MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING Wednesday, February 20, 2019 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 January 16, 2019 Board Meeting (page 1-2)
 - b. Minutes of January 16, 2019 Board of Finance Meeting (page 3)
 - c. Minutes of February 13, 2019 Board Work Session (page 4-5)
 - d. Monthly Bills for Payment (page 6-9)
 - e. Monthly Financial Report (page 10-34)
 - f. Personnel Report (page 35-42)
 - g. 2019 Board Meetings Calendar (page 43)
- 3. Director's Monthly Report Marilyn Wood, Director (page 44-51)
- 4. Old Business
 - a. Ellettsville Renovation and Service Update Jane Cronkhite
- 5. New Business action items
 - a. Election of Officers for 2019 Christine Harrison (page 52)
 - b. Update to Investment Policy Gary Lettelleir (page 53-54)
 - c. Authorization to use Rainy Day funds Gary Lettelleir (page 55-63)
 - d. Resolution to Declare Items Surplus Gary Lettelleir (page 64)
 - e. Ellettsville Meeting Room Use Proposal Jane Cronkhite (page 65)
 - f. Proposed update to Fee Schedule Jane Cronkhite (page 66)
 - g. Hiring Within the Pay Range Kyle Wickemeyer-Hardy (page 67-68)
 - h. Branch Feasibility Study Marilyn Wood (page 69-205)
- 6. Update: Access and Content Services Grier Carson
- 7. Public Comment
- 8. Adjournment

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

MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PUBLIC COMMENT POLICY

The 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. *Policy revised April 18, 2018*

MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING Wednesday January 16, 2019, 5:45pm Main Library, Meeting Room 1B

Present

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

Library staff: Jane Cronkhite, Gary Lettelleir, Ryan Stacy, Kathy Starks-Dyer, Rob Stockwell, Kyle Wickemeyer-Hardy, Kevin Weinberg, Leanne Zdravecky

Others: Jim Whitlatch

Call to Order

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

Consent Agenda

Board member Kathy Loser moved to approve the consent agenda; Fred Risinger seconded. The motion to adopt the consent agenda passed unanimously.

Director's Monthly Report

Associate Director Jane Cronkhite presented the monthly report for December to the Board. Among the items she highlighted:

- The launch of the new zine collection this weekend. Along with the new collection there will be a Zine program. Zines are self-published magazines. These will be located on the second floor near manga and graphic novels.
- Kanopy has launched and is a new, very popular, online streaming service that features more indie titles.
- Staff offered a program called The hour of Code, it was for all ages learning of hands on coding. The program went extremely well.

Jane then answered specific questions by the Board relating to items in her report.

Old Business

Ellettsville Renovation update. Associate Director Jane Cronkhite reported on the now weekly construction meetings happening at Ellettsville regarding the renovation. She noted that all the light fixtures are in, and the new HVAC system is up and running. Jane mentioned that construction is still on schedule, and the Branch should be opening sometime at the end of February.

New Business

2019 Slate of Officers- Board President John Walsh proposed that the 2019 slate of officers stay the

same. All Board members involved agreed this would be fine with them. The Board will vote on this at the next monthly meeting.

Resolution to Transfer Money to the Rainy Day Fund –Board members Valerie Merriam moved to approve the resolution to transfer money to the Rainy Day Fund, and David Ferguson seconded. Finance Manager Gary Lettelleir answered specific questions relating to the Rainy Day Fund. The motion to transfer funds was passed unanimously.

Resolution to Declare Certain Property Surplus – Finance Manager Gary Lettelleir fielded questions about certain property items that have been declared as surplus. Board members Kari Esarey moved to declare certain property surplus and David Ferguson seconded the motion. After a brief discussion the Board approved the resolution to declare certain property surplus.

Activate Health Care Agreement – MCPL Human Resources Manager Kyle Wickemeyer-Hardy reported on updates regarding the Activate Health Care Agreement. Activate has moved from a per person rate to a flat rate. This is a benefit to us. It will remain at a set rate for six months and be reassessed at that time. Board members Kathy Loser moved to approve the Activate agreement and David Ferguson seconded. After a brief discussion, the agreement was approved unanimously.

2019 El Centro Comunal Latino Contract- Associate Director Jane Cronkhite reported that the were no changes to our 2019 agreement with El Centro Comunal. Board members Kari Esarey moved to approve the 2019 contract and Valerie Merriam seconded. The Board approved the contract unanimously.

Public Comment

None.

Adjournment

Fred moved to adjourn the meeting; David seconded the motion. The meeting was adjourned at 6:10pm.

MONROE COUNTY PUBLIC LIBRARY BOARD OF FINANCE MEETING JANUARY 16, 2019 Immediately following the Monthly Board of Trustees Meeting Meeting Room 1B

Present

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

Library staff: Jane Cronkhite, Gary Lettelleir, Ryan Stacy, Kathy Starks-Dyer, Rob Stockwell, Kyle Wickemeyer-Hardy, Leanne Zdravecky

Others: Jim Whitlatch

Call to Order

The meeting was called to order at 6:10 p.m. by Board President John Walsh

Election of President and Secretary of Board of Finance. Board President John Walsh asked for a nomination for President and Secretary of Board of Finance. Board members David Ferguson nominated John Walsh for President and Fred Risinger as Secretary, and Christine Harrison seconded. John Walsh and Fred Risinger were unanimously approved by the Board.

Review Investment Report. Library Financial Officer Gary Lettelleir reported that Indiana Code requires each local Board of Finance to have an annual meeting in January. This meeting provides an opportunity to review the Library's investment policy, and to go over the investment report and elect Board of Finance officers. Gary pointed out a few highlights of the finance and investment report:

The Library's cash balance at the end of 2018 is about \$9.9 million. At the end of 2018, the Library's CD investment totaled \$2.2 million dollars. Investment income for 2018 was about \$106,500. Gary also reported that there had not been any changes to the investment policy in the past year.

Adjournment

Valerie Merriam moved to adjourn the meeting; David Ferguson seconded the motion. The meeting was adjourned at 6:18 pm.

MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES WORK SESSION February 13, 2019, 5:45 p.m. Main Library, Meeting Room 1B

Present

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

Library staff: Jane Cronkhite, Gary Lettelleir, Kevin Weinberg, David Walter, Kyle Wickemeyer-Hardy, Marilyn Wood, Leanne Zdravecky

Others: Jim Whitlatch

Call to Order: The Board of Trustees Work Session was called to order at 5:45 p.m. by Board President John Walsh.

AGENDA

Update to Investment Policy. MCPL Finance Manager Gary Lettelleir reported that the Finance and Investment Policy was recently reviewed by Tom Bunger following changes to some state regulations. Our current policy contains an expiration date which is no longer needed. The proposal updates the policy to remove this date.

Authorization to use Rainy Day funds. MCPL Finance Manager Gary Lettelleir is requesting authorization from the Board to use Rainy Day Funds to pay the portion of the 2019 bond payment that is over the amount budgeted in the debt fund. The 2019 estimated debt payment was based on the previous debt and the new bond has a higher interest rate. Approximately \$26,000 will be paid from the Rainy Day fund if approved. The State Board of Accounts approves use of Rainy Day funds in this way if the Board agrees and the information is recorded in the public minutes.

Ellettsville Meeting Room Use Proposal. MCPL Associate Director Jane Cronkhite proposed waiving the charge to Monroe County businesses to use the new Ellettsville meeting rooms during 2019. The proposal waives the meeting room fee for businesses for a maximum of four hours. Jane hope this will highlight to the Ellettsville community what the Branch has to offer in its spaces for meetings.

Proposed Update to Fee Schedule. MCPL Associate Director Jane Cronkhite reported that the proposal is to be inclusive of our new spaces at the Ellettsville Branch, as well as the Main Library meeting rooms. She presented the Board with an updated Proposal to the Fee Schedule to reflect the new meeting rooms in Ellettsville.

Hiring Within the Pay Range. Human Resources Manager Kyle Wickemeyer-Hardy proposed a revision to salary guidelines for hiring candidates in pay grades 7, 8 and 9 to credit and reflect candidates' recent and relevant work experience. The amount of credited experience is determined jointly by the Human Resources office, the hiring manager, and Administration.

Branch Feasibility Study. MCPL Library Director Marilyn Wood discussed the status of the Feasibility study. MCPL has hosted several community conversations to gauge interest in potential services and

programs at the new branch. The current proposal for a new building is twenty-one thousand square feet in order to accommodate the community's stated needs and wants. Parking was a primary consideration in the development of the plan. The detailed study analyzes and presents data and potential plans for a service and space program, building design concepts, location analysis and site criteria, conceptual site and building layouts, estimates of overall project costs, operating budget projections and an estimated project schedule. Marilyn then fielded questions from the Board about the study. The next step will be to continue discussions with the real estate broker to determine if our identified potential sites are viable.

Public Comment: None.

Adjournment: Kathy Loser moved to adjourn the work session meeting, which Christine Harrison seconded; Board President John Walsh adjourned the meeting at 6:49PM.

*Check Summary Register©

January 1 – 31, 2019

| | | Name | Check Date | Check Amt | |
|-----------|----------|--------------------------------|------------|--------------|--------------------------------------|
| 06600 15 | ST FIN/M | AINSOU CKNG | | | |
| | | ACTIVATE HEALTHCARE | 1/4/2019 | \$9,352.82 | February '19 Clinic |
| Paid Chk# | 008097 | CDW GOVERNMENT, INC. | 1/4/2019 | | IT SPLS |
| Paid Chk# | 008098 | ELLETTSVILLE CHAMBER OF | 1/4/2019 | \$50.00 | '19 Membership Renewal |
| Paid Chk# | 008099 | ELLETTSVILLE UTILITIES | 1/4/2019 | \$193.77 | water/sewer |
| Paid Chk# | 008100 | EMILY L SANDERS | 1/4/2019 | \$23.93 | Refund on lost item |
| Paid Chk# | 008101 | ERIC SCHEDLER | 1/4/2019 | \$50.00 | Dance Program |
| Paid Chk# | 008102 | FREEDOM BUSINESS | 1/4/2019 | \$123.00 | printer cartridge |
| Paid Chk# | 008103 | HFI MECHANICAL CONTRACTOR | 1/4/2019 | \$2,432.27 | building maintenance |
| Paid Chk# | 008104 | INDIANA LIBRARY FEDERATION | 1/4/2019 | \$4,732.99 | 2019 membership |
| Paid Chk# | | | 1/4/2019 | \$81.85 | BLDG SPLS |
| Paid Chk# | 008106 | MENARDS - BLOOMINGTON | 1/4/2019 | | BLDG SPLS |
| | | MIDWEST PRESORT SERVICE | 1/4/2019 | \$272.39 | POSTAGE SERVICES |
| | | NEIDIGH CONSTRUCTION CORP. | 1/4/2019 | \$183,877.87 | PROJECT #1701/ELL. REMODEL |
| | | QUILL CORPORATION | 1/4/2019 | \$389.90 | OFFICE SPLS |
| | | RICOH USA, INC. | 1/4/2019 | \$66.16 | COPIER RENTAL |
| Paid Chk# | 008111 | SMITHVILLE COMMUNICATIONS | 1/4/2019 | \$1,871.00 | INTERNET SERVICES |
| Paid Chk# | 008112 | STANSIFER RADIO COMPANY | 1/4/2019 | \$43.11 | CLEANING SPLS FOR DUPLICATING |
| | | SYNCHRONY BANK/AMAZON | 1/4/2019 | \$3,589.82 | BOOKS |
| Paid Chk# | 008114 | ADP, INC. | 1/9/2019 | \$162.80 | BACKGROUND CHECKS |
| Paid Chk# | 008115 | AMERICAN UNITED LIFE INS. | 1/9/2019 | \$1,772.30 | 403b TSA/AUL |
| Paid Chk# | 008116 | BAKER & TAYLOR BOOKS | 1/9/2019 | \$13,179.43 | BOOKS |
| Paid Chk# | 008117 | BLACKSTONE PUBLISHING | 1/9/2019 | \$30.00 | NONPRINT |
| | | BLOOMINGTON PAINT & | 1/9/2019 | \$20.99 | PAINT FOR STUDIO B |
| Paid Chk# | 008119 | BOTTOM LINE/PERSONAL | 1/9/2019 | \$19.95 | SUBSCRIPTION |
| | | CENTURYLINK | 1/9/2019 | \$16.44 | LONG DISTANCE PHONE CALLS |
| Paid Chk# | 008121 | COMCAST | 1/9/2019 | \$51.82 | CABLE BOX RENTAL |
| Paid Chk# | 008122 | DANIELLE FASANI | 1/9/2019 | \$24.00 | REFUND ON LOST ITEM |
| | | DIANA V LAMBDIN | 1/9/2019 | \$25.99 | REFUND ON LOST ITEM |
| Paid Chk# | 008124 | ENGRAVING AND STAMP | 1/9/2019 | \$86.28 | BOARD OF TRUSTEES PLAQUE |
| Paid Chk# | 008125 | EVANSVILLE BINDERY, INC. | 1/9/2019 | \$92.36 | BOOK BINDING |
| Paid Chk# | 008126 | FINDAWAY WORLD, LLC | 1/9/2019 | \$1,217.02 | NONPRINT |
| Paid Chk# | 008127 | GALE/CENGAGE LEARNING | 1/9/2019 | | BOOKS |
| Paid Chk# | 008128 | GUARDIAN LIFE INS. CO. | 1/9/2019 | \$9,737.52 | JAN. '19 DENTAL/VISION/STD/LIFE INS. |
| Paid Chk# | 008129 | IU HEALTH BLOOMINGTON, INC. | 1/9/2019 | \$75.00 | YOGA W/ BABY |
| Paid Chk# | 008130 | JEANNETTE LEHR | 1/9/2019 | \$49.68 | reimburse for snacks |
| Paid Chk# | 008131 | KAREN WILKIE | 1/9/2019 | \$74.99 | REFUND ON LOST/DAMAGED |
| Paid Chk# | 008132 | LEXIA LEARNING SYSTEMS LLC | 1/9/2019 | \$1,000.00 | DUES/QB-VITAL |
| | | MARTINSVILLE REPORTER - | 1/9/2019 | \$276.12 | SUBSCRIP |
| Paid Chk# | 008134 | MIDWEST PRESORT SERVICE | 1/9/2019 | \$222.73 | POSTAGE |
| Paid Chk# | 008135 | MIDWEST TAPE | 1/9/2019 | \$14,655.87 | BOOKS, NONPRINT |
| Paid Chk# | 008136 | NATIONAL AUDUBON SOCIETY | 1/9/2019 | \$20.00 | MEMBER RENEWAL |
| Paid Chk# | 008137 | OCLC, INC. | 1/9/2019 | \$3,842.76 | OCLC USAGE |
| Paid Chk# | 008138 | RECORDED BOOKS, INC. | 1/9/2019 | \$98.38 | NONPRINT |
| | | RICOH USA, INC. | 1/9/2019 | \$25.96 | ADDTL IMAGES |
| Paid Chk# | 008140 | SIHO INSURANCE SERVICES | 1/9/2019 | \$47,444.00 | JAN'19 HEALTH INS. |
| Paid Chk# | 008141 | T-MOBILE | 1/9/2019 | \$511.34 | HOT SPOTS |
| Paid Chk# | 008142 | TUMBLEWEED PRESS INC. | 1/9/2019 | \$1,140.00 | |
| Paid Chk# | 008143 | VECTREN ENERGY DELIVERY | 1/9/2019 | \$46.00 | NATURAL GAS |
| Paid Chk# | 008144 | VERIZON WIRELESS | 1/9/2019 | \$120.03 | BKM DATA LINES |
| Paid Chk# | 008145 | YOURMEMBERSHIP.COM | 1/9/2019 | \$450.00 | JOB POSTINGS |
| Paid Chk# | 008146 | ACCIDENT FUND | 1/16/2019 | \$18,737.00 | WORKERS' COMP. INS. |
| Paid Chk# | 008147 | ALLIANCE FOR COMMUNITY | 1/16/2019 | \$1,200.00 | 2019 ANNUAL DUES |
| Paid Chk# | 008148 | AT&T (IL) | 1/16/2019 | \$143.48 | 2 DEDICATED PHONE LINES |
| Paid Chk# | 008149 | BANCTEC INC. | 1/16/2019 | \$33.42 | FOLDER MAINT. |
| | | | | | |

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January 1 – 31, 2019

| | | Name | Check Date | Check Amt | |
|-----------|--------|---|------------------------|-------------|---|
| Paid Chk# | 008150 | BLOOMINGTON PUBLIC | 1/16/2019 | \$306.75 | 4TH QTR. '18 BUS PASSES |
| | | B-TECH LLC | 1/16/2019 | | MTNLY WEBSERVICE FEES |
| | | CITY OF BLOOMINGTON | 1/16/2019 | | WATER & SEWER |
| | | DANA DUFFY | 1/16/2019 | | FUEL FOR BLUE VAN |
| Paid Chk# | 008154 | DUKE ENERGY | 1/16/2019 | | ELECTRICITY |
| Paid Chk# | 008155 | FREEDOM BUSINESS | 1/16/2019 | | PRINT CARTRIDGES |
| | | HP PRODUCTS CORPORATION | 1/16/2019 | \$1,832.58 | CLEANING SPLS |
| Paid Chk# | 008157 | INDIANA STATE LIBRARY | 1/16/2019 | \$1,170.00 | 4TH QTR.'18 PLAC |
| | | INTERNET MINDED DESIGN AND | 1/16/2019 | \$1,372.00 | 4TH QTR.18 CATS WEB CONSULTING |
| | | INTERSTATE ALL BATTERY | 1/16/2019 | | REISSUED LOST CHECK |
| | | LOLOA A. ALJASSER | 1/16/2019 | | REFUND ON LOST ITEM |
| | | MENARDS - BLOOMINGTON | 1/16/2019 1/16/2019 | | BLDG SPLS |
| | | MIDWEST PRESORT SERVICE | 1/16/2019 | | POSTAGE SERVICES |
| Paid Chk# | 008163 | NATURE'S WAY, INC. NOLAN'S LAWN CARE SERVICE | 1/16/2019 | | INTERIOR PLANT MAINTENANCE |
| Paid Chk# | 008164 | NOLAN'S LAWN CARE SERVICE | | | HAULING & MISC. LABOR |
| | | | 1/16/2019 | | BLDG SPLS |
| | | SAM'S CLUB/SYNCHRONY BANK | | | EMPLOYEE RECOG. & NEW STAFF FOOD |
| | | SMITHVILLE COMMUNICATIONS TELVUE CORPORATION | | | PHONE BILL |
| | | VECTREN ENERGY DELIVERY | 1/16/2019 | | 2 YRS. SOFTWARE SUPPORT OF EQUIPMENT |
| | | YOUR AUTOMATIC DOOR | 1/16/2019 1/16/2019 | | NATURAL GAS BLDG REPAIR |
| | | YOURMEMBERSHIP.COM | 1/16/2019 | | ASST. MGR OF COMM/CUST ENGAGE ADV. |
| | | FIRST INSURANCE GROUP, INC. | | | 3 BOND RENEWALS |
| | | INDIANA LIBRARY FEDERATION | | + | 2018 YS ONE DAY |
| | | LEANNE ZDRAVECKY | 1/23/2019 | | WELLNESS/FOOD |
| | | MIDWEST TAPE | 1/23/2019 | | HOOPLA DIGITAL |
| | | TODAY'S BUSINESS | 1/23/2019 | | $2^{ND} - 4TH QTR 2018 FAX PROGRAM$ |
| | | VALUE LINE PUBLISHING LLC | 1/23/2019 | | DATABASES |
| Paid Chk# | 008178 | ALL SHRED DOCUMENT AMERICAN LIBRARY | 1/23/2019 | | DOCUMENT DESTRUCTION |
| Paid Chk# | 008179 | AMERICAN LIBRARY | 1/23/2019 | | BOOKS |
| Paid Chk# | 008180 | BAKER & TAYLOR BOOKS | 1/23/2019 | \$16,126.43 | BOOKS |
| | | CENTER POINT LARGE PRINT | 1/23/2019 | \$230.10 | BOOKS |
| | | COMMUNITY JEEP OF | 1/23/2019 | \$2,635.37 | 2006 DODGE VAN REPAIRS |
| | | DEMCO, INC. | 1/23/2019 | \$556.25 | CATALOGING SPLS/BOOKS |
| | | DISCOUNT SCHOOL SUPPLY | 1/23/2019 | | NONPRINT/L&P SPACE |
| | | FINDAWAY WORLD, LLC | 1/23/2019 | \$2,172.93 | NONPRINT |
| | | GALE/CENGAGE LEARNING | 1/23/2019 | \$1,940.96 | |
| | | IU HEALTH BLOOMINGTON, INC. | | | YOGA W/BABY PROGRAM |
| | | JIM GORDON, INC | 1/23/2019 | | COPIER OVERAGE |
| Paid Chk# | 008189 | LAKESHORE | 1/23/2019 1/23/2019 | | L&P SPACE TOYS |
| Paid Chk# | 008190 | MADELINE J. BAYNES | 1/23/2019 | | REFUND ON LOST ITEM |
| | | MENARDS - BLOOMINGTON | 1/23/2019 1/23/2019 | | BLDG SPLS |
| | | MIDWEST PRESORT SERVICE | 1/23/2019 | | POSTAGE SERVICE BOOKS, NONPRINT |
| | | | 1/23/2019 | | |
| | | MINNESOTA LITERACY RECORDED BOOKS, INC. | 1/23/2019 | | NORTHSTAR DIGITAL/Q.BVITAL NONPRINT |
| | | | 1/23/2019 | | |
| Paid Chk# | | RICOH USA, INC. | 1/23/2019 1/23/2019 | | COPIERS-ADDT'L IMAGES TABLES - CHILDRENS |
| | | SWEETWATER | 1/23/2019 | | PRO TOOLS ANNUAL RENEWAL |
| | | THOMSON REUTERS - WEST | 1/23/2019 | | BOOKS |
| Paid Chk# | | | 1/30/2019 | | BACKGROUND CHECKS |
| | | AFSCME COUNCIL 62 | 1/30/2019 | | UNION DUES W/H |
| | | AMERICAN UNITED LIFE INS. | 1/30/2019 | | 403b TSA/AUL W/H |
| Paid Chk# | | | 1/30/2019 | | PHONE SERVICE |
| | | AT&T MOBILITY | 1/30/2019 | | CELL PHONES |
| | | | | | |

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January 1 – 31, 2019

| | | Name | Check Date | Check Amt | |
|-----------|--------|----------------------------|--------------|--------------|--------------------------------|
| Paid Chk# | 008205 | B-TECH LLC | 1/30/2019 | \$130.00 | BLDG SERVICE |
| Paid Chk# | 008206 | BUNGER & ROBERTSON, LLP | 1/30/2019 | \$1,040.00 | LEGAL SERVICE |
| Paid Chk# | 008207 | CHARDON LABORATORIES, INC. | 1/30/2019 | \$662.00 | BOILER/COOLING TWR SERVICE |
| Paid Chk# | 008208 | ELIZABETH FRENCH | 1/30/2019 | \$4.49 | PROGRAM SPLS |
| Paid Chk# | 008209 | FREEDOM BUSINESS | 1/30/2019 | \$237.75 | PRINT CARTRIDGES |
| Paid Chk# | 008210 | HFI MECHANICAL CONTRACTOR | 1/30/2019 | \$4,948.00 | COOLING TOWER REPAIRS |
| Paid Chk# | 008211 | INDIANA LIBRARY FEDERATION | 1/30/2019 | \$180.00 | 2018 ILF CONF./R. STACY |
| Paid Chk# | 008212 | LEGAL SHIELD | 1/30/2019 | \$152.80 | ID THEFT & LEGAL W/H |
| Paid Chk# | 008213 | MENARDS - BLOOMINGTON | 1/30/2019 | \$66.36 | BLDG SPLS |
| Paid Chk# | 008214 | MIDWEST PRESORT SERVICE | 1/30/2019 | \$250.93 | POSTAGE SERVICES |
| Paid Chk# | 008215 | MISHKA IYER | 1/30/2019 | \$23.00 | REFUND ON LOST ITEM |
| Paid Chk# | 008216 | MOLLY R. GEENE | 1/30/2019 | \$27.95 | REFUND ON LOST ITEM |
| Paid Chk# | 008217 | MONSTER TRASH | 1/30/2019 | \$187.02 | TRASH SERVICES |
| Paid Chk# | 008218 | NETWORK SERVICES COMPANY | 1/30/2019 | \$2,217.56 | CLEANING SPLS |
| Paid Chk# | 008219 | QUILL CORPORATION | 1/30/2019 | \$288.85 | OFFICE SPLS |
| Paid Chk# | 008220 | RACHEL A. MARTIN | 1/30/2019 | \$149.98 | REFUND ON LOST ITEM |
| Paid Chk# | | , - | 1/30/2019 | \$66.16 | COPIER RENTAL |
| Paid Chk# | | RICOH USA, INC. | 1/30/2019 | \$60.62 | ADDT'L COPIER IMAGES |
| Paid Chk# | | RONALD NELSON GREENE | 1/30/2019 | ÷ | LEVEL UP FURNITURE REPAIR |
| Paid Chk# | 008224 | SWANK MOVIE LICENSING USA | 1/30/2019 | \$1,256.00 | 2019 SITE LICENSE |
| Paid Chk# | 008225 | T-MOBILE | 1/30/2019 | | HOT SPOTS |
| Paid Chk# | 008226 | UNITED WAY OF MONROE | 1/30/2019 | | UNITED WAY W/H |
| Paid Chk# | 008227 | KENNETH DOWNS | 1/31/2019 | \$32.99 | REFUND ON LOST ITEM |
| Paid Chk# | 008228 | MONROE COUNTY SOLID | 1/31/2019 | \$1,600.00 | TRASH PICK UP RENEWAL FOR 2019 |
| Paid Chk# | 008229 | | 1/31/2019 | + | BROCHURES |
| Paid Chk# | 050102 | LEAH GROSS | 1/18/2019 | \$358.87 | 1/18/19 NET PAYROLL CHECK |
| | | 1 | Fotal Checks | \$585,305.90 | |

MONROE COUNTY PUBLIC LIBRARY CHECKING ACCOUNTS 01/01/19 TO 01/31/19

| First Financial/MainSource Checking Account/Check Register Total | \$585,305.90 |
|--|----------------------------|
| Add: Electronic Withdrawals First Financial (Ckg.)-Monthly Service Charge | 21.00 |
| German-American Bank-TSYS CC Fees | 287.04 |
| German-American Bank-Heartland CC Fees | 156.05 |
| German-American Bank-Online Bank Fee | 53.30 |
| Add: Payrolls | |
| Vouchers 01/04/19 Payroll (UltiPro) | 144,464.34 |
| Electronic transfer 01/03/19 (UltiPro) employed | |
| Electronic transfer (UltiPro) employer "HSA" G | erman-Amer. 3,096.53 |
| Electronic transfer (UltiPro) employee "HSA" G | German-Amer. 2,648.99 |
| Electronic PERF pymt. 01/10/19 | 21,444.16 |
| Electronic transfer 01/09/19 (TASC) employee | |
| Garnishment - employee 01/03/19 | 123.79 |
| Vouchers 01/18/19 Payroll (UltiProl) | 139,561.30 |
| Electronic transfer 01/17/19 (UltiPro) employed | |
| Electronic transfer 01/17/19 (UltiPro) employed | |
| Electronic transfer (UltiPro) employer "HSA" G | erman-Amer. 3,255.07 |
| Electronic transfer (UltiPro) employee "HSA" G | German-Amer. 2,688.99 |
| Electronic PERF pymt. 01/22/19 | 21,436.73 |
| Electronic transfer 01/23/19 (TASC) employee | |
| Garnishment - employee 01/17/19 | 123.79 |
| For 02/01/19 Payroll expenses in Jan. '19: | |
| Electronic transfer 01/31/19 (UltiPro) employed | e/employer taxes 54,973.05 |
| Garnishment - employees 01/31/19 | 404.66 |
| TOTAL OF A/P AND PAYROLL CHECK REGISTERS | \$1 081 306 70 |

TOTAL OF A/P AND PAYROLL CHECK REGISTERS

\$1,081,306.70

Financial Report Comments

Reports as of 1-31-19

Board Meeting Date 2/20/19

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 8.3% after one month.

| | % Spending Guideline | Actual % Spending | | | |
|------------------------------|----------------------|-------------------|--|--|--|
| | January 31, 2019 | | | | |
| Wages and Benefits | 8.3% | 7.6% | | | |
| Supplies | 8.3% | 4.2% | | | |
| Other Services & Charges | 8.3% | 15.1% | | | |
| Capital Outlay | 8.3% | 6.8% | | | |
| Total Operating Expenditures | 8.3% | 8.8% | | | |

Operating Fund spending is proceeding as expected.

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

| MCF | L Cash and Fund | Balances | As of 1/31/19 | | | | | |
|-----|-----------------|--------------|---------------|-----------------|-----------------------------|---------------------------------|------------------------|------------------|
| | | Bank Name> | Old National | German American | First Financial Checking | First Financial Money Market | Jackson County Bank | Raymond James |
| | | | 06300 | 06400 | 06600 | 06610 | 09700 | 09600 |
| | Fund Name | | | | | | | |
| 01 | Operating | 1,503,627.71 | 5,169.67 | 24,586.81 | 62,180.36 | 1,388,707.20 | 4,645.51 | 18,338.16 |
| 02 | Jail | - | | | | | | |
| 03 | Clearing | (538.96) | 38.92 | | (577.88) | | | |
| 04 | gift | 10,838.45 | 162.36 | | 10,676.09 | | | |
| 05 | plac | 975.00 | 65.00 | 1,235.00 | (325.00) | | | |
| 06 | retirees | (41.37) | | | (41.37) | | | |
| 07 | LIRF | 2,727,721.37 | | | 80,797.24 | 1,449,188.56 | | 1,197,735.57 |
| 08 | debt | 19,657.04 | | | 19,657.04 | | | |
| 09 | rainy day | 1,982,794.37 | | | 16,525.18 | 716,269.19 | 1,000,000.00 | 250,000.00 |
| 10 | payroll | (32,351.12) | | (4,996.84) | (27,354.28) | | | |
| 16 | gift restricted | 47,295.88 | | 1,592.12 | 45,703.76 | | | |
| 19 | gift fdn | 68,116.34 | 15,662.94 | | 52,453.40 | | | |
| 20 | special rev | 879,422.98 | | 262.55 | 99,160.43 | 780,000.00 | | |
| 29 | bond 2016 | - | | | | | | |
| 30 | bond 2019 | 1,919,164.22 | | | 119,164.22 | 1,800,000.00 | | |
| | | 9,126,681.91 | 21,098.89 | 22,679.64 | 478,019.19 | 6,134,164.95 | 1,004,645.51 | 1,466,073.73 |

MONROE COUNTY PUBLIC LIBRARY MONTHLY SUMMARY OF BUDGET CATEGORIES AS OF JANUARY 31, 2019 1 MONTH = 8.3%

| | 2019 JANUARY | 2018 JANUARY | 2019 Y-T-D ACTUAL | 2019 BUDGET | 2018 Y-T-D ACTUAL | 2019 Y-T-D BUDGET REMAINING | 2019 % OF BUDGET USED | 2019 % OF BUDGET REMAINING |
|--------------------------------|-----------------|-----------------|-------------------------|-------------------------------|-------------------------|--------------------------------------|--------------------------------|-------------------------------------|
| PERSONNEL SERVICES | | | | | | | | |
| SALARIES | 340,786.08 | 325,114.87 | 340,786.08 | 4,596,898.56 | 325,114.87 | 4,256,112.48 | 7.4% | 92.6% |
| EMPLOYEE BENEFITS | 135,857.66 | 91,442.18 | 135,857.66 | 1,605,421.65 | 91,442.18 | 1,469,563.99 | 8.5% | 91.5% |
| OTHER WAGES | 0.00 | 0.00 | 0.00 | 80,573.10 | 0.00 | 80,573.10 | 0.0% | 100.0% |
| TOTAL PERSONNEL SERVICES | 476,643.74 | 416,557.05 | 476,643.74 | 6,282,893.31 | 416,557.05 | 5,806,249.57 | 7.6% | 92.4% |
| SUPPLIES | | | | | | | | |
| OFFICE SUPPLIES | 3,413.92 | 1,876.09 | 3,413.92 | 72,950.00 | 1,876.09 | 69,536.08 | 4.7% | 95.3% |
| OPERATING SUPPLIES | 4,660.20 | 2,679.55 | 4,660.20 | 118,400.00 | 2,679.55 | 113,739.80 | 3.9% | 96.1% |
| REPAIR & MAINT, SUPPLIES | 1,214.59 | 1,505.79 | 1,214.59 | 31,400.00 | 1,505.79 | 30,185.41 | 3.9% | 96.1% |
| TOTAL SUPPLIES | 9,288.71 | 6,061.43 | 9,288.71 | 222,750.00 | 6,061.43 | 213,461.29 | 4.2% | 95.8% |
| | | | | | | | | |
| OTHER SERVICES & CHARGES | | | | | | | o =0/ | a = =0/ |
| PROFESSIONAL SERVICES | 11,590.87 | 12,051.87 | 11,590.87 | 465,100.00 | 12,051.87 | 453,509.13 | 2.5% | 97.5% |
| COMMUNICATION & TRANSPORTATION | 3,227.43 | 1,078.16 | 3,227.43 | 83,700.00 | 1,078.16 | 80,472.57 | 3.9% | 96.1% |
| PRINTING & ADVERTISING | 900.00 | 0.00 | 900.00 | 3,600.00 | 0.00 | 2,700.00 | 25.0% | 75.0% |
| INSURANCE | 19,391.00 | -1,718.00 | 19,391.00 | 106,700.00 | -1,718.00 | 87,309.00 | 18.2% | 81.8% |
| UTILITIES | 26,139.42 | 30,270.35 | 26,139.42 | 387,450.00 | 30,270.35 | 361,310.58 | 6.7% | 93.3% |
| REPAIR & MAINTENANCE | 10,969.53 | 7,635.10 | 10,969.53 | 62,500.00 | 7,635.10 | 51,530.47 | 17.6% | 82.4% |
| RENTALS | -359.77 | 795.80 | -359.77 | 35,200.00 | 795.80 | 35,559.77 | -1.0% | 101.0% |
| ELECTRONIC SERVICES | 153,570.00 | 127,251.56 | 153,570.00 | 427,000.00 | 127,251.56 | 273,430.00 | 36.0% | 64.0% |
| OTHER CHARGES | 16,550.99 | 4,774.12 | 16,550.99 | 28,600.00 | 4,774.12 | 12,049.01 | 57.9% | 42.1% |
| TOTAL OTHER SERVICES & CHARGES | 241,979.47 | 182,138.96 | 241,979.47 | 1,599,850.00 | 182,138.96 | 1,357,870.53 | 15.1% | 84.9% |
| CAPITAL OUTLAY | | | | | | | | |
| FURNITURE & EQUIPMENT | 4,730.40 | 0.00 | 4,730.40 | 34,000.00 | 0.00 | 29,269.60 | 13.9% | 86.1% |
| OTHER CAPITAL OUTLAY | 61,120.31 | 86,723.16 | 61,120.31 | 931,500.00 | 86,723.16 | 870.379.69 | 6.6% | 93.4% |
| TOTAL CAPITAL OUTLAY | 65,850.71 | 86,723.16 | 65,850.71 | 965,500.00 | 86,723.16 | 899,649.29 | 6.8% | 93.2% |
| | 700 700 00 | 601 400 00 | 702 702 00 | 0.070.000.04 | 601 400 00 | 0.077.000.00 | 0.00/ | 04.00/ |
| TOTAL OPERATING EXPENDITURES = | 793,762.63 | 691,480.60 | 793,762.63 | 9,070,993.31 | 691,480.60 | 8,277,230.68 | 8.8% | 91.2% |
| | | | | 2018 BUDGET % USED IN 2018 | 8,740,760.86 7.9% | | | |

| | 2019 JANUARY | 2018 JANUARY | 2019 Y-T-D ACTUAL | 2019 BUDGET | 2018 Y-T-D ACTUAL | 2019 Y-T-D BUDGET REMAINING | 2019 % OF BUDGET USED | 2019 % OF BUDGET REMAINING |
|--|-------------------------------------|-------------------------------------|-------------------------------------|--|-------------------------------------|--|--------------------------------|-------------------------------------|
| PERSONNEL SERVICES (1000'S) SALARIES | | | | | | | | |
| 1120 ADMINISTRATION/DIRECTORS 1130 MANAGERS/ASST. MANAGERS 1140 LIBRARIANS, EXPERTS | 15,434.99 79,800.71 81,124.90 | 15,021.87 79,533.78 80,862.42 | 15,434.99 79,800.71 81,124.90 | 200,654.63 1,127,398.68 1,067,979.45 | 15,021.87 79,533.78 80,862.42 | 185,219.64 1,047,597.97 986.854.55 | 7.7% 7.1% 7.6% | 92.3% 92.9% 92.4% |
| 1150 SPECIALISTS 1160 ASSISTANTS/PARAPROFESSIONALS | 18,488.30 63,225.70 | 14,881.14 59,857.89 | 18,488.30 63,225.70 | 253,784.70 822,255.20 | 14,881.14 59,857.89 | 235,296.40 759,029.50 | 7.3% 7.7% | 92.7% 92.3% |
| 1170 TECH/OPERATORS/SECRETARIES 1190 BUILDING SERVICES/MAINTENANCE 1200 BUILDING SERVICES/SECURITY | 5,179.23 13,823.87 8,796.60 | 4,950.01 12,838.58 6,761.37 | 5,179.23 13,823.87 8,796.60 | 57,275.00 174,158.40 114,593.70 | 4,950.01 12,838.58 6.761.37 | 52,095.77 160,334.53 105,797.10 | 9.0% 7.9% 7.7% | 91.0% 92.1% 92.3% |
| 1280 PRODUCTION ASSISTANTS 1290 INFORMATION ASST/MATERIAL/SUPPORT | 1,468.66 34,449.10 | 1,474.49 31,982.51 | 1,468.66 34,449.10 | 19,422.00 451,487.40 | 1,474.49 31,982.51 | 17,953.34 417,038.30 | 7.6% 7.6% | 92.4% 92.4% |
| 1300 SUPPORT/MATERIAL HANDLERS 1320 TECHNICIANS | 18,994.02 0.00 | 15,628.41 1,322.40 | 18,994.02 0.00 | 307,889.40 0.00 | 15,628.41 1,322.40 | 288,895.38 0.00 | 6.2% #DIV/0! | 93.8% #DIV/0! |
| TOTAL SALARIES | 340,786.08 | 325,114.87 | 340,786.08 | 4,596,898.56 | 325,114.87 | 4,256,112.48 | 7.4% | 92.6% |
| EMPLOYEE BENEFITS | 04 470 05 | 40,450,00 | 04 470 05 | 000 004 50 | 40.450.00 | 054 407 07 | 44.000 | 00.00/ |
| 1210 EMPLOYER CONTRIBUTION/FICA 1220 UNEMPLOYMENT CONPENSATION | 31,173.85 0.00 | 19,453.32 0.00 | 31,173.85 0.00 | 282,601.52 10,000.00 | 19,453.32 0.00 | 251,427.67 10,000.00 | 11.0% 0.0% | 89.0% 100.0% |
| 1230 EMPLOYER CONTRIBUTION/PERF 1231 ENCUMBERED PERF 1235 EMPLOYEE/PERF | 30,700.39 0.00 8,223.41 | 14,321.76 0.00 3,836.16 | 30,700.39 0.00 8,223.41 | 397,538.10 1,615.00 106,483.43 | 14,321.76 0.00 3,836.16 | 366,837.71 1,615.00 98,260.02 | 7.7% 0.0% 7.7% | 92.3% 100.0% 92.3% |
| 1240 EMPLOYER CONT/INSURANCE 1245 EMPLOYER INS/FSA | 58,469.31 0.00 | 49,281.34 0.00 | 58,469.31 0.00 | 742,897.24 | 49,281.34 0.00 | 684,427.93 0.00 | 7.9% #DIV/0! | 92.1% #DIV/0! |
| 1250 EMPLOYER CONT/MEDICARE | 7,290.70 | 4,549.60 | 7,290.70 | 64,286.36 | 4,549.60 | 56,995.66 | 11.3% | 88.7% |
| | 135,857.66 | 91,442.18 | 135,857.66 | 1,605,421.65 | 91,442.18 | 1,469,563.99 | 8.5% | 91.5% |
| OTHER WAGES 1310 WORKSTUDY 1350 STIPEND/RECLASSIFICATION | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 70,573.10 0.00 | 0.00 0.00 | 70,573.10 0.00 | 0.0% #DIV/0! | 100.0% #DIV/0! |
| 1180 TEMPORARY STAFF | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 10,000.00 | 0.0% | 100.0% |
| | 0.00 | 0.00 | 0.00 | 80,573.10 | 0.00 | 80,573.10 | 0.0% | 100.0% |
| TOTAL PERSONNEL SERVICES | 476,643.74 | 416,557.05 | 476,643.74 | 6,282,893.31 | 416,557.05 | 5,806,249.57 | 7.6% | 92.4% |
| SUPPLIES (2000'S) OFFICE SUPPLIES | | | | | | | | |
| 2110 OFFICIAL RECORDS 2120 STATIONERY & PRINTING | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 1,100.00 550.00 | 0.00 0.00 | 1,100.00 550.00 | 0.0% 0.0% | 100.0% 100.0% |
| 2130 OFFICE SUPPLIES 2135 GENERAL SUPPLIES 2140 DUPLICATING | 302.13 0.00 3,111.79 | 253.82 0.00 1,622.27 | 302.13 0.00 3,111.79 | 11,050.00 0.00 60,250.00 | 253.82 0.00 1,622.27 | 10,747.87 0.00 57,138.21 | 2.7% #DIV/0! 5.2% | 97.3% #DIV/0! 94.8% |
| 2150 PROMOTIONAL MATERIALS 2160 PUBLIC USE SUPPLIES | 0.00 0.00 | 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 | 0.00 0.00 | #DIV/0! #DIV/0! | 94.8% #DIV/0! #DIV/0! |
| TOTAL OFFICE SUPPLIES | 3,413.92 | 1,876.09 | 3,413.92 | 72,950.00 | 1,876.09 | 69,536.08 | 4.7% | 95.3% |

