

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

**Wednesday, April 19, 2017
Meeting Room 1B
5:45 p.m.**

AGENDA

1. Call to Order –John Walsh, President
2. Consent Agenda – action item – Marilyn Wood
 - a. Minutes of March 22, 2017 Public Hearing on an Additional Appropriation (page 1)
 - b. Minutes of March 22, 2017 Board Meeting (page 2-5)
 - c. Minutes of April 12, 2017 Board Work Session (page 6)
 - d. Monthly Bills for Payment (page 7-12)
 - e. Monthly Financial Report (page 13-36)
 - f. Personnel Report (page 37-44)
 - g. 2017 Board Meetings Calendar (page 45)
3. Director’s Monthly Report – Marilyn Wood, Director (page 46-66)
4. Old Business
5. New Business
 - a. Approval of Christine Matheu Architects contract for renovation of Ellettsville Branch (page 67-92)
 - b. Approval of contract with Browning Chapman for Exterior Stone Repair (page 93-105)
 - c. Approval to hire Wiseman Consultants to facilitate Strategic Planning Process (page 106-119)
6. Department Update – Customer Service – Mickey Needham
7. Public Comment
8. Adjournment

View the Board Packet on the Library’s website:

<http://mcpl.info/library-trustees/meetings>

MONROE COUNTY PUBLIC LIBRARY
PUBLIC HEARING FOR AN ADDITIONAL APPROPRIATION
March 22, 2017
Main Library - Meeting Room 1B
5:45 p.m.

Present

Board members: Kari Esarey, David Ferguson, Christine Harrison, Valerie Merriam, John Walsh

Library staff: Mike Adams, Jane Cronkhite, Elizabeth French, Alex Galarza, Michael Hoerger, Gary Lettelleir, Kevin MacDowell, Glenn Myers, Ryan Stacy, Kyle Wickemeyer-Hardy, Marilyn Wood

Others: Tom Bunger, Jean Graham, Danna Jackson

Call to Order

The meeting was called to order at 5:46 p.m. by Board President John Walsh.

Proposal for Additional Appropriation

Library Financial Manager Gary Lettelleir submitted a request to transfer \$930,000 from the Library's Operating Fund to its Library Improvement Reserve Fund. After a brief overview of the terms and implications of the request by Gary, the Board voted unanimously for its approval.

Public Comment

None.

Adjournment

Board Vice-President Kari Esarey moved to adjourn the meeting; Board Treasurer David Ferguson seconded her motion. The meeting adjourned at 5:50 p.m.

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 22, 2017
Main Library – Meeting Room 1B
Immediately Following Public Hearing at 5:45pm**

Present

Board members: Kari Esarey, David Ferguson, Christine Harrison, Valerie Merriam, John Walsh

Library staff: Mike Adams, Jane Cronkhite, Elizabeth French, Alex Galarza, Michael Hoerger, Gary Lettelleir, Kevin MacDowell, Glenn Myers, Ryan Stacy, Kyle Wickemeyer-Hardy, Marilyn Wood

Others: Tom Bunger, two members of the public

Call to Order

The meeting was called to order at 5:51 p.m. by Board President John Walsh.

Consent Agenda

Board Treasurer David Ferguson moved to approve the consent agenda, with Board Vice-President Kari Esarey seconding his motion. After Library Director Marilyn Wood and Library Human Resources Manager Kyle Wickemeyer-Hardy clarified specific items in the Board Packet in response to the Board's questions, the consent agenda passed unanimously.

Director's Monthly Report

Marilyn Wood presented the director's monthly report for February. Among the items she discussed were:

- Library daily use remained about the same as that reported for January 2017.
- Following the energy audit conducted in 2010, use of electricity by the Library has decreased almost every year. Use now appears to have plateaued, although it is expected to decrease somewhat further, after planned renovations at the Ellettsville Branch occur.

Marilyn then clarified specific points in response to the Board's questions.

Old Business

None.

New Business

Resolution to Transfer to LIRF. Board Trustee Valerie Merriam moved to approve the Library's plan, as submitted by Library Financial Manager Gary Lettelleir in the preceding Public Hearing, to transfer surplus Library operating funds to the Library Improvement Reserve Fund; Board Treasurer David Ferguson seconded the motion. After the Board declined further discussion, the item passed unanimously.

2016 Library Annual Report

Marilyn presented the newly-published Annual Report, bringing several items in the Report to the Board's attention. These included the Library's:

- Use statistics
- Income and expenditures
- Technology offerings
- Resources, programs, and services
- Facilities
- Access and Outreach efforts
- Partnerships
- Stewardship
- Grants and awards
- Staff development
- New directions for 2017

Marilyn and Library Associate Director Jane Cronkhite then answered specific questions by the Board regarding the Annual Report.

Review of Long Range Strategic Plan

Marilyn related that the Library's current five year Strategic Plan is nearing its end date. As reported in detail last year, the activities and strategies identified in that plan have been by and large completed. The new three-year Plan will be developed with the guidance of a consulting firm to be announced soon.

Approval of Small Purchase Policy

David moved that the Small Purchase Policy under review be approved, with Kari seconding his motion. This policy is required by the state and has been in practice for some time; it is presented here for official approval by the Board. After no additional discussion, the Board voted unanimously to approve the Policy.

Proposal to Hire an Architect for Ellettsville Renovation

Jane updated the Board on the Library's progress in choosing an architect for the

planned renovation at the Ellettsville Branch. After a request for proposals resulted in submissions from four firms, the Library's recommendation is that Christine Matheu Architects be awarded the renovation project. Valerie seconded David's motion to approve the firm for the project, and the item passed unanimously.

Proposal to Hire Contractor for Exterior Stone Repair

Valerie moved that the firm Browning Chapman be hired, per the Library's recommendation, to perform repair work on the exterior of the Library, with David seconding her motion. After Gary briefly outlined the proposed repairs and their cost, he answered specific questions by the Board, who then passed the motion unanimously.

Update: Marketing and Communication

Kevin MacDowell, Teen & Digital Creativity Manager at the Library, updated the Board on the unit's activities. Items he reported included:

- Going into their third year, the Ground Floor and Level Up, the Teen and Digital Creativity spaces at the Main Library, continue to see growth in their use and program offerings.
- The Ground Floor's low-barrier, welcoming environment for teens has resulted in a group of "regulars" visiting the space frequently, as well as new faces that come and go.
- Program attendance by teens has greatly increased over the past year, possibly due to visits to local schools by Library Staff inviting middle and high school students to the Ground Floor and Level Up.
- Community members of all ages continue to voice their enthusiasm for the digital resources offered in Level Up.
- Work with partner agencies in the community has resulted in the development of projects like the skateboard rack construction and Bike to Work Day.
- In addition to high-tech resources, traditional activities like fiber arts enjoy popularity in the Ground Floor.
- Mentors and volunteers who assist with the operation of the two creativity spaces at the Main Library, as well as school and organization leaders who seek advice on their own approaches to serving the community, continue to contact Kevin, a good sign that his unit's efforts are on the right track.

Kevin then fielded specific questions by the Board.

Public Comment

Jean Graham, a member of the public, commented on safety and behavior concerns at the Main Library, particularly a concern about lighting and safety in the city parking lot at 6th and Lincoln.

Danna Jackson, a member of the public, commented on the Indiana Room at the Main Library.

Adjournment

Valerie moved to adjourn the meeting; Kari seconded the motion. The meeting adjourned at 6:49 p.m.

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
WORK SESSION
April 12, 2017
Main Library, Meeting Room 1B
5:45 p.m.**

Present

Board members: Chris Harrison, Kathy Loser, Valerie Merriam, John Walsh

Library staff: Eric Ayotte, Michael Hoerger, Kyle Wickemeyer-Hardy, Gary Lettelleir, Wes Martin, Ryan Stacy, Marilyn Wood

Others: Tom Bunger

Call to Order

The work session was called to order at 5:45 p.m. by John Walsh, Board President.

Review of Contract with Browning Chapman for Exterior Stone Repair

Library financial manager Gary Lettelleir submitted for the Board's review the proposed agreement between the Library and Browning Chapman, whose bid of \$118,990 was recently accepted, for repair of the Main Library's stone exterior. In the brief discussion that followed, Gary answered specific questions by the Board.

Review of Contract with Christine Matheu Architects for Ellettsville Branch Renovation

Marilyn Wood, Library Director, submitted for the Board's review the proposed agreement between the Library and Christine Matheu Architects, whose bid of \$76,000 was recently accepted, for renovations at the Ellettsville Branch. In the brief discussion that followed, Marilyn answered specific questions by the Board.

Report on the Library's Request to Transfer Funds to LIRF

At Trustee Valerie Merriam's request, Marilyn related that at the most recent Monroe County Council meeting, the Council advised that the Library's additional appropriation request to transfer surplus funds from its Operating Budget to its Library Improvement Reserve Fund (LIRF) would not be decided at this time, due to concerns about city annexation and potential changes in Library funding. The Council asked the Library to return for its July meeting to continue consideration.

Public Comment

None.

Adjournment

Valerie moved that the meeting adjourn; Trustee Kathy Loser seconded her motion. The meeting was adjourned by John at 6:09 p.m.

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March 11, 2017 to April 11, 2017

Name	Check Date	Check Amt	
06600 MAINSOURCE CHECKING			
Paid Chk# 005162 ANNALESE POORMAN	3/16/2017	\$500.00	CATSWEEK SHOOTS 1/6/17 - 3/10/17
Paid Chk# 005163 AT&T (IL)	3/16/2017	\$127.63	2 DEDICATED PHONE LINES
Paid Chk# 005164 B-TECH LLC	3/16/2017	\$369.55	QTRLY ALARM/SECURITY
Paid Chk# 005165 BUNGER & ROBERTSON, LLP	3/16/2017	\$1,500.00	LEGAL SERVICES
Paid Chk# 005166 CARMICHAEL TRUCK &	3/16/2017	\$2,696.15	BKM REPAIRS
Paid Chk# 005167 CENTURYLINK	3/16/2017	\$20.91	LONG-DISTANCE PHONE
Paid Chk# 005168 CITY OF BLOOMINGTON	3/16/2017	\$1,016.81	WATER & SEWER
Paid Chk# 005169 COSTUME SPECIALISTS, INC.	3/16/2017	\$140.00	MAISY COSTUME FOR CHILDRENS PROGRAM
Paid Chk# 005170 DUKE ENERGY	3/16/2017	\$20,743.66	ELECTRICITY
Paid Chk# 005171 EXACTHIRE	3/16/2017	\$405.00	QTRLY ACCESS FEES--HIRECENTRIC
Paid Chk# 005172 FAWN MCCAULEY	3/16/2017	\$24.99	REFUND ON LOST ITEM
Paid Chk# 005173 FREEDOM BUSINESS	3/16/2017	\$259.75	INK CARTRIDGES & PAPER
Paid Chk# 005174 HARRIS SERVICES	3/16/2017	\$5,422.57	CARPET CLEANING
Paid Chk# 005175 HEIDI BROWN	3/16/2017	\$65.00	KID'S YOGA PROGRAM
Paid Chk# 005176 HP PRODUCTS	3/16/2017	\$1,316.38	EQUIPMENT REPAIR
Paid Chk# 005177 JANET A. PIERSON	3/16/2017	\$1,000.00	MATH HOMEWORK HELP/ELL & MAIN
Paid Chk# 005178 MIDWEST PRESORT SERVICE	3/16/2017	\$249.30	POSTAGE SERVICE
Paid Chk# 005179 MONSTER TRASH	3/16/2017	\$187.02	TRASH SERVICE
Paid Chk# 005180 NATURE'S WAY, INC.	3/16/2017	\$85.00	INTERIOR PLANT MAINT.
Paid Chk# 005181 NETWORK SERVICES COMPANY	3/16/2017	\$1,052.69	CLEANING SPLS
Paid Chk# 005182 RICOH USA, INC.	3/16/2017	\$16.99	ADD'L COPIER IMAGES
Paid Chk# 005183 SMITHVILLE COMMUNICATIONS	3/16/2017	\$178.67	ELL PHONE BILL
Paid Chk# 005184 SOPHIA S. ORBAUGH	3/16/2017	\$53.97	REFUND ON LOST ITEMS
Paid Chk# 005185 SUPPLYWORKS	3/16/2017	\$169.20	BLDG SPLS
Paid Chk# 005186 UNIQUE MANAGEMENT	3/16/2017	\$912.90	COLLECTION AGENCY FEES/FEB.
Paid Chk# 005187 VECTREN ENERGY DELIVERY	3/16/2017	\$195.53	NATURAL GAS
Paid Chk# 005188 A1 LANDSCAPE & HAULING INC.	3/22/2017	\$275.00	SALT APPLICATION
Paid Chk# 005189 AMBER C. MESTRE	3/22/2017	\$45.27	FUEL FOR OUTREACH VAN
Paid Chk# 005190 AMERICAN UNITED LIFE INS.	3/22/2017	\$1,532.30	403b TSA-AUL W/H
Paid Chk# 005191 APPLE INC.	3/22/2017	\$5,419.00	IT EQUIPMENT
Paid Chk# 005192 BAKER & TAYLOR BOOKS	3/22/2017	\$26,301.05	BOOKS
Paid Chk# 005193 BANCTEC INC.	3/22/2017	\$31.83	MONTHLY FOLDER MAINT.
Paid Chk# 005194 BLACKMESH	3/22/2017	\$250.00	SSL CERTIFICATE/1YR.
Paid Chk# 005195 B-TECH LLC	3/22/2017	\$146.25	BLDG SERVICE/ELL.
Paid Chk# 005196 CDW GOVERNMENT, INC.	3/22/2017	\$206.02	MONITORS
Paid Chk# 005197 CENTER POINT LARGE PRINT	3/22/2017	\$224.10	BOOKS
Paid Chk# 005198 CIM TECHNOLOGY SOLUTIONS	3/22/2017	\$4,246.35	REPLACE AMP IN 2C
Paid Chk# 005199 CITY OF BLOOMINGTON	3/22/2017	\$1,197.00	MAR.'17 PARKING IN GARAGES
Paid Chk# 005200 CITY OF BLOOMINGTON	3/22/2017	\$10.00	ZONE 4 TAG TRANSFER
Paid Chk# 005201 CLCD, LLC	3/22/2017	\$495.00	DATABASES
Paid Chk# 005202 COMCAST	3/22/2017	\$44.41	CABLE EQUIP.
Paid Chk# 005203 CYNTHIA M. LANDRUM	3/22/2017	\$250.00	STAFF DAY/KEYNOTE & PROGRAM
Paid Chk# 005204 DEMCO SOFTWARE	3/22/2017	\$1,276.00	EVANCED RENEWALS
Paid Chk# 005205 DYMAXION RESEARCH LTD.	3/22/2017	\$1,572.00	SCHEDULE 3W SOFTWARE
Paid Chk# 005206 EMILY BROCKMAN	3/22/2017	\$80.00	MUSICAL STORYTIME PROGRAM
Paid Chk# 005207 FINDAWAY WORLD, LLC	3/22/2017	\$32.69	NONRPINT
Paid Chk# 005208 FREEDOM BUSINESS	3/22/2017	\$246.09	TONER CARTRIDGES
Paid Chk# 005209 GALE/CENGAGE LEARNING	3/22/2017	\$888.40	BOOKS
Paid Chk# 005210 IU HEALTH BLOOMINGTON, INC.	3/22/2017	\$75.00	YOGA FOR BABY PROGRAM
Paid Chk# 005211 JIM GORDON, INC	3/22/2017	\$18.99	COPIER OVERAGE
Paid Chk# 005212 KIMBERLY BOLAN & ASSOC., LLC	3/22/2017	\$200.00	STAFF DAY/LIBRARY SPACES PROGRAM
Paid Chk# 005213 LUANN DILLON	3/22/2017	\$23.65	ELL. BOOK CLUB SPLS
Paid Chk# 005214 MALKE J. ROSENFELD	3/22/2017	\$75.00	MAKE & CREATE PROGRAMS
Paid Chk# 005215 MENARDS - BLOOMINGTON	3/22/2017	\$101.21	BLDG SPLS

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Name	Check Date	Check Amt	
Paid Chk# 005216	MIDWEST PRESORT SERVICE	3/22/2017	\$268.44 POSTAGE SERVICE
Paid Chk# 005217	MIDWEST TAPE	3/22/2017	\$13,947.70 NONPRINT & BOOKS
Paid Chk# 005218	MONROE COUNTY CLERK	3/22/2017	\$25.00 GARNISHMENT W/H
Paid Chk# 005219	NETWORK SERVICES COMPANY	3/22/2017	\$196.92 CLEANING SPLS
Paid Chk# 005220	OCLC, INC.	3/22/2017	\$4,065.78 Ezproxy/SOFTWARE MAINT.
Paid Chk# 005221	PENGUIN RANDOM HOUSE, LLC	3/22/2017	\$1,361.61 NONPRINT
Paid Chk# 005222	RECORDED BOOKS, INC.	3/22/2017	\$427.04 NONPRINT
Paid Chk# 005223	RICOH USA, INC.	3/22/2017	\$216.42 ADD'L IMAGES
Paid Chk# 005224	STEPHANIE HOLMAN	3/22/2017	\$33.13 SPLS/ELL PROGRAM SPLS
Paid Chk# 005225	SUPPLYWORKS	3/22/2017	\$150.30 BLDG SPLS
Paid Chk# 005226	THE GREAT COURSES	3/22/2017	\$149.95 NONPRINT
Paid Chk# 005227	THE NATIONAL HISTORICAL	3/22/2017	\$128.00 BOOKS
Paid Chk# 005228	THE SOCIETY OF INDIANA	3/22/2017	\$40.00 BOOKS
Paid Chk# 005229	THOMSON REUTERS - WEST	3/22/2017	\$442.34 BOOKS
Paid Chk# 005230	TODAY'S BUSINESS	3/22/2017	\$418.08 4TH QTR. '16 FAX PROGRAM
Paid Chk# 005231	VECTREN ENERGY DELIVERY	3/22/2017	\$50.43 NATURAL GAS
Paid Chk# 005232	WESTON WOODS STUDIOS	3/22/2017	\$101.92 NONPRINT
Paid Chk# 005233	WORLD BOOK DIRECT	3/22/2017	\$50.40 YEAR BOOK 2017
Paid Chk# 005234	AT&T (IL)	3/29/2017	\$1,034.00 PHONE SERVICE
Paid Chk# 005235	AT&T MOBILITY	3/29/2017	\$347.45 CELL PHONES
Paid Chk# 005236	B-TECH LLC	3/29/2017	\$120.00 KEYPAD LOST POWER
Paid Chk# 005237	CYNTHIA M. LANDRUM	3/29/2017	\$116.48 STAFF DAY KEYNOTE SPEAKER
Paid Chk# 005238	DUKE ENERGY	3/29/2017	\$1,598.83 ELECTRICITY
Paid Chk# 005239	FREE THINK, INC.	3/29/2017	\$500.00 HOMEBOUND TOTE BAGS
Paid Chk# 005240	HFI MECHANICAL CONTRACTOR	3/29/2017	\$3,194.00 BLDG REPAIR
Paid Chk# 005241	HP PRODUCTS	3/29/2017	\$188.75 CLEANING SPLS
Paid Chk# 005242	JONATHAN PRATHER	3/29/2017	\$100.00 SKATEBOARD WORKSHOPS
Paid Chk# 005243	MARY LORO	3/29/2017	\$9.99 CANDY FOR STAFF DAY
Paid Chk# 005244	MIDWEST PRESORT SERVICE	3/29/2017	\$214.80 POSTAGE SERVICES
Paid Chk# 005245	NETWORK SERVICES COMPANY	3/29/2017	\$641.94 CLEANING SPLS
Paid Chk# 005246	RICOH USA, INC.	3/29/2017	\$66.16 ADMIN COPIER RENTAL
Paid Chk# 005247	RYAN F. SMITH	3/29/2017	\$100.00 BUILD A SKATEBOARD RACK
Paid Chk# 005248	ACTIVATE HEALTHCARE	4/5/2017	\$4,261.68 MAY '17 CLINIC
Paid Chk# 005249	ADP, INC.	4/5/2017	\$342.45 BACKGROUND CHECKS
Paid Chk# 005250	AFSCME COUNCIL 62	4/5/2017	\$1,141.53 UNION DUES W/H
Paid Chk# 005251	AMERICAN HERITAGE LIFE INS.	4/5/2017	\$359.12 MAR.'17 OTHER INS.
Paid Chk# 005252	AMERICAN UNITED LIFE INS.	4/5/2017	\$1,532.30 403b TSA-AUL WH
Paid Chk# 005253	AMY L. CORNWELL	4/5/2017	\$300.00 STAFF-DAY INTERPRETING
Paid Chk# 005254	BAKER & TAYLOR BOOKS	4/5/2017	\$18,822.18 BOOKS
Paid Chk# 005255	BARRACUDA NETWORKS, INC.	4/5/2017	\$3,998.00 MAINT. CONTRACTS/LICENSE & WARRANTY
Paid Chk# 005256	BIBLIOTHECA LLC	4/5/2017	\$2,367.21 E-BOOKS/CLOUD LIBRARY
Paid Chk# 005257	BLACKSTONE AUDIO, INC.	4/5/2017	\$150.00 NONPRINT
Paid Chk# 005258	BOBBY OVERMAN	4/5/2017	\$27.00 NONPROFIT CENTRAL SPLS
Paid Chk# 005259	DARCI HAWXHURST	4/5/2017	\$342.00 VITAL/TUTOR TRAINING
Paid Chk# 005260	DYMAXION RESEARCH LTD.	4/5/2017	\$450.00 SOFTWARE TRAINING/SCHEDULE 3W
Paid Chk# 005261	EDUCATORS PUBLISHING	4/5/2017	\$310.57 BOOKS
Paid Chk# 005262	ELLETTSVILLE UTILITIES	4/5/2017	\$253.99 WATER & SEWER
Paid Chk# 005263	FINDAWAY WORLD, LLC	4/5/2017	\$1,613.01 NONPRINT
Paid Chk# 005264	GALE/CENGAGE LEARNING	4/5/2017	\$708.46 BOOKS
Paid Chk# 005265	IN CASE OF EMERGENCY	4/5/2017	\$769.00 T-SHIRTS/TEEN GIFTS
Paid Chk# 005266	INDIANA STATE LIBRARY	4/5/2017	\$2,015.00 1ST QTR. '17 PLAC
Paid Chk# 005267	IU HEALTH BLOOMINGTON, INC.	4/5/2017	\$75.00 YOGA W/BABY PROGRAM
Paid Chk# 005268	JENNIFER KELLAMS	4/5/2017	\$43.74 STAFF DAY SPLS
Paid Chk# 005269	KIMBERLY BOLAN & ASSOC., LLC	4/5/2017	\$2,500.00 2ND FLOOR REDESIGN
Paid Chk# 005270	KLEINDORFER'S HDWE	4/5/2017	\$66.43 BLDG SPLS

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March 11, 2017 to April 11, 2017

Name	Check Date	Check Amt	
Paid Chk# 005271	LEGAL SHIELD	4/5/2017	\$212.55 IDENTITY THEFT/LEGAL SERVICES
Paid Chk# 005272	LISA CHAMPELLI	4/5/2017	\$282.27 COMPUTER CONF./TRAVEL EXPENSES
Paid Chk# 005273	MARILYN WOOD	4/5/2017	\$17.68 ADOLPLI MTG SPLS
Paid Chk# 005274	MIDWEST PRESORT SERVICE	4/5/2017	\$281.64 POSTAGE SERVICE
Paid Chk# 005275	MIDWEST TAPE	4/5/2017	\$9,226.45 NONPRINT
Paid Chk# 005276	MONROE COUNTY CLERK	4/5/2017	\$25.00 GARNISHMENT W/H
Paid Chk# 005277	ONE BEACON ENTERTAINMENT	4/5/2017	\$2,372.00 MEP-16048-16/MEDIA LIAB. INS.
Paid Chk# 005278	PATRICK CALLANAN	4/5/2017	\$80.00 PIANO TUNING
Paid Chk# 005279	PAULA GRAY-OVERTOOM	4/5/2017	\$2,137.43 COMPUTER CONF/HOTEL & TRAVEL EXP.
Paid Chk# 005280	PENGUIN RANDOM HOUSE, LLC	4/5/2017	\$624.00 NONPRINT
Paid Chk# 005281	PERFECTION LEARNING	4/5/2017	\$39.45 BOOKS
Paid Chk# 005282	B,B & C POW PEST CONTROL,	4/5/2017	\$95.00 PEST CONTROL
Paid Chk# 005283	RECORDED BOOKS, INC.	4/5/2017	\$352.60 NONPRINT
Paid Chk# 005284	RICHARD W. PRATHER	4/5/2017	\$300.00 STAFF DAY/INTERPRETING
Paid Chk# 005285	RICOH USA, INC.	4/5/2017	\$9.62 ADD'L IMAGES
Paid Chk# 005286	SADDLEBACK EDUCATIONAL	4/5/2017	\$351.51 BOOKS
Paid Chk# 005287	SHELLY K. FRAZIER	4/5/2017	\$29.99 REFUND ON LOST ITEM
Paid Chk# 005288	SIHO INSURANCE SERVICES	4/5/2017	\$42,746.44 APRIL '17 HEALTH INS.
Paid Chk# 005289	SMITHVILLE COMMUNICATIONS	4/5/2017	\$1,776.00 INTERNET SERVICE
Paid Chk# 005290	STANSIFER RADIO COMPANY	4/5/2017	\$467.66 SET-UP/NEW TOWN OF ELL. CENTER
Paid Chk# 005291	STEPHANIE HOLMAN	4/5/2017	\$58.07 CHILD SPLS
Paid Chk# 005292	SYNCHRONY BANK/AMAZON	4/5/2017	\$3,060.28 BOOKS
Paid Chk# 005293	UNITED STATES TREASURY	4/5/2017	\$114.00 GARNISHMENTS W/H
Paid Chk# 005294	UNITED WAY	4/5/2017	\$81.00 UNITED WAY W/H
Paid Chk# 005295	WELLS FARGO VENDOR	4/5/2017	\$50.93 VITAL COPIER RENTAL
Paid Chk# 005296	CHASE CARD SERVICES	4/7/2017	\$9,350.96 GRAPHICSLAND/TEEN SPLS
Paid Chk# 005297	GUARDIAN LIFE INS. CO.	4/7/2017	\$8,563.26 APRIL '17 DENTAL, VISION, STD & LIFE INS.
	Total Checks		\$239,432.60

MONROE COUNTY PUBLIC LIBRARY
CHECKING ACCOUNTS
03/11/17 - 04/11/17

MainSource Checking Account/Check Register Total	\$239,432.60
Add: Electronic Withdrawals	
MainSource Checking-Monthly Service Charge (Mar. '17)	21.00
German-American Bank-TSYS Fees/new system (Apr. '17)	551.19
Add: Payrolls	
Vouchers 03/17/17 Payroll (ECI)	128,923.63
Electronic transfer (ECI) employee/employer taxes	50,910.68
Electronic transfer (ECI) employee "HSA"	2,296.20
Electronic PERF pymt. 03/17/17	19,720.09
Electronic transfer 03/21/17 (TASC) employee/employer "FSA"	219.99
Vouchers 03/31/17 Payroll (ECI)	129,550.71
Electronic transfer (ECI) employee/employer taxes	50,593.84
Electronic transfer (ECI) employee "HSA"	2,296.20
Electronic PERF pymt. 04/03/17	19,643.31
Electronic transfer 04/04/17 (TASC) employee/employer "FSA"	219.99
TOTAL OF A/P AND PAYROLL CHECK REGISTERS	\$644,379.43

ck# 5296

ACCOUNTS PAYABLE VOUCHER

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

<p>Payee CHASE CARD SERVICES CARDMEMBER SERVICE PALATINE, IL 60094-4014</p>	<p>Claim 29963 Purchase Order No. 0 Terms Date Due</p>
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Invoice Date	Invoice Number	Description (or note attached Invoice(s) or bill(s))	Amount
2/24/2017		E019-011-21350 KROGER/CHILD PROG. SPLS	\$6.99
2/24/2017		E019-011-21350 KROGER/CHILD PROG. SPLS	\$12.05
3/9/2017		E019-011-21350 KROGER/SRP VIDEO FOOD	\$18.17
2/24/2017		E001-007-21400 OVERNIGHTPRINTS/RACK CARDS	\$526.99
2/28/2017		E001-007-33200 MAILCHIMP/E-NEWSLETTER SERVICE	\$45.00
2/28/2017		E001-019-31500 WUNDERKINDER/SOFTWARE SUBSCRIPTION	\$24.95
3/11/2017		E001-019-31500 HOOTSUITE/SOCIAL MEDIA SERVICE	\$9.99
3/8/2017		E001-018-45300 ESSENTIAL/NONPRINT	\$17.71
3/15/2017		E001-018-45100 RAINBOWRESOURCES/BOOKS	\$27.70
3/16/2017		E020-016-23500 B&H PHOTO/VIDEO MAT'LS	\$131.92
3/10/2017		E019-001-32400 EB LIBRARY JOURNAL/DESIGN INSTITUTE	\$105.44
3/12/2017		E019-001-32300 SHERATON/WORKSHOP HOTEL	\$169.83
3/1/2017		E001-004-32200 USPS/POSTAGE	\$3.44
3/9/2017		E001-008-22200 CIRCLE S/FUEL	\$54.43
3/9/2017		E001-004-32200 USPS/POSTAGE	\$2.67
3/14/2017		E019-001-32400 SOUTH CENTRAL IN/HR CONFERENCE	\$75.00
3/16/2017		E019-002-21350 RAINBOW BAKERY/STAFF DAY FOOD	\$48.00
3/16/2017		E019-001-32400 BLR/FMLA CONF.	\$449.00
3/20/2017		E001-004-32200 USPS/POSTAGE	\$2.97
3/1/2017		E019-002-32500 UWEX/MEDIA DIGITL AGE/ON-LINE	\$148.50
3/1/2017		E019-001-32400 ALA/ANNUAL CONF.	\$285.00
3/14/2017		E001-007-21400 PRINTING SERVICES/ANNUAL REPORT	\$1,211.12
3/16/2017		E019-001-32400 EB LIBRARY JOURNAL/DESIGN INSTITUE	\$105.44
3/16/2017		E019-001-32400 ALA/ANNUAL CONF.	\$375.00
3/16/2017		E019-001-32300 SHERATON/WORKSHOP HOTEL	\$178.78
3/18/2017		E001-008-31700 THE SOLAR BIZ/CANCELLATION FEE	\$20.16
3/18/2017		E001-024-31500 WHENTOWORK/MONTHLY SUBSCRIPTION	\$60.00
3/23/2017		E001-005-31700 PURCHASE INTEREST CHARGE	\$153.02
2/23/2017		E001-019-23000 MICROSOFT/SALES TAX REFUND	(\$9.74)
2/26/2017		E019-001-32300 HOTWIRE/HOTEL/SPICEWORKS CONF.	\$811.50
2/26/2017		E019-001-32400 SPICEWORKS/CONF.	\$299.00
2/26/2017		E019-001-32300 AMERICAN AIRLINES/AIRLINE TICKETS/SPICEWORKS CONF.	\$406.10
2/28/2017		E001-019-23000 AMAZON/IT SPLS	\$8.03
3/5/2017		E001-019-23000 AMAZON/IT SPLS	\$39.96
3/5/2017		E001-019-23000 AMAZON/IT SPLS	\$69.99
3/7/2017		E019-001-32300 SUPERSHUTTLE/IUG TRANSPORTATION	\$50.38
3/13/2017		E001-019-23000 MONOPRICE/IT SPLS	\$13.82
3/16/2017		E020-016-31500 DREAMHOST/MONTHLY CATS WEBSITE	\$49.93
3/13/2017		E019-001-32300 HOTELS.COM/HOTEL-DESIGN INSTITUTE	\$178.97
3/13/2017		E019-001-32300 HOTELS.COM/ALA CONF. HOTEL	\$945.60

3/13/2017	E019-001-32400 ALA/ANNUAL CONF.	\$345.00
3/17/2017	E001-003-44100 AMAZON/TDC SHELVES	\$86.61
3/21/2017	E001-003-44100 AMAZON/TDC SHELVES	\$129.57
3/22/2017	E019-001-32400 EB LIBRARY/DESIGN INSTITUTE	\$105.44
2/23/2017	E001-026-36300 VANCE MUSIC/AMPLIFIER REPAIR	\$20.00
2/24/2017	E001-002-21300 AMAZON/OFFICE SPLS	\$9.98
2/25/2017	E019-026-21350 AMAZON/TEEN SPLS	\$79.00
3/1/2017	E019-026-21350 KROGER/TEEN FOOD	\$44.56
3/6/2017	E001-026-21350 KROGER/TEEN FOOD	\$42.71
3/8/2017	E029-026-44650 NINTENDO/DOWNLOADABLE GAMES	\$64.19
3/8/2017	E029-026-44650 AMAZON/DOWNLOADABLE GAMES	\$99.99
3/9/2017	E019-026-21350 OCULUS/TEEN SPLS	\$29.00
3/10/2017	E019-026-21350 AMAZON/TEEN SPLS	\$18.99
3/10/2017	E019-026-21350 AMAZON/TEEN SPLS	\$34.99
3/10/2017	E019-026-21350 AMAZON/TEEN SPLS	\$32.25
3/15/2017	E019-026-21350 AMAZON/TEEN SPLS	\$117.54
3/15/2017	E001-026-23000 AMAZON/IT SPLS	\$11.98
3/15/2017	E001-026-23000 AMAZON/IT SPLS	\$88.24
3/16/2017	E019-026-21350 GRAPHICSLAND/TEEN SPLS	\$45.80
3/20/2017	E019-026-21350 KROGER/TEEN SPLS	\$15.85
3/21/2017	E019-026-21350 BESTBUY/PRIZES-TEEN SRP	\$387.96
2/24/2017	E001-015-22200 CIRCLE S/FUEL	\$25.94
2/27/2017	E001-015-22200 CIRCLE S/FUEL	\$56.95
3/6/2017	E001-015-22200 CIRCLE S/FUEL	\$61.90
3/9/2017	E019-007-37300 BLGTN SOFTBALL/50+EXPO TABLE	\$150.00
3/13/2017	E001-015-22200 CIRCLE S/FUEL	\$57.41
3/20/2017	E001-015-22200 CIRCLE S/FUEL	\$56.30
Total		\$9,350.96

VOUCHER NO. 29963

WARRANT NO. *5296*

CHASE CARD SERVICES

ALLOWED

IN THE SUM OF \$ \$9,350.96

\$ \$9,350.96

ON ACCOUNT OF APPROPRIATION FOR

COST DITRIBUTION LEDGER CLASSIFICATION
IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND

Board/Council Member

Acct. No.	Account Title	Amount
E019-011-21350		\$6.99
E019-011-21350		\$12.05
E019-011-21350		\$18.17
E001-007-21400		\$526.99
E001-007-33200		\$45.00
E001-019-31500		\$24.95
E001-019-31500		\$9.99
E001-018-45300		\$17.71
E001-018-45100		\$27.70

Financial Report Comments

Reports as of 03-31-17

Board Meeting Date 04/19/17

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 25% after three months.

