

## **BOARD OF TRUSTEES MEETING**

**Wednesday, November 15, 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 October 18, 2017 Board Meeting (page 1-3)
  - b. Monthly Bills for Payment (page 4-6)
  - c. Monthly Financial Report (page 7-33)
  - d. Personnel Report (page 34-42)
  - e. 2017 Board Calendar (page 43)
3. Director's Monthly Report – Marilyn Wood (page 44-65)
4. Old Business
  - a. Strategic Direction Planning Update – Marilyn Wood (page 66-80)
5. New Business – action items
  - a. Ellettsville Design Document Approval – Christine Matheu, Marilyn Wood (page 81-172)
  - b. Resolution Declaring Certain Property Surplus – Gary Lettelleir (page 173-174)
  - c. Resolution to Establish a Cash Change Fund – Gary Lettelleir (page 175)
6. Update: Staff Development and Training – Bara Swinson
7. Adjournment

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

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
October 18, 2017  
Main Library, Meeting Room 1B**

**Present**

**Board members:** Christine Harrison, Kathy Loser, Valerie Merriam, Fred Risinger, John Walsh

**Library staff:** Sean Albert, Ned Baugh, Melissa Bruecks, Jane Cronkhite, Michael Hoerger, Gary Lettelleir, Glenn Myers, Ryan Stacy, David Walter, Pam Wasmer, Kyle Wickemeyer-Hardy, Marilyn Wood

**Others:** Tom Bungler

**Call to Order**

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

**Consent Agenda**

Valerie Merriam moved to approve the consent agenda; Kathy Loser seconded her motion. The motion to adopt the consent agenda passed unanimously without discussion.

**Director's Monthly Report**

Library Director Marilyn Wood presented her monthly report for September. Among the items she discussed:

- This year's eAccess cards, provided by the Library to students at MCCSC, RBBCSC and other participating K-12 schools, have been distributed and are showing a good response. This school year, about 30 public and private schools are using the cards, which give students direct access to the Library's electronic resources, at a much higher average rate than last year.

Marilyn then fielded specific questions by the Board about her monthly report.

**Old Business**

**Ellettsville Renovation update.** Marilyn advised the Board that renovation plans at the Branch remain in the design development stage. The project's Building Committee is scheduled to review the relevant design documents on November 2.

**Update on Main Library Second Floor Changes.** Library Associate Director Jane Cronkhite reported on planned changes to service on the second floor. Among the items she discussed:

- To meet demand for face-to-face help on the second floor, Library Staff will integrate more “roving” service, as opposed to a central desk. Accordingly, several smaller desks distributed at strategic service points will replace the current one-desk model.
- New self-service features in the Indiana Room include a photocopier and scanner, an additional public computer, and self-service guides. Also on the second floor will be new self-check machines, and a device charging station.
- A number of changes to the physical layout of the second floor, including the moving of certain shelving and new furniture, will be made for increased comfort and more efficient use by patrons.

Jane then responded to the Board’s specific questions regarding the planned changes on the second floor.

## **New Business**

**2018 Library Budget.** Valerie moved that the new budget be adopted, with Fred Risinger seconding her motion. Library Financial Officer Gary Lettelleir submitted the final draft of the 2018 budget for the Board’s approval. After Gary answered specific questions by the Board, the total budget of about \$10.5 million passed unanimously.

**2018 Library Staff Health Insurance Plan.** Kathy moved to adopt the proposed health care plan; Chris Harrison seconded her motion. Library Human Resources Manager Kyle Wickemeyer-Hardy then submitted for the Board’s approval the Staff health care budget for the upcoming year. In addition to the specific coverage and rates the proposed plan entails, Kyle related that open enrollment for health plans would be offered to Staff via online access for the first time. The motion to adopt the health care plan was passed unanimously.

**2018 Computer Disaster Recovery Plan.** Valerie made a motion to adopt the Library’s plan as submitted, with Chris seconding her motion. The board then passed the motion unanimously without discussion.

**Resolution Declaring Library Property Surplus.** Kathy moved that certain Library property, as detailed in the Board packet, be declared surplus, with Chris seconding her motion. Marilyn reported that in accordance with the wishes expressed by the Library and the Board, a number of local nonprofit organizations have indicated interest in several items. After a brief discussion, the Board voted

unanimously to adopt the motion.

### **Update: Library e-Resources**

Library Access and Content Services Manager Pam Wasmer and Librarian Melissa Bruecks provided the Board with an overview and demonstration of the Library's electronic resources. Among the items they discussed:

- The Library's high-quality subscription digital resources, all accessible through the mcpl.info website, continue to be popular among patrons. These include research databases and educational reference tools, as well as reading and entertainment resources offering electronic books, audiobooks, movies, and music.
- Subject to the agreements between individual vendors and the Library, a given e-resource will vary in price and terms of access. While some products are offered as a flat-fee subscription, others are billed per individual use. Similarly, some products may be downloaded and kept by the end user, while access to others expires after a set borrowing period. All e-resources remain free of charge to patrons.
- e-Audiobooks continue to be the most popular digital items borrowed from the Library.

Pam and Melissa answered specific questions by the Board regarding the Library's e-resource collection.

### **Public Comment**

None

### **Adjournment**

Kathy moved to adjourn the meeting; Fred seconded the motion. The meeting adjourned at 6:53 p.m.



**MONROE COUNTY PUBLIC LIBRARY**

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**\*Check Summary Register©**

**October 13 – 31, 2017**

<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>	
<b>06600 MAINSOURCE CHECKING</b>			
Paid Chk# 006130	ALL-PHASE ELECTRIC SUPPLY	10/18/2017	\$2,805.30 LIGHTS/2ND FLOOR PROJECT
Paid Chk# 006131	BAKER & TAYLOR BOOKS	10/18/2017	\$30,152.61 BOOKS & DATABASES
Paid Chk# 006132	BRILLIANCE PUBLISHING, INC.	10/18/2017	\$35.98 NONPRINT
Paid Chk# 006133	B-TECH LLC	10/18/2017	\$40.00 MONTHLY WEBSERVICE FEE
Paid Chk# 006134	CENTER POINT LARGE PRINT	10/18/2017	\$230.10 BOOKS
Paid Chk# 006135	CITY OF BLOOMINGTON	10/18/2017	\$1,969.44 WATER & SEWER
Paid Chk# 006136	CODY MULLIS	10/18/2017	\$150.39 SPICEWORLD CONF EXPENSES
Paid Chk# 006137	DUKE ENERGY	10/18/2017	\$22,054.46 ELECTRICITY
Paid Chk# 006138	FREEDOM BUSINESS	10/18/2017	\$159.00 CARTRIDGE TONER
Paid Chk# 006139	GALE/CENGAGE LEARNING	10/18/2017	\$1,446.53 BOOKS
Paid Chk# 006140	HEIDI BROWN	10/18/2017	\$65.00 KID'S YOGA PROGRAM
Paid Chk# 006141	HOMES & LIFESTYLES	10/18/2017	\$32.10 6 ISSUES--PERIODICALS
Paid Chk# 006142	INTERNET MINDED DESIGN AND	10/18/2017	\$600.00 WEBSITE CONSULTING
Paid Chk# 006143	IU HEALTH BLOOMINGTON, INC.	10/18/2017	\$75.00 YOGA W/BABY PROGRAM
Paid Chk# 006144	MALKE J. ROSENFELD	10/18/2017	\$75.00 MAKE & CREATE PROGRAM
Paid Chk# 006145	MELISSA BRUECKS	10/18/2017	\$80.22 3 BLU-RAY DVD'S
Paid Chk# 006146	MIDWEST PRESORT SERVICE	10/18/2017	\$287.33 POSTAGE
Paid Chk# 006147	MIDWEST TAPE	10/18/2017	\$13,285.69 NONPRINT & BOOKS
Paid Chk# 006148	MITCHELL1	10/18/2017	\$1,599.00 DATABASES
Paid Chk# 006149	MONSTER TRASH	10/18/2017	\$187.02 TRASH SERVICE
Paid Chk# 006150	NATURE'S WAY, INC.	10/18/2017	\$85.00 INTERIOR PLAN MAINT.
Paid Chk# 006151	NETWORK SERVICES COMPANY	10/18/2017	\$545.06 CLEANING SPLS
Paid Chk# 006152	NEW READERS PRESS	10/18/2017	\$10.75 BOOKS
Paid Chk# 006153	ON TIME LABEL	10/18/2017	\$33.00 AV CATALOGING SPLS
Paid Chk# 006154	PENGUIN RANDOM HOUSE, LLC	10/18/2017	\$1,096.75 BOOKS
Paid Chk# 006155	QUILL CORPORATION	10/18/2017	\$187.69 OFFICE SPLS
Paid Chk# 006156	RECORDED BOOKS, INC.	10/18/2017	\$76.20 NONPRINT
Paid Chk# 006157	REGENT BOOK COMPANY	10/18/2017	\$44.88 BOOKS
Paid Chk# 006158	RICOH USA, INC.	10/18/2017	\$58.53 ADD'L IMAGES/COPIER
Paid Chk# 006159	STEPHANIE HOLMAN	10/18/2017	\$37.33 CHILDRENS SPLS
Paid Chk# 006160	THE ELLETTSVILLE JOURNAL	10/18/2017	\$30.00 1 YR. SUBSCRIPTION
Paid Chk# 006161	THE LIBRARY STORE, INC.	10/18/2017	\$20.11 LABELS
Paid Chk# 006162	U PRINTING	10/18/2017	\$337.55 WELCOME BROCHURES & STICKERS
Paid Chk# 006163	VIRGINIA H. RICHEY	10/18/2017	\$80.00 PRESCHOOL STORYTIMES
Paid Chk# 006164	WEX BANK	10/18/2017	\$28.01 FUEL
Paid Chk# 006165	WILLIAM B. JAMERSON	10/18/2017	\$250.00 DOLLAR A DAY BOYS PROGRAM
Paid Chk# 006166	AMERICAN UNITED LIFE INS.	10/19/2017	\$1,532.30 403b TSA-AUL W/H
Paid Chk# 006167	HEIDI BROWN	10/19/2017	\$65.00 KID'S YOGA PROGRAM
Paid Chk# 006168	INDIANA UNIVERSITY	10/19/2017	\$2,708.56 WORKSTUDY COSTS
Paid Chk# 006169	MONROE COUNTY CLERK	10/19/2017	\$25.00 GARNISHMENT W/H
Paid Chk# 006170	B,B & C POW PEST CONTROL,	10/19/2017	\$80.00 PEST CONTROL
Paid Chk# 006171	AT&T (IL)	10/25/2017	\$1,060.16 TELEPHONE SERVICE
Paid Chk# 006172	B & H PHOTO-VIDEO	10/25/2017	\$7,487.94 CATS EQUIPMENT
Paid Chk# 006173	BIBLIOTHECA LLC	10/25/2017	\$2,500.00 EVANCED INTEGRATION SUBSCRIPTION
Paid Chk# 006174	BRIAN LEIBACHER	10/25/2017	\$2,491.77 MOVING EXPENSES
Paid Chk# 006175	CDW GOVERNMENT, INC.	10/25/2017	\$2,267.04 IT EQUIP WALLMOUNT RACK
Paid Chk# 006176	DELL MARKETING L.P.	10/25/2017	\$3,752.17 IT EQUIP.
Paid Chk# 006177	DUKE ENERGY	10/25/2017	\$1,500.27 ELECTRICITY
Paid Chk# 006178	ELECTRONIC STRATEGIES, INC.	10/25/2017	\$1,136.39 SOFTWARE RENEWAL CONTRACT
Paid Chk# 006179	IMAGING OFFICE SYSTEMS, INC.	10/25/2017	\$700.00 SCANPRO 3000 MAINT. CONTRACT
Paid Chk# 006180	KIMBERLY BOLAN & ASSOC., LLC	10/25/2017	\$686.25 SEPT. CONSULTING HRS. & EXPENSES
Paid Chk# 006181	MENARDS - BLOOMINGTON	10/25/2017	\$119.00 BLDG SPLS
Paid Chk# 006182	MIDWEST PRESORT SERVICE	10/25/2017	\$216.18 POSTAGE SERVICES
Paid Chk# 006183	PENNY S. WILLIAMS	10/25/2017	\$28.00 REFUND ON LOST ITEMS

MONROE COUNTY PUBLIC LIBRARY

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**\*Check Summary Register©**

October 13 – 31, 2017

<b>Name</b>	<b>Check Date</b>	<b>Check Amt</b>
Paid Chk# 006184 QUILL CORPORATION	10/25/2017	\$466.69 OFFICE SPLS
Paid Chk# 006185 RICOH USA, INC.	10/25/2017	\$107.49 ADD'L IMAGES
Paid Chk# 006186 STANSIFER RADIO COMPANY	10/25/2017	\$213.83 AUDIO/VIDEO SPLS
Paid Chk# 006187 TECHNOLOGY RECYCLERS	10/25/2017	\$120.00 CRT TV'S & MONITOR RECYCLING
Paid Chk# 006188 WISEMAN CONSULTING &	10/25/2017	\$4,450.00 STRATEGIC PLANNING PROCESS
<b>Total Checks</b>		<b>\$111,965.07</b>

MONROE COUNTY PUBLIC LIBRARY  
CHECKING ACCOUNTS  
10/13/17 - 10/31/17

MainSource Checking Account/Check Register Total	\$111,965.07
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Add: Electronic Withdrawals

MainSource Checking-Monthly Service Charge (Oct. '17)	21.00
German-American Bank-TSYS CC Fees (Nov.17)	0.00
MainSource Checking-Payroll Set-up Fees (Nov. '17)	0.00

Add: Payrolls

Vouchers 10/13/17 Payroll (ECI)	128,497.64
Electronic transfer (ECI) employee/employer taxes	51,010.60
Electronic transfer (ECI) employee "HSA"	2,246.20
Electronic PERF pymt. 10/19/17	20,028.16
Electronic transfer 00/00/17 (TASC) employee/employer "FSA" (no distribution -- had credit from prior year "FSA")	0.00
Vouchers 10/27/17 Payroll (ECI)	131,891.56
Electronic transfer (ECI) employee/employer taxes	51,806.34
Electronic transfer (ECI) employer "HSA"	253.33
Electronic transfer (ECI) employee "HSA"	2,454.40
Electronic PERF pymt. 10/30/17	20,463.22
Electronic transfer 00/00/17 (TASC) employee/employer "FSA" (no distribution -- had credit from prior year "FSA")	0.00

TOTAL OF A/P AND PAYROLL CHECK REGISTERS

\$520,637.52

## Financial Report Comments

Reports as of 10-31-17

Board Meeting Date 11/15/17

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 83.3% after ten months.

	% Spending Guideline	Actual % Spending
	October 31, 2017	
Wages and Benefits	83.3%	81.2%
Supplies	83.3%	63.7%
Other Services & Charges	83.3%	73.6%
Capital Outlay	83.3%	79.2%
Total Operating Expenditures	83.3%	79.0%

Last year at the end of October we had used 77.8% of the annual budget.

2017 revenue is projected to increase more than in the previous year due to a higher growth quotient and a higher percentage increase in LIT for 2017. I think we have a good chance to raise the 2017 cash from operations above the 2016 level which was \$693,000.

Investment income – As interest rates that the federal reserve pays to banks increases, so does the Library’s investment earnings. After the last increase MainSource raised the rate being paid on the library money market account to 1.1%. The October investment income was \$6,243. For the year so far investment income is \$54,557.

MONROE COUNTY PUBLIC LIBRARY  
MONTHLY SUMMARY OF BUDGET CATEGORIES  
AS OF OCTOBER 31, 2017  
TEN MONTHS = 83.3%

	2017 OCTOBER	2016 OCTOBER	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	319,037.93	324,520.82	3,555,789.88	4,272,462.81	3,416,419.22	716,672.93	83.2%	16.8%
EMPLOYEE BENEFITS	100,908.58	100,942.02	1,148,126.27	1,513,808.89	1,133,215.50	365,682.62	75.8%	24.2%
OTHER WAGES	5,200.33	6,396.00	5,200.33	13,300.00	6,396.00	8,099.67	39.1%	60.9%
TOTAL PERSONNEL SERVICES	<u>425,146.84</u>	<u>431,858.84</u>	<u>4,709,116.48</u>	<u>5,799,571.70</u>	<u>4,556,030.72</u>	<u>1,090,455.22</u>	<u>81.2%</u>	<u>18.8%</u>
SUPPLIES								
OFFICE SUPPLIES	3,635.00	5,312.57	44,299.31	57,550.00	41,156.51	13,250.69	77.0%	23.0%
OPERATING SUPPLIES	14,383.63	4,094.32	70,934.23	111,400.00	58,295.00	40,465.77	63.7%	36.3%
REPAIR & MAINT. SUPPLIES	929.59	7,587.29	11,165.77	29,400.00	23,564.47	18,234.23	38.0%	62.0%
TOTAL SUPPLIES	<u>18,948.22</u>	<u>16,994.18</u>	<u>126,399.31</u>	<u>198,350.00</u>	<u>123,015.98</u>	<u>71,950.69</u>	<u>63.7%</u>	<u>36.3%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	18,743.85	17,601.84	277,170.47	413,500.00	228,703.32	136,329.53	67.0%	33.0%
COMMUNICATION & TRANSPORTATION	3,009.38	3,880.47	37,860.42	81,300.00	31,238.31	43,439.58	46.6%	53.4%
PRINTING & ADVERTISING	370.00	410.52	2,019.03	7,850.00	1,840.94	5,830.97	25.7%	74.3%
INSURANCE	0.00	0.00	90,766.00	81,100.00	72,163.00	-9,666.00	111.9%	-11.9%
UTILITIES	25,875.90	27,019.74	259,597.09	362,750.00	246,103.71	103,152.91	71.6%	28.4%
REPAIR & MAINTENANCE	24.00	1,926.78	30,274.08	59,000.00	28,300.04	28,725.92	51.3%	48.7%
RENTALS	777.54	537.12	25,421.07	32,900.00	26,033.88	7,478.93	77.3%	22.7%
ELECTRONIC SERVICES	15,128.12	23,744.12	249,159.28	350,000.00	228,507.77	100,840.72	71.2%	28.8%
OTHER CHARGES	35,583.00	26,377.33	374,286.83	440,978.00	255,461.37	66,691.17	84.9%	15.1%
TOTAL OTHER SERVICES & CHARGES	<u>99,511.79</u>	<u>101,497.92</u>	<u>1,346,554.27</u>	<u>1,829,378.00</u>	<u>1,118,352.34</u>	<u>482,823.73</u>	<u>73.6%</u>	<u>26.4%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	2,275.00	8,506.55	4,356.79	34,000.00	14,497.62	29,643.21	12.8%	87.2%
OTHER CAPITAL OUTLAY	83,449.11	91,871.36	795,612.71	975,500.00	767,997.74	179,887.29	81.6%	18.4%
TOTAL CAPITAL OUTLAY	<u>85,724.11</u>	<u>100,377.91</u>	<u>799,969.50</u>	<u>1,009,500.00</u>	<u>782,495.36</u>	<u>209,530.50</u>	<u>79.2%</u>	<u>20.8%</u>
TOTAL OPERATING EXPENDITURES	<u><u>629,330.96</u></u>	<u><u>650,728.85</u></u>	<u><u>6,982,039.56</u></u>	<u><u>8,836,799.70</u></u>	<u><u>6,579,894.40</u></u>	<u><u>1,854,760.14</u></u>	<u><u>79.0%</u></u>	<u><u>21.0%</u></u>

2016 BUDGET 8,455,883.89  
% USED IN 2016 77.8%

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

	2017 OCTOBER	2016 OCTOBER	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
<b>PERSONNEL SERVICES (1000'S)</b>								
<b>SALARIES</b>								
1120 ADMINISTRATION/DIRECTORS	14,619.83	14,193.98	160,818.04	187,507.61	102,191.65	26,689.57	85.8%	14.2%
1130 MANAGERS/ASST. MANAGERS	79,842.89	80,759.77	893,166.67	1,036,770.16	887,072.54	143,603.49	86.1%	13.9%
1140 LIBRARIANS, EXPERTS	73,677.76	76,294.77	827,272.07	1,099,735.35	832,223.19	272,463.28	75.2%	24.8%
1150 SPECIALISTS	14,568.28	15,800.45	177,598.11	217,914.23	169,094.13	40,316.12	81.5%	18.5%
1160 ASSISTANTS/PARAPROFESSIONALS	59,844.75	66,846.99	656,455.27	719,284.83	610,386.81	62,829.56	91.3%	8.7%
1170 TECH/OPERATORS/SECRETARIES	4,725.02	4,500.03	52,021.47	60,449.80	49,533.39	8,428.33	86.1%	13.9%
1190 BUILDING SERVICES/MAINTENANCE	12,244.40	11,733.06	132,772.30	159,100.83	128,625.19	26,328.53	83.5%	16.5%
1200 BUILDING SERVICES/SECURITY	8,301.81	6,999.27	90,744.29	107,837.60	87,277.71	17,093.31	84.1%	15.9%
1280 PRODUCTION ASSISTANTS	1,384.32	1,590.27	16,802.32	17,836.00	15,459.09	1,033.68	94.2%	5.8%
1290 INFORMATION ASST/MATERIAL/SUPPORT	31,707.41	30,236.28	345,212.85	428,875.20	339,467.27	83,662.35	80.5%	19.5%
1300 SUPPORT/MATERIAL HANDLERS	18,042.56	15,565.95	199,569.61	221,000.00	183,004.09	21,430.39	90.3%	9.7%
1320 TECHNICIANS	78.90	0.00	3,356.88	16,151.20	12,084.16	12,794.32	20.8%	79.2%
<b>TOTAL SALARIES</b>	<b>319,037.93</b>	<b>324,520.82</b>	<b>3,555,789.88</b>	<b>4,272,462.81</b>	<b>3,416,419.22</b>	<b>716,672.93</b>	<b>83.2%</b>	<b>16.8%</b>
<b>EMPLOYEE BENEFITS</b>								
1210 EMPLOYER CONTRIBUTION/FICA	19,237.82	19,409.09	213,367.47	265,942.92	203,735.88	52,575.45	80.2%	19.8%
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	28,754.71	29,309.19	314,618.69	377,097.47	303,801.42	62,478.78	83.4%	16.6%
1235 EMPLOYEE/PERF	7,702.14	7,850.72	84,272.55	101,008.27	81,705.74	16,735.72	83.4%	16.6%
1240 EMPLOYER CONT/INSURANCE	40,714.72	39,833.80	485,967.12	697,563.86	493,876.05	211,596.74	69.7%	30.3%
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	4,499.19	4,539.22	49,900.44	62,196.37	47,796.16	12,295.93	80.2%	19.8%
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>100,908.58</b>	<b>100,942.02</b>	<b>1,148,126.27</b>	<b>1,513,808.89</b>	<b>1,133,215.50</b>	<b>365,682.62</b>	<b>75.8%</b>	<b>24.2%</b>
<b>OTHER WAGES</b>								
1310 WORKSTUDY	2,708.56	6,396.00	2,708.56	3,300.00	6,396.00	591.44	82.1%	17.9%
1350 STIPEND/RECLASSIFICATION	2,491.77	0.00	2,491.77	0.00	0.00	-2,491.77	#DIV/0!	#DIV/0!
1180 TEMPORARY STAFF	0.00	0.00	0.00	10,000.00	0.00	10,000.00	0.0%	100.0%
<b>TOTAL OTHER WAGES</b>	<b>5,200.33</b>	<b>6,396.00</b>	<b>5,200.33</b>	<b>13,300.00</b>	<b>6,396.00</b>	<b>8,099.67</b>	<b>39.1%</b>	<b>60.9%</b>
<b>TOTAL PERSONNEL SERVICES</b>	<b>425,146.84</b>	<b>431,858.84</b>	<b>4,709,116.48</b>	<b>5,799,571.70</b>	<b>4,556,030.72</b>	<b>1,090,455.22</b>	<b>81.2%</b>	<b>18.8%</b>
<b>SUPPLIES (2000'S)</b>								
<b>OFFICE SUPPLIES</b>								
2110 OFFICIAL RECORDS	0.00	0.00	46.98	1,100.00	0.00	1,053.02	4.3%	95.7%
2120 STATIONERY & PRINTING	33.79	25.71	473.62	550.00	262.39	76.38	86.1%	13.9%
2130 OFFICE SUPPLIES	708.52	367.99	5,780.20	11,500.00	5,546.85	5,719.80	50.3%	49.7%
2135 GENERAL SUPPLIES	29.06	142.11	397.73	200.00	216.99	-197.73	198.9%	-98.9%
2140 DUPLICATING	2,863.63	4,776.76	37,142.78	44,200.00	34,771.31	7,057.22	84.0%	16.0%
21600 PUBLIC USE SUPPLIES	0.00	0.00	458.00	0.00	358.97	-458.00	#DIV/0!	#DIV/0!
2150 PROMOTIONAL MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL OFFICE SUPPLIES</b>	<b>3,635.00</b>	<b>5,312.57</b>	<b>44,299.31</b>	<b>57,550.00</b>	<b>41,156.51</b>	<b>13,250.69</b>	<b>77.0%</b>	<b>g 23.0%</b>

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

	2017 OCTOBER	2016 OCTOBER	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
<b>OPERATING SUPPLIES</b>								
2210 CLEANING SUPPLIES	545.06	2,266.81	15,375.57	40,000.00	19,994.35	24,624.43	38.4%	61.6%
2220 FUEL, OIL, & LUBRICANTS	591.82	547.97	6,010.43	9,000.00	4,908.51	2,989.57	66.8%	33.2%
2230 CATALOGING SUPPLIES-BOOKS	2,413.42	667.12	7,363.27	6,000.00	4,097.85	-1,363.27	122.7%	-22.7%
2240 A/V SUPPLIES-CATALOGING	791.81	419.99	2,980.88	6,000.00	3,328.55	3,019.12	49.7%	50.3%
2250 CIRCULATION SUPPLIES	9,700.00	167.32	33,973.89	32,500.00	18,994.42	-1,473.89	104.5%	-4.5%
2260 LIGHT BULBS	341.52	25.11	5,055.42	12,000.00	4,548.36	6,944.58	42.1%	57.9%
2280 UNIFORMS	0.00	0.00	174.77	1,900.00	1,900.00	1,725.23	9.2%	90.8%
2290 DISPLAY/EXHIBIT SUPPLIES	0.00	0.00	0.00	4,000.00	522.96	4,000.00	0.0%	100.0%
<b>TOTAL OPERATING SUPPLIES</b>	<b>14,383.63</b>	<b>4,094.32</b>	<b>70,934.23</b>	<b>111,400.00</b>	<b>58,295.00</b>	<b>40,465.77</b>	<b>63.7%</b>	<b>36.3%</b>
<b>REPAIR &amp; MAINTENANCE SUPPLIES</b>								
2300 IT SUPPLIES	759.27	444.98	4,268.46	6,500.00	2,665.16	2,231.54	65.7%	34.3%
2310 BUILDING MATERIALS & SUPPLIES	170.32	7,068.73	6,511.01	22,000.00	20,470.32	15,488.99	29.6%	70.4%
2320 PAINT & PAINTING SUPPLIES	0.00	73.58	386.30	900.00	428.99	513.70	42.9%	57.1%
2340 OTHER REPAIR & BINDING	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
<b>TOTAL REPAIR &amp; MAINTENANCE SUPPLIES</b>	<b>929.59</b>	<b>7,587.29</b>	<b>11,165.77</b>	<b>29,400.00</b>	<b>23,564.47</b>	<b>18,234.23</b>	<b>38.0%</b>	<b>62.0%</b>
<b>TOTAL SUPPLIES</b>	<b>18,948.22</b>	<b>16,994.18</b>	<b>126,399.31</b>	<b>198,350.00</b>	<b>123,015.98</b>	<b>71,950.69</b>	<b>63.7%</b>	<b>36.3%</b>
<b>OTHER SERVICES/CHARGES (3000'S)</b>								
<b>PROFESSIONAL SERVICES</b>								
3004 MISC. UNAPPROPRIATED	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	#DIV/0!
3110 CONSULTING SERVICES	4,450.00	0.00	5,124.37	39,000.00	1,302.50	33,875.63	13.1%	86.9%
3120 ENGINEERING/ARCHITECTURAL	0.00	0.00	0.00	7,000.00	0.00	7,000.00	0.0%	100.0%
3130 LEGAL SERVICES	0.00	500.00	9,251.18	15,500.00	19,774.97	6,248.82	59.7%	40.3%
3140 BUILDING SERVICES	512.02	2,017.02	15,629.21	40,000.00	23,131.91	24,370.79	39.1%	60.9%
3150 MAINTENANCE CONTRACTS	5,064.36	4,933.27	154,212.26	170,500.00	84,655.83	16,287.74	90.4%	9.6%
3160 COMPUTER SERVICES (OCLC)	5,479.87	5,347.18	53,869.34	72,500.00	52,592.23	18,630.66	74.3%	25.7%
3170 ADMIN/ACCOUNTING SERVICES	2,432.10	3,703.52	29,570.26	51,000.00	35,252.88	21,429.74	58.0%	42.0%
3175 COLLECTION AGENCY SERVICES	805.50	1,100.85	9,513.85	18,000.00	11,993.00	8,486.15	52.9%	47.1%
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>18,743.85</b>	<b>17,601.84</b>	<b>277,170.47</b>	<b>413,500.00</b>	<b>228,703.32</b>	<b>136,329.53</b>	<b>67.0%</b>	<b>33.0%</b>
<b>COMMUNICATION &amp; TRANSPORTATION</b>								
3210 TELEPHONE	1,522.52	1,484.76	15,942.09	31,300.00	16,134.23	15,357.91	50.9%	49.1%
3215 CABLE TV	13.32	8.90	133.26	0.00	89.00	-133.26	#DIV/0!	#DIV/0!
3220 POSTAGE	1,046.33	1,175.77	11,294.75	19,000.00	12,682.41	7,705.25	59.4%	40.6%
3230 TRAVEL EXPENSE	0.00	151.04	459.32	10,000.00	235.57	9,540.68	4.6%	95.4%
3240 PROFESSIONAL MTG.	427.21	1,060.00	7,377.32	10,000.00	1,060.00	2,622.68	73.8%	26.2%
3250 CONTINUING ED.	0.00	0.00	1,569.00	10,000.00	0.00	8,431.00	15.7%	84.3%
3260 FREIGHT & DELIVERY	0.00	0.00	1,084.68	1,000.00	1,037.10	-84.68	108.5%	-8.5%
<b>TOTAL COMMUNICATION &amp; TRANSPORTATION</b>	<b>3,009.38</b>	<b>3,880.47</b>	<b>37,860.42</b>	<b>81,300.00</b>	<b>31,238.31</b>	<b>43,439.58</b>	<b>46.6%</b>	<b>53.4%</b>

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

	2017 OCTOBER	2016 OCTOBER	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	325.00	365.52	1,614.03	2,850.00	1,022.39	1,235.97	56.6%	43.4%
3320 PRINTING	<u>45.00</u>	<u>45.00</u>	<u>405.00</u>	<u>5,000.00</u>	<u>818.55</u>	<u>4,595.00</u>	8.1%	<u>91.9%</u>
TOTAL PRINTING & ADVERTISING	370.00	410.52	2,019.03	7,850.00	1,840.94	5,830.97	25.7%	74.3%
INSURANCE								
3410 OFFICIAL BOND	0.00	0.00	654.00	600.00	586.00	-54.00	109.0%	-9.0%
3420 OTHER INSURANCE	<u>0.00</u>	<u>0.00</u>	<u>90,112.00</u>	<u>80,500.00</u>	<u>71,577.00</u>	<u>-9,612.00</u>	111.9%	<u>-11.9%</u>
TOTAL INSURANCE	0.00	0.00	90,766.00	81,100.00	72,163.00	-9,666.00	111.9%	-11.9%
UTILITIES								
3510 GAS	102.25	120.75	1,890.34	4,450.00	2,051.99	2,559.66	42.5%	57.5%
3520 ELECTRICITY	23,554.73	24,607.23	238,907.74	332,000.00	226,342.82	93,092.26	72.0%	28.0%
3530 WATER	<u>2,218.92</u>	<u>2,291.76</u>	<u>18,799.01</u>	<u>26,300.00</u>	<u>17,708.90</u>	<u>7,500.99</u>	71.5%	<u>28.5%</u>
TOTAL UTILITIES	25,875.90	27,019.74	259,597.09	362,750.00	246,103.71	103,152.91	71.6%	28.4%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	0.00	0.00	15,395.78	29,000.00	16,423.11	13,604.22	53.1%	46.9%
3630 OTHER EQUIP/FURNITURE REPAIRS	0.00	180.00	4,935.43	16,000.00	1,980.17	11,064.57	30.8%	69.2%
3640 VEHICLE REPAIR & MAINTENANCE	24.00	1,746.78	9,507.00	12,500.00	9,528.04	2,993.00	76.1%	23.9%
3650 MATERIAL BINDING/REPAIR SERV.	<u>0.00</u>	<u>0.00</u>	<u>435.87</u>	<u>1,500.00</u>	<u>368.72</u>	<u>1,064.13</u>	29.1%	<u>70.9%</u>
TOTAL REPAIR & MAINTENANCE	24.00	1,926.78	30,274.08	59,000.00	28,300.04	28,725.92	51.3%	48.7%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	777.54	537.12	25,421.07	32,900.00	25,958.88	7,478.93	77.3%	22.7%
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>75.00</u>	<u>0.00</u>	#DIV/0!	#DIV/0!
TOTAL RENTALS	777.54	537.12	25,421.07	32,900.00	26,033.88	7,478.93	77.3%	22.7%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	6,099.00	14,797.57	118,718.19	190,000.00	109,742.29	71,281.81	62.5%	37.5%
38460 E-BOOKS SERVICES	<u>9,029.12</u>	<u>8,946.55</u>	<u>130,441.09</u>	<u>160,000.00</u>	<u>118,765.48</u>	<u>29,558.91</u>	81.5%	<u>18.5%</u>
TOTAL ELECTRONIC SERVICES	15,128.12	23,744.12	249,159.28	350,000.00	228,507.77	100,840.72	71.2%	28.8%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL	0.00	100.00	6,433.83	7,500.00	5,684.03	1,066.17	85.8%	14.2%
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	355,830.00	426,978.00	248,333.34	71,148.00	83.3%	16.7%
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>1,444.00</u>	<u>0.00</u>	<u>4,500.00</u>	<u>1,444.00</u>	<u>4,500.00</u>	0.0%	<u>100.0%</u>
TOTAL OTHER CHARGES	35,583.00	26,377.33	374,286.83	440,978.00	255,461.37	66,691.17	84.9%	15.1%
TOTAL OTHER SERVICES/CHARGES	99,511.79	101,497.92	1,346,554.27	1,829,378.00	1,118,352.34	482,823.73	73.6%	26.4%



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

	2017 OCTOBER	2016 OCTOBER	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	630.17	10,000.00	3,182.45	9,369.83	6.3%	93.7%
4430 OTHER EQUIPMENT	0.00	8,506.55	1,122.63	19,000.00	10,965.17	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	2,275.00	0.00	2,275.00	5,000.00	0.00	2,725.00	45.5%	54.5%
4460 IT EQUIPMENT	0.00	0.00	328.99	0.00	0.00	-328.99	#DIV/0!	#DIV/0!
4465 IT SOFTWARE	0.00	0.00	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!
<b>TOTAL FURNITURE &amp; EQUIPMENT</b>	<b>2,275.00</b>	<b>8,506.55</b>	<b>4,356.79</b>	<b>34,000.00</b>	<b>14,497.62</b>	<b>29,643.21</b>	<b>12.8%</b>	<b>87.2%</b>
OTHER CAPITAL OUTLAY								
4510 BOOKS	55,741.35	51,315.21	493,442.87	582,000.00	488,009.84	88,557.13	84.8%	15.2%
4520 PERIODICALS & NEWSPAPERS	25.14	56.00	5,469.54	43,000.00	5,962.10	37,530.46	12.7%	87.3%
4530 NONPRINT MATERIALS	27,682.62	40,500.15	296,700.30	350,500.00	274,025.80	53,799.70	84.7%	15.3%
<b>TOTAL OTHER CAPITAL OUTLAY</b>	<b>83,449.11</b>	<b>91,871.36</b>	<b>795,612.71</b>	<b>975,500.00</b>	<b>767,997.74</b>	<b>179,887.29</b>	<b>81.6%</b>	<b>18.4%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>85,724.11</b>	<b>100,377.91</b>	<b>799,969.50</b>	<b>1,009,500.00</b>	<b>782,495.36</b>	<b>209,530.50</b>	<b>79.2%</b>	<b>20.8%</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>629,330.96</b>	<b>650,728.85</b>	<b>6,982,039.56</b>	<b>8,836,799.70</b>	<b>6,579,894.40</b>	<b>1,854,760.14</b>	<b>79.0%</b>	<b>21.0%</b>

# MONROE COUNTY PUBLIC LIBRARY

## Operating Budget & Expenditure Report

January 1, 2017 to October 31, 2017

10 months = 83.3%

Object	Object Descr	2017 Budget	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	2017 YTD Amt	2017 YTD Balance	2017 %YTD Budget
11200	ADMINISTRATION	\$187,507.61	\$21,929.73	\$14,619.82	\$14,619.82	\$14,619.83	\$14,619.82	\$14,619.82	\$21,929.73	\$14,619.83	\$160,818.04	\$26,689.57	85.77%
11300	MANAGERS/ASST.	\$1,036,770.16	\$118,403.83	\$77,761.46	\$79,747.39	\$81,565.59	\$81,594.51	\$86,008.20	\$116,419.53	\$79,842.89	\$893,166.67	\$143,603.49	86.15%
11400	LIBRARIANS, EXPERTS	\$1,099,735.35	\$110,834.07	\$75,219.28	\$73,462.07	\$74,882.31	\$79,112.05	\$68,886.26	\$106,796.63	\$73,677.76	\$827,272.07	\$272,463.28	75.22%
11500	SPECIALISTS	\$217,914.23	\$24,672.63	\$16,448.42	\$16,448.44	\$16,461.41	\$16,448.42	\$16,462.50	\$23,191.20	\$14,568.28	\$177,598.11	\$40,316.12	81.50%
11600	ASSISTANTS/PARAPRO	\$719,284.83	\$88,438.30	\$60,686.64	\$60,755.22	\$60,758.40	\$60,643.92	\$60,651.99	\$88,946.77	\$59,844.75	\$656,455.27	\$62,829.56	91.27%
11700	TECH/OPERATORS/SEC	\$60,449.80	\$7,095.24	\$4,740.46	\$4,725.00	\$4,728.87	\$4,725.01	\$4,732.74	\$7,087.52	\$4,725.02	\$52,021.47	\$8,428.33	86.06%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
11900	BUILDING	\$159,100.83	\$18,438.63	\$11,796.96	\$11,842.19	\$11,286.81	\$11,726.24	\$12,356.94	\$18,438.06	\$12,244.40	\$132,772.30	\$26,328.53	83.45%
12000	BUILDING	\$107,837.60	\$11,266.28	\$7,319.84	\$8,427.56	\$8,526.13	\$9,254.33	\$8,283.46	\$12,425.22	\$8,301.81	\$90,744.29	\$17,093.31	84.15%
12100	FICA/EMPLOYER	\$265,942.92	\$28,654.31	\$19,137.18	\$19,213.54	\$19,469.77	\$19,522.24	\$19,810.71	\$28,343.62	\$19,237.82	\$213,367.47	\$52,575.45	80.23%
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
12300	PERF/EMPLOYER	\$377,097.47	\$28,044.81	\$28,180.61	\$42,287.48	\$28,572.69	\$28,771.72	\$29,041.32	\$41,693.43	\$28,754.71	\$314,618.69	\$62,478.78	83.43%
12350	PERF/EMPLOYEE	\$101,008.27	\$7,511.95	\$7,548.34	\$11,326.95	\$7,653.39	\$7,812.81	\$7,672.77	\$11,167.83	\$7,702.14	\$84,272.55	\$16,735.72	83.43%
12400	INS/EMPLOYER	\$697,563.86	\$0.00	\$40,719.84	\$45,636.98	\$45,053.52	\$70,765.74	\$86,469.29	\$0.00	\$40,714.72	\$485,967.12	\$211,596.74	69.67%
12500	MEDICARE/EMPLOYER	\$62,196.37	\$6,701.30	\$4,475.75	\$4,493.40	\$4,553.45	\$5,323.12	\$3,875.68	\$6,628.77	\$4,499.19	\$49,900.44	\$12,295.93	80.23%
12800	PRODUCTION	\$17,836.00	\$2,221.16	\$1,569.33	\$1,417.01	\$1,509.11	\$1,417.00	\$1,512.65	\$2,842.08	\$1,384.32	\$16,802.32	\$1,033.68	94.20%
12900	INFORMATION	\$428,875.20	\$47,852.80	\$32,040.96	\$31,113.60	\$31,179.31	\$31,428.20	\$31,991.74	\$46,229.08	\$31,707.41	\$345,212.85	\$83,662.35	80.49%
13000	SUPPORT/MATERIAL	\$221,000.00	\$26,852.70	\$17,083.64	\$18,178.19	\$18,977.29	\$17,898.74	\$18,020.15	\$27,548.38	\$18,042.56	\$199,569.61	\$21,430.39	90.30%
13100	WORK STUDY	\$3,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,708.56	\$2,708.56	\$591.44	82.08%
13200	TECHNICIANS	\$16,151.20	\$0.00	\$0.00	\$0.00	\$631.20	\$1,266.35	\$1,380.43	\$0.00	\$78.90	\$3,356.88	\$12,794.32	20.78%
13500	STIPEND/RECLASSIFIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,491.77	\$2,491.77	-\$2,491.77	0.00%
21100	OFFICIAL RECORDS	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46.98	\$0.00	\$46.98	\$1,053.02	4.27%
21200	STATIONERY/BUS.	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00	\$365.02	\$0.00	\$0.00	\$33.79	\$473.62	\$76.38	86.11%
21300	OFFICE SUPPLIES	\$11,500.00	\$1,030.26	\$649.62	\$14.65	\$600.09	\$255.67	\$968.50	\$545.98	\$708.52	\$5,780.20	\$5,719.80	50.26%
21350	GENERAL SUPPLIES	\$200.00	\$0.00	\$42.71	\$0.00	\$0.00	\$190.55	\$135.41	\$0.00	\$29.06	\$397.73	-\$197.73	198.87%
21400	DUPLICATING	\$44,200.00	\$4,987.92	\$3,221.78	\$2,500.09	\$6,528.09	\$4,471.60	\$6,865.04	\$801.29	\$2,863.63	\$37,142.78	\$7,057.22	84.03%
21600	PUBLIC USE SUPPLIES	\$0.00	\$229.00	\$0.00	\$0.00	\$0.00	\$229.00	\$0.00	\$0.00	\$0.00	\$458.00	-\$458.00	0.00%
22100	CLEANING SUPPLIES	\$40,000.00	\$1,904.29	\$1,363.37	\$1,933.51	\$1,534.49	\$0.00	\$3,154.96	\$801.50	\$545.06	\$15,375.57	\$24,624.43	38.44%
22200	FUEL/OIL/LUBRICANTS	\$9,000.00	\$459.00	\$2,157.51	\$398.27	\$449.85	\$497.13	\$419.42	\$610.98	\$591.82	\$6,010.43	\$2,989.57	66.78%
22300	CATALOGING	\$6,000.00	\$0.00	\$1,696.33	\$0.00	\$501.90	\$0.00	\$1,048.45	\$0.00	\$2,413.42	\$7,363.27	-\$1,363.27	122.72%
22400	A/V	\$6,000.00	\$748.44	\$147.99	\$267.98	\$354.91	\$11.08	\$64.26	\$521.48	\$791.81	\$2,980.88	\$3,019.12	49.68%

Object	Object Descr	2017									2017 YTD Balance	2017 %YTD Budget	
		Budget	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.			YTD Amt
22500	CIRCULATION	\$32,500.00	\$0.00	\$11.25	\$0.00	\$9,419.33	\$0.00	\$2,189.96	\$6,174.00	\$9,700.00	\$33,973.89	-\$1,473.89	104.54%
22600	LIGHT BULBS	\$12,000.00	\$272.50	\$0.00	\$51.84	\$0.00	\$0.00	\$1,256.25	\$3,133.31	\$341.52	\$5,055.42	\$6,944.58	42.13%
22800	UNIFORMS	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%
23000	IT SUPPLIES	\$6,500.00	\$202.13	\$372.14	\$498.63	\$1,058.78	\$323.51	\$558.91	\$195.71	\$759.27	\$4,268.46	\$2,231.54	65.67%
23100	BUILDING MATERIAL	\$22,000.00	\$981.04	\$1,002.05	\$1,137.39	\$1,547.85	\$457.19	\$283.23	\$479.12	\$170.32	\$6,511.01	\$15,488.99	29.60%
23200	PAINT/PAINTING	\$900.00	\$85.48	\$218.27	\$60.60	\$0.00	\$0.00	\$13.17	\$8.78	\$0.00	\$386.30	\$513.70	42.92%
31100	CONSULTING SERVICES	\$39,000.00	\$144.37	\$0.00	\$0.00	\$0.00	\$530.00	\$0.00	\$0.00	\$4,450.00	\$5,124.37	\$33,875.63	13.14%
31200	ENGINEERING/ARCHITE	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0.00%
31300	LEGAL SERVICES	\$15,500.00	\$1,662.80	\$1,129.92	\$1,340.00	\$455.83	\$1,880.00	\$820.48	\$1,562.15	\$0.00	\$9,251.18	\$6,248.82	59.69%
31400	BUILDING SERVICES	\$40,000.00	\$2,125.27	\$847.02	\$3,218.40	\$624.52	\$833.52	\$979.27	\$1,217.47	\$512.02	\$15,629.21	\$24,370.79	39.07%
31500	MAINTENANCE	\$170,500.00	\$2,840.91	\$6,368.98	\$8,099.93	\$11,620.85	\$1,173.01	\$102,881.22	\$4,166.05	\$5,064.36	\$154,212.26	\$16,287.74	90.45%
31600	COMPUTER SERVICES	\$72,500.00	\$5,347.18	\$5,347.18	\$5,347.18	\$5,347.18	\$5,347.18	\$5,479.87	\$5,479.87	\$5,479.87	\$53,869.34	\$18,630.66	74.30%
31700	ADMIN/ACCOUNTING	\$51,000.00	\$2,939.97	\$2,686.86	\$3,823.78	\$2,487.21	\$2,544.91	\$2,999.33	\$2,329.99	\$2,432.10	\$29,570.26	\$21,429.74	57.98%
31750	COLLECTION AGENCY	\$18,000.00	\$912.90	\$456.45	\$716.00	\$1,136.65	\$1,020.30	\$1,136.65	\$814.45	\$805.50	\$9,513.85	\$8,486.15	52.85%
32100	TELEPHONE	\$31,300.00	\$2,681.41	\$1,531.46	\$331.96	\$1,686.31	\$2,501.70	\$1,972.18	\$1,745.60	\$1,522.52	\$15,942.09	\$15,357.91	50.93%
32150	CABLE TV SERVICE	\$0.00	\$13.32	\$13.32	\$13.32	\$13.32	\$13.32	\$13.32	\$13.32	\$13.32	\$133.26	-\$133.26	0.00%
32200	POSTAGE	\$19,000.00	\$1,189.71	\$946.72	\$980.51	\$2,022.95	\$1,077.21	\$1,174.12	\$762.64	\$1,046.33	\$11,294.75	\$7,705.25	59.45%
32300	TRAVEL EXPENSE	\$10,000.00	\$0.00	\$383.32	\$0.00	\$76.00	\$0.00	\$0.00	\$0.00	\$0.00	\$459.32	\$9,540.68	4.59%
32400	PROFESSIONAL	\$10,000.00	\$0.00	\$0.00	\$5,433.10	\$557.23	\$0.00	\$119.44	\$840.34	\$427.21	\$7,377.32	\$2,622.68	73.77%
32500	CONTINUING	\$10,000.00	\$0.00	\$0.00	\$0.00	\$1,370.00	\$199.00	\$0.00	\$0.00	\$0.00	\$1,569.00	\$8,431.00	15.69%
32600	FREIGHT/DELIVERY	\$1,000.00	\$0.00	\$83.58	\$925.00	\$0.00	\$27.00	\$27.20	\$0.00	\$0.00	\$1,084.68	-\$84.68	108.47%
33100	ADVERTISING/PUBLICA	\$2,850.00	\$539.84	\$136.00	\$0.00	\$13.23	\$150.00	\$387.03	\$42.75	\$325.00	\$1,614.03	\$1,235.97	56.63%
33200	PRINTING SERVICES	\$5,000.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$405.00	\$4,595.00	8.10%
34100	OFFICIAL BOND INS.	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$654.00	-\$54.00	109.00%
34200	OTHER INSURANCE	\$80,500.00	\$58,431.00	\$4,928.00	\$9,305.00	\$0.00	\$91.00	\$0.00	\$0.00	\$0.00	\$90,112.00	-\$9,612.00	111.94%
35100	GAS	\$4,450.00	\$245.96	\$241.61	\$117.96	\$105.66	\$104.43	\$46.00	\$107.09	\$102.25	\$1,890.34	\$2,559.66	42.48%
35200	ELECTRICITY	\$332,000.00	\$24,072.75	\$22,746.53	\$22,002.23	\$24,004.02	\$23,544.35	\$27,280.34	\$22,165.43	\$23,554.73	\$238,907.74	\$93,092.26	71.96%
35300	WATER	\$26,300.00	\$1,280.64	\$1,676.01	\$1,788.11	\$1,950.80	\$2,468.93	\$2,383.35	\$2,852.34	\$2,218.92	\$18,799.01	\$7,500.99	71.48%
36100	BUILDING REPAIRS	\$29,000.00	\$4,598.26	\$637.42	\$375.00	\$2,913.70	\$3,682.30	\$1,250.83	\$0.00	\$0.00	\$15,395.78	\$13,604.22	53.09%
36300	OTHER	\$16,000.00	\$1,621.06	\$1,583.92	\$0.00	\$0.00	\$724.50	\$508.00	\$0.00	\$0.00	\$4,935.43	\$11,064.57	30.85%
36400	VEHICLE	\$12,500.00	\$2,696.15	\$0.00	\$1,783.37	\$181.55	\$3,267.79	\$435.55	\$0.00	\$24.00	\$9,507.00	\$2,993.00	76.06%
36500	MATERIALS	\$1,500.00	\$0.00	\$0.00	\$192.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$435.87	\$1,064.13	29.06%
37100	REAL ESTATE	\$32,900.00	\$213.48	\$535.56	\$836.22	-\$678.72	\$1,785.84	\$21,628.09	-\$945.14	\$777.54	\$25,421.07	\$7,478.93	77.27%

Object	Object Descr	2017 Budget	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	2017 YTD Amt	2017 YTD Balance	%YTD Budget
38450	DATABASES	\$190,000.00	\$9,995.00	\$24,563.22	\$41,664.00	\$19,151.00	\$19.97	\$0.00	\$15,561.53	\$6,099.00	\$118,718.19	\$71,281.81	62.48%
38460	E-BOOKS	\$160,000.00	\$8,394.57	\$12,145.74	\$11,194.72	\$14,271.32	\$10,979.01	\$18,943.00	\$12,902.29	\$9,029.12	\$130,441.09	\$29,558.91	81.53%
39100	DUES/INSTITUTIONAL	\$7,500.00	\$780.00	\$0.00	\$270.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$6,433.83	\$1,066.17	85.78%
39200	INTEREST/TEMPORARY	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
39400	TRANSFER TO LIRF	\$426,978.00	\$35,583.00	\$35,583.00	\$35,583.00	\$35,583.00	\$35,583.00	\$35,583.00	\$35,583.00	\$35,583.00	\$355,830.00	\$71,148.00	83.34%
39440	TRANSFER TO CATS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0.00%
44100	FURNITURE	\$10,000.00	\$0.00	\$216.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$630.17	\$9,369.83	6.30%
44300	OTHER EQUIPMENT	\$19,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,122.63	\$17,877.37	5.91%
44450	BUILDING RENOVATION	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,275.00	\$2,275.00	\$2,725.00	45.50%
44600	IT EQUIPMENT	\$0.00	\$0.00	\$0.00	\$328.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$328.99	-\$328.99	0.00%
45100	BOOKS	\$582,000.00	\$47,159.11	\$42,415.60	\$50,476.87	\$61,959.95	\$49,519.46	\$41,563.18	\$43,505.03	\$55,741.35	\$493,442.87	\$88,557.13	84.78%
45200	PERIODICALS/NEWSPA	\$43,000.00	\$34.98	\$1,798.67	\$0.00	\$1,114.92	\$194.38	\$153.00	\$1,063.59	\$25.14	\$5,469.54	\$37,530.46	12.72%
45300	NONPRINT MATERIALS	\$350,500.00	\$26,015.31	\$27,571.36	\$24,861.34	\$40,340.48	\$32,227.16	\$28,115.71	\$22,456.90	\$27,682.62	\$296,700.30	\$53,799.70	84.65%
		\$8,836,799.70	\$801,381.75	\$626,850.18	\$681,611.54	\$680,778.33	\$650,915.24	\$784,659.37	\$747,278.67	\$629,330.96	\$6,982,039.56	\$1,854,760.14	79.01%

**MONROE COUNTY PUBLIC LIBRARY**

**LIRF Budget & Expenditure Report**

January 1, 2017 to October 31, 2017

10 months = 83.3%

Object	Object Descr	2017 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	YTD Amount	2017 YTD Balance	2017 %YTD Budget
36100	BUILDING REPAIRS	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44300	OTHER EQUIPMENT	\$125,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125,000.00	0.00%
44450	BUILDING	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250,000.00	0.00%
		\$525,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525,000.00	0.00%

**MONROE COUNTY PUBLIC LIBRARY**

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**Debt Service Budget & Expenditures Report**

January 1, 2017 to October 31, 2017

10 months = 83.3%

Object Object Descr	2017 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	2017 YTD Amt	2017 YTD Balance	2017 %YTD Budget
37100 REAL ESTATE	\$688,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$343,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$343,400.00	\$345,100.00	49.88%
39200 INTEREST/TEMPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$688,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$343,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$343,400.00	\$345,100.00	49.88%

**MONROE COUNTY PUBLIC LIBRARY**

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**Rainy Day Budget & Expenditures Report**

January 1, 2017 to October 31, 2017

10 months = 83.3%

Object	Object Descr	2017 Budget	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	2017 YTD Amt	2017 YTD Balance	2017 %YTD Budget
31100	CONSULTING SERVICES	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
31200	ENGINEERING/ARCHITE	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
31300	LEGAL SERVICES	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
36100	BUILDING REPAIRS	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44100	FURNITURE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
44300	OTHER EQUIPMENT	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00%
		\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%

**MONROE COUNTY PUBLIC LIBRARY**

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**Special Revenue Budget & Expenditure Report**

January 1, 2017 to October 31, 2017

10 months = 83.3%

Object	Object Descr	2017 Budget	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	YTD Amount	2017 YTD Balance	2017 %YTD Budget
11300	MANAGERS/ASST.	\$161,722.61	\$13,047.48	\$19,714.87	\$13,019.96	\$13,502.20	\$12,540.37	\$12,570.89	\$12,551.55	\$19,698.96	\$13,565.70	\$142,750.57	\$18,972.04	88.27%
11800	TEMPORAY STAFF	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
12100	FICA/EMPLOYER	\$22,670.58	\$1,640.64	\$2,512.18	\$1,762.58	\$1,791.15	\$1,730.70	\$1,748.32	\$1,708.18	\$2,664.84	\$1,796.91	\$18,940.37	\$3,730.21	83.55%
12300	PERF/EMPLOYER	\$28,776.77	\$2,308.18	\$2,340.92	\$2,345.43	\$3,520.13	\$2,256.50	\$2,254.70	\$2,266.45	\$3,485.23	\$2,391.85	\$25,417.17	\$3,359.60	88.33%
12350	PERF/EMPLOYEE CONTRIB.	\$7,708.06	\$618.27	\$627.05	\$628.24	\$942.90	\$604.43	\$603.94	\$607.09	\$933.56	\$640.68	\$6,808.24	\$899.82	88.33%
12400	INS/EMPLOYER	\$44,475.30	\$2,942.08	\$0.00	\$2,790.90	\$585.21	\$2,975.68	\$7,923.87	\$5,802.94	\$0.00	\$2,758.54	\$36,175.87	\$8,299.43	81.34%
12500	MEDICARE/EMPLOYER	\$5,301.99	\$383.70	\$587.52	\$412.23	\$418.90	\$404.77	\$408.88	\$399.49	\$623.23	\$420.24	\$4,429.61	\$872.38	83.55%
12800	PRODUCTION ASSISTANTS	\$125,833.50	\$8,437.77	\$12,856.55	\$9,930.78	\$9,986.72	\$10,248.78	\$10,256.29	\$9,422.94	\$15,172.00	\$9,818.97	\$104,585.60	\$21,247.90	83.11%
12900	INFORMATION	\$38,792.00	\$2,765.69	\$4,723.42	\$3,166.56	\$3,210.06	\$3,008.07	\$3,253.57	\$3,290.85	\$4,829.07	\$3,219.38	\$33,906.07	\$4,885.93	87.40%
13100	WORK STUDY	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
13200	TECHNICIANS	\$39,306.35	\$3,058.16	\$4,612.64	\$3,291.84	\$3,200.40	\$3,103.88	\$3,048.00	\$3,170.61	\$4,664.26	\$3,192.42	\$34,395.29	\$4,911.06	87.51%
21200	STATIONERY/BUS. CARDS	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
21300	OFFICE SUPPLIES	\$600.00	\$0.00	\$0.00	\$0.00	\$20.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.23	\$579.77	3.37%
21400	DUPLICATING	\$700.00	\$66.26	\$0.00	\$0.00	\$2,132.91	\$0.00	\$161.94	\$0.00	\$0.00	\$0.00	\$2,361.11	-\$1,661.11	337.30%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$20.06	\$0.00	\$21.30	\$24.14	\$20.09	\$26.08	\$0.00	\$24.74	\$28.01	\$187.68	\$812.32	18.77%
22700	VIDEO TAPE/MEDIA	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
23000	IT SUPPLIES	\$1,200.00	\$21.98	\$0.00	\$65.00	\$397.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$795.01	\$404.99	66.25%
23100	BUILDING MATERIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59.60	\$0.00	\$0.00	\$59.60	-\$59.60	0.00%
23500	AUDIO/VIDEO	\$8,000.00	\$0.00	\$1,271.63	\$599.58	\$434.41	\$0.00	\$0.00	\$0.00	\$144.90	\$2,383.77	\$7,679.17	\$320.83	95.99%
31100	CONSULTING SERVICES	\$8,000.00	\$0.00	\$500.00	\$0.00	\$0.00	\$650.00	\$162.00	\$0.00	\$0.00	\$600.00	\$2,092.00	\$5,908.00	26.15%
31300	LEGAL SERVICES	\$500.00	\$0.00	\$0.00	\$200.37	\$0.00	\$0.00	\$0.00	\$0.00	\$142.08	\$0.00	\$375.01	\$124.99	75.00%
31500	MAINTENANCE	\$1,000.00	\$50.00	\$50.00	\$49.93	\$3,108.92	\$50.00	\$50.00	\$169.40	\$278.00	\$50.00	\$3,856.25	-\$2,856.25	385.63%
31600	COMPUTER SERVICES	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
31650	DIGITIZATION SERVICES	\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%
31700	ADMIN/ACCOUNTING	\$400.00	\$4.15	\$7.08	\$2.31	\$13.94	\$4.34	\$2.44	\$3.50	\$1.68	\$2.16	\$47.59	\$352.41	11.90%
32100	TELEPHONE	\$3,000.00	\$0.00	\$407.08	\$188.73	\$0.00	\$392.68	\$0.00	\$362.58	\$175.29	\$0.00	\$1,729.45	\$1,270.55	57.65%
32150	CABLE TV SERVICE	\$300.00	\$20.78	\$31.09	\$31.09	\$31.09	\$31.09	\$31.09	\$31.09	\$31.09	\$31.09	\$311.06	-\$11.06	103.69%
32200	POSTAGE	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%



Object	Object Descr	2017 Budget	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	YTD Amount	2017 YTD Balance	2017 %YTD Budget
32300	TRAVEL EXPENSE	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
32400	PROFESSIONAL DEVELOP.	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%
37100	REAL ESTATE	\$3,000.00	-\$86.80	-\$124.52	-\$95.44	-\$95.44	-\$95.44	-\$95.44	\$2,198.32	-\$128.76	-\$79.68	\$1,397.88	\$1,602.12	46.60%
39100	DUES/INSTITUTIONAL	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$210.00	\$0.00	\$0.00	\$1,410.00	\$1,590.00	47.00%
39500	EDUCATIONAL/LICENSIN	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
39600	COMMUNITY NEWS	\$12,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	50.00%
44100	FURNITURE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$164.97	\$0.00	\$0.00	\$0.00	\$269.39	\$0.00	\$434.36	\$565.64	43.44%
44450	BUILDING RENOVATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,000.00	\$1,650.00	\$0.00	\$0.00	\$0.00	\$15,650.00	-\$15,650.00	0.00%
44700	EQUIPMENT - CATS	\$147,000.00	\$0.00	\$369.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$369.70	\$146,630.30	0.25%
		\$703,787.16	\$38,298.40	\$50,487.21	\$38,411.39	\$46,390.79	\$51,925.94	\$44,056.57	\$42,254.59	\$53,009.56	\$40,820.04	\$452,184.89	\$251,602.27	64.25%

**MONROE COUNTY PUBLIC LIBRARY**

**Gen. Obligation Bond Budget & Expenditure 2016**

January 1, 2017 to October 31, 2017

10 months = 83.3%

Object	Object Descr	2017 Budget	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	YTD Amount	2017 YTD Balance	2017 %YTD Budget
31100	CONSULTING	\$0.00	\$0.00	\$2,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,260.11	\$0.00	\$7,460.11	-\$7,460.11	0.00%
31200	ENGINEERING/ARCHI	\$0.00	\$0.00	\$7,350.00	\$2,500.00	\$0.00	\$2,750.00	\$2,785.00	\$17,636.35	\$0.00	\$686.25	\$33,707.60	-\$33,707.60	0.00%
31500	MAINTENANCE	\$0.00	\$650.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00	\$0.00	\$1,300.00	\$650.00	\$650.00	\$6,856.45	-\$6,856.45	0.00%
44300	OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$159.95	\$159.95	-\$159.95	0.00%
44450	BUILDING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,076.10	\$2,500.00	\$72,576.10	-\$72,576.10	0.00%
44452	BLDG LONG-TERM	\$0.00	\$1,238.89	\$5,422.57	\$7,105.66	\$0.00	\$49,831.25	\$9,450.00	\$0.00	\$27,000.00	\$30,156.30	\$130,744.64	-\$130,744.64	0.00%
44600	IT EQUIPMENT	\$0.00	\$2,687.00	\$12,372.98	\$1,768.00	\$2,574.00	\$14,340.93	\$322.74	\$37,674.50	\$1,712.95	\$1,469.66	\$76,771.25	-\$76,771.25	0.00%
44650	IT SOFTWARE	\$0.00	\$96.00	\$1,572.00	\$614.18	\$119.98	\$120.00	\$0.00	\$31,147.55	\$2,039.99	\$2,450.00	\$38,959.70	-\$38,959.70	0.00%
44700	EQUIPMENT - CATS	\$0.00	\$282.97	\$19,279.77	\$0.00	\$1,136.23	\$0.00	\$0.00	\$599.98	\$615.24	\$5,318.00	\$44,988.09	-\$44,988.09	0.00%
		\$0.00	\$4,954.86	\$48,197.32	\$13,287.84	\$3,830.21	\$68,342.18	\$12,557.74	\$88,358.38	\$107,354.39	\$43,390.16	\$412,223.89	-\$412,223.89	0.00%

**MONROE COUNTY PUBLIC LIBRARY**

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**Expenditure Summary compared to last year**

**2017 compared to 2016: Period Ending October**

Fund	Fund Descr	2017 Budget	October 2017 Amt	2017 YTD Amt	2016 Budget	October 2016 Amt	2016 YTD Amt	%Last YR YTD Diff
001	OPERATING	\$8,836,799.70	\$629,108.82	\$6,982,039.56	\$8,455,883.89	\$650,728.85	\$6,579,894.40	6.11%
002	JAIL	\$0.00	\$47.36	\$4,892.77	\$0.00	\$0.00	\$4,835.36	1.19%
003	CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
004	GIFT	\$0.00	\$0.00	\$5,419.21	\$0.00	\$1,036.45	\$1,623.24	233.85%
005	PLAC	\$0.00	\$1,690.00	\$6,825.00	\$0.00	\$2,535.00	\$9,165.00	-25.53%
006	RETIREEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$529.50	-100.00%
007	LIRF	\$525,000.00	\$0.00	\$0.00	\$350,000.00	\$0.00	\$15,792.10	-100.00%
008	DEBT SERVICE	\$688,500.00	\$0.00	\$343,400.00	\$730,000.00	\$0.00	\$349,826.67	-1.84%
009	RAINY DAY	\$150,000.00	\$0.00	\$0.00	\$324,500.00	\$0.00	\$0.00	0.00%
010	PAYROLL	\$0.00	\$357,714.89	\$3,923,992.00	\$0.00	\$359,536.17	\$3,780,470.59	3.80%
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	\$14,810.98	\$105,717.72	\$0.00	\$9,844.19	\$97,300.49	8.65%
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	\$4,773.80	\$107,624.87	\$0.00	\$6,516.24	\$94,411.19	14.00%
020	SPECIAL REVENUE	\$703,787.16	\$40,820.04	\$452,184.89	\$615,509.07	\$34,951.71	\$508,770.34	-11.12%
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	\$0.00	\$39,308.76	-100.00%
029	GO BOND 2016	\$0.00	\$43,390.16	\$412,223.89	\$0.00	\$15,541.56	\$124,902.52	230.04%
		\$10,904,086.86	\$1,092,356.05	\$12,344,319.91	\$10,475,892.96	\$1,080,690.17	\$11,606,830.16	6.35%

**MONROE COUNTY PUBLIC LIBRARY**

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

Source Descr	2017 YTD Budget	Mar	April	May	June	July	Aug	Sept	Oct	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
Fund 001 OPERATING												
PROPERTY	\$5,799,004.00	\$0.00	\$0.00	\$0.00	\$3,206,773.74	\$0.00	\$0.00	\$0.00	\$0.00	\$3,206,773.74	\$2,592,230.26	55.30%
INTANGIBLES TAX	\$18,023.00	\$0.00	\$0.00	\$0.00	\$9,575.68	\$0.00	\$0.00	\$0.00	\$0.00	\$9,575.68	\$8,447.32	53.13%
LICENSE EXCISE TAX	\$323,852.00	\$0.00	\$0.00	\$0.00	\$192,353.40	\$0.00	\$0.00	\$0.00	\$0.00	\$192,353.40	\$131,498.60	59.40%
LOCAL/COUNTY	\$2,198,787.00	\$183,232.25	\$183,232.25	\$183,232.25	\$183,232.25	\$183,232.25	\$183,232.25	\$183,232.25	\$183,232.25	\$1,832,322.50	\$366,464.50	83.33%
COMMERCIAL	\$42,510.00	\$0.00	\$0.00	\$0.00	\$20,749.60	\$0.00	\$0.00	\$0.00	\$0.00	\$20,749.60	\$21,760.40	48.81%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
ELL	\$0.00	\$709.94	\$594.40	\$478.30	\$478.00	\$522.21	\$507.35	\$380.70	\$522.05	\$5,231.50	-\$5,231.50	0.00%
LOST/DAMAGED	\$0.00	\$1,808.55	\$1,421.25	\$1,114.29	\$1,208.37	\$998.41	\$1,429.99	\$1,298.54	\$1,293.75	\$13,203.15	-\$13,203.15	0.00%
FINES	\$150,000.00	\$7,554.26	\$6,367.87	\$7,075.57	\$7,002.71	\$6,095.03	\$6,264.53	\$5,114.97	\$6,388.71	\$68,489.42	\$81,510.58	45.66%
COLLECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
BLGTN COPIERS &	\$12,500.00	\$2,005.79	\$1,389.72	\$1,567.86	\$1,570.16	\$1,288.18	\$1,363.75	\$1,613.99	\$1,268.93	\$14,302.38	-\$1,802.38	114.42%
MISCELLANEOUS	\$0.00	\$2.40	\$49.95	\$90.09	\$0.00	\$23.90	\$573.52	\$0.00	\$46.00	\$786.76	-\$786.76	0.00%
PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00	\$0.00	\$0.00	\$0.00	\$2.00	-\$2.00	0.00%
MEETING ROOM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GARNISHMENT FEES	\$0.00	\$3.78	\$2.52	\$2.52	\$2.52	\$7.76	\$7.76	\$4.29	\$2.86	\$49.49	-\$49.49	0.00%
E-RATE RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,423.08	\$0.00	\$0.00	\$0.00	\$10,578.92	-\$10,578.92	0.00%
PLAC DISTRIBUTION	\$12,500.00	\$0.00	\$0.00	\$0.00	\$15,123.22	\$0.00	\$0.00	\$0.00	\$0.00	\$15,123.22	-\$2,623.22	120.99%
REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
READER PRINTER	\$0.00	\$25.86	\$9.80	\$14.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.76	-\$75.76	0.00%
OBITS	\$0.00	\$126.00	\$36.00	\$66.00	\$62.45	\$18.00	\$90.00	\$48.00	\$96.00	\$699.45	-\$699.45	0.00%
COIN TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INTEREST FROM	\$0.00	\$3,607.75	\$3,289.38	\$3,155.64	\$3,384.14	\$6,401.38	\$5,901.06	\$5,548.63	\$5,233.68	\$42,700.57	-\$42,700.57	0.00%
TEMPORARY LOANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
INVESTMENT	\$4,000.00	\$881.88	\$1,064.55	\$1,377.51	\$1,357.34	\$1,377.57	\$1,737.23	\$1,008.78	\$1,009.36	\$11,856.60	-\$7,856.60	296.42%
CABLE ACCESS FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2017 YTD Budget	Mar	April	May	June	July	Aug	Sept	Oct	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
RENT INCOME	\$4,000.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$262.50	\$0.00	\$0.00	\$0.00	\$3,862.50	\$137.50	96.56%
LSTA INKIND GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 001 OPERATING	\$8,565,176.00	\$199,958.46	\$197,457.69	\$198,174.98	\$3,644,673.58	\$203,652.27	\$201,107.44	\$198,250.15	\$199,093.59	\$5,448,736.64	\$3,116,439.36	63.61%
Fund 002 JAIL												
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	-\$6,000.00	0.00%
Fund 002 JAIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MCPLF CC RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
UNRESTRICTED GIFT	\$0.00	\$472.96	\$668.16	\$144.76	\$5,093.39	\$104.71	\$149.63	\$93.69	\$72.27	\$7,075.58	-\$7,075.58	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 004 GIFT	\$0.00	\$472.96	\$668.16	\$144.76	\$5,093.39	\$104.71	\$149.63	\$93.69	\$72.27	\$7,075.58	-\$7,075.58	0.00%
Fund 005 PLAC												
PUBLIC LIBRARY	\$0.00	\$650.00	\$520.00	\$455.00	\$845.00	\$585.00	\$390.00	\$715.00	\$522.00	\$6,047.00	-\$6,047.00	0.00%
Fund 005 PLAC	\$0.00	\$650.00	\$520.00	\$455.00	\$845.00	\$585.00	\$390.00	\$715.00	\$522.00	\$6,047.00	-\$6,047.00	0.00%
Fund 006 RETIREES												

