# MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING Wednesday, June 20, 2018; Meeting Room 1B; 5:45 p.m. 

## AGENDA

1. Call to Order -Christine Harrison, Vice-President
2. Consent Agenda - action item - Marilyn Wood
a. Minutes of May 16, 2018 Board Meeting (page 1-4)
b. Monthly Bills for Payment (page 5-10)
c. Monthly Financial Report (page 11-36)
d. Personnel Report (page 37-45)
e. 2018 Board Meeting Calendar (page 46)
3. Director's Monthly Report - Marilyn Wood, Director (page 47-56)
4. Old Business
a. Ellettsville Renovation Update - Jane Cronkhite
b. Memo of Understanding with Smithville Annex - Jane Cronkhite (page 57)
5. New Business
a. Approval of Contract with Matheu Architects for Branch Feasibility Study - Marilyn Wood (page 58-70)
b. PERF - My Choice resolution for mid-year 2018 - Kyle Wickemeyer-Hardy (page 71-76)
c. PERF - My Choice resolution for year 2019-- Kyle Wickemeyer-Hardy (page 77-81)
6. Public Comment
7. Adjournment

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

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

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

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

# MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING <br> May 16, 2018 <br> 5:45 PM <br> Main Library, Meeting Room 1B 

## Present

Board members: Kari Esarey, David Ferguson, Chris Harrison, Kathy Loser, Valerie Merriam, Fred Risinger, John Walsh

Library staff: Lisa Champelli, Jane Cronkhite, Jennifer Hoffman, Mandy Hussey, Gary Lettelleir, Martin O'Neill, Sam Ott, David Walter, Kyle Wickemeyer-Hardy, Marilyn Wood, Leanne Zdravecky

Others: Tom Bunger

## Call to Order

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

## Consent Agenda

Kari Esarey moved to approve the consent agenda; Kathy Loser seconded her motion. After a brief discussion among the Board, the motion to adopt the consent agenda passed unanimously.

## Director's Monthly Report

Library Director Marilyn Wood related a number of items to the Board, including:

- April has been a month of preparation on a number of fronts for the Library. Plans for the upcoming renovation at the Ellettsville Branch continue to develop. The Library's Summer Reading programs for all ages, always a major undertaking, is also in the final stages of planning and preparation.
- This year's VITAL Quiz Bowl trivia tournament, which benefits Volunteers in Tutoring Adult Learners, the Library's adult education unit, was once again successfully held in April.
- About 25 people volunteered at the Library in April as part of the Ivy Tech Community College's 0'Bannon Day of Service. Among the tasks they completed that day were cleaning inside the Main Library and mulching the areas around the building.
- The Library Program Guide for Summer 2018 has been printed and is now available to the public.

Marilyn also fielded specific questions by the Board relating to items in her report.

## Old Business

Ellettsville Renovation Update. Library Associate Director Jane Cronkhite reported on the latest progress on the planned renovation at the Ellettsville Branch. Among the items she discussed:

- The current issue of the Library Program Guide features a page about the planned renovation at the Branch. Information about the renovation is also available at mcpl.info/Ellettsville, and a Frequently Asked Questions page is also in development.
- The Library is working with a mover for moving and storage of the Branch's collection items during the planned closure.
- A team of Library Staff continue to coordinate the logistics the renovation and closure entail, including staffing, storage, and temporary services to be offered.
- Community partners offering their space for collection storage and temporary Library services include Indiana University, the Endwright Center in Ellettsville, and Smithville Fiber.
- Permits for the renovation have been submitted to the Town of Ellettsville for official approval. Groundbreaking on the project is anticipated very soon.

Jane answered specific questions by the Board throughout her update.

Marilyn related that the project's contractors have advised the Library that an underground cable line must be moved before construction can proceed, making approval of an easement by the Board necessary.

Valerie moved that the easement be approved, with Kathy seconding the motion. The motion passed unanimously without further discussion.

## New Business

Declaring Items Surplus. Library Financial Officer Gary Lettelleir submitted a list of items to be declared surplus by the Library. Kari moved that the list be approved as such; David Ferguson seconded the motion. After a brief discussion, the motion passed unanimously.

Memo of Understanding with the Endwright Center. Jane submitted for the Board's approval an MOU between the Library and the Endwright Center in Ellettsville. The tentative plan, described in the MOU and approved by the Library's legal counsel, allows the Library to provide services temporarily inside Endwright's
building during the closure of the Ellettsville Branch. Fred Risinger moved to approve the MOU; David seconded his motion. After a brief discussion, the motion then passed unanimously.

Recommendation to Hire an Architect for a Branch Feasibility Study. Marilyn related that, following a review of submitted proposals, the Library recommends that Christine Matheu Architects conduct a feasibility study for the planned new Library branch. After a brief discussion, Kari moved that Matheu be approved for the study, with Kathy seconding the motion. The motion passed unanimously.

Annual Review of Security Camera Policy. David made a motion to adopt the Library's policy regarding its use of security cameras; Fred seconded the motion. After Marilyn indicated that there were no proposed changes to the current policy, the motion passed unanimously without discussion.

Resolution for PERF My Choice Retirement Fund Contribution for 2019. Library Human Resources Manager Kyle Wickemeyer-Hardy submitted for the Board's approval a resolution to adopt the Public Employee Retirement Fund's (PERF) My Choice Retirement option for Library Staff for next year. Valerie moved to approve the resolution; Kari seconded her motion. Kyle outlined the basic terms of the My Choice option, which offers an additional retirement option for staff, including how this option can benefit shorter-term employees. Marilyn explained that the proposed resolution reflects the Library's commitment to voluntarily fund the My Choice option at its full amount. After a brief discussion, the Board passed the resolution unanimously.

## Update: Children's Services

Lisa Champelli, Children's Strategist at the Library, updated the Board on Children's activities. Among the items she discussed:

- Again this year the Library will offer a Summer Reading Program (SRP) to children in Monroe County. Although the program is geared primarily to schoolaged children, participation by preschool-aged children continues to increase each year.
- In an effort to increase SRP participation by school-aged children, the Library will provide extra incentives to this audience this year. Along with the prizes normally offered during SRP, participants in grades 3-6 will vote on which new educational items the Children's Area purchases next. Other strategies to increase participation include strategic messaging to older children, and visits to day camps and community lunch sites.
- Future plans for the Children's unit include enhanced engagement on visits to
area elementary schools. To help foster early literacy skills, the Library will produce new story and rhyming videos for young children.
- The Story Walk at Reverend Butler Park in Bloomington, a partnership between the Library, the City of Bloomington, and the Friends of the Library, has been a great success, and an additional Story Walk at another local park is being planned.
- The Library continues to adjust to the departure of two Children's Librarians earlier this year. The two positions have been filled, and the level of onsite programming has been adjusted to maintain current levels of offsite programs, which serve 42 preschool classrooms across the community, including 23 Head Start classrooms.
- Lisa screened the video the Library created to promote this year's Summer Reading for children.

Lisa answered the Board's specific questions as she gave her report.

## Public Comment

None.

## Adjournment

Fred moved to adjourn the meeting; Christine Harrison seconded the motion. The meeting then adjourned at 6:44 p.m.

# MONROE COUNTY PUBLIC LIBRARY 

## *Check Summary Register®

May 1 - 31, 2018

| Name |  |  | Check Date | Check Amt |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 06600 1ST FIN/MAINSOU CKNG |  |  |  |  |  |
| Paid Chk\# | 007005 | ALL-PHASE ELECTRIC SUPPLY | 5/3/2018 | \$1,264.52 | LIGHTING |
| Paid Chk\# | 007006 | AT\&T MOBILITY | 5/3/2018 | \$2,730.01 | CELL PHONES |
| Paid Chk\# | 007007 | BAKER \& TAYLOR BOOKS | 5/3/2018 | \$23,358.63 B | BOOKS |
| Paid Chk\# | 007008 | BLACKSTONE PUBLISHING | 5/3/2018 | \$139.99 | NONPRINT |
| Paid Chk\# | 007009 | COMMISSION ON PUBLIC | 5/3/2018 | \$152.73 P | PERIODICALS |
| Paid Chk\# | 007010 | DEMCO, INC. | 5/3/2018 | \$137.49 | CATALOGING/BOOKS |
| Paid Chk\# | 007011 | DUKE ENERGY | 5/3/2018 | \$1,660.14 | ELECTRICITY |
| Paid Chk\# | 007012 | GALE/CENGAGE LEARNING | 5/3/2018 | \$730.18 | BOOKS |
| Paid Chk\# | 007013 | KLEINDORFER'S HDWE | 5/3/2018 | \$274.70 | BLDG SPLS |
| Paid Chk\# | 007014 | KYLE WICKEMEYER-HARDY | 5/3/2018 | \$1,504.62 | HR SOFTWARE CONF./FOOD EXPENSE |
| Paid Chk\# | 007015 | LOWE'S | 5/3/2018 | \$364.52 | BLDG SPLS |
| Paid Chk\# | 007016 | MIDWEST PRESORT SERVICE | 5/3/2018 | \$215.32 P | POSTAGE SERVICE |
| Paid Chk\# | 007017 | MIDWEST TAPE | 5/3/2018 | \$12,376.52 N | NONPRINT \& A/V CATALOGING SPLS |
| Paid Chk\# | 007018 | NEIDIGH CONSTRUCTION CORP. | 5/3/2018 | \$22,590.00 | ELL. BRANCH ADDITION \& RENOVATION |
| Paid Chk\# | 007019 | PENGUIN RANDOM HOUSE, LLC | 5/3/2018 | \$2,600.50 | NONPRINT |
| Paid Chk\# | 007020 | B,B \& C POW PEST CONTROL, | 5/3/2018 | \$95.00 | PEST CONTROL |
| Paid Chk\# | 007021 | QUILL CORPORATION | 5/3/2018 | \$567.13 | OFFICE SPLS |
| Paid Chk\# | 007022 | RECORDED BOOKS, INC. | 5/3/2018 | \$450.00 | NONPRINT |
| Paid Chk\# | 007023 | SMITHVILLE COMMUNICATIONS | 5/3/2018 | \$1,776.00 | INTERNET SERVICE |
| Paid Chk\# | 007024 | SYNCHRONY BANK/AMAZON | 5/3/2018 | \$5,525.32 | BOOKS, NONPRINT \& FURNITURE |
| Paid Chk\# | 007025 | THE GREAT COURSES | 5/3/2018 | \$1,684.00 N | NONPRINT |
| Paid Chk\# | 007026 | U PRINTING | 5/3/2018 | \$6,221.84 SR | SRP BOOKMARKS, STICKERS, PROGRAM GUIDES |
| Paid Chk\# | 007027 | VALERIA A. DECASTRO | 5/3/2018 | \$75.00 | SING, DANCE, PLAY PROGRAM |
| Paid Chk\# | 007028 | WORLD BOOK, INC. | 5/3/2018 | \$9,680.00 | DATABASES |
| Paid Chk\# | 007029 | THORNTON'S WELDING | 5/7/2018 | \$100.00 R | REPAIR 5 BOOK CARTS |
| Paid Chk\# | 007030 | ADOBE SYSTEMS | 5/8/2018 | \$307.90 | IT SOFTWARE MAINT. CONTRACT |
| Paid Chk\# | 007031 | ALEXANDER JEFFERSON | 5/8/2018 | \$100.00 | NERD NITE PROGRAM |
| Paid Chk\# | 007032 | BARRACUDA NETWORKS, INC. | 5/8/2018 | \$4,198.00 1 | 1 YR. SERVERS MAINTENANCE |
| Paid Chk\# | 007033 | CARMICHAEL TRUCK \& | 5/8/2018 | \$1,078.63 B | BKM REPAIRS |
| Paid Chk\# | 007034 | CHASE CARD SERVICES | 5/8/2018 | \$5,207.63 | VARIOUS |
| Paid Chk\# | 007035 | CHRISTINE MATHEU | 5/8/2018 | \$6,463.56 | ELL BRANCH RENO/PROJECT \#1701 |
| Paid Chk\# | 007036 | CITY OF BLOOMINGTON-- | 5/8/2018 | \$1,172.00 | APRIL '18 GARAGE PARKING PERMITS |
| Paid Chk\# | 007037 | COMCAST | 5/8/2018 | \$44.46 | CABLE EQUIP. RENTAL |
| Paid Chk\# | 007038 | DUKE ENERGY | 5/8/2018 | \$19,054.63 | ELECTRICITY |
| Paid Chk\# | 007039 | ELECTRIC PLUS, INC. | 5/8/2018 | \$10,900.00 | ELECTRIC PLUS PROJECT \#182557/ |
| Paid Chk\# | 007040 | ELLETTSVILLE UTILITIES | 5/8/2018 | \$225.79 | WATER \& SEWER |
| Paid Chk\# | 007041 | HP PRODUCTS | 5/8/2018 | \$49.51 | CLEANING SPLS |
| Paid Chk\# | 007042 | LUANN DILLON | 5/8/2018 | \$751.98 | NAT'L GENEA SOC./CONF. HOTEL |
| Paid Chk\# | 007043 | MARILYN WOOD | 5/8/2018 | \$191.33 | ADOLPHI CONF. DINNER |
| Paid Chk\# | 007044 | MIDWEST PRESORT SERVICE | 5/8/2018 | \$314.21 | POSTAGE SERVICES |
| Paid Chk\# | 007045 | NETWORK SERVICES COMPANY | 5/8/2018 | \$2,729.70 | CLEANING SPLS |
| Paid Chk\# | 007046 | OCLC, INC. | 5/8/2018 | \$3,703.87 | OCLC USAGE |
| Paid Chk\# | 007047 | RICOH USA, INC. | 5/8/2018 | \$42.97 | ADD'L IMAGES/COPIERS |
| Paid Chk\# | 007048 | SCHINDLER ELEVATOR | 5/8/2018 | \$3,117.03 | QTRLY BILLING/MAY-JULY |
| Paid Chk\# | 007049 | SMITHVILLE COMMUNICATIONS | 5/8/2018 | \$179.59 T | TELEPHONE |
| Paid Chk\# | 007050 | TODAY'S BUSINESS | 5/8/2018 | \$454.40 | 1ST QTR. '18 FAX COST |
| Paid Chk\# | 007051 | U PRINTING | 5/8/2018 | \$1,105.26 SR | SRP KIDS GAME BOARDS |
| Paid Chk\# | 007052 | VECTREN ENERGY DELIVERY | 5/8/2018 | \$165.13 N | NATURAL GAS |
| Paid Chk\# | 007053 | AFSCME COUNCIL 62 | 5/10/2018 | \$1,111.98 | UNION DUES W/H IN APRIL |
| Paid Chk\# | 007054 | AMERICAN UNITED LIFE INS. | 5/10/2018 | \$2,027.30 | 403b TSA-AUL W/H |
| Paid Chk\# | 007055 | BANCTEC INC. | 5/10/2018 | \$33.42 | FOLDER MAINT. |
| Paid Chk\# | 007056 | CENTURYLINK | 5/10/2018 | \$19.00 L | LONG-DISTANCE CALLS |
| Paid Chk\# | 007057 | DANA HABEEB | 5/10/2018 | \$20.39 | REFUND ON LOST ITEM |
| Paid Chk\# | 007058 | IU HEALTH BLOOMINGTON, INC. | 5/10/2018 | \$75.00 Y | YOGA W/ BABY |

# MONROE COUNTY PUBLIC LIBRARY 

## *Check Summary Register®

May 1 - 31, 2018

|  |  | Name | Check Amt |
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|  |  | Check Date |  |
| Paid Chk\# | 007059 | LEGAL SHIELD | $510 / 2018$ |
| Paid Chk\# | 007060 | NAPA AUTO PARTS | $5 / 10 / 2018$ |
| Paid Chk\# | 007061 | UNITED WAY | $5 / 10 / 2018$ |
| Paid Chk\# | 007062 | VALERIA A. DECASTRO | $5 / 10 / 2018$ |
| Paid Chk\# | 007063 | AMERICAN HERITAGE LIFE INS. | $5 / 11 / 2018$ |
| Paid Chk\# | 007064 | GUARDIAN LIFE INS. CO. | $5 / 11 / 2018$ |
| Paid Chk\# | 007065 | SIHO INSURANCE SERVICES | $5 / 11 / 2018$ |
| Paid Chk\# | 007066 | AT\&T (IL) | $\$ 54.00$ UNITED WAU |

# MONROE COUNTY PUBLIC LIBRARY 

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May 1 - 31, 2018

|  | Name |  | Check Date | Check Amt |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Paid Chk\# | 007114 | TECHNOLOGY RECYCLERS | 5/22/2018 | \$10.00 | IT EQUIP RECYCLING |
| Paid Chk\# | 007115 | THE AWARDS CENTER | 5/22/2018 | \$60.00 | QUIZ BOWL AWARDS |
| Paid Chk\# | 007116 | U PRINTING | 5/22/2018 | \$154.42 | PRESCHOOL BOOKMARKS |
| Paid Chk\# | 007117 | ADP, INC. | 5/31/2018 | \$399.85 | BACKGROUND CHECKS |
| Paid Chk\# | 007118 | AFSCME COUNCIL 62 | 5/31/2018 | \$1,111.98 | UNION DUES W/H |
| Paid Chk\# | 007119 | AMERICAN UNITED LIFE INS. | 5/31/2018 | \$2,027.30 | 403b TSA-AUL W/H |
| Paid Chk\# | 007120 | AT\&T (IL) | 5/31/2018 | \$1,063.66 | TELEPHONE SERVICE |
| Paid Chk\# | 007121 | AT\&T MOBILITY | 5/31/2018 | \$451.36 | CELL PHONES |
| Paid Chk\# | 007122 | BAKER \& TAYLOR BOOKS | 5/31/2018 | \$25,395.07 | BOOKS |
| Paid Chk\# | 007123 | CHICAGO TRIBUNE | 5/31/2018 | \$401.96 | 1YR, SUBSCRIPTION |
| Paid Chk\# | 007124 | CITY DIRECTORIES | 5/31/2018 | \$915.00 | BOOKS |
| Paid Chk\# | 007125 | CITY OF BLOOMINGTON-- | 5/31/2018 | \$1,172.00 | PARKING GARAGE PERMITS |
| Paid Chk\# | 007126 | CITY OF BLOOMINGTON | 5/31/2018 | \$10.00 | ZONE 4 PARKING PERMIT TRANSFER |
| Paid Chk\# | 007127 | DEMCO, INC. | 5/31/2018 | \$1,064.02 | CATALOGING SPLS/BOOKS |
| Paid Chk\# | 007128 | DUKE ENERGY | 5/31/2018 | \$1,587.42 | ELECTRICITY |
| Paid Chk\# | 007129 | FINDAWAY WORLD, LLC | 5/31/2018 | \$758.92 | NONPRINT |
| Paid Chk\# | 007130 | FREEDOM BUSINESS | 5/31/2018 | \$64.95 | TONER CARTRIDGE |
| Paid Chk\# | 007131 | GALE/CENGAGE LEARNING | 5/31/2018 | \$784.91 | BOOKS |
| Paid Chk\# | 007132 | HFI MECHANICAL CONTRACTOR | 5/31/2018 | \$302.00 | VAV REPAIR |
| Paid Chk\# | 007133 | JIM GORDON, INC | 5/31/2018 | \$14.90 | COPIER OVERAGE |
| Paid Chk\# | 007134 | LEGAL SHIELD | 5/31/2018 | \$152.80 | ID THEFT AND LEGAL SERVICES |
| Paid Chk\# | 007135 | MALKE J. ROSENFELD | 5/31/2018 | \$75.00 | MAKE \& CREATE PROGRAM |
| Paid Chk\# | 007136 | MATRIX INTEGRATION LLC | 5/31/2018 | \$700.00 | ASA REPLACEMENT |
| Paid Chk\# | 007137 | MIDAMERICA BOOKS | 5/31/2018 | \$455.59 | BOOKS |
| Paid Chk\# | 007138 | MIDWEST PRESORT SERVICE | 5/31/2018 | \$237.60 | POSTAGE SERVICE |
| Paid Chk\# | 007139 | MIDWEST TAPE | 5/31/2018 | \$11,025.23 | NONPRINT \& BOOKS |
| Paid Chk\# | 007140 | NATALIE COCHREN | 5/31/2018 | \$24.00 | REFUND ON LOST ITEM |
| Paid Chk\# | 007141 | PENGUIN RANDOM HOUSE, LLC | 5/31/2018 | \$146.10 | NONPRINT |
| Paid Chk\# | 007142 | RECORDED BOOKS, INC. | 5/31/2018 | \$294.60 | NONPRINT |
| Paid Chk\# | 007143 | RICOH USA, INC. | 5/31/2018 | \$104.19 | ADMIN COPIER RENTAL |
| Paid Chk\# | 007144 | RICOH USA, INC. | 5/31/2018 | \$66.19 | COPIER/ADD'L IMAGES |
| Paid Chk\# | 007145 | SAMUEL H. BARTLETT | 5/31/2018 | \$600.00 | STRUMS \& CRAZY STUNTS PROGRAM |
| Paid Chk\# | 007146 | TASC | 5/31/2018 | \$358.20 | 3RD QTR COBRA \& FSA ADMIN FEES |
| Paid Chk\# | 007147 | UNITED WAY | 5/31/2018 | \$54.00 | UNITED WAY W/H |
| Paid Chk\# | 007148 | VIBE HCM, INC. | 5/31/2018 | \$395.00 | ACCESS TO EMPOWER/MAY '18 |
|  |  |  | Total Checks | \$332,101.90 |  |

