## MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

## Wednesday, February 19, 2014 Meeting Room 1B 5:45 p.m.

### **AGENDA**

- 1. Call to Order Valerie Merriam, President
- 2. Consent Agenda action item Sara Laughlin
  - a. Minutes of January 15, 2014 Board Meeting (page 1-5)
  - b. Minutes of January 15, 2014 Board of Finance (page 6-7)
  - c. Minutes of February 12, 2014 Work Session (page 8-11)
  - d. Monthly Bills for Payment (page 12-17)
  - e. Monthly Financial Report (page 18-44)
  - f. Personnel Report (page 45)
  - g. 2014 Board Meetings Calendar (page 46)
- 3. Director's Monthly Report (page 47-61), Annual Report Highlights (page 62), 2013 Indiana State Library Annual Report (page 63-91), and Revised 4<sup>th</sup> Quarter 2013 (page 92-93) Sara Laughlin, Director
- 4. Old Business
- 5. New Business action items
  - a. Approval to Proceed to Public Bid for Main Library Renovation (page 94-108) Marilyn Wood
  - b. Bid for Chiller Replacement (page 109-110) Gary Lettelleir
  - c. Bid for Roof Replacement on Main Library Addition (page 111-114) Gary Lettelleir
  - d. 2014 Agreement with El Centro Comunal Latino (page 115-117) Sara Laughlin
  - e. Revision of ADA Notice and Grievance Process (page 118-120) Chris Jackson
  - f. Programming Mission and Guidelines (page 121) Lisa Champelli
  - g. Resolution to Declare Property Surplus (page 122) Gary Lettellier
  - h. Election of Officers for 2014 (page 123) Valerie Merriam
- 6. Public Comment
- 7. Adjournment

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

## MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES WORK SESSION

## Wednesday, January 15, 2014 Meeting Room 1B 5:45 pm

#### **Present:**

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

Absent: David Ferguson

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

Others in Attendance: Tom Bunger

#### Call to Order

President Valerie Merriam asked for a motion to move the Board of Finance Meeting before the regular monthly business meeting.

Kari made a motion to reverse the order of the meetings. Melissa seconded. The vote was unanimous.

President Valerie Merriam called the Board meeting to order at 5:54 p.m. in Meeting Room 1B.

#### **Consent Agenda**

The consent agenda items were presented to the Board.

Kari commented that the LIRF and Rainy Day Funds seem very healthy. Sara said we transferred \$214,000 to LIRF, as the budget allowed.

Kari asked about the March 19 meeting included in the Board calendar. Kari stated this was IU spring break and wondered if anyone would be out of town that week.

Valerie suggested we have the Board work session on March 12 and the regular meeting on March 26. Board members present were in agreement. Sara will make the change.

Kari moved that we approve the consent agenda. Melissa seconded. Motion passed unanimously.

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

Sara Laughlin presented the Director's monthly report, and stated that circulation was 3% lower for 2013, perhaps due to parking changes and weather closings.

Sara spoke about weather-related closings in early January. She realized there were a lot of things we can do in 2014 to deliver library services when we can't have the buildings open.

Valerie reminded the Board that the library has employees who live all over this county and nearby counties. She felt the decision to close was best for our staff and for patrons' safety.

Fred said if the library could provide special services as well as traditional services for people at home who could not come to the library, it would be wonderful.

Valerie asked Sara to share the information on what happened to the return slots. Sara shared the story of unclogging the slots.

Stephen commented on circulation numbers and stated the parking meters might be devastating to the library. There were no cars parked around the building in the metered spots when he came in.

Valerie agreed and asked Sara to share the 2013 circulation numbers with the Mayor and the City to let them know what effects the meters might be having on our library. Stephen said he agrees that we should let City Hall know about this.

Kari said another possibility was that we could extend our hours on Sunday since the meters aren't operating on that day.

Valerie also suggested the idea of expanding e-books available to the public.

#### **Old Business**

Marilyn Wood presented an update on the Main Library renovation.

Next week she and library representatives will meet with the project electrical engineer and auditorium acoustical and lighting consultants.

Within the library she has identified preparations for which staff will be responsible, is beginning to develop a communication plan, and creating a detailed timeline for two phases of construction.

#### **New Business**

## Resolution to Encumber 2013 Appropriation Balances

Valerie asked for a motion. Kari moved. Melissa seconded.

Gary Lettelleir presented the resolution. The only 2013 expense to encumber is architect fee of \$10,000.

The motion passed unanimously.

## Resolution to Transfer from Unused Balance in Operating Fund to Library Improvement Reserve Fund

Valerie asked for a motion. Fred moved. John seconded.

Gary Lettelleir presented the resolution.

The motion passed unanimously.

Resolution to Transfer Funds from Closed Library Capital Projects Fund to Rainy Day Fund Valerie asked for a motion. John moved. Fred seconded.

Gary Lettelleir presented the resolution.

Stephen asked why Gary proposed to transfer into the Rainy Day Fund instead of LIRF. Gary responded that he consulted with the State Board of Accounts and the only allowable option was to transfer to the Rainy Day Fund.

The motion passed unanimously.

## Resolution to Request Advance Tax Draw

Valerie asked for a motion. Kari moved. John seconded.

Gary Lettelleir presented the resolution, which would authorize him to send a request to the Auditor in April and October requesting the library's tax settlement as soon as money is available.

The motion passed unanimously.

### 2014 CATS Contract with Monroe County

Valerie asked for a motion. Fred moved to approve the contract. Kari seconded.

Michael White presented the contract, and stated that there will be an additional amount by February 11, due to an error in the County Council's budget actions last fall.

Fred asked what companies contribute the franchise fees to the County that fund this request. Michael responded that Comcast, Smithville, and AT&T all contribute, as required by law.

The motion passed unanimously.

### Contract for Phone System

Valerie asked for a motion. John moved to approve the contract. Kari seconded.

Ned Baugh presented the contract. The library currently uses two separate digital NEC phone systems, one at Main and one at Ellettsville. The consultant recommended selecting Gibson Tel-Data's Mitel for a voice over Internet Protocol Telephone System. After Board approval, Tom Bunger will review the contract, and Sara will sign it.

Kari asked how the quotes differed. Ned responded that, among the eight bidders, there was a wide range of pricing; among the four interviewed, the price range was approximately \$20,000. Kari asked what caused the library choose this particular system. Ned replied that two of the vendors were proposing the same system. Two other vendors proposed different systems. We could have worked with any of the vendors, and all were strong in their proposals, but Gibson Tel-Data's Mitel had the best overall proposal.

Stephen asked where Gibson is located. Ned responded they are based in Indianapolis and have offices in Terre Haute and Fort Wayne.

John asked if the \$83,745.67 total cost of equipment on page 76 included installation. Ned responded that it did.

Valerie asked if the Board was comfortable in voting. The Board agreed. The motion passed unanimously.

#### **Public Comment**

There was no public comment.

#### Thank You

Kari acknowledged Stephen Moberly completing his eight years of service on the Board of Trustees. Sara presented Stephen Moberly with a gift and thanked him for all that he has done for the library and the support that he has shown the staff.

Sara announced that Stephen and his wife will chair the library's campaign next year and will continue to support the library.

Fred thanked Stephen as well.

Stephen thanked Sara for all that she has done as a library director, and stated "It's been great to work with all of you."

## Adjournment

Valerie asked for a motion to adjourn. Fred moved to adjourn the meeting. Kari seconded.

The vote was unanimous. The meeting adjourned at 6:39 p.m.

## MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES WORK SESSION

# Wednesday, January 15, 2014 Meeting Room 1B 5:45 pm

#### **Present:**

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

Absent: David Ferguson

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

Others in Attendance:

Tom Bunger

#### Call to Order

President Valerie Merriam called the meeting to order at 5:46 p.m.

### **Election of President and Secretary of Board of Finance.**

Valerie reminded the Board that, every year, the Library must elect a President and Secretary of the Board of Finance. Valerie asked for nominations to elect the officers.

Fred moved to nominate the current president of the Board, Valerie Merriam, and the current treasurer, David Ferguson, for president and treasurer of the Board of Finance. Kari seconded.

The vote was unanimous.

#### **Review Investment Report and Policy**

Gary Lettelleir reviewed the report and policy. The total cash balance at the end of the year was \$6,850,825.

Investment revenue for 2013 was \$13,268. We earned about \$21,000 in investment income this year, but a portion is included in a CD that will not mature til 2014.

Valerie thanked Gary for investing well.

Brief discussion followed.

Gary stated he suggested no changes in the investment policy. There were no questions regarding the policy.

Valerie asked for a motion to confirm the policy.

John moved. Melissa seconded. The vote was unanimous.

## **Public Comment**

There was no public comment.

## Adjournment

Valerie asked for a motion to adjourn. Kari moved; Melissa seconded; the vote was unanimous. The meeting adjourned at 5:53 p.m.

## MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, February 12, 2014 Meeting Room 1B, 5:45 p.m.

#### **Present:**

David Ferguson, Kari Hartig, Valerie Merriam, Hans-Otto Meyer, Melissa Pogue Fred Risinger, and John Walsh

Absent: None

Staff Attendance: Lisa Champelli, Jason Chandler, Michael Hoerger, Sara Laughlin, Gary Lettelleir, Mark Mobley, Michael White, Kyle Wickemeyer-Hardy, and Marilyn Wood

Others in Attendance: Christine Matheu, Kristopher Floyd, Tom Bunger

#### Call to Order

President Valerie Merriam called the meeting to order at 5:47 p.m. in Meeting Room 1B. Board members introduced themselves and welcomed new board member Hans-Otto Meyer.

#### **New Business**

<u>Approval to Proceed to Public Bid for Main Library — Marilyn Wood</u>
Marilyn Wood presented a background on renovation related work since 2012. She highlighted cost saving measures and repurposing of materials on hand.

Valerie Merriam asked if the Friends of the Library are contributing money to the new Friends Bookstore. Sara Laughlin answered that the Friends are considering the library's request to purchase new furniture items for the bookstore. The library will cover costs of renovating space and will contribute office systems, shelving, and a desk from Ellettsville to be used as service desk, substantially reducing the cost of furnishings.

Valerie also inquired if there were naming opportunities for the two new spaces: Teen Center and Digital Creativity Lab.

Marilyn highlighted the floor plan for the new Teen Center and highlighted the positive reactions received from a recent presentation to students at Bloomington High School North.

She then reviewed general obligation bond and other capital spending and presented the most recent construction cost estimate.

John Walsh asked what amount was set aside for the renovation. Marilyn responded \$835,000. Valerie reminded the Board that these estimate were in line with earlier cost

estimates that also exceeded funds budgeted. Laughlin remarked that this is only an estimate and that the Library will save money by handling furniture purchases in-house.

Kari Hartig asked why the teen furniture was so expensive. Laughlin responded that this is the only area where furniture and shelving is not being reused. Laughlin also remarked that repurposing and reuse has the overall furniture budget at a low amount for a renovation of this size.

Hartig asked where she could look at the proposed furniture. Laughlin responded that furniture selections were included on the boards along the walls (and available in the Board Room during the next week). Staff have worked closely with Christine Matheu architects on this.

Valerie asked if there was a warranty for furniture. Architect Christine Matheu responded that the upholstery selected meets the standard of 100,000 rubs, the highest available; the furniture is designed for teen use; and vendors we are working with have significant experience working with IU and other spaces heavily used by young people. They are based in Indianapolis and Seymour. Matheu confirmed that furniture will come with warranties.

John asked who the Library is working with to equip the Digital Creativity Center and Teen Center. Marilyn answered that the Library is working with community members. Sara added that Teen Space Consultant Kimberly Bolan Cullin gave the Library advice for all-ages space and technology. The Library has reviewed other teen and digital creativity Library spaces and is in contact with staff there. The position for a Teen/Digital Creativity manager will be posted this week.

Walsh asked if this new manager would have librarian credentials? Sara responded that it will not require a library degree.

Valerie asked if this position would be filled soon. Sara answered that the goal is to have the new hire on board as soon as possible to help with planning and decisions prior to opening.

## Bid for Chiller Replacement — Gary Lettelleir

Gary Lettelleir reviewed bids for chiller replacement. Consultant Thomas H. Durkin recommended Harrell-Fish, Inc.

Kari asked where the chillers would be located. Gary responded that the chillers will be located in the penthouse over the newer portion of the Library.

Valerie sought confirmation that this bid was in line with our estimate. Sara responded that it was.

Hans asked for a comparison of the old chillers and new chillers. Jason Chandler answered that engineers confirmed the library's current chillers are over-sized. Jason

added that our old chillers are out of date and require refrigerant that is hard to acquire. The new chillers will be more efficient and will be integrated with our current building management system.

Hans asked if the chillers would interact with the heating system. Jason answered they will not. Hans asked if the same system controls both. Jason answered that one system will control both heating and cooling.

David Ferguson asked if the chillers would be balanced and requested a balance report. Jason answered that he will provide that report to the board.

## Bid for Roof Replacement on Main Library Addition — Gary Lettelleir

Gary presented the bids for roof replacement and reported that the strategy to request bids in the off-season appeared to work, since bids were favorable.

David asked for the bid tabulation. Gary said he would provide the board with the tabulation.

Valerie asked if we have had any roof leaks. Laughlin responded we have an active leak in the atrium and the roof bid includes an alternate to address it.

Kari asked if the cost of coating the skylight was included. Lettelleir responded that it was included in the bid.

Valerie asked about a timeline for the project. Mark Mobley answered that the work would begin as soon as possible, contingent on a week of clear weather.

## 2014 Agreement with El Centro Comunal Latino — Sara Laughlin

Gary presented a continuation of our current agreement with El Centro Comunal Latino.

Valerie asked if there are any changes with the contract. Gary replied that the agreement included no changes.

John asked how often the program was used. Laughlin answered that, anecdotally, they appear busy every afternoon and evening. She often sees families getting help and children receiving homework help. Laughlin added that El Centro benefits from working with the library, with the central location and access to Spanish language resources and the library's other free resources.

Kari asked if El Centro Comunal Latino does outreach efforts? Laughlin answered yes.

<u>Revision of ADA Notice and Grievance Process — Chris Jackson</u>

Marilyn presented a proposed revision of the ADA Notice and Grievance policies.

Valerie asked if the library get requests for accommodation? Marilyn answered yes, and the library is trying to be more proactive to make sure the community knows it is available and welcoming to all.

Marilyn described her own observations that made her more aware of how people with many different disabilities use the library daily. While the Library is welcoming, the staff continues learning that there are many disabilities beyond visible, physical disabilities. She reviewed staff-wide learning happening during the month of February.

### Programming Mission and Guidelines — Lisa Champelli

Lisa Champelli presented proposed programming mission and guidelines. She thanked fellow programmers Mary Frasier, Sarah Bowman, and Stephanie Holman for their efforts.

### Resolution to Declare Property Surplus — Gary Lettelleir

Gary presented a resolution to declare obsolete phone system property surplus. Lettelleir noted the library's consultant will attempt to sell the old server-voice mail system purchased in 2010.

David asked what the library would do with the other two items on the list? Gary answered that, in all likelihood, they would be recycled as they are out of date. Sara added the consultant might be able to sell the phone instruments.

### Energy Update — Gary Lettelleir

Gary provided an energy update.

Hans asked about energy efficiency of current chillers, as compared with other pieces. Gary answered there is not a sophisticated way of understanding specific components of energy use. He receives one monthly bill with total usage.

## Slate of Officers for 2014 — Valerie Merriam

Valerie reviewed the slate of officers for 2014:

President: Valerie Merriam Vice President: John Walsh Treasurer: David Ferguson Secretary: Fred Risinger

She asked if anyone wanted to add their name to the slate. No one replied.

#### **Public Comment**

There was no public comment.

#### Adjournment

Valerie asked for a motion to adjourn. Kari moved to adjourn the meeting. John seconded. The meeting adjourned at 6:44 p.m.

		Name	Check Da	te	Check Amt	
06500 FI	FTH THIE	RD CHECKING				
Paid Chk#	005221	ACTIVATE HEALTHCARE	1/13/2014		\$11,095.00	1ST QTR.'14 + RECONCILIATIONS
Paid Chk#	005222	INDIANA ELECTRICAL &	1/13/2014			BLDG REPAIRS
Paid Chk#	005223	INDIANA STATE LIBRARY	1/13/2014			4TH QTR.'13 PLAC
Paid Chk#	005224	MIDWEST PRESORT SERVICE	1/13/2014			POSTAGE SERVICE
Paid Chk#	005225	ACTIVATE HEALTHCARE INDIANA ELECTRICAL & INDIANA STATE LIBRARY MIDWEST PRESORT SERVICE GERMAN AMERICAN BANK	1/13/2014			HSA W/H
Paid Chk#	005226	3M	1/16/2014		\$1 313 NO	E-BOOKS
Paid Chk#	005220	AT&T (II )	1/16/2014		\$388 13	4 DEDICATED PHONE LINES
Paid Chk#	005227	AVCACE	1/16/2014		\$500.13	NONPRINT
Paid Chk#	005220	DAKED & TAVI OD DOOKS	1/16/2014		\$35,023.91	
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Paid Chk#	005231	BLACKSTONE AUDIO, INC.	1/16/2014		\$400.00	NONPRINT
Paid Chk#	005232	BLOOMINGTON PAINT &	1/16/2014		\$125.56	PAINT SPLS
Paid Chk#	005233	BANCTEC INC. BLACKSTONE AUDIO, INC. BLOOMINGTON PAINT & BOTTOM LINE BOOKS CENTER POINT LARGE PRINT CINTAS CORPORATION CITY DIRECTORIES CITY OF BLOOMINGTON UTILITIE	1/16/2014		\$39.00	PERIODICALS
Paid Chk#	005234	CENTER POINT LARGE PRINT	1/16/2014		\$433.80	
Paid Chk#	005235	CINTAS CORPORATION	1/16/2014		\$81.99	FIRST-AID SPLS
Paid Chk#	005236	CITY DIRECTORIES	1/16/2014		\$550.00	
Paid Chk#	005237	CITY OF BLOOMINGTON UTILITIE	1/16/2014		\$1,001.46	WATER & SEWER
Paid Chk#	005238	COMCAST	1/16/2014		\$15.88	CABLE EQUIP. RENTAL
Paid Chk#	005239	DOWNTOWN BLOOMINGTON,	1/16/2014		\$150.00	MEMBERSHIP 2014
Paid Chk#	005240	DUKE ENERGY	1/16/2014		\$26,350.82	ELECTRICITY
Paid Chk#	005241	COMCAST DOWNTOWN BLOOMINGTON, DUKE ENERGY ELLETTSVILLE UTILITIES FINDAWAY WORLD, LLC GALE/CENGAGE LEARNING GE CAPITAL INFORMATION GIFT GREEN PLANET FILMS GREY HOUSE PUBLISHING, INC. HFI MECHANICAL CONTRACTOR HOOSIER HERITAGE MAGAZINE HP PRODUCTS INDIANA MAGAZINE OF HISTORY	1/16/2014		\$235.72	WATER & SEWER
Paid Chk#	005242	FINDAWAY WORLD, LLC	1/16/2014		\$63.14	NONPRINT
Paid Chk#	005243	GALE/CENGAGE LEARNING	1/16/2014		\$1,034.80	BOOKS
Paid Chk#	005244	GE CAPITAL INFORMATION	1/16/2014		\$50.93	VITAL COPIER/MNTHLY RENT
Paid Chk#	005245	GIFT	1/16/2014		\$50.00	PERIODICALS
Paid Chk#	005246	GREEN PLANET FILMS	1/16/2014		\$53.95	NONPRINT
Paid Chk#	005247	GREY HOUSE PUBLISHING, INC.	1/16/2014		\$1.345.05	PERIODICALS
Paid Chk#	005248	HELMECHANICAL CONTRACTOR	1/16/2014		\$422.00	BLDG SERVICES
Paid Chk#	005249	HOOSIER HERITAGE MAGAZINE	1/16/2014		\$16.00	PERIODICALS
Paid Chk#	005250	HP PRODUCTS	1/16/2014		\$2,006.50	CLEANING SPLS
Paid Chk#	005251	INDIANA MAGAZINE OF HISTORY	1/16/2014		\$20.00	PERIODICALS
Paid Chk#	005257	JASON RADKE	1/16/2014		\$100.00	REIMBURSE/VIDEO MAT'LS
Paid Chk#	005252	INDIANA MAGAZINE OF HISTORY JASON RADKE LEARNING TREASURES LOGISTECH, INC. MIDWEST TAPE NEWSBANK NEWSOUND KIDS NONPROFIT QUARTERLY OCLC, INC. PERMACULITURE ACTIVIST	1/16/2014		\$225.77	NONPRINT
Paid Chk#	005254	LOGISTECH INC	1/16/2014		\$290.45	
Paid Chk#	005254	MIDWEST TAPE	1/16/2014		\$15 QO7 18	NONRPINT
Paid Chk#	005255	NEWEDITALE	1/16/2014		\$2,520,00	DATABASES
Paid Chk#	005250	NEWSOLIND KIDS	1/16/2014		φ2,320.00 \$25.05	NONPRINT
Paid Chk#	005257	NONDOCET OLIADTEDI V	1/10/2014		\$25.05 \$40.00	PERIODICALS
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Paid Chk#	005260	PANDOM LIQUEE INC	1/16/2014		\$23.00	PERIODICALS
Paid Chk#	005261	PERMACULTURE ACTIVIST RANDOM HOUSE, INC. RECORDED BOOKS, LLC REPORTER-TIMES SAM'S CLUB/GECRB SMITH SYST. DRIVER SMITHVILLE	1/16/2014		\$786.10	NONPRINT
Paid Chk#	005262	RECORDED BOOKS, LLC	1/16/2014		\$417.70	NONPRINT
Paid Chk#	005263	REPORTER-TIMES	1/16/2014		\$238.80	PERIODICALS/12 MONTHS
Paid Chk#	005264	SAM'S CLUB/GECRB	1/16/2014		\$220.12	BLDG SPLS
Paid Chk#	005265	SMITH SYST. DRIVER	1/16/2014		\$1,246.02	DRIVER TRAINING
Paid Chk#	005266	SMITHVILLE				
		TANTOR MEDIA	1/16/2014			NONPRINT
		THE HERALD-TIMES, INC.	1/16/2014		\$249.77	EMPLOYMENT AD
		THOMSON REUTERS - WEST	1/16/2014		\$504.00	BOOKS
		VERIZON WIRELESS	1/16/2014			BKM DATA LINES
		WORLD BOOK, INC.	1/16/2014		\$916.00	BOOKS
		AMERICAN UNITED LIFE INS. CO.	1/23/2014		\$1,724.71	403b TSA-AUL W/H
		B & H PHOTO-VIDEO	1/23/2014			EQUIPMENT
Paid Chk#	005274	CRYSTAL CLEAR	1/23/2014		\$1,190.00	WINDOW CLEANING

Paid Chick   005275   FREEDOM BUSINESS   1/23/2014   \$1,648.45   PRINTER, CARTRIDGES, DRUMS   Paid Chick   005276   GIBSON TELDATA, INC.   1/23/2014   \$1,500   SHILDER REPAIR   \$44,831.57   50% DOWNNEW PHONE SYSTEM   \$44,831.57   50% DOWNNEW PHONE SYSTEM   \$160   Chick   005279   JANET LAMBERT   1/23/2014   \$15.00   VEHICLE REPAIR   \$31.27   FUCHILLO SYSTEM   \$15.00   VEHICLE REPAIR   \$15.00   VE			Name	Check Date	e Check Amt	
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005275	FREEDOM BUSINESS	1/23/2014	\$1,648.45	PRINTER, CARTRIDGES, DRUMS
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005276	GIBSON TELDATA, INC.	1/23/2014	\$44,831.57	50% DOWN/NEW PHONE SYSTEM
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005277	HIGH SPEED TIRE &	1/23/2014	\$15.00	VEHICLE REPAIR
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005278	JANET LAMBERT	1/23/2014	\$31.27	FD/CHILD SPLS
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005279	JPMORGAN CHASE BANK, NA	1/23/2014	\$3,630.04	WUNDERKINDER/MNTHLY SOFTWARE
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005280	KELLY NELSEN	1/23/2014	\$24.99	REFUND ON LOST ITEMS
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005281	KLEINDORFER'S HDWE	1/23/2014	\$73.82	BLDG SPLS
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005282	KOORSEN FIRE & SECURITY,	1/23/2014	\$681.83	EXTINGUISHER SPLS
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005283	MIDWEST PRESORT SERVICE	1/23/2014	\$609.29	POSTAGE SERVICES
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005284	R. MARTIN WOODWORKS	1/23/2014	\$3,977.50	MOBILE REF. DESK/5 CABINETS CO
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005285	THE PRODUCTION HOUSE	1/23/2014	\$4,055.00	TAPE TO DIGITAL VERSION
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005286	VERIZON WIRELESS	1/23/2014	\$243.84	CELL PHONES
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005287	AFSCME COUNCIL 62	1/29/2014	\$1,215.41	UNION DUES W/H
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005288	AMERICAN UNITED LIFE INS. CO.	1/29/2014	\$1,628.88	403b TSA-AUL
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005289	AT&T (IL)	1/29/2014	\$1,260.25	TELEPHONE
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005290	AT&T MOBILITY	1/29/2014	\$251.13	CELL PHONES
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005291	BAKER & TAYLOR BOOKS	1/29/2014	\$26.52	STAFF ORDER W/H
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005292	BERRY	1/29/2014	\$27.20	ELL. PHONE LISTING
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005293	CITGO	1/29/2014	\$452.29	FUEL
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005294	CITY OF BLOOMINGTON	1/29/2014	\$557.00	PARKING PERMITS/GARAGES
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005295	CITY OF BLOOMINGTON	1/29/2014	\$10.00	ZONE 4 TRANSFER FEE
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005296	DUKE ENERGY	1/29/2014	\$2,256.70	ELECTRICITY
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005297	GIBSON TELDATA, INC.	1/29/2014	\$542.29	MAINT. CONTRACT 1/1/14 - 3/31/14
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005298	GLHEC	1/29/2014	\$200.80	GARNISHMENT W/H
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005299	JONATHAN TULLIS	1/29/2014	\$75.75	REFUND ON LOST ITEM
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005300	LEGAL SHIELD	1/29/2014	\$47.84	PRE-PAID LEGAL W/H
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005301	MARY FRASIER	1/29/2014	\$101.84	OFFICE SPLS
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005302	MONROE COUNTY TREASURER	1/29/2014	\$215.87	GARNISHMENT W/H
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005303	MONROE COUNTY YMCA	1/29/2014	\$81.24	YMCA W/H
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005304	POLARIS LIBRARY SYSTEMS, INC	1/29/2014	\$5,192.00 \$242.70	TRACH CERVICE
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005305	CADALIM MITCHELL	1/29/2014	φ212.70 Φ00.00	DEFINITION LOST ITEM
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005300	SARAH W. WITTCHELL	1/29/2014	\$99.00 \$04.50	MILEACE
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005307	THIAGO A GRIGOLO	1/29/2014	\$91.32 \$27.07	DEFIND ON LOST ITEM
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005300	TODAY'S BUSINESS SOLUTIONS	1/29/2014	Ψ27.07 \$1.500.00	MAINT CONTRACT 12/31/13 - 11/30/14
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005303	INITED WAY	1/29/2014	Ψ1,590.00 \$116.00	INITED WAY W/H
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005310	VECTREN ENERGY DELIVERY	1/29/2014	\$53.23	NATURAL GAS
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005312	YP	1/29/2014	\$135.00	PHONE LISTING/BOOK & INTERNET
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005313	IU ASIAN CUI TURE CENTER	1/30/2014	\$500.00	FOR LUNAR NEW YEAR
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005314	LOWE'S	1/30/2014	\$11.38	BLDG SPLS
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005315	MIDWEST PRESORT SERVICE	1/30/2014	\$286.90	POSTAGE SERVICE
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005316	VECTREN ENERGY DELIVERY	1/30/2014	\$600.29	NATURAL GAS
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005317	CITY OF BLOOMINGTON	2/3/2014	\$25.00	NAVIGATOR TRAINING
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005318	GECRB/AMAZON	2/3/2014	\$3.101.65	BOOKS
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005319	ANTHEM BLUE CROSS BLUE	2/4/2014	\$51,024.32	FEB.'14 HEALTH INS.
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005320	COLONIAL LIFE	2/4/2014	\$889.95	OTHER INS.
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005321	GUARDIAN LIFE INS. CO.	2/4/2014	\$8,169.44	FEB.'14 DENTAL INS.
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005322	KENDAL POLEYKETT	2/4/2014	\$26.00	REFUND ON LOST ITEM
Paid Chk#       005325       SMITHVILLE       2/4/2014       \$1,825.00       MONTHLY INTERNET SERVICE         Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005323	MIDWEST PRESORT SERVICE	2/4/2014	\$316.44	POSTAGE SERVICES
Paid Chk#       005326       STORYTELLER'S DRUM, INC.       2/4/2014       \$1,200.00       FD/CHILD/PERFORMANCE         Paid Chk#       005327       A1 LANDSCAPE & HAULING INC.       2/10/2014       \$5,900.00       SNOW REMOVAL & SALT APPL         Paid Chk#       005328       AL'S TWO-WAY RADIO SERVICE       2/10/2014       \$1,109.00       EQUIP. REPAIR & RADIOS	Paid Chk#	005324	PATRICIA G. CALLISON	2/4/2014	\$300.00	FD/ADULT PROGRAM
Paid Chk# 005327 A1 LANDSCAPE & HAULÍNG INC. 2/10/2014       \$5,900.00 SNOW REMOVAL & SALT APPL         Paid Chk# 005328 AL'S TWO-WAY RADIO SERVICE 2/10/2014       \$1,109.00 EQUIP. REPAIR & RADIOS				2/4/2014	\$1,825.00	MONTHLY INTERNET SERVICE
Paid Chk# 005328 AL'S TWO-WAY RADIO SERVICE 2/10/2014 \$1,109.00 EQUIP. REPAIR & RADIOS						
Paid Chk# 005329 AVCAFE 2/10/2014 \$238.05 NONPRINT						
	Paid Chk#	005329	AVCAFE	2/10/2014	\$238.05	NONPRINT

