

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

**Wednesday, December 16, 2020, via Zoom**

Join Zoom Meeting <https://us02web.zoom.us/j/81296511386?pwd=WDAlbnVMVzFvYkRYYS9aS3ZnRHZydz09>

### **AGENDA**

1. Call to Order – John Walsh, President
2. Consent Agenda – action item – Marilyn Wood
  - a. Minutes of November 18, 2020 Board Meeting (page 1-2)
  - b. Minutes of December 9, 2020 Board Work Session (page 3-5)
  - c. Minutes of the December 9, 2020 Executive Session (page 6)
  - d. Monthly Financial Report (page 7-46)
  - e. Monthly Bills for Payment (page 47-56)
  - f. Personnel Report (page 57-64)
3. Director's Monthly Report – Marilyn Wood (page 65-74)
4. Old Business – Branch Planning and approval to move forward with Design Development – Marilyn Wood (page 75-186)
5. New Business – action items – Marilyn Wood, Gary Lettelleir, Kyle Wickemeyer-Hardy
  - a. Approval of 2021 Board Meeting Calendar (page 187)
  - b. Approval of 2021 Fee Schedule (page 188)
  - c. Approval of Resolution to adopt 2021 Holiday Closing Schedule, Pay Schedule, and Wage and Salary Schedule, and pay increase (page 189-192)
  - d. Resolution to Set Salary for Library Director (page 193)
  - e. Approval of 2021 Agreement between CATS and the Town of Ellettsville – Michael White (page 194-195)
  - f. Approval of 2021 Agreement between CATS and Monroe County – Michael White (page 196-198)
  - g. Approval of Memo of Understanding between CATS and WFHB – Michael White (page 199-201)
  - h. Approval of update to CATS Government Meeting Coverage Guidelines – Michael White (page 202-203)
  - i. Approval of 2021 Agreement with El Centro – Gary Lettelleir (page 204-206)
  - j. Approval of Vendor Bid for Van Replacement – Chris Jackson (page 207-228)
  - k. Approval of Internet and Computer Use Policy – Marilyn Wood (page 229-230)
  - l. Approval of Updated Checkout Policy – Josh Wolf (page 231-233)
  - m. Approval of 2021-2023 Strategic Plan – Josh Wolf, Marilyn Wood (page 235-256)
6. Update: Community Access Television Services (CATS) – Michael White, CATS Manager
7. Public Comment
8. Adjournment

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

### **MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PUBLIC COMMENT POLICY**

The Library Board of Trustees shall have a time providing for public comment during all public meetings. Comments should be relevant to Library matters, excluding personnel issues. Individual speakers are asked to limit their remarks to three–five minutes. The chair shall be allowed to limit the time for individual speakers and to limit the total time for public comment.

Public comment time is provided for the public to express their opinions or concerns about matters over which the Board of Trustees has authority or responsibility. Comments are intended to be statements from speakers; speakers may not engage the Board in a question & answer exchange during public comments. Questions relating to Library or administrative procedures which could be addressed outside of a Library board meeting should be referred to the appropriate Library staff at other times. Expressions of opinion about these matters are appropriate for the public comment time on the agenda.

**MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**  
**Wednesday, November 18, 2020; 5:45pm; Main Library Meeting Rooms 1B & 1C**

**Present Board Members:** Jaime Burkhart, Kari Esarey, David Ferguson, Christine Harrison, Katherine Loser, Fred Risinger, John Walsh.

**Absent Board Members:** N/A

**Library staff:** Mike Adams, Grier Carson, Gary Lettelleir, Loraine Martin, Kyle Wickemeyer-Hardy, Marilyn Wood.

**Others:** Sylvia Beaver (intern), Tom Bunger, John McWiggin.

**Call to Order**

The meeting was called to order at 5:45 PM by Board President John Walsh.

**Consent Agenda**

Board members David Ferguson moved to approve the consent agenda; Fred Risinger seconded the motion. The consent agenda passed unanimously.

**Director's Monthly Report** - Marilyn Wood, Director

The Library reopened for patron browsing on September 28. Average 659 daily visits in October and more than 20k in the month. Over 6,000 unique individuals checking out items. Compared to visits last year, the Library is at 31% at Main and 38% at the Ellettsville branch. The Director shared some patron comments.

**Old Business**

**Southwest Branch Planning** –Grier Carson, Associate Director

Currently waiting on the results of a minor subdivision and preliminary plat request submitted to the County on November 10th. Library anticipates being part of the agenda for the County's plat committee meeting in mid-December. Matheu Architects continues its work on schematic design, as well as interior/exterior plans. Space use and layout conversations are occurring almost daily with the staff branch planning team. Monroe County Community School Corporation has approved a request to extend the purchase agreement closing date of Feb. 28, 2021 at the latest.

**New Business** – Action Items

**Resolution Declaring Surplus Items** –Gary Lettelleir, Finance Manager

Board members David Ferguson moved to approve the resolution declaring surplus items; Kari Esarey seconded the motion. The motion passed unanimously.

Brief board discussion.

**Approval of Disaster Recovery for Computer Systems (internal policy sent via email)** –Marilyn Wood, Director

Board members David Ferguson moved to approve the disaster recovery for computer systems; Kari Esarey seconded the motion. The motion passed unanimously.

**Approval of Policy 2.04 Pre-Employment and Criminal History Checks** –Kyle Wickemeyer-Hardy, Human Resources Manager

Board members David Ferguson moved to approve the Policy 2.04 Pre-Employment and Criminal History Checks; Fred Risinger seconded the motion. The motion passed unanimously.

**Approval of 2021 Employee Insurance Package** –Kyle Wickemeyer-Hardy, Human Resources Manager

Board members David Ferguson moved to approve the employee ; Jaime Burkhart seconded the motion. The motion passed unanimously.

#### **Public Comment**

John McWiggin requested expanding the limit on allowable holds.

#### **Adjournment**

Board members Christine Harrison moved to adjourn the meeting, David Ferguson seconded at 6:01 PM.

**MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**  
**Wednesday, December 9, 2020; 5:45pm; Main Library Meeting Rooms 1B & 1C**

**Present Board Members:** Jaime Burkhart, Christine Harrison, Katherine Loser, Fred Risinger, John Walsh.

**Absent Board Members:** Kari Esarey, David Ferguson.

**Library staff:** Ned Baugh, Grier Carson, Chris Jackson, Gary Lettelleir, Kevin MacDowell, Loraine Martin, Martin O'Neill, Dave Walter, Kyle Wickemeyer-Hardy, Michael White, Josh Wolf, Marilyn Wood.

Via Zoom: Chris Hosler, Jason Matney, Adam Stillwell, Robert Stockwell, Bara Swinson,

**Others:** Tom Bunger.

**Call to Order**

The meeting was called to order at 5:47 PM by Board President John Walsh.

**Review of 2021 Documents** - Marilyn Wood, Director; Kyle Wickemeyer-Hardy, Human Resources Manager; Gary Lettelleir, Finance Manager

- a. Holiday schedule: one less closure due to no staff day for 2021 (typically in February) as pandemic circumstances prevent us from gathering in large groups.
- b. Pay schedule: 26 pay periods.
- c. Wage and salary schedule:  
Highlights include adjusting 60% of maximum pay for pay grades three through eight; 2% increase on minimums; cost of living increase at 2.75% or .75 per hour, whichever is higher and subject to salary/wage maximums and applies to all staff employed at MCPL as of December 20th. Adjustment to typo and change to January 15, 2021 (page 4).
- d. Resolution for Holiday schedule, etc.
- e. Fee schedule: change from \$5 to \$10 for the newly named "Care Fee Option" program for all ages. Addition of PLAC cards for residents outside of Monroe County. Slight change to description of subscription card.
- f. 2021 Board Meeting Calendar: follows the same schedule as the past, third Wednesday of each month with work sessions as needed.

Tonight's work session meeting is testing the possibility of providing technology to accommodate both a public meeting at the Library and Zoom participation.

The Board discussed and agreed to hold next week's December 16th board meeting via Zoom.

**Proposed 2021 Agreement between CATS and the Town of Ellettsville** –Michael White, CATS Manager  
4% increased revenue, otherwise no change.



**Proposed 2021 Memo of Understanding between CATS and WFHB** –Michael White, CATS Manager  
Continuation of Memorandum of Understanding. Started partnership in 2009, it is believed it is the only one like it in the country.

**Proposed update to CATS Government Meeting Coverage Guidelines** –Michael White, CATS Manager  
Changes include the addition of a few clauses. With regards to unsafe behaviors and “under very special circumstances” CATS could leave the meeting and/or trim/edit content (e.g. Zoom bombing - sexual content, neo-Nazi content on Zoom). This has not come up, but a way to protect CATS. Any edited material would be kept in the case there may be need for legal action. Typically, CATS provides “gavel to gavel” coverage (no edits) for transparency. Library board meetings are a limited public forum. Disclaimer statement would be added to the beginning of the content, just as if there were technical difficulties as CATS has done in the past. This was followed by some discussion by the Board.

**Proposed 2021 Agreement with El Centro** – Gary Lettelleir, Finance Manager  
No changes other than dates and names.

**Proposed Vendor Bid Approval for Van Replacement** –Chris Jackson, Special Audiences Strategist  
Library received five bids, and there is a significantly lower bid by Farber (a savings of ~\$20k). The proposed vendor is a previous vendor that Library has utilized with a strong track record with building library vehicles. Part of 2021 budget and bond. Board discussion followed.

**Proposed Internet and Computer Use Policy (annual review)** –Marilyn Wood, Director  
Very minor changes and part of required annual review by the State. Otherwise it remains the same. No discussion.

**Proposed Changes to Circulation and Borrowing Policy** – Kevin MacDowell, Teen & Digital Creativity Strategist & Josh Wolf, Community & Customer Engagement Manager  
“Read It Off” program began in 2008 to help young people with charges on their accounts, and was available originally only to patrons under 18. Propose to extend to patrons of all ages with the newly named “Care Fee Option Program”. Limits liability for the Library by allowing patrons in this program to check out one item at a time. Pathway to building a successful check out record, building relationships and positive interactions with Library staff. Increases from \$5 to \$10 of value to take off a patron’s record with each successful return of item to remove prohibitive replacement fee(s). Patrons enrolled in this program will take it to a service point to return the item, and the patron indicates they are in the Care program. Patrons may enroll once every 6 months. This applies to physical library materials only and will effectively streamline the process. Especially helpful for teens with problematic patron records. Board discussion followed.

**Proposed 2021-2023 Strategic Plan** –Josh Wolf, Community & Customer Engagement Manager; Marilyn Wood, Director

Strategic plan is part of meeting public library standards, upon board approval, this document will be sent to the state. Specific action items are scheduled one-year out, with a 3-year overall plan and based

on input from the community. Highlights include: facilitating continuous improvement planning and implementation for internal operations based on input from all staff to help influence outward-facing work; reviewing partnership and programming planning procedures and workflow. From the public survey action items include supporting remote learning; increasing public awareness of Library services and programs; continue to lead planning and implementation of pandemic recovery efforts and working with community partners and be adaptive during these pandemic circumstances. Board discussion followed.

**Public Comment**

N/A

**Adjournment**

Board President John Walsh moved to adjourn the meeting at 6:35PM.

Monroe County Public Library Board of Trustees  
Executive Session Meeting  
Wednesday, December 9, 2020, Main Library Board Room, approximately 6pm

Board Members Present: Jaime Burkhart, Christine Harrison, Katherine Loser, Fred Risinger, John Walsh.  
Board Members Absent: Kari Esarey, David Ferguson.

Board President John Walsh called the meeting to order at 6:41PM .

The Board discussed the job performance evaluation of Library Director, Marilyn Wood, as allowed under IC 5- 14-1.5-6.1(9).

The meeting adjourned at 7:04PM.

Submitted by Fred Risinger, Board Secretary.

## Financial Report Comments

Reports as of 11-30-2020

Board Meeting Date 12/16/2020

Monthly Budget Report:

The following table compares the actual percentage of the budget used so far in the major expense categories this year compared to the guideline which is 91.7% after eleven months.

<b>Spending</b>	<b>% Spending Guideline</b>	<b>Actual % Spending</b>	<b>Previous Year</b>
	<b>November 30, 2020</b>		
Wages and Benefits	91.7%	85.3%	87.4%
Supplies	91.7%	54.7%	61.7%
Other Services & Charges	91.7%	80.7%	87.6%
Capital Outlay	91.7%	53.6%	86.4%
Total Operating Expenditures	91.7%	80.1%	86.7%
Total Operating Spending		7,604,240	7,862,155

The Operating Fund spending is lower this year due to the pandemic.

The following table is a look at revenue so far this year.

<b>Revenue</b>	<b>2020</b>	<b>Year to Date</b>	<b>Previous Year</b>
<b>November 30, 2020</b>	<b>Budget</b>	<b>Actual</b>	
Property Tax Receipts	6,842,541	3,605,656	3,815,713
Local Income Tax	2,508,098	2,587,002	2,377,035
Investment Income	100,000	44,664	136,104
Lost and Damage Fees	50,000	12,913	73,081
Other Revenue	29,000	23,414	43,632
	9,529,639	6,273,649	6,445,564

The report below shows the Library's cash balances at the end of the month and how the cash is allocated to the Operating, Rainy Day, LIRF and the rest of the accounting funds.

MCPL Cash and Fund Balances			As of 11/30/2020				banyon balance sheet report
	Bank Name -->		Old National	German American	First Financial Checking	First Financial Money Market	
			06300	06400	06600	06610	
	Fund Name						
01	<b>Operating</b>	(144,666.65)	7,589.23	61,967.83	(2,390,901.22)	2,176,677.51	(144,666.65)
02	<b>Jail</b>	1,312.36			1,312.36		1,312.36
03	<b>Clearing</b>	-			-		-
04	<b>gift</b>	10,442.26	2,273.41		8,168.85		10,442.26
05	<b>plac</b>	420.65	430.65	665.00	(675.00)		420.65
06	<b>retirees</b>	-					
07	<b>LIRF</b>	2,092,072.93			1,242,884.37	849,188.56	2,092,072.93
08	<b>debt</b>	139,491.05			139,491.05		139,491.05
09	<b>rainy day</b>	4,045,997.01			835,591.82	3,210,405.19	4,045,997.01
10	<b>payroll</b>	-					
16	<b>gift restricted</b>	7,194.86	9,900.23	11,640.88	(14,346.25)		7,194.86
19	<b>gift fdn</b>	135,656.26		5,250.00	130,406.26		135,656.26
20	<b>special rev</b>	818,764.93	4,150.50	4,174.89	330,439.54	480,000.00	818,764.93
35	<b>branch bond</b>	(8,598.00)			(8,598.00)		(8,598.00)
30	<b>bond 2019</b>	899,923.33	250.00		24,673.33	875,000.00	899,923.33
		7,998,010.99	24,594.02	83,698.60	298,447.11	7,591,271.26	7,998,010.99

The next page shows bond spending by project with the remaining unspent balance.

<b>Bond Spending Report</b>		Issue cost	Available Bal			
2019-2021 Gen Obligation bond - \$2,000,000		81,635.78	1,918,364.22			
<b>11/30/2020</b>						
<b>Projected Spending</b>	2019	2020	2021	TOTAL Projection	Total Spent	Balance
equipment/IT	533,150.00	193,750.00	148,900.00	875,800.00	450,965.58	<b>424,834.42</b>
Facility/Long term maintenance	322,000.00	113,700.00	56,000.00	491,700.00	482,348.46	<b>9,351.54</b>
Branch	257,500.00	275,000.00		532,500.00	83,576.85	<b>448,923.15</b>
Issuance costs	81,635.78			100,000.00	83,185.78	<b>16,814.22</b>
<b>TOTAL</b>	<b>1,112,650.00</b>	<b>582,450.00</b>	<b>204,900.00</b>	<b>2,000,000.00</b>	<b>1,100,076.67</b>	<b>899,923.33</b>
<b>Bond Spending by project</b>	2019	2020				
Issuance cost - accounting	38,685.78	750.00				
Issuance cost - legal	42,950.00	800.00				
IT Equipment & Software	238,148.09	182,792.15				
Other Equipment	33,663.32	31,625.00				
CATS Equip	18,656.95	1,102.93				
Branch - Architect & legal	17,593.94	65,982.91				
LT facility expenses	30,508.65	120,930.44				
Carpet Project	70,427.49	195,193.56				
Outreach Van		6,100.00				
Teens - level up equip	4,165.46					
<b>Bond spending so far</b>	<b>494,799.68</b>	<b>605,276.99</b>				
<b>Bond Balance Remaining</b>	<b>899,923.33</b>					

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY SUMMARY OF BUDGET CATEGORIES  
AS OF NOVEMBER 30, 2020  
11 MONTHS = 91.67%

	2020 NOVEMBER	2019 NOVEMBER	2020 Y-T-D ACTUAL	2020 BUDGET	2019 Y-T-D ACTUAL	2020 Y-T-D BUDGET REMAINING	2020 % OF BUDGET USED	2020 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	337,437.45	341,891.40	4,226,553.89	4,732,456.00	4,104,408.06	505,902.11	89.3%	10.7%
EMPLOYEE BENEFITS	49,420.28	107,743.89	1,331,466.25	1,711,202.00	1,368,379.18	379,735.75	77.8%	22.2%
OTHER WAGES	<u>1,075.20</u>	<u>4,176.83</u>	<u>3,092.74</u>	<u>76,000.00</u>	<u>17,016.37</u>	<u>72,907.26</u>	<u>4.1%</u>	<u>95.9%</u>
TOTAL PERSONNEL SERVICES	<u>387,932.93</u>	<u>453,812.12</u>	<u>5,561,112.88</u>	<u>6,519,658.00</u>	<u>5,489,803.61</u>	<u>958,545.12</u>	<u>85.3%</u>	<u>14.7%</u>
SUPPLIES								
OFFICE SUPPLIES	1,252.77	2,915.78	28,493.96	48,900.00	48,007.25	20,406.04	58.3%	41.7%
OPERATING SUPPLIES	1,826.81	3,338.82	48,487.43	126,000.00	69,513.11	77,512.57	38.5%	61.5%
REPAIR & MAINT. SUPPLIES	<u>13,751.20</u>	<u>1,530.90</u>	<u>40,317.65</u>	<u>39,500.00</u>	<u>19,871.45</u>	<u>-817.65</u>	<u>102.1%</u>	<u>-2.1%</u>
TOTAL SUPPLIES	<u>16,830.78</u>	<u>7,785.50</u>	<u>117,299.04</u>	<u>214,400.00</u>	<u>137,391.81</u>	<u>97,100.96</u>	<u>54.7%</u>	<u>45.3%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	14,729.60	17,528.79	338,795.27	527,600.00	378,989.44	188,804.73	64.2%	35.8%
COMMUNICATION & TRANSPORTATION	3,881.91	11,382.79	57,970.24	84,900.00	58,280.39	26,929.76	68.3%	31.7%
PRINTING & ADVERTISING	0.00	7,268.79	16,284.32	44,700.00	28,083.41	28,415.68	36.4%	63.6%
INSURANCE	0.00	0.00	87,151.45	108,800.00	89,133.00	21,648.55	80.1%	19.9%
UTILITIES	20,249.71	22,191.36	261,683.66	405,150.00	294,624.83	143,466.34	64.6%	35.4%
REPAIR & MAINTENANCE	769.98	748.73	27,266.65	70,500.00	41,114.22	43,233.35	38.7%	61.3%
RENTALS	-774.40	406.86	25,501.31	40,000.00	36,390.39	14,498.69	63.8%	36.2%
ELECTRONIC SERVICES	58,661.00	41,048.77	507,778.07	340,000.00	456,408.46	-167,778.07	149.3%	-49.3%
OTHER CHARGES	<u>1,091,000.00</u>	<u>100.00</u>	<u>1,100,732.07</u>	<u>28,600.00</u>	<u>17,885.99</u>	<u>-1,072,132.07</u>	<u>3848.7%</u>	<u>-3748.7%</u>
TOTAL OTHER SERVICES & CHARGES	<u>1,188,517.80</u>	<u>100,676.09</u>	<u>2,423,163.04</u>	<u>1,650,250.00</u>	<u>1,400,910.13</u>	<u>-772,913.04</u>	<u>146.8%</u>	<u>-46.8%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	92.37	10,282.79	522.54	24,000.00	28,096.23	23,477.46	2.2%	97.8%
OTHER CAPITAL OUTLAY	<u>55,841.94</u>	<u>78,024.53</u>	<u>593,142.33</u>	<u>1,084,000.00</u>	<u>805,953.16</u>	<u>490,857.67</u>	<u>54.7%</u>	<u>45.3%</u>
TOTAL CAPITAL OUTLAY	<u>55,934.31</u>	<u>88,307.32</u>	<u>593,664.87</u>	<u>1,108,000.00</u>	<u>834,049.39</u>	<u>514,335.13</u>	<u>53.6%</u>	<u>46.4%</u>
TOTAL OPERATING EXPENDITURES	<u><u>1,649,215.82</u></u>	<u><u>650,581.03</u></u>	<u><u>8,695,239.83</u></u>	<u><u>9,492,308.00</u></u>	<u><u>7,862,154.94</u></u>	<u><u>797,068.17</u></u>	<u><u>80.1%</u></u>	<u><u>19.9%</u></u>
TRANSFER TO RAINY DAY	<u>1,091,000.00</u>		<u>1,091,000.00</u>					
TOTAL OPERATING EXP. AFTER TRANSFER	<u><u>558,215.82</u></u>		<u><u>7,604,239.83</u></u>	2019 BUDGET	9,070,993.31			
				% USED IN 2019	86.7%			

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF NOVEMBER 30, 2020

	2020 NOVEMBER	2019 NOVEMBER	2020 Y-T-D ACTUAL	2020 BUDGET	2019 Y-T-D ACTUAL	2020 Y-T-D BUDGET REMAINING	2020 % OF BUDGET USED	2020 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION/DIRECTORS	15,092.24	15,435.00	172,791.60	206,173.00	184,153.33	33,381.40	83.8%	16.2%
1130 MANAGERS/ASST. MANAGERS	80,736.82	83,148.32	1,020,594.73	1,104,791.00	983,780.38	84,196.27	92.4%	7.6%
1140 LIBRARIANS, EXPERTS	75,409.80	75,649.76	950,612.38	1,089,127.00	951,499.39	138,514.62	87.3%	12.7%
1150 SPECIALISTS	19,741.58	18,118.24	235,146.34	239,694.00	224,032.94	4,547.66	98.1%	1.9%
1160 ASSISTANTS/PARAPROFESSIONALS	63,781.60	62,666.05	783,436.82	853,593.00	749,147.42	70,156.18	91.8%	8.2%
1170 TECH/OPERATORS/SECRETARIES	5,148.17	5,179.23	63,072.76	70,200.00	62,138.15	7,127.24	89.8%	10.2%
1190 BUILDING SERVICES/MAINTENANCE	21,987.00	14,718.02	187,865.94	193,911.00	169,587.03	6,045.06	96.9%	3.1%
1200 BUILDING SERVICES/SECURITY	11,564.87	8,724.21	126,132.41	119,079.00	104,423.17	-7,053.41	105.9%	-5.9%
1280 PRODUCTION ASSISTANTS	1,508.93	1,426.10	18,099.79	19,422.00	17,501.57	1,322.21	93.2%	6.8%
1290 INFORMATION ASST/MATERIAL/SUPPORT	24,628.46	34,512.86	404,345.54	526,744.00	409,326.11	122,398.46	76.8%	23.2%
1300 SUPPORT/MATERIAL HANDLERS	17,837.98	22,313.61	264,455.58	309,722.00	248,818.57	45,266.42	85.4%	14.6%
1320 TECHNICIANS						0.00	#DIV/0!	#DIV/0!
TOTAL SALARIES	337,437.45	341,891.40	4,226,553.89	4,732,456.00	4,104,408.06	505,902.11	89.3%	10.7%
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	16,784.09	20,137.35	245,581.16	293,412.00	243,126.66	47,830.84	83.7%	16.3%
1220 UNEMPLOYMENT COMPENSATION	5,219.35		9,130.37	10,000.00	10,091.51	869.63	91.3%	8.7%
1230 EMPLOYER CONTRIBUTION/PERF	14,873.58	30,816.03	361,405.99	423,484.00	370,167.05	62,078.01	85.3%	14.7%
1235 EMPLOYEE/PERF	4,063.01	8,253.81	97,360.76	113,509.00	99,173.91	16,148.24	85.8%	14.2%
1240 EMPLOYER CONT/INSURANCE	23,766.02	67,615.55	790,746.90	802,176.00	741,827.59	11,429.10	98.6%	1.4%
1242 EMPLOYER INS-W/H	-19,959.44	-23,788.36	-231,297.48		-152,456.06	231,297.48	#DIV/0!	#DIV/0!
1250 EMPLOYER CONT/MEDICARE	4,673.67	4,709.51	58,538.55	68,621.00	56,448.52	10,082.45	85.3%	14.7%
TOTAL EMPLOYEE BENEFITS	49,420.28	107,743.89	1,331,466.25	1,711,202.00	1,368,379.18	379,735.75	77.8%	22.2%
OTHER WAGES								
1310 WORKSTUDY		4,176.83		6,000.00	4,176.83	6,000.00	0.0%	100.0%
1350 WAGE CONTINGENCY				60,000.00		60,000.00	0.0%	100.0%
1180 TEMPORARY STAFF	1,075.20		3,092.74	10,000.00	12,839.54	6,907.26	30.9%	69.1%
TOTAL OTHER WAGES	1,075.20	4,176.83	3,092.74	76,000.00	17,016.37	72,907.26	4.1%	95.9%
TOTAL PERSONNEL SERVICES	387,932.93	453,812.12	5,561,112.88	6,519,658.00	5,489,803.61	958,545.12	85.3%	14.7%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS				1,200.00		1,200.00	0.0%	100.0%
2120 STATIONERY & PRINTING			306.50	500.00	417.75	193.50	61.3%	38.7%
2130 OFFICE SUPPLIES	204.65	1,525.36	7,891.57	15,200.00	8,799.68	7,308.43	51.9%	11 48.1%
2135 GENERAL SUPPLIES	117.48	482.90	8,333.12		5,422.63	-8,333.12	#DIV/0!	#DIV/0!



MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF NOVEMBER 30, 2020

	2020 NOVEMBER	2019 NOVEMBER	2020 Y-T-D ACTUAL	2020 BUDGET	2019 Y-T-D ACTUAL	2020 Y-T-D BUDGET REMAINING	2020 % OF BUDGET USED	2020 % OF BUDGET REMAINING
2140 DUPLICATING	930.64	907.52	11,724.70	32,000.00	33,138.19	20,275.30	36.6%	63.4%
2150 PROMOTIONAL MATERIALS			238.07			-238.07	#DIV/0!	#DIV/0!
2160 PUBLIC USE SUPPLIES					229.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	1,252.77	2,915.78	28,493.96	48,900.00	48,007.25	20,406.04	58.3%	41.7%
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	188.22	2,244.10	15,726.82	40,000.00	27,121.28	24,273.18	39.3%	60.7%
2220 FUEL, OIL, & LUBRICANTS	14.99	573.36	3,695.62	13,000.00	5,404.89	9,304.38	28.4%	71.6%
2230 CATALOGING SUPPLIES-BOOKS	33.00		4,469.16	10,000.00	7,895.86	5,530.84	44.7%	55.3%
2240 A/V SUPPLIES-CATALOGING	623.03	176.00	782.96	7,500.00	1,099.95	6,717.04	10.4%	89.6%
2250 CIRCULATION SUPPLIES		26.95	16,874.07	41,500.00	19,857.22	24,625.93	40.7%	59.3%
2260 LIGHT BULBS			5,659.75	10,000.00	6,833.33	4,340.25	56.6%	43.4%
2280 UNIFORMS	967.57		967.57	2,000.00		1,032.43	48.4%	51.6%
2290 DISPLAY/EXHIBIT SUPPLIES		318.41	311.48	2,000.00	1,300.58	1,688.52	15.6%	84.4%
TOTAL OPERATING SUPPLIES	1,826.81	3,338.82	48,487.43	126,000.00	69,513.11	77,512.57	38.5%	61.5%
REPAIR & MAINTENANCE SUPPLIES								
2300 IT SUPPLIES		1,021.56	5,239.65	11,000.00	9,122.29	5,760.35	47.6%	52.4%
2310 BUILDING MATERIALS & SUPPLIES	854.05	509.34	12,830.31	27,000.00	10,099.88	14,169.69	47.5%	52.5%
2320 PAINT & PAINTING SUPPLIES	86.67		2,729.70	1,500.00	649.28	-1,229.70	182.0%	-82.0%
2340 COVID 19 SUPPLIES	12,810.48		19,517.99			-19,517.99	#DIV/0!	#DIV/0!
TOTAL REPAIR & MAINTENANCE SUPPLIES	13,751.20	1,530.90	40,317.65	39,500.00	19,871.45	-817.65	102.1%	-2.1%
TOTAL SUPPLIES	16,830.78	7,785.50	117,299.04	214,400.00	137,391.81	97,100.96	54.7%	45.3%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
3004 MISC. UNAPPROPRIATED		2.00	-36.50		41.19	36.50	#DIV/0!	#DIV/0!
3110 CONSULTING SERVICES			895.00	11,000.00	1,774.10	10,105.00	8.1%	91.9%
3120 ENGINEERING/ARCHITECTURAL	2,099.50		2,310.52	7,000.00		4,689.48	33.0%	67.0%
3130 LEGAL SERVICES		1,700.00	15,145.41	21,000.00	18,876.00	5,854.59	72.1%	27.9%
3140 BUILDING SERVICES	4,644.60	2,875.89	39,452.11	42,000.00	54,033.09	2,547.89	93.9%	6.1%
3150 MAINTENANCE CONTRACTS	2,889.02	5,159.54	145,905.11	236,600.00	172,159.37	90,694.89	61.7%	38.3%
3160 COMPUTER SERVICES (OCLC)	4,410.06	5,961.06	74,434.83	91,000.00	69,036.30	16,565.17	81.8%	18.2%
3165 DIGITIZATION SERVICES			7,955.34					
3170 ADMIN/ACCOUNTING SERVICES	686.42	648.90	52,733.45	101,000.00	53,215.44	48,266.55	52.2%	47.8%
3175 COLLECTION AGENCY SERVICES		1,181.40		18,000.00	9,853.95	18,000.00	0.0%	100.0%
TOTAL PROFESSIONAL SERVICES	14,729.60	17,528.79	338,795.27	527,600.00	378,989.44	196,760.07	64.2%	37.3%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,909.44	2,057.40	29,774.84	33,000.00	20,959.60	3,225.16	90.2%	9.8%
3215 CABLE TV		15.55	187.05		171.05	-187.05	#DIV/0!	#DIV/0!
3220 POSTAGE	972.47	1,403.50	13,906.25	20,000.00	16,476.48	6,093.75	69.5%	30.5%

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF NOVEMBER 30, 2020

	2020 NOVEMBER	2019 NOVEMBER	2020 Y-T-D ACTUAL	2020 BUDGET	2019 Y-T-D ACTUAL	2020 Y-T-D BUDGET REMAINING	2020 % OF BUDGET USED	2020 % OF BUDGET REMAINING
3230 TRAVEL EXPENSE		49.82			3,843.44	0.00	#DIV/0!	#DIV/0!
3240 PROFESSIONAL MTG.		7,856.52	13,302.10	30,000.00	15,650.04	16,697.90	44.3%	55.7%
3250 CONTINUING ED.					159.98	0.00	#DIV/0!	#DIV/0!
3260 FREIGHT & DELIVERY			800.00	1,900.00	1,019.80	1,100.00	42.1%	57.9%
TOTAL COMMUNICATION & TRANSPORTATION	3,881.91	11,382.79	57,970.24	84,900.00	58,280.39	26,929.76	68.3%	31.7%
PRINTING & ADVERTISING								
3310 ADVERTISING & PUBLICATION		411.02	9,732.10	14,700.00	11,846.66	4,967.90	66.2%	33.8%
3320 PRINTING		6,857.77	6,552.22	30,000.00	16,236.75	23,447.78	21.8%	78.2%
TOTAL PRINTING & ADVERTISING	0.00	7,268.79	16,284.32	44,700.00	28,083.41	28,415.68	36.4%	63.6%
INSURANCE								
3410 OFFICIAL BOND			654.00	800.00	654.00	146.00	81.8%	18.3%
3420 OTHER INSURANCE			86,497.45	108,000.00	88,479.00	21,502.55	80.1%	19.9%
TOTAL INSURANCE	0.00	0.00	87,151.45	108,800.00	89,133.00	21,648.55	80.1%	19.9%
UTILITIES								
3510 GAS	141.81	112.86	1,508.62	5,650.00	2,141.56	4,141.38	26.7%	73.3%
3520 ELECTRICITY	18,882.08	19,704.98	244,591.23	363,000.00	269,972.39	118,408.77	67.4%	32.6%
3530 WATER	1,225.82	2,373.52	15,583.81	36,500.00	22,510.88	20,916.19	42.7%	57.3%
TOTAL UTILITIES	20,249.71	22,191.36	261,683.66	405,150.00	294,624.83	143,466.34	64.6%	35.4%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	750.00		9,681.13	34,000.00	26,852.84	24,318.87	28.5%	71.5%
3630 OTHER EQUIP/FURNITURE REPAIRS			598.99	18,000.00	2,113.98	17,401.01	3.3%	96.7%
3640 VEHICLE REPAIR & MAINTENANCE	19.98		16,986.53	17,000.00	11,156.35	13.47	99.9%	0.1%
3650 MATERIAL BINDING/REPAIR SERV.		748.73		1,500.00	991.05	1,500.00	0.0%	100.0%
TOTAL REPAIR & MAINTENANCE	769.98	748.73	27,266.65	70,500.00	41,114.22	43,233.35	38.7%	61.3%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	-774.40	406.86	25,501.31	40,000.00	35,017.24	14,498.69	63.8%	36.2%
3720 EQUIPMENT RENTAL					1,308.15	0.00	#DIV/0!	#DIV/0!
3730 EVENTS-BOOTH & EQUIP. RENTAL					65.00	0.00	#DIV/0!	#DIV/0!
TOTAL RENTALS	-774.40	406.86	25,501.31	40,000.00	36,390.39	14,498.69	63.8%	36.2%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	42,661.00	20,708.57	158,474.85	190,000.00	178,757.26	31,525.15	83.4%	16.6%
38460 E-BOOKS SERVICES	16,000.00	20,340.20	349,303.22	150,000.00	277,651.20	-199,303.22	232.9%	-132.9%
TOTAL ELECTRONIC SERVICES	58,661.00	41,048.77	507,778.07	340,000.00	456,408.46	-167,778.07	149.3%	13 -49.3%

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY BUDGET REPORT  
AS OF NOVEMBER 30, 2020

	2020 NOVEMBER	2019 NOVEMBER	2020 Y-T-D ACTUAL	2020 BUDGET	2019 Y-T-D ACTUAL	2020 Y-T-D BUDGET REMAINING	2020 % OF BUDGET USED	2020 % OF BUDGET REMAINING
OTHER CHARGES								
3910 DUES/INSTITUTIONAL		100.00	6,158.07	8,600.00	6,117.99	2,441.93	71.6%	28.4%
3940 TRANSFER TO LIRF						0.00	#DIV/0!	#DIV/0!
3944 TRANSFER TO CATS SUBSIDY				15,000.00	10,512.00	15,000.00	0.0%	100.0%
3945 TRANSFER TO ANOTHER FUND	1,091,000.00		1,094,574.00			-1,094,574.00	#DIV/0!	#DIV/0!
3950 EDUCATIONAL SERV/LICENSING				5,000.00	1,256.00	5,000.00	0.0%	100.0%
TOTAL OTHER CHARGES	1,091,000.00	100.00	1,100,732.07	28,600.00	17,885.99	-1,072,132.07	3848.7%	-3748.7%
TOTAL OTHER SERVICES/CHARGES	1,188,517.80	100,676.09	2,423,163.04	1,650,250.00	1,400,910.13	-764,957.70	146.8%	-46.4%
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE		10,000.00	-6,279.73	10,000.00	20,110.69	16,279.73	-62.8%	162.8%
4430 OTHER EQUIPMENT			4,529.85	9,000.00	6,216.32	4,470.15	50.3%	49.7%
4440 LAND & BUILDINGS						0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS				5,000.00		5,000.00	0.0%	100.0%
4460 IT EQUIPMENT		227.79	1,203.29		1,233.15	-1,203.29	#DIV/0!	#DIV/0!
4465 IT SOFTWARE	92.37	55.00	1,069.13		536.07	-1,069.13	#DIV/0!	#DIV/0!
4470 EQUIPMENT - CATS						0.00	#DIV/0!	#DIV/0!
4475 SOFTWARE - CATS						0.00	#DIV/0!	#DIV/0!
TOTAL FURNITURE & EQUIPMENT	92.37	10,282.79	522.54	24,000.00	28,096.23	23,477.46	2.2%	97.8%
OTHER CAPITAL OUTLAY								
4510 BOOKS	26,736.48	32,478.84	366,144.49	701,000.00	493,057.16	334,855.51	52.2%	47.8%
4520 PERIODICALS & NEWSPAPERS	19,363.72	23,136.05	22,067.54	43,000.00	28,652.11	20,932.46	51.3%	48.7%
4530 NONPRINT MATERIALS	9,741.74	22,409.64	204,930.30	340,000.00	284,243.89	135,069.70	60.3%	39.7%
TOTAL OTHER CAPITAL OUTLAY	55,841.94	78,024.53	593,142.33	1,084,000.00	805,953.16	490,857.67	54.7%	45.3%
TOTAL CAPITAL OUTLAY	55,934.31	88,307.32	593,664.87	1,108,000.00	834,049.39	514,335.13	53.6%	46.4%
TOTAL OPERATING EXPENDITURES	1,649,215.82	650,581.03	8,695,239.83	9,492,308.00	7,862,154.94	805,023.51	80.1%	19.9%
TRANSFER TO RAINY DAY	1,091,000.00		1,091,000.00					
TOTAL OPERATING EXP. AFTER TRANSFER	558,215.82		7,604,239.83					

**MONROE COUNTY PUBLIC LIBRARY**  
**Operating Budget Expenditure Report**  
**Nov, 2020**

12/03/20 3:09 PM

Page 1

Object	Object Descr	2020 Budget	June	July	Aug.	Sept.	Oct.	Nov.	2020 YTD Amt	2020 YTD Balance	2019 %YTD Budget
11200	ADMINISTRATION DIRE	\$206,172.76	\$15,859.43	\$22,413.25	\$8,553.78	\$8,553.78	\$15,092.24	\$15,092.24	\$172,791.60	\$33,381.16	83.81%
11300	MANAGERS/ASST. MAN	\$1,104,790.94	\$85,603.56	\$129,258.78	\$86,255.52	\$86,806.36	\$80,971.12	\$80,736.82	\$1,020,594.73	\$84,196.21	92.38%
11400	LIBRARIANS, EXPERTS	\$1,089,127.02	\$75,403.53	\$113,322.85	\$75,423.18	\$75,441.37	\$75,447.55	\$75,409.80	\$950,612.38	\$138,514.64	87.28%
11500	SPECIALISTS	\$239,694.00	\$19,830.50	\$30,287.60	\$20,182.91	\$20,249.62	\$20,181.17	\$19,741.58	\$235,146.34	\$4,547.66	98.10%
11600	ASSISTANTS/PARAPROF	\$853,593.00	\$65,636.53	\$100,415.12	\$64,259.44	\$64,203.96	\$64,119.85	\$63,781.60	\$783,436.82	\$70,156.18	91.78%
11700	TECH/OPERATORS/SEC	\$70,200.00	\$5,400.00	\$8,108.87	\$9,389.41	\$2,656.49	\$2,656.51	\$5,148.17	\$63,072.76	\$7,127.24	89.85%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$975.00	\$1,075.20	\$3,092.74	\$6,907.26	30.93%
11900	BUILDING SERVICES/M	\$193,910.60	\$13,371.84	\$20,779.51	\$13,856.90	\$13,853.01	\$13,911.84	\$21,987.00	\$187,865.94	\$6,044.66	96.88%
12000	BUILDING SERVICES/SE	\$119,078.70	\$10,332.70	\$15,499.01	\$10,332.70	\$10,359.65	\$10,933.02	\$11,564.87	\$126,132.41	-\$7,053.71	105.92%
12100	FICA/EMPLOYER CONTR	\$293,412.26	\$20,800.78	\$31,261.39	\$20,537.44	\$17,630.82	\$20,732.93	\$16,784.09	\$245,581.16	\$47,831.10	83.70%
12200	UNEMPLOYMENT COMP	\$10,000.00	\$0.00	\$1,324.91	\$464.29	\$2,121.82	\$0.00	\$5,219.35	\$9,130.37	\$869.63	91.30%
12300	PERF/EMPLOYER CONT	\$423,483.62	\$31,078.48	\$31,359.01	\$46,197.42	\$30,199.52	\$30,832.25	\$14,873.58	\$361,405.99	\$62,077.63	85.34%
12350	PERF/EMPLOYEE CONT	\$113,509.44	\$8,324.80	\$8,412.99	\$12,196.80	\$8,090.07	\$8,259.18	\$4,063.01	\$97,360.76	\$16,148.68	85.77%
12400	INS/EMPLOYER CONTRI	\$802,176.24	\$69,353.82	\$80,648.75	\$79,181.88	\$67,315.90	\$113,803.48	\$23,766.02	\$790,491.58	\$11,684.66	98.54%
12420	EMPLOYEE INS W-H	\$0.00	-\$21,124.81	-\$32,439.63	-\$18,740.52	-\$19,294.56	-\$19,291.20	-\$19,959.44	-\$231,297.48	\$231,297.48	0.00%
12450	EMPLOYER INS./FSA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$255.32	-\$255.32	0.00%
12500	MEDICARE/EMPLOYER	\$68,620.60	\$4,864.63	\$7,332.42	\$4,803.03	\$4,620.87	\$4,686.05	\$4,673.67	\$58,538.55	\$10,082.05	85.31%
12800	PRODUCTION ASSISTA	\$19,422.00	\$1,494.00	\$2,241.00	\$1,512.68	\$1,508.94	\$1,497.72	\$1,508.93	\$18,099.79	\$1,322.21	93.19%
12900	INFORMATION ASST/M	\$526,744.40	\$35,075.09	\$52,615.89	\$34,974.23	\$31,342.55	\$35,491.16	\$24,628.46	\$404,345.54	\$122,398.86	76.76%
13000	SUPPORT/MATERIAL HA	\$309,722.40	\$23,338.29	\$34,127.88	\$22,249.29	\$19,370.23	\$18,495.51	\$17,837.98	\$264,455.58	\$45,266.82	85.38%
13100	WORK STUDY	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
13500	STIPEND/RECLASSIFICA	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0.00%
21100	OFFICIAL RECORDS	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0.00%
21200	STATIONERY/BUS. CAR	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80.22	\$0.00	\$306.50	\$193.50	61.30%
21300	OFFICE SUPPLIES	\$15,200.00	\$430.44	\$705.54	\$294.80	\$2,462.64	\$915.38	\$204.65	\$7,891.57	\$7,308.43	51.92%
21350	GENERAL SUPPLIES	\$0.00	\$319.17	\$1,264.14	\$17.88	\$0.00	\$501.50	\$117.48	\$8,333.12	-\$8,333.12	0.00%
21400	DUPLICATING	\$32,000.00	\$274.28	\$258.36	\$649.45	\$914.97	\$1,952.70	\$930.64	\$11,724.70	\$20,275.30	36.64%
21600	PUBLIC USE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.07	\$0.00	\$238.07	-\$238.07	0.00%
22100	CLEANING SUPPLIES	\$40,000.00	\$186.52	\$590.82	\$0.00	\$691.53	\$1,196.91	\$188.22	\$15,726.82	\$24,273.18	39.32%
22200	FUEL/OIL/LUBRICANTS	\$13,000.00	\$30.04	\$616.45	\$0.00	\$425.93	\$818.85	\$14.99	\$3,695.62	\$9,304.38	28.43%
22300	CATALOGING SUPPLIES	\$10,000.00	\$0.00	\$300.50	\$0.00	\$1,587.55	\$0.00	\$33.00	\$4,469.16	\$5,530.84	44.69%

Object	Object Descr	2020 Budget	June	July	Aug.	Sept.	Oct.	Nov.	2020 YTD Amt	2020 YTD Balance	2019 %YTD Budget
22400	A/V SUPPLIES/CATALOG	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$128.93	\$623.03	\$782.96	\$6,717.04	10.44%
22500	CIRCULATION SUPPLIES	\$41,500.00	\$0.00	\$2,043.97	\$0.00	\$0.00	\$0.00	\$0.00	\$16,874.07	\$24,625.93	40.66%
22600	LIGHT BULBS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,109.00	\$0.00	\$5,659.75	\$4,340.25	56.60%
22800	UNIFORMS	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$967.57	\$967.57	\$1,032.43	48.38%
22900	DISPLAY/EXHIBITS SUP	\$2,000.00	\$0.00	\$128.24	\$0.00	\$183.24	\$0.00	\$0.00	\$311.48	\$1,688.52	15.57%
23000	IT SUPPLIES	\$11,000.00	\$799.54	\$105.08	\$109.74	\$635.18	\$879.23	\$0.00	\$5,239.65	\$5,760.35	47.63%
23100	BUILDING MATERIAL S	\$27,000.00	\$790.64	\$668.37	\$5,111.53	\$1,480.22	\$812.37	\$854.05	\$12,830.31	\$14,169.69	47.52%
23200	PAINT/PAINTING SUPPL	\$1,500.00	\$427.71	\$569.72	\$0.00	\$0.00	\$224.44	\$86.67	\$2,729.70	-\$1,229.70	181.98%
23400	COVID SUPPLIES	\$0.00	\$8,576.89	\$6,183.99	\$2,694.49	\$7,797.94	-\$18,638.71	\$12,810.48	\$19,517.99	-\$19,517.99	0.00%
30040	MISC. UNAPPROPRIATE	\$0.00	\$0.00	-\$41.00	\$0.00	\$0.00	\$2.00	\$0.00	-\$36.50	\$36.50	0.00%
31100	CONSULTING SERVICES	\$11,000.00	\$245.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$895.00	\$10,105.00	8.14%
31200	ENGINEERING/ARCHITE	\$7,000.00	\$0.00	\$179.98	\$31.04	\$0.00	\$0.00	\$2,099.50	\$2,310.52	\$4,689.48	33.01%
31300	LEGAL SERVICES	\$21,000.00	-\$700.00	\$2,451.00	\$625.00	\$1,357.00	\$2,639.19	\$0.00	\$15,145.41	\$5,854.59	72.12%
31400	BUILDING SERVICES	\$42,000.00	\$4,254.80	\$7,498.58	\$2,231.98	\$3,338.05	\$6,206.37	\$4,644.60	\$39,387.11	\$2,612.89	93.78%
31450	EQUIPMENT REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00	-\$65.00	0.00%
31500	MAINTENANCE CONTRA	\$236,600.00	\$10,097.29	\$36,554.66	\$6,353.74	\$1,731.02	\$8,761.97	\$2,889.02	\$145,905.11	\$90,694.89	61.67%
31600	COMPUTER SERVICES	\$91,000.00	\$18,111.27	\$10,933.71	\$5,961.06	\$5,961.06	\$5,961.06	\$4,410.06	\$74,434.83	\$16,565.17	81.80%
31650	DIGITIZATION SERVICE	\$0.00	\$1,725.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,955.34	-\$7,955.34	0.00%
31700	ADMIN/ACCOUNTING S	\$101,000.00	\$456.83	\$11,975.96	\$402.74	\$493.63	\$11,560.48	\$686.42	\$52,733.45	\$48,266.55	52.21%
31750	COLLECTION AGENCY S	\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0.00%
32100	TELEPHONE	\$33,000.00	\$1,851.43	\$3,284.91	\$4,003.59	\$2,004.78	\$4,610.50	\$2,909.44	\$29,774.84	\$3,225.16	90.23%
32150	CABLE TV SERVICE	\$0.00	\$15.56	\$15.52	\$15.52	\$15.52	\$15.52	\$0.00	\$187.05	-\$187.05	0.00%
32200	POSTAGE	\$20,000.00	\$88.00	\$7,159.60	\$0.00	\$109.90	\$634.22	\$972.47	\$13,906.25	\$6,093.75	69.53%
32400	PROFESSIONAL DEVELO	\$30,000.00	\$0.00	\$0.00	\$0.00	-\$65.00	-\$8.68	\$0.00	\$13,302.10	\$16,697.90	44.34%
32600	FREIGHT/DELIVERY	\$1,900.00	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$1,100.00	42.11%
33100	ADVERTISING/PUBLICA	\$14,700.00	\$155.82	\$990.03	\$0.00	\$549.35	\$203.92	\$0.00	\$9,732.10	\$4,967.90	66.20%
33200	PRINTING SERVICES	\$30,000.00	\$52.00	\$4,647.81	\$0.00	\$107.00	\$0.00	\$0.00	\$6,552.22	\$23,447.78	21.84%
34100	OFFICIAL BOND INS.	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$654.00	\$146.00	81.75%
34200	OTHER INSURANCE	\$108,000.00	\$2,665.00	\$212.00	\$0.00	\$151.00	\$0.00	\$0.00	\$86,497.45	\$21,502.55	80.09%
35100	GAS	\$5,650.00	\$101.79	\$117.07	\$92.00	\$92.86	\$92.00	\$141.81	\$1,508.62	\$4,141.38	26.70%
35200	ELECTRICITY	\$363,000.00	\$21,952.23	\$23,222.73	\$21,889.79	\$19,353.79	\$25,229.76	\$18,882.08	\$244,591.23	\$118,408.77	67.38%
35300	WATER	\$36,500.00	\$1,126.61	\$1,471.35	\$1,971.51	\$2,179.26	\$1,644.52	\$1,225.82	\$15,583.81	\$20,916.19	42.70%
36100	BUILDING REPAIRS	\$34,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$9,681.13	\$24,318.87	28.47%
36300	OTHER EQUIP/FURNITU	\$18,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$598.99	\$0.00	\$598.99	\$17,401.01	3.33%

Object	Object Descr	2020 Budget	June	July	Aug.	Sept.	Oct.	Nov.	2020 YTD Amt	2020 YTD Balance	2019 %YTD Budget
36400	VEHICLE MAINTENANCE	\$17,000.00	\$1,135.28	\$2,824.18	\$1,267.58	\$482.95	\$1,205.58	\$19.98	\$16,986.53	\$13.47	99.92%
36500	MATERIALS BINDING/R	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
37100	REAL ESTATE RENTAL/P	\$40,000.00	-\$1,021.88	-\$395.97	\$27,000.20	\$1,976.10	\$1,618.66	-\$774.40	\$25,501.31	\$14,498.69	63.75%
38450	DATABASES	\$190,000.00	\$10,467.00	\$3,424.97	\$0.00	\$23,384.00	\$1,599.00	\$42,661.00	\$158,474.85	\$31,525.15	83.41%
38460	E-BOOKS	\$150,000.00	\$27,295.71	\$14,364.74	\$25,000.00	\$13,092.81	\$29,036.48	\$16,000.00	\$349,303.22	-\$199,303.22	232.87%
39100	DUES/INSTITUTIONAL	\$8,600.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,158.07	\$2,441.93	71.61%
39440	TRANSFER TO CATS SU	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00%
39450	TRANSFER TO ANOTHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,091,000.00	\$1,094,574.00	-\$1,094,574.00	0.00%
39500	EDUCATIONAL/LICENSI	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
44100	FURNITURE	\$10,000.00	\$0.00	\$40.27	\$0.00	\$0.00	\$0.00	\$0.00	-\$6,279.73	\$16,279.73	-62.80%
44300	OTHER EQUIPMENT	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,529.85	\$4,470.15	50.33%
44450	BUILDING RENOVATIO	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
44600	IT EQUIPMENT	\$0.00	\$0.00	\$277.45	\$0.00	\$50.00	\$50.00	\$0.00	\$1,203.29	-\$1,203.29	0.00%
44650	IT SOFTWARE	\$0.00	\$0.00	\$475.06	\$0.00	\$0.00	\$446.70	\$92.37	\$1,069.13	-\$1,069.13	0.00%
45100	BOOKS	\$701,000.00	\$47,674.40	\$25,159.09	\$20,444.16	\$22,706.62	\$39,036.96	\$26,736.48	\$366,144.49	\$334,855.51	52.23%
45200	PERIODICALS/NEWSPAP	\$43,000.00	\$0.00	\$486.96	\$153.00	\$138.40	\$541.00	\$19,363.72	\$22,067.54	\$20,932.46	51.32%
45300	NONPRINT MATERIALS	\$340,000.00	\$10,984.21	\$31,509.19	\$7,112.14	\$16,919.80	\$35,229.22	\$9,741.74	\$204,930.30	\$135,069.70	60.27%
		\$9,492,307.98	\$636,261.75	\$859,244.63	\$625,063.32	\$577,339.50	\$669,700.69	\$1,649,215.82	\$8,695,239.83	\$797,068.15	91.60%

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 9:34 AM

## LIRF Budget Expenditure Report

Page 1

November, 2020

Objec	Object Descr	2020 Budget	May	June	July	Aug.	Sept.	Oct.	Nov.	YTD Amount	2020 YTD Balance	2020 %YTD Budget
36100	BUILDING REPAIRS	\$114,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$114,000.00	0.00%
44100	FURNITURE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44300	OTHER EQUIPMENT	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	0.00%
44450	BUILDING RENOVATIO	\$546,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$546,000.00	0.00%
		\$810,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$810,000.00	0.00%

**MONROE COUNTY PUBLIC LIBRARY**  
**Debt Service Budget Expenditures Report**  
**November, 2020**

12/07/20 9:56 AM

Page 1

Objec	Object Descr	2020 Budget	May	June	July	Aug.	Sept.	Oct.	Nov.	2020 YTD Amt	2020 YTD Balance	2019 %YTD Budget
37100	REAL ESTATE RE	\$706,457.00	\$0.00	\$355,799.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$355,799.25	\$350,657.75	50.36%
39200	INTEREST/TEMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250	PAYMENT ON BO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450	TRANSFER TO A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$706,457.00</u>	<u>\$0.00</u>	<u>\$355,799.25</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$355,799.25</u>	<u>\$350,657.75</u>	<u>50.36%</u>



**MONROE COUNTY PUBLIC LIBRARY**  
**Rainy Day Budget Expenditures Report**  
**November 2020**

12/07/20 10:22 AM

Page 1

Object	Object Descr	2020 Budget	May	June	July	Aug.	Sept.	Oct.	Nov.	2020 YTD Amt	2020 YTD Balance	2019 %YTD Budget
31100	CONSULTING SERVICES	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
31200	ENGINEERING/ARCHITE	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
31300	LEGAL SERVICES	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
36100	BUILDING REPAIRS	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44100	FURNITURE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44300	OTHER EQUIPMENT	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44450	BUILDING RENOVATION	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%
		\$285,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$285,000.00	0.00%

**MONROE COUNTY PUBLIC LIBRARY**  
**Special Revenue Budget Expenditure Report**  
**Nov, 2020**

12/07/20 10:24 AM

Page 1

Objec	Object Descr	2020 Budget	May	June	July	Aug.	Sept.	Oct.	Nov.	YTD Amount	2020 YTD Balance	2019 %YTD Budget
1130	MANAGERS/ASST. MANAG	\$176,470.40	\$14,037.35	\$13,728.72	\$20,695.49	\$13,716.06	\$13,796.33	\$13,809.35	\$13,613.76	\$166,713.74	\$9,756.66	94.47%
1140	LIBRARIANS, EXPERTS	\$43,348.50	\$3,529.30	\$3,480.00	\$5,231.60	\$3,480.00	\$3,480.00	\$3,480.00	\$3,480.00	\$42,105.10	\$1,243.40	97.13%
1210	FICA/EMPLOYER CONTRIB	\$25,367.92	\$2,122.18	\$2,099.98	\$3,146.25	\$2,102.26	\$2,121.96	\$2,111.32	\$2,065.43	\$25,387.09	-\$19.17	100.08%
1230	PERF/EMPLOYER CONTRI	\$31,973.25	\$2,505.82	\$2,492.90	\$2,519.31	\$3,691.36	\$2,422.62	\$2,461.85	\$1,216.69	\$29,031.46	\$2,941.79	90.80%
1235	PERF/EMPLOYEE CONTRIB	\$8,564.26	\$671.20	\$667.75	\$674.82	\$988.77	\$648.92	\$659.43	\$325.90	\$7,776.36	\$787.90	90.80%
1240	INS/EMPLOYER CONTRIB	\$54,624.79	\$3,453.12	\$3,639.34	\$3,880.46	\$4,449.58	\$3,557.90	\$6,633.78	\$387.22	\$39,783.65	\$14,841.14	72.83%
1250	MEDICARE/EMPLOYER CO	\$5,743.08	\$496.32	\$491.11	\$735.82	\$491.66	\$496.26	\$493.79	\$483.03	\$5,937.30	-\$194.22	103.38%
1280	PRODUCTION ASSISTANT	\$144,319.50	\$10,951.48	\$10,951.48	\$16,242.01	\$10,977.45	\$11,208.47	\$11,028.81	\$10,446.06	\$130,152.07	\$14,167.43	90.18%
1290	INFORMATION ASST/MAT	\$45,021.60	\$3,463.20	\$3,463.20	\$5,201.76	\$3,463.20	\$3,463.19	\$3,463.20	\$3,463.20	\$42,278.72	\$2,742.88	93.91%
1310	WORK STUDY	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
2120	STATIONERY/BUS. CARDS	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$3,574.00	\$3,674.00	1574.00%
2130	OFFICE SUPPLIES	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
2135	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.04	\$0.00	\$191.39	-\$191.39	0.00%
2140	DUPLICATING	\$3,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,200.00	0.00%
2220	FUEL/OIL/LUBRICANTS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26.57	\$0.00	\$165.54	\$834.46	16.55%
2270	VIDEO TAPE/MEDIA STOR	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
2300	IT SUPPLIES	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$336.93	\$1,663.07	16.85%
2350	AUDIO/VIDEO MATERIALS	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
3100	PERFORMANCES/PROGRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$602.00	-\$602.00	0.00%
3110	CONSULTING SERVICES	\$7,000.00	\$0.00	\$0.00	\$905.00	\$0.00	\$0.00	\$357.00	\$0.00	\$2,912.00	\$4,088.00	41.60%
3130	LEGAL SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
3150	MAINTENANCE CONTRAC	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$228.00	\$50.00	\$6,328.00	\$6,606.00	-\$606.00	110.10%
3160	COMPUTER SERVICES	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
3170	ADMIN/ACCOUNTING SER	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
3210	TELEPHONE	\$4,000.00	\$149.86	\$151.37	\$227.71	\$0.00	\$115.13	\$228.21	\$0.00	\$986.02	\$3,013.98	24.65%
3215	CABLE TV SERVICE	\$1,000.00	\$0.00	\$36.30	\$140.30	\$88.26	\$88.26	\$36.21	\$52.04	\$890.75	\$109.25	89.08%
3220	POSTAGE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
3230	TRAVEL EXPENSE	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%

Objec	Object Descr	2020 Budget	May	June	July	Aug.	Sept.	Oct.	Nov.	YTD Amount	2020 YTD Balance	2019 %YTD Budget
3240	PROFESSIONAL DEVELOP.	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
3260	FREIGHT/DELIVERY	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
3630	OTHER EQUIP/FURNITUR	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
3710	REAL ESTATE RENTAL/PA	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
3910	DUES/INSTITUTIONAL	\$3,500.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$2,300.00	34.29%
3950	EDUCATIONAL/LICENSING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$1,800.00	-\$1,800.00	0.00%
3960	COMMUNITY NEWS SERVI	\$14,500.00	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,500.00	\$4,000.00	72.41%
4410	FURNITURE	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%
4445	BUILDING RENOVATION	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
4470	EQUIPMENT - CATS	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%
		\$702,933.30	\$44,879.83	\$42,402.15	\$63,100.53	\$43,448.60	\$41,627.04	\$44,869.56	\$43,661.33	\$511,782.12	\$191,151.18	72.81%

**MONROE COUNTY PUBLIC LIBRARY**  
**Gen. Obligation Bond Budget Expenditure 2019**  
**November, 2020**

12/07/20 10:34 AM

Page 1

Object	Object Descr	2020 Budget	May	June	July	Aug.	Sept.	Oct.	Nov.	YTD Amount	2020 YTD Balance	2019 %YTD Budget
23000	IT SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$2,513.73	\$0.00	\$697.22	\$0.00	\$3,210.95	-\$3,210.95	0.00%
23400	COVID SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,625.00	\$0.00	\$31,625.00	-\$31,625.00	0.00%
31100	CONSULTING SERVIC	\$0.00	\$0.00	\$0.00	\$6,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,100.00	-\$6,100.00	0.00%
31200	ENGINEERING/ARCHI	\$0.00	\$0.00	\$1,215.00	\$2,350.00	\$1,587.50	\$4,475.00	\$3,855.41	\$1,700.00	\$67,193.51	-\$67,193.51	0.00%
31300	LEGAL SERVICES	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	-\$800.00	0.00%
31400	BUILDING SERVICES	\$0.00	\$20,868.14	\$25,542.00	\$15,787.35	\$3,322.95	\$0.00	\$2,360.00	\$11,891.94	\$83,355.44	-\$83,355.44	0.00%
31500	MAINTENANCE CONT	\$0.00	\$1,750.00	\$39,499.53	\$650.00	\$650.00	\$650.00	\$0.00	\$650.00	\$46,449.53	-\$46,449.53	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$250.00	\$9,348.00	-\$9,348.00	0.00%
36100	BUILDING REPAIRS	\$0.00	\$0.00	\$0.00	\$1,300.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$4,800.00	-\$4,800.00	0.00%
37100	REAL ESTATE RENTA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	-\$300.00	0.00%
44300	OTHER EQUIPMENT	\$0.00	\$0.00	\$45,875.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$103,220.10	\$103,220.10	0.00%
44450	BUILDING RENOVATI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$226,457.96	\$226,457.96	0.00%
44600	IT EQUIPMENT	\$0.00	\$0.00	\$1,758.00	\$0.00	\$399.00	\$1,699.00	\$4,185.00	\$0.00	\$25,995.78	-\$25,995.78	0.00%
44650	IT SOFTWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$1,990.00	\$0.00	\$1,922.79	\$0.00	\$3,912.79	-\$3,912.79	0.00%
44700	EQUIPMENT - CATS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,102.93	-\$1,102.93	0.00%
		\$0.00	\$22,618.14	\$114,590.13	\$26,187.35	\$13,963.18	\$7,324.00	\$4,945.42	\$14,491.94	\$613,871.99	\$613,871.99	0.00%

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:41 AM

## \*Revenue Guideline

Page 1

Current Period: November 2020

Account Descr	2020 YTD Budget	November 2020 Amt	2020 YTD Amt	YTD Balance	% of YTD Budget
FUND 001 OPERATING					
R 001-001-00100 PROPERTY TAX/A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-001-00200 INTANGIBLES TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-001-00300 LICENSE EXCISE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-001-00400 LOCAL/COUNTY O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-001-00500 COMMERCIAL VEH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-001-11500 STATE DISTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-001-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-004-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-004-04200 MEETING ROOM F	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
R 001-004-21300 RENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-005-00100 PROPERTY TAX/A	\$6,316,014.00	\$0.00	\$3,349,994.23	\$2,966,019.77	53.04%
R 001-005-00200 INTANGIBLES TAX	\$20,070.00	\$0.00	\$13,235.50	\$6,834.50	65.95%
R 001-005-00300 LICENSE EXCISE	\$462,860.00	\$0.00	\$218,976.92	\$243,883.08	47.31%
R 001-005-00400 LOCAL/COUNTY O	\$2,508,098.00	\$209,008.17	\$2,587,001.87	-\$78,903.87	103.15%
R 001-005-00500 COMMERCIAL VEH	\$43,597.00	\$0.00	\$23,449.37	\$20,147.63	53.79%
R 001-005-00600 US FORESTRY FU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-005-03600 FINES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-005-03700 BLGTN COPIERS &	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-005-03900 MISCELLANEOUS	\$0.00	\$0.00	\$150.06	-\$150.06	0.00%
R 001-005-04300 GARNISHMENT FE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-005-04500 PLAC DISTRIBUTI	\$0.00	\$0.00	\$14,570.52	-\$14,570.52	0.00%
R 001-005-18000 COIN TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-005-18500 INTEREST FROM	\$50,000.00	\$190.17	\$26,424.88	\$23,575.12	52.85%
R 001-005-19000 TEMPORARY LOA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-005-19400 INVESTMENT INC	\$50,000.00	\$0.00	\$18,239.46	\$31,760.54	36.48%
R 001-005-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-005-21300 RENT INCOME	\$0.00	\$0.00	\$3,600.00	-\$3,600.00	0.00%
R 001-006-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-007-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-008-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-010-03700 BLGTN COPIERS &	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-010-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-010-17000 READER PRINTER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-010-17500 OBITS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-011-53000 LSTA INKIND GRA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-012-03500 LOST/DAMAGED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-012-03600 FINES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-012-03650 COLLECTION AGE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-012-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-012-04500 PLAC DISTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-00100 PROPERTY TAX/A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-00200 INTANGIBLES TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-00300 LICENSE EXCISE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-00400 LOCAL/COUNTY O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-00500 COMMERCIAL VEH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-03400 ELL COPIERS/PRI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-03500 LOST/DAMAGED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-03600 FINES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-03700 BLGTN COPIERS &	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:41 AM

## \*Revenue Guideline

Page 2

Current Period: November 2020

Account Descr	2020 YTD Budget	November 2020 Amt	2020 YTD Amt	YTD Balance	% of YTD Budget
R 001-013-04100 PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-04500 PLAC DISTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-10000 REALESTATE REC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-11500 STATE DISTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-17000 READER PRINTER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-18000 COIN TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-19000 TEMPORARY LOA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-20000 CABLE ACCESS F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-014-03400 ELL COPIERS/PRI	\$0.00	\$0.00	\$1,165.70	-\$1,165.70	0.00%
R 001-014-03500 LOST/DAMAGED	\$0.00	\$213.00	\$827.19	-\$827.19	0.00%
R 001-014-03600 FINES	\$0.00	\$0.00	\$637.73	-\$637.73	0.00%
R 001-014-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-015-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-016-00100 PROPERTY TAX/A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-016-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-016-20000 CABLE ACCESS F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-016-20100 CABLE ACCESS F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-016-20200 CABLE ACCESS F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-016-21100 MCPL OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-018-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-019-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-019-04400 E-RATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-024-03500 LOST/DAMAGED	\$0.00	\$0.00	\$251.56	-\$251.56	0.00%
R 001-024-03600 FINES	\$0.00	\$0.00	\$45.25	-\$45.25	0.00%
R 001-024-03700 BLGTN COPIERS &	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-024-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-024-04100 PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-024-17000 READER PRINTER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-024-17500 OBITS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-025-03500 LOST/DAMAGED	\$10,000.00	\$2,471.60	\$6,682.25	\$3,317.75	66.82%
R 001-025-03600 FINES	\$40,000.00	\$0.00	\$4,468.95	\$35,531.05	11.17%
R 001-025-03650 COLLECTION AGE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-025-03700 BLGTN COPIERS &	\$12,500.00	\$0.00	\$3,927.84	\$8,572.16	31.42%
R 001-025-04100 PUBLIC LIBRARY	\$12,500.00	\$0.00	\$0.00	\$12,500.00	0.00%
R 001-025-17500 OBITS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 001 OPERATING</b>	<b>\$9,529,639.00</b>	<b>\$211,882.94</b>	<b>\$6,273,649.28</b>	<b>\$3,255,989.72</b>	<b>65.83%</b>
<b>FUND 002 JAIL</b>					
R 002-013-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 002-015-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 002-018-21000 RECEIPTS	\$0.00	\$0.00	\$8,000.00	-\$8,000.00	0.00%
<b>FUND 002 JAIL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,000.00</b>	<b>-\$8,000.00</b>	<b>0.00%</b>
<b>FUND 003 CLEARING</b>					
R 003-005-03900 MISCELLANEOUS	\$0.00	\$0.00	\$15,262.14	-\$15,262.14	0.00%
R 003-013-03800 CONFERENCE/RE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-10000 REALESTATE REC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-10100 YMCA RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:41 AM

## \*Revenue Guideline

Page 3

Current Period: November 2020

Account Descr	2020 YTD Budget	November 2020 Amt	2020 YTD Amt	YTD Balance	% of YTD Budget
R 003-013-18100 PHONE REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-21500 ILL FINES/FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-30000 REIMBURSEMENT/	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-40000 INSURANCE/COBR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-40100 FEMA/CLEARING F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-43000 INSURANCE/CLAI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-021-21150 MCPLF CC RECEI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-021-21160 MCPLF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 003 CLEARING	\$0.00	\$0.00	\$15,262.14	-\$15,262.14	0.00%
FUND 004 GIFT UNRESTRICTED					
R 004-001-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-001-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-001-41000 UNRESTRICTED G	\$0.00	\$0.00	\$1,352.38	-\$1,352.38	0.00%
R 004-001-42000 INTEREST/DIVIDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-005-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-012-41000 UNRESTRICTED G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-013-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-013-41000 UNRESTRICTED G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-013-42000 INTEREST/DIVIDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-014-41000 UNRESTRICTED G	\$0.00	\$0.00	\$9.06	-\$9.06	0.00%
R 004-024-41000 UNRESTRICTED G	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-025-03700 BLGTN COPIERS &	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-025-41000 UNRESTRICTED G	\$0.00	\$0.05	\$79.98	-\$79.98	0.00%
FUND 004 GIFT UNRESTRICTED	\$0.00	\$0.05	\$1,441.42	-\$1,441.42	0.00%
FUND 005 PLAC					
R 005-012-04100 PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 005-013-04100 PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 005-014-04100 PUBLIC LIBRARY	\$0.00	\$65.00	\$325.00	-\$325.00	0.00%
R 005-024-04100 PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 005-025-04100 PUBLIC LIBRARY	\$0.00	\$65.00	\$1,625.00	-\$1,625.00	0.00%
FUND 005 PLAC	\$0.00	\$130.00	\$1,950.00	-\$1,950.00	0.00%
FUND 006 RETIREES					
R 006-013-19500 RETIREES INSURA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 006 RETIREES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 007 LIRF					
R 007-001-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-001-21300 RENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-005-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-005-19000 TEMPORARY LOA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-005-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-013-07000 LIRF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-013-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-014-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-016-07000 LIRF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:41 AM

## \*Revenue Guideline

Page 4

Current Period: November 2020

Account Descr	2020 YTD Budget	November 2020 Amt	2020 YTD Amt	YTD Balance	% of YTD Budget
FUND 007 LIRF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 008 DEBT SERVICE					
R 008-005-00100 PROPERTY TAX/A	\$712,000.00	\$0.00	\$372,935.18	\$339,064.82	52.38%
R 008-005-00200 INTANGIBLES TAX	\$2,129.00	\$0.00	\$1,455.45	\$673.55	68.36%
R 008-005-00300 LICENSE EXCISE	\$34,174.00	\$0.00	\$24,079.95	\$10,094.05	70.46%
R 008-005-00500 COMMERCIAL VEH	\$5,007.00	\$0.00	\$2,578.63	\$2,428.37	51.50%
R 008-005-00600 US FORESTRY FU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-005-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-005-19000 TEMPORARY LOA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-005-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-005-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-013-00100 PROPERTY TAX/A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-013-00200 INTANGIBLES TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-013-00300 LICENSE EXCISE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-013-00500 COMMERCIAL VEH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-013-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-013-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-016-00100 PROPERTY TAX/A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-017-00100 PROPERTY TAX/A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 008 DEBT SERVICE	\$753,310.00	\$0.00	\$401,049.21	\$352,260.79	53.24%
FUND 009 RAINY DAY					
R 009-005-00400 LOCAL/COUNTY O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 009-005-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 009-005-21200 TRANSFER FROM	\$0.00	\$1,091,000.00	\$1,091,000.00	-\$1,091,000.00	0.00%
R 009-013-00400 LOCAL/COUNTY O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 009-013-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 009-013-21100 MCPL OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 009 RAINY DAY	\$0.00	\$1,091,000.00	\$1,091,000.00	-\$1,091,000.00	0.00%
FUND 010 PAYROLL					
R 010-013-22000 GROSS PAYROLL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 010 PAYROLL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 011 INVESTMENT-GIFT					
R 011-001-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 011-013-18900 INVESTMENT INTE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 011 INVESTMENT-GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 012 TEEN COUNCIL					
R 012-013-11000 UNUSED AWARD	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 012-013-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 012-013-31000 CITY OF BLOOMIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 012 TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 013 PETTY CASH					
R 013-013-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:41 AM

## \*Revenue Guideline

Page 5

Current Period: November 2020

Account Descr	2020 YTD Budget	November 2020 Amt	2020 YTD Amt	YTD Balance	% of YTD Budget
FUND 013 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 014 CHANGE					
R 014-013-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 014 CHANGE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 015 LSTA					
R 015-010-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 015-013-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 015 LSTA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 016 GIFT-RESTRICED					
R 016-001-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-001-21000 RECEIPTS	\$0.00	\$0.00	\$86,038.00	-\$86,038.00	0.00%
R 016-001-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-002-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-004-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-005-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-005-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-008-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-009-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-010-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-010-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-010-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-011-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-011-50000 RESTRICED GIFT	\$0.00	\$0.00	\$4,742.00	-\$4,742.00	0.00%
R 016-012-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-013-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-013-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-013-51000 INTEREST/DIVIDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-014-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-014-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-014-51000 INTEREST/DIVIDE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-015-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-016-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-016-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-017-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-019-50000 RESTRICED GIFT	\$0.00	\$0.00	\$9,460.80	-\$9,460.80	0.00%
R 016-021-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-021-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-025-30000 REIMBURSEMENT/	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-026-50000 RESTRICED GIFT	\$0.00	\$0.00	\$500.00	-\$500.00	0.00%
FUND 016 GIFT-RESTRICED	\$0.00	\$0.00	\$100,740.80	-\$100,740.80	0.00%
FUND 017 LEVY EXCESS					
R 017-013-11600 EXCESS LEVY - O	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 017-013-11700 EXCESS LEVY - D	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 017-013-11800 EXCESS LEVY-PT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 017-013-11900 EXCESS LEVY/HO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:41 AM

## \*Revenue Guideline

Page 6

Current Period: November 2020

Account Descr	2020 YTD Budget	November 2020 Amt	2020 YTD Amt	YTD Balance	% of YTD Budget
R 017-013-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 017 LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 018 IN KIND CONTRIBUTION/BLDG CORP					
R 018-003-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-008-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-010-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-011-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-011-53000 LSTA INKIND GRA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-012-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-015-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-016-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-019-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 018 IN KIND CONTRIBUTION/BLDG	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 019 GIFT-FOUNDATION					
R 019-001-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 019-001-21160 MCPLF RECEIPTS	\$0.00	\$0.00	\$26,800.00	-\$26,800.00	0.00%
R 019-001-50000 RESTRICED GIFT	\$0.00	\$0.00	\$53,350.00	-\$53,350.00	0.00%
R 019-005-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 019-005-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 019-015-50000 RESTRICED GIFT	\$0.00	\$0.00	\$500.00	-\$500.00	0.00%
R 019-016-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 019-025-50000 RESTRICED GIFT	\$0.00	\$0.00	\$7,564.60	-\$7,564.60	0.00%
FUND 019 GIFT-FOUNDATION	\$0.00	\$0.00	\$88,214.60	-\$88,214.60	0.00%
FUND 020 SPECIAL REVENUE					
R 020-016-03900 MISCELLANEOUS	\$0.00	\$0.00	\$48.20	-\$48.20	0.00%
R 020-016-20000 CABLE ACCESS F	\$446,826.00	\$0.00	\$335,119.50	\$111,706.50	75.00%
R 020-016-20100 CABLE ACCESS F	\$283,655.00	\$0.00	\$212,707.25	\$70,947.75	74.99%
R 020-016-20200 CABLE ACCESS F	\$17,183.00	\$0.00	\$12,887.25	\$4,295.75	75.00%
R 020-016-20300 CONTRACT-BLOO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 020-016-21100 MCPL OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 020 SPECIAL REVENUE	\$747,664.00	\$0.00	\$560,762.20	\$186,901.80	75.00%
FUND 021 CAPITAL PROJECTS					
R 021-003-00100 PROPERTY TAX/A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-003-00200 INTANGIBLES TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-003-00300 LICENSE EXCISE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-003-00500 COMMERCIAL VEH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-005-00100 PROPERTY TAX/A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-005-00200 INTANGIBLES TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-005-00300 LICENSE EXCISE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-005-00500 COMMERCIAL VEH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-005-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-005-19000 TEMPORARY LOA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-014-00100 PROPERTY TAX/A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-014-00200 INTANGIBLES TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-014-00300 LICENSE EXCISE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

# MONROE COUNTY PUBLIC LIBRARY

## \*Revenue Guideline

12/07/20 10:41 AM

Page 7

Current Period: November 2020

Account Descr	2020 YTD Budget	November 2020 Amt	2020 YTD Amt	YTD Balance	% of YTD Budget
R 021-014-00500 COMMERCIAL VEH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-015-00100 PROPERTY TAX/A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-016-00100 PROPERTY TAX/A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-019-00100 PROPERTY TAX/A	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 021 CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 022 GATES HARDWARE GRANT					
R 022-019-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 022 GATES HARDWARE GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 023 LSTA-CIVIL WAR					
R 023-010-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 023 LSTA-CIVIL WAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 024 FINRA GRANT					
R 024-010-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 024 FINRA GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 025 LSTA-SMITHVILLE NEWS PAPER					
R 025-010-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 025 LSTA-SMITHVILLE NEWS PAP	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 026 G O BOND					
R 026-005-08000 BOND SALE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 026 G O BOND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 027 COMMUNITY FDTN GRANT					
R 027-010-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 027 COMMUNITY FDTN GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 028 FINRA 2014					
R 028-010-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 028-010-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 028 FINRA 2014	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 029 GO BOND 2016					
R 029-005-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 029 GO BOND 2016	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 030 GO BOND 2019					
R 030-005-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 030-005-21200 TRANSFER FROM	\$0.00	\$0.00	\$8,598.00	-\$8,598.00	0.00%
FUND 030 GO BOND 2019	\$0.00	\$0.00	\$8,598.00	-\$8,598.00	0.00%
	\$11,030,613.00	\$1,303,012.99	\$8,550,667.65	\$2,479,945.35	77.52%

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:44 AM

Page 1

## Cash Balances

Current Period: November 2020

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
<b>CHASE/BANK ONE CHECKING</b>				
OPERATING	G 001-06100	\$0.00	\$0.00	\$0.00
PAYROLL	G 010-06100	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-06100	\$0.00	\$0.00	\$0.00
SPECIAL REVENUE	G 020-06100	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>CHASE/BANK ONE CHECKING</b>	\$0.00	\$0.00	\$0.00
<b>OLD NATIONAL BANK CHECKING</b>				
OPERATING	G 001-06300	\$335.07	\$59.98	\$7,589.23
JAIL	G 002-06300	\$0.00	\$0.00	\$0.00
CLEARING	G 003-06300	\$0.00	\$0.00	\$0.00
GIFT UNRESTRICTED	G 004-06300	\$0.05	\$0.00	\$2,273.41
PLAC	G 005-06300	\$0.00	\$0.00	\$430.65
RETIREEES	G 006-06300	\$0.00	\$0.00	\$0.00
LIRF	G 007-06300	\$0.00	\$0.00	\$0.00
DEBT SERVICE	G 008-06300	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-06300	\$0.00	\$0.00	\$0.00
TEEN COUNCIL	G 012-06300	\$0.00	\$0.00	\$0.00
LSTA	G 015-06300	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-06300	\$0.00	\$0.00	\$9,900.23
GIFT-FOUNDATION	G 019-06300	\$0.00	\$0.00	\$0.00
SPECIAL REVENUE	G 020-06300	\$0.00	\$0.00	\$4,150.50
FINRA GRANT	G 024-06300	\$0.00	\$0.00	\$0.00
COMMUNITY FDTN GRANT	G 027-06300	\$0.00	\$0.00	\$0.00
FINRA 2014	G 028-06300	\$0.00	\$0.00	\$0.00
GO BOND 2016	G 029-06300	\$0.00	\$0.00	\$0.00
GO BOND 2019	G 030-06300	\$0.00	\$0.00	\$250.00
<b>Total</b>	<b>OLD NATIONAL BANK CHECKING</b>	\$335.12	\$59.98	\$24,594.02
<b>GERMAN AMER./CHECKING</b>				
OPERATING	G 001-06400	\$2,410.34	\$11,825.88	\$61,967.83
CLEARING	G 003-06400	\$0.00	\$0.00	\$0.00
GIFT UNRESTRICTED	G 004-06400	\$0.00	\$0.00	\$0.00
PLAC	G 005-06400	\$130.00	\$0.00	\$665.00
LIRF	G 007-06400	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-06400	\$0.00	\$0.00	\$0.00
PAYROLL	G 010-06400	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-06400	\$0.00	\$0.00	\$11,640.88
GIFT-FOUNDATION	G 019-06400	\$0.00	\$0.00	\$5,250.00
SPECIAL REVENUE	G 020-06400	\$0.00	\$0.00	\$4,174.89
GO BOND 2016	G 029-06400	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>GERMAN AMER./CHECKING</b>	\$2,540.34	\$11,825.88	\$83,698.60
<b>GERMAN AMER./MONEY MKT</b>				
OPERATING	G 001-06410	\$0.00	\$0.00	\$0.00
LIRF	G 007-06410	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-06410	\$0.00	\$0.00	\$0.00

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:44 AM

Page 2

## Cash Balances

Current Period: November 2020

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
GO BOND 2016	G 029-06410	\$0.00	\$0.00	\$0.00
<b>Total GERMAN AMER./MONEY MKT</b>		\$0.00	\$0.00	\$0.00
<b>5-3 LIQUIDITY MGMT ACCT</b>				
LIRF	G 007-06520	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-06520	\$0.00	\$0.00	\$0.00
<b>Total 5-3 LIQUIDITY MGMT ACCT</b>		\$0.00	\$0.00	\$0.00
<b>FIRST FINANCIAL CKNG</b>				
OPERATING	G 001-06600	\$466,331.66	\$578,714.26	-\$2,390,901.22
JAIL	G 002-06600	\$0.00	\$2,330.91	\$1,312.36
CLEARING	G 003-06600	\$10,839.47	\$0.00	\$0.00
GIFT UNRESTRICTED	G 004-06600	\$0.00	\$0.00	\$8,168.85
PLAC	G 005-06600	\$0.00	\$0.00	-\$675.00
RETIREEES	G 006-06600	\$0.00	\$0.00	\$0.00
LIRF	G 007-06600	\$0.00	\$0.00	\$1,242,884.37
DEBT SERVICE	G 008-06600	\$0.00	\$0.00	\$139,491.05
RAINY DAY	G 009-06600	\$0.00	\$0.00	\$835,591.82
PAYROLL	G 010-06600	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-06600	\$0.00	\$8,145.88	-\$14,346.25
LEVY EXCESS	G 017-06600	\$0.00	\$0.00	\$0.00
GIFT-FOUNDATION	G 019-06600	\$0.00	\$3,409.93	\$130,406.26
SPECIAL REVENUE	G 020-06600	\$0.00	\$43,661.33	\$330,439.54
FINRA GRANT	G 024-06600	\$0.00	\$0.00	\$0.00
G O BOND	G 026-06600	\$0.00	\$0.00	\$0.00
COMMUNITY FDTN GRANT	G 027-06600	\$0.00	\$0.00	\$0.00
FINRA 2014	G 028-06600	\$0.00	\$0.00	\$0.00
GO BOND 2016	G 029-06600	\$0.00	\$0.00	\$0.00
GO BOND 2019	G 030-06600	\$0.00	\$14,491.94	\$24,673.33
S W BRANCH BOND 2020	G 035-06600	\$0.00	\$0.00	-\$8,598.00
<b>Total FIRST FINANCIAL CKNG</b>		\$477,171.13	\$650,754.25	\$298,447.11
<b>FIRST FINANCIAL SAVGS</b>				
OPERATING	G 001-06610	\$1,091,190.17	\$2,407,000.00	\$2,176,677.51
JAIL	G 002-06610	\$0.00	\$0.00	\$0.00
CLEARING	G 003-06610	\$0.00	\$0.00	\$0.00
GIFT UNRESTRICTED	G 004-06610	\$0.00	\$0.00	\$0.00
PLAC	G 005-06610	\$0.00	\$0.00	\$0.00
RETIREEES	G 006-06610	\$0.00	\$0.00	\$0.00
LIRF	G 007-06610	\$0.00	\$0.00	\$849,188.56
DEBT SERVICE	G 008-06610	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-06610	\$2,182,000.00	\$1,091,000.00	\$3,210,405.19
PAYROLL	G 010-06610	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-06610	\$0.00	\$0.00	\$0.00
GIFT-FOUNDATION	G 019-06610	\$0.00	\$0.00	\$0.00
SPECIAL REVENUE	G 020-06610	\$0.00	\$0.00	\$480,000.00
FINRA GRANT	G 024-06610	\$0.00	\$0.00	\$0.00

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:44 AM

Page 3

## Cash Balances

Current Period: November 2020

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
G O BOND	G 026-06610	\$0.00	\$0.00	\$0.00
COMMUNITY FDTN GRANT	G 027-06610	\$0.00	\$0.00	\$0.00
FINRA 2014	G 028-06610	\$0.00	\$0.00	\$0.00
GO BOND 2016	G 029-06610	\$0.00	\$0.00	\$0.00
GO BOND 2019	G 030-06610	\$0.00	\$0.00	\$875,000.00
<b>Total FIRST FINANCIAL SAVGS</b>		\$3,273,190.17	\$3,498,000.00	\$7,591,271.26
<b>PETTY CASH</b>				
PETTY CASH	G 013-06900	\$0.00	\$0.00	\$185.00
<b>Total PETTY CASH</b>		\$0.00	\$0.00	\$185.00
<b>CHANGE</b>				
CHANGE	G 014-06910	\$0.00	\$0.00	\$630.00
<b>Total CHANGE</b>		\$0.00	\$0.00	\$630.00
<b>ONB CD INVESTMENT</b>				
OPERATING	G 001-09110	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-09110	\$0.00	\$0.00	\$0.00
INVESTMENT-GIFT	G 011-09110	\$0.00	\$0.00	\$0.00
<b>Total ONB CD INVESTMENT</b>		\$0.00	\$0.00	\$0.00
<b>SCUDDER/MUTUAL FUND/IRA</b>				
INVESTMENT-GIFT	G 011-09230	\$0.00	\$0.00	\$0.00
<b>Total SCUDDER/MUTUAL FUND/IRA</b>		\$0.00	\$0.00	\$0.00
<b>EVERGREEN FUNDS INVESTMENT</b>				
INVESTMENT-GIFT	G 011-09300	\$0.00	\$0.00	\$0.00
<b>Total EVERGREEN FUNDS INVESTMENT</b>		\$0.00	\$0.00	\$0.00
<b>VECTREN STOCK</b>				
INVESTMENT-GIFT	G 011-09400	\$0.00	\$0.00	\$0.00
<b>Total VECTREN STOCK</b>		\$0.00	\$0.00	\$0.00
<b>INDPLS PUBLIC SCHOOL BOND-GIFT</b>				
INVESTMENT-GIFT	G 011-09500	\$0.00	\$0.00	\$0.00
<b>Total INDPLS PUBLIC SCHOOL BOND-GIFT</b>		\$0.00	\$0.00	\$0.00
<b>INVEST. CD/1ST FIN/MAINSOURCE</b>				
OPERATING	G 001-09600	\$0.00	\$0.00	\$0.00
LIRF	G 007-09600	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-09600	\$0.00	\$0.00	\$0.00
INVESTMENT-GIFT	G 011-09600	\$0.00	\$0.00	\$0.00
<b>Total INVEST. CD/1ST FIN/MAINSOURCE</b>		\$0.00	\$0.00	\$0.00
<b>BONDS</b>				
INVESTMENT-GIFT	G 011-09610	\$0.00	\$0.00	\$0.00
<b>Total BONDS</b>		\$0.00	\$0.00	\$0.00
<b>MUTUAL FUNDS</b>				
INVESTMENT-GIFT	G 011-09620	\$0.00	\$0.00	\$0.00
<b>Total MUTUAL FUNDS</b>		\$0.00	\$0.00	\$0.00

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:44 AM

Page 4

## Cash Balances

Current Period: November 2020

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
<b>JCB CD INVESTMENT</b>				
OPERATING	G 001-09700	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-09700	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>JCB CD INVESTMENT</b>	\$0.00	\$0.00	\$0.00
<b>DUE FROM OTHER FUNDS</b>				
LIRF	G 007-09800	\$0.00	\$0.00	\$0.00
DEBT SERVICE	G 008-09800	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>DUE FROM OTHER FUNDS</b>	\$0.00	\$0.00	\$0.00
<b>MONEY TRANSFERS</b>				
OPERATING	G 001-10000	\$1,316,000.00	\$1,316,000.00	\$0.00
JAIL	G 002-10000	\$0.00	\$0.00	\$0.00
CLEARING	G 003-10000	\$0.00	\$0.00	\$0.00
GIFT UNRESTRICTED	G 004-10000	\$0.00	\$0.00	\$0.00
PLAC	G 005-10000	\$0.00	\$0.00	\$0.00
RETIRES	G 006-10000	\$0.00	\$0.00	\$0.00
LIRF	G 007-10000	\$0.00	\$0.00	\$0.00
DEBT SERVICE	G 008-10000	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-10000	\$1,091,000.00	\$1,091,000.00	\$0.00
PAYROLL	G 010-10000	\$0.00	\$0.00	\$0.00
INVESTMENT-GIFT	G 011-10000	\$0.00	\$0.00	\$0.00
TEEN COUNCIL	G 012-10000	\$0.00	\$0.00	\$0.00
PETTY CASH	G 013-10000	\$0.00	\$0.00	\$0.00
CHANGE	G 014-10000	\$0.00	\$0.00	\$0.00
LSTA	G 015-10000	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-10000	\$0.00	\$0.00	\$0.00
LEVY EXCESS	G 017-10000	\$0.00	\$0.00	\$0.00
GIFT-FOUNDATION	G 019-10000	\$0.00	\$0.00	\$0.00
SPECIAL REVENUE	G 020-10000	\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS	G 021-10000	\$0.00	\$0.00	\$0.00
GATES HARDWARE GRANT	G 022-10000	\$0.00	\$0.00	\$0.00
FINRA GRANT	G 024-10000	\$0.00	\$0.00	\$0.00
G O BOND	G 026-10000	\$0.00	\$0.00	\$0.00
COMMUNITY FDTN GRANT	G 027-10000	\$0.00	\$0.00	\$0.00
FINRA 2014	G 028-10000	\$0.00	\$0.00	\$0.00
GO BOND 2016	G 029-10000	\$0.00	\$0.00	\$0.00
GO BOND 2019	G 030-10000	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>MONEY TRANSFERS</b>	\$2,407,000.00	\$2,407,000.00	\$0.00
<b>ACCOUNTS PAYABLE</b>				
OPERATING	G 001-10100	\$0.00	\$0.00	\$0.00
JAIL	G 002-10100	\$0.00	\$0.00	\$0.00
CLEARING	G 003-10100	\$0.00	\$0.00	\$0.00
GIFT UNRESTRICTED	G 004-10100	\$0.00	\$0.00	\$0.00
PLAC	G 005-10100	\$0.00	\$0.00	\$0.00
RETIRES	G 006-10100	\$0.00	\$0.00	\$0.00