| | 2019 JANUARY | 2018 JANUARY | 2019 Y-T-D ACTUAL | 2019 BUDGET | 2018 Y-T-D ACTUAL | 2019 Y-T-D BUDGET REMAINING | 2019 % OF BUDGET USED | 2019 % OF BUDGET REMAINING |
|---|--------------------|--------------------|-------------------------|------------------------|-------------------------|--------------------------------------|--------------------------------|-------------------------------------|
| OPERATING SUPPLIES | | | | | | | | |
| 2210 CLEANING SUPPLIES | 4,050.14 | 95.18 | 4,050.14 | 40,000.00 | 95.18 | 35,949.86 | 10.1% | 89.9% |
| 2220 FUEL, OIL, & LUBRICANTS | 24.17 | 113.83 | 24.17 | 11,000.00 | 113.83 | 10,975.83 | 0.2% | 99.8% |
| 2230 CATALOGING SUPPLIES-BOOKS | 556.25 | 0.00 | 556.25 | 7,500.00 | 0.00 | 6,943.75 | 7.4% | 92.6% |
| 2240 A/V SUPPLIES-CATALOGING | 29.64 | 2,033.53 | 29.64 | 6,000.00 | 2,033.53 | 5,970.36 | 0.5% | 99.5% |
| 2250 CIRCULATION SUPPLIES | 0.00 | 437.01 | 0.00 | 38,000.00 | 437.01 | 38,000.00 | 0.0% | 100.0% |
| 2260 LIGHT BULBS 2280 UNIFORMS | 0.00 0.00 | 0.00 0.00 | 0.00 0.00 | 10,000.00 1,900.00 | 0.00 0.00 | 10,000.00 1,900.00 | 0.0% 0.0% | 100.0% 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 | 4,660.20 | 2,679.55 | 4,660.20 | 118,400.00 | 2,679.55 | 113,739.80 | 3.9% | 96.1% |
| | | | | | | | | |
| REPAIR & MAINTENANCE SUPPLIES 2300 IT SUPPLIES | 50.80 | 879.93 | 50.80 | 7,500.00 | 879.93 | 7,449.20 | 0.7% | 99.3% |
| 2300 TI SUPPLIES 2310 BUILDING MATERIALS & SUPPLIES | 1,142.80 | 625.86 | 1,142.80 | 23,000.00 | 625.86 | 21,857.20 | 5.0% | 99.3% 95.0% |
| 2320 PAINT & PAINTING SUPPLIES | 20.99 | 0.00 | 20.99 | 900.00 | 0.00 | 879.01 | 2.3% | 97.7% |
| 2340 OTHER REPAIR & BINDING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | #DIV/0! | #DIV/0! |
| | | | | | | | | |
| TOTAL REPAIR & MAINTENANCE SUPPLIES | 1,214.59 | 1,505.79 | 1,214.59 | 31,400.00 | 1,505.79 | 30,185.41 | 3.9% | 96.1% |
| TOTAL SUPPLIES | 9,288.71 | 6,061.43 | 9,288.71 | 222,750.00 | 6,061.43 | 213,461.29 | 4.2% | 95.8% |
| 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 | 0.00 | 11,000.00 | 0.00 | 11,000.00 | 0.0% | 100.0% |
| 3120 ENGINEERING/ARCHITECTURAL | 0.00 | 0.00 | 0.00 | 7,000.00 | 0.00 | 7,000.00 | 0.0% | 100.0% |
| 3130 LEGAL SERVICES | 1,300.48 | 872.32 | 1,300.48 | 18,000.00 | 872.32 | 16,699.52 | 7.2% | 92.8% |
| 3140 BUILDING SERVICES | 1,408.27 | 3,076.52 | 1,408.27 | 40,000.00 | 3,076.52 | 38,591.73 | 3.5% | 96.5% |
| 3150 MAINTENANCE CONTRACTS | 2,618.97 | 998.96 | 2,618.97 | 217,600.00 | 998.96 | 214,981.03 | 1.2% | 98.8% |
| 3160 COMPUTER SERVICES (OCLC) 3170 ADMIN/ACCOUNTING SERVICES | 5,713.76 549.39 | 5,479.87 442.80 | 5,713.76 | 83,500.00 | 5,479.87 | 77,786.24 | 6.8% | 93.2% |
| 3175 COLLECTION AGENCY SERVICES | 0.00 | 1,181.40 | 549.39 0.00 | 70,000.00 18,000.00 | 442.80 1,181.40 | 69,450.61 18,000.00 | 0.8% 0.0% | 99.2% 100.0% |
| TOTAL PROFESSIONAL SERVICES | 11,590.87 | 12,051.87 | 11,590.87 | 465,100.00 | 12,051.87 | 453,509.13 | 2.5% | 97.5% |
| | | · | | | | · | | |
| COMMUNICATION & TRANSPORTATION | 4 005 00 | 404.07 | 4 005 00 | 04 000 00 | 404.07 | 00.074.04 | 0.4% | 00.00/ |
| | 1,925.39 | 481.07 | 1,925.39 | 31,800.00 | 481.07 | 29,874.61 | 6.1% | 93.9% |
| 3215 CABLE TV 3220 POSTAGE | 15.55 1,286.49 | 13.34 558.77 | 15.55 1,286.49 | 0.00 20,000.00 | 13.34 558.77 | -15.55 18,713.51 | #DIV/0! 6.4% | #DIV/0! 93.6% |
| 3230 TRAVEL EXPENSE | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.00 | 0.00 | #DIV/0! | #DIV/0! |
| 3240 PROFESSIONAL MTG. | 0.00 | 0.00 | 0.00 | 30,000.00 | 0.00 | 30,000.00 | #DIV/0! 0.0% | 100.0% |
| 3250 CONTINUTING ED. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | #DIV/0! | #DIV/0! |
| 3260 FREIGHT & DELIVERY | 0.00 | 24.98 | 0.00 | 1,900.00 | 24.98 | 1,900.00 | 0.0% | 100.0% |
| TOTAL COMMUNICATION & TRANSPORTATION | 3,227.43 | 1,078.16 | 3,227.43 | 83,700.00 | 1,078.16 | 80,472.57 | 3.9% | 96.1% |

| | 2019 JANUARY | 2018 JANUARY | 2019 Y-T-D ACTUAL | 2019 BUDGET | 2018 Y-T-D ACTUAL | 2019 Y-T-D BUDGET REMAINING | 2019 % OF BUDGET USED | 2019 % OF BUDGET REMAINING |
|--|---|--|---|---|--|--|---|---|
| PRINTING & ADVERTISING 3310 ADVERTISING & PUBLICATION 3320 PRINTING | 900.00 0.00 | 0.00 | 900.00 0.00 | 3,600.00 0.00 | 0.00 0.00 | 2,700.00 0.00 | 25.0% #DIV/0! | 75.0% #DIV/0! |
| TOTAL PRINTING & ADVERTISING | 900.00 | 0.00 | 900.00 | 3,600.00 | 0.00 | 2,700.00 | 25.0% | 75.0% |
| INSURANCE 3410 OFFICIAL BOND 3420 OTHER INSURANCE | 654.00 18,737.00 | 654.00 -2,372.00 | 654.00 18,737.00 | 700.00 106,000.00 | 654.00 -2,372.00 | 46.00 87,263.00 | 93.4% 17.7% | 6.6% 82.3% |
| TOTAL INSURANCE | 19,391.00 | -1,718.00 | 19,391.00 | 106,700.00 | -1,718.00 | 87,309.00 | 18.2% | 81.8% |
| UTILITIES 3510 GAS 3520 ELECTRICITY 3530 WATER | 181.62 24,810.15 1,147.65 | 442.49 28,555.52 1,272.34 | 181.62 24,810.15 1,147.65 | 4,450.00 353,000.00 30,000.00 | 442.49 28,555.52 1,272.34 | 4,268.38 328,189.85 28,852.35 | 4.1% 7.0% 3.8% | 95.9% 93.0% 96.2% |
| TOTAL UTILITIES | 26,139.42 | 30,270.35 | 26,139.42 | 387,450.00 | 30,270.35 | 361,310.58 | 6.7% | 93.3% |
| REPAIR & MAINTENANCE 3610 BUILDING REPAIR 3630 OTHER EQUIP/FURNITURE REPAIRS 3640 VEHICLE REPAIR & MAINTENANCE 3650 MATERIAL BINDING/REPAIR SERV. | 8,167.27 74.53 2,635.37 92.36 | 5,875.00 1,215.32 544.78 0.00 | 8,167.27 74.53 2,635.37 92.36 | 29,000.00 16,000.00 16,000.00 1,500.00 | 5,875.00 1,215.32 544.78 0.00 | 20,832.73 15,925.47 13,364.63 1,407.64 | 28.2% 0.5% 16.5% 6.2% | 71.8% 99.5% 83.5% 93.8% |
| TOTAL REPAIR & MAINTENANCE | 10,969.53 | 7,635.10 | 10,969.53 | 62,500.00 | 7,635.10 | 51,530.47 | 17.6% | 82.4% |
| RENTALS 3710 REAL ESTATE RENTAL/PARKING 3720 EQUIPMENT RENTAL 3730 EVENTS-BOOTH & EQUIP. RENTAL | -359.77 0.00 0.00 | 795.80 0.00 0.00 | -359.77 0.00 0.00 | 35,200.00 0.00 0.00 | 795.80 0.00 0.00 | 35,559.77 0.00 0.00 | -1.0% #DIV/0! #DIV/0! | 101.0% #DIV/0! #DIV/0! |
| TOTAL RENTALS | -359.77 | 795.80 | -359.77 | 35,200.00 | 795.80 | 35,559.77 | -1.0% | 101.0% |
| ELECTRONIC SERVICES 38450 DATABASES SERVICES 38460 E-BOOKS SERVICES | 2,670.00 150,900.00 | 2,550.00 124,701.56 | 2,670.00 150,900.00 | 222,000.00 205,000.00 | 2,550.00 124,701.56 | 219,330.00 54,100.00 | 1.2% 73.6% | 98.8% 26.4% |
| TOTAL ELECTRONIC SERVICES | 153,570.00 | 127,251.56 | 153,570.00 | 427,000.00 | 127,251.56 | 273,430.00 | 36.0% | 64.0% |
| OTHER CHARGES 3910 DUES/INSTITUTIONAL 3940 TRANSFER TO LIRF 3944 TRANSFER TO CATS SUBSIDY 3945 TRANSFER TO ANOTHER FUND 3950 EDUCATIONAL SERV/LICENSING | 4,782.99 0.00 10,512.00 0.00 1,256.00 | 4,774.12 0.00 0.00 0.00 0.00 0.00 | 4,782.99 0.00 10,512.00 0.00 1,256.00 | 8,600.00 0.00 15,000.00 0.00 5,000.00 | 4,774.12 0.00 0.00 0.00 0.00 | 3,817.01 0.00 4,488.00 0.00 3,744.00 | 55.6% #DIV/0! 70.1% #DIV/0! 25.1% | 44.4% #DIV/0! 29.9% #DIV/0! 74.9% |
| TOTAL OTHER CHARGES | 16,550.99 | 4,774.12 | 16,550.99 | 28,600.00 | 4,774.12 | 12,049.01 | 57.9% | 42.1% |
| TOTAL OTHER SERVICES/CHARGES | 241,979.47 | 182,138.96 | 241,979.47 | 1,599,850.00 | 182,138.96 | 1,357,870.53 | 15.1% | 15 84.9% |

| | 2019 JANUARY | 2018 JANUARY | 2019 Y-T-D ACTUAL | 2019 BUDGET | 2018 Y-T-D ACTUAL | 2019 Y-T-D BUDGET REMAINING | 2019 % OF BUDGET USED | 2019 % OF BUDGET REMAINING |
|--------------------------------|-----------------|-----------------|-------------------------|----------------|-------------------------|--------------------------------------|--------------------------------|-------------------------------------|
| CAPITAL OUTLAY (4000'S) | | | | | | | | |
| FURNITURE & EQUIPMENT | | | | | | | | |
| 4410 FURNITURE | 4,730.40 | 0.00 | 4,730.40 | 10,000.00 | 0.00 | 5,269.60 | 47.3% | 52.7% |
| 4430 OTHER EQUIPMENT | 0.00 | 0.00 | 0.00 | 19,000.00 | 0.00 | 19,000.00 | 0.0% | 100.0% |
| 4440 LAND & BUILDINGS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | #DIV/0! | #DIV/0! |
| 4445 BUILDING RENOVATIONS | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 | 5,000.00 | 0.0% | 100.0% |
| 4460 IT EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 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 | 4,730.40 | 0.00 | 4,730.40 | 34,000.00 | 0.00 | 29,269.60 | 13.9% | 86.1% |
| OTHER CAPITAL OUTLAY | | | | | | | | |
| 4510 BOOKS | 33,686.43 | 52,236.86 | 33,686.43 | 554,280.00 | 52,236.86 | 520,593.57 | 6.1% | 93.9% |
| 4520 PERIODICIALS & NEWSPAPERS | 316.07 | 880.22 | 316.07 | 37,000.00 | 880.22 | 36,683.93 | 0.9% | 99.1% |
| 4530 NONPRINT MATERIALS | 27,117.81 | 33,606.08 | 27,117.81 | 340,220.00 | 33,606.08 | 313,102.19 | 8.0% | 92.0% |
| TOTAL OTHER CAPITAL OUTLAY | 61,120.31 | 86,723.16 | 61,120.31 | 931,500.00 | 86,723.16 | 870,379.69 | 6.6% | 93.4% |
| TOTAL CAPITAL OUTLAY | 65,850.71 | 86,723.16 | 65,850.71 | 965,500.00 | 86,723.16 | 899,649.29 | 6.8% | 93.2% |
| TOTAL OPERATING EXPENDITURES | 793,762.63 | 691,480.60 | 793,762.63 | 9,070,993.31 | 691,480.60 | 8,277,230.68 | 8.8% | 91.2% |

Operating Budget & Expenditure Report January 1, 2019 to January 31, 2019 1 month = 8.3%

| | 2010 | | 2010 | | 2019 |
|---------------------------|----------------|-------------|-----------------|---------------------|----------------|
| Object Object Descr | 2019 Budget | Jan. | 2019 YTD Amt | 2019 YTD Balance | %YTD Budget |
| 11200 ADMINISTRATION | \$200,654.63 | \$15,434.99 | \$15,434.99 | \$185,219.64 | 7.69% |
| 11300 MANAGERS/ASST. | \$1,127,398.68 | \$79,800.71 | \$79,800.71 | \$1,047,597.97 | 7.08% |
| 11400 LIBRARIANS, EXPERTS | \$1,067,979.45 | \$81,124.90 | \$81,124.90 | \$986,854.55 | 7.60% |
| 11500 SPECIALISTS | \$253,784.70 | \$18,488.30 | \$18,488.30 | \$235,296.40 | 7.29% |
| 11600 ASSISTANTS/PARAPRO | \$822,255.20 | \$63,225.70 | \$63,225.70 | \$759,029.50 | 7.69% |
| 11700 TECH/OPERATORS/SEC | \$57,275.00 | \$5,179.23 | \$5,179.23 | \$52,095.77 | 9.04% |
| 11800 TEMPORAY STAFF | \$10,000.00 | \$0.00 | \$0.00 | \$10,000.00 | 0.00% |
| 11900 BUILDING | \$174,158.40 | \$13,823.87 | \$13,823.87 | \$160,334.53 | 7.94% |
| 12000 BUILDING | \$114,593.70 | \$8,796.60 | \$8,796.60 | \$105,797.10 | 7.68% |
| 12100 FICA/EMPLOYER | \$282,601.52 | \$31,173.85 | \$31,173.85 | \$251,427.67 | 11.03% |
| 12200 UNEMPLOYMENT | \$10,000.00 | \$0.00 | \$0.00 | \$10,000.00 | 0.00% |
| 12300 PERF/EMPLOYER | \$397,538.10 | \$30,700.39 | \$30,700.39 | \$366,837.71 | 7.72% |
| 12301 ENCUMBERED PERF | \$1,615.00 | \$0.00 | \$0.00 | \$1,615.00 | 0.00% |
| 12350 PERF/EMPLOYEE | \$106,483.43 | \$8,223.41 | \$8,223.41 | \$98,260.02 | 7.72% |
| 12400 INS/EMPLOYER | \$742,897.24 | \$58,469.31 | \$58,469.31 | \$684,427.93 | 7.87% |
| 12500 MEDICARE/EMPLOYER | \$64,286.36 | \$7,290.70 | \$7,290.70 | \$56,995.66 | 11.34% |
| 12800 PRODUCTION | \$19,422.00 | \$1,468.66 | \$1,468.66 | \$17,953.34 | 7.56% |
| 12900 INFORMATION | \$451,487.40 | \$34,449.10 | \$34,449.10 | \$417,038.30 | 7.63% |
| 13000 SUPPORT/MATERIAL | \$307,889.40 | \$18,994.02 | \$18,994.02 | \$288,895.38 | 6.17% |
| 13100 WORK STUDY | \$70,573.10 | \$0.00 | \$0.00 | \$70,573.10 | 0.00% |
| 21100 OFFICIAL RECORDS | \$1,100.00 | \$0.00 | \$0.00 | \$1,100.00 | 0.00% |
| 21200 STATIONERY/BUS. | \$550.00 | \$0.00 | \$0.00 | \$550.00 | 0.00% |
| 21300 OFFICE SUPPLIES | \$11,050.00 | \$302.13 | \$302.13 | \$10,747.87 | 2.73% |
| 21350 GENERAL SUPPLIES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 21400 DUPLICATING | \$60,250.00 | \$3,111.79 | \$3,111.79 | \$57,138.21 | 5.16% |
| 22100 CLEANING SUPPLIES | \$40,000.00 | \$4,050.14 | \$4,050.14 | \$35,949.86 | 10.13% |
| 22200 FUEL/OIL/LUBRICANTS | \$11,000.00 | \$24.17 | \$24.17 | \$10,975.83 | 0.22% |
| 22300 CATALOGING | \$7,500.00 | \$556.25 | \$556.25 | \$6,943.75 | 7.42% |
| 22400 A/V | \$6,000.00 | \$29.64 | \$29.64 | \$5,970.36 | 0.49% |
| 22500 CIRCULATION | \$38,000.00 | \$0.00 | \$0.00 | \$38,000.00 | 0.00% |
| 22600 LIGHT BULBS | \$10,000.00 | \$0.00 | \$0.00 | \$10,000.00 | 0.00% |
| 22800 UNIFORMS | \$1,900.00 | \$0.00 | \$0.00 | \$1,900.00 | 0.00% |
| 22900 DISPLAY/EXHIBITS | \$4,000.00 | \$0.00 | \$0.00 | \$4,000.00 | 0.00% |
| 23000 IT SUPPLIES | \$7,500.00 | \$50.80 | \$50.80 | \$7,449.20 | 0.68% |
| 23100 BUILDING MATERIAL | \$23,000.00 | \$1,142.80 | \$1,142.80 | \$21,857.20 | 4.97% |
| 23200 PAINT/PAINTING | \$900.00 | \$20.99 | \$20.99 | \$879.01 | 2.33% |
| 31100 CONSULTING SERVICES | \$11,000.00 | \$0.00 | \$0.00 | \$11,000.00 | 0.00% |
| 31200 ENGINEERING/ARCHITE | \$7,000.00 | \$0.00 | \$0.00 | \$7,000.00 | 0.00% |
| 31300 LEGAL SERVICES | \$18,000.00 | \$1,300.48 | \$1,300.48 | \$16,699.52 | 7.22% |
| 31400 BUILDING SERVICES | \$40,000.00 | \$1,408.27 | \$1,408.27 | \$38,591.73 | 3.52% |

| | | | | | 2019 |
|---------------------------|----------------|--------------|--------------|----------------|--------|
| | 2019 | | 2019 | 2019 YTD | %YTD |
| Object Object Descr | Budget | Jan. | YTD Amt | Balance | Budget |
| 31500 MAINTENANCE | \$217,600.00 | \$2,618.97 | \$2,618.97 | \$214,981.03 | 1.20% |
| 31600 COMPUTER SERVICES | \$83,500.00 | \$5,713.76 | \$5,713.76 | \$77,786.24 | 6.84% |
| 31700 ADMIN/ACCOUNTING | \$70,000.00 | \$549.39 | \$549.39 | \$69,450.61 | 0.78% |
| 31750 COLLECTION AGENCY | \$18,000.00 | \$0.00 | \$0.00 | \$18,000.00 | 0.00% |
| 32100 TELEPHONE | \$31,800.00 | \$1,925.39 | \$1,925.39 | \$29,874.61 | 6.05% |
| 32150 CABLE TV SERVICE | \$0.00 | \$15.55 | \$15.55 | -\$15.55 | 0.00% |
| 32200 POSTAGE | \$20,000.00 | \$1,286.49 | \$1,286.49 | \$18,713.51 | 6.43% |
| 32400 PROFESSIONAL | \$30,000.00 | \$0.00 | \$0.00 | \$30,000.00 | 0.00% |
| 32600 FREIGHT/DELIVERY | \$1,900.00 | \$0.00 | \$0.00 | \$1,900.00 | 0.00% |
| 33100 ADVERTISING/PUBLICA | \$3,600.00 | \$900.00 | \$900.00 | \$2,700.00 | 25.00% |
| 34100 OFFICIAL BOND INS. | \$700.00 | \$654.00 | \$654.00 | \$46.00 | 93.43% |
| 34200 OTHER INSURANCE | \$106,000.00 | \$18,737.00 | \$18,737.00 | \$87,263.00 | 17.68% |
| 35100 GAS | \$4,450.00 | \$181.62 | \$181.62 | \$4,268.38 | 4.08% |
| 35200 ELECTRICITY | \$353,000.00 | \$24,810.15 | \$24,810.15 | \$328,189.85 | 7.03% |
| 35300 WATER | \$30,000.00 | \$1,147.65 | \$1,147.65 | \$28,852.35 | 3.83% |
| 36100 BUILDING REPAIRS | \$29,000.00 | \$8,167.27 | \$8,167.27 | \$20,832.73 | 28.16% |
| 36300 OTHER | \$16,000.00 | \$74.53 | \$74.53 | \$15,925.47 | 0.47% |
| 36400 VEHICLE | \$16,000.00 | \$2,635.37 | \$2,635.37 | \$13,364.63 | 16.47% |
| 36500 MATERIALS | \$1,500.00 | \$92.36 | \$92.36 | \$1,407.64 | 6.16% |
| 37100 REAL ESTATE | \$35,200.00 | -\$359.77 | -\$359.77 | \$35,559.77 | -1.02% |
| 37300 EVENTS-BOOTH | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 38450 DATABASES | \$222,000.00 | \$2,670.00 | \$2,670.00 | \$219,330.00 | 1.20% |
| 38460 E-BOOKS | \$205,000.00 | \$150,900.00 | \$150,900.00 | \$54,100.00 | 73.61% |
| 39100 DUES/INSTITUTIONAL | \$8,600.00 | \$4,782.99 | \$4,782.99 | \$3,817.01 | 55.62% |
| 39440 TRANSFER TO CATS | \$15,000.00 | \$10,512.00 | \$10,512.00 | \$4,488.00 | 70.08% |
| 39500 EDUCATIONAL/LICENSI | \$5,000.00 | \$1,256.00 | \$1,256.00 | \$3,744.00 | 25.12% |
| 44100 FURNITURE | \$10,000.00 | \$4,730.40 | \$4,730.40 | \$5,269.60 | 47.30% |
| 44300 OTHER EQUIPMENT | \$19,000.00 | \$0.00 | \$0.00 | \$19,000.00 | 0.00% |
| 44450 BUILDING RENOVATION | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | 0.00% |
| 45100 BOOKS | \$554,280.00 | \$33,686.43 | \$33,686.43 | \$520,593.57 | 6.08% |
| 45200 PERIODICALS/NEWSPA | \$37,000.00 | \$316.07 | \$316.07 | \$36,683.93 | 0.85% |
| 45300 NONPRINT MATERIALS | \$340,220.00 | \$27,117.81 | \$27,117.81 | \$313,102.19 | 7.97% |
| | \$9,070,993.31 | \$793,762.63 | \$793,762.63 | \$8,277,230.68 | 8.75% |
| | | | | | |

LIRF Budget & Expenditure Report January 1, 2019 to January 31, 2019 1 month = 8.3%

| | | | | 2019 | 2019 |
|------------------------|---------------|--------------|--------------|--------------|--------|
| | 2019 | | YTD | YTD | %YTD |
| Object Object Descr | Budget | Jan. | Amount | Balance | Budget |
| 36100 BUILDING REPAIRS | \$114,000.00 | \$0.00 | \$0.00 | \$114,000.00 | 0.00% |
| 44300 OTHER EQUIPMENT | \$150,000.00 | \$0.00 | \$0.00 | \$150,000.00 | 0.00% |
| 44450 BUILDING | \$747,000.00 | \$183,877.87 | \$183,877.87 | \$563,122.13 | 24.62% |
| | \$1,011,000.0 | \$183,877.87 | \$183,877.87 | \$827,122.13 | 18.19% |

Debt Service Budget & Expenditures Report January 1, 2019 to January 31, 2019 1 month = 8.3%

| Object Object Descr | 2019 Budget | 2019 YTD Amt | 2019 YTD Balance | 2019 %YTD Budget |
|------------------------|----------------|-----------------|------------------------|------------------------|
| 37100 REAL ESTATE | \$685,150.00 | \$0.00 | \$685,150.00 | 0.00% |
| 39200 INTEREST/TEMPO | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 39250 PAYMENT ON | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 39450 TRANSFER TO | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | \$685,150.00 | \$0.00 | \$685,150.00 | 0.00% |

Rainy Day Budget & Expenditures Report January 1, 2019 to January 31, 2019 1 month = 8.3%

| Object Object Descr | 2019 Budget | Jan. | 2019 YTD Amt | 2019 YTD Balance | 2019 %YTD Budget |
|---------------------------|----------------|--------|-----------------|------------------------|------------------------|
| 31100 CONSULTING SERVICES | \$20,000.00 | \$0.00 | \$0.00 | \$20,000.00 | 0.00% |
| 31200 ENGINEERING/ARCHITE | \$20,000.00 | \$0.00 | \$0.00 | \$20,000.00 | 0.00% |
| 31300 LEGAL SERVICES | \$20,000.00 | \$0.00 | \$0.00 | \$20,000.00 | 0.00% |
| 36100 BUILDING REPAIRS | \$25,000.00 | \$0.00 | \$0.00 | \$25,000.00 | 0.00% |
| 44100 FURNITURE | \$25,000.00 | \$0.00 | \$0.00 | \$25,000.00 | 0.00% |
| 44450 BUILDING RENOVATION | \$15,000.00 | \$0.00 | \$0.00 | \$15,000.00 | 0.00% |
| 44600 IT EQUIPMENT | \$25,000.00 | \$0.00 | \$0.00 | \$25,000.00 | 0.00% |
| | \$150,000.00 | \$0.00 | \$0.00 | \$150,000.00 | 0.00% |

Special Revenue Budget & Expenditure Report January 1, 2019 to January 31, 2019 1 month = 8.3%

| | 2019 | | YTD | 2019 YTD | 2019 %YTD |
|------------------------------|--------------|-------------|-------------|--------------|--------------|
| Object Object Descr | Budget | Jan. | Amount | Balance | Budget |
| 11300 MANAGERS/ASST. | \$171,574.79 | \$13,210.71 | \$13,210.71 | \$158,364.08 | 7.70% |
| 11400 LIBRARIANS, EXPERTS | \$0.00 | \$3,334.47 | \$3,334.47 | -\$3,334.47 | 0.00% |
| 12100 FICA/EMPLOYER | \$25,988.87 | \$2,794.79 | \$2,794.79 | \$23,194.08 | 10.75% |
| 12300 PERF/EMPLOYER | \$31,097.34 | \$2,395.78 | \$2,395.78 | \$28,701.56 | 7.70% |
| 12350 PERF/EMPLOYEE CONTRIB. | \$8,329.64 | \$641.73 | \$641.73 | \$7,687.91 | 7.70% |
| 12400 INS/EMPLOYER | \$50,635.72 | \$4,072.17 | \$4,072.17 | \$46,563.55 | 8.04% |
| 12500 MEDICARE/EMPLOYER | \$5,839.59 | \$653.62 | \$653.62 | \$5,185.97 | 11.19% |
| 12800 PRODUCTION ASSISTANTS | \$160,790.50 | \$10,824.65 | \$10,824.65 | \$149,965.85 | 6.73% |
| 12900 INFORMATION | \$43,461.60 | \$3,312.86 | \$3,312.86 | \$40,148.74 | 7.62% |
| 13100 WORK STUDY | \$100.00 | \$0.00 | \$0.00 | \$100.00 | 0.00% |
| 13200 TECHNICIANS | \$43,348.50 | \$0.00 | \$0.00 | \$43,348.50 | 0.00% |
| 21200 STATIONERY/BUS. CARDS | \$100.00 | \$0.00 | \$0.00 | \$100.00 | 0.00% |
| 21300 OFFICE SUPPLIES | \$600.00 | \$0.00 | \$0.00 | \$600.00 | 0.00% |
| 21400 DUPLICATING | \$3,000.00 | \$0.00 | \$0.00 | \$3,000.00 | 0.00% |
| 22100 CLEANING SUPPLIES | \$0.00 | \$43.11 | \$43.11 | -\$43.11 | 0.00% |
| 22200 FUEL/OIL/LUBRICANTS | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | 0.00% |
| 22700 VIDEO TAPE/MEDIA | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | 0.00% |
| 23000 IT SUPPLIES | \$1,200.00 | \$0.00 | \$0.00 | \$1,200.00 | 0.00% |
| 23500 AUDIO/VIDEO | \$9,000.00 | \$0.00 | \$0.00 | \$9,000.00 | 0.00% |
| 31100 CONSULTING SERVICES | \$15,000.00 | \$1,372.00 | \$1,372.00 | \$13,628.00 | 9.15% |
| 31300 LEGAL SERVICES | \$500.00 | \$0.00 | \$0.00 | \$500.00 | 0.00% |
| 31500 MAINTENANCE | \$5,500.00 | \$13,114.25 | \$13,114.25 | -\$7,614.25 | 238.44% |
| 31600 COMPUTER SERVICES | \$500.00 | \$0.00 | \$0.00 | \$500.00 | 0.00% |
| 31700 ADMIN/ACCOUNTING | \$400.00 | \$4.98 | \$4.98 | \$395.02 | 1.25% |
| 32100 TELEPHONE | \$3,500.00 | \$111.35 | \$111.35 | \$3,388.65 | 3.18% |
| 32150 CABLE TV SERVICE | \$500.00 | \$36.27 | \$36.27 | \$463.73 | 7.25% |
| 32200 POSTAGE | \$700.00 | \$0.00 | \$0.00 | \$700.00 | 0.00% |
| 32300 TRAVEL EXPENSE | \$1,500.00 | \$0.00 | \$0.00 | \$1,500.00 | 0.00% |
| 32400 PROFESSIONAL DEVELOP. | \$800.00 | \$0.00 | \$0.00 | \$800.00 | 0.00% |
| 32600 FREIGHT/DELIVERY | \$100.00 | \$0.00 | \$0.00 | \$100.00 | 0.00% |
| 36300 OTHER EQUIP/FURNITURE | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | 0.00% |
| 37100 REAL ESTATE | \$3,000.00 | -\$78.16 | -\$78.16 | \$3,078.16 | -2.61% |
| 39100 DUES/INSTITUTIONAL | \$3,000.00 | \$1,200.00 | \$1,200.00 | \$1,800.00 | 40.00% |
| 39500 EDUCATIONAL/LICENSIN | \$200.00 | \$0.00 | \$0.00 | \$200.00 | 0.00% |
| 39600 COMMUNITY NEWS | \$14,500.00 | \$0.00 | \$0.00 | \$14,500.00 | 0.00% |
| 44100 FURNITURE | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | 0.00% |
| 44700 EQUIPMENT - CATS | \$110,000.00 | \$0.00 | \$0.00 | \$110,000.00 | 0.00% |
| | \$730,766.55 | \$57,044.58 | \$57,044.58 | \$673,721.97 | 7.81% |

Gen. Obligation Bond Budget & Expenditure 2019 January 1, 2019 to January 31, 2019 1 month = 8.3%

| | | | | | 1 moi | ۱th |
|---------------------|--------|--------|--------|---------|--------|-----|
| | | | | 2019 | 2019 | |
| | 2019 | | YTD | YTD | %YTD | |
| Object Object Descr | Budget | Jan. | Amount | Balance | Budget | |
| | | | | | | |
| | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | |

Expenditure Summary compared to last year 2019 compared to 2018: Period Ending January

| | | | 2019 compa | red to 2018: Period | Ending January | | | |
|------|------------------|-----------------|---------------------|---------------------|-----------------|---------------------|-----------------|----------------------|
| Fund | Fund Descr | 2019 Budget | January 2019 Amt | 2019 YTD Amt | 2018 Budget | January 2018 Amt | 2018 YTD Amt | %Last YR YTD Diff |
| 001 | OPERATING | \$9,070,993.31 | \$793,762.63 | \$793,762.63 | \$8,740,760.86 | \$691,480.60 | \$691,480.60 | 14.79% |
| 002 | JAIL | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 003 | CLEARING | \$0.00 | \$967.08 | \$967.08 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 004 | GIFT | \$0.00 | \$100.58 | \$100.58 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 005 | PLAC | \$0.00 | \$1,170.00 | \$1,170.00 | \$0.00 | \$1,237.00 | \$1,237.00 | -5.42% |
| 006 | RETIREES | \$0.00 | \$608.56 | \$608.56 | \$0.00 | \$545.00 | \$545.00 | 11.66% |
| 007 | LIRF | \$1,011,000.00 | \$183,877.87 | \$183,877.87 | \$983,000.00 | \$0.00 | \$0.00 | 0.00% |
| 800 | DEBT SERVICE | \$685,150.00 | \$0.00 | \$0.00 | \$685,150.00 | \$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 | \$417,155.13 | \$417,155.13 | \$0.00 | \$359,909.21 | \$359,909.21 | 15.91% |
| 011 | INVESTMENT-GIFT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 012 | TEEN COUNCIL | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 015 | LSTA | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| 016 | GIFT-RESTRICED | \$0.00 | \$11,522.09 | \$11,522.09 | \$0.00 | \$9,280.47 | \$9,280.47 | 24.15% |
| 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 | \$2,369.56 | \$2,369.56 | \$0.00 | \$1,322.97 | \$1,322.97 | 79.11% |
| 020 | SPECIAL REVENUE | \$730,766.55 | \$57,044.58 | \$57,044.58 | \$730,116.62 | \$36,700.89 | \$36,700.89 | 55.43% |
| 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 | \$0.00 | \$0.00 | \$0.00 | \$81,048.32 | \$81,048.32 | -100.00% |
| 030 | GO BOND 2019 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | \$11,647,909.86 | \$1,468,578.08 | \$1,468,578.08 | \$11,289,027.48 | \$1,181,524.46 | \$1,181,524.46 | 24.30% |
| | | | | | | | | |

Revenue Totals Budget Forms (all funds)

| | | | | | | 2010 |
|-----------|---------------|----------------|--------------|--------------|----------------|--------------|
| Source | <u>,</u> | 2019 YTD | | 2019 | 2019 YTD | 2019 % of |
| Descr | | Budget | Jan | YTD Amt | Balance | Budget |
| Fund 001 | OPERATING | | | | | |
| PROPE | | \$6,035,404.00 | \$0.00 | \$0.00 | \$6,035,404.00 | 0.00% |
| | GIBLES TAX | \$18,300.00 | \$0.00 | \$0.00 | \$18,300.00 | 0.00% |
| | SE EXCISE TAX | \$400,000.00 | \$0.00 | \$0.00 | \$400,000.00 | 0.00% |
| | /COUNTY | \$2,391,786.00 | | \$199,315.50 | \$2,192,470.50 | 8.33% |
| | ERCIAL | \$44,226.00 | \$0.00 | \$0.00 | \$44,226.00 | 0.00% |
| | RESTRY FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| ELL | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| LOST/ | DAMAGED | \$0.00 | \$2,143.22 | \$2,143.22 | -\$2,143.22 | 0.00% |
| FINES | | \$150,000.00 | \$6,087.00 | \$6,087.00 | \$143,913.00 | 4.06% |
| COLLE | CTION | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| BLGTN | I COPIERS & | \$12,500.00 | \$1,319.70 | \$1,319.70 | \$11,180.30 | 10.56% |
| MISCE | LLANEOUS | \$0.00 | \$38.75 | \$38.75 | -\$38.75 | 0.00% |
| PUBLI | C LIBRARY | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| MEETI | NG ROOM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| GARNI | SHMENT FEES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| E-RAT | E RECEIPTS | \$0.00 | \$8,524.80 | \$8,524.80 | -\$8,524.80 | 0.00% |
| PLAC [| DISTRIBUTION | \$12,500.00 | \$0.00 | \$0.00 | \$12,500.00 | 0.00% |
| REALE | STATE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| STATE | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| READE | R PRINTER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| OBITS | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| COIN | TELEPHONE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INTER | EST FROM | \$4,000.00 | \$9,164.17 | \$9,164.17 | -\$5,164.17 | 229.10% |
| | DRARY LOANS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | TMENT | \$0.00 | \$3,515.00 | \$3,515.00 | -\$3,515.00 | 0.00% |
| | ACCESS FEES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | ACCESS FEES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | ACCESS FEES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | OPERATING | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | SFER FROM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | \$4,000.00 | \$0.00 | \$0.00 | \$4,000.00 | 0.00% |
| | NKIND GRANT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | OPERATING | \$9,072,716.00 | \$230,108.14 | \$230,108.14 | \$8,842,607.86 | 2.54% |
| Fund 002. | | | | | | |
| RECEI | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 002. | JAIL | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 003 | CLEARING | | | | | |
| CONFE | RENCE/RECEI | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| MISCE | LLANEOUS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| REALE | STATE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| YMCA | RECEIPTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | | | | | |

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| | | | | | 2019 |
|--------------------------|--------------|----------|----------|--------------|--------|
| Source | 2019 YTD | | 2019 | 2019 YTD | % of |
| Descr | Budget | Jan | YTD Amt | Balance | Budget |
| PHONE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| MCPLF CC RECEIPTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| MCPLF RECEIPTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| ILL FINES/FEES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| REIMBURSEMENT/CL | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INSURANCE/COBRA | \$0.00 | \$38.92 | \$38.92 | -\$38.92 | 0.00% |
| FEMA/CLEARING FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INSURANCE/CLAIMS- | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 003 CLEARING | \$0.00 | \$38.92 | \$38.92 | -\$38.92 | 0.00% |
| Fund 004 GIFT UNRESTRICT | ED | | | | |
| MISCELLANEOUS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INTEREST FROM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| TRANSFER FROM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| UNRESTRICTED GIFT | \$0.00 | \$19.23 | \$19.23 | -\$19.23 | 0.00% |
| INTEREST/DIVIDEND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 004 GIFT | \$0.00 | \$19.23 | \$19.23 | -\$19.23 | 0.00% |
| Fund 005 PLAC | | | | | |
| PUBLIC LIBRARY | \$0.00 | \$975.00 | \$975.00 | -\$975.00 | 0.00% |
| Fund 005 PLAC | \$0.00 | \$975.00 | \$975.00 | -\$975.00 | 0.00% |
| Fund 006 RETIREES | | | | | |
| RETIREES | \$0.00 | \$566.83 | \$566.83 | -\$566.83 | 0.00% |
| Fund 006 RETIREES | \$0.00 | \$566.83 | \$566.83 | -\$566.83 | 0.00% |
| Fund 007 LIRF | | | | | |
| MISCELLANEOUS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| LIRF RECEIPTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INTEREST FROM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| TEMPORARY LOANS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| TRANSFER FROM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| RENT INCOME | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 007 LIRF | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 008 DEBT SERVICE | | | | | |
| PROPERTY | \$685,150.00 | \$0.00 | \$0.00 | \$685,150.00 | 0.00% |
| INTANGIBLES TAX | \$2,129.00 | \$0.00 | \$0.00 | \$2,129.00 | 0.00% |
| LICENSE EXCISE TAX | \$34,174.00 | \$0.00 | \$0.00 | \$34,174.00 | 0.00% |
| COMMERCIAL | \$5,007.00 | \$0.00 | \$0.00 | \$5,007.00 | 0.00% |
| US FORESTRY FUND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| MISCELLANEOUS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INTEREST FROM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| TEMPORARY LOANS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| RECEIPTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| TRANSFER FROM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 008 DEBT | \$726,460.00 | \$0.00 | \$0.00 | \$726,460.00 | 0.00% |
| | | | | | |

| Source | 2019 YTD | | 2019 | 2019 YTD | 2019 % of |
|--------------------------|--------------|------------------|--------------|---------------|--------------|
| Descr | Budget | Jan | YTD Amt | Balance | Budget |
| Fund 009 RAINY DAY | | | | | |
| LOCAL/COUNTY | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INTEREST FROM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| MCPL OPERATING | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| TRANSFER FROM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 009 RAINY DAY | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 010 PAYROLL | | | | | |
| GROSS PAYROLL | \$0.00 | \$377,266.29 | \$377,266.29 | -\$377,266.29 | 0.00% |
| Fund 010 PAYROLL | | \$377,266.29 | \$377,266.29 | -\$377,266.29 | 0.00% |
| Fund 013 PETTY CASH | | | + , | | |
| RECEIPTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 013 PETTY CASH | \$0.00 | \$0.00 \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | \$0.00 | \$0.00 | \$U.UU | \$0.00 | 0.0076 |
| Fund 014 CHANGE | | | | | |
| RECEIPTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 014 CHANGE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 016 GIFT-RESTRICED | | | | | |
| MISCELLANEOUS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INTEREST FROM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| RECEIPTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| TRANSFER FROM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| RESTRICED GIFT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INTEREST/DIVIDEND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 016 GIFT- | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 019 GIFT-FOUNDATIO | N | | | | |
| MISCELLANEOUS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| RESTRICED GIFT | \$0.00 | \$15,662.94 | \$15,662.94 | -\$15,662.94 | 0.00% |
| Fund 019 GIFT- | \$0.00 | \$15,662.94 | \$15,662.94 | -\$15,662.94 | 0.00% |
| Fund 020 SPECIAL REVENUE | | | | | |
| MISCELLANEOUS | \$0.00 | \$170.00 | \$170.00 | -\$170.00 | 0.00% |
| CABLE ACCESS FEES | \$442,402.00 | \$0.00 | \$0.00 | \$442,402.00 | 0.00% |
| CABLE ACCESS FEES | \$274,063.00 | \$0.00 | \$0.00 | \$274,063.00 | 0.00% |
| CABLE ACCESS FEES | \$16,602.00 | \$0.00 | \$0.00 | \$16,602.00 | 0.00% |
| CONTRACT- | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| MCPL OPERATING | \$10,512.00 | \$10,512.00 | \$10,512.00 | \$0.00 | 100.00% |
| Fund 020 SPECIAL | \$743,579.00 | \$10,682.00 | \$10,682.00 | \$732,897.00 | 1.44% |
| Fund 021 CAPITAL PROJECT | S | | | | |
| PROPERTY | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INTANGIBLES TAX | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| LICENSE EXCISE TAX | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| COMMERCIAL | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| INTEREST FROM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| TEMPORARY LOANS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | | | | | |

| Source | 2019 YTD | | 2019 | 2019 YTD | 2019 % of |
|-----------------------|-----------------|--------------|--------------|----------------|--------------|
| Descr | Budget | Jan | YTD Amt | Balance | Budget |
| Fund 021 CAPITAL | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 024 FINRA GRANT | | | | | |
| RECEIPTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 024 FINRA GRANT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 026 G O BOND | | | | | |
| BOND SALE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 026 G O BOND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 027 COMMUNITY FD | OTN GRANT | | | | |
| RECEIPTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 027 | \$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% |
| TRANSFER FROM | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 028 FINRA 2014 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 029 GO BOND 2016 | | | | | |
| RECEIPTS | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Fund 029 GO BOND | \$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% |
| Fund 030 GO BOND | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | \$10,542,755.00 | \$635,319.35 | \$635,319.35 | \$9,907,435.65 | 6.03% |

