

**BOARD OF TRUSTEES MEETING**  
**Wednesday, October 27, 2010**  
**Meeting Room 1B**  
**5:45 p.m.**

**AGENDA**

1. Call to Order –President Fred Risinger
2. Consent Agenda – action item – Sara Laughlin
  - a. Minutes of September 15, 2010 Public Hearing on 2011 Budget (page 1-2)
  - b. Minutes of September 15, 2010 Board Meeting (page 3-6)
  - c. Minutes of October 20, 2010 Work Session (page 7-14)
  - d. Monthly Bills for Payment (page 15-22)
  - e. Monthly Financial Report (page 23-42)
  - f. Board Calendar (page 43)
  - g. Personnel Report (page 44-46)
3. Director’s Report and Quarterly Performance Report – Sara Laughlin (page 47-56)
4. Old Business
  - a. 2011 Budget – action item – Sara Laughlin
    - i. State forms (page 57-85)
    - ii. Budget spreadsheet with all funds (page 86-91)
    - iii. Budget narrative (page 92-99)
    - iv. Consultant, travel, staff development expenses 2010 and 2011 (page 100-105)

## 5. New Business

- a. Contract with ECI for Payroll/HRIS/Time Management – action item - Kyle Wickemeyer-Hardy (page 106-37)
- b. CATS Policies – action item – Michael White (page 138-145)
- c. CATS Contract for Website Consultant – action item – Michael White (page 146-147)
- d. Indiana State Library Internet Consortium agreement – action item – Sara Laughlin (page 148)

## 6. Public Comment

## 7. Adjournment

**MONROE COUNTY PUBLIC LIBRARY**  
**Board of Trustees Public Hearing on 2011 Budget**  
**Meeting Room 1B**  
**Wednesday, September 15, 2010**

**Attendance**

Board Members Present: Kari Isaacson, Steve Moberly, Randy Paul, Melissa Pogue, Fred Risinger, and John Walsh.

Staff: Ned Baugh, Pat Combs, Bonnie Estell, Sara Laughlin, Mickey Needham, Bara Swinson, Pam Wasmer, and Michael White.

Others: Tom Bunger and Rita Lichtenberg.

**Call to Order**

President Fred Risinger called the meeting to order at 5:45 p.m.

**2011 Budget**

Sara Laughlin reviewed the calendar for the 2011 Budget. The budget will be an action item on the October 27 board meeting agenda. Health insurance costs will be on the agenda for November 17 and the salary schedule will be on the December 15 agenda.

Sara Laughlin reported that the 2011 Capital Projects Fund, not to exceed \$531,049, has been approved by the Department of Local Government Finance.

Sara Laughlin reviewed the goals for the 2011 budget: 1) Follow the 2009-2011 strategic plan; 2) Implement the second half of the Salary Study recommendations for staff and the first half for managers (approximately \$110,000 in costs); 3) Continue to follow Long-Range Financial Planning committee recommendations for keeping expenses under control, aligning staff with core services, increasing fund-raising, exploring fees for some services; 4) Invest in facilities (Automated Materials Handling and architectural services for third phase of Main Renovation); and 5) Planning process for next strategic plan.

Cost containment options have been presented to the board in recent months. Currently, staff is being re-aligned; only critical positions are being filled; and cross-training between departments is being implemented.

Sara Laughlin reviewed the 2011 budget funds:

Operating Fund	\$7,464,532
Library Improvement Reserve Fund (LIRF)	\$296,932
Rainy Day Fund	\$473,310
Capital Projects Fund	\$404,000
Debt Service Fund	\$1,996,000

### **Public Comment**

Rita Lichtenberg commented that staff and hours should be priorities.

Meeting adjourned at 6:00 p.m.

**MONROE COUNTY PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**Meeting Room 1B**  
**Wednesday, September 15, 2010**

**Attendance**

Board Members Present: Dave Ferguson, Kari Isaacson, Steve Moberly, Randy Paul, Melissa Pogue, Fred Risinger, and John Walsh.

Staff: Ned Baugh, Pat Combs, Bonnie Estell, Sara Laughlin, Mickey Needham, Bara Swinson, Pam Wasmer, and Michael White.

Others: Tom Bunger and Rita Lichtenberg.

**Call to Order**

President Fred Risinger called the meeting to order at 6:05 p.m. following the Public Hearing on the 2011 Budget.

**Consent Agenda**

The consent agenda (Minutes of August 18, 2010 Board Meeting; Minutes of September 8, 2010 Work Session; Minutes of September 8, 2010 Executive Session; Monthly Bills for Payment; Monthly Financial Report; Board Calendar; and Personnel Report) was presented for approval.

Steve Moberly moved; John Walsh seconded approval of the consent agenda as presented. Motion carried unanimously (Dave Ferguson absent for vote).

## **Director's Report**

Sara Laughlin presented the director's report noting that Homework Help is in progress at both Main and Ellettsville. The Ellettsville branch now has computer training for the public utilizing four computers funded by the Wall Family Charitable Trust and two purchased by the library. The library has received a check from the estate of Judith Serebnick, a long-time professor at Indiana University. The total amount will be approximately \$20,000 and will likely be used to endow an adult book collection.

Randy Paul asked about the accessibility and privacy issues with self-service holds that he had discussed at a previous board meeting. Bara Swinson stated that all of the stacks are being looked at in terms of usage patterns and accessibility but reminded that staff is always available to help patrons. As to confidentiality of self-service holds, Bara stated that it is an ongoing discussion. Ellettsville has used the same system for about five years with no problems as had all of the libraries that were visited by MCPL staff.

Fred Risinger asked if it is possible to mark holds as "Please hold at desk." Bara Swinson responded that an existing option is to select "drive-up window" as the pickup point and the holds will be held in a different area accessible to staff only. Randy Paul felt that this is a good option.

## **Old Business**

### **Main Renovation Update**

Mickey Needham reported that reupholstered furniture is being delivered and new furniture will be delivered soon. An open house for the public will be held on Sunday, October 3.

### **Other Old Business**

Randy Paul announced that his board term ends in February 2011 but December will be his last meeting. He has advised Monroe County Community School Corporation of this decision and urged them to look

at fund-raising experience in the new appointment. Randy felt that such vacancies should be publicized and he urged the public to apply.

## **New Business**

### **Internet and Computer Use Policy Annual Review and Revisions**

Ned Baugh presented the Internet and Computer Use Policy for annual review. Ned reported that some language has changed but the philosophy remains unchanged.

Dave Ferguson asked if a library card is required for use of public computers. Ned responded that a library card or a guest pass is required.

Dave Ferguson asked if it would be possible to filter material for users 17 years old or younger should the library decide to do so. Ned responded that it is technically possible but would require identification with guest passes and other modifications.

John Walsh moved; Kari Isaacson seconded approval of the Internet and Computer Use Policy as presented. Motion carried 6-1 (Dave Ferguson voting nay).

### **Contract with ECI for Payroll/HRIS/Time Management**

Sara Laughlin reported that Kyle Wickemeyer-Hardy has met with ECI and the process of information gathering is ongoing. A more detailed pricing structure and contract will be presented once all options have been determined. Sample State Board of Accounts forms are being developed by ECI.

Fred Risinger asked if pricing is competitive. Sara Laughlin confirmed.

Steve Moberly asked when the service will start. Sara Laughlin responded that administration hopes to have the contract by the October meeting. In the meantime, ADP is still processing payroll. Kyle Wickemeyer-Hardy added that the new service will likely start after the first of the year.

Steve Moberly asked if the library is required to pay ADP for the release of records. Kyle Wickemeyer-Hardy responded that no payment is required for release of documents.

### **New Business**

Randy Paul requested that the board adopt two procedural suggestions made by a visually impaired person at another public meeting. The suggestions are that board members identify themselves at the beginning of each meeting and also identify themselves before each comment.

Randy Paul commented on the upcoming Monroe County Community School Corporation referendum and whether there is some way to use this board to help since three board members are appointed by the local school systems. He suggested discussing the issue at the October board meeting.

### **Public Comment**

Rita Lichtenberg stated that she hopes the library will not charge for meeting room space. She felt that many groups are working for the public benefit and money is a problem.

Meeting adjourned at 6:30 p.m.

**MONROE COUNTY PUBLIC LIBRARY**  
**Board of Trustees Work Session**  
**Wednesday, October 20, 2010**  
**Meeting Room 1B**

**Attendance**

Board Members Present: Dave Ferguson, Steve Moberly, Randy Paul, Melissa Pogue, Fred Risinger, and John Walsh.

Board Members Absent: Kari Isaacson.

Staff: Steve Backs, Ned Baugh, Pat Combs, Bonnie Estell, Sara Laughlin, Mickey Needham, Martin O'Neill, Bara Swinson, Pam Wasmer, Michael White, and Kyle Wickemeyer-Hardy.

Others: Tom Bunger and Duane Busick.

**Call to Order**

President Fred Risinger called the meeting to order at 5:45 p.m.

Fred Risinger requested that board members identify themselves at the beginning of the meeting and before speaking for the benefit of the visually impaired.

**2011 Budget**

**2011 Employee Health Insurance**

Kyle Wickemeyer-Hardy reported on options for 2011 employee health insurance. Kyle has been working closely with JA Benefits (MCPL insurance broker). The Wellness Committee has been meeting and attending Wellness events in Bloomington and Indianapolis. The

committee met with two Wellness providers: Bloomington Hospital and Activate Healthcare, the operator of the Monroe County Health Clinic.

Requests for bids for 2011 health insurance were sent out and one bid was received from Anthem. The cost for the current coverage will increase 12% over last year. Shortly before the board work session, Kyle learned that Anthem had contacted JA Benefits and offered a 3% discount should the library choose to join a health care clinic such as the one provided by Monroe County (one of the options discussed below).

Kyle reported that she, Sara Laughlin, Bonnie Estell, and JA Benefits representatives had met with an Ad Hoc Health Insurance Committee to discuss health care options. Committee members were Bobby Overman and Phil Eskew representing the union, Josh Wolf and Mickey Needham representing management, and Vanessa Schwegman and Dory Lynch representing the Wellness Committee.

Two options were distributed in the packet.

The first option is to continue the current plan, with a \$500 deductible PPO and two high-deductible HSA plans (\$3,000 and \$5,000 deductibles). Coverage would remain the same; costs would increase 12% for the library and employees.

The second option is to increase the PPO deductible to \$1,000, keep the two high-deductible HSAs, and add membership in the County Clinic. The cost of adding clinic membership would be \$480 per year per employee, with the library and employees both contributing.

Kyle reported that the Wellness Committee attended a presentation by clinic representatives last month. The Ad Hoc Health Insurance Committee is interested in hearing more information on the clinic and in giving staff an opportunity to learn about it. A presentation to the board has been scheduled for Wednesday, October 27, at 5 p.m., just before the board meeting and two presentations are scheduled for staff.

Kyle felt that by joining the clinic, the library would be making a strategic step towards reducing future health care costs by increase access to primary care for employees, giving employees an opportunity to take part in a voluntary risk assessment offered by the clinic, and

increasing wellness awareness. The clinic would also help staff avoid claims to Anthem for regular doctor office visits and prescriptions.

Fred Risinger asked if both options were within budget parameters. Kyle confirmed.

David Ferguson asked for clarification on whether the cost of the clinic would be in addition to the 9% increase by Anthem. Kyle clarified that the clinic cost would be an additional cost.

Steve Moberly asked who would pay for the clinic noting that at \$480 per employee the cost would be about \$33,000 per year for 70 employees. Bonnie Estell replied that the current option includes the library paying half and the employee paying half.

Randy Paul asked how last year's changes to the health benefits were working out and whether staff were satisfied. Kyle responded that she has had no complaints and that both proposed options for next year include the two high-deductible plans.

Randy Paul felt that normally the library would be thrilled with a 12% increase in premiums and asked what was hoped for with the addition of the clinic. Kyle responded that we are trying to build something affordable for the future and bring awareness to staff of the costs and opportunities for wellness.

Sara Laughlin added that the brokers looked at our claims history and found that drugs and emergency room visits ran higher than average. The use of the clinic would lower the number of claims to Anthem for both. Additionally, in the first two months, the clinic discovered two extremely critical situations among county employees and was able to avert potentially fatal results.

Randy Paul asked what events resulted in the lower 12% increase for next year – decreased claims, effects of the HSAs, or something else. Sara responded that claims have decreased, but other factors may be involved as well. It is unknown whether the 12% increase is a trend or an anomaly.

Kyle commented that the HSAs made insurance affordable for those who could not afford it otherwise and that she believes the clinic could help even more.

Steve Moberly asked what Kyle believes affects health insurance costs the most – major health event claims or regular office visit claims. Kyle responded that the broker’s data showed our claims were in the \$10,000-\$40,000 range, perhaps due to our work force (average age 48, compared with Anthem’s average of 44). Steve noted that in a recent *Herald-Times* article, the county stated that major illnesses are driving up their costs. Kyle felt that the library might have different demographics than the county. Her concern was how we can promote wellness in a real cost-effective way.

Additional information on the health insurance options will be presented during the presentation before the October 27 board meeting.

### **Cost Containment Options**

Sara Laughlin presented a list of cost containment options for 2011 sorted in order of preference: 1) Delay hiring Development Officer (\$68,175); 2) Reduce materials expenditures to 15% of smaller overall expenditures (\$38,000); 3) Energy savings (\$15,000); 4) Lagged hiring and retirements (\$50,000); 5) Reduce LIRF transfer from budgeted \$200,000 to \$150,000 (\$50,000). These five options total \$221,175. Additional options were provided as well.

Steve Moberly stated that he had e-mailed a request for information to Sara Laughlin which she had not received. He requested a list of the amount of money spent for consultants, independent contractors, and out-of-state travel in the 2010 budget year. He would prefer to make cuts in these areas for 2011 rather than cutting the materials budget.

Fred Risinger felt that some issues benefitted from outside consultants and some out-of-state travel was beneficial.

Sara will provide this information before the regular board meeting.

## **CATS Policy Update**

Michael White presented the CATS Policy Update noting that there are no major changes in policy, but rather an update. Two changes have been included: 1) Candidate Use: Item 2 – clarifies that during election/campaign periods CATS may cover party-specific forums, but during general elections will only cover multi-party forums. 2) Governmental Meeting Coverage: Item 2 – establishes a written policy which has been common practice previously, that the public has a right to request coverage of local governmental meetings, and CATS will provide coverage if staff and equipment are available.

Steve Moberly offered two typographical changes: Candidate Use: Election/Campaign Programming – Item 2, line 2, change “written notification of all candidates” to “written notification to all candidates”; and Item 4, line 3 – change “party-specific candidate forms” to “party-specific candidate forums”.

Steve Moberly suggested changing the wording at the end of CATS-produced programs from “This program is produced by CATS” to “This program is produced by CATS, a department of Monroe County Public Library.”

Michael White agreed with this suggestion noting that, without the library, CATS would not exist.

The board congratulated CATS on their recent six Philo Awards, two for the CATS Week program.

The CATS policy will be presented for approval at the regular board meeting.

## **CATS Website Consultant**

Michael White presented background information regarding CATS website updating. Martin O’Neill demonstrated specific design changes. A proposal from Runskip and Busick Design for design and programming services in the amount of \$16,000 was presented.

Fred Risinger asked if the project is completed or if this is a proposal for additional work. Martin O'Neill stated that the project is partially completed. Sara Laughlin added that this is a contract that did not come before the board since CATS director Michael White has signed CATS contracts in the past. It is being presented now to align with our current practice.

Melissa Pogue asked when the new website will go live. Martin stated that he hopes it will be up and running in a couple of months.

## **Contracts**

### ***ECI Contract***

Kyle Wickemeyer-Hardy presented the Electronic Commerce, Inc. (ECI) contract for payroll/HRIS/time management services. The contract is for a two-year period with installation costs of \$6,000, including development and approval of three State Board of Accounts forms. The monthly cost will be \$11.00 per active employee. The rate is guaranteed for two years. Thereafter any increase will be the lesser of 3% or the increase in the urban consumer price index for the first 12 months of the prior 15 months.

Steve Moberly asked if there was any obligation to renew after two years. Kyle stated that there was no obligation and service could be cancelled with a three-month notice.

Steve Moberly asked if the State Board of Accounts had approved this company. Kyle confirmed that the State Board of Accounts has approved three reports and will have access to ECI records without charge.

Melissa Pogue asked about funding for any necessary supplemental training. Kyle did not feel that supplemental training would be required. She and Marla Gray, payroll assistant, will be trained onsite and they will train managers. Sara Laughlin added that should supplemental training be necessary, it would be funded from the Professional Development budget line.

The contract will be presented for approval at the regular board meeting.

### ***ISL Consortium Agreement***

Sara Laughlin presented an agreement to renew our participation in the Indiana State Library Consortium for Public Library Internet Access. Sara stated that this is the second year of the consortium which is a vehicle by which the State Library can disburse Internet funds. No funds have been received to date, but by joining again this year MCPL will be in the second priority category to receive available funds. There is no cost to belong.

This agreement will be presented for approval at the regular board meeting.

### **Resolution in Support of MCCSC Referendum**

Sara Laughlin presented the Resolution in Support of the Monroe County Community School Corporation (MCCSC) Referendum. Sara stated that she prepared the Resolution because the board had shown interest in supporting the referendum; however, even though Sara supports the referendum on a personal level, she does not recommend adoption because MCPL has always held a general principle of neutrality.

Randy Paul stated that he had requested that the matter be put on the agenda for discussion, but he agreed with Sara's reasoning. He then urged the public to vote for the referendum; listing early voting hours at the Curry Building; and addressing accessibility issues.

### **Public Comment**

Duane Busick spoke regarding the MCCSC referendum and CATS. Mr. Busick stated that he understands the library's neutral standing, but stated that if the referendum fails, the school system's librarians will be the first to be cut. He urged public support of the referendum.

Regarding CATS, Mr. Busick commended the board for requesting that "department of Monroe County Public Library" be added to

programming credits and concurred with Michael White's statement that without the library there would be no CATS.

Sara Laughlin announced that Bonnie Estell will be leaving her position of Finance Officer as of October 29. Sara expressed thanks to Bonnie for her excellent service. The board also expressed thanks and regret regarding Bonnie's resignation.

Meeting adjourned at 7:20 p.m.

MONROE COUNTY PUBLIC LIBRARY

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September 09, 2010 to October 15, 2010

Name	Check Date	Check Amt	
<b>06100 CHASE BANK CHECKING</b>			
Paid Chk# 080156 AMERICAN UNITED LIFE INS.	9/10/2010	\$1,520.00	403b TSA-AUL W/H
Paid Chk# 080157 ANSWER INDIANA	9/10/2010	\$9.85	PAGER
Paid Chk# 080158 CITY OF BLOOMINGTON	9/10/2010	\$2,617.23	WATER & SEWER
Paid Chk# 080159 DUKE ENERGY	9/10/2010	\$23,595.47	ELECTRICITY
Paid Chk# 080160 ELLETTSVILLE UTILITIES	9/10/2010	\$234.26	WATER & SEWER
Paid Chk# 080161 HOOSIER DISPOSAL #686	9/10/2010	\$375.08	TRASH SERVICE
Paid Chk# 080162 INDIANA DEPARTMENT OF	9/10/2010	\$182.79	UNEMPLOYMENT-JULY '10
Paid Chk# 080163 IVAN KREILKAMP	9/10/2010	\$29.95	REFUND ON LOST ITEMS
Paid Chk# 080164 MIDWEST PRESORT SERVICE	9/10/2010	\$535.36	POSTAGE SERVICES
Paid Chk# 080165 RON GREENE	9/10/2010	\$75.00	ZONE 4 PARKING PERMIT
Paid Chk# 080166 SMITHVILLE DIGITAL LLC	9/10/2010	\$1,225.00	MONTHLY INTERNET SERVICE
Paid Chk# 080167 SMITHVILLE TELEPHONE CO.	9/10/2010	\$231.27	PHONE SERVICE
Paid Chk# 080168 STEPHANIE HOLMAN	9/10/2010	\$53.95	FD/ELL SPLS
Paid Chk# 080169 VERIZON WIRELESS	9/10/2010	\$129.03	BKM DATA LINES
Paid Chk# 080170 AT&T (IL)	9/15/2010	\$247.35	4 PHONE LINES
Paid Chk# 080171 HALL SIGNS, INC.	9/15/2010	\$769.09	SIGNS
Paid Chk# 080172 HFI MECHANICAL	9/15/2010	\$1,010.65	BLDG REPAIR/COOLING TOWER ON R
Paid Chk# 080173 KRC BANQUETS AND	9/15/2010	\$206.85	BLDG RENOVATION CELEBRATION/GR
Paid Chk# 080174 MIDWEST PRESORT SERVICE	9/15/2010	\$521.06	POSTAGE SERVICES
Paid Chk# 080175 POSTMASTER	9/15/2010	\$352.00	800 "FOREVER" STAMPS/FIRST CLASS
Paid Chk# 080176 UTILITIES DIST. OF WESTERN IN	9/15/2010	\$32.00	BKM ELECTRICITY
Paid Chk# 080177 VERIZON WIRELESS	9/15/2010	\$107.84	CELL PHONE/BKM
Paid Chk# 080178 JPMORGAN CHASE BANK, NA	9/16/2010	\$2,308.68	VARIOUS
Paid Chk# 080179 KRC BANQUETS AND	9/16/2010	\$149.18	FOOD LESS DEPOSIT & PLASTICWAR
Paid Chk# 080180 WILLIAM R. MORRIS, JR.	9/16/2010	\$300.00	TUTOR TRAINING/VITAL
Paid Chk# 080181 AT&T (OK)	9/22/2010	\$47.29	LONG-DISTANCE BILL
Paid Chk# 080182 COSTUME SPECIALISTS, INC.	9/22/2010	\$140.00	FD/CHILD/COSTUME 11/8/10
Paid Chk# 080183 FEAST	9/22/2010	\$60.00	DEPOSIT ON FOOD ORDER FOR OCT.
Paid Chk# 080184 MCCSC-TRANSPORTATION	9/22/2010	\$44.64	FD/CHILD/KINDERGARTEN PROGRAM
Paid Chk# 080185 MCPL FOUNDATION	9/22/2010	\$425.00	FRIENDS CC REIMBURSEMENT
Paid Chk# 080186 MIDWEST PRESORT SERVICE	9/22/2010	\$413.73	POSTAGE SERVICES
Paid Chk# 080187 ROCKFORD MAP PUBLISHERS,	9/22/2010	\$15.95	BOOKS
Paid Chk# 080188 SOUTH CENTRAL INDIANA REMC	9/22/2010	\$43.87	BKM ELECTRICITY
Paid Chk# 080189 STEPHANIE HOLMAN	9/22/2010	\$6.88	FD/ELL SPLS
Paid Chk# 080190 ADAM STILLWELL	9/28/2010	\$34.99	FD/CATS-HONOR PATRON/1000 PROG
Paid Chk# 080191 AMERICAN UNITED LIFE INS.	9/28/2010	\$1,579.68	403b TSA-AUL W/H G40906
Paid Chk# 080192 ANTHEM BLUE CROSS BLUE	9/28/2010	\$52,818.66	HEALTH & VISION INS. - OCT.'10
Paid Chk# 080193 AT&T (IL)	9/28/2010	\$1,342.37	PHONE BILL
Paid Chk# 080194 AT&T ADVERTISING	9/28/2010	\$135.00	PHONE DIRECTORY
Paid Chk# 080195 CINTAS FIRST AID & SAFETY	9/28/2010	\$116.70	FIRST-AID SPLS
Paid Chk# 080196 CITGO	9/28/2010	\$677.04	FUEL
Paid Chk# 080197 COLONIAL LIFE	9/28/2010	\$106.57	PRE-TAX INS. - OCT.
Paid Chk# 080198 DUKE ENERGY	9/28/2010	\$1,134.02	ELECTRICITY
Paid Chk# 080199 GREAT LAKES HIGHER ED	9/28/2010	\$200.80	GARNISHMENT
Paid Chk# 080200 HEALTH RESOURCES, INC.	9/28/2010	\$2,941.28	DENTAL INS. - OCT. '10
Paid Chk# 080201 MARK L. BOOTH	9/28/2010	\$400.00	FD/CHILD/PROGRAM
Paid Chk# 080202 MICHAEL WHITE	9/28/2010	\$34.73	FD/CATS-HONOR PATRON/1000 PROG
Paid Chk# 080203 MIDWEST PRESORT SERVICE	9/28/2010	\$545.04	POSTAGE SERVICES
Paid Chk# 080204 MONROE CIRCUIT COURT	9/28/2010	\$30.00	GARNISHMENT
Paid Chk# 080205 MONROE COUNTY YMCA	9/28/2010	\$145.86	YMCA W/H - OCT.
Paid Chk# 080206 PRE-PAID LEGAL SERVICES,	9/28/2010	\$62.34	PRE-PAID LEGAL W/H
Paid Chk# 080207 SPRING M. RYDING	9/28/2010	\$150.00	TUTOR TRAINING/VITAL
Paid Chk# 080208 STEPHANIE HOLMAN	9/28/2010	\$40.00	FD/ELL SPLS
Paid Chk# 080209 UNITED WAY	9/28/2010	\$178.00	UNITED WAY W/H

**MONROE COUNTY PUBLIC LIBRARY**

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**September 09, 2010 to October 15, 2010**

	<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>	
Paid Chk#	080210 UNUM LIFE INS. CO. OF	9/28/2010	\$2,225.97	LIFE INS. - OCT.'10
Paid Chk#	080211 VECTREN ENERGY DELIVERY	9/28/2010	\$100.83	NATURAL GAS
Paid Chk#	080212 JOSEPH MATTUCCI	9/30/2010	\$218.88	RE-ISSUE 9/24/10 PAYCHECK
Paid Chk#	080213 AT&T MOBILITY	10/1/2010	\$252.81	CELL PHONES
Paid Chk#	080214 MIDWEST PRESORT SERVICE	10/1/2010	\$505.02	POSTAGE SERVICES
Paid Chk#	080215 SUGAR DADDY'S CAKES &	10/1/2010	\$225.00	COOKIES/FOUNDATION \$/OPEN HOUS
Paid Chk#	080216 YEONGJOON KO	10/1/2010	\$45.82	REFUND ON LOST ITEMS
Paid Chk#	080217 ELLETTSVILLE UTILITIES	10/5/2010	\$242.31	WATER & SEWER
Paid Chk#	080218 FEAST	10/5/2010	\$238.00	FD/RENOVATION CELEBRATION
Paid Chk#	080219 GE MONEY BANK/AMAZON	10/5/2010	\$4,263.78	BOOKS
Paid Chk#	080220 KATHARINE A. BYERS	10/5/2010	\$200.00	FD/CHILD/PERFORMANCES
Paid Chk#	080221 AMERICAN UNITED LIFE INS.	10/11/2010	\$1,509.62	403b TSA-AUL W/H G40906
Paid Chk#	080222 ANSWER INDIANA	10/11/2010	\$9.85	PAGER
Paid Chk#	080223 CITY OF BLOOMINGTON	10/11/2010	\$1,029.21	WATER & SEWER
Paid Chk#	080224 DUKE ENERGY	10/11/2010	\$23,678.78	ELECTRICITY
Paid Chk#	080225 HARTZELL'S ICE CREAM	10/11/2010	\$155.00	FD/ICE CREAM FOR STAFF DAY
Paid Chk#	080226 HOOSIER DISPOSAL #686	10/11/2010	\$375.08	TRASH SERVICE
Paid Chk#	080227 MIDWEST PRESORT SERVICE	10/11/2010	\$418.52	POSTAGE SERVICES
Paid Chk#	080228 MONROE CTY PUBLIC	10/11/2010	\$310.41	FSA W/H
Paid Chk#	080229 THE HERALD-TIMES, INC.	10/11/2010	\$936.60	ADVERTISING
Paid Chk#	080230 VERIZON WIRELESS	10/11/2010	\$129.03	BKM DATA LINES
Paid Chk#	080231 DOWNTOWN BLOOMINGTON,	10/11/2010	\$70.00	STAFF DAY GIFT CERT.
Paid Chk#	080232 HILARY HARGIS	10/11/2010	\$28.61	FD/STAFF DAY
Paid Chk#	080233 AT&T (IL)	10/15/2010	\$246.89	4 DEDICATED PHONE LINES
Paid Chk#	080234 DORIS LYNCH	10/15/2010	\$7.99	FD/ADULT/REFRESHMENTS
Paid Chk#	080235 JPMORGAN CHASE BANK, NA	10/15/2010	\$2,029.89	VARIOUS
Paid Chk#	080236 PUCK PLAYERS PUPPET	10/15/2010	\$400.00	FD/CHILD/PERFORMANCES
Paid Chk#	080237 SMITHVILLE TELEPHONE CO.	10/15/2010	\$230.06	PHONE
Paid Chk#	080238 UTILITIES DIST. OF WESTERN IN	10/15/2010	\$32.00	ELECTRICITY/BKM
Paid Chk#	080239 VIRGINIA H. RICHEY	10/15/2010	\$120.00	FD/ELL/PERFORMANCES
Paid Chk#	080240 PUBLIC EMPLOYEES	10/15/2010	\$102,515.75	3RD QTR '10 PERF
Paid Chk#	080241 ADP, INC.	10/15/2010	\$238.82	FSA SERVICES
Paid Chk#	080242 ADP, INC.	10/15/2010	\$2,891.91	PAYROLL SERVICES
Paid Chk#	080243 ALL-PHASE ELECTRIC SUPPLY	10/15/2010	\$163.07	LIGHT BULBS
Paid Chk#	080244 AMERICAN LIBRARY	10/15/2010	\$30.60	FD/TEEN SPLS
Paid Chk#	080245 AUDIOGO	10/15/2010	\$784.10	BOOKS
Paid Chk#	080246 AVCAFE	10/15/2010	\$162.81	NONPRINT
Paid Chk#	080247 BAKER & TAYLOR BOOKS	10/15/2010	\$55,247.16	BOOKS & NONPRINT
Paid Chk#	080248 BANYON DATA SYSTEMS, INC.	10/15/2010	\$770.00	WINFUND SUPPORT/ACCTG. SOFTWARE
Paid Chk#	080249 BLOOMINGTON COMMUNITY	10/15/2010	\$2,500.00	QTRLY AMT. FOR CATS NEWS PROGR
Paid Chk#	080250 BLOOMINGTON PAINT &	10/15/2010	\$80.85	PAINT
Paid Chk#	080251 BLOOMINGTON SUPPLY, INC.	10/15/2010	\$6.40	BLDG SPLS
Paid Chk#	080252 BUNGER & ROBERTSON, LLP	10/15/2010	\$2,150.00	LEGAL SERVICES
Paid Chk#	080253 CAMPUS COSTUME	10/15/2010	\$99.98	FD/CELEBRATION BANNER/RENOV.
Paid Chk#	080254 CARMICHAEL TRUCK &	10/15/2010	\$391.99	BKM REPAIRS
Paid Chk#	080255 CD BABY	10/15/2010	\$17.97	NONPRINT
Paid Chk#	080256 CDW GOVERNMENT, INC.	10/15/2010	\$56.07	IS SPLS
Paid Chk#	080257 CENTER POINT LARGE PRINT	10/15/2010	\$255.24	BOOKS
Paid Chk#	080258 CHIP TAYLOR	10/15/2010	\$45.99	NONPRINT
Paid Chk#	080259 CONFIDENTIAL DOCUMENT	10/15/2010	\$36.80	DOCUMENT DESTRUCTION
Paid Chk#	080260 CRYSTAL CLEAR	10/15/2010	\$1,070.00	WINDOW CLEANING
Paid Chk#	080261 CULTURE FOR KIDS	10/15/2010	\$52.93	NONPRINT
Paid Chk#	080262 DARCI HAWXHURST	10/15/2010	\$500.00	TUTOR TRAINING/VITAL
Paid Chk#	080263 DELL MARKETING L.P.	10/15/2010	\$215.94	RAM FOR LAPTOP COMPUTERS
Paid Chk#	080264 DEMCO, INC.	10/15/2010	\$534.89	CATALOGING/BOOKS

MONROE COUNTY PUBLIC LIBRARY

10/15/10 2:06 PM

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\*Check Summary Register©

September 09, 2010 to October 15, 2010

Name	Check Date	Check Amt	
Paid Chk# 080265 EBSCO	10/15/2010	\$73.67	0014054
Paid Chk# 080266 ECWEST	10/15/2010	\$1,980.00	FURNITURE REPAIRS
Paid Chk# 080267 EDGEWOOD HIGH SCHOOL	10/15/2010	\$195.00	YEARBOOKS
Paid Chk# 080268 ELLETTSVILLE TRUE VALUE	10/15/2010	\$3.86	BLDG SPLS
Paid Chk# 080269 EVANSVILLE BINDERY, INC.	10/15/2010	\$207.39	BINDING BOOKS
Paid Chk# 080270 FREEDOM BUSINESS	10/15/2010	\$570.92	WAHL TRUST/COMPUTER CARTRIDGES
Paid Chk# 080271 FRIENDS OF THE PENDLETON	10/15/2010	\$30.00	NONPRINT
Paid Chk# 080272 G.T.M. VIDEO INC.	10/15/2010	\$659.30	CIRC SPLS
Paid Chk# 080273 GALE	10/15/2010	\$2,630.99	BOOKS
Paid Chk# 080274 GENEALOGICAL PUBLISHING	10/15/2010	\$515.40	BOOKS
Paid Chk# 080275 GOTHIC	10/15/2010	\$70.00	YEARBOOKS
Paid Chk# 080276 HALL SIGNS, INC.	10/15/2010	\$56.53	SIGNS
Paid Chk# 080277 HFI MECHANICAL	10/15/2010	\$78.00	CERTIFIED BACKFLOW PREVENTER
Paid Chk# 080278 HP PRODUCTS	10/15/2010	\$3,810.72	CLEANING SPLS
Paid Chk# 080279 HUMAN RELATIONS MEDIA	10/15/2010	\$115.46	NONPRINT
Paid Chk# 080280 ICE MILLER LLP	10/15/2010	\$1,671.90	LEGAL SERVICES
Paid Chk# 080281 INDIANA CHAMBER OF	10/15/2010	\$136.95	BOOKS
Paid Chk# 080282 INDIANA POWER SERVICE &	10/15/2010	\$597.00	MAINT. CONTRACT
Paid Chk# 080283 INDIANA STATE LIBRARY	10/15/2010	\$2,900.00	3RD QTR. '10 PLAC
Paid Chk# 080284 JIM GORDON, INC	10/15/2010	\$235.85	MONTHLY MAINT. CONTRACT
Paid Chk# 080285 KLEINDORFER'S HDWE	10/15/2010	\$67.95	BLDG SPLS
Paid Chk# 080286 KOORSEN FIRE & SECURITY,	10/15/2010	\$1,767.78	FIRE EXTINGUISHER SERVICE
Paid Chk# 080287 LEARNING TREASURES	10/15/2010	\$255.46	NONPRINT
Paid Chk# 080288 LOGISTECH, INC.	10/15/2010	\$378.32	BOOKS
Paid Chk# 080289 LOWE'S	10/15/2010	\$103.09	BLDG SPLS
Paid Chk# 080290 MIDWEST TAPE	10/15/2010	\$28,888.34	NONPRINT
Paid Chk# 080291 MONROE COUNTY SOLID	10/15/2010	\$439.56	BLDG SERVICES
Paid Chk# 080292 MR. COPY, INC.	10/15/2010	\$98.10	FD/LIBRARY CELEBRATION SPLS/RE
Paid Chk# 080293 NEW READERS PRESS	10/15/2010	\$196.99	BOOKS
Paid Chk# 080294 NOLAN'S LAWN CARE SERVICE	10/15/2010	\$36.00	LAWN CARE SERVICE
Paid Chk# 080295 OBS INC.	10/15/2010	\$92,060.00	50% ON RECEIPT OF BKM
Paid Chk# 080296 POLARIS LIBRARY SYSTEMS,	10/15/2010	\$7,120.00	EXPRESS CHECK MACHINE & MAINTENACE
Paid Chk# 080297 B,B & C POW PEST CONTROL,	10/15/2010	\$84.00	PEST CONTROL
Paid Chk# 080298 PROQUEST LLC	10/15/2010	\$6,575.00	ELECTRONIC RESOURCES
Paid Chk# 080299 QUILL CORPORATION	10/15/2010	\$584.47	OFFICE SPLS
Paid Chk# 080300 RANDOM HOUSE, INC.	10/15/2010	\$1,592.08	NONPRINT
Paid Chk# 080301 RECORDED BOOKS, LLC	10/15/2010	\$2,070.60	NONPRINT
Paid Chk# 080302 ROCKFORD MAP PUBLISHERS,	10/15/2010	\$466.95	BOOKS
Paid Chk# 080303 SAMMY TERRY, INC.	10/15/2010	\$55.00	NONPRINT
Paid Chk# 080304 SAM'S CLUB	10/15/2010	\$183.91	FOUNDATION/OPEN HOUSE CELEBRAT
Paid Chk# 080305 SCOLA	10/15/2010	\$1,443.75	SUBSCRIPTION 9/1/10 - 9/31/11
Paid Chk# 080306 SHOWCASES	10/15/2010	\$874.80	CATALOGING/A-V SPLS
Paid Chk# 080307 SIGNS NOW	10/15/2010	\$306.42	SIGNS
Paid Chk# 080308 STANSIFER RADIO COMPANY	10/15/2010	\$109.59	VIDEO MAT'LS
Paid Chk# 080309 STAPLES BUSINESS ADVANTAGE	10/15/2010	\$111.85	OFFICE SPLS
Paid Chk# 080310 THE FCS GROUP, INC.	10/15/2010	\$50,827.00	FURNITURE
Paid Chk# 080311 THE H. W. WILSON COMPANY	10/15/2010	\$225.00	BOOKS
Paid Chk# 080312 THE HERALD-TIMES, INC.	10/15/2010	\$767.84	ADVERTISING
Paid Chk# 080313 THE MCGRAW-HILL	10/15/2010	\$220.17	BOOKS
Paid Chk# 080314 THE STUDENT MEDIA GROUP,	10/15/2010	\$99.00	INDIANA 2010 DIRECTORY
Paid Chk# 080315 U.S. VOICE & DATA, LLC	10/15/2010	\$488.00	PHONE CABLE & DATA LINES MOVED
Paid Chk# 080316 ULVERSCROFT LARGE PRINT	10/15/2010	\$152.92	NONPRINT
Paid Chk# 080317 UNIQUE MANAGEMENT	10/15/2010	\$3,866.40	CIRC/COLLECTION FEE
Paid Chk# 080318 WEB COMMERCE PARTNERS,	10/15/2010	\$43.80	CATALOGING/BKS SPLS
Paid Chk# 080319 WEST PAYMENT CENTER	10/15/2010	\$2,797.00	BOOKS

**\*Check Summary Register©**

**September 09, 2010 to October 15, 2010**

<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>
	<b>Total Checks</b>	<b>\$533,640.69</b>

MONROE COUNTY PUBLIC LIBRARY  
 CHASE CHECKING ACCOUNT  
 09/09/10 - 10/15/10

A/P Check Total		\$533,640.69
Add: Electronic Withdrawals		
	Merchant Services-Monthly Credit Card Fees (Sept.)	612.24
Add: Payrolls		
00000360001-00000360174	Vouchers &	
68148952	Checks 9/10/10 Payroll (ADP)	123,028.08
	Electronic transfer (ADP) employee/employer taxes	42,116.76
00000340001-00000340176	Vouchers &	
68184182	Checks 9/24/10 Payroll (ADP)	121,708.81
	Electronic transfer (ADP) employee/employer taxes	41,740.36
00000400001-00000400170	Vouchers 10/08/10 Payroll (ADP)	120,745.59
	Electronic transfer (ADP) employee/employer taxes	<u>41,661.80</u>
TOTAL OF A/P AND PAYROLL CHECK REGISTERS		<u><u>\$1,025,254.33</u></u>