		Name	Check Date	Check Amt	
Paid Chk#	005330	BLACKSTONE AUDIO, INC.	2/10/2014	\$39.96	NONPRINT
		CARMICHAEL TRUCK &	2/10/2014		BKM & GREEN VAN-MAINT & REPAIR
Paid Chk#	005332	CITY OF BLOOMINGTON	2/10/2014	\$75.00	NFP BOARD CERTIF./3 PEOPLE
Paid Chk#	005333	DENISE K. BREEEDEN-OST	2/10/2014	\$23.70	REFUND ON LOST ITEM
Paid Chk#	005334	DOOR EQUIPMENT CO. OF IN,	2/10/2014	\$2,638.81	BLDG REPAIR
Paid Chk#	005335	DUKE ENERGY	2/10/2014	\$29,044.75	ELECTRICITY
Paid Chk#	005336	EBSCO	2/10/2014	\$1.78	PERIODICALS
Paid Chk#	005337	ELECTRONIC COMMERCE, INC.	2/10/2014	\$1,881.10	PAYROLL SERVICES
Paid Chk#	005338	ELLETTSVILLE UTILITIES	2/10/2014		WATER & SEWER
		GAYLORD BROS., INC.	2/10/2014 2/10/2014	\$30.62	CATALOGING SPLS-BKS
Paid Chk#	005340	JACQUELINE CUSHMAN	2/10/2014	\$140.00	FD/CHILD PROGRAMS
Paid Chk#	005341	JIM GORDON, INC	2/10/2014	\$53.02	COPIERS/MNTHLY MAINT. CONTRACT
		MENARDS - BLOOMINGTON	2/10/2014		BLDG SPLS
Paid Chk#	005343	NATURE'S WAY, INC. NOLAN'S LAWN CARE SERVICE	2/10/2014	\$328.00	PLANT CARE
Paid Chk#	005344	NOLAN'S LAWN CARE SERVICE	2/10/2014	\$65.00	ELL. LAWN CARE
Paid Chk#	005345	B,B & C POW PEST CONTROL,	2/10/2014 2/10/2014	\$133.00	PEST CONTROL
		SARAH M. MITCHELL	2/10/2014	\$100.00	REFUND ON LOST ITEM
Paid Chk#	005347	THOMSON REUTERS - WEST	2/10/2014	\$1,497.00	
		VERIZON WIRELESS	2/10/2014		BKM DATA LINES
Paid Chk#			2/12/2014		BACKGROUND CHECKS
Paid Chk#			2/12/2014		CONSULTING/E-RATE-PHASE 1
		ALL-PHASE ELECTRIC SUPPLY			LIGHT BULBS
Paid Chk#	005352	AMERICAN SHREDDING	2/12/2014		DOCUMENT DESTRUCTION
Paid Chk#	005353	BAKER & TAYLOR BOOKS	2/12/2014	\$28,238.69	
Paid Chk#	005354	BANCTEC INC.	2/12/2014		MNTHLY FOLDER MAINT.
Paid Chk#	005355	BLOOMINGTON PAINT &	2/12/2014	\$94.17	
		BUNGER & ROBERTSON, LLP CARMICHAEL TRUCK &	2/12/2014		LEGAL SERVICES
			2/12/2014	*	BKM REPAIR
Paid Chk#	005358	CENTER POINT LARGE PRINT CHARDON LABORATORIES, INC.	2/12/2014	\$216.90	
Paid Chk#	005359	CHARDON LABORATORIES, INC.	2/12/2014	\$662.00	MAINT. CONTRACT
		CINTAS CORPORATION	2/12/2014	\$649.83	FIRST-AID SPLS
		COMPDATA SURVEYS	2/12/2014		2014 COMPENSATION DATA
		EASTERN ALLIANCE INS. GROUP			WORKERS COMP. 2/1/14-2/1/15
		ELECTRONIC COMMERCE, INC.			PAYROLL SERVICES
Paid Chk#	005364	ELLETTSVILLE TRUE VALUE EVANSVILLE BINDERY, INC.	2/12/2014		VEHICLE REPAIR
Paid Chic#	005365	EVANSVILLE BINDERY, INC.	2/12/2014		BOOK BINDING
Paid Chk#	005366	FINDAWAY WORLD, LLC FREEDOM BUSINESS	2/12/2014		NONPRINT
Paid Chk#	005367	CALE/CENCACE LEADNING	2/12/2014	\$3,202.33	CARTRIDGES
Paid Chk#	005366	GALE/CENGAGE LEARNING GE CAPITAL INFORMATION	2/12/2014 2/12/2014		VITAL COPIER MNTHLY RENT
Paid Chk#	005309	GENEALOGICAL PUBLISHING	2/12/2014		
Paid Chk#	005370	GLOBAL EQUIPMENT COMPANY			2 SALT SPREADERS
		HFI MECHANICAL CONTRACTOR			REPAIR BURSTED SPRINKLER LINE
		HP PRODUCTS	2/12/2014		CLEANING SPLS
		INTERNET MINDED DESIGN AND			CONSULTING/AUTHOR ALERT PROJECT
		JIM GORDON, INC	2/12/2014		COPIERS MNTHLY MAINT.
		KLEINDORFER'S HDWE	2/12/2014		BLDG SPLS
		LEARNING TREASURES	2/12/2014		FD/CHILD SPLS
		LIVE OAK MEDIA	2/12/2014		NONPRINT
		LOGISTECH, INC.	2/12/2014	\$535.96	
		MIDWEST TAPE	2/12/2014		BOOKS & NONPRINT
		MONROE COUNTY HISTORICAL	2/12/2014		BOOKS
		OCLC, INC.	2/12/2014		MONTHLY OCLC USAGE
		QUILL CORPORATION	2/12/2014		OFFICE SPLS
		RANDOM HOUSE, INC.	2/12/2014		NONPRINT
•	,	· · · · · · · · · · · · · · · · · ·	• • •	Ψ.55.10	

		Name	Check Date	Check Amt	
Paid Chk#	005385	RECORDED BOOKS, LLC	2/12/2014	\$606.00	NONPRINT
Paid Chk#	005386	SCHINDLER ELEVATOR	2/12/2014	\$2,530.08	MAINT. CONTRACT
Paid Chk#	005387	SCHOLASTIC LIBRARY	2/12/2014	\$413.40	BOOKS
Paid Chk#	005388	STANLEY STEEMER	2/12/2014	\$275.00	CLEANING FROM WATER LEAK
Paid Chk#	005389	SUZANNE KERN - PETTY CASH	2/12/2014	\$59.12	POSTAGE COSTS
Paid Chk#	005390	T & H KEITH INC.	2/12/2014	\$2,500.00	ELECTRIC LABOR/EXIT SIGNS/WATER BREAK
Paid Chk#	005391	TANTOR MEDIA	2/12/2014	\$206.13	NONPRINT
Paid Chk#	005392	THE ELLETTSVILLE JOURNAL	2/12/2014	\$192.60	ADVERTISING BIDS
Paid Chk#	005393	THE HERALD-TIMES, INC.	2/12/2014	\$175.82	ADVERTING BIDS
Paid Chk#	005394	THE MACEXPERIENCE	2/12/2014	\$2,884.00	EQUIPMENT & ADAPTERS
Paid Chk#	005395	UNIQUE MANAGEMENT	2/12/2014	\$1,652.80	COLLECTION SERVICES/CIRC
Paid Chk#	005396	UNITED LABORTORIES	2/12/2014	\$213.42	CLEANING SPLS
Paid Chk#	005397	WESTON WOODS STUDIOS	2/12/2014	\$54.90	NONPRINT
Paid Chk#	005398	WFHB	2/12/2014	\$2,500.00	WFHB/CATS NEWS Q1'14
Paid Chk#	005399	CITY OF BLOOMINGTON UTILITIE	2/13/2014	\$1,468.94	WATER & SEWER
Paid Chk#	005400	DURKIN & VILLALTA PARTNERS	2/13/2014	\$4,800.00	CHILLER REPLACEMENT PROJECT
Paid Chk#	005401	GAYLORD BROS., INC.	2/13/2014	\$81.27	CATALOGING-BOOKS
Paid Chk#	005402	SMITHVILLE	2/13/2014	\$174.46	TELEPHONE
Paid Chk#	005403	WEX BANK	2/13/2014	\$167.99	FUEL
			Total Checks	\$446,681.47	

## MONROE COUNTY PUBLIC LIBRARY CHECKING ACCOUNTS 01/10/14 - 02/13/14

Fifth Third Checking Account	/Check Register Total	\$446,681.47
Add: Electronic Withdrawals	Merchant Services-Monthly Credit Card Fees (Feb. '14) Fifth Third Checking-Monthly Service Charge (Jan. '14) Fifth Third Checking-Monthly Service Charge (Feb. '14) Fifth Third Checking-ACH Service Charge (Jan. '14) Fifth Third Checking-ACH Service Charge (Feb. '14) Old National Checking-2 Patron Bad Checks & Fees	729.84 61.75 51.75 24.00 30.00 88.75
Add: Payrolls		
	Vouchers 01/10/14 Payroll (ECI) Electronic transfer (ECI) employee/employer taxes Electronic transfer (ECI) employer "HSA" Electronic transfer (ECI) employee "HSA" Electronic transfer 01/14/14 (TASC) employee "FSA"	117,037.71 44,315.04 31,642.50 1,916.06 325.38
	Vouchers 01/10/14 Payroll (ECI) Electronic transfer (ECI) employee/employer taxes	3,307.88 1,319.56
	Electronic PERF pymts. 01/16/14	19,124.87
	Vouchers 01/24/14 Payroll (ECI) Electronic transfer (ECI) employee/employer taxes Electronic transfer (ECI) employer "HSA" Electronic transfer (ECI) employee "HSA" Electronic PERF pymt. 01/27/14 Electronic transfer 01/28/14 (TASC) employee "FSA"	118,215.57 45,810.03 153.00 2,156.06 19,149.03 325.38
	Vouchers 02/07/14 Payroll (ECI) Electronic transfer (ECI) employee/employer taxes Electronic transfer (ECI) employee "HSA" Electronic PERF pymt. 02/00/14 Electronic transfer 02/11/14 (TASC) employee "FSA"	120,901.63 46,250.29 2,156.06 325.38
TOTAL OF A/P AND P	AYROLL CHECK REGISTERS	\$1,022,098.99

## **ACCOUNTS PAYABLE VOUCHER**

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

Payee

a a Nia

Claim 23715

JPMORGAN CHASE BANK, NA

Purchase Order No.

٥

Terms
Date Due

PALATINE,

L 60094-4016

Invoice	Invoice	Description	Amount
Date	Number	(or note attached Invoice(s) or bill(s)	
12/17/2013		E020-016-23500 AMAZON/VIDEO MAT'LS	\$99.64
12/18/2013		E020-016-23500 AMAZON/VIDEO MAT'LS	\$210.00
12/20/2013		E026-016-44700 AMAZON/HARD DRIVES	\$257.97
12/20/2013		E020-016-23500 AMAZON/VIDEO MAT'LS	\$99.72
12/21/2013	•	E020-016-23500 AMAZON/VIDEO MAT'LS	\$110.80
12/22/2013		E020-016-23500 AMAZON/VIDEO MAT'LS	\$11.08
12/27/2013		E026-016-44700 AMAZON/HARD DRIVES	\$267.00
12/27/2013		E026-016-44700 AMAZON/HARD DRIVES RETURNED	(\$257.97)
12/19/2013		E001-018-45300 TOPSPIN MEDIA/NONPRINT	\$21.04
12/24/2013		E001-018-45200 SPENCER EVENING WORLD/PERIODICALS	\$52.00
1/1/2014		E001-018-45300 LOUISIANA MUSIC/NONPRINT	\$59.96
12/5/2013		E019-007-37300 BLGTN SOFT/FD-CHILDRENS EXPO	\$20.00
12/16/2013		E020-016-31600 DREAMHOST/CATS WEBSITE FEE	\$49.90
12/23/2013		E001-019-31600 HOOTSUITE MEDIA/FACEBOOK SITE	\$9.99
12/23/2013		E001-010-21300 SMITHGEAR/HEADPHONES	\$179.25
12/23/2013		E001-011-21300 SMITHGEAR/HEADPHONES	\$35.85
12/23/2013		E001-014-21300 SMITHGEAR/HEADPHONES	\$23.90
12/19/2013		E019-001-32400 ALA/PLA CONF.	\$230.00
12/20/2013		E001-003-32400 GREATER BLGTN CH/LEGISLATIVE	\$22.00
12/9/2013		E001-007-21300 AMAZON/BUS PASS HOLDERS	\$28.15
12/25/2013		E001-019-31500 WUNDERKINDER/MNTHLY SOFTWARE CHG.	\$22.99
12/11/2013		E016-015-45200 NEW READERS/NEWSPAPERS/SCHOLARSHIP	\$426.80
12/16/2013		E016-015-39100 NEW READERS/DUES-SCHOLARSHIP \$	\$199.00
12/17/2013		E016-014-44100 SCHOOL OUTFITTERS/WORKSTATION/ELL- GIFT	\$139.69
12/19/2013		E001-011-22500 CLEAN SWEEP/MESH TOY BAGS	\$78.46
12/19/2013		E016-014-44100 SCHOOL OUTFITTERS/SALES TAX REFUND	(\$9.14)
12/20/2013		E001-001-32400 GREATER BLGTN CH/LEGISLATIVE	\$22.00
12/20/2013		E019-001-32400 ALA/MIDWINTER CONF.	\$79.00
12/20/2013		E019-001-32300 USAIRWAY/MIDWINTER FLIGHT	\$240.80
12/16/2013		E019-010-32400 ALA/MIDWINTER CONF.	\$195.00
12/16/2013		E019-010-21350 ADAFRUIT/ATS PROGRAMING SPLS	\$485.36
12/16/2013		E019-010-32300 USAIRWAY/MIDWINTER FLIGHT	\$219.80
		Total	

VOUCHER NO. 23715

WARRANT NO. 5279

JPMORGAN CHASE BANK, NA

ALLOWED

## **Financial Report Comments**

Reports as of 1-31-14

Board Meeting Date 2/19/14

Monthly Budget Report:

The guideline for the portion of the annual budget spent after 1 month is 8.33% or one twelfth. The actual operating fund spending for January is 7.2% of the annual total budget.

#### **Summary Report:**

Employee Benefits 2014 (\$141,811) compared to 2013 (\$107,740). The increase is due to the timing of the Anthem payment which runs about \$50,000 per month. Last year the January premium was not paid until February.

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

# MONROE COUNTY PUBLIC LIBRARY MONTHLY SUMMARY OF BUDGET CATEGORIES AS OF JANUARY 31, 2014 ONE MONTH = 8.3%

	2014 JANUARY	2013 JANUARY	2014 Y-T-D ACTUAL	2014 BUDGET	2013 Y-T-D ACTUAL	2014 Y-T-D BUDGET REMAINING	2014 % OF BUDGET USED	2014 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	297,792.73	292,108.96	297,792.73	3,979,955.67	292,108.96	3,682,162.94	7.5%	92.5%
EMPLOYEE BENEFITS	141,811.06	107,739.67	141,811.06	1,554,141.00	107,739.67	1,412,329.94	9.1%	90.9%
OTHER WAGES	0.00	0.00	0.00	15,000.00	0.00	15,000.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	439,603.79	399,848.63	439,603.79	5,549,096.67	399,848.63	5,109,492.88	7.9%	92.1%
SUPPLIES								
OFFICE SUPPLIES	1,550.21	4,534.59	1,550.21	58,250.00	4,534.59	56,699.79	2.7%	97.3%
OPERATING SUPPLIES	3,175.43	6,871.97	3,175.43	114,400.00	6,871.97	111,224.57	2.8%	97.2%
REPAIR & MAINT. SUPPLIES	729.10	1,232.27	729.10	27,900.00	1,232.27	27,170.90	2.6%	97.4%
TOTAL SUPPLIES	5,454.74	12,638.83	5,454.74	200,550.00	12,638.83	195,095.26	2.7%	97.3%
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	10,809.40	25,146.46	10,809.40	381,937.32	25,146.46	371,127.92	2.8%	97.2%
COMMUNICATION & TRANSPORTATION	4,348.14	8,315.61	4,348.14	89,300.00	8,315.61	84,951.86	4.9%	95.1%
PRINTING & ADVERTISING	249.77	15.00	249.77	7,700.00	15.00	7.450.23	3.2%	96.8%
INSURANCE	0.00	14,075.00	0.00	64,000.00	14,075.00	64,000.00	0.0%	100.0%
UTILITIES	30.498.22	28.453.37	30.498.22	326.450.00	28.453.37	295.951.78	9.3%	90.7%
REPAIR & MAINTENANCE	1,859.00	4,017.48	1.859.00	57,200.00	4,017.48	55,341.00	3.3%	96.8%
RENTALS	9,514.40	9,706.00	9,514.40	38,200.00	9,706.00	28,685.60	24.9%	75.1%
ELECTRONIC SERVICES	3,833.09	558.60	3,833.09	264,053.00	558.60	260,219.91	1.5%	98.5%
OTHER CHARGES	7,511.35	23,833.37	7,511.35	14,050.00	23,833.37	6,538.65	53.5%	46.5%
TOTAL OTHER SERVICES & CHARGES	68,623.37	114,120.89	68,623.37	1,242,890.32	114,120.89	1,174,266.95	5.5%	94.5%
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	0.00	0.00	0.00	83,000.00	0.00	83,000.00	0.0%	100.0%
OTHER CAPITAL OUTLAY	64,115.20	84,010.71	64,115.20	936.147.00	84,010.71	872,031.80	6.8%	93.2%
TOTAL CAPITAL OUTLAY	64,115.20	84,010.71	64,115.20	1,019,147.00	84,010.71	955,031.80	6.3%	93.7%
TOTAL OPERATING EXPENDITURES	577.797.10	610 610 00	577.797.10	0.044.602.00	640,640,00	7 422 006 00	7.00/	00.00/
TOTAL OPERATING EXPENDITURES	377,797.10	610,619.06	3//,/9/.10	8,011,683.99	610,619.06	7,433,886.89	7.2%	92.8%

2013 BUDGET 7,818,019.99 % USED IN 2013 7.8%

	2014 JANUARY	2013 JANUARY	2014 Y-T-D ACTUAL	2014 BUDGET	2013 Y-T-D ACTUAL	2014 Y-T-D BUDGET REMAINING	2014 % OF BUDGET USED	2014 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES 1120 ADMINISTRATION	14,405.24	13,635.99	14,405.24	187,268.00	13,635.99	172,862.76	7.7%	92.3%
1130 PROFESSIONAL/SUPERVISORS	45,081.13	38,914.32	45,081.13	628,111.73	38,914.32	583,030.60	7.2%	92.8%
1140 PROFESSIONAL ASSISTANTS	95,672.25	97,255.64	95,672.25	1,243,966.80	97,255.64	1,148,294.55	7.7%	92.3%
1150 SPECIALISTS & TECHNICIANS	60,817.93	65,021.29	60,817.93	868,268.28	65,021.29	807,450.35	7.0%	93.0%
1160 CLERICAL ASSISTANTS	36,262.02	32,562.63	36,262.02	430,085.63	32,562.63	393,823.61	8.4%	91.6%
1170 PAGES	16,481.67	16,123.13	16,481.67	247,000.00	16,123.13	230,518.33	6.7%	93.3%
1190 BUILDING MAINTENANCE	29,072.49	28,595.96	29,072.49	375,255.23	28,595.96	346,182.74	7.7%	92.3%
TOTAL SALARIES	297,792.73	292,108.96	297,792.73	3,979,955.67	292,108.96	3,682,162.94	7.5%	92.5%
EMPLOYEE BENEFITS								
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	17,618.37	17,154.54	17,618.37	245,484.46	17,154.54	227,866.09	7.2%	92.8%
1220 UNEMPLOYMENT CONPENSATION	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
1230 EMPLOYER CONTRIBUTION/PERF	27,416.83	24,091.10	27,416.83	364,667.22	24,091.10	337,250.39	7.5%	92.5%
12301 ENCUMBERED PERF	0.00	15,335.99	0.00	0.00	15,335.99	0.00	#DIV/0!	#DIV/0!
1235 EMPLOYEE/PERF	7,343.83	7,227.30	7,343.83	97,678.73	7,227.30	90,334.90	7.5%	92.5%
1240 EMPLOYER CONT/INSURANCE	85,311.66	39,918.79	85,311.66	778,898.82	39,918.79	693,587.16	11.0%	89.0%
1250 EMPLOYER CONT/MEDICARE	4,120.37	4,011.95	4,120.37	57,411.77	4,011.95	53,291.40	7.2%	92.8%
TOTAL EMPLOYEE BENEFITS	141,811.06	107,739.67	141,811.06	1,554,141.00	107,739.67	1,412,329.94	9.1%	90.9%
OTHER WAGES								
1310 WORKSTUDY	0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.0%	100.0%
1180 TEMPORARY STAFF	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
TOTAL OTHER WAGES	0.00	0.00	0.00	15,000.00	0.00	15,000.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	439,603.79	399,848.63	439,603.79	5,549,096.67	399,848.63	5,109,492.88	7.9%	92.1%
SUPPLIES (2000'S) OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	0.00	979.76	0.00	1,100.00	979.76	1,100.00	0.0%	100.0%
2120 STATIONERY & PRINTING	0.00	0.00	0.00	1,100.00	0.00	1,100.00	0.0%	100.0%
2130 OFFICE SUPPLIES	368.99	903.46	368.99	13,650.00	903.46	13,281.01	2.7%	97.3%
2135 GENERAL SUPPLIES	0.00	41.63	0.00	0.00	41.63	0.00	#DIV/0!	#DIV/0!
2140 DUPLICATING	1,181.22	2,609.74	1,181.22	42,400.00	2,609.74	41,218.78	2.8%	97.2%
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	1,550.21	4,534.59	1,550.21	58,250.00	4,534.59	56,699.79	2.7%	97.3%

	2014 JANUARY	2013 JANUARY	2014 Y-T-D ACTUAL	2014 BUDGET	2013 Y-T-D ACTUAL	2014 Y-T-D BUDGET REMAINING	2014 % OF BUDGET USED	2014 % OF BUDGET REMAINING
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	2,006.50	2,029.71	2,006.50	38,200.00	2,029.71	36,193.50	5.3%	94.7%
2220 FUEL, OIL, & LUBRICANTS	1,090.47	1,136.83	1,090.47	10,000.00	1,136.83	8,909.53	10.9%	89.1%
2230 CATALOGING SUPPLIES-BOOKS	0.00	356.72	0.00	7,000.00	356.72	7,000.00	0.0%	100.0%
2240 A/V SUPPLIES-CATALOGING	0.00	0.00	0.00	9,500.00	0.00	9,500.00	0.0%	100.0%
2250 CIRCULATION SUPPLIES	78.46	2,759.35	78.46	33,900.00	2,759.35	33,821.54	0.2%	99.8%
2260 LIGHT BULBS	0.00	210.53	0.00	7,200.00	210.53	7,200.00	0.0%	100.0%
2280 UNIFORMS	0.00	0.00	0.00	1,900.00	0.00	1,900.00	0.0%	100.0%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	378.83	0.00	6,700.00	378.83	6,700.00	0.0%	100.0%
TOTAL OPERATING SUPPLIES	3,175.43	6,871.97	3,175.43	114,400.00	6,871.97	111,224.57	2.8%	97.2%
REPAIR & MAINTENANCE SUPPLIES								
2300 IS SUPPLIES	199.99	453.27	199.99	6,500.00	453.27	6,300.01	3.1%	96.9%
2310 BUILDING MATERIALS & SUPPLIES	403.55	779.00	403.55	21,000.00	779.00	20,596.45	1.9%	98.1%
2320 PAINT & PAINTING SUPPLIES	125.56	0.00	125.56	400.00	0.00	274.44	31.4%	68.6%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL REPAIR & MAINTENANCE SUPPLIES	729.10	1,232.27	729.10	27,900.00	1,232.27	27,170.90	2.6%	97.4%
TOTAL SUPPLIES	5,454.74	12,638.83	5,454.74	200,550.00	12,638.83	195,095.26	2.7%	97.3%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
3110 CONSULTING SERVICES	0.00	8,630.00	0.00	13,500.00	8,630.00	13,500.00	0.0%	100.0%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	0.00	30,000.00	0.00	30,000.00	0.0%	100.0%
31201 ENCUM. ENGINEERING/ARCHITECT 3130 LEGAL SERVICES	0.00 0.00	0.00 186.71	0.00 0.00	10,000.00 17,300.00	0.00 186.71	10,000.00 17,300.00	0.0% 0.0%	100.0% 100.0%
3140 BUILDING SERVICES	1,970.05	3,667.40	1,970.05	30,000.00	3,667.40	28,029.95	6.6%	93.4%
3150 MAINTENANCE CONTRACTS	2,560.46	2,083.20	2,560.46	144,600.00	2,083.20	142,039.54	1.8%	98.2%
3160 COMPUTER SERVICES (OCLC)	5,323.12	4,609.27	5,323.12	69,637.32	4,609.27	64,314.20	7.6%	92.4%
3170 ADMIN/ACCOUNTING SERVICES	955.77	2,774.73	955.77	46,900.00	2,774.73	45,944.23	2.0%	98.0%
3175 COLLECTION AGENCY SERVICES	0.00	3,195.15	0.00	20,000.00	3,195.15	20,000.00	0.0%	100.0%
TOTAL PROFESSIONAL SERVICES	10,809.40	25,146.46	10,809.40	381,937.32	25,146.46	371,127.92	2.8%	97.2%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,375.83	2,301.59	2,375.83	32,700.00	2,301.59	30,324.17	7.3%	92.7%
3215 CABLE TV	4.76	0.00	4.76	0.00	0.00	-4.76	#DIV/0!	#DIV/0!
3220 POSTAGE	1,832.03	1,798.55	1,832.03	25,000.00	1,798.55	23,167.97	7.3%	92.7%
3230 TRAVEL EXPENSE	91.52	0.00	91.52	10,000.00	0.00	9,908.48	0.9%	99.1%
3240 PROFESSIONAL MTG. (OFF-SITE)	44.00	25.00	44.00	10,000.00	25.00	9,956.00	0.4%	99.6%
3250 CONTINUTING ED. (0N-SITE)	0.00	660.00	0.00	10,000.00	660.00	10,000.00	0.0%	100.0%
32501 ENCUMBERED CONTINU. ED.(0N-SITE)	0.00	3,500.00	0.00	0.00	3,500.00	0.00	#DIV/0!	#DIV/0!
3260 FREIGHT & DELIVERY	0.00	30.47	0.00	1,600.00	30.47	1,600.00	0.0%	100.0%
TOTAL COMMUNICATION & TRANSPORTATION	4,348.14	8,315.61	4,348.14	89,300.00	8,315.61	84,951.86	4.9%	95.1%