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Cash Balances by fund Current Period: January 2019

| FUND Descr | 01/01/19 | MTD Debit | MTD Credit | 01/31/19 | Bal Sht Descr | Act Status |
|--|--|--|--|---|---|--------------------------------------|
| OPERATING OPERATING OPERATING OPERATING OPERATING OPERATING Fund 001 OPERATING | \$1,877.81 \$23,753.86 \$142,638.83 \$1,879,543.03 \$16,038.02 \$3,430.65 \$2,067,282.20 | \$3,291.86 \$6,729.70 \$709,066.11 \$9,164.17 \$2,300.14 \$1,214.86 | \$0.00 \$5,896.75 \$789,524.58 \$500,000.00 \$0.00 \$0.00 \$1,295,421.33 | \$5,169.67 \$24,586.81 \$62,180.36 \$1,388,707.20 \$18,338.16 | OLD NATIONAL BANK CHECKING GERMAN AMER./CHECKING 1ST FINANCIAL/MAINSOURCE 1ST FINANCIAL/MAINSOURCE SAVGS INVEST. CD/1ST FIN/MAINSOURCE JCB CD INVESTMENT | Active Active Active |
| CLEARING CLEARING Fund 003 CLEARING | \$0.00 \$389.20 \$389.20 | \$38.92 \$0.00 \$38.92 | \$0.00 \$967.08 \$967.08 | | OLD NATIONAL BANK CHECKING 1ST FINANCIAL/MAINSOURCE | Active Active |
| GIFT UNRESTRICTED GIFT UNRESTRICTED Fund 004 GIFT UNRESTRICTED | \$143.13 \$10,776.67 \$10,919.80 | \$19.23 \$0.00 \$19.23 | \$0.00 \$100.58 \$100.58 | | OLD NATIONAL BANK CHECKING 1ST FINANCIAL/MAINSOURCE | Active Active |
| PLAC PLAC PLAC Fund 005 PLAC | \$0.00 \$325.00 \$845.00 \$1,170.00 | \$65.00 \$910.00 \$0.00 \$975.00 | \$0.00 \$0.00 \$1,170.00 \$1,170.00 | \$1,235.00 | OLD NATIONAL BANK CHECKING GERMAN AMER./CHECKING 1ST FINANCIAL/MAINSOURCE | Active Active Active |
| RETIREES Fund 006 RETIREES | \$0.36 \$0.36 | \$566.83 \$566.83 | \$608.56 \$608.56 | -\$41.37 -\$41.37 | 1ST FINANCIAL/MAINSOURCE | Active |
| LIRF LIRF LIRF Fund 007 LIRF | \$64,675.11 \$1,649,188.56 \$1,197,735.57 \$2,911,599.24 | \$200,000.00 \$0.00 \$0.00 \$200,000.00 | \$183,877.87 \$200,000.00 \$0.00 \$383,877.87 | \$1,449,188.56 | 1ST FINANCIAL/MAINSOURCE 1ST FINANCIAL/MAINSOURCE SAVGS INVEST. CD/1ST FIN/MAINSOURCE | Active Active Active |
| DEBT SERVICE Fund 008 DEBT SERVICE | \$19,657.04 \$19,657.04 | \$0.00 \$0.00 | \$0.00 \$0.00 | \$19,657.04 \$19,657.04 | 1ST FINANCIAL/MAINSOURCE | Active |
| RAINY DAY RAINY DAY RAINY DAY RAINY DAY Fund 009 RAINY DAY | \$16,525.18 \$966,269.19 \$250,000.00 \$750,000.00 \$1,982,794.37 | \$250,000.00 \$0.00 \$0.00 \$250,000.00 \$500,000.00 | \$250,000.00 \$250,000.00 \$0.00 \$0.00 \$500,000.00 | \$716,269.19 \$250,000.00 | 1ST FINANCIAL/MAINSOURCE 1ST FINANCIAL/MAINSOURCE SAVGS INVEST. CD/1ST FIN/MAINSOURCE JCB CD INVESTMENT | Active Active Active Active |
| PAYROLL PAYROLL Fund 010 PAYROLL | \$341.14 \$7,196.58 \$7,537.72 | \$0.00 \$383,617.89 \$383,617.89 | \$5,337.98 \$418,168.75 \$423,506.73 | | GERMAN AMER./CHECKING 1ST FINANCIAL/MAINSOURCE | Active Active |
| GIFT-RESTRICED GIFT-RESTRICED Fund 016 GIFT-RESTRICED | \$1,909.20 \$56,908.77 \$58,817.97 | \$0.00 \$0.00 \$0.00 | \$317.08 \$11,205.01 \$11,522.09 | 1 1 - | GERMAN AMER./CHECKING 1ST FINANCIAL/MAINSOURCE | Active Active |
| GIFT-FOUNDATION | \$0.00 | \$15,662.94 | \$0.00 | \$15,662.94 | OLD NATIONAL BANK CHECKING | Active |

| FUND Descr | 01/01/19 | MTD Debit | MTD Credit | 01/31/19 | Bal Sht Descr | Act Status |
|---|--|--|---|----------------------------|---|---------------------------------|
| GIFT-FOUNDATION Fund 019 GIFT-FOUNDATION | \$54,822.96 \$54,822.96 | \$1,143.83 \$16,806.77 | \$3,513.39 \$3,513.39 | \$52,453.40 \$68,116.34 | 1ST FINANCIAL/MAINSOURCE | Active |
| SPECIAL REVENUE SPECIAL REVENUE SPECIAL REVENUE Fund 020 SPECIAL REVENUE | \$731.69 \$45,053.87 \$880,000.00 \$925,785.56 | \$170.00 \$110,669.16 \$0.00 \$110,839.16 | \$639.14 \$56,562.60 \$100,000.00 \$157,201.74 | \$99,160.43 | GERMAN AMER./CHECKING 1ST FINANCIAL/MAINSOURCE 1ST FINANCIAL/MAINSOURCE S | Active Active AVGS Active |
| GO BOND 2019 GO BOND 2019 Fund 030 GO BOND 2019 | \$119,164.22 \$1,800,000.00 \$1,919,164.22 \$9,959,940.64 | \$0.00 \$0.00 \$0.00 \$1,944,630.64 | \$0.00 \$0.00 \$0.00 \$2,777,889.37 | | 1ST FINANCIAL/MAINSOURCE 1ST FINANCIAL/MAINSOURCE S | Active AVGS Active |

*Check Reconciliation©

ONB CHECKING 06300 ONB/MONROE

January 2019

Account Summary

| Beginning Balance on | 1/1/2019 | \$2,020.94 | |
|----------------------|------------------|-------------|--|
| + | | \$19,077.95 | |
| - Payments (Checks | and Withdrawals) | \$0.00 | |
| Ending Balance as of | 1/31/2019 | \$21,098.89 | |

Check Book

| Active | G 001-06300 | OPERATII | VG | \$5,169.67 |
|--------|--------------|----------|--------------|-------------|
| Active | G 002-06300 | JAIL | | \$0.00 |
| Active | G 003-06300 | CLEARING | 3 | \$38.92 |
| Active | G 004-06300 | GIFT UNR | ESTRICTED | \$162.36 |
| Active | G 005-06300 | PLAC | | \$65.00 |
| Active | G 006-06300 | RETIREES | 5 | \$0.00 |
| Active | G 007-06300 | LIRF | | \$0.00 |
| Active | G 008-06300 | DEBT SEF | RVICE | \$0.00 |
| Active | G 009-06300 | RAINY DA | Y | \$0.00 |
| Active | G 012-06300 | TEEN CO | UNCIL | \$0.00 |
| Active | G 015-06300 | LSTA | | \$0.00 |
| Active | G 016-06300 | GIFT-RES | TRICED | \$0.00 |
| Active | G 019-06300 | GIFT-FOU | INDATION | \$15,662.94 |
| Active | G 020-06300 | SPECIAL | REVENUE | \$0.00 |
| Active | G 024-06300 | FINRA GR | 2ANT | \$0.00 |
| Active | G 027-06300 | COMMUN | ITY FDTN | \$0.00 |
| Active | G 028-06300 | FINRA 20 | 14 | \$0.00 |
| Active | G 029-06300 | GO BOND | 2016 | \$0.00 |
| | | | Cash Balance | \$21,098.89 |
| | Beginng Bala | ance | \$2,020.94 | |
| | | Deposits | \$19,077.95 | |
| | - Checks | Written | \$0.00 | |
| | | Che | eck Book | \$21,098.89 |
| | | | Difference | \$0.00 |
| | | | | |

*Check Reconciliation©

GERMAN-AMER/CHECKING

06400 GER AME/UC

January 2019

Account Summary

| Beginning Balance on | 1/1/2019 | \$27,060.89 |
|--|------------------|-------------|
| + | | \$7,804.72 |
| Payments (Checks a | and Withdrawals) | \$12,185.97 |
| Ending Balance as of | 1/31/2019 | \$22,679.64 |
| Check Book | | |

| CHECK DU | | | | |
|----------|--------------|-----------|--------------|-------------|
| Active | G 001-06400 | OPERATIN | IG | \$24,586.81 |
| Active | G 003-06400 | CLEARING | ì | \$0.00 |
| Active | G 004-06400 | GIFT UNR | ESTRICTED | \$0.00 |
| Active | G 005-06400 | PLAC | | \$1,235.00 |
| Active | G 007-06400 | LIRF | | \$0.00 |
| Active | G 009-06400 | RAINY DA | Y | \$0.00 |
| Active | G 010-06400 | PAYROLL | | -\$4,996.84 |
| Active | G 016-06400 | GIFT-RES | TRICED | \$1,592.12 |
| Active | G 019-06400 | GIFT-FOU | NDATION | \$0.00 |
| Active | G 020-06400 | SPECIAL F | REVENUE | \$262.55 |
| Active | G 029-06400 | GO BOND | 2016 | \$0.00 |
| | | | Cash Balance | \$22,679.64 |
| | Beginng Bala | ance | \$27,060.89 | |
| | 5 5 | Deposits | \$7,804.72 | |
| | - Checks | Written | \$12,185.97 | |
| | | Che | ck Book | \$22,679.64 |
| | | | Difference | \$0.00 |
| | | | | |

*Check Reconciliation©

1ST FIN/MAINSOU CKNG

06600 MAINSO CKG

January 2019

Account Summary

| Beginning Balance on | 1/1/2019 | \$941,531.47 |
|--------------------------------------|------------------|----------------|
| + | | \$1,258,407.13 |
| Payments (Checks | and Withdrawals) | \$1,695,509.68 |
| Ending Balance as of | 1/31/2019 | \$504,428.92 |

Check Book

| Active | G 001-06600 | OPERATI | NG | \$62,180.36 |
|--------|--------------|----------|----------------|--------------|
| Active | G 002-06600 | JAIL | | \$0.00 |
| Active | G 003-06600 | CLEARIN | G | -\$577.88 |
| Active | G 004-06600 | GIFT UNF | RESTRICTED | \$10,676.09 |
| Active | G 005-06600 | PLAC | | -\$325.00 |
| Active | G 006-06600 | RETIREE | S | -\$41.37 |
| Active | G 007-06600 | LIRF | | \$80,797.24 |
| Active | G 008-06600 | DEBT SEI | RVICE | \$19,657.04 |
| Active | G 009-06600 | RAINY DA | 1Y | \$16,525.18 |
| Active | G 010-06600 | PAYROLL | | -\$27,354.28 |
| Active | G 016-06600 | GIFT-RES | STRICED | \$45,703.76 |
| Active | G 017-06600 | LEVY EXC | CESS | \$0.00 |
| Active | G 019-06600 | GIFT-FOL | INDATION | \$52,453.40 |
| Active | G 020-06600 | SPECIAL | REVENUE | \$99,160.43 |
| Active | G 024-06600 | FINRA GF | RANT | \$0.00 |
| Active | G 026-06600 | G O BONI | ס | \$0.00 |
| Active | G 027-06600 | COMMUN | IITY FDTN | \$0.00 |
| Active | G 028-06600 | FINRA 20 | 14 | \$0.00 |
| Active | G 029-06600 | GO BONE | 2016 | \$0.00 |
| Active | G 030-06600 | GO BONE | 2019 | \$119,164.22 |
| | | | Cash Balance | \$478,019.19 |
| | Beginng Bala | ance | \$941,531.47 | |
| | | Deposits | \$1,258,407.13 | |
| | - Checks | Written | \$1,721,919.41 | |
| | | Ch | eck Book | \$478,019.19 |
| | | | O/S Checks | \$26,409.73 |

*Check Reconciliation©

1ST FIN/MAINSO SAVGS

06610 MAINSO SAV

January 2019

Account Summary

| Beginning Balance on | 1/1/2019 | \$7,175,000.78 |
|--------------------------------------|----------------|----------------|
| + | | \$9,164.17 |
| Payments (Checks | \$1,050,000.00 | |
| Ending Balance as of | 1/31/2019 | \$6,134,164.95 |

Check Book

| Active | G 001-06610 | OPERATI | NG | \$1,388,707.20 |
|--------|--------------|----------|----------------|----------------|
| Active | G 002-06610 | JAIL | | \$0.00 |
| Active | G 003-06610 | CLEARIN | 9 | \$0.00 |
| Active | G 004-06610 | | RESTRICTED | \$0.00 |
| Active | G 005-06610 | PLAC | 2011.0125 | \$0.00 |
| Active | G 006-06610 | RETIREES | S | \$0.00 |
| Active | G 007-06610 | LIRF | | \$1,449,188.56 |
| Active | G 008-06610 | DEBT SE | RVICE | \$0.00 |
| Active | G 009-06610 | RAINY DA | Y | \$716,269.19 |
| Active | G 010-06610 | PAYROLL | | \$0.00 |
| Active | G 016-06610 | GIFT-RES | | \$0.00 |
| Active | G 019-06610 | | INDATION | \$0.00 |
| Active | G 020-06610 | | REVENUE | \$780,000.00 |
| Active | G 024-06610 | FINRA GF | | \$0.00 |
| Active | G 026-06610 | G O BONI | ס | \$0.00 |
| Active | G 027-06610 | COMMUN | IITY FDTN | \$0.00 |
| Active | G 028-06610 | FINRA 20 | 14 | \$0.00 |
| Active | G 029-06610 | GO BONE | 2016 | \$0.00 |
| Active | G 030-06610 | GO BOND | 2019 | \$1,800,000.00 |
| | | | Cash Balance | \$6,134,164.95 |
| | Beginng Bala | nce | \$7,175,000.78 | |
| | + Total D | | \$9,164.17 | |
| | - Checks | • | \$1,050,000.00 | |
| | | Ch | eck Book | \$6,134,164.95 |
| | | | Difference | \$0.00 |
| | | | | |

TO:Monroe County Public Library – Board of TrusteesFROM:Kyle Wickemeyer-Hardy, Human Resources ManagerRE:Personnel ReportDATEFebruary 20, 2019

Beginning Employment

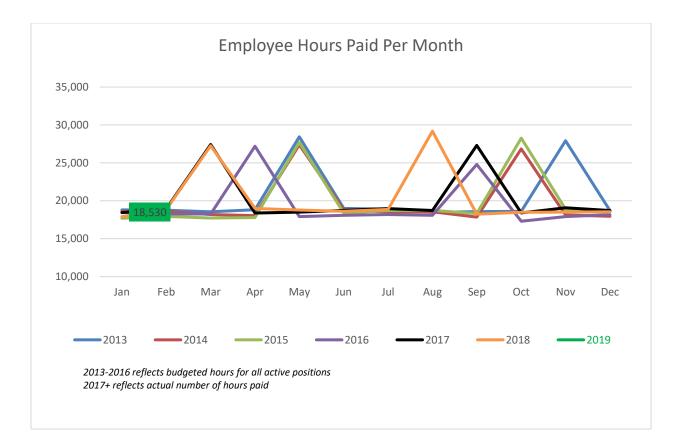
- Andrew Heppeard, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective January 15, 2019.
- Tvisha Chatterjea, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective February 5, 2019.
- Will Kim, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective February 4, 2019.

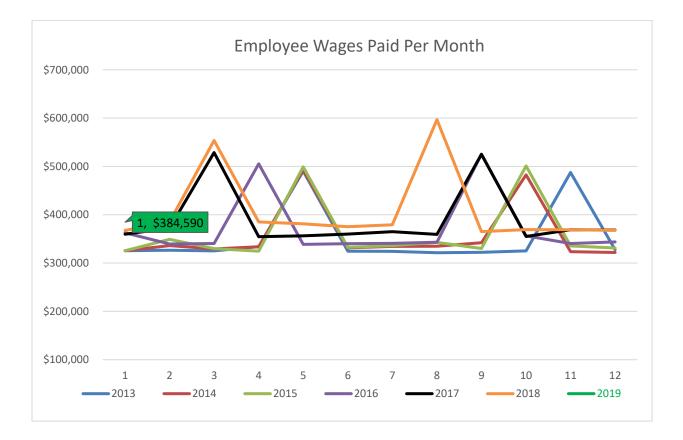
Ending Employment

- Jennifer Kellams, Access & Content Services, Assistant Manager, Pay Grade 9, 37.5 hours per week effective January 7, 2019.
- Jen Gartner, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective January 7, 2019.
- Arielle Hacker, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective January 31, 2019.
- Leah Gross, Administration/Finance, Bookkeeper, Pay Grade 7, 37.5 hours per week effective January 11, 2019.

Job Changes

- Christa Sowder, Access & Content Services, from Material Handler, Pay Grade 1, 15 hours per week to Senior Material Handler, Pay Grade 3, 25 hours per week effective January 21, 2019.
- Matt Neer, Community Engagement, Librarian, Pay Grade 8, 37.5 hours per week to Community & Customer Engagement, Assistant Manager, Pay Grade 9, 37.5 hours per week effective February 18, 2019.
- Melissa Bruecks, Customer Service, Assistant Manager, Pay Grade 9, 37.5 hours per week to Community & Customer Engagement, Assistant Manager, Pay Grade 9, 37.5 hours per week effective February 18, 2019.
- Josh Wolf, Community Engagement, Manager, Pay Grade 10, 37.5 hours per week to Community & Customer Engagement, Manager, Pay Grade 10, 37.5 hours per week effective February 18, 2019.
- Bethany Turrentine, Assistant Manager of Community Engagement and Learning Services Pay Grade 9, 37.5 hours per week to, VITAL Coordinator, Pay Grade 9, 37.5 hours per week effective February 18, 2019.





Employee Earnings Report by Pay Date

| " | Frind Trues | | Chattan | Title | l lait |
|----------|------------------------|--|-------------|---|---|
| # 1 | Fund Type Operating | Employee Name Anderson, Erica A. | Status A | Title Materials Handler | Unit ACCESS & CONTENT |
| 2 | oporuting | Blanchard, Annise D. | A | Materials Handler | ACCESS & CONTENT |
| 3 | | Bredemeyer, Sara A. | A | Materials Handler | ACCESS & CONTENT |
| 4 | | Butler, Joanna R. | А | Materials Handler | ACCESS & CONTENT |
| 5 | | Desjardins, Vincent P. | А | Materials Handler | ACCESS & CONTENT |
| 6 | | Eubanks, Marissa L. | А | Materials Handler | ACCESS & CONTENT |
| 7 | | Fak, Andrew V. | А | Materials Handler | ACCESS & CONTENT |
| 8 | | Fletcher, Kathy J. | А | Materials Handler | ACCESS & CONTENT |
| 9 | | Gartner, Jennifer L. | А | Materials Handler | ACCESS & CONTENT |
| 10 | | Hagan, Elizabeth A. | А | Materials Handler | ACCESS & CONTENT |
| 11 | | Herbertz, Greta E. | А | Materials Handler | ACCESS & CONTENT |
| 12 | | Hines, Michelle L. | А | Materials Handler | ACCESS & CONTENT |
| 13 | | Horton, Samantha M. | A | Materials Handler | ACCESS & CONTENT |
| 14 | | Kaiser, Justina A. | A | Materials Handler | ACCESS & CONTENT |
| 15 | | Ketring, Brittney M. | A | Materials Handler | ACCESS & CONTENT |
| 16 | | Koester, William D. | A | Materials Handler | ACCESS & CONTENT |
| 17 | | Kowalchuk, Jason M. | A | Materials Handler | |
| 18 19 | | Lemen, Brett A. | A A | Materials Handler Materials Handler | ACCESS & CONTENT ACCESS & CONTENT |
| 20 | | McDermott-Sipe, Elias F. Mullens, Anna M. | A | Materials Handler | ACCESS & CONTENT ACCESS & CONTENT |
| 20 | | Overtoom, Sydney J. | A | Materials Handler | ACCESS & CONTENT |
| 22 | | Phillips, Amanda E. | A | Materials Handler | ACCESS & CONTENT |
| 23 | | Plummer, Leah C. | A | Materials Handler | ACCESS & CONTENT |
| 24 | | Polley, Elizabeth A. | A | Materials Handler | ACCESS & CONTENT |
| 25 | | Price, Daniel A. | А | Materials Handler | ACCESS & CONTENT |
| 26 | | Rauh, Therese | А | Materials Handler | ACCESS & CONTENT |
| 27 | | Smith, Karen S. | А | Materials Handler | ACCESS & CONTENT |
| 28 | | Sowder, Christa N. | А | Materials Handler | ACCESS & CONTENT |
| 29 | | Syrek, Bret A. | А | Materials Handler | ACCESS & CONTENT |
| 30 | | Waller, Amanda M. | А | Materials Handler | ACCESS & CONTENT |
| 31 | | Winters, Emily J. | A | Materials Handler | ACCESS & CONTENT |
| 32 | | Balzer, Cynthia L. | A | Senior Information Asst | CUSTOMER SERVICE |
| 33 | | Bowman-Sarkisian, Shann | | Information Assistant | CUSTOMER SERVICE |
| 34 | | Cagle, Chantal G. | A | Information Assistant | CUSTOMER SERVICE |
| 35 36 | | Clark, Marion C. | A A | Senior Information Asst Senior Information Asst | CUSTOMER SERVICE CUSTOMER SERVICE |
| 30 37 | | Duszynski, Paul A. Englert, Victoria R. | A | Information Assistant | CUSTOMER SERVICE |
| 38 | | Gillespie, Charles F. | A | Information Assistant | CUSTOMER SERVICE |
| 39 | | Icenogle, Rachel L. | A | Custodian | BUILDING SRV-MAINTENANCE |
| 40 | | Jackson, Ross A. | A | Security Technician | BUILDING SRV-SECURITY |
| 41 | | Lucas, Darryl L. | A | Information Assistant | CUSTOMER SERVICE |
| 42 | | Mass, Shelby E. | А | Information Assistant | CUSTOMER SERVICE |
| 43 | | OLeary, Barbara A. | А | Information Assistant | CUSTOMER SERVICE |
| 44 | | Polley, Claudia M. | А | Custodian | BUILDING SRV-MAINTENANCE |
| 45 | | Purcell, Emily S. | А | Information Assistant | CUSTOMER SERVICE |
| 46 | | Rogers, Addison C. | А | CATS-Master Control Op | CATS |
| 47 | | Scholl, Deborah J. | A | Security Technician | BUILDING SRV-SECURITY |
| 48 | | Sims, James L. | A | Security Technician | BUILDING SRV-SECURITY |
| 49 | | Sinex, Lucas C. | A | Information Tech Asst | INFORMATION TECHNOLOGY |
| 50 | | Snider, Benjamin B. | A | Information Assistant | |
| 51 | | Weaver, William C. | A | Web Support | COMMUNICATIONS/MARKETI CM |
| 52 53 | | Wilke, Adam G. Baker, Kimberly A | A A | Information Assistant | CUSTOMER SERVICE |
| 53 54 | | Baker, Kimberly A. Clark, Craig J. | A | Community Engag Librarian Senior Materials Handler | COMMUNITY ENGAGEMENT/LEAR ACCESS & CONTENT |
| 54 55 | | Clark, Craig J. Crane, Deanna J. | A | Custodian | BUILDING SRV-MAINTENANCE |
| 56 | | Ellis, William P. | A | Information Assistant | CUSTOMER SERVICE |
| 57 | | Hacker, Arielle N. | A | Senior Materials Handler | ACCESS & CONTENT |
| 58 | | Hoagland, Ian M. | A | Information Assistant | CUSTOMER SERVICE |
| 59 | | Jenness, Claire L. | A | Senior Materials Handler | ACCESS & CONTENT |
| 60 | | Jenness, Lillian M. | А | Information Assistant | CUSTOMER SERVICE |
| 61 | | Jones, Christina M. | А | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 62 | | Loudenbarger, Audra C. | А | Information Assistant | CUSTOMER SERVICE |
| | | | | | |

Employee Earnings Report by Pay Date

| | Employee | Ean | ings Report by Pay |
|-----|-------------------------|------------|---------------------------|
| 63 | Mounlio, Daniel T. | A | Senior Information Asst |
| 64 | Tincher, Cherryl L. | A | Custodian |
| 65 | Vollmar, Justin M. | А | CATS - Production Asst |
| 66 | Wise, Laura E. | А | Senior Information Asst |
| 67 | Lenn, Tracy M. | А | Information Assistant |
| 68 | Adams, Meghan E. | А | Copy Cataloger Asst |
| 69 | Arnholter, Ellen P. | A | Community Engag Librarian |
| 70 | Baugh, Ned T. | A | Info Technology MGR |
| | | | |
| 71 | Bell, Terri L. | A | Custodian |
| 72 | Brown, Erica N. | A | Community Engag Librarian |
| 73 | Bruecks, Melissa E. | A | Customer Service Asst Mgr |
| 74 | Carson, Grier E. | A | Access & Content MGR |
| 75 | Carter, Kenneth B. | A | Senior Materials Handler |
| 76 | Champelli, Lisa M. | A | Childrens Strat |
| 77 | Champion, Michael C. | А | Senior Information Asst |
| 78 | Cheek, Jared P. | А | Senior Information Asst |
| 79 | Cooper, Burl | A | Senior Information Asst |
| 80 | Cronkhite, Jane M. | A | Director - Associate |
| 81 | Dillon, Luann L. | A | Community Engag Librarian |
| | | | , |
| 82 | Dockerty, Katelynn E. | A | Senior Information Asst |
| 83 | Duffy, Dana R. | A | Community Engag Librarian |
| 84 | Dunnuck, Aubrey R. | A | Senior Information Asst |
| 85 | Fallwell, Edwin M. | A | Senior Information Asst |
| 86 | Fallwell, Susan L. | A | Acquisitions Technician |
| 87 | French, Elizabeth E. | А | Senior Information Asst |
| 88 | Friesel, Christine E. | А | Community Engag Librarian |
| 89 | Galarza, Alejandria F. | А | Community Engag Librarian |
| 90 | Gesten, Joshua F. | A | Senior Information Asst |
| 91 | Gossman, James A. | A | Community Engag Librarian |
| | | | , |
| 92 | Gray, Elizabeth L. | A | Adult Strategist |
| 93 | Gray, Marla S. | A | Human Resources Spec |
| 94 | Gray-Overtoom, Paula E. | A | Web Administrator |
| 95 | Green, Cheryl R. | A | Librarian Cataloger |
| 96 | Greene, Ronald | A | Custodian |
| 97 | Hoffman, Jennifer L. | A | Community Engag Librarian |
| 98 | Holman, Stephanie A. | А | Community Engag Librarian |
| 99 | Hosler, Christopher A. | А | Program-Branch Strat |
| 100 | Hosler, Virginia J. | А | Community Engag Librarian |
| 101 | Hussey, Amanda L. | А | Communications/Mrkt MGR |
| 102 | Jackson, Christopher B. | A | Special Audience Strat |
| 102 | Johnson, Michael J. | A | Security Technician |
| | | | Senior Information Asst |
| 104 | Jordan, Kelly M. | A | |
| 105 | Kellams, Jennifer L. | A | Access & Content Asst Mgr |
| 106 | Kelly, Bruce W. | A | Maintenance Expert |
| 107 | Kern, Merriel S. | A | Bookkeeper Specialist |
| 108 | Kinser, Julia L. | A | Senior Information Asst |
| 109 | Kroeger, Nathan A. | A | Writer/Content Specialist |
| 110 | Lehr, Jeannette C. | A | Subject Expert |
| 111 | Leibacher, Brian J. | А | BLDS MGR |
| 112 | Lettelleir, Gary P. | А | MGR Finance |
| 113 | Lovings, Jacqueline D. | A | Senior Information Asst |
| 114 | MacDowell, Kevin S. | A | Teen/Digital Create Strat |
| | | A | 0 |
| 115 | Matney, Jason L. | | BLDS Asst Mgr |
| 116 | Meador, John D. | A | Information Assistant |
| 117 | Mestre, Amber C. | A | Senior Information Asst |
| 118 | Mosora, John P. | A | Maintenance Assistant |
| 119 | Mullis, Cody H. | A | Information Tech Spec |
| 120 | Neer, Matthew M. | А | Community Engag Librarian |
| 121 | Odya, Martha F. | А | Librarian Selector |
| 122 | Ott, Samuel W. | А | Community Engag Librarian |
| 123 | Overman, Roberta J. | А | Community Engag Librarian |
| 124 | Paull, Jonathon J. | А | Senior Information Asst |
| 125 | Rome, M Brandon | A | Senior Information Asst |
| 126 | Ruddick, Jane | A | Librarian Selector |
| .20 | Readion, Julie | / \ | |

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

Pay Date 01/04/19 Pay Period 12/10/2018 to 12/23/2018

Employee Earnings Report by Pay Date

| | Sub-Total Operating Fund | 1 | \$175,466.27 | 8,514.75 |
|-----|---------------------------|-----|--------------------------|---------------------------|
| 145 | Zdravecky, Leanne | A | Admin. Coordinator | ADMIN-BUS OFFICE |
| 144 | Wood, Marilyn D. | A | Director | ADMIN - DIRECTOR |
| 143 | Wolf, Joshua | А | Community Engagement MGR | COMMUNITY ENGAGEMENT/LEAR |
| 142 | Wickemeyer-Hardy, Kyle A. | . A | MGR Human Resources | ADMIN-HUMAN RESOURCES |
| 141 | White, Pamela K. | А | Acquisitions Specialist | ACCESS & CONTENT |
| 140 | Wallace, Pamela J. | А | Admin. Technician | ADMIN-BUS OFFICE |
| 139 | Turrentine, Bethany G. | А | Community Learn Asst Mgr | COMMUNITY ENGAGEMENT/LEAR |
| 138 | Todd, Hunter A. | А | Senior Information Asst | CUSTOMER SERVICE |
| 137 | Thompson, Timothy J. | А | Senior Materials Handler | ACCESS & CONTENT |
| 136 | Swinson, Barbara M. | А | Professional Devel Strat | STRATEGIST-PROFESSION |
| 135 | Starks-Dyer, Kathleen R. | А | Senior Information Asst | CUSTOMER SERVICE |
| 134 | Stacy, Ryan P. | А | Librarian Selector | ACCESS & CONTENT |
| 133 | Sneed, Christine M. | А | Copy Cataloger Asst | ACCESS & CONTENT |
| 132 | Smith, Benjamin E. | A | Security Technician | BUILDING SRV-SECURITY |
| 131 | Slater, Andrew R. | А | Senior Information Asst | CUSTOMER SERVICE |
| 130 | Seibel, Brenda D. | А | Admin. Receptionist | ADMIN-BUS OFFICE |
| 129 | Scott, Sarah A. | А | Graphic Designer Spec | COMMUNICATIONS/MARKETI CM |
| 128 | Schwegman, Vanessa M. | А | Information Tech Analyst | INFORMATION TECHNOLOGY |
| 127 | Salvaggio, Elizabeth A. | А | Senior Information Asst | CUSTOMER SERVICE |
| | | | | |

| | Fund Type | Employee Name | Status | Title | Unit |
|----|-----------|-------------------------|--------|--------------------------|------------------------|
| 1 | Special | Arena, Nile J. | А | CATS-Master Control Op | CATS |
| 2 | Revenue | Muyskens-Toth, Casey L. | А | CATS-Master Control Op | CATS |
| 3 | | Torneo, Samuel J. | А | CATS-Master Control Op | CATS |
| 4 | | Miller, Thomas J. | А | CATS - Production Asst | CATS |
| 5 | | Myers, Glenn J. | А | CATS - Production Asst | CATS |
| 6 | | Schuster, Steven M. | А | CATS - Production Asst | CATS |
| 7 | | Weinberg, Kevin G. | А | CATS - Production Asst | CATS |
| 3 | | Adams, Michael D. | А | CATS - Production Asst | CATS |
| 9 | | Burns, Michael F. | А | FL Bookstore Oper | FRIENDS OF THE LIBRARY |
| 0 | | ONeill, Martin | А | CATS Asst Mgr Production | CATS |
| 11 | | Regoli, Mary Jean | А | S FL Office Coord Expert | FRIENDS OF THE LIBRARY |
| 12 | | Stillwell, Adam A. | А | CATS Asst Mgr Program | CATS |
| 13 | | Stockwell, Robert R. | А | CATS Equip Oper Expert | CATS |
| 14 | | Walter, David P. | А | CATS - Production Asst | CATS |
| 15 | | White, Michael B. | А | CATS General MGR | CATS |
| | | Sub-Total Special Fund | | \$18,756.92 | 926.75 |
| | | Grand Total | | \$194,223.19 | 9,441.50 |

Employee Earnings Report by Pay Date

| # | Fund Type | Employee Name | Status | Title | Unit |
|----------|-----------|--|--------|--|---|
| 1 | Operating | Anderson, Erica A. | А | Materials Handler | ACCESS & CONTENT |
| 2 | | Blanchard, Annise D. | А | Materials Handler | ACCESS & CONTENT |
| 3 | | Bredemeyer, Sara A. | т | Materials Handler | ACCESS & CONTENT |
| 4 | | Butler, Joanna R. | A | Materials Handler | ACCESS & CONTENT |
| 5 | | Desjardins, Vincent P. | A | Materials Handler | ACCESS & CONTENT |
| 6 | | Eubanks, Marissa L. | A | Materials Handler | ACCESS & CONTENT |
| 7 | | Fak, Andrew V. | A | Materials Handler | ACCESS & CONTENT |
| 8 | | Fletcher, Kathy J. | A | Materials Handler | ACCESS & CONTENT |
| 9 | | Hacker, Arielle N. | A | Materials Handler | ACCESS & CONTENT |
| 10 | | Hagan, Elizabeth A. | A | Materials Handler | ACCESS & CONTENT |
| 11 | | Herbertz, Greta E. | A A | Materials Handler Materials Handler | ACCESS & CONTENT |
| 12 | | Hines, Michelle L. Horton, Samantha M. | A | Materials Handler | ACCESS & CONTENT ACCESS & CONTENT |
| 13 14 | | Kaiser, Justina A. | Т | Materials Handler | ACCESS & CONTENT |
| 14 | | Ketring, Brittney M. | A | Materials Handler | ACCESS & CONTENT |
| 16 | | Koester, William D. | A | Materials Handler | ACCESS & CONTENT |
| 17 | | Kowalchuk, Jason M. | A | Materials Handler | ACCESS & CONTENT |
| 18 | | Lemen, Brett A. | A | Materials Handler | ACCESS & CONTENT |
| 19 | | Mullens, Anna M. | А | Materials Handler | ACCESS & CONTENT |
| 20 | | Overtoom, Sydney J. | А | Materials Handler | ACCESS & CONTENT |
| 21 | | Phillips, Amanda E. | А | Materials Handler | ACCESS & CONTENT |
| 22 | | Plummer, Leah C. | А | Materials Handler | ACCESS & CONTENT |
| 23 | | Polley, Elizabeth A. | А | Materials Handler | ACCESS & CONTENT |
| 24 | | Price, Daniel A. | А | Materials Handler | ACCESS & CONTENT |
| 25 | | Rauh, Therese | А | Materials Handler | ACCESS & CONTENT |
| 26 | | Smith, Karen S. | А | Materials Handler | ACCESS & CONTENT |
| 27 | | Sowder, Christa N. | A | Materials Handler | ACCESS & CONTENT |
| 28 | | Syrek, Bret A. | A | Materials Handler | ACCESS & CONTENT |
| 29 | | Waller, Amanda M. | A | Materials Handler | ACCESS & CONTENT |
| 30 | | Winters, Emily J. | A | Materials Handler | ACCESS & CONTENT |
| 31 | | Balzer, Cynthia L. | A | Senior Information Asst | |
| 32 33 | | Bowman-Sarkisian, Shannon Cagle, Chantal G. | A A | Information Assistant Information Assistant | CUSTOMER SERVICE CUSTOMER SERVICE |
| 33 34 | | Clark, Marion C. | A | Senior Information Asst | CUSTOMER SERVICE |
| 34 35 | | Duszynski, Paul A. | A | Senior Information Asst | CUSTOMER SERVICE |
| 36 | | Englert, Victoria R. | A | Information Assistant | CUSTOMER SERVICE |
| 37 | | Gillespie, Charles F. | A | Information Assistant | CUSTOMER SERVICE |
| 38 | | Icenogle, Rachel L. | А | Custodian | BUILDING SRV-MAINTENANCE |
| 39 | | Jackson, Ross A. | А | Security Technician | BUILDING SRV-SECURITY |
| 40 | | Lucas, Darryl L. | А | Information Assistant | CUSTOMER SERVICE |
| 41 | | Mass, Shelby E. | А | Information Assistant | CUSTOMER SERVICE |
| 42 | | OLeary, Barbara A. | А | Information Assistant | CUSTOMER SERVICE |
| 43 | | Polley, Claudia M. | А | Custodian | BUILDING SRV-MAINTENANCE |
| 44 | | Purcell, Emily S. | A | Information Assistant | CUSTOMER SERVICE |
| 45 | | Rogers, Addison C. | A | CATS-Master Control Op | CATS |
| 46 | | Scholl, Deborah J. | A | Security Technician | BUILDING SRV-SECURITY |
| 47 | | Sims, James L. | A | Security Technician | BUILDING SRV-SECURITY |
| 48 | | Sinex, Lucas C. | A | Information Tech Asst | |
| 49 50 | | Snider, Benjamin B. | A | Information Assistant | |
| 50 | | Weaver, William C. Wilke, Adam G. | A A | Web Support Information Assistant | COMMUNICATIONS/MARKETI CM CUSTOMER SERVICE |
| 51 52 | | Baker, Kimberly A. | A | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 53 | | Clark, Craig J. | A | Senior Materials Handler | ACCESS & CONTENT |
| 53 54 | | Crane, Deanna J. | A | Custodian | BUILDING SRV-MAINTENANCE |
| 55 | | Ellis, William P. | A | Information Assistant | CUSTOMER SERVICE |
| 56 | | Gross, Leah A. | A | Bookkeeper Specialist | ADMIN-FINANCE |
| 57 | | Hoagland, Ian M. | A | Information Assistant | CUSTOMER SERVICE |
| 58 | | Jenness, Claire L. | A | Senior Materials Handler | ACCESS & CONTENT |
| 59 | | Jenness, Lillian M. | А | Information Assistant | CUSTOMER SERVICE |
| 60 | | Jones, Christina M. | А | Community Engag Librarian | COMMUNITY ENGAGEMENT/LEAR |
| 61 | | Loudenbarger, Audra C. | А | Information Assistant | CUSTOMER SERVICE |
| 62 | | Mounlio, Daniel T. | А | Senior Information Asst | CUSTOMER SERVICE |
| | | | | | |