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:44 AM

Page 5

## Cash Balances

Current Period: November 2020

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
LIRF	G 007-10100	\$0.00	\$0.00	\$0.00
DEBT SERVICE	G 008-10100	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-10100	\$0.00	\$0.00	\$0.00
PAYROLL	G 010-10100	\$0.00	\$0.00	\$0.00
INVESTMENT-GIFT	G 011-10100	\$0.00	\$0.00	\$0.00
TEEN COUNCIL	G 012-10100	\$0.00	\$0.00	\$0.00
PETTY CASH	G 013-10100	\$0.00	\$0.00	\$0.00
CHANGE	G 014-10100	\$0.00	\$0.00	\$0.00
LSTA	G 015-10100	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-10100	\$0.00	\$0.00	\$0.00
LEVY EXCESS	G 017-10100	\$0.00	\$0.00	\$0.00
GIFT-FOUNDATION	G 019-10100	\$0.00	\$0.00	\$0.00
SPECIAL REVENUE	G 020-10100	\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS	G 021-10100	\$0.00	\$0.00	\$0.00
GATES HARDWARE GRANT	G 022-10100	\$0.00	\$0.00	\$0.00
LSTA-CIVIL WAR	G 023-10100	\$0.00	\$0.00	\$0.00
FINRA GRANT	G 024-10100	\$0.00	\$0.00	\$0.00
<b>Total</b> ACCOUNTS PAYABLE		\$0.00	\$0.00	\$0.00
<b>FICA/EMPLOYEE WITHHOLDING</b>				
PAYROLL	G 010-10200	\$0.00	\$0.00	\$0.00
<b>Total</b> FICA/EMPLOYEE WITHHOLDING		\$0.00	\$0.00	\$0.00
<b>MEDICARE/EMPLOYEE WITHHOLDING</b>				
PAYROLL	G 010-10300	\$0.00	\$0.00	\$0.00
<b>Total</b> MEDICARE/EMPLOYEE WITHHOLDING		\$0.00	\$0.00	\$0.00
<b>FEDERAL EMPLOYEE WITHHOLDING</b>				
PAYROLL	G 010-10400	\$0.00	\$0.00	\$0.00
<b>Total</b> FEDERAL EMPLOYEE WITHHOLDING		\$0.00	\$0.00	\$0.00
<b>STATE EMPLOYEE WITHHOLDING</b>				
PAYROLL	G 010-10500	\$0.00	\$0.00	\$0.00
<b>Total</b> STATE EMPLOYEE WITHHOLDING		\$0.00	\$0.00	\$0.00
<b>COUNTY EMPLOYEE WITHHOLDING</b>				
PAYROLL	G 010-10600	\$0.00	\$0.00	\$0.00
<b>Total</b> COUNTY EMPLOYEE WITHHOLDING		\$0.00	\$0.00	\$0.00
<b>PRE-TAX HEALTH EMPLOYEE W/H</b>				
PAYROLL	G 010-10700	\$0.00	\$0.00	\$0.00
<b>Total</b> PRE-TAX HEALTH EMPLOYEE W/H		\$0.00	\$0.00	\$0.00
<b>OPTPRE-TAX EMPLOYEE W/H</b>				
PETTY CASH	G 013-10740	\$0.00	\$0.00	\$0.00
<b>Total</b> OPTPRE-TAX EMPLOYEE W/H		\$0.00	\$0.00	\$0.00
<b>POST TAX INS EMPLOYEE WITHHOLD</b>				
PAYROLL	G 010-10800	\$0.00	\$0.00	\$0.00
<b>Total</b> POST TAX INS EMPLOYEE WITHHOLD		\$0.00	\$0.00	\$0.00



# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:44 AM

Page 6

## Cash Balances

Current Period: November 2020

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
<b>403b TSA-AUL EMPLOYEE WITHHOLD</b>				
PAYROLL	G 010-10900	\$0.00	\$0.00	\$0.00
<b>Total 403b TSA-AUL EMPLOYEE WITHHOLD</b>		\$0.00	\$0.00	\$0.00
<b>GARNISHMENT EMPLOYEE W/H</b>				
PAYROLL	G 010-10910	\$0.00	\$0.00	\$0.00
<b>Total GARNISHMENT EMPLOYEE W/H</b>		\$0.00	\$0.00	\$0.00
<b>GARNISHMENT FEE W/H</b>				
PAYROLL	G 010-10915	\$0.00	\$0.00	\$0.00
<b>Total GARNISHMENT FEE W/H</b>		\$0.00	\$0.00	\$0.00
<b>STAFF ORDERS EMPLOYEE W/H</b>				
PAYROLL	G 010-10920	\$0.00	\$0.00	\$0.00
<b>Total STAFF ORDERS EMPLOYEE W/H</b>		\$0.00	\$0.00	\$0.00
<b>PREPAID LEGAL/IDENTITY W/H</b>				
PAYROLL	G 010-10930	\$0.00	\$0.00	\$0.00
<b>Total PREPAID LEGAL/IDENTITY W/H</b>		\$0.00	\$0.00	\$0.00
<b>VISION INS W/H</b>				
PAYROLL	G 010-10940	\$0.00	\$0.00	\$0.00
<b>Total VISION INS W/H</b>		\$0.00	\$0.00	\$0.00
<b>WELLNESS SERVICES W/H</b>				
PAYROLL	G 010-10950	\$0.00	\$0.00	\$0.00
<b>Total WELLNESS SERVICES W/H</b>		\$0.00	\$0.00	\$0.00
<b>EMPLOYEE ADVANCE W/H</b>				
PAYROLL	G 010-10960	\$0.00	\$0.00	\$0.00
<b>Total EMPLOYEE ADVANCE W/H</b>		\$0.00	\$0.00	\$0.00
<b>FLEXIBLE SPENDING ACCT W/H</b>				
PAYROLL	G 010-10970	\$0.00	\$0.00	\$0.00
<b>Total FLEXIBLE SPENDING ACCT W/H</b>		\$0.00	\$0.00	\$0.00
<b>HEALTH SAVINGS ACCT W/H</b>				
PAYROLL	G 010-10980	\$0.00	\$0.00	\$0.00
<b>Total HEALTH SAVINGS ACCT W/H</b>		\$0.00	\$0.00	\$0.00
<b>YMCA EMPLOYEE W/H</b>				
PAYROLL	G 010-10990	\$0.00	\$0.00	\$0.00
<b>Total YMCA EMPLOYEE W/H</b>		\$0.00	\$0.00	\$0.00
<b>PERF/VOLUNTARY EMPLOYEE W/H</b>				
PAYROLL	G 010-11000	\$0.00	\$0.00	\$0.00
<b>Total PERF/VOLUNTARY EMPLOYEE W/H</b>		\$0.00	\$0.00	\$0.00
<b>UNITED WAY EMPLOYEE W/H</b>				
PAYROLL	G 010-11100	\$0.00	\$0.00	\$0.00
<b>Total UNITED WAY EMPLOYEE W/H</b>		\$0.00	\$0.00	\$0.00
<b>DUE TO OTHER FUNDS</b>				
LIRF	G 007-20000	\$0.00	\$0.00	\$0.00

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:44 AM

Page 7

## Cash Balances

Current Period: November 2020

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
DEBT SERVICE	G 008-20000	\$0.00	\$0.00	\$0.00
<b>Total DUE TO OTHER FUNDS</b>		\$0.00	\$0.00	\$0.00
<b>DUE TO TEMPORARY LOAN</b>				
OPERATING	G 001-21000	\$0.00	\$0.00	\$0.00
DEBT SERVICE	G 008-21000	\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS	G 021-21000	\$0.00	\$0.00	\$0.00
<b>Total DUE TO TEMPORARY LOAN</b>		\$0.00	\$0.00	\$0.00
<b>FUND BALANCE</b>				
OPERATING	G 001-99000	\$1,681,600.12	\$244,267.24	\$144,666.65
JAIL	G 002-99000	\$2,330.91	\$0.00	-\$1,312.36
CLEARING	G 003-99000	\$0.00	\$10,839.47	\$0.00
GIFT UNRESTRICTED	G 004-99000	\$0.00	\$0.05	-\$10,442.26
PLAC	G 005-99000	\$0.00	\$130.00	-\$420.65
RETIREEES	G 006-99000	\$0.00	\$0.00	\$0.00
LIRF	G 007-99000	\$0.00	\$0.00	-\$2,092,072.93
DEBT SERVICE	G 008-99000	\$0.00	\$0.00	-\$139,491.05
RAINY DAY	G 009-99000	\$0.00	\$1,091,000.00	-\$4,045,997.01
PAYROLL	G 010-99000	\$0.00	\$0.00	\$0.00
INVESTMENT-GIFT	G 011-99000	\$0.00	\$0.00	\$0.00
TEEN COUNCIL	G 012-99000	\$0.00	\$0.00	\$0.00
PETTY CASH	G 013-99000	\$0.00	\$0.00	-\$185.00
CHANGE	G 014-99000	\$0.00	\$0.00	-\$630.00
LSTA	G 015-99000	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-99000	\$8,145.88	\$0.00	-\$7,194.86
LEVY EXCESS	G 017-99000	\$0.00	\$0.00	\$0.00
IN KIND CONTRIBUTION/BLDG CORP	G 018-99000	\$0.00	\$0.00	\$0.00
GIFT-FOUNDATION	G 019-99000	\$3,409.93	\$0.00	-\$135,656.26
SPECIAL REVENUE	G 020-99000	\$43,661.33	\$0.00	-\$818,764.93
CAPITAL PROJECTS	G 021-99000	\$0.00	\$0.00	\$0.00
GATES HARDWARE GRANT	G 022-99000	\$0.00	\$0.00	\$0.00
LSTA-CIVIL WAR	G 023-99000	\$0.00	\$0.00	\$0.00
FINRA GRANT	G 024-99000	\$0.00	\$0.00	\$0.00
LSTA-SMITHVILLE NEWS PAPER	G 025-99000	\$0.00	\$0.00	\$0.00
G O BOND	G 026-99000	\$0.00	\$0.00	\$0.00
COMMUNITY FDTN GRANT	G 027-99000	\$0.00	\$0.00	\$0.00
FINRA 2014	G 028-99000	\$0.00	\$0.00	\$0.00
GO BOND 2016	G 029-99000	\$0.00	\$0.00	\$0.00
GO BOND 2019	G 030-99000	\$14,491.94	\$0.00	-\$899,923.33
S W BRANCH BOND 2020	G 035-99000	\$0.00	\$0.00	\$8,598.00
<b>Total FUND BALANCE</b>		\$1,753,640.11	\$1,346,236.76	-\$7,998,825.99
<b>Grand Total</b>		\$7,913,876.87	\$7,913,876.87	\$0.00

# MONROE COUNTY PUBLIC LIBRARY

12/03/20 10:53 AM

Page 1

## \*Check Reconciliation©

### ONB CHECKING

06300 ONB/MONROE

November 2020

#### Account Summary

Beginning Balance o 11/1/2020	\$24,205.48
+ Receipts/Deposits	\$275.14
- Payments (Checks and Withdrawals)	\$0.00
Ending Balance as of 11/30/2020	\$24,480.62

Cleared	\$24,480.62
Statement	\$24,480.62
Difference	\$0.00

#### Check Book Balance

Active 001-06300 OPERATING	\$7,589.23
Active 002-06300 JAIL	\$0.00
Active 003-06300 CLEARING	\$0.00
Active 004-06300 GIFT UNRESTRICTED	\$2,273.41
Active 005-06300 PLAC	\$430.65
Active 006-06300 RETIREES	\$0.00
Active 007-06300 LIRF	\$0.00
Active 008-06300 DEBT SERVICE	\$0.00
Active 009-06300 RAINY DAY	\$0.00
Active 012-06300 TEEN COUNCIL	\$0.00
Active 015-06300 LSTA	\$0.00
Active 016-06300 GIFT-RESTRICED	\$9,900.23
Active 019-06300 GIFT-FOUNDATION	\$0.00
Active 020-06300 SPECIAL REVENUE	\$4,150.50
Active 024-06300 FINRA GRANT	\$0.00
Active 027-06300 COMMUNITY FDTN GRANT	\$0.00
Active 028-06300 FINRA 2014	\$0.00
Active 029-06300 GO BOND 2016	\$0.00
Active 030-06300 GO BOND 2019	\$250.00
Cash Balance	\$24,594.02

Beginng Balance	\$24,205.48
+ Total Deposits	\$388.54
- Checks Written	\$0.00
Check Book Balance	\$24,594.02
Difference	\$0.00

# MONROE COUNTY PUBLIC LIBRARY

12/03/20 10:53 AM

Page 2

## \*Check Reconciliation©

### ONB CHECKING

06300 ONB/MONROE

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
Deposit	110220REC	11/2/2020		(\$153.10)
Deposit	111620REC	11/16/2020		(\$60.81)
Deposit	101520REC-2	10/15/2020	(\$113.40)	
Deposit	111620REC-2	11/16/2020		
Deposit	113020REC	11/30/2020		(\$61.23)
000000	No Receipts or Checks			
	Receipts/Deposits		(\$113.40)	(\$275.14)
			<b>Total Deposits</b>	(\$388.54)
	Payments/Withdrawal		\$0.00	\$0.00
<b>Outstanding + Cleared Checks = Total Checks Written</b>				\$0.00
*NM Next Month items not included in Total Checks Written and Total Deposits				

# MONROE COUNTY PUBLIC LIBRARY

12/01/20 12:37 PM

Page 1

## \*Check Reconciliation© GERMAN-AMER/CHECKING

06400 GER AME/UC

November 2020

### Account Summary

Beginning Balance o 11/1/2020	\$92,984.14
+ Receipts/Deposits	\$2,540.34
- Payments (Checks and Withdrawals)	\$11,825.88
Ending Balance as of 11/30/2020	\$83,698.60

Cleared	\$83,698.60
Statement	\$83,698.60
Difference	\$0.00

### Check Book Balance

Active 001-06400 OPERATING	\$61,967.83
Active 003-06400 CLEARING	\$0.00
Active 004-06400 GIFT UNRESTRICTED	\$0.00
Active 005-06400 PLAC	\$665.00
Active 007-06400 LIRF	\$0.00
Active 009-06400 RAINY DAY	\$0.00
Active 010-06400 PAYROLL	\$0.00
Active 016-06400 GIFT-RESTRICED	\$11,640.88
Active 019-06400 GIFT-FOUNDATION	\$5,250.00
Active 020-06400 SPECIAL REVENUE	\$4,174.89
Active 029-06400 GO BOND 2016	\$0.00
Cash Balance	\$83,698.60

Beginng Balance	\$92,984.14
+ Total Deposits	\$2,540.34
- Checks Written	\$11,825.88
Check Book Balance	\$83,698.60
Difference	\$0.00

# MONROE COUNTY PUBLIC LIBRARY

12/01/20 12:37 PM

Page 2

## \*Check Reconciliation©

### GERMAN-AMER/CHECKING

06400 GER AME/UC

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
Deposit	120120REC	12/1/2020		(\$2,540.34)
001042E	GERMAN AMERICAN BANK/HSA	11/6/2020		\$5,512.87
001043E	GERMAN AMERICAN BANK	11/19/2020		\$60.40
001044E	GERMAN AMERICAN BANK/HSA	11/20/2020		\$5,714.59
001045E	GERMAN AMERICAN BANK	12/1/2020		\$538.02
Receipts/Deposits				(\$2,540.34)
Total Deposits				(\$2,540.34)
Payments/Withdrawal				\$11,825.88
Outstanding + Cleared Checks = Total Checks Written				\$11,825.88
*NM Next Month items not included in Total Checks Written and Total Deposits				

# MONROE COUNTY PUBLIC LIBRARY

12/03/20 2:19 PM

Page 1

## \*Check Reconciliation© 1ST FIN/MAINSOU CKNG

06600 FIRST CKG

November 2020

### Account Summary

Beginning Balance o 11/1/2020	\$600,132.75
+ Receipts/Deposits	\$449,387.84
- Payments (Checks and Withdrawals)	\$730,959.27
Ending Balance as of 11/30/2020	\$318,561.32

Cleared	\$318,561.32
Statement	\$318,561.32
Difference	\$0.00

### Check Book Balance

Active 001-06600 OPERATING	-\$2,390,901.22
Active 002-06600 JAIL	\$1,312.36
Active 003-06600 CLEARING	\$0.00
Active 004-06600 GIFT UNRESTRICTED	\$8,168.85
Active 005-06600 PLAC	-\$675.00
Active 006-06600 RETIREES	\$0.00
Active 007-06600 LIRF	\$1,242,884.37
Active 008-06600 DEBT SERVICE	\$139,491.05
Active 009-06600 RAINY DAY	\$835,591.82
Active 010-06600 PAYROLL	\$0.00
Active 016-06600 GIFT-RESTRICED	-\$14,346.25
Active 017-06600 LEVY EXCESS	\$0.00
Active 019-06600 GIFT-FOUNDATION	\$130,406.26
Active 020-06600 SPECIAL REVENUE	\$330,439.54
Active 024-06600 FINRA GRANT	\$0.00
Active 026-06600 G O BOND	\$0.00
Active 027-06600 COMMUNITY FDTN GRANT	\$0.00
Active 028-06600 FINRA 2014	\$0.00
Active 029-06600 GO BOND 2016	\$0.00
Active 030-06600 GO BOND 2019	\$24,673.33
Active 035-06600 S W BRANCH BOND 2020	-\$8,598.00
Cash Balance	\$298,447.11

Beginng Balance	\$600,132.75
+ Total Deposits	\$449,387.84
- Checks Written	\$751,073.48
Check Book Balance	\$298,447.11
Difference	\$0.00

# MONROE COUNTY PUBLIC LIBRARY

12/03/20 2:19 PM

Page 2

## \*Check Reconciliation©

### 1ST FIN/MAINSOU CKNG

#### 06600 FIRST CKG

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
Deposit	111120REC-2	11/11/2020		(\$10,839.47)
Deposit	111320REC	11/13/2020		(\$209,008.17)
Deposit	111820REC	11/18/2020		(\$512.63)
Deposit	112020REC	11/20/2020		(\$225,000.00)
Deposit	113020RECPW	12/3/2020		(\$1,011.79)
Deposit	113020REC2	12/3/2020		(\$1,002.37)
Deposit	1130RECON2	12/3/2020		(\$2,013.41)
001082E	FIRST FINANCIAL BANK	10/30/2020	\$10,839.47	
001085E	FIRST FINANCIAL/PAYROLL & TAX	11/5/2020		\$187,597.52
001086E	FIRST FINANCIAL/PAYROLL & TAX	11/6/2020		\$341.37
001087E	FIRST FINANCIAL/PAYROLL & TAX	11/6/2020		\$21,234.58
001088E	FIRST FINANCIAL BANK	11/11/2020		\$10,839.47
001089E	FIRST FINANCIAL/PAYROLL & TAX	11/20/2020		\$192,550.57
001091E	FIRST FINANCIAL BANK	12/3/2020		\$341.37
001092E	FIRST FINANCIAL BANK	11/30/2020		\$21.00
001093E	FIRST FINANCIAL BANK	11/30/2020		\$280.76
008216	MOLLY R. GEENE	1/30/2019	\$27.95	
008597	HANTING LIU	4/16/2019	\$47.98	
008675	ARIEL L KUNERT	5/9/2019	\$24.99	
008797	CHARLOTTE BOSHEARS	6/5/2019	\$23.00	
008883	JENNA TIEMAN	6/17/2019	\$40.00	
009217	IU HEALTH BLOOMINGTON, INC.	8/26/2019	\$75.00	
009289	DISCARDIA	9/12/2019	\$100.00	
009297	KAYE LEE JOHNSON	9/12/2019	\$100.00	
009325	IU HEALTH BLOOMINGTON, INC.	9/19/2019	\$75.00	
009379	IU HEALTH BLOOMINGTON, INC.	10/3/2019	\$75.00	
009421	IU HEALTH BLOOMINGTON, INC.	10/10/2019	\$75.00	
009423	JOHN L. THOMPSON, JR.	10/10/2019	\$24.00	
009457	JOHN L. THOMPSON, JR.	10/16/2019	\$22.91	
009605	STACY L. SINGH	11/14/2019	\$64.99	
009777	IU HEALTH BLOOMINGTON, INC.	12/20/2019	\$300.00	
009865	VICTORIA M. GABHART	1/9/2020	\$53.93	
009908	CAILIN T DUNHAM	1/27/2020	\$36.98	
010665	CENTERSTONE	8/21/2020	\$500.00	
010793	DANA DUFFY	9/25/2020	\$21.29	
010801	MONSTER TRASH	9/25/2020		\$187.02
010830	NATIONAL AUDUBON SOCIETY	10/5/2020		\$30.00
010857	MONROE COUNTY PUBLIC LIBRARY	10/12/2020		
010867	ALL SHRED DOCUMENT SOLUTIONS	10/14/2020		\$32.00
010897	B-TECH	10/21/2020		\$120.00
010904	HOOSIER TIMES	10/21/2020		\$143.92
010911	MONSTER TRASH	10/21/2020		\$187.02
010941	ACTIVATE HEALTHCARE/SERVICES	10/23/2020		\$4,711.17
010947	QUILL CORPORATION	10/23/2020		\$176.47
010950	VECTREN ENERGY DELIVERY	10/23/2020		\$46.00
010952	ACCOUNTEMP	10/27/2020		\$975.00
010953	AMERICAN UNITED LIFE (403B)	10/27/2020		\$2,515.15
010954	AT&T (IL)	10/27/2020		\$1,347.04



# MONROE COUNTY PUBLIC LIBRARY

12/03/20 2:19 PM

Page 3

## \*Check Reconciliation©

### 1ST FIN/MAINSOU CKNG

#### 06600 FIRST CKG

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
010955	BAKER & TAYLOR BOOKS	10/27/2020		\$10,595.82
010956	BIBLIOTHECA, LLC.	10/27/2020		\$4,456.87
010957	BLR	10/27/2020		\$511.00
010958	CDW GOVERNMENT, INC.	10/27/2020		\$124.74
010959	DUKE ENERGY	10/27/2020		\$3,158.22
010960	FINDAWAY WORLD, LLC	10/27/2020		\$5,147.61
010961	FREEDOM BUSINESS SOLUTIONS LL	10/27/2020		\$338.00
010962	KLEINDORFER HDWE	10/27/2020		\$31.45
010963	LAKESHORE	10/27/2020		\$40.97
010964	MIDWEST PRESORT SERVICE	10/27/2020		\$26.62
010965	MIDWEST TAPE	10/27/2020		\$8,358.23
010966	MITCHELL1	10/27/2020		\$1,599.00
010967	MORNING WILDER	10/27/2020	\$7.00	
010968	RICOH USA, INC. (GA)	10/27/2020		\$9.07
010969	SIHO	10/27/2020		\$47,111.00
010970	OCLC, INC.	10/27/2020		\$1,990.00
010971	ALEXANDER ELECTRIC, INC.	10/28/2020		\$560.74
010972	AT&T MOBILITY	10/28/2020		\$368.11
010973	B-TECH	10/28/2020		\$1,229.32
010974	CDW GOVERNMENT, INC.	10/28/2020		\$329.88
010975	HFI MECHANICAL CONTRACTORS	10/28/2020		\$8,277.79
010976	IMAGING OFFICE SYSTEMS, INC.	10/28/2020		\$750.00
010977	KOORSEN PROTECTION SERVICES	10/28/2020		\$46.00
010978	LEGAL SHIELD/PRE-PAID LEGAL	10/28/2020		\$195.40
010979	MENARDS - BLOOMINGTON	10/28/2020		\$49.97
010980	SCHINDLER ELEVATOR CORPORATIO	10/28/2020		\$3,665.31
010981	YES PEST PROS, INC	10/28/2020		\$200.00
010982	CHASE CARD SERVICES	10/29/2020		\$5,926.12
010983	ACCONTEMPS	11/4/2020		\$1,075.20
010984	ALEXANDER ELECTRIC, INC.	11/4/2020		\$861.14
010985	ALL SHRED DOCUMENT SOLUTIONS	11/4/2020		
010986	AMERICAN HERITAGE LIFE INS. CO	11/4/2020		\$255.32
010987	AMERICAN UNITED LIFE (LIFE)	11/4/2020		\$3,562.90
010988	DISH NETWORK	11/4/2020		\$52.04
010989	ERICA BROWN	11/4/2020		\$30.00
010990	KLEINDORFER HDWE	11/4/2020		\$58.11
010991	MIDWEST PRESORT SERVICE	11/4/2020		\$92.93
010992	NAPA AUTO PARTS	11/4/2020		\$14.99
010993	OCLC, INC.	11/4/2020		\$3,990.06
010994	OVERDRIVE	11/4/2020		\$6,000.00
010995	RICOH USA, INC. (IL)	11/4/2020		\$5.51
010996	SMITHVILLE COMMUNICATION/INDY	11/4/2020		\$1,971.00
010997	SYNCHRONY BANK/AMAZON	11/4/2020		\$9,601.69
010998	TODAYS BUSINESS SOLUTIONS INC	11/4/2020		\$1,590.00
010999	AFSCME COUNCIL 62	11/11/2020	\$1,373.24	
011000	AMERICAN UNITED LIFE (403B)	11/11/2020		\$2,515.50
011001	AT&T (IL)	11/11/2020		\$162.90
011002	BAKER & TAYLOR BOOKS	11/11/2020		\$27,004.33

# MONROE COUNTY PUBLIC LIBRARY

12/03/20 2:19 PM

Page 4

## \*Check Reconciliation©

### 1ST FIN/MAINSOU CKNG

#### 06600 FIRST CKG

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
011003	BLACKSTONE, IN PUBLISHING	11/11/2020		\$150.00
011004	BOOK CORNER	11/11/2020		
011005	BYNUM FANYO & ASSOCIATES, INC.	11/11/2020		\$2,099.50
011006	CENGAGE LEARNING INC/GALE	11/11/2020		\$156.68
011007	CITY GLASS OF BLOOMINGTON, INC	11/11/2020		\$750.00
011008	DUKE ENERGY	11/11/2020		\$18,882.91
011009	EBSCO	11/11/2020		\$33,849.42
011010	ELLETTSVILLE UTILITIES	11/11/2020		\$183.30
011011	FINDAWAY WORLD, LLC	11/11/2020		\$3,207.78
011012	HFI MECHANICAL CONTRACTORS	11/11/2020		\$9,546.94
011013	INDIANA DOOR & HARDWARE SPECIA	11/11/2020		\$2,345.00
011014	KANOPY LLC	11/11/2020		\$2,851.00
011015	MIDWEST PRESORT SERVICE	11/11/2020		\$225.32
011016	MIDWEST TAPE	11/11/2020		\$3,706.48
011017	NAPA AUTO PARTS	11/11/2020		\$19.98
011018	NATURES WAY, INC.	11/11/2020		\$90.00
011019	NEWSBANK, INC.	11/11/2020		\$11,016.00
011020	ON TIME LABEL	11/11/2020		\$33.00
011021	OVERDRIVE	11/11/2020		\$10,000.00
011022	OVERHEAD DOOR COMPANY OF BLG	11/11/2020		\$360.00
011023	PENGUIN/RANDOM HOUSE LLC	11/11/2020		\$60.00
011024	QUILL CORPORATION	11/11/2020		\$22.77
011025	REGENT BOOK COMPANY	11/11/2020		\$31.57
011026	RICOH USA, INC. (IL)	11/11/2020		\$22.40
011027	SCOLA	11/11/2020	\$1,800.00	
011028	SHOWCASES	11/11/2020		\$587.52
011029	SMITHVILLE COMMUNICATION/INDY	11/11/2020		\$182.79
011030	THE HOME DEPOT PRO	11/11/2020		\$471.16
011031	THE ROWMAN & LITTLEFIELD	11/11/2020		\$264.77
011032	THOMSON REUTERS - WEST	11/11/2020		\$523.33
011033	T-MOBILE	11/11/2020		\$863.43
011034	UNITED WAY	11/11/2020		\$44.00
011035	VECTREN ENERGY DELIVERY	11/11/2020		\$141.81
011036	YES PEST PROS, INC	11/11/2020		\$200.00
011037	ADOBE INCORPORATED	11/19/2020		\$92.37
011038	ALLSHRED SERVICES	11/19/2020		\$32.00
011039	BRCJ, INC.	11/19/2020		\$1,700.00
011040	B-TECH	11/19/2020	\$120.00	
011041	CENTURYLINK COMMUNICATIONS LL	11/19/2020		\$29.29
011042	CHARDON LABORATORIES, INC.	11/19/2020		\$912.00
011043	CITY OF BLOOMINGTON UTILITIES	11/19/2020		\$1,042.52
011044	CONTEGIX	11/19/2020		\$650.00
011045	FERGUSON FACILITIES SUPPLY	11/19/2020		\$788.82
011046	FREEDOM BUSINESS SOLUTIONS LL	11/19/2020		\$878.85
011047	HEALTH RESOURCES, INC.	11/19/2020		\$4,081.26
011048	HFI MECHANICAL CONTRACTORS	11/19/2020		\$2,003.40
011049	HUNTINGTON NATIONAL BANK	11/19/2020		\$250.00
011050	INDIANA DEPT WORKFORCE DEVELO	11/19/2020		\$5,219.35

# MONROE COUNTY PUBLIC LIBRARY

12/03/20 2:19 PM

Page 5

## \*Check Reconciliation©

### 1ST FIN/MAINSOU CKNG

#### 06600 FIRST CKG

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
011051	KANOPY INC	11/19/2020		\$12,245.00
011052	KLEINDORFER HDWE	11/19/2020		\$17.57
011053	KOORSEN PROTECTION SERVICES	11/19/2020	\$1,571.20	
011054	MENARDS - BLOOMINGTON	11/19/2020	\$1,255.37	
011055	MIDWEST PRESORT SERVICE	11/19/2020		\$654.22
011056	MONSTER TRASH	11/19/2020	\$187.02	
011057	NATURES WAY, INC.	11/19/2020		\$500.00
011058	PATTY CALLISON	11/19/2020		\$250.00
011059	QUILL CORPORATION	11/19/2020	\$305.32	
011060	RICOH USA, INC. (IL)	11/19/2020		\$23.88
011061	SAMS CLUB/SYNCHRONY BANK	11/19/2020		\$118.76
011062	SMALL TREE COMMUNICATIONS, LLC	11/19/2020		\$6,328.00
011063	VERIZON WIRELESS	11/19/2020		\$120.03
011064	AMERICAN UNITED LIFE (403B)	11/20/2020		\$2,514.80
011065	NIGHT OWL PROMOTIONS INC	11/30/2020	\$967.57	

Receipts/Deposits

\$0.00

(\$449,387.84)

**Total Deposits**

(\$449,387.84)

Payments/Withdrawal

\$20,114.21

\$730,959.27

**Outstanding + Cleared Checks = Total Checks Written**

\$751,073.48

\*NM Next Month items not included in Total Checks Written and Total Deposits

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:50 AM

Page 1

## \*Paid Check Register

Check	Search Name	Account	Invoice	Amount	Comments
	MONROE COUNTY TREAS	R 001-005-00400 LOCAL/C		\$209,008.17	DISTRIBUTION
	OLD NATIONAL BANK	E 001-008-35200 ELECTRI		\$0.83	CAPITAL CREDIT CHECK
	OLD NATIONAL BANK	R 001-012-03500 LOST/DA		\$59.98	SELF CHECK READING 11/
	OLD NATIONAL BANK	R 001-012-03500 LOST/DA		-\$59.98	CORRECTION ON FUND
	OLD NATIONAL BANK	R 001-025-03500 LOST/DA		\$59.98	CORRECTION ON FUND
	OLD NATIONAL BANK	R 001-025-03500 LOST/DA		\$61.23	LOST, DAMAGED
	GERMAN AMERICAN BANK	R 001-025-03500 LOST/DA		\$2,197.34	TSYS & HEARTLAND
	GERMAN AMERICAN BANK	R 005-025-04100 PUBLIC L		\$65.00	PLAC
	GERMAN AMERICAN BANK	R 001-014-03500 LOST/DA		\$213.00	TSYS & HEARTLAND
	GERMAN AMERICAN BANK	R 005-014-04100 PUBLIC L		\$65.00	PLAC
		R 001-005-18500 INTERES		\$190.17	FF savings interest gl
	FIRST FINANCIAL BANK	E 001-005-12420 EMPLOY		\$83.80	RETIRED STAFF INSURAN
	FIRST FINANCIAL BANK	E 001-005-12420 EMPLOY		\$458.82	RETIRED STAFF INSURAN
	FIRST FINANCIAL BANK	E 001-005-12420 EMPLOY		\$469.17	RETIRED STAFF INSURAN
	FIRST FINANCIAL BANK	E 001-005-12100 FICA/EMP		\$1,002.37	OVERPAY 11/6 PAYROLL
	TASC	E 001-005-12420 EMPLOY		\$512.63	REIMBURSEMENT
	FIRST FINANCIAL BANK	E 001-005-12100 FICA/EMP		\$2,013.41	OVERPAY PAYROLL 11/20
	FIRST FINANCIAL BANK	G 009-10000 MONEY TRA		-\$1,091,000.00	TRANSFER FUND 01 TO 0
	FIRST FINANCIAL BANK	R 009-005-21200 TRANSFE		\$1,091,000.00	transfer to fund 009
	FIRST FINANCIAL BANK	E 003-005-23400 COVID S		\$10,839.47	TRANSFER TO FUND 003
	FIRST FINANCIAL BANK	G 001-10000 MONEY TRA		\$225,000.00	TRANSFER FROM SAVING
	OLD NATIONAL BANK	R 001-025-03500 LOST/DA		\$153.05	FROM REGISTER COUNT
	OLD NATIONAL BANK	R 004-025-41000 UNREST		\$0.05	FROM REGISTER COUNT
	FIRST FINANCIAL BANK	G 009-10000 MONEY TRA		\$1,091,000.00	TRANSFER FUND 01 TO 0
001011E	11/11/2020 FIRST FINANCIAL BANK	E 001-005-39450 TRANSFE		\$1,091,000.00	TRANSFER FROM 001 TO
001012E	11/20/2020 FIRST FINANCIAL BANK	G 001-10000 MONEY TRA		\$225,000.00	FROM SAVINGS TO CHK
001013E	11/20/2020 FIRST FINANCIAL BANK	G 001-10000 MONEY TRA		-\$1,091,000.00	TRANSFER FROM FUND 0
001013E	11/20/2020 FIRST FINANCIAL BANK	G 001-10000 MONEY TRA		\$1,091,000.00	TRANSFER FROM FUND 0
001042E	11/6/2020 GERMAN AMERICAN BANK	E 001-005-12400 INS/EMPL		\$5,512.87	HSA PAYMENT
001043E	11/19/2020 GERMAN AMERICAN BANK	E 001-005-31700 ADMIN/A		\$60.40	NOV ONLINE CHARGE
001044E	11/20/2020 GERMAN AMERICAN BANK	E 001-005-12400 INS/EMPL		\$5,714.59	HSA PAYMENT
001045E	12/1/2020 GERMAN AMERICAN BANK	E 001-005-31700 ADMIN/A		\$538.02	NOV STATEMENT
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 020-016-12900 INFORMA		\$1,731.60	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 016-021-11400 LIBRARIA		\$1,718.24	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 016-021-11700 TECH/OP		\$1,293.00	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-005-12400 INS/EMPL		\$2,776.31	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-001-12100 FICA/EMP		\$263.66	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-002-12100 FICA/EMP		\$159.02	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-003-12100 FICA/EMP		\$189.93	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-004-12100 FICA/EMP		\$195.80	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-005-12100 FICA/EMP		\$325.22	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-006-12100 FICA/EMP		\$215.34	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-007-12100 FICA/EMP		\$535.82	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-008-12100 FICA/EMP		\$786.12	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-009-12100 FICA/EMP		\$331.39	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-010-12100 FICA/EMP		\$125.25	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-011-12100 FICA/EMP		\$139.92	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-015-12100 FICA/EMP		\$155.57	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 020-016-12100 FICA/EMP		\$1,032.39	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-018-12100 FICA/EMP		\$1,641.36	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-019-12100 FICA/EMP		\$387.35	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 016-021-12100 FICA/EMP		\$186.94	PAYROLL TAXES

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:50 AM

Page 2

## \*Paid Check Register

Check	Search Name	Account	Invoice	Amount	Comments
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-025-12100 FICA/EMP		\$4,081.08	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-026-12100 FICA/EMP		\$117.94	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-027-12100 FICA/EMP		\$129.11	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-001-12500 MEDICAR		\$61.66	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-002-12500 MEDICAR		\$37.19	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-003-12500 MEDICAR		\$44.42	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-004-12500 MEDICAR		\$45.78	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-005-12500 MEDICAR		\$76.06	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-006-12500 MEDICAR		\$50.36	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-007-12500 MEDICAR		\$125.31	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-008-12500 MEDICAR		\$183.85	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-009-12500 MEDICAR		\$77.49	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-010-12500 MEDICAR		\$29.30	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-011-12500 MEDICAR		\$32.72	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-015-12500 MEDICAR		\$36.39	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 020-016-12500 MEDICAR		\$241.44	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-018-12500 MEDICAR		\$386.46	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-019-12500 MEDICAR		\$90.58	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 016-021-12500 MEDICAR		\$43.71	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-025-12500 MEDICAR		\$966.14	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-026-12500 MEDICAR		\$27.58	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-027-12500 MEDICAR		\$30.20	PAYROLL TAXES
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-005-12420 EMPLOY		-\$13,118.96	DEDUCTIONS
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-005-37100 REAL ES		-\$369.20	DEDUCTIONS
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-005-12300 PERF/EM		-\$49.72	DEDUCTIONS
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-001-11200 ADMINIS		\$4,276.89	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-002-11300 MANAGE		\$2,684.54	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-003-11200 ADMINIS		\$3,269.23	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-004-11300 MANAGE		\$1,823.24	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-004-11700 TECH/OP		\$1,337.10	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-005-11300 MANAGE		\$2,681.21	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-005-11500 SPECIALI		\$2,529.45	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-006-11300 MANAGE		\$2,603.50	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-006-11500 SPECIALI		\$1,577.25	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-007-11300 MANAGE		\$2,436.36	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-007-11400 LIBRARIA		\$2,005.51	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-007-11500 SPECIALI		\$3,644.05	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-007-12900 INFORMA		\$630.80	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-008-11300 MANAGE		\$4,297.91	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-008-11400 LIBRARIA		\$1,740.00	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-008-11900 BUILDING		\$6,930.35	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-009-12000 BUILDING		\$5,758.19	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-010-11300 MANAGE		\$2,133.40	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-011-11300 MANAGE		\$2,252.60	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-015-11300 MANAGE		\$2,739.18	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-016-12800 PRODUC		\$746.99	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-016-12900 INFORMA		\$617.60	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-018-11300 MANAGE		\$1,713.75	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-018-11400 LIBRARIA		\$7,669.50	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-018-11500 SPECIALI		\$1,869.76	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-018-11600 ASSISTA		\$2,704.50	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-018-11700 TECH/OP		\$1,214.24	11/6 PAYROLL

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:50 AM

Page 3

## \*Paid Check Register

Check	Search Name	Account	Invoice	Amount	Comments
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-018-12900 INFORMA		\$3,228.00	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-018-13000 SUPPOR		\$8,815.77	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-019-11300 MANAGE		\$2,504.46	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-019-11400 LIBRARIA		\$1,938.00	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-019-11500 SPECIALI		\$1,509.75	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-019-11600 ASSISTA		\$721.20	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-025-11300 MANAGE		\$8,164.84	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-025-11400 LIBRARIA		\$24,355.01	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-025-11600 ASSISTA		\$28,457.26	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-025-12900 INFORMA		\$8,326.85	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-026-11300 MANAGE		\$2,221.25	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 001-027-11300 MANAGE		\$2,115.14	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 020-016-11300 MANAGE		\$6,826.44	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 020-016-11400 LIBRARIA		\$1,740.00	11/6 PAYROLL
001085E	11/5/2020 FIRST FINANCIAL/PAYROL	E 020-016-12800 PRODUC		\$5,219.33	11/6 PAYROLL
001086E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-005-12400 INS/EMPL		\$54.00	GARNISHMENT/GRAY
001086E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-005-12400 INS/EMPL		\$123.79	GARNISHMENT/JOHNSON
001086E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-005-12400 INS/EMPL		\$163.58	GARNISHMENT/NOEL
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-001-12350 PERF/EM		\$124.91	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-001-12300 PERF/EM		\$466.29	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-002-12350 PERF/EM		\$78.40	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-002-12300 PERF/EM		\$292.68	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-003-12350 PERF/EM		\$106.67	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-003-12300 PERF/EM		\$398.26	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-004-12350 PERF/EM		\$127.13	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-004-12300 PERF/EM		\$474.59	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-005-12350 PERF/EM		\$126.58	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-005-12300 PERF/EM		\$472.56	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-006-12350 PERF/EM		\$121.83	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-006-12300 PERF/EM		\$454.81	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-007-12350 PERF/EM		\$212.60	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-007-12300 PERF/EM		\$793.68	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-008-12350 PERF/EM		\$300.82	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-008-12300 PERF/EM		\$1,123.08	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-009-12350 PERF/EM		\$75.82	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-009-12300 PERF/EM		\$283.03	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-010-12350 PERF/EM		\$62.30	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-010-12300 PERF/EM		\$232.60	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-011-12350 PERF/EM		\$65.78	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-011-12300 PERF/EM		\$245.59	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-015-12350 PERF/EM		\$80.00	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-015-12300 PERF/EM		\$298.65	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-018-12350 PERF/EM		\$533.03	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-018-12300 PERF/EM		\$1,989.94	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-019-12350 PERF/EM		\$173.22	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-019-12300 PERF/EM		\$646.68	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-025-12350 PERF/EM		\$1,747.29	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-025-12300 PERF/EM		\$6,523.41	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-026-12350 PERF/EM		\$64.86	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-026-12300 PERF/EM		\$242.17	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-027-12350 PERF/EM		\$61.77	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-027-12300 PERF/EM		\$230.61	PAYROLL/PERF



# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:50 AM

Page 4

## \*Paid Check Register

Check	Search Name	Account	Invoice	Amount	Comments
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 020-016-12350 PERF/EM		\$325.90	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 020-016-12300 PERF/EM		\$1,216.69	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 016-021-12350 PERF/EM		\$87.11	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 016-021-12300 PERF/EM		\$325.19	PAYROLL/PERF
001087E	11/6/2020 FIRST FINANCIAL/PAYROL	E 001-005-12300 PERF/EM		\$48.05	PAYROLL/PERF
001088E	11/11/2020 FIRST FINANCIAL BANK	E 001-005-23400 COVID S		\$10,839.47	TRANSFER
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-001-11200 ADMINIS		\$4,276.89	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-002-11300 MANAGE		\$2,684.54	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-003-11200 ADMINIS		\$3,269.23	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-004-11300 MANAGE		\$1,823.26	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-004-11700 TECH/OP		\$1,382.59	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-005-11300 MANAGE		\$2,681.22	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-006-11300 MANAGE		\$2,603.52	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-006-11500 SPECIALI		\$1,587.76	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-007-11300 MANAGE		\$2,436.36	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-007-11400 LIBRARIA		\$2,005.50	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-007-11500 SPECIALI		\$3,644.05	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-007-12900 INFORMA		\$630.80	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-008-11300 MANAGE		\$4,297.91	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-008-11400 LIBRARIA		\$1,740.00	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-008-11900 BUILDING		\$15,056.65	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-009-12000 BUILDING		\$5,806.68	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-010-11300 MANAGE		\$2,133.40	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-011-11300 MANAGE		\$2,252.60	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-015-11300 MANAGE		\$2,739.18	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-016-12800 PRODUC		\$761.94	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-016-12900 INFORMA		\$644.62	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-018-11300 MANAGE		\$1,713.76	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-018-11400 LIBRARIA		\$7,669.52	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-018-11500 SPECIALI		\$1,869.75	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-018-11600 ASSISTA		\$2,704.48	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-018-11700 TECH/OP		\$1,214.24	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-018-12900 INFORMA		\$3,557.50	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-018-13000 SUPPOR		\$9,022.21	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-019-11300 MANAGE		\$2,504.45	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-019-11400 LIBRARIA		\$1,938.00	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-019-11500 SPECIALI		\$1,509.76	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-019-11600 ASSISTA		\$721.20	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-025-11300 MANAGE		\$8,158.86	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-025-11400 LIBRARIA		\$24,348.76	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-025-11600 ASSISTA		\$28,472.96	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-025-12900 INFORMA		\$6,992.29	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-026-11300 MANAGE		\$2,221.24	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-027-11300 MANAGE		\$2,115.14	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 020-016-11300 MANAGE		\$6,787.32	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 020-016-11400 LIBRARIA		\$1,740.00	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 020-016-12800 PRODUC		\$5,226.73	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 020-016-12900 INFORMA		\$1,731.60	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 016-021-11400 LIBRARIA		\$1,718.24	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 016-021-11700 TECH/OP		\$1,297.31	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-005-12400 INS/EMPL		\$2,978.03	11/20/2020 PAYROLL
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-001-12100 FICA/EMP		\$263.65	11/20/2020 PAYROLL

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:50 AM

Page 5

## \*Paid Check Register

Check	Search Name	Account	Invoice	Amount	Comments
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-002-12100 FICA/EMP		\$159.03	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-003-12100 FICA/EMP		\$189.92	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-004-12100 FICA/EMP		\$198.61	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-005-12100 FICA/EMP		\$166.17	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-006-12100 FICA/EMP		\$216.00	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-007-12100 FICA/EMP		\$535.85	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-008-12100 FICA/EMP		\$1,289.93	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-009-12100 FICA/EMP		\$334.38	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-010-12100 FICA/EMP		\$125.25	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-011-12100 FICA/EMP		\$139.91	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-015-12100 FICA/EMP		\$155.56	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 020-016-12100 FICA/EMP		\$1,033.04	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-018-12100 FICA/EMP		\$1,636.40	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-019-12100 FICA/EMP		\$387.34	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 016-021-12100 FICA/EMP		\$187.20	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-025-12100 FICA/EMP		\$3,974.93	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-026-12100 FICA/EMP		\$117.94	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-027-12100 FICA/EMP		\$129.12	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-001-12500 MEDICAR		\$61.66	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-002-12500 MEDICAR		\$37.20	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-003-12500 MEDICAR		\$44.42	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-004-12500 MEDICAR		\$46.46	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-005-12500 MEDICAR		\$38.86	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-006-12500 MEDICAR		\$50.52	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-007-12500 MEDICAR		\$125.32	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-008-12500 MEDICAR		\$301.66	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-009-12500 MEDICAR		\$78.21	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-010-12500 MEDICAR		\$29.29	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-011-12500 MEDICAR		\$32.72	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-015-12500 MEDICAR		\$36.38	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 020-016-12500 MEDICAR		\$241.59	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-018-12500 MEDICAR		\$394.25	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-019-12500 MEDICAR		\$90.60	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 016-021-12500 MEDICAR		\$43.78	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-025-12500 MEDICAR		\$946.85	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-026-12500 MEDICAR		\$27.59	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-027-12500 MEDICAR		\$30.19	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-005-12420 EMPLOY		-\$13,320.68	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-005-37100 REAL ES		-\$405.20	11/20/2020 PAYROLL TAXE
001089E	11/20/2020 FIRST FINANCIAL/PAYROL	E 001-005-12300 PERF/EM		-\$293.38	11/20/2020 PAYROLL TAXE
001091E	12/3/2020 FIRST FINANCIAL BANK	E 001-005-12400 INS/EMPL		\$54.00	GARNISHMENT/GRAY
001091E	12/3/2020 FIRST FINANCIAL BANK	E 001-005-12400 INS/EMPL		\$123.79	GARNISHMENT/JOHNSON
001091E	12/3/2020 FIRST FINANCIAL BANK	E 001-005-12400 INS/EMPL		\$163.58	GARNISHMENT/NOEL
001092E	11/30/2020 FIRST FINANCIAL BANK	E 001-005-31700 ADMIN/A		\$21.00	ACH DEBIT BLOCK
001093E	11/30/2020 FIRST FINANCIAL BANK	E 001-005-12400 INS/EMPL		\$140.38	TASC/11/6 PAYROLL
001093E	11/30/2020 FIRST FINANCIAL BANK	E 001-005-12400 INS/EMPL		\$140.38	TASC/11/20 PAYROLL
010983	11/4/2020 ACCOUNTEMPS	E 001-005-11800 TEMPOR	56587246	\$1,075.20	TEMP CARROLL
010984	11/4/2020 ALEXANDER ELECTRIC, IN	E 001-008-23400 COVID S	2020296	\$861.14	SERVICE CALL
010985	11/4/2020 ALL SHRED DOCUMENT S	E 001-005-31700 ADMIN/A	258951	-\$32.00	TRIP CHARGE
010985	11/4/2020 ALL SHRED DOCUMENT S	E 001-005-31700 ADMIN/A	258951	\$32.00	TRIP CHARGE
010986	11/4/2020 AMERICAN HERITAGE LIFE	E 001-005-12400 INS/EMPL		\$255.32	BENEFITS/CASE # 22142
010987	11/4/2020 AMERICAN UNITED LIFE (LIE	001-001-12400 INS/EMPL		\$31.42	BILL MONTH OCTOBER



# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:50 AM

Page 6

## \*Paid Check Register

Check	Search Name	Account	Invoice	Amount	Comments
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-002-12400 INS/EMPL			\$27.33	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-003-12400 INS/EMPL			\$31.46	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-004-12400 INS/EMPL			\$68.41	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-005-12400 INS/EMPL			\$38.04	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-006-12400 INS/EMPL			\$62.66	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-007-12400 INS/EMPL			\$92.92	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-008-12400 INS/EMPL			\$130.97	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-009-12400 INS/EMPL			\$46.06	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-010-12400 INS/EMPL			\$25.85	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-011-12400 INS/EMPL			\$24.67	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-015-12400 INS/EMPL			\$50.27	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-018-12400 INS/EMPL			\$227.72	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-019-12400 INS/EMPL			\$62.87	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-025-12400 INS/EMPL			\$875.34	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-026-12400 INS/EMPL			\$15.66	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-027-12400 INS/EMPL			\$22.67	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 020-016-12400 INS/EMPL			\$130.51	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 016-021-12400 INS/EMPL			\$40.99	BILL MONTH OCTOBER
010987	11/4/2020 AMERICAN UNITED LIFE (LIE 001-005-12420 EMPLOY			\$1,557.08	BILL MONTH OCTOBER
010988	11/4/2020 DISH NETWORK	E 020-016-32150 CABLE T		\$52.04	MONTHLY SERVICE
010989	11/4/2020 ERICA BROWN	E 019-025-21350 GENERA		\$30.00	LFL DIGNITY KITS
010990	11/4/2020 KLEINDORFER HDWE	E 001-008-23100 BUILDING		\$12.18	INV. 673585 675254 655869
010990	11/4/2020 KLEINDORFER HDWE	E 001-008-23200 PAINT/PA		\$42.93	INV. 673585 675254 655869
010990	11/4/2020 KLEINDORFER HDWE	E 001-018-21350 GENERA		\$3.00	INV. 673585 675254 655869
010991	11/4/2020 MIDWEST PRESORT SERV	E 001-004-32200 POSTAG	58341	\$92.93	PICKUP SERVICE
010992	11/4/2020 NAPA AUTO PARTS	E 001-015-22200 FUEL/OIL/	065826	\$14.99	BOOKMOBILE FLUIDS
010993	11/4/2020 OCLC, INC.	E 001-018-31600 COMPUT		\$3,990.06	CATALOG/METADATA SU
010994	11/4/2020 OVERDRIVE	E 001-018-38460 E-BOOKS	D0082220300867	\$6,000.00	SEPT BILL
010995	11/4/2020 RICOH USA, INC. (IL)	E 001-004-21400 DUPLICA	5060639264	\$5.51	METER READING
010996	11/4/2020 SMITHVILLE COMMUNICAT	E 001-019-32100 TELEPHO		\$1,395.90	INTERNET/PREM ACCESS
010996	11/4/2020 SMITHVILLE COMMUNICAT	E 001-019-31600 COMPUT		\$378.00	INTERNET/PREM ACCESS
010996	11/4/2020 SMITHVILLE COMMUNICAT	E 001-016-32100 TELEPHO		\$155.10	INTERNET/PREM ACCESS
010996	11/4/2020 SMITHVILLE COMMUNICAT	E 001-016-31600 COMPUT		\$42.00	INTERNET/PREM ACCESS
010997	11/4/2020 SYNCHRONY BANK/AMAZ	E 001-018-45100 BOOKS		\$4,207.01	MONTHLY BILL
010997	11/4/2020 SYNCHRONY BANK/AMAZ	E 001-018-45300 NONPRN		\$2,744.98	MONTHLY BILL
010997	11/4/2020 SYNCHRONY BANK/AMAZ	E 019-018-45100 BOOKS		\$444.97	PR ADULT
010997	11/4/2020 SYNCHRONY BANK/AMAZ	E 019-018-45100 BOOKS		\$70.59	PR TEEN
010997	11/4/2020 SYNCHRONY BANK/AMAZ	E 001-018-22400 A/V SUPP		\$35.51	AV SUPPLIES
010997	11/4/2020 SYNCHRONY BANK/AMAZ	E 016-011-45100 BOOKS		\$671.70	RACIAL EQUALITY GRANT
010997	11/4/2020 SYNCHRONY BANK/AMAZ	E 019-010-21350 GENERA		\$16.98	SUPPLIES
010997	11/4/2020 SYNCHRONY BANK/AMAZ	E 019-011-21350 GENERA		\$37.02	GEN SUPPLIES
010997	11/4/2020 SYNCHRONY BANK/AMAZ	E 001-018-31700 ADMIN/A		\$35.00	ACCT SERVICES
010997	11/4/2020 SYNCHRONY BANK/AMAZ	E 002-015-45100 BOOKS		\$1,337.93	JAIL GRANT
010998	11/4/2020 TODAYS BUSINESS SOLUT	E 001-019-31500 MAINTEN	11182	\$1,590.00	SIMPLESCAN RENEWAL
010999	11/11/2020 AFSCME COUNCIL 62	E 001-005-12420 EMPLOY		\$1,373.24	OCT BILLING
011000	11/11/2020 AMERICAN UNITED LIFE (4	E 001-005-12420 EMPLOY		\$2,515.50	CONTRIBUTIONS
011001	11/11/2020 AT&T (IL)	E 001-019-32100 TELEPHO		\$148.24	PHONE/LONG DISTANCE
011001	11/11/2020 AT&T (IL)	E 001-016-32100 TELEPHO		\$14.66	PHONE/LONG DISTANCE
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-38450 DATABAS	NS20100005	\$4,500.00	DATABASE
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035373555	\$551.39	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035376159	\$562.63	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035381871	\$2,424.08	BOOKS

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:50 AM

Page 7

## \*Paid Check Register

Check	Search Name	Account	Invoice	Amount	Comments
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 019-018-45100 BOOKS	2035381871	\$74.08	PR-ADULT
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035384724	\$1,288.39	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 019-018-45100 BOOKS	2035384724	\$11.65	PR-TEEN
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035385124	\$26.29	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035392965	\$1,179.92	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035392998	\$432.49	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035394869	\$15.26	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035394979	\$290.85	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035394989	\$1,863.56	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035411398	\$384.48	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035411715	\$459.16	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035411784	\$498.41	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035418126	\$18.23	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035418436	\$269.89	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035418494	\$575.71	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035418503	\$375.86	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035421014	\$1,385.35	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035423186	\$267.11	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035423637	\$1,264.83	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035426974	\$49.86	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035427253	\$53.09	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035430433	\$277.92	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035430602	\$238.98	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035433347	\$46.92	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035438150	\$390.68	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035438348	\$671.38	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035441284	\$74.69	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035441695	\$43.63	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035441696	\$98.31	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035441753	\$118.13	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035441854	\$337.74	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035441912	\$593.80	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035444	\$78.90	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035441995	\$414.55	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035564772	\$454.14	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035565320	\$549.40	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035565377	\$244.42	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035576813	\$597.93	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035576826	\$563.74	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035579255	\$468.14	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 002-015-45100 BOOKS	2035580995	\$16.33	JAIL GRANT
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035583312	\$594.06	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 001-018-45100 BOOKS	2035589467	\$331.32	BOOKS
011002	11/11/2020 BAKER & TAYLOR BOOKS	E 002-015-45100 BOOKS	2035597262	\$976.65	JAIL GRANT
011003	11/11/2020 BLACKSTONE, IN PUBLISH	E 001-018-45300 NONPRIN	1185770	\$150.00	NONPRINT MATERIALS
011004	11/11/2020 BOOK CORNER	E 001-018-45100 BOOKS	110420-001	-\$30.32	KILLER WHO FELL FROM
011004	11/11/2020 BOOK CORNER	E 001-018-45100 BOOKS	110420-001	\$30.32	KILLER WHO FELL FROM
011005	11/11/2020 BYNUM FANYO & ASSOCIA	E 001-014-31200 ENGINEE	5020012-1	\$2,099.50	BOUNDARY SURVEY W/ D
011006	11/11/2020 CENGAGE LEARNING INC/	E 001-018-45100 BOOKS	72502271	\$75.72	BOOKS
011006	11/11/2020 CENGAGE LEARNING INC/	E 001-018-45100 BOOKS	72503156	\$80.96	BOOKS
011007	11/11/2020 CITY GLASS OF BLOOMIN	E 001-008-36100 BUILDING		\$750.00	REMAINING BALANCE
011008	11/11/2020 DUKE ENERGY	E 001-008-35200 ELECTRI		\$17,183.45	MAIN ELECTRIC

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:50 AM

Page 8

## \*Paid Check Register

Check	Search Name	Account	Invoice	Amount	Comments
011008	11/11/2020 DUKE ENERGY	E 001-016-35200 ELECTRI		\$1,699.46	MAIN ELECTRIC
011009	11/11/2020 EBSCO	E 001-018-38450 DATABAS		\$12,049.00	DATA BASE
011009	11/11/2020 EBSCO	E 001-018-45200 PERIODI		\$19,363.72	PERIODICALS
011009	11/11/2020 EBSCO	E 019-018-45200 PERIODI		\$2,436.70	KOON GRANT
011010	11/11/2020 ELLETTSVILLE UTILITIES	E 001-014-35300 WATER		\$183.30	WATER/SEWER
011011	11/11/2020 FINDAWAY WORLD, LLC	E 001-018-45300 NONPRIN		\$3,207.78	NONPRINT
011012	11/11/2020 HFI MECHANICAL CONTRA	E 030-008-31400 BUILDING	20-0057513	\$4,505.04	VARIOUS WORK PERFOR
011012	11/11/2020 HFI MECHANICAL CONTRA	E 030-008-31400 BUILDING	20-0059241	\$2,288.64	VARIOUS WORK PERFOR
011012	11/11/2020 HFI MECHANICAL CONTRA	E 030-008-31400 BUILDING	20-0065159	\$2,495.00	VARIOUS WORK PERFOR
011012	11/11/2020 HFI MECHANICAL CONTRA	E 030-008-31400 BUILDING	20-0066049	\$258.26	VARIOUS WORK PERFOR
011013	11/11/2020 INDIANA DOOR & HARDWA	E 030-014-31400 BUILDING	5541AA	\$2,345.00	DOOR MATERIALS
011014	11/11/2020 KANOPY INC	E 001-018-38450 DATABAS		\$2,851.00	DATA BASE
011015	11/11/2020 MIDWEST PRESORT SERV	E 001-004-32200 POSTAG	58475	\$225.32	POSTAGE & PICKUP/DELI
011016	11/11/2020 MIDWEST TAPE	E 001-018-45300 NONPRIN	99570704	-\$163.83	NONPRINT
011016	11/11/2020 MIDWEST TAPE	E 001-018-45300 NONPRIN	99561816	\$23.69	NONPRINT
011016	11/11/2020 MIDWEST TAPE	E 001-018-45300 NONPRIN	99571017	\$767.36	NONPRINT
011016	11/11/2020 MIDWEST TAPE	E 001-018-45300 NONPRIN	99571019	\$942.79	NONPRINT
011016	11/11/2020 MIDWEST TAPE	E 001-018-45100 BOOKS	99571019	\$127.50	BOOKS
011016	11/11/2020 MIDWEST TAPE	E 001-018-45300 NONPRIN	99571020	\$119.38	NONPRINT
011016	11/11/2020 MIDWEST TAPE	E 001-018-45300 NONPRIN	99571021	\$87.28	NONPRINT
011016	11/11/2020 MIDWEST TAPE	E 001-018-45300 NONPRIN	99571022	\$593.07	NONPRINT
011016	11/11/2020 MIDWEST TAPE	E 001-018-45300 NONPRIN	99591872	\$1,014.04	NONPRINT
011016	11/11/2020 MIDWEST TAPE	E 001-018-45300 NONPRIN	99591874	\$64.90	NONPRINT
011016	11/11/2020 MIDWEST TAPE	E 001-018-45300 NONPRIN	99591875	\$130.30	NONPRINT
011017	11/11/2020 NAPA AUTO PARTS	E 001-008-36400 VEHICLE		\$19.98	PURCHASES
011018	11/11/2020 NATURES WAY, INC.	E 001-008-31400 BUILDING	50957	\$90.00	MONTHLY INTERIEOR MAI
011019	11/11/2020 NEWSBANK, INC.	E 001-018-38450 DATABAS	RT547056	\$11,016.00	ANNUAL SUBSCRIPTION
011020	11/11/2020 ON TIME LABEL	E 001-018-22300 CATALO	23081	\$33.00	LABELS
011021	11/11/2020 OVERDRIVE	E 001-018-38460 E-BOOKS	D0082220382003	\$10,000.00	CONTENT PURCHASES
011022	11/11/2020 OVERHEAD DOOR COMPA	E 001-014-31400 BUILDING	44161	\$360.00	ELL REPAIR FIRE DOOR
011023	11/11/2020 PENGUIN/RANDOM HOUSE	E 001-018-45300 NONPRIN	1087281076	\$60.00	NEW TITLES ON SALE
011024	11/11/2020 QUILL CORPORATION	E 001-004-21300 OFFICE S	11814481	\$22.77	SUPPLIES FOR SUPPLY R
011025	11/11/2020 REGENT BOOK COMPANY	E 001-018-45100 BOOKS	59030	\$31.57	BOOKS
011026	11/11/2020 RICOH USA, INC. (IL)	E 001-004-21400 DUPLICA	5060682848	\$22.40	METER READING
011027	11/11/2020 SCOLA	E 020-016-39500 EDUCATI		\$1,800.00	AFFILIATION FOR WORLD
011028	11/11/2020 SHOWCASES	E 001-018-22400 A/V SUPP	318264	\$587.52	ACS SUPPLIES
011029	11/11/2020 SMITHVILLE COMMUNICAT	E 001-014-32100 TELEPHO		\$182.79	TELEPHONE/ELL
011030	11/11/2020 THE HOME DEPOT PRO	E 001-014-23100 BUILDING	581419025	\$471.16	TOUCHLESS FAUCT
011031	11/11/2020 THE ROWMAN & LITTLEFIE	E 001-018-45100 BOOKS	11537482	\$264.77	CHASES CALENDAR OF E
011032	11/11/2020 THOMSON REUTERS - WE	E 001-018-45100 BOOKS	843343580	\$523.33	BOOKS
011033	11/11/2020 T-MOBILE	E 001-018-32100 TELEPHO		\$863.43	HOTSPOTS
011034	11/11/2020 UNITED WAY	E 001-005-12420 EMPLOY		\$44.00	OCT
011035	11/11/2020 VECTREN ENERGY DELIVEE	E 001-014-35100 GAS		\$46.63	GAS FOR MAIN & ELL
011035	11/11/2020 VECTREN ENERGY DELIVEE	E 001-001-35100 GAS		\$95.18	GAS FOR MAIN & ELL
011036	11/11/2020 YES PEST PROS, INC	E 001-008-31500 MAINTEN		\$140.00	MONTHLY SERVICE
011036	11/11/2020 YES PEST PROS, INC	E 001-014-31500 MAINTEN		\$60.00	MONTHLY SERVICE
011037	11/19/2020 ADOBE INCORPORATED	E 001-019-44650 IT SOFT	1296075966	\$92.37	IT SOFTWARE
011038	11/19/2020 ALLSHRED SERVICES	E 001-005-31700 ADMIN/A	258951	\$32.00	TRIP CHARGE
011039	11/19/2020 BRCJ, INC.	E 030-005-31200 ENGINEE	23967	\$1,700.00	SW BRANCH
011040	11/19/2020 B-TECH	E 001-008-31400 BUILDING	18624	\$100.00	SERVICES PERFORMED
011040	11/19/2020 B-TECH	E 001-014-31400 BUILDING	18629	\$20.00	SERVICES PERFORMED
011041	11/19/2020 CENTURYLINK COMMUNIC	E 001-008-32100 TELEPHO	170315143	\$26.65	VOICE SERVICES

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:50 AM

Page 9

## \*Paid Check Register

Check	Search Name	Account	Invoice	Amount	Comments
011041	11/19/2020 CENTURYLINK COMMUNIC	E 001-016-32100 TELEPHO	170315143	\$2.64	VOICE SERVICES
011042	11/19/2020 CHARDON LABORATORIES	E 001-014-31500 MAINTEN	I0235631	\$250.00	LOOP SERVICE
011042	11/19/2020 CHARDON LABORATORIES	E 001-008-31500 MAINTEN	I0236048	\$662.00	LOOP SERVICE
011043	11/19/2020 CITY OF BLOOMINGTON U	E 001-008-35300 WATER		\$948.69	WATER USAGE
011043	11/19/2020 CITY OF BLOOMINGTON U	E 001-016-35300 WATER		\$93.83	WATER USAGE
011044	11/19/2020 CONTEGIX	E 030-019-31500 MAINTEN	INV018520	\$650.00	NOV CLOUD HOSTING
011045	11/19/2020 FERGUSON FACILITIES SU	E 001-008-23400 COVID S	0230023	\$631.14	GLOVES, DISINFECTING
011045	11/19/2020 FERGUSON FACILITIES SU	E 001-008-22100 CLEANIN	0230023	\$157.68	1 GAL ECOLYZER CLNR
011046	11/19/2020 FREEDOM BUSINESS SOL	E 001-004-21400 DUPLICA	11961	\$728.85	PRINTER CARTRIDGES
011046	11/19/2020 FREEDOM BUSINESS SOL	E 001-025-21400 DUPLICA	11961	\$150.00	PRINTER CARTRIDGES
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-001-12400 INS/EMPL	2012029901	\$5.71	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-002-12400 INS/EMPL	2012029901	\$48.98	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-003-12400 INS/EMPL	2012029901	\$48.98	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-004-12400 INS/EMPL	2012029901	\$54.69	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-005-12400 INS/EMPL	2012029901	\$223.65	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-006-12400 INS/EMPL	2012029901	\$110.60	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-007-12400 INS/EMPL	2012029901	\$99.58	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-008-12400 INS/EMPL	2012029901	\$199.57	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-009-12400 INS/EMPL	2012029901	\$95.50	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-010-12400 INS/EMPL	2012029901	\$48.57	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-011-12400 INS/EMPL	2012029901	\$2.45	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-015-12400 INS/EMPL	2012029901	\$108.56	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-016-12400 INS/EMPL	2012029901	\$1.22	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-018-12400 INS/EMPL	2012029901	\$568.52	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-019-12400 INS/EMPL	2012029901	\$162.84	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-025-12400 INS/EMPL	2012029901	\$1,833.30	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-026-12400 INS/EMPL	2012029901	\$69.79	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 001-027-12400 INS/EMPL	2012029901	\$48.57	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 020-016-12400 INS/EMPL	2012029901	\$256.71	DENTAL AND VISION
011047	11/19/2020 HEALTH RESOURCES, INC.	E 016-021-12400 INS/EMPL	2012029901	\$93.47	DENTAL AND VISION
011048	11/19/2020 HFI MECHANICAL CONTRA	E 001-008-31400 BUILDING	C007322	\$992.00	QUARTERLY INSPECTION
011048	11/19/2020 HFI MECHANICAL CONTRA	E 001-008-31400 BUILDING	W61493	\$345.00	CHILLER 2 FAULT
011048	11/19/2020 HFI MECHANICAL CONTRA	E 001-008-31400 BUILDING	W61494	\$481.40	STORM SEWER PUMP DO
011048	11/19/2020 HFI MECHANICAL CONTRA	E 001-008-31400 BUILDING	W61381	\$185.00	WATER LEAK CHILLERS D
011049	11/19/2020 HUNTINGTON NATIONAL B	E 030-005-31700 ADMIN/A	28506	\$250.00	GENERAL OBLIGATION B
011050	11/19/2020 INDIANA DEPT WORKFOR	E 001-005-12200 UNEMPL		\$5,219.35	ASSESSMENT OF BENEFI
011051	11/19/2020 KANOPY INC	E 001-018-38450 DATABAS	203217	\$3,013.00	DATABASE
011051	11/19/2020 KANOPY INC	E 001-018-38450 DATABAS	206711	\$3,299.00	DATABASE
011051	11/19/2020 KANOPY INC	E 001-018-38450 DATABAS	211528	\$3,117.00	DATABASE
011051	11/19/2020 KANOPY INC	E 001-018-38450 DATABAS	216020	\$2,816.00	DATABASE
011052	11/19/2020 KLEINDORFER HDWE	E 001-008-23200 PAINT/PA	651224	\$12.57	PAN LINERS AND ROLLER
011052	11/19/2020 KLEINDORFER HDWE	E 001-008-23100 BUILDING	655443	\$5.00	CONCRETE MIX
011053	11/19/2020 KOORSEN PROTECTION S	E 001-008-31400 BUILDING	3803838	\$1,571.20	INSPECTION & EXCHANG
011054	11/19/2020 MENARDS - BLOOMINGTO	E 001-008-23100 BUILDING	59666	\$99.00	FALL PROTECTION KIT
011054	11/19/2020 MENARDS - BLOOMINGTO	E 001-008-23200 PAINT/PA	59666	\$31.17	DRYWALL PRIMER
011054	11/19/2020 MENARDS - BLOOMINGTO	E 001-008-23400 COVID S	58980	\$131.85	VARIOUS TOOLS
011054	11/19/2020 MENARDS - BLOOMINGTO	E 001-008-23100 BUILDING	58980	\$32.93	VARIOUS
011054	11/19/2020 MENARDS - BLOOMINGTO	E 001-008-23400 COVID S	59421	\$119.97	ACRYLIC SHEET
011054	11/19/2020 MENARDS - BLOOMINGTO	E 001-008-23100 BUILDING	59421	\$32.09	PANELS
011054	11/19/2020 MENARDS - BLOOMINGTO	E 001-008-22100 CLEANIN	58704	\$30.54	SOAP
011054	11/19/2020 MENARDS - BLOOMINGTO	E 001-008-23100 BUILDING	58704	\$182.29	MISC
011054	11/19/2020 MENARDS - BLOOMINGTO	E 001-008-23100 BUILDING	59837	\$4.47	FLOOR TAPE & SWEEPER

# MONROE COUNTY PUBLIC LIBRARY

12/07/20 10:50 AM

Page 10

## \*Paid Check Register

Check	Search Name	Account	Invoice	Amount	Comments
011054	11/19/2020 MENARDS - BLOOMINGTO	E 016-008-21350 GENERA	59837	\$439.00	ARCHER GRANT
011054	11/19/2020 MENARDS - BLOOMINGTO	E 001-008-23100 BUILDING	59421	\$5.97	SAMPLES
011054	11/19/2020 MENARDS - BLOOMINGTO	E 001-008-23400 COVID S	59421	\$146.09	PVC PANEL & ACRYLIC S
011055	11/19/2020 MIDWEST PRESORT SERV	E 001-004-32200 POSTAG	58543	\$654.22	PICKUP/DELIVERY/POSTA
011056	11/19/2020 MONSTER TRASH	E 001-008-31500 MAINTEN	3505823	\$135.07	MAIN AND ELL
011056	11/19/2020 MONSTER TRASH	E 001-014-31500 MAINTEN	3505823	\$51.95	MAIN AND ELL
011057	11/19/2020 NATURES WAY, INC.	E 001-014-31400 BUILDING	51105	\$500.00	MOWING AND LABOR
011058	11/19/2020 PATTY CALLISON	E 019-025-31000 PERFOR		\$250.00	FESTIVAL OF GHOST STO
011059	11/19/2020 QUILL CORPORATION	E 001-008-23100 BUILDING	12156805	\$8.96	HARDBOARD PANELS
011059	11/19/2020 QUILL CORPORATION	E 001-025-21350 GENERA	12156334	\$114.48	JOB TICKET HOLDERS
011059	11/19/2020 QUILL CORPORATION	E 001-004-21300 OFFICE S	12125529	\$34.16	ENERGEL PENS
011059	11/19/2020 QUILL CORPORATION	E 001-004-21300 OFFICE S	12195943	\$147.72	PAPER ROLLS
011060	11/19/2020 RICOH USA, INC. (IL)	E 001-025-21400 DUPLICA	5060733616	\$23.88	METER READING COPIER
011061	11/19/2020 SAMS CLUB/SYNCHRONY	E 001-008-23400 COVID S		\$80.82	CC BILL
011061	11/19/2020 SAMS CLUB/SYNCHRONY	E 019-008-21350 GENERA		\$37.94	CC BILL
011062	11/19/2020 SMALL TREE COMMUNICA	E 020-016-31500 MAINTEN	10235	\$6,328.00	ONLINE STORAGE
011063	11/19/2020 VERIZON WIRELESS	E 001-015-32100 TELEPHO	9865807494	\$120.03	BKM DATALINES
011064	11/20/2020 AMERICAN UNITED LIFE (4	E 001-005-12420 EMPLOY		\$2,514.80	CONTRIBUTION
011065	11/30/2020 NIGHT OWL PROMOTIONS	E 001-008-22800 UNIFORM	E12401	\$693.97	SHIRTS
011065	11/30/2020 NIGHT OWL PROMOTIONS	E 001-008-22800 UNIFORM	S12403	\$273.60	VESTS
<b>Grand Total</b>				<b>\$3,494,190.33</b>	

TO: Monroe County Public Library – Board of Trustees  
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager  
RE: Personnel Report  
DATE December 16, 2020

### **Beginning Employment**

- Anna Hsiao, Community & Customer Engagement, Information Assistant, Pay Grade 3, 20 hours per week effective November 30, 2020.

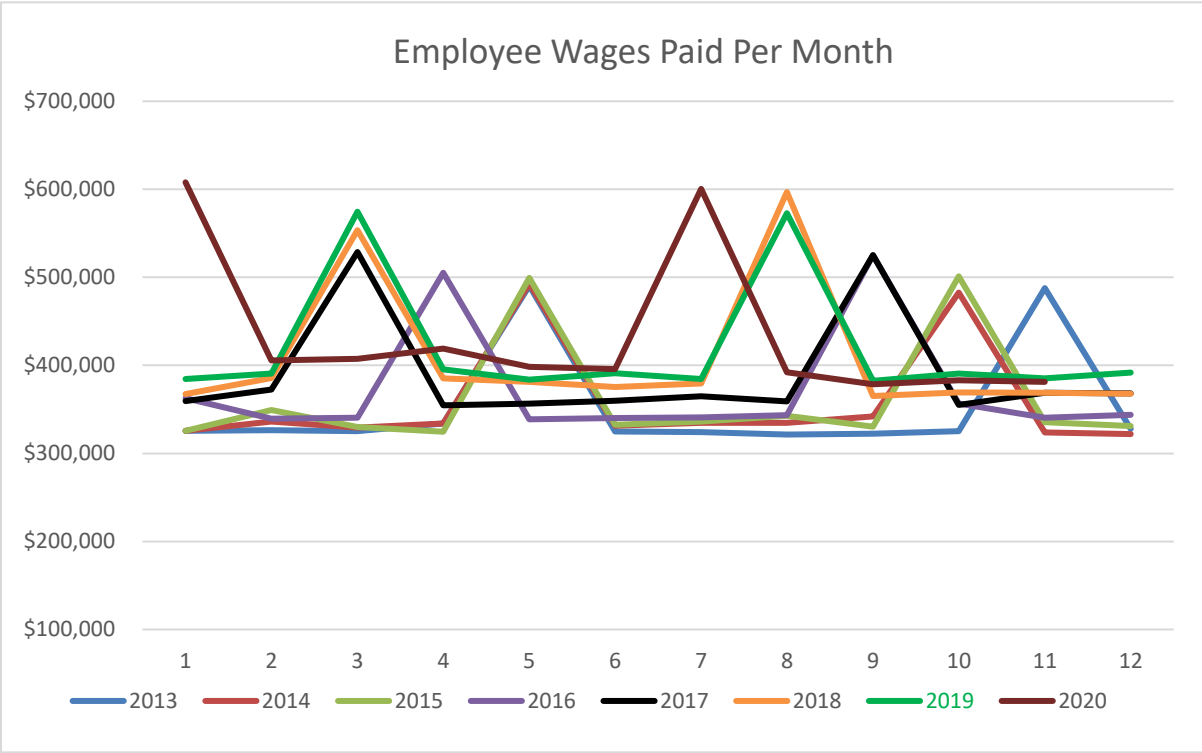
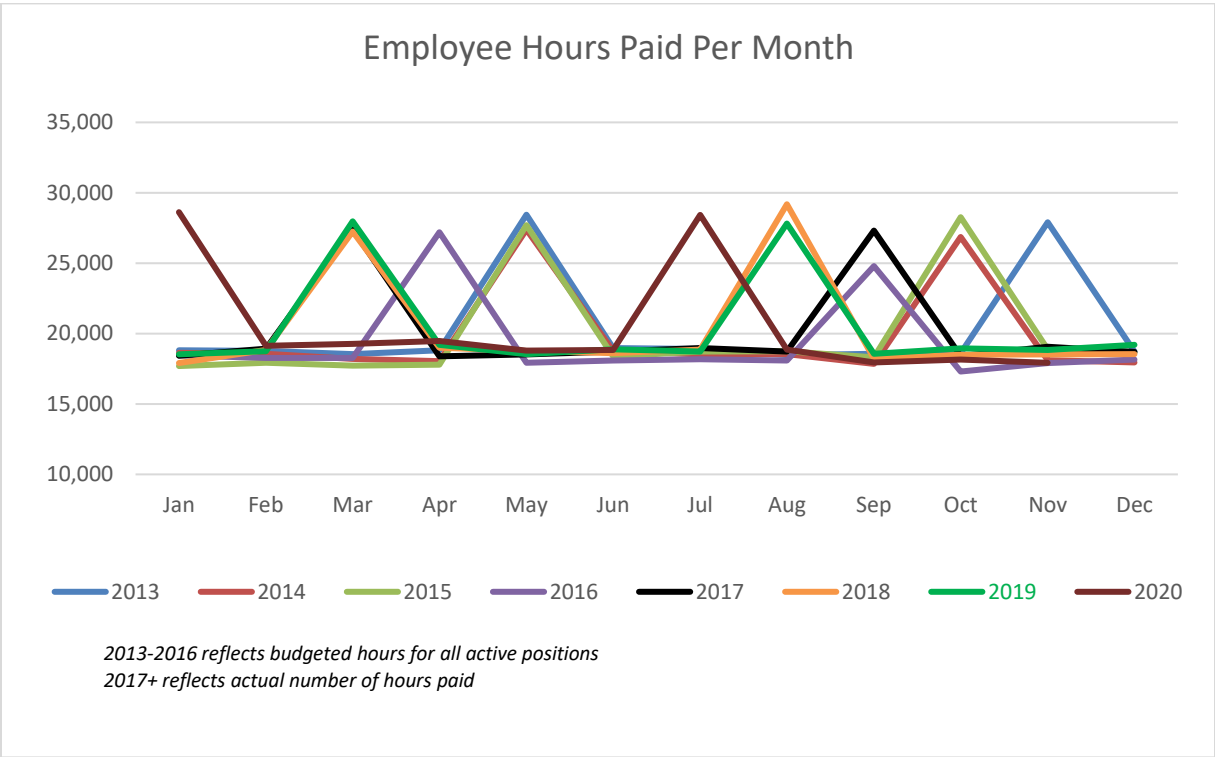
### **Ending Employment**

- Morning Wilder, Community & Customer Engagement, Librarian, Pay Grade 8, 37.5 hours per week effective November 23, 2020.

### **Job Changes**

- Mikayla Ortell, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week to Community & Customer Engagement, Information Assistant, Pay Grade 3, 20 hours per week effective November 30, 2020.
- Steph Niemeyer, Access & Content Services, Assistant Manager, Pay Grade 9, 37.5 hours per week to Access & Content Services, Manager, Pay Grade 10, 37.5 hours per week effective November 23, 2020.
- Erica Anderson, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week to Access & Content Services, Senior Material Handler, Pay Grade 3, 25 hours per week effective December 7, 2020.





Pay Date 11/06/20  
 Pay Period 10/12/20 to 10/25/2020

### Employee Earnings Report by Pay Date

#	Fund Type	Employee Name	Status	Title	Unit
1	Operating	Anderson, Erica A.	A	Materials Handler	ACCESS & CONTENT
2		Bergin, Cheryl L.	A	Materials Handler	ACCESS & CONTENT
3		Bredemeyer, Sara A.	A	Materials Handler	ACCESS & CONTENT
4		Cagle, Alia M.	A	Materials Handler	ACCESS & CONTENT
5		Hagan, Elizabeth A.	A	Materials Handler	ACCESS & CONTENT
6		Hines, Michelle L.	A	Materials Handler	ACCESS & CONTENT
7		Horton, Samantha M.	A	Materials Handler	ACCESS & CONTENT
8		Koester, William D.	A	Materials Handler	ACCESS & CONTENT
9		Kopper, Sarah E.	A	Materials Handler	ACCESS & CONTENT
10		Kowalchuk, Jason M.	A	Materials Handler	ACCESS & CONTENT
11		Lenox, Caitlin C.	A	Materials Handler	ACCESS & CONTENT
12		Marino, Steven J.	A	Materials Handler	ACCESS & CONTENT
13		McDermott-Sipe, Elias F.	A	Materials Handler	ACCESS & CONTENT
14		Moore, Dean C.	A	Materials Handler	ACCESS & CONTENT
15		Mullens, Anna M.	A	Materials Handler	ACCESS & CONTENT
16		Ortell, Mikayla G.	A	Materials Handler	ACCESS & CONTENT
17		Polley, Elizabeth A.	A	Materials Handler	ACCESS & CONTENT
18		Rauh, Therese	A	Materials Handler	ACCESS & CONTENT
19		Ruch, Cassie M.	A	Materials Handler	ACCESS & CONTENT
20		Schrougham, Auston W.	A	Materials Handler	ACCESS & CONTENT
21		Scouten, Adam R.	A	Materials Handler	ACCESS & CONTENT
22		Smith, Karen S.	A	Materials Handler	ACCESS & CONTENT
23		Snell, Avalon M.	A	Materials Handler	ACCESS & CONTENT
24		Williams, Maxwell E.	A	Materials Handler	ACCESS & CONTENT
25		Balzer, Cynthia L.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
26		Brewington, Emily D.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
27		Cagle, Chantal G.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
28		Duneman, Katharine A.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
29		Greene, Troy J.	A	Security Technician	BUILDING SRV-SECURITY
30		Hutt, Margaret M.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
31		Jackson, Ross A.	A	Security Technician	BUILDING SRV-SECURITY
32		Lucas, Darryl L.	T	Information Assistant	COMMUNITY & CUSTOMER ENGA
33		Polley, Claudia M.	A	Custodian	BUILDING SRV-MAINTENANCE
34		Price, Daniel A.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
35		Purcell, Emily S.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
36		Rogers, Addison C.	A	CATS-Master Control Op	CATS
37		Shipley, Martin D.	A	Custodian	BUILDING SRV-MAINTENANCE
38		Sinex, Lucas C.	A	Information Tech Asst	INFORMATION TECHNOLOGY
39		Snider, Benjamin B.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
40		Thomas, Deborah D.	A	Custodian	BUILDING SRV-MAINTENANCE
41		Thornburg, Jonathan W.	A	Security Technician	BUILDING SRV-SECURITY
42		Weaver, William C.	A	Web Support	COMMUNICATIONS/MARKETI CM
43		Wright, Megan B.	A	Graphic Designer Spec	COMMUNICATIONS/MARKETI CM
44		Bowman-Sarkisian, Shannon	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
45		Clark, Craig J.	A	Senior Materials Handler	ACCESS & CONTENT
46		Ellis, William P.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
47		Hoagland, Ian M.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
48		Jenness, Claire L.	A	Senior Materials Handler	ACCESS & CONTENT
49		Jenness, Lillian M.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
50		Mounlio, Daniel T.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
51		Pendley, Marc T.	A	Custodian	BUILDING SRV-MAINTENANCE
52		Tincher, Cheryl L.	A	Custodian	BUILDING SRV-MAINTENANCE
53		Vollmar, Justin M.	A	CATS - Production Asst	CATS
54		Wise, Laura E.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
55		Lenn, Tracy M.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
56		Adams, Meghan E.	A	Copy Cataloger Asst	ACCESS & CONTENT
57		Arnholter, Ellen P.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
58		Baker, Kimberly A.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
59		Baugh, Ned T.	A	Info Technology MGR	INFORMATION TECHNOLOGY
60		Blanchard, Annise D.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
61		Brown, Erica N.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
62		Bruecks, Melissa E.	A	CoCu Assistant Manager	COMMUNITY & CUSTOMER ENGA
63		Carson, Grier E.	A	Director - Associate	ADMIN-ASSOCIATE DIRECTOR



Pay Date 11/06/20  
Pay Period 10/12/20 to 10/25/2020

### Employee Earnings Report by Pay Date

64	Carter, Kenneth B.	A	Senior Materials Handler	ACCESS & CONTENT
65	Caswell, Amy M.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
66	Caswell, Joshua A.	A	Subject Expert	COMMUNITY & CUSTOMER ENGA
67	Champelli, Lisa M.	A	Childrens Strat	STRATEGIST-CHILDREN/ SE
68	Champion, Michael C.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
69	Cheek, Jared P.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
70	Clark, Marion C.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
71	Cooper, Burl	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
72	Crane, Deanna J.	A	Custodian	BUILDING SRV-MAINTENANCE
73	Dockerty, Katelynn E.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
74	Duffy, Dana R.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
75	Dunnuck, Aubrey R.	A	Visual Marketing Special	COMMUNICATIONS/MARKETI CM
76	Duszynski, Paul A.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
77	Fallwell, Edwin M.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
78	Friesel, Christine E.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
79	Gesten, Joshua F.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
80	Graham, Elsie W.	T	Financial Assistant	ADMIN-FINANCE
81	Gray, Elizabeth L.	A	Adult Strategist	STRATEGIST-ADULT/ SERVI
82	Gray, Marla S.	A	Human Resources Spec	ADMIN-HUMAN RESOURCES
83	Gray-Overtoom, Paula E.	A	Web Administrator	COMMUNICATIONS/MARKETI CM
84	Green, Cheryl R.	A	Librarian Cataloger	ACCESS & CONTENT
85	Greene, Ronald	A	Custodian	BUILDING SRV-MAINTENANCE
86	Hoffman, Jennifer L.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
87	Hosler, Christopher A.	A	Program-Branch Strat	STRATEGIST-PROGRAM/B
88	Hosler, Virginia J.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
89	Hussey, Amanda L.	A	Communications/Mrkt MGR	COMMUNICATIONS/MARKETI CM
90	Jackson, Christopher B.	A	Special Audience Strat	STRATEGIST-SPECIAL AUDIEN
91	Johnson, Michael J.	A	Security Technician	BUILDING SRV-SECURITY
92	Kelly, Bruce W.	A	Maintenance Expert	BUILDING SRV-MAINTENANCE
93	Kinser, Julia L.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
94	Leibacher, Brian J.	A	BLDS MGR	BUILDING SRV-MAINTENANCE
95	Lettelleir, Gary P.	A	MGR Finance	ADMIN-FINANCE
96	Lovings, Jacqueline D.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
97	MacDowell, Kevin S.	A	Teen/Digital Create Strat	STRATEGIST-TEENS/DC
98	Macklin, Rachel A.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
99	Martin, Loraine K.	A	Admin. Coordinator	ADMIN-BUS OFFICE
100	Matney, Jason L.	A	BLDS Asst Mgr	BUILDING SRV-MAINTENANCE
101	Mestre, Amber C.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
102	Mosora, John P.	T	Maintenance Assistant	BUILDING SRV-MAINTENANCE
103	Mullis, Cody H.	A	Information Tech Spec	INFORMATION TECHNOLOGY
104	Neer, Matthew M.	A	CoCu Assistant Manager	COMMUNITY & CUSTOMER ENGA
105	Niemeyer, Stephanie R.	A	Access & Content Asst Mgr	ACCESS & CONTENT
106	Ody, Martha F.	A	Librarian Selector	ACCESS & CONTENT
107	Ott, Samuel W.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
108	Overman, Roberta J.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
109	Paull, Jonathon J.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
110	Phillips, Amanda E.	A	Senior Materials Handler	ACCESS & CONTENT
111	Rome, M Brandon	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
112	Ruddick, Jane	A	Librarian Selector	ACCESS & CONTENT
113	Salvaggio, Elizabeth A.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
114	Schwegman, Vanessa M.	A	Information Tech Analyst	INFORMATION TECHNOLOGY
115	Scott, Sarah A.	A	Graphic Designer Spec	COMMUNICATIONS/MARKETI CM
116	Sims, James L.	A	Security Technician	BUILDING SRV-SECURITY
117	Slater, Andrew R.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
118	Smith, Benjamin E.	A	Security Technician	BUILDING SRV-SECURITY
119	Sneed, Christine M.	A	Copy Cataloger Asst	ACCESS & CONTENT
120	Sowder, Christa N.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
121	Stacy, Ryan P.	A	Librarian Selector	ACCESS & CONTENT
122	Starks-Dyer, Kathleen R.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
123	Swinson, Barbara M.	A	Professional Devel Strat	STRATEGIST-PROFESSION
124	Thompson, Timothy J.	A	Acquisitions Technician	ACCESS & CONTENT
125	Todd, Hunter A.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
126	Turrentine, Bethany G.	A	Vital Coordinator	COMMUNITY & CUSTOMER ENGA
127	Wallace, Pamela J.	A	Financial Assistant	ADMIN-FINANCE
128	White, Pamela K.	A	Acquisitions Specialist	ACCESS & CONTENT

Pay Date 11/06/20  
 Pay Period 10/12/20 to 10/25/2020

### Employee Earnings Report by Pay Date

129	Wickemeyer-Hardy, Kyle A.	A	MGR Human Resources	ADMIN-HUMAN RESOURCES
130	Wilder, Morning	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
131	Wolf, Joshua	A	CoCu MGR	COMMUNITY & CUSTOMER ENGA
132	Wood, Marilyn D.	A	Director	ADMIN - DIRECTOR

<b>Sub-Total Operating Fund</b>	<b>\$168,998.60</b>	<b>7,952.66</b>
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	Fund Type	Employee Name	Status	Title	Unit
1	Special	Arena, Nile J.	A	CATS-Master Control Op	CATS
2	Revenue	Muyskens-Toth, Casey L.	A	CATS-Master Control Op	CATS
3		Torneo, Samuel J.	A	CATS-Master Control Op	CATS
4		Horton, Israel H.	A	CATS - Production Asst	CATS
5		Miller, Thomas J.	A	CATS - Production Asst	CATS
6		Myers, Glenn J.	T	CATS - Production Asst	CATS
7		Noel, Jarrett A.	A	CATS - Production Asst	CATS
8		Adams, Michael D.	A	CATS - Production Asst	CATS
9		Burns, Michael F.	A	FL Bookstore Oper	FRIENDS OF THE LIBRARY
10		ONeill, Martin	A	CATS Asst Mgr Production	CATS
11		Regoli, Mary Jean	A	FOL Office Manager	FRIENDS OF THE LIBRARY
12		Stillwell, Adam A.	A	CATS Asst Mgr Program	CATS
13		Stockwell, Robert R.	A	CATS Equip Oper Expert	CATS
14		Walter, David P.	A	CATS - Production Asst	CATS
15		White, Michael B.	A	CATS General MGR	CATS
	<b>Sub-Total Special Fund</b>			<b>\$18,988.23</b>	<b>905.25</b>
	<b>Grand Total</b>			<b>\$187,986.83</b>	<b>8,857.91</b>

Pay Date 11/20/20  
 Pay Period 10/26/20 to 11/08/2020

### Employee Earnings Report by Pay Date

#	Fund Type	Employee Name	Status	Title	Unit
1	Operating	Anderson, Erica A.	A	Materials Handler	ACCESS & CONTENT
2		Bergin, Cheryl L.	A	Materials Handler	ACCESS & CONTENT
3		Bredemeyer, Sara A.	A	Materials Handler	ACCESS & CONTENT
4		Cagle, Alia M.	A	Materials Handler	ACCESS & CONTENT
5		Hagan, Elizabeth A.	A	Materials Handler	ACCESS & CONTENT
6		Hines, Michelle L.	A	Materials Handler	ACCESS & CONTENT
7		Horton, Samantha M.	A	Materials Handler	ACCESS & CONTENT
8		Koester, William D.	A	Materials Handler	ACCESS & CONTENT
9		Kopper, Sarah E.	A	Materials Handler	ACCESS & CONTENT
10		Kowalchuk, Jason M.	A	Materials Handler	ACCESS & CONTENT
11		Lenox, Caitlin C.	A	Materials Handler	ACCESS & CONTENT
12		Marino, Steven J.	A	Materials Handler	ACCESS & CONTENT
13		McDermott-Sipe, Elias F.	A	Materials Handler	ACCESS & CONTENT
14		Moore, Dean C.	A	Materials Handler	ACCESS & CONTENT
15		Mullens, Anna M.	A	Materials Handler	ACCESS & CONTENT
16		Ortell, Mikayla G.	A	Materials Handler	ACCESS & CONTENT
17		Polley, Elizabeth A.	A	Materials Handler	ACCESS & CONTENT
18		Rauh, Therese	A	Materials Handler	ACCESS & CONTENT
19		Ruch, Cassie M.	A	Materials Handler	ACCESS & CONTENT
20		Schrougham, Auston W.	A	Materials Handler	ACCESS & CONTENT
21		Scouten, Adam R.	A	Materials Handler	ACCESS & CONTENT
22		Smith, Karen S.	A	Materials Handler	ACCESS & CONTENT
23		Snell, Avalon M.	A	Materials Handler	ACCESS & CONTENT
24		Williams, Maxwell E.	A	Materials Handler	ACCESS & CONTENT
25		Balzer, Cynthia L.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
26		Brewington, Emily D.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
27		Cagle, Chantal G.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
28		Duneman, Katharine A.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
29		Greene, Troy J.	A	Security Technician	BUILDING SRV-SECURITY
30		Hutt, Margaret M.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
31		Jackson, Ross A.	A	Security Technician	BUILDING SRV-SECURITY
32		Polley, Claudia M.	A	Custodian	BUILDING SRV-MAINTENANCE
33		Price, Daniel A.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
34		Purcell, Emily S.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
35		Rogers, Addison C.	A	CATS-Master Control Op	CATS
36		Shipley, Martin D.	A	Custodian	BUILDING SRV-MAINTENANCE
37		Sinex, Lucas C.	A	Information Tech Asst	INFORMATION TECHNOLOGY
38		Snider, Benjamin B.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
39		Thomas, Deborah D.	A	Custodian	BUILDING SRV-MAINTENANCE
40		Thornburg, Jonathan W.	A	Security Technician	BUILDING SRV-SECURITY
41		Weaver, William C.	A	Web Support	COMMUNICATIONS/MARKETI CM
42		Wright, Megan B.	A	Graphic Designer Spec	COMMUNICATIONS/MARKETI CM
43		Bowman-Sarkisian, Shannon	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
44		Clark, Craig J.	A	Senior Materials Handler	ACCESS & CONTENT
45		Ellis, William P.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
46		Hoagland, Ian M.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
47		Jenness, Claire L.	A	Senior Materials Handler	ACCESS & CONTENT
48		Jenness, Lillian M.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
49		Mounlio, Daniel T.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
50		Pendley, Marc T.	A	Custodian	BUILDING SRV-MAINTENANCE
51		Tincher, Cheryl L.	A	Custodian	BUILDING SRV-MAINTENANCE
52		Vollmar, Justin M.	A	CATS - Production Asst	CATS
53		Wise, Laura E.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
54		Lenn, Tracy M.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
55		Adams, Meghan E.	A	Copy Cataloger Asst	ACCESS & CONTENT
56		Arnholtz, Ellen P.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
57		Baker, Kimberly A.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
58		Baugh, Ned T.	A	Info Technology MGR	INFORMATION TECHNOLOGY
59		Blanchard, Annise D.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
60		Brown, Erica N.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
61		Bruecks, Melissa E.	A	CoCu Assistant Manager	COMMUNITY & CUSTOMER ENGA
62		Carson, Grier E.	A	Director - Associate	ADMIN-ASSOCIATE DIRECTOR
63		Carter, Kenneth B.	A	Senior Materials Handler	ACCESS & CONTENT

Pay Date 11/20/20  
 Pay Period 10/26/20 to 11/08/2020

### Employee Earnings Report by Pay Date

64	Caswell, Amy M.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
65	Caswell, Joshua A.	A	Subject Expert	COMMUNITY & CUSTOMER ENGA
66	Champelli, Lisa M.	A	Childrens Strat	STRATEGIST-CHILDREN/ SE
67	Champion, Michael C.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
68	Cheek, Jared P.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
69	Clark, Marion C.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
70	Cooper, Burl	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
71	Crane, Deanna J.	A	Custodian	BUILDING SRV-MAINTENANCE
72	Dockerty, Katelynn E.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
73	Duffy, Dana R.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
74	Dunnuck, Aubrey R.	A	Visual Marketing Special	COMMUNICATIONS/MARKETI CM
75	Duszynski, Paul A.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
76	Fallwell, Edwin M.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
77	Friesel, Christine E.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
78	Gesten, Joshua F.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
79	Gray, Elizabeth L.	A	Adult Strategist	STRATEGIST-ADULT/ SERVI
80	Gray, Marla S.	A	Human Resources Spec	ADMIN-HUMAN RESOURCES
81	Gray-Overtom, Paula E.	A	Web Administrator	COMMUNICATIONS/MARKETI CM
82	Green, Cheryl R.	A	Librarian Cataloger	ACCESS & CONTENT
83	Greene, Ronald	A	Custodian	BUILDING SRV-MAINTENANCE
84	Hoffman, Jennifer L.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
85	Hosler, Christopher A.	A	Program-Branch Strat	STRATEGIST-PROGRAM/B
86	Hosler, Virginia J.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
87	Hussey, Amanda L.	A	Communications/Mrkt MGR	COMMUNICATIONS/MARKETI CM
88	Jackson, Christopher B.	A	Special Audience Strat	STRATEGIST-SPECIAL AUDIEN
89	Johnson, Michael J.	A	Security Technician	BUILDING SRV-SECURITY
90	Kelly, Bruce W.	A	Maintenance Expert	BUILDING SRV-MAINTENANCE
91	Kinser, Julia L.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
92	Leibacher, Brian J.	A	BLDS MGR	BUILDING SRV-MAINTENANCE
93	Lettelleir, Gary P.	A	MGR Finance	ADMIN-FINANCE
94	Lovings, Jacqueline D.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
95	MacDowell, Kevin S.	A	Teen/Digital Create Strat	STRATEGIST-TEENS/DC
96	Macklin, Rachel A.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
97	Martin, Loraine K.	A	Admin. Coordinator	ADMIN-BUS OFFICE
98	Matney, Jason L.	A	BLDS Asst Mgr	BUILDING SRV-MAINTENANCE
99	Mestre, Amber C.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
100	Mosora, John P.	T	Maintenance Assistant	BUILDING SRV-MAINTENANCE
101	Mullis, Cody H.	A	Information Tech Spec	INFORMATION TECHNOLOGY
102	Neer, Matthew M.	A	CoCu Assistant Manager	COMMUNITY & CUSTOMER ENGA
103	Niemeyer, Stephanie R.	A	Access & Content MGR	ACCESS & CONTENT
104	Ody, Martha F.	A	Librarian Selector	ACCESS & CONTENT
105	Ott, Samuel W.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
106	Overman, Roberta J.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
107	Paull, Jonathon J.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
108	Phillips, Amanda E.	A	Senior Materials Handler	ACCESS & CONTENT
109	Rome, M Brandon	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
110	Ruddick, Jane	A	Librarian Selector	ACCESS & CONTENT
111	Salvaggio, Elizabeth A.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
112	Schwegman, Vanessa M.	A	Information Tech Analyst	INFORMATION TECHNOLOGY
113	Scott, Sarah A.	A	Graphic Designer Spec	COMMUNICATIONS/MARKETI CM
114	Sims, James L.	A	Security Technician	BUILDING SRV-SECURITY
115	Slater, Andrew R.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
116	Smith, Benjamin E.	A	Security Technician	BUILDING SRV-SECURITY
117	Sneed, Christine M.	A	Copy Cataloger Asst	ACCESS & CONTENT
118	Sowder, Christa N.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
119	Stacy, Ryan P.	A	Librarian Selector	ACCESS & CONTENT
120	Starks-Dyer, Kathleen R.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
121	Swinson, Barbara M.	A	Professional Devel Strat	STRATEGIST-PROFESSION
122	Thompson, Timothy J.	A	Acquisitions Technician	ACCESS & CONTENT
123	Todd, Hunter A.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
124	Turrentine, Bethany G.	A	Vital Coordinator	COMMUNITY & CUSTOMER ENGA
125	Wallace, Pamela J.	A	Financial Assistant	ADMIN-FINANCE
126	White, Pamela K.	A	Acquisitions Specialist	ACCESS & CONTENT
127	Wickemeyer-Hardy, Kyle A.	A	MGR Human Resources	ADMIN-HUMAN RESOURCES
128	Wilder, Morning	A	Community Librarian	COMMUNITY & CUSTOMER ENGA

Pay Date 11/20/20  
 Pay Period 10/26/20 to 11/08/2020

### Employee Earnings Report by Pay Date

129	Wolf, Joshua	A	CoCu MGR	COMMUNITY & CUSTOMER ENGA
130	Wood, Marilyn D.	A	Director	ADMIN - DIRECTOR

<b>Sub-Total Operating Fund</b>	<b>\$174,148.51</b>	<b>8,159.50</b>
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	Fund Type	Employee Name	Status	Title	Unit
1	<b>Special</b>	Arena, Nile J.	A	CATS-Master Control Op	CATS
2	<b>Revenue</b>	Muyskens-Toth, Casey L.	A	CATS-Master Control Op	CATS
3		Torneo, Samuel J.	A	CATS-Master Control Op	CATS
4		Horton, Israel H.	A	CATS - Production Asst	CATS
5		Miller, Thomas J.	A	CATS - Production Asst	CATS
6		Myers, Glenn J.	T	CATS - Production Asst	CATS
7		Noel, Jarrett A.	A	CATS - Production Asst	CATS
8		Adams, Michael D.	A	CATS - Production Asst	CATS
9		Burns, Michael F.	A	FL Bookstore Oper	FRIENDS OF THE LIBRARY
10		ONeill, Martin	A	CATS Asst Mgr Production	CATS
11		Regoli, Mary Jean	A	FOL Office Manager	FRIENDS OF THE LIBRARY
12		Stillwell, Adam A.	A	CATS Asst Mgr Program	CATS
13		Stockwell, Robert R.	A	CATS Equip Oper Expert	CATS
14		Walter, David P.	A	CATS - Production Asst	CATS
15		White, Michael B.	A	CATS General MGR	CATS

<b>Sub-Total Special Fund</b>	<b>\$18,960.82</b>	<b>\$907.87</b>
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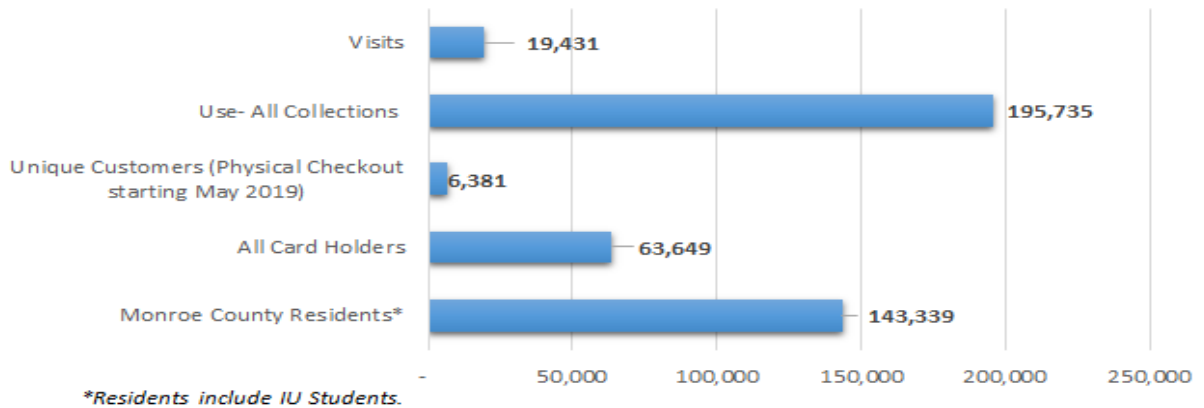
<b>Grand Total</b>	<b>\$193,109.33</b>	<b>\$907.87</b>
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## Director's Report November 2020

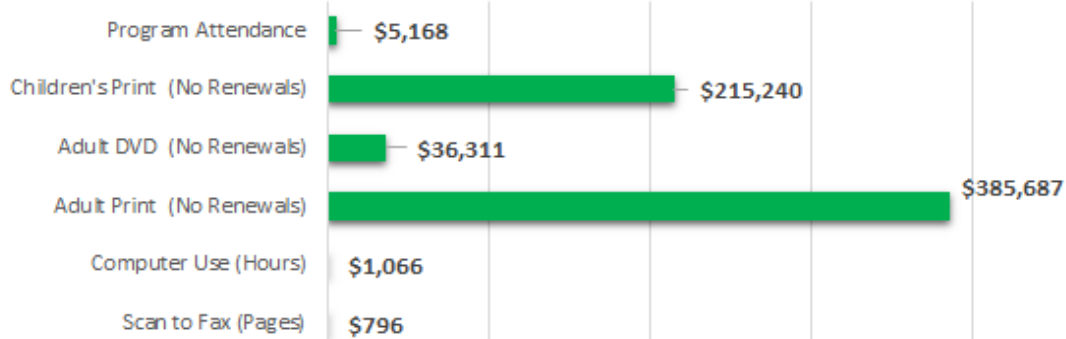
The Library averaged 670 visits per day and an overall visitor count of 19,431. Customers retrieved 95,336 digital collection items (a daily average of 3,177 items) and checked out or renewed 100,369 physical items (a daily average of 3,345 items). 6,381 unique individuals checked out an item and 16,422 unique users have checked out an item so far in 2020, 26% of the Library's total card holder population. The library added 289 new accounts. The library added 3254 items to the collection and deleted 3608 items.