	2014 JANUARY	2013 JANUARY	2014 Y-T-D ACTUAL	2014 BUDGET	2013 Y-T-D ACTUAL	2014 Y-T-D BUDGET REMAINING	2014 % OF BUDGET USED	2014 % OF BUDGET REMAINING
PRINTING & ADVERTISING 3310 ADVERTISING & PUBLICATION 3320 PRINTING	249.77 0.00	0.00 15.00	249.77 0.00	2,700.00 5,000.00	0.00 15.00	2,450.23 5,000.00	9.3% 0.0%	90.7% 100.0%
TOTAL PRINTING & ADVERTISING	249.77	15.00	249.77	7,700.00	15.00	7,450.23	3.2%	96.8%
INSURANCE 3410 OFFICIAL BOND 3420 OTHER INSURANCE	0.00 0.00	0.00 14,075.00	0.00 0.00	600.00 63,400.00	0.00 14,075.00	600.00 63,400.00	0.0% 0.0%	100.0% 100.0%
TOTAL INSURANCE	0.00	14,075.00	0.00	64,000.00	14,075.00	64,000.00	0.0%	100.0%
UTILITIES 3510 GAS 3520 ELECTRICITY 3530 WATER	653.52 28,843.24 1,001.46	368.17 26,927.46 1,157.74	653.52 28,843.24 1,001.46	2,750.00 296,400.00 27,300.00	368.17 26,927.46 1,157.74	2,096.48 267,556.76 26,298.54	23.8% 9.7% 3.7%	76.2% 90.3% 96.3%
TOTAL UTILITIES	30,498.22	28,453.37	30,498.22	326,450.00	28,453.37	295,951.78	9.3%	90.7%
REPAIR & MAINTENANCE 3610 BUILDING REPAIR 3630 OTHER EQUIP/FURNITURE REPAIRS 3640 VEHICLE REPAIR & MAINTENANCE 3650 MATERIAL BINDING/REPAIR SERV.	1,844.00 0.00 15.00 0.00	3,168.42 420.00 46.86 382.20	1,844.00 0.00 15.00 0.00	22,000.00 21,200.00 11,000.00 3,000.00	3,168.42 420.00 46.86 382.20	20,156.00 21,200.00 10,985.00 3,000.00	8.4% 0.0% 0.1% 0.0%	91.6% 100.0% 99.9% 100.0%
TOTAL REPAIR & MAINTENANCE	1,859.00	4,017.48	1,859.00	57,200.00	4,017.48	55,341.00	3.3%	96.8%
RENTALS 3710 REAL ESTATE RENTAL/PARKING 3720 EQUIPMENT RENTAL TOTAL RENTALS	9,514.40 0.00 9,514.40	9,706.00 0.00 9,706.00	9,514.40 0.00 9,514.40	38,200.00 0.00 38,200.00	9,706.00 0.00 9,706.00	28,685.60 0.00 28,685.60	24.9% #DIV/0! 24.9%	75.1% #DIV/0! 75.1%
ELECTRONIC SERVICES 38450 DATABASES SERVICES 38460 E-BOOKS SERVICES	2,520.00 1,313.09	0.00 558.60	2,520.00 1,313.09	161,917.00 102,136.00	0.00 558.60	159,397.00 100,822.91	1.6% 1.3%	98.4% 98.7%
TOTAL ELECTRONIC SERVICES	3,833.09	558.60	3,833.09	264,053.00	558.60	260,219.91	1.5%	98.5%
OTHER CHARGES 3910 DUES/INSTITUTIONAL 3920 INTEREST/TEMPORARY LOAN 3940 TRANSFER TO LIRF 3945 TRANSFER TO ANOTHER FUND (R.DAY) 3950 EDUCATIONAL SERV/LICENSING	6,551.35 0.00 0.00 0.00 960.00	6,000.00 0.00 17,833.37 0.00 0.00	6,551.35 0.00 0.00 0.00 960.00	7,550.00 2,500.00 0.00 0.00 4,000.00	6,000.00 0.00 17,833.37 0.00 0.00	998.65 2,500.00 0.00 0.00 3,040.00	86.8% 0.0% #DIV/0! #DIV/0! 24.0%	13.2% 100.0% #DIV/0! #DIV/0! 76.0%
TOTAL OTHER CHARGES	7,511.35	23,833.37	7,511.35	14,050.00	23,833.37	6,538.65	53.5%	46.5%
TOTAL OTHER SERVICES/CHARGES	68,623.37	114,120.89	68,623.37	1,242,890.32	114,120.89	1,174,266.95	5.5%	22 <sub>94.5%</sub>

	2014 JANUARY	2013 JANUARY	2014 Y-T-D ACTUAL	2014 BUDGET	2013 Y-T-D ACTUAL	2014 Y-T-D BUDGET REMAINING	2014 % OF BUDGET USED	2014 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
4430 OTHER EQUIPMENT	0.00	0.00	0.00	68,000.00	0.00	68,000.00	0.0%	100.0%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.0%	100.0%
4460 IS EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4465 IS SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4470 EQUIPMENT - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4475 SOFTWARE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL FURNITURE & EQUIPMENT	0.00	0.00	0.00	83,000.00	0.00	83,000.00	0.0%	100.0%
OTHER CAPITAL OUTLAY								
4510 BOOKS	40,680.14	54,542.07	40,680.14	548,250.00	54,542.07	507,569.86	7.4%	92.6%
4520 PERIODICIALS & NEWSPAPERS	1,832.85	2,611.91	1,832.85	41,936.00	2,611.91	40,103.15	4.4%	95.6%
4530 NONPRINT MATERIALS	21,602.21	26,856.73	21,602.21	345,961.00	26,856.73	324,358.79	6.2%	93.8%
TOTAL OTHER CAPITAL OUTLAY	64,115.20	84,010.71	64,115.20	936,147.00	84,010.71	872,031.80	6.8%	93.2%
TOTAL CAPITAL OUTLAY	64,115.20	84,010.71	64,115.20	1,019,147.00	84,010.71	955,031.80	6.3%	93.7%
TOTAL ODERATING EVOENDITURES	577 707 40	040 040 00	577 707 40	0.044.000.00	040 040 00	7 400 000 00	7.00/	00.00/
TOTAL OPERATING EXPENDITURES	577,797.10	610,619.06	577,797.10	8,011,683.99	610,619.06	7,433,886.89	7.2%	92.8%

\*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.

# Operating Budget & Expenditure Report January 1, 2014 to January 31, 2014 1 month = 8.3%

	2014		2014	2014 YTD	2014 %YTD
Object Object Descr	Budget	Jan.	YTD Amt	Balance	Budget
11200 ADMINISTRATION	\$187,268.00	\$14,405.24	\$14,405.24	\$172,862.76	7.69%
11300 PROF/SUPERVISORS	\$628,111.73	\$45,081.13	\$45,081.13	\$583,030.60	7.18%
11400 PROFESSIONAL ASSISTANT	\$1,243,966.80	\$95,672.25	\$95,672.25	\$1,148,294.55	7.69%
11500 SPECIALIST/TECHNICIAN	\$868,268.28	\$60,817.93	\$60,817.93	\$807,450.35	7.00%
11600 CLERICAL ASSISTANTS	\$430,085.63	\$36,262.02	\$36,262.02	\$393,823.61	8.43%
11700 PAGES	\$247,000.00	\$16,481.67	\$16,481.67	\$230,518.33	6.67%
11800 TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
11900 BUILDING	\$375,255.23	\$29,072.49	\$29,072.49	\$346,182.74	7.75%
12100 FICA/EMPLOYER	\$245,484.46	\$17,618.37	\$17,618.37	\$227,866.09	7.18%
12200 UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
12300 PERF/EMPLOYER	\$364,667.22	\$27,416.83	\$27,416.83	\$337,250.39	7.52%
12350 PERF/EMPLOYEE	\$97,678.73	\$7,343.83	\$7,343.83	\$90,334.90	7.52%
12400 INS/EMPLOYER	\$778,898.82	\$85,311.66	\$85,311.66	\$693,587.16	10.95%
12500 MEDICARE/EMPLOYER	\$57,411.77	\$4,120.37	\$4,120.37	\$53,291.40	7.18%
13100 WORK STUDY	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
21100 OFFICIAL RECORDS	\$1,100.00	\$0.00	\$0.00	\$1,100.00	0.00%
21200 STATIONERY/BUS.	\$1,100.00	\$0.00	\$0.00	\$1,100.00	0.00%
21300 OFFICE SUPPLIES	\$13,650.00	\$368.99	\$368.99	\$13,281.01	2.70%
21400 DUPLICATING	\$42,400.00	\$1,181.22	\$1,181.22	\$41,218.78	2.79%
22100 CLEANING SUPPLIES	\$38,200.00	\$2,006.50	\$2,006.50	\$36,193.50	5.25%
22200 FUEL/OIL/LUBRICANTS	\$10,000.00	\$1,090.47	\$1,090.47	\$8,909.53	10.90%
22300 CATALOGING	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
22400 A/V SUPPLIES/CATALOG	\$9,500.00	\$0.00	\$0.00	\$9,500.00	0.00%
22500 CIRCULATION SUPPLIES	\$33,900.00	\$78.46	\$78.46	\$33,821.54	0.23%
22600 LIGHT BULBS	\$7,200.00	\$0.00	\$0.00	\$7,200.00	0.00%
22800 UNIFORMS	\$1,900.00	\$0.00	\$0.00	\$1,900.00	0.00%
22900 DISPLAY/EXHIBITS	\$6,700.00	\$0.00	\$0.00	\$6,700.00	0.00%
23000 IS SUPPLIES	\$6,500.00	\$199.99	\$199.99	\$6,300.01	3.08%
23100 BUILDING MATERIAL	\$21,000.00	\$403.55	\$403.55	\$20,596.45	1.92%
23200 PAINT/PAINTING SUPPLIES	\$400.00	\$125.56	\$125.56	\$274.44	31.39%
31100 CONSULTING SERVICES	\$13,500.00	\$0.00	\$0.00	\$13,500.00	0.00%
31200 ENGINEERING/ARCHITEC	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00%
31201 ENCUMBERED	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
31300 LEGAL SERVICES	\$17,300.00	\$0.00	\$0.00	\$17,300.00	0.00%
31400 BUILDING SERVICES	\$30,000.00	\$1,970.05	\$1,970.05	\$28,029.95	6.57%
31500 MAINTENANCE	\$144,600.00	\$2,560.46		\$142,039.54	1.77%
31600 COMPUTER SERVICES	\$69,637.32	\$5,323.12	\$5,323.12	\$64,314.20	7.64%
31700 ADMIN/ACCOUNTING	\$46,900.00	\$955.77	\$955.77	\$45,944.23	2.04%
31750 COLLECTION AGENCY	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
32100 TELEPHONE	\$32,700.00	\$2,375.83	\$2,375.83	\$30,324.17	7.27%

				2014	2014
	2014		2014	YTD	%YTD
Object Object Descr	Budget	Jan.	YTD Amt	Balance	Budget
32150 CABLE TV SERVICE	\$0.00	\$4.76	\$4.76	-\$4.76	0.00%
32200 POSTAGE	\$25,000.00	\$1,832.03	\$1,832.03	\$23,167.97	7.33%
32300 TRAVEL EXPENSE	\$10,000.00	\$91.52	\$91.52	\$9,908.48	0.92%
32400 PROFESSIONAL MTG/OFF	\$10,000.00	\$44.00	\$44.00	\$9,956.00	0.44%
32500 CONTINUING	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
32600 FREIGHT/DELIVERY	\$1,600.00	\$0.00	\$0.00	\$1,600.00	0.00%
33100 ADVERTISING/PUBLICATI	\$2,700.00	\$249.77	\$249.77	\$2,450.23	9.25%
33200 PRINTING SERVICES	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
34100 OFFICIAL BOND INS.	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
34200 OTHER INSURANCE	\$63,400.00	\$0.00	\$0.00	\$63,400.00	0.00%
35100 GAS	\$2,750.00	\$653.52	\$653.52	\$2,096.48	23.76%
35200 ELECTRICITY	\$296,400.00	\$28,843.24	\$28,843.24	\$267,556.76	9.73%
35300 WATER	\$27,300.00	\$1,001.46	\$1,001.46	\$26,298.54	3.67%
36100 BUILDING REPAIRS	\$22,000.00	\$1,844.00	\$1,844.00	\$20,156.00	8.38%
36300 OTHER	\$21,200.00	\$0.00	\$0.00	\$21,200.00	0.00%
36400 VEHICLE	\$11,000.00	\$15.00	\$15.00	\$10,985.00	0.14%
36500 MATERIALS	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
37100 REAL ESTATE	\$38,200.00	\$9,514.40	\$9,514.40	\$28,685.60	24.91%
38450 DATABASES	\$161,917.00	\$2,520.00	\$2,520.00	\$159,397.00	1.56%
38460 E-BOOKS	\$102,136.00	\$1,313.09	\$1,313.09	\$100,822.91	1.29%
39100 DUES/INSTITUTIONAL	\$7,550.00	\$6,551.35	\$6,551.35	\$998.65	86.77%
39200 INTEREST/TEMPORARY	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
39500 EDUCATIONAL/LICENSIN	\$4,000.00	\$960.00	\$960.00	\$3,040.00	24.00%
44100 FURNITURE	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
44300 OTHER EQUIPMENT	\$68,000.00	\$0.00	\$0.00	\$68,000.00	0.00%
44450 BUILDING RENOVATION	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
45100 BOOKS	\$548,250.00	\$40,680.14	\$40,680.14	\$507,569.86	7.42%
45200 PERIODICALS/NEWSPAPE	\$41,936.00	\$1,832.85	\$1,832.85	\$40,103.15	4.37%
45300 NONPRINT MATERIALS	\$345,961.00	\$21,602.21	\$21,602.21	\$324,358.79	6.24%
	\$8,011,683.99	\$577,797.10	\$577,797.10	\$7,433,886.89	7.21%

LIRF Budget & Expenditure Report
January 1, 2014 to January 31, 2014
1 month = 8.3%

					2014	2014
		2014		YTD	YTD	%YTD
Object	Object Descr	Budget	Jan.	Amount	Balance	Budget
36100	BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
44300	OTHER EQUIPMENT	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
44450	BUILDING RENOVATION	\$150,000.00	\$0.00	\$0.00	\$150,000.00	0.00%
		\$350,000.00	\$0.00	\$0.00	\$350,000.00	0.00%

# Debt Service Budget & Expenditures Report January 1, 2014 to January 31, 2014 1 month = 8.3%

Object Object Descr	2014 Budget	Jan.	2014 YTD Amt	2014 YTD Balance	2014 %YTD Budget
37100 REAL ESTATE	\$607,768.00	\$0.00	\$0.00	\$607,768.00	0.00%
39200 INTEREST/TEMPO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$607,768.00	\$0.00	\$0.00	\$607,768.00	0.00%

# Rainy Day Budget & Expenditures Report January 1, 2014 to January 31, 2014 1 month = 8.3%

			2014	2014	2014
	2014		YTD	YTD	%YTD
Object Object Descr	Budget	Jan.	Amt	Balance	Budget
31100 CONSULTING SERVICES	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
31300 LEGAL SERVICES	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
36100 BUILDING REPAIRS	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
44100 FURNITURE	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
44300 OTHER EQUIPMENT	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00%
44450 BUILDING RENOVATION	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
	\$400,000.00	\$0.00	\$0.00	\$400,000.00	0.00%

# Special Revenue Budget & Expenditure Report January 1, 2014 to January 31, 2014 1 month = 8.3%

Object	Object Descr	2014 Budget	Jan.	YTD Amount	2014 YTD Balance	2014 %YTD Budget
•	•	Ŭ				=
	PROF/SUPERVISORS	\$62,658.60	\$4,819.94	\$4,819.94	\$57,838.66	7.69%
11400		\$126,136.26	\$9,702.74	\$9,702.74	\$116,433.52	7.69%
11600		\$181,897.62		\$14,077.62	\$167,820.00	7.74%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,950.00	\$1,691.79	\$1,691.79	\$21,258.21	7.37%
12300	PERF/EMPLOYER	\$32,238.12	\$2,487.06	\$2,487.06	\$29,751.06	7.71%
12350	PERF/EMPLOYEE CONTRIB.	\$8,635.32	\$666.16	\$666.16	\$7,969.16	7.71%
12400	INS/EMPLOYER	\$73,000.00	\$12,936.51	\$12,936.51	\$60,063.49	17.72%
12500	MEDICARE/EMPLOYER	\$5,375.40	\$395.66	\$395.66	\$4,979.74	7.36%
13100	WORK STUDY	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
21200	STATIONERY/BUS. CARDS	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
21300	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
21400	DUPLICATING	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
22700	VIDEO TAPE/MEDIA	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
23000	IS SUPPLIES	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
23500	VIDEO MATERIALS/CATS	\$10,000.00	\$871.12	\$871.12	\$9,128.88	8.71%
31100	CONSULTING SERVICES	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
31300	LEGAL SERVICES	\$750.00	\$0.00	\$0.00	\$750.00	0.00%
31600	COMPUTER SERVICES	\$500.00	\$49.90	\$49.90	\$450.10	9.98%
31650	DIGITIZATION SERVICES	\$21,000.00	\$4,055.00	\$4,055.00	\$16,945.00	19.31%
31700	ADMIN/ACCOUNTING	\$0.00	\$5.56	\$5.56	-\$5.56	0.00%
32100	TELEPHONE	\$3,700.00	\$251.13	\$251.13	\$3,448.87	6.79%
32150	CABLE TV SERVICE	\$0.00	\$11.12	\$11.12	-\$11.12	0.00%
32200	POSTAGE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
32300	TRAVEL EXPENSE	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
32400	PROFESSIONAL MTG/OFF SITE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
32600	FREIGHT/DELIVERY	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
37100	REAL ESTATE	\$3,500.00	\$1,099.12	\$1,099.12	\$2,400.88	31.40%
39100	DUES/INSTITUTIONAL	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
39500	EDUCATIONAL/LICENSING	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
39600	COMMUNITY NEWS SERVICES	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
44100	FURNITURE	\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
44700	EQUIPMENT - CATS	\$40,000.00	\$0.00	\$0.00	\$40,000.00	0.00%
44750	SOFTWARE - CATS	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
		\$664,141.32	\$53,120.43	\$53,120.43	\$611,020.89	8.00%

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## **MONROE COUNTY PUBLIC LIBRARY**

LCPF Budget & Expenditure Report
January 1, 2014 to January 31, 2014
1 month = 8.3%

				2014	2014
	2014		YTD	YTD	%YTD
Object Object Descr	Budget	Jan.	Amount	Balance	Budget
39450 TRANSFER TO ANOTHER	\$0.00\$41	8,856.68	\$418,856.68 -\$	418,856.68	0.00%
	\$0.00\$41	8,856.68	\$418,856.68 -\$	418,856.68	0.00%

# Gen. Obligation Bond Budget & Expenditure January 1, 2014 to January 31, 2014 1 month = 8.3%

Object Object Descr	2014 Budget	Jan.	YTD Amount	2014 YTD Balance	2014 %YTD Budget
31200 ENGINEERING/ARCHIT	\$0.00	\$13,200.00	\$13,200.00	-\$13,200.00	0.00%
44300 OTHER EQUIPMENT	\$0.00	\$44,831.57	\$44,831.57	-\$44,831.57	0.00%
44450 BUILDING	\$0.00	\$3,977.50	\$3,977.50	-\$3,977.50	0.00%
44600 IS EQUIPMENT	\$0.00	\$5,192.00	\$5,192.00	-\$5,192.00	0.00%
44700 EQUIPMENT - CATS	\$0.00	\$20,680.00	\$20,680.00	-\$20,680.00	0.00%
	\$0.00	\$87,881.07	\$87,881.07	-\$87,881.07	0.00%

## Expenditure Summary compared to last year 2014 compared to 2013: Period Ending January

			lanuaru	2014		lanuanu	2013	%Last YR
Fund	Fund Descr	2014 Budget	January 2014 Amt	YTD Amt	2013 Budget	January 2013 Amt	YTD Amt	YTD Diff
001	OPERATING	\$8,011,683.99	\$577,797.10	\$577,797.10	\$7,818,019.99	\$610,619.06	\$610,619.06	-5.38%
002	JAIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
003	CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
004	GIFT UNRESTRICTED	\$0.00	\$0.00	\$0.00	\$0.00	\$150.81	\$150.81	-100.00%
005	PLAC	\$0.00	\$2,300.00	\$2,300.00	\$0.00	\$2,400.00	\$2,400.00	-4.17%
006	RETIREES	\$0.00	\$137.37	\$137.37	\$0.00	\$221.20	\$221.20	-37.90%
007	LIRF	\$350,000.00	\$0.00	\$0.00	\$350,000.00	\$0.00	\$0.00	0.00%
800	DEBT SERVICE	\$607,768.00	\$0.00	\$0.00	\$600,000.00	\$0.00	\$0.00	0.00%
009	RAINY DAY	\$400,000.00	\$0.00	\$0.00	\$400,000.00	\$0.00	\$0.00	0.00%
010	PAYROLL	\$0.00	\$332,391.68	\$332,391.68	\$0.00	\$316,724.53	\$316,724.53	4.95%
011	INVESTMENT-GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
012	TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015	LSTA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
016	GIFT-RESTRICED	\$0.00	\$1,908.82	\$1,908.82	\$0.00	\$5,252.84	\$5,252.84	-63.66%
017	LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
018	IN KIND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
019	GIFT-FOUNDATION	\$0.00	\$4,424.13	\$4,424.13	\$101,850.00	\$2,620.61	\$2,620.61	68.82%
020	SPECIAL REVENUE	\$664,141.32	\$53,120.43	\$53,120.43	\$632,213.49	\$45,513.75	\$45,513.75	16.71%
021	CAPITAL PROJECTS	\$0.00	\$418,856.68	\$418,856.68	\$10,975.00	\$10,817.71	\$10,817.71	3771.95%
022	GATES HARDWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
023	LSTA-CIVIL WAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
024	FINRA GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$8,528.18	\$8,528.18	-100.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
026	GENERAL	\$0.00	\$87,881.07	\$87,881.07	\$133,000.00	\$22,582.22	\$22,582.22	289.16%
027	COMMUNITY FDTN	\$27,485.00	\$895.19	\$895.19	\$26,000.00	\$0.00	\$0.00	0.00%
028	FINRA 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$10,061,078.31	\$1,479,712.47	\$1,479,712.47	\$10,072,058.48	\$1,025,430.91	\$1,025,430.91	44.30%

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

Source Descr	2014 YTD Budget	Jan	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
Fund 001 OPERATING					
PROPERTY	\$5,350,596.00	\$0.00	\$0.00	\$5,350,596.00	0.00%
INTANGIBLES TAX	\$18,000.00	\$0.00	\$0.00	\$18,000.00	0.00%
LICENSE EXCISE TAX	\$279,000.00	\$0.00	\$0.00	\$279,000.00	0.00%
COUNTY OPTION	\$1,968,168.00	\$164,013.98	\$164,013.98	\$1,804,154.02	16.67%
COMMERCIAL	\$45,700.00	\$0.00	\$0.00	\$45,700.00	0.00%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELL COPIERS/PRINTERS	\$0.00	\$466.30	\$466.30	-\$466.30	0.00%
LOST/DAMAGED	\$0.00	\$2,791.83	\$2,791.83	-\$2,791.83	0.00%
FINES/FEES	\$175,000.00	\$12,077.48	\$12,077.48	\$162,922.52	8.62%
COLLECTION AGENCY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BLGTN	\$12,500.00	\$767.70	\$767.70	\$11,732.30	10.20%
MISCELLANEOUS	\$0.00	\$88.76	\$88.76	-\$88.76	0.00%
PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MEETING ROOM FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PLAC DISTRIBUTION	\$12,500.00	\$0.00	\$0.00	\$12,500.00	0.00%
REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
STATE DISTRIBUTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
READER PRINTER	\$0.00	\$28.77	\$28.77	-\$28.77	0.00%
OBITS	\$0.00	\$184.00	\$184.00	-\$184.00	0.00%
COIN TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$11,000.00	\$1,312.98	\$1,312.98	\$9,687.02	11.94%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RENT INCOME	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 001 OPERATING	\$7,873,464.00	\$181,731.80	\$181,731.80	\$7,691,732.20	4.44%

Fund 002 JAIL

Source Descr	2014 YTD Budget	Jan	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 002 JAIL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 003 CLEARING					
CONFERENCE/RECEIPT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
YMCA RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PHONE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPLF CC RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPLF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ILL FINES/FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
REIMBURSEMENT/CLE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE/COBRA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FEMA/CLEARING FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE/CLAIMS-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 003 CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 004 GIFT UNRESTRICTED	)				
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
UNRESTRICTED GIFT	\$0.00	\$96.81	\$96.81	-\$96.81	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 004 GIFT	\$0.00	\$96.81	\$96.81	-\$96.81	0.00%
Fund 005 PLAC					
PUBLIC LIBRARY	\$0.00	\$1,100.00	\$1,100.00	-\$1,100.00	0.00%
Fund 005 PLAC	\$0.00	\$1,100.00	\$1,100.00	-\$1,100.00	0.00%
Fund 006 RETIREES					
RETIREES INSURANCE	\$0.00	\$137.37	\$137.37	-\$137.37	0.00%
Fund 006 RETIREES	\$0.00	\$137.37	\$137.37	-\$137.37	0.00%
Fund 007 LIRF		,	,		· <del>-</del>
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
WIISCELLAINEUUS	\$0.00	ΦU.UU	\$0.00	\$0.00	0.00%

Commen	2014 VTD		2014	2014 VTD	2014
Source Descr	2014 YTD Budget	Jan	2014 YTD Amt	2014 YTD Balance	% of Budget
LIRF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 007 LIRF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 008 DEBT SERVICE					
PROPERTY	\$600,000.00	\$0.00	\$0.00	\$600,000.00	0.00%
INTANGIBLES TAX	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
LICENSE EXCISE TAX	\$32,000.00	\$0.00	\$0.00	\$32,000.00	0.00%
COMMERCIAL	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 008 DEBT	\$639,000.00	\$0.00	\$0.00	\$639,000.00	0.00%
Fund 009 RAINY DAY					
COUNTY OPTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPL OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$418,856.68	\$418,856.68	-\$418,856.68	0.00%
Fund 009 RAINY DAY	\$0.00	\$418,856.68	\$418,856.68	-\$418,856.68	0.00%
Fund 010 PAYROLL					
GROSS PAYROLL	\$0.00	\$328,758.87	\$328,758.87	-\$328,758.87	0.00%
Fund 010 PAYROLL	\$0.00	\$328,758.87	\$328,758.87	-\$328,758.87	0.00%
Fund 013 PETTY CASH					
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 013 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 014 CHANGE					
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2014 YTD Budget	Jan	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
Fund 014 CHANGE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 016 GIFT-RESTRICED					
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RESTRICED GIFT	\$0.00	\$740.00	\$740.00	-\$740.00	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 016 GIFT-	\$0.00	\$740.00	\$740.00	-\$740.00	0.00%
Fund 019 GIFT-FOUNDATION					
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 019 GIFT-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 020 SPECIAL REVENUE					
MISCELLANEOUS	\$0.00	\$200.00	\$200.00	-\$200.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CONTRACT-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 020 SPECIAL	\$0.00	\$200.00	\$200.00	-\$200.00	0.00%
Fund 021 CAPITAL PROJECTS					
PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTANGIBLES TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LICENSE EXCISE TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
COMMERCIAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 021 CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 024 FINRA GRANT					
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 024 FINRA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2014 YTD Budget	Jan	2014 YTD Amt	2014 YTD Balance	2014 % of Budget
Fund 026 GENERAL OBLIGA	ATION BOND				
BOND SALE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 026 GENERAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 027 COMMUNITY FD	ΓN GRANT				
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 027 COMMUNITY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 028 FINRA 2014					
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 028 FINRA 2014	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$8,512,464.00	\$931,621.53	\$931,621.53	\$7,580,842.47	12.92%