Employee Earnings Report by Pay Date Custodian

Custodian

Custodian

BLDS MGR

MGR Finance

| 63 | Tincher, Cherryl L. | А |
|-----|--------------------------------------|---|
| 64 | Vollmar, Justin M. | А |
| 65 | Wise, Laura E. | А |
| 66 | Lenn, Tracy M. | А |
| 67 | Adams, Meghan E. | А |
| 68 | Arnholter, Ellen P. | А |
| 69 | Baugh, Ned T. | А |
| 70 | Bell, Terri L. | А |
| 71 | Brown, Erica N. | А |
| 72 | Bruecks, Melissa E. | А |
| 73 | Carson, Grier E. | А |
| 74 | Carter, Kenneth B. | А |
| 75 | Champelli, Lisa M. | A |
| 76 | Champion, Michael C. | A |
| 70 | Cheek, Jared P. | A |
| 78 | Cooper, Burl | A |
| | Cronkhite, Jane M. | A |
| 79 | | A |
| 80 | Dillon, Luann L. | |
| 81 | Dockerty, Katelynn E. | A |
| 82 | Duffy, Dana R. | A |
| 83 | Dunnuck, Aubrey R. | A |
| 84 | Fallwell, Edwin M. | A |
| 85 | Fallwell, Susan L. | А |
| 86 | French, Elizabeth E. | А |
| 87 | Friesel, Christine E. | А |
| 88 | Galarza, Alejandria F. | А |
| 89 | Gesten, Joshua F. | А |
| 90 | Gossman, James A. | А |
| 91 | Gray, Elizabeth L. | А |
| 92 | Gray, Marla S. | А |
| 93 | Gray-Overtoom, Paula E. | А |
| 94 | Green, Cheryl R. | А |
| 95 | Greene, Ronald | А |
| 96 | Hoffman, Jennifer L. | А |
| 97 | Holman, Stephanie A. | А |
| 98 | Hosler, Christopher A. | А |
| 99 | Hosler, Virginia J. | А |
| 100 | Hussey, Amanda L. | А |
| 101 | Jackson, Christopher B. | A |
| 102 | Johnson, Michael J. | A |
| 103 | Jordan, Kelly M. | A |
| 104 | Kellams, Jennifer L. | A |
| 104 | Kelly, Bruce W. | A |
| | | A |
| 106 | Kern, Merriel S. Kinser, Julia L. | A |
| 107 | , | |
| 108 | Kroeger, Nathan A. | A |
| 109 | Lehr, Jeannette C. | A |
| 110 | Leibacher, Brian J. | A |
| 111 | Lettelleir, Gary P. | A |
| 112 | Lovings, Jacqueline D. | A |
| 113 | MacDowell, Kevin S. | А |
| 114 | Matney, Jason L. | А |
| 115 | Meador, John D. | А |
| 116 | Mestre, Amber C. | А |
| 117 | Mosora, John P. | А |
| 118 | Mullis, Cody H. | А |
| 119 | Neer, Matthew M. | А |
| 120 | Odya, Martha F. | А |
| 121 | Ott, Samuel W. | А |
| 122 | Overman, Roberta J. | А |
| 123 | Paull, Jonathon J. | A |
| 123 | Rome, M Brandon | A |
| 125 | Ruddick, Jane | A |
| 125 | Salvaggio, Elizabeth A. | A |
| 120 | Carraggio, Enzabelli A. | ~ |

BUILDING SRV-MAINTENANCE CATS - Production Asst CATS CUSTOMER SERVICE Senior Information Asst CUSTOMER SERVICE Information Assistant Copy Cataloger Asst ACCESS & CONTENT Community Engag Librarian COMMUNITY ENGAGEMENT/LEAR Info Technology MGR INFORMATION TECHNOLOGY BUILDING SRV-MAINTENANCE Community Engag Librarian COMMUNITY ENGAGEMENT/LEAR Customer Service Asst Mgr CUSTOMER SERVICE Access & Content MGR ACCESS & CONTENT Senior Materials Handler ACCESS & CONTENT Childrens Strat STRATEGIST-CHILDREN/ SE Senior Information Asst CUSTOMER SERVICE Senior Information Asst CUSTOMER SERVICE Senior Information Asst CUSTOMER SERVICE Director - Associate ADMIN-ASSOCIATE DIRECTOR COMMUNITY ENGAGEMENT/LEAR Community Engag Librarian CUSTOMER SERVICE Senior Information Asst COMMUNITY ENGAGEMENT/LEAR Community Engag Librarian Senior Information Asst CUSTOMER SERVICE Senior Information Asst CUSTOMER SERVICE ACCESS & CONTENT Acquisitions Technician Senior Information Asst CUSTOMER SERVICE COMMUNITY ENGAGEMENT/LEAR Community Engag Librarian Community Engag Librarian COMMUNITY ENGAGEMENT/LEAR Senior Information Asst CUSTOMER SERVICE Community Engag Librarian COMMUNITY ENGAGEMENT/LEAR Adult Strategist STRATEGIST-ADULT/ SERVI Human Resources Spec ADMIN-HUMAN RESOURCES Web Administrator COMMUNICATIONS/MARKETI CM Librarian Cataloger ACCESS & CONTENT BUILDING SRV-MAINTENANCE Community Engag Librarian COMMUNITY ENGAGEMENT/LEAR Community Engag Librarian COMMUNITY ENGAGEMENT/LEAR Program-Branch Strat STRATEGIST-PROGRAM/B Community Engag Librarian COMMUNITY ENGAGEMENT/LEAR Communications/Mrkt MGR COMMUNICATIONS/MARKETI CM Special Audience Strat STRATEGIST-SPECIAL AUDIEN Security Technician BUILDING SRV-SECURITY CUSTOMER SERVICE Senior Information Asst Access & Content Asst Mgr ACCESS & CONTENT **BUILDING SRV-MAINTENANCE** Maintenance Expert Bookkeeper Specialist ADMIN-FINANCE CUSTOMER SERVICE Senior Information Asst COMMUNICATIONS/MARKETI CM Writer/Content Specialist COMMUNITY ENGAGEMENT/LEAR Subject Expert BUILDING SRV-MAINTENANCE ADMIN-FINANCE CUSTOMER SERVICE Senior Information Asst Teen/Digital Create Strat STRATEGIST-TEENS/DC BLDS Asst Mgr BUILDING SRV-MAINTENANCE Information Assistant CUSTOMER SERVICE Senior Information Asst CUSTOMER SERVICE Maintenance Assistant BUILDING SRV-MAINTENANCE INFORMATION TECHNOLOGY Information Tech Spec Community Engag Librarian COMMUNITY ENGAGEMENT/LEAR Librarian Selector ACCESS & CONTENT Community Engag Librarian COMMUNITY ENGAGEMENT/LEAR Community Engag Librarian COMMUNITY ENGAGEMENT/LEAR Senior Information Asst CUSTOMER SERVICE Senior Information Asst CUSTOMER SERVICE Librarian Selector ACCESS & CONTENT Senior Information Asst CUSTOMER SERVICE

 Pay Date
 01/18/19

 Pay Period
 12/24/2018 to 01/06/2019

Employee Earnings Report by Pay Date

| 127 | Schwegman, Vanessa M. | А | Information Tech Analyst | INFORMATION TECHNOLOGY |
|-----|---------------------------|---|--------------------------|---------------------------|
| 128 | Scott, Sarah A. | А | Graphic Designer Spec | COMMUNICATIONS/MARKETI CM |
| 129 | Seibel, Brenda D. | А | Admin. Receptionist | ADMIN-BUS OFFICE |
| 130 | Slater, Andrew R. | А | Senior Information Asst | CUSTOMER SERVICE |
| 131 | Smith, Benjamin E. | А | Security Technician | BUILDING SRV-SECURITY |
| 132 | Sneed, Christine M. | А | Copy Cataloger Asst | ACCESS & CONTENT |
| 133 | Stacy, Ryan P. | А | Librarian Selector | ACCESS & CONTENT |
| 134 | Starks-Dyer, Kathleen R. | А | Senior Information Asst | CUSTOMER SERVICE |
| 135 | Swinson, Barbara M. | А | Professional Devel Strat | STRATEGIST-PROFESSION |
| 136 | Thompson, Timothy J. | А | Senior Materials Handler | ACCESS & CONTENT |
| 137 | Todd, Hunter A. | А | Senior Information Asst | CUSTOMER SERVICE |
| 138 | Turrentine, Bethany G. | А | Community Learn Asst Mgr | COMMUNITY ENGAGEMENT/LEAR |
| 139 | Wallace, Pamela J. | А | Admin. Technician | ADMIN-BUS OFFICE |
| 140 | White, Pamela K. | А | Acquisitions Specialist | ACCESS & CONTENT |
| 141 | Wickemeyer-Hardy, Kyle A. | А | MGR Human Resources | ADMIN-HUMAN RESOURCES |
| 142 | Wolf, Joshua | А | Community Engagement MGR | COMMUNITY ENGAGEMENT/LEAR |
| 143 | Wood, Marilyn D. | А | Director | ADMIN - DIRECTOR |
| 144 | Zdravecky, Leanne | А | Admin. Coordinator | ADMIN-BUS OFFICE |

| | | Sub-Total Operating Fund | | \$171,587.89 | 8,161.15 |
|----|-----------|--------------------------|--------|--------------------------|------------------------|
| | Fund Type | Employee Name | Status | Title | Unit |
| 1 | Special | Arena, Nile J. | А | CATS-Master Control Op | CATS |
| 2 | Revenue | Muyskens-Toth, Casey L. | А | CATS-Master Control Op | CATS |
| 3 | | Torneo, Samuel J. | А | CATS-Master Control Op | CATS |
| 4 | | Miller, Thomas J. | А | CATS - Production Asst | CATS |
| 5 | | Myers, Glenn J. | А | CATS - Production Asst | CATS |
| 6 | | Schuster, Steven M. | А | CATS - Production Asst | CATS |
| 7 | | Weinberg, Kevin G. | А | CATS - Production Asst | CATS |
| 8 | | Adams, Michael D. | А | CATS - Production Asst | CATS |
| 9 | | Burns, Michael F. | Α | FL Bookstore Oper | FRIENDS OF THE LIBRARY |
| 10 | | ONeill, Martin | Α | CATS Asst Mgr Production | CATS |
| 11 | | Regoli, Mary Jean | А | S FL Office Coord Expert | FRIENDS OF THE LIBRARY |
| 12 | | Stillwell, Adam A. | А | CATS Asst Mgr Program | CATS |
| 13 | | Stockwell, Robert R. | А | CATS Equip Oper Expert | CATS |
| 14 | | Walter, David P. | А | CATS - Production Asst | CATS |
| 15 | | White, Michael B. | А | CATS General MGR | CATS |
| | | Sub-Total Special Fund | | \$18,778.59 | 927.50 |
| | | Grand Total | | \$190,366.48 | 9,088.65 |

2019 BOARD OF TRUSTEE'S CALENDER All meetings in Room 1B unless otherwise noted

| Month | Date | Meeting Type | Potential Topics |
|-------------------|-------------|-------------------------|--|
| January | 9 | Work Session* | |
| | | | Budget line-item transfers; officer slate approved; Conflict of Interest |
| January | 16 | Board Meeting | forms; El Centro Contract; Update: |
| January | 16 | Board of Finance | Review Investment Report and Policy |
| February | 13 | Work Session* | |
| | | | Election of Board Officers Update: Access & Content Services |
| February | 20 | Board Meeting | |
| March | 6 | Work Session* | |
| | | | |
| | | Board Meeting at | |
| March | 20 | Ellettsville Branch | Branch Services |
| April | 10 | Work Session* | |
| April | 17 | Board Meeting | Update: Teen Services |
| May | 8 | Work Session* | |
| May | 15 | Board Meeting | Update: Children's Services |
| June | 12 | Work Session* | |
| June | 19 | Board Meeting | Update: Building Services |
| July | 10 | Work Session* | |
| July | 17 | Board Meeting | Draft 2020 Budget; Update: Community Engagement & VITAL |
| August | 14 | Work Session* | |
| | | | Review any revisions to 2020 Budget, Approve 2020 Budget for |
| August | 21 | Board Meeting | advertising; Update: Special Audience Services |
| September | 11 | Work Session* | |
| September | 18 | Board Meeting | 2020 Budget; Update: Communications & Marketing |
| September | 18 | Public Hearing | Public Hearing on 2020 Budget |
| October | 9 | Work Session* | |
| | | | Adopt 2020 Budget; approve 2020 employee insurance package; |
| October | 16 | Board Meeting | Update: Adult Services |
| November | 13 | Work Session* | |
| November | 20 | Board Meeting | Update: Staff Development |
| December | 11 | Work Session* | |
| | | | Approve 2020 salary schedule, Pay Schedule(dates), director's salary; |
| | | | 2020 Holiday & Closing Schedule;CATS contracts, Fines and Fees |
| December | 18 | Board Meeting | schedule; Update: CATS |
| *Work sessio | n dates ar | e placeholders. Me | etings are held only as needed. |
| Highlighted dates | are off mee | ting week schedule (due | to spring break schedules) |



Director's Report January 2019 Month at a Glance – Snapshot of Library Activities

The Library averaged 2,008 visits per day and an overall visitor count of 58,229. Visits to the bookmobile, Main Library, Drive-Up window all exceeded totals from January 2018, despite being closed on January 20 due to inclement weather. The Ellettsville Library remained closed for renovation in January. 6,655 items were checked out or renewed daily and a total of 192,990 items circulated in the month. 10,235 unique individuals checked out an item, including 1,414 unique individuals who used the drive-up window. 62,509 individuals have a library card (excluding e-Access cards), which is 44% of the County population. 16% of our card holder population used the library to check out a book or circulating resource in January. The library added 5,568 items to the collection and deleted 1,838 items.

Activities and events continued at the Main Library and in the community and 2,024 attendees enjoyed one of 104 Library sponsored programs. Customers used the Library's computers for 11,383 sessions, approximately 393 per day, for a total of 10,381 hours.

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.

- Preparations for Ellettsville's reopening are in full swing. Numerous challenges regarding shelving arrangements and their subsequent impact on collections saw many Access and Content Services (ACS) staff pulling together and finding solutions. A wonderful group of volunteers, the Sweeney family of Ellettsville, have generously donated time and energy to help dust the majority of our shelves in preparation for the return of materials. Educational Furniture was onsite February 4 through February 8 to transport, unbox, and shelve all Ellettsville collections, while an energetic team of ACS and Community and Customer Engagement staff has been put together to handle all shelving, shifting, and blocking of materials before February 25.
- Re-shelving times and cart turnaround has been at historic lows for nearly two months, as Materials Handlers and Senior Materials Handlers are working extremely hard to keep the number of carts down each day while still maintaining additional projects and impromptu assignments. We continue to hire new Materials Handlers with the expectation that everyone will eventually have at least one shift per pay period at Ellettsville.
- An item display management pilot has begun and is expected to last until June. Our goal is to better track items used in physical displays around the Library in order to provide an intuitive

location description for customers using the PAC (and for staff who may be searching for items themselves). We'll be looking for staff feedback throughout the pilot phase and, following the requisite adjustments, are hoping to implement a functional solution by August.

- Cancellations of Van Service to Endwright Center and Bookmobile due to weather really cut down on the total number of patrons we saw in January, but daily averages were in line with previous months. Everyone is very excited for the Branch reopening in February!
- Free Tax Help appointments in the Ellettsville area began January 31. This program, a partnership between United Way of Monroe County, the Library, and VITA Tax Help volunteers usually takes place at the Branch. With an extended Branch closing into tax season, the partners asked the Endwright Center if their building could be used for the program this year, and the Endwright Center was very kind to agree.
- The latest Think Library e-newsletter is out: <u>mailchi.mp/mcpl/feb2019</u>
- The Library began a new cardholder newsletter campaign, which introduces patrons who sign up for our monthly newsletter to the variety of services the Library offers.
- This month's featured eLibrary resource is Lynda: mcpl.info/lynda
- The Library's "Best Books of 2018" Buzzfeed quiz, which recommends books to users based on their responses to questions, had over 1,500 people take it! Our newest quiz for February, "Books to Fall in Love With" is already at nearly 1,000.
- The Herald-Times featured article on updates at Ellettsville: <u>https://www.hoosiertimes.com/herald_times_online/news/local/ellettsville-library-branch-to-reopen-feb/article_7888edc6-fca0-52d5-82f4-6cd74c83de77.html</u>
- In partnership with IU Health, Nathan Kroeger and Chris Jackson created an informational video highlighting our dementia-friendly efforts and IU Health's partnership. Both IU Health and the Library will use it in various promotional
 - efforts: https://www.youtube.com/watch?v=F3as66HctDc&t=138s
- In partnership with Adult Services, Communications and Marketing (C&M) created the Adult Winter Word Search challenge: <u>https://mcpl.info/fiction/winter-reading-program</u>
- In partnership with Children's Service, C&M created the Young Hoosier Book Trailer Challenge website and promotional materials https://mcpl.info/younghoosiers
- Both The Herald-Times (<u>https://www.hoosiertimes.com/herald_times_online/entertainment/a-radical-gift-library-opens-new-zine-collection-thanks-to/article_caff7c57-8137-5efb-bb40-cf542dad36c5.html</u>) and the Indiana Daily
 Student (<u>https://www.idsnews.com/article/2019/01/an-inside-look-zine-day-at-the-monroe-county-public-library</u>) covered Zine Day and our new zine collection.
- Throughout the month, CATS staff continued working with IU Radio & TV Services toward the completion of its digital HD upgrade. Thus far, most of the new routing, playback and storage equipment has been racked and powered up, with commissioning set to take place in February and March. The old and new systems will run side-by-side until the ultimate switch to the new infrastructure takes place this coming Spring. A snapshot of CATS governmental meeting coverage in January is listed below:
 - Bloomington Board of Park Commissioners (1)
 - Bloomington Board of Public Works (2)
 - 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)
- Community Development Blocks Grant Public Hearing (2)
- Ellettsville Town Council (2)
- Food and Beverage Tax Advisory Board (1)
- MCCSC School Board (3)
- MCPL Board of Trustees (1)
- Monroe County Board of Zoning Appeals (1)
- Monroe County Commissioners (3)
- Monroe County Commissioners Work Session (3)
- Monroe County Convention Center Advisory Board (1)
- Monroe County Convention Center Steering Committee (1)
- Monroe County Council (2)
- Monroe County Election Board (1)
- Monroe County Environmental Commission (1)
- Monroe County Redevelopment Commission (1)
- Monroe County Plan Commission (1)
- Monroe County Solid Waste Management District Board (1)
- Monroe County Solid Waste Management CAC (1)
- Richland Bean Blossom School Board (1)

Goal 2: Support reading, 21st century literacy, and lifelong learning.

- Kanopy enjoyed its first full month of use and was the digital collection focus for January. Ryan Stacy, Selector Librarian for non-print collections, continued his all-staff tutorials with an overview of Kanopy and a discussion about how this collection is uniquely suited to MCPL and Bloomington culture at large. January saw over 650 films streamed on Kanopy by 344 new MCPL customers!
- Early literacy activities this month ranged from discovering sound with boom sticks, rain sticks, and thumb pianos in "Preschool Science and Math" to exploring movement and art in "Little Makers" by enabling children to lie down on the floor and draw snow angels on paper with markers. Preschoolers also got to act out the classic winter folktale *The Mitten* in Storyhour Extravaganza. More than 100 participants in the Saturday morning "Totally Untidy Toddlers" program played with rice mixed with ice, and Jell-O bricks, while enjoying a song and other sensory activities. Multiple caregivers per child, as well as grandparents joined in on the fun!
- Librarian Christina Jones presented a "Sensory Storytime" at Clear Creek Elementary School for children in the inclusive preschool classroom. Children participated in stories, songs, and rhymes featuring puppets, scarves, and a parachute; activities designed to help boost language and literacy skills. To help meet demand for and support the importance of providing young children with high quality early literacy experiences, Librarian Ginny Hosler plans to add another morning session of "Tiny to Two" at the Main Library, starting in February. Librarian Stephanie Holman continued to offer a "Tiny to Two" program for Ellettsville area families at the Endwright Center while the Ellettsville Library was closed. A family new to the Ellettsville area brought their twoyear-old to the program and enjoyed stories and playtime with another two-year-old who has been attending this early literacy program since she was an infant.

- The outreach van service currently visits eight senior and assistive living sites. Plans are now underway for Gentry Park and Evergreen Village, two of the county's newest elder communities, to join the service in April.
- With the Bookmobile's visits to Ellettsville coming to an end now that the branch is about to reopen, we are adjusting the times for a number of stops on the Sunday and Monday routes to better suit high demand for services. The new schedule will go into effect at the beginning of March.
- VITAL tutors continue to provide free, individualized help for adults who want to improve their language, learning, and self-sufficiency skills. The following thank you message was recently shared by a grateful learner: "Good afternoon, I'm writing in order to say thank you to Vital for the great opportunity of having Molly Brush as my tutor. She was so sweet and helpful. I was clueless in how to write an important letter, and she helped me on that on so many levels. Thank you so much for connecting us!"
- Level Up Staff trained with CATS staff member Mike Adams to learn Adobe Audition, an audio production software. With this experience, staff in Level Up are more confident and better equipped to help customers using the software.

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

- Teen and Digital Creativity Strategist Kevin MacDowell was accepted into the 2019 Executive Journey Fellowship. This award-winning program focuses on renewal in the field of youth work in Indiana. We look forward to Kevin's experience translating into great things at MCPL.
- It is hard to describe how incredibly busy and productive the Building Services staff have been. As construction began to wind down at Ellettsville, building services staff quickly jumped in with their long list of items to prepare the building to be reoccupied. Rebuilding and reinstalling all of the shelving was a huge accomplishment and that was on top of ongoing maintenance and custodial care of the Main library during snow season and typical winter incidents. As soon as shelving was completed they went to work on a long list of other pre-opening/preoccupancy todos.

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

- Children and families celebrated at the start of 2019 with an Old Time Family Dance learning formation dances and dancing "freestyle" to lively fiddle music. Attendees expressed their appreciation for this intergenerational activity and hope it will become an annual winter event!
- Children and their families enjoyed a special storytime in honor of Martin Luther King, Jr. Day. Attendees were encouraged to honor King's legacy by bringing in donations for Community Kitchen's Backpack Buddies program. After talking with children about who Martin Luther King Jr. was and why we celebrate his birthday, Librarian Alex Galarza shared stories celebrating kindness and friendship, and which showed that our friends can be all kinds of people. Afterward, Bloomington High School South's Diversity Club led activities for all ages.

Community Engagement, Relationship Building and Partnerships

- Ryan Stacy and Stephanie Holman are working with an RBB 3rd grade class on a project centered around how the Library selects Playaways for younger audiences. The students will actually help select a number of titles based on the criteria we use for selection.
- Children's Strategist Lisa Champelli met with MCCSC school librarians to share information about plans for Power of Words programming in 2019 and get feedback on usefulness of eAccess cards in general and Tumblebooks in particular.
- Librarians Alex Galarza and Ginny Hosler collaborated with Monroe County Community School Corporation Librarians to develop a program encouraging 4-6th grade students to create video "trailers" of Young Hoosier Book Award winners. Learn more about this new program by viewing the informational video and website created by MCPL's Communications and Marketing team: https://mcpl.info/younghoosiers?fbclid=IwAR0zr6kn8wyieL0I1OaaeBu2AQI4rTCFNHThWGhEgxC pG9nhRGjL8aDMKc
- As part of the continued partnership with Dementia Friendly Indiana, Special Audiences Strategist Chris Jackson conducted training sessions for staff at Bloomfield-Eastern Greene and Brown County Public Libraries. Those organizations now join us in being certified as Dementia Friendly.
- As chair of the Accessibility Committee for the Bloomington Council for Community Accessibility, Chris also led a planning session where the committee prioritized their 2019 goals. They will be placing additional emphasis on public venues at Indiana University, establishing connections with the Monroe County Building Department on permitting issues, and public transportation.
- VITAL's Bethany Turrentine met with Psi Iota Xi to share updates on Library strategic planning activities and VITAL services. The group enjoyed a lively discussion, and considered supporting VITAL as a sponsor for this year's Quiz Bowl event as part of their philanthropic activities.

Evolving Areas in Libraries and Librarianship

- ACS is proud to host an Ivy Tech practicum student this semester whose work will focus on selecting, cataloging, and collection analysis and development projects.
- The American Library Association's Youth Media Awards were announced on Monday, January 28. This year, additional awards were announced at the ceremony. "In an effort to bring awareness about and encourage the creation of more books that depict diverse cultures, or by authors of color," ALA included announcement of the winning titles selected by the American Indian Library Association (AILA), Asian/Pacific American Librarians Association (APALA), and the Association of Jewish Libraries (AJL). Find the complete list of award winners online: https://www.slj.com/?detailStory=merci-su%C3%A1rez-wins-newbery-hello-lighthouse-caldecott-poet-x-takes-printz-youth-media-awards
- ALA also renamed its Laura Ingalls Wilder Award the Children's Literature Legacy Award. This
 award honors an author or illustrator whose books, published in the United States, have made,
 over a period of years, a significant and lasting contribution to children's literature. To learn
 more about the reason behind the name change, see the press release issued last summer:
 http://www.ala.org/news/press-releases/2018/06/ala-alsc-respond-wilder-medal-name-change
- The Public Library Association (PLA) Leadership Development Committee has selected 28 exceptional librarians to participate in the Spring 2019 PLA Leadership Academy in Chicago this March, including our very own Josh Wolf, Community and Customer Engagement Manager.

The PLA Leadership Academy empowers public library professionals to become innovative and successful leaders of change, shifting their libraries from an internal approach—focused on organizational operations—to an external approach—focused on community needs. The centerpiece of the PLA Leadership Academy is a dynamic in-person event that includes four days of interactive education and networking.

El Centro Comunal Latino Service Statistics for 2018, for MCPL

| | 2015 | 2016 | 2017 | 2018 |
|----------------------------|------|------|-------|-------|
| Number of Contacts: | | | | |
| Phone Messages/Office | 292 | 460 | 482 | 510 |
| Visits | | | | |
| Number of Attendees at | | | | |
| CCL Programs Offered at | 165 | 154 | 114 | 187* |
| MCPL | | | | |
| Number of Attendees at | | | | |
| CCL Programs Offered | 334 | 285 | 294 | 391 |
| outside MCPL | | | | |
| Number of Health | | | | |
| Screenings | 25 | 61 | 63 | 26 |
| done by CCL at MCPL | | | | |
| Number of Health | | | | |
| Screenings | 82 | 113 | 110 | 183** |
| done by CCL outside MCPL | | | | |
| Number of Contacts at CCL | | | | |
| Table at MCPL Health/ | 23 | 62 | 50*** | 24 |
| Community Fair | | | | |
| (Hispanic Heritage Day) | | | | |
| Number of Contacts at CCL | | | | |
| Table at Health/Community | 225 | 191 | 294 | 363 |
| Fairs outside MCPL | | | | |
| Number of Students Being | | | | |
| Tutored at MCPL: Adults+ | 17 | 15 | 4 | 1 |
| Number Students Being | | | | |
| Tutored at MCPL: Children+ | 33 | 25 | 29 | 18 |
| Number of Tutors | 23 | 24 | 46 | 29 |
| Number of Tutoring Hours | 191 | 222 | 353 | 196 |
| Number of Students Being | | | | |
| Mentored in MCCSC | | | | 6 |
| (from 9/18)++ | | | | |
| Number of Mentors in | | | | |
| MCCSC (from 9/18)++ | | | | 6 |
| Number of Mentoring Hours | | | | |
| in MCCSC (from 9/18)++ | | | | 66 |

*This figure now also includes attendees at the monthly immigration law clinic (37 in 2018).

This figure includes El Centro's efforts in Spring 2018 facilitating health screenings with an IU School of Public Health research study carried out in residents' homes (35 individuals, 2 distinct sets of screenings = 70 screenings). *This figure includes attendees at the 2017 MCPL Staff Day Poster Sessions who visited the El Centro table (16). +Over time El Centro's Tutoring Program has concentrated more on helping Latino children with their school homework and on referring Latino adults seeking ESL tutoring to VITAL (MCPL) and Broadview Learning Center (MCCSC).

++This is a new joint program between El Centro (represented by board member Lillian Casillas), the English Language Learner Program of the Monroe County School Corporation (MCCSC), and IU student volunteers to provide mentors as additional support for an hour per week to struggling Latino students.

El Centro Comunal Latino / The Latino Community Center is a non-profit organization that provides an accessible and safe space for all Latinos, with a focus on Spanish-speaking residents, to find information and gain access to resources. El Centro promotes communication and understanding among service agencies and Latinos in order to facilitate their integration and encourage active participation in the greater Bloomington community. El Centro also helps organize diverse community events.

Monroe County Public Library Board of Trustees 2019 Slate of Officers

| President: | John Walsh |
|-----------------|--------------------|
| Vice President: | Christine Harrison |
| Secretary: | Fred Risinger |
| Treasurer: | David Ferguson |

Finance and Investment Policy

Board of Finance

The duly appointed members of the Monroe County Public Library Board of Trustees are the fiscal body of the Library and thus constitute "The Board of Finance". The members serve without compensation. (IC 5-13-7-5), (IC 36-1-2-6)

Annual Meeting

The Monroe County Public Library Board of Finance shall meet annually immediately following the January Board of Trustees Meeting to elect a president and secretary, review the written report of the Library's investments during the previous calendar year and review the Library's investment policy. (IC 5-13-7-6), (IC 5-13-7-7)

Fiscal Officer

The duly elected treasurer of the Monroe County Public Library Board is the fiscal officer of the Library. (IC 36-12-2-22) The Treasurer shall serve without compensation.

Deposits

All funds received by the Library shall be deposited in one or more designated depositories not later than the business day following receipt and shall be deposited in the same form in which they were received. (IC 5-13-6-1)

Investments

The Treasurer is authorized to invest Library funds in the following (IC 5-13-9);

- United States Government Securities or discount notes backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by:
 - 1. The United States Treasury;
 - 2. a federal agency;
 - 3. federal instrumentality
 - 4. a federal government sponsored enterprise.
- 2. Repurchase Agreements (including standing repurchase agreements, commonly known as sweep accounts):
 - 1. With depositories designated by the State Board of Finance as depositories for state investments under IC 5-13-9.5; and
 - 2. Involving the political subdivision's purchase and guaranteed resale of any interest-bearing obligations issued; or fully insured or guaranteed; by the United States, a United States government agency, an instrumentality of the United States, or a federal government sponsored enterprise.
- 3. Money Market Mutual Funds in the form of securities of or interests in an open-end, noload, management-type investment company or investment trust registered under the provisions of the federal Investment Company Act of 1940, as amended (15 U.S.C. 80a et seq.) These investments shall be made in depositories designated by state board of finance as depositories under IC 5-13-9.5.

Investments made by the Library's fiscal officer must have a stated final maturity of not more than two (2) years after the date of purchase of entry into a repurchase agreement (IC 5-13-9-5.6) except for investments with a final maturity more than (2) years but not more than (5) years which may not exceed 25% of the total portfolio as permitted by (IC 5-13-9-5.7).

Interest Earnings

All interest earnings derived from an investment by the Library's fiscal officer shall be receipted to the Operating Fund.

Depositories

All public funds of the Monroe County Public Library shall be deposited in the designated depositories located in the territorial limits of the Library District. (IC 5-13-8-9)

Investment Cash Management

The Monroe County Public Library Board of Finance may contract with a state designated depository for the operation of an investment cash management system. (IC 5-13-9-4) Investment decisions and record keeping shall follow IC 5-13-9-4.

Transaction Accounts

The fiscal officer of the Library shall maintain deposits that are invested or reinvested in at least two (2) of the Library's designated depositories. (IC 5-13-9-4)

Electronic Transfer of Library Funds

The following type of transactions may be conducted by electronic transfer between financial institutions in order to expedite the transfer of funds as well as maximize interest earnings:

- 1. Transfer to cover expenditures for payroll for library employees.
- 2. Transfer to pay debt service payments.
- 3. Other transfers with the approval of the Library director.

The fiscal officer will maintain appropriate documentation of the transactions so these may be audited as required by statute. (IC 36-12-3-16.5)

Investment Policy Expiration Date

This investment policy expires October 1, 2020

Reviewed by <u>Board of Trustees</u> 6/15/2011; 1/18/2012; 1/16/2013; 1/15/2014; 1/21/2015; 1/20/2016; 1/18/2017; 1/17/2018<u>; proposed update 2/20/18</u>

Authorization to Use Rainy Day Funds

The 2019 debt fund budget was estimated based on the 2018 bond payment which was \$685,150. The 2019 bond payment increased by about \$26,000 because the interest rate on the bond renewal increased.

We are requesting authorization from the board to use Rainy Day Funds to pay the portion of the 2019 bond payment that is over the amount budgeted in the debt fund.

I have attached the resolution passed by the Board when the Rainy Day fund was established which states that the board can authorize the use of the funds to cover about any legitimate cost to operate the Library. I have also attached an email to the State Board of Accounts. The SBOA says as long as the Board approves it, we can use Rainy Day funds to pay part of the 2019 bond payment.

<<DRAFT>> 1/10/02

Board of Trustees Monroe County Public Library Resolution Establishing a Rainy Day Fund

Whereas, the Board of Trustees finds that the purposes of the Local Operating Fund has been fulfilled; and,

Whereas, there is remaining in the Local Operating Fund an unused and unencumbered balance; therefore,

Be It Resolved, that the Board of Trustees of the Monroe County Public Library does hereby establish a Rainy Day Fund for the purpose of receiving transfers of such unused and unencumbered balances. This fund shall be subject to the same appropriation process as other funds that receive tax money. Before making appropriations from the fund, the Board shall in each fiscal year, make a finding that the proposed use of the Rainy Day Fund is consistent with the intent of the fund.

Adopted by the Board of Trustees, Monroe County Public Library, this 17th day of January, 2002.

3/24/04 Board of Trustees Minutes Page 2

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| Monthly Bills for Payment | Cass Owens presented the monthly bills for payment. Cass stated that there are no unusual bills for payment. |
|-------------------------------|---|
| | Rebecca Goss moved for approval. Linda Hunt seconded. The vote was unanimous. |
| Monthly Financial Report | Cass Owens presented the monthly financial report. |
| Keport | There was no discussion. |
| | Penny Austin moved for approval. Rebecca Goss seconded. The vote was unanimous. |
| Personnel Report | Cass Owens presented the personnel report. |
| | There was no discussion. |
| Board of Trustees Calendar | Cass Owens presented the calendar. Cass stated that the review of our mission statement will be added to the calendar, in May's agenda items. |
| Rainy Day Fund | Cass Owens distributed a memo with information on the Rainy Day Fund. Bob Harris at the Department of Local Government Finance informed Cass that the motion needs to be reworded from the Board, to allow for any receipt of special distribution. |
| | Penny Austin moved to approve the motion to replace the wording, which states: "To establish a Rainy Day Fund for the purpose of covering expenditures which are approved by the library board; the fund will allow the board to transfer any revenues that have not been needed within the operating funds, and which will allow for receipt of any special distribution". |
| | Rebecca Goss seconded. The vote was unanimous. |
| | Cass stated that we will send the Department of Local Government Finance a copy of today's meeting minutes, to review and approve. |

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I spoke with Bob Harris at the Department of Local Government Finance, and he gave me this exact wording for establishing the Rainy Day Fund:

To establish a Rainy Day Fund for the purpose of covering expenditures which are approved by the library board; the fund will allow the board to transfer any revenues that have not been needed within the operating funds, and which will allow for receipt of any special distribution.

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Main Library 303 E. Kirkwood Ave. Bloomington, IN 47408-3534 812-349-3050 Ellettsville Branch 600 W. Temperance St. Ellettsville, IN 47429 812-876-1272 www.monroe.lib.in.us

April 28, 2004

Bob Harris Department of Local Government Finance Indiana Government Center North 100 N. Senate Ave. N 1058 Indianapolis, IN 46204

Dear Mr. Harris,

I spoke with you on the phone in late February, about establishing the Rainy Day Fund for the Monroe County Public Library. Our board had tried to set up the fund in 2002 (see enclosed minutes of 1/17/02), and had planned to transfer to it, but later learned that they were too late with the transfer. Then, after receiving the one-time COIT distribution in February of this year, I called you to verify if in fact our fund was in order.

At that time you said we needed a new motion which allowed for a special distribution as well as unexpended operating funds. I transcribed your suggested wording and the board passed it at the March 2004 board meeting. The appropriate minutes are enclosed, and they were approved at the April board meeting.

I hope this enables DLGF to certify our Rainy Day Fund. Thank you for working with me on this.

Sincerely,

Casa Olvena

Cass Owens Interim Director

Board of Trustees Minutes 1/17/02, Page 3

Transfer of End
of Year 2001Dave Ivey stated that the memo of the Director's Report
explains what this item is. This is another fund that willFunds to the Rainy allow us to transfer any revenues that have not been needed
within the operating funds.

Dave suggested that we transfer \$40,000 of 2001 end-of-year balances to this fund.

Brief discussion followed.

Robert Walker moved to accept the resolution establishing a Rainy Day fund. David Ferguson seconded. The vote was unanimous.

Robert Walker moved for approval to transfer \$40,000 to the Rainy Day Fund. David Ferguson seconded. The vote was unanimous.

Director'sDave Ivey presented the 2002 Director's Work Plan, which
establishes his work for the coming year.

Brief discussion followed regarding evaluating the purchase of nationally or regionally produced library television programming to be aired on CATS.

David Ferguson moved to approve the Work Plan. Natalie Christoph seconded. The vote was unanimous.

Annual Board Dave Ivey discussed the copy of the Board Self-Evaluation, Self-Evaluation and stated that this is a reproduction of an evaluation survey that came out of the "In the Public Trust" manual.

No discussion followed.

FoundationSue Sater presented the MCPL Foundation activities, which
consisted of information on the 2002 Membership Drive. Sue
announced that we have already received 236 membership for
2002.

Announcements Dave Ivey announced that there will be a Board of Finance meeting immediately following today's Board meeting.

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3/24/04 Board of Trustees Minutes Page 2

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| Monthly Bills for Payment | Cass Owens presented the monthly bills for payment. Cass stated that there are no unusual bills for payment. | |
|-------------------------------|---|--|
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| | Rebecca Goss scconded. The vote was unanimous. | |
| | Cass stated that we will send the Department of Local Government Finance a copy of today's meeting minutes, to review and approve. | |

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Gary,

If the Board approved the use of Rainy Day to pay the \$26,000 from the \$150,000 currently appropriated in Rainy Day, we would not take audit exception. We'd recommend they make such approval during a public meeting and that their approval be clearly documented.

Todd



TODD CALDWELL, CFE Director of Audit Services Indiana State Board of Accounts 302 W. Washington Street, Indianapolis, IN 46204 **o:** 317-232-2513

The foregoing should not be construed as a legal opinion, but rather as the position the State Board of Accounts would take during an audit. Please consult an attorney on all legal matters.

From: Gary Lettelleir [mailto:glettell@monroe.lib.in.us]
Sent: Monday, December 31, 2018 3:46 PM
To: SBOA Libraries <Libraries@sboa.IN.gov>
Subject: Question - Rainy Day Funds

**** This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email. ****

When MCPL established the Rainy Day Fund the resolution stated:

Be It Resolved, that the Board of Trustees of the Monroe County Public Library does hereby establish a Rainy Day Fund for the purpose of receiving transfers of such unused and unencumbered balances. This fund shall be subject to the same appropriation process as other funds that receive tax money. Before making appropriations from the fund, the Board shall in each fiscal year, make a finding that the proposed use of the Rainy Day Fund is consistent with the intent of the fund.

Adopted by the Board of Trustees, Monroe County Public Library, this 17th day of January, 2002.

Here is my question:

Our 2019 bond payment out of the debt fund will be more than we have budgeted in the debt fund by about \$26,000. At the time of budgeting I knew we were renewing the bond but did not know what the interest rate would be. We have 150,000 budgeted to spend in Rainy Day and if the board approves, I would like to pay part of the 2019 bond payment from Rainy Day. Looking at regs, I think it is allowable but Marilyn, our Director, suggested we check with you on it.

Thanks for all your help.

Gary Lettelleir

Monroe County Public Library Financial Officer 812.349.3279 glettell@mcpl.info

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

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

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

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

| Local Tag | Description | Serial # | Year |
|-----------|---|----------|------|
| | 1 small red and blue wooden toy kitchen | | |
| | 1 blue kite | | |
| | 1 yellow, red, and blue kite | | |
| | 4 computer desks | | |

ADOPTED THIS 20th DAY OF FEBRUARY, 2019

AYE

NAY

Proposal: One-time waiver of Ellettsville Branch Library Meeting room fee for local businesses

The Ellettsville Branch Library is slated to reopen on February 25, 2019. To welcome the business community into the newly renovated library, we propose a one-time waiver of the Ellettsville Branch Library meeting room fee for any business located in Monroe County. This waiver would not exceed \$300 per business, equivalent to 4 hours of meeting room use, and would expire on December 31, 2019.

The fee for use of the Ellettsville branch library meeting room space is \$75/hour as established by the Fee Schedule approved Dec 12 2018 (see below).