Source Descr	2017 YTD Budget	Mar	April	May	June	July	Aug	Sept	Oct	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
RETIREES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
LIRF RECEIPTS	\$426,978.00	\$0.00	\$0.00	\$0.00	\$213,498.00	\$0.00	\$0.00	\$0.00	\$0.00	\$213,498.00	\$213,480.00	50.00%
INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 007 LIRF	\$426,978.00	\$0.00	\$0.00	\$0.00	\$213,498.00	\$0.00	\$0.00	\$0.00	\$0.00	\$213,498.00	\$213,480.00	50.00%
Fund 008 DEBT SERVICE												
PROPERTY	\$688,500.00	\$0.00	\$0.00	\$0.00	\$377,670.13	\$0.00	\$0.00	\$0.00	\$0.00	\$377,670.13	\$310,829.87	54.85%
INTANGIBLES TAX	\$2,300.00	\$0.00	\$0.00	\$0.00	\$1,120.68	\$0.00	\$0.00	\$0.00	\$0.00	\$1,120.68	\$1,179.32	48.73%
LICENSE EXCISE TAX	\$36,000.00	\$0.00	\$0.00	\$0.00	\$22,511.80	\$0.00	\$0.00	\$0.00	\$0.00	\$22,511.80	\$13,488.20	62.53%
COMMERCIAL	\$5,300.00	\$0.00	\$0.00	\$0.00	\$2,428.40	\$0.00	\$0.00	\$0.00	\$0.00	\$2,428.40	\$2,871.60	45.82%
US FORESTRY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 008 DEBT	\$732,100.00	\$0.00	\$0.00	\$0.00	\$403,731.01	\$0.00	\$0.00	\$0.00	\$0.00	\$403,731.01	\$328,368.99	55.15%
Fund 009 RAINY DAY												
LOCAL/COUNTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 010 PAYROLL												
GROSS PAYROLL	\$0.00	\$527,242.95	\$353,651.50	\$355,448.91	\$358,964.07	\$364,102.62	\$358,260.08	\$523,859.04	\$354,181.91	\$3,925,990.88	-\$3,925,990.88	0.00%
Fund 010 PAYROLL	\$0.00	\$527,242.95	\$353,651.50	\$355,448.91	\$358,964.07	\$364,102.62	\$358,260.08	\$523,859.04	\$354,181.91	\$3,925,990.88	-\$3,925,990.88	0.00%

Source Descr	2017 YTD Budget	Mar	April	May	June	July	Aug	Sept	Oct	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
Fund 013 PETTY CASH												
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RECEIPTS	\$0.00	\$14,416.71	\$0.00	\$0.00	\$22,982.21	\$0.00	\$0.00	\$22,267.02	\$0.00	\$59,665.94	-\$59,665.94	0.00%
TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RESTRICED GIFT	\$0.00	\$0.00	\$4,626.00	\$13,948.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,604.00	-\$20,604.00	0.00%
INTEREST/DIVIDEND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 016 GIFT-	\$0.00	\$14,416.71	\$4,626.00	\$13,948.00	\$23,012.21	\$0.00	\$0.00	\$22,267.02	\$0.00	\$80,269.94	-\$80,269.94	0.00%
Fund 019 GIFT-FOUNDATION												
MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
RESTRICED GIFT	\$0.00	\$0.00	\$10,750.00	\$60,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,750.00	\$82,250.00	-\$82,250.00	0.00%
Fund 019 GIFT-	\$0.00	\$0.00	\$10,750.00	\$60,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,750.00	\$82,250.00	-\$82,250.00	0.00%
Fund 020 SPECIAL REVENUE												
MISCELLANEOUS	\$12,022.96	\$240.00	\$70.00	\$410.00	\$140.00	\$80.00	\$110.00	\$60.00	\$70.00	\$1,500.00	\$10,522.96	12.48%
CABLE ACCESS FEES	\$433,685.17	\$0.00	\$0.00	\$108,421.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$216,842.50	\$216,842.67	50.00%
CABLE ACCESS FEES	\$254,856.78	\$0.00	\$63,714.25	\$0.00	\$0.00	\$63,714.25	\$0.00	\$0.00	\$63,714.25	\$254,857.00	-\$0.22	100.00%
CABLE ACCESS FEES	\$15,439.61	\$3,859.75	\$0.00	\$0.00	\$3,859.75	\$0.00	\$0.00	\$3,859.75	\$0.00	\$11,579.25	\$3,860.36	75.00%
CONTRACT-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$12,023.00	-\$12,023.00	0.00%
Fund 020 SPECIAL	\$716,004.52	\$4,099.75	\$63,784.25	\$108,831.25	\$3,999.75	\$63,794.25	\$110.00	\$3,919.75	\$63,784.25	\$496,801.75	\$219,202.77	69.39%
Fund 021 CAPITAL PROJECTS												
PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

Source Descr	2017 YTD Budget	Mar	April	May	June	July	Aug	Sept	Oct	2017 YTD Amt	2017 YTD Balance	2017 % of Budget
COMMERCIAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund 024 FINRA GRANT												
RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$10,440,258.52	\$746,840.83	\$631,457.60	\$737,752.90	\$4,653,817.01	\$632,238.85	\$560,017.15	\$749,104.65	\$628,404.02	\$10,670,400.80	-\$230,142.28	102.20%



**MONROE COUNTY PUBLIC LIBRARY**

**Cash Balances by fund**

Current Period: October 2017

FUND Descr	10/01/17	MTD Debit	MTD Credit	10/31/17	Bal Sht Descr	Act Status
OPERATING	\$13,981.66	\$4,690.39	\$0.00	\$18,672.05	OLD NATIONAL BANK CHECKING	Active
OPERATING	\$13,005.20	\$4,970.63	\$382.33	\$17,593.50	GERMAN AMER./CHECKING	Active
OPERATING	-\$11,651.82	\$615,622.81	\$595,576.77	\$8,394.22	MAINSOURCE CHECKING	Active
OPERATING	\$1,124,640.62	\$5,233.68	\$430,000.00	\$699,874.30	MAINSOURCE SAVINGS	Active
OPERATING	\$11,635.81	\$1,009.36	\$0.00	\$12,645.17	INVEST. CD/MAINSOURCE	Active
Fund 001 OPERATING	\$1,151,611.47	\$631,526.87	\$1,025,959.10	\$757,179.24		
JAIL	\$1,154.59	\$0.00	\$47.36	\$1,107.23	MAINSOURCE CHECKING	Active
Fund 002 JAIL	\$1,154.59	\$0.00	\$47.36	\$1,107.23		
GIFT UNRESTRICTED	\$320.14	\$72.27	\$0.00	\$392.41	OLD NATIONAL BANK CHECKING	Active
GIFT UNRESTRICTED	\$3.00	\$0.00	\$0.00	\$3.00	GERMAN AMER./CHECKING	Active
GIFT UNRESTRICTED	\$8,150.49	\$0.00	\$0.00	\$8,150.49	MAINSOURCE CHECKING	Active
Fund 004 GIFT UNRESTRICTED	\$8,473.63	\$72.27	\$0.00	\$8,545.90		
PLAC	\$325.75	\$67.00	\$0.00	\$392.75	OLD NATIONAL BANK CHECKING	Active
PLAC	\$1,300.00	\$455.00	\$0.00	\$1,755.00	GERMAN AMER./CHECKING	Active
PLAC	\$64.25	\$0.00	\$1,690.00	-\$1,625.75	MAINSOURCE CHECKING	Active
Fund 005 PLAC	\$1,690.00	\$522.00	\$1,690.00	\$522.00		
LIRF	\$27,062.03	\$0.00	\$0.00	\$27,062.03	MAINSOURCE CHECKING	Active
LIRF	\$1,080,708.56	\$0.00	\$0.00	\$1,080,708.56	MAINSOURCE SAVINGS	Active
LIRF	\$1,197,735.57	\$0.00	\$0.00	\$1,197,735.57	INVEST. CD/MAINSOURCE	Active
Fund 007 LIRF	\$2,305,506.16	\$0.00	\$0.00	\$2,305,506.16		
DEBT SERVICE	\$136,594.59	\$0.00	\$0.00	\$136,594.59	MAINSOURCE SAVINGS	Active
Fund 008 DEBT SERVICE	\$136,594.59	\$0.00	\$0.00	\$136,594.59		
RAINY DAY	\$20,384.18	\$0.00	\$0.00	\$20,384.18	MAINSOURCE CHECKING	Active
RAINY DAY	\$1,616,269.19	\$0.00	\$0.00	\$1,616,269.19	MAINSOURCE SAVINGS	Active
Fund 009 RAINY DAY	\$1,636,653.37	\$0.00	\$0.00	\$1,636,653.37		
PAYROLL	\$13,798.68	\$354,181.91	\$357,714.89	\$10,265.70	MAINSOURCE CHECKING	Active
Fund 010 PAYROLL	\$13,798.68	\$354,181.91	\$357,714.89	\$10,265.70		
GIFT-RESTRICED	\$60,588.49	\$3.96	\$14,814.94	\$45,777.51	MAINSOURCE CHECKING	Active
Fund 016 GIFT-RESTRICED	\$60,588.49	\$3.96	\$14,814.94	\$45,777.51		
GIFT-FOUNDATION	\$0.00	\$10,750.00	\$0.00	\$10,750.00	OLD NATIONAL BANK CHECKING	Active
GIFT-FOUNDATION	\$10,092.92	\$250.00	\$5,023.80	\$5,319.12	MAINSOURCE CHECKING	Active
Fund 019 GIFT-FOUNDATION	\$10,092.92	\$11,000.00	\$5,023.80	\$16,069.12		
SPECIAL REVENUE	\$3,859.75	\$0.00	\$0.00	\$3,859.75	OLD NATIONAL BANK CHECKING	Active
SPECIAL REVENUE	\$193.76	\$70.00	\$2.16	\$261.60	GERMAN AMER./CHECKING	Active
SPECIAL REVENUE	\$30,626.52	\$133,835.02	\$40,938.65	\$123,522.89	MAINSOURCE CHECKING	Active
SPECIAL REVENUE	\$605,000.00	\$0.00	\$70,000.00	\$535,000.00	MAINSOURCE SAVINGS	Active

FUND Descr	10/01/17	MTD Debit	MTD Credit	10/31/17	Bal Sht Descr	Act Status
Fund 020 SPECIAL REVENUE	\$639,680.03	\$133,905.02	\$110,940.81	\$662,644.24		
GO BOND 2016	\$42,334.36	\$103,790.00	\$47,180.16	\$98,944.20	MAINSOURCE CHECKING	Active
GO BOND 2016	\$1,319,478.26	\$0.00	\$100,000.00	\$1,219,478.26	MAINSOURCE SAVINGS	Active
Fund 029 GO BOND 2016	\$1,361,812.62	\$103,790.00	\$147,180.16	\$1,318,422.46		
	\$7,327,656.55	\$1,235,002.03	\$1,663,371.06	\$6,899,287.52		

**MONROE COUNTY PUBLIC LIBRARY**

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**ONB CHECKING**

**06300 ONB/MONROE**

**October 2017**

**Account Summary**

Beginning Balance on	10/1/2017	\$18,487.30
+		\$15,579.66
-	Payments (Checks and Withdrawals)	\$0.00
Ending Balance as of	10/31/2017	\$34,066.96

**Check Book**

Active	G 001-06300	OPERATING	\$18,672.05
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$0.00
Active	G 004-06300	GIFT UNRESTRICTED	\$392.41
Active	G 005-06300	PLAC	\$392.75
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	\$10,750.00
Active	G 020-06300	SPECIAL REVENUE	\$3,859.75
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 **\$34,066.96**

Beginng Balance	\$18,487.30
+ Total Deposits	\$15,579.66
- Checks Written	\$0.00

Check Book **\$34,066.96**

Difference **\$0.00**

**MONROE COUNTY PUBLIC LIBRARY**

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**GERMAN-AMER/CHECKING**

**06400 GER AME/UC**

**October 2017**

**Account Summary**

Beginning Balance on	10/1/2017	\$14,501.96
+		\$5,493.47
-	Payments (Checks and Withdrawals)	\$382.33
Ending Balance as of	10/31/2017	\$19,613.10

**Check Book**

Active	G 001-06400	OPERATING	\$17,593.50
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$3.00
Active	G 005-06400	PLAC	\$1,755.00
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	\$261.60
Active	G 029-06400	GO BOND 2016	\$0.00
		Cash Balance	<b>\$19,613.10</b>

Beginng Balance	\$14,501.96
+ Total Deposits	\$5,493.47
- Checks Written	\$382.33

Check Book	\$19,613.10
Difference	\$0.00

**MONROE COUNTY PUBLIC LIBRARY**

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**\*Check Reconciliation©  
MAINSOURCE CHECKING  
06600 MAINSO CKG  
October 2017**

**Account Summary**

Beginning Balance on	10/1/2017	\$213,450.85
+		\$848,037.20
-	Payments (Checks and Withdrawals)	\$698,455.66
Ending Balance as of	10/31/2017	\$363,032.39

**Check Book**

Active	G 001-06600	OPERATING	\$8,394.22
Active	G 002-06600	JAIL	\$1,107.23
Active	G 003-06600	CLEARING	\$0.00
Active	G 004-06600	GIFT UNRESTRICTED	\$8,150.49
Active	G 005-06600	PLAC	-\$1,625.75
Active	G 006-06600	RETIREEES	\$0.00
Active	G 007-06600	LIRF	\$27,062.03
Active	G 008-06600	DEBT SERVICE	\$0.00
Active	G 009-06600	RAINY DAY	\$20,384.18
Active	G 010-06600	PAYROLL	\$10,265.70
Active	G 016-06600	GIFT-RESTRICED	\$45,777.51
Active	G 017-06600	LEVY EXCESS	\$0.00
Active	G 019-06600	GIFT-FOUNDATION	\$5,319.12
Active	G 020-06600	SPECIAL REVENUE	\$123,522.89
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	\$98,944.20

Cash Balance **\$347,301.82**

Beginng Balance	\$213,450.85
+ Total Deposits	\$848,037.20
- Checks Written	\$714,186.23

Check Book	\$347,301.82
O/S Checks	\$15,730.57

**MONROE COUNTY PUBLIC LIBRARY**

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**MAINSOURCE SAVINGS**

**06610 MAINSO SAV**

**October 2017**

**Account Summary**

Beginning Balance on	10/1/2017	\$5,882,691.22
+		\$5,233.68
-	Payments (Checks and Withdrawals)	\$600,000.00
Ending Balance as of	10/31/2017	\$5,287,924.90

**Check Book**

Active	G 001-06610	OPERATING	\$699,874.30
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	RETIREES	\$0.00
Active	G 007-06610	LIRF	\$1,080,708.56
Active	G 008-06610	DEBT SERVICE	\$136,594.59
Active	G 009-06610	RAINY DAY	\$1,616,269.19
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	\$535,000.00
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	\$1,219,478.26

Cash Balance **\$5,287,924.90**

Beginng Balance	\$5,882,691.22
+ Total Deposits	\$5,233.68
- Checks Written	\$600,000.00

Check Book \$5,287,924.90

Difference \$0.00

TO: Monroe County Public Library – Board of Trustees  
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager  
RE: Personnel Report  
DATE November 15, 2017

### Beginning Employment

None

### Ending Employment

- Felicity Young, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective September 22, 2017.
- Nathan Wright, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective October 2, 2017.
- Daniel Hosler, Customer Service, Senior Information Assistant, Pay Grade 6, 20 hour per week effective October 22, 2017.
- Rachel Detroja, Customer Service, Senior Information Assistant, Pay Grade 6, 37.5 hours per week effective October 27, 2017.
- Todd Campbell, Customer Service, Information Assistant, Pay Grade 3, 37.5 hours per week effective November 1, 2017.
- Pamela Wasmer, Access & Content Services, Manager, Pay Grade 10, 37.5 hours per week effective November 25, 2017.

### Job Changes

- Elizabeth Salvaggio, Customer Service, Senior Information Assistant, Pay Grade 6, 25 hours per week to 37.5 hours per week effective October 30, 2017.
- Cole Champion, Customer Service, Senior Information Assistant, Pay Grade 6, 25 hours per week to 37.5 hours per week effective November 6, 2017.
- Michelle Epple, Customer Service, Senior Information Assistant, Pay Grade 6, 20 hours per week to 37.5 hours per week effective November 6, 2017.

**Active Library Employees**Pay Date: **10-13-2017**Pay Period: **09.18.2017 to 10.01.2017****Operating Funds**

	<i>Operating Fund</i>	<i>First Name</i>	<i>Last Name</i>
1	AC Services Operating	Calan	Blevins
2	AC Services Operating	Joseph	Camacho-Roy
3	AC Services Operating	Vincent	Desjardins
4	AC Services Operating	Adam	Diersing
5	AC Services Operating	Victoria	Englert
6	AC Services Operating	Andrew	Fak
7	AC Services Operating	Logan	Farlee
8	AC Services Operating	Cynthia	Garrison
9	AC Services Operating	Jennifer	Gliessman
10	AC Services Operating	Kelsey	Grimm
11	AC Services Operating	Elizabeth	Hagan
12	AC Services Operating	Sarah	Harrison
13	AC Services Operating	Michelle	Hines
14	AC Services Operating	Logan	Holmes
15	AC Services Operating	Katelynn	Hughes
16	AC Services Operating	William	Koester
17	AC Services Operating	Brett	Lemen
18	AC Services Operating	Micah	Littlefield
19	AC Services Operating	Rachel	Macklin
20	AC Services Operating	Elias	McDermott-Sipe
21	AC Services Operating	Sydney	Overtoom
22	AC Services Operating	Brigid	Phillips
23	AC Services Operating	Elizabeth	Polley
24	AC Services Operating	Daniel	Price
25	AC Services Operating	Austin	Prior
26	AC Services Operating	Ivy	Richardson
27	AC Services Operating	Gizzelle	Sandoval
28	AC Services Operating	Karen	Smith
29	AC Services Operating	Benjamin	Snider
30	AC Services Operating	Michael	Turpin
31	AC Services Operating	Rachel	Valliere
32	AC Services Operating	Amanda	Waller
33	AC Services Operating	Nathan	Wright
34	AC Services Operating	Felicity	Young
35	CS Special/Asst/Para Oper	Cynthia	Balzer
36	CS Special/Asst/Para Oper	Michael	Champion
37	CS Special/Asst/Para Oper	Marion	Clark
38	CS Special/Asst/Para Oper	Paul	Duszynski
39	CS Special/Asst/Para Oper	Rebekah	Edelman
40	CS Special/Asst/Para Oper	Charles	Gillespie
41	CS Special/Asst/Para Oper	Daniel	Hosler
42	BL Service/Maintenance Oper	Rachel	Icenogle
43	CS Special/Asst/Para Oper	Seth	James
44	CS Special/Asst/Para Oper	Shelby	Mass



	<b><i>Operating Fund</i></b>	<b><i>First Name</i></b>	<b><i>Last Name</i></b>
45	BL Service/Maintenance Oper	Clare	Miller
46	CS Special/Asst/Para Oper	Emily	Purcell
47	CA Technician Oper	Addison	Rogers
48	CS Special/Asst/Para Oper	Ann	Segraves
49	BS Security/Protect Operating	James	Sims
50	CM Support Operating	William	Weaver
51	CA Technician Special Oper	Sean	Albert
52	AC Services Operating	Kenneth	Carter
53	AC Services Operating	Craig	Clark
54	BL Service/Maintenance Oper	Deanna	Crane
55	CS Special/Asst/Para Oper	William	Ellis
56	CS Special/Asst/Para Oper	Edwin	Fallwell
57	AC Services Operating	Evan	Gornik
58	AC Services Operating	Arielle	Hacker
59	CS Special/Asst/Para Oper	Ian	Hoagland
60	CS Special/Asst/Para Oper	Israel	Horton
61	AC Services Operating	Claire	Jenness
62	CS Special/Asst/Para Oper	Lillian	Jenness
63	EG Librarians, Experts Oper	Christina	Jones
64	CS Special/Asst/Para Oper	Audra	Loudenbarger
65	EG Librarians, Experts Oper	Doris	Lynch
66	CS Special/Asst/Para Oper	Daniel	Mounlio
67	CS Special/Asst/Para Oper	Elizabeth	Salvaggio
68	BL Service/Maintenance Oper	Cheryl	Tincher
69	CS Special/Asst/Para Oper	Tracy	Lenn
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	CS Special/Asst/Para Oper	Jared	Cheek
78	CS Special/Asst/Para Oper	Burl	Cooper
79	AD Director/Assoc Operating	Jane	Cronkhite
80	CS Special/Asst/Para Oper	Rachel	Detroja
81	EG Librarians, Experts Oper	Luann	Dillon
82	CS Special/Asst/Para Oper	Katelynn	Dockerty
83	CS Special/Asst/Para Oper	Aubrey	Dunnuck
84	AC Specialist/Asst/Para Oper	Susan	Fallwell
85	EG Librarians, Experts Oper	Mary	Frasier
86	CS Special/Asst/Para Oper	Elizabeth	French
87	EG Librarians, Experts Oper	Christine	Friesel
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	SA Manager/Asst/Strat Oper	Elizabeth	Gray

<i>Operating Fund</i>	<i>First Name</i>	<i>Last Name</i>
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
99 EG Librarians, Experts Oper	Jennifer	Hoffman
100 EG Librarians, Experts Oper	Stephanie	Holman
101 EG Librarians, Experts Oper	Virginia	Hosler
102 SP Manager/Asst/Strat Oper	Christopher	Hosler
103 SS Manager/Asst/Strat Oper	Christopher	Jackson
104 BS Security/Protect Operating	Michael	Johnson
105 CS Special/Asst/Para Oper	Kelly	Jordan
106 AC Manager/Asst/Strat Oper	Jennifer	Kellams
107 BL Service/Maintenance Oper	Bruce	Kelly
108 AD Specialist/Asst/Para Oper	Merriel	Kern
109 CS Special/Asst/Para Oper	Julia	Kinser
110 EG Librarians, Experts Oper	Jeannette	Lehr
111 AD Manager/Asst/Strat Oper	Gary	Lettelleir
112 CS Manager/Asst/Strat Oper	Mary	Loro
113 CS Special/Asst/Para Oper	Jacqueline	Lovings
114 ST Manager/Asst/Strat Oper	Kevin	MacDowell
115 BL Manager/Asst/Strat Oper	Jason	Matney
116 CS Special/Asst/Para Oper	John	Meador
117 CS Special/Asst/Para Oper	Amber	Mestre
118 BL Service/Maintenance Oper	John	Mosora
119 IT Specialist/Asst/Para Oper	Cody	Mullis
120 CS Manager/Asst/Strat Oper	Michele	Needham
121 AC Librarians, Experts Oper	Martha	Ody
122 EG Librarians, Experts 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 BS Security/Protect Operating	Benjamin	Smith
132 AC Specialist/Asst/Para Oper	Christine	Sneed
133 CM Special/Asst/Para Oper	Ryan	Stacy
134 CS Special/Asst/Para Oper	Kathleen	Starks-Dyer
135 SD Manager/Asst/Strat Oper	Barbara	Swinson
136 AC Services Operating	Timothy	Thompson
137 EG Manager/Asst/Strat Oper	Bethany	Turrentine
138 AD Tech/Oper/Secretaries Oper	Pamela	Wallace
139 AC Manager/Asst/Strat Oper	Pamela	Wasmer
140 AC Specialist/Asst/Para Oper	Pamela	White
141 AD Manager/Asst/Strat Oper	Kyle	Wickemeyer-Hardy
142 EG Manager/Asst/Strat Oper	Joshua	Wolf

	<b>Operating Fund</b>	<b>First Name</b>	<b>Last Name</b>
143	AD Director/Assoc Operating	Marilyn	Wood
144	CS Special/Asst/Para Oper	Leanne	Zdravecky
	<b>Sub-Total Operating Funds</b>	<b>\$158,024.63</b>	<b>8,201</b>

### Special Funds

	<b>Special Fund</b>	<b>First Name</b>	<b>Last Name</b>
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	Mark	Bookwalter
5	S CA Technician Special Oper	Sierra	Gardner
6	S CA Technician Special Oper	Glenn	Myers
7	S CA Technician Special Oper	Steven	Schuster
8	S CA Technician Special Oper	Michael	Adams
9	S FL Support Operating	Michael	Burns
10	S CA Manager/Asst/Strat Oper	Martin	ONeill
11	S FL Office Coordinator, Exper	Mary Jean	Regoli
12	S CA Manager/Asst/Strat Oper	Adam	Stillwell
13	S CA Technician Oper	Robert	Stockwell
14	S CA Technician Special Oper	David	Walter
15	S CA Manager/Asst/Strat Oper	Michael	White
	<b>Sub-Total Special Funds</b>	<b>\$17,950.04</b>	<b>948.75</b>
	<b>TOTAL Employees/All Funds</b>	<b>\$175,974.67</b>	<b>9,149.75</b>

**Active Library Employees**Pay Date: **10.27.2017**Pay Period: **10.02.2017 to 10.15.2017****Operating Funds**

	<i>Operating Fund</i>	<i>First Name</i>	<i>Last Name</i>
1	AC Services Operating	Calan	Blevins
2	AC Services Operating	Joseph	Camacho-Roy
3	AC Services Operating	Vincent	Desjardins
4	AC Services Operating	Adam	Diersing
5	AC Services Operating	Victoria	Englert
6	AC Services Operating	Andrew	Fak
7	AC Services Operating	Logan	Farlee
8	AC Services Operating	Cynthia	Garrison
9	AC Services Operating	Jennifer	Gliessman
10	AC Services Operating	Kelsey	Grimm
11	AC Services Operating	Elizabeth	Hagan
12	AC Services Operating	Sarah	Harrison
13	AC Services Operating	Michelle	Hines
14	AC Services Operating	Logan	Holmes
15	AC Services Operating	Katelynn	Hughes
16	AC Services Operating	William	Koester
17	AC Services Operating	Brett	Lemen
18	AC Services Operating	Rachel	Macklin
19	AC Services Operating	Elias	McDermott-Sipe
20	AC Services Operating	Sydney	Overtoom
21	AC Services Operating	Brigid	Phillips
22	AC Services Operating	Elizabeth	Polley
23	AC Services Operating	Daniel	Price
24	AC Services Operating	Austin	Prior
25	AC Services Operating	Ivy	Richardson
26	AC Services Operating	Gizzelle	Sandoval
27	AC Services Operating	Karen	Smith
28	AC Services Operating	Benjamin	Snider
29	AC Services Operating	Michael	Turpin
30	AC Services Operating	Rachel	Valliere
31	AC Services Operating	Amanda	Waller
32	AC Services Operating	Nathan	Wright
33	CS Special/Asst/Para Oper	Cynthia	Balzer
34	CS Special/Asst/Para Oper	Marion	Clark
35	CS Special/Asst/Para Oper	Paul	Duszynski
36	CS Special/Asst/Para Oper	Rebekah	Edelman
37	CS Special/Asst/Para Oper	Charles	Gillespie
38	CS Special/Asst/Para Oper	Daniel	Hosler
39	BL Service/Maintenance Oper	Rachel	Icenogle
40	CS Special/Asst/Para Oper	Seth	James
41	CS Special/Asst/Para Oper	Shelby	Mass
42	BL Service/Maintenance Oper	Clare	Miller
43	CS Special/Asst/Para Oper	Emily	Purcell
44	CA Technician Oper	Addison	Rogers

	<b>Operating Fund</b>	<b>First Name</b>	<b>Last Name</b>
45	CS Special/Asst/Para Oper	Ann	Segraves
46	BS Security/Protect Operating	James	Sims
47	IT Technicians Operating	Lucas	Sinex
48	CM Support Operating	William	Weaver
49	CA Technician Special Oper	Sean	Albert
50	AC Services Operating	Kenneth	Carter
51	CS Special/Asst/Para Oper	Michael	Champion
52	AC Services Operating	Craig	Clark
53	BL Service/Maintenance Oper	Deanna	Crane
54	CS Special/Asst/Para Oper	William	Ellis
55	CS Special/Asst/Para Oper	Edwin	Fallwell
56	AC Services Operating	Evan	Gornik
57	AC Services Operating	Arielle	Hacker
58	CS Special/Asst/Para Oper	Ian	Hoagland
59	CS Special/Asst/Para Oper	Israel	Horton
60	AC Services Operating	Claire	Jenness
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62	EG Librarians, Experts Oper	Christina	Jones
63	CS Special/Asst/Para Oper	Audra	Loudenbarger
64	EG Librarians, Experts Oper	Doris	Lynch
65	CS Special/Asst/Para Oper	Daniel	Mounlio
66	CS Special/Asst/Para Oper	Elizabeth	Salvaggio
67	BL Service/Maintenance Oper	Cherryl	Tincher
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	EG Librarians, Experts Oper	Erica	Brown
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77	SC Manager/Asst/Strat Oper	Lisa	Champelli
78	CS Special/Asst/Para Oper	Jared	Cheek
79	CS Special/Asst/Para Oper	Burl	Cooper
80	AD Director/Assoc Operating	Jane	Cronkhite
81	CS Special/Asst/Para Oper	Rachel	Detroja
82	EG Librarians, Experts Oper	Luann	Dillon
83	CS Special/Asst/Para Oper	Katelynn	Dockerty
84	CS Special/Asst/Para Oper	Aubrey	Dunnuck
85	AC Specialist/Asst/Para Oper	Susan	Fallwell
86	EG Librarians, Experts Oper	Mary	Frasier
87	CS Special/Asst/Para Oper	Elizabeth	French
88	EG Librarians, Experts Oper	Christine	Friesel
89	EG Librarians, Experts Oper	Alejandria	Galarza
90	BS Security/Protect Operating	Dana	Geldhof
91	CS Special/Asst/Para Oper	Joshua	Gesten
92	EG Librarians, Experts Oper	James	Gossman
93	SA Manager/Asst/Strat Oper	Elizabeth	Gray

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

<i>Operating Fund</i>	<i>First Name</i>	<i>Last Name</i>
143 AD Manager/Asst/Strat Oper	Kyle	Wickemeyer-Hardy
144 EG Manager/Asst/Strat Oper	Joshua	Wolf
145 AD Director/Assoc Operating	Marilyn	Wood
146 CS Special/Asst/Para Oper	Leanne	Zdravecky
<b>Sub-Total Operating Funds</b>	<b>\$161,833.84</b>	<b>\$8,310.75</b>

### Special Funds

<i>Special Fund</i>	<i>First Name</i>	<i>Last Name</i>
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	Mark	Bookwalter
5 S CA Technician Special Oper	Sierra	Gardner
6 S CA Technician Special Oper	Glenn	Myers
7 S CA Technician Special Oper	Steven	Schuster
8 S CA Technician Special Oper	Michael	Adams
9 S FL Support Operating	Michael	Burns
10 S CA Manager/Asst/Strat Oper	Martin	ONeill
11 S FL Office Coordinator, Exper	Mary Jean	Regoli
12 S CA Manager/Asst/Strat Oper	Adam	Stillwell
13 S CA Technician Oper	Robert	Stockwell
14 S CA Technician Special Oper	David	Walter
15 S CA Manager/Asst/Strat Oper	Michael	White
<b>Sub-Total Special Funds</b>	<b>\$17,333.98</b>	<b>945.25</b>
<b>TOTAL Employees/All Funds</b>	<b>\$179,167.82</b>	<b>9,256.00</b>

## 2017 BOARD OF TRUSTEE'S CALENDER

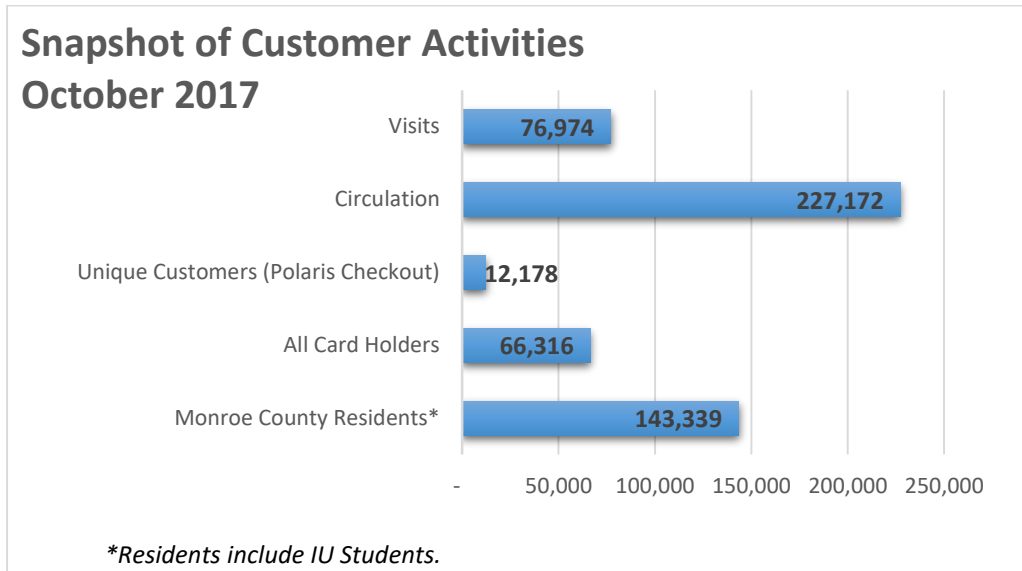
All meetings in Room 1B unless otherwise noted

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	
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: Pioneer Grant
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: E-resources, Second Floor Changes
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; Long Range Plan Update: CATS
*Work session dates are placeholders. Meetings are held only as needed.			
September 29, 2017			



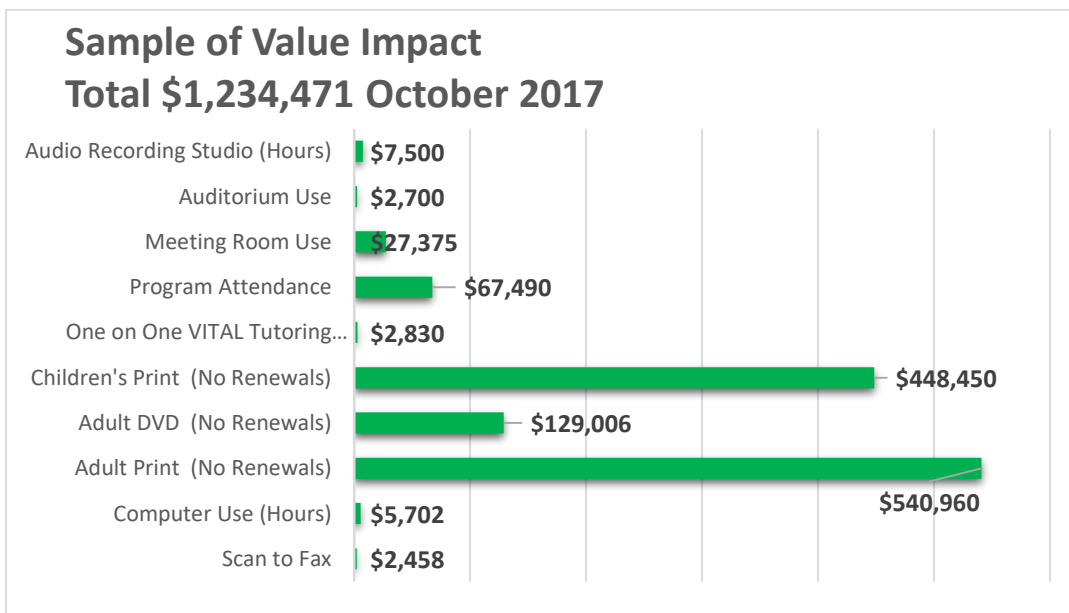
The Library averaged 2,483 visits per day and an overall visitor count of nearly 77,000 in October. 7,328 items were checked out or renewed daily. 12,178 unique individuals checked out an item and more than 12,000 unique individuals have checked out an item

each month in 2017. 26,582 unique users have checked out an item so far in 2017 or 40% of the Library's total card holder population. A snapshot of customer activity for October is highlighted below.

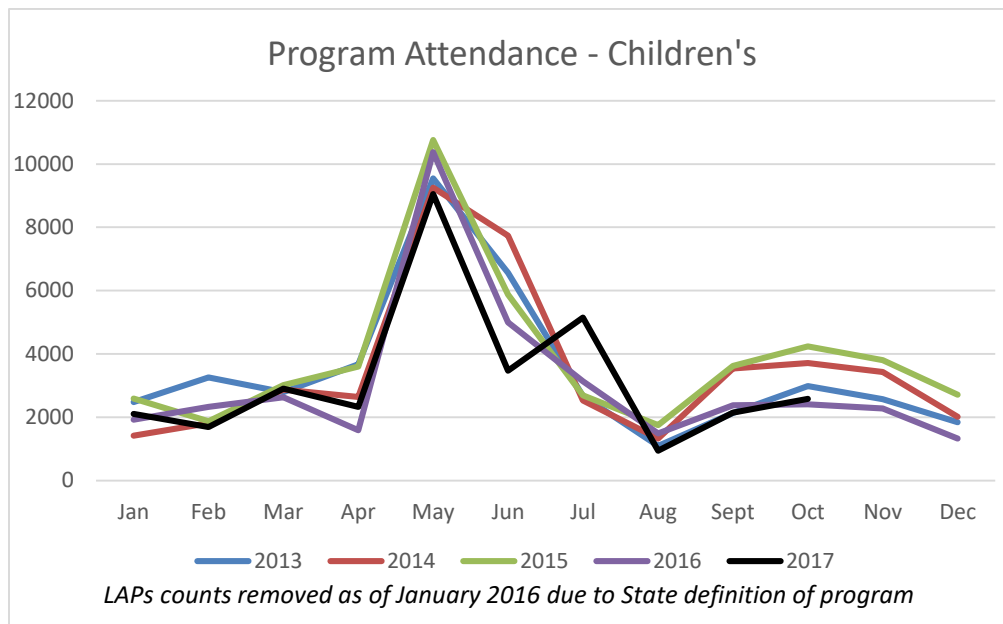


3,970 attendees enjoyed one of 187 Library sponsored programs. Customers used the Library's computers for 13,918 sessions, approximately 449 per day, for a total of 11,404 hours. The Library served as a community

resource as the meeting rooms, audio or video studios, or auditorium spaces were used 758 times or an average of 24 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**

- Families gathered at Reverend Butler Park in Bloomington on a gorgeous fall evening to celebrate the grand opening of the Story Walk. Director Marilyn Wood acknowledged the generosity of the Friends of the Library for making the Story Walk possible and Bloomington Parks and Recreation as our valuable community partner. Families entered a drawing for two autographed copies of the featured book, *Max Speed*, that author Stephen Shaskan kindly donated after Librarian Christina Jones informed him about the Story Walk. Christina and Librarian Jennifer Perry from Parks and Rec presented rhymes and songs, and invited children to make a wearable jet pack which children wore while they zoomed through the Story Walk with their parents and Librarian Stephanie Holman.
- Children and families enjoyed stories of the season during preschool storytimes. Librarians shared slightly spooky stories for 3-6 year olds at the weekday “Tuesday Tales” program. Evening Family Storytime at Main featured Halloween classics such as

*Big Pumpkin*, which Librarian Mary Frasier also told at Storyhour Extravaganza the following morning. Many children enjoyed coming in costume to this program and to the Evening Family Storytime and Craft program at the Ellettsville Branch.

- Children in Head Start preschool classes enjoyed listening to stories about “Spooky Things” and talking with Librarian Ginny Hosler about what you do when you are scared. Ginny met with 262 children in 17 different classes who were delighted to take part in Ginny’s telling of the Squeaky Door and “building” a monster with a felt version of Ed Emberley’s *Go Away, Big Green Monster!* Ginny also shared stories and rhymes about fall with 56 children in six Head Start classes serving infants to two-years-old. Ginny led some “getting-to-know-you activities” with these children who were excited to interact with an adult visitor to their classroom.
- Children celebrated Star Wars Reads month with a special Storytime led by Librarian Alex Galarza. After listening to Star Wars

stories and participating in flannel board stories Alex created for the event, such as "Brown Jawa, Brown Jawa, What Do You See?" children talked with Alex about friendship and how we can be heroes like our favorite Star Wars characters.

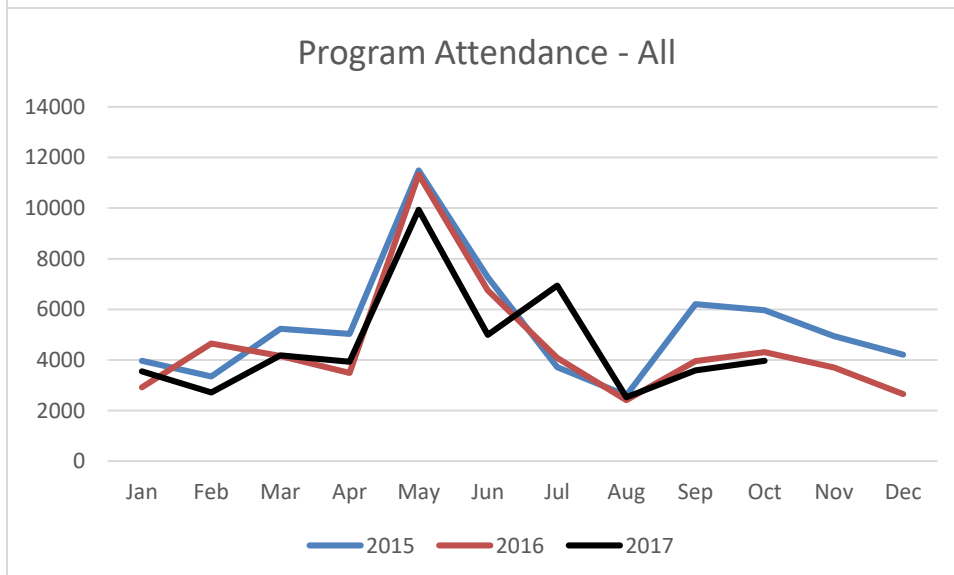
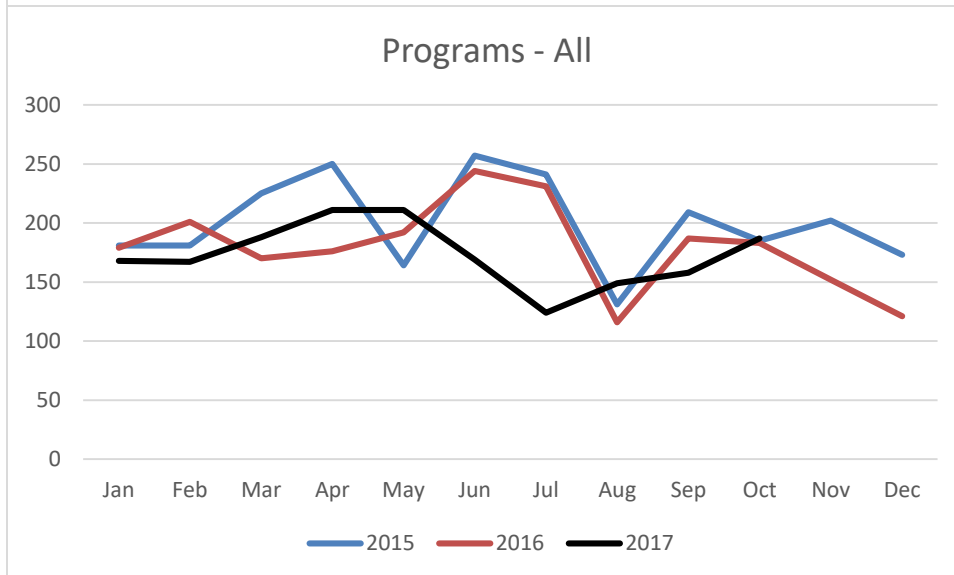
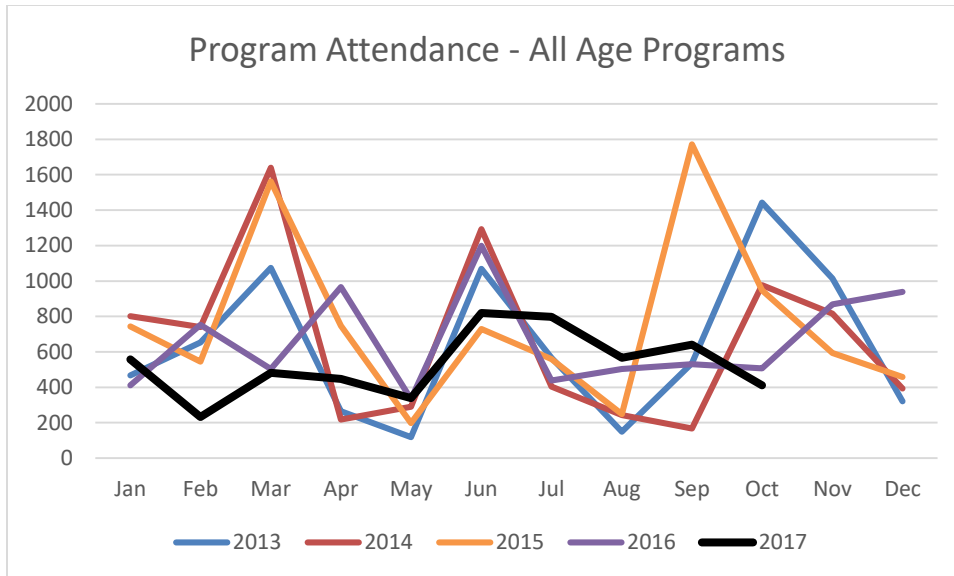
- Families attending Hispanic Heritage Month festivities at the Library, took part in a

Bilingual Storytime, presented by Senior Information Assistant Lizzie French, who is fluent in Spanish. Because the young children attending primarily spoke English, Lizzie decided not to read a whole book in Spanish, and instead encouraged children to repeat the Spanish words she read. Lizzie will conduct the next Bilingual Storytime in the evening on Thursday, November 16.

### 1B. Support basic literacy skills

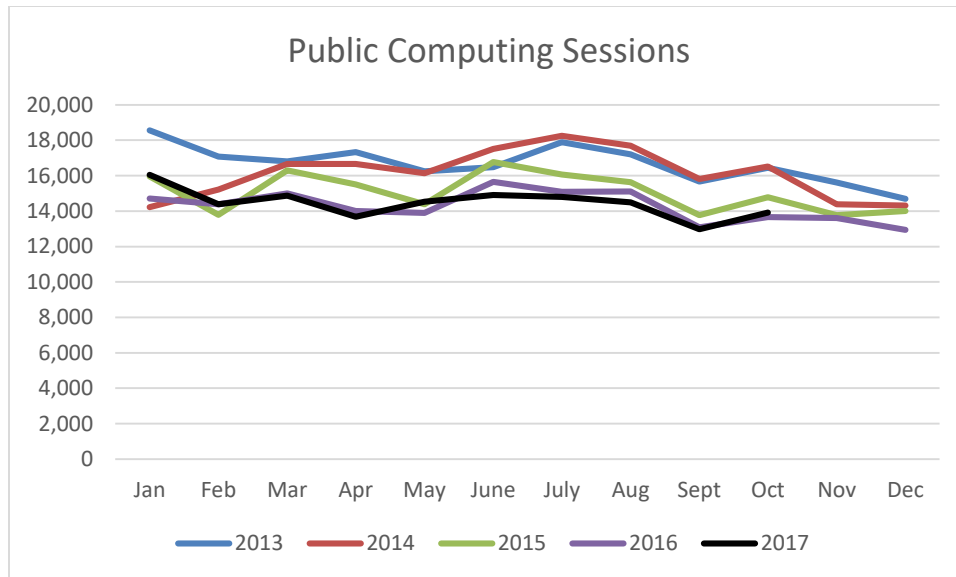
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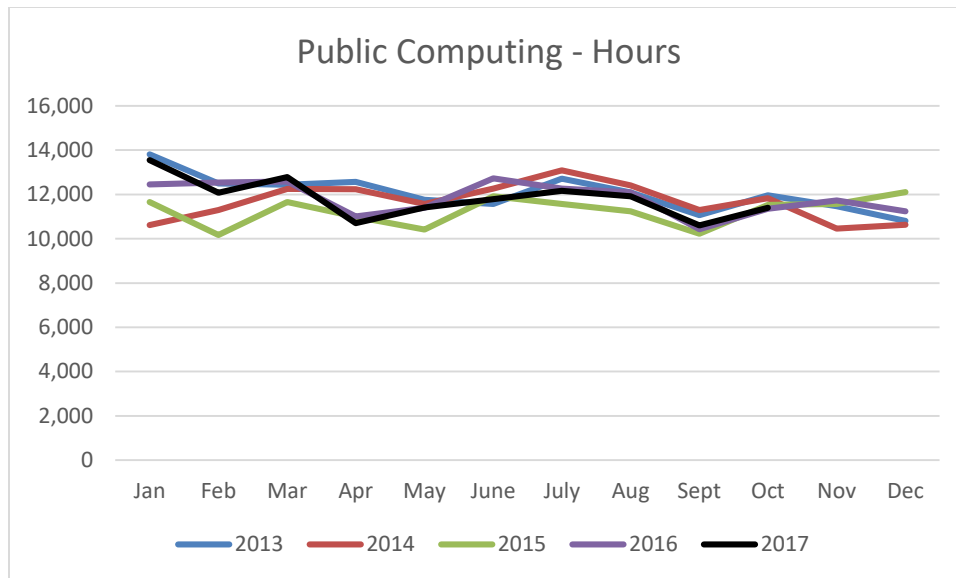
- Bethany Turrentine completed the 40 hour Orton Gillingham training with the Dyslexia Institute of Indiana. The training provided valuable teaching strategies and resources that will be made available to VITAL tutors; we look forward to using these tools to help new readers find greater success in learning.
- First graders from six different MCCSC elementary schools received a Library card in October as part of their special field trip to the Library. Many parents returned to the Library with their first grader to spend time choosing books to borrow. Some of these parents asked how they could get their own Library card, or cards for their other children.
- 5th grade students at Edgewood Intermediate School learned about conflict in literature with Librarian Stephanie Holman by analyzing the Star Wars story, discussing three acts and crisis/conflict resolution in the story. Teachers conveyed their appreciation to Stephanie for her storytelling and how her presentation supported their curriculum.
- Elementary age children also enjoyed Spooky Stories and snacks with Librarian Stephanie Holman during a special Fall School Break event.
- The fourth grade teacher at Stinesville Elementary School invited Children's Strategist Lisa Champelli to tell chilling tales to fourth and fifth grade students at the school - who were thrilled with the scary folktales and urban legend she told them shortly before Halloween – with reminder that they could find similar stories at their Library!



1C. Serve as a community resource for digital literacy

- Ten patrons learned how to use their devices at “iPhones and iPads for Seniors.” The two session class received positive feedback from the participants who learned how to navigate their devices, including texting, emailing and using contacts.
- Popular speaker Dr. Michael Lucopo presented “German Genealogy on the Internet” to 15 patrons. He took the group beyond beginning searches for German records, including two translation websites that he likes. He also introduced some of the main sites that are digitizing records.
- All private and charter schools in Monroe County received eAccess cards for their students and teachers to use. Teachers from the Bloomington Muslim School were especially delighted to have the cards to use with their students.
- Batchelor Middle School Librarian Jamie Burkhardt shared her appreciation for having a set of cards to use with students using the school Library. “It is so rewarding to be able to hand over that card to help a student find an eBook that he/she is waiting on to be returned or that we do not have in our collection. It makes me feel that I am doing the best I can for the student, and the student leaves with a positive library experience.”

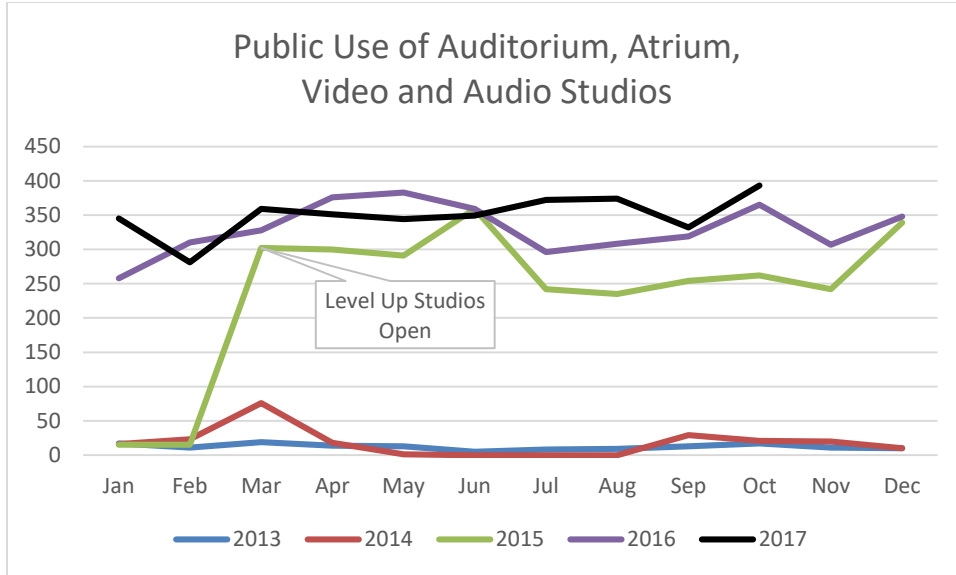




**1D. Support digital creativity**

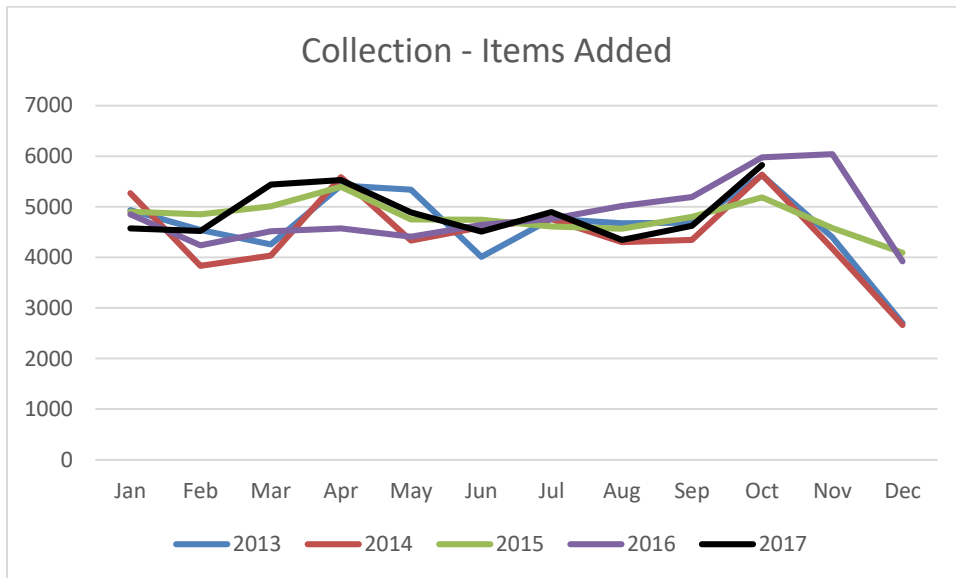
- The Dash and Dot costume parade Librarian Alex Galarza conducted was a hit with the 5-7-year-olds who participated. Each child got to use their own robot and iPad and learn how to make them move before they started designing a costume for their robot with the variety of crafting materials provided. Alex also set up a 'Red Carpet' in the room and the children enjoyed directing their costumed robots to 'walk' down the carpet to show off their designs.
- Senior Information Assistant, Edwin Falwell and Level Up resources helped a customer complete a project and create a gift for her

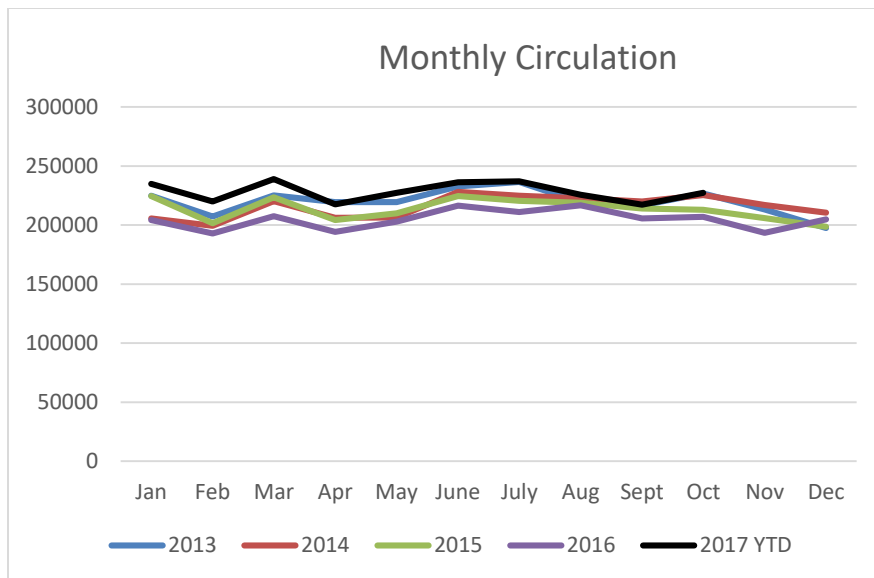
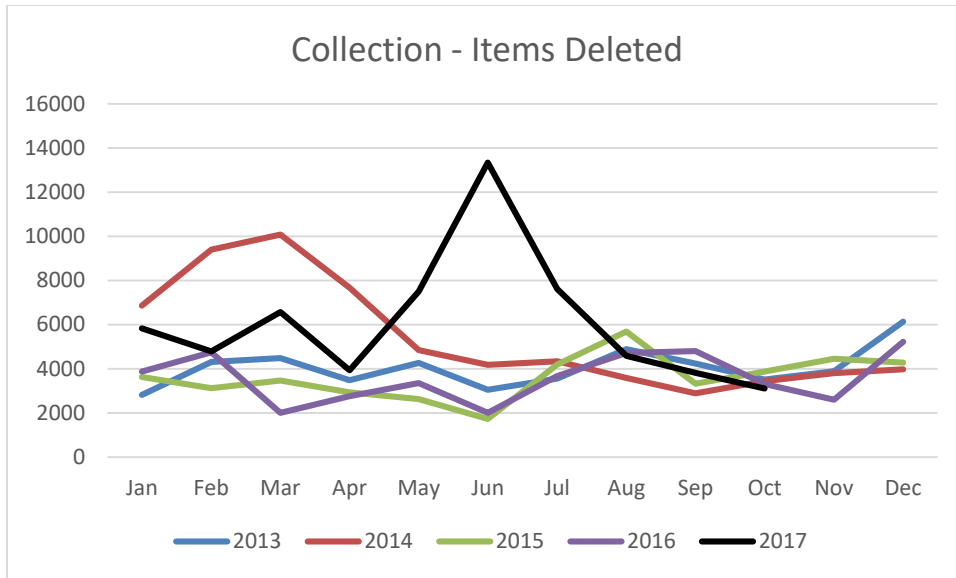
children and grandchildren. The woman expressed how she home-schooled her children and read to them every night. The Hobbit was a favorite and she read it to her 11 children at least half a dozen times. She wanted to record herself reading the Hobbit aloud and create CDs so that her grandchildren could listen to her reading. She also said she had heard about podcasts and wanted to know if that was a good idea. Edwin showed her how to create an audio track, upload it to the web and save it to her own device. She was delighted.



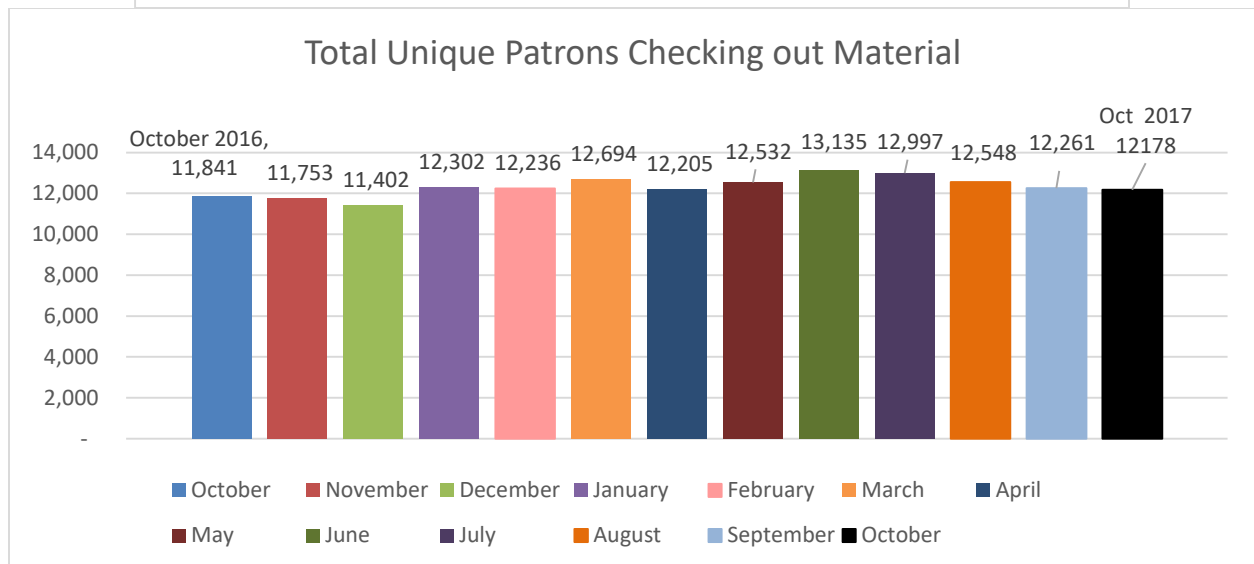
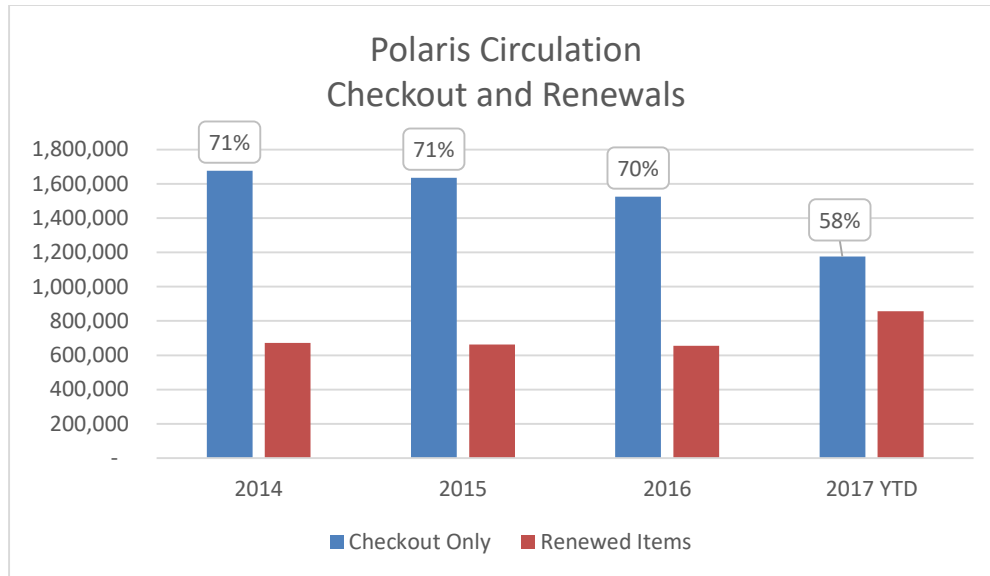
**1E. Maintain collections to meet current needs, adding new formats and removing obsolete formats**

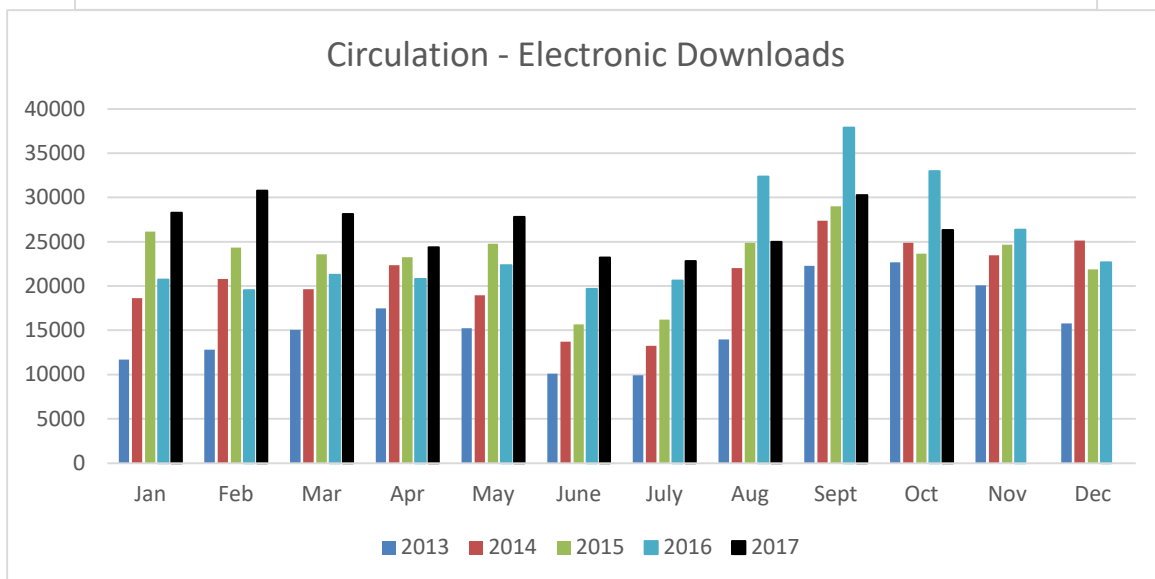
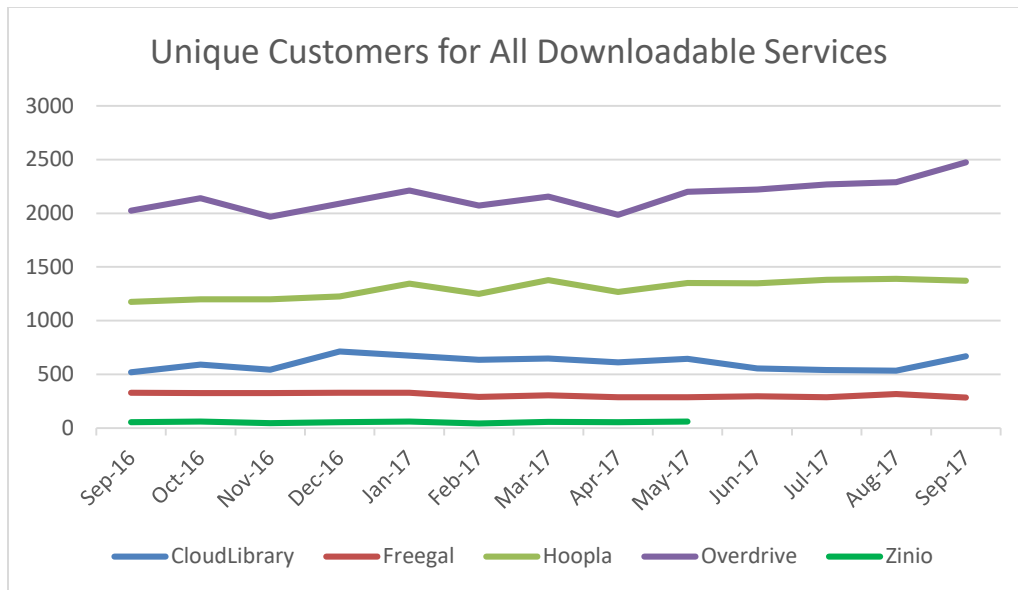
- Collections on the second floor continued to be shifted to prepare for the new layout on the second floor.











