

## **BOARD OF TRUSTEES MEETING**

**Wednesday, September 19, 2012  
Immediately following the Public Hearing at 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 August 15, 2012 Board Meeting (page 1-4)
  - b. Minutes of September 12, 2012 Work Session (page 5-8)
  - c. Monthly Bills for Payment (page 9-15)
  - d. Monthly Financial Report (page 16-36)
  - e. Personnel Report (page 37)
  - f. 2012 Board Calendar (page 38)
3. Director's Monthly Report (page 39-52) – Sara Laughlin
4. Old Business
5. New Business – action items
  - a. Internet and Computer Use Policy (page 53-55) – Josh Wolf , Steve Backs, and Ned Baugh
  - b. By-Laws Revision to Add Conflict of Interest Language (page 56-58) – Sara Laughlin
6. Department Update – Ellettsville – Mickey Needham
7. Public Comment
8. Adjournment

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

**Wednesday, August 15, 2012**

**5:45 p.m.**

**Meeting Room 1B**

**MINUTES**

**Trustees in Attendance:**

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

**Others in Attendance:**

Steve Backs, Ned Baugh, Tom Bunger, Margaret Harter, Stephanie Holman, Chris Jackson, Sara Laughlin, Gary Lettelleir, Austin Stroud, Michael White, Kyle Wickemeyer-Hardy, Josh Wolf, and Marilyn Wood

**Call to Order**

Kari called the meeting to order at 5:48 p.m.

**Consent Agenda**

There was no discussion regarding the Consent Agenda and David Ferguson moved to approve the Consent Agenda; Fred Risinger seconded; unanimously approved.

**Director's Monthly Report**

Sara Laughlin shared that the Library is finishing summer period this month. The library had a big and successful summer reading program for children, teens, and adults. School started Monday, so the rhythm will change a little. We're looking forward to library card sign up month and first grade tours in September.

John Walsh asked how the participation in summer reading program was, compared to previous years. Children's Manager Josh Wolf shared that the children received approximately 2,970 reading guides at the Main Library, 1,000 in Ellettsville, and 200 in Outreach, for a total of 4,170. The Library's integration with the camps was much more successful. Josh extended a personal thank you to all camp directors.

Kari Isaacson offered a thank you to Josh and his staff for cooperation with MCCSC in bringing the library bus to schools.

Fred Risinger shared that he heard on WHFB people mentioning Freegal at library.

**Old Business**

None.

## **New Business**

### a. Authorization to Appeal for an Increase to the Maximum Levy, resulting from County Auditor Error in 2012

Gary Lettelleir reminded the Board that the 2012 property tax revenue for Library was reduced by \$42,975 because of error made by the Monroe County Auditor in calculating county property tax bills. He requested that the Board authorize him to file an appeal to the Department of Local Government Finance to recover the funds with 2013 tax levy. Gary pointed out that the form in the packet has September board date on it but Gary indicated he has changed that and the one the Board signs will have correct date.

Fred Risinger commented that there doesn't appear to be any downside to making appeal.

John Walsh moved to approve Authorization to Appeal for an Increase to the Maximum Levy, resulting from County Auditor Error in 2012; Fred Risinger seconded; unanimously approved.

### b. 2013 Budget Revision

Gary went over latest version of budget at last week's work session. He will cover it in a little more detail at the public hearing on September 19. He requested approval to publish the required public notice for 2013 budget.

Total spending projection is \$9,149,000. 2013 property tax levy is \$5,763,000. The notice also provides the time and place of public hearing on the budget and the adoption meeting. The public hearing is scheduled for September 19 and adoption of budget is scheduled for the October 24 Board meeting.

Sara shared one more date that isn't part of the library's public notice: The County Council will make its non-binding review on September 12, beginning at 5:30. We have asked to be scheduled at the end of the Council's agenda so we can conduct our regular Board work session that begins at 5:45.

Kari commended Gary and Sara on the excellent job they have done over the last several months on the budget.

David Ferguson questioned the increase in employee benefits and Gary and Sara explained this is due in part to a 10% increase in health insurance costs, retirement, and staff changes.

David also questioned the increase in employer contributions made to PERF, up \$50,000 in the last couple of years. Sara explained that the employer rate is set by the state and has increased. Gary shared that we have also replaced a previous reference assistant position split between children's and adult services with a full-time reference assistant in each department to improve coverage.

After much discussion it was decided that the questions could not be answered without further review by Sara and Gary. John Walsh asked if we separate the employee and employer contributions to PERF in the line item budget. Sara indicated that we did not. John suggested that they be separated so the Board will know what we are paying every year. Gary will make the change in the next version of the line-item budget.

Sara clarified that we can't increase our budget once it has been advertised. We can move or reduce funding within lines, but Sara encouraged the Board not to reduce it. Kari asked for a motion and John Walsh moved to publish Public Notice for 2013 budget; Fred Risinger seconded; unanimously approved.

c. Internet and Computer Use Policy

Josh Wolf addressed the Board regarding the internet and Computer Use Policy. He stated that the Indiana Public Library standards require Board of Trustees adopt a policy and review it annually. The Committee did an extensive review of the principles of open access, effectiveness of filters, and behavioral issues related to unfiltered access to the Internet and the Library's processes for addressing them.

The committee recommended that the Board make no changes in the current Internet and Computer Use Policy. The three main areas the committee focused on are:

David asked Josh how the Library was going to enforce a six-month ban. Josh explained that we record bans in tracking software, report bans in incident reports shared with every department, and alert security and other staff as necessary that an individual is banned.

David indicated that he was going to vote against filtering issue, but he appreciated the efforts made. David also asked if there was funding if we chose to filter and Sara confirmed that she estimated it would be approximately \$10,000 per year.

John Walsh stated that he doesn't think it's fair to say that this policy says we don't care about these people viewing this information. He would like to see more studies about filtering software. The one we've been presented with says we would be locking people out of 15% of information and this seems unacceptable. If we have other means to control behavior, we don't want to give up 15% of available information.

John Walsh moved to table this issue until next month's meeting; Fred Risinger seconded motion; Fred Risinger, John Walsh, Kari Isaacson voted aye; David Ferguson voted nay; motion carried.

**Department Update-Information Systems**

Ned Baugh, IS manager, presented a department update. The IS Department has been busy and recently finished several projects including launching the new website. He introduced instructional designer Austin Stroud, who will be developing classes for the public at Ellettsville and Main and integrating technology training with everyone's professional development.

Kari noted that she is a graduate of the Excel class. It was a wonderful experience and that this is a wonderful community service.

Austin shared that he has 22 classes scheduled between September and November.

**Public Comment**

Rita Lichtenberg addressed the Board to bring to their attention a guest column in HT regarding homelessness. Rita stated that it gives a sensitive and knowledgeable account.

**Adjournment**

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

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
WORK SESSION  
Wednesday, September 12, 2012  
5:45 p.m.  
Meeting Room 1B**

**MINUTES**

Trustees in Attendance:

David Ferguson, Kari Isaacson, Valerie Merriam, Steve Moberly, Melissa Pogue, Fred Risinger, and John Walsh

Others in Attendance:

Tom Bunger, Margaret Harter, Shawn Henline, Stephanie Holman, Sara Laughlin, Gary Lettelleir, Rita Lichtenstein, Dory Lynch, Bobby Overman, Jason Radke, Bara Swinson, Josh Wolf, Marilyn Wood.

**Call to Order**

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

**2013 Budget**

Gary presented the fourth draft of the budget with two updates:

1. PERF – employer and employee contribution budgeted on separate lines, and
2. LIRF and Rainy Day Funds showing funds moved to the building renovation line.

The operating fund spending total \$7,798,893 has not changed.

We have \$418,000 budgeted in the 2012 Library Capital Projects Fund for Main Library renovation phase III. We held off on making decisions about the next phase of building renovation because we wanted to review community input from the strategic planning process which will determine the priorities for library service and impact space usage in building. By December of this year we should be ready to select architects, but we will not have contracts in place and thus will not be able to encumber the LCPF funds for renovation. The unexpended LCPF funds will remain, but the authority to spend them will lapse at end of 2012.

We had budgeted \$750,000 for contingencies in LIRF and Rainy Day funds for 2013. We have moved a portion of these amounts to the renovation line in LIRF and Rainy Day funds to provide for renovation work to be done in 2013. The unused 2012 appropriation in the capital projects fund for renovation (\$418,411) can be transferred by board resolution to LIRF or Rainy Day Fund after they have remained dormant for one year (in 2014).

Sara shared that staff groups are beginning work on developing the “program” to be shared with potential architects. The next step will be to get proposals from architects. We hope to have that done by end of 2012.

Valerie Merriam asked, for the benefit of viewers, if there was a rule pertaining to funds lying dormant for one year before they can be re-appropriated and Gary confirmed that this is the case.

Steve Moberly inquired what the strategic plan will change from our original plans for renovation as he hates to see us let that expire.

Sara explained that we have to sign a contract before the end of the year. Because the plans we had from the previous architect don’t include Auditorium or third floor we have to decide how we want those spaces to be addressed before we can talk to architect. It’s been more than three years since we did the last plan and the architectural firm we worked with is out of business. We want to make sure we still want to do what those plans called for. The strategic plan may include a digital creativity space.

Steve further commented that since we have paid an architectural firm to draw up plans he hated to see those plans go to waste and have to pay another firm. Sara pointed out that plans may not change for areas we had included, but the previous plans do not include the auditorium or third floor. Areas of attention on the third floor include the Information Systems office which currently houses six people and has inadequate plugs and lighting, but whose services are increasingly mission-critical; the Graphic Design Department which is not adequate, an ADA issue at the doorway into reception area that needs to be addressed and worn carpeting in offices and reception area.

Kari asked whether those areas were included in the previous architectural designs. Sara responded that we did not have third floor or auditorium plans.

David Ferguson asked about the increase in PERF. Gary explained that he based wage projections on current staff on the payroll at the time of the budget creation, so he could compare what was included the budget last year to what was in the budget this year. David also what was the total amount for the two positions added. Gary stated he would have to get that information.

Steve if we were planning to bring in any consultants in 2013. Sara stated that \$5,000 of the \$12,000 in that line was allocated to an audit of information technology and she had no other plans at this time. The money was included to cover unexpected needs that might arise.

Related to increases in the PERF contributions, Sara shared that the PERF contribution rate had been increased by the state in between 2009 and 2010 (from 8.75% to 9.25%) and between 2011 and 2012 (9.25% to 10.0%). The employee contribution rate of 3% has not changed. There was no increase in employer contribution from 2012 to 2013.

David noted that health insurance costs have increased 80% over the last five years. Sara said she was cautiously hopeful that the library’s rate of increase for health insurance would be moderate. She reminded the Board that we have included about \$50,000 in the budget as a

contingency, which we haven't included before. This amount would help assure that the library would be prepared if an employee not on the insurance plan left and was replaced by one who did choose to be covered, or if a current employee not on the insurance decided to opt in. She noted that, with so many uncertainties in the health insurance environment and a narrowing gap between our budgeted amounts and actual expenditures over the last few years, it seemed prudent to plan for more employees to choose to participate. Valerie asked if the library offered insurance to full time employees on the first day of employment. Sara explained that insurance is offered to all full-time employees on the first of the month following thirty days of employment. Insurance is also offered to part-time staff who work 20 hours or more after one year of employment.

Sara reported that the County Council gave their non-binding recommendation regarding the budget last night. The next steps in the budgeting process is the public hearing, to be held at 5:45 next week, just before the Board meeting. Final adoption of the budget, which must occur before November 1, is scheduled for the Board Meeting October 24.

### **Internet and Computer Use Policy**

Josh Wolf, representing the Encouraging Positive Patron Behavior Committee, presented a recap of the Internet and Computer Use Policy. The Committee recommended that the Board make no changes in the current Internet and Computer Use Policy.

A lengthy discussion by the Board members ensued. Valerie shared that after viewing the tape of last month's meeting, she went to the Greenwood library and did some investigation on their filtering system. She felt the it did not do what it was supposed to do. Valerie stated that she believes it is more of a behavioral issue. She will not support any kind of censorship.

David Ferguson commented that he appreciated the work of the Committee, but felt the Board did not get a fair report. David also shared that he had reviewed incident reports at the Main Library and found 12 related instances over the past year, although not all related to using a computer. He said the library engaged in censorship when it selected books, but he understood that there were limited funds. The Internet is free, he said, so the library was proposing to do nothing. He noted that the library had adopted several ALA policies and he found them to be very broad. The report stated that filters were 85% effective and wondered what percentage they would have to achieve before being acceptable. The Denver Public Library filters and warns that filters might not be effective. They also let people know they can request unblocking. He noted that it might embarrassing, but suggested that the library could develop an anonymous request method. If medical sites were blocked, staff could override the blocks for the top 100, 500, 1,000. He had not heard objections about staff time spent in unblocking. He felt that some of the 12 incidents could have been resolved by filtering. He felt that the report was inadequate in reporting best practices. He found an online report that 70% of public libraries used filters. He indicated that he would like more information to be able to make a decision. He announced that he planned to vote against reaffirming the policy.

Melissa Pogue pointed out that there are different levels of filtering and that at Richland-Bean Blossom Schools, the students are very tech savvy. Teachers stress digital citizenship and expect



a certain behavior from students when using computers and feels the issue at the library is a behavioral one. Melissa proposed to leave the current computer policy as is.

Kari expressed her appreciation to the Board for having this discussion. She stated that she wanted the Board to be careful with taxpayer money and how it was used. She will vote to reaffirm the policy and then ask staff to continue to review behavior and incident reports.

### **By-Laws Revision to Add Conflict of Interest Language**

Sara shared that she received a letter from the State Library which reviewed our Bylaws and found they lacked conflict of interest language now required by the public library standards. In Sara used the sample language and inserted Article VIII. The State Library also said we had not included language prohibiting nepotism. The language is actually in the Bylaws, but without a separate heading, so she proposed inserting a new heading, Article VII and making no change to the language.

John asked if there were other deficiencies identified by the State Library. Sara said the only other was the need to update the Internet and Computer Use Policy. The letter included a several other items, all of which are actually on our website, but which they apparently hadn't found. She will report back on all after the Board meeting next week.

Steve asked that if Sara would pass out new conflict of interest forms for the Board to sign, assuming the Bylaws revisions are adopted next week. Sara indicated she would.

### **Public Comment**

None.

### **Adjournment**

Kari adjourned the meeting at 6:43 p.m.

## Financial Report Comments

Reports as of 8-31-12  
Board Meeting Date 9/19/12

Monthly Budget Report:

The guideline for the portion of the annual budget spent after eight months is 66.7%. The actual operating fund spending is 60.9% of the annual total budget.

In the Other Services and Charges category:

The professional services total is at about \$141,000 compared to \$199,000 last year. Last year we paid about \$35,000 to OCLC for catalog related services in June. This covered the service for the whole year. The 2012 payments are now being made on a monthly basis. The timing difference for the OCLC payment accounts for about \$26,000 of the decrease this year. About \$24,000 of the decrease can be attributed to the collection services fees. They are lower now that we are in our second year because in the first year we had a backlog of late accounts to deal with.

Communication and Transportation – About \$50,000 this year compared to about \$42,000 last year. 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 \$49,000 compared to about \$17,000 last year. Most of the increase is related to the energy audit (\$36,166) which was encumbered.

The other charges line is about \$141,000 compared to about \$8,000 last year because of the transfer to the rainy day fund. In 2012 we are making a monthly entry to charge one twelfth of total annual amount - \$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.

**MONROE COUNTY PUBLIC LIBRARY**

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**\*Check Summary Register©**

**August 10, 2012 to September 13, 2012**

<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>	
<b>06500 FIFTH THIRD CHECKING</b>			
Paid Chk# 002938 ADAM STILLWELL	8/16/2012	\$239.71	ACM CONF. EXPENSES/MILEAGE
Paid Chk# 002939 AMERICAN INBOUND	8/16/2012	\$9.85	PAGER
Paid Chk# 002940 AMERICAN UNITED LIFE INS. CO.	8/16/2012	\$1,549.74	403b TSA-AUL W/H
Paid Chk# 002941 ASHLEY HALL	8/16/2012	\$200.00	PROGRAM/FINRA GRANT
Paid Chk# 002942 AT&T (IL)	8/16/2012	\$294.99	4 DEDICATED LINES
Paid Chk# 002943 CITY OF BLOOMINGTON	8/16/2012	\$2,314.00	WATER & SEWER
Paid Chk# 002944 OCTOPUS, INC.	8/16/2012	\$100.00	FD/CHILD/PROGRAM
Paid Chk# 002945 EMILY S. TENNEY	8/16/2012	\$25.95	REFUND ON LOST ITEM
Paid Chk# 002946 ERIC DAY	8/16/2012	\$37.50	1/2 ZONE 4 PARKING PERMIT
Paid Chk# 002947 JASON RADKE	8/16/2012	\$260.52	ACM CONF. EXP./FOOD
Paid Chk# 002948 MIDWEST PRESORT SERVICE	8/16/2012	\$318.18	POSTAGE SERVICES
Paid Chk# 002949 MONROE COUNTY TREASURER	8/16/2012	\$175.58	GARNISHMENT
Paid Chk# 002950 SARA LAUGHLIN	8/16/2012	\$49.28	FD/ALA MILEAGE
Paid Chk# 002951 VANESSA SCHWEGMAN	8/16/2012	\$25.29	FD/OHPUG CONF./FOOD
Paid Chk# 002952 VERIZON WIRELESS	8/16/2012	\$126.03	DATA LINES/BKM
Paid Chk# 002953 WRIGHT EXPRESS FSC	8/16/2012	\$38.52	FUEL
Paid Chk# 002954 ZAC CANALE	8/16/2012	\$75.00	ZONE 4 PARKING
Paid Chk# 002955 JPMORGAN CHASE BANK, NA	8/16/2012	\$6,802.52	VARIOUS
Paid Chk# 002956 ADDISON ROGERS	8/23/2012	\$300.00	FD/ADULT-LIVE MUSIC CONCERT
Paid Chk# 002957 AIA INDIANA	8/23/2012	\$5.00	BOOKS
Paid Chk# 002958 BETHANY TERRY	8/23/2012	\$24.20	FD/VITAL-FOOD
Paid Chk# 002959 EULA F. BURRIS	8/23/2012	\$34.99	REFUND ON LOST ITEMS
Paid Chk# 002960 JERALD W. JAMES	8/23/2012	\$200.00	FINRA/TALK TO AN EXPERT
Paid Chk# 002961 MIDWEST PRESORT SERVICE	8/23/2012	\$350.69	POSTAGE SERVICES
Paid Chk# 002962 OCLC, INC.	8/23/2012	\$3,291.89	OCLC MONTHLY SERVICE
Paid Chk# 002963 PARIS A. OWENS	8/23/2012	\$25.49	REFUND ON LOST ITEM
Paid Chk# 002964 RON GREENE	8/23/2012	\$75.00	ZONE 4 PARKING PERMIT
Paid Chk# 002965 STEPHANIE HOLMAN	8/23/2012	\$55.90	FD/ELL SPLS
Paid Chk# 002966 VERIZON WIRELESS	8/23/2012	\$189.11	CELL PHONES
Paid Chk# 002967 AT&T (IL)	8/28/2012	\$1,331.17	PHONE CALLS
Paid Chk# 002968 AT&T (OK)	8/28/2012	\$87.98	PHONE CALLS
Paid Chk# 002969 AT&T MOBILITY	8/28/2012	\$247.11	CELL PHONES
Paid Chk# 002970 DUKE ENERGY	8/28/2012	\$1,421.63	ELECTRICITY
Paid Chk# 002971 MIDWEST PRESORT SERVICE	8/28/2012	\$313.04	POSTAGE SERVICES
Paid Chk# 002972 POLLY O'SHEA	8/28/2012	\$51.38	WAHL GRANT/BOXES-HEAD START KITS
Paid Chk# 002973 VECTREN ENERGY DELIVERY	8/28/2012	\$97.55	NATURAL GAS
Paid Chk# 002974 YP	8/28/2012	\$170.00	LISTED PHONE NUMBERS
Paid Chk# 002975 AMERICAN UNITED LIFE INS. CO.	9/4/2012	\$1,330.00	403b TSA-AUL W/H
Paid Chk# 002976 ANDREW FUNKHOUSER	9/4/2012	\$37.50	1/2 ZONE 4 PARKING PERMIT
Paid Chk# 002977 CITGO	9/4/2012	\$666.17	FUEL
Paid Chk# 002978 DARCI HAWXHURST	9/4/2012	\$225.00	TUTORING/VITAL/\$ GENERAL
Paid Chk# 002979 GECRB/AMAZON	9/4/2012	\$7,272.28	BOOKS AND NONPRINT
Paid Chk# 002980 INFOBASE PUBLISHING	9/4/2012	\$225.95	CIVILITY INITIATIVE
Paid Chk# 002981 JASON RADKE	9/4/2012	\$75.00	ZONE 4 PARKING PERMIT
Paid Chk# 002982 MARY LORO	9/4/2012	\$27.30	REIMBURSEMENT/CIRC SPLS
Paid Chk# 002983 MIDWEST PRESORT SERVICE	9/4/2012	\$336.44	POSTAGE SERVICES
Paid Chk# 002984 MONROE COUNTY HUMANE	9/4/2012	\$125.00	FD/CHILD/SPR
Paid Chk# 002985 REPUBLIC SERVICES #694	9/4/2012	\$489.44	TRASH SERVICE
Paid Chk# 002986 SMITHVILLE DIGITAL, INC.	9/4/2012	\$1,425.00	MONTHLY INTERNET SERVICE
Paid Chk# 002987 TASC	9/4/2012	\$526.95	FSA SERVICES
Paid Chk# 002988 WILMA HARDY	9/4/2012	\$10.00	REFUND ON LOST ITEM
Paid Chk# 002989 POSTMASTER	9/5/2012	\$1,000.00	BULK MAILING ACCT.
Paid Chk# 002990 AFSCME COUNCIL 62	9/6/2012	\$1,227.78	UNION DUES W/H
Paid Chk# 002991 ANTHEM BLUE CROSS BLUE	9/6/2012	\$60,151.82	HEALTH INS. - SEPT.'12