## MONROE COUNTY PUBLIC LIBRARY <br> CHECKING ACCOUNTS 05/01/18-05/31/18

Add: Electronic Withdrawals

| MainSource Checking-Monthly Service Charge (May '18) | 0.00 |
| :--- | ---: |
| German-American Bank-TSYS CC Fees (May '18) | 332.19 |
| German-American Bank-Heartland CC Fees (May '18) | 163.93 |
| German-American Bank-Online Bank Fee (May '18) | 53.30 |

Add: Payrolls

| Electronic TASC "FSA" pymts. 5/01/18 from 4/27/18 Payroll | 115.70 |
| :--- | ---: |
| Electronic PERF pymt. 5/04/18 from 4/27/18 Payroll | $21,470.77$ |


| Vouchers 5/11/18 Payroll (UltiPro) | $139,530.15$ |
| :--- | ---: |
| Electronic transfer 5/10/18 (UltiPro) employee/employer taxes | $49,772.33$ |
| Electronic transfer (UltiPro) employer "HSA" German-Amer. | $3,063.88$ |
| Electronic transfer (UltiPro) employee "HSA" German-Amer. | $2,665.59$ |
| Electronic PERF pymt. 5/29/18 | $20,883.16$ |
| Electronic transfer 05/15/18 (TASC) employee/employer "FSA" | 115.70 |
| Garnishment - employee 5/10/18 | 170.29 |

Vouchers 5/25/18 Payroll (UltiProl) 141,506.36
Electronic transfer 5/24/18 (UltiPro) employee/employer taxes 51,777.07
Electronic transfer (UltiPro) employer "HSA" German-Amer. 2,986.61
Electronic transfer (UltiPro) employee "HSA" German-Amer. 2,665.59
Electronic PERF pymt. 05/29/18 20,816.66
Electronic transfer 05/30/18 (TASC) employee/employer "FSA" 115.70
Garnishment - employee 5/24/18
170.29

Prescribed by State Board of Account
May 2018
Library Form No. 4(Rev 1984)

## ACCOUNTS PAYABLE VOUCHER

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

## Payee

CHASE CARD SERVICES

CARDMEMBER SERVICE
PALATINE,
IL 60094-4014

Claim 31982

## Purchase Order No. 0

Terms
Date Due


| 4/13/2008 | E019-026-21350 DRDONBUTTONS/TEEN SPLS | \$161.50 |
| :---: | :---: | :---: |
| 4/14/2018 | E019-026-21350 AMAZON/TEEN SPLS | \$8.23 |
| 4/14/2018 | E019-026-21350 AMAZON/TEEN SPLS | \$151.93 |
| 4/18/2018 | E019-026-21350 AMAZON/TEEN SPLS | \$6.98 |
| 4/10/2018 | E019-001-32400 ALA/PROJ. MGMT COURSE | \$195.00 |
| 3/31/2018 | E019-010-21350 KROGER/NPC FOOD | \$127.46 |
| 4/2/2018 | E019-010-21350 KROGER/ADULT PROGRAM FOOD | \$23.76 |
| 4/7/2018 | E019-010-21350 KROGER/ADULT PROG FOOD | \$9.29 |
| 4/11/2018 | E019-001-32400 INDIANA ON-LINE/WORKSHOP | \$50.00 |
| 4/11/2018 | E019-010-21350 DOLLAR TREE/ADULT SPLS | \$29.80 |
| 4/15/2018 | E019-010-21350 AMAZON/ADULT SPLS | \$28.53 |
| 4/17/2018 | E019-010-21350 SHORTSPACE/ADULT PROGRAM SPLS | \$30.09 |
| 4/18/2018 | E019-010-21350 KROGER/BOOK CLUB PROGRAM | \$41.80 |
| 4/19/2018 | E019-010-21350 CHESSEXIADULT SPLS | \$56.71 |
| 3/22/2018 | E019-011-21350 BICCETOS/FOOD FOR SRP VIDEO | \$53.25 |
| 4/6/2018 | E019-011-21350 COSTUME SPECIALISTS/CHILD PROGRAMMING | \$140.00 |
| 4/5/2018 | E019-011-21350 HOBBY-LOBBY/LITTLE MAKERS SPLS | \$47.88 |
| 4/18/2018 | E019-011-21350 KROGER/CHILD SPLS | \$8.36 |
| 4/18/2018 | E019-011-21350 HOBBY-LOBBY/CHILD SPLS | \$76.72 |
| 3/23/2018 | E001-008-23100 WALMART/BLDG SPLS | \$34.83 |
| 4/5/2018 | E001-008-23100 ELEVATORKEYS/BLDG SPLS | \$27.11 |
| 4/6/2018 | E001-008-23100 WALMART/BLDG SPLS | \$72.44 |
| 4/10/2018 | E001-008-22100 H\&H LAWNCARAE/CLEANING SPLS | \$44.98 |
| 4/11/2018 | E001-008-23100 WINDOWALERT/BLDG SPLS | \$44.70 |
| 3/29/2018 | E019-018-45100 LITTLEHOMIE/PATRON REQUEST/CHILD BKS | \$29.95 |
| 4/5/2018 | E001-018-45100 JOSTENS/YEARBOOKS | \$195.00 |
| 4/5/2018 | E001-018-45100 HERFF JONES/YEARBOOKS | \$130.00 |
| 4/5/2018 | E001-018-45100 HERFF JONES/YEAROOKS | \$138.00 |
| 4/2/2018 | E001-007-33200 MAILCHIMP/E-NEWSLETTER SERVICE | \$45.00 |
| 4/4/2018 | E001-007-22400 GETTY IMAGES/ON-LINE PHOTO | \$151.51 |
|  | SUBSCRIPTION |  |
| 4/11/2018 | E001-007-31500 EVERNOTE/SUBSCRIPTION | \$69.99 |
| Total |  | \$5,207.63 |

VOUCHER NO. 31982 WARRANT NO. 70.34
CHASE CARD SERVICES

| $\$ \$ 5,207.63$ <br> ON ACCOUNT OF APPROPRIATION FOR |  |  |
| :---: | :---: | :---: |
|  |  |  |
| COST DITRIBUTION LEDGER CLASSIFICATION IF CLAIM PAID MOTOR VEHICLE HIGHWAY FUND |  |  |
| Acct. No. | Account Title | Amount |
|  | E001-008-22200 | \$65.62 |
|  | E001-008-22200 | \$59.31 |
|  | E004-006-21350 | \$235.20 |
|  | E019-001-32400 | \$6.75 |

ALLOWED IN THE SUM OF $\$ \quad \$ 5,207.63$

## Financial Report Comments

Reports as of 05-31-18
Board Meeting Date 06/20/18
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 $41.7 \%$ after five months.

|  | \% Spending Guideline <br> May 31, 2018 |  |
| :--- | ---: | :--- |
|  | Actual \% Spending |  |
| Wages and Benefits | $41.7 \%$ | $40.9 \%$ |
| Supplies | $41.7 \%$ | $24.1 \%$ |
| Other Services \& Charges | $41.7 \%$ | $39.4 \%$ |
| Capital Outlay | $41.7 \%$ | $39.5 \%$ |
| Total Operating Expenditures | $41.7 \%$ | $40.1 \%$ |

The year is proceeding as planned without any big surprises at this point.

| MONROE COUNTY PUBLIC LIBRARY MONTHLY SUMMARY OF BUDGET CATEGORIES <br> AS OF MAY 31, 2018 <br> FIVE MONTHS $=41.7 \%$ |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | $\begin{aligned} & 2018 \\ & \text { MAY } \end{aligned}$ | $\begin{aligned} & 2017 \\ & \text { MAY } \end{aligned}$ | $\begin{gathered} 2018 \\ \text { Y-T-D } \\ \text { ACTUAL } \end{gathered}$ | $\begin{gathered} 2018 \\ \text { BUDGET } \end{gathered}$ | $\begin{gathered} 2017 \\ \text { Y-T-D } \\ \text { ACTUAL } \end{gathered}$ | $\begin{gathered} 2018 \\ \text { Y-T-D } \\ \text { BUDGET } \end{gathered}$ REMAINING | $\begin{gathered} 2018 \\ \% \text { OF } \\ \text { BUDGET } \\ \text { USED } \end{gathered}$ | $\begin{gathered} 2018 \\ \text { \% OF } \\ \text { BUDGET } \\ \text { REMAINING } \end{gathered}$ |
| PERSONNEL SERVICES |  |  |  |  |  |  |  |  |
| SALARIES | 337,310.92 | 320,736.49 | 1,835,780.23 | 4,439,436.51 | 1,784,730.02 | 2,603,656.28 | 41.4\% | 58.6\% |
| EMPLOYEE BENEFITS | 127,914.46 | 122,958.35 | 598,839.25 | 1,502,224.35 | 575,015.82 | 903,385.10 | 39.9\% | 60.1\% |
| OTHER WAGES | 0.00 | 0.00 | 0.00 | 17,000.00 | 0.00 | 17,000.00 | 0.0\% | 100.0\% |
| TOTAL PERSONNEL SERVICES | 465,225.38 | 443,694.84 | 2,434,619.48 | 5,958,660.86 | 2,359,745.84 | 3,524,041.38 | 40.9\% | 59.1\% |
| SUPPLIES |  |  |  |  |  |  |  |  |
| OFFICE SUPPLIES | 4,065.00 | 2,514.74 | 18,618.19 | 64,100.00 | 18,661.09 | 45,481.81 | 29.0\% | 71.0\% |
| OPERATING SUPPLIES | 6,561.97 | 2,651.60 | 21,500.04 | 111,400.00 | 24,407.34 | 89,899.96 | 19.3\% | 80.7\% |
| REPAIR \& MAINT. SUPPLIES | 1,205.62 | 1,696.62 | 9,517.34 | 30,400.00 | 5,309.93 | 20,882.66 | 31.3\% | 68.7\% |
| TOTAL SUPPLIES | 11,832.59 | 6,862.96 | 49,635.57 | 205,900.00 | 48,378.36 | 156,264.43 | 24.1\% | 75.9\% |
| OTHER SERVICES \& CHARGES |  |  |  |  |  |  |  |  |
| PROFESSIONAL SERVICES | 20,086.25 | 22,545.29 | 101,570.30 | 397,500.00 | 93,558.66 | 295,929.70 | 25.6\% | 74.4\% |
| COMMUNICATION \& TRANSPORTATION | 1,987.39 | 7,683.89 | 17,832.99 | 81,800.00 | 18,638.84 | 63,967.01 | 21.8\% | 78.2\% |
| PRINTING \& ADVERTISING | 45.00 | 45.00 | 2,041.51 | 3,350.00 | 876.02 | 1,308.49 | 60.9\% | 39.1\% |
| INSURANCE | 0.00 | 9,305.00 | 81,999.00 | 93,100.00 | 90,675.00 | 11,101.00 | 88.1\% | 11.9\% |
| UTILITIES | 24,114.80 | 23,908.30 | 137,744.47 | 365,450.00 | 126,708.45 | 227,705.53 | 37.7\% | 62.3\% |
| REPAIR \& MAINTENANCE | 2,503.99 | 2,351.12 | 23,234.92 | 60,500.00 | 17,285.86 | 37,265.08 | 38.4\% | 61.6\% |
| RENTALS | 1,741.36 | 836.22 | 3,097.24 | 34,000.00 | 2,853.46 | 30,902.76 | 9.1\% | 90.9\% |
| ELECTRONIC SERVICES | 15,151.33 | 52,858.72 | 163,694.67 | 340,000.00 | 142,203.04 | 176,305.33 | 48.1\% | 51.9\% |
| OTHER CHARGES | 12,833.33 | 35,853.00 | 82,730.79 | 181,000.00 | 196,121.83 | 98,269.21 | 45.7\% | 54.3\% |
| TOTAL OTHER SERVICES \& CHARGES | 78,463.45 | 155,386.54 | 613,945.89 | 1,556,700.00 | 688,921.16 | 942,754.11 | 39.4\% | 60.6\% |
| CAPITAL OUTLAY |  |  |  |  |  |  |  |  |
| FURNITURE \& EQUIPMENT | 2,423.97 | 328.99 | 2,423.97 | 34,000.00 | 2,081.79 | 31,576.03 | 7.1\% | 92.9\% |
| OTHER CAPITAL OUTLAY | 121,296.58 | 75,338.21 | 400,050.51 | 985,500.00 | 389,949.84 | 585,449.49 | 40.6\% | 59.4\% |
| TOTAL CAPITAL OUTLAY | 123,720.55 | 75,667.20 | 402,474.48 | 1,019,500.00 | 392,031.63 | 617,025.52 | 39.5\% | 60.5\% |
| TOTAL OPERATING EXPENDITURES | 679,241.97 | 681,611.54 | 3,500,675.42 | 8,740,760.86 | 3,489,076.99 | 5,240,085.44 | 40.1\% | 59.9\% |
|  |  |  |  | 7 BUDGET <br> USED IN 2017 | $\begin{array}{r} 8,836,799.70 \\ 39.5 \% \end{array}$ |  |  |  |

PERSONNEL SERVICES (1000'S) SALARIES

## 1120 ADMINISTRATION/DIRECTORS 1130 MANAGERS/ASST. MANAGERS

1140 LIBRARIANS, EXPERTS
1150 SPECIALISTS
1160 ASSISTANTS/PARAPROFESSIONALS
1170 TECH/OPERATORS/SECRETARIES
1190 BUILDING SERVICES/MAINTENANCE
1200 BUILDING SERVICES/SECURITY
1280 PRODUCTION ASSISTANTS
1290 INFORMATION ASST/MATERIAL/SUPPORT
1300 SUPPORT/MATERIAL HANDLERS
1320 TECHNICIANS

## TOTAL SALARIES

EMPLOYEE BENEFITS
1210 EMPLOYER CONTRIBUTION/FICA
1220 UNEMPLOYMENT CONPENSATION
1230 EMPLOYER CONTRIBUTION/PERF
1235 EMPLOYEE/PERF
1240 EMPLOYER CONT/INSURANCE
1245 EMPLOYER INS/FSA
1250 EMPLOYER CONT/MEDICARE

## TOTAL EMPLOYEE BENEFITS

OTHER WAGES
1310 WORKSTUDY
1350 STIPEND/RECLASSIFICATION
1180 TEMPORARY STAFF
total other wages
TOTAL PERSONNEL SERVICES

SUPPLIES (2000'S)
OFFICE SUPPLIES
2110 OFFICIAL RECORDS
2120 STATIONERY \& PRINTING
2130 OFFICE SUPPLIES
2135 GENERAL SUPPLIES
2140 DUPLICATING
2150 PROMOTIONAL MATERIALS
21600 PUBLIC USE SUPPLIES
TOTAL OFFICE SUPPLIES

| 2018 | 2017 | 2018 |
| :--- | :---: | :---: |
| MAY | MAY | Y-T-D |
|  |  | ACTUAL |

2018<br>BUDGET

ACTUAL

| $15,021.87$ |
| ---: |
| $84,075.94$ |
| $77,212.84$ |
| $23,894.54$ |
| $56,612.44$ |
| $4,949.99$ |
| $12,314.54$ |
| $8,756.04$ |
| 369.60 |
| $32,622.97$ |
| $20,153.62$ |
| $1,326.53$ |



| $14,619.82$ | $81,582.34$ |
| ---: | ---: |
| $79,747.39$ | $452,609.23$ |
| $73,462.07$ | $444,817.87$ |
| $16,448.44$ | $93,636.69$ |
| $60,755.22$ | $327,546.57$ |
| $4,725.00$ | $27,229.02$ |
| $11,842.19$ | $70,487.14$ |
| $8,427.56$ | $45,952.93$ |
| $1,417.01$ | $3,728.38$ |
| $31,113.60$ | $181,089.37$ |
| $18,178.19$ | $99,823.36$ |
| 0.00 | $7,277.33$ |
|  |  |
| $320,736.49$ | $1,835,780.23$ |


| $195,284.31$ |
| ---: |
| $1,094,982.39$ |
| $1,086,832.81$ |
| $239,502.90$ |
| $790,119.20$ |
| $64,350.00$ |
| $166,260.90$ |
| $114,857.60$ |
| $19,396.00$ |
| $437,850.40$ |
| $230,000.00$ |
| 0.00 |


| $80,409.01$ |
| ---: |
| $447,735.95$ |
| $423,917.06$ |
| $90,466.30$ |
| $325,609.44$ |
| $26,022.31$ |
| $66,719.85$ |
| $43,953.34$ |
| $8,137.16$ |
| $172,677.11$ |
| $99,082.49$ |
| 0.00 |


| $113,701.97$ | $41.8 \%$ | $58.2 \%$ |
| ---: | ---: | ---: |
| $642,373.16$ | $41.3 \%$ | $58.7 \%$ |
| $642,014.94$ | $40.9 \%$ | $59.1 \%$ |
| $145,866.21$ | $39.1 \%$ | $60.9 \%$ |
| $462,572.63$ | $41.5 \%$ | $58.5 \%$ |
| $37,120.98$ | $42.3 \%$ | $57.7 \%$ |
| $95,773.76$ | $42.4 \%$ | $57.6 \%$ |
| $68,904.67$ | $40.0 \%$ | $60.0 \%$ |
| $15,667.62$ | $19.2 \%$ | $80.8 \%$ |
| $256,761.03$ | $41.4 \%$ | $58.6 \%$ |
| $130,176.64$ | $43.4 \%$ | $56.6 \%$ |
| $-7,277.33$ | \#DIV/0! | \#DIV/0! |
| $2,603,656.28$ |  |  |
|  | $41.4 \%$ | $58.6 \%$ |


| 6 | $277,792.59$ | $106,983.31$ |
| ---: | ---: | ---: |
| $10,000.00$ | 0.00 |  |
| 1 | $386,003.48$ | $157,784.82$ |
| 6 | $103,393.60$ | $42,263.61$ |
| 6 | $662,572.24$ | $242,963.85$ |
|  | 0.00 | 0.00 |
|  | $62,462.44$ | $25,020.23$ |
|  |  |  |


| $167,785.73$ |
| ---: |
| $10,000.00$ |
| $206,618.27$ |
| $55,326.34$ |
| $426,896.68$ |
| 0.00 |
| $36,758.08$ |


| $39.6 \%$ | $60.4 \%$ |
| ---: | ---: |
| $0.0 \%$ | $100.0 \%$ |
| $46.5 \%$ | $53.5 \%$ |
| $46.5 \%$ | $53.5 \%$ |
| $35.6 \%$ | $64.4 \%$ |
| \#DIV/0! | \#DIV/0! |
| $41.2 \%$ | $58.8 \%$ |
| $39.9 \%$ |  |
|  |  |
|  |  |
|  |  |