# Cash Balances by fund Current Period: January 2014

		MTD	MTD		
FUND Descr	01/01/2014	Debit	Credit	01/31/14	Bal Sht Descr
OPERATING OPERATING OPERATING OPERATING OPERATING Fund 001 OPERATING	\$1,913.12 \$17,597.12 \$25,779.92 \$434,609.21 \$1,081,097.52 \$1,560,996.89	\$0.50 \$6,249.28 \$10,390.61 \$218,001.05 \$1,309.88 \$235,951.32	\$0.00 \$19,634.02 \$32,203.76 \$580,178.84 \$0.00 \$632,016.62	\$4,212.38 \$3,966.77 \$72,431.42	CHASE/BANK ONE SAVINGS ONB/MONROE BANK CHECKING GERMAN AMER./UNITED COMMERCE FIFTH THIRD BANK CHECKING FIFTH THIRD BANK SAVINGS
CLEARING Fund 003 CLEARING	\$1,810.87 \$1,810.87	\$10.00 \$10.00	\$0.00 \$0.00	\$1,820.87 \$1,820.87	FIFTH THIRD BANK CHECKING
GIFT UNRESTRICTED GIFT UNRESTRICTED GIFT UNRESTRICTED Fund 004 GIFT UNRESTRICTED	\$452.99 \$15.00 \$8,877.68 \$9,345.67	\$94.81 \$2.00 \$545.30 \$642.11	\$529.30 \$16.00 \$0.00 \$545.30	\$1.00	ONB/MONROE BANK CHECKING GERMAN AMER./UNITED COMMERCE FIFTH THIRD BANK CHECKING
PLAC Fund 005 PLAC	\$500.00 \$500.00	\$2,900.00 \$2,900.00	\$2,300.00 \$2,300.00	\$1,100.00 \$1,100.00	FIFTH THIRD BANK CHECKING
LIRF LIRF LIRF LIRF LIRF Fund 007 LIRF	\$10,013.55 \$20,692.32 \$803,518.58 \$500.00 \$500,000.00 \$1,334,724.45	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$20,692.32 \$803,518.58 \$500.00	CHASE/BANK ONE SAVINGS FIFTH THIRD BANK CHECKING FIFTH THIRD BANK SAVINGS 5-3 LIQUIDITY MGMT ACCT INVESTMENT CD s
DEBT SERVICE DEBT SERVICE Fund 008 DEBT SERVICE	\$55,336.95 \$18,214.08 \$73,551.03	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00		FIFTH THIRD BANK CHECKING FIFTH THIRD BANK SAVINGS
RAINY DAY RAINY DAY RAINY DAY RAINY DAY Fund 009 RAINY DAY	\$11,669.62 \$1,064,339.76 \$500.00 \$500,000.00 \$1,576,509.38	\$772.58 \$418,084.10 \$0.00 \$0.00 \$418,856.68	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$1,482,423.86 \$500.00	FIFTH THIRD BANK CHECKING FIFTH THIRD BANK SAVINGS 5-3 LIQUIDITY MGMT ACCT INVESTMENT CD s
PAYROLL Fund 010 PAYROLL	\$15,230.10 \$15,230.10	\$328,758.87 \$328,758.87	\$332,391.68 \$332,391.68	\$11,597.29 \$11,597.29	FIFTH THIRD BANK CHECKING
GIFT-RESTRICED GIFT-RESTRICED Fund 016 GIFT-RESTRICED	\$26,478.26 \$50,000.00 \$76,478.26	\$11,171.17 \$0.00 \$11,171.17	\$2,408.81 \$0.00 \$2,408.81		FIFTH THIRD BANK CHECKING FIFTH THIRD BANK SAVINGS

		MTD	MTD		
FUND Descr	01/01/2014	Debit	Credit	01/31/14	Bal Sht Descr
GIFT-FOUNDATION	\$23,308.29	\$1.25	\$4,424.13	\$18,885.41	FIFTH THIRD BANK CHECKING
Fund 019 GIFT-FOUNDATION	\$23,308.29	\$1.25	\$4,424.13	\$18,885.41	
SPECIAL REVENUE	\$495.52	\$200.00	\$685.80		GERMAN AMER./UNITED COMMERCE
SPECIAL REVENUE	\$15,690.60	\$4,184.12	\$53,175.75	-\$33,301.03	FIFTH THIRD BANK CHECKING
SPECIAL REVENUE	\$230,000.00	\$0.00	\$0.00	\$230,000.00	FIFTH THIRD BANK SAVINGS
Fund 020 SPECIAL REVENUE	\$246,186.12	\$4,384.12	\$53,861.55	\$196,708.69	
FINRA GRANT	\$385.94	\$0.00	\$0.00	\$385.94	FIFTH THIRD BANK CHECKING
Fund 024 FINRA GRANT	\$385.94	\$0.00	\$0.00	\$385.94	
GENERAL OBLIGATION BOND	\$12,795.24	\$257.97	\$88,139.04	-\$75,085.83	FIFTH THIRD BANK CHECKING
GENERAL OBLIGATION BOND	\$1,479,441.92	\$0.00	\$0.00	\$1,479,441.92	FIFTH THIRD BANK SAVINGS
Fund 026 GENERAL OBLIGATION BOND	\$1,492,237.16	\$257.97	\$88,139.04	\$1,404,356.09	
COMMUNITY FDTN GRANT	\$5,518.46	\$0.00	\$895.19	\$4,623.27	FIFTH THIRD BANK CHECKING
Fund 027 COMMUNITY FDTN GRANT	\$5,518.46	\$0.00	\$895.19	\$4,623.27	
	\$6,416,782.62	\$1,002,933.49	\$1,116,982.32	\$6,302,733.79	

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### \*Check Reconciliation©

## CHASE BANK SAVINGS 06110 BANKONESV

January 2014

## **Account Summary**

Beginning Balance	1/1/2014	\$11,926.67
+ Receipts/Deposits	3	\$0.50
- Payments (Checks and		\$0.00
Ending Balance as	1/31/2014	\$11,927.17

#### **Check Book**

Active	G 001-06110	OPERATING	\$1,913.62
Active	G 004-06110	GIFT UNRESTRICTED	\$0.00
Active	G 007-06110	LIRF	\$10,013.55
Active	G 008-06110	DEBT SERVICE	\$0.00
Active	G 009-06110	RAINY DAY	\$0.00
Active	G 010-06110	PAYROLL	\$0.00
Active	G 016-06110	GIFT-RESTRICED	\$0.00
Active	G 017-06110	LEVY EXCESS	\$0.00
Active	G 019-06110	GIFT-FOUNDATION	\$0.00
Active	G 021-06110	CAPITAL PROJECTS	\$0.00
		Cash	\$11,927.17

Beginng Balance \$11,926.67 + Total Deposits \$0.50 - Checks Written \$0.00

> Check Book \$11,927.17 Difference \$0.00

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### \*Check Reconciliation©

### **ONB MONROE CHECKING** 06300 ONB/MONROE

January 2014

## **Account Summary**

Beginning Balance	1/1/2014	\$31,885.54
+ Receipts/Deposit	S	\$7,434.09
<ul> <li>Payments (Check</li> </ul>	s and	\$35,088.75
Ending Balance as	1/31/2014	\$4,230.88

Check E	Book		
Active	G 001-06300	OPERATING	\$4,212.38
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$18.50
Active	G 005-06300	PLAC	\$0.00
Active	G 006-06300	RETIREES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$0.00
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
Active	G 024-06300	FINRA GRANT	\$0.00
		Cash	\$4,230.88

Beginng Balance \$31,885.54 + Total Deposits \$7,434.09 - Checks Written \$35,088.75

> Check Book \$4,230.88 \$0.00 Difference

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### \*Check Reconciliation©

### GERMAN-AMER/UNITED C 06400 GER AME/UC

January 2014

## **Account Summary**

Beginning Balance	1/1/2014	\$27,640.44
+ Receipts/Deposit	S	\$11,337.05
- Payments (Check	s and	\$35,000.00
Ending Balance as	1/31/2014	\$3,977.49

#### **Check Book**

Active	G 001-06400	OPERATING	\$3,966.77
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$1.00
Active	G 005-06400	PLAC	\$0.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
Active	G 020-06400	SPECIAL REVENUE	\$9.72
		Cash	\$3,977.49

Beginng Balance \$27,640.44 + Total Deposits \$11,337.05 - Checks Written \$35,000.00

> Check Book \$3,977.49 Difference \$0.00

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### \*Check Reconciliation©

## FIFTH THIRD CHECKING 06500 FIFTHCKNG

January 2014

## **Account Summary**

Beginning Balance	1/1/2014	\$645,923.47
+ Receipts/Deposits	3	\$234,291.35
- Payments (Checks	\$726,148.50	
Ending Balance as	1/31/2014	\$154,066.32

## Check Book

Active	G 001-06500	OPERATING	\$72,431.42
Active	G 002-06500	JAIL	\$0.00
Active	G 003-06500	CLEARING	\$1,820.87
Active	G 004-06500	GIFT UNRESTRICTED	\$9,422.98
Active	G 005-06500	PLAC	\$1,100.00
Active	G 006-06500	RETIREES	\$0.00
Active	G 007-06500	LIRF	\$20,692.32
Active	G 008-06500	DEBT SERVICE	\$55,336.95
Active	G 009-06500	RAINY DAY	\$12,442.20
Active	G 010-06500	PAYROLL	\$11,597.29
Active	G 016-06500	GIFT-RESTRICED	\$35,240.62
Active	G 019-06500	GIFT-FOUNDATION	\$18,885.41
Active	G 020-06500	SPECIAL REVENUE	-\$33,301.03
Active	G 021-06500	CAPITAL PROJECTS	\$0.00
Active	G 022-06500	GATES HARDWARE	\$0.00
Active	G 024-06500	FINRA GRANT	\$385.94
Active	G 025-06500	LSTA-SMITHVILLE	\$0.00
Active	G 026-06500	GENERAL OBLIGATION	-\$75,085.83
Active	G 027-06500	COMMUNITY FDTN	\$4,623.27
Active	G 028-06500	FINRA 2014	\$0.00
		Cash	\$135,592.41

Beginng Balance + Total Deposits \$645,923.47 \$234,291.35 - Checks Written \$744,622.41

> Check Book \$135,592.41 O/S Checks \$18,473.91

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### \*Check Reconciliation©

## FIFTH THIRD SAVINGS 06510 FIFTHSAVG

January 2014

## **Account Summary**

Beginning Balance	1/1/2014	\$5,144,695.96
+ Receipts/Deposits	}	\$1,309.88
<ul> <li>Payments (Checks)</li> </ul>	\$0.00	
Ending Balance as	1/31/2014	\$5,146,005.84

#### **Check Book**

Active	G 001-06510	OPERATING	\$1,082,407.40
Active	G 007-06510	LIRF	\$803,518.58
Active	G 008-06510	DEBT SERVICE	\$18,214.08
Active	G 009-06510	RAINY DAY	\$1,482,423.86
Active	G 016-06510	GIFT-RESTRICED	\$50,000.00
Active	G 020-06510	SPECIAL REVENUE	\$230,000.00
Active	G 021-06510	CAPITAL PROJECTS	\$0.00
Active	G 025-06510	LSTA-SMITHVILLE	\$0.00
Active	G 026-06510	GENERAL OBLIGATION	\$1,479,441.92
		Cash	\$5,146,005.84

Beginng Balance \$5,144,695.96 + Total Deposits \$1,309.88 - Checks Written \$0.00

Check Book \$5,146,005.84

Difference \$0.00

TO: Monroe County Public Library – Board of Trustees FROM: Kyle Wickemeyer-Hardy, Human Resources Manager

RE: Personnel Report DATE: February 19, 2014

#### **Beginning Employment**

• Michael Burns, Administration/Friends, Bookstore Operator, Pay Grade E, 30 hours per week, effective February 3, 2014.

#### **Renewing Grant**

• Marc Tschida, Adult Teen Services, Grant Nonprofit Central Coordinator-Temporary Position, Pay Grade H, 25 hours per week, effective January 30, 2014.

#### **Ending Employment**

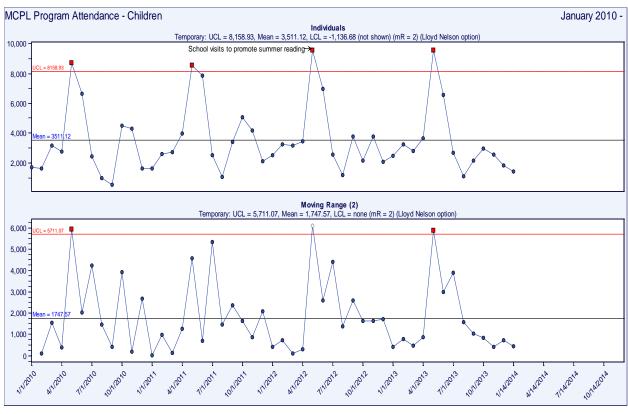
- Eric Day, CATS, Production Assistant, Pay Grade D, 25 hours per week effective February 9, 2014.
- Steven Hosler, Circulation, Page Team Leader, Pay Grade B, 25 hours per week effective February 13, 2014.

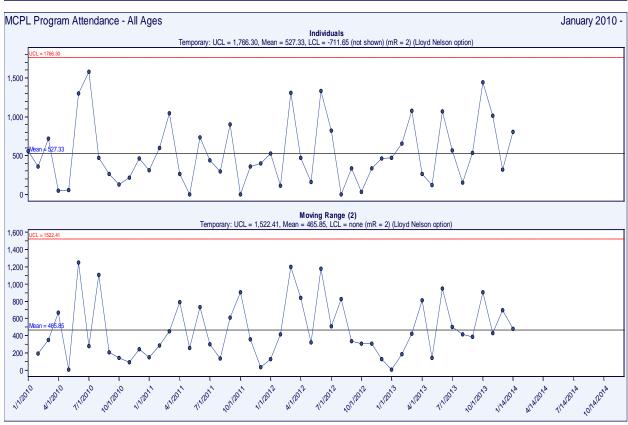
### **Job Changes**

None

	2014 Board of Trustees Calendar				
January	8	Work Session	Conflict of Interest forms; officer slate presented		
-			Budget line-item transfers; officer slate approved; El Centro		
	15	Board Meeting	contract		
	15	Board of Finance	Review Investment Report and Policy		
February	12	Work Session	•		
-	19	Board Meeting	Election of Board Officers		
March	12	Work Session			
	26	Board Meeting	Update: Communications & Marketing/Michael Hoerger		
		Special Work	Presentation of Renovation Contractor Recommendation for		
April	2	Session	Main Renovation		
		Special Board			
		Meeting/Work	Action item: Contractor for Main Renovation		
	9	Session			
	16	Board Meeting	Update: It's Your Money/Steve Backs		
May	14	Work Session			
	21	Board Meeting	Update: Partnerships/Josh Wolf		
June	11	Work Session			
	18	Board Meeting	Update: Staff Development/Marilyn Wood		
July	9	Work Session	Draft 2015 Budget		
	16	Board Meeting	Update: Value of HR/Kyle Wickemeyer-Hardy		
August	13	Work Session	Revise 2015 Budget		
			Approve 2015 Budget for advertising; Update: Content and		
	20	Board Meeting	Collections - Mickey Needham and Pam Wasmer		
September	10	Work Session			
	17	Board Meeting	2015 Budget; Update: Ellettsville/Mickey Needham		
	17	Public Hearing	Public Hearing on 2015 Budget		
October	8	Work Session	2015 Budget, as recommended by County Council		
			Adopt 2015 Budget; Update: Community Outreach/Chris		
	15	Board Meeting	Jackson		
November	12	Work Session			
	19	Board Meeting	Approve 2015 employee insurance package; review Internet and Computer Use Policy; Update: CATS/Michael White		
December	10	Work Session			
	17	Board Meeting	Approve 2015 salary schedule, holiday schedule, pay grade schedule, director's salary; CATS contracts; Update: Social Media/Michael Hoerger		

GOAL 1: Strengthen 21st century literacy skills.





#### 1A. Strengthen early literacy skills.

- Penny shared a PowerPoint of the book *In the Small, Small Pond* by Denise Fleming with 45 parents and preschoolers at Edgewood Early Childhood Center's December "Make and Take" event and modeled how to do dialogic reading with young children. Following her presentation, attendees had the opportunity to practice these skills with their own children.
- Despite weather closings and formidable temperatures, 93 parents and caregivers attended five baby programs at the Main Library.
- In partnership with the IU Center for the Study of Global Change, the library began offering Persian Language Immersion story times to complement our Saturday morning offerings in Arabic. Children are engaged with songs, rhymes, stories and puppets, while being exposed to less commonly taught languages. The Persian series is called "Yek, Doh, She," which means "One, Two, Three."
- In 2013, more than 53,000 patrons used the Learn and Play Space.
- Penny Gillie met with the Edgewood Early Childhood Center to begin planning for a "Family Math and Science Night" program in early March. In addition to providing a science activity, she will create an annotated book list for parents featuring preschool math and science activities.
- Polly O'Shea presented storytimes to 15 Head Start classes and delivered book deposits to 21. Five preschool storytimes were canceled due to winter weather; she will add makeup dates at the end of the semester for these classes. "Snowy Days" was the (very apt) theme this month. Filled with rhythm, rhyme, and repetition, the variety of activities included a reading of *Jingle-Jingle* by Nicola Smee and A Hat for Minerva Louise by Janete Stoeke, a seated Dance of the Snowstorm, a snowman action song, and Miss Polly's Hey Mr. Snowman felt board rap.

#### 1B. Support basic literacy skills.

- VITAL tutors provided 307 hours of one-to-one tutoring to 98 learners in January. Interest in Conversation Groups remains high, at times nearly exceeding classroom capacity. VITAL is pleased to partner with the IU TESOL and Second Language Studies programs to offer additional conversation classes starting in February.
- In partnership with the North High School Japanese Honor Society, the library offered two programs of "Kamishibai Paper Theatre;" more than 60 children and their parents attended.
- Josh Wolf told stories and discussed public speaking with a mixed group of 69 K-6 grade students, IU students, and special needs students at Templeton Elementary.
- Indiana Library Federation District 8 (Muncie) has announced a program, "Life, Laughs and Literacy," to teach children's librarians new and traditional approaches to storytelling that are engaging and encourage literacy. The program, which will provide Library Education Units (LEUs) and has previously been conducted at the Indianapolis Public Library and Johnson County Public Library, will feature author Valerie Marsh and Ellettsville Branch children's librarian Stephanie Holman.

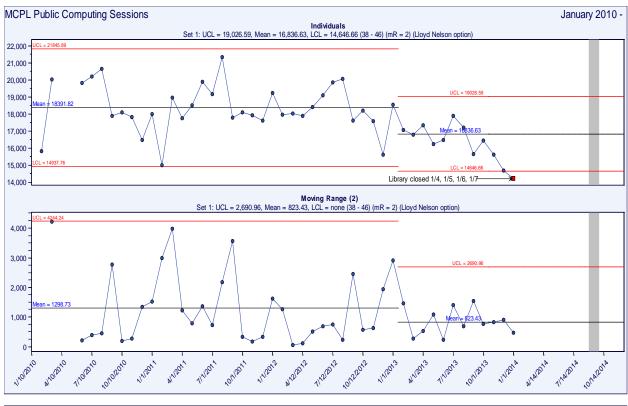
#### 1C. Serve as a community resource for digital literacy.

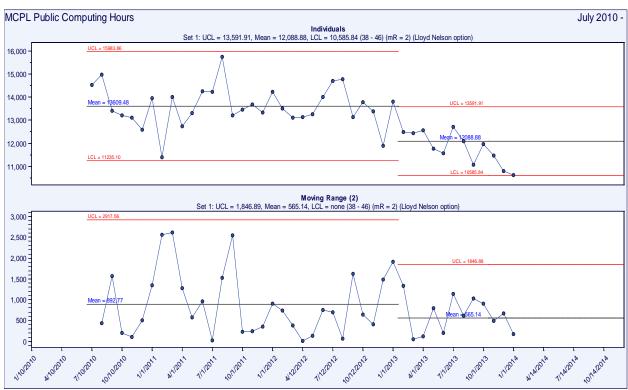
#### 1D. Support digital creativity.

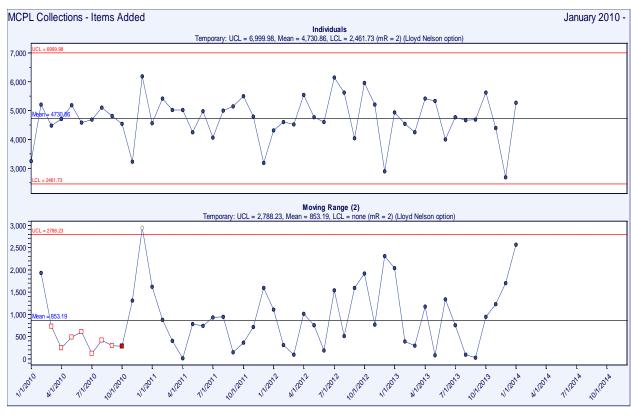
# 1E. Maintain collections to meet current needs, adding new formats and removing obsolete formats.

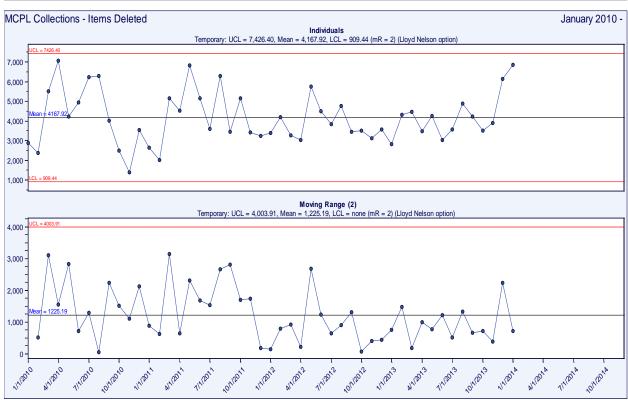
• Ellettsville added a small collection of computer games (Wii and Xbox), with plans to increase the number significantly during 2014.

## January 2014

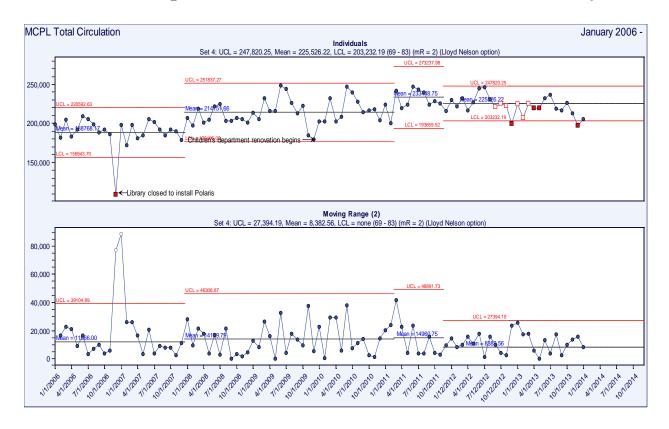




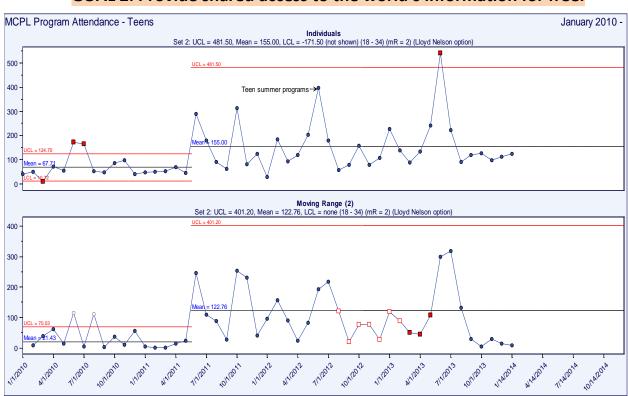




## January 2014



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





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

- Nearly 150 patrons participated in the Winter Reading Program in January. Weekly winners were chosen and received a mug with the WRP theme and MCPL logo and information. In addition, just under 100 MCPL staff members participated in the internal Winter Reading Program.
- The Monroe County Youth Council planned and held its first "Youth Leadership Day" on January 20, as part of Bloomington's Martin Luther King Jr. Day celebration at The Academy. The event was designed for teens to get a chance to understand the key qualities of a leader, and was entirely planned and facilitated by the Council, which had 15 members in attendance at the event. In addition, 25 teens from all three county high schools and Harmony School attended. The event was highlighted by a moderated panel on the qualities of leadership with speakers including Mayor Mark Kruzan, Greater Bloomington Chamber of Commerce CEO Jeb Conrad, Indiana District Governor of Kiwanis International Vanessa McClary, and Director of Diversity Dialogue Jerry Macon. Fun breakout activities highlighting leadership qualities were held before and after the panel. The Youth Council applied for and received a grant from the City of Bloomington MLK Jr. Commission that. Adults on the Governance Committee of the Council were greatly impressed with the dedication and maturity exhibited by the Council members in planning and carrying out this event!
- The Library hired Jill Minor as volunteer coordinator to run the new "Math Homework Help" program for junior high and high school students at Ellettsville Branch. The first session will be held on February 6.

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

- Ellen Arnholter coordinated the library's Martin Luther King Day Celebration. Sixty-two volunteers led activities for more than 250 patrons. It was truly a day on, not a day off.
- As part of the Services through Schools partnership, Lisa Champelli hosted a meeting of MCCSC librarians to evaluate online encyclopedias for possible future purchase.

- As a member of the Richland Bean Blossom Community School Foundation Board, Penny Gillie
  helped evaluate and fund a proposal to add multiple copies of the 2014 Rosie Award book nominees
  to the Edgewood High School library.
- The annual "Girls Night Out" at Edgewood Intermediate School invites girls and the women in their lives to enjoy a chili supper, motivational keynote, and activities and prizes. (There is a "Guys Night Out" as well.) Stephanie Holman, children's librarian at Ellettsville Branch, delivered the keynote. She spoke of her "reading life" and how it helped her along her journey. The principal said there were two weeks of "buzz" leading to the event as children were excited to hear from "Miss Stephanie;" 167 people attended. Positive comments continue to come in as she interacts with people who happened to be at the program and now visit the library.
- Sara Laughlin represented the library at a "Positive Parking Strategies" meeting hosted by Downtown Bloomington.
- CATS began its 41<sup>st</sup> year of operation, working throughout the community to cover a multitude of artistic, civic, educational and governmental events. CATS' coverage of non-governmental events included *Bloomington Rotary Tuesday Luncheon featuring Bruce Martin, IU Professor of Medical Science on Childhood Obesity; The Active Aging Coalition* from Bell Trace Commons; *Moving Into Focus*, IU winter dance performance; IU *Leadership Breakfast featuring Dr. Sampson Davis, Dr. Rameck Hunt and Dr. George Jenkins*, a program that promotes civil dialogue and explores ways to improve the campus climate for all IU students; the City of Bloomington presentation of *the Dr. Martin Luther King, Jr. Birthday Celebration with Keynote Address by Hank Thomas "A Freedom Rider's Journey"*.
- Local producer Lennon Beasley reached another milestone in January, topping 2,500 total programs produced.

January CATS	
Government programs produced	29
Patron programs produced	167
Community programs produced	27
Public service announcements	2
Dubs delivered	135
Programs added to collection	223

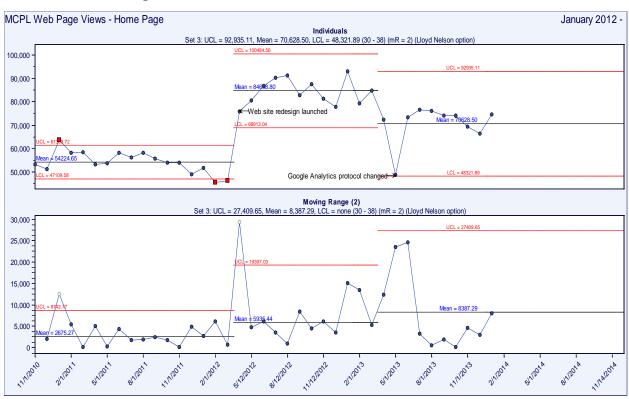
#### 2C. Strengthen services for nonprofit organizations.

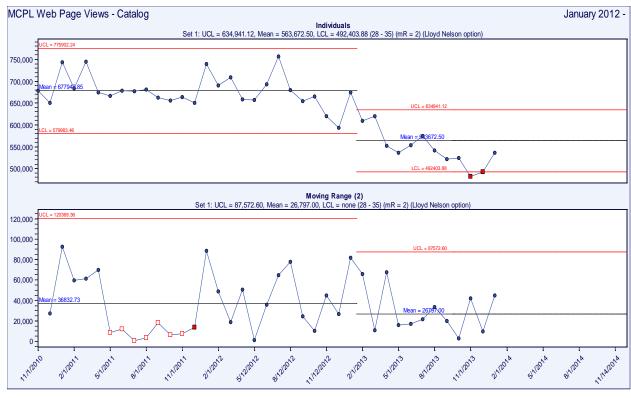
- A follow-on \$20,000 Community Impact Funding grant from the Community Foundation of Bloomington and Monroe County will support Nonprofit Central in continuing to address the unique information needs of area nonprofits. Marc Tschida will continue as project coordinator. He met with IU Informatics program SERVE-IT and established program hours for early 2014.
- A program partnership with Wonderlab in early January enabled families to find educational and entertaining programming at the Ellettsville Branch during the school break.
- The Boys and Girls Club of Ellettsville set up an artwork display in the lobby of Ellettsville Branch. Many families have come to view their children's creations.
- Stephanie Holman, children's librarian at Ellettsville Branch, spoke to children at the Boys and Girls Club of Ellettsville for their Career Education initiative. She presented a story program and then discussed the range of work at a library and about her education and training.
- Mickey Needham completed arrangements to provide volunteer tax assistance at the Ellettsville Branch. This year, library staff, rather than Area 10 Agency on Aging Staff, will be scheduling appointments.