MONROE COUNTY PUBLIC LIBRARY

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August 10, 2012 to September 13, 2012

Name	Check Date	Check Amt	
Paid Chk# 002992 COLONIAL LIFE	9/6/2012	\$497.73	INSURANCE/SEPT.'12
Paid Chk# 002993 DUKE ENERGY	9/6/2012	\$21,704.72	ELECTRICITY
Paid Chk# 002994 ELLETTSVILLE UTILITIES	9/6/2012	\$260.37	WATER & SEWER
Paid Chk# 002995 GLHEC	9/6/2012	\$200.80	GARNISHMENT W/H
Paid Chk# 002996 GUARDIAN LIFE INS. CO.	9/6/2012	\$5,771.02	SEPT. '12 DENTAL
Paid Chk# 002997 JERALD W. JAMES	9/6/2012	\$200.00	"IT'S YOUR MONEY" PROGRAM
Paid Chk# 002998 LEGAL SHIELD	9/6/2012	\$47.84	PRE-PAID LEGAL W/H
Paid Chk# 002999 MIDWEST PRESORT SERVICE	9/6/2012	\$352.48	POSTAGE SERVICE
Paid Chk# 003000 MONROE COUNTY YMCA	9/6/2012	\$121.84	YMCA W/H
Paid Chk# 003001 UNITED WAY	9/6/2012	\$118.00	UNITED WAY W/H
Paid Chk# 003002 VERIZON WIRELESS	9/6/2012	\$126.03	BKM DATA LINES
Paid Chk# 003003 AMERICAN UNITED LIFE INS. CO.	9/12/2012	\$1,581.13	403b TSA-AUL W/H
Paid Chk# 003004 AT&T (IL)	9/12/2012	\$294.75	4 DEDICATED LINES
Paid Chk# 003005 AUDRA LOUDENBARGER	9/12/2012	\$37.50	1/2 ZONE 4 PARKING PERMIT
Paid Chk# 003006 BANCTEC INC.	9/12/2012	\$61.80	MONTHLY FOLDER MAINT.
Paid Chk# 003007 BETHANY TERRY	9/12/2012	\$25.00	TUTOR TRAINING/VITAL-GENRAL
Paid Chk# 003008 ELIZABETH HEIDI SHACKLEFORD	9/12/2012	\$600.00	FD/CHILD/PERFORMANCES
Paid Chk# 003009 JANIE KAY VEST	9/12/2012	\$52.16	REFUND ON LOST ITEMS
Paid Chk# 003010 JERALD W. JAMES	9/12/2012	\$200.00	TALK TO AN EXPERT/FINRA GRANT
Paid Chk# 003011 LEE MATTHEW BUSICK	9/12/2012	\$4,000.00	CONSULTING/WEBSITE
Paid Chk# 003012 LISA CHAMPELLI	9/12/2012	\$818.20	R SQUARED/PLANE TICKET
Paid Chk# 003013 RACHAEL MOSLEY	9/12/2012	\$29.99	REFUND ON LOST ITEM
Paid Chk# 003014 SMITHVILLE COMMUNICATIONS,	9/12/2012	\$242.12	TELEPHONE
Paid Chk# 003015 ADP, INC.	9/13/2012	\$272.57	BACKGROUND CHECKS
Paid Chk# 003016 ALL-PHASE ELECTRIC SUPPLY	9/13/2012	\$173.80	LIGHT BULBS
Paid Chk# 003017 AMERICAN LIBRARY	9/13/2012	\$65.00	BOOKS
Paid Chk# 003018 AUDIOGO	9/13/2012	\$264.14	NONPRINT
Paid Chk# 003019 AVCAFE	9/13/2012	\$20.99	NONPRINT
Paid Chk# 003020 BAKER & TAYLOR BOOKS	9/13/2012	\$43,076.14	BOOKS/ADULT SERVICES
Paid Chk# 003021 BANYON DATA SYSTEMS, INC.	9/13/2012	\$195.00	WINFIX ASSETS SUPPORT
Paid Chk# 003022 BIBLIOTHECA ITG, LLC	9/13/2012	\$6,440.00	RFID TAGS
Paid Chk# 003023 BLACKSTONE AUDIO, INC.	9/13/2012	\$240.75	NONPRINT
Paid Chk# 003024 BLOOMINGTON PAINT &	9/13/2012	\$37.16	BLDG SPLS
Paid Chk# 003025 BLOOMINGTON VALLEY	9/13/2012	\$108.00	TREE & SHRUB SPRAYING
Paid Chk# 003026 BOOKS IN MOTION	9/13/2012	\$6.00	NONPRINT
Paid Chk# 003027 BRODART CO.	9/13/2012	\$88.93	CIRCULATION BAGS
Paid Chk# 003028 BUDGET BLINDS	9/13/2012	\$1,349.00	BLINDS
Paid Chk# 003029 BUNGER & ROBERTSON, LLP	9/13/2012	\$1,425.00	LEGAL SERVICES
Paid Chk# 003030 BWI	9/13/2012	\$2,972.21	BOOKS
Paid Chk# 003031 CAPSTONE PRESS, INC.	9/13/2012	\$219.89	BOOKS
Paid Chk# 003032 CARMICHAEL TRUCK &	9/13/2012	\$304.74	BKM REPAIRS
Paid Chk# 003033 CENTER POINT LARGE PRINT	9/13/2012	\$214.50	BOOKS
Paid Chk# 003034 CINTAS CORPORATION	9/13/2012	\$385.71	FIRST AID SPLS
Paid Chk# 003035 DEMCO, INC.	9/13/2012	\$913.72	CIRC SPLS
Paid Chk# 003036 DOOR EQUIPMENT CO. OF IN, IN	9/13/2012	\$263.19	BLDG SERVICES
Paid Chk# 003037 DUNCAN VIDEO, INC.	9/13/2012	\$4,136.09	EQUIPMENT
Paid Chk# 003038 ELECTRONIC COMMERCE, INC.	9/13/2012	\$3,546.00	PAYROLL SERVICES
Paid Chk# 003039 ETC INSTITUTE	9/13/2012	\$7,000.00	SURVEY DEVELOPMENT & MAILING
Paid Chk# 003040 EVANCED SOLUTIONS, LLC	9/13/2012	\$105.00	11/1/12-10/31/13 MAINT. CONTRACT
Paid Chk# 003041 EVANSVILLE BINDERY, INC.	9/13/2012	\$210.15	BOOK BINDING
Paid Chk# 003042 FEDEX	9/13/2012	\$54.26	SHIPPING
Paid Chk# 003043 FREEDOM BUSINESS SOLUTION	9/13/2012	\$2,520.25	CARTRIDGES
Paid Chk# 003044 GALE	9/13/2012	\$2,405.19	BOOKS
Paid Chk# 003045 GAYLORD BROS., INC.	9/13/2012	\$711.84	LABEL HOLDERS
Paid Chk# 003046 GENEALOGICAL PUBLISHING	9/13/2012	\$385.35	BOOKS

## \*Check Summary Register©

August 10, 2012 to September 13, 2012

Name	Check Date	Check Amt	
Paid Chk# 003047 GENERAL BINDING	9/13/2012	\$402.08	MAINT. CONTRACT/LAMINATOR
Paid Chk# 003048 GUITAR PLAYER	9/13/2012	\$23.99	PERIODICALS/1 YEAR
Paid Chk# 003049 HOMESPUN TAPES	9/13/2012	\$59.90	NONPRINT
Paid Chk# 003050 HP PRODUCTS	9/13/2012	\$6,307.41	CLEANING SPLS
Paid Chk# 003051 INDIANA CHAMBER OF COMMER	9/13/2012	\$251.95	BOOKS
Paid Chk# 003052 INTERNET MINDED DESIGN AND	9/13/2012	\$4,000.00	CATS WEBSITE IMPLEMENTATION
Paid Chk# 003053 J. A. SEXAUER	9/13/2012	\$671.62	BLDG SPLS
Paid Chk# 003054 JERALD W. JAMES	9/13/2012	\$200.00	TALK TO AN EXPERT/FINRA GRANT
Paid Chk# 003055 JIM GORDON, INC	9/13/2012	\$91.53	COPIERS/MONTHLY MAINT.
Paid Chk# 003056 JOHN E. WRIGHT	9/13/2012	\$80.00	CHANNEL 14 TROUBLESHOOTING
Paid Chk# 003057 KLEINDORFER'S HDWE	9/13/2012	\$94.80	BLDG SPLS
Paid Chk# 003058 LEARNING TREASURES	9/13/2012	\$168.38	FD/ELL SPLS
Paid Chk# 003059 LEGAL DIRECTORIES PUBLISHIN	9/13/2012	\$67.75	BOOKS
Paid Chk# 003060 LIBRARY VIDEO COMPANY	9/13/2012	\$117.86	NONPRINT
Paid Chk# 003061 LITTLE MIAMI PUBLISHING CO.	9/13/2012	\$275.50	BOOKS
Paid Chk# 003062 LOGISTECH, INC.	9/13/2012	\$39.43	BOOKS
Paid Chk# 003063 LOWE'S	9/13/2012	\$328.76	BATHROOM REMODEL/WOMENS
Paid Chk# 003064 MAXIMUM PC	9/13/2012	\$19.95	PERIODICALS/12 ISSUES
Paid Chk# 003065 MAXWELLS OFFICE PRODUCTS	9/13/2012	\$34.66	OFFICE SPLS
Paid Chk# 003066 MENARDS - BLOOMINGTON	9/13/2012	\$252.33	BLDG SPLS
Paid Chk# 003067 MIDWEST TAPE	9/13/2012	\$20,106.22	NONPRINT
Paid Chk# 003068 NEW READERS PRESS	9/13/2012	\$396.85	BOOKS/VITAL
Paid Chk# 003069 NEWSOUND	9/13/2012	\$175.05	NONPRINT
Paid Chk# 003070 NOLAN'S LAWN CARE SERVICE	9/13/2012	\$206.25	LAWN SERVICE
Paid Chk# 003071 OCLC, INC.	9/13/2012	\$3,034.87	OCLC MONTHLY EXPENSE
Paid Chk# 003072 OFFICE DEPOT, INC.	9/13/2012	\$349.72	CIRCULATION SPLS & CHAIR
Paid Chk# 003073 OVERDRIVE	9/13/2012	\$12,000.00	E-BOOKS/08/31/12-09/01/13
Paid Chk# 003074 B,B & C POW PEST CONTROL,	9/13/2012	\$84.00	PEST CONTROL
Paid Chk# 003075 PROQUEST LLC	9/13/2012	\$1,767.15	PERIODICALS
Paid Chk# 003076 PYGMALION' S ART SUPPLIES	9/13/2012	\$29.89	SPLS
Paid Chk# 003077 QUILL CORPORATION	9/13/2012	\$821.68	OFFICE SPLS & PAPER
Paid Chk# 003078 RANDOM HOUSE, INC.	9/13/2012	\$1,104.30	NONPRINT
Paid Chk# 003079 RECORDED BOOKS, LLC	9/13/2012	\$2,008.60	NONPRINT
Paid Chk# 003080 ROCKFORD MAP PUBLISHERS,	9/13/2012	\$1,027.95	BOOKS
Paid Chk# 003081 SAM'S CLUB	9/13/2012	\$29.58	SPLS
Paid Chk# 003082 SHARON PATMORE	9/13/2012	\$90.00	BOOKS
Paid Chk# 003083 SHOWCASES	9/13/2012	\$1,042.20	A/V CATALOGING SPLS
Paid Chk# 003084 SIGNS NOW	9/13/2012	\$50.80	SPANISH SIGN
Paid Chk# 003085 STANSIFER RADIO COMPANY IN	9/13/2012	\$1,125.89	VIDEO MAT'LS
Paid Chk# 003086 T & H KEITH INC.	9/13/2012	\$2,500.00	WOMENS BATHROOM REMODEL/2ND FLOOR
Paid Chk# 003087 TANTOR MEDIA	9/13/2012	\$192.69	NONPRINT
Paid Chk# 003088 THE ELLETTSVILLE JOURNAL	9/13/2012	\$22.00	PERIODICALS/1 YEAR.
Paid Chk# 003089 THE ENGRAVING AND STAMP	9/13/2012	\$20.95	OFFICE SPLS
Paid Chk# 003090 THE GREAT COURSES	9/13/2012	\$59.95	PATRON REQUESTS/ADULT A-V
Paid Chk# 003091 THE HERALD-TIMES, INC.	9/13/2012	\$1,140.84	ADVERTISING/BUDGET
Paid Chk# 003092 THE MACEXPERIENCE	9/13/2012	\$7,110.48	CATS EQUIPMENT
Paid Chk# 003093 U.S. TOY CO/CONSTRUCTIVE	9/13/2012	\$1,011.93	NONPRINT
Paid Chk# 003094 UNIQUE MANAGEMENT SERVICE	9/13/2012	\$2,944.55	COLLECTION SERVICES/CIRC.
Paid Chk# 003095 WFHB	9/13/2012	\$2,500.00	3RD QTR, '12 NEWS PROGRAM
<b>Total Checks</b>		<b>\$289,962.76</b>	

MONROE COUNTY PUBLIC LIBRARY  
CHECKING ACCOUNTS  
08/10/12 - 09/13/12

Fifth Third Checking Account/Check Register Total	\$289,962.76
Add: Electronic Withdrawals	
Merchant Services-Monthly Credit Card Fees (Aug. '12)	662.43
Fifth Third Checking-Monthly Service Charge (July `12)	63.00
Add: Payrolls	
Vouchers & Check 08/10/12 Payroll (ECI)	117,681.21
Electronic transfer (ECI) employee/employer taxes	40,755.98
Electronic transfer (ECI) employer & employee "HSA"	2,052.97
Electronic transfer 08/14/12 (TASC) employee "FSA"	383.45
Vouchers 08/24/12 Payroll (ECI)	117,565.22
Electronic transfer (ECI) employee/employer taxes	41,172.26
Electronic transfer (ECI) employee "HSA"	2,052.97
Electronic transfer 08/28/12 (TASC) employee "FSA"	383.45
Vouchers 09/07/12 Payroll (ECI)	119,617.12
Electronic transfer (ECI) employee/employer taxes	41,740.56
Electronic transfer (ECI) employee "HSA"	2,052.97
Electronic transfer 09/11/12 (TASC) employee "FSA"	383.45
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$776,529.80

Check # 2955

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 002955 8/16/2012 Purchase Order No. 0 Terms Date Due	Claim 21102
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Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
7/10/2012		E001-005-31700 PAY FLOW/MNTHLY CC FEE	\$90.15
7/13/2012		E019-003-32400 CLIC/R-SQUARED CONF.	\$495.00
7/13/2012		E019-019-32400 CLIC/R-SQUARED CONF.	\$495.00
7/13/2012		E019-011-32400 CLIC/R-SQUARED CONF	\$495.00
7/13/2012		E019-007-32400 CLIC/R-SQUARED CONF.	\$495.00
7/18/2012		E019-001-21350 FARM BLGTN/TRAINING DINNER	\$25.50
7/18/2012		E019-001-21350 UPTOWN/TRAINING LUNCH	\$12.50
7/30/2012		E001-007-33200 CONSTANTCONTACT/SUBSC-NEWSLETTER	\$15.00
7/23/2012		E019-016-21350 UPTOWN/FOOD-CELEBRATION	\$80.25
7/6/2012		E001-018-45200 HERALD TIMES/SUBSCRIPTION	\$112.80
7/11/2012		E001-018-45300 WTIU/NONPRINT	\$23.95
7/17/2012		E001-018-45100 METRICS/BOOKS	\$200.00
7/26/2012		E001-018-45100 GLWOODS/BOOKS	\$23.90
7/26/2012		E001-018-45100 PLAN-IT-X/BOOKS	\$12.00
7/29/2012		E001-018-45300 DAI*SHOP/NONPRINT	\$37.04
7/22/2012		E001-018-45300 JAPANESE/NONPRINT	\$32.90
7/14/2012		E019-011-21350 HOBBY-LOBBYFD-CHILD SPLS	\$22.90
7/27/2012		E019-011-21350 MICHAEL'S/FD-CHILD SPLS	\$27.41
7/10/2012		E019-010-21350 KROGER/FD-ADULT FOOD	\$22.11
7/10/2012		E019-010-21350 KROGER/FD-TEEN/FOOD	\$37.49
7/10/2012		E019-010-21350 MICHAELS/FD-TEEN SPLS	\$45.87
7/18/2012		E019-010-21350 KROGER/FD-TEEN FOOD	\$8.82
7/18/2012		E019-010-21350 MICHAELS/FD-TEEN SPLS	\$4.90
7/20/2012		E019-010-21350 AMAZON.COM/FD-TEEN SPLS	\$158.00
7/17/2012		E019-010-21350 MAD MUSHROOM/FD-TEEN FOOD	\$87.19
7/12/2012		E001-019-31600 GODADDY/SSL-NEW SERVER	\$287.96
7/16/2012		E001-019-31600 DREAMHOST/WEB-HOST SUBS.	\$130.89
7/21/2012		E001-019-23000 HOOTSUITE/IS SPLS	\$9.99
7/20/2012		E019-019-32400 NY LIB. ASS./WEBINAR	\$35.00
7/31/2012		E019-019-32300 UNITED/R-SQUARED FLIGHT	\$584.20
8/1/2012		E019-003-32300 MT. LODGE/R-SQUARED RM	\$195.90
8/1/2012		E019-019-32300 MT. LODGE/R-SQUARED RM	\$195.90
7/31/2012		E019-019-32300 UNITED/R-SQUARED FLIGHT	\$14.00
7/4/2012		E016-015-21350 AMAZON/WAHL-STORY TIMES KITS	\$114.77
7/4/2012		E016-015-21350 AMAZON/WAHL-STORY KITS	\$10.58
7/5/2012		E016-015-21350 AMAZON/WAHL-STORY KITS	\$119.81
7/5/2012		E016-015-21350 AMAZON/WAHL-STORY KITS	\$21.39
7/5/2012		E016-015-21350 AMAZON/WAHL-STORY KITS	\$8.92
7/6/2012		E016-015-21350 AMAZON/WAHL-STORY KITS	\$11.03
7/10/2012		E016-015-21350 LAKESHORE/WAHL-STORY KITS	\$436.08
7/31/2012		E001-005-21400 FEDEXOFFICE/COPIES	\$20.58

7/31/2012	E019-003-32300 UNITED/R-SQUARED FLIGHT	\$763.70
8/1/2012	E019-007-32300 UNITED/R-SQUARED FLIGHT	\$419.60
7/31/2012	E019-007-32300 UNITED/R-SQUARED FLIGHT	\$14.00
7/31/2012	E020-016-22200 CIRCLE S/FUEL	\$98.69
7/11/2012	E019-015-21350 KROGER/FD-VITAL FOOD	\$14.44
7/19/2012	E016-015-21350 MELODY HOUSE/WAHL-STORY KITS	\$117.95
7/9/2012	E019-001-21350 BLGTN SANDWICH/FOOD-STRATEGIC PLAN	\$80.51
7/12/2012	E019-015-21350 ROLY POLY/VITAL FOOD	\$35.95
Total		\$6,802.52

VOUCHER NO. 21102      WARRANT NO. 002955    8/16/2012

JPMORGAN CHASE BANK, NA

ALLOWED

IN THE SUM OF    \$    \$6,802.52

\$    \$6,802.52

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		\$90.15
E019-003-32400		\$495.00
E019-019-32400		\$495.00
E019-011-32400		\$495.00
E019-007-32400		\$495.00
E019-001-21350		\$25.50
E019-001-21350		\$12.50
E001-007-33200		\$15.00
E019-016-21350		\$80.25
E001-018-45200		\$112.80
E001-018-45300		\$23.95
E001-018-45100		\$200.00
E001-018-45100		\$23.90
E001-018-45100		\$12.00
E001-018-45300		\$37.04
E001-018-45300		\$32.90
E019-011-21350		\$22.90
E019-011-21350		\$27.41
E019-010-21350		\$22.11
E019-010-21350		\$37.49
E019-010-21350		\$45.87
E019-010-21350		\$8.82
E019-010-21350		\$4.90
E019-010-21350		\$158.00
E019-010-21350		\$87.19
E001-019-31600		\$287.96
E001-019-31600		\$130.89