	% Spending Guideline	Actual % Spending
	March 31, 2017	
Wages and Benefits	25.0%	25.8%
Supplies	25.0%	15.4%
Other Services & Charges	25.0%	22.4%
Capital Outlay	25.0%	24.2%
Total Operating Expenditures	25.0%	24.7%

Last year at the end of March we had used 23% of the annual budget. The main reason we are up to 24.7% this year is that we had three pay days in March. In April we should get closer to last year in terms of percentage of the budget used because we will have 2 pays compared to 3 pays in April 2016.

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF MARCH 31, 2017
THREE MONTHS = 25.0%

	2017 MARCH	2016 MARCH	2017 Y-T-D ACTUAL	2017 BUDGET	2016 Y-T-D ACTUAL	2017 Y-T-D BUDGET REMAINING	2017 % OF BUDGET USED	2017 % OF BUDGET REMAINING
PERSONNEL SERVICES								
SALARIES	478,005.37	305,297.67	1,144,706.72	4,272,462.81	937,386.99	3,127,756.09	26.8%	73.2%
EMPLOYEE BENEFITS	70,912.37	105,450.03	351,995.75	1,513,808.89	384,716.06	1,161,813.14	23.3%	76.7%
OTHER WAGES	0.00	0.00	0.00	13,300.00	0.00	13,300.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	<u>548,917.74</u>	<u>410,747.70</u>	<u>1,496,702.47</u>	<u>5,799,571.70</u>	<u>1,322,103.05</u>	<u>4,302,869.23</u>	<u>25.8%</u>	<u>74.2%</u>
SUPPLIES								
OFFICE SUPPLIES	6,247.18	6,768.47	12,232.24	57,550.00	11,196.51	45,317.76	21.3%	78.7%
OPERATING SUPPLIES	3,384.23	7,793.73	16,379.29	111,400.00	19,634.70	95,020.71	14.7%	85.3%
REPAIR & MAINT. SUPPLIES	1,268.65	1,751.62	2,020.85	29,400.00	5,141.95	27,379.15	6.9%	93.1%
TOTAL SUPPLIES	<u>10,900.06</u>	<u>16,313.82</u>	<u>30,632.38</u>	<u>198,350.00</u>	<u>35,973.16</u>	<u>167,717.62</u>	<u>15.4%</u>	<u>84.6%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	15,973.40	18,362.05	54,176.96	413,500.00	69,297.50	359,323.04	13.1%	86.9%
COMMUNICATION & TRANSPORTATION	3,884.44	2,941.06	7,996.55	81,300.00	8,885.52	73,303.45	9.8%	90.2%
PRINTING & ADVERTISING	584.84	91.92	650.02	7,850.00	584.39	7,199.98	8.3%	91.7%
INSURANCE	58,431.00	436.00	76,442.00	81,100.00	72,164.00	4,658.00	94.3%	5.7%
UTILITIES	25,599.35	23,931.83	78,136.00	362,750.00	72,227.02	284,614.00	21.5%	78.5%
REPAIR & MAINTENANCE	8,915.47	762.98	12,713.40	59,000.00	6,404.28	46,286.60	21.5%	78.5%
RENTALS	213.48	409.76	1,481.68	32,900.00	2,495.07	31,418.32	4.5%	95.5%
ELECTRONIC SERVICES	18,389.57	5,560.84	52,635.36	350,000.00	27,089.13	297,364.64	15.0%	85.0%
OTHER CHARGES	36,363.00	25,613.33	124,685.83	440,978.00	79,786.54	316,292.17	28.3%	71.7%
TOTAL OTHER SERVICES & CHARGES	<u>168,354.55</u>	<u>78,109.77</u>	<u>408,917.80</u>	<u>1,829,378.00</u>	<u>338,933.45</u>	<u>1,420,460.20</u>	<u>22.4%</u>	<u>77.6%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	0.00	350.00	1,536.62	34,000.00	3,865.82	32,463.38	4.5%	95.5%
OTHER CAPITAL OUTLAY	73,209.40	72,870.10	242,826.00	975,500.00	246,327.72	732,674.00	24.9%	75.1%
TOTAL CAPITAL OUTLAY	<u>73,209.40</u>	<u>73,220.10</u>	<u>244,362.62</u>	<u>1,009,500.00</u>	<u>250,193.54</u>	<u>765,137.38</u>	<u>24.2%</u>	<u>75.8%</u>
TOTAL OPERATING EXPENDITURES	<u>801,381.75</u>	<u>578,391.39</u>	<u>2,180,615.27</u>	<u>8,836,799.70</u>	<u>1,947,203.20</u>	<u>6,656,184.43</u>	<u>24.7%</u>	<u>75.3%</u>

2016 BUDGET 8,455,883.89
% USED IN 2016 23.0%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF MARCH 31, 2017

	2017 MARCH	2016 MARCH	2017 Y-T-D ACTUAL	2017 BUDGET	2016 Y-T-D ACTUAL	2017 Y-T-D BUDGET REMAINING	2017 % OF BUDGET USED	2017 % OF BUDGET REMAINING
PERSONNEL SERVICES (1000'S)								
SALARIES								
1120 ADMINISTRATION/DIRECTORS	21,929.73	7,655.54	51,169.37	187,507.61	22,966.63	136,338.24	27.3%	72.7%
1130 MANAGERS/ASST. MANAGERS	118,403.83	77,080.35	290,227.10	1,036,770.16	249,550.70	746,543.06	28.0%	72.0%
1140 LIBRARIANS, EXPERTS	110,834.07	73,424.65	275,235.71	1,099,735.35	227,817.50	824,499.64	25.0%	75.0%
1150 SPECIALISTS	24,672.63	14,642.79	57,569.44	217,914.23	43,759.20	160,344.79	26.4%	73.6%
1160 ASSISTANTS/PARAPROFESSIONALS	88,438.30	54,022.10	204,167.58	719,284.83	162,317.98	515,117.25	28.4%	71.6%
1170 TECH/OPERATORS/SECRETARIES	7,095.24	4,511.06	16,556.85	60,449.80	13,522.17	43,892.95	27.4%	72.6%
1190 BUILDING SERVICES/MAINTENANCE	18,438.63	11,987.99	43,080.70	159,100.83	36,554.54	116,020.13	27.1%	72.9%
1200 BUILDING SERVICES/SECURITY	11,266.28	8,273.86	28,205.94	107,837.60	24,405.46	79,631.66	26.2%	73.8%
1280 PRODUCTION ASSISTANTS	2,221.16	1,355.05	5,150.82	17,836.00	4,002.37	12,685.18	28.9%	71.1%
1290 INFORMATION ASST/MATERIAL/SUPPORT	47,852.80	33,258.23	109,522.55	428,875.20	97,582.61	319,352.65	25.5%	74.5%
1300 SUPPORT/MATERIAL HANDLERS	26,852.70	17,879.89	63,820.66	221,000.00	51,274.31	157,179.34	28.9%	71.1%
1320 TECHNICIANS	0.00	1,206.16	0.00	16,151.20	3,633.52	16,151.20	0.0%	100.0%
TOTAL SALARIES	478,005.37	305,297.67	1,144,706.72	4,272,462.81	937,386.99	3,127,756.09	26.8%	73.2%
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	28,654.31	18,211.00	68,632.59	265,942.92	55,950.38	197,310.33	25.8%	74.2%
1220 UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
1230 EMPLOYER CONTRIBUTION/PERF	28,044.81	26,567.35	87,316.73	377,097.47	83,198.25	289,780.74	23.2%	76.8%
1235 EMPLOYEE/PERF	7,511.95	7,116.26	23,388.32	101,008.27	22,285.27	77,619.95	23.2%	76.8%
1240 EMPLOYER CONT/INSURANCE	0.00	49,296.34	156,607.03	697,563.86	207,896.71	540,956.83	22.5%	77.5%
1245 EMPLOYER INS/FSA	0.00	0.00	0.00	0.00	2,300.25	0.00	#DIV/0!	#DIV/0!
1250 EMPLOYER CONT/MEDICARE	6,701.30	4,259.08	16,051.08	62,196.37	13,085.20	46,145.29	25.8%	74.2%
TOTAL EMPLOYEE BENEFITS	70,912.37	105,450.03	351,995.75	1,513,808.89	384,716.06	1,161,813.14	23.3%	76.7%
OTHER WAGES								
1310 WORKSTUDY	0.00	0.00	0.00	3,300.00	0.00	3,300.00	0.0%	100.0%
1180 TEMPORARY STAFF	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
TOTAL OTHER WAGES	0.00	0.00	0.00	13,300.00	0.00	13,300.00	0.0%	100.0%
TOTAL PERSONNEL SERVICES	548,917.74	410,747.70	1,496,702.47	5,799,571.70	1,322,103.05	4,302,869.23	25.8%	74.2%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS	0.00	0.00	0.00	1,100.00	0.00	1,100.00	0.0%	100.0%
2120 STATIONERY & PRINTING	0.00	138.25	74.81	550.00	138.25	475.19	13.6%	86.4%
2130 OFFICE SUPPLIES	1,030.26	1,206.32	2,037.17	11,500.00	2,108.65	9,462.83	17.7%	82.3%
2135 GENERAL SUPPLIES	0.00	0.00	0.00	200.00	0.00	200.00	0.0%	100.0%
2140 DUPLICATING	4,987.92	5,423.90	9,891.26	44,200.00	8,829.64	34,308.74	22.4%	77.6%
21600 PUBLIC USE SUPPLIES	229.00	0.00	229.00	0.00	119.97	-229.00	#DIV/0!	#DIV/0!
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	6,247.18	6,768.47	12,232.24	57,550.00	11,196.51	45,317.76	21.3%	78.7%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF MARCH 31, 2017

	2017 MARCH	2016 MARCH	2017 Y-T-D ACTUAL	2017 BUDGET	2016 Y-T-D ACTUAL	2017 Y-T-D BUDGET REMAINING	2017 % OF BUDGET USED	2017 % OF BUDGET REMAINING
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	1,904.29	3,104.49	6,042.68	40,000.00	8,603.41	33,957.32	15.1%	84.9%
2220 FUEL, OIL, & LUBRICANTS	459.00	323.71	885.45	9,000.00	830.16	8,114.55	9.8%	90.2%
2230 CATALOGING SUPPLIES-BOOKS	0.00	121.72	1,703.17	6,000.00	800.47	4,296.83	28.4%	71.6%
2240 A/V SUPPLIES-CATALOGING	748.44	105.04	821.37	6,000.00	586.72	5,178.63	13.7%	86.3%
2250 CIRCULATION SUPPLIES	0.00	1,005.39	6,479.35	32,500.00	4,254.39	26,020.65	19.9%	80.1%
2260 LIGHT BULBS	272.50	2,445.60	272.50	12,000.00	3,871.77	11,727.50	2.3%	97.7%
2280 UNIFORMS	0.00	255.50	174.77	1,900.00	255.50	1,725.23	9.2%	90.8%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	432.28	0.00	4,000.00	432.28	4,000.00	0.0%	100.0%
TOTAL OPERATING SUPPLIES	3,384.23	7,793.73	16,379.29	111,400.00	19,634.70	95,020.71	14.7%	85.3%
REPAIR & MAINTENANCE SUPPLIES								
2300 IT SUPPLIES	202.13	235.23	501.51	6,500.00	270.23	5,998.49	7.7%	92.3%
2310 BUILDING MATERIALS & SUPPLIES	981.04	1,252.58	1,433.86	22,000.00	4,607.91	20,566.14	6.5%	93.5%
2320 PAINT & PAINTING SUPPLIES	85.48	263.81	85.48	900.00	263.81	814.52	9.5%	90.5%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL REPAIR & MAINTENANCE SUPPLIES	1,268.65	1,751.62	2,020.85	29,400.00	5,141.95	27,379.15	6.9%	93.1%
TOTAL SUPPLIES	10,900.06	16,313.82	30,632.38	198,350.00	35,973.16	167,717.62	15.4%	84.6%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
3004 MISC. UNAPPROPRIATED	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3110 CONSULTING SERVICES	144.37	667.50	144.37	39,000.00	772.50	38,855.63	0.4%	99.6%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	0.00	7,000.00	0.00	7,000.00	0.0%	100.0%
3130 LEGAL SERVICES	1,662.80	323.09	2,062.80	15,500.00	1,186.07	13,437.20	13.3%	86.7%
3140 BUILDING SERVICES	2,125.27	2,923.02	7,396.99	40,000.00	9,590.06	32,603.01	18.5%	81.5%
3150 MAINTENANCE CONTRACTS	2,840.91	4,593.21	14,837.86	170,500.00	26,145.53	155,662.14	8.7%	91.3%
3160 COMPUTER SERVICES (OCLC)	5,347.18	5,221.60	16,041.01	72,500.00	15,664.29	56,458.99	22.1%	77.9%
3170 ADMIN/ACCOUNTING SERVICES	2,939.97	3,255.33	10,266.08	51,000.00	12,206.90	40,733.92	20.1%	79.9%
3175 COLLECTION AGENCY SERVICES	912.90	1,378.30	3,427.85	18,000.00	3,732.15	14,572.15	19.0%	81.0%
TOTAL PROFESSIONAL SERVICES	15,973.40	18,362.05	54,176.96	413,500.00	69,297.50	359,323.04	13.1%	86.9%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,681.41	1,669.61	4,650.36	31,300.00	5,071.89	26,649.64	14.9%	85.1%
3215 CABLE TV	13.32	8.90	40.02	0.00	26.70	-40.02	#DIV/0!	#DIV/0!
3220 POSTAGE	1,189.71	1,262.55	3,284.27	19,000.00	3,716.48	15,715.73	17.3%	82.7%
3230 TRAVEL EXPENSE	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3240 PROFESSIONAL MTG. (OFF-SITE)	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3250 CONTINUING ED. (ON-SITE)	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
3260 FREIGHT & DELIVERY	0.00	0.00	21.90	1,000.00	70.45	978.10	2.2%	97.8%
TOTAL COMMUNICATION & TRANSPORTATION	3,884.44	2,941.06	7,996.55	81,300.00	8,885.52	73,303.45	9.8%	90.2%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF MARCH 31, 2017

	2017 MARCH	2016 MARCH	2017 Y-T-D ACTUAL	2017 BUDGET	2016 Y-T-D ACTUAL	2017 Y-T-D BUDGET REMAINING	2017 % OF BUDGET USED	2017 % OF BUDGET REMAINING
PRINTING & ADVERTISING								
3310 ADVERTISING & PUBLICATION	539.84	46.92	560.02	2,850.00	449.39	2,289.98	19.6%	80.4%
3320 PRINTING	<u>45.00</u>	<u>45.00</u>	<u>90.00</u>	<u>5,000.00</u>	<u>135.00</u>	<u>4,910.00</u>	<u>1.8%</u>	<u>98.2%</u>
TOTAL PRINTING & ADVERTISING	584.84	91.92	650.02	7,850.00	584.39	7,199.98	8.3%	91.7%
INSURANCE								
3410 OFFICIAL BOND	0.00	436.00	654.00	600.00	586.00	-54.00	109.0%	-9.0%
3420 OTHER INSURANCE	<u>58,431.00</u>	<u>0.00</u>	<u>75,788.00</u>	<u>80,500.00</u>	<u>71,578.00</u>	<u>4,712.00</u>	<u>94.1%</u>	<u>5.9%</u>
TOTAL INSURANCE	58,431.00	436.00	76,442.00	81,100.00	72,164.00	4,658.00	94.3%	5.7%
UTILITIES								
3510 GAS	245.96	346.12	1,065.34	4,450.00	1,103.94	3,384.66	23.9%	76.1%
3520 ELECTRICITY	24,072.75	23,177.59	73,610.11	332,000.00	67,365.90	258,389.89	22.2%	77.8%
3530 WATER	<u>1,280.64</u>	<u>408.12</u>	<u>3,460.55</u>	<u>26,300.00</u>	<u>3,757.18</u>	<u>22,839.45</u>	<u>13.2%</u>	<u>86.8%</u>
TOTAL UTILITIES	25,599.35	23,931.83	78,136.00	362,750.00	72,227.02	284,614.00	21.5%	78.5%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	4,598.26	620.00	6,536.53	29,000.00	4,352.03	22,463.47	22.5%	77.5%
3630 OTHER EQUIP/FURNITURE REPAIRS	1,621.06	45.78	2,119.01	16,000.00	629.14	13,880.99	13.2%	86.8%
3640 VEHICLE REPAIR & MAINTENANCE	2,696.15	97.20	3,814.74	12,500.00	1,423.11	8,685.26	30.5%	69.5%
3650 MATERIAL BINDING/REPAIR SERV.	<u>0.00</u>	<u>0.00</u>	<u>243.12</u>	<u>1,500.00</u>	<u>0.00</u>	<u>1,256.88</u>	<u>16.2%</u>	<u>83.8%</u>
TOTAL REPAIR & MAINTENANCE	8,915.47	762.98	12,713.40	59,000.00	6,404.28	46,286.60	21.5%	78.5%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	213.48	409.76	1,481.68	32,900.00	2,495.07	31,418.32	4.5%	95.5%
3720 EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3730 EVENTS-BOOTH & EQUIP. RENTAL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>#DIV/0!</u>	<u>#DIV/0!</u>
TOTAL RENTALS	213.48	409.76	1,481.68	32,900.00	2,495.07	31,418.32	4.5%	95.5%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	9,995.00	615.00	11,659.47	190,000.00	3,957.18	178,340.53	6.1%	93.9%
38460 E-BOOKS SERVICES	<u>8,394.57</u>	<u>4,945.84</u>	<u>40,975.89</u>	<u>160,000.00</u>	<u>23,131.95</u>	<u>119,024.11</u>	<u>25.6%</u>	<u>74.4%</u>
TOTAL ELECTRONIC SERVICES	18,389.57	5,560.84	52,635.36	350,000.00	27,089.13	297,364.64	15.0%	85.0%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	780.00	780.00	5,913.83	7,500.00	5,286.53	1,586.17	78.9%	21.1%
3920 INTEREST/TEMPORARY LOAN	0.00	0.00	0.00	2,000.00	0.00	2,000.00	0.0%	100.0%
3940 TRANSFER TO LIRF	35,583.00	24,833.33	106,749.00	426,978.00	74,500.01	320,229.00	25.0%	75.0%
3944 TRANSFER TO CATS SUBSIDY	0.00	0.00	12,023.00	0.00	0.00	-12,023.00	#DIV/0!	#DIV/0!
3950 EDUCATIONAL SERV/LICENSING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,500.00</u>	<u>0.00</u>	<u>4,500.00</u>	<u>0.0%</u>	<u>100.0%</u>
TOTAL OTHER CHARGES	<u>36,363.00</u>	<u>25,613.33</u>	<u>124,685.83</u>	<u>440,978.00</u>	<u>79,786.54</u>	<u>316,292.17</u>	<u>28.3%</u>	<u>71.7%</u>
TOTAL OTHER SERVICES/CHARGES	168,354.55	78,109.77	408,917.80	1,829,378.00	338,933.45	1,420,460.20	22.4%	77.6%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF MARCH 31, 2017

	2017 MARCH	2016 MARCH	2017 Y-T-D ACTUAL	2017 BUDGET	2016 Y-T-D ACTUAL	2017 Y-T-D BUDGET REMAINING	2017 % OF BUDGET USED	2017 % OF BUDGET REMAINING
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	0.00	0.00	413.99	10,000.00	1,412.03	9,586.01	4.1%	95.9%
4430 OTHER EQUIPMENT	0.00	0.00	1,122.63	19,000.00	2,103.79	17,877.37	5.9%	94.1%
4440 LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.0%	100.0%
4460 IT EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4465 IT SOFTWARE	0.00	350.00	0.00	0.00	350.00	0.00	#DIV/0!	#DIV/0!
4470 EQUIPMENT - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
4475 SOFTWARE - CATS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL FURNITURE & EQUIPMENT	0.00	350.00	1,536.62	34,000.00	3,865.82	32,463.38	4.5%	95.5%
OTHER CAPITAL OUTLAY								
4510 BOOKS	47,159.11	51,086.60	148,261.43	582,000.00	162,461.38	433,738.57	25.5%	74.5%
4520 PERIODICALS & NEWSPAPERS	34.98	987.90	1,119.84	43,000.00	2,273.09	41,880.16	2.6%	97.4%
4530 NONPRINT MATERIALS	26,015.31	20,795.60	93,444.73	350,500.00	81,593.25	257,055.27	26.7%	73.3%
TOTAL OTHER CAPITAL OUTLAY	73,209.40	72,870.10	242,826.00	975,500.00	246,327.72	732,674.00	24.9%	75.1%
TOTAL CAPITAL OUTLAY	73,209.40	73,220.10	244,362.62	1,009,500.00	250,193.54	765,137.38	24.2%	75.8%
TOTAL OPERATING EXPENDITURES	801,381.75	578,391.39	2,180,615.27	8,836,799.70	1,947,203.20	6,656,184.43	24.7%	75.3%

MONROE COUNTY PUBLIC LIBRARY

Operating Budget & Expenditure Report

January 1, 2017 to March 31, 2017

3 months = 25.0%

Object	Object Descr	2017 Budget	Jan.	Feb.	Mar.	2017 YTD Amt	2017 YTD Balance	2017 %YTD Budget
11200	ADMINISTRATION	\$187,507.61	\$14,619.82	\$14,619.82	\$21,929.73	\$51,169.37	\$136,338.24	27.29%
11300	MANAGERS/ASST.	\$1,036,770.16	\$83,266.45	\$88,556.82	\$118,403.83	\$290,227.10	\$746,543.06	27.99%
11400	LIBRARIANS, EXPERTS	\$1,099,735.35	\$78,832.85	\$85,568.79	\$110,834.07	\$275,235.71	\$824,499.64	25.03%
11500	SPECIALISTS	\$217,914.23	\$16,448.40	\$16,448.41	\$24,672.63	\$57,569.44	\$160,344.79	26.42%
11600	ASSISTANTS/PARAPRO	\$719,284.83	\$58,631.62	\$57,097.66	\$88,438.30	\$204,167.58	\$515,117.25	28.38%
11700	TECH/OPERATORS/SEC	\$60,449.80	\$4,732.73	\$4,728.88	\$7,095.24	\$16,556.85	\$43,892.95	27.39%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
11900	BUILDING	\$159,100.83	\$12,345.27	\$12,296.80	\$18,438.63	\$43,080.70	\$116,020.13	27.08%
12000	BUILDING	\$107,837.60	\$8,458.73	\$8,480.93	\$11,266.28	\$28,205.94	\$79,631.66	26.16%
12100	FICA/EMPLOYER	\$265,942.92	\$19,575.08	\$20,403.20	\$28,654.31	\$68,632.59	\$197,310.33	25.81%
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
12300	PERF/EMPLOYER	\$377,097.47	\$28,956.89	\$30,315.03	\$28,044.81	\$87,316.73	\$289,780.74	23.15%
12350	PERF/EMPLOYEE	\$101,008.27	\$7,756.29	\$8,120.08	\$7,511.95	\$23,388.32	\$77,619.95	23.15%
12400	INS/EMPLOYER	\$697,563.86	\$113,964.13	\$42,642.90	\$0.00	\$156,607.03	\$540,956.83	22.45%
12500	MEDICARE/EMPLOYER	\$62,196.37	\$4,578.04	\$4,771.74	\$6,701.30	\$16,051.08	\$46,145.29	25.81%
12800	PRODUCTION	\$17,836.00	\$1,470.14	\$1,459.52	\$2,221.16	\$5,150.82	\$12,685.18	28.88%
12900	INFORMATION	\$428,875.20	\$29,666.42	\$32,003.33	\$47,852.80	\$109,522.55	\$319,352.65	25.54%
13000	SUPPORT/MATERIAL	\$221,000.00	\$18,661.99	\$18,305.97	\$26,852.70	\$63,820.66	\$157,179.34	28.88%
13100	WORK STUDY	\$3,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,300.00	0.00%
13200	TECHNICIANS	\$16,151.20	\$0.00	\$0.00	\$0.00	\$0.00	\$16,151.20	0.00%
21100	OFFICIAL RECORDS	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	0.00%
21200	STATIONERY/BUS.	\$550.00	\$0.00	\$74.81	\$0.00	\$74.81	\$475.19	13.60%
21300	OFFICE SUPPLIES	\$11,500.00	\$32.29	\$974.62	\$1,030.26	\$2,037.17	\$9,462.83	17.71%
21350	GENERAL SUPPLIES	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
21400	DUPLICATING	\$44,200.00	\$1,410.57	\$3,492.77	\$4,987.92	\$9,891.26	\$34,308.74	22.38%
21600	PUBLIC USE SUPPLIES	\$0.00	\$0.00	\$0.00	\$229.00	\$229.00	-\$229.00	0.00%
22100	CLEANING SUPPLIES	\$40,000.00	\$1,666.83	\$2,471.56	\$1,904.29	\$6,042.68	\$33,957.32	15.11%
22200	FUEL/OIL/LUBRICANTS	\$9,000.00	\$43.41	\$383.04	\$459.00	\$885.45	\$8,114.55	9.84%
22300	CATALOGING	\$6,000.00	\$201.08	\$1,502.09	\$0.00	\$1,703.17	\$4,296.83	28.39%
22400	A/V	\$6,000.00	\$72.93	\$0.00	\$748.44	\$821.37	\$5,178.63	13.69%
22500	CIRCULATION	\$32,500.00	\$6,479.35	\$0.00	\$0.00	\$6,479.35	\$26,020.65	19.94%
22600	LIGHT BULBS	\$12,000.00	\$0.00	\$0.00	\$272.50	\$272.50	\$11,727.50	2.27%
22800	UNIFORMS	\$1,900.00	\$174.77	\$0.00	\$0.00	\$174.77	\$1,725.23	9.20%
22900	DISPLAY/EXHIBITS	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%
23000	IT SUPPLIES	\$6,500.00	\$130.09	\$169.29	\$202.13	\$501.51	\$5,998.49	7.72%
23100	BUILDING MATERIAL	\$22,000.00	\$452.82	\$0.00	\$981.04	\$1,433.86	\$20,566.14	6.52%
23200	PAINT/PAINTING	\$900.00	\$0.00	\$0.00	\$85.48	\$85.48	\$814.52	9.50%
31100	CONSULTING SERVICES	\$39,000.00	\$0.00	\$0.00	\$144.37	\$144.37	\$38,855.63	0.37%
31200	ENGINEERING/ARCHITE	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0.00%
31300	LEGAL SERVICES	\$15,500.00	\$400.00	\$0.00	\$1,662.80	\$2,062.80	\$13,437.20	13.31%
31400	BUILDING SERVICES	\$40,000.00	\$2,555.12	\$2,716.60	\$2,125.27	\$7,396.99	\$32,603.01	18.49%
31500	MAINTENANCE	\$170,500.00	\$2,301.91	\$9,695.04	\$2,840.91	\$14,837.86	\$155,662.14	8.70%
31600	COMPUTER SERVICES	\$72,500.00	\$5,347.18	\$5,346.65	\$5,347.18	\$16,041.01	\$56,458.99	22.13%

Object	Object Descr	2017 Budget	Jan.	Feb.	Mar.	2017 YTD Amt	2017 YTD Balance	2017 %YTD Budget
31700	ADMIN/ACCOUNTING	\$51,000.00	\$2,445.03	\$4,881.08	\$2,939.97	\$10,266.08	\$40,733.92	20.13%
31750	COLLECTION AGENCY	\$18,000.00	\$1,002.40	\$1,512.55	\$912.90	\$3,427.85	\$14,572.15	19.04%
32100	TELEPHONE	\$31,300.00	\$1,622.93	\$346.02	\$2,681.41	\$4,650.36	\$26,649.64	14.86%
32150	CABLE TV SERVICE	\$0.00	\$17.80	\$8.90	\$13.32	\$40.02	-\$40.02	0.00%
32200	POSTAGE	\$19,000.00	\$1,035.57	\$1,058.99	\$1,189.71	\$3,284.27	\$15,715.73	17.29%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
32400	PROFESSIONAL	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
32500	CONTINUING	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$21.90	\$0.00	\$21.90	\$978.10	2.19%
33100	ADVERTISING/PUBLICA	\$2,850.00	\$0.00	\$20.18	\$539.84	\$560.02	\$2,289.98	19.65%
33200	PRINTING SERVICES	\$5,000.00	\$0.00	\$45.00	\$45.00	\$90.00	\$4,910.00	1.80%
34100	OFFICIAL BOND INS.	\$600.00	\$0.00	\$654.00	\$0.00	\$654.00	-\$54.00	109.00%
34200	OTHER INSURANCE	\$80,500.00	\$0.00	\$17,357.00	\$58,431.00	\$75,788.00	\$4,712.00	94.15%
35100	GAS	\$4,450.00	\$425.15	\$394.23	\$245.96	\$1,065.34	\$3,384.66	23.94%
35200	ELECTRICITY	\$332,000.00	\$26,942.80	\$22,594.56	\$24,072.75	\$73,610.11	\$258,389.89	22.17%
35300	WATER	\$26,300.00	\$1,183.56	\$996.35	\$1,280.64	\$3,460.55	\$22,839.45	13.16%
36100	BUILDING REPAIRS	\$29,000.00	\$1,698.27	\$240.00	\$4,598.26	\$6,536.53	\$22,463.47	22.54%
36300	OTHER	\$16,000.00	\$420.00	\$77.95	\$1,621.06	\$2,119.01	\$13,880.99	13.24%
36400	VEHICLE	\$12,500.00	\$965.26	\$153.33	\$2,696.15	\$3,814.74	\$8,685.26	30.52%
36500	MATERIALS	\$1,500.00	\$243.12	\$0.00	\$0.00	\$243.12	\$1,256.88	16.21%
37100	REAL ESTATE	\$32,900.00	\$550.96	\$717.24	\$213.48	\$1,481.68	\$31,418.32	4.50%
38450	DATABASES	\$190,000.00	\$995.00	\$669.47	\$9,995.00	\$11,659.47	\$178,340.53	6.14%
38460	E-BOOKS	\$160,000.00	\$21,111.96	\$11,469.36	\$8,394.57	\$40,975.89	\$119,024.11	25.61%
39100	DUES/INSTITUTIONAL	\$7,500.00	\$5,133.83	\$0.00	\$780.00	\$5,913.83	\$1,586.17	78.85%
39200	INTEREST/TEMPORARY	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
39400	TRANSFER TO LIRF	\$426,978.00	\$35,583.00	\$35,583.00	\$35,583.00	\$106,749.00	\$320,229.00	25.00%
39440	TRANSFER TO CATS	\$0.00	\$12,023.00	\$0.00	\$0.00	\$12,023.00	-\$12,023.00	0.00%
39500	EDUCATIONAL/LICENSI	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00%
44100	FURNITURE	\$10,000.00	\$0.00	\$413.99	\$0.00	\$413.99	\$9,586.01	4.14%
44300	OTHER EQUIPMENT	\$19,000.00	\$799.00	\$323.63	\$0.00	\$1,122.63	\$17,877.37	5.91%
44450	BUILDING RENOVATION	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
45100	BOOKS	\$582,000.00	\$66,681.48	\$34,420.84	\$47,159.11	\$148,261.43	\$433,738.57	25.47%
45200	PERIODICALS/NEWSPA	\$43,000.00	\$1,084.86	\$0.00	\$34.98	\$1,119.84	\$41,880.16	2.60%
45300	NONPRINT MATERIALS	\$350,500.00	\$41,808.33	\$25,621.09	\$26,015.31	\$93,444.73	\$257,055.27	26.66%
		\$8,836,799.70	\$747,006.51	\$632,227.01	\$801,381.75	\$2,180,615.27	\$6,656,184.43	24.68%

LIRF Budget & Expenditure Report

January 1, 2017 to March 31, 2017

3 months = 25.0%

Object	Object Descr	2017 Budget	Jan.	Feb.	Mar.	YTD Amount	2017 YTD Balance	2017 %YTD Budget
36100	BUILDING REPAIRS	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	0.00%
44100	FURNITURE	\$25,000.00	\$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	\$125,000.00	0.00%
44450	BUILDING	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0.00%
		\$525,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525,000.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

Debt Service Budget & Expenditures Report

January 1, 2017 to March 31, 2017

3 months = 25.0%

Object Object Descr	2017 Budget	Jan.	Feb.	Mar.	2017 YTD Amt	2017 YTD Balance	2017 %YTD Budget
37100 REAL ESTATE	\$688,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$688,500.00	0.00%
39200 INTEREST/TEMPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$688,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$688,500.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