ACCOUNTS PAYABLE VOUCHER

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

Payee JPMORGAN CHASE BANK, NA  PALATINE, IL 60094-4016		Claim 17081  Purchase Order No. 0 Terms Date Due
---	--	--

Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
8/12/2010		E001-005-31700 PAY FLOW/CC FEES	\$72.25
8/9/2010		E019-011-21350 MARSH/FD-TRUSTEE MTG.	\$32.06
8/26/2010		E019-015-32400 BCR/FD-BKM CONF. FEE	\$235.00
8/27/2010		E019-015-32300 UNITED/AIRFARE TO BKM CONF.	\$227.40
8/17/2010		E019-017-21350 KROGER/FD-VITAL	\$38.63
8/20/2010		E019-017-21350 TARGET/FD-VITAL	\$111.36
8/21/2010		E019-017-21350 LOWE'S/FD-VITAL	\$97.40
8/19/2010		E019-017-21350 AVER'S/FD-VITAL	\$26.09
8/12/2010		E001-016-32200 USPS/PHILO ENTRIES SENT	\$6.40
8/16/2010		E020-016-23500 MERITLINE/VIDEO MAT'LS	\$850.74
8/18/2010		E020-016-23500 BEST BUY/VIDEO MAT'LS	\$156.94
8/18/2010		E021-016-44700 BEST BUY/LG MONITOR	\$219.98
8/5/2010		E001-018-45300 PAYPAL-NOVA/NONPRINT	\$5.90
8/18/2010		E001-018-45300 PAYPAL-SAIL VISION/NONPRINT	\$24.95
8/19/2010		E001-018-45100 LANGUAGE SUCCESS/BOOKS	\$79.80
8/26/2010		E001-018-45300 PAYPAL-CHRISTIAN BKS/NONPRINT	\$16.98
9/1/2010		E019-011-21350 STORY TIME FELTS/CHILD SPLS	\$106.80
<b>Total</b>			<b>\$2,308.68</b>

VOUCHER NO. 17081 WARRANT NO. 80178

JPMORGAN CHASE BANK, NA

ALLOWED  
IN THE SUM OF \$ \$2,308.68

\$ \$2,308.68  
ON ACCOUNT OF APPROPRIATION FO

COST DITRIBUTION LEDGER CLASSIFICATION  
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Board/Council Member

Acct. No.	Account Title	Amount
E001-005-31700		\$72.25
E019-011-21350		\$32.06
E019-015-32400		\$235.00
E019-015-32300		\$227.40
E019-017-21350		\$38.63
E019-017-21350		\$111.36

ACCOUNTS PAYABLE VOUCHER

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

Payee JPMORGAN CHASE BANK, NA  PALATINE, IL 60094-4016	Claim 17243  Purchase Order No. 0 Terms Date Due
---	--

Invoice Date	Invoice Number	Description (or note attached invoice(s) or bill(s))	Amount
9/3/2010		E020-016-32200 USPS/CANDIDATE LETTERS	\$210.52
9/3/2010		E020-016-32200 USPS/CANDIDATE LETTERS	\$437.66
9/4/2010		E001-010-21300 DIVINE LIGHT/LAMPS	\$33.90
9/7/2010		E020-016-32200 USPS/CANDIDATE LETTERS	\$5.54
9/14/2010		E001-005-31700 PAY FLOW/PAYPAL CC FEE	\$82.75
9/16/2010		E019-010-21350 ABEBOOKS/FD-ADULT PROGRAM BKS	\$9.96
9/16/2010		E019-010-21350 ABEBOOKS/FD-ADULT PROGRAM BKS	\$12.58
9/17/2010		E001-011-22500 BUYONLINENOW/CHILDRENS CIRC SPLS	\$80.45
9/17/2010		E019-010-21350 ABEBOOKS/FD-ADULT PROGRAM BKS	\$12.79
9/24/2010		E001-010-21300 SCOTTY PEELER/OFFICE SPLS	\$32.95
10/1/2010		E004-001-21350 KROGER/FD GEN./LIB CELEBRATION	\$51.77
10/1/2010		E004-001-21350 CHOCOLATE EMPORIUM/FD GEN./LIB. CELEBRATION	\$37.95
9/17/2010		E001-001-32400 ILF/LEGISLATIVE FORUM	\$45.00
10/1/2010		E004-001-21350 SHANTI/FD GEN./LIB. CELEBRATION	\$75.00
9/17/2010		E019-017-21350 KROGER/FD-VITAL	\$44.74
9/18/2010		E019-017-21350 KROGER/FD-VITAL	\$9.73
9/25/2010		E019-017-21350 SWEET CLAIRE/FD-VITAL	\$19.00
9/24/2010		E019-017-21350 BLOOMINGFOODS/FD-VITAL	\$10.33
9/29/2010		E019-017-21350 OFFICE DEPOT/FD-VITAL	\$64.84
9/24/2010		E019-017-21350 CIRCLE K/FD-VITAL	\$25.00
9/27/2010		E001-007-21300 BAUDVILLE/ID HOLDER	\$103.75
9/27/2010		E001-007-21300 NAME BADGE/ID HOLDERS	\$44.25
9/27/2010		E001-007-21300 ID WHOLESALERS/LANYARDS	\$104.00
9/15/2010		E019-001-21350 SAM'S CLUB/WELLNESS COMMITTEE/FD	(\$10.48)
9/15/2010		E019-001-21350 KROGER/WELLNESS COMMITTEE/FD	\$21.94
9/15/2010		E019-001-21350 SAM'S CLUB/WELLNESS COMMITTEE/FD	\$73.62
9/8/2010		E001-018-45300 DUDES MEDIA/NONPRINT	\$19.99
9/9/2010		E001-018-45300 CHRISTIANBOOKS/NONPRINT	\$41.97
9/21/2010		E001-018-45300 NIGHTINGALE/NONPRINT	\$6.50
9/23/2010		E001-018-45300 NIGHTINGALE/NONPRINT	\$1.50
9/7/2010		E019-011-21350 HOBBY-LOBBY/FD-CHILD SPLS	\$67.69
9/22/2010		E019-011-21350 BLOOMINGFOODS/FD-CHILD/FOOD	\$43.30
9/5/2010		E019-010-21350 BLOOMINGFOODS/FD-ADULT/FOOD	\$15.90
9/8/2010		E019-010-21350 MICHAELS/FD-TEEN SPLS	\$37.96
9/8/2010		E019-010-21350 MARSH/FD-TEEN FOOD	\$30.67
9/10/2010		E019-010-21350 HOBBY-LOBBY/FD-ADULT SPLS	\$63.13
9/23/2010		E019-010-21350 BLOOMINGFOODS/FD-ADULT FOOD	\$14.06
9/27/2010		E019-010-21350 KROGER/FD-TEEN FOOD	\$9.17
9/27/2010		E019-010-21350 MICHAELS/FD-TEEN SPLS	\$2.39
9/16/2010		E019-001-21350 BLGTN BAGEL/WELLNESS COMMITTEE FOOD	\$27.15
9/16/2010		E019-001-21350 BLGTN BAGEL/WELLNESS COMMITTEE FOOD	\$8.97

Total \$2,029.89

MERCHANT SERVICES  
7300 CHAPMAN HWY  
KNOXVILLE, TN 37920



Statement Cycle: CUTOFF

Statement Date: 09/30/2010  
Store Number: 0000000000  
Merchant Number: 0000008010956517  
Chain Number: 00000  
DBA Name: MONROE COUNTY PUBLIC LIBRARY

000058399 1 AT 0.357 106481769499871 P  
MONROE COUNTY PUBLIC LIBRARY  
ATTN BONNIE ESTELL  
303 E KIRKWOOD AVE  
BLOOMINGTON IN 47408-3534

Client Group: 00009  
Principal Chain: 00000  
Parent Chain: 00000  
Parent Entity: 43155

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be  
10/11/10

**Your Resources For Help**

For customer service please call 800-282-5558.

**News For You**

YOUR AUGUST STATEMENT INDICATED AN INCREASE IN RATES EFFECTIVE OCTOBER 1, 2010. ALTHOUGH THE CARD ASSOCIATIONS MADE MINOR CHANGES, ELAVON WILL NOT BE PASSING ON ANY RATE INCREASE AT THIS TIME.

**Summary**

	Number of Items	Dollar Amounts	Fee/Charges Category	Fee Summary
Sales	985	10,631.31	Visa/MC/Discover Processing Charges	306.24
Returns	0	0.00	Card Association Fees	55.20
Net Sales	985	10,631.31	Authorization Fees	220.80
Chargebacks	0	0.00	Other Fees	30.00
Adjustments	0	0.00	Total Charges and Fees	612.24
Convenience Adjustments	0	0.00		
Total Sales	985	10,631.31		

5.76%

Charges and Fees have been posted to Account #: XXXXX1242

**Volume Recap**

Card Type	--Sales--		--Credits--		--Net Sales--		Discount Paid	Per Item Paid
	Item Count	Amount	Item Count	Amount	Amount	Amount		
VISA	804	8,336.71	0	0.00	8,336.71	202.44	2.40	
M/C	181	2,294.60	0	0.00	2,294.60	87.40	14.00	

**Deposits**

Batch Date	Settlement Date	Reference Number	Batch Number	Card Type	Paid by Merchant Payment Services	Paid by Others	Total Batch Amount
09/01/10	09/01/10	12244222049	00253	BATCH	248.18	0.00	248.18
09/02/10	09/02/10	73245061975	00254	BATCH	417.65	0.00	417.65
09/03/10	09/03/10	12246252002	00255	BATCH	297.93	0.00	297.93
09/04/10	09/04/10	73247279495	00256	BATCH	513.76	0.00	513.76
09/05/10	09/05/10	12248198796	00257	BATCH	321.44	0.00	321.44
09/06/10	09/06/10	12249198216	00258	BATCH	308.63	0.00	308.63
09/07/10	09/07/10	12250211264	00259	BATCH	1.00	0.00	1.00
09/08/10	09/08/10	13251851398	00260	BATCH	520.78	0.00	520.78
09/09/10	09/09/10	13252852909	00261	BATCH	628.79	0.00	628.79
09/10/10	09/10/10	12253212764	00262	BATCH	274.46	0.00	274.46
09/11/10	09/11/10	15254729916	00263	BATCH	282.63	0.00	282.63
09/12/10	09/12/10	12255195263	00264	BATCH	403.39	0.00	403.39
09/12/10	09/13/10	12256116735	00265	BATCH	181.49	0.00	181.49
09/14/10	09/14/10	13257760471	00266	BATCH	715.28	0.00	715.28

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY SUMMARY OF BUDGET CATEGORIES  
AS OF SEPTEMBER 30, 2010  
NINE MONTHS = 75.0%

	2010 SEPTEMBER	2009 SEPTEMBER	2010 Y-T-D ACTUAL	2010 BUDGET	2009 Y-T-D ACTUAL	2010 Y-T-D BUDGET REMAINING	2010 % OF BUDGET USED	2010 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	284,578.71	274,570.28	2,728,094.24	3,794,503.00	2,706,992.47	1,066,408.76	71.9%	28.1%
EMPLOYEE BENEFITS	103,386.37	91,721.71	795,538.70	1,193,738.00	694,296.16	398,199.30	66.6%	33.4%
OTHER WAGES	4,974.79	2,933.00	40,282.96	46,446.00	30,178.54	6,163.04	86.7%	13.3%
TOTAL PERSONNEL SERVICES	<u>392,939.87</u>	<u>369,224.99</u>	<u>3,563,915.90</u>	<u>5,034,687.00</u>	<u>3,431,467.17</u>	<u>1,470,771.10</u>	<u>70.8%</u>	<u>29.2%</u>
SUPPLIES								
OFFICE SUPPLIES	1,652.31	1,937.76	30,589.63	45,244.00	23,654.67	14,654.37	67.6%	32.4%
OPERATING SUPPLIES	11,246.42	3,994.28	228,144.45	334,634.00	43,143.30	106,489.55	68.2%	31.8%
REPAIR & MAINT. SUPPLIES	812.41	1,751.04	17,630.59	24,200.00	10,635.06	6,569.41	72.9%	27.1%
TOTAL SUPPLIES	<u>13,711.14</u>	<u>7,683.08</u>	<u>276,364.67</u>	<u>404,078.00</u>	<u>77,433.03</u>	<u>127,713.33</u>	<u>68.4%</u>	<u>31.6%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	10,206.17	17,972.15	204,268.78	270,738.00	211,963.43	66,469.22	75.4%	24.6%
COMMUNICATION & TRANSPORTATION	5,418.59	4,436.96	46,166.01	98,250.00	46,218.73	52,083.99	47.0%	53.0%
PRINTING & ADVERTISING	116.44	472.95	2,776.05	27,000.00	3,992.46	24,223.95	10.3%	89.7%
INSURANCE	0.00	255.00	48,065.00	61,200.00	35,756.00	13,135.00	78.5%	21.5%
UTILITIES	27,803.68	23,948.07	223,578.37	316,212.00	222,546.69	92,633.63	70.7%	29.3%
REPAIR & MAINTENANCE	4,462.03	12,135.99	45,146.75	71,640.00	49,095.75	26,493.25	63.0%	37.0%
RENTALS	75.00	262.50	38,429.20	32,500.00	31,327.00	-5,929.20	118.2%	-18.2%
OTHER CHARGES	1,443.75	0.00	5,798.44	166,500.00	1,944.71	160,701.56	3.5%	96.5%
TOTAL OTHER SERVICES & CHARGES	<u>49,525.66</u>	<u>59,483.62</u>	<u>614,228.60</u>	<u>1,044,040.00</u>	<u>602,844.77</u>	<u>429,811.40</u>	<u>58.8%</u>	<u>41.2%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	50,303.00	365.00	90,678.93	289,618.00	23,885.00	198,939.07	31.3%	68.7%
OTHER CAPITAL OUTLAY	73,524.53	96,552.87	749,142.99	1,060,415.00	715,627.30	311,272.01	70.6%	29.4%
TOTAL CAPITAL OUTLAY	<u>123,827.53</u>	<u>96,917.87</u>	<u>839,821.92</u>	<u>1,350,033.00</u>	<u>739,512.30</u>	<u>510,211.08</u>	<u>62.2%</u>	<u>37.8%</u>
TOTAL OPERATING EXPENDITURES	<u>580,004.20</u>	<u>533,309.56</u>	<u>5,294,331.09</u>	<u>7,832,838.00</u>	<u>4,851,257.27</u>	<u>2,538,506.91</u>	<u>67.6%</u>	<u>32.4%</u>
				2009 BUDGET	6,680,256.00			
				%USED IN 2009	72.6%			

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF SEPTEMBER 30, 2010

	2010 SEPTEMBER	2009 SEPTEMBER	2010 Y-T-D ACTUAL	2010 BUDGET	2009 Y-T-D ACTUAL	2010 Y-T-D BUDGET REMAINING	2010 % OF BUDGET USED	2010 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION	11,320.62	7,048.28	107,545.89	151,527.00	70,482.80	43,981.11	71.0%	29.0%
1130 PROFESSIONAL/SUPERVISORS	34,851.26	57,525.58	331,086.97	467,539.00	572,411.86	136,452.03	70.8%	29.2%
1140 PROFESSIONAL ASSISTANTS	101,450.29	76,300.36	960,193.27	1,329,632.00	750,316.25	369,438.73	72.2%	27.8%
1150 SPECIALISTS & TECHNICIANS	58,266.64	51,707.99	560,296.97	755,902.00	518,319.94	195,605.03	74.1%	25.9%
1160 CLERICAL ASSISTANTS	35,607.10	41,120.66	358,820.58	497,785.00	415,680.59	138,964.42	72.1%	27.9%
1170 PAGES	17,311.97	18,825.29	164,923.72	226,865.00	164,488.79	61,941.28	72.7%	27.3%
1190 BUILDING MAINTENANCE	25,770.83	22,042.12	245,226.84	365,253.00	215,292.24	120,026.16	67.1%	32.9%
<b>TOTAL SALARIES</b>	<b>284,578.71</b>	<b>274,570.28</b>	<b>2,728,094.24</b>	<b>3,794,503.00</b>	<b>2,706,992.47</b>	<b>1,066,408.76</b>	<b>71.9%</b>	<b>28.1%</b>
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	17,076.86	16,549.99	163,391.85	236,545.00	163,122.68	73,153.15	69.1%	30.9%
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	108.18	162,816.31	351,413.00	160,156.96	188,596.69	46.3%	53.7%
1240 EMPLOYER CONT/INSURANCE	82,315.74	71,192.98	431,117.96	550,459.00	332,866.84	119,341.04	78.3%	21.7%
1250 EMPLOYER CONT/MEDICARE	3,993.77	3,870.56	38,212.58	55,321.00	38,149.68	17,108.42	69.1%	30.9%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>103,386.37</b>	<b>91,721.71</b>	<b>795,538.70</b>	<b>1,193,738.00</b>	<b>694,296.16</b>	<b>398,199.30</b>	<b>66.6%</b>	<b>33.4%</b>
OTHER WAGES								
1310 WORKSTUDY	0.00	0.00	102.59	4,000.00	290.76	3,897.41	2.6%	97.4%
1180 TEMPORARY STAFF	4,974.79	2,933.00	40,180.37	42,446.00	29,887.78	2,265.63	94.7%	5.3%
1350 STIPEND/RECLASSIFICATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OTHER WAGES</b>	<b>4,974.79</b>	<b>2,933.00</b>	<b>40,282.96</b>	<b>46,446.00</b>	<b>30,178.54</b>	<b>6,163.04</b>	<b>86.7%</b>	<b>13.3%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>392,939.87</b>	<b>369,224.99</b>	<b>3,563,915.90</b>	<b>5,034,687.00</b>	<b>3,431,467.17</b>	<b>1,470,771.10</b>	<b>70.8%</b>	<b>29.2%</b>
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	0.00	0.00	0.00	1,000.00	842.89	1,000.00	0.0%	100.0%
2120 STATIONERY & PRINTING	0.00	273.24	2,388.03	2,500.00	1,152.36	111.97	95.5%	4.5%
2130 OFFICE SUPPLIES	1,092.88	0.00	12,262.90	21,744.00	3,814.03	9,481.10	56.4%	43.6%
2140 DUPLICATING	559.43	1,238.92	15,938.70	20,000.00	17,419.79	4,061.30	79.7%	20.3%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2160 PUBLIC USE SUPPLIES	0.00	425.60	0.00	0.00	425.60	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>1,652.31</b>	<b>1,937.76</b>	<b>30,589.63</b>	<b>45,244.00</b>	<b>23,654.67</b>	<b>14,654.37</b>	<b>67.6%</b>	<b>32.4%</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.

MONTHLY BUDGET REPORT  
AS OF SEPTEMBER 30, 2010

	2010 SEPTEMBER	2009 SEPTEMBER	2010 Y-T-D ACTUAL	2010 BUDGET	2009 Y-T-D ACTUAL	2010 Y-T-D BUDGET REMAINING	2010 % OF BUDGET USED	2010 % OF BUDGET REMAINING
<b>OPERATING SUPPLIES</b>								
2210 CLEANING SUPPLIES	3,810.72	0.00	24,375.72	32,000.00	7,475.52	7,624.28	76.2%	23.8%
2220 FUEL, OIL, & LUBRICANTS	646.33	534.65	6,259.14	11,000.00	5,040.97	4,740.86	56.9%	43.1%
2230 CATALOGING SUPPLIES-BOOKS	506.17	1,213.67	3,318.74	7,500.00	5,984.91	4,181.26	44.2%	55.8%
2240 A/V SUPPLIES-CATALOGING	988.09	1,413.27	7,261.28	12,000.00	10,458.54	4,738.72	60.5%	39.5%
2250 CIRCULATION SUPPLIES	4,000.00	695.08	182,417.31	263,434.00	11,059.15	81,016.69	69.2%	30.8%
2260 LIGHT BULBS	163.07	137.61	3,285.80	8,000.00	3,036.95	4,714.20	41.1%	58.9%
2270 VIDEOTAPE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2280 UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
2290 DISPLAY/EXHIBIT SUPPLIES	1,132.04	0.00	1,226.46	700.00	87.26	-526.46	175.2%	-75.2%
<b>TOTAL OPERATING SUPPLIES</b>	<b>11,246.42</b>	<b>3,994.28</b>	<b>228,144.45</b>	<b>334,634.00</b>	<b>43,143.30</b>	<b>106,489.55</b>	<b>68.2%</b>	<b>31.8%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IS SUPPLIES	311.07	712.41	6,101.66	5,500.00	3,432.01	-601.66	110.9%	-10.9%
2310 BUILDING MATERIALS & SUPPLIES	458.39	948.00	11,294.90	17,200.00	7,046.20	5,905.10	65.7%	34.3%
2320 PAINT & PAINTING SUPPLIES	42.95	90.63	234.03	500.00	156.85	265.97	46.8%	53.2%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	1,000.00	0.00	1,000.00	0.0%	100.0%
2350 VIDEO MATERIALS - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>	<b>812.41</b>	<b>1,751.04</b>	<b>17,630.59</b>	<b>24,200.00</b>	<b>10,635.06</b>	<b>6,569.41</b>	<b>72.9%</b>	<b>27.1%</b>
<b>TOTAL SUPPLIES</b>	<b>13,711.14</b>	<b>7,683.08</b>	<b>276,364.67</b>	<b>404,078.00</b>	<b>77,433.03</b>	<b>127,713.33</b>	<b>68.4%</b>	<b>31.6%</b>
<b>OTHER SERVICES/CHARGES (3000'S)</b>								
<b>PROFESSIONAL SERVICES</b>								
3110 CONSULTING SERVICES	0.00	0.00	7,560.00	10,000.00	370.00	2,440.00	75.6%	24.4%
3120 ENGINEERING/ARCHITECTURAL	0.00	7,463.03	18,747.26	31,000.00	16,966.72	12,252.74	60.5%	39.5%
31201 ENCUMBERED ENGINEER/ARCH	0.00	0.00	0.00	0.00	31,751.00	0.00	#DIV/0!	#DIV/0!
3130 LEGAL SERVICES	528.40	1,977.82	7,061.86	23,100.00	14,225.29	16,038.14	30.6%	69.4%
3140 BUILDING SERVICES	1,723.03	3,393.84	28,385.68	36,638.00	26,400.32	8,252.32	77.5%	22.5%
3150 MAINTENANCE CONTRACTS	1,923.68	1,597.83	61,618.58	92,000.00	37,950.36	30,381.42	67.0%	33.0%
3160 COMPUTER SERVICES (OCLC)	1,225.00	1,225.00	42,129.36	50,000.00	61,571.46	7,870.64	84.3%	15.7%
3170 ADMIN/ACCOUNTING SERVICES	4,806.06	2,314.63	38,766.04	28,000.00	22,728.28	-10,766.04	138.5%	-38.5%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>10,206.17</b>	<b>17,972.15</b>	<b>204,268.78</b>	<b>270,738.00</b>	<b>211,963.43</b>	<b>66,469.22</b>	<b>75.4%</b>	<b>24.6%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	2,250.00	2,125.49	23,223.26	31,000.00	18,651.06	7,776.74	74.9%	25.1%
3220 POSTAGE	2,373.59	2,293.12	21,185.28	37,000.00	25,981.83	15,814.72	57.3%	42.7%
3230 TRAVEL EXPENSE	0.00	0.00	232.00	10,000.00	989.32	9,768.00	2.3%	97.7%
3240 PROFESSIONAL MTG. (OFF-SITE)	795.00	0.00	817.00	10,000.00	0.00	9,183.00	8.2%	91.8%
3250 CONTINUING ED. (ON-SITE)	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3260 FREIGHT & DELIVERY	0.00	18.35	708.47	250.00	596.52	-458.47	283.4%	-183.4%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>5,418.59</b>	<b>4,436.96</b>	<b>46,166.01</b>	<b>98,250.00</b>	<b>46,218.73</b>	<b>52,083.99</b>	<b>47.0%</b>	<b>53.0%</b>

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MONTHLY BUDGET REPORT  
AS OF SEPTEMBER 30, 2010

	2010 SEPTEMBER	2009 SEPTEMBER	2010 Y-T-D ACTUAL	2010 BUDGET	2009 Y-T-D ACTUAL	2010 Y-T-D BUDGET REMAINING	2010 % OF BUDGET USED	2010 % OF BUDGET REMAINING
<b>PRINTING &amp; ADVERTISING</b>								
3310 ADVERTISING & PUBLICATION	116.44	472.95	958.60	8,000.00	3,116.70	7,041.40	12.0%	88.0%
3320 PRINTING	0.00	0.00	1,817.45	19,000.00	875.76	17,182.55	9.6%	90.4%
<b>TOTAL PRINTING &amp; ADVERTISING</b>	<b>116.44</b>	<b>472.95</b>	<b>2,776.05</b>	<b>27,000.00</b>	<b>3,992.46</b>	<b>24,223.95</b>	<b>10.3%</b>	<b>89.7%</b>
<b>INSURANCE</b>								
3410 OFFICIAL BOND	0.00	255.00	660.00	1,200.00	555.00	540.00	55.0%	45.0%
3420 OTHER INSURANCE	0.00	0.00	47,405.00	60,000.00	35,201.00	12,595.00	79.0%	21.0%
<b>TOTAL INSURANCE</b>	<b>0.00</b>	<b>255.00</b>	<b>48,065.00</b>	<b>61,200.00</b>	<b>35,756.00</b>	<b>13,135.00</b>	<b>78.5%</b>	<b>21.5%</b>
<b>UTILITIES</b>								
3510 GAS	146.83	92.00	1,863.23	8,000.00	2,738.88	6,136.77	23.3%	76.7%
3520 ELECTRICITY	24,805.36	21,895.71	209,299.55	291,212.00	208,867.93	81,912.45	71.9%	28.1%
3530 WATER	2,851.49	1,960.36	12,415.59	17,000.00	10,939.88	4,584.41	73.0%	27.0%
<b>TOTAL UTILITIES</b>	<b>27,803.68</b>	<b>23,948.07</b>	<b>223,578.37</b>	<b>316,212.00</b>	<b>222,546.69</b>	<b>92,633.63</b>	<b>70.7%</b>	<b>29.3%</b>
<b>REPAIR &amp; MAINTENANCE</b>								
3610 BUILDING REPAIR	1,010.65	6,050.20	15,864.69	45,640.00	30,249.81	29,775.31	34.8%	65.2%
3630 OTHER EQUIP/FURNITURE REPAIRS	2,852.00	5,220.35	17,543.80	15,000.00	10,684.94	-2,543.80	117.0%	-17.0%
3640 VEHICLE REPAIR & MAINTENANCE	391.99	518.73	10,506.93	8,000.00	6,943.30	-2,506.93	131.3%	-31.3%
3650 MATERIAL BINDING/REPAIR SERV.	207.39	346.71	1,231.33	3,000.00	1,217.70	1,768.67	41.0%	59.0%
<b>TOTAL REPAIR &amp; MAINTENANCE</b>	<b>4,462.03</b>	<b>12,135.99</b>	<b>45,146.75</b>	<b>71,640.00</b>	<b>49,095.75</b>	<b>26,493.25</b>	<b>63.0%</b>	<b>37.0%</b>
<b>RENTALS</b>								
3710 REAL ESTATE RENTAL/PARKING	75.00	262.50	31,367.00	32,000.00	31,327.00	633.00	98.0%	2.0%
3720 EQUIPMENT RENTAL	0.00	0.00	7,062.20	500.00	0.00	-6,562.20	1412.4%	-1312.4%
<b>TOTAL RENTALS</b>	<b>75.00</b>	<b>262.50</b>	<b>38,429.20</b>	<b>32,500.00</b>	<b>31,327.00</b>	<b>-5,929.20</b>	<b>118.2%</b>	<b>-18.2%</b>
<b>OTHER CHARGES</b>								
3910 DUES/INSTITUTIONAL	0.00	0.00	1,303.00	8,000.00	210.00	6,697.00	16.3%	83.7%
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	150,000.00	0.00	150,000.00	0.0%	100.0%
3950 EDUCATIONAL SERV/LICENSING	1,443.75	0.00	4,495.44	6,000.00	1,734.71	1,504.56	74.9%	25.1%
3960 COMMUNITY NEWS SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OTHER CHARGES</b>	<b>1,443.75</b>	<b>0.00</b>	<b>5,798.44</b>	<b>166,500.00</b>	<b>1,944.71</b>	<b>160,701.56</b>	<b>3.5%</b>	<b>96.5%</b>
<b>TOTAL OTHER SERVICES/CHARGES</b>	<b>49,525.66</b>	<b>59,483.62</b>	<b>614,228.60</b>	<b>1,044,040.00</b>	<b>602,844.77</b>	<b>429,811.40</b>	<b>58.8%</b>	<b>41.2%</b>

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MONTHLY BUDGET REPORT  
AS OF SEPTEMBER 30, 2010

	2010 SEPTEMBER	2009 SEPTEMBER	2010 Y-T-D ACTUAL	2010 BUDGET	2009 Y-T-D ACTUAL	2010 Y-T-D BUDGET REMAINING	2010 % OF BUDGET USED	2010 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	50,303.00	0.00	50,653.00	70,000.00	0.00	19,347.00	72.4%	27.6%
4420 AUDIO VISUAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4430 OTHER EQUIPMENT	0.00	0.00	55.79	0.00	0.00	-55.79	#DIV/0!	#DIV/0!
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
44450 BUILDING RENOVATIONS	0.00	0.00	36,820.14	216,000.00	0.00	179,179.86	17.0%	83.0%
444451 ENCUMBERED BLDG RENOVATIONS	0.00	0.00	0.00	0.00	14,195.00	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!
4465 IS SOFTWARE	0.00	365.00	3,150.00	3,618.00	9,690.00	468.00	87.1%	12.9%
4470 EQUIPMENT - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4475 SOFTWARE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL FURNITURE & EQUIPMENT	50,303.00	365.00	90,678.93	289,618.00	23,885.00	198,939.07	31.3%	68.7%
OTHER CAPITAL OUTLAY								
4510 BOOKS	38,290.76	46,688.04	423,144.45	577,714.00	406,439.59	154,569.55	73.2%	26.8%
4520 PERIODICALS & NEWSPAPERS	5,514.48	1,564.19	13,124.12	44,007.00	5,907.00	30,882.88	29.8%	70.2%
4530 NONPRINT MATERIALS	28,220.29	40,421.64	284,705.55	370,721.00	274,475.44	86,015.45	76.8%	23.2%
4540 ELECTRONIC RESOURCES	1,499.00	7,879.00	28,168.87	67,973.00	28,805.27	39,804.13	41.4%	58.6%
TOTAL OTHER CAPITAL OUTLAY	73,524.53	96,552.87	749,142.99	1,060,415.00	715,627.30	311,272.01	70.6%	29.4%
TOTAL CAPITAL OUTLAY	123,827.53	96,917.87	839,821.92	1,350,033.00	739,512.30	510,211.08	62.2%	37.8%
TOTAL OPERATING EXPENDITURES	580,004.20	533,309.56	5,294,331.09	7,832,838.00	4,851,257.27	2,538,506.91	67.6%	32.4%

\*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, 2010 to September 30, 2010

9 months = 75.0%

Object	Object Descr	2010 Budget	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	2010 YTD Amt	2010 YTD Balance	2010 %YTD Budget
10040	MISCELLANEOUS UNAPP	\$0.00	\$72.74	\$29.95	\$69.95	\$102.43	\$25.99	\$100.00	\$205.88	\$136.90	\$29.95	\$773.79	-\$773.79	100.00%
11200	ADMINISTRATION SALARI	\$150,927.00	\$11,320.62	\$11,320.62	\$11,320.62	\$11,320.62	\$11,320.62	\$11,320.62	\$16,980.93	\$11,320.62	\$11,320.62	\$107,545.89	\$43,381.11	71.00%
11300	PROF/SUPERVISORS	\$454,797.00	\$34,851.26	\$34,851.26	\$34,851.26	\$34,851.26	\$34,851.26	\$34,851.26	\$52,276.89	\$34,851.26	\$34,851.26	\$331,086.97	\$123,710.03	73.00%
11400	PROFESSIONAL ASSISTA	\$1,310,080.00	\$100,263.12	\$100,392.49	\$100,392.49	\$100,392.49	\$100,392.49	\$100,444.24	\$151,045.49	\$105,420.18	\$101,450.29	\$960,193.27	\$349,886.73	73.00%
11500	SPECIALIST/TECHNICIAN	\$793,998.00	\$57,428.16	\$57,313.91	\$57,310.74	\$57,307.69	\$57,321.19	\$57,286.29	\$86,011.75	\$72,050.60	\$58,266.64	\$560,296.97	\$233,701.03	71.00%
11600	CLERICAL ASSISTANTS	\$504,780.00	\$43,331.48	\$41,006.09	\$38,658.04	\$39,341.52	\$39,480.54	\$39,338.59	\$57,889.63	\$24,167.59	\$35,607.10	\$358,820.58	\$145,959.42	71.00%
11700	PAGES	\$222,873.00	\$16,053.31	\$19,411.69	\$18,167.29	\$16,240.03	\$15,769.41	\$17,067.94	\$26,975.63	\$17,926.45	\$17,311.97	\$164,923.72	\$57,949.28	74.00%
11800	TEMPORAY STAFF	\$52,446.00	\$2,876.50	\$3,464.81	\$3,647.75	\$3,379.69	\$3,672.88	\$3,841.69	\$6,527.36	\$7,794.90	\$4,974.79	\$40,180.37	\$12,265.63	77.00%
11900	BUILDING MAINTENANCE/	\$345,774.00	\$26,600.60	\$29,766.19	\$24,653.13	\$24,325.87	\$24,924.75	\$25,836.26	\$38,000.55	\$25,348.66	\$25,770.83	\$245,226.84	\$100,547.16	71.00%
12100	FICA/EMPLOYER CONTRI	\$236,545.00	\$17,234.71	\$17,580.99	\$17,051.18	\$16,943.13	\$16,973.38	\$17,131.00	\$25,735.18	\$17,665.42	\$17,076.86	\$163,391.85	\$73,153.15	69.00%
12300	PERF/EMPLOYER CONTRI	\$351,963.00	\$0.00	\$0.00	\$0.00	\$81,729.17	\$0.00	\$0.00	\$81,087.14	\$0.00	\$0.00	\$162,816.31	\$189,146.69	46.00%
12400	INS/EMPLOYER CONTRIB	\$514,550.00	\$55,569.88	\$40,361.06	\$80,022.99	\$39,323.42	\$0.00	\$82,341.31	\$16,871.17	\$34,312.39	\$82,315.74	\$431,117.96	\$83,432.04	84.00%
12500	MEDICARE/EMPLOYER C	\$55,900.00	\$4,030.69	\$4,111.69	\$3,987.77	\$3,962.51	\$3,969.58	\$4,006.43	\$6,018.71	\$4,131.43	\$3,993.77	\$38,212.58	\$17,687.42	68.00%
13100	WORK STUDY	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$102.59	\$0.00	\$0.00	\$0.00	\$102.59	\$1,497.41	6.00%
21100	OFFICIAL RECORDS	\$1,000.00	\$0.00	\$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/PRINTING	\$2,500.00	\$0.00	\$1,134.18	\$0.00	\$0.00	\$0.00	\$1,092.75	\$80.55	\$80.55	\$0.00	\$2,388.03	\$111.97	96.00%
21300	OFFICE SUPPLIES	\$22,244.00	\$1,578.48	\$1,688.08	\$1,413.51	\$627.60	\$1,245.33	\$1,941.74	\$519.10	\$2,156.18	\$1,092.88	\$12,262.90	\$9,981.10	55.00%
21400	DUPLICATING	\$20,000.00	\$1,434.69	\$2,432.49	\$1,572.96	\$1,124.36	\$2,798.09	\$1,831.95	\$1,900.51	\$2,284.22	\$559.43	\$15,938.70	\$4,061.30	80.00%
22100	CLEANING SUPPLIES	\$31,000.00	\$4,541.27	\$607.65	\$3,860.53	\$1,720.12	\$2,034.63	\$2,108.75	\$3,065.55	\$2,626.50	\$3,810.72	\$24,375.72	\$6,624.28	79.00%
22200	FUEL/OIL/LUBRICANTS	\$9,500.00	\$1,079.16	\$25.98	\$1,329.42	\$615.46	\$67.17	\$1,263.63	\$520.97	\$711.02	\$646.33	\$6,259.14	\$3,240.86	66.00%
22300	CATALOGING SUPPLIES/B	\$6,500.00	\$1,395.51	\$857.48	\$0.00	\$0.00	\$269.62	\$0.00	\$0.00	\$289.96	\$506.17	\$3,318.74	\$3,181.26	51.00%
22400	A/V SUPPLIES/CATALOG	\$11,000.00	\$1,386.26	\$470.93	\$1,359.94	\$2,013.35	\$0.00	\$0.00	\$164.15	\$878.56	\$988.09	\$7,261.28	\$3,738.72	66.00%
22500	CIRCULATION SUPPLIES	\$235,364.00	\$127.21	\$0.00	\$71.86	\$158.57	\$267.89	\$97.23	\$157,544.19	\$20,150.36	\$4,000.00	\$182,417.31	\$52,946.69	78.00%
22600	LIGHT BULBS	\$4,000.00	\$330.38	\$421.25	\$729.06	\$0.00	\$14.82	\$0.00	\$1,226.30	\$400.92	\$163.07	\$3,285.80	\$714.20	82.00%
22900	DISPLAY/EXHIBITS SUPPL	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$94.42	\$0.00	\$1,132.04	\$1,226.46	\$9,273.54	12.00%
23000	IS SUPPLIES	\$5,000.00	\$950.61	\$67.82	\$565.29	\$842.52	\$1,599.00	\$104.00	\$1,661.35	\$0.00	\$311.07	\$6,101.66	-\$1,101.66	122.00%
23100	BUILDING MATERIAL SUP	\$9,300.00	\$979.00	\$3,172.24	\$1,220.26	\$1,545.59	\$484.88	\$350.23	\$2,647.82	\$436.49	\$458.39	\$11,294.90	-\$1,994.90	121.00%
23200	PAINT/PAINTING SUPPLIE	\$500.00	\$33.23	\$0.00	\$0.00	\$0.00	\$45.47	\$0.00	\$105.43	\$6.95	\$42.95	\$234.03	\$265.97	47.00%
23400	OTHER REPAIRS/BINDING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$2,520.00	\$0.00	\$1,260.00	\$1,260.00	\$1,260.00	\$0.00	\$1,260.00	\$0.00	\$7,560.00	\$2,440.00	76.00%
31200	ENGINEERING/ARCHITEC	\$22,890.00	\$375.54	\$8,943.54	\$231.18	\$311.75	\$126.08	\$7,271.20	\$1,487.97	\$0.00	\$0.00	\$18,747.26	\$4,142.74	82.00%
31300	LEGAL SERVICES	\$16,100.00	\$965.30	\$962.80	\$1,609.94	\$188.36	\$1,765.02	\$187.50	\$300.00	\$554.54	\$528.40	\$7,061.86	\$9,038.14	44.00%
31400	BUILDING SERVICES	\$34,600.00	\$12,798.38	\$4,064.01	\$1,675.86	\$490.97	\$3,312.18	\$705.12	\$733.98	\$2,882.15	\$1,723.03	\$28,385.68	\$6,214.32	82.00%
31500	MAINTENANCE CONTRAC	\$76,635.00	\$6,933.67	\$4,988.73	\$3,095.84	\$798.91	\$6,037.52	\$2,801.58	\$27,678.58	\$7,360.07	\$1,923.68	\$61,618.58	\$15,016.42	80.00%
31600	COMPUTER SERVICES	\$49,420.00	\$1,225.00	\$1,225.00	\$1,225.00	\$1,225.00	\$1,225.00	\$1,225.00	\$31,104.36	\$2,450.00	\$1,225.00	\$42,129.36	\$7,290.64	85.00%
31700	ADMIN/ACCOUNTING SER	\$31,750.00	\$4,595.75	\$3,888.70	\$2,501.31	\$2,654.57	\$2,764.73	\$2,870.93	\$9,547.67	\$5,136.32	\$4,806.06	\$38,766.04	-\$7,016.04	122.00%
32100	TELEPHONE	\$26,400.00	\$4,850.00	\$2,114.28	\$2,664.12	\$2,431.72	\$794.02	\$3,568.34	\$2,336.92	\$2,213.86	\$2,250.00	\$23,223.26	\$3,176.74	88.00%
32200	POSTAGE	\$35,000.00	\$1,950.55	\$2,456.16	\$2,720.81	\$2,240.87	\$1,527.00	\$2,842.58	\$2,384.41	\$2,689.31	\$2,373.59	\$21,185.28	\$13,814.72	61.00%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$16.80	\$170.40	\$0.00	\$0.00	\$44.80	\$0.00	\$0.00	\$0.00	\$232.00	\$9,768.00	2.00%
32400	PROFESSIONAL MTG/OFF	\$10,000.00	\$0.00	\$0.00	\$0.00	\$22.00	\$0.00	\$0.00	\$0.00	\$0.00	\$795.00	\$817.00	\$9,183.00	8.00%
32500	CONTINUING EDUCATION/	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%