MONROE COUNTY PUBLIC LIBRARY  
MONTHLY SUMMARY OF BUDGET CATEGORIES  
AS OF AUGUST 31, 2012  
EIGHT MONTHS = 66.6%

	2012 AUGUST	2011 AUGUST	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
PERSONNEL SERVICES								
SALARIES	285,915.90	294,403.25	2,384,754.77	3,849,557.66	2,451,618.42	1,464,802.89	61.9%	38.1%
EMPLOYEE BENEFITS	65,985.06	67,486.09	778,224.27	1,292,197.59	760,112.94	513,973.32	60.2%	39.8%
OTHER WAGES	0.00	1,411.00	3,064.16	9,300.00	11,805.32	6,235.84	32.9%	67.1%
TOTAL PERSONNEL SERVICES	<u>351,900.96</u>	<u>363,300.34</u>	<u>3,166,043.20</u>	<u>5,151,055.25</u>	<u>3,223,536.68</u>	<u>1,985,012.05</u>	<u>61.5%</u>	<u>38.5%</u>
SUPPLIES								
OFFICE SUPPLIES	1,152.61	906.09	24,963.94	49,160.00	28,459.73	24,196.06	50.8%	49.2%
OPERATING SUPPLIES	4,375.98	17,914.14	54,151.96	101,400.00	58,138.86	47,248.04	53.4%	46.6%
REPAIR & MAINT. SUPPLIES	2,496.51	2,425.89	16,869.65	25,700.00	13,603.82	8,830.35	65.6%	34.4%
TOTAL SUPPLIES	<u>8,025.10</u>	<u>21,246.12</u>	<u>95,985.55</u>	<u>176,260.00</u>	<u>100,202.41</u>	<u>80,274.45</u>	<u>54.5%</u>	<u>45.5%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	17,902.14	12,390.71	141,400.82	350,140.00	199,012.78	208,739.18	40.4%	59.6%
COMMUNICATION & TRANSPORTATION	5,678.62	5,515.92	49,931.06	104,600.00	42,259.89	54,668.94	47.7%	52.3%
PRINTING & ADVERTISING	15.00	0.00	1,228.96	8,800.00	2,790.06	7,571.04	14.0%	86.0%
INSURANCE	0.00	0.00	58,793.00	56,100.00	53,247.00	-2,693.00	104.8%	-4.8%
UTILITIES	30,241.33	26,814.82	208,140.55	312,200.00	194,039.73	104,059.45	66.7%	33.3%
REPAIR & MAINTENANCE	1,064.79	9,342.25	49,813.44	84,386.00	17,300.80	34,572.56	59.0%	41.0%
RENTALS	2,025.00	1,762.50	31,157.50	33,700.00	31,187.00	2,542.50	92.5%	7.5%
ELECTRONIC SERVICES	500.00	0.00	45,450.47	128,583.00	0.00	83,132.53	35.3%	64.7%
OTHER CHARGES	16,666.67	0.00	141,459.30	215,390.00	8,136.00	73,930.70	65.7%	34.3%
TOTAL OTHER SERVICES & CHARGES	<u>74,093.55</u>	<u>55,826.20</u>	<u>727,375.10</u>	<u>1,293,899.00</u>	<u>547,973.26</u>	<u>566,523.90</u>	<u>56.2%</u>	<u>43.8%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	0.00	750.00	5,419.86	10,811.88	3,734.01	5,392.02	50.1%	49.9%
OTHER CAPITAL OUTLAY	94,366.17	84,043.57	658,587.65	1,009,317.00	664,642.04	350,729.35	65.3%	34.7%
TOTAL CAPITAL OUTLAY	<u>94,366.17</u>	<u>84,793.57</u>	<u>664,007.51</u>	<u>1,020,128.88</u>	<u>668,376.05</u>	<u>356,121.37</u>	<u>65.1%</u>	<u>34.9%</u>
TOTAL OPERATING EXPENDITURES	<u><u>528,385.78</u></u>	<u><u>525,166.23</u></u>	<u><u>4,653,411.36</u></u>	<u><u>7,641,343.13</u></u>	<u><u>4,540,088.40</u></u>	<u><u>2,987,931.77</u></u>	<u><u>60.9%</u></u>	<u><u>39.1%</u></u>
				2011 BUDGET %USED IN 2011	7,465,919.52 60.8%			

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

	2012 AUGUST	2011 AUGUST	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
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION	11,868.61	7,259.72	71,333.25	164,792.01	61,707.61	93,458.76	43.3%	56.7%
1130 PROFESSIONAL/SUPERVISORS	38,151.29	37,587.49	324,285.87	495,966.80	311,420.69	171,680.93	65.4%	34.6%
1140 PROFESSIONAL ASSISTANTS	95,348.67	114,026.72	809,047.72	1,291,404.64	916,028.50	482,356.92	62.6%	37.4%
1150 SPECIALISTS & TECHNICIANS	62,391.03	58,750.76	522,106.99	824,581.94	497,592.39	302,474.95	63.3%	36.7%
1160 CLERICAL ASSISTANTS	31,796.41	31,137.91	269,429.43	455,807.47	285,597.61	186,378.04	59.1%	40.9%
1170 PAGES	18,760.85	19,132.40	158,032.24	268,544.64	154,202.55	110,512.40	58.8%	41.2%
1190 BUILDING MAINTENANCE	27,599.04	26,508.25	230,519.27	348,460.16	225,069.07	117,940.89	66.2%	33.8%
<b>TOTAL SALARIES</b>	<b>285,915.90</b>	<b>294,403.25</b>	<b>2,384,754.77</b>	<b>3,849,557.66</b>	<b>2,451,618.42</b>	<b>1,464,802.89</b>	<b>61.9%</b>	<b>38.1%</b>
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,823.22	17,471.62	140,305.58	239,860.56	144,975.21	99,554.98	58.5%	41.5%
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	191,552.36	386,771.31	164,971.46	195,218.95	49.5%	50.5%
1235 EMPLOYEE PRE-TAX/PERF	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
1240 EMPLOYER CONT/INSURANCE	45,227.35	45,928.37	413,552.83	608,874.69	416,217.15	195,321.86	67.9%	32.1%
1250 EMPLOYER CONT/MEDICARE	3,934.49	4,086.10	32,813.50	56,691.03	33,949.12	23,877.53	57.9%	42.1%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>65,985.06</b>	<b>67,486.09</b>	<b>778,224.27</b>	<b>1,292,197.59</b>	<b>760,112.94</b>	<b>513,973.32</b>	<b>60.2%</b>	<b>39.8%</b>
OTHER WAGES								
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	1,411.00	333.43	5,000.00	8,844.03	4,666.57	6.7%	93.3%
<b>TOTAL OTHER WAGES</b>	<b>0.00</b>	<b>1,411.00</b>	<b>3,064.16</b>	<b>9,300.00</b>	<b>11,805.32</b>	<b>6,235.84</b>	<b>32.9%</b>	<b>67.1%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>351,900.96</b>	<b>363,300.34</b>	<b>3,166,043.20</b>	<b>5,151,055.25</b>	<b>3,223,536.68</b>	<b>1,985,012.05</b>	<b>61.5%</b>	<b>38.5%</b>
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
1004 MISCELLANEOUS UNAPPROPRIATED	0.00	0.00	0.00	0.00	1,019.98	0.00	#DIV/0!	#DIV/0!
2110 OFFICIAL RECORDS	0.00	0.00	0.00	1,000.00	1,613.26	1,000.00	0.0%	100.0%
2120 STATIONERY & PRINTING	0.00	0.00	865.71	2,760.00	301.57	1,894.29	31.4%	68.6%
2130 OFFICE SUPPLIES	172.15	229.59	5,858.30	21,300.00	8,432.55	15,441.70	27.5%	72.5%
2135 GENERAL SUPPLIES	0.00	676.50	90.67	0.00	0.00	-90.67	#DIV/0!	#DIV/0!
2140 DUPLICATING	980.46	0.00	18,149.26	24,100.00	17,092.37	5,950.74	75.3%	24.7%
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>1,152.61</b>	<b>906.09</b>	<b>24,963.94</b>	<b>49,160.00</b>	<b>28,459.73</b>	<b>24,196.06</b>	<b>50.8%</b>	<b>49.2%</b>

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

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

	2012 AUGUST	2011 AUGUST	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	2,130.30	4,043.51	20,021.53	30,650.00	24,437.84	10,628.47	65.3%	34.7%
2220 FUEL, OIL, & LUBRICANTS	632.88	1,504.03	4,781.08	11,000.00	6,111.43	6,218.92	43.5%	56.5%
2230 CATALOGING SUPPLIES-BOOKS	0.00	887.40	2,257.25	5,500.00	3,143.35	3,242.75	41.0%	59.0%
2240 A/V SUPPLIES-CATALOGING	510.84	1,099.97	2,436.29	10,950.00	4,186.39	8,513.71	22.2%	77.8%
2250 CIRCULATION SUPPLIES	1,101.96	11,450.23	18,482.08	33,000.00	15,677.01	14,517.92	56.0%	44.0%
2260 LIGHT BULBS	0.00	-1,071.00	2,736.06	3,000.00	3,130.76	263.94	91.2%	8.8%
2280 UNIFORMS	0.00	0.00	1,829.00	1,900.00	1,261.00	71.00	96.3%	3.7%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	0.00	1,608.67	5,400.00	191.08	3,791.33	29.8%	70.2%
<b>TOTAL OPERATING SUPPLIES</b>	<b>4,375.98</b>	<b>17,914.14</b>	<b>54,151.96</b>	<b>101,400.00</b>	<b>58,138.86</b>	<b>47,248.04</b>	<b>53.4%</b>	<b>46.6%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	691.17	0.00	2,661.29	6,600.00	3,157.96	3,938.71	40.3%	59.7%
2310 BUILDING MATERIALS & SUPPLIES	1,805.34	2,425.89	13,986.54	15,800.00	8,828.81	1,813.46	88.5%	11.5%
2315 ENERGY AUDIT MAT'LS & SPLS	0.00	0.00	0.00	2,000.00	1,490.37	2,000.00	0.0%	100.0%
2320 PAINT & PAINTING SUPPLIES	0.00	0.00	221.82	300.00	126.68	78.18	73.9%	26.1%
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>2,496.51</b>	<b>2,425.89</b>	<b>16,869.65</b>	<b>25,700.00</b>	<b>13,603.82</b>	<b>8,830.35</b>	<b>65.6%</b>	<b>34.4%</b>
<b>TOTAL SUPPLIES</b>	<b>8,025.10</b>	<b>21,246.12</b>	<b>95,985.55</b>	<b>176,260.00</b>	<b>100,202.41</b>	<b>80,274.45</b>	<b>54.5%</b>	<b>45.5%</b>
<b>OTHER SERVICES/CHARGES (3000'S)</b>								
<b>PROFESSIONAL SERVICES</b>								
30040 MISC. UNAPPROPRIATED	0.00	0.00	1.00	0.00	0.00	-1.00	#DIV/0!	#DIV/0!
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	2,862.66	40,000.00	0.0%	100.0%
3130 LEGAL SERVICES	0.00	2,709.22	5,176.72	15,500.00	11,768.28	10,323.28	33.4%	66.6%
3140 BUILDING SERVICES	3,527.18	2,275.25	12,738.45	40,000.00	16,149.14	27,261.55	31.8%	68.2%
3150 MAINTENANCE CONTRACTS	3,852.26	3,711.71	71,137.62	139,840.00	61,922.42	68,702.38	50.9%	49.1%
3160 COMPUTER SERVICES (OCLC)	7,799.11	1,131.65	17,774.11	51,300.00	43,643.11	33,525.89	34.6%	65.4%
3170 ADMIN/ACCOUNTING SERVICES	2,723.59	1,148.78	24,289.37	36,500.00	27,090.42	12,210.63	66.5%	33.5%
3175 COLLECTION AGENCY SERVICES	0.00	1,414.10	10,283.55	24,000.00	35,486.75	13,716.45	42.8%	57.2%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>17,902.14</b>	<b>12,390.71</b>	<b>141,400.82</b>	<b>350,140.00</b>	<b>199,012.78</b>	<b>208,739.18</b>	<b>40.4%</b>	<b>59.6%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	3,950.82	816.41	19,440.10	30,600.00	16,889.86	11,159.90	63.5%	36.5%
3220 POSTAGE	1,717.28	3,195.57	11,996.28	30,000.00	15,689.42	18,003.72	40.0%	60.0%
3230 TRAVEL EXPENSE	0.00	0.00	1,345.70	10,000.00	2,029.06	8,654.30	13.5%	86.5%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	0.00	19.00	10,000.00	246.00	9,981.00	0.2%	99.8%
3250 CONTINUING ED. (ON-SITE)	0.00	1,279.75	3,259.53	10,000.00	6,380.13	6,740.47	32.6%	67.4%
32501 ENCUMBERED CONTINU. ED.(ON-SITE)	0.00	0.00	13,000.00	13,000.00	0.00	0.00	100.0%	0.0%
3260 FREIGHT & DELIVERY	10.52	224.19	870.45	1,000.00	1,025.42	129.55	87.0%	13.0%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>5,678.62</b>	<b>5,515.92</b>	<b>49,931.06</b>	<b>104,600.00</b>	<b>42,259.89</b>	<b>54,668.94</b>	<b>47.7%</b>	<b>52.3%</b>

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

	2012 AUGUST	2011 AUGUST	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	0.00	0.00	835.56	2,900.00	914.42	2,064.44	28.8%	71.2%
3320 PRINTING	15.00	0.00	393.40	5,900.00	1,875.64	5,506.60	6.7%	93.3%
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>15.00</b>	<b>0.00</b>	<b>1,228.96</b>	<b>8,800.00</b>	<b>2,790.06</b>	<b>7,571.04</b>	<b>14.0%</b>	<b>86.0%</b>
<b>INSURANCE</b>								
3410 OFFICIAL BOND	0.00	0.00	450.00	700.00	450.00	250.00	64.3%	35.7%
3420 OTHER INSURANCE	0.00	0.00	58,343.00	55,400.00	52,797.00	-2,943.00	105.3%	-5.3%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>58,793.00</b>	<b>56,100.00</b>	<b>53,247.00</b>	<b>-2,693.00</b>	<b>104.8%</b>	<b>-4.8%</b>
<b>UTILITIES</b>								
3510 GAS	197.33	90.92	1,288.86	3,800.00	1,598.68	2,511.14	33.9%	66.1%
3520 ELECTRICITY	27,473.37	24,802.10	193,259.35	290,500.00	183,025.17	97,240.65	66.5%	33.5%
3530 WATER	2,570.63	1,921.80	13,592.34	17,900.00	9,415.88	4,307.66	75.9%	24.1%
<b>TOTAL UTILITIES</b>	<b>30,241.33</b>	<b>26,814.82</b>	<b>208,140.55</b>	<b>312,200.00</b>	<b>194,039.73</b>	<b>104,059.45</b>	<b>66.7%</b>	<b>33.3%</b>
<b>REPAIR &amp; MAINTENANCE</b>								
3610 BUILDING REPAIR	0.00	93.35	2,943.48	22,000.00	853.66	19,056.52	13.4%	86.6%
3630 OTHER EQUIP/FURNITURE REPAIRS	326.00	8,677.30	4,321.26	13,800.00	11,034.88	9,478.74	31.3%	68.7%
36301 ENCUMBERED EQUIP/FURN REPAIRS	0.00	0.00	36,166.00	39,586.00	0.00	3,420.00	91.4%	8.6%
3640 VEHICLE REPAIR & MAINTENANCE	738.79	571.60	4,509.56	6,000.00	4,779.38	1,490.44	75.2%	24.8%
3650 MATERIAL BINDING/REPAIR SERV.	0.00	0.00	1,873.14	3,000.00	632.88	1,126.86	62.4%	37.6%
<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>1,064.79</b>	<b>9,342.25</b>	<b>49,813.44</b>	<b>84,386.00</b>	<b>17,300.80</b>	<b>34,572.56</b>	<b>59.0%</b>	<b>41.0%</b>
<b>RENTALS</b>								
3710 REAL ESTATE RENTAL/PARKING	2,025.00	1,762.50	31,157.50	33,600.00	31,187.00	2,442.50	92.7%	7.3%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	100.00	0.00	100.00	0.0%	100.0%
<b>TOTAL RENTALS</b>	<b>2,025.00</b>	<b>1,762.50</b>	<b>31,157.50</b>	<b>33,700.00</b>	<b>31,187.00</b>	<b>2,542.50</b>	<b>92.5%</b>	<b>7.5%</b>
<b>ELECTRONIC SERVICES</b>								
38450 DATABASES SERVICES	0.00	0.00	38,300.47	88,170.00	0.00	49,869.53	43.4%	56.6%
38460 E-BOOKS SERVICES	500.00	0.00	7,150.00	40,413.00	0.00	33,263.00	17.7%	82.3%
<b>TOTAL ELECTRONIC SERVICES</b>	<b>500.00</b>	<b>0.00</b>	<b>45,450.47</b>	<b>128,583.00</b>	<b>0.00</b>	<b>83,132.53</b>	<b>35.3%</b>	<b>64.7%</b>
<b>OTHER CHARGES</b>								
3910 DUES/INSTITUTIONAL	0.00	0.00	7,075.98	7,590.00	7,176.00	514.02	93.2%	6.8%
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	133,333.32	200,000.00	0.00	66,666.68	66.7%	33.3%
3950 EDUCATIONAL SERV/LICENSES	0.00	0.00	1,050.00	5,300.00	960.00	4,250.00	19.8%	80.2%
<b>TOTAL OTHER CHARGES</b>	<b>16,666.67</b>	<b>0.00</b>	<b>141,459.30</b>	<b>215,390.00</b>	<b>8,136.00</b>	<b>73,930.70</b>	<b>65.7%</b>	<b>34.3%</b>

TOTAL OTHER SERVICES/CHARGES	74,093.55	55,826.20	727,375.10	1,293,899.00	547,973.26	566,523.90	56.2%	43.8%
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MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF AUGUST 31, 2012

	2012 AUGUST	2011 AUGUST	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	750.00	3,115.02	8,300.00	2,045.67	5,184.98	37.5%	62.5%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4460 IS EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
44601 ENCUMBERED IS EQUIPMENT	0.00	0.00	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>0.00</b>	<b>750.00</b>	<b>5,419.86</b>	<b>10,811.88</b>	<b>3,734.01</b>	<b>5,392.02</b>	<b>50.1%</b>	<b>49.9%</b>
OTHER CAPITAL OUTLAY								
4510 BOOKS	48,210.32	48,802.07	392,079.78	595,008.00	369,944.10	202,928.22	65.9%	34.1%
4520 PERIODICALS & NEWSPAPERS	1,058.21	121.98	3,119.28	45,971.00	6,109.96	42,851.72	6.8%	93.2%
4530 NONPRINT MATERIALS	45,097.64	35,119.52	263,388.59	368,338.00	265,165.39	104,949.41	71.5%	28.5%
4540 ELECTRONIC RESOURCES	0.00	0.00	0.00	0.00	23,422.59	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>94,366.17</b>	<b>84,043.57</b>	<b>658,587.65</b>	<b>1,009,317.00</b>	<b>664,642.04</b>	<b>350,729.35</b>	<b>65.3%</b>	<b>34.7%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>94,366.17</b>	<b>84,793.57</b>	<b>664,007.51</b>	<b>1,020,128.88</b>	<b>668,376.05</b>	<b>356,121.37</b>	<b>65.1%</b>	<b>34.9%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>528,385.78</b>	<b>525,166.23</b>	<b>4,653,411.36</b>	<b>7,641,343.13</b>	<b>4,540,088.40</b>	<b>2,987,931.77</b>	<b>60.9%</b>	<b>39.1%</b>