100.0\%
\#DIV/0!
100.0\% 0.00
$465,225.38$

| $19,213.54$ |
| ---: |
| 0.00 |
| $42,287.48$ |
| $11,326.95$ |
| $45,636.98$ |
| 0.00 |
| $4,493.40$ |


| $110,006.86$ |
| ---: |
| 0.00 |
| $179,385.21$ |
| $48,067.26$ |
| $235,675.56$ |
| 0.00 |
| $25,704.36$ |


| $7,000.00$ |
| ---: |
| 0.00 |
| $10,000.00$ |


| 0.00 |
| ---: |
| 0.00 |
| 0.00 |


| 7,000.00 | 0.0\% | 100.0\% |
| :---: | :---: | :---: |
| 0.00 | \#DIV/0! | \#DIV/0! |
| 10,000.00 | 0.0\% | 100.0\% |
| 17,000.00 | 0.0\% | 100.0\% |
| 3,524,041.38 | 40.9\% | 59.1\% |


| 0.00 |
| ---: |
| 0.00 |
| 582.06 |
| 17.50 |
| $3,342.55$ |
| 122.89 |
| 0.00 |


| 0.00 | 0.00 |
| ---: | ---: |
| 0.00 | 127.35 |
| 14.65 | $3,170.44$ |
| 0.00 | 132.48 |
| $2,500.09$ | $15,065.03$ |
| 0.00 | 122.89 |
| 0.00 | 0.00 |


| $1,100.00$ |
| ---: |
| 400.00 |
| $11,250.00$ |
| 0.00 |
| $51,350.00$ |
| 0.00 |
| 0.00 |
| $64,100.00$ |


| 0.00 |
| ---: |
| 74.81 |
| $2,701.44$ |
| 42.71 |
| $15,613.13$ |
| 229.00 |
| 0.00 |
| $18,661.09$ |


| $1,100.00$ | $0.0 \%$ |
| ---: | :---: |
| 272.65 | $31.8 \%$ |
| $8,079.56$ | $28.2 \%$ |
| -132.48 | \#DIV/0! |
| $36,284.97$ | $29.3 \%$ |
| -122.89 | \#DIV/0! |
| 0.00 | \#DIV/0! |
|  |  |
| $45,481.81$ | $29.0 \%$ |

[^0]| MONROE COUNTY PUBLIC LIBRARY MONTHLY BUDGET REPORT AS OF MAY 31, 2018 |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | $\begin{aligned} & 2018 \\ & \text { MAY } \end{aligned}$ | $\begin{aligned} & 2017 \\ & \text { MAY } \end{aligned}$ | $\begin{gathered} 2018 \\ \text { Y-T-D } \\ \text { ACTUAL } \end{gathered}$ | $\begin{gathered} 2018 \\ \text { BUDGET } \end{gathered}$ | $\begin{gathered} 2017 \\ \text { Y-T-D } \\ \text { ACTUAL } \end{gathered}$ | $\begin{gathered} 2018 \\ \text { Y-T-D } \\ \text { BUDGET } \end{gathered}$ REMAINING | $\begin{gathered} 2018 \\ \% \text { OF } \\ \text { BUDGET } \\ \text { USED } \end{gathered}$ | $\begin{gathered} 2018 \\ \% \text { OF } \\ \text { BUDGET } \\ \text { REMAINING } \end{gathered}$ |
| OPERATING SUPPLIES |  |  |  |  |  |  |  |  |
| 2210 CLEANING SUPPLIES | 2,875.40 | 1,933.51 | 9,211.30 | 40,000.00 | 9,339.56 | 30,788.70 | 23.0\% | 77.0\% |
| 2220 FUEL, OIL, \& LUBRICANTS | 541.07 | 398.27 | 2,168.34 | 9,000.00 | 3,441.23 | 6,831.66 | 24.1\% | 75.9\% |
| 2230 CATALOGING SUPPLIES-BOOKS | 1,182.48 | 0.00 | 4,127.05 | 6,000.00 | 3,399.50 | 1,872.95 | 68.8\% | 31.2\% |
| 2240 A/V SUPPLIES-CATALOGING | 698.50 | 267.98 | 3,529.70 | 6,000.00 | 1,237.34 | 2,470.30 | 58.8\% | 41.2\% |
| 2250 CIRCULATION SUPPLIES | 0.00 | 0.00 | 816.28 | 32,500.00 | 6,490.60 | 31,683.72 | 2.5\% | 97.5\% |
| 2260 LIGHT BULBS | 1,264.52 | 51.84 | 1,647.37 | 12,000.00 | 324.34 | 10,352.63 | 13.7\% | 86.3\% |
| 2280 UNIFORMS | 0.00 | 0.00 | 0.00 | 1,900.00 | 174.77 | 1,900.00 | 0.0\% | 100.0\% |
| 2290 DISPLAY/EXHIBIT SUPPLIES | 0.00 | 0.00 | 0.00 | 4,000.00 | 0.00 | 4,000.00 | 0.0\% | 100.0\% |
| TOTAL OPERATING SUPPLIES | 6,561.97 | 2,651.60 | 21,500.04 | 111,400.00 | 24,407.34 | 89,899.96 | 19.3\% | 80.7\% |
| REPAIR \& MAINTENANCE SUPPLIES |  |  |  |  |  |  |  |  |
| 2300 IT SUPPLIES | 438.53 | 498.63 | 3,307.00 | 6,500.00 | 1,372.28 | 3,193.00 | 50.9\% | 49.1\% |
| 2310 BUILDING MATERIALS \& SUPPLIES | 767.09 | 1,137.39 | 5,956.47 | 23,000.00 | 3,573.30 | 17,043.53 | 25.9\% | 74.1\% |
| 2320 PAINT \& PAINTING SUPPLIES | 0.00 | 60.60 | 253.87 | 900.00 | 364.35 | 646.13 | 28.2\% | 71.8\% |
| 2340 OTHER REPAIR \& BINDING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \#DIV/0! | \#DIV/0! |
| TOTAL REPAIR \& MAINTENANCE SUPPLIES | 1,205.62 | 1,696.62 | 9,517.34 | 30,400.00 | 5,309.93 | 20,882.66 | 31.3\% | 68.7\% |
| OTAL SUPPLIES | 11,832.59 | 6,862.96 | 49,635.57 | 205,900.00 | 48,378.36 | 156,264.43 | 24.1\% | 75.9\% |
| OTHER SERVICES/CHARGES (3000'S) |  |  |  |  |  |  |  |  |
| PROFESSIONAL SERVICES |  |  |  |  |  |  |  |  |
| 3004 MISC. UNAPPROPRIATED | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \#DIV/0! | \#DIV/0! |
| 3110 CONSULTING SERVICES | 0.00 | 0.00 | 530.00 | 11,000.00 | 144.37 | 10,470.00 | 4.8\% | 95.2\% |
| 3120 ENGINEERING/ARCHITECTURAL | 10.00 | 0.00 | 10.00 | 7,000.00 | 0.00 | 6,990.00 | 0.1\% | 99.9\% |
| 3130 LEGAL SERVICES | 699.85 | 1,340.00 | 6,327.41 | 18,000.00 | 4,532.72 | 11,672.59 | 35.2\% | 64.8\% |
| 3140 BUILDING SERVICES | 1,536.77 | 3,218.40 | 13,908.66 | 40,000.00 | 11,462.41 | 26,091.34 | 34.8\% | 65.2\% |
| 3150 MAINTENANCE CONTRACTS | 9,965.24 | 8,099.93 | 28,869.69 | 170,500.00 | 29,306.77 | 141,630.31 | 16.9\% | 83.1\% |
| 3160 COMPUTER SERVICES (OCLC) | 5,479.87 | 5,347.18 | 28,607.33 | 74,000.00 | 26,735.37 | 45,392.67 | 38.7\% | 61.3\% |
| 3170 ADMIN/ACCOUNTING SERVICES | 1,302.62 | 3,823.78 | 17,589.21 | 59,000.00 | 16,776.72 | 41,410.79 | 29.8\% | 70.2\% |
| 3175 COLLECTION AGENCY SERVICES | 1,091.90 | 716.00 | 5,728.00 | 18,000.00 | 4,600.30 | 12,272.00 | 31.8\% | 68.2\% |
| TOTAL PROFESSIONAL SERVICES | 20,086.25 | 22,545.29 | 101,570.30 | 397,500.00 | 93,558.66 | 295,929.70 | 25.6\% | 74.4\% |
| COMMUNICATION \& TRANSPORTATION |  |  |  |  |  |  |  |  |
| 3210 TELEPHONE | 2,022.05 | 331.96 | 8,801.61 | 31,400.00 | 6,513.78 | 22,598.39 | 28.0\% | 72.0\% |
| 3215 CABLE TV | 13.34 | 13.32 | 66.70 | 0.00 | 66.66 | -66.70 | \#DIV/0! | \#DIV/0! |
| 3220 POSTAGE | 1,247.38 | 980.51 | 5,410.56 | 19,000.00 | 5,211.50 | 13,589.44 | 28.5\% | 71.5\% |
| 3230 TRAVEL EXPENSE | 0.00 | 0.00 | 1,241.93 | 0.00 | 383.32 | -1,241.93 | \#DIV/0! | \#DIV/0! |
| 3240 PROFESSIONAL MTG. | -1,295.38 | 5,433.10 | 2,287.21 | 30,000.00 | 5,433.10 | 27,712.79 | 7.6\% | 92.4\% |
| 3250 CONTINUTING ED. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \#DIV/0! | \#DIV/0! |
| 3260 FREIGHT \& DELIVERY | 0.00 | 925.00 | 24.98 | 1,400.00 | 1,030.48 | 1,375.02 | 1.8\% | 98.2\% |
| TOTAL COMMUNICATION \& TRANSPORTATION | 1,987.39 | 7,683.89 | 17,832.99 | 81,800.00 | 18,638.84 | 63,967.01 | 21.8\% | 78.2\% |


| PRINTING \& ADVERTISING |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 3310 ADVERTISING \& PUBLICATION | 0.00 | 0.00 | 1,861.51 | 3,100.00 | 696.02 | 1,238.49 | 60.0\% | 40.0\% |
| 3320 PRINTING | 45.00 | 45.00 | 180.00 | 250.00 | 180.00 | 70.00 | 72.0\% | 28.0\% |
| TOTAL PRINTING \& ADVERTISING | 45.00 | 45.00 | 2,041.51 | 3,350.00 | 876.02 | 1,308.49 | 60.9\% | 39.1\% |
| INSURANCE |  |  |  |  |  |  |  |  |
| 3410 OFFICIAL BOND | 0.00 | 0.00 | 654.00 | 600.00 | 654.00 | -54.00 | 109.0\% | -9.0\% |
| 3420 OTHER INSURANCE | 0.00 | 9,305.00 | 81,345.00 | 92,500.00 | 90,021.00 | 11,155.00 | 87.9\% | 12.1\% |
| TOTAL INSURANCE | 0.00 | 9,305.00 | 81,999.00 | 93,100.00 | 90,675.00 | 11,101.00 | 88.1\% | 11.9\% |
| UTILITIES |  |  |  |  |  |  |  |  |
| 3510 GAS | 228.90 | 117.96 | 2,307.51 | 4,450.00 | 1,424.91 | 2,142.49 | 51.9\% | 48.1\% |
| 3520 ELECTRICITY | 22,302.19 | 22,002.23 | 128,319.70 | 332,000.00 | 118,358.87 | 203,680.30 | 38.7\% | 61.3\% |
| 3530 WATER | 1,583.71 | 1,788.11 | 7,117.26 | 29,000.00 | 6,924.67 | 21,882.74 | 24.5\% | 75.5\% |
| TOTAL UTILITIES | 24,114.80 | 23,908.30 | 137,744.47 | 365,450.00 | 126,708.45 | 227,705.53 | 37.7\% | 62.3\% |
| REPAIR \& MAINTENANCE |  |  |  |  |  |  |  |  |
| 3610 BUILDING REPAIR | 302.00 | 375.00 | 13,099.67 | 29,000.00 | 7,548.95 | 15,900.33 | 45.2\% | 54.8\% |
| 3630 OTHER EQUIP/FURNITURE REPAIRS | 1,123.36 | 0.00 | 4,723.01 | 16,000.00 | 3,702.93 | 11,276.99 | 29.5\% | 70.5\% |
| 3640 VEHICLE REPAIR \& MAINTENANCE | 1,078.63 | 1,783.37 | 4,746.07 | 14,000.00 | 5,598.11 | 9,253.93 | 33.9\% | 66.1\% |
| 3650 MATERIAL BINDING/REPAIR SERV. | 0.00 | 192.75 | 666.17 | 1,500.00 | 435.87 | 833.83 | 44.4\% | 55.6\% |
| TOTAL REPAIR \& MAINTENANCE | 2,503.99 | 2,351.12 | 23,234.92 | 60,500.00 | 17,285.86 | 37,265.08 | 38.4\% | 61.6\% |
| RENTALS |  |  |  |  |  |  |  |  |
| 3710 REAL ESTATE RENTAL/PARKING | 1,741.36 | 836.22 | 3,097.24 | 34,000.00 | 2,853.46 | 30,902.76 | 9.1\% | 90.9\% |
| 3720 EQUIPMENT RENTAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \#DIV/0! | \#DIV/0! |
| 3730 EVENTS-BOOTH \& EQUIP. RENTAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \#DIV/0! | \#DIV/0! |
| TOTAL RENTALS | 1,741.36 | 836.22 | 3,097.24 | 34,000.00 | 2,853.46 | 30,902.76 | 9.1\% | 90.9\% |
| ELECTRONIC SERVICES |  |  |  |  |  |  |  |  |
| 38450 DATABASES SERVICES | 12,061.00 | 41,664.00 | 31,486.00 | 190,000.00 | 77,886.69 | 158,514.00 | 16.6\% | 83.4\% |
| 38460 E-BOOKS SERVICES | 3,090.33 | 11,194.72 | 132,208.67 | 150,000.00 | 64,316.35 | 17,791.33 | 88.1\% | 11.9\% |
| TOTAL ELECTRONIC SERVICES | 15,151.33 | 52,858.72 | 163,694.67 | 340,000.00 | 142,203.04 | 176,305.33 | 48.1\% | 51.9\% |
| OTHER CHARGES |  |  |  |  |  |  |  |  |
| 3910 DUES/INSTITUTIONAL | 0.00 | 270.00 | 5,554.12 | 7,500.00 | 6,183.83 | 1,945.88 | 74.1\% | 25.9\% |
| 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 | 12,833.33 | 35,583.00 | 64,166.67 | 154,000.00 | 177,915.00 | 89,833.33 | 41.7\% | 58.3\% |
| 3944 TRANSFER TO CATS SUBSIDY | 0.00 | 0.00 | 13,010.00 | 13,000.00 | 12,023.00 | -10.00 | 100.1\% | -0.1\% |
| 3945 TRANSFER TO ANOTHER (CHANGE) FUND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \#DIV/0! | \#DIV/0! |
| 3950 EDUCATIONAL SERV/LICENSING | 0.00 | 0.00 | 0.00 | 4,500.00 | 0.00 | 4,500.00 | 0.0\% | 100.0\% |
| TOTAL OTHER CHARGES | 12,833.33 | 35,853.00 | 82,730.79 | 181,000.00 | 196,121.83 | 98,269.21 | 45.7\% | 54.3\% |
| TAL OTHER SERVICES/CHARGES | 78,463.45 | 155,386.54 | 613,945.89 | 1,556,700.00 | 688,921.16 | 942,754.11 | 39.4\% | 60.6\% |


|  |  | MONROE MON | UNTY PUBLIC Y BUDGET RE F MAY 31, 20 | ARY |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 2018 | 2017 | 2018 | 2018 | 2017 | 2018 | 2018 | 2018 |
|  | MAY | MAY | Y-T-D | BUDGET | Y-T-D | Y-T-D | \% OF | \% OF |
|  |  |  | ACTUAL |  | ACTUAL | BUDGET | BUDGET | BUDGET |
|  |  |  |  |  |  | REMAINING | USED | REMAINING |
| CAPITAL OUTLAY (4000'S) |  |  |  |  |  |  |  |  |
| FURNITURE \& EQUIPMENT |  |  |  |  |  |  |  |  |
| 4410 FURNITURE | 249.00 | 0.00 | 249.00 | 10,000.00 | 630.17 | 9,751.00 | 2.5\% | 97.5\% |
| 4430 OTHER EQUIPMENT | 2,174.97 | 0.00 | 2,174.97 | 19,000.00 | 1,122.63 | 16,825.03 | 11.4\% | 88.6\% |
| 4440 LAND \& BUILDINGS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \#DIV/0! | \#DIV/0! |
| 4445 BUILDING RENOVATIONS | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 | 5,000.00 | 0.0\% | 100.0\% |
| 4460 IT EQUIPMENT | 0.00 | 328.99 | 0.00 | 0.00 | 328.99 | 0.00 | \#DIV/0! | \#DIV/0! |
| 4465 IT SOFTWARE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \#DIV/0! | \#DIV/0! |
| 4470 EQUIPMENT - CATS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \#DIV/0! | \#DIV/0! |
| 4475 SOFTWARE - CATS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \#DIV/0! | \#DIV/0! |
| TOTAL FURNITURE \& EQUIPMENT | 2,423.97 | 328.99 | 2,423.97 | 34,000.00 | 2,081.79 | 31,576.03 | 7.1\% | 92.9\% |
| OTHER CAPITAL OUTLAY |  |  |  |  |  |  |  |  |
| 4510 BOOKS | 75,247.95 | 50,476.87 | 250,037.17 | 602,500.00 | 241,153.90 | 352,462.83 | 41.5\% | 58.5\% |
| 4520 PERIODICIALS \& NEWSPAPERS | 554.69 | 0.00 | 3,493.51 | 43,000.00 | 2,918.51 | 39,506.49 | 8.1\% | 91.9\% |
| 4530 NONPRINT MATERIALS | 45,493.94 | 24,861.34 | 146,519.83 | 340,000.00 | 145,877.43 | 193,480.17 | 43.1\% | 56.9\% |
| TOTAL OTHER CAPITAL OUTLAY | 121,296.58 | 75,338.21 | 400,050.51 | 985,500.00 | 389,949.84 | 585,449.49 | 40.6\% | 59.4\% |
| TOTAL CAPITAL OUTLAY | 123,720.55 | 75,667.20 | 402,474.48 | 1,019,500.00 | 392,031.63 | 617,025.52 | 39.5\% | 60.5\% |
| TOTAL OPERATING EXPENDITURES | 679,241.97 | 681,611.54 | 3,500,675.42 | 8,740,760.86 | $\xrightarrow{3,489,076.99}$ | 5,240,085.44 | 40.1\% | 59.9\% |

MONROE COUNTY PUBLIC LIBRARY
Operating Budget \& Expenditure Report
January 1, 2018 to May 31, 2018 5 months $=41.7 \%$




# MONROE COUNTY PUBLIC LIBRARY <br> <br> LIRF Budget \& Expenditure Report <br> <br> LIRF Budget \& Expenditure Report <br> <br> January 1, 2018 to May 31, 2018 <br> <br> January 1, 2018 to May 31, 2018 5 months $=41.7 \%$ 

 5 months $=41.7 \%$}

| Object Object Descr | $\begin{array}{r} 2018 \\ \text { Budget } \end{array}$ | Jan. | Feb. | Mar. | Apr. | May | YTD <br> Amount | $\begin{array}{r} 2018 \\ \text { YTD } \\ \text { Balance } \end{array}$ | $\begin{gathered} 2018 \\ \text { \%YTD } \\ \text { Budget } \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 36100 BUILDING REPAIRS | \$125,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$125,000.00 | 0.00\% |
| 44300 OTHER EQUIPMENT | \$150,000.00 | \$0.00 | \$0.00 | \$11,440.75 | \$0.00 | \$0.00 | \$11,440.75 | \$138,559.25 | 7.63\% |
| 44450 BUILDING | \$708,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$708,000.00 | 0.00\% |
| 44452 BLDG LONG-TERM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,900.00 | \$10,900.00 | -\$10,900.00 | 0.00\% |
|  | \$983,000.00 | \$0.00 | \$0.00 | \$11,440.75 | \$0.00 | \$10,900.00 | \$22,340.75 | \$960,659.25 | 2.27\% |