# MONROE COUNTY PUBLIC LIBRARY

## Operating Budget \_ Expenditure Report

January 1, 2010 to September 30, 2010

9 months = 75.0%

Object	Object Descr	2010 Budget	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	2010 YTD Amt	2010 YTD Balance	2010 %YTD Budget
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$18.19	\$0.00	\$7.44	\$0.00	\$659.85	\$22.99	\$0.00	\$0.00	\$708.47	\$291.53	71.00%
33100	ADVERTISING/PUBLICATI	\$3,450.00	\$46.26	\$274.41	\$0.00	\$49.00	\$246.13	\$70.07	\$107.29	\$49.00	\$116.44	\$958.60	\$2,491.40	28.00%
33200	PRINTING	\$8,000.00	\$14.70	\$10.80	\$0.00	\$212.95	\$496.10	\$0.00	\$1,068.00	\$14.90	\$0.00	\$1,817.45	\$6,182.55	23.00%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$360.00	\$0.00	\$0.00	\$660.00	\$40.00	94.00%
34200	OTHER INSURANCE	\$58,000.00	\$0.00	\$10,932.00	\$34,473.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,405.00	\$10,595.00	82.00%
35100	GAS	\$4,000.00	\$54.29	\$507.41	\$660.64	\$54.31	\$87.12	\$154.06	\$100.16	\$98.41	\$146.83	\$1,863.23	\$2,136.77	47.00%
35200	ELECTRICITY	\$281,212.00	\$28,091.55	\$24,694.43	\$25,327.49	\$20,606.67	\$17,417.47	\$19,818.15	\$22,816.99	\$25,721.44	\$24,805.36	\$209,299.55	\$71,912.45	74.00%
35300	WATER	\$16,200.00	\$838.46	\$819.25	\$307.10	\$1,461.08	\$1,216.45	\$1,493.82	\$1,272.72	\$2,155.22	\$2,851.49	\$12,415.59	\$3,784.41	77.00%
36100	BUILDING REPAIRS	\$44,220.00	\$9,370.91	\$1,312.50	\$975.00	\$0.00	\$1,880.63	\$580.00	\$735.00	\$0.00	\$1,010.65	\$15,864.69	\$28,355.31	36.00%
36300	OTHER EQUIP/FURNITUR	\$29,000.00	\$912.75	\$3,791.92	\$410.19	\$887.75	\$3,001.10	\$4,633.09	\$0.00	\$1,055.00	\$2,852.00	\$17,543.80	\$11,456.20	60.00%
36400	VEHICLE MAINTENANCE/	\$9,000.00	\$5,511.52	\$1,056.04	\$54.39	\$640.06	\$138.00	\$97.23	\$430.49	\$2,187.21	\$391.99	\$10,506.93	-\$1,506.93	117.00%
36500	MATERIALS BINDING/REP	\$3,000.00	\$661.48	\$171.27	\$0.00	\$0.00	\$191.19	\$0.00	\$0.00	\$0.00	\$207.39	\$1,231.33	\$1,768.67	41.00%
37100	REAL ESTATE RENTAL/PA	\$32,000.00	\$19,601.50	\$37.50	\$75.00	\$30.00	\$75.00	\$9,448.00	\$0.00	\$2,025.00	\$75.00	\$31,367.00	\$633.00	98.00%
37200	EQUIPMENT RENTAL	\$7,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,062.20	\$0.00	\$0.00	\$7,062.20	\$477.80	94.00%
39100	DUES/INSTITUTIONAL	\$7,350.00	\$30.00	\$100.00	\$823.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$0.00	\$1,303.00	\$6,047.00	18.00%
39200	INTEREST/TEMPORARY L	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%
39400	TRANSFER TO LIRF	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%
39500	EDUCATIONAL/LICENSING	\$6,500.00	\$960.00	\$0.00	\$454.70	\$82.47	\$0.00	\$0.00	\$110.77	\$1,443.75	\$1,443.75	\$4,495.44	\$2,004.56	69.00%
44100	FURNITURE	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	\$50,303.00	\$50,653.00	\$19,347.00	72.00%
44300	OTHER EQUIPMENT	\$55.79	\$0.00	\$0.00	\$0.00	\$55.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.79	\$0.00	100.00%
44450	BUILDING RENOVATION	\$196,000.00	\$16,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,236.82	\$0.00	\$10,183.32	\$0.00	\$36,820.14	\$159,179.86	19.00%
44650	IS SOFTWARE	\$8,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,150.00	\$5,600.00	36.00%
45100	BOOKS	\$577,714.00	\$53,831.55	\$44,563.35	\$58,715.89	\$38,418.98	\$42,601.56	\$47,958.73	\$59,054.05	\$39,709.58	\$38,290.76	\$423,144.45	\$154,569.55	73.00%
45200	PERIODICALS/NEWSPAPE	\$44,007.00	\$4,265.60	\$1,236.63	\$87.47	\$453.20	\$383.60	\$748.21	\$223.50	\$211.43	\$5,514.48	\$13,124.12	\$30,882.88	30.00%
45300	NONPRINT MATERIALS	\$370,721.00	\$44,643.72	\$24,415.58	\$26,685.02	\$30,502.90	\$23,437.80	\$32,297.42	\$39,686.61	\$34,816.21	\$28,220.29	\$284,705.55	\$86,015.45	77.00%
45400	ELECTRONIC RESOURCE	\$67,973.00	\$14,950.14	\$0.00	\$1,394.95	\$0.00	\$0.00	\$0.00	\$6,265.00	\$4,059.78	\$1,499.00	\$28,168.87	\$39,804.13	41.00%
		\$7,696,328.79	\$617,347.49	\$515,610.15	\$568,594.34	\$544,954.15	\$430,962.68	\$553,781.00	\$950,046.31	\$533,774.61	\$580,034.15	\$5,295,104.88	\$2,401,223.91	69.00%

**MONROE COUNTY PUBLIC LIBRARY**

**LIRF Budget Expenditure Report**

January 1, 2010 to September 30, 2010

9 months = 75.0%

Object	Object Descr	2010 Budget	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	YTD Amount	2010 YTD Balance	2010 %YTD Budget
31100	CONSULTING SERVICES	\$18,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,500.00	0.00%
31201	ENCUMBERED ENGINEER/AR	\$10,260.00	\$3,420.00	\$1,140.00	\$1,140.00	\$1,710.00	\$1,140.00	\$1,140.00	\$0.00	\$0.00	\$0.00	\$9,690.00	\$570.00	94.00%
31400	BUILDING SERVICES	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
36100	BUILDING REPAIRS	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
44100	FURNITURE	\$26,479.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,479.00	0.00%
44300	OTHER EQUIPMENT	\$32,942.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,999.95	\$0.00	\$5,999.95	\$26,942.05	18.00%
44450	BUILDING RENOVATION	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,000.00	\$0.00	\$0.00	\$0.00	\$42,000.00	\$0.00	100.00%
44451	ENCUMBERED BLDG RENOV	\$151,057.75	\$0.00	\$0.00	\$0.00	\$0.00	\$91,034.60	\$60,023.15	\$0.00	\$0.00	\$0.00	\$151,057.75	\$0.00	100.00%
44600	IS EQUIPMENT	\$85,702.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,521.84	\$4,050.00	\$6,720.00	\$26,291.84	\$59,410.16	31.00%
44650	IS SOFTWARE	\$133,377.00	\$0.00	\$0.00	\$0.00	\$5,400.00	\$0.00	\$0.00	\$51,100.00	\$0.00	\$0.00	\$56,500.00	\$76,877.00	42.00%
		\$525,317.75	\$3,420.00	\$1,140.00	\$1,140.00	\$7,110.00	\$92,174.60	\$103,163.15	\$66,621.84	\$10,049.95	\$6,720.00	\$291,539.54	\$233,778.21	55.00%

**MONROE COUNTY PUBLIC LIBRARY**  
**Debt Service Budget Expenditures Report**

January 1, 2010 to September 30, 2010

9 months = 75.0%

Object Object Descr	2010 Budget	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	2010 YTD Amt	2010 YTD Balance	2010 %YTD Budget
37100 REAL ESTATE	\$1,996,000.00	\$166,333.35	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.35	\$166,333.33	\$166,333.33	\$1,497,000.01	\$498,999.99	75.00%
39200 INTEREST/TE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%
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	100.00%
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	100.00%
	\$1,996,000.00	\$166,333.35	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.33	\$166,333.35	\$166,333.33	\$166,333.33	\$1,497,000.01	\$498,999.99	75.00%

# MONROE COUNTY PUBLIC LIBRARY

## Rainy Day Budget Expenditures Report

January 1, 2010 to September 30, 2010

9 months = 75.0%

Object	Object Descr	2010 Budget	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	2010 YTD Amt	2010 YTD Balance	2010 %YTD Budget
12200	UNEMPLOYMENT COMPENSATION	\$10,000.00	\$0.00	\$0.00	\$888.00	\$717.82	\$283.01	\$141.90	\$50.45	\$149.76	\$182.79	\$2,413.73	\$7,586.27	24.00%
21300	OFFICE SUPPLIES	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
22100	CLEANING SUPPLIES	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
31100	CONSULTING SERVICES	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
31300	LEGAL SERVICES	\$80,000.00	\$2,993.50	\$202.50	\$0.00	\$1,710.50	\$4,336.50	\$121.50	\$243.00	\$447.60	\$1,143.50	\$11,198.60	\$68,801.40	14.00%
44450	BUILDING RENOVATION	\$26,488.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,488.00	0.00%
		\$206,488.00	\$2,993.50	\$202.50	\$888.00	\$2,428.32	\$4,619.51	\$263.40	\$293.45	\$597.36	\$1,326.29	\$13,612.33	\$192,875.67	7.00%

**MONROE COUNTY PUBLIC LIBRARY**

**Special Revenue Budget Expenditure Report**

January 1, 2010 to September 30, 2010

9 months = 75.0%

Obj#	Object Descr	2010 Budget	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	YTD Amount	2010 YTD Balance	2010 %YTD Budget
1130	PROF/SUPERVISORS	\$58,595.00	\$4,507.54	\$4,507.54	\$4,507.54	\$4,507.54	\$4,507.54	\$4,507.54	\$6,761.31	\$4,507.54	\$4,507.54	\$42,821.63	\$15,773.37	73.00%
1140	PROFESSIONAL ASSISTANT	\$118,264.00	\$9,097.20	\$9,097.20	\$9,097.20	\$9,097.20	\$9,097.20	\$9,097.20	\$13,645.80	\$9,097.20	\$9,097.20	\$86,423.40	\$31,840.60	73.00%
1160	CLERICAL ASSISTANTS	\$180,394.00	\$14,506.58	\$15,254.78	\$15,943.60	\$14,948.83	\$15,957.78	\$14,221.18	\$22,301.86	\$15,547.31	\$13,323.50	\$142,005.42	\$38,388.58	79.00%
1180	TEMPORAY STAFF	\$10,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,880.00	0.00%
1210	FICA/EMPLOYER CONTRIBU	\$22,824.00	\$1,653.20	\$1,700.55	\$1,737.90	\$1,680.44	\$1,739.75	\$1,639.54	\$2,522.62	\$1,723.02	\$1,588.12	\$15,985.14	\$6,838.86	70.00%
1230	PERF/EMPLOYER CONTRIBU	\$21,665.00	\$0.00	\$0.00	\$0.00	\$4,999.73	\$0.00	\$0.00	\$4,999.73	\$0.00	\$0.00	\$9,999.46	\$11,665.54	46.00%
1240	INS/EMPLOYER CONTRIBUTI	\$42,792.00	\$4,632.55	\$2,952.24	\$6,940.06	\$3,197.17	\$0.00	\$5,899.97	\$2,197.00	\$2,982.68	\$6,221.38	\$35,023.05	\$7,768.95	82.00%
1250	MEDICARE/EMPLOYER CON	\$5,338.00	\$386.64	\$397.71	\$406.45	\$393.00	\$406.88	\$383.45	\$589.97	\$402.97	\$371.42	\$3,738.49	\$1,599.51	70.00%
1310	WORK STUDY	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$450.00	0.00%
2120	STATIONERY/PRINTING	\$1,000.00	\$0.00	\$267.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$267.74	\$732.26	27.00%
2130	OFFICE SUPPLIES	\$500.00	\$208.05	\$0.00	\$0.00	\$171.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$379.65	\$120.35	76.00%
2140	DUPLICATING	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
2220	FUEL/OIL/LUBRICANTS	\$500.00	\$124.11	\$0.00	\$27.20	\$34.69	\$0.00	\$28.82	\$119.11	\$57.27	\$30.71	\$421.91	\$78.09	84.00%
2270	VIDEO TAPE/CATS	\$20,000.00	\$117.19	\$3,976.50	\$0.00	\$0.00	\$4,850.65	\$0.00	\$7,948.15	\$0.00	\$0.00	\$16,892.49	\$3,107.51	84.00%
2300	IS SUPPLIES	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%
2350	VIDEO MATERIALS/CATS	\$10,000.00	\$348.61	\$1,283.46	\$473.73	\$78.46	\$834.26	\$0.00	\$896.69	\$0.00	\$1,671.78	\$5,586.99	\$4,413.01	56.00%
3110	CONSULTING SERVICES	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0.00%
3130	LEGAL SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62.50	\$0.00	\$0.00	\$80.64	\$0.00	\$143.14	\$856.86	14.00%
3160	COMPUTER SERVICES	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
3165	DIGITIZATION SERVICES	\$0.00	\$653.59	\$0.00	\$0.00	\$0.00	\$0.00	\$690.00	\$615.00	\$0.00	\$0.00	\$1,958.59	-\$1,958.59	100.00%
3210	TELEPHONE	\$3,500.00	\$239.40	\$88.02	\$244.89	\$255.21	\$0.00	\$253.46	\$513.02	\$253.31	\$0.00	\$1,847.31	\$1,652.69	53.00%
3220	POSTAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.60	\$0.00	\$0.00	\$5.60	-\$5.60	100.00%
3230	TRAVEL EXPENSE	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
3240	PROFESSIONAL MTG/OFF SI	\$525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525.00	0.00%
3260	FREIGHT/DELIVERY	\$750.00	\$0.00	\$0.00	\$0.00	\$143.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$143.68	\$606.32	19.00%
3630	OTHER EQUIP/FURNITURE R	\$4,000.00	\$0.00	\$443.60	\$0.00	\$0.00	\$399.00	\$0.00	\$643.50	\$0.00	\$0.00	\$1,486.10	\$2,513.90	37.00%
3710	REAL ESTATE RENTAL/PARK	\$2,000.00	\$1,227.00	\$0.00	\$0.00	\$0.00	\$0.00	\$228.00	\$0.00	\$75.00	\$0.00	\$1,530.00	\$470.00	77.00%
3910	DUES/INSTITUTIONAL	\$480.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$260.00	\$660.00	-\$180.00	138.00%
3950	EDUCATIONAL/LICENSING S	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
3960	COMMUNITY NEWS SERVIC	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	50.00%
4470	EQUIPMENT - CATS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
4475	SOFTWARE - CATS	\$5,000.00	\$0.00	\$399.95	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	\$749.95	\$4,250.05	15.00%
		\$554,557.00	\$37,701.66	\$40,369.29	\$39,378.57	\$39,907.55	\$40,355.56	\$39,449.16	\$64,109.36	\$34,726.94	\$37,071.65	\$373,069.74	\$181,487.26	67.00%

**MONROE COUNTY PUBLIC LIBRARY**

**LCPF Budget Expenditure Report**

January 1, 2010 to September 30, 2010

9 months = 75.0%

Object	Object Descr	2010 Budget	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010	July 2010	Aug 2010	Sept 2010	YTD Amount	2010 YTD Balance	2010 %YTD Budget
31100	CONSULTING SERVIC	\$7,300.00	\$1,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,300.00	\$6,000.00	18.00%
44100	FURNITURE	\$0.00	\$0.00	\$2,390.16	\$279.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,670.04	-\$2,670.04	100.00%
44300	OTHER EQUIPMENT	\$188,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$188,200.00	0.00%
44450	BUILDING RENOVATI	\$189,654.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,000.00	\$0.00	\$79,654.00	\$0.00	\$189,654.00	\$0.00	100.00%
44451	ENCUMBERED BLDG	\$214,499.55	\$4,015.66	\$52,705.43	\$79,102.55	\$0.00	\$78,160.90	\$515.01	\$0.00	\$0.00	\$0.00	\$214,499.55	\$0.00	100.00%
44600	IS EQUIPMENT	\$68,955.00	\$23,744.50	-\$15,285.50	\$0.00	\$0.00	\$10,759.00	\$8,459.00	\$0.00	\$0.00	\$17,595.94	\$45,272.94	\$23,682.06	66.00%
44650	IS SOFTWARE	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,061.00	\$7,349.99	\$0.00	\$0.00	\$9,410.99	-\$4,410.99	188.00%
44700	EQUIPMENT - CATS	\$45,961.00	\$510.74	\$9,763.47	\$1,098.97	\$355.97	\$10,513.96	\$0.00	\$0.00	\$0.00	\$7,840.55	\$30,083.66	\$15,877.34	65.00%
44750	SOFTWARE - CATS	\$3,000.00	\$0.00	\$1,997.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,997.00	\$1,003.00	67.00%
		\$722,569.55	\$29,570.90	\$51,570.56	\$80,481.40	\$355.97	\$99,433.86	\$121,035.01	\$7,349.99	\$79,654.00	\$25,436.49	\$494,888.18	\$227,681.37	68.00%

**MONROE COUNTY PUBLIC LIBRARY**

**Expenditure Summary compared to last year**

2010 compared to 2009: Period Ending September

Fund	Fund Descr	2010 Budget	September 2010 Amt	2010 YTD Amt	2009 Budget	September 2009 Amt	2009 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$7,836,198.00	\$579,239.15	\$5,295,104.88	\$7,040,556.00	\$533,471.21	\$4,852,261.54	9.00%
002	JAIL	\$6,000.00	\$464.80	\$3,389.18	\$6,000.00	\$306.78	\$3,493.15	-3.00%
003	CLEARING	\$27,651.18	\$425.00	\$31,501.22	\$0.00	\$1,105.10	\$5,777.54	445.00%
004	GIFT UNRESTRIC	\$12,738.00	\$2,004.48	\$6,070.71	\$0.00	\$0.00	\$2,331.09	160.00%
005	PLAC	\$0.00	\$2,900.00	\$11,742.00	\$0.00	\$0.00	\$7,410.00	58.00%
006	RETIREEES	\$0.00	\$2,930.14	\$14,650.70	\$0.00	\$2,464.78	\$10,768.88	36.00%
007	LIRF	\$525,317.75	\$6,720.00	\$291,539.54	\$223,831.25	\$0.00	\$209,091.25	39.00%
008	DEBT SERVICE	\$1,996,000.00	\$166,333.33	\$1,497,000.01	\$1,996,000.00	\$166,333.33	\$1,497,000.01	0.00%
009	RAINY DAY	\$206,488.00	\$1,326.29	\$13,612.33	\$323,200.00	\$6,367.83	\$85,676.23	-84.00%
010	PAYROLL	\$0.00	\$334,869.65	\$3,096,170.77	\$0.00	\$316,576.00	\$3,046,775.69	2.00%
011	INVESTMENT-GIF	\$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	\$5,269.05	\$0.00	\$5,234.18	\$21,132.00	\$671.92	\$12,528.80	-58.00%
016	GIFT-RESTRICED	\$26,134.48	\$6,936.35	\$54,714.96	\$0.00	\$7,267.87	\$43,486.19	26.00%
017	LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
018	IN KIND CONTRIB	\$225,233.24	\$0.00	\$225,233.24	\$0.00	\$0.00	\$0.00	0.00%
019	GIFT-FOUNDATIO	\$74,118.76	\$4,019.35	\$45,365.56	\$107,352.01	\$5,370.23	\$75,047.76	-40.00%
020	SPECIAL REVENU	\$554,557.00	\$37,071.65	\$373,069.74	\$518,605.64	\$35,498.21	\$380,930.08	-2.00%
021	CAPITAL PROJEC	\$722,569.55	\$25,436.49	\$494,888.18	\$535,621.45	\$6,084.06	\$453,584.54	9.00%
022	GATES HARDWA	\$15,600.00	\$0.00	\$15,285.50	\$0.00	\$0.00	\$0.00	0.00%
023	LSTA-CIVIL WAR	\$19,705.00	\$2,603.63	\$8,227.30	\$0.00	\$0.00	\$0.00	0.00%
		\$12,253,580.01	\$1,173,280.31	\$11,482,800.00	\$10,772,298.35	\$1,081,517.32	\$10,686,162.75	7.00%

**MONROE COUNTY PUBLIC LIBRARY**  
**Monthly Revenue Report (Cash Basis)**

Current Period compared to Prior Period

Current Period: September 2010

Operating Fund

Source	Source Descr	2010 Budget	September 2010 Amt	2010 YTD Amt	2009 Budget	September 2009 Amt	2009 YTD Amt	%Last YR YTD Diff
00100	PROPERTY TAX/ADVANCES	\$4,861,253.00	\$0.00	\$3,092,124.09	\$3,626,642.00	\$0.00	\$3,558,364.51	-13.00%
00200	INTANGIBLES TAX	\$12,699.00	\$0.00	\$4,914.50	\$11,500.00	\$0.00	\$5,949.50	-17.00%
00300	LICENSE EXCISE TAX	\$346,364.00	\$0.00	\$327,565.86	\$332,000.00	\$0.00	\$338,397.24	-3.00%
00400	COUNTY OPTION INCOME TAX	\$2,217,128.00	\$184,760.67	\$1,662,846.03	\$1,995,000.00	\$183,574.00	\$1,652,166.00	1.00%
00500	COMMERCIAL VEHICLE EXCISE TA	\$40,163.00	\$0.00	\$17,035.19	\$34,000.00	\$0.00	\$18,815.30	-9.00%
00600	US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03400	ELL COPIERS/PRINTERS	\$4,000.00	\$431.31	\$3,206.61	\$0.00	\$305.98	\$2,806.53	14.00%
03500	LOST/DAMAGED	\$12,000.00	\$1,849.31	\$19,685.25	\$0.00	\$1,103.05	\$11,217.18	75.00%
03600	FINES/FEES	\$180,000.00	\$15,428.60	\$151,845.21	\$120,750.00	\$12,899.31	\$124,408.96	22.00%
03650	COLLECTION AGENCY FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03700	BLGTN COPIERS/PRINTERS	\$12,000.00	\$1,649.15	\$10,413.98	\$16,000.00	\$1,159.05	\$9,536.87	9.00%
03900	MISCELLANEOUS RECEIPTS	\$0.00	\$304.13	\$5,050.96	\$0.00	\$376.54	\$25,305.68	-80.00%
04100	PUBLIC LIBRARY ACCESS CARD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
04500	PLAC DISTRIBUTION	\$10,000.00	\$0.00	\$0.00	\$20,000.00	\$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	\$1,000.00	\$127.95	\$1,012.23	\$0.00	\$173.29	\$1,395.86	-27.00%
18000	COIN TELEPHONE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
18500	INTEREST FROM CHECKING/SAVIN	\$0.00	\$166.64	\$1,441.53	\$0.00	\$13.10	\$434.86	231.00%
19000	TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
20000	CABLE ACCESS FEES -BLOOMINGT	\$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 - ELLETTSVI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
53000	LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$7,696,607.00	\$204,717.76	\$5,297,141.44	\$6,155,892.00	\$199,604.32	\$5,748,798.49	-8.00%

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: September 2010

<b>FUND Descr</b>	<b>9/1/2010</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>9/30/2010 Bal Sht Descr</b>
OPERATING	-\$271,630.37	\$835,321.39	\$549,163.46	\$14,527.56 CHASE/BANK ONE CHECKING
OPERATING	\$1,049,769.31	\$159.11	\$650,000.00	\$399,928.42 CHASE/BANK ONE SAVINGS
OPERATING	\$21,161.93	\$10,628.31	\$41.25	\$31,748.99 MONROE BANK CHECKING
OPERATING	\$54,562.00	\$9,205.92	\$0.00	\$63,767.92 UNITED COMMERCE BANK
<b>Fund 001 OPERATING</b>	<b>\$853,862.87</b>	<b>\$855,314.73</b>	<b>\$1,199,204.71</b>	<b>\$509,972.89</b>
JAIL	\$3,075.62	\$0.00	\$464.80	\$2,610.82 CHASE/BANK ONE CHECKING
CLEARING	-\$100.00	\$0.00	\$425.00	-\$525.00 CHASE/BANK ONE CHECKING
CLEARING	\$100.00	\$425.00	\$0.00	\$525.00 UNITED COMMERCE BANK
<b>Fund 003 CLEARING</b>	<b>\$0.00</b>	<b>\$425.00</b>	<b>\$425.00</b>	<b>\$0.00</b>
GIFT UNRESTRICTED	\$23,063.45	\$17.00	\$2,004.48	\$21,075.97 CHASE/BANK ONE CHECKING
GIFT UNRESTRICTED	\$531.67	\$17,979.93	\$0.00	\$18,511.60 MONROE BANK CHECKING
GIFT UNRESTRICTED	\$3.00	\$1.00	\$0.00	\$4.00 UNITED COMMERCE BANK
<b>Fund 004 GIFT UNRESTRICTED</b>	<b>\$23,598.12</b>	<b>\$17,997.93</b>	<b>\$2,004.48</b>	<b>\$39,591.57</b>
PLAC	\$50.00	\$0.00	\$17.00	\$33.00 CHASE/BANK ONE CHECKING
PLAC	\$712.00	\$55.00	\$0.00	\$767.00 MONROE BANK CHECKING
PLAC	\$1,100.00	\$1,000.00	\$0.00	\$2,100.00 UNITED COMMERCE BANK
<b>Fund 005 PLAC</b>	<b>\$1,862.00</b>	<b>\$1,055.00</b>	<b>\$17.00</b>	<b>\$2,900.00</b>
RETIREEES	\$0.00	\$1,465.07	\$2,930.14	-\$1,465.07 CHASE/BANK ONE CHECKING
LIRF	\$5,546.44	\$0.00	\$10,049.95	-\$4,503.51 CHASE/BANK ONE CHECKING
LIRF	\$1,059,812.35	\$259.35	\$0.00	\$1,060,071.70 CHASE/BANK ONE SAVINGS
<b>Fund 007 LIRF</b>	<b>\$1,065,358.79</b>	<b>\$259.35</b>	<b>\$10,049.95</b>	<b>\$1,055,568.19</b>
DEBT SERVICE	\$289,907.18	\$70.65	\$0.00	\$289,977.83 CHASE/BANK ONE SAVINGS
RAINY DAY	-\$236.57	\$5,000.00	\$630.39	\$4,133.04 CHASE/BANK ONE CHECKING
RAINY DAY	\$810,085.53	\$196.75	\$5,000.00	\$805,282.28 CHASE/BANK ONE SAVINGS
<b>Fund 009 RAINY DAY</b>	<b>\$809,848.96</b>	<b>\$5,196.75</b>	<b>\$5,630.39</b>	<b>\$809,415.32</b>
PAYROLL	\$14,164.08	\$321,786.16	\$334,869.65	\$1,080.59 CHASE/BANK ONE CHECKING
GIFT-RESTRICED	\$86,938.01	\$0.00	\$6,412.16	\$80,525.85 CHASE/BANK ONE CHECKING
GIFT-RESTRICED	\$915.95	\$50.00	\$0.00	\$965.95 MONROE BANK CHECKING
<b>Fund 016 GIFT-RESTRICED</b>	<b>\$87,853.96</b>	<b>\$50.00</b>	<b>\$6,412.16</b>	<b>\$81,491.80</b>
LEVY EXCESS	\$20,542.28	\$0.00	\$0.00	\$20,542.28 CHASE/BANK ONE CHECKING
GIFT-FOUNDATION	\$15,136.18	\$0.00	\$3,223.62	\$11,912.56 CHASE/BANK ONE CHECKING
SPECIAL REVENUE	\$161,051.02	\$218.88	\$37,371.17	\$123,898.73 CHASE/BANK ONE CHECKING

**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: September 2010

<b>FUND Descr</b>	<b>9/1/2010</b>	<b>MTD Debit</b>	<b>MTD Credit</b>	<b>9/30/2010 Bal Sht Descr</b>
CAPITAL PROJECTS	\$25,033.12	\$75,000.00	\$104,874.55	-\$4,841.43 CHASE/BANK ONE CHECKING
CAPITAL PROJECTS	\$75,418.35	\$13.21	\$75,000.00	\$431.56 CHASE/BANK ONE SAVINGS
Fund 021 CAPITAL PROJECTS	\$100,451.47	\$75,013.21	\$179,874.55	-\$4,409.87
GATES HARDWARE GRANT	\$314.50	\$0.00	\$0.00	\$314.50 CHASE/BANK ONE CHECKING
LSTA-CIVIL WAR	-\$5,623.67	\$0.00	\$2,603.63	-\$8,227.30 CHASE/BANK ONE CHECKING
	<u>\$3,441,403.36</u>	<u>\$1,278,852.73</u>	<u>\$1,785,081.25</u>	<u>\$2,935,174.84</u>

**MONROE COUNTY PUBLIC LIBRARY**

10/07/10 3:25 PM  
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**\*Check Reconciliation©  
CHASE BANK CHECKING  
06100 BANKONECK  
September 2010**

**Account**

Beginning Balance on 9/1/2010	\$85,247.45	Cleared	\$330,410.34
+ Receipts/Deposits	\$916,444.62	Statement	\$330,410.34
- Payments (Checks and Withdrawals)	\$671,281.73	Difference	\$0.00
Ending Balance as of 9/30/2010	\$330,410.34		

**Check Book Balance**

Active	G 001-06100	OPERATING	\$14,527.56
Active	G 002-06100	JAIL	\$2,610.82
Active	G 003-06100	CLEARING	-\$525.00
Active	G 004-06100	GIFT UNRESTRICTED	\$21,075.97
Active	G 005-06100	PLAC	\$33.00
Active	G 006-06100	RETIREES	-\$1,465.07
Active	G 007-06100	LIRF	-\$4,503.51
Active	G 008-06100	DEBT SERVICE	\$0.00
Active	G 009-06100	RAINY DAY	\$4,133.04
Active	G 010-06100	PAYROLL	\$1,080.59
Active	G 012-06100	TEEN COUNCIL	\$0.00
Active	G 015-06100	LSTA	\$0.00
Active	G 016-06100	GIFT-RESTRICED	\$80,525.85
Active	G 017-06100	LEVY EXCESS	\$20,542.28
Active	G 019-06100	GIFT-FOUNDATION	\$11,912.56
Active	G 020-06100	SPECIAL REVENUE	\$123,898.73
Active	G 021-06100	CAPITAL PROJECTS	-\$4,841.43
Active	G 022-06100	GATES HARDWARE	\$314.50
Active	G 023-06100	LSTA-CIVIL WAR	-\$8,227.30

Cash Balance **\$261,092.59**

Beginng Balance	\$85,247.45
+ Total Deposits	\$916,444.62
- Checks Written	\$740,599.48

Check Book Balance	\$261,092.59
Difference	\$0.00

**MONROE COUNTY PUBLIC LIBRARY**

10/07/10 3:07 PM  
Page 1

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CHASE BANK SAVINGS  
06110 BANKONESV  
September 2010**

**Account**

Beginning Balance on	9/1/2010	\$3,284,992.72	Cleared	\$2,555,691.79
+	Receipts/Deposits	\$699.07	Statement	\$2,555,691.79
-	Payments (Checks and Withdrawals)	\$730,000.00	Difference	\$0.00
Ending Balance as of	9/30/2010	\$2,555,691.79		

**Check Book Balance**

Active	G 001-06110	<i>OPERATING</i>	\$399,928.42
Active	G 007-06110	<i>LIRF</i>	\$1,060,071.70
Active	G 008-06110	<i>DEBT SERVICE</i>	\$289,977.83
Active	G 009-06110	<i>RAINY DAY</i>	\$805,282.28
Active	G 016-06110	<i>GIFT-RESTRICED</i>	\$0.00
Active	G 017-06110	<i>LEVY EXCESS</i>	\$0.00
Active	G 019-06110	<i>GIFT-FOUNDATION</i>	\$0.00
Active	G 021-06110	<i>CAPITAL PROJECTS</i>	\$431.56
		Cash Balance	<b>\$2,555,691.79</b>
	Beginng Balance	\$3,284,992.72	
	+ Total Deposits	\$699.07	
	- Checks Written	\$730,000.00	
	Check Book Balance	\$2,555,691.79	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

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**MONROE BANK CHECKING**

**06300 MONROECK**

**September 2010**

**Account**

Beginning Balance on 9/1/2010	\$23,321.55	Cleared	\$51,993.54
+ Receipts/Deposits	\$28,713.24	Statement	\$51,993.54
- Payments (Checks and Withdrawals)	\$41.25	Difference	\$0.00
Ending Balance as of 9/30/2010	\$51,993.54		

**Check Book Balance**

Active	G 001-06300	OPERATING	\$31,748.99
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$18,511.60
Active	G 005-06300	PLAC	\$767.00
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	\$965.95
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
		Cash Balance	<b>\$51,993.54</b>
	Beginng Balance	\$23,321.55	
	+ Total Deposits	\$28,713.24	
	- Checks Written	\$41.25	
	Check Book Balance	\$51,993.54	
	Difference	\$0.00	

**MONROE COUNTY PUBLIC LIBRARY**

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**UNITED COMMERCE**

**06400 UNITED COM**

**September 2010**

**Account**

Beginning Balance on 9/1/2010	\$55,765.00	Cleared	\$66,396.92
+ Receipts/Deposits	\$10,631.92	Statement	\$66,396.92
- Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of 9/30/2010	\$66,396.92		

**Check Book Balance**

Active	G 001-06400	OPERATING	\$63,767.92
Active	G 003-06400	CLEARING	\$525.00
Active	G 004-06400	GIFT UNRESTRICTED	\$4.00
Active	G 005-06400	PLAC	\$2,100.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
		Cash Balance	<b>\$66,396.92</b>
	Beginng Balance	\$55,765.00	
	+ Total Deposits	\$10,631.92	
	- Checks Written	\$0.00	
	Check Book Balance	\$66,396.92	
	Difference	\$0.00	

## 2010 BOARD OF TRUSTEES CALENDAR

<i>Month</i>	<i>Date</i>	<i>Date</i>	<i>Topic</i>
January	13	Work Session	
	20	Board Meeting	Annual Transfer of Appropriations Resolution to Request Advance Tax Draws
		Board of Finance	Review Investment Report and Policy
February		Work Session	
		Board Meeting	Election of Board Officers
March	10	Work Session	Draft Library Capital Projects Fund
	24	Board Meeting	Approve Library Capital Projects Fund Plan for advertising
April	14	Work Session	
	21	Public Hearing	Library Capital Projects Fund Plan
	21	Board Meeting	Adopt Library Capital Projects Fund Plan and forward to County Council
May	12	Work Session	
	19	Board Meeting	Program Update: Summer Reading
June	9	Work Session	Budget Timeline and Priorities
	16	Board Meeting	Program Update: Indiana Bedrock Project
July	14	Work Session	Draft 2011 Budget
	21	Board Meeting	
August	11	Work Session	Revised 2011 Budget
	18	Board Meeting	Approve 2011 Budget for advertising
September	8	Work Session	
	15	Public Hearing	2011 Budget
	15	Board Meeting	
October	20	Work Session	2011 Budget, as recommended by County Council
	27	Board Meeting	Adopt 2011 Budget
November	10	Special Board Meeting	Approve 2011 employee insurance package
	17	Board Meeting	
December	8	Work Session	
	15	Board Meeting	Approve 2011 salary schedule

TO: Monroe County Public Library – Board of Trustees  
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager  
RE: Personnel Report  
DATE: October 27, 2010

### **Job Changes**

- Penny Gillie, Ellettsville, Temporary Branch Manager to Librarian, Pay Grade J to Pay Grade H, 37.5 hours per week, effective September 30, 2010.
- Mickey Needham, Administration to Ellettsville, Temporary Renovation Manager to Ellettsville Branch Manager, Pay Grade J, 37.5 hours per week, effective September 30, 2010.
- Julie Martin, Ellettsville/Adult & Teen Services to Adult & Teen Services, Ellettsville Temporary Librarian (Part-time) and Adult & Teen Services Reference Assistant (Part-time) to Adult & Teen Services Reference Assistant (Full-time), Pay Grade H/F to Pay Grade F, 37.5 hours per week, effective September 30, 2010.

### **Beginning Employment**

- Victoria Dillinger, Ellettsville, Page, Pay Grade A, 15-18 hours per week, effective October 21, 2010.
- Christie Bowman, Circulation, Page, Pay Grade A, 15-18 hours per week, effective October 24, 2010.
- Travis Castleberry, Circulation, Page, Pay Grade A, 15-18 hours per week, effective October 24, 2010.
- Lark Farlee, Circulation, Page, Pay Grade A, 15-18 hours per week, effective October 24, 2010.
- Shannon Larson, Circulation, Page, Pay Grade A, 15-18 hours per week, effective October 24, 2010.
- Jena Mattix, Circulation, Page, Pay Grade A, 15-18 hours per week, effective October 24, 2010.
- Meredith Tomeo, Circulation, Page, Pay Grade A, 15-18 hours per week, effective October 24, 2010.

### **Ending Employment**

- Joseph Mattucci, CATS, Production Assistant, Pay Grade D, 25 hours per week, effective September 10, 2010.
- Jordan Brown, Circulation, Page, Pay Grade A, 15-18 hours per week, effective August 29, 2010.
- Nick Hines, Ellettsville, Page, Pay Grade A, 15-18 hours per week, effective September 28, 2010.
- Daniel Pierz, Adult & Teen Services, Site Developer, Pay Grade G, up to 20 hours per week, effective October 8, 2010.

- Michael Stribling, Circulation, Page Team Leader, Pay Grade B, 25 hours per week, effective October 23, 2010.
- Bonnie Estell, Administration, Finance Manager, Pay Grade J, 37.5 hours per week, effective October 29, 2010.