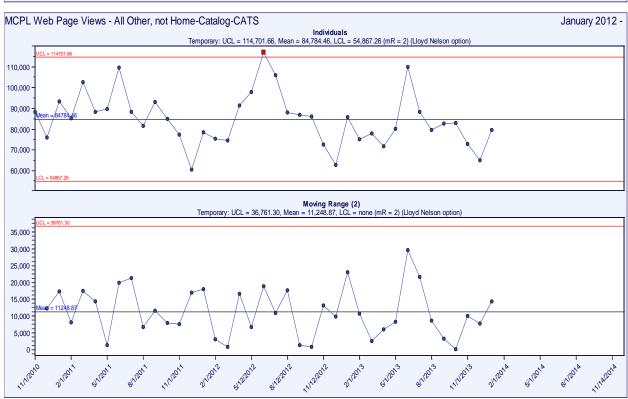
- Mickey Needham worked with David Meyer to schedule opportunities for Ellettsville residents to discuss the Affordable Care Act.
- Michael White, Martin O'Neill and Sara Laughlin met with WFHB representatives to discuss opportunities for joint news operations.
- Chris Jackson and Sara Laughlin met with Bell Trace Retirement Community representatives about ways to extend their residents involvement with the library and in the community.

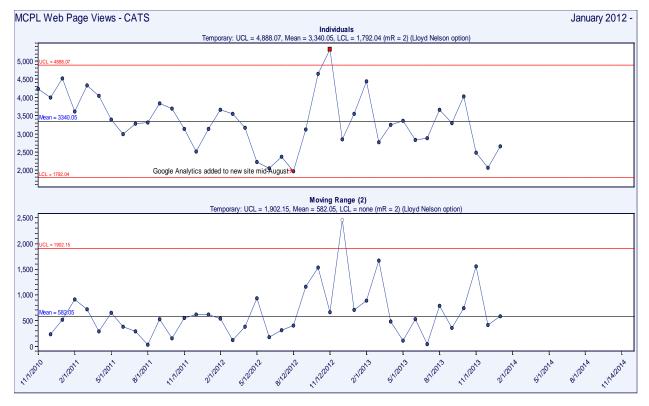
January Meeting Rooms/Auditorium Use			
Meeting Rooms	Meeting Rooms Main Library meeting rooms used		
	Main Library auditorium used		
	Main Library atrium		
	Ellettsville Branch		
	TOTAL MEETING ROOMS USED	120	

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







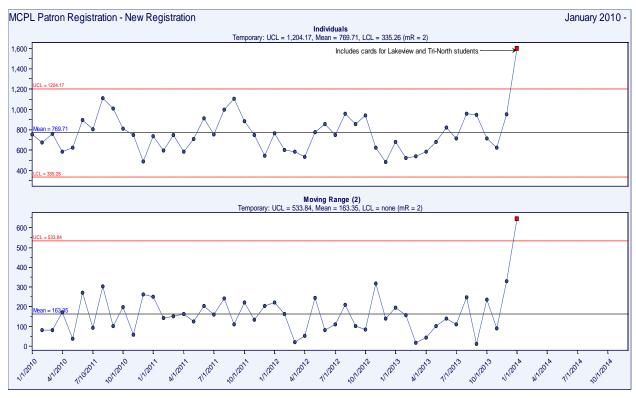


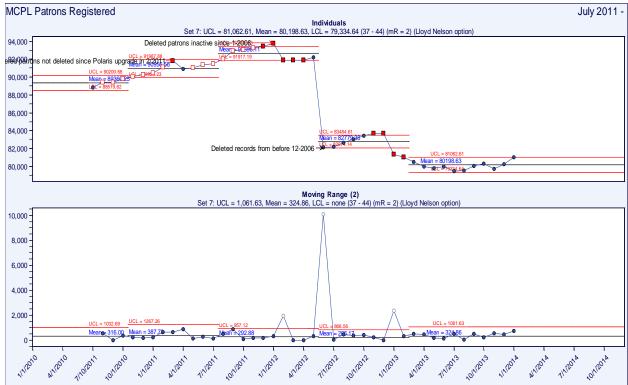
### 2E. Increase technological infrastructure capacity to support increased digital focus.

- Ellettsville Branch Librarians, along with librarians from Adult Services and Circulation, responded to reader's advisory questions that came via the library's Facebook page on 12/18. The Facebook team will be developing this service as "The Librarian is In."
- An NBC Dateline program dedicated to the "Shoe Bandit" for the episode "Mystery on Lockhart Road" featured scans of the local newspaper provided by the Indiana Room. The news team was pretty clear about their rush to get the content and appreciative of having the PayPal arrangement available to them for quick turnaround.
- IU Libraries have agreed to partner with the library and Monroe County History Center to build the online *Monroe County Timeline*.

January Access			
	Number registered	415	
Read It Off	Charges waived	\$406.28	
Read It OII	Number individuals with charged waived	60	
	Number exiting program	25	
Interlibrary Loan	Items loaned	213	
	Items borrowed	25	
Author Alert	Alerts placed	171	

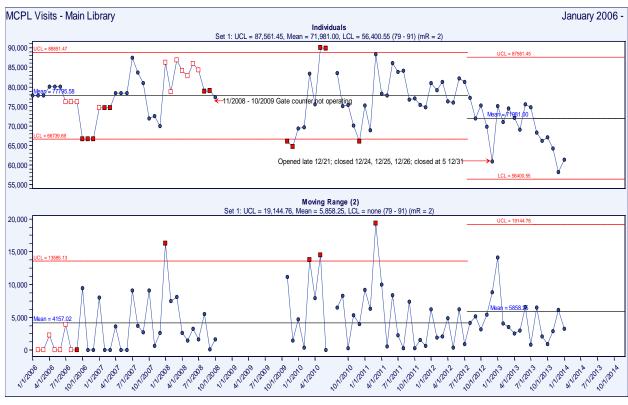
GOAL 3: Provide high quality, personalized customer service.

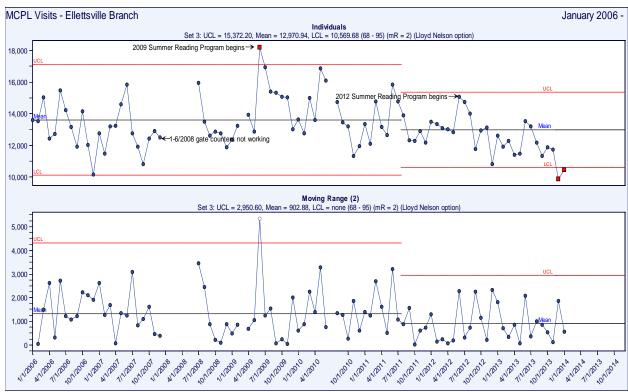


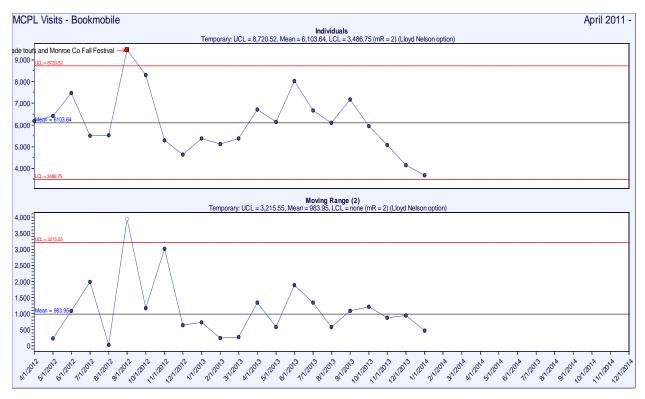


• All library locations (Main, Ellettsville, Bookmobile) were closed due to heavy snowfall and sub-zero temperatures on January 5, 6, and 7. The Main Library was closed again on Wednesday, January 8,

due to rupture of a sprinkler line in the Kirkwood vestibule. All January 2 Bookmobile stops plus a few individual stops were cancelled, due to lingering treacherous parking conditions on other days.







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

• The library's Serving People with Disabilities Working Group began staff development in preparation for National Disabilities Awareness month programming at the library, including a "Positive Interactions" webinar from ASCLA and facilitated discussion. The Working Group also reviewed the library's Notice and Grievance policies and recommended changes for consideration by the Board in February, updated the website, and shared regular messages with employees.

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

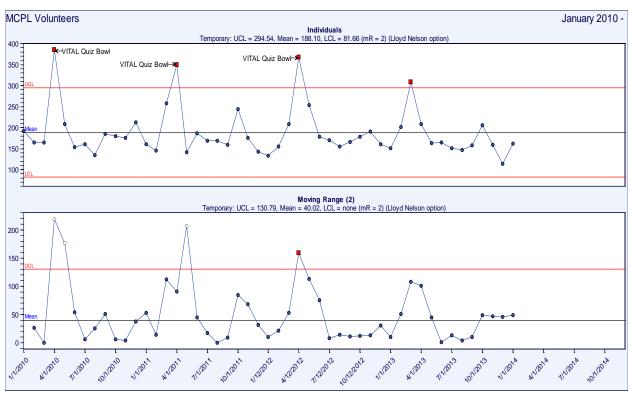
- Ellettsville Branch staff reviewed collection profiles with selectors.
- 3C. Position auditorium as a valued local performance venue.

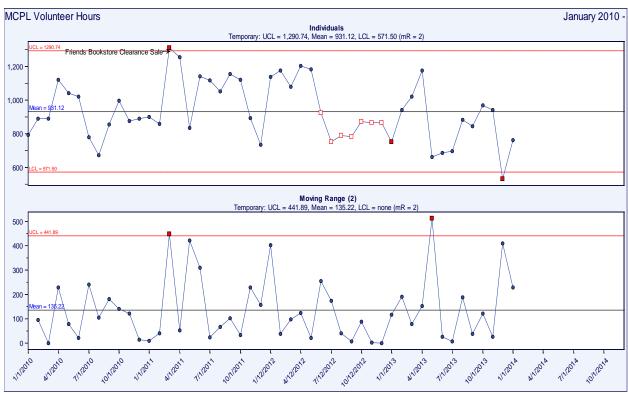
## GOAL 4: Optimize stewardship of library resources.

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

- Managers completed reviews of 2013 work plans with employees in every department.
- Adult Services Manager Steve Backs attended the American Library Association Midwinter
  Conference, representing the library as the project principal for the 2014-2016 ALA/FINRA Smart
  Investing grant. Attendees participated in a full day of training on grants administration, community
  partnering, and outcomes based assessment. Sara Laughlin attended the American Library
  Association Midwinter Meeting in Philadelphia. She is serving as the 2013-2014 president of one of
  its divisions, the Association of Specialized and Cooperative Library Agencies.
- Marilyn Wood and Sara Laughlin presented library evaluation needs to Alice Robbins' research and evaluation class at IU School of Informatics and Computing.
- Sara Laughlin presented "21<sup>st</sup> century literacy" overview as part of in-house library staff development.

Details on number of employees and hours worked were not available and will be included in the February report.





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

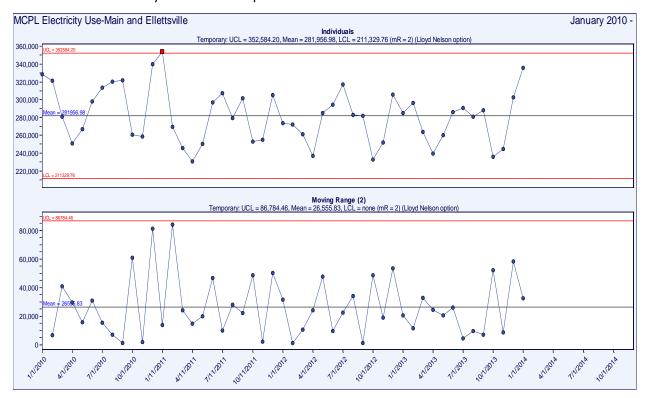
- As of January 22, the Friends Campaign total was \$42,616, a new record. Donors totaled 345, including 93 new contributors, 100% of Friends Board, and \$1,479 from staff and Staff Association.
- The Department of Workforce Development has teamed up with Region 8 literacy organizations to provide funding for resources, training and literacy materials. The VITAL program received \$300 for tutor training materials, which was used to purchase new tutor handbooks. The tutor handbooks are a very popular resource for new tutors, and can be a great refresher for experienced tutors.
- Marilyn Wood and Sara Laughlin attended the Chamber legislative preview.
- Communications/Marketing manager Michael Hoerger gave a library tour for new Friends of the Library members; Sara Laughlin met with new members to give an overview of the library.

#### 4C. Maintain library facilities.

- The library received two bids for chiller replacement and consulting engineer made a recommendation for action by the Board in February.
- Engineers conducted a pre-bid meeting for roof replacement contractors on January 23; 13 contractors and sub-contractors were represented.
- Library employees met with sound engineer and theater consultant and mechanical engineer to provide input on details of the Main Library renovation.
- Architect Christine Matheu, Marilyn Wood, and Sara Laughlin shared teen space and digital
  creativity center plans, furnishings, and finishes with 23 students at Bloomington High School North.
  Students were enthusiastic and took pictures on their phones to share with friends.
- Preparations for installation of new phone system got underway.

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

• Sara Laughlin, Gary Lettelleir, and Kyle Wickemeyer-Hardy submitted required annual reports to the Indiana State Library and Indiana Department of Local Government Finance.





## **2013 Annual Report Highlights**

### Funding for the library increased slightly.

- Income from CATS contracts with City of Bloomington, Monroe County, and Town of Ellettsville increased 1.8% from \$627,000 to \$638,000.
- Increased non-tax contributions and in-kind services 2.7% from \$422,694 to \$434,010.
  - Cash contributions of \$249,079: \$102,725 from Friends of the Library; \$87,230 from the FINRA Foundation to continue "It's Your Money" financial literacy initiative; \$20,000 from Community Foundation of Bloomington and Monroe County for the second year of Nonprofit Central; \$6,000 from Monroe County for jail library collections; \$6,500 from Wahl Family Charitable Trust for equipment for the Digital Creativity Center; \$1,000 from United Way to continue subscription to the Foundation Center; \$500 from the City of Bloomington for Martin Luther King Day programming; \$500 from Monroe County School Corporation and \$500 Monroe County Teachers Association for math homework help; \$26,847 in restricted gifts; and \$3,277 in unrestricted gifts.
  - In-kind contributions for 10,089 volunteer hours contributed totaled \$184,931.

#### Usage of the library is changing.

- Page views of the library's web site totaled 8,581,883, including 6,682,598 catalog views, 888,355 home page views, 972,308 library-created content views, and 38,622 CATS views. Facebook "likes" increased from 561 to 1,235.
- Internet bandwidth increased from 20 MB to 50 MB. More patrons used their mobile devices in the library's wireless environment, while the number of public computer sessions decreased 13.5% from 219,680 to 189,987 and hours of use decreased 11.1% from 162,936 to 144,773.
- 8,745 Monroe County residents, plus 344 from out of county, registered for library cards. Active cardholders totaled 80,242, approximately 58% of county population (2010 Census). Work is underway on a library partnership with Monroe County Community Schools to give every student a library card.
- Circulation decreased 3.0% from 2,719,228 to 2,637,945. The decline reflected lower overall usage, perhaps related to installation of parking meters in downtown Bloomington in August 2013.
- Circulation of downloadable items accounted for 7.1% of total circulation:
  - E-books (Overdrive, 3M, and Tumblebooks): 147,089
  - E-magazines (Zinio): 4,403
  - E-music (Freegal): 35,132
- The number of library programs offered increased 12.5% from 2,269 to 2,553, as the library responded to requests for more all-age programs, one-on-one technology assistance, and more programs in the community.
  - Adult programs increased 64.4% from 582 to 957.
  - Teen programs decreased 15.9% from 289 to 243.
  - At the request of customers, the library increased all-age family programs 6.9% from 72 to 77; children's programs decreased 3.6% from 1,326 to 1,276.
- Overall library program attendance decreased 0.7% from 59,876 to 59,457.
  - Adult program attendance increased 26.9% from 6,337 to 8,043.
  - Teen program attendance increased 17.6% from 1,816 to 2,135.
  - Children's program attendance decreased 8.3% from 45,344 to 41,601.
  - All-age family program attendance increased 20.4% from 6,379 to 7,678.
- Community groups used library meeting rooms 1,520 times; 27,647 residents participated in these events.
- More than 53,000 families visited the Learn and Play Space at the Main Library. Overall, visits to the Main Library, Ellettsville Branch, and Bookmobile decreased 8.9% from 1,146,977 to 1,044,348.
- Library staff answered 62,036 reference questions, based on a typical week count.
- The library partnered with Affordable Care Act Volunteers, City of Bloomington, IU Health Bloomington, Monroe County Community School Corporation, Monroe County Parks & Recreation, Richland-Bean Blossom Community School Corporation, United Way of Monroe County, WFHB, El Centro Latino Comunal, and many, many others.

# MONROE COUNTY PUBLIC LIBRARY Indiana Public Library Annual Report 2013

CURRENT YEAR PREVIOUS YEAR

## 1 - General Information

### Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Please	provide the	most	current ir	nformation	available.
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01-001	Name of the person preparing this report	Sara Laughlin	Sara Laughlin
01-002	Preparer's phone number	(812) 349-3050	(812) 349-3050
01-003	Time zone in which library district headquarters is located.	Eastern Time	Eastern Time
01-004	Library Name	MONROE COUNTY PUBLIC LIBRARY	MONROE COUNTY PUBLIC LIBRARY
01-005	Library Class	A	
01-006	Library Director	SARA LAUGHLIN	SARA LAUGHLIN
01-007	Street Address	303 E. Kirkwood Ave.	303 E. Kirkwood Ave.
01-008	City	Bloomington	Bloomington
01-009	ZIP+4	47408-3534	47408-3534
01-010	Is your mailing address the same as the address listed above?	Yes	
01-011	Mailing Address	303 E. Kirkwood	303 E. Kirkwood
01-012	Mailing City	Bloomington	Bloomington
01-013	Mailing ZIP+4	47408-3534	47408-3534
01-014	Congressional District #	9	9
01-015	Phone	(812) 349-3050	(812) 349-3050
01-016	FAX	(812) 349-3051	(812) 349-3051
01-017	Does your library have an answering machine, voice mail or other similar technology?	Yes	Yes
01-018	Library URL	http://www.mcpl.info	http://www.mcpl.info
01-019	Public Library E-Mail Address, or a means of electronic contact listed on the library's website	askus@mcpl.info	askus@mcpl.info
<b>Building</b>	Questions		
01-020	The year the current central building was built	1970	1970
01-021	Year of the most recent structural addition or alteration to current central building	1997	1997
01-022	What is the square footage of the central building?	135,000	135,000
01-023	Click <u>here</u> to complete Central Library daily hours	•	

Please record hours open for the Central Library only. Record the regular hours open during the year in a typical week. These are the hours which will be listed in the directory, found at <a href="http://www.in.gov/library/pldirectory.htm">http://www.in.gov/library/pldirectory.htm</a> and updated as you notify us.

01-038	Total open hours for Central Library during a	60	60
	typical week	0)	0)

01-039	Total number of hours Central Library is open after 6:00 p.m. per week	12	12
01-040	Total number of hours per week Central Library is open on Saturday	8	12
01-041	Total number of hours per week Central Library is open on Sunday	4	
01-042	Total Central Library Hours Open per Year	3,588.00	3,588.00
Internet A	Access		
01-043	Does the library have Internet Access	Yes	Yes
01-044	What type of Internet Access is available in the Central Building?	Fiber Optic	Fiber Optic
01-045	Specify the speed of Internet Access in the Central Building	50 MB	20 MB
Branch In	<u>nformation</u>		
01-200	Total Number of Branches (If this answer = 0, skip Questions 01-200 through 01-237)	1	1
Individua	al Branch Information		
Grayed b	oxes are either prefilled (and sometimes locked) or are	automatic calculations.	
01-200a	Branch Name	ELLETTSVILLE BRANCH	ELLETTSVILLE BRANCH
01-201a	Branch Street Address	600 W. TEMPERANCE	600 W. TEMPERANCE
01-202a	Branch City	ELLETTSVILLE	ELLETTSVILLE
01-203a	Branch County	MONROE	MONROE
01-204a	Branch Zip+4	47429*1324	47429*1324
01-205a	Is your mailing address the same as the address listed above	Yes	
01-206a	Branch Mailing Address	600 W. Temperance	600 W. Temperance
01-207a	Phone	(812) 349-2515	(812) 349-2515
01-208a	Fax	N/A	N/A
01-209a	Total Square Footage of Branch	12000	12000
01-210a	Year Built	1990	1990
01-211a	Year of the most recent structural addition or alteration to branch building	2009	2009
01-212a	Number of Weeks per Year Individual Branch is Open	52	52
01-213a	Monday opening time	10:00 AM	10:00 AM
01-214a	Monday closing time	9:00 PM	9:00 PM
01-215a	Tuesday opening time	10:00 AM	10:00 AM
01-216a	Tuesday closing time	9:00 PM	9:00 PM
01-217a	Wednesday opening time	10:00 AM	10:00 AM
01-218a	Wednesday closing time	9:00 PM	9:00 PM
01-219a	Thursday opening time	10:00 AM	10:00 AM
01-220a	Thursday closing time	9:00 PM	9:00 PM
01-221a	Friday opening time	10:00 AM	10:00 AM
01-222a	Friday closing time	6:00 PM	6:00 PM
		9:00 AM	9:00 AM
01-223a	Saturday opening time	3.00 TH.I	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	Saturday opening time Saturday closing time	5:00 PM 1:00 PM	5:00 PM 1:00 PM

01-226a	Sunday closing time	5:00 PM	5:00 PM
01-227a	Total open hours for Branch Library during a typical week.	64	
01-228a	Does the Branch library have Internet access?	Yes	Yes
	What type of Internet Access is available in the Branch library?	Fiber Optic	DS3
01-230a	Specify the speed of Internet Access in the Branch library	50 MB	100 MB
01-231a	Number of wireless hubs located in the Branch library	1	Yes
01-237	Total Annual Hours of All Branches	3,328.00	3,328.00
Bookmob	vile Information		
01-300	Total Number of Bookmobiles (If this answer = 0, skip Questions 01-301a through 01-315a)	1	1
Individua	l Bookmobile Information		
01-301a	Bookmobile Name	Monroe County Public Library Bookmobile	Monroe County Public Library Bookmobile
01-302a	Street Address	303 E. Kirkwood	303 E. Kirkwood
01-303a	City	Bloomington	Bloomington
01-304a	County	MONROE	MONROE
01-305a	Zip+4	47408	47408
01-306a	Is your mailing address the same as the address listed above?	Yes	
01-307a	Mail Address	303 E. Kirkwood	303 E. Kirkwood
01-308a	Phone	(812) 349-3050	(812) 349-3050
01-309a	Fax	(812) 349-3051	(812) 349-3051
01-310a	Total number of hours Bookmobile is open during a typical week	23	23
01-311a	Number of Weeks Bookmobile is Open	52	52
01-312a	Does the Bookmobile have Internet Access?	Yes	Yes
01-313a	What type of Internet Access is available in the Bookmobile?	Other	Other
01-314a	Specify the speed of Internet Access in the Bookmobile	N/A	
01-315a	Number of wireless hubs located in the Bookmobile?	1	
01-316	Total Annual Hours of All Bookmobiles	1,196.00	0.00
01-500	<b>Total System Public Service Hours per Year</b>	8,112.00	6,916.00

## 2 - Registrations

## Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

02-001	Total Number of Individual Resident Registered Users	80,242	83,700
02-002	Total Number of Users from Contracting Areas	0	0
02-003	Total Number of Individual Non-Resident (non-taxed) Registered Users	7	6

02-004	Total Number of Reciprocal Users	0	0
02-005	Total Number of PLAC Users	344	378
02-006	Total Number of Non-Resident Cards Issued to Student Users	0	0
02-007	Total Number of Non-Resident Cards Issued to School Employees	0	0
02-008	Total Number of Non-Resident Cards Issued to Library Employees	13	0
02-009	<b>Amount of Individual Non-Resident Fee</b>	\$60.00	\$60.00
02-010	Date that the Library Board adopted this fee	12/18/2013	12/20/2006
02-011	Does your library purge or mark inactive patron files at least every three years?	Yes	Yes

### 3 - Libraries & Political Subdivisions

## Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

If your library district is located in more than one county or is a county contractual, please list information for both counties or library and contractual division.