Rainy Day Budget & Expenditures Report

January 1, 2017 to March 31, 2017

3 months = 25.0%

Object	Object Descr	2017 Budget	Jan.	Feb.	Mar.	2017 YTD Amt	2017 YTD Balance	2017 %YTD Budget
31100	CONSULTING SERVICES	\$20,000.00	\$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	\$20,000.00	0.00%
31300	LEGAL SERVICES	\$20,000.00	\$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	\$25,000.00	0.00%
44100	FURNITURE	\$25,000.00	\$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	\$25,000.00	0.00%
44450	BUILDING RENOVATION	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00%
		\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%

MONROE COUNTY PUBLIC LIBRARY

Special Revenue Budget & Expenditure Report
January 1, 2017 to March 31, 2017
3 months = 25.0%

Object	Object Descr	2017 Budget	Jan.	Feb.	Mar.	YTD Amount	2017 YTD Balance	2017 %YTD Budget
11300	MANAGERS/ASST.	\$161,722.61	\$12,538.59	\$13,047.48	\$19,714.87	\$45,300.94	\$116,421.67	28.01%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,670.58	\$1,584.87	\$1,640.64	\$2,512.18	\$5,737.69	\$16,932.89	25.31%
12300	PERF/EMPLOYER	\$28,776.77	\$2,247.78	\$2,308.18	\$2,340.92	\$6,896.88	\$21,879.89	23.97%
12350	PERF/EMPLOYEE CONTRIB.	\$7,708.06	\$602.08	\$618.27	\$627.05	\$1,847.40	\$5,860.66	23.97%
12400	INS/EMPLOYER	\$44,475.30	\$10,396.65	\$2,942.08	\$0.00	\$13,338.73	\$31,136.57	29.99%
12500	MEDICARE/EMPLOYER	\$5,301.99	\$370.65	\$383.70	\$587.52	\$1,341.87	\$3,960.12	25.31%
12800	PRODUCTION ASSISTANTS	\$125,833.50	\$8,454.80	\$8,437.77	\$12,856.55	\$29,749.12	\$96,084.38	23.64%
12900	INFORMATION	\$38,792.00	\$2,439.40	\$2,765.69	\$4,723.42	\$9,928.51	\$28,863.49	25.59%
13100	WORK STUDY	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
13200	TECHNICIANS	\$39,306.35	\$3,053.08	\$3,058.16	\$4,612.64	\$10,723.88	\$28,582.47	27.28%
21200	STATIONERY/BUS. CARDS	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
21300	OFFICE SUPPLIES	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
21400	DUPLICATING	\$700.00	\$0.00	\$66.26	\$0.00	\$66.26	\$633.74	9.47%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$23.26	\$20.06	\$0.00	\$43.32	\$956.68	4.33%
22700	VIDEO TAPE/MEDIA	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
23000	IT SUPPLIES	\$1,200.00	\$310.08	\$21.98	\$0.00	\$332.06	\$867.94	27.67%
23500	AUDIO/VIDEO	\$8,000.00	\$2,844.88	\$0.00	\$1,271.63	\$4,116.51	\$3,883.49	51.46%
31100	CONSULTING SERVICES	\$8,000.00	\$180.00	\$0.00	\$500.00	\$680.00	\$7,320.00	8.50%
31300	LEGAL SERVICES	\$500.00	\$32.56	\$0.00	\$0.00	\$32.56	\$467.44	6.51%
31500	MAINTENANCE	\$1,000.00	\$0.00	\$50.00	\$50.00	\$100.00	\$900.00	10.00%
31600	COMPUTER SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
31650	DIGITIZATION SERVICES	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
31700	ADMIN/ACCOUNTING	\$400.00	\$5.99	\$4.15	\$7.08	\$17.22	\$382.78	4.31%
32100	TELEPHONE	\$3,000.00	\$203.09	\$0.00	\$407.08	\$610.17	\$2,389.83	20.34%
32150	CABLE TV SERVICE	\$300.00	\$41.56	\$20.78	\$31.09	\$93.43	\$206.57	31.14%
32200	POSTAGE	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
32300	TRAVEL EXPENSE	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
32400	PROFESSIONAL MTG/OFF	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
32600	FREIGHT/DELIVERY	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
36300	OTHER EQUIP/FURNITURE	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
37100	REAL ESTATE	\$3,000.00	\$1.08	-\$86.80	-\$124.52	-\$210.24	\$3,210.24	-7.01%
39100	DUES/INSTITUTIONAL	\$3,000.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$1,800.00	40.00%
39500	EDUCATIONAL/LICENSIN	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
39600	COMMUNITY NEWS	\$12,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$9,000.00	25.00%
44100	FURNITURE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
44700	EQUIPMENT - CATS	\$147,000.00	\$0.00	\$0.00	\$369.70	\$369.70	\$146,630.30	0.25%
		\$703,787.16	\$46,530.40	\$38,298.40	\$50,487.21	\$135,316.01	\$568,471.15	19.23%

MONROE COUNTY PUBLIC LIBRARY

Gen. Obligation Bond Budget & Expenditure 2016

January 1, 2017 to March 31, 2017

3 months = 25.0%

Object	Object Descr	2017 Budget	Jan.	Feb.	Mar.	YTD Amount	2017 YTD Balance	2017 %YTD Budget
31100	CONSULTING	\$0.00	\$0.00	\$0.00	\$2,200.00	\$2,200.00	-\$2,200.00	0.00%
31200	ENGINEERING/ARCHI	\$0.00	\$0.00	\$0.00	\$7,350.00	\$7,350.00	-\$7,350.00	0.00%
31500	MAINTENANCE	\$0.00	\$1,006.45	\$650.00	\$0.00	\$1,656.45	-\$1,656.45	0.00%
44452	BLDG LONG-TERM	\$0.00	\$539.97	\$1,238.89	\$5,422.57	\$7,201.43	-\$7,201.43	0.00%
44600	IT EQUIPMENT	\$0.00	\$1,848.49	\$2,687.00	\$12,372.98	\$16,908.47	-\$16,908.47	0.00%
44650	IT SOFTWARE	\$0.00	\$800.00	\$96.00	\$1,572.00	\$2,468.00	-\$2,468.00	0.00%
44700	EQUIPMENT - CATS	\$0.00	\$17,755.90	\$282.97	\$19,279.77	\$37,318.64	-\$37,318.64	0.00%
		\$0.00	\$21,950.81	\$4,954.86	\$48,197.32	\$75,102.99	-\$75,102.99	0.00%

MONROE COUNTY PUBLIC LIBRARY

Expenditure Summary compared to last year

2017 compared to 2016: Period Ending March

Fund	Fund Descr	2017 Budget	March 2017 Amt	2017 YTD Amt	2016 Budget	March 2016 Amt	2016 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$8,836,799.70	\$801,381.75	\$2,180,615.27	\$8,455,883.89	\$578,391.39	\$1,947,203.20	11.99%
002	JAIL	\$0.00	\$0.00	\$0.00	\$0.00	\$1,187.50	\$1,187.50	-100.00%
003	CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
004	GIFT	\$0.00	\$67.39	\$67.39	\$0.00	\$170.58	\$170.58	-60.49%
005	PLAC	\$0.00	\$0.00	\$1,300.00	\$0.00	\$0.00	\$2,080.00	-37.50%
006	RETIREEES	\$0.00	\$0.00	\$0.00	\$0.00	\$88.25	\$353.00	-100.00%
007	LIRF	\$525,000.00	\$0.00	\$0.00	\$350,000.00	\$3,832.32	\$20,582.96	-100.00%
008	DEBT SERVICE	\$688,500.00	\$0.00	\$0.00	\$730,000.00	\$0.00	\$0.00	0.00%
009	RAINY DAY	\$150,000.00	\$0.00	\$0.00	\$324,500.00	\$0.00	\$0.00	0.00%
010	PAYROLL	\$0.00	\$512,501.36	\$1,250,394.14	\$0.00	\$339,737.54	\$1,047,741.42	19.34%
011	INVESTMENT-GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
012	TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
015	LSTA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
016	GIFT-RESTRICED	\$0.00	\$11,692.84	\$29,905.69	\$0.00	\$9,433.83	\$23,821.14	25.54%
017	LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
018	IN KIND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
019	GIFT-	\$0.00	\$11,584.02	\$30,981.96	\$0.00	\$10,161.12	\$38,204.99	-18.91%
020	SPECIAL REVENUE	\$703,787.16	\$50,487.21	\$135,316.01	\$615,509.07	\$41,758.10	\$126,912.23	6.62%
021	CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
022	GATES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
023	LSTA-CIVIL WAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
024	FINRA GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
025	LSTA-SMITHVILLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
026	G O BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
027	COMMUNITY FDTN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
028	FINRA 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$3,714.54	\$15,539.63	-100.00%
029	GO BOND 2016	\$0.00	\$48,197.32	\$75,102.99	\$0.00	\$12,968.29	\$20,822.62	260.68%
		\$10,904,086.86	\$1,435,911.89	\$3,703,683.45	\$10,475,892.96	\$1,001,443.46	\$3,244,619.27	14.15%

MONROE COUNTY PUBLIC LIBRARY

Revenue Totals Budget Forms (all funds)

Source Descr	2017 YTD Budget	Jan	Feb	Mar	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
Fund 001 OPERATING							
PROPERTY	\$5,799,004.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,799,004.00	0.00%
INTANGIBLES TAX	\$18,023.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,023.00	0.00%
LICENSE EXCISE TAX	\$323,852.00	\$0.00	\$0.00	\$0.00	\$0.00	\$323,852.00	0.00%
LOCAL/COUNTY	\$2,198,787.00	\$0.00	\$366,464.50	\$183,232.25	\$549,696.75	\$1,649,090.25	25.00%
COMMERCIAL	\$42,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,510.00	0.00%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELL	\$0.00	\$525.25	\$513.30	\$709.94	\$1,748.49	-\$1,748.49	0.00%
LOST/DAMAGED	\$0.00	\$1,306.22	\$1,323.78	\$1,808.55	\$4,438.55	-\$4,438.55	0.00%
FINES	\$150,000.00	\$9,032.48	\$7,593.29	\$7,554.26	\$24,180.03	\$125,819.97	16.12%
COLLECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BLGTN COPIERS &	\$12,500.00	\$929.25	\$1,304.75	\$2,005.79	\$4,239.79	\$8,260.21	33.92%
MISCELLANEOUS	\$0.00	\$50.90	-\$50.00	\$2.40	\$3.30	-\$3.30	0.00%
PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MEETING ROOM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GARNISHMENT FEES	\$0.00	\$7.74	\$7.74	\$3.78	\$19.26	-\$19.26	0.00%
E-RATE RECEIPTS	\$0.00	\$7,155.84	\$0.00	\$0.00	\$7,155.84	-\$7,155.84	0.00%
PLAC DISTRIBUTION	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00	0.00%
REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
READER PRINTER	\$0.00	\$7.25	\$17.90	\$25.86	\$51.01	-\$51.01	0.00%
OBITS	\$0.00	\$107.00	\$50.00	\$126.00	\$283.00	-\$283.00	0.00%
COIN TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$3,362.36	\$2,816.55	\$3,607.75	\$9,786.66	-\$9,786.66	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INVESTMENT	\$4,000.00	\$1,007.93	\$1,034.45	\$881.88	\$2,924.26	\$1,075.74	73.11%
CABLE ACCESS FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CABLE ACCESS FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPL OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RENT INCOME	\$4,000.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$2,200.00	45.00%
LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 001 OPERATING	\$8,565,176.00	\$25,292.22	\$381,076.26	\$199,958.46	\$606,326.94	\$7,958,849.06	7.08%
Fund 002 JAIL							
RECEIPTS	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	-\$6,000.00	0.00%
Fund 002 JAIL	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	-\$6,000.00	0.00%
Fund 003 CLEARING							
CONFERENCE/RECEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
YMCA RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
PHONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2017 YTD Budget	Jan	Feb	Mar	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
MCPLF CC RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPLF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ILL FINES/FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
REIMBURSEMENT/CL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE/COBRA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FEMA/CLEARING FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INSURANCE/CLAIMS-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 003 CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 004 GIFT UNRESTRICTED							
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
UNRESTRICTED GIFT	\$0.00	\$115.75	\$160.26	\$472.96	\$748.97	-\$748.97	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 004 GIFT	\$0.00	\$115.75	\$160.26	\$472.96	\$748.97	-\$748.97	0.00%
Fund 005 PLAC							
PUBLIC LIBRARY	\$0.00	\$650.00	\$715.00	\$650.00	\$2,015.00	-\$2,015.00	0.00%
Fund 005 PLAC	\$0.00	\$650.00	\$715.00	\$650.00	\$2,015.00	-\$2,015.00	0.00%
Fund 006 RETIREES							
RETIREES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 006 RETIREES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 007 LIRF							
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIRF RECEIPTS	\$426,978.00	\$0.00	\$0.00	\$0.00	\$0.00	\$426,978.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 007 LIRF	\$426,978.00	\$0.00	\$0.00	\$0.00	\$0.00	\$426,978.00	0.00%
Fund 008 DEBT SERVICE							
PROPERTY	\$688,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$688,500.00	0.00%
INTANGIBLES TAX	\$2,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,300.00	0.00%
LICENSE EXCISE TAX	\$36,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,000.00	0.00%
COMMERCIAL	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,300.00	0.00%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 008 DEBT	\$732,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$732,100.00	0.00%
Fund 009 RAINY DAY							

Source Descr	2017 YTD Budget	Jan	Feb	Mar	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
LOCAL/COUNTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPL OPERATING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 009 RAINY DAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 010 PAYROLL							
GROSS PAYROLL	\$0.00	\$358,504.53	\$371,775.27	\$527,242.95	\$1,257,522.75	-\$1,257,522.75	0.00%
Fund 010 PAYROLL	\$0.00	\$358,504.53	\$371,775.27	\$527,242.95	\$1,257,522.75	-\$1,257,522.75	0.00%
Fund 013 PETTY CASH							
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 013 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 014 CHANGE							
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 014 CHANGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 016 GIFT-RESTRICED							
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RECEIPTS	\$0.00	\$0.00	\$0.00	\$14,416.71	\$14,416.71	-\$14,416.71	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RESTRICED GIFT	\$0.00	\$500.00	\$1,500.00	\$0.00	\$2,000.00	-\$2,000.00	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 016 GIFT-	\$0.00	\$500.00	\$1,500.00	\$14,416.71	\$16,416.71	-\$16,416.71	0.00%
Fund 019 GIFT-FOUNDATION							
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 019 GIFT-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 020 SPECIAL REVENUE							
MISCELLANEOUS	\$12,022.96	\$190.00	\$130.00	\$240.00	\$560.00	\$11,462.96	4.66%
CABLE ACCESS FEES	\$433,685.17	\$0.00	\$108,421.25	\$0.00	\$108,421.25	\$325,263.92	25.00%
CABLE ACCESS FEES	\$254,856.78	\$63,714.25	\$0.00	\$0.00	\$63,714.25	\$191,142.53	25.00%
CABLE ACCESS FEES	\$15,439.61	\$0.00	\$0.00	\$3,859.75	\$3,859.75	\$11,579.86	25.00%
CONTRACT-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPL OPERATING	\$0.00	\$12,023.00	\$0.00	\$0.00	\$12,023.00	-\$12,023.00	0.00%
Fund 020 SPECIAL	\$716,004.52	\$75,927.25	\$108,551.25	\$4,099.75	\$188,578.25	\$527,426.27	26.34%
Fund 021 CAPITAL PROJECTS							
PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTANGIBLES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LICENSE EXCISE TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
COMMERCIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 021 CAPITAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2017 YTD Budget	Jan	Feb	Mar	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
Fund 024 FINRA GRANT							
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 024 FINRA GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 026 G O BOND							
BOND SALE	\$0.00	\$0.00	\$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	\$0.00	0.00%
Fund 027 COMMUNITY FDTN GRANT							
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 027	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 028 FINRA 2014							
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 028 FINRA 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 029 GO BOND 2016							
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 029 GO BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$10,440,258.52	\$460,989.75	\$869,778.04	\$746,840.83	\$2,077,608.62	\$8,362,649.90	19.90%

MONROE COUNTY PUBLIC LIBRARY

Cash Balances by fund

Current Period: March 2017

FUND Descr	3/01/17	MTD Debit	MTD Credit	3/31/17	Bal Sht Descr	Act Status
OPERATING	\$27,080.61	\$6,167.98	\$31,218.28	\$2,030.31	OLD NATIONAL BANK CHECKING	Active
OPERATING	\$22,808.39	\$6,544.93	\$27,662.50	\$1,690.82	GERMAN AMER./CHECKING	Active
OPERATING	\$56,681.07	\$642,757.61	\$766,919.66	-\$67,480.98	MAINSOURCE CHECKING	Active
OPERATING	\$1,132,539.10	\$3,607.75	\$400,000.00	\$736,146.85	MAINSOURCE SAVINGS	Active
OPERATING	\$1,905.74	\$344.26	\$0.00	\$2,250.00	ONB CD INVESTMENT	Active
OPERATING	\$5,436.21	\$537.62	\$0.00	\$5,973.83	INVEST. CD/MAINSOURCE	Active
Fund 001 OPERATING	\$1,246,451.12	\$659,960.15	\$1,225,800.44	\$680,610.83		
JAIL	\$6,000.00	\$0.00	\$0.00	\$6,000.00	MAINSOURCE CHECKING	Active
Fund 002 JAIL	\$6,000.00	\$0.00	\$0.00	\$6,000.00		
GIFT UNRESTRICTED	\$576.01	\$472.96	\$992.72	\$56.25	OLD NATIONAL BANK CHECKING	Active
GIFT UNRESTRICTED	\$6,558.03	\$1,024.22	\$67.39	\$7,514.86	MAINSOURCE CHECKING	Active
Fund 004 GIFT UNRESTRICTED	\$7,134.04	\$1,497.18	\$1,060.11	\$7,571.11		
PLAC	\$520.00	\$130.00	\$585.00	\$65.00	OLD NATIONAL BANK CHECKING	Active
PLAC	\$1,560.00	\$520.00	\$2,015.00	\$65.00	GERMAN AMER./CHECKING	Active
PLAC	-\$715.00	\$2,600.00	\$0.00	\$1,885.00	MAINSOURCE CHECKING	Active
Fund 005 PLAC	\$1,365.00	\$3,250.00	\$2,600.00	\$2,015.00		
LIRF	\$43,564.03	\$0.00	\$0.00	\$43,564.03	MAINSOURCE CHECKING	Active
LIRF	\$850,708.56	\$0.00	\$0.00	\$850,708.56	MAINSOURCE SAVINGS	Active
LIRF	\$1,197,735.57	\$0.00	\$0.00	\$1,197,735.57	INVEST. CD/MAINSOURCE	Active
Fund 007 LIRF	\$2,092,008.16	\$0.00	\$0.00	\$2,092,008.16		
DEBT SERVICE	\$263.58	\$0.00	\$0.00	\$263.58	MAINSOURCE CHECKING	Active
DEBT SERVICE	\$76,000.00	\$0.00	\$0.00	\$76,000.00	MAINSOURCE SAVINGS	Active
Fund 008 DEBT SERVICE	\$76,263.58	\$0.00	\$0.00	\$76,263.58		
RAINY DAY	\$20,384.18	\$0.00	\$0.00	\$20,384.18	MAINSOURCE CHECKING	Active
RAINY DAY	\$1,116,269.19	\$0.00	\$0.00	\$1,116,269.19	MAINSOURCE SAVINGS	Active
RAINY DAY	\$500,000.00	\$0.00	\$0.00	\$500,000.00	ONB CD INVESTMENT	Active
Fund 009 RAINY DAY	\$1,636,653.37	\$0.00	\$0.00	\$1,636,653.37		
PAYROLL	\$653.84	\$527,242.95	\$512,501.36	\$15,395.43	MAINSOURCE CHECKING	Active
Fund 010 PAYROLL	\$653.84	\$527,242.95	\$512,501.36	\$15,395.43		
GIFT-RESTRICED	\$34,684.90	\$34,744.25	\$11,692.84	\$57,736.31	MAINSOURCE CHECKING	Active
Fund 016 GIFT-RESTRICED	\$34,684.90	\$34,744.25	\$11,692.84	\$57,736.31		
GIFT-FOUNDATION	\$10,496.05	\$11,600.00	\$11,634.02	\$10,462.03	MAINSOURCE CHECKING	Active
Fund 019 GIFT-FOUNDATION	\$10,496.05	\$11,600.00	\$11,634.02	\$10,462.03		
SPECIAL REVENUE	\$551.65	\$240.00	\$713.86	\$77.79	GERMAN AMER./CHECKING	Active
SPECIAL REVENUE	\$142,125.43	\$4,701.05	\$50,614.65	\$96,211.83	MAINSOURCE CHECKING	Active
SPECIAL REVENUE	\$575,000.00	\$0.00	\$0.00	\$575,000.00	MAINSOURCE SAVINGS	Active

FUND Descr	3/01/17	MTD Debit	MTD Credit	3/31/17	Bal Sht Descr	Act Status
Fund 020 SPECIAL REVENUE	\$717,677.08	\$4,941.05	\$51,328.51	\$671,289.62		
GO BOND 2016	\$2,854.29	\$200,000.00	\$48,197.32	\$154,656.97	MAINSOURCE CHECKING	Active
GO BOND 2016	\$1,700,886.39	\$0.00	\$200,000.00	\$1,500,886.39	MAINSOURCE SAVINGS	Active
Fund 029 GO BOND 2016	\$1,703,740.68	\$200,000.00	\$248,197.32	\$1,655,543.36		
	\$7,533,127.82	\$1,443,235.58	\$2,064,814.60	\$6,911,548.80		

MONROE COUNTY PUBLIC LIBRARY

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ONB CHECKING

06300 ONB/MONROE

March 2017

Account Summary

Beginning Balance on	3/1/2017	\$60,054.16
+		\$25,097.40
-	Payments (Checks and Withdrawals)	\$83,000.00
Ending Balance as of	3/31/2017	\$2,151.56

Check Book

Active	G 001-06300	OPERATING	\$2,030.31
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$56.25
Active	G 005-06300	PLAC	\$65.00
Active	G 006-06300	RETIREES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 009-06300	RAINY DAY	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$0.00
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
Active	G 024-06300	FINRA GRANT	\$0.00
Active	G 027-06300	COMMUNITY FDTN	\$0.00
Active	G 028-06300	FINRA 2014	\$0.00
Active	G 029-06300	GO BOND 2016	\$0.00

Cash Balance **\$2,151.56**

Beginng Balance	\$60,054.16
+ Total Deposits	\$25,097.40
- Checks Written	\$83,000.00

Check Book \$2,151.56

Difference \$0.00

MONROE COUNTY PUBLIC LIBRARY

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GERMAN-AMER/CHECKING

06400 GER AME/UC

March 2017

Account Summary

Beginning Balance on	3/1/2017	\$24,951.54
+		\$7,297.85
-	Payments (Checks and Withdrawals)	\$30,415.78
Ending Balance as of	3/31/2017	\$1,833.61

Check Book

Active	G 001-06400	OPERATING	\$1,690.82
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$0.00
Active	G 005-06400	PLAC	\$65.00
Active	G 007-06400	LIRF	\$0.00
Active	G 009-06400	RAINY DAY	\$0.00
Active	G 016-06400	GIFT-RESTRICED	\$0.00
Active	G 020-06400	SPECIAL REVENUE	\$77.79
Active	G 029-06400	GO BOND 2016	\$0.00

Cash Balance **\$1,833.61**

Beginng Balance	\$24,951.54
+ Total Deposits	\$7,297.85
- Checks Written	\$30,415.78

Check Book \$1,833.61

Difference \$0.00

MONROE COUNTY PUBLIC LIBRARY

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MAINSOURCE CHECKING
06600 MAINSO CKG
March 2017

Account Summary

Beginning Balance on	3/1/2017	\$414,887.28
+		\$896,242.69
-	Payments (Checks and Withdrawals)	\$950,836.28
Ending Balance as of	3/31/2017	\$360,293.69

Check Book

Active	G 001-06600	OPERATING	-\$67,480.98
Active	G 002-06600	JAIL	\$6,000.00
Active	G 003-06600	CLEARING	\$0.00
Active	G 004-06600	GIFT UNRESTRICTED	\$7,514.86
Active	G 005-06600	PLAC	\$1,885.00
Active	G 006-06600	RETIREEES	\$0.00
Active	G 007-06600	LIRF	\$43,564.03
Active	G 008-06600	DEBT SERVICE	\$263.58
Active	G 009-06600	RAINY DAY	\$20,384.18
Active	G 010-06600	PAYROLL	\$15,395.43
Active	G 016-06600	GIFT-RESTRICED	\$57,736.31
Active	G 017-06600	LEVY EXCESS	\$0.00
Active	G 019-06600	GIFT-FOUNDATION	\$10,462.03
Active	G 020-06600	SPECIAL REVENUE	\$96,211.83
Active	G 024-06600	FINRA GRANT	\$0.00
Active	G 026-06600	G O BOND	\$0.00
Active	G 027-06600	COMMUNITY FDTN	\$0.00
Active	G 028-06600	FINRA 2014	\$0.00
Active	G 029-06600	GO BOND 2016	\$154,656.97

Cash Balance **\$346,593.24**

Beginng Balance	\$414,887.28
+ Total Deposits	\$896,242.69
- Checks Written	\$964,536.73

Check Book	\$346,593.24
O/S Checks	\$13,700.45

MONROE COUNTY PUBLIC LIBRARY

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MAINSOURCE SAVINGS

06610 MAINSO SAV

March 2017

Account Summary

Beginning Balance on	3/1/2017	\$5,451,403.24
+		\$3,607.75
-	Payments (Checks and Withdrawals)	\$600,000.00
Ending Balance as of	3/31/2017	\$4,855,010.99

Check Book

Active	G 001-06610	OPERATING	\$736,146.85
Active	G 002-06610	JAIL	\$0.00
Active	G 003-06610	CLEARING	\$0.00
Active	G 004-06610	GIFT UNRESTRICTED	\$0.00
Active	G 005-06610	PLAC	\$0.00
Active	G 006-06610	RETIREEES	\$0.00
Active	G 007-06610	LIRF	\$850,708.56
Active	G 008-06610	DEBT SERVICE	\$76,000.00
Active	G 009-06610	RAINY DAY	\$1,116,269.19
Active	G 010-06610	PAYROLL	\$0.00
Active	G 016-06610	GIFT-RESTRICED	\$0.00
Active	G 019-06610	GIFT-FOUNDATION	\$0.00
Active	G 020-06610	SPECIAL REVENUE	\$575,000.00
Active	G 024-06610	FINRA GRANT	\$0.00
Active	G 026-06610	G O BOND	\$0.00
Active	G 027-06610	COMMUNITY FDTN	\$0.00
Active	G 028-06610	FINRA 2014	\$0.00
Active	G 029-06610	GO BOND 2016	\$1,500,886.39

Cash Balance **\$4,855,010.99**

Beginng Balance	\$5,451,403.24
+ Total Deposits	\$3,607.75
- Checks Written	\$600,000.00

Check Book \$4,855,010.99

Difference \$0.00

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE April 19, 2017

Beginning Employment

- Wes Martin, CATS, Production Assistant, Pay Grade 4, 25 hours per week effective March 20, 2017.

Ending Employment

- Brooke Plummer, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective February 21, 2017.

Job Changes

- None.

Active Library EmployeesPay Date: **03-17-2017**Pay Period: **02-20-2017 to 03-05-2017****Operating Funds**

	<i>Operating Fund</i>	<i>First Name</i>	<i>Last Name</i>
1	AC Services Operating	Calan	Blevins
2	AC Services Operating	Miriam	Boyken
3	AC Services Operating	Joseph	Camacho-Roy
4	AC Services Operating	Vincent	Desjardins
5	AC Services Operating	Victoria	Englert
6	AC Services Operating	Andrew	Fak
7	AC Services Operating	Logan	Farlee
8	AC Services Operating	Madison	Funk
9	AC Services Operating	Cynthia	Garrison
10	AC Services Operating	Charles	Gillespie
11	AC Services Operating	Sarah	Harrison
12	AC Services Operating	Ashley	Hinshaw
13	AC Services Operating	Logan	Holmes
14	AC Services Operating	Chelsea	Hoover
15	AC Services Operating	Claire	Jenness
16	AC Services Operating	Deborah	Lang
17	AC Services Operating	Elias	McDermott-Sipe
18	AC Services Operating	Amber	McGarr
19	AC Services Operating	Michelle	Meyers
20	AC Services Operating	Sydney	Overtoom
21	AC Services Operating	Brigid	Phillips
22	AC Services Operating	Brooke	Plummer
23	AC Services Operating	Elizabeth	Polley
24	AC Services Operating	Daniel	Price
25	AC Services Operating	Rebecca	Ray
26	AC Services Operating	Karen	Smith
27	AC Services Operating	Kimberly	Smith
28	AC Services Operating	Benjamin	Snider
29	AC Services Operating	Jennifer	Speer
30	AC Services Operating	Felicity	Young
31	CS Special/Asst/Para Oper	Cynthia	Balzer
32	CS Special/Asst/Para Oper	Michael	Champion
33	CS Special/Asst/Para Oper	Marion	Clark
34	CS Special/Asst/Para Oper	Katelynn	Dockerty
35	CS Special/Asst/Para Oper	Paul	Duszynski
36	CS Special/Asst/Para Oper	Rebekah	Edelman
37	CS Special/Asst/Para Oper	Jennifer	Festa
38	CS Special/Asst/Para Oper	Israel	Horton
39	BS Security/Protect Operating	Ross	Jackson
40	CS Special/Asst/Para Oper	Seth	James
41	CS Special/Asst/Para Oper	Clinton	Lake
42	BL Service/Maintenance Oper	Clare	Miller
43	CS Special/Asst/Para Oper	Emily	Purcell
44	BL Service/Maintenance Oper	Marjorie	Robinson
45	CA Technician Oper	Addison	Rogers
46	CS Special/Asst/Para Oper	Ann	Segraves
47	BS Security/Protect Operating	James	Sims

<i>Operating Fund</i>	<i>First Name</i>	<i>Last Name</i>
48 CM Support Operating	William	Weaver
49 AC Services Operating	Kenneth	Carter
50 AC Services Operating	Craig	Clark
51 BL Service/Maintenance Oper	Deanna	Crane
52 CS Special/Asst/Para Oper	William	Ellis
53 CS Special/Asst/Para Oper	Edwin	Fallwell
54 AC Services Operating	Evan	Gornik
55 AC Services Operating	Arielle	Hacker
56 CS Special/Asst/Para Oper	Ian	Hoagland
57 CS Special/Asst/Para Oper	Daniel	Hosler
58 CS Special/Asst/Para Oper	Lillian	Jenness
59 EG Librarians, Experts Oper	Christina	Jones
60 CS Special/Asst/Para Oper	Kelly	Jordan
61 CS Special/Asst/Para Oper	Jack	Kovaleski
62 CS Special/Asst/Para Oper	Audra	Loudenbarger
63 EG Librarians, Experts Oper	Doris	Lynch
64 AC Services Operating	Juliann	Nelson
65 CS Special/Asst/Para Oper	Elizabeth	Salvaggio
66 BL Service/Maintenance Oper	Cherryl	Tincher
67 CA Technician Special Oper	Nathan	Wrigley
68 CS Special/Asst/Para Oper	Tracy	Lenn
69 CM Special/Asst/Para Oper	Erin	Tobey
70 AC Specialist/Asst/Para Oper	Meghan	Adams
71 EG Librarians, Experts Oper	Ellen	Arnholter
72 IT Manager/Asst/Strat Oper	Ned	Baugh
73 BL Service/Maintenance Oper	Terri	Bell
74 AC Librarians, Experts Oper	Melissa	Bruecks
75 CS Special/Asst/Para Oper	Michael	Campbell
76 SC Manager/Asst/Strat Oper	Lisa	Champelli
77 BL Manager/Asst/Strat Oper	Jeremiah	Chandler
78 CS Special/Asst/Para Oper	Jared	Cheek
79 CS Special/Asst/Para Oper	Burl	Cooper
80 AD Director/Assoc Operating	Jane	Cronkhite
81 EG Librarians, Experts Oper	Luann	Dillon
82 CS Special/Asst/Para Oper	Aubrey	Dunnuck
83 AC Specialist/Asst/Para Oper	Susan	Fallwell
84 EG Librarians, Experts Oper	Mary	Frasier
85 CS Special/Asst/Para Oper	Elizabeth	French
86 EG Librarians, Experts Oper	Christine	Friesel
87 EG Librarians, Experts Oper	Rebecca	Fyolek
88 EG Librarians, Experts Oper	Alejandria	Galarza
89 BS Security/Protect Operating	Dana	Geldhof
90 CS Special/Asst/Para Oper	Joshua	Gesten
91 EG Librarians, Experts Oper	James	Gossman
92 AD Specialist/Asst/Para Oper	Marla	Gray
93 EG Librarians, Experts Oper	Elizabeth	Gray
94 CM Librarians, Experts Oper	Paula	Gray-Overtoom
95 AC Librarians, Experts Oper	Cheryl	Green
96 BL Service/Maintenance Oper	Ronald	Greene
97 CS Special/Asst/Para Oper	Shawn	Henline
98 CM Manager/Asst/Strat Oper	Michael	Hoerger