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

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

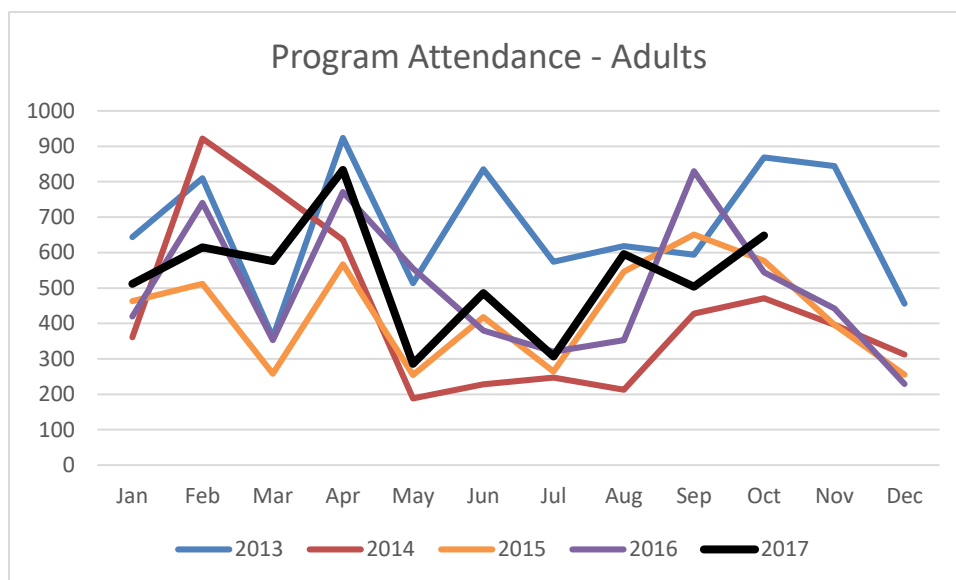
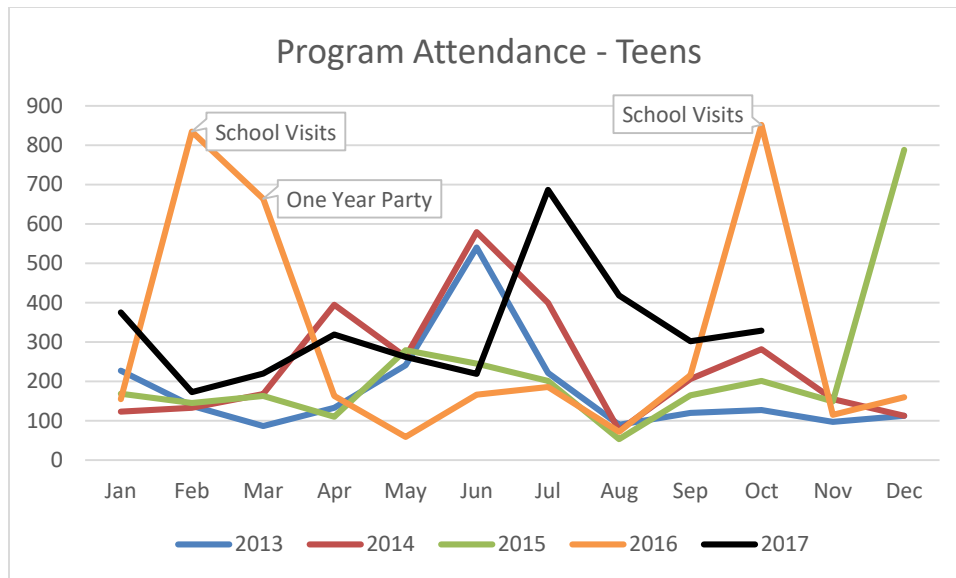
- "Books on Tap" discussed Trevor Noah's *Born a Crime* while enjoying food and drink at Nick's. Librarian Erica Brown led an active conversation with nine people, ranging from grad students to retirees.
- Robert Leming, National Director of the "We the People" Program for the Center for Civic Education, taught a series entitled "Constitution 101." Thirty people learned about the philosophical and historical foundations of the Constitution, as well as how it was created and how it has changed in the first four sessions of the six-part class.
- A jazz singer and a jazz guitarist preformed and answered questions about the music for the Library's partnership "Jacobs at the Library." Sixty-five attendees enjoyed the performance and discussion.
- Indiana State Library Rare Books and Manuscripts Supervisor Bethany Fiechter

taught a class on the best ways to save family papers, photos and film. Many questions were asked. Everyone asked that Bethany come again and give her class on preserving family papers electronically. She graciously agreed to come again in 2018.

- The Ellettsville Book Club read Carrie Brown's *The Stargazer's Sister*, a fictional literary biography of the early astronomer Caroline Herschell, to mixed reviews. Librarian Luann Dillon led the discussion, which veered off into considering what makes a book "good." Many participants related that the book club pushes them to read books and genres they would normally not choose. Sixteen people attended.
- Librarian Dory Lynch led "Haiku: Tiny Poems" at Meadowood. The workshop included the history of haiku and the form of the poems, as well as some classic and contemporary haiku poetry. The attendees interpreted what each poem meant and they often came to different conclusions. Meadowood's activity director wrote afterwards, "I understand your workshop was a huge success! I've heard great things."
- "Accordion Poems and Borrowed Lines" covered poetry that begins or is inspired by a borrowed line. Librarian Dory Lynch read examples from contemporary poets, and led the group in writing a poem with a borrowed line, which she provided. A follow-up email to Dory read, "My husband Nino and I enjoyed it so very much. It was fun and we learned a lot. I can't believe that I wrote a poem! I liked all the poems that

the members of the group wrote. We were a very good group. Oh my, did we shine. It was a very beautiful workshop."

- Monique Howell from the Indiana State Library demonstrated how to use old and new maps for family history research at the program "Using Maps in Genealogy Research." Ten participants learned about using plat maps, topographic maps, and the collection of online maps at the Indiana Geological Survey website. Participants asked insightful questions and everyone learned something.
- Kevin MacDowell continued to develop a partnership with the IU Media School and School of Public Health as they plan a screening of the documentary *Screenagers* in January. The event, to be held in the Library auditorium will be followed by a community conversation on the topic of the effect of screen time on adolescents with a panel of experts.
- Josh Wolf, Jane Cronkhite, Kevin MacDowell and Chris Hosler developed an action plan to address reports of greater frequency of unruly teens at the Ellettsville branch. Ellettsville persons in charge will spend time in the Ground Floor during its peak activity hours to observe some of the best practices TDC staff employ with large groups of teens, and TDC librarians and Strategist are committed to spending time at the branch engaging with teens after school, both to develop positive relationships and observe to identify possible further actions. MacDowell began visiting every Monday after school in mid-October.



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

- Marilyn Wood gave a tour of the Main Library to Representative Trey Hollingsworth and discussed programs and services offered by the library on site and in the community.
- Marilyn Wood and Jane Cronkhite gave an interview with WXIU radio and talked about library programming and services, highlighting such areas as the Bookmobile, Homebound Service, VITAL, volunteers in the Library, the Friends of the Library, community engagement and the NEA Big Read and Power of Words.
- Special Audiences Strategist Chris Jackson presided over the Awards component of the Council for Community Accessibility's Annual Celebration. As chair of the Accessibility Committee, he works with a group of volunteer surveyors to mitigate barriers throughout the community
- Jane Cronkhite participated in community outreach during the Downtown

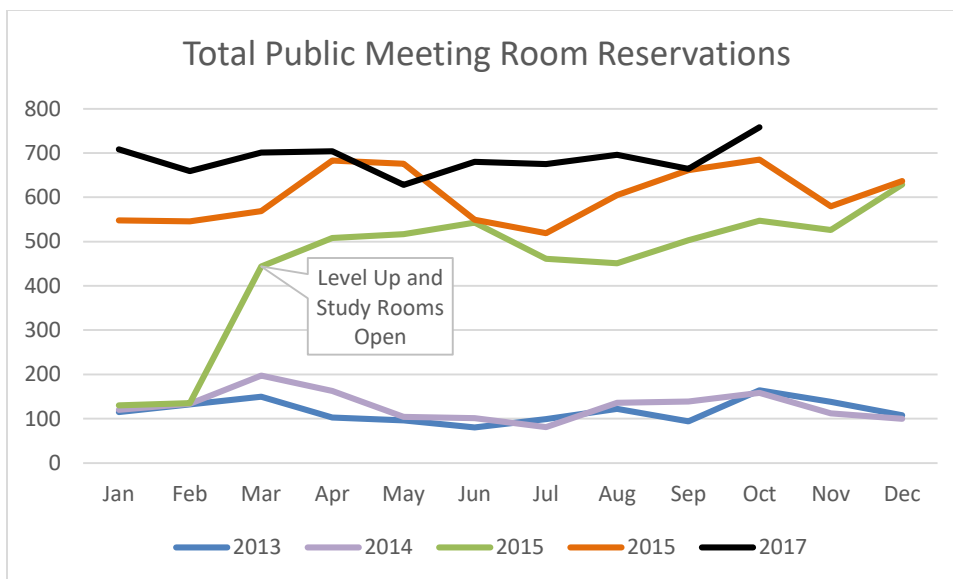
- Bloomington Trick or Treat Walk on October 27. She also met with new Centerstone Neighborhood Grant coordinator Susan Harrington and discussed continuing our partnership into 2018.
- Strategist Elizabeth Gray attended the Monroe County Veterans Stand Down, meeting individually with 34 veterans. The Stand Down provides services such as flu shots, job search assistance, haircuts and winter coats to disabled, homeless and disadvantaged veterans. Elizabeth issued eight new library cards, discussed and updated accounts with many other veterans and gave a new book to each veteran to keep.
  - The October issue of Bloom Magazine (page 82) features the VITAL program and highlights the accomplishments of Daisy Baker, who has worked with the VITAL program since 2013. We hope her story will inspire new community members to reach out to VITAL; learners are always welcome, tutors are always needed.
  - Bethany Turrentine met with the Assistant Director of Volunteers in Medicine (VIM) to discuss plans for an on-site English as a New Language program for VIM patrons. The program will be offered once a week starting the first week in December; experienced VITAL volunteers will provide lessons responsive to the needs and interest of their patrons. Potential topics include health literacy, family literacy, cultural awareness, and community resources.
  - Jen Hoffman and Bethany Turrentine met with New Leaf New Life to discuss resources and learning services at the Monroe County Jail. In the upcoming months we plan to update the collection of resources available for those who want to improve their reading skills while incarcerated, and work with the New Lear New Life Transition office to help inmates who have been recently released achieve education and employment goals.
  - Cardinal Stage partnered with Indiana University's Themester "Otherness" as part of their October production of Mary Shelley's Frankenstein. Because it is such a good fit with MCPL's Big Read, we joined the partnership through our connection with the Cardinal Stage Education Committee and supported the development of a Frankenstein study guide. Every attendee of the play received a copy of the 22 page guide, which was designed by Michael Hoerger and included a page of information about the NEA Big Read, a booklist of titles that explore the theme of Otherness, and bios of Mary Shelley and Nick Dear written by Josh Wolf. Additionally, local English teachers were sent pdf copies of the guide to use with their students.
  - Preschool teachers at Monroe County United Ministries invited Librarian Christina Jones to participate in a lesson on Community Helpers. Christina shared fiction and nonfiction stories with the children and talked about her job as a librarian. Christina also shared information about upcoming events at the Library and more opportunities for literacy enrichment programs.
  - Librarian Alex Galarza and SIA Lizzie French received a lot of positive feedback from families who visited with them during Latino Family Night at Bloomington High School North. Most of the children attending this event were in elementary school and were delighted with the opportunity to transform the Dash robots into Artbots using LEGOs and markers. Both Alex and Lizzie helped children learn to use the iPad software to control the robot and draw pictures.
  - Librarian Stephanie Holman worked with Edgewood Intermediate School art teacher Angie Doffin to develop a Project Based Learning activity for her students. The Ellettsville Library is "commissioning" students to create posters about the Library's upcoming renovation. The posters
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will be displayed in windows at the Ellettsville Library.

- Strategists Kevin MacDowell and Chris Jackson took the Library's Book Bike to Indiana University's First Thursday event in October to promote fall programs, the Digital Creativity Center, and the Library's new circulating ukulele collection. The Book Bike also visited the Farmer's Market and around town on Homecoming weekend to promote "Things You Didn't Know About Your Library".

- Multiple staff, including Sam Ott, Josh Wolf, Jeannette Lehr, and Kevin MacDowell visited various MCCSC middle and high schools for outreach and library resources presentations. The prize wheel was a hit at Bloomington North where more than 150 teens interacted with Jeannette and the prize wheel. Teens would spin the wheel and do an activity like tell a story about the library, or talk about their favorite book, or find the Ground Floor's hours on MCPL's website and get a prize.

## 2C. Strengthen services for nonprofit organizations

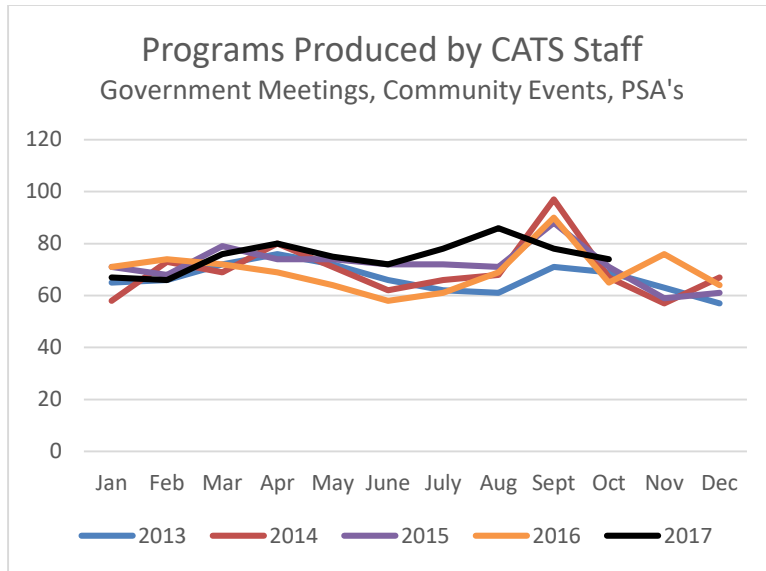


- The Library participated in a Food for Fines event from October 15-October 28. During that time 181 different individuals exchanged food for a reduction in their library fines and a total of \$1533.43 in fines were waived. The event gathered 1,800 pounds of food for the Hoosier Hills Food Bank.
- CATS received two awards for excellence from the 2017 Philo T. Farnsworth Festival

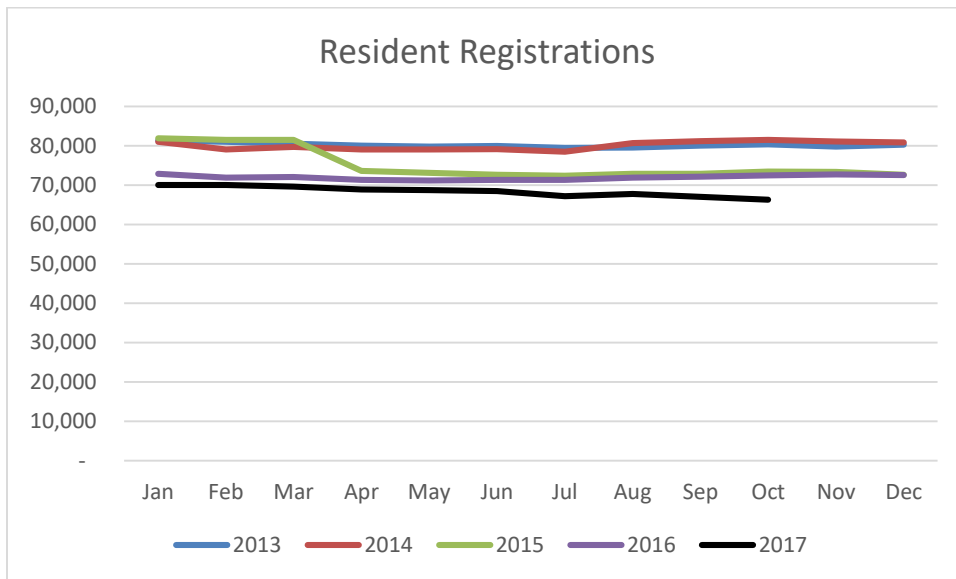
of Media Arts. CATS was recognized among its Midwestern peers for excellence in editing and sound design for the programs *Let's Go! Bloomington* and the *Lotus World Music Festival 2016*.

- October once again saw CATS harvesting a large bounty of local programming; with arts, lectures and library events. CATS covered the following government meetings.

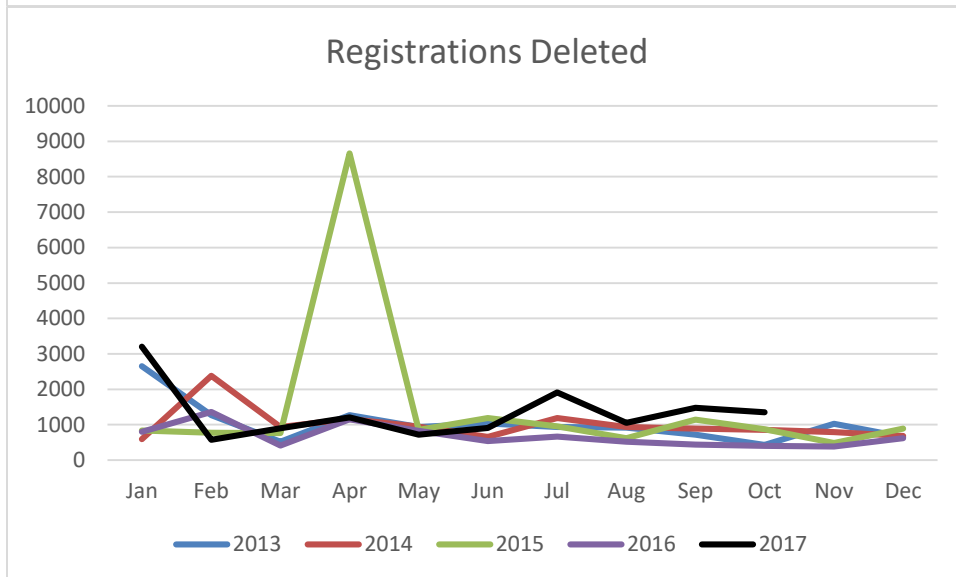
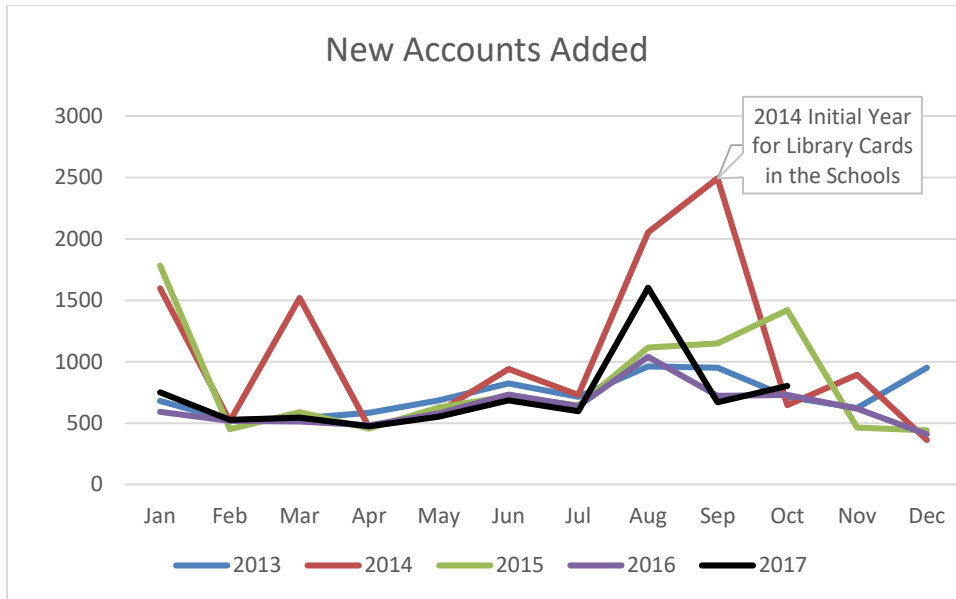
<b>OCTOBER</b>	<b>MEETINGS</b>
<b>Bloomington Board of Park Commissioners (1)</b>	<b>Monroe County Board of Zoning Appeals (1)</b>
<b>Bloomington Board of Public Works (3)</b>	<b>Monroe County Budget Hearings (4)</b>
<b>Bloomington Board of Zoning Appeals (1)</b>	<b>Monroe County Commissioners (3)</b>
<b>Bloomington City Council (6)</b>	<b>Monroe County Commissioners Work Session (3)</b>
<b>Bloomington City Plan Commission (1)</b>	<b>Monroe County Council (1)</b>
<b>Bloomington Commission on Sustainability (1)</b>	<b>Monroe County Election Board (1)</b>
<b>Bloomington Historic Preservation Commission (2)</b>	<b>Monroe County Environmental Commission (1)</b>
<b>Bloomington Redevelopment Commission (1)</b>	<b>Monroe County Plan Commission (1)</b>
<b>Bloomington Utilities Service Board (3)</b>	<b>Monroe County Redevelopment Commission (1)</b>
<b>Ellettsville Town Council (2)</b>	<b>Monroe County Economic Development Commission (1)</b>
<b>Ellettsville Plan Commission (1)</b>	<b>Monroe County Solid Waste Management District Board (1)</b>
<b>MCCSC School Board (2)</b>	<b>Richland Bean Blossom School Board (2)</b>
<b>MCPL Board of Trustees (2)</b>	
<b>MPO Policy Committee (1)</b>	

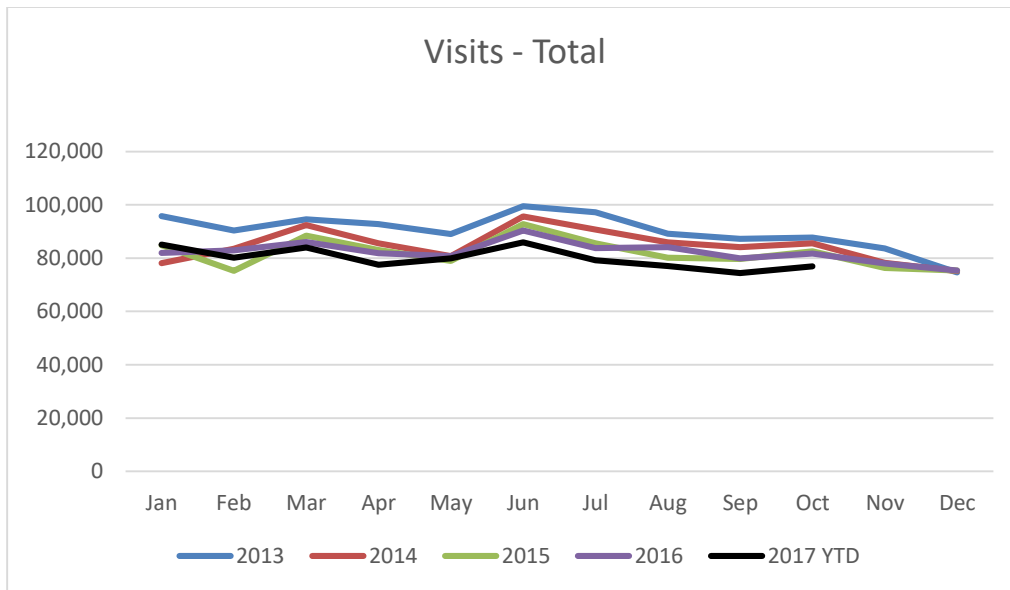


**GOAL 3: Provide high quality, personalized customer service.**









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

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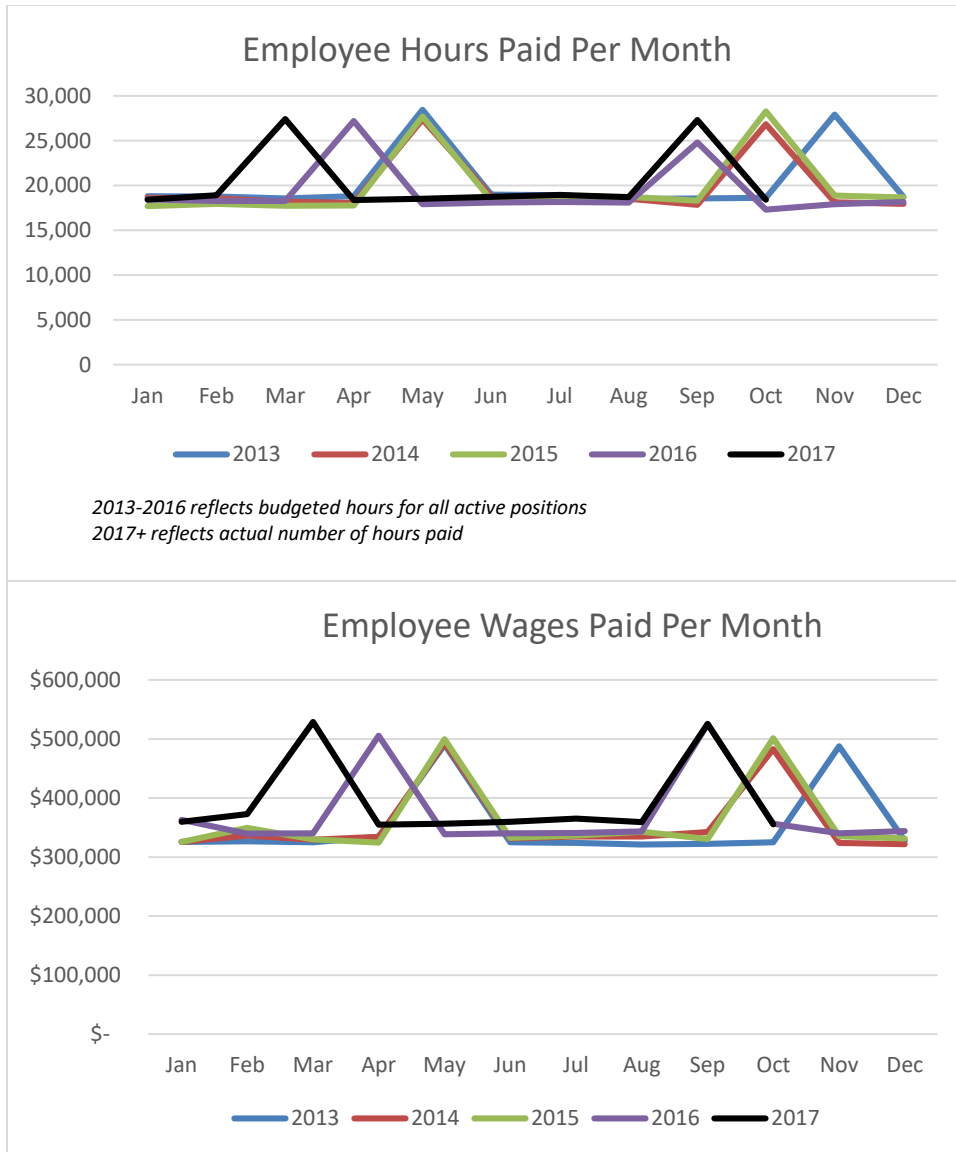
- In conjunction with Dementia Friendly Bloomington, the Library is ensuring that its services and facilities meet the needs of local residents living with Alzheimer's and similar cognitive impairments. Our first step is staff development, with training on understanding dementia and how to best accommodate those living with the disease. 56 staff attended sessions in October led by Amanda Mosier of I.U. Health and Chris Jackson from the Library. Additional classes will be scheduled in upcoming months.
- CATS began transmitting the signal for SCOLA International News in a different manner beginning in October. SCOLA has long been a satellite feed, but is now transmitting via a gateway multimedia device using a web-based signal. SCOLA brings community residents previously recorded newscasts from a variety of countries around the world.

**GOAL 4: Optimize stewardship of library resources**

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

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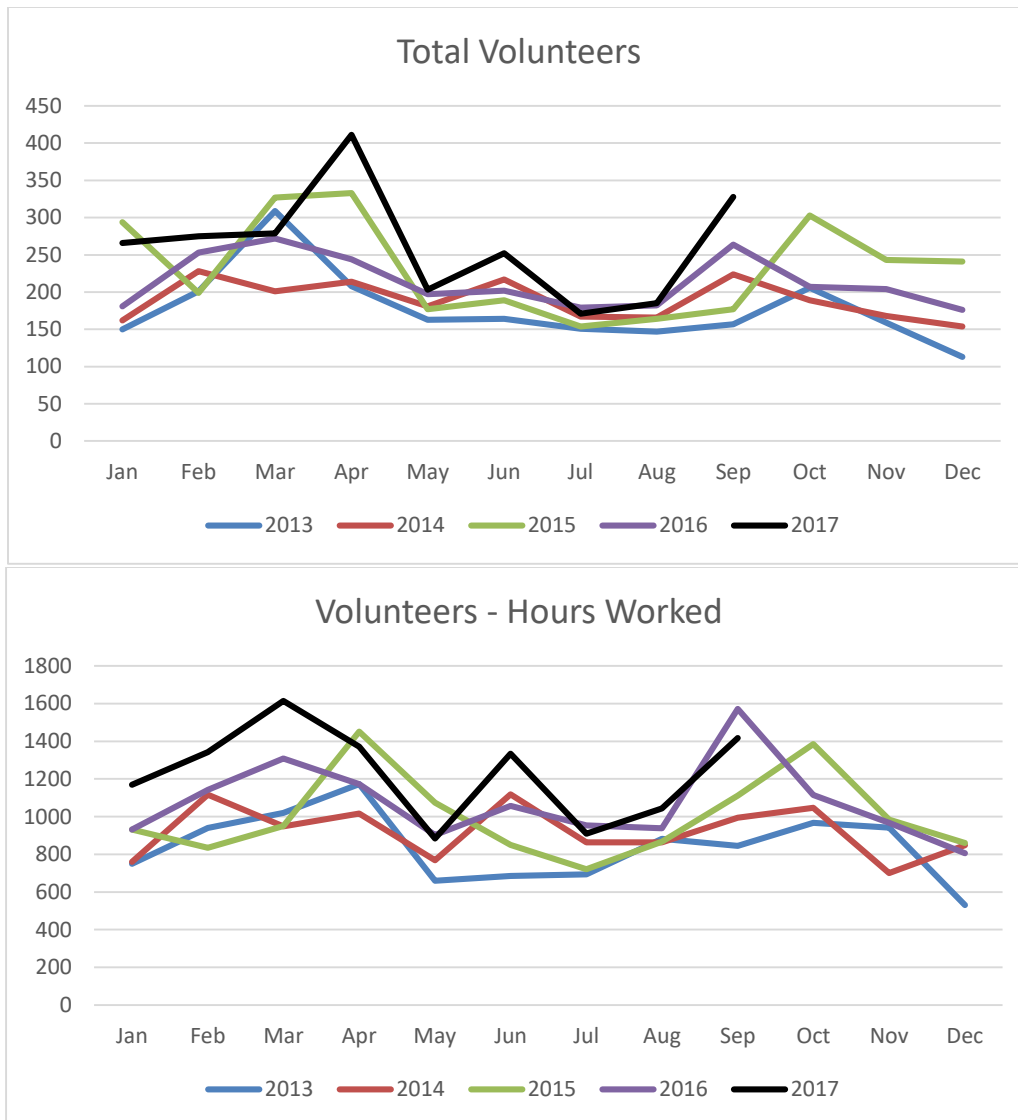
- Kevin MacDowell attended the state-wide Indiana after School Network, Convening of Affiliate Networks. This was an opportunity for individual networks to learn from one another and find new ways of support.



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

- After approval of the 2018 budget at the October 18 Board of Trustees meeting, all 2018 budget forms were submitted to the

Indiana Gateway for Government Units (<https://gateway.ifionline.org>) on October 19, 2017.



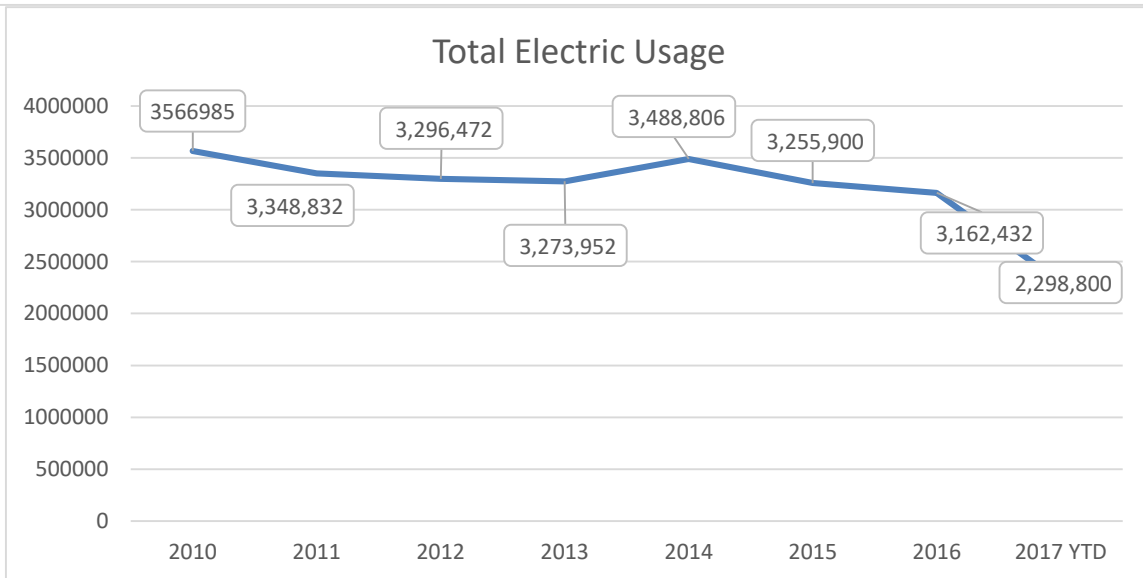
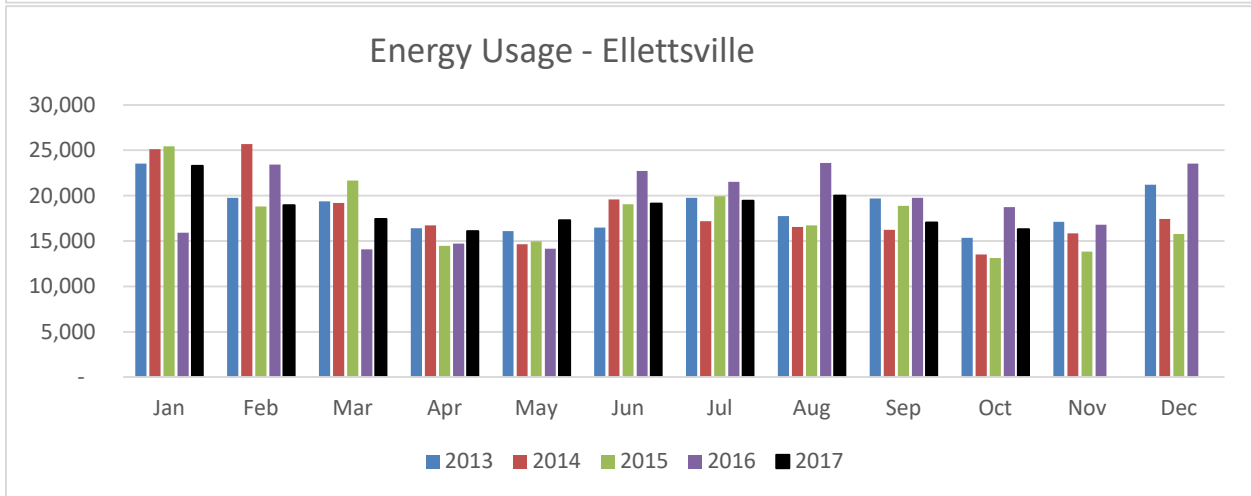
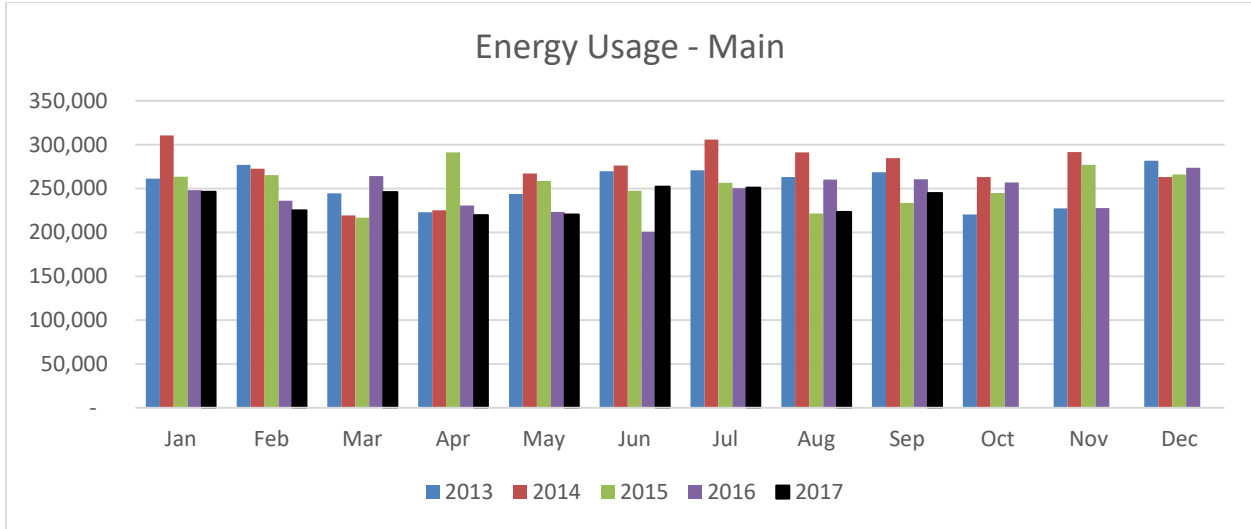
**4C. Maintain library facilities**

- The stone project is nearing completion at the Main Library. Exterior pieces replaced due to erosion and wear have been replaced, all the building is re-sealed, and many parts have been power washed. Curbs and final walk through remain to be done.
- Problems with acoustic leakage between the two audio recording studios were resolved in October. Local recording engineer and studio designer David Webb, designed and built a new wall to block transient sounds from traveling between the two studios.

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

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- After review of the data from community conversations and surveys, Jane Cronkhite prepared a summary report for staff and the Leadership Team. The Leadership Team and Strategic Direction Team drafted goals and outcomes and staff began writing an action plan for 2018 based on the goals defined by public feedback.
- Staff began using the UltiPro Time Management (UTM) system on October 16, 2017. As with most pay systems, we operate one pay period in arrears, which means our first pay period ended on Friday, October 29, 2017. Our first pay date using the new system is Friday, November 10, 2017. Employee leave accruals have been thoroughly reviewed and will be uploaded to the new system on Tuesday, November 7, 2017. As part of our phased in approach to implementation, online enrollment for the 2018 Benefit year begins on November 16, 2017. Implementation will continue in 2018 with Talent Acquisition (Recruiting and Applicant Tracking) and Talent Management modules, providing employee development, training, and coaching tools featuring multi-contributor capabilities.
- Building Services and Security Manager, Brian Leibacher, began review of documents for emergency planning or preparation with updates forthcoming.



## **Strategic Direction Planning Update**

The Strategic Direction Team developed a survey tool to collect information from the community as well as an outline for community conversations. The survey was intended to be outward looking – to identify the community’s needs and aspirations for both Monroe County and the Library. Unlike previous library surveys which focused primarily on questions about satisfaction with current library services, this survey was rather intended to identify what the community needed, and then how the library could help the community achieve its goals and aspirations through the extension of current or new library services.

The community input gathered served as a basis for development of four goals for the 2018-2020 Strategic Direction Plan. Following development of those goals, and based on the input received, the mission, vision, and values statements were updated to reflect the community’s aspirations for our Library. The draft of the goals, mission, vision, and values, along with a summary of the community input, and the strategic direction planning timeline are attached.

The final report including all background information and action plans for 2018 will be submitted to the Board for review and approval in December. The approved plan will be submitted to the Indiana State Library as part of the Library’s requirement for compliance with standards.

## **2018-2020 Strategic Direction**

### **OUR MISSION**

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

### **OUR VISION**

A knowledgeable, inclusive, engaged community empowered by Monroe County Public Library.

### **OUR VALUES**

Accessibility  
Civil Discourse  
Inclusiveness  
Integrity  
Intellectual Freedom  
Lifelong Learning  
Literacy  
Respect  
Safety  
Service  
Stewardship

### **OUR GOALS**

1. Provide free, equitable and convenient access to information.
2. Support reading, 21<sup>st</sup> century literacy, and lifelong learning.
3. The community experiences the Library as a safe and welcoming place for all.
4. Promote a climate of civility, inclusiveness, and compassion.



# MONROE COUNTY PUBLIC LIBRARY

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Strategic Direction 2018-2020:  
Community Feedback

# Summary of actions

- April 2017: MCPL hires Dan & Sharon Wiseman of Bloomington as consultants
- May 2017: MCPL forms Strategic Direction Team
- June 2017: Staff gathers community data, creates stakeholder & partner list. Develops methodology to gather community feedback into strategic direction.
- July 2017: Staff trained on Harwood method of community conversation.
- August – September 2017: MCPL launches community survey, staff begin facilitating conversation with stakeholder groups.
- Sept 2017: Strategic Direction Team reviewed community data and analyzed trends
- Oct 2017: Strategic Direction Team & Leadership Team met. In a discussion facilitated by the Wisemans, the group identified four top goals addressing community concerns.
- Nov 2017: Leadership Team drafts the new mission, vision, values, and goals for the strategic direction as outlined in the October meeting. The group identified action items and next steps for each library unit and for MCPL as a whole.

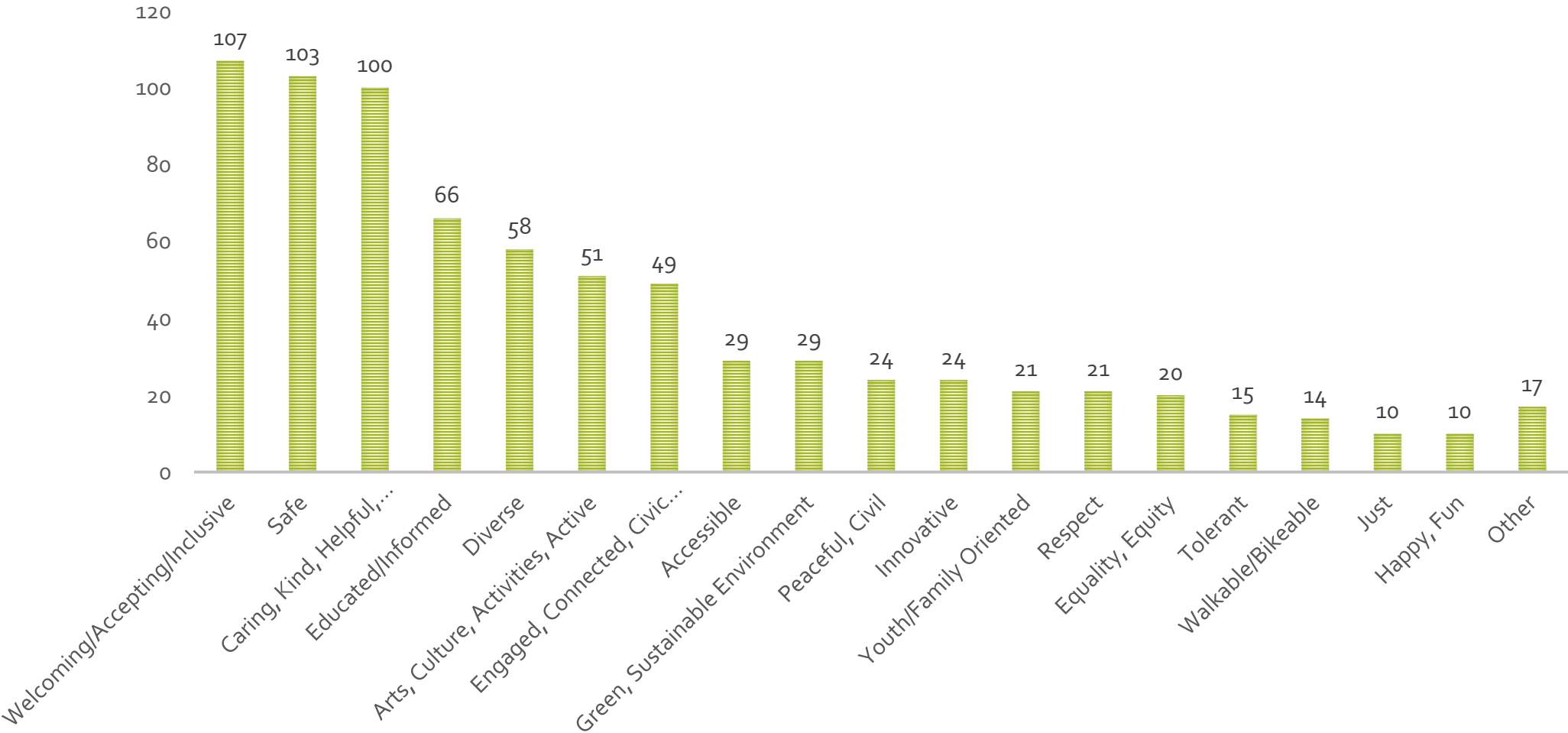
# A Community Focused Approach

- The strategic direction information gathering consisted of four open-ended questions included in a survey and a series of community & stakeholder conversations
- The methodology is based in the Harwood Institute approach of “turning outward,” focused on the community’s aspirations rather than gathering data on specific library services
- In addition to libraries, United Way, AARP, and Goodwill use the Harwood approach for community engagement & action
- Several MCPL staff members attended Harwood Institute training as part of the Indiana State Library & American Library Association’s *Libraries Transforming Communities* initiative
- Leadership Team members, librarians, and customer service staff were trained in leading & facilitating MCPL strategic direction conversations

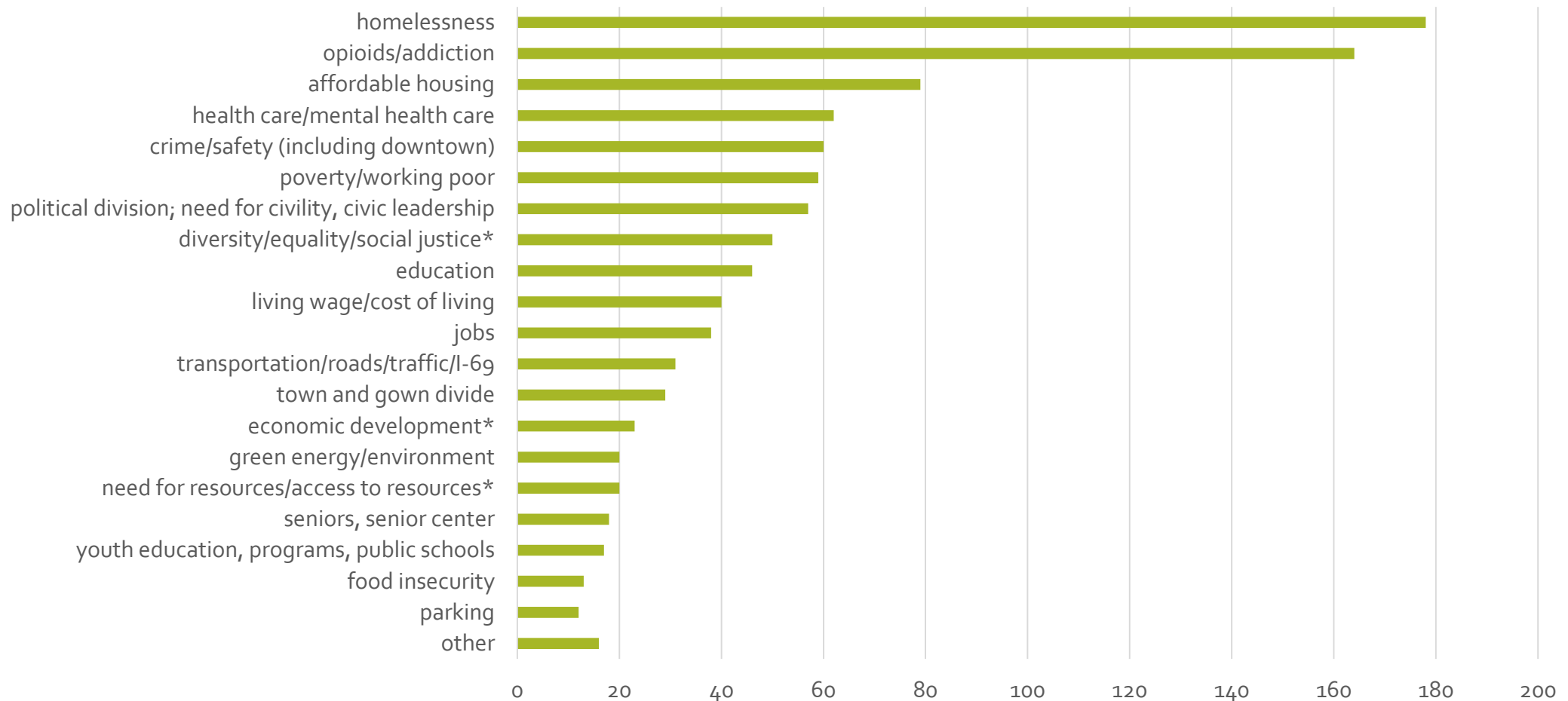
# Community Feedback

- Survey closed on September 30. 408 surveys were taken.
- Community conversations were recorded with:
  - Friends of the Library Board
  - MCPL Staff
  - VITAL English Language Groups
  - Muslim community
  - Homeschool families
  - Active Aging Coalition
  - Council for Community Accessibility
  - Parents of Preschoolers
  - Center for Innovative Teaching and Learning
  - Work One Staff
  - BEAD Committee
  - Shalom Center
  - Bloomington Afterschool Network

# Question 1: What kind of community do you want to live in?



## Question 2: What do you believe are the 2-3 most important issues facing our community?



## Most important issues facing community, continued.

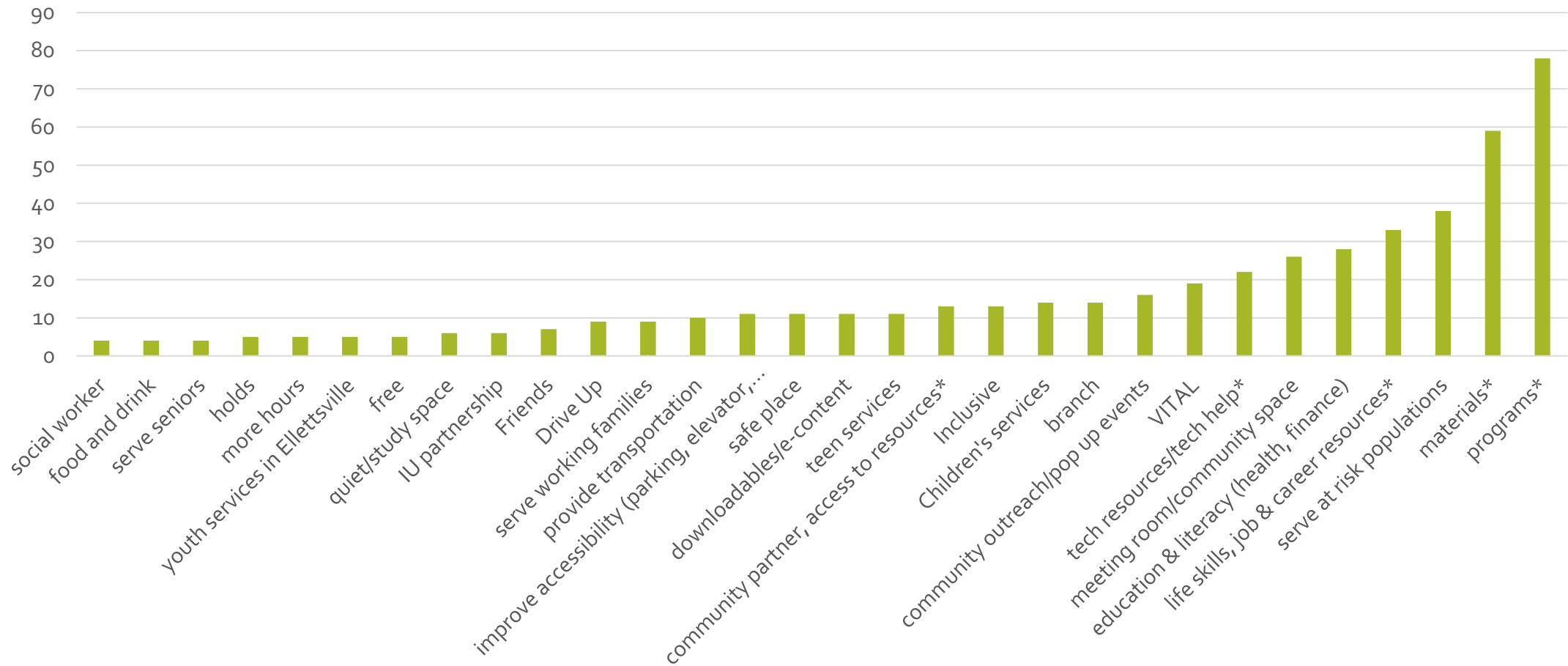
The majority of comments regarding economic development indicate it is too rapid. Respondents indicated a desire for youth programs in Ellettsville.

Social justice feedback was specific to immigration, racism, LGBT+, sexism, criminal justice, rape.

Desire for access to resources for free detox or rehab centers, dementia resources, sex education, poverty, addiction prevention, jobs, violence prevention, parent education & teens.

Comments on homelessness and addiction predominantly express compassion, some resentful.

# Question 3: What types of services and resources do you think MCPL should provide to meet community needs?

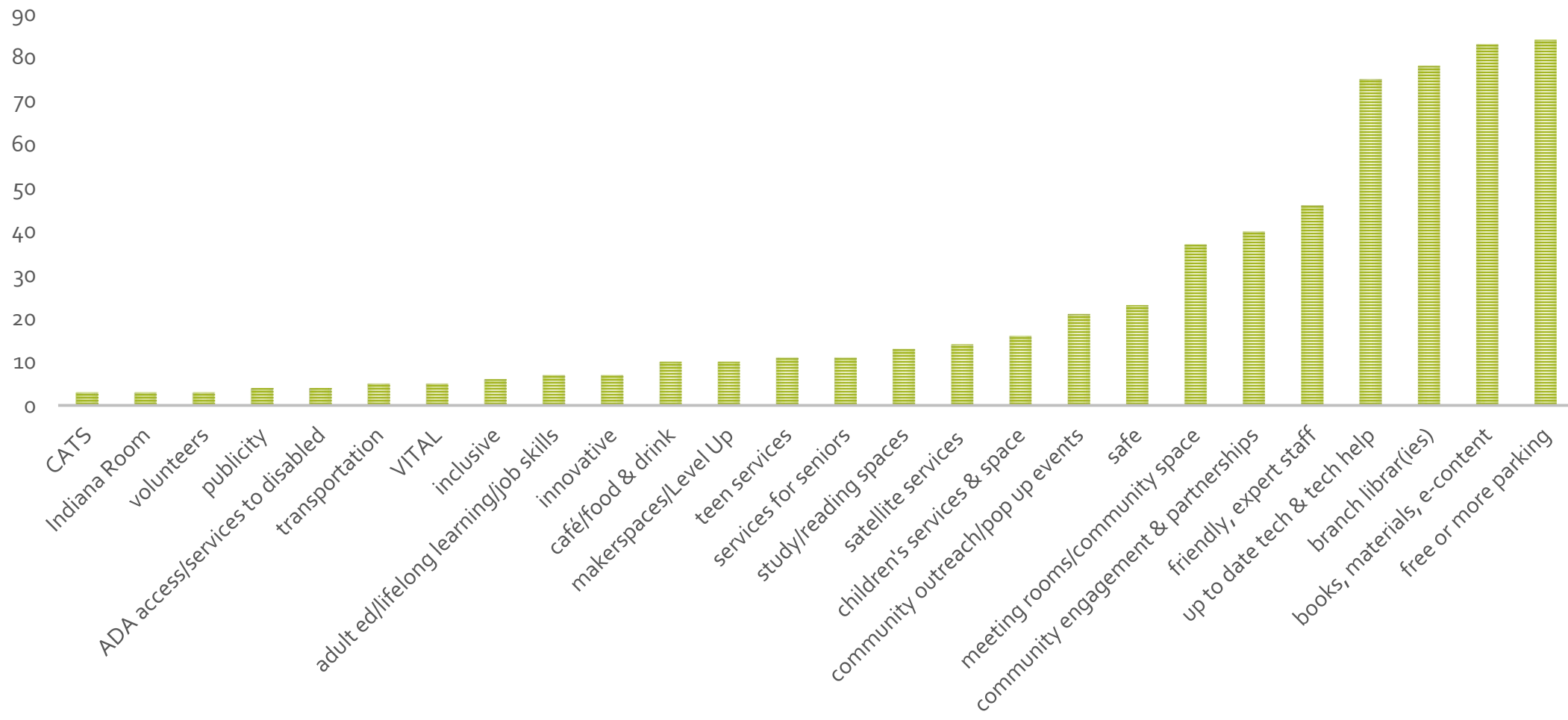




# More feedback on services and resources:

- Service barriers: parking was viewed as the most significant barrier to service, with 56 respondents reporting it needed improvement. 36 respondents reported that safety or feelings of insecurity around safety in the library was another barrier
- Materials: DVDs, keep print, more digital copies, particularly audiobooks and bestsellers, positive feedback about Hoopla and Lynda.com, need for more language materials reflecting our community, desire for positive Islam cultural books, browseable new books, put new young adult materials in Ground Floor
- Partner/Resource notes: Monroe County Community School Corporation, volunteer opportunities, Ivy Tech, Catholic Charities, Monroe County Youth Council, voter registration, business community, shelters, IU students, Visitor Center, City Parks, more like Centerstone
- Life Skills/Career and technology: Desire for tech classes, classes for seniors, cybersecurity, intro to social media, Level Up, tech petting zoo, basic/intro tech classes, more gaming, affordable housing, sex education, finance, budgeting, business support, jobs, training programs, resume writing, college prep, "ask an expert" on home buying and home care, parenting classes
- Programming: Rehab and recovery, bike service, social justice, local history, after school literacy for K-6, art & performance, learn a musical instrument, teen programs at Ell, language clubs, international reading groups, adult book club in the evening, multicultural, STEM, yoga, Indiana Room & genealogy, serve autistic adults, seniors, teens transitioning to adulthood

# Question 4: Thinking of the library in 5-10 years, what would the ideal MCPL be like?



## More feedback on MCPL in 5-10 years

- program suggestions: harvest produce, yoga, animals, current events, autism, authors and movies, art, culture, more events like Sendak, LGBT, tech classes, job skills, life skills, children & tech, gaming, 25-40 year olds, book clubs, environment, poetry, winter events for seniors, makerspace/STEM for children
- space & technology comments: video conferencing, quiet reading/study space, green energy & plants, art space, digital spaces, community Wi-Fi & internet, charging station, virtual library, tech on the Bookmobile
- materials: popular materials, audiobooks, DVDs, language learning, stream movies, children's books, more digital content, genre fiction, check out devices, Islamic materials, Indiana Room, language learning
- partnerships: public schools, IU, art community, IU Health/Bloomington Hospital, Jacobs School of Music, cultural center

**Strategic Direction Planning Progress & Timeline**

9-Nov-17

	When	When
1	MW prepares list of consultants (advice from colleagues, ISL, web search, ADOLPLI experience)	2016
2	RFP is prepared by MW and approved by the Board	2/15/2017
3	RFP sent to list of consultants	2/16/2017
4	Proposals received from three consultants	Mar-17
5	Proposals reviewed by JC and MW	Mar-17
6	MW talk with references	Apr-17
7	JC and MW met w Rachel Applegate to evaluate and discuss approaches to planning	4/6/2017
8	JC and MW interview Dan and Sharon Wiseman	4/12/2017
9	Board approves hiring Wiseman's	4/19/2017
10	Wiseman's met w JC and MW to get started; identify data needs, customer engagement strategies, etc.	4/27/2017
11	Staff communication through Lint (contains Team meeting agendas and minutes, community data, community conversation/facilitator guidelines and prep sheets, community stakeholder contact list, conversation dates, Stakeholder questions)	ongoing
12	MW and JC invite staff participaton in Strategic Direction Team	5/3/2017
13	Wiseman's meet w Leadership Team	5/11/2017
14	Strategic Direction Team member recruitment	May
15	Strategic Direction Team appointed	5/24/2017
16	Kickoff meeting with Wiseman's and Strategic Direction Team	6/2/2017
20	Team developed plan of action steps	6/2/2017
21	Team gathered data, brainstormed partners and stakeholders	6/2-6/13/17
17	Team examines demographic data to ensure appropriate stakeholder groups are being engaged and to understand community trends and needs.	June
18	Team finalized Stakeholder list, reviewed by w/additional input from LT, Board	6/27/2017
19	Team finalize Stakeholder questions	6/27/2017
22	staff call (out) for volunteer notetakers for stakeholder meetings	6/27/2017
23	Facilitator/notetaker prep sheets/aides, guidelines and training developed. JC, JW	June
24	LT/facilitators reach out to stakeholders to determine best method for their groups to be involved in conversations/providing input.	June-July
25	Developed methodology and backend to gather conversation data. PGO, JC, MW	July
26	Online survey available (invitations sent to stakeholders, placed on website, sent in monthly newsletter, highlighted in library, paper copies also available)	July
27	Staff training on facilitation	July
28	Gather community input to survey and meeting conversations	July-Sept
29	Initial analysis community conversation/survey data, identify trends. JC, MW, PG-O.	August-September
30	Preliminary info on trends and progress/timeline shared at LT meeting	9/14/2017
31	Strategic Direction Team meets to review data and trends and review next steps	9/11 @ 2
32	All staff meeting	9/27, 28
33	Leadership Team mtg: review community feedback and identify shared MCPL values with community aspirations. Identify outcomes addressing community concerns. Discuss action plan and next steps to work with units. Wiseman's facilitate, 9:15-12:15.	5-Oct
34	Managers and Strategists meet with staff or core audiences to brainstorm and identify actions in 2018 to meet strategic outcomes.	10/5-11/1

35	All Staff meeting in October cancelled - unit meetings held instead	October
36	Leadership Team: members bring actions they have identified, discuss plan and finalize actions for 1st year.	2-Nov
37	Preliminary report shared with LT, includes system-wide goals, outcomes, actions for first year	8-Nov
38	Preliminary action plan shared with staff, includes system-wide goals, outcomes, actions for first year	10-Nov
39	Preliminary goals and background information provided to Board at November meeting (ready for distribution by Nov 10)	11/15/2017
40	Managers and Strategists refine actions and identify partners and assets to complete action steps for 2018.	November
41	All-staff meetings discuss goals and actions.	11/29, 11/30
42	Final draft plan completed	1-Dec
43	Draft plan reviewed at Board Work Session	6-Dec
44	Plan submitted in Board Packet	12/8/2017
45	Board approves Strategic Direction for 2018-2020	12/13/2017
46	Working with staff and Leadership Team craft annual action plans for each year to address outcomes and current community needs. Action items included in staff work plans for each year.	Oct. Nov 2018, 2019

### **Design Development Update**

Christine Matheu Architects have completed the design development stage and attached you will find a copy of the latest report and plans. The plan now incorporates the commercial HVAC system and other updates as previously discussed. This plan also begins to incorporate additional detail of demolition and lighting and electric design.

Our action item at the meeting will be to approve continuing to work on construction documents for this design.

**Monroe County Public Library  
ELLETTSVILLE BRANCH LIBRARY  
RENOVATION**

**600 W. Temperance Street  
Ellettsville, Indiana**

**DESIGN DEVELOPMENT REPORT**

November 2, 2017

Project #1701

**MATHEU ARCHITECTS, PC**

205 N. College Ave  
Suite 010  
Bloomington  
IN 47404

Tel. 812 339 1235

Fax 812 339 1238

[www.cmatheuarchitect.com](http://www.cmatheuarchitect.com)

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APPENDIX – Building Committee Meeting Notes



# I. INTRODUCTION

# I. INTRODUCTION

## OBJECTIVES

Monroe County Public Library has commissioned MATHEU ARCHITECTS, PC and its consultants to renovate and design a new addition for the Ellettsville Branch Library. The Library's goal is to meet current facility needs and to bring the Library up to date with current best library practices. During the Design Development phase of the project, the Architect, working closely with the Ellettsville Library Building Committee, has completed the following tasks:

**A. Existing Building Conditions and Evaluation:** Matheu Architects, PC and Circle Design Group, Inc. has continued to conduct condition surveys of the existing architectural, mechanical, electrical, and plumbing systems in the building based on new and renovated building design requirements.

**B. Alley Vacation:** The Site/Civil Engineer, Bynum Fanyo, Inc. has begun the process to have the west alley legally vacated so the Library may expand in this area.

**C. Revised Space Program:** The Architect has revised the preliminary space program which outlines existing and proposed spaces for the Library.

**D. Preliminary Code Review:** The Architect and Code Consultant, RTM Consultants, Inc., have prepared a preliminary code review.

**E Design Narratives:** The Architect and Engineers have prepared Design Development narratives which outline their approach to the Library renovation, new building addition, and site design.

**F. Design Development Drawings:** Referencing the space program and discussions from the earlier Schematic Design meetings, the Architect and Engineers have prepared Design Development drawings for existing and new Library spaces, and the Site/Civil Engineer has prepared Design Development drawings for new site development associated with the proposed addition and for renovation of the existing parking area at the east.

**G. Interior Finishes Board:** The Architect has prepared an Interior Finishes presentation board for the Library's review and approval.

**H. Preliminary Cost Estimate:** The Architect and Engineers have revised the preliminary cost estimate for the project.

**I. Project Task Schedule:** The Architect has updated the Project Task Schedule.

## **THE PROJECT TEAM**

### **Monroe County Public Library**

#### ***Ellettsville Branch Library Renovation Building Committee***

Monroe County Library City representatives include:

Marilyn Wood: Library Director  
Jane Cronkhite: Associate Director  
Chris Hosler: Branch Strategist  
Gary Lettelleir: Finance Manager  
Brian Leibacher: Building Services and Security Manager

### **Architect and Engineering Team**

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

MATHEU ARCHITECTS, PC  
205 North College Avenue  
Suite 010  
Bloomington, IN 47401

#### ***Library Design Consultant:***

JR KELLER LC  
2325 Locust St.  
Philadelphia, PA 19103

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

CIRCLE DESIGN GROUP, INC.  
5510 South East Street  
Suite 'F'  
Indianapolis, IN 46227

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

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

#### ***Civil Engineers:***

BYNUM FANYO & ASSOCIATES, INC.  
528 N. Walnut Street  
Bloomington, IN 47404

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

RTM CONSULTANTS, INC.  
6640 Parkdale Place  
Indianapolis, IN 46254

## II. LIBRARY SPACE PROGRAM

## II. LIBRARY SPACE PROGRAM

Based on information gathered from the Ellettsville Library Building Committee, the Ellettsville Library staff, the Ellettsville community, and from library resources, the Architect has prepared a Space Program which outlines spaces deemed necessary for optimal functionality of the Library and for enhancement of the visitor experience.