**Monroe County Public Library**  
**Active Employees/Last Pay Date of Each Month**

Pay Date	Employees			Hours/Status			Funds		
	Operating Fund	Special/Other	Total EEs	Operating Fund	Special/Other	Total Hours	Operating Fund	Special/Other	Total Funds
January 15, 2010	154	21	175	4,370	560	4,930	142,872	16,520	159,393
January 29, 2010	160	24	184	4,470	610	5,080	147,421	17,582	165,003
February 12, 2010	160	24	184	4,490	610	5,100	148,044	17,428	165,471
February 26, 2010	158	24	182	4,425	610	5,035	149,770	17,993	167,763
March 12, 2010	157	24	181	4,400	610	5,010	143,389	18,366	161,754
March 26, 2010	153	24	177	4,328	610	4,938	144,153	17,880	162,032
April 9, 2010	158	24	182	4,425	610	5,035	149,770	17,228	166,998
April 23, 2010	157	24	181	4,400	610	5,010	143,389	17,880	161,268
May 7, 2010	155	24	179	4,348	610	4,958	142,259	18,357	160,616
May 21, 2010	157	22	179	4,388	580	4,968	143,434	17,173	160,607
June 4, 2010	156	22	178	4,343	575	4,918	143,981	17,037	161,018
June 18, 2010	153	21	174	4,328	560	4,888	144,153	16,936	161,089
July 2, 2010	155	25	180	4,328	625	4,953	144,334	17,729	162,063
July 16, 2010	153	21	174	4,328	560	4,888	144,153	16,936	161,089
July 30, 2010	152	24	176	4,315	600	4,915	144,321	18,406	162,727
August 13, 2010	153	23	176	4,330	575	4,905	149,879	18,907	168,786
August 27, 2010	151	23	174	4,330	575	4,905	149,879	18,907	168,786
September 10, 2010	153	23	176	4,305	575	4,880	146,193	18,625	164,819
September 24, 2010	152	23	175	4,295	575	4,870	144,752	16,901	161,653
October 8, 2010	150	23	173	4,265	585	4,850	142,106	18,027	160,133
October 22, 2010	147	23	170	4,215	575	4,790	141,748	17,329	159,077
November 5, 2010			0			0			0

Note: "Active Employee" is defined as actively receiving payroll. Does not include non-benefitted staff taking unpaid time off lasting entire pay period.

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

September Programs		Children		Young Adult		Adult		All Ages	
Department	Location	Program	Attend	Program	Attend	Program	Attend	Program	Attend
Adult	On Site			9	45	20	292		
Children	On Site	64	1783			1	26	2	150
	Off Site					1	25		
Outreach	On Site	14	274						
	Off Site	14	209			1	5		
Ellettsville	On Site	9	276	5	3	2	7	2	113
Information	On Site					16	132		
VITAL	On Site					17	99		
<b>Total by Audience</b>		101	2,542	14	48	58	586	4	263
<b>Total Off-Site</b>		14	209			2	30		
<b>Total Programs</b>								<b>177</b>	
<b>Total Attendance</b>								<b>3,439</b>	

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

- Polly Nuest (Community Outreach) gave her first Every Child Ready to Read workshop for Head Start parents on September 16<sup>th</sup>. In addition to regular story times for Head Start students, she presented one to teachers and students at the South Union Christian Church daycare.
- Mary Frasier and Christina Jones attended the Association for Library Service to Children (ALSC) conference in Atlanta and got a first taste of the new curriculum for Every Child Ready to Read, which will have a new focus on developing pre-literacy skills through storytelling, literacy-based play, and creating experiential environments.

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

- Children's Services presented 20 tours in September for 442 first-grade students and teachers. The Bookmobile was a featured part of the fall first grade tours, and outreach staff gave an overview of the mobile service, emphasizing access for county residents. Circulation supported first grade tours with new accounts and a review of existing accounts for corrections or problems. New accounts for first graders helped bring new registration totals above 1,000 for both August and September, compared with the average of 731 for the first 7 months of 2010.

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

- In the Homework Center, Stori Snyder coordinated and hosted four tutor training sessions presented by Marilyn Schwarzkopf and Fran Stewart (MCCSC Literacy specialists), Rogers Elementary ENL Coordinator Jenny Noble Kutchera, and an MCCSC math teacher (no name?). As part of a new partnership, El Centro volunteers and Boys and Girls Club tutors also attended.
- VITAL modified its training programs and conducted four workshops.
- In September, Math Homework Help, our long-established partnership with MCCSC, MCEA, and the westside McDonalds, returned. New Reading and Writing Homework Help, modeled on the Math program and made possible by the generous support of the Wahl Trust, began at the Main Library and Ellettsville branch, as a result of partnerships with the MCCSC and RBBCSC Foundations, funded by the Wahl Trust. Both locations have paid coordinators.

- The start of a new semester was a busy time for English as a Second Language students. Several classes met at the library to register new accounts.

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

- VITAL celebrated International Literacy Day on September 8 with a display in the library atrium. Volunteers and staff shared information about VITAL services and volunteer opportunities with many library visitors and increased its pool of prospective tutors.

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

- Bobby Overman, Burl Cooper, and Dory Lynch, Adult and Teen Services, began teaching one-hour classes on basic computer skills. The courses address common problems beginners encounter while using library public computers and provide a bridge to more in-depth programs offered by the Library's technology trainer.
- In VITAL, 44 learners are involved in one-to-one tutoring matches, 49 learners participated in the 3 ESL Conversation Practice classes, and 19 individuals are waiting for volunteer tutors.
- Sue Sater assisted with resume review at a Job Search program on September 16.

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

- Adult and Teen Services continued refining questions for surveying patrons about their use of the Library.
- The New Arrivals area was completed, with new shelves and "Staff Picks" was reestablished.
- With renovation winding down, Shawn Henline brought back the popular thematic displays. This month, the theme is "Back to School."

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

- Josh and Lisa continued working with Bloomington Hospital and Monroe County Parks and Recreation to design a multi-agency summer program for 2011 that combines literacy and exercise. Besides sharing themes and activities, we will be able to program cooperatively, reach new audiences and patrons, and seek outside funding for our activities.
- Jean Schelm from Circulation assisted Adult and Teen Services staff with Spanish Language skills to plan and host the annual Hispanic Heritage Celebration with the City of Bloomington. This year's celebration took place at the Farmer's Market.
- As a partner in the Lifelong Learning Coalition, the Library hosted Lifelong Learning Fair in the atrium and provided a link to the Coalition's survey on the website.
- Created display in atrium case to highlight classes, homework help, and resources promoting parent involvement in education, as partner with Purdue Extension Service.
- With Red Cross, began planning for Heroes Tree event and with IU student group to talk about possibilities for the Library to highlight Native Americans Month, both in November.

## Goal 2: Expand access to information.

<i>August Access</i>			
<b>Circulation</b>	Main		175,886
	ELL		25,322
	Outreach		12,108
	Overdrive		878
	<b>TOTAL</b>		
<b>Registration</b>	Resident		89,404
	Non-resident PLAC		591
	Subscription		N/A
	<b>TOTAL</b>		
	New registrants		1,008
	Deleted registrants		425
<b>Visits</b>	Main		75,152
	ELL		13,461
	Outreach		N/A
	<b>TOTAL</b>		
<b>Website Visits</b>	Home page hits		82,828
	Catalog hits		2,988,200
	Other hits		1,780,405
	<b>TOTAL</b>		
<b>Read It Off</b>	Number registered	492	492
	Charges waived	\$615.00	\$615.
	Number individuals with charged waived		76
	Number exiting program		19
<b>Interlibrary loan</b>	Items loaned		265
	Items borrowed		22
<b>CATS</b>	Government programs produced		35
	Patron programs produced		30
	CATS programs produced		25
	Hours cablecast		2,671
	In-house viewings		9
	Editing sessions		116
	Dubs delivered		96
	Programs added to collection		189

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

- Christine Friesel completed the final report for the Indiana Bedrock digitization project. A few items remain to be scanned and uploaded before December.
- Christine consulted about the At War and At Home digitization project with IUPUI's Stephen Towne, editor of *Indiana's War: the Civil War in Documents*. The Wylie House Museum provided 100 images, a tremendous boost to the project, which has received little response so far from the community call out. Project staff member Daniel Piertz completed site development and excellent documentation for the timeline.

- The Indiana Room launched its online index to *Bloom Magazine* and will continue to update and maintain the database. *Bloom Magazine* will link to the index on its website.
- Librarian Chris Hosler used Ellettsville Branch’s new laptop computer lab to teach two introductory classes for RBBSC parents needing e-mail accounts to contact their children’s teachers. Members of the public were also invited. Technology trainer Phil Eskew began a weekly series of six basic computing classes.
- HR reviewed and finalized the contract with ECI, service provider for the library’s Payroll-HRIS-Time Management system. Kick-off date for the implementation project set for October 29.

**2B. Improve web access.**

- The Website Redesign Committee refined a Request for Proposal for technical assistance.

**2C. Deliver information through CATS.**

- Sally Stribling and Mary Loro planned a video PSA about Express Check and Sally starred.
- CATS recorded statements for 27 candidates in September; taping continues in October.
- CATS provided dramatic live and taped coverage of the 2010 Lotus World Music Festival.

**2D. Replace Bookmobile.**

- The chassis and shell of the new vehicle arrived at OBS Specialty Vehicles on September 28, where it will undergo the up-fit process to turn it into a bookmobile—installation of shelving, workspaces, HVAC systems, etc. Delivery is anticipated in late December.

**2E: Investigate changing or expanding hours.**

- Departments gathered data on visits, circulation, reference use, and public computer use for the week of August 23-29, 2010.

**2F. Open a second branch location.**

- Mickey, Chris, Sara and Penny met in September to discuss how to involve library staff in envisioning possibilities for a future branch.

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

- Addressing a concern about difficulty maneuvering in the stacks when step stools are left in the aisles, Jennifer Kellams worked with pages to include moving the stools back to the ends of aisles as part of regular room pickup duties. Jennifer and graphic artist Michael Hoerger have sign prototypes to place on stools to encourage patrons to return them to the ends of the aisles.

**Goal 3: Deliver exemplary service.**

<b>August Service</b>		
<b>Meeting Rooms</b>	Total reserved	108
	Main Library meeting rooms used	81
	Main Library auditorium used	21
	Main Library atrium	0
	Ellettsville Branch	34
<b>TOTAL MEETING ROOMS USED</b>		<b>136</b>
<b>Public Computing</b>	Computing sessions	17,898
	Hours of computing	13,406
	Average session length (minutes)	44.9
<b>Author Alert</b>	Holdings placed	530

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

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

- To align our processes with those of the main library, branch clerks are no longer removing CDs and DVDs from cases to visually inspect them and note scratches or center ring cracks. They are, however, continuing to count discs and check barcode numbers to ensure that everything matches. The time saved at has already helped us to significantly reduce the lag between return and check in.

**3C. Improve materials security.**

Items tagged : 44,000 (275,000 total\*)  
Staff hours : 475  
Volunteer hours : 57.75

\*Tagging numbers are estimates based on the number of rolls of tags used each.

- Tagging continues in the Children's Print and Adult Movies and Music Collections.

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

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

- Mickey Needham and architects created final punch list.
- More than 100 employees and family members celebrated completion of the renovation with a picnic at Karst Park on September 17; final preparations were underway for an open house for Friends and donors on October 1 and public celebration on October 3.

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

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

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

- Wrapping up the Summer film series, 80 participants enthusiastically enjoyed the melodic renderings of the Stardusters Swing Band featuring the dulcet tones of Janeice Jaffe.
- In a partnership with the Library, the Simply Living Fair kicked off a weekend of programs with a talk by Eric Brende, the author of *Better Off: Flipping the Switch on Technology* at the library. The road on which Brende took the 80 audience members wasn't always easy, but it was clear from the audience that the message was meaningful at the end.
- Despite traffic problems caused by the Fourth Street Arts Fair, 12 brave people attended September's Books Plus to discuss *The Space Between Us* by Thrity Umrigar. Set in modern day Mumbai, this book is about the 20-year relationship between wealthy widow and her servant and their intertwined families. Participants discussed gender, politics, social class, and modern India, and compared it with *The Help* by Katherine Stockett.
- Nine people participated in "Blast from the Past with Footnote.com," targeted at both historians and genealogists and promoted to area middle and high school social studies teachers.
- Strong attendance continued for Teen Game Club, which moved from evening to afternoon.
- With "New Movie Night," Adult and Teen Services tried something new – a monthly series, featuring a popular movie – to allow patrons to see a movie they would otherwise have to wait a long time to see.
- Circulation Clerks working in the drive-up window now have a perfect point from which to observe the parking lot. One saw a driver jumping the battery of another whose battery had died in the drive-up window. They were quick, and no other patrons were blocked.
- Using materials furnished by the Indiana Room, Penny Gillie created a display at the Ellettsville Branch highlighting the library's Indiana Bedrock Project. Several people stopped by the

information desk to ask questions about the area's limestone industry and to share stories about family members who worked in the quarries.

- Branch: Hidden somewhere within the walls of the Ellettsville Branch Library is a hollow book called a letterbox. Inside the letterbox are a special rubber stamp and a small logbook. To find this treasure, seekers consult clues on the website, [www.letterboxing.org](http://www.letterboxing.org). When they locate the library's letterbox, they use its stamp to mark their personal logs and, in turn, leave their own stamp on the library's log. Letterboxes can be found all over the United States and Europe and searching for them is a fun family activity. To date, the branch's box has been discovered by a father from New Jersey and his IU-bound daughter, an Indianapolis high school soccer player visiting Ellettsville for a match, and a vacationing family from Virginia. All agree that the real treasure they discovered was the Ellettsville Branch Library.

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

- Community Relations distributed new signage reflecting changed food and drink policy and other renovation signage changes.
- Facilities staff completed most sign moves necessitated by the renovation.

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

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

- All Bookmobile drivers attended a full-day driver safety course from Smith Systems, a firm specializing in teaching accident avoidance techniques.
- Six Collection Services staff completed an in-house course on Resource Description and Analysis (RDA).

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

- The September topic for the circulation page blog was training, especially reflections on training as a new page. 27 pages commented. Page suggestions from an earlier month made a direct impact on new cart organization strategies.
- Clerical blog discussions focused on customer service topics. Threads for September included ideas for working through traffic flow when a class of international students was applying for cards, helping new Express Check users, explaining checkout limits, and communicating about missing parts to a disc set.

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

## Goal 4: Maintain High Quality Collections

<i>August Collections</i>		
<b>Items added</b>	Adult print	2,352
	Adult AV	958
	Children's print	1,406
	Children's AV	395
	<b>TOTAL ADDED</b>	<b>5,111</b>
<b>Items deleted</b>	Adult print	2,715
	Adult AV	478
	Children's print	2,985
	Children's AV	97
	<b>TOTAL ADDED</b>	<b>6,275</b>
<b>Items reviewed (main)</b>	Reviewed	3,750
	Discarded	521
<b>Items returned/not returned</b>	Items returned	147,370
	Accounts to collection agency	<b>197</b>
	Value recovered (cash and items)	<b>\$8,557</b>

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

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

- Julie Martin finished weeding Ellettsville Branch's inspirational fiction books and made purchase suggestions to fill holes and update the collection. With the help of SLIS student volunteer, Penny Gillie and Andrea Spaulding continued to weed juvenile and adult nonfiction. To date, they have withdrawn more than 5,000 worn and outdated items from the shelves.

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

**4D. Improve patron satisfaction with Movies Collection.**

- ATS, Collection Services, Circulation and Information Systems have begun working on details to create a new service, the Best Sellers Express, a pilot program to purchase materials that will not be subject to the holds process. We plan to begin providing this service before the end of 2010.

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

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

- With the completion of Campaign for Excellence, \$4,045 will be added to the Friends endowment. \$22,045 will be available to support Library programs in 2011.

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

<b>August Collections</b>		
<b>Volunteers</b>	Number of individual volunteers	185
	Number of hours contributed	853
	New volunteer applications received	43

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

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

- Integration with job descriptions *COMPLETED*. Maintenance is ongoing.

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

- The Staff Development Committee finalized plans for Staff Day, October 13.

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

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

- Marla Gray from HR processed 16 work-study applications and placements for the 2010-2011 fall semester, for a total of 32, and coordinated library implementation of the new IU electronic timekeeping system for work-study students.
- VITAL volunteer tutors attended training provided by Dyslexia Institute of Indiana.
- 28 volunteers have participated in RFID tagging and contributed more than 150 hours.

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

- The Staff development committee will resume discussion about the “on-boarding” process and staff development following Staff Day planning and implementation.

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

- The Travel Process Improvement Team replaced the paper form with a web form for travel and training. The team will continue to improve the process, as employees submit requests.
- Storage for Bookmobile holds moved to the Main holds pickup, improving staff efficiency and access when Bookmobile patrons miss their stop or are visiting the Main Library.
- A Document Retention Team began work.
- Staff from a variety of departments began assisting in Circulation, as part of cross-training.
- HR and administration continued to work with benefits broker to explore options to reduce costs and increase service within budget.

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

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

### **5J. Maximize tax support.**

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

- Sara Bowman and Mary Frasier contributed to the 2010 Wahl Family Trust application to continue Reading and Writing Homework Help and purchase laptops for the Children’s Homework Center.
- Mary Frasier submitted a proposal to Subaru of Indiana for additional AWE computers.

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

- SPEA graduate student intern Ellie Craig began work with the Friends. She will assist with the Friends 2011 author event and other projects.

# Quarterly Services Report

## 2010



### Library Circulation

Includes Main Library, Ellettsville Branch, and Bookmobile  
beginning 1994

100,000+

125,000+

150,000+

175,000+

200,000+

225,000+

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

## Library Visits

	3rd Quarter		Year to Date	
	2009	2010	2009	2010
Main Library	NA	248,557	NA	706,159
Ellettsville Branch	47,675	44,290	NA	129,000
<b>Main and Ellettsville</b>	NA	292,847	NA	835,159

## Library Programs

	3rd Quarter				Year to Date			
	2009		2010		2009		2010	
	Programs	People	Programs	People	Programs	People	Programs	People
Children	202	5,255	289	5,927	774	29,910	958	30,539
Young Adult	19	244	28	266	59	611	69	662
Adult	125	1,310	159	1,590	430	6,161	415	4,942
General - All Ages	13	1,357	20	2,313	48	4,749	58	5,345
<b>Total</b>	359	8,166	496	10,096	1,311	41,431	1500	41,488

## CATS Programs

	3rd Quarter		Year to Date	
	2009	2010	2009	2010
Programs added	668	635	2,202	2,165
New programs produced	253	252	989	886
Government meetings produced	86	98	269	276
Programs Cablecast (all channels)	6,645	6,574	19,486	19,690

## Meeting Room Use

	3rd Quarter		Year to Date	
	2009	2010	2009	2010
Main Library Meeting Rooms	254	232	839	592
Main Library Auditorium	65	35	161	182
Main Library Atrium	6	0	8	1
Ellettsville Meeting Rooms	47	34	171	147
<b>Total</b>	372	301	1,179	922

## Technology Use

	3rd Quarter		Year to Date	
	2009	2010	2009	2010
Public Computer Sessions	78,293	58,804	225,050	167,330
Web Site Home Page Hits	164,219	261,421	470,334	1,213,019
All Web Pages Hits	15,277,214	15,531,699	40,483,336	45,174,349
Catalog Hits	8,943,321	9,422,064	26,822,163	27,534,225

## Collection Development

	3rd Quarter		Year to Date	
	2009	2010	2009	2010
Items cataloged	14,411	14,384	40,291	34,111
Items discarded	16,608	17,434	30,759	32,859

**NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX LEVIES**

In the matter of determining the tax rates for certain purposes by the Library Board of Monroe County Public Library, Monroe County, Indiana. Notice is hereby given to taxpayers of Monroe County Public Library, that the proper officers of said Library will conduct a public hearing at 303 E. Kirkwood Ave, Bloomington, Indiana on the 2011 Budget at 5:45 pm on September 15, 2010. Following this meeting, any ten or more taxpayers, or one (1) taxpayer that owns property that represents at least ten percent (10%) of the taxable assessed valuation in the political subdivision, may object to a budget, tax rate or tax levy by filing an objecting petition with the proper officers of the political subdivision, within seven days after the hearing. The objecting petition must identify the provisions of the budget, tax rate or levy that taxpayers object to. If a petition is filed, the political subdivision shall adopt with its budget a finding concerning the objections filed and testimony presented. Following this aforementioned hearing, the Library Board will meet at 303 E. Kirkwood Ave., Bloomington, Indiana on October 27, 2010, at 5:45 pm to adopt the following budget.

Net Assessed Valuation: 5,434,942,000

**BUDGET ESTIMATE AND TAX LEVIES**

<b>1</b> Fund Name	<b>2</b> Budget Estimate	<b>3</b> Maximum Estimated Funds to be raised (including appeals and levies exempt from maximum levy limitations)	<b>4</b> Excessive Levy Appeals (included in Column 3)	<b>5</b> Current Tax Levy
Library Operating Fund	\$7,464,532	\$4,546,689	\$9,250	\$4,861,253
Library Improvement Reserve Fund	\$296,932		XXXXXXXXXX	
Bond & Interest Redemption Fund	\$0		XXXXXXXXXX	
Library Capital Projects Fund	\$404,000	\$348,735	XXXXXXXXXX	\$458,951
Debt Service Fund	\$1,996,000	\$1,852,480	XXXXXXXXXX	\$1,811,647
Rainy Day Fund	\$473,310		XXXXXXXXXX	
<b>Totals</b>		\$6,747,904		

The 2011 estimated maximum levy limitation for this unit is \$4,886,174.  
 The Property Tax Replacement Credit used to reduce the rate for this unit is none.

Taxpayers appearing at the hearing shall have an opportunity to be heard.

Fred Risinger  
 President of Library Board  
 Melissa Pogue  
 Secretary of Library Board  
 David Ferguson  
 Treasurer of Library Board

Dated: August 18, 2010

**LIBRARY BUDGET ESTIMATE**  
 For the Calendar Year Ending December 31, 2011  
 Monroe County Public Library  
 Monroe County

Prepare a separate estimate for each fund.			
<b>OPERATING FUND</b>	Items	Total Estimate	Approved
<b>1. Personal Services</b>			
Salaries and Wages			
	Salary of Administration	\$167,000	
	Salary of Professional/Supervisors	\$545,000	
	Salary of Professional Assistants	\$1,351,000	
	Salary of Specialists & Technicians	\$814,000	
	Salary of Clerical Assistants	\$442,000	
	Salary of Pages	\$226,000	\$3,545,000
	Wages of Janitor	\$348,000	\$348,000
Employee Benefits			
	Employer's Share - F.I.C.A.	\$238,100	
	Unemployment Compensation	\$0	
	Employer's Contribution - PERF	\$368,250	
	Employer's Contribution - Insurance	\$602,100	
	Employer's Contribution - Medicare	\$55,725	
	Other Employee Benefits	\$0	\$1,264,175
Other Personal Services			
	Workstudy	\$1,000	
	Temporary Staff	\$0	\$1,000
	Total Personal Services	\$5,158,175	
<b>2. Supplies</b>			
Office Supplies			
	Official Records	\$ 1,000	
	Stationery and Printing	\$1,000	
	Other Office Supplies	\$40,000	\$ 42,000
Operating Supplies			
	Cleaning and Sanitation Supplies	\$28,000	
	Fuel, Oil and Lubricants	\$8,500	
	Other Operating Supplies	\$40,600	\$77,100
Repair and Maintenance Supplies			
	Building Materials & Supplies	\$8,500	
	Paint and Painting Supplies	\$200	
	Repair Parts	\$0	
	Other Repair & Maintenance Supplies	\$0	\$8,700
Other Supplies			
	Video Materials - CATS	\$0	
	Other supplies	\$5,000	\$5,000
	Total Supplies	\$132,800	
<b>3. Other Services and Charges</b>			
Professional Services			
	Consulting Services	\$3,000	
	Engineering & Architectural Services	\$3,000	
	Legal Services	\$14,000	
	Other Professional Services	\$232,000	\$252,000
Communication and Transportation			
	Telephone and Telegraph	\$26,000	
	Postage	\$30,000	
	Traveling Expense	\$10,000	
	Professional Meetings	\$10,000	
	Freight and Express	\$1,000	
	Continuing Education	\$10,000	\$87,000
Printing and Advertising			
	Advertising Publication of Notices	\$2,000	
	Printing other than Office Supplies	\$6,000	\$8,000
Insurance			
	Official Bonds	\$700	
	Other Insurance	\$54,000	\$54,700

3. Other Services and Charges (continued)		Total		
		Items	Estimate	Approved
Utility Services				
	Gas	\$5,600		
	Electricity	\$293,000		
	Water	\$15,800		
	Waste Disposal Services	\$0	\$314,400	
Repairs and Maintenance				
	Buildings and Structures	\$22,000		
	Equipment	\$80,500	\$102,500	
Rentals				
	Real Estate	\$32,000		
	Equipment	\$100	\$32,100	
Debt Service				
	Principal of Bonds	\$0		
	Interest - Bonds	\$0	\$0	
Lease Rental		\$0	\$0	
Other				
	Dues/Educational/Licensing Services	\$13,000		
	Interest on Temporary Loans	\$2,500		
	Taxes and Assessments	\$0	\$15,500	
	Transfer to LIRF	\$200,000	\$200,000	
Total Other Services and Charges			\$1,066,200	
4. Capital Outlays				
	Land	\$0		
	Buildings	\$0		
	Improvements Other than Buildings	\$0	\$0	
	Furniture and Equipment	\$18,357	\$18,357	
Other Capital Outlays				
	Books	\$593,000		
	Periodicals & Newspapers	\$48,000		
	Nonprinted Materials	\$448,000	\$1,089,000	
	Total Capital Outlays		\$1,107,357	
Fund Total			\$7,464,532	

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Monroe County Public Library for the calendar year 2011 for the purposes therein specified.

Dated this 27th Day of October, 2010

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ID	2011 YEAR	53 CO	TYPE	KEY
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RESOLUTION OF APPROPRIATIONS

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 2011, and ending December 31, 2011, including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of Monroe County Public Library, Monroe County Indiana that for the expenses of the library for the calendar year ending December 31, 2011, the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the **OPERATING FUND** of said library, the following:

**100 Personal Services**

Salaries and Wages	
Salary of Librarian	<u>\$167,000</u>
Salary of Assistants	<u>\$3,378,000</u>
Salary of Treasurer	<u>\$0</u>
Wages of Janitors	<u>\$348,000</u>
Employee Benefits	<u>\$1,264,175</u>
Other Personal Services	<u>\$1,000</u>
<b>Total Personal Services</b>	<u><u>\$5,158,175</u></u>

**300 Other Services and Charges**

Professional Services	<u>\$252,000</u>
Communication & Transportation	<u>\$87,000</u>
Printing & Advertising	<u>\$8,000</u>
Insurance	<u>\$54,700</u>
Utility Services	<u>\$314,400</u>
Repairs & Maintenance	<u>\$102,500</u>
Rentals	<u>\$32,100</u>
Debt Service	<u>\$0</u>
Dues, Interest & Taxes, & Other	<u>\$15,500</u>
Transfer to LIRF	<u>\$200,000</u>
<b>Total Other Services &amp; Charges</b>	<u><u>\$1,066,200</u></u>

**200 Supplies**

Office Supplies	<u>\$42,000</u>
Operating Supplies	<u>\$77,100</u>
Repair & Maintenance	
Supplies	<u>\$8,700</u>
Other Supplies	<u>\$5,000</u>
<b>Total Supplies</b>	<u><u>\$132,800</u></u>

**400 Capital Outlays**

Land, Buildings & Improvements	<u>\$0</u>
Furniture & Equipment	<u>\$18,357</u>
Books	<u>\$593,000</u>
Periodicals & Newspapers	<u>\$48,000</u>
Nonprinted Materials	<u>\$448,000</u>
<b>Total Capital Outlays</b>	<u><u>\$1,107,357</u></u>

**9999 Total Fund**

\$7,464,532

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Sections 3, 4, etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this 27th day of October, 2010.

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Members of Library Board

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Members of Library Board

ID YEAR CO TYPE KEY

**BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE**

TAXING UNIT: Monroe County Public Library  
**OPERATING FUND**

COUNTY: Monroe

NET ASSESSED VALUATION

5,434,942,000

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year:	\$7,464,532			
2. Necessary expenditures, July 1 - Dec. 31 present year, to be made from appropriation unexpended:	\$4,458,639			
3. Additional appropriation necessary to be made July 1, to December 31 of present year	\$0			
4. Outstanding temporary loans	\$0			
a. To be paid not included in lines 2 or 3	\$0			
b. Not repaid by December 31 of present year				
5. Total funds required (add lines 1, 2, 3, 4a and 4b):	\$11,923,171			
<b>FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:</b>				
6. Actual cash balance, June 30 of present year (including cash investments)	\$1,890,119			
7. Taxes to be collected, present year (December settlement):	\$2,219,266			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year				
a. Total Column A Budget Form 2:	\$1,351,565			
b. Total Column B Budget Form 2:	\$2,294,200			
9. Total Funds (add lines 6, 7, 8a, & 8b):	\$7,755,150			
10. Net amount to be raised for expenses to Dec. 31st of incoming year (deduct line 9 from 5)	\$4,168,021			
11. Operating balance (not in excess of expenses Jan. 1 to June 30, less miscellaneous revenue for same period):	\$378,668			
12. Amount to be raised by tax levy (add lines 10 & 11):	\$4,546,689			
13. Property Tax Replacement Credit from Local Option Tax:				
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	\$4,546,689			
15. Levy excess Fund Applied to Current Budget:	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	
16. Net amount to be Raised:	\$4,546,689			
17. Net tax rate on each one hundred dollars of Taxable Property:	0.0837			

Note: Please be sure total of amounts in line 2, 3, & 4 do not exceed total amounts in lines 6, 7, and 8a.

**BUDGET SUBMISSION LETTER AND CERTIFICATE**

TO THE AUDITOR OF Monroe County, Indiana:

The undersigned herewith submits two copies of the budget adopted by the Library Board of Monroe County Public Library, for the year ending December 31, 2011, for filing and presentation to the County Board of Tax Adjustment.

Also submitted are copies of the Proof of Publication of published notice to taxpayers. (Two copies from each newspaper.)

Fred Risinger  
President of Library Board  
Melissa Pogue  
Secretary of Library Board  
David Ferguson  
Treasurer of Library Board

**CERTIFICATE AND RESOLUTION OF TAX RATES**

The undersigned hereby certifies that the following resolution levying taxes and fixing the rate of taxation for the purpose of raising revenue to meet the necessary expense for the calendar year ending December 31, 2011, has been adopted.

Be it resolved by the Library Board of Monroe County Public Library, Bloomington, Indiana, that: There shall be levied upon each one hundred dollars of the assessed valuation of taxable property in said library taxing district for the fiscal year 2010, to be collected in the year 2011, the following:

- For the **LIBRARY OPERATING FUND**, the rate of \_\_\_\_\_.0837\_\_\_ dollars per one hundred dollars of taxable property.
- For the **LIBRARY DEBT SERVICE FUND**, the rate of \_\_\_\_\_.0341\_\_\_ dollars per one hundred dollars of taxable property.
- For the **LIBRARY CAPITAL PROJECTS FUND**, the rate of \_\_\_\_\_.0064\_\_\_ dollars per one hundred dollars of taxable property.
- For the **LIBRARY IMPROVEMENT RESERVE FUND**, the rate of \_\_\_\_-0-\_\_\_ dollars per one hundred dollars of taxable property.
- For the **RAINY DAY FUND**, the rate of \_\_\_\_-0-\_\_\_ dollars per one hundred dollars of taxable property.

Adopted, certified, and respectfully submitted this 27th day of October, 2010

**AYE**

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Members of Library Board

Members of Library Board

**LIBRARY BUDGET ESTIMATE**  
 For the Calendar Year Ending December 31, 2011  
 Monroe County Public Library  
 Monroe County

Prepare a separate estimate for each fund.			
<b>LIRF FUND</b>	Items	Total Estimate	Approved
1. Personal Services			
Salaries and Wages			
Salary of Administration			
Salary of Professional/Supervisors			
Salary of Professional Assistants			
Salary of Specialists & Technicians			
Salary of Clerical Assistants			
Salary of Pages		\$0	
Wages of Janitor		\$0	
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation			
Employer's Contribution - PERF			
Employer's Contribution - Insurance			
Employer's Contribution - Medicare			
Other Employee Benefits		\$0	
Other Personal Services			
Workstudy			
Temporary Staff		\$0	
Total Personal Services		\$0	
2. Supplies			
Office Supplies			
Official Records			
Stationery and Printing			
Other Office Supplies		\$0	
Operating Supplies			
Cleaning and Sanitation Supplies			
Fuel, Oil and Lubricants			
Other Operating Supplies		\$0	
Repair and Maintenance Supplies			
Building Materials & Supplies			
Paint and Painting Supplies			
Repair Parts			
Other Repair & Maintenance Supplies		\$0	
Other Supplies			
Video Materials - CATS			
Other supplies		\$0	
Total Supplies		\$0	
3. Other Services and Charges			
Professional Services			
Consulting Services			
Engineering & Architectural Services	\$42,100		
Legal Services			
Other Professional Services		\$42,100	
Communication and Transportation			
Telephone and Telegraph			
Postage			
Traveling Expense			
Professional Meetings			
Freight and Express			
Continuing Education		\$0	
Printing and Advertising			
Advertising Publication of Notices			
Printing other than Office Supplies		\$0	
Insurance			
Official Bonds			
Other Insurance		\$0	

3. Other Services and Charges (continued)		Total		
		Items	Estimate	Approved
Utility Services				
Gas				
Electricity				
Water				
Waste Disposal Services		\$0		
Repairs and Maintenance				
Buildings and Structures	\$21,458			
Equipment		\$21,458		
Rentals				
Real Estate				
Equipment		\$0		
Debt Service				
Principal of Bonds				
Interest - Bonds		\$0		
Lease Rental				
Other				
Dues/Educational/Licensing Services				
Interest on Temporary Loans				
Taxes and Assessments		\$0		
Transfer to LIRF		\$0		
Total Other Services and Charges			\$63,558	
4. Capital Outlays				
Land				
Buildings	\$150,000			
Improvements Other than Buildings	\$0			
Furniture and Equipment	\$83,374	\$233,374		
Other Capital Outlays				
Books				
Periodicals & Newspapers				
Nonprinted Materials		\$0		
Total Capital Outlays		\$233,374		
Fund Total			\$296,932	

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Monroe County Public Library for the calendar year 2011 for the purposes therein specified.

Dated this 27th Day of October, 2010

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ID	2011 YEAR	53 CO	TYPE	KEY
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**RESOLUTION OF APPROPRIATIONS**

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 2011, and ending December 31, 2011, including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of Monroe County Public Library, Monroe County Indiana that for the expenses of the library for the calendar year ending December 31, 2011, the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the **LIRF FUND** of said library, the following:

**100 Personal Services**

Salaries and Wages	
Salary of Librarian	
Salary of Assistants	<u>\$0</u>
Salary of Treasurer	<u>\$0</u>
Wages of Janitors	
Employee Benefits	<u>\$0</u>
Other Personal Services	<u>\$0</u>
<b>Total Personal Services</b>	<u><u>\$0</u></u>

**300 Other Services and Charges**

Professional Services	<u>\$42,100</u>
Communication & Transportation	<u>\$0</u>
Printing & Advertising	<u>\$0</u>
Insurance	<u>\$0</u>
Utility Services	<u>\$0</u>
Repairs & Maintenance	<u>\$21,458</u>
Rentals	<u>\$0</u>
Debt Service	<u>\$0</u>
Dues, Interest & Taxes, & Other	<u>\$0</u>
Transfer to LIRF	<u>\$0</u>
<b>Total Other Services &amp; Charges</b>	<u><u>\$63,558</u></u>

**200 Supplies**

Office Supplies	<u>\$0</u>
Operating Supplies	<u>\$0</u>
Repair & Maintenance	
Supplies	<u>\$0</u>
Other Supplies	
<b>Total Supplies</b>	<u><u>\$0</u></u>

**400 Capital Outlays**

Land, Buildings & Improvements	<u>\$150,000</u>
Furniture & Equipment	<u>\$83,374</u>
Books	<u>\$0</u>
Periodicals & Newspapers	<u>\$0</u>
Nonprinted Materials	<u>\$0</u>
<b>Total Capital Outlays</b>	<u><u>\$233,374</u></u>

**9999 Total Fund** \$296,932

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Sections 3, 4, etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this 27th day of October, 2010.

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Members of Library Board

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Members of Library Board

ID YEAR CO TYPE KEY

**BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE**

TAXING UNIT: Monroe County Public Library  
**LIRF FUND**

COUNTY: Monroe

NET ASSESSED VALUATION

5,434,942,000

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year:	\$296,932			
2. Necessary expenditures, July 1 - Dec. 31 present year, to be made from appropriation unexpended:	\$317,170			
3. Additional appropriation necessary to be made July 1, to December 31 of present year	\$0			
4. Outstanding temporary loans	\$0			
a. To be paid not included in lines 2 or 3				
b. Not repaid by December 31 of present year				
5. Total funds required (add lines 1, 2, 3, 4a and 4b):	\$614,102			
<b>FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:</b>				
6. Actual cash balance, June 30 of present year (including cash investments)	\$1,131,301			
7. Taxes to be collected, present year (December settlement):	\$0			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year				
a. Total Column A Budget Form 2:	\$2,000			
b. Total Column B Budget Form 2:	\$204,000			
9. Total Funds (add lines 6, 7, 8a, & 8b):	\$1,337,301			
10. Net amount to be raised for expenses to Dec. 31st of incoming year (deduct line 9 from 5):	(\$854,846)			
11. Operating balance (not in excess of expenses Jan. 1 to June 30, less miscellaneous revenue for same period):	\$854,846			
12. Amount to be raised by tax levy (add lines 10 & 11):	\$0			
13. Property Tax Replacement Credit from Local Option Tax:				
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	\$0			
15. Levy excess Fund Applied to Current Budget:	XXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	
16. Net amount to be Raised:	\$0			
17. Net tax rate on each one hundred dollars of Taxable Property:	0			

Note: Please be sure total of amounts in line 2, 3, & 4 do not exceed total amounts in lines 6, 7, and 8a.

**LIBRARY BUDGET ESTIMATE**  
 For the Calendar Year Ending December 31, 2011  
 Monroe County Public Library  
 Monroe County

Prepare a separate estimate for each fund.			
<b>RAINY DAY FUND</b>			
	Items	Total Estimate	Approved
1. Personal Services			
Salaries and Wages			
Salary of Administration			
Salary of Professional/Supervisors			
Salary of Professional Assistants			
Salary of Specialists & Technicians			
Salary of Clerical Assistants			
Salary of Pages		\$0	
Wages of Janitor		\$0	
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation	\$10,000		
Employer's Contribution - PERF			
Employer's Contribution - Insurance			
Employer's Contribution - Medicare			
Other Employee Benefits		\$10,000	
Other Personal Services			
Workstudy			
Temporary Staff		\$0	
Total Personal Services		\$10,000	
2. Supplies			
Office Supplies			
Official Records			
Stationery and Printing			
Other Office Supplies	\$50,000	\$50,000	
Operating Supplies			
Cleaning and Sanitation Supplies	\$50,000		
Fuel, Oil and Lubricants			
Other Operating Supplies	\$87,048	\$137,048	
Repair and Maintenance Supplies			
Building Materials & Supplies			
Paint and Painting Supplies			
Repair Parts			
Other Repair & Maintenance Supplies		\$0	
Other Supplies			
Video Materials - CATS			
Other supplies		\$0	
Total Supplies		\$187,048	
3. Other Services and Charges			
Professional Services			
Consulting Services	\$50,000		
Engineering & Architectural Services			
Legal Services	\$12,000		
Other Professional Services		\$62,000	
Communication and Transportation			
Telephone and Telegraph			
Postage			
Traveling Expense			
Professional Meetings			
Freight and Express			
Continuing Education		\$0	
Printing and Advertising			
Advertising Publication of Notices			
Printing other than Office Supplies		\$0	
Insurance			
Official Bonds			
Other Insurance		\$0	

3. Other Services and Charges (continued)		Total		
		Items	Estimate	Approved
Utility Services				
Gas				
Electricity				
Water				
Waste Disposal Services			\$0	
Repairs and Maintenance				
Buildings and Structures	\$78,794			
Equipment			\$78,794	
Rentals				
Real Estate				
Equipment			\$0	
Debt Service				
Principal of Bonds				
Interest - Bonds			\$0	
Lease Rental				
Other				
Dues/Educational/Licensing Services				
Interest on Temporary Loans				
Taxes and Assessments			\$0	
Transfer to LIRF			\$0	
	Total Other Services and Charges		\$140,794	
4. Capital Outlays				
Land				
Buildings	\$105,643			
Improvements Other than Buildings				
Furniture and Equipment	\$29,825		\$135,468	
Other Capital Outlays				
Books				
Periodicals & Newspapers				
Nonprinted Materials			\$0	
Total Capital Outlays			\$135,468	
	Fund Total		\$473,310	

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Monroe County Public Library for the calendar year 2011 for the purposes therein specified.