Operating Fund	First Name	Last Name
99 EG Librarians, Experts Oper	Jennifer	Hoffman
100 EG Librarians, Experts Oper	Stephanie	Holman
101 SP Manager/Asst/Strat Oper	Christopher	Hosler
102 SS Manager/Asst/Strat Oper	Christopher	Jackson
103 BS Security/Protect Operating	Michael	Johnson
104 AC Manager/Asst/Strat Oper	Jennifer	Kellams
105 BL Service/Maintenance Oper	Bruce	Kelly
106 AD Specialist/Asst/Para Oper	Merriel	Kern
107 CS Special/Asst/Para Oper	Julia	Kinser
108 EG Librarians, Experts Oper	Jeannette	Lehr
109 AD Manager/Asst/Strat Oper	Gary	Lettelleir
110 CS Manager/Asst/Strat Oper	Mary	Loro
111 CS Special/Asst/Para Oper	Jacqueline	Lovings
112 ST Manager/Asst/Strat Oper	Kevin	MacDowell
113 BL Manager/Asst/Strat Oper	Jason	Matney
114 CS Special/Asst/Para Oper	John	Meador
115 CS Special/Asst/Para Oper	Amber	Mestre
116 BL Service/Maintenance Oper	John	Mosora
117 CS Special/Asst/Para Oper	Daniel	Mounlio
118 IT Specialist/Asst/Para Oper	Cody	Mullis
119 CS Manager/Asst/Strat Oper	Michele	Needham
120 AC Librarians, Experts Oper	Martha	Odya
121 EG Librarians, Experts Oper	Polly	OShea
122 CS Special/Asst/Para Oper	Samuel	Ott
123 EG Librarians, Experts Oper	Roberta	Overman
124 CS Special/Asst/Para Oper	Jonathon	Paull
125 CS Special/Asst/Para Oper	M Brandon	Rome
126 AC Librarians, Experts Oper	Jane	Ruddick
127 AD Manager/Asst/Strat Oper	Susan	Sater
128 IT Librarians Experts Oper	Vanessa	Schwegman
129 AD Support Operating	Brenda	Seibel
130 CS Special/Asst/Para Oper	Andrew	Slater
131 AC Specialist/Asst/Para Oper	Christine	Sneed
132 CM Special/Asst/Para Oper	Ryan	Stacy
133 CS Special/Asst/Para Oper	Kathleen	Starks-Dyer
134 SD Manager/Asst/Strat Oper	Barbara	Swinson
135 AC Services Operating	Timothy	Thompson
136 EG Manager/Asst/Strat Oper	Bethany	Turrentine
137 AD Tech/Oper/Secretaries Oper	Pamela	Wallace
138 AC Manager/Asst/Strat Oper	Pamela	Wasmer
139 AC Specialist/Asst/Para Oper	Pamela	White
140 AD Manager/Asst/Strat Oper	Kyle	Wickemeyer-Hardy
141 EG Manager/Asst/Strat Oper	Joshua	Wolf
142 AD Director/Assoc Operating	Marilyn	Wood
143 CS Special/Asst/Para Oper	Leanne	Zdravecky
Sub-Total Operating Funds	\$160,113.20	8,291.00

Operating Fund	First Name	Last Name
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Special Funds

	Special Fund	First Name	Last Name
1	S CA Technician Oper	Nile	Arena
2	S CA Technician Oper	Nathan	Kroeger
3	S CA Technician Oper	Casey	Muyskens-Toth
4	S CA Technician Special Oper	Eric	Ayotte
5	S CA Technician Special Oper	Mark	Bookwalter
6	S CA Technician Special Oper	Glenn	Myers
7	S FL Support Operating	Michael	Burns
8	S CA Technician Special Oper	Michael	Adams
9	S CA Manager/Asst/Strat Oper	Martin	O'Neill
10	S FL Office Coordinator, Exper	Mary Jean	Regoli
11	S CA Manager/Asst/Strat Oper	Adam	Stillwell
12	S CA Technician Oper	Robert	Stockwell
13	S CA Technician Special Oper	David	Walter
14	S CA Manager/Asst/Strat Oper	Michael	White
	Sub-Total Special Funds	\$16,860.56	896.50
	TOTAL Employees/All Funds	\$176,973.76	9,187.50

Operating Funds

	<i>Operating Fund</i>	<i>First Name</i>	<i>Last Name</i>
1	AC Services Operating	Calan	Blevins
2	AC Services Operating	Joseph	Camacho-Roy
3	AC Services Operating	Vincent	Desjardins
4	AC Services Operating	Victoria	Englert
5	AC Services Operating	Andrew	Fak
6	AC Services Operating	Logan	Farlee
7	AC Services Operating	Madison	Funk
8	AC Services Operating	Cynthia	Garrison
9	AC Services Operating	Charles	Gillespie
10	AC Services Operating	Sarah	Harrison
11	AC Services Operating	Ashley	Hinshaw
12	AC Services Operating	Logan	Holmes
13	AC Services Operating	Chelsea	Hoover
14	AC Services Operating	Claire	Jenness
15	AC Services Operating	Deborah	Lang
16	AC Services Operating	Elias	McDermott-Sipe
17	AC Services Operating	Amber	McGarr
18	AC Services Operating	Michelle	Meyers
19	AC Services Operating	Sydney	Overtoom
20	AC Services Operating	Brigid	Phillips
21	AC Services Operating	Elizabeth	Polley
22	AC Services Operating	Daniel	Price
23	AC Services Operating	Rebecca	Ray
24	AC Services Operating	Karen	Smith
25	AC Services Operating	Kimberly	Smith
26	AC Services Operating	Benjamin	Snider
27	AC Services Operating	Jennifer	Speer
28	AC Services Operating	Felicity	Young
29	CS Special/Asst/Para Oper	Cynthia	Balzer
30	CS Special/Asst/Para Oper	Michael	Champion
31	CS Special/Asst/Para Oper	Marion	Clark
32	CS Special/Asst/Para Oper	Katelynn	Dockerty
33	CS Special/Asst/Para Oper	Paul	Duszynski
34	CS Special/Asst/Para Oper	Rebekah	Edelman
35	CS Special/Asst/Para Oper	Jennifer	Festa
36	CS Special/Asst/Para Oper	Israel	Horton
37	BS Security/Protect Operating	Ross	Jackson
38	CS Special/Asst/Para Oper	Seth	James
39	CS Special/Asst/Para Oper	Clinton	Lake
40	BL Service/Maintenance Oper	Clare	Miller
41	CS Special/Asst/Para Oper	Emily	Purcell
42	BL Service/Maintenance Oper	Marjorie	Robinson
43	CA Technician Oper	Addison	Rogers
44	CS Special/Asst/Para Oper	Ann	Segraves
45	BS Security/Protect Operating	James	Sims
46	CM Support Operating	William	Weaver

	<i>Operating Fund</i>	<i>First Name</i>	<i>Last Name</i>
47	AC Services Operating	Kenneth	Carter
48	AC Services Operating	Craig	Clark
49	BL Service/Maintenance Oper	Deanna	Crane
50	CS Special/Asst/Para Oper	William	Ellis
51	CS Special/Asst/Para Oper	Edwin	Fallwell
52	AC Services Operating	Evan	Gornik
53	AC Services Operating	Arielle	Hacker
54	CS Special/Asst/Para Oper	Ian	Hoagland
55	CS Special/Asst/Para Oper	Daniel	Hosler
56	CS Special/Asst/Para Oper	Lillian	Jenness
57	EG Librarians, Experts Oper	Christina	Jones
58	CS Special/Asst/Para Oper	Kelly	Jordan
59	CS Special/Asst/Para Oper	Jack	Kovaleski
60	CS Special/Asst/Para Oper	Audra	Loudenbarger
61	EG Librarians, Experts Oper	Doris	Lynch
62	AC Services Operating	Juliann	Nelson
63	CS Special/Asst/Para Oper	Elizabeth	Salvaggio
64	BL Service/Maintenance Oper	Cherryl	Tincher
65	CA Technician Special Oper	Nathan	Wrigley
66	CS Special/Asst/Para Oper	Tracy	Lenn
67	CM Special/Asst/Para Oper	Erin	Tobey
68	AC Specialist/Asst/Para Oper	Meghan	Adams
69	EG Librarians, Experts Oper	Ellen	Arnholter
70	IT Manager/Asst/Strat Oper	Ned	Baugh
71	BL Service/Maintenance Oper	Terri	Bell
72	AC Librarians, Experts Oper	Melissa	Bruecks
73	CS Special/Asst/Para Oper	Michael	Campbell
74	SC Manager/Asst/Strat Oper	Lisa	Champelli
75	BL Manager/Asst/Strat Oper	Jeremiah	Chandler
76	CS Special/Asst/Para Oper	Jared	Cheek
77	CS Special/Asst/Para Oper	Burl	Cooper
78	AD Director/Assoc Operating	Jane	Cronkhite
79	EG Librarians, Experts Oper	Luann	Dillon
80	CS Special/Asst/Para Oper	Aubrey	Dunnuck
81	AC Specialist/Asst/Para Oper	Susan	Fallwell
82	EG Librarians, Experts Oper	Mary	Frasier
83	CS Special/Asst/Para Oper	Elizabeth	French
84	EG Librarians, Experts Oper	Christine	Friesel
85	EG Librarians, Experts Oper	Rebecca	Fyolek
86	EG Librarians, Experts Oper	Alejandria	Galarza
87	BS Security/Protect Operating	Dana	Geldhof
88	CS Special/Asst/Para Oper	Joshua	Gesten
89	EG Librarians, Experts Oper	James	Gossman
90	AD Specialist/Asst/Para Oper	Marla	Gray
91	EG Librarians, Experts Oper	Elizabeth	Gray
92	CM Librarians, Experts Oper	Paula	Gray-Overtoom
93	AC Librarians, Experts Oper	Cheryl	Green

<i>Operating Fund</i>	<i>First Name</i>	<i>Last Name</i>
94 BL Service/Maintenance Oper	Ronald	Greene
95 CS Special/Asst/Para Oper	Shawn	Henline
96 CM Manager/Asst/Strat Oper	Michael	Hoerger
97 EG Librarians, Experts Oper	Jennifer	Hoffman
98 EG Librarians, Experts Oper	Stephanie	Holman
99 SP Manager/Asst/Strat Oper	Christopher	Hosler
100 SS Manager/Asst/Strat Oper	Christopher	Jackson
101 BS Security/Protect Operating	Michael	Johnson
102 AC Manager/Asst/Strat Oper	Jennifer	Kellams
103 BL Service/Maintenance Oper	Bruce	Kelly
104 AD Specialist/Asst/Para Oper	Merriel	Kern
105 CS Special/Asst/Para Oper	Julia	Kinser
106 EG Librarians, Experts Oper	Jeannette	Lehr
107 AD Manager/Asst/Strat Oper	Gary	Lettelleir
108 CS Manager/Asst/Strat Oper	Mary	Loro
109 CS Special/Asst/Para Oper	Jacqueline	Lovings
110 ST Manager/Asst/Strat Oper	Kevin	MacDowell
111 BL Manager/Asst/Strat Oper	Jason	Matney
112 CS Special/Asst/Para Oper	John	Meador
113 CS Special/Asst/Para Oper	Amber	Mestre
114 BL Service/Maintenance Oper	John	Mosora
115 CS Special/Asst/Para Oper	Daniel	Mounlio
116 IT Specialist/Asst/Para Oper	Cody	Mullis
117 CS Manager/Asst/Strat Oper	Michele	Needham
118 AC Librarians, Experts Oper	Martha	Ody
119 EG Librarians, Experts Oper	Polly	OShea
120 CS Special/Asst/Para Oper	Samuel	Ott
121 EG Librarians, Experts Oper	Roberta	Overman
122 CS Special/Asst/Para Oper	Jonathon	Paull
123 CS Special/Asst/Para Oper	M Brandon	Rome
124 AC Librarians, Experts Oper	Jane	Ruddick
125 AD Manager/Asst/Strat Oper	Susan	Sater
126 IT Librarians Experts Oper	Vanessa	Schwegman
127 AD Support Operating	Brenda	Seibel
128 CS Special/Asst/Para Oper	Andrew	Slater
129 AC Specialist/Asst/Para Oper	Christine	Sneed
130 CM Special/Asst/Para Oper	Ryan	Stacy
131 CS Special/Asst/Para Oper	Kathleen	Starks-Dyer
132 SD Manager/Asst/Strat Oper	Barbara	Swinson
133 AC Services Operating	Timothy	Thompson
134 EG Manager/Asst/Strat Oper	Bethany	Turrentine
135 AD Tech/Oper/Secretaries Oper	Pamela	Wallace
136 AC Manager/Asst/Strat Oper	Pamela	Wasmer
137 AC Specialist/Asst/Para Oper	Pamela	White
138 AD Manager/Asst/Strat Oper	Kyle	Wickemeyer-Hardy
139 EG Manager/Asst/Strat Oper	Joshua	Wolf
140 AD Director/Assoc Operating	Marilyn	Wood

	Operating Fund	First Name	Last Name
141	CS Special/Asst/Para Oper	Leanne	Zdravecky
	Sub-Total Operating Funds	\$159,940.15	8,251.50

Special Funds

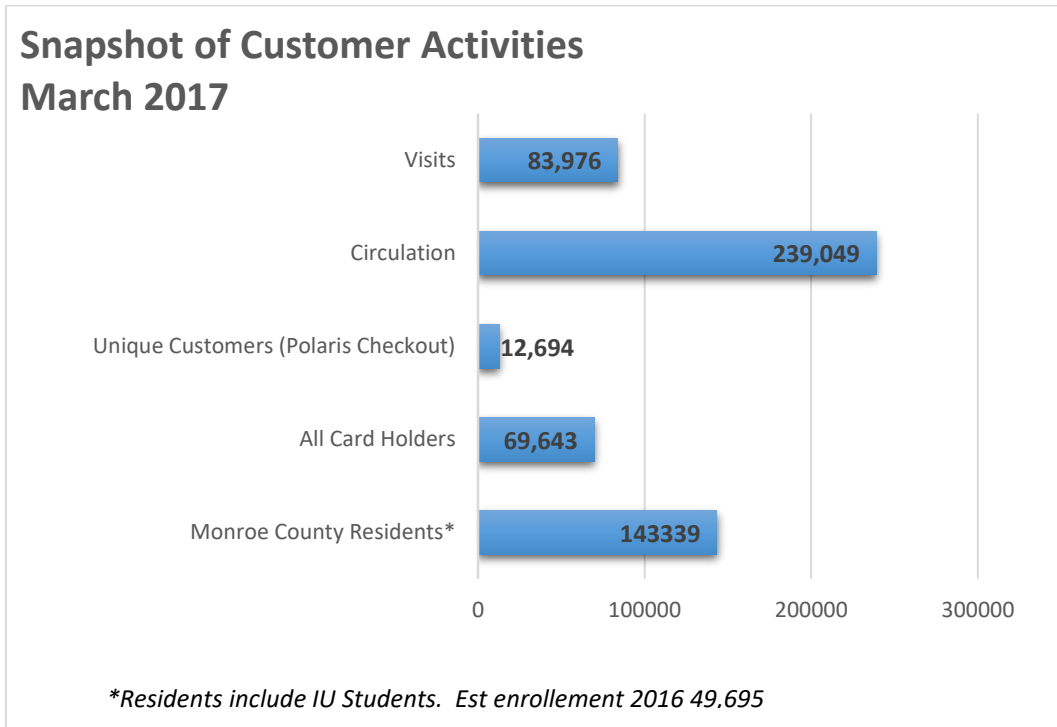
	Special Fund	First Name	Last Name
1	S CA Technician Oper	Nile	Arena
2	S CA Technician Oper	Nathan	Kroeger
3	S CA Technician Oper	Casey	Muyskens-Toth
4	S CA Technician Special Oper	Eric	Ayotte
5	S CA Technician Special Oper	Mark	Bookwalter
6	S CA Technician Special Oper	Glenn	Myers
7	S FL Support Operating	Michael	Burns
8	S CA Technician Special Oper	Michael	Adams
9	S CA Manager/Asst/Strat Oper	Martin	ONeill
10	S FL Office Coordinator, Exper	Mary Jean	Regoli
11	S CA Manager/Asst/Strat Oper	Adam	Stillwell
12	S CA Technician Oper	Robert	Stockwell
13	S CA Technician Special Oper	David	Walter
14	S CA Manager/Asst/Strat Oper	Michael	White
	Sub-Total Special Funds	\$16,261.45	869.75
	TOTAL Employees/All Funds	\$176,201.60	9,121.25

2017 BOARD OF TRUSTEE'S CALENDER

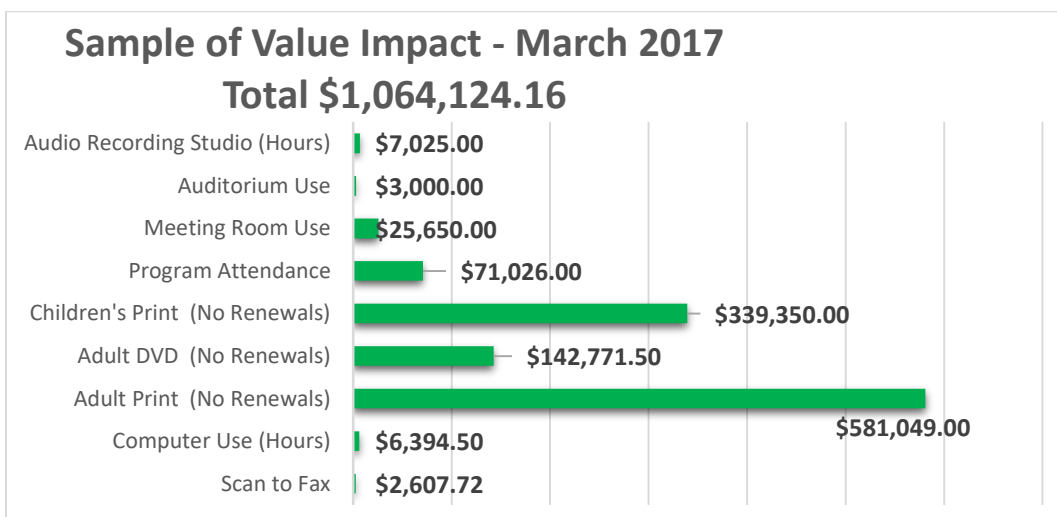
All meetings in Room 1B unless otherwise noted

Month	Date	Meeting Type	Potential Topics
January	11	Work Session*	
January	18	Board Meeting	Budget line-item transfers; officer slate approved; El Centro Contract; review Internet and Computer Use Policy; Update: El-Centro
January	18	Board of Finance	Review Investment Report and Policy
February	8	Work Session*	
February	15	Board Meeting	Election of Board Officers; Conflict of Interest forms; Update: Communications and Marketing
March	8	Work Session*	
March	22	Board Meeting	2016 Annual Report review; Review Long Range Strategic Plan; Update: Teen Services
April	12	Work Session*	
April	19	Board Meeting	Update: Customer Service
May	10	Work Session*	
May	17	Board Meeting	Update: Children's Services
June	14	Work Session*	
June	21	Board Meeting at Ellettsville	Update: Programming and Branch Services
July	12	Work Session*	
July	19	Board Meeting	Draft 2018 Budget; Update: Community Engagement & VITAL
August	9	Work Session*	
August	16	Board Meeting	Review any revisions to 2018 Budget, Approve 2018 Budget for advertising; Update: Special Audience Services
September	13	Work Session*	
September	20	Board Meeting	2018 Budget; Update: Building Services
September	20	Public Hearing	Public Hearing on 2018 Budget
October	11	Work Session*	
October	18	Board Meeting	Adopt 2018 Budget; approve 2018 employee insurance package; Update: Adult Services
November	8	Work Session*	
November	15	Board Meeting	Update: Staff Development
December	6	Work Session*	
December	13	Board Meeting	Approve 2018 salary schedule, Pay Schedule(dates), director's salary; 2018 Holiday & Closing Schedule;CATS contracts, Fines and Fees schedule; Update: CATS
*Work session dates are placeholders. Meetings are held only as needed.			
December 7, 2016			

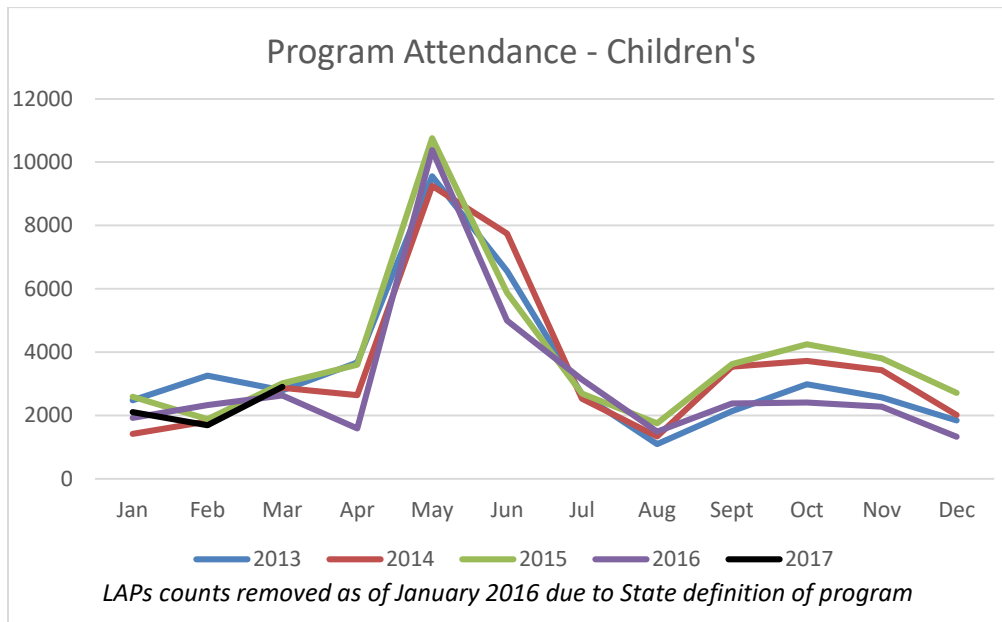
The Library averaged 2,799 visits per day and an overall visitor count of nearly 84,000. 7,968 items were checked out or renewed daily in **March**. Almost 29,000 hold requests were checked out, an average of 967 per day. 12,694 unique individuals checked out an item, 18% of the Library's total card holder population, including more than 2,150 unique individuals who downloaded electronic content. A snapshot of customer activity for March is highlighted below:



In addition to borrowing books, DVD's, or downloading electronic resources for circulation, 4,178 attendees enjoyed one of 188 different Library sponsored programs. Customers used the Library's computers 12,789 hours and 1,082 uses of the scanner helped customers fax or scan 3,510 pages of information. The Library served as a community resource as the meeting rooms, audio or video studios, or auditorium spaces were used 701 times or an average of 23 times per day. The value of a few services offered by the Library is highlighted below.



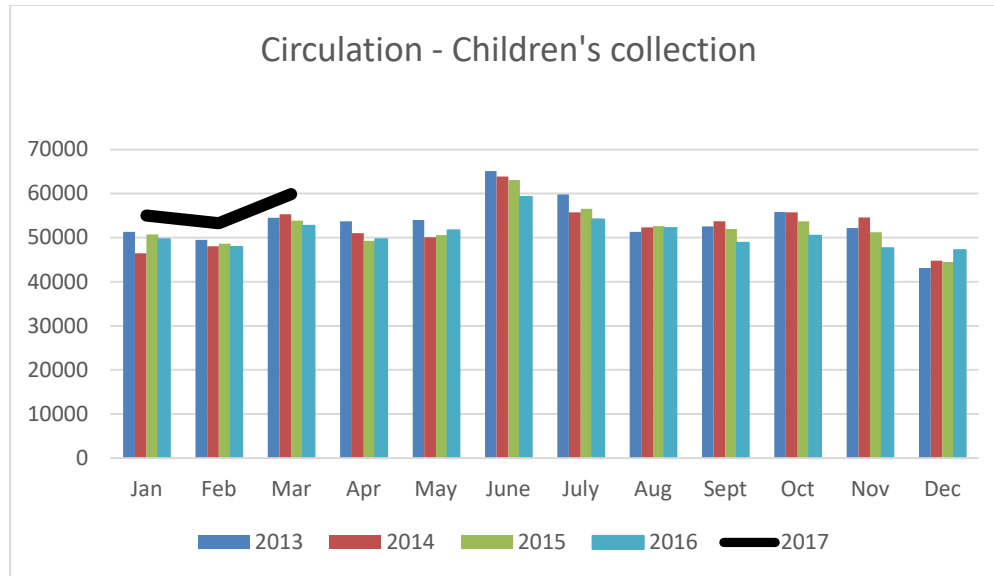
GOAL 1: Strengthen 21st century literacy skills



1A. Strengthen early literacy skills

- Children and families from Edgewood Early Childcare Center (EEEC) enjoyed stories presented by Librarian Stephanie Holman during Play and Learn Night at the Center. Afterward, three families mentioned to Stephanie that their children retold the story to them and used stuffed animals to put on their own puppet show, as Stephanie had encouraged. Stephanie also shared literacy activities and information about the Library at EEEEC as part of their Grandparents' Day celebrations.
- Preschool children created monkey masks and tails out of colorful paper and called them "rainbow monkeys." Senior Information Assistant Kelly Jordan noted children loved the process of selecting colors and shapes and assembling the parts, and immediately began imaginative play with one another and their new paper monkey friend.
- Leah Roi-Ehri from IU Health/Bloomington Hospital and her colleague Sarah, brought mats, blocks, straps and blankets to support mothers participating in the first Yoga with Baby classes at the Library. Mothers liked keeping their babies with them as they exercised. Babies socialized with other babies and mothers. This new program will continue twice monthly through July.



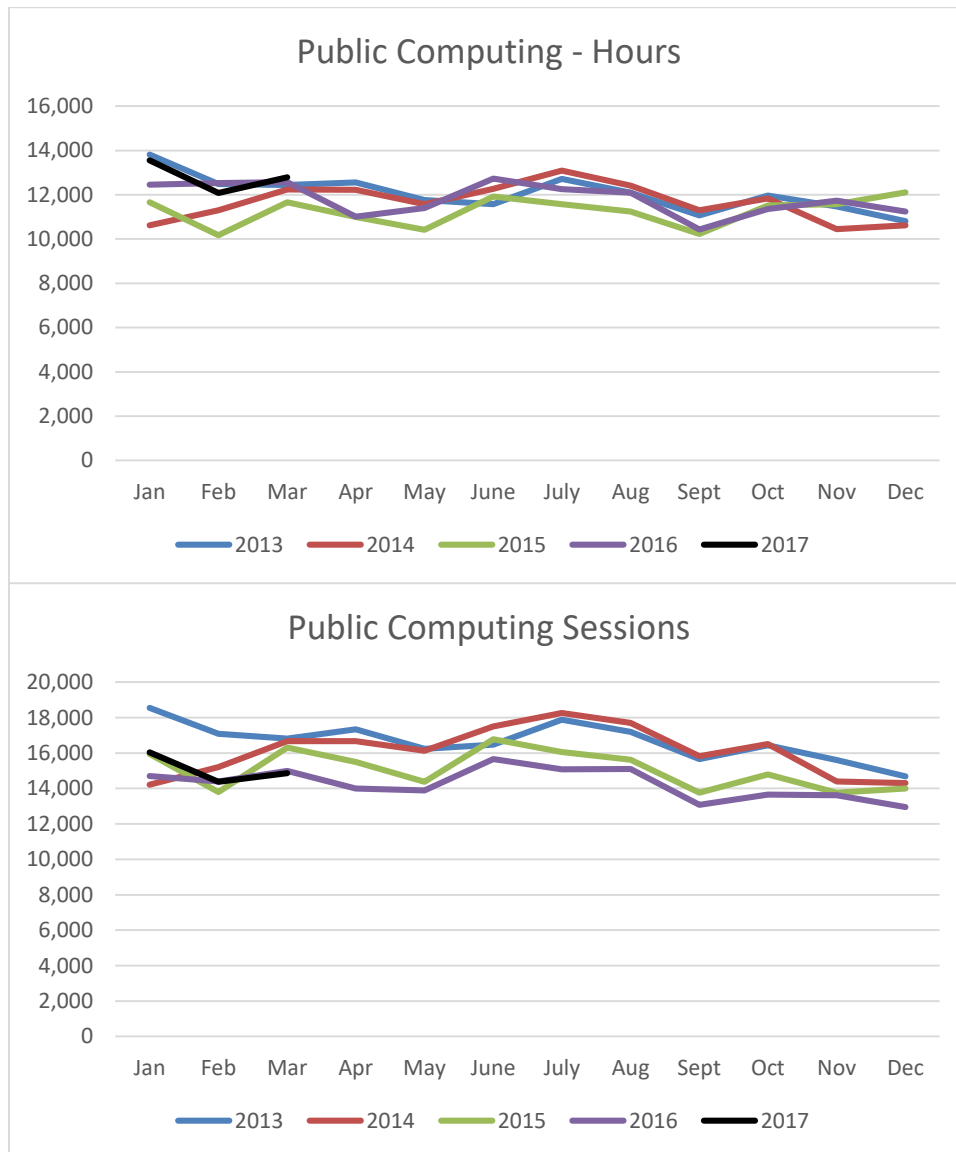


1B. Support basic literacy skills

- More than 500 people attended the Seussicious Behavior event at the Library. This annual community program celebrates the work of Dr. Seuss and is conducted in partnership with Bloomington Parks and Recreation, who provide face painting and games, and Bloomington High School North Theater, who present a short play based on the work of Dr. Seuss. Librarian Christina Jones prepares a literacy-based craft and an art project usually connected to the play. One family mentioned that their son especially enjoyed his first theater experience in the Library Auditorium, where the high school students performed two Seuss titles: “Gertrude McFuzz” and “Yertle the Turtle.”
- Teachers in Monroe County Community Schools received information about storytelling programs that Librarians can bring to their classrooms. Librarian Mary Frasier has accepted several invitations to tell stories. Third grade students at Templeton Elementary enjoyed folktales relating to their studies of the environment.
- Sixth grade students from University School learned about using the Library and online resources such as Credo before spending time at the Library looking for materials to support their inquiry research project. Teacher Erin Cerwinske from University school noted that the Mind Map feature in Credo provided a great example for students of how they should be approaching their research: taking a broad topic, then considering subtopics and narrowing to a specific focus. Students said they found their time at the Library very helpful and wished they could visit during the school day more often!
- Teachers taking classes to Cardinal Stage Company’s production of *Frog and Toad* received a Study Guide with related literacy activities, produced by the Library in collaboration with Cardinal’s Education Committee. The Study Guide also is posted on the Library’s website: https://mcpl.info/sites/default/files/images/mcpl_a-year-w-frog-and-toad-study-guide_03-17.pdf

1C. Serve as a community resource for digital literacy

- After Librarian Stephanie Holman visited her classroom to share information about the Library’s Online Resources, a sixth grade student at Edgewood Junior High has started using Overdrive to download eBooks and found it a convenient way to enjoy reading stories.

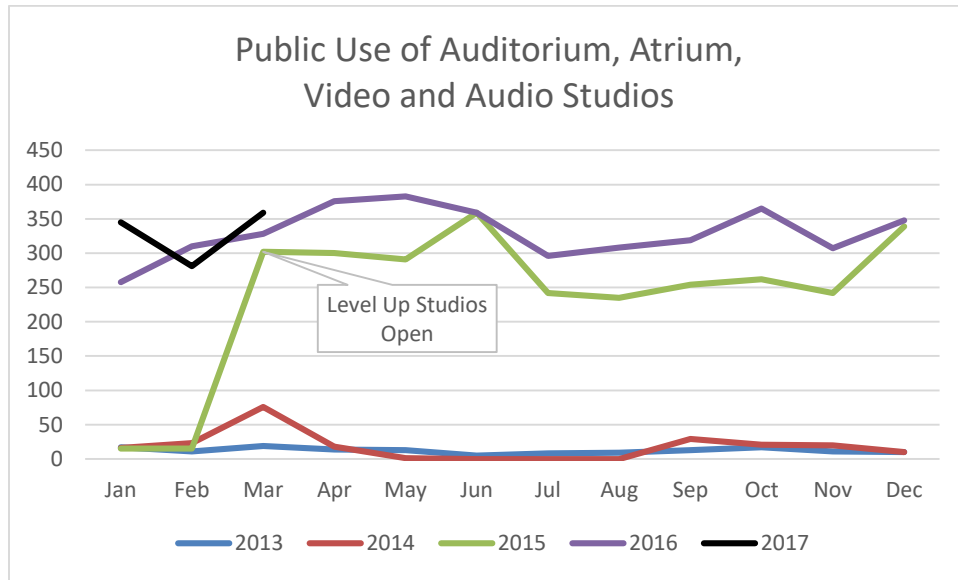


1D. Support digital creativity

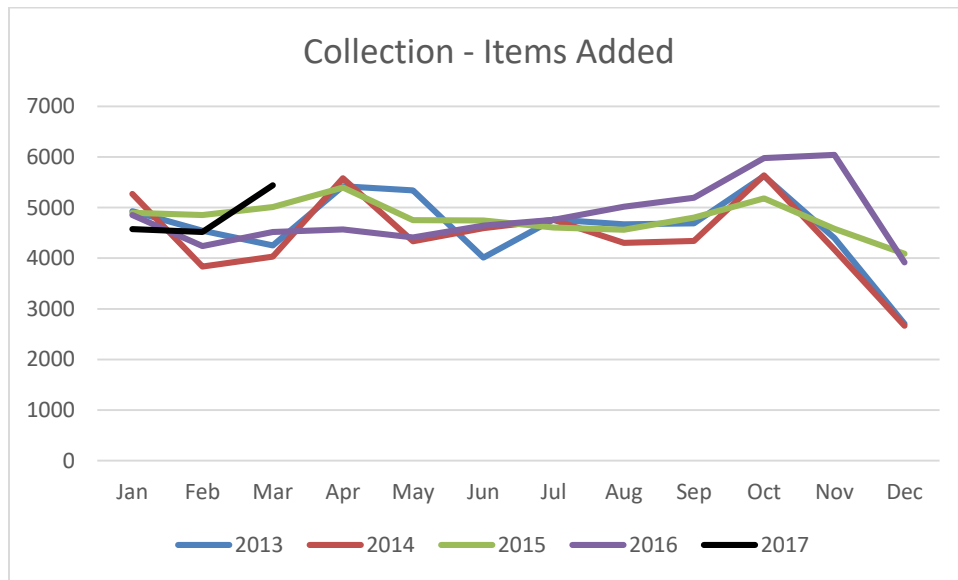
- School-age children built and drove a robot using either LEGO Mindstorms or LEGO WeDo 2.0s in the Robotics program conducted by Librarian Alex Galarza. Formerly known as “Radical Fun” Alex decided to rename the program to more clearly describe the activity taking place. This has helped motivate more families to attend and many parents said they wished the Library could offer more

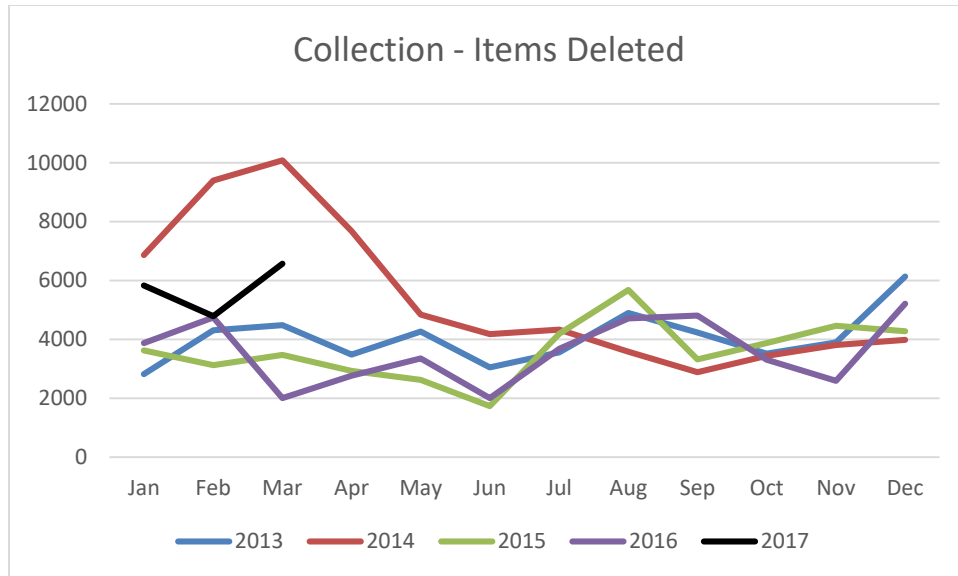
evening and weekend options. Intern Darcy Strickland overheard some children say this was the first time they had been in the Children's Program Room to attend a program.