# MONROE COUNTY PUBLIC LIBRARY 

## Debt Service Budget \& Expenditures Report

January 1, 2018 to May 31, 2018
5 months $=41.7 \%$

| Object | $2018$ | Jan | Feb. | Mar. | Apr. | May | $\begin{array}{r} 2018 \\ \text { YTD Amt } \end{array}$ |  | $\begin{array}{r} 2018 \\ \text { \%YTD } \end{array}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 37100 REAL ESTATE | \$685,150.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$685,150.00 | 0.00\% |
| 39200 INTEREST/TEMPO | \$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\% |
| 39450 TRANSFER TO | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
|  | \$685,150.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$685,150.00 | 0.00\% |

# MONROE COUNTY PUBLIC LIBRARY 

Rainy Day Budget \& Expenditures Report
January 1, 2018 to May 31, 2018
5 months = 41.7\%
2018

## MONROE COUNTY PUBLIC LIBRARY

Special Revenue Budget \& Expenditure Report
January 1, 2018 to May 31, 2018 5 months $=41.7 \%$

| Object Object Descr | $2018$ <br> Budget | J an. | Feb. | Mar. | Apr. | May | YTD <br> Amount | $\begin{array}{r} 2018 \\ \text { YTD } \end{array}$ <br> Balance |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 11300 MANAGERS/ASST. | \$166,731.97 | \$12,901.02 | \$13,053.05 | \$19,350.22 | \$12,988.39 | \$14,371.38 | \$72,664.06 | \$94,067.91 | 43.58\% |
| 11800 TEMPORAY STAFF | \$11,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$11,000.00 | 0.00\% |
| 12100 FICA/EMPLOYER | \$25,027.54 | \$1,803.78 | \$1,831.29 | \$2,734.85 | \$1,873.84 | \$1,913.89 | \$10,157.65 | \$14,869.89 | 40.59\% |
| 12300 PERF/EMPLOYER | \$29,974.00 | \$1,145.66 | \$4,661.66 | \$2,326.87 | \$2,321.41 | \$3,757.80 | \$14,213.40 | \$15,760.60 | 47.42\% |
| 12350 PERF/EMPLOYEE CONTRIB. | \$8,028.75 | \$306.88 | \$1,248.68 | \$623.28 | \$621.83 | \$1,006.56 | \$3,807.23 | \$4,221.52 | 47.42\% |
| 12400 INS/EMPLOYER | \$48,936.84 | \$3,259.12 | \$3,760.63 | \$3,886.11 | \$3,586.72 | \$3,403.81 | \$17,896.39 | \$31,040.45 | 36.57\% |
| 12500 MEDICARE/EMPLOYER | \$5,779.52 | \$421.85 | \$428.30 | \$639.60 | \$438.23 | \$447.60 | \$2,375.58 | \$3,403.94 | 41.10\% |
| 12800 PRODUCTION ASSISTANTS | \$153,939.50 | \$10,249.80 | \$10,464.88 | \$15,489.91 | \$10,777.05 | \$10,139.01 | \$57,120.65 | \$96,818.85 | 37.11\% |
| 12900 INFORMATION | \$41,912.00 | \$3,202.72 | \$3,285.13 | \$5,140.20 | \$3,729.93 | \$3,291.73 | \$18,649.71 | \$23,262.29 | 44.50\% |
| 13100 WORK STUDY | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 | 0.00\% |
| 13200 TECHNICIANS | \$41,086.50 | \$3,222.00 | \$3,222.00 | \$4,870.59 | \$3,222.00 | \$3,560.31 | \$18,096.90 | \$22,989.60 | 44.05\% |
| 21200 STATIONERY/BUS. CARDS | \$100.00 | \$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 | \$0.00 | \$0.00 | \$0.00 | \$600.00 | 0.00\% |
| 21400 DUPLICATING | \$700.00 | \$0.00 | \$41.42 | \$475.00 | \$0.00 | \$0.00 | \$516.42 | \$183.58 | 73.77\% |
| 22200 FUEL/OIL/LUBRICANTS | \$1,000.00 | \$29.14 | \$27.29 | \$0.00 | \$26.48 | \$32.13 | \$115.04 | \$884.96 | 11.50\% |
| 22700 VIDEO TAPE/MEDIA | \$7,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,000.00 | 0.00\% |
| 23000 IT SUPPLIES | \$1,200.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,200.00 | 0.00\% |
| 23500 AUDIO/VIDEO | \$6,000.00 | \$0.00 | \$28.97 | \$1,191.00 | \$260.48 | \$0.00 | \$1,480.45 | \$4,519.55 | 24.67\% |
| 31100 CONSULTING SERVICES | \$15,000.00 | \$174.00 | \$0.00 | \$0.00 | \$0.00 | \$700.00 | \$874.00 | \$14,126.00 | 5.83\% |
| 31300 LEGAL SERVICES | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$254.64 | \$0.00 | \$254.64 | \$245.36 | 50.93\% |
| 31500 MAINTENANCE | \$5,000.00 | \$0.00 | \$50.00 | \$2,741.72 | \$49.93 | \$50.00 | \$2,891.65 | \$2,108.35 | 57.83\% |
| 31600 COMPUTER SERVICES | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 | 0.00\% |
| 31650 DIGITIZATION SERVICES | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 | 0.00\% |
| 31700 ADMIN/ACCOUNTING | \$400.00 | \$2.72 | \$3.18 | \$3.61 | \$2.79 | \$13.07 | \$25.37 | \$374.63 | 6.34\% |
| 32100 TELEPHONE | \$3,000.00 | \$0.00 | \$176.33 | \$176.33 | \$416.33 | \$382.24 | \$1,151.23 | \$1,848.77 | 38.37\% |
| 32150 CABLE TV SERVICE | \$300.00 | \$31.12 | \$31.12 | \$31.12 | \$31.12 | \$31.12 | \$155.60 | \$144.40 | 51.87\% |
| 32200 POSTAGE | \$700.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$700.00 | 0.00\% |
| 32300 TRAVEL EXPENSE | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 | 0.00\% |


|  |  |  |  |  |  |  |  |  |  |
| :--- | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: | ---: |
|  |  |  |  |  |  |  |  |  |  |

# MONROE COUNTY PUBLIC LIBRARY 

06/11/18 2:28 PM
Gen. Obligation Bond Budget \& Expenditure 2016
January 1, 2018 to May 31, 2018
5 months $=41.7 \%$
2018

|  |  | MONROE COUNTY PUBLIC LIBRARY |  |  |  |  |  | 06/11/18 2:16 PM Page 1 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | Expenditure Summary compared to last year 2018 compared to 2017: Period Ending May |  |  |  |  |  |  |
|  |  |  | May | 2018 |  | May | 2017 | \%Last YR |
| Fund | Fund Descr | 2018 Budget | 2018 Amt | YTD Amt | 2017 Budget | 2017 Amt | YTD Amt | YTD Diff |
| 001 | OPERATING | \$8,740,760.86 | \$679,241.97 | \$3,500,675.42 | \$8,836,799.70 | \$681,611.54 | \$3,489,076.99 | 0.33\% |
| 002 | JAIL | \$0.00 | \$827.30 | \$2,485.32 | \$0.00 | \$872.83 | \$1,885.03 | 31.85\% |
| 003 | CLEARING | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| 004 | GIFT | \$0.00 | \$3,035.20 | \$3,035.20 | \$0.00 | \$299.91 | \$419.21 | 624.03\% |
| 005 | PLAC | \$0.00 | \$0.00 | \$3,187.00 | \$0.00 | \$0.00 | \$3,315.00 | -3.86\% |
| 006 | RETIREES | \$0.00 | \$436.00 | \$2,180.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| 007 | LIRF | \$983,000.00 | \$10,900.00 | \$22,340.75 | \$525,000.00 | \$0.00 | \$0.00 | 0.00\% |
| 008 | DEBT SERVICE | \$685,150.00 | \$0.00 | \$0.00 | \$688,500.00 | \$0.00 | \$0.00 | 0.00\% |
| 009 | RAINY DAY | \$150,000.00 | \$0.00 | \$0.00 | \$150,000.00 | \$0.00 | \$0.00 | 0.00\% |
| 010 | PAYROLL | \$0.00 | \$377,249.69 | \$2,034,483.31 | \$0.00 | \$355,888.26 | \$1,963,628.26 | 3.61\% |
| 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 | \$9,108.66 | \$48,450.24 | \$0.00 | \$7,335.58 | \$46,047.58 | 5.22\% |
| 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 | \$14,187.76 | \$47,422.87 | \$0.00 | \$9,707.00 | \$54,463.78 | -12.93\% |
| 020 | SPECIAL REVENUE | \$730,116.62 | \$43,620.79 | \$230,098.91 | \$703,787.16 | \$46,390.79 | \$220,118.19 | 4.53\% |
| 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 | \$0.00 | 0.00\% |
| 029 | GO BOND 2016 | \$0.00 | \$38,893.04 | \$210,969.07 | \$0.00 | \$3,830.21 | \$92,221.04 | 128.76\% |
| 030 | GO BOND 2019 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
|  |  | \$11,289,027.48 | \$1,177,500.41 | \$6,105,328.09 | \$10,904,086.86 | \$1,105,936.12 | \$5,871,175.08 | 3.99\% |

Revenue Totals Budget Forms (all funds)

| Source | 2018 YTD |  |  |  |  |  | 2018 | 2018 YTD | $\begin{aligned} & 2018 \\ & \% \text { of } \end{aligned}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Descr | Budget | Jan | Feb | Mar | April | May | YTD Amt | Balance | Budget |
| Fund 001 OPERATING |  |  |  |  |  |  |  |  |  |
| PROPERTY | \$6,030,073.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,030,073.00 | 0.00\% |
| INTANGIBLES TAX | \$12,546.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$12,546.00 | 0.00\% |
| LICENSE EXCISE TAX | \$353,931.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$353,931.00 | 0.00\% |
| LOCAL/COUNTY | \$2,286,738.00 | \$190,754.08 | \$190,754.08 | \$190,754.08 | \$190,754.08 | \$190,754.08 | \$953,770.40 | \$1,332,967.60 | 41.71\% |
| COMMERCIAL | \$44,226.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$44,226.00 | 0.00\% |
| US FORESTRY FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| ELL | \$0.00 | \$424.10 | \$501.86 | \$440.33 | \$560.59 | \$434.25 | \$2,361.13 | -\$2,361.13 | 0.00\% |
| LOST/DAMAGED | \$0.00 | \$1,911.00 | \$1,389.92 | \$1,099.22 | \$1,833.16 | \$1,124.34 | \$7,357.64 | -\$7,357.64 | 0.00\% |
| FINES | \$150,000.00 | \$6,347.51 | \$4,799.82 | \$5,931.30 | \$5,487.91 | \$5,406.69 | \$27,973.23 | \$122,026.77 | 18.65\% |
| COLLECTION | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| BLGTN COPIERS \& | \$12,500.00 | \$1,239.92 | \$1,491.58 | \$1,463.85 | \$1,467.59 | \$1,158.60 | \$6,821.54 | \$5,678.46 | 54.57\% |
| MISCELLANEOUS | \$0.00 | \$4,708.50 | \$533.70 | \$0.00 | \$114.25 | \$736.74 | \$6,093.19 | -\$6,093.19 | 0.00\% |
| PUBLIC LIBRARY | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| MEETING ROOM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| GARNISHMENT FEES | \$0.00 | \$2.86 | \$2.86 | \$3.29 | \$1.86 | \$1.86 | \$12.73 | -\$12.73 | 0.00\% |
| E-RATE RECEIPTS | \$0.00 | \$5,576.48 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,576.48 | -\$5,576.48 | 0.00\% |
| PLAC DISTRIBUTION | \$12,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$12,500.00 | 0.00\% |
| REALESTATE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| STATE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| READER PRINTER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| OBITS | \$0.00 | \$54.00 | \$0.00 | \$57.00 | \$75.00 | \$0.00 | \$186.00 | -\$186.00 | 0.00\% |
| COIN TELEPHONE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| INTEREST FROM | \$4,000.00 | \$8,201.00 | \$8,341.44 | \$6,068.20 | \$5,517.66 | \$5,135.77 | \$33,264.07 | -\$29,264.07 | 831.60\% |
| TEMPORARY LOANS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| INVESTMENT | \$0.00 | \$977.63 | \$1,084.62 | \$1,077.58 | \$1,090.93 | \$2,069.80 | \$6,300.56 | -\$6,300.56 | 0.00\% |
| CABLE ACCESS FEES | \$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\% |
| CABLE ACCESS FEES | \$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\% |
| RENT INCOME | \$4,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4,000.00 | 0.00\% |
| LSTA INKIND GRANT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| Fund 001 OPERATING | \$8,910,514.00 | \$220,197.08 | \$208,899.88 | \$206,894.85 | \$206,903.03 | \$206,822.13 | \$1,049,716.97 | \$7,860,797.03 | 11.78\% |
| Fund 002 JaIL |  |  |  |  |  |  |  |  |  |
| RECEIPTS | \$0.00 | \$0.00 | \$2,000.00 | \$4,000.00 | \$0.00 | \$0.00 | \$6,000.00 | -\$6,000.00 | 0.00\% |
| Fund 002 JAIL | \$0.00 | \$0.00 | \$2,000.00 | \$4,000.00 | \$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\% |
| MISCELLANEOUS | \$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\% |
| YMCA RECEIPTS | \$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\% |


|  |  |  |  |  |  |  |  | 06/11/ | 2:10 PM $\text { Page } 2$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  | 2018 |
| Source | 2018 YTD |  |  |  |  |  | 2018 | 2018 YTD | \% of |
| Descr | Budget | Jan | Feb | Mar | April | May | YTD Amt | Balance | Budget |
| MCPLF CC RECEIPTS | \$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\% |
| ILL FINES/FEES | \$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\% |
| INSURANCE/COBRA | \$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\% |
| INSURANCE/CLAIMS- | \$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\% |
| Fund 004 GIFT UNRESTRIC |  |  |  |  |  |  |  |  |  |
| MISCELLANEOUS | \$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\% |
| TRANSFER FROM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| UNRESTRICTED GIFT | \$0.00 | \$511.76 | \$49.52 | \$79.05 | \$55.69 | \$2,942.48 | \$3,638.50 | -\$3,638.50 | 0.00\% |
| INTEREST/DIVIDEND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| Fund 004 GIFT | \$0.00 | \$511.76 | \$49.52 | \$79.05 | \$55.69 | \$2,942.48 | \$3,638.50 | -\$3,638.50 | 0.00\% |
| Fund 005 PLAC |  |  |  |  |  |  |  |  |  |
| PUBLIC LIBRARY | \$0.00 | \$780.00 | \$390.00 | \$780.00 | \$520.00 | \$455.00 | \$2,925.00 | -\$2,925.00 | 0.00\% |
| Fund 005 PLAC | \$0.00 | \$780.00 | \$390.00 | \$780.00 | \$520.00 | \$455.00 | \$2,925.00 | -\$2,925.00 | 0.00\% |
| Fund 006 RETIREES |  |  |  |  |  |  |  |  |  |
| RETIREES | \$0.00 | \$1,064.03 | \$476.75 | \$476.75 | \$476.75 | \$476.75 | \$2,971.03 | -\$2,971.03 | 0.00\% |
| Fund 006 RETIREES | \$0.00 | \$1,064.03 | \$476.75 | \$476.75 | \$476.75 | \$476.75 | \$2,971.03 | -\$2,971.03 | 0.00\% |
| Fund 007 LIRF |  |  |  |  |  |  |  |  |  |
| MISCELLANEOUS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| LIRF RECEIPTS | \$154,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$154,000.00 | 0.00\% |
| INTEREST FROM | \$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\% |
| TRANSFER FROM | \$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\% |
| Fund 007 LIRF | \$154,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$154,000.00 | 0.00\% |
| Fund 008 DEBT SERVICE |  |  |  |  |  |  |  |  |  |
| PROPERTY | \$685,150.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$685,150.00 | 0.00\% |
| INTANGIBLES TAX | \$2,129.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,129.00 | 0.00\% |
| LICENSE EXCISE TAX | \$34,174.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$34,174.00 | 0.00\% |
| COMMERCIAL | \$5,007.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$5,007.00 | 0.00\% |
| US FORESTRY FUND | \$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\% |
| INTEREST FROM | \$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\% |
| RECEIPTS | \$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\% |
| Fund 008 DEBT | \$726,460.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$726,460.00 | 0.00\% |

Fund 009 RAINY DAY


|  |  |  |  |  |  |  |  |  | 2:10 PM <br> Page 4 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  | 2018 |
| Source | 2018 YTD |  |  |  |  |  | 2018 | 2018 YTD | \% of |
| Descr | Budget | Jan | Feb | Mar | April | May | YTD Amt | Balance | Budget |
| Fund 024 FINRA GRANT |  |  |  |  |  |  |  |  |  |
| RECEIPTS | \$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\% |
| Fund 026 G 0 BOND |  |  |  |  |  |  |  |  |  |
| BOND SALE | \$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\% |
| Fund 027 COMMUNITY F | TN GRANT |  |  |  |  |  |  |  |  |
| RECEIPTS | \$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\% |
| Fund 028 FINRA 2014 |  |  |  |  |  |  |  |  |  |
| RECEIPTS | \$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\% |
| Fund 028 FINRA 2014 | \$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\% |
| Fund 029 GO BOND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| Fund 030 GO BOND 2019 |  |  |  |  |  |  |  |  |  |
| RECEIPTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
| Fund 030 GO BOND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00\% |
|  | \$10,523,113.00 | \$592,923.39 | \$658,505.92 | \$782,524.44 | \$787,098.28 | \$706,137.73 | \$3,527,189.76 | \$6,995,923.24 | 33.52\% |