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

# MONROE COUNTY PUBLIC LIBRARY

## Operating Budget & Expenditure Report

January 1, 2012 to August 31, 2012

8 months = 66.6%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	July 2012	Aug 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
11200	ADMINISTRATION	\$164,792.01	\$7,368.61	\$7,368.62	\$7,368.62	\$7,368.62	\$7,368.62	\$11,052.93	\$11,568.62	\$11,868.61	\$71,333.25	\$93,458.76	43.29%
11300	PROF/SUPERVISORS	\$495,966.80	\$38,151.28	\$38,151.28	\$38,151.26	\$38,151.26	\$38,151.27	\$57,226.94	\$38,151.29	\$38,151.29	\$324,285.87	\$171,680.93	65.38%
11400	PROFESSIONAL	\$1,291,404.6	\$95,337.60	\$95,876.31	\$97,649.88	\$92,758.60	\$99,105.01	\$138,973.01	\$93,998.64	\$95,348.67	\$809,047.72	\$482,356.92	62.65%
11500	SPECIALIST/TECHNICIANS	\$824,581.94	\$60,862.56	\$61,790.02	\$63,174.89	\$59,803.37	\$59,780.04	\$92,026.05	\$62,279.03	\$62,391.03	\$522,106.99	\$302,474.95	63.32%
11600	CLERICAL ASSISTANTS	\$455,807.47	\$30,788.03	\$30,581.55	\$31,690.24	\$32,031.60	\$33,064.49	\$47,477.23	\$31,999.88	\$31,796.41	\$269,429.43	\$186,378.04	59.11%
11700	PAGES	\$268,544.64	\$16,971.36	\$19,678.51	\$19,472.85	\$18,262.77	\$19,101.81	\$27,025.40	\$18,758.69	\$18,760.85	\$158,032.24	\$110,512.40	58.85%
11800	TEMPORAY STAFF	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$333.43	\$0.00	\$0.00	\$333.43	\$4,666.57	6.67%
11900	BUILDING	\$348,460.16	\$26,911.87	\$26,905.00	\$27,005.01	\$27,365.67	\$27,953.27	\$38,719.47	\$28,059.94	\$27,599.04	\$230,519.27	\$117,940.89	66.15%
12100	FICA/EMPLOYER	\$239,860.56	\$16,240.20	\$16,486.33	\$16,740.56	\$16,200.80	\$16,751.05	\$24,292.47	\$16,770.95	\$16,823.22	\$140,305.58	\$99,554.98	58.49%
12300	PERF/EMPLOYER	\$386,771.31	\$0.00	\$0.00	\$0.00	\$89,083.67	\$0.00	\$0.00	\$102,468.6	\$0.00	\$191,552.36	\$195,218.95	49.53%
12400	INS/EMPLOYER	\$608,874.69	\$17,599.45	\$136,387.27	\$57,418.27	\$43,567.70	\$57,101.87	\$2,706.13	\$53,544.79	\$45,227.35	\$413,552.83	\$195,321.86	67.92%
12500	MEDICARE/EMPLOYER	\$56,691.03	\$3,798.01	\$3,855.70	\$3,915.30	\$3,788.78	\$3,917.48	\$5,681.42	\$3,922.32	\$3,934.49	\$32,813.50	\$23,877.53	57.88%
13100	WORK STUDY	\$4,300.00	\$2,730.73	\$0.00	\$0.00	\$0.00	\$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	\$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	\$865.71	\$0.00	\$865.71	\$1,894.29	31.37%
21300	OFFICE SUPPLIES	\$21,300.00	\$1,301.74	\$553.03	\$286.14	\$363.45	\$1,650.16	\$820.23	\$711.40	\$172.15	\$5,858.30	\$15,441.70	27.50%
21350	GENERAL SUPPLIES	\$0.00	\$0.00	\$70.00	\$20.67	\$0.00	\$0.00	\$0.00	\$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	\$5,769.11	\$2,014.95	\$980.46	\$18,149.26	\$5,950.74	75.31%
22100	CLEANING SUPPLIES	\$30,650.00	\$0.00	\$5,825.68	\$3,861.52	\$1,722.79	\$2,915.81	\$1,596.24	\$1,969.19	\$2,130.30	\$20,021.53	\$10,628.47	65.32%
22200	FUEL/OIL/LUBRICANTS	\$11,000.00	\$1,013.49	\$710.60	\$587.21	\$516.60	\$772.24	\$19.99	\$528.07	\$632.88	\$4,781.08	\$6,218.92	43.46%
22300	CATALOGING	\$5,500.00	\$626.31	\$199.72	\$27.16	\$36.18	\$299.58	\$1,068.30	\$0.00	\$0.00	\$2,257.25	\$3,242.75	41.04%
22400	A/V SUPPLIES/CATALOG	\$10,950.00	\$0.00	\$470.99	\$244.80	\$1,108.00	\$0.00	\$0.00	\$101.66	\$510.84	\$2,436.29	\$8,513.71	22.25%
22500	CIRCULATION SUPPLIES	\$33,000.00	\$232.05	\$7,246.73	\$64.16	\$37.18	\$0.00	\$9,800.00	\$0.00	\$1,101.96	\$18,482.08	\$14,517.92	56.01%
22600	LIGHT BULBS	\$3,000.00	\$0.00	\$326.95	\$1,408.04	\$236.77	\$74.84	\$0.00	\$689.46	\$0.00	\$2,736.06	\$263.94	91.20%
22800	UNIFORMS	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$946.00	\$0.00	\$883.00	\$0.00	\$1,829.00	\$71.00	96.26%
22900	DISPLAY/EXHIBITS SUPPLIES	\$5,400.00	\$0.00	\$0.00	\$1,349.65	\$128.88	\$0.00	\$103.90	\$26.24	\$0.00	\$1,608.67	\$3,791.33	29.79%
23000	IS SUPPLIES	\$6,600.00	\$215.60	\$603.83	\$139.31	\$528.16	\$87.88	\$127.65	\$267.69	\$691.17	\$2,661.29	\$3,938.71	40.32%
23100	BUILDING MATERIAL	\$15,800.00	\$0.00	\$4,426.35	\$868.06	\$635.46	\$2,576.59	\$762.01	\$2,912.73	\$1,805.34	\$13,986.54	\$1,813.46	88.52%
23150	ENERGY AUDIT MAT'LS &	\$2,000.00	\$0.00	\$0.00	\$0.00	\$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	\$59.84	\$0.00	\$0.00	\$221.82	\$78.18	73.94%
23400	OTHER REPAIRS/BINDING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
30040	MISC. UNAPPROPRIATED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	-\$1.00	0.00%
31100	CONSULTING SERVICES	\$3,000.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$1,317.81	\$259.57	\$0.00	\$5,176.72	\$10,323.28	33.40%
31400	BUILDING SERVICES	\$40,000.00	\$1,161.71	\$2,413.50	\$927.00	\$1,309.00	\$239.00	\$1,836.50	\$1,324.56	\$3,527.18	\$12,738.45	\$27,261.55	31.85%
31500	MAINTENANCE	\$139,840.00	\$10,191.33	\$9,247.14	\$3,577.21	\$1,693.72	\$6,480.51	\$4,115.36	\$31,980.09	\$3,852.26	\$71,137.62	\$68,702.38	50.87%
31600	COMPUTER SERVICES	\$51,300.00	\$1,425.00	\$1,425.00	\$1,425.00	\$1,425.00	\$2,850.00	\$0.00	\$1,425.00	\$7,799.11	\$17,774.11	\$33,525.89	34.65%
31700	ADMIN/ACCOUNTING	\$36,500.00	\$4,415.36	\$4,893.66	\$2,793.78	\$2,778.84	\$3,083.49	\$2,777.58	\$823.07	\$2,723.59	\$24,289.37	\$12,210.63	66.55%
31750	COLLECTION AGENCY	\$24,000.00	\$1,673.65	\$1,763.15	\$0.00	\$1,396.20	\$1,163.50	\$2,864.00	\$1,423.05	\$0.00	\$10,283.55	\$13,716.45	42.85%
32100	TELEPHONE	\$30,600.00	\$2,304.79	\$2,368.84	\$2,332.90	\$2,129.07	\$2,918.57	\$2,490.32	\$944.79	\$3,950.82	\$19,440.10	\$11,159.90	63.53%

# MONROE COUNTY PUBLIC LIBRARY

## Operating Budget & Expenditure Report

January 1, 2012 to August 31, 2012

8 months = 66.6%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	July 2012	Aug 2012	2012 YTD Amt	2012 YTD Balance	2012 %YTD Budget
32200	POSTAGE	\$30,000.00	\$1,402.76	\$1,424.61	\$1,351.28	\$1,635.16	\$1,895.55	\$1,238.33	\$1,331.31	\$1,717.28	\$11,996.28	\$18,003.72	39.99%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$80.08	\$0.00	\$1,021.96	\$243.66	\$0.00	\$0.00	\$1,345.70	\$8,654.30	13.46%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$19.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$13,000.00	\$0.00	100.00%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$198.63	\$11.30	\$0.00	\$0.00	\$650.00	\$0.00	\$10.52	\$870.45	\$129.55	87.05%
33100	ADVERTISING/PUBLICATIO	\$2,900.00	\$0.00	\$0.00	\$15.00	\$431.80	\$43.76	\$345.00	\$0.00	\$0.00	\$835.56	\$2,064.44	28.81%
33200	PRINTING SERVICES	\$5,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$117.60	\$245.80	\$15.00	\$393.40	\$5,506.60	6.67%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$250.00	64.29%
34200	OTHER INSURANCE	\$55,400.00	\$3,200.00	\$50,111.00	\$1,761.00	\$1,269.00	\$0.00	\$2,002.00	\$0.00	\$0.00	\$58,343.00	-\$2,943.00	105.31%
35100	GAS	\$3,800.00	\$54.12	\$561.56	\$51.40	\$168.59	\$158.22	\$51.64	\$46.00	\$197.33	\$1,288.86	\$2,511.14	33.92%
35200	ELECTRICITY	\$290,500.00	\$25,660.13	\$24,832.47	\$23,179.36	\$21,792.71	\$22,356.92	\$24,968.29	\$22,996.10	\$27,473.37	\$193,259.35	\$97,240.65	66.53%
35300	WATER	\$17,900.00	\$792.60	\$1,015.44	\$793.20	\$1,124.92	\$1,903.31	\$1,876.91	\$3,515.33	\$2,570.63	\$13,592.34	\$4,307.66	75.93%
36100	BUILDING REPAIRS	\$22,000.00	\$888.79	\$0.00	\$767.40	\$0.00	\$0.00	\$0.00	\$1,287.29	\$0.00	\$2,943.48	\$19,056.52	13.38%
36300	OTHER EQUIP/FURNITURE	\$13,800.00	\$694.00	\$1,427.76	\$389.90	\$458.90	\$672.30	\$192.40	\$160.00	\$326.00	\$4,321.26	\$9,478.74	31.31%
36301	ENCUMBERED EQUIP	\$39,586.00	\$3,000.00	\$0.00	\$15,000.00	\$0.00	\$8,466.00	\$9,700.00	\$0.00	\$0.00	\$36,166.00	\$3,420.00	91.36%
36400	VEHICLE	\$6,000.00	\$977.95	\$864.42	\$0.00	\$1,284.16	\$0.00	\$0.00	\$644.24	\$738.79	\$4,509.56	\$1,490.44	75.16%
36500	MATERIALS	\$3,000.00	\$568.55	\$465.06	\$0.00	\$549.25	\$0.00	\$290.28	\$0.00	\$0.00	\$1,873.14	\$1,126.86	62.44%
37100	REAL ESTATE	\$33,600.00	\$19,171.00	\$75.00	\$0.00	\$30.50	\$0.00	\$9,706.00	\$150.00	\$2,025.00	\$31,157.50	\$2,442.50	92.73%
37200	EQUIPMENT RENTAL	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
38450	DATABASES	\$88,170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,913.55	\$29,300.00	\$7,086.92	\$0.00	\$38,300.47	\$49,869.53	43.44%
38460	E-BOOKS	\$40,413.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$3,000.00	\$3,500.00	\$500.00	\$7,150.00	\$33,263.00	17.69%
39100	DUES/INSTITUTIONAL	\$7,590.00	\$0.00	\$5,775.98	\$1,050.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$7,075.98	\$514.02	93.23%
39200	INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
39450	TRANSFER TO ANOTHER	\$200,000.00	\$16,666.63	\$16,666.67	\$16,666.67	\$16,666.67	\$16,666.67	\$16,666.67	\$16,666.67	\$16,666.67	\$133,333.32	\$66,666.68	66.67%
39500	EDUCATIONAL/LICENSING	\$5,300.00	\$960.00	\$0.00	\$0.00	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	\$1,050.00	\$4,250.00	19.81%
44100	FURNITURE	\$1,000.00	\$0.00	\$272.98	\$519.98	\$0.00	\$0.00	\$0.00	\$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	\$1,335.03	\$0.00	\$0.00	\$3,115.02	\$5,184.98	37.53%
44601	ENCUMBERED IS	\$1,511.88	\$1,511.88	\$0.00	\$0.00	\$0.00	\$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	\$54,259.08	\$46,633.70	\$48,210.32	\$392,079.78	\$202,928.22	65.89%
45200	PERIODICALS/NEWSPAPERS	\$45,971.00	\$144.25	\$218.21	\$29.00	\$94.95	\$901.83	\$191.80	\$481.03	\$1,058.21	\$3,119.28	\$42,851.72	6.79%
45300	NONPRINT MATERIALS	\$368,338.00	\$35,164.08	\$44,692.75	\$19,222.96	\$30,883.30	\$27,969.29	\$29,599.03	\$30,759.54	\$45,097.64	\$263,388.59	\$104,949.41	71.51%
		\$7,641,343.1	\$504,870.6	\$704,022.57	\$496,840.25	\$572,761.5	\$533,325.5	\$666,778.04	\$646,427.0	\$528,385.7	\$4,653,411.36	\$2,987,931.77	60.90%

**MONROE COUNTY PUBLIC LIBRARY**

**LIRF Budget & Expenditure Report**

January 1, 2012 to August 31, 2012

8 months = 66.6%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	July 2012	Aug 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	\$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	\$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	\$636.41	\$2,500.00	\$859.00	\$3,995.41	\$146,004.59	2.66%
		\$350,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$636.41	\$2,500.00	\$859.00	\$3,995.41	\$346,004.59	1.14%



**MONROE COUNTY PUBLIC LIBRARY**

**Debt Service Budget & Expenditures Report**

January 1, 2012 to August 31, 2012

8 months = 66.6%

Object	2012	Jan	Feb	Mar	Apr	May	June	July	Aug	2012	2012	2012
Object Descr	Budget	2012	2012	2011	2011	2012	2011	2011	2011	YTD Amt	YTD Balance	%YTD Budget
37100 REAL ESTATE	\$322,088.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$278,999.20	\$0.00	\$0.00	\$278,999.20	\$43,088.80	86.62%
39200 INTEREST/TEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$322,088.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$278,999.20	\$0.00	\$0.00	\$278,999.20	\$43,088.80	86.62%

# MONROE COUNTY PUBLIC LIBRARY

## Rainy Day Budget & Expenditures Report

January 1, 2012 to August 31, 2012

8 months = 66.6%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	July 2012	Aug 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	\$0.00	\$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	\$5,000.0	\$0.00	\$0.00	\$17,462.21	\$32,537.79	34.92%
31300	LEGAL SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
32400	PROFESSIONAL MTG/OFF SITE	\$0.00	\$0.00	\$0.00	\$975.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$975.00	-\$975.00	0.00%
33200	PRINTING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$103.26	\$0.00	\$0.00	\$103.26	-\$103.26	0.00%
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$5,103.2	\$0.00	\$0.00	\$20,988.66	\$389,011.34	5.12%

**MONROE COUNTY PUBLIC LIBRARY**

**Special Revenue Budget & Expenditure Report**

January 1, 2012 to August 31, 2012

8 months = 66.6%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	July 2012	Aug 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	\$6,949.17	\$4,632.78	\$4,632.78	\$39,378.63	\$20,847.57	65.38%
11400	PROFESSIONAL ASSISTANT	\$121,237.77	\$9,325.95	\$9,325.98	\$9,325.99	\$9,325.98	\$9,326.00	\$13,988.97	\$9,325.97	\$9,325.99	\$79,270.83	\$41,966.94	65.38%
11600	CLERICAL ASSISTANTS	\$175,746.84	\$13,853.72	\$14,030.16	\$13,992.65	\$13,977.17	\$14,332.20	\$20,699.19	\$13,227.21	\$12,629.37	\$116,741.67	\$59,005.17	66.43%
11800	TEMPORARY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,147.07	\$1,634.21	\$1,645.92	\$1,644.65	\$1,641.33	\$1,665.56	\$2,450.07	\$1,600.79	\$1,564.44	\$13,846.97	\$8,300.10	62.52%
12300	PERF/EMPLOYER	\$35,966.53	\$0.00	\$0.00	\$0.00	\$8,370.51	\$0.00	\$0.00	\$9,769.80	\$0.00	\$18,140.31	\$17,826.22	50.44%
12400	INS/EMPLOYER	\$66,000.00	\$7,367.87	\$12,595.81	\$5,752.58	\$4,135.00	\$5,537.01	\$117.09	\$11,073.77	\$4,363.74	\$50,942.87	\$15,057.13	77.19%
12500	MEDICARE/EMPLOYER	\$5,179.55	\$382.19	\$384.93	\$384.65	\$383.85	\$389.51	\$573.00	\$374.38	\$365.88	\$3,238.39	\$1,941.16	62.52%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.59	\$0.00	\$0.00	\$0.00	\$13.59	\$486.41	2.72%
21400	DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$322.47	\$0.00	\$322.47	-\$122.47	161.24%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$111.60	\$31.49	\$79.39	\$0.00	\$42.63	\$155.30	\$40.42	\$137.21	\$598.04	\$401.96	59.80%
22700	VIDEO TAPE/MEDIA STORAGE	\$15,000.00	\$0.00	\$0.00	\$5,691.55	\$0.00	\$0.00	\$5,477.97	\$0.00	\$0.00	\$11,169.52	\$3,830.48	74.46%
23000	IS SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$92.23	\$0.00	\$92.23	\$907.77	9.22%
23100	BUILDING MATERIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$3.43	\$0.00	\$0.00	\$0.00	\$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	\$1,460.63	\$261.75	\$0.00	\$3,336.81	\$6,663.19	33.37%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00	\$9,550.00	4.50%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.32	\$92.72	\$0.00	\$133.04	\$616.96	17.74%
31400	BUILDING SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.14	\$0.00	\$0.00	\$0.14	-\$0.14	0.00%
31650	DIGITIZATION SERVICES	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$0.14	\$0.84	\$1.02	\$2.36	\$3.30	\$4.42	\$5.62	\$5.80	\$23.50	-\$23.50	0.00%
32100	TELEPHONE	\$3,500.00	\$0.00	\$717.39	\$253.45	\$0.00	\$495.54	\$247.56	\$0.00	\$532.00	\$2,245.94	\$1,254.06	64.17%
32200	POSTAGE	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	0.00%
32300	TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.23	\$500.23	-\$0.23	100.05%
32400	PROFESSIONAL MTG/OFF	\$500.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$9.30	\$490.70	1.86%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$0.00	\$177.64	\$0.00	\$1,684.50	\$725.64	\$0.00	\$0.00	\$0.00	\$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	\$696.00	\$0.00	\$337.50	\$2,899.50	\$600.50	82.84%
39100	DUES/INSTITUTIONAL	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$770.00	\$0.00	\$0.00	\$0.00	\$770.00	\$730.00	51.33%
39500	EDUCATIONAL/LICENSING	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
39600	COMMUNITY NEWS SERVICES	\$10,000.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	50.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.52	\$0.00	\$0.00	\$0.00	\$360.52	\$839.48	30.04%
44700	EQUIPMENT - CATS	\$70,000.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$47,928.24	\$38,303.58	\$55,359.83	\$51,269.91	\$34,394.94	\$352,674.71	\$290,129.25	54.87%

# MONROE COUNTY PUBLIC LIBRARY

## LCPF Budget & Expenditure Report

January 1, 2012 to August 31, 2012

8 months = 66.6%

Object	Object Descr	2012 Budget	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	June 2012	July 2012	Aug 2012	YTD Amount	2012 YTD Balance	2012 %YTD Budget
44100	FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$990.15	\$0.00	\$990.15	-\$990.15	0.00%
44450	BUILDING RENOVATION	\$418,411.00	\$0.00	\$0.00	\$0.00	\$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	\$5,966.00	\$148.58	\$5,194.90	\$40,401.83	\$9,598.17	80.80%
44650	IS SOFTWARE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$29.00	\$450.00	\$979.00	\$24,021.00	3.92%
44700	EQUIPMENT - CATS	\$45,000.00	\$3,579.60	\$14,656.95	\$4,714.12	\$3,814.99	\$603.79	\$0.00	\$6,286.96	\$1,237.95	\$34,894.36	\$10,105.64	77.54%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$506.00	\$0.00	\$0.00	\$1,702.49	\$0.00	\$0.00	\$1,830.00	\$4,038.49	\$961.51	80.77%
		\$543,411.00	\$7,384.60	\$15,813.06	\$17,110.12	\$13,674.69	\$4,687.82	\$6,466.00	\$7,454.69	\$8,712.85	\$81,303.83	\$462,107.17	14.96%

# MONROE COUNTY PUBLIC LIBRARY

## Expenditure Summary compared to last year

2012 compared to 2011: Period Ending August

Fund	Fund Descr	2012 Budget	August 2012 Amt	2012 YTD Amt	2011 Budget	August 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,641,343.13	\$528,385.78	\$4,653,411.36	\$7,465,919.52	\$525,166.23	\$4,540,088.40	2.00%
002	JAIL	\$0.00	\$222.20	\$3,502.20	\$0.00	\$390.32	\$3,368.66	4.00%
003	CLEARING	\$0.00	\$712.50	\$712.50	\$0.00	\$577.50	\$3,359.68	-79.00%
004	GIFT	\$0.00	\$0.00	\$33,286.42	\$0.00	\$214.29	\$334.68	9846.00%
005	PLAC	\$0.00	\$0.00	\$8,550.00	\$0.00	\$0.00	\$8,652.00	-1.00%
006	RETIREEES	\$0.00	\$1,555.44	\$14,774.19	\$0.00	\$2,659.17	\$15,098.70	-2.00%
007	LIRF	\$350,000.00	\$859.00	\$3,995.41	\$296,932.00	\$177.48	\$98,937.41	-96.00%
008	DEBT SERVICE	\$322,088.00	\$0.00	\$278,999.20	\$1,996,000.00	\$166,333.33	\$1,330,666.68	-79.00%
009	RAINY DAY	\$410,000.00	\$0.00	\$20,988.66	\$473,310.00	\$0.00	\$0.00	0.00%
010	PAYROLL	\$0.00	\$317,887.06	\$2,664,842.22	\$0.00	\$334,048.16	\$2,734,222.38	-3.00%
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	\$6,235.84	\$60,638.48	\$7,100.00	\$4,701.64	\$53,388.08	14.00%
017	LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	-\$8.55	\$20,542.28	-100.00%
018	IN KIND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
019	GIFT-FOUNDATION	\$0.00	\$11,502.54	\$54,076.88	\$0.00	\$4,231.73	\$40,800.37	33.00%
020	SPECIAL REVENUE	\$642,803.96	\$34,394.94	\$352,674.71	\$549,300.00	\$35,353.43	\$329,251.33	7.00%
021	CAPITAL PROJECTS	\$543,411.00	\$8,712.85	\$81,303.83	\$505,635.00	\$922.89	\$429,899.43	-81.00%
022	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,400.00	-100.00%
023	LSTA-CIVIL WAR	\$0.00	\$0.00	\$0.00	\$5,274.27	\$0.00	\$5,134.59	-100.00%
024	FINRA GRANT	\$0.00	\$2,436.91	\$23,990.95	\$0.00	\$1,841.94	\$7,364.46	226.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$8,650.00	\$121.05	\$121.05	-100.00%
		\$9,909,646.09	\$912,905.06	\$8,255,747.01	\$11,308,120.79	\$1,076,730.61	\$9,631,630.18	-14.00%