- Teen Tech Week was March 5-11 and teen patrons participated in a number of ways. Teens created such projects as digital illustrations, videos, and music projects in Level Up and were rewarded with novelty flash drives. Teens also participated in a sticker design contest and a local graphic designer taught "Design a Sticker" in Adobe Illustrator. The winning teen's sticker was manufactured and distributed in the Ground Floor.

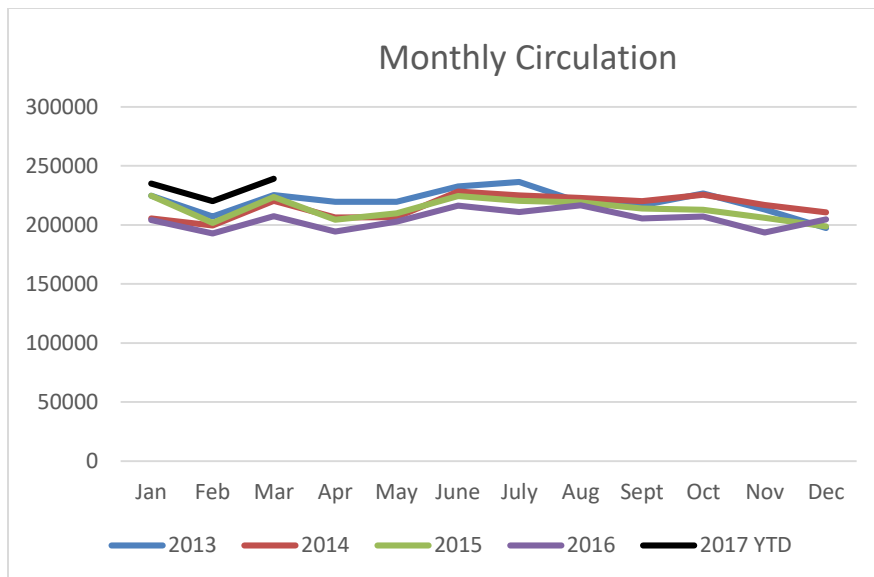


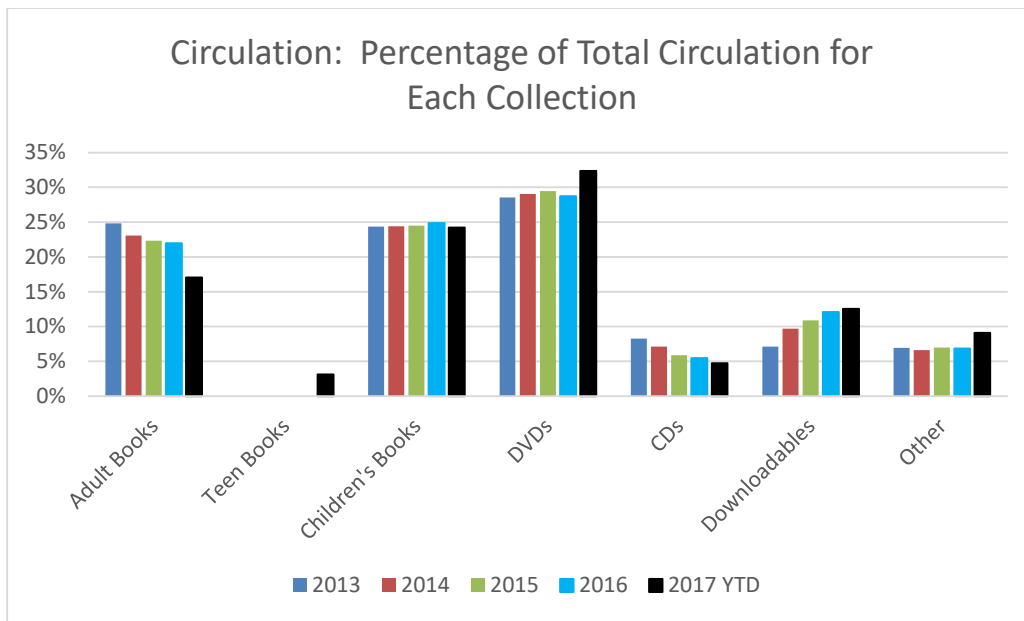
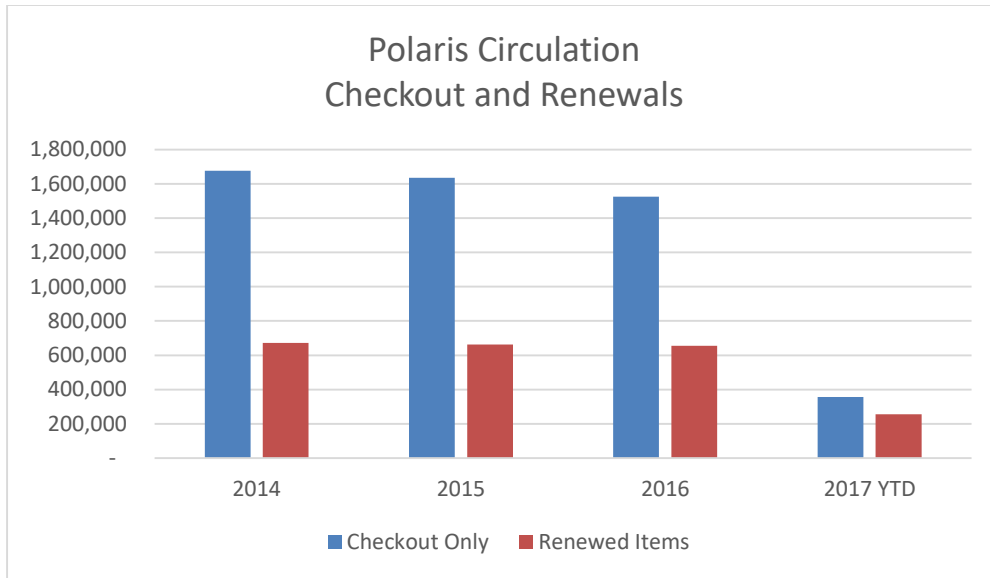
1E. Maintain collections to meet current needs, adding new formats and removing obsolete formats

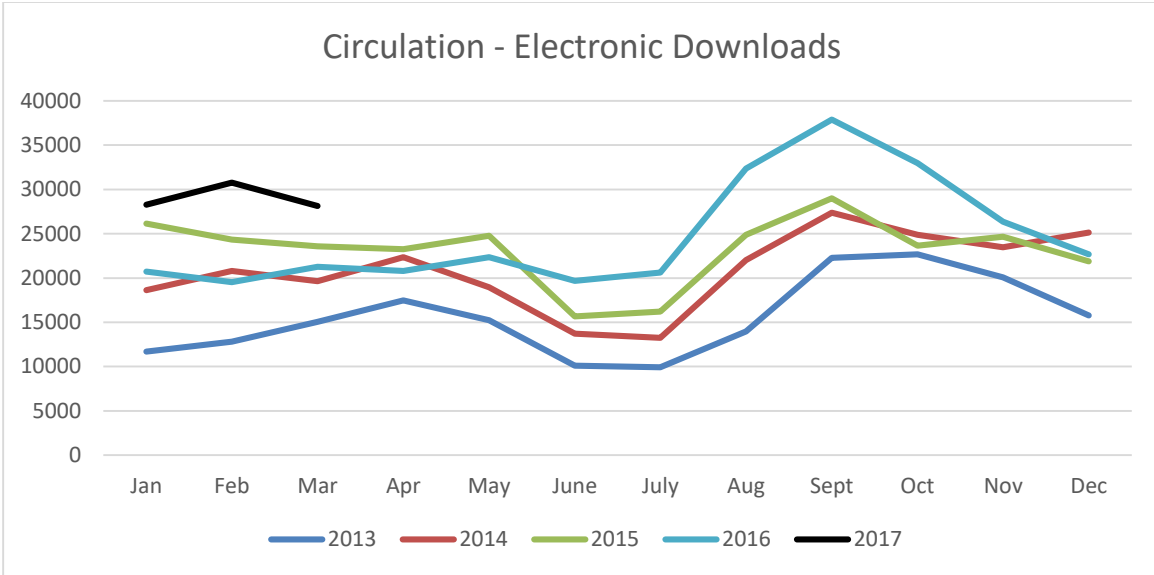




- Several new staff are now fully integrated into the weeding process allowing the Library to review areas of the collection that have not had attention for several years. In addition to our routine weeding, 1,349 items were removed from the adult reference collection in March, reflecting changing customer use of physical reference resources.

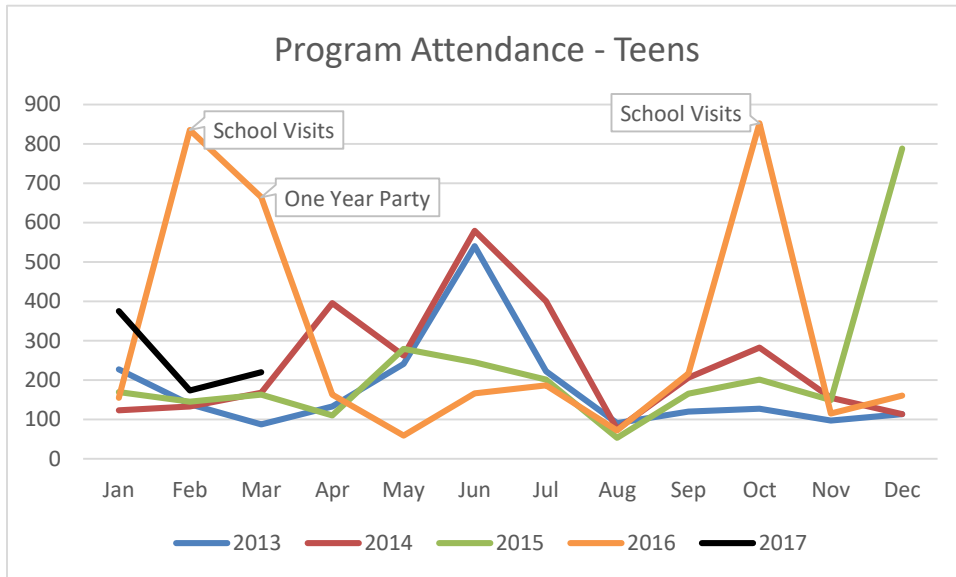


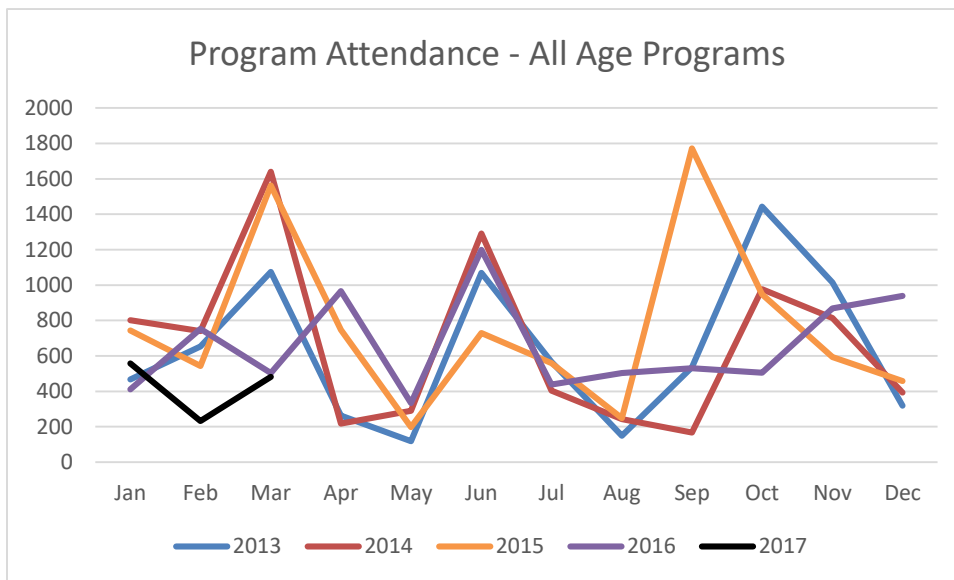
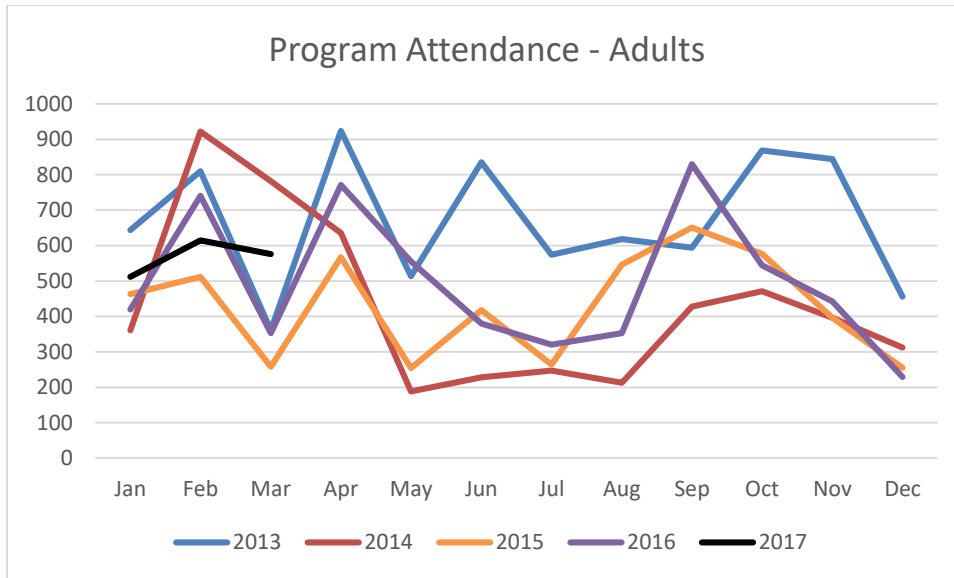




GOAL 2: Provide shared access to the world's information for free

2A. Provide programs for teens and adults





- In partnership with I.U. Health and the Purdue Extension office, the Library presented the first in a series of Caregiver University programs. Designed to help individuals provide support and assistance for elder family members and friends, this presentation examined the differences between normal aging and changes that may be symptoms of dementia. Future programs in the monthly Caregiver University series include “Legal Issues in Caregiving”, “Choosing the Right Care”, and “Medication Safety”.
- Teen Librarian, Becky Fyolek presented to Batchelor Middle School students about library databases and assisted with research projects for National History Day.
- Kevin MacDowell met with three social workers from Family Solutions. These social workers act as chaperones for pre-adjudicated teens and use the Ground Floor approximately once a week in an effort to provide these at risk youth with positive opportunities for pro-social interactions. This group is associated with the Juvenile Detention Alternatives Initiative grant which funded the library

with \$7,500 to spend on STEM related Tech Toys which are used for engaging teens in meaningful activities. The meeting gave the chaperones an in depth view of services and materials at the library and an opportunity to get hands on knowledge of the tech toys so they can more effectively engage their teens while at the Library.

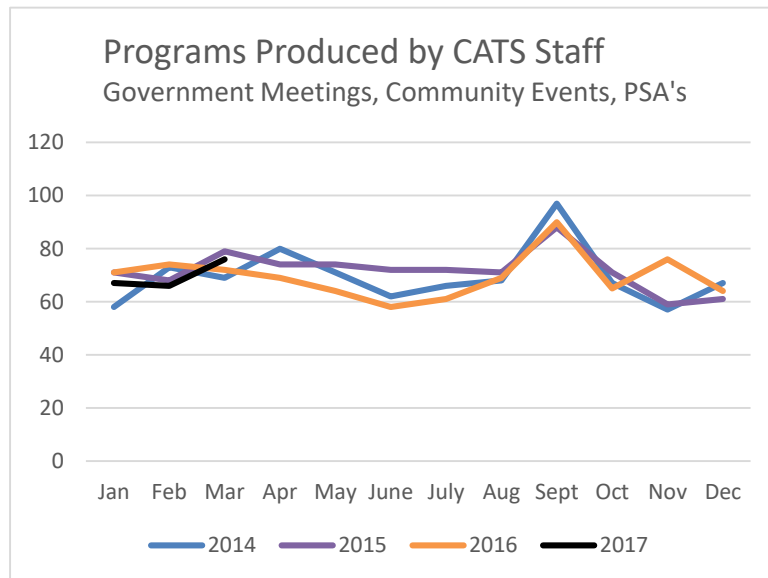
- The mother of a teen patron recently commented on how much she loves the Ground Floor. Her family moved to Bloomington in March and her teen son, who is on the spectrum, is having a hard time adjusting to all the changes. She dropped him off at the Ground Floor one afternoon and came back to check on him later. Upon walking into the Ground Floor, she was ecstatic to find him chatting with two new friends about video games. She credits the Ground Floor in helping her son meet new people and feel more comfortable in his new home.
- Community Engagement Librarian Jen Hoffman facilitated two teen skateboarding workshops. The first featured Jonathan Prather, owner of Rhett Skateboarding, who showed teens how to build a skateboard from scratch and talked about the pros and cons of different boards/gear, discussed proper technique, and safety and local ordinances affecting skateboarders. The second was dedicated to building a skateboard rack for the Ground Floor with Prather and a local skateboarder, Ryan Smith. Both workshops were funded through a City of Bloomington, Bicycle and Safety Pedestrian Commission, Local Motion Grant, submitted by Kevin MacDowell and Jane Cronkhite.

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

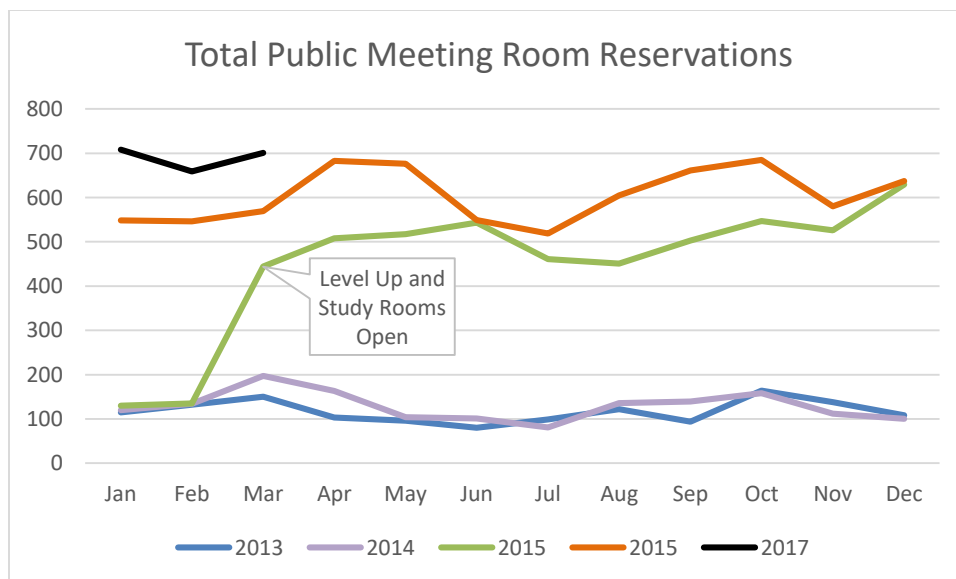
- Marilyn Wood attended the Friends of the Library Donor recognition party and provided welcoming comments and thanks, while Josh Wolf, Kevin MacDowell, Lisa Champelli, Jeannette Lehr, Jane Cronkhite Bethany Turrentine, Mary Jean Regoli hosted or highlighted services and spaces across the Library.
- Marilyn welcomed the Leadership Bloomington class of 2017 and shared program and services information and invited participants to consider partnership opportunities with the Library to serve the community.
- Michael Hoerger and Marilyn Wood were interviewed for a feature article on the Library to appear in BizNet, the monthly communication from the Greater Bloomington Chamber of Commerce.
- Marilyn met with a student working on a SPEA capstone project for A Safe and Civil Bloomington. Students are meeting with stakeholders and collecting data to inform a report and recommendations for action they will provide to the mayor later this spring.
- The Herald-Times featured Library programs in a story about local events during Spring Break. School-age children participated in a variety of activities at both the Ellettsville Branch and Main Library, including coding with Scratch software, practicing circus skills and enjoying movies.
- More than 250 people visited the Library's table at the Children's Expo in the Convention Center. Librarian Alex Galarza helped children try out the new LEGO WeDo 2.0 robotics and talked with families about Library programs and services.
- Children who made artwork in the Library during March were invited to have it displayed in the special Youth Art Month Gallery Librarian Alex Galarza created on a wall in the Children's area.
- Kevin MacDowell met with community member Michell Martin Colman, a member of Monroe County Suicide Prevention Coalition, to discuss possible teen programming related to teen suicide.



- Jeannette Lehr, Digital Creativity Specialist, gave a tour of Level Up's studios and spaces to two Librarians from Hamilton East Public Library in Noblesville, IN. HEPL is planning a similar space and came for inspiration. The Librarian's left with many ideas and plans for their space.



2C. Strengthen services for nonprofit organizations



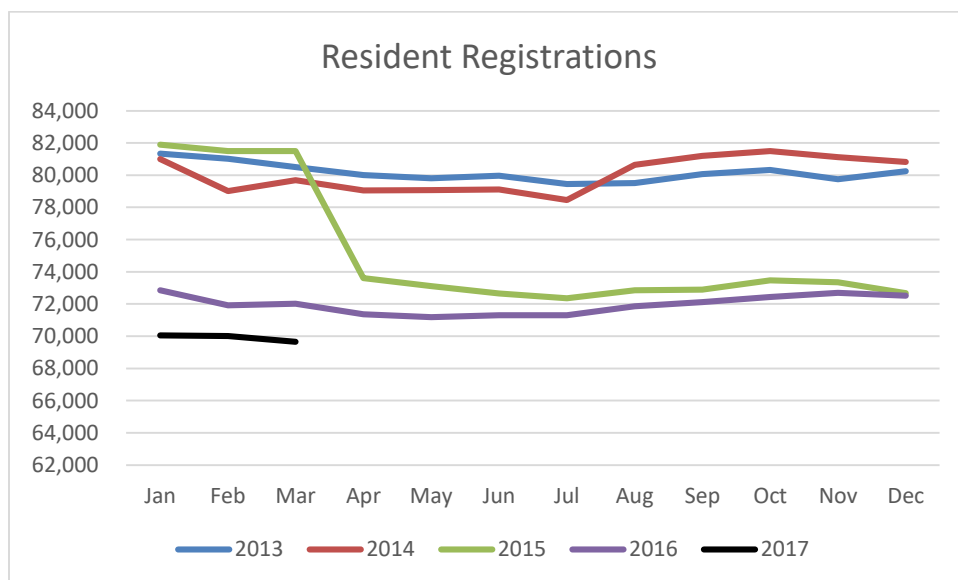
2D. Continually refresh web content and improve usability based on principles of user-centered design

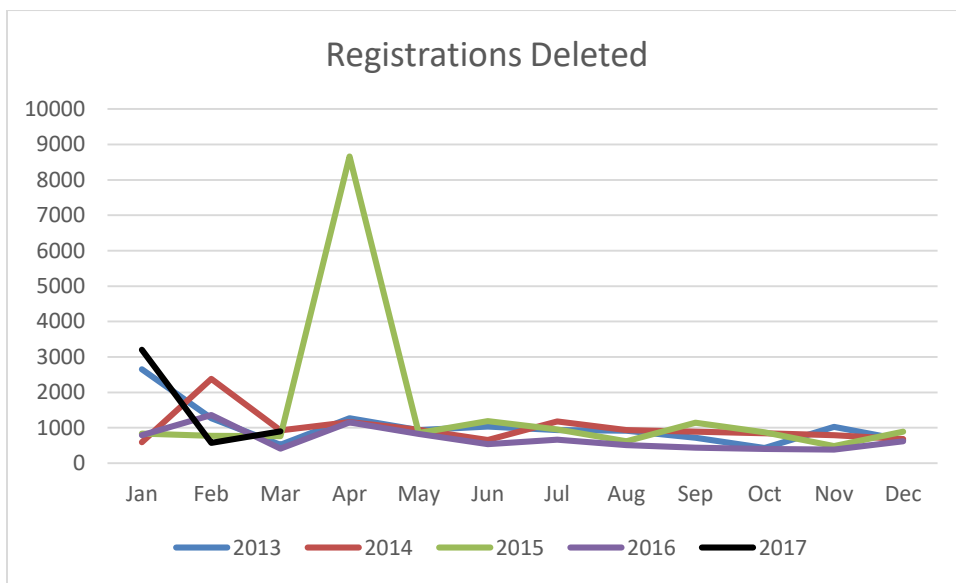
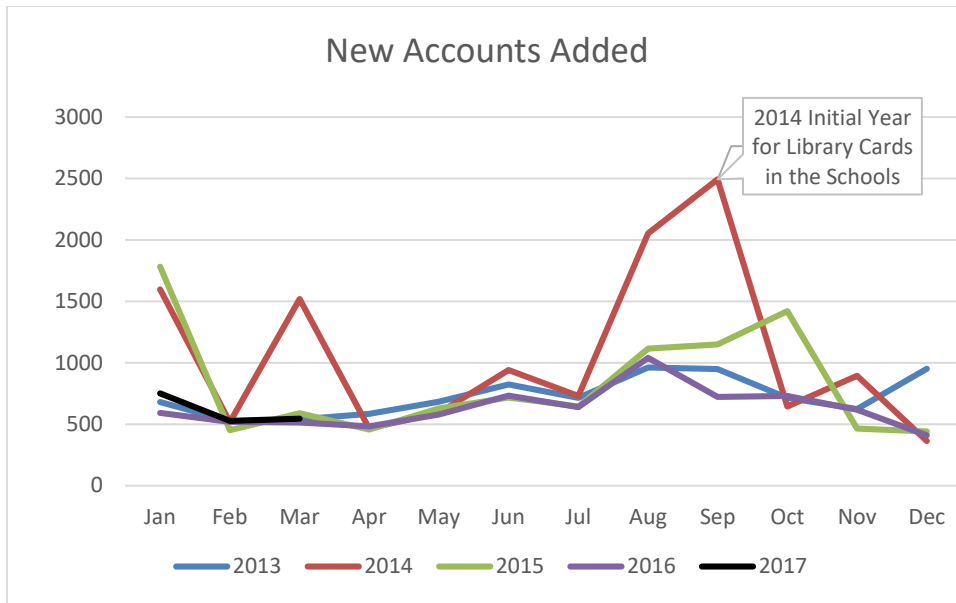
- The Library’s new Content Creation Team began publishing new content on the Library’s website last month and the results have been amazing. The Content Creation Team was formed to provide a base level of guaranteed content to effectively support Library-wide strategic themes, public awareness activities, services, resources, and programs. Highlights include:
 - [Hiking Our State Parks](#)
 - [Take the 'A' Train to the Library to Learn about Jazz!](#)
 - [Who Run the World? Girls: Picture Book Biographies on Noteworthy Women](#)
 - [March is Youth Art Month at the Library!](#)
 - [National Bookmobile Day](#)
 - [Time’s Running Out! Free Tax Help at the Library](#)
 - [Korg Minilogue Synthesizer](#)

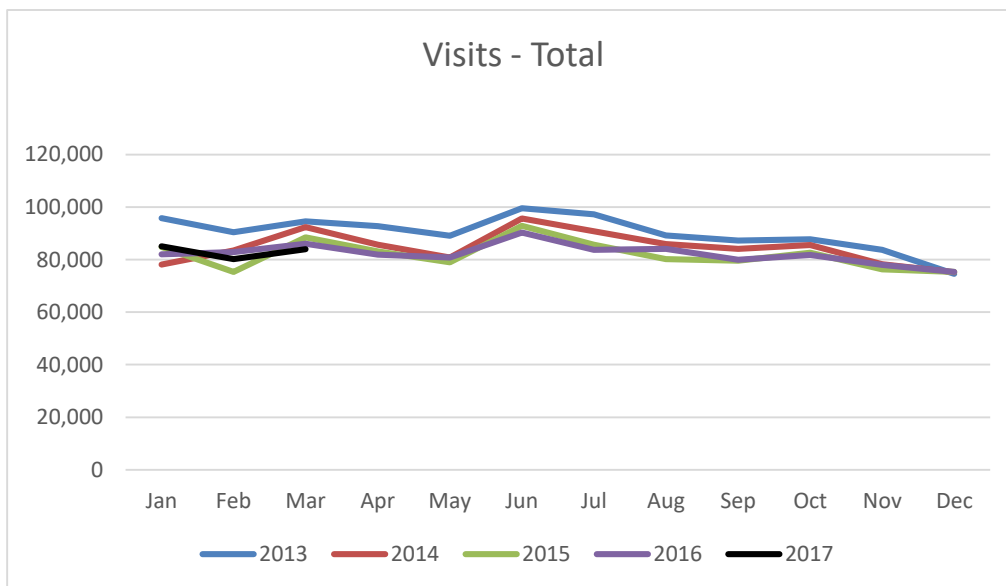
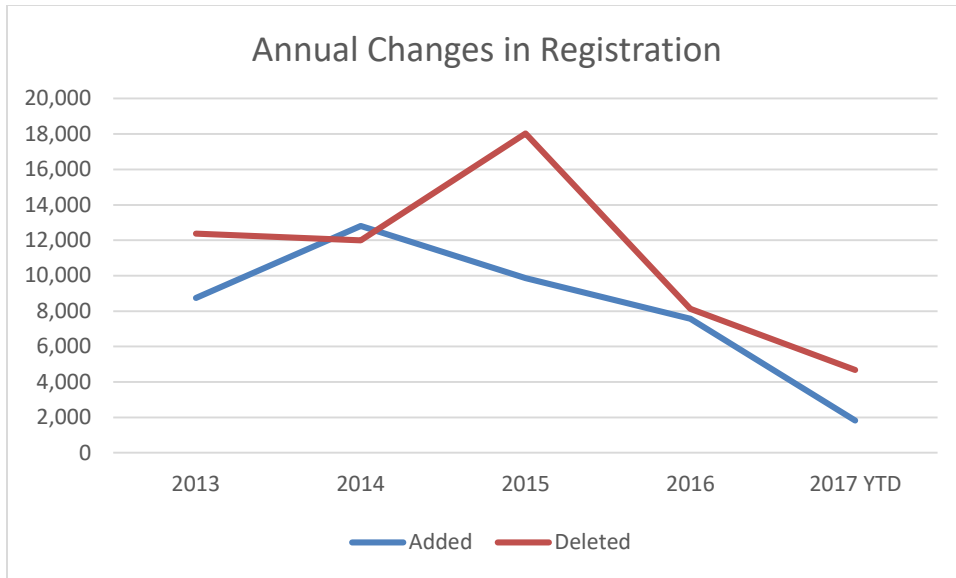
2E. Increase technological infrastructure capacity to support increased digital focus

- Throughout the month, CATS prepared the Master Control and Main Engineering spaces for HD infrastructure upgrades and signal conveyance. New floor paneling was installed in several areas to accommodate for cabling, and numerous new audio and video lines were run for the creation of a temporary MC location in CATS Control Room B. *City and County Government Channels* now originate in Control B, and *the Library Channel, Public Channel* and *SCOLA International News* will be transferred in April.