Dated this 27th Day of October, 2010

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ID	2011 YEAR	53 CO	TYPE	KEY
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**RESOLUTION OF APPROPRIATIONS**

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 2011, and ending December 31, 2011, including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of Monroe County Public Library, Monroe County Indiana that for the expenses of the library for the calendar year ending December 31, 2011, the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the **RAINY DAY FUND** of said library, the following:

**100 Personal Services**

Salaries and Wages	
Salary of Librarian	\$0
Salary of Assistants	\$0
Salary of Treasurer	\$0
Wages of Janitors	\$0
Employee Benefits	\$10,000
Other Personal Services	\$0
<b>Total Personal Services</b>	<b>\$10,000</b>

**300 Other Services and Charges**

Professional Services	\$62,000
Communication & Transportation	\$0
Printing & Advertising	\$0
Insurance	\$0
Utility Services	\$0
Repairs & Maintenance	\$78,794
Rentals	\$0
Debt Service	\$0
Dues, Interest & Taxes, & Other	\$0
Transfer to LIRF	\$0
<b>Total Other Services &amp; Charges</b>	<b>\$140,794</b>

**200 Supplies**

Office Supplies	\$50,000
Operating Supplies	\$137,048
Repair & Maintenance	
Supplies	\$0
Other Supplies	
<b>Total Supplies</b>	<b>\$187,048</b>

**400 Capital Outlays**

Land, Buildings & Improvements	\$105,643
Furniture & Equipment	\$29,825
Books	\$0
Periodicals & Newspapers	\$0
Nonprinted Materials	\$0
<b>Total Capital Outlays</b>	<b>\$135,468</b>

**9999 Total Fund** **\$473,310**

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Sections 3, 4, etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this 27th day of October, 2010.

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Members of Library Board

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Members of Library Board

ID YEAR CO TYPE KEY

**BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE**

TAXING UNIT: Monroe County Public Library  
**RAINY DAY FUND**

COUNTY: Monroe

NET ASSESSED VALUATION

5,434,942,000

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year:	\$473,310			
2. Necessary expenditures, July 1 - Dec. 31 present year, to be made from appropriation unexpended:	\$195,093			
3. Additional appropriation necessary to be made July 1, to December 31 of present year	\$0			
4. Outstanding temporary loans	\$0			
a. To be paid not included in lines 2 or 3				
b. Not repaid by December 31 of present year				
5. Total funds required (add lines 1, 2, 3, 4a and 4b):	\$668,403			
<b>FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:</b>				
6. Actual cash balance, June 30 of present year (including cash investments)	\$809,784			
7. Taxes to be collected, present year (December settlement):				
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year				
a. Total Column A Budget Form 2:	\$0			
b. Total Column B Budget Form 2:	\$0			
9. Total Funds (add lines 6, 7, 8a, & 8b):	\$809,784			
10. Net amount to be raised for expenses to Dec. 31st of incoming year (deduct line 9 from 8):	(\$141,381)			
11. Operating balance (not in excess of expenses Jan. 1 to June 30, less miscellaneous revenue for same period):	\$141,381			
12. Amount to be raised by tax levy (add lines 10 & 11):	\$0			
13. Property Tax Replacement Credit from Local Option Tax:				
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)				
15. Levy excess Fund Applied to Current Budget:	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	
16. Net amount to be Raised:	\$0			
17. Net tax rate on each one hundred dollars of Taxable Property:	0			

Note: Please be sure total of amounts in line 2, 3, & 4 do not exceed total amounts in lines 6, 7, and 8a.

**LIBRARY BUDGET ESTIMATE**  
 For the Calendar Year Ending December 31, 2011  
 Monroe County Public Library  
 Monroe County

Prepare a separate estimate for each fund.			
<b>LIBRARY CAPITAL PROJECTS FUND</b>			
	Items	Total Estimate	Approved
1. Personal Services			
Salaries and Wages			
Salary of Administration			
Salary of Professional/Supervisors			
Salary of Professional Assistants			
Salary of Specialists & Technicians			
Salary of Clerical Assistants			
Salary of Pages		\$0	
Wages of Janitor		\$0	
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation			
Employer's Contribution - PERF			
Employer's Contribution - Insurance			
Employer's Contribution - Medicare			
Other Employee Benefits		\$0	
Other Personal Services			
Workstudy			
Temporary Staff		\$0	
Total Personal Services		\$0	
2. Supplies			
Office Supplies			
Official Records			
Stationery and Printing			
Other Office Supplies		\$0	
Operating Supplies			
Cleaning and Sanitation Supplies			
Fuel, Oil and Lubricants			
Other Operating Supplies		\$0	
Repair and Maintenance Supplies			
Building Materials & Supplies			
Paint and Painting Supplies			
Repair Parts			
Other Repair & Maintenance Supplies		\$0	
Other Supplies			
Video Materials - CATS			
Other supplies		\$0	
Total Supplies		\$0	
3. Other Services and Charges			
Professional Services			
Consulting Services	\$0		
Engineering & Architectural Services	\$0		
Legal Services			
Other Professional Services		\$0	
Communication and Transportation			
Telephone and Telegraph			
Postage			
Traveling Expense			
Professional Meetings			
Freight and Express			
Continuing Education		\$0	
Printing and Advertising			
Advertising Publication of Notices			
Printing other than Office Supplies		\$0	
Insurance			
Official Bonds			
Other Insurance		\$0	

3. Other Services and Charges (continued)		Total	
		Items	Estimate
Utility Services			
Gas			
Electricity			
Water			
Waste Disposal Services		\$0	
Repairs and Maintenance			
Buildings and Structures			
Equipment		\$0	
Rentals			
Real Estate			
Equipment		\$0	
Debt Service			
Principal of Bonds			
Interest - Bonds		\$0	
Lease Rental			
Other			
Dues/Educational/Licensing Services			
Interest on Temporary Loans			
Taxes and Assessments		\$0	
Transfer to LIRF		\$0	
	Total Other Services and Charges	\$0	
4. Capital Outlays			
Land			
Buildings	\$0		
Improvements Other than Buildings			
Furniture and Equipment	\$404,000	\$404,000	
Other Capital Outlays			
Books			
Periodicals & Newspapers			
Nonprinted Materials		\$0	
Total Capital Outlays		\$404,000	
	Fund Total	\$404,000	

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Monroe County Public Library for the calendar year 2011 for the purposes therein specified.

Dated this 27th day of October, 2010.

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ID	2011 YEAR	53 CO	TYPE	KEY
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**RESOLUTION OF APPROPRIATIONS**

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 2011, and ending December 31, 2011, including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of Monroe County Public Library, Monroe County Indiana that for the expenses of the library for the calendar year ending December 31, 2011, the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the **LIBRARY CAPITAL PROJECTS FUND** of said library, the following:

**100 Personal Services**

Salaries and Wages	
Salary of Librarian	
Salary of Assistants	<u>\$0</u>
Salary of Treasurer	<u>\$0</u>
Wages of Janitors	
Employee Benefits	<u>\$0</u>
Other Personal Services	<u>\$0</u>
<b>Total Personal Services</b>	<u><u>\$0</u></u>

**300 Other Services and Charges**

Professional Services	<u>\$0</u>
Communication & Transportation	<u>\$0</u>
Printing & Advertising	<u>\$0</u>
Insurance	<u>\$0</u>
Utility Services	<u>\$0</u>
Repairs & Maintenance	<u>\$0</u>
Rentals	<u>\$0</u>
Debt Service	<u>\$0</u>
Dues, Interest & Taxes, & Other	<u>\$0</u>
Transfer to LIRF	<u>\$0</u>
<b>Total Other Services &amp; Charges</b>	<u><u>\$0</u></u>

**200 Supplies**

Office Supplies	<u>\$0</u>
Operating Supplies	<u>\$0</u>
Repair & Maintenance	
Supplies	<u>\$0</u>
Other Supplies	
<b>Total Supplies</b>	<u><u>\$0</u></u>

**400 Capital Outlays**

Land, Buildings & Improvements	<u>\$0</u>
Furniture & Equipment	<u>\$404,000</u>
Books	<u>\$0</u>
Periodicals & Newspapers	<u>\$0</u>
Nonprinted Materials	<u>\$0</u>
<b>Total Capital Outlays</b>	<u><u>\$404,000</u></u>

**9999 Total Fund** \$404,000

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Sections 3, 4, etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this 27th day of October, 2010.

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Members of Library Board

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Members of Library Board

ID YEAR CO TYPE KEY

**BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE**

TAXING UNIT: Monroe County Public Library  
 FUND: **LIBRARY CAPITAL PROJECTS FUND**

COUNTY: Monroe  
 NET ASSESSED VALUATION

5,434,942,000

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)  
 (NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year:	\$404,000			
2. Necessary expenditures, July 1 - Dec. 31 present year, to be made from appropriation unexpended:	\$340,121			
3. Additional appropriation necessary to be made July 1, to December 31 of present year	\$0			
4. Outstanding temporary loans	\$0			
a. To be paid not included in lines 2 or 3				
b. Not repaid by December 31 of present year				
5. Total funds required (add lines 1, 2, 3, 4a and 4b):	\$744,121			
<b>FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:</b>				
6. Actual cash balance, June 30 of present year (including cash investments)	\$107,748			
7. Taxes to be collected, present year (December settlement):	\$249,515			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year				
a. Total Column A Budget Form 2:	\$16,523			
b. Total Column B Budget Form 2:	\$21,600			
9. Total Funds (add lines 6, 7, 8a, & 8b):	\$395,386			
10. Net amount to be raised for expenses to Dec. 31st of incoming year (deduct line 9 from 5)	\$348,735			
11. Operating balance (not in excess of expenses Jan. 1 to June 30, less miscellaneous revenue for same period):	\$0			
12. Amount to be raised by tax levy (add lines 10 & 11):	\$348,735			
13. Property Tax Replacement Credit from Local Option Tax:				
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	\$348,735			
15. Levy excess Fund Applied to Current Budget:	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXX	
16. Net amount to be Raised:	\$348,735			
17. Net tax rate on each one hundred dollars of Taxable Property:	0.0064			

Note: Please be sure total of amounts in line 2, 3, & 4 do not exceed total amounts in lines 6, 7, and 8a.

**LIBRARY BUDGET ESTIMATE**  
 For the Calendar Year Ending December 31, 2011  
 Monroe County Public Library  
 Monroe County

Prepare a separate estimate for each fund.			
<b>DEBT SERVICE FUND</b>			
	Items	Total Estimate	Approved
1. Personal Services			
Salaries and Wages			
Salary of Administration			
Salary of Professional/Supervisors			
Salary of Professional Assistants			
Salary of Specialists & Technicians			
Salary of Clerical Assistants			
Salary of Pages		\$0	
Wages of Janitor		\$0	
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation			
Employer's Contribution - PERF			
Employer's Contribution - Insurance			
Employer's Contribution - Medicare			
Other Employee Benefits		\$0	
Other Personal Services			
Workstudy			
Temporary Staff		\$0	
Total Personal Services		\$0	
2. Supplies			
Office Supplies			
Official Records			
Stationary and Printing			
Other Office Supplies		\$0	
Operating Supplies			
Cleaning and Sanitation Supplies			
Fuel, Oil and Lubricants			
Other Operating Supplies		\$0	
Repair and Maintenance Supplies			
Building Materials & Supplies			
Paint and Painting Supplies			
Repair Parts			
Other Repair & Maintenance Supplies		\$0	
Other Supplies			
Video Materials - CATS		\$0	
Total Supplies		\$0	
3. Other Services and Charges			
Professional Services			
Consulting Services			
Engineering & Architectural Services			
Legal Services			
Other Professional Services		\$0	
Communication and Transportation			
Telephone and Telegraph			
Postage			
Traveling Expenses			
Professional Meetings			
Online Services			
Freight and Express			
Continuing Education		\$0	
Printing and Advertising			
Advertising Publication of Notices			
Printing other than Office Supplies		\$0	
Insurance			
Official Bonds			
Other Insurance		\$0	

3. Other Services and Charges (continued)		Total	
		Items	Estimate
Utility Services			
Gas			
Electricity			
Water			
Waste Disposal Services		\$0	
Repairs and Maintenance			
Buildings and Structures			
Equipment		\$0	
Rentals			
Real Estate	\$1,996,000		
Equipment		\$1,996,000	
Debt Service			
Principal of Bonds			
Interest - Bonds		\$0	
Lease Rental			
Other			
Dues			
Interest on Temporary Loans			
Taxes and Assessments			
Transfer to LIRF		\$0	
Total Other Services and Charges		\$1,996,000	
4. Capital Outlays			
Land			
Buildings			
Improvements Other than Buildings			
Furniture and Equipment		\$0	
Other Capital Outlays			
Books			
Periodicals & Newspapers			
Nonprinted Materials		\$0	
Total Capital Outlays		\$0	
Fund Total		\$1,996,000	

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Monroe County Public Library for the calendar year 2011 for the purposes therein specified.

Dated this 27th Day of October, 2010

AYE

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ID	2010 YEAR	53 CO	TYPE	KEY
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**RESOLUTION OF APPROPRIATIONS**

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 2010, and ending December 31, 2010, including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of Monroe County Public Library, Monroe County Indiana that for the expenses of the library for the calendar year ending December 31, 2010, the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the **DEBT SERVICE FUND** of said library, the following:

**100 Personal Services**

Salaries and Wages	
Salary of Librarian	_____
Salary of Assistants	_____
Salary of Treasurer	_____ -
Wages of Janitors	_____
Employee Benefits	_____
Other Personal Services	_____
<b>Total Personal Services</b>	<b>_____ -</b>

**300 Other Services and Charges**

Professional Services	_____
Communication & Transportation	_____
Printing & Advertising	_____
Insurance	_____
Utility Services	_____
Repairs & Maintenance	_____
Rentals	_____ 1,996,000
Debt Service	_____ -
Dues, Interest & Taxes	_____
Transfer to LIRF	_____
<b>Total Other Services &amp; Charges</b>	<b>_____ 1,996,000</b>

**200 Supplies**

Office Supplies	_____
Operating Supplies	_____
Repair & Maintenance	_____
Supplies	_____
Other Supplies	_____
<b>Total Supplies</b>	<b>_____ -</b>

**400 Capital Outlays**

Land, Buildings & Improvements	_____
Furniture & Equipment	_____
Books	_____
Periodicals & Newspapers	_____
Nonprinted Materials	_____
<b>Total Capital Outlays</b>	<b>_____ -</b>

**9999 Total Fund** 1,996,000

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Sections 3, 4, etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this 28th day of October, 2009.

AYE

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Members of Library Board

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Members of Library Board

ID YEAR CO TYPE KEY

**BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE**

TAXING UNIT: Monroe County Public Library  
 FUND: **DEBT SERVICE FUND**

COUNTY: Monroe  
 NET ASSESSED VALUATION: 5,434,942,000

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)  
 (NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year:	1,996,000			
2. Necessary expenditures, July 1 - Dec. 31 present year, to be made from appropriation unexpended:	998,000			
3. Additional appropriation necessary to be made July 1, to December 31 of present year	-			
4. Outstanding temporary loans	-			
a. To be paid not included in lines 2 or 3	-			
b. Not repaid by December 31 of present year				
5. Total funds required (add lines 1, 2, 3, 4a and 4b):	2,994,000			
<b>FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:</b>				
6. Actual cash balance, June 30 of present year (including cash investments)	289,725			
7. Taxes to be collected, present year (December settlement):	826,718			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year				
a. Total Column A Budget Form 2:	65,219			
b. Total Column B Budget Form 2:	115,000			
9. Total Funds (add lines 6, 7, 8a, & 8b):	1,296,662			
10. Net amount to be raised for expenses to Dec. 31st of incoming year (deduct line 9 from 5):	1,697,338			
11. Operating balance (not in excess of expenses Jan. 1 to June 30, less miscellaneous revenue for same period):	155,142			
12. Amount to be raised by tax levy (add lines 10 & 11):	1,852,480			
13. Property Tax Replacement Credit from Local Option Tax:	-			
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)	1,852,480			
15. Levy excess Fund Applied to Current Budget:	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	
16. Net amount to be Raised:	1,852,480			
17. Net tax rate on each one hundred dollars of Taxable Property:	0.0341			

Note: Please be sure total of amounts in line 2, 3, & 4 do not exceed total amounts in lines 6, 7, and 8a.

		2011	2011	2011	2011	2011	2011
BUDGET COMPARISONS		OPERATING	LIRF	RAINY DAY	CAPITAL PROJECTS	DEBT SERVICE	TOTAL FUNDS
<b>PERSONNEL SERVICES (1000'S)</b>							
SALARIES							
	1120 ADMINISTRATION	167,000					
	1130 PROFESSIONAL/SUPERVISORS	545,000					
	1140 PROFESSIONAL ASSISTANTS	1,351,000					
	1150 SPECIALISTS & TECHNICIANS	814,000					
	1160 CLERICAL ASSISTANTS	442,000					
	1170 PAGES/MASTERCONTROLLERS	226,000					
	1190 BUILDING MAINTENANCE	348,000					
	<b>TOTAL SALARIES</b>	<b>3,893,000</b>		-		-	<b>3,893,000</b>
EMPLOYEE BENEFITS							
	1210 EMPLOYER CONTRIBUTION/FICA	238,100		-			
	1220 UNEMPLOYMENT COMPENSATION	-		10,000			
	1230 EMPLOYER CONTRIBUTION/PERF	368,250					
	1240 EMPLOYER CONT/INSURANCE	602,100					
	1250 EMPLOYER CONT/MEDICARE	55,725					
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>1,264,175</b>		<b>10,000</b>			<b>1,274,175</b>
OTHER WAGES							
	1310 WORKSTUDY	1,000					
	1320 TEMPORARY STAFF	-					
	1350 STIPEND						
	<b>TOTAL OTHER WAGES</b>	<b>1,000</b>					<b>1,000</b>
<b>TOTAL PERSONNEL SERVICES (1000s)</b>		<b>5,158,175</b>		<b>10,000</b>			<b>5,168,175</b>
<b>SUPPLIES (2000s)</b>							
OFFICE SUPPLIES							
	2110 OFFICIAL RECORDS	1,000					
	2120 STATIONERY & PRINTING	1,000					
	2130 OFFICE SUPPLIES	20,000		50,000			
	2140 DUPLICATING	20,000					
	2150 PROMOTIONAL MATERIALS	-					
	<b>TOTAL OFFICE SUPPLIES</b>	<b>42,000</b>		<b>50,000</b>			<b>92,000</b>

		2011	2011	2011	2011	2011	2011
<b>BUDGET COMPARISONS</b>					<b>CAPITAL</b>	<b>DEBT</b>	<b>TOTAL</b>
		<b>OPERATING</b>	<b>LIRF</b>	<b>RAINY DAY</b>	<b>PROJECTS</b>	<b>SERVICE</b>	<b>FUNDS</b>
<b>OPERATING SUPPLIES</b>							
	2210 CLEANING SUPPLIES	28,000		50,000			
	2220 FUEL, OIL, & LUBRICANTS	8,500					
	2230 CATALOGING SUPPLIES	5,500					
	2240 AUDIO VISUAL SUPPLIES	10,000					
	2250 CIRCULATION SUPPLIES	21,000		87,048			
	2260 LIGHT BULBS	3,000					
	2270 RECORDING MATERIALS - CATS	-					
	2280 UNIFORMS	1,000					
	2290 DISPLAY/EXHIBIT SUPPLIES	100					
<b>TOTAL OPERATING SUPPLIES</b>		<b>77,100</b>		<b>137,048</b>			<b>214,148</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>							
	2300 IS SUPPLIES	5,000					
	2310 BUILDING MATERIALS & SUPPLIES	8,500					
	2320 PAINT & PAINTING SUPPLIES	200					
	2340 OTHER REPAIR & BINDING	-					
	2350 RECORDING EQUIP SUPPLIES - CATS	-					
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>		<b>13,700</b>					<b>13,700</b>
<b>TOTAL SUPPLIES (2000s)</b>		<b>132,800</b>		<b>187,048</b>			<b>319,848</b>
<b>OTHER SERVICES/CHARGES (3000s)</b>							
<b>PROFESSIONAL SERVICES</b>							
	3110 CONSULTING SERVICES	3,000		50,000			
	3120 ENGINEERING/ARCHITECTURAL	3,000	42,100				
	3130 LEGAL SERVICES	14,000		12,000			
	3140 BUILDING SERVICES	40,000					
	3150 MAINTENANCE CONTRACTS	95,000					
	3160 OCLC & COMPUTER SERVICES	50,000					
	3170 ADMIN/ACCOUNTING SERVICES	47,000					
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>252,000</b>	<b>42,100</b>	<b>62,000</b>			<b>356,100</b>

		2011	2011	2011	2011	2011	2011
BUDGET COMPARISONS		OPERATING	LIRF	RAINY DAY	CAPITAL PROJECTS	DEBT SERVICE	TOTAL FUNDS
<b>OTHER SERVICES/CHARGES (3000s) CONTINUED</b>							
COMMUNICATION & TRANSPORTATION							
	3210 TELEPHONE	26,000					
	3220 POSTAGE	30,000					
	3230 TRAVEL EXPENSE	10,000					
	3240 PROFESSIONAL MEETINGS	10,000					
	3250 CONTINUING EDUCATION	10,000					
	3260 FREIGHT & DELIVERY	1,000					
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>		<b>87,000</b>					<b>87,000</b>
PRINTING & ADVERTISING							
	3310 ADVERTISING & PUBLICATION	2,000					
	3320 PRINTING	6,000					
<b>TOTAL PRINTING &amp; ADVERTISING</b>		<b>8,000</b>					<b>8,000</b>
INSURANCE							
	3410 OFFICIAL BOND	700					
	3420 OTHER INSURANCE	54,000					
<b>TOTAL INSURANCE</b>		<b>54,700</b>					<b>54,700</b>
UTILITIES							
	3510 GAS	5,600					
	3520 ELECTRICITY	293,000					
	3530 WATER	15,800					
<b>TOTAL UTILITIES</b>		<b>314,400</b>					<b>314,400</b>
REPAIR & MAINTENANCE							
	3610 BUILDING REPAIR	22,000	21,458	78,794			
	3630 OTHER REPAIR	70,000					
	3640 VEHICLE REPAIR & MAINTENANCE	7,500					
	3650 MATERIALS BINDING/REPAIR	3,000					
<b>TOTAL REPAIR &amp; MAINTENANCE</b>		<b>102,500</b>	<b>21,458</b>	<b>78,794</b>			<b>202,752</b>
RENTALS							
	3710 REAL ESTATE RENTAL	32,000				1,996,000	
	3720 EQUIPMENT RENTAL	100					
<b>TOTAL RENTALS</b>		<b>32,100</b>				<b>1,996,000</b>	<b>2,028,100</b>

		2011	2011	2011	2011	2011	2011
BUDGET COMPARISONS		CAPITAL				DEBT	TOTAL
		OPERATING	LIRF	RAINY DAY	PROJECTS	SERVICE	FUNDS
<b>OTHER SERVICES/CHARGES (3000s) CONTINUED</b>							
OTHER CHARGES							
	3910 DUES/INSTITUTIONAL	6,500					
	3920 INTEREST/TEMPORARY LOAN	2,500					
	3930 TAXES & ASSESSMENTS	-					
	3940 TRANSFER TO LIRF	200,000					
	3950 EDUCATIONAL LICENSING/SERVICES	6,500					
	<b>TOTAL OTHER CHARGES</b>	<b>215,500</b>					<b>215,500</b>
<b>TOTAL OTHER SERVICES/CHARGES (3000s)</b>		<b>1,066,200</b>	<b>63,558</b>	<b>140,794</b>		<b>1,996,000</b>	<b>3,266,552</b>
<b>CAPITAL OUTLAY (4000s)</b>							
FURNITURE & EQUIPMENT							
	4410 FURNITURE	-					
	4420 AUDIO VISUAL EQUIPMENT	-					
	4430 OTHER EQUIPMENT	18,357	83,374	29,825	279,000		
	4440 BUILDING RENOVATION	-	150,000	105,643	-		
	4450 LAND & BUILDINGS	-			-		
	4460 IS EQUIPMENT	-			50,000		
	4465 IS SOFTWARE	-			25,000		
	4470 EQUIPMENT - CATS	-			45,000		
	4475 SOFTWARE - CATS	-			5,000		
	<b>TOTAL FURNITURE &amp; EQUIPMENT</b>	<b>18,357</b>	<b>233,374</b>	<b>135,468</b>	<b>404,000</b>		<b>791,199</b>
OTHER CAPITAL OUTLAY							
	4510 BOOKS	593,000					
	4520 PERIODICALS & NEWSPAPERS	48,000					
	4530 NONPRINT MATERIALS	379,000					
	4540 ELECTRONIC RESOURCES	69,000					
	<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>1,089,000</b>					<b>1,089,000</b>
<b>TOTAL CAPITAL OUTLAY</b>		<b>1,107,357</b>	<b>233,374</b>	<b>135,468</b>	<b>404,000</b>		<b>1,880,199</b>
<b>TOTAL EXPENDITURES 2011</b>		<b>7,464,532</b>	<b>296,932</b>	<b>473,310</b>	<b>404,000</b>	<b>1,996,000</b>	<b>10,634,774</b>
<b>2010 TOTAL BUDGET (less appeal funds)</b>		7,260,494	364,000	206,488	508,076	1,996,000	10,335,058
Increase from 2010		2.81%	-18.43%	129.22%	-20.48%	0.00%	2.90%



		2011	2011	2011	2011	2011	2011
BUDGET COMPARISONS		OPERATING	LIRF	RAINY DAY	CAPITAL PROJECTS	DEBT SERVICE	TOTAL FUNDS
		2,011					
Revenue:		2010	Worse Case	Best Case	Form 2		
FIT		9,828	8,452	12,000	8,500		
License Excise Tax		306,000	263,160	320,000	263,000		
COIT		2,217,128	1,817,128	2,217,000	1,817,000		
CVET		34,070	29,300	36,000	30,000		
Copiers		18,332	15,766	18,000	15,700		
Fines & Fees		211,900	160,000	212,000	160,000	2,294,200	
PLAC		10,000	5,000	10,000	-		
Lost & Damaged		25,000	25,000	25,000	0		
Property Tax		4,286,819	4,546,689	4,546,689	4,546,689		
Total Revenue		7,119,077	6,870,494	7,396,689	6,840,889		

## Monroe County Public Library

### 2011 Budget

Updated August 13, 2010

#### Income Projections

Assessed Value Growth Quotient for 2011 - 2.9% - is limit for increase in maximum property tax levy.

COIT income projected to decrease approximately \$130,000 (DLGF 9-02-2010).

<i>Source</i>	<i>2010</i>	<i>2011</i>	<i>% change</i>
Property Tax	\$4,286,819	\$4,546,689	6.1%
County Option Income Tax (COIT)	\$2,217,128	\$2,087,229	(5.9%)
License Excise Tax	\$306,000	\$263,000	(14.1%)
Commercial Vehicle Excise Tax	\$34,070	\$30,000	(11.9%)
Financial Institutions Tax	\$9,828	\$8,500	(13.5%)
Copiers	18,332	\$15,700	(14.4%)
Fines and Fees	\$211,900	\$160,000	(24.5%)
Public Library Access Card	\$10,000	\$0	-
Lost and damaged items	\$25,000	\$0	-
<b>TOTAL REVENUE</b>	<b>\$7,119,077</b>	<b>\$7,111,118</b>	<b>(0.1%)</b>

#### Expenditure Priorities

1. **Continue to implement Strategic Plan 2009-2011, by providing full support to the extent allowed by resources available, including staff, collections, programming, and facility space for top community priorities:**
  - a. **Education/literacy for children/adults**
  - b. **Free information**
  - c. **Quiet oasis for reading and study**
  - d. **Resource for reading/listening/viewing pleasure**
  
2. **Continue to implement Salary Study recommendations.**
  - a. Complete 2-year effort to bring staff to new minimums recommended by Singer Group
    - i. Second half of Singer Group recommendations = \$38,000
  - b. Begin 2-year effort to bring managers and leadership to levels recommended by Singer Group
    - i. First half of Singer Group recommendations = \$34,000
  - c. 1% increment for managers and staff = \$38,000

**3. Continue to implement LR Financial Plan recommendations.**

- a. Reduce operating expenses
- b. Align staffing with core priorities
- c. Take advantage of technology to restrain increases in staffing while responding to growing use
  - i. Automated materials handling at Main and ELL
  - ii. Energy efficiency initiatives
- d. Review benefits and align with market
- e. Explore options to increasing fees for non-core services
- f. In partnership with Friends, continue efforts to raise non-tax funds and build endowment

**4. Invest in facilities.**

- a. Begin planning for Main Renovation Phase 3 in 2012.
- b. Set aside increased LIRF funding for anticipated equipment replacement needs over next five years.

**5. Complete strategic planning for 2012 – 2015.**

## **Cost Containment Plans**

### **Tier One – 2010**

1. Begin strategic staff alignment, matching employee's strengths with operational goals and building on flexibilities.
2. Carefully review every open position to review and prioritize tasks. If tasks can be eliminated or absorbed, do not fill the position. If position is to be filled, delay start date for at least 2 weeks after former employee leaves payroll.
3. Cover public service desks by adjusting scheduling and increasing cross training within and among departments.
4. Shift or reduce positions after implementation of technology.
5. Reduce energy costs.
6. Increase fee recovery through implementation of collection agency.
7. Continue process improvement.

### **Tier Two – 2011**

1. Library-wide participation in implementing administration-approved recommendations for improvement or discontinuance of low priority activities not aligned with strategic goals.
2. Hiring moratorium, with hiring/replacement for key operational positions only. No new employees or positions added. Tasks must be absorbed by existing employees or discontinued.
3. Cover public service desks by combining service points or reassigning staff, as necessary.
4. Shift or reduce positions after implementation of technology.
5. Reduce energy costs.
6. Increase fee recovery through addition of charges for meeting rooms and auditorium.
7. Create development office to focus on increasing private support.
8. Continue process improvement.

### **Tier Three – If Additional Savings Are Needed)**

1. Hiring freeze. Core service tasks can no longer be absorbed by existing employees, even with library-wide reassignment.
2. Loss of staff necessitates reduction of library hours.
3. Increase private support.
4. Reduce collection budget, capturing lower losses as result of RFID implementation and recognizing lower total budget.

## **Budget Assumptions**

Three elements are essential to providing quality library services:

- Knowledgeable, courteous, efficient **staff**, who meet performance expectations and certification requirements for their positions
- Safe, well-maintained **facilities**
- Current, attractive **collections**

Target percentages of Operating Fund to be expended for each are:

<b><u>Budget Category</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
Personnel	71%	69%	68%	68%
Facilities/Equipment/Operations <sup>1</sup>	13%	16%	17%	17%
Collections <sup>2</sup>	16%	15%	15%	15%

1. Additional expenditures for technology and facilities are expected to be provided through the Library Capital Projects Fund and occasional bond issues.

2. To meet Indiana Public Library Standards at the enhanced level.

**2011 Line Item Budget – Notes**

(red = 09-03-2010 adjustments)

**OPERATING FUND**

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

<b><u>Line</u></b>	<b><u>Comment</u></b>
1120-1350	Savings from Personnel Services lines of \$197,000 needed to reduce budget. Options: offer retirement incentives, eliminate Development Director and/or Associate Director, reduce/eliminate salary increases recommended by Singer Study, reduce/eliminate 1% increment, reduce health insurance contributions, reduce/eliminate contribution to employee portion of PERF.
1120	Includes salary for Associate Director. Position to be advertised internally. If filled, will not replace vacated position, which may necessitate reorganization.
1130	Development position added to this line in this draft = \$50,000.
1120-1190 + 1320	Salaries and wages for permanent and temporary employees held to 0.32% increase; total number of employees reduced by 4.2% (4.94 FTE). Employees in Pay Grades A-I receive second half of salary increases to bring them to salary study minimums, plus 1% increment. Managers receive first half of recommended salary increases, plus 1% increment.
1230	PERF rate remains the same. Library contributes 9.25% employer portion and 3.0% employee contribution. Percentage of staff qualifying increases slightly. PERF for development position added in this draft.
1240	Employer contribution to health insurance estimated to increase 16%. If increases are higher, employees will have to choose lower-cost options or make increased contributions. PERF for development position added in this draft.
2250	Circulation supplies. Abnormally large expenditure in 2010 includes RFID tags; 2011 is larger than 2009 to accommodate ongoing tag purchases.
2300-2310	Increased to account for actual 2010 expenditure levels.
3110	Does not include expense of 2012-2014 strategic planning process; consulting fees will be included in 2011 Rainy Day Fund budget.
3120	Architectural/engineering services for Phase 3 of Main Renovation.
3150	Maintenance contracts include estimated additional costs for support collection agency, RFID, and express check software.
3170	Administration/accounting services. Estimated increase for automating time and

attendance and payroll provider and collection agency fees.

- 3220 Anticipated postage rate increase, partially offset by efforts to encourage patrons to use e-mail or telephony for notifications.
- 3420 Reduced cost of general liability insurance.
- 3630 \$60,000 transferred here from Library Capital Projects Fund to cover non-capital expenditures resulting from energy audit.
- 3640 Vehicle repair costs reduced after delivery of new Bookmobile.
- 3940 Increased transfer of \$200,000 to Library Improvement Reserve Fund in anticipation of upcoming facility and equipment maintenance.  
**No transfer to LIRF, delaying facility and equipment maintenance, and retaining \$200,000 for operating expenses.**
- 4510-4540 Materials expenditures equal 15% of Operating Fund budget to meet State Standards at enhanced level  
**Reduce materials expenditures by \$38,000 to reflect total budget reduction; still equals 15%.**

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**LIBRARY IMPROVEMENT RESERVE FUND (LIRF)**

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

- 3120 Funds to cover engineering and architectural costs related to Main Renovation phase 3, included in Library Capital Projects Fund Plan for 2012.
- 3610 Appropriated in case of emergency building repairs exceeding amount appropriated in Operating Fund.
- 4430 Appropriated in case of emergency equipment replacement expenditures exceeding amount appropriated in Operating Fund.
- 4440 Appropriated in case emergency building renovations are needed.

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**RAINY DAY FUND**

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

- 1130 Development position included in earlier drafts now moved to Operating Fund.
- 1210-1230-

- 1240-1250 Employer contributions to FICA, PERF, insurance, and Medicare for development director removed in this draft and moved to Operating Fund.
- 1220 The library is self-insuring for unemployment insurance. This amount is appropriated to cover any claims during 2010.
- 2130 Appropriated in case Operating Funds are insufficient to cover office supply costs.
- 2210 Appropriated in case Operating Funds are insufficient to cover cleaning supply costs.
- 2250 Appropriated in case Operating Funds are insufficient to cover circulation supply costs.
- 3110 To cover consultant costs for 2012-14 strategic planning.
- 3130 Appropriated in case Operating Funds are insufficient to cover legal costs.
- 3610 Appropriated to cover emergency building repairs exceeding amount appropriated in Operating Fund.
- 4440 Appropriated in case emergency building renovations are needed.

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**LIBRARY CAPITAL PROJECTS FUND**

*(This fund derives its income from a separate property tax levy, as well as **Financial Institutions Tax, License Excise Tax, Commercial Vehicle Excise Tax.** Funds can only be spent on equipment, renovation or construction. The 2010 LCPF budget has already been approved by the Library Board and Monroe County Council; we await final approval from the Department of Local Government Finance [DLGF].)*

- 4430 Automated Materials Handling (AMH) system.
- 4460 Replace computers on regular replacement schedule.
- 4465 Maintain and upgrade software.
- 4470 CATS equipment
- 4475 CATS software

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**DEBT SERVICE FUND**

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

- 3710 \$1,996,000 in 2011, exactly the same as in prior years. Last payment in mid 2012.