# MONROE COUNTY PUBLIC LIBRARY

## Monthly Revenue Report (Cash Basis)

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

Source	Source Descr	2012 Budget	August 2012 Amt	2012 YTD Amt	2011 Budget	August 2011 Amt	2011 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,592,520.00	\$0.00	\$2,454,145.80	\$4,521,806.00	\$0.00	\$2,587,663.98	-5.00%
00200	INTANGIBLES TAX	\$12,443.00	\$0.00	\$6,727.81	\$8,500.00	\$0.00	\$5,115.46	32.00%
00300	LICENSE EXCISE TAX	\$232,699.00	\$0.00	\$144,052.18	\$263,000.00	\$0.00	\$178,720.02	-19.00%
00400	COUNTY OPTION INCOME TAX	\$1,980,075.00	\$196,388.21	\$1,351,043.53	\$1,817,000.00	\$173,115.12	\$1,389,024.11	-3.00%
00500	COMMERCIAL VEHICLE EXCISE TAX	\$42,483.00	\$0.00	\$17,382.84	\$30,000.00	\$0.00	\$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	\$485.16	\$2,663.90	\$0.00	\$296.26	\$2,559.84	4.00%
03500	LOST/DAMAGED	\$0.00	\$2,015.94	\$15,272.63	\$10,000.00	\$2,216.61	\$20,356.28	-25.00%
03600	FINES/FEES	\$175,000.00	\$14,165.94	\$116,577.34	\$150,000.00	\$16,233.12	\$146,929.27	-21.00%
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	\$1,670.53	\$9,231.37	\$5,700.00	\$1,066.70	\$9,194.11	0.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$447.21	\$21,247.52	\$0.00	\$176.70	\$23,288.06	-9.00%
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	\$17,763.00	\$17,763.00	\$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	\$212.36	\$1,883.61	\$0.00	\$208.95	\$1,748.11	8.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM	\$7,500.00	\$753.30	\$5,713.88	\$0.00	\$3,774.80	\$8,018.67	-29.00%
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	\$1,800.00	\$3,600.00	\$0.00	\$0.00	\$2,700.00	33.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,066,220.00	\$235,701.65	\$4,168,114.91	\$6,816,006.00	\$197,088.26	\$4,392,626.43	-5.00%

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: August 2012

<b>FUND Descr</b>	<b>08/01/2012</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>08/31/2012</b>	<b>Bal Sht Descr</b>
OPERATING	\$1,895.58	\$1.11	\$0.00	\$1,896.69	CHASE/BANK ONE SAVINGS
OPERATING	\$10,365.80	\$11,456.58	\$15.25	\$21,807.13	ONB/MONROE BANK CHECKING
OPERATING	\$9,750.10	\$9,443.39	\$0.00	\$19,193.49	UNITED COMMERCE BANK
OPERATING	\$5,905.80	\$416,085.24	\$513,740.07	-\$91,749.03	FIFTH THIRD BANK CHECKING
OPERATING	\$1,177,038.57	\$751.54	\$200,000.00	\$977,790.11	FIFTH THIRD BANK SAVINGS
Fund 001 OPERATING	\$1,204,955.85	\$437,737.86	\$713,755.32	\$928,938.39	
JAIL	\$2,720.00	\$0.00	\$222.20	\$2,497.80	FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED	\$339.76	\$134.78	\$0.00	\$474.54	ONB/MONROE BANK CHECKING
GIFT UNRESTRICTED	\$2.00	\$11.00	\$0.00	\$13.00	UNITED COMMERCE BANK
GIFT UNRESTRICTED	\$11,257.67	\$0.00	\$0.00	\$11,257.67	FIFTH THIRD BANK CHECKING
Fund 004 GIFT UNRESTRICTED	\$11,599.43	\$145.78	\$0.00	\$11,745.21	
PLAC	\$150.00	\$303.00	\$3.00	\$450.00	ONB/MONROE BANK CHECKING
PLAC	\$450.00	\$550.00	\$0.00	\$1,000.00	UNITED COMMERCE BANK
PLAC	\$200.00	\$0.00	\$0.00	\$200.00	FIFTH THIRD BANK CHECKING
Fund 005 PLAC	\$800.00	\$853.00	\$3.00	\$1,650.00	
RETIREES	\$370.46	\$1,114.38	\$1,555.44	-\$70.60	FIFTH THIRD BANK CHECKING
LIRF	\$10,013.55	\$0.00	\$0.00	\$10,013.55	CHASE/BANK ONE SAVINGS
LIRF	-\$2,500.00	\$30,000.00	\$859.00	\$26,641.00	FIFTH THIRD BANK CHECKING
LIRF	\$619,136.64	\$0.00	\$30,000.00	\$589,136.64	FIFTH THIRD BANK SAVINGS
LIRF	\$500.00	\$0.00	\$0.00	\$500.00	5-3 LIQUIDITY MGMT ACCT
LIRF	\$500,000.00	\$0.00	\$0.00	\$500,000.00	INVESTMENT CD's
Fund 007 LIRF	\$1,127,150.19	\$30,000.00	\$30,859.00	\$1,126,291.19	
DEBT SERVICE	-\$45,308.23	\$0.00	\$0.00	-\$45,308.23	FIFTH THIRD BANK CHECKING
RAINY DAY	\$35,742.57	\$10,000.00	\$0.00	\$45,742.57	FIFTH THIRD BANK CHECKING
RAINY DAY	\$854,339.74	\$0.00	\$10,000.00	\$844,339.74	FIFTH THIRD BANK SAVINGS
RAINY DAY	\$500.00	\$0.00	\$0.00	\$500.00	5-3 LIQUIDITY MGMT ACCT
RAINY DAY	\$500,000.00	\$0.00	\$0.00	\$500,000.00	INVESTMENT CD's
Fund 009 RAINY DAY	\$1,390,582.31	\$10,000.00	\$10,000.00	\$1,390,582.31	
PAYROLL	\$17,457.45	\$317,356.99	\$317,887.06	\$16,927.38	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED	\$1,100.00	\$200.00	\$0.00	\$1,300.00	ONB/MONROE BANK CHECKING
GIFT-RESTRICED	\$81,094.73	\$7,432.99	\$6,279.98	\$82,247.74	FIFTH THIRD BANK CHECKING
Fund 016 GIFT-RESTRICED	\$82,194.73	\$7,632.99	\$6,279.98	\$83,547.74	
GIFT-FOUNDATION	\$3,766.35	\$35,000.00	\$11,502.54	\$27,263.81	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$165.07	\$200.00	\$5.80	\$359.27	UNITED COMMERCE BANK
SPECIAL REVENUE	-\$9,658.17	\$151,658.49	\$34,405.88	\$107,594.44	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$150,000.00	\$0.00	\$0.00	\$150,000.00	FIFTH THIRD BANK SAVINGS

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: August 2012

<b>FUND Descr</b>	<b>08/01/2012</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>08/31/2012</b>	<b>Bal Sht Descr</b>
Fund 020 SPECIAL REVENUE	\$140,506.90	\$151,858.49	\$34,411.68	\$257,953.71	
CAPITAL PROJECTS	-\$7,454.69	\$60,000.00	\$8,712.85	\$43,832.46	FIFTH THIRD BANK CHECKING
CAPITAL PROJECTS	\$246,452.45	\$0.00	\$60,000.00	\$186,452.45	FIFTH THIRD BANK SAVINGS
Fund 021 CAPITAL PROJECTS	\$238,997.76	\$60,000.00	\$68,712.85	\$230,284.91	
FINRA GRANT	\$33,964.33	\$0.00	\$2,436.91	\$31,527.42	FIFTH THIRD BANK CHECKING
	\$4,209,757.53	\$1,051,699.49	\$1,197,625.98	\$4,063,831.04	



**MONROE COUNTY PUBLIC LIBRARY**

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**CHASE BANK SAVINGS**

**06110 BANKONESV**

**August 2012**

**Account Summary**

Beginning Balance on	8/1/2012	\$11,909.13	Cleared	\$11,910.24
+	Receipts/Deposits	\$1.11	Statement	\$11,910.24
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	8/31/2012	\$11,910.24		

**Check Book Balance**

Active	G 001-06110	OPERATING	\$1,896.69
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>\$11,910.24</b>

Beginng Balance	\$11,909.13	
+ Total Deposits	\$1.11	
- Checks Written	\$0.00	
Check Book Balance	\$11,910.24	
Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

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**\*Check Reconciliation©  
ONB MONROE CHECKING  
06300 ONB/MONROE  
August 2012**

**Account Summary**

Beginning Balance on	8/1/2012	\$11,955.56	Cleared	\$24,031.67
+	Receipts/Deposits	\$12,090.11	Statement	\$24,031.67
-	Payments (Checks and Withdrawals)	\$14.00	Difference	\$0.00
Ending Balance as of	8/31/2012	\$24,031.67		

**Check Book Balance**

Active	G 001-06300	OPERATING	\$21,807.13
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$474.54
Active	G 005-06300	PLAC	\$450.00
Active	G 006-06300	RETIREEES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$1,300.00
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>\$24,031.67</b>
	Beginng Balance	\$11,955.56	
	+ Total Deposits	\$12,090.11	
	- Checks Written	\$14.00	
	Check Book Balance	\$24,031.67	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

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**UNITED COMMERCE**

**06400 UNITED COM**

**August 2012**

**Account Summary**

Beginning Balance on	8/1/2012	\$10,367.17	Cleared	\$20,565.76
+	Receipts/Deposits	\$10,198.59	Statement	\$20,565.76
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	8/31/2012	\$20,565.76		

**Check Book Balance**

Active	G 001-06400	<i>OPERATING</i>	\$19,193.49
Active	G 003-06400	<i>CLEARING</i>	\$0.00
Active	G 004-06400	<i>GIFT UNRESTRICTED</i>	\$13.00
Active	G 005-06400	<i>PLAC</i>	\$1,000.00
Active	G 016-06400	<i>GIFT-RESTRICED</i>	\$0.00
Active	G 020-06400	<i>SPECIAL REVENUE</i>	\$359.27
		Cash	<b>\$20,565.76</b>
	Beginng Balance	\$10,367.17	
	+ Total Deposits	\$10,198.59	
	- Checks Written	\$0.00	
	Check Book Balance	\$20,565.76	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

09/06/12 5:26 PM  
Page 1

**\*Check Reconciliation©**  
**FIFTH THIRD CHECKING**  
**06500 FIFTHCKNG**  
**August 2012**

**Account Summary**

Beginning Balance on	8/1/2012	\$130,445.93	Cleared	\$262,830.10
+	Receipts/Deposits	\$710,075.08	Statement	\$262,830.10
-	Payments (Checks and Withdrawals)	\$577,690.91	Difference	\$0.00
Ending Balance as of	8/31/2012	\$262,830.10		

**Check Book Balance**

Active	G 001-06500	OPERATING	-\$91,749.03
Active	G 002-06500	JAIL	\$2,497.80
Active	G 003-06500	CLEARING	\$0.00
Active	G 004-06500	GIFT UNRESTRICTED	\$11,257.67
Active	G 005-06500	PLAC	\$200.00
Active	G 006-06500	RETIREEES	-\$70.60
Active	G 007-06500	LIRF	\$26,641.00
Active	G 008-06500	DEBT SERVICE	-\$45,308.23
Active	G 009-06500	RAINY DAY	\$45,742.57
Active	G 010-06500	PAYROLL	\$16,927.38
Active	G 016-06500	GIFT-RESTRICED	\$82,247.74
Active	G 019-06500	GIFT-FOUNDATION	\$27,263.81
Active	G 020-06500	SPECIAL REVENUE	\$107,594.44
Active	G 021-06500	CAPITAL PROJECTS	\$43,832.46
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$31,527.42
Active	G 025-06500	LSTA-SMITHVILLE NEWS	\$0.00
		Cash	<b>\$258,604.43</b>
	Begining Balance	\$130,445.93	
	+ Total Deposits	\$710,075.08	
	- Checks Written	\$581,916.58	
	Check Book Balance	\$258,604.43	
	O/S Checks	\$4,225.67	

**MONROE COUNTY PUBLIC LIBRARY**

09/06/12 5:35 PM  
Page 1

**\*Check Reconciliation©**

**FIFTH THIRD SAVINGS**

**06510 FIFTHSAVG**

**August 2012**

**Account Summary**

Beginning Balance on	8/1/2012	\$3,046,967.40	Cleared	\$2,747,718.94
+	Receipts/Deposits	\$751.54	Statement	\$2,747,718.94
-	Payments (Checks and Withdrawals)	\$300,000.00	Difference	\$0.00
Ending Balance as of	8/31/2012	\$2,747,718.94		

**Check Book Balance**

Active	G 001-06510	OPERATING	\$977,790.11
Active	G 007-06510	LIRF	\$589,136.64
Active	G 008-06510	DEBT SERVICE	\$0.00
Active	G 009-06510	RAINY DAY	\$844,339.74
Active	G 016-06510	GIFT-RESTRICTED	\$0.00
Active	G 020-06510	SPECIAL REVENUE	\$150,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$186,452.45
Active	G 025-06510	LSTA-SMITHVILLE NEWS	\$0.00

Cash **\$2,747,718.94**

Beginng Balance	\$3,046,967.40	
+ Total Deposits	\$751.54	
- Checks Written	\$300,000.00	
Check Book Balance	\$2,747,718.94	
Difference	\$0.00	

TO: Monroe County Public Library – Board of Trustees  
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager  
RE: Personnel Report  
DATE: September 19, 2012

### **Beginning Employment**

- Beth Kubisch, Ellettsville, Page, Pay Grade A, 15-18 hours per week, effective August 16, 2012.
- Andrew Funkhouser, CATS, Production Assistant, Pay Grade D, 25 hours per week, effective September 4, 2012.
- Audra Loudenberg, Outreach Services, VITAL Clerk, Pay Grade C, 25 hours per week, effective September 4, 2012.
- Travis Tison, Circulation, Clerk, Pay Grade C, 20 hours per week, effective September 18, 2012.
- Samantha Barger, Circulation, Page, Pay Grade A, 15-18 hours per week, effective September 18, 2012.
- Vincent Beyer, Circulation, Page, Pay Grade A, 15-18 hours per week, effective September 18, 2012.
- Jill Hawley, Circulation, Page, Pay Grade A, 15-18 hours per week, effective September 18, 2012.
- Terah Primack, Circulation, Page, Pay Grade A, 15-18 hours per week, effective September 18, 2012.
- Cara Stone, Circulation, Page, Pay Grade A, 15-18 hours per week, effective September 18, 2012.

### **Ending Employment**

None

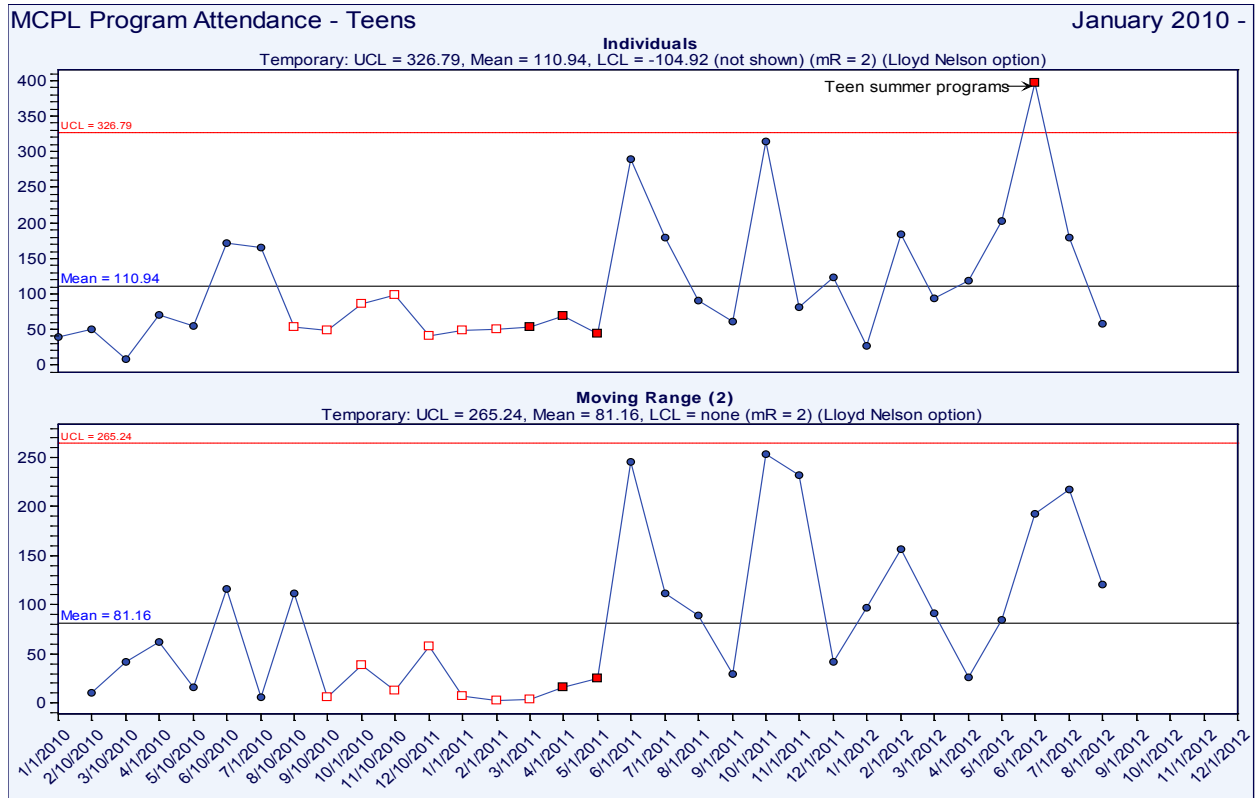
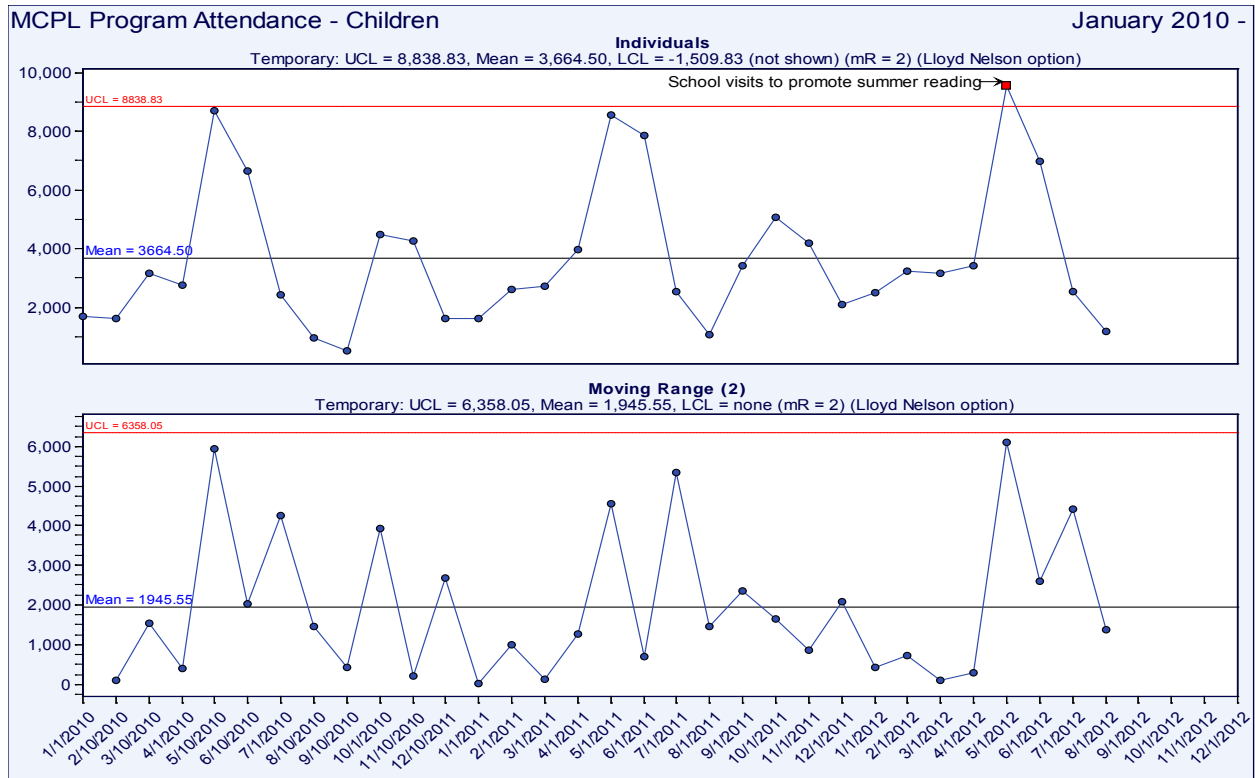
### **Job Changes**

- Aubrey Dunnuck, from Circulation Technician to Children's Services Reference assistant, Pay Grade E to Pay Grade F, 37.5 hours a week, effective August 20, 2012.