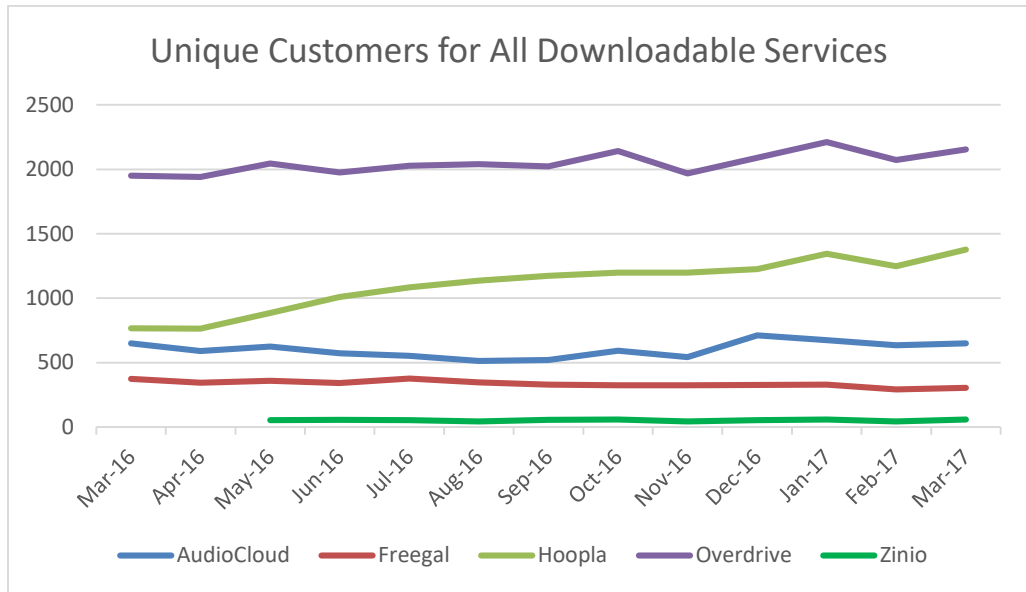
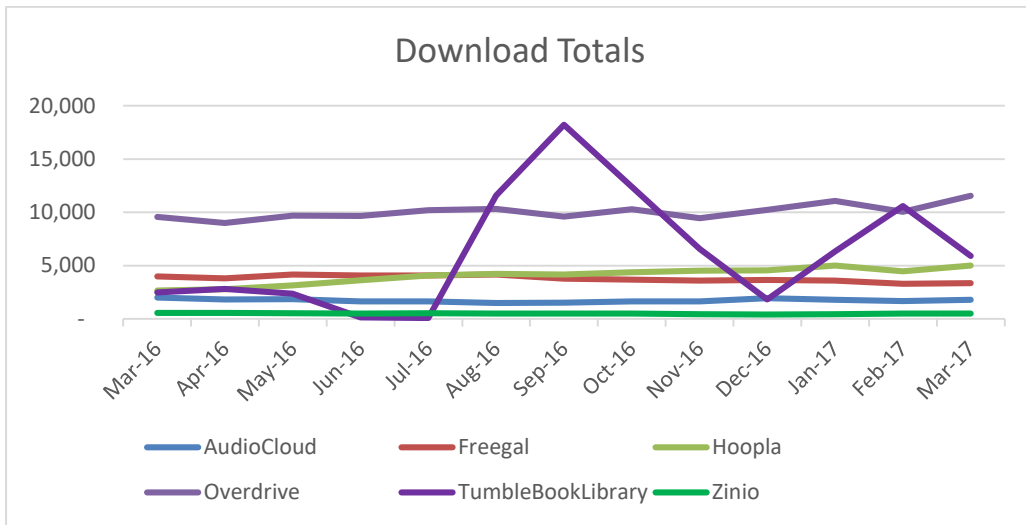
GOAL 3: Provide high quality, personalized customer service.

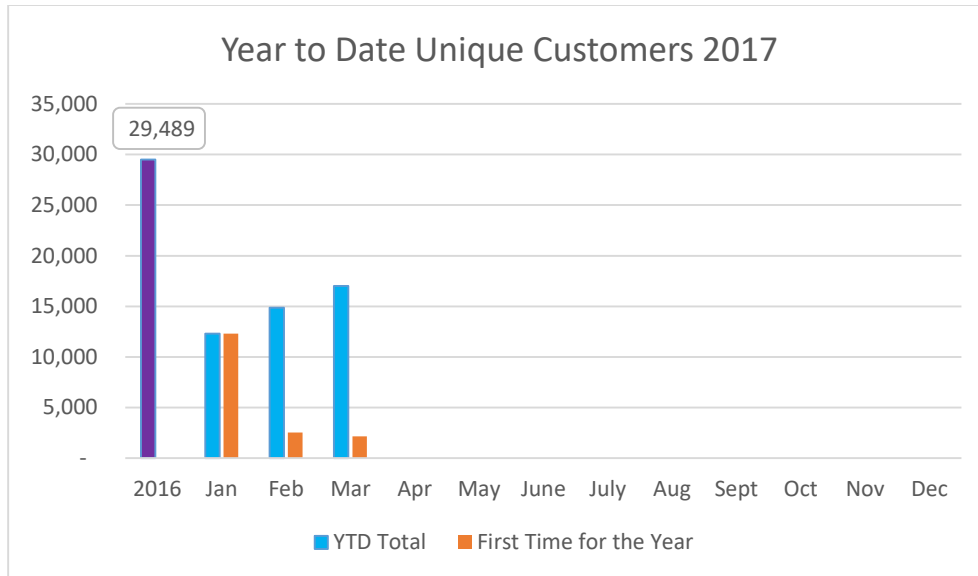






3A. Provide quality customer service to increasingly diverse audiences





- The library’s Outreach Van currently visits the following locations: Edgewood Village Apartments, Garden Villa, Golden Living Center, Hearthstone Health Campus, Patterson Pointe Senior Residence, Providence Place Apartments, Redbud Hills, and Stonecroft Health Campus. Staffed by Senior Information Assistants Amber Mestre and Leanne Zdravecky, this mobile library brings a browsing collection inside each of these locations every other week, allowing residents to peruse popular media and request specific titles with library staff. Circulation for March was 586 items, up over 50% from March 2016.
- 545 new cards were issued to residents while 903 registrations were deleted due to three years of inactivity (with no money owed).

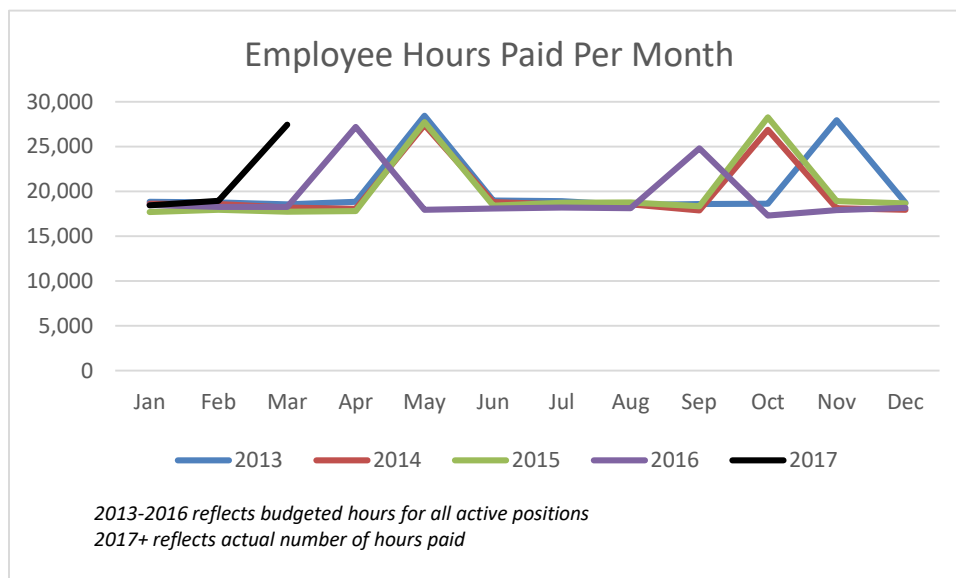
3B. Develop a unified communication strategy

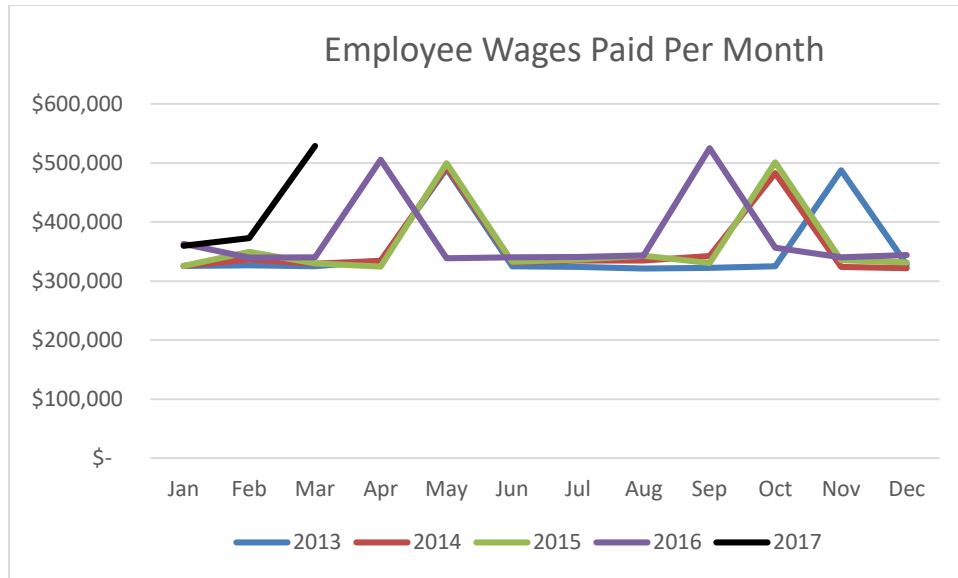
- The weekly “At the Library” column in the Herald-Times has moved to a new day and location. You can now find a weekly listing of what’s happening at the Library every Thursday in the “Calendar” section of the H-T. The new column is in full color and located with all the other event listings. The Library and H-T believe this is a much better location and will reach even more people in the community.
- The Library’s eNewsletter, *Think Library*, has added a new component: videos! The Library has created video versions of the *Think Library* newsletter for March and April. The Communications & Marketing Unit and Community Access Televisions Services (CATS) have teamed up to create this wonderful new resource. You can check out the latest newsletter issue and videos on our [website](#), as well as subscribe. The videos are also running on the CATS Library Channel.

GOAL 4: Optimize stewardship of library resources

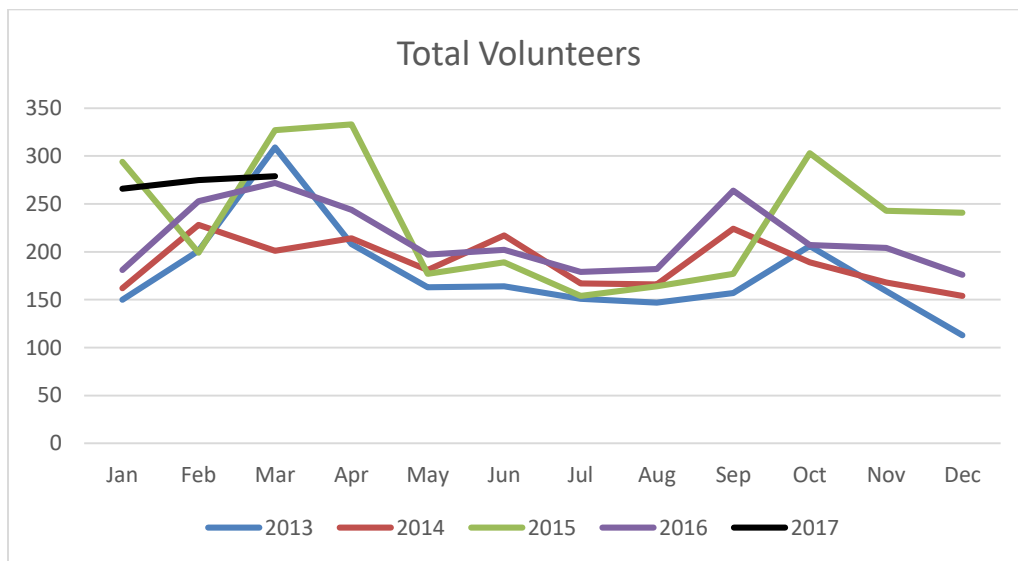
4A. Recruit and retain quality employees

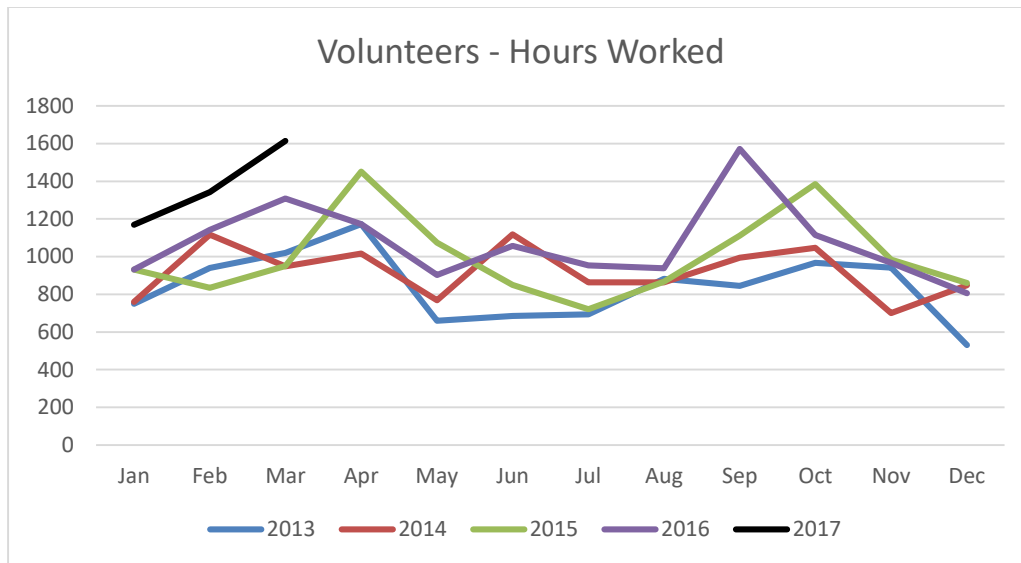
- Marilyn along with several managers conducted a Library 101 orientation session for seven new staff members who reported learning more about the Library’s organization and unit roles, operation, standards and left with a better understanding of customer service and experience.
- 119 staff, Library Board members, and Friends of the Library Board members attended the Library’s Staff Day where participants participated in sessions focused on customer experience and community engagement.
- Children’s Strategist Lisa Champelli and Web Administrator Paula Gray Overtoom attended the Computers in Libraries Conference in Arlington, Virginia where they participated in a variety of educational sessions covering a range of topics from Community Engagement and Leading Innovation to Developing Makerspaces and Finding Funding.
- Children’s Librarian, Mary Frazier, was nominated for a National Library Workers Start by a mother of a young Library customer. She wrote: “Mary from a public library in Bloomington, IN is a Star because she is tireless and selfless with the youngest of our community. Mary’s big heart, beautiful voice, and patience blends perfectly with her knowledge of early childhood development! Whether she’s looking for a book with my three-year-old or rolling a ball with my infant, she treats everyone (parents included!) in a way that builds community and makes us all better at being in our own little families.”
- Lisa Champelli was a recipient of Cardinal Stage Company’s Educator of the Year Award. (Lisa notes this is an honor she shares with Graphic Artist Erin Tobey and Communications and Marketing Manager Michael Hoerger for their creative talents and support in producing the Study Guides for Cardinal Kid’s theater productions.)





4B. Assure adequate, stable funding for library operations



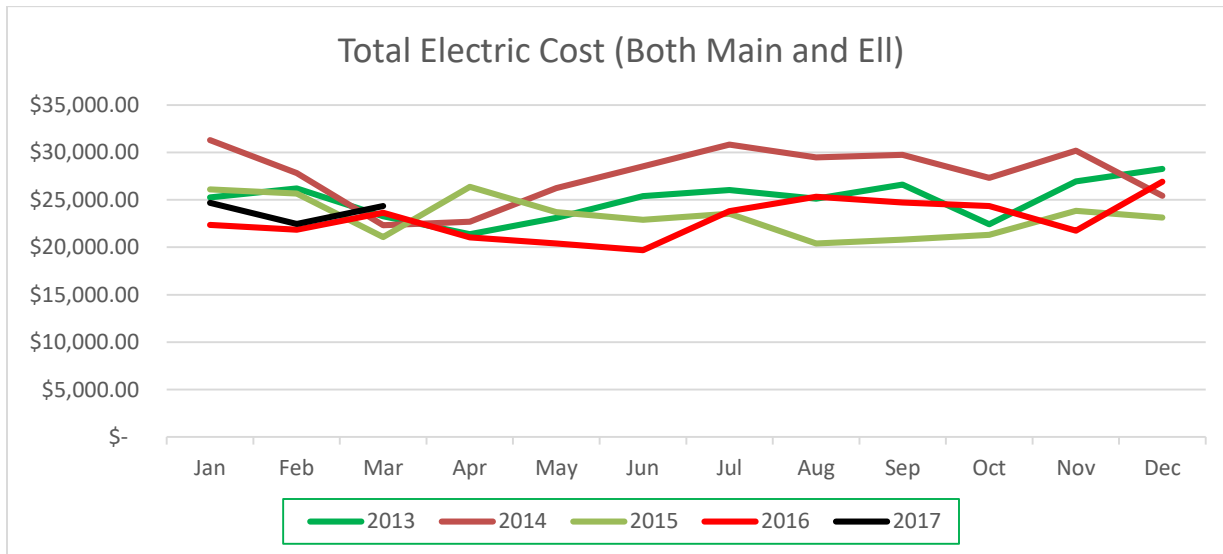
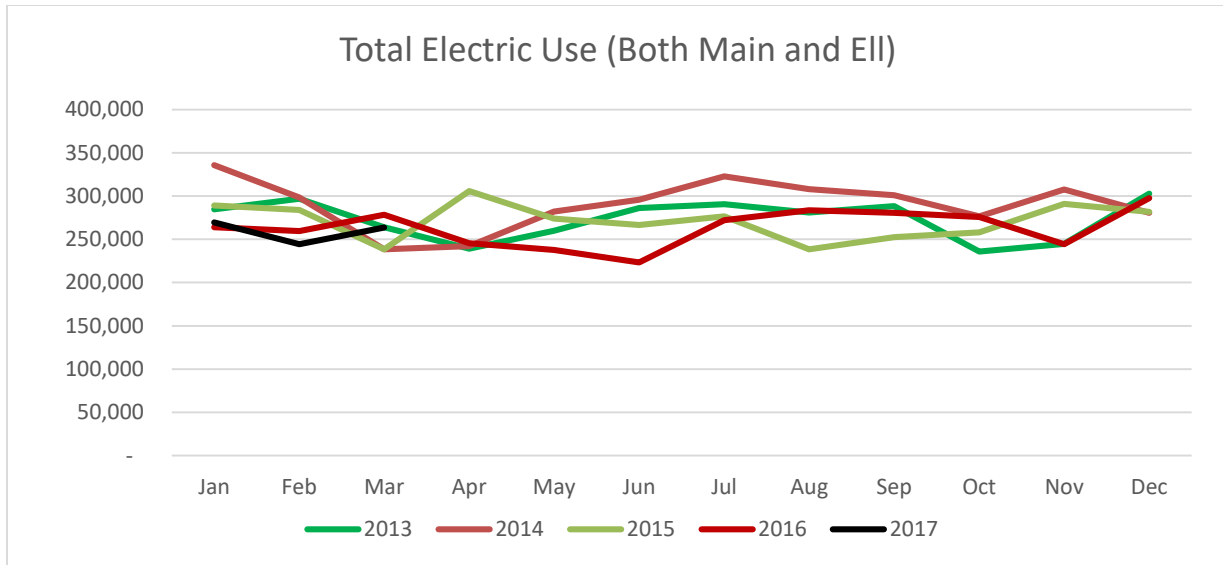


4C. Maintain library facilities

- Contractors submitted proposals to complete work on repair of the exterior stone at the Main Library.

4D. Improve stewardship of library assets and records

- The Library was notified that it is the recipient of a Tri Kappa Grant Award for the submission of our proposal to fund \$4,870.98 for collaborative STEM programming for children.
- The Monroe County Public Library has been named the 2017 winner of the ALA Excellence in Library Programming Award for the program series, "Discuss, Meet, & Act: The Power of Words." The award, supported by ALA's Cultural Communities Fund, recognizes a library that demonstrates excellence by providing programs that have community impact and respond to community needs. The ALA Excellence in Library Program Award, consisting of \$5,000 and a citation of achievement, will be presented at the ALA Annual Conference in Chicago in June.



 **AIA**® Document B151™ – 1997

Abbreviated Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the Twenty-Fourth day of March
in the year of Two Thousand Seventeen (24 March 2017)
(In words, indicate day, month and year)

BETWEEN the Architect's client identified as the Owner:
(Name, address and other information)

Monroe County Board of Trustees
Monroe County Public Library
303 E. Kirkwood Avenue
Bloomington, IN 47408

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

and the Architect:
(Name, address and other information)

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

For the following Project:
(Include detailed description of Project)

Monroe County Public Library:
Ellettsville Branch Library Renovation
600 W. Temperance St.
Ellettsville, IN 47429

Renovation project Scope of Work includes renovation of the Ellettsville Branch Library and a new addition. Work includes architectural and site/civil, structural, mechanical, electrical, and plumbing engineering. Reference attached Exhibit 'B' "Anticipated Scope of Work" for detailed description of Scope of Work and Services. The project is to meet an estimated budget of \$1 million total construction cost.

The Owner and Architect agree as follows.

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

§ 1.1 The services performed by the Architect, Architect's employees and Architect's consultants shall be as enumerated in Articles 2, 3 and 12.

§ 1.2 The Architect's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. The Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services which may be adjusted as the Project proceeds. This schedule shall include allowances for periods of time required for the Owner's review and for approval of submissions by authorities having jurisdiction over the Project. Time limits established by this schedule approved by the Owner shall not, except for reasonable cause, be exceeded by the Architect or Owner.

§ 1.3 The Architect shall designate a representative authorized to act on behalf of the Architect with respect to the Project.

§ 1.4 The services covered by this Agreement are subject to the time limitations contained in Section 11.5.1.

ARTICLE 2 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 2.1 DEFINITION

The Architect's Basic Services consist of those described in Sections 2.2 through 2.6 and any other services identified in Article 12 as part of Basic Services, and include normal structural, mechanical and electrical engineering services.

§ 2.2 SCHEMATIC DESIGN PHASE

§ 2.2.1 The Architect shall review the program furnished by the Owner to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner.

§ 2.2.2 The Architect shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Section 5.2.1.

§ 2.2.3 The Architect shall review with the Owner alternative approaches to design and construction of the Project.

§ 2.2.4 Based on the mutually agreed-upon program, schedule and construction budget requirements, the Architect shall prepare, for approval by the Owner, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of Project components.

§ 2.2.5 The Architect shall submit to the Owner a preliminary estimate of Construction Cost based on current area, volume or similar conceptual estimating techniques.

§ 2.3 DESIGN DEVELOPMENT PHASE

§ 2.3.1 Based on the approved Schematic Design Documents and any adjustments authorized by the Owner in the program, schedule or construction budget, the Architect shall prepare, for approval by the Owner, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate.

§ 2.3.2 The Architect shall advise the Owner of any adjustments to the preliminary estimate of Construction Cost.

§ 2.4 CONSTRUCTION DOCUMENTS PHASE

§ 2.4.1 Based on the approved Design Development Documents and any further adjustments in the scope or quality of the Project or in the construction budget authorized by the Owner, the Architect shall prepare, for approval by the Owner, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.

* § 2.4.2 The Architect shall assist the Owner in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Owner and Contractor.

§ 2.4.3 The Architect shall advise the Owner of any adjustments to previous preliminary estimates of Construction Cost indicated by changes in requirements or general market conditions.

- * § 2.4.4 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.

§ 2.5 BIDDING OR NEGOTIATION PHASE

The Architect, following the Owner's approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, shall assist the Owner in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

**

§ 2.6 CONSTRUCTION PHASE—ADMINISTRATION OF THE CONSTRUCTION CONTRACT

§ 2.6.1 The Architect's responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of the initial Contract for Construction and terminates at the earlier of the issuance to the Owner of the final Certificate for Payment or 60 days after the date of Substantial Completion of the Work.

§ 2.6.2 The Architect shall provide administration of the Contract for Construction as set forth below and in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement, unless otherwise provided in this Agreement. Modifications made to the General Conditions, when adopted as part of the Contract Documents, shall be enforceable under this Agreement only to the extent that they are consistent with this Agreement or approved in writing by the Architect.

§ 2.6.3 Duties, responsibilities and limitations of authority of the Architect under this Section 2.6 shall not be restricted, modified or extended without written agreement of the Owner and Architect with consent of the Contractor, which consent will not be unreasonably withheld.

- * § 2.6.4 The Architect shall be a representative of and shall advise and consult with the Owner during the administration of the Contract for Construction. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement unless otherwise modified by written amendment.

- ** § 2.6.5 The Architect, as a representative of the Owner, shall visit the site at intervals appropriate to the stage of the Contractor's operations, or as otherwise agreed by the Owner and the Architect in Article 12, (1) to become generally familiar with and to keep the Owner informed about the progress and quality of the portion of the Work completed, (2) to endeavor to guard the Owner against defects and deficiencies in the Work, and (3) to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

§ 2.6.6 The Architect shall report to the Owner known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor. However, the Architect shall not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons or entities performing portions of the Work.

§ 2.6.7 The Architect shall at all times have access to the Work wherever it is in preparation or progress.

§ 2.6.8 Except as otherwise provided in this Agreement or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents. Communications by and with the Architect's consultants shall be through the Architect.

§ 2.6.9 CERTIFICATES FOR PAYMENT

§ 2.6.9.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts.

§ 2.6.9.2 The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 2.6.5 and on the data comprising the Contractor's Application for Payment, that the Work has progressed to the point indicated and that, to the best of the Architect's knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 2.6.9.3 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

* § 2.6.10 The Architect shall have authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

§ 2.6.11 The Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action shall be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the Owner, Contractor or separate contractors, while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 2.6.12 If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, the Architect shall specify appropriate performance and design criteria that such services must satisfy. Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor shall bear such professional's written approval when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications or approvals performed by such design professionals.

§ 2.6.13 The Architect shall prepare Change Orders and Construction Change Directives, with supporting documentation and data if deemed necessary by the Architect as provided in Sections 3.1.1 and 3.3.3, for the Owner's approval and execution in accordance with the Contract Documents, and may authorize minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract Time which are consistent with the intent of the Contract Documents.

* § 2.6.14 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion, shall receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

§ 2.6.15 The Architect shall interpret and decide matters concerning performance of the Owner and Contractor under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 2.6.16 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and initial decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions so rendered in good faith.

§ 2.6.17 The Architect shall render initial decisions on claims, disputes or other matters in question between the Owner and Contractor as provided in the Contract Documents. However, the Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 2.6.18 The Architect's decisions on claims, disputes or other matters in question between the Owner and Contractor, except for those relating to aesthetic effect as provided in Section 2.6.17, shall be subject to mediation and arbitration as provided in this Agreement and in the Contract Documents.

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 GENERAL

§ 3.1.1 The services described in this Article 3 are not included in Basic Services unless so identified in Article 12, and they shall be paid for by the Owner as provided in this Agreement, in addition to the compensation for Basic Services. The services described under Sections 3.2 and 3.4 shall only be provided if authorized or confirmed in writing by the Owner. If services described under Contingent Additional Services in Section 3.3 are required due to circumstances beyond the Architect's control, the Architect shall notify the Owner prior to commencing such services. If the Owner deems that such services described under Section 3.3 are not required, the Owner shall give prompt written notice to the Architect. If the Owner indicates in writing that all or part of such Contingent Additional Services are not required, the Architect shall have no obligation to provide those services.

§ 3.2 PROJECT REPRESENTATION BEYOND BASIC SERVICES

§ 3.2.1 If more extensive representation at the site than is described in Section 2.6.5 is required, the Architect shall provide one or more Project Representatives to assist in carrying out such additional on-site responsibilities.

§ 3.2.2 Project Representatives shall be selected, employed and directed by the Architect, and the Architect shall be compensated therefor as agreed by the Owner and Architect. The duties, responsibilities and limitations of authority of Project Representatives shall be as described in the edition of AIA Document B352 current as of the date of this Agreement, unless otherwise agreed.

§ 3.2.3 Through the presence at the site of such Project Representatives, the Architect shall endeavor to provide further protection for the Owner against defects and deficiencies in the Work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the Architect as described elsewhere in this Agreement.

§ 3.3 CONTINGENT ADDITIONAL SERVICES

§ 3.3.1 Making revisions in drawings, specifications or other documents when such revisions are:

- .1 inconsistent with approvals or instructions previously given by the Owner, including revisions made necessary by adjustments in the Owner's program or Project budget;
- .2 required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents; or
- .3 due to changes required as a result of the Owner's failure to render decisions in a timely manner.

§ 3.3.2 Providing services required because of significant changes in the Project including, but not limited to, size, quality, complexity, the Owner's schedule, or the method of bidding or negotiating and contracting for construction, except for services required under Section 5.2.5.

§ 3.3.3 Preparing Drawings, Specifications and other documentation and supporting data, evaluating Contractor's proposals, and providing other services in connection with Change Orders and Construction Change Directives.

§ 3.3.4 Providing services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to Drawings, Specifications and other documentation resulting therefrom.

§ 3.3.5 Providing consultation concerning replacement of Work damaged by fire or other cause during construction, and furnishing services required in connection with the replacement of such Work.

§ 3.3.6 Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the Work of the Contractor, or by failure of performance of either the Owner or Contractor under the Contract for Construction.

§ 3.3.7 Providing services in evaluating an extensive number of claims submitted by the Contractor or others in connection with the Work.

§ 3.3.8 Providing services in connection with a public hearing, a dispute resolution proceeding or a legal proceeding except where the Architect is party thereto.

§ 3.3.9 Preparing documents for alternate, separate or sequential bids or providing services in connection with bidding, negotiation or construction prior to the completion of the Construction Documents Phase.

§ 3.4 OPTIONAL ADDITIONAL SERVICES

§ 3.4.1 Providing analyses of the Owner's needs and programming the requirements of the Project.

§ 3.4.2 Providing financial feasibility or other special studies.

§ 3.4.3 Providing planning surveys, site evaluations or comparative studies of prospective sites.

* § 3.4.4 Providing special surveys, environmental studies and submissions required for approvals of governmental authorities or others having jurisdiction over the Project.

§ 3.4.5 Providing services relative to future facilities, systems and equipment.

* § 3.4.6 Providing services to investigate existing conditions or facilities or to make measured drawings thereof.

§ 3.4.7 Providing services to verify the accuracy of drawings or other information furnished by the Owner.

§ 3.4.8 Providing coordination of construction performed by separate contractors or by the Owner's own forces and coordination of services required in connection with construction performed and equipment supplied by the Owner.

§ 3.4.9 Providing services in connection with the work of a construction manager or separate consultants retained by the Owner.

§ 3.4.10 Providing detailed estimates of Construction Cost.

§ 3.4.11 Providing detailed quantity surveys or inventories of material, equipment and labor.

§ 3.4.12 Providing analyses of owning and operating costs.

* § 3.4.13 Providing interior design and other similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.

§ 3.4.14 Providing services for planning tenant or rental spaces.

§ 3.4.15 Making investigations, inventories of materials or equipment, or valuations and detailed appraisals of existing facilities.

§ 3.4.16 Preparing a set of reproducible record drawings showing significant changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the Architect.

§ 3.4.17 Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.

§ 3.4.18 Providing services after issuance to the Owner of the final Certificate for Payment, or in the absence of a final Certificate for Payment, more than 60 days after the date of Substantial Completion of the Work.

§ 3.4.19 Providing services of consultants for other than architectural, structural, mechanical and electrical engineering portions of the Project provided as a part of Basic Services.

§ 3.4.20 Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural practice.

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 The Owner shall provide full information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. The Owner shall furnish to the Architect, within 15 days after receipt of a written request, information necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 4.2 The Owner shall establish and periodically update an overall budget for the Project, including the Construction Cost, the Owner's other costs and reasonable contingencies related to all of these costs.

§ 4.3 The Owner shall designate a representative authorized to act on the Owner's behalf with respect to the Project. The Owner or such designated representative shall render decisions in a timely manner pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 4.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 4.5 The Owner shall furnish the services of geotechnical engineers when such services are requested by the Architect. Such services may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with reports and appropriate recommendations.

§ 4.6 The Owner shall furnish the services of consultants other than those designated in Section 4.5 when such services are requested by the Architect and are reasonably required by the scope of the Project.

§ 4.7 The Owner shall furnish structural, mechanical, and chemical tests; tests for air and water pollution; tests for hazardous materials; and other laboratory and environmental tests, inspections and reports required by law or the Contract Documents.

** § 4.8 The Owner shall furnish all legal, accounting and insurance services that may be necessary at any time for the Project to meet the Owner's needs and interests. Such services shall include auditing services the Owner may require to verify the Contractor's Applications for Payment or to ascertain how or for what purposes the Contractor has used the money paid by or on behalf of the Owner.

§ 4.9 The services, information, surveys and reports required by Sections 4.4 through 4.8 shall be furnished at the Owner's expense, and the Architect shall be entitled to rely upon the accuracy and completeness thereof.

§ 4.10 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including any errors, omissions or inconsistencies in the Architect's Instruments of Service.

ARTICLE 5 CONSTRUCTION COST

§ 5.1 DEFINITION

§ 5.1.1 The Construction Cost shall be the total cost or, to the extent the Project is not completed, the estimated cost to the Owner of all elements of the Project designed or specified by the Architect.