### Snapshot of Customer Activities November 2020



304 attendees enjoyed one of 29 Library sponsored programs. 576 attendees watched one of 14 streaming recordings on the Library's YouTube channel. Customers used the Library's computers for 3,197 sessions, approximately 106 per day, for a total of 2,132 hours. The value of a few services offered by the Library is highlighted below.

### Sample of Value Impact Total \$644,268 November 2020



## Monroe County Public Library Strategic Direction 2018-2020

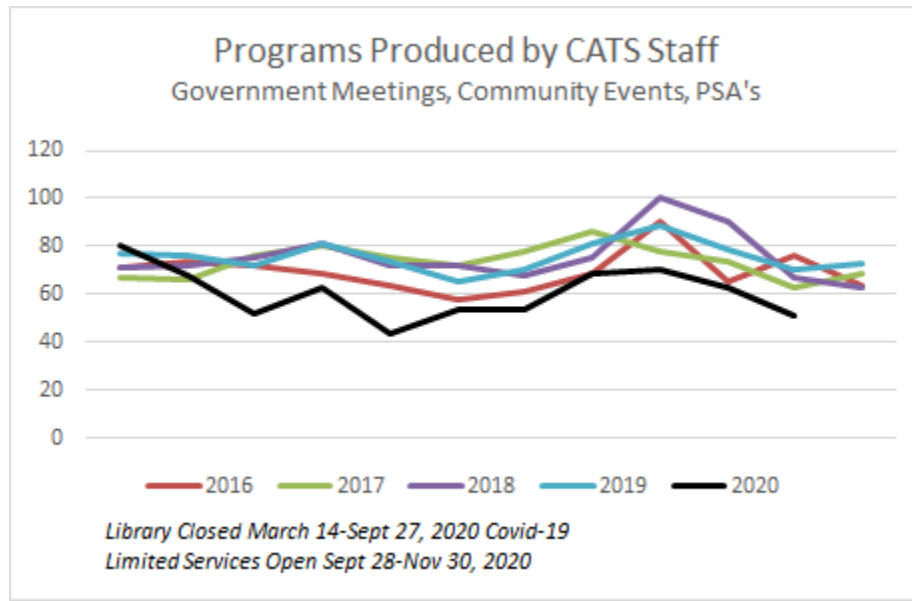
**Our Mission:** Monroe County Public Library strengthens our community and enriches lives by providing equitable access to information and opportunities to read, learn, connect, and create.

### Goal 1: Provide free, equitable and convenient access to information.

- Materials returns and holds requests picked up in November, seeing Materials Handlers at our Main library branch checking in 214 bins of returns with our AMH, which, including the processing of hold requests, equals nearly 75,500 items. Cart shelving turnaround times has remained consistent at the 48-hour mark through much of November with the exception of a noticeable spike in returns as the Fall Holiday arrived.
- We have seen a slight increase in daily holds requests after our transition to Curbside pickup, but are expecting a more substantial rise after the holidays.
- With the addition of two space heaters, a vinyl curtain to separate staff workspaces, and an external doorbell for patrons to ring when the doors are closed, we plan to continue Bookmobile service through the winter using our established curbside model. Many patrons are finding it convenient to place requests for a delivery that comes close to their homes and which doesn't require a reservation.
- The Library received 5 proposals for replacement options for our Outreach Van that visits senior and assisted living communities. We are evaluating them and hope to select a vendor in December.
- Media coverage included:
  - [The 10/30 issue of The Herald-Times featured a letter to the editor from the Bloomington Environmental and Tree commissions expressing appreciation for the new branch tree-related research and vote.](#)
  - [The weekly Herald-Times "At the Library" article was published on 11/5, featuring virtual events.](#)
  - [The Herald-Times published an article on 11/5/20 regarding the upcoming MCCSC land purchase Library Board vote.](#)
  - [The Herald-Times mentioned the Fall Hiking club in their 11/8/20 outdoor brief article.](#)
  - [The weekly Herald-Times "At the Library" article was published on 11/12, featuring our various all-ages virtual events.](#)
  - [The weekly Herald-Times "At the Library" article was published on 11/19, featuring this week's events.](#)
  - [The Herald-Times published an article on curbside pickup on November 23.](#)
  - [WFIU published an article and radio interview on November 25 regarding curbside pickup.](#)
- Newsletters included:
  - [A newsletter promoting adult virtual events was published on 11/2,](#) resulting in 12 signups for Indie Author Day, 14 signups for Budgeting Basics, and 26 signups for Tech Tools for Nonprofits. Tech Tools for Nonprofits was also featured in the Bloomington and Ellettsville area chamber newsletters.
  - [A newsletter went out in November featuring children's programming,](#) resulting in 15 registrations for Night Owl Storytime, 14 for Positive Parenting, 8 for ASL Storytime, and 4 for Tween Reads.
  - A [curbside pickup newsletter](#) was published on November 23.
  - A [Black Friday/Cyber Monday newsletter](#) was published on November 25, including [this fun video](#). There was a lot of positive feedback from the public on this campaign.
  - The Bloomington Housing and Neighborhood Development agreed to partner with the library by including relevant library news in their e-newsletters moving forward. This was a suggestion that came through the strategic planning community survey.
- Website updates:
  - Evanced events are now integrated into the public website site search.

- [Nonprofit Central webpages were updated to better showcase the resources available to local nonprofits.](#)
- In an effort to promote our 3D printer, patrons can now enter to win one of five 3D-printed objects from the Library through 12/31! [The website was updated to reflect this.](#)
- [A webpage was created to showcase the new Advancing Racial Equity Storytime and Juvenile Book Club Kits.](#)
- [The website](#) (and building signage) were updated to reflect the change to curbside service.
- [The website](#) (and building signage) were updated to change “social distancing” terminology to say “physical distancing”. The term can have unintended but detrimental effects, as it evokes negative feelings of being ignored, unwelcome, left alone with one's own fears, and even excluded from society.
- Consumer Reports was the featured eLibrary resource in November. We had 339 users go to the Consumer Reports site from one of our website pages vs. 306 in October. We also had 139 pageviews of our CR landing page vs. 44 in October.
- Website views had a decrease of 2.53% from last month (excluding the library catalog views) and are down 20.19% from November last year. Our most popular pages for November were the Library homepage, the Obituary Index, How to Use the Dewey Decimal System, eLibrary eBooks, and Hours and Locations. Additionally, the kids eLibrary list had 1,116 views (a large increase over the 323 views of the previous month). Several of our email newsletters resulted in over 500 direct clicks to our website.
- Social Media updates:
  - [A new LinkedIn page was created](#) in anticipation of a 2021 strategic action item to promote working at the library via LinkedIn.
  - On Instagram, we ended the month with 2,140 followers. Our most popular post of the month was [this photo of Henri](#), with info about the 24/7 Henri cam.
  - On Facebook, we ended the month with 6,796 followers. Our most popular post of the month was [our Black Friday video, shared on 11/25](#). The majority of the reach came from a paid boost. Flashback Friday and Throwback Thursday posts were huge this month. This [photo of the 1929 Bookmobile](#) was our second most popular post of the month.
  - On YouTube, we ended the month with 433 subscribers. Our most popular video of the month was our [Black Friday “advertisement”](#), made possible by the talented Addison Rogers of CATS. It was viewed 328 times with 4.5 hours of watch time and very high audience retention. Other popular videos published this month were [DIY Bleached Shirt Art](#), [Coffee with Friends with Ross Gay](#), and [Cooking with Miss Amy: Vegan Crème Brûlée](#).
  - On Twitter, our follower count rose to 1,848. The top tweet of the month was [a booklist share for National Indiana Day](#), with a retweet from the author Meg Cabot. We were also retweeted by two other prominent authors, [Jon Scieszka](#) and [Grace Lin](#) as part of our picture book month campaign. This was a separate fun mention: [“The HenriCam and two different election results sources are the only tabs I'm keeping open today:”](#)



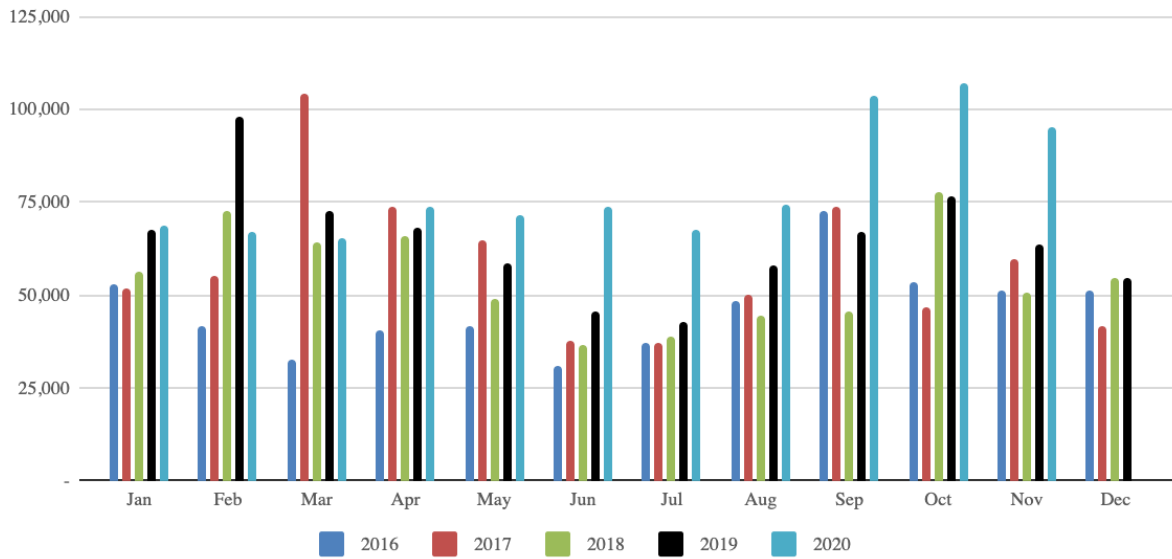


**Goal 2: Support reading, 21<sup>st</sup> century literacy, and lifelong learning.**

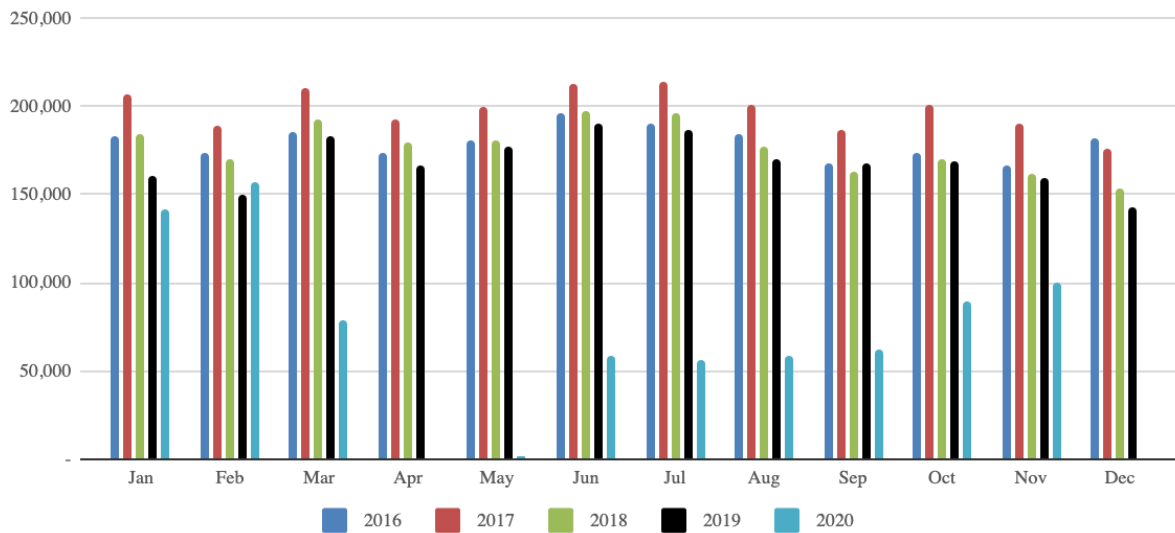
- Overall use of our eCollections was slightly lower in November than our record high October numbers. Freegal, Hoopla, Kanopy, Overdrive are still seeing very high use, and RBDigital (magazines) saw its second highest monthly use statistics! Print collection use is at its highest since March with numbers slowly coming closer to our pre-closure totals.
- Children's Librarians continue to present a variety of programs virtually for children and their caregivers: preschool classes in the Head Start program enjoy a short storytime with Librarian Dana Duffy over Zoom; nine children between the ages of 9-12 participated in a discussion about the Graphic Novel Guts and made a related craft with Librarian Kim Baker; and multiple families appreciated having an evening storytime program with Librarian Amy Caswell who presented Night Owl Storytime over Zoom. Several new participants joined Librarian Ginny Hosler's American Sign Language storytime for November - which focused on the vocabulary for colors - and one child in the audience has been to all of the ASL storytimes so far! Additionally, a teacher with students in a special education classroom at Templeton Elementary emailed Ginny after the program to report that three children and four adults participated in the program.
- The parent of a fourth grade student at Binford Elementary invited Children's Librarians to participate in the classroom's "First Chapter Fridays" program. The parent noted that her son asked to go to the Library to get the book the teacher had read aloud previously and thought Library staff would have some great titles to recommend, too. The student's teacher set up a Drop Box where librarians have saved recordings of themselves reading aloud. Both the teacher and the parent thanked the librarians for helping to introduce students to fun stories.
- While refilling the Little Free Library in Will Detmer Park with books, crafts, and dignity kits, Librarian Ginny Hosler noted that all items left in the Little Free Library the previous week had been taken. In return, Ginny found a completed craft from one of the kits left the previous week with a big "THANK YOU" written on it.
- Children's Librarians contacted county schools that had not yet received their allocation of eAccess cards. Cards were delivered to Seven Oaks Classical School, and distributed to their first through 12th grade students. Bloomington Montessori also received their cards and arranged a time for Children's Strategist Lisa Champelli to Zoom with a class to demonstrate how to use the cards with some of the Library's eResources.

- Families enjoyed discovering Take and Make Kits at the Children's Help Desk with seasonal themes. One person stopped in to tell staff how much they LOVED the friendship bracelet take and make craft and made bracelets for all of their friends and relatives.
- The Library celebrated National Novel Writing Month (NaNoWriMo) with "Compose Yourself: Group Therapy for NaNoWriMo Writers." These weekly meetings allowed local writers to connect and support one another as they created their own novel. Additional events to celebrate NaNoWriMo included an "Indie Author Day" interview with indie author of the year Jacqui Castle and a panel about writing in the midst of COVID.
- Librarian Annise Blanchard developed "Cozy Cat Reads" during November. They read the first chapter of a cozy mystery featuring a cat on the Library's YouTube channel to encourage interest in this mystery subgenre. *The Copycat Killing* by Darlene Ryan and *The Cat, the Vagabond, and the Victim* by Leann Sweeney are the titles they read from.
- Adult Take and Make kits continued to be a popular item in November. Librarian Erica Brown created kits helping patrons learn how to identify leaves and then how to use them to make a garland. Fifty kits went out into the community.
- In November Teen Services staff added technology themed/STEM kits to the already popular Take and Make kit offerings. TDC will now offer two different kits each month; an arts/craft themed kit at the beginning of the month, and STEM/technology themed kit at the middle of the month.
- TDC staff members have started periodically streaming movies during Discord open hours. These "pop-up" style movie programs have been popular and we've noticed that it's helped generate more conversation among our regular users. We plan to continue showing movies on a regular basis to diversify our offerings and draw in more teens. This is part of an ongoing push to evolve this new program/service to teens.
- The TDC Librarians have seen a marked increase in the use of the *What Do I Read Next?*, the teen focused personalized reading recommendations web form. We are glad that teens are finding this resource and reaching out for book suggestions. We also enjoy it because it allows us to connect teens to books again, even though they can't visit the Library.
- VITAL responded to 6 new requests for VITAL Services Online in November. Volunteers meet virtually with students to provide English Language groups and one to one tutoring. 59 learners are currently participating, which is a 65% decrease from November 2019. VITAL staff continue to provide instructional reference for volunteers and community members by email, phone or video conferencing. Most recent requests reflect the challenges of distance teaching, including:
  - Finding web-based resources for reading materials that include Lexile scores for a class at IU's Intensive English Program
  - Lesson planning and teaching resources for distance teaching
  - Selecting and organizing delivery of study materials for an inmate at the jail who is studying for the High School Equivalency Test
 High School Equivalency classes at the jail are temporarily suspended. To provide continued access to learning materials, VITAL purchased a full set of the Test of Adult Basic Education (TABE) study materials for the jail library.

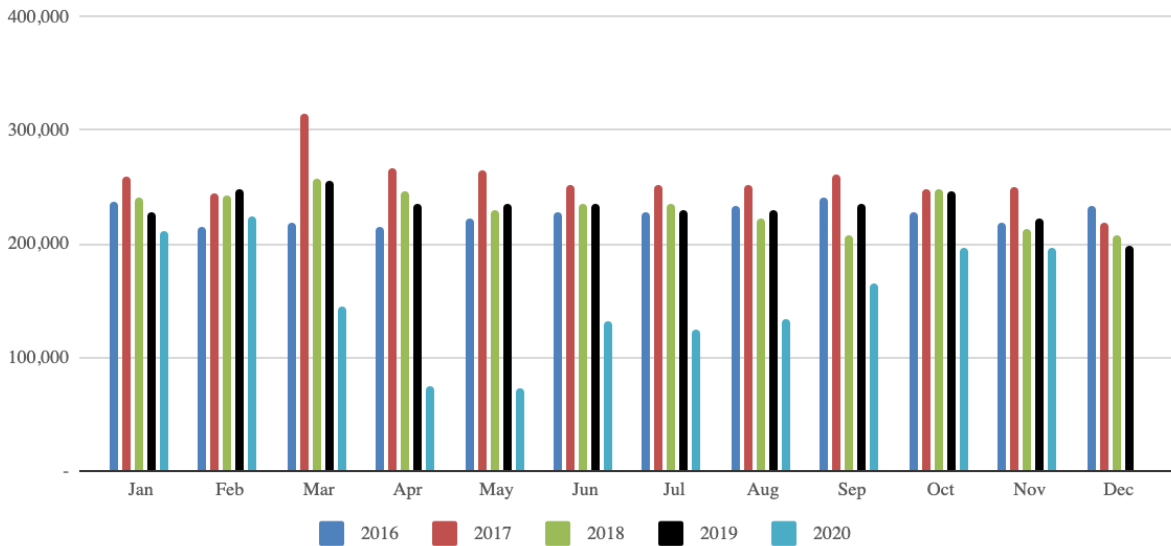
### Use: Digital Collections



### Use: Physical Collections

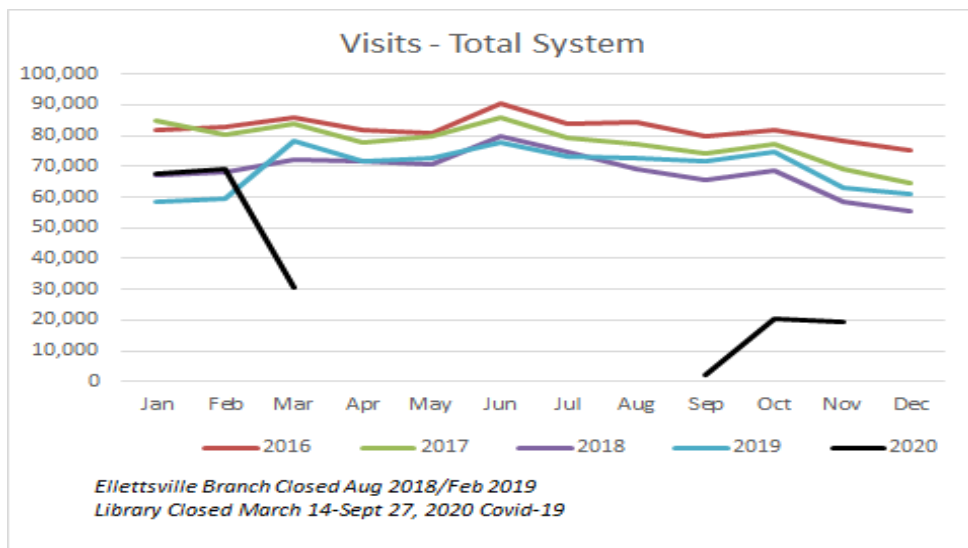


### Use: All Collections



### Goal 3: Provide a safe and welcoming place for all.

- TDC librarians are starting to see more teens jump on Discord to have conversations with each other. This is a change from when we began the server and staff did a lot of work to help generate conversations. We are pleased to see teens feel more comfortable talking with one another and using Discord as a social platform, without necessarily relying on TDC staff to be the conversation starters.
- Discord hours will be expanding starting on December 1st, every Tuesday and Thursday till 7pm. This project was a collaborative effort between Teen librarian Sam Ott, TDC Strategist Kevin MacDowell and CoCu manager Matt! Neer as we worked through procedural and scheduling hurdles. We are thrilled to have this expanded opportunity and will begin offering additional services, such as expanded video game programming, to take advantage of the extended hours.



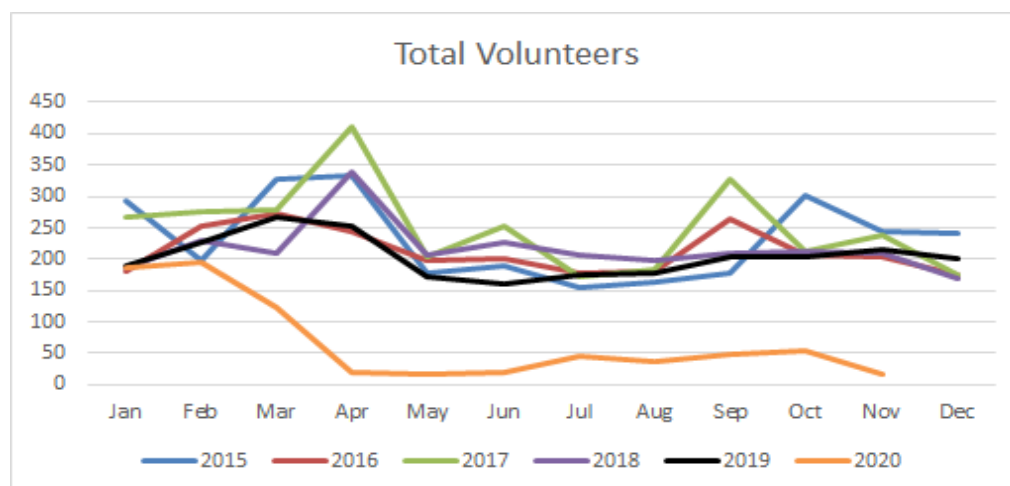
#### Goal 4: Promote a climate of civility, inclusiveness, and compassion.

- With the support of Communications and Marketing and Access and Content staff, Children's Librarians Ginny Hosler and Amy Caswell finalized book club and storytime kits, designed to help children and their caregivers talk about race issues. These kits were developed with funding from the Indiana Humanities' Advancing Racial Equity Collection Development grant. The kits were listed in the Library catalog and became available for borrowing in November. A staff member who checked one out to share with her young children reported that the books and companion discussion guides were very useful in helping her introduce some concepts to her children and learn helpful ways of discussing racial injustices. Children's staff contacted teachers and administrators at county schools, as well as afterschool care and church groups, to alert them of this new collection. The new kits also were promoted as a website highlight and on social media.
- Librarian Kim Baker and VITAL's Bethany Turrentine coordinated a Dyslexia Friendly Library training for MCPL staff using Google Classroom. So far, 29 staff have completed the training, and it will remain active on the Library staff development page for future participation. Pre and posttest surveys measured staff skills and knowledge related to dyslexia. After completing the training staff reported the following:
  - Understanding of dyslexia increased by 23%
  - Understanding of how dyslexia may impact an individual increased by 23%
  - Ability to help people with dyslexia feel welcome and supported in the Library increased by 33%.

The Google Classroom format provided a forum for interactive staff discussion about MCPL Neurodiversity Resources. This training is part of the ongoing Dyslexia Friendly Library initiative that will continue in 2021.

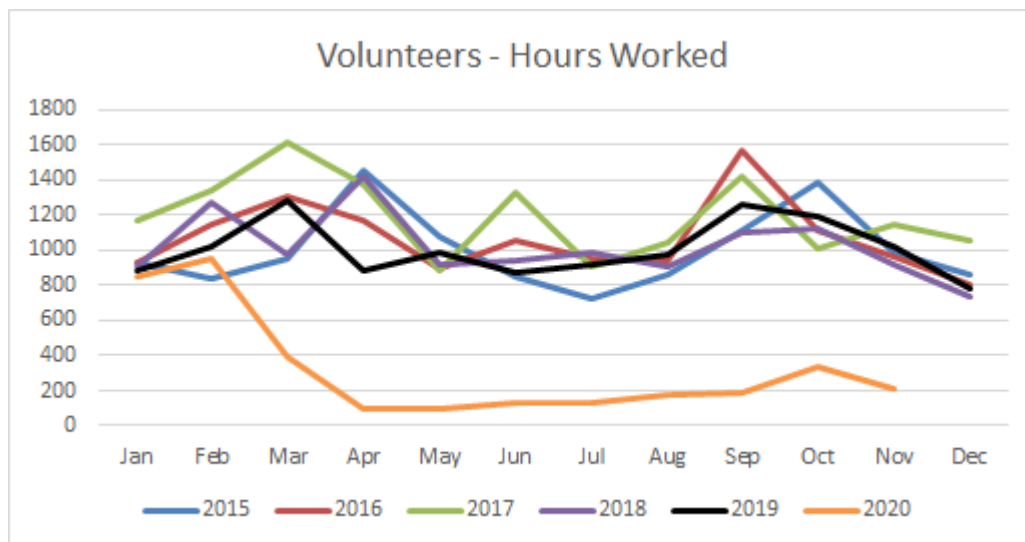
#### Community Engagement, Relationship Building, Partnerships and Stewardship

- WTIU hosted a "Conference on Aging" and invited Librarian Christine Friesel as a guest for the final episode which was attended by more than 100 people. Christine encouraged life-long learning and options to utilize library staff while the Indiana Room is closed due to COVID, as well as promoting the Indiana Room collection, genealogical standards, and online databases. She also answered questions about genealogy practices.
- As part of his work with the Bloomington Council for Community Accessibility, Chris Jackson submitted a survey report to the Monroe County Commissioners on barriers to access at County public buildings and will present the findings at their December meeting.
- Loraine Martin, the Library's Administrative and Volunteer Coordinator shares volunteer data through November 2020. The Library's volunteering has been greatly limited due to the pandemic.



2019 = ~204 monthly volunteers

2020 = ~191 (pre-pandemic January-February); ~42 currently (March-present)



2019: ~1006 volunteer hours per month; a total of 12,074 for the year

2020: ~326 volunteer hours per month; a total of 3,580 hours so far

Loraine continues in her roles as Library staff liaison on Friends of the Library (FoL) Bookstore Committee regarding volunteers and Bookstore operations. One Volunteer Orientation was held in-person, with a returning (pre-COVID\_19) Bookstore volunteer. Orientations are being held as needed. Active recruitment of volunteers remains on pause till our current public health crisis is under control and it is safe to allow more on-site volunteer activity. VITAL also continues to do its work virtually with volunteers. The internship partnership with Bloomington High School North continues with supervision from Loraine and Bara Swinson, Professional Development Strategist. All internships will be coordinated with Loraine and another internship with Indiana University's Master of Library Science program has been established for spring 2021 with our Children's unit. Conversations with Ivy Tech have also begun regarding collaborating in their internship program. Loraine also worked with the Building Services and Security Manager Brian Leibacher regarding recycling with the Friends of the Library Bookstore. We will work to recruit volunteers to assist with recycling with special events, such as the bi-annual book sales. Loraine worked with Human Resources staff Marla Gray to recruit a work study open position for the Bookstore. She met with Macklin regarding the potential for teen volunteers at the Ellettsville branch and with Morning Wilder regarding Seed Library program volunteers. Loraine worked with Communication and Marketing Manager Mandy Hussey on developing an email template for communicating with volunteers, with input from Bethany Turrentine, VITAL Coordinator. Strategic Roadmap action plans for 2021 include developing a comprehensive volunteer program, which will be the focus of Loraine's workplan for next year.

Loraine remains the primary coordinator of the Nonprofit Alliance of Monroe County's (supported by the United Way of Monroe County and the Community Foundation of Bloomington and Monroe County) monthly outreach meetings. The November topic was "What Volunteer Management System Does Your Organization Use & Why?" led by the City's Bloomington Volunteer Network Director. Loraine also participated in their monthly roundtable discussion.

## **Evolving Areas in Libraries and Librarianship**

- The Library has embarked on a large-scale internal review process we're calling Continuous Improvement. Starting with Staff Day back in February of this year, during which small groups of staff held facilitated discussions on key areas for internal improvement and operational effectiveness, we have been actively seeking input on ways we can make MCPL a better library for patrons and staff alike. In order not only to leverage the widest possible range of perspectives but also to yield maximum staff participation, every area of the Library has been involved in a process which has so far included numerous small group and library-wide discussions about what came out of those Staff Day meetings and where we should focus our efforts toward improvement. Each step on the Continuous Improvement Roadmap has been shared with all staff, and we continually emphasize that this is an ongoing and collaborative process. It is easily one of the most inclusive projects we've ever undertaken, and the feedback has been extraordinarily consistent and constructive.

A number of themes emerged from these discussions which will inform our development of actionable plans. These plans may take the form of procedural reviews, technical improvements, or cultural considerations and adjustments. Unlike our annual unit-based strategic action items, these plans are staff-wide in origin and are concerned with the overall experience of working at MCPL as it relates to cultivating a diverse and committed group of library professionals and to providing the services which support our Library's mission.

As we begin to take the next steps in early 2021, we look forward to sharing some of our Continuous Improvement work and its eventual outcomes.

## **Approval to Move Forward with Design Development**

Approval means that Matheu Architects and its consultant team have satisfactorily completed the Schematic Design phase of the project and that MCPL gives its approval for the architecture and engineering team to move forward into the Design Development phase.

The description of services provided for Schematic Design are outlined in Article 3.2 of the AIA Owner-Architect Agreement. For your reference I am attaching Article 3.2 which describes the Schematic Design Phase Services.



§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

§ 3.1.5 The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

\*\* § 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### § 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project's requirements agreed upon with the Owner, the Architect shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services under Article 4.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.



MONROE COUNTY PUBLIC LIBRARY  
SOUTHWEST BRANCH  
Schematic Design

23 November 2020

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## TABLE OF CONTENTS

INTRODUCTION	3
LIBRARY SERVICES & SPACE PROGRAM	
<i>Indoor Spaces</i>	7
<i>Outdoor Spaces</i>	19
PROJECT DESCRIPTION	
<i>Site/Civil Design</i>	21
<i>Architectural Design</i>	25
<i>Structural Design</i>	29
<i>Mechanical, Electrical, and Plumbing Design</i>	33
CODE SUMMARY	49
SCHEMATIC DESIGN DRAWINGS	53
<i>Site/Civil</i>	
<i>Architectural</i>	
<i>Structural</i>	
PROJECT COST	67
<i>Project Cost Summary</i>	71
<i>Preliminary Construction Cost</i>	73
PROJECT SCHEDULE	107





## **MONROE COUNTY PUBLIC LIBRARY**

### **SOUTHWEST BRANCH**

### **Schematic Design**

## **INTRODUCTION**

The Schematic Design for the Monroe County Public Library Southwest Branch builds on information gathered during the Feasibility Study prepared in 2019 and on the Preliminary Design and Construction Cost Study completed in September 2020.

The new Southwest Branch is proposed to be built on Gordon Pike at the southwest corner of the Monroe County Community Schools Batchelor Middle School property. Monroe County is currently re-designing Gordon Pike in this area to accommodate a new roundabout at the juncture of South Clearview Drive and the Batchelor Middle School entry drive.

Based on site considerations, two options for the site and building design were presented to the MCPL Board during the Preliminary Design and Construction Cost Study. Both options locate the library building so it faces Gordon Pike, capitalizing on the Branch as a public resource for the Monroe County community. The site slopes down from the west to the east, and there are large parcels of trees to the north and east ends of the property. Access to the property is from the Batchelor Middle School entry drive. Option #1 locates the building between two areas of surface parking at the east and west, and Option #2 locates the building at the east side of a surface parking area and, taking advantage of the 15' drop in elevation from the west to east ends of the building, a parking garage is located on the lower level of the library.

An analysis of the two options was presented to the MCPL Board. Based on the pros and cons of each option, the Board has determined that Option #2 with the lower level garage is the preferred option, recognizing that this option entails an increase in estimated construction cost. The garage option reduces the quantity of surface parking, limits the extent of tree removal, and offers sheltered parking for Library patrons and Library vehicles. This option contributes the most significantly to environmental sustainability.

The Schematic Design builds on the Board's decision to pursue garage Option #2 as the basis of the new Branch design.

The Schematic Design report includes a preliminary site and building design, an updated space program, narrative descriptions of the architectural and engineering approaches to the project, a

code summary, an updated construction and project cost, and an updated project schedule. Through the exploration of various design strategies and through discussions with MCPL Director Marilyn Wood and the MCPL Building Committee, the design team has pinned down a favorable site and building plan. Information provided in the Schematic Design will assist Monroe County Public Library to expand its understanding of the site and building design. As the project moves into the next design phase, the Schematic Design will allow MCPL to give the architectural team further direction to assure the new Branch meets its goals.

MCPL anticipates it will purchase the new Branch land parcel from MCCSC in January 2021. Following the review and approval of the Schematic Design, the Architect and Engineers are prepared to move directly into Design Development to meet the funding timeline requirements for the project.

## PROJECT REPRESENTATIVES

The Monroe County Public Library Southwest Branch project team is composed of the following group of dedicated Library representatives, professional architects, engineers, and consultants:

### **Monroe County Public Library**

#### ***Board of Trustees***

President: John A. Walsh  
Vice President: Christine Harrison  
Treasurer: David L. Ferguson  
Secretary: Fred Risinger  
Kari Isaacson Esarey  
Katherine E. Loser  
Jaime Burkhart

#### ***Branch Review and Design Team***

Ned Baugh	Grier Carson
Lisa Champelli	Elizabeth Gray
Christine Harrison	Christopher Hosler
Mandy Hussey	Chris Jackson
Brian Leibacher	Kevin MacDowell
Macklin	Christa Sowder
Joshua Wolf	Marilyn Wood

### **Architect and Consultant Team**

#### ***Architect:***

MATHEU ARCHITECTS, PC  
205 N. College Ave., Suite 010  
Bloomington, IN 47404

#### ***Structural Engineer:***

LYNCH, HARRISON & BRUMLEVE, INC  
550 Virginia Ave.  
Indianapolis, IN 46203

#### ***Cost Consultant:***

BLUNDALL ASSOCIATES, INC.  
7223 Engle Road, Suite 215  
Fort Wayne, IN 46804

#### ***Civil Engineer:***

BLED SOE RIGGERT COOPER JAMES  
1351 W. Tapp Rd.  
Bloomington, IN 47403

#### ***Mechanical, Electrical & Plumbing Engineers***

CIRCLE DESIGN GROUP, INC.  
9229 Delegates Row, Suite 150  
Indianapolis, IN 46240

#### ***Code Consultant:***

RTM CONSULTANTS  
6640 Parkdale Place, Suite 'J'  
Indianapolis, IN 46254





## LIBRARY SERVICES AND SPACE PROGRAM

Based on information gathered during the Feasibility Study from the Monroe County community, the Monroe County Library staff, and from library planning resources, Matheu Architects has prepared and updated the Southwest Branch Space Program. The Space Program reflects a user service area population of 50,000 and services typically offered to a service area this size, and then customized to meet specific preferences identified by MCPL for the southwest County. The net and gross square feet indicated below coordinates with the size of spaces on the floor plans.

### INDOOR SPACES

SPACE	QTY	NSF/UNIT	TOTAL NSF
<b>FIRST FLOOR</b>			
<b>1 ENTRY</b>			
1.1 ENTRY VESTIBULE			105
a. Double set of automatic sliding glass doors			
1.2 ENTRY RECEPTION LOBBY			600
a. Lounge & bench seating			
b. Coffee table			
c. Picture hanging rail			
d. Space for storing 1 – 2 wheelchairs & 1 roll-a-tor			
e. Tack surface for notices			
f. Display case			
g. Book drop-off			
<i>Services:</i>			
- Temporary exhibits: art, history of Monroe County, etc.			
- Informal conversation/waiting area			
- Library orientation			
- Book drop-off			
<b>TOTAL ENTRY NET ASSIGNED AREA</b>			<b>705</b>
<b>2 SERVICE AREA</b>			
2.1 PUBLIC SERVICE DESK	3	80	240
a. Three mobile service desks: circulation, assistance, reference, & checkout			
2.2 STAFF PRINTER			30
2.3 SELF CHECK STATION	2	30	60
2.4 PUBLIC ACCESS PRINTING/COPY AREA			48
a. Work counter w/ tabletop printer/scanner & photocopier			
2.5 HOLDS AREA	4	12	48
a. Shelving: 4 frames @ 36" W x 12" D x 72"H (4 Shelves)			

SPACE	QTY	NSF/UNIT	TOTAL NSF
<b>2 SERVICE AREA, Cont'd</b>			
2.6 BROWSING, NEW BOOKS, POPULAR MATERIALS	16	12	192
a. Face out shelving: 36" W x 12" D x 48"H (3 Shelves)			
2.7 LOUNGE SEATING	4	35	140
a. Lounge Seating			
2.8 FRIENDS OF LIBRARY BOOK/GIFT KIOSK			32
<b>TOTAL SERVICE AREA NET ASSIGNED AREA</b>			<b>790</b>

### 3 MEETING ROOMS

3.1 LARGE MEETING/MULTI-PURPOSE ROOM			1,474
a. Stackable Seating for 100 @ 15 sf			
b. Operable partition to divide space in two			
c. Powered projection screen			
d. Flip-top training tables - twenty (20)			
e. Multi-level lighting			
f. Windows for natural light & outdoor viewing			
g. Blackout roller shades			

#### Services:

- Community meetings
- Computer training & internet safety classes
- Health & wellness programs
- Financial literacy programs
- Public presentations, performances & movies
- Social services programs

#### Note:

- Locate to allow access after-hours.
- Locate restrooms nearby & accessible during restricted access.
- Zone for moderate/loud noise level.

3.2 LARGE MEETING ROOM STORAGE	4	32	128
a. Lockable storage for flip top tables, stackable chairs, lectern			

#### Note:

- Access from Large Meeting/Multi-Purpose Room

3.3 LARGE MEETING/MULTI-PURPOSE ROOM RECEPTION LOBBY			851
a. Lounge Seating: 12 @ 35 sf			
b. Picture rail for hanging exhibits			

SPACE	QTY	NSF/UNIT	TOTAL NSF
3.3 LARGE MEETING/MULTI-PURPOSE ROOM RECEPTION LOBBY, Cont'd			
<u>Services:</u>			
- Spill-out space for events			
- Exhibit gallery			
- Informal gathering			
- Lounge seating			
<u>Note:</u>			
- Locate to access Large Program/Meeting Room and restrooms.			
- Restrict access to rest of building after-hours.			
- Zone for moderate/loud noise level.			
3.4 INDIVIDUAL CONFERENCE/STUDY ROOMS	2	116	232
a. Table and seating for four (4) @25 sf per person			
b. Consider removable glass partitions			
c. Wall monitor, personal laptop & headphones plug-in			
<u>Services:</u>			
- Social services referral			
- Job interviews			
- Studying and tutoring			
<u>Note:</u>			
- Locate near Adult Collections.			
- Zone for moderate noise level.			
3.5 MID-SIZE CONFERENCE ROOM:			<u>397</u>
a. Table & seating for ten (10) @ 25 sf per person			
b. Marker board, smart board, and/or wash-off wall paint			
c. Consider removable glass partitions			
d. Wall monitor, personal laptop & headphones plug-in			
<u>Services:</u>			
- Adult literacy programs			
- Job search training			
- Community meetings			
- Collaborative meetings			
<u>Note:</u>			
- Zone for moderate noise level.			
- Locate near Adult Collections			
<b>TOTAL MEETING ROOMS NET ASSIGNED AREA</b>			<b>3,082</b>
<hr/>			
<b>4 TEACHING KITCHEN/CAFÉ</b>			
4.1 TEACHING KITCHEN/CAFÉ			<u>537</u>
a. Sink counter with wall and base cabinets			
b. Hand washing sink			

SPACE	QTY	NSF/UNIT	TOTAL NSF
4.1 TEACHING KITCHEN/CAFÉ, Cont'd:			
c. Appliances: Refrigerator/freezer, stove, wall oven, dishwasher, microwave			
d. Teaching counter with overhead angled mirror			
e. Three four-top tables & chairs			
f. Bar/counter height seating for 6			
g. WIFI			
<u>Services:</u>			
- Meeting Room support			
- Cooking classes – adults, teens, and children			
- STEAM activities			
- Health & wellness nutrition programs			
- Community gathering			
- Limited menu service			
<u>Note:</u>			
- Locate adjacent to Program/Meeting Room.			
- Zone for moderate sound.			
- Locate vending machines nearby in corridor			
<b>TOTAL TEACHING KITCHEN/CAFE NET ASSIGNED AREA</b>			<b>537</b>
<hr/>			
<b>5 ADULT COLLECTIONS AND SERVICES</b>			
5.1 PUBLIC COMPUTING			929
a. Public Access Computer Stations: 20 @ 35 sf			
b. Public Printer Station @ 25 sf			
5.2 COLLECTIONS			
a. Frames: 237 @ 36"W X 12"D X 60"H (4 Shelves) w/48"W Aisle			3,086
Adult Fic, Adult NF, Adult GN/MNG, Adult LP,			
Adult BOCD, Adult PLWY, Adult DVD, Adult VG,			
Adult CD, Ref., Periodicals, Library of Things			
5.3 COLLECTIONS SEATING & STUDY AREA			757
a. Lounge Seating: 24 @ 35 sf			
b. Study Tables – 1 Person: 5 @ 35 sf			
c. Study Tables – 4 Person: 2 @ 100 sf			
5.4 SEATING & STUDY AREA			260
a. Lounge Seating:			
b. Study Tables – 1 Person: 2 @ 35 sf			
c. Study Tables: - 4 Person: 1 @ 100 sf			
5.5 ATRIUM STEPPED SEATING & STUDY AREAS			538
a. Study Tables – 1 Person: 7 @ 35 sf			
b. Study Tables – 4 Person: 1 @ 100 sf			

SPACE	QTY	NSF/UNIT	TOTAL NSF
5.6 QUIET ROOM			471
a. Lounge Seating: 8 @ 35 sf			
b. Study Tables – 1 Person: 6 @ 35 sf			
<b>TOTAL ADULT COLLECTIONS &amp; SERVICES NET ASSIGNED AREA</b>			<b>6,041</b>
<hr/>			
<b>6 ALL AGES COLLABORATION SPACE</b>			
6.1 COLLABORATIVE MAKER SPACE & LEARNING SPACE			834
a. Tall worktable and stools for six (6) @ 25 sf: 150 sf			
b. Sink counter with upper and lower cabinets: 48 sf			
c. Lockable tools and material supply storage cabinet: 20 sf			
d. Flat file paper storage cabinet: 20 sf			
e. Standard height table and seating for six (6) @ 25 sf: 150 sf			
f. Write-off board: 10 sf			
g. Equipment:			
- Copy machine: 24 sf			
- 3-D Printer: 24 sf			
- Ellison die cut machine and laminator: 12 sf			
h. Public access computers and seating for (4) @ 35 sf: 140 sf			
h. Conference table and seating for six (6) @ 25 sf: 150 sf			
i. Lounge seating for four (4) @ 30 sf: 120 sf			
j. Bar height counter and seating for (4) @ 18 sf: 72 sf			
k. Two (2) game tables and seating for (2) @ 25 sf: 100 sf			
l. Video monitor with seating for four (4): 64 sf			
m. Smart board and/or monitor: 12 sf			
<u>Services:</u>			
- STEAM activities & programs			
- Maker space activities			
- Arts and Crafts			
- 3-D printing			
- Collaborative learning			
- Small business support center			
- Hobby clubs			
- Game hub			
- Co-working			
<u>Note:</u>			
- Locate near Service Desk.			
- Zone for moderate noise level.			
6.2 STORAGE ROOM			31
<b>TOTAL ALL AGES COLLABORATION SPACE NET ASSIGNED AREA</b>			<b>865</b>

SPACE	QTY	NSF/UNIT	TOTAL NSF
<b>7 CHILDREN'S COLLECTION AND SERVICES</b>			
7.1 INFANTS/PRE-K COLLECTION:			920
a. Frames: 42 @ 35"W x 11 ½"D x 48"H (3 Shelves) w/48" Aisle BBs, EJ Fic, EJ NF			
b. Lounge seating			
- Inter-generational seating: 3 @ 30 sf			
- Rocking chair: 1 @ 35 sf			
c. Youth floor seating: 8 @ 8 sf			
d. Pre-K four-place tables: 2 @ 80 sf			
e. Imaginative play/story telling/group area @ 125 sf			
f. Computer stations: 2 @ 35 sf			
<u>Services:</u>			
- Imaginative play			
- Pre-K story time & programs			
- Parent/child shared reading			
- Infants programs			
- Inclusive children's programs			
- Inter-generational programs			
<u>Note:</u>			
- Zone for moderate to loud sound level.			
- Soft lighting.			
- Natural light.			
7.2 JUVENILE COLLECTION:			1,269
a. Frames: 86 @ 35"W x 11 ½"D x 48"H (3 Shelves) w/48" Aisle J VG, J CD, J LNCPD			
b. Lounge seating: 3 @ 20 sf			
c. Youth two-place table @ 40 sf			
d. Youth four-place table @ 80 sf			
e. Computer station – four person @ 80 sf			
f. Program/group activity area @ 110 sf			
<u>Services:</u>			
- Inclusive children's programs			
- Inter-generational programs			
- STEAM programs			
- Computing			
- Group activities/learning			
- Independent & shared reading			
<u>Note:</u>			
- Zone for moderate to loud sound level.			
- Locate space to be visible from Service Desk.			
- Locate computers in less visible area.			
- Natural light.			

SPACE	QTY	NSF/UNIT	TOTAL NSF
7.3 CHILDREN'S PROGRAM/MULTI-PURPOSE ROOM			477
a. Lockable storage cabinets/closets			
b. Powered projection screen			
c. Stackable seating for 30 @ 15 sf			
d. (5) flip-top tables			
e. Windows for natural light & outdoor viewing			
f. Multi-level lighting			
g. Combo black-out and light filter roller shades			
h. Sink & counter			
<u>Services:</u>			
- Children's programs			
- Story time			
- Children's activities			
<u>Note:</u>			
- Available to others when not used for children's programs			
- Zone for loud noise level.			
- Locate adjacent to or near Children's Room.			
7.4 CHILDREN'S STORAGE ROOM	2	26	52
<u>Note:</u>			
- Access from Children's Program/Multi-Purpose Room			
7.5 NURSING ROOM			62
a. Indirect soft lighting			
b. Lounge chair			
7.6 STROLLER, COATS, BOOTS, AND BACKPACK STORAGE			154
a. Coat and backpack wall pegs at two heights			
b. Open space for strollers			
c. Bench for putting on jackets, shoes			
7.7 CHILDREN'S RESTROOM			<u>60</u>
a. Drop-down changing table			
<b>TOTAL CHILDREN'S NET ASSIGNED AREA</b>			<b>2,994</b>

---

## 8 TEEN COLLECTION AND SERVICES

8.1 YOUNG ADULT COLLECTION & ACTIVITY AREA:			995
a. Frames: 18 @ 36"W X 12"D X 60"H (4 Shelves) w/48"W Aisle			
b. Public computers: 4 modular computer/study tables w/chairs @ 80 sf			
c. Lounge seating: 6 @ 30 sf			
d. Café booth & table for 6 @ 120 sf			
e. Gaming area @ 150 sf			
- Tiered seating for 6 & chairs for 4			
- Wall monitor			



SPACE	QTY	NSF/UNIT	TOTAL NSF
8.1 YOUNG ADULT COLLECTION & ACTIVITY AREA, Cont'd:			
f. Maker Space @ 230 sf			
- Bar height table and stools for 6 @ 25 sf: 150 SF			
- Sink counter with upper & lower storage cabinets @ 60 sf			
- Supply storage cabinet @ 10 sf			
- Paper supply storage @ 10 sf			
<i>Services:</i>			
- Hanging- out			
- STEAM/maker space activities			
- Gaming			
- Reading/studying			
- Group collaboration			
- Computing/ tech training/internet literacy			
- After school clubs			
- Presentations & performances			
- Virtual reality programs/camp			
- Volunteering opportunities			
- Homework help			
<i>Note:</i>			
- Zone for moderate to loud noise level.			
- Natural light.			
8.2 TEEN MEETING ROOM			179
a. Conference table & chairs/bench for 6			
b. Wall monitor			
c. Marker board			
<b>TOTAL TEENS NET ASSIGNED AREA</b>			<b>1,174</b>
<b>9 STAFF</b>			
9.1 ADMINISTRATIVE OFFICE			150
a. L-Shape desk with task chair			
b. File cabinet			
c. Small conference table with 4 chairs			
9.2 OPEN STAFF WORK AREA			725
a. Desk, task chair, and space for 2 carts: 5 @ 64 sf			
b. Counter with upper & lower storage shelves @ 32 sf			
<i>Note:</i>			
- Locate with easy access to Service Desk.			
- Locate adjacent to Materials Processing.			
9.3 MATERIALS PROCESSING			174
a. Exterior window return, but not drive-up			
b. Interior window return			
c. Automated book return and sorting equipment			

SPACE	QTY	NSF/UNIT	TOTAL NSF
9.3 MATERIALS PROCESSING, Cont'd:			
<u>Services:</u>			
- Collection materials processing			
<u>Note:</u>			
- Locate adjacent to Open Staff Work Area			
- Locate adjacent to Book Cart Parking			
- Provide access to Lobby			
- Prevent views of Work Staff Area from return windows			
- Zone for moderate noise level			
9.4 BOOK TRUCK PARKING			36
a. Book carts: 12 @ 8 sf			
9.5 SUPPORT/STORAGE			84
a. Counter w/upper & lower storage cabinets			
9.6 GENERAL STORAGE			36
9.7 STAFF LOUNGE			347
a. Serving counter with sink, disposal, base & upper cabinets, microwave, refrigerator/freezer: 48 sf			
b. Table & chairs: 2 four-place tables @ 25 sf per person: 200 sf			
c. Lounge seating: 4 @ 30 sf: 120 sf			
d. Tack surface			
e. Windows for views & natural light			
<u>Services:</u>			
- Break space for staff			
- Informal staff meeting space			
<u>Note:</u>			
- Locate remotely from public building areas.			
- Zone for quiet to moderate sound level.			
9.8 STAFF ENTRY/LOCKERS			70
a. Lockers: 8 (includes 2 for volunteers) double stack @ 3 sf: 12 sf			
9.9 STAFF RESTROOM			56
<u>Note:</u>			
- Locate near Staff Lounge			
<b>TOTAL STAFF NET ASSIGNED AREA</b>			<b>1,678</b>

SPACE	QTY	NSF/UNIT	TOTAL NSF
<b>10 SUPPORT SPACES</b>			
10.1 PUBLIC RESTROOMS	2	245	490
a. Men			
b. Women			
<i>Note:</i>			
- Accessible when library is closed			
- Locate near Large Meeting/Multi-Purpose Room			
10.2 FAMILY RESTROOM			60
<i>Note:</i>			
- Accessible when library is closed			
- Locate near Large Meeting/Multi-Purpose Room			
10.3 CUSTODIAL STORAGE			45
a. Mop sink with mop hangars			
b. Storage shelving			
10.4 CUSTODIAL CLOSET			27
a. Storage shelving			
<i>Note:</i>			
- Locate near Restrooms			
10.5 STAFF/DELIVERY ENTRY VESTIBULE			64
a. Double exterior doors			
10.6 SHORT TERM STORAGE ROOM			<u>36</u>
b. Short term storage			
c. Trash/Recycling Area			
<i>Services:</i>			
- Temporary storage of 'in-transit' circulating materials			
- Temporary supply storage			
<i>Note:</i>			
- Locate for easy access from delivery drop-off			
10.6 ELEVATOR LOBBY			77
<b>TOTAL SUPPORT NET ASSIGNED AREA</b>			<b><u>799</u></b>
<b>TOTAL FIRST FLOOR NET ASSIGNED AREA</b>			<b>18,665</b>
<b>NON-ASSIGNED STRUCTURE &amp; CIRCULATION @ 11.5%</b>			<b><u>2,442</u></b>
<b>TOTAL FIRST FLOOR GROSS SQUARE FEET AREA</b>			<b>21,107</b>

SPACE	QTY	NSF/UNIT	TOTAL NSF
<b><u>LOWER LEVEL</u></b>			
<b>11 LOWER LEVEL ENTRY</b>			
11.1 ENTRY VESTIBULE			116
11.2 GARAGE ENTRY			67
11.3 ELEVATOR ENTRY			67
11.4 ELEVATOR LOBBY			102
11.5 LOWER LEVEL FOYER			<u>259</u>
<b>TOTAL LOWER LEVEL ENTRY NET ASSIGNED AREA</b>			<b>611</b>
<hr/>			
<b>12 OPERATIONS SUPPORT SPACES</b>			
12.1 NETWORK TECHNOLOGY WORK ROOM			180
a. Worktable			
b. WIFI access controls			
12.2 MAINTENANCE OFFICE			166
a. Desk and task chair			
b. Storage shelving			
c. Bookcase			
12.3 LIBRARY STORAGE ROOM			496
12.4 MECHANICAL ROOM			215
12.5 ELECTRICAL ROOM			179
12.6 ELEVATOR MACHINE ROOM			58
12.6 MAINTENANCE WORKROOM/STORAGE			<u>103</u>
b. Short term storage			
c. Trash/Recycling Area			
<b>TOTAL OPERATIONS SUPPORT SPACES NET ASSIGNED AREA</b>			<b>1,339</b>
<hr/>			
<b>13 PARKING</b>			
13.1 PARKING			<u>16,649</u>
Total of 41 spaces:			
a. Visitor parking: 37 spaces			
b. ADA vehicle parking: 2 spaces			
c. Library van parking: 1 space			
d. Maintenance vehicle parking: 1 space			
 <i>Note:</i>			
- Provide automatic garage door.			
- Provide natural light openings with security grilles.			
<b>TOTAL PARKING NET ASSIGNED AREA</b>			<b><u>16,649</u></b>

<b>TOTAL LOWER LEVEL NET ASSIGNED AREA</b>	<b>18,599</b>
<b>NON-ASSIGNED STRUCTURE &amp; CIRCULATION @ 7.8%</b>	<b><u>1,575</u></b>
<b>TOTAL LOWER LEVEL GROSS SQUARE FEET AREA</b>	<b>20,174</b>
<b>TOTAL FIRST FLOOR &amp; LOWER LEVEL NET ASSIGNED AREA</b>	<b>37,264</b>
<b>NON-ASSIGNED STRUCTURE &amp; CIRCULATION @ 9.7%</b>	<b><u>4,017</u></b>
<b>TOTAL FIRST FLOOR &amp; LOWER LEVEL GROSS SQUARE FEET AREA</b>	<b>41,281</b>

## OUTDOOR SPACES

### **13 PARKING**

#### **13.1 ON GRADE PARKING**

Total of 57 Spaces as follows:

- a. Visitor Parking: 41 Spaces
- b. ADA Parking: 4 Spaces
- c. Staff Parking: 8 Spaces
- d. Volunteers Parking: 4 Spaces

#### **13.2 SCHOOL BUS PARKING**

- a. School Bus Parking: 2 Spaces

#### **13.3 BICYCLE AND SCOOTER STATION**

- a. Covered Bicycle Racks: 8 Spaces
- b. Bike/Scooter Share Station: 4 Spaces

#### **13.4 ADA DROP-OFF/PICK UP**

### **14 MAINTENANCE SUPPORT**

#### **14.1 DUMPSTER/RECYCLING ENCLOSURE**

### **15 VISITOR AMENITIES**

#### **15.1 FLAG POLE**

#### **15.2 LARGE BUILDING SIGN**

#### **15.3 LAWN AMPHITHEATER**

- a. Terraced lawn/limestone seating
- b. Hard surface performance pad or open lawn area

#### Services:

- *Outdoor events*
- *Informal gathering*
- *Fitness & yoga classes/outdoor activities*
- *Quiet reading area*
- *Outdoor parenting and inter-generational programs*
- *Camps and school group gatherings*



## PROJECT DESCRIPTION

### SITE/CIVIL DESIGN

BLEDSON, RIGGERT, COOPER, JAMES, Civil Engineer

#### Site and Location

The Monroe County Public Library Southwest Branch is located on a five-acre parcel located on the north side of Gordon Pike west of South Rogers Street, and east of the entry drive to Batchelor Middle School. Although the property is currently owned by the Monroe County Community School Corporation, MCPL plans to purchase the property in January 2021.

The proposed Library site slopes down to the east from the Batchelor entry drive at the west. There is a large open field in this area. To the north and east end of the field is a densely wooded area which has been planted over the years by Monroe County Community School Corporation and friends of Batchelor Middle School. The Monroe County community has expressed a desire to keep the densely wooded area. The Library sees most of the trees as an asset to the location. The Architect and Civil Engineer have taken the Batchelor Middle School drive, Gordon Pike, the sloped site, and wooded areas as key considerations in the siting and design of the new SW Branch.

#### Gordon Pike Improvements

Monroe County Planning Department is in the process of planning significant improvements to Gordon Pike including the south frontage of the new MCPL Branch. These improvements include vertical and horizontal road realignments, a roundabout, and the Batchelor School driveway realignment. The roundabout will serve as a traffic control node for South Clear View Drive, Gordon Pike, and the Batchelor Middle School entry drive. Access to the proposed Branch site will be from the east side of Batchelor Middle School entry drive just north of the new roundabout.

The proposed Gordon Pike (GP) improvements affect the planning and construction strategy for the new MCPL branch facility. More specifically, significant grade changes are planned for the GP improvements such that when complete the old road and sidewalk will be removed and an entirely new road location and multi-use path will be developed. The plans for this indicate a significant change in grade at the two locations where accessible sidewalks to the library facility will be located at the east and west ends of the building. For example, at the west sidewalk connection the future GP multi-use path is 3' or more above the existing GP sidewalk. At the proposed east end sidewalk connection, the future GP multi-use path is approximately 10' above the existing GP sidewalk.

Because construction of the new Branch precedes the GP improvements, it is recommended that the development of the land between the Branch site and the GP sidewalk be done under separate contract after GP improvements are complete. Until the GP improvements are built, the Branch facility will not have sidewalk access to the existing



GP sidewalk due to the substantial elevation changes. Once the GP improvements are complete, accessible sidewalk connections, some site grading, landscaping, and perhaps some storm sewer lines will be done as part of the future phase.

### **Entrance Improvements**

The driveway entrance to the new Branch parking lot has been widened to reflect the minimum required driveway width to meet Monroe County Highway driveway requirements. This is only for a short section and then the driveway narrows. A narrower driveway both inherently slows down drivers upon entering the site and reduces the intrusion into and impact of the proposed improvements to the adjacent wooded area to the north. A temporary section of drive will be required to extend from the proposed Gordon Pike Improvements to the existing Bachelor Middle School driveway. This temporary section will need to be removed to allow the eventual Gordon Pike improvement construction.

### **Parking Lot Layout**

The parking lot layout has been revised from the preliminary design. It has been reoriented along the west end of the parking primarily to keep the parking 20 feet behind the established building line as required by County Zoning. Additional benefits include easier access for library patrons as well as buses, emergency, and service vehicles into and around the parking area. The changes result in an increase in surface parking of two spaces, totaling 57 spaces, which helps to offset the loss of some spaces in the garage parking that were converted to lower level storage.

### **Parking Lot Materials**

At the request of the Owner, the possibility of using pervious paving materials for all or a portion of the parking area was considered. This is a costly item, both in terms of initial construction and in terms of long-term maintenance. The main benefit of using these materials is a perhaps slight reduction in the storm water detention system requirements. However, it is the Civil Engineer's opinion that this reduction would not come close to offsetting the additional construction cost and life-cycle maintenance costs of pervious pavement materials, so BRCJ recommends against the use of pervious paving materials for this project.

### **Dumpsters**

A dumpster enclosure is located at the north side of the surface parking area where it is close to the staff entry and where it is easily accessible to service vehicles. It is located so as not to be a prominent element viewed upon entering the site. An alternate lower level location was considered, but this location is difficult for service vehicles to access and would be prominent in the view along the access drive to the garage level.

### **Bike and Scooter Parking**

Bicycle and scooter parking is located adjacent to the southeast corner of the surface parking lot. The curb in this location is kept flush with the parking lot pavement to make the parking easily accessible without having to mount a curb or negotiate ramps. Eight

bicycle and four scooter covered spaces are indicated. There is approximately twelve feet of space in front of parking vehicles before reaching parked bicycles or scooters. If it is desirable to have bicycle parking at the east end of the building near the lower level entry, more spaces could be added or the bicycle parking could be split in half with four at each end of the building.

### **Pedestrian Access**

The site design only considers access to the Gordon Pike sidewalk as it will be planned as part of the Gordon Pike improvements, not to the existing Gordon Pike sidewalk. Based on the grading established for the new Branch, once the Gordon Pike improvements are complete, good at grade ADA access to the proposed sidewalk may be provided both the east and west ends of the library facility. As mentioned earlier, to provide that same level of access to the existing sidewalk as well as to the future sidewalk is not feasible, particularly at the east end where the proposed Gordon Pike sidewalk is approximately ten feet higher in elevation than the existing sidewalk. Providing access to the existing Gordon Pike sidewalk would require significant investment in stairways and handrails that would then have to be removed when the GP reconstruction takes place.

### **Amphitheater**

A curvilinear Amphitheater is included in the design at the east end of the site. It serves numerous functions, including grade transition down the fill slope to existing grade, a method for library patrons to gain access to the lower meadow and wooded area and/or any pathways, a location for outdoor activities or lounging, as well as classes and/or performances. The amphitheater is composed of milled limestone block risers and grass treads, arranged in an arc, to create a series of four terraces with 18 inch high seat walls that descend the slope. The area will include intermittent trees to provide shade and a sense of human scale, and there are two sets of steps to access the terraces.

### **Stormwater Detention**

The Civil Engineer is currently exploring various alternatives to provide the required storm water detention due to the increased runoff created by the project. Two scenarios under consideration are: a) underground detention which will be placed below the parking lot; and b) surface detention in the form of a dry pond. There is not room on the site to create significant surface detention without removal of a lot of the wooded area, but BRCJ explored the option of augmenting a more regionally based, naturally occurring detention basin that occurs at the northwest corner of Gordon Pike and Rogers on MCCSC property. This surface detention would offer significant savings to the project as compared to the underground detention option. However, upon further review on site it was discovered that a significant amount of utilities infrastructure already exists at this location, and there is what appears to be a wetland and federal jurisdictional waters that exist at this location. These factors combine to remove this option as a possibility for the project.

### **Utilities Services**

Water, sewer, and natural gas will come from the south side of Gordon Pike. Electric will either come from the south side of Gordon Pike or from the east side of Batchelor Middle School's driveway.

### **Landscape Design**

At this stage BRCJ is just beginning to consider the landscape design for the project. What is currently shown on the site design drawings are some trees that are strategically located to provide shade for the building, particularly where there are expanses of windows that face south or west. Also, BRCJ has graded a flat area behind the curb on the north and east sides of the driveway that descends to the parking garage. This will provide an area for grouped plantings associated with the nearby woods and will provide a natural barrier and some protection from the steep fill slope adjacent to the drive.

## ARCHITECTURAL DESIGN

MATHEU ARCHITECTS, PC, Project Architect

### **Building Design Concept**

MATHEU ARCHITECTS has developed a Schematic Design for the new MCPL Southwest Branch which draws on information outlined in the building space program and on site conditions.

As an important community beacon for Monroe County, the new Branch faces Gordon Pike, where the building may easily be seen and recognized. The proposed site for the new Branch offers opportunities for the building to capture distant views to the east and woodland views to the north. Capitalizing on these site features, the design integrates natural light and views throughout the building. The natural site offers the opportunity for the building to respond to the community's expressed preference for a library that has a 'natural' atmosphere in keeping with the rural character of the southwest area of the County.

Monroe County Public Library has requested that services be provided on a single level as a means by which to optimize operations. Visitors who park in the surface parking lot at the west enter the building at the south. Staggered building canopies provide shelter at the southwest corner of the building and identify the building entrance.

A grade drop of 15 feet from the west to the east ends of the building provides the opportunity for parking and some building support spaces to be on the lower level. The garage provides sheltered parking for visitors as well as a secure location for the library van and maintenance vehicle. As a means by which to welcome visitors who arrive at the lower level, an atrium stair and study area extends up from the garage and from the east entry to connect with the upper level lobby.

The building form responds to the site condition and to different spatial characteristics of the building interior. Different roof heights reflect different ceiling heights. To maintain appropriate spatial scale and comfort, large library spaces have higher ceilings than small spaces. To provide a sense of openness and transparency throughout the building many spaces are glass enclosed.

### **Building Organization**

The library floor plan is organized to reflect different service areas in the library.

#### **West Zone:**

The west zone of the building contains spaces that provide services during regular library hours as well as after hours. Roll-down gates separate this wing from the rest of the building when activities take place after hours. Visitors may access the building from either the main south entry or the delivery/staff west entry. Spaces at the west end of the building include:

- **Entry Lobby:** The Entry Lobby is a welcoming space which orients visitors to the Branch. In this space there is seating, a wall display, a book drop-off, and RFID security gates. From the Lobby visitors may access the Atrium Stair and Elevator as well as other areas of the building.

- **Service Area:** At the east end of the Lobby is the Service Area where library staff may provide assistance to visitors and where visitors may browse new materials, gather with others, and access self-checkout terminals, the Holds Area, and printing and copying equipment.

- **Administrative and Staff Area:** The Open Staff Work Area, Administrative Office, and Materials Processing are located together at the west end of the Lobby. From this location staff may easily support the Public Service Area as needed, and an exterior and interior book drop-off may be easily accessed by the public. The book drop-off connects immediately with Materials Processing.

- **Staff Lounge:** The Staff Lounge is situated at the northwest corner of the building where it may be immediately accessed from the Staff Entry or corridor.

- **All Ages Collaboration Space:** MCPL anticipates that the All Ages Collaboration Space, a new state-of-the-art activity center, will accommodate activities which may take place during or after regular library hours. Some activities, such as the maker space, may involve higher sound levels. By locating the All Ages Collaboration Space at the west end of the building loud sounds may be separated from the quieter areas of the building to the east. The space is glass enclosed along the corridor to maintain openness and security.

- **Teaching Kitchen/Café:** The Teaching Kitchen/Café provides a multi-generational hands-on learning opportunity. The space accommodates cooking classes as well as serves as a café/snack social gathering hub for the building. In response to potential noise and the likelihood that classes may be taught after normal library hours, locating the Teaching Kitchen/Café at the west end of the building makes good sense. The space is glass enclosed to maintain a sense of openness and to contain noise and cooking smells.

- **Large Meeting/Multi-Purpose Room and Reception Lobby:** The Large Meeting/Multi-Purpose Room accommodates myriad types of activities, such as special events, programs, and films. The space will likely be used during and after normal library hours. An adjacent Reception Lobby provides large group spill-out space without interfering with other library activities. The Teaching Kitchen/Café and Restrooms support and are in proximity to the Large Meeting/Multi-Purpose Room.

- **Teen Center:** Like the All Ages Collaboration Space, the Teen Center is likely to generate loud sounds at times. Activities in the Teen Center may take advantage of its proximity to the All Ages Collaboration Space, the Large Meeting/Multi-Purpose Room, and the Teaching Kitchen/Cafe. Restrooms, vending machines, and a water fountain are nearby.

- **Restrooms:** Restrooms are accessed via the Reception Lobby and may be accessed during and after normal library hours.

### **East Zone:**

The east zone of the building accommodates activities that typically take place during regular library hours. This area is generally quieter than the spaces at the west end of the building. Spaces at the east end of the library include:

- **Adult Collections and Services:** Most of the Branch's large collection of books, periodicals, and media find their home in the large open space at the east end of the building. Shelving is no higher than five feet to keep a sense of openness. Reading and study areas are located along the outside walls to take advantage of natural light and views.

- **Quiet Reading Room:** For those library patrons who prefer optimal quiet while they read and study, a Quiet Reading Room is located at the southeast corner of the building. The room is glass enclosed to maintain a sense of openness and to provide security.

- **Public Computing:** The Public Computing area is located adjacent to the Public Service Area for purposes of monitoring and assisting library patrons. Computing stations are located along the

balcony overlooking the Stair Atrium and outdoor views to the south. A printer station is associated with this area.

- **Individual Conference/Study Rooms:** Two small Conference/Study Rooms flank the west end of the Adult Collections space. They are glass enclosed to maintain openness and provide security.

- **Mid-Size Conference Room:** A Mid-Size Conference Room is located at the southeast corner of the building. The room will be glass enclosed on the north side facing Collections and on the west side which overlooks the Atrium Study Stair. Windows are on the south. A wall-mounted marker board and monitor is on the east wall.

- **Children's Collection and Services:** The Children's Collection and Services is a large space that is best glass enclosed to monitor sound levels and to provide security. It is located at the northeast side of the building where it may take advantage of natural light and views to the woods. An Entry Foyer accommodates strollers, coats, boots, and backpacks. A Children's Toilet Room and a Nursing Mother's Room is accessed from the Foyer. The main space separates the Infants/Pre-K area from the Juvenile area via shelving and furniture groupings. A Children's Program/Multi-Purpose Room is located at the west end of the space.

#### **South Zone:**

- **Atrium Stair/Study:** The south zone of the building houses the Atrium Stair which includes terraced stair access to the Lower Level Entry and Garage. Terraced stair landings expand to accommodate open study pods. The tall ceiling height, natural light, and views to the south characterize this space and provide a creative solution for circulation from the lower level.

#### **Lower Level:**

- **Parking:** Garage parking offers 41 sheltered spaces for visitors and library vehicles. Access to the Branch's Lobby is via the Atrium Stair entry at the southeast corner of the Garage and via an Elevator further west.

- **Library Storage:** Library Storage is located at the southwest corner of the lower level.

- **Electrical Room, IT Room, Mechanical Room, and Maintenance Office:** These spaces are located at the northwest corner of the lower level. Site utilities will be brought to this location.

#### **Building Materials:**

##### **Exterior:**

- **Walls:** Exterior building materials are a combination of native ashlar limestone, metal panels, and concrete block.

- **Windows:** Windows are aluminum storefront and/or curtain wall.

- **Roof:** The roof is EPDM rubberized roofing in a light tone which offers the best energy efficiency.

##### **Interior Finishes:**

- **Walls:** Wall finishes are typically painted gypsum board. Restroom walls are porcelain tile.

- **Ceilings:** Ceilings are typically 2' x 2' lay-in acoustical tile.

- **Floor Finishes:** Walk-off carpet in entry vestibules; vinyl plank and/or carpet tiles in public spaces and offices; porcelain tile in restrooms, rubber stair treads & risers in stairs.

- **Interior Windows:** Aluminum storefront.

- **Interior Doors:** Aluminum storefront or hardwood veneer.



## STRUCTURAL DESIGN

LYNCH, HARRISON & BRUMLEVE, INC., Structural Engineer

### A. Owner's Requirements

1. There are no planned or known areas of future expansion for this facility at this time.

### B. Load and Analysis Criteria

1. **Soil Conditions:** A geotechnical investigation will begin soon at the project site. The current Narrative is based upon the characteristics of the soils expected in this area and recommendations anticipated to be made in the Geotechnical Report.

### 2. **Live Loads**

- a. Roof (Snow): 20 PSF + Drift as applicable per ASCE 7
- b. Supported Floors:
  1. Mechanical 125 PSF
  2. Library Per IBC Table 1607.1 as follows:

TABLE 1607.1  
MINIMUM UNIFORMLY DISTRIBUTED LIVE LOADS,  $L_o$ , AND  
MINIMUM CONCENTRATED LIVE LOADS<sup>a</sup>

OCCUPANCY OR USE	UNIFORM (psf)	CONCENTRATED (lbs.)
19. Libraries		
Corridors above first floor	80	1,000
Reading rooms	60	1,000
Stack rooms	150 <sup>b, m</sup>	1,000

- c. Live Load Reduction: No reduction

### 3. **Dead Loads**

- a. Weight of floors and roofs as determined by systems selected.
- b. Mechanical piping and ductwork allowance of 3 PSF.
- c. Electrical equipment allowance of 2 PSF.
- d. Ceiling allowance of 5 PSF.

### 4. **Lateral Loads**

- a. Wind for Primary System (per IBC & ASCE 7)
  1. Basic Wind Speed: 115 MPH
  2. Exposure: B
  3. Importance Factor I: 1.00
  4. Internal Pressure Coefficient, GCpi: +/-0.18
  5. Building Category: II
- b. Seismic: Per IBC & ASCE 7



**C. Structural System Criteria**

**1. Concrete**

- a. Foundations: 4000 PSI, normal weight
- b. Slabs on Grade: 4000 PSI, normal weight
- c. Slabs on Metal Deck: 4000 PSI, normal weight

**2. Reinforcing Steel**

- a. Reinforcing Bars: ASTM A615, Grade 60
- b. Welded Wire Fabric ASTM A185

**3. Structural Steel**

- a. Tube Sections: ASTM A992, Grade 50  
ASTM A500

**4. Roof Deck (not exposed to view):** ASTM A446, 1 1/2" deep, galvanized metal roof deck typical.

**5. Roof Deck (if exposed to view):** 2" Epicore ER2R or ER2RA ("A" = acoustical)

**6. Floor Deck:** ASTM A446, 2" deep, galvanized composite floor deck.

**D. Proposed Systems**

**1. Foundations**

a. A Geotechnical Investigation will begin soon at the site. The foundation design will be based on the recommendations within the Report. It is anticipated that the soils near grade will predominantly consist of clay with rock below. Undercutting of soft soils or extending foundations to rock may be required to reach acceptable materials. If undercutting, grade will be reestablished with compacted granular fill.

b. Based on these assumptions we anticipate the foundation for the new construction will consist of reinforced concrete footings at column locations. The perimeter foundation will be reinforced concrete wall footings poured integrally with the column footings. The perimeter foundation walls will be reinforced concrete walls built-up from the continuous wall footings. Continuous, rigid insulation will be installed where necessary based on coordination with the Architect. All perimeter foundations will be located below frost. Interior footings will be nominally below the floor slab.

c. The slab on grade will be 5" thick with fiber reinforcing for crack control. The slab will be thickened under all interior masonry walls. The slab will be cast on a 6" layer of granular drainage fill and a 15 mil vapor barrier and will include a chemical admixture for internal curing for an improved end-product without the need for traditional labor-intensive curing methods.

d. All foundation excavations will be properly backfilled and compacted.

Foundations, Cont'd:

e. The perimeter foundation wall will likely have a continuous foundation drain.

## **2. Framing**

a. The roof structure for the new building will consist of a structural steel frame supporting steel beams, joists and metal roof deck. The first floor framing above the proposed parking area will consist of steel beams supporting a composite floor deck assembly. The slab on deck will be normal weight concrete with #4 reinforcing for crack control. The floor deck will not require shoring during slab pours. All floor beams will have headed anchor studs welded to the top flange extending into the slab to maximize the composite action. The structure will be specifically designed to support all mechanical loads including rooftop equipment as applicable.

b. All roof framing will be sloped for positive drainage where possible. All roof deck penetrations such as ductwork feeding rooftop equipment will be reinforced with an angle frame.

c. Lateral loads in the new construction will be resisted by a combination of the following systems (pending coordination with the Architect): structural steel X-bracing and/or diagonal tube bracing; masonry shear walls if applicable; rigid connections between beams & columns (note: requires larger/heavier members with more complicated connections); and concrete perimeter basement walls and interior concrete "H" configured shear walls.



## MECHANICAL, ELECTRICAL AND PLUMBING DESIGN

CIRCLE DESIGN GROUP, INC., MEP Engineer

### APPLICABLE CODES

- Fire Prevention and Building Safety Commission
- Indiana Building Code (IBC), 2014, consisting of:
  - (1) International Building Code, 2012
  - (2) Indiana Amendments
- Indiana Electrical Code (IEC), 2009, consisting of:
  - (1) NFPA 70, National Electrical Code, 2008
  - (2) Indiana Amendments
- Indiana Mechanical Code (IMC) 2014 consisting of:
  - (1) International Mechanical Code 2012
  - (2) Indiana Amendments
- Indiana Plumbing Code (IPC), 2012 Edition, consisting of:
  - (1) International Plumbing Code 2006 Second Printing
  - (2) Indiana Amendments
- Indiana Energy Conservation Code (IECC) 2010, consisting of:
  - (1) American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. Standard 90.1, 2007 Edition
  - (2) Indiana Amendments
- Indiana Elevator Safety Code 2011 Edition 675 IAC21-3 (ANSI ASME A17.1, 2007 Edition)
- Indiana Fire Code (IFC), 2014, consisting of:
  - (1) International Fire Code, 2012
  - (2) Indiana Amendments

### MECHANICAL SYSTEM

#### Mechanical System Options

There are two potential options for the Library HVAC system. Some items are common to both systems and are described in detail below. The first option is an overhead Variable Air Volume (VAV) system. The second option is an underfloor VAV system.

#### **Option 1: VAV System**

The mechanical system consists of an Air Handling Unit (AHU) located on the roof. The AHU supplies air to the library via medium pressure ductwork at 55°F. Connected to this ductwork are VAV terminal boxes which have hot water reheat coils in them. These VAV boxes allow temperature and flow control for each temperature zone. The VAV boxes connect to a thermostat and modulate the airflow until the cooling setpoint is satisfied. If the zone requires heat, the VAV box modulates a hot water control valve to allow for warm air distribution until the heating temperature setpoint is satisfied. The library and associated spaces would have a combination of grilles and/or diffusers (based on the architecture) to supply air into the space. These are located in the ceiling or in the sidewall. Return air grilles

are at the ceiling level and provide a path for air to get back to the AHU. Perimeter finned tube radiation is used to prevent condensation on high percentage glass areas.

The VAV system is a typical system type for commercial buildings. It allows for flexibility in temperature control as each VAV box has a thermostat. It does not require any floor plan modifications or large chases that reduce usable floor space as all the supply and return ductwork will be overhead.

### **Option 2: Underfloor VAV System**

The mechanical system consists of an Air Handling Unit (AHU) located on the roof or in the parking garage. The AHU supplies air to the library via a combination of low pressure ductwork and an underfloor air distribution plenum at 62°F. Connected to this ductwork and plenum are VAV terminal boxes which have hot water reheat coils in them. These VAV boxes allow temperature and flow control for each temperature zone. The VAV boxes connect to a thermostat and modulate the airflow until the cooling setpoint is satisfied. If the zone requires heat, the VAV box will modulate a hot water control valve to allow for warm air distribution until the heating temperature setpoint is satisfied. The library and associated spaces would have a combination of floor diffusers (coordinated with furniture and bookshelves) to supply air into the space. Return air grilles are located at the ceiling level and provide a path for air to get back to the AHU. Perimeter finned tube radiation is used to prevent condensation on high percentage glass areas.

The underfloor distribution system is similar to a computer room access floor. It is approximately 24" in nominal height and covers the entire library. It consists of 2' x 2' floor tiles (like a ceiling grid but on the floor level) supported by pedestals on the concrete deck. The tiles may be covered with carpet to help reduce sound. A sturdy access floor tile is used to reduce floor bouncing or vibrations. Areas with plumbing, such as the restrooms, would be built as a traditional floor slab condition to prevent water from getting into the plenum. Supply air diffusers would be strategically placed in these areas to reduce the chance of water penetrating the plenum. Plumbing routes in the plenum and not in the ceiling of the parking garage, eliminating the possibility of freezing drain lines. The plenum does not need fire protection.

The underfloor distribution system is a quieter system than the VAV system. Additionally, it allows for reduced operating costs because underfloor systems are allowed by code to reduce the amount of outdoor air required compared to overhead systems. Outdoor air is critical to air quality, but it also uses the most energy to condition. Also, it is not necessary to heat the garage ceiling for freeze protection, which will use a large amount of energy as well. The underfloor system gives the Library maximum flexibility to run any conduits/wiring and to relocate them as the library's collections and furniture layouts change. This level of flexibility is not possible with a standard concrete deck as the floor. In a non-access floor system floor outlets are cast in place during construction and new outlets must be core drilled later as needed. While the underfloor system may have some advantages, there is a significant cost increase for this system. The premium would be in the range of \$285,000.