Monroe County Public Library 2019 Fee Schedule

| Overdue fines | \$0.25/day (Maximum \$10/item) (No charge for children's materials) | |
|--|--|--|
| Collection Agency Fee | \$10.00 | |
| Annual Subscription Card Non-resident | \$60.00 | |
| Lost items | Varies | |
| Photocopies | \$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free reference material copies) | |
| Printing | \$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free printing) | |
| Meeting room and auditorium rental for businesses operating in Monroe County | \$150/hour for Auditorium and 1B/1C combined \$75/hour for 1B, 1C, 2A | |
| Meeting room clean-up fee | Maintenance (reset room, clean carpet, repair furniture, etc.): \$25/hour. Equipment damage or replacement: Cost + \$10 service fee | |
| CATS dubs | \$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS) | |
| Fine Option Program (for patrons 14+) | \$5/hour credit | |
| Read It Off (children under age 18) | \$5 credit/use and return | |
| Food for Fines credit | \$1 for each item | |

Monroe County Public Library 2019 Fee Schedule

| Overdue fines | \$0.25/day (Maximum \$10/item) (No charge for children's materials) | |
|---|--|--|
| Collection Agency Fee | \$10.00 | |
| Annual Subscription Card - Non-resident | \$60.00 | |
| Lost items | Varies | |
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| Printing | \$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free printing) | |
| Meeting room and auditorium rental for businesses operating in Monroe County | \$150/hour for Auditorium and for 1B/1C combined or meeting room combinations \$75/hour for 1B, 1C, 2A individual meeting room spaces | |
| Meeting room clean-up fee | Maintenance (reset room, clean carpet, repair furniture, etc.): \$25/hour. Equipment damage or replacement: Cost + \$10 service fee | |
| CATS dubs | \$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS) | |
| Fine Option Program (for patrons 14+) Read It Off (children under age 18) Food for Fines credit | \$5/hour credit \$5 credit/use and return \$1 for each item | |

Approved December 12, 2018 Proposed February 20, 2019 Formatted: Indent: Left: 3"

Guidelines for Hiring within Wage and Salary Schedule for Pay Grades 87 and above

Background

Our <u>Compensation Philosophy</u> states that Monroe County Public Library strives to be an employer of choice in the Bloomington region as well as among public libraries nationwide.

It is the policy of MCPL to fill all positions with the best-qualified people whose skills and abilities best match the needs of the department. The Library's strategy is to attract, develop, and retain talented, motivated, creative, engaged and high performing employees. To achieve this strategy the Library will strive to be competitive within our identified market(s).

Recent shifts in the economy are affecting not only the local market, but also our competitive edge in regional and national markets for librarians and other professional level staff.for staff with specialized knowledge and skills. Over the last 3past several years, we have recruited for several key positions and have encountered challenges in recruitment based on salary levels in the market. It has negatively influenced our ability to attract and hire experienced candidates.

It is a common practice for Indiana libraries to bring in experienced candidates at rates above the minimum, as set by their Wage and Salary Schedule. Library's practicing this mode of compensation include Johnson County, Evansville-Vanderburgh, Allen County and Vigo County, among many others.

Credit for Prior Experience

The strongest predictor for job success is based on experience. Linking compensation to a new employee's specific experience and demonstrated abilities supports the library's strategy of hiring employees who are able to perform expected responsibilities and reach productivity levels, often at an accelerated path.

To ensure we can hire the best-qualified candidates in key positions, we have <u>established-revised</u> guidelines for hiring candidates in pay grades 7, 8 and 9 to credit and reflect their recent and relevant work experience in their starting salary. This experience enables the new staff member to perform the job duties at a level above that of an inexperienced employee who would start at the minimum salary within the hiring range. The amount of credited experience is determined jointly by the Human Resources Office, the hiring manager, and administration.

Guidelines

Candidates for positions in **pay grades** 7, 8 and 9 with related and comparable experience may be considered for hiring within the range.

Related Experience is defined as experience in a job from a similar job family level where orientation and training period would be accelerated.

Based on the candidate's related years of experience, their beginning wage or salary is calculated by adding the additional credited experience percentage, as defined below, to the pay grade range minimum.

1-3 Yrs. = 1-2 percent3+ Yrs. = 3-42 percent

Comparable experience is defined as having the same basic job duties and responsibility level. Based on the candidate's comparable years of experience, their beginning wage or salary is calculated by adding the additional credited experience percentage, as defined below, to pay grade range minimum.

1-2 Yrs. = <u>3</u>2 percent or applicable market rate 3+ Yrs. = 5 Yrs. = 4 percent <u>5+ Yrs. = 5 percent</u> 4 percent or applicable market rate

Salaries for positions in **pay grades 10 and 11** are negotiated based on existing market and similar experience guidelines as determined by the director.

Internal Equity

To address equity among current staff while implementing this new process for hiring within the range, **staff in pay grades** <u>7</u>, 8 and 9 who were hired or promoted since 2014, may receive an increase based upon their experience. The same guidelines as newly hired and promoted employees will be applied.



Monroe County Public Library

FEASIBILITY STUDY FOR A NEW BRANCH LIBRARY

30 January 2019

MATHEU ARCHITECTS, PC

205 N. College Ave, Suite 010

Bloomington, IN 47404

Tel. 812 339 1235

www.matheuarchitects.com



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MONROE COUNTY PUBLIC LIBRARY FEASIBILITY STUDY FOR A NEW BRANCH LIBRARY

EXECUTIVE SUMMARY

Monroe County residents have discussed building a new branch library for nearly two decades. Community input from the Library's current strategic planning process enthusiastically validated the need for an additional branch. The Library Board of Trustees supports planning efforts toward a new branch and in the summer of 2018, the Library hired Matheu Architects, PC to conduct a branch feasibility study.

The feasibility study engaged the local community and Library staff to identify service needs and concepts. This, combined with analysis of local data and demographics, informed the development of:

- a service and space program
- building design concepts
- location analysis and site criteria
- conceptual site layouts
- estimates of overall project costs
- operating budget needs
- a project schedule estimate

Community feedback was instrumental to determine the services and programs most needed in the southwest portion of Monroe County, which was identified as an underserved area of the county and the target location for a new branch.

This project report details services and programs that the library is invested in providing at the new branch library (some in partnership with other local organizations or institutions).

Our next steps, following approval by the Board of Trustees is to investigate site options, acquire property, and finally, move to design and construction.

The Library is confident this report represents the master plan toward a facility that will reach a new residential audience and provide a safe and welcoming place for all. We look forward to working with the community to provide opportunities to read, learn, connect, and create—now and for many years into the future.

We appreciate all who provided their voice in this process. It is invaluable.

Marilyn Wood, Director Monroe County Public Library

INTRODUCTION

In its mission for the citizens of Monroe County to "read, learn, connect, and create", Monroe County Library is planning a new branch library to expand its services. The Library has commissioned Matheu Architects, PC to develop a feasibility study for the new library whose services, collections, technologies, and spaces are shaped by twenty-first century library practices and by the Monroe County community it will serve.

As a road map for planning the new branch library, the Feasibility Study includes community input and analysis, library location and service area information, a service and space program, site criteria, conceptual site layouts, a preliminary project budget, library staffing, library operating costs, and a project schedule.

PROCESS

The process used to develop the MCPL branch library feasibility study includes a thorough review and analysis of the following factors:

- Southwest County Library Service Needs: guided by the mission of Monroe County Library; twenty-first century best library practices; and information gathered from the community;

- Library Service Area and Population: gathered through census data and projected to twenty years;

- Library Service and Space Program: prepared to reflect present and future space and user needs;

- Site Criteria: to establish site priorities as a means by which to identify the most appropriate location for the library;

- Staff Utilization and Organization;

- Preliminary Site and Building Construction Costs;
- Operating Cost: including staff, building, and collection;
- Project Schedule.

LIBRARY OVERVIEW

Through previous studies, Monroe County Public Library has determined that the southwest quadrant of Monroe County is the optimal location for a new branch library. This area is experiencing a surge in population growth, it represents a socio-economic cross section of the Monroe County population, and it is the area in the County which would most benefit from library services.

The Monroe County new branch library is programmed to serve persons who live within the southwest Monroe County library service area. In response to the needs of this service area, the Library's collections for adults include: circulating and limited reference materials; popular materials collection; large print books; and media collections, including CDS, books-on-CD, and DVDs. To meet other community needs, the library provides large meeting/program rooms, conference rooms, small study rooms, and a quiet reading area. A collaborative area provides opportunities for STEAM learning, a business center, and digital media opportunities. There are special spaces for children and for teens, each with its own age-appropriate collections and activity areas. A café and teaching kitchen provide informal gathering and learning spaces. A service desk area offers library patrons assistance and manages materials circulation. The staff area provides administrative offices, work space, storage, and a staff break room.

Exterior spaces include vehicular and bicycle parking, a bus stop, book drop-off, and entry and delivery access. Other outdoor amenities include an outdoor café terrace, community gardens, a nature exploratorium, a terraced lawn amphitheater with small performance area, a children's play area, a fitness area, and individual and group seating areas.

PROJECT TEAM

Monroe County Public Library

Branch Planning Team Members

Grier Carson Lisa Champelli Jane Cronkhite Chris Hosler Mandy Hussey Chris Jackson Daryl Lucas Brandon Rome Marilyn Wood

Architect and Consultant Team

Architect:

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

Civil Engineer:

Bledsoe Riggert Cooper James 1351 W. Tapp Rd. Bloomington, IN 47403

Commercial Broker:

John L. West, Jr. F. C. Tucker/Bloomington, Realtors 487 S. Clarizz Blvd. Bloomington, IN 47401

Library Consultant:

Garvey Library Consulting 15817 N. 10th St. Phoenix, AZ 85022

Library Design Consultant:

J. R. Keller LLC 2325 Locust St. Philadelphia, PA 19103

COMMUNITY INPUT

A stated goal of Monroe County Public Library for its new branch library is that the facility is to reflect the unique character and needs of southwest Monroe County. As a means by which to reach this goal, the Library and Architect engaged the community in the following ways:

• Community Conversations

Marilyn Wood and Christine Matheu conducted community conversations with three groups in the branch library service area: the Indian Creek Community Association; the Broadview Neighborhood Association; and the Batchelor Heights Home Owners Association. They discussed the feasibility study goals and process and invited attendees to participate by voting on their library preferences as displayed on nine large posters.

• On-Line Survey

MCPL conducted an on-line survey for participants to provide input on the branch library.

• Paper Surveys

For those members of the community who preferred answering questions in writing, MCPL distributed paper surveys for people to complete.

• Questionnaires

In tandem with the community conversations, questionnaires were distributed to collect demographic information from participants.

• Teens Input

Middle school teens provided input by voting for their teen center preferences as displayed on two large posters.

• Meetings with Community Representatives

Marilyn Wood and Christine Matheu discussed library services and location with the following community leaders in individual meetings or telephone conversations: Bill Brown: Director of Indiana University Office of Sustainability and Executive Director of Indiana University Center for Rural Engagement Ryan Cobine: Member, Monroe County Council Dan Combs: Perry Township Trustee Judy DeMuth: Superintendent, Monroe County Community School Corporation Jason Eakin: Assistant Director, Monroe County Planning Lee Jones: Member, Monroe County Council & Monroe County Plan Commission Geoff McKim: Member, Monroe County Council Rob Moore: Director of Adult Education, Broadview Learning Center Cheryl Munson: Member, Monroe County Council Carly Petersen: Senior Planner, Monroe County Planning Dan Peterson: Vice President, Industry & Government Affairs, Cook Group Tina Peterson: President & CEO, Community Foundation & CEO, Rural Opportunity Initiative (ROI) *Terri Porter:* Director, Bloomington Dept. of Planning & Transportation Jackie Scanlon: Development Services Manager, Bloomington Dept. of Planning & Transportation Eric Spoonmore: Member, Monroe County Council Julie Thomas: Monroe County Commissioner

• Library Conversations

Conversations were conducted with the Monroe County Library Staff and with the Friends of the Library Board in an open forum at the main library.

A summary of community input follows.

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A. SOUTHWEST COMMUNITY INPUT

Following is a summary analysis prepared by Monroe County Public Library of responses from the community conversations, on-line survey, paper survey, and questionnaires.

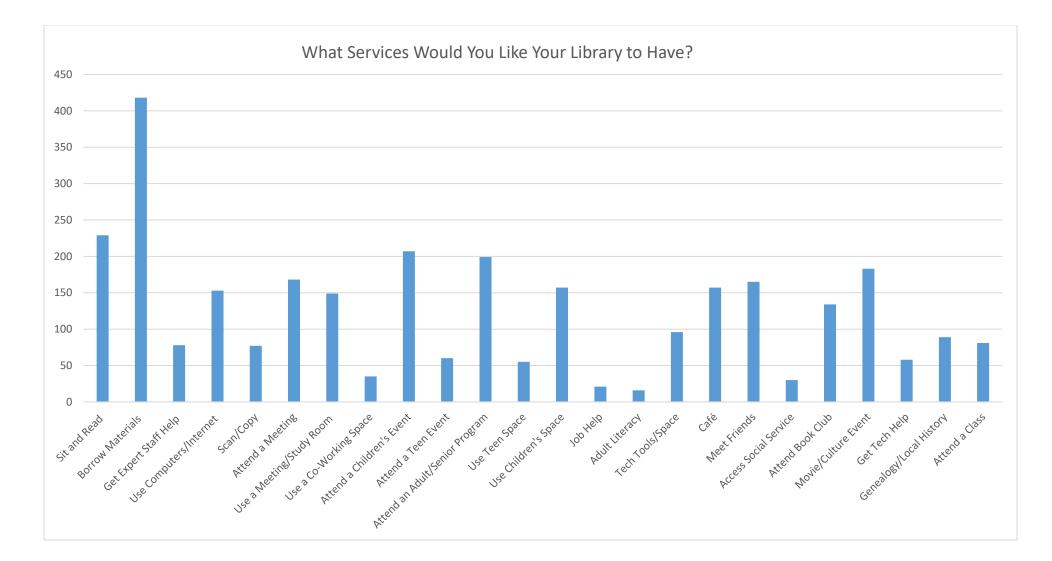
As part of the community conversations, participants voted for their preferences for library services and spaces as illustrated on nine large wall posters. Detailed information gathered from the community may be found in the Appendix of this report.

Over 800 responses were generated by the on-line survey, and of those responses approximately 500 were from residents of the southwest quadrant of the County. These responses are reflected in the summary analysis. Surveys from respondents outside the southwest quadrant will be used to identify and enhance services at other MCPL locations.

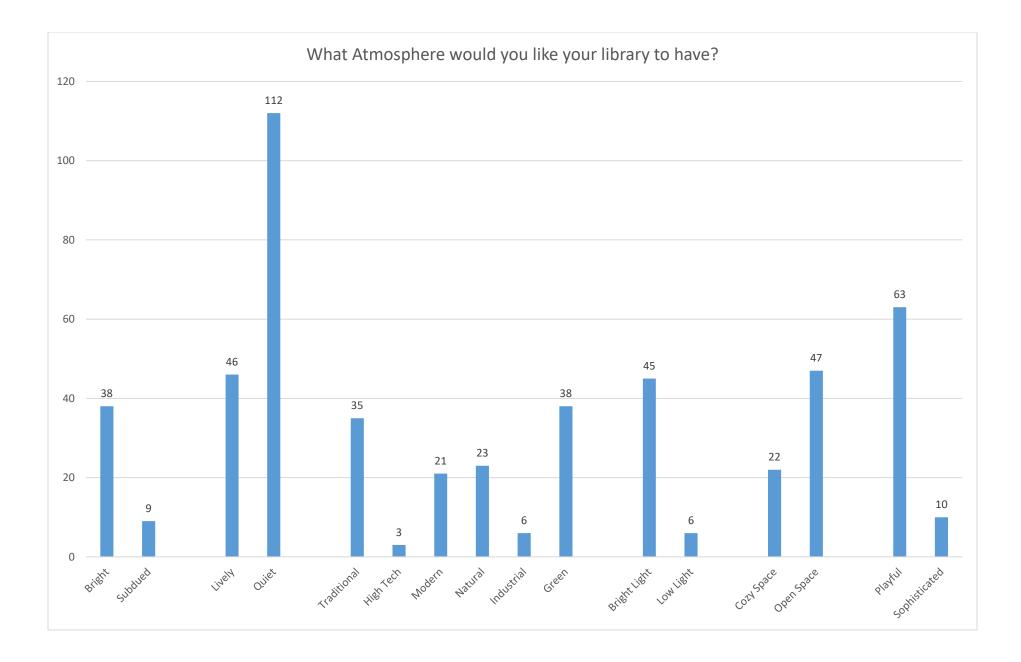
New Branch Feasibility Community Input:

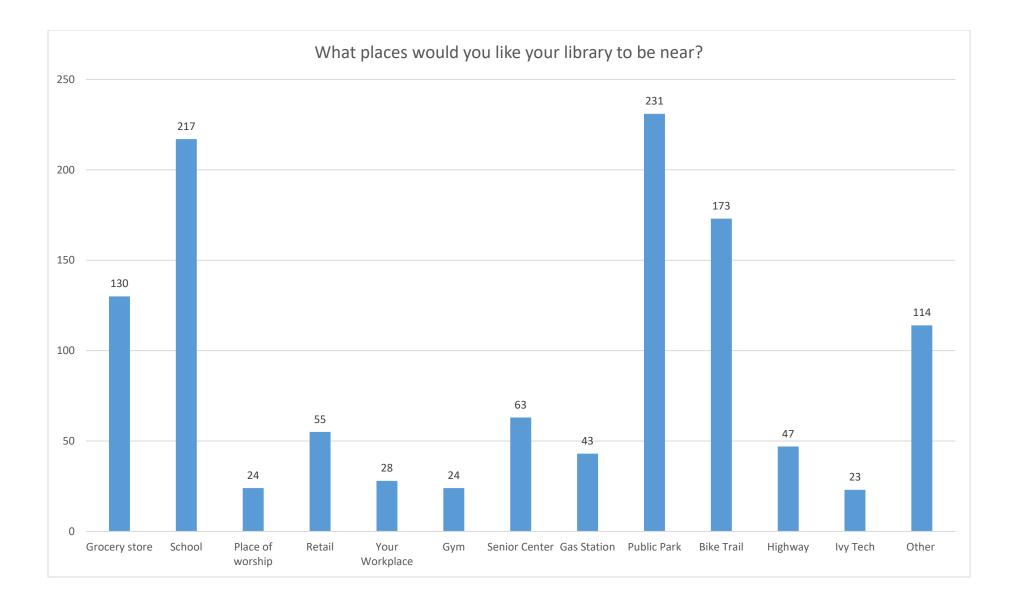
Summary of responses from Southwest Monroe County residents (online survey) and Community Meetings with Southwest residents

October 2018

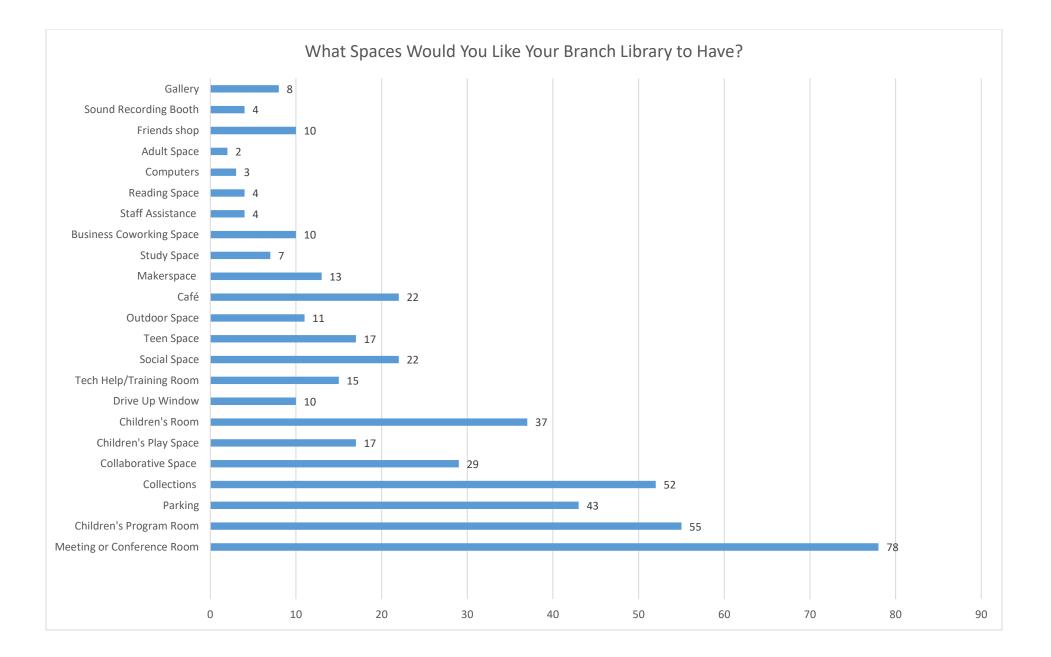


| What Services Would You Like Your Library to Have? | | |
|--|--------|------------|
| | Number | Percentage |
| Sit and Read | 229 | 7.59 |
| Borrow Materials | 418 | 13.86 |
| Get Expert Staff Help | 78 | 2.59 |
| Use Computers/Internet | 153 | 5.07 |
| Scan/Copy | 77 | 2.55 |
| Attend a Meeting | 168 | 5.57 |
| Use a Meeting/Study Room | 149 | 4.94 |
| Use a Co-Working Space | 35 | 1.16 |
| Attend a Children's Event | 207 | 6.87 |
| Attend a Teen Event | 60 | 1.99 |
| Attend an Adult/Senior Program | 199 | 6.6 |
| Use Teen Space | 55 | 1.82 |
| Use Children's Space | 157 | 5.2 |
| Job Help | 21 | 0.69 |
| Adult Literacy | 16 | 0.53 |
| Tech Tools/Space | 96 | 3.18 |
| Café | 157 | 5.2 |
| Meet Friends | 165 | 5.47 |
| Access Social Service | 30 | 0.99 |
| Attend Book Club | 134 | 4.44 |
| Movie/Culture Event | 183 | 6.06 |
| Get Tech Help | 58 | 1.91 |
| Genealogy/Local History | 89 | 2.95 |
| Attend a Class | 81 | 2.68 |

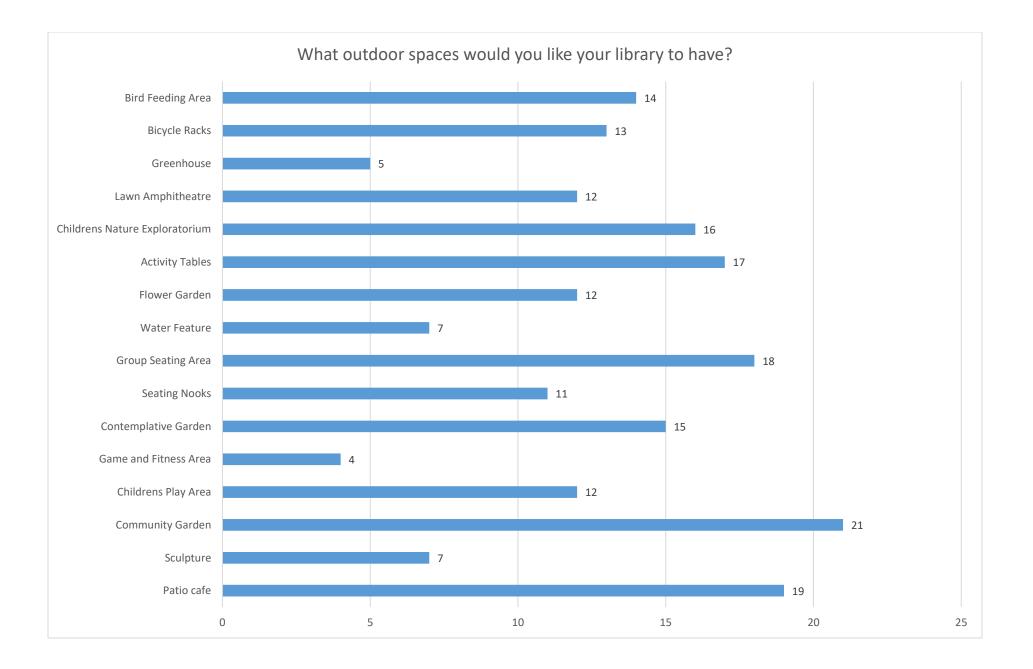


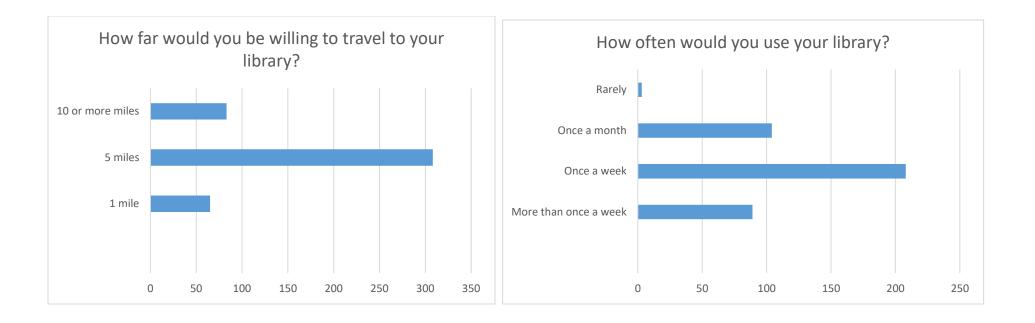


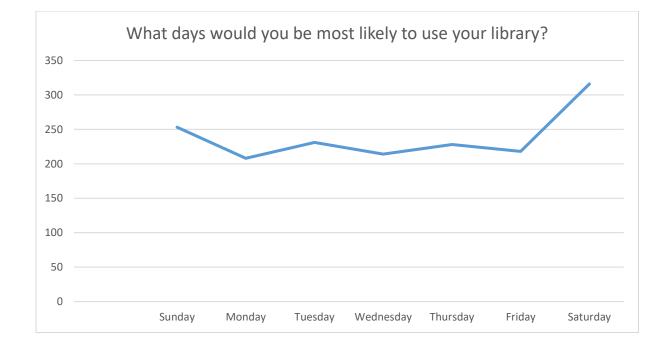
Other: restaurants, bus stop, bank, post office, neighborhood, "my home"

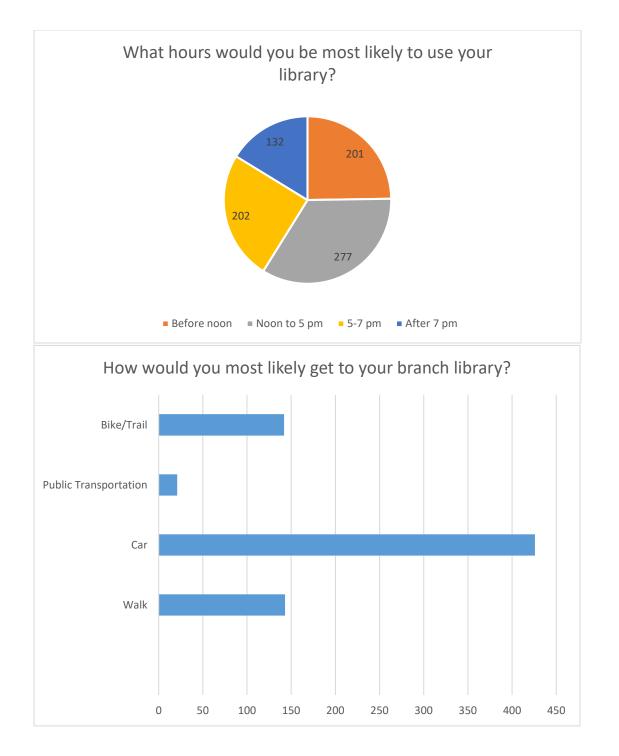


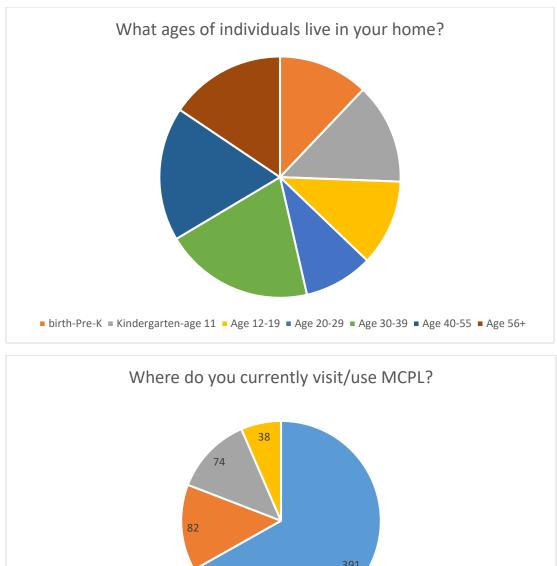
| /hat Spaces Would You Like Your Library to have? Number | | Percentage |
|---|----|------------|
| | | |
| Meeting or Conference Room | 78 | 16.49 |
| Children's Program Room | 55 | 11.62 |
| Parking | 43 | 9.09 |
| Collections | 52 | 10.99 |
| Collaborative Space | 29 | 6.13 |
| Children's Play Space | 17 | 3.59 |
| Children's Room | 37 | 7.82 |
| | 10 | 2.11 |
| Drive Up Window | 10 | 3.17 |
| Tech Help/Training Room | | - |
| Social Space | 22 | 4.65 |
| Teen Space | 17 | 3.59 |
| Outdoor Space | 11 | 2.32 |
| Café | 22 | 4.65 |
| Makerspace | 13 | 2.75 |
| Study Space | 7 | 1.48 |
| Business Co-working Space | 10 | 2.11 |
| Staff Assistance | 4 | 0.84 |
| Reading Space | 4 | 0.84 |
| Computers | 3 | 0.63 |
| Adult Space | 2 | 0.42 |
| Friends shop | 10 | 2.11 |
| Sound Recording Booth | 4 | 0.84 |
| Gallery | 8 | 1.69 |

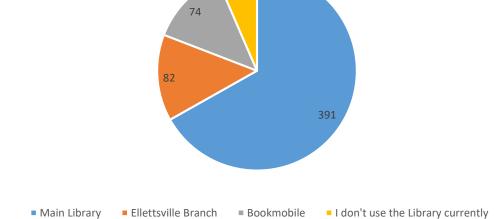












B. TEEN INPUT

Representative middle school teens provided input on the new branch library teen services by voting their preferences on two large wall posters which were displayed in Batchelor Middle School.

In descending order, teens voted most strongly for the following services:

- Gaming;
- Teen cooking classes;
- 3D printing;
- Hanging out.

Teens also voted strongly for the following services:

- Board games;
- Arts & crafts;
- Virtual reality camp;
- Quiet reading.

Teens voted less strongly for the following services:

- Maker space;
- Volunteering opportunities;
- Homework help;
- After school clubs;
- Internet literacy;
- Tech training;
- Teen collaboration;
- Presentations & performances.

Detailed information from the teen poster voting may be found in the Appendix of this report.

C. MEETINGS WITH COMMUNITY REPRESENTATIVES

Following is a summary of responses from sixteen Monroe County community leaders on what services and spaces should be provided by the new branch library.

1. Library Services:

Many services mentioned by community leaders involve technology, though other services were also identified as important to the southwest community which the library is to serve. TECHNOLOGY:

- Free high-speed internet and technology access;
- Free use of computer tablets;
- STEAM learning opportunities;
- "Thinkering" classes in design;
- All ages individual IT help;
- Check-out computers and hot spots;
- All levels technology/computer training: software programs, interacting with the internet, graphic design, videography; grant writing; job search; college applications;
- Outdoor WIFI;
- All ages digital creativity: AV studios and equipment;
- On-line shopping training;
- YouTube conventions;
- Tech support technicians.

FAMILY SUPPORT:

- Supervised on-site limited child care so parents/caregivers may access computers & collections, take a class, attend a meeting, or take part in a special program

HEALTH & FITNESS

- Fitness classes;
- Cooking classes and nutrition instruction;
- Healthcare assistance with providers, insurance, programs.

RECREATION

- Game center;
- Recreational hobbies;
- Bike repair.

SOCIAL SERVICES

- Volunteering center;
- Non-profit counseling;
- Services focused on those needed by the County's low-income population;
- Grant writing assistance.

WORKFORCE DEVELOPMENT

- 'Soft' skills training: problem solving, working with other people; being on time; time management; marketing; team collaboration;
- Financial literacy;
- Entrepreneurship and small business assistance;
- Job search skills: job interviews; seek and land internships; resume prep; on-line job search;
- Workforce STEAM skills: coding; robotics; design skills; engineering; and software programs;
- Prototype development.
- **CHILDREN & TEENS**
- After-school programs;
- Tutoring and after-school homework help;
- Puppet shows;
- Kids' business;
- Parenting programs;
- Pre-school/early childhood programs.

ENVIRONMENTAL STEWARDSHIP

- Programs in ecology and sustainability;
- Outdoor bird program;
- Outdoor pollination program;
- Local growers guild meetings;
- Food/seed sharing & exchange;
- Solid waste management program.

ALL AGES LEARNING

- Individual tutoring;
- Art classes;
- Reading and writing skills;
- Life-long education opportunities.

COMMUNITY ENGAGEMENT

- Community meetings;
- Accommodate birthday parties;
- Community outreach;
- Meetings for non-profits and clubs.

LOCAL HISTORY

- Local history and genealogy materials & services.

LENDING LIBRARY

- "Library of Things";
- "How to" kit lending.

PERSONAL ASSISTANCE

- Practical classes, such as personal finance, applying to college, etc.;
- Notary services;
- Tax assistance.

2. Library Spaces:

Community representatives identified the following spaces as a priority for the new library: *Indoor Spaces:*

- Meeting rooms;
- Multi-purpose room/performance space to be available for use during regular and after hours;
- Children's space with play area;
- Teen center;
- Café;
- Collaborative space, including a co-work space and digital creativity space;
- Friends book shop or kiosk;
- "Library of Things" space;
- Teaching kitchen;
- Senior center;
- Volunteer center;
- Tutoring spaces;
- Production facility for music and film making;
- Phone booths for personal and business cell phone calls;
- "Green" roof garden.

Outdoor Spaces:

- Community garden plots & orchard;
- Sculpture garden with pieces made by local artisans;
- Outdoor "reading room" with patio, seating, with water feature or wind sculpture;
- Children's play area;
- Plant/flower garden.

3. Additional Input for Consideration:

- The new library should not draw people away from the downtown library;
- The new library needs to be a place in which it is enjoyable to spend time; this will attract people to use the library;
- The building design should reflect commitment to the environment;
- The Library should consider partnering with other Monroe County and Indiana organizations as a means by which to provide services at low or no cost. Some partners might include:
 - Cook Group;
 - Indiana University;
 - Wildlife organizations;
 - Purdue extension services;
 - Rural Opportunity Initiative and the associated IU Center for Rural Engagement;
 - Monroe County Parks Department;
 - Communities in Schools (CIS);
 - MCCSC: child care; non-English speaking classes; GED; reading & writing; adult education programs; parenting classes;
 - Monroe County Parks & Rec: indoor and outdoor fitness programs;
 - Blooming Labs and the Monroe County Maker Community for STEAM programs;
 - Crane Naval Base: Crane provides its employees time off to provide tutoring help.

D. THE FRIENDS OF THE LIBRARY BOARD CONVERSATION

Following is a summary analysis prepared by the Architect of responses gathered from 15 members of the Friends of the Library Board during an open forum discussion held at the main library. As part of the forum Friends voted for their preferences for library services and spaces as illustrated on nine large posters.

1. What are the services and spaces we should consider in planning of the new Branch library?

- The new library should provide meeting spaces that can be used by other organizations in the local community;
- The new library should have a space for performances and presentations;
- Other features mentioned:
 - Teaching kitchen for cooking instruction;
 - Cafe.

2. What features do you think should be included at the new Branch Library?

- Sustainable Energy Systems;
 - Solar panels.
- Bus access should be a high priority.

3. Additional Comments:

- Partnering with other organizations to provide programs to the community;
 - Purdue Extension Services;
 - IU Center for Rural Engagement;
 - Monroe County Parks Department;
- Locating some Administrative offices in the new branch library;
- Programs offered to be influenced by location to avoid duplication of programs available in the Vicinity;
- The new branch library should enhance a sense of community and influence future development in the community.

Detailed information gathered from the poster voting may be found in the Appendix of this report.

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E. LIBRARY STAFF CONVERSATION

Following is a summary analysis prepared by the Architect of responses gathered from 36 MCPL staff members during an open forum held at the main library and from a meeting with eight members of the Library's Branch Planning Team.

1. What are the Most Critical Issues When Planning the Library?

- Transportation: Easy vehicular access; plenty of parking; easy access by bus transit; pedestrian accessible; bicycle path nearby;
- Location of the library: Appropriate utility infrastructure should be in place; should be near schools so students may easily access the library; should be near a large residential population area;
- Site should be large enough for future building and parking expansion.

2. What Special Library Services Should be Offered at the New Library?

- Home-schooling resource center and support network;
- Access to social services by partnering with social service agencies;
- Health wellness screenings;
- Master gardening classes.

3. What Public Spaces Should be Provided at the New Library?

- Public gathering space with a café environment: variety of seating, natural light, hangout spaces for all age; conducive to casual meeting and conversation; WIFI plug-ins;
- Performance & multi-purpose program spaces that are sound isolated & have sinks for projects;
- Spaces appropriate for interactive events & family activities;
- Quiet reading room;
- Meeting and study rooms;
- Exhibit area for displays of the natural history of the area;
- Spaces for one on one help from library staff;
- Computer stations that are in an open visible area;
- Children's Room: keep computers out of sight;
- Maker space.

4. What Outdoor Spaces Would Enhance the Branch Library Experience?

- Amphitheater;
- Playground;
- Community gardens & greenhouse;
- Large indoor/outdoor multi-purpose space to accommodate large group activities;
- Covered shelter/pavilion;
- All ages outdoor space for fitness activities;
- Dedicated parking for school buses and guest presenters to unload equipment;
- Ample parking for patrons and staff;
- Drive-up window;
- Walking trail;
- Shaded seating/picnic tables;
- Tool lending library.

5. What are Issues to be Considered for Library Spaces?

Staff Room:

- Locate so it is private and away from the public;
- Should have plenty of refrigerator space since many people bring their lunch to work;
- Counter and sink;
- Room should be sized to comfortably accommodate a cross section of staff to build comradery;
- Adequately sized lockers to store personal belongings.

Staff Restrooms:

- Provide an adequate number so staff doesn't have to wait to use the restroom.

Work Rooms:

- Provide storage cabinets that are accessible to all;
- Provide large enough area next to desks to provide space for carts;
- Provide sink(s) for handwashing.

6. What is the Most Appealing Atmosphere for the Library?

- Lots of natural light that is controlled to prevent books from fading;
- Warm feeling with wood and stone;
- Green living plants;
- Should look and feel clean; washable upholstery on furniture;
- Adequate light levels and locations to make stack browsing comfortable;
- Zoned Sound: separation between quiet and noisy spaces;
- Playful;
- Windows with views;
- Should show no expectation of users having to spend money;
- Should feel safe and in the patrons' comfort zone;
- A place that encourages people to spend time;
- Quiet reading room with good ventilation;
- Should fit with the environment and give a nod to farmland.

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LIBRARY SERVICES AND SPACE PROGRAM

Based on information gathered from the Monroe County community, the Monroe County Library staff, and from library planning resources, the Architect has prepared a Space Program which outlines indoor and outdoor spaces for optimal functionality of the Library and enhancement of the visitor experience. The Space Program reflects a user service area population of 50,000 and services typically offered to a service area this size, and then customized to meet specific preferences identified for the southwest County.