### 2011 Savings Options (10-18-2010)

**These options are presented at the request of the Board to address a \$200,000 shortfall in COIT revenue. The options represent the best estimates available at the time and are in order of preference.**

<b>Decide by</b>	<b>Item</b>	<b>Savings</b>
12/15/2010	1. Delay hiring of Development Director	\$68,175
12/15/2010	2. Reduce materials expenditures (15% of smaller overall expenditures)	\$38,000
12/15/2011	3. Energy savings (5%)	\$15,000
Ongoing	4. Lagged hiring and retirements	\$50,000
12/31.2011	5. Reduce LIRF transfer from budgeted \$200,000 to \$150,000 and issue bond instead	\$50,000
	<b>Sub-total</b>	<b>\$221,175</b>
12/15/2010	8. Delay second half of salary increases for employees (affects all employees)	\$38,000
12/15/2010	6. Delay hiring of Associate Director (amount represents difference from 2010 when portion was used for Renovation Coordinator and temporary positions)	\$59,000
12/15/2010	7. Eliminate 1% increment increase (affects all employees)	\$38,000
12/15/2010	9. Delay first half of salary increases for managers	\$34,000
12/15/2010	10. Eliminate 3% employee contribution (each 1% = \$29,000)	\$88,000
12/31/2011	11. Make no LIRF transfer at end of 2011 (see also #5 above)	\$150,000
Any time	12. Reduce 4 open hours (for every hour closed, annual savings = \$56,000); with reductions in staff hours	\$224,000
Any time	13. Remain open; reduce non-core services; reduce staff hours	?
	<b>Sub-total</b>	<b>\$593,000</b>
	<b>TOTAL SAVINGS</b>	<b>\$814,175</b>

**MONROE COUNTY PUBLIC LIBRARY**

**Vendor Transactions sorted name**

Travel, Professional Development, Continuing Education, & Consultants

Expenses as of October 21, 2010

Search Name	Check Date Invoice	Amount	Comments	Account
Fund 001 OPERATING				
Object 31100 CONSULTING SERVICES				
RAY WILSON & ASSOCIATES	2108	\$1,260.00	SESSION 3 OF PROCESS IMPROVEMENT	E 001-001-31100
RAY WILSON & ASSOCIATES	2115	\$1,260.00	SESSION 6 PROCESS IMPROV. TRAINING	E 001-001-31100
RAY WILSON & ASSOCIATES	2105	\$1,260.00	2 SESSION PROCESS IMPROVEMENT	E 001-001-31100
RAY WILSON & ASSOCIATES	2110	\$1,260.00	SESSION 4/PROCESS IMPROV.	E 001-001-31100
RAY WILSON & ASSOCIATES	2111	\$1,260.00	SESSION 5/PROCESS IMPROVEMENT	E 001-001-31100
Object 31100 CONSULTING SERVICES		\$6,300.00		
Object 32300 TRAVEL EXPENSE				
CHASE CARD SERVICES	3/17/2010	\$20.00	PAPA JOHNS/PROJECT WET CONF.	E 001-011-32300
CHASE CARD SERVICES	3/17/2010	\$70.00	FAIRFIELD INN/PROJECT WET CONF.	E 001-011-32300
CHASE CARD SERVICES	3/17/2010	\$10.00	KNOB HILL/PROJECT WET CONF.	E 001-011-32300
JULIE KINSER	6/2/2010	\$44.80	MILEAGE FOR MEETINGS	E 001-014-32300
JULIE KINSER	2/19/2010	\$16.80	MILEAGE REIMBURSEMENT	E 001-014-32300
STEPHANIE HOLMAN	3/31/2010	\$70.40	MILEAGE 1/19/10 - 3/24/10	E 001-014-32300
Object 32300 TRAVEL EXPENSE		\$232.00		
Object 32400 PROFESSIONAL MTG/OFF SITE				
JPMORGAN CHASE BANK, NA	0/15/2010	\$45.00	ILF/LEGISLATIVE FORUM	E 001-001-32400
JPMORGAN CHASE BANK, NA	4/14/2010	\$22.00	GREATER BLGTN CHAMBER/LEGISLATIVE WRAP-U	E 001-001-32400
Object 32400 PROFESSIONAL MTG/OFF SITE		\$67.00		
Fund 001 OPERATING		\$6,599.00		
Fund 016 GIFT-RESTRICED				
Object 31100 CONSULTING SERVICES				
ALANE L. LOVELL	6/7/2010 5/22 & 6/9	\$100.00	CONSULTING/SILENT AUCTION \$	E 016-017-31100
C. RICHARD NORRIS	5/7/2010 5/1/10 & 5/5/10	\$75.00	CONSULTING-VITAL/SILENT AUCTION	E 016-017-31100
DARCI HAWXHURST	09/18 - 11/9/10	\$500.00	TUTOR TRAINING/DOLLAR GEN \$	E 016-017-31100
JAN PIERSON	MAR. '10	\$500.00	MATH TUTOR COORDINATOR	E 016-010-31100
JAN PIERSON	06/10	\$400.00	MATH TUTOR COORDINATOR	E 016-010-31100
SPRING M. RYDING	9/28/2010 09/28 & 11/23	\$150.00	TUTOR TRAINING/DOLLAR GENERAL	E 016-017-31100
WILLIAM R. MORRIS, JR.	2/26/2010 02/27/10	\$300.00	TUTOR TRAINING/VITAL-\$ GENERAL	E 016-017-31100
WILLIAM R. MORRIS, JR.	9/16/2010 09/18/10	\$300.00	TUTOR TRAINING/SILENT AUCTION \$	E 016-017-31100
Object 31100 CONSULTING SERVICES		\$2,325.00		

# MONROE COUNTY PUBLIC LIBRARY

## Vendor Transactions sorted name

Travel, Professional Development, Continuing Education, & Consultants

Expenses as of October 21, 2010

Search Name	Check Date Invoice	Amount	Comments	Account
Fund 016 GIFT-RESTRICED		\$2,325.00		
Fund 019 GIFT-FOUNDATION				
Object 31100 CONSULTING SERVICES				
<b>MONROE COUNTY YMCA</b>	2/1/2010	\$100.00	STAFF DAY - TRAINING	E 019-004-31100
<b>MONROE CTY PARKS &amp; RECREATI</b>	7/2/2010 06/29/10	\$30.00	FD/CHILD PROGRAM	E 019-011-31100
<b>RAY WILSON &amp; ASSOCIATES</b>	2103	\$1,260.00	FD/PROCESS IMPROVEMENT #1	E 019-001-31100
Object 31100 CONSULTING SERVICES		\$1,390.00		
Object 32300 TRAVEL EXPENSE				
<b>BONNIE ESTELL</b>	6/7/2010 06/03/10	\$7.00	PARKING EXPENSE/BUDGET WORKSHOP	E 019-005-32300
<b>CHASE CARD SERVICES</b>	3/17/2010	\$52.00	BAKERS-SQUARE/FD-RFID VISIT	E 019-001-32300
<b>CHASE CARD SERVICES</b>	3/17/2010	\$25.02	MCALISTER'S DELI/FD-RFID VISIT	E 019-001-32300
<b>CHASE CARD SERVICES</b>	3/17/2010	\$52.00	FAMOUS DAVE'S/FD-RFID VISIT	E 019-001-32300
<b>CHASE CARD SERVICES</b>	3/17/2010	\$50.00	HOLIDAY INN/FD-RFID VISIT	E 019-018-32300
<b>CHASE CARD SERVICES</b>	3/17/2010	\$50.00	HOLIDAY INN/FD-RFID VISIT	E 019-003-32300
<b>CHASE CARD SERVICES</b>	3/17/2010	\$50.00	HOLIDAY INN/FD-RFID VISIT	E 019-001-32300
<b>CHASE CARD SERVICES</b>	1/13/2010	\$258.40	DELTA/FD-'10 PLA TICKETS	E 019-018-32300
<b>CHASE CARD SERVICES</b>	1/13/2010	\$258.40	DELTA/FD-'10 PLA TICKETS	E 019-003-32300
<b>CHASE CARD SERVICES</b>	1/13/2010	\$258.40	DELTA/FD-'10 PLA TICKETS	E 019-012-32300
<b>CHASE CARD SERVICES</b>	3/17/2010	\$50.00	HOLIDAY INN/FD-RFID	E 019-012-32300
<b>JPMORGAN CHASE BANK, NA</b>	4/14/2010	\$13.55	NORDSTROM/PLA FOOD	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	4/14/2010	\$68.95	HUMBERS CAFÉ/PLA FOOD	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	4/14/2010	\$20.00	DELTA/LUGGAGE/PLA/P WASMER	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	4/14/2010	\$20.00	DELTA/LUGGAGE/PLA/M NEEDHAM	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	4/14/2010	\$14.38	BURGER KING/PLA FOOD	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	9/16/2010	\$227.40	UNITED/AIRFARE TO BKM CONF.	E 019-015-32300
<b>JPMORGAN CHASE BANK, NA</b>	7/20/2010 06/28/10	\$60.00	HYATT HOTELS/FD-LAUGHLIN	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	7/20/2010 06/29/10	\$36.00	INDPLS AIRPORT/PARKING-ALA	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	7/20/2010 06/29/10	\$733.56	MANDARIN/ALA HOTEL	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	4/14/2010	\$73.20	ALEXIS/PLA FOOD	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	7/20/2010 06/29/10	\$89.19	MANDARIN/ALA HOTEL	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	7/20/2010 06/28/10	\$14.00	EMBASSY/FD-ALA FOOD	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	4/14/2010	\$20.00	DELTA/LUGGAGE/PLA/M LORO	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	5/19/2010	\$107.46	COURTYARD/ADOLPLI MTG	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	4/14/2010	\$587.25	HILTON/PLA HOTEL	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	4/14/2010	\$42.95	BIJOU CAFÉ/PLA FOOD	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	4/14/2010	\$12.50	ARAMARK/PLA FOOD	E 019-001-32300
<b>JPMORGAN CHASE BANK, NA</b>	4/14/2010	\$11.00	ARAMARK/PLA FOOD	E 019-001-32300
<b>LISA CHAMPELLI</b>	4/14/2010	\$140.46	FD/PLA MEALS	E 019-011-32300

# MONROE COUNTY PUBLIC LIBRARY

## Vendor Transactions sorted name

Travel, Professional Development, Continuing Education, & Consultants

Expenses as of October 21, 2010

Search Name	Check Date Invoice	Amount	Comments	Account
LUANN DILLON	8/13/2010	\$57.60	FD/MILEAGE-MIDWEST ROOTS CONF.	E 019-010-32300
MARY FRASIER	4/14/2010	\$1,324.16	PLA LODGING & PLANE TICKETS	E 019-011-32300
MARY LORO	3/17/2010	\$2.30	FD/TOOL BOOTH/RFID VISIT	E 019-012-32300
MARY LORO	4/6/2010	\$8.23	FD/PLA FOOD EXPENSE	E 019-001-32300
MCCSC-TRANSPORTATION DEPT.	9/22/2010 TRIP #17393	\$44.64	FD/CHILD/KINDERGARTEN PROGRAM	E 019-011-32300
MICHELE NEEDHAM	3/31/2010	\$36.80	FD/PLA EXPENSES/MILEAGE	E 019-001-32300
MICHELE NEEDHAM	3/31/2010	\$99.97	FD/PLA EXPENSES	E 019-001-32300
PAMELA WASMER	3/17/2010	\$1.60	FD-TOLL BOOTH/RFID VISIT	E 019-018-32300
PAMELA WASMER	3/31/2010	\$150.11	FD/PLA EXPENSES	E 019-001-32300
SARA LAUGHLIN	1/17/10	\$382.10	ALA WINTER CONF. EXPENSE	E 019-001-32300
SARA LAUGHLIN	7/28/2010	-\$291.73	ALA EXP./CC/PAID BY ASCLA	E 019-001-32300
SARA LAUGHLIN	3/17/2010	\$8.15	FD/TOOL BOOTH/RFID VISIT	E 019-001-32300
SARA LAUGHLIN	7/28/2010	\$241.48	ALA EXPENSES/FOOD & TRAVEL EXPENSE	E 019-001-32300
SARA LAUGHLIN	7/28/2010	-\$60.00	HYATT FOOD/CC	E 019-001-32300
SARA LAUGHLIN	7/28/2010	\$40.00	ALA EXPENSES/MILEAGE	E 019-001-32300
Object 32300 TRAVEL EXPENSE		\$5,448.48		
Object 32400 PROFESSIONAL MTG/OFF SITE				
ADDIE HIRSCHTEN	9/2/2010	\$125.00	FD/CYPD CONF. FEES	E 019-011-32400
CHASE CARD SERVICES	3/17/2010	\$54.00	GREATER BLGTN/FD/BREAKFAST MTG.	E 019-001-32400
CHASE CARD SERVICES	3/17/2010	\$36.00	GREATER BLGTN/FD/BREAKFAST MTG.	E 019-001-32400
INDIANA UNIVERSITY (BLGTN)	4/28/2010 BANQUET GUEST	\$28.00	LEADERSHIP BLGTN MONROE COUNTY	E 019-001-32400
JPMORGAN CHASE BANK, NA	7/20/2010 07/01/10	\$270.00	IN STATE COUNCIL/FD-SHRM/KYLE	E 019-006-32400
JPMORGAN CHASE BANK, NA	9/16/2010	\$235.00	BCR/FD-BKM CONF. FEE	E 019-015-32400
JPMORGAN CHASE BANK, NA	6/17/2010 05/19/10	\$90.00	IN HIST./MIDWESTERN ROOTS CONF.	E 019-010-32400
JPMORGAN CHASE BANK, NA	6/17/2010 05/10/10	\$54.00	GREATER BLGTN/HEALTHY BUS. BREAK	E 019-001-32400
JPMORGAN CHASE BANK, NA	7/20/2010 07/01/10	\$199.00	ROCKHURST UNIV/FD-OSHA TRAINING/J.CHANDLE	E 019-008-32400
JPMORGAN CHASE BANK, NA	5/19/2010	\$20.00	SOUTH CENTRAL/SCIHRA MTG.	E 019-001-32400
JPMORGAN CHASE BANK, NA	5/19/2010	\$20.00	SOUTH CENTRAL/SCIHRA MTG.	E 019-001-32400
LISA CHAMPELLI	8/24/2010	\$85.00	FD/CYPD CONF. FEE	E 019-011-32400
MICHELE NEEDHAM	2/16/2010	\$195.00	FD/PLA CONF. FEES	E 019-003-32400
SARA LAUGHLIN	7/28/2010	\$210.00	ALA EXPENSES/REGISTRATION	E 019-001-32400
SARA LAUGHLIN	1/17/10	\$165.00	ALA WINTER CONF. EXPENSE	E 019-001-32400
Object 32400 PROFESSIONAL MTG/OFF SITE		\$1,786.00		
Fund 019 GIFT-FOUNDATION		\$8,624.48		
Fund 021 CAPITAL PROJECTS				
Object 31100 CONSULTING SERVICES				

# MONROE COUNTY PUBLIC LIBRARY

## Vendor Transactions sorted name

Travel, Professional Development, Continuing Education, & Consultants  
Expenses as of October 21, 2010

Search Name	Check Date Invoice	Amount	Comments	Account
SPECIALTY VEHICLE SERVICES LL	11160	\$1,300.00	PHASE 2 /PROCUREMENT	E 021-015-31100
		<hr/>		
		\$18,848.48		

**2010 Expenses from Operating Fund and Foundation for Consulting, Travel, and Staff Development**

<i>Fund</i>	<i>Budget Category</i>	<i>2010 Budget</i>	<i>Expenses to Date</i>	<i>Notes</i>
Operating	3100 Consulting	\$10,000	\$7,560	Ray Wilson facilitated 6 sessions for 8 process improvement teams, total of 38 employees, resulting in improved processes and each participant receiving 21 LEUs toward recertification (\$33/participant/session)
	3230 Travel-IN-STATE	\$10,000	\$232	In-state travel to children's conference and between library locations
	3240 Professional Meetings	\$10,000	\$67	Registration for ILF Legislative Forum and Chamber Legislative Wrap-up
	2010 Expenses not yet booked		\$1,763	ILF Conference: 13 employees = \$1,563; inspection trip to Ohio Bus Company = \$200
	<b>Sub-total Operating</b>	<b>\$30,000</b>	<b>\$9,622</b>	
Foundation	Consulting	10,000	\$130	Staff Day presenter = \$100; Children's program = \$30 (\$1,260 moved to Operating Fund)
	Travel Expense - IN-STATE		\$217	
	Travel Expense - OUT-OF-STATE		\$5,232	4 on RFID visit = \$291; (6 to Public Library Association Conference = \$3,396; 1 to Bookmobile Conference = \$227; 1 to 2 American Library Association Conferences = \$1,318)
	Professional Meetings - IN-STATE		\$784	ILF Children's and Young People's Division Conference; Chamber Wellness Breakfast; Leadership Bloomington; IN Society of HR Professionals Midwestern Roots Conference, OSHA Training
	Professional Meetings - OUT-OF-STATE		\$610	PLA = \$195; Bookmobile Conference = \$235; ALA = \$375
	2010 Expenses not yet booked	\$5,000	\$5,700	Staff Day lunch, presenter, and other expenses = \$5,000; Bookmobile conference expenses = \$700
<b>Sub-total Foundation</b>	<b>\$15,000</b>	<b>\$12,673</b>		

**2011 Operating Fund Budget and Planned Expenses for Consulting and Staff Development**

<i>Fund</i>	<i>Category</i>	<i>Budget</i>	<i>Planned Expenses</i>	<i>Description</i>	
Operating	3100 Consulting	\$3,000		No projects planned	
	3230 Travel	\$10,000	\$1,500	Process improvement/reading/leadership presenters	
			\$500	Travel to/from Ellettsville	
			\$1,000	Travel to/from in-state meetings	
	3240 Professional meetings – off-site	\$10,000	\$2,000	2 to ALA Midwinter (1 required for Smart Investing grant, if awarded)	
			\$1,000	1 to ALA Annual	
			\$1,000	1 to Bookmobile Conference	
			\$500	1 to Indiana HR Conference (required to retain certification)	
			\$500	1 to CPA event (required to retain certification)	
			\$500	1 to Indiana IT conference	
			\$2,225	15 to ILF @ \$150	
			\$250	Local events - Chamber, Wellness, etc.	
	3250 Professional meetings – on-site	\$10,000	\$7,000	Process improvement, group 2	
			\$5,000	Reading series (Children’s, VITAL, Ellettsville, Teens)	
			\$10,000	Leadership training (10-12 managers)	
	<b>TOTAL</b>		<b>\$33,000</b>	<b>\$32,975</b>	

## APPLICATION SERVICES PROVIDER/TRANSACTION SERVICES AGREEMENT

This APPLICATION SERVICES PROVIDER/TRANSACTION SERVICES AGREEMENT ("Agreement") is entered into by and between **Monroe County Public Library** ("CLIENT") and Electronic Commerce, Inc., an Indiana corporation ("ECI"), as of this 16<sup>th</sup> day of September, 2010 (the "Effective Date").

Whereas, ECI offers certain connectivity, assessment and transformation services and is an Application Services Provider, which delivers pre-integrated and hosted best of class packaged software applications, transaction services and other management services to CLIENTs; and

Whereas ECI provides a comprehensive human resources payroll management system (Empower) which includes ad hoc report writing, standard report database, integrated e-mail system functions as standard product in the automation of the employee management process.

Whereas, CLIENT wishes to contract with ECI to provide certain services through the Empower system.

Now therefore, in consideration of the mutual covenants and promises herein contained, the parties hereto agree as follows:

### ATTACHED EXHIBITS

#### Schedule 1 – ECI Service Pricing

#### Exhibit A – ECI Services

#### Exhibit B – Performance Standards

#### Exhibit C – Required Equipment

#### Exhibit D – Payroll Tax Filing

#### Exhibit E – Empower Implementation Statement of Work

#### Exhibit F – Empower Operations Statement of Work

#### Exhibit G – Empower Time and Attendance Statement of Work

#### Exhibit H – Employee/Manager Self Service Statement of Work

#### Exhibit M – Reporting Services – Quick Query Statement of Work

### 1 ECI Services.

- a) **Services.** ECI shall provide the "Services" and "Supported Applications" described in **Exhibit A** of this Agreement at the "Service Levels" set forth in **Exhibit B**. The Services and Service Levels may be modified only by mutual written agreement between ECI and CLIENT. Changes or additions to work performed pursuant to **Exhibit A** or **Exhibit B** may require changes in the resources provided by ECI and may result in additional costs and/or charges to be payable by CLIENT. ECI will provide application and operation support services to CLIENT only for the software application programs (the "Supported Applications") specifically identified in **Exhibit A**.
- b) **License.** In accordance with this Agreement, ECI hereby provides CLIENT a restricted, non-transferable and nonexclusive access to use the Supported Applications for the sole purpose of supporting the internal operations of CLIENT's business. CLIENT may use the Supported Applications only to process CLIENT's own data and that of CLIENT's employees. CLIENT may not use the Supported Applications in a resale capacity, to process and/or analyze the data of a third party as a service bureau, or on any hardware and with any operating system or applications software other than as approved in advance and in writing by ECI.
- c) **Connectivity Solutions.** CLIENT will utilize the required equipment, including but not limited to, desktops, network, servers, and printers, as well as application software and operating system software (collectively, the "Required Equipment") identified on **Exhibit C** and based on ECI's assessment of CLIENT's infrastructure. CLIENT acknowledges and agrees that the Service Levels are predicated and conditioned upon CLIENT's use of the Required Equipment. Except as otherwise set forth in **Exhibit C**, CLIENT shall have sole responsibility for maintaining the Required Equipment.
- d) **Payroll - Payroll Tax Filing and Other Payroll Related Services.** CLIENT will use the ECI payroll and tax services identified on **Exhibit A**, and agree to the related terms on **Schedule 1** and **Exhibit D**.

- e) **Other Services.** From time to time, ECI may perform consulting and other services at the request of CLIENT (the "Other Services"). The terms and conditions under which Other Services are provided shall be governed by a separate written agreement between ECI and CLIENT. This separate written agreement will be called a "Work Order" and the fees for such work will be negotiated not to exceed \$125.00 per hour.
- f) **Alternative Application.** In the event that a vendor(s) of a Supported Application(s) ceases to provide maintenance or support to its customer base or to ECI, or has materially breached its obligations to ECI, upon prior written notice to CLIENT, ECI may replace the Supported Application(s) with an alternative application(s) containing substantially similar functionality, which application(s) shall thereafter be considered as a part of the Supported Applications described hereunder.

## 2 Invoicing and Payment Terms.

- a) **Invoices.** ECI will invoice CLIENT at the beginning of each month for the Services and Supported Applications provided to CLIENT at the applicable rates and for the amounts set forth in **Schedule 1**.
- b) **Payment Terms; Interest.** CLIENT will pay ECI all undisputed fees within 30 days of the date of invoice. If CLIENT fails to pay the invoice after 30 days, ECI may charge interest or the lesser of 1.5% or the maximum permissible rate per month on any undisputed outstanding balance and, upon CLIENT's failure to pay outstanding undisputed balances following the due date and subsequently within 10 days notice from ECI, ECI may suspend Services and Supported Applications until such outstanding balances are paid. Any disputes regarding fees shall be resolved in accordance with Section 10.
- c) **Taxes.** CLIENT will be responsible for the payment of all taxes associated with this Agreement (other than taxes based on ECI's net income), including but not limited to, personal property taxes, import taxes, taxes on telecommunication services, information services, data processing services or similar governmental charges that may be assessed by any jurisdiction, whether based on gross revenue or delivery of products and services. If ECI is required to pay any such taxes directly, CLIENT shall, upon receipt of ECI's invoice, reimburse ECI for any amount that ECI has paid.

## 3 Visitations, Access and Exclusivity.

- a) **Visitations.** ECI will allow CLIENT to visit ECI facilities during normal business hours per reasonable request, subject to ECI's administrative and security procedures, to review ECI's operations as they relate to the Services provided under this Agreement. CLIENT shall always use all commercially reasonable efforts to avoid any disruption to ECI's business.
- b) **Access.** CLIENT will provide ECI prompt and adequate access to CLIENT's systems and facilities as needed for ECI to perform its obligations under this Agreement. ECI shall always use all commercially reasonable efforts to avoid any disruption to CLIENT's business.
- c) **Removal of CLIENT's Employees.** CLIENT will not remove any of CLIENT's employees who have active accounts processed by the Services from use of the Services for the term of this Agreement unless such employee is no longer associated with CLIENT. If CLIENT converts any employee from its then current system or service to another system or service, CLIENT will convert such employee to the use of the Services provided under this Agreement. Any additional fees required for the conversion of such employees will be incurred and paid for by CLIENT.

## 4. Ownership of Software, Data and Records.

### a) Right to Software.

- i) **ECI's Right to Software.** Except as set forth in **Exhibit A**, ECI represents and warrants that ECI, to the best of its knowledge, owns or has the right to use and license all the hardware and software components used to provide Services under this Agreement for the Supported Applications.
- ii) **CLIENT's Right to Software.** CLIENT represents and warrants that CLIENT, to the best of its knowledge, owns or has the right to use the CLIENT hardware and software components, if any, that it will continue to use during the term of this Agreement.

- b) **Infringement Action.** If CLIENT promptly notifies ECI in writing of a third party action against CLIENT that any Service or Supported Application infringes upon a United States patent, a United States copyright, or violates a trade secret or other proprietary right of a third party, ECI will defend such action at its expense and will pay any costs or damages that are finally awarded against CLIENT resulting from such action. CLIENT shall also provide ECI with its reasonable cooperation (at ECI's expense) and full authority to defend or settle the action. ECI will not pay any such damages, however, if the claim of infringement is caused by (1) CLIENT's misuse of the Services; (2) CLIENT's failure to use corrections or enhancements made available by ECI; (3) CLIENT's use of the Services in combination with any product or information not provided or authorized in writing by ECI; or (4) information, direction, specification or materials provided by CLIENT or any third party. If any Service or Supported Application

is, or in ECI's opinion is likely to be, held to be infringing, ECI shall at its expense and option either (a) procure the right for CLIENT to continue using it, (b) replace it with a noninfringing equivalent, (c) modify it to make it noninfringing or (d) terminate the Services and compensate CLIENT for reasonable costs up to 3 months of normal fees and expenses caused by the termination. The foregoing remedies constitute CLIENT's sole and exclusive remedies and ECI's entire liability with respect to infringement.

- c) **CLIENT's Use of Software.** CLIENT acknowledges and understands that ECI may provide to CLIENT (i) ECI owned software, and/or (ii) software applications owned by third parties which ECI uses under license agreements with such third parties. CLIENT acknowledges and agrees that (i) title to all such ECI software and software applications remains with and is subject to the proprietary rights of ECI or its third party vendors, and (ii) such software and software applications may contain trade secrets and other valuable proprietary information of ECI or its third party vendors. CLIENT may not grant any sublicenses to or otherwise make such software, such software applications, the Supported Applications, or the documentation available to any other person, entity or business. CLIENT agrees that CLIENT will not reverse assemble, reverse compile, reverse engineer, modify, reproduce, distribute, prepare derivative works based on, or demonstrate such software, such software applications or the Supported Applications in whole or in part.
- d) **Data and Records.** ECI understands and agrees that ECI receives no ownership rights in the materials, data or records furnished by CLIENT ("CLIENT's Data") and that CLIENT receives no ownership rights to the Supported Applications. CLIENT represents and warrants that CLIENT and those providing information to CLIENT have the right to transmit to ECI and receive any materials, data or records from ECI, that are required to enable ECI to perform its obligations under this Agreement. Except as set forth herein or as specifically authorized by CLIENT in writing, ECI will not disclose CLIENT's Data to a third party or make any other use of CLIENT's Data.

## 5. Confidentiality.

- a) Both ECI and CLIENT have made and will continue throughout the term of this Agreement to make available to the other party confidential and proprietary materials and information ("Proprietary Information"). All material and information provided by one party to the other relating to the business, policies, procedures, customs and forms of providing party or any of its affiliates, including but not limited to CLIENT's Data, as well as information previously divulged or delivered regarding the aforementioned subject matter, is hereby designated as confidential and proprietary and shall be considered to be Proprietary Information. Except for confidential employee information included in CLIENT's Data, the parties agree that the obligations set forth above in this Section 5 do not apply to materials or information that: (i) are already, or otherwise become, generally known by third parties as a result of no act or omission of the receiving party; (ii) subsequent to disclosure hereunder are lawfully received from a third party having the right to disseminate the information and without restriction on disclosure; (iii) are generally furnished to others by the disclosing party without restriction on disclosure; (iv) were already known by the receiving party prior to receiving them from the disclosing party and were not received from a third party in breach of that third party's obligations of confidentiality; or (v) are independently developed by the receiving party without the use of Proprietary Information of the disclosing party.
- b) Each party shall maintain the confidentiality of the other's Proprietary Information and will not disclose such Proprietary Information without the written consent of the other party, except in connection with providing Services in accordance with this Agreement or as otherwise permitted hereunder. Each party shall also keep confidential the terms of this Agreement and/or any exhibits attached hereto.
- c) Neither of the parties' obligations of confidentiality will prevent or prohibit the parties from providing access to Proprietary Information upon request of a state or federal regulatory agency or authority as may be required by law or judicial or administrative process. Notwithstanding the foregoing, in the event of any requested access to Proprietary Information by a regulatory authority, the one of the parties from whom the Proprietary Information is requested will provide notice to the other in a timely fashion to allow the other party the opportunity to contest the release of its Proprietary Information to such regulatory authority.
- d) ECI will comply with all applicable law and regulations, including but not limited to those concerning security and privacy, in ECI's performance of this Agreement.
- e) Except as required by law, neither party shall make any press release, public statements, or disclosures regarding the terms, subject matter or collaboration of the parties to this Agreement, without the prior written consent of the other party, which consent shall not be unreasonably withheld. This paragraph does not prohibit, and CLIENT specifically allows, ECI to make public in sales discussions the existence of the relationship between ECI and CLIENT.

- 6. **Relationship of the Parties.** ECI and CLIENT are, and shall remain independent contractors, each responsible only for its own acts and/or omissions. Nothing in this Agreement shall be construed to constitute ECI as anything other than an independent contractor. ECI is engaged to perform services pursuant to this Agreement and in performing such services, ECI shall not act as an "administrator" or "named fiduciary" of a "welfare plan", as those terms are defined under ERISA, nor shall ECI be designated to carry out fiduciary responsibilities, nor shall it have fiduciary

responsibilities allocated to it in connection with any “welfare plan” or group or member. Notwithstanding anything in this Agreement to the contrary, the services rendered by ECI on behalf of CLIENT under this Agreement will not include the power to exercise discretionary authority or responsibility in the administration or management of “welfare plans,” or funds or assets of such plans or of any group that contracts with CLIENT sufficient to cause ECI to be a plan “fiduciary” under ERISA or applicable state law, and ECI shall not exercise such discretionary authority or responsibility pursuant to this Agreement.

## 7. Insurance.

- a) **CLIENT’s Insurance.** CLIENT, on its own behalf and at its own expense, shall obtain and maintain reasonable and customary insurance policies for CLIENT. Such insurance policies shall include general liability and property/casualty insurance on CLIENT’s assets, and stop-loss insurance, reinsurance and such other or additional insurance as CLIENT and ECI shall mutually deem necessary or as required by law or regulation.
- b) **ECI Insurance.** ECI, on its own behalf and at its expense, shall maintain general liability and professional liability insurance with reasonable limits covering the acts and/or omissions of ECI employees acting within the scope of their employment. ECI shall obtain and maintain policies covering the ECI Equipment in policy amounts sufficient to cover the replacement cost of such equipment. ECI also carries appropriate bonds and coverage for theft and other acts of dishonesty committed by its employees or agents.

## 8. Warranty, Disclaimer of Warranty and Limitation of Liability.

- a) **Performance Warranty.** ECI warrants that the payroll and remission Services it provides shall be performed competently, professionally and will be of a first class nature, and also provided substantially in accordance with the Service Levels set forth in **Exhibit B**. ECI shall not be responsible for any failure to meet the Service Levels resulting from any force majeure as set forth in Section 12(d) or from CLIENT’s failure to use the Required Equipment. ECI will not be responsible for any loss, damage, and increase in costs or other expenses relating to conduct that is the responsibility of CLIENT.
- b) **Transmission of Data.** ECI is not responsible for loss of data in transmission, improper transmission by CLIENT or failure by CLIENT or any third party to act on any communication transmission to or by CLIENT through ECI. In the event of improper transmission or loss of data in transmission, ECI will use ECI’s commercially reasonable efforts to recreate such transmission at CLIENT’s expense. Prior to any such work, ECI will provide CLIENT with a “Work Order” with fees negotiated not to exceed \$125.00 per anticipated hour.
- c) **DISCLAIMER OF WARRANTIES.** EXCEPT FOR WARRANTIES PROVIDED IN THIS SECTION 8, ECI MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, AND SPECIFICALLY DISCLAIMS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AS TO ANY MATTER WHATSOEVER, INCLUDING BUT NOT LIMITED TO THE HARDWARE, SUPPORTED APPLICATIONS, SOFTWARE PROVIDED BY ECI TO CLIENT, HARDWARE AND SOFTWARE USED BY CLIENT BUT NOT PROVIDED BY ECI, DOCUMENTATION, DATA FILES, OUTPUT, SERVICES, OR OTHER MATTERS PRODUCED OR PROVIDED HEREUNDER.
- d) **EXCLUDED LIABILITIES.** EXCEPT FOR CLAIMS FOR INDEMNIFICATION IN SECTIONS 4(b), and 9 AND EXCEPT FOR PARAGRAPH 5, IN NO EVENT WILL EITHER PARTY’S LIABILITY UNDER THIS AGREEMENT OR IN CONNECTION WITH THE SERVICES PROVIDED HEREUNDER, REGARDLESS OF THE FORM OF ACTION, INCLUDE ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES OR CLAIMS FOR LOSS OF BUSINESS OR PROFITS, UNDER CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHER LEGAL THEORY, REGARDLESS OF THE CAUSE OF ACTION AND EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH POTENTIAL LOSS OR DAMAGE.
- e) **AGGREGATE LIABILITY.** EXCEPT FOR CLAIMS FOR INDEMNIFICATION IN SECTIONS 4(b), and 9 AND EXCEPT FOR PARAGRAPH 5, EACH PARTY’S AGGREGATE LIABILITY TO THE OTHER PARTY PURSUANT TO THIS AGREEMENT UNDER CONTRACT, TORT, OR OTHER LEGAL THEORY, REGARDLESS OF THE CAUSE OF ACTION WILL NOT EXCEED AN AMOUNT EQUAL TO THE FEES PAID BY CLIENT IN THE SIX MONTHS PRIOR TO WHEN THE DAMAGES FIRST AROSE.

## 9. Indemnification.

- a) **CLIENT Indemnification Obligations.** Subject to the conditions, provisions and limitations of this Section 9, and other applicable provisions of this Agreement, CLIENT hereby agrees to indemnify, defend and hold harmless ECI from and against all actual and direct damages, costs and expenses, including, without limitation, interest, penalties and reasonable attorneys’ fees and disbursements, asserted against, directly resulting to, imposed upon or directly incurred by ECI by reason of or resulting from any of the following:

Any negligent act or failure to act or willful misconduct or any violation of law by CLIENT, its employees, officers or agents (other than ECI acting as CLIENT’s agent hereunder).

Any material breach of or failure to perform or to properly and accurately perform any of CLIENT’s

obligations, representations or covenants under this Agreement.

ECI's disclosure of confidential information at CLIENT's direction.

CLIENT's violations of its confidentiality obligations and license grant scope.

- b) **Conditions.** ECI may participate in the defense or settlement of any claim at its own expense
- c) **ECI Indemnification Obligations.** Subject to the conditions, provisions and limitations of this Section 9, and other applicable provisions of this Agreement, ECI hereby agrees to indemnify, defend and hold harmless CLIENT from and against all actual and direct damages, costs and expenses, including, without limitation, interest, penalties and reasonable attorneys' fees and disbursements, asserted against, directly resulting to, imposed upon or directly incurred by CLIENT by reason of or resulting from any of the following:
  - Any negligent act or failure to act or willful misconduct or any violation of law by ECI, its employees, officers or agents.
  - Any material breach of or failure to perform or to properly and accurately perform any of ECI's obligations, representations or covenants under this Agreement.
  - CLIENT's disclosure of confidential information at ECI's direction.
  - ECI's violations of its confidentiality obligations and license grant scope.

#### 10. Dispute Resolution.

- a) **Dispute Resolution.** In connection with a dispute arising out of or relating to this Agreement, the parties shall attempt in good faith to resolve such dispute promptly by negotiation through an individual with the authority necessary to settle the controversy. Negotiations shall be commenced by written notice being delivered by a party to the other party. The parties are obligated to meet within 10 business days after delivery of such notice at a mutually acceptable time and place, and thereafter as often as they reasonably deem necessary, to exchange relevant information and to attempt to resolve the dispute. If the matter has not been resolved within 45 days of the initiating notice, or if the parties fail to meet within 10 business days, any party may initiate litigation of the dispute as provided below.
- b) **Attorneys Fees.** The prevailing party in any dispute resolution will be entitled to collect reasonable attorney's fees from the non-prevailing party.
- c) **Governing Law.** The parties hereby agree that this Agreement was entered into in Indiana. This Agreement will be governed in accordance with the laws of the State of Indiana without regard to its conflict of law provisions. The parties agree that jurisdiction and venue for any actions relating to this Agreement will be in the state or federal courts in Indiana. Except as set forth above, each party hereby irrevocably submits to the exclusive jurisdiction of the state and federal courts sitting in Indiana, for the adjudication of any dispute hereunder or in connection herewith or with any transaction contemplated hereby or discussed herein, and hereby irrevocably waives, and agrees not to assert in any suit, action or proceeding, any claim that it is not personally subject to the jurisdiction of any such court, that such suit, action or proceeding is improper. Each party hereby irrevocably waives personal service of process and consents to process being served in any such suit, action or proceeding by mailing a copy thereof to such party at the address in effect for notices to it under this Agreement and agrees that such service shall constitute good and sufficient service of process and notice thereof. Nothing contained herein shall be deemed to limit in any way any right to serve process in any manner permitted by law.

#### 11. Term and Termination.

- a) **Term.** Unless earlier terminated as provided herein, the term of this Agreement will commence upon the date hereof and will continue for an initial period of 2 years. This Agreement will auto renew for successive one year periods thereafter. Rates will not increase in year 1 through year 2. Any rate increase in succeeding years will not exceed the lesser of 3% or the percentage change in the urban consumer price index for the first twelve (12) months of the prior fifteen (15) month period, as measured by the CPI-U published by the U.S. Department of Labor.
- b) **Termination for Cause.** This Agreement may be terminated if either party materially breaches this Agreement. In the event of a claim of breach under this Section 11(b), the party alleging such breach shall give written notice of the alleged breach, which notice shall specify the nature of any such claim in sufficient detail to allow the receiving party to investigate the allegations. This Agreement may be terminated by the party alleging such breach 30 days after the delivery of notice unless: (i) the breach is cured within such 30 days; or (ii) except for failures to make payments when due, it is not possible to cure the breach within 30 days but the defaulting party has commenced correction within 30 days and proceeds diligently toward a cure.
- c) **Termination for Convenience during term of agreement.** CLIENT may terminate this Agreement by paying the liquidated damages fees set forth hereunder. The prices for Services under this Agreement were determined by

mutual agreement based upon certain assumed volumes of processing activity and the length of the term of this Agreement. CLIENT acknowledges that without the certainty of revenue for the full term of this Agreement, ECI would have been unwilling to provide processing Services at the prices set forth in this Agreement. ECI agrees that it would be difficult to ascertain actual damages for termination of this Agreement for convenience by CLIENT before the end of the term. Upon CLIENT's early termination, CLIENT agrees to a lump sum payment equal to the contracted monthly membership fees for the remaining term of this initial 2 years Agreement. In no event will such liquidated damages apply toward any license, person time or other fees contemplated under this Agreement. Terminations after the end of the second year require 3 months notice. A prorated monthly fee will be accessed for notices less than three months.

- d) **Termination for Loss of Funding.** ECI agrees that this Agreement is subject to the availability of funds and that if funds become unavailable for the performance of this Agreement, CLIENT may terminate the Agreement. If funds become unavailable, the CLIENT shall promptly notify ECI in writing of the termination and the effective date.
- e) **Deconversion Services Upon Termination.** Upon the termination of this Agreement for any reason, ECI shall assist CLIENT in the deconversion and transfer of information to CLIENT or a party or parties identified by CLIENT and with such other actions as may be necessary or appropriate, in CLIENT's reasonable judgment, to facilitate the transfer of the functions performed by ECI to CLIENT or an entity selected by CLIENT. Further, ECI will provide CLIENT with a copy of all payroll registers and other requested reports upon CLIENT termination. As soon as practicable following the receipt of a written request from CLIENT, ECI will deliver to CLIENT, in a format and on the media available to ECI at the time of the request, all of CLIENT's data. Upon delivery of such data, ECI shall be reimbursed for its costs and labor on a time and materials basis not to exceed \$125.00 per hour. In the event CLIENT accesses system after termination, CLIENT will be billed \$290 a month until 15 days following written notice from CLIENT to terminate access.

## 12. General.

- a) **Authority to Enter into Agreement.** Each party hereby represents and warrants that (i) it has all requisite corporate power and authority to enter, and perform pursuant to, this Agreement; (ii) the execution, delivery and performance of this Agreement and the consummation of the transactions contemplated hereby have been duly and properly authorized by all requisite corporate action on its part; and (iii) this Agreement has been duly executed and delivered by such party.
- b) **Relationship Between the Parties.** The performance by ECI of its duties and obligations under this Agreement shall be that of an independent contractor and nothing contained in this Agreement shall create or imply an agency relationship between CLIENT and ECI, nor shall this Agreement be deemed to constitute a joint venture or partnership between CLIENT and ECI. Each party assumes sole and full responsibility for its acts and the acts of its personnel. Neither party shall have the authority to make commitments or enter into contracts on behalf of, bind, or otherwise oblige the other party except for the limited agency expressly provided for herein.
- c) **Notices.** All notices and other communications pursuant to this Agreement shall be in writing and deemed to be sufficient if contained in a written instrument and shall be deemed given if delivered personally, via facsimile, sent by nationally-recognized overnight courier or mailed by registered or certified mail (return receipt requested), postage prepaid, addressed to the party at the address set forth on the signature page to this Agreement, or at such other address for such party as shall be specified by like notice. All such notices and other communications shall be deemed to have been received (a) in the case of personal delivery, on the date of such delivery, (b) in the case of a facsimile, when the party receiving such copy shall have confirmed receipt of the communication, (c) in the case of delivery by nationally-recognized overnight courier, on the business day following dispatch, and (d) in the case of mailing, on the third business day following such mailing.
- d) **Force Majeure.** Either party's performance of its obligations will be excused or the timeframe for performance will be extended as is reasonably necessary under the circumstances, in the event that party so affected is prevented from performing its obligations in whole or in part by riots, fire, flood, earthquake, explosion, epidemics, war, strike or labor disputes, embargo, civil or military authority, act of God, changes in law, regulation or governmental policy, acts or omissions of vendors or suppliers, communication or transportation difficulties or delays, vendor delays or other causes beyond its reasonable control. In the event that ECI is prevented or delayed in the delivery or installation of the Services for reasons beyond its control, such delivery or installation shall take place as soon thereafter as is reasonably possible.
- e) **Assignment.** Neither this Agreement nor any rights granted hereunder may be sold, leased, assigned or otherwise transferred, in whole or in part by either party by operation of law or otherwise, and any such attempted assignment shall be void and of no effect without the advance written consent of the other party, such consent not to be unreasonably withheld or delayed; *provided, however*, that such consent shall not be required if either party

assigns this Agreement to a wholly owned subsidiary or an affiliate or in connection with a merger, acquisition, or sale of all or substantially all of its assets.