Based on the project budget and the cost associated with an underfloor VAV system, we do not recommend this system for the MCPL Branch facility.

#### **Geothermal Condenser System:**

At the request of the owner a geothermal condenser system was considered. However, its estimated cost in the range of \$300,000 was determined to be cost prohibitive, and the system is therefore not being considered.

### **Primary Design Assumptions**

#### **Summer Load Calculations**

Base cooling load calculations will be performed based on ASHRAE Standard 90.1 – 2007 requirements using 0.4% occurrence climatic weather data for Indianapolis, IN of 91.1°F dry bulb and 75.8°F wet bulb temperatures as published in the 2017 ASHRAE Handbook of Fundamentals.

#### **Winter Load Calculations**

Base heating load calculations will be performed based on ASHRAE Standard 90.1 – 2007 requirements using 99.6% occurrence using climatic weather data for Indianapolis, IN of -1.8°F dry bulb temperature as published in the 2017 ASHRAE Handbook of Fundamentals.

#### **Indoor Conditions:**

Dry-Bulb Temperature:

Summer = Occupied - 72°F ± 2°F Unoccupied 80°F

Winter = Occupied - 70°F ± 2°F (no credit for internal gains or solar contribution) Unoccupied - 65°F

Relative Humidity:

Summer = Occupied maximum 60%, Unoccupied maximum 65%

Winter = 30% minimum

Mechanical/Electrical/Elevator Machine Room Support Spaces: These will be ventilated or conditioned to maintain space temperatures within the manufacturer's recommended limits.

#### **Lighting Power Densities**

The following are maximum lighting power densities per the Indiana Energy Code and will be reduced from these levels to actual lighting design once complete:

Office Areas: 1.1 Watts per square foot.

Restrooms: 0.9 Watts per square foot.

Corridors: 0.5 Watts per square foot.

Gymnasium: 1.9 Watts per square foot for court area, 0.4 Watts per square foot for spectator area.

Auditorium: 2.6 Watts per square foot.

Lobby: 3.3 Watts per square foot.

Electrical/Mechanical Rooms: 1.5 Watts per square foot.

#### **Equipment Heat Load**

Office Areas: 150 Watts per workstation  
Other Areas: Based upon actual equipment

### **Outside Air Ventilation**

Provided as specified in ASHRAE 62.1-2007.

System Diversity: Occupant levels will be defined based upon the “head count” population per space as designed in lieu of code egress values.

Ventilation levels will be established using the Ventilation Rate Procedure as established by ASHRAE 62.1-2007. The Ventilation Rate Procedure will be used to determine the zone minimum outdoor air flow. When using an overhead distribution system, there is an 80% effectiveness rate of getting outdoor air to the breathing zone. When using an underfloor distribution system, the effectiveness rate increases to 120%.

### **Infiltration**

Infiltration will not be accounted for in our load calculations. The buildings will be designed to be positively pressurized to prevent infiltration. Special attention will be paid to the lobbies, understanding that these have the potential to have doors open for extended periods of time due to the building occupancy.

### **Noise Criteria**

Sound attenuation equipment will be provided based on standard design practice. Equipment and products will be selected, and sound calculations will be performed to determine sound attenuator requirements.

### **Heating Hot Water Plant**

A pair of high efficiency condensing boilers will be used to generate hot water at 140°F.

Condensate neutralization will be provided for boiler condensate.

Boiler intake and flue piping will be in accordance with manufacturer’s instruction and routed to the exterior of the mechanical room while maintaining proper distances between flues and intakes.

Hot water will be distributed to the air handling unit and VAV terminal boxes via base mounted end-suction pumps.

The heating water system will consist of a water/propylene glycol mixture with 30% of the mixture being glycol. Glycol is used for freeze protection.

## **Hydronic Distribution Systems**

### ***General Piping:***

Heating water will be distributed through Type L copper piping with soldered or press fit joints for pipes 2" and smaller, and Schedule 40 carbon steel piping with flanged, welded, or grooved coupling joints for pipes 2-1/2" and larger. Unions will not be required at terminal heating devices in copper piping. Valves 2" and under will be Class 150. Valves 2-1/2" larger will be Class 150/175 flanged end connections. Shutoff valves will be commercial grade butterfly valves.

All hydronic piping will be labeled, and color coded in accordance with industry standard and marked in direction of flow.

All hydronic piping will be sized as follows:

Maximum pressure drops of 4 ft of water/100 ft of piping for piping 4" and smaller.

10 fps maximum velocity for piping 6" and larger.

Heating water piping will be insulated with rigid glass fiber insulation per ASHRAE 90.1-2007 requirements with appropriate insulation jacket.

### ***Pumping:***

Distribution pumps will be base mounted end-suction centrifugal pumps, and each will be sized to provide 65% of the design load. Two pumps will operate in parallel to match the load of the system. Pumps shall operate lead/lag, alternating each week.

Heating water system will be variable flow. 3-way control valves will be installed in each mechanical room and at the end of each piping run to prevent dead-heading the pump.

Distribution pumps will be provided with a variable frequency drive (VFD). A differential pressure transmitter between the supply and return mains will be utilized to vary the speed of the pumps, via variable frequency drives, to maintain a constant pressure differential between the piping mains.

## **Exhaust Fans**

Exhaust fans will be a combination of down blast centrifugal (mushroom style) fans and inline centrifugal fans as coordinated with building architecture. The parking garage will have a centrifugal fan to provide code required ventilation. Makeup air to the garage will be through wall louvers.

The teaching kitchen is provided with a residential style range hood over the domestic stove. This is exhausted to the outside.

Toilet rooms are exhausted to the outside.



### **Ductwork and Air Distribution**

Medium pressure galvanized steel ductwork will distribute supply air from the air handling units to the VAV boxes. This ductwork will be constructed to 4" pressure class and Seal Class A. Low pressure galvanized steel ductwork (2" pressure class) will be utilized downstream of VAV boxes to distribute supply air to the spaces. Ductwork will be constructed in accordance with SMACNA Standards for appropriate pressure class. Ductwork will be sealed to meet SMACNA Seal Class A as a minimum and to limit ductwork leakage not exceeding 1% of the design flow rate. 100% of ductwork above 2" pressure class will be leak tested.

Representative samples of low-pressure duct will be tested (Approximately 10% of ductwork.). Sample size will vary with preliminary results of leak tests.

Supply ductwork sizing for ductwork (duct air flows based on diversified air flows) shall be as follows:

From air handling unit to air terminal (AT) Device: Maximum pressure drop of 0.15"/100 ft and maximum velocity of 2,000 fpm

(Duct size to AT device = AT inlet size up to 10 ft from AT)

From air terminal Device to Supply Diffuser: Maximum pressure drop of 0.08"/100 ft and maximum velocity of 1,000 fpm

Ductwork will not be lined. Sound attenuating flexible duct up to 5 feet in total length will be provided at the supply diffusers to control noise. Sound attenuators at the discharge of air moving devices will be provided where required to meet noise criteria. Supply air ductwork will be externally insulated with fiberglass insulation with foil jackets per energy code requirements. Where exposed ductwork is designed, pre-insulated, double-walled ductwork will be specified.

For overhead systems, at finished ceiling areas of the building, flush panel type ceiling diffusers will be provided in all lay-in ceilings and panel or slot diffusers with rapid mount frames will be provided in all gypsum ceilings. Framed return grilles will be provided in areas throughout the building.

General Material and Installation Requirements:

Air outlets will be selected for high APDI comfort index as defined by ASHRAE Handbook of Fundamentals. Finishes will be appropriate to each space. Standard finish will be baked white enamel on aluminum or steel.

All equipment with moving components will be properly supported with vibration isolators and flexible connections to eliminate the conduction of vibrations to other building components or areas.

Fire dampers will be provided in ductwork penetrating any rated construction assemblies. Approved firestopping material around piping, etc., to maintain rating of walls and floors will also be provided as required.

Plenum ratings: All ductwork, piping, insulation, jackets, coverings, sealers, mastics, and adhesives will be plenum rated, having a flame-spread index of 25 or less, and a smoke-developed index of 50 or less, as required by code.

Third party systems testing and balance will be provided by certified technicians. Certified reports will be submitted to Owner at completion of project.

### **Building Automation System**

Mechanical systems and terminal devices will be controlled and monitored through a DDC based Facility Management System (FMS) with distributed processing at the local level. System will monitor and control temperature, humidity, supply, and exhaust air quantities for all systems.

DDC controllers will utilize distributed architecture and will not rely on “front-end” or higher-level controller to perform required control sequence.

All control panels and DDC controllers will be served by standby power. All mechanical room controllers will be housed in NEMA 1 control panels. All DDC system primary LAN controllers, PC’s and communications equipment that monitors life safety and critical points (fire alarm, elevator emergency, etc.) will be supported by standby power.

Facility Management System (FMS) provided will integrate all building systems and equipment. BACnet system architecture shall be specified throughout.

Electric actuation will be utilized for all control valves, dampers, and terminal units.

### **Air Handling Units**

The mechanical system design shall include one packaged roof top air handling unit. The unit will utilize hot water heat and direct expansion (DX) cooling. The DX cooling will be provided by a remote Variable Refrigerant Flow (VRF) heat pump condensing unit piped to the AHU. The VRF unit has inverter compressors which allow for load matching and quiet, low vibration operation and system redundancy. The AHU will provide conditioned primary air to Variable Air Volume (VAV) terminal boxes which control temperature in individual spaces. The VAV terminal boxes shall incorporate hot water reheat coils to allow for additional heating when required. Each zone will have a thermostat to control the temperature in the individual space.

The AHU will have the following options:

Interlaced hot water coil to provide some heat if one circuit requires maintenance.

Interlaced DX coil to provide some cooling if one circuit requires maintenance.

Economizer mode based on enthalpy differential.

CO2 monitoring

Variable capacity compressors.

Two-inch double wall casing with rigid foam insulation, minimum R-12.

Stainless steel cooling coil drain pan.

Minimum two direct drive, plenum fans to provide redundancy.

MERV 13 filters.

Airflow measuring station to ensure proper outdoor air at all times.

Bi-polar ionization air cleaning system.

## **ELECTRICAL SYSTEM**

### **Electrical Service**

The electrical service is derived from a pad mounted utility transformer and enters the building underground into a dedicated electrical equipment room on the lower parking level of the building. The new service is anticipated to be 1600A, 3 phase, 4 wire, 120/208 volt.

A 1600A, 3 phase, 4 wire, 120/208 main switchboard with a main service disconnect circuit breaker will be installed in the main electrical room. Branch circuit breakers will be provided in the switchboard to serve major 3 phase HVAC equipment, elevator, and branch panelboards within the building.

3 phase, 4 wire, 120/208 volt branch panelboards will be located in the electrical equipment room. Branch panelboards will serve 120 and 208 volt loads such as receptacles, lighting and miscellaneous HVAC loads throughout the building.

### **Electrical Distribution**

120 volt duplex receptacles will be provided throughout the building for general maintenance in common areas and in locations as determined for owner's use and as coordinated with furniture and equipment. Special outlets will be provided for specific equipment as required by the owner.

At locations which are not adjacent to walls but require power or data access, fire rated poke-through boxes with 20A receptacles, data outlets or a combination of both will be provided. These may include conference room tables, service desks, computer stations and other equipment or furniture as designated by the design team and owner. The poke-through devices are installed in a 4" or 6" diameter hole either formed or core drilled in the floor and fed by conduits routed in the garage level below. They will also feature recessed connections so that cables can be plugged in and used with the cover closed with the plug secure and only the cable is seen coming out of the box. The access covers for these devices will be of minimum height to avoid a tripping hazard.

In open areas where future flexibility for locations of floor outlets are desired, two options are being considered in response to the owner's request for a flexible system:

**Option 1: Poke-Through Boxes:** The use of fire rated poke-through floor boxes mentioned above. These may be placed on a grid pattern such as 8' x 8' or 10' x 10' to allow different levels of flexibility. Because there is a lower level ceiling which is accessible, this type of device may be installed in a 4" or 6" hole in the floor. New holes may be core drilled in the future and devices installed where required with the conduit connected to the existing conduit in the garage level below.

**Option 2: Accessible Floor System:** An accessible floor system could be installed. This would consist of a raised floor system above the structural floor. This type of floor system typically is

made up of a 2' x 2' grid of pedestals with removable 2' x 2' floor panels. Floor boxes for power or data can be installed virtually anywhere in this floor and cables routed below the raised floor. This system would require the structural floor below the raised floor to be depressed so that the raised floor system is even with the floor of the adjacent areas.

Wiring methods for branch circuits will include copper wire in EMT conduit and Type MC (metal clad flexible cable with copper conductors) where concealed within walls or above ceilings.

Conduits for site power and lighting will be routed from panelboards in the main electrical room underground outside to site electrical loads.

### **Lighting Systems**

2x4 and 2x2 direct/indirect LED lay in fixtures will be utilized for offices and common spaces with lay in tile ceilings. This type may also be used in restrooms at the owner's discretion.

Pendant mounted LED fixtures will be utilized in areas with open exposed structure. Pendants may be down light only or a combination of down light and up light components to highlight the structure as desired by the design team and owner.

LED recessed down lights and wall washer type fixtures will be provided to highlight lobby areas.

LED industrial fixtures will be used for mechanical and unfinished storage areas.

In meeting and conference rooms, pendant mounted LED fixtures with up and down lighting components may be used. Lighting control in these rooms will be capable of dimming fixtures for presentation, conference and other room activities.

Occupancy/Vacancy sensors will be utilized in offices, storage, restrooms, and common spaces to reduce energy consumption when the spaces are unoccupied. Daylight sensors may be incorporated in areas subject to outdoor light to further reduce energy use during daylight hours.

The total building lighting system will be designed to comply with the current Indiana Energy Code (based on ASHRAE 90.1).

Emergency exit and egress lights with LED lamps and integral battery back-up will be placed throughout the building to provide code required exit passage light levels and guide occupants to the exits in the case of a power outage.

Exterior lighting will consist of LED pole mounted and building mounted light fixtures controlled by a combination of photocell and time clock.

### **Fire Alarm System**

A microprocessor-based, digital, fully addressable fire alarm system will be provided. This system will include manual pull stations at exterior doors, duct detectors for all air handling systems over 2,000 CFM, area detectors for mechanical and storage rooms, elevator equipment room and elevator lobbies and flow and tamper switches to monitor the sprinkler system.

Annunciation devices (horn/strobe units and strobe only units) will be placed throughout the building to provide ADA required sound and candela levels in the event of an alarm.

The system will include batteries to provide 90 minutes of operation without building power. A remote annunciator panel will be located at the entrance as determined with the local fire department requirements and will have an alpha numeric display listing which detector is in alarm.

The fire alarm control panel will be located in the main electrical equipment room.

### **Tele Data and Other Low Voltage Systems**

The electrical documents will locate recessed tele-data back boxes throughout the spaces per specific owner request and the design team's recommendations. Additional boxes will be dedicated to security camera and access control devices and audio-visual devices with locations as directed by the owner's security and AV providers. Rough-ins will consist of a recessed box with a 1" conduit turned out above accessible ceilings for routing of required cabling. 120V power outlets will also be provided at locations designated by the owner's tele-data, security, and AV providers for powering equipment.

### **Solar Power**

At the request of the owner, a solar photovoltaic system has been considered for the building. The system would consist of PV solar panels installed on the roof of the building with control equipment and battery storage units installed in the main electrical room or dedicated room on the lower/garage level of the building.

With the available space on the roof of the building, the system would be rated to deliver approximately 100kW of AC power at 120/208V, 3ph, 4W. This represents only 20% to 25% of the power requirements of the building.

The initial cost of this system is estimated to be \$200,000 for the installation of the system plus an increase of the structural support necessary for the roof to accommodate the solar panels. At the current relatively low cost of electrical utility power in Indiana, it is estimated that the payback period of a solar power system is from 10 to 20 years. The expected life span of the system is 30 years for the solar panels and control equipment and 5 to 7 years for storage batteries.

For these reasons, from an economic perspective, we do not recommend including a solar powered system in the building for initial construction.

Another option would be to include the structural reinforcement necessary to accommodate installation of the solar equipment on the roof and install a solar power system in the future if desired. From an electrical standpoint, this provision would include a pathway for conduits from the roof to the lower garage level where future control equipment would be located.

#### **Standby Generator (Electrical Alternate #1)**

At the request of the owner, as a possible Alternate, a standby diesel-powered generator will be provided for the building. The generator will include a weatherproof sound attenuating enclosure and base fuel tank sized to carry 24 hours of fuel. The generator will also include two output circuit breakers; a 100A/3P circuit breaker will serve life safety loads and a secondary circuit breaker will serve optional standby loads.

Circuits from the output circuit breakers at the generator will be routed underground to two automatic transfer switches located in an electrical room on the lower/garage level of the building. One transfer switch for life safety loads will be rated at 100A, 3ph, 4W and will serve a panelboard dedicated to life safety loads including egress lighting and fire alarm system. Under this Alternate, emergency egress lighting in the building will not be equipped with battery back-up.

Under this Alternate the generator could be sized to carry only selected loads in the building or the entire building. The two options for the standby generator Alternate would include:

**Option 1 (Selected Loads):** For this option, the generator would be sized to carry only selected loads in the building. It is estimated that the generator would be rated at approximately 150kW. The generator would include the 100A circuit breaker and transfer switch mentioned above for life safety loads. It would also include a 400A circuit breaker, transfer switch and distribution panel to serve optional standby loads in the building. These loads would include the elevator, sump pumps, I.T. equipment and any other equipment deemed critical to the building.

**Option 2 (Entire Building):** For this option, the generator would be sized to carry the entire building for as long as necessary during a loss of normal utility power. It is estimated that the generator would be rated at approximately 450kW. The generator would include the 100A circuit breaker and transfer switch mentioned above for life safety loads. It would also include a 1600A circuit breaker and transfer switch to serve the main building switchboard located in the main electrical room. Under this alternate, the service feeder from the utility pad mounted transformer will be routed to the 'normal' side of the transfer switch, the generator will be connected to the 'emergency' side of the transfer switch and the main switchboard will be connected to the output of the transfer switch.

If the owner considers adding a generator in the future rather than with this project, it may be prudent to provide the appropriate infrastructure and location designation as part of the current project.

## **PLUMBING SYSTEM**

### **Plumbing System**

Plumbing systems will consist of plumbing equipment and fixtures; storm water drainage, sanitary waste, and vent; domestic cold, hot, and hot water return, water softening and natural gas systems.

### **Storm Water Drainage System**

Storm water on all new roof surfaces shall be collected with a system of roof drains having cast iron grates and adjacent overflow drains as required by the Indiana Plumbing Code. Piping shall be routed to below grade within the building and thence to the storm sewer system outside the building.

All above ground and underground storm drainage piping will be DWV, service weight hubless cast iron soil pipe; plain cut ends; conforming to CISPI Standard 301 and ASTM A888.

Roof and overflow drain bodies and horizontal above ground storm pipe shall be insulated to prevent condensation.

The primary storm drainage system will be sized based on a maximum rainfall rate of 3.1 in/hour per local code. A secondary storm drainage piping system exiting to the building exterior is not required by code in the State of Indiana, but overflow drains are connected to the primary storm drainage system.

### **Sanitary Waste and Vent System**

A sanitary waste and vent system will be provided for all plumbing fixtures and other devices that produce sanitary waste. Plumbing fixtures will be drained by gravity through conventional soil, waste, and vent piping to the sewer system outside the building.

The sanitary waste piping will be pitched to maintain a minimum velocity of 2 fps when flowing half full.

The sanitary vents and the venting system will be designed and installed so that the water seal of a trap will be subject to a maximum pneumatic pressure differential equal to 1" water column. This will be accomplished by sizing and locating the vents in accordance with the venting tables contained in the plumbing code.

Piping 2 1/2" and under shall have a minimum slope of 2 percent (1/4" per ft.), Piping 3" and larger shall have a minimum slope of 1 percent (1/8" per ft.).

Above ground and underground sanitary waste and vent piping will be DWV, service weight hubless cast iron soil pipe; plain cut ends; conforming to CISPI Standard 301 and ASTM A888.

All fixtures will have traps and will be vented through the roof. Vent terminals will be located away from air intakes, doors, operable windows, and parapet walls at distances required by the plumbing code. Floor drains, floor sinks and indirect waste receptors will be provided with trap seals when subject to loss of waters due to evaporation caused by infrequent use.

Special waste traps will be provided in the teen center that can be used to catch particle debris and prevent clogs in the drainage system. These will be hidden in the cabinets below the sinks.

If requested by the owner a garbage disposal will be provided in the teaching kitchen/café.

### **Domestic Water System**

The domestic water will be provided by the local water utility. A water room will be located in the parking garage and pipe up to the library. It is not anticipated that a water softener system will be required for the project.

Systems shall be designed to provide sufficient pressure to operate plumbing fixtures and equipment during peak demand. The supply capacity for the cold and hot water piping will be determined based on fixture units using recognized engineering standards. Current assumption is that the water pressure from the utility is adequate such that a pressure booster pump is not required.

Vacuum breakers and backflow prevention devices shall be provided to protect against cross-connection.

The domestic hot and cold-water piping will be Type L copper tube with wrought copper fittings and soldered joints. The piping will be sized to limit the velocity in any section of the system to a maximum of 8 fps for cold water system and 4 fps for hot water and hot water circulating systems.

Dielectric unions shall be installed between the connections of pipe of dissimilar metals.

Domestic cold-water piping will be insulated to prevent condensation from forming. The hot water system will be insulated in accordance with Code to minimize energy use.

Isolation valves will be provided at all riser connections, branch piping run-outs to fixture groups, and at devices requiring maintenance. Stop valves are to be provided for each fixture.

Water hammer arrestors will be provided at all quick closing solenoid valves and at other potential water hammer sources. Water hammer arrestor sizing shall be per the Plumbing and Drainage Institute requirements.

### **Domestic Hot Water System**

Domestic hot water will be extended from centralized tank type water heaters located in a mechanical equipment room on the lower level. Domestic hot water will be produced at



140°F. A thermostatic mixing valve shall be provided to temper hot water to 120°F for occupant use.

Domestic 120°F hot water will be circulated with wet rotor recirculation pumps to insure a supply of hot water to all fixtures in a timely manner.

Non-recirculated fixture branch piping shall not exceed 20 feet in length. The hot water return will be looped back through the domestic water heaters to help prevent Legionella. Dead-end piping shall not be installed, except for valved and capped branches for future.

### **Plumbing Fixtures**

All plumbing fixtures will be commercial grade products. Plumbing fixtures designated as barrier-free will be manufactured and installed in accordance with local, state, and federal accessibility requirements. Each type of fixture shall be provided with trim and fittings including faucets, supplies, stops, traps, tailpieces, waste nipples, hangers, plates, brackets, anchors, supports, hardware, and fastening devices required for a complete installation.

Public area restroom water closets will be wall-mounted, white vitreous china, with elongated bowls, white solid plastic, open front, integral check seat, less cover, and flush valves. The flush valves will be diaphragm type battery powered sensor operated, with 1.6-gallon flush.

Public area restroom urinals will be wall-mounted, white vitreous china, with flush valves. The flush valves will be diaphragm type battery powered sensor operated, with 0.5-gallon flush.

Public area restroom lavatories will be wall mounted with battery powered sensor operated faucets with 0.5 gpm flow control.

Electric water coolers will be provided as required by the building design. The electric water coolers will be provided with sensor operated bottle fillers and manual operated drinking fountains.

Casework sinks will be countertop mounted stainless steel. Faucets will be hot and cold mixing type, 1.5 gpm flow control.

Janitor sinks will be floor mounted, molded stone, with stainless steel splash panels. Faucets will be hot and cold mixing type with hose connections and vacuum breakers. A utility sink will be added to the maintenance room in the lower level.

Exterior hose bibbs will be flush mounted, freeze resistant, with vacuum breakers and loose key operators. Mechanical room hose bibbs will be surface mounted, with vacuum breakers.

Plumbing fixtures will be provided to accommodate the physically challenged and will be provided with protective covers on fixture traps and supplies.

### **Natural Gas System**

Natural gas is anticipated for ancillary uses include the rooftop units, domestic water heaters, and heating boilers.

Natural gas will be distributed at 2 psig pressure within the building to minimize pipe sizes. Gas pressure regulators at each appliance shall reduce pressure to equipment requirements. Pipe shall be Schedule 40 black steel pipe, with malleable iron threaded fittings. Pressure regulators, shut off valves, unions, and dirt legs will be provided at each piece of equipment.

### **Fire Protection System**

The buildings will be protected throughout with hydraulically calculated sprinkler systems and will be a dry pipe sprinkler system. A nitrogen generator will be provided to hold pressure in the dry pipe system. The dry pipe system was chosen to prevent chances of freezing in the parking garage. It also would prevent any damage to the library collection caused by leaks or a nuisance trip of a sprinkler head. All areas of the building will be protected in accordance with NFPA Standard 13, including electrical rooms, parking garage, and mechanical rooms. The following sprinkler design densities shall apply:

Areas designated as Light Hazard will be designed for a minimum sprinkler flow of 0.10 gpm per sq ft.

Areas designated as Ordinary Hazard, Group 1 and where stockpiles of combustibles do not exceed 8 ft, will be designed for a minimum sprinkler flow of 0.20 gpm per sq ft.

The system demand will be based upon the most remote 1500 sq ft.

The piping for the dry pipe sprinkler system will be black steel. Piping 2" and smaller in size will be Schedule 40 with threaded joints. Piping larger than 2" will be Schedule 10 with rolled groove couplings or Schedule 40 with welded, threaded, or cut groove coupling. The pipe sizing for the systems will be as required to satisfy the hydraulic demand.

The type of sprinkler head used in a particular area will be selected by the Engineer and the Architect. Generally, concealed sprinklers with flush covers will be installed in all public areas with high quality finishes. Pendent or upright sprinklers will be installed in areas without ceilings. Sidewall sprinklers will be used only when other types cannot be used due to space limitations. Sprinkler heads which are subject to mechanical injury and less than 84" above finished floor shall be protected with approved guards.



## CODE SUMMARY

RTM CONSULTANTS, INC., Building Code Consultant

The preliminary Code Summary for the Monroe County Public Library Southwest Branch follows.



**Monroe County Public Library - New Branch  
Code Summary**



<b>Applicable Codes:</b>	2014 Indiana Building Code (IBC)* 2009 ANSI A117.1 Accessibility Standards 2014 Indiana Fire Code (IFC) 2014 Indiana Mechanical Code (IMC) 2009 Indiana Electrical Code (NEC) 2012 Indiana Plumbing Code (IPC) *Code referenced unless otherwise noted
<b>Occupancy Classifications:</b>	Library/Assembly Spaces A-3 Occupancy [303.4] Offices and spaces with an occupant load of less than 50 - B Occupancy (Accessory) [304.1, 303.1.2] Enclosed Parking Garage - S-2 Occupancy [311.3]
<b>Scope of Project:</b>	The project involves construction of a new 1-story plus basement branch library building with parking on the lower level. The building will have approximately 21,000 square feet per floor. The building will be Type VB Construction and classified non-separated A-3 and S-2 Occupancies. The building will be protected throughout with an automatic sprinkler system in accordance with NFPA 13.
<b>Construction Type:</b>	Type VB Construction permitted based upon allowable area/height
<b>Allowable Area:</b>	Tabular area: 6,000 sf [Table 503] Frontage increase: +4,500 sf [506.2] Sprinkler increase: +18,000 sf [506.3] Allowable area per floor: 28,500 sf Actual area per floor: 21,000 sf
<b>Allowable Height:</b>	2 stories permitted, 1 story actual [Table 503, 504.2]
<b>Occupancy Separations:</b>	Occupancy separations are not required, based upon classification as non-separated occupancies. [508.3]
<b>Incidental Use Separations:</b>	None applicable to this project [Table 509]
<b>Stairways:</b>	Unenclosed exit access stairways are permitted where connecting only 2 stories. [1009.3 Exc.1]

<b>Occupant Load Factors:</b>	Program/Meeting Rooms    7 sf per occupant Library Reading Areas    50 sf per occupant Library Stack Areas    100 sf per occupant Office    100 sf per occupant Storage/Mechanical    300 sf per occupant Parking Garage    200 sf per occupant [Table 1004.1.2]
<b>Panic Hardware:</b>	Panic hardware is required for egress doors serving an occupant load of 50 or more [1008.1.10]

<b>Means of Egress:</b>	2 means of egress are required from rooms with a calculated occupant load of 50 or more for A-3 or B Occupancy spaces and 30 or more for S-2 Occupancy spaces, or where exceeding 75 feet common path of travel in A-3 Occupancy spaces and 100 feet in B or S-2 Occupancy spaces [1015.1]
<b>Exit Access Travel Distance:</b>	The maximum travel distance to an exterior exit is permitted to be a maximum of 250 feet for A-3 Occupancy, 300 feet for B Occupancy and 400 feet for S-2 Occupancy. [1016.1]
<b>Automatic Sprinklers:</b>	An automatic sprinkler system is required throughout based upon non-separated A-3 fire area over 12,000 sf and occupant load over 300, and S-2 enclosed parking garage over 12,000 sf and beneath another group. [903.2.1.3, 903.2.10]
<b>Fire Alarm System:</b>	A fire alarm system is required based upon A-3 occupancy fire area over 300 occupants. Manual fire alarm boxes are not required based upon automatic sprinkler initiation of the system. [907.2.1]
<b>Smoke Detectors:</b>	Smoke detectors are required for HVAC shutdown for systems delivering in excess of 2,000 cfm [606.1, IMC]  Required to initiate elevator recall. [3003.2]  Smoke detection is required in the room containing fire alarm control equipment. [NFPA 72]

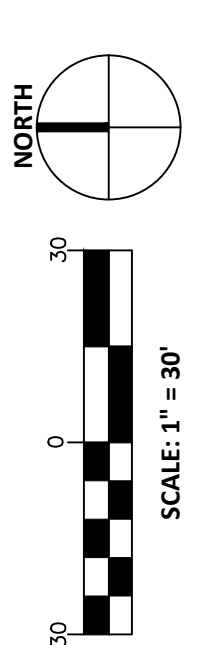
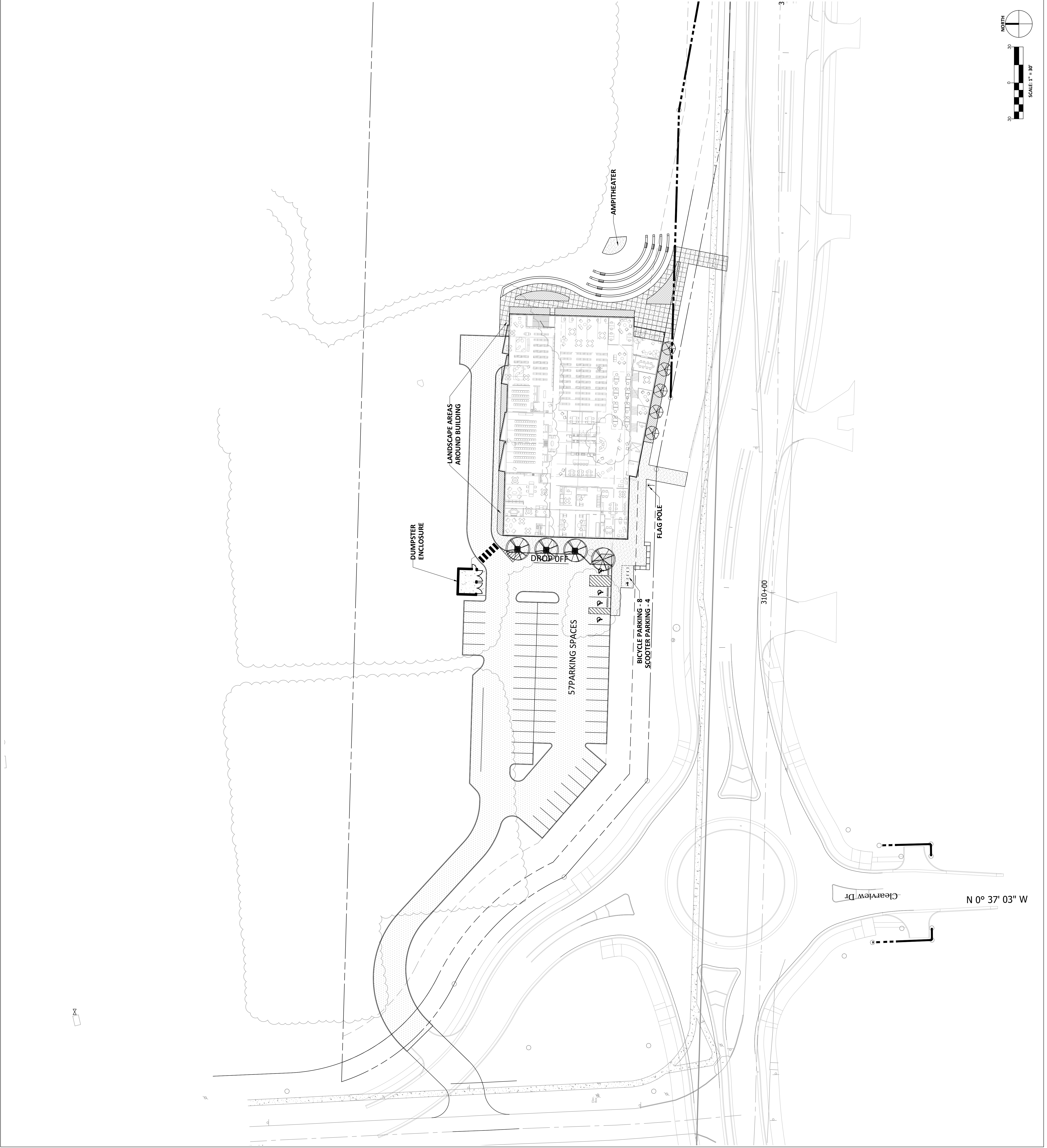
## SCHEMATIC DESIGN DRAWINGS

Schematic Design drawings for the new Monroe County Public Library Southwest Branch follow.

Drawings include site/civil design, architectural design, and structural design. These drawings are intended to serve as a road map for further detailed discussion with MCPL representatives and for architectural and engineering coordination.







- LEGEND**
- LIMITS OF NEW ASPHALT SIDEPAH
  - LIMITS OF NEW 4" THICK CONCRETE PAVING
  - PAVEMENT STRIPING 2' O.C.
  - LIMITS OF ASPHALT PAVEMENT PATCH

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BRCJ Project No: 10090

GENERAL NOTES

PLAN NOTES

**C401**  
SHEET NO.

ARCHITECT'S PROJECT NO.: 1908  
DATE: OCTOBER 23, 2020  
**SITE IMPROVEMENT  
PLAN**



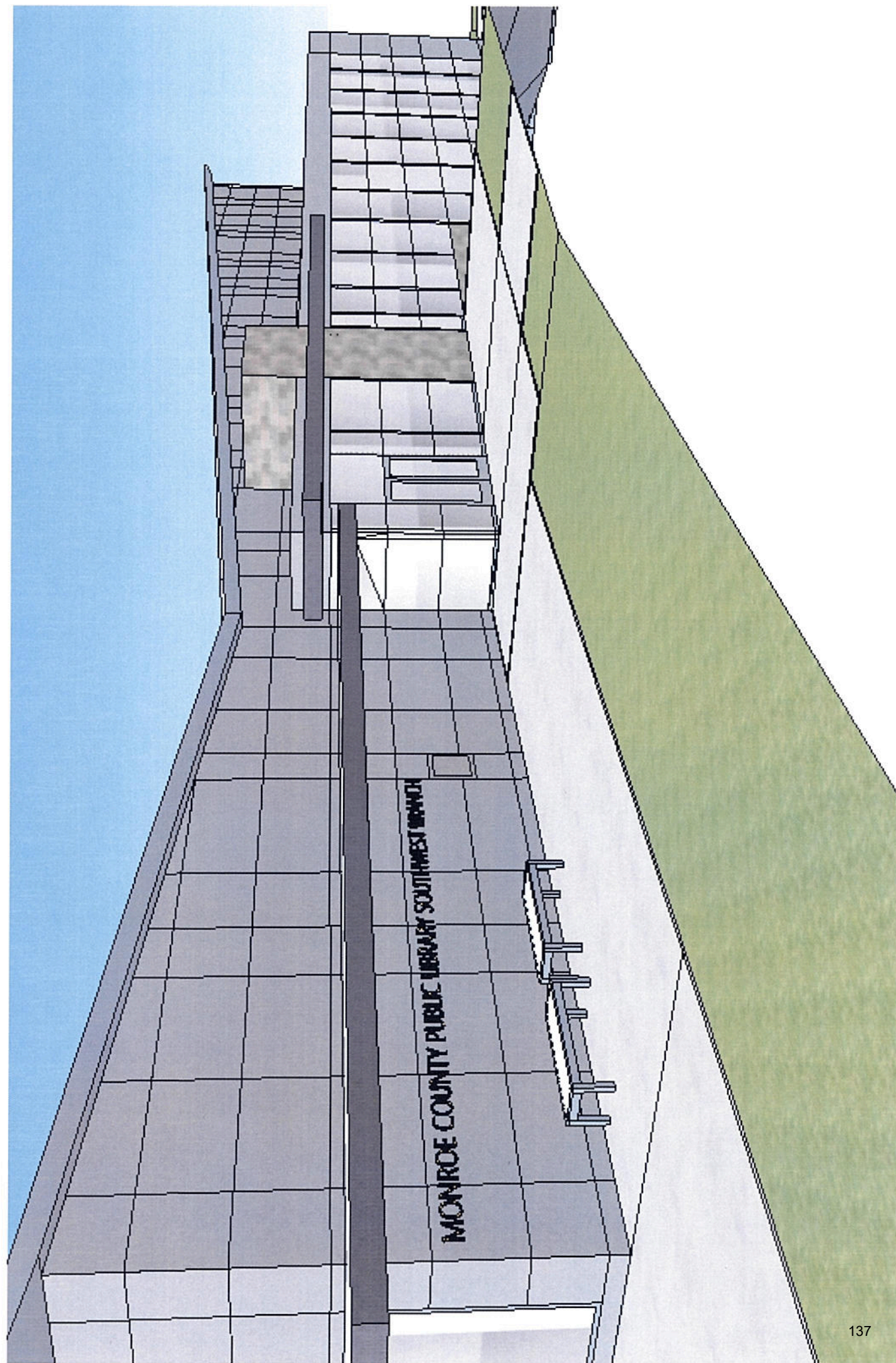




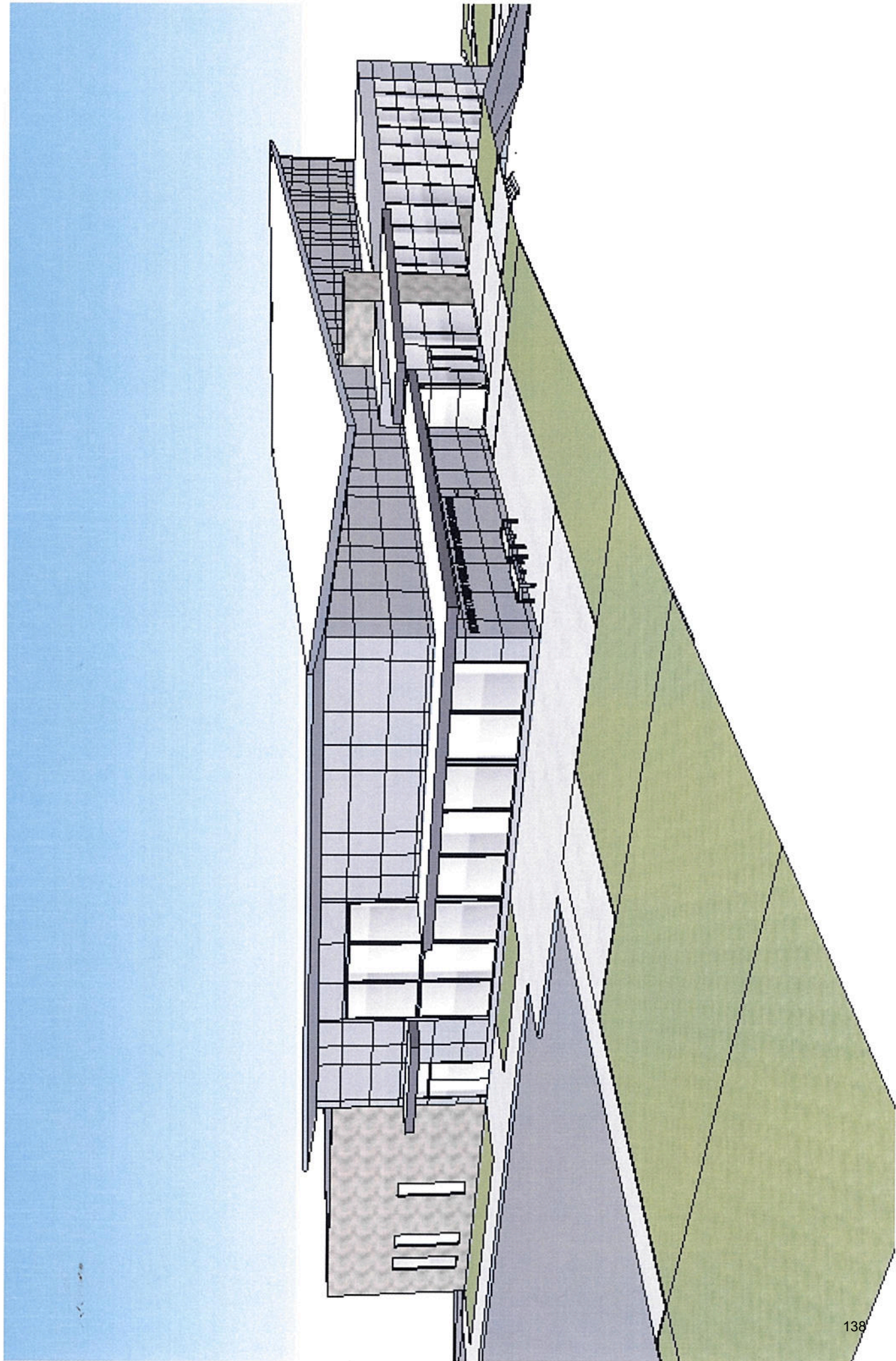




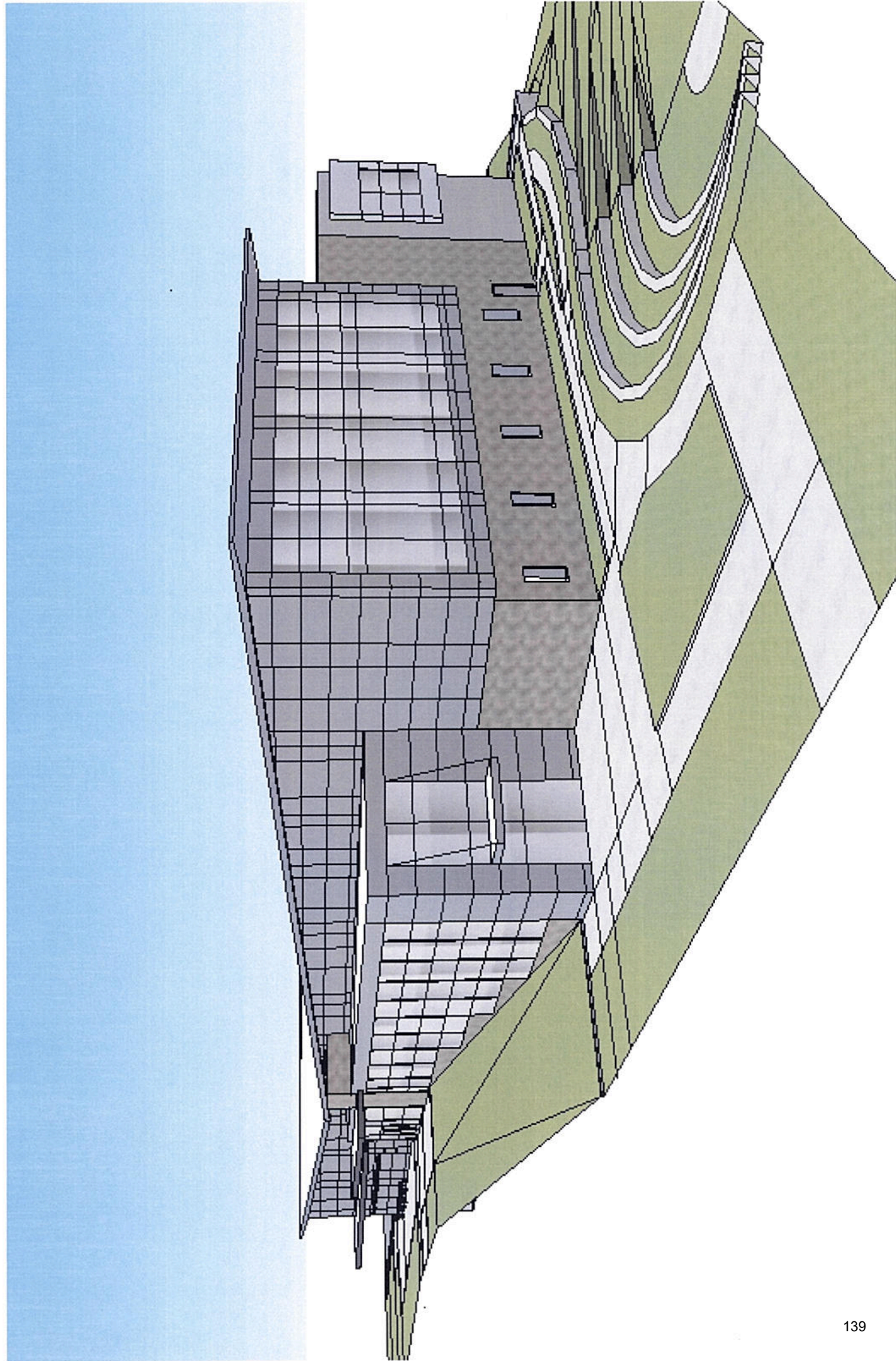




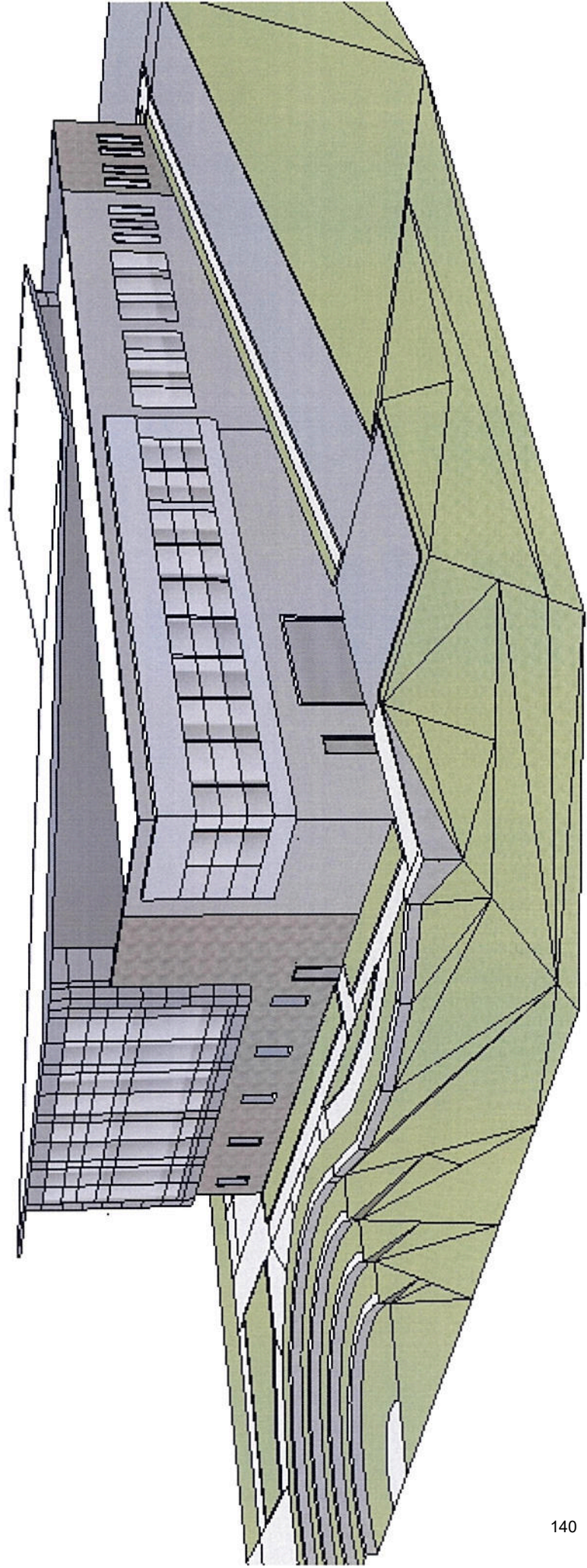
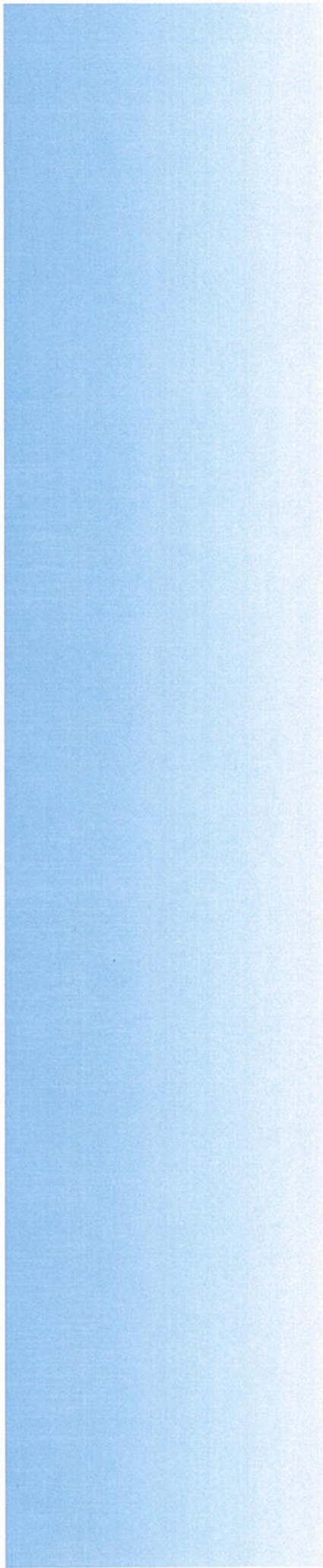




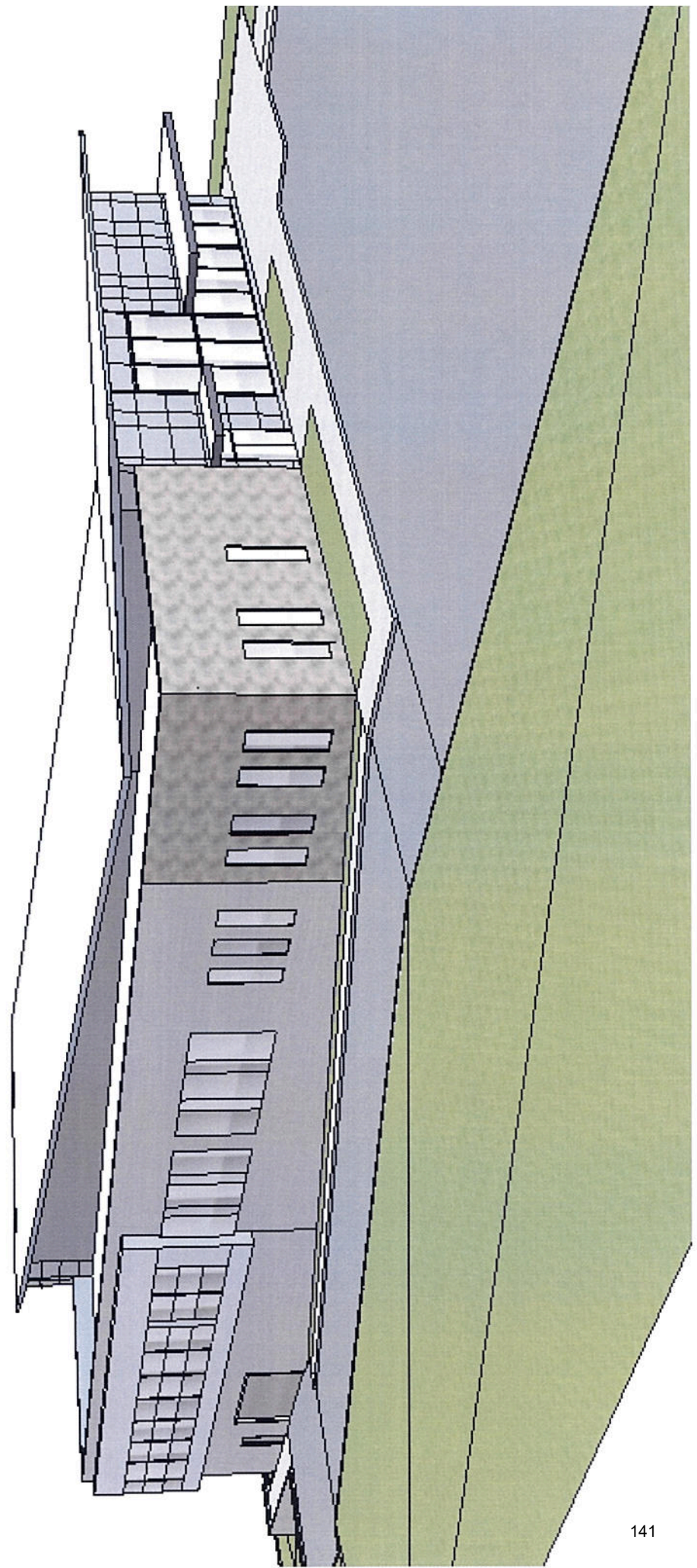
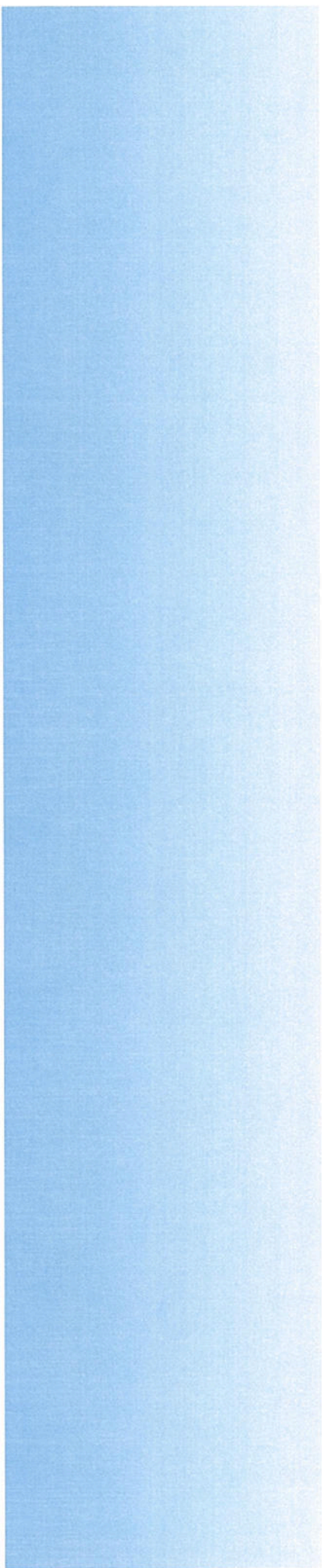