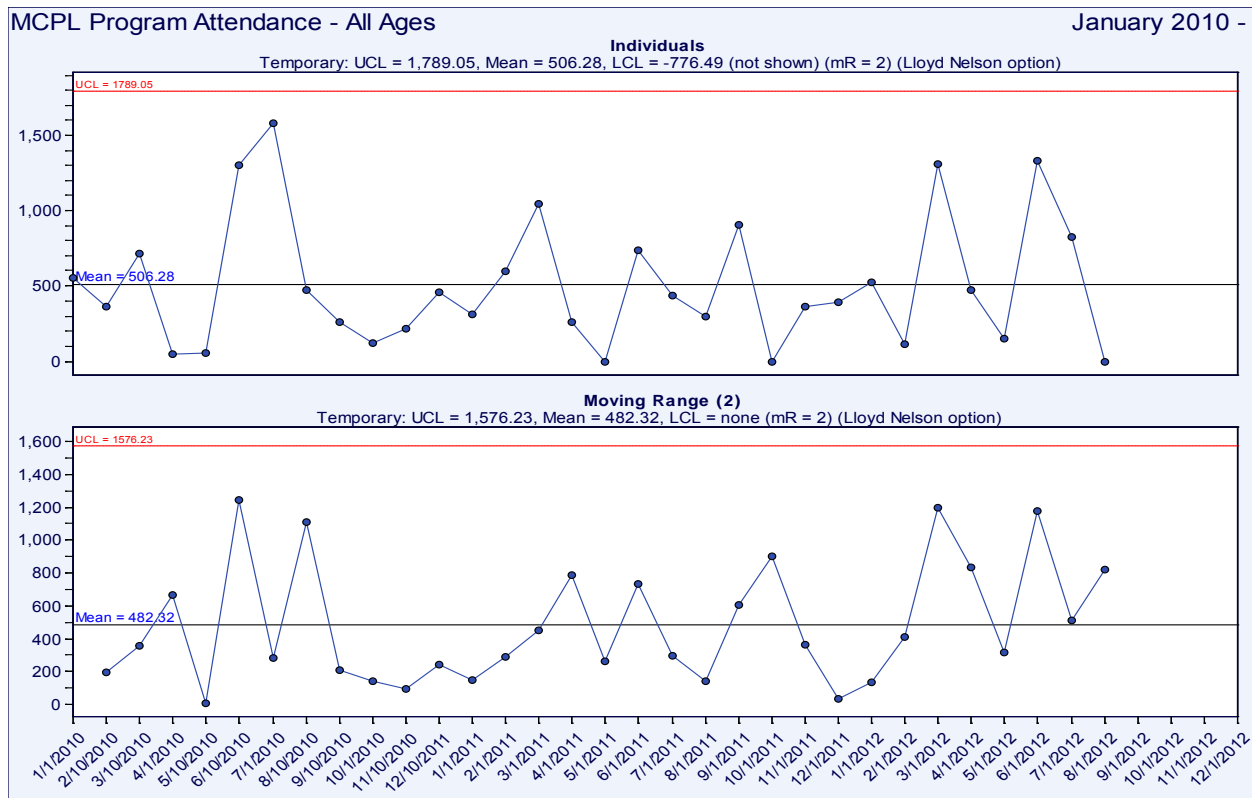
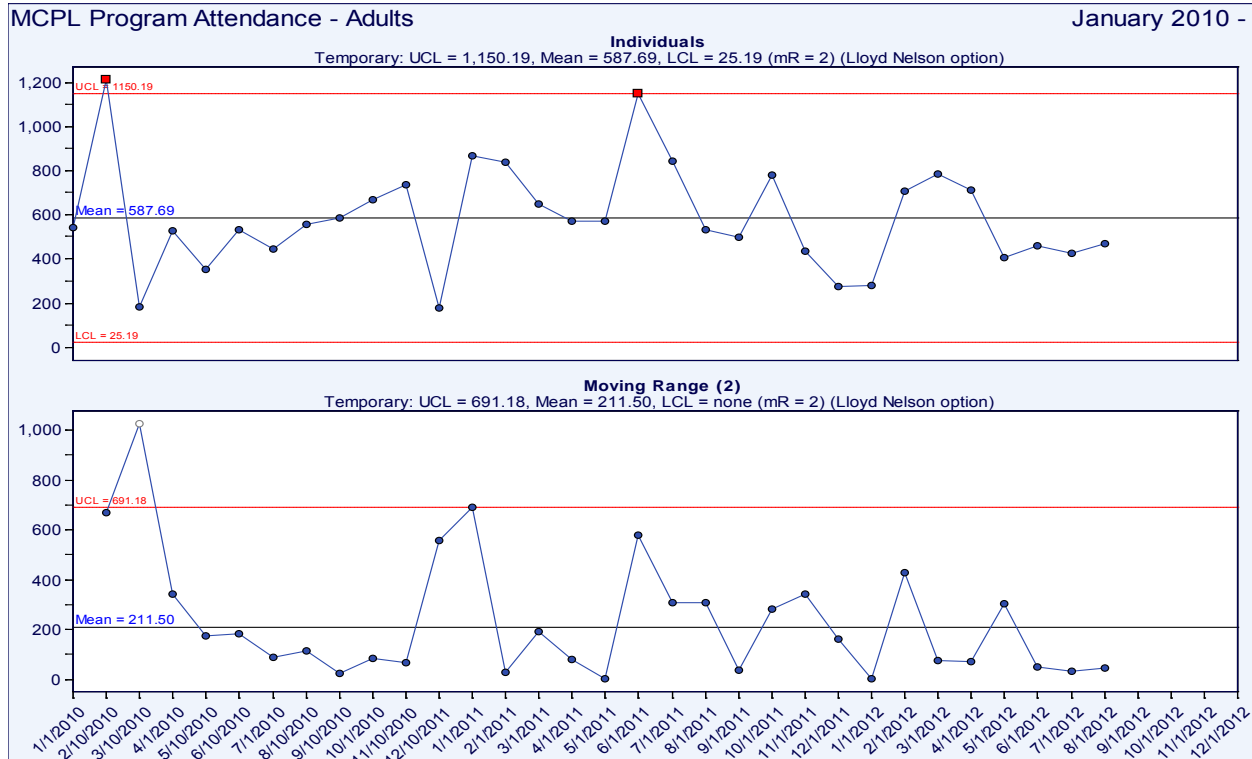
## 2012 Board of Trustees Calendar

<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.**

- Josh Wolf will represent the library at a two-day meeting in Arlington, Virginia, in September, thanks to a grant to WTU in which the library and United Way are partners. The purpose of the

grant is to prepare local PBS stations and their partners to extend the Ready to Learn Initiative's math and literacy transmedia content through outreach efforts in their communities, support local partners in developing local implementation plans to advance educational improvement goals, and to provide local stations with tools to help them seek funding and extend the reach of resources and activities developed as part of the Ready to Learn Initiative.

- August's Head Start storytime theme was "colors," with special emphasis on building narrative skills. The felt board presentations of "Dog's Colorful Day" and "Brown Bear, Brown Bear" were a hit with the kids, who enjoyed helping Polly tell the stories. We also had a movement activity based on the colors of our clothing, and a reading of a silly book called "Pants".

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

- While the overall number of participants of the Summer Reading Program was down at the Ellettsville Branch (2009 = 1088, 2010= 1063, 2011= 1145, 2012 = 996) we significantly exceeded past numbers for children who completed the game! (2009 = 39%, 2010 = 44%, 2011 = 45% and 2012 = 61%!)

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

- VITAL provided training for 13 new basic literacy tutors in August. A follow-up session in September will help new tutors develop lesson plans, techniques, and resources based on their learners' needs.

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

- Bethany Terry, Elizabeth Gray, and Pete Mosora represented the library at the "Great Grown-up Spelling Bee" hosted by the Foundation of Monroe County Community Schools to raise awareness of literacy skills.

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

- 82 VITAL learners were paired with tutors, 43 participated in English conversation groups, and three in the ESL book club. 11 learners were on the waiting list for VITAL services and 12 new tutors were recruited.
- VITAL Coordinator Bethany Terry attended the Region 8 Adult Education Consortium meeting and discussed Adult Education services and Innovation Grant funding.
- The *Safety-Net* newspaper included an article about VITAL.

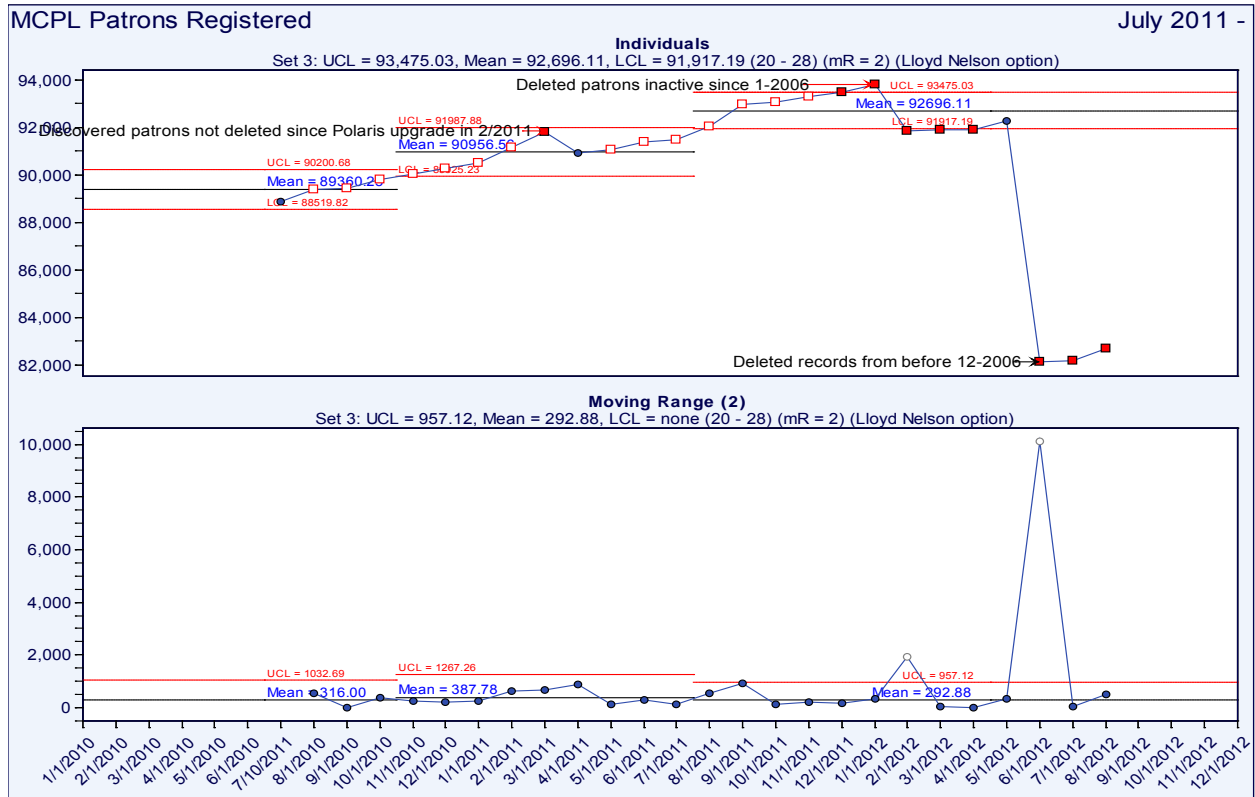
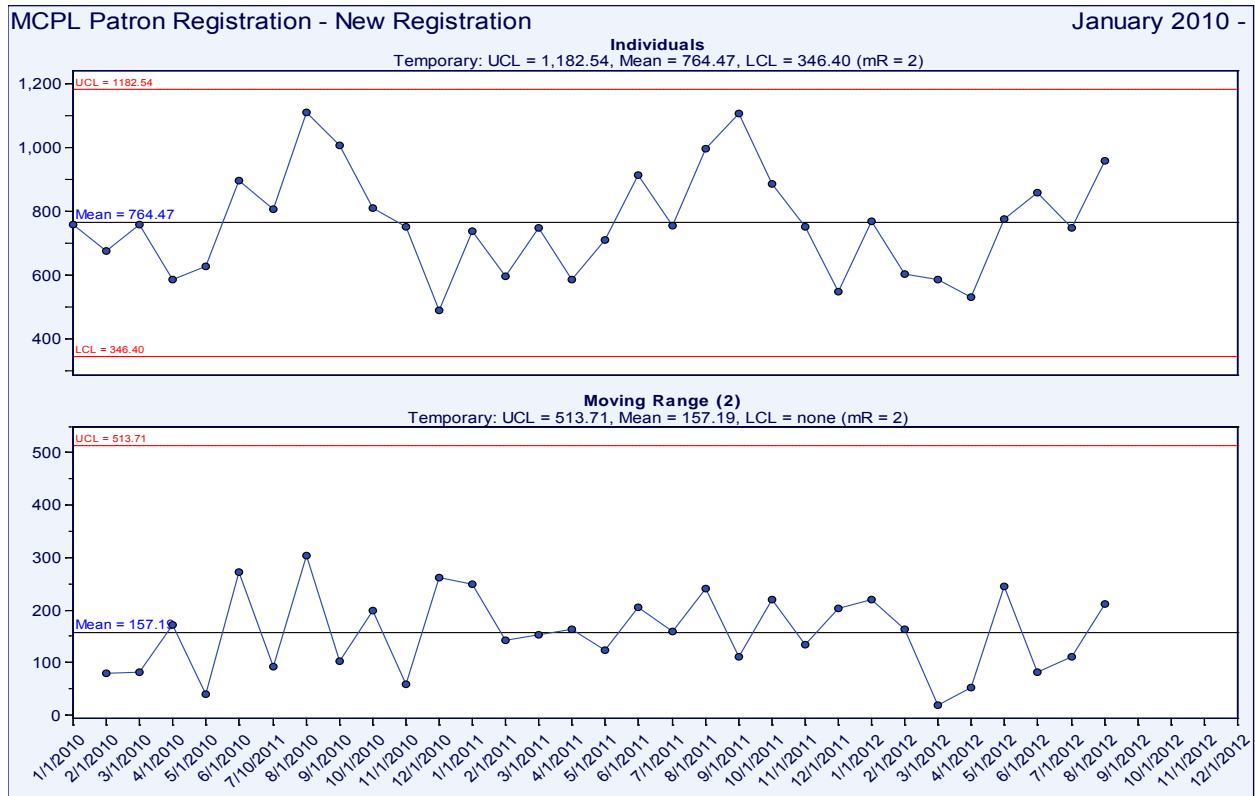
## **1F. Strengthen readers' advisory services.**

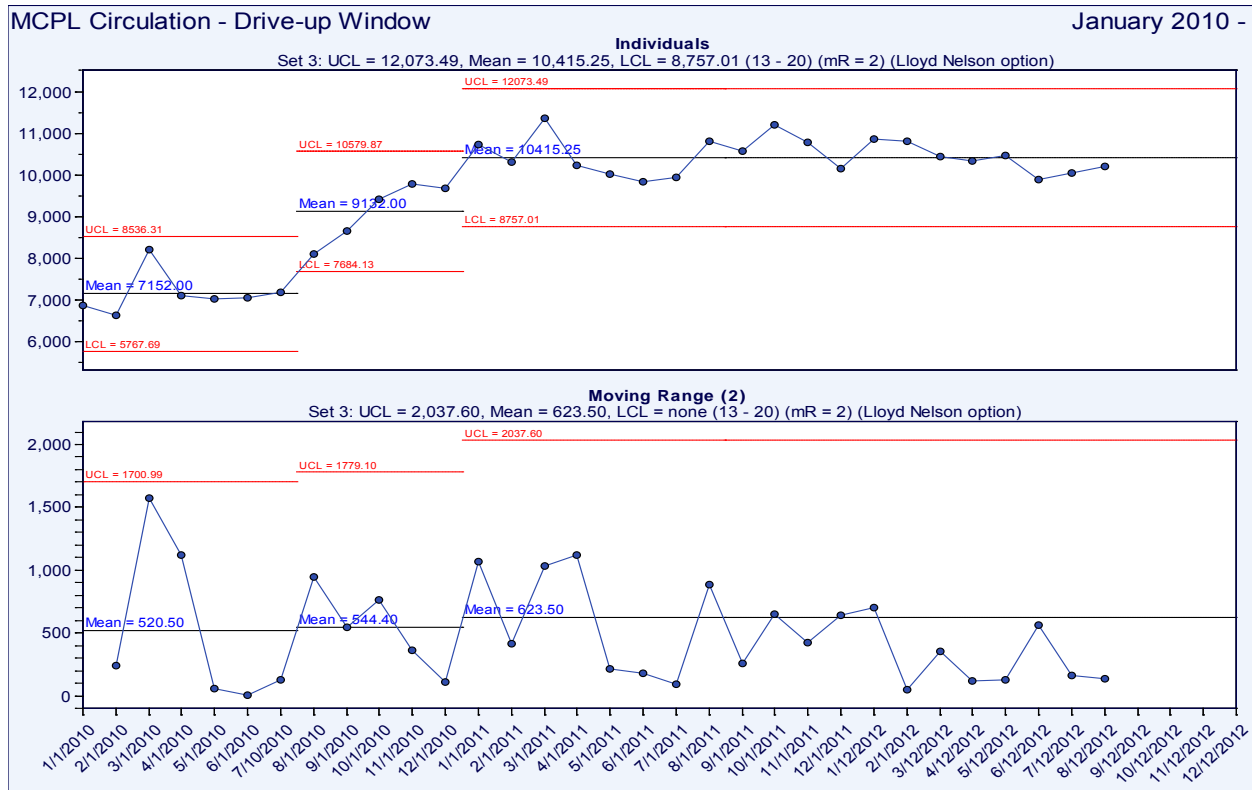
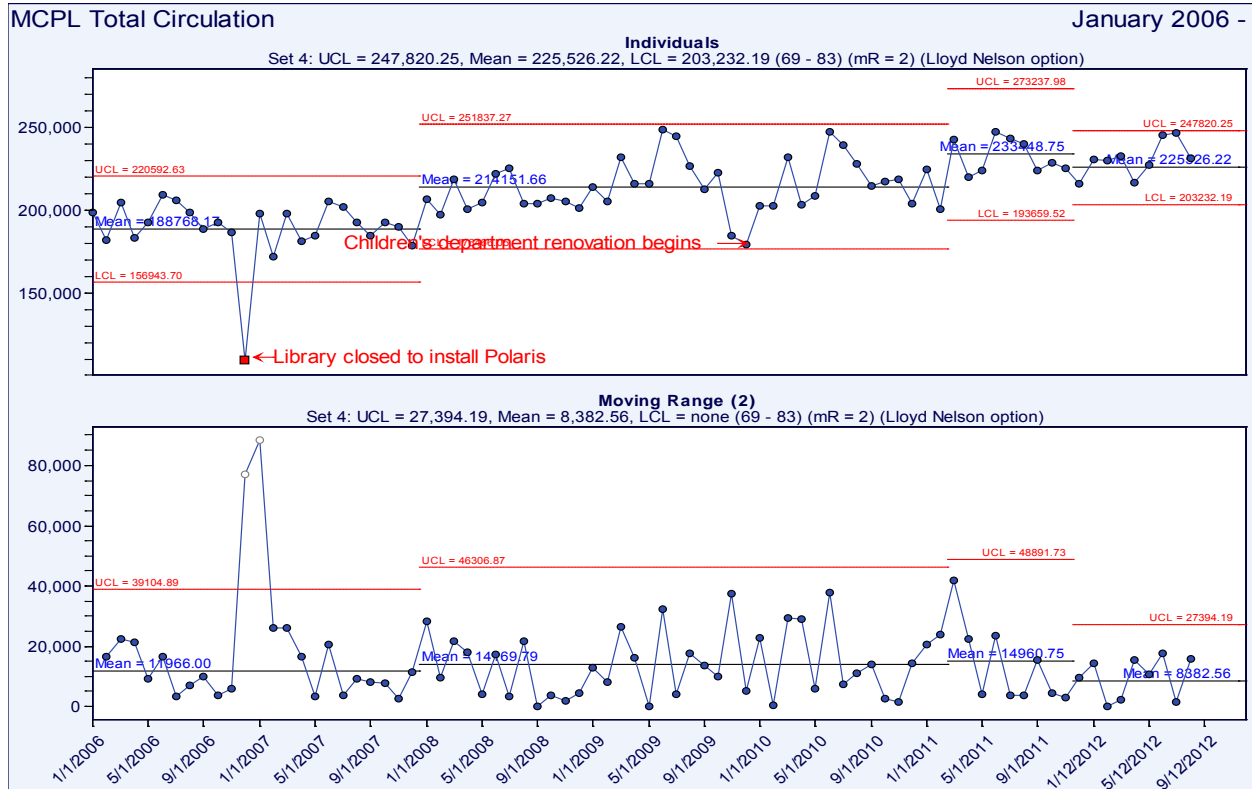
- Stephanie evaluated the Juvenile fiction series to ascertain if the branch still owned the first three copies of the important and heavily used series.
- A small cart in the Ellettsville Branch children's room advertises first-in-series titles. It is very popular and has to be refilled daily.

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

- Christine Friesel met with June Miller, Indiana Nonprofit Network, to discuss a November program on grant writing. The collaborative project will be a full day of training and promoting the Foundation Center. They also discussed ways to strengthen non-profit resources at the library.
- On Aug 29, Christine and Sara Laughlin attended the Community Foundation's Annual Report, where director Tina Peterson announced new initiatives for their next round of giving. The Foundation will focus on larger grants for greater impact and capacity building and will support expansion of free pre-school programs at two additional elementary schools.