§ 5.1.2 The Construction Cost shall include the cost at current market rates of labor and materials furnished by the Owner and equipment designed, specified, selected or specially provided for by the Architect, including the costs of management or supervision of construction or installation provided by a separate construction manager or contractor, plus a reasonable allowance for their overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work.

§ 5.1.3 Construction Cost does not include the compensation of the Architect and the Architect's consultants, the costs of the land, rights-of-way and financing or other costs that are the responsibility of the Owner as provided in Article 4.

§ 5.2 RESPONSIBILITY FOR CONSTRUCTION COST

§ 5.2.1 Evaluations of the Owner's Project budget, the preliminary estimate of Construction Cost and detailed estimates of Construction Cost, if any, prepared by the Architect, represent the Architect's judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's Project budget or from any estimate of Construction Cost or evaluation prepared or agreed to by the Architect.

§ 5.2.2 No fixed limit of Construction Cost shall be established as a condition of this Agreement by the furnishing, proposal or establishment of a Project budget, unless such fixed limit has been agreed upon in writing and signed by the parties hereto. If such a fixed limit has been established, the Architect shall be permitted to include contingencies for design, bidding and price escalation, to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents, to make reasonable adjustments in the scope of the Project and to include in the Contract Documents alternate bids as may be necessary to adjust the Construction Cost to the fixed limit. Fixed limits, if any, shall be increased in the amount of an increase in the Contract Sum occurring after execution of the Contract for Construction.

§ 5.2.3 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, any Project budget or fixed limit of Construction Cost shall be adjusted to reflect changes in the general level of prices in the construction industry.

§ 5.2.4 If a fixed limit of Construction Cost (adjusted as provided in Section 5.2.3) is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall:

- .1 give written approval of an increase in such fixed limit;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 8.5; or
- .4 cooperate in revising the Project scope and quality as required to reduce the Construction Cost.

§ 5.2.5 If the Owner chooses to proceed under Section 5.2.4.4, the Architect, without additional compensation, shall modify the documents for which the Architect is responsible under this Agreement as necessary to comply with the fixed limit, if established as a condition of this Agreement. The modification of such documents without cost to the Owner shall be the limit of the Architect's responsibility under this Section 5.2.5. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

ARTICLE 6 USE OF ARCHITECT'S INSTRUMENTS OF SERVICE

* § 6.1 Drawings, specifications and other documents, including those in electronic form, prepared by the Architect and the Architect's consultants are Instruments of Service for use solely with respect to this Project. The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights.

§ 6.2 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to reproduce the Architect's Instruments of Service solely for purposes of constructing, using and maintaining the Project, provided that the Owner shall comply with all obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. Any termination of this Agreement prior to completion of the Project shall terminate this license. Upon such termination, the Owner shall refrain from making further reproductions of Instruments of Service and shall return to the Architect within seven days of termination all originals and reproductions in the Owner's possession or control. If and upon the date the Architect is adjudged in default of this Agreement, the foregoing license shall be deemed terminated and replaced by a second, nonexclusive license permitting the Owner to authorize other similarly credentialed design professionals to reproduce and, where permitted by law, to make changes, corrections or additions to the Instruments of Service solely for purposes of completing, using and maintaining the Project.

§ 6.3 Except for the licenses granted in Section 6.2, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. However, the Owner shall be permitted to authorize the Contractor, Subcontractors, Sub-subcontractors and material or equipment suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in their execution of the Work by license granted in Section 6.2. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants. The Owner shall not use the Instruments of Service for future additions or alterations to this Project or for other projects, unless the Owner obtains the prior written agreement of the Architect and the Architect's consultants. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 6.4 Prior to the Architect providing to the Owner any Instruments of Service in electronic form or the Owner providing to the Architect any electronic data for incorporation into the Instruments of Service, the Owner and the Architect shall by separate written agreement set forth the specific conditions governing the format of such Instruments of Service or electronic data, including any special limitations or licenses not otherwise provided in this Agreement.

*

ARTICLE 7 DISPUTE RESOLUTION

§ 7.1 MEDIATION

** § 7.1.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by arbitration.

* § 7.1.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a demand for arbitration but, in such event, mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

§ 7.1.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

* § 7.2 ARBITRATION

§ 7.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to arbitration. Prior to arbitration, the parties shall endeavor to resolve disputes by mediation in accordance with Section 7.1.

§ 7.2.2 Claims, disputes and other matters in question between the parties that are not resolved by mediation shall be decided by arbitration which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. The demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association.

§ 7.2.3 A demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

§ 7.2.4 No arbitration arising out of or relating to this Agreement shall include, by consolidation or joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement and signed by the Owner, Architect, and any other person or entity sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 7.2.5 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 7.3 CLAIMS FOR CONSEQUENTIAL DAMAGES

The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 8.

ARTICLE 8 TERMINATION OR SUSPENSION

§ 8.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, prior to suspension of services, the Architect shall give seven days' written notice to the Owner. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 8.2 If the Project is suspended by the Owner for more than 30 consecutive days, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 8.3 If the Project is suspended or the Architect's services are suspended for more than 90 consecutive days, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 8.4 This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 8.5 This Agreement may be terminated by the Owner upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

*§ 8.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 8.7.

* § 8.7 Termination Expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.

*

ARTICLE 9 MISCELLANEOUS PROVISIONS

* § 9.1 This Agreement shall be governed by the law of the principal place of business of the Architect, unless otherwise provided in Article 12.

§ 9.2 Terms in this Agreement shall have the same meaning as those in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

§ 9.3 Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion or the date of issuance of the final Certificate for Payment for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Architect's services are substantially completed.

§ 9.4 To the extent damages are covered by property insurance during construction, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 9.5 The Owner and Architect, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to an institutional lender providing financing for the Project. In such event, the lender shall assume the Owner's rights and obligations under this Agreement. The Architect shall execute all consents reasonably required to facilitate such assignment.

§ 9.6 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 9.7 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

* § 9.8 Unless otherwise provided in this Agreement, the Architect and Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the Project site.

§ 9.9 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 9.10 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates that would require knowledge, services or responsibilities beyond the scope of this Agreement.

*

ARTICLE 10 PAYMENTS TO THE ARCHITECT

§ 10.1 DIRECT PERSONNEL EXPENSE

Direct Personnel Expense is defined as the direct salaries of the Architect's personnel engaged on the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, employee retirement plans and similar contributions.

§ 10.2 REIMBURSABLE EXPENSES

§ 10.2.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and Architect's employees and consultants directly related to the Project, as identified in the following Clauses:

- * .1 transportation in connection with the Project, authorized out-of-town travel and subsistence, and electronic communications;
- .2 fees paid for securing approval of authorities having jurisdiction over the Project;
- .3 reproductions, plots, standard form documents, postage, handling and delivery of Instruments of Service;
- .4 expense of overtime work requiring higher than regular rates if authorized in advance by the Owner;
- .5 renderings, models and mock-ups requested by the Owner;
- .6 expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect and the Architect's consultants;
- .7 reimbursable expenses as designated in Article 12;
- .8 other similar direct Project-related expenditures.

§ 10.3 PAYMENTS ON ACCOUNT OF BASIC SERVICES

§ 10.3.1 An initial payment as set forth in Section 11.1 is the minimum payment under this Agreement.

§ 10.3.2 Subsequent payments for Basic Services shall be made monthly and, where applicable, shall be in proportion to services performed within each phase of service, on the basis set forth in Section 11.2.2.

§ 10.3.3 If and to the extent that the time initially established in Section 11.5.1 of this Agreement is exceeded or extended through no fault of the Architect, compensation for any services rendered during the additional period of time shall be computed in the manner set forth in Section 11.3.2.

§ 10.3.4 When compensation is based on a percentage of Construction Cost and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.2.2, based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent preliminary estimate of Construction Cost or detailed estimate of Construction Cost for such portions of the Project.

§ 10.4 PAYMENTS ON ACCOUNT OF ADDITIONAL SERVICES

Payments on account of the Architect's Additional Services and for Reimbursable Expenses shall be made monthly upon presentation of the Architect's statement of services rendered or expenses incurred.

§ 10.5 PAYMENTS WITHHELD

No deductions shall be made from the Architect's compensation on account of penalty, liquidated damages or other sums withheld from payments to contractors, or on account of the cost of changes in the Work other than those for which the Architect has been adjudged to be liable.

§ 10.6 ARCHITECT'S ACCOUNTING RECORDS

Records of Reimbursable Expenses and expenses pertaining to Additional Services and services performed on the basis of hourly rates or a multiple of Direct Personnel Expense shall be available to the Owner or the Owner's authorized representative at mutually convenient times.

ARTICLE 11 BASIS OF COMPENSATION

The Owner shall compensate the Architect as follows:

§ 11.1 An Initial Payment of NA

(\$ NA) shall be made upon execution of this Agreement and credited to the Owner's account at final payment.

§ 11.2 BASIC COMPENSATION

§ 11.2.1 For Basic Services, as described in Article 2, and any other services included in Article 12 as part of Basic Services, Basic Compensation shall be computed as follows:

(Insert basis of compensation, including stipulated sums, multiples or percentages, and identify phases to which particular methods of compensation apply, if necessary.)

Basic Compensation shall be a stipulated sum of \$76,000.00 (Seventy-Six Thousand Dollars) based on a \$1,000,000.00 (One Million Dollars) construction budget.

§ 11.2.2 Where compensation is based on a stipulated sum or percentage of Construction Cost, progress payments for Basic Services in each phase shall total the following percentages of the total Basic Compensation payable:

(Insert additional phases as appropriate.)

Pre-Design:	percent (05%)	\$ 3,800.00
Schematic Design:	percent (15 %)	\$ 11,400.00
Design Development Phase:	percent (25 %)	\$ 19,000.00
Construction Documents Phase:	percent (30 %)	\$ 22,800.00
Bidding or Negotiation Phase:	percent (05 %)	\$ 3,800.00
Construction Phase:	percent (20 %)	\$ 15,200.00

Total Basic Compensation one hundred percent (100.00%) \$ 76,000.00

§ 11.3 COMPENSATION FOR ADDITIONAL SERVICES

§ 11.3.1 For Project Representation Beyond Basic Services, as described in Section 3.2, compensation shall be computed as follows:

Compensation shall be based on an hourly rate of:

Principal:	\$120.00
Project Manager:	\$110.00
Technician:	\$ 65.00

§ 11.3.2 For Additional Services of the Architect, as described in Articles 3 and 12, other than (1) Additional Project Representation, as described in Section 3.2, and (2) services included in Article 12 as part of Basic Services, but excluding services of consultants, compensation shall be computed as follows:
(Insert basis of compensation, including rates and multiples of Direct Personnel Expense for Principals and employees, and identify Principals and classify employees, if required. Identify specific services to which particular methods of compensation apply, if necessary.)

Compensation for Additional Services related to Change Orders shall be seven and six tenths percent (7.6%) of actual construction cost for Change Order items. All other Additional Services shall be based on the Architect's rate as listed in 11.3.1.

§ 11.3.3 For Additional Services of Consultants, including additional structural, mechanical and electrical engineering services and those provided under Section 3.4.19 or identified in Article 12 as part of Additional Services, a multiple of Ten Percent (1.1) times the amounts billed to the Architect for such services.
(Identify specific types of consultants in Article 12, if required.)

§ 11.4 REIMBURSABLE EXPENSES

For Reimbursable Expenses, as described in Section 10.2, and any other items included in Article 12 as Reimbursable Expenses, a multiple of Ten Percent (1.1) times the expenses incurred by the Architect, the Architect's employees and consultants directly related to the Project.

§ 11.5 ADDITIONAL PROVISIONS

§ 11.5.1 If the Basic Services covered by this Agreement have not been completed within thirty (30) months of the date hereof, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as provided in Sections 10.3.3 and 11.3.2.

§ 11.5.2 Payments are due and payable thirty (30) days from the date of the Architect's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.
(Insert rate of interest agreed upon.)

One percent per month compounded.

(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Architect's principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Specific legal advice should be obtained with respect to deletions or modifications, and also regarding requirements such as written disclosures or waivers.)

§ 11.5.3 The rates and multiples set forth for Additional Services shall be adjusted in accordance with the normal salary review practices of the Architect.

*** ARTICLE 12 OTHER CONDITIONS OR SERVICES**

(Insert descriptions of other services, identify Additional Services included within Basic Compensation and modifications to the payment and compensation terms included in this Agreement.)

Reference the attached Exhibits which shall be included as part of this Agreement:

Exhibit 'A': Supplemental Conditions to AIA Document B151-1997
Form of Agreement Between Owner and Architect

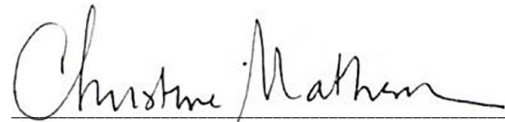
Exhibit 'B': Anticipated Scope of Work

Exhibit 'C': Project Schedule

This Agreement entered into as of the day and year first written above.

OWNER

ARCHITECT



(Signature)

Monroe County Public Library

Christine Matheu, AIA, President
MATHEU ARCHITECTS, PC

(Printed name and title)

(Printed name and title)

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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EXHIBIT 'A'

SUPPLEMENTAL CONDITIONS

TO AIA DOCUMENT B151- 1997 EDITION

Unless otherwise provided in these Supplemental Conditions, the parties shall be bound and governed by the terms of AIA Document B151, 1997 Edition, Abbreviated Standard Form of Agreement Between Owner and Architect. The following Supplemental Conditions modify, delete from and add to the B151. Where an Article, Paragraph or Clause of the B151 is modified, deleted or added by these Supplemental Conditions, the unaltered provisions of that Article, Paragraph, Subparagraph or clause will remain in effect. If a conflict exists between the other contract Documents and these Supplemental Conditions, then these Supplemental Conditions shall prevail.

ARTICLE 1: ARCHITECT'S RESPONSIBILITIES
NO SUPPLEMENTS

ARTICLE 2: SCOPE OF ARCHITECT'S BASIC SERVICES

- 2.4.2 ADD the following sentence at the end of this subparagraph: "The Architect shall not furnish any legal or insurance assistance. However, the Architect shall cooperate with the Owner's legal and insurance advisors."
- 2.4.4.1 ADD the following subparagraph: "In the event that any such governmental authority requests or requires anything other than normal architectural and engineering drawings and specifications, any such additional documents shall be compensated as Additional Services."
- 2.5.1.1 ADD the following subparagraph: "The Architect shall assist the Owner in evaluation of bids or negotiated proposals, and shall respond to questions as necessary, including the preparation of any addenda."
- 2.5.1.2 ADD the following subparagraph: "The Owner shall make an independent investigation into the financial capability of the proposed Contractor, and the Owner waives any claim against the Architect for any damages that may arise out of the bankruptcy or any other financial difficulties of the Contractor."
- 2.6.4.1 ADD the following subparagraph: "If the Architect is required to provide services pursuant to Paragraph 2.6.4 beyond the time stated in Paragraph 2.6.1, such further services shall be considered additional services."
- 2.6.5.1 ADD the following subparagraph: "The Architect has allowed an average of one site visit every other week during the construction phase, not to exceed sixty (60) days past the construction phase completion."

- 2.6.5.2 ADD the following subparagraph: “The Architect shall attend such conferences with representatives of the Owner and other interested parties as may be required in connection with the Work and shall make its services available to the Owner during the construction of the Project, for the interpretation of plans where disagreement may arise and for consultation during construction in the event unforeseen conditions arise.”
- 2.6.9.4 ADD the following subparagraph: “The Owner shall also be responsible for reviewing all Applications for Payment by the Contractor and shall review all documentation, including waivers of lien, accompanying such Applications. The Architect’s sole obligation relative to such Applications is to ascertain whether the Work has progressed to the point indicated in the Application.”
- 2.6.10 DELETE this subparagraph in its entirety and SUBSTITUTE the following: “The Architect shall advise the Owner to reject work that does not conform to the Contract Documents. Whenever reasonable judgment would indicate a probability of a nonconforming or adverse circumstance, and in order to insure the proper implementation of the intent of the contract Documents, the Architect shall advise the Owner to require special inspection or testing of any work whether or not such work has been then fabricated, installed or completed.”
- 2.6.14 DELETE this subparagraph in its entirety and SUBSTITUTE the following: “The Architect shall review the Work to determine the date or dates of Substantial Completion and the date of Final Completion, shall receive and forward to the Owner for the Owner’s review and records written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment upon compliance with the requirements of the Contract Documents.”

ARTICLE 3: ADDITIONAL SERVICES

- 3.4.4 ADD the following phrase at the end of this subparagraph: “to include, but not limited to, services and fees arising from applications for variance from codes and ordinances.”
- 3.4.6 ADD the following subparagraph: “The Architect shall not be responsible for the verification of the condition of an existing structure, equipment or appliance unless such verification can be made by simple visual observation. Any further investigation, if authorized or requested by the Owner, shall also be provided as an Additional Service. If, after the Contract Documents are prepared, it appears from the uncovering of parts or portions of an existing structure that the plans

EXHIBIT 'A'

SUPPLEMENTAL CONDITIONS

TO AIA DOCUMENT B151- 1997 EDITION

and/or specifications must be altered to conform to previously hidden conditions, all such work shall be performed by the Architect as an Additional Service.”

- 3.4.13 DELETE the subparagraph in its entirety and SUBSTITUTE the following:
“Providing services required for or in connection with the procurement or installation of furniture, furnishings and related equipment.”

ARTICLE 4: OWNER’S RESPONSIBILITIES

- 4.8.1 ADD the following subparagraph: “The Owner acknowledges that the Architect has no responsibility to the Owner or to any other party regarding any matters concerning insurance, accounting or legal matters. Specifically, the Owner shall decide all insurance requirements and whether or not the responsible parties comply with those requirements. This shall be the Owner’s responsibility at all times, even though the insurance requirements may be part of the Bid Documents or Project Manual and even though Certificates of Insurance may be sent to the Architect for forwarding to the Owner.”

- 4.8.2 ADD the following subparagraph: “The Owner acknowledges that the requirements of the Americans with Disabilities Act (ADA), Fair Housing Act (FHA) and other federal, state and local accessibility laws, rules, codes, ordinances and regulations will be subject to various and possibly contradictory interpretations. The Architect, therefore, will use its reasonable professional efforts and judgment to interpret applicable accessibility requirements in effect as of the execution of the Agreement, and as they apply to the Project. The Architect, however, cannot and does not warrant or guarantee that the Owner’s Project will comply with all interpretations of the accessibility requirements and/or the requirements of other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the Project.

ARTICLE 5: CONSTRUCTION COST

NO SUPPLEMENTS

ARTICLE 6: USE OF ARCHITECT’S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS

- 6.1.1 ADD the following subparagraph: “In the event of any unauthorized use, reuse or modification of the Architect’s drawings, specifications or other documents prepared by the Architect, whether such unauthorized use, reuse or modification is made by the Owner, the Owner’s employees, agents, consultants, contractors or any third party whatsoever, the Owner agrees to indemnify and hold harmless the Architect, its officers, directors and employees, from and against any claims, suits,

EXHIBIT 'A'

SUPPLEMENTAL CONDITIONS

TO AIA DOCUMENT B151- 1997 EDITION

demands, losses and expenses, including attorneys' fees accruing or resulting to any and all persons, firms or any other legal entity, on account of any damage or loss to property or persons, including death, arising out of such unauthorized use, reuse or modification as stated above. The parties hereto intend to give this indemnification provision the broadest possible effect. This indemnification shall not be effective in the event of the Architect's sole negligence as determined by a court of competent jurisdiction."

- 6.5 ADD the following subparagraph: "Neither party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by the Architect as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement."

ARTICLE 7: ARBITRATION

- 7.1.1 DELETE from the first sentence the words "arbitration or".

- 7.1.1.1 ADD the following subparagraph: "The Architect shall require a similar Agreement from all of its consultants. The Owner shall require a similar Agreement from all of its contractors."

- 7.1.2 DELETE the last sentence and SUBSTITUTE the following: "Mediation shall proceed in advance of legal or equitable proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order."

- 7.2 DELETE this paragraph in its entirety.

ARTICLE 8: TERMINATION, SUSPENSION OR ABANDONMENT

- 8.6.1 ADD the following subparagraph: "In the event of any failure of payment by the Owner, the Architect shall have the right to retain any and all documents, drawings, specifications, models, surveys, reports and similar items, whether prepared by the Architect or submitted to the Architect by others, until full payment is received. In such event, the Architect shall have no liability for any damages or losses that may result from the withholding of any such items."

- 8.7 DELETE in its entirety and SUBSTITUTE the following: "Termination Expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which the Architect is not

EXHIBIT 'A'

SUPPLEMENTAL CONDITIONS

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otherwise compensated.”

- 8.8 ADD the following subparagraph: “If the Owner terminates this Agreement for any reason before the completion of construction, or if the Owner retains the Architect for less than the normal full services, than the Owner agrees to indemnify and hold harmless the Architect from and against any and all claims, suits, demands, losses and expenses, including attorneys’ fees, accruing or resulting to any and all persons, firms or any other legal entity, on account of any damage or loss to property or persons, including death, arising out of or related to the Work, except in the event the Architect is found to be solely liable for such losses or damages by a court of competent jurisdiction.”

ARTICLE 9: MISCELLANEOUS PROVISIONS

- 9.1 DELETE in its entirety and SUBSTITUTE the following: “This Agreement shall be governed by the laws of Indiana.”

- 9.8.1 ADD the following subparagraph: “The Architect hereby states and the Owner acknowledges that the Architect has no professional liability or other insurance and is unable to reasonably obtain such insurance for claims arising out of the performance of or failure to perform professional services, related to the discovery, presence, handling, removal or disposal of, or exposure of persons to hazardous materials including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl (PCB), lead or other toxic substances. Accordingly, the Owner hereby agrees to institute or maintain no claim against the Architect, Consultants or employees for negligence, breach of contract, indemnity or otherwise, with respect to any claim which in any way involves the Architect’s services for the investigation of or remedial work related to toxic substances in the project. The Owner further agrees to defend, indemnify and hold the Architect, the Architect’s consultants and employees harmless from such toxic or hazardous materials claims that may be brought by third parties as a result of the services provided by the Architect pursuant to this Agreement, except for claims arising out of the sole negligence of the Architect.”

- 9.11 ADD the following subparagraph: “In the event any legal or arbitration proceedings are commenced between the parties to this Agreement to enforce any part of this Agreement, the prevailing party in such proceedings shall be entitled, in addition to any other relief granted in such proceedings, to reasonable attorneys’ fees, which shall be determined by the court or other forum in such proceeding, or in a separate proceeding brought for such purpose.”

EXHIBIT 'A'

SUPPLEMENTAL CONDITIONS

TO AIA DOCUMENT B151- 1997 EDITION

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ARTICLE 10: PAYMENTS TO THE ARCHITECT

10.2.1.1 ADD the phrase "for travel outside a radius of 30 miles of Bloomington, Indiana at the rate of fifty-six and five tenths cents (\$.565) per mile" following the word "Project" in the second line.

ARTICLE 11: BASIS OF COMPENSATION

NO SUPPLEMENTS

ARTICLE 12: OTHER CONDITIONS OR SERVICES

12.1 ADD the following subparagraph: "The Architect shall provide the Owner a set of construction documents in PDF format for their reference."

END OF EXHIBIT 'A'



ANTICIPATED SCOPE OF WORK

I. SCOPE OF WORK

Based on information provided in the RFP, MATHEU ARCHITECTS, PC understands that the Ellettsville Branch Library renovation project has an estimated \$1 million construction budget. The Library would like to have included in the project, in order of priority, as much as the following Scope of Work as possible within the \$1 million project construction budget:

A. Essential Renovations and Service Enhancements:

1. Facility Upgrades:

- a. HVAC:* Replace the HVAC system with a commercial unit.
- b. ADA Parking:* Repair accessible parking spaces to address slope and meet the sidewalk grade.
- c. Emergency Lighting:* Upgrade the emergency light system.
- d. Security:* Upgrade the security camera system.
- e. Restrooms:* Update the public restrooms to meet ADA accessibility.
- f. Program Room:* Replace the program room floor, fix the light panel, and add HDMI to the A/V panel.
- g. Lobby:* Paint and replace the floor in the lobby.
- h. Windows:* Replace windows with broken seals.

2. Service Improvements:

- a. Teen Room:* Create a teen room within the existing library space by expanding towards the express computer stations which would be removed in favor of laptops and tablets. Space for study and collaboration. The space is to include a mix of study furniture and soft seating, as well as easy to clean floors. Enclosing the teen room with glass walls for sound-proofing and visibility from the desk is to be considered. Furniture would be provided under a separate furniture contract.
- b. Learn and Play Space:* Add a Learn and Play Space to the existing children's wing. Because the existing children's wing is insufficient in size to accommodate a Learn and Play Space, an addition to the children's wing towards the main parking lot is to be considered. Furniture is to be provided under a separate furniture contract.
- c. Relocation of Collections:* Library will relocate staff-edited children's non-fiction into the children's wing or adjacent area to better serve customers. Some adult collections and materials will also be edited by the staff to improve adjacencies.
- d. Service Desks:* Combine two service desks into a single service desk, accommodating three staff members, and locate new desk where existing reference desk is currently located. Provide a single service point that will be visible from the entry and will allow the staff to have sight lines to the children's wing and teen room. Furniture is to be provided under a separate furniture contract.
- e. Holds Shelves:* Install taller holds shelves where the current customer service desk is located. On the back side of the holds shelves consider staff storage for the in-house circulation of laptops and tablets, charging stations, and maker kits and storage. Furniture is to be provided under a separate furniture contract.

EXHIBIT 'B'

Monroe County Public Library: Ellettsville Branch Library Renovation

f. Sorter Room: Expand the sorter room by moving the non-load bearing wall in the lobby out several feet to increase the space in the sorter room to resolve sorter malfunctions. Consider wall mounting the server to increase space and add a glass half-wall in the lobby so customers may watch their materials returned.

g. Laptops and Tablets: To be purchased for in-house use by the Library.

h. Computer and Express Check Furniture: Replace the computer and express check furniture with furniture with smaller footprint. The computer to be provided by the Library, and the furniture would be provided under a separate furniture contract.

i. Study Room: Expand existing study room to accommodate 4 – 6 people and add technology that supports creative work.

j. Library Sign: Replace existing exterior library sign with more modern sign.

k. Visual Merchandising Furniture: Add visual merchandising furniture to promote new materials, programs, and services. This Scope to be under separate furniture contract.

l. Wi-Fi Hubs: Add Wi-Fi hubs to eliminate dead zones. This Scope of Work would be provided by the Library Tech department.

B. Non-Essential but Preferred Renovations and Service Enhancements:

1. Facility Upgrades:

a. Generator: Provide an emergency backup generator.

b. Parking Lot: Re-stripe the parking lot to accommodate more parking spaces.

c. Landscaping: Replace dead plants with native plants.

2. Service Enhancements:

a. Restroom: Add a restroom to proposed Learn and Play space.

b. Study Room: Add a third study room to accommodate 2 – 3 people.

c. Quiet Area: Add a quiet area with a combination of soft and study seating. Furniture would be provided under a separate contract.

C. Ideal Renovations and Service Enhancements:

1. Facility Upgrades:

a. Eliminate Program Room Renovation: Eliminate renovating program room and instead provide service enhancement below.

2. Service Enhancements:

a. Children's Room Expansion: Expand children's wing by converting the current program room into part of the children's wing. Incorporate all children's collections in this space, add a Learn and Play space and family restroom.

b. Program Room: Add a program room for 125 people. The room is to have up-to-date A/V technology, external pedestrian access, an adjacent restroom, small storage room and kitchen.

II. SCOPE OF SERVICES

MATHEU ARCHITECTS believes in the strength of collaboration in which the Owner and the project team bring their respective expertise to the project. The Architect, working closely with the consultants, coordinates the work to create a complete seamless project from design through construction. For the Ellettsville Branch Library renovation project we would propose the following sequence of work:

EXHIBIT 'B'

Monroe County Public Library: Ellettsville Branch Library Renovation

A. Pre-Design:

1. *Kick-Off Meeting:* The Architect will meet with Library representatives to confirm project priorities in context of the construction budget.
2. *Staff and Community Input:* The Architect will conduct the following meetings:
 - Library staff: To confirm performance requirements for the renovated building areas;
 - Ellettsville teens: To seek additional input on the activities, look, and feel of the proposed teen space;
 - Local Families: To seek additional input on the look and feel of the proposed learn and play space.
3. *Building Survey:* The Architect and engineers will check the existing building to confirm that spaces and systems match those described in the drawings provided by the Owner, and they will visually survey existing conditions.
4. *Measured Drawings:* If electronic AutoCad drawings are not available, the Architect will prepare base drawings in AutoCad format.
5. *Building Analysis:* Architect and engineers will prepare an analysis of the existing building conditions and engineering systems. In response to the Library's request, the Architect will also look at the existing attic stairs to see if access may be improved using a low-cost, low impact solution.
6. *Space Program:* The Architect working with the Library Design consultant will prepare a space program which will include size and performance requirements for the proposed renovation areas and new addition.
7. *Meeting:* The Architect will meet with the Owner to review the building analysis and the space program.
8. *Code Review:* The Architect will review building code requirements.
9. *Consultant Meetings:* Architect will meet with consultants to establish a conceptual design possibilities.

B. Schematic Design:

1. *Concept Drawings:* The Architect and the Library Design Consultant will prepare Concept Design drawings.
2. *Meeting:* The Architect will meet with the Owner to review the Concept Design drawings and to confirm design direction.
3. *Schematic Documents:* The Architect will prepare Schematic Design documents, including floor plans, general furniture layout, the space program, code review, architectural and engineering design narrative, preliminary construction cost estimate, and schedule.
4. *Consultant Meetings:* The Architect will meet with consultants to coordinate design direction.
5. *Meeting:* The Architect will meet with the Owner to review the Schematic Design.
6. *Public Presentation:* If requested by Owner, the Architect will present the project in a public forum.

C. Design Development:

1. *Architectural and Engineering Design:* The Architect and Consultants will prepare Design Development documents. These will include: floor plans; roof plan, building section and elevations of new addition(s); general furniture layout; wall sections; interior finishes, door, and window schedules; engineering plans and schedules; updated code review, design narrative, and project schedule; project phasing strategy; updated project cost estimate with additional verification by a local estimating contractor. Alternates for cost control will be identified.
2. *Interior Design:* The Architect will select interior finishes and prepare an interior finishes board.
3. *Coordination:* Architect will conduct coordination meetings with Consultants.
4. *Meeting:* The Architect will meet with Owner to present Design Development documents and confirm design direction.
5. *Public Presentation:* If requested by Owner, the Architect will present the project in a public forum.

D. Construction Documents:

1. *Construction Documents:* The Architect and Consultants will prepare Construction Documents for State Plan Review and with the intent to bid the project. Drawings will include: revised Design Development drawings; interior elevations; construction details; enlarged toilet room and casework plans; and

EXHIBIT 'B'

Monroe County Public Library: Ellettsville Branch Library Renovation

engineering details. Alternates and project phasing will be confirmed. The project manual with project specifications will be prepared.

2. *Meeting*: The Architect will present the Construction Documents to the Owner for approval to go to bid.

3. *State Plan Review*: The Architect will submit Construction Documents for State Plan Review.

E. Bidding:

1. *Construction Bidding*: The Architect will assist the Owner in advertising and obtaining bids from general contractors. The Architect will electronically distribute bid documents and addenda.

2. *Bid Opening and Analysis*: The Architect will assist the Owner with the construction bid opening and will prepare a bid analysis.

3. *Owner-Contractor Agreements*: The Architect will prepare the Owner-Contractor Agreement.

F. Construction Observation:

1. *Pre-Construction and Progress Meetings*: The Architect will conduct pre-construction and bi-weekly progress meetings during construction and will prepare meeting notes.

2. *Site Visits*: The Architect and Consultants will make regular site visits to observe construction and answer questions.

3. *Submittals Review*: The Architect and Consultants will review product data, samples, and other submittal requirements identified in the Specifications.

4. *Pay Application Review*: The Architect will review Contractor pay applications.

5. *Project Closeout*: The Architect and Consultants will prepare punch list items and closeout documents.

III. FURNITURE

It is the understanding of the Architect that the furniture will be provided under a separate contract.

However, since furniture is an integral part of the architectural design, the Architect would provide general furniture layouts as part of Basic Services for the architectural portion of the project. This will allow the engineers to locate electrical power, data, and lighting appropriately.

The Architect would be happy to provide interior design furniture services for the project under a separate agreement or as an addendum to the architectural and engineering Basic Services agreement. We would work with the Library in selecting appropriate furniture and finishes for the Library, and we would work with the furniture vendor(s) and the Library to purchase the furniture.