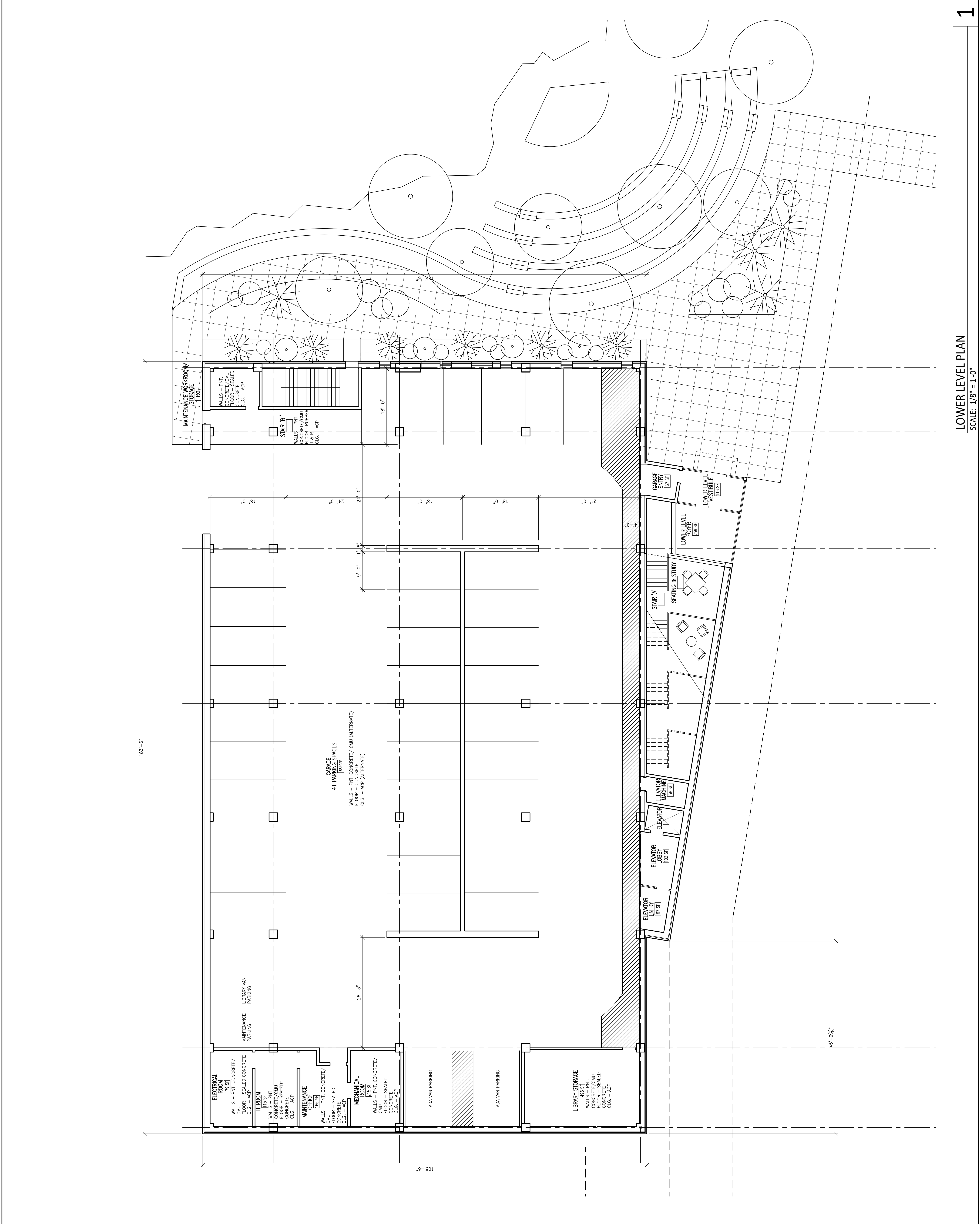
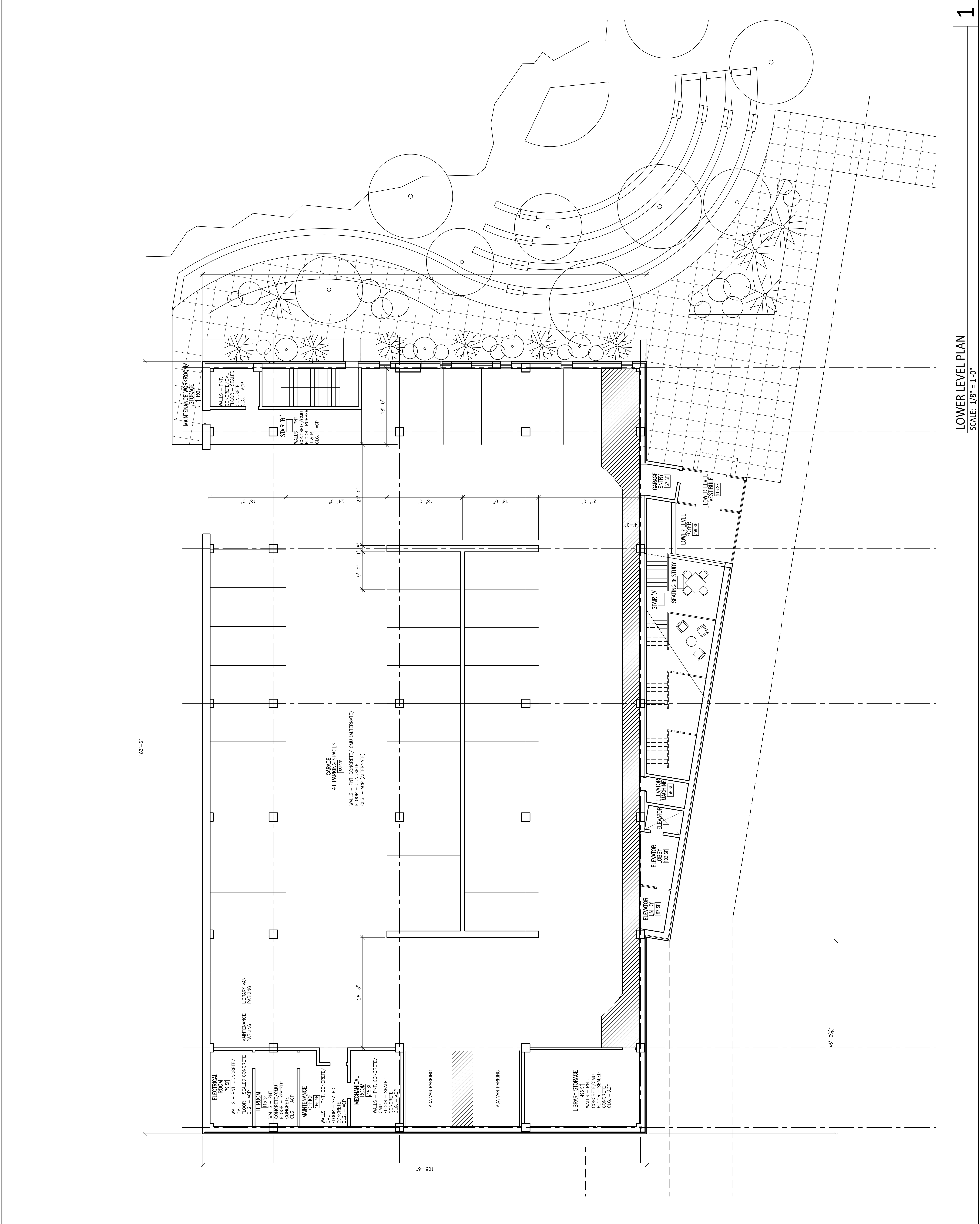
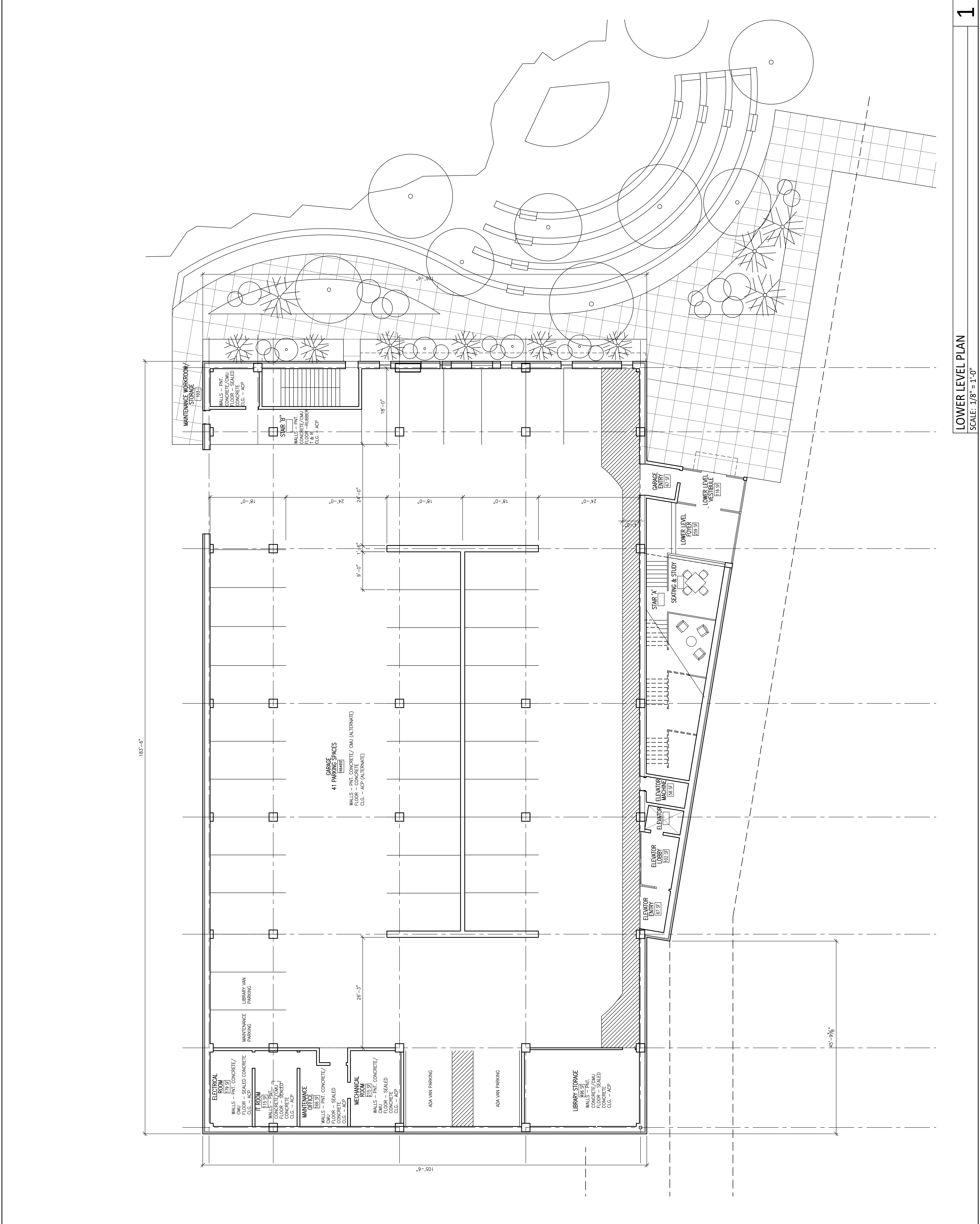
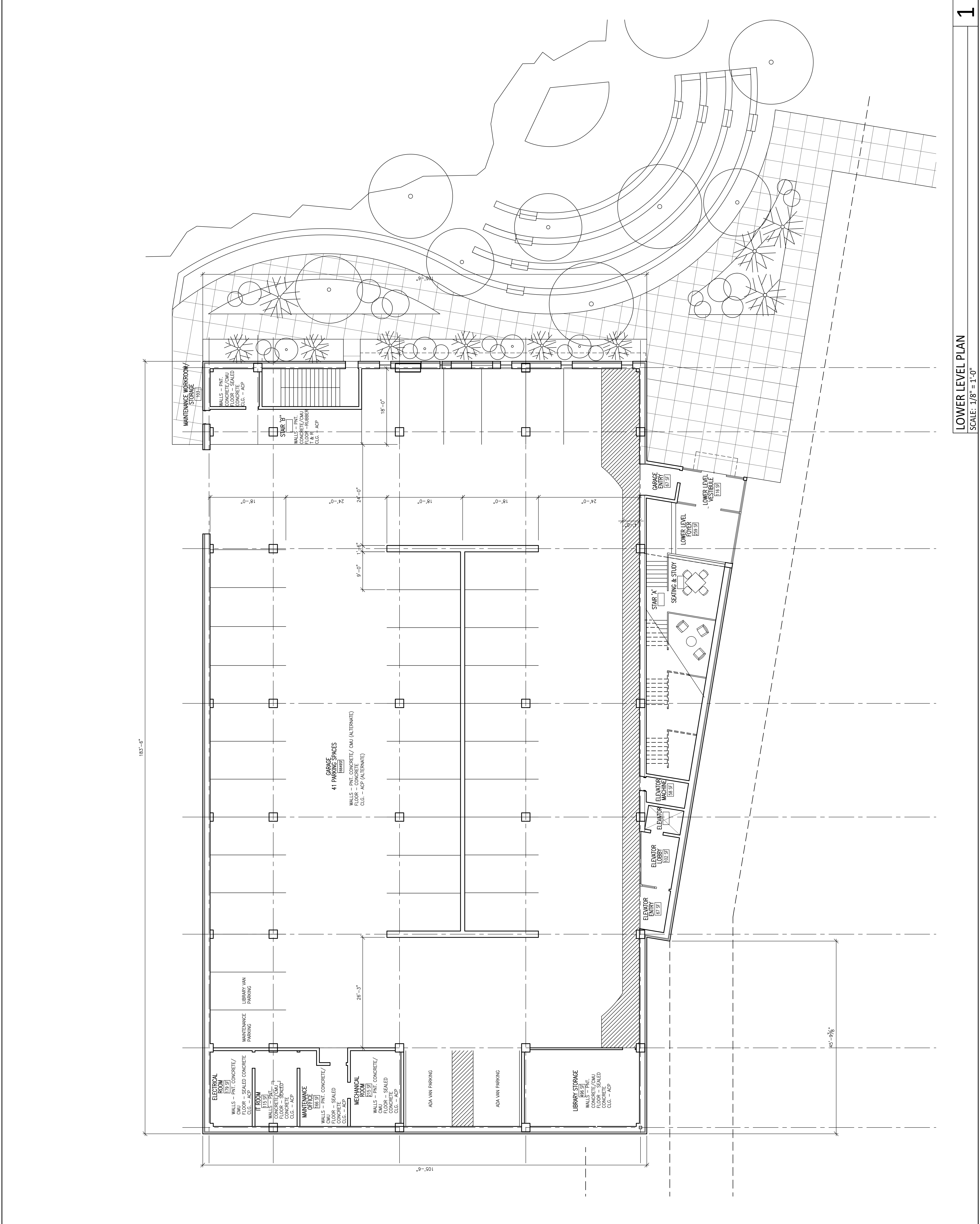
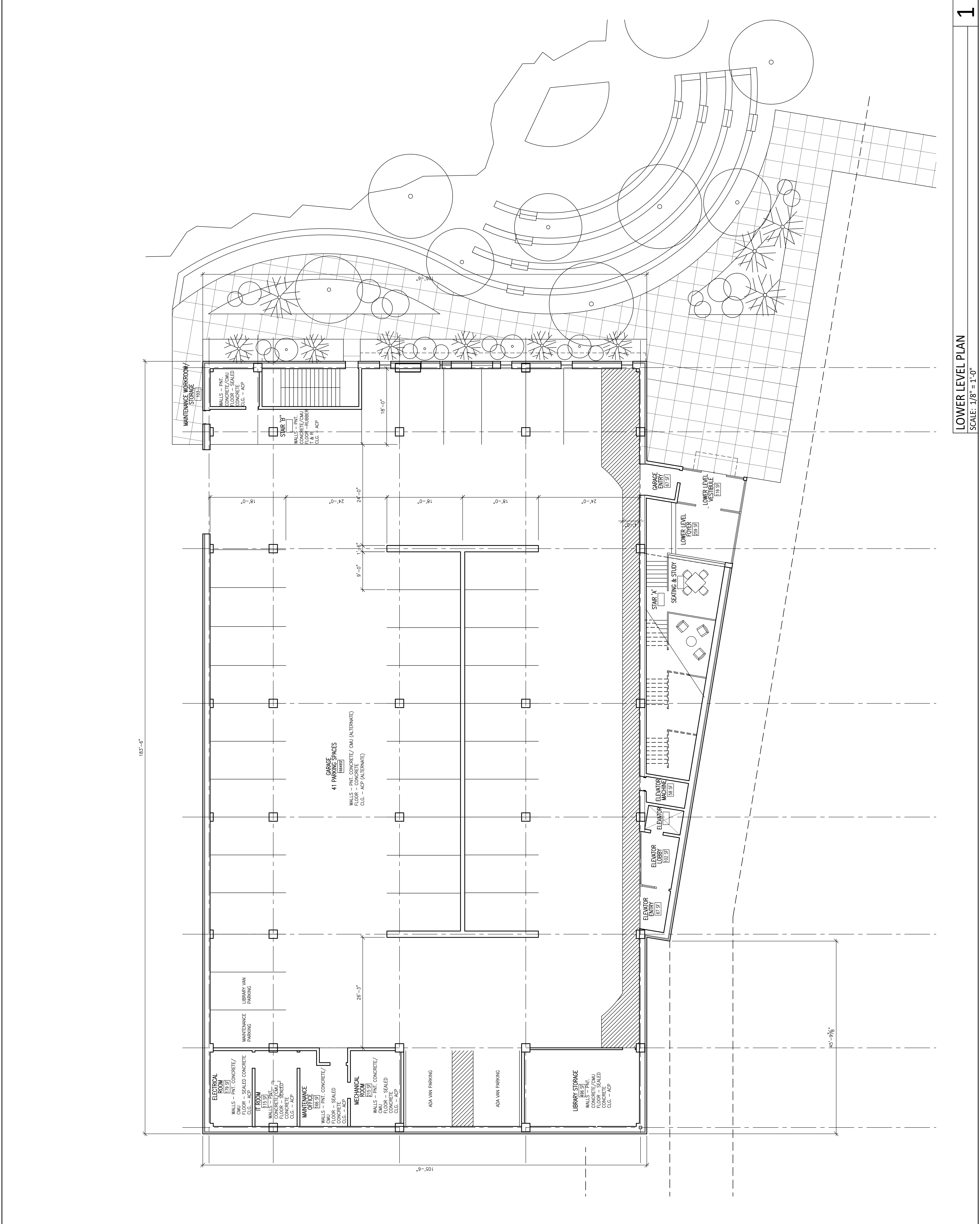
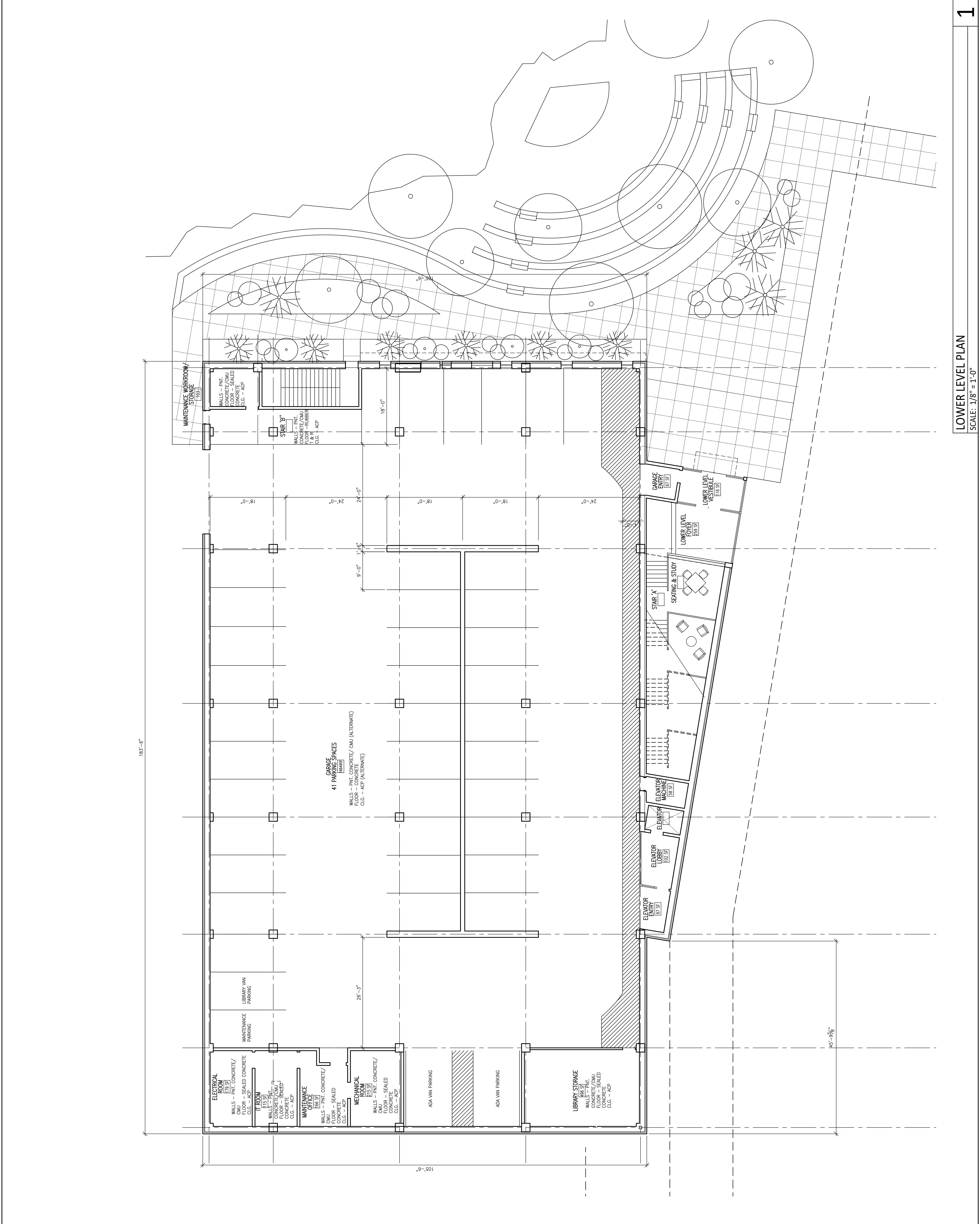
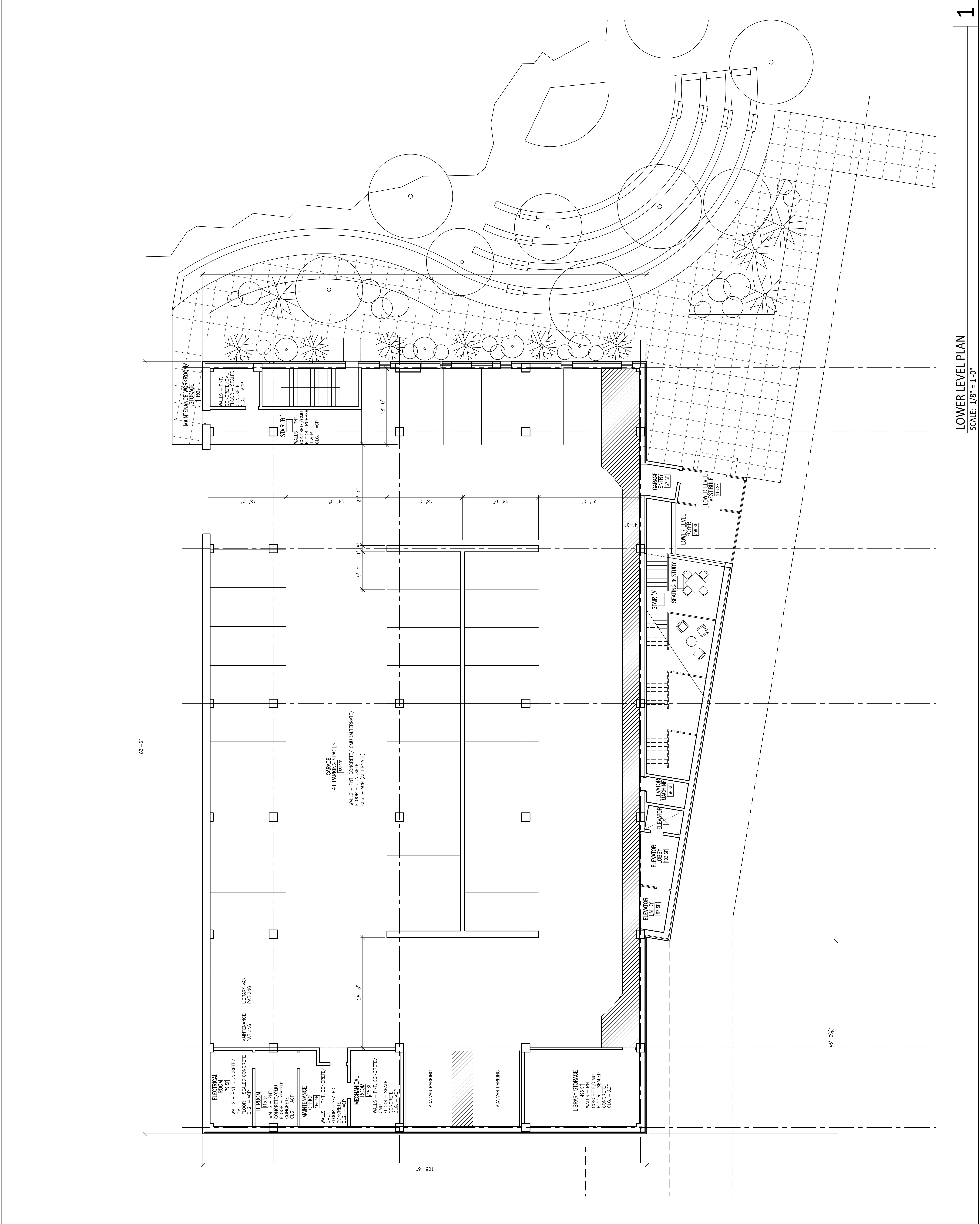
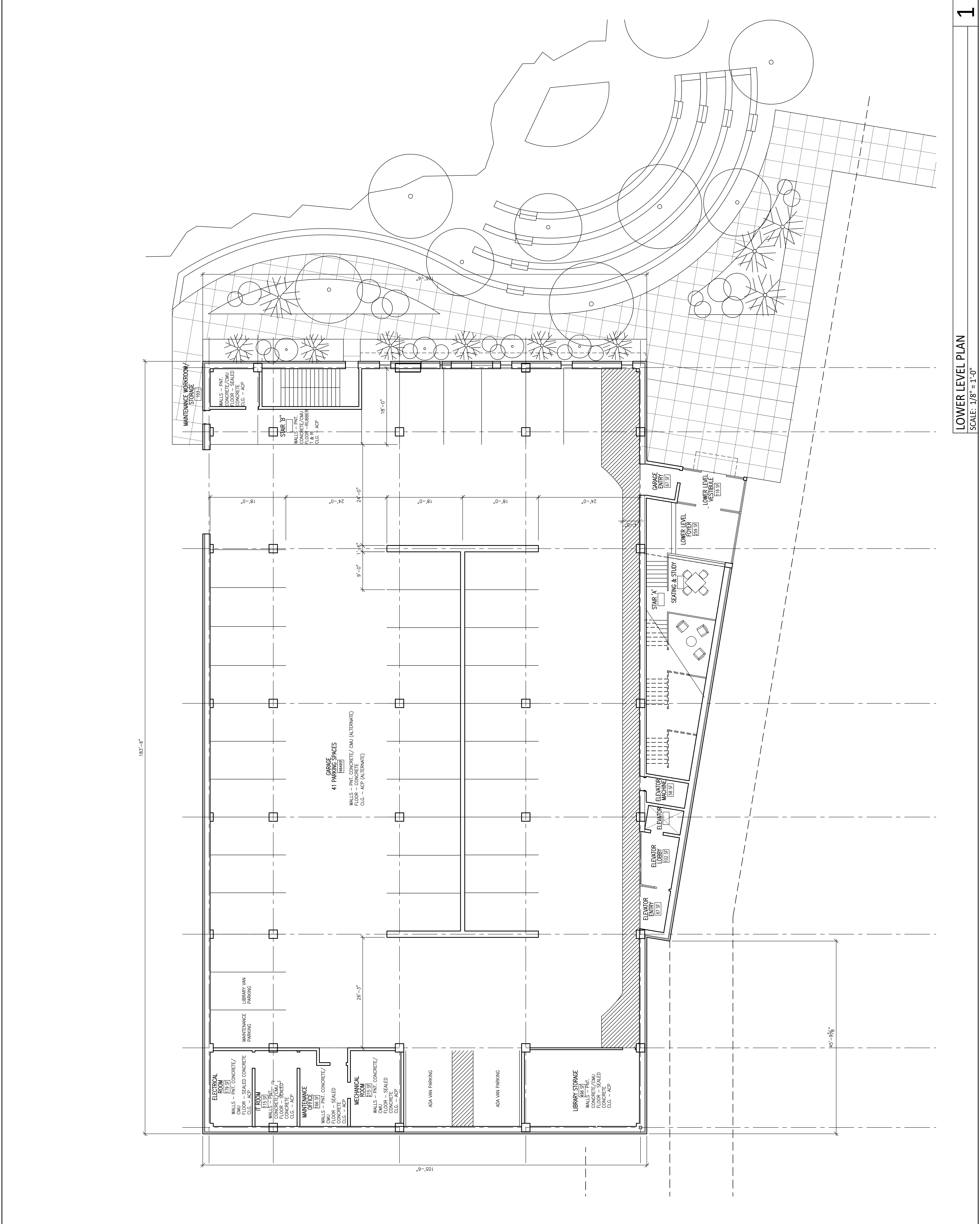
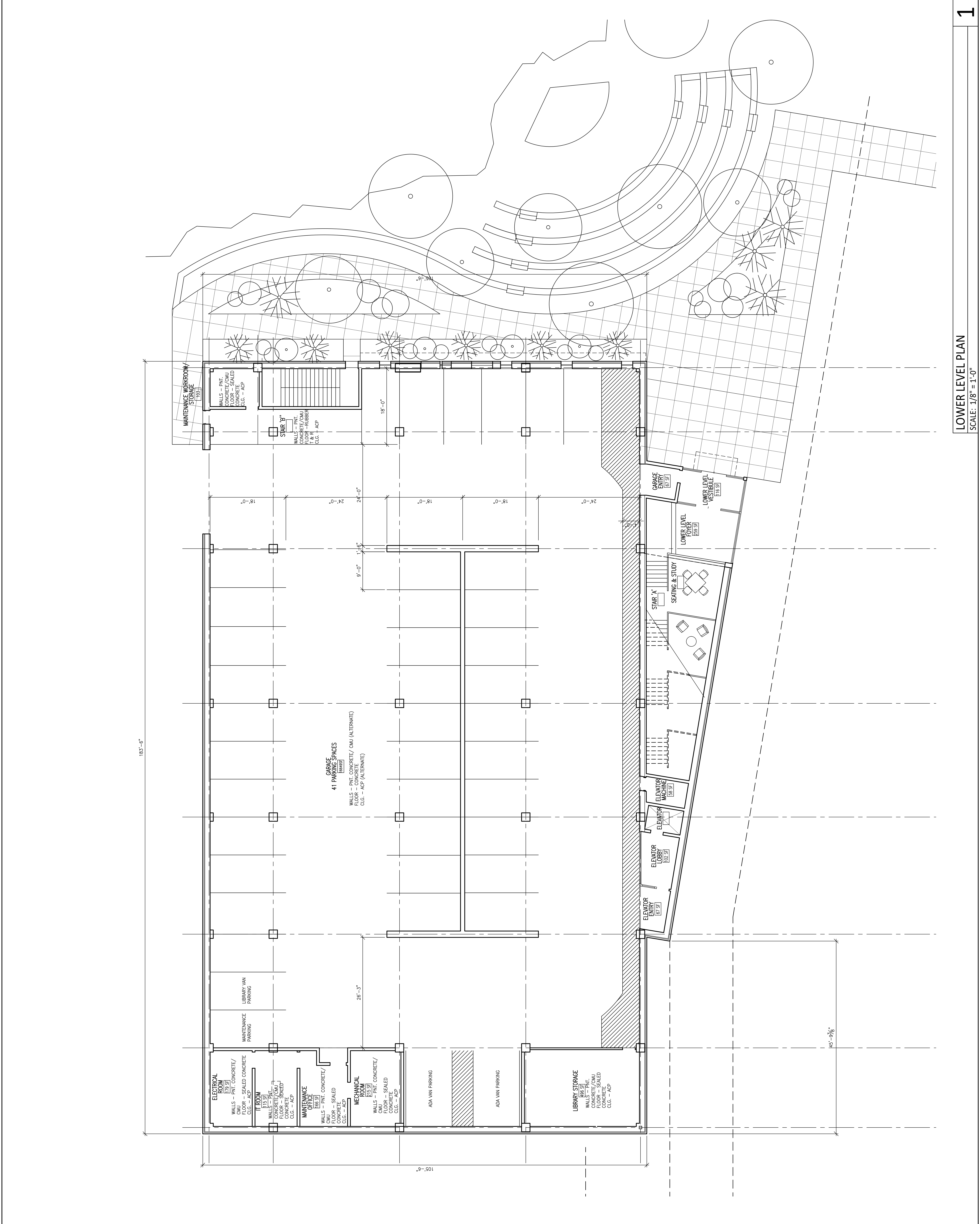
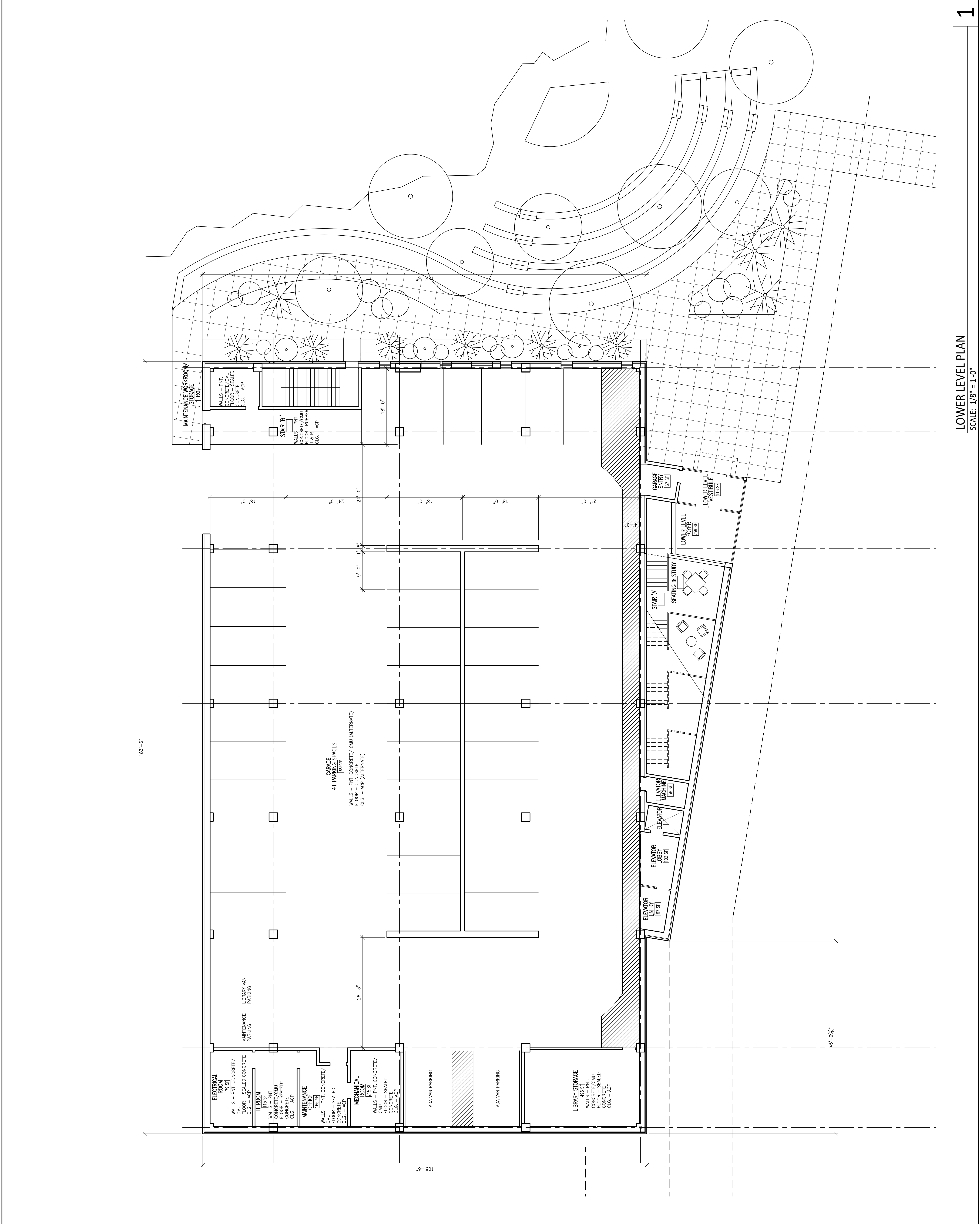
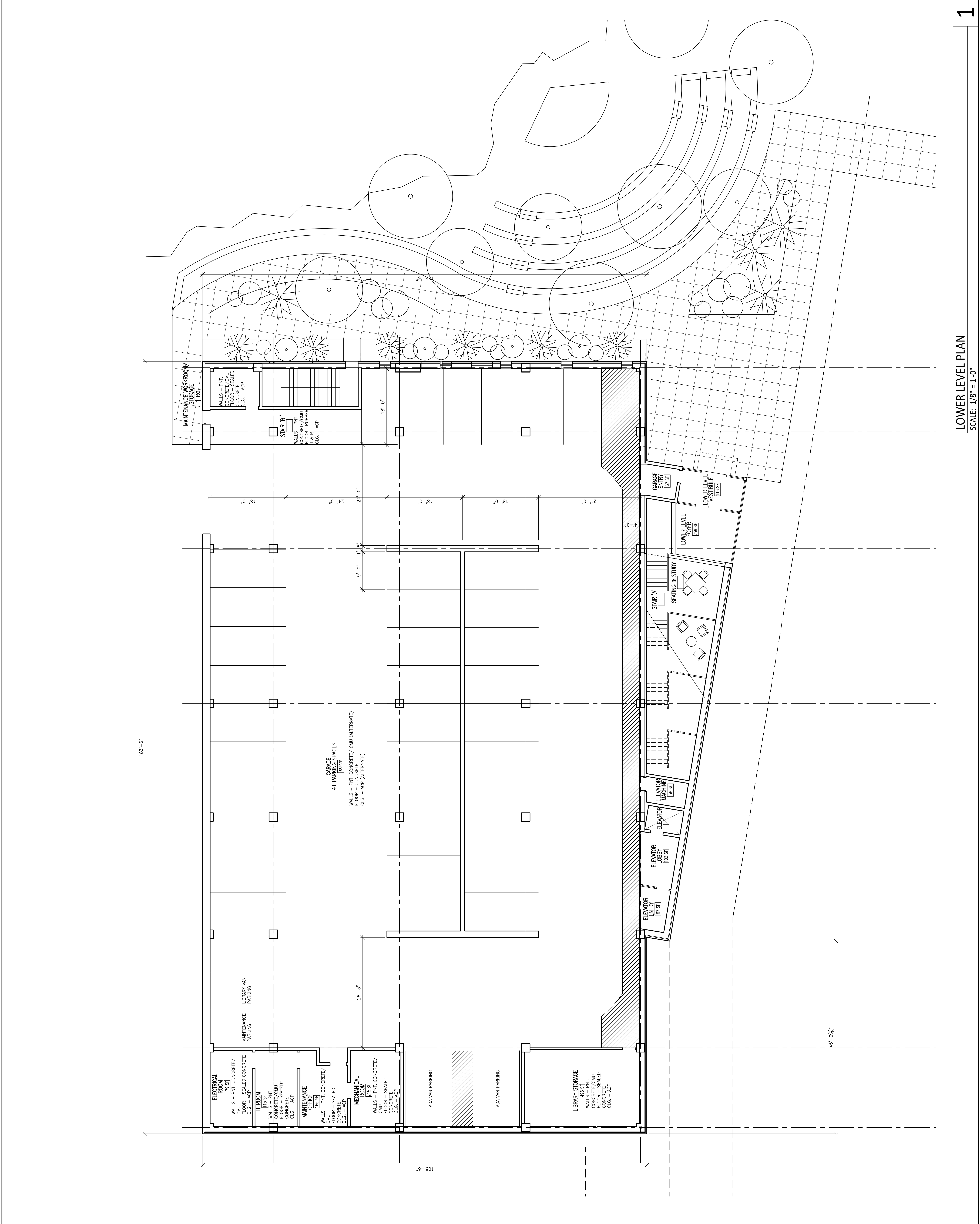
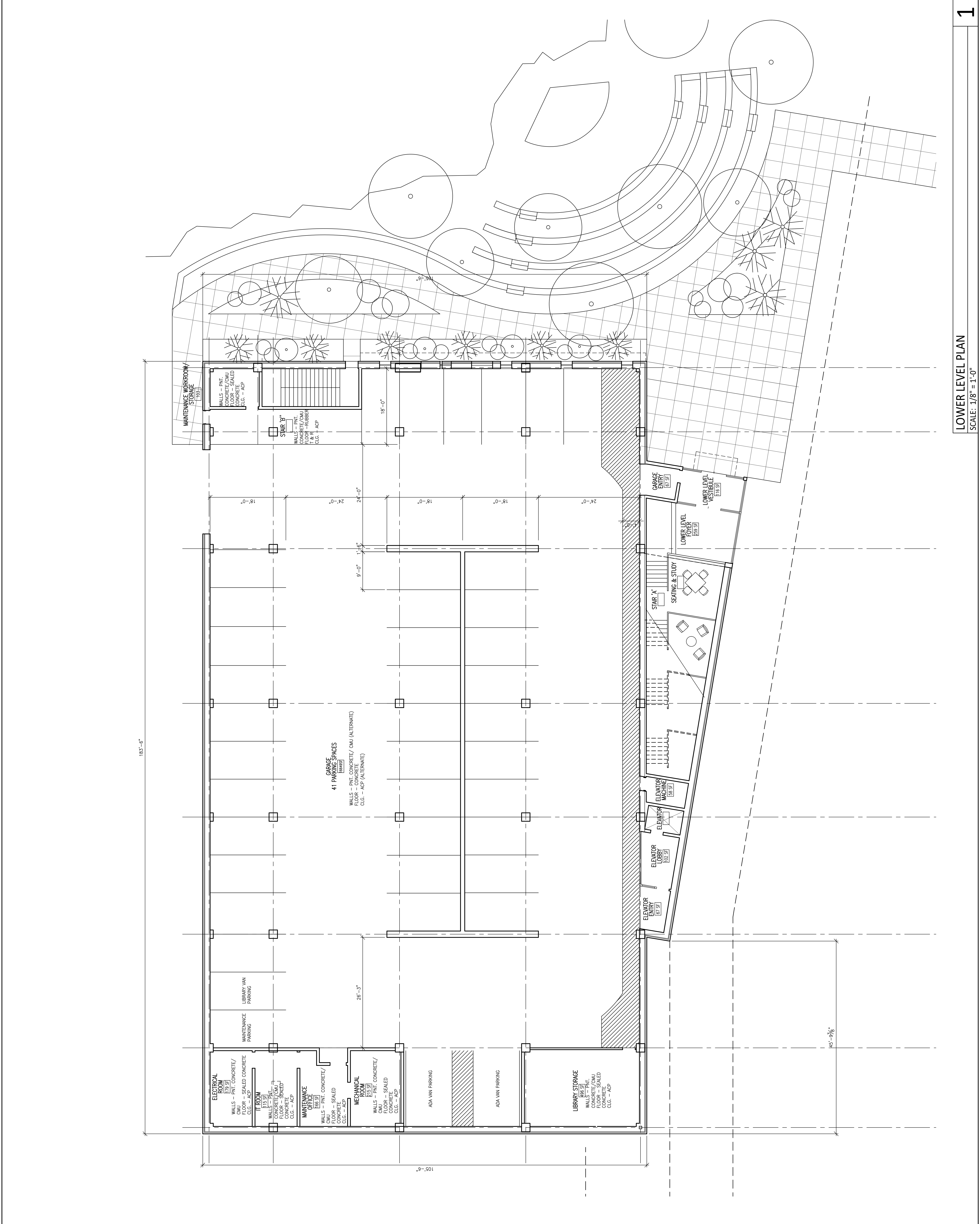
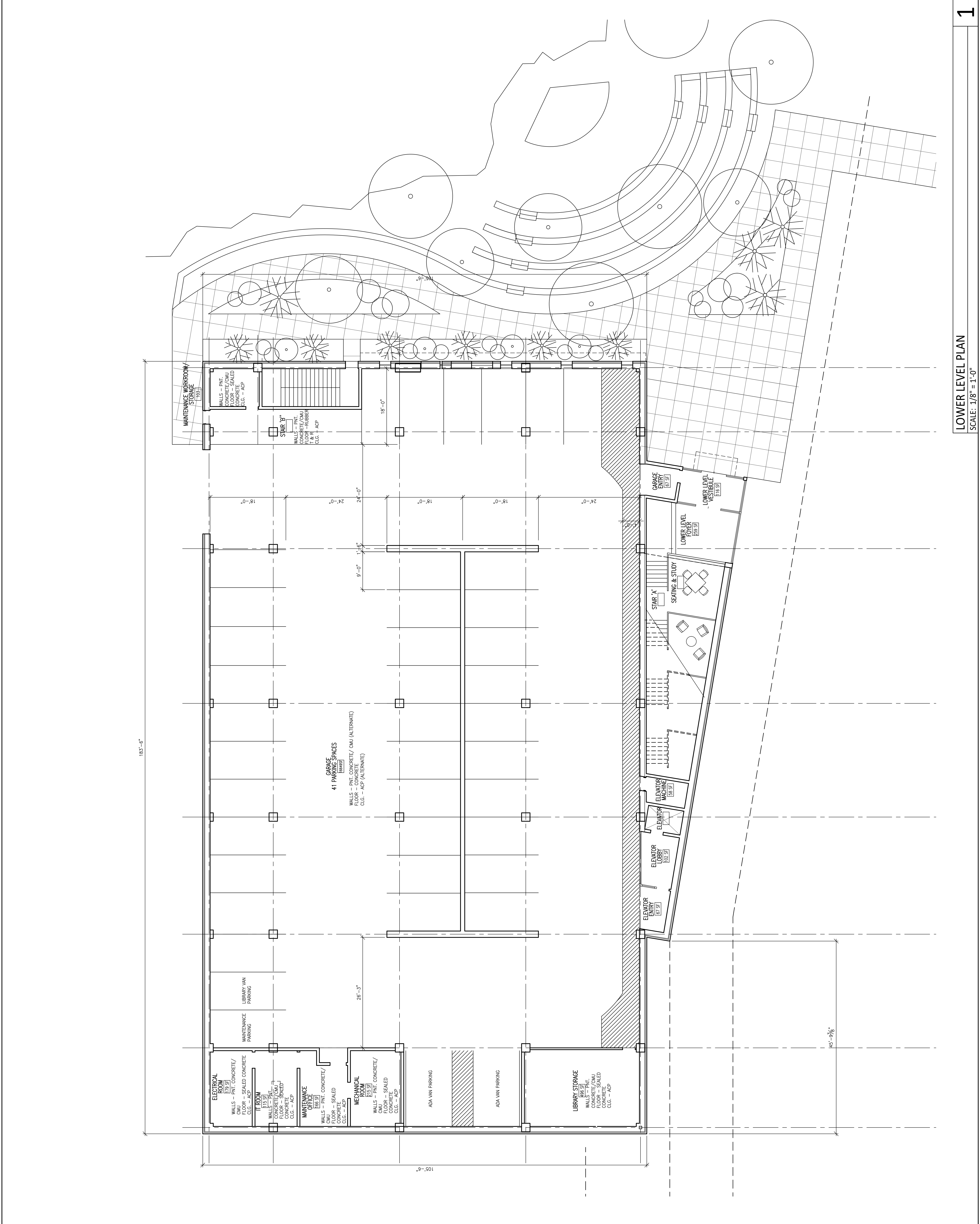
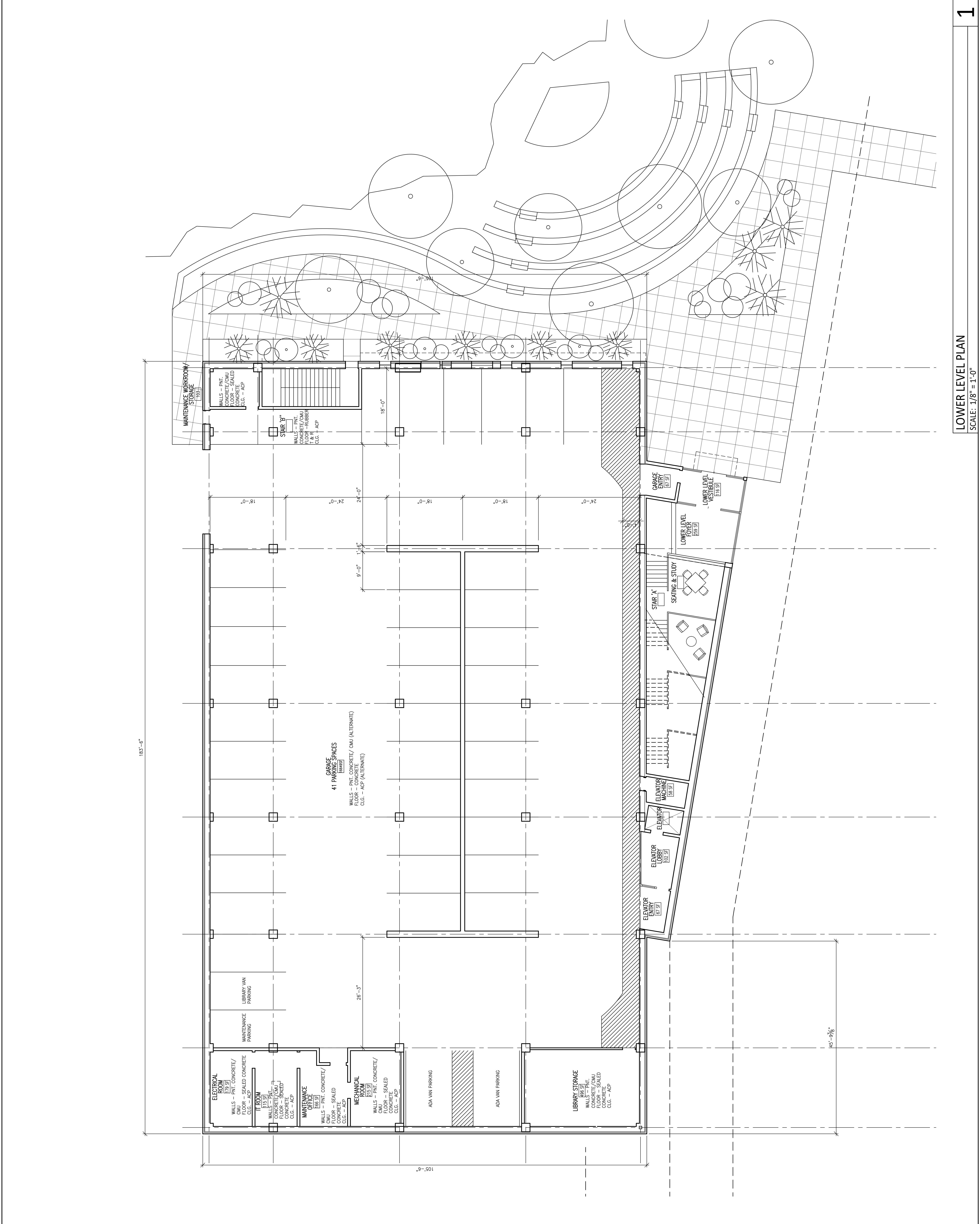
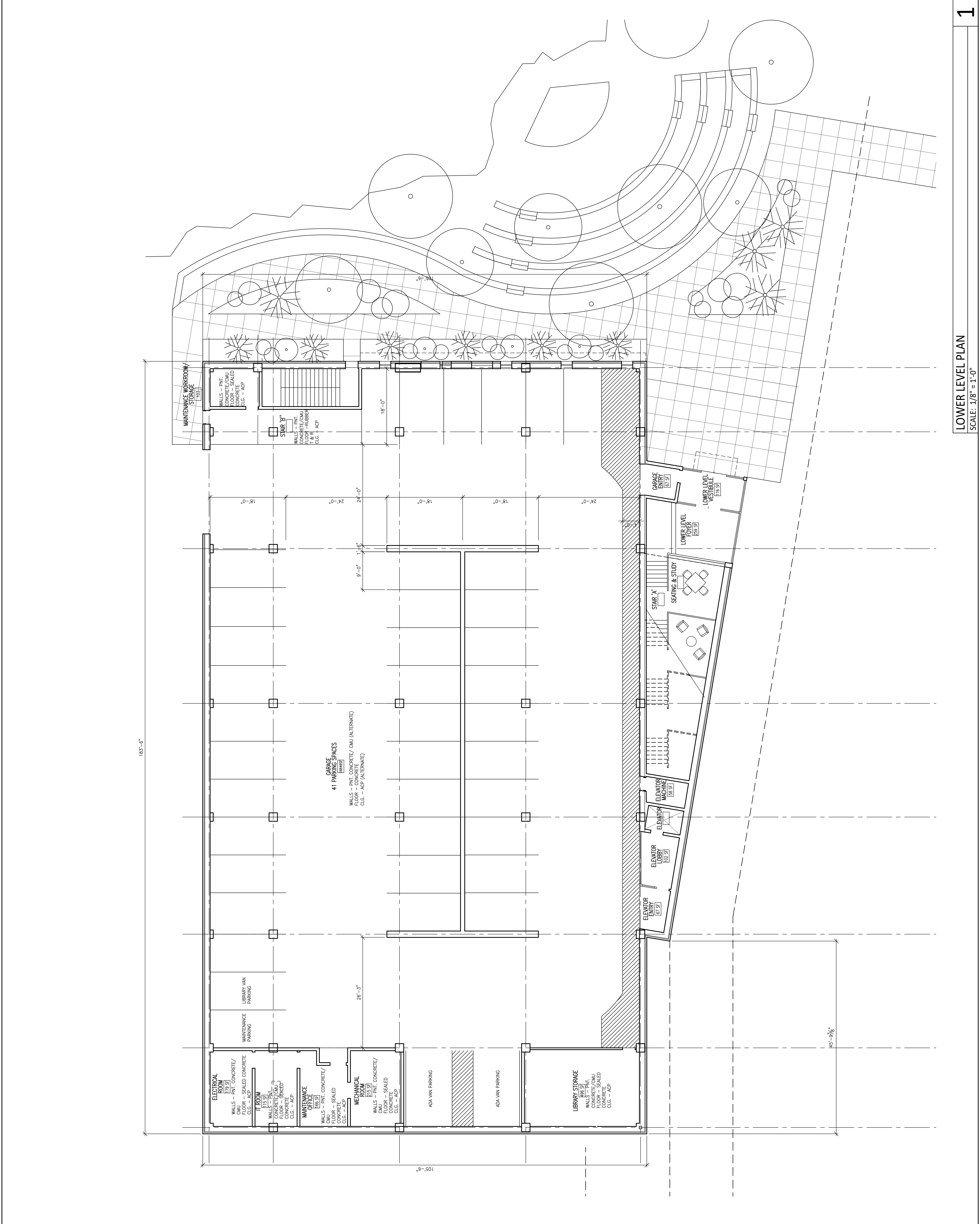
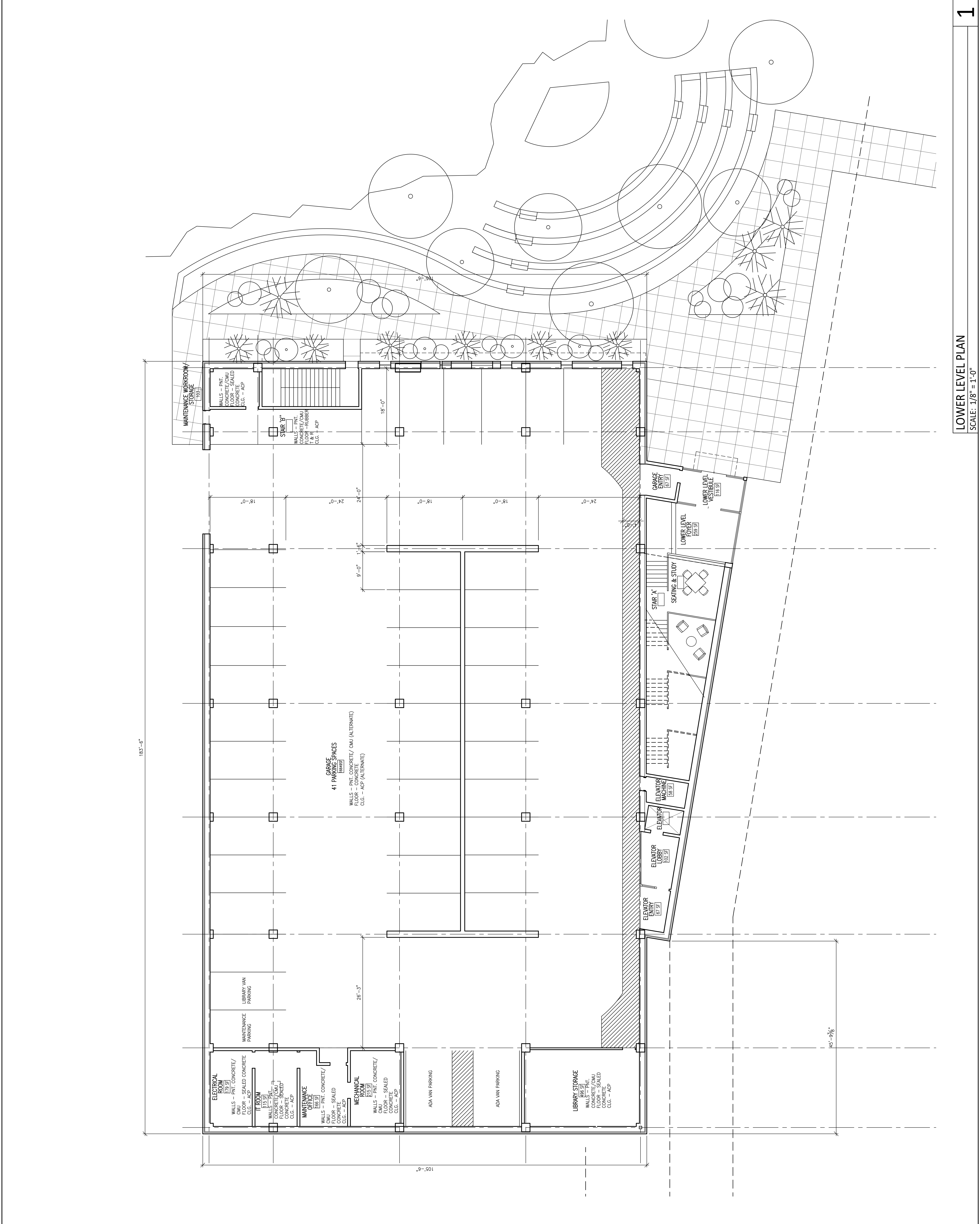
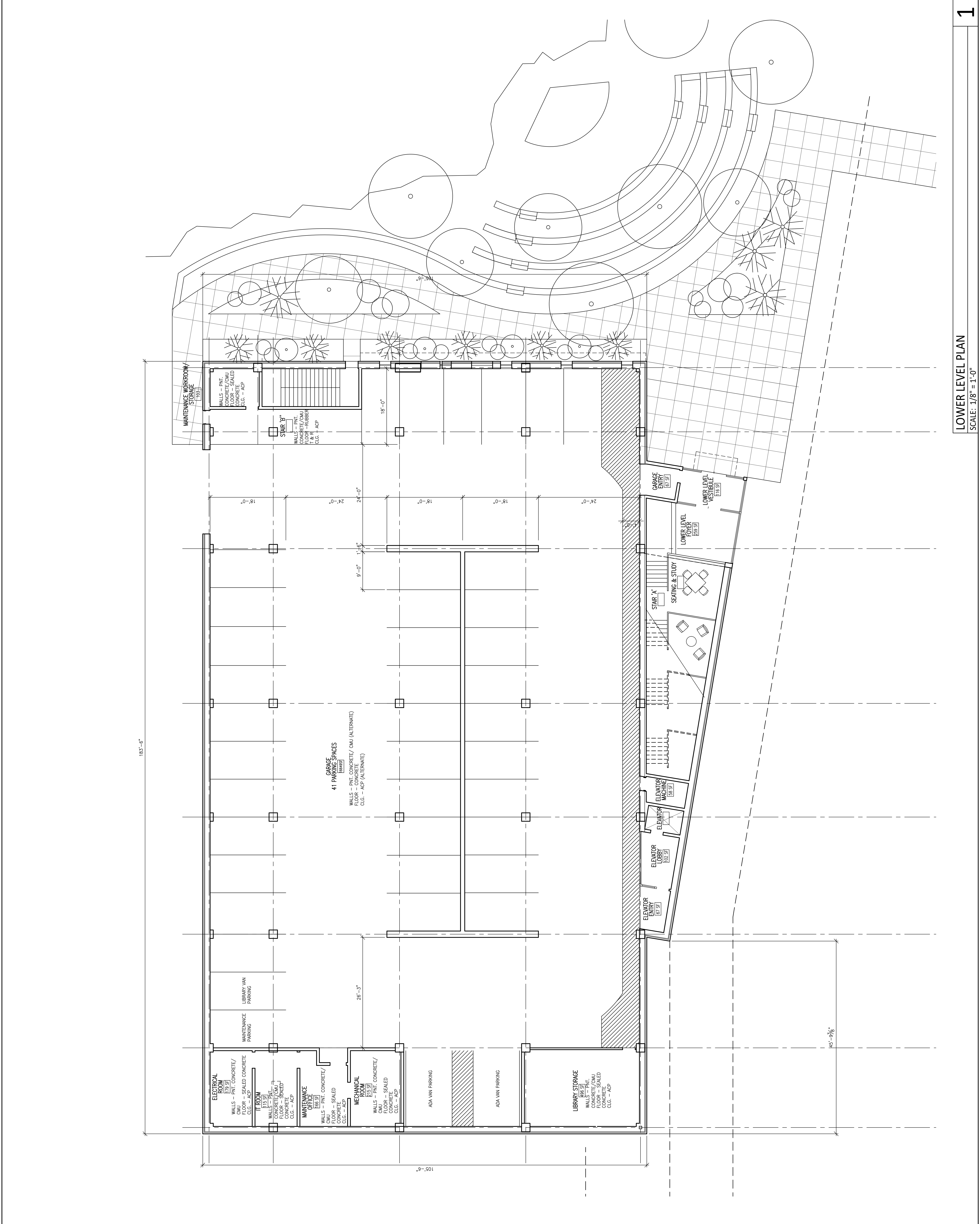
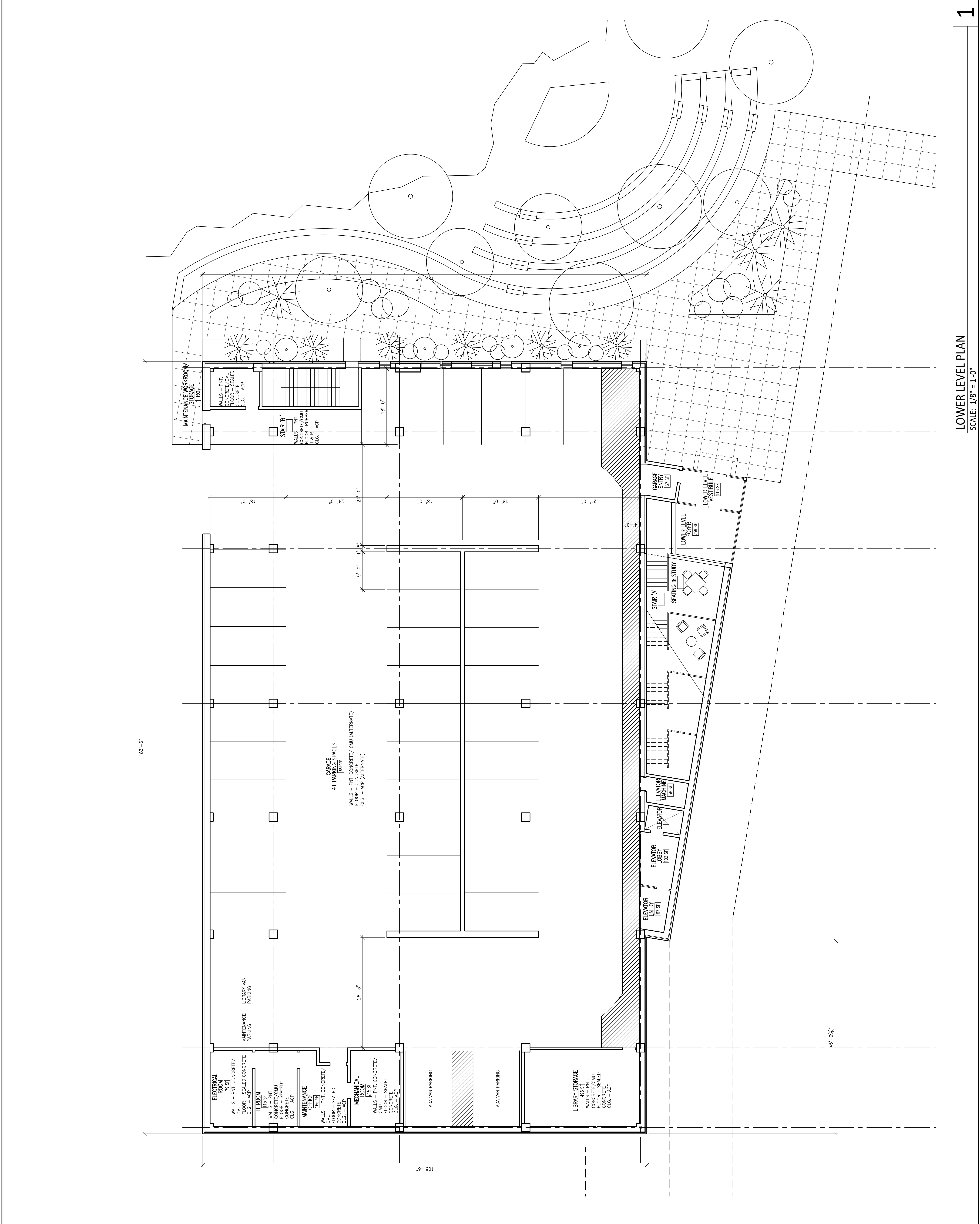
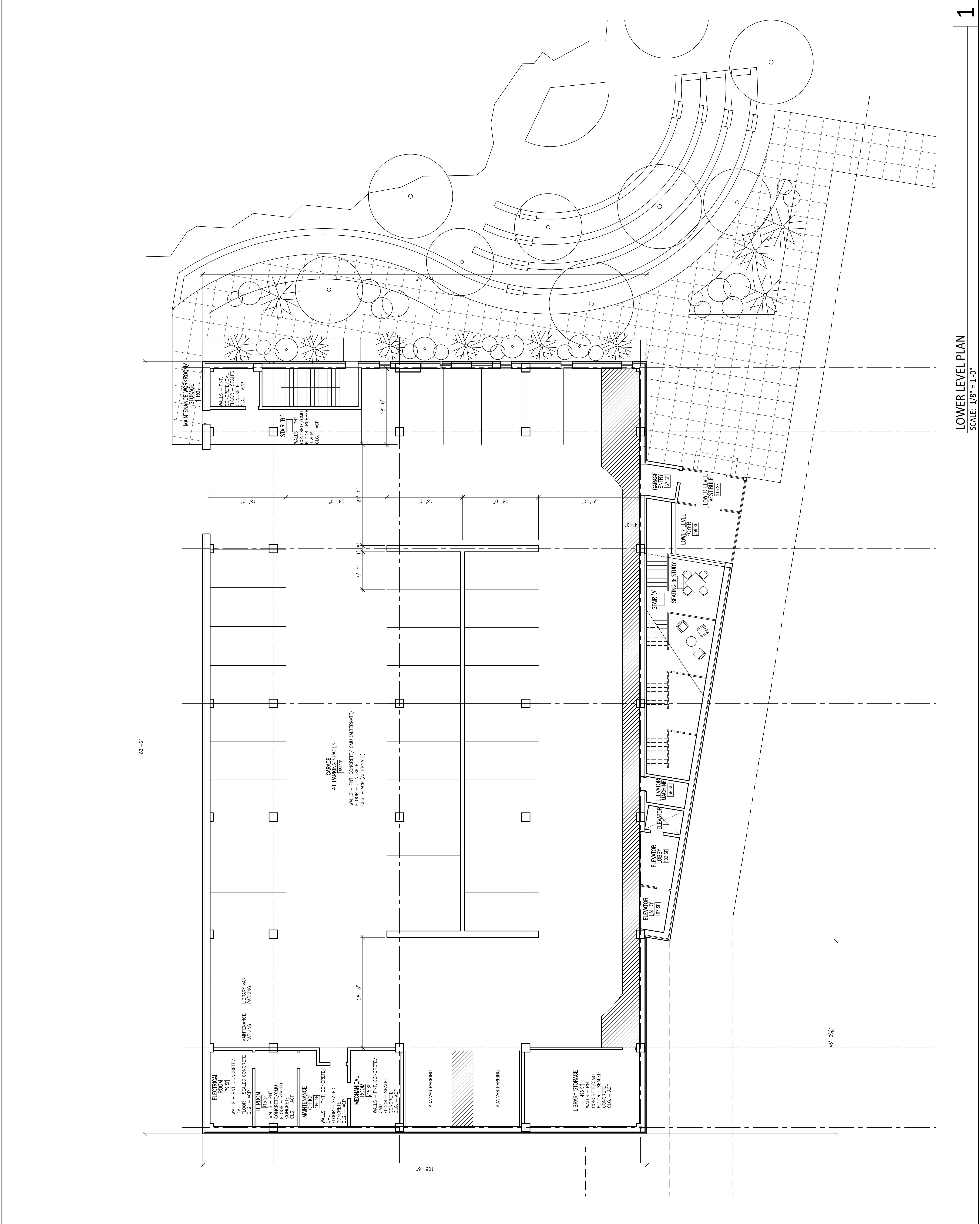
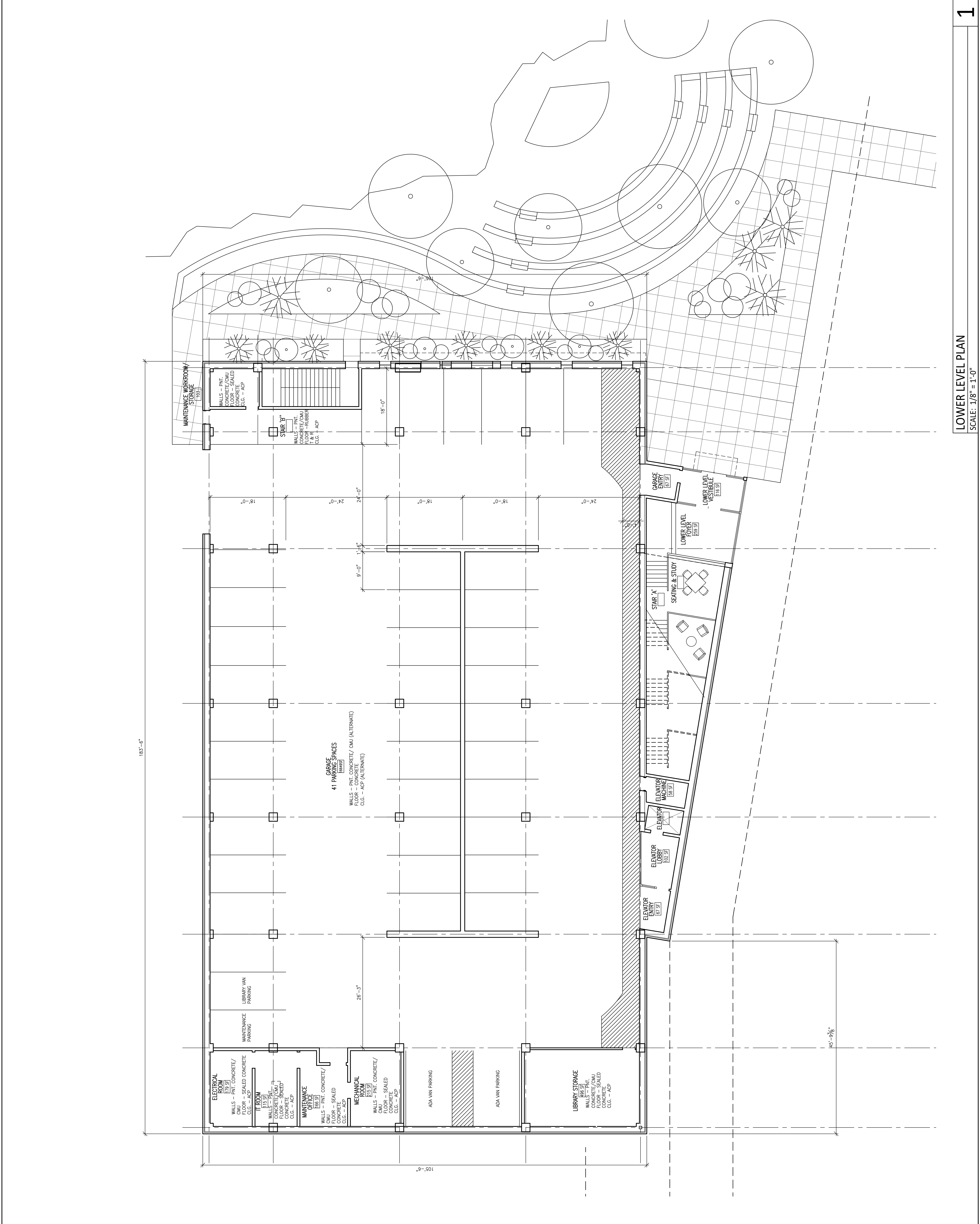
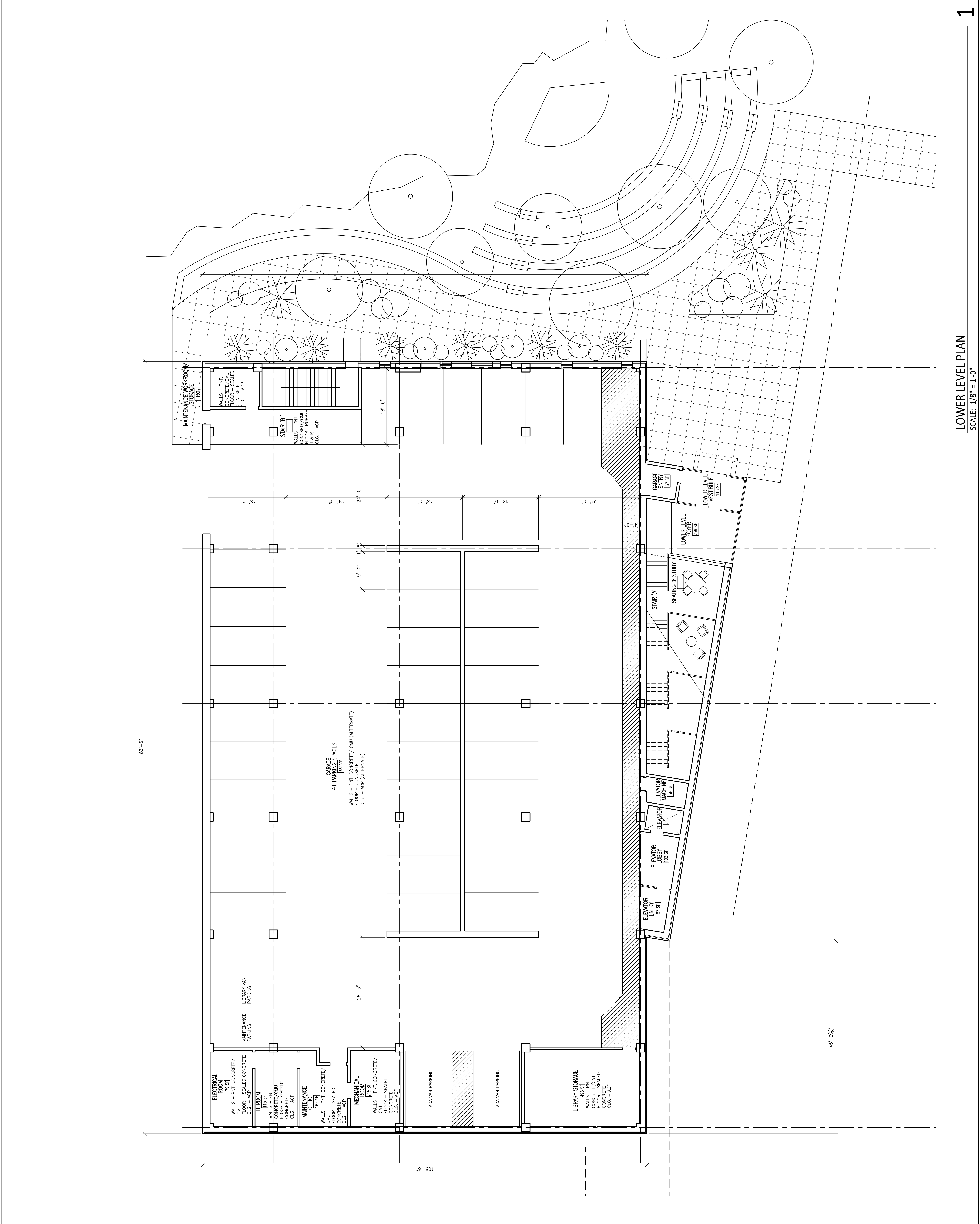
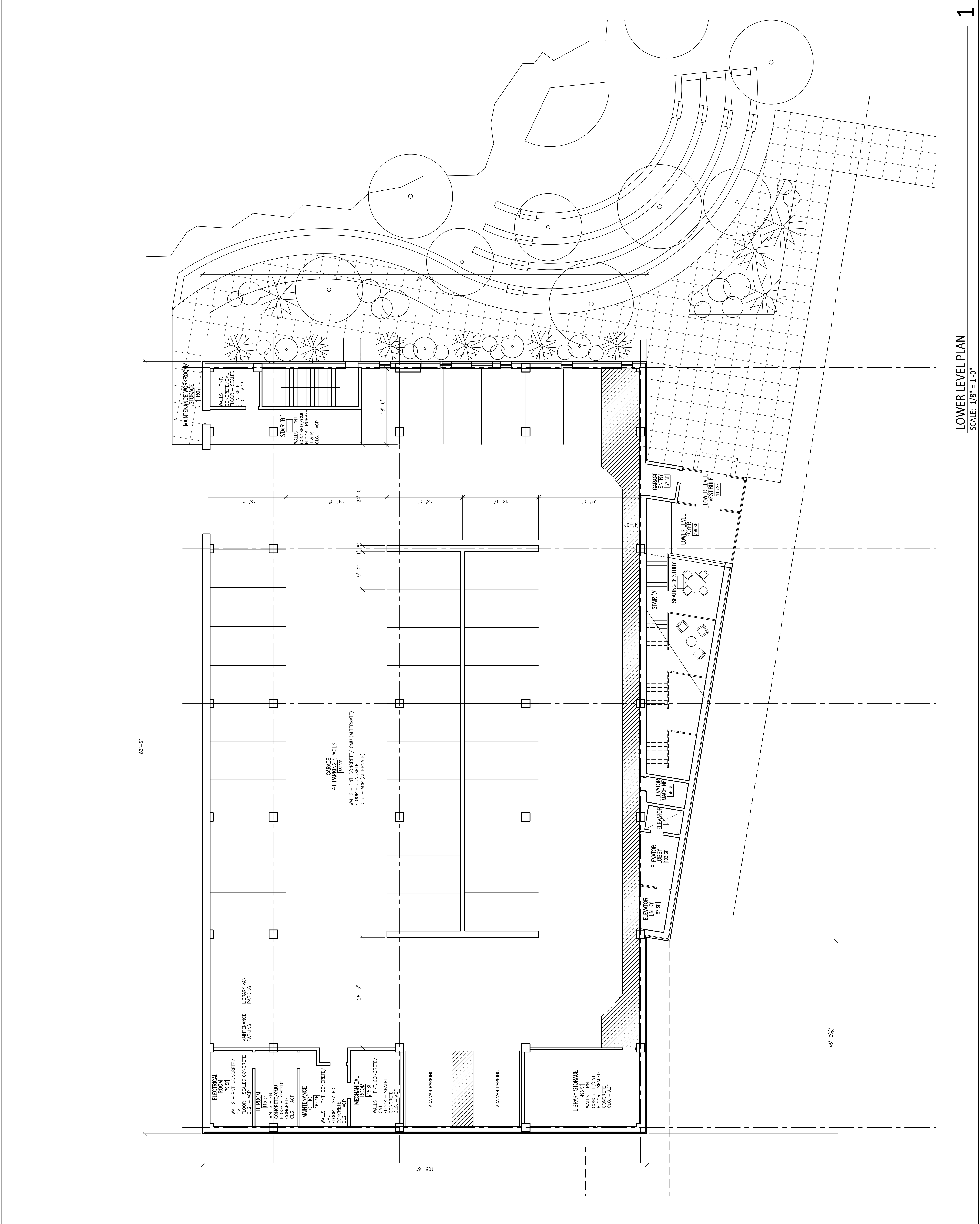
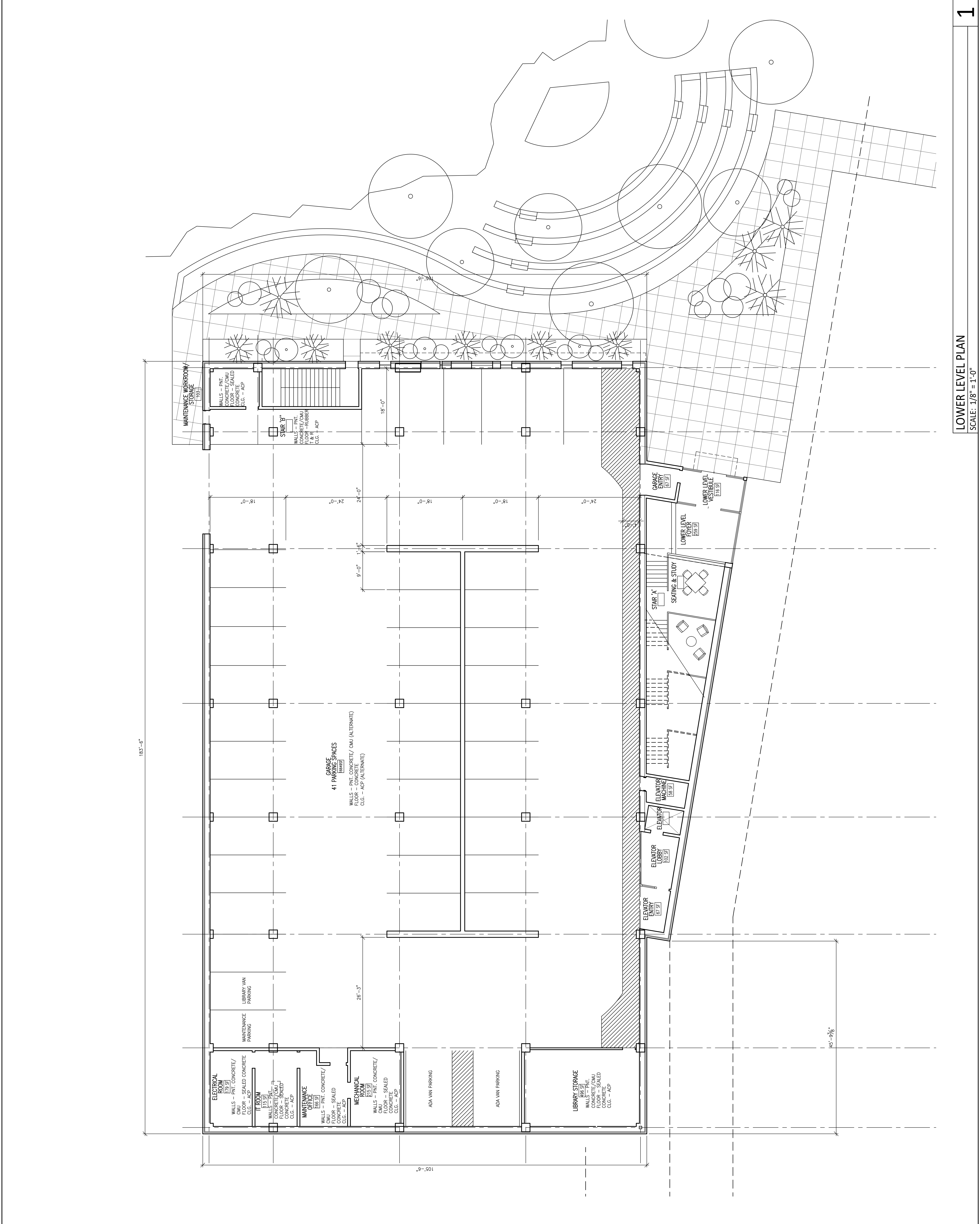
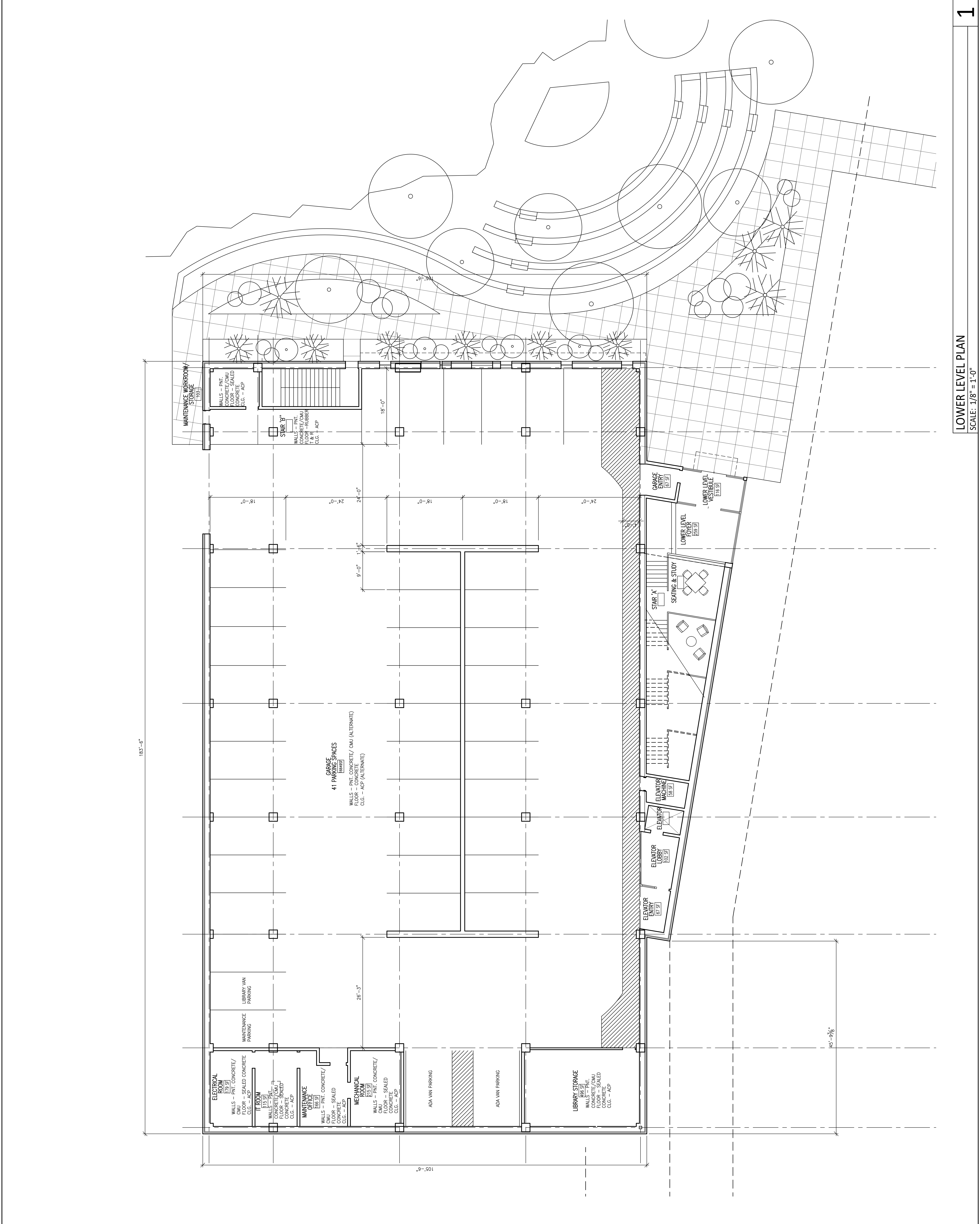
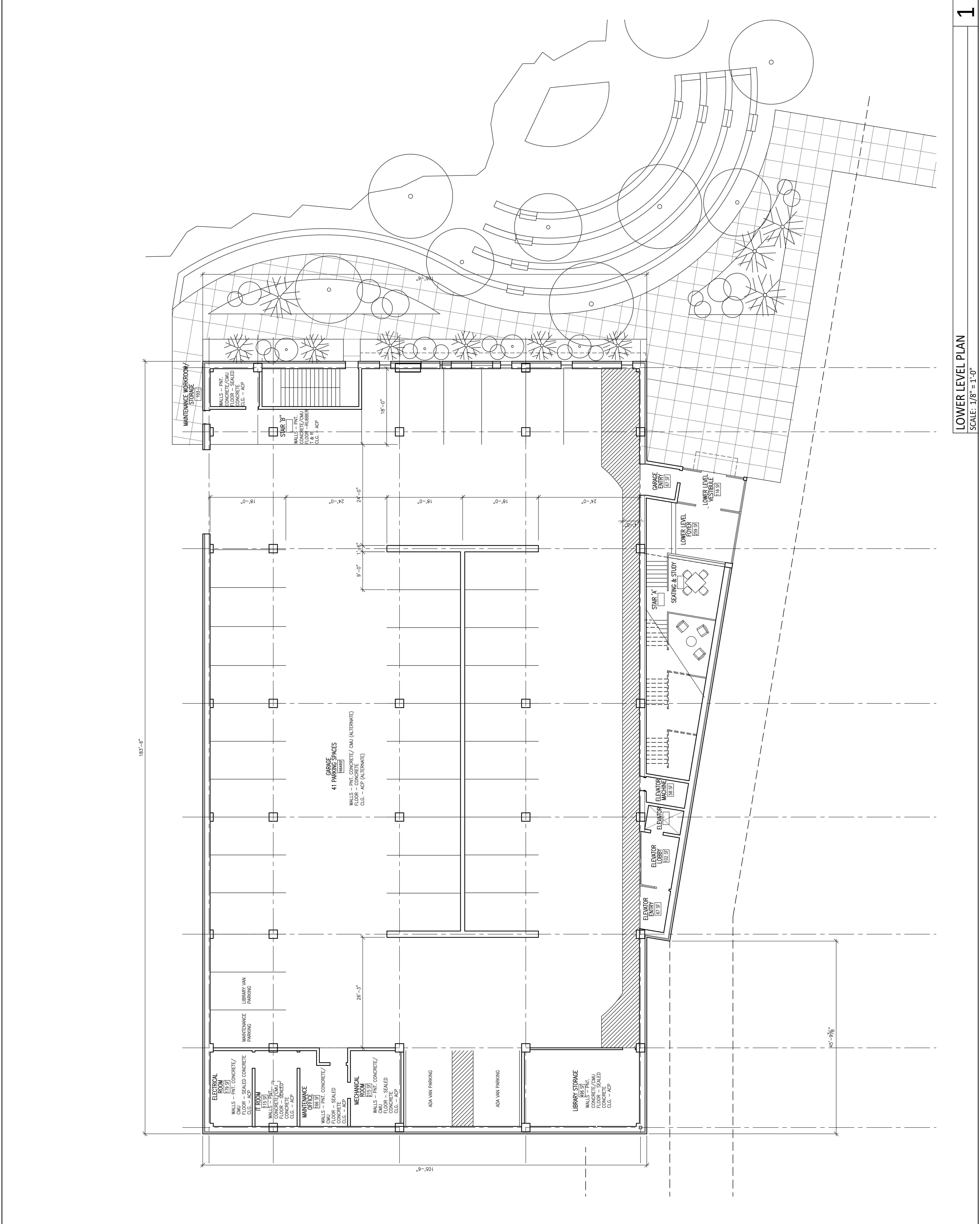
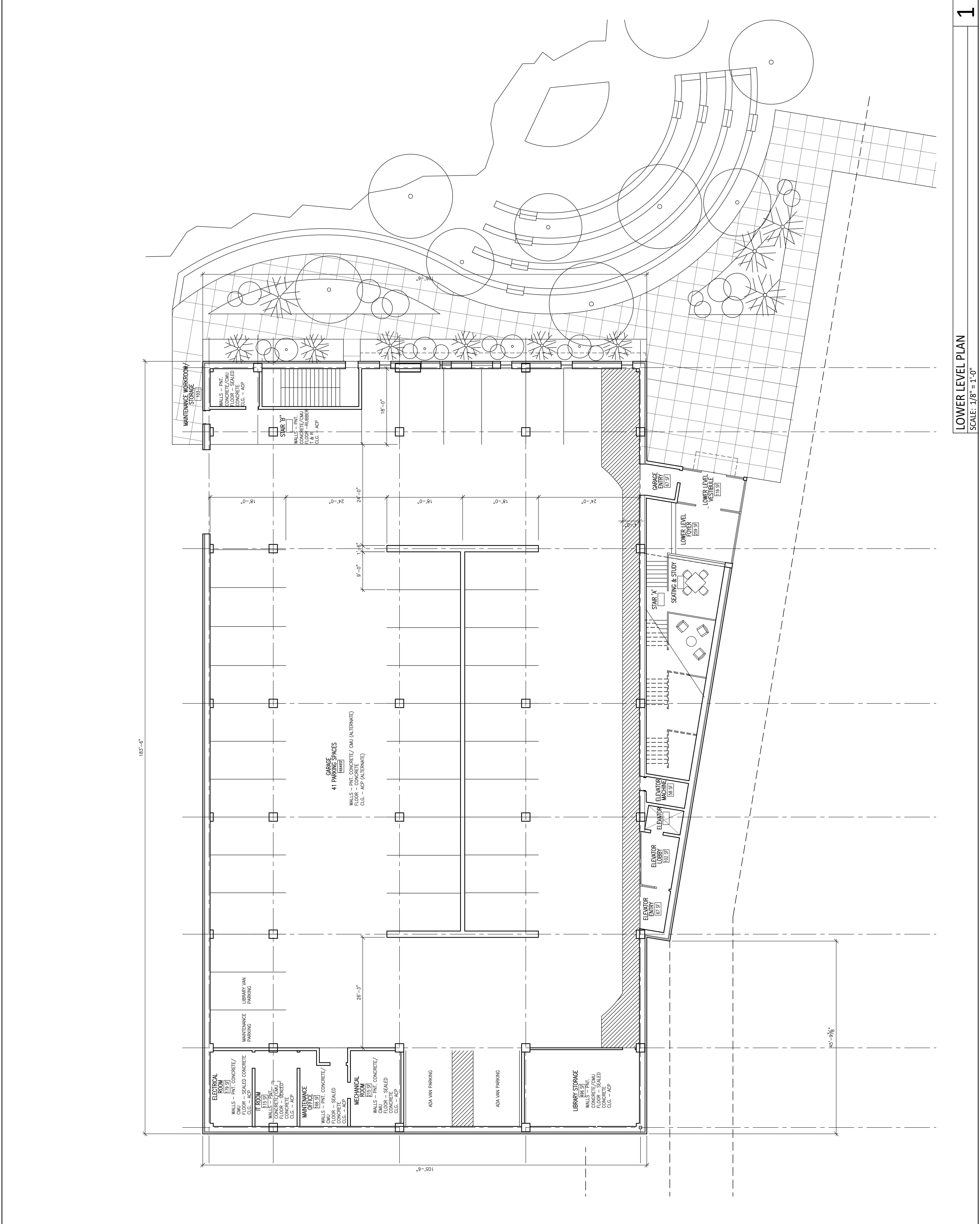
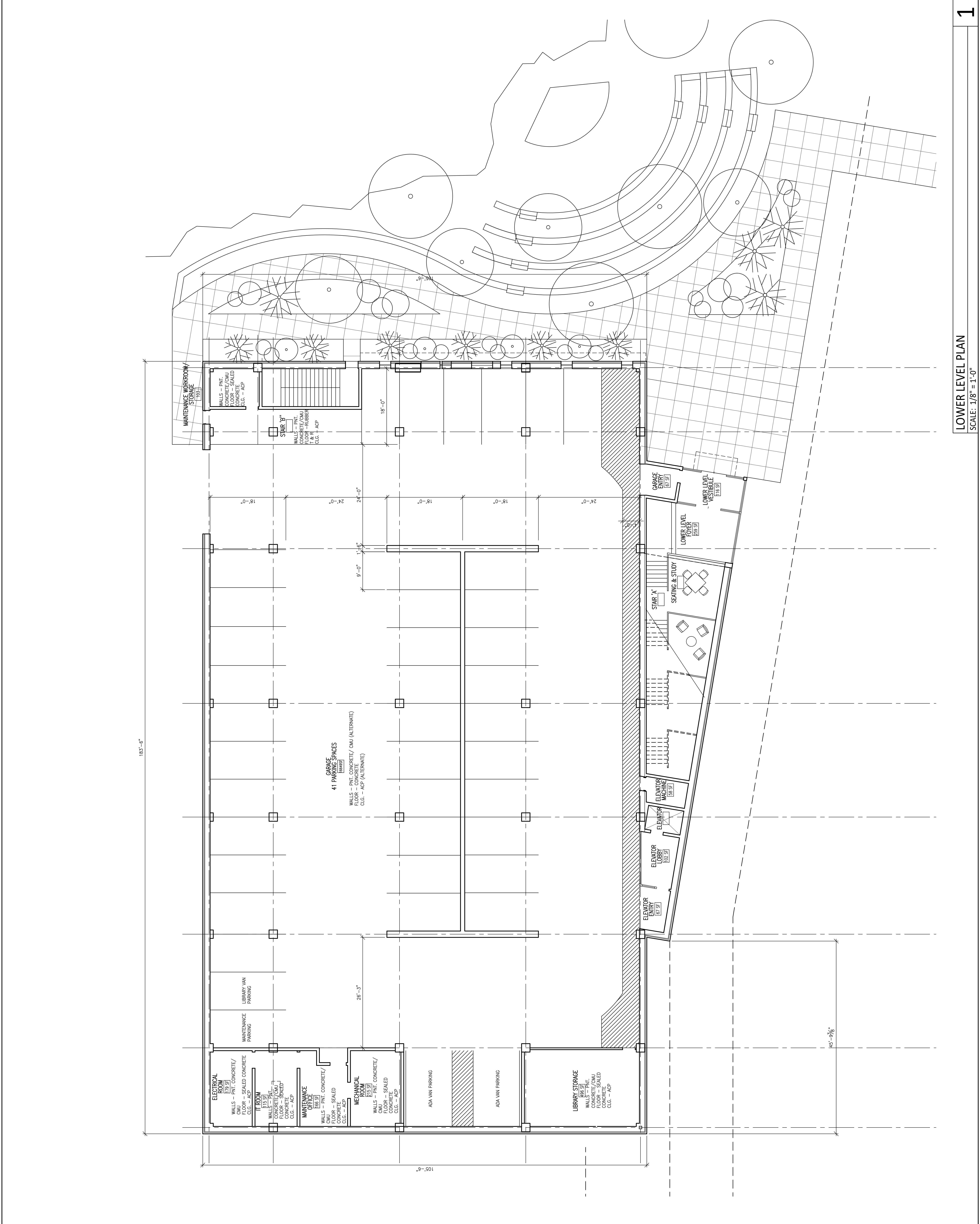
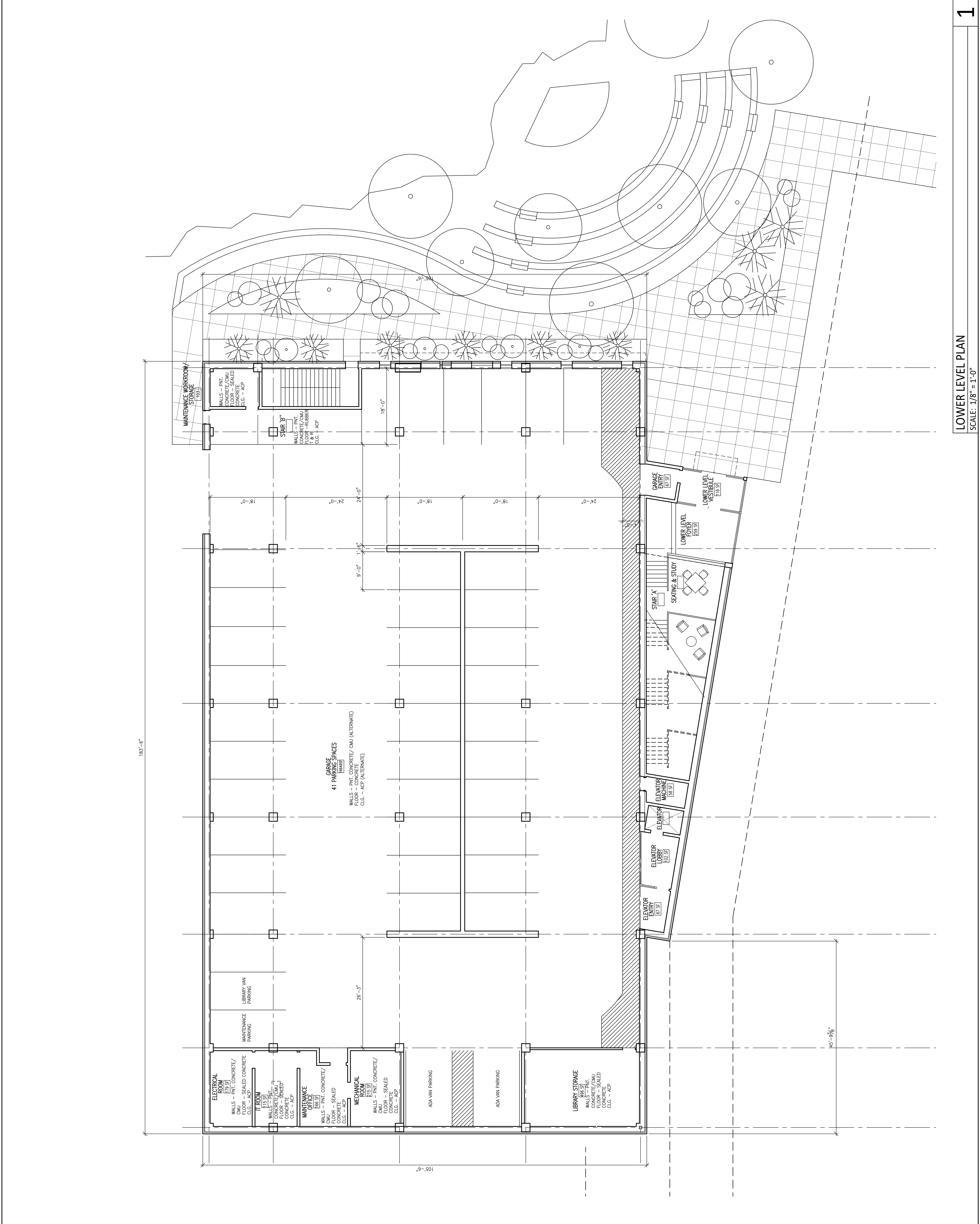
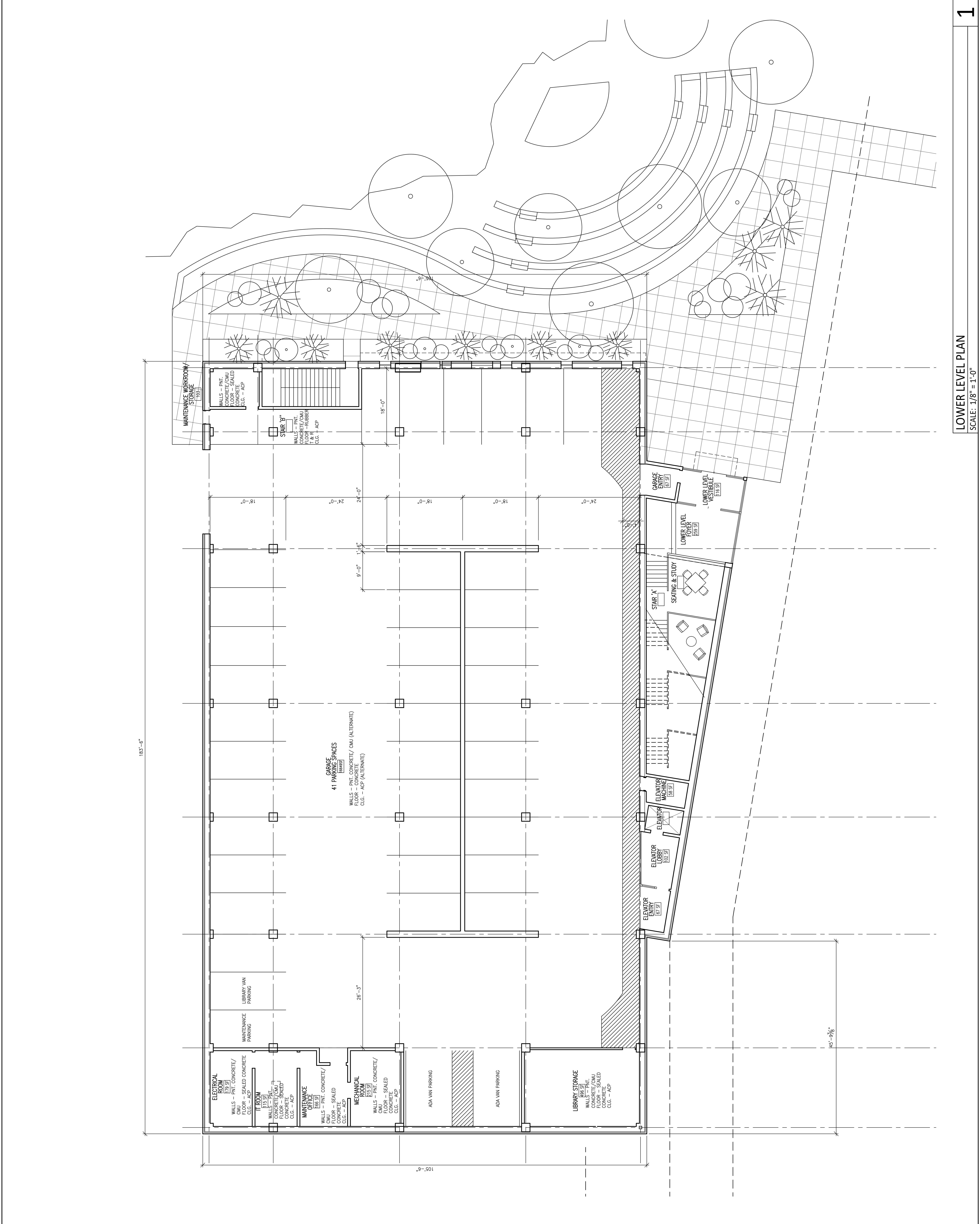
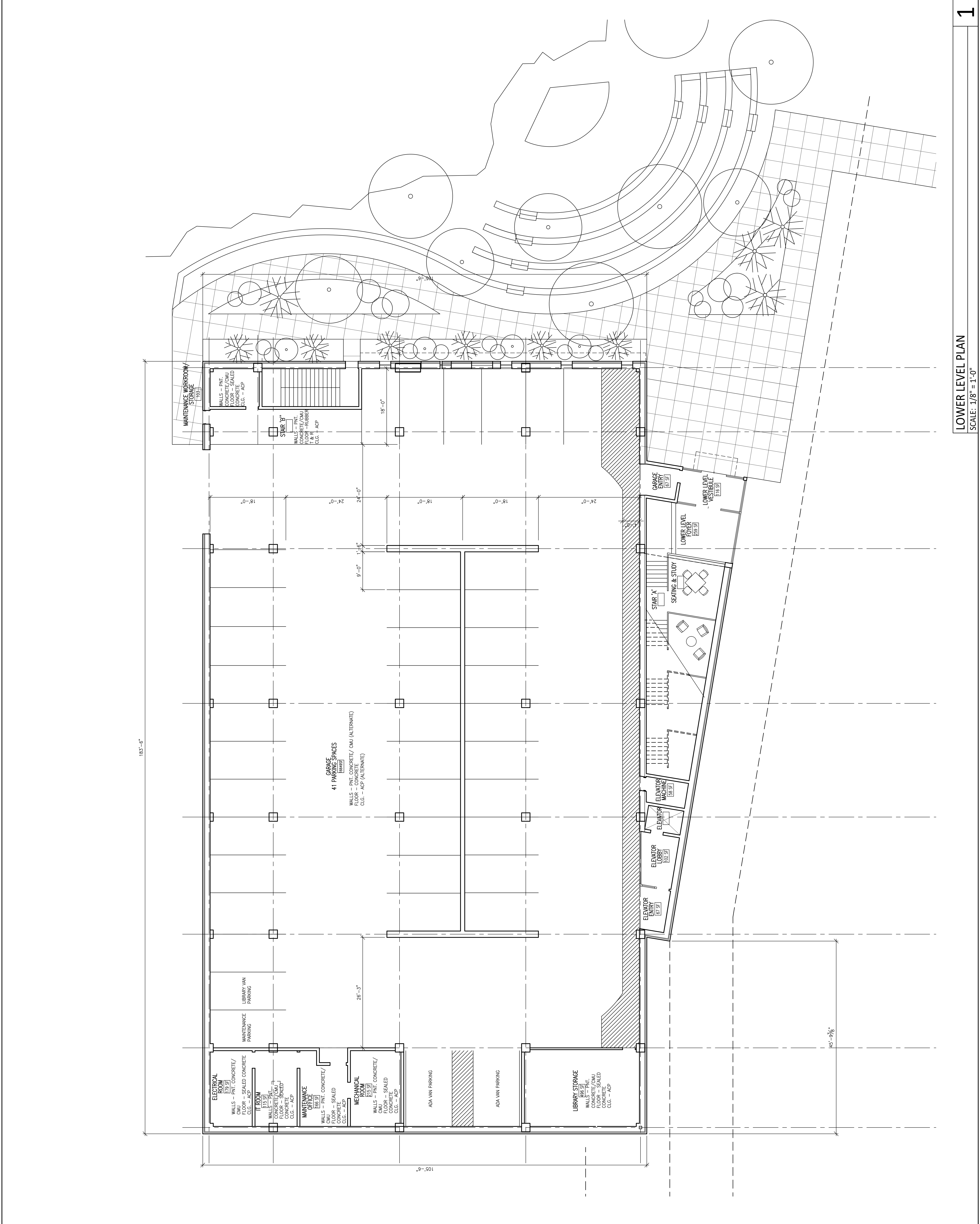
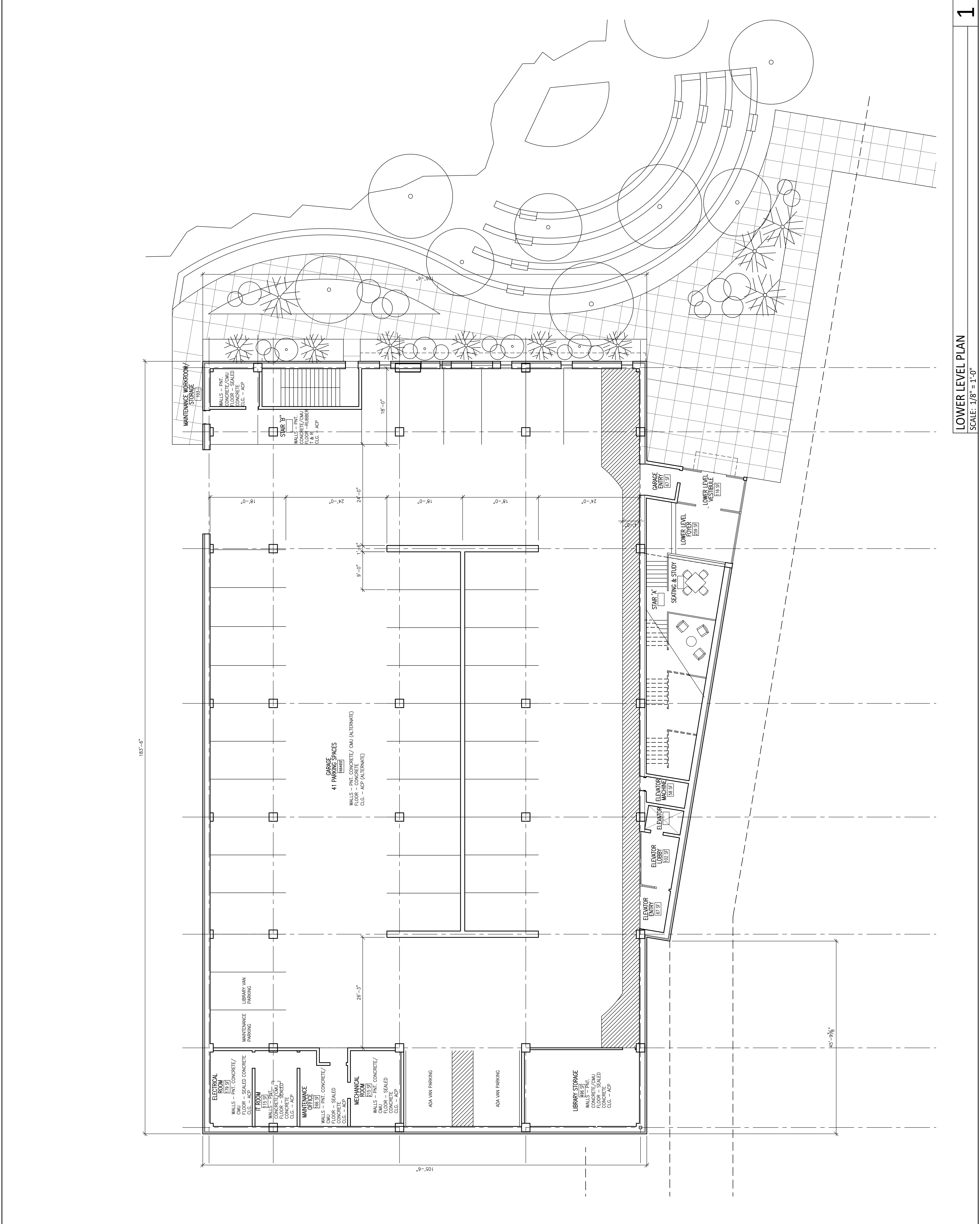
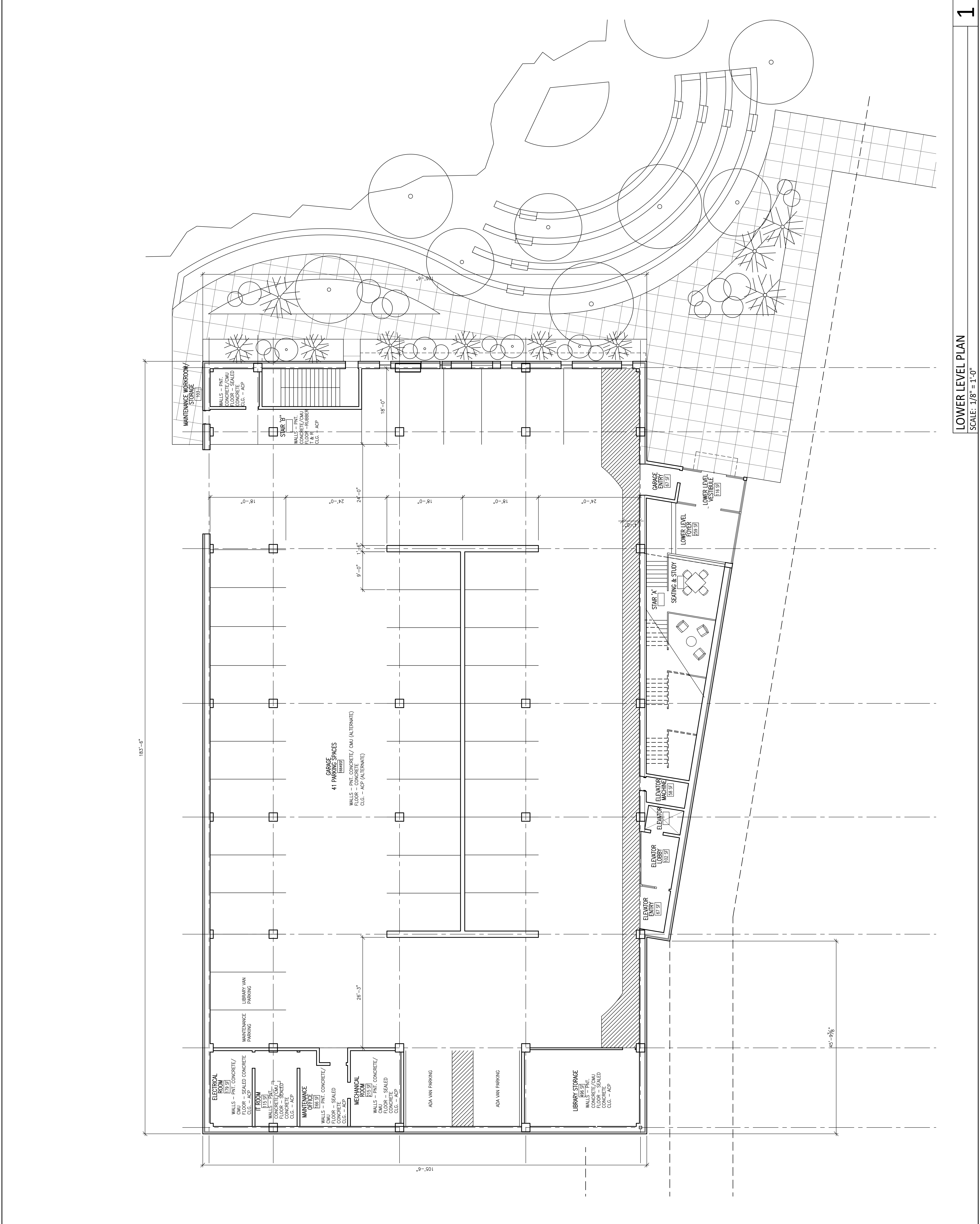
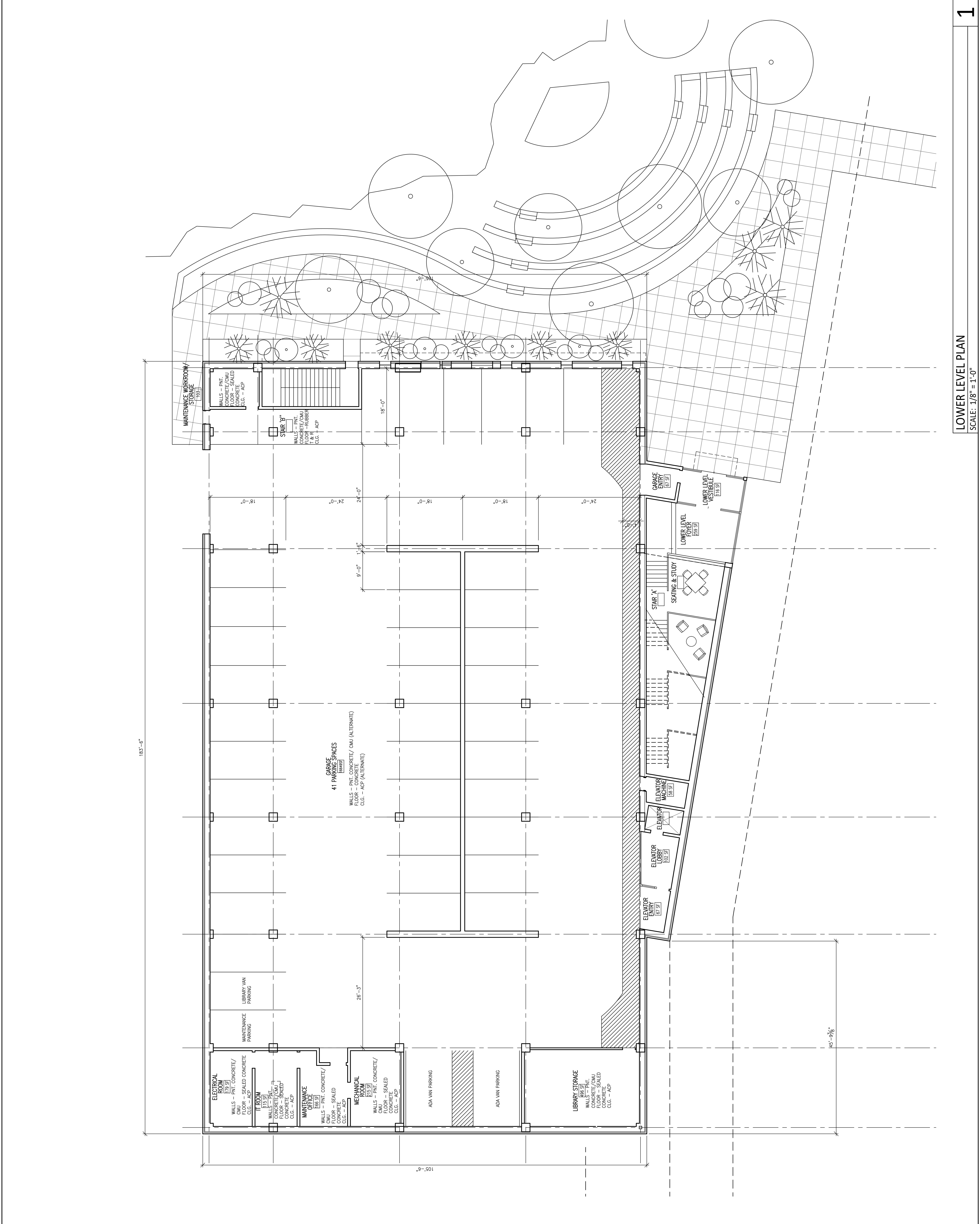
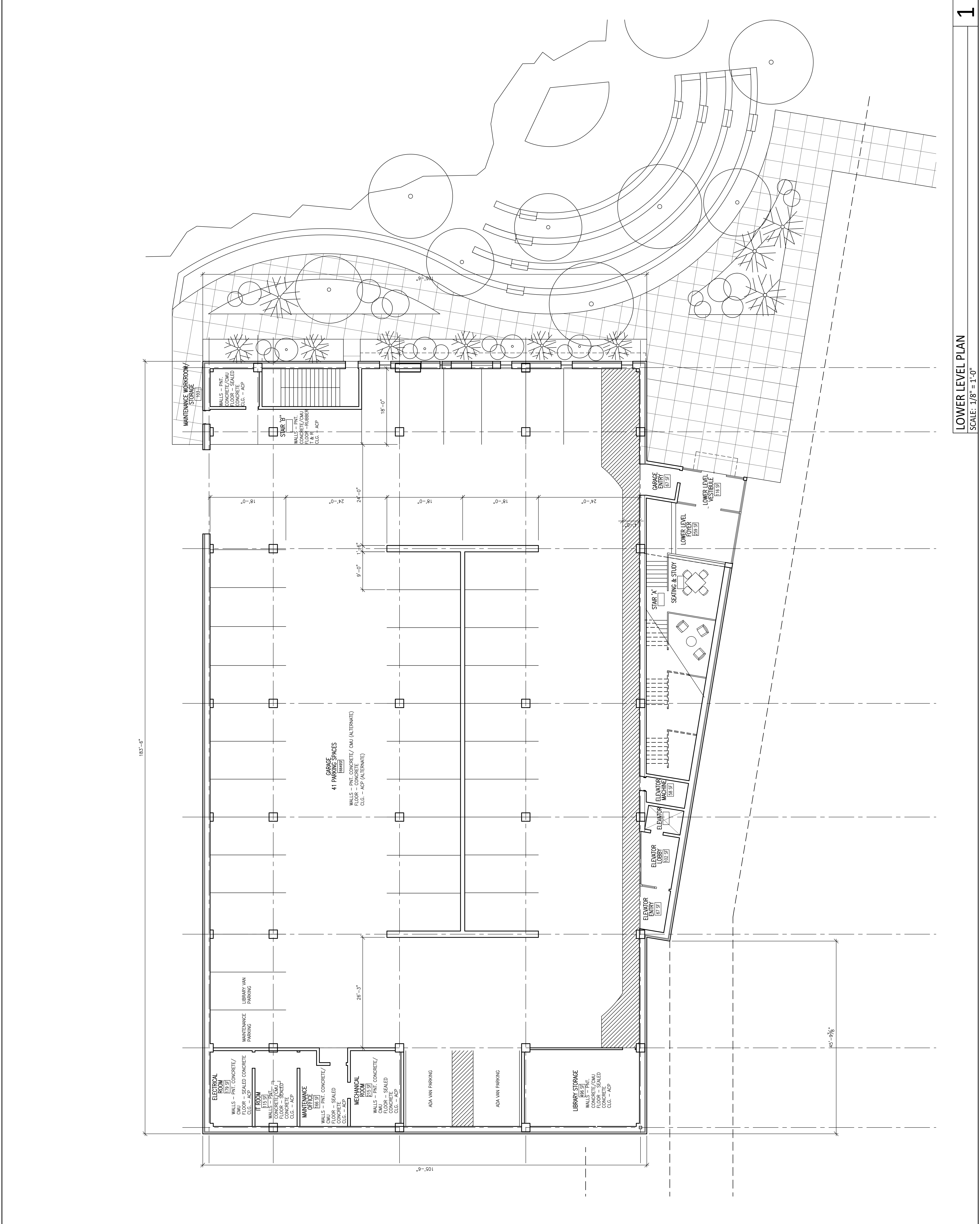
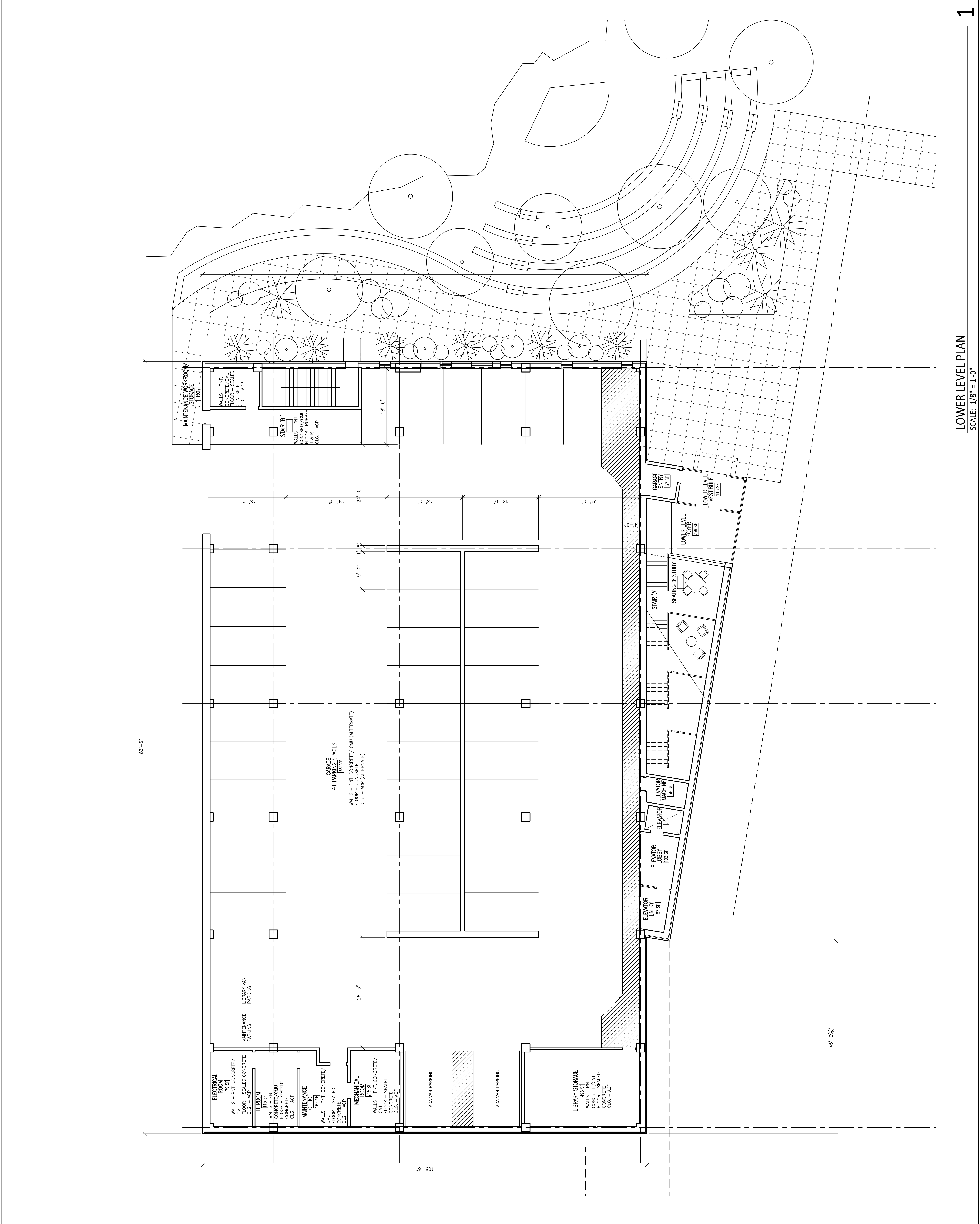
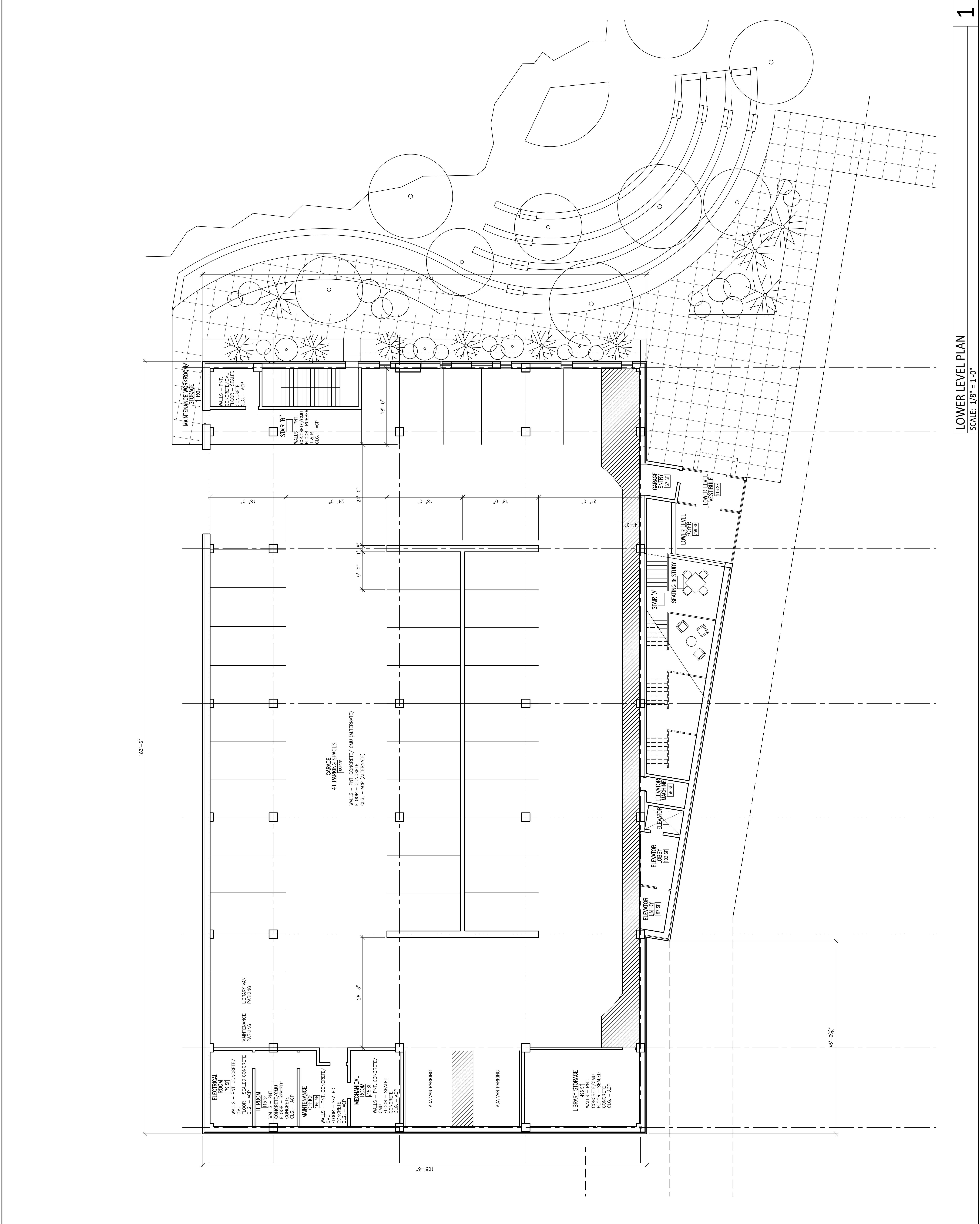
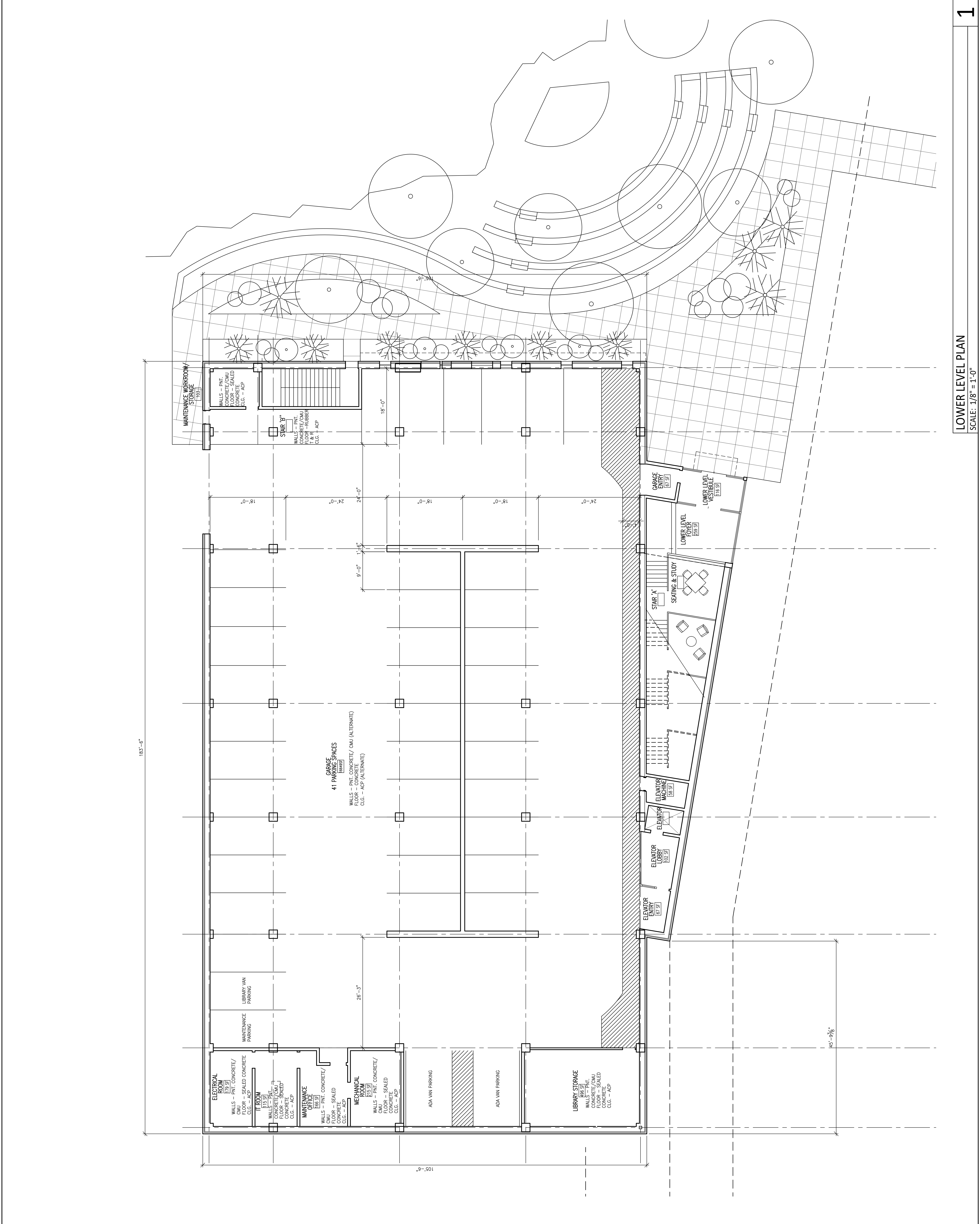
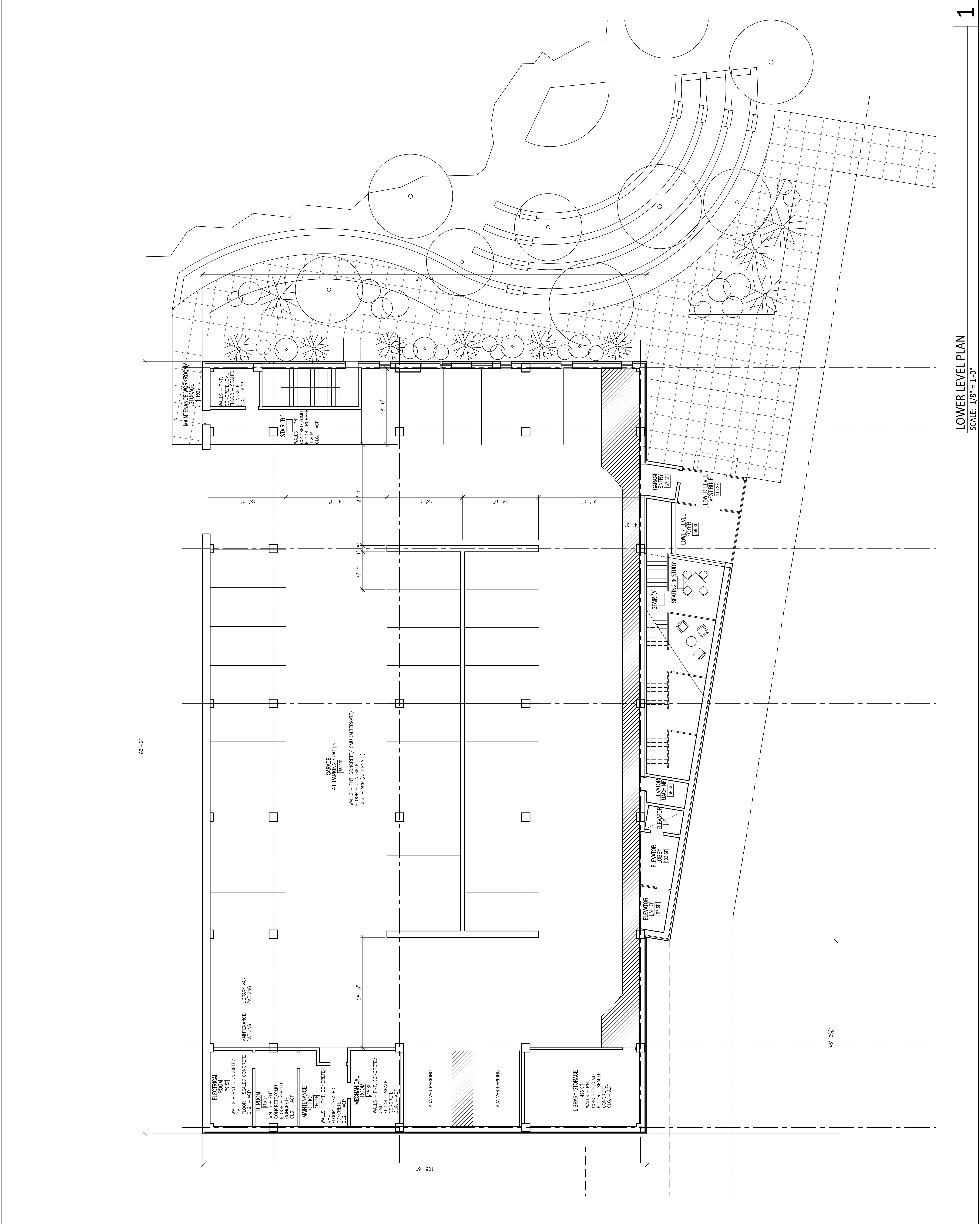
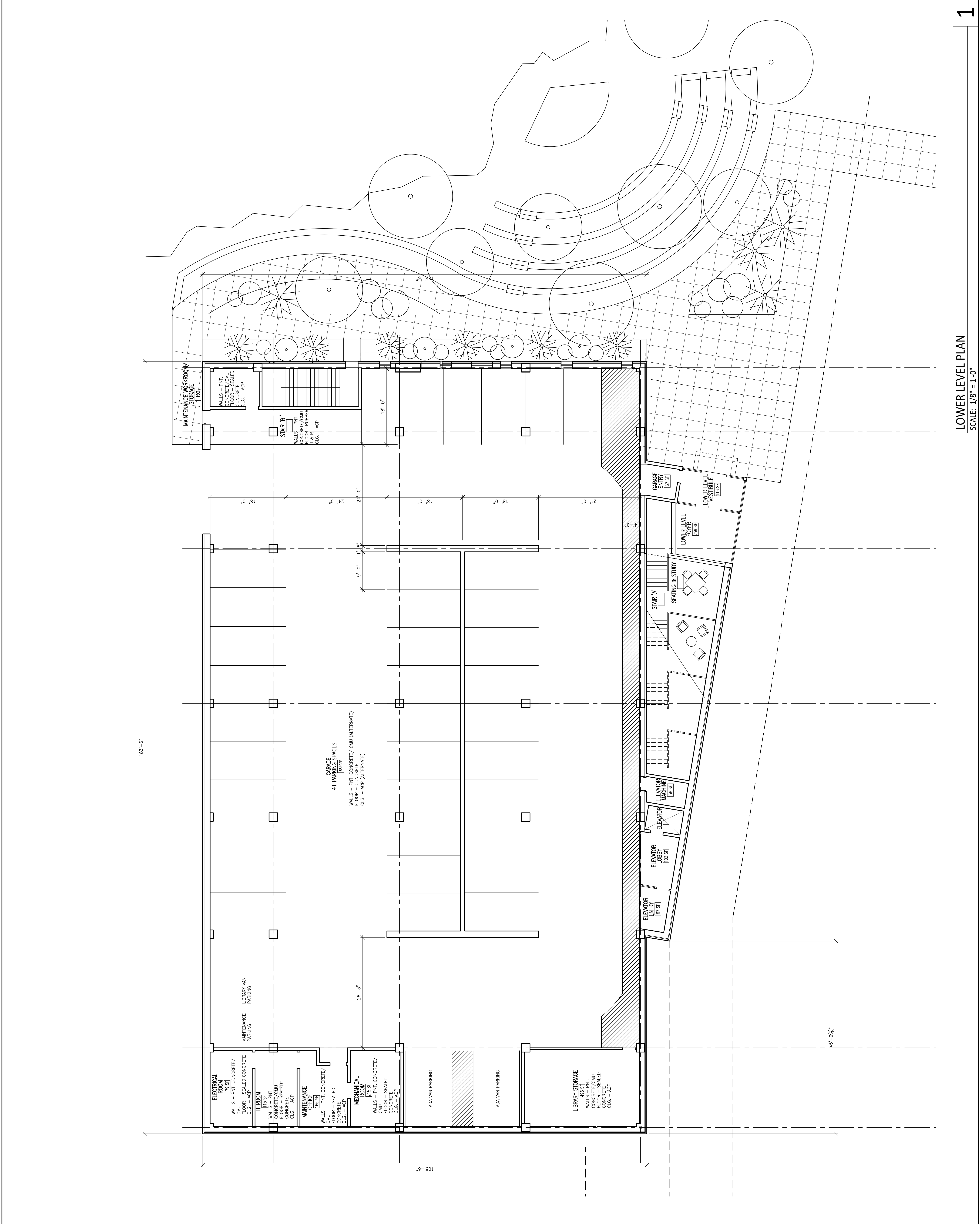
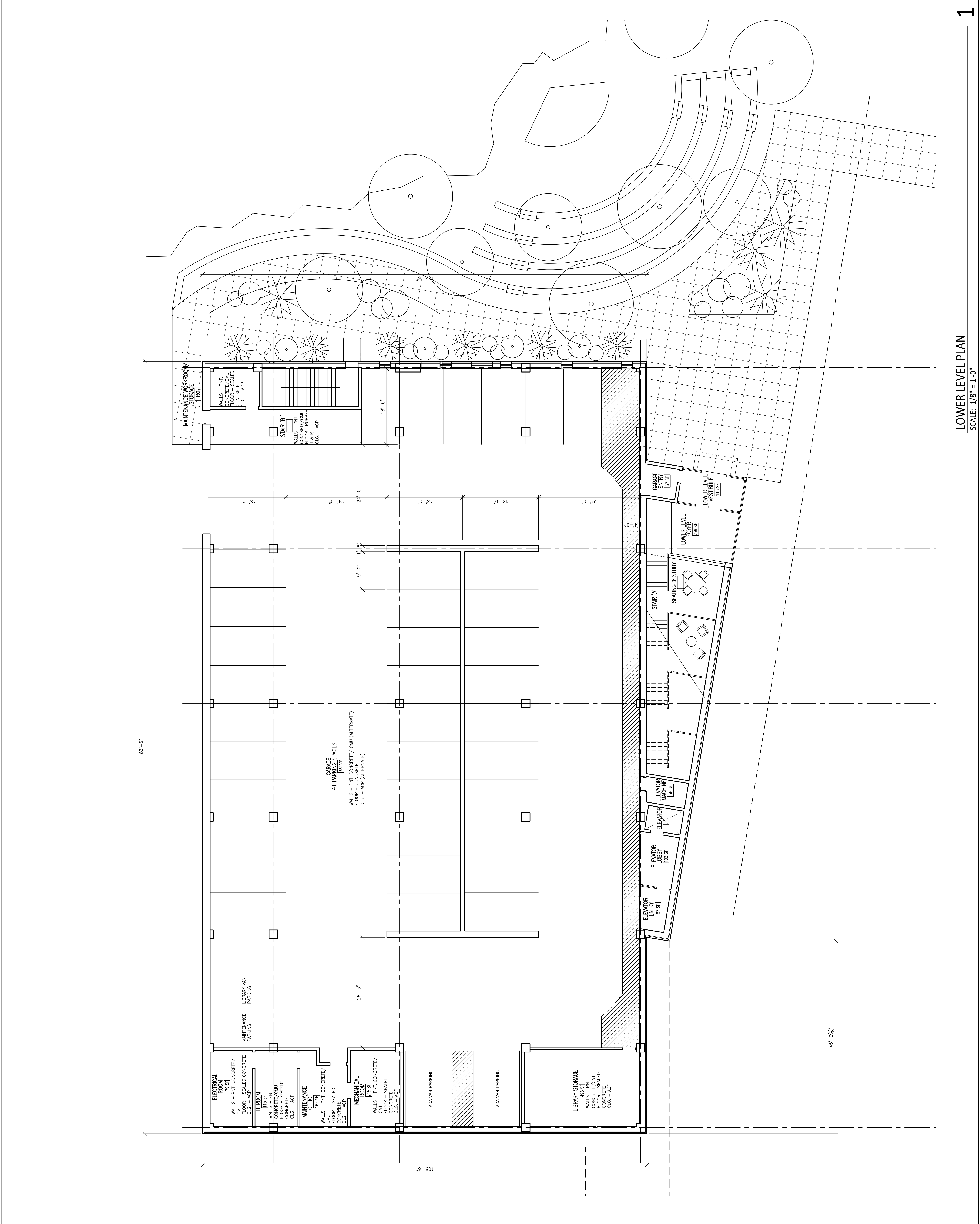
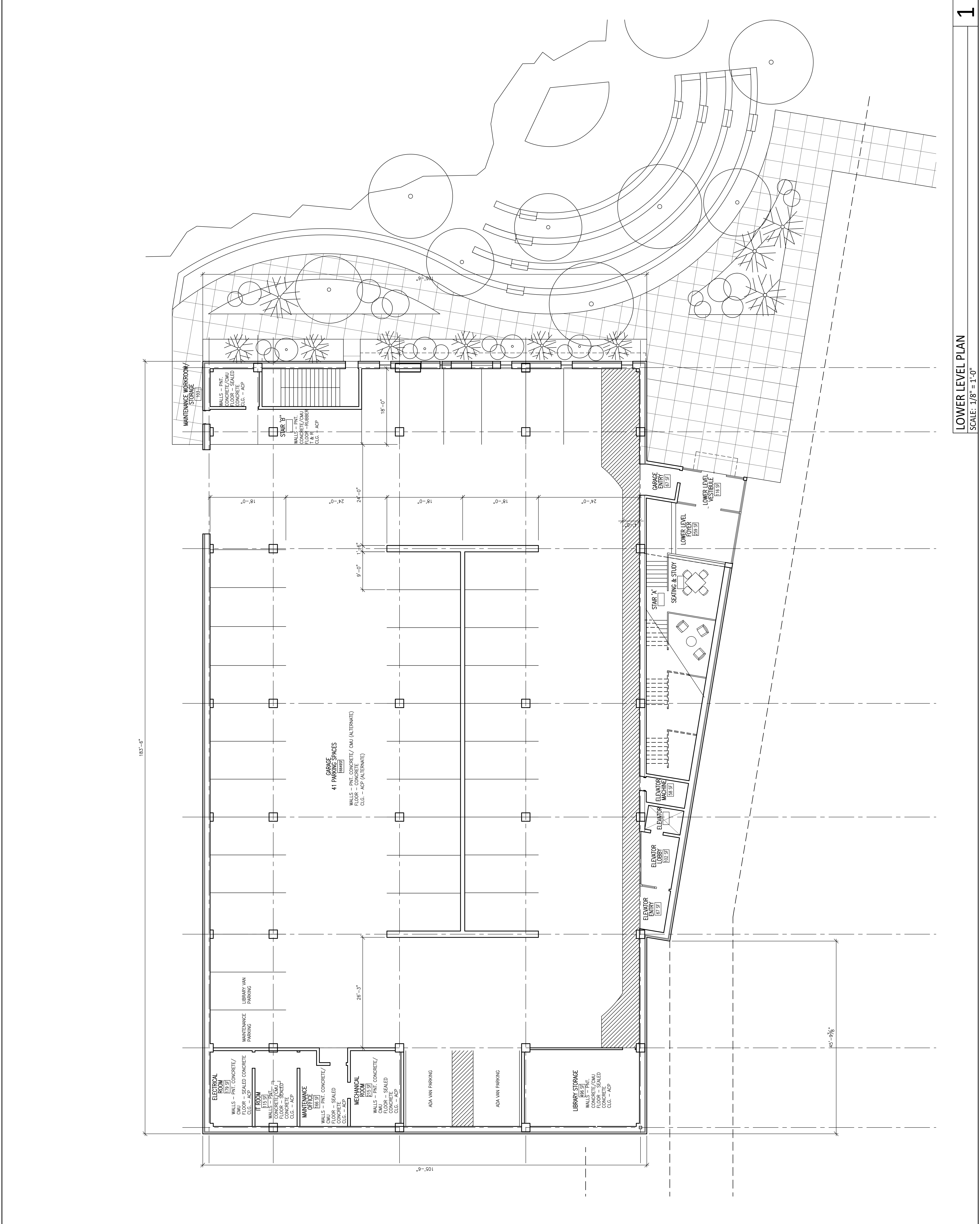
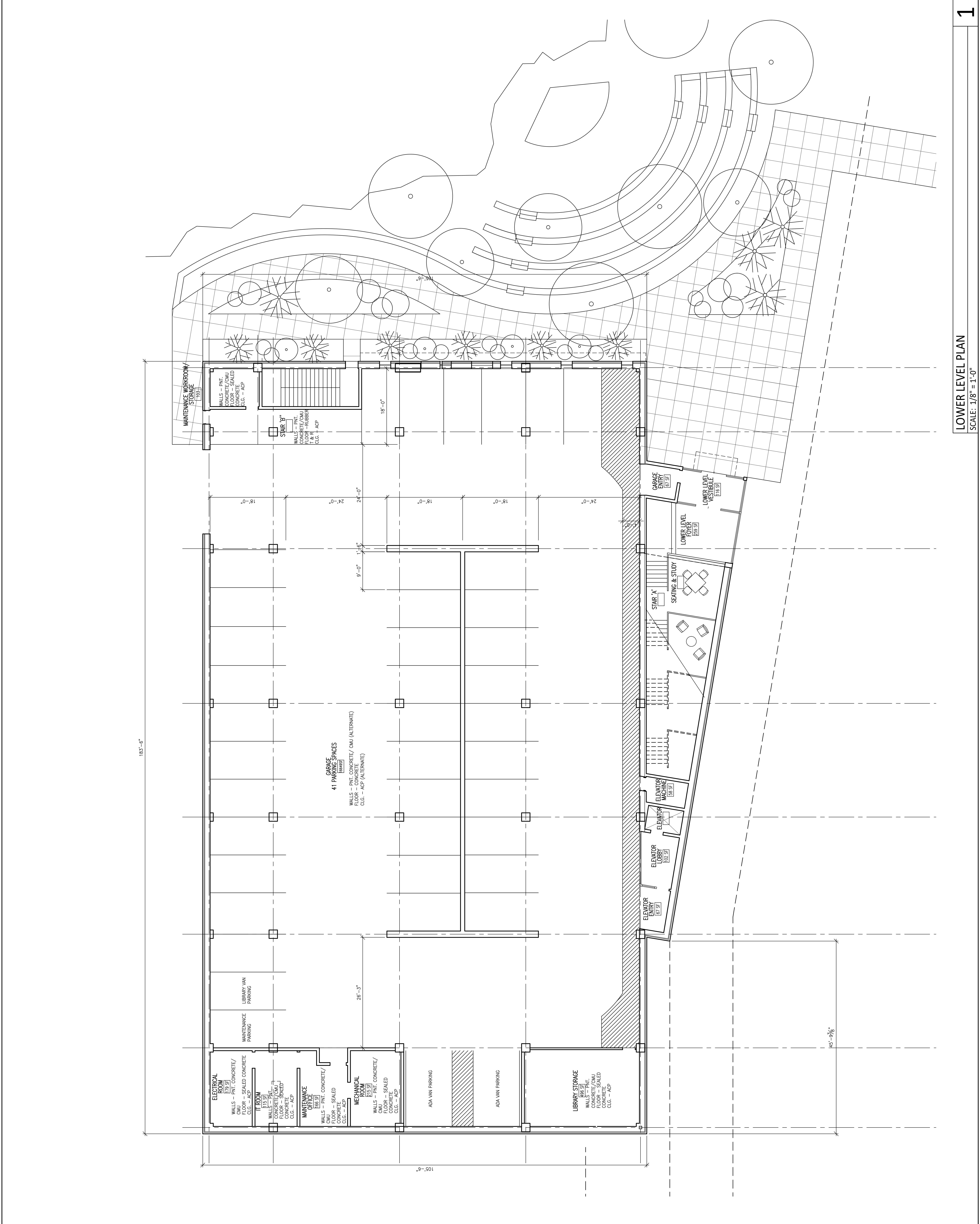
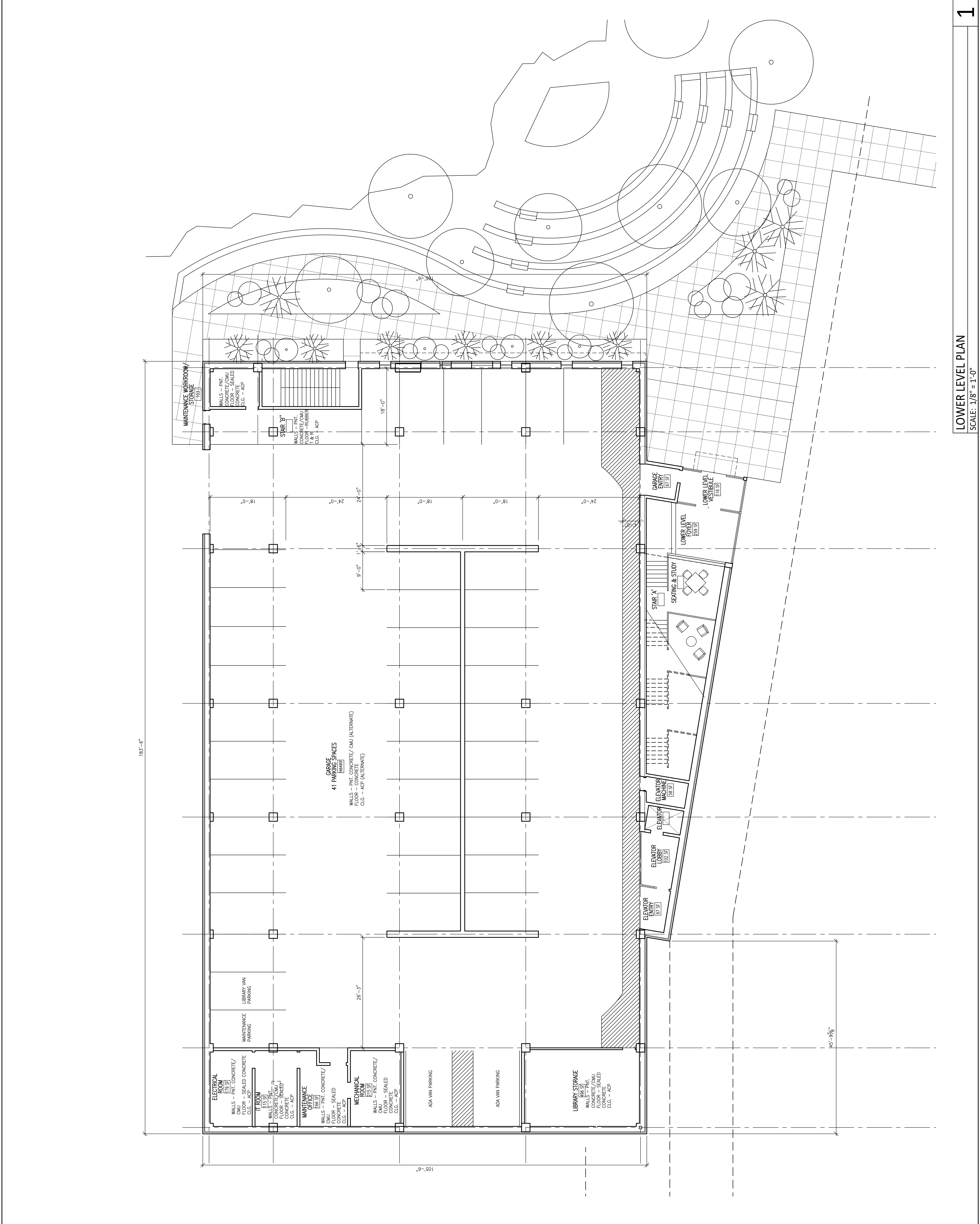
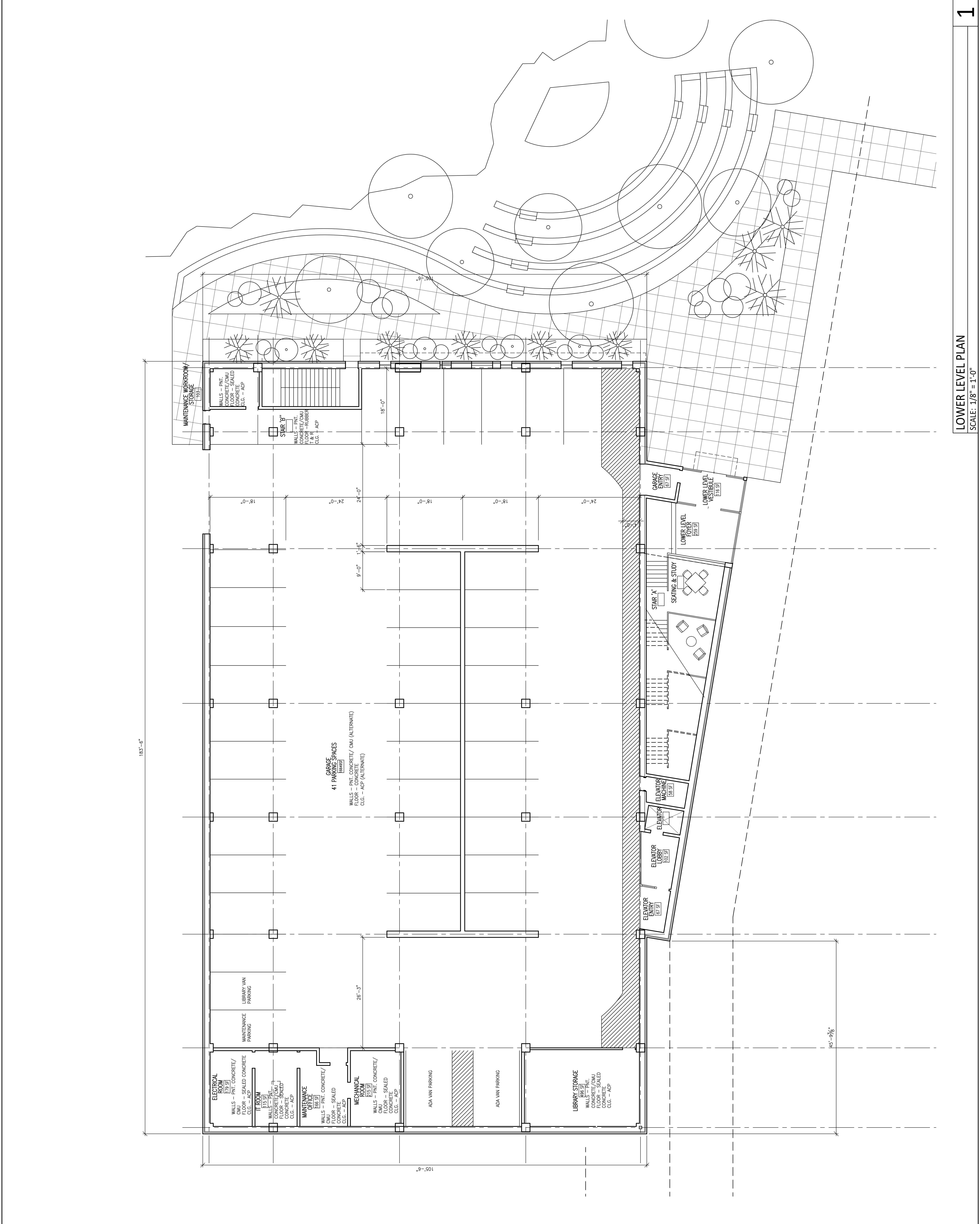
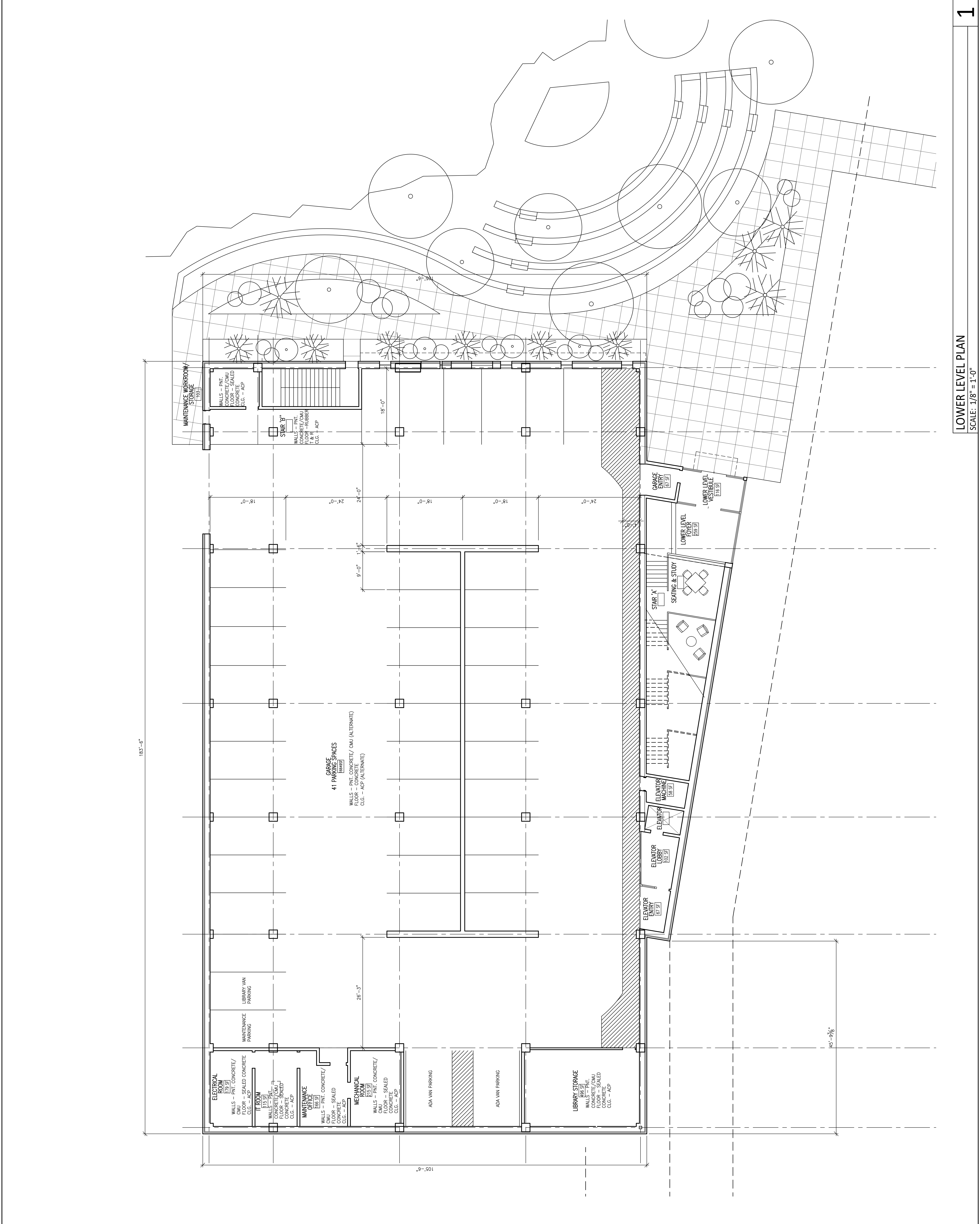
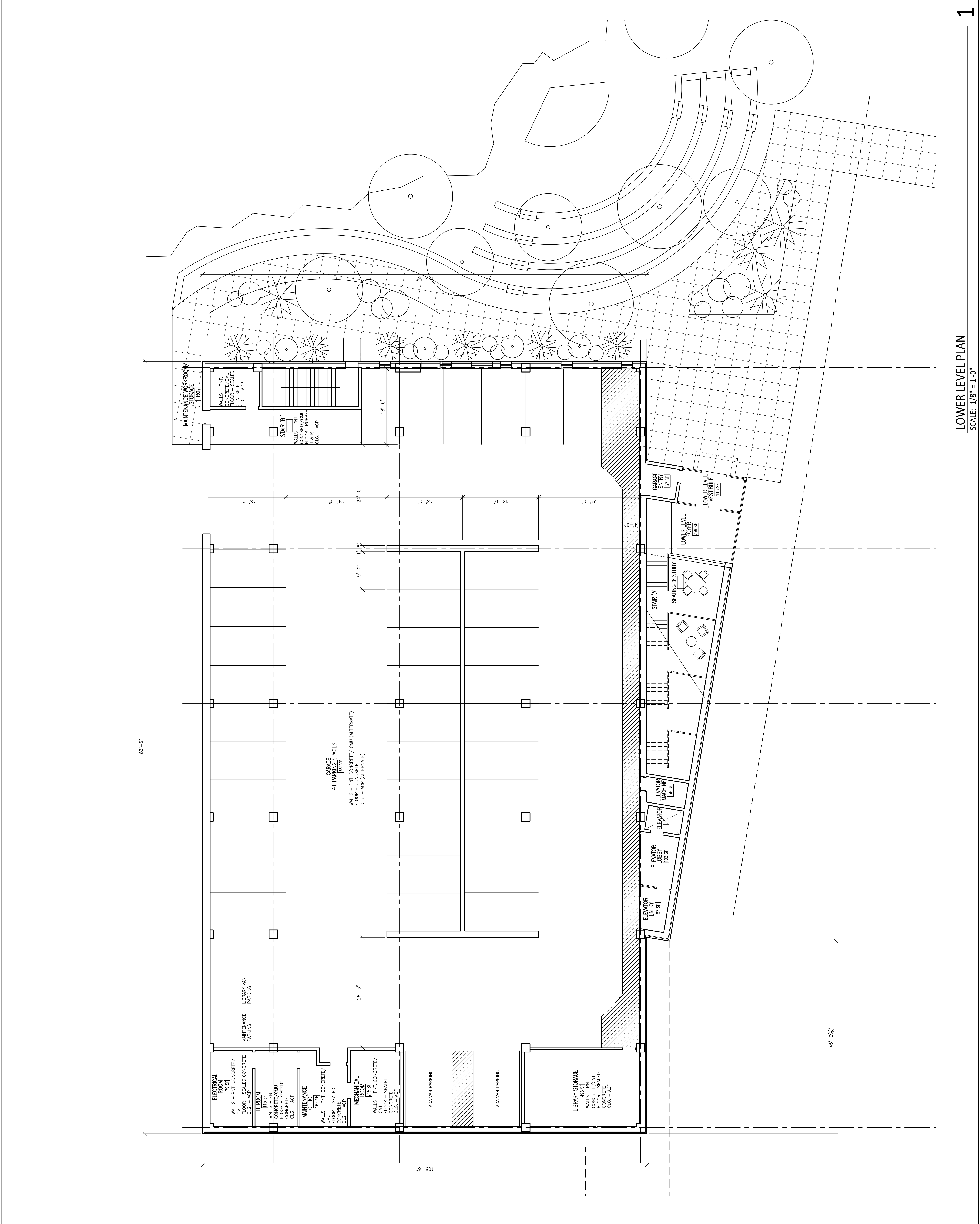
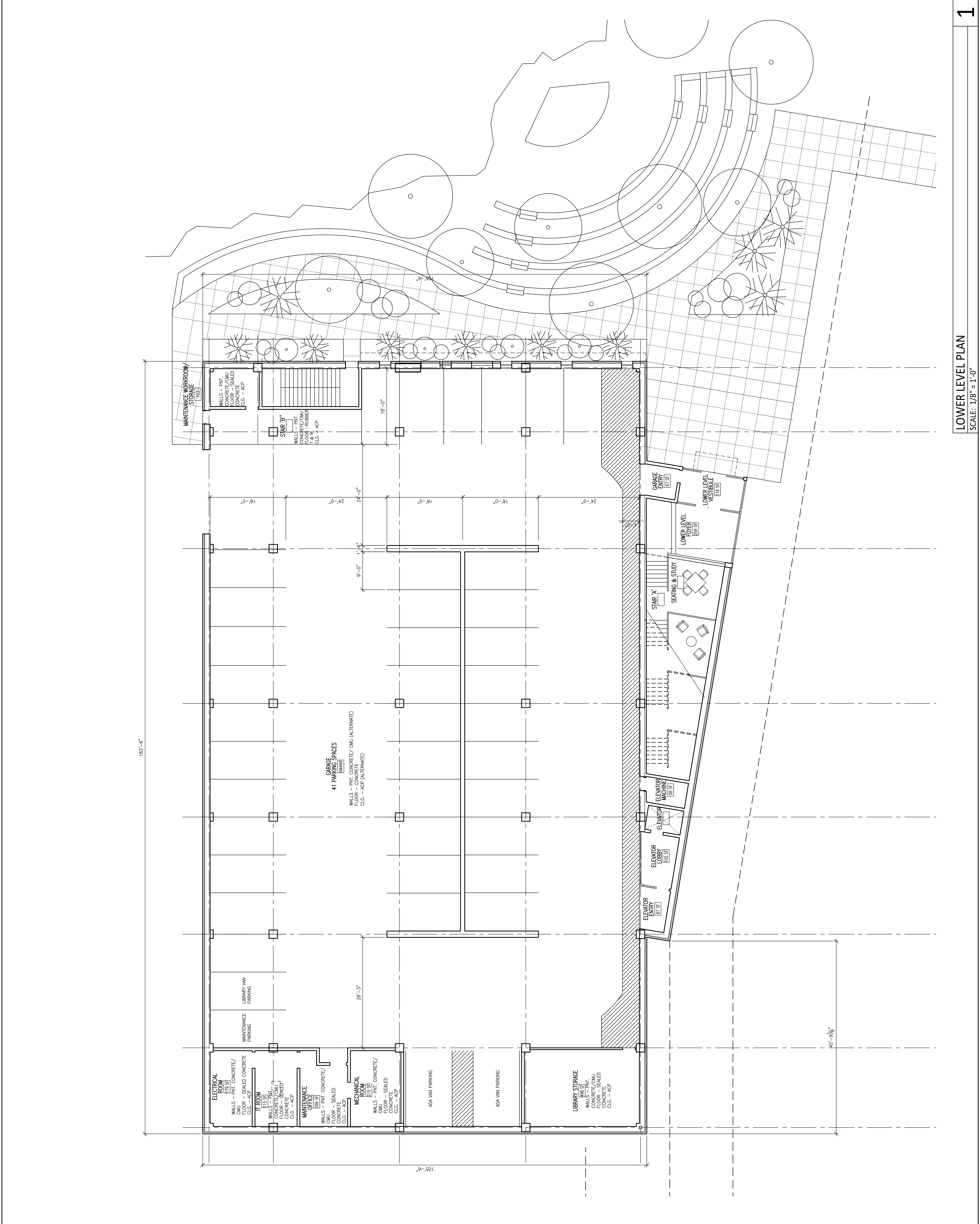
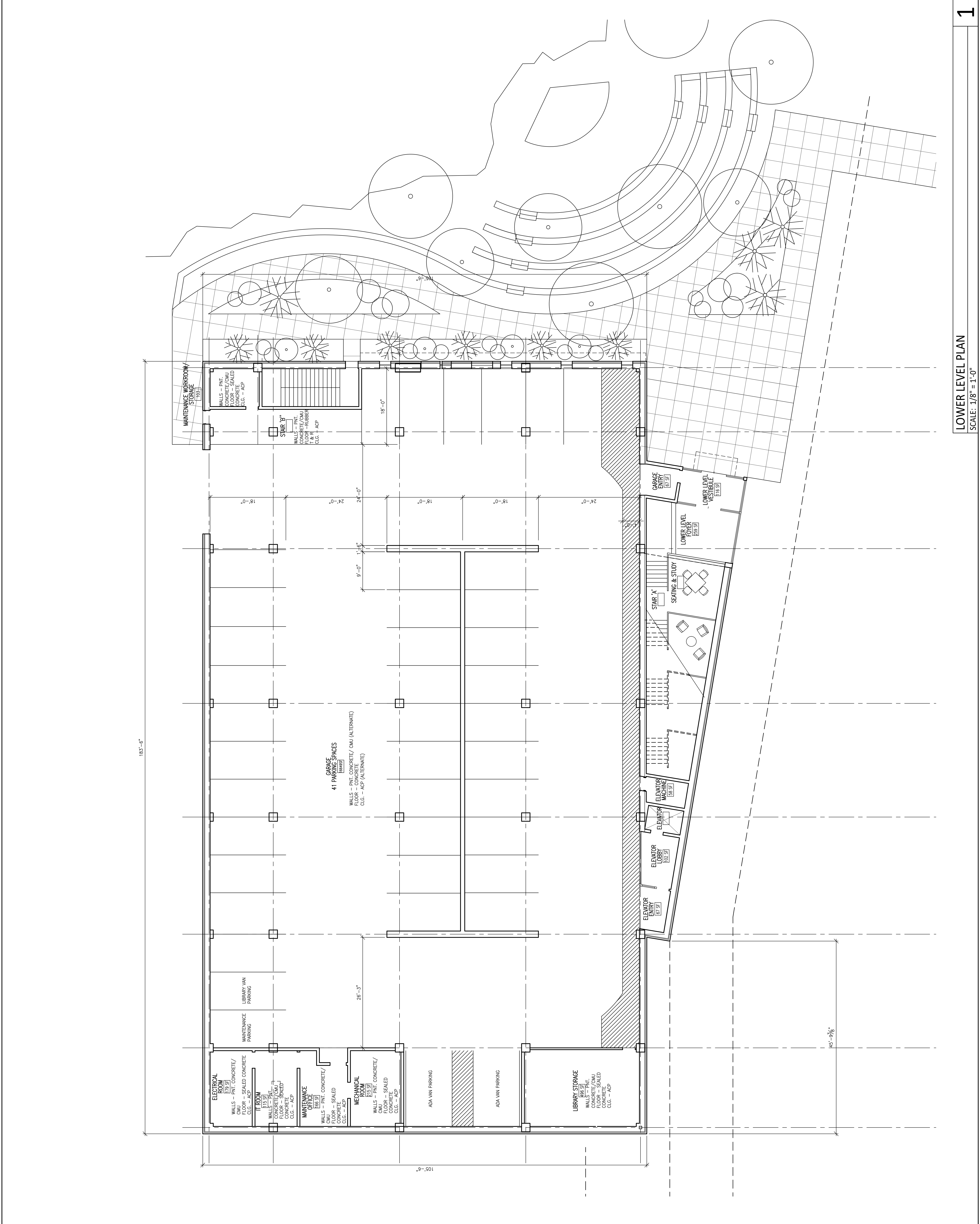
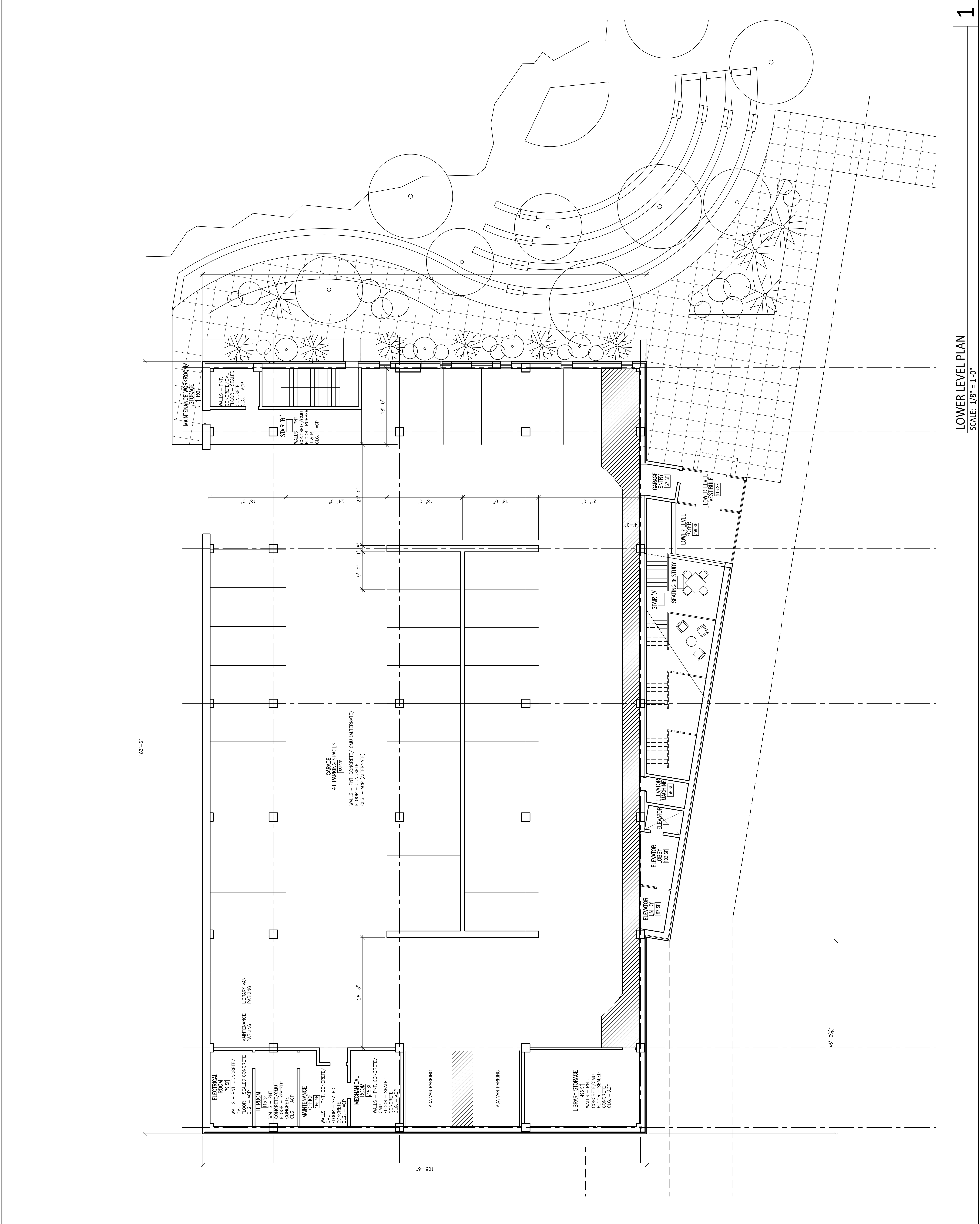
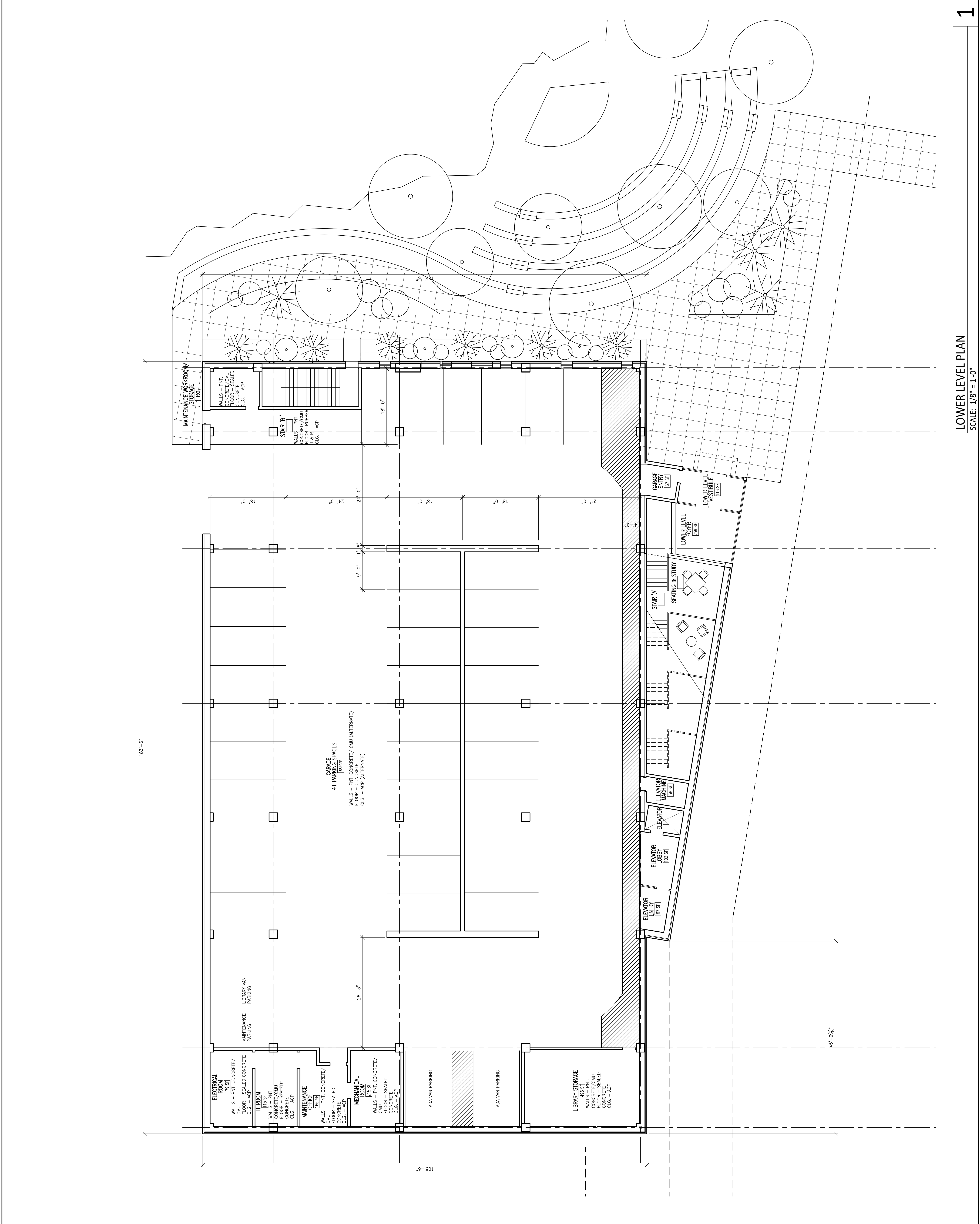
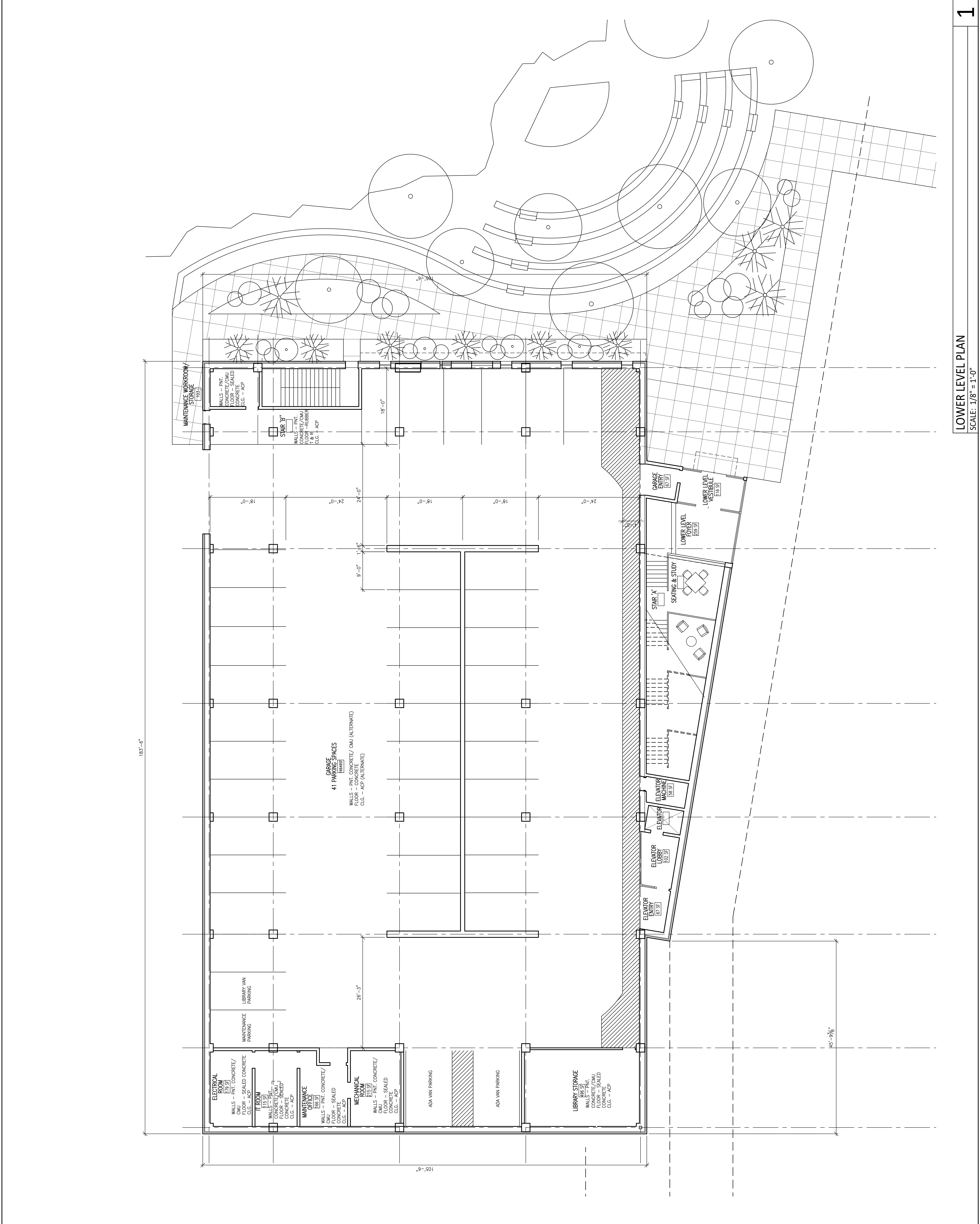
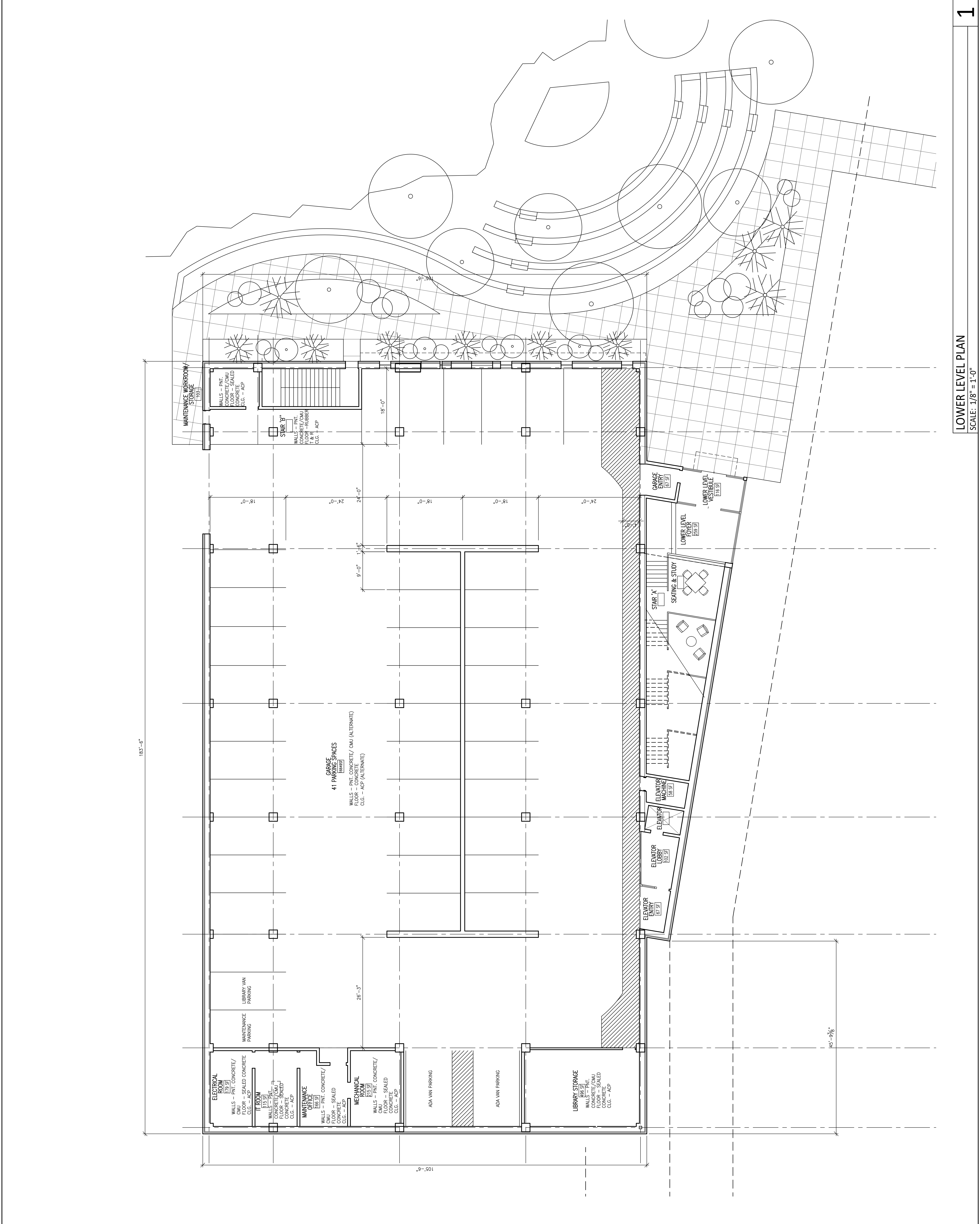
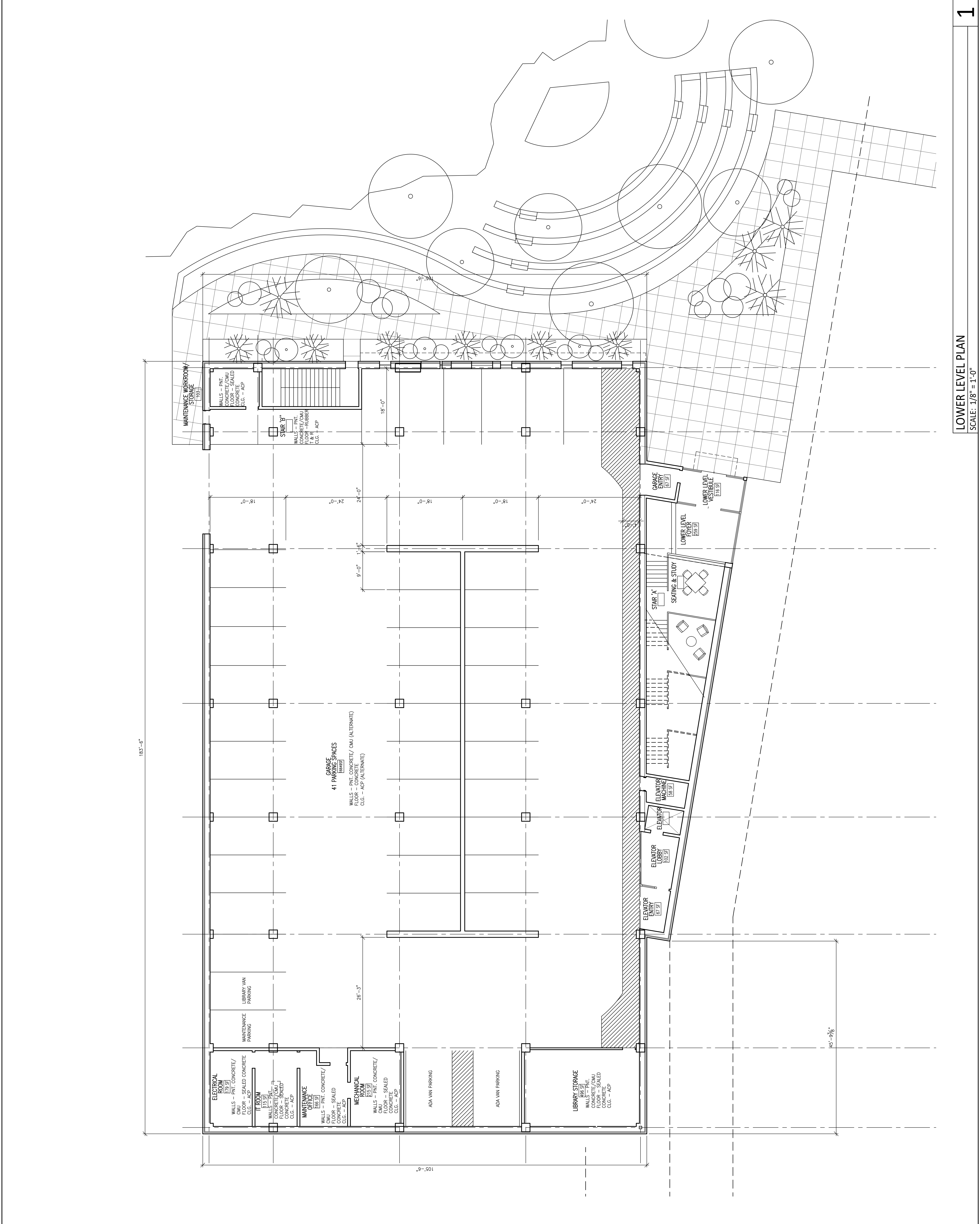
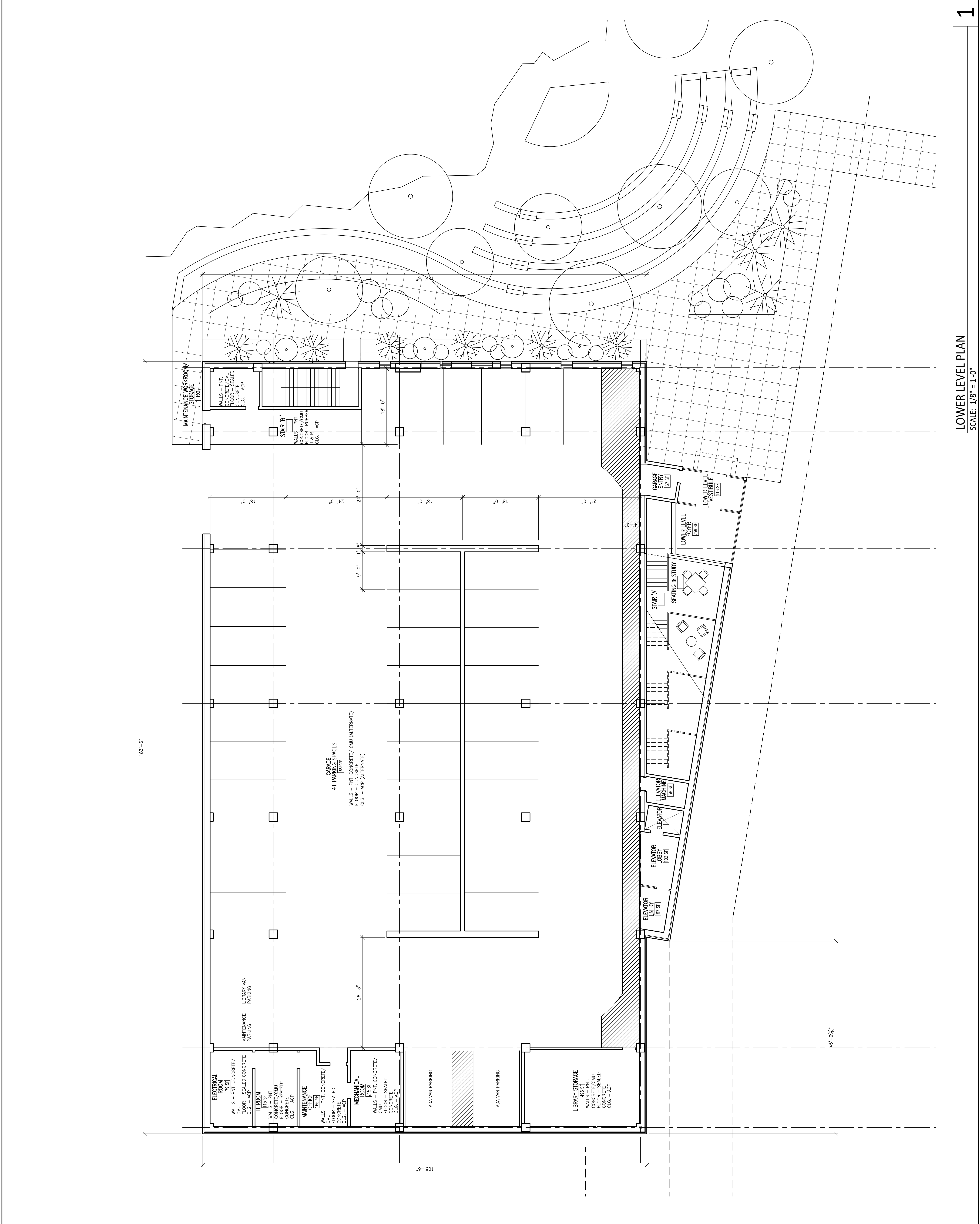
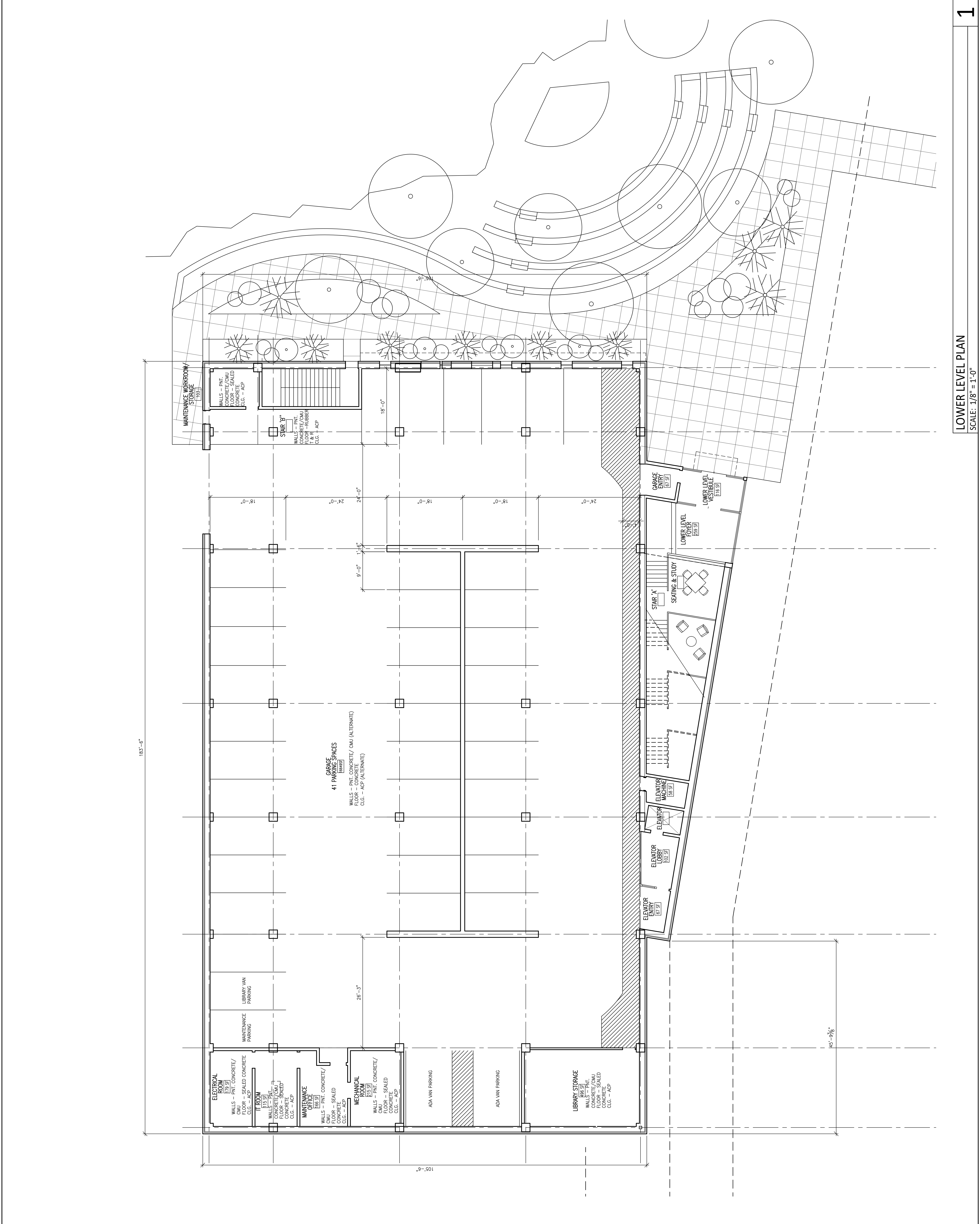
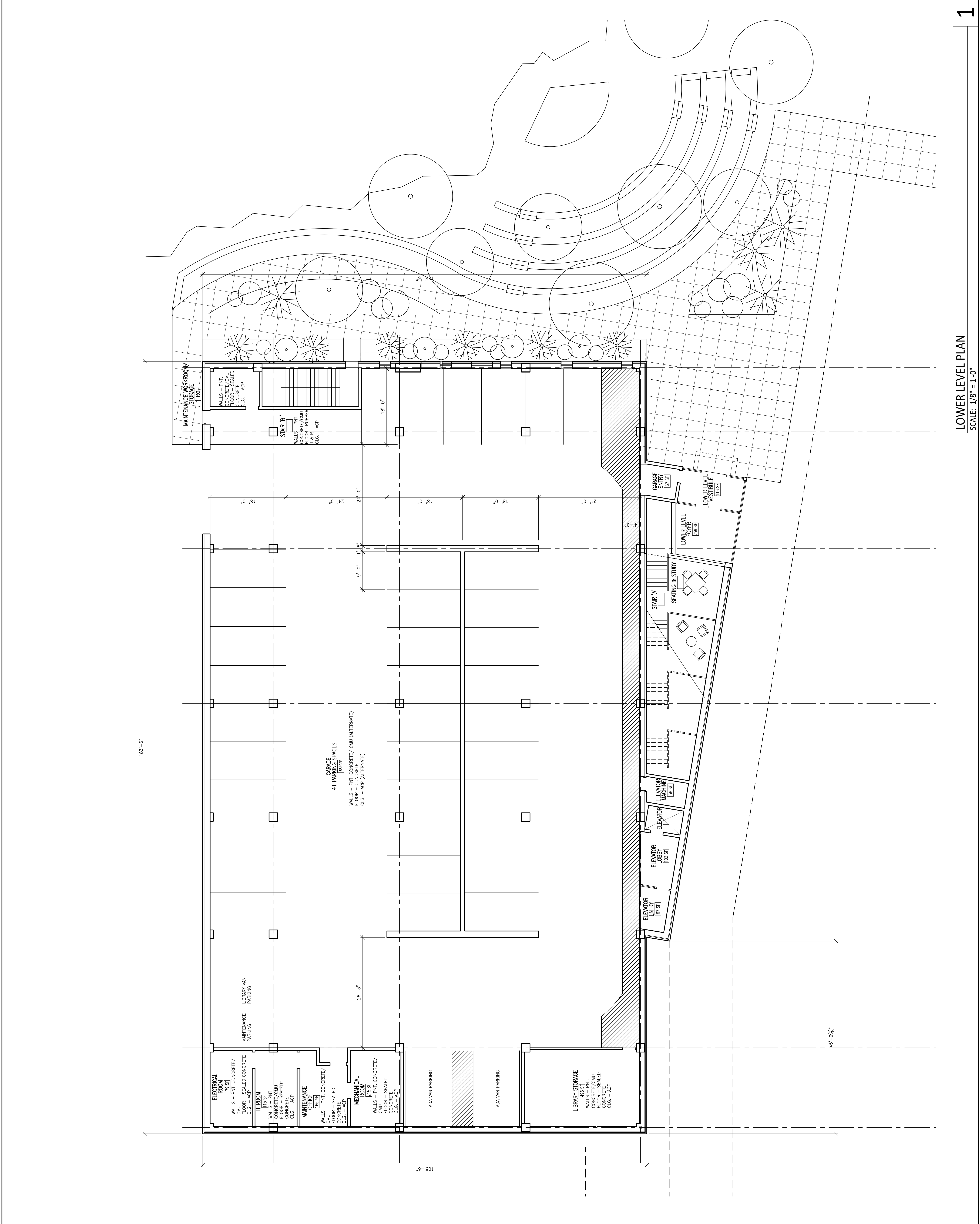
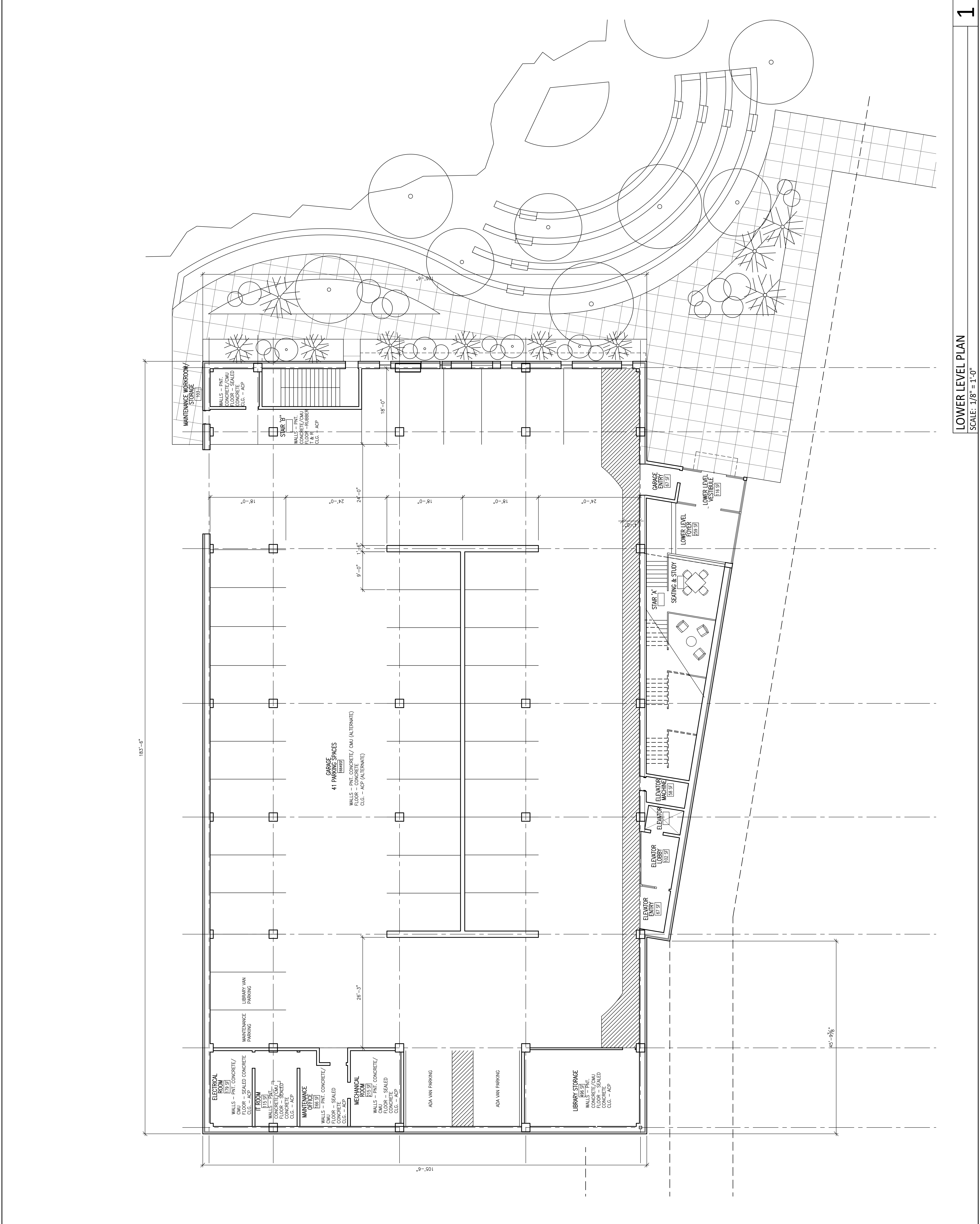
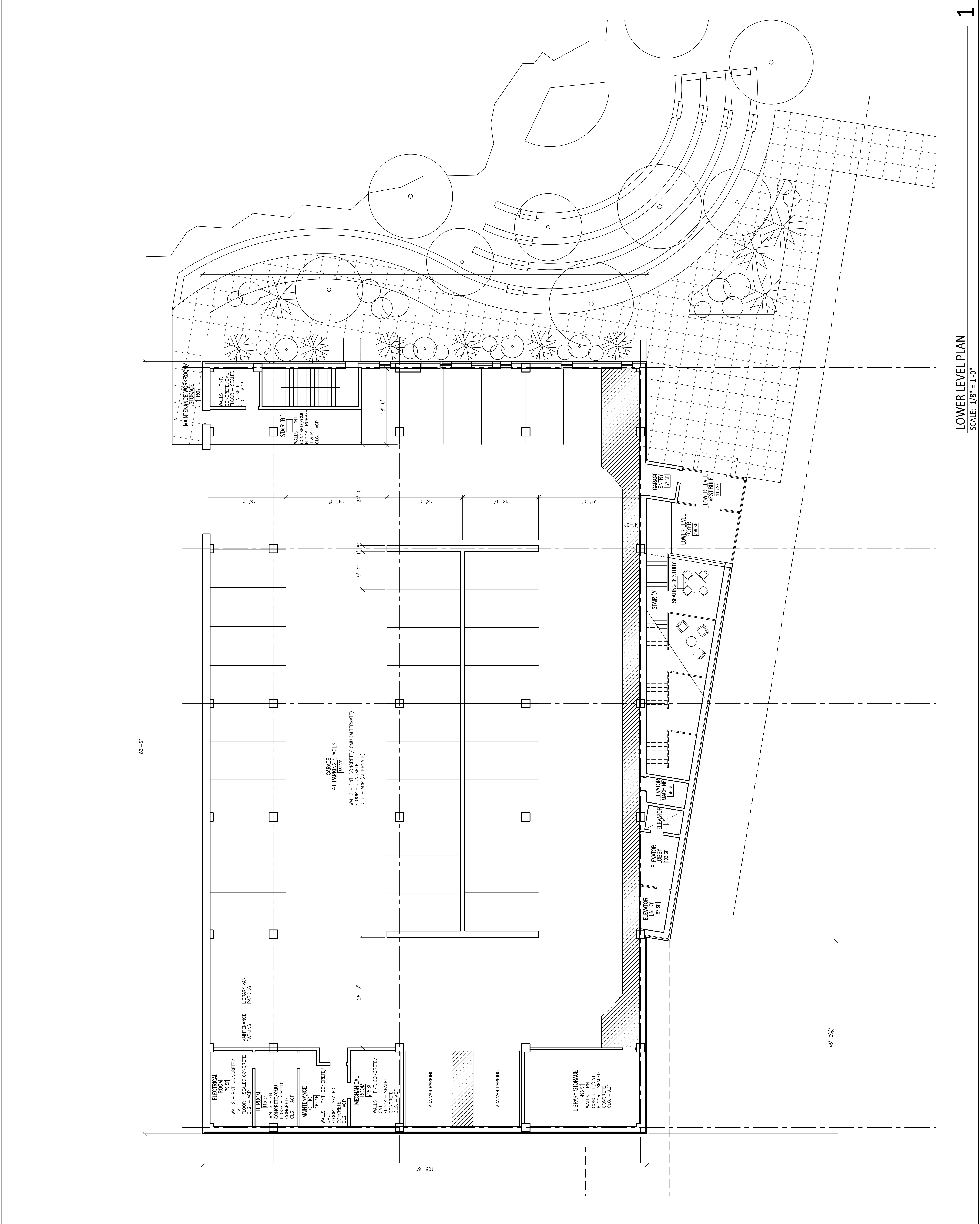
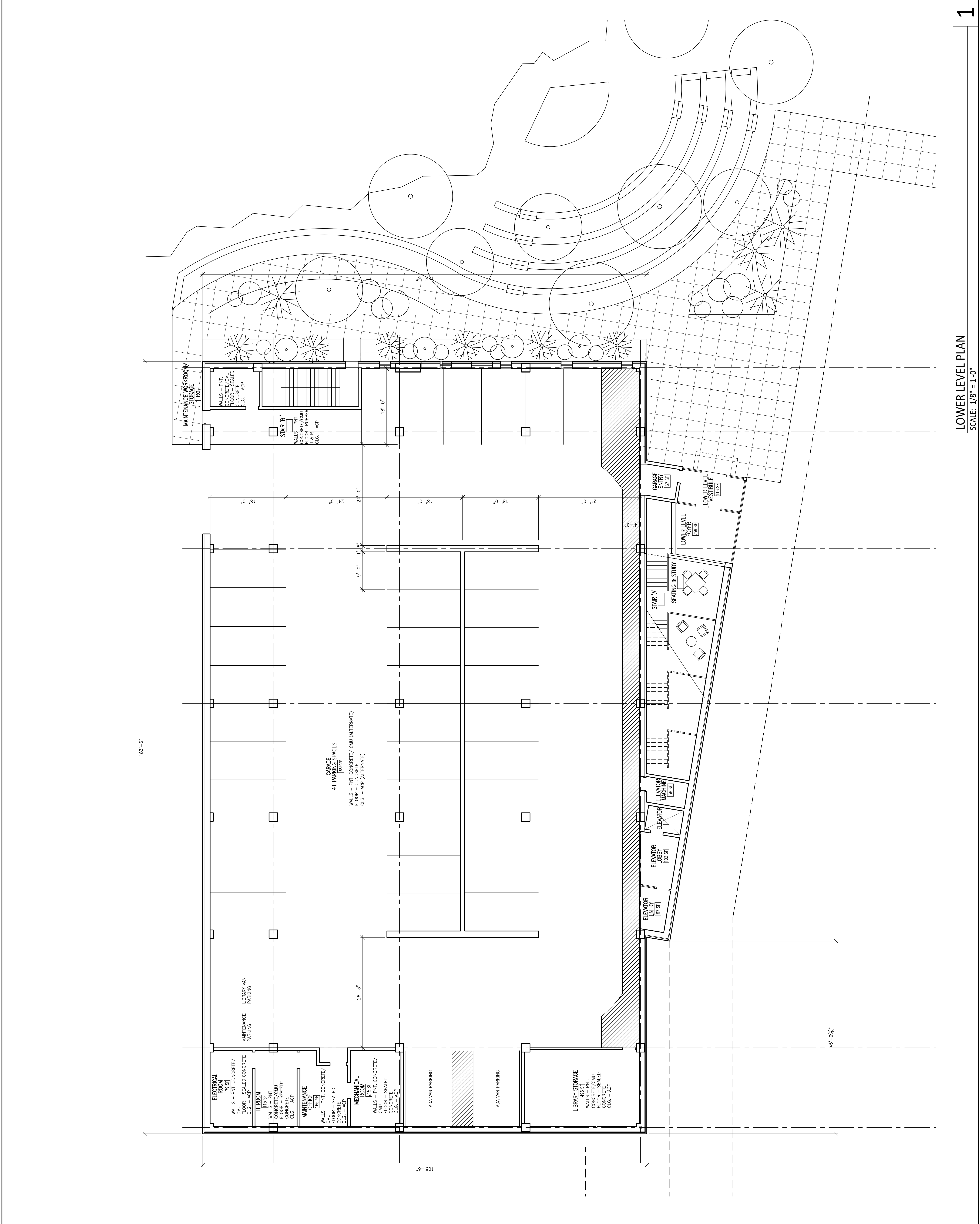
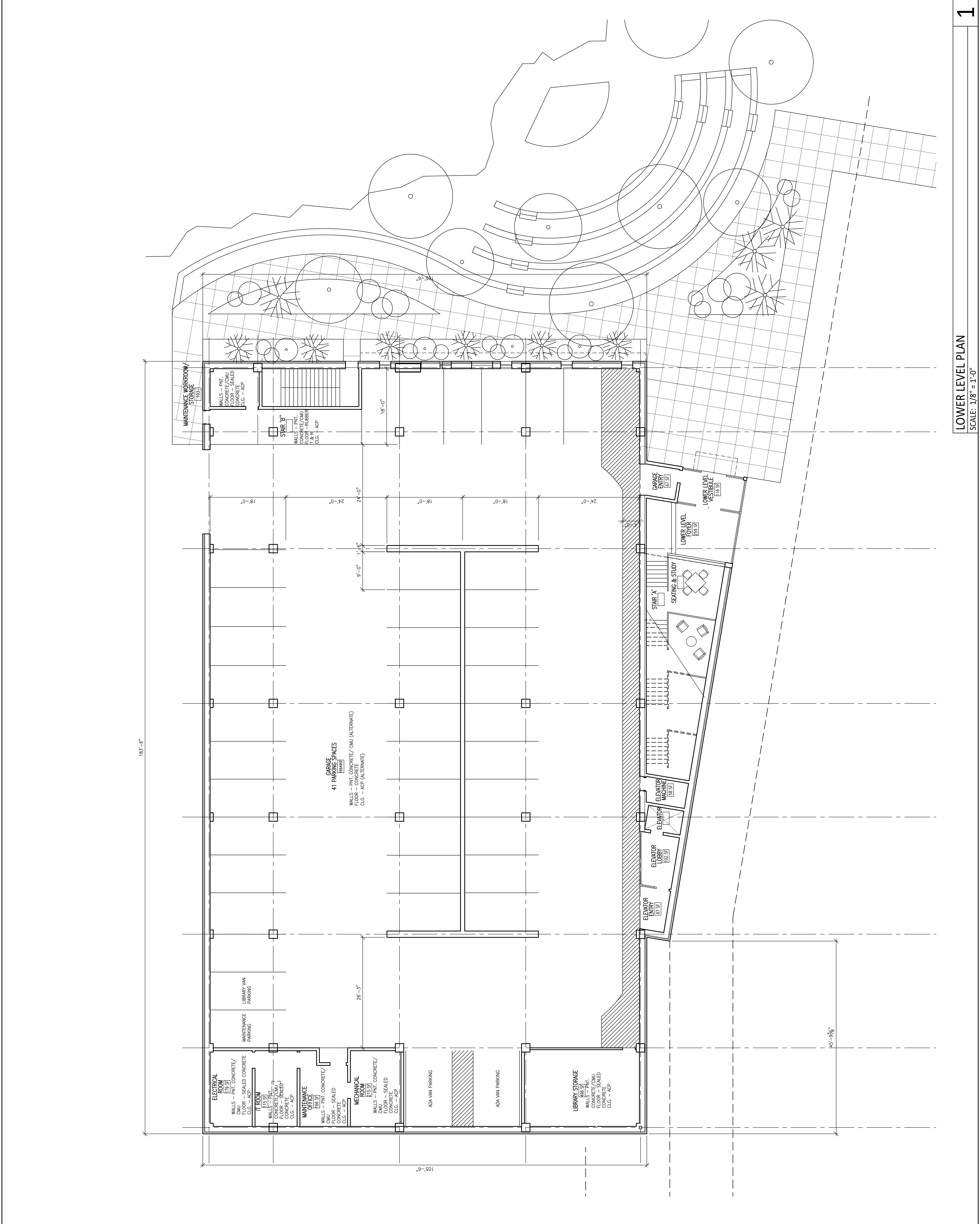
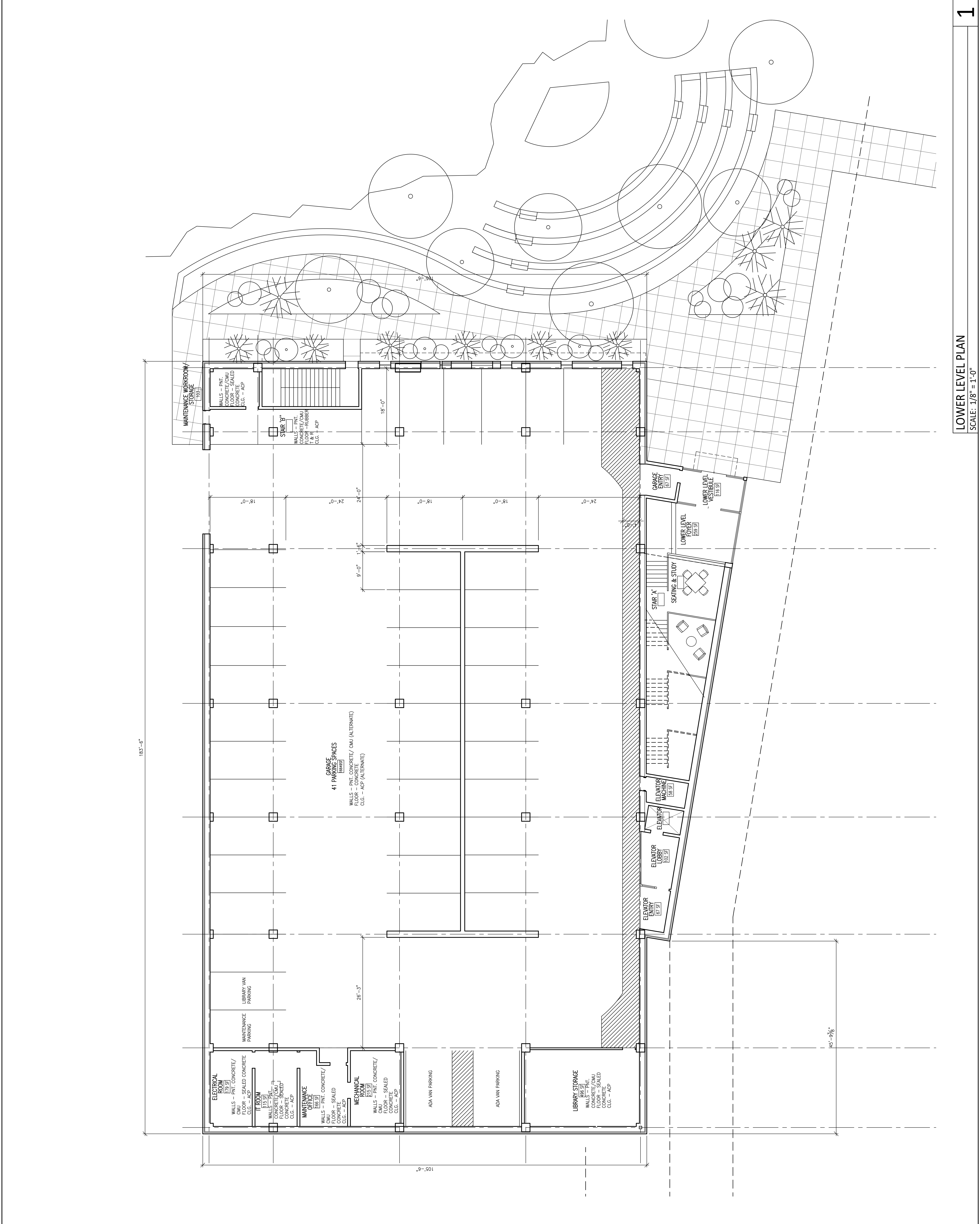
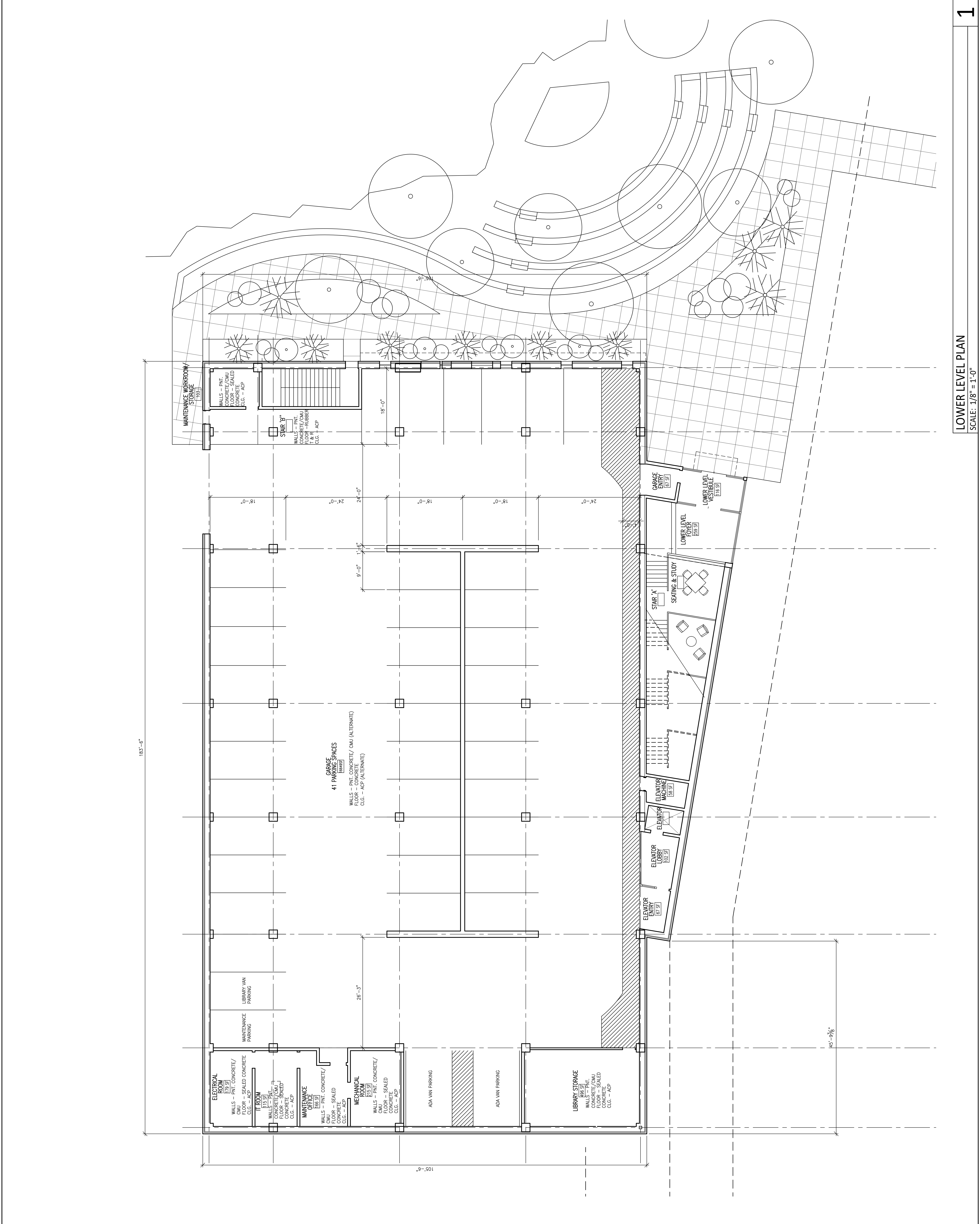
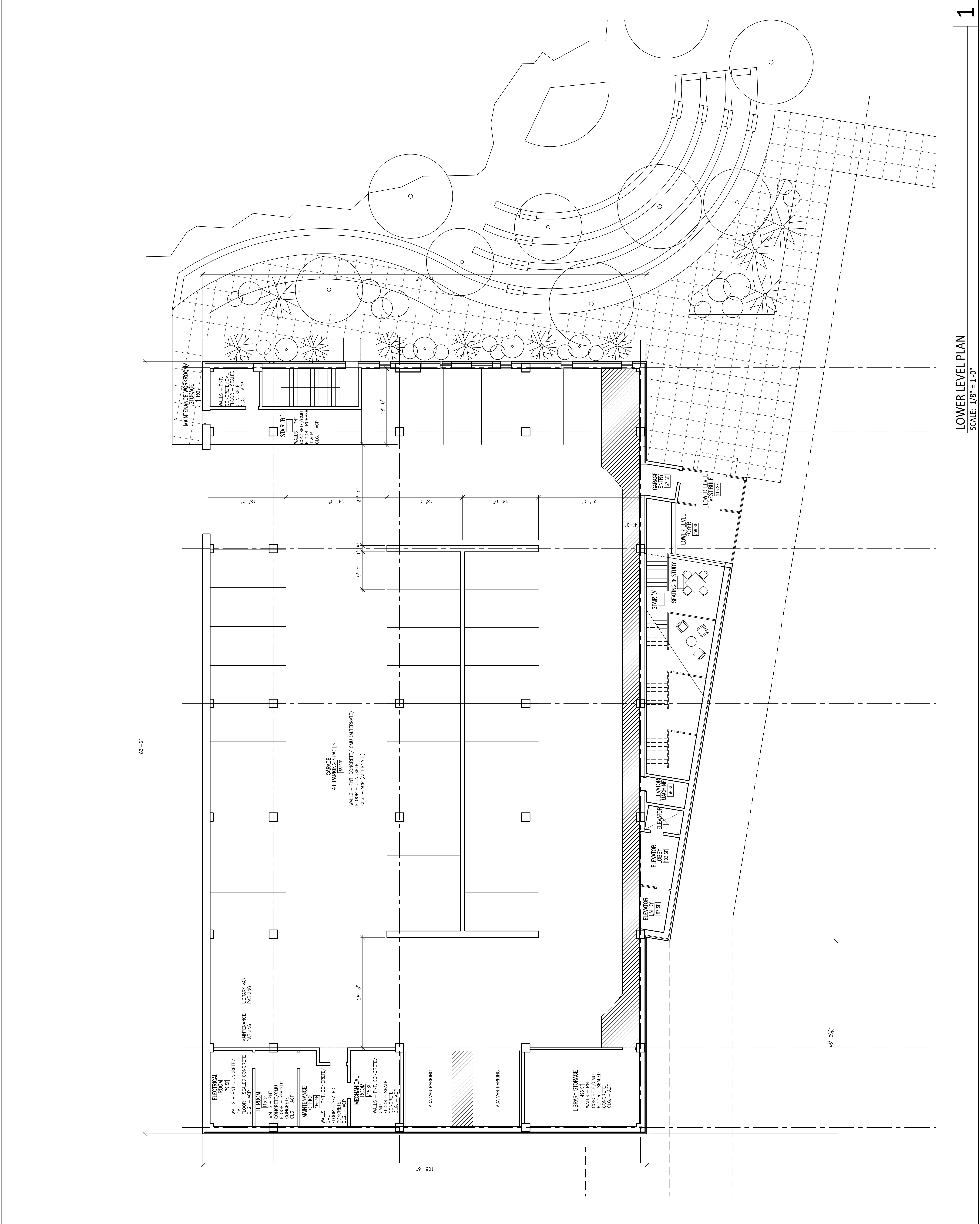
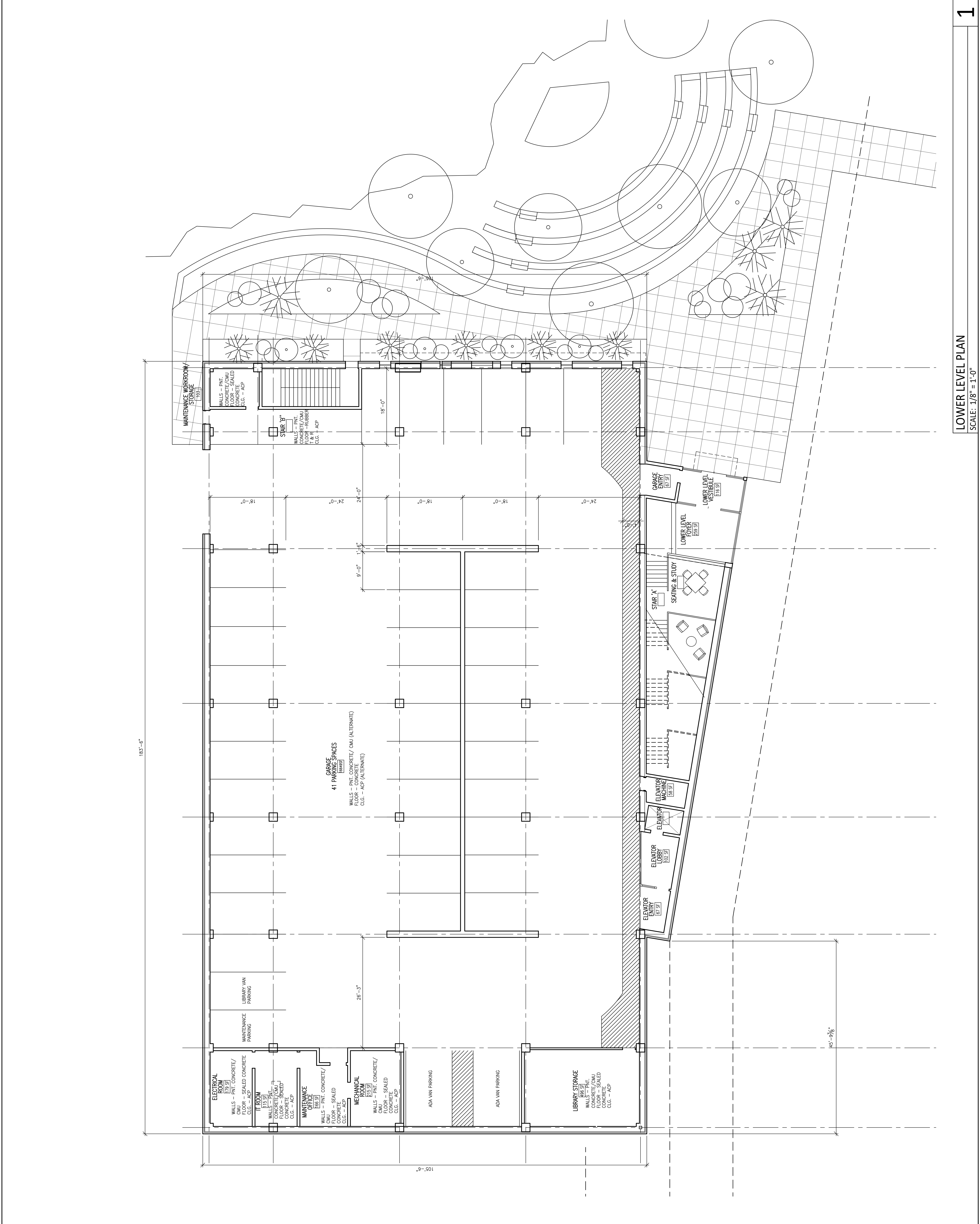
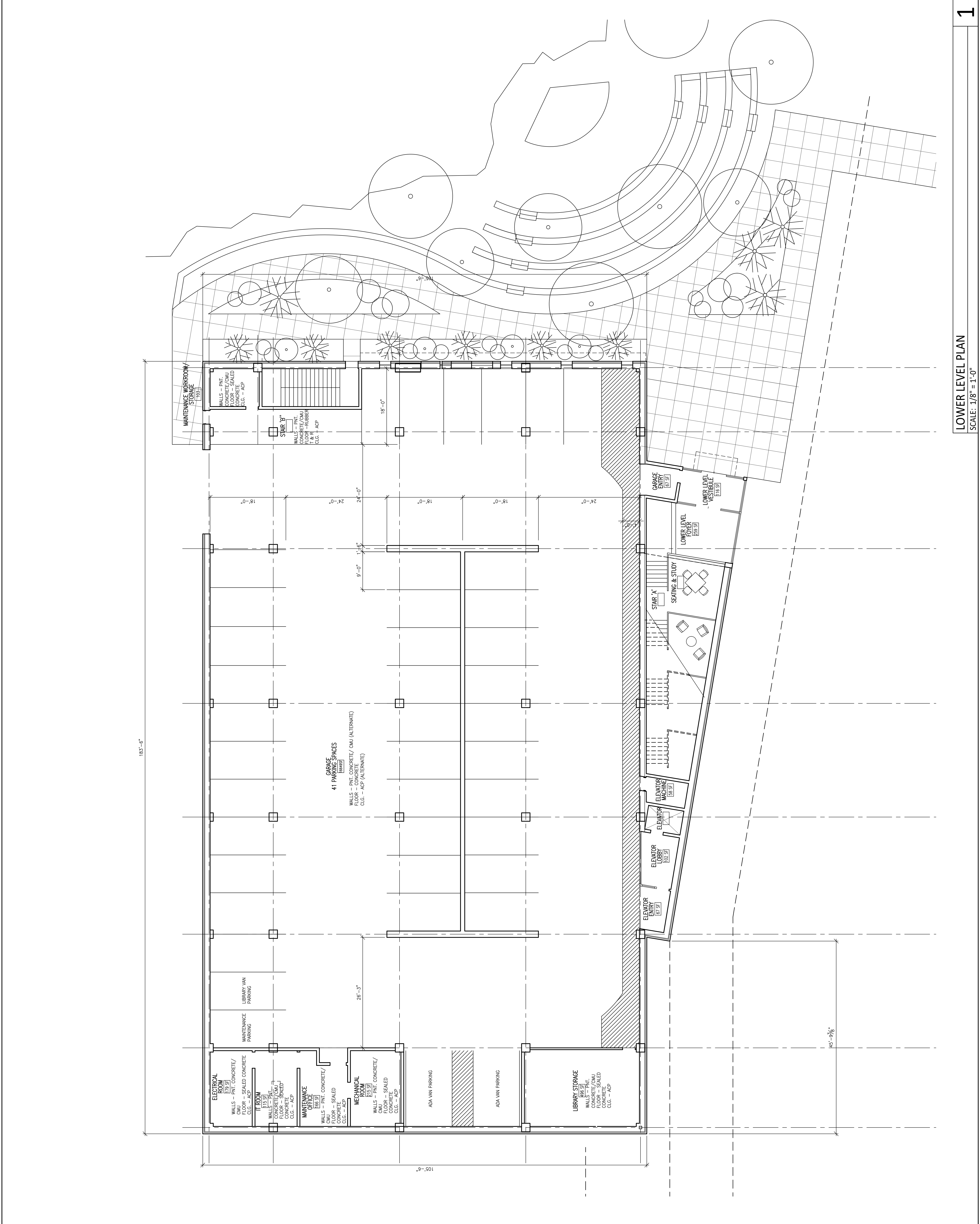
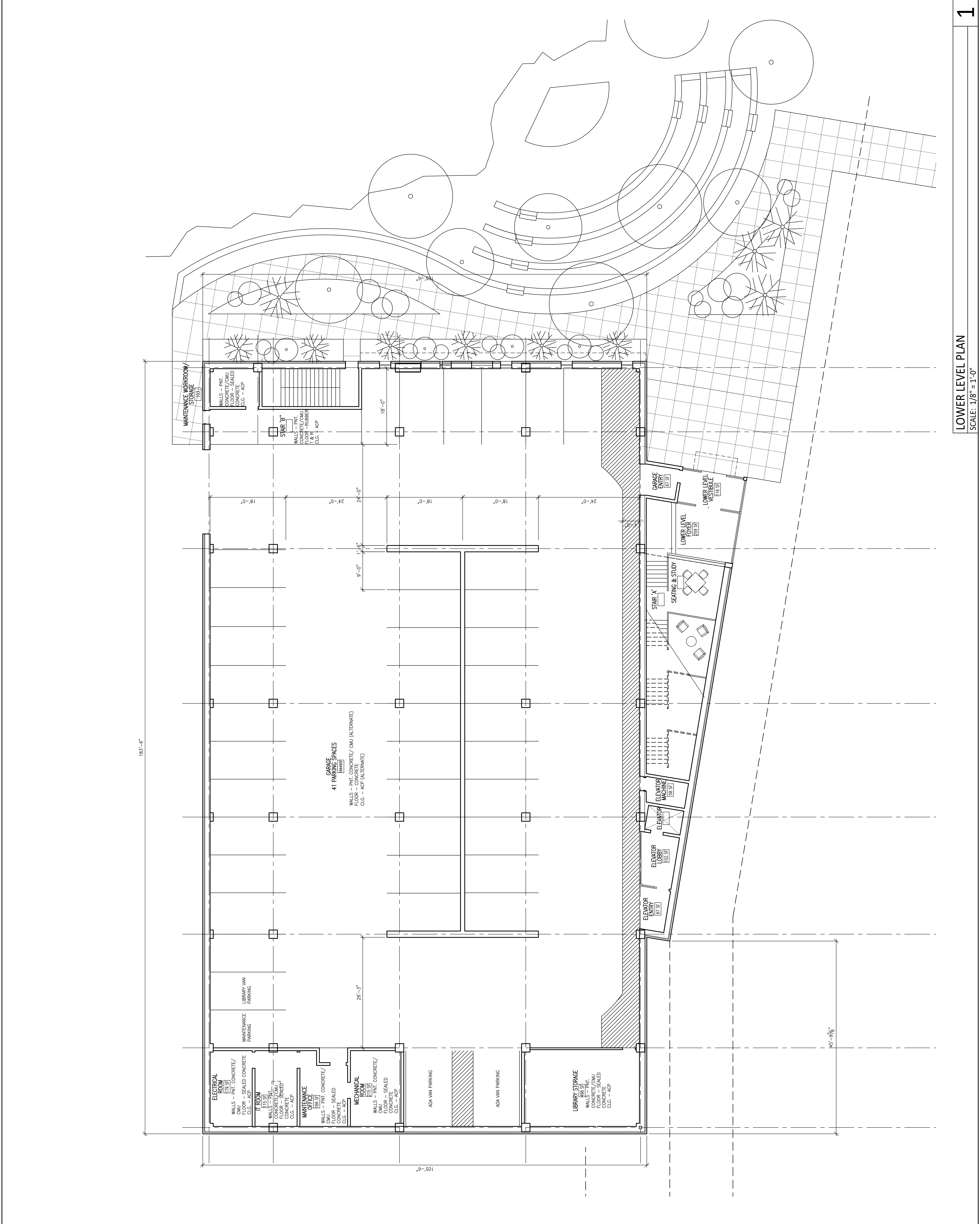