# MONROE COUNTY PUBLIC LIBRARY 

## Cash Balances by fund <br> Current Period: May 2018

| FUND Descr | 05/01/18 | MTD Debit | MTD Credit |
| :---: | :---: | :---: | :---: |
| OPERATING | \$4,782.95 | \$4,472.52 | \$0.00 |
| OPERATING | \$32,605.25 | \$4,458.96 | \$5,672.67 |
| OPERATING | -\$159,635.71 | \$195,172.38 | \$915,223.27 |
| OPERATING | -\$250,107.15 | \$255,135.77 | \$0.00 |
| OPERATING | \$9,486.45 | \$2,069.80 | \$0.00 |
| Fund 001 OPERATING | -\$362,868.21 | \$461,309.43 | \$920,895.94 |
| J AIL | \$341.98 | \$4,000.00 | \$827.30 |
| Fund 002 JAIL | \$341.98 | \$4,000.00 | \$827.30 |
| GIFT UNRESTRICTED | \$68.99 | \$2,942.48 | \$0.00 |
| GIFT UNRESTRICTED | \$1.70 | \$0.00 | \$0.00 |
| GIFT UNRESTRICTED | \$10,468.52 | \$0.00 | \$3,035.20 |
| Fund 004 GIFT UNRESTRICTED | \$10,539.21 | \$2,942.48 | \$3,035.20 |
| PLAC | \$65.00 | \$195.00 | \$0.00 |
| PLAC | \$455.00 | \$260.00 | \$0.00 |
| Fund 005 PLAC | \$520.00 | \$455.00 | \$0.00 |
| RETIREES | \$163.00 | \$476.75 | \$436.00 |
| Fund 006 RETIREES | \$163.00 | \$476.75 | \$436.00 |
| LIRF | \$15,621.28 | \$250,000.00 | \$10,900.00 |
| LIRF | \$2,224,188.56 | \$0.00 | \$250,000.00 |
| LIRF | \$1,197,735.57 | \$0.00 | \$0.00 |
| Fund 007 LIRF | \$3,437,545.41 | \$250,000.00 | \$260,900.00 |
| DEBT SERVICE | \$122,993.39 | \$0.00 | \$0.00 |
| Fund 008 DEBT SERVICE | \$122,993.39 | \$0.00 | \$0.00 |
| RAINY DAY | \$20,384.18 | \$0.00 | \$0.00 |
| RAINY DAY | \$1,616,269.19 | \$0.00 | \$0.00 |
| Fund 009 RAINY DAY | \$1,636,653.37 | \$0.00 | \$0.00 |
| PAYROLL | -\$8,056.77 | \$0.00 | \$5,331.18 |
| PAYROLL | \$18,672.65 | \$380,296.36 | \$377,969.00 |
| Fund 010 PAYROLL | \$10,615.88 | \$380,296.36 | \$383,300.18 |
| GIFT-RESTRICED | \$24,786.51 | \$0.00 | \$0.00 |
| GIFT-RESTRICED | -\$463.62 | \$0.00 | \$309.08 |
| GIFT-RESTRICED | \$27,698.97 | \$0.00 | \$8,799.58 |
| Fund 016 GIFT-RESTRICED | \$52,021.86 | \$0.00 | \$9,108.66 |
| GIFT-FOUNDATION | \$0.00 | \$11,250.00 | \$0.00 |
| GIFT-FOUNDATION | \$55,603.01 | \$225.00 | \$14,412.76 |
| Fund 019 GIFT-FOUNDATION | \$55,603.01 | \$11,475.00 | \$14,412.76 |


| 05/31/18 | Bal Sht Descr | Act Status |
| :---: | :---: | :---: |
| \$9,255.47 | OLD NATIONAL BANK CHECKING | Active |
| \$31,391.54 | GERMAN AMER./CHECKING | Active |
| -\$879,686.60 | 1ST FINANCIAL/MAINSOURCE | Active |
| \$5,028.62 | 1ST FINANCIAL/MAINSOURCE SAVGS | Active |
| \$11,556.25 | INVEST. CD/MAINSOURCE | Active |
| -\$822,454.72 |  |  |
| $\begin{aligned} & \$ 3,514.68 \\ & \$ 3,514.68 \end{aligned}$ | 1ST FINANCIAL/MAINSOURCE | Active |
| \$3,011.47 | OLD NATIONAL BANK CHECKING | Active |
| \$1.70 | GERMAN AMER./CHECKING | Active |
| $\begin{array}{r} \$ 7,433.32 \\ \$ 10,446.49 \end{array}$ | 1ST FINANCIAL/MAINSOURCE | Active |
| \$260.00 | OLD NATIONAL BANK CHECKING | Active |
| \$715.00 | GERMAN AMER./CHECKING | Active |
| \$975.00 |  |  |
| $\begin{aligned} & \$ 203.75 \\ & \$ 203.75 \end{aligned}$ | 1ST FINANCIAL/MAINSOURCE | Active |
| \$254,721.28 | 1ST FINANCIAL/MAINSOURCE | Active |
| \$1,974,188.56 | 1ST FINANCIAL/MAINSOURCE SAVGS | Active |
| \$1,197,735.57 | INVEST. CD/MAINSOURCE | Active |
| \$3,426,645.41 |  |  |
| $\begin{aligned} & \$ 122,993.39 \\ & \$ 122,993.39 \end{aligned}$ | 1ST FINANCIAL/MAINSOURCE | Active |
| \$20,384.18 | 1ST FINANCIAL/MAINSOURCE | Active |
| \$1,616,269.19 | 1ST FINANCIAL/MAINSOURCE SAVGS | Active |
| -\$13,387.95 | GERMAN AMER./CHECKING | Active |
| \$21,000.01 | 1ST FINANCIAL/MAINSOURCE | Active |
| \$7,612.06 |  |  |
| \$24,786.51 | OLD NATIONAL BANK CHECKING | Active |
| -\$772.70 | GERMAN AMER./CHECKING | Active |
| \$18,899.39 | 1ST FINANCIAL/MAINSOURCE | Active |
| \$42,913.20 |  |  |
| \$11,250.00 | OLD NATIONAL BANK CHECKING | Active |
| \$41,415.25 | 1ST FINANCIAL/MAINSOURCE | Active |
| \$52,665.25 |  |  |


|  |  | MTD | MTD |
| :---: | ---: | ---: | ---: |
| FUND Descr | $05 / 01 / 18$ | Debit | Credit |
| SPECIAL REVENUE | $-\$ 830.03$ | $\$ 440.00$ | $\$ 631.23$ |
| SPECIAL REVENUE | $\$ 204,733.40$ | $\$ 109,600.94$ | $\$ 43,085.00$ |
| SPECIAL REVENUE | $\$ 655,000.00$ | $\$ 0.00$ | $\$ 0.00$ |
| d 020 SPECIAL REVENUE | $\$ 858,903.37$ | $\$ 110,040.94$ | $\$ 43,716.23$ |
| GO BOND 2016 | $\$ 49,802.94$ | $\$ 300,000.00$ | $\$ 38,893.04$ |
| GO BOND 2016 | $\$ 824,033.96$ | $\$ 0.00$ | $\$ 300,000.00$ |
| d 029 GO BOND 2016 | $\$ 873,836.90$ | $\$ 300,000.00$ | $\$ 338,893.04$ |
| GO BOND 2019 | $-\$ 3,150.00$ | $\$ 0.00$ | $\$ 0.00$ |
| d 030 GO BOND 2019 | $-\$ 3,150.00$ | $\$ 0.00$ | $\$ 0.00$ |
|  | $\$ 6,693,719.17$ | $\$ 1,520,995.96$ | $\$ 1,975,525.31$ |


| 05/31/18 | Bal Sht Descr | Act Status |
| :--- | :--- | :--- |
| $-\$ 1,021.26$ | GERMAN AMER./CHECKING | Active |
| $\$ 271,249.34$ | 1ST FINANCIAL/MAINSOURCE | Active |
| $\$ 655,000.00$ | 1ST FINANCIAL/MAINSOURCE SAVGS Active |  |
| $\$ 925,228.08$ |  |  |
| $\$ 310,909.90$ | 1ST FINANCIAL/MAINSOURCE | Active |
| $\$ 524,033.96$ | 1ST FINANCIAL/MAINSOURCE SAVGS Active |  |
| $\$ 834,943.86$ |  |  |
| $-\$ 3,150.00$ | 1ST FINANCIAL/MAINSOURCE | Active |
| $-\$ 3,150.00$ |  |  |
| $\$ 6,239,189.82$ |  |  |

# *Check Reconciliation <br> ONB CHECKING 06300 ONB/MONROE 

May 2018

| Account Summary |  |
| :---: | ---: |
| Beginning Balance on | $5 / 1 / 2018$ |
| + | $\$ 29,703.45$ |
|  | $\$ 18,860.00$ |
| Ending Bayments (Checks and Withdrawals) | $\$ 0.00$ |

## Check Book



# *Check Reconciliation© <br> GERMAN-AMER/CHECKING 06400 GER AME/UC 

May 2018

| Account Summary |  |
| :---: | ---: |
| Beginning Balance on | $5 / 1 / 2018$ |
| + | $\$ 23,711.53$ |
| $-\quad$ Payments (Checks and Withdrawals) | $\$ 5,145.89$ |
| Ending Balance as of $\quad 5 / 31 / 2018$ | $\$ 16,931.09$ |

## Check Book

| Active | G 001-06400 | OPERATING | $\$ 31,391.54$ |
| :--- | ---: | :--- | ---: |
| Active | G 003-06400 | CLEARING | $\$ 0.00$ |
| Active | G 004-06400 | GIFT UNRESTRICTED | $\$ 1.70$ |
| Active | G 005-06400 | PLAC | $\$ 715.00$ |
| Active | G 007-06400 | LIRF | $\$ 0.00$ |
| Active | G 009-06400 | RAINY DAY | $\$ 0.00$ |
| Active | G 010-06400 | PAYROLL | $-\$ 13,387.95$ |
| Active | G 016-06400 | GIFT-RESTRICED | $-\$ 772.70$ |
| Active | G 019-06400 | GIFT-FOUNDATION | $\$ 0.00$ |
| Active | G 020-06400 | SPECIAL REVENUE | $-\$ 1,021.26$ |
| Active | G 029-06400 | GO BOND 2016 | $\$ 0.00$ |
|  |  |  | Cash Balance |

# *Check Reconciliation® <br> 1ST FIN/MAINSOU CKNG 06600 MAINSO CKG 

## May 2018

## Account Summary

| Beginning Balance on $5 / 1 / 2018$ <br> +  <br> - Payments (Checks and Withdrawals) | $\$ 393,975.88$ |  |
| :---: | :---: | :---: |
| Ending Balance as of | $5 / 31 / 2018$ | $\$ 745,167.19$ |


| Check Book |  |  |  |
| :---: | :---: | :---: | :---: |
| Active | G 001-06600 | OPERATING | -\$879,686.60 |
| Active | G 002-06600 | JAIL | \$3,514.68 |
| Active | G 003-06600 | CLEARING | \$0.00 |
| Active | G 004-06600 | GIFT UNRESTRICTED | \$7,433.32 |
| Active | G 005-06600 | PLAC | \$0.00 |
| Active | G 006-06600 | RETIREES | \$203.75 |
| Active | G 007-06600 | LIRF | \$254,721.28 |
| Active | G 008-06600 | DEBT SERVICE | \$122,993.39 |
| Active | G 009-06600 | RAINY DAY | \$20,384.18 |
| Active | G 010-06600 | PAYROLL | \$21,000.01 |
| Active | G 016-06600 | GIFT-RESTRICED | \$18,899.39 |
| Active | G 017-06600 | LEVY EXCESS | \$0.00 |
| Active | G 019-06600 | GIFT-FOUNDATION | \$41,415.25 |
| Active | G 020-06600 | SPECIAL REVENUE | \$271,249.34 |
| 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 | \$310,909.90 |
| Active | G 030-06600 | GO BOND 2019 | -\$3,150.00 |
|  |  | Cash Balance | \$189,887.89 |
|  | Beginng B | - \$393,975.88 |  |
|  | + Tota | eposits \$600,736.36 |  |
|  | - Chec | Written \$804,824.35 |  |
|  |  | Check Book | \$189,887.89 |
|  |  | O/S Checks | \$59,657.16 |

# *Check Reconciliation© <br> 1ST FIN/MAINSO SAVGS <br> 06610 MAINSO SAV <br> May 2018 

## Account Summary

| Beginning Balance on | 5/1/2018 |
| :---: | ---: |
| + | $\$ 5,069,384.56$ |
| - | $\$ 5,135.77$ |
|  | $\$ 300,000.00$ |
| Ending Balance as of | $5 / 31 / 2018$ |

## Check Book

| Active | G 001-06610 | OPERATING | \$5,028.62 |
| :---: | :---: | :---: | :---: |
| 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 | \$1,974,188.56 |
| Active | G 008-06610 | DEBT SERVICE | \$0.00 |
| 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 | \$655,000.00 |
| 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 | \$524,033.96 |
| Active | G 030-06610 | GO BOND 2019 | \$0.00 |
|  |  | Cash Balance | \$4,774,520.33 |
|  | Beginng B | ace \$5,069,384.56 |  |
|  | + Tota | eposits \$5,135.77 |  |
|  | - Check | Written \$300,000.00 |  |
| Check BookDifference |  |  | \$4,774,520.33 |
|  |  |  | \$0.00 |


| TO: | Monroe County Public Library - Board of Trustees |
| :--- | :--- |
| FROM: | Kyle Wickemeyer-Hardy, Human Resources Manager |
| RE: | Personnel Report |
| DATE | June 20, 2018 |

## Beginning Employment

- Kevin Weinberg, CATS, Production Assistant, Pay Grade 4, 25 hours per week effective May 15, 2018.
- Laura Wise, Customer Service, Senior Information Assistant, Pay Grade 6, 25 hours per week effective May 15, 2018.
- Chantal Cagle, Customer Service, Information Assistant, Pay Grade 3, 20 hours per week effective May 31, 2018.
- Kathy Fletcher, Access \& Content Services, Material Handler, Pay Grade 1, 15 hours per week effective May 31, 2018.
- Anna Mullens, Access \& Content Services, Material Handler, Pay Grade 1, 15 hours per week effective May 31, 2018.
- Bret Syrek, Access \& Content Services, Material Handler, Pay Grade 1, 15 hours per week effective May 31, 2018.
- Amelia Weller, Access \& Content Services, Material Handler, Pay Grade 1, 15 hours per week effective May 31, 2018.
- Ross Jackson, Building Services/Security, Temporary Security Technician, Pay Grade 5, up to 16 hours per week effective May 31, 2018.
- Debbie Scholl, Building Services/Security, Temporary Security Technician, Pay Grade 5, up to 16 hours per week effective May 31, 2018.


## Ending Employment

- Mickey Needham, Customer Services, Manager, Pay Grade 10, 37.5 hours per week effective August 3, 2018.
- Sue Sater, Administration, Administration Coordinator, Pay Grade 9, 37.5 hours per week effective August 3, 2018.
- Kim Baker, Community Engagement, Temporary Children’s Librarian, Pay Grade 8, 15 hours per week effective May 13, 2018.
- Doris Lynch, Community Engagement, Librarian, Pay Grade 8, 25 hours per week effective August 9, 2018.
- Sierra Gardner, CATS, Production Assistant, Pay Grade 4, 25 hours per week effective May 2, 2018.
- Calan Blevins, Access \& Content Services, Material Handler, Pay Grade 1, 15 hours per week effective May 31, 2018
- Amber Grav, Access \& Content Services, Material Handler, Pay Grade 1, 15 hours per week effective June 3, 2018.


## Job Changes

- Paul Duszynski, Customer Service, from Information Assistant, Pay Grade 3, 20 hours per week to Senior Information Assistant, Pay Grade 6, 20 hours per week effective May 14, 2018.
- Ryan Stacy, Communications \& Marketing, Writer \& On-line Content Specialist, Pay Grade 7, 37.5 hours per week to Access \& Content Services, Non-print Selector Librarian, Pay Grade 8, 37.5 hours per week effective June 11, 2018.
- Victoria Englert, from Access \& Content Services, Material Handler, Pay Grade 1, 15 hours per week to Customer Service, Information Assistant, Pay Grade 3, 20 hours per week effective May 31, 2018.


## Employee Hours Paid Per Month



2013-2016 reflects budgeted hours for all active positions
2017+ reflects actual number of hours paid


```
Pay Date 05/11/18
Pay Period 04/16/2018 to 04/29/2018
```


## Employee Earnings Report by Pay Date

| Fund Type | Employee Name | Status |  |
| :--- | :--- | :--- | :--- |
| Operating | Baker, Kimberly A. | T | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR

Pay Date 05/11/18
Pay Period 04/16/2018 to 04/29/2018

## Employee Earnings Report by Pay Date

| Jones, Christina M. | A | Community Engag Librarian |
| :---: | :---: | :---: |
| Loudenbarger, Audra C. | A | Information Assistant |
| Lynch, Doris J. | A | Community Engag Librarian |
| Mounlio, Daniel T. | A | Senior Information Asst |
| Tincher, Cherryl L. | A | Custodian |
| Hoerger, Michael A. | T | Graphic Designer Spec |
| Lenn, Tracy M. | A | Information Assistant |
| Adams, Meghan E. | A | Copy Cataloger Asst |
| Arnholter, Ellen P. | A | Community Engag Librarian |
| Baugh, Ned T. | A | Info Technology MGR |
| Bell, Terri L. | A | Custodian |
| Brown, Erica N. | A | Community Engag Librarian |
| Bruecks, Melissa E. | A | Customer Service Asst Mgr |
| Carson, Grier E. | A | Access \& Content MGR |
| Champelli, Lisa M. | A | Childrens Strat |
| Champion, Michael C. | A | Senior Information Asst |
| Cheek, Jared P. | A | Senior Information Asst |
| Cooper, Burl | A | Senior Information Asst |
| Cronkhite, Jane M. | A | Director - Associate |
| Dillon, Luann L. | A | Community Engag Librarian |
| Dockerty, Katelynn E. | A | Senior Information Asst |
| Duffy, Dana R. | A | Community Engag Librarian |
| Dunnuck, Aubrey R. | A | Senior Information Asst |
| Fallwell, Edwin M. | A | Senior Information Asst |
| Fallwell, Susan L. | A | Acquisitions Technician |
| French, Elizabeth E. | A | Senior Information Asst |
| Friesel, Christine E. | A | Community Engag Librarian |
| Galarza, Alejandria F. | A | Community Engag Librarian |
| Gesten, Joshua F. | A | Senior Information Asst |
| Gossman, James A. | A | Community Engag Librarian |
| Gray-Overtoom, Paula E. | A | Web Administrator |
| Gray, Elizabeth L. | A | Adult Strategist |
| Gray, Marla S. | A | Human Resources Spec |
| Green, Cheryl R. | A | Librarian Cataloger |
| Greene, Ronald | A | Custodian |
| Hoffman, Jennifer L. | A | Community Engag Librarian |
| Holman, Stephanie A. | A | Community Engag Librarian |
| Hosler, Christopher A. | A | Program-Branch Strat |
| Hosler, Virginia J. | A | Community Engag Librarian |
| Hussey, Amanda L. | A | Communications/Mrkt MGR |
| Jackson, Christopher B. | A | Special Audience Strat |
| Johnson, Michael J. | A | Security Technician |
| Jordan, Kelly M. | A | Senior Information Asst |
| Kellams, Jennifer L. | A | Access \& Content Asst Mgr |
| Kelly, Bruce W. | A | Maintenance Expert |
| Kern, Merriel S. | A | Bookkeeper Specialist |
| Kinser, Julia L. | A | Senior Information Asst |
| Lehr, Jeannette C. | A | Subject Expert |
| Leibacher, Brian J. | A | BLDS MGR |
| Lettelleir, Gary P. | A | MGR Finance |
| Loro, Mary I. | T | Customer Service Asst Mgr |
| Lovings, Jacqueline D. | A | Senior Information Asst |
| MacDowell, Kevin S. | A | Teen/Digital Create Strat |
| Matney, Jason L. | A | BLDS Asst Mgr |
| Meador, John D. | A | Information Assistant |
| Mestre, Amber C. | A | Senior Information Asst |
| Mosora, John P. | A | Maintenance Assistant |
| Mullis, Cody H. | A | Information Tech Spec |
| Needham, Michele | A | Customer Service MGR |
| Neer, Matthew M. | A | Community Engag Librarian |
| Odya, Martha F. | A | Librarian Selector |
| Ott, Samuel W. | A | Community Engag Librarian |
| Overman, Roberta J. | A | Community Engag Librarian |
| Paull, Jonathon J. | A | Senior Information Asst |

COMMUNITY ENGAGEMENT/LEAR CUSTOMER SERVICE COMMUNITY ENGAGEMENT/LEAR CUSTOMER SERVICE BUILDING SRV-MAINTENANCE COMMUNICATIONS/MARKETI CM CUSTOMER SERVICE
ACCESS \& CONTENT COMMUNITY ENGAGEMENT/LEAR INFORMATION TECHNOLOGY BUILDING SRV-MAINTENANCE COMMUNITY ENGAGEMENT/LEAR CUSTOMER SERVICE
ACCESS \& CONTENT
STRATEGIST-CHILDREN/ SE
CUSTOMER SERVICE
CUSTOMER SERVICE CUSTOMER SERVICE ADMIN-ASSOCIATE DIRECTOR COMMUNITY ENGAGEMENT/LEAR CUSTOMER SERVICE
COMMUNITY ENGAGEMENT/LEAR
CUSTOMER SERVICE
CUSTOMER SERVICE
ACCESS \& CONTENT
CUSTOMER SERVICE
COMMUNITY ENGAGEMENT/LEAR
COMMUNITY ENGAGEMENT/LEAR
CUSTOMER SERVICE
COMMUNITY ENGAGEMENT/LEAR
COMMUNICATIONS/MARKETI CM
STRATEGIST-ADULT/ SERVI
ADMIN-HUMAN RESOURCES
ACCESS \& CONTENT
BUILDING SRV-MAINTENANCE
COMMUNITY ENGAGEMENT/LEAR
COMMUNITY ENGAGEMENT/LEAR
STRATEGIST-PROGRAM/B
COMMUNITY ENGAGEMENT/LEAR
COMMUNICATIONS/MARKETI CM
STRATEGIST-SPECIAL AUDIEN
BUILDING SRV-SECURITY
CUSTOMER SERVICE
ACCESS \& CONTENT
BUILDING SRV-MAINTENANCE
ADMIN-FINANCE
CUSTOMER SERVICE
COMMUNITY ENGAGEMENT/LEAR
BUILDING SRV-MAINTENANCE
ADMIN-FINANCE
CUSTOMER SERVICE
CUSTOMER SERVICE
STRATEGIST-TEENS/DC
BUILDING SRV-MAINTENANCE
CUSTOMER SERVICE
CUSTOMER SERVICE
BUILDING SRV-MAINTENANCE
INFORMATION TECHNOLOGY
CUSTOMER SERVICE
COMMUNITY ENGAGEMENT/LEAR
ACCESS \& CONTENT
COMMUNITY ENGAGEMENT/LEAR COMMUNITY ENGAGEMENT/LEAR CUSTOMER SERVICE