### 2010 Census figures are used for all calculations

2010 001	isus ligares are asea for an earealations		
03-001	Name of Primary County	MONROE	MONROE
03-002	Total Assessed Valuation for Library District	\$6,370,172,329	\$6,319,658,549
03-003	Operating Tax Rate	.084	.0817
03-004	Source year for data	2013	2012
03-005	BIRF/Lease Rental Tax Rate	.0094	.0095
03-006	LCPF Tax Rate	0	0
03-007	Did your library roll the LCPF into the operating tax rate?	Yes	Yes
03-008	Name for additional county		
03-009	Total Assessed Valuation for additional county		
03-010	Operating Tax Rate for additional ounty		
03-011	BIRF/Lease Rental Tax Rate	N/A	
03-012	LCPF Tax Rate	N/A	
03-013	Total district population without contract	137,974	137,974
03-014	Total district population with contracts	0	0
03-015	Political Subdivision Name	Monroe County	Monroe County
03-016	Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)	3	3
03-017	Population 2010 Census (Taxed & Served)	137,974	137,974
03-018	Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)		N/A
03-019	Population 2010 Census (Served by Contract)		0

## 4 - Library Operating Fund Income

Questions relating to standards are in bolded blue font

## Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

### Local Government Operating Fund Income

04-001	Property Tax or CEDIT Operating Fund Income From Library Tax Rate	\$5,099,737	\$4,453,924
04-002	CAGIT Property Tax Replacement Credit	\$0	<i>\$0</i>
04-003	CAGIT Certified Shares	\$0	\$0
04-004	CAGIT Special Fund	\$0	\$0
04-005	County Option Income Tax (COIT)	\$2,075,631	\$1,979,409
04-006	Contractual Revenue Received for Service	\$0	\$0
04-007	Local Option Income Tax (LOIT)	\$0	\$O
04-008	Total Local Operating Fund Income	\$7,175,368	\$6,433,333
State Go	vernment Operating Fund Income		
04-009	Financial Institutions Tax (FIT)	\$17,142	\$13,456
04-010	License Vehicle Excise Tax	\$389,604	\$289,232
04-011	Commercial Vehicle Excise Tax (CVET)	\$44,569	\$34,766
04-012	Other State Operating Fund Income	\$0	\$O
04-013	Source(s):		0
04-014	Total State Operating Fund Income	\$451,315	\$337,454
Federal (	Government Operating Fund Income		
04-015	LSTA Grants		<i>\$0</i>
04-016	Name of Non-Operating Fund		0
04-017	Amount of LSTA grant placed in Non-Operating Fund		\$0
04-018	Other Federal Grants Operating Fund Income		\$O
04-019	List Source		N/A
04-020	Total Federal Operating Fund Income	\$0	<i>\$0</i>
Other Op	perating Fund Income		
04-021	PLAC Reimbursement	\$17,280	\$17,763
04-022	Fines and Fees	\$176,563	\$192,632
04-023	Interest on Investments	\$13,268	\$8,287
04-024	Gift Receipts Operating Fund Income	\$0	\$0
04-025	Private and Public Foundation Grants Operating Fund Income	\$0	\$0
04-026	Miscellaneous Operating Fund Income	\$35,220	\$50,303
04-027	Source(s)	Copiers, Meeting Room Rent, Reader-Printer service	Copiers, Meeting Room Rent, Reader-Printer Service
04-028	Total Public and Private Foundation Grants Income (deposited into any fund)	\$0	\$45,791
04-029	Total Other Operating Fund Income	\$242,331	\$268,985
04-030	Total Operating Fund Income	\$7,869,014	\$7,039,772

## **5 - Expenditure Data**

Questions relating to standards are in bolded blue font

## Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

## **Operating Fund Expenditures**

05-001	Salaries/Wages of All Library Staff	\$3,778,610	\$3,677,539
05-002	Employee benefits	\$1,317,972	\$1,245,919
05-003	Other Personal Services	\$5,919	\$5,068
05-004	Total Personal Services	\$5,102,501	\$4,928,526
05-005	Total Staff Expenditures	\$5,096,582	<i>\$4,923,458</i>
05-006	Total Supplies	\$152,817	\$157,768
Other ser	rvices and charges		
05-007	Professional Services	\$304,817	\$252,104
05-008	Communication and Transportation	\$56,873	\$73,819
05-009	Printing and Advertising	\$3,187	\$2,032
05-010	Insurance	\$63,753	\$58,793
05-011	Utility Services	\$325,467	\$307,311
05-012	Repairs and Maintenance	\$41,950	\$62,655
05-013	Rentals	\$32,024	\$31,270
05-014	Debt Service		<i>\$0</i>
05-015	Lease Rental		<i>\$0</i>
05-016	Other	\$222,644	\$210,680
05-017	Total of Other Services and Charges	\$1,050,715	\$998,664
Capital C	Outlays from Operating Fund Expenditures		
05-018	Land		<i>\$0</i>
05-019	Buildings		<i>\$0</i>
05-020	Improvements Other Than Buildings		<i>\$0</i>
05-021	Furniture and Equipment	\$10,318	\$21,485
05-022	Capital outlays for Public Access Computers,		
	electronic reading and electronic media devices	\$0	<i>\$0</i>
	DO NOT REPORT in Q05-021		
-	g Fund Expenditure Data		
05-023	Books (Include Book Lease)	\$579,426	\$579,970
05-024	Periodicals and Newspapers	\$39,032	\$35,291
05-025	Nonprinted (Physical) Materials, Microforms &	\$363,240	\$365,906
0.7.00	AV, not Electronic	•	
05-026	Ebook and Electronic database licensing/purchase/lease expenditures	\$165,464	\$154,756
05-027	Electronic Physical Format, including Playaways		
03-027	and Ebook readers	\$22,811	<i>\$0</i>
Non-One	erating Fund Library Materials Expenditure Data		
05-028	Books (Include Book Lease)	\$20,424	\$28,431
05-029	Periodicals and Newspapers	\$0	\$3,372
05-030	Nonprinted (Physical) Materials, Microforms &		
05 050	AV, not Electronic	\$7,494	\$6,772
05-031	<b>Ebook and Electronic database</b>	¢2.755	¢Λ
	licensing/purchase/lease expenditures	\$2,755	\$0
05-032	<b>Electronic Physical Format, including Playaways</b>	\$0	\$351
	and Ebook readers	ΨΟ	φυυ1

05	5-033	<b>Total Expenditures for Print Materials</b>	\$638,882	\$647,064
05	5-034	<b>Total Expenditures for Electronic Materials</b>	\$191,030	\$155,107
05	5-035	<b>Total Expenditures for Other Materials</b>	\$370,734	\$372,678
05	5-036	<b>Total Expenditures for Collections</b>	\$1,200,646	\$1,174,849
05	5-037	Total Operating Fund Capital Outlays	\$1,014,827	\$1,002,652
05	5-038	<b>Total Operating Fund Expenditures for Collection Development</b>	\$1,169,973	\$1,135,923
05	5-039	Total Non-Operating Fund Expenditures for Collection Development	\$62,144	\$85,086
05	5-040	Public Access Computers, electronic reading and electronic media devices from all non-operating funds	\$31,471	\$46,160
05	5-041	<b>Total Operating Fund Expenditures</b>	\$7,486,324	\$7,242,366
05	5-042	Other Operating Expenditures	\$1,213,850	\$1,177,917
05	5-043	Total Operating Expenditures	\$7,511,078	\$7,276,224
05	5-044	Total Capital Fund Expenditures	\$607,325	\$408,924
No	on-Resi	dent Fee Standard		
05	5-045	<b>Total Collection Expenditures</b>	\$1,262,790	\$1,259,935
05	5-046	Total Operating Expenditures per capita (=SUM(Q05-041/Q03-013). Expressed in dollars/cents \$	\$54.26	\$52.49
05	5-047	Difference between OE per capita minus Non-Resident fee (=SUM(Q05-046-Q02-009)).	\$-5.74	\$-7.51
05	5-047a	Does your library's non-resident fee meet the standard?	Yes	
Collection Development Standard				
05	5-048	Collection Development Expenditure as a percentage of Operating Expenditure	15.6%	15.6%

## 6 - Capital Revenue

## Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

06-001	Local government capital revenue	\$586,751	\$627,487
06-002	State government capital revenue	\$50,560	\$63,541
06-003	Federal government capital revenue	\$0	\$0
06-004	Other capital revenue	\$0	\$0
06-005	Total capital revenue	\$637,311	\$691,028

## 7 - Employment Data

## Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

#### **ALA-MLS Librarians**

07-001	Total Number of ALL Librarians with an ALA-MLS	34.00	34.00
07-002	Total number of paid hours per week for all ALA-MLS Librarians	1,230	1,220
07-003	FTE for ALL Librarians with an ALA-MLS	30.75	30.50

ALL Lib	<u>rarians</u>		
07-004	Total Number of ALL Librarians, including ALA-MLS Librarians	50.00	50.00
07-005	Total Hours Paid Per Week For ALL Librarians, including ALA-MLS Librarians	1,830	1,820
07-006	FTE for ALL Librarians	45.75	45.50
ALL Sta	<u>ff</u>		
07-007	Total Number of all other paid staff	112.00	111.00
07-008	Total number of paid hours per week for all other paid staff	2,460	2,890
07-009	FTE for all other paid staff	61.50	72.25
07-010	Total number of all paid staff	162.00	161.00
07-011	Total number of paid hours per week for all paid staff	4,290.00	4,710.00
07-012	FTE for all paid staff	107.25	117.75
07-013	Number of hours per week considered to be full-time employment in your library.	37.5	37.5

## 8 - Library Service and Technology

## Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

## **Interlibrary Loans**

08-001	Total number of interlibrary loan materials provided to other libraries	2,684	2,474
08-002	Total number of interlibrary loan materials received from other libraries	300	323
Children	s (0 - 11 years) Library Programs		
08-003	Number of Children's (0 - 11 years) Programs held in the library	946	1,000
08-004	Number of Children's (0 - 11 years) Programs held outside of the library	330	326
Young A	dult (12 - 18 years) Library Programs		
08-005	Number of Young Adult (12 - 18 yrs) Programs held in the library	230	282
08-006	Number of Young Adult (12 - 18 yrs) Programs held outside of the library	13	7
<u>Adult (18</u>	8+ years) Library Programs		
08-007	Number of Adult (18+ yrs) Programs held in the library	903	560
08-008	Number of Adult (18+ yrs) Programs held outside of the library	54	22
General (	(All Ages) Library Programs		
08-009	Number of General (All ages) Programs held in the library	69	69
08-010	Number of General (All ages) Programs held outside of the library	8	3
08-011	Total Number of Non-Library Sponsored Programs	1,520	1,496

08-012	Total Number of All Library-Sponsored Programs	2,553	2,269
Attendan	ce at Children's (0 - 11 years) Programs		
08-013	Attendance at Children's (0 - 11 years) Programs held in the library	27,397	30,103
08-014	Attendance at Children's (0 - 11 years) Programs held outside of the library	14,204	15,241
Attendan	ce at Young Adult (12 - 18 yrs) Programs		
08-015	Attendance at Young Adult (12 - 18 yrs) Programs held in the library	1,708	1,634
08-016	Attendance at Young Adult (12 - 18 yrs) Programs held outside of the library	427	182
Attendan	ce at Adult (18+ yrs) Programs		
08-017	Attendance at Adult (18+ yrs) Programs held in the library	6,612	5,730
08-018	Attendance at Adult (18+ yrs) Programs held outside of the library	1,431	607
Attendan	ce at General (All ages) Programs		
08-019	Attendance at General (All ages) Programs held in the library	6,765	6,215
08-020	Attendance at General (All ages) Programs held outside of the library	913	164
Attendan	<u>ce Totals</u>		
08-021	Total Attendance at Non-Library Sponsored Programs	27,647	40,392
08-022	<b>Total Children's Program Attendance</b>	41,601	45,344
08-023	<b>Total Young Adult Program Attendance</b>	2,135	1,816
08-024	<b>Total Program Attendance at Library-Sponsored Programs</b>	59,457	59,876
Summer	Reading Program for Children		
08-025	How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?	10	10
08-026	Total number of annual visits in the library	1,044,348	1,146,977
08-027	Total number of reference transactions per year	62,036	143,884
Electroni	c Services		
08-028	Number of State Licensed Databases (INSPIRE databases)	62	62
08-029	Number of Local and Other (Not INSPIRE) Licensed Databases	20	18
08-030	Name(s) of Public Use/Commercial Databases to which the Library subscribes	Ancestry Library Edition, CLCD, Chilton's Auto Repair, Consumer Reports, Culturegrams, Footnote.com, Freegal, Ed2Go, Foundation Center, Grolier Multimedia, Heritage Quest, Mango Languages, Mitchell on Demand, Morningstar Investment Center, NADA Online, NewsBank,	Response has been entered.

		Novelist Plus, Reference USA, Value Line Investment Survey, Zinio	
08-031	Total number of licensed databases	82	80
Public C	<u>omputers</u>		
08-032	Number of Public Internet Computers uses per year	189,987	219,680
08-033	Number of Wireless hubs located in the central building?	7	
08-034	Total number of wireless hubs, system-wide	9.00	
08-035	Number of wireless Internet uses per year	N/A	
08-036	Number of Internet connected public computers system-wide	128	131
08-037	Number of Scanners available for the public, system-wide	2	2
08-038	Number of Internet connected Staff computers, connected to a printer	142	140
Library S	System Automation		
08-039	Does your library have an automated bookkeeping system?	Yes	Yes
08-040	Name of bookkeeping system	Banyon	Banyon
08-041	Name of Integrated Library System	Polaris	Polaris
08-042	Is the library catalog available online?	Yes	Yes

# 9 - Circulation and Holdings

## Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

09-001	Total Circulation of All Materials	2,637,945	2,719,228
09-002	Circulation of All Children's Materials	984,686	879,586
09-003	Circulation of Electronic Materials	187,132	
09-004	Total In-house Usage of Materials	189,800	212,784
09-005	Number of Book Reading or Music Playing Devices cirulated annually	7,554	562
Selected	<u>Holdings</u>		
09-007	Books	373,433	378,811
09-008	Electronic books (E-books)	9,442	7,600
09-009	Video Materials - Physical Units	63,770	63,077
09-010	Video Materials - Downloadable Titles	99	97
09-011	Audio Materials - Physical Units	56,824	56,414
09-012	Audio Materials - Downloadable Titles	3,898	3,191
09-013	Electronic (Physical) Format	1,048	1,328
09-014	Number of Electronic Book Reading or Music Playing Devices Owned by the Library	1,014	302
09-015	Current Serial Subscriptions	582	585
09-016	Does the library belong to an Ebook consortium?	Yes	Yes
09-017	Name of Ebook Consortium	Indiana Digital Media	Indiana Digital Media
09-018	Total number of titles available in Consortium	12,704	12,724

# 10 - Library Board

## Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

10.0001		D 11 /	3.6	
	Position: President	President	Member	
	First Name	Valerie	John	
	Middle Initial/Name	<b>M</b> '	A.	
	Last Name	Merriam	Walsh	
10-0005	Home address	2538 S. Buttonwood Lane	1320 E. 10th St., LI 029	
10-0006	City	Bloomington	Bloomington	
10-0007	Zip Code	47401	47405	
10-0008	E-mail address	valerie.merriam@gmail.com	jawalsh@indiana.ed	lu
10-0009	Appointing Authority	Monroe County Community School Corporation	County Council	
10-0010	Date Term Expires	1/31/2013	1-31-2014	
10-0011	Number of Consecutive Terms	1	2	
10-0012	Date Initially Appointed	2/1/2011	2-1-2006	
10-0101	Position: Vice President	Vice President		
10-0102	First Name	Stephen		
10-0103	Middle Initial/Name	C.		
10-0104	Last Name	Moberly		
10-0105	Home Address	2638 E. Windermere Woods Drive		
10-0106	City	Bloomington		
10-0107	Zip Code	47401		
10-0108	E-mail address	moberlys@iquest.net		
10-0109	Appointing Authority	Monroe County Commissioners		
10-0110	Date Term Expires	1/31/2014		
10-0111	Number of Consecutive Terms	2		
10-0112	Date Initially Appointed	2/1/2006		
10-0201	Position: Secretary	Secretary		
	First Name	Fred		
10-0203	Middle Initial/Name			
10-0204	Last Name	Risinger		
10-0205	Home address	7039 E. State Road 45		
10-0206	City	Bloomington		
10-0207	Zip Code	47408		
10-0208	E-mail address	risinger@indiana.edu		
10-0209	Appointing Authority	Monroe County Council		
10-0210	Date Term Expires	1/31/2015		
10-0211	Number of Consecutive Terms	2		
10-0212	Date Initially Appointed	2/1/2007		
10-0301	Position: Treasurer	Treasurer		
10-0302	First Name	David		
10-0303	Middle Initial/Name		7	3
				-

10.0204	Y 27	Г
	Last Name	Ferguson
	Home address	403 E. Sixth Street
10-0306	•	Bloomington
	Zip Code	47408
	E-mail address	dlf@ferglaw.com
10-0309	Appointing Authority	Monroe County Commissioners
10.0210	D	
	Date Term Expires	1/31/2016
	Number of Consecutive Terms	2
10-0312	Date Initially Appointed	2/1/2008
	Position: Treasurer / Employee	Treasurer / Employee
10-0402	First Name	Gary
10-0403	Middle Initial/Name	
10-0404	Last Name	Lettelleir
10-0405	Home address	3933 S. Jamie Lane
10-0406	City	Bloomington
10-0407	Zip Code	47401
10-0408	E-mail address	glettell@mcpl.info
10-0409	Appointing Authority	
10-0410	Date Term Expires	
10-0411	Number of Consecutive Terms	
10-0412	Date Initially Appointed	
10-0501	Position: Member	Member
10-0502	First Name	Kari
10-0503	Middle Initial/Name	Isaacson
10-0504	Last Name	Hartig
	Home address	807 Brighton Court
10-0506		Bloomington
	Zip Code	47401
	E-mail address	khartig@mccsc.edu
	Appointing Authority	Monroe County Community
		School Corporation
10-0510	Date Term Expires	1/31/2017
10-0511	Number of Consecutive Terms	2
10-0512	Date Initially Appointed	2/1/2009
10-0601	Position: Member	Member
	First Name	John
	Middle Initial/Name	A.
	Last Name	Walsh
	Home address	3006 S. Olcott Boulevard
10-0606		Bloomington
	Zip Code	47401
	E-mail address	jawalsh@indiana.edu
	Appointing Authority	Monroe County Council
	Date Term Expires	1/31/2014
	Number of Consecutive Terms	2
	Date Initially Appointed	2/1/2006
10-0012	Date initially rippointed	_, _, _, _

10-0701	Position: Member	Member
	First Name	Melissa
	Middle Initial/Name	
	Last Name	Pogue
	Home address	851 W. Edgewood Drive
10-0706	City	Ellettsville
	Zip Code	47429
	E-mail address	mpogue@rbbcsc.k12.in.us
10-0709	Appointing Authority	Richland-Bean Blossom Community School Corporation
10-0710	Date Term Expires	1/31/2017
10-0711	Number of Consecutive Terms	2
10-0712	Date Initially Appointed	2/1/2009
10-0801	Position: Member	Member
10-0802	First Name	
10-0803	Middle Initial/Name	
10-0804	Last Name	
10-0805	Home address	
10-0806	City	
10-0807	Zip Code	
10-0808	E-mail address	
10-0809	Appointing Authority	
10-0810	Date Term Expires	
10-0811	Number of Consecutive Terms	
10-0812	Date Initially Appointed	
10-0901	Position: Member	Member
10-0902	First Name	
10-0903	Middle Initial/Name	
10-0904	Last Name	
	Home address	
10-0906	•	
	Zip Code	
	E-mail address	
	Appointing Authority	
	Date Term Expires	
	Number of Consecutive Terms	
10-0912	Date Initially Appointed	
	Position: Member	Member
	First Name	
	Middle Initial/Name	
	Last Name	
	Home address	
10-1006	•	
	Zip Code	
	E-mail address	
10-1009	Appointing Authority	

10-1010	Date Term Expires		
10-1011	Number of Consecutive Terms		
10-1012	Date Initially Appointed		
10-1101	Position: Member	Member	
10-1102	First Name		
10-1103	Middle Initial/Name		
10-1104	Last Name		
10-1105	Home address		
10-1106	City		
10-1107	Zip Code		
10-1108	E-mail address		
10-1109	Appointing Authority		
	Date Term Expires		
10-1111	Number of Consecutive Terms		
10-1112	Date Initially Appointed		
10-1201	Position: Member	Member	
10-1202	First Name		
10-1203	Middle Initial/Name		
10-1204	Last Name		
10-1205	Home address		
10-1206	City		
	Zip Code		
	E-mail address		
	Appointing Authority		
	Date Term Expires		
	Number of Consecutive Terms		
10-1212	Date Initially Appointed		
10-0991	What Day of the Month is the Regular Library Board Meeting?	3rd Wednesday	3rd Wednesday
10-0992	What is the time of the Regular Library Board Meeting?	5:45 p.m.	5:45 p.m.

# 11 - Salary Section

## Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

11-001	Annual salary of the Director	\$97,708	\$95,792
11-002	Does the library director have an employment contract?	No	No
11-003	What is the current level of certification for the library Director?	LC 1	LC 1
11-004	Job Title - Assistant or Associate Director	Assistant Director	Assistant/Associate Director
11-005	Certification Level	LC 2	LC 2
11-006	Minimum Hourly Wage	\$32.32	\$32.00
11-007	Maximum Hourly Wage	\$48.48	\$48.00
11-008	Job Title - Department Head, Manager or Supervisor	Department Head	76

11-009	Certification Level	LC 2
11-010	Mininum Hourly Wage	\$23.23
11-011	Maximum Hourly Wage	\$34.85
11-012	Job Title - Branch Head	Branch Head
11-013	Certification Level	LC 2
11-014	Minimum Hourly Wage	\$23.23
11-015	Maximum Hourly Wage	\$34.85
11-016	Job Title - Administrative Assistant	Administrative Assistant
11-017	Certification Level	None required
11-018	Minimum Hourly Wage	\$13.03
11-019	Maximum Hourly Wage	\$18.24
11-020	Job Title - Automation, Network or System Manager	Automation / Network / System Manager
11-021	Certification Level	None required
11-022	Minimum Hourly Wage	\$23.23
11-023	Maximum Hourly Wage	\$34.85
11-024	Job Title - Business Manager	Business Manager
11-025	Certification Level	None required
11-026	Minimum Hourly Wage	\$20.40
11-027	Maximum Hourly Wage	\$30.30
11-028	Job Title - Cataloging or Technical Services Librarian	Cataloging or Technical
11-029	Certification Level	LC 3
11-030	Minimum Hourly Wage	\$18.18
11-031	Maximum Hourly Wage	\$27.27
11-032	Job Title - Children's Librarian	Children's Librarian
11-033	Certification Level	LC 3
11-034	Minimum Hourly Wage	\$18.18
11-035	Maximum Hourly Wage	\$27.27
11-036	Job Title - General Reference or Adult Librarian	General Reference or Adult Librarian
11-037	Certification Level	LC 3
11-038	Minimum Hourly Wage	\$18.18
11-039	Maximum Hourly Wage	\$27.27
11-040	Job title - Young Adult Librarian	Young Adult Librarian
11-041	Certification Level	LC 3
11-042	Minimum Hourly Wage	\$18.18
11-043	Maximum Hourly Wage	\$27.27
11-044	Job Title - Indiana History, Local History, or Genealogy Librarian	Indiana History, Local History, or Genealogy Librarian
11-045	Certification Level	LC 3
11-046	Minimum Hourly Wage	\$18.18
11-047	Maximum Hourly Wage	\$27.27
11-048	Job Title - Genealogy Reference Service	Genealogy Reference Service
11-049	Certification Level	LC 3

11-050	Minimum Hourly Wage	\$18.18
11-051	Maximum Hourly Wage	\$27.27
11-052	Job Title - Audio Visual Librarian	Audio Visual Librarian
11-053	Certification Level	
11-054	Minimum Hourly Wage	
11-055	Maximum Hourly Wage	
11-056	Job Title - Specialist (Professional)	Specialist (Professional)
11-057	Certification Level	None required
11-058	Minimum Hourly Wage	\$23.23
11-059	Maximum Hourly Wage	\$34.85
11-060	Job Title - Library Assistant	Library Assistant
11-061	Certification Level	LC 6
11-062	Minimum Hourly Wage	\$14.14
11-063	Maximum Hourly Wage	\$20.50
11-064	Job Title - Bookkeeper or Treasurer	Bookkeeper or Treasurer
11-065	Certification Level	None required
11-066	Minimum Hourly Wage	\$15.66
11-067	Maximum Hourly Wage	\$22.70
11-068	Job Title - Secretary or Receptionist	Secretary or Receptionist
11-069	Certification Level	None required
11-070	Minimum Hourly Wage	\$10.71
11-071	Maximum Hourly Wage	\$14.99
11-072	Job Title - Library Technician (including computer)	Library Technician
11-073	Certification Level	None required
11-074	Minimum Hourly Level	\$13.03
11-075	Maximum Hourly Level	\$18.24
11-076	Job Title - Clerical or Aide	Clerical or Aide
11-077	Certification Level	None required
11-078	Minimum Hourly Wage	\$10.71
11-079	Maximum Hourly Wage	\$14.99
11-080	Job Title - Maintenance, Custodian, Janitor, or House-keeper	Maintenance, Custodian
11-081	Certification Level	None required
11-082	Minimum Hourly Wage	\$10.71
11-083	Maximum Hourly Wage	\$14.99
11-084	Job Title - Security	Security
11-085	Certification Level	None required
11-086	Minimum Hourly Wage	\$13.03
11-087	Maximum Hourly Wage	\$18.24
11-088	Job Title - Bookmobile Driver	Bookmobile Driver
11-089	Certification Level	None required
11-090	Minimum Hourly Wage	\$10.71
11-091	Maximum Hourly Wage	\$14.99
11-092	Job Title - Messenger/Courier	Messenger/Courier
11-093	Certification Level	None required
11-094	Minimum Hourly Wage	\$13.03

11-095	Maximum Hourly Wage	\$18.24	
11-096	Job Title - Page, Intern or Student Assistant	Page, Intern or Student Assistant	
11-097	Certification Level	None required	
11-098	Minimum Hourly Wage	\$7.58	
11-099	Maximum Hourly Wage	\$10.61	
11-100	Job Title - Temporary Substitute	Temporary Substitute	
11-101	Certification Level		
11-102	Minimum Hourly Wage		
11-103	Maximum Hourly Wage		
11-104	Job Title - Interlibrary Loan	Interlibrary Loan	
11-105	Certification Level	LC 6	
11-106	Minimum Hourly Wage	14.14	
11-107	Maximum Hourly Wage	20.50	
11-108	Job Title - Other	Yes	
11-109	Specify Other Job Title	Maintenance Supervisor	
11-110	Certification Level	None required	
11-111	Minimum Hourly Wage	\$20.40	
11-112	Maximum Hourly Wage	\$30.30	
11-113	Job Title - Other	Yes	
11-114	Specify Other Job Title	Security Lead	
11-115	Certification Level	None required	
11-116	Minimum Hourly Wage	\$14.14	
11-117	Maximum Hourly Wage	\$20.50	
	e Fringe Benefit Information - Full-time Employees		
11-501	PERF	Yes	Yes
11-502	Deferred Compensation	No	No
11-503	Health Insurance	Yes	Yes
11-504	Health Savings Account (HSA)	Yes	Yes
11-505	Dental Insurance	Yes	Yes
11-506	Life Insurance	Yes	Yes
11-507	Vision Insurance	Yes	Yes
11-508	Disability	Yes	Yes
11-509	Paid Time off for Continuing Education	Yes	Yes
11-510	Reimbursement for Continuing Education	Yes	Yes
11-511	Other1 (specify)		Access to Clinic w/ Health Insur.
11-512	Other2 (specify)	Short Term Disability Insur; 403B	NA
Employee	e Fringe Benefit Information - Part-time Employees		
11-513	PERF	No	No
11-514	Deferred Compensation		No
11-515	Health Insurance	No	Yes
11-516	Health Savings Account (HSA)	No	Yes
11-517	Dental Insurance	Yes	Yes
11-518	Life Insurance	No	Yes
11-519	Vision Insurance	Yes	Yes 79

11-520	Disability	Yes	No
11-521	Paid Time off for Continuing Education	Yes	Yes
11-522	Reimbursement for Continuing Education	Yes	Yes
11-523	Other1 (specify)	Clinic without Health Insurance	Access to Clinic w/ Health Insur.
11-524	Other2 (specify)	403b	NA
Paid day	s off per year - Full-time Librarian		
11-525	Number of Vacation Days	24	24
11-526	Number of Sick Days	12	12
11-527	Number of Personal Days	0	0
11-528	Holidays	9	9
11-529	Funeral/Bereavement	5	3-5
11-530	Other Days (specify)	NA	NA
Paid day	s off per year - Part-Time Librarian		
11-531	Number of Vacation Days	24	24
11-532	Number of Sick Days	12	12
11-533	Number of Personal Days	0	0
11-534	Holidays	9	9
11-535	Funeral/Bereavement	3	3
11-536	Other Days	NA	NA
Paid day	s off per year - Full-Time Support Staff		
11-537	Number of Vacation Days	14-24	14-24
11-538	Number of Sick Days	12	12
11-539	Number of Personal Days	0	0
11-540	Holidays	9	9
11-541	Funeral/Bereavement	3	3
11-542	Other Days	NA	0
Paid day	s off per year - Part-Time Support Staff		
11-543	Number of Vacation Days	14-24	14-24
11-544	Number of Sick Days	12	12
11-545	Number of Personal Days	0	0
11-546	Holidays	9	9
11-547	Funeral/Bereavement	3	3
11-548	Other Days	NA	NA

## 12 - PLAC Loans

## Questions relating to standards are in bolded blue font

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Report the number of PLAC loans your library made to a home patron of the following libraries.