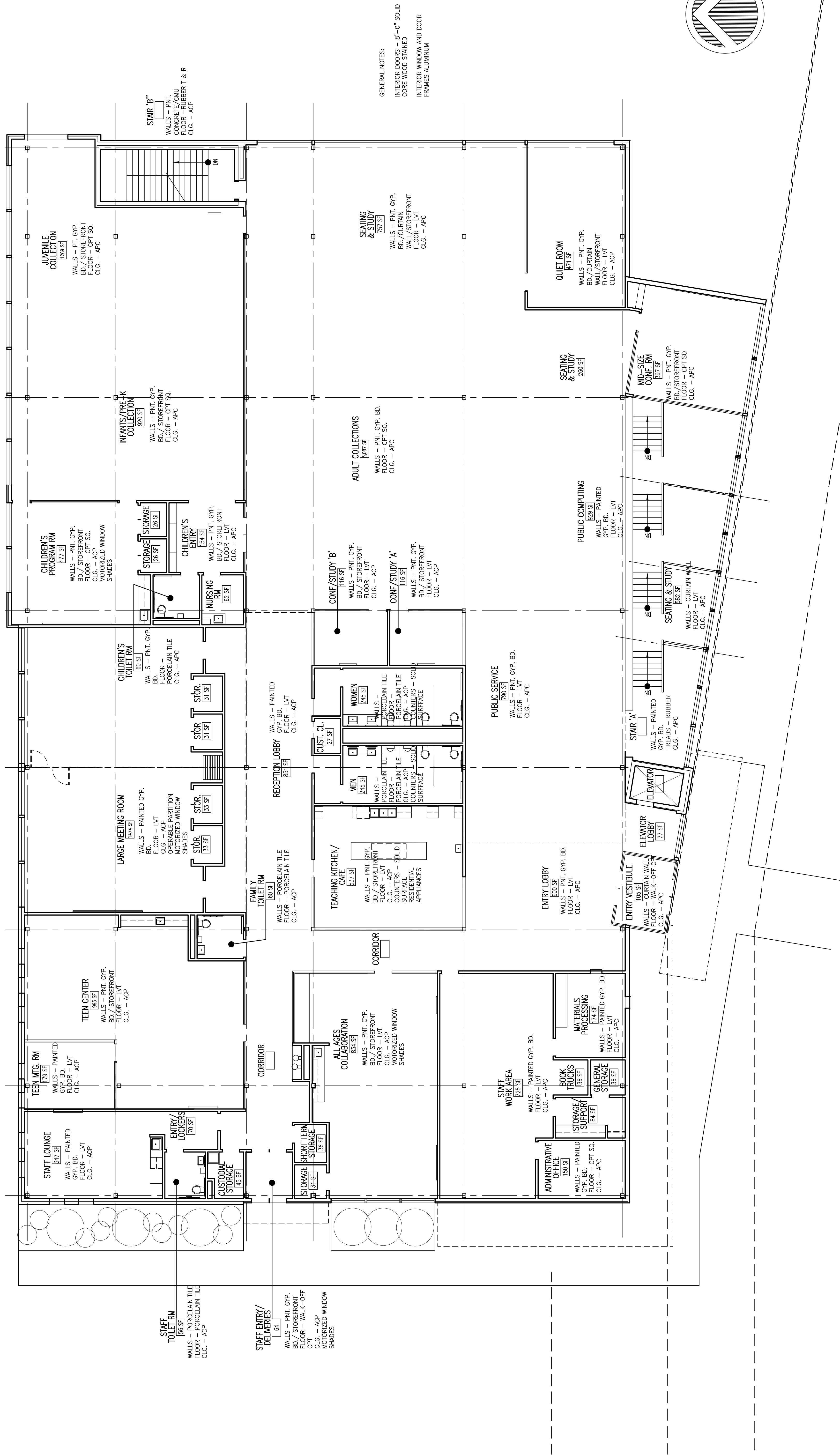
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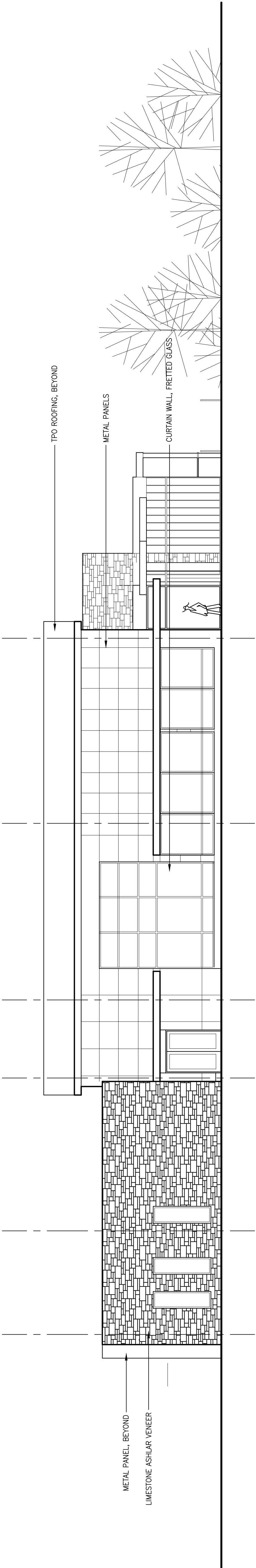