A. INDOOR SPACES

| | OTV | | |
|---|------|----------|------------|
| <u>SPACE</u> 1 ENTRY | QTY | NSF/UNIT | TOTAL NSF |
| 1.1 ENTRY VESTIBULE | | | |
| a. Double set of automatic sliding glass doors | 1 | 80 | 80 |
| 1.2 ENTRY RECEPTION LOBBY | 1 | 400 | 400 |
| a. Lounge & bench seating | | | |
| b. Coffee table | | | |
| c. Picture hanging rail | | | |
| d. Space for storing 1 – 2 wheelchairs & 1 rollator | | | |
| e. Tack surface for notices | | | |
| TOTAL ENTRY NET ASSIGNED AREA | | | 480 |
| NON-ASSIGNABLE SPACE ALLOWANCE @ 10% | | | 4 <u>8</u> |
| TOTAL AREA | | | 528 |
| <u>Services</u> : | | | |
| - Art, History of Monroe County, and other exhibits | | | |
| Receptions/program spill-out space | | | |
| <u>Note:</u> | | | |
| Locate to access Large Program/Meeting Room and restroom | 15. | | |
| Locate for access to outdoor event garden space. | | | |
| Restrict access to rest of building after-hours. | | | |
| Zone for moderate/loud noise level. | | | |
| 2 SERVICE AREA | | | |
| 2.1 PUBLIC SERVICE DESK | 3 | 80 | 240 |
| a. Three mobile service desks: circulation, | | | |
| assistance, reference, & checkout | | | |
| b. Staff printer | | | |
| 2.2 SELF CHECK STATION | 2 | 30 | 60 |
| 2.3 PUBLIC ACCESS PRINTING/COPY AREA | | | |
| a. Work counter with table top printer/scanner & photocopie | er 1 | 48 | 48 |
| a. Work counter with table top printer/seamer & protocopie | ., т | 40 | -0 |
| 2.4 HOLDS AREA | 1 | 48 | 48 |
| a. Shelving: 4 frames @ 3'-0" W x 10"D x 6'-0"H | | | |

| SPACE | QTY | NSF/UNIT | TOTAL NSF |
|---|-----|----------|-----------|
| 2 SERVICE AREA, Cont'd | | | |
| 2.5 BROWSING, NEW BOOKS, POPULAR MATERIALS | | | |
| a. Face out shelving: 3'-0"W x 10"D x 4'-0"H frames | 6 | 12 | 72 |
| 2.6 DISPLAY Area | | | |
| a. Display case | 1 | 40 | 40 |
| | - | 10 | 10 |
| 2.7 LOUNGE SEATING | | | |
| a. Lounge Seating | 4 | 30 | 120 |
| | | | 620 |
| TOTAL SERVICE AREA NET ASSIGNED AREA | | | 628 |
| NON-ASSIGNABLE SPACE ALLOWANCE @ 10% | | | <u>63</u> |
| TOTAL AREA | | | 696 |
| 3 MEETING ROOMS | | | |
| 3.1 LARGE MEETING/MULTI-PURPOSE ROOM | 100 | 15 | 1,500 |
| a. Operable partition to divide space in two | 100 | 10 | 1,500 |
| b. Powered projection screen | | | |
| c. Stackable seating for 100 | | | |
| d. Flip-top training tables - twenty (20) | | | |
| e. Storage closets and/or cabinets with locks | | | |
| f. Multi-level lighting | | | |
| g. Windows for natural light & outdoor viewing | | | |
| h. Combo black-out and light filter roller shades | | | |
| Ŭ | | | |
| <u>Services</u> : | | | |
| - Community meetings | | | |
| Computer training classes | | | |
| Health & wellness programs | | | |
| - Internet safety classes | | | |
| - Financial literacy programs | | | |
| Public presentations, performances & movies | | | |
| - Social services programs | | | |
| Noto | | | |
| <u>Note</u> : Locate to allow access after-hours. | | | |
| Locate restrooms nearby & accessible during restricted access. | | | |
| Zone for moderate/loud noise level. | • | | |
| | | | |
| 3.2 LARGE MEETING ROOM STORAGE | 1 | 72 | 72 |
| a. Storage for flip top tables, stackable chairs, lectern | | | |
| | | | |
| Note: | | | |
| Access from Large Meeting/Multi-Purpose Room | | | |

| SPACE | QTY | NSF/UNIT | TOTAL NSF |
|---|-----|----------|-----------|
| 3.4 SERVING KITCHEN/TEACHING KITCHEN/CAFÉ | 1 | 400 | 400 |
| a. Sink counter with wall and base cabinets | | | |
| b. Hand washing sink | | | |
| c. Appliances: Refrigerator/freezer, stove, wall oven, | | | |
| dishwasher, microwave d. Teaching counter with overhead angled mirror | | | |
| e. Three four-top tables & chairs | | | |
| f. Bar/counter height seating for 6 | | | |
| g. WIFI | | | |
| h. Friends of Library book/gift kiosk | | | |
| i. Large windows for views and natural light | | | |
| j. Vending machines | | | |
| <u>Services</u> : | | | |
| - Meeting Room support | | | |
| - Cooking classes – adults, teens, and children | | | |
| - STEAM activities | | | |
| Health & wellness nutrition programs Community gathering | | | |
| - Limited menu service & vending | | | |
| - Limited mend service & vending | | | |
| <u>Note</u> : | | | |
| Locate adjacent to Program/Meeting Room, Terrace. | | | |
| Windows for natural light and views. | | | |
| Zone for moderate sound. | | | |
| 3.5 MID-SIZE CONFERENCE ROOM 'A': | 1 | 250 | 250 |
| a. Table & seating for ten (10) @ 25 sf per person | | | |
| b. Marker board, smart board, and/or wash-off wall paint | | | |
| c. Consider removable glass partitions | | | |
| d. Wall monitor, personal laptop & headphones plug-in | | | |
| <u>Services</u> : | | | |
| Adult literacy programs | | | |
| - Job search training | | | |
| - Community meetings | | | |
| - Collaborative meetings | | | |

<u>Note</u>:

Locate adjacent to Collaborative Space & Teen Space. Zone for moderate noise level.

| SPACE | QTY | NSF/UNIT | TOTAL NSF |
|---|-----|----------|------------|
| 3.6 INDIVIDUAL CONFERENCE/STUDY ROOM | 2 | 100 | <u>200</u> |
| a. Table and seating for four (4) @25 sf per person | | | |
| b. Consider removable glass partitions | | | |
| c. Wall monitor, personal laptop & headphones plug-in | | | |
| <u>Services</u> : | | | |
| - Social services referral | | | |
| - Job interviews | | | |
| - Studying and tutoring | | | |
| Note: | | | |
| Locate near Adult Collections. | | | |
| Zone for moderate noise level. | | | |
| TOTAL MEETING ROOMS NET ASSIGNED AREA | | | 2,422 |
| NON-ASSIGNABLE SPACE ALLOWANCE @10% | | | 242 |
| TOTAL AREA | | | 2,664 |
| 4 ADULT COLLECTIONS AND SERVICES | | | |
| PUBLIC COMPUTING | | | |
| 4.1 PUBLIC ACCESS COMPUTER STATIONS | 20 | 35 | 700 |
| 4.2 PUBLIC PRINTER STATION | 1 | 16 | 16 |
| COLLECTION | | | |
| 4.3 ADULT COLLECTIONS: | | | |
| Frames: 4 shelves high x 3'-0" w x 10" d | 208 | 10 | 2,080 |
| Adult Fic, Adult NF, Adult GN/MNG, Adult LP, | | | |
| Adult BOCD, Adult PLWY, Adult DVD, Adult VG, | | | |
| Adult CD, Ref., Periodicals, Library of Things | | | |
| SEATING AND STUDY TABLES | | | |
| 4.4 LOUNGE SEATING | 24 | 30 | 720 |
| | Λ | 100 | 400 |
| 4.5 STUDY TABLES – 4 Person | 4 | 100 | 400 |
| 4.6 STUDY TABLES – 2 Person | 8 | 50 | 400 |
| QUIET AREA | | | |
| 4.7 LOUNGE SEATING | 8 | 30 | 240 |
| 4.8 STUDY TABLES – 1 PERSON | 6 | 35 | 210 |
| TOTAL ADULT COLLECTIONS & SERVICES NET ASSIGNED AREA | | | 4,766 |
| NON-ASSIGNABLE SPACE ALLOWANCE @10% | | | 477 |
| TOTAL AREA | | | 5,243 |
| | | | |

| SPACE | QTY | NSF/UNIT | TOTAL NSF |
|--|-----|----------|-------------------------------------|
| 5 ALL AGES COLLABORATION SPACE 5.1 COLLABORATIVE MAKER SPACE a. Tall work table and stools for six (6) @ 25 sf: 150 sf b. Sink counter with upper and lower cabinets: 48 sf c. Lockable tools and material supply storage cabinet: 20 sf d. Flat file paper storage cabinet: 20 sf e. Standard height table and seating for six (6) @ 25 sf: 150 sf f. Write-off board: 10 sf g. Equipment: Copy machine: 24 sf 3-D Printer: 24 sf Ellison die cut machine and laminator: 12 sf h. Public access computers and seating for (4) @ 35 sf: 140 sf | 1 | 598 | 598 |
| 5.2 COLLABORATIVE LEARNING SPACE a. Conference table and seating for six (6) @ 25 sf: 150 sf b. Lounge seating for four (4) @ 30 sf: 120 sf c. Bar height counter and seating for (4) @ 18 sf: 72 sf d. Two (2) game tables and seating for (2) @ 25 sf: 100 sf e. Video monitor with seating for four (4): 64 sf f. Smart board and/or monitor: 12 sf | 1 | 518 | 518 |
| 5.3 STORAGE ROOM Services: - STEAM activities & programs - Maker space activities - Arts and Crafts - 3-D printing - Collaborative learning - Small business support center - Hobby clubs - Game hub - Co-working Note: Locate near Service Desk. Zone for moderate noise level. | 1 | 30 | 30 |
| TOTAL ALL AGES COLLABORATION SPACE NET ASSIGNED AREA NON-ASSIGNABLE SPACE ALLOWANCE @ 10% TOTAL AREA | | | 1,146 <u>115</u> 1,261 |

| SPACE | QTY | NSF/UNIT | TOTAL NSF |
|---|-----|----------|-----------|
| 6 CHILDREN'S COLLECTION AND SERVICES INFANTS/PRE-K | | | |
| 6.1 INFANTS/PRE-K COLLECTION: | | | |
| Frames: 4 shelves high x 3'-0" w x 10" d | 38 | 10 | 380 |
| BBs, EJ Fic, EJ NF | | | |
| 6.2 LOUNGE SEATING | 4 | 30 | 120 |
| a. Rocking chair | | | |
| b. Inter-generational seating | | | |
| 6.3 YOUTH FLOOR SEATING | 8 | 8 | 64 |
| 6.3 PRE-K FOUR-PLACE TABLES | 2 | 80 | 160 |
| 6.4 IMAGINATIVE PLAY/STORY TELLING/GROUP ACTIVITY AREA | 1 | 150 | 150 |
| 6.5 COMPUTER STATIONS | 2 | 35 | 70 |
| <u>Services</u> : | | | |
| - Imaginative play | | | |
| - Pre-K story time & programs | | | |
| Parent/child shared reading Infants programs | | | |
| - Inclusive children's programs | | | |
| - Inter-generational programs | | | |
| Noto | | | |
| <u>Note</u> : Zone for moderate to loud sound level. | | | |
| Soft lighting in Infant/Pre-K area. | | | |
| Locate space to be visible from Service Desk. | | | |
| Locate space for access to outdoor play area. | | | |
| Provide area for coat and backpack hooks. | | | |
| ELEMENTARY AGE CHILDREN | | | |
| 6.6 JUVENILE COLLECTION: | | | |
| Frames: 4 shelves high x 3'-0" w x 10" d | 84 | 10 | 840 |
| J Fic, J GN/MNG, J NF, J BOCD, J PLWY, J DVD, J VG, J CD, J LNCPD | | | |
| J VG, J CD, J ENCPD | | | |
| 6.7 LOUNGE SEATING | 3 | 20 | 60 |
| 6.8 YOUTH TWO-PLACE TABLES | 1 | 40 | 60 |
| 6.9 YOUTH FOUR-PLACE TABLES | 1 | 80 | 120 |
| 6.10 COMPUTER STATIONS – 4 PERSON | 1 | 120 | 120 |
| 6.11 PROGRAM/GROUP ACTIVITY AREA | 1 | 120 | 120 |
| | | | |

| SPACE | QTY | NSF/UNIT | TOTAL NSF |
|---|-----|----------|-------------------------------------|
| 6 CHILDREN'S COLLECTION AND SERVICES <i>ELEMENTARY AGE CHILDREN, Cont'd:</i> <i>Services:</i> - Inclusive children's programs - Inter-generational programs - STEAM programs | | | |
| - Computing - Group activities/learning - Independent & shared reading <u>Note</u> : | | | |
| Zone for moderate to loud sound level. Locate space to be visible from Service Desk. Locate computers in less visible area. | | | |
| SUPPORT 6.12 CHILDREN'S PROGRAM/MULTI-PURPOSE ROOM a. Lockable storage cabinets/closets b. Powered projection screen c. Stackable seating for 30 d. (5) flip-top tables e. Windows for natural light & outdoor viewing f. Multi-level lighting g. Combo black-out and light filter roller shades h. Sink & counter | 32 | 15 | 480 |
| <u>Note</u> : Available to others when not used for children's programs Zone for loud noise level. Locate adjacent to outdoor Children's Play Area. Locate adjacent to or near Children's Room. | | | |
| 6.13 CHILDREN'S STORAGE ROOM <u>Note</u> : Access from Children's Program/Multi-Purpose Room | 1 | 50 | 50 |
| 6.14 NURSING ROOM a. Indirect soft lighting b. Lounge chair | 1 | 56 | 56 |
| 6.15 STROLLER, COATS, BOOTS, AND BACKPACK STORAGEa. Coat and backpack wall pegs at two heightsb. Open space for strollersc. Bench for putting on jackets, shoes | 1 | 120 | 120 |
| TOTAL CHILDREN'S NET ASSIGNED AREA NON-ASSIGNABLE SPACE ALLOWANCE @ 10% TOTAL AREA | | | 2,970 <u>297</u> 3,267 |

| SPACE | QTY | NSF/UNIT | TOTAL NSF |
|---|-----|----------|--------------------|
| 7 TEEN COLLECTION AND SERVICES | | | |
| 7.1 YOUNG ADULT COLLECTION: | 16 | 10 | 160 |
| Frames: 4 shelves high x 3'-0" w x 10" d | | | |
| - | | | |
| 7.2 PUBLIC COMPUTERS | 4 | 35 | 140 |
| a. 4 modular computer/study tables with chairs | | | |
| | | | |
| 7.3 LOUNGE SEATING: 6 @ 30 SF | 6 | 30 | 180 |
| | | | |
| 7.4 CAFÉ BOOTH & TABLE FOR 6 | 1 | 120 | 120 |
| | | | |
| 7.5 GAMING AREA | 1 | 150 | 150 |
| a. Tiered seating for 6 | | | |
| b. Chairs for 4 | | | |
| c. Wall monitor | | | |
| | | | |
| 7.6 MAKER SPACE | 1 | 230 | 230 |
| | T | 230 | 230 |
| a. Bar height table and stools for 6 @ 25 sf: 150 SF | | | |
| b. Sink counter with upper & lower storage cabinets @ 60 sf | | | |
| c. Supply storage cabinet: 10 sf | | | |
| d. Paper supply storage: 10 sf | | | |
| | | | |
| <u>Services</u> : | | | |
| a. Hanging- out | | | |
| b. STEAM/maker space activities | | | |
| c. Gaming | | | |
| d. Reading/studying | | | |
| e. Group collaboration | | | |
| f. Computing/ tech training/internet literacy | | | |
| g. After school clubs | | | |
| h. Presentations & performances | | | |
| i. Virtual reality programs/camp | | | |
| j. Volunteering opportunities | | | |
| k. Homework help | | | |
| ki nomework neip | | | |
| <u>Note</u> : | | | |
| Locate to be visible from Support Desk. | | | |
| Locate adjacent to Mid-Size Conference Room. | | | |
| Zone for moderate to loud noise level. | | | |
| | | | |
| TOTAL TEENS NET ASSIGNED AREA | | | 980 |
| NON-ASSIGNABLE SPACE ALLOWANCE @ 10% | | | <u>980</u> |
| TOTAL AREA | | | <u>98</u> 1,078 |
| I UTAL AREA | | | 1,078 |

| SPACE | QTY | NSF/UNIT | TOTAL NSF |
|---|-------------|----------|-----------|
| 8 STAFF | | | |
| 8.1 ADMINISTRATIVE OFFICE | 1 | 180 | 180 |
| a. L-Shape desk with task chair | | | |
| b. File cabinet | | | |
| c. Small conference table with 4 chairs | | | |
| 8.2 OPEN STAFF WORK AREA | 1 | 352 | 352 |
| a. Desk, task chair, and space for 2 carts: 5 @ 64 sf | | | |
| b. Counter with upper & lower storage shelves @ 32 sf | | | |
| <u>Note</u> : | | | |
| Locate with easy access to Service Desk. | | | |
| Locate adjacent to Materials Processing | | | |
| 8.3 MATERIALS PROCESSING | 1 | 363 | 363 |
| a. Exterior window return, but <u>no</u> drive-up | | | |
| b. Interior window return | | | |
| c. Automated book return and sorting equipment | | | |
| <u>Services</u> : | | | |
| - Collection materials processing | | | |
| <u>Note</u> : | | | |
| Locate adjacent to Open Staff Work Area | | | |
| Locate adjacent to Book Truck Parking | | | |
| Provide access to Lobby | | | |
| Prevent views of Work Staff Area from return windows | | | |
| Zone for moderate noise level | | | |
| 8.4 BOOK TRUCK PARKING | 1 | 120 | 120 |
| a. Book trucks: 12 @ 8 sf | | | |
| 8.5 STORAGE/SUPPORT | 1 | 62 | 62 |
| a. Lockers: 8 (includes 2 for volunteers) double stack @ 3 sf: 12 | <u>2</u> sf | | |
| b. Coat storage: 8 sf | | | |
| c. General storage: 18 sf | | | |
| 8.6 STAFF LOUNGE | 1 | 368 | 368 |
| a. Serving counter with sink, disposal, base & | - | | |
| upper cabinets, microwave, refrigerator/freezer: 48 sf | | | |
| b. Table & chairs: 2 four-place tables @ 25 sf per person: 200 s | f | | |
| c. Lounge seating: 4 @ 30 sf: 120 sf | | | |
| d. Tack surface | | | |
| e. Windows for views & natural light | | | |
| <u>Services</u> : | | | |
| Break space for staff | | | |
| Informal staff meeting space | | | |
| | | | |

| SPACE | QTY | NSF/UNIT | TOTAL NSF |
|--|-----|----------|------------|
| 8 STAFF, STAFF LOUNGE, Cont'd: | | | |
| <u>Note</u> : | | | |
| Locate remotely from public building areas. | | | |
| Zone for quiet to moderate sound level. | | | |
| TOTAL STAFF NET ASSIGNED AREA | | | 1,445 |
| NON-ASSIGNABLE SPACE ALLOWANCE @ 10% | | | <u>136</u> |
| TOTAL AREA | | | 1,496 |
| 9 SUPPORT SPACES | | | |
| 9.1 PUBLIC RESTROOMS | 2 | 240 | 480 |
| a. Men | | | |
| b. Women | | | |
| Note: | | | |
| Accessible when library is closed | | | |
| Locate near Large Meeting/Multi-Purpose Room | | | |
| 9.2 FAMILY RESTROOM | 2 | 64 | 128 |
| Note: | | | |
| Accessible when library is closed | | | |
| Locate near Large Meeting/Multi-Purpose Room | | | |
| 9.3 CHILDREN'S RESTROOM | 1 | 64 | 64 |
| Note: | | | |
| Access from Children's Room | | | |
| 9.4 STAFF RESTROOM | 1 | 64 | 64 |
| <u>Note</u> : | | | |
| Locate near Staff Lounge | | | |
| 9.5 NETWORK TECHNOLOGY WORK ROOM | 1 | 100 | 100 |
| a. Work table | | | |
| b. WIFI access controls | | | |
| 9.6 CUSTODIAN'S OFFICE AND STORAGE | 1 | 100 | 100 |
| a. Desk and task chair | | | |
| b. Storage shelving | | | |
| c. Book case | | | |
| 9.7 CUSTODIAL CLOSET | 1 | 15 | 15 |
| <u>Note</u> : | | | |
| a. Locate near Rest Rooms | | | |
| 9.8 MAINTENANCE STORAGE ROOM | 1 | 120 | 120 |
| 9.9 MECHANICAL/ELECTRICAL/WATER/SPRINKLER | 1 | 1,500 | 1,500 |
| J.J. WIECHAWICAL/ LLECTRICAL/ WATER/ JPRINKLER | Ţ | 1,300 | 1,500 |

| SPACE | QTY | NSF/UNIT | TOTAL NSF |
|---|-----|----------|---------------|
| 9 SUPPORT SPACES, Cont'd: | | | |
| 9.10 DELIVERY ENTRY | 1 | 120 | <u>120</u> |
| a. Double exterior doors | | | |
| b. Short term storage | | | |
| c. Trash/Recycling Area | | | |
| <u>Services</u> : | | | |
| Temporary storage of 'in-transit' circulating materials | | | |
| Temporary supply storage | | | |
| Note: | | | |
| Locate near Open Staff Work Area | | | |
| Locate for easy access from delivery drive. | | | |
| Locate adjacent to Custodian's Office. | | | |
| TOTAL SUPPORT NET ASSIGNED AREA | | | 2,691 |
| NON-ASSIGNABLE SPACE ALLOWANCE @ 10% | | | <u>269</u> |
| TOTAL AREA | | | <u>2,960</u> |
| SUBTOTAL | | | 19,193 |
| BUILDING NON-ASSIGNABLE ALLOWANCE @ 10% | | | <u>1,919</u> |
| TOTAL GROSS SQUARE FEET | | | 21,112 |
| | | Use: | 21,000 |
| FUTURE BUILDING EXPANSION: ALLOW | | | 5 <u>,000</u> |
| TOTAL GROSS SQUARE FEET WITH EXPANSION | | | 26,000 |

B. OUTDOOR SPACES

| SPACE | QTY | NSF/UNIT | TOTAL NSF |
|--|-----|----------|-----------|
| 10 VISITOR AMENITIES | | | |
| 10.1 PATIO CAFÉ | 1 | 2,000 | 2,000 |
| a. Partially covered area | | | |
| b. Tables and seating for 24 | | | |
| <u>Services</u> : | | | |
| Group gathering | | | |
| Collaborative learning | | | |
| Activities | | | |
| Club meetings | | | |
| <u>Note</u> : | | | |
| Locate adjacent to Kitchen/Café and Large Meeting Room | | | |
| 10.2 CHILDREN'S PLAY AREA | 1 | 5,000 | 5,000 |
| a. Nature theme equipment | | | |
| b. Fenced | | | |
| c. Seating | | | |
| Services: | | | |
| Children's educational and camp programs | | | |
| Large muscle activity space | | | |
| Note: | | | |
| Locate adjacent to Children's Rooms | | | |
| Nature theme equipment to meet insurance requirements | | | |
| 10.3 FITNESS/OUTDOOR ACTIVITY AREA | | 5,000 | 5,000 |
| a. Flat lawn area | | -, | -, |
| Services: | | | |
| Games and tournaments | | | |
| Fitness classes | | | |
| Outdoor parenting and inter-generational programs | | | |
| 10.4 CONTEMPLATIVE GARDEN | 1 | 5,000 | 5,000 |
| a. Sculpture by local artists | - | 3,000 | 5,000 |
| b. Flower garden | | | |
| c. Individual and group seating areas | | | |
| d. Bird bath and feeders | | | |
| Services: | | | |
| Quiet reading/contemplation in natural environment | | | |
| Garden club resource | | | |
| Outdoor group meetings | | | |
| Bird watching | | | |
| | | | |

| SPACE | QTY | NSF/UNIT | TOTAL NSF |
|---|-----|----------|-------------------------------|
| <u>Note</u> : | | | |
| Locate adjacent to Adult Collections | | | |
| 10.5 LAWN AMPHITHEATRE | 1 | 12,000 | 12,000 |
| a. Terraced lawn/limestone seating | | , | , |
| b. Hard surface performance shelter | | | |
| <u>Services</u> : | | | |
| <u>Services</u> . Outdoor events | | | |
| Informal gathering | | | |
| | | | |
| <u>Note:</u> | | | |
| Locate adjacent to Patio Café and Large Meeting Room | | | |
| TOTAL NET ASSIGNED AREA | | | 29,000 |
| NON-ASSIGNABLE SPACE ALLOWANCE @ 10% | | | <u>3,222</u> |
| TOTAL AREA | | | 32,222 |
| | | | |
| 11 SUPPORT 11.1 VISITOR PARKING | 125 | 350 | 43,750 |
| | 120 | 330 | 13,730 |
| 11.2 STAFF PARKING | 8 | 350 | 2,800 |
| | | 250 | 4 400 |
| 11.3 VOLUNTEERS PARKING | 4 | 350 | 1,400 |
| 11.4 LIBRARY VAN PARKING | 1 | 350 | 350 |
| | | | |
| 11.5 SCHOOL BUS PARKING | 2 | 700 | 1,400 |
| 11.6 ADA DROP-OFF/PICK UP | 1 | 1,500 | 1,500 |
| | - | 1,500 | 1,500 |
| 11.7 BUS STOP | 1 | 150 | 150 |
| a. Shelter with seating | | | |
| b. Library announcement board | | | |
| 11.8 BICYCLE AND SCOOTER STATION | 1 | 50 | 50 |
| a. Covered bicycle racks | - | 50 | 50 |
| b. Bike/scooter share station | | | |
| | _ | | |
| 11.9 MAINTENANCE SHED | 1 | 80 | 80 |
| 11.10 DUMPSTER/RECYCLING SPACE | 1 | 100 | 100 |
| | | | |
| 11.11 SERVICES/DELIVERIES | 1 | 5,000 | <u>5,000</u> |
| | | | |
| TOTAL NET ASSIGNED AREA NON-ASSIGNABLE SPACE ALLOWANCE @ 10% | | | 56,580 5.666 |
| TOTAL AREA | | | <u>5,666</u> 62,246 |
| | | | 52,240 |

| SPACE | QTY | NSF/UNIT | TOTAL NSF |
|--|-----------------|---------------------|---------------|
| 12 FUTURE EXPANSION | | • | |
| 12.1 VISITOR PARKING EXPANSION | 25 | 350 | <u>8,750</u> |
| TOTAL NET ASSIGNED AREA | | | 8,750 |
| NON-ASSIGNABLE SPACE ALLOWANCE @ 10% | | | <u>875</u> |
| TOTAL AREA | | | 9,625 |
| SUBTOTAL | | | 104,093 |
| NON-ASSIGNABLE SITE ALLOWANCE @ 50%*: | | | <u>52,046</u> |
| CIRCULATION, SETBACKS, SITE CONDITIONS ACCOMMO | DATION | | |
| TOTAL GROSS SQUARE FEET | | | 156,140 |
| | | Use: | 156,000 |
| * <u>Note</u> : Non-Assignable Site Allowance may vary widely depe | ending upon con | ditions of actual p | project site. |
| 13 ALTERNATE | | | |
| 13.1 ENVIRONMENTAL/NATURE AREA | 1 | 43,560 | 43,560 |
| a. Bird watching area | | | |
| b. Children's nature Exploratorium | | | |
| c. Natural meadow area | | | |
| d. Woodland area | | | |
| e. Walking paths | | | |
| f. Benches | | | |
| <u>Services</u> : | | | |
| Wildlife programs | | | |
| Outdoor clubs | | | |
| Nature camps | | | |
| Sustainability programs | | | |
| TOTAL ALTERNATE | | | <u>43,560</u> |
| TOTAL GROSS SQ. FT. OUTDOOR SPACES & ALTERNATE: | | | 215,716 |
| | | | |
| SITE AREA REQUIREMENT: | | | |
| BUILDING & FUTURE BUILDING EXPANSION | | | 30,000 |
| OUTDOOR SPACES & FUTURE EXPANSION | | | 156,000 |
| OUTDOOR SPACES ALTERNATE | | | <u>43,560</u> |
| TOTAL SITE AREA REQUIREMENT | | | 229,560 |
| TOTAL ACRES: | | | 5.26 ACRES |

BUILDING CONCEPT

Based on programmatic requirements, the Architect has prepared a building concept plan which provides an overview of how the new Branch Library may be planned.

In preparation of the building concept the Architect has taken into consideration the following design criteria:

1. Single Floor Level: The Library representatives have expressed a desire for the new library to be a single-story building

2. Sound: Spaces are zoned to respond to appropriate sound levels. Quiet spaces, such as the Quiet Reading Area, are separated from spaces which generate loud sounds, such as the Teen Center;

3. After-Hours Spaces: Spaces, such as the Large Meeting Room, which may be used after-hours are in restricted access areas of the building;

4. Security: Library layout and staffing locations which will allow visual monitoring of the public spaces;

5. Shared Use: Spaces, such as Conference Room next to the Teen Center or the Teaching Kitchen next to the Large Meeting Room, are to be adjacent to each other for easy access;

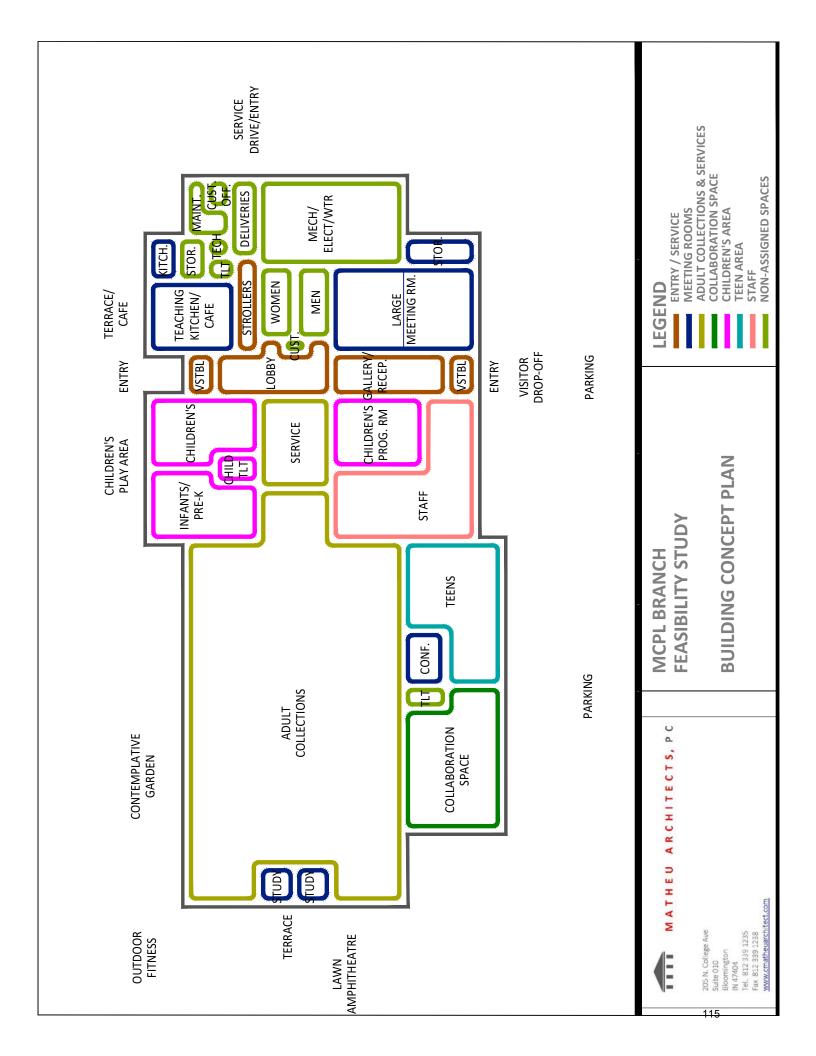
6. Outdoor Access: Spaces which are to have immediate access to outdoor spaces for dovetailing programs and/or activities;

7. Size of Room & Volume of Space: High ceiling/large size spaces are to be in large volume areas of the building.

8. Natural Light and Views: Spaces located where natural light and views are important to the experience of the space.

9. Utilities at Building Perimeter: Mechanical, electrical, and plumbing services are to be located on an outside wall for access to utilities and ventilation requirements.

10. Green and Natural Design: In response to the majority of respondents' preference for a building that has a 'natural' atmosphere in keeping with the rural character of southwest County, the building will most likely have a sloped to have a building that is green and natural in its design.



LIBRARY LOCATION

As a means by which to find the most appropriate location for the branch library, MCPL and Matheu Architects met with community advocates and with representatives of the Monroe County Planning Department and the City of Bloomington Planning Department. John West, commercial real estate broker, researched and visited potential site areas and provided advice for the library location.

A. COMMUNITY REPRESENTATIVES

Community representatives were in general agreement that southwest Monroe County is the most logical place for the new branch library. It is an under-served area of the County, including lack of internet service and utility infrastructure; there is a lot of development in this quadrant compared to other County areas; bicycle trails are expanding in this area; east-west arterials are being built to provide good connectivity; land cost is still reasonable; the largest businesses are located on the west side of Monroe County and employees prefer to live close to their jobs; and a lot of young families are locating to the southwest area because housing is more affordable.

One community leader pointed out that commuter patterns determine regional patterns, and it is important that the library take advantage of the commuter patterns to increase the number and type of people who use the library. Primary arterial roads and interchanges provide opportunities for visibility of the library and for access by residents. Both I-69 and SR 37 are part of a larger regional loop which may provide access opportunities for users of the library.

1. Location Criteria:

Community representatives provided these thoughts on the new library location: *General Site Considerations:*

- Library should be located where it is highly visible;
- Site must be large enough to accommodate ample parking. To save site, consider locating some parking under the building;
- Library should be located near public transit;
- As a means by which to provide services for as many Monroe County residents as possible, the library needs to be located near relatively densely populated areas;
- Library should be within easy walking and/or bicycling distance of the user group. A populated node in the community and/or location close to the B-Line or Clear Creek trail would support this;
- Consider locating the library near a volunteer fire department which are often used as community centers;
- Since rural populations typically drive cars, a certain driving distance to get to the library might be fine because residents drive to the grocery store, school, etc.;
- For ease of access locate library close to a highway;
- Locate library near a bicycle trail if possible;
- A library would be viewed as a welcome neighbor;
- Should be near existing utility and telecommunications infrastructure;
- Consider a park-like setting;
- The library should be located for high visibility and easy to access;
- Library must be near other services, and best to be located as part of a "loop" of services;
- The library must be easily accessible by different means of transportation or by foot.

- The library should not be a destination location or it may not be used enough;
- Co-Locations: Schools; residential neighborhoods; alternative transportation, such as bus routes and bicycle trails; youth clubs;
- As close to schools as possible.;
- Should be reachable by a sidewalk and a bicycle path;
- Should be if possible accessible by public transit;
- The site should be large enough to accommodate future building and parking expansion;
- Try to get land as inexpensively as possible so money may be put as much as possible into the building, site development, and programs. It would be a good idea to see if there is public land available for the new library;
- Co-locations which should be either in or nearby the library: internet cafe; child care/pre-school; office buildings/manufacturing facilities; fitness facility; schools; social services facilities, such as senior centers, care centers, etc.; co-working space;
- Consider locating the library so it is easily accessible from Clear Creek, Lighthouse Christian, Summit, and Grandview elementary schools.

2. Specific Locations Suggested:

Tapp Road Between Rockport Road and SR 37:

- Surge in residential development in this area;
- Easy access to SR 37 and I-69;
- Tapp Road is being upgraded as a main east-west arterial;
- Accessible to Clear Creek bicycle trail;
- Is within easy walking distance of residential neighborhoods;
- Utility infrastructure is in place;
- Is within reasonable walking distance of public bus transit;
- There is good visibility for a branch library;
- There are very few schools in the immediate area;
- Private land cost may be high;
- Unclear if any public land available in this area;
- Summit Elementary School has seen a large growth in student population resulting from Tapp Rd. Development;
- Hoosier Energy owns large undeveloped parcel near Tapp Road and SR 37.

Batchelor Middle School Area:

- Large residential areas nearby as well as plans for future residential developments;
- Ties in well with future Gordon Pike/Fullerton Pike east-west arterial to SR 37 & I-69;
- Batchelor Middle School Area, Cont'd:
- Utilities and telecommunications infrastructure in place;
- Within easy walking distance of public transit;
- B-Line Trail intersects Gordon Pike;
- Good visibility along Gordon Pike;
- Is close to many schools which could benefit from the library's proximity;
- There is a commercial node with a grocery store just to the east at Walnut St.;
- Large public and private land parcels may be available;
- Batchelor Middle School serves the entire southwest quadrant of Monroe County and is an epi-center for families with middle school age children;
- A location near Batchelor Middle School would enhance middle school activities by providing an after-school destination.

West side of SR 37:

- Needs library services, and it needs a sense of place now lacking;
- Is experiencing the most job growth in the County because large corporations are locating in this area because land is available;

Indian Creek Township:

- May be best location because it is the most isolated township; while SR 37 and I-69
 - provide vehicular connectivity for the region, I-69 isolates Indian Creek
 - Township from the rest of Monroe County. Many people who live west of SR 37 will Not venture to the east side of SR 37;
- Township most in need of services.

Karst Farm Park Area:

- Area is designated as a node County Planning;
- There is a large undeveloped land parcel across from the park;
- Site close to Broadview Elementary and Highland Park Elementary, but no other schools;
- Site is on the west side of SR 37;
- Traffic is often a problem along Bloomfield Ave. especially with special events at Monroe County Fairgrounds & Karst Farm Park;
- There are no bicycle trails nearby;
- Bus transit is limited.

Liberty Drive, Walmart, and Lowes, and West Around Future Cook Renovated GE Plant:

- Area is an employment center which will grow with the renovated GE plant;
 - Dense population in this area;
 - Utility infrastructure in place;
 - Traffic congestion;
 - Lack of nearby schools;
 - Lack of public transportation and alternative transportation routes;
 - High land cost resulting from proximity of SR 37 and I-69.

Land Southwest of Catalent:

- Large land area with mix of private and City-owned land;
- No visibility;
- Slated for affordable housing;
- No infrastructure in place.

Harrodsburg & Smithville:

- Intact communities with strong identities;
- Areas are not seeing a lot of growth;
- Areas in need of services.

B. MONROE COUNTY PLANNING DEPARTMENT

Monroe County Planning Department suggested the following locations to be among areas considered for the new branch library:

1. Gordon Pike/E. Rohrer Rd. West of Walnut:

Pros:

- Close to many schools: Batchelor; Clear Creek; Lighthouse Christian Academy;
- Close to B-Line Trail;
- Close to Bloomington Transit buses along Walnut St.;
- Close to stores along Walnut St.;
- Close to nearby businesses;
- Close to large residential areas to the south and west;
- Infrastructure of utilities, roads, and transit are in place;
- Gordon Pike, E. Rohrer Rd., and Fullerton Pike are slated to be a major east-west arterial which will provide efficient access to the library from SR 37 and I-69 as well as points east;
- High visibility for the library;
- There are some large public and private land parcels in the area;

Cons:

- East-west access depends upon arterial still in the planning stages;
- Is not located on west side of SR 37 which is under-served.

2. Curry Pike Area West of 37 and Walmart:

Pros:

- Would provide services to an under-served area and socio-economic population;
- Close to SR 37 and I-69 access;
- Close to nearby businesses, such as Cook;
- High visibility for the library;

Cons:

- Traffic congestion is a problem in this area;
- Few schools nearby;
- More sparsely populated residential area.

3. Smithville:

Pros:

- Utility infrastructure in place;
- Smithville is a small but identifiable enclave;
- May be easily accessed from SR 37;
- It has a strong sense of community;
- It is eager for growth;

Cons:

- No bus transit;
- Sparsely populated area;
- Not highly visible except by Smithville residents;
- Is far away from rest of southwest quadrant;
- Few schools nearby.

4. Harrodsburg:

Pros:

- Is located on west side of SR 37;
- Distinguishable enclave;
- Under-served population;
- Sufficient infrastructure, but needs to be confirmed;
- Close to SR 37;
- It would welcome a library;
- Strong sense of community;

Cons:

- Remotely located at south end of Monroe County;
- Sparsely populated.

The Monroe County Planning Department suggested that locating the new library within the two-mile fringe would likely make both the County and the City comfortable with the library's location. Also, it is an area that would more likely have access to the bicycle trail and bus transit.

C. CITY OF BLOOMINGTON PLANNING DEPARTMENT

Bloomington Planning Department suggested the following locations to be among the areas considered for the new branch library:

1. South of Allen Street, West of Rogers St., East of Bloomfield Rd.:

Pros:

- Large parcels of private and public undeveloped land in this area;
- B-Line trail may be accessed at east end of this site area;
- Large manufacturing facilities are located at the northeast end of the site;
- Residential areas at the west side of the site area;

Cons:

- Area is currently only accessed by smaller less travelled streets;
- No immediate public transit to this area, though it is available north along Allen St.
- Limited pedestrian access;
- No major arterial through the site which limits ease of access and limits visibility;
- Schools are not close by.

2. Gordon Pike, between Walnut St. and Clearview Drive:

Pros:

- Two large public land parcels should be researched for availability and suitability:
 - City of Bloomington Utilities (CMU) on the north side of Gordon Pike and south of the
 - Bloomington Waste Treatment Plan;
 - Southeast corner of Batchelor Middle School.
- Gordon Pike and Fullerton Pike will be a major east-west arterial and there is good north-south access along Rogers St. and Walnut St.;
- Substantial number of single-family homes and apartments are located along Rogers St. and along Gordon Pike;
- Public transit (bus) easily accessed at Walnut St.;
- Bicycle/jogging path along B-Line Trail;

3. Gordon Pike, between Walnut St. and Clearview Drive, Cont'd:

- Pedestrian access along Gordon Pike, Walnut St., and Rogers St.;
- Good visibility along Gordon Pike and Rogers St.;
- Many schools nearby: Batchelor Middle School, Clear Creek School, Lighthouse Christian;
- All middle school children in southwest attend Batchelor Middle School so this area is in the loop of activities for families with children;
- Commercial node with Krogers grocery store nearby on Walnut St.

Cons:

- Sites are on east side of SR 37 and some west side residents will not cross SR 37 to use facilities;
- Sites on east side of SR 37 do not enhance west side's sense of place.

4. Intersection of Bloomfield Rd. and Airport Rd.:

Pros:

- Intersection is designated by the County to become a commercial node;
- There is a large privately-owned land parcel south of Airport Rd. and north and west of Leonard Springs Rd, and there is a large privately-owned land parcel north of Bloomfield Rd. east of Enright Rd. across the street from Karst Farm Park;
- Good visibility from main streets;
- Bloomfield Rd. is a major east-west arterial;
- City bus transit is within walking distance at Curry Pike and Bloomfield Rd.;
- Two schools, Grandview Elementary and Highland Park Elementary, are nearby;
- Easy access to SR 37 and I-69 along Bloomfield Rd.
- Commercial zone (Walmart) nearby;

Cons:

- Pedestrian access is limited;
- There is not bicycle path nearby;
- No dense residential areas nearby, but there is a number of single-family homes further south;
- Traffic congestion typical at this intersection, and major traffic congestion during special events at the County Fairground and at Karst Farm Park.

LOCATION ANALYSIS

Determining possible locations for the New Branch Library is contingent on several factors including:

- Demographics: Population density in proximity to location.
- Accessibility: Proximity to major roads, trails, and bus routes.
- Infrastructure: Availability of utilities and services.
- Other Community Services: Schools and parks.
- Availability: Land of appropriate size for development.

Following is an evaluation of each factor to best determine possible locations for the New Branch Library.

A. DEMOGRAPHICS: SERVICE AREA POPULATION

The new branch library Service Area is defined as the southwest quadrant of Monroe County. The southwest geographic quadrant is bordered along the north by Third Street; along the east by Walnut Street/SR 37; along the west by the west edges of Van Buren and Indian Creek Townships; along the south by the south edges of Clear Creek and Indian Creek Townships.

Although one third of Perry and Clear Creek Townships is west of Walnut Street, in all practicality many residents from these townships will likely access the new branch library to avoid the drive to the main library and risk not finding parking at that location. One could, therefore, assume all Van Buren, Indian Creek, and Clear Creek Township populations and at least half of the Perry Township population, taken together, to be the service population for the new branch library.