### DO NOT report any loans made to your own library

12-001	Did your library make any PLAC loans?	Yes	Yes
12-002	Adams Public Library System		
12-003	Akron Carnegie Public Library	58	132
12-004	Alexandria-Monroe Public Library		
12-005	Alexandrian Public Library		
12-006	Allen County Public Library		

12-007	Anderson Public Library		
12-008	Andrews-Dallas Township Public Library		
12-009	Argos Public Library		
12-010	Attica Public Library		
12-011	Aurora Public Library District		
12-012	Avon-Washington Township Public Library		
12-013	Bartholomew County Public Library	4	31
12-014	Barton Rees Pogue Memorial Public Library		
12-015	Batesville Memorial Public Library		
12-016	Bedford Public Library	7,012	8,292
12-017	Beech Grove Public Library		
12-018	Bell Memorial Public Library		
12-019	Benton County Public Library		
12-020	Berne Public Library		
12-021	Bicknell-Vigo Township Public Library		
12-022	Bloomfield-Eastern Greene County Public Library	17,909	18,776
12-023	Boonville-Warrick County Public Library	1	
12-024	Boswell-Grant Township Public Library		
12-025	Bourbon Public Library		
12-026	Brazil Public Library		
12-027	Bremen Public Library		
12-028	Bristol-Washington Township Public Library		
12-029	Brook-Iroquois-Washington Township Public Library		
12-030	Brookston-Prairie Township Public Library		
12-031	Brown County Public Library	14,664	13,758
12-032	Brownsburg Public Library		
12-033	Brownstown Public Library		
12-034	Butler Public Library		
12-035	Cambridge City Public Library		
12-036	Camden-Jackson Township Public Library		
12-037	Carmel Clay Public Library		
12-038	Carnegie Public Library Of Steuben County		
12-039	Centerville-Center Township Public Library		
12-040	Charlestown Clark County Public Library		
12-041	Churubusco Public Library		
12-042	Clayton-Liberty Township Public Library		
12-043	Clinton Public Library		
12-044	Coatesville-Clay Township Public Library		
12-045	Colfax-Perry Township Public Library		
12-046	Converse-Jackson Township Public Library		
12-047	Covington-Veedersburg Public Library		
12-048	Crawford County Public Library		
12-049	Crawfordsville District Public Library		
12-050	Crown Point Community Public Library		
12-051	Culver-Union Township Public Library		
12-052	Danville-Center Township Public Library		
12-053	Darlington Public Library		

12-054	Delphi Public Library		
12-055	Dublin Public Library		
12-056	Dunkirk Public Library		
12-057	Earl Park Public Library		
12-058	East Chicago Public Library		
12-059	Eckhart Public Library	39	92
12-060	Edinburgh Wright-Hageman Public Library		
12-061	Elkhart Public Library		
12-062	Evansville-Vanderburgh Public Library		
12-063	Fairmount Public Library		
12-064	Farmland Public Library		
12-065	Fayette County Public Library		
12-066	Flora-Monroe Township Public Library		
12-067	Fort Branch-Johnson Township Public Library		
12-068	Fortville-Vernon Township Public Library		
12-069	Francesville-Salem Township Public Library		
12-070	Frankfort Community-Clinton County Contractual Public Library		
12-071	Franklin County Public Library District		
12-072	Fremont Public Library		
12-073	Fulton County Public Library		
12-074	Garrett Public Library		
12-075	Gary Public Library		
12-076	Gas City-Mill Township Public Library		
12-077	Goodland & Grant Township Public Library		
12-078	Goshen Public Library		
12-079	Greensburg-Decatur County Contractual Public Library		
12-080	Greentown & Eastern Howard School Public Library		
12-081	Greenwood Public Library		
12-082	Hagerstown-Jefferson Township Public Library		
12-083	Hamilton East Public Library		
12-084	Hamilton North Public Library		
12-085	Hammond Public Library		
12-086	Hancock County Public Library		
12-087	Harrison County Public Library		
12-088	Hartford City Public Library		
12-089	Henry Henley Public Library IN0165		
12-090	Huntingburg Public Library		
12-091	Huntington City-Township Public Library		
12-092	Hussey-Mayfield Memorial Public Library		
12-093	Indianapolis-Marion County Public Library		
12-094	Jackson County Public Library	69	18
12-095	Jasonville Public Library		
12-096	Jasper County Public Library		
12-097	Jasper-Dubois County Contractual Public Library		
12-098	Jay County Public Library		
12-099	Jefferson County Public Library		

12	2-100	Jeffersonville Township Public Library		
12	2-101	Jennings County Public Library		
12	2-102	Johnson County Public Library		
12	2-103	Jonesboro Public Library		
12	2-104	Joyce Public Library		
12	2-105	Kendallville Public Library		
12	2-106	Kentland-Jefferson Township Public Library		
12	2-107	Kewanna-Union Township Public Library		
12	2-108	Kingman-Millcreek Public Library		
12	2-109	Kirklin Public Library		
12	2-110	Knightstown Public Library		
12	2-111	Knox County Public Library		20
12	2-112	Kokomo-Howard County Public Library		
12	2-113	La Crosse Public Library		
12	2-114	La Grange County Public Library		
12	2-115	La Porte County Public Library		
12	2-116	Ladoga-Clark Township Public Library		
12	2-117	Lake County Public Library		
12	2-118	Lawrenceburg Public Library		
12	2-119	Lebanon Public Library		
12	2-120	Ligonier Public Library		
12	2-121	Lincoln Heritage Public Library		
12	2-122	Linden Carnegie Public Library		2
12	2-123	Linton Public Library		
12	2-124	Logansport-Cass County Public Library		
12	2-125	Loogootee Public Library	775	217
12	2-126	Lowell Public Library		
12	2-127	Marion Public Library	105	98
12	2-128	Matthews Public Library		
12	2-129	Melton Public Library		
12	2-130	Michigan City Public Library		
12	2-131	Middlebury Community Public Library		
12	2-132	Middletown Fall Creek Township Public Library		
12	2-133	Milford Public Library		
12	2-134	Mishawaka-Penn_Harris Public Library		
12	2-135	Mitchell Community Public Library	249	236
12	2-136	Monon Town & Township Public Library		
12	2-137	Monroe County Public Library		
12	2-138	Monterey-Tippecanoe Township Public Library		
12	2-139	Montezuma Public Library		
12	2-140	Monticello-Union Township Public Library		
12	2-141	Montpelier-Harrison Township Public Library		
12	2-142	Mooresville Public Library		
12	2-143	Morgan County Public Library	3,322	3,403
12	2-144	Morrisson Reeves Library		
12	2-145	Muncie-Center Township Public Library		
12	2-146	Nappanee Public Library		
12	2-147	New Albany-Floyd County Public Library		

12-148	New Carlisle & Olive Township Public Library		
12-149	New Castle-Henry County Public Library		
12-150	New Harmony Workingmen's Institute		
12-151	Newton County Public Library		
12-152	Noble County Public Library		
12-153	North Judson-Wayne Township Public Library		
12-154	North Madison County Public Library System		
12-155	North Manchester Public Library		
12-156	North Webster Community Public Library		
12-157	Oakland City-Columbia Township Public Library		
12-158	Odon Winkelpleck Public Library	177	104
12-159	Ohio County Public Library		
12-160	Ohio Township Public Library System		
12-161	Orleans Town & Township Public Library	79	12
12-162	Osgood Public Library		
12-163	Otterbein Public Library		
12-164	Owen County Public Library	18,478	19,132
12-165	Owensville Carnegie Public Library	,	
12-166	Oxford Public Library		
12-167	Paoli Public Library	299	280
12-168	Peabody Public Library		
12-169	Pendleton Community Public Library		
12-170	Penn Township Public Library		
12-170	Perry County Public Library		
12-171	Peru Public Library		
12-172	Pierceton & Washington Township Public Library		
12-173	Pike County Public Library		
12-174	Plainfield-Guilford Township Public Library		
	1		
12-176	Plymouth Public Library		
12-177	Porter County Public Library System		
12-178	Poseyville Carnegie Public Library		
12-179	Princeton Public Library		
12-180	Pulaski County Public Library	707	502
12-181	Putnam County Public Library	797	502
12-182	Remington-Carpenter Township Public Library		
12-183	Ridgeville Public Library		
12-184	Roachdale-Franklin Township Public Library		
12-185	Roann Paw-Paw Township Public Library		
12-186	Roanoke Public Library		
12-187	Rockville Public Library		
12-188	Royal Center-Boone Township Public Library		
12-189	Rushville Public Library		
12-190	Salem-Washington Township Public Library		11
12-191	Scott County Public Library		
12-192	Shelby County Public Library		
12-193	Sheridan Public Library		
12-194	Shoals Public Library	432	2,103
12-195	South Whitley-Cleveland Township Public Library		
	- · · · · · · · · · · · · · · · · · · ·		

12-196	Speedway Public Library		
12-190	Spencer County Public Library	415	475
12-197	•	413	4/3
12-198	Spiceland Town-Township Public Library		
	St. Joseph County Public Library Storks County Public Library System		
12-200	Starke County Public Library System		
12-201	Sullivan County Public Library		
12-202	Swayzee Public Library		
12-203	Switzerland County Public Library		
12-204	Syracuse-Turkey Creek Township Public Library		
12-205	Thorntown Public Library	270	
12-206	Tippecanoe County Public Library	270	
12-207	Tipton County Public Library		
12-208	Tyson Library Association, Inc		
12-209	Union City Public Library		
12-210	Union County Public Library		
12-211	Van Buren Public Library		
12-212	Vermillion County Public Library		
12-213	Vigo County Public Library	333	22
12-214	Wabash Carnegie Public Library		
12-215	Wakarusa-Olive & Harrison Township Public Library		
12-216	Walkerton-Lincoln Township Public Library		
12-217	Walton & Tipton Township Public Library		
12-218	Wanatah Public Library		
12-219	Warren Public Library		
12-220	Warsaw Community Public Library		11
12-221	Washington Carnegie Public Library	19	29
12-222	Washington Township Public Library		
12-223	Waterloo-Grant Township Public Library		
12-224	Waveland-Brown Township Public Library		
12-225	Wells County Public Library		
12-226	West Lafayette Public Library		
12-227	West Lebanon-Pike Township Public Library		
12-228	Westchester Public Library		
12-229	Westfield-Washington Public Library		
12-230	Westville-New Durham Township Public Library		
12-231	Whiting Public Library		6
12-232	Willard Library of Evansville		
12-233	Williamsport-Washington Township Public Library		
12-234	Winchester Community Public Library		
12-235	Wolcott Community Public Library		
12-236	Worthington Jefferson Township Public Library		
12-237	York Township Public Library		
12-238	Yorktown Public Library		
12-239	TOTAL PLAC Loans	65,506	67,762
12 23)	I O ITILI I LITO LUMID	,	5.,.O <u>2</u>

# 13 - Compliance with Standards for Public Lib

Grayed boxes are either prefilled (and sometimes locked) or are automatic calculations.

Standards which can be verified by data or information elsewhere in the report do not appear in this section.

Please answer either "Yes", "No", or "N/A" if applicable.

Do not skip any questions.

13-001	Does your library comply with Public Library Law under IC 36-12?	Yes	Yes
13-002	Does your library comply with other Indiana laws that affect municipal corporations?	Yes	Yes
13-003	Does your library comply with all federal laws affecting employment practice?	Yes	Yes
13-004	Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?	Yes	Yes
13-005	Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?	Yes	Yes
13-006	Do the library board and the director maintain separate functions?	Yes	
13-007	Is the board responsible for governance and policy?	Yes	Yes
13-008	Is the director responsible for administration, operation and management of the library?	Yes	Yes
13-009	Does the director work full-time?	Yes	Yes
13-010	Does the Director have the required certification under 590 IAC 5? (Check <a href="https://mylicense.in.gov/EVerification/Search.aspx">https://mylicense.in.gov/EVerification/Search.aspx</a> if any question occurs)	Yes	Yes
With the	e advice and recommendations of the library director	r, has the library board ado	pted the following
policies :	and procedures?		
13-011	An annual classification of employees	Yes	Yes
13-012	Schedules of salaries	Yes	Yes
13-013	A proposed library budget	Yes	Yes
13-014	Library policies	Yes	Yes
<u>Employn</u>	nent Policies		
Has the			
	library board adopted the written employment prac	tices dealing with:	
13-015	library board adopted the written employment prac Recruitment?	tices dealing with: Yes	Yes
13-015 13-016		<u> </u>	Yes Yes
	Recruitment?	Yes	
13-016	Recruitment? Selection?	Yes Yes Yes	Yes
13-016 13-017	Recruitment? Selection? Appointments?	Yes Yes Yes	Yes Yes
13-016 13-017 13-018	Recruitment? Selection? Appointments? Personnel actions?	Yes Yes Yes	Yes Yes Yes
13-016 13-017 13-018 13-019	Recruitment? Selection? Appointments? Personnel actions? Salary administration?	Yes Yes Yes Yes	Yes Yes Yes Yes

13-023	Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?	Yes	Yes
13-024	Does the library have current, written bylaws that state its purpose and its operational procedures?	Yes	Yes
13-025	Do the library bylaws specifically state rules governing conflicts of interest issues?	Yes	Yes
13-026	Do the library bylaws specifically state rules governing nepotism?	Yes	Yes
13-027	Have the bylaws been reviewed by the board in the last three (3) years?	Yes	Yes
13-028	Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board been submitted to the Indiana State Library?	Yes	Yes
13-029	Does your library have a written collection development plan?	Yes	Yes
13-030	Does your library have a written circulation policy detailing the principles of access for all library materials and service?	Yes	Yes
13-031	Does your library provide support for continuing education for staff and trustees?	Yes	Yes
Long Ra	ange Plan		
13-032	Does the library have a written long-range plan of service?	Yes	Yes
13-033	What year did your current long range plan begin?	2013	2013-2017
13-034	What year does your current long range plan end?	2017	
13-035	Has your long-range plan been reviewed and updated in the last three (3) to five (5) years, depending upon the length of your plan?	Yes	Yes
13-036	Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?	Yes	Yes
13-037	Does your long-range plan include a statement of community needs and goals?	Yes	Yes
13-038	Does your long-range plan include measurable objectives and service in response to the community's needs and goals?	Yes	Yes
13-039	Does your long-range plan include an assessment of facilities, services, technology, and operations?	Yes	Yes
13-040	Does your long-range plan include an ongoing annual evaluation process?	Yes	Yes
13-041	Does your long-range plan include a plan for financial resources and sustainability?	Yes	Yes
13-042	Does your long-range plan include a statement of collaboration with other public libraries?	Yes	Yes
13-043	Does your long-range plan include a statement of collaboration with other community partners?	Yes	Yes
Technolo	ogy Plan		
13-044	Does the library have a written technology plan?	Yes	Yes

13-045	What year did your current technology plan begin?	2013	2013-2015
13-046	What year does your current technology plan end?	2015	
13-047	Has your technology plan been updated in the last three (3) years?	Yes	Yes
13-048	Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?	Yes	Yes
Does you	ır technology plan include:		
13-049	Realistic goals and strategies for using telecommunications and information technology?	Yes	Yes
13-050	A professional development strategy?	Yes	Yes
13-051	An assessment of telecommunication services, hardware, software, and other services needed?	Yes	Yes
13-052	An equipment replacement schedule?	Yes	Yes
13-053	A plan for financial resources and sustainability?	Yes	Yes
13-054	An ongoing annual evaluation process?	Yes	Yes
13-055	An automated, integrated library system (ILS) which conforms to a national cataloging standard?	Yes	Yes
Resource	Sharing		
13-056	Does your library provide interlibrary loan free of charge <u>to other libraries</u> within Indiana?	Yes	Yes
13-057	Does the library lend materials via a statewide reciprocal borrowing program?	No	N/A
13-058	Does the library lend materials using the OCLC Resource Sharing system?	Yes	Yes
13-059	Is the library a member of Evergreen Indiana?	No	N/A
13-060	Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?	No	No
13-061	How many days per week does your library receive Info Express courier service?	3	3
Does the	library provide adult services, including:		
13-062	Programs and reference services offered by an appropriately certified librarian?	Yes	Yes
13-063	Access to reference materials, including INSPIRE?	Yes	Yes
13-064	A collection of materials for adults?	Yes	Yes
13-065	A space designated in the library for adult services?	Yes	Yes
Does the	library provide an <i>Enhanced</i> level of service by pro	oviding:	
13-066	*One (1) or more staff, with appropriate certification		
	*Serving at least part time,	Yes	Yes
	*At each fixed location?		
Does the	[All conditions must apply] library provide an <i>Exceptional</i> level of service by p	roviding:	

13-067	*One (1) full-time staff member, or the equivalent		
	*With appropriate certification	Vac	V
	*At each fixed location?	Yes	Yes
	[All conditions must apply]		
Does the	e library provide Young Adult services, including:		
13-068	Programs and reference services offered by an appropriately certified librarian?	Yes	Yes
13-069	Access to reference materials, including INSPIRE?	Yes	Yes
13-070	A collection of materials for young adults?	Yes	Yes
13-071	A space designated in the library for young adult services.	Yes	Yes
Does the	library provide an <i>Enhanced</i> level of service by pr	oviding:	
13-072	*One (1) or more staff, with appropriate certification		
	*Serving at least part time,	Yes	Yes
	*At each fixed location?		
	[All conditions must apply]		
	e library provide an <i>Exceptional</i> level of service by p	_	
13-073	*One (1) full-time staff member, or the equivalent		
	*With appropriate certification	No	No
	*At each fixed location?	110	110
	[All conditions must apply]		
Does the	library provide Children's services, including:		
13-074	Programs and reference services offered by an appropriately certified librarian?	Yes	Yes
13-075	A collection of materials for children?	Yes	Yes
13-076	A space designated in the library for children's services?	Yes	Yes
Does the	e library provide an <i>Enhanced</i> level of service by pr	oviding:	
13-077	*One (1) or more staff, with appropriate certification		
	*Serving at least part time,	Yes	Yes
	*At each fixed location?		
	[All conditions must apply]		
Does the	e library provide an <i>Exceptional</i> level of service by p	providing:	

13-078	*One (1) full-time staff member, or the equivalent		
	*With appropriate certification	Yes	Vag
	*At each fixed location?	Tes	Yes
	[All conditions must apply]		
Public A	ccess		
13-079	Are patrons who are unable to read regular print, because of a visual or a physical disability, provided access to large print books, Braille books, audio books, and enhanced media?	Yes	Yes
13-080	Does the library provide computers for the free use of all persons regardless of residency?	Yes	Yes
13-081	Does your library provide a means for the public to make copies at each location?	Yes	Yes
Webpage	2		
13-082	Does your library's webpage include current hours of operation?	Yes	Yes
13-083	Does your library's webpage include a physical address for your library?	Yes	Yes
13-084	Does your library's webpage include a map for each fixed location?	Yes	Yes
13-085	Does your library's webpage include a telephone number?	Yes	Yes
13-086	Does your library's webpage include an e-mail address or other means of electronic contact?	Yes	Yes
13-087	Does your library's webpage include a link to INSPIRE and other free electronic resources?	Yes	Yes
13-088	Does your library's webpage include publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies?	Yes	Yes
13-089	Has your Internet Policy been reviewed by the board in the last year?	Yes	Yes
13-090	Does your library's webpage include a link to the library's online public access catalog?	Yes	Yes
13-091	Does your library's webpage include a calendar or list of events and programs which is updated at least monthly?	Yes	Yes
44 6:			

# 14 - Statement of Intent to Comply with Stand

14-001 Please explain any NO answers given in Part 13.

# 15 - Supplement

15-001	What is the name of the main contact person for your interlibrary loan operation?	Elizabeth Gray
15-002	What is their phone number?	(812) 349-3228
15-003	What is their email?	egray@mcpl.info
15-004	Does your library have a local history collection?	Yes
What for	mats are included in your local history collection?	
15-005	Annual reports - Answer Yes or No.	Yes

15-006	Books - Answer Yes or No.	Yes
15-007	Financial reports - Answer Yes or No.	Yes
15-008	Maps - Answer Yes or No.	Yes
15-009	Meeting Programs - Answer Yes or No.	No
15-010	Microforms - Answer Yes or No.	Yes
15-011	Minutes - Answer Yes or No.	No
15-012	Newsletters - Answer Yes or No.	Yes
15-013	Oral Histories - Answer Yes or No.	Yes
15-014	Personal Papers - Answer Yes or No.	No
15-015	Photographs - Answer Yes or No.	Yes
15-016	Videos - Answer Yes or No.	No
15-017	Are all of these materials included in your online public catalog?	Yes
Does you	r library use:	
15-018	Door count software	Yes
15-019	Please enter the name of the program	TRAF-SYS VisiCOUNT
15-020	Event registration software	Yes
15-021	Please enter the name of the program	Evanced
15-022	RDA toolkit	Yes
15-023	Reference statistics software	No
	TM	
15-024	Please enter the name of the program	
15-024 15-025	Room reservation software	Yes
	• •	Yes Evanced
15-025	Room reservation software	
15-025 15-026	Room reservation software Please enter the name of the program	Evanced
15-025 15-026 15-027 15-028	Room reservation software Please enter the name of the program Web Traffic statistics software	Evanced Yes
15-025 15-026 15-027 15-028	Room reservation software Please enter the name of the program Web Traffic statistics software Please enter the name of the program	Evanced Yes
15-025 15-026 15-027 15-028 Optional	Room reservation software Please enter the name of the program Web Traffic statistics software Please enter the name of the program Questions How many out-reach events did your library	Evanced Yes Google Analytics
15-025 15-026 15-027 15-028 Optional 15-029	Room reservation software Please enter the name of the program Web Traffic statistics software Please enter the name of the program Questions How many out-reach events did your library participate in during 2013? [Optional Question] How many personal interactions did your library have during these out-reach events? [Optional	Evanced Yes Google Analytics N/A N/A



# **Library Circulation**

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

			100,000+		125,000+		150,000+		175,000+		200,000+		225,000+		
		F.1			3.6						3.7		TOTAL	_	0/
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL	Increase	%
1994	91,400	86,804	105,092	95,928	90,161	109,116	105,030	100,764	91,581	96,209	95,879	77,104	1,145,068	40,646	3.7%
1995	104,347	94,669	104,140	93,934	92,215	109,590	104,095	105,387	89,181	98,036	94,454	78,981	1,169,029	23,961	2.1%
1996	99,083	97,969	100,332	97,724	92,557	102,389	100,506	72,677	78,476	109,334	96,766	64,366	1,112,179	-56,850	-4.9%
1997	102,297	80,417	108,333	99,623	99,660	113,370	115,565	105,481	98,538	104,353	103,578	92,649	1,223,864	111,685	10.0%
1998	116,835	105,194	123,885	109,977	103,656	129,291	126,959	113,247	108,779	115,966	114,187	102,124	1,370,100	146,236	11.9%
1999	110,233	114,354	130,356	115,485	106,471	133,561	127,946	116,536	110,365	119,753	118,931	101,731	1,405,722	35,622	2.6%
2000	121,815	120,968	131,933	118,453	116,142	133,324	130,490	125,569	114,408	124,389	126,687	106,259	1,470,437	64,715	4.6%
2001	135,604	130,721	149,383	128,818	131,845	155,769	149,605	140,771	128,799	139,696	137,810	122,983	1,651,804	181,367	12.3%
2002	153,544	139,737	155,582	146,765	142,675	158,285	164,134	152,802	142,870	157,269	149,439	129,504	1,792,606	140,802	8.5%
2003	165,033	152,780	169,828	152,491	158,807	177,377	177,894	164,227	162,784	166,539	159,777	150,057	1,957,594	164,988	9.2%
2004	176,266	168,978	192,225	168,365	163,194	190,965	189,404	173,782	163,761	168,290	169,478	141,357	2,066,065	108,471	5.5%
2005	182,879	171,080	194,707	180,853	175,874	203,419	197,892	196,619	178,987	185,622	179,184	164,071	2,211,187	145,122	7.0%
2006	198,702	182,066	204,622	183,375	192,548	209,081	205,823	198,671	188,688	192,392	186,547	109,366	2,251,881	40,694	1.8%
2007	197,973	171,889	197,962	181,352	184,840	205,370	201,607	192,456	184,509	192,278	189,825	178,494	2,278,555	26,674	1.2%
2008	206,697	197,227	218,760	200,849	204,840	222,018	225,175	203,624	203,581	207,154	205,469	200,919	2,496,313	217,758	9.6%
2009	213,633	205,451	232,000	215,647	215,771	248,189	244,064	226,378	212,681	222,453	184,819	179,522	2,600,608	104,295	4.2%
2010	202,229	202,607	232,050	202,717	208,775	246,755	239,330	228,111	214,194	216,913	218,296	202,893	2,614,870	14,262	0.5%
2011	224,404	200,312	242,073	219,522	223,724	247,200	243,376	239,514	223,895	228,286	225,306	215,839	2,733,451	118,581	4.5%
2012	230,234	222,006	232,125	216,572	227,403	245,175	246,586	230,921	220,825	225,249	222,871	199,261	2,719,228	-14,223	-0.5%
2013	224,757	207,231	225,204	219,514	219,487	232,581	236,402	219,066	216,628	226,664	213,054	197,357	2,637,945	-81,283	-3.0%

## **Library Visits**

Main Library Ellettsville Branch Bookmobile All Locations

	4th Q	uarter	Year to Date			
	2012	2013	2012	2013		
ľ	205,980	33,457	912,453	845,071		
ĺ	36,877	33,457	158,291	143,282		
	18,207	15,184	76,233	71,862		
ĺ	261,064	239,311	1,129,486	1,044,348		

### **Library Programs**

Children Young Adult Adult General - All Ages **Total** 

4th Quarter				Year to Date			
2012 <b>2013</b>		20	12	2013			
Programs	People	Programs	People	Programs	People	Programs	People
271	7,984	277	7,393	1,220	44,370	1,842	41,601
29	343	29	337	286	1,681	113	2,135
170	1,475	196	2,169	566	6,141	456	8,043
13	825	26	2,777	66	5,887	320	7,678
483	10,627	528	12,676	2,138	58,079	2,731	59,457

### **CATS Programs**

Programs added New programs produced Government meetings produced Programs Cablecast (all channels)

4th Qu	uarter	Year to Date			
2012	2013	2012	2013		
608	647	2,474	2,292		
106	89	400	367		
363	472	1,558	1,576		
95	86	407	370		

## **Meeting Room Use**

Main Library Meeting Rooms Main Library Auditorium Main Library Atrium Ellettsville Meeting Rooms **Total** 

4th Q	uarter	Year to Date			
2012	2013	2012	2013		
242	330	1,126	1,212		
41	38	201	155		
-	1	2	-		
46	42	167	153		
329	410	1,496	1,520		

# **Technology Use** (\*In 2012 the library switched from Webalizer "hits" to Google Analytics "page views")

Public Computer Sessions Web Site Home Page Views All Other Web Pages Views Catalog Page Views

L	4th Q	uarter	Year to Date		
	2012	2013	2012	2013	
	51,413	46,740	219,680	189,987	
	762,108	209,901	1,413,606	888,355	
s	226,161	221,845	1,066,729	973,308	
s	1,301,200	1,498,194	7,538,411	6,682,598	

## **Collection Development**

Items cataloged
Items discarded

4th Q	uarter	Year to Date		
2012	2013	2012	2013	
14,062	12,720	58,232	55,338	
10,207	13,536	46,359	48,607	



# Renovation Phase III 2014

# **Renovation Timeline - Completed**

$\checkmark$	Owner Selects Architect	March – Apr 2013
$\checkmark$	Owner Signs Owner-Architect Agreement	May 2013
$\checkmark$	Architect Conducts Programming Meetings	June 2013
$\checkmark$	Architect & Owner Walk-Through Building	June – July 2013
$\checkmark$	Architect Surveys & Prepares Measured Base Drawings	June – July 2013
$\checkmark$	Architect Prepares Space Program & Concept Design Options	June – July 2013
$\checkmark$	Architect Presents Space Program & Concept Designs to Owner	July 2013
$\checkmark$	Architect & Engineers Survey & Assesses Existing Conditions	August 2013
$\checkmark$	Architect Surveys Existing Furniture & Equipment	August 2013
$\checkmark$	Architect Prepares Schematic Design	August – September 2013
$\checkmark$	Architect Presents Schematic Design to Library Board for Approval	September 2013
$\checkmark$	Architect Presents Schematic Design to Public	September 2013
$\checkmark$	Architect Reviews Schematic Design with Departments	September 2013
$\checkmark$	Architect Prepares Design Development Documents	September – December 2013
$\checkmark$	Architect Reviews Design Development Documents with Owner	10 Dec 2013
$\checkmark$	Architect Prepares Construction Documents	Dec 2013 – February 2014
$\checkmark$	Architect Presents Construction Documents to Owner	10 Feb 2014

# **Renovation Timeline - Upcoming**

Ц	Architect Presents Construction Documents to Library Board	12 February 2014
	Architect Submits Construction Documents to State Plan Review	13 February 2014
	Board Approves Documents to Go to Bid	19 February 2014
	Construction Documents Distributed to Contractors	20 February 2014
	First Public Notice	26 February 2014
	Second Public Notice	5 March 2014
	Architect Conducts Pre-Bid Meeting	6 March 2014
	Architect Prepares and Distributes Addendum	13 March 2014
	Architect Receives Contractors' Bids & Reviews with Owner	18 March 2014
	Architect Presents Bids & Recommendations to Library Board	2 April 2014
	Library Board Approval	9 April 2014
	Architect Prepares Owner-Contractor Agreement	2 – 9 April 2014
	Owner and Contractor Sign Agreement	9 April 2014
	Construction Begins in Phases	14 April 2014
	Substantial Completion of Phase One; Owner Occupies New Space	September 2014
	Substantial Completion of Phase Two; Owner Occupies New Space	January 2015

# Scope of Renovation

# Phase One, April-September 2014

- Auditorium
- Bookstore (new) retail space
- CATS equipment room and offices
- Children's program room and storage area
- Community Outreach offices
- Movies & Music collection relocation
- Second Floor Meeting Room

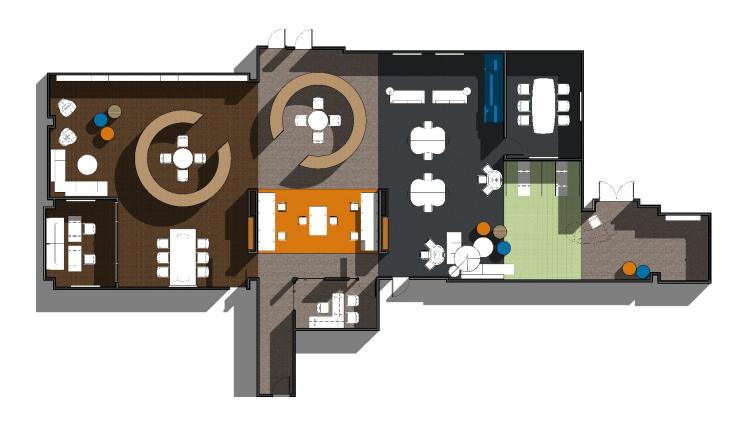
# Phase Two, September 2014-January 2015

- Bookstore work space and storage
- Digital Creativity Center (Name TBD)
- Teen Center (Name TBD)
- Collection Services offices
- Information Systems offices

# Highlights of past month

- ➤ Meetings with staff representatives, architects, engineers, Bloomington North students
- ➤ Discussions and decisions regarding finishes, furniture, data and electrical needs, cost savings and alternatives
- ➤ Opportunities for significant customer impact: the auditorium and the teen area

# View of the Teen Center





# Christine Matheu, Architect

# TEEN CENTER looking west from entrance: lounge, art center, study room, circular shelves





# Christine Matheu, Architect

# TEEN CENTER looking east: circular shelves, art center, gaming area, booths



# **Next Steps**

- Seeking Board approval to move forward with public bids for the project.
- Bids and recommendations presented at the Board work session on April 2 for decision at Special Board Meeting on April 9.
- Construction tentatively planned to begin mid-April, after contracts are finalized.