Pay Date 05/11/18
Pay Period 04/16/2018 to 04/29/2018

## Employee Earnings Report by Pay Date

| Rome, M Brandon | A | Senior Information Asst |
| :--- | :---: | :--- |
| Ruddick, Jane | A | Librarian Selector |
| Salvaggio, Elizabeth A. | A | Senior Information Asst |
| Sater, Susan J. | A | Admin. Coordinator |
| Schwegman, Vanessa M. | A | Information Tech Analyst |
| Seibel, Brenda D. | A | Admin. Receptionist |
| Slater, Andrew R. | A | Senior Information Asst |
| Smith, Benjamin E. | A | Security Technician |
| Sneed, Christine M. | A | Copy Cataloger Asst |
| Stacy, Ryan P. | A | Writer/Content Specialist |
| Starks-Dyer, Kathleen R. | A | Senior Information Asst |
| Swinson, Barbara M. | A | Professional Devel Strat |
| Thompson, Timothy J. | A | Senior Materials Handler |
| Turrentine, Bethany G. | A | Community Learn Asst Mgr |
| Wallace, Pamela J. | A | Admin. Technician |
| White, Pamela K. | A | Acquisitions Specialist |
| Wickemeyer-Hardy, Kyle A. A | MGR Human Resources |  |
| Wolf, Joshua | A | Community Engagement MGR |
| Wood, Marilyn D. | A | Director |
| Zdravecky, Leanne | A | Senior Information Asst |

CUSTOMER SERVICE
ACCESS \& CONTENT
CUSTOMER SERVICE
ADMIN-BUS OFFICE
INFORMATION TECHNOLOGY
ADMIN-BUS OFFICE
CUSTOMER SERVICE
BUILDING SRV-SECURITY
ACCESS \& CONTENT
COMMUNICATIONS/MARKETI CM
CUSTOMER SERVICE
STRATEGIST-PROFESSION
ACCESS \& CONTENT
COMMUNITY ENGAGEMENT/LEAR
ADMIN-BUS OFFICE
ACCESS \& CONTENT
ADMIN-HUMAN RESOURCES
COMMUNITY ENGAGEMENT/LEAR
ADMIN - DIRECTOR
CUSTOMER SERVICE
\$168,152.21
8,267.75

| Fund Type | Employee Name | Status | Title | Unit |
| :---: | :---: | :---: | :---: | :---: |
| Special | Arena, Nile J. | A | CATS-Master Control Op | CATS |
| Revenue | Kroeger, Nathan A. | A | CATS-Master Control Op | CATS |
|  | Muyskens-Toth, Casey L. | A | CATS-Master Control Op | CATS |
|  | Bookwalter, Mark J. | A | CATS - Production Asst | CATS |
|  | Gardner, Sierra L. | T | CATS - Production Asst | CATS |
|  | Myers, Glenn J. | A | CATS - Production Asst | CATS |
|  | Schuster, Steven M. | A | CATS - Production Asst | CATS |
|  | Adams, Michael D. | A | CATS - Production Asst | CATS |
|  | Burns, Michael F. | A | FL Bookstore Oper | FRIENDS OF THE LIBRARY |
|  | ONeill, Martin | A | CATS Asst Mgr Production | CATS |
|  | Regoli, Mary Jean | A | S FL Office Coord Expert | FRIENDS OF THE LIBRARY |
|  | Stillwell, Adam A. | A | CATS Asst Mgr Program | CATS |
|  | Stockwell, Robert R. | A | CATS Equip Oper Expert | CATS |
|  | Walter, David P. | A | CATS - Production Asst | CATS |
|  | White, Michael B. | A | CATS General MGR | CATS |
| Sub-Total S | ecial Fund |  | \$20,112.07 | 991.50 |
| Grand Total |  |  | \$188,264.28 | 9,259.25 |

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Pay Date 05/25/18
Pay Period 04/30/2018 to 05/13/2018
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## Employee Earnings Report by Pay Date

| Fund Type |  |  |  |
| :--- | :--- | :--- | :--- |
| Operating | Employee Name | Status |  |
|  | Baker, Kimberly A. | T | Communitle Engag Librarian | COMMUNITY ENGAGEMENT/LEAR

Pay Date $\quad 05 / 25 / 18$
Pay Period 04/30/2018 to 05/13/2018

## Employee Earnings Report by Pay Date

| 63 | Lynch, Doris J. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| :---: | :---: | :---: | :---: | :---: |
| 64 | Mounlio, Daniel T. | A | Senior Information Asst | CUSTOMER SERVICE |
| 65 | Tincher, Cherryl L. | A | Custodian | BUILDING SRV-MAINTENANCE |
| 66 | Vollmar, Justin M. | A | CATS - Production Asst | CATS |
| 67 | Hoerger, Michael A. | T | Graphic Designer Spec | COMMUNICATIONS/MARKETI CM |
| 68 | Lenn, Tracy M. | A | Information Assistant | CUSTOMER SERVICE |
| 69 | Adams, Meghan E. | A | Copy Cataloger Asst | ACCESS \& CONTENT |
| 70 | Arnholter, Ellen P. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 71 | Baugh, Ned T. | A | Info Technology MGR | INFORMATION TECHNOLOGY |
| 72 | Bell, Terri L. | A | Custodian | BUILDING SRV-MAINTENANCE |
| 73 | Brown, Erica N. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 74 | Bruecks, Melissa E. | A | Customer Service Asst Mgr | CUSTOMER SERVICE |
| 75 | Carson, Grier E. | A | Access \& Content MGR | ACCESS \& CONTENT |
| 76 | Champelli, Lisa M. | A | Childrens Strat | STRATEGIST-CHILDREN/ SE |
| 77 | Champion, Michael C. | A | Senior Information Asst | CUSTOMER SERVICE |
| 78 | Cheek, Jared P. | A | Senior Information Asst | CUSTOMER SERVICE |
| 79 | Cooper, Burl | A | Senior Information Asst | CUSTOMER SERVICE |
| 80 | Cronkhite, Jane M. | A | Director - Associate | ADMIN-ASSOCIATE DIRECTOR |
| 81 | Dillon, Luann L. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 82 | Dockerty, Katelynn E. | A | Senior Information Asst | CUSTOMER SERVICE |
| 83 | Duffy, Dana R. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 84 | Dunnuck, Aubrey R. | A | Senior Information Asst | CUSTOMER SERVICE |
| 85 | Fallwell, Edwin M. | A | Senior Information Asst | CUSTOMER SERVICE |
| 86 | Fallwell, Susan L. | A | Acquisitions Technician | ACCESS \& CONTENT |
| 87 | French, Elizabeth E. | A | Senior Information Asst | CUSTOMER SERVICE |
| 88 | Friesel, Christine E. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 89 | Galarza, Alejandria F. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 90 | Gesten, Joshua F. | A | Senior Information Asst | CUSTOMER SERVICE |
| 91 | Gossman, James A. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 92 | Gray-Overtoom, Paula E. | A | Web Administrator | COMMUNICATIONS/MARKETI CM |
| 93 | Gray, Elizabeth L. | A | Adult Strategist | STRATEGIST-ADULT/ SERVI |
| 94 | Gray, Marla S. | A | Human Resources Spec | ADMIN-HUMAN RESOURCES |
| 95 | Green, Cheryl R. | A | Librarian Cataloger | ACCESS \& CONTENT |
| 96 | Greene, Ronald | A | Custodian | BUILDING SRV-MAINTENANCE |
| 97 | Hoffman, Jennifer L. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 98 | Holman, Stephanie A. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 99 | Hosler, Christopher A. | A | Program-Branch Strat | STRATEGIST-PROGRAM/B |
| 100 | Hosler, Virginia J. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 101 | Hussey, Amanda L. | A | Communications/Mrkt MGR | COMMUNICATIONS/MARKETI CM |
| 102 | Jackson, Christopher B. | A | Special Audience Strat | STRATEGIST-SPECIAL AUDIEN |
| 103 | Johnson, Michael J. | A | Security Technician | BUILDING SRV-SECURITY |
| 104 | Jordan, Kelly M. | A | Senior Information Asst | CUSTOMER SERVICE |
| 105 | Kellams, Jennifer L. | A | Access \& Content Asst Mgr | ACCESS \& CONTENT |
| 106 | Kelly, Bruce W. | A | Maintenance Expert | BUILDING SRV-MAINTENANCE |
| 107 | Kern, Merriel S. | A | Bookkeeper Specialist | ADMIN-FINANCE |
| 108 | Kinser, Julia L. | A | Senior Information Asst | CUSTOMER SERVICE |
| 109 | Lehr, Jeannette C. | A | Subject Expert | COMMUNITY ENGAGEMENT/LEAR |
| 110 | Leibacher, Brian J. | A | BLDS MGR | BUILDING SRV-MAINTENANCE |
| 111 | Lettelleir, Gary P. | A | MGR Finance | ADMIN-FINANCE |
| 112 | Lovings, Jacqueline D. | A | Senior Information Asst | CUSTOMER SERVICE |
| 113 | MacDowell, Kevin S. | A | Teen/Digital Create Strat | STRATEGIST-TEENS/DC |
| 114 | Matney, Jason L. | A | BLDS Asst Mgr | BUILDING SRV-MAINTENANCE |
| 115 | Meador, John D. | A | Information Assistant | CUSTOMER SERVICE |
| 116 | Mestre, Amber C. | A | Senior Information Asst | CUSTOMER SERVICE |
| 117 | Mosora, John P. | A | Maintenance Assistant | BUILDING SRV-MAINTENANCE |
| 118 | Mullis, Cody H. | A | Information Tech Spec | INFORMATION TECHNOLOGY |
| 119 | Needham, Michele | A | Customer Service MGR | CUSTOMER SERVICE |
| 120 | Neer, Matthew M. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 121 | Odya, Martha F. | A | Librarian Selector | ACCESS \& CONTENT |
| 122 | Ott, Samuel W. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 123 | Overman, Roberta J. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 124 | Paull, Jonathon J. | A | Senior Information Asst | CUSTOMER SERVICE |
| 125 | Rome, M Brandon | A | Senior Information Asst | CUSTOMER SERVICE |
| 126 | Ruddick, Jane | A | Librarian Selector | ACCESS \& CONTENT |

## Pay Date 05/25/18

Pay Period 04/30/2018 to 05/13/2018

## Employee Earnings Report by Pay Date

| Salvaggio, Elizabeth A. | A | Senior Information Asst |
| :--- | :---: | :--- |
| Sater, Susan J. | A | Admin. Coordinator |
| Schwegman, Vanessa M. | A | Information Tech Analyst |
| Scott, Sarah A. | A | Graphic Designer Spec |
| Seibel, Brenda D. | A | Admin. Receptionist |
| Slater, Andrew R. | A | Senior Information Asst |
| Smith, Benjamin E. | A | Security Technician |
| Sneed, Christine M. | A | Copy Cataloger Asst |
| Stacy, Ryan P. | A | Writer/Content Specialist |
| Starks-Dyer, Kathleen R. | A | Senior Information Asst |
| Swinson, Barbara M. | A | Professional Devel Strat |
| Thompson, Timothy J. | A | Senior Materials Handler |
| Turrentine, Bethany G. | A | Community Learn Asst Mgr |
| Wallace, Pamela J. | A | Admin. Technician |
| White, Pamela K. | A | Acquisitions Specialist |
| Wickemeyer-Hardy, Kyle A. A | MGR Human Resources |  |
| Wolf, Joshua | A | Community Engagement MGR |
| Wood, Marilyn D. | A | Director |
| Zdravecky, Leanne | A | Senior Information Asst |

CUSTOMER SERVICE
ADMIN-BUS OFFICE
INFORMATION TECHNOLOGY
COMMUNICATIONS/MARKETI CM
ADMIN-BUS OFFICE
CUSTOMER SERVICE
BUILDING SRV-SECURITY
ACCESS \& CONTENT
COMMUNICATIONS/MARKETI CM
CUSTOMER SERVICE
STRATEGIST-PROFESSION
ACCESS \& CONTENT
COMMUNITY ENGAGEMENT/LEAR
ADMIN-BUS OFFICE
ACCESS \& CONTENT
ADMIN-HUMAN RESOURCES
COMMUNITY ENGAGEMENT/LEAR
ADMIN - DIRECTOR
CUSTOMER SERVICE

Sub-Total Operating Fund
\$175,132.49
8,613.75


## 2018 BOARD OF TRUSTEE'S CALENDER

All meetings in Room 1B unless otherwise noted

| Month | Date | Meeting Type | Potential Topics |
| :---: | :---: | :---: | :---: |
| January | 10 | Work Session* |  |
| January | 17 | Board Meeting | Budget line-item transfers; officer slate approved; El Centro |
| Contract |  |  |  |

## Monroe County Public Library

Director's Report May 2018<br>Month at a Glance - Snapshot of Library Activities

The Library averaged 2,362 visits per day and an overall visitor count of 70,869 . 6,854 items were checked out or renewed daily. 11,967 unique individuals checked out an item and18,967 unique users have checked out an item so far in 2018, 30\% of the Library's total card holder population, which decreased by 180 individuals. The library added 4,264 items to the collection and deleted 2,660 items.


11,958 attendees enjoyed one of 219 Library sponsored programs. Customers used the Library's computers for 12,521 sessions, approximately 417 per day, for a total of 10,129 hours. The Library served as a community resource as the meeting rooms, audio or video studios, or auditorium spaces were used 748 times or an average of 25 times per day. The value of a few services offered by the Library is highlighted below.

Sample of Value Impact
Total \$1,213,782 May 2018


# Monroe County Public Library Strategic Direction 2018-2020 

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

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

- Librarians Sam Ott, Ginny Hosler and Christina Jones met with Chris Sherwood from the NurseFamily Partnership program of IU Health to discuss partnering to offer teen parents early literacy programs and a safe, non-judgmental gathering space at the Library. This service, which we hope to begin in the fall supports the Library's action to provide outreach and library services to at-risk teens.
- Ground was broken on the addition to the Ellettsville branch. Work on this addition, which includes two new meeting/program rooms, a lobby, accessible restroom, and small kitchen, will continue until August 6 when the Branch will close for renovation of the existing building.
- Access \& Content Services staff are addressing acquisition, cataloging, and shelving processes specific to Graphic Novels and other unique collections that impact customer access and discovery in an effort to make them more consistent, attractive, and user-friendly.
- Storage arrangements for the Ellettsville collection during renovation were finalized. Shelving and collection location plans for post Ellettsville renovation are near completion and should result in an intuitive arrangement for adult, young adult, and children's collections throughout the space.
- The About VITAL information page was recently updated to reflect current program activities and help community members find and share information about VITAL. In 2017 VITAL's two most common referral sources were friends/family, and the Library.
- Matheu Architects were approved by the Board of Trustees, at their May $16^{\text {th }}$ meeting, to perform the Branch Feasibility Study. Community and staff engagement are anticipated to begin early this summer.
- Marilyn Wood presented a video about the Library's Story Walk https://youtu.be/Oo3I7-o7ZBA, and described collaborative partnering efforts to new Friends of the Library members at their annual reception.

- CATS coverage included a variety of local productions, meetings, celebrations as well as coverage of the following governmental meetings.


## MAY MEETINGS

Bloomington Board of Park Commissioners (1)
Bloomington Board of Public Works (3)
Bloomington Board of Zoning Appeals (1)
Bloomington City Council (4)
Bloomington City Plan Commission (1)
Bloomington Commission on Sustainability (1)
Bloomington Historic Preservation Commission
(2)

Bloomington Redevelopment Commission (2)
Bloomington Utilities Service Board (2)
Ellettsville Plan Commission (1)
Ellettsville Town Council (2)
Jack Hopkins Social Services Funding Committee
(2)

MCCSC School Board (1)
MCPL Board of Trustees (1)
MPO Policy Committee (1)
Monroe County Board of Zoning Appeals (1)
Monroe County Commissioners (5)
Monroe County Commissioners Work Session (5)

Monroe County Council (2)

Monroe County Redevelopment Commission (1)
Monroe County Solid Waste - CAC (1)
Richland Bean Blossom School Board (1)
Switchyard Park Groundbreaking Ceremony (1)

## Goal 2: Support reading, $\mathbf{2 1}^{\text {st }}$ century literacy, and lifelong learning.

- Access \& Content are reviewing new video streaming platforms that focus on meaningful artistic and educational content to supplement Hoopla and DVD collections. Discussions surrounding collections of new formats including zines and videogames are planned for June and July. A new non-print selector librarian begins work this month.
- Children's Librarians visited 17 elementary schools in Monroe County and Richland Bean Blossom Community School Corporations to speak with children in grades K-6 about the Library's Summer Reading Program and invite them to participate. Children watched the Summer Reading Video and learned about the variety of special events and activities they can do at the Library this summer. Librarians also delivered informational materials about the Summer Reading Program to 7 different private and charter schools. In the 6 days in May that the Summer Reading Program was available, 1,870 children visited either the Main or Ellettsville libraries, or the Bookmobile and received their summer reading gameboard.
- Children's Strategist Lisa Champelli brought summer reading gameboards and a variety of books to children at 12 different Community Kitchen lunch sites around Monroe County. 65 children, ranging in age from preschool to middle school, picked out a book to keep, courtesy of the Friends of the Library. Children also appreciated receiving a blue Friends of the Library cinch bag, which contained a summer Program Guide and Bookmobile schedule.
- Library users of all ages gathered in the Children's Courtyard to plant flowers in brand new garden beds (thanks for Building Services staff). Moms and dads helped their little ones explore the soil, evaluate the parts of a flower, and talk about everything a plant needs to thrive.
- VITAL tutoring at community locations is continuing to grow. In May, one third of those who reported tutoring hours met off site at various locations including Barnes and Noble, Walmart, La Bonita, Sushi Bar, and more. Other May celebrations include:
- Learner completed her High School Equivalency (4 years with VITAL)
- Learner completed High School Equivalency and graduated Ivy Tech (3 years with VITAL)
- Learner achieved U.S. Citizenship ( 6 months with VITAL)
- Learner is now able to serve customers in both English and Spanish with her new skills (3 months at VITAL)
- Library programmers participated for the first time in submitting program planning worksheets for approval by Strategists. This process will allow managers and strategists to see the overall view of all programs for the fall and to make adjustments in staffing and locations for maximum efficiency.





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

- The MCPL Staff Association began its first of three sponsored staff ASL trainings in May. A qualified ASL instructor hired by the staff Association will teach three sign language workshops for staff to gain skill in communicating with Library customers who do not hear.
- Librarian Matt Neer joined 22 people in playing a variety of games at Function for the program "Pub-lic Library." Several groups of attendees formed around different games. Most didn't know each other but bonded over the games. Bruce from the Game Preserve brought games to play and the owners of Function also joined in. A core group of returning patrons mentioned other programs to attendees they have also enjoyed and attendees and almost everyone took a library program guide.
- 21 new staff were welcomed at the new employee reception held as part of the Library's onboarding program. The Library holds new employee receptions two to three times a year as new staff members join MCPL.


Total Electric Use (Both Main and Ell)


Total Electric Cost (Both Main and Ell)


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

- Chris Jackson presented at the Dementia Friendly Bloomington Conference, discussing what the Library has done to better meet the needs of individuals living with dementia, including the second-level certification process which the Library piloted.
- The Library sponsored a booth at the 50+ Expo, promoting the wide range of programs and services that we offer to older members of the community, including our Homebound, Bookmobile, Van, and e-content delivery mechanisms.
- Twenty-five people attended the "Bloomington Pride Community Workshop" this month. Reverend Forrest Gilmore, Executive Director of Shalom Community Center, led a discussion about the intersection of homelessness and the LGBTQ+ community.