Based on Indiana population statistics, the average annual rate of growth for the townships is:

| Clear Creek | 0.95% |
|--------------|-------|
| Indian Creek | 0.85% |
| Perry | 0.92% |
| Van Buren | 0.87% |

Taking half of Perry Township population, and based on a twenty-year projected growth rate, the Service Area population for the New Branch Library is 55,654, as indicated here:

| Township | 2017 Pop. | 10 Yr. Rate | 2027 Pop. | 20 Yr. Rate | <u>2037 Pop.</u> |
|--------------|---------------|-------------|---------------|-------------|------------------|
| Clear Creek | 5,355 | 9.5% | 5,864 | 19.0% | 6,372 |
| Indian Creek | 1,755 | 8.5% | 1,904 | 17.0% | 2,053 |
| Perry (50%) | 27,144 | 9.2% | 29,641 | 18.4% | 32,138 |
| Van Buren | <u>12,854</u> | 8.7% | <u>13,972</u> | 17.4% | <u>15,091</u> |
| Total: | 47,108 | | 51,381 | | 55,654 |

As a point of comparison, the Ellettsville Branch Library service area is:

| Township | 2017 Pop. | 10 Yr. Rate | 2027 Pop. | 20 Yr. Rate | 2037 Pop. |
|--------------|--------------|-------------|--------------|-------------|--------------|
| Bean Blossom | 3,131 | 7.0% | 3,350 | 14.0% | 3,569 |
| Bloomington | | | | | |
| (50%) | 23,201 | 4.7% | 24,291 | 9.4% | 25,382 |
| Richland | 15,403 | 7.0% | 16,481 | 14.0% | 17,559 |
| Washington | <u>2,179</u> | 7.0% | <u>2,331</u> | 14.0% | <u>2,484</u> |
| Total: | 43,914 | | 46,453 | | 48,994 |

The Ellettsville Branch Library service area, based on a twenty-year projected population, is 48,994.

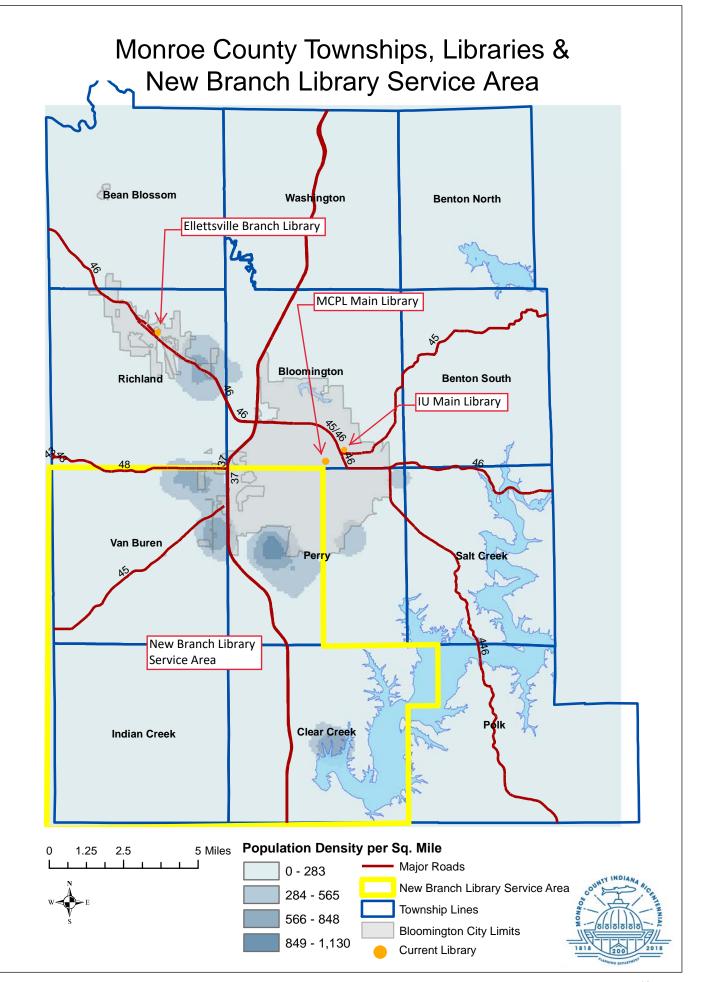
Based on the total projected population over the next twenty years, the New Branch Service Area is 8.8% larger than the Ellettsville Branch Service Area.

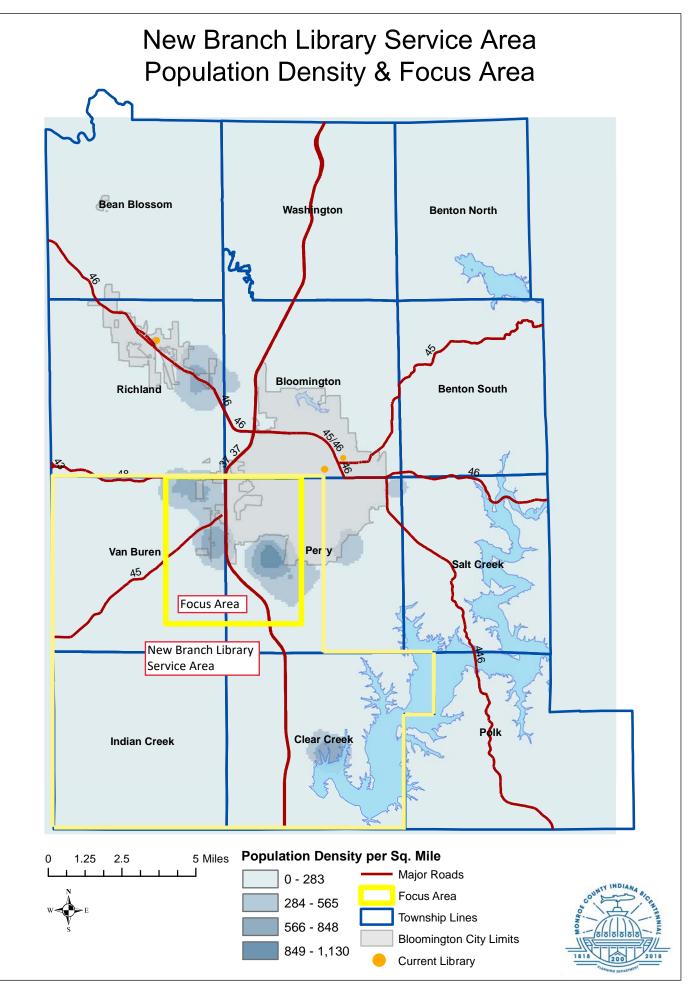
The current Service Area for the proposed New Branch Library is shown on the Monroe County Townships and Libraries map which follows. Fifty percent of the Perry Township population represents 58 percent of the total population in these four townships. The population of Van Buren Township represents 27 percent of the total population. These two townships together represent 85 percent of the total population of the entire service area.

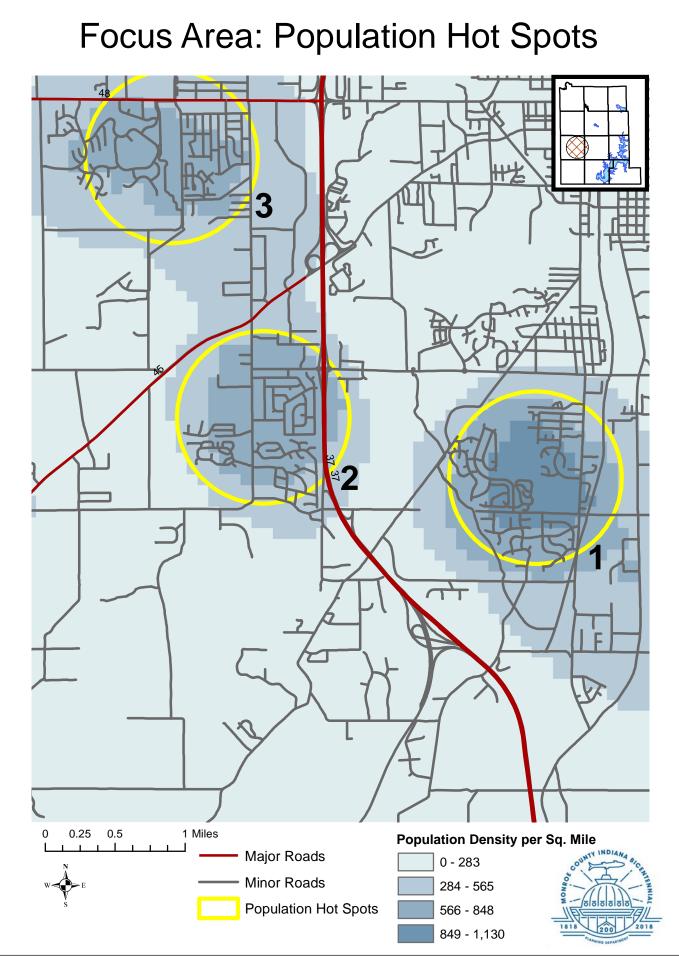
The Southwest Monroe County New Branch Library Service Area Population Density map which follows clearly shows the concentration of population near the City of Bloomington boundaries on the west, southwest and south sides. Therefore, a location on the east side of Van Buren township or the western edge of Perry Township would put the new Branch Library in proximity to the majority of the Service Area Population.

Conclusion: Based upon the population analysis we decided upon a Focus Area for our Location Analysis. We chose the northeast corner of Van Buren Township and the adjacent northwest corner of Perry Township extending east to Walnut Street, north to 3rd Street, west to Kirby Road and south to Dillman Road.

Focus Area: The Monroe County Planning Department performed the demographic studies for this report which helped to identify the branch library Focus Area. The Focus Area Population Hot Spots map which follows shows population concentrations at three locations within the Focus Area. Hot Spot 1 consists of the area south of the Bloomington Country Club, west of Rogers Street, extending south to Church Lane and west to the Clear Creek Trail. This area includes Batchelor Middle School. Hot Spot 2 consists of the area west of I-69/State Road 37 to just beyond Leonard Springs Road and from State Road 45 on the north to Fullerton Pike on the south. Hot Spot 3 consists of the area south of State Road 48 (3rd Street) and west of Curry Pike, extending west to Kirby Road and south to Gifford Road.







B. ACCESSIBILITY

The Focus Area Roads, Bus Routes and Trails map which follows identifies major transportation routes and services within the Focus Area. Major roads in the southwest quadrant of Monroe County include State Road 37 and State Road 45. State Road 48 (3rd Street) is at the northern boundary. While I-69 traverses this area there are no on ramps in Monroe County until it intersects with State Road 37. North-South Collector Roads which connect to the major roads include Breeden Road, Harmony Road and Garrison Chapel Road. East-West Collector Roads include Popcorn Road and Smithville Road. Rockport Road does not intersect with any major roads but after passing I-69 intersects city arterial roads on the southwest side of Bloomington.

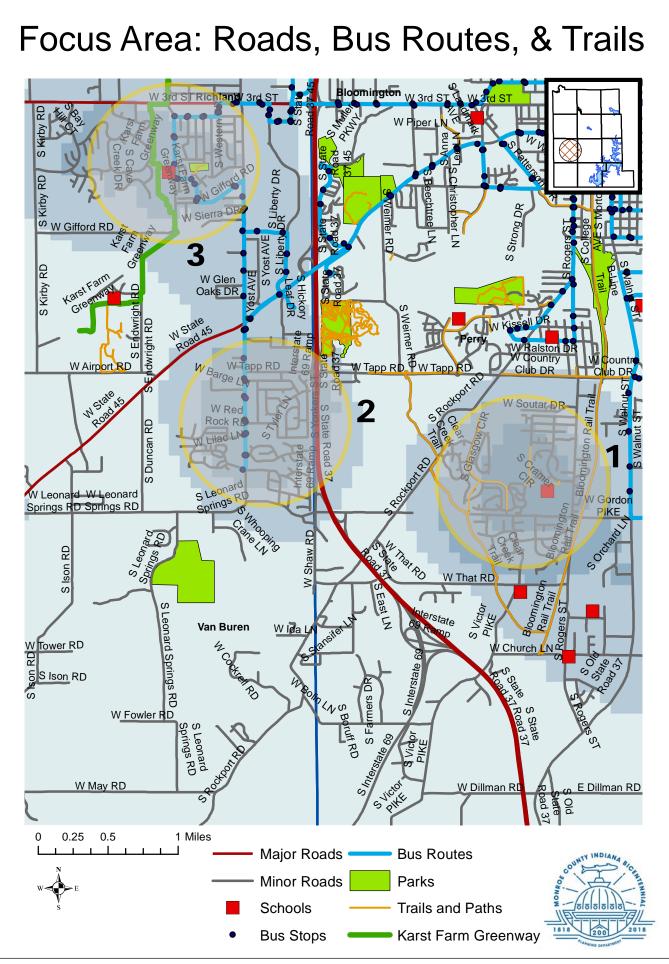
The major roads, State Roads 37, 45 and 48 and I-69, all travel through the Focus Area. I-69 intersections occur at Fullerton Pike, Tapp Road, State Road 45 (2nd Street) and State Road 48 (3rd Street). North-South Collector Streets include Kirby Road, Curry Pike, Leonard Springs Road, Rogers Street and Walnut Street. East-West Collector Streets include Airport Road, Tapp Road, Fullerton Pike, Gordon Pike and Leonard Springs Road. Rockport Road runs at an angle and intersects with both north-south and east-west collector streets.

The B-Line Trail, Bloomington Rail Trail and Clear Creek Trail are all in the Focus Area. The B-Line and Bloomington Rail Trails roughly parallel Rogers Street north to south and connect to the Clear Creek Trail near Church Lane. The Clear Creek Trail travels north from Church Lane to the current western termination of Gordon Pike and continues to Tapp Road near the intersection with Weimer Road.

Bus routes available in the Focus Area include Routes #2, 3, and 4. Route #2 travels on Rogers Street south to Graham Drive, past Bloomington Graduation School to Rockport Road and back downtown. Route #3 travels on 3rd Street to Park Square Drive, past Highland Park Elementary to Curry Pike, then south to State Road 45, then to Liberty Drive, back to Curry Pike and back downtown. Route #4 travels State Road 45 (2nd Street) to Leonard Springs Road nearly to Fullerton Pike and back downtown.

Conclusion: Greatest accessibility will be provided by selecting a location near an intersection of northsouth and east-west roads. State Road 37/I-69 runs like a spine through the center of the Focus Area. Major intersections with State Road 37/I-69 include Fullerton Pike, Tapp Road and State Road 45 (2nd Street). Tapp Road extends east-west from Walnut Street to Leonard Springs Road. Fullerton Pike is planned to be extended to connect to Gordon Pike and continue to Walnut Street. Both Tapp Road and the extended Fullerton Pike will intersect with four major north-south roads (Walnut Street, Rogers Street, I-69, Leonard Springs Road) along with the existing trails and are close to existing bus routes.

Another area for consideration is the Leonard Springs Road, Curry Pike and State Road 45 intersection as this area is on a major road, near I-69 and on existing bus routes.



C. COMMUNITY SERVICES

Proximity to other community services like schools and parks offers an opportunity for enhancement of programs and shared services to the public. Therefore, selection of a proposed location for the New Branch Library should consider existing schools and parks. The Focus Area Zoning, Parks and Schools map which follows shows the locations of these services along with zoning to consider possible future developments.

Nine schools are located in the Focus Area as follows:

Highland Park Elementary – 372 students Grandview Elementary – 442 students Academy of Science and Entrepreneurship – 109 students Summit Elementary – 543 students Bloomington Graduation School – 59 students Batchelor Middle School – 507 students Clear Creek Elementary – 426 students Clear Creek Christian – 99 students Lighthouse Christian Academy – 262 students

Schools located within the New Branch Library Service Area but not in the Focus Area include:

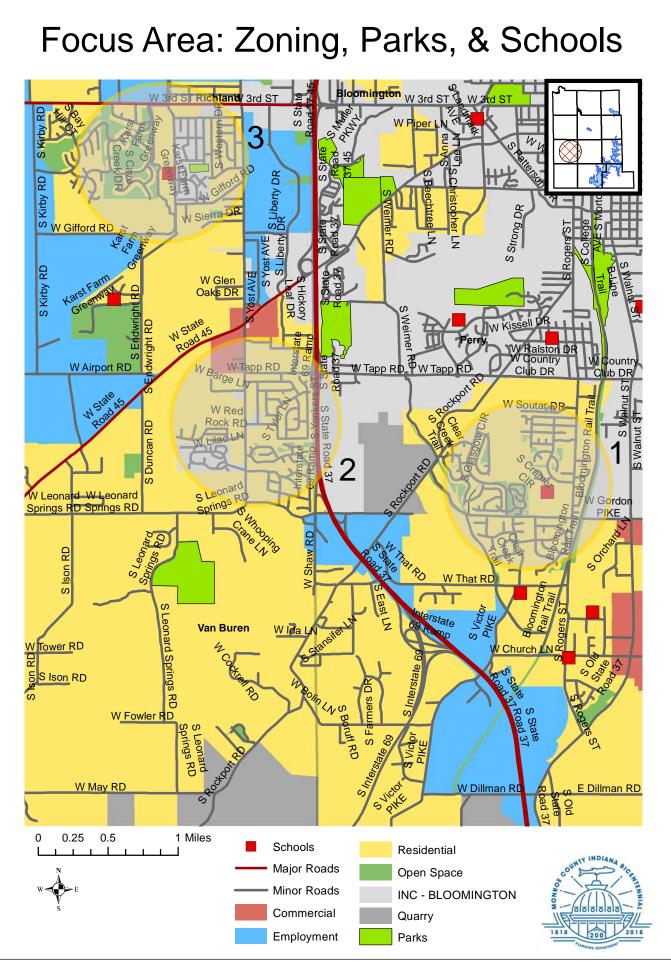
Bloomington High School South – 1,715 students Lakeview Elementary – 500 students

Parks located in the Focus Area include:

Karst Farm Park Leonard Springs Nature Park Twin Lakes Park Wapahani Mountain Bike Park RCA Community Park Switchyard Park

Grandview Elementary is near Karst Farm Park. Summit Elementary is near RCA Community Park. Batchelor Middle School is not near a park but has a large site which offers the opportunity of a shared outdoor space.

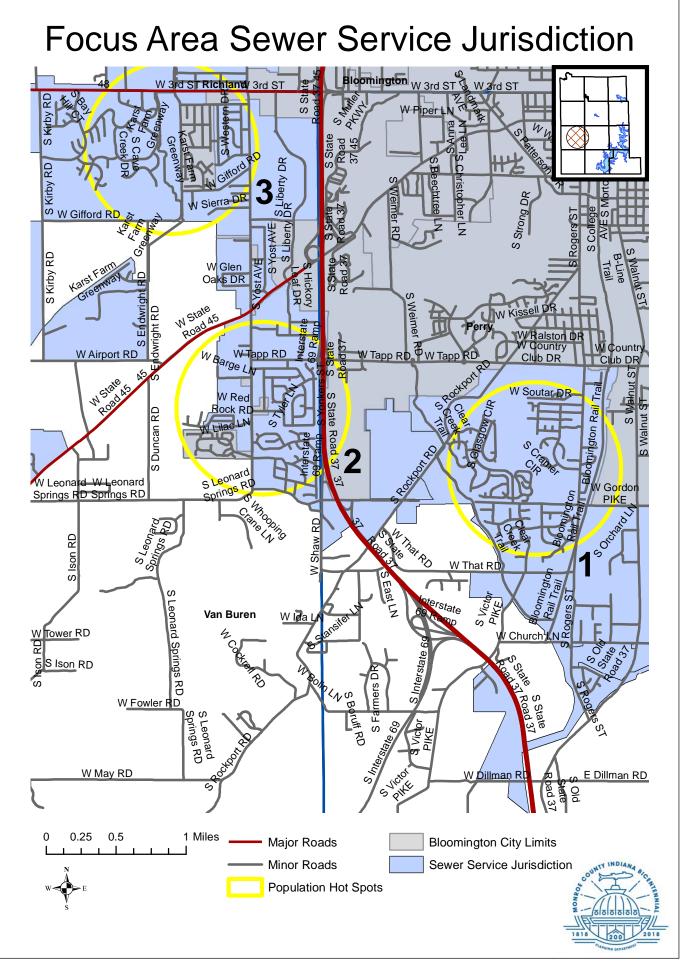
Conclusion: These schools offer some benefits worthy of consideration.



D. INFRASTRUCTURE

The Focus Area Sewer Service map which follows shows the extent of the City of Bloomington Utilities Sewer Service Jurisdiction. Utilities and services are generally available in the Focus Area from 3rd Street on the north to Fullerton Pike, Gordon Pike on the south and from Leonard Springs Road on the west to Walnut Street on the east. Outside this area services, particularly sewer services, are limited and spotty. Information regarding electrical, gas and internet services will need to be obtained from the respective suppliers of those services.

Conclusion: Staying within or at least adjacent to the City of Bloomington Utilities Sewer Service Jurisdiction is an important consideration.



E. AVAILABILITY

Based upon the Space Program which was developed from the Service Program the New Branch Library will need a 5 to 6-acre site minimum. Our conclusion from our review of accessibility identified three preferred areas for the location of the New Branch Library; Tapp Road between Walnut Street and Leonard Springs Road, Fullerton Pike/Gordon Pike between Walnut Street and Leonard Springs Road and Curry Pike/Leonard Springs Road at State Road 45. These areas are shown on the Focus Area Potential Locations and Corridors map.

PREFERRED AREA 'A' – TAPP ROAD

Tapp Road is largely developed from Walnut Street to the roundabout at South Adams Street. Between South Adams and I-69 there are predominately quarries on the south side of the road and subdivided property on the north side up to Weimer Road. Between Weimer Road and I-69 there appears to be some larger tracts undeveloped and not subdivided that could be considered. These tracts are zoned Commercial and planned for future business development.

These areas are within the utilities service area and near Summit Elementary and Wapahani Mountain Bike Park, although not adjacent to either. This area is in between Hot Spot 1 and 2 with accessibility from Hot Spot 2 using Curry Pike/Leonard springs Road and Tapp Road. Accessibility from Hot Spot 1 would be using Rogers Street and Tapp Road or the Clear Creek Trail. There is currently no bus service to this area but an extension of Route 2 or rerouting of Route 4 could possibly provide service to this area in the future.

PREFERRED AREA 'B' - FULLERTON PIKE/GORDON PIKE

Fullerton Pike/Gordon Pike is largely developed from Walnut Street to the western terminus of Gordon Pike. Batchelor Middle School sits on a large property at the corner of Gordon Pike and Rogers Street and may offer possibilities. The area between Fullerton Pike and Gordon Pike up to Rockport Road is undeveloped and offers several large tracts. Some of these tracts are within the utilities service area and some are not but may be adjacent. These tracts are currently zoned Agriculture/Rural Reserve (AG/RR) but are proposed to become Neighborhood Residential (N1) in the future. Beyond Rockport Road most property is quarry, subdivided or zoned Commercial. Areas west of I-69 are largely developed with the south side of the road outside the utilities service area.

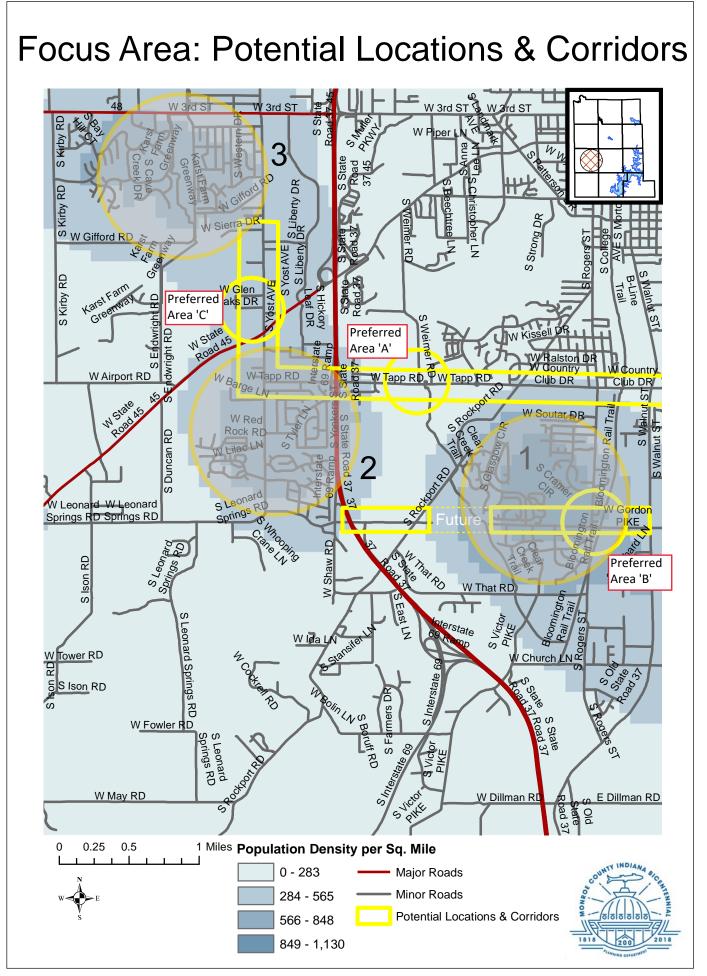
The Batchelor Middle School property is near the center of Hot Spot 1 and is accessible from Rogers Street and the future Fullerton Pike/Gordon Pike. Access from Hot Spot 2 and 3 will be using Curry Pike, Leonard Springs Road, Tapp Road and Rogers Street at least until the Fullerton Pike/Gordon Pike connection is completed.

The area at the western terminus of Gordon Pike is adjacent to Hot Spot 1 with access from Fullerton Pike/Gordon Pike. This area is dependent on the construction of the Fullerton Pike/Gordon Pike connection and the availability of utilities, particularly sanitary sewers. Access from Hot Spot 2 and 3 will be similar to the Batchelor Middle School location.

PREFERRED AREA 'C' - STATE ROAD 45 AND CURRY PIKE

This area is largely developed or subdivided. Most of the development in this area is commercial. There is one large tract northwest of the intersection accessible from State Road 45 and Curry Pike and it is adjacent

to the utilities service area. This area is between Hot Spots 2 and 3 and accessible using Curry Pike, Leonard Springs Road and State Road 45 (2nd Street). Access from Hot Spot 1 would be from Rogers Street and Tapp Road to Leonard Springs Road, at least until the Fullerton Pike/Gordon Pike connection is completed.



F. SITE SELECTION CRITERIA

Site criteria for the new branch library has been established on information gathered from:

- Community conversations and meetings;
- Monroe County Public Library site preferences and priorities;
- Research and discussions with Monroe County Planning Dept.;
- Research and discussions with Bledsoe Riggert James Cooper, civil engineers;
- Research and discussion with John West, real estate broker;
- Best building planning and construction practices.

The following site criteria will inform the selection of an appropriate site for the branch library:

1. Required:

- Major road access
- Easily accessible location
- Visible from street
- High speed internet infrastructure available
- Significant population within two to three-mile radius
- Space for adequate parking
- Good soil conditions (limited rock removal)
- Area of economic growth
- Space for future library expansion
- Economical build-out and operational costs
- Can accommodate drop off/pick up window
- Favorable Site Conditions: topography, drainage, minimal tree removal

2. Highly Preferred:

- Free land
- Near public park
- Near school(s)
- Near public transportation
- Outdoor space for library services and landscaping
- "Quiet" site
- Near bike trail

3. Required Utilities:

- Sewer
- -Water
- Gas
- -Electric

During the process of selecting a site, the Architect recommends that each site be evaluated per the site criteria. An example of a spread sheet for this evaluation follows.

Based on the Indoor and Outdoor New Branch Library Space Program, an appropriate site is estimated to be five to ten acres in size.

| | Electric | | | | | | | | |
|------------------|---|---|---|---|---|---|---|---|---|
| | sed | | | | | | | | |
| | Water | | | | | | | | |
| UTILITIES | Sewer | | | | | | | | |
| | Near Bike Trail | | | | | | | | |
| | "Quiet" Site | | | | | | | | |
| | ል nel9 Space Plan & Bnigeosbng | | | | | | | | |
| | Near Public Transportation | | | | | | | | |
| | Νεαr School | | | | | | | | |
| REFERRED | Near Public Park | | | | | | | | |
| HIGHLY PREFERRED | Free Land | | | | | | | | |
| | Can accommodate drop off / pick up window | | | | | | | | |
| | Economical build-out stsoo lenoiterago bne | | | | | | | | |
| | Space for future library expansion | | | | | | | | |
| | Area of Economic Growth | | | | | | | | |
| | Good Soil conditions (Limited rock removal) | | | | | | | | |
| | Space for Adequate Parking | | | | | | | | |
| | noifeluqof fnesifingi2 vithin 2-5 miles | | | | | | | | |
| | High Speed Internet infrastructure available | | | | | | | | |
| | Visible from Street | | | | | | | | |
| | Easily Accessible Location | | | | | | | | |
| REQUIRED | kees Access | | | | | | | | |
| | Property Location | 1 | 2 | 3 | 4 | 5 | 9 | ٢ | 8 |

MCPL NEW BRANCH LIBRARY CRITERIA FOR SITE SELECTION (EXAMPLE)

NOTES:

SITE CONCEPT

Based on the Outdoor Space Program requirements, the Site/Civil Engineer, Bledsoe Riggert James & Cooper, has prepared two concept site layout options. Since no site has yet been identified for the new Branch Library, the site concept plans are prototypes. These prototypes will serve as references during the site selection process and will be modified to reflect the requirements of a selected site.

Both concepts locate the building and visitor parking lot so these are easily visible from the street. Additionally, as a means by which to highlight the Library's outdoor amenities and to engage the building with its surrounding landscape, some outdoor spaces are also visible from the street.

Spaces, such as the Patio/Café, the Contemplative Garden, and the Children's Play Area, are to be accessed directly from the building, while other spaces, such as the Fitness Area and Lawn Amphitheatre, may be accessed less directly from the building.

The visitor ADA drop-off is also easily visible from the street for Library visitors.

Other site elements, including the delivery entry and the service yard, are less visible but support the functional efficiency of the building.

Both concepts locate the Environmental/Nature area so that it is easily accessible from the building, but away from the street. This area is an Alternate for the project.

Both concepts indicate areas where the building and visitor parking may be expanded.

SITE CONCEPT OPTIONS

The pros and cons for each of the concept site plans include:

SITE OPTION 1

Pros:

- Major project attractions, such as the Outdoor Fitness Area, Patio Cafe, Amphitheatre, and Children's Play Area, though somewhat visible, are set back from the street.

- The Service/Delivery area is not prominent, but it is nonetheless readily accessible.

- The Building Expansion area is at the back of the building so that it would have less visual and noise impact if developed.

Cons: Visitor Parking is prominent, though it is mitigated somewhat by the wider building facade that is set back from the street.

SITE OPTION 2

Pros:

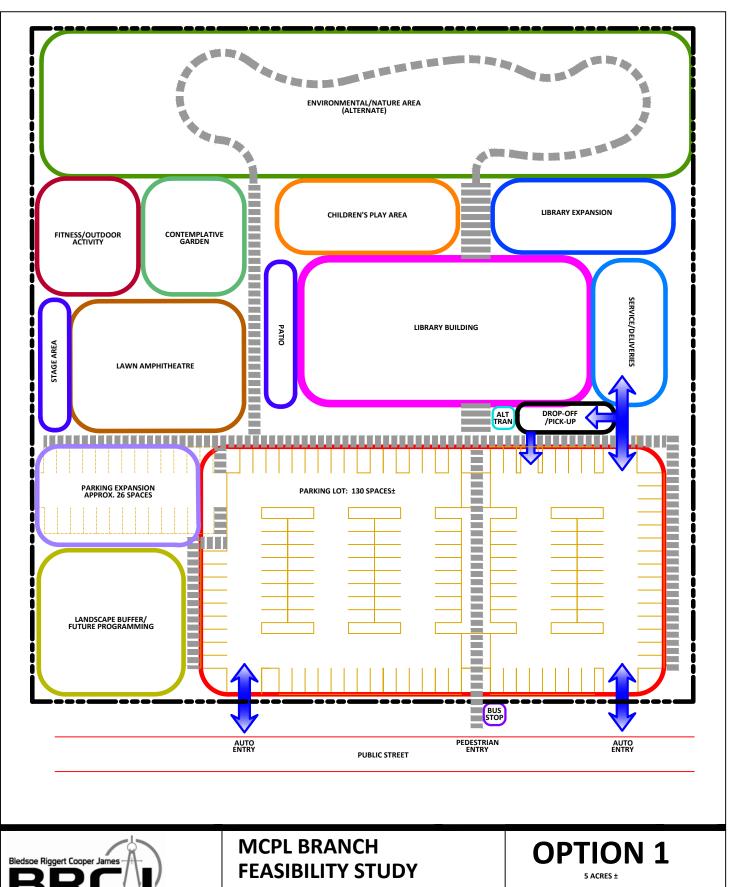
- Parking is less prominent, though the building visibility benefit is reduced by the narrow side of the facade being presented to the street.

- The Outdoor Fitness Area, Patio Cafe, Amphitheatre, and Children's Play Area are set back from the street.

Cons:

- The Service/Delivery area is presented at the street as the project identity.

- Major project attractions, such as the Outdoor Fitness Area, Patio Cafe, Amphitheatre, and Children's Play Area, are hidden behind the parking lot and building.



SITE CONCEPTUAL DIAGRAM

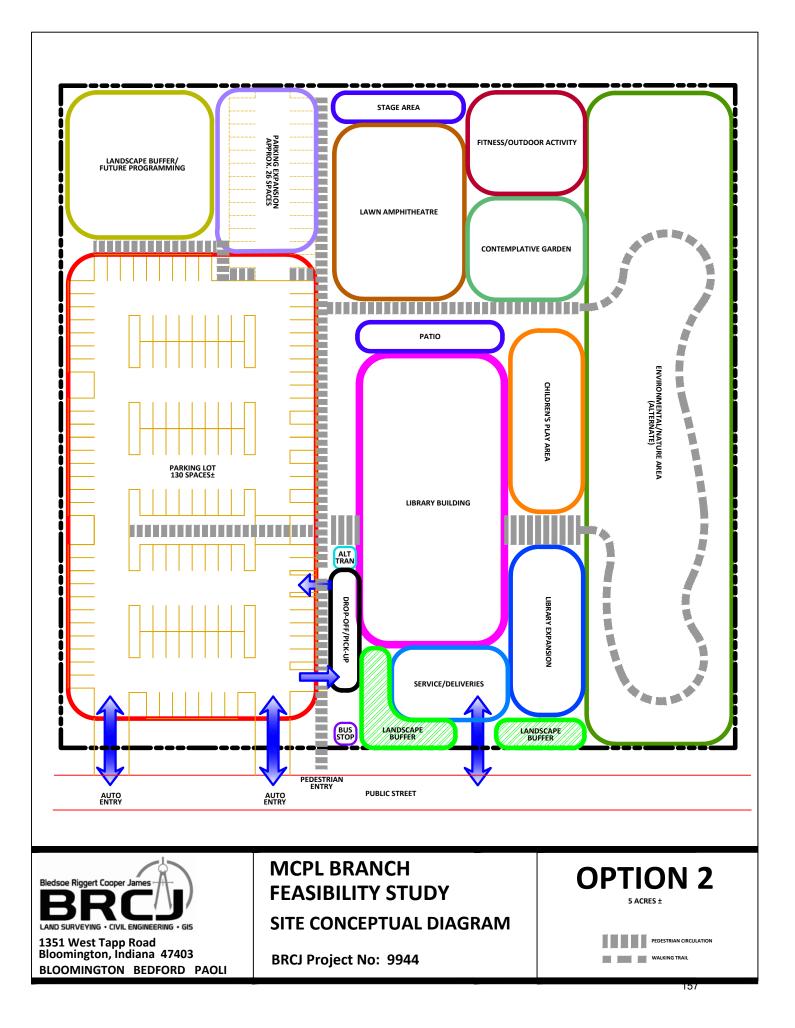
BRCJ Project No: 9944

LAND SURVEYING • CIVIL ENGINEERING • GIS 1351 West Tapp Road

Bloomington, Indiana 47403

BLOOMINGTON BEDFORD PAOLI

WALKING TRAIL



PROJECT COST

NEW LIBRARY COST TRENDS

As a reference for preparing a preliminary project cost, the Architect researched costs provided in the 2017 issue of *Library Journal* which includes construction costs for new libraries completed between 2016 and 2017. As to be expected, construction costs vary widely throughout the USA. Coastal states such as California, New York, the District of Columbia, have the highest construction costs, while southern states such as Georgia have the lowest construction costs. In order to have a good comparison for Indiana construction costs, the Architect limited the examples to new libraries constructed in the Midwest:

| Location | Project Cost | Const. Cost | Gross Sq. Ft. | Sq. Ft. Cost | Equip. Costs | Other \$ |
|-------------------------|--------------|--------------|---------------|--------------|--------------|-------------|
| ILLINOIS Monticello | \$3,229,673 | \$2,457,810 | 12,350 | \$199.00 | \$243,965 | \$277,898 |
| INDIANA Markle | \$1,116,087 | \$875,829 | 3,850 | \$227.49 | \$89,370 | \$126,928 |
| MINNESOTA Kasson | \$2,373,200 | \$1,773,000 | 13,640 | \$130.00 | \$300,000 | \$300,200 |
| Minneapolis | \$10,210,000 | \$6,475,000 | 8,400 | \$770.83 | \$302,000 | \$1,501,000 |
| Shoreview | \$16,769,180 | \$12,285,000 | 38,000 | \$323.29 | \$1,762,000 | \$2,122,180 |
| MISSOURI Joplin | \$20,075,609 | \$14,682,000 | 57,982 | \$253.22 | \$1,650,000 | \$2,383,609 |
| OHIO Columbus | \$11,645,110 | \$7,546,279 | 24,870 | \$303.43 | \$487,993 | \$3,610,838 |
| Columbus | \$6,052,306 | \$3,689,782 | 10,018 | \$368.31 | \$231,789 | \$1,623,806 |
| Grove City | \$18,126,142 | \$14274,881 | 46,161 | \$309.24 | \$800,000 | \$3,051,261 |
| Toledo | \$8,883,122 | \$6,786,000 | 22,239 | \$305.14 | \$358,551 | \$1,738,571 |
| WISCONSIN Marshfield | \$7,553,420 | \$6,951,034 | 33,450 | \$207.80 | \$257,386 | \$345,000 |

Based on the above information, recent new library construction cost range in the Midwest is between \$248.28 and \$464.06 per sq. foot with an average cost of \$308.89 per sq. foot.

Equipment cost range is between \$7.69 and \$46.37 per sq. foot with an average cost of \$23.60 per sq. foot.

PRELIMINARY PROJECT COST ESTIMATE

The following preliminary project cost estimate for the proposed new branch library reflects information outlined in the Building and Site Space Program.

| NEW BUILDING: Single Level New Construction SITE: Approximately | 21,000 sq. ft. 5.0 acres |
|--|-----------------------------|
| LAND ACQUISITION* | |
| TOTAL | \$0 |
| SITE DEVELOPMENT** | |
| CONSTRUCTION | \$1,089,292 |
| DESIGN CONTINGENCY @ 5.0% | \$ 54,465 |
| ESCALATION CONTINGENCY @ 3.0% | \$ 32,679 |
| TOTAL ANTICIPATED SITE/CIVIL CONSTRUCTION COST | \$1,176,400 |
| BUILDING CONSTRUCTION | |
| BUILDING CONSTRUCTION: 21,000 SF @ \$275 New Construction | \$5,775,000 |
| DESIGN CONTINGENCY @ 5.0% | \$288,750 |
| ESCALATION CONTINGENCY @ 3.0% (Assume 2 years to construction) | \$173,250 |
| TOTAL ANTICIPATED BUILDING CONSTRUCTION @ \$297 PSF*** | \$6,237,000 |
| FURNISHINGS AND EQUIPMENT | |
| FFE (All new furniture & shelving): 21,000 SF @ \$40: | \$840,000 |
| TECHNOLOGY: 21,000 SF @ \$10: | \$210,000 |
| SIGNAGE: 21,000 SF @ \$1.50: | \$31,500 |
| BOOK ALLOWANCE | <u>\$0</u> |
| TOTAL ANTICIPATED FURNISHINGS AND EQUIPMENT | \$1,081,500 |
| OTHER COSTS | |
| LEGAL, CLOSING and OTHER FEES | \$25,000 |
| PROFESSIONAL FEES: Architecture & Engineering @ 10% | \$741,340 |
| PROFESSIONAL FEES: FFE @ 5% | \$42,000 |
| PROFESSIONAL FEES: Signage Design @ 15% | \$4,725 |
| PROFESSIONAL FEES: Technology Design (By Owner) | \$0 |
| PROFESSIONAL FEES: Survey and Soils Testing: Allow | \$30,000 |
| PROFESSIONAL FEES: Reimbursable Expenses: Allow | \$15,000 |
| TOTAL ANTICIPATED OTHER COSTS | \$858,065 |
| PROJECT SUBTOTAL | \$9,352,965 |
| PROJECT CONTINGENCY | \$0 |
| TOTAL PROJECT COST RANGE @ 10% | \$8,885,317 to \$9,820,613 |

<u>Note</u>:

* Land acquisition cost is dependent upon a specific site and whether it is purchased or donated.

** Site development cost is dependent upon site conditions. For purposes of this estimate the following assumptions have been made:

- Relatively flat site;
- No rock removal;
- Existing utilities water and sanitary sewer are available on adjacent street within 100 feet;
- Electric and natural gas service to building by Duke Energy and Vectren at no cost;
- No sidewalks or multi-purpose paths are required along adjacent street(s) within the public right-of-way;
- No site lighting.

*** Based on average construction cost for new libraries built in the Midwest and adjusted for Monroe County construction cost factor.

LIBRARY OPERATIONS COST

Operating Expenses Assumptions

Operating expenses have been estimated based on a number of factors to achieve a realistic future scenario for services, and to control costs through thoughtful design:

- Structural designs will be conducive to staffing for services rather than architecture requiring additional staffing due to complexities. Assuming these designs:
 - o Avoiding unnecessary partitions
 - o Keeping meeting and conference room walls transparent for easy oversight
 - A single entrance
 - No drive-up window (also reduces expenses related to parking lot size and design)
 - o A single floor
 - Cost effective operating systems (HVAC, equipment, etc.)
- Staffing costs reflect an assumption of a 70-hour week (same as Main Library), and a minimum of three people at all times to provide service and coverage for an approximate 21,000 Sq. Ft. facility.
- Custodial, maintenance and courier costs are included.
- Ongoing maintenance and long term replacement expenses are estimated at 10% of initial costs of the project, per year.
- Past expenses for Ellettsville served as a model and were updated to reflect larger size of facility.
- Total expense categories were estimated at like values of current operating expenses (i.e. 67% staffing, 33% other) and used as a model.