END OF EXHIBIT 'B'



MATHEU ARCHITECTS, P C

EXHIBIT 'C': Preliminary Project Schedule

MONROE COUNTY PUBLIC LIBRARY: ELLETTSVILLE BRANCH LIBRARY RENOVATION

<u>TASK</u>	<u>DATE</u>
Owner Gives Architect Approval to Prepare Agreement_____	23 Mar 2017
Architect Prepares Owner-Architect Agreement_____	24 Mar – 5 April 2017
Owner Reviews and Signs Owner-Architect Agreement_____	5 – 19 April 2017
Architect Meets with Owner to Begin Project_____	21 April 2017
Architect & Owner Schedule Staff & Community Input Meetings_____	24 – 26 April 2017
Architect Prepares Measured Base Drawings_____	24 April - 3 May 2017
Architect & Engineers Survey & Assess Existing Conditions_____	4 - 28 May 2017
Architect Conducts Staff & Community Input Meetings_____	8 – 12 May 2017
Architect Presents Staff & Community Input Findings to Owner_____	17 May 2017
Architect & Library Consultant Prepare Space/Performance Program__	18 - 26 May 2017
Architect Reviews Space Program & Exist. Conditions with Owner_____	29 May 2017
Architect & Library Consultant Prepare Concept Design_____	30 May – 20 June 2017
Architect Reviews Concept Design with Owner_____	21 June 2017
Architect Prepares Schematic Design_____	22 June – 30 July 2017
Architect Reviews Schematic Design with Owner_____	31 July 2017
Architect Presents Schematic Design to Library Board for Approval_____	1 Aug 2017
Architect Presents Schematic Design to Public_____	2 Aug 2017
Architect Prepares Design Development Documents_____	3 Aug - 15 Sept 2017
Architect Reviews Design Development Documents with Owner_____	18 Sept 2017
Architect Presents Design Development Documents to Board for Approval_	20 Sept 2017
Architect Presents Design Development Documents to Public_____	21 Sept 2017
Architect Prepares Construction Documents_____	22 Sept -20 Nov 2017
Architect Presents Construction Documents to Owner_____	20 Nov 2017
Architect Presents Construction Documents to Library Board for Approval_	21 Nov 2017
Architect Submits Construction Documents to State Plan Review_____	27 Nov 2017
Construction Documents Printed and Distributed to Contractors_____	27 Nov 2017
Architect Conducts Pre-Bid Meeting_____	7 Dec 2017
Architect Prepares and Distributes Addendum_____	10 Dec 2017
Architect Receives Contractors' Bids & Reviews with Owner_____	21 Dec 2017
Architect Prepares Owner-Contractor Agreement for Signatures_____	22 – 28 Dec 2017
Owner and Contractor Sign Agreement_____	29 Dec 2017
Construction Begins in Phases_____	2 Jan 2018
Substantial Completion of Construction in Phases _____	June 2018, Dec 2018
Furniture Installation_____	June 2018, Dec 2018
Owner Occupies New Spaces in Phases_____	July 2018, Jan 2018

END OF EXHIBIT 'C'

AIA[®] Document A101[™] – 2007

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the Twenty-fourth day of March in the year Two Thousand Seventeen

(In words, indicate day, month and year.)

BETWEEN the Owner:

(Name, legal status, address and other information)

Monroe County Public Library
303 East Kirkwood Avenue
Bloomington, Indiana 47408-3534
Telephone Number: 812-349-3050

and the Contractor:

(Name, legal status, address and other information)

Browning Chapman, LLC
9900 Westpoint Drive
Suite 128
Indianapolis, IN 46256
Telephone Number: 317-608-2775

for the following Project:

(Name, location and detailed description)

Monroe County Public Library Building Envelope Repairs
303 E. Kirkwood Avenue
Bloomington, IN 47408
Building envelope repair work in designated areas

The Architect:

(Name, legal status, address and other information)

STR Building Resources, LLC
N89W16785 Appleton Avenue
Suite 201
Menomonee Falls, Wisconsin 53051
Telephone Number: 262-253-4700

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201[™]-2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

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TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS**
- 2 THE WORK OF THIS CONTRACT**
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**
- 4 CONTRACT SUM**
- 5 PAYMENTS**
- 6 DISPUTE RESOLUTION**
- 7 TERMINATION OR SUSPENSION**
- 8 MISCELLANEOUS PROVISIONS**
- 9 ENUMERATION OF CONTRACT DOCUMENTS**
- 10 INSURANCE AND BONDS**

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)

If, prior to the commencement of the Work, the Owner requires time to file mortgages and other security interests, the Owner's time requirement shall be as follows:

§ 3.2 The Contract Time shall be measured from the date of commencement.

§ 3.3 The Contractor shall achieve Substantial Completion of the entire Work not later than () days from the date of commencement, or as follows:

(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)

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The Contractor shall achieve Substantial Completion of the entire Work not later than October 31, 2017.

Portion of Work

Substantial Completion Date

, subject to adjustments of this Contract Time as provided in the Contract Documents.
(Insert provisions, if any, for liquidated damages relating to failure to achieve Substantial Completion on time or for bonus payments for early completion of the Work.)

None

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be One Hundred Eighteen Thousand Nine Hundred Ninety Dollars and Zero Cents (\$ 118,990.00), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:
(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

None

§ 4.3 Unit prices, if any:
(Identify and state the unit price; state quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price Per Unit (\$0.00)
Replacement of existing sealant joints, including proper backer materials	LF	\$8.10
Rout and seal cracks in limestone panels	LF	\$9.50
Patching of spalled limestone surfaces	SF	\$82.00
Wet sealing of window gaskets	LF	\$2.20
Changes to the Work: Overhead and profit on the net cost of our own Work	PERCENTAGE	18%
On the cost of Work done by any Subcontractor	PERCENTAGE	18%

§ 4.4 Allowances included in the Contract Sum, if any:
(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price
Cash Allowance for remediation of latent conditions or other intangibles, during the course of the Work, upon Owner's instructions	Fifteen Thousand Dollars (\$15,000.00)

ARTICLE 5 PAYMENTS

§ 5.1 PROGRESS PAYMENTS

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

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The period covered by each Application for Payment shall be for work completed from the previous payment application meeting date to the next completed work day prior to the current payment application meeting date. Certificates for Payment (typed copies) along with the Continuation Sheet and accompanying documents certifying to the work performed during the preceding month shall be submitted to the Architect's office within seven (7) calendar days of the monthly meeting date. The Architect will check the certificates and, if in the proper form and just, will transmit the Certificates for Payment to the Owner with the recommendation for payment. All Architect approved contractor pay request must be received in the Owner's office by the first working day of the month following the pay request meeting. For the approved pay requests so received, the Owner will issue payment within 30 days of receipt of Architect's approved Certificate for Payment. Those pay requests not received within the allotted time schedule as detailed above shall be held 30 days and included in the following month's payment processing cycle.

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the day of the month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than () days after the Architect receives the Application for Payment.
(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 Subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

- .1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of Ten percent (10 %). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™-2007, General Conditions of the Contract for Construction;
- .2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of Ten percent (10 %);
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract amounts, if any, for which the Architect has withheld or nullified a Certificate for Payment as provided in Section 9.5 of AIA Document A201-2007.

§ 5.1.7 The progress payment amount determined in accordance with Section 5.1.6 shall be further modified under the following circumstances:

- .1 Add, upon Substantial Completion of the Work, a sum sufficient to increase the total payments to the full amount of the Contract Sum, less such amounts as the Architect shall determine for incomplete Work, retainage applicable to such work and unsettled claims; and
(Section 9.8.5 of AIA Document A201-2007 requires release of applicable retainage upon Substantial Completion of Work with consent of surety, if any.)
- .2 Add, if final completion of the Work is thereafter materially delayed through no fault of the Contractor, any additional amounts payable in accordance with Section 9.10.3 of AIA Document A201-2007.

§ 5.1.8 Reduction or limitation of retainage, if any, shall be as follows:

(If it is intended, prior to Substantial Completion of the entire Work, to reduce or limit the retainage resulting from the percentages inserted in Sections 5.1.6.1 and 5.1.6.2 above, and this is not explained elsewhere in the Contract Documents, insert here provisions for such reduction or limitation.)

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To be reviewed during construction and revised as allowed in the General Conditions of the Contract for Construction

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 FINAL PAYMENT

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Section 12.2.2 of AIA Document A201-2007, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 INITIAL DECISION MAKER

The Architect will serve as Initial Decision Maker pursuant to Section 15.2 of AIA Document A201-2007, unless the parties appoint below another individual, not a party to this Agreement, to serve as Initial Decision Maker. *(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)*

§ 6.2 BINDING DISPUTE RESOLUTION

For any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 of AIA Document A201-2007, the method of binding dispute resolution shall be as follows:

(Check the appropriate box. If the Owner and Contractor do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.)

Arbitration pursuant to Section 15.4 of AIA Document A201-2007

Litigation in a court of competent jurisdiction

Other (Specify)

Change to Litigation

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201-2007.

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201-2007.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201-2007 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

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§ 8.2 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

0 %

§ 8.3 The Owner's representative:
(Name, address and other information)

Gary Lettelleir
Finance Manager
303 E. Kirkwood Avenue
Bloomington, IN 47408
Telephone Number: 812-349-3050
Email Address: glettell@monroe.lib.in.us

§ 8.4 The Contractor's representative:
(Name, address and other information)

J. Allan Browning
President
9900 Westpoint Drive, Suite 128
Indianapolis, IN 46256
Telephone Number: 765-608-2775
Email Address: abrowning@browningchapman.com

§ 8.5 Neither the Owner's nor the Contractor's representative shall be changed without ten days written notice to the other party.

§ 8.6 Other provisions:

None

ARTICLE 9 - ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 The Contract Documents, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 9.1.1 The Agreement is this executed AIA Document A101-2007, Standard Form of Agreement Between Owner and Contractor.

§ 9.1.2 The General Conditions are AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 9.1.3 The Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
007300	Supplementary General Conditions to the A201-2007		3

§ 9.1.4 The Specifications:
(Either list the Specifications here or refer to an exhibit attached to this Agreement.)
See Exhibit "B", attached

Section	Title	Date	Pages
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§ 9.1.5 The Drawings:

(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

See Exhibit "B", attached

Number	Title	Date
--------	-------	------

§ 9.1.6 The Addenda, if any:

Number	Date	Pages
Addendum #1	March 7, 2017	1+attachments

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 9.

§ 9.1.7 Additional documents, if any, forming part of the Contract Documents:

1. AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed by the parties, or the following:
2. Other documents, if any, listed below:
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201–2007 provides that bidding requirements such as advertisement or invitation to bid, Instructions to Bidders, sample forms and the Contractor's bid are not part of the Contract Documents unless enumerated in this Agreement. They should be listed here only if intended to be part of the Contract Documents.)

Contractor's Form of Proposal, Exhibit "A", attached
 Specification Manual, Table of Contents, Exhibit "B", attached
 This Agreement

ARTICLE 10 INSURANCE AND BONDS

The Contractor shall purchase and maintain insurance and provide bonds as set forth in Article 11 of AIA Document A201–2007.

(State bonding requirements, if any, and limits of liability for insurance required in Article 11 of AIA Document A201–2007.)

Type of insurance or bond	Limit of liability or bond amount (\$0.00)
Performance and Payment Bond	Amount of Contract
Comprehensive General Liability: combined single limits for bodily injury and property damage, each occurrence	\$1,000,000
Comprehensive General Liability: combined single limits for bodily injury and property damage, general aggregate	\$2,000,000
Comprehensive Automobile Liability: bodily injury and property damage combined single limits, each occurrence	\$1,000,000
Workers Compensation	According to Statute
Employer's Liability	\$500,000
Umbrella Excess Liability: each occurrence	\$5,000,000
Umbrella Excess Liability: general aggregate	\$5,000,000

Init.

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User Notes:

(3B9ADA11)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)

CONTRACTOR (Signature)

J. Allan Browning, President

(Printed name and title)

Init.

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User Notes:

(3B9ADA11)

100

Additions and Deletions Report for AIA® Document A101™ – 2007

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 13:01:20 on 03/24/2017.

PAGE 1

AGREEMENT made as of the Twenty-fourth day of March in the year Two Thousand Seventeen

...

Monroe County Public Library
303 East Kirkwood Avenue
Bloomington, Indiana 47408-3534
Telephone Number: 812-349-3050

...

Browning Chapman, LLC
9900 Westpoint Drive
Suite 128
Indianapolis, IN 46256
Telephone Number: 317-608-2775

...

Monroe County Public Library Building Envelope Repairs
303 E. Kirkwood Avenue
Bloomington, IN 47408
Building envelope repair work in designated areas

...

STR Building Resources, LLC
N89W16785 Appleton Avenue
Suite 201
Menomonee Falls, Wisconsin 53051
Telephone Number: 262-253-4700

PAGE 3

The Contractor shall achieve Substantial Completion of the entire Work not later than October 31, 2017.

...

None

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User Notes:

(3B9ADA11)

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be One Hundred Eighteen Thousand Nine Hundred Ninety Dollars and Zero Cents (\$ 118,990.00), subject to additions and deductions as provided in the Contract Documents.

None

<u>Replacement of existing sealant joints, including proper backer materials</u>	<u>LF</u>	<u>\$8.10</u>
<u>Rout and seal cracks in limestone panels</u>	<u>LF</u>	<u>\$9.50</u>
<u>Patching of spalled limestone surfaces</u>	<u>SF</u>	<u>\$82.00</u>
<u>Wet sealing of window gaskets</u>	<u>LF</u>	<u>\$2.20</u>
<u>Changes to the Work: Overhead and profit on the net cost of our own Work</u>	<u>PERCENTAGE</u>	<u>18%</u>
<u>On the cost of Work done by any Subcontractor</u>	<u>PERCENTAGE</u>	<u>18%</u>

Cash Allowance for remediation of latent conditions or other intangibles, during the course of the Work, upon Owner's instructions Fifteen Thousand Dollars (\$15,000.00)

PAGE 4

The period covered by each Application for Payment shall be for work completed from the previous payment application meeting date to the next completed work day prior to the current payment application meeting date. Certificates for Payment (typed copies) along with the Continuation Sheet and accompanying documents certifying to the work performed during the preceding month shall be submitted to the Architect's office within seven (7) calendar days of the monthly meeting date. The Architect will check the certificates and, if in the proper form and just, will transmit the Certificates for Payment to the Owner with the recommendation for payment. All Architect approved contractor pay request must be received in the Owner's office by the first working day of the month following the pay request meeting. For the approved pay requests so received, the Owner will issue payment within 30 days of receipt of Architect's approved Certificate for Payment. Those pay requests not received within the allotted time schedule as detailed above shall be held 30 days and included in the following month's payment processing cycle.

.1 Take that portion of the Contract Sum properly allocable to completed Work as determined by multiplying the percentage completion of each portion of the Work by the share of the Contract Sum allocated to that portion of the Work in the schedule of values, less retainage of Ten percent (10 %). Pending final determination of cost to the Owner of changes in the Work, amounts not in dispute shall be included as provided in Section 7.3.9 of AIA Document A201™-2007, General Conditions of the Contract for Construction;

.2 Add that portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction (or, if approved

in advance by the Owner, suitably stored off the site at a location agreed upon in writing), less retainage of Ten percent (10 %);

PAGE 5

To be reviewed during construction and revised as allowed in the General Conditions of the Contract for Constructio

n

Arbitration pursuant to Section 15.4 of AIA Document A201-2007

PAGE 6

0 %

...
Gary Lettelleir
Finance Manager
303 E. Kirkwood Avenue
Bloomington, IN 47408
Telephone Number: 812-349-3050
Email Address: glettell@monroe.lib.in.us

...
J. Allan Browning
President
9900 Westpoint Drive, Suite 128
Indianapolis, IN 46256
Telephone Number: 765-608-2775
Email Address: abrowning@browningchapman.com

None

007300

Supplementary General
Conditions to the A201-
2007

3

...
See Exhibit "B", attached

PAGE 7

See Exhibit "B", attached

...
Addendum #1

March 7, 2017

I+attachments

...
Contractor's Form of Proposal, Exhibit "A", attached

...
Specification Manual, Table of Contents, Exhibit "B", attached

...
This Agreement

<u>Performance and Payment Bond</u>	<u>Amount of Contract</u>
<u>Comprehensive General Liability:</u> <u>combined single limits for bodily injury</u> <u>and property damage, each occurrence</u>	<u>\$1,000,000</u>
<u>Comprehensive General Liability:</u> <u>combined single limits for bodily injury</u> <u>and property damage, general aggregate</u>	<u>\$2,000,000</u>
<u>Comprehensive Automobile Liability:</u> <u>bodily injury and property damage</u> <u>combined single limits, each occurrence</u>	<u>\$1,000,000</u>
<u>Workers Compensation</u>	<u>According to Statute</u>
<u>Employer's Liability</u>	<u>\$500,000</u>
<u>Umbrella Excess Liability: each</u> <u>occurrence</u>	<u>\$5,000,000</u>
<u>Umbrella Excess Liability: general</u> <u>aggregate</u>	<u>\$5,000,000</u>

PAGE 8

J. Allan Browning, President

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, James B. Clark, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 13:01:20 on 03/24/2017 under Order No. 0785467304 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A101™ - 2007, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

Proposal to Hire Strategic Planning Consultant

Background

After seeking input from the Indiana State Library, Directors of Large Public Libraries in Indiana, and other Library leaders, a list of consultants with strength and experience in strategic planning, from the regional area, was created. The Board approved seeking requests for proposals to lead the strategic planning effort in February 2017, which was sent to nine consultants. Three proposals were received. Marilyn Wood and Jane Cronkhite reviewed the proposals. Rachel Applegate, a professor in the School of Informatics and Computing at IUPUI, and a skilled professional in evaluation, also provided expert input into the proposals with regard to the methods they proposed to use, and the relation to the expertise level involved and the amount of labor required. Marilyn spoke with references and sought additional input from colleagues who worked with these consultants in the past. Finally, one consultant was interviewed by Marilyn and Jane.

Recommendation

The Library proposes to hire Wiseman Consulting and Training to facilitate our Strategic Planning Process for our Long Range Plan for 2018-2020.

This recommendation is based on the following:

- The consultant's overall community listening strategies and experience in engaging community partners, unserved groups, current library customers, and staff. They have both broad and deep experience in facilitation and a skill set in group dynamics.
- Their approaches to creating high energy investment and staff involvement in the direction setting.
- Experience in strategic planning processes and Indiana library standards.
- Their personal resumes include hands on library work and years of successful consulting to help libraries with strategic direction setting.
- Availability, location and cost. The Wiseman's are located in Bloomington Indiana. Their availability matches our timeline needs and their cost is the lowest of those submitted proposal.

April 19, 2017

Strategic Direction Setting Proposal

For

Monroe County Public Library

From

Wiseman Consulting and Training

Dan and Sharon Wiseman

2737 E. Rockweld Path

Bloomington IN 47401

Home phone 812-369-4976

connect1947@att.net

www.wisemanconsulting.com

Wiseman Consulting and Training's Approach to Strategic Direction Setting

Our approach has been honed through working with hundreds of libraries and communities over the last 20 years. As a result we have adopted a new approach that focuses not on the production of a detailed planning document but a shared commitment to creating a sustainable and motivating sense of direction for your library. It is a process that should connect you with your community. We do only for you what you cannot do for yourself. The approach is anchored on five key elements:

1. We use an appreciative inquiry based methodology that stresses assets and strengths not problems or issues. We strongly encourage libraries to review their current mission, vision, and core values during this process. In recent years we have been using an innovative technique called scenario planning to bring fresh thinking into the process of determining priorities and goals. This is usually deployed during the strategic direction retreat.
2. Secondly, we use a high involvement strategy that stresses energetic sessions with the community, library staff, board and key community leaders. People are committed to what they help create.
3. We use a layered and targeted data collection methodology that balances hard statistical data with rich contextual data. We partner with leading data collection organizations with successful track records for helping libraries understand their community. We also use the Balanced Score Card approach to document results and processes from both an internal and external view.
4. We believe a key outcome is the selection of core service priorities and supporting organizational goals with specific actionable items. This should be communicated in a format that is easily understood by staff and community. When possible we believe this document should be created largely by the staff. However we also create draft statements to use in implementation planning. This process enhances the ownership and relevancy of the document. A more detailed planning document is created by the library staff departments after the direction setting document is adopted. This keeps the process from bogging down in details as well as holding down the costs.
5. We believe that implementation planning is a critical part of the process to ensure that the direction process results in action and momentum. Staff needs to play a critical role in examining the library's organization design, policies, and measures of success. We support a scoreboard methodology that allows for the tracking of key direction priorities and projects by the staff, board, and community.

In addition, we passionately believe in community based planning processes. We use a variety of approaches to establishing your priorities including some of the methods in the most recent PLA *Planning for Results Process* (Streamlined Version) in a flexible way to define excellence locally and to tailor the method to your specific needs. Our specialty is gathering community data with innovative methods ranging from townhall meetings and search conferences to focus groups, and community

design teams. We also when appropriate use the Institute of Museum and Library Services **21st Century Library Skills** model and other tools.

We measure the success of our planning projects in several ways. The most dramatic is when they can lead to the passing of referendums or the focused implementation of new products and services resulting from the plan. Another way we measure success is the confidence level of the stakeholders that the plan reflects their views and dreams. We measure this with the outcome measures listed in the plan itself or special surveys we create. Some other typical ways to measure success are to meet periodically with the staff and board to see what has been implemented and the impact on patron satisfaction and library results. We often use the Balanced Scorecard approach to document critical measures from an internal and external perspective as well as results and process.

Wiseman Consulting and Training

Statement of Qualifications:

Sharon Wiseman and Dan Wiseman are the principals of the firm located in Bloomington IN. Sharon has more than 40 years of experience in libraries. That experience includes formerly being the director of Staff and Organization Development for the Chicago Public Library, the HR director at Arlington Heights, a branch library director and associate library manager, Associate Director of the Indiana State Library for Library Development, and 10 year's experience as a library consultant. Sharon has an MLS from Indiana University. Sharon formerly was the Deputy Director of the Gail Borden Public Library District in the Elgin, IL. Dan Wiseman is the managing partner for the firm. He brings 40+ years of experience in organizational change consulting including work with more than 100 libraries and non-profit organizations. His academic work includes an MS in Educational Psychology from Indiana University. Dan was the Chairperson of Palatine Public Library District Foundation as well as a former member of the Illinois Library Association's Best Practices and Conference Planning committees. He has designed statewide leadership projects for Indiana Librarians, served on the faculty of the Institute of School and Public Librarians (Illinois State Library) as well as frequently presenting at library workshops across the Midwest. Sharon and Dan had been instructors at the Dominican University Graduate School of Library and Information Sciences for more than 13 years. Sharon and Dan have both been trained in the PLA *New Planning for Results*, *Managing for Results*, and *Staffing for Results* processes. Some of the almost 50 libraries for which we have developed plans include: Alton IL, Peoria IL., Zion-Benton IL, Quincy IL, Warsaw IN, Byron, Niles IL, Angola IN, South Bend IN, Lombard IL+, Eureka IL, Carmel IN, Champaign Il Batavia IL, L, Fondulac Twp. IL, Brookfield IL, LaGrange IL, Westfield IN, Evansville IN, Gail Borden Public Library (Elgin IL) and Kokomo IN.

Key Project Deliverables by WCT:

1. A flexible planning process consistent with the updated **Public Library Association's *Planning for Results*** (revised) methodology and other successful processes that are appropriate
2. Facilitation of all library direction setting sessions with the planning team in a way that is instructive, efficient, creative, energetic, and focused
3. Coaching on an as needed basis for the planning team, library leaders and board members on the process, implementation and logistics
4. A report based on a listening and conversation process with community, board, and staff that focuses on the library's needs, strengths, and perceived priorities
5. Creating a draft direction statement that includes the library's mission, vision, key aspirations, goals, and keys to success as well as suggested strategies and goals for implement and measurement of success to include accountabilities and timelines. The report and process will meet the State Library's requirements.
6. Consultation with key staff on communicating and implementing the agreed upon statement of direction
7. Others services as agreed upon

Logistics

- **Billing:** We will bill monthly for all work performed in that time frame. Only approved work tasks will be billed. The general rate for all work performed by WCT is \$1200 a day. The billing rate is negotiable based on your individual situation. Work is billed in half day increments on a monthly basis.
- **Communication:** The board and director will be regularly updated on the progress. No communication will be made by WCT to non-library groups unless authorized by the Board or Director.
- **Consultant's Role:** This agreement may be mutually modified at any time with two weeks' notice. The library will be responsible for the printing of project materials and WCT will provide camera ready originals of project materials. Our role is to provide data, facilitation and guidance on the development of the direction statement. We will consult or write the actual plan in a way that is cost effective for the library. The library is to designate a point of contact for project communication and to manage the logistics and deliverables of the project.

Comprehensive Direction Setting Work Plan with Resources Required

Date	Outcome	Process	Resources
March-April 2017	Create Direction Setting Work Plan	Create and charter strategic planning committee. Create listening and community conversation plan, review time lines, logistics, and consultant's role. Determine key questions to ask and data to be gathered	0.5 days with key library leaders onsite
April-May 2017	Collect Community Data	Library staff gathers community demographics data and internal library performance metrics (collection, circulation, budget, programming etc.).	Staff assembles data (no consulting)
June-July	Determine community and staff needs, perceptions of library strengths, priorities related to community	Conduct focus groups/interviews with community, staff and board	3.0 days onsite for data collection and 1.0 offsite to analyze data and create report of key findings
August 2017	Create key data findings report to planning team	Present report to planning team, library leaders and board. Determine key community needs and implications for library.	0.5 days onsite consulting
August 2017	Determine Priorities, Review Mission, and Set Goals, Objectives	Facilitate half day session of planning team to brainstorm key forces impacting the library, and determine key trends that inform the strategic plan. Create scenarios for success. Session two (half day). Review prior session trends, library mission/vision and values, create strategic priorities, and determine key goals, objectives, and measures.	1.0 days onsite or (Two half days?)
Late August Early September 2017	Draft Strategic Direction Statement	Consultant use planning retreat data to create initial strategic direction setting document with	1.0 offsite

		priorities, goals, and potential actions	
September 2017	Review draft Direction statement with key staff. Consultant updates offsite	Meet with staff work teams for one joint session to review draft plan, priorities and goals. Update draft direction statement.	0.5 days onsite and 0.5 days offsite to revise and update direction statement
October 2017	Create final direction statement and present to planning team and key staff leaders (department heads?). Create implementation and communication plans	Share final draft with planning team and implementation staff, revise as necessary. Create implementation and communication plan with next steps and accountability	05. Days onsite consulting.
November 2017	Director presents to Board	Board discusses and approves	Director
TBD	Library Staff Day	Consultant will help plan and deliver as staff day at a time and place designated by the Library	No Charge

Investment required

Consulting services: 6.0 days onsite at \$1,200 day= \$7,200

Offsite consulting services 2.5 days at \$600 day=\$1500

Total costs estimated for consulting services \$8700

No travel or mileage expenses.

References

1. Eric Hinderliter, Director Jay County Public Library, 260-726-7854, ehinderliter@jaycpl.lib.in.us (most recent client)
2. Deborah Futa, Director St. Joseph County Public Library (South Bend Indiana). debra.futa@sjcpl.org
3. Ann Zydek, Director Warsaw Community Public Library (IN), 574-267-6011
4. Wendy Phillips, Director Carmel Clay Library (IN). 317-844-6255

5. Mary Soucie, Director North Dakota State Library, 701-328-4654. Email msoucie@nd.gov
6. Marsha Grove, Director Champaign Public Library. mgrove@champaign.org
7. Sarah Long, retired Dominican Library School Leader and Regional Library Services Director, Illinois. Sarahann.long@gmail.com
8. Carole Medal, Executive Director, Gail Borden Public Library District (Elgin, IL). cmedal@gailborden.info
9. Linda Weiss, Director Niles Public Library District. lweiss@nilespubliclibrary.org
10. Jamie Buckovic, Director, Indian Prairie Public Library. jamieb@ippl.info, 630-887-8760
11. Winnie Logan, New Castle-Henry Country Public Library Director. winniel@nchcpl.lib.in.us, 765-575-4543

Tools and Resources for Strategic Direction Setting

Harwood Institute Libraries Transforming Communities

Key Concepts of Community Conversations Methodology

Community Conversations:

- Is a turned-outward way to authentically engage members of the community.
- Generate public knowledge that can then be used to inform decision-making of all kinds.

Engage the community to understand:

- People's aspirations for the community.
- People's concerns.
- How people think and talk about a given issue in relation to the community.

- The changes need to reach our aspirations for the community.
- What people believe we can do and who they'd trust to take action?

Community Conversation Themes help inform you how to:

- Engage the community to inviting new people in order to open the door to new relationships.
- Find new partners: Sharing Public Knowledge creates coalition opportunities.
- Develop strategies: Working on the issues And building capacity to work together.
- Mobilize resources: Creating natural pathways for the community to contribute.

PLA Service Responses (revised 2008)

1. **Be an Informed Citizen:** Local, national, and world affairs. Residents will have the information they need to support and promote democracy, to fulfill their civic responsibilities at the local, state, and national levels, and to fully participate in community decision-making.
2. **Build Successful Enterprises:** Business and non-profit support. Business owners and non-profit organization directors and their managers will have the resources they need to develop and maintain strong, viable organizations.
3. **Celebrate Diversity:** Cultural awareness. Residents will have programs and services that promote appreciation and understanding of their personal heritage and the heritage of others in the community.
4. **Connect to the Online World:** Public Internet access. Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.
5. **Create Young Readers:** Early literacy. Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.
6. **Discover Your Roots:** Genealogy and local history. Residents and visitors will have the resources they need to connect the past with the present through their family histories and to understand the history and traditions of the community.
7. **Express Creativity:** Create and share content. Residents will have the services and support they need to express themselves by creating original print, video, audio, or visual content in a real-world or online environment.
8. **Get Facts Fast:** Ready reference. Residents will have someone to answer their questions on a wide array of topics of personal interest.

9. **Know Your Community:** Community resources and services. Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.
10. **Learn to Read and Write:** Adult, teen, and family literacy. Adults and teens will have the support they need to improve their literacy skills in order to meet their personal goals and fulfill their responsibilities as parents, citizens, and workers.
11. **Make Career Choices:** Job and career development. Adults and teens will have the skills and resources they need to identify career opportunities that suit their individual strengths and interests.
12. **Make Informed Decisions:** Health, wealth, and other life choices. Residents will have the resources they need to identify and analyze risks, benefits, and alternatives before making decisions that affect their lives.
13. **Satisfy Curiosity:** Lifelong learning. Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.
14. **Stimulate Imagination:** Reading, viewing, and listening for pleasure. Residents will have materials and programs that excite their imaginations and provide pleasurable reading, viewing, and listening experiences.
15. **Succeed in School:** Homework help. Students will have the resources they need to succeed in school.
16. **Understand How to Find, Evaluate, and Use Information:** Information fluency. Residents will know when they need information to resolve an issue or answer a question and will have the skills to search for, locate, evaluate, and effectively use information to meet their needs.
17. **Visit a Comfortable Place:** Physical and virtual spaces. Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.
18. **Welcome to the United States:** New immigrants will have information on citizenship, English Language Learning (ELL), employment, public schooling, health and safety, available social services, and any other topics that they need to participate successfully in American life.

Balanced Scorecard Method

External

<i>How we engage patron</i>	<i>What patron expect as outcomes</i>
Ease of access to technology	Adequacy of budget
Service quality	Hours of operation
Checkout line wait time	Equipment availability
Interlibrary loan time	Staff Availability
Friendliness of staff	Community Satisfaction with Library
Processing time to return materials to shelves	% Voting for library referendums
Staff competency	Fit of collection to community needs
Time it takes find materials	Availability of staff to answer questions
Signage adequacy	Materials available on shelves
Ability to find materials on self	Cleanliness of building
Patron complaints and compliments	#Security incidents
	#Children’s programs
	Satisfaction with readers advisory
	Visibility of security staff

<i>How we work</i>	<i>How we measure outcomes</i>
Cataloging process efficiency	Budget size per card holder
Patron needs assessment process	# Employees Training Sessions held
Circulation process time/patron	\$ Per employee spent on training
Shelving process backlog	# Library cards issued
Number of staff computers	% Of population with library card
Gathering patron data	# Materials in circulation
Professional Development Budget	# Of collection checked per week
Security communication process	# Staff members
Amount of Employee Communication	# Security staff per patron
	Staffing levels per patron

Internal

21st Century Library Skills-IMLS 2011

(Adapted by Dan Wiseman)

Instructions: Rate your community's needs, what skills should the library focus on internally and finally what the strategically important skills should the library should address?

21 st Century Skills	Community Needs (H,M,L)	Internal Library Needs	Strategic Importance
1. Critical Thinking and Problem Solving (reasoning, systems thinking, judgment, deciding, problem solving)			
2. Creativity and Innovation (idea generation, appreciative inquiry, curiosity, Imagineering, learning from failures)			
3. Communication and Collaboration (articulation skills, persuasion/negotiation, working with diverse teams, use of appropriate technologies, shared responsibility)			
4. Visual Literacy (interpreting, recognizing, displaying information presented using visible actions, objects, and symbols)			
5. Scientific and Numerical Literacy (evaluating evidence, seeking valid sources, posing scientific arguments, reasoning with numbers)			
6. Cross-Disciplinary Thinking (applying knowledge, attitudes and behaviors to integrate information that runs through multiple disciplines or professions)			
7. Basic Literacy (ability to use language, read, write, listen, and speak effectively)			
8. Information, media, and technology skills (information literacy and navigational skills)			
9. Life and Career Skills (adapting to change, managing goals and time, working independently, communicating, emotional intelligence, respecting cultural differences, life-long learning, seeking and giving feedback, living with ambiguity, managing projects and producing results, leadership, influencing skills, understanding			

stakeholder needs/values,& working positively, personal responsibility/integrity)			
10. Global Awareness (awareness of global issues, working collaboratively in diverse settings, understanding/respecting cross-cultures traditions and languages)			
11. Civic Literacy (participating in community life, be an effective citizen, understanding the implications of local and global decisions)			
12. Health Literacy (understanding fundamentals of healthy life styles, evaluating sources of information, making healthy choices, understanding public health and safety issues)			
13. Environmental Literacy (understanding the interconnectedness of natural systems, dealing effectively with human causes of environmental issues, being involved is identifying and solving environmental issues)			

Current Facts about Americans and Public Libraries

Pew Research Center 2014 (Lee Rainie)

1. E-book reading is growing, but printed books still dominate
2. The rise of e-book reading is tied to the steady increase in ownership of tablet computers or smart phones
3. Americans appreciate libraries, especially the role they play in communities
4. Mothers love libraries
5. Access to books, media, and quiet safe reading places top the list of favorite library services
6. The public’s highest priorities for libraries center on kids and literacy
7. Library websites are catching on
8. Older teens and young adults are sometimes the most likely to desire new library technologies
9. One challenge libraries face is simply making people aware of all the services they offer
10. Library use ebbs and flows for many Americans