### BUILDING SPACE PROGRAM

#### A. Existing Building

Space	Existing Area	Proposed Area
1. Entry Lobby	342 sf	342 sf
2. Lobby Display Case	25 sf	25 sf
3. Restroom Lobby	166 sf	166 sf
4. Women's Restroom	119 sf	119 sf
5. Men's Restroom	108 sf	108 s
6. Janitor	66 sf	66 sf
7. Program/Meeting Room	845 sf	
8. New Children's Infant/Pre-School Room		845 sf
- Children's collection		
- Play area		
- Adult & child seating		
9. Children's School-Age Room	1,553 sf	1,553 sf
- Children's collection		
- Activity Area		
- Adult & child seating		
10. Serving Kitchen	64 sf	
11. New Children's ADA Restroom		64 sf
12. Program/Meeting Room Storage	83 sf	
13. New Children's Storage		83 sf
14. Reading Room Storage	56 sf	
15. New ADA Family Restroom		72 sf
16. Family Restroom	35 sf	
17. New Reading Room Storage		35 sf
18. Atrium Service Center	1,031 sf	1,031 sf
- Mobile service desk for three (3)		
- Reference collection behind desk		
- Two (2) self-check stations		
- Business Center w/fax, copier, printer		
- New materials display at entry		
- Soft seating near entry		
- Holdings shelving		

## BUILDING SPACE PROGRAM

### Existing Building, Cont'd

Space	Existing Area	Proposed Area	
19. Main Reading Room/Collections	4,915 sf	3,614 sf	
- New 82 sf Bay Window			
- Soft seating/gathering space			
- Individual work tables/desks			
- Computers			
- Popular/seasonal 'Internet Strip'			
- Adult w/children 4-top tables			
- New Materials			
20. New Teen Center		1,206 sf	
- Glassed-in quiet reading/meeting room			
- Lounge area			
- Video gaming area			
- Design studio			
- Computers			
- Young adult collection			
- Counter w/sink & microwave			
21. New Conference Room		183 sf	
- Conference table and seating for 4 - 6			
22. Media Processing	260 sf	260 sf	
23. Existing Service Desks/Work Area	485 sf		
24. New Holds/Work Area		485 sf	
- Holds shelving			
25. Staff Lounge	227 sf	227 sf	
26. Staff Work Area	231 sf	231 sf	
27. Sorter Room	207 sf	207 sf	
28. Office	116 sf	116 sf	
29. Staff Toilet	55 sf	55 sf	
30. Small Study Room #1	50 sf	50 sf	
31. Small Study Room #2	50 sf	50 sf	
32. Main Floor Mechanical Room	<u>65</u> sf	<u>65</u> sf	
TOTAL NET AREA:	11,154 sf	11,258 sf	
CIRCULATION & STRUCTURE:	<u>1,066</u> sf	<u>1,044</u> sf	
<i>8.7% of Existing Gross Area</i>			
<i>8.5% of Existing and New Gross Area</i>			
<b>TOTAL GROSS AREA EXISTING BUILDING &amp; NEW BAY WINDOW</b>		<b>12,220 sf</b>	<b>12,302 sf</b>

## BUILDING SPACE PROGRAM, Cont'd

### B. New West Addition

<u>Space</u>	<u>Proposed Area</u>
1. New Program/Meeting Room - 132 capacity @ 12 sf per person - Moveable wall partition - Drop-down projection screen(s)	1,637 sf
2. New Program/Meeting Room Lobby - Window counter w/seating - Informal gathering seating - Access to outdoor event garden space	807 sf
3. New Program Room ADA Family Restroom	63 sf
4. New Program/Meeting Room Storage	55 sf
	21 sf
	21 sf
5. New Serving Kitchen - Sink, microwave, & refrigerator	<u>78 sf</u>
TOTAL NET AREA:	2,672 sf
CIRCULATION & STRUCTURE:	<u>303 sf</u>
<i>10.0% of New Gross Area</i>	
<b>TOTAL GROSS AREA NEW WEST ADDITION:</b>	<b>2,957 sf</b>

# III. PRELIMINARY CODE REVIEW



July 31, 2017

Kristopher Floyd  
 Matheu Architects, PC  
 205 N College Ave, Ste 010  
 Indianapolis, Indiana 47404



BUILDING CODES  
 ♦  
 FIRE PROTECTION  
 ♦  
 JCAHO/CMS/HFAP

**Monroe County Public Library  
 Code Summary**

<b>Applicable Codes:</b>	2014 Indiana Building Code (IBC) General Administrative Rules, 2 <sup>nd</sup> Edition (GAR)
<b>Occupancy Classifications:</b>	Library/Assembly Spaces - A-3 Occupancy [303.4] Offices and spaces with an occupant load of less than 50 - B Occupancy (Accessory) [304.1, 303.1.2]
<b>Scope of Project:</b>	Project involves an approximately 2,500sf addition to an existing 1-story library building, and will include remodel of existing areas. The addition will include program assembly space and lobby. The addition will be separated from the existing building with a 2-hour fire wall.
<b>Applicability of Codes to the Project:</b>	Alterations and additions are permitted to an existing building without requiring the entire existing building or portions of the existing building unaffected by the proposed scope of renovation to be brought into compliance with current codes The scope of construction within the alteration and addition are required to comply with current codes [Rule 4, Section 12(b), GAR]
<b>Construction Type:</b>	Existing and new construction will be Type VB Construction
<b>Allowable Area:</b>	Tabular area: 6,000 sf [Table 503] Frontage increase: +4,500 sf [506.2] Allowable area: 10,500 sf Area of addition: 2,500 sf
<b>Fire Walls:</b>	The new addition will be separated from the existing with a 2-hour fire wall. The 2-hour fire wall between the existing building and previous addition will be maintained.
<b>Occupancy Separations:</b>	Occupancy separations are not required, based upon classification of administrative area as an accessory occupancy [508.2]
<b>Incidental Use Separations:</b>	None applicable to this project [Table 509]
<b>Occupant Load Factors:</b>	Program/Meeting Rooms 7 sf per occupant Library Reading Areas 50 sf per occupant Library Stack Areas 100 sf per occupant Office 100 sf per occupant Storage/Mechanical 300 sf per occupant
<b>Panic Hardware:</b>	Panic hardware is required for egress doors serving an occupant load of 50 or more [1008.1.10]

<b>Means of Egress:</b>	2 means of egress are required from rooms with a calculated occupant load of 50 or more, or where exceeding 75 feet common path of travel in A Occupancy spaces and 100 feet in B Occupancy spaces [1015.1]
<b>Exit Access Travel Distance:</b>	The maximum travel distance to an exterior exit is permitted to be a maximum of 200 feet [1016.1]
<b>Automatic Sprinklers:</b>	An automatic sprinkler system is not required based upon the addition area separated from the existing building with a 2-hour fire wall. [903.2.1.3]
<b>Fire Alarm System:</b>	Fire alarm system is not required based upon less than 300 occupants in the addition. [907.2.1]
<b>Smoke Detectors:</b>	Smoke detectors are required for HVAC shutdown for systems delivering in excess of 2,000 cfm [606.1, IMC]

# IV. DESIGN DEVELOPMENT NARRATIVES

## **IV. DESIGN DEVELOPMENT NARRATIVES**

### **SITE**

*Prepared by Bynum Fanyo & Associates, Inc.*

#### **SITE/CIVIL**

The expansion is proposed to the west of the current library on a vacate lot currently owned by the library. To expand to this lot an existing public alley containing a sanitary sewer will have to be vacated. To vacate the alley the library will need to petition the Town for a vacation from the State Road 46 right of way to the north end of the vacant lot. This will allow the construction to proceed on the vacant lot and still provide access to the property north of the vacant lot. As a condition of vacating the alley the existing sanitary sewer will need to be relocated and an easement provided to the Town for the new sewer location. The sewer can be relocated by installing a new manhole over the existing sewer line at the alley and diverting the flow thru 170 feet of 8-inch SDR 35 to the east and constructing another manhole over the existing sanitary sewer near the entrance from State Road 46.

The existing alley runs approximately north and south and has a curb which diverts storm water running across the lot towards the existing library. The existing ground then drops approximately one and one-half feet on the east side of the curb to the finished floor of the library. The expansion will have to cut into the slope of the vacant lot and alley to match the existing finished floor elevation of the library. To provide proper drainage around the library the west side of the vacant lot will need to be lowered by re-grading and the storm drainage will need to be diverted to newly constructed inlets at two different locations on the vacant lot. The storm water can then be piped from the northwest side of the lot south to an inlet near the southwest corner of the library expansion and then back to the east. The east end of the new storm drainage pipe will then connect to the existing storm drain near the southeast corner of the library.

Handicap access to the building will be accomplished by reconstructing the concrete entrance to the building and the concrete walk on the south side. The existing parking lot asphalt pavement will need to be modified by removing some of the existing pavement and altering the slopes for the handicap spaces. The parking spaces along the building will then be re-striped to the Town's standards which will add one parking space.

Access for deliveries on the north side of the addition will be provided utilizing the remaining paved alley to the north and constructing 20 feet of asphalt drive to the south from the north end of the lot. From that a 5-foot wide concrete sidewalk will be constructed to the building addition. This has been shown on the attached drawing with the limits of the new pavement area shaded.

The Design Development, for the Library's discussion and review, includes the following changes and additions to the existing building:

## **ARCHITECTURE**

*Prepared by MATHEU ARCHITECTS, PC*

The Ellettsville Library Addition and Renovation includes the following areas of work:

### **A. LOBBY**

Changes to this area would be an Alternate for the project depending upon available funding. As a means by which to make the Lobby less cluttered and more welcoming in its appearance, work would include: removing the coat rack, brochure rack, and wall telephone; providing a tackboard wall surface and brochure rack at the north end of the corridor; replacing the carpet with a new walk-off carpet; replacing the resilient wall base; replacing the vinyl wall covering with a paint finish, with possibly an accent wall at the south; in the high ceiling area replacing the existing acoustical wall tiles with painted gypsum board, painting or replacing the glue-up acoustical ceiling tiles, removing the ceiling fan and light fixtures, and providing a new decorative pendant light fixture.

### **B. ATRIUM**

Changes to the interior finishes of this area would be an Alternate for the project depending upon available funding. Included in the Alternate would be: replacing carpet and border with new carpet or a vinyl plank flooring; removing vinyl wall covering from columns, bulkhead, and providing a painted finish; removing glue-up acoustical wall tile in the clerestory and providing a painted finish; painting or replacing the glue-up acoustical ceiling tiles. Not under this contract, furniture and equipment would be selected and located in the Atrium as follows:

#### ***Service Center:***

- A new two or three-station mobile service desk will be centrally located in the atrium. The desk will be configured to allow for views toward the entry doors, Business Center, Children's Room, and Teen Center.
- Holding shelves will be located at the current service desk area.
- Two self-checkout stations, new materials display, and a table with seating will be located to the east of the service desk near the entry point.
- Reference book shelving will be located within near proximity of the service desk.

#### ***Business Center:***

The Business Center will be located to the west of the Service Desk as a means by which staff may easily assist library patrons using the printers, fax machine, copier, and other equipment.

#### ***Computers:***

Existing computer stations will be relocated to the northwest side of the atrium where they will not be in the path of atrium foot traffic.

#### ***'The Internet Strip':***

A table with seating and a shelving area would be located west of the Atrium for library patrons to browse popular materials, such as seasonal publications and graphic novels.

### **C. MAIN LIBRARY ROOM**

Limited work is anticipated for the Main Library Room. Work in this area includes:

#### ***Adult Reading Area:***

As a means by which to capture views of the community park and natural light at the north side of the Library, a new large bay window tucked under the existing eave will be added to the north wall of the main reading room. A soft seating area and individual study tables will be located in this area.

In response to public input to permit beverages and food in this area, the floor finish will be changed from the current carpet to a washable vinyl plank floor finish. Existing wall and ceiling finishes will remain.

#### ***ADA Family Restroom and Storage Room:***

The existing Family Restroom will become a Storage Room and a new Family Restroom will replace the existing Meeting/Programming Room Storage Room. Access to the Family Restroom will be from a new entry passage into the new Infants/Pre-School Room. The Restroom will have porcelain tile floor finish. Walls will have porcelain tile on wet walls and painted gypsum board on dry walls. The ceiling finish in the Restroom will be suspended acoustical tile. The existing suspended acoustical ceiling finish in the Storage Room will remain. The existing tile wall finish will be replaced with painted gypsum board, and the existing tile floor finish will be replaced with a new vinyl floor finish.

### **D. OPERATIONS AREA**

As stated earlier, the existing service desk will be removed and Holds will be located in this area. No other work is anticipated for the Operations area.

### **E. CONFERENCE ROOM**

A new Conference Room to serve 4 – 6 patrons will be located at the southwest end of the Atrium. There will be a door with a sidelight at the north wall of the room. A small table height countertop will be located at the niche at the southwest corner of the room. The floor finish will be vinyl plank flooring. The walls will be painted. The ceiling will be suspended acoustical tile.

### **F. SMALL STUDY ROOM**

The existing small Study Room located southwest of the Atrium will remain but will be reconfigured to allow access to the new Teen Center and Conference Room. New finishes, including washable vinyl plank flooring and painted gypsum board walls, will be provided.

### **G. TEEN CENTER**

A new Teen Center will be located at the southwest edge of the Atrium next to the Conference Room. A full glass partition will separate this space from the Main Library Room, providing acoustical separation and visibility from the rest of the library. In response to teen requests, the room will include a comfortable lounge area, a video gaming area, a design studio with access to water, computers, book shelving, and a quiet study/meeting area. During the furniture selection phase, it should be determined if there is adequate space to also include booth seating and a performance area. The floor will be washable vinyl plank flooring. Walls will be painted. Tack wall surface will be provided in one or two locations. Wash-off walls and/or glass will be considered for the space. The ceiling will be suspended acoustical tile.

## **H. CHILDREN'S AREA**

### ***School-Age Children's Room:***

Changes to the floor finish in this area would be an Alternate for the project depending upon available funding. Existing shelving will be rearranged as a means by which to provide an open area in the middle of the room for children's activities, and shelving will be relocated to the north and south so the shelving aligns with existing bulkheads in the room. A new washable vinyl floor finish will be provided in the middle of the room under the high ceiling and between the north exterior door and the Main Library Room. New carpet will be provided throughout the rest of the space.

### ***New Infant/Pre-School Children's Room:***

The existing Program/Meeting Room will be changed to a new Infant/Pre-School Children's Room. A new wide door opening at the north end of the room will provide a direct connection between this space and the existing Children's Room. Associated with this area will be a new ADA Children's Restroom, which will replace the existing Kitchen, and a new Children's Storage Room where the exit doors at the south are currently located. A new entry passage into the space will be located at the west connecting this room directly with the Main Library Room. The entry passage will have coat and backpack hooks to serve the Children's area. Finishes in the Infant/Pre-School Room will include carpet, painted gypsum board walls, and a suspended acoustical tile ceiling. Finishes in the entry passage will include vinyl plank flooring, painted walls, and painted gypsum board ceiling. Finishes in the Children's Restroom will include porcelain tile on the floor and wet walls, painted gypsum board on the dry walls, and a suspended acoustical tile ceiling. Existing book shelving will be located on the east wall under the clerestory windows. Existing horizontal blinds will remain on the east windows.

## **I. NEW WEST ADDITION**

A new addition will be provided at the west end of the existing building. The addition will be compatible with the existing building with the use of limestone veneer, coordinated insulated metal wall panels, and standing seam metal roofing. The gable roof form will also take its cue from the existing building. The south face of the proposed addition will align with the south face of the existing building. Not only will this capitalize on the available site, but it will allow un-built space at the north end of the site to be available for a garden area or for a future addition if this were ever needed for the Library.

The new west addition includes the following spaces:

### ***Program/Meeting Room:***

A new Program/Meeting Room will be sized to seat 125 – 130 people for presentations. The room will have two bay windows with overhanging eaves facing south to provide natural light and to provide an exterior in keeping with the existing south façade. Light filtering and room darkening roller shades will be provided on these windows. There will be a moveable panel partition to allow the room to be divided into two smaller meeting rooms. An automatic roll-down projection screen will be located on the west wall. The floor finish will be washable vinyl tiles, walls will be painted gypsum board, and the ceiling finish will be suspended acoustical tile. The existing limestone wall veneer will be retained at the east end of the room. Storage closets are located along the north wall.

**Meeting Room Lobby and Gathering Space:**

The Meeting Room Lobby and Gathering Space will be located immediately north of the Program/Meeting Room. The Lobby will have doors at the north which provide required fire exits and access to an outdoor garden/events area. The Lobby will provide spill-out space for program events, additional event setup space, and informal gathering space for Library patrons during non-event times. A counter with stools will be located along the north window wall. The south wall of the space will have a picture rail so the Lobby may serve as a gallery for exhibiting local artists' work, a feature identified as desirable by Library patrons during the focus group meetings. The floor finish will be washable vinyl plank flooring. Walls will be painted gypsum board. The ceiling finish will be suspended acoustical tile. The east wall will retain the existing limestone veneer.

**Serving Kitchen:**

A Serving Kitchen with a sink, refrigerator, and microwave will be located at the west end of the Meeting Room Lobby and Gathering Space. For a catered event setup may be done in the Lobby or in the Program/Meeting Room. The floor will be vinyl plank flooring. The walls will be painted gypsum board. The ceiling finish will be suspended acoustical tile. Casework will be finished in plastic laminate.

**ADA Family Restroom:**

An ADA Family Restroom will be located at the west end of the Lobby next to the Serving Kitchen. Floor and wet walls will have porcelain tile, and dry walls will be painted gypsum board. The ceiling finish will be suspended acoustical tile.

**J. INTERIOR FINISHES**

The Ellettsville Library has had various renovations done over its history, and the interior finishes reflect an amalgamation of changes over time. As a means by which to update the interior of the Library and to bring order to a disparate set of interior finishes, the Architect has reviewed existing finishes and has selected new interior finishes which either replicate existing finishes or coordinate with existing finishes. In some cases, such as the existing teal blue carpet and columns in the Atrium area, the Architect recommends that finishes be changed to reduce the number of conflicting colors in the building and to provide a new color which is in keeping with current design trends. The Architect has typically selected tonal finishes which complement existing finishes and may more easily ride the wave of time. In areas, such as the new Teen Center, accent colors are included to reflect the function of the space and the User Group being served.

The Architect has made a preliminary selection of the following finishes for the Ellettsville Library project:

**ACOUSTICAL PANEL CEILING:**

APC-A:

- Manuf.: Match Existing
- Type: 24" x 24" Lay-In Tile
- Style: Match Existing
- Grid: 2' x 2' to Match Existing



PAINT

P- : PAINT

Manuf.: Sherwin Williams

Interior Door & Window Frame Paint:

P-A: SW 7069 Iron Ore

Infants/Pre-School Room Door Frame Paint:

P-I: SW6265 Quixotic Plum

Lobby Paint: (Alternate)

Ceiling:

P-B: SW 7007 Ceiling Bright White

Field:

P-C: SW 7671 On the Rocks

Accent:

P-E: SW 0057 Chinese Red

Atrium Paint: (Alternate)

Ceiling:

P-B: SW 7007 Ceiling Bright White

Bulkhead:

P-C: SW 7671 On the Rocks

Columns:

P-D: SW 7674 Peppercorn

Teen Center Paint:

Field:

P-C: SW 7671 On the Rocks

Accents:

P-D: SW 7674 Peppercorn

P-E: SW 0057 Chinese Red

Infants/Pre-School Room & Entry Paint:

Field:

P-F: SW 0067 Belvedere Cream

Accents:

P-G: SW 6544 Mesmerize

P-H: SW 6634 Copper Harbor

Children's Restroom & Main Library Adult Restroom Paint:

P-G: SW 6544 Mesmerize

PAINT, Cont'd:

Conference Room, Small Study Room, Meeting Room, Meeting Room Lobby, Serving Kitchen, & Restroom Paint:

Field:

P-C: SW 7671 On the Rocks

Accent:

P-D: SW 7674 Peppercorn

CERAMIC TILE

Restroom Tile:

CT-A: Porcelain Ceramic Floor Tile

Manuf.: Daltilo

Collection: Dignitary

Size: 12 x 24

Installation: Running Bond

Color: DR11 Governor Black

Finish: Unpolished

CT-B: Porcelain Ceramic Wall Tile

Manuf.: Daltilo

Collection: Ever

Size: 12 x 24

Installation: Running Bond

Color: EV03 Artic

Finish: Light Polished

CARPET:

Infants/Pre-School Room Carpet:

CPT-A:

Manuf.: Atlas

Type: Broadloom

Style: Bubbles

Color: BB06 Cinnamon Slate

OR

BB07 Citra Lime

OR:

CPT-A:

Manuf.: Atlas

Type: 24" x 24" Modular Tile

Style: Minorca

Installation: Monolith

Color: MA02 Ornate Orange

CARPET:

Lobby Carpet: (Alternate)

CPT-B:

Manuf.: Shaw  
Type: 24" x 24" Walk-Off Modular  
Style: All Access, Portal Tile  
Installation: Monolithic  
Color: 34557 Sterling

Atrium Carpet: (Alternate)

CPT-C:

Manuf.: Masland  
Type: 24" x 24" Modular Tile  
Style: T7860 Mesh  
Installation: Monolith  
Color: 68003 Sterling

CPT-D: Border

Manuf.: Masland  
Type: 24" x 24" Modular Tile  
Style: 7862 Mingle  
Installation: Monolith  
Color: 68203 Sterling

LUXURY VINYL TILE

Adult Reading Area, Infant/Pre-School Room Entry, Conference Room, Teen Center, Small Study Room, Meeting Room Lobby, & Serving Kitchen Vinyl Tile Flooring:

LVT-A:

Manuf.: Shaw  
Product: Luxury Vinyl Tile  
Size: 6" x 36"  
Style: Uncommon Ground  
Color: 0188V Brazilian Cherry

Meeting Room Vinyl Tile Flooring:

LVT-B:

Manuf.: Shaw  
Product: Luxury Vinyl Tile  
Collection: 1516V Strand  
Size: 18" x 36"  
Color: Brick Pattern Mix of 16115 Wool, 16530 Pebble, & 16761 Clay

RESILIENT WALL BASE

Manuf.: Johnsonite  
Product: Resilient Wall Base  
Colors:

Lobby Wall Base: (Alternate)

RB-A: 63 Burnt Umber

Infant/Pre-School Room & Entry Wall Base:

RB-B: 14 Tropical Storm

Teen Center, Conference Room, Small Study Room, Adult Reading Area, Meeting Room Lobby, & Serving Kitchen Wall Base:

RB-C: 20 Charcoal

Meeting Room Wall Base:

RB-D: 32 Pebble

PLASTIC LAMINATE

Meeting Room Serving Kitchen, Conference Room, and Small Study Room Laminate:

Countertop:

PL-A:

Manuf.: Arborite  
Style, Color: P-124 CA Tatami Nezumi

Casework:

PL-B:

Manuf.: Arborite  
Style, Color: W-458 SR Beach Combed

Teen Center Laminate

Countertop:

PL-C:

Manuf.: Arborite  
Style, Color: P-316 Red Xabia

Casework:

PL-D:

Manuf.: Arborite  
Style, Color: W-469 EV Noir American Elm

Backsplash:

PL-E: Formica  
Style, Color: Similar with 2046 Matte Aluminum Footplate

CASEWORK HARDWARE

Finish: Brushed Aluminum

EXTERIOR STOREFRONT DOORS & WINDOWS

Metal: Dark Bronze Anodized Aluminum to Match Existing

WOOD DOORS

Infant/Pre-School Room & Entry, Children & Adult Restrooms, Conference Room Doors:

WD-A:

Manuf.: Algoma  
Species: Red Oak, Plain Sawn  
Stain: To match existing

Meeting Room, Meeting Room Lobby, Small Study, Meeting Room Restroom & Serving Kitchen

Doors

WD-B:

Manuf.: Algoma  
Species: Cherry, Plain Sliced  
Stain: Seafoam

DOOR HARDWARE

Finish: Oil Rubbed Bronze to Match Existing

BULLETIN BOARD WALL SURFACE

BB- : Bulletin Board  
Manuf.: Forbo  
Product: Colored Linoleum Cork  
Colors:

Lobby Bulletin Board: (Alternate)

BB-A: 2204 Poppy Seed

Teen Center Bulletin Board:

BB-B: 2201 Cinnamon  
AND/OR  
BB-C: 2212 Fresh Pineapple

PICTURE RAIL

PR-

Manuf.: AS Hanging System  
Product: Cable Track System  
Accessories: Stainless Steel Cables, Hooks  
Finish: Aluminum Silver

OPERABLE PARTITION

MP-

Manuf.: Modernfold  
Product:  
Trim Color: SW7011 Natural Choice  
OR:  
SW6002 Smoke Gray  
Panel Finish: Options: Vinyl Wall Covering, Woven Fabric, Ribbed Wall Carpeting, and/or  
Tack Surface, and/or Marker Board

## **STRUCTURAL**

*Prepared by Lynch, Harrison, & Brumleve, Inc.*

### **A. OWNER'S REQUIREMENTS**

Areas of future expansion have not been identified by the Owner and Architect at this time.

### **B. LOAD AND ANALYSIS CRITERIA**

#### ***Soil Conditions:***

A Geotechnical Investigation will begin soon at the project site. The current Narrative is based upon the characteristics of the soils expected in this area and recommendations that are expected to be made in the Report.

#### ***Live Loads:***

1. Roof (Snow): 25 PSF + drifting snow
2. Dead Loads
  - Weight of roof as determined by systems selected.
  - Mechanical piping and ductwork allowance of 3 PSF.
  - Electrical equipment allowance of 2 PSF.
  - Ceiling allowance of 5 PSF.

#### ***Lateral Loads:***

1. Wind for Primary System (International Building Code).
  - Basic Wind Speed: 115 MPH
  - Exposure: B
  - Importance Factor I: 1.15
  - Internal Pressure Coefficient, GC<sub>pi</sub>: +/-0.18
  - Building Category: III
  - Seismic: Per Code Requirements

### **C. STRUCTURAL SYSTEM CRITERIA**

#### ***Concrete:***

1. Foundations: 4000 PSI, normal weight
2. Slabs on Grade: 4000 PSI, normal weight
3. Reinforcing Steel
  - Reinforcing Bars: ASTM A615, Grade 60
  - Welded Wire Fabric: ASTM A185

***Structural Steel :*** ASTM A992, Grade 50

1. Tube Sections: ASTM A500

### **D. PROPOSED SYSTEMS**

#### ***Foundations:***

1. A Geotechnical Investigation will begin soon at the site. The foundation design will be based on the recommendations within the Report. It is anticipated that the soils at the site will predominantly consist of soft clays with relatively light bearing capacity. Undercutting of soft soils may be required to reach acceptable materials. Grade can then be reestablished with compacted granular fill. We anticipate a relatively high water table.

2. Based on these assumptions, we anticipate the foundation for the new construction will consist of reinforced concrete pads at all column locations. The perimeter foundation wall footings will be reinforced concrete poured integrally with the column footings. The perimeter foundation walls will be reinforced concrete block built-up from the continuous wall footings. Continuous, rigid insulation will be positioned against the foundation walls. All perimeter foundations will be located below frost. Interior footings will be nominally below the floor slab.
3. All slabs on grade will be 4" thick with welded wire fabric for crack control. The slabs will be thickened under all interior masonry walls. The slabs will be cast on a 6" layer of granular drainage fill and a 15 mil vapor barrier.
4. All foundation excavations will be properly backfilled and compacted.
5. The foundation and basement will likely have a continuous foundation drain.

***Framing:***

1. The structure for the new building will consist of a structural steel frame supporting pre-fabricated wood roof trusses and wood joists supporting exterior grade tongue and groove plywood/osb sheathing. The structure will be specifically designed to support all mechanical loads.
2. All roof framing will be sloped for positive drainage where possible.
3. Lateral loads in the new construction will be resisted by the use of positive steel cross-bracing.
4. All above grade exterior masonry walls will be reinforced with grouted block cores.



## PLUMBING

*Prepared by Circle Design Group, Inc.*

### **Applicable Plumbing Codes**

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

### WATER SUPPLY

The water supply valve box is located on site at the southeast corner near the main entrance. The water supply does not rise within the building before distribution, which means it does not have a backflow preventer on the service as currently required by code. The water service is presumed to be 1 ½" or 2". The domestic water demand for the proposed new restrooms is not significant enough to require a new water service, therefore the existing water service will remain. Domestic cold water will extend from the existing restrooms to serve the proposed restroom and kitchenette plumbing fixtures.

All new domestic piping will be Type L copper with solder or press fittings and covered with 1" fiberglass insulation.

Existing electric water heaters, one (1) located in the mezzanine and one (1) above ceiling at the staff restroom, are in fair condition and will be reused. A new 10 gallon electric water heater will be located in the proposed addition to serve plumbing fixtures in the restroom and kitchenette.

### SANITARY WASTE AND VENT

The existing sanitary waste and vent system is concealed and presumed to be cast iron.

There are no reports of system failures therefore all new restrooms in the remodeled area will be connected to the existing system. Saw cut and patch of slab will be required to connect the proposed remodel restrooms. The existing system will be scoped and flushed to ensure there are no compromised sections of pipe and to confirm underground route.

A separate sanitary waste system will be installed for the expansion with a separate sewer connection to the municipal system.

All new sanitary waste and vent piping will be Schedule 40 PVC with solvent glue joints except where pipe is exposed in return air plenums. All piping in return air plenums will be schedule 40 CPVC plenum rated.

### PLUMBING FIXTURES

Plumbing fixtures in the existing restrooms will remain. Proposed plumbing fixtures for the remodel area and expansion shall be as follows:

- Wall mounted china water closets with manual flush valves.
- Wall mounted self-rimming china lavatories with manual faucets.
- Counter mounted self-rimming stainless steel sink with manual faucet.

### STORM WATER SYSTEM

Rainwater is conveyed to the site storm sewers for the existing building by way of gutters and downspouts as well as roof drains and internal piping. System appears to be in good working order.

The expansion will incorporate gutters and downspouts with extension to site storm system by civil design. No new internal storm drainage system is anticipated.

### NATURAL GAS SYSTEM

Natural gas meter is located in the exterior service yard near the northeast building corner. The proposed HVAC heating load will likely require an upsize of the meter. All gas piping from the meter to mezzanine equipment will be upsized to handle the proposed load.

All natural gas piping will be Schedule 40 black steel with threaded fittings.

## HEATING, VENTILATING AND AIR CONDITIONING

*Prepared by Circle Design Group, Inc.*

### Applicable Mechanical Codes

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

### HVAC SYSTEMS

Two (2) 20 ton Air Handling Units serving existing area served by seven (7) existing gas fired/electric cooling units in Penthouse. New air handling units shall serve existing spaces and new addition to the facility. Each unit shall be double wall factory packaged variable volume, draw thru type. Unit shall be selected with a maximum face velocity of 500 FPM. Provide with the following components.

- Direct drive plenum fan with variable frequency drive sized for 3-inch total static pressure.
- DX Cooling Coil - Coil to be selected for a maximum face velocity of 450 FPM; 55°F leaving air temperature.
- Filter 4" MERV-13 throwaway with 2" MERV-8 throwaway pre-filters.
- Outside air will be ducted from the outside supplied into the AHU room from an exterior louver.
- Supply ductwork from the air handling unit to the variable volume terminal units to be constructed per SMACNA manual for 3-inch static pressure, designed for a maximum of 2000 FPM
- Heating water preheat coil
- The DX cooling coil shall be piped to a remote air cooled condensing unit mounted on grade. The condensing units will be selected to operate to 95°F ambient air temperature.

### EXHAUST SYSTEMS

New Restroom Areas: Provide aluminum, direct driven, exhaust fan suitable for a general toilet exhaust. Route the exhaust duct from the exhaust grille in ceiling of restroom to the exhaust fan at an exterior wall or roof. All ducts to be sized for a maximum velocity of 1500 FPM.

### HEATING SYSTEM

Reheat Coils - consisting of electric heating coils in the VAV terminal units of the supply air system.

Heating water coils shall be provided in the air handling units.

Provide forced-flow cabinet heaters with electric heating coils in all vestibules with exposed exterior walls.

Heating water system shall consist of a high efficiency condensing boiler with distribution pumps and piping circuit to the heating coils in the air handling units.

### PUBLIC SPACE AIR DISTRIBUTION

A medium pressure primary duct system will serve pressure independent variable volume terminal units depending on the area served.

Supply ductwork downstream from VAV terminal units shall be low pressure construction (2-inch static pressure), lined with 1-inch thick liner. Supply ductwork downstream of VAV terminal units to be constructed per SMACNA for 2-inch static pressure. Designed for a maximum of 700 FPM or 0.075 inch per 100 feet pressure drop (whichever produces the largest duct size).

Round branch ducts serving individual diffusers to have external insulation, 1-1/2 inch thick blanket fiberglass, 3/4 lb. density with aluminum foil vapor barrier.

Provide a maximum length of 5-foot of flexible duct for connection to each diffuser, insulated, with pressure rating suitable for the pressure intended.

### DUCTWORK AND ACOUSTICAL LINER

Ductwork - Per SMACNA construction standards for the velocity and pressure involved.

All ductwork shall be galvanized sheet metal. All duct shall be either lined or externally insulated.

Acoustical Liner - As a minimum, provide internal acoustical liner in accordance with the following requirements:

- Line toilet exhaust systems for the first 15-feet upstream from the inlet of the exhaust fan with 1-inch thick material, and the first 10 feet upstream of an exterior louver.
- Line all supply ducts with 1" thick material.
- Line all return ducts with 1" thick material.
- All acoustical liner shall be the thickness indicated above, semi-rigid 3 pound per cu. ft. density acoustical insulation, with erosion and organic growth resistant coating similar to Schuler "Tufskin", applied in accordance with manufacturer's instructions.

Flexible Connections: Provide canvas, flexible connection at inlet and discharge of each fan.

High Efficiency Gas fired boiler shall be vented with CPVC direct vent material.

Insure cleanliness of the ductwork by covering all openings during construction.

Supply Duct Sizing:

- Low-pressure supply duct mains from air handling units shall be sized for maximum of 1500 FPM or 0.075 inch W.G. pressure drop per 100 feet, whichever produces the larger duct size.
- Medium-pressure supply duct mains upstream of terminal boxes shall be sized for a maximum of 2000 FPM or 0.25-inch W.G. pressure drop per 100 feet, whichever produces the larger duct size.

#### PIPING AND VALVES

Provide complete system, including valves, fittings, supports, anchors, guides, etc. as required.

All pipe, valves and fittings shall be rated to exceed the pressures involved.

Condensate drainage piping shall be ASTM B-88, Type L drawn-temper (hard) copper tubing with soldered joints.

Refrigerant piping shall be ASTM B-280, Type ACR drawn-temper (hard) copper tubing with brazed joints.

#### PIPE INSULATION

Condensate Drain Piping - When inside equipment rooms, running across floor to a drain, no insulation is required; in other locations, provide 1-inch thick fiberglass molded pipe covering, dual temperature with vapor barrier jacket.

Refrigerant Piping 1-1/2 inch thick elastomeric foam, ASTM C-534, Type I complying with ASTM E-84 flame spread and smoke developed requirements.

## VIBRATION ISOLATION

Air Handling Units - Open steel springs, 2-inch deflection mounted on a factory fabricated steel internal motor and fan base.

All spring isolators to be provided with neoprene pads, separating the isolator from the base.

Unspecified Requirements - Any equipment or piping not specified herein shall be isolated in a manner equal to similar equipment or piping which is specified.

Suspended Fans and Split-DX Evaporators - Spring isolated, 1-inch minimum deflection.

Split-DX Condensing Units and Condensers - Neoprene pad isolators on equipment supports (roof mounted) or concrete pads (ground mounted).

## TEMPERATURE CONTROLS

Furnish, install, and commission a complete automatic Direct Digital Control System including:

- A distributed micro-processor based Building Automation System (BAS) which shall include a central computer complete with graphics display, all necessary software, Operator terminals, a network of microprocessor based remote field panels (RFP) and instrumentation as necessary for the required monitoring and control.
- Direct Digital Control (DDC) controllers which will be integrated with the BAS to form a centralized monitoring and control system having a single Operator Interface.
- Documentation, as necessary for the Owner shall be substantially independent of the Subcontractor for software modifications, database changes, additions and deletions, the maintenance of field instrumentation, dampers valves and actuators and the trouble shooting and partial maintenance of the remote field panels, Operator terminals, computer and other devices.
- Training of the operation/maintenance staff.
- Power supplies, conduit, wiring, sleeves, tubing, access doors, local panels and all other components as required for a fully functioning BAS.
- 24 volt electric actuators shall be provided for all valves and dampers. All wiring to these actuators shall be provided by the BAS Contractor.
- Other systems such as Security, Fire Alarm, and Lighting Control may be monitored and interfaced with the BAS.

Variable-Air-Volume Air Handling Unit: Unit shall have a microprocessor based controller which shall control the unit in a stand-alone mode and in conjunction with the BAS. The control panel shall have a human interface panel with a 2-line by 40-character clear English LCD display and a 16 button keypad for monitoring, setting, editing and controlling. This controller shall perform the following Air Handling Unit and Remote Air Cooled Condensing Unit control strategies and provide operation monitoring, diagnostics and status reports.

- Night Setpoint Temperature Control.
- Optimal Start-up.

- Occupied Mode:
  - ▶ The outside air intake damper shall open and minimum outside air shall be maintained by sending a signal from the ventilation control module (flow measuring station) to the modulating minimum outside air dampers.
  - ▶ The supply fans shall start at 0% and slowly ramp up to speed through their variable speed drives. The supply fans' variable frequency drive shall be controlled from 100% speed to minimum allowable speed to maintain duct pressure.
  - ▶ The compressors and control valves shall be staged to maintain a 52°F. supply air discharge temperature (adjustable).
  - ▶ If the enthalpy of the outside air is appropriate to use for "free" cooling, the air side economizer cycle shall be activated to satisfy the supply air setpoint. Mechanical cooling shall be cycled on as necessary. The relief air dampers shall be modulated to maintain a slightly positive building pressurization with relation to the outside.
  - ▶ During winter operation, if the mixed air temperature is below the 54°F. supply air temperature setpoint (adjustable), the electric heating coil shall be staged to maintain supply air temperature setpoint. Mechanical cooling shall be locked out during electric heating operation.
  
- Timed Override
- Coast-down Mode
- Shutdown Mode
- Space Pressure Control.
- Minimum Outdoor Air Control using an air flow measuring station.

If smoke is sensed in the return air stream, the unit shall shut down, an alarm shall be sent to the fire alarm system.

#### VARIABLE AIR VOLUME SYSTEM SPACE TEMPERATURE CONTROL

Pressure Independent Direct Digital Controlled Variable Volume Air Valves - Each with room sensor to vary the air flow down to a predetermined adjustable minimum quantity.

After primary air has been closed to its minimum position, on a further drop in space temperature the electric heating coil will be controlled to maintain space temperature.

#### TOILET EXHAUST FANS

Toilet exhaust fans shall run continuously.

Public toilet exhaust fan shall be controlled from the BAS.

#### SOUND LEVELS

Sound levels shall be in accordance with ASHRAE recommendations within occupied areas and will not exceed the following: All Areas - NC-30.

## DESIGN CONDITIONS

Outside:

Summer: 93°F, dry bulb/74° F. wet bulb.

Winter: (-10F.) dry bulb.

Public Areas & Guestrooms - Inside Public Areas & Guestrooms:

Summer: 74° F. dry bulb/50% relative humidity.

Winter: 70° F. dry bulb.

Ventilation (Outside Air): All Area: as described in 2012 International Mechanical Code Table 403.3 for occupancy type.

## TEST AND BALANCE

All air and water systems (including domestic hot water recirculation) shall be tested and balanced by an independent TAB Contractor.

## DEMOLITION

Seven gas fired / electric cooling DX split systems and appurtenances shall be removed complete. Ductwork in penthouse shall be removed to a point where the ducts pass through Penthouse wall. Existing controls and piping associated with above described systems shall be removed.



## **ELECTRICAL**

*Prepared by Circle Design Group, Inc.*

### **Applicable Electrical Codes**

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

### **ELECTRICAL SERVICE**

The electrical service is derived from a pad mounted Duke Energy utility transformer and terminates in the mezzanine level equipment room. The service is rated at 800A, 120/240V, single phase, 3 wire.

An 800A, 120/240V, single phase, 3 wire fused panel with main circuit breaker and branch circuit fusible switches are provided which serve branch panelboards in the same equipment room. One branch panelboard serving mechanical loads is rated at 400A. Three other branch panelboards which serve lighting, receptacles and miscellaneous small power loads are rated at 225A.

An additional electrical service will be provided derived from a new Duke Energy utility transformer. The new service will be rated at 400A, 120/208V, 3 phase, 4 wire. The service will be terminated in a new 400A, 120/208V, 3 phase, 4 wire distribution panelboard located in the mezzanine level equipment room. This new distribution panel will serve new HVAC air handlers located in the equipment room and condensing units located in the ground level outdoor equipment enclosure.

### BRANCH CIRCUITS AND WIRING DEVICES

Existing floor boxes currently serving the service desk area and business center islands will be removed as required to facilitate the new furniture plan.

New floor boxes with 20A receptacles will be provided at locations to include new service desk area, business center, computer stations and conference room table per new furniture plan.

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

Branch circuits will be served from existing branch panelboards located in the mezzanine equipment room.

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

### LIGHTING SYSTEMS

In the renovated area for the Teen Center, a combination of downlights, decorative pendants, linear direct / indirect pendants and wall wash highlights for book stacks will be provided.

2x4 direct/indirect LED lay in fixtures, and or LED downlights will be utilized for common spaces and restrooms.

The new Infants/Pre-K/Children's room will use indirect lighting only, comprised of decorative pendants in groupings throughout the room.

LED decorative pendants will be provided for lobby areas. Accent lighting will be coordinated with interior design for the meeting room lobby.

In new meeting rooms, direct / indirect 2x4 troffers will be provided.

In meeting and conference rooms LED fixtures will have lighting control capable of dimming fixtures for preset scenes corresponding to presentation, conference and other room activities as directed by the owner.

Occupancy/Vacancy sensors will be utilized in the new addition restrooms, meeting rooms and common spaces to reduce energy consumption when the spaces are unoccupied.

New lighting installation will be designed to comply with the current Indiana Energy Code (based on ASHRAE 90.1).

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

Exterior lighting for garden areas as directed by owner will consist of LED light fixtures controlled by a combination of photocell and timeclock.

### FIRE ALARM SYSTEM

Fire alarm devices will include duct detectors for all air handling systems over 2,000 CFM.

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

New fire alarm devices will be connected to the existing fire alarm control panel.

### TELE DATA SYSTEM

The electrical documents will locate tele-data boxes throughout the spaces per specific Owner request and the design teams recommendations. Rough-ins will consist of a recessed box with a 1" conduit turned out above accessible ceilings.

Provision for data outlets will be provided in new floor boxes provided at locations to include new service desk area, business center, computer stations and conference room table per new furniture plan.

Data devices, wiring, terminations and testing are not included in this scope. It is anticipated that the Owner will contract directly with a tele/data contractor for this design and installation.

# V. PRELIMINARY PROJECT COST ESTIMATE

## V. PRELIMINARY PROJECT COST ESTIMATE

### I. CONSTRUCTION COST:

#### A. SITE:

\$ 68,575

##### 1. Parking Lot Renovation:

- ADA Parking Spaces
- Re-Striping Parking Lot

##### 2. New Addition:

- Re-Routing Sewer
- Excavation/Grading
- Access Drive

### B. GENERAL CONSTRUCTION:

#### 1. Building Renovation:

a. Total Renovation Areas: 2,405 sf @ \$75: \$180,375

- New Children's Infant/Pre-K Rm: 845 sf
- New Children's ADA Restrm 64 sf
- New Family ADA Restrm 72 sf
- New Reading Rm Storage 35 sf
- New Teen Center 1,206 sf
- New Conference Rm 183 sf

b. Partial Renovation Areas: Allow: \$ 25,000

- Main Reading Rm:  
82 gross sf Bay Window, Flr. Finish

Total Estimated Renovation: \$205,375

2. New Addition: 2,957 gsf @ \$160: \$473,120

\$678,495

### C. MEP CONSTRUCTION:

1. Building Renovation: \$440,000

- 11,258 net sf @ \$40
- Upgrade Electrical Service

2. New Addition: 3,000 net sf @ \$40 \$ 120,000

Total Estimated MEP Construction Cost: \$560,000

**TOTAL ESTIMATED BASE BID CONSTRUCTION COST: \$1,307,070**

5% Range: \$1,241,716 to \$1,372,424

**10% CONSTRUCTION CONTINGENCY: \$130,707**

**D. ALTERNATES:**

**1. Alternate #1:**

- Lobby - New Wall, Ceiling, & Floor Finishes and Lighting:  
Allow: (500 net sf @ \$30) \$15,000

**2. Alternate #2:**

- Atrium – New Column, Bulkhead, & Floor Finishes:  
Allow: (1,080 net sf @ \$20) \$21,600

**3. Alternate #3:**

- Children’s Room – New Floor Finishes:  
Allow: (1,553 net sf @ \$6) \$9,300

**PLEASE NOTE:**

Items not included in the above estimate but which should be considered in establishing a total project cost:

- A. Architecture & engineering fees
- B. Reimbursable expenses
- C. State Plan Review fees
- D. Furniture cost and design fees
- E. Equipment cost
- F. Technology cost

# VI. PROJECT TASK SCHEDULE

## VI. PROJECT TASK SCHEDULE

The following Project Task Schedule reflects tasks which have been completed to date and tasks which are anticipated for completion of the Ellettsville Branch Library renovation project.

<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 Bldg. Committee to Begin Project_____	3 May 2017
Architect & Owner Schedule Staff & Community Focus Groups_____	4 – 26 May 2017
Architect Prepares Community Questionnaires_____	8 – 18 May 2017
Architect Sends Bldg. Committee Questionnaires_____	19 May 2017
Architect Prepares Measured Base Drawings_____	4 - 19 May 2017
Architect Conducts Staff & Community Focus Group Meetings:	
Teens: _____	4:00 – 5:00 pm, Tues. 30 May 2017
Adults: _____	6:00 – 7:00 pm, Tues. 30 May 2017
Library Staff: _____	8:30 -9:30 am, Thurs. 1 June 2017
Families: _____	3:30 – 4:30 pm, Thurs. 1 June 2017
Architect Prepares Results of Focus Groups_____	1 – 13 June 2017
Architect & Library Consultant Prepare Space/Performance Program___	1 - 13 June 2017
Architect Makes Presentation to Bldg. Committee_____	2:00 pm, Wed. 14 June 2017
- Results of Focus Group Meetings	
- Space/Performance Program	
Architect & Library Consultant Prepare Concept Design_____	14 – 20 June 2017
Architect & Library Consultant Conduct Design Workshops_____	21 June 2017
Library Staff: _____	8:30 – 9:30 am
Families: _____	10:30 – 11:30 am
Adults: _____	1:00 – 2:00 pm
Teens: _____	3:00 – 4:00 pm
Presentation to Library Board: _____	5:45 pm
Architect & Library Consultant Prepare Schematic Design_____	22 June – 30 July 2017
Architect & Engineers Survey & Assess Existing Conditions_____	22 June - 30 Aug 2017
Architect Reviews Schematic Design with Bldg. Committee_____	2:00 pm, 1 Aug 2017
Architect Presents Schematic Design at Board Work Session_____	5:45 pm, 9 Aug 2017
Library Board Approves Schematic Design at Board Mtg._____	5:45 pm, 16 Aug 2017
Architect Presents Schematic Design to Public_____	23 Aug 2017
Architect Prepares Design Development Documents_____	17 Aug - 3 Oct 2017
<b>Architect Reviews Design Development with Bldg. Committee_____</b>	<b>2 Nov 2017</b>
Architect Presents Design Develop. at Library Board Work Session_	5:45 pm, 9 Nov 2017
Library Board Approves Design Development at Board Mtg._____	5:45 pm, 16 Nov 2017
Architect Prepares Construction Documents_____	17 Nov 2017 – 4 Jan 2018
Architect Presents Construction Documents to Bldg. Committee_____	4 Jan 2018
Architect Presents Construction Dcmnts at Library Work Session___	5:45 pm, 11 Jan 2018



**MONROE COUNTY PUBLIC LIBRARY: ELLETTSVILLE BRANCH LIBRARY RENOVATION**

**Project Task Schedule, Cont'd**

<u>TASK</u>	<u>DATE</u>
Library Board Approves Construction Documents at Board Mtg. ___ 5:45 pm,	17 Jan 2018
Architect Submits Construction Documents to State Plan Review _____	18 Jan 2018
Construction Documents Printed and Distributed to Contractors _____	18 Jan 2018
Architect Conducts Pre-Bid Meeting _____	25 Jan 2018
Architect Prepares and Distributes Addendum _____	25 Jan - 10 Feb 2018
Architect Receives Contractors' Bids & Reviews with Owner _____	15 Feb 2018
Architect Prepares Owner-Contractor Agreement for Signatures _____	16 – 22 Feb 2018
Owner and Contractor Sign Agreement _____	23 Feb 2018
Construction Begins in Phases _____	26 Feb 2018
Substantial Completion of Construction in Phases _____	Aug 2018, Jan 2019
Furniture Installation _____	Aug 2018, Jan 2018
Owner Occupies New Spaces in Phases _____	Sept 2018, Feb 2018

**APPENDIX:  
BUILDING COMMITTEE MEETING NOTES**



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## MEETING NOTES

*Project:* Monroe County Library – Ellettsville Branch Library Renovation  
*Project No.:* 1701  
*Mtg. Date:* August 1, 2017  
*Location:* MCPL – Ellettsville Program Room  
*Attendees:* M. Wood J. Cronkhite  
C. Hosler G. Lettelleir  
C. Matheu K. Floyd  
*Distribution:* M. Wood – MCPL J. Cronkhite – MCPL  
C. Hosler – MCPL G. Lettelleir – MCPL  
J. Keller – JRK K. Smith – CDG  
W. Harrison – LHB R. Coppock – BF  
C. Matheu – MA K. Floyd – MA  
File

---

### I. PURPOSE:

The Architect presented the Schematic Design Report and Documents for review and discussion.

### II. DISCUSSION:

#### A. Site:

1. **Delivery Access to the Addition:** Extend alley approximately 20'-0" onto the MCPL property and provide walkway access to the building. Do not provide the proposed turnaround.
2. **Alley Vacation:** MA will request a fee from Rick Coppock for the alley vacation process.
3. **Parking Lot Modifications:** Do not make curb changes to the parking lot to add only 2-3 parking spaces.

#### B. Lobby:

1. **Finishes:** The Owner requested that new wall, ceiling, and floor finishes be provided in the Main Lobby. This is not currently in the scope of work, so it

## Meeting Notes

Re: Monroe County Public Library – Ellettsville Branch Library Renovation

Date: August 1, 2017

- needs to be considered along with the other work to determine what work has the highest priority for the budget.
2. **Lighting:** The lighting in the Main Lobby is poor and should be replaced as part of the project.
- C. **School Age Children’s Room and Infants & Pre-School Room:**
1. **New ADA Children’s Restroom:**
    - Relocate door from the 2 hr fire-rated wall to the east wall and rearrange plumbing fixtures as needed to meet ADA requirements.
    - Provide wall mounted fixtures.
  2. **Finishes:** Provide hard surface flooring under raised ceiling area and carpet under the bulkhead areas in the Children’s area. Acoustics may be affected by the ceiling, doors, windows, and floor surface which would now all be hard surface.
  3. **Existing Doors:** Consider providing alarmed panic devices at the doors from Infants & Pre-School to the main Lobby. MCPL will confirm their decision on this.
  4. **Shelving:** MCPL needs to provide lineal shelving requirements.
  5. **Proposed Children’s Garden Area:** MA to clarify that if this area were part of the project as an alternate, would an accessible exit from the garden be required?
- D. **Existing Restrooms:**
1. **Exhaust Air:** Provide exhaust from both the Men’s and Women’s restrooms.
- E. **New Restrooms:**
1. **Fixtures:** Provide wall hung fixtures and add chases as required.
- F. **Book Return:**
1. **Proposed Windows:** Delete the proposed windows in the Book Return area from the Lobby and Media Processing area.
  2. **Duct Work:** Currently there isn’t any duct work supplying conditioned air to this space. Extend adjacent duct work.
  3. **New Sorter:** The new sorter will not require moving any walls, but the book drops will need to be modified to accommodate the new equipment. MCPL will provide spec information.
- G. **New Program Room Addition:**
1. **Meeting Room Windows:** Keep the windows as shown in the Schematic design documents. However, the window in the small Study Room will need to be replaced with a 2-Hr. wall to meet code.
  2. **Projection Screen & Monitor:** (To be confirmed by the Owner)
    - Provide a motorized projection screen on the west wall of Program/Meeting Room ‘B’.
    - Provide connection for mobile monitor on the north wall of Program/Meeting Room ‘A’ and possibly on the west wall of Program/Meeting

## Meeting Notes

Re: Monroe County Public Library – Ellettsville Branch Library Renovation

Date: August 1, 2017

Room 'B' so the room has two screening options.

3. **Meeting Rm Lobby/Gathering Space:**
  - Provide electric water cooler.
  - Provide alarmed panic hardware on exterior doors.
4. **Kitchenette:**
  - Provide a refrigerator with top freezer and a microwave.

### H. **Hold Area:**

1. Extend the hold area to the west column and provide a min. 4'-0" access opening at the east end.
2. The hold shelving will be tall to create a visual and security barrier from the Main Lobby.
3. Delete the sidelight at the door to the Teen Center and provide a full glass door.

### I. **Miscellaneous:**

1. The Owner will provide the number of computers that will be in fixed locations and the anticipated number of mobile lap tops.
2. The Owner will confirm priorities and potential alternate items.
3. The Owner will advise of any additions and reductions of the scope of work to meet the \$1 million budget.
4. MA will add Bynum Fanyo to the consultants listed on the cover sheet.
5. MA will add the stone hatching to the north elevation under the porch of the addition.
6. MA will confirm with the code consultant that fire rating around the Book Return Area is not required by code.
7. MA will look at options for exterior building materials on the addition. The limestone now shown on the wall behind the north terrace could possibly change to smooth limestone or metal panels.

*These meeting notes have been prepared by Matheu Architects, PC and are considered to be correct unless notification has been received by the Architect within 10 days of distribution of these notes.*

# MONROE COUNTY PUBLIC LIBRARY - ELLETTSVILLE BRANCH ADDITION & RENOVATION

600 WEST TEMPERANCE STREET

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ELLETTSVILLE - INDIANA

## DESIGN DEVELOPMENT

Architect's Project #1701  
NOVEMBER 2, 2017

## ARCHITECT

 **MATHEU ARCHITECTS, PC**

205 N. College Ave.  
Suite 010  
Bloomington, Indiana 47404  
Tel: 812.339.1235  
[www.cmatheuarchitect.com](http://www.cmatheuarchitect.com)

## MECHANICAL, ELECTRICAL & PLUMBING ENGINEERS



**CIRCLE DESIGN GROUP, INC.**

5510 S. East Street, Suite F  
Indianapolis, IN 46227  
Tel: 317.781.6200

## STRUCTURAL ENGINEER

LYNCH, HARRISON AND BRUMLEVE, INC.

**CONSULTING ENGINEERS**

550 Virginia Avenue  
Indianapolis, Indiana 46203  
Tel: 317-423-1550  
Fax: 317-423-1551

## SITE/CIVIL ENGINEER



528 N Walnut Street  
Bloomington, IN 47404  
Tel: 812.332.8030



**CODE SUMMARY**

July 31, 2017  
 Kristopher Floyd  
 Matheu Architects, PC  
 205 N College Ave, Ste 010  
 Indianapolis, Indiana 47404



**Monroe County Public Library  
 Code Summary**

<b>Applicable Codes:</b>	2014 Indiana Building Code (IBC) General Administrative Rules, 2 <sup>nd</sup> Edition (GAR)
<b>Occupancy Classifications:</b>	Library/Assembly Spaces - A-3 Occupancy [303.4] Offices and spaces with an occupant load of less than 50 - B Occupancy (Accessory) [304.1, 303.1.2]
<b>Scope of Project:</b>	Project involves an approximately 2,500sf addition to an existing 1-story library building, and will include remodel of existing areas. The addition will include program assembly space and lobby. The addition will be separated from the existing building with a 2-hour fire wall.
<b>Applicability of Codes to the Project:</b>	Alterations and additions are permitted to an existing building without requiring the entire existing building or portions of the existing building unaffected by the proposed scope of renovation to be brought into compliance with current codes The scope of construction within the alteration and addition are required to comply with current codes [Rule 4, Section 12(b), GAR]
<b>Construction Type:</b>	Existing and new construction will be Type VB Construction
<b>Allowable Area:</b>	Tabular area: 6,000 sf [Table 503] Frontage increase: ±4,500 sf [506.2] Allowable area: 10,500 sf Area of addition: 2,500 sf
<b>Fire Walls:</b>	The new addition will be separated from the existing with a 2-hour fire wall. The 2-hour fire wall between the existing building and previous addition will be maintained.
<b>Occupancy Separations:</b>	Occupancy separations are not required, based upon classification of administrative area as an accessory occupancy [508.2]
<b>Incidental Use Separations:</b>	None applicable to this project [Table 509]
<b>Occupant Load Factors:</b>	Program/Meeting Rooms 7 sf per occupant Library Reading Areas 50 sf per occupant Library Stack Areas 100 sf per occupant Office 100 sf per occupant Storage/Mechanical 300 sf per occupant
<b>Panic Hardware:</b>	Panic hardware is required for egress doors serving an occupant load of 50 or more [1008.1.10]

<b>Means of Egress:</b>	2 means of egress are required from rooms with a calculated occupant load of 50 or more, or where exceeding 75 feet common path of travel in A Occupancy spaces and 100 feet in B Occupancy spaces [1015.1]
<b>Exit Access Travel Distance:</b>	The maximum travel distance to an exterior exit is permitted to be a maximum of 200 feet [1016.1]
<b>Automatic Sprinklers:</b>	An automatic sprinkler system is not required based upon the addition area separated from the existing building with a 2-hour fire wall. [903.2.1.3]
<b>Fire Alarm System:</b>	Fire alarm system is not required based upon less than 300 occupants in the addition. [907.2.1]
<b>Smoke Detectors:</b>	Smoke detectors are required for HVAC shutdown for systems delivering in excess of 2,000 cfm [606.1, IMC]

**DRAWING SYMBOLS**

- SECTION REFERENCE SYMBOL
- DETAIL REFERENCE SYMBOL
- ELEVATION REFERENCE SYMBOL
- PLAN NOTE TAG
- DEMOLITION NOTE TAG
- SCHEDULED ITEM TAG
- WINDOW TAG

**ALTERNATES**

- ALTERNATE #1 - LOBBY NEW WALL, CEILING, & FLOOR FINISHES
- ALTERNATE #2 - ATRIUM NEW COLUMN, BULKHEAD, & FLOOR FINISHES
- ALTERNATE #3 - CHILDREN'S ROOM NEW FLOOR FINISH

**WALL LEGEND**

- WALL LEGEND**
- EXISTING WALL OF ADJACENT BUILDING TO REMAIN, V.I.F.
  - 2 HR FIRE-RATED WALL TO DECK & FIRESTOPPED
  - 5" NOMINAL STUD WALL TO DECK, U.N.O. 3-5/8" METAL STUDS @ 16" O.C. W/ (1) LAYER 5/8" GYP. BD. EACH SIDE W/ 4" SOUND ATTENUATION BLANKETS. PROVIDE FIREBLOCKING AT FLOOR LEVELS OF WALLS EXTENDING MORE THAN ONE FLOOR
  - 8 1/2" NOMINAL STUD WALL TO DECK, U.N.O. 6" METAL STUDS @ 16" O.C. W/ (2) LAYERS 5/8" GYP. BD. EACH SIDE W/ 6" SOUND ATTENUATION BLANKETS. PROVIDE FIREBLOCKING AT FLOOR LEVELS OF WALLS EXTENDING MORE THAN ONE FLOOR

**AREA LOCATION MAP**

**DRAWING INDEX**

- COVER SHEET
- I100 INDEX, PROJECT LOCATION MAP, & LEGENDS
- SITE PLAN
- HANDICAP ACCESS & STRIPING IMPROVEMENT PLAN
- GRADING, UTILITY, & EROSION CONTROL PLAN
- DA100 FIRST FLOOR DEMOLITION PLAN
- A100 FIRST FLOOR PLAN
- A200 ENLARGED PLANS
- A201 ENLARGED PLANS
- A202 ENLARGED PLANS
- A250 FIRST FLOOR CEILING PLAN
- A300 SOUTH & WEST ELEVATIONS
- A301 NORTH & EAST ELEVATIONS
- A302 ENLARGED ELEVATIONS
- A303 ENLARGED ELEVATIONS
- A400 BUILDING SECTION
- A401 SECTIONS
- A402 SECTIONS
- A500 ROOM FINISH & DOOR SCHEDULES
- LS100 FIRST LIFE SAFETY PLAN
- S201 FOUNDATION PLAN
- S202 ROOF FRAMING PLAN
- HD201 FIRST FLOOR PLAN - HVAC DEMOLITION
- M001 SYMBOLS & ABBREVIATIONS - MECHANICAL
- H201 FIRST FLOOR PLAN - HVAC
- H202 MEZZANINE PLAN - HVAC
- H501 SCHEDULES & DETAILS - HVAC
- H601 DETAILS - HVAC
- ED201 FIRST FLOOR PLAN - ELECTRICAL DEMOLITION
- E001 SYMBOLS & ABBREVIATIONS - ELECTRICAL
- E002 LUMINAIRE SCHEDULE - ELECTRICAL
- E101 SITE PLAN - ELECTRICAL
- E201 FIRST FLOOR PLAN - LIGHTING
- E202 FIRST FLOOR PLAN - POWER & SIGNAL
- E203 MEZZANINE PLAN - ELECTRICAL
- E501 SCHEDULES - ELECTRICAL
- E502 SCHEDULES - ELECTRICAL
- PD201 FIRST FLOOR PLAN - PLUMBING DEMOLITION
- P200 FOUNDATION PLAN - PLUMBING
- P201 FIRST FLOOR PLAN - PLUMBING
- P202 MEZZANINE PLAN - PLUMBING
- P301 ENLARGED PLANS - PLUMBING
- P501 SCHEDULES - PLUMBING

CERTIFIED

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**MONROE COUNTY PUBLIC LIBRARY  
 ELLETTSVILLE BRANCH LIBRARY  
 ADDITION & RENOVATION  
 600 W. TEMPERANCE STREET  
 ELLETTSVILLE - INDIANA**

ARCHITECT'S PROJECT NO.: 1701  
 DATE: NOVEMBER 2, 2017

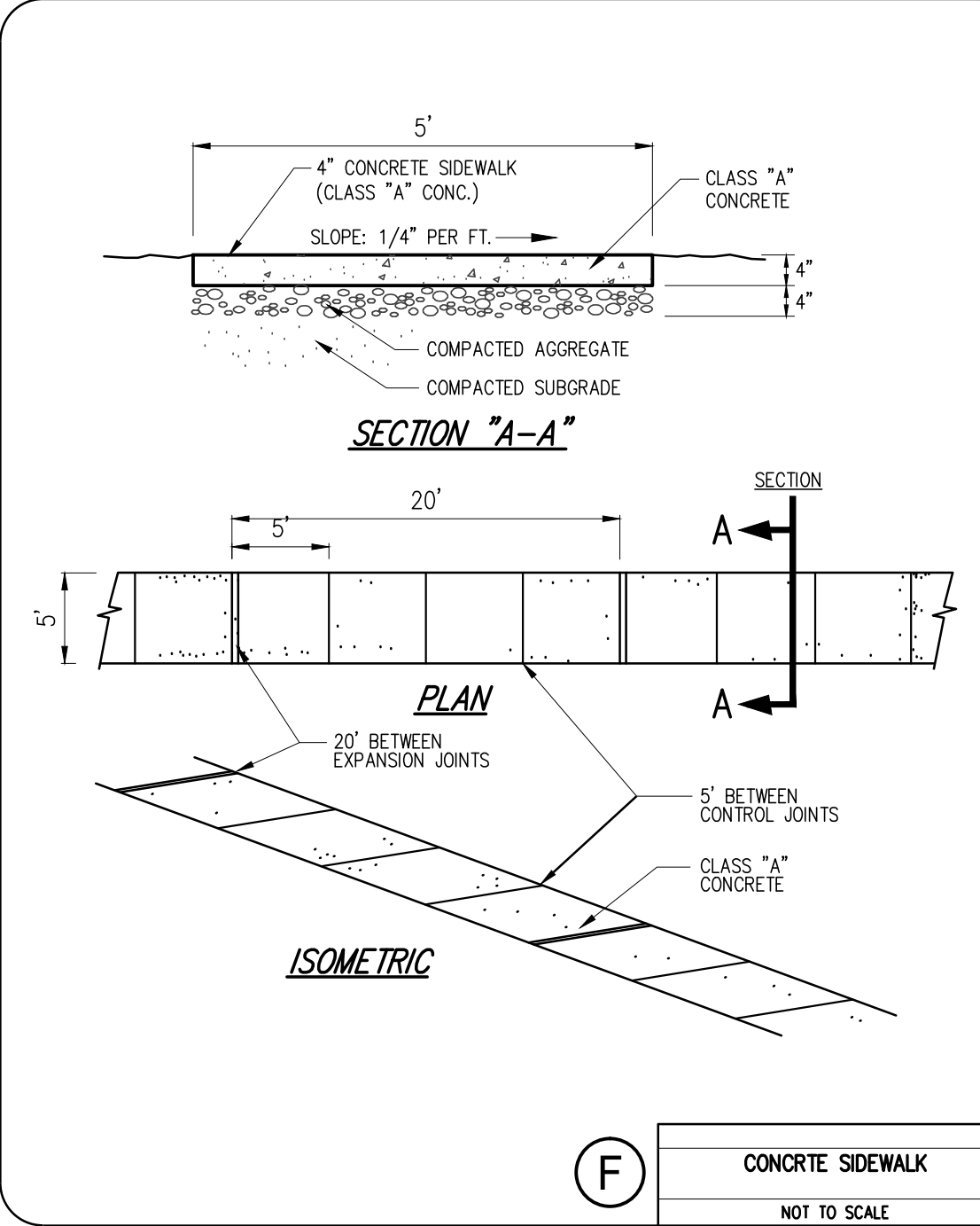
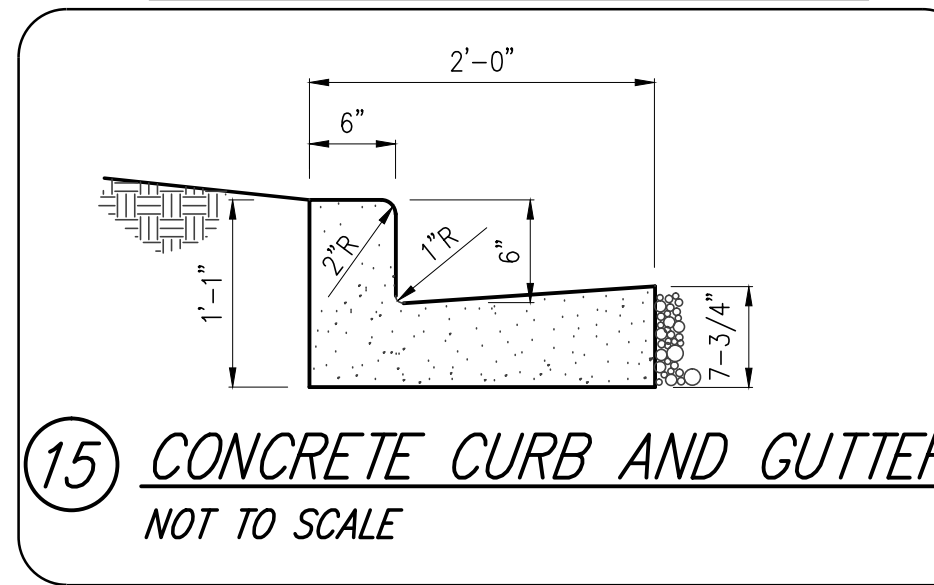
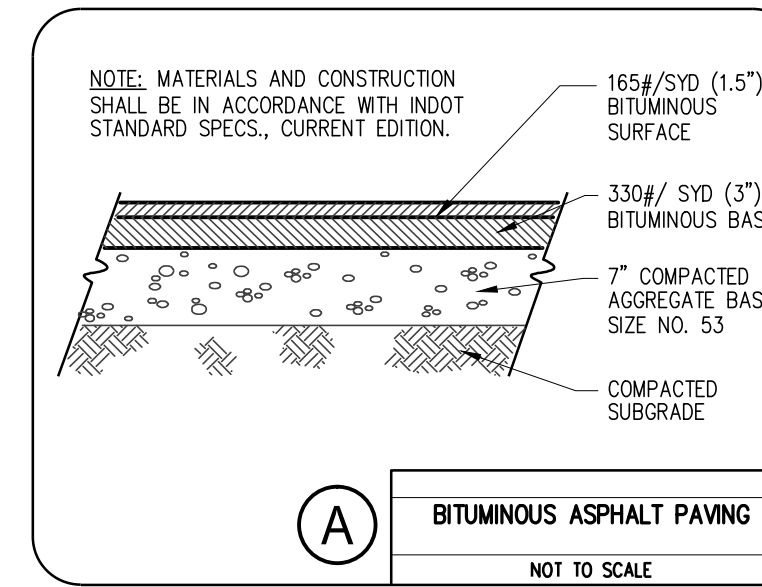
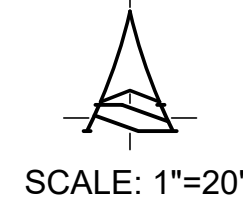
**INDEX, PROJECT  
 LOCATION MAP,  
 CODE SUMMARY &  
 LEGENDS**

SHEET NO.  
**I100**  
 DESIGN DEVELOPMENT

NOT USED  
 SCALE: NONE



# PRELIMINARY PLAN NOT FOR CONSTRUCTION



### (MS) PRACTICE 3.12 PERMANENT SEEDING

**REQUIREMENTS** Site and seedbed preparation: Graded, and lime and fertilizer applied. Plant Species: Selected on the basis of soil type, soil pH, region of the state, time of year, and planned use of the area to be seeded.

**Mulch:** Clean grain, straw, hay, wood, fibre, etc., to protect seedbed and encourage plant growth. The mulch may need to be anchored to reduce removal by wind or water, or erosion control blankets may be considered.