Overall operating costs are estimated at approximately \$675,000 per year.

PROJECT SCHEDULE

Moving forward, the next steps for the New Branch Library project will be to: identify and purchase an appropriate building site; complete the building design; prepare construction documents for soliciting public bids for construction; bid the project and execute a contract for construction; construct the new library building and site; design/select and install furniture, signage, and equipment; design/select and install building technology; select, purchase, and install collections; and open the new library building. A reasonable schedule for each of the subsequent phases of the project is:

| Identify, Research, and Purchase Building Site Complete Building Design Prepare Construction Documents Bid Project Execute Construction Contract | 6 months 3 - 4 months 3 – 4 months 1 month 1 month |
|--|--|
| | |
| Construct Library Building and Site | 12 – 14 months |
| Select, Bid and Order Furniture and Equipment | 6 months* |
| Design, Bid, and Fabricate Signage | 6 months* |
| Select and Order Building Technology | 6 months* |
| Select and Purchase Collections | 6 months* |
| Install Building Technology | 2 months |
| Install Signage, Furniture, Equipment, and Collections | 2 months |
| Occupy Building and Open New Library Building | 1 month |
| Total Time Frame: | 31 – 35 months |

Note:

* Area of work to be provided concurrently with Building Design and Construction Documents phases of the project.

APPENDIX I: SITE DEVELOPMENT COST BREAKDOWN

Bledsoe Riggert Cooper James Land Surveying | Civil Engineering | GIS

Anticipated Site Development Work for a 5 Acre Site

BRCJ 9944

January 28, 2019

| Cost Projection | | | | |
|---|--------|----------|---------------------|---------------|
| Site Preparation and Erosion Control | | | | |
| Filter sock | 1,000 | LF | 5.00 | 5,000 |
| Construction Entrance | 1 | LS | 5,000.00 | 5,000 |
| Concrete Washout | 1 | EA | 2,000.00 | 2,000 |
| Temporary Seeding and Mulch | 5,000 | SY | 2,000.00 | 10,000 |
| | | LS | | |
| Temporary Sediment Trap | 1 | | 2,000.00 | 2,000 |
| Miscellaneous erosion control and maintenance | 1 | LS | 5,000.00 | 5,000 |
| Site Clearing | | | | |
| Remove turf and grasses - assume 2 acre area | 10,890 | SY | 1.00 | 10,89 |
| Clearing and grubbing - assume 3 acre area | 3.00 | AC | 12,000.00 | 36,000 |
| Excavation/Grading | | | | |
| Strip topsoil 6" average - stockpile on site 217,800 SF | 4,030 | CY | 5.00 | 20,150 |
| Mass grading of balanced site - assume average 1-ft depth | 8,070 | CY | 10.00 | 80,700 |
| | 0,070 | 01 | 10.00 | 00,700 |
| Stormwater Removal | | | | |
| Storm sewer piping | 1 | LS | 15,000.00 | 15,00 |
| Roof drain piping | 1 | LS | 7,500.00 | 7,50 |
| Storm structures | 8 | EA | 2,500.00 | 20,00 |
| Storm manholes | 4 | EA | 3,500.00 | 14,00 |
| 48" Stormwater treatment unit | 1 | EA | 10,000.00 | 10,00 |
| Stormwater detention | 1 | LS | 50,000.00 | 50,00 |
| Sanitary Sewer System | | | | |
| Grease interceptor | 1 | EA | 16,000.00 | 16,00 |
| 6" SDR 35 PVC pipe | 150 | LF | 30.00 | 4,50 |
| | | | | |
| Yard cleanouts CBU Wastewater Connection Fee based on 1.5" meter | 4 1 | EA EA | 550.00 15,984.00 | 2,20 15,98 |
| | | LA | 10,004.00 | 10,00- |
| Water Service | | | | |
| Water meter - 1.5" meter with 2" setter from CBU | 1 | EA | 4,000.00 | 4,00 |
| 2" diameter PC 200 PVC pipe | 80 | LF | 13.50 | 1,08 |
| 4" diameter ductile iron pipe | 100 | LF | 75.00 | 7,50 |
| 4" swing check valve in vault | 1 | EA | 4,500.00 | 4,50 |
| Post indicator valve with tamperproof switch | 1 | EA | 1,750.00 | 1,75 |
| Fire department connection - 6" with Storz type | 1 | EA | 3,125.00 | 3,12 |
| Tap/connections to existing main | 1 | EA | 2,000.00 | 2,00 |
| Fire line equipment - CBU meter charge on backflow device | 1 | EA | 430.00 | 43 |
| CBU Water Connection Fee based | 1 | EA | 4,000.00 | 4,00 |
| Sita Caparata | | | | |
| Site Concrete | 0 500 | | 00.00 | F0 70 |
| Standing concrete curb | 2,580 | LF | 22.00 | 56,76 |
| Concrete walks and stoops | 10,730 | SF | 6.50 | 69,74 |
| Concrete patio - 20' x 100' | 2,000 | SF | 6.50 | 13,00 |
| Stage - 20' x 90' | 1,800 | SF | 6.50 | 11,70 |
| Service and deliveries plus drive - heavy duty | 5,100 | SF | 8.50 | 43,35 |
| Asphalt Paving | | | | |
| Asphalt paving parking lot - standard duty | 6,200 | SY | 31.50 | 195,30 |
| Asphalt paving - trail | 410 | SY | 27.50 | 11,27 |
| Pavement marking and signage | 1 | LS | 5,000.00 | 5,00 |
| a woment manning and signage | 1 | L0 | 0,000.00 | 5,00 |

MCPL - Library Branch Study

Bledsoe Riggert Cooper James Land Surveying | Civil Engineering | GIS

| Site Furnishings Bike racks - 2' long Flag pole and base Play area equipment Bus stop | 4 1 1 1 | EA EA LS LS | 1,250.00 4,000.00 10,000.00 20,000.00 | 5,000 4,000 10,000 20,000 |
|---|------------------|----------------------|--|------------------------------------|
| Landscaping | | | | |
| Place topsoil - 6" over 3 - acre area | 2,420 | CY | 5.00 | 12,100 |
| Haul off excess topsoil | 1,610 | CY | 10.00 | 16,100 |
| Plantings | 1 | LS | 80,000.00 | 80,000 |
| Fine grade, fertilize, seed, and mulch - 3 acre area | 14,520 | SY | 3.00 | 43,560 |
| | | | | 957,199 |
| General Conditions/General Requirements | 7.50% | | | 71,790 |
| General Comtractor's Overhead & Profit | 5.50% | | | 52,646 |
| Contractor's Payment & Performance Bonds | 0.80% | | | 7,658 |
| Construction Hard Cost - Excluding Contingencies | | | | 1,089,292 |
| Design Contingency | 5.00% | | | 54,465 |
| Escalation Contingency Contingency | 3.00% | | | 32,679 |
| Construction Hard Cost - Including Contingencies | | | | 1,176,436 |
| TOTAL ANTICPATED CONSTRUCTION COST | | | | 1,176,400 |

APPENDIX II: MCPL ON-LINE SURVEY



COMMUNITY SURVEY A New Southwest Monroe County Public Library Branch

- 1. What do you think are the most critical issues residents of Southwest Monroe County face today?
- 2. What types of services could the library offer to make your life easier and make Monroe County a better place to live?
- 3. What places should be near your branch library? Check all that apply.

| | Grocery Store | Schools | Place of Worship | | | | | |
|----|--|-----------------------------|------------------|--|--|--|--|--|
| | Retail Stores | Your Workplace | Gym | | | | | |
| | Senior Center | Gas Station | Public Park | | | | | |
| | Bicycle Trail | Major Highway | lvy Tech | | | | | |
| | Other (Please specify): | | | | | | | |
| | 4. How far would you be willing to travel to visit your branch library? 1 mile 5 miles 10 or more miles 5. What atmosphere is most appealing to you for your branch library? | | | | | | | |
| 5. | | | | | | | | |
| | | | | | | | | |
| 6. | How often would you vis | it/use your branch library? | | | | | | |
| | Daily M | lore than Once a Week | Once a Week | | | | | |
| | Once a Month N | lore than Once a Year | Rarely | | | | | |

7. What days of the week would you be most likely to visit/use your branch library? Check all that apply.

Sun____ Mon____ Tues____ Wed____ Thurs____ Fri____ Sat_____

8. What hours would you be most likely to visit/use your branch library? Check all that apply.

Before noon _____ Noon–5pm ____ 5–7pm ____ After 7pm _____

9. How would you most likely get to your branch library? Check all that apply.

Walk or via Sidewalk _____ Car ____ Public Transportation _____ Bike or Trail _____

10. What activities would you and/or your family like to do at your branch library? **Check your top FIVE activities.**

| Sit and Read | Borrow Books, DVDs, etc |
|---|--|
| Get Expert Staff Assistance | Use Computer Programs |
| Photocopy or Scan | Use Internet |
| Attend a Community Meeting | Use a Study Room |
| Use a Meeting Room | Use a Co-working Business Space |
| Attend a Children's Program | Attend a Teen Program |
| Attend an Adult Program | Attend a Senior Program |
| Use Teen Space | Use Children's Learning and Play Space |
| Get Job Training | Attend Adult Literacy classes |
| Use Tech Tools or Space (e.g. 3D printers, robotics, software) | Attend a Class (Specify:) (e.g. cooking, art, robotics, technology, etc.) |
| Use a Café | Meet Friends |
| Access Social Services | Attend a Book Club |
| Attend a Movie/Cultural Event | Get Tech Support |
| Use Genealogy or Local History Resources_ | Get Homework Help |

| 11. How do you access the internet in your home? Check all that apply |
|---|
|---|

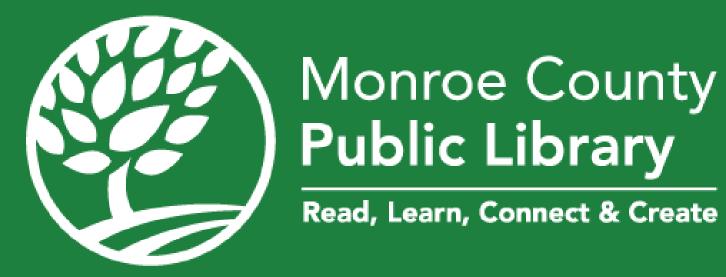
| | On my computer or lap | top | Using my sm | martphone (e.g. iPhone) | |
|-----|---------------------------|--------------------|----------------|---|---|
| | Using my tablet (e.g. iP | ad, Amazon Fire | e) | | |
| | I don't have access to t | he internet in n | ny home | | |
| 12. | Where do you currently | y visit/use the N | Ionroe Cour | nty Public Library? Check all that apply. | |
| | Main Library Eller | ttsville Branch_ | Bookm | nobile Outreach Van Service | _ |
| | I don't currently use the | e Library | | | |
| | Reason for not using th | e Library: | | | |
| 13. | How old are the individ | luals living in yo | ur home, inc | cluding yourself? Check all that apply. | |
| | Birth–pre-KK | (indergarten–aខ្ | ge 11 | Age 12–19 | |
| | 20–29 3 | 80–39 | 40–55 <u>-</u> | 5 Over 55 | |
| 14. | Which one of these M | CCSC elementa | y or middle | schools is closest to your home? | |
| | Arlington Heights | Binford/I | Rogers | _ Childs | |
| | Clear Creek | Fairview_ | | Grandview | |
| | Highland Park | Lakeview | | Marlin | |
| | Summit | Templeto | on | Unionville | |
| | University | | | | |
| | Batchelor | Jackson | Creek | Tri-North | |
| | | | | | |

Please return your completed survey to:

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

Or visit mcpl.info/branchplan to take this survey online.

APPENDIX III: COMMUNITY CONVERSATION POSTERS & ANALYSIS



We Want Your Ideas for a New Branch Library!

What Services Would You Like Your Library to Have? Put a Dot • on Your **3 to 5** Favorites









STEAM Programs – Science, Tech, Engineering, Art & Math







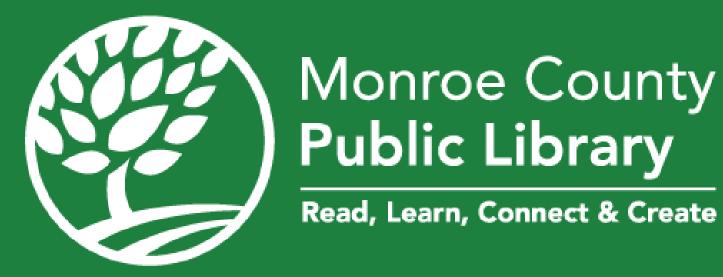




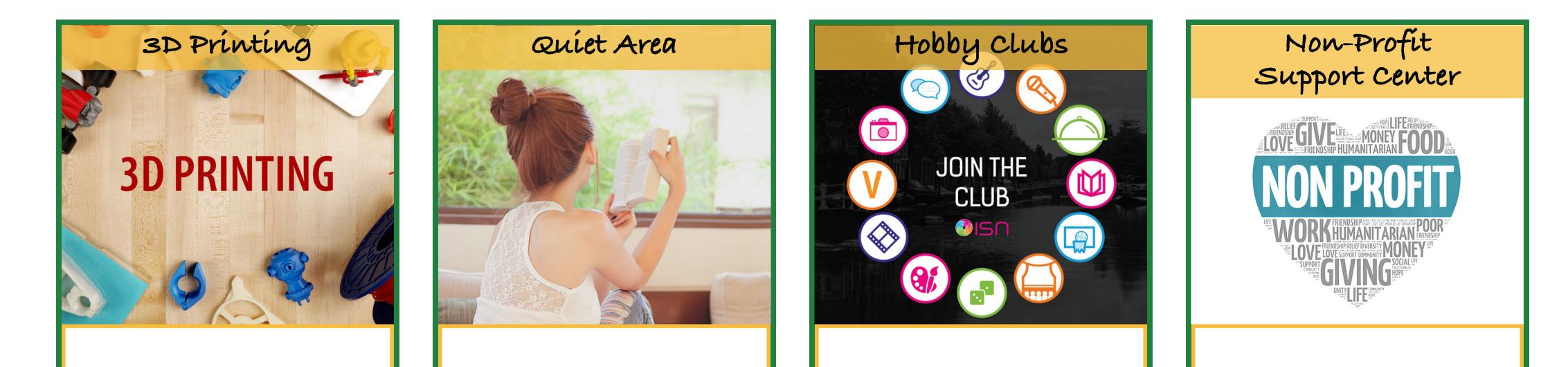


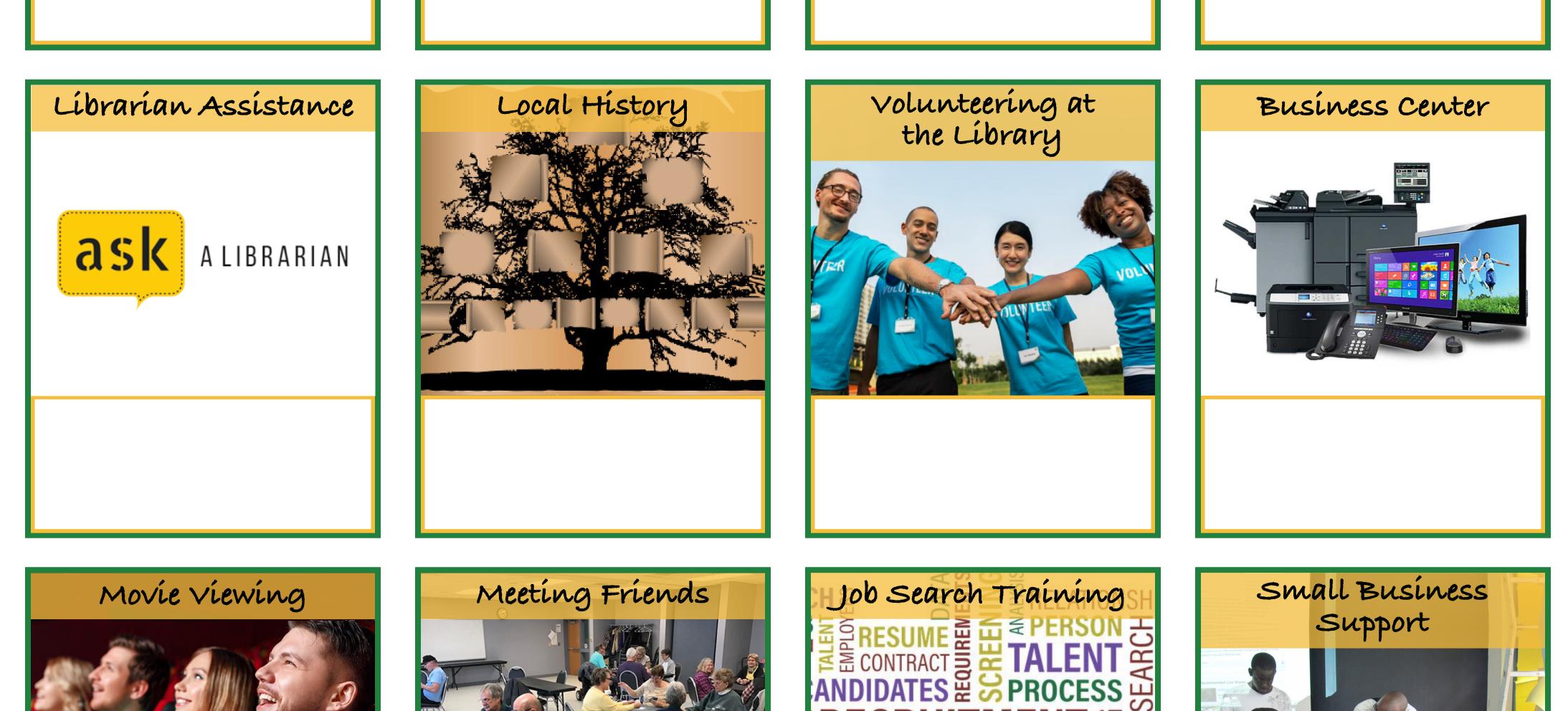






What Services Would You Like Your Library to Have? Put a Dot on Your 3 to 5 Favorites





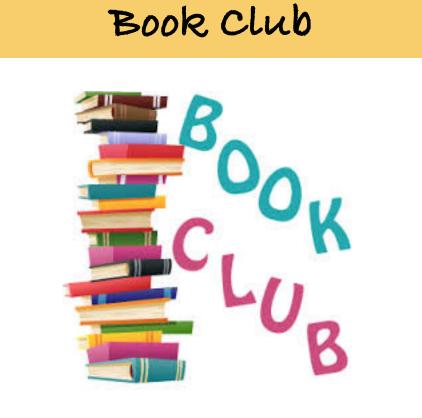


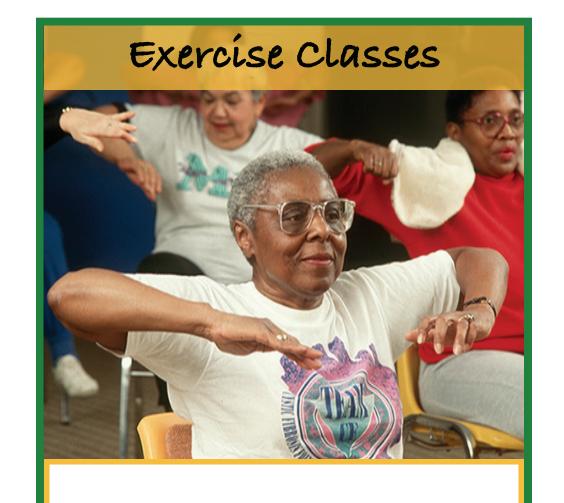




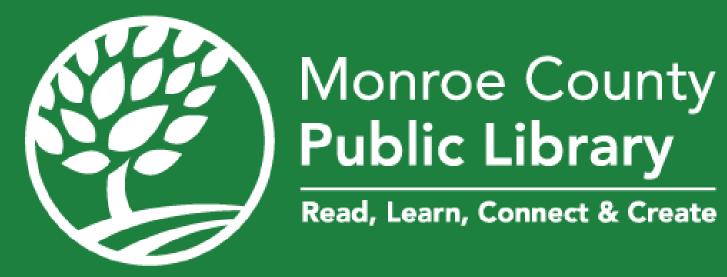




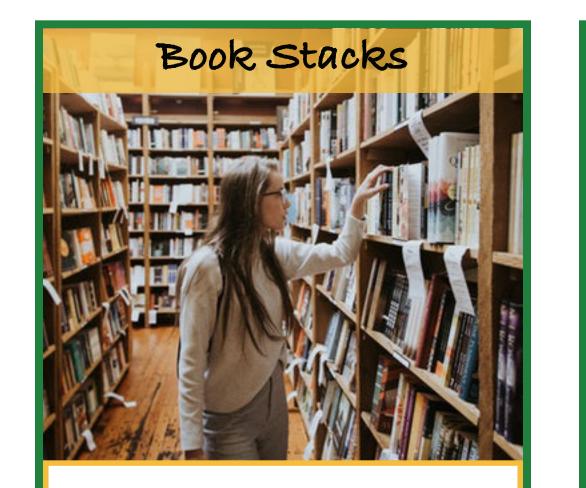






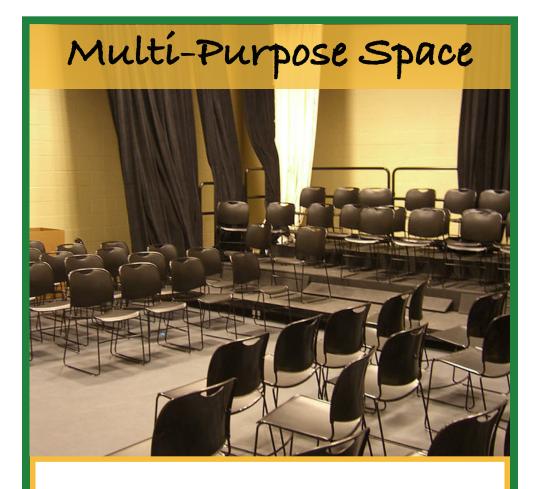


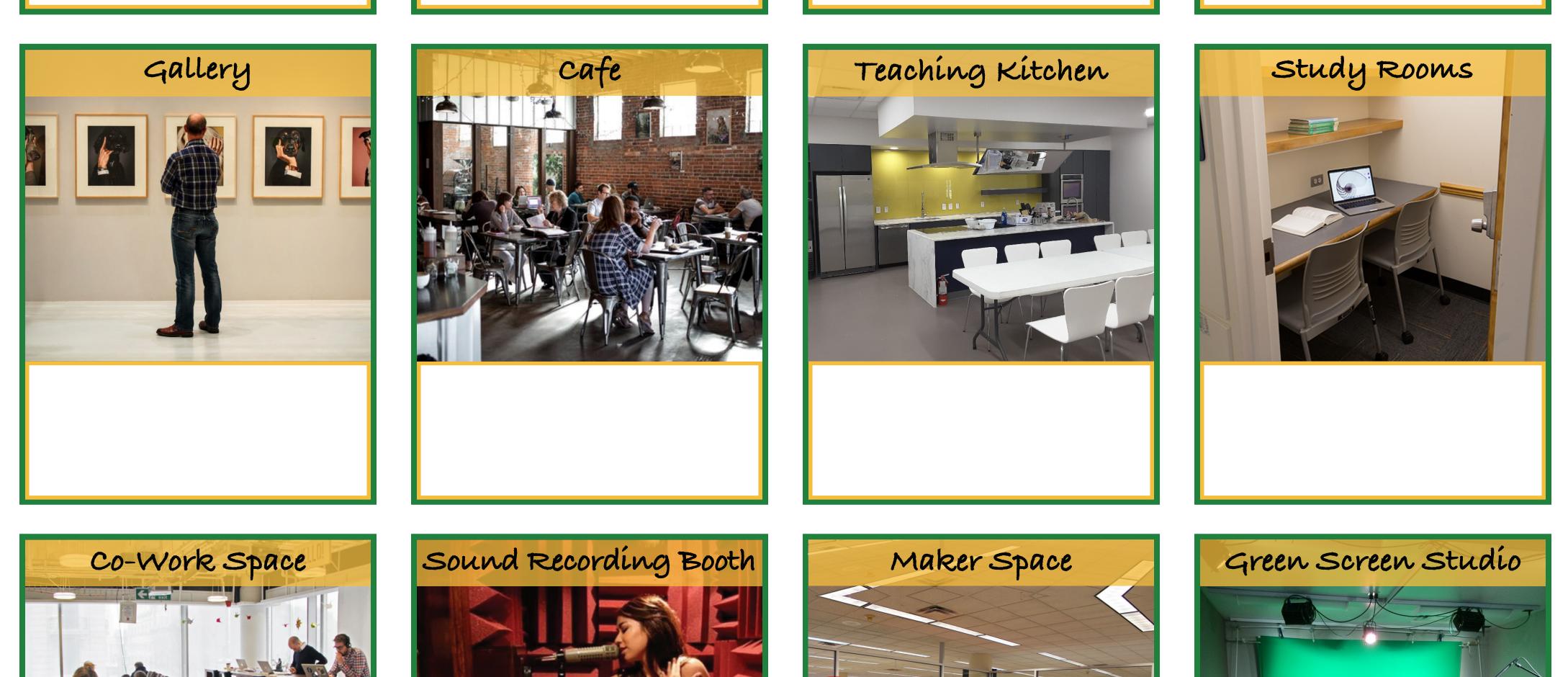
What Spaces Would You Like Your Library to Have? Put a Dot • on Your 3 to 5 Favorites

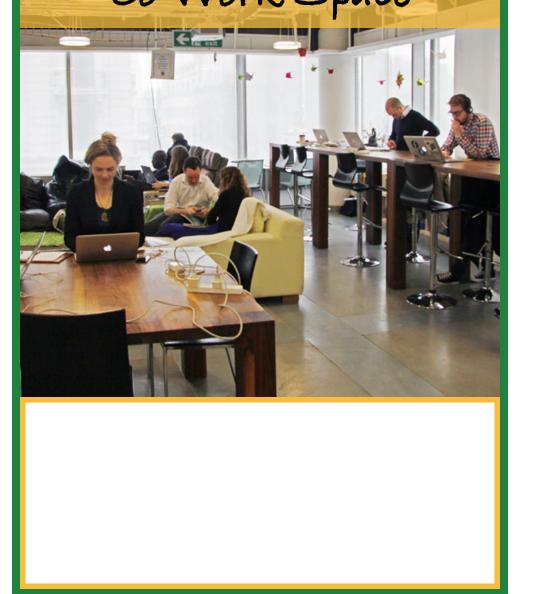


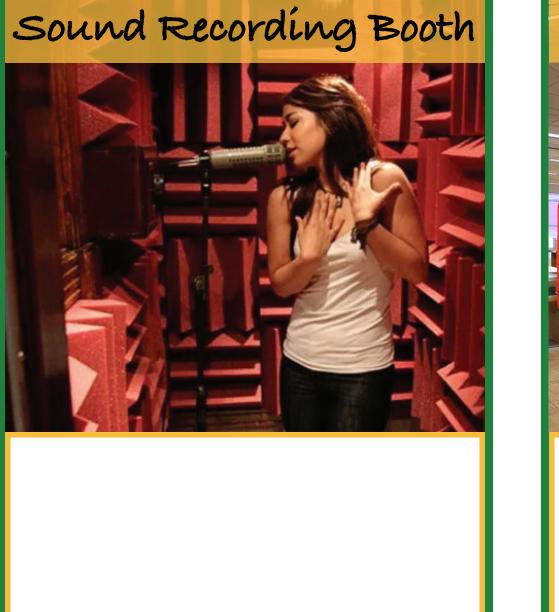


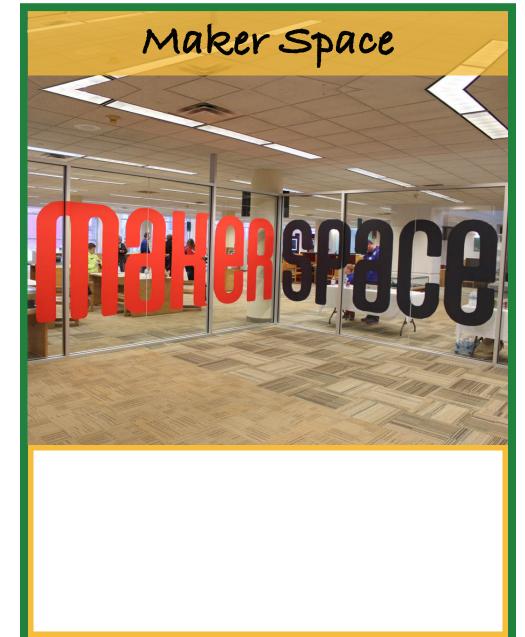








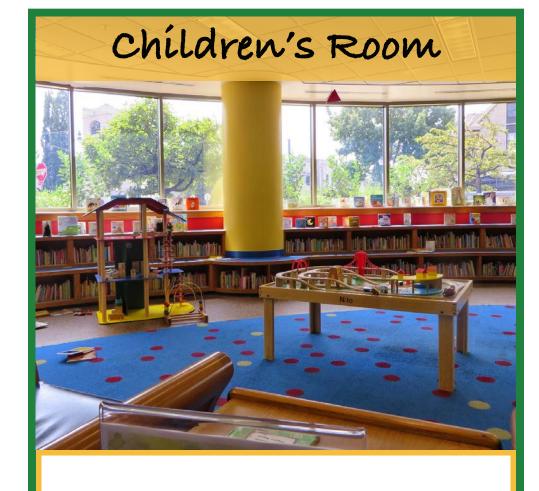




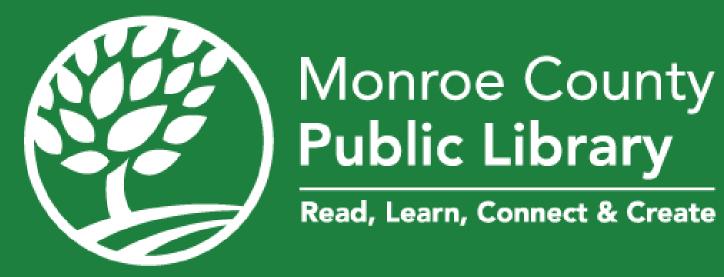








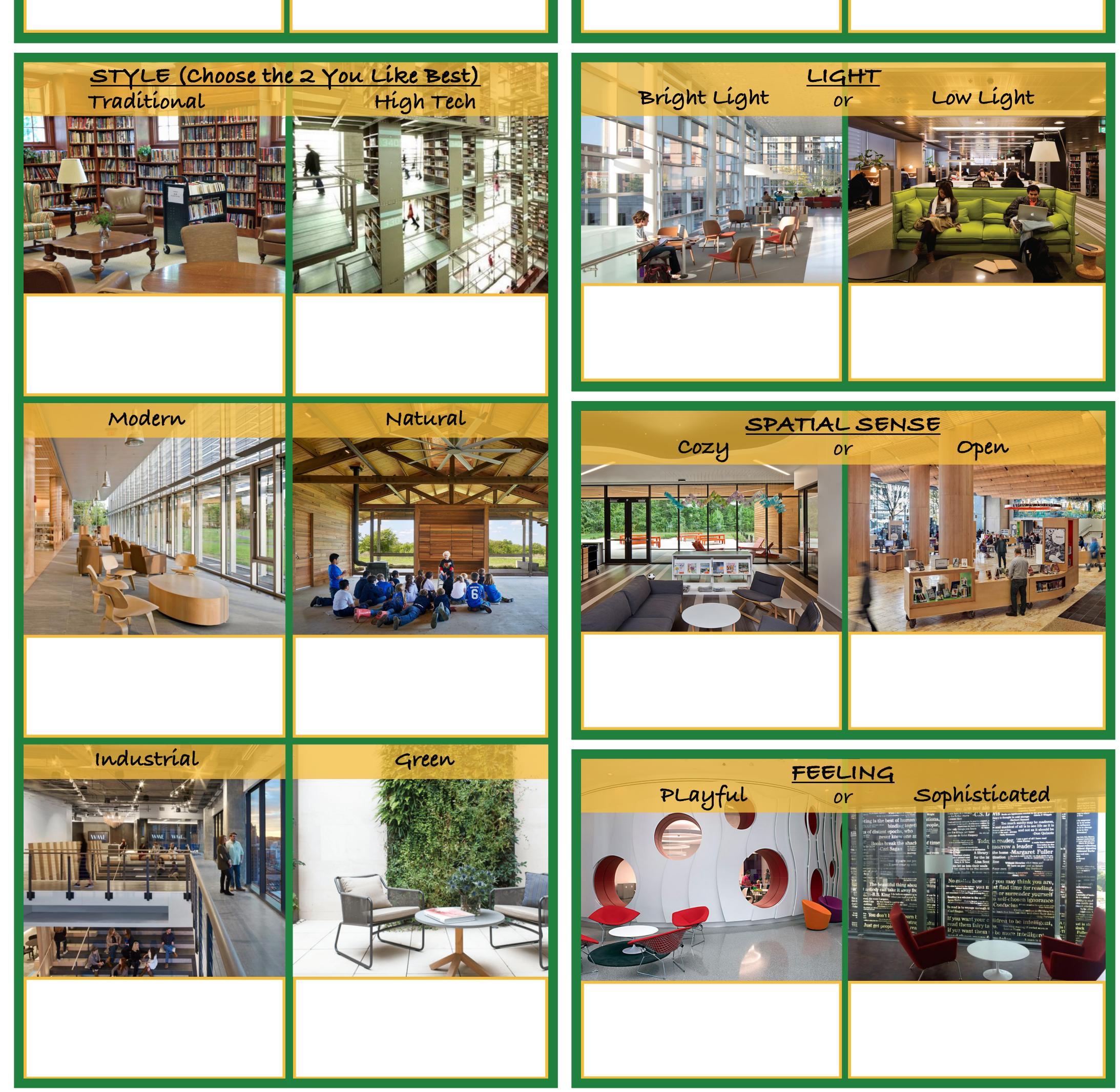


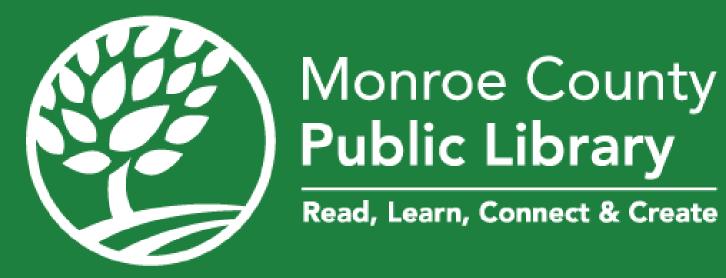


What Atmosphere is Most Appealing to You for Your New Branch Library?

Put a Dot 🔵 on Your Favorite from Each Pair or Group



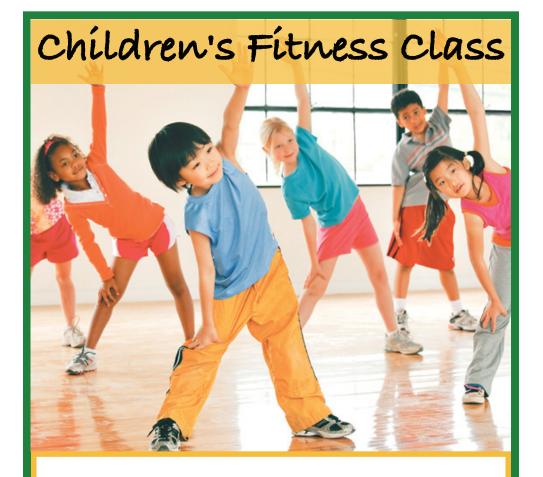




What Children's Services Would You Like Your Library to Have? Put a Dot • on Your 3 to 5 Favorites





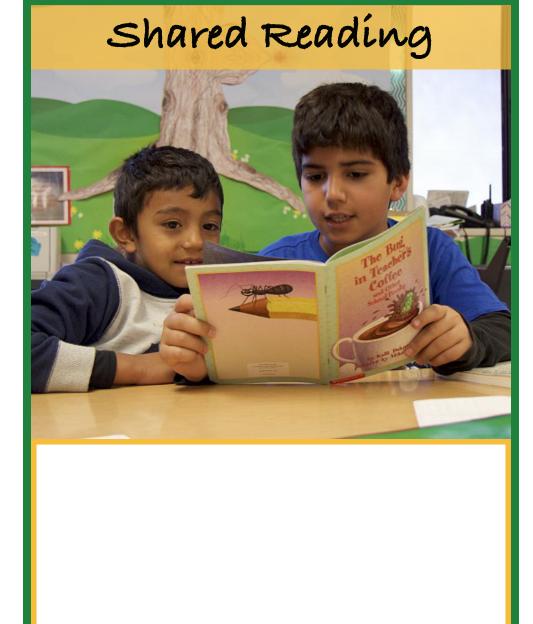










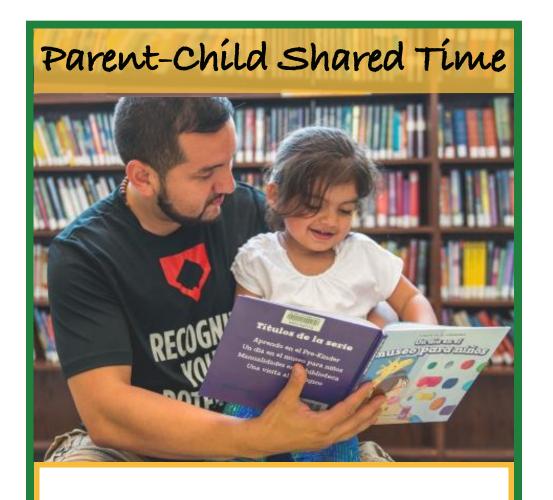




Programs

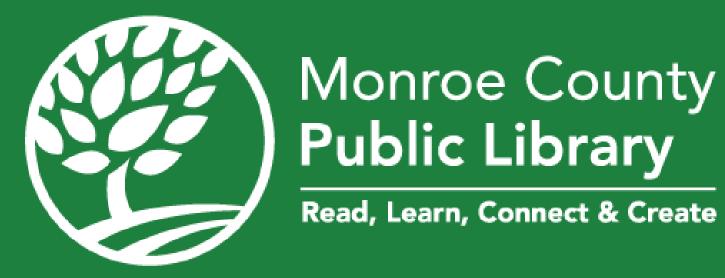




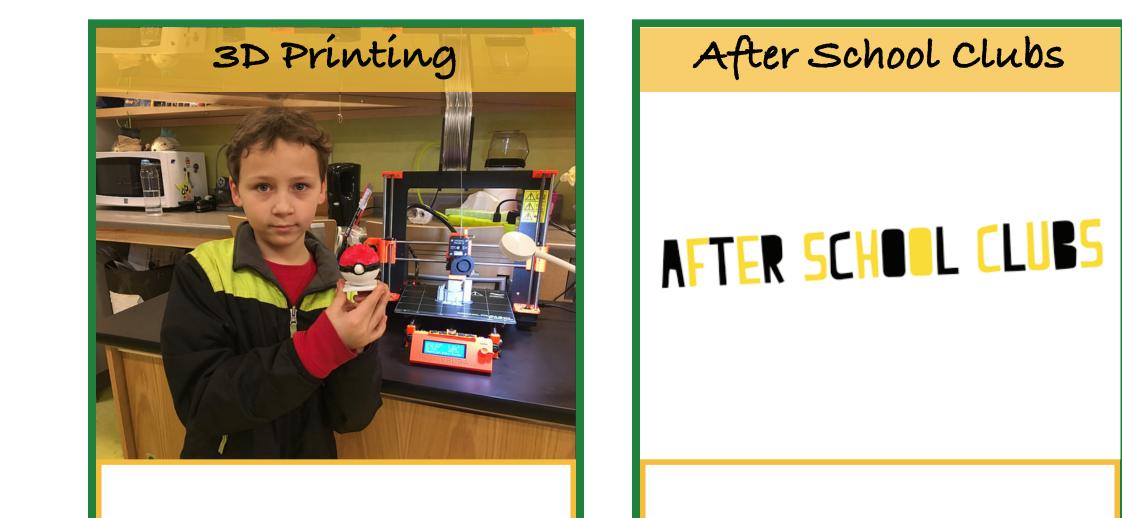








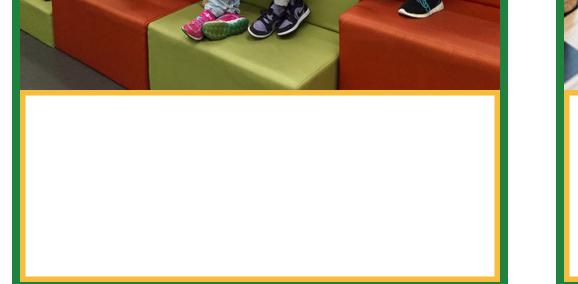
What Teen Services Would You Like Your Library to Have? Put a Dot • on Your 3 to 5 Favorites















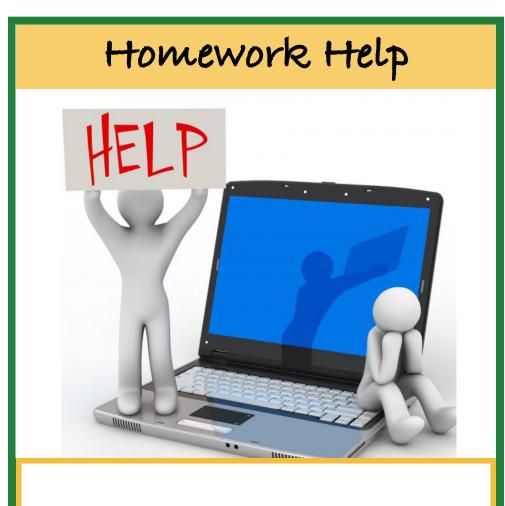