## Goal 2: Expand access to information.

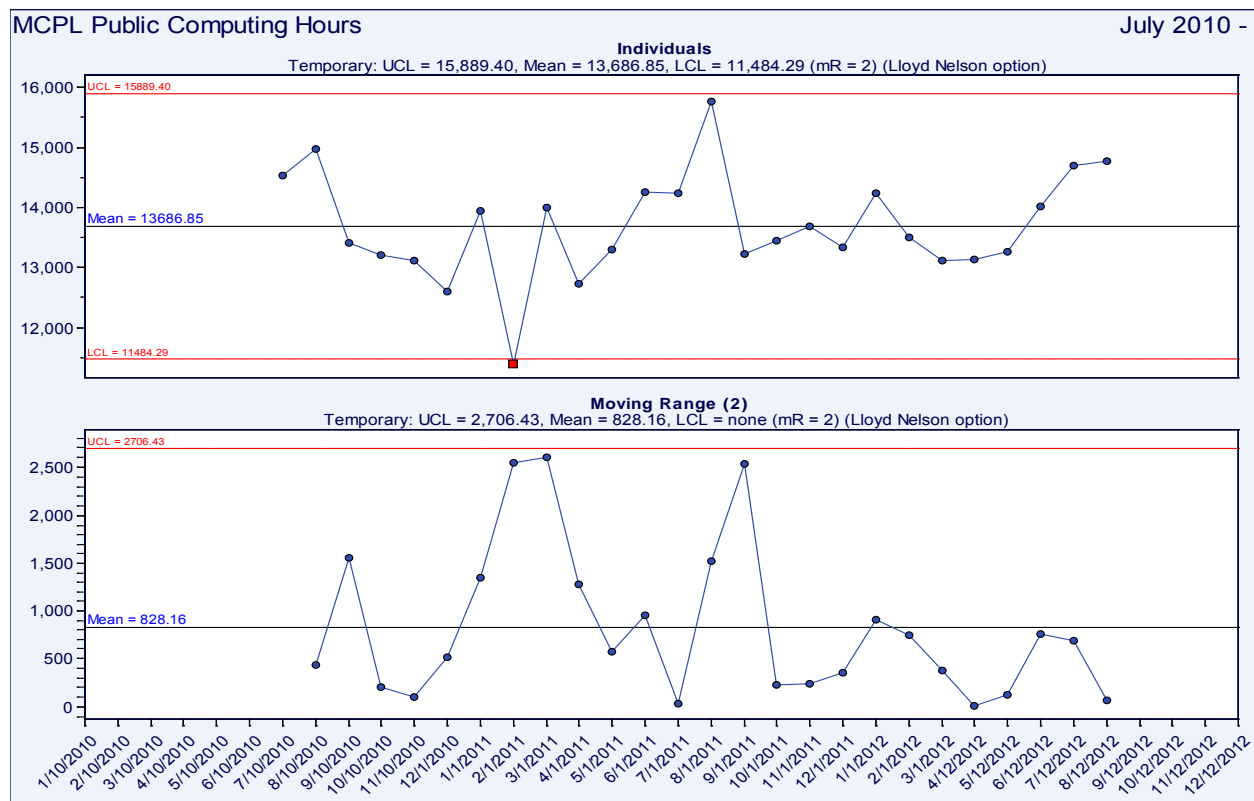


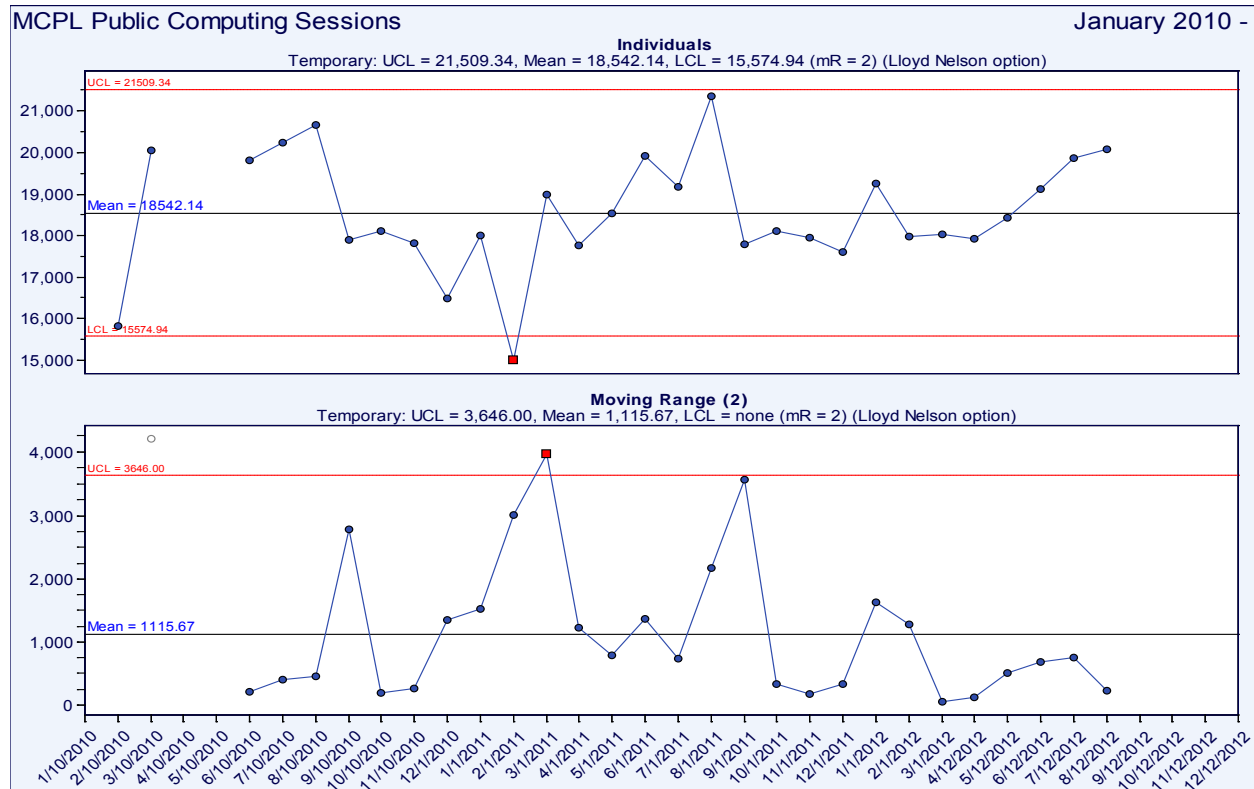


August Access		
<b>Website Visits</b>	Home page hits	91,327
	Catalog hits	679,222
	Other hits	88,130
	CATS home page	1,965
	<b>TOTAL</b>	<b>860,644</b>
<b>Read It Off</b>	Number registered	430
	Charges waived	\$666.06
	Number individuals with charged waived	73
	Number exiting program	21
<b>Interlibrary loan</b>	Items loaned	295
	Items borrowed	30

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

- Express Check machines were updated in August with a new and improved "welcome screen" which prominently features our green and white library cards against a black and white background. The change has been very well received by patrons.
- Stephanie Holman posted a blog on the Ellettsville page to invite families to join the Summer Reading Program and then posted an update that showed the number who had joined and completed the program. She also blogged about different formats used to enjoy reading and about children's programs for fall.





## 2B. Improve web access.

- Webmaster Paula Gray-Overtom used a report on failed searches on the website and redirected those addresses to the right pages on the new site. As a result, “file not found” errors decreased 53% from June to August.

## 2C. Deliver information through CATS.

August CATS	
Government programs produced	31
Patron programs produced	124
Community programs produced	35
Library events produced	6
Dubs delivered	106
Programs added to collection	196

- For the library, CATS produced a new public service announcement for “It’s Your Money” and recorded “Tuesday Tales.” In addition to regular government meetings coverage, CATS also covered Rotary speakers Matt Basore, Faiz Rahman, IU football coach Kevin Wilson, and Dr. Jerry Kindomba; the “Local Leaders Forum” sponsored by the Grater Bloomington Chamber of Commerce, and “Great Grown-up Spelling Bee” hosted by the Foundation of MCCSC.
- CATS submitted 17 entries for the Philo T. Farnsworth video competition organized by the Alliance for Community Media’s Central States Region.

## 2D. Replace Bookmobile. COMPLETED

- Due to an emission systems problem, Bookmobile service was canceled for four and a half days while the vehicle was being repaired.

## 2E. Investigate changing or expanding hours.

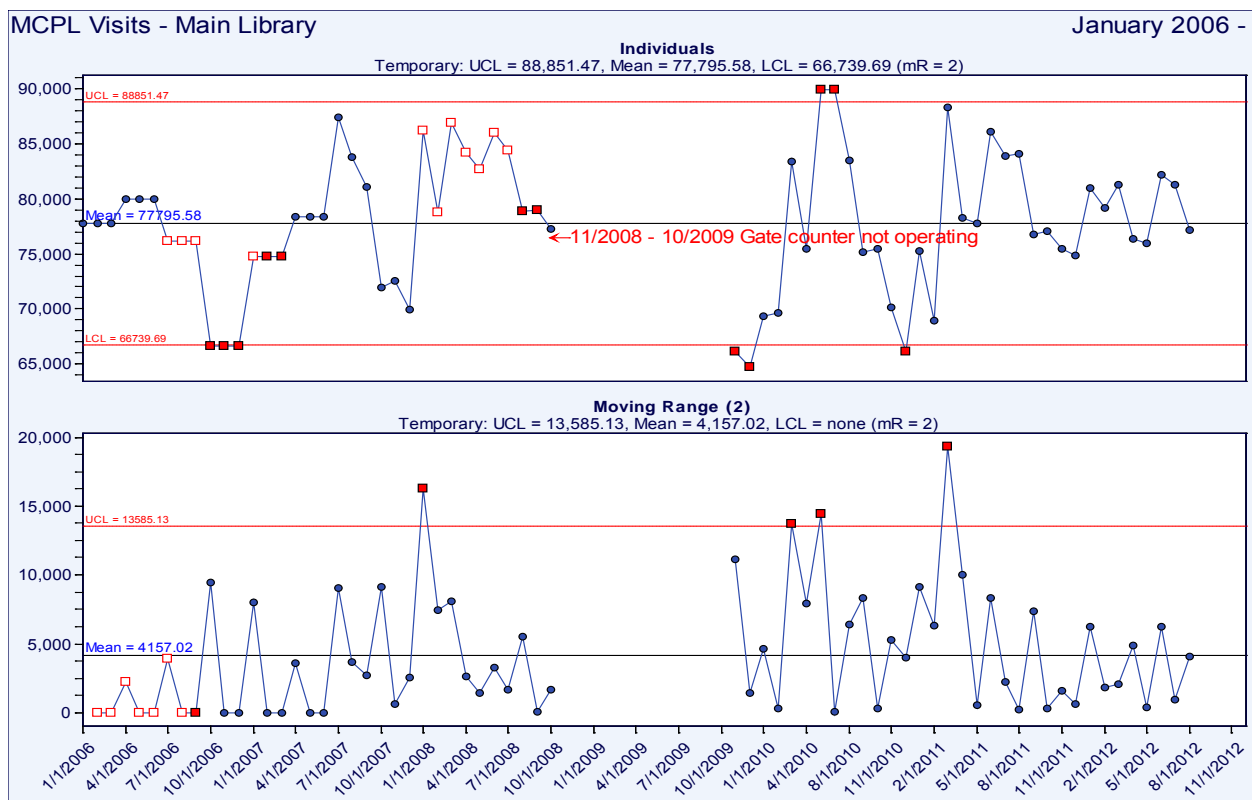
## 2F. Open a second branch location.

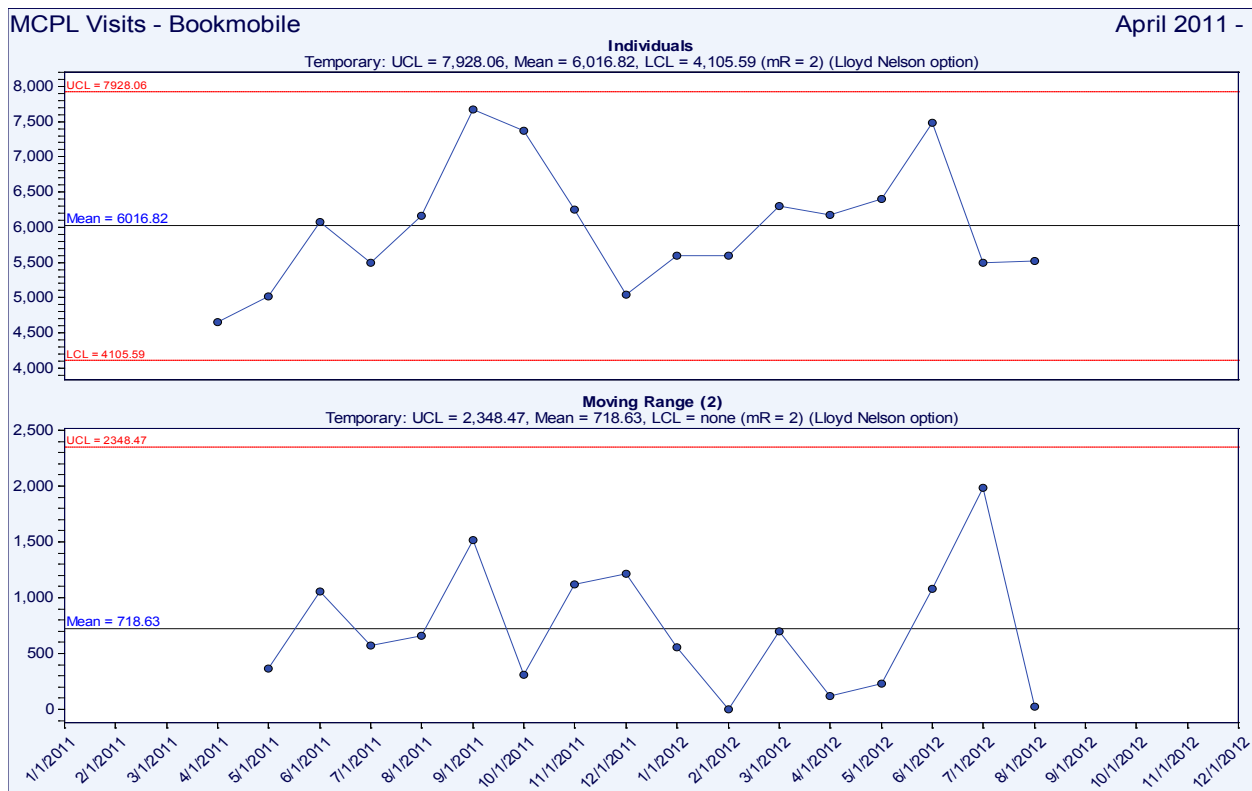
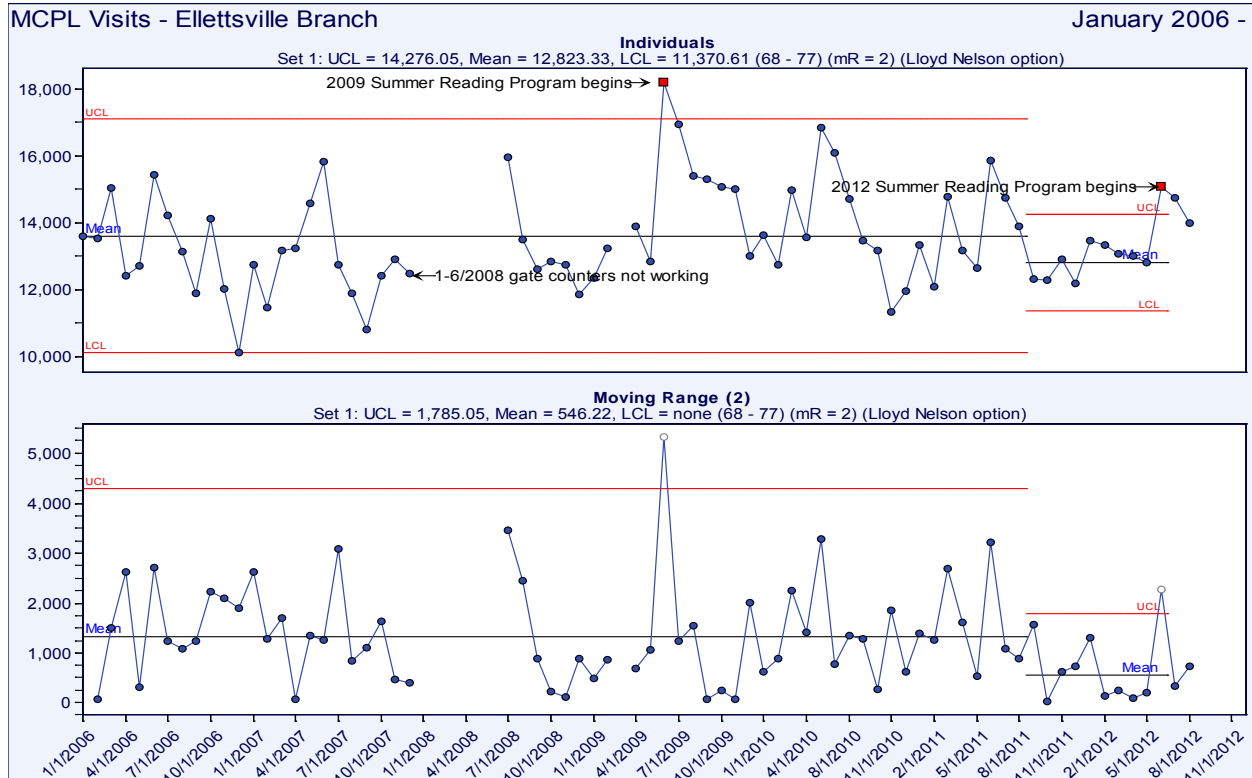
## 2G. Improve service for people with disabilities.

- Marilyn Wood designed a staff development program to accompany an ASCLA webinar on services to people with disabilities. Our program will require attendance at the webinar, completing assignments, and helping design training for other employees; 15 people indicated interest in participating.
- Ann Segraves arranged for Meals on Wheels to distribute Homebound brochures to their customers.
- Three new patrons joined the Homebound service.

### Goal 3: Deliver exemplary service.

August Service		
<b>Meeting Rooms</b>	Main Library meeting rooms used	76
	Main Library auditorium used	11
	Main Library atrium	20
	Ellettsville Branch	7
	<b>TOTAL MEETING ROOMS USED</b>	<b>114</b>
<b>Author Alert</b>	Holdings placed	213







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

- New “enter here” and “exit only” signs were placed at the Main Library.

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

- In the first complete month of assisted check credit card payments on only one workstation, Main Circulation received more than \$1,500. This accounts for about 16% of our overall credit card receipts. Plans are in the works to purchase more equipment for another main workstation and for Ellettsville Circulation.

### **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.**

- Marilyn Wood, Gary Lettelleir, and Sara Laughlin began planning for phase 3 of Main Library renovation by drafting a timeline, identifying funding available, and writing a charter for the renovation programming team.

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

- Gary Lettelleir hosted a walk-through on August 20 for contractors considering bidding on the plaza landscaping project; quotes are due before 5 p.m. on September 10.
- Stephanie Holman and Terri Bell are adding day lilies to the west wall outside of the children's room in Ellettsville.

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

- The Encouraging Positive Patron Behavior committee presented its recommendation to reaffirm the current Computer and Internet Use Policy to the Board; with only four members in attendance, the Board tabled the policy until September.
- Ellettsville Branch staff worked with two patrons in one-on-one technology sessions in August. As thanks, one staff member received a beautiful bouquet of flowers.

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

- The summer film series wrapped up in August. Four films were shown in the auditorium and a live band performance at the library capped off the “Takin’ it to Eleven” series. More than 65 people attended, as the Busman's Holiday & Friends played.
- The Teen Summer Reading Program ended on August 13. More than 200 teens participated and grand prize winners received Kindle e-readers as grand prizes at the Main Library and Ellettsville.
- At Books Plus, 13 people discussed Julian Fellowes's first novel *Snobs*. Julian is widely acclaimed as the writer for *Downton Abbey*, the popular series based on upstairs/downstairs life before, during, and after World War I. It was a lively discussion with people disagreeing who were the real snobs in the novel—the aristocrats or those who wanted to join them? Two gentlemen, dressed in summer sports coats and ties, joined the discussion. Intern Ann Cox participated and had questions and good ideas to offer afterwards.
- A new bulletin board was created to promote fall children's programs at the Ellettsville Branch.
- A recent gift of children's toys was used to create a new display in the case next to the entrance of the Ellettsville Children's Room.

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

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

- The Staff Development Committee began meeting weekly to prepare for Staff Day 2012.

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

- Instructional designer Austin Stroud disseminated a survey about technology training needs at the Ellettsville Branch.