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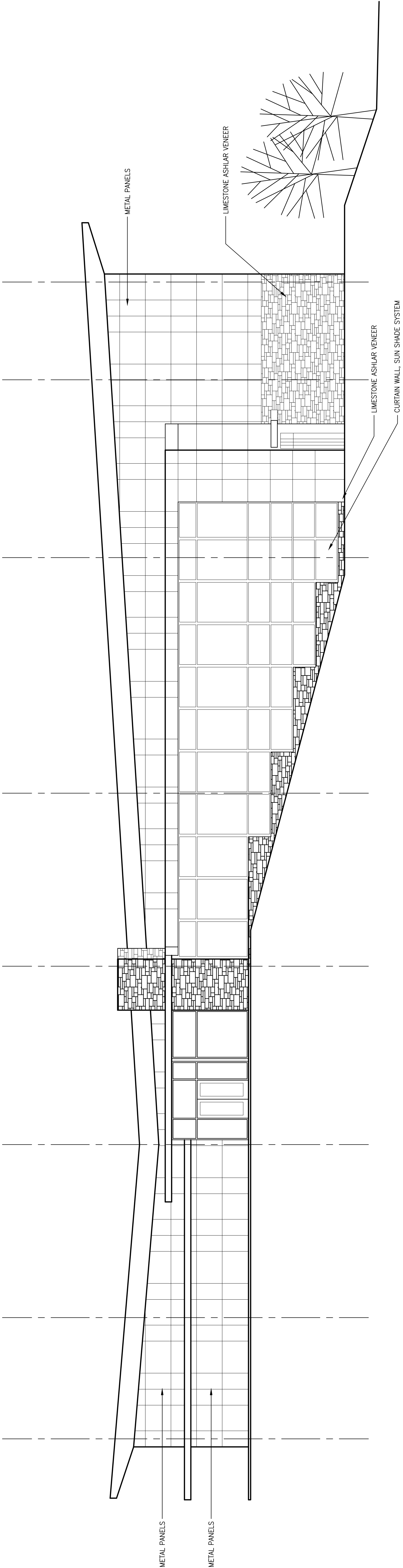
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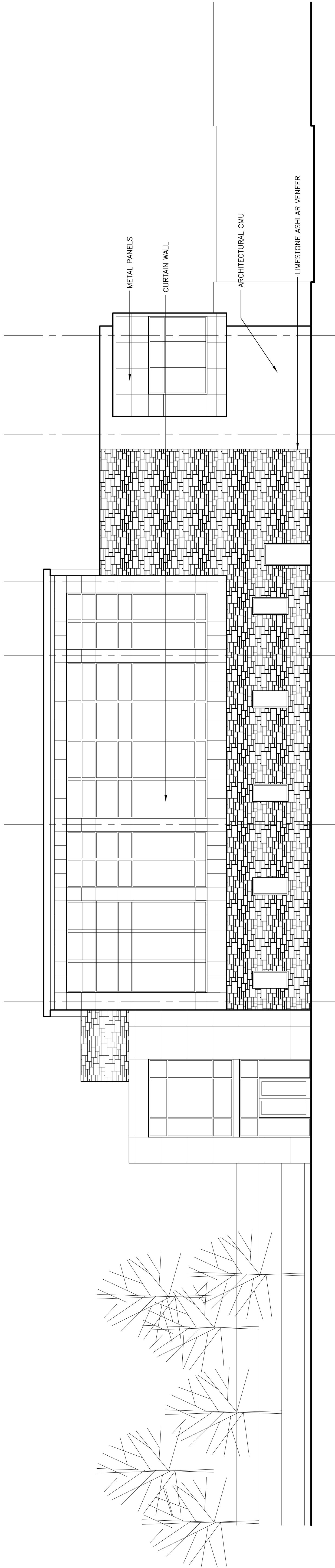
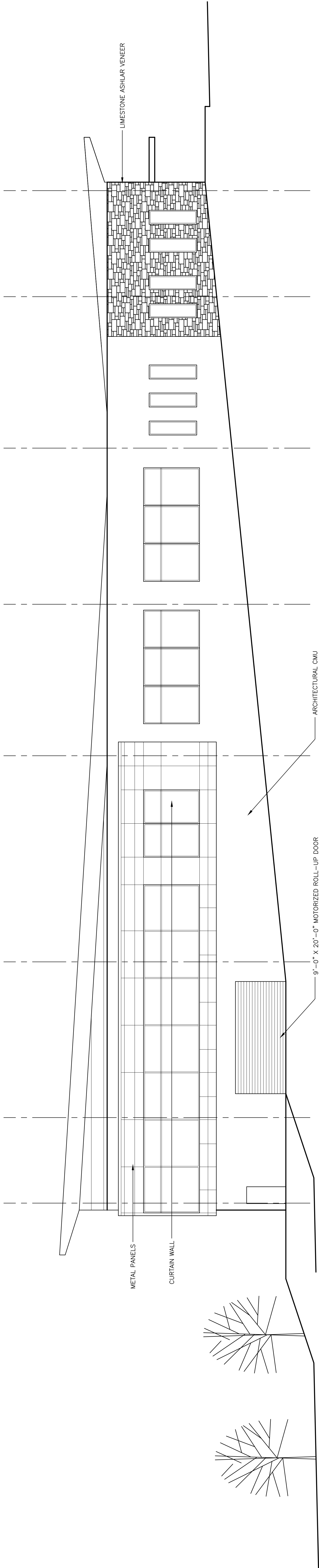


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MATTHEU ARCHITECTS, PC







## SCHEMATIC DESIGN PROJECT COST SUMMARY

The following is an estimated project cost estimate for the Monroe County Public Library Southwest Branch. Blundall Associates has prepared the Probable Construction Cost which may be referenced in this report for more detail. Monroe County Public Library and Matheu Architects have provided other cost information. The cost estimate will be revised as the project moves into the next design phase.

**LAND ACQUISITION: 5 Acres @ \$27,500 per acre** **\$ 137,500**

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### BLUNDALL SITE & BUILDING COST ESTIMATE

SITE DEVELOPMENT \$ 960,599

BUILDING CONSTRUCTION\* \$7,830,414

**TOTAL ANTICIPATED SITE & BUILDING CONSTRUCTION COST** **\$8,791,013**

**CONSTRUCTION CONTINGENCY @ 5%** **\$ 439,551**

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### FURNISHINGS AND EQUIPMENT

TECHNOLOGY, SECURITY & EQUIPMENT: Allow: \$ 410,000

FURNITURE: Allow: \$ 200,000

TEACHING KITCHEN/CAFÉ EQUIPMENT: Allow per Grant: \$ 40,760

SIGNAGE: Allow: \$ 30,000

SHELVING: 339 Shelf Units @ \$1,000: Allow: \$ 339,000

COLLECTION: Allow: \$ 850,000

**TOTAL ANTICIPATED FURNISHINGS AND EQUIPMENT** **\$1,869,760**

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### OTHER COSTS

LEGAL, CLOSING and OTHER FEES: Allow: \$25,000

PROFESSIONAL FEES: Architecture & Engineering @ 8% \$703,281

PROFESSIONAL FEES: Furniture: Allow: \$25,000

PROFESSIONAL FEES: Technology & Security Design \$0

PROFESSIONAL FEES: Survey and Soils Testing: Allow \$30,000

REIMBURSABLE EXPENSES: Allow \$15,000

**TOTAL ANTICIPATED OTHER COSTS** **\$798,281**

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**TOTAL ESTIMATED PROJECT COST** **\$12,036,105**

**TOTAL ESTIMATED PROJECT COST RANGE @ 10%** **\$11,434,300 to \$12,637,910**

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### \* CONSTRUCTION ADD ALTERNATES:

ALT 1: GARAGE FINISHES ADD \$ 92,246

ALT 2: AMPHITHEATER ADD \$ 129,073

ALT 3: LIMESTONE VENEER AT NORTH ELEVATION ADD \$ 51,483



## SCHEMATIC DESIGN PRELIMINARY CONSTRUCTION COST

BLUNDALL ASSOCIATES, INC., Cost Estimating Consultant



**MONROE COUNTY PUBLIC LIBRARY**

**Bloomington, Indiana**

**41,208**

**Schematic Design Opinion Of Probable Construction Cost**

**Summary**

**BASE BID:**

Building Construction Costs	41,208	GSF	\$	213.33	\$	7,830,414
Site Development Costs					\$	960,599
<b>Base Bid Hard Construction Costs</b>					<b>\$</b>	<b>8,791,013</b>

**ALTERNATES:**

Garage Finishes	Add	\$	92,246
Vestibule/Outdoor Terrace	Add	\$	158,209
Amphitheater	Add	\$	129,073
Limestone Veneer - North Elevation	Add	\$	51,483

**CLARIFICATIONS & QUALIFICATIONS:**

The schematic design opinion of probable construction cost is based on the drawings and narratives prepared by the office of Matheu Architects dated October 23, 2020.

The estimate is predicated on typical market conditions for a public works project located in south central Indiana and assumes the receipt of five or more competitive bids from qualified contractors.

The estimate is predicated upon the receipt of unified bids from general contractors with appropriate levels of competition at the subcontract and materials vendor levels. Single or limited source selection of prime or major sub contractors, materials, equipment or systems packages will have a severe, adverse impact on the estimate.

After a maximum of four months, the estimate should be updated to reflect current market conditions.

The estimate is based on current information, and the scope should be reviewed to ensure that our interpretation of the drawings and other information is correct.

The cost estimate should be updated as the design evolves and is completed.

The cost estimate represents our opinion of probable construction cost for this project.

We have exercised due professional diligence in the preparation of the estimate; and, since we have no control over final design decisions, contractor and vendor bidding strategies and market conditions, no guarantee is given or implied with the estimate.

*The Estimate Excludes:*

Hazardous material removal and abatement,  
Professional fees, testing, financing and other Owner's soft costs,  
Furnishings and equipment other than those shown in the body of the estimate,  
Construction contingency,  
Building Permits,  
Builder's Risk Insurance.



**MONROE COUNTY PUBLIC LIBRARY  
Bloomington, Indiana**

**Total GSF 41,208**

**Schematic Design Opinion Of Probable Construction Cost**

**Base Bid**

		<b>System</b>	<b>System Cost</b>
	<b>%</b>	<b>Cost/GSF</b>	<b>Totals</b>
Demolition & Removals	0.00%	0.00	-
Substructure	8.63%	17.22	709,432
Structural Frame	14.61%	29.12	1,199,992
Roofing	2.69%	5.36	220,861
Exterior Walls	14.13%	28.17	1,160,822
Interior Subdivision	8.00%	15.94	656,902
Vertical Circulation	1.33%	2.66	109,487
Wall Finishes	0.52%	1.04	43,030
Floor Finishes	1.69%	3.37	138,822
Ceiling Finishes	1.79%	3.56	146,809
Specialties	0.21%	0.42	17,279
Casework & Wood Trim	0.71%	1.41	58,197
Equipment	0.84%	1.68	69,079
Fire Protection	2.19%	4.37	180,030
Plumbing	2.70%	5.38	221,819
HVAC	10.21%	20.35	838,685
Electrical Systems (Including Technology)	9.04%	18.03	743,101
Site Development	10.32%	20.58	848,220
	<b>89.6%</b>	<b>178.67</b>	<b>7,362,566</b>
General Conditions	4.87%	9.71	400,000
General Contractor's Overhead & Profit	5.00%	4.72%	388,128
Contractor's Payment & Performance Bonds	0.80%	0.79%	65,206
<b>Sub Total - General Construction/Site Development</b>	<b>100.0%</b>	<b>199.38</b>	<b>8,215,900</b>
Design Contingency	7.00%	13.96	575,113
Construction Cost Escalation/Market Contingency	0.00%	0.00	-
<b>TOTAL CONSTRUCTION COST</b>		<b>213.33</b>	<b>\$ 8,791,013</b>





**DEMOLITION & REMOVALS**

**N/A**

**SUBSTRUCTURE**

**Continuous Wall Footings:**

Concrete wall footings	73	CY	146.28	10,678
Formwork to wall footings	736	LF	12.25	9,016
Form keyway				N/A
Reinforcing steel	2	TON	2,088.09	4,176
Add for steps/foundation details	6	EA	144.20	865

**Concrete Foundation Walls:**

Concrete foundation/basement walls	564	CY	150.39	84,820
Formwork to concrete foundation/basement walls	24,627	SF	7.10	174,852
Reinforcing steel	32	TON	1,836.69	58,774

**Masonry Foundation Walls:**

Grouted masonry foundation walls - 8" thick	29	SF	17.65	512
Reinforcing steel	11	LBS	0.80	9

**Elevator Pits:**

Form/pour elevator pit	1	EA	11,750.00	11,750
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**Concrete Column Bases & Piers:**

Concrete column bases & mats	281	CY	157.93	44,378
Formwork to concrete column bases	3,040	SF	7.25	22,040
Concrete piers				N/A
Reinforcing steel	10	TON	2,088.09	20,881

**Concrete Slab On Grade:**

Concrete slab on grade - 5"	303	CY	155.38	47,080
Concrete slab forming/finishing labors	19,683	SF	1.55	30,509
Form/pour steps and risers	145	LF	25.50	3,698
Welded wire mesh	21,750	SF	0.55	11,963
Vapor barrier - 10 mil reinforced	21,000	SF	0.38	8,003
Compacted granular fill - 6"	364	CY	40.00	14,560

**Foundation Thermal & Moisture Protection:**

1/2" x 5" expansion strip	1,443	LF	1.55	2,237
Styrofoam perimeter insulation 2" thick	10,387	SF	1.88	19,528
Membrane waterproofing	10,387	SF	5.25	54,532
Waterstop	970	LF	13.47	13,068

**Earthwork:**

Foundation excavation	777	CY	6.39	4,962
Backfilling - excavated materials	183	CY	8.75	1,601
Backfilling - imported granular fill	183	CY	40.00	7,320
Load/remove spoils offsite	594	CY	10.75	6,386
Rock/unsuitable soil replacement - allowance	1	LS	25,000.00	25,000

## SUBSTRUCTURE - Continued

### Foundation Drainage:

Peforated pvc drain pipe	970	LF	16.74	16,235
				<b>709,432</b>

## STRUCTURAL FRAME

### Floor Frame:

Structural steel beams, channels, plates and angles	116	TON	3,950.00	458,200
Connections and miscellaneous steel	12	TON	3,950.00	47,400
2" composite metal floor deck	19,331	SF	4.40	85,056
Cast in place concrete columns	48	CY	194.24	9,324
Formwork to concrete columns	3,135	SF	8.65	27,124
Reinforcing steel - columns	5	TON	2,130.00	10,650
Concrete slab on deck	447	CY	163.73	73,187
Slab forming/finishing labors	18,773	SF	1.55	29,098
Reinforcing steel - slab	13	TON	1,856.87	24,139

### Roof Frame:

Tube steel columns	22	TON	4,200.00	92,400
Base plates and anchor bolts	55	EA	305.00	16,775
Structural steel beams, channels, plates and angles	44	TON	3,950.00	173,800
Connections and miscellaneous steel	5	TON	3,950.00	19,750
Open web steel joists	20	TON	3,320.00	66,400
1 1/2" 20 gauge metal roof deck	21,865	SF	3.05	66,688

### Fireproofing:

N/A  
**1,199,992**

## ROOFING

### Membrane Roofing System:

Membrane roofing	21,865	SF	3.25	71,061
Membrane edge flashing	1,305	LF	8.80	11,484
Rigid insulation	21,865	SF	2.89	63,190
Add for tapered insulation	1,747	SF	3.00	5,241
Vapor barrier	21,865	SF	0.26	5,685
1/2" dens deck cover board	21,865	SF	1.79	39,138
Miscellaneous sheet metal/flashings	1	LS	2,500.00	2,500
Counterflashing	328	LF	10.25	3,362
Gravel stop	84	LF	14.93	1,254
Coping - 10"	396	LF	24.29	9,619
Valley flashing	66	LF	6.80	449
Flash roof drains	14	EA	87.50	1,225
Roof walkway system - allowance	1	LS	3,000.00	3,000
Treated wood blocking	396	LF	5.50	2,178

## ROOFING - Continued

<b>Sloped Roofing Systems:</b>				N/A
<b>Skylights/Roof Glazing:</b>				N/A
<b>Green Roofing Systems:</b>				N/A

### Miscellaneous Roof Specialties:

Roof hatch	1	EA	1,475.00	1,475
Pergola structure				Alternate
Outdoor terrace pavers				Alternate
				<b>220,861</b>

## EXTERIOR WALLS

### Exterior Masonry/Precast:

Limestone veneer	3,396	SF	40.00	135,840
Architectural block veneer	1,720	SF	20.00	34,400
8" concrete block back-up	336	SF	14.30	4,805
Add for bond beams	39	LF	11.15	435
Add for grouting block cores	336	SF	3.35	1,126
Masonry reinforcing steel	118	LBS	0.80	94
Masonry flashings/mortar net	411	LF	8.45	3,473
Caulking and sealants	41,208	SF	0.35	14,423
Miscellaneous iron and rough carpentry	41,208	SF	0.40	16,483

### Metal Panel System:

Prefinished metal panel	4,446	SF	30.00	133,380
Fascia - composite metal panel	988	SF	48.50	47,918
Soffits - composite metal panel	1,528	SF	45.00	68,760
Composite metal panel column wraps - 20" dia., 12'h				N/A

### Metal Stud, Drywall & Plaster:

6" metal stud back-up - 16 gauge	9,504	SF	4.10	38,966
Exterior grade sheathing	10,996	SF	2.24	24,631
Air/vapor barrier membrane waterproofing system	11,477	SF	3.85	44,186
Rigid insulation	11,477	SF	3.20	36,726
Batt insulation	9,057	SF	1.05	9,510
5/8" gypsum board	10,360	SF	1.88	19,477
Tape and sand drywall - level 4	4,556	SF	1.33	6,059

### Aluminum Entry Doors, Storefront, Windows:

Prefinished aluminum curtainwall	2,939	SF	85.00	249,815
Prefinished aluminum storefront	1,958	SF	48.50	94,963
Prefinished aluminum windows	286	SF	55.00	15,730
Aluminum entry doors, frames, hardware 3'0"x8'0"	1	EA	3,933.46	3,933
Aluminum entry doors, frames, hardware 6'0"x8'0"	3	PR	7,738.92	23,217
Automatic door opener	2	EA	3,579.25	7,159

### Galvanized, Insulated Steel Doors, Frames, Hardware:

Insulated HM entry door & frame 3'0"x8'0"	1	EA	1,897.30	1,897
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## EXTERIOR WALLS - Continued

### Canopies:

Canopy - building mounted	1,035	SF	110.00	113,850
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### Overhead Doors:

Overhead coiling doors - 20'0"x9'0"	1	EA	8,090.00	8,090
Electric operators	1	EA	1,475.00	1,475
				<b>1,160,822</b>

## INTERIOR SUBDIVISION

### Interior Concrete Walls:

Interior partitions concrete 15"	35	CY	150.39	5,264
Formwork to concrete shear walls	1,500	SF	7.10	10,650
Reinforcing steel	2	TON	1,836.69	3,673

### Interior Masonry:

8" concrete block partitions	4,405	SF	13.40	59,027
Add for bond beams	378	LF	11.15	4,215
Add for grouting block cores	4,405	SF	3.35	14,757
10" concrete block partitions	338	SF	15.10	5,104
Add for bond beams	26	LF	13.20	343
Add for grouting block cores	338	SF	3.65	1,234
12" concrete block partitions	91	SF	18.80	1,711
Add for bond beams	7	LF	16.10	113
Add for grouting block cores	91	SF	4.20	382
Masonry reinforcing steel	1,712	LBS	0.80	1,370

### Metal Stud & Drywall Partitions:

3 5/8" stud framing - 25 gauge	3,083	SF	2.18	6,721
6" stud framing - 25 gauge	19,957	SF	2.33	46,500
5/8" gypsum board	48,160	SF	1.88	90,541
Tile backer board	1,400	SF	5.15	7,210
Taping and sanding	16,860	SF	1.33	22,424
Sound batt insulation - 3" mineral fiber	2,640	SF	1.35	3,564
Sound batt insulation - 6" mineral fiber	16,125	SF	1.70	27,413
Add for labor/equipment above 8'	11,580	SF	3.00	34,740
Column wraps, chases and piers	53	EA	485.00	25,705
Fire safing/sealing	41,208	SF	0.35	14,423
Miscellaneous iron and rough carpentry	41,208	SF	0.50	20,604

### Aluminum Entry Doors, Frames, Hardware

Aluminum entry doors, frames, hardware 3'0"x8'0"	10	EA	3,933.46	39,335
Aluminum entry doors, frames, hardware 6'0"x8'0"	3	PR	7,738.92	23,217
Automatic door opener	1	EA	3,579.25	3,579
Aluminum sidelights and transoms	2,761	SF	45.00	124,245

## INTERIOR SUBDIVISION - Continued

### Interior Doors, Frames & Hardware:

#### Hollow Metal Door Frames& Doors

Door frames - 2'6"x8'0"	1	EA	240.81	241
Door frames - 3'0"x8'0"	23	EA	246.69	5,674
Door frames - 3'6"x8'0"	3	EA	252.57	758
Door frames - 5'0"x8'0"	2	EA	349.47	699
Door frames - 6'0"x8'0"	2	EA	361.23	722
Doors - 2'6"x8'0"	3	EA	404.80	1,214
Doors - 3'0"x8'0"	7	EA	474.32	3,320
Doors - 3'6"x8'0"	3	EA	550.99	1,653

#### Solid Core Wood Doors - Prefinished:

Wood doors - 2'6"x8'0"	6	EA	342.89	2,057
Wood doors - 3'0"x8'0"	18	EA	400.03	7,201
Wood doors - 3'6"x8'0"	1	EA	464.33	464
Add for cutouts/glazed lights	10	EA	147.75	1,478
Add for fire rated doors and frames	1	LS	1,250.00	1,250
Interior door hardware	38	EA	845.00	32,110

### Interior Wood Framed Glazing:

N/A

**656,902**

## VERTICAL CIRCULATION

### Elevators & Lifts - Holeless Hydraulic:

Passenger elevators - 2 stops	1	EA	72,500.00	72,500
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### Metal Pan Stairs & Railings:

4'6" treads, 30 risers, 81 sf landing	1	EA	26,385.00	26,385
Add for concrete fill	216	SF	15.00	3,240

### Railings:

Floor mounted handrail	52	LF	105.00	5,460
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### Ladders:

Elevator pit ladders	1	EA	226.60	227
Roof hatch access ladders	1	EA	1,675.00	1,675

**109,487**

## WALL FINISHES

### Masonry:

N/A

### Painting & Wallcovering:

Vinyl wall covering				None Indicated
Paint drywall	18,632	SF	0.60	11,179
Epoxy paint drywall				N/A
Paint concrete/concrete block	7,220	SF	0.95	6,859

**WALL FINISHES - Continued**

Paint hollow metal door frames	32	EA	50.00	1,600
Paint hollow metal doors	14	EA	55.00	770
Paint metal pan stairs - per flight	1	EA	1,658.30	1,658
Paint floor mounted handrail	52	LF	15.50	806
Paint elevator pit ladders	1	EA	82.40	82
Paint roof hatch access ladders	1	EA	125.00	125
Miscellaneous painting and finishing	1	LS	1,500.00	1,500

**Wall Tile:**

Porcelain wall tile	1,230	SF	15.00	18,450
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**Acoustic Wall Treatment:**

Acoustic wall treatment - allowance				None Indicated
				<b>43,030</b>

**FLOOR FINISHES**

**Resilient Floor Systems:**

Carpet tile	721	SY	40.00	28,840
Carpet walk-off tile	170	SF	6.80	1,156
Luxury vinyl tile	12,729	SF	5.85	74,465
Rubber base	3,794	LF	2.55	9,675
Rubber treads and nosings	280	LF	38.75	10,850

**Tile & Terrazzo:**

Porcelain tile	597	SF	15.00	8,955
Porcelain tile base	216	LF	15.00	3,240

**Floor Sealers:**

Polished concrete				N/A
Sealed concrete	1,712	SF	0.45	770
Parking garage concrete striping - 4"	648	LF	0.35	227
Parking garage diagonal striping area	921	SF	0.70	645
				<b>138,822</b>

**CEILING FINISHES**

**Acoustic Ceiling Systems:**

Suspended acoustic tile ceilings	21,627	SF	4.40	95,159
Wood ceiling system				N/A

**Metal Framed Drywall Ceilings, Bulkheads & Soffits:**

Bulkheads and soffits - allowance	1	LS	20,000.00	20,000
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**Painting & Coatings:**

Paint bulkheads and soffits	1	LS	3,000.00	3,000
Spray insulation - garage	19,100	SF	1.50	28,650
				<b>146,809</b>

## SPECIALTIES

### Toilet Partitions - Phenolic:

Toilet partitions - standard	4	EA	1,124.50	4,498
Toilet partitions - handicap	2	EA	1,352.50	2,705
Urinal screens	2	EA	406.36	813

### Toilet Accessories - Stainless Steel:

Grab bars - 18"	5	EA	49.04	245
Grab bars - 36"/42"	10	EA	58.89	589
Mirrors - 18"x36"	7	EA	105.84	741
Paper towel dispensers	12	EA	113.24	1,359
Napkin dispenser - recessed				N/A
Napkin disposal - recessed	6	EA	241.39	1,448
Liquid soap dispensers	12	EA	81.37	976
Toilet paper dispensers	9	EA	42.04	378
Mop strips	1	EA	99.37	99
Changing station	3	EA	591.22	1,774

### Interior Signage:

Signage allowance				By Owner
Dedication plaque				N/A

### Fire Extinguishers: Allowance

Fire extinguishers and cabinets	4	EA	282.11	1,128
Fire extinguishers and bracket	4	EA	131.33	525
				<b>17,279</b>

## CASEWORK & WOOD TRIM

### Casework - Plastic Laminate:

Base cabinets and plastic laminate tops - 24" d	73	LF	170.00	12,410
Base cabinets and plastic laminate tops - 30" d	13	LF	210.00	2,730
Base cabinets and plastic laminate tops - 36" d	13	LF	245.00	3,185
Tall storage - 12" d	14	LF	285.00	3,990
Wall cabinets	60	LF	102.50	6,150
Miscellaneous casework fillers and trim	1	LS	500.00	500

### Finish Carpentry:

Solid surface window sills	244	LF	52.25	12,749
Miscellaneous finish carpentry/trim	41,208	SF	0.40	16,483
				<b>58,197</b>

## EQUIPMENT

### Residential Equipment:

Dishwasher				FF&E
Refrigerator				FF&E
Range				FF&E
Range hoods				FF&E



## EQUIPMENT - Continued

### Visual Display Boards:

Markerboards/tackboards - allowance				FF&E
Projection screens - motorized				N/A
Pull down projection screens	3	EA	375.00	1,125.00

### Window Treatment:

Manual shades	3,466	SF	14.75	51,124
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### Movable Walls:

Operable partition with 2 doors	34	LF	495.00	16,830
				<b>69,079</b>

## FIRE PROTECTION

### Automatic Sprinkler System:

Automatic sprinkler system - dry pipe	41,208	SF	3.75	154,530
Nitrogen generator	1	EA	25,500.00	25,500
Fire pump assembly				N/A
				<b>180,030</b>

## PLUMBING

### Hot/Cold Water Service:

Domestic water service entry	1	LS	4,850.00	4,850
Reduced pressure backflow preventers				Included
Duplex water pressure booster pump				N/A
Duplex water softening system				N/A
Gas-fired domestic water heaters	1	EA	6,200.00	6,200
Storage tanks				Included
Master thermostatic mixing valve	1	EA	2,172.36	2,172
HW recirculating pump	1	EA	1,394.44	1,394
Expansion tanks	1	EA	432.81	433
Concrete equipment pads	1	LS	1,000.00	1,000

### Plumbing Fixtures (Including Rough-in):

Water closet - wall hung	9	EA	1,748.04	15,732
Urinal	2	EA	1,439.73	2,879
Add for infrared flush valves	11	EA	281.58	3,097
Countertop lavs	4	EA	988.24	3,953
Wall hung lavs	3	EA	1,242.37	3,727
Add for infrared faucets	7	EA	371.58	2,601
Mop sinks	1	EA	1,974.36	1,974
Electric water coolers - duplex/bottle filler	1	PR	2,497.46	2,497
Stainless steel sink - single bowl	6	EA	1,295.83	7,775
Stainless steel sink - double bowl	1	EA	1,029.53	1,030
Hose bibbs	1	EA	49.29	49
Wall hydrants - freeze proof	4	EA	490.07	1,960
Ice maker connections	1	EA	105.00	105

**PLUMBING - Continued**

**Piping:**

Domestic water, sanitary waste and vent connections	27	EA	3,000.00	81,000
Piping				Included
Miscellaneous valves, fittings and accessories				Included
Pipe insulation				Included
Trench excavation and backfilling				Included
Floor drains	15	EA	375.95	5,639
Vents through the roof - 4"	3	EA	499.55	1,499

**Storm Water System:**

Roof drains	7	PR	8,500.00	59,500
Piping				Included
Trench excavation and backfilling				Included
Pipe insulation				Included

**Gas Systems:**

Natural gas system - boilers and water heater	1	LS	10,000.00	10,000
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**Miscellaneous Plumbing:**

Elevator pit pump				N/A
Pipe ID, charts, system testing etc.	1	LS	750.00	750
				<b>221,819</b>

**HVAC**

**Hydronic Heating Equipment & Distribution:**

Condensing boilers	2	EA	21,525.46	43,051
Boiler breeching and stacks	1	LS	3,400.00	3,400
Expansion tank	1	EA	2,755.75	2,756
Air separator	1	EA	2,329.74	2,330
Secondary heating water pumps	2	EA	6,464.67	12,929
Pump connectors	4	EA		Included
Triple duty valves	2	EA	1,115.63	2,231
Suction diffusers	2	EA	844.73	1,689
Variable frequency drives	2	EA	3,827.52	7,655
Chemical shot feeder	1	EA	3,827.51	3,828
Glycol feed system	1	EA	6,750.00	6,750
Concrete equipment pads	1	LS	2,500.00	2,500

Unit heaters	2	EA	860.00	1,720
Cabinet unit heaters	3	EA	1,275.00	3,825
Fin tube radiation	260	LF	115.00	29,900
Coil piping kits	19	EA	314.15	5,969

Heating water piping	23,581	SF	2.75	64,848
Pipe insulation	23,581	SF	1.10	25,939

**Cooling Equipment & Distribution:**

Remote vrf heat pump condensing unit - ahu	1	LS	43,100.00	43,100
Refrigerant pipingline set	1	LS	550.00	550

## HVAC - Continued

### Air Handling Equipment & Distribution:

Air handling unit - roof mounted; hot water; dx cool	1	EA	150,710.00	150,710
Miscellaneous exhaust/relief air systems	41,208	SF	1.00	41,208
Variable air volume boxes	24	EA	935.00	22,440
Coil piping kits	24	EA	314.15	7,540
Ductwork	13,785	LBS	7.00	96,495
Dampers and duct accessories	1	LS	15,500.00	15,500
Duct insulation	11,655	SF	3.75	43,706
Add for internally lined duct	1	LS	10,000.00	10,000
Grilles and diffusers	23,581	SF	0.80	18,865
Prefinished aluminum louvers - allowance	100	SF	92.50	9,250
Split-system air conditioning unit	1	EA	4,400.00	4,400
Condensing unit				Included
Refrigerant piping	1	EA	325.00	325

### Temperature Control, Testing & Balancing:

Air test and balance	23,581	SF	0.50	11,791
Water test and balance	23,581	SF	0.25	5,895
Temperature control system	23,581	SF	5.75	135,591
				<b>838,685</b>

## ELECTRICAL

### Service Entry, Main Switchboard, Medium Voltage Distribution:

Utility transformer				By Utility Company
Transformer pad	1	LS	2,750.00	2,750
Secondary service entry	1	LS	12,500.00	12,500
Main switchboard - 1,600 amp, 208/120v	1	EA	33,352.70	33,353
Transient voltage surge suppression				Included

### Branch/House Panels & Feeders:

Branch panels and feeders - library/garage	41,208	SF	2.00	82,416
--	--------	----	------	--------

### Grounding & Lightning Protection:

Lightning protection				N/A
Grounding triangle	1	EA	824.00	824
Ground connections to building systems	41,208	SF	0.20	8,242

### Emergency Power Systems:

Alternate

### Branch Power Distribution:

Branch power distribution allowance - library	23,581	SF	3.50	82,534
Branch power distribution allowance - garage	17,627	SF	0.50	8,814
Duplex receptacles				Included
Special purpose receptacle				Included
Circuits and connections				Included
Floor boxes				Included
Mechanical equipment/small motor connections	41,208	SF	0.70	28,846

**ELECTRICAL - Continued**

**Telecommunications System:**

Data/communication system rough-ins	23,581	SF	1.00	23,581
Plywood backboard				Included
Cable tray - 12"				Included
Telecommunication ground bars	1	LS	5,000.00	5,000
Telecommunications racks, patch panels, cabling				By Owner
Network electronics, wireless access points				By Owner
Telephone system				By Owner

**Interior Lighting - LED:**

Light fixtures, lamps and drivers - library	23,581	SF	8.00	188,648
Light fixtures, lamps and drivers - garage	19,997	SF	2.50	49,993
Circuits and connections				Included
Exit lights	15	EA	221.88	3,328
Circuits and connections	15	EA	135.00	2,025
Lighting controls allowance	41,208	SF	0.80	32,966
Switches				Included
Occupancy sensors				Included
Daylight sensors				Included
Circuits and connections				Included

**Fire Alarm System:**

Fire alarm command center/control panel	1	EA	7,725.00	7,725
Annunciator panel	1	EA	1,596.50	1,597
Detection/warning devices - library	21,211	SF	1.25	26,514
Detection/warning devices - garage	19,997	SF	0.60	11,998
Conduit and wiring	41,208	SF	0.80	32,966

**Audio/Visual/Video Systems:**

Miscellaneous a/v rough-ins	1	LS	12,500.00	12,500
Cabling and equipment				By Owner
Projectors				By Owner
Conference rooms A/V systems				By Owner
TV monitor				By Owner

**Miscellaneous Systems:**

Access control system rough-ins	41,208	SF	0.20	8,242
Security/access control equipment/wiring				By Owner
CCTV rough-ins	41,208	SF	0.20	8,242
CCTV equipment				By Owner
Clock system				By Owner

**Site Electrical:**

Primary service conduit	1	LS	10,000.00	10,000
Data/communications service conduit	1	LS	7,500.00	7,500
Exterior lighting - allowance	1	LS	50,000.00	50,000

**743,101**

## SITE DEVELOPMENT

### Site Demolition & Removals:

Miscellaneous site demolition and removals

None Indicated

### Excavation/Grading - Mass Site Excavation:

Strip topsoil 6 in. average - stockpile on site	2,675	CY	4.00	10,700
Bulk excavation cut and fill	5,361	CY	6.00	32,166
Import, spread & level fill	5,468	CY	17.00	92,956
Allowance for rock excavation	1	LS	40,000.00	40,000

Miscellaneous erosion/sedimentation control	1	LS	15,000.00	15,000
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### Stormwater Control Systems:

Undesignated piping	692	LF	80.00	55,360
Trench excavation and backfilling				Included
Add for full granular backfill				Included
Curb inlets	5	EA	2,500.00	12,500
Catch basin	2	EA	2,750.00	5,500
Subsurface detention system	13,536	SF	20.00	270,720

### Sanitary Sewer:

Sanitary sewer connection	1	LS	10,000.00	10,000
Connection to existing				Included

### Water Service:

Water service connection	1	LS	20,000.00	20,000
Tap/connection to existing				Included

### Gas Service:

Gas service connection	1	LS	10,000.00	10,000
Tap/connection to existing				Included

### Site Concrete:

Concrete sidewalk 4" incl reinf and 4" agg base	4,205	SF	5.85	24,599
Concrete walks - decorative	3,692	SF	8.00	29,536
Heavy duty concrete paving	626	SF	8.80	5,509
Integral curb/turndown	284	LF	10.25	2,911
Wheelchair curb access	3	EA	425.00	1,275
Form/pour steps in walks	210	LF	27.75	5,828
Concrete straight/flush curb	1,380	LF	19.70	27,186
Concrete wheelstops	3	EA	110.00	330
Miscellaneous site concrete	1	LS	2,500.00	2,500

### Asphalt Paving:

Standard duty	3,744	SY	29.75	111,384
Heavy duty				None Indicated

**SITE DEVELOPMENT - Continued**

*Striping/Pavement Graphics:*

4" striping	1,120	LF	0.30	336
24" striping	33	LF	2.20	73
Diagonal striping area	342	SF	0.60	205
ADA space graphics	4	EA	70.00	280
Directional symbols				Included

**Site Furnishings:**

Monumental/building sign - allowance				N/A
Miscellaneous small signs	8	EA	220.00	1,760
Vehicular bollards - allowance				N/A
Bike racks	8	EA	285.00	2,280
Site furnishings - tables/benches etc.				FF&E
Loading dock				N/A
Flag poles and bases	1	EA	3,675.00	3,675
Slab mounted handrails	23	LF	110.00	2,530
Wall mounted handrails	23	LF	33.20	764

**Landscape:**

Spread and level topsoil from stockpile	1,366	CY	5.00	6,830
Fine grade/seed disturbed areas	6,494	SY	0.95	6,169
Mulch	2,834	SF	0.88	2,494
Landscape plantings - allowance	1	LS	30,000.00	30,000
Trees	10	EA		Included
Irrigation system				N/A

**Fencing and Gates:**

Dumpster enclosure - fence	57	LF	40.00	2,280
Dumpster enclosure 3' gate	1	EA	385.00	385
Dumpster enclosure 9' gate	2	PR	1,100.00	2,200

**Walls:**

Ampitheater seat walls - 18"				Alternate
				<b>848,220</b>

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**Total GSF 41,208**

**Schematic Design Opinion Of Probable Construction Cost**

**Garage Finishes Alternate**

		<b>System</b>	<b>System Cost</b>
		<b>%</b>	<b>Totals</b>
		<b>Cost/GSF</b>	
Demolition & Removals		0.00%	0.00 -
Substructure		0.00%	0.00 -
Structural Frame		0.00%	0.00 -
Roofing		0.00%	0.00 -
Exterior Walls		0.00%	0.00 -
Interior Subdivision		0.00%	0.00 -
Vertical Circulation		0.00%	0.00 -
Wall Finishes		10.06%	0.21 8,674
Floor Finishes		0.00%	0.00 -
Ceiling Finishes		84.42%	1.77 72,780
Specialties		0.00%	0.00 -
Casework & Wood Trim		0.00%	0.00 -
Equipment		0.00%	0.00 -
Fire Protection		0.00%	0.00 -
Plumbing		0.00%	0.00 -
HVAC		0.00%	0.00 -
Electrical Systems (Including Technology)		0.00%	0.00 -
Site Development		0.00%	0.00 -
		<b>94.5%</b>	<b>1.98 81,454</b>
General Conditions		0.00%	0.00 -
General Contractor's Overhead & Profit	5.00%	4.72%	0.10 4,073
Contractor's Payment & Performance Bonds	0.80%	0.79%	0.02 684
<b>Sub Total - General Construction/Site Development</b>		<b>100.0%</b>	<b>2.09 86,211</b>
Design Contingency	7.00%	0.15	6,035
Construction Cost Escalation/Market Contingency	0.00%	0.00	-
<b>TOTAL CONSTRUCTION COST</b>		<b>2.24 \$</b>	<b>92,246</b>

**DEMOLITION & REMOVALS**

N/A

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-

**SUBSTRUCTURE**

N/A

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-

**STRUCTURAL FRAME**

N/A

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-

**ROOFING**

N/A

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-

**EXTERIOR WALLS**

N/A

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-

**INTERIOR SUBDIVISION**

N/A

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-

**VERTICAL CIRCULATION**

N/A

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-

**WALL FINISHES**

**Painting & Wallcovering:**

Paint concrete/concrete block

9,130

SF

0.95

8,674

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**8,674**

**FLOOR FINISHES**

N/A

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-

**CEILING FINISHES**

**Acoustic Ceiling Systems:**

Suspended acoustic tile ceilings

16,541

SF

4.40

72,780

---

**72,780**

**SPECIALTIES**

N/A

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-



**CASEWORK & WOOD TRIM**

N/A

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-

**EQUIPMENT**

N/A

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-

**FIRE PROTECTION**

N/A

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-

**PLUMBING**

N/A

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-

**HVAC**

N/A

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-

**ELECTRICAL**

N/A

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**SITE DEVELOPMENT**

N/A

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**Total GSF 353**

<b>Schematic Design Opinion Of Probable Construction Cost</b>		<b>Vestibule/Outdoor Terrace Alternate</b>	
		<b>System</b>	<b>System Cost</b>
		<b>%</b>	<b>Totals</b>
		<b>Cost/GSF</b>	
Demolition & Removals		0.00%	0.00 -
Substructure		7.25%	30.35 10,715
Structural Frame		9.11%	38.18 13,477
Roofing		27.97%	117.14 41,351
Exterior Walls		8.75%	36.64 12,932
Interior Subdivision		15.96%	66.86 23,603
Vertical Circulation		8.07%	33.78 11,925
Wall Finishes		0.20%	0.83 295
Floor Finishes		1.66%	6.96 2,456
Ceiling Finishes		0.99%	4.15 1,465
Specialties		0.00%	0.00 -
Casework & Wood Trim		0.10%	0.40 141
Equipment		0.00%	0.00 -
Fire Protection		0.90%	3.75 1,324
Plumbing		5.75%	24.08 8,500
HVAC		5.31%	22.23 7,846
Electrical Systems (Including Technology)		3.88%	16.25 5,736
Site Development		-1.40%	-5.85 (2,065)
		<b>94.5%</b>	<b>395.75 139,700</b>
General Conditions		0.00%	0.00 -
General Contractor's Overhead & Profit	5.00%	4.72%	19.79 6,985
Contractor's Payment & Performance Bonds	0.80%	0.79%	3.32 1,173
<b>Sub Total - General Construction/Site Development</b>		<b>100.0%</b>	<b>418.86 147,859</b>
Design Contingency	7.00%	29.32	10,350
Construction Cost Escalation/Market Contingency	0.00%	0.00	-
<b>TOTAL CONSTRUCTION COST</b>		<b>448.18 \$</b>	<b>158,209</b>

## DEMOLITION & REMOVALS

N/A

## SUBSTRUCTURE

### Continuous Wall Footings:

Concrete wall footings	3	CY	146.28	439
Formwork to wall footings	32	LF	12.25	392

### Concrete Foundation Walls:

Concrete foundation/basement walls	8	CY	150.39	1,203
Formwork to concrete foundation/basement walls	312	SF	7.10	2,215
Reinforcing steel	1	TON	1,836.69	1,837

### Concrete Column Bases & Piers:

Concrete column bases & mats	8	CY	157.93	1,263
Formwork to concrete column bases	80	SF	7.25	580

### Concrete Slab On Grade:

Concrete slab on grade - 5"	6	CY	155.38	932
Concrete slab forming/finishing labors	332	SF	1.55	515
Welded wire mesh	332	SF	0.55	183
Vapor barrier - 10 mil reinforced	332	SF	0.38	127
Compacted granular fill - 6"	7	CY	40.00	280

### Earthwork:

Foundation excavation	26	CY	6.39	166
Backfilling - excavated materials	8	CY	8.75	70
Backfilling - imported granular fill	8	CY	40.00	320
Load/remove spoils offsite	18	CY	10.75	194

**10,715**

## STRUCTURAL FRAME

### Roof Frame:

Tube steel columns	1	TON	4,200.00	4,200
Base plates and anchor bolts	1	EA	305.00	305
Structural steel beams, channels, plates and angles	1	TON	3,950.00	3,950
Open web steel joists	1	TON	3,320.00	3,320
1 1/2" 20 gauge metal roof deck	558	SF	3.05	1,702

### Fireproofing:

N/A

**13,477**

## ROOFING

### Membrane Roofing System:

Membrane roofing	558	SF	3.25	1,814
Rigid insulation	558	SF	2.89	1,613
Add for tapered insulation	112	SF	3.00	336
Vapor barrier	558	SF	0.26	145
1/2" dens deck cover board	558	SF	1.79	999
Flash roof drains	2	EA	87.50	175

### Miscellaneous Roof Specialties:

Pergola structure	558	SF	45.00	25,110
Outdoor terrace pavers	558	SF	20.00	11,160
Waterproof membrane/insulation			Included With Membrane Roofing	
				<b>41,351</b>

## EXTERIOR WALLS

### Metal Panel System:

Composite metal panel	80	SF	40.00	3,200
Soffits - composite metal panel	205	SF	45.00	9,225

### Metal Stud, Drywall & Plaster:

6" metal stud back-up - 16 gauge	80	SF	4.10	328
Exterior grade sheathing	80	SF	2.24	179
				<b>12,932</b>

## INTERIOR SUBDIVISION

### Aluminum Entry Doors, Frames, Hardware

Aluminum entry doors, frames, hardware 6'0"x8'0"	1	PR	7,738.92	7,739
Automatic door opener	1	EA	3,579.25	3,579
Aluminum sidelights and transoms	273	SF	45.00	12,285
				<b>23,603</b>

## VERTICAL CIRCULATION

### Railings:

Exterior patio railing	53	EA	225.00	11,925
				<b>11,925</b>

## WALL FINISHES

### Painting & Wallcovering:

Paint concrete/concrete block	310	SF	0.95	295
				<b>295</b>

## FLOOR FINISHES

### Resilient Floor Systems:

Carpet walk-off tile	333	SF	6.80	2,264
Rubber base	75	LF	2.55	191
				<b>2,456</b>

## CEILING FINISHES

### Acoustic Ceiling Systems:

Suspended acoustic tile ceilings	333	SF	4.40	1,465
				<b>1,465</b>

## SPECIALTIES

N/A

-

## CASEWORK & WOOD TRIM

### Finish Carpentry:

Miscellaneous finish carpentry/trim	353	SF	0.40	141
				<b>141</b>

## EQUIPMENT

N/A

-

## FIRE PROTECTION

### Automatic Sprinkler System:

Automatic sprinkler system - dry pipe	353	SF	3.75	1,324
				<b>1,324</b>

## PLUMBING

N/A

### Storm Water System:

Roof drains	1	PR	8,500.00	8,500
Piping				Included
Trench excavation and backfilling				Included
Pipe insulation				Included
				<b>8,500</b>

## HVAC

### Hydronic Heating Equipment & Distribution:

Heating water piping	353	SF	2.75	971
Pipe insulation	353	SF	1.10	388

## HVAC - Continued

### Air Handling Equipment & Distribution:

Variable air volume boxes	1	EA	935.00	935
Coil piping kits	1	EA	314.15	314
Ductwork	215	LBS	7.00	1,505
Dampers and duct accessories	1	LS	250.00	250
Duct insulation	185	SF	3.75	694
Grilles and diffusers	353	SF	0.80	282

### Temperature Control, Testing & Balancing:

Air test and balance	353	SF	0.55	194
Water test and balance	353	SF	0.30	106
Temperature control system	353	SF	6.25	2,206
				<b>7,846</b>

## ELECTRICAL

### Grounding & Lightning Protection:

Ground connections to building systems	353	SF	0.20	71
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### Branch Power Distribution:

Branch power distribution allowance - library	353	SF	3.50	1,236
Duplex receptacles				Included
Special purpose receptacle				Included
Circuits and connections				Included
Floor boxes				Included
Mechanical equipment/small motor connections	353	SF	0.70	247

### Telecommunications System:

Data/communication system rough-ins	353	SF	1.00	353
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### Interior Lighting - LED:

Light fixtures, lamps and drivers - library	353	SF	8.00	2,824
Circuits and connections				Included
Lighting controls allowance	353	SF	0.80	282
Switches				Included
Occupancy sensors				Included
Daylight sensors				Included
Circuits and connections				Included

### Fire Alarm System:

Detection/warning devices - library	353	SF	1.25	441
Conduit and wiring	353	SF	0.80	282
				<b>5,736</b>

**SITE DEVELOPMENT**

**Site Concrete:**

Concrete sidewalk 4" incl reinf and 4" agg base	(353)	SF	5.85	(2,065)
				<hr/> <b>(2,065)</b>

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**Total GSF 41,208**

**Schematic Design Opinion Of Probable Construction Cost**

**Amphitheater Alternate**

		<b>System</b>	<b>System Cost</b>
	<b>%</b>	<b>Cost/GSF</b>	<b>Totals</b>
Demolition & Removals	0.00%	0.00	-
Substructure	0.00%	0.00	-
Structural Frame	0.00%	0.00	-
Roofing	0.00%	0.00	-
Exterior Walls	0.00%	0.00	-
Interior Subdivision	0.00%	0.00	-
Vertical Circulation	0.00%	0.00	-
Wall Finishes	0.00%	0.00	-
Floor Finishes	0.00%	0.00	-
Ceiling Finishes	0.00%	0.00	-
Specialties	0.00%	0.00	-
Casework & Wood Trim	0.00%	0.00	-
Equipment	0.00%	0.00	-
Fire Protection	0.00%	0.00	-
Plumbing	0.00%	0.00	-
HVAC	0.00%	0.00	-
Electrical Systems (Including Technology)	0.00%	0.00	-
Site Development	94.48%	2.77	113,973
	<b>94.5%</b>	<b>2.77</b>	<b>113,973</b>
General Conditions	0.00%	0.00	-
General Contractor's Overhead & Profit	5.00%	4.72%	5,699
Contractor's Payment & Performance Bonds	0.80%	0.79%	957
<b>Sub Total - General Construction/Site Development</b>	<b>100.0%</b>	<b>2.93</b>	<b>120,629</b>
Design Contingency	7.00%	0.20	8,444
Construction Cost Escalation/Market Contingency	0.00%	0.00	-
<b>TOTAL CONSTRUCTION COST</b>		<b>3.13 \$</b>	<b>129,073</b>



**DEMOLITION & REMOVALS**

N/A

-

-

**STRUCTURAL FRAME**

N/A

-

**ROOFING**

N/A

-

**EXTERIOR WALLS**

N/A

-

**INTERIOR SUBDIVISION**

-

**VERTICAL CIRCULATION**

N/A

-

**WALL FINISHES**

N/A

-

**FLOOR FINISHES**

N/A

-

**CEILING FINISHES**

N/A

-

**SPECIALTIES**

N/A

-

**CASEWORK & WOOD TRIM**

N/A

-

<b>EQUIPMENT</b>				<b>N/A</b>
				-
<b>FIRE PROTECTION</b>				<b>N/A</b>
				-
<b>PLUMBING</b>				<b>N/A</b>
				-
<b>HVAC</b>				<b>N/A</b>
				-
<b>ELECTRICAL</b>				<b>N/A</b>
				-
<b>SITE DEVELOPMENT</b>				
<b>Site Concrete:</b>				
Concrete sidewalk 4" incl reinf and 4" agg base	209	SF	5.85	1,223
<b>Walls:</b>				
Ampitheater seat walls - 18"	410	LF	275.00	112,750
				<b>113,973</b>

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**Total GSF 41,208**

**Schematic Design Opinion Of Probable Construction Cost**

**Limestone Alternate**

		<b>System</b>	<b>System Cost</b>
	<b>%</b>	<b>Cost/GSF</b>	<b>Totals</b>
Demolition & Removals	0.00%	0.00	-
Substructure	0.00%	0.00	-
Structural Frame	0.00%	0.00	-
Roofing	0.00%	0.00	-
Exterior Walls	94.48%	1.10	45,460
Interior Subdivision	0.00%	0.00	-
Vertical Circulation	0.00%	0.00	-
Wall Finishes	0.00%	0.00	-
Floor Finishes	0.00%	0.00	-
Ceiling Finishes	0.00%	0.00	-
Specialties	0.00%	0.00	-
Casework & Wood Trim	0.00%	0.00	-
Equipment	0.00%	0.00	-
Fire Protection	0.00%	0.00	-
Plumbing	0.00%	0.00	-
HVAC	0.00%	0.00	-
Electrical Systems (Including Technology)	0.00%	0.00	-
Site Development	0.00%	0.00	-
	<b>94.5%</b>	<b>1.10</b>	<b>45,460</b>
General Conditions	0.00%	0.00	-
General Contractor's Overhead & Profit	5.00%	4.72%	2,273
Contractor's Payment & Performance Bonds	0.80%	0.79%	382
<b>Sub Total - General Construction/Site Development</b>	<b>100.0%</b>	<b>1.17</b>	<b>48,115</b>
Design Contingency	7.00%	0.08	3,368
Construction Cost Escalation/Market Contingency	0.00%	0.00	-
<b>TOTAL CONSTRUCTION COST</b>		<b>1.25 \$</b>	<b>51,483</b>

**DEMOLITION & REMOVALS**

N/A

-

**SUBSTRUCTURE**

N/A

-

**STRUCTURAL FRAME**

N/A

-

**ROOFING**

N/A

-

**EXTERIOR WALLS**

Limestone veneer	2,273	SF	40.00	90,920
Architectural block veneer	(2,273)	SF	20.00	(45,460)
				<b>45,460</b>

**INTERIOR SUBDIVISION**

N/A

-

**VERTICAL CIRCULATION**

N/A

-

**WALL FINISHES**

N/A

-

**FLOOR FINISHES**

N/A

-

**CEILING FINISHES**

N/A

-

**SPECIALTIES**

N/A

-

**CASEWORK & WOOD TRIM**

N/A

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-

**EQUIPMENT**

N/A

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-

**FIRE PROTECTION**

N/A

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-

**PLUMBING**

N/A

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-

**HVAC**

N/A

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-

**ELECTRICAL**

N/A

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-

**SITE DEVELOPMENT**

N/A

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## PROJECT SCHEDULE

### 2020:

Aug. 1 – 17	MA & BRCJ prepare site concept options and analysis.
Aug. 18	MA & BRCJ present site concept options and analysis to MCPL for discussion and direction.
Aug. 18 - 21	BRCJ prepares site topo survey Agreement for MCPL approval & signature.
Aug. 24 - Sept. 11	BRCJ prepares topographic site survey.
	JW and MCPL arrange for environmental Phase I study.
Aug. 20 – Sept. 10	MA, BRCJ, & BA prepare preliminary design & concept construction cost estimates for two preferred site/building options.
Sept. 11	MA presents preliminary design & concept construction cost estimates for 2 options to MCPL for review and discussion.
Sept. 11-26	MCPL reviews prelim design & concept construction cost estimates and Board gives MA direction to pursue one option.
Sept. 1 - 30	MCPL contracts Phase I Environmental Study.
	Phase I Environmental study prepared and submitted to MCPL
Sept. 27	BRCJ reviews preferred site concept option(s) with MCCSC and Monroe County Planning Dept. to confirm direction.
	BRCJ revises site concept as required.
Sept. 28 – Oct. 25	MA prepares building Schematic Design.
Sept. 28 – Oct. 25	BRCJ prepares site development package/civil engineering plan set, subdivision documents, and plat for County review.
Oct. 26	BRCJ submits site survey and legal description to JW.
Oct. 26 – 29	JW prepares amendment to extend property purchase agreement date and submits to MCPL.
Nov. 2	MCPL Board approves amendment to extend MCCSC property agreement purchase date.
Nov. 4	BRCJ files for Minor Subdivision, Preliminary Plat, and Site Plan Approval.
Nov. 9	JW submits to MCCSC amendment to extend property purchase Agreement.
<b>Nov. 11</b>	<b>MA presents Schematic Design to MCPL Building Committee for discussion and approval.</b>
Nov. 17	MCCSC Board meeting approval of amendment to extend property Agreement.
Nov. 19 – Mar. 17	MA and consultants prepare Design Development documents.
	MA meets with MCPL Building Committee and Consultants intermittently for input, review, and coordination.
Dec. 17	BRCJ submits request to Plat Committee for two waivers – (1) overhead line along S. Rogers St. and (2) street trees along Rogers St. and Gordon Pike. Jackie Nester to check with Hwy Dept. to see if Fullerton Pike project includes street trees along Gordon Pike.

### 2021:

Jan. 5	Plan Commission hearing if required by Plat Committee due to request for waivers.
(Jan. 19)	(Second Plan Commission hearing if required.)
Jan. 6 – 20	Monroe County Recorder signs and records Plat.
(Jan. 20 – Feb. 5)	(Monroe County Recorder signs and records Plat.)

## **PROJECT SCHEDULE, CONT'D:**

Jan. 20	MCPL Board meeting approval of MCCSC property purchase.
Jan. 26	MCCSC Board meeting; property purchase approval.
Jan. 27	JW orders property title commitment.
Jan. 27 - Feb. 16	MCPL purchases land from MCCSC.
Feb. 17	MA presents Interior Finishes to MCPL Building Committee.
March 10	MA presents Design Development documents to MCPL Building Committee for review.
March 17	MA presents Design Development documents to MCPL Board for approval.
March 28 – July 20	MA and consultants prepare Construction Documents. MA meets with MCPL Building Committee and Consultants intermittently for input, review, and coordination.
July 20	MA presents Construction Documents to MCPL Building Committee for approval.
July 21	MA presents Construction Documents to MCPL Board for approval to go to bid.
July 27 – Aug. 9	MCPL advertises for Bids.
Aug. 10 – Aug. 31	Construction Bidding. MA prepares Addenda and distributes to Contractors
Aug. 31	Bid Opening
Sept. 1 - 7	Owner – Contractor Agreement Prep
Sept. 8	Construction begins.
<b><u>2022:</u></b>	
Sept. 9	Substantial Completion of Construction; Architect & Engineers Prepare Punch List
Sept. 23	Contractor Completes Construction
Sept. 26 – Oct. 21	FFE Move-In
Oct. 22	Building opens

## 2021 BOARD OF TRUSTEE'S CALENDER

All meetings held in the Main Library Room 1B unless otherwise noted

Month	Date	Meeting Type	Potential Topics
January	13	Work Session*	
January	20	Board Meeting	Budget line-item transfers; officer slate approved; Conflict of Interest forms; El Centro Contract; Update: Communications & Marketing
January		Board of Finance	Review Investment Report and Policy
February	10	Work Session*	
February	17	Board Meeting	Election of Board Officers; review Internet and Computer Use Policy, Update: Professional Development Strategist and Pioneer Grant Recipients
March	10	Work Session*	
March	17	Board Meeting	2020 Annual Report review; Review Long Range Strategic Plan; Update: Teen Services
April	14	Work Session*	
April	21	Board Meeting	Update: Information Technology
May	12	Work Session*	
May	19	Board Meeting	Update: Children's Services
June	9	Work Session*	
June	16	Board Meeting	Update: Programming and Branch Services
July	14	Work Session*	
July	21	Board Meeting	Draft 2022 Budget; Update: Community Engagement & VITAL
August	11	Work Session*	
August	18	Board Meeting	Review any revisions to 2022 Budget, Approve 2022 Budget for advertising; Update: Special Audience Services
September	8	Work Session*	
September	15	Board Meeting	2022 Budget; Update: Building Services
September	15	Public Hearing	Public Hearing on 2022 Budget
October	13	Work Session*	
October	20	Board Meeting	Adopt 2022 Budget; approve 2022 employee insurance package; Update: Adult Services
November	10	Work Session*	
November	17	Board Meeting	Update: Access & Content Services
December	8	Work Session*	
December	15	Board Meeting	Approve 2022 salary schedule, Pay Schedule(dates), director's salary; 2022 Holiday & Closing Schedule; CATS contracts, Fee schedule; Update: CATS
*Work session dates are placeholders. Meetings are held only as needed.			



## Monroe County Public Library 2020 Fee Schedule

Care Fee Option Program (all ages)	\$10/credit use and return
<del>Fee Option Program (for patrons age 14+)</del>	<del>\$5/hour credit</del>
Food for Fees credit	\$1 for each item
Lost items	Replacement <del>fee</del> cost per item
Meeting room and Auditorium rental for businesses	\$150/hour for Auditorium and for 1B/1C combined \$75/hour for 1B, 1C, 2A, 214
Meeting room additional fees	Maintenance or additional security needs: \$25/hour. Equipment or furniture damage at repair or replacement cost.
PLAC cards (non-resident) Statewide access to Public Libraries	\$65
Photocopies	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free reference material copies)
Printing	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free printing)
Subscription Card—non-resident for MCPL access only	\$65
Volunteer Work for Credit (14 and older)	\$10/credit per hour
<del>Read It Off (children under age 18)</del>	<del>\$5/credit/use and return</del>

Approved by the Library Board of Trustees December 16, 2021 ~~February 19, 2020~~

# LIBRARY CLOSING SCHEDULE

2021

**Friday, January 1**  
NEW YEAR'S DAY

**Sunday, April 4**  
SPRING HOLIDAY

**Monday, May 31**  
MEMORIAL DAY

**Sunday, July 4**  
INDEPENDENCE DAY

**Monday, September 6**  
LABOR DAY

**Thursday, November 25**  
**Friday, November 26**  
FALL HOLIDAY

**Friday, December 24**  
**Saturday, December 25**  
WINTER HOLIDAY

**Friday, December 31**  
NEW YEAR'S EVE  
*Library closes at 5 PM*



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**Saturday, January 1, 2022 . . . . . NEW YEAR'S DAY**

# MONROE COUNTY PUBLIC LIBRARY

## PAY SCHEDULE

### 2021

PAY PERIOD	PAY DATE
December 7 – December 20, 2020	December 31, 2020 (due to 1/1/2021 holiday)
December 21 – January 3	January 15
January 4 – January 17	January 29
January 18 – January 31	February 12
February 1 – February 14	February 26
February 15 – February 28	March 12
March 1 – March 14	March 26
March 15 – March 28	April 9
March 29 – April 11	April 23
April 12 – April 25	May 7
April 26 – May 9	May 21
May 10 – May 23	June 4
May 24 – June 6	June 18
June 7 – June 20	July 2
June 21 – July 4	July 16
July 5 – July 18	July 30
July 19 – August 1	August 13
August 2 – August 15	August 27
August 16 – August 29	September 10
August 30 – September 12	September 24
September 13 – September 26	October 8
September 27 – October 10	October 22
October 11 – October 24	November 5
October 25 – November 7	November 19
November 8 – November 21	December 3
November 22 – December 5	December 17
December 6 - December 19	December 31

### 2022

December 20 - January 2, 2022	January 14, 2022
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**MONROE COUNTY PUBLIC LIBRARY**  
**Wage and Salary Schedule**  
**2021**

Pay Grade	Job Family	Market Minimum	Market Maximum
Non-Exempt / Hourly			
1	Material Handler	\$11.48	\$17.21
3	Support	\$12.68	\$20.29
4	PA's	\$13.71	\$21.93
5	Technicians	\$14.95	\$23.93
6	Paraprofessionals, IT	\$16.10	\$25.75
7	Specialists	\$17.67	\$28.27
8	Librarians & Subject Specialist	\$20.26	\$32.41
9	Assistant Managers, Coordinators/Systems	\$22.54	\$33.81
Exempt / Salaried			
10	Strategists & Managers	\$1,948.55	\$2,922.82
11	Associate Director	\$2,777.72	\$4,166.57

**RESOLUTION TO ADOPT 2021 HOLIDAY CLOSING SCHEDULE, PAY  
SCHEDULE, AND WAGE and SALARY SCHEDULE**

**WHEREAS** it has been determined that it is now necessary to adopt a Holiday Closing Schedule, Pay Schedule, and Wage and Salary Schedule for the 2021 fiscal year, and

**WHEREAS** the board wishes to increase the current Salary Schedule minimums by 2% and maintain the maximums for pay grade 3 through 8 at 60% from Minimum, to maintain market competitiveness.

**WHEREAS** the board wishes to provide a cost of living increase which falls within the amount budgeted for 2021,

**NOW THEREFORE** the Board adopts the 2021 Holiday Closing Schedule, Pay Schedule, and Wage and Salary Schedule and approves a 75 cent or a 2.75% incremental increase per hour – whichever is higher – subject to Wage and Salary Schedule Maximums. This applies to all employed at the Library as of December 20, 2020. The effective first pay date of 2021 is January 15, 2021 and includes the pay period beginning December 21, 2020 and ending January 3, 2021;

Presented to the Monroe County Public Library Board, read in full and adopted this 16th day of December 2020, by the following aye and nay votes.

AYE

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NAY

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**RESOLUTION TO SET 2021 SALARY**  
**FOR LIBRARY DIRECTOR**

Comes now, the Board of Trustees of the Monroe County Public Library having adopted the 2021 salary resolution for all employees except the Library Director, hereby adopts the following resolution concerning the annual salary for the Library Director Marilyn Wood:

For the calendar year 2021, the annual salary for the Library director, Marilyn Wood, shall be \$\_\_\_\_\_, together with all appropriate benefits consistent with the position.

IN WITNESS WHEREOF the Board of Trustees of the Monroe County Public Library has adopted this salary resolution for the Library Director, this 16th day of December, 2020.

AYE

NAY

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## 2021 AGREEMENT TO PROVIDE COMMUNITY ACCESS TELEVISION SERVICE: TOWN OF ELLETTSVILLE

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

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

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. To partially fund the operational expenses of the Community Access Center for the year 2021, the Town shall pay \$17,870.00. Such payment shall be in equal installments of \$4,467.50, payable at the beginning of each quarter of the calendar year 2021 (March 31, June 30, September 30, December 31).
2. The Library shall, by means of the Bloomington Community Access Television, telecast meetings of the Ellettsville Town Council, Ellettsville Planning and Zoning Board, Richland-Bean Blossom Community School Corporation.
3. The library shall provide an annual progress and financial report to the Town Council, which report shall summarize the utilization of the Town's payments.
4. This agreement is subject to an appropriation of funds by the Ellettsville Town Council.
5. Either party may terminate this agreement upon sixty (60) days written notice. Notice shall be sent to the following addresses unless such addresses are otherwise changed in writing:


Town of Ellettsville  
Post Office Box 8  
Ellettsville, IN 47429

Monroe County Public Library  
ATTN: Director  
303 East Kirkwood Avenue  
Bloomington, IN 47401

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

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

ELLETSVILLE TOWN COUNCIL

Signature   
Name / Title Council President  
Date October 29, 2020  
Attest Sandra C. Hark  
Clerk/Treasurer

MONROE COUNTY PUBLIC LIBRARY

CATS Manager Signature \_\_\_\_\_  
Name / Title \_\_\_\_\_  
Date \_\_\_\_\_  
Attest \_\_\_\_\_  
MCPL Director



## 2021 TELECOMMUNICATIONS FUNDING AGREEMENT

Agreement entered into between the Board of Commissioners of Monroe County, ("County") and the Monroe County Public Library ("Library"), on behalf of its Community Access Television Services department (CATS), effective on the date last written below.