**APPLICATION** Permanently seed all final grade areas (e.g., landscape berms, drainage swales, erosion control structures, etc.) as each is completed and all areas where additional work is not scheduled for a period of more than a year.

**SEEDING:** Optimum seeding dates are Mar. 1-May 10 and Aug. 10-Sept. 30. Permanent seeding done between May 10 and Aug. 10 may need to be irrigated. As an alternative, use temporary seeding (Practice 3.11) until the preferred date for permanent seeding.

- Select a seeding mixture and rate from Exhibit 3.12-C, based on site conditions, soil pH, intended land use, and expected level of maintenance.
- Apply seed uniformly with a drill or cultipacker-seeder (Exhibit 3.12-D) or by broadcasting, and cover to a depth of 1/4-1/2 in.
- If drilling or broadcasting, firm the seedbed with a roller or cultipacker.
- Mulch all seeded areas (Practice 3.15). Consider using erosion blankets on sloping areas (Practice 3.17). (NOTE: If seeding is done with a hydroseeder, fertilizer and mulch can be applied with the seed in a slurry mixture.)

#### Exhibit 3.12-C. Permanent Seeding Recommendations

This table provides several seeding options. Additional seed species and mixtures are available commercially. When selecting a mixture, consider site conditions, including soil properties (e.g., soil pH and drainage), slope aspect and the tolerance of each species to shade and droughtiness.

Seed species and mixtures	Rate per acre	Optimum soil pH
<b>LAWNS AND HIGH MAINTENANCE AREAS</b>		
1. Bluegrass	105 to 150 lbs.	5.5 to 7.0
2. Perennial ryegrass (lurf-type) + bluegrass	45 to 60 lbs.	5.6 to 7.0
3. Prairie switch grass(lurf-type)+ bluegrass	70 to 90 lbs.	5.5 to 7.5
	130 to 107 lbs.	5.5 to 7.5
	20 to 30 lbs.	

### GENERAL LEGEND

- — — — — PROPERTY LINE
- — — — — PROPERTY LINE
- XXX/XXX DEED BOOK AND PAGE
- T.B.R. TO BE REMOVED
- T.R.U. TO REMAIN UNDISTURBED
- X' SBL SETBACK LINE
- (Wheelchair icon) PROPOSED ACCESSIBLE PARKING SPACE
- S.S.E. SANITARY SEWER EASEMENT
- G.E. GAS EASEMENT
- W.L.E. WATER LINE EASEMENT
- E.E. ELECTRIC EASEMENT
- D.E. DRAINAGE EASEMENT
- U.E. UTILITY EASEMENT

### SITE LEGEND

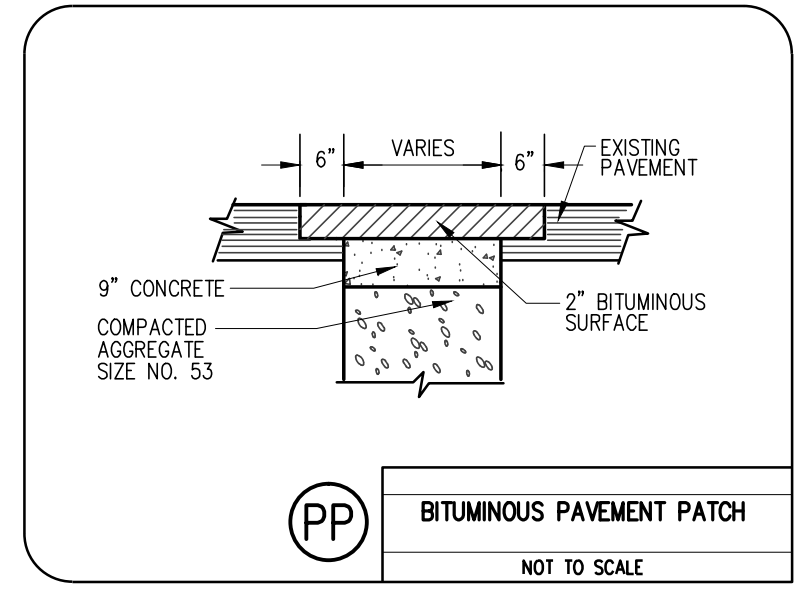
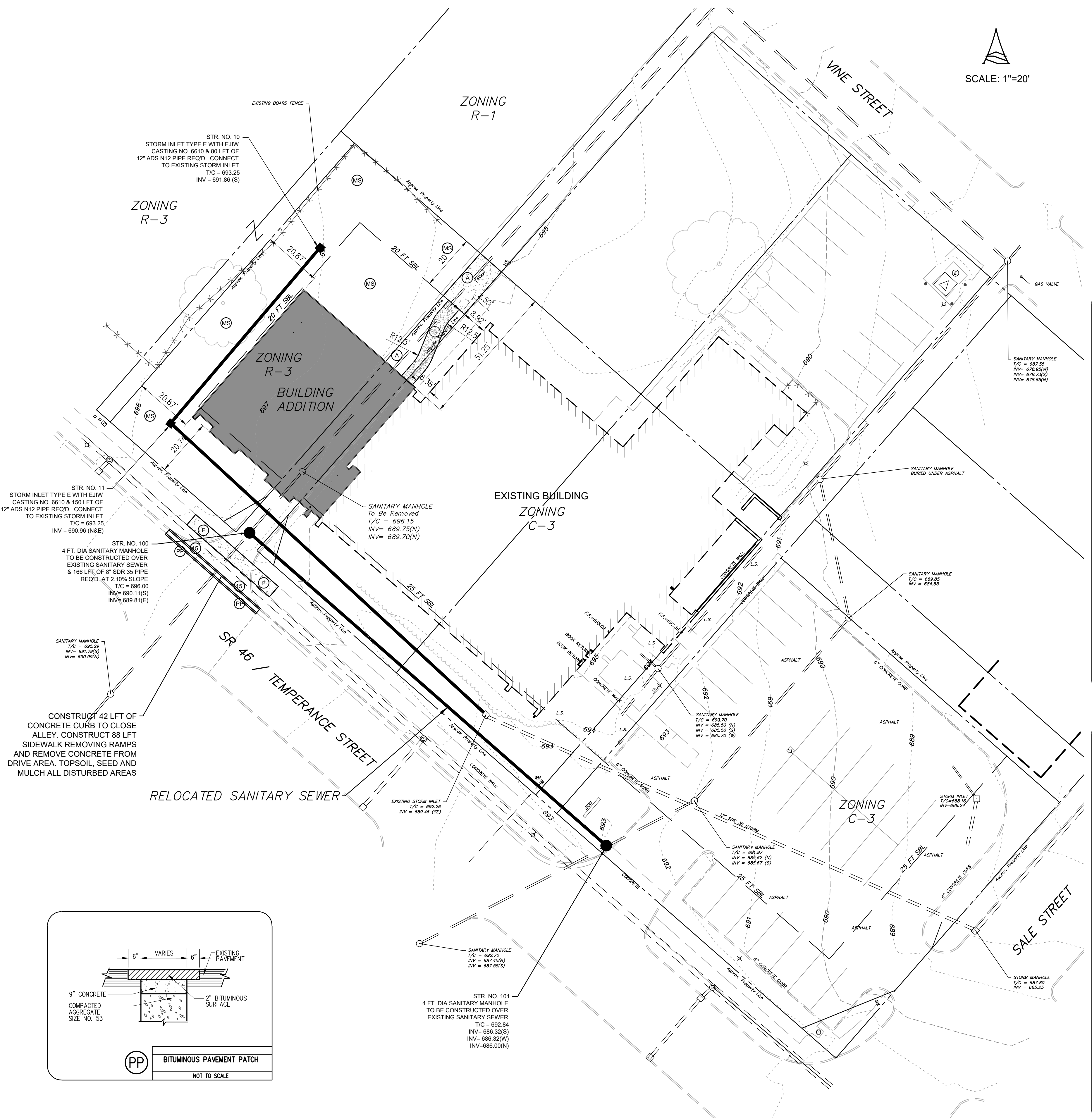
- (A) PROPOSED ROAD BITUMINOUS PAVING
- (A1) PROPOSED HEAVY DUTY ROAD BITUMINOUS PAVING
- (W) PROPOSED ALL-PURPOSE TRAIL BITUMINOUS PAVING
- (C) PROPOSED REINFORCED CONCRETE PAVING
- (F) PROPOSED CONCRETE SIDEWALK
- (F1) PROPOSED MONOLITHIC CURB AND SIDEWALK
- (PP) PROPOSED CITY OF BLOOMINGTON STANDARD ROAD PAVEMENT PATCH
- (13) PROPOSED 6 IN. STANDING CURB
- (15) PROPOSED 6 IN. CONCRETE CURB AND GUTTER
- (R1) PROPOSED INDOT SIDEWALK ACCESSIBLE RAMP TYPE G
- (R2) PROPOSED INDOT SIDEWALK ACCESSIBLE RAMP TYPE A
- (R3) PROPOSED SIDEWALK ACCESSIBLE RAMP TYPE H
- (R4) PROPOSED SIDEWALK ACCESSIBLE RAMP TYPE K
- (R5) PROPOSED INDOT SIDEWALK ACCESSIBLE RAMP TYPE E
- (21) PROPOSED SOLID WHITE 4 IN. WIDE PAINTED PAVEMENT MARKING
- (29) PROPOSED SOLID WHITE 12 IN. WIDE PAINTED CROSS HATCH PAVEMENT MARKING - SPACED AT 5 FT. O.C. IN LIMITS SHOWN
- (20) PROPOSED SOLID BLUE 4 IN. WIDE PAINTED ADA PARKING MARKING
- (36) PROPOSED SOLID THERMOPLASTIC WHITE 24 IN. WIDE STOP BAR PAVEMENT MARKING
- (38) PROPOSED SOLID WHITE THERMOPLASTIC 24 IN. WIDE CROSSWALK PAVEMENT MARKING - 24 IN. SPACING
- (R1-1) PROPOSED INDOT 30 IN. X 30 IN. ROAD STOP SIGN
- (RW) PROPOSED REINFORCED CONCRETE RETAINING WALL AND RAILING - REFER TO STRUCTURAL DRAWINGS FOR MORE DETAILS
- (XX) PROPOSED NUMBER OF PARKING SPACES PER LOT
- (B) PROPOSED BOLLARD
- (S) PROPOSED CONCRETE STAIRS SPACED 4 FT. O.C. MIN. AS REQUIRED. STEP HEIGHT VARIES, 7 IN. MAXIMUM, REFER TO GRADING PLAN FOR MORE INFORMATION
- (S1) PROPOSED WOOD STAIRS TO 2ND FLOOR AS REQUIRED. RISER HEIGHT VARIES, REFER TO GRADING AND ARCHITECTURAL PLANS FOR MORE INFORMATION
- (BP) PROPOSED BIKE PARKING AREA WITH CONCRETE PAD, REFER TO TYPICAL SIDEWALK CONCRETE DETAIL - REFER ALSO TO LANDSCAPE AND ARCHITECTURAL PLANS FOR ADDITIONAL DETAIL AND FOUNDATION INFORMATION
- (PB) PROPOSED CONCRETE PARKING BUMPER BLOCK, 7 FT. LONG

### EXISTING LEGEND

- X — EXISTING FENCE
- W — EXISTING WATER LINE
- OHE — EXISTING OVERHEAD ELECTRIC LINES
- UGE — EXISTING UNDERGROUND ELECTRIC LINES
- OHT — EXISTING OVERHEAD TELEPHONE LINES
- UGT — EXISTING UNDERGROUND TELEPHONE LINE
- GAS — EXISTING GAS LINE
- XXX — EXISTING CONTOUR & ELEVATION
- — — — — FLOW LINE
- SS — EXISTING SANITARY SEWER AND MANHOLE
- ST — EXISTING STORM SEWER AND INLET

### NOTE TO CONTRACTOR

CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS & DEPTHS AND NOTIFY ENGINEER OF ANY INACCURACIES IN LOCATION OR ELEVATION OR ANY CONFLICTS PRIOR TO & AFTER ANY EXCAVATION. NO PAYMENT SHALL BE MADE TO CONTRACTOR FOR UTILITY DESTRUCTION OR UNDERGROUND CHANGES REQUIRED DUE TO CONFLICTING ELEVATIONS.



revisions:

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CIVIL ENGINEERING  
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(812) 332-8030

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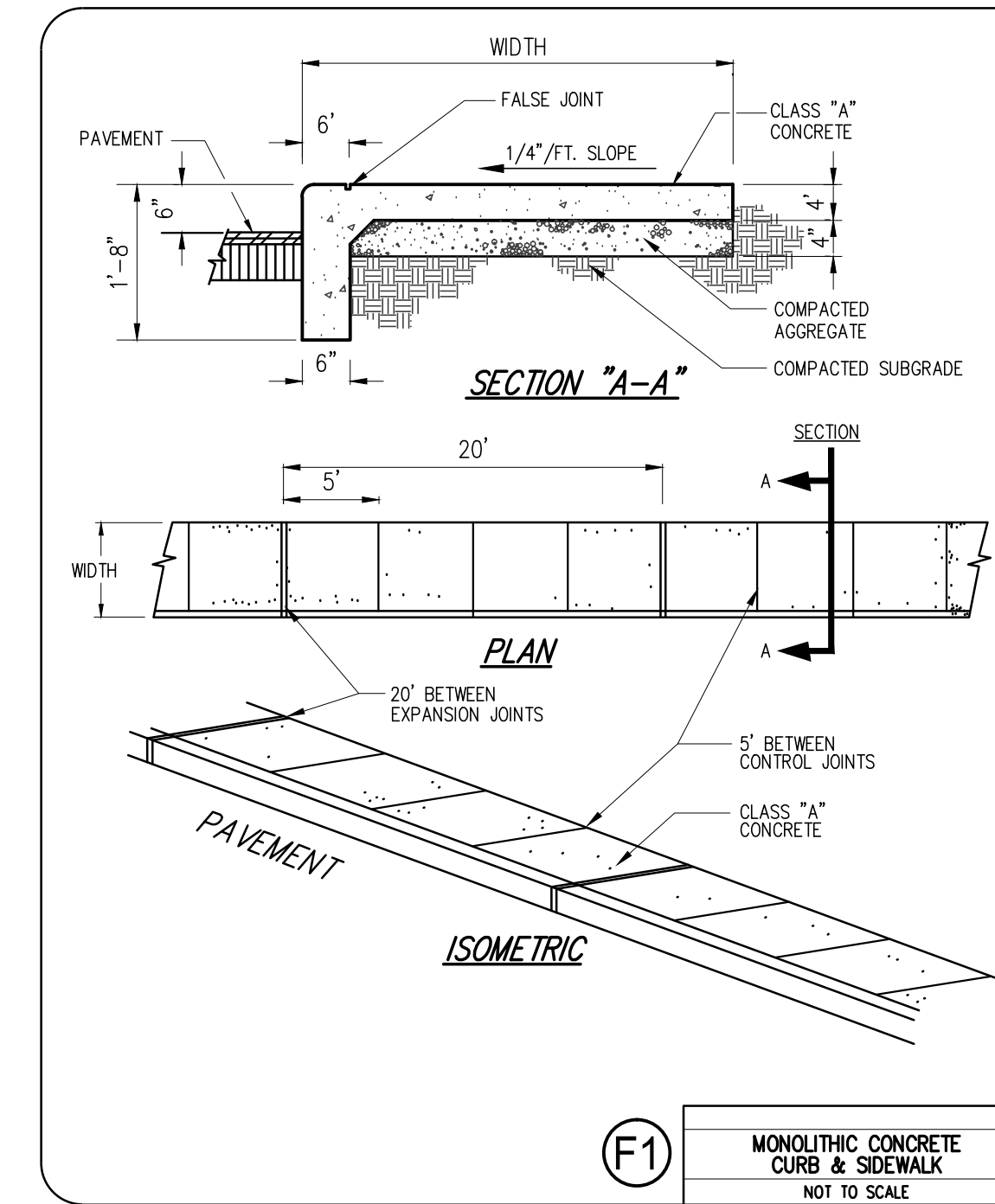
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ELLETTSVILLE, INDIANA

title: SITE PLAN

designed by: XXX  
drawn by: XXX  
checked by: XXX  
sheet no: C301  
project no.: 401732



# PRELIMINARY PLAN NOT FOR CONSTRUCTION



## GENERAL LEGEND

---	PROPERTY LINE
---	PROPERTY LINE
XXX/XXX	DEED BOOK AND PAGE
T.B.R.	TO BE REMOVED
T.R.U.	TO REMAIN UNDISTURBED
X' SBL	SETBACK LINE
♿	PROPOSED ACCESSIBLE PARKING SPACE
S.S.E.	SANITARY SEWER EASEMENT
G.E.	GAS EASEMENT
W.L.E.	WATER LINE EASEMENT
E.E.	ELECTRIC EASEMENT
D.E.	DRAINAGE EASEMENT
U.E.	UTILITY EASEMENT

## SITE LEGEND

(A)	PROPOSED ROAD BITUMINOUS PAVING
(A1)	PROPOSED HEAVY DUTY ROAD BITUMINOUS PAVING
(W)	PROPOSED ALL-PURPOSE TRAIL BITUMINOUS PAVING
(C)	PROPOSED REINFORCED CONCRETE PAVING
(F)	PROPOSED CONCRETE SIDEWALK
(F1)	PROPOSED MONOLITHIC CURB AND SIDEWALK
(PP)	PROPOSED CITY OF BLOOMINGTON STANDARD ROAD PAVEMENT PATCH
(13)	PROPOSED 6 IN. STANDING CURB
(15)	PROPOSED 6 IN. CONCRETE CURB AND GUTTER
(R1)	PROPOSED INDOT SIDEWALK ACCESSIBLE RAMP TYPE G
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(XX)	PROPOSED NUMBER OF PARKING SPACES PER LOT
(B)	PROPOSED BOLLARD
(S)	PROPOSED CONCRETE STAIRS SPACED 4 FT. O.C. MIN. AS REQUIRED. STEP HEIGHT VARIES. 7 IN. MAXIMUM. REFER TO GRADING PLAN FOR MORE INFORMATION
(S1)	PROPOSED WOOD STAIRS TO 2ND FLOOR AS REQUIRED. RISER HEIGHT VARIES. REFER TO GRADING AND ARCHITECTURAL PLANS FOR MORE INFORMATION
(BP)	PROPOSED BIKE PARKING AREA WITH CONCRETE PAD. REFER TO TYPICAL SIDEWALK CONCRETE DETAIL - REFER ALSO TO LANDSCAPE AND ARCHITECTURAL PLANS FOR ADDITIONAL DETAIL AND FOUNDATION INFORMATION
(PB)	PROPOSED CONCRETE PARKING BUMPER BLOCK, 7 FT. LONG

## NOTE TO CONTRACTOR

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revisions:

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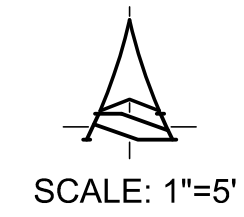
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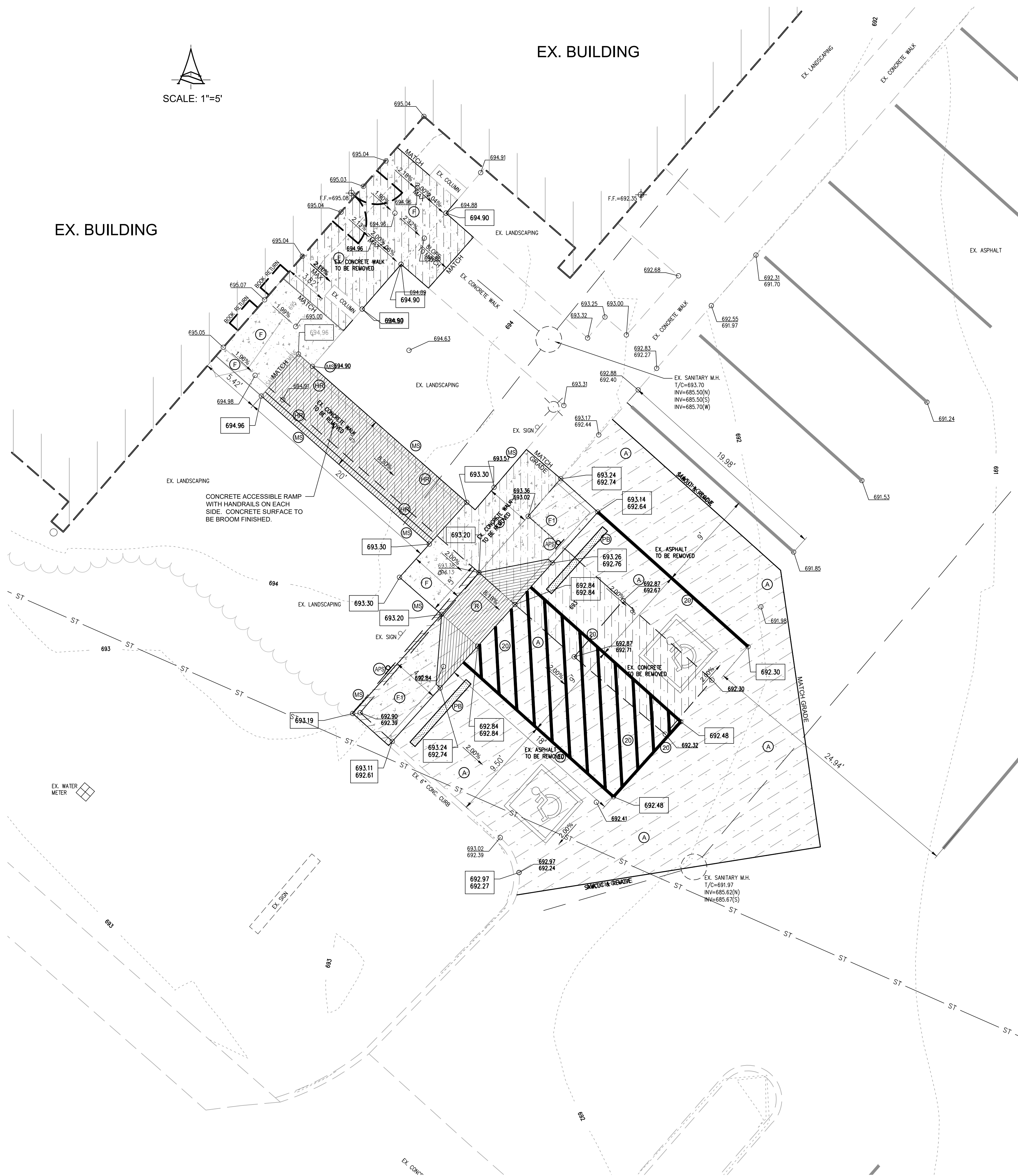
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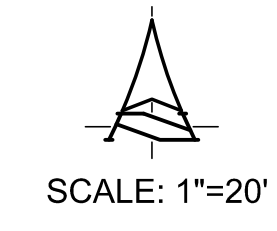
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designed by: XXX  
drawn by: XXX  
checked by: XXX  
sheet no: C302  
project no.: 401732



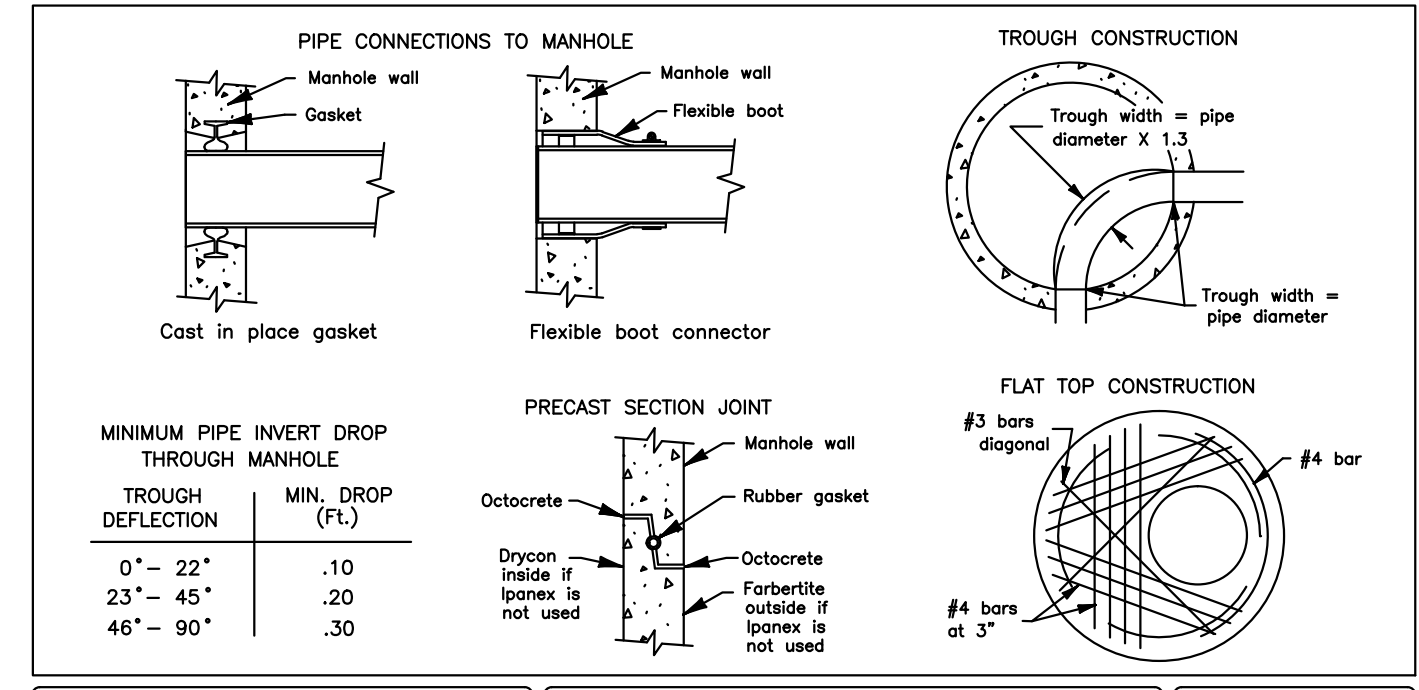
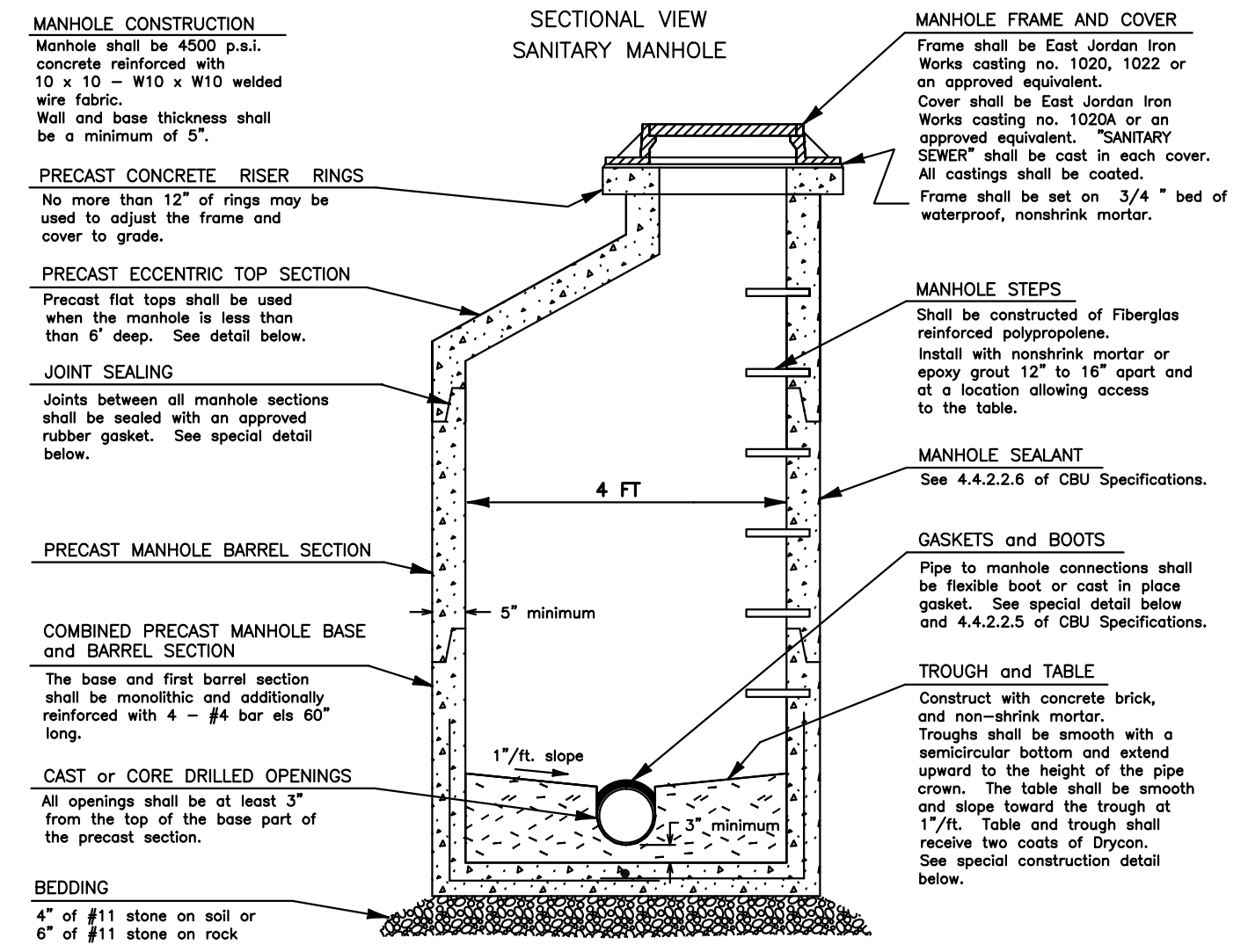
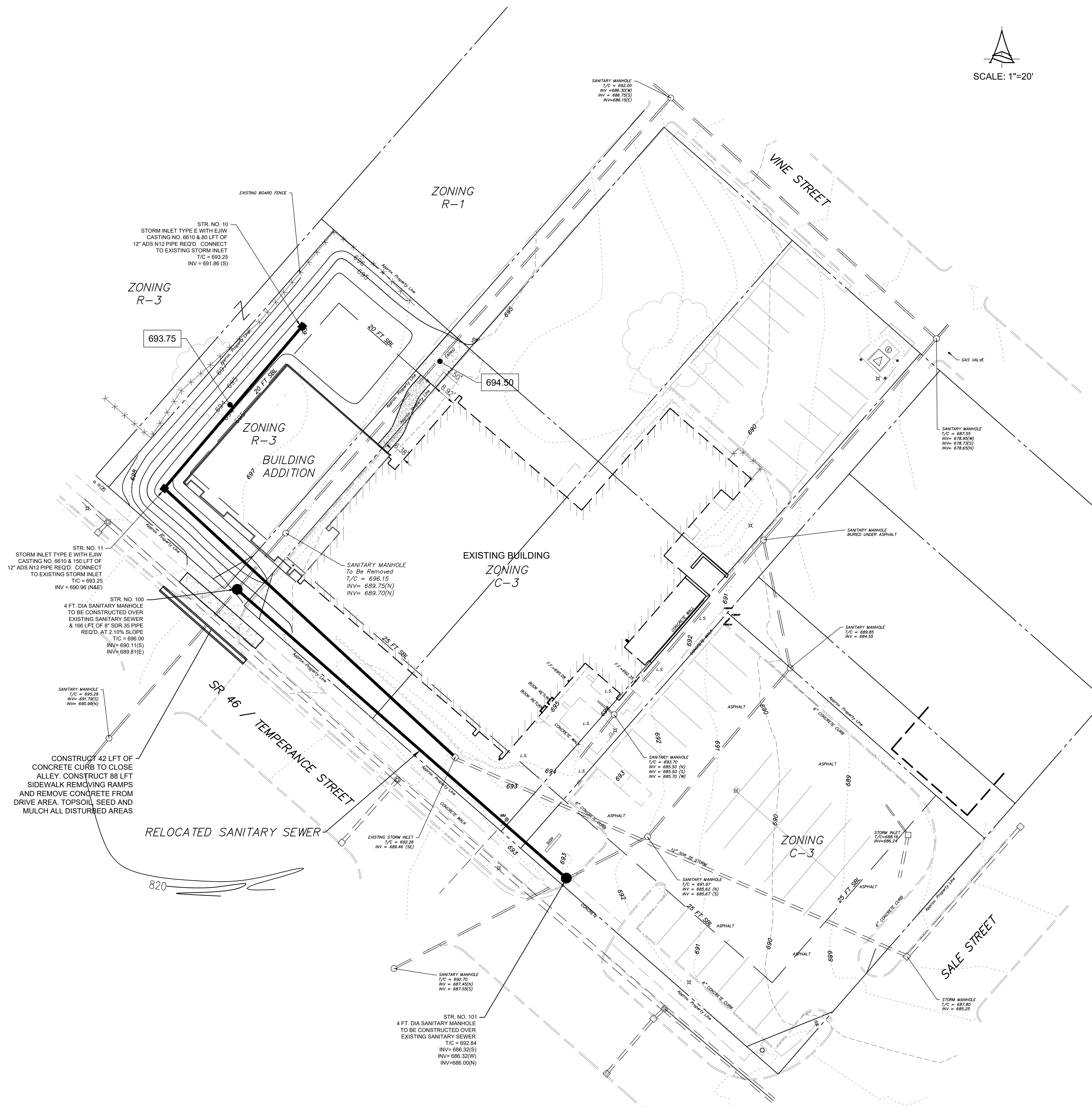
SCALE: 1"=5'





### GRADING LEGEND

---XXX---	PROPOSED GRADE CONTOUR
- - - - -XXX- - - - -	EXISTING GRADE CONTOUR
FL>	PROPOSED FLOWLINE
XXX.XX	PROPOSED SPOT GRADE ELEVATION
XXX.XX XXX.XX	PROPOSED TOP OF CURB ELEVATION PROPOSED PAVEMENT ELEVATION
FC=XXX.XX	FINISH TOP OF CURB ELEVATION
FF=XXX.XX	FINISH FLOOR ELEVATION
FG=XXX.XX	FINISH EARTH GRADE ELEVATION
FGH=XXX.XX	FINISH EARTH GRADE ELEVATION ON HIGH SIDE OF RETAINING WALL
FGL=XXX.XX	FINISH EARTH GRADE ELEVATION ON LOW SIDE OF RETAINING WALL
FP=XXX.XX	FINISH PATIO ELEVATION
FR=XXX.XX	FINISH RAMP ELEVATION
FS=XXX.XX	FINISH STEP ELEVATION
FW=XXX.XX	FINISH WALK ELEVATION
TC=XXX.XX	FINISH TOP OF CASTING
TW=XXX.XX	FINISH TOP OF RETAINING WALL



City of Bloomington Utilities Engineering Department  
 Drawing File: P:\ENGINEER\DWG\STD1.MXD  
 Word File: P:\RULES\STD1.DOC

STANDARD SANITARY MANHOLE  
 STANDARD DETAIL NUMBER 1

### NOTE TO CONTRACTOR

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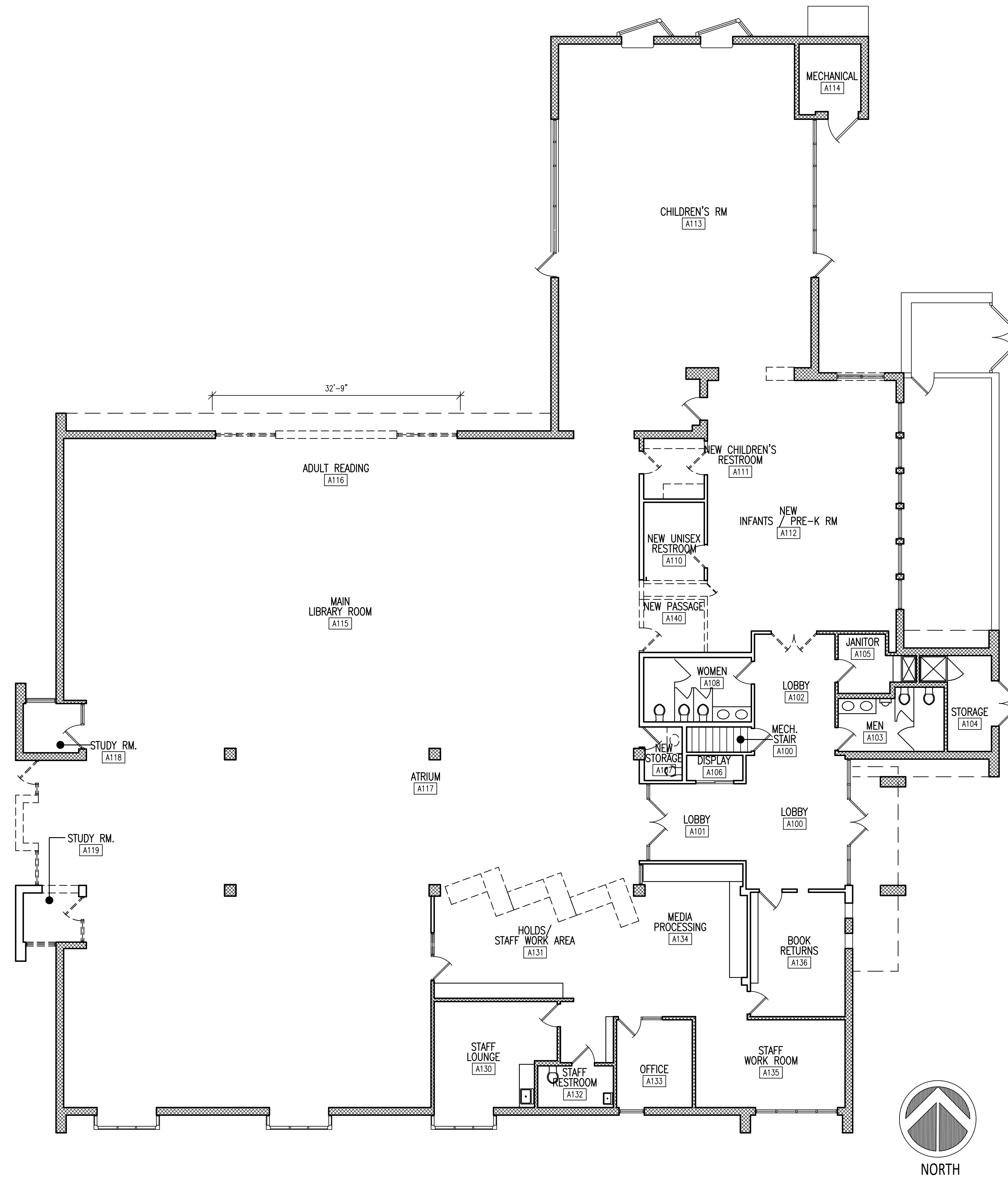
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title: GRADING, UTILITY & EROSION CONTROL PLAN

designed by: XXX  
 drawn by: XXX  
 checked by: XXX  
 sheet no: C401  
 project no.: 401732



**FIRST FLOOR DEMOLITION PLAN**  
 SCALE: 1/8" = 1'-0"

**1**

**GENERAL NOTES:**

- A. CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS PRIOR TO START OF WORK. NOTIFY ARCHITECT OF ANY DISCREPANCIES.
- B. REFERENCE 'C', 'H', 'E', & 'P' SERIES DRAWINGS FOR ADDITIONAL DEMOLITION WORK.

**DEMO NOTES:**

- 1. ?
- 2. ?

**WALL LEGEND**

- EXISTING WALL TO REMAIN, V.I.F.
- WALL TO BE REMOVED
- DOOR AND FRAME TO BE REMOVED

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**Matheu Architects, PC**

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 IN 47404  
 Tele: 812.339.1235  
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ARCHITECT'S PROJECT NO.: 1701  
 DATE: NOVEMBER 2, 2017

**FIRST FLOOR  
 DEMOLITION PLAN**

SHEET NO.  
**DA100**  
 DESIGN DEVELOPMENT



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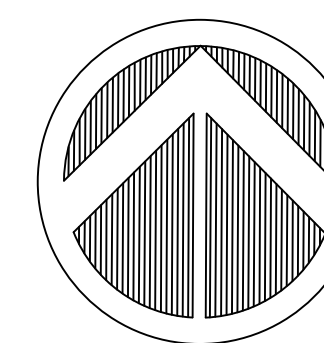
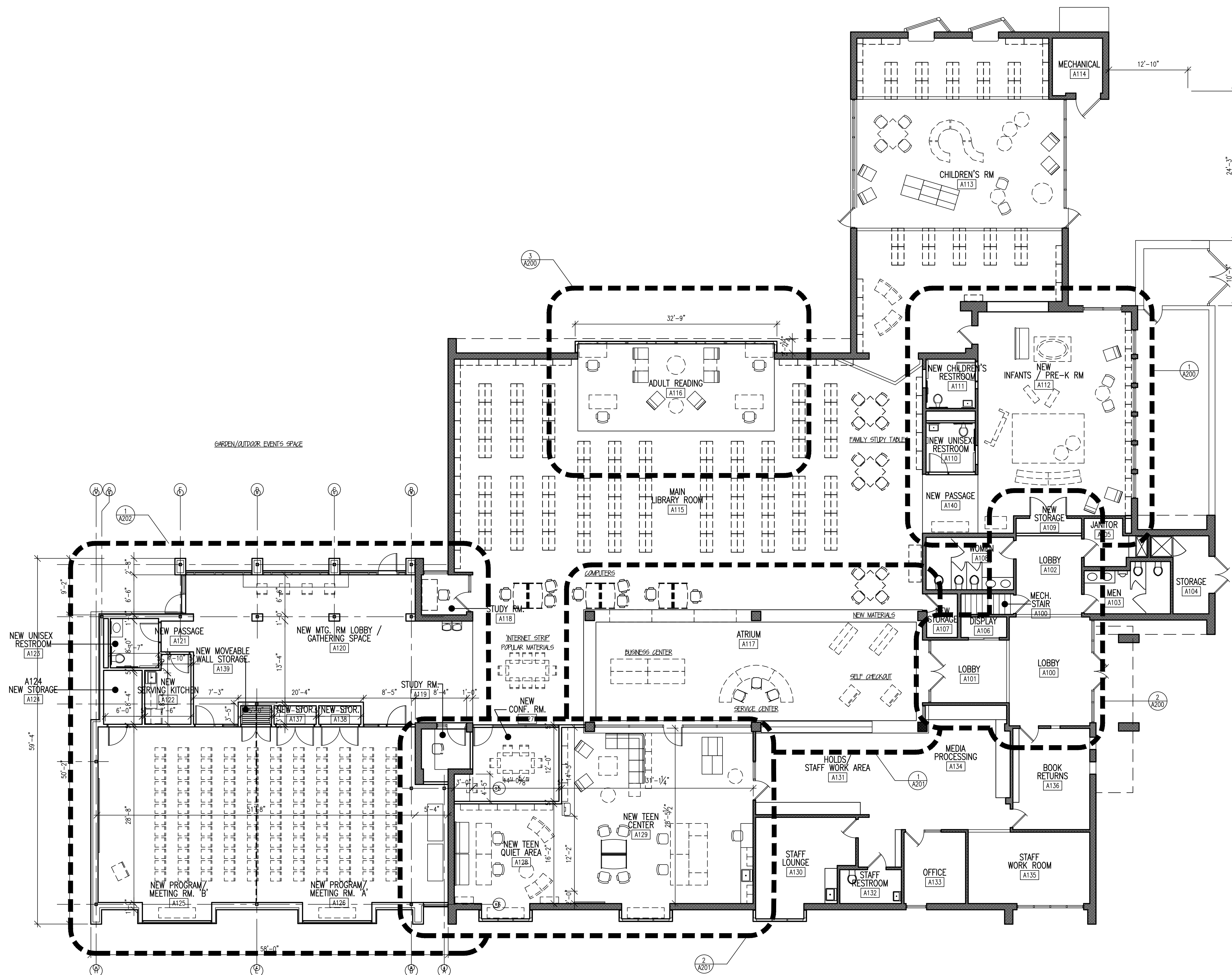
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FIRST FLOOR PLAN

SHEET NO.

A100

DESIGN DEVELOPMENT

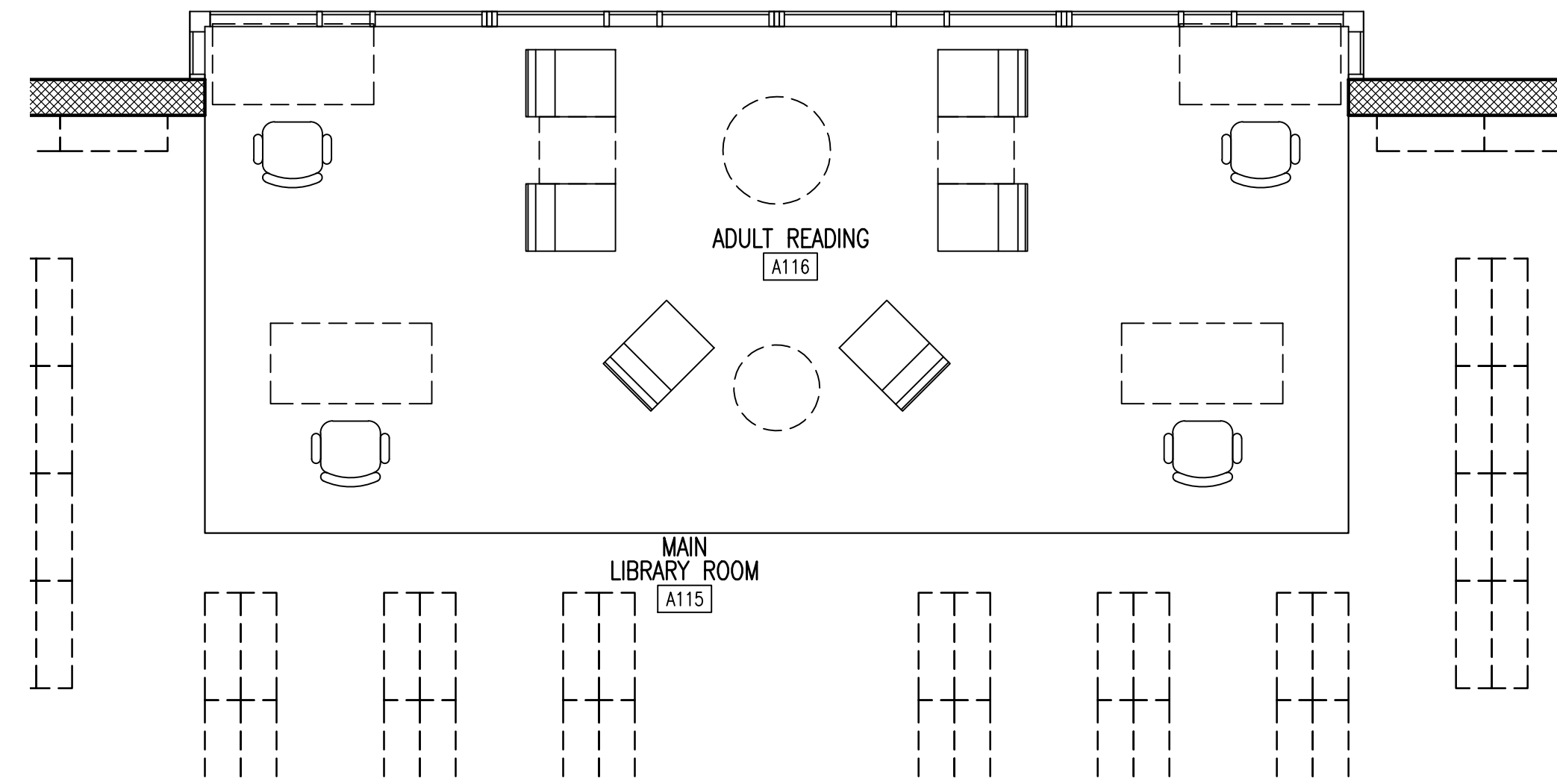


NORTH

FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"

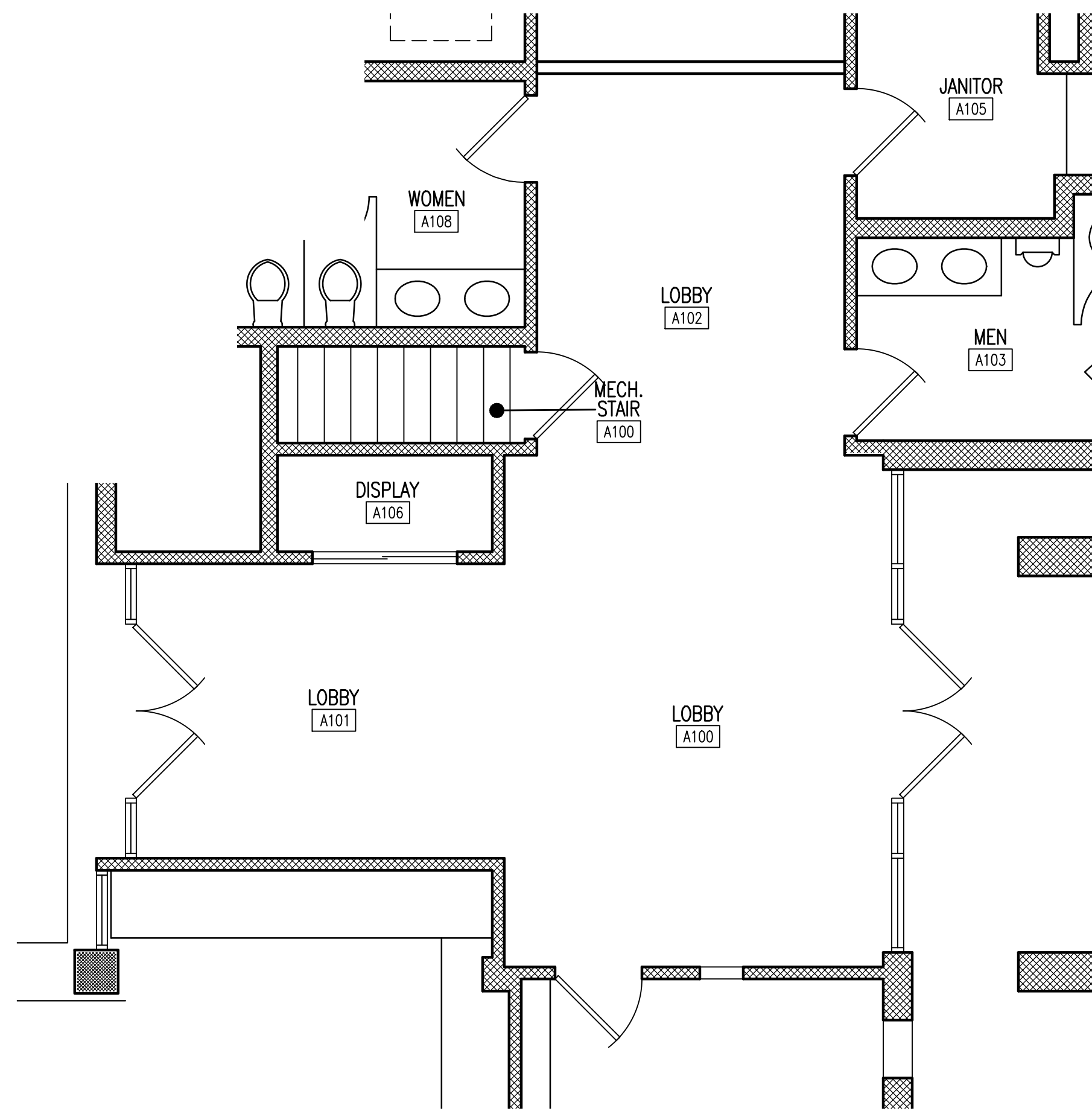
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**ADULT READING AREA**

SCALE: 1/4" = 1'-0"

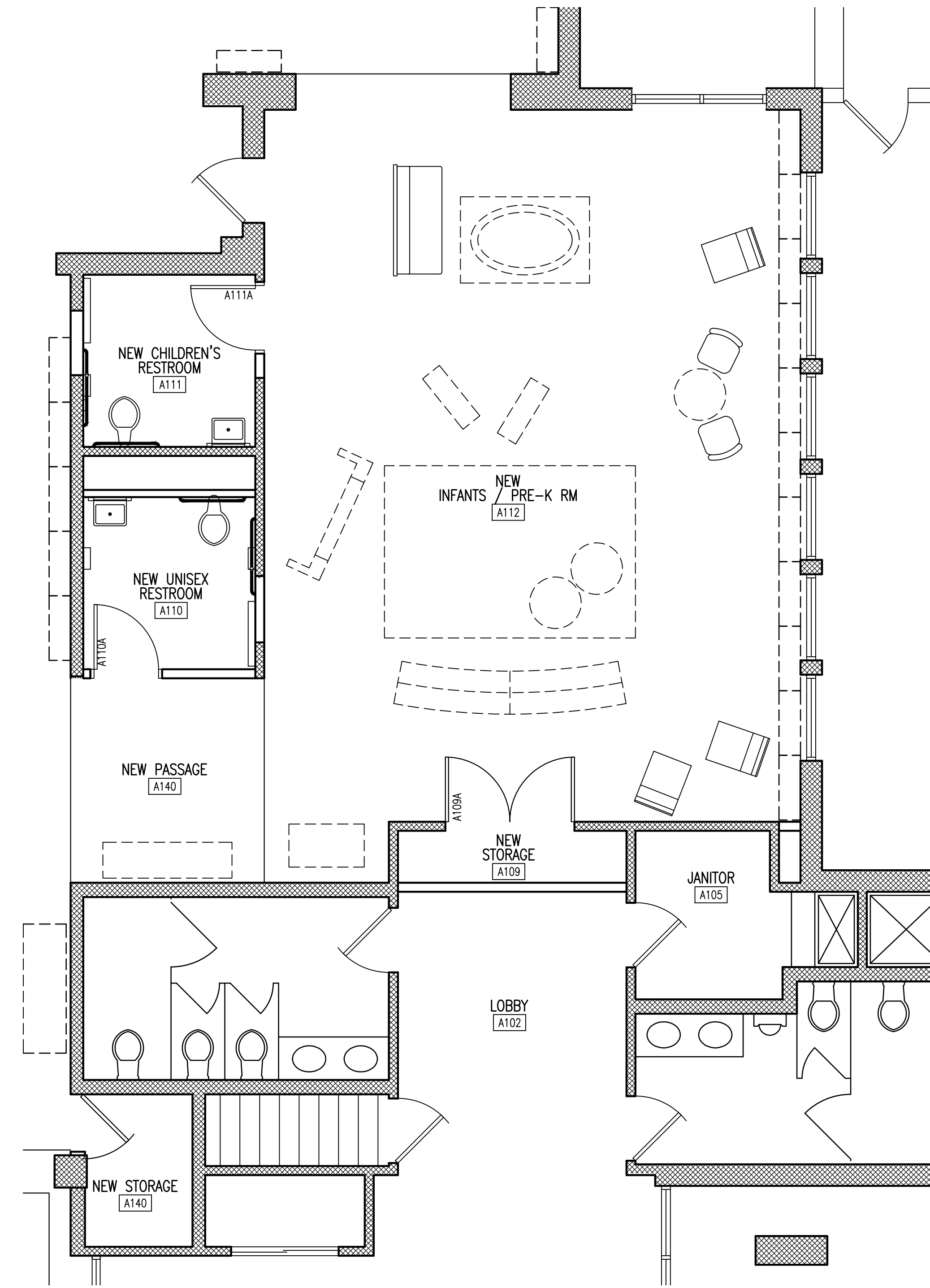
**3**



**ALTERNATE - LOBBY**

SCALE: 1/4" = 1'-0"

**2**



**NEW INFANTS/PRE-K ROOM**

SCALE: 1/4" = 1'-0"

**1**

**GENERAL NOTES:**

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- B. REFERENCE 'S', 'M', 'E', & 'P' SERIES DRAWINGS FOR ADDITIONAL WORK.

**PLAN NOTES:**

- 1. ?
- 2. ?

**WALL LEGEND**

- GENERAL NOTE: REF. DRAWINGS A251- A255 - CEILING PLANS FOR FIRE RATED WALLS AND WALLS TO DECK.
- EXISTING WALL TO REMAIN, V.I.F.
  - EXISTING (3) WYTHE MASONRY WALL W/ EIFS ON THE EXTERIOR AND 5/8" GYP. BD. AND 4" BLANKET INSULATION ON EXISTING WOOD FURRING ON THE INTERIOR
  - 5" NOMINAL STUD WALL, U.N.O. 5/8" GYP. BD. EACH SIDE ON 3-5/8" METAL STUDS @ 16" O.C. IN 4" SOUND INSULATION.

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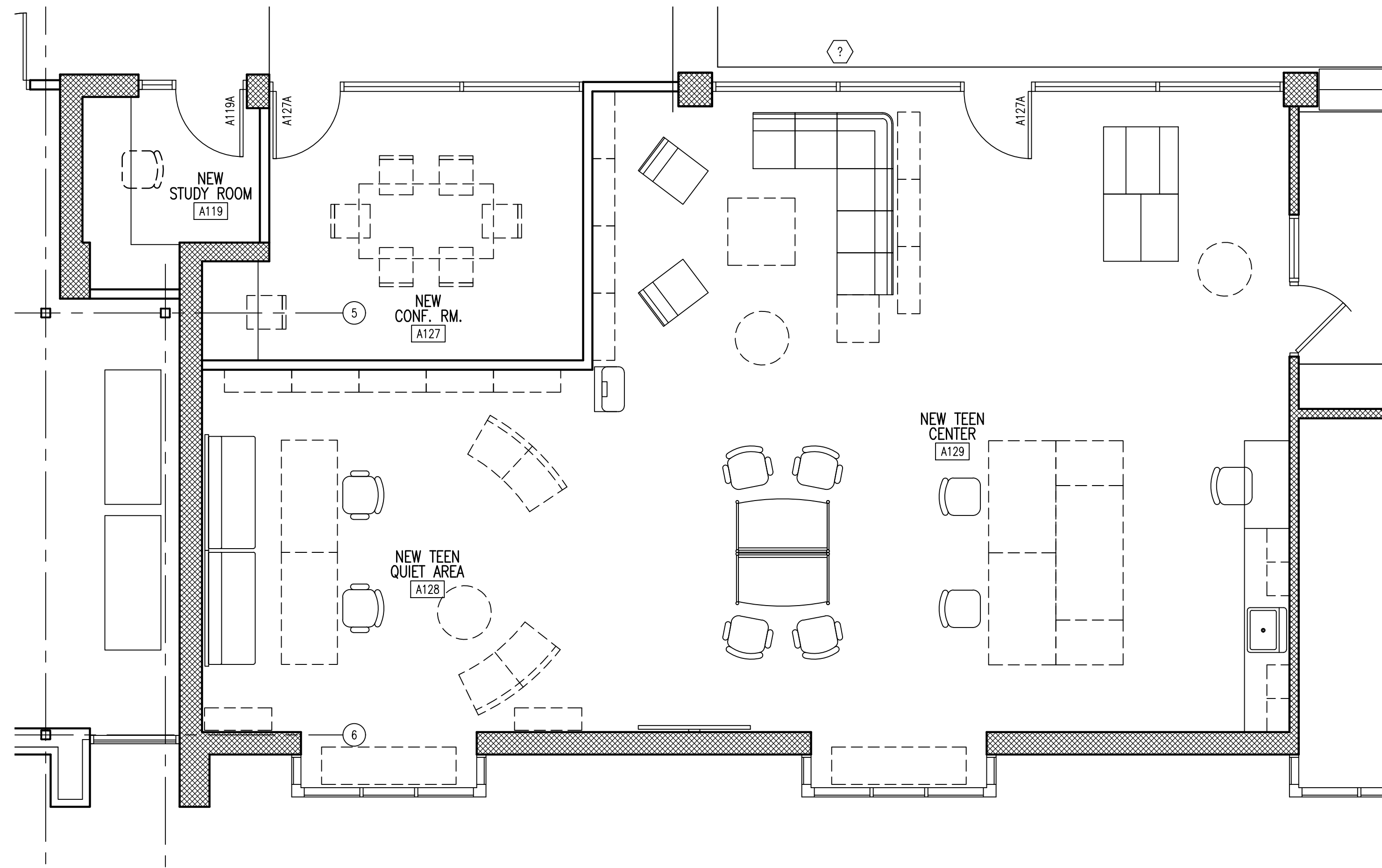
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ENLARGED PLANS

SHEET NO.

**A200**

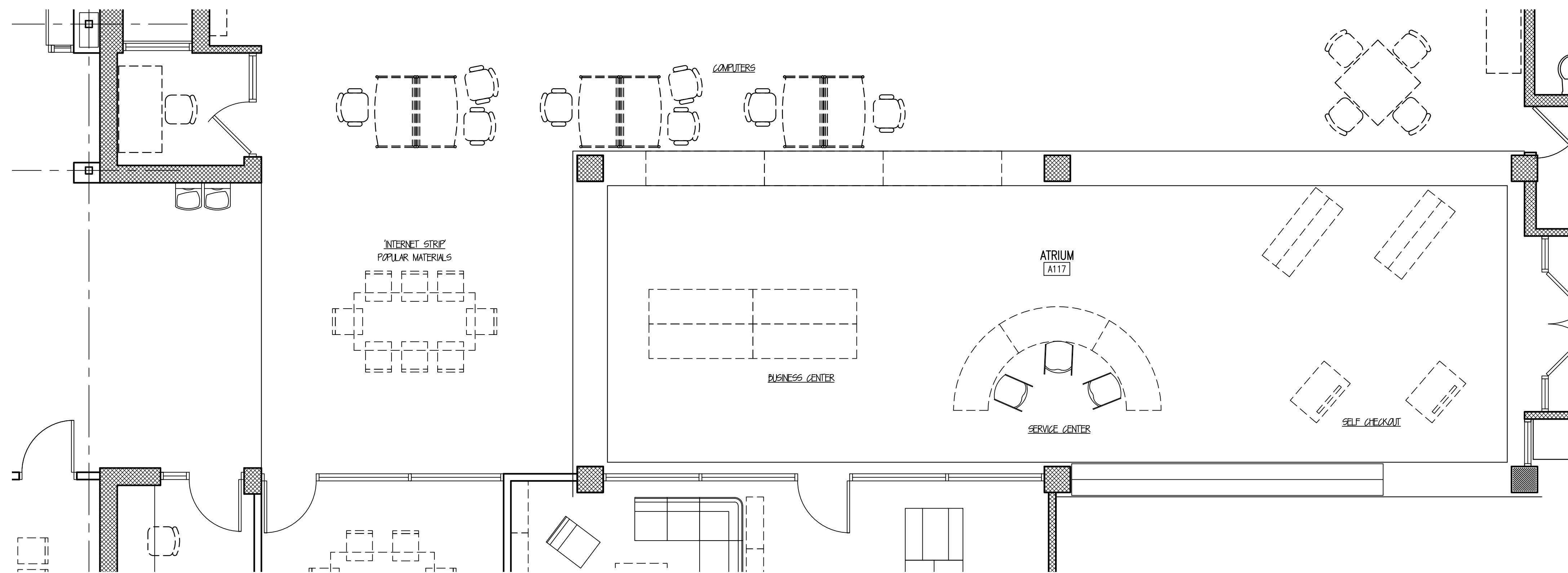
DESIGN DEVELOPMENT



**TEEN CENTER**

SCALE: 1/4" = 1'-0"

**2**



**ATRIUM - ALTERNATE**

SCALE: 1/4" = 1'-0"

**1**

**GENERAL NOTES:**

- A. CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS PRIOR TO START OF WORK. NOTIFY ARCHITECT OF ANY DISCREPANCIES.
- B. REFERENCE 'S', 'M', 'E', & 'P' SERIES DRAWINGS FOR ADDITIONAL WORK.

**PLAN NOTES:**

- 1. ?
- 2. ?

**WALL LEGEND**

- GENERAL NOTE: REF. DRAWINGS A251- A255 - CEILING PLANS FOR FIRE RATED WALLS AND WALLS TO DECK.
- EXISTING WALL TO REMAIN, V.I.F.
  - EXISTING (3) WYTHE MASONRY WALL W/ EIFS ON THE EXTERIOR AND 5/8" GYP. BD. AND 4" BLANKET INSULATION ON EXISTING WOOD FURRING ON THE INTERIOR
  - 5" NOMINAL STUD WALL, U.N.O. 5/8" GYP. BD. EACH SIDE ON 3-5/8" METAL STUDS @ 16" O.C. IN 4" SOUND INSULATION.

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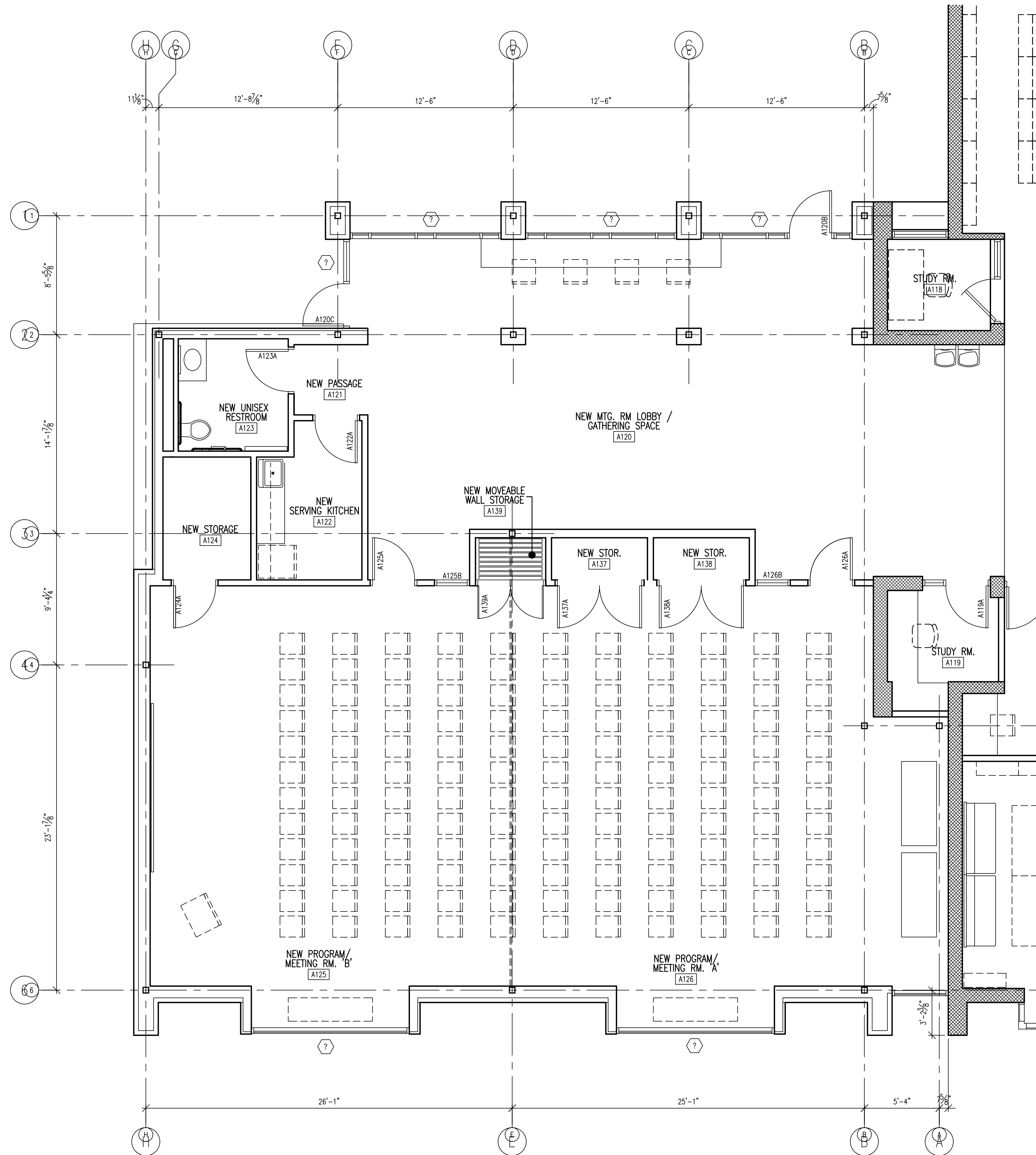
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ENLARGED PLANS

SHEET NO.

**A201**

DESIGN DEVELOPMENT



**PROGRAM/MEETING ROOM ENLARGED PLAN**  
SCALE: 1/4" = 1'-0"

**1**

**GENERAL NOTES:**

- A. CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS PRIOR TO START OF WORK. NOTIFY ARCHITECT OF ANY DISCREPANCIES.
- B. REFERENCE 'S', 'M', 'E', & 'P' SERIES DRAWINGS FOR ADDITIONAL WORK.

**PLAN NOTES:**

- 1. ?
- 2. ?