- f) **Performance.** ECI is authorized to provide the Supported Applications and Services through its subsidiaries, employees or by subcontracting with other responsible parties.
- g) **Other Agreements.** Nothing in this Agreement shall prevent ECI or ECI's affiliated companies from entering into similar or different agreements with others, including CLIENT's competitors.
- h) **Non-Solicitation.** Each of the parties agrees to refrain from directly or indirectly hiring or contracting with any current or future employee of the other party for a period of one year after the candidate's separation of employment for any reason or expiration of this Agreement, whichever occurs first, unless permission is granted in writing by the employer, which consent may be granted or withheld in such party's sole discretion. The foregoing provision will not prevent either party from employing any such person who contacts such party on his or her own initiative or in response to general solicitation without any direct solicitation, by or other encouragement from, such party or its representatives. In the event that either party hires a person in violation of this Section 12(h), such party shall pay the other party 50% the annual salary being paid by the offending party. The parties agree that this amount represents reasonable and foreseeable estimates of damages.
- i) **Severability.** If one or more provisions or parts of this Agreement are declared invalid, illegal or unenforceable by a court with jurisdiction over the parties to this Agreement, the remaining provisions will nevertheless remain in full force and effect in such jurisdiction, unless such severance would frustrate the contractual intent of the parties.
- j) **Entire Agreement; Amendments, Exhibits.** This Agreement (including the Exhibits attached hereto) embodies the entire understanding of the parties in relation to its subject matter, and supersedes all proposals, letters of intent or prior agreements, oral or written, and all other communications and representations between the parties relating to the subject matter of this Agreement and no other agreement or understanding, verbal or otherwise, relative to this subject matter exists between the parties at the time of execution of this Agreement. This Agreement may be amended only by a written agreement signed by both parties. Each of the exhibits attached to this Agreement is made a part of this Agreement and the terms of these Exhibits will be fully binding on the parties.
- k) **Survival.** Notwithstanding the expiration or termination of this Agreement or any renewal period hereunder, the parties agree that the terms of Sections 2, 5, 10, 11, and 12 shall survive.
- l) **Waiver.** No waiver of any breach of any provisions of this Agreement shall be effective unless made in writing and signed by each of the parties to this Agreement. Each party agrees that no failure or delay by the other party in exercising any right, power or privilege hereunder will operate as a waiver thereof, nor will any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any right, power or privilege hereunder.
- m) **Headings.** The headings used herein are for identification and reference purposes only and shall not be used in the construction and interpretation of this Agreement.
- n) **Successors and Assigns.** This Agreement shall inure to the benefit of and be binding on the parties hereto and their respective successors and assigns (if such assignment was properly made pursuant to this Agreement).
- o) **Remedies.** Except for remedies that are described herein as sole and exclusive remedies, no remedy conferred by any of the specific provisions of this Agreement is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder, now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedies shall not constitute a waiver of the right to pursue other available remedies.
- p) Information regarding ECI / CLIENT relationship and contract terms will be treated as confidential and will not be disclosed to third parties without the consent of both parties.
- q) **Indiana State Board of Accounts – Conditions and Approvals.** ECI agrees, now and in the future, services and documents provided to CLIENT are in compliance with the Indiana State Board of Accounts conditions and approvals as outlined in the 9/24/2010 letter Re: Approval of Forms from Paul D. Joyce of the State Board of Accounts to Ms. Bonnie Estell and is considered part of this agreement. The forms and system associated with service provisioning will be subject to further review and/or recommendations during the audits of the Monroe County Public Library to allow for on-site review as well as to ensure compliance with current statutes.

IN WITNESS WHEREOF, the parties have caused this "Application Services Provider/Transaction Services Agreement" to be executed and delivered by their duly authorized representatives, as of the date first above written.

**ELECTRONIC COMMERCE, INC. ("ECI")**

**Monroe County Public Library ("CLIENT")**

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

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

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

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

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

Address: 2810 Dexter Drive  
Elkhart, IN 46514

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (574) 970-4400

\_\_\_\_\_

Fax: (574) 970-4439

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

## SCHEDULE 1

### ECI Service Pricing for Monroe County Public Library (“CLIENT”)

**Note: PAEPM = “Per Active Employee Per Month” and PLEPM = “Per Licensed Employee Per Month”**

<b>Empower Edition Bi-Weekly PR Services:</b>	<b>\$ 5.00 PAEPM</b>	<u>1/14/11</u>
Initial estimate of	180 EE's	
<b>Empower Edition PR Implementation:</b>	<b>\$ 5000.00</b>	<u>1/14/11</u>
• Payroll Processing Services ( <b>Bi-Weekly</b> )	Included	
• FLSA Overtime	Included	
• New Hire Reporting	Included	
• Garnishment Services	Included	
• Direct Deposit	Included	
• Official Bank Checks	Included	
• Check Stuffing Services	Included	
• ECI Payroll Tax Filing Services (Exhibit D)	Included	
• ECI Secure Tax Service (State Jurisdiction): <b>1</b>	\$20.00 per state per quarter per FEIN	
• ECI Secure Tax Service (Local Jurisdictions): <b>15</b>	\$10.00 per local per quarter per FEIN	
• Labor Distribution	Included	
• Standard PTO Accrual Policies	Included	
• Non ADI TLM hours import interface	N/A	
• Custom Excel Time Entry	Included	
• On-Site Manual Check Printing	Included	
• Emergency Check Printing	Included	
• Check History: # of years _	N/A	
• Job Codes Tracking	Included	
• Position Codes Tracking	Included	
• Identified # of Custom Reports <u>7</u>	Included	
• G/L Input via: <b><u>Labor Distribution Report</u></b>	Included	
<b>HR Performance Pack:</b>	<b>\$ 0.50 PAEPM</b>	<u>1/14/11</u>
<b>HR Performance Pack Implementation:</b>	<b>\$ 0.00</b>	<u>1/14/11</u>
• HRMS Functionality	Included	
• HR Compliance Reporting	Included	
• Employee Screening Services	N/A	
• Browse Details	Included	
• Performance Review Tracking	Included	
• Attachment Manager	Included	
<b>ERS Quick Query:</b>	<b>\$ 1.00 PAEPM</b>	<u>1/14/11</u>
<b>ERS Quick Query Implementation:</b>	<b>\$ 0.00</b>	<u>1/14/11</u>
<b>Benefits Performance Pack:</b>	<b>\$ 0.50 PAEPM</b>	<u>1/14/11</u>
<b>Benefits Performance Implementation:</b>	<b>\$ 0.00</b>	<u>1/14/11</u>
• Benefit Codes, Creation and Maintenance	Included	
• GTL Calculations	Included	
• Benefit Interfaces	N/A	
• Total Compensation Statements	N/A	
<b>Employee/Manager Self Service:</b>	<b>\$ 1.00 PAEPM</b>	<u>1/14/11</u>
<b>Employee/Manager Self Service Implementation:</b>	<b>\$ 0.00</b>	<u>1/14/11</u>
• Employee Personal Info View / Change	Included	
• Employee Contact Info View / Change	Included	
• Employee PTO Request	N/A (see ADI TLM)	
• Employee Resume View / Change	Included	
• Employee Direct Deposit View	Included	

- Employee Benefits Portal Included
- Online W-4's Included
- Open Training Postings N/A
- Managerial Access to Direct Reports Included
- Company Directory Included
- On-Line Forms Library Included
- On-Line Employee Time Sheet N/A (see ADI TLM)
- ECI E-Pay Advices Included
- On-Line W-2's Included

**ADI TLM V10:** \$ 3.00 PLEPM 1/29/11  
 Initial estimate of: 180 EE's

- ADI TLM Implementation:** \$ 1000.00 1/29/11
- EE Web Punch / Time Sheet Included
  - Supervisor Access and Approval Included
  - Time Off Requests Included
  - System Hosting Included
  - Point Attendance Tracking N/A
  - Event Scheduling Included
  - Time Clock Purchase/# Clock(s) \_\_\_\_\_ N/A
  - Time Clock Rental/# Clock(s) \_\_\_\_\_ N/A
  - System Maintenance (w/ clock purchase) N/A

**Other ECI Services / Transactional Fees:**

- Year End W-2 Processing \$ 5.00 per W-2
- Year End Base FEE \$ 700.00
- Year End Base Fee for Additional FEIN's \$ 350.00
- Custom Payroll Sorting \$ 5.00 per location per sort
- ACH returns \$ 5.00
- ACH changes \$ 3.00
- Remote Delivery Actual as Incurred
- New Custom Roles \$ 102.50/hour (Pending Scoping)
- Supplemental Runs \$ 0.50 per check/ \$50.00 minimum
- Adjustment Runs \$ 0.50 per check/\$50.00 minimum
- Stop Payments \$ 25.00
- Manual Checks (if ECI does printing) \$ 2.00
- Post Implementation Data Import Estimated @ \$0.30 per Line of Data
- Level 2 & 3 Support \$102.50/hour
  - Data Imports
  - Configuration Changes
  - Research
  - Correction of Client Errors
- W-2 Reprints \$ 5.00
- W-2C \$ 10.00
- W-2 Mass Reprint Report \$ 100.00
- Amended 941 \$ 102.50
- Additional Training \$ 125.00 /hour plus Travel & Expenses
- (T&E) Custom Reporting \$ 102.50 /hour
- Custom Programming \$ 150.00 /hour
- Empower Process Review (6 Hours) \$1500.00 plus Travel & Expenses
- Empower Process Review (2-day) \$2500.00 plus Travel & Expenses
- ADI Process Review (6 Hours) \$1500.00 plus Travel & Expenses

The pricing strategy above is contingent on assumptions made in this document and **Monroe County Public Library** ("CLIENT") implementing according to the implementation project plan time schedule. Beginning February 2011, at no time shall monthly recurring revenue fees charged to **Monroe County Public Library** ("CLIENT") for services listed under the pricing provisions of this schedule be less than **\$1,500.00** in any (1) month term of this agreement. Should fees be less than **\$1,500.00** CLIENT would be responsible to pay the difference within 30 days of the end of the one (1) month period.

Product start dates are based on the assumption that reasonable efforts from ECI and CLIENT staffs can achieve those dates. Product billings will start on the contracted start date. In the event that CLIENT delays the start date for a product, billing will commence on the contracted start date unless a change is agreed by ECI and CLIENT. If CLIENT opts out of using a product entirely, ECI reserves the right to renegotiate pricing for the remaining features within the contract.

## SUPPLEMENTAL TRAINING FEE SCHEDULE

**(Initial Single Training Session Included per SOW's)  
(Discount 20% if training delivered via Web)  
(Travel and Expenses Additional for On-Site Training)**

Empower Payroll Training	CLIENT is trained on Empower Payroll Functionality including General Maintenance and Navigation, Time Import, G-T-N Process, and Payroll Posting. (7 hours)	\$750.00
Empower HR Training	CLIENT is trained on Empower HR Functionality including Employee Browse Details, and Compliance Reporting. (4 Hours)	\$500.00
Empower Benefits Training	CLIENT is trained on Empower Benefits Functionality including Deduction Management Process, Plan Set-Up, Eligibility Periods, and Vendor Reporting. (4 Hours)	\$500.00
Empower Open Enrollment Training	CLIENT is trained on Empower Enrollment Functionality including Enrollment Periods, Plan communications, Employee Interaction, Approval Process, and Reporting. (2 Hours)	\$250.00
Empower Life Event Enrollment Training	CLIENT is trained on Empower Life Event Enrollment Functionality including Life Event Set Up, Employee Interaction, Approval Process, and Reporting. (2 Hours)	\$250.00
Empower ESS Functionality	CLIENT is trained on Empower ESS Functionality including Employee Communications, Routable Transactions, Approval Chain Management, and User Administration. (2 Hours)	\$250.00
Empower Recruitment Functionality	CLIENT is trained on Empower Recruitment Functionality including Routable Requisitions, Internal / External Posting Dates, Tailored Surveys, On-Line Applications, Applicant "Dashboard", Offer / Rejection Process, and Placement. (3 Hours)	\$400.00
Empower Report Writing Basic Training	CLIENT is trained on Empower Ad-Hoc Report Writer Functionality including CLIENT Access, Empower Data Structure, and Basic Report Set-Up. (4 Hours)	\$500.00
Empower Report Writing Advanced Training	CLIENT is trained on Empower Ad-Hoc Report Writer advanced functions and formatting, Sub Reports, and Object Linking and Embedding (OLE). (4 Hours)	\$500.00
ADI System Training	CLIENT is trained on ADI TLM Version 10 including Employee Punching, Supervisor Edits and Approvals, Administrator Level Functions, Empower Time Import, and Reporting. (4 Hours)	\$500.00
Empower Step in Grade Training	CLIENT is trained on Empower "Step in Grade" Functionality including Position Management, Step Progressions, Annual Events, and Reporting. (2 Hours)	\$250.00
Empower Performance Review Functionality	CLIENT is trained on Empower Performance Review Functionality including Review Frequencies, Review Templates, Workflows and Approvals, and Reporting. (4 Hours)	\$500.00
Supplemental Empower Training – Unique CLIENT Request	Specialized training designed for unique CLIENT needs	\$125.00/hour for development and delivery

**EXHIBIT A**  
**ECI SERVICES**

**1. ASP SERVICES**

**a) Supported Applications**

- Empower Payroll System
- Empower HR
- Empower Benefits
- Empower Employee / Manager Self Service
- ADI Time and Labor Management
- Empower Reporting Services Quick Query
- Empower Reporting Services Report Builder
- Empower Online Benefit Enrollment
- Empower Recruitment
- Empower Step in Grade
- Empower Performance Management
- Empower Learning Management

**EXHIBIT B**

**PERFORMANCE STANDARDS**

**1. ASP PERFORMANCE STANDARDS**

**1. SERVICE LEVELS**

This example sets forth the Service Levels that have been established for the Services offered to CLIENT. These Service Levels are developed in conjunction with defining and implementing the staffing levels, computer hardware capacity and policies and procedures necessary to accomplish the Service Levels on an ongoing basis.

**2. Customer Service Help Desk – Non Internet Applications**

**a) Availability:**

<i>Hours</i>	<i>Priority</i>
<i>8:00 a.m. – 5:30 p.m. Eastern Standard Time zone (Mon-Fri)</i>	<i>All Call Types</i>
<i>After-hours and weekends</i>	<i>Handle Urgent Priority calls only</i>

**b) Response:**

Calls will be responded to based on the priority they are assigned by ECI using the following criteria:

<i>Description</i>	<i>ECI Group Response Guidelines</i>
<p><i>Urgent Priority – Complete System Failure – These Events are of the most critical nature and of highest priority. This category is characterized by the following:</i></p> <p><i>Issues that keep CLIENT from operating its business</i></p> <p><i>Problems that cause a large detrimental impact on CLIENT’s business</i></p> <p><i>No alternative work around exists</i></p> <p><i>Examples include total system failure and critical equipment failures (if equipment is covered under ECI contract)</i></p>	<p><i>Technical support staff will work continuously, 24 hours a day, until the issue is resolved.</i></p> <p><i>Account management is notified of issue within 15 minutes of confirming issue</i></p> <p><i>Follow-up calls made every 2 hours by Account Management until issue is resolved (or as necessary or mutually agreed upon at the time of notification)</i></p>

Description	ECI Group Response Guidelines
<p><i>High Priority - Inoperable Business Function – These issues have a negative impact upon a large business function. This category is characterized by the following:</i></p> <p><i>Temporary work-around is a reasonable option</i></p> <p><i>Examples include failure of appointment scheduling module, claim settler format failure, remittance breakdown, after-hours processing failure, payroll failures.</i></p>	<p><i>ECI will use its commercially reasonable efforts to resolve these issues within 2 business days.</i></p> <p><i>Issue is escalated to account management within 1 day</i></p> <p><i>Account management will update the CLIENT on status once/day</i></p>
<p><i>Medium Priority - Business Function Limitation – Narrow functional limitations and situations that do not currently impair the CLIENT's global business activities. These issues are characterized by the following:</i></p> <p><i>Narrow functional focus</i></p> <p><i>Impaired function is used daily</i></p> <p><i>Issue adversely affects business performance</i></p> <p><i>Temporary work-around is available</i></p> <p><i>Examples include charge posting errors, security problems, insurance processing, statement processing, month-end production and balancing.</i></p>	<p><i>ECI will use its commercially reasonable efforts to resolve these issues within 10 business days.</i></p> <ul style="list-style-type: none"> <li>• <i>Account management will update the CLIENT on status once every week</i></li> </ul>
<p><i>Low Priority - Limited Occurrence Customer Issue – Specific functions within the system that do not negatively impact daily operations. These issues are characterized by the following:</i></p> <p><i>Infrequent occurrence</i></p> <p><i>Intermittent function</i></p> <p><i>Examples include: errors resulting from specific keystroke sequences, report errors, specific data errors/problems.</i></p>	<p>1. <i>ECI will use its commercially reasonable efforts to resolve these issues within 30 business days.</i></p>

### 3. System Availability

#### a) Online Availability:

Internet Application Systems: "Online Availability" is defined as a percentage of time within a 24-hour period that the host computer system and ECI programs are available for online access. While it is ECI's goal to provide 24-hour server availability, ECI's Service Assurance Commitment is to provide ninety-eight percent (98%) of scheduled application availability in any calendar month.

#### b) Scheduled System Downtime:

Occasionally, ECI schedules system downtimes for maintenance or other system needs. Notice of Scheduled Maintenance will be provided to the CLIENT's designated point of contact by a method elected by ECI (telephone, email, fax or pager).

- i) Maintenance Weekends: When necessary, ECI will schedule system downtime on weekends, typically no more than once per calendar quarter.
- ii) Scheduled Online Downtime: ECI will notify and request mutual agreement from CLIENT whenever scheduled downtime is required during online availability.

#### c) Response to System Outages:

Once notified by CLIENT of a system outage, ECI will immediately begin efforts to resolve the outage problem. ECI will continuously work to resolve the outage problem until the problem has been resolved. Response to CLIENT's notification of a system outage will begin with the receipt of a phone call from CLIENT.

#### d) Performance

System performance is monitored automatically every 15 minutes from 10 national locations. ECI's service commitment is to maintain an average of less than ten seconds across those locations for the following sequence of steps: Go to ECI site, access sign on page, change user preferences, sign on, and signoff.

#### e) Data Safeguards

There is an inherent risk in the use of computers to store and retrieve data. Unforeseen issues can arise that are out of the control of ECI. To minimize the risk of data loss and to reduce the amount of downtime incurred during an outage, ECI commits to providing the following safeguards for the CLIENT's data.

- i) Redundant Environment: ECI has a secondary data center that provides a hardened, redundant failover environment. This environment will provide access to ECI applications in the event that the primary ECI facility is unavailable. To keep the data in the failover environment current, ECI will update the data in the failover environment every 2 hours, on workdays, using the SQL Server Log Shipping functionality.
- ii) Backup to Tape: In addition to the live backup of the CLIENT's data at our disaster recovery site ECI will perform a nightly backup of the CLIENT's data to tapes. These tapes will be stored at an offsite facility. Full backups occur during weekends and are copied to tape. Incremental (full day activity) and log (hourly activity) backups occur daily and are copied to tape. Reasonable safeguards will be taken to ensure the integrity of the tape and the availability of the data on the tape should it be needed.

## EXHIBIT C

### Required Equipment

#### 1. Specific Requirements

Since Empower is completely web-based, processing and memory at the CLIENT workstation is a lesser factor. However, the faster the machine and its internet connection the faster the screen, keyboard and upload file transmissions to our server. Therefore, ECI requires the minimum CLIENT configuration below:

**a. Processor**

- I. Pentium III 1 GHz or higher

**b. Memory**

- I. 512 MB or higher

**c. Operating System**

- I. Required
  - i. Windows 2000 Professional with Service Pack 4 or higher and all current Microsoft security updates applied
- II. Recommended
  - i. Windows XP Service Pack 2 and all current Microsoft security updates applied

**d. Web Browser**

- I. Microsoft Internet Explorer 6.x or higher with all current Microsoft security updates applied

**e. Internet Connection\***

- I. Required
  - i. Business class cable or DSL connection at 1.5 Mb/s (download)/512 Kb/s (upload) or higher
- II. Recommended
  - i. DS-1 (T-1) connection or higher

**f. Printer (for Manual Checks)**

- I. A business class laser printer (HP 2100 or equivalent or better) with the ability to use MICR toner for check printing

\*Higher connection speed will increase response time of screen refreshes and file upload to the Empower servers.

**EXHIBIT D**  
**Payroll Tax Filing**

Payroll Component: To the extent that this **Exhibit D** conflicts with the Application Services Provider/Transaction Services Agreement, the terms of the Application Services Provider/Transaction Services Agreement shall prevail.

**1. Payroll Tax Filing and Other Payroll Related Services.**

- a) Subject to the terms and conditions of this Agreement, ECI agrees to provide CLIENT with any and all of the payroll, payroll tax filing, and other payroll related data processing services covered by this Agreement or which CLIENT may, from time to time during the term of this Agreement, request ECI to provide to it (the "Services").
- b) In order to receive Tax Filing Services, CLIENT must execute certain additional forms and agreements including, without limitation, a Limited Power of Attorney, CLIENT Account Agreement, and Funding Authorization Agreement.
  - i) CLIENT acknowledges that the Services (including Tax Filing Services) are based upon information supplied by CLIENT (including proof of federal, state and local tax identification numbers) and the results of ECI's Payroll Services. CLIENT is responsible for the accuracy of all such information and the verification of payroll, payroll tax filing, and all other data.
  - ii) CLIENT acknowledges and understands that certain of the Services, including, without limitation, Tax Filing Services, provided by ECI hereunder will require CLIENT to remit or otherwise make available sufficient, good funds to ECI within the deadline established by ECI, which funds, subject to this Paragraph, are to be applied by ECI to satisfy CLIENT's third party payment obligations covered by the Services (including, without limitation, as applicable, CLIENT's payment obligations to its employees and/or taxing authorities). Accordingly, CLIENT shall, at all times during which it is receiving such Services, have sufficient, good funds in CLIENT's or ECI's designated bank or other account within the deadline established by ECI to satisfy CLIENT's third party payment obligations in their entirety. Notwithstanding anything to the contrary contained in this Agreement (or any other agreement) between ECI and CLIENT, ECI shall have the right to terminate this Agreement and/or any one or all of the Services immediately upon notice to CLIENT if CLIENT's failure to provide (or otherwise make available) sufficient, good funds to ECI within the deadline established by ECI shall cause a loss or risk of loss (in ECI's sole judgment) of funds to ECI, if any one or all of the Services is/are terminated by ECI, CLIENT will immediately: (i) become solely responsible for all of CLIENT's third party payment obligations covered by the Services then or thereafter due (including, in the case of Tax Filing Services, all related penalties and interest), (ii) reimburse ECI for all payments made by ECI hereunder (in anticipation of receiving sufficient, good funds from CLIENT) on CLIENT's behalf to any third party, and/or (iii) pay any and all fees and charges invoiced by ECI to CLIENT relating to any such third party payments and all other Services, and ECI shall have the right to allocate any good, sufficient funds remitted by CLIENT or otherwise made available by CLIENT to ECI in such priorities and for such purposes as ECI (in its sole discretion) may determine appropriate (including, without limitation, for the purpose of reimbursing ECI for any payments made by ECI hereunder in anticipation of receiving sufficient, good funds from CLIENT). If ECI may terminate its Services hereunder but elects not to do so, ECI may require CLIENT to pay CLIENT's outstanding and all future third party payment amounts covered by the Services and/or ECI's fees and charges for the Services hereunder to ECI by either bank or certified check or by wire transfer as a condition to CLIENT's continuing to receive ECI's Services. CLIENT acknowledges and agrees that ECI may commingle CLIENT's funds with other CLIENTS', ECI's or ECI-administered funds of a similar type. All references to "CLIENT" in this paragraph and elsewhere in this Agreement shall refer to CLIENT, its affiliates, subsidiaries and/or its parent company, as applicable, if any such entities are receiving Services pursuant to this Agreement.
- c) IF CLIENT IS REQUIRED TO REMIT OR OTHERWISE MAKE ITS FUNDS AVAILABLE TO ECI IN ADVANCE OF, AND FOR THE PURPOSE OF, MAKING PAYMENTS TO THIRD PARTIES AS PART OF ECI'S SERVICES (INCLUDING, WITHOUT LIMITATION, TAX FILING SERVICES OR USE OF ECI CHECKS), AMOUNTS EARNED ON SUCH FUNDS, IF ANY, BETWEEN THE DATES OF ECI'S RECEIPT OF SUCH FUNDS FROM CLIENT OR ECI'S WITHDRAWAL OF SUCH FUNDS FROM CLIENT'S DIRECT DEBIT ACCOUNT OR OTHER DESIGNATED BANK ACCOUNT AND THE DATES SUCH FUNDS ARE TO BE PAID TO THIRD PARTIES (INCLUDING, WITHOUT LIMITATION, ANY TAXING AUTHORITIES OR EMPLOYEES OF CLIENT) WILL BE FOR THE BENEFIT, AND THE SOLE PROPERTY, OF ECI.

**2. Confidentiality of CLIENT Files; File Security and Retention.**

- a) CLIENT Files shall remain the exclusive and confidential property of CLIENT. ECI shall treat the CLIENT files as confidential and will not disclose or otherwise make available any CLIENT Files to any person other than employees of ECI with a need-to-know. ECI will instruct its employees who have access to the CLIENT Files to keep the same confidential by using the same care and discretion that ECI uses with respect to its own confidential property and trade secrets.
- b) ECI will take reasonable precautions to prevent the loss of or alteration to the CLIENT Files, but ECI cannot guarantee against any such loss or alteration. Accordingly, CLIENT will, to the extent it deems necessary, keep copies of all source documents of the information delivered to ECI or input by CLIENT into the ECI system and will maintain a procedure external to the ECI system for the reconstruction of lost or altered CLIENT Files.
- c) ECI will to the extent applicable, retain the CLIENT Files held by ECI in the ECI system in accordance with, and to the extent provided by ECI's then prevailing records retention policies for the Services. CLIENT acknowledges that ECI is not providing storage and recordkeeping of CLIENT's records as part of the Services, and that ECI will, in conformity with its then prevailing records retention policies, dispose of all CLIENT Files in any manner deemed appropriate by ECI. At CLIENT's request and provided ECI has been paid for all Services as set forth in Paragraph 3 below, ECI will provide CLIENT, in a standard ECI format and at ECI's then standard rates for such format, with any and all of the CLIENT Files requested by CLIENT which are then in ECI's possession. At the request of the Indiana State Board of Accounts (SBOA) and provided ECI has been paid for all Services as set forth in Paragraph 3 below, ECI will provide SBA, in a standard ECI format and at no charge, with any and all of the CLIENT Files requested by CLIENT which are then in ECI's possession.

**3. Fees; Taxes; Payments.**

- a) CLIENT agrees to pay ECI for Payroll Services referred in accordance with the terms and conditions identified in the Agreement. CLIENT agrees to pay ECI for payroll, payroll tax filing, and any other payroll related data processing services included in the Services which are not specifically identified on **Exhibit A** at ECI's then prevailing prices for such Services.
- b) If CLIENT fails to pay any amount due under this Agreement, whether by acceleration or otherwise, CLIENT, upon demand, shall pay interest at the rate of 1.5% per month (but not to exceed the maximum allowed by law) on such delinquent amount from the due date thereof until the date of payment. CLIENT agrees to reimburse ECI for any and all expenses ECI may incur, including interest and reasonable attorney fees, in taking action to collect any amounts due ECI hereunder.
- c) There shall be added to all payments hereunder amounts equal to any applicable taxes levied or based on this Agreement, exclusive of taxes based on ECI's net income.

**4. Laws and Governmental Regulations.**

- a) CLIENT shall be responsible (i) for compliance with all laws and governmental regulations affecting its business and (ii) for any use it may make of the Services to assist it in complying with such laws and governmental regulations, and, except for its responsibilities relating to Tax Filing Services set forth.
- b) ECI will make every reasonable effort to provide each type of the Services in accordance with the scheduled due dates agreed upon by ECI and CLIENT, but ECI cannot guarantee such compliance. Accordingly, ECI's sole liability to CLIENT or any third party for claims, notwithstanding the form of such claims (e.g. contract negligence or otherwise), arising out of any such noncompliance, or the interruption in or delay of the Services for any reason, shall be to use its best efforts to provide such Services and/or to resume the Services, as promptly as reasonably practicable.
- c) With respect to Tax filing Services only, based upon the information supplied by CLIENT and provided that CLIENT has fully complied with its obligations pursuant to Paragraph 1(B) above, ECI shall be responsible for all applicable deposits, filings and reconciliations (not including the filing or depositing of excise, sale, use, corporate and/or similar taxes), ECI's sole liability to CLIENT or any third party for claims, notwithstanding the form of such claims (e.g. contract, negligence or otherwise) arising out of (i) ECI making an error in interpretation of federal, state and/or local payroll tax laws, rules or regulations or (ii) errors or omissions (other than interpretive errors or omissions) in Tax Filing Services provided or to be provided by ECI hereunder and caused solely by ECI, shall be to furnish a correct report or data and to correct any of CLIENT's Files or tax agency filings; provided, however, that in such event, CLIENT shall be responsible for any additional taxes and ECI shall be responsible for any penalties or similar charges relating to such error or omission.
- d) Except as otherwise set forth in Paragraph 4(C) or 4(D), ECI shall not have any monetary liability under this Agreement for any damages resulting from claims made by CLIENT or any third party arising from or related to any and all causes covered by Paragraphs 4(A), 4(B), 4(C) and 4(D) or arising from or related to any third party

software. ECI's sole liability under this Agreement for damages (monetary or otherwise) resulting from claims made by CLIENT or any third party arising from or related to any and all causes not covered by Paragraphs 4(A), 4(B) and 4(C) shall be limited to the lesser of (i) the amount of the actual damages incurred by CLIENT or (ii) an amount which will not exceed one month's average actual total monthly charges paid by CLIENT to ECI for the specific Services on which CLIENT's claim is based during the twelve months preceding the month in which the damage or injury is alleged to have occurred, or such lesser number of months if CLIENT has not received twelve months of such specific Services.

- e) ECI's sole liability under this Agreement for money damages resulting from claims made by CLIENT arising from or related to fraudulent or dishonest acts or omissions of ECI's officers, employees or agents in performing the Tax Filing Services shall be limited to the loss of funds caused solely by such fraudulent or dishonest acts or omissions with respect to Tax Filing Services only.
- f) ECI shall not be liable or deemed to be in default for any delay or failure to perform under this Agreement or for interruption in the Services resulting, directly or indirectly, from any cause beyond ECI's reasonable control.
- g) IN NO EVENT WILL ECI BE RESPONSIBLE FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH CLIENT MAY INCUR OR EXPERIENCE ON ACCOUNT OF ENTERING INTO OR RELYING ON THIS AGREEMENT, EVEN IF ECI HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- h) The foregoing provisions of this Paragraph 4 allocate the risks of this Agreement between ECI and CLIENT and ECI's pricing for the Services reflects this allocation of risks and the limitation of liability specified herein. This Paragraph 4 sets forth the full extent of ECI's liability under this Agreement (monetary or otherwise) for any cause or action, regardless of the form in which any limitation, advising CLIENT of CLIENT's responsibilities in complying with any laws or governmental regulations affecting CLIENT's business). While ECI shall not have any responsibility for CLIENT's compliance with the laws and regulations referred to above (other than for ECI's responsibilities relating to Tax Filing Services set forth herein), ECI agrees to use its best efforts to cause the applicable Services to be designed in such a manner that they will be able to assist CLIENT in complying with its applicable legal and regulatory responsibilities; in no event shall CLIENT rely solely on its use of the Services in complying with any laws and governmental regulations.

#### **5. Official Bank Checks; Indemnification**

- a) If CLIENT elects to receive payroll checks drawn upon the account of ECI's bank ("Official Bank Checks"), rather than payroll checks drawn on its own account at such bank, ECI shall not be obligated to provide CLIENT with Official Bank Checks unless and until CLIENT has authorized ECI's CLIENT Account Agreement. CLIENT agrees that ECI shall have no further obligation to process CLIENT's payroll on Official Bank Checks at any time after the termination of either ECI's agreement with CLIENT's bank or the agreement between CLIENT and its bank which had made CLIENT eligible to receive Official Bank Checks; in such case, ECI shall continue to provide the Services to CLIENT, but on payroll checks drawn on CLIENT's own account at such bank or any other bank CLIENT may select.
- b) CLIENT agrees that if its bank requests that ECI delay the release of any CLIENT payroll which is processed on Official Bank Checks, ECI may honor such instruction and will thereafter release such Official Bank Checks for disbursement to CLIENT only after receipt of written notice from CLIENT's bank authorizing ECI to do so.
- c) CLIENT agrees that ECI will not be liable for any damages to CLIENT arising from any decision to withhold the release of a CLIENT payroll which is processed on Official Bank Checks and that ECI will not be held responsible for any error, omission, negligence or bad faith on the part of CLIENT's bank, whether in connection with a notice to ECI to delay the release of such Official Bank Checks to CLIENT or for any subsequent failure or omission on the part of such bank to notify ECI to release such Official Bank Checks. Regardless of any such delay in the release of Official Bank Checks, CLIENT will still be obligated to pay ECI for applicable payroll processing charges.
- d) If CLIENT receives Official Bank Checks, CLIENT shall indemnify and hold harmless ECI from and against any loss, liability, claim, damage or exposure arising from or in connection with any action, proceeding or claim made or brought against ECI by any bank with which CLIENT maintains a payroll account or funds, for any ECI error, omission or failure incident or pursuant to ECI's providing the Services to CLIENT which would have been corrected by ECI but for the fact that CLIENT refuses or is unable to fund or reimburse such bank for the funding of CLIENT's payroll account at such bank.

## EXHIBIT E

### ECI - Empower Implementation Statement of Work

#### 1. Introduction

**Monroe County Public Library** ("CLIENT") desires that Electronic Commerce, Inc. (ECI) provide services to implement the Empower Payroll System at CLIENT.

This Statement of Work (SOW) documents the terms and conditions under which CLIENT agrees to purchase implementation services and ECI agrees to provide such services. It identifies the specific activities relating to the services ECI will provide to CLIENT in conducting the implementation.

#### 2. Term

Implementation Services will commence on or about **10/22/10**, following contract signing, and are estimated to end on **1/14/11**.

#### 3. Scope

ECI will analyze CLIENT's payroll and human resources system, third party interfaces, custom reports, and any other functional requirements by gathering facts through research and interviews. ECI will put together a project plan that incorporates all tasks related to implementing CLIENT's payroll conversion in a timely fashion. ECI will design, build, test and deploy a fully functioning payroll and human resources system with all auxiliary modules identified in the analysis phase of the project. The key elements of this implementation include the following:

- a. **Reports:** ECI provides a library of canned reports. In addition to this, ECI will create a maximum of **7** custom reports based on CLIENT's specifications. Identified custom reports include Employee Payroll Schedule and Voucher, Employee Earnings Record, Employee Service Record, Census for 2010 (Health RFP), Public Employees Retirement Fund. These custom report requests must be submitted to ECI no later than **12/1/10**. Any additional custom reports are not within the scope of this project.
- b. **Interfaces:** Interfaces are not within the scope of this project.
- c. **Training:** Training will be provided via webinar, or at CLIENT or ECI location. One session is included in the contract. Any additional sessions are not within the scope of this project.
- d. **Security:** ECI has several defined security roles that can be used in the system to control access. Custom security roles can be developed to limit access to particular screens or menu items. ECI will create up to a maximum of five (5) custom security roles as part of the implementation. Any additional custom security roles are not within the scope of this project.
- e. **Fed IDs:** ECI will implement **1** Federal ID Number(s) for CLIENT. Any additional companies with different Federal IDs are not within the scope of this project.
- f. **Payroll Data:** Where applicable, ECI will retrieve CLIENT payroll data but in cases where ECI is not familiar with CLIENT's payroll system or the data is inaccessible to ECI, ECI will provide spreadsheet templates that CLIENT will fill out and return in a timely fashion.
- g. **Human Resource Data:** ECI will import HR data into the Empower system only in cases where CLIENT fills in the appropriate spreadsheet templates with the required information. These templates must be submitted to ECI no later than **12/15/10** in order to ensure successful import into the system. HR data imports are limited to the following categories: none identified. Other HR data imports can be requested and will be quoted based on data volume and complexity.
- h. **Pay History:** No pay history prior to the current year will be brought into Empower. For mid-year conversions (optional), ECI will import consolidated YTD totals, not individual pay period records, for earnings, taxes and deductions.
- i. **System Enhancement(s):** No system enhancements or customizations have been identified at this time. Any enhancement or customization identified during the project will be handled via ECI's change control procedures.

#### 4. Assumptions

This SOW and ECI's pricing are based upon the following key assumptions. Any change, delay, or failure in the following key assumptions, or CLIENT's failure to fulfill responsibilities identified as "CLIENT Project Responsibilities" in Section 5.0 of this SOW may result in Change Control Procedures (specified in Section 6.0 of this SOW) being initiated or may result in a change in price for the work being performed under this SOW.

- a. ECI expects timely responses on all requested information from CLIENT.
- b. ECI will keep CLIENT informed of progress being made on project and will alert CLIENT to any potential risks that would prevent the project from being deployed in the timeline specified.

- c. The ECI Implementation Team will mainly work off-site.
- d. Information collected during the engagement will be classified as "ECI/CLIENT Confidential Information".

## 5. Project Activities

This section describes the project activities to be performed for this Project.

- a. The ECI Implementation Team will include personnel with the following skills:
  - 1. Project Management
  - 2. Implementation Analysis & Conversion
  - 3. Empower Training
- b. CLIENT will provide a core project team with a Project Manager to oversee the activities identified as "CLIENT Project Responsibilities" in this section of the SOW.
- c. ECI Project Responsibilities:
  - 1. Conduct a project kick-off meeting with the CLIENT to flesh out requirements, review the implementation questionnaire and educate the CLIENT on the implementation process.
  - 2. Import and convert CLIENT's data from their current payroll system into Empower.
  - 3. Develop any custom reports, interfaces and/or security roles identified.
  - 4. Conduct periodic status meetings with the CLIENT to review Project progress and identify any outstanding items needed to be completed by CLIENT or ECI. A follow-up task list and a Project Plan will be maintained by ECI for reference by both parties.
  - 5. Conduct parallel testing of payrolls to ensure taxes, deductions and earnings tie out to CLIENT's existing payroll system.
  - 6. Document and submit any changes to scope to CLIENT for sign-off before proceeding with any changes outside of the original scope.
  - 7. Conduct CLIENT training and supply CLIENT with user manuals.
  - 8. Move CLIENT's system to LIVE environment and provide them with login access in preparation for first payroll.
  - 9. Transition CLIENT to ECI's support staff for ongoing support of their payroll/HRIS system.
- d. CLIENT Project Responsibilities:
  - 1. Fill in and return the implementation questionnaire in a timely manner.
  - 2. Complete and sign the following documents and return to your ECI sales representative:
    - a. Empower Contract
    - b. Statement of Work (this document)
    - c. Funding Authorization
    - d. Signature Form (if non-OBC)
    - e. Tax Release Forms for all states in which CLIENT files taxes
  - 3. Attend project kick-off meeting and supply the following information:
    - a. Copies of benefit plans
    - b. Copies of employee handbook
    - c. Copy of a current pay stub.
    - d. Copies of pay registers
    - e. Electronic copy of company logo image to be used on pay stubs
    - f. Copies of any garnishment request forms (if ECI is processing garnishments)
    - g. Copies of any specialized reports used by management
    - h. Contact names, phone numbers and email addresses of any third party providers that receive periodic file submissions in a specialized format (i.e. 401k, FSA, G/L entry, etc.)
  - 4. Supply all payroll, YTD balance, and HR data in the spreadsheet templates provided by ECI. In some cases, ECI will extract the data. This data will be needed at 2 or 3 points in the project, so when retrieving data, save any queries used to facilitate "refreshing" of the data later in the project.
  - 5. Attend all Project status meetings.
  - 6. Reply to ECI requests for information in a timely manner.
  - 7. Review and return (approve or deny) any requests for changes to scope drafted by the ECI Project Manager.