### **SECTION I. Funding**

(a) County shall contribute the sum of Two Hundred Ninety Five Thousand and One and 00/100s Dollars (\$295,001) for calendar year 2021, payable in equal quarterly installments of Seventy Three Thousand Seven Hundred and Fifty Dollars and 25/100s (\$73,750.25), to partially fund the operational expenses of CATS.

(b) Library may use this contribution for salaries and equipment necessary to provide services in accordance with this Agreement. Library will submit a signed claim voucher for each quarterly installment which will be processed in accordance with the County's usual practice for payments.

### **SECTION II. Public Meetings**

Where the meeting location permits, CATS shall telecast live coverage of regular meetings of the Monroe County Commissioners, Monroe County Council, Monroe County Planning Commission, Board of Zoning Appeals, the State of the County Address and other public meetings as requested by the Monroe County Commissioners. Where the meeting location does not permit live coverage, CATS shall contemporaneously videotape the meeting and cablecast it at the earliest time following the meeting which its schedule allows. Each of the meetings will be replayed at least twice during the week following the original cablecast. The times for replay will be predetermined and supplied to the *Herald Times* for its TV schedule publication.

### **Section III. Non-partisan Programming**

(a) A partisan political program or event is one in which only one political party or candidate is represented, and whose principal purpose is the advocacy of a particular candidate, slate of candidates or party platform or the criticism of an opposing candidate, slate of candidates or party platform. Examples include political party dinners or organizational meetings, fundraisers, and announcements of candidacy for office. CATS crews shall not be used in the program production of partisan political events, nor shall the public meeting channel (currently Channel 14) be used to cablecast such partisan political events; provided however, that CATS may elect to separately telecast primary election candidate forums for each political party where all candidates for contested offices within that party have been invited, and where scheduling time permits the telecast of similar candidate forums of opposing political parties.

(b) This section shall not be construed to prohibit the production or telecast of a political party caucus or convention which is required by Indiana election law to nominate candidates or fill candidate vacancies. Further, this section shall not be construed to prevent members of the public who are not affiliated with Library from using Library facilities and equipment for any programming permitted by

state and federal law, and which is consistent with Library access policies.

#### **SECTION IV. Reports**

(a) Monthly Report -CATS will provide the County a monthly report of its programming and activities which will include an hour report of its public meetings coverage.

(b) Financial Report -CATS will provide the County at least annually, and more often upon request, a financial report which shall summarize the utilization of the County's contributions.

#### **SECTION V. Records**

Library will permit the County to examine and copy all records and documents related to the funding provided by this Agreement. Library further agrees to maintain accounting procedures and record keeping in a form acceptable to the State Board of Accounts and will retain those records as required by state law or State Board of Accounts policy.

#### **SECTION VI. Non-discrimination**

(a) Library affirms that it is an equal opportunity employer, and will not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, ancestry, religion or disability in the hiring, upgrading, discipline, training and compensation of its employees. Breach of this provision may result in termination of this Agreement.

#### **Section VII. Term**

This agreement shall govern services provided from January 1, 2021 through December 31, 2021, and shall thereafter be automatically renewed from year to year unless either party gives written notice of its intention to terminate by October 1 of each succeeding year. The funding provided by this Agreement may be adjusted by mutual agreement, but all such funding is subject to an appropriation by the Monroe County Council.

#### **Section VIII. Verification of Work Status**

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

"County"

Board of Commissioners of Monroe County

Date: 12.9.2020



Julie Thomas, President



Lee Jones, Vice President



Penny Githens, Commissioner

ATTEST:



Catherine Smith, Auditor

"Library"

Monroe County Public Library

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

\_\_\_\_\_  
John Walsh, President, Board of Trustees

\_\_\_\_\_  
Marilyn Wood, Director

\_\_\_\_\_  
Michael White, Manager  
Community Access Television

**2021 Memorandum of Understanding between  
Monroe County Public Library and  
Community Radio WFHB**

This agreement outlines the details of a joint new initiative to be undertaken by Bloomington Community Radio WFHB (WFHB) and the Monroe County Public Library through CATS.

Between \_\_ January 1, 2021 \_\_ and \_\_ December 31, 2021 \_\_, the two organizations will produce a weekly program focusing on primary issue(s) in Monroe County, based on content acquired from CATS coverage of local government meetings. The program shall be telecast on the CATS network. In addition, CATS agrees that the program will be both streamed and archived on the CATS website.

The weekly news program shall be a joint undertaking of WFHB and the Monroe County Public Library through CATS. Each party to this agreement shall carry out the following responsibilities:

Monroe County Public Library through CATS will provide:

1. Footage collected during CATS' regular coverage of local government meetings.
2. Other relevant CATS material.
3. Studio production services, including equipment and facilities necessary to produce and create the half-hour program.
4. Weekly telecasts of the program on CATS channels.
5. A schedule of government meetings each week.
6. The sum of \$14,000, which shall be payable to WFHB in four installments from the Library's Special Revenue Fund and not from funds received from property tax revenues. WFHB shall have access to deposited funds for any use in the ordinary and usual course of WFHB business.

WFHB will provide:

1. An anchor for the telecast, if needed.
2. A hyperlink to CATSWeek on the catstv.net website on all postings of episodes of the *Daily Local News* that employ stories for CATSWeek on WFHB's website.
3. A staff member to write scripts for CATSWeek in accordance with CATS production schedule.
4. Additional WFHB volunteers, if needed.
5. On-air in-kind underwriting: WFHB agrees to air one on-air ad for CATS each day of the calendar year (value: \$4,380). This ad shall consist of a 20-second live read performed by on-air hosts, drawing from a rotation of up to six scripts written by the CATS general manager and approved by the WFHB general manager.
6. WFHB agrees to not solicit specific underwriting for the CATSweek program.

The Monroe County Public Library and WFHB agree that the editorial decisions shall be determined as a result of consultation between the CATS general manager and the WFHB general manager.

WFHB and Monroe County Public Library and CATS agree that the final show as produced and telecast shall become the property of the Monroe County Public Library and CATS and the appropriate acknowledgment of this ownership shall be stated in the credits for each show. The program shall be archived and retained in the same manner as all CATS programs.

The Monroe County Public Library, CATS and WFHB acknowledge that each party will direct their employees to meet their obligations under this agreement. Each party to this agreement shall be responsible for compensating the employees which they use to meet their obligations under this agreement. Monroe County Public Library, CATS and WFHB acknowledge that neither shall be responsible for nor share any liability for compensating the employees other than those under their employ.

The Monroe County Public Library, CATS and WFHB each acknowledge that no party to this agreement shall have a cause of action against any other party of this agreement as a result of the production of the news program. Each party to this agreement shall be responsible for obtaining all necessary insurance coverage to protect and indemnify them from any liability which they may incur as a result of participation under this agreement. Each party to this agreement shall be responsible for and meet their obligations as the employer of any employee who may provide services under this agreement and shall have no cause of action against the other party of this agreement for any cause of action brought against them by any employee providing services to an employer under this contract.

Each party to the agreement shall further secure a waiver of subrogation from any insurer providing insurance required hereunder.

All parties under this agreement acknowledge that this agreement may be amended only in writing and if such amendments are approved by the Monroe County Public Library Board of Trustees and the WFHB Board of Directors.

WFHB, Monroe County Public Library and CATS acknowledge that this agreement may be terminated at any time. Notice of termination shall be mailed at least 30 days in advance of the termination to the individuals listed below representing the other party:

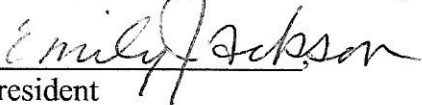
John Turner, General Manager  
WFHB Community Radio  
108 W. 4<sup>th</sup> St.  
Bloomington, IN 47404

Michael White, Manager  
CATS/Monroe County Public Library  
303 E. Kirkwood Ave.  
Bloomington, IN 47408



Marilyn Wood, Director  
Monroe County Public Library  
303 E. Kirkwood Ave.  
Bloomington, IN 47408

The parties further agree that this agreement may be renewed on an annual basis upon approval by the governing bodies of each party.

  
\_\_\_\_\_  
President

WFHB Community Radio  
Board of Directors

Date: 12/3/20

  
\_\_\_\_\_  
General Manager

WFHB Community Radio

Date: 12/3/20

\_\_\_\_\_  
President  
Board of Trustees  
Monroe County Public Library

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

\_\_\_\_\_  
Michael White, General Manager  
Community Access Television Services

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

## **Community Access Television Services (CATS) Governmental Meeting Coverage Guidelines**

In the interest of providing consistent, neutral, and transparent coverage of live and recorded government meetings, the following guidelines are set forth:

1. CATS will provide coverage of any public meeting in accordance with the definitions established in Indiana code IC 5-14-1.5. Public Meetings (Open Door Law). Though CATS has contractual obligations to cover specific government meetings, CATS will endeavor to cover other public meetings upon request from local individuals or organizations.
2. In an effort to provide viewers with the best possible sense of proceedings in the room or chamber, CATS will employ an establishing wide shot at the beginning, ending, and for all recesses during public meetings.
3. CATS crew members will avoid the practice of taking reaction shots unless there is an active dialogue taking place. Similarly, tight close-ups will not be employed, as they could represent an element of visual editorializing, and hence the perception of a departure from neutrality.
4. Whenever possible, CATS will employ the use of lower-third graphic superimpositions (name supers) to identify officials, name of meeting, and date. When technically possible, CATS will also provide a live “bug”, which will be removed for replay of the meeting.
5. Whenever possible, CATS will present meetings, boards, and councils via live telecast on its designated cable channels, as well as via its website. CATS will also work to ensure that all meetings will be available on its website by 9 AM the following day.
6. As neutrality of CATS governmental coverage is an essential function of its network and is a vital component of local democracy, CATS reserves the right to refuse suggestions from any individual, group, or organization to turn off the cameras, alter established protocols for shot composition, or to limit the public comments of any person speaking during a public meeting. Any public discussions or demonstrations which occur when meetings are adjourned or in recess will not be televised.
7. CATS will feature royalty-free music in the background during wide shots, before and after meetings, and during all recesses.
8. To ensure the integrity and neutrality of all meetings appearing on CATS government channels, CATS will only telecast, stream, and archive government meetings produced by CATS. Customers or organizations wishing to share their noncommercial programming or meetings may do so via the CATS Public Access Channel, upon the submission of a written request.
9. Following the guidance of Library health and safety procedures as informed by local, state and national authorities, members of any CATS production team may contact CATS management when procedures aren’t being followed, to determine whether the meeting or event coverage should be canceled. Should cancellation occur, CATS management will communicate with both Library Administration and the governmental body/community organization in charge of the meeting/event, to explain the decision in writing.

**10.** When CATS' coverage of government meetings or events occur from an electronic platform such as Zoom, CATS reserves the right to mute and/or discontinue LIVE video coverage should a malicious disruption occur. CATS will resume live coverage when the disruption has ended. A recording of the meeting, designated for delayed playback, will have the offending portion edited out. An unedited version of the meeting will be saved/archived to determine if any disruption is a form of protected speech. Depending on the nature of the disruption, meeting hosts may be notified for further action, up to and including prosecution.

Approved by the Library Board of Trustees December 16, 2020 ~~July 17, 2019~~



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

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 202~~10~~, 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, 202~~10~~ and run through December 31, 202~~10~~. 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 an annual basis, by January 31, 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 biannual installments of \$1,800, which shall be due and payable on the first of January and the first of July for the succeeding six 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. Meet with El Centro Comunal Latino, Inc. staff on an annual basis to discuss operations.
- B. Provide an adequate office space, internet and telephone access, 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, and will provide a certificate of insurance to the Library on an annual basis.

**7. Termination**

Termination by mutual agreement: The parties may terminate this Agreement prior to December 31, 2021<sup>10</sup> 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.**

~~Jane Walter~~Maritza Alvarez

elcentrocomunal@gmail.com

**Monroe County Public Library**

Marilyn Wood, Director

303 E. Kirkwood Ave.

Bloomington, IN 47408

812-349-3050

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

**El Centro Comunal Latino, Inc.**

~~Jane Walter~~Maritza Alvarez

elcentrocomunal@gmail.com

**The Monroe County Public Library**

~~Leanne Zdravecky~~Lorraine Martin, 812-

349-3060

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

**FARBER**  
SPECIALTY VEHICLES

*Custom Coach*

11/09/2020

Monroe County Public Library  
303 East Kirkwood Avenue  
Bloomington, IN 47408

Re: Outreach Van Project  
Project#SVS500426

To All Interested Parties:

Thank you for this opportunity to submit our quotation on your bookmobile van requirement.

Our proposed price is \$77,900.00. This price includes all RFP specifications not withstanding several exceptions as noted on the enclosed exception sheet. The proposed delivery time is two hundred-seventy days. The payment schedule as listed on Page 6 (50% down, 40% upon delivery, and 10% upon completion of loading, evaluation and acceptance) is accepted.

Options pricing: Acore single sided book cart - \$895.00 each. Acore single sided book cart with flat top - \$1,200 each.

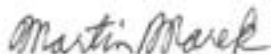
Farber Specialty Vehicles feels that the design lifetime of the vehicle should be a minimum of fifteen years. This would be dependent upon routine, proper maintenance; proper driver operation; and miles driven.

We have been family owned and operated since 1920 and are known throughout the country for providing top after-the-sale service. All of our employees are highly experienced in specialty vehicle production. Our in-house engineering staff, using the latest AutoCAD computer software can help create the most efficient use of floor plan space.

The emphasis at Farber Specialty Vehicles is on providing an innovative product with the best quality and service at a fair price. As questions arise or more information is needed, please call us toll free at 800-331-3188.

If awarded your contract, Farber Specialty Vehicles would work diligently with you to create vehicles of great lasting value.

Sincerely,



Martin Marek





# FARBER

## SPECIALTY VEHICLES

*Custom Coach™*



### Company Introduction

Farber Specialty Vehicles' 160,000 square foot manufacturing and assembly plant is located next to I-70 in Columbus, Ohio, just ten minutes from the Columbus International Airport.



A talented workforce with an extremely high retention rate has been the cornerstone of Farber Specialty Vehicles' success. Our team leaders oversee a staff of more than 100 skilled craftsmen and have been in the industry from ten to thirty years.



Our engineering department is comprised of experienced personnel in both mechanical and electrical fields. Our innovative staff members are leaders in the industry using advanced 3D modeling and 2D design techniques. All vehicles are designed with quality materials using an aircraft tolerance CNC router for highly accurate construction.



Production includes custom-built mobile units for police, medical, veterinary, Homeland Security, communications, education, and business interests both nationally and internationally.

Warranty information and assistance are provided for all components to assure your purchase works to the fullest capacity throughout the life of the vehicle. Delivery and training are provided by experienced technicians.

In 2002, Farber purchased the assets of Custom Coach Corporation, a well-known manufacturer of executive and entertainer transportation since 1955.



7052 Americana Parkway Reynoldsburg (Columbus), Ohio 43068  
 Phone: (614) 863-6470 Toll Free: (800) 852-5979 Fax: (614) 759-2098  
 website: [www.farberspecialty.com](http://www.farberspecialty.com) e-mail: [solutions@farberspecialty.com](mailto:solutions@farberspecialty.com)

*Family owned and operated since 1920*



# Engineering

- Our engineering department is comprised of experienced personnel in both mechanical and electrical fields.
- Our innovative staff members are leaders in the industry using advanced 3D modeling and 2D design techniques.
- All vehicles are designed with quality materials using aircraft tolerance CNC router for highly accurate construction.







## Our Facility



- Two 90,000 square foot facilities house all vehicles in production

Daimler Vans Presents

**MASTER  
UPFITTER**

2019 | 2020

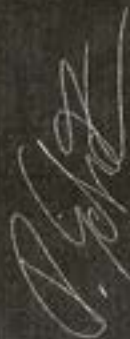
Daimler Vans grants status of MasterUpfitter 2019 | 2020 to:

Farber Specialty Vehicles, Inc.

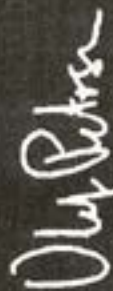
Approved Industry: Specialty

June 11th, 2019

USA



**Dshamal Schoetz**  
Department Manager  
Upfitter Management



**Olaf Petersen**  
General Manager  
Vans Marketing



# CERTIFICATE

Certificate Number: 111517.01

The Quality System of:

**Farber Specialty Vehicles**  
7052 Americana Parkway  
Reynoldsburg, OH 43068  
United States

Including its implementation, meets the requirements of the standard:



**ISO 9001:2008**

Scope:  
Design, Engineering & Manufacturing of Custom Mobile Specialty Vehicles

This Certificate is valid until:	September 15, 2018
This Certificate is valid as of:	June 1, 2016
Certified for the first time:	June 1, 2016

A blue ink signature of Dr. Cem O. Onus.

Dr. Cem O. Onus  
Managing Director, Business Assurance  
DEKRA Certification, Inc.

The method of operation for quality certification is defined in the DEKRA Master Services Agreement. Integral publication of this certificate is allowed.

DEKRA Certification, Inc.  
1120 Welsh Road, Suite 210  
North Wales, PA 19454  
USA  
Ph: (215)997-4519  
Fax: (215)997-3810  
© 2018 DEKRA Certification, Inc.

Accredited By:  
ANAB





*Custom Coach*

## Quality Assurance Plan

Farber Specialty Vehicles has delivered vehicles to thousands of happy customers throughout our history. Our Quality Control inspection is rigorous and time consuming, but necessary. There is a great deal of pride and workmanship put towards every vehicle that leaves our facility.

- ☐ Upon arrival, every vehicle is put through a road test to find any problems that might have come from the manufacturer. Drivability, Control Functionality, and Cosmetic Inspection are all completed in our road test. Problems are immediately addressed and taken care of after inspection.
- ☐ Throughout the build FSV has project managers constantly in and out of every vehicle. It is their job to address any issues that arise throughout the build.
- ☐ After the build is complete, FSV performs a final road test. The reason for this test is to see how the vehicle handles under load. A passenger in this final road test provides a "Punch List" of things that need repaired and secured to provide a quiet and safe ride for the customer.
- ☐ Preceding the final road test is our final quality test. Our Quality Control Manager inspects and tests every component of the vehicle. This is a very detailed and time-consuming process. After this is complete, another "Punch List" is established and everything listed is fixed and again tested.
- ☐ After completion of the final quality test, a water test is performed. FSV understands the importance of sealed components, and takes no shortcuts to testing them.
- ☐ Farber Specialty Vehicles will weigh the unit before, during, and after the build to ensure the vehicle is under the Gross Vehicle Weight Rating.



**NATEA**  
THE ASSOCIATION FOR THE WORK TRUCK INDUSTRY

**M E M B E R**

**ONE INDUSTRY • ONE ASSOCIATION • ONE RESOURCE**



# THE FARBER SPRINTER BOOKMOBILE



**Farber Specialty Vehicles** is proud to be part of the Daimler Sprinter Preferred Upfitter program. We have ten full time engineers available to help design your next Sprinter conversion and thirty plus years building vehicles for law enforcement agencies, health outreach, educational institutions, offices, entertainment and libraries.

**FARBER**  
SPECIALTY VEHICLES

*Custom Coach*

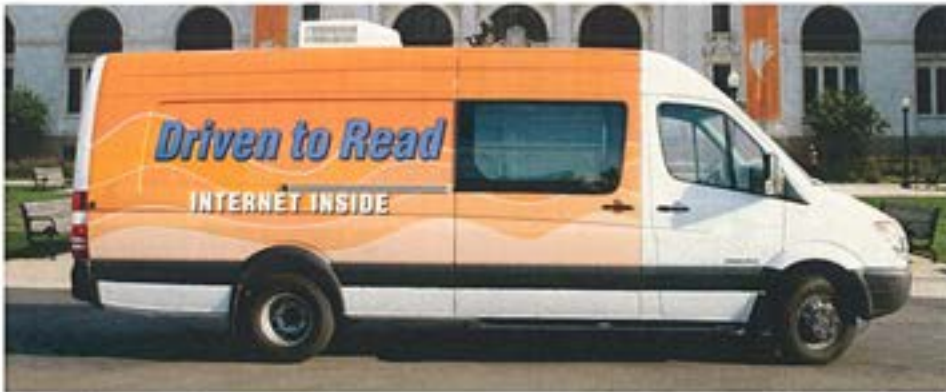


**SPRINTER**

**MASTER  
UPFITTER**  
2017 | 2018



## FARBER SPECIALTY VEHICLES





# FARBER SPECIALTY VEHICLES





PROPOSAL FOR  
MONROE COUNTY PUBLIC LIBRARY

EXCEPTIONS/CLARIFICATIONS

EXCEPTIONS

- Page 10. 1.6. Guarantee
- 1.6.2. Vendor would not be able to pick up or deliver vehicle for warranty work, or repair at library facility.
- Van warranty work and common wear parts would be provided by local Sprinter dealership. For Farber responsibilities, please reference enclosed sheet titled "Service Location for Upfit".
- Page 11. 2. Vehicle Specifications
- 2.2. Type
- 2.2.1. Daimler AG, the parent of the Sprinter brand is no longer taking orders for the Freightliner branded van. The Sprintsers will be exclusively produced with the Mercedes brand name. The van is physically identical and is priced the same as was the Freightliner.
- Page 12. 2.4. Base Vehicle
- 2.4.1.1. Sprinter vans with the V6 diesel engines will not be built at least to the end of June 2021. This is due to an engine redesign program. Because of this uncertain schedule we cannot accept the \$200 per calendar day liquidated damage clause listed in Page 4 under the delivery section. The proposed delivery time, as listed in our cover letter, we feel, will be fairly accurate at this time.



PROPOSAL FOR  
MONROE COUNTY PUBLIC LIBRARY

EXCEPTIONS/CLARIFICATIONS

EXCEPTIONS

Page 12.

- 2.4.2.8. Sprinter does not offer one sunroof, they must be purchased in a higher number per van. Included in our quoted price is a high quality sunroof from a different vendor.

Farber Specialty Vehicle accepts all other RFP specifications as written.



**FARBER**  
SPECIALTY VEHICLES

*Custom Coach*

PROPOSAL FOR  
MONROE COUNTY PUBLIC LIBRARY

Sample Reference List of Farber Library Van Type Cart Haulers

Ashland Public Library  
224 Claremont Avenue  
Ashland, OH 44805  
Heather Miller, Director  
419-289-8188 x609  
[hmillier@ashland.lib.oh.us](mailto:hmillier@ashland.lib.oh.us)

Pittsburg Public Library  
308 North Walnut  
Pittsburg, KS 66762  
Beverly Clarkson Director  
620-230-5566

Clearfield County Public Library  
601 Beach Street  
Curwensville, PA 16833  
Lois Francisco, Director  
814-236-0589

City of Frisco  
6101 Frisco Square Blvd.  
Frisco, TX 74034  
David McBurnett, Fleet Manager  
972-292-5849  
[dmcburnett@friscotexas.gov](mailto:dmcburnett@friscotexas.gov)

## **FARBER SPECIALTY VEHICLES, INC.**

### **LIMITED WARRANTY**

*Thank you* for choosing to purchase a FARBER MOBILE UNIT, a fine product in which design and construction have received the care that quality demands. This important warranty covers many items and is indicative of our desire to stand behind our products and assure our customers' complete satisfaction.

#### **WARRANTY COVERAGE:**

Farber Specialty Vehicles, 7052 Americana Parkway, Reynoldsburg (Columbus), Ohio 43068 (Warrantor) warrants the original consumer (Purchaser) for a period of (1) one year from date of delivery to the purchaser (Warranty Period), that the interior structure of the vehicle, plumbing, heating, electrical systems, and all appliances and equipment installed by the warrantor, is warranted under normal use to be free of substantial defects in materials and workmanship attributable to Warrantor.

#### **THIS WARRANTY DOES NOT COVER:**

1. The automotive system (including the chassis and drive train), tires and batteries, which are covered by the separate warranties of the respective manufacturers of these components.
2. Defects caused by or related to:
  - a. Abuse, misuse, negligence or accident;
  - b. Failure to comply with instructions contained in the owner's manual;
  - c. Alteration or modification of the mobile unit;
  - d. Environmental conditions (salt, hail, chemicals in the atmosphere, etc.)
3. Normal deterioration due to wear or exposure, such as fading of fabrics or drapes, carpet wear, etc.
4. Normal maintenance and service items, such as light bulbs, fuses, wiper blades, lubricants, etc.
5. Transportation to and from dealer or manufacturing plant location, loss of time, inconvenience, commercial loss, loss of use, towing charges.

#### **OWNER'S OBLIGATIONS:**

If a problem occurs which the owner believes is covered by this warranty, the owner shall contact the manufacturer by calling the toll free number with sufficient information to resolve the matter. Authorization will be given to repair or replace the defective material.



## TWO (2) YEAR LIMITED WARRANTY

*Thank you* for choosing  
**FARBER SPECIALTY VEHICLES, INC.**

Thank you for choosing to purchase a FARBER MOBILE UNIT, a fine product in which design and construction have received the care that quality demands. This important warranty covers many items and is indicative of our desire to stand behind our products and assure our customers' complete satisfaction.

### WARRANTY COVERAGE:

Farber Specialty Vehicles, 7052 Americana Parkway, Reynoldsburg (Columbus), Ohio 43068 (Warrantor) warrants the original consumer (Purchaser) for a period of (2) two years from date of delivery to the purchaser (Warranty Period), that the interior structures of the vehicle, plumbing, heating, electrical systems, and all cabinetry and hardware installed by the warrantor, is warranted under normal use to be free of substantial defects in materials and workmanship attributable to Warrantor.

### THIS WARRANTY DOES NOT COVER:

1. The automotive system (including the chassis and drive train), tires and batteries, which are covered by the separate warranties of the respective manufacturers of these components.
2. Any part or component covered by a written warranty issued by its manufacturer. Including but not limited to; auxiliary generator, refrigerator, microwave oven, satellite systems, emergency equipment and lighting.
3. Defects caused by or related to:
  - a. Abuse, misuse, negligence or accident;
  - b. Failure to comply with instructions contained in the owner's manual;
  - c. Alteration or modification of the mobile unit;
  - d. Environmental conditions (salt, hail, chemicals in the atmosphere, etc.)
4. Normal deterioration due to wear or exposure, such as fading of fabrics or drapes, carpet wear, etc.
5. Normal maintenance and service items, such as light bulbs, fuses, wiper blades, lubricants, etc.
6. Transportation to and from dealer or manufacturing plant location, loss of time, inconvenience, commercial loss, loss of use, towing charges.

### OWNER'S OBLIGATIONS:

If a problem occurs which the owner believes is covered by this warranty, the owner shall contact the manufacturer by calling the toll free number with sufficient information to resolve the matter. Authorization will be given to repair or replace the defective material.



Mercedes-Benz  
of Indianapolis



**Address**

3900 E 96TH ST. INDIANAPOLIS, IN 46240

**Phone**

(317) 682-9378

**Hours of Operation**

Monday 7:30 AM - 8:00 PM

Tuesday 7:30 AM - 6:00 PM

Wednesday 7:30 AM - 6:00 PM

Thursday 7:30 AM - 8:00 PM

Friday 7:30 AM - 6:00 PM

Saturday 10:00 AM - 6:00 PM

Sunday Closed - Closed

\*Hours may vary due to COVID-19.

**Contact Us**

**Sales**

Service 833-679-0316

Parts 833-679-0316

3900 East 96th Street

Indianapolis, IN 46240

Directions / Hours



**Locations We Serve**

Anderson

Avon

Bloomington

Carmel

Colombus

Crawfordsville

Fishers

Greenwood

Indianapolis

Kokomo

Muncie

Noblesville

Shelbyville

Terre Haute

Westifeld

Zionsville

**FARBER**  
SPECIALTY VEHICLES

*Custom Coach*

PROPOSAL FOR  
MONROE COUNTY PUBLIC LIBRARY

SERVICE LOCATION FOR UPFIT

Farber Specialty Vehicles will approve any location of the customer choice such as county fleet maintenance or any qualified truck repair facility. We are available at 1-800-331-388 with experienced parts and warranty employees including Mr. Jason Mills and Mr. Curt Hofmeister. (Please see enclosed "Parts, Service and Warranty Contact" sheet.)

Our Service Department would stand ready to help facilities with parts, knowledge sharing, or in any other way needed.



Parts, Service and Warranty Contacts

Service Department Hours

Monday thru Friday 7:30 – 5:30

Phone 614-863-6470

Toll free 800-331-3188

Fax 614-892-2345

SERVICE 614-452-8501

**DELIVERY & TRAINING**

Brock Templin [btemplin@farberspecialty.com](mailto:btemplin@farberspecialty.com)

**WARRANTY, SERVICE AND PARTS**

Curt Hofmeister [chofmeister@farberspecialty.com](mailto:chofmeister@farberspecialty.com)

Gary Brown [gbrown@farberspecialty.com](mailto:gbrown@farberspecialty.com)

**LOGISTICS**

Jim Arbaugh [jarbaugh@farberspecialty.com](mailto:jarbaugh@farberspecialty.com)

**SERVICE MANGER**

Service appointments, estimates, upgrades

Jason Mills [jmills@farberspecialty.com](mailto:jmills@farberspecialty.com)

November 23, 2020

Chris Jackson  
Monroe County Public Library  
303 East Kirkwood Avenue  
Bloomington, IN 47408

Re: Analysis of responses to RFP #00426 Outreach Van

### Issue & Response

This Request For Proposal ("RFP") was issued by SVS to multiple potential vendors on October 22, 2020 with a response deadline of November 20, 2020 in an effort to determine responsive and capable manufacturer for the new bookmobile vehicle.

At the time of close, five (5) proposals were received by SVS for review and analysis. In alphabetical order, proposals were received from Farber Specialty Vehicles of Reynoldsville OH, General Truck Body of Houston TX, Matthews Specialty Vehicles of Greensboro NC, Summit Bodyworks of Fort Lupton CO and TechOps Specialty Vehicles of Stevensville MD.

### Proposal Assessment

These proposals were assessed for completeness and specification adherence. All proposals were found to be generally responsive, with the following exceptions and/or clarifications noted:

<i>Farber</i>	1.6.2: Library will be responsible for warranty vehicle movements. 2.2: Mercedes brand van in lieu of Freightliner (no longer available as a Freightliner) 2.4.1.1: Cannot accept liquidated damages clause due to Mercedes factory delays, but estimates 270 days ARO.
<i>General</i>	Proposal does not include the cost of the van.
<i>Matthews</i>	No exceptions or clarifications noted
<i>Summit</i>	1.3.1.5: Clarification: The outreach van will be delivered with an IN weight ticket. The vehicle will have a CO weight slip upon inspection at our facility. 3.2.2: Clarification: The outreach van will have equivalent equipment from American Standard. 3.3.2: Clarification: We are proposing a Braunability Millennium series lift with capacity up to 750 lbs. We are a Braunability dealer, brochure is attached with warranty information. We have priced the Ricon lift as an upgraded option, we can have a local dealer install it is chosen.
<i>TechOps</i>	No exceptions or clarifications noted



## Cost Summary

	<i>Farber</i>	<i>General</i>	<i>Matthews</i>	<i>Summit</i>	<i>TechOps</i>
<i>Outreach van base cost as specified</i>	<b>\$77,900.00</b>	<b>\$70,518.00*</b>	<b>\$115,449.00</b>	<b>\$123,595.00**</b>	<b>\$102,153.34</b>
<i>Option: Additional Acore carts (each)</i>	\$895.00	\$1,115.00	\$1,310.00	\$1,295.00	\$1,030.13
<i>Bookmobile representative cost with all options:</i>	<b>\$78,795.00</b>	<b>\$71,633.00*</b>	<b>\$116,759.00</b>	<b>\$124,890.00</b>	<b>\$103,183.47</b>
<i>Payment terms:</i>	50% order, 40% delivery, 10% net 30	50% order, 40% delivery, 10% net 30	50% order, 40% delivery, 10% net 30	50% order, 40% delivery, 10% net 30	50% down, Chassis balance at arrival/100% balance at acceptance.
<i>Delivery time:</i>	270 days (estimated)	50 days after drawings approved	240-280 days ARO	275-330 days ARO	222-229 days ARO

\* Van not included in quote.

\*\* Included Braun lift in lieu of specified Ricon (add \$5,600 to keep Ricon).

## Analysis

First I'd like to note that the proposal from General did not include the base vehicle as required, which disqualified their proposal from my analysis.

Investigating the then lowest valid base price proposal from Farber, I noted a comprehensive response, but also a price much lower than the rest of the pack. In a confirming call with Martin Marek, I was assured that the pricing listed was accurate, and that it would be honored if awarded. Due to an industry shake-up, where the Freightliner branded van has been completely removed from the Daimler lineup, they rightly proposed a Mercedes equivalent. Additionally, the Mercedes branded version is not currently being manufactured due to a retooling issue and will not likely begin production again until June of 2021. Farber was not able to accept the liquidated damages clause due to this fact but was again assured by Mr. Marek that it was in their best interest to delivery in a timely manner.

Investigating the next lowest valid proposal from TechOps, I again noted a comprehensive response, but no exceptions or clarifications, or reference to the fact that the Freightliner branded van could no longer be ordered. This indicates that they may not be up to speed with the overall van industry and that unexpected surprises may follow. Although they are an up-and-coming builder of specialized library vehicles, they are still relatively inexperienced with these types of units and I believe their proposal was indicative of that fact.

### Conclusion

Farber is a very respectable company that has been successfully building library vehicles for many years. They have one of the best engineering departments in the industry and have produced many very high-quality bookmobile projects for SVS clients over the years. They responded very well to the RFP and had no significant exceptions. I believe that selection of the Farber proposal for award would be a prudent and responsible choice by the Library.

That said, and assuming the total falls within the project budget, I formally recommend the award of this outreach vehicles contract to **Farber Specialty Vehicles**. I believe this company and proposed vehicle will meet the needs of, and better serve the staff and patrons of the Monroe County Public Library for many years to come.

Thank you again for your continued trust during this process. I look forward to continuing work on this exciting project, and further to a very successful delivery!

At your service,



Michael Swendrowski

*President*

## **Internet and Computer Use Policy**

Monroe County Public Library provides access to computers and computer-based resources for informational, educational, and recreational purposes. This policy governs the management of computers and computer data networks that are owned and administered by the library.

### **Access**

Residents, using their library card, and guests using approved guest credentials are eligible to access the Library's computers and resources. Computer use is on a first-come, first-served basis. To promote equitable access to computer resources, the Library may utilize time management software. Staff may also take other measures to manage computer access including (but not restricted to) reserving terminals for individuals or groups with specific needs.

Free wireless access is available for all Library visitors with their own personal laptops and mobile devices. Use is governed by the Library's internet use policy. Use of the Library's wireless network is entirely at the risk of the user.

### **Confidentiality**

In keeping with the Library's general policies, information stored on computers is treated as confidential. The Library does not disclose information about an individual's use of computer resources unless compelled to do so by local, state, or federal law, or approved by the Director or their designee. - Viewing information in the course of normal system maintenance does not constitute disclosure.

Information stored by a user on the Library's public computers will be removed by operating system procedures and software tools at the conclusion of each user session. However, no guarantees can be made in this regard and customers should exercise caution when exposing any private information.

### **Customer Responsibilities**

Users should be aware of computer viruses and other destructive programs, and take steps to avoid being a victim or an unwitting distributor. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. The Library assumes no liability for loss or damage to the user's data or devices, nor for any personal damage or injury incurred as a result of using the Library's computing resources. This includes damage or injury sustained from invasion of the user's privacy.

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

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

### **Cooperative Responsibilities:**

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

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

### **Sanctions**

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

### **Internet Disclaimer**

The internet is a global electronic network with no central control of its users or content. The internet contains a diverse range of information, some of which may be objectionable or offensive. The Library cannot protect users from offensive internet content, but librarians can offer advice and suggestions to help ensure effective internet searching.

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

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

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

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

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

Approved by the Library Board of Trustees ~~July 17, 2019~~ December 16, 2020

## **Monroe County Public Library Checkout Policy**

At their meeting on Wednesday, January 15, 2020, the [Library Board of Trustees approved a policy to eliminate overdue fines, effective March 1, 2020](#). The policy waives all unpaid overdue fines and collection agency fees charged prior to implementation, and eliminates fines for all late returns moving forward.

### **Purpose**

The Library promotes responsible lifelong Library use with minimal barriers to facilitate fair and equitable sharing of the community's collections. This policy is designed to encourage users to keep their accounts in good standing so they may continue to borrow and return materials. Abuse of circulation privileges will result in the suspension of Library privileges.

### **Intellectual Freedom**

Individual customers determine for themselves what Library materials are appropriate for personal checkout or viewing. Parents or guardians are responsible for determining what their children borrow, view, or use in the Library. Library staff will not monitor or restrict any patron's borrowing or use of the Library, its materials, or its resources based on a customer's age, background or views. The Library endorses and defends the concepts of intellectual freedom, as protected by the United States Constitution and as described in the Library Bill of Rights. The Library adheres to and supports the American Library Association's "[Library Bill of Rights](#)" (Appendix A), "[Freedom to Read](#)" (Appendix B), "[Freedom to View](#)" (Appendix C), and "[Interpretations of the Library Bill of Rights](#)" (Appendix D).

### **Confidentiality**

Library users' account information, including names, addresses, telephone numbers, email addresses, items borrowed, items requested, activity dates, and all other data particular to an account, is confidential. The Library does not provide such information to anyone other than the account's owner, with the following exceptions:

- When issued with a valid subpoena or warrant;
- When requested by the parent or legal guardian of a minor for the purpose of paying fees or recovering lost items;
- When an account with lost materials or unpaid fines is turned over to a collection agency;
- When trained volunteers are selecting and delivering materials to homebound customers;
- When sharing specific identification data with school partners for the limited purpose of creating and maintaining Library accounts for their students. Account use information, including items borrowed, items requested, and activity dates, remains confidential.

Within these exceptions, only limited and precise information is disclosed to satisfy the specific need of the request.

### **Eligibility for Library Cards**

#### **Resident Library Card**

Individuals of all ages are eligible for a library card if they meet the following criteria:

- Live at a Monroe County address, OR
- Own real property in Monroe County, AND
- Can demonstrate an ability to receive notices

Indiana University students who meet the above criteria are eligible for a library card.

Employees of the Library will receive a library card for the duration of their employment.

Students attending Monroe County schools which have partnerships with the Library are eligible for a resident card for the duration of their registration at the school.

Teachers and other educators employed at any pre-school or K—12 school physically located in Monroe County, regardless of their personal residence, are eligible for a resident library card for the duration of their employment. As circumstances change any of the above criteria, card eligibility will also change. Individuals who are not eligible for a resident card under these criteria may apply under the policy for non-resident cards.

### **Non-Resident Library Card**

Individuals living outside of Monroe County who hold a valid Indiana public library card may purchase a [Public Library Access Card \(PLAC\)](#). A PLAC provides access to all public libraries in the state of Indiana. PLAC holders must provide a valid Indiana public library card and proper identification in order to obtain a non-resident Monroe County Public Library Card.

Individuals living outside of Monroe County in an area that does not receive library service may purchase an annual subscription card. This subscription card provides access to the Monroe County Public Library only. Individuals eligible for this subscription card include:

- those who do not live in a library taxing district
- those whose home library service is received under annual contract
- those who are out-of-state residents

Annual costs for PLAC cards and Subscription cards are included in the [fee schedule adopted by the Library Board of Trustees](#).

### **Agency Cards**

Certain types of organizations in Monroe County are eligible for an agency card that confers organizational borrowing privileges. These include senior and assisted living facilities; Head Start and preschool programs; and social service agencies providing out-of-school care or transitional housing. The Library reserves the right to decline agency cards due to capacity limitations.

### **Issuing Cards**

Patrons may apply online or in person. [Acceptable identification and address verification](#) must be provided in person before initial checkout.

Homebound customers and eligible agencies register separately through the Library's community outreach staff.

### **Use of Library Card**

#### **Customer Obligations**

- Use of the library card implies acceptance of and adherence to all regulations of the Library.
- The Library assumes no liability for any damage caused by the use or misuse of any Library materials.
- Customers are financially responsible for all materials checked out on their library card.
- Customers must inform the Library of any change in contact information for account notifications.
- Customers are required to report lost or stolen cards to the Library immediately.

#### **Customers Who Do Not Present Card at Checkout**

Customers may borrow materials without a library card, if they can verify identity.

#### **Customers Using Other Customers' Library Cards**

Customers who have a library card in their possession are assumed to have the authority to use that library card. Customers may not check out items on another customer's account as a means of avoiding payment of fees on their own account.

#### **Picking Up Holds For Another Customer**

Due to confidentiality concerns, customers must have permission to pick up holds for other customers. Following confidentiality guidelines, holds for customers under 18 will be given to parents without prior permission.

#### **Suspension of Borrowing Privileges**

The Library may suspend borrowing privileges when customers abuse circulation policies.

#### **[Financial Penalties](#)**

### Replacement Fees

Items that are lost, returned with damage or missing parts, or otherwise did not return in the same condition as when they were checked out are billed accordingly.

### Legal Action

The Library reserves the right to take legal action to recover fees owed.

### Exceptions to Financial Penalties

#### Customer Claims Not Responsible

Customers may request removal of responsibility in the cases of "Claims Not Checked Out," "Claims Not Damaged," and "Claims Returned." The Library imposes limits for the number of each type of claim.

### Fee Option Programs

#### ~~Fee Option Program: Volunteer Work for Credit~~

In cases of financial hardship, customers age 14 and over may make arrangements with the Administrative Coordinator to volunteer at the Library in lieu of payment of fees. Credit may be earned for each hour of designated work. See the [fee schedule adopted by the Board of Trustees](#) for current rate of credit per hour.

#### ~~Read It Off: Fee Option Program for Children and Teens~~

~~The Library is committed to developing children's reading skills and Library habits so that they become responsible lifelong Library users. Customers under the age of 18 may choose to enroll in a reading/literacy program in lieu of payment of all types of charges. Credit may be earned through each use and return of designated Library material. See the [fee schedule adopted by the Board of Trustees](#) for current rate of credit.~~

#### Care Fee Option Program

The Library is committed to providing access to patrons who may have incurred a prohibitive amount of fees so they can once again become responsible lifelong library users. These patrons may choose to enroll in a borrowing program in lieu of payment of Library fees. Credit may be earned through each use and return of designated Library material. See the [fee schedule adopted by the Board of Trustees](#) for current rate of credit.

Limited borrowing privileges apply to participants enrolled in this program.

### Food for Fees

The Library supports local efforts to feed the hungry. During announced Food for Fees events, the Library will accept designated non-perishable food items in lieu of payment for fees owed to the Library. See the [fee schedule adopted by the Board of Trustees](#) for current rate of credit for food items.

### Removal of Customer Obligations

Customers may request removal of financial obligations in part or whole in the case of catastrophic loss or extraordinary hardship situations.

### Structure and Maintenance

#### Borrowing Limits

The library may impose borrowing limits when necessary.

#### Loan Periods

Loan periods for materials are established for fair and equitable periods of time.

### Inactive Library Cards

The Library will conduct periodic purges of inactive library cards.

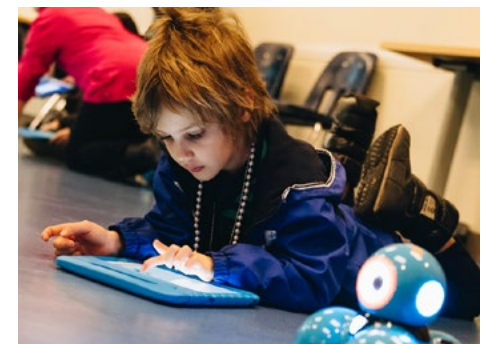
Approved by the Library Board of Trustees ~~February 19, 2020~~December 16, 2020







# Monroe County Public Library Strategic Direction Report 2021–2023







## Introduction from the Director

We launch this strategic plan in the midst of a global pandemic. Our planning and community outreach to gather input for this plan was far different than in the past. Despite the anxieties of everyday life and the major barriers to providing services we faced this year, we feel confident our updated mission, vision, values, and goals reflect and support our community. Our Library is looking ahead and designing a roadmap to meet community needs in ways we never imagined before 2020. This plan represents most of the concepts formerly in place, although our language and focus of goals and values have shifted in meaningful ways to be more representative of our world and community view in 2020. This plan is resilient and will guide us through social, political, technological, and economic changes, or things we haven't yet experienced. Libraries are central to a community's success. We plan to be the resource our community wants, needs, and deserves.

**Marilyn Wood**

*Director, Monroe County Public Library*



## Table of Contents

Introduction from the Director .....	2
Table of Contents .....	3
Board of Trustees and Strategic Roadmap Team Members.....	4
Monroe County Public Library in 2020 .....	5–6
Awards and Certifications .....	7
Improvements.....	8–9
The Strategic Roadmap Process .....	10
Expressions of Community Need .....	11
Community Conversations and Surveys .....	12
Mission, Vision, Values, Goals .....	13
2021 First-Year Actions .....	14
Collaboration with Other Public Libraries and Community Partners .....	15–16
Evaluation.....	17
Financial Stewardship .....	17
Equipment and Facilities Maintenance .....	17
Professional Development Strategy.....	18
Appendices.....	19–22
A. Long-Range Maintenance and Repair Documents and Budget .....	19–20
B. Information Technology Inventory and Long-Range Plan and Budget..	21–22
C. <a href="#">2019 Library Accomplishments</a> .....	22
D. <a href="#">Survey Result Summary</a> .....	22

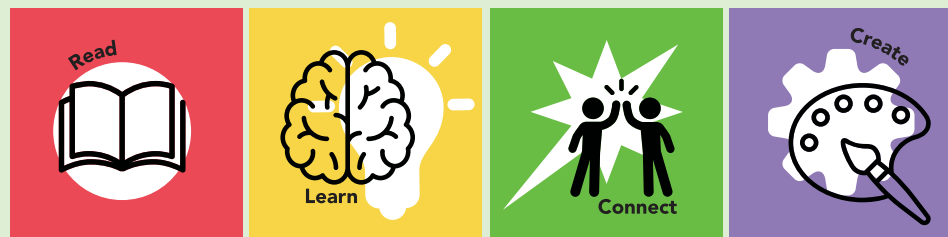
## Monroe County Public Library Board of Trustees 2020

- John A. Walsh, President
- Christine Harrison, Vice-President
- David L. Ferguson, Treasurer
- Fred Risinger, Secretary
- Kari Isaacson Esarey
- Katherine E. Loser
- Jaime Burkhart

## Strategic Roadmap Team

- Kim Baker, Community Engagement Librarian
- Grier Carson, Associate Director
- Josh Caswell, Digital Media Expert, Librarian
- Mandy Hussey, Manager, Communications and Marketing
- Maggie Hutt, Information Assistant
- Chris Jackson, Special Audiences Strategist
- Josh Wolf, Manager, Community and Customer Engagement
- Marilyn Wood, Director

Submitted for Adoption: December 16, 2020 to the Library Board of Trustees





## Monroe County Public Library in 2020

Monroe County Public Library (MCPL) in Indiana serves an estimated 148,431 county residents through facilities in Bloomington and Ellettsville, along with a dynamic outreach program. The population grew by 7.6% from 2010–2019 and this growth trend is expected to continue. 19.9% of the county's population is under 18 years old and 13.6% is over 65 years old. The racial and ethnic makeup of the community is 83% white, 3.7% Black or African American, 7.3% Asian, and 3.6% Hispanic or Latino. 8.3% were foreign born. Countywide, the poverty rate is 21.4% as compared to the City of Bloomington where 36.6% of the population is living in poverty. 82.8% of the county's residents have access to broadband in their household. In the years 2014–2018, an estimated 7.8% of adult residents (age 25 and up) were not high school graduates, which is nearly 12,000 individuals. 8.3% of the population under the age of 65 are living with a disability.<sup>1</sup>

These figures confirm potential demands of a public library which can adequately address needs of not only adults, children, and teens, but also senior citizens, individuals with low literacy or low socioeconomic status, and those who are disabled. The Library provides a vibrant community gathering place, meeting rooms, and spaces where individuals of every age and socioeconomic or educational status can read, learn, connect, and create. Community members support and promote a Library which is inclusive, supportive, and low-barrier for everyone. Marginalized members of the community also need services outside the Library setting.

### OUTREACH

Outside the Library, the Bookmobile travels to rural locations around the county, and visits more than 25 locations during its six days of operation each week. The Library provides personalized delivery of materials to Monroe County residents who are unable to visit the Library due to physical disability, extended illness, or significant transportation problems through its Homebound Service. Items are selected based on patron requests and preferences. They are delivered once a month. Additionally, the Outreach Van provides Library materials to residents of assisted-living and senior-living facilities. Its lobby stops and deposit collections help meet the needs of patrons who cannot access other Library offerings. Another outreach service circulates books to approximately 200 inmates at the county jail. Approximately 1,000 books are circulated each month.



## SPECIALIZED PROGRAMMING

Monroe County Public Library offers free specialized programming for those with sensory processing issues which provide support to families in need of services not found elsewhere. Library staff also receive training to build skills in dyslexia awareness, implicit bias, and dementia-friendly practices. The Library provides programming for caregivers for individuals living with Alzheimer's and dementia, specialized public computing and equipment, and accessible collections, as well as subject expert librarians who continuously evolve their skills to address demand and community needs.

## CHILDRENS

Nurturing the curiosity and creativity of local youth is a staple Library service. Early literacy, play, and STEAM exploration are built into the Library's birth-6 and tween spaces. In the community, staff provide early literacy support for Head Start locations and other preschool facilities through onsite programming, book deliveries, and Every Child Ready to Read workshops.

## TEENS

Teens have their own dedicated spaces at both facilities. The spaces facilitate teen leadership, creativity, collaborative work, quiet study, and recreation. They include DIY design studios, books, music, board games, video games, cozy spots, virtual reality, and more.

---

<sup>1</sup>All figures taken from the United States Census Bureau Quick Facts, [census.gov/quickfacts/monroecountyindiana](https://www.census.gov/quickfacts/monroecountyindiana)

## COMMUNITY ACCESS TELEVISION SERVICES (CATS)

CATS provides coverage of local events, government meeting coverage, and telecast, all which are dedicated constitutional forums for the purpose of providing citizens of Bloomington and Monroe County access to the distribution of information, opinion, and other constitutionally protected forms of speech.

## VOLUNTEERS IN TUTORING ADULT LEARNERS (VITAL)

VITAL provides a safe and respectful learning environment for adults who want to improve their reading, writing, math, or English-language skills. It offers tutoring, English language groups, and helps learners prepare for the high school equivalency exam, driver's license test, and citizenship test. Adults of all ages, nationalities, and economic and social backgrounds are welcome. VITAL's learner-centric approach accommodates different learning styles by providing individualized lesson plans and high-quality resources.

“

You and your Library team are doing amazing work to serve the community. I am always impressed with how ahead of the issues you are and how responsiveness is prioritized by the library strategists. MCPL is a gem in our community and an example of how a library can be a part of bringing a community together.

—A Library patron

”







## Awards and Certifications

Library services and programs were recognized in a number of ways in 2018–2020. The Library was the recipient of the following awards.

### 2019

#### **Greater Bloomington Chamber of Commerce Community Anchor Award**

Recognizes a business or organization that has contributed positively to the local community over a sustained period

#### **Indiana Library Federation Programming Award**

Honors and recognizes a library system or branch of a library system that has successfully provided ongoing, innovative, and diverse programming designed to meet its community's needs

#### **Indiana Library Federation Outstanding Staff Award**

Honors and recognizes a non-certified staff person who has contributed to his or her employing library or media center in Indiana

### 2018

#### **Indiana Library Federation Tom Zupancic Literacy in Libraries Award**

Recognizes community advocacy of literacy in libraries by an individual or organization in cooperation with a library

#### **Greater Ellettsville Area Chamber of Commerce Award of Excellence**

Recognizes the Library's vision, dedication, service, and leadership on behalf of the Ellettsville community

#### **Indiana University Health**

Dementia-Friendly Level 2 certification

“

Thank you for the creative ways you are serving patrons!

—A Library patron

”



## Improvements

The Library underwent several significant improvements since the last strategic planning process. Highlights of 2019 achievements are located in [appendix C](#). Additional highlights include:

- The Library Board of Trustees approved a policy to waive all unpaid overdue fines and collection agency fees charged prior to implementation. The policy also eliminated fines for all late returns moving forward. This change reduced barriers to access and furthered the Library's mission to provide free and equitable access to information.
- Improved access to collections, resources, spaces, and programs through the introduction of Kanopy, a zine collection, and expansion of access to unique or electronic resources.
- Autism and sensory-friendly movie screenings, dementia-friendly movie screenings, visits to teen spaces by students in special education classes, Caregiver University presentations, and an Audiobook Book Club for the blind community were offered.
- Increased outreach to elder patrons with limited mobility through two new outreach van stops at assisted living sites
- The website was upgraded to a responsive interface with an updated navigation structure. Content and pages were updated regularly through 2020.
- Newsletter subscribers increased from 2,000 to 12,000 with improved focus and content.
- A visual marketing specialist position dedicated to social media and video marketing was added. Dozens of promotional videos were created to showcase Library services, events, and resources.
- Marketing campaigns were created to promote new eLibrary resources each month, resulting in increased eLibrary usage.





- The Ellettsville Branch Library celebrated their grand reopening of a new Pre-K space, a dedicated teen room, two new meeting rooms, a conference room, an outdoor garden area, and other enhancements.
- A new (aMH) sorter dramatically improved materials return processes and enhanced access to materials.
- Wallpaper removal, repainting, and recarpeting were completed in most portions of the third floor, Indiana Room, children's room, and other areas at the Main Library. In addition, a tween space was added to the children's room.
- A commitment to physical accessibility led to the following improvements: a regraded parking lot and new accessible restrooms at the Ellettsville Branch Library, a new caregiver restroom at the Main Library, a motorized accessibility cart, and a second portable assistive listening kit for use in program rooms.
- Completed preliminary Southwest Branch Library site work with a broker, identifying a site, conducting a site survey, and meeting with city and county stakeholders and officials.
- In 2019, total CATS coverage of governmental meetings was 550, which is an all-time record. Community productions (produced by CATS) were 349. CATS continued its partnerships with several community organizations.
- CATS Main engineering/master control renovation nears completion. All of the wiring and internal network conductivity, as well as live signal paths are in place, production workstations have been migrated to the new architecture, and over 2,500 community programs have been digitized for use on the new playback server. With a massive storage array (270 terabytes), and multiple system redundancy, the new CATS HD environment will reliably serve the community coverage needs of Bloomington and Monroe County for years to come.



“

It's just hard to believe that a city as small as Bloomington, a county the size of Monroe County, has a library this great.

—A Library patron

”

# The Strategic Roadmap Process

## THE PROCESS

The Library convened a strategic roadmap team of staff representatives to lead the strategic direction planning process. The team's charge was to identify the process by which the Library would engage with the community and staff. Following this engagement, the team would collect and analyze data and develop an overview of the strategic priorities as identified through community engagement. Team members possessed a strong community focus, and respect and understanding for all Library services to ensure a broad and deep understanding of the data received and possibilities for improvement or implementation.

## COVID-19

The team conducted their work during the COVID-19 pandemic. Although many of the responses received looked back or forward to a non-COVID time, the results were nonetheless colored by individuals current perspectives of the pandemic. With this in mind, the results not only provide guidance for the Library in difficult times and ideas for new ways to conduct business, but they also provide a great sense of the community's passion for Library access and important information about the programs, services, and partnerships that are seen as most important and dearly missed when unavailable.

“

Thank you for figuring out how to continue to provide amazing service to the community in a safe manner. The work you all do does not go unnoticed. I appreciate the library and am proud we have such an amazing group of folks working there.

—A Library patron

”

## SURVEY TOOL

The team, working with the Senior Research Director from Indiana University Center for Survey Research, developed a survey tool. This tool would collect information from the community as well as serve as an outline for community conversations with organizational stakeholders. The survey was distributed by mail to all county residents. It was also posted from mid-June to August 31 on the Library's website and promoted extensively via social media. A summary of the results can be found in [appendix D](#). This data will help guide the Library in areas of programming, collections, and services in the Library and community.

## SURVEY REVIEW

In order to identify the trends of greatest interest to the community, the team divided and reviewed the 2,669 survey responses. The team focused primarily on a single qualitative open-ended question: “One way Monroe County Public Library can better serve me and my family is?” The remaining questions were analyzed quantitatively using tools provided by the survey software.

# Expressions of Community Need

## THEMES

When respondents answered how the Library could better serve them, clear themes emerged. These themes can be grouped under four broad categories: collections, services, marketing, and programming.

## COLLECTIONS

- More ebooks
- More e-audio (specifically)
- More breadth to collection (many instances of specific genres and subjects were suggested)
- More bestsellers and copies of new titles
- Increase number of holds
- Many requests for a Library of Things (tools, baking equipment, etc.)
- Make renewal times longer and provide more renewals
- Simplify discovery of and access to online collections (web)
- Add a mobile app

## SERVICES

- Reopen soon
- Expand beyond traditional Library hours
- Positive comments regarding opening a new branch, some specific to the proposed location
- Requests for more Bookmobile stops and offsite services
- Requests for book drops throughout the county
- More social services onsite, some calls for an onsite social worker

## MARKETING

- Easier navigation within the Library—better signage
- Better promotion of online services
- Mentions of unawareness of programs and services

## PROGRAMMING

- More evening and weekend programs, especially children's programs
- More adult programming
- More programming for adults in their 20s
- Gardening, sustainability, and DIY programming
- Expand and continue virtual programming, even after reopening
- More STEAM and technology programs for every age, but especially for teens
- Adults: basic computer skills and workforce development skills
- More family programming with traditional values
- More programming that celebrates diversity and inclusion, specifically relating to the LGBTQ+ population and Black, Indigenous, and People of Color

“

Thank you for making curbside safe and easy!

—A Library patron

”





## Community Conversations and Survey

Additionally, the team conducted community conversations with partners and stakeholders in Monroe County. They reached out to 74 community agencies and invited them to participate by either filling out the survey or participating in a community conversation. Most agencies opted to take the survey. Twelve agencies met with the Library via Zoom or phone call.

In order to integrate this input with survey responses, the Library used the survey questions as scaffolding for community conversations. However, facilitators also encouraged participants to provide input outside of the proscribed questions. Each of these agencies expressed a deep appreciation for the work the Library is already doing.

### THE FEEDBACK

These 12 conversations included such partners as United Way, The Bloomington Chamber of Commerce, community educators, the Community Foundation, and others who provided this feedback:

- Organizations support Library partnerships that provide skills in financial literacy, teen adulting skills, and parenting skills. They serve individuals who would benefit from workforce development and soft skills required for job applications and interviews. One participant expressed the most important thing the Library can do in the next three years is to promote digital literacy among all ages, and focusing on older adults.
- Networking and training opportunities for small business owners were also seen as an important service of the Library. Several participants felt the Library needs to build its capacity as a gateway resource for social services. Ideas to accomplish this include enhanced social services training for all staff, a dedicated staff member with social work qualifications, and life skills programming for teens and new adults. Everyone saw a need for resilience and recovery programs and their promotion, primarily due to the pandemic.
- Both CATS and VITAL were seen as extremely valuable assets which support literacy and democracy. The Libraries physical spaces and availability of meetings rooms and gathering spaces are also seen as vital contributions to the community, as is outreach.



## Mission, Vision, Values, Goals

Following analysis of the data and the establishment of the trends and priorities revealed, the team identified draft updates to the mission, vision, values, and goals of the Library. These were reviewed and finalized by the Library leadership team.

### MISSION

The Library strengthens our community and enriches lives by providing equitable and impartial access to information and opportunities to read, learn, connect, and create.

### VISION

A knowledgeable, inclusive, diverse, and engaged community empowered by the Library.

### VALUES

- Accessibility
- Respectful Discourse
- Diversity
- Inclusiveness
- Integrity
- Intellectual Freedom
- Lifelong Learning and Literacy
- Safety
- Service
- Stewardship

### GOALS

1. Provide free and equitable access to information, materials, and services
2. Support reading, lifelong learning, technological literacy, and other essential life skills
3. Facilitate and promote inclusive, diverse, and respectful dialogue in safe and welcoming spaces
4. Adapt and respond to community and partner needs



“

MCPL is an exceptional public library. The materials include a nice balance of current and classic items, the staff is knowledgeable and helpful, the programming is frequent and diverse, and the Friends of the Library bookstore is the best in town.

—a Library patron

”



## 2021 First-Year Actions

Action	Meets Goal #	Action	Meets Goal #	Action	Meets Goal #
Conduct digital collections user experience study .....	1, 4	Expand the reach of CATSweek by editing the individual stories from a standard 30-minute program into standalone news segments.....	1, 3	and training of unit staff.....	1
Complete print collections review .....	1, 2, 3, 4	Increased presentation of local meetings, archived community events, and publicly-produced content via the Hypercaster system in CATS Master Control.....	1, 4	Continue developing dyslexia-friendly library initiatives .....	1, 3
Evaluate and revise processes in collection management.....	1, 4	Add ability to facilitate remote participation in government meeting coverage .....	1, 3, 4	Review partnership and program planning procedures and workflow .....	4
Lead branch planning, design, and construction efforts .....	1, 2, 3, 4	Develop multiple online reading challenges using Beanstack.....	1	Continue improvements to the Ellettsville Branch Garden .....	1, 4
Facilitate continuous improvement discussions and implementation plans.....	1, 2, 3, 4	Develop educational kits to support learning to read .....	1, 2, 4	Refocus the general children's room at Ellettsville for school-age children .....	1, 2, 4
Lead continued planning and implementation of pandemic recovery efforts .....	1, 2, 3, 4	Strengthen service to homeschooling and online learners via programming and an update to the parent/teacher resource collection .....	4	Implement ExactHire's applicant tracking software upgrade .....	1, 2
Collaborative workspace (virtual) and intranet review .....	3, 4	Increase community engagement for underserved audiences through programming, virtual or otherwise.....	1, 3, 4	Plan for IT elements of new branch .....	1
Complete process to obtain two bonds to facilitate ongoing projects and new branch construction.....	1, 2, 3, 4	Supporting student learning about essential life skills through STEAM initiatives with maker activities and social-emotional learning .....	1	Implement remaining Google Drive procedures.....	2
Implement a cohesive volunteer management system .....	1, 2, 4	Continue to revise hiring, onboarding,		Implement LEAP for Polaris, including testing and training .....	2
Provide programs and services focusing on marginalized groups in our community .....	3, 4			Plan for and obtain new outreach van.....	1, 3, 4
Create a custodial manual.....	3			Update library-wide onboarding experience .....	1, 4
Increase awareness of programs and services .....	1, 2, 3, 4			Continue and improve teen engagement through various kits/pickup items, virtual services, and programs .....	1, 2, 4
				Conduct VITAL collection review .....	1



## Collaboration with Other Public Libraries and Community Partners

### THE FRIENDS OF THE LIBRARY

The Library works very closely with The Friends of the Library who support the mission, vision, and values of the Library. The Friends advocate for Monroe County Public Library and support Library collections, services, programs, and staff development. In partnership with the Friends of the Library, the Library brought two Story Walks, a page-by-page reading and walking journey to local parks. Each stop on the Story Walk offers a fun reading activity designed to build literacy skills while having fun as a family. The Library currently has a Story Walk in one city and one county park.

### LOCAL ORGANIZATIONS

Many of the programs and services provided by the Library are due to collaboration and partnership with local organizations, schools, and government entities. These partners provide expertise, data, and in some cases personnel which increases the capacity or reach of the Library into the community.

### INDIANA UNIVERSITY

The Library partners with Indiana University (IU) in many ways. IU students come to the Library for service learning opportunities which strengthens the ability to provide technology assistance to the community as well as a specific partnership with IU's Center for Innovative Teaching and Learning which places Cox Scholars in four-year mentoring roles serving as teen mentors at the Library. The Library also partners with other units of IU from the Center for Rural Engagement to work with faculty across the University on specific projects (most recently the School of Social Work and Survey Research). Librarians also play an active role in presentations to classes of Library students in the Luddy School of Informatics, Computing, and Engineering, providing their expertise and experience in practical Library topics.





## YOUTH SERVING ORGANIZATIONS

Children's and Teen services partner with multiple youth service organizations including the Boys and Girls Clubs, Girl Scouts, Boy Scouts, the Monroe County YMCA, Bloomington (and Monroe County) Parks and Recreation, among others, to promote Library services, provide opportunities for collaborative activities, and to share information and learning and teaching moments.

## E-ACCESS CARD

The Library partners with all area schools, daycares, and other educational institutions to invite participation in free learning and literacy activities. It distributes eAccess cards to every school in the community for student and teacher use.

## NONPROFITS

The Library partners with the Nonprofit Alliance of Monroe County, networking with outreach monthly meetings incorporating discussions about nonprofit

management, and inclusive of volunteer management.

## INDIANA PUBLIC LIBRARIES

The Library partners with Indiana public libraries in a number of ways, many of which involve peer-to-peer connections and professional development. Library staff have learned about colleagues' experiences with products, services, building facilities, and planning for the future. Staff network online and through conferences and in person. Staff also visit with or invite other librarians to learn about each other's library and specific skill development.

## CONFERENCES

Staff made presentations at conferences and individually at six libraries to help them earn official dementia-friendly status and to demonstrate how public spaces can adapt to meet the needs of people living with dementia. The Library also participates in resource-sharing activities across Indiana including digital consortia.

“ [A patron] was ever so kind in sharing her deep appreciation for the Library, specifically about the outreach program, the dementia-friendly services, the Bookmobile...and overall saying this program has been a 'godsend' for so many clients over the years...  
—A community partner ”



## Evaluation

The goals of the strategic direction plan will be used to create action plans. To remain flexible and community focused, the outcomes and action items will be updated on an annual basis by the Library leadership team in consultation with staff and expressed community needs. Progress on the action items will be assessed quarterly.

## Financial Stewardship

The Library's primary sources of revenue are property taxes and local income tax (LIT). The Library has been very fortunate during the last decade to see a pattern of continued growth in both these areas of revenue. The Library anticipates the pandemic may have an impact on the level of growth of increases, but conservatively estimates there will continue to be at least stable revenue and even meager growth in the short term. The Library has maintained a consistent tax rate over the past decade with additional funding from a General Obligation (G.O.) Bond which has supported continued capital improvements.

The current 2 million G.O. bond was issued in late 2018 and covers 2019–2021. The debt levy is about 1 cent per \$100 of assessed value. To continue the Southwest Branch Library construction project and receive the current debt levy rate, the Library will need to issue two bonds before the end of 2021. Cash accumulated for the Southwest Branch Library project at the end of 2020 plus the projected \$1 million 2021 surplus and the proceeds from bonds issued in 2021 will cover the cost of the construction.

## Equipment and Facilities Maintenance

Long-term maintenance plans have been developed to address ongoing maintenance and improvement needs and their associated annual costs. These plans are included in the appendix and are reviewed at least annually to ensure comprehensive and timely coverage.

- Long-range maintenance and repair documents and budget can be found in appendix A
- The information technology inventory and long-range plan and budget can be found in appendix B





# Professional Development Strategy

In support of the strategic plan, Library administration commits to identifying and providing opportunities for continuing, individualized, and job-embedded staff development. The objective of staff development will be to improve Library service and skills among staff.

## TO ENSURE EACH EMPLOYEE'S SUCCESS, THE LIBRARY COMMITS TO:

- Appointing a strategist to spearhead staff development efforts
- Providing a prorated minimum amount of paid time per month for approved staff development\*
- Identifying staff development opportunities via an intranet
- Creating a forum for sharing feedback and expertise

## MANAGERS AND SUPERVISORS COMMIT TO:

- Incorporating approved staff development goals into staff work plans
- Actively identifying areas of training needed and communicating those to the committee
- Ensuring guidance, coaching, and support for staff development
- Facilitating schedules to accommodate staff development activities

## EACH EMPLOYEE COMMITS TO:

- Identifying personal development needs
- Seeking opportunities to be educated, engaged, curious, and creative
- Engaging in staff development goal setting with managers and supervisors including participation in training for each focus area
- Completing a minimum of one paid hour of staff development a month\*
- Contributing to a feedback forum and sharing expertise
- Maintaining appropriate records of staff development

\*37.5-hour/week employees—12 hours per year minimum; 30-hour/week employees—10 hours/year minimum; 25-hour/week employees—8 hours/year minimum; 20-hour/week or less employees—6 hours/year minimum



# Appendix A: Life Cycle Replacement Long Term Maintenance and Replacement Schedule Cost

Facility part or Equipment	Facility	Life cycle	Maint. cycle		Replacement		Installation or	Estimated
Vehicle-Outreach van	Librarywide	20 yrs.	annual	\$ 1,000	\$ 105,000		2004	2021
Elevator 1 (north public)	Main	20 yrs.	annual	\$ 3,000	\$ 56,000	Y	May-96	2022
Dryer	Main	5-10 yrs.	N/A	N/A	\$ 1,000	Y	2012	2022
Washer	Main	5-10 yrs.	N/A	N/A	\$ 1,000	Y	2012	2022
100 hp VFD(AHU1)	Main	12 yrs.	annual	\$ 100	\$ 20,000	Y	1996	2022
AHU1 50hp motors (1 of 2)	Main	15 yrs.	bi-annual	\$ 200	\$ 3,500		2001	2022
AHU1 50hp motors (2 of 2)	Main	15 yrs.	bi-annual	\$ 200	\$ 3,500		2004	2022
Elevator 2 (south public)	Main	20 yrs.	annual	\$ 3,000	\$ 56,000	Y	May-96	2023
Cooling towers	Main	30 yrs	annual	\$ 500	\$ 50,000		1996	2023
Parking lot reseal/restripe (front)	Ellettsville	5 yrs.	as needed		\$ 7,000		2018	2024
Auto door opener 1 (accessible handles)	Ell	20 yrs.	as needed		\$ 2,000		approx. 2004	2024
Auto door opener 2 (accessible handles)	Ell	20 yrs.	as needed		\$ 2,000		approx. 2004	2024
Vehicle-Black Dodge van	Librarywide	20 yrs.	annual	\$ 500	\$ 25,000		2006	2024
Roof 1970 building	Main	20 yrs.	annual		\$ 125,000		2005	2025
Parking lot reseal/restripe	Main	5 yrs.	5 yrs.		\$ 5,700		2020	2025
Parking lot reseal/restripe	Ell - back lot	5 years	5 yrs.		\$ 3,000		2020	2025
Bookmobile		15-20 yrs	as needed		\$ 200,000		2011	2026
Parking lot resurface/reseal	SW	5 years	as needed		\$ 5,000		2021	2027
Central clock sys.	Main	10 yrs	bi-annual	\$ 50	\$ 5,000		2016	2027
Master Control (CATS) Air conditioning	Main	20 yrs			\$ 20,000		2017	2027
Vehicle-Honda	Librarywide	20 yrs.	annual	\$ 500	\$ 32,000		2008	2028
Parking lot reseal/restripe (front)	Ellettsville	5 yrs.	5 yrs.		\$ 5,700		2018	2028
HVAC controls	Ellettsville	10 yrs.	annual		\$ 30,000		2018	2028
Generator	Main	35yrs.	bi-annual	\$ 1,800	\$ 100,000		1996	2029
AHU2 (1 motor)	Main	15 yrs.	bi-annual	\$ 200	\$ 3,500		2015	2030
Auto sliding doors. Cost per door	Main	15 yrs.	annual	\$ 1,000	\$ 12,500	Y	2015	2030
Fire alarm panel	Main	15 yrs.	annual	\$ 350	\$ 6,000	Y	2015	2030
Fire field devices	Main	15 yrs.	annual	\$ 350	\$ 10,000	Y	2015	2030
Secondary Pump motors 40hp, chiller.	Main	15 yrs.	bi-annual	\$ 100	\$ 6,000		2015	2030
Security system (Honeywell entry, sensors,	Main	15 yrs.	annual	\$ 100	\$ 4,000		2015	2030
Sump pump 1 plus backup	Main	15 yrs.	as needed		\$ 4,440	Y	2015	2030
Sump pump 2	Main	15 yrs.	as needed		\$ 4,440	Y	2015	2030
Roof	Ell	40 yrs			\$150,000.00		1990	2030
Water Heater (sub-basement)	Main	10 yrs	as needed		\$ 7,000.00		2020	2030





# Appendix A: Life Cycle Replacement Long Term Maintenance and Replacement Schedule Cost

Parking lot resurface/reseal	Main	5 yrs.	as needed		\$ 8,000.00		2025	2030
Parking lot resurface/reseal (back)	Ellettsville	5 yrs.	as needed		\$ 7,000.00		2025	2030
HVAC controls	Main	10-15	5 yrs.	\$ 3,000	\$ 50,000		2020	2031
sump pump outside teen center	Main	15yrs.	as needed	unsure	\$ 15,000		2016	2031
Parking lot resurface/reseal	SW	5 yrs.	as needed		\$ 8,000		2026	2031
HVAC controls	SW	10 yrs.	as needed		\$ 30,000		2021	2031
Security camera system	Main	15 yrs.	N/A	N/A	\$ 15,000		2017	2032
Vehicle-Blue Dodge van	Librarywide	20 yrs.	annual	\$ 500	\$ 25,000		2013	2033
Parking lot resurface/restripe (front)	Ellettsville	5 yrs.	as needed		\$ 8,000		2018	2033
Chillers (2)	Main	20 yrs.	annual	\$ 3,000	\$ 350,000		2014	2034
Roof 1997 addition	Main	20 yrs.	annual		\$ 325,000		2014	2034
Sewer ejector pumps	Main	20 yrs.	annual	\$ 200	\$ 15,000		2015	2035
Exterior light upgrade	Ell	20yrs.	annual	\$ 100	\$ 5,000		2015	2035
Parking lot resurface/restripe (back)	Ell	5 yrs	as needed		\$ 8,000	Y	2020	2035
Parking lot resurface/restripe	Main	5 yrs	as needed		\$ 9,000		2020	2035
Elevator 4 (staff near garage)	Main	20 yrs.	annual	\$ 3,000	\$ 56,000	Y	2015	2035
Elevator 3 (staff in old building)	Main	20 yrs.	annual	\$ 3,000	\$ 56,000	Y	2016	2036
Resealing/tuckpointing limestone -	Main & Ell	20 yrs.	20yrs.		\$ 150,000		2017	2036
Curtain wall 2B/2C	Main	20 yrs.	annual	\$ 200	\$ 10,000		2016	2036
Parking lot resurface/reseal	SW	5 yrs.	as needed				2021	2036
HVAC controls	Ellettsville	10 yrs.	annual		\$ 30,000		2018	2038
Parking Lot resurface/restripe (front)	Ellettsville	5 yrs.	as needed		\$ 10,000		2018	2038
Grey Ford Van	Librarywide	20 yrs.	annual	\$ 500	\$ 45,000		2019	2039
Storm Ejector Pumps (2 on 1st level)	Main	20 yrs.	annual	\$ 200	\$ 26,000		2019	2039
Server room a/c unit	Main	20 yrs.	annual	\$ 100	\$ 46,000		2006	TBD
Windows	Ell		as needed					TBD
Windows	Main		as needed					TBD
Parking lot resurface/reseal	Main	5 yrs.	as needed		\$ 10,000		2020	2040
Parking lot resurface/reseal (back)	Ellettsville	5 yrs.	as needed		\$ 9,000		2020	2040
Sewer ejector pumps (2 on 1st floor)	Main	20 yrs.	annual	\$ 200	\$ 26,000	Y	2020 - new grinder pumps	2040

Appendix B:	Equipment	Facility	Life cycle (yrs)	Installation or purchase date	estimated unit replacement cost	# of units	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
BRANCH	Branch equipment annual repl estimate	Branch	1	2021	\$ 25,000.00	0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BRANCH	Branch equipment purchase estimate (sorter, self check, staff PCs, scanner, public computers, mtg rm equip, etc.	Branch		2022	\$ 250,000.00	0	\$ -									
ILS	AMH 3-bin sorter - new branch	Branch		2022	\$ 110,000.00	1		\$ 110,000.00								
NETWORK	Network Switches	Branch		2022	\$ 5,000.00	2		\$ 10,000.00								
NETWORK	Wireless - AP - Meraki MR52	Branch	5	2022	\$ 900.00	10		\$ 9,000.00				\$ 9,000.00				
NETWORK	Phone System	Branch		2022	\$ 20,000.00			\$ 20,000.00				\$ 20,000.00				
NETWORK	Wireless - AP - Meraki external	Branch	5	2022	\$ 1,000.00	1		\$ 1,000.00				\$ 1,000.00				
NETWORK	Security Cameras	Branch	8	2022	\$ 800.00	10		\$ 8,000.00								\$ 8,000.00
NETWORK	Security Gates	Branch	10	2022	\$ 15,000.00	3		\$ 45,000.00								
NETWORK	People Counter	Branch		2022												
PUBLIC	Patron Laptops (PC Teen)	Branch	4	2022	\$ 650.00	4		\$ 2,600.00				\$ 2,600.00				
PUBLIC	public computers (laptops - Windows)	Branch	4	2022	\$ 650.00	6		\$ 3,900.00				\$ 3,900.00				
PUBLIC	public computer (laptops - Macbooks Pro)	Branch	4	2022	\$ 2,000.00	4		\$ 8,000.00				\$ 8,000.00				
PUBLIC	public computers (PCs)	Branch	4	2022	\$ 650.00	8		\$ 5,200.00				\$ 5,200.00				
PUBLIC	Patron Misc (iPads, iPods, Teen gear)	Branch		2022	\$ 5,000.00	1		\$ 5,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
PUBLIC	AWE computers or other CH	Branch	4	2022	\$ 3,500.00	2		\$ 7,000.00				\$ 7,000.00				
PUBLIC	public scanner Book Scan station	Branch	5	2022	\$ 5,000.00	1		\$ 5,000.00				\$ 5,000.00				
PUBLIC	public copier	Branch	10	2022	\$ 3,500.00	1		\$ 3,500.00								
PUBLIC	photocopier coin boxes/credit	Branch	10	2022	\$ 5,000.00	1		\$ 5,000.00								
PUBLIC	Patron Laptops (Mac Teen)	Branch	4	2022	\$ 1,500.00	2		\$ 3,000.00				\$ 3,000.00				
PUBLIC	Patron Laptops (Mac Public)	Branch	4	2022	\$ 1,500.00	2		\$ 3,000.00				\$ 3,000.00				
STAFF	Staff Laptops - branches	Branch	4	2022	\$ 1,500.00	2		\$ 3,000.00				\$ 3,000.00				
STAFF	Staff PCs - branch	Branch	4	2022	\$ 650.00	9		\$ 5,850.00				\$ 5,850.00				
ILS	Self Checks	Branch	8	2022	\$ 10,000.00	2		\$ 20,000.00								\$ 20,000.00
PUBLIC	Meeting Room equipment	Branch		2022	\$ 15,000.00	1		\$ 15,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
PUBLIC	Teen Room equipment - TV Monitors	Branch		2022	\$ 1,100.00	2		\$ 2,200.00								
ILS	AMH - Ellettsville Sorter (3 bin)	Ellettsville	8	2017	\$ 110,000.00	1					\$ 110,000.00					
ILS	Self Checks	Ellettsville	8	2017	\$ 10,000.00	2					\$ 20,000.00					
NETWORK	Security Cameras	Ellettsville		2017												
NETWORK	Security Gates	Ellettsville		2010	\$ 12,960.00	2		\$ 25,920.00								
NETWORK	Network Switch Meraki MS250 48	Ellettsville	10	2018	\$ 5,000.00	2							\$ 10,000.00			
NETWORK	Wireless - AP - Meraki MR52	Ellettsville	5	2018	\$ 900.00	7			\$ 6,300.00				\$ 6,300.00			
NETWORK	Wireless - AP - Meraki external	Ellettsville	5	2020	\$ 1,000.00	1										
NETWORK	Backup Appliance (Barracuda)	Ellettsville	n/a	2013												
PUBLIC	Public printers (replace as needed)	Ellettsville	1	n/a	\$ 5,000.00	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
PUBLIC	public scanner Book Scan station	Ellettsville	5	2015	\$ 5,000.00	1	\$ 5,000.00					\$ 5,000.00				
PUBLIC	public computers (PCs)	Ellettsville	4	2016	\$ 600.00	6	\$ 3,600.00				\$ 3,600.00				\$ 3,600.00	
PUBLIC	Credit Card Terminals (leased)	Ellettsville	5	2018	\$ 3,000.00	1					\$ 3,000.00					\$ 3,000.00
PUBLIC	AWE computers or other CH	Ellettsville	4	2018	\$ 3,300.00	3		\$ 9,900.00				\$ 9,900.00				\$ 9,900.00
PUBLIC	Ellettsville Renovation new equipment	Ellettsville	4	2018	\$ 10,000.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
PUBLIC	TV Monitors - Meeting	Ellettsville	5	2018	\$ 1,100.00	3			\$ 3,300.00					\$ 3,300.00		
PUBLIC	TV Monitors - Teen	Ellettsville	5	2019	\$ 1,100.00	1				\$ 1,100.00					\$ 1,100.00	
PUBLIC	photocopier coin boxes / no credit	Ellettsville	10	2016	\$ 5,000.00	1						\$ 5,000.00				
PUBLIC	photocopier coin boxes/credit	Ellettsville	10	various	\$ 5,000.00	1					\$ 5,000.00					
PUBLIC	public computer (laptops - Macbooks Pro)	Ellettsville	4	2018	\$ 1,500.00	2		\$ 3,000.00				\$ 3,000.00				\$ 3,000.00
PUBLIC	public computers (laptops - Windows)	Ellettsville	4	2018	\$ 650.00	4		\$ 2,600.00				\$ 2,600.00				\$ 2,600.00
PUBLIC	Game Consoles	Ellettsville	4	2018	\$ 300.00	2	\$ 600.00				\$ 600.00				\$ 600.00	
STAFF	training/program computers (cart Mac Laptops)	Ellettsville	4	2016	\$ 1,500.00	10	\$ 15,000.00				\$ 15,000.00				\$ 15,000.00	
STAFF	Staff communication tools (ipods)	Ellettsville	3	2017	\$ 200.00	20	\$ 4,000.00			\$ 4,000.00			\$ 4,000.00			\$ 4,000.00
ILS	New ILS	Main		2025	\$ 300,000.00	1					\$ 300,000.00					
ILS	AMH - Main 1st Floor 3-bin sorter	Main	8	2019	\$ 12,000.00	1							\$ 12,000.00			
ILS	AMH - Main 2nd Floor Sorter	Main	8	2019	\$ 175,000.00	1							\$ 175,000.00			
ILS	AMH - Main RFID Book Drops	Main	8	2019	\$ 9,000.00	4							\$ 36,000.00			
ILS	AMH - Main 1st Floor (retired)	Main	8	2011	\$ 50,000.00	1										
ILS	AMH - Main 1st Floor dropbox (retired)	Main	8	2011	\$ 8,000.00	1		\$ 9,000.00								\$ 9,000.00
ILS	AMH - Main 2nd Floor (9 bin retired)	Main	8	2011	\$ 250,000.00	1										
ILS	AMH - Main 2nd Floor dropbox (retired)	Main	8	2011	\$ 8,000.00	1										
ILS	Self Checks	Main	8	2017	\$ 10,000.00	9					\$ 90,000.00					
LU	Advanced Video Studio Gear - LU	Main	5	2015	\$ 6,500.00	1	\$ 6,500.00					\$ 6,500.00				
LU	Devices/for checkout (hotspots, hard drives, headphones (higher cost)	Main	1	2017	\$ 2,500.00	1	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
LU	Audio Studio Gear - LU	Main	4	2015	\$ 8,000.00	1			\$ 8,000.00				\$ 8,000.00			
LU	Game Consoles (includes VR)	Main	4	2015	\$ 600.00	2	\$ 1,200.00				\$ 1,200.00				\$ 1,200.00	
LU	iPads Teen	Main	4	2015	\$ 400.00	8			\$ 3,200.00				\$ 3,200.00			
LU	Mac Minis Teen	Main	4	2015	\$ 500.00	2			\$ 1,000.00				\$ 1,000.00			
LU	MacBookPro - LU Staff	Main	4	2015	\$ 1,700.00	1			\$ 1,700.00				\$ 1,700.00			
LU	Public Computer (iMacs) 21.5" LU	Main	4	2015	\$ 2,100.00	2			\$ 4,200.00				\$ 4,200.00			
LU	Public Computers (iMacs) 27" LU	Main	4	2015	\$ 3,500.00	3			\$ 10,500.00				\$ 10,500.00			



Appendix B:	Equipment	Facility	Life cycle (yrs)	Installation or purchase date	estimated unit replacement cost	# of units	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
LU	Public Computers (iMacs) 27" LU	Main	4	2015	\$ 3,500.00	3			\$ 10,500.00				\$ 10,500.00			
LU	Public Laptops Macs LU/Teen	Main	4	2015	\$ 2,100.00	2			\$ 4,200.00				\$ 4,200.00			
LU	Public Laptops Windows LU/Teen	Main	4	2015	\$ 650.00	8			\$ 5,200.00				\$ 5,200.00			
LU	Staff Macs LU/Teen	Main	4	2015	\$ 1,600.00	2			\$ 3,200.00				\$ 3,200.00			
LU	Staff PCs LU/Teen	Main	4	2015	\$ 650.00	2			\$ 1,300.00				\$ 1,300.00			
LU	Video Gear LU	Main	4	2015	\$ 6,000.00	1			\$ 6,000.00				\$ 6,000.00			
LU	Windows laptops LU/Teen	Main	4	2015	\$ 800.00	8			\$ 6,400.00				\$ 6,400.00			
NETWORK	Security Camera System	Main		2017	\$ 18,350.00	1										
NETWORK	Security Gates	Main		2010	\$ 12,960.00	6		\$ 77,760.00								
NETWORK	Network Switch HP 5406zl	Main	7	2013	\$ 38,000.00	1										
NETWORK	Network Switch Meraki MS250 48	Main	10	2023	\$ 5,000.00	11			\$ 55,000.00							
NETWORK	Server VRTX	Main	5	2016	\$ 60,000.00	1	\$ 60,000.00				\$ 60,000.00					
NETWORK	Wireless - AP - Meraki MR52	Main	5	2019	\$ 900.00	21				\$ 18,900.00					\$ 18,900.00	
NETWORK	Wireless - AP - Meraki external	Main	5	2020	\$ 1,000.00	2										
PUBLIC	public computers (PCs) Env Main 2nd Fl + Children's	Main	4	2015	\$ 650.00	40	\$ 26,000.00			\$ 26,000.00					\$ 26,000.00	
PUBLIC	TV Monitors - LU/Teen/2A/IT	Main	5	2015	\$ 1,100.00	11	\$ 12,100.00					\$ 12,100.00				
PUBLIC	Indiana Room Scanner	Main	5	2015	\$ 6,500.00	1	\$ 6,500.00					\$ 6,500.00				
PUBLIC	public scanner Book Scan station IN Room	Main	5	2015	\$ 5,000.00	1	\$ 5,000.00					\$ 5,000.00				
PUBLIC	copier - Ind Rm Bk Rm Office - Sharp MX-315NT	Main	10	2010	\$ 3,500.00	1										\$ 3,500.00
PUBLIC	Credit Card Terminals (leased)	Main	5	2018	\$ 3,000.00	1					\$ 3,000.00					\$ 3,000.00
PUBLIC	Meeting Room equipment	Main	1	n/a	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
PUBLIC	AWE computers or other CH	Main	4	2018	\$ 3,300.00	3		\$ 9,900.00					\$ 9,900.00			\$ 9,900.00
PUBLIC	copier - Childrens' public RICOH MPC3503	Main	10	2016	\$ 3,500.00	1						\$ 3,500.00				
PUBLIC	copier - Ell public RICOH MPC3503	Main	10	2016	\$ 3,500.00	1						\$ 3,500.00				
PUBLIC	copier - Ind Rm Public Copier - Sharp ARM237	Main	10	2016	\$ 3,500.00	1						\$ 3,500.00				
PUBLIC	copier - Main 2nd Fl Public - Sharp ARM237	Main	10	2016	\$ 3,500.00	1						\$ 3,500.00				
PUBLIC	copier - Public- Homework Center - Sharp ARM237	Main	10	2016	\$ 3,500.00	1						\$ 3,500.00				
PUBLIC	copier - VITAL - Ricoh MP C2051 (leased)	Main	10	2014	\$ 4,000.00	1			\$ 4,000.00							
PUBLIC	Credit Card Terminals (leased)	Main	5	2019	\$ 3,000.00	1			\$ 3,000.00							
PUBLIC	Indiana Room Microfiche Reader	Main	10	2013	\$ 18,000.00	2		\$ 36,000.00								
PUBLIC	photocopier coin boxes / no credit	Main	10	various	\$ 5,000.00	7										
PUBLIC	photocopier coin boxes/credit	Main	10	various	\$ 5,000.00	1				\$ 5,000.00						
PUBLIC	public computers (PCs)	Main	4	2016	\$ 650.00	20	\$ 13,000.00			\$ 13,000.00					\$ 13,000.00	
PUBLIC	public computers (PCs) Env Main 2nd Fl	Main	4	2014	\$ 600.00	31			\$ 18,600.00				\$ 18,600.00			
PUBLIC	Public Laptops Windows - Main 2nd Floor	Main	4	2019	\$ 650.00	4			\$ 2,600.00				\$ 2,600.00			
PUBLIC	Public Printers (replace as needed)	Main	1	n/a	\$ 1,000.00	1										
PUBLIC	public scanner Book Scan station 2nd Floor	Main	5	2017	\$ 5,000.00	1	\$ 5,000.00									
PUBLIC	Game Console - Switch	Main	4	2019		1										
STAFF	training/program computers (cart Mac Laptops)	Main	4	2016	\$ 1,500.00	10	\$ 15,000.00				\$ 15,000.00				\$ 15,000.00	
STAFF	staff PCs	Main	4	2016	\$ 650.00	28	\$ 18,200.00				\$ 18,200.00				\$ 18,200.00	
STAFF	Cell phones	Main	2	2018	\$ 650.00	4		\$ 2,600.00		\$ 2,600.00		\$ 2,600.00		\$ 2,600.00		\$ 2,600.00
STAFF	Staff communication tools (ipods)	Main	5	2017	\$ 200.00	32	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
STAFF	Cell phones	Main	2	2017	\$ 650.00	2	\$ 1,300.00		\$ 1,300.00		\$ 1,300.00					
STAFF	Cell phones	Main	2		\$ 700.00	4	\$ 2,800.00		\$ 2,800.00		\$ 2,800.00		\$ 2,800.00		\$ 2,800.00	
STAFF	Cell phones	Main	2		\$ 700.00	4	\$ 2,800.00		\$ 2,800.00		\$ 2,800.00		\$ 2,800.00		\$ 2,800.00	
STAFF	iPads children	Main	4	2014	\$ 400.00	4		\$ 1,600.00			\$ 1,600.00					\$ 1,600.00
STAFF	iPads other (IT - Board)	Main	4	2014	\$ 400.00	8		\$ 3,200.00			\$ 3,200.00					\$ 3,200.00
STAFF	staff PCs	Main	4	2017	\$ 650.00	50	\$ 32,500.00			\$ 32,500.00					\$ 32,500.00	
STAFF	staff PCs	Main	4	2014	\$ 650.00	8			\$ 5,200.00				\$ 5,200.00			
STAFF	Staff PCs	Main	4	2015	\$ 650.00	11			\$ 7,150.00				\$ 7,150.00			
Z-NEW	new technology funding	Main	1	2017	\$ 5,000.00	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
NETWORK	Phone system (includes Ell equipment)	Main/Ell	10	2014	\$ 80,000.00	1			\$ 80,000.00							
STAFF	Staff Laptops	Main/Ell	4	2017	\$ 1,500.00	15	\$ 22,500.00				\$ 22,500.00				\$ 22,500.00	
STAFF	Staff Laptops	Main/Ell	4	n/a	\$ 1,500.00	15			\$ 22,500.00				\$ 22,500.00			
STAFF	Staff Laptops	Main/Ell	4	2018	\$ 1,500.00	10		\$ 15,000.00				\$ 15,000.00				\$ 15,000.00
ILS	Discovery system		4	2023	\$ 50,000.00	1			\$ 50,000.00				\$ 50,000.00			
ILS	ILS Telephony server		5	2017	\$ 30,000.00	1		\$ 30,000.00					\$ 30,000.00			
NETWORK	Network		10	2013	\$ 140,000.00	1										
PUBLIC	Mobile Audio/video gear		3	2015	\$ 1,000.00	1	\$ 1,000.00			\$ 1,000.00			\$ 1,000.00			\$ 1,000.00
							\$ 277,100.00	\$ 508,230.00	\$ 298,450.00	\$ 134,100.00	\$ 710,000.00	\$ 226,450.00	\$ 489,550.00	\$ 41,700.00	\$ 192,700.00	\$ 118,800.00

## Appendix C. [2019 Library Accomplishments](#)

## Appendix D. [Survey Result Summary](#)