## Community Engagement, Relationship Building and Partnerships

- Monroe County Parks discussed the Library's proposal to add a Story Walk at Flat Woods park, at their May meeting. Discussion will continue and a decision will be made shortly.
- Special Audiences Strategist Chris Jackson served as Co-Director for the iCan Bike Camp, a week long program that not only teaches kids with disabilities how to ride a two-wheeler, but also fosters self-confidence and independence. Other partners included the Down Syndrome Family Connection, the Monroe County Autism Foundation, and the iCan Shine Foundation. By the end of the camp, all but one of the participants were able to ride independently. Both the riders and their parents were thrilled with the transformational progress achieved.
- Adult Strategist Elizabeth Gray met with representatives from the South Central Community Action Program to discuss ways to partner to promote the group's energy assistance initiative. SCCAP hopes to engage with patrons at the Library to inform and enroll those eligible in the program later this year.
- Librarian Erica Brown and Senior Information Assistant Leanne Zdravecky led fifteen people in mixing and molding hypertufa pots outside in the Library plaza. Many passers-by stopped to find out what was going on, talk about upcoming events and take program guides. One participant commented that it seems like the library is providing more "fun" programming for adults.
- VITAL trained 9 new English as a New Language volunteers in May. New tutors attend approximately 8 hours of training to learn instruction techniques and activities for adult English language learners. When asked about the most valuable training, responses included "Seeing people enthusiastic about their work and their learner" "lesson plan ideas" "So many aspects but the most valuable is that I am leaving feeling excited and confident to help teach a variety of learners" and "hearing many real life example situations that worked and didn't work."


## Evolving Areas in Libraries and Librarianship

- Marilyn Wood attended the Administrators and Directors of Large Public Libraries in Indiana spring meeting at La Porte County Public Library. Directors discussed library renovations and
updates around the state; library advocacy at a local, regional and national level; organizational structures; and library technology among other things.
- Adult Strategist Elizabeth Gray and Customer Service Manager Mickey Needham presented a webinar for the Indiana State Library entitled "Getting to Know You: Connect with Patrons Experiencing Homelessness." Sixty-six attendees learned about issues facing patrons who are homeless, the issues facing Monroe County and the Library and how the Library used the Harwood Method to connect with patrons at the Shalom Center to determine how the Library can best serve them.
- A new study presented at the Pediatric Academic Societies (PAS) 2018 Meeting in May confirms the benefits of reading aloud to young children. As reported by National Public Radio, the lead author of the study, Dr. John Hutton, stated: "When we read to our children, they are doing more work than meets the eye. It's that muscle they're developing bringing the images to life in their minds." https://www.npr.org/sections/ed/2018/05/24/611609366/whats-going-on-in-your-childs-brain-when-you-read-them-astory?utm source=facebook.com\&utm medium=social\&utm campaign=npr\&utm term=nprne ws\&utm content=20180524


## Memorandum of Understanding Between Monroe County Public Library and Smithville Annex

This memorandum of Understanding (MOU), effective from August 1, 2018-December 15, 2018, is hereby made and entered into by and between the Monroe County Public Library ("Library"), having an Ellettsville Branch Library with an address of 600 W . Temperance Street, Ellettsville, Indiana, and Smithville Communications at the Smithville Annex, with an address of 214 W Temperance St, Ellettsville, IN.

Whereas the parties to this agreement are dedicated to collaborative solutions to community issues, and

Whereas the Ellettsville Branch Library will be closed for renovation from August to December, 2018, and

Whereas, Smithville Annex has space available for the Library to park the Bookmobile for regularly scheduled bookmobile service stops, and

Whereas, Smithville Annex has space available for Library customers to park their cars while they visit the Bookmobile, and

Whereas, Smithville Annex has space available for the Library to place a book return bin, available 24/7 for Library customers to return books.

Therefore, the parties agree as follows:

- Smithville Annex will make parking lot space available to the Monroe County Public Library, from August 1 - December 15, 2018.
- The Library will use the east side of the parking lot for the Bookmobile and return bin.
- Library staff and customers will adhere to all Library Behavioral Rules.
- The Library will not be responsible for cleanup or maintenance of the parking lot; however, the Library will promptly notify Smithville Communications of any problems identified during their stops.
- The contact person for Smithville Communications will be: Paul Turner, Director of Facilities, Smithville. Paul.turner@smithville.com
- The contact person for the Library will be: Chris Hosler, Programming \& Branch Services Strategist, 812.349.3210, chosler@mcpl.info.

John Walsh, President
Monroe County Public Library Board of Trustees

Date

Paul Turner Smithville Communications

Date

AGREEMENT made as of the twenty-first day of June in the year two thousand eighteen
(In words, indicate day, month and year.)
BETWEEN the Owner: ADDITIONS AND DELETIONS:
(Name, legal status, address and other information)
MONROE COUNTY LIBRARY BOARD OF TRUSTEES
Monroe County Public Library
303 E. Kirkwood Ave.
Bloomington, IN 47408
and the Architect:
(Name, legal status, address and other information)
MATHEU ARCHITECTS, PC
205 N. College Ave.
Suite 010
Bloomington, IN 47404
for the following Project:
(Name, location and detailed description)

Monroe County Public Library Feasibility Study for a New Branch Library
303 E. Kirkwood Ave., Bloomington, IN

The Feasibility Study includes:

- Development and implementation of a strategy for community engagement;
- Preparation of a library service program and a building space program;
- Preparation of site specifications;
- Identification of site location options and recommendations;
- Preparation of site and building cost estimates;
- Preparation of a report booklet and electronic presentation.

Reference Exhibit ' B ' for details.
The Owner and Architect agree as follows.

## ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement. The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services, if any:

Site civil engineer; library consultant; commercial real estate brokerage consultant

* During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a design, which shall be set forth in drawings and other documents appropriate for the Project. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining bids or proposals, and in awarding contracts for construction.
* During the Construction Phase, the Architect shall act as the Owner's representative and provide administration of the Contract between the Owner and Contractor. The extent of the Architect's authority and responsibility during construction is described in AIA Document A105 ${ }^{\text {TML 2 2017 }}$, Standard Short Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A105-2017, those modifications shall not affect the Architect's services under this Agreement, unless the Owner and Architect amend this Agreement.


## ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information.

* The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.


## ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are the Architect's Instruments of Service, and are for the Owner's use solely with respect to constructing the Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the construction of the Project, provided that the Owner substantially performs its obligations under this Agreement, the Architect grants to the Owner a license to use the Architect's Instruments of Service as a reference for maintaining, altering and adding to the Project. The Owner agrees to indemnify the Architect from all costs and expenses related to claims arising from the Owner's use of the Instruments of Service without retaining the Architect. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

## ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall
be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement. Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

## *

## ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105-2017, Standard Short Form of Agreement Between Owner and Contractor. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

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

The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

## ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:
Fixed Fee in the amount of twenty-two thousand five hundred dollars $(\$ 22,500.00)$.
The Owner shall pay the Architect an initial payment of two thousand $(\$ 2,000.00)$ as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus ten percent ( $10 \%$ ).
Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid thirty ( 30 ) days after the invoice date shall bear interest from the date payment is due at the rate of one percent ( $1.0 \%$ ) per month, or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.

At the request of the Owner, the Architect shall provide additional services not included in Article 1 for additional compensation. Such additional services may include, but not be limited to, providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the Project scope, quality or budget, or due to

* Owner-requested changes in the approved design; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform; and the extension of the Architect's Article 1 services beyond eighteen (18) months of the date of this Agreement through no fault of the Architect.
* 


## ARTICLE 7 OTHER PROVISIONS

(Insert descriptions of other services and modifications to the terms of this Agreement.)
The following Exhibits are included as part of this Agreement:
Exhibit 'A': Supplemental Conditions to AIA B105-2017
Exhibit 'B': Scope of Work and Services
Exhibit ' $C$ ': Preliminary Project Schedule

[^1]Agreement entered into as of the day and year first written above.
| (Row deleted)

OWNER (Signature)
John Walsh, President
MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES


Christine Matheu, AIA, President

## EXHIBIT 'A'

## MONROE COUNTY PUBLIC LIBRARY FEASIBILITY STUDY FOR A NEW BRANCH LIBRARY SUPPLEMENTAL CONDITIONS TO AIA DOCUMENT B105-2017

Unless otherwise provided in these Supplemental Conditions, the parties shall be bound and governed by the terms of AIA Document B105-2017, Standard Short Form of Agreement Between Owner and Architect. The following Supplemental Conditions modify, delete from and add to the B105. Where an Article, Paragraph or Clause of the B105 is modified, deleted or added by these Supplemental Conditions, the unaltered provisions of that Article, Paragraph, Subparagraph or clause will remain in effect. If a conflict exists between the other Contract Documents and these Supplemental Conditions, then these Supplemental Conditions shall prevail.

## ARTICLE 1: ARCHITECT'S RESPONSIBILITIES

1.1 DELETE the second and third Paragraphs and substitute the following Paragraph: "Reference Exhibit 'B' Scope of Work and Services" for description of Architect's responsibilities."

## ARTICLE 2: OWNER'S RESPONSIBILITIES

2.1 DELETE the last two sentences with no substitution.

ARTICLE 3: USE OF ARCHITECT'S DOCUMENTS
NO SUPPLEMENTS.

## ARTICLE 4: TERMINATION, SUSPENSION OR ABANDONMENT

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

## ARTICLE 5: MISCELLANEOUS PROVISIONS

NO SUPPLEMENTS

## ARTICLE 6: PAYMENTS AND COMPENSATION TO THE ARCHITECT


#### Abstract

6.1 DELETE the following from the last Paragraph: "...evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; providing services necessitated by the Contractor's failure to perform". 6.2 ADD the following Subparagraph: "Reimbursable expenses include the following; printing and reproductions; special mailing; special presentation materials; and perspective drawings as requested by the Owner; parking; automobile travel outside a radius of 30 miles of Bloomington, Indiana at the rate of fifty-four and a half cents (\$.54.5) per mile."


## ARTICLE 7: OTHER PROVISIONS

NO SUPPLEMENTS

END OF EXHIBIT ' $A^{\prime}$

## EXHIBIT 'B' <br> MONROE COUNTY PUBLIC LIBRARY FEASIBILITY STUDY FOR A NEW BRANCH LIBRARY SCOPE OF WORK AND SERVICES

## I. SCOPE OF WORK

Based on information provided in the RFP, MATHEU ARCHITECTS, PC understands that Monroe County Public Library would like the following Scope of Work to be included in the Feasibility Study for a New Branch Library:
A. Gain Community Involvement through a Community Engagement Process:

1. Work with the MCPL to develop a strategy for/and engage with the Community to hear their hopes and needs for services at a new library branch.
2. Develop a report indicating results of community engagement for use by the Library in further development of a program plan.

## B. Develop with Staff o Program and Service Plan:

1. Work with Library staff to develop a service program plan responsive to community needs expressed.
2. Develop a space program to accommodate the Library's needs to deliver those services and which identifies the kind and size of spaces and the resulting square footage or special need requirements to meet service needs.

## C. Develop Site Specifications:

1.Based on the building space program, develop the site needs including parking, topographical requirements, and other site specifications.

## D. Identify Site Location Options and Recommendations:

1. Develop a strategy of working with planning officials, realtors and others who would help develop a list of potential sites to accommodate the site needed for the new library.
2. Provide preliminary opinions on the suitability of the sites which emerge from this process.

## E. Develop Building Project Cost Estimates:

1. From information developed, provide estimates of cost for developing the site and building costs for the entire project.
2. Provide options for building design cost comparison, including images to indicate level of finishes and end result.

## F. Develop a Well-Organized Report Booklet and Electronic Presentation:

1. Develop a high quality and well-organized report book that captures all the work of the study. This document is for reference over future months as the project is considered and shared with various groups.
2. Provide an electronic presentation that summarizes and complements the report booklet and will allow personal presentations as well as web posting.

## II. SCOPE OF SERVICES

Based on the Scope of Work outlined above, MATHEU ARCHITECTS would propose the following Scope of Services to complete a successful feasibility study for a new branch library.

## A. Kick-Off Meeting:

The Architect would meet with Library representatives in a project kick-off meeting to confirm project goals, review the process and schedule of tasks to complete the feasibility study.

## B. Community Involvement:

1. Research/Preparation for Community Conversatians:
a. Backgraund: The Architect has reviewed the MCPL Strategic Direction 2018-2020 Community Feedback document for information that has already been gathered from the Monroe County community for developing a strategic library direction. We have also done a preliminary review of the Monroe County Comprehensive Plan and demographic data for Monroe County. From our preliminary research we understand that MCPL would like the new branch library to be located in southwest Monroe County.
b. Next Step: Although MCPL has gathered overall County feedback for its strategic plan, it is now important to gather specific information from residents of southwest Monroe County. This will assure the new branch library is programmed and designed for this specific population. The Architect would propose to have conversations with community groups and individuals who serve or who live in this area, specifically in Van Buren, Indian Creek, and possibly Clear Creek townships.
c. Conversation Format: Prior to meeting with community groups or individuals, the Architect would work with MCPL to develop an appropriate format for conducting community conversations and to identify outcomes hoped to be achieved through the process. We would develop a kick-off presentation, surveys, and other means by which to conduct community conversations, such as video(s), power point, and pictures.
d. Identifying Conversation Groups: Working with MCPL and others, we would determine with which community groups it is best to meet to gain the most insight into the southwest Monroe County population. We would identify a cross section of six individual or combined groups representing southwest Monroe County, and MCPL would contact them to judge their interest in meeting with us for a conversation. MCPL would find out which locations and times would be best to conduct our conversations.

Among groups or individuals to be considered for conversations are:
Nan-Profit Social Agencies:

- The Community Foundation
- Monroe County Division of Family Resources
- Monroe County United Ministries
- Monroe County RSVP 55+
- Area 10 Agency on Aging
- The Salvation Army
- First Book - Monroe County
- Senior Partners on Education
- The United Way of Monroe County
- LIFEDesigns, Inc.

Monroe County Public \& Private Schaols:

- High Schools: Bloomington South, Bloomington North
- Middle Schools: Batchelor, Jackson Creek
- Elementary Schools: Lake View, Clear Creek, Grandview, Summit
- Lighthouse Christian Academy
- Homeschool families


## Governmental:

- Monroe County Planning Department: Larry J. Wilson, Planning Director
- Monroe County Plan Commission
- Monroe County Commissioners: Patrick Stouffers, District 1; Amanda Barge, District 3
- Monroe County Council: Shelli Yoder, District 1; Marty Hawk, District 3; Geoff McKim, Elizabeth Lee Jones, and Cheryl Munson, At Large


## Social Clubs/Organizations:

- Girls, inc.
- Boys \& Girls Clubs of Bloomington
- Big Brothers Big Sisters of America
- Bloomington Sunrise Rotary
- Kiwanis Club of South Central Indiana


## Business/Economic Organizations:

- Greater Bloomington Chamber of Commerce Foundation
- Bloomington SCORE

Churches:

- Walkers Chapel
- Harrodsburg United Methodist Church
- Apostolic Country Church
- Souls Harbor Apostolic Church
- Assembly of God Church
- Linthieum Church


## individuals:

- Parents of infants and preschoolers
- School age children
- Teens
- Working adults
- Older adults

2. Community Conversations: Using the conversation format developed, we would present and discuss examples of new trends in library services and facilities around the US. We would distribute "kickstart" key questions and/or other materials as means by which to engage participants in the process. Conversations would typically take place around tables or in informal seating arrangements. Depending upon the venue, we would use large flip tablets to record discussion points.
3. Surveys: As a means by which to gather information from individuals who do not participate in the community conversations, the Architect, working with MCPL representatives and the library consultants, would propose to prepare and distribute surveys to residents of southwest Monroe County. These
surveys would be primarily distributed at churches, schools, and county events. An online version of the survey could be included on the MCPL's website.
4. Demographic Research: Referencing demographic information available, we would put together a profile of the size and characteristics of the southwest county population as a means by which to determine the number and type of people who would be the target group for the new branch library.
5. Report: The Architect would prepare a report compiling and analyzing information gathered from the community conversations, surveys, and demographic research.
6. Meeting: The Architect would meet with MCPL representatives to review key elements of the report.

## C. Library Service Plan and Space Program:

1. Program Development: The Architect, working with MCPL representatives and the library consultants, would develop a Service Plan and a Space Program which would reflect the community input gathered and would integrate this with twenty-first century best library practices.
a. Service Plan: The service plan would outline the programs, services and collections the library plans to offer to the community, as well as the resources and staffing needed to provide those based on the population size and profile. The service plan would reflect specific issues facing the southwest County population and what resources the new branch library may provide to help address those issues.
b. Space Progrom: The Space Program would include spaces and performance requirements to allow the Service Plan to optimally function. The program would include square foot area requirements for each space in the building and would outline services/operations requirements for the overall building as well as within each space. As a means by which to establish appropriate room sizes, basic furniture requirements would also be included with each room. General interior finishes would also be identified for each space.
2. Review Meeting: The Architect would meet with MCPL representatives to review the Service Plan and Space Program.
3. Revisions: The Architect would revise the Service Plan and Space Program to reflect our discussions.
4. Building Plan: Referencing the gross area established in the Space Program, the Architect would prepare a prototype building massing as a means by which to test different sites.

## D. Site Specifications:

1. Meeting: The Architect and Site/Civil Engineer would meet with MCPL representatives to discuss site requirements for the project.
2. Site Specifications: The Architect and Site/Civil Engineer would develop site specifications for the new branch library. Among items to be included in the site specifications would be:
a. Project Site; Number of parking spaces, outdoor library event spaces (if any), book drop-off(s), visitor drop-off(s), delivery access, outreach program vehicle loading and parking, and accessibility requirements.
b. Site Access: Vehicular, pedestrian, and bicycle access; public transportation; school bus drop-offs; and
proximity to schools, after-school centers, community centers, and housing.
c. Utilities: Electric, water (including water pressure adequacy for a fire sprinkler system), gas, sanitary sewer; telephone; internet/cable.
d. Topography: Topographic requirements.
e. Zoning: Zoning requirements for a branch library.
3. Report: The Architect and Site/Civil Engineer would prepare a written document outlining site specifications for a new branch library.
4. Review Meeting: The Architect would meet with MCPL representatives to review the site specifications.

## E. Site Location Optians:

1. Meeting: The Architect and the real estate consultant would meet to discuss the project site specifications.
2. Site Research: The Architect and real estate consultant would research potential sites in southwest Monroe County, including parcels in Van Buren, Indian Creek, and Clear Creek townships. Sites would be evaluated for their zoning, topography, access to utilities, location in relation to more densely populated areas, access to arterial roads and public transportation, and other criteria established during the site specifications phase of the project.

We would meet with Monroe County government officials to identify any County-owned properties which may be available for use by MCPL for the new branch library.

Sites may include both those which are currently available for sale as well as sites which may have the potential to be available. In addition to open undeveloped sites, existing building sites would be considered as tear downs or as buildings to be renovated for a new branch library.
3. Meeting with County Plonning Deportment: The Architect and Site/Civil Engineer would meet with representatives of the Monroe County Planning Dept. to review the preliminary site selections and get feedback on proposed branch library sites, and we would use this meeting as an opportunity to discuss how the new branch library may best fit into the Monroe County Comprehensive Plan.

## 5. Testing Appropriateness of the Sites:

a. Site Visits: The Architect and MCPL representatives would visit up to five potential sites to confirm which three sites would be best to consider for further analysis.
b. Prototype Site Plan: The Architect and Site/Civil Engineer would prepare a prototype site plan.
c. Site Evaluation: Referencing the prototype building site plan, the Architect and Site/Civil Engineer would evaluate three selected sites for which would be most appropriate for a new branch library. In addition to undeveloped sites, sites with existing buildings would be considered for renovation and/or expansion for re-use as a branch library.
6. Report; The Architect and Site/Civil Engineer would prepare a report outlining site criteria, testing of the building/site prototype, and listing the pros and cons of each site.
7. Review Meeting: The Architect would meet with MCPL to review the report findings.

## F. Project Cost Estimate:

1. Cost Estimate: The Architect and the Site/Civil Engineer would prepare a preliminary project cost estimate. The cost estimate would include: land acquisition; utilities infrastructure; site and building construction; and furnishings. An equipment and technology allowance would be included. Estimated soft costs would also be included.
2. Options for Building Design Cast Comparison: The Architect and its consultants would research and prepare options for two different types of building construction and levels of exterior and interior finishes. We would include examples of general performance and appearance that would result with these options.