8. Review and approve all key deliverables such as parallel pay runs, interface files, custom security and custom reports.
9. Attend Empower training.

## **6. Change Control Procedures**

Either Party may request changes to this SOW at any time. Since a change could affect the price, schedule, or other terms of the Agreement for this SOW, both the ECI Project Manager and the CLIENT Project Manager must approve each change before amending this SOW and implementing the change.

This procedure will be used by ECI and CLIENT to control changes to the SOW and changes to any previously approved Deliverables:

- a. All Project Change Requests will be submitted in writing. They will describe the change and include the rationale and estimated effect the change will have on the SOW.
- b. The ECI Project Manager or the CLIENT Project Manager, as appropriate, will review the proposed change. It is then accepted or rejected for submission to the other Party. If rejected, the PCR is returned to the originator, along with the reason for the rejection.
- c. The ECI Project Manager and the CLIENT Project Manager will weigh the merits of the proposed change and approve it for investigation or reject it. Approval of a PCR for investigation by both Parties constitutes authorization by CLIENT of the billable charges proposed by ECI to investigate the PCR. Appropriate staff work will take place at this time. Effect on the price, schedule, or other terms of the Agreement for this SOW will be determined. The change will then be approved/disapproved for implementation.
- d. For the purpose of this SOW an approved and signed Project Change Request will constitute an approved authorization for the additional work.

## **7. Payment**

- a. One half of the **\$5,000.00** implementation fee will be billed following the project kickoff and the remaining half will be billed on the live date.
- b. An ongoing fee of **\$6.00** per active employee per month (for Payroll, HR Power Pack, and Benefits Power Pack) will be billed beginning on the live date.

## Exhibit F

### ECI - Empower Operations Statement of Work

#### 1. Introduction

**Monroe County Public Library** ("CLIENT") desires that Electronic Commerce, Inc. (ECI) provide services to support the Empower Payroll System at CLIENT.

This Statement of Work (SOW) documents the terms and conditions under which CLIENT agrees to receive support services and ECI agrees to provide such services. It identifies the specific activities relating to the services ECI will provide to CLIENT in conducting an assessment.

#### 2. Term

Support Services will commence on 1/14/11, and are estimated to continue through the term of the contract.

#### 3. Scope

ECI will support CLIENT's payroll and human resources system and processing, third party interfaces, custom reports, and their corresponding requests. ECI will gather all necessary information to adequately support the CLIENT's inquiry. ECI will provide resolution based on the included Service Level Agreement, further termed the "SLA", in a manner that meets and/or exceeds the expectations detailed therein. ECI will provide support services from 8:00 am until 5:30 pm EDT Monday through Friday. Additional days/hours of support may be available at a premium and must be included in signed Support Contract Appendix. The key elements of Support include the following:

- a. **Reports:** ECI provides a library of canned reports and also gives CLIENTs the opportunity to purchase Ad-hoc Crystal Report writing capabilities. In addition to this, ECI will fulfill the CLIENTs request for custom reports as defined in the SLA. CLIENT will respond to all requests for clarifying information in the agreed upon time frame and method.
- b. **Interfaces:** ECI will provide support for all CLIENT's custom interfaces. Any post implementation changes requested to CLIENT's interfaces will be formally requested within Support Services. Support will document and ensure fulfillment of CLIENT's interface request within the timeframe promised. CLIENT is responsible for any and all costs associated with an interface request.
- c. **Training:** Training will be provided at either CLIENT's site or at ECI's facility. One session of Empower system training is included in the contract. Support services will provide one Ad-hoc reports training session if Ad-hoc reporting has been elected in the signed contract. Additional onsite training and/or payroll support services are available on a per hour basis as documented in the SLA. All training requests must be received by Support Services no fewer than 10 days prior to the training date.
- d. **Security:** ECI has several defined security roles that can be used in the system to control access. Custom security roles can be developed to limit access to particular screens or menu items. Support Services will provide information to CLIENT's employees based on the security access role that they are assigned. Security change requests must be submitted in writing from CLIENT's primary contact. Security role changes are subject to the time frames and fees as indicated in the SLA
- e. **Passwords:** ECI will maintain secure password access to Empower. In the event an employee's password becomes or should be disabled, a written request must be submitted to [empowersupport@ecipay.com](mailto:empowersupport@ecipay.com). System access will only be restored upon CLIENT authorized representative's approval. System access will be restored within the time frame described in the SLA. Alternately, CLIENT may elect to grant an authorized CLIENT representative secure access to reset passwords for CLIENT employees. CLIENT will notify the ECI project manager of the password reset option they would like to employ prior to the final payroll parallel.
- f. **Payroll Data and Delivery:** ECI will provide support to CLIENT's payroll processor's as needed within the described operating hours. CLIENT agrees to maintain current delivery, distribution, and contact information for each division/company to which paychecks are delivered. CLIENT further agrees to complete payroll post and finalize processing by 2:00 pm EDT for next business day delivery. Modifications to payroll post and finalize processing dates/times may be required due to holidays and/or ECI office closures. Any changes to the previously noted dates/times will be communicated to CLIENT no later than 30 day prior to the proposed change. CLIENT may request a change to their pay check delivery date. All changes must be requested in writing by CLIENT primary payroll contact and must be submitted no later than 30 days prior to the requested change date. Supplemental and/or bonus payroll runs are available. CLIENT will submit a written request for the supplemental/bonus payroll no later than 14 days prior to the pay date. CLIENT is subject to the fees as described in the SLA. ECI will deliver CLIENT paychecks and/or pay advice statements as described in the Master Services Agreement.
- g. **Human Resource Data:** ECI will import CLIENT's HR data into the Empower system during implementation. CLIENT is responsible for ongoing maintenance of its employees' information. Support services will provide assistance to CLIENT's employees as described in the Master Services Agreement. Support may provide

additional HR data imports as described in the SLA. CLIENT agrees to request said imports no later than 14 days prior to the date needed. Other HR data imports can be requested and will be quoted based on data volume and complexity.

- h. **Year End Information:** ECI will retrieve Year end deduction, earning and tax information from Empower. ECI will provide CLIENT with W2 forms and/or reprints as necessary for its employees as described in the Master Services and Service Delivery Agreements. ECI will also update benefit cost and plan information as described in the SLA. CLIENT agrees to provide Year End Update information to Support services in the format and within the time frame requested by ECI. ECI will provide CLIENT with a Year End communication no later than 30 days prior to the due date which details the date/times for Year End update processing. All Year End update requests not received by the prescribed due date may be subject to additional fees as described in the Year End communication.
- i. **Pay History:** No pay history prior to the current year will be brought into Empower. For mid-year conversions (optional), ECI will import consolidated YTD totals, not individual pay period records, for earnings, taxes and deductions.
- j. **Garnishments:** ECI will process garnishments for the contracted price in cases where CLIENT requests this service. CLIENT agrees to complete an ECI garnishment order form for each garnishment processed. Post processing, ECI will submit electronic garnishment payments to those governing agencies whose policies dictate the same. ECI will send vendor garnishment checks to CLIENT with the period's payroll. It is CLIENT's responsibility to mail these checks to the appropriate vendor.
- k. **ADI Clocks-** Support services does not provide support of ADI Clock hardware. Support for ADI Clocks and its corresponding reports may be requested through Integration Services. Support services will provide support for any interfaces and/or transmissions from ADI Clocks to Empower as described in the SLA.

#### 4. Assumptions

This SOW and ECI's pricing are based upon the following key assumptions. Any change, delay, or failure in the following key assumptions, SLA or CLIENT's failure to fulfill responsibilities identified in "Scope" Section 2.0 in of this SOW may result in Change Control Procedures (specified in Section 5.0 of this SOW) being initiated or may result in a change in price for the work being performed under this SOW.

- a. CLIENT and all designated representatives will attend and complete Empower system training.
- b. ECI expects timely responses on all requested information from CLIENT.
- c. ECI will keep CLIENT informed of progress being made on support requests and will alert CLIENT to any potential risks that would prevent the request from being completed in the timeline specified.
- d. The ECI Support Services Team will be available during dates/times described in the Master Services Agreement and/or supplemental Support Agreement.
- e. All information collected from CLIENT will be classified as "ECI/CLIENT Confidential Information".
- f. CLIENT will provide all requested information in a manner consistent with both the Client's request and the service delivery expectation as described in the SLA.

#### 5. Change Control Procedures

Either Party may request changes to this SOW at any time. Since a change could affect the price, schedule, or other terms of the Agreement for this SOW, the ECI Director of Operations and the CLIENT Project Manager must approve each change before amending this SOW and implementing the change.

This procedure will be used by ECI and CLIENT to control changes to the SOW and changes to any previously approved Deliverables:

- a. All Operations Change Requests will be submitted in writing. They will describe the change and include the rationale and estimated effect the change will have on the SOW.
- b. The ECI Director of Operations or the CLIENT Project Manager, as appropriate, will review the proposed change. It is then accepted or rejected for submission to the other Party. If rejected, the OCR is returned to the originator, along with the reason for the rejection.
- c. The ECI Director of Operations and the CLIENT Project Manager will weigh the merits of the proposed change and approve it for investigation or reject it. Approval of an OCR for investigation by both Parties constitutes authorization by CLIENT of the billable charges proposed by ECI to investigate the OCR. Appropriate staff work will take place at this time. Effect on the price, schedule, or other terms of the Agreement for this SOW will be determined. The change will then be approved/disapproved for implementation.
- d. For the purpose of this SOW an approved and signed Operations Change Request will constitute an approved authorization for the additional work.

## EXHIBIT G

### Time and Attendance Statement of Work

#### Hosted by ECI

#### 1. Introduction

**Monroe County Public Library** ("CLIENT") desires that Electronic Commerce, Inc. (ECI) provide services to implement and support an ADI Time and Attendance solution (ADI), running on server hardware at ECI.

This Statement of Work (SOW) documents the terms and conditions under which CLIENT agrees to purchase implementation and support services and ECI agrees to provide such services. It identifies the specific activities relating to the services ECI will provide to CLIENT.

#### 2. Term

Implementation Services will commence on or about 11/15/10, following contract signing, and are estimated to end on 1/29/11. Support services will commence on 1/29/11, and are estimated to continue through the Agreement term.

#### 3. Scope

ECI will analyze CLIENT's time and attendance requirements, interfaces, custom reports, and any other functional requirements by gathering facts through research and interviews. ECI will construct a project plan that incorporates all tasks related to implementing CLIENT's ADI solution in a timely fashion. ECI will design, build, test, and deploy a fully functioning ADI system with all auxiliary modules identified in the analysis phase of the project. The key elements of this implementation include the following:

- a. **Reports:** ADI provides a library of standard reports. ECI will train CLIENT on how to run standard ADI Reports and how to customize them within the ADI application.
- b. **Interfaces:** ECI will provide standard interfaces between ADI and Empower for time, employee and paid time off data. Interfaces shall be executed by CLIENT. Any custom interface specifications/file layouts must be provided to ECI no later than 12/15/11. The development of additional interfaces will be billed on a time and materials basis.
- c. **Training:** ECI will provide web based training for time clock operation, software operation, and reporting to CLIENT personnel. Five (5) training hours are included. Any additional training hours are not within the scope of this project and will be billed on a time and materials basis at the rate of \$102.50 per hour.
- d. **Security:** ADI has defined security roles that can be used in the system to control access. Custom security roles can be developed to limit access to particular screens or menu items. ECI will create up to a maximum of three (3) custom security roles as part of the implementation. Any additional custom security roles are not within the scope of this project.
- e. **ADI System Set Up:** ECI will set up the ADI solution for CLIENT, including:
  1. Load initial employee master data consisting of name, department, and demographic information such as phone number, address, birth date, hire date, and employee status
  2. Configure up to fifteen (15) master schedules to accommodate CLIENT scheduling scenarios
  3. Install ADI Time and ADI Web software on ECI-provided application/web servers and arrange connectivity between ECI and the CLIENT timeclock sites.
  4. Configure up to three (3) points and up to three (3) accrual modules as specified by CLIENT, including one (1) empty group for each module to accommodate employees that have no accrual or points calculations.
  5. Schedule repetitive tasks, including polling punches, posting punches, time card recalculations, building schedules, and daylight savings time correction.
  6. Populate a test database on ECI -provided database server (Microsoft SQL Server SP3 or higher) and test connectivity between ECI and CLIENT timeclock sites.
- f. **Software Updates:** ECI will install all necessary service packs, patches, and hot fixes as they are released by ADI to ECI.

#### 4. Assumptions

This SOW and ECI's pricing are based upon the following key assumptions. Any change, delay, or failure in the following key assumptions, or CLIENT's failure to fulfill responsibilities identified as "CLIENT Project Responsibilities" in Section 5.0 of this SOW may result in Change Control Procedures (specified in Section 6.0 of this SOW) being initiated or may result in a change in price for the work being performed under this SOW.

- a. ECI expects timely responses on all requested information from CLIENT (due dates specified by project managers).
- b. ECI will keep CLIENT informed of progress being made on the project and will alert the client to any potential risks that would prevent the project from being deployed in the timeline specified.
- c. The ECI Implementation Team will work mainly off-site.

- d. Information collected during the engagement will be classified as "ECI/CLIENT Confidential Information".

## 5. Project Activities

This section describes the project activities to be performed for this Project.

- a. The ECI Implementation Team will include personnel with the following skills:
  - 1. Project Management
  - 2. ADI Implementation
  - 3. ADI Training
- b. CLIENT will provide a core project team with a Project Manager to oversee the activities identified as "CLIENT Project Responsibilities" in this section of the SOW.
- c. ECI Project Responsibilities:
  - 1. Conduct a project kick-off meeting with the client to identify requirements, review the implementation questionnaire and educate the client on the implementation process.
  - 2. Install and configure ADI.
  - 3. Develop any custom reports, interfaces and/or security roles identified.
  - 4. Conduct periodic status meetings with CLIENT to review Project progress and identify any outstanding items needing to be completed by CLIENT or ECI. A follow-up task list and a Project Plan will be maintained by ECI for reference by both parties.
  - 5. Conduct testing of ADI setup and flow through of time and attendance data to payroll.
  - 6. Document and submit any changes to scope to CLIENT for sign-off before proceeding with any changes outside of the original scope.
  - 7. Conduct client training and supply client with user manuals.
  - 8. Move CLIENT's system to LIVE environment and provide them with login access in preparation for production use.
  - 9. Transition CLIENT to ECI's support staff for support of ADI.
- d. CLIENT Project Responsibilities:
  - 1. Fill in and return the implementation questionnaire in a timely manner.
  - 2. Complete and sign the following documents and return to your ECI sales representative:
    - i. Empower Contract (if necessary)
    - ii. Statement of Work (this document)
  - 3. Attend project kick-off meeting and supply the following information:
    - i. Copies of time and attendance policies
    - ii. Contact names, phone numbers and email addresses of any personnel involved with time and attendance
  - 4. Review standard ADI reports for any gaps and determine custom report needs.
  - 5. Attend all Project status meetings.
  - 6. Reply to ECI requests for information in a timely manner.
  - 7. Review and return (approve or deny) any requests for changes to scope drafted by the ECI Project Manager.
  - 8. Review and approve all key deliverables such as ADI set-up, interface files, custom security and custom reports.
  - 9. Attend ADI training.

## 6. Change Control Procedures

Either Party may request changes to this SOW at any time. Since a change could affect the price, schedule, or other terms of the Agreement for this SOW, both the ECI Project Manager and the CLIENT Project Manager must approve each change before amending this SOW and implementing the change.

This procedure will be used by ECI and CLIENT to control changes to the SOW and changes to any previously approved Deliverables:

- a. All Project Change Requests (PCR) will be submitted in writing. They will describe the change and include the rationale and estimated effect the change will have on the SOW.
- b. The ECI Project Manager or the CLIENT Project Manager, as appropriate, will review the proposed change. It is then accepted or rejected for submission to the other Party. If rejected, the PCR is returned to the originator, along with the reason for the rejection.

- c. The ECI Project Manager and the CLIENT Project Manager will weigh the merits of the proposed change and approve it for investigation or reject it. Approval of a PCR for investigation by both Parties constitutes authorization by CLIENT of the billable charges proposed by ECI to investigate the PCR. Appropriate staff work will take place at this time. Effect on the price, schedule, or other terms of the Agreement for this SOW will be determined. The change will then be approved/disapproved for implementation.
- d. For the purpose of this SOW an approved and signed Project Change Request will constitute an approved authorization for the additional work.

**7. Payment**

- a. One half of the \$1,000.00 implementation fee will be billed following the project kickoff and the remaining half will be billed on the live date.
- b. An ongoing fee of \$3.00 per licensed employee per month will be billed beginning in January 2011.

## EXHIBIT H

### ECI - Empower ESS/MSS Statement of Work

#### 1. Introduction

**Monroe County Public Library** ("CLIENT") desires that Electronic Commerce, Inc. (ECI) provide services to implement Empower Employee Self Service (ESS) and Manager Self Service (MSS) at CLIENT.

This Statement of Work (SOW) documents the terms and conditions under which CLIENT agrees to engage implementation services and ECI agrees to provide such services. It identifies the specific activities relating to the services ECI will provide to CLIENT.

#### 2. Term

Implementation Services will commence on or about 12/14/10, following contract signing, and are estimated to end on 1/14/11.

#### 3. Scope

ECI will analyze CLIENT's employee and manager functional requirements by gathering facts through research and interviews, including CLIENT's completion of the *Empower ESS-MSS Implementation Questionnaire*. ECI will develop a project plan that incorporates all tasks related to implementing ESS and MSS within the specified time frame. ECI will configure, test and deploy a fully functioning ESS and MSS system. The key elements of this implementation include the following:

- a. Workflow: ECI will identify all transactional workflows in the system and set up the approval and notification routings as directed.
- b. Email: ECI will configure email notifications (both internal and external) as directed.
- c. Menu Configuration: ECI will set up all menu items as directed by CLIENT and outlined in the *Empower ESS-MSS Implementation Questionnaire*.
- d. Training: Training for ESS and MSS is typically provided as a "Train-the-Trainer" training. This training will be conducted via a web interactive session. Electronic copies of both the ESS and MSS user guides will be provided. Any on-site training or direct training of the managers will be quoted upon request. Hard copies of the manuals may be purchased for fifty dollars per manual.
- e. Security: ECI has a specific employee and manager security role that can be used in the system to control access. These roles will be configured for menu access as directed by the CLIENT. Any additional custom security roles are not within the scope of this project but can be quoted if requested.
- f. Reports: Reports are not implemented as part of the ESS/MSS implementation.

#### 4. Assumptions

This SOW and ECI's pricing are based upon the following key assumptions. Any change, delay, or failure in the following key assumptions, or CLIENT's failure to fulfill responsibilities identified as "CLIENT Project Responsibilities" in Section 5.0 of this SOW may result in Change Control Procedures (specified in Section 6.0 of this SOW) being initiated or may result in a change in price for the work being performed under this SOW.

- a. ECI expects timely responses on all requested information from CLIENT.
- b. ECI will keep CLIENT informed of progress being made on the project and will alert CLIENT to any potential risks that would prevent the project from being deployed in the timeline specified.
- c. The ECI Implementation Team will mainly work off-site.
- d. Information collected during the engagement will be classified as "ECI/CLIENT Confidential Information".

#### 5. Project Activities

This section describes the project activities to be performed for this Project.

- a. The ECI Implementation Team will include personnel with the following skills:
  1. Project Management - ESS/MSS Analysis
  2. Training
- b. CLIENT will provide a core project team with a Project Manager to oversee the activities identified as "CLIENT Project Responsibilities" in this section of the SOW.
- c. ECI Project Responsibilities:

1. Conduct a project kick-off meeting with the CLIENT to determine project requirements, review the ESS/MSS implementation questionnaire and educate the CLIENT on the implementation process.
  2. Conduct periodic status meetings with the CLIENT to review Project progress and identify any outstanding items needed to be completed by CLIENT or ECI. A follow-up task list and a Project Plan will be maintained by ECI for reference by both parties.
  3. Document and submit any changes to scope to CLIENT for sign-off before proceeding with any changes outside of the original scope.
  4. Conduct training and supply CLIENT with electronic copies of the user manuals.
- d. CLIENT Project Responsibilities:
1. Attend the project kick-off meeting.
  2. Complete and return the ESS/MSS implementation questionnaire within the specified time frame.
  3. Attend all Project status meetings.
  4. Reply to ECI requests for information as requested.
  5. Review and return (approve or deny) any requests for changes to scope drafted by the ECI Project Manager.
  6. Attend ESS/MSS training

## 6. Change Control Procedures

Either Party may request changes to this SOW at any time. Since a change could affect the price, schedule, or other terms of the Agreement for this SOW, both the ECI Project Manager and the CLIENT Project Manager must approve each change before amending this SOW and implementing the change.

This procedure will be used by ECI and CLIENT to control changes to the SOW and changes to any previously approved Deliverables:

- a. All Project Change Requests will be submitted in writing. They will describe the change and include the rationale and estimated effect the change will have on the SOW.
- b. The ECI Project Manager or the CLIENT Project Manager, as appropriate, will review the proposed change. It is then accepted or rejected for submission to the other Party. If rejected, the PCR is returned to the originator, along with the reason for the rejection.
- c. The ECI Project Manager and the CLIENT Project Manager will weigh the merits of the proposed change and approve it for investigation or reject it. Approval of a PCR for investigation by both Parties constitutes authorization by CLIENT of the billable charges proposed by ECI to investigate the PCR. Appropriate staff work will take place at this time. Effect on the price, schedule, or other terms of the Agreement for this SOW will be determined. The change will then be approved/disapproved for implementation.
- d. For the purpose of this SOW an approved and signed Project Change Request will constitute an approved authorization for the additional work.

## 7. Payment

- a. An ongoing charge of **\$1.00** per active employee per month will be billed beginning on **1/14/11**.

## EXHIBIT M

### ECI - Empower Reporting Services – Quick Query Statement of Work

#### 1. Introduction

**Monroe County Public Library** ("CLIENT") desires that Electronic Commerce, Inc. (ECI) provide services to implement the Empower Reporting Services module.

This Statement of Work (SOW) documents the terms and conditions under which CLIENT agrees to purchase implementation services and ECI agrees to provide such services. It identifies the specific activities relating to the services ECI will provide to CLIENT in conducting the implementation.

#### 2. Term

Implementation Services will commence on or about 12/14/10, following contract signing, and are estimated to end on 1/14/11.

#### 3. Scope

ECI will construct a project plan that incorporates all tasks related to implementing CLIENT's Quick Query module in a timely fashion. ECI will implement, test, and deploy a fully functioning Quick Query module. The key elements of this implementation include the following:

- a. **Reporting Services Process:** ECI will consult with CLIENT to establish requirements for CLIENT's use of Quick Query.
- b. **Templates:** ECI provides sample pre-built (template) queries. ECI will modify these templates and/or add new templates at ECI's discretion over the life of the product. New templates will be provided to CLIENT at no additional charge.
- c. **Training:** Training for Quick Query is typically conducted via a web interactive session. Training is provided to personnel who will be utilizing Quick Query. Any additional or onsite training requested by CLIENT will be quoted upon request.

#### 4. Assumptions

This SOW and ECI's pricing are based upon the following key assumptions. Any change, delay, or failure in the following key assumptions, or CLIENT's failure to fulfill responsibilities identified as "CLIENT Project Responsibilities" in Section 5 of this SOW may result in Change Control Procedures (specified in Section 6 of this SOW) being initiated or may result in a change in price for the work being performed under this SOW.

- a. ECI expects timely responses on all requested information from CLIENT.
- b. ECI will keep CLIENT informed of progress being made on project and will alert CLIENT to any potential risks that would prevent the project from being deployed in the timeline specified.
- c. The ECI Implementation Team will work mainly off-site.
- d. Information collected during the engagement will be classified as "ECI/CLIENT Confidential Information".

#### 5. Project Activities

This section describes the project activities to be performed for this Project.

- a. The ECI Implementation Team will include personnel with the following skills:
  1. Project Management
  2. Implementation Analysis
  3. Quick Query Training
- b. CLIENT will provide a core project team with a Project Manager to oversee the activities identified as "CLIENT Project Responsibilities" in this section of the SOW.
- c. ECI Project Responsibilities:
  1. Conduct a project kick-off meeting with the CLIENT to discuss setup process.
  2. Analyze CLIENT Quick Query functional requirements.
  3. Perform gap analysis between CLIENT requirements and Empower Quick Query module.
  4. Complete Quick Query system configuration.
  5. Conduct periodic status meetings with the CLIENT to review Project progress and identify any outstanding items needed to be completed by CLIENT or ECI. A follow-up task list will be maintained by ECI for reference by both parties.

6. Conduct testing of the Quick Query module to ensure setup is correct.
  7. Document and submit any changes to scope to CLIENT for sign-off before proceeding with any changes outside of the original scope.
  8. Conduct CLIENT training.
  9. Move CLIENT's Quick Query module to LIVE environment.
- d. CLIENT Project Responsibilities:
1. Provide Quick Query implementation documents in a timely manner.
  2. Complete and sign the following documents and return to your ECI sales representative:
    - a. Statement of Work (this document)
    - b. Not applicable when included as contract Exhibit.
  3. Attend all Project status meetings.
  4. Reply to ECI requests for information in a timely manner.
  5. Review and return (approve or deny) any requests for changes to scope drafted by the ECI Project Manager.
  6. Review and approve all key deliverables as requested by ECI.
  7. Attend Empower Quick Query training.

## 6. Change Control Procedures

Either Party may request changes to this SOW at any time. Since a change could affect the price, schedule, or other terms of the Agreement for this SOW, both the ECI Project Manager and the CLIENT Project Manager must approve each change before amending this SOW and implementing the change.

This procedure will be used by ECI and CLIENT to control changes to the SOW and changes to any previously approved Deliverables:

- a. All Project Change Requests (PCR) will be submitted in writing. They will describe the change and include the rationale and estimated effect the change will have on the SOW.
- b. The ECI Project Manager or the CLIENT Project Manager, as appropriate, will review the proposed change. It is then accepted or rejected for submission to the other Party. If rejected, the PCR is returned to the originator, along with the reason for the rejection.
- c. The ECI Project Manager and the CLIENT Project Manager will weigh the merits of the proposed change and approve it for investigation or reject it. Approval of a PCR for investigation by both Parties constitutes authorization by CLIENT of the billable charges proposed by ECI to investigate the PCR. Appropriate staff work will take place at this time. Effect on the price, schedule, or other terms of the Agreement for this SOW will be determined. The change will then be approved/disapproved for implementation.
- d. For the purpose of this SOW an approved and signed Project Change Request will constitute an approved authorization for the additional work.

## 7. Payment

- a. An ongoing charge of **\$1.00** per active employee per month will be billed beginning on **1/14/11**.

# CATS

## STATEMENT OF PURPOSE

Community Access Television Services (CATS) ~~was established in~~ has been in existence since 1974 for the purpose of providing citizens of ~~Bloomington and~~ Monroe County, Indiana, access to the electronic media for the distribution of information **and** opinion and ~~other constitutionally protected forms of speech.~~ **providing a forum for advocacy. CATS' first priority is to carry locally-produced programming, but programs produced outside of Monroe County that reflect local concerns are carried as well.**

## ACCESS USE AND LIMITATIONS

The **policies** ~~rules and regulations~~ set forth below have been adopted to assure compliance with current federal, state and municipal laws and regulations governing the availability and use of Community Access Television Services (CATS). The policies ~~and regulations~~ set forth herein supersede any and all others previously issued.

### ACCESS USE

1. The Monroe County Public Library operates CATS as a service to the community and in fulfillment of library goals. Any resident of Monroe County may use the facilities of CATS. All ~~rules and regulations~~ **policies** outlined below apply equally to all **CATS** access channels unless specifically stated otherwise.
2. The Monroe County Public Library and CATS will allow great latitude with respect to freedom of speech. However, all programming shall be non-commercial and consistent with legal constraints and community standards. No part of any program shall contain any solicitation for funds or other property of value, or obscene or defamatory material.

3. The **CATS** community access channels are operated by the library as a dedicated constitutional forum. Programs are not rejected because either they or their spokespersons are controversial. CATS does not attempt to verify the accuracy or lack of bias in the programming it carries, nor does CATS attempt to achieve a balance in regards to any issue, faith or ideology. The producer of each program is exercising her/his first amendment right to free speech and is solely responsible for the program's content ~~Reference to~~ (Section 611 (E) and Section 639 of the Cable Communications Policy Act of 1984 & 1992).

4. The producer of an access program is the person who signs the application for use of the access facilities as outlined below. The producer of each access program is solely responsible for its content. The producer must obtain all talent releases, copyright authorizations and other necessary licenses or approvals. By signing the application the producer accepts all responsibility and any associated liability for the content of the program. Programs that do not have a signed release will not be shown.

5. Upon the filing of an appropriate request, the community access equipment, and public access channel, will be available to any Monroe County resident, group or organization. Programming produced outside of Monroe County will require a written request from a local resident or organization for cablecast on CATS. All requests are reviewed on a first-come, first-served, non-discriminatory basis. All access use is subject to the availability of time, staff and facilities.

~~6. All candidates for political office my sponsor candidate forums, providing written notification of all candidates thirty days prior to the forum. Any appearances by political candidates in other CATS programming are acceptable providing they are not advocating their candidacy or criticizing the opposing candidate or party. (The Communications Act of 1934, specifically the "equal time ruling", does not apply to access television.)~~

**6. CATS maintains the right to limit length and frequency of programming. Such limits when imposed shall apply to all programs on the channel or website and to all program producers. CATS retains the right to preempt programming at any time in order to provide timely local programming, such as live or taped special municipal events, important local debates/forums, election-related programming, satellite downlinking, etc.**

7. Use of the access facilities: studio, equipment, personnel and other technical resources must be for the sole purpose and/or intent of producing programming for CATS.

8. Use of the access facilities must be requested through the program proposal form provided by CATS. A signed proposal must be on file prior to scheduling use of the facilities.

9. Applications on behalf of a minor must be signed by a parent or a legally appointed adult guardian who will accept responsibility for any liability resulting from the use of the facilities by the minor.

10. No private information concerning volunteers or producers will be given out over the telephone. However, all program proposal forms are kept ~~in~~ on file at CATS and are made available for public review, once the program has been telecast, during regular operating hours.

## **ACCESS LIMITATIONS**

1. All access producers shall adhere carefully to all applicable federal, state and local regulations concerning limits of public speech and television programming content.

2. Advertising or material designed to promote the sale of commercial products or services is expressly prohibited. Political advertising or commercials produced by or on behalf of a legally qualified candidate for public office is similarly prohibited.

3. Producers who want to create programs which are produced for commercial venture or profit shall be prohibited from using the access facilities.

4. Underwriting of programming is allowed but recognition is limited to ~~a text message stating the name of the individual or company. The use of logos, slides, phone numbers and video clips of business locations are strictly prohibited. Reference to FCC regulation 76.221 sections A & E.~~ **information that does not include the following:**

- **Price information**
- **Calls to action**
- **Inducements to buy, sell, rent, or lease**
- **Comparative information**
- **Qualitative information**

5. No program shall be transmitted over the community access channels which contains any material which would subject the producer or the supplier thereof to prosecution under any applicable local, state or federal law for the production or presentation of obscene material, libel, slander, invasion of privacy or copyright or trademark infringement. Neither CATS nor the Library will attempt to make a determination as to the constitutional legality of any content presented for telecast. A cable operator may refuse to transmit any public access program that the operator reasonably believes contains obscenity- (47 C.F.R. (76.702). (Determinations of obscenity, libel, slander, etc., are legal questions which can be determined only after due process by a judge and/or jury).

6. No program shall be transmitted over the community access channels which contains a lottery or information promoting any device, scheme, plan, promotion, contest or other program and/or presentation which involves directly or indirectly the elements of a prize, chance and/or consideration of money or a thing of value. Reference Section 76.213 of the rules of the FCC.

7. The producer of an access program agrees to indemnify and hold the Library and CATS harmless from all liability for damages, costs and losses resulting from, arising out of, or in any way connected with the use of the cable channels by the producer, its officers, agents, or employees.

8. CATS reserves the right to refuse facility use to anyone reasonably suspected of being under the influence of alcohol or any disabling drug and therefore not legally responsible for his or her own actions. CATS also reserves the right to refuse facility use to anyone who is disruptive, rude with staff or patrons, abuses the equipment or fails to return equipment on time. Any use which is disruptive to Library patrons, CATS patrons, Library operations or CATS operations may be refused or revoked.

9. CATS will revoke the access privileges of any individual or group misrepresenting themselves as under the employ of CATS, the Library or any other community channel designation under the control of the library.

10. The library, CATS and cable operator shall not be liable for any loss of transmission time or transmission of programming due to equipment failure or for any other reason beyond the control of the parties.

11. Any person, group or organization who abuses or has abused the privilege of access by violating any of the provisions of this part may be denied use of the access facilities. Violations of access policy will result in revocation of access privileges for a period of time to be determined by CATS Manager in conjunction with the Library administration.

12. Because revocation of access privileges is such a significant loss of the right to free speech, any decision by CATS and the library administration may be appealed by writing the Library Board of Trustees for review. Their decision will be final.

13. The Library reserves the right to interpret any and all guidelines in accordance with existing Library policies and

procedures. The Library also reserves the right to suspend any and all guidelines for Library programming.

14. In the event that CATS or the Library incurs any attorney fees or court costs in pursuing any of the remedies available to them, they shall be entitled to recover the same from the producer or any other party liable as a result of the use of the Library facilities, channels, **website**, or staff.

**15. CATS cannot carry programs that are copyrighted without clearance from the copyright holder.**

## CANDIDATE USE

### Election/Campaign Programming

1. CATS provides to all Monroe County residents, including those residents running for local, state or national public office or those supporting a ballot issue, equal opportunities for access to training, equipment resources and cable channel programming time, on a first-come, first-served, non-discriminatory basis. Any candidate for public office for whom Monroe County residents may vote shall be afforded the same rights as a resident of Monroe County with regard to access to CATS facilities and channel time.

**2. Any local group or organization may sponsor candidate forums, providing written notification to all candidates thirty days prior to the forum. Any appearances by political candidates in other CATS programming are acceptable providing they are not advocating their candidacy or criticizing the opposing candidate or party. (The Communications Act of 1934, specifically the "equal time ruling", does not apply to access television).**

~~2. In order to ensure equal opportunities for programming time on CATS Channel 3 – The Library Channel, the following rules apply:~~

~~a. CATS maintains the right to limit length and frequency of programming. Such limits when imposed shall apply to all programs on the channel and to all program producers.~~

~~b. CATS retains the right to preempt programming at any time in order to provide timely local programming, such as live or taped special municipal events, important local debates/forums, election related programming, satellite downlinking, etc.~~

~~e.3.~~ A sufficient block of time will be reserved during each political season to enable a wide selection of political programs to be cablecast **or added to the CATS website. The library will provide access via its website for 'Candidates on Demand' statements and local candidate forums as produced by CATS.**

**4. Upon submission of a program proposal, and given availability of staff and equipment, CATS will provide coverage of party-specific candidate forums through the primary election season. During the general election season, CATS will only provide coverage to candidate forums which invite the participation of all parties.**

## **GOVERNMENTAL MEETING COVERAGE**

1. CATS will provide coverage and telecast of governmental meetings as stipulated in annual funding agreements with respective city and county franchise authorities. Coverage of public meetings shall be provided in compliance with the ~~Indiana Code,~~ "Open Door Law". (Reference sections: IC 5-14-1.5-8) Any

meeting recorded by CATS which is consistent with the precepts of the ~~Indiana Code~~ "Open Door Law" will be telecast.

**2. Upon submission of a program proposal by the public, given availability of staff and equipment, CATS will provide coverage of local governmental meetings in compliance with the Indiana Open Door law. (IC 5-14-1/5-1 et seq.)**

## **ADDITIONAL SERVICES**

1. The CATS Community Calendar is available to any non-profit organization or group for publicizing local services, activities or events. All messages shall be submitted in writing at least two weeks before their start date. In the interest of format considerations, CATS personnel may edit the text to conform to space restrictions. CATS reserves the right to refuse telecast **or website inclusion** of calendar messages deemed inappropriate by **the Library** ~~MCPL~~-administration.

2. CATS shall provide coverage of local events and meetings, given the availability of staff, equipment, funding and sufficient notice. CATS requests a minimum of three weeks written notice of any public event requiring coverage.

# PROJECT PROPOSAL

Presented by **Runskip and Busick Design** | [boice@runskip.com](mailto:boice@runskip.com), [lee@busickdesign.com](mailto:lee@busickdesign.com)

*Date* June 21, 2010

*Client* CATS (Community Access Television Services)

*Contact* Martin O'Neill

## *Project Title & Description*

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### **CATS Website**

Runskip and Busick Design will collaborate to develop a new website for CATS. The end result will be a website that is visually striking, easy to use, easily updatable, media friendly, and viewable on all major platforms (including mobile devices and ipads)

## *Project Timeline*

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### **Past Meetings**

- May 17, 2010: Initial project discussion: set tentative deadlines
- May 31, 2010: View first round of visual concepts. Discuss details of project and integration of CATS site with CATS partner sites
- June 3, 2010: In depth discussion of desired website content and capabilities. Deadline set for delivery of visual concepts (round 2)

### **Future Deadlines/Meetings\***

- June 25, 2010: Delivery of Visual Concepts (round 2)
- August 1, 2010: Completion of website

*\* Other meetings and project deadlines will be determined at a later date. All dates are subject to change*

**Design Services: \$8,000**

- Preliminary project research and storyboarding
- Development of all aspect's of website's final visual appearance, including: navigation menus, page templates, media player design, website typography, color schemes, page graphics, buttons and image formatting

**Programmings Services: \$8,000**

- Implementation of content management system to manage content on site:
  - separate web admin area for managers and staff of cats to control content of site
  - page management system for addition of pages under main category navigation
  - document library for managing images, movies, pdf, etc
- Research and development of a movie playing system that is compatible with most modern devices including ipad, iphone, all modern computer browsers and operating systems
- Build out of website including all markup following indiana state accessibility guidelines as closely as possible while still achieving the goals of the completed web site
- Construction of System to search program archive and make requests for programs online
- Development of news article publishing system
- Integration of social networking systems facebook and twitter

**Support and Site Enhancements**

- All support free for 6 months after launch
- 20 hours of free upgrades and enhancements after launch. These upgrades/enhancements may fall outside the scope of the intial project
- All bug fixes are free

<b>Total Cost</b>	<b>\$16,000</b>
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**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR  
PUBLIC LIBRARY INTERNET ACCESS**  
**for**  
**FUNDING YEAR 2011 - JULY 1, 2011 THROUGH JUNE 30, 2012**

Whereas, **Monroe County Public Library** Board of Trustees has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and, Whereas, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. filtering all computers in order to receive the e-rate discount on vendor invoices. If library chooses not to filter, they can be in the consortium and do not receive e-rate discount, but may be eligible for reimbursement from State Technology Grant Fund);
2. ensuring that the total cost of non-e-rate services in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by State Technology Grant Fund;
4. Work with AdTec in the filing of all forms, except Form 470, with the Universal Service Adminstrative Company Schools & Libraries Division; and

Whereas, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the Consortium, or failing to abide by the Consortium rules, the library will lose the benefits;

Now Therefore, be it resolved that the library shall be a members of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

Duly adopted by the Board of the **Monroe County Public Library** at a meeting held on the **27th** day of **October**, 2010.

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(Attest by Secretary)