205 N. College Ave Suite 010 Bloomington IN 47404 Tel. 812 339 1235

Tel. 812 339 1235 Fax 812 339 1238

www.cmatheuarchitect.com

### MONROE COUNTY PUBLIC LIBRARY RENOVATION

**Project #1303: 95% Construction Documents** 

Februar 11, 2014

### **CONSTRUCTION COST ESTIMATE**

The following Construction Cost Estimate for the Monroe County Public Library Renovation Phase III includes cost estimates for proposed construction, Auditorium AV, and furniture. Alternates and a construction contingency are also included. The estimate is based on an anticipated construction start up in April 2014. The Construction Cost Estimate does not include costs for equipment for offices, the Teen Center, or the Digital Creativity Center.

### **I. CONSTRUCTION COST ESTIMATE:**

٨	EIDCT EI OOD	RENOVATED	CDACEC.
Α.	FIRST FLOOR	KENUVATED	OPACES:

Teen Center: 3,880 sf		
Arch. @ \$32.50/sf:	\$ 126,100.00	
MEP @ \$32.20/sf:	\$ 124,918.00	
		\$ 251,018.00
Digital Creativity Center: 1,140 sf		
Arch. @ \$32.50/sf:	\$ 37,050.00	
MEP @ \$55.91/sf:	\$ 63,733.00	
Acoustical Items:	\$ 14,000.00	
		\$ 114,783.00
Bookstore Retail: 1,854 sf		
Arch. @ \$25.50/sf:	\$ 47,277.00	
MEP @ \$18.83/sf:	\$ 34,914.00	
		\$ 82,191.00
Bookstore Storage: 1,084 sf		
Arch. @ \$9.00/sf:	\$ 9,756.00	
MEP: Allow:	\$ 5,000.00	
		\$ 14,756.00
Children's Program Room: 836 sf		
Arch. @ \$38.00/sf:	\$ 31,768.00	
MEP @ \$27.13/sf:	\$ 23,483.00	

\$ 55,251.00

Monroe County Public Library Renovation: Cost Estimate February 11, 2014 Page Two

	Children's Storage: 630 sf			
	Arch. @ \$16.50/sf:	\$	10,395.00	)
	MEP @ \$10.55/sf:	\$	6,333.00	
	<u>ΜΕΙ Ε φτο.23/61.</u>	Ψ	0,555.00	\$ 16,728.00
	Community Outreach: 1,120 sf			Ψ 10,720.00
	Arch. @ \$32.50/sf:	\$	36,400.00	)
	MEP @ \$15.06/sf:	\$	16,865.00	
		•	•	\$ 53,265.00
	CATS Equipment Room: 291 sf			,
	Arch. @ \$21/sf:	\$	6,111.00	)
	MEP @ \$15.17/sf:	\$	4,415.00	
			,	\$ 10,526.00
	CATS Offices #1 & #2: 330 sf			
	Arch. @ \$4.50/sf:	\$	1,500.00	)
	MEP @ \$1.51/sf:	\$	500.00	
	<u>ΜΕΙ Ε Ψ1.5 1/51.</u>	Ψ	200.00	\$ 2,000.00
B.	SECOND FLOOR RENOVATED SPACES:			φ 2,000.00
ъ.	Movies & Music:			
	Arch:	\$	00.00	
	MEP:	\$	2,000.00	
	IVILI .	Ψ	2,000.00	\$ 2,000.00
C.	THIRD FLOOR RENOVATED SPACES:			\$ 2,000.00
C.	Collection Services: 1,976 sf			
	Arch. @ \$22.50/sf:	¢	11 160 00	1
			44,460.00	
	MEP @ \$9.82/sf:	•	19,413.00	
	I.C C 1.710. C.			\$ 63,873.00
	Information Systems: 1,510 sf	ф	22.075.00	
	Arch. @ \$22.50/sf:		33,975.00	
	MEP @ \$15.38/sf:	\$	15,214.00	
	T. 6			\$ 49,189.00
	Information Systems Storage: 211 sf	4	•	
	Arch. @ \$12.50/sf:	\$	2,638.00	
	MEP: Allow:	\$	1,600.00	
				\$4,238.00
	TOTAL CONSTRUCTION COST:			\$719,818.00
	TOTAL CONSTRUCTION COST.			\$/19,010.00
	Construction Contingency Allow 5%:	\$ 37,885.00		
	TOTAL BASE BID CONSTRUCTION COST	\$ 757,703.00		
	5% BASE BID RANGE:			\$ 719,818.00 TO \$ 795,588.00

Monroe County Public Library Renovation: Cost Estimate

February 11, 2014

Page Three

II. ALTERNATES:

ALTERNATE NO. 1: THIRD FLOOR OFFICE APC CEILING AND LIGHTING

Area: 3,486 sf

Arch. @ \$3.50/sf: \$ 12,201.00 MEP @ \$4.04/sf \$ 14,078.00

Total Construction Alternate No. 1: \$ 26,279.00 Construction Contingency Allow 5%: \$ 1,314.00

TOTAL ALTERNATE NO. 1: \$27,593.00

ALTERNATE NO. 2: SECOND FLOOR MEETING ROOMS & CORRIDOR

A. MEETING ROOMS: 1,100 sf

Arch. @ \$27.50/sf: \$ 30,250.00 MEP @ \$24.32/sf: \$ 26,404.00

B. CORRIDOR: 458 sf

Arch. @ \$17.50/sf: \$ 8,015.00

Total Construction Alternate No. 2: \$ 64,669.00
Construction Contingency Allow 5%: \$ 3,233.00
C. FURNITURE: \$ 5,324.00

Total Alternate No. 2: \$ 73,226.00

ALTERNATE NO. 3: AUDITORIUM

Area: 2,765 sf

A. CONSTRUCTION

Arch: @ \$40.00: \$ 110,600.00 MEP @ \$17.83: \$ 47,749.00 Audio System & Video: \$ 81,300.00

Total Construction: \$239,649.00
Construction Contingency Allow 5%: \$11,982.00
B. THEATRICAL LIGHTING: Allow: \$63,000.00

Total Alternate No. 3: \$314,631.00

TOTAL ALTERNATES COST ESTIMATE:

\$ 415,450.00

5% ALTERNATES BID RANGE: \$ 394,677.00 TO \$ 436,222.00

Monroe County Public Library Renovation: Cost Estimate

February 11, 2014

Page Four

### III. FURNITURE & SPECIALTY LIGHTING:

A. TEEN CENTER	R & DIGITAL	CREATIVITY CENTER	•
----------------	-------------	-------------------	---

Furniture (RJE Estimate): \$ 127,835.00 Bookshelves (Educational Furniture): \$ 48,575.00 Production Studio Specialty Lighting: \$ 10,000.00

\$ 186.410.00

B. COLLECTION SERVICES & INFORMATION SYSTEMS:

Furniture \$ 39,601.00

C. RELOCATION OF EXIST. SHELVING:

Shelving Re-location (Educational Furniture): \$ 11,300.00

TOTAL FURNITURE & SPECIALTY LIGHTING: \$237,311.00

TOTAL CONST., ALTERNATES, FURNITURE, & SPECIALTY LIGHTING: \$1,410,464.00

### **General Obligation Bond and Other Capital Spending**

Update: February 2014

		Operating	Rainy Day					
	Bond	Fund 2014	Fund 2014	LIRF 2014	Total			
								Spending as of
Projects	Budget	Budget	Budget		Budget	Contract	Variance	1-31-14
Renovation	\$375,000		\$420,000		\$795,000			
Renovation Architect	\$0	\$10,000	\$30,000		\$40,000	\$90,749	\$50,749	\$42,155
Digital Creativity Equipment		\$46,000		\$54,000	\$100,000			
Roof (inc. engineer \$19,900)	\$400,000				\$400,000	\$272,400	(\$127,600)	
Chillers (inc engineer \$24,000)	\$300,000				\$300,000	\$335,700	\$35,700	\$13,200
Phone System (inc consultant \$11,375)	\$100,000				\$100,000	\$101,038	\$1,038	\$2,625
IT Network Upgrade	\$80,000				\$80,000	\$76,931	(\$3,069)	\$68,931
1B/1C Meeting Room Partition	\$20,000				\$20,000	\$11,150	(\$8,850)	
Ellettsville Reference Desk	\$25,000				\$25,000	\$7,995	(\$17,005)	\$7,955
Library Technology Allocation - 3 yrs	\$233,000				\$233,000			\$68,135
CATS Technology Allocation - 3 yrs	\$150,000				\$150,000			\$57,635
Completed:								
Landscaping-Main Library	\$42,000				\$42,000	\$42,829	\$829	\$42,829
Replace 1993 Van	\$25,000				\$25,000	\$24,075	(\$925)	\$24,075
Bond issuance cost/legal expenses	\$50,000				\$50,000	\$47,873	(\$2,127)	\$47,873
Total	\$1,800,000	\$56,000	\$450,000	\$54,000	\$2,360,000	\$1,010,740	(\$71,260)	\$375,413

**Current balance Rainy Day Fund: \$1,995,366** 

Current balance Library Improvement Reserve Fund: \$1,334,724

#### DURKIN & VILLALTA

#### PARTNERS ENGINEERING



February 3, 2014

Mr. Mark Mobley, Facilities Manager Monroe County Public Library 303 East Kirkwood Ave. Bloomington, IN 47408

Re: Chiller Replacement at MCPL Main Branch

DVPE Project No. 13065.00

Dear Mr. Mobley,

Bids were received on the above referenced project on Monday January 27, 2014. Of the two bids received, the base bid from Harrell-Fish Inc. of Bloomington, IN was low. Form 96 and all bid documents were fully executed and in order. A bid tabulation is attached.

There was a separate equipment bid for the chillers. This was separated from the base bid to allow MCPL to select equipment other than the low bid on the basis of efficiency. The recommended chiller is York High Efficiency. It was both the lowest price and best efficiency of the nine chiller options that were submitted. This machine complies with all aspects of the specifications with the exception of paragraph 2.4.A which requires two refrigeration circuits per machine. It is felt that this is not a significant variance from the intent of the specifications, and definitely not reason to reject the low price/best efficiency offering.

The second best first cost machine, Carrier Standard Efficiency, would cost \$2,000 more to buy and cost \$6,028 more per year to operate.

York has a significant service organization in the Bloomington/Central Indiana area, and they have a solid reputation for reliability and quality. Chillers will be eligible for utility company rebates in the order of \$9,000.

Recommended award to Harrell-Fish, Inc.

Base Bid.....\$180,500 York Chillers.....\$131,200

Total Recommended Award......\$311,700

The base bid includes a \$20,000 contingency allowance to be used as necessary to repair or replace equipment that is found non-functioning during the project. Unused contingency will be returned to MCPL.

Sincerely.

**DURKIN & VILLALTA PARTNERS ENGINEERING** 

Thomas H. Durkin, PE, LEED AP O & M

ASHRAE Fellow

MBE • DBE • 8(a)

### **DURKIN & VILLALTA**



### PARTNERS ENGINEERING

	T	
	Commercial Service	Harrell-Fish
Form 96	X	X
Financial Statement	X	X
Bid Security	X	X
Addenda	X	X
Base Bid	\$224,990	\$180,500
Eq. #1 Carrier Std.	134,420	133,200
Eq. #1 Carrier High	142,340	140,700
Eq. #1 Trane Std.	170,500	162,800
Eq. #1 Trane High	187,000	178,000
Eq. #1 McQuay Std.	148,390	153,000
Eq. #1 McQuay High	148,390	No Bid
Eq. #1 York Std.	140,250	145,300
Eq. #1 York High	132,000	131,200
Low	\$356,990	\$311,700
Combination		



STR BUILDING RESOURCES LLC

16848 SOUTHPARK DRIVE, SUITE 300 WESTFIELD, IN 46074

T 317.867.8505 F 317.867.8506 www.str-seg.com

February 5, 2014

Mr. Gary Lettelleir Monroe County Public Library 303 E. Kirkwood Ave. Bloomington, IN 47408-3534

Re: Monroe County Public Library – 2014 Roof Replacement Project Bid Receipts

STRBR Project No. 12752

Dear Mr. Lettelleir:

Proposals for the 2014 Roof Replacement Project at Monroe County Public Library were received at the Monroe County Public Library until 1:00 p. m. local time, Wednesday, February 5, 2014. Six contractors submitted proposals for the roofing and roof related work.

Based upon the solicitation for proposals, review of the bids for completeness and response to the specifications and scope of work, it was determined that Nu-Tec Roofing Contractors, LLC. was the apparent low bidder for the roof project.

We recommend that the following work be awarded to Nu-Tec Roofing Contractors, LLC for a combined total contract of \$252,500.00

Base Bid #1: Roof Replacement on Roof Areas 3 - 12. Alternate Add #1: Coating of Skylight.

A typed copy of the bid tabulation sheet is attached for your use and reference.

Upon board approval and award of the above recommendations, STR Building Resources will prepare the A.I.A. Contract between Nu-Tec Roofing Contractors, LLC. and the Monroe County Public Library.

STR Building Resources would like to thank you and the Monroe County Public Library for your continued support and consideration. We look forward to an early and successful completion of the 2014 roof replacement project.

Yours truly, STR Building Resources LLC

John G. Dorrer

John G. Dorrer

Senior Account Manager



#### **Enclosures**

Cc: Ben Brown, STRBR

## BID TABULATION FORM MONROE COUNTY PUBLIC LIBRARY

#### ROOF REPLACEMENT PROJECT STRBR #12752

	B&L Rfg	CE Reeve Rfg	CSI	Danco Rfg	Glenroy Rfg	Hinshaw Rfg	Horning Rfg	HRC Rfg	Indy Rfg	Nu-Tec Rfg	R. Adams Rfg	Steve's Rfg	Straus	ser Con
BASE BIDS														
Base Bid: Replace RAs 3-12	no bid	\$ 282,000.00	\$ 323,859.00	no bid	no bid	no bid	\$ 487,406.00	no bid	no bid	\$ 238,500.00	\$ 378,300.00	)>	\$ 2	85,600.00
ALTERNATES														
Alt.Add: Coat/seal existing skylight on RA5		\$ 18,000.00	\$ 18,000.00				\$ 16,200.00			\$ 14,000.00	\$ 4,932.00	)	\$	80,000.00
UNIT PRICES														
Repair concrete roof deck/SF		\$ 40.00	\$ 30.00				\$ 75.00			\$ 70.00	\$ 15.00	)	\$	9.60
Repair steel roof deck/SF		\$ 4.00	\$ 4.50				\$ 4.95			\$ 4.00	\$ 2.00	)	\$	4.00
Replace steel roof deck/SF		\$ 6.00	\$ 7.50				\$ 6.75			\$ 5.00	\$ 5.00	)	\$	8.00
Replace 5/8-inch plywood sheathing(4x8)/EA		\$ 75.00	\$ 50.00				\$ 69.25			\$ 65.00	\$ 4.00	)	\$	55.00
Replace 2x4 wood blocking/lin.ft.		\$ 2.50	\$ 6.80				\$ 1.70			\$ 4.00	\$ 6.00	)	\$	4.00
Replace 2x8 wood blocking/lin.ft.		\$ 3.50	\$ 10.60				\$ 3.15			\$ 4.80	\$ 10.00	)	\$	5.50
Replace 2x12 wood blocking/lin.ft.		\$ 4.00	\$ 14.50				\$ 3.57			\$ 5.00	\$ 14.00	)	\$	7.20
Replace 2.75-inch polyiso insulation/SF		\$ 2.50	\$ 3.30				\$ 2.75			\$ 3.50	\$ 2.00	)	\$	1.50
Replace tapered polyiso insulation/BF		\$ 1.50	\$ 5.60				\$ 1.50			\$ 6.00	\$ 4.00	)	\$	4.00
Replace exst cast-iron roof drain head/UNIT		\$ 2,000.00	\$ 4,286.00				\$ 3,900.00			\$ 1,500.00	\$ 500.00	)	\$	3,600.00
Replace int. drainage pipe, incl. all insulation		\$ 260.00	\$ 429.00				\$ 390.00			\$ 100.00	\$ 50.00	)	\$	360.00
and accessories/LF														
PROJECT TIMEFRAME														
Commencedays; completedays		45 - 45	30-60				60 - 75			30 - 35	20 - 6	0		21 - 60
Calendar days to provide submittals/dys		14	30				30			21		5		7
Calendar days to provide materials/dys		14	14				30			14	1	0		14
Acknowledge Addenda Y/N		у	у				у			у		у		у
Form 96		х	x				x			х		х		х
Bid Security		x	x				x			х		x		х
Certificate of Corporate Principle			x				x			х		x		х
Non-Collusion Affidavit		x	x				x			х		x		х
Bidders Financial Statement		х	x				х			х		х		х
Statement of Bidders Qualif/Affirm Act		х	x				x			х		x		х
Current Rate Sheet			х									x		x
E-Verify Affidavit		x	x				×			x		x		x

## AGREEMENT BETWEEN MONROE COUNTY PUBLIC LIBRARY AND EL CENTRO COMUNAL LATINO, INC.

This Agreement is made and entered into this \_\_\_\_day of \_\_\_\_\_, 2014, by and between the El Centro Comunal Latino, Inc. (the Latino Community Center), and the Monroe County Public Library (the Library).

WHEREAS, the Library is dedicated to reaching out into the community through on-going outreach activities in an effort to serve Latino community residents; and

WHEREAS, the Library's purpose and goals coincide with El Centro Comunal Latino, Inc. goals for offering services and information to the Latino community, and

WHEREAS, the El Centro Comunal Latino, Inc. and the Library desire to cooperate in the continuation of an El Centro Comunal Latino, Inc. office at the Monroe County Public Library; and

WHEREAS, the Library has the ability to provide office space at the Main Library; and

WHEREAS the El Centro Comunal Latino, Inc. is authorized to plan and develop partnerships and contractual arrangements with non-city organizations to ensure delivery of services.

NOW THEREFORE, the parties do mutually agree to continue a mutually beneficial partnership, as follows:

#### 1. Purpose of Agreement:

The purpose of this agreement is to outline a program partnership which will provide office space for El Centro Comunal Latino, Inc. within the Monroe County Public Library.

#### 2. Duration of Agreement:

The term of this Agreement shall begin January 1, 2014 and run through December 31, 2014. The parties may agree in writing to renew or extend the term of the Agreement.

#### 3. El Centro Comunal Latino, Inc. agrees to:

- A. Display the hours that the office is available to the public.
- B. Notify the Library of any office closings within 2 weeks of closing.
- C. Keep and report basic service statistics on a monthly basis to the Library Administration.
- D. Agrees to meet with the Library Administration on an annual basis to discuss the value of the partnership.
- E. Encourage future programming and outreach options that further the goals of each partner.

- F. Include information about the Library in El Centro Comunal Latino, Inc. brochures and publications.
- G. Provide its own supplies for its designated operations on an ongoing basis.
- H. Pay the sum of \$3,600 in quarterly installments of \$900, which shall be due and payable on the first of January, April, July, and October for the succeeding three months.
- I. Represent El Centro Comunal Latino, Inc., in a professional manner and reflect its commitment to quality services and customer satisfaction.

#### 4. The Monroe County Public Library agrees to:

- A. Agrees to meet with El Centro Comunal Latino, Inc. staff on an annual basis to discuss operations.
- B. Provide an adequate office space, and equipment and furnishings as needed.
- C. Work with El Centro Comunal Latino, Inc. to provide information on their services via the Library website and provide El Centro Comunal Latino, Inc. staff with access to the Library's website.
- D. Develop programming as needs are identified and staffing allows.
- E. Include information about El Centro Comunal Latino, Inc. in its promotional materials.
- F. Represent the Library in a professional manner and reflect its commitment to quality services and customer satisfaction.

#### 5. Release of Liability

El Centro Comunal Latino, Inc. shall release, hold harmless, and forever indemnify the Monroe County Public Library and its officers, employees, agents and assigns from any and all claims which may arise as a result of El Centro Comunal Latino, Inc. activities at, or use of, the Monroe County Public Library. This includes claims for personal injury, property damage, or any other type of claim which might be brought by THE LIBRARY, its employees, agents, or patrons, or any third party.

#### 6. Insurance

El Centro Comunal Latino, Inc. shall maintain comprehensive general Liability insurance with coverage for bodily injury per person in any one occurrence and for any one occurrence for all persons in that occurrence, and property damage. El Centro Comunal Latino, Inc. shall notify THE LIBRARY within ten (10) days of any insurance cancellation.

#### 7. Termination

Termination by mutual agreement: The parties may terminate this Agreement prior to December 31, 2014 by mutual written agreement. Unilateral termination: In the event that

one of the parties to this Agreement breaches any of its terms and conditions, the non-breaching party shall serve written notice of the breach to the other party by certified mail. The offending party shall then have ten (10) days from the date of mailing in which to cure the breach. If the offending party fails to cure the breach within ten (10) days, the non-breaching party may, at its option and in writing, unilaterally terminate the Agreement.

#### 8. Notice

Notice regarding any significant concerns or issues of non-compliance shall be given to those contacts as follows:

El Centro Comunal Latino, Inc.

Monroe County Public Library

Prisma Lopez

Sara Laughlin, Director

303 E. Kirkwood Ave.

Bloomington, IN 47408

Representatives for the day to day operational implementation of this agreement are:

812-349-3050

El Centro Comunal Latino, Inc.

Prisma Lopez

The Monroe County Public Library
Sue Sater, 349-3050

lopezp@bloomington.in.gov

IN WITNESS WHEREOF, the parties have signed this Agreement on the date first set forth.

EL CENTRO COMUNAL LATINO, INC. MONROE COUNTY PUBLIC LIBRARY

President, Board of Trustees
El Centro Comunal Latino, Inc.
President, Board of Trustees
Monroe County Public Library

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#### CURRENT LANGUAGE, adopted by Board of Trustees April 12, 2012

#### **Notice under the Americans with Disabilities Act**

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Monroe County Public Library will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

*Employment:* Monroe County Public Library does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: Monroe County Public Library will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Library's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Monroe County Public Library will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Monroe County Public Library facilities, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County Public Library should contact the office of the Associate Director, who serves as *ADA Coordinator*, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Monroe County Public Library to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Monroe County Public Library is not accessible to persons with disabilities should be directed to:

Associate Director and ADA Coordinator Monroe County Public Library 303 E. Kirkwood Avenue Bloomington, IN 47408

Monroe County Public Library will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

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#### PROPOSED NEW LANGUAGE

#### **Americans with Disabilities Act Notice**

#### **Draft 2/4/2014**

Monroe County Public Library is committed to serving people with disabilities in full compliance with the Americans with Disabilities Act (ADA). The library will provide appropriate <u>aids and services</u> [link to: <a href="http://mcpl.info/geninfo/disability-services">http://mcpl.info/geninfo/disability-services</a>] leading to effective, accessible communication for people with varying types of disabilities.

The library will also make any reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy its programs, services, and activities. None of these accommodations will result in a fee or other surcharge to the user.

Because the library cannot anticipate all accommodations that may be needed, individuals who require special services or policy modifications are requested to contact the Associate Director, who functions as the ADA Coordinator, as far in advance as possible. The Associate Director may be reached by phone at (812) 349-3050 or email at <a href="mailto:ada@mcpl.info">ada@mcpl.info</a>.

The ADA does not require Monroe County Public Library to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Anyone who is concerned the Library is not fulfilling its obligation to serve the needs of people with disabilities is encouraged to contact the ADA Coordinator, above, or follow the <u>Grievance Procedure under the Americans with Disabilities Act</u> [link to: http://mcpl.info/geninfo/grievance-procedure-under-americans-disabilities-act]

#### **Employment**

Monroe County Public Library does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations enacted by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Adopted by the Library Board of Trustees April 12, 2012; revised and adopted February 19, 2014

#### **Grievance Procedure under the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Monroe County Public Library. The Library's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Associate Director and ADA Coordinator Monroe County Public Library 303 E. Kirkwood Avenue Bloomington, IN 47408

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Monroe County Public Library and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Library Director or his/her designee.

Within 15 calendar days after receipt of the appeal, the Library Director or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Library Director or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the Library Director or his/her designee, and responses from these two offices will be retained by the Monroe County Public Library for at least three years.

Adopted by the Board of Trustees, April 18, 2012; revised and adopted February 19, 2014.

#### Monroe County Public Library: Programming Mission and Guidelines

DRAFT: Nov. 7, 2013

#### **Programming Mission:**

Monroe County Public Library offers programs that create connections among the community and the Library's resources to enrich lives and provide opportunities to read, learn, discover, and create.

#### **Definition:**

A program sponsored by Monroe County Public Library is an event in which Library employees are involved in the planning, implementation, and/or evaluation, regardless of locale or time commitment. Library programs are considered a core service and are designed to support the overall mission of the Library.

#### **Guidelines:**

- 1. Monroe County Public Library focuses its programming efforts on meeting community needs and promoting Library resources to further the mission of the Library.
- 2. All programs are developed in accordance with the Library's strategic goals and include a method for evaluation.
- 3. Library programs are free of charge and non-commercial in nature. (With prior arrangement, performers may sell and sign copies of their work as a *supplement* to the content of the program.)
- 4. The Library generally avoids competing with other community agencies offering free programs.
- 5. Programs may be educational, informational, or for entertainment and are intended to create an engaging library experience.
- 6. Library program audiences include library patrons, potential library patrons, teachers, students, families, caregivers, non-profit organizations, and the Bloomington/Monroe County community at large.
- 7. The Library is committed to providing equal opportunities and equal access to Library facilities and programs. The Library may restrict access to programs with a stated target audience (e.g., by age).
- 8. Every attempt will be made to accommodate all who wish to attend a program. Attendance may be limited, however, when the safety or success of a program requires it.
- 9. Program partnerships with community organizations or corporate sponsorship of programs should aim to reach a broad audience, enhance the Library's image in the community, support the Library's mission, and benefit both parties.
- 10. Programs that continue to meet community needs or further the mission of the Library may be offered on a recurring basis. However, the Library has limited time, resources, funds, and personnel to support programs. Proposals and requests for programs which do not fit the Library's needs and schedule may be refused by program coordinators.
- 11. The Library follows a quarterly program planning cycle. Programs are planned and promoted three to five months in advance based on our quarterly cycle: Winter (December, January, February), Spring (March, April, May), Summer (June, July, August) and Fall (September, October, November).
- 12. Appropriate effort will be made to provide programs as advertised. The Library reserves the right to cancel any program where unavoidable conflicts arise.

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

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

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

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

Local Tag	Description	Year
400836	PHONE SYSTEM SERVER UPGRADE	2000
401136	PHONE SYSTEMINTEGRATRAK SYST	2004
401305	SERVER-VOICE MAIL SYSTEM	2010

ADOPTED THIS 19th DAY OF FEBRUARY, 2014

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# Monroe County Public Library 2014 Slate of Officers

President: Valerie Merriam

Vice President: John Walsh

Secretary: Fred Risinger

Treasurer: Dave Ferguson