## G. Report Booklet and Electronic Presentation:

1. Report: The Architect would prepare a well-organized and visually appealing final report in both print and digital versions. The report would be a compilation of the information listed above, and it is intended that the report may be referenced during the subsequent phases of the project.
2. Presentation: The Architect would provide an electronic presentation to MCPL representatives that summarizes and complements the report booklet. The electronic presentation would be designed to allow Library representatives to present the project as well as to post the project on the web.

## H. Video:

The Architect would offer for an additional fee a short video which would highlight the community involvement and process used in the Feasibility Study. This video would be two to four minutes long and could be posted on the Library website or used in other capacities to inform the public and to increase their interest in a new branch library.

END OF EXHIBIT 'B'

## EXHIBIT 'C' <br> MONROE COUNTY PUBLIC LIBRARY FEASIBILITY STUDY FOR A NEW BRANCH LIBRARY PRELIMINARY PROJECT TASK SCHEDULE

The following preliminary Project Task Schedule reflects tasks which are anticipated by MATHEU ARCHITECTS for completion of the MCPL New Branch Library Feasibility Study:

| TASK | DATE |
| :---: | :---: |
| A. Feasibility Study Owner-Architect Kick-Off Meeting | 21_June 2018 |
| B. Community Involvement | 22 June - 8 Aug 2018 |
| - Team Prepares for Community Conversations | 22 June - 6 July 2018 |
| - Architect Conducts Community Conversations \& Distributes Survey | 9-31 July 2018 |
| - Architect Prepares Feedback Report | 1-7 Aug 2018 |
| - Architect Presents Report to MCPL | 8 Aug 2018 |
| C. Library Service Plan \& Space Program | 9-31 Aug 2018 |
| - Team Develops Service Plan | 9-15 Aug 2018 |
| - Team Develops Space Program | 16-21_July 2018 |
| - Architect Presents Service Plan \& Space Program to MCPL | 22 Aug 2018 |
| - Architect Makes Revisions | 23-24 Aug 2018 |
| - Architect Prepares Building Prototype | 27-31 Aug 2018 |
| D. Site Specifications | 3-26 Sept 2018 |
| - Team Meeting | 3 Sept 2018 |
| - Team Develops Site Specifications | 4-19 Sept_2018 |
| - Architect Prepares Report | 20-2S Sept 2018 |
| - Architect Presents Report to MCPL | 26 Sept 2018 |
| E. Site Location Options | 27 Sept - 24 Oct 2018 |
| - Team Meeting | 27 Sept 2018 |
| - Team Conducts Site Research | 28 Sept - 9 Oct 2018 |
| - Architect Meets with County Planning Dept. | 10 Oct 2018 |
| - Team Analyzes Sites \& Prepares Report | 11-23 Oct 2018 |
| - Architect Presents Report to MCPL | 24 Oct 2018 |
| F. Project Cost Estimate | 25 Oct - 2 Nov 2018 |
| - Architect Prepares Project Cost Estimate | 25-30 Oct 2018 |
| - Architect Prepares Options for Building Design Cost Comparison | 31 Oct - 2 Nov 2018 |
| G. Final Report Booklet | 5-28 Nov 2018 |
| - Architect Prepares Final Feasibility Study | 5-27 Nov 2018 |
| - Architect Presents Final Feasibility Study to MCPL | 28 Nov 2018 |

END OF EXHIBIT 'C'

Following the Board's approval on May 16, 2018 of the 2019 PERF My Choice: Retirement Savings Plan normal contribution rate to $4.2 \%$, we received an email from INPRS containing a new resolution form. No message accompanied this email. Having received the updated resolution form, we thought it best to resubmit the 2019 resolution form with the "my Choice language to re-affirm our normal rate adjustment for 2019 to 4.2\%,

After contacting the INPRS representative we worked with via email, she responded and apologized for any inconvenience, and asked that we submit a resolution for the remaining portion of 2018. This resolution would adjust the normal rate we pay from $4.0 \%$ to $4.1 \%$ which would equal the total of $11.2 \%$ we pay for the PERF Hybrid account holders. We were previously told there was no way to make this adjustment for 2018.

These changes ensure the Library is contributing an equal amount to all employee retirement plans.

# RESOLUTION ELECTING TO JOIN THE PUBLIC EMPLOYEES' RETIREMENT FUND AS ADMINISTERED BY THE INDIANA PUBLIC RETIREMENT SYSTEM 

## For mid-year 2018

WHEREAS, the MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES is the governing body of MONROE COUNTY PUBLIC LIBRARY, a political subdivision or miscellaneous participating entity in the STATE OF INDIANA; and

WHEREAS, for the purposes of this document and interpretation of statutes governing the Public Employees Retirement Fund ("PERF"), "Plan" refers to the public employees' defined contribution plan under IC 5-10.3-12 ("My Choice: Retirement Savings Plan"). "Fund" refers to the PERF Hybrid defined benefit pension fund ("PERF Hybrid").

WHEREAS, political subdivisions may participate in the My Choice: Retirement Savings Plan and choose whether employees are required to become members of the Plan, the Fund or may choose membership in either the Plan or the Fund.

WHEREAS, The governing body is fully cognizant that, if it is resolved that the governing body will place any employees in the Fund, the percentage of cost of gross annual payroll of covered employees has been set at__ \% [to be filled in bv INPRS] by the actuary of the Fund, and that the Board of Trustees of the Indiana Public Retirement System directs the actuary to annually review the status of the employees covered and shall adjust the cost percentage accordingly so that the Fund will remain on an actuarially sound basis; and

WHEREAS, The governing body is fully cognizant that, if it is resolved that the governing body will require employees to enter the Plan or offer employees a choice between Fund and Plan membership, the governing body shall submit a resolution with the following information regarding their participation in the Plan:

1. Specify the political subdivision's contribution rate to the plan as a percentage of each member's compensation AND pay such contributions as required under IC 5-10.3-12-23; and IC 5-10.3-12-24.5. Such rates must be greater than or equal to zero percent ( $0 \%$ ) and may not exceed the percentage that would produce the normal cost for participation in the fund under IC 5-10.2-2-11.
2. Specify the political subdivision's matching rate that is the percentage of each member's additional contributions to the plan that the political subdivision will match. A political subdivision may specify only:
(1) zero percent ( $0 \%$ ); or
(2) fifty percent (50\%).
3. Specify whether the political subdivision will pay any part of a member's contribution on behalf of the member;
4. Specify whether employees will automatically be enrolled in the Fund or the Plan if an eligible employee does not make an affirmative election.

WHEREAS, if such governing body participates in Fund, such governing body acknowledges its liability and that, pursuant to law, it and its successors in office, must appropriate sufficient funds each year to retire the employees' prior service liability in an orderly manner and also fund the current cost accruing annually.

WHEREAS, if such governing body participates in Plan, such governing body acknowledges its liability and that, pursuant to law, it and its successors in office, must appropriate sufficient funds each year to meet all contribution obligations required by law.

WHEREAS, such governing body acknowledges and agrees to make a supplemental contribution to the fund in an amount necessary to pay the employer's share of the fund's actuarial unfunded liability that other employers would otherwise be required to pay because the employer's employees are becoming members of the plan instead of the fund.

WHEREAS, such governing body acknowledges and agrees, when an employee separates from service before the member is fully vested in the employer contribution subaccount, the amount in the employer contribution subaccount is forfeited as of the date the member separates from service and that such forfeited amounts shall be used to reduce the unfunded accrued liability of the fund as determined under IC 5-10.2-2-11(a)(3) and IC 5-10.2-2-11(a)(4). Employers without an unfunded liability, such as employers joining PERF for the first time and offering only Plan membership, such forfeited amounts will be returned to the employer in the form of a credit to the employer contribution subaccount.

WHEREAS, the General Assembly of the State of Indiana has authorized covered employers to pick-up all or part of members' mandatory contributions.

NOW THEREFORE, BE IT ORDAINED by the governing body of the MONROE COUNTY PUBLIC LIBRARY in the State of Indiana:

SECTION ONE: The MONROE COUNTY PUBLIC LIBRARY elects to become a participating political subdivision or miscellaneous participating entity in the Public Employees' Retirement Fund by including classes of employees as stated below in the coverage under Chapter 340 of the Acts of 1945, and all Acts amendatory thereof and supplemental thereto.

SECTION TWO: The MONROE COUNTY PUBLIC LIBRARY elects to offer the following retirement plan(s) under the Public Employees' Retirement Fund:
__ PERF Hybrid
__ My Choice: Retirement Savings Plan
X Both PERF Hybrid and My Choice: Retirement Savings Plan to all employees, allowing the employee to choose in which retirement plan the employee will participate, based upon the employee's previous participation in the Fund or the Plan.

My Choice: Retirement Savings Plan, in addition to PERF Hybrid, for which this governing body has already submitted a resolution to join PERF Hybrid.

PERF Hybrid only to certain classes of employees and My Choice:
Retirement Savings Plan to certain classes of employees as set forth in an attached
document.
___ Both PERF Hybrid and My Choice: Retirement Savings Plan to certain classes of employees, as set forth in an attached document, allowing those employees to chose in which retirement plan the employee will participate, based upon the employee's previous participation in the Fund or the Plan.

SECTION THREE: If an employee is eligible to choose membership in either the Fund or the Plan, and that employee fails to make an election within the period set forth in IC 5-10.3-12-20 and 35 IAC 1.3-4-1, said employee will be automatically and irrevocably enrolled in the following plan:
$\qquad$ PERF Hybrid
$\qquad$ My Choice: Retirement SavingsPlan

SECTION FOUR: That, effective as of the 22nd day of JUNE, 2018, this participating political subdivision or miscellaneous participating entity shall pick up all or ___ \% of the mandatory contribution for all or ___ (complete information about affected group; e.g. administrative assistants and IT personnel) employees who are members of PERF. Said employees shall not be entitled to choose to receive the contributed amounts directly instead of having them paid by the employer to the specified pension fund.

## CHOOSE EITHER 4A OR 4B

X 4A. New Money Pick-Up - That the above contributions, even though designated as employee contributions for state law purposes, are being paid by the employer in addition to regular compensation as a supplemental contribution that is separate and distinct from the employees' current or future compensation, and in lieu of contributions by the employees. Such contributions will not be included in the gross income of the employees for any tax reporting purposes, such as for federal, state or local income tax withholding, or FICA taxes, until distributed either through a pension benefit or a lump sum payment. These contributions are made on a pre-tax basis and are paid by the employer on behalf of the employee.
$\qquad$ 4B. Salary Reduction Pick-Up - That said contributions, even though designated as employee contributions for state law purposes, are being paid by the employer via a reduction in salary. Such contributions will not be included in the gross income of the employees for certain
tax reporting purposes, that is, for federal, state, or local income tax withholding, until distributed either though a pension benefit or a lump sum payment. Such contributions will be included in the gross income of the employees for FICA taxes when they are made. These contributions are made on a pre-tax basis but are paid by the employee through a payroll deduction.

SECTION FIVE: The MONROE COUNTY PUBLIC LIBRARY, as a participating political subdivision, offering the Plan, agrees to pay a contribution rate to the Plan as a percentage of each member's compensation in the amount of $\mathbf{4 . 1} \%$. This amount may range from $0 \%$ to the percentage that would produce the normal cost for participation in the fund under IC 5-10.2-211.

SECTION SIX: The MONROE COUNTY PUBLIC LIBRARY, as a participating political subdivision, offering the Plan, agrees to pay a matching rate in the amount of:
__ Fifty Percent (50\%)

## X Zero Percent (0\%)

which is the percentage of each member's additional voluntary contributions to the Plan that governing body will match.

SECTION SEVEN: The positions listed on an attached document are declared covered by the Fund, the Plan, or Both as indicated in the attached document.

SECTION EIGHT: It is hereby declared that none of the classifications or positions specified in Section Three are compensated on a fee basis or of an emergency nature, or in a part-time category.

SECTION NINE: The active participation membership of the MONROE COUNTY PUBLIC LIBRARY (Name of Political Sub) shall begin on JUNE, 22, 2018.

SECTION TEN: This resolution shall be in full force and effect from date of passage and upon approval of the Board of Trustees of the Indiana Public Retirement System, except that active participating membership shall begin on the date set forth in Section Nine (9).

# RESOLUTION ELECTING TO JOIN THE PUBLIC EMPLOYEES' RETIREMENT FUND: 

Adopted this $20^{\text {th }}$ day of JUNE, 2018 by the MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES [Insert governing body]
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# RESOLUTION ELECTING TO JOIN THE PUBLIC EMPLOYEES' RETIREMENT FUND AS ADMINISTERED BY THE INDIANA PUBLIC RETIREMENT SYSTEM 

## For the year 2019

WHEREAS, the MONROE COUNTY PUBLIC LIBRARY is the governing body of MONROE COUNTY, a political subdivision or miscellaneous participating entity in the STATE OF INDIANA; and

WHEREAS, for the purposes of this document and interpretation of statutes governing the Public Employees Retirement Fund ("PERF"), "Plan" refers to the public employees' defined contribution plan under IC 5-10.3-12 ("My Choice: Retirement Savings Plan"). "Fund" refers to the PERF Hybrid defined benefit pension fund ("PERF Hybrid").

WHEREAS, political subdivisions may participate in the My Choice: Retirement Savings Plan and choose whether employees are required to become members of the Plan, the Fund or may choose membership in either the Plan or the Fund.

WHEREAS, The governing body is fully cognizant that, if it is resolved that the governing body will place any employees in the Fund, the percentage of cost of gross annual payroll of covered employees has been set at__ \% [to be filled in by INPRSl by the actuary of the Fund, and that the Board of Trustees of the Indiana Public Retirement System directs the actuary to annually review the status of the employees covered and shall adjust the cost percentage accordingly so that the Fund will remain on an actuarially sound basis; and

WHEREAS, The governing body is fully cognizant that, if it is resolved that the governing body will require employees to enter the Plan or offer employees a choice between Fund and Plan membership, the governing body shall submit a resolution with the following information regarding their participation in the Plan:

1. Specify the political subdivision's contribution rate to the plan as a percentage of each member's compensation AND pay such contributions as required under IC 5-10.3-12-23; and IC 5-10.3-12-24.5. Such rates must be greater than or equal to zero percent $(0 \%)$ and may not exceed the percentage that would produce the normal cost for participation in the fund under IC 5-10.2-2-11.
2. Specify the political subdivision's matching rate that is the percentage of each member's additional contributions to the plan that the political subdivision will match. A political subdivision may specify only:
(1) zero percent ( $0 \%$ ); or
(2) fifty percent (50\%).
3. Specify whether the political subdivision will pay any part of a member's contribution on behalf of the member;
4. Specify whether employees will automatically be enrolled in the Fund or the Plan if an eligible employee does not make an affirmative election.

WHEREAS, if such governing body participates in Fund, such governing body acknowledges its liability and that, pursuant to law, it and its successors in office, must appropriate sufficient funds each year to retire the employees' prior service liability in an orderly manner and also fund the current cost accruing annually.

WHEREAS, if such governing body participates in Plan, such governing body acknowledges its liability and that, pursuant to law, it and its successors in office, must appropriate sufficient funds each year to meet all contribution obligations required by law.

WHEREAS, such governing body acknowledges and agrees to make a supplemental contribution to the fund in an amount necessary to pay the employer's share of the fund's actuarial unfunded liability that other employers would otherwise be required to pay because the employer's employees are becoming members of the plan instead of the fund.

WHEREAS, such governing body acknowledges and agrees, when an employee separates from service before the member is fully vested in the employer contribution subaccount, the amount in the employer contribution subaccount is forfeited as of the date the member separates from service and that such forfeited amounts shall be used to reduce the unfunded accrued liability of the fund as determined under IC 5-10.2-2-11(a)(3) and IC 5-10.2-2-11(a)(4). Employers without an unfunded liability, such as employers joining PERF for the first time and offering only Plan membership, such forfeited amounts will be returned to the employer in the form of a credit to the employer contribution subaccount.

WHEREAS, the General Assembly of the State of Indiana has authorized covered employers to pick-up all or part of members' mandatory contributions.

NOW THEREFORE, BE IT ORDAINED by the governing body of the MONROE COUNTY PUBLIC LIBRARY in the State of Indiana:

SECTION ONE: The MONROE COUNTY PUBLIC LIBRARY elects to become a participating political subdivision or miscellaneous participating entity in the Public Employees' Retirement Fund by including classes of employees as stated below in the coverage under Chapter 340 of the Acts of 1945, and all Acts amendatory thereof and supplemental thereto.

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My Choice: Retirement Savings Plan, in addition to PERF Hybrid, for which this governing body has already submitted a resolution to join PERF Hybrid.

PERF Hybrid only to certain classes of employees and My Choice:
Retirement Savings Plan to certain classes of employees as set forth in an attached
document.
___ Both PERF Hybrid and My Choice: Retirement Savings Plan to certain classes of employees, as set forth in an attached document, allowing those employees to chose in which retirement plan the employee will participate, based upon the employee's previous participation in the Fund or the Plan.

SECTION THREE: If an employee is eligible to choose membership in either the Fund or the Plan, and that employee fails to make an election within the period set forth in IC 5-10.3-12-20 and 35 IAC 1.3-4-1, said employee will be automatically and irrevocably enrolled in the following plan:
$\qquad$ PERF Hybrid
$\qquad$ My Choice: Retirement Savings Plan

SECTION FOUR: That, effective as of the $\underline{1^{\text {st }} \text { day of JANUARY, 2019, this }}$ participating political subdivision or miscellaneous participating entity shall pick up all or ___ \% of the mandatory contribution for all or ___ (complete information about affected group; e.g. administrative assistants and IT personnel) employees who are members of PERF. Said employees shall not be entitled to choose to receive the contributed amounts directly instead of having them paid by the employer to the specified pension fund.

## CHOOSE EITHER 4A OR 4B

X 4A. New Money Pick-Up - That the above contributions, even though designated as employee contributions for state law purposes, are being paid by the employer in addition to regular compensation as a supplemental contribution that is separate and distinct from the employees' current or future compensation, and in lieu of contributions by the employees. Such contributions will not be included in the gross income of the employees for any tax reporting purposes, such as for federal, state or local income tax withholding, or FICA taxes, until distributed either through a pension benefit or a lump sum payment. These contributions are made on a pre-tax basis and are paid by the employer on behalf of the employee.
$\qquad$ 4B. Salary Reduction Pick-Up - That said contributions, even though designated as employee contributions for state law purposes, are being paid by the employer via a reduction in salary. Such contributions will not be included in the gross income of the employees for certain
tax reporting purposes, that is, for federal, state, or local income tax withholding, until distributed either though a pension benefit or a lump sum payment. Such contributions will be included in the gross income of the employees for FICA taxes when they are made. These contributions are made on a pre-tax basis but are paid by the employee through a payroll deduction.

SECTION FIVE: The MONROE COUNTY PUBLIC LIBRARY, as a participating political subdivision, offering the Plan, agrees to pay a contribution rate to the Plan as a percentage of each member's compensation in the amount of $\mathbf{4 . 2} \%$. This amount may range from $0 \%$ to the percentage that would produce the normal cost for participation in the fund under IC 5-10.2-211.

SECTION SIX: The MONROE COUNTY PUBLIC LIBRARY, as a participating political subdivision, offering the Plan, agrees to pay a matching rate in the amount of:
__ Fifty Percent (50\%)

## X Zero Percent (0\%)

which is the percentage of each member's additional voluntary contributions to the Plan that governing body will match.

SECTION SEVEN: The positions listed on an attached document are declared covered by the Fund, the Plan, or Both as indicated in the attached document.

SECTION EIGHT: It is hereby declared that none of the classifications or positions specified in Section Three are compensated on a fee basis or of an emergency nature, or in a part-time category.

SECTION NINE: The active participation membership of the MONROE COUNTY PUBLIC LIBRARY (Name of Political Sub) shall begin on JANUARY, 01, 2019.

SECTION TEN: This resolution shall be in full force and effect from date of passage and upon approval of the Board of Trustees of the Indiana Public Retirement System, except that active participating membership shall begin on the date set forth in Section Nine (9).

# RESOLUTION ELECTING TO JOIN THE PUBLIC EMPLOYEES' RETIREMENT FUND: 

Adopted this $20^{\text {th }}$ day of JUNE, $20 \underline{18}$ by the MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES [Insert governing body]
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