**WALL LEGEND**

- GENERAL NOTE: REF. DRAWINGS A251 - A255 - CEILING PLANS FOR FIRE RATED WALLS AND WALLS TO DECK.
- EXISTING WALL TO REMAIN, V.I.F.
  - EXISTING (3) WYTHE MASONRY WALL W/ EIFS ON THE EXTERIOR AND 5/8" GYP. BD. AND 4" BLANKET INSULATION ON EXISTING WOOD FURRING ON THE INTERIOR
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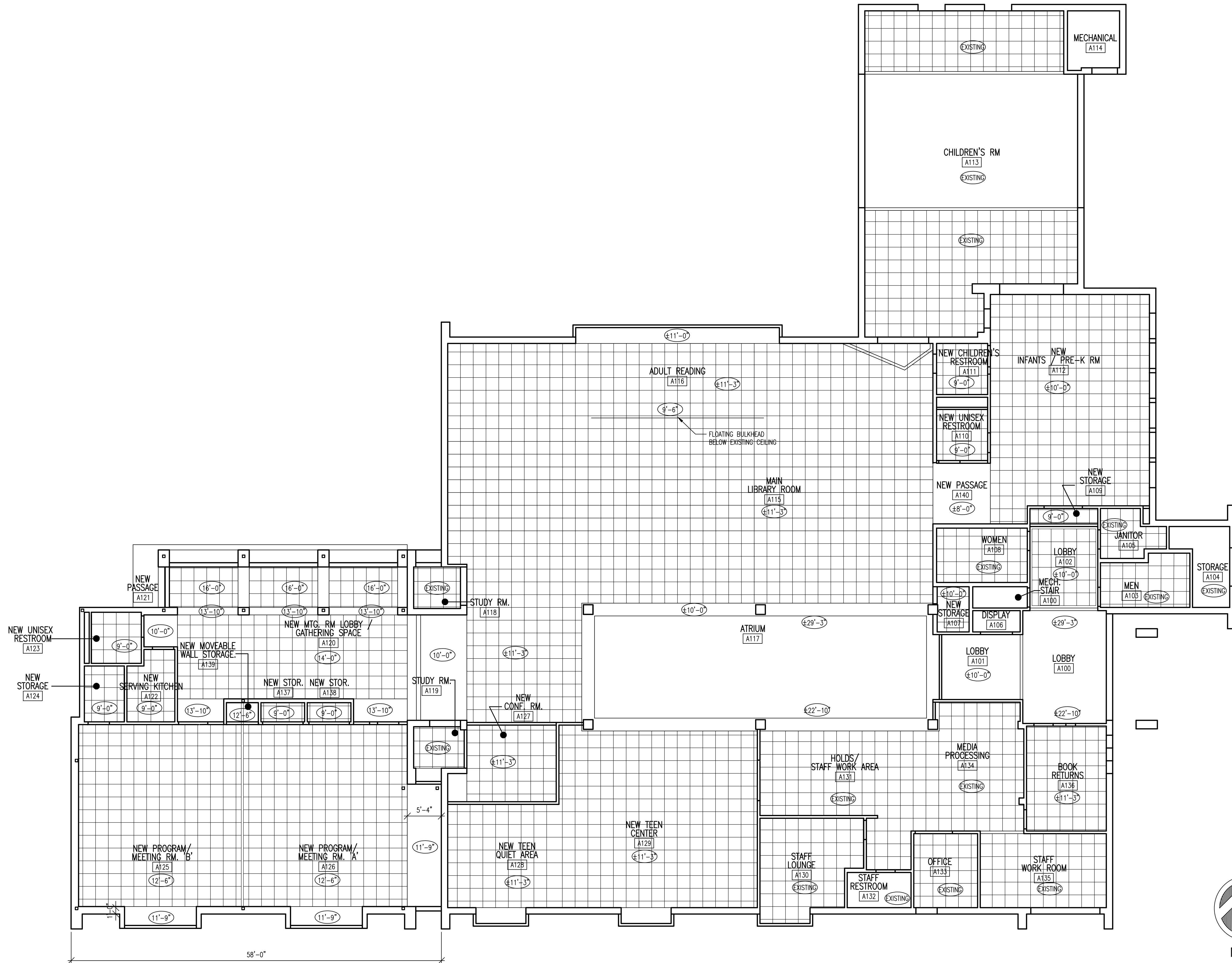
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ARCHITECT'S PROJECT NO.: 1701  
DATE: NOVEMBER 2, 2017

**PROGRAM/MEETING RM  
ENLARGED PLAN**

SHEET NO.  
**A202**  
DESIGN DEVELOPMENT



**FIRST FLOOR CEILING PLAN**  
SCALE: 1/8" = 1'-0"

**1**

**GENERAL NOTES:**

- A. CONTRACTOR TO FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS PRIOR TO START OF WORK. NOTIFY ARCHITECT OF ANY DISCREPANCIES.
- B. REF: "E" SERIES DWGS. FOR SUSPENDED ACOUSTICAL PANEL CEILING LAYOUT.

**CEILING NOTES:**

- 1. ?
- 2. ?

**CEILING LEGEND:**

- 2 HOUR FIRE RATED WALL CONSTRUCTION CMU TIGHT TO DECK AND FIRE STOPPED.
- ALL WALLS TIGHT TO DECK
- METAL FRAMED BULKHEAD W/ 5/8" CYP. BD. BRACED BACK TO STRUCTURE
- 2x2 SUSPENDED ACOUSTIC PANEL CEILING, REF. "E" SERIES DWGS. FOR GRID LAYOUT

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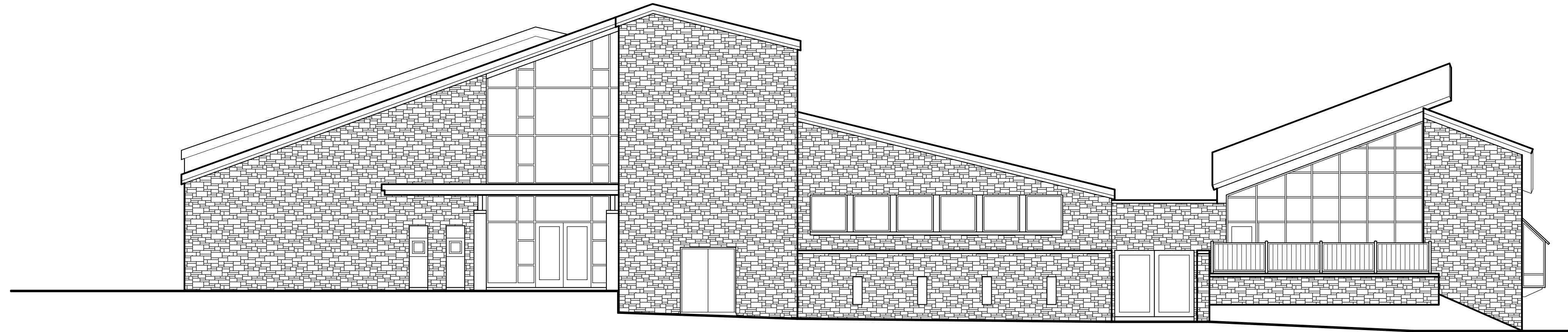
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ARCHITECT'S PROJECT NO.: 1701  
DATE: NOVEMBER 2, 2017

**FIRST FLOOR  
CEILING PLAN**

SHEET NO.  
**A250**  
DESIGN DEVELOPMENT

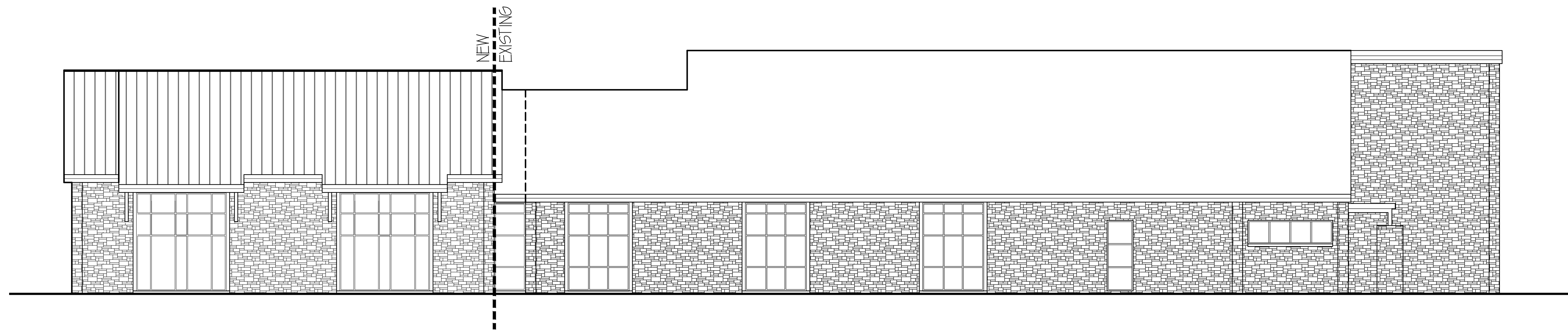




EAST ELEVATION

SCALE: NONE

2



SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

1

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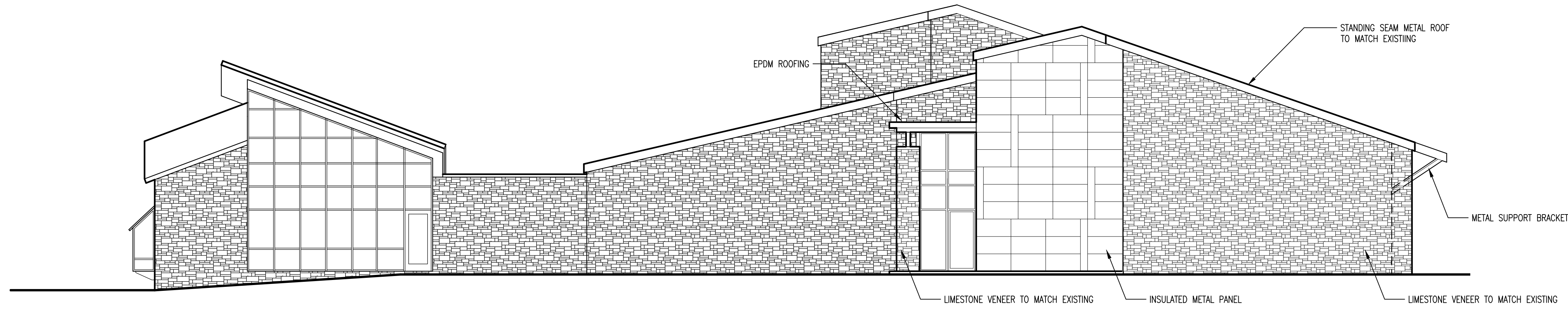
DATE: NOVEMBER 2, 2017

SOUTH & EAST  
ELEVATIONS

SHEET NO.

A300

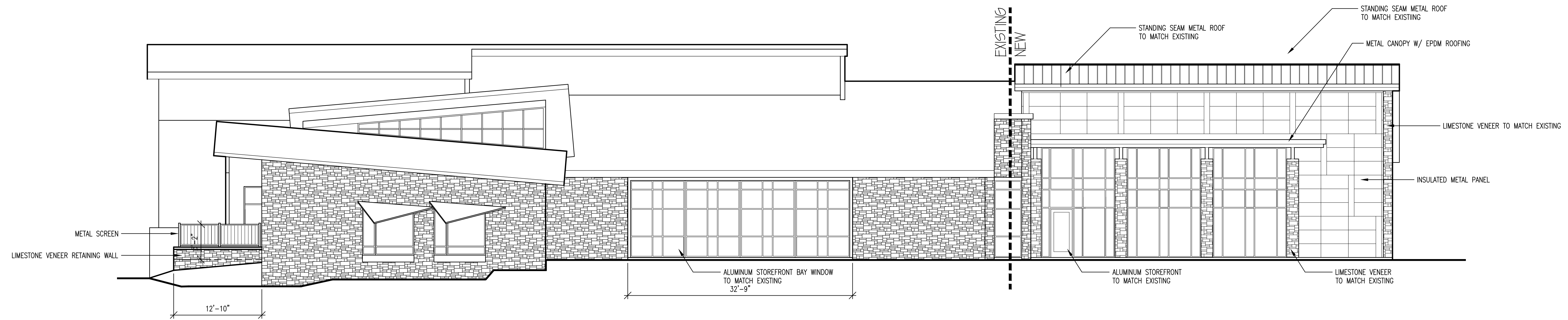
DESIGN DEVELOPMENT



WEST ELEVATION

SCALE: 1/8" = 1'-0"

1



NORTH ELEVATION

SCALE: 1/8" = 1'-0"

1

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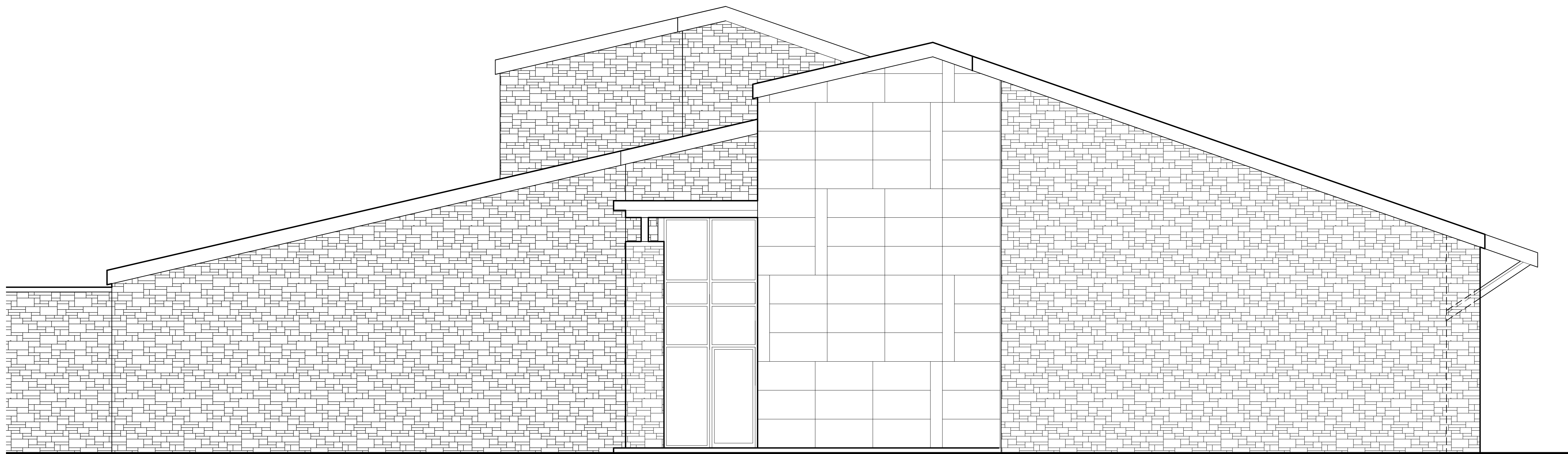
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NORTH & WEST  
ELEVATIONS

SHEET NO.  
**A301**

DESIGN DEVELOPMENT



ENLARGED - WEST ELEVATION  
SCALE: 1/4" = 1'-0"

2



ENLARGED - NORTH ELEVATION  
SCALE: 1/4" = 1'-0"

1

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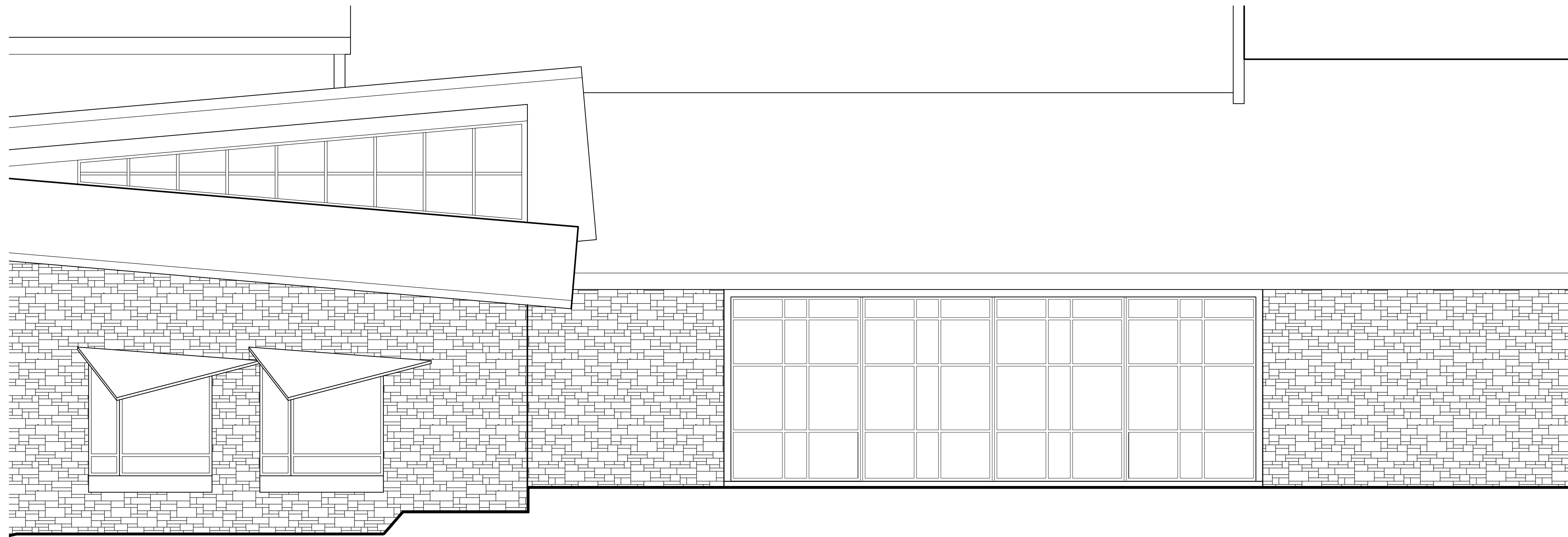
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DATE: NOVEMBER 2, 2017

ENLARGED  
NORTH & WEST  
ELEVATIONS

SHEET NO.

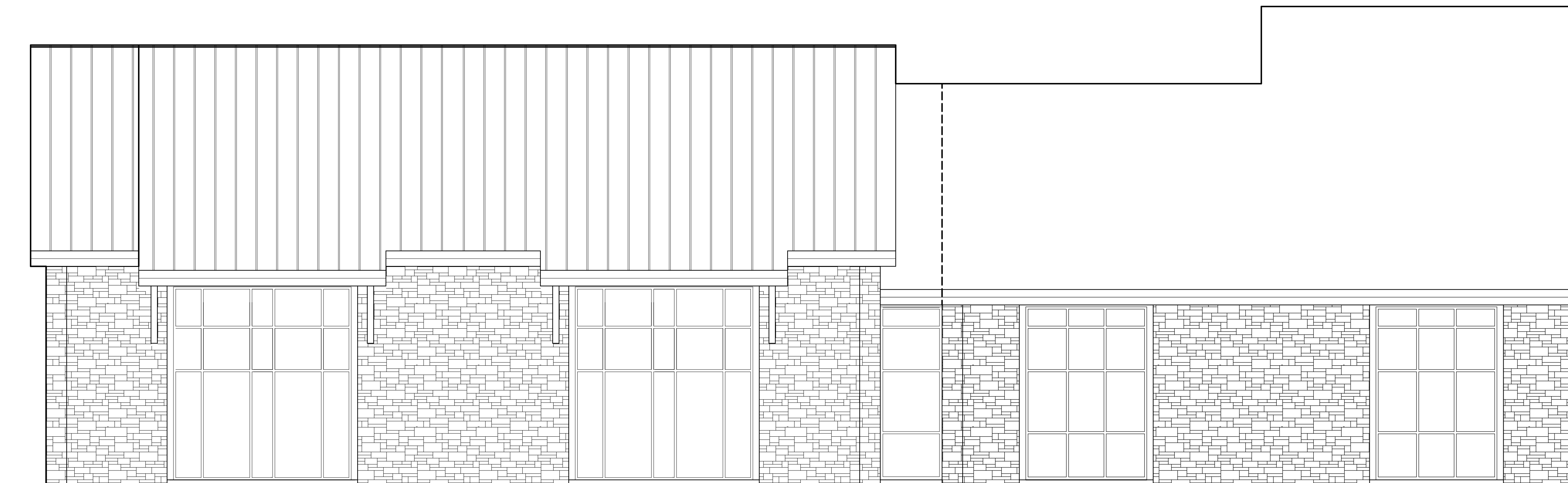
A302

DESIGN DEVELOPMENT



ENLARGED - NORTH ELEVATION - BAY  
SCALE: 1/4" = 1'-0"

2



ENLARGED - SOUTH ELEVATION  
SCALE: 1/4" = 1'-0"

1

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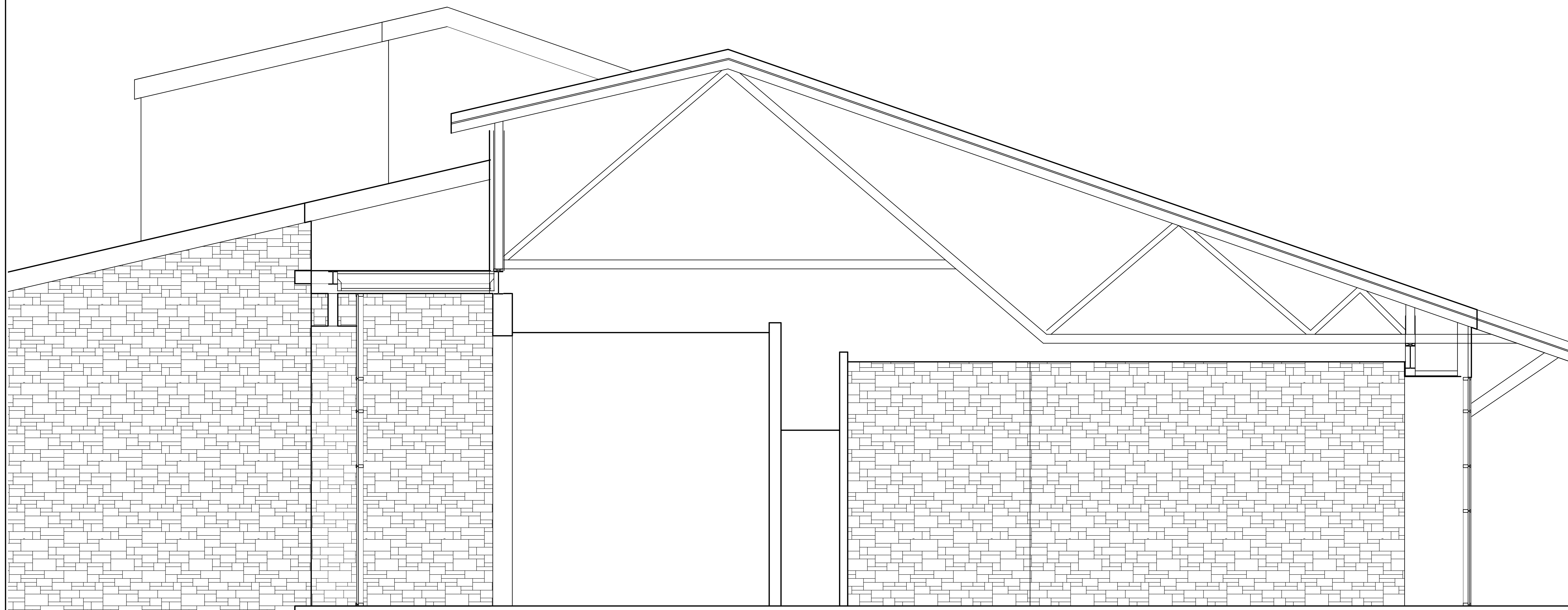
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ENLARGED  
SOUTH ELEVATION &  
NORTH ELEV. - BAY

SHEET NO.

A303

DESIGN DEVELOPMENT



**BUILDING SECTION**  
SCALE: 3/8" = 1'-0"

**1**

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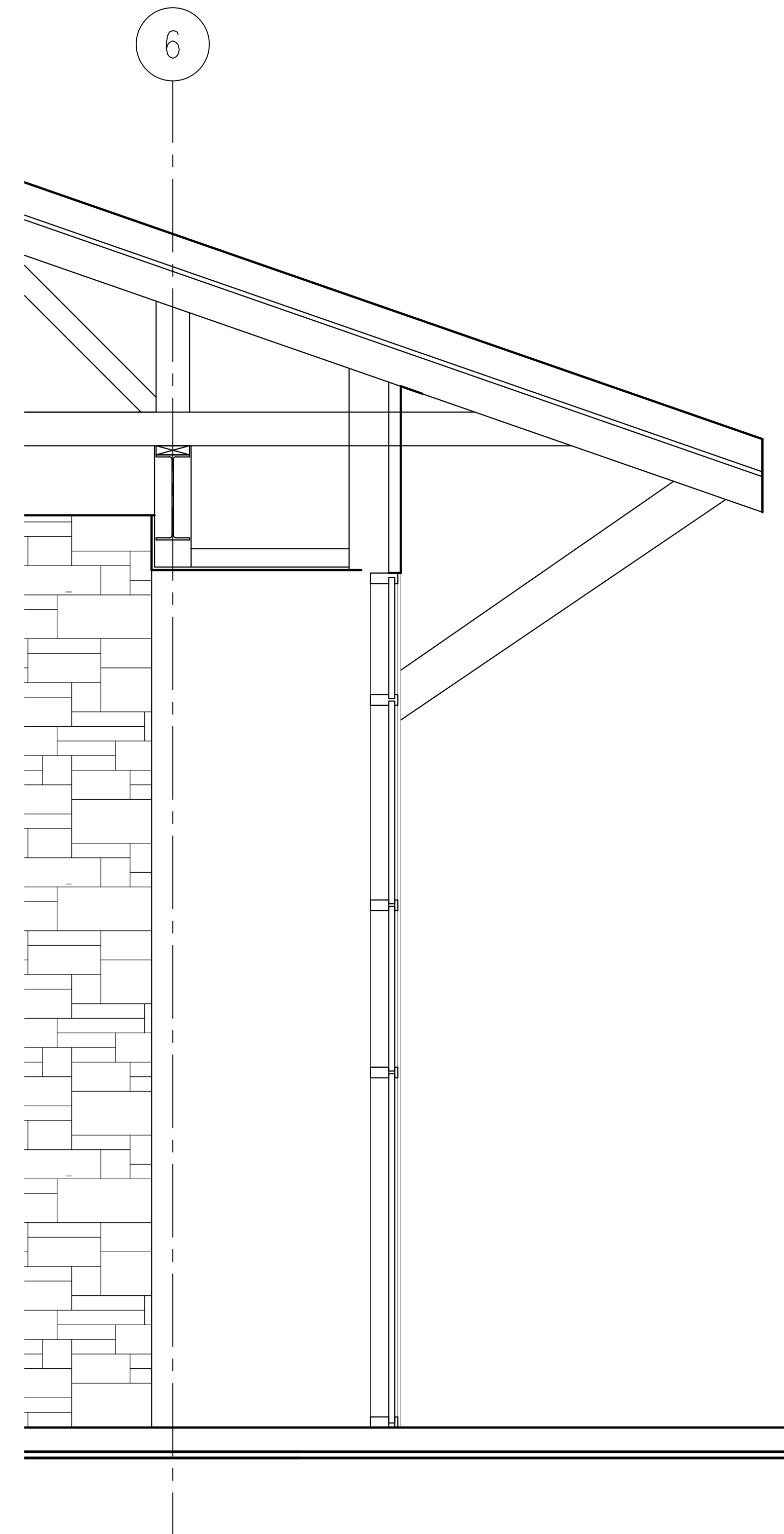
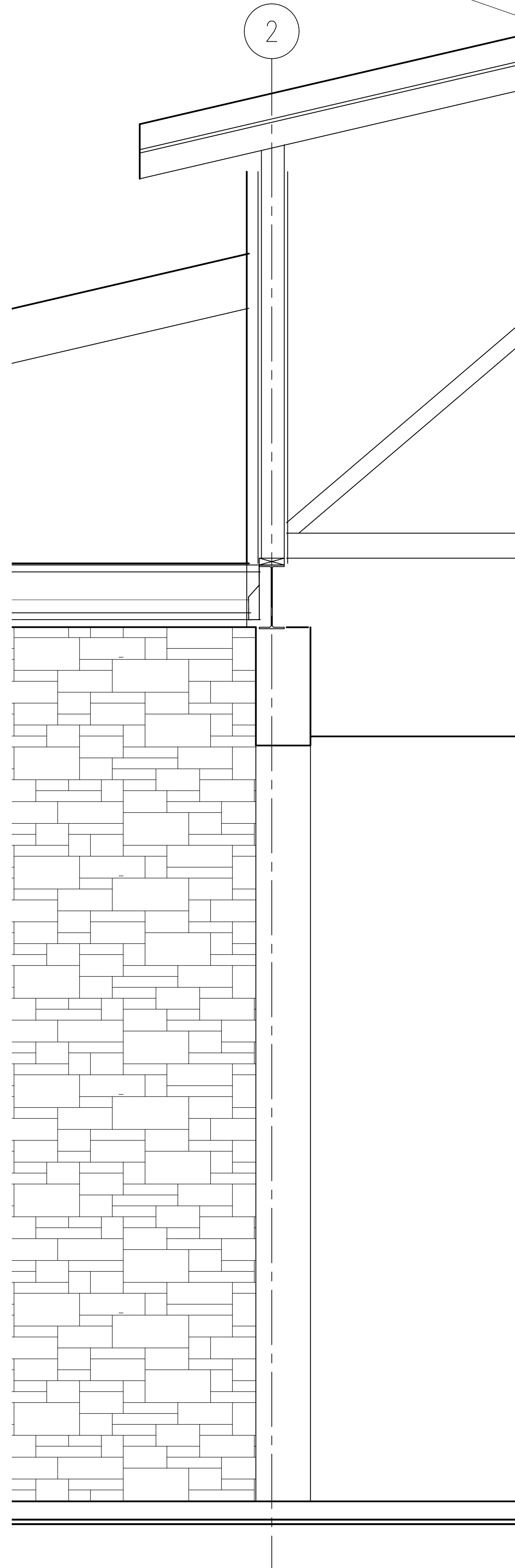
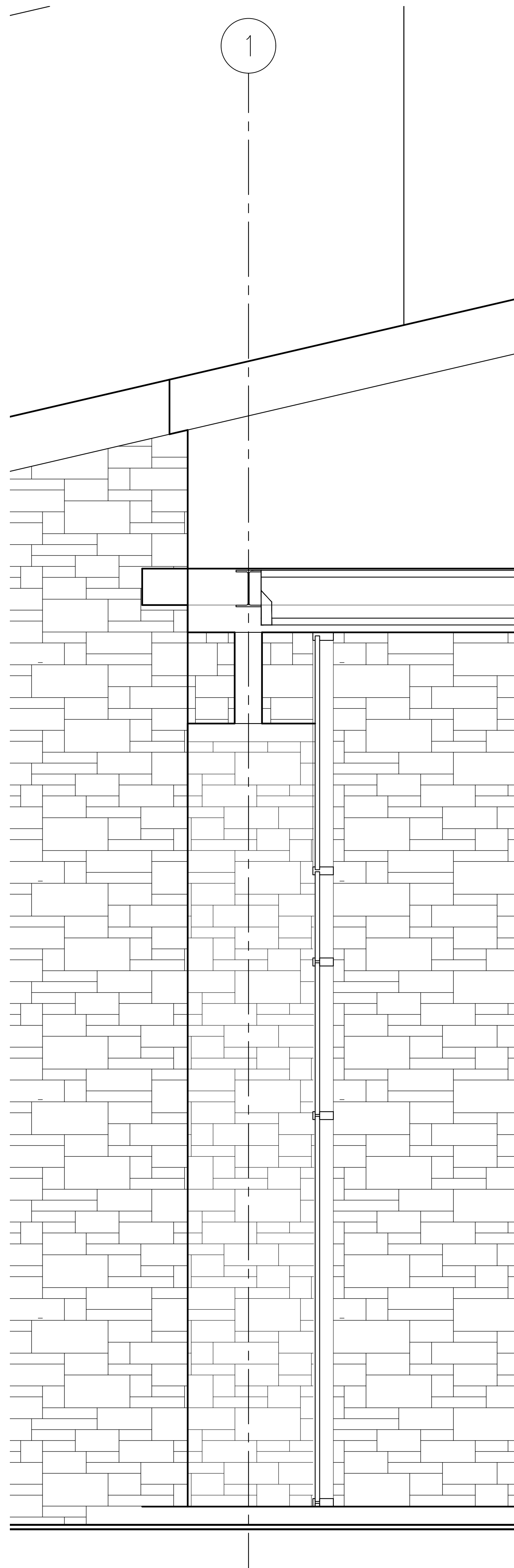
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DATE: NOVEMBER 2, 2017

**BUILDING SECTION**

SHEET NO.

**A400**

DESIGN DEVELOPMENT



SECTION  
SCALE: 3/4" = 1'-0"

3

SECTION  
SCALE: 3/4" = 1'-0"

2

SECTION  
SCALE: 3/4" = 1'-0"

1

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DATE: NOVEMBER 2, 2017

SECTIONS

SHEET NO.

**A401**

DESIGN DEVELOPMENT

SECTION  
SCALE: 3/4" = 1'-0"

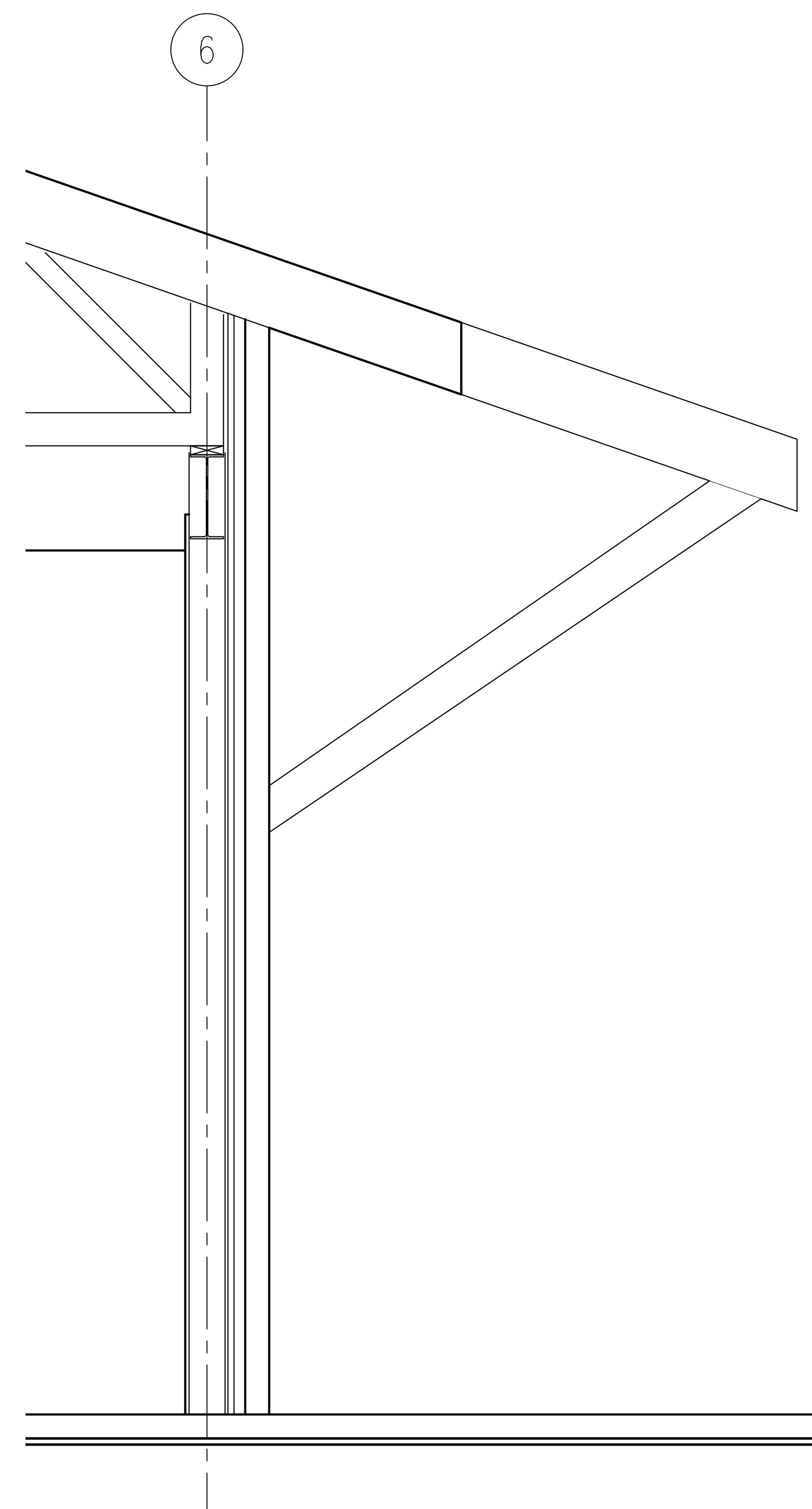
3

SECTION  
SCALE: 3/4" = 1'-0"

2

SECTION  
SCALE: 3/4" = 1'-0"

1



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DATE: NOVEMBER 2, 2017

SECTIONS

SHEET NO.

A402

DESIGN DEVELOPMENT

ROOM FINISH SCHEDULE																
ROOM#	ROOM NAME	FLOOR			WALL								CEILING		REMARKS*	ROOM#
		MATERIAL	FINISH	BASE	NORTH		SOUTH		EAST		WEST		MATERIAL	FINISH		
<b>FIRST FLOOR</b>																
A100	LOBBY	CONC	CPT-B	RB-?	ETR GYP*	P-?	ETR GYP*	P-?	ETR GYP*	P-?	ETR GYP*	P-?	ETR GYP*	APC-B	1	A100
A101	LOBBY	CONC	CPT-B	RB-?	ETR GYP*	P-?	ETR GYP*	P-?	---	---	---	---	---	ETR P-?	1	A101
A102	LOBBY	CONC	CPT-B	RB-?	GYP	P-?	---	---	ETR GYP*	P-?	ETR GYP*	P-?	ETR	APC-A	1	A102
A103	MEN	ETR	ETR	ETR	---	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	---	A103
A104	STORAGE	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	---	A104
A105	JANITOR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	---	A105
A106	DISPLAY	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	---	A106
A107	NEW STORAGE	CONC	?-?	RB-?	ETR GYP*	P-?	ETR GYP*	P-?	ETR GYP*	P-?	ETR GYP*	P-?	ETR	ETR	?	A107
A108	WOMEN	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	---	A108
A109	NEW STORAGE	CONC	?-?	RB-?	GYP	P-?	GYP	P-?	GYP	P-?	GYP	P-?	ETR	APC-A	---	A109
A110	NEW UNISEX RESTROOM	CONC	CT-A	CT-A	GYP	P-?	GYP	P-?	GYP	P-?	GYP	P-?	ETR	APC-A	---	A110
A111	NEW CHILDREN'S RESTROOM	CONC	CT-A	CT-A	GYP	P-?	GYP	P-?	GYP	P-?	GYP	P-?	ETR	APC-A	---	A111
A112	NEW INFANTS/PRE-K ROOM	CONC	CPT-A	RB-?	ETR GYP*	P-?	ETR GYP*	P-?	ETR GYP*	P-?	ETR GYP*	P-?	ETR	APC-A	1	A112
A113	CHILDREN'S ROOM	CONC	ETR/?-?*	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	2	A113
A114	MECHANICAL	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	---	A114
A115	MAIN LIBRARY ROOM	ETR	ETR	ETR	ETR	ETR	ETR	ETR GYP*	P-?	ETR	ETR	ETR	ETR	ETR	?	A115
A116	ADULT READING	CONC	LVF-A	RB-?	---	---	---	---	---	---	---	---	ETR	ETR/GYP*	3	A116
A117	ATRIUM	ETR	ETR	ETR/RB-?*	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	4	A117
A118	STUDY ROOM	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	---	A118
A119	STUDY ROOM	ETR	ETR	ETR	ETR	P-?	GYP*	P-?	GYP*	P-?	ETR	P-?	ETR	ETR	?	A119
A120	NEW MEETING ROOM LOBBY/GATHERING	CONC	LVF-A	RB-?	GYP/ETR	P-?/ETR STN*	GYP/ETR	P-?/ETR STN*	ETR	ETR STN*	GYP	P-?	MTL?/GYP	APC-A/P-?	5.6	A120
A121	PASSAGE	CONC	LVF-A	RB-?	GYP	P-?	GYP	P-?	---	---	GYP	P-?	GYP	P-?	---	A121
A122	SERVING KITCHEN	CONC	LVF-A	RB-?	GYP	P-?	GYP	P-?	GYP	P-?	GYP	P-?	MTL?	APC-A	---	A122
A123	NEW UNISEX RESTROOM	CONC	CT-A	CT-A	GYP	P-?	GYP	P-?	GYP	P-?	GYP	P-?	MTL?	APC-A	---	A123
A124	STORAGE	CONC	SC	RB-?	GYP	P-?	GYP	P-?	GYP	P-?	GYP	P-?	MTL?	APC-A	---	A124
A125	NEW PROGRAM/MEETING ROOM 'B'	CONC	LVF-A	RB-?	GYP	P-?	GYP	P-?	---	---	GYP	P-?	MTL?	APC-A	---	A125
A126	NEW PROGRAM/MEETING ROOM 'A'	CONC	LVF-A	RB-?	GYP	P-?	GYP	P-?	ETR	ETR STN*	---	---	MTL?	APC-A	---	A126
A127	NEW CONFERENCE ROOM	CONC	?	RB-?	?	?-?	GYP	P-?	GYP	P-?	GYP	P-?	ETR	APC-A	---	A127
A128	NEW TEEN QUIET AREA	CONC	LVF-?	RB-?	GYP	P-?	GYP	P-?	GYP	P-?	GYP*	P-?	ETR	ACP-A?	?	A128
A129	NEW TEEN CENTER	CONC	LVF-?	RB-?	GYP	P-?	GYP*	P-?	GYP	P-?	GYP	P-?	ETR	APC-A?	?	A129
A130	STAFF LOUNGE	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	---	A130
A131	HOLDS/STAFF WORK AREA	ETR	ETR	ETR	---	---	ETR	ETR	---	---	ETR	ETR	ETR	ETR	---	A131
A132	STAFF RESTROOM	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	---	A132
A133	OFFICE	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	---	A133
A134	MEDIA PROCESSING	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	---	A134
A135	STAFF WORK ROOM	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	---	A135
A136	BOOK RETURNS	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	ETR	---	A136
A137	NEW STORAGE	CONC	SC	RB-?	GYP	P-?	GYP	P-?	GYP	P-?	GYP	P-?	MTL?	ACP-A	---	A137
A138	NEW STORAGE	CONC	SC	RB-?	GYP	P-?	GYP	P-?	GYP	P-?	GYP	P-?	MTL?	ACP-A	---	A138
A139	MOVEABLE WALL STORAGE	CONC	SC	RB-?	GYP	P-?	GYP	P-?	GYP	P-?	GYP	P-?	MTL?	GYP	---	A139
A140	NEW PASSAGE	CONC	LVF-?	RB-?	GYP	P-?	GYP	P-?	---	---	---	---	GYP	P-?	---	A140
---	NOT USED	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
---	NOT USED	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
---	NOT USED	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
---	NOT USED	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**ROOM FINISH GENERAL NOTES**

- PAIN ALL EXPOSED UNPAINTED INTERIOR STEEL DOORS & WINDOW FRAMES P-? UNLESS OTHERWISE NOTED.
- PAIN BULKHEADS SAME COLOR AS ADJACENT WALL UNLESS OTHERWISE NOTED.
- PROVIDE SOLID SURFACE SS-A SILLS @ ALL EXTERIOR WINDOWS UNLESS OTHERWISE NOTED.

**ROOM FINISH ABBREVIATIONS**

ETR- EXISTING TO REMAIN  
 APC- ACOUSTICAL PANEL CEILING - TYPE (REF. SPECS)  
 CPT- CARPET - TYPE & COLOR (REF. SPECS)  
 RB- RESILIENT BASE - COLOR (REF. SPECS)  
 GYP- GYPSUM BOARD  
 P- PAINT - COLOR (REF. SPECS)  
 MTL- METAL  
 PR- PICTURE RAIL  
 CONC- CONCRETE  
 CT- CERAMIC TILE  
 CJ- CONTROL JOINT  
 WD- WOOD  
 PL- PLASTIC LAMINATE - COLOR (REF. SPECS)  
 BB- BULLETIN BOARD - COLOR (REF. SPECS)  
 LVF- LUXURY VINYL FLOORING - COLOR (REF. SPECS)  
 SS- SOLID SURFACE  
 SC- SEALED CONCRETE

**ROOM FINISH REMARKS**

- REMOVE EXISTING WALL COVERING & PROVIDE SKIM COAT PRIOR TO PAINTING.
- ALTERNATE NO. 1: REPLACE EXISTING CPT @ CNTR OF RM W/NEW FLR. FINISH (REF. FLR. PLAN & SPEC.)
- REF. FLR. PLAN FOR LOCATION OF NEW FLR. FINISH.
- REF. FLR. PLAN FOR LOCATION OF NEW WALL INFILL AREA.
- CLEAN EXSTNG. STONE VENEER.
- REF. REFLCTD. CLNG. PLAN FOR GYP. BD. CEILING AREAS.
- NOT USED.

**ROOM FINISH SCHEDULE**  
 SCALE: NONE

**1**

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**ROOM FINISH SCHEDULE**

SHEET NO.  
**A500**  
 DESIGN DEVELOPMENT







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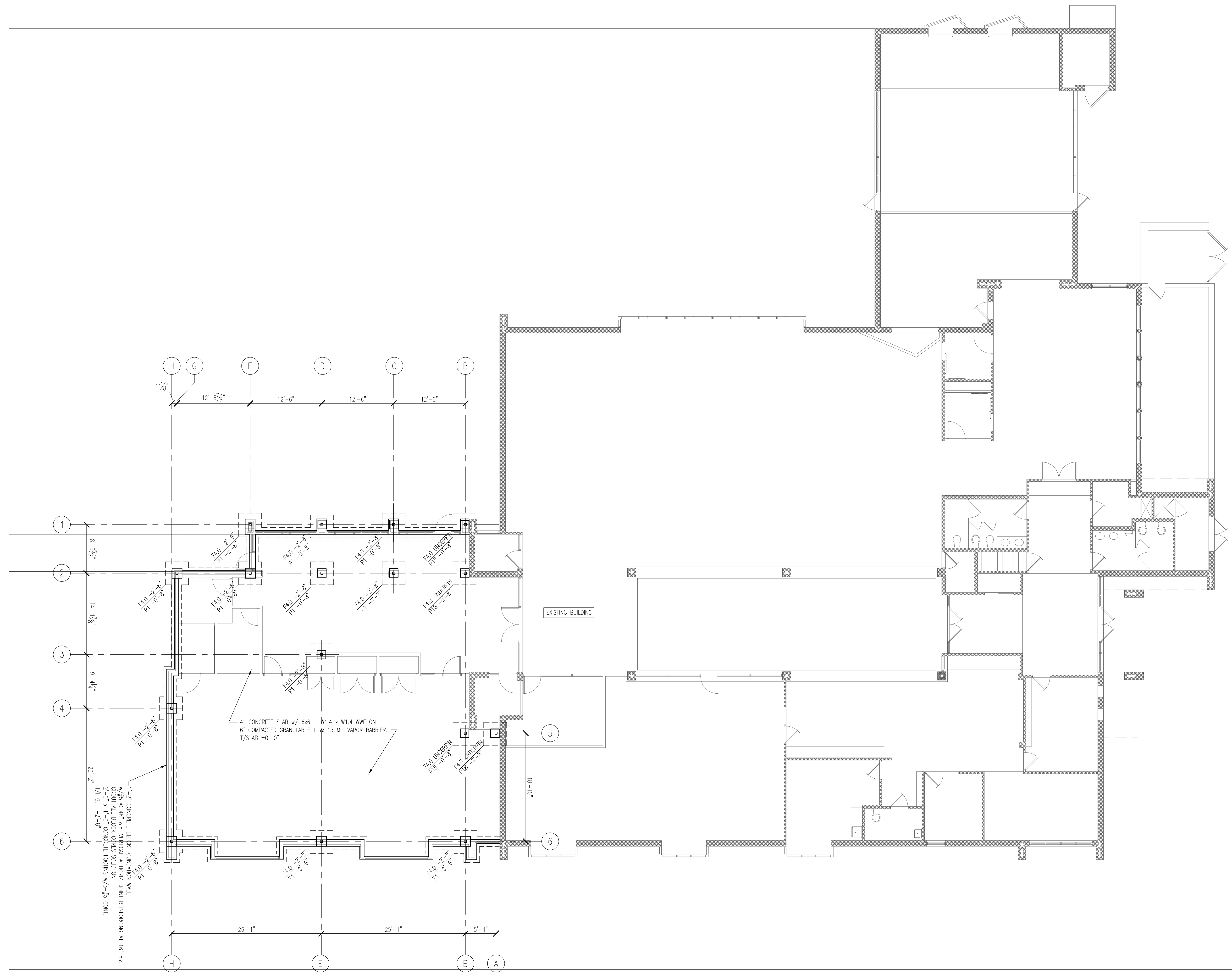
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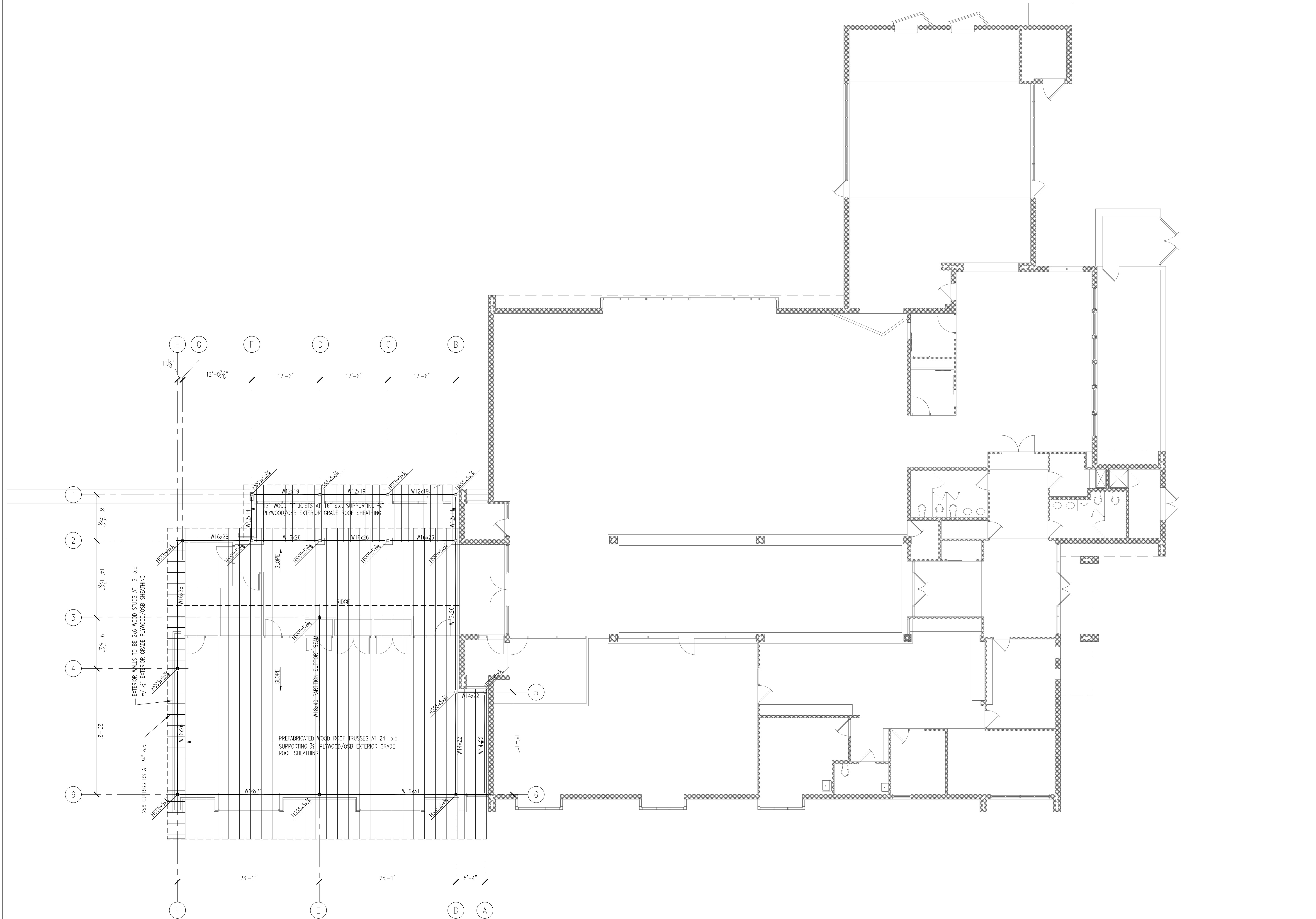
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DATE: NOVEMBER 2, 2017

SHEET NO.  
**S201**  
DESIGN DEVELOPMENT



**1 FOUNDATION PLAN**  
1/8" = 1'-0"



1 ROOF FRAMING PLAN  
 1/8" = 1'-0"

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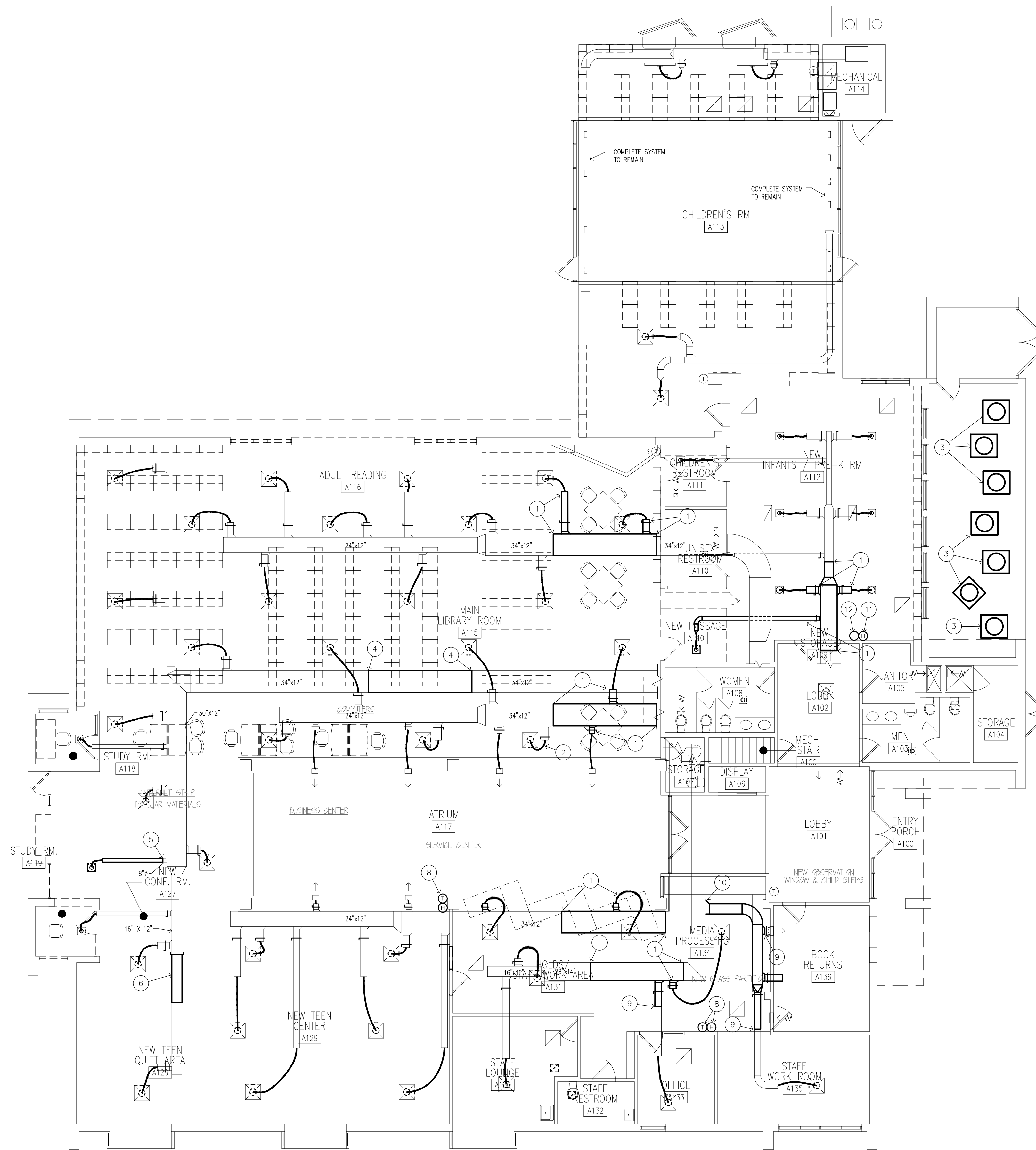
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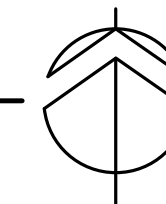
SHEET NO.  
**S202**  
 DESIGN DEVELOPMENT

**PLAN NOTES:**

- 1 REMOVE SECTION OF SUPPLY DUCTWORK SHOWN FOR INSERTION OF VAV TERMINAL UNIT AND DUCTWORK IN THIS PROJECT. REMOVE TAPS AND FLEXIBLE DUCTWORK INDICATED. DIFFUSERS ARE TO REMAIN.
- 2 REMOVE FLEXIBLE DUCT BETWEEN TAP AND DIFFUSER.
- 3 REMOVE AIR-COOLED CONDENSING UNITS COMPLETE, INCLUDING CONTROLS, PIPING, ETC.
- 4 REMOVE SECTION OF SUPPLY DUCTWORK SHOWN FOR INSERTION OF VAV TERMINAL UNIT AND DUCTWORK IN THIS PROJECT.
- 5 REMOVE DIFFUSER AND DUCTWORK BACK TO POINT SHOWN AND CAP AIR TIGHT.
- 6 REMOVE SECTION OF SUPPLY DUCTWORK SHOWN FOR CONNECTION OF DUCTWORK TO DOWNSTREAM DUCT. CAP UPSTREAM REMAINING DUCT AIR TIGHT.
- 7 REMOVE TAP AND FLEXIBLE DUCTWORK. SEAL MAIN DUCT OPENING AIR TIGHT.
- 8 REMOVE THERMOSTAT AND HUMIDISTAT AND COIL WIRE ABOVE CEILING FOR RECONNECTION IN THIS PROJECT.
- 9 REMOVE SUPPLY DUCTWORK TO THIS POINT FOR CONNECTION OF DUCTWORK THIS PROJECT.
- 10 REMOVE DUCT TAP AND SEAL MAIN AIR TIGHT.
- 11 REMOVE THERMOSTAT. INSTALL COVER PLATE OVER JUNCTION BOX.
- 12 REMOVE HUMIDISTAT. INSTALL COVER PLATE OVER JUNCTION BOX.



**FIRST FLOOR PLAN - HVAC DEMOLITION**  
SCALE: 1/8" = 1'-0"



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ENGINEER'S PROJECT NO.: 17010

DATE: NOVEMBER 2, 2017

**FIRST FLOOR  
PLAN - HVAC  
DEMOLITION**

SHEET NO.

**HD201**

**DESIGN DEVELOPMENT**



## STANDARD HVAC ABBREVIATIONS

AC	ALTERNATING CURRENT	IN.	INCH
ACU	AIR CONDITIONING UNIT	GPH	GALLONS PER HOUR
ACCU	AIR COOLED	GPM	GALLONS PER MINUTE
AD	CONDENSING UNIT	HP	HORSEPOWER
AD	ACCESS DOOR	LAT	LEAVING AIR TEMPERATURE
AFT	ABOVE FINISHED FLOOR	LD	LINEAR DIFFUSER
AHU	AIR HANDLING UNIT	LDR	LINEAR RETURN DIFFUSER
AMB	AMBIENT	LWT	LEAVING WATER TEMPERATURE
AMP	AMPERE	MAU	MAKEUP AIR HANDLING UNIT
AP	ACCESS PANEL	MBH	1000 BTU PER HOUR
AS	AIR SEPARATOR	MC	MECHANICAL CONTRACTOR
BD	BALANCING DAMPER	MD	MOTORIZED DAMPER
BDD	BACK DRAFT DAMPER	NA	NOT APPLICABLE
BE	BOTTOM ELEVATION	NC	NORMALLY CLOSED
BHP	BRAKE HORSEPOWER	NO	NORMALLY OPEN
BTU	BRITISH THERMAL UNIT	NOM	NOMINAL
CFM	CUBIC FOOT PER MINUTE	OA	OUTSIDE AIR
CUH	CABINET UNIT HEATER	OD	PRESSURE DROP
CO	CLEANOUT	PH	PHASE (ELECTRICAL)
CONV	CONNECTOR	PRV	PRESSURE REDUCING VALVE
D	DRAIN PIPING	PSI	POUNDS PER SQUARE INCH
DB	DRY BULB	PSIG	PSI GAUGE
DC	DIRECT CURRENT	PUH	PROPELLER UNIT HEATER
DX	DIRECT EXPANSION (REFRIGERATION)	PVC	POLYVINYL CHLORIDE
EA	EXHAUST AIR (RELIEF)	RA	RETURN AIR
EB	ELECTRIC BOILER	RG	RETURN GRILLE
EC	ELECTRICAL CONTRACTOR	RPM	REVOLUTIONS PER MINUTE
ECG	EGG CRATE GRILLE	RTU	ROOFTOP AIR HANDLING UNIT
EF	EXHAUST FAN	SA	SUPPLY AIR
EG	EXHAUST GRILLE	SB	STEAM BOILER
EAT	ENTERING AIR TEMPERATURE	SCD	SQUARE CEILING DIFFUSER
EWT	EXPANSION TANK	SF	SUPPLY FAN
EW	ENTERING WATER TEMPERATURE	SG	SUPPLY GRILLE
EX	EXISTING	SP	STATIC PRESSURE
EXH	EXHAUST	SRF	SMOKE REMOVAL FAN
FA	FACE AREA	SS	STAINLESS STEEL
FDR	FIRE DAMPER	TA	THROW AWAY
FPM	FEET PER MINUTE	TC	TEMPERATURE CONTROL
FPVAV	FAN POWERED VARIABLE AIR VOLUME	TCC	TEMPERATURE CONTROL CONTRACTOR
FT	FEET	TD	TEMPERATURE DROP
FV	FACE VELOCITY	TE	TOP ELEVATION
GB	GAS BOILER	V	VOLTS (ELECTRICAL)
GC	GENERAL CONTRACTOR	VAV	VARIABLE AIR VOLUME
		VF	VENTILATING FAN
		WB	WET BULB
		WG	WATER GAUGE

## STANDARD HVAC SYMBOLS

CHILLED WATER SUPPLY	CHS
CHILLED WATER RETURN	CHR
HEATING WATER SUPPLY	HS
HEATING WATER RETURN	HR
MAKEUP WATER	MW
PIPE TO BE REMOVED	X X X X
DRAIN	D
PIPE DOWN	↓
PIPE UP	↑
PIPE SLOPE DIRECTION	↘ ↙
FLOW	→
PLAN NOTE	①
SPACE SENSOR WITH UNIT DESIGNATION, WHITE COVER.	① <sub>W-x</sub>
SPACE SENSOR WITH UNIT DESIGNATION & QUANTITY OF FLOOR DIFFUSERS.	① <sub>W-2</sub>
SPACE SENSOR WITH BRUSHED STAINLESS STEEL COVER.	① <sub>SS</sub>
SPACE SENSOR WITH BRUSHED BRASS COVER, #3 FINISH.	① <sub>BS</sub>
SPACE SENSOR WITH BRUSHED ALUMINUM COVER.	① <sub>AL</sub>
ALUMINUM DUCT	ALUM
INTERNALLY LINED DUCTWORK	---
PRE-INSULATED FLEXIBLE DUCT	--- ---
FLEXIBLE CONNECTION	--- ---
BALANCING DAMPER, ROUND DUCT	BD
BALANCING DAMPER, RECT. DUCT	BD
FIRE DAMPER AND ACCESS DOOR	FDR
TEMPERATURE CONTROL DAMPER AND ACCESS DOOR	TAD
SQUARE CEILING DIFFUSER	□
CEILING RETURN/EXHAUST GRILLE	□
DETAIL REFERENCE	DET# SHT#
SECTION REFERENCE	SEC# SHT#

## FIRE PROTECTION SYMBOLS

AUTOMATIC SPRINKLER/ FIRE MAIN	⊕
DRY STANDPIPE	DS
VALVE IN VERTICAL	⊕
SHUTOFF VALVE	⊕
CHECK VALVE	⊕
PITCH PIPE DOWN IN DIRECTION OF ARROW	↓
FLOW IN DIRECTION OF ARROW	→
PIPE DOWN (ELBOW)	⊕
PIPE UP (ELBOW)	⊕
DROP	⊕
BRANCH TOP CONNECTION	⊕
BRANCH BOTTOM CONNECTION	⊕
PUMPER CONNECTION	⊕
DOUBLE CHECK VALVE ASSEMBLY	⊕
DOUBLE CHECK DETECTOR VALVE ASSEMBLY	⊕
EXISTING AUTOMATIC SPRINKLER/ FIRE MAIN	⊕

## SPRINKLER LEGEND

UPRIGHT SPRINKLER HEAD	○
PENDENT SPRINKLER HEAD	●
SIWALL SPRINKLER HEAD	▷
CONCEALED SPRINKLER HEAD	⊙
PENDENT SPRINKLER HEAD (SECURITY TYPE)	●
SIWALL SPRINKLER HEAD (SECURITY TYPE)	▷
EXISTING SPRINKLER HEAD	⊙

## STANDARD HVAC SYMBOLS

OVAL DUCT, DOWN	⊖
OVAL DUCT, UP	⊕
ROUND DUCT, DOWN	⊖
ROUND DUCT, UP	⊕
SQUARE/RECTANGULAR RETURN DUCT, DOWN	⊖
SQUARE/RECTANGULAR RETURN DUCT, UP	⊕
SQUARE/RECTANGULAR SUPPLY DUCT, DOWN	⊖
SQUARE/RECTANGULAR SUPPLY DUCT, UP	⊕

## STANDARD PLUMBING ABBREVIATIONS

A	AIR	LW	LAB WASTE
ABS	ACRYLONITRILE-BUTADIENE-STYRENE	MC	MECHANICAL CONTRACTOR
ACFM	ACTUAL CUBIC FEET PER MINUTE	MH	MANHOLE
AD	AREA DRAIN	MSB	MOP SERVICE BASIN
AFF	ABOVE FINISHED FLOOR	NC	NORMALLY CLOSED
AFG	ABOVE FINISHED GRADE	NH	NO HUB
AP	ACCESS PANEL	NO	NORMALLY OPEN
AS	AUTOMATIC SPRINKLER	NPSH	NET POSITIVE SUCTION HEAD
BFP	BACKFLOW PREVENTER	ORD	OVERFLOW ROOF DRAIN
CA	COMPRESSED AIR	OSD	OPEN SITE DRAIN
CB	CATCH BASIN	OV	OUTLET VELOCITY
CB	CURB INLET	PD	PRESSURE DROP
CD	CANOPY DRAIN	PG	PRESSURE GAUGE
CFH	CUBIC FEET PER HOUR	PH	PHASE (ELECTRICAL)
CFM	CUBIC FEET PER MINUTE	PIV	POST INDICATOR VALVE
CI	CAST IRON	PPM	PARTS PER MILLION
CMP	CORRUGATED METAL PIPE	PRV	PRESSURE REGULATING VALVE
CO	CLEANOUT	PSI	POUNDS PER SQUARE INCH
CONN	CONNECT	PSIA	PSI ABSOLUTE
CP	CONCRETE PIPE	PSIG	PSI GAUGE
CR	CONDENSATE RETURN	PVC	POLYVINYL CHLORIDE
CW	COLD WATER	RC	ROOF CONDUCTOR
DF	DRINKING FOUNTAIN	RD	ROOF DRAIN
DIA	DIAMETER	RPM	REVOLUTIONS PER MINUTE
DN	DOWN	SC	SILL COOK
DS	DOWNSPOUT	SCFM	STANDARD CUBIC FEET PER MINUTE
DW	DEIONIZED/DISTILLED WATER	SGFT	SQUARE FOOT
ELEV	ELEVATION	SH	SHOWER
ENC	ELECTRIC WATER COOLER	SHD	SHOWER DRAIN
EX	EXISTING	SK	SINK
F	DEGREES FAHRENHEIT	SP	STATIC PRESSURE
FD	FLOOR DRAIN	SS	SOIL STACK
FE	FIRE EXTINGUISHER	SSK	SERVICE SINK
FEC	FIRE EXTINGUISHER CABINET	SSLT	STAINLESS STEEL
FHC	FIRE HOSE CABINET	STM	STEAM
FFM	FEET PER MINUTE	TCV	TEMPERATURE CONTROL VALVE
FPS	FEET PER SECOND	TD	TEMPERATURE DROP
FSS	FLOOR SINK	TDH	TOTAL DYNAMIC HEAD
FT	FEET	TDR	TRENCH DRAIN
G	GAS	TRM	THERMOMETER
GAL	GALLON	UR	URINAL
GC	GENERAL CONTRACTOR	V	VENT
GI	GALVANIZED IRON	VA	VALVE
CPD	GALLONS PER DAY	VB	VACUUM BREAKER
GPM	GALLONS PER MINUTE	VCP	VITRIFIED CLAY PIPE
HB	HOSE BIBB	VS	VENT STACK
HD	HEAD	VTR	VITRIFIED TILE
HBD	HUB DRAIN	VTR	VENT THROUGH ROOF
HP	HORSEPOWER	W	WASTE
HW	HOT WATER	WC	WATER CLOSET
HWR	HOT WATER RETURN	WCO	WALL CLEANOUT
INV	INVERT	WG	WATER GAUGE
KEC	KITCHEN EQUIPMENT CONTRACTOR	WH	WALL HYDRANT
LAV	LAVATORY	WS	WASTE STACK
LFD	LAB FLOOR DRAIN	YD	YARD DRAIN
LV	LAB VENT	XVT	EXTRA-STRENGTH VITRIFIED TILE

## STANDARD PLUMBING SYMBOLS

DOMESTIC COLD WATER	---
DOMESTIC HOT WATER	---
DOMESTIC HOT WATER RETURN	---
COLD SOFT WATER	CSW
STORM WATER - SUSPENDED	---
STORM WATER - BURIED	---
SANITARY WASTE - SUSPENDED	---
SANITARY WASTE - BURIED	---
GREASE WASTE - SUSPENDED	---
GREASE WASTE - BURIED	---
CONDENSATE/DRAIN PIPE	D
SANITARY WASTE VENT	---
GAS	G
UNIONS/COUPPLINGS	---
STRAINERS	---
BACKFLOW PREVENTER	---
VALVE IN VERTICAL	⊕
THREE-WAY VALVE	⊕
PRESSURE REDUCING VALVE	⊕
GLOBE VALVE	⊕
SHUTOFF VALVE	⊕
CHECK VALVE	⊕
SOLENOID VALVE	⊕
PITCH PIPE DOWN IN DIRECTION OF ARROW	↓
FLOW IN DIRECTION OF ARROW	→
PIPE DOWN (ELBOW)	⊕
PIPE UP (ELBOW)	⊕
DROP	⊕
BRANCH TOP CONNECTION	⊕
BRANCH BOTTOM CONNECTION	⊕
PIP CAP	⊕
EXISTING DOMESTIC COLD WATER	---
EXISTING DOMESTIC HOT WATER	---
EXISTING DOMESTIC HOT WATER RETURN	---
EXISTING STORM WATER - SUSPENDED	---
EXISTING STORM WATER - BURIED	---
EXISTING SANITARY WASTE - SUSPENDED	---
EXISTING SANITARY WASTE - BURIED	---

## PROJECT MECHANICAL GENERAL NOTES:

- VERIFY EXISTING CONDITIONS IN THE FIELD PRIOR TO BIDDING AND BEFORE BEGINNING WORK.
- REVIEW THE WORK OF OTHER TRADES. COORDINATE AND PLAN WORK WITH THE OTHER TRADES. ADJUST AS A RESULT OF COORDINATION. REVIEW COORDINATED EFFORTS WITH ENGINEER FOR APPROVAL.
- REFER TO ARCHITECTURAL REFLECTED CEILING PLANS FOR EXACT LOCATION OF ALL CEILING MOUNTED ITEMS.
- STORE EQUIPMENT AND COMPONENTS IN A CLEAN, DRY LOCATION UNTIL READY FOR INSTALLATION. PROTECT FROM WEATHER, THEFT, DIRT, FUMES, WATER, CONSTRUCTION DEBRIS, ETC. AT ALL TIMES. ANY DAMAGED EQUIPMENT OR COMPONENT SHALL BE RESTORED AS NEW OR REPLACED.
- MECHANICAL DRAWINGS SHOW THE INTENDED ARRANGEMENT AND ROUTING OF ALL PIPING, DUCTWORK, EQUIPMENT, AND APPURTENANCES. THEY SHALL BE FOLLOWED AS CLOSELY AS ACTUAL BUILDING CONSTRUCTION AND WORK OF OTHER TRADES WILL PERMIT.
- PERFORM ALL WORK IN A SKILLED, PROFESSIONAL, MANNER, MEETING THE ACCEPTANCE OF THE ENGINEER, ARCHITECT AND OWNER.
- LABEL ALL ROOM THERMOSTATS AND/OR SENSOR DEVICES AS TO WHAT THE DEVICE CONTROLS WITH A PLASTIC ENGRAVED LABEL AFFIXED TO THE COVERS.
- SMALLEST PIPE SIZE ALLOWABLE IS 3/4" UNLESS SPECIFICALLY NOTED OTHERWISE.
- MOUNTING HEIGHTS OF DEVICES SHALL FOLLOW THE LISTING BELOW UNLESS SPECIFICALLY NOTED OTHERWISE ON THE DRAWINGS. ALL HEIGHTS ARE TO TOP OF THE DEVICE.  
THERMOSTAT OR TEMPERATURE/HUMIDITY SENSOR.....+46" TO TOP
- PAINT PIPING IN MECHANICAL ROOMS. REFER TO SPECIFICATIONS FOR COLOR CODING. PREPANT ALL STEEL CHILLED WATER PIPING PRIOR TO INSULATING.
- CLEAN ALL EQUIPMENT TO PRESENT A "LIKE NEW" CONDITION AT PROJECT COMPLETION. VACUUM CLEAN INTERNAL AREAS OF EQUIPMENT AND PANELS.
- CLEAN ALL MECHANICAL AND ELECTRICAL AREAS AND ROOMS OF DEBRIS AND UNUSED MATERIALS. VACUUM FLOORS.
- OFFSET PIPING AROUND ELECTRICAL PANELS TO PROVIDE CLEARANCES AS REQUIRED BY NATIONAL ELECTRICAL CODE.
- REFERENCE THE ARCHITECTURAL ELEVATIONS FOR LOCATIONS OF ALL MECHANICAL ITEMS INTERFACING OR ARE WITHIN THE EXTERIOR WALLS. (I.E. WALL HYDRANTS, LOUVERS, ETC.)
- DEMOLITION/REMODEL
  - ALL MATERIALS REMOVED, AND NOT RELOCATED, BECOME THE PROPERTY OF THE CONTRACTOR. REMOVE MATERIALS FROM THE PROJECT SITE UNLESS NOTED OTHERWISE. OWNER HAS THE OPTION TO REVIEW ITEMS PRIOR TO REMOVAL AND RETAIN IF DESIRED.
  - PATCH WALLS, FLOORS, CEILINGS, COLUMNS, ROOF PENETRATIONS, ETC. WHERE ITEMS ARE REMOVED TO MATCH FINISH OF ADJACENT SURFACES.
  - RELOCATE EXISTING ITEMS AS REQUIRED FOR INSTALLATION OF WALLS, CEILINGS, DUCTWORK, PIPING AND EQUIPMENT.
  - REMOVE ALL PIPING, DUCTWORK, CONTROLS, SUPPORTS, ETC. MADE UNNECESSARY, OR OBSOLETE AS A RESULT OF THIS PROJECT.
  - ALL ITEMS WITH NOTATION "EX" ARE TO REMAIN.
  - ALL ITEMS WITH NOTATION "R" ARE RELOCATED, AS NOTED.