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

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

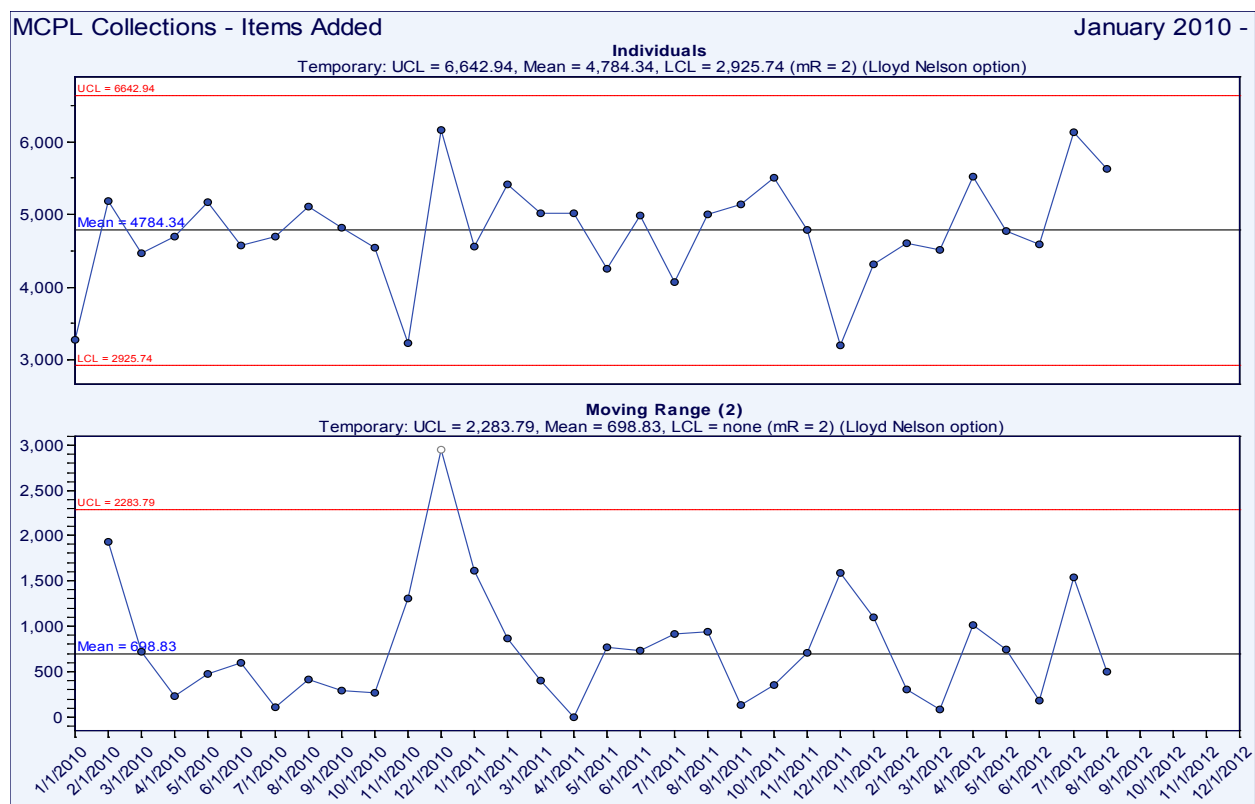
- The Strategic Planning Steering Committee met August 27 to review preliminary results from the community survey. Ron Vine, ETC Institute, attended and presented the results of 648 responses to date. The survey will remain open through September 7, but Ron did not expect major shifts from the preliminary results. The library will receive cross-tab data which will allow closer examination of results for various sub-groups.

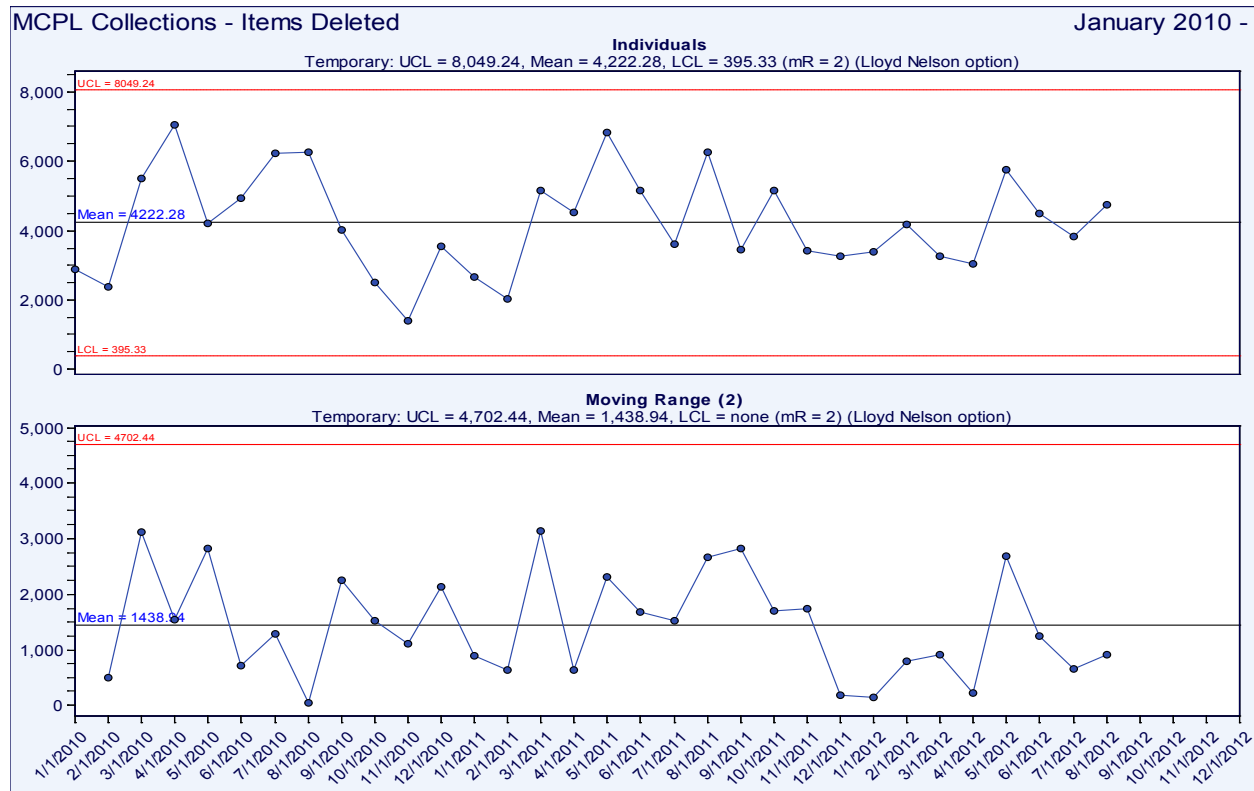
## Goal 4: Maintain High Quality Collections

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

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

- Pages condensed and shifted the Graphic Novels section – fiction and nonfiction - in order to make way for a path to the new (temporary) meeting room 214.
- Main Circulation paging staff hosted a group of ten IU student volunteers for an intensive Saturday morning focused on various cleaning projects. Volunteers washed 10 carts of DVD/CD cases from Movies and Music, the entire collection of toys, and two carts of board books from the Children's area.





- Ellettsville Branch librarians met with the Collection Services selectors to review Collection Profiles and goals.
- A major weeding project of DVDs and CDs in Ellettsville continued this month.
- Penny Gillie weeded the juvenile non-fiction collection at Ellettsville in order to reduce the overall age of the collection, create room for forward-facing displays at the end of each shelf, and move more titles down to eye-level for children.

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

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

- Branch staff added a disc repair machine that will improve the condition of DVD and CD collections.

**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. COMPLETED**

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

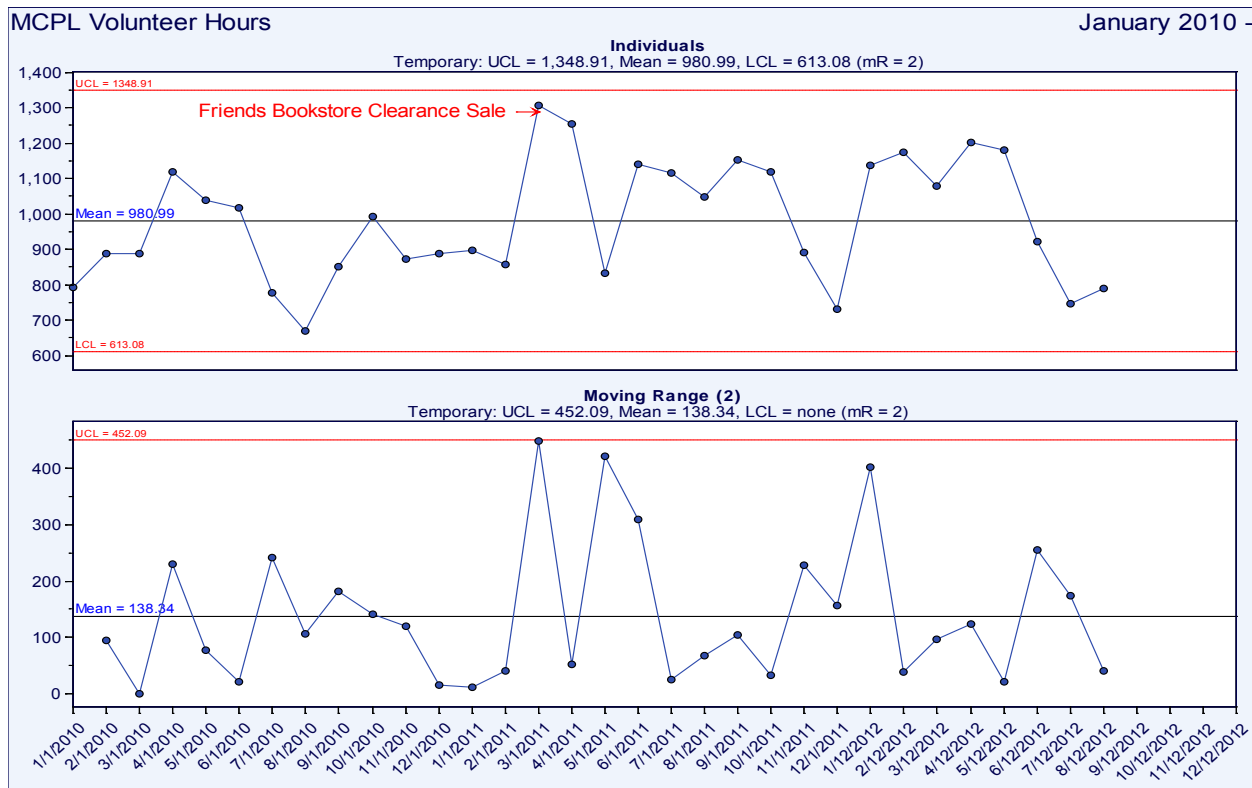
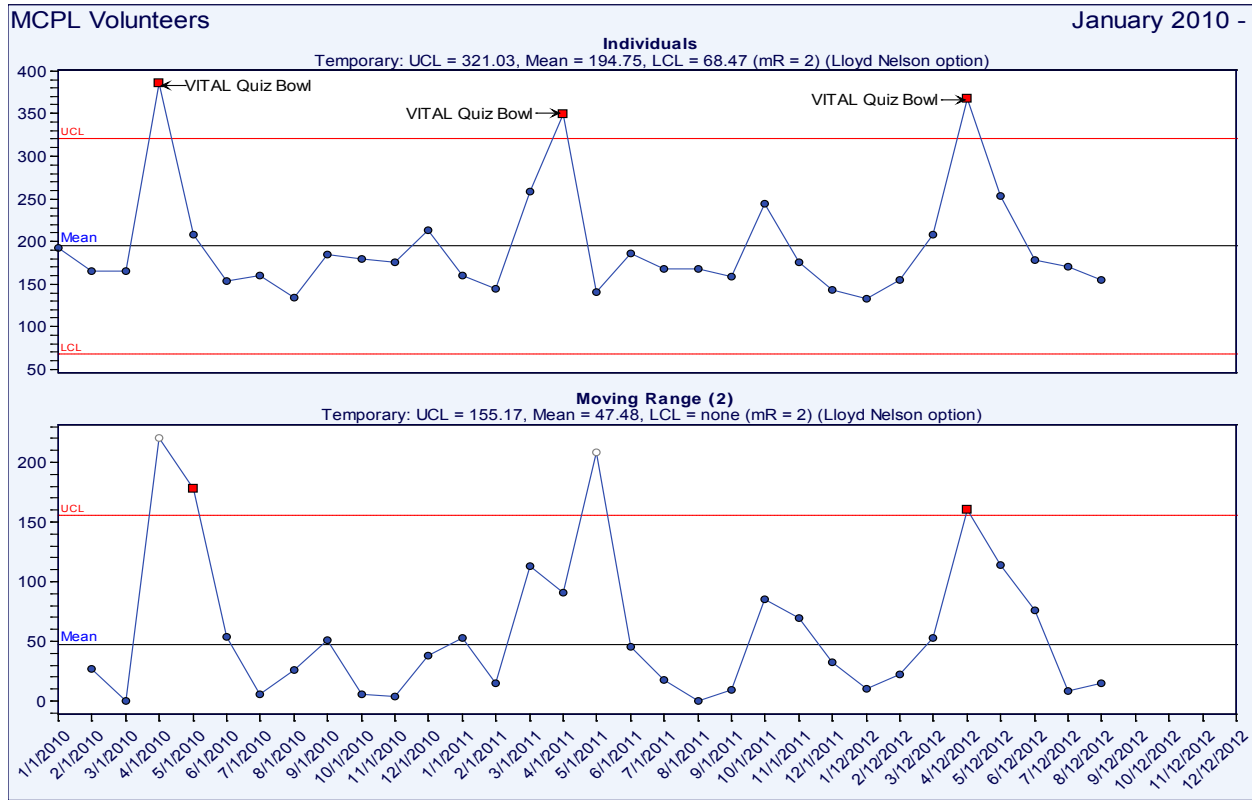
**5D. Complete negotiations for and begin implementation of first union contract. COMPLETED**

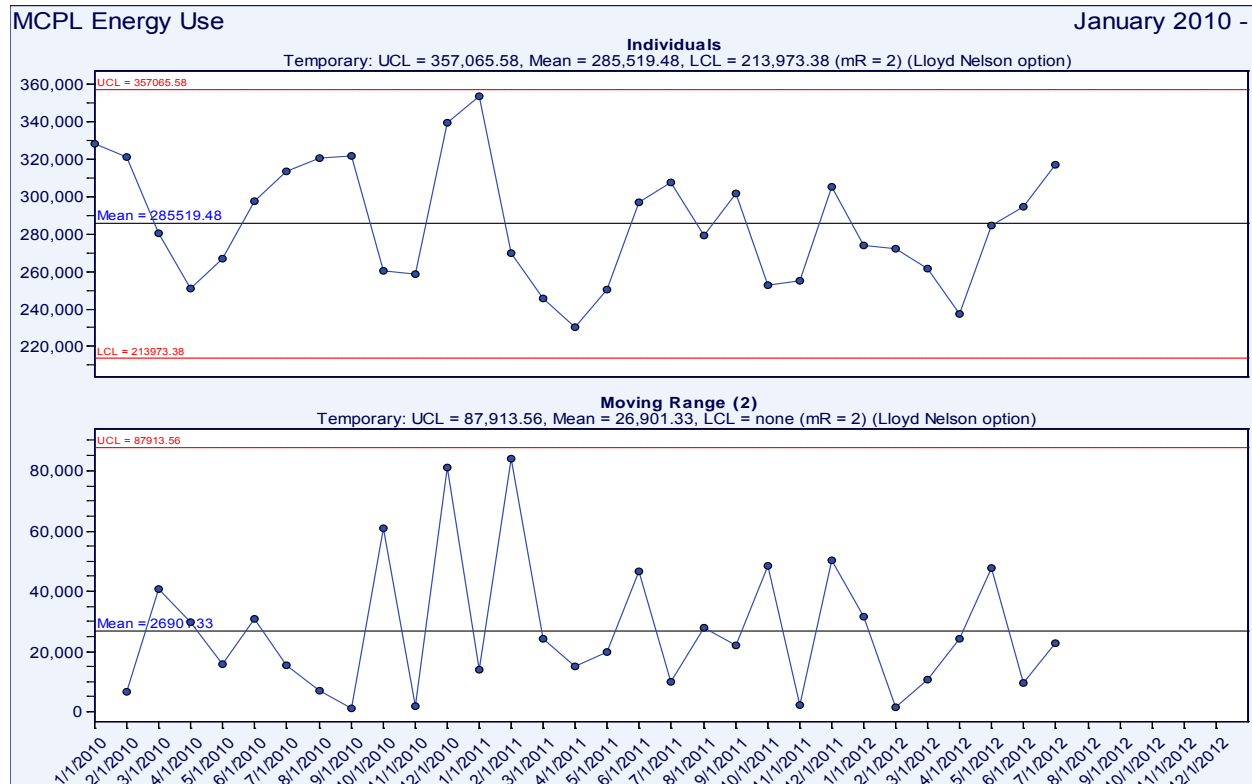
**5E. Optimize use of interns, volunteers, and work-study employees.**

# Director's Report

# August 2012

- Three new SLIS S605 interns started in Adult and Teen Services - Megan Hensley, Cynthia Geiger, and Jonathon Davis. A great corps of interns continue to volunteer at the library as well.





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

**5G. Support improvement of key processes.**

**Employees – hours worked (data not available for August)**  
**Employees – wages paid (data not available for August)**

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

- The library received \$1,760 from Energizing Indiana as a result of installing additional energy-efficient lighting, bringing the total rebate to date in 2012 to \$7,480. Gary Lettelleir has applied for an additional rebate from Duke Energy.

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

**5J. Maximize tax support.**

- The Board approved the budget for advertising.

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

- VITAL coordinator Bethany Terry submitted a \$10,000 proposal for the American Dream @ Your Library grant deadline.
- Circulation, Information System and Business Office staff met with a Unique Management (Collection Agency) representative to review current services and discuss additional options. Over the last year we have recovered \$5 of paid/waived fees or returned materials on submitted accounts for every \$1 paid to unique, well above the average \$3 for \$1 paid.

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

- Penny Gillie and Sara Laughlin represented the Library at the Friends Board meeting.

# **Internet and Computer Use Policy**

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## **INTRODUCTION**

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

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

## **OBJECTIVES**

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

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

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

## **USER RESPONSIBILITIES**

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

### **Legal Responsibilities:**

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

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

### **Cooperative Responsibilities:**

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

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

## **SANCTIONS**

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

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

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

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

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

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

## **DISCLAIMERS**

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

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

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

## **LIMITATION OF LIABILITY**

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

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



# **BY-LAWS OF MONROE COUNTY PUBLIC LIBRARY BOARD**

## **ARTICLE I AUTHORITY**

The activities of the Monroe County Public Library Board shall be governed by the 1947 Indiana Library Law as amended (IC 36-12) and these By-Laws. In the event of conflict between the provisions of any Indiana Laws and these By-Laws, the former shall apply and be followed by the Board.

## **ARTICLE II MEMBERSHIP**

The Monroe County Public Library Board shall consist of seven (7) members chosen in accordance with the provisions of 1947 Library Law as amended for their fitness for public library trusteeships.

## **ARTICLE III OFFICERS**

SECTION 1. The officers shall consist of a president, vice-president, secretary and a treasurer.

SECTION 2. The officers shall be elected at a February meeting for a term of one year. Vacancies in office shall be filled at the next regular meeting of the board after the vacancy occurs.

SECTION 3. The duties of the officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.

## **ARTICLE IV MEETINGS**

SECTION 1. The library board shall meet at least once a month at a regularly scheduled meeting at the Monroe County Public Library.

SECTION 2. Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given to the public, the media, and each member of the board at least forty-eight (48) hours in advance of such meeting.

SECTION 3. A quorum for transaction of business shall consist of a simple majority.

SECTION 4. Order of business shall be:

- Call to order
- Approval of minutes
- Approval of bills
- Personnel report
- Report of the director
- Old business
- New business
- Public comment
- Adjournment

SECTION 5. *Sturgis Standard Code of Parliamentary Procedure*, last revised edition, shall govern the parliamentary procedure of the board.

#### **ARTICLE V COMMITTEES**

Special committees for carrying out projects passed by the board, and for study and investigation of proposed projects, may be appointed by the president as occasion demands, such committees to serve until completion of the work for which they were appointed.

#### **ARTICLE VI LIBRARIAN**

SECTION 1. The Director shall be appointed by the Board in accordance with the Certification Law of Indiana.

SECTION 2. The Director shall be considered the chief executive officer of the Board and shall have responsibility for the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings, except those at which his/her appointment, salary, or performance is to be discussed and decided.

SECTION 3. Appointments on the staff shall be recommended by the Director and approved by the Board. All appointments shall conform to the Indiana Library Certification Board Rules and existing personnel policies which have been approved by this Board.

**ARTICLE VII**  
**NEPOTISM**

It shall be the policy of the Board not to employ any close relative of any member of the Board or the Director.

**ARTICLE VIII**  
**CONFLICT OF INTEREST**

SECTION 1. Board members, in the capacity of trust imposed upon them, shall observe high ethical standards and abide by the library's Values as adopted by the Board.

SECTION 2. Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

SECTION 3. Board members shall complete the Uniform Conflict of Interest Disclosure Form annually and declare any conflict of interest between their personal or business interests and their position on the Board. Board members will recuse themselves from voting immediately whenever the appearance of a conflict of interest exists.

**ARTICLE ~~VIII~~**  
**AMENDMENTS**

These By-Laws may be amended at any regular meeting of the Library Board with a quorum present, by a majority vote of the members present, providing the Amendment was either read at the last previous regular meeting or was stated in the call for the meeting.

Revised February 22, 1980

Reviewed and amended January 20, 2010