CERTIFIED

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ELLETTSVILLE - INDIANA**

ENGINEER'S PROJECT NO.: 17010

DATE: NOVEMBER 2, 2017

**SYMBOLS  
AND  
ABBREVIATIONS -  
MECHANICAL**

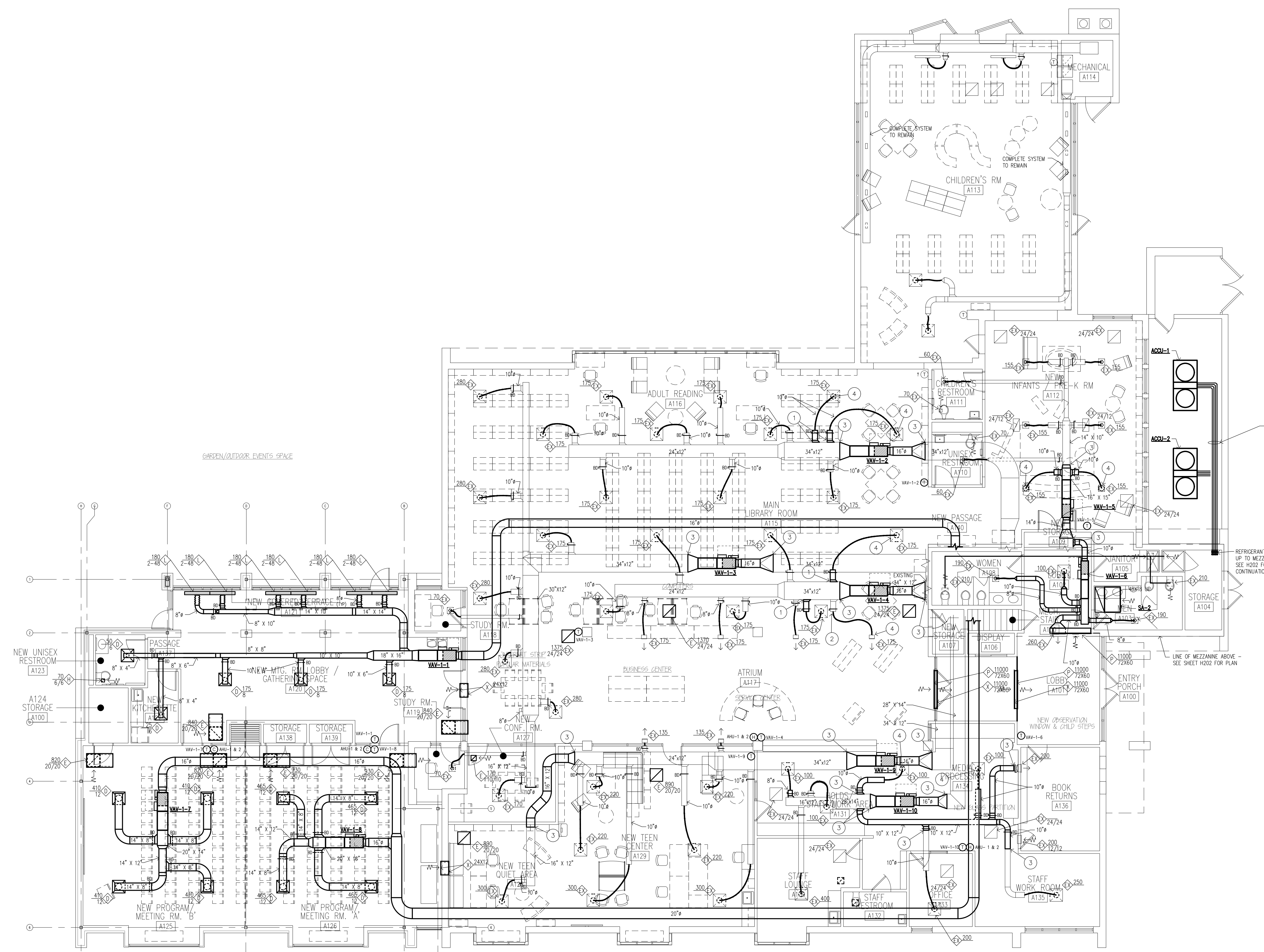
SHEET NO.

**M000**

**DESIGN DEVELOPMENT**

**PLAN NOTES**

- 1 CONNECT 10" TAP WITH BALANCE DAMPER TO EXISTING DUCT AT THIS LOCATION. EXTEND 10" FLEXIBLE DUCT TO EXISTING DIFFUSER AS SHOWN.
- 2 CONNECT 10" FLEXIBLE DUCT TO EXISTING TAP AND EXTEND TO EXISTING DIFFUSER AS SHOWN.
- 3 CONNECT TO EXISTING DUCT AT THIS LOCATION.
- 4 ROUTE FLEXIBLE DUCT TO EXISTING DIFFUSER/GRILLE AND CONNECT AS SHOWN.



**FIRST FLOOR PLAN - HVAC**  
SCALE: 1/8" = 1'-0"

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ENGINEER'S PROJECT NO.: 17010

DATE: NOVEMBER 2, 2017

FIRST FLOOR  
PLAN - HVAC

SHEET NO.

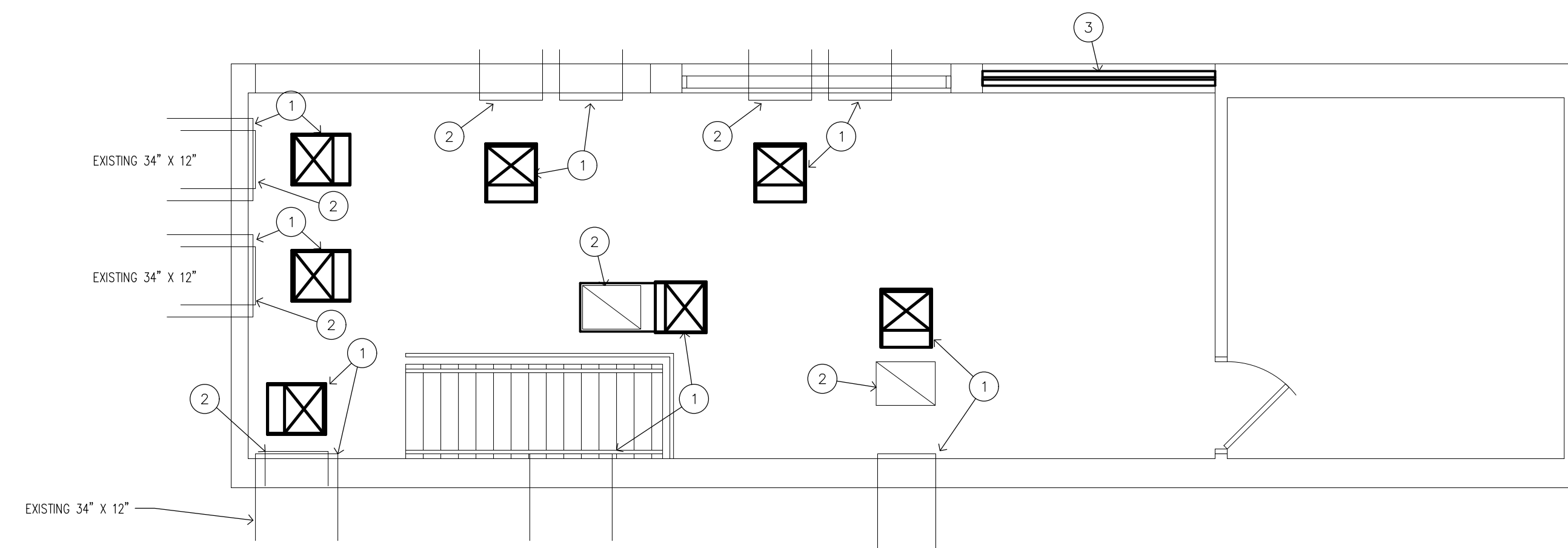
**H201**

DESIGN DEVELOPMENT

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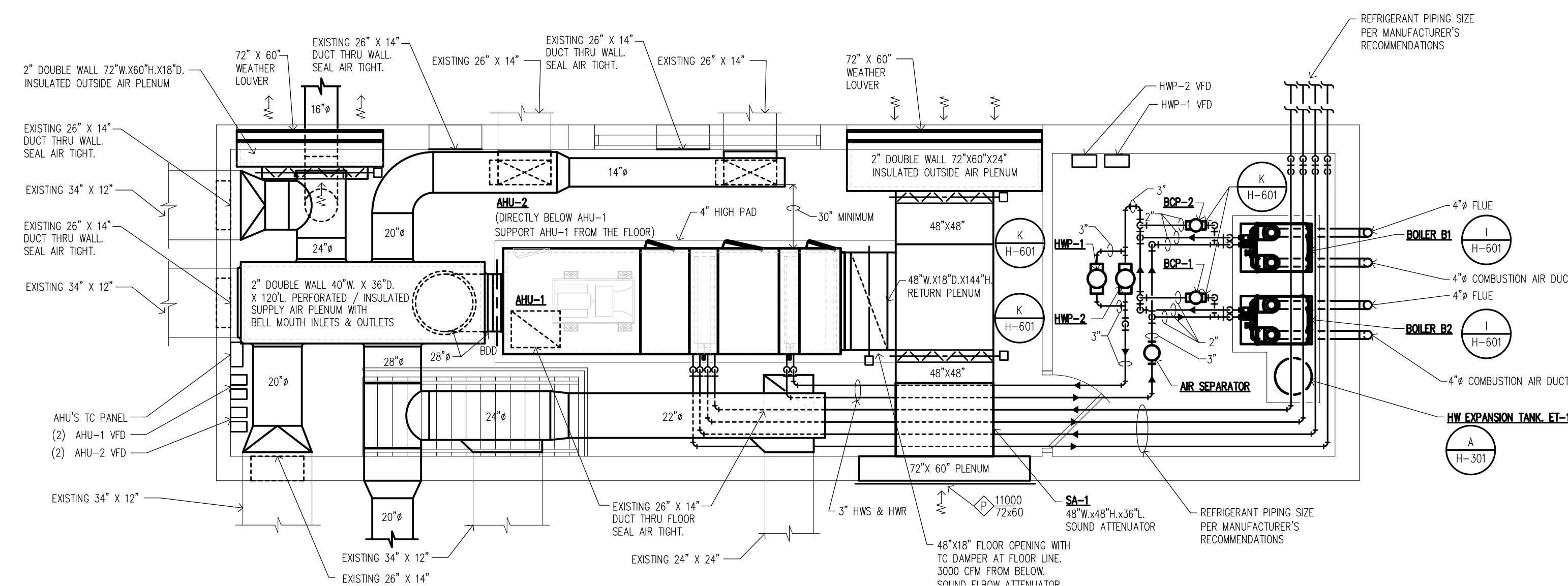
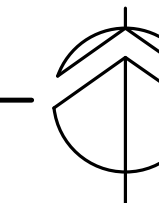
**PLAN NOTES**

- 1 REMOVE FURNACE COMPLETE INCLUDING COOLING COIL, REFRIGERANT PIPING, CONTROLS, ETC. REMOVE DUCTWORK TO A POINT JUST INSIDE MEZZANINE WALL FOR RECONNECTION OF DUCTWORK IN THIS PROJECT. REMOVE GAS VENT THROUGH ROOF AND PATCH ROOF OPENING WITH SURROUNDING ROOF MATERIAL TO MATCH EXISTING ROOF.
- 2 REMOVE RETURN DUCTWORK FLUSH WITH WALL OR FLOOR AND CAP. PATCH WALLS WITH GYPSUM BOARD ON BOTH SIDE OF WALL AND FILL WITH SOUND BATTS. PATCH FLOOR WITH HEAVY GAUGE SHEET METAL PLATE ON BOTH SIDES OF FLOOR. SEAL AIR TIGHT.
- 3 REMOVE 72" W. X 60" H. LOUVER TO ALLOW INSTALLATION NEW EQUIPMENT.



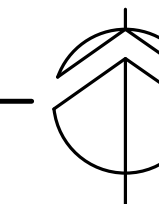
**MEZZANINE PLAN - HVAC DEMOLITION**

SCALE: 1/4" = 1'-0"



**MEZZANINE PLAN - HVAC**

SCALE: 1/4" = 1'-0"



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ENGINEER'S PROJECT NO: 17010

DATE: NOVEMBER 2, 2017

**MEZZANINE  
PLAN - HVAC**

SHEET NO.

**H202**

**DESIGN DEVELOPMENT**



## AIR HANDLING UNIT SCHEDULE

UNIT INFORMATION				SUPPLY FAN DATA - DIRECT DRIVE PLENUM				PREHEAT COIL DATA - WATER						COOLING COIL DATA - REFRIGERANT						FINAL FILTER DATA			REMARKS			
UNIT NO.	AREA SERVED	UNIT TYPE & ARRANGEMENT	MANUFACTURER & MODEL NO.	WEIGHT (LBS.)	CFM	E.S.P. (N. WG.)	RPM	BHP/HP	CFM	F.A. (SQ. FT.)	MIN. ROWS	E.A.T. (° F)	MAX. FACE VEL. (FPM)	E.W.T. (° F)	GPM	FACE & BYPASS	SENS. CAP. (MBH)	F.A. (SQ. FT.)	MIN. ROWS	E.A.T. DB (° F)	L.A.T. DB (° F)	MAX. FACE VEL. (FPM)		TYPE	THICKNESS (IN.)	INITIAL A.P.D. (N. WG.)
AHU-1	MEDIA CENTER	HORIZONTAL DRAW-THRU	TRANE PFCAAD16	2063	7000	2.0	2570	2 @ 3.5/4.5	5400	14.24	2	60	492	140	19.0	NO	18415	14.24	6	77.0	53.0	492	TA	4"	0.35	6" FORMED CHANNEL BASE, 2" VIBRATION ISOLATORS, AND 0-3" W.C. MAGNETIC FILTER GAUGE, SEE NOTES.
					7000	4.4	VAV	208/3	185.5	96	1/2"	95	0.25	120	5.0	WC	253.6	86	1/2"	64.0	52.5	0.7	MERV-13	4/24"x24"	0.75	
AHU-2	MEDIA CENTER	HORIZONTAL DRAW-THRU	TRANE PFCAAD16	2063	7000	2.0	2570	2 @ 3.5/4.5	5400	14.24	2	60	492	140	19.0	NO	18415	14.24	6	77.0	53.0	492	TA	4"	0.35	6" FORMED CHANNEL BASE, 2" VIBRATION ISOLATORS, AND 0-3" W.C. MAGNETIC FILTER GAUGE, SEE NOTES.
					7000	4.4	VAV	208/3	185.5	96	1/2"	95	0.25	120	5.0	WC	253.6	86	1/2"	64.0	52.5	0.7	MERV-13	4/24"x24"	0.75	

**NOTES:**

- AHU'S WITH COIL CONNECTIONS ON ONE SIDE OF UNIT. MAXIMUM FACE VELOCITY OF 500 FPM.
- AIRFLOW MONITORING STATION ON OUTSIDE AIR INTAKE DUCT.
- FREIZE STAT ON HEATING WATER COILS.
- ULTRA LOW LEAKAGE CONTROL DAMPERS ON RETURN AIR AND OUTSIDE AIR DUCTS.
- MINIMUM 24" W. ACCESS DOORS.
- SMOKE DETECTOR IN RETURN AIR DUCT PER THE REQUIREMENTS OF IMC 2012 SECTION 606.
- AHU AND ACCU SYSTEM SHALL MEET OR EXCEED EER VALUES LISTED, AND SHALL COMPLY WITH INDIANA ENERGY CODE FOR UNIT OPERATING CONDITIONS.

## AIR COOLED CONDENSING UNIT SCHEDULE

UNIT NUMBER	EQUIPMENT SERVED	MANUFACTURER & MODEL NUMBER	TOTAL MBH	DESIGN AMBIENT TEMPERATURE ° F	REFRIGERANT TYPE	MINIMUM STEPS OF CONTROL	UNIT MCA	UNIT MOP	VOLTAGE	PHASE	ELECTRICAL COMPRESSOR			COND. FANS		WEIGHT (LBS.)	REMARKS
											NO.	FLA (EACH)	NO.	FLA (EACH)			
ACCU-1	AHU-1	TRANE TTAZ40J3	253.6 13.0	95	R410	2	98.0	125.0	208	3	2	39.1	2	5.0	904.0	SEE NOTES.	
ACCU-1	AHU-2	TRANE TTAZ40J3	253.6 13.0	95	R410	2	98.0	125.0	208	3	2	39.1	2	5.0	904.0	SEE NOTES.	

**NOTES:**

- MINIMUM SEER WITH ASSOCIATED AIR HANDLER AND COIL.
- MOUNT UNIT ON EQUIPMENT PAD OR RAIL PER MANUFACTURER RECOMMENDATIONS.
- REQUIRED CLEARANCES FOR SERVICE PER MANUFACTURER RECOMMENDATIONS.
- LIQUID LINE DRYER, SIGHT GLASS, TXV.
- FINAL REFRIGERANT PIPE SIZES BY MANUFACTURER.
- LOW AMBIENT OPERATION TO 30° F.
- HARD START KIT.

## GAS BOILER SCHEDULE

UNIT NUMBER	MANUFACTURER & MODEL NUMBER	TYPE	BTU INPUT (MBH)	BTU OUTPUT (MBH)	PRESSURE RATING (PSIG)	GUARANTEED MINIMUM EFFICIENCY	E.W.T. ° F		GPM		BURNER MOTOR			FUEL	WEIGHT (LBS.)	GAS PRESSURE MIN/MAX (INCHES)	REMARKS
							L.W.T. ° F	MAX P.D.	AMPS	VOLT	PHASE						
B-1	AERCO AM399	HIGH EFFICIENCY CONDENSING WATER BOILER	399	371	160	95	180	37.1	1.8	120	1	NG	300	7/14	SEE NOTES		
B-2	AERCO AM399	HIGH EFFICIENCY CONDENSING WATER BOILER	399	371	160	95	160	10.0	1.8	120	1	NG	300	7/14	SEE NOTES		

**NOTES:**

- CAPACITIES SHALL BE BASED ON WATER.
- FULL MODULATING BURNER.
- CONTROL CIRCUIT TRANSFORMER.
- FACTORY CHECK, TEST, AND START-UP.
- LOW WATER CUTOFF AND ALARM.
- RELIEF VALVE.
- MICROPROCESSOR BASED COMBUSTION CONTROL.
- CONDENSATE NEUTRALIZATION BASIN AND KIT.

## PUMP SCHEDULE

UNIT NUMBER	PUMP NAME	EQUIPMENT NAME	MANUFACTURER & MODEL NUMBER	GPM	TDH, FT	MINIMUM PUMP EFFICIENCY	ELECTRICAL			WEIGHT (LBS.)	REMARKS
							HP	VOLT	PHASE		
BOP-1	HEATING WATER BOILER PUMP	INLINE BOILER CIRCULATING PUMP	BELL & GOSSETT e80 1.5X1.5X7C	37.1 1750	25 1.5"	52.2	1	208	3	60	PROVIDE WITH FLEXIBLE CONNECTORS AND VIBRATION ISOLATION PIPE HANGERS
HWP-1	HEATING WATER BOILER PUMP	INLINE HW SYSTEM CIRCULATING PUMP	BELL & GOSSETT e80 1.5X1.5X9.5	74.2 1750	60 1.5"	51.7	3	208	3	60	PROVIDE WITH FLEXIBLE CONNECTORS AND VIBRATION ISOLATION PIPE HANGERS
BOP-2	HEATING WATER BOILER PUMP	INLINE BOILER CIRCULATING PUMP	BELL & GOSSETT e80 1.5X1.5X7C	37.1 1750	20 1.5"	52.2	1	208	3	60	PROVIDE WITH FLEXIBLE CONNECTORS AND VIBRATION ISOLATION PIPE HANGERS
HWP-2	HEATING WATER BOILER PUMP	INLINE HW SYSTEM CIRCULATING PUMP	BELL & GOSSETT e80 1.5X1.5X9.5	74.2 1750	60 1.5"	51.7	3	208	3	60	PROVIDE WITH FLEXIBLE CONNECTORS AND VIBRATION ISOLATION PIPE HANGERS

## EXPANSION TANK SCHEDULE

UNIT NUMBER	LOCATION	NAME	MANUFACTURER & MODEL	SYSTEM PRESS. (PSIG)		SYSTEM TEMP. (° F)		TANK DIMENSIONS			SYSTEM CAPACITY		ACCESSORIES
				MIN.	MAX.	MIN.	MAX.	DIA. (IN.)	HT. (IN.)	WT. (LBS.)	VOLUME (GAL.)	ACCEPTANCE (GAL.)	
ET-1	MECHANICAL ROOM	EXPANSION TANK-1	BELL AND GOSSETT B-200	43.7	75	70	180	24	36	192	53	VOLUME (GAL.)	FLOOR STAND
											53	ACCEPTANCE (GAL.)	

## FAN SCHEDULE

UNIT NUMBER	NAME	SERVES	TYPE	MANUFACTURER & MODEL	FAN DATA			ELECTRICAL DATA			MANUFACTURER ACCESSORIES			WEIGHT (LBS.)	REMARKS			
					CFM	S.P.	MAXIMUM SONE RATING	HP	VOLT	PHASE	DISCONNECT SWITCH	ROOF CURB	VIBRATION ISOLATORS			BIRD SCREEN	BACKDRAFT DAMPER TYPE	SIZE
ET-1	EXHAUST FAN NO. 1	RESTROOMS	INLINE CENTRIFUGAL	GREENHECK SQ-97-VG	100	.75	10.7	1/4	120	1	BY E.C.	NO	YES	NO	MOTORIZED	12"X12"	75	VARIABLE SPEED CONTROLLER MOUNTED ON FAN
					1524	0.1												
ET-2	EXHAUST FAN NO. 2	RESTROOMS	INLINE CENTRIFUGAL	GREENHECK SQ-97-VG	100	.75	10.7	1/4	120	1	BY E.C.	NO	YES	NO	MOTORIZED	12"X12"	75	VARIABLE SPEED CONTROLLER MOUNTED ON FAN
					1525	0.1												

## VAV TERMINAL UNIT SCHEDULE (ELECTRICAL COIL)

UNIT NUMBER	ROOMED SERVED	MANUFACTURER & MODEL NUMBER	INLET SIZE	COOLING CFM	HEATING CFM	KW	HEATING COIL						REMARKS
							EAT MIN. LAT	CONTROL	VOLT	PHASE	DISCONNECT SWITCH		
VAV 1-1	A120, 122 & 123	PRICE SDV5-14	14"	1680	840	12.0	55	SCR	208	3	BY E.C.	SEE NOTES	
							95						
VAV 1-2	A115 & A116	PRICE SDV5-14	14"	1750	875	12.0	55	SCR	208	3	BY E.C.	SEE NOTES	
							95						
VAV 1-3	A115, A118, A119, A127	PRICE SDV5-14	14"	1750	875	12.0	55	SCR	208	3	BY E.C.	SEE NOTES	
							95						
VAV 1-4	A115 & A117	PRICE SDV5-14	14"	1750	875	12.0	55	SCR	208	3	BY E.C.	SEE NOTES	
							95						
VAV 1-5	A110, A111 & A112	PRICE SDV5-14	14"	1010	505	6.5	55	SCR	208	3	BY E.C.	SEE NOTES	
							95						
VAV 1-6	A101 - A105 & A108	PRICE SDV5-10	10"	740	370	5.0	55	SCR	208	3	BY E.C.	SEE NOTES	
							95						
VAV 1-7	A125	PRICE SDV5-14	14"	1640	820	12.0	55	SCR	208	3	BY E.C.	SEE NOTES	
							95						
VAV 1-8	A126	PRICE SDV5-14	14"	1860	930	12.0	55	SCR	208	3	BY E.C.	SEE NOTES	
							95						
VAV 1-9	A117, A128 & A129	PRICE SDV5-14	14"	1450	725	10.0	55	SCR	208	3	BY E.C.	SEE NOTES	
							95						
VAV 1-10	A130 - A136	PRICE SDV5-14	16"	2050	1025	13.0	55	SCR	208	3	BY E.C.	SEE NOTES	
							95						

**NOTES:**

- UNITS TO INCLUDE:
  - ELECTRIC COIL CONTROL PANEL
  - ELECTRIC ACTUATOR
  - FACTORY MOUNTING OF TERMINAL CONTROLLER; DISCHARGE TEMPERATURE SENSOR TRANSFORMER AND PRESSURE SENSOR AS FURNISHED TO UNIT MANUFACTURER BY BMS CONTRACTOR.
  - PROVIDE 3"-0" LONG SOUND ATTENUATOR.

## SOUND ATTENUATOR SCHEDULE

NAME	MANUFACTURER & MODEL NUMBER	SYSTEM SERVED	SIZE	CFM	MAX. FACE VEL. FPM	MAX. ΔP	DYNAMIC INSERTION LOSS dB								REMARKS
							63	125	250	500	1K	2K	4K	8K	
SA-1	IAC LLE-36	AHU-1&2	48X48	11000	750	0.25	4	7	13	17	17	11	12	10	-
SA-2	IAC ELBSP5	AHU-1&2	48X18	3000	750	0.25	7	15	21	31	32	29	25	19	90° ELBOW ATTENUATOR

## GRILLE AND DIFFUSER SCHEDULE

TYPE	DESCRIPTION	SPECIAL NOTES & FINISHES
D	24" X 24" ARCHITECTURAL CEILING DIFFUSER	ROUND NECK
E	EGG GRATE GRILLE	
F	SUPPLY GRILLE	
G	RETURN GRILLE	
H	EXHAUST GRILLE	OPPOSED BLADE DAMPER
J	TRANSFER GRILLE	
L	LINEAR CEILING DIFFUSER	
N	LINEAR BAR SIDEWALL/SILL DIFFUSER	1 SUFFIX IS SILL DIFFUSER
P	HEAVY DUTY RETURN GRILLE	
X	1/2" X 1/2" MESH GRILLE WITH FRAME	GALVANIZED STEEL, SCREW THRU FRAME FACE
EX	EXISTING GRILLE/DIFFUSER	BALANCE TO CFM LISTED

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ENGINEER'S PROJECT NO: 17010

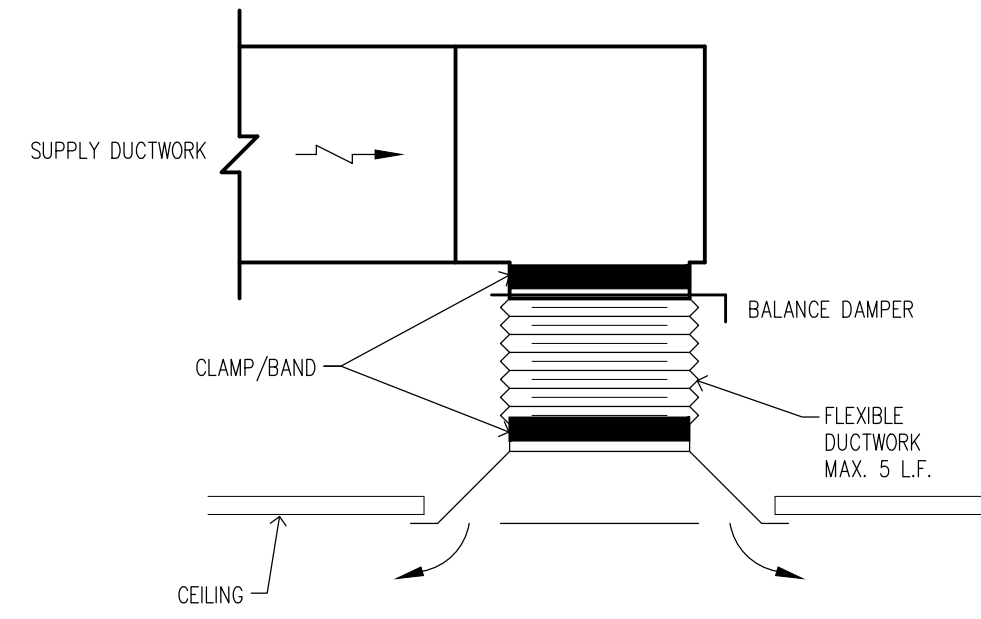
DATE: NOVEMBER 2, 2017

SCHEDULES - HVAC

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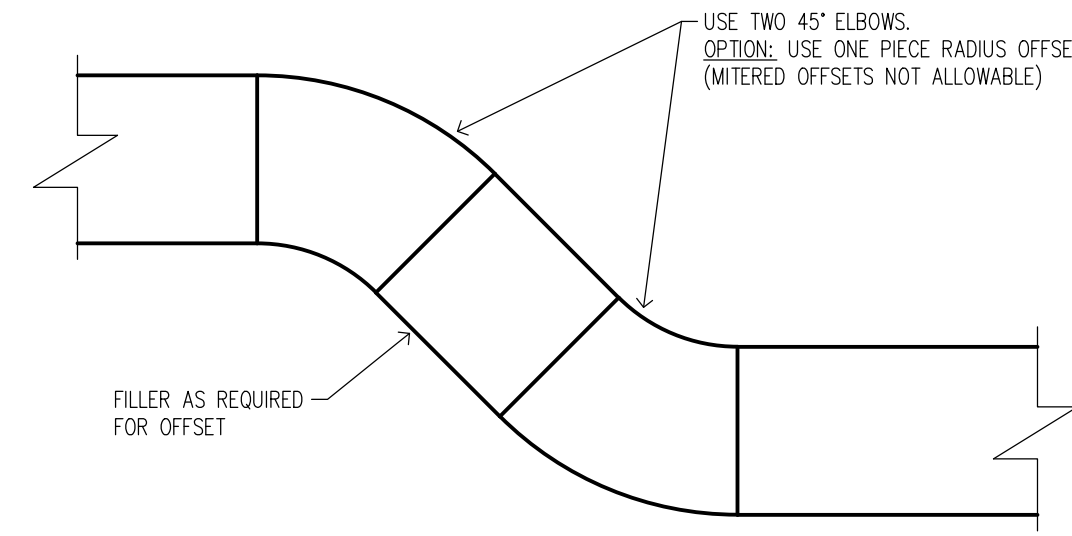
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DESIGN DEVELOPMENT

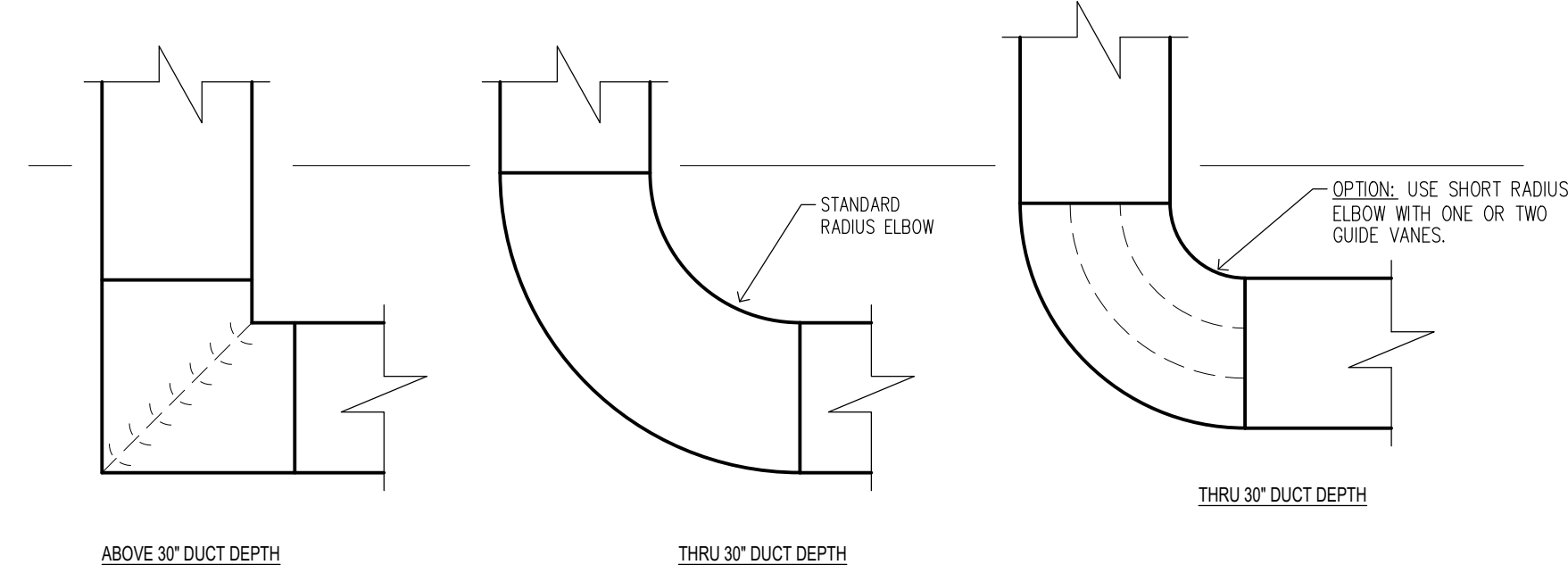


**DIFFUSER  
DETAIL A**

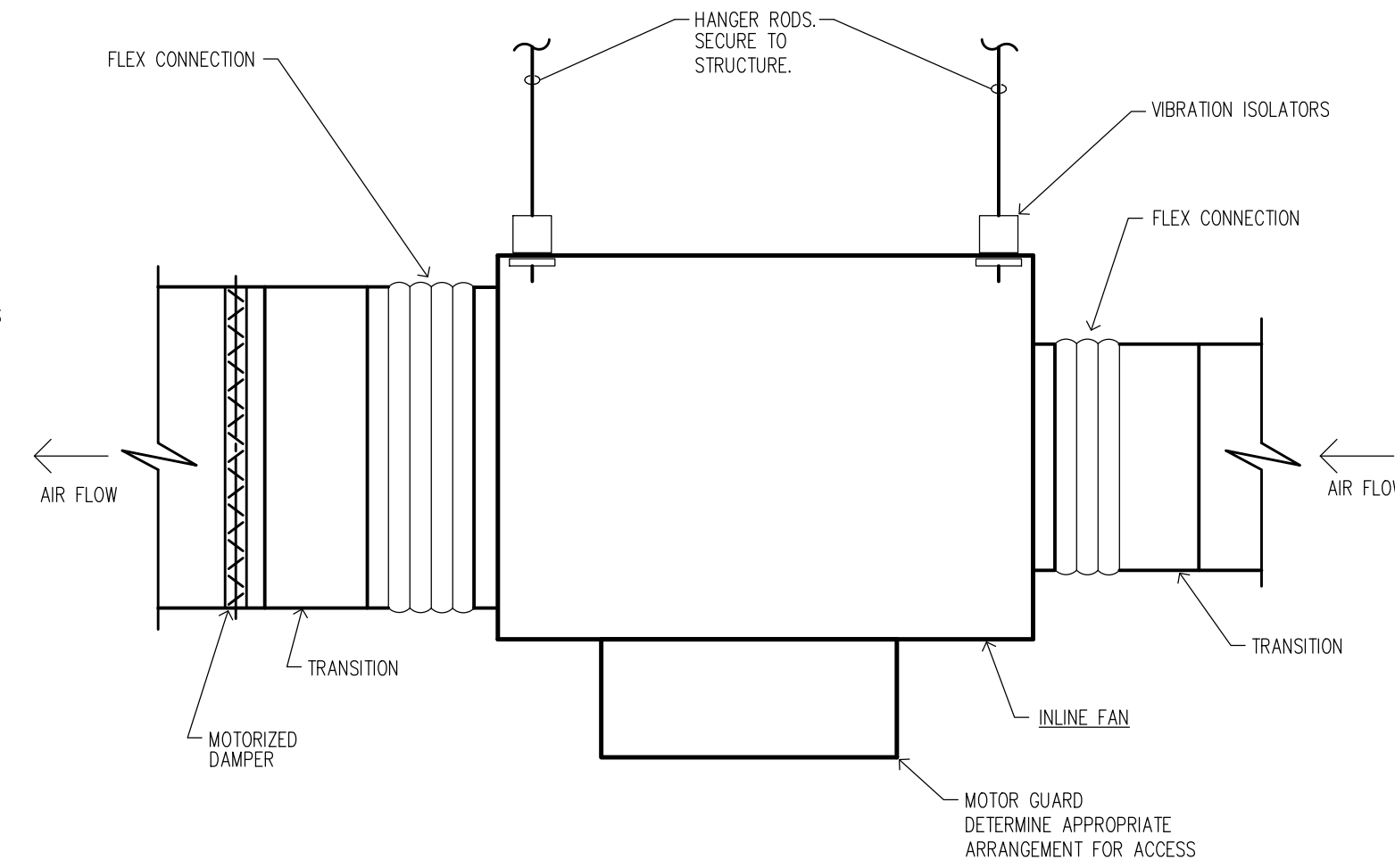
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**ELEVATION AND PLAN VIEW**  
NOTE: MITERED TRANSITIONS NOT ALLOWED

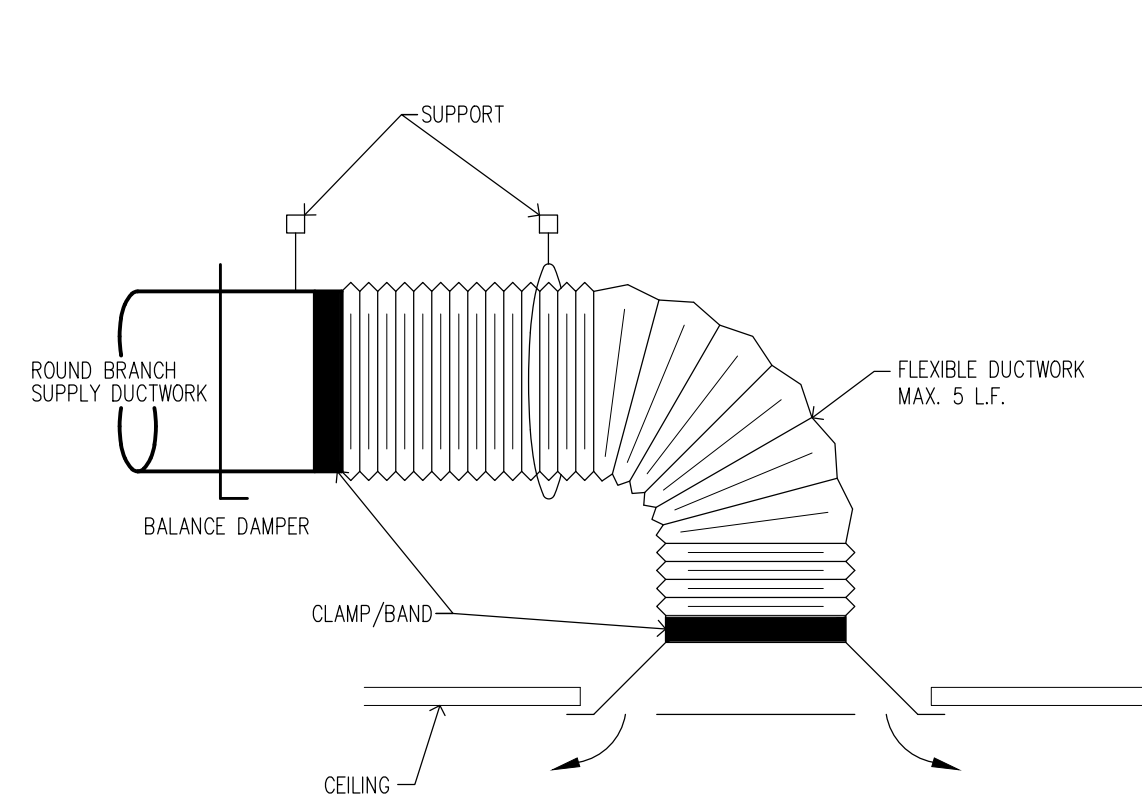


**NOTE:**  
INSIDE SQUARE THROATS ON RADIUS ELBOWS NOT ALLOWED.



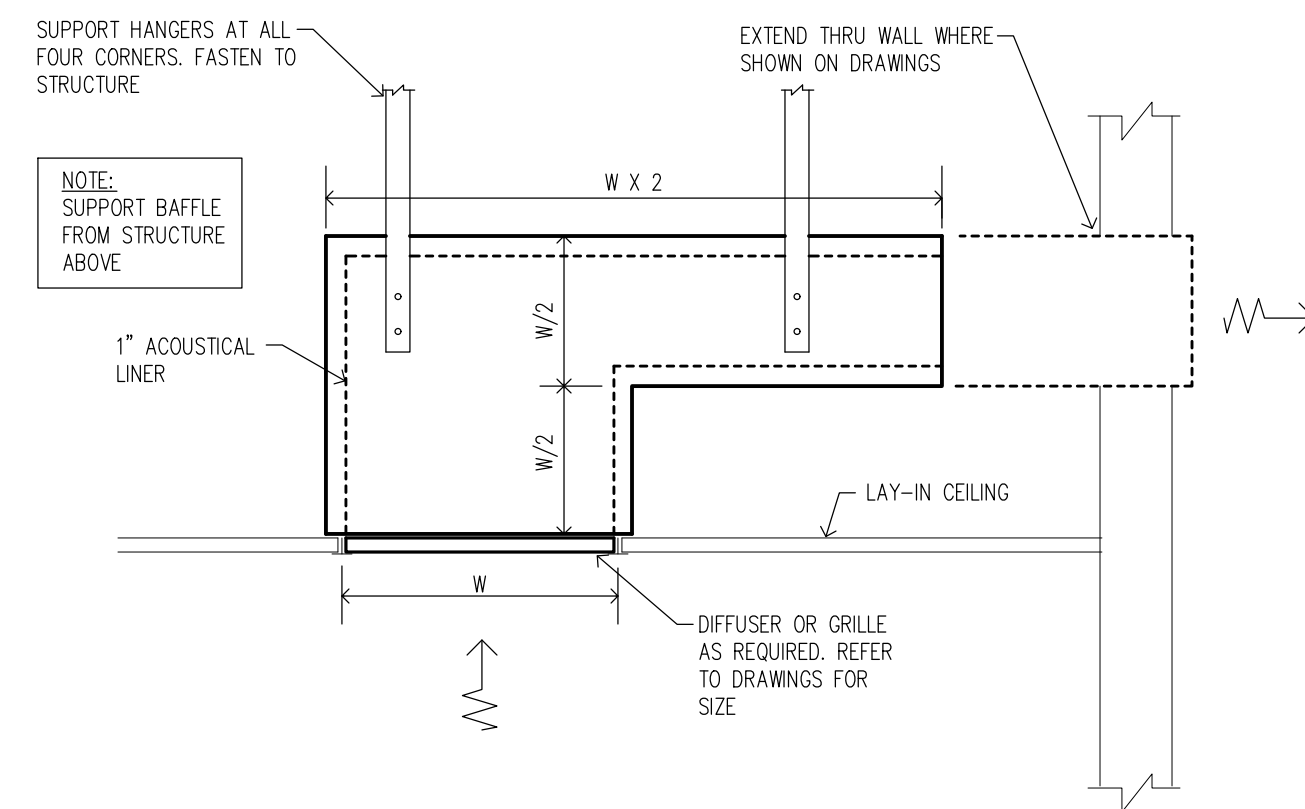
**ACCU INSTALLATION  
DETAIL H**

NO SCALE



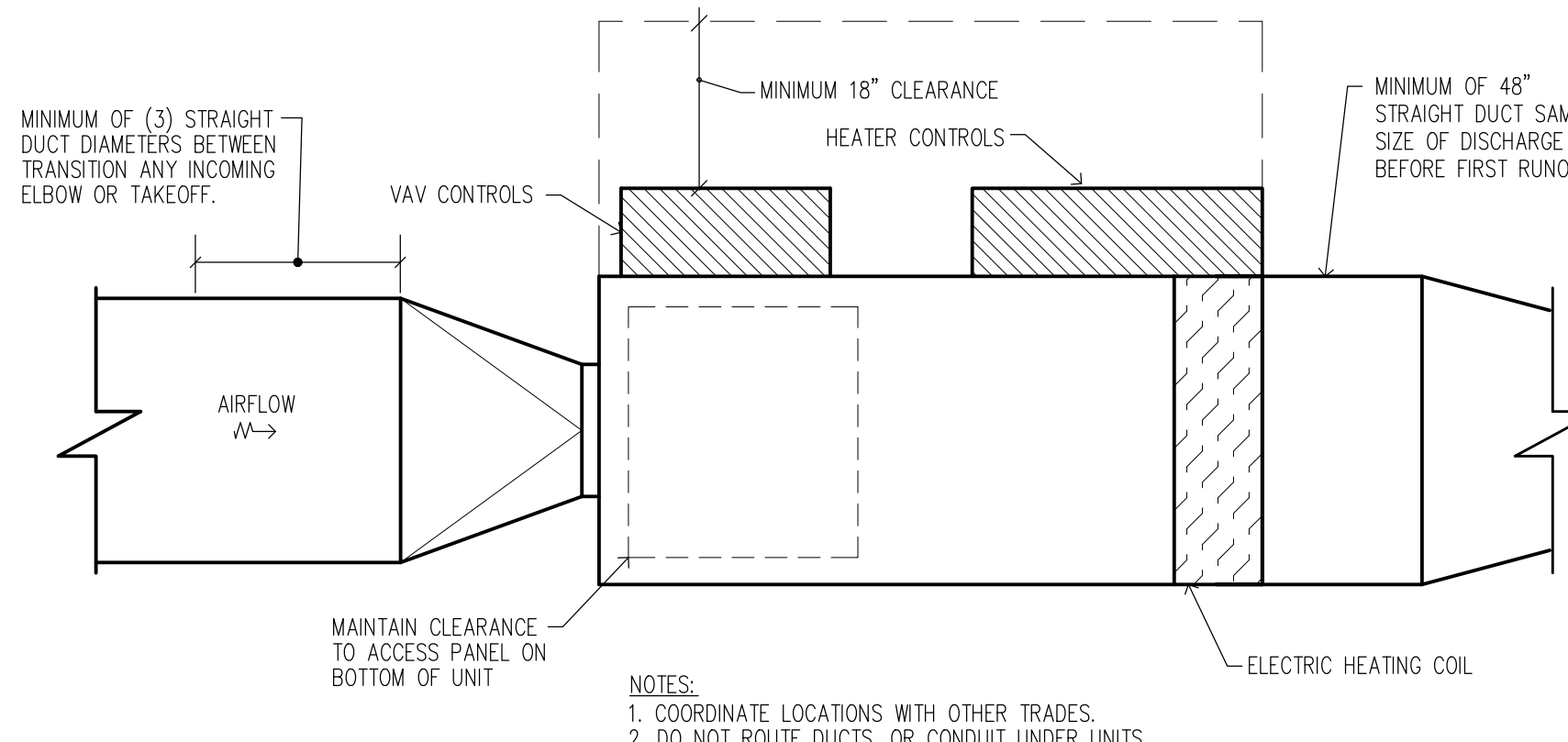
**DIFFUSER  
DETAIL E**

NO SCALE



**RETURN AIR SOUND Baffle  
DETAIL F**

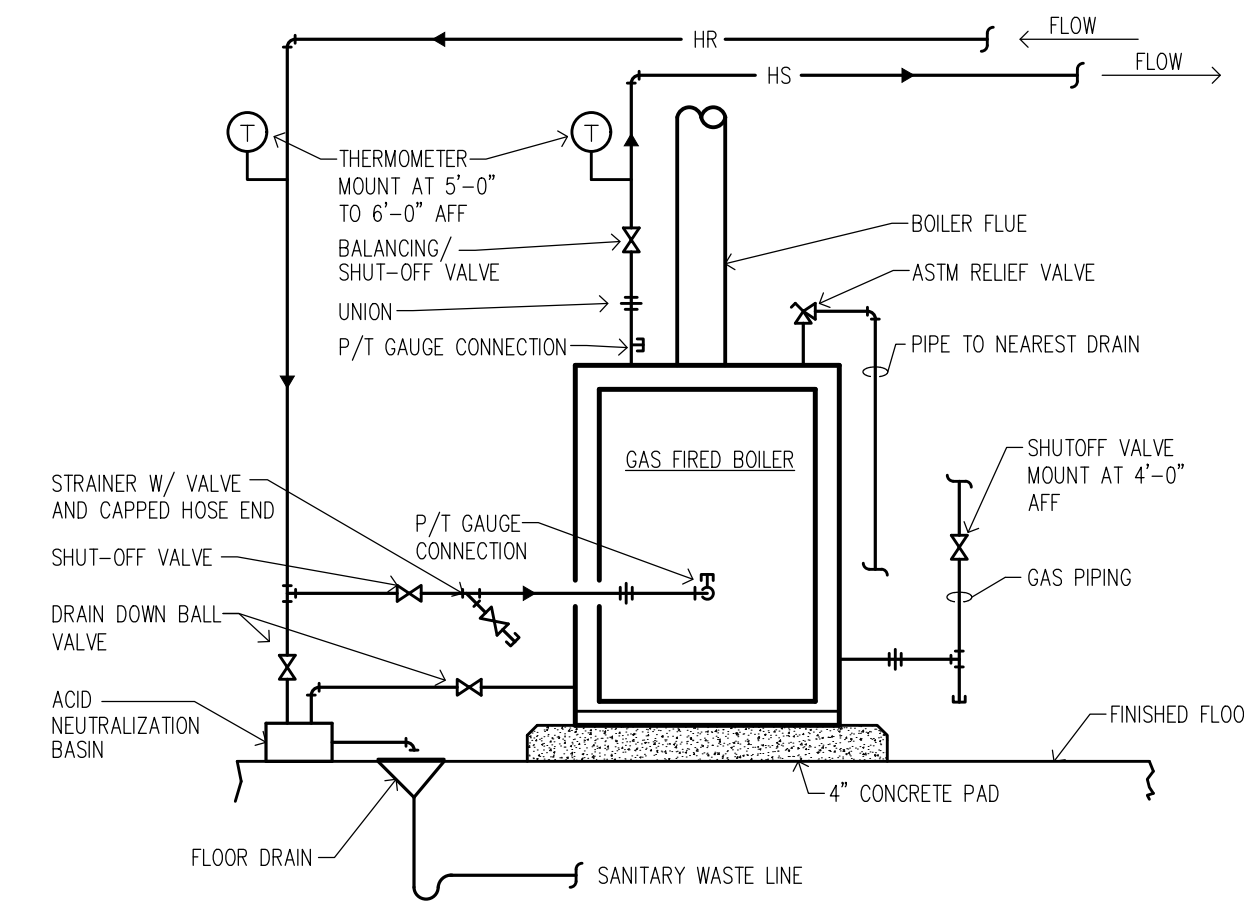
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**TYPICAL VAV TERMINAL UNIT  
ACCESS - PLAN VIEW  
DETAIL G**

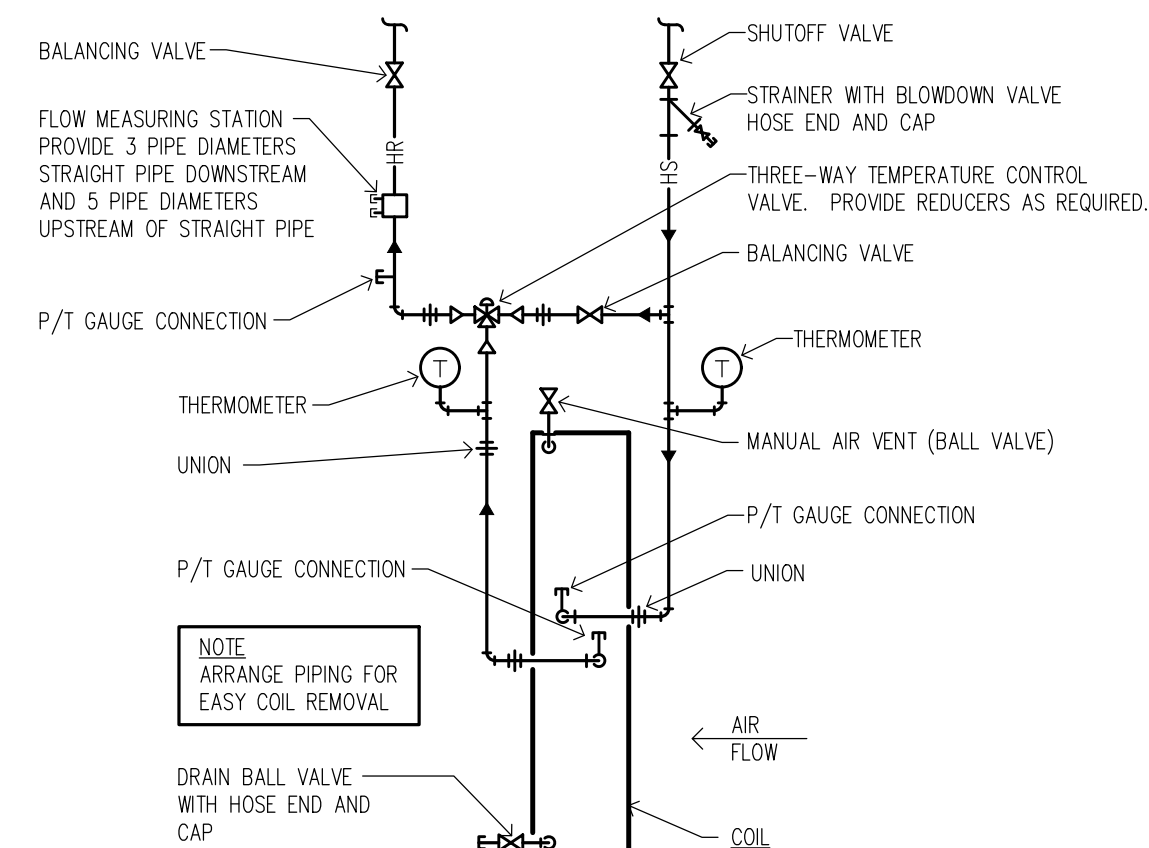
NO SCALE

- NOTES:**
1. COORDINATE LOCATIONS WITH OTHER TRADES.
  2. DO NOT ROUTE DUCTS, OR CONDUIT UNDER UNITS.
  3. DETERMINE LOCATION AND MAINTAIN CLEARANCE (MINIMUM 18") AT CONTROLS.
  4. SUPPORT UNIT FROM ALL FOUR CORNERS, SUSPEND FROM STRUCTURE.



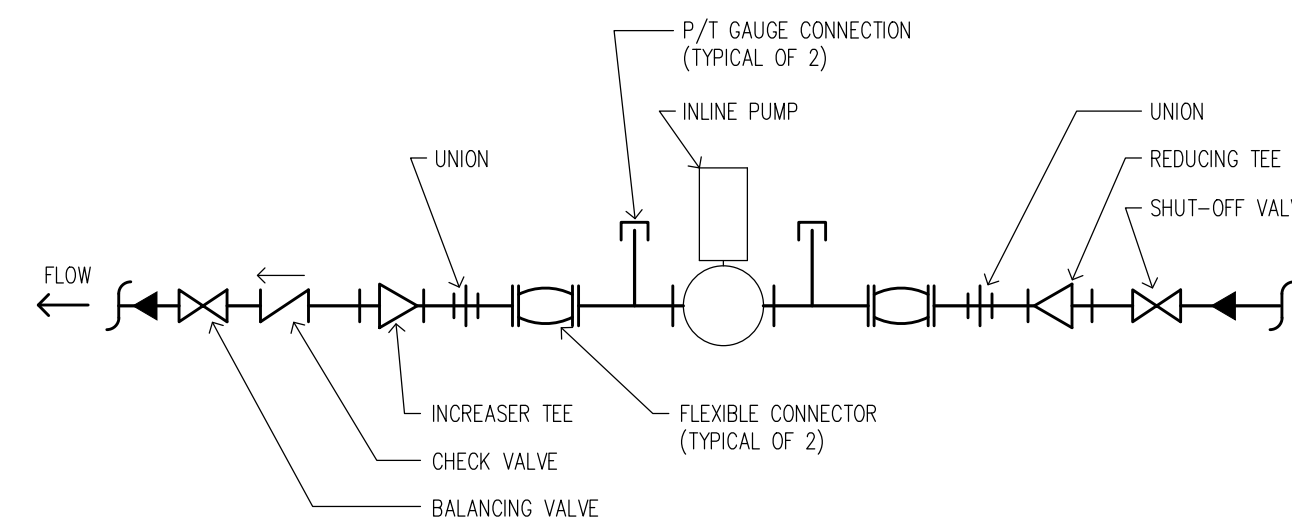
**GAS FIRED BOILER PIPING  
DETAIL I**

NO SCALE



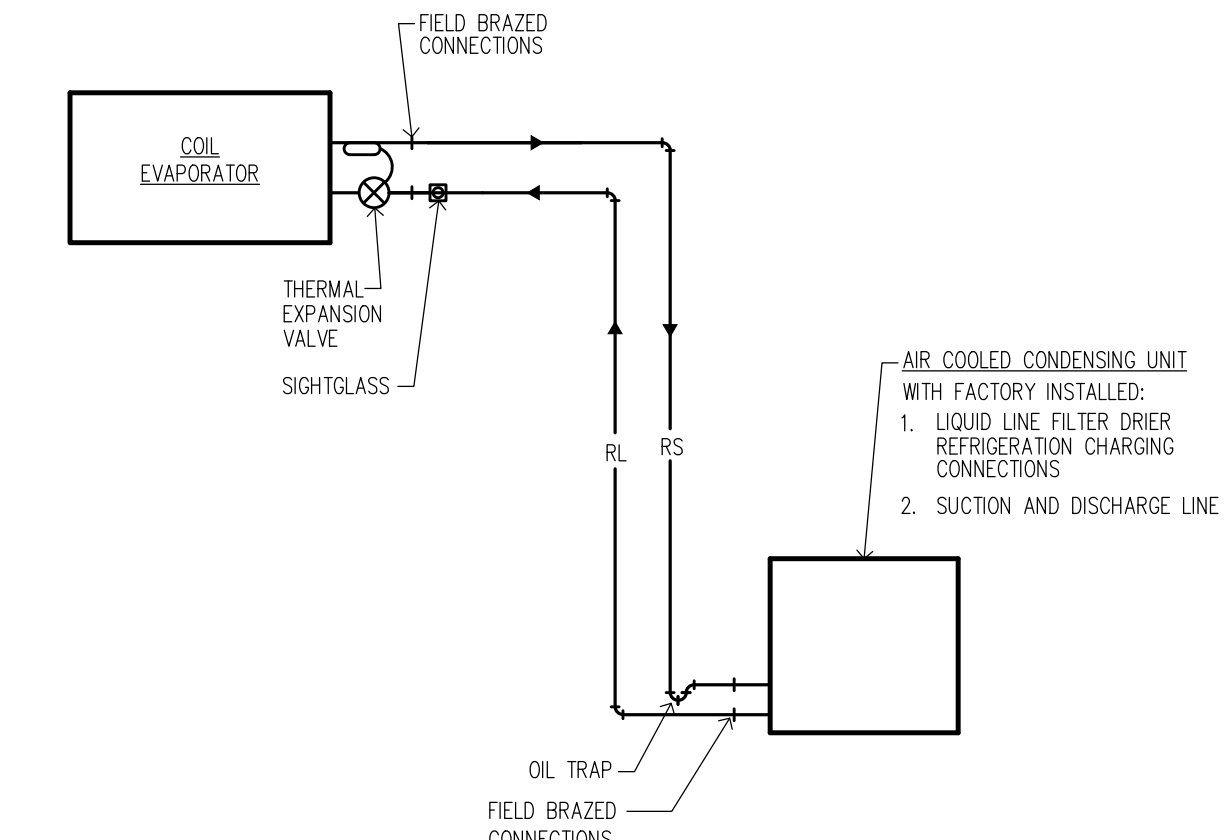
**HEATING COIL PIPING  
DETAIL J**

NO SCALE



**INLINE PUMP  
DETAIL K**

NO SCALE



**REFRIGERATION SYSTEM PIPING  
DETAIL L**

NO SCALE

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DETAILS - HVAC

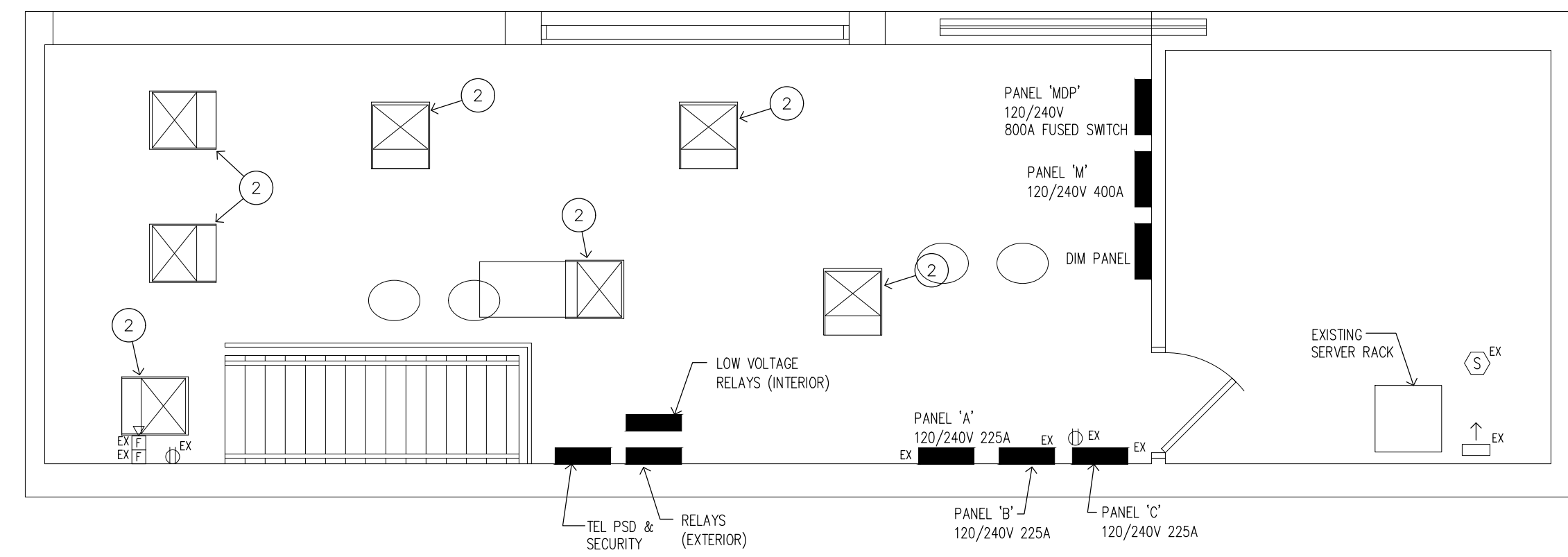
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**H601**

DESIGN DEVELOPMENT

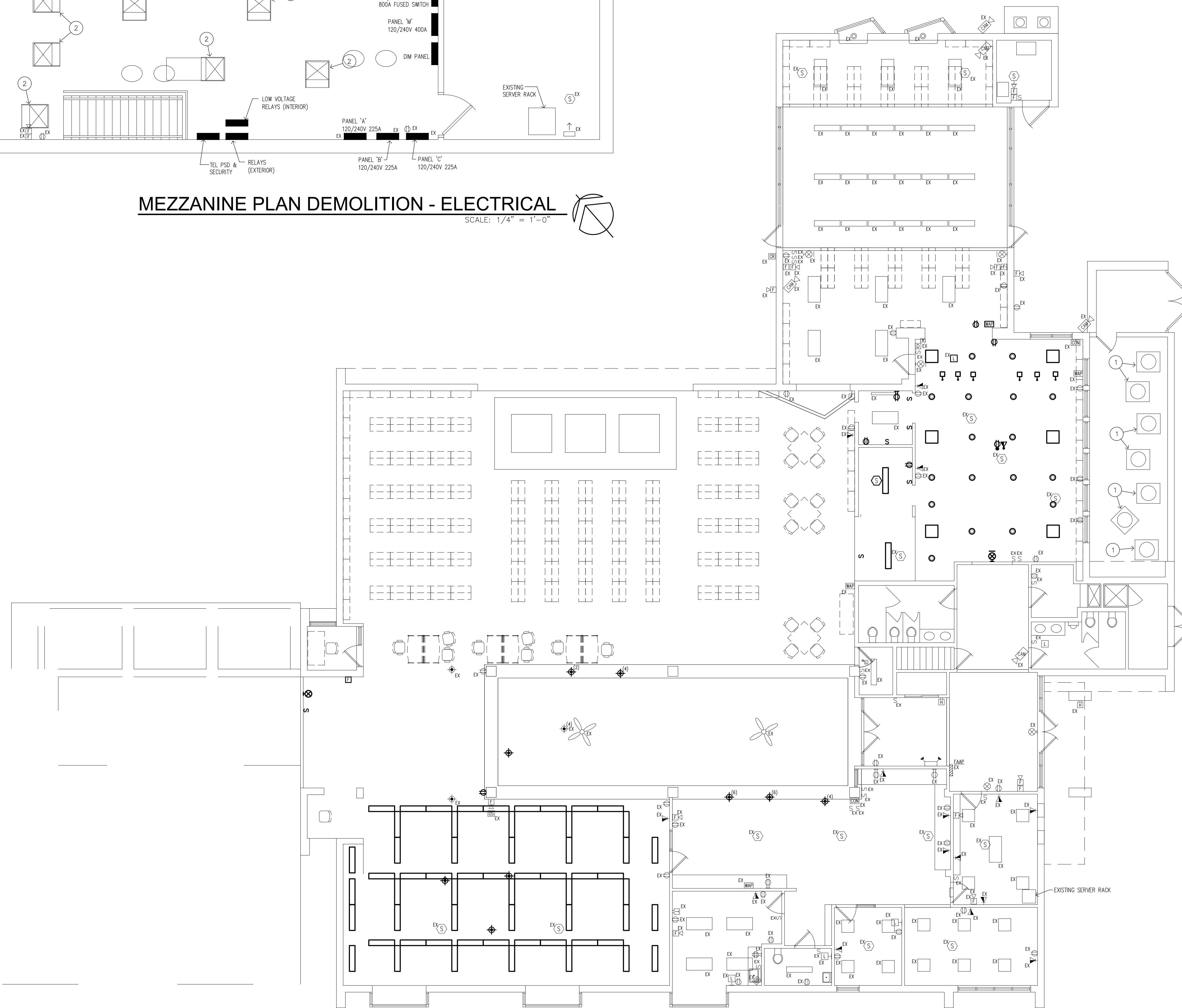
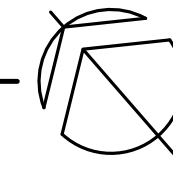
**PLAN NOTES:**

- 1 REMOVE POWER, CONDUIT AND WIRE FOR ACCU'S COMPLETELY BACK TO SOURCE.
- 2 REMOVE POWER, CONDUIT AND WIRE FOR FURNACE COMPLETELY BACK TO SOURCE.



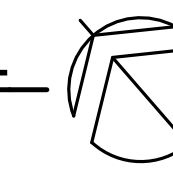
**MEZZANINE PLAN DEMOLITION - ELECTRICAL**

SCALE: 1/4" = 1'-0"



**FIRST FLOOR PLAN - DEMOLITION - ELECTRICAL**

SCALE: 1/8" = 1'-0"



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DATE: NOVEMBER 2, 2017

**FIRST FLOOR PLAN -  
DEMOLITION -  
ELECTRICAL**

SHEET NO.

**ED201**

**DESIGN DEVELOPMENT**

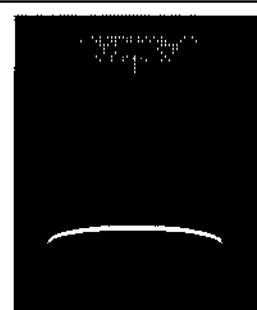
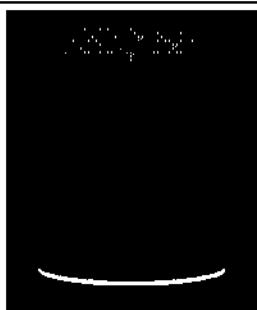

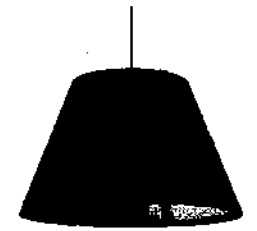
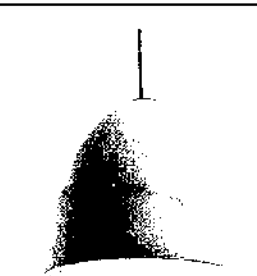

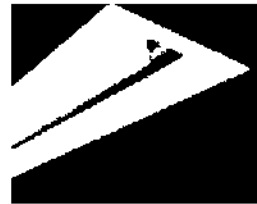

## STANDARD ELECTRICAL ABBREVIATIONS

AC	ALTERNATING CURRENT	MCB	MAIN CIRCUIT BREAKER
AUX	AUXILIARY CONTACTS	MC	MECHANICAL CONTRACTOR
AFF	ABOVE FINISH FLOOR	MCC	MOTOR CONTROL CENTER
AFG	ABOVE FINISH GRADE	MFR	MANUFACTURER
AHU	AIR HANDLING UNIT	MH	MANHOLE
AMP	AMPERE	MLO	MAIN LUGS ONLY
ATS	AUTOMATIC TRANSFER SWITCH	MMS	MANUAL MOTOR STARTER
BFG	BELOW FINISHED GRADE	MS	MAGNETIC STARTER
C	CONDUIT	MTS	MANUAL TRANSFER SWITCH
CCT	CONTROL CIRCUIT TRANSFORMER	NF	NON-FUSED
CCTV	CLOSED CIRCUIT TELEVISION	NL	NIGHT LIGHT
CB	CIRCUIT BREAKER	NTS	NOT TO SCALE
QMS	COMBINATION MAGNETIC STARTER	N/L	UNSWITCHED NIGHT LIGHT
CONT	CONTACTOR	OL	OVERLOADS
CP	CONTROL PACKAGE	OP	OVERCURRENT PROTECTION
CJ	CONDENSING UNIT	PB	PUSHBUTTON
CUH	CABINET UNIT HEATER	PE	PNEUMATIC-ELECTRIC SWITCH
D	DEDICATED CIRCUIT	PL	PILOT LIGHT
DC	DIRECT CURRENT	PUH	PROPELLER UNIT HEATER
DISC	DISCONNECT SWITCH	PVC	POLYVINYLCHLORIDE CONDUIT
EC	ELECTRICAL CONTRACTOR	Ø	PHASE
EF	EXHAUST FAN	QJAN	QUANTITY
EMERG	EMERGENCY	R	RELOCATED
EMT	ELECTRICAL METALLIC TUBING	RA	RIGID ALUMINUM CONDUIT
EP	ELECTRIC-PNEUMATIC SWITCH	RECEPT.	RECEPTACLE
EWC	ELECTRIC WATER COOLER	RF	RETURN FAN
EX	EXISTING TO REMAIN	RGS	RIGID GALVANIZED STEEL CONDUIT
EXIST.	EXISTING	SF	SUPPLY FAN
EXR	EXISTING TO BE REMOVED	SN	SOLID NEUTRAL
F	FUSED	SW	SWITCH
FA	FIRE ALARM	SW & F	SWITCH & FUSE
FMS	FLEXIBLE METAL CONDUIT	T	THERMOSTAT
G	GROUND WIRE	TC	TIME CLOCK
GC	GENERAL CONTRACTOR	TCC	TEMPERATURE CONTROL CONTRACTOR
GFI	GROUND FAULT INTERRUPTER	TIB	TELEPHONE TERMINAL BOARD
HOA	HAND-OFF-AUTO SELECTOR SWITCH	TTC	TELEPHONE TERMINAL CABINET
HP	HORSEPOWER	TX	POWER TRANSFORMER
HZ	HERTZ	V	VOLT
IC	INTERRUPTING CURRENT	W	WIRE OR WATT
IMC	INTERMEDIATE METAL CONDUIT	WM	WIREMOLD
INT	INTERLOCK	WP	WEATHER PROTECTED
KEC	KITCHEN EQUIPMENT CONTRACTOR	W/	WITH
KW	KILOWATT	Δ	WIRING CONNECTED (DELTA)
LT	LIGHT	Y	WIRING CONNECTED (WYE)
LTS	LIGHTS		
MATV	MASTER ANTENNA TELEVISION		

## ELECTRICAL SYMBOL SCHEDULE

MOUNTING		DESCRIPTION	MOUNTING		DESCRIPTION
CEIL	WALL		CEIL	WALL	
		FLUORESCENT FIXTURE			UPPERCASE LETTER IN QUOTES-TYPE LOWERCASE LETTER - SWITCH LEG
		H. I. D. FIXTURE			LIGHT FIXTURE ON EMERGENCY CIRCUIT EXIT LIGHT, LINE INDICATES FACE
		ARROW INDICATES FACE WITH ARROW			SURFACE MOUNTED INCANDESCENT FIXTURE DISCONNECT SWITCH (NON-FUSED)
		SINGLE RECEPTACLE			DUPLEX CONVENIENCE OUTLET - GFI PROTECTED
		DUPLEX CON. OUTLET (+44\"/>			DUPLEX CON. OUTLET (TOP HALF SWITCHED) DUPLEX CONVENIENCE OUTLET (EMERGENCY)
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		DUPLEX CONVENIENCE OUTLET (EMERGENCY)			DUPLEX CONVENIENCE OUTLET (EMERGENCY)

LUMINAIRE SCHEDULE

Image	Luminaire Type	Luminaire Description	Luminaire Manufacturer/ Catalog #	Lamp Type	Lamp Qty. per	Luminaire Wattage		Volt
						Per Lamp	Lum. Total	
	L	SUSPENDED INDIRECT/DIRECT MOUNT: SUSPENDED NOTE 1: 8'-14" W X 1'-3 1/4" H X LENGTH ON PLAN LOCATION: NEW GATHERING SPACE	LITHONIA: LED GRAD LINEAR GRD-LSL-28FT-MSL8-80CR-30K- 1D100LMF-8020-MN1-ZT-120-SCT  PRE-BID APPROVED EQUAL PRODUCT	LED	1	30	30	MVOLT
	P1	DECORATIVE PENDANT MOUNT: SUSPENDED NOTE 1: 48" DIA LOCATION: LOBBY	OCL: ARO A01-P1EZ-48-MM-BALL-LED1-30K-UNV- -DM0  PRE-BID APPROVED EQUAL PRODUCT	LED	1	46	46	MVOLT
	P1A	DECORATIVE PENDANT MOUNT: SUSPENDED NOTE 1: 48" DIA LOCATION: LOBBY	OCL: ARO A02-P1EZ-48-MM-BALL-LED1-30K-UNV- -DM0  PRE-BID APPROVED EQUAL PRODUCT	LED	1	46	46	MVOLT
	P2	DECORATIVE PENDANT MOUNT: SUSPENDED NOTE 1: 48" DIA LOCATION: INFANTS / PRE-K	PRUDENTIAL: SKY OCULUS O O40-LED3-LO-PA-YGW-D1-SC-UNV- CA-X3-DM10  PRE-BID APPROVED EQUAL PRODUCT	LED	1	49	49	MVOLT
	P3	DECORATIVE PENDANT MOUNT: SUSPENDED NOTE 1: 24" DIA LOCATION: NEW MEETING GATHERING SPACE	LOUIS FOKULSON: PATERA 574-1068279	LED	1	96	96	120
	P4	DECORATIVE PENDANT MOUNT: SUSPENDED NOTE 1: 24.5" H X 44" DIA LOCATION: TEEN AREA	BUZZI SPACE BUZZ SHADE	LED	1	20	20	120
	P5	DECORATIVE PENDANT MOUNT: SUSPENDED NOTE 1: 14.6" H X 15.8" DIA LOCATION: TEEN AREA	SEED DESIGN: CASTLE PENDANT SQ-7133CP	LED	1	20	20	120
	R1	2X4 RECESSED LED MOUNT: RECESSED NOTE 1: 48" L X 24" W X 2-3/8" H LOCATION: MEETING ROOMS	LITHONIA: 2BLT LED 2B-LT4- -30L-AOSM- -EZ-1-LP30  PRE-BID APPROVED EQUAL PRODUCT	LED	1	30	30	MVOLT
	R2	2X2 RECESSED LED MOUNT: RECESSED NOTE 1: 24" L X 24" W X 2-3/8" H LOCATION: MEETING ROOMS	LITHONIA: 2BLT LED 2B-LT2- -33L-AOSM- -EZ-1-LP30  PRE-BID APPROVED EQUAL PRODUCT	LED	1	30	30	MVOLT
	R3	LED 6" DOWNLIGHT MOUNT: RECESSED NOTE 1: 11-3/4" W X 5-5/8" H LOCATION: GENERAL	JUNO: 6" TC 900 LUMEN DOWNLIGHT TC22LED-G4-09LM-30K-90CR-MVOLT- EZ10  PRE-BID APPROVED EQUAL PRODUCT	LED	1	18	18	MVOLT
	R4	PERIMETER DIRECT WALL WASH MOUNT: RECESSED FINISH: WHITE NOTE 1: 4 1/8" D X 5 1/8" H X 48" L LOCATION: TEEN AREA	PINACOLE: EDGE EVOLUTION EV3WW EV3WW-30KH-0-4-G1G-UNV-1C-W  PRE-BID APPROVED EQUAL	LED	1	11 WATTS PER FOOT	SEE PLAN	MVOLT
	W1	LED INDIRECT WALL WASHER MOUNT: SUSPENDED NOTE 1: 21-1/8" L X 5-1/16" W X 2-7/8" H NOTE 2: USE WITH PENDANT MOUNT ACCESSORY LOCATION: INFANT/KIDS AREA	LIGHTING QUOTIENT: ELLIPTIPAR S143 S143-M027-X-02-M- -0-30-ZX  ACCESSORIES: VPK-02-0	LED	1	60	60	MVOLT
	X	UNIVERSAL MOUNT LED EXIT WITH BATTERY BACKUP LAMPING: LED MOUNT: UNIVERSAL FINISH: BRUSHED ALUMINUM NOTE 1: E.C. TO CONFIRM LETTER / BACKGROUND FINISH WITH APPLICABLE CODES NOTE 2: NICKEL CADMIUM BATTERY NOTE 3: MEETS UL 924, NFPA 101, NFPA 70-NEC & OSHA ILLUMINATION STANDARDS LOCATION: GENERAL	LITHONIA: LE SERIES LE-S- -# OF FACES PER PLAN-R- -EL- N-SD  SURELITES: EQUAL PRODUCT  DECO LIGHTING: EQUAL PRODUCT  DUAL LITE SE SERIES EQUAL PRODUCT	LED	1	3	3	MVOLT

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DATE: NOVEMBER 2, 2017

LUMINAIRE  
SCHEDULE -  
ELECTRICAL  
?

SHEET NO.

E002

DESIGN DEVELOPMENT

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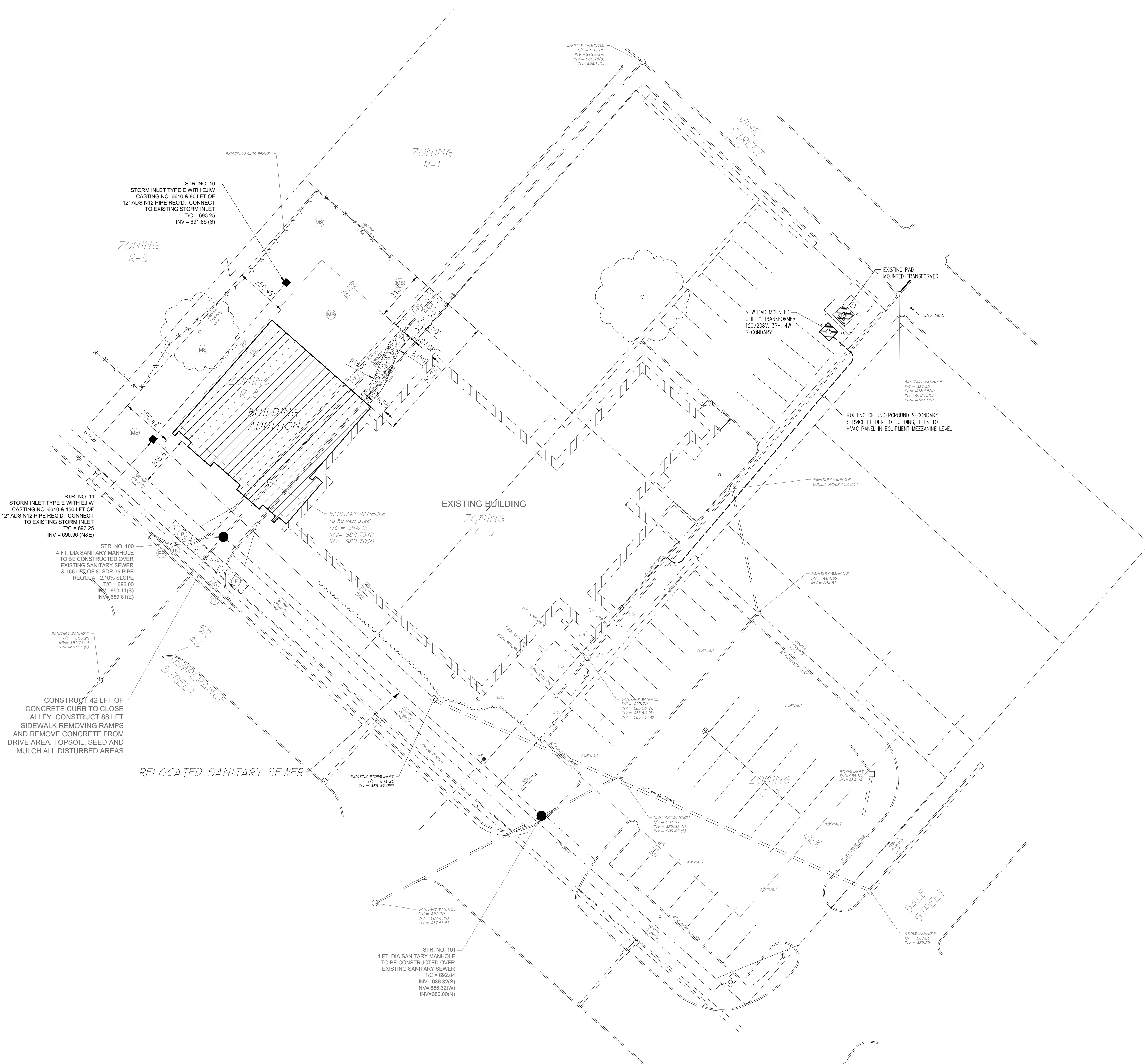
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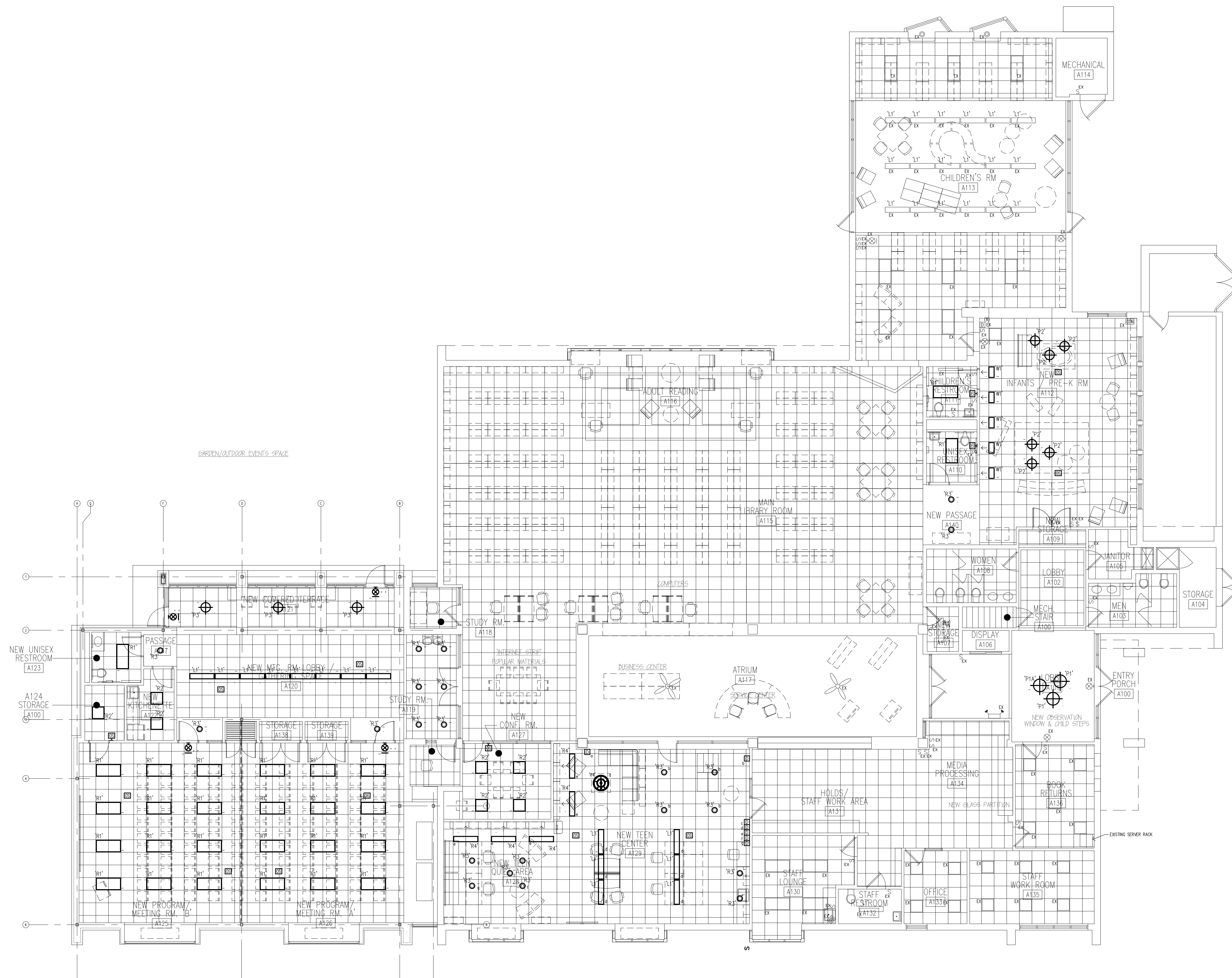
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DATE: NOVEMBER 2, 2017  
SITE PLAN - ELECTRICAL  
SHEET NO.  
**E101**  
DESIGN DEVELOPMENT

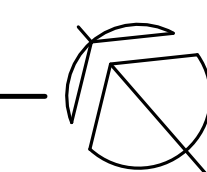


**SITE PLAN - ELECTRICAL**  
SCALE: 1/3256" = 1'-0"

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**FIRST FLOOR PLAN - LIGHTING**  
SCALE: 1/8" = 1'-0"



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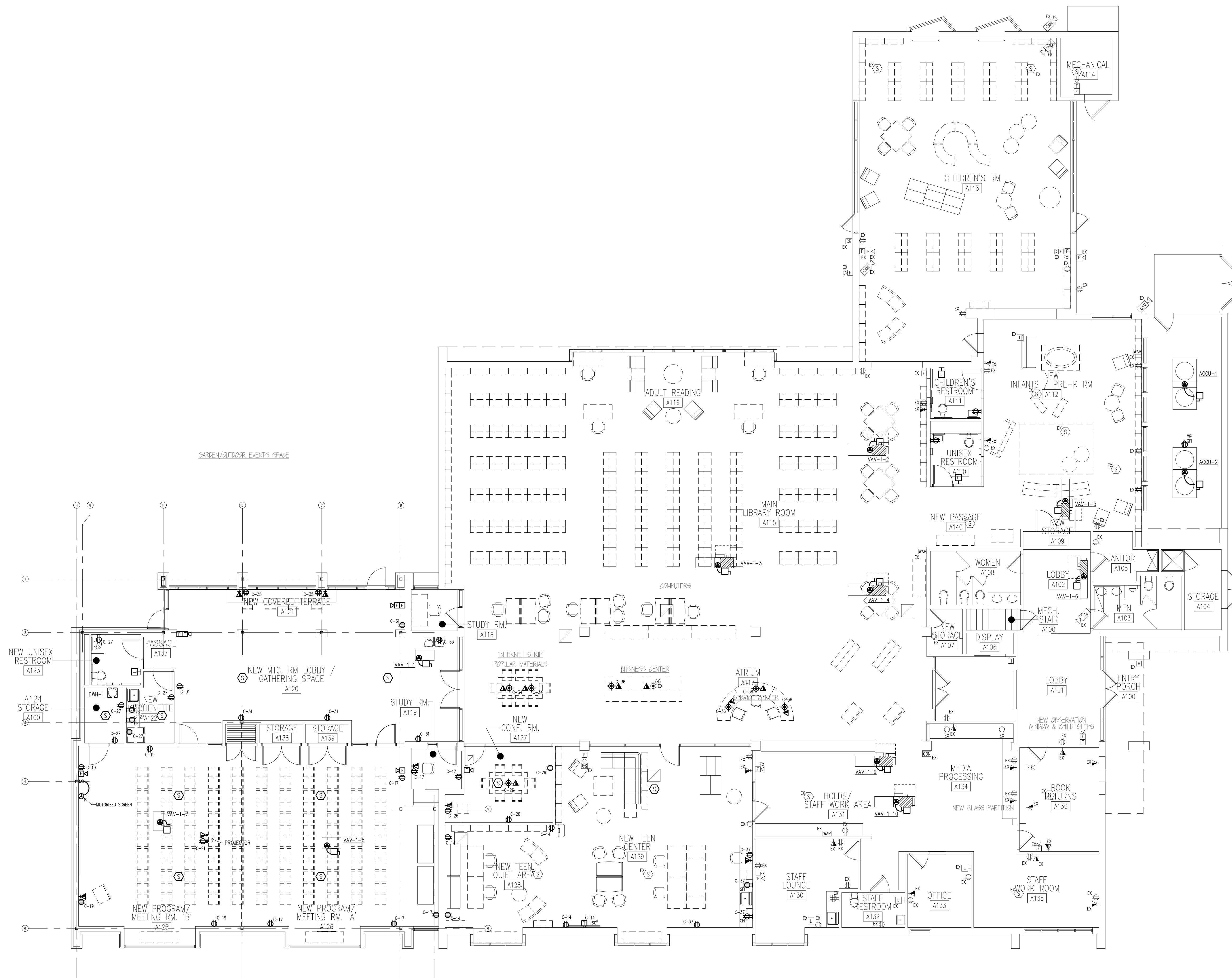
**FIRST FLOOR PLAN - LIGHTING**

SHEET NO.

**E201**

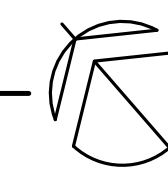
**DESIGN DEVELOPMENT**

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FIRST FLOOR PLAN - POWER AND SIGNAL

SCALE: 1/8" = 1'-0"



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DATE: NOVEMBER 2, 2017

FIRST FLOOR  
PLAN - POWER  
AND SIGNAL

SHEET NO.

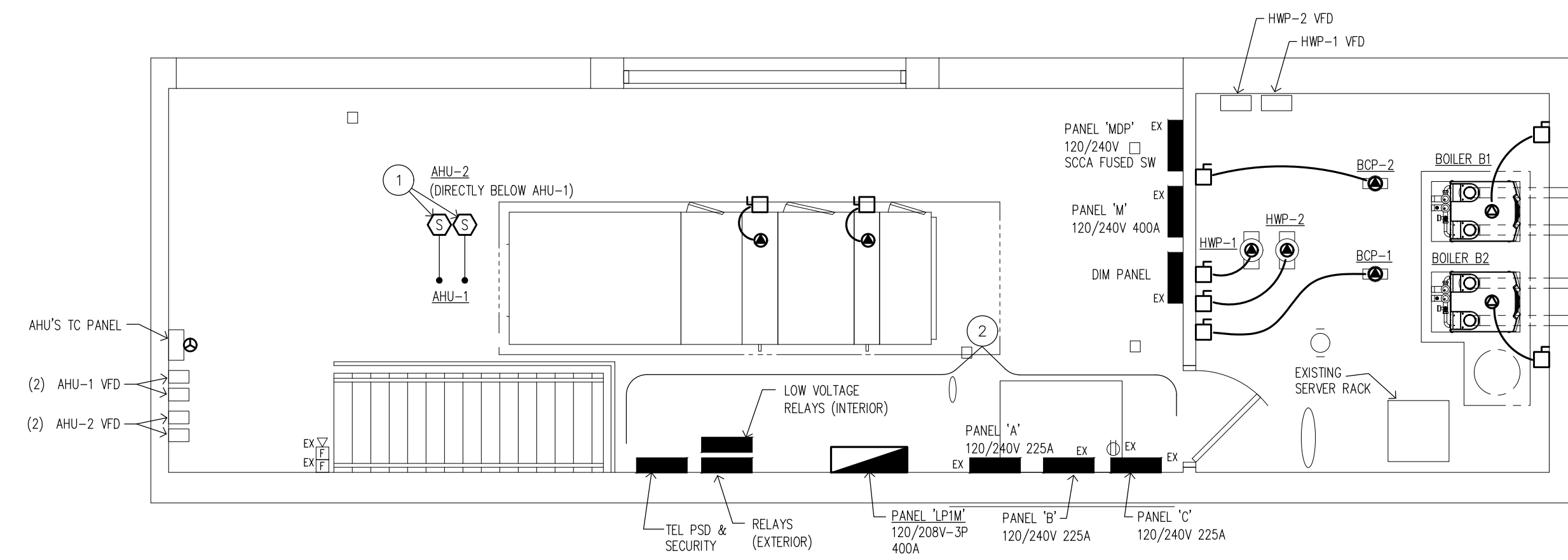
E202

DESIGN DEVELOPMENT



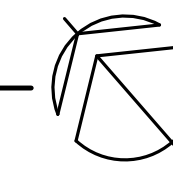
**PLAN NOTES:**

- 1 DUCT SMOKE DETECTORS IN RETURN DUCT.
- 2 EXISTING CONDUIT TO BE RELOCATED FOR NEW ROUTING OF HVAC. COORDINATE WITH HVAC DRAWINGS.



**MEZZANINE PLAN - ELECTRICAL**

SCALE: 1/4" = 1'-0"



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MEZZANINE  
PLAN - ELECTRICAL

SHEET NO.

**E203**

DESIGN DEVELOPMENT

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Kim Williams



## MOTORIZED EQUIPMENT SCHEDULE

MARK	QUANTITY	FURNISHED BY	MOTOR DATA					STARTER DATA				DISC. SWITCH			CONTROLS		REMARKS CODE
			HP	KW	AMPS	VOLT	PH	TYPE	NEMA ENCL.	CONTROLS	BY	TYPE	NEMA ENCL.	BY	TYPE	BY	
AHU-1	1	MC	2 @ 4.5	-	-	208	3	-	-	-	-	-	1	EC	-	-	-
AHU-2	1	MC	2 @ 4.5	-	-	208	3	-	-	-	-	-	1	EC	-	-	-
ACCU-1	1	MC	-	-	98.0	208	3	-	-	-	-	100A/3P	-	EC	-	-	-
ACCU-2	1	MC	-	-	98.0	208	3	-	-	-	-	100A/3P	-	EC	-	-	-
B-1	1	MC	-	-	1.8	120	1	-	-	-	-	30A/1P	1	EC	-	-	-
B-2	1	MC	-	-	1.8	120	1	-	-	-	-	30A/1P	1	EC	-	-	-
EF-1	1	MC	1/4	-	-	120	1	-	-	-	-	30A/1P	1	EC	-	-	-
EF-2	1	MC	1/4	-	-	120	1	-	-	-	-	30A/1P	1	EC	-	-	-
BCP-1	1	MC	1	-	-	208	3	-	-	-	-	30A/3P	1	EC	-	-	-
HWP-1	1	MC	3	-	-	208	3	-	-	-	-	30A/3P	1	EC	-	-	-
BCP-2	1	MC	1	-	-	208	3	-	-	-	-	30A/3P	1	EC	-	-	-
HWP-2	1	MC	3	-	-	208	3	-	-	-	-	30A/3P	1	EC	-	-	-
VAV 1-1	1	MC	-	12	-	208	3	-	-	-	-	60A/3P	1	EC	-	-	-
VAV 1-2	1	MC	-	12	-	208	3	-	-	-	-	60A/3P	1	EC	-	-	-
VAV 1-3	1	MC	-	12	-	208	3	-	-	-	-	60A/3P	1	EC	-	-	-
VAV 1-4	1	MC	-	12	-	208	3	-	-	-	-	60A/3P	1	EC	-	-	-
VAV 1-5	1	MC	-	6.5	-	208	3	-	-	-	-	30A/3P	1	EC	-	-	-
VAV 1-6	1	MC	-	5.0	-	208	3	-	-	-	-	30A/3P	1	EC	-	-	-
VAV 1-7	1	MC	-	12	-	208	3	-	-	-	-	60A/3P	1	EC	-	-	-
VAV 1-8	1	MC	-	12	-	208	3	-	-	-	-	60A/3P	1	EC	-	-	-
VAV 1-9	1	MC	-	10	-	208	3	-	-	-	-	60A/3P	1	EC	-	-	-
VAV 1-10	1	MC	-	13	-	208	3	-	-	-	-	60A/3P	1	EC	-	-	-
DWH-1	1	MC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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AS AQUA SWITCH AUX AUXILIARY CONTACTS CB CIRCUIT BREAKER CM COMBINATION MAGNETIC CP CONTROL PACKAGE EP ELECTRO-PNEUMATIC SWITCH ES END SWITCH F FUSED FL FLOW SWITCH FS FREEZE STAT HD HEAT DETECTOR HOA HAND/OFF/AUTO SWITCH HS HUMIDISTAT INT INTERLOCKED TO LL LEAD-LAG SWITCH MECHANICAL CONTRACTOR MC MCC MOTOR CONTROL CENTER	MF MANUFACTURER MMS MANUAL MOTOR STARTER NA NOT APPLICABLE NF NON-FUSEBLE PB PUSH BUTTON PE PNEUMATIC/ELECTRIC SWITCH PL PILOT LIGHT PS PUMP SEQUENCER REV REVERSING SD SMOKE DETECTOR SO SOLENOID VALVE SS STOP/START PUSH BUTTON T CONTROL CIRC. TRANS (120V) TC TIME CLOCK TS THERMOSTAT 2S TWO SPEED VFD VARIABLE FREQUENCY DRIVE
---	---

NOTES:  
1. CONNECTION WITH PLUG AND CORD.

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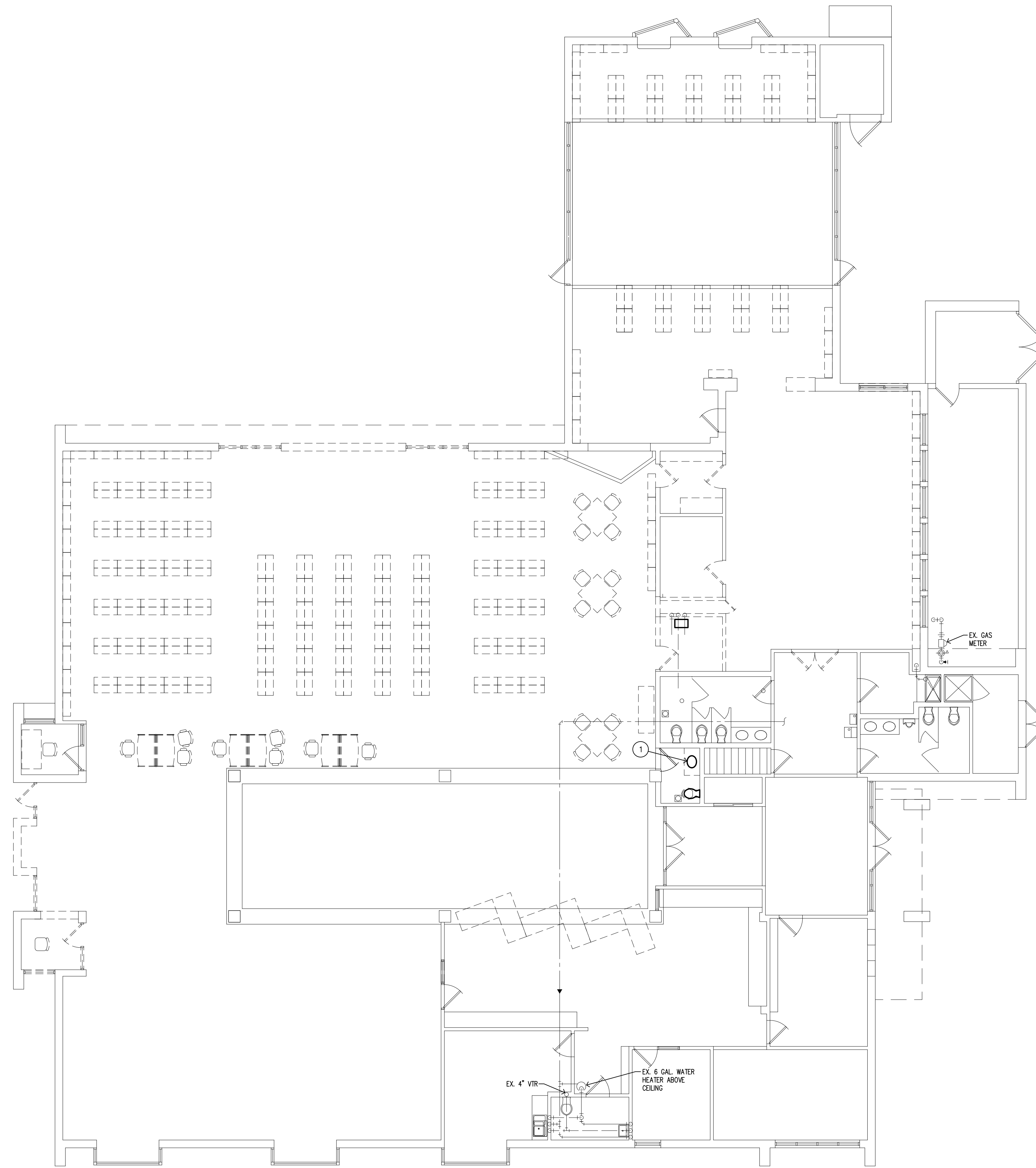
DATE: NOVEMBER 2, 2017

SCHEDULES - ELECTRICAL

SHEET NO.

E502

DESIGN DEVELOPMENT



**GENERAL NOTE:**

1. CONTRACTOR TO SCOPE EXISTING SANITARY SEWER LINES TO DETERMINE LOCATION, SIZE AND ROUTE. CONTRACTOR SHALL ADJUST SAWCUT LIMITS TO MATCH SCOPE RESULTS.

**PLAN NOTES:**

① REMOVE PLUMBING FIXTURE AND ALL ASSOCIATED PIPING COMPLETE.

**FIRST FLOOR PLAN - PLUMBING DEMOLITION**  
 SCALE: 1/8" = 1'-0" 

CRTRD

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DATE **NOVEMBER 2, 2017**

FIRST FLOOR  
 PLAN -  
 PLUMBING  
 DEMOLITION

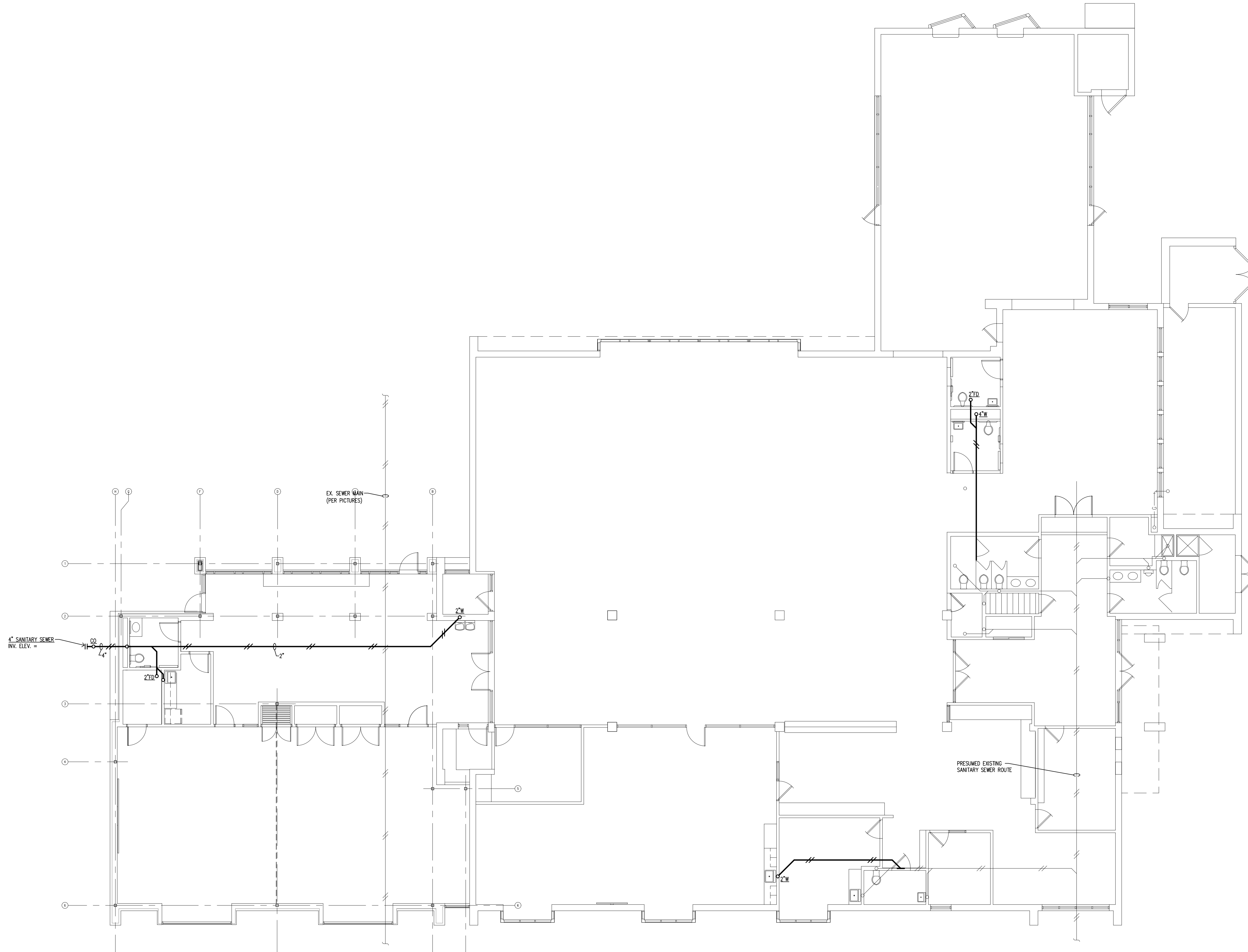
SHEET NO.

**PD201**

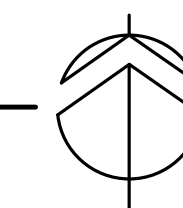
DESIGN DEVELOPMENT

**PLAN NOTES:**

① PLAN NOTES HERE



**FOUNDATION PLAN - PLUMBING**  
SCALE: 1/8" = 1'-0"



CRTFB

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DATE **NOVEMBER 2, 2017**

FOUNDATION  
PLAN -  
PLUMBING

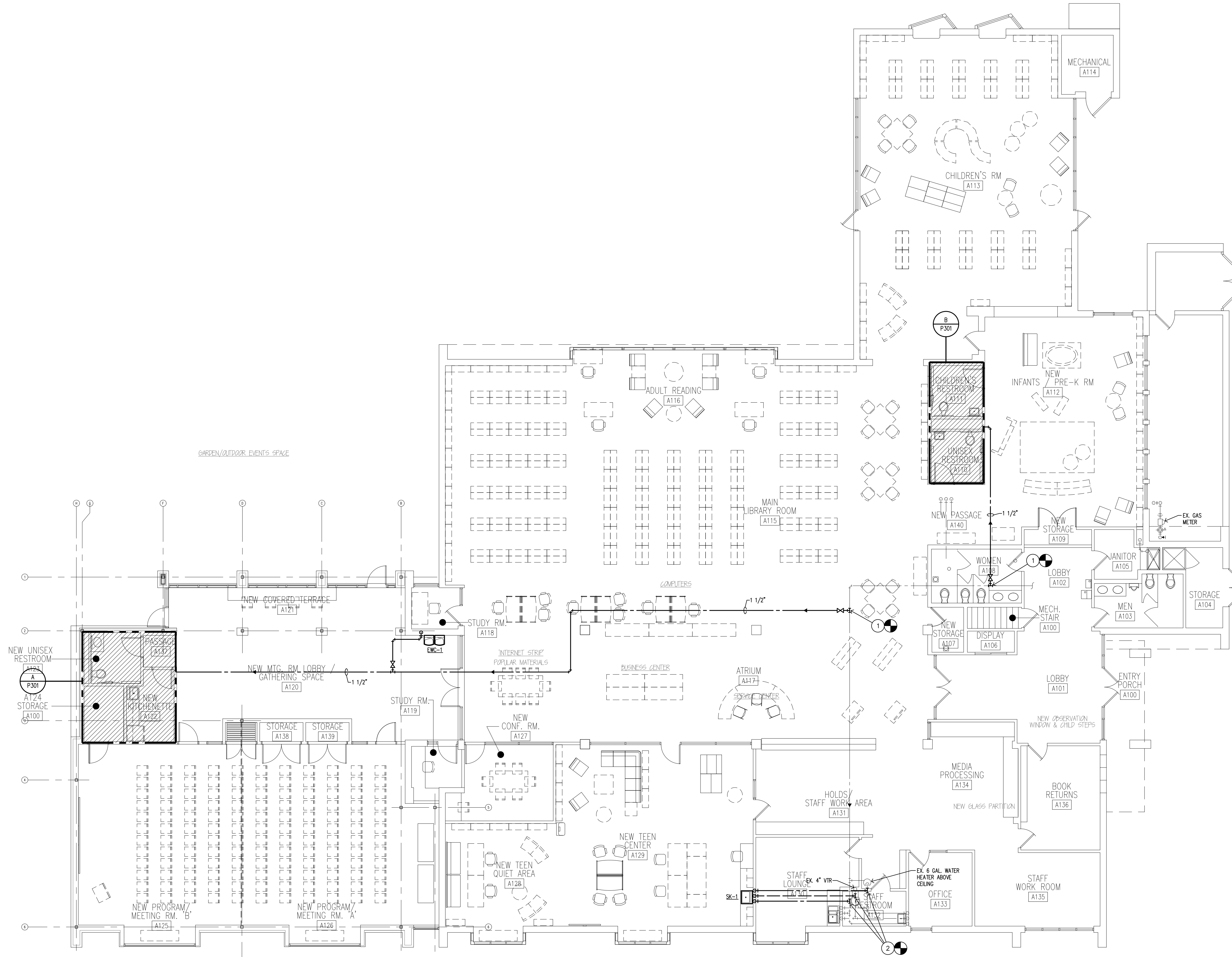
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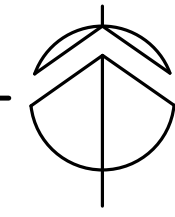
DESIGN DEVELOPMENT

**PLAN NOTES:**

- ① CONNECT 1/2" COLD WATER TO EXISTING COLD WATER MAIN AT THIS POINT.
- ② CONNECT 1/2" HOT AND COLD WATER TO EXISTING. CONNECT 1/2" VENT TO EXISTING. FIELD VERIFY EXISTING PIPING LOCATIONS.



**FIRST FLOOR PLAN - PLUMBING**  
SCALE: 1/8" = 1'-0"



CRFB

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FIRST FLOOR  
PLAN -  
PLUMBING  
?

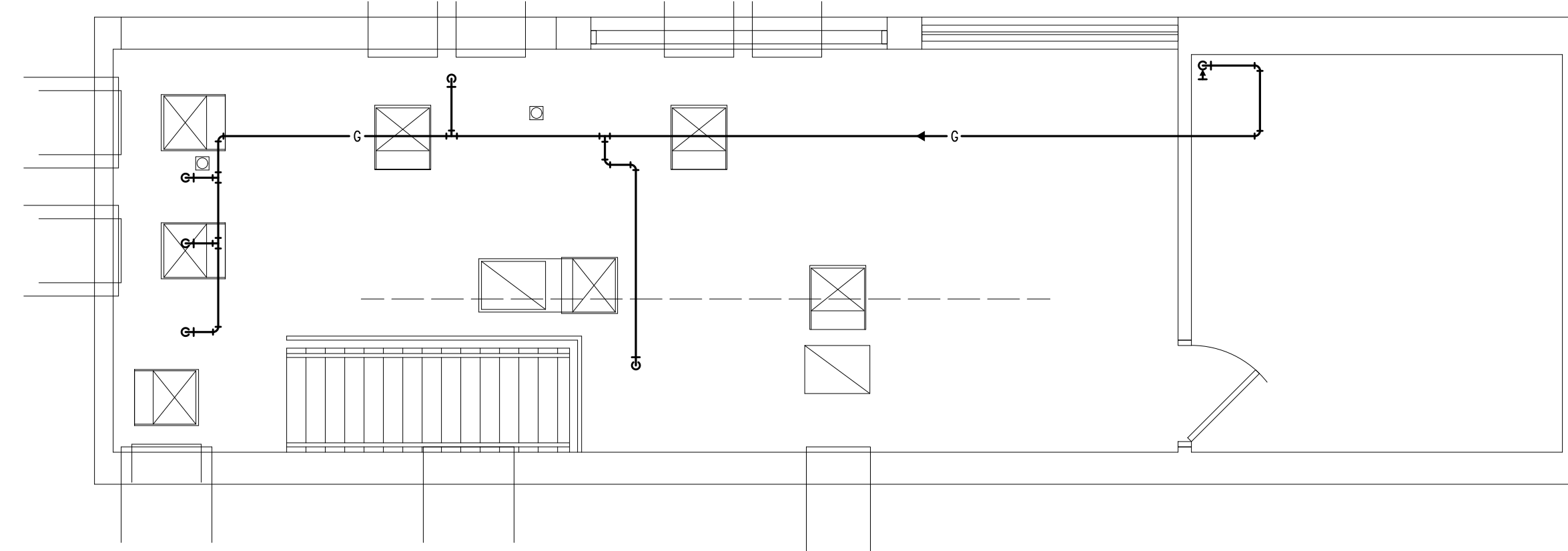
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**P201**

DESIGN DEVELOPMENT

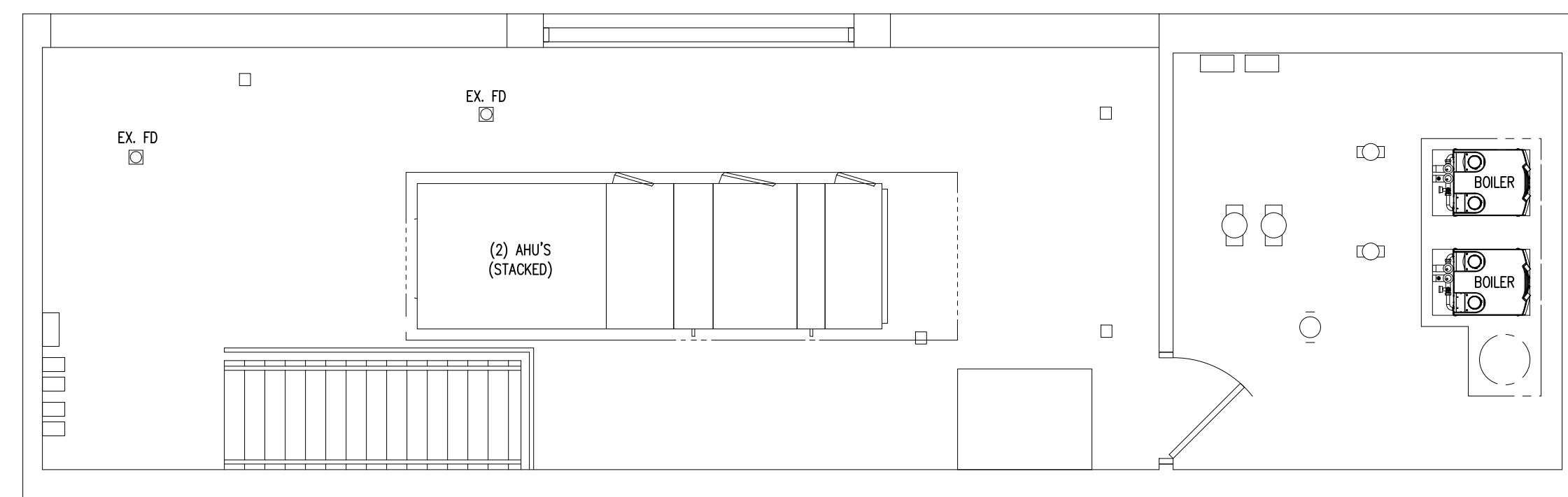
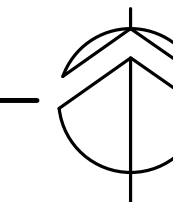
**PLAN NOTES:**

① PLAN NOTES HERE



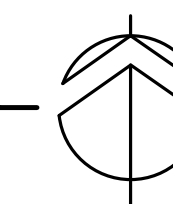
**MEZZANINE PLAN - PLUMBING DEMOLITION**

SCALE: 1/4" = 1'-0"



**MEZZANINE PLAN - PLUMBING**

SCALE: 1/4" = 1'-0"



CRFB

**Matheu Architects, PC**



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600 W. TEMPERANCE STREET  
ELLETTSVILLE - INDIANA**

ENGINEER'S PROJECT NO: **17010**

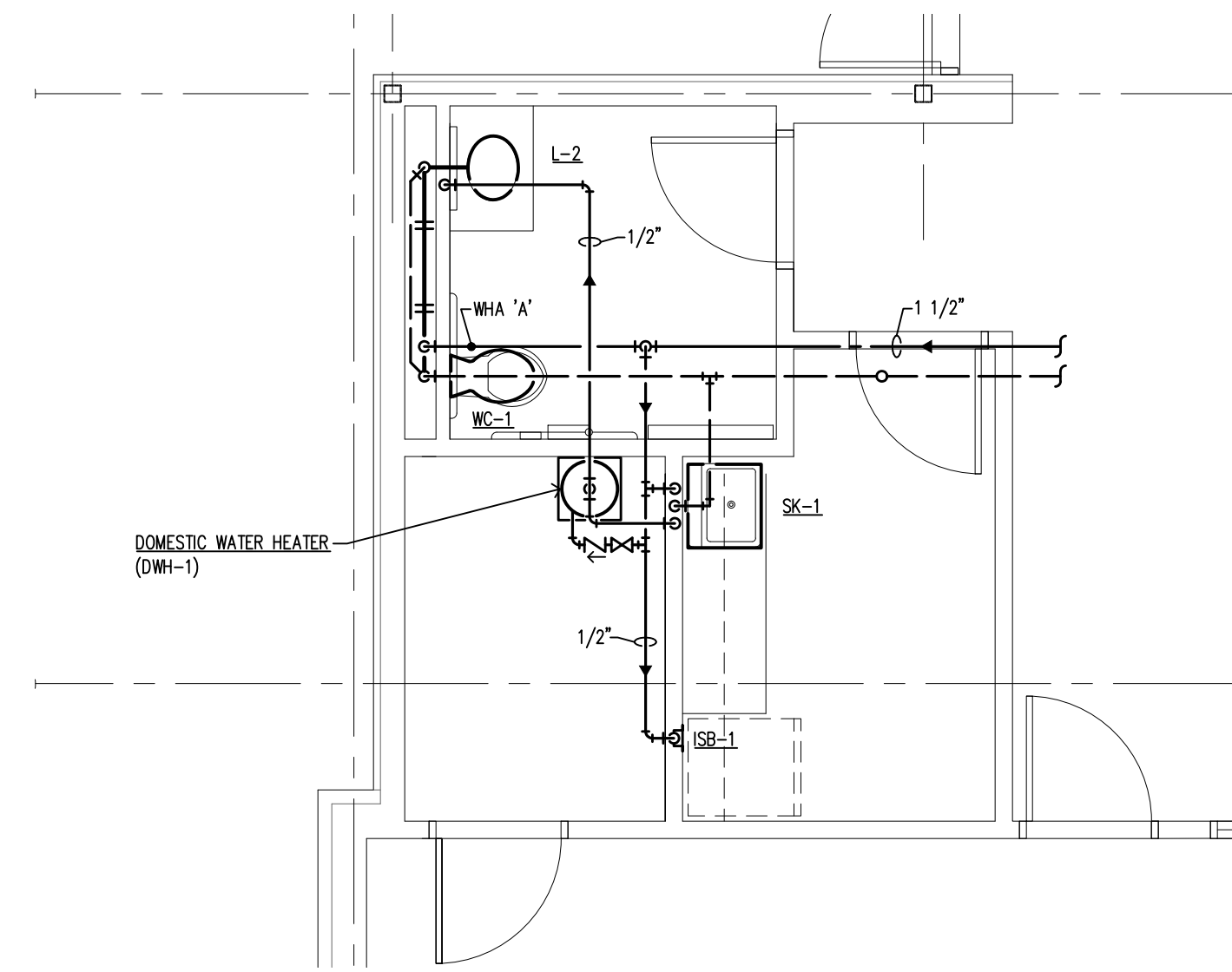
DATE **NOVEMBER 2, 2017**

MEZZANINE  
PLANS -  
PLUMBING

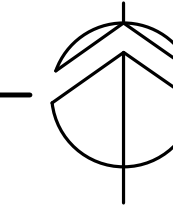
SHEET NO.

**P202**

DESIGN DEVELOPMENT

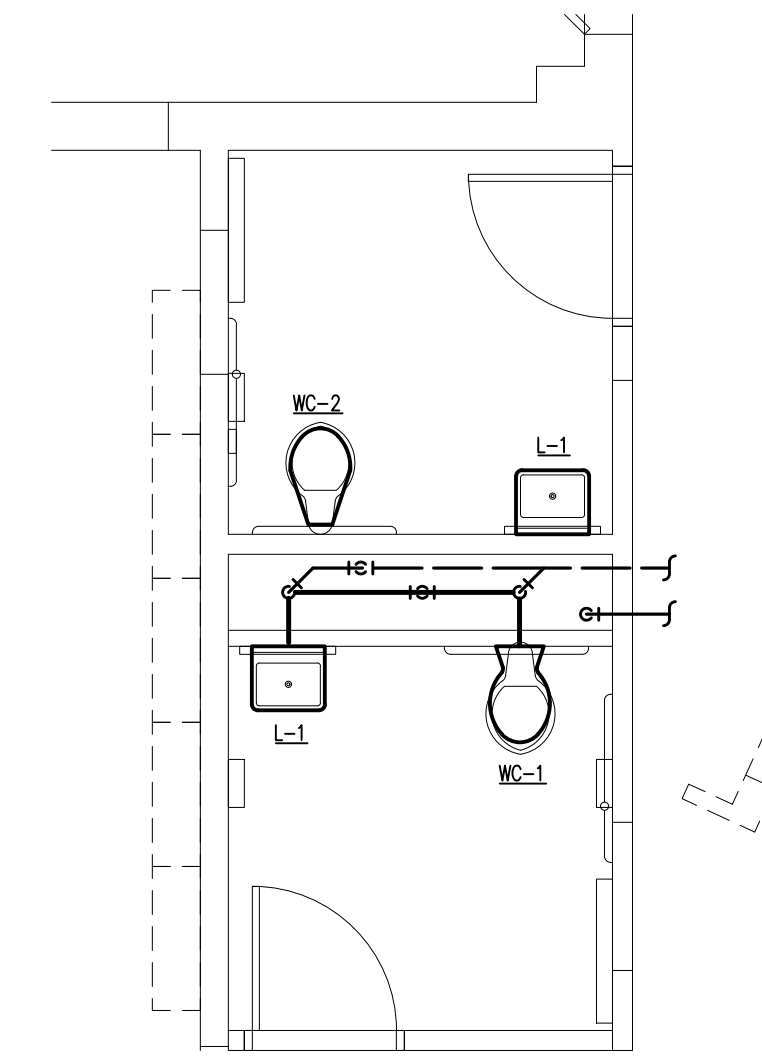


**A - ENLARGED RESTROOM AND KITCHENETTE PLAN - PLUMBING**  
SCALE: 1/4" = 1'-0"

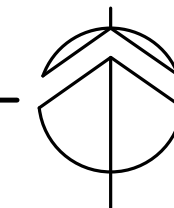


**PLAN NOTES:**

① PLAN NOTES HERE



**B - ENLARGED CHILDREN'S AREA RESTROOM PLANS - PLUMBING**  
SCALE: 1/4" = 1'-0"



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ENGINEER'S PROJECT NO: **17010**  
DATE: **NOVEMBER 2, 2017**

ENLARGED  
PLANS -  
PLUMBING

SHEET NO.  
**P301**  
DESIGN DEVELOPMENT



## PLUMBING FIXTURE SPECIFICATIONS

ITEM	FIXTURE	DESCRIPTION	MANUFACTURERS
WC-1	WATER CLOSET (ADAAG)	VITREOUS CHINA, WALL HUNG, MANUAL FLUSH VALVE, 1 1/2" TOP SPUD, WHITE ELONGATED BOWL, WHITE, SLOW CLOSING OPEN FRONT SEAT LESS COVER, 1.28 GAL./FLUSH, 17" FINISHED BOWL HEIGHT	WATER CLOSET: KOHLER K-4325, TOTO OR AMERICAN STANDARD FLUSH VALVE: ZURN Z6200-HET, TOTO OR KOHLER SEAT: KOHLER K-4731-SC, TOTO OR AMERICAN STANDARD
WC-2	WATER CLOSET (ADAAG AGE 4 & BELOW)	VITREOUS CHINA, FLOOR MOUNTED, SIPHON JET ACTION, ROUND BOWL, 1 1/2" TOP SPUD, OPEN FRONT WHITE SEAT WITH SCALLOPED HANDHOLD LOCATIONS, FLUSHES ON 1.6 GALLONS, 10-1/4" FINISHED BOWL HEIGHT, AVAILABLE WITH WHITE, PRIMARY YELLOW, PRIMARY RED, AND PRIMARY BLUE COLORED SEATS TO BE DETERMINED BY ARCHITECT; FLUSH VALVE SHALL BE CHROME PLATED WITH BIOCARE HANDLE, 1.6 GALLONS PER FLUSH	WATER CLOSET: KOHLER "PRIMARY BOWL" K-4321, CRANE, ELJER, AMERICAN STANDARD OR APPROVED EQUAL FLUSH VALVE: ZURN EXPOSED Z6000-WST-BG, SLOAN OR APPROVED EQUAL
L-1	LAVATORY - COUNTERTOP		
L-2	LAVATORY - WALL HUNG (ADAAG)	VITREOUS CHINA, WALL HUNG WITH CONCEALED ARM CARRIER, SINGLE FAUCET HOLE, FRONT OVERFLOW, WHITE COLOR, 18 x 22", SINK SHROUD, 1 1/4" CHROME PLATED BRASS OFFSET "P" TRAP AND DRAIN ASSEMBLY WITH GRID STRAINER, 1/2" IPS LOOSE KEY OPERATED ANGLE STOPS, SENSOR OPERATED, BATTERY POWERED FAUCET, SINGLE HOLE, 0.5 GPM FLOW RATE AERATOR	LAVATORY: KOHLER K-2035-1, AMERICAN STANDARD 0955.000 WITH 0059.020 SHROUD, OR TOTO LHT241G FAUCET: KOHLER K-13460, SLOAN EAF-150-0.5 GPM (IQ) OR ZURN Z6918-F-ADM
SK-1	SINGLE COMPARTMENT SINK		SINK: - FAUCET: -
EW-1	ELECTRIC WATER COOLER (ADAAG)	SURFACE-MOUNTED, TWO-LEVEL WATER COOLER, VANDAL-RESISTANT BUBBLER AND PUSHBUTTON ACTUATOR, STAINLESS STEEL FINISH, 8.0 GPH OF 50° F WATER AT 90° F AMBIENT AIR TEMPERATURE AND 80° F INLET WATER, 2.8 FLA/120V/1/60	WATER COOLER: HALSEY TAYLOR MODEL HAC68BLSS-WF, ELKAY OR OASIS

## PLUMBING FIXTURE ROUGH-IN SCHEDULE

ITEM	DESCRIPTION	ROUGH-IN CONNECTIONS					FINISHED HEIGHT
		COLD WATER	HOT WATER	TRAP	WASTE	VENT	
WC-1	WATER CLOSET - WALL HUNG (ADAAG)	1"	-	INTEGRAL	4"	2"	17"
WC-2	WATER CLOSET - WALL HUNG, CHILD HEIGHT (ADAAG)	1"	-	INTEGRAL	4"	2"	10 1/2"
L-1	LAVATORY - COUNTERTOP	1/2"	1/2"	1 1/2"	1 1/2"	1 1/2"	NOTE 1
L-2	LAVATORY - WALL HUNG (ADAAG)	1/2"	1/2"	1 1/2"	1 1/2"	1 1/2"	34"
SK-1	SINGLE COMPARTMENT SINK - STAINLESS STEEL	1/2"	1/2"	1 1/2"	1 1/2"	1 1/2"	NOTE 1
EW-1	ELECTRIC WATER COOLER (ADAAG)	1/2"	-	1 1/2"	1 1/2"	1 1/2"	-

NOTE:  
1. MOUNT SINK IN COUNTERTOP.

## PLUMBING EQUIPMENT SCHEDULE

ITEM	MAKE & MODEL NUMBER (OR APPROVED EQUAL)	DESCRIPTION	CAPACITY	ELECTRICAL CHARACTERISTICS	NOTES
DOMESTIC WATER HEATER (DWH-1)	A.O. SMITH EJC-10	COMPACT ELECTRIC WATER HEATER MOUNTED ON SHELF ABOVE CEILING	10 GALLON STORAGE, 8 GPH RECOVERY @ 90° TEMP. RISE	120/1/60 1650 WATTS	-

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**ELLETTSVILLE - INDIANA**

ENGINEER'S PROJECT NO: **17010**

DATE **NOVEMBER 2, 2017**

SCHEDULES  
AND  
DETAILS -  
PLUMBING

SHEET NO.

**P501**

DESIGN DEVELOPMENT

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

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

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

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

- 12 sections of wooden shelving (Indiana Room)
- 8 trash & recycling bins
- 1 server rack (Ellettsville)
- 1 large wooden foot stool
- 2 step stools
- 1 rocking chair
- 1 office chair
- 2 carpeted kiosks
- 1 cabinet with wheels

ADOPTED THIS 15th DAY OF NOVEMBER, 2017

A YE

NAY

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## MCPL Resolution to Establish Cash Change Fund

**WHEREAS**, the Board of Trustees of the Monroe County Public Library recognizes funds should be available for the purpose to make change when collecting cash revenues, as provided by IC 36-1-8-2; and

**WHEREAS**, an employee or officer of the Board has been named custodian of the fund; and

**WHEREAS**, such a fund is established by a warrant drawn on the appropriate fund in favor of the officer or employee, in an amount determined by the fiscal body, without need for appropriation to be made for it.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the Monroe County Public Library does hereby establish a cash change fund in the amount of \$ 580.00

Change Fund	
2nd Floor Register	100.00
Ellettsville Register	100.00
Storage Room - locked cabinet	80.00
Self Check #1	100.00
Self Check #2	100.00
Self Check #3	100.00
	580.00

; and

**BE IT FURTHER RESOLVED**, that the cash change fund , will be operated in a manner consistent with IC 36-1-8-2 and the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries.

**DULY ADOPTED** by the Board of Trustees of the Monroe County Public Library at its regular meeting held on the 15<sup>th</sup> day of November, 2017 at which meeting a quorum was present.

NAY

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ATTEST:

\_\_\_\_\_  
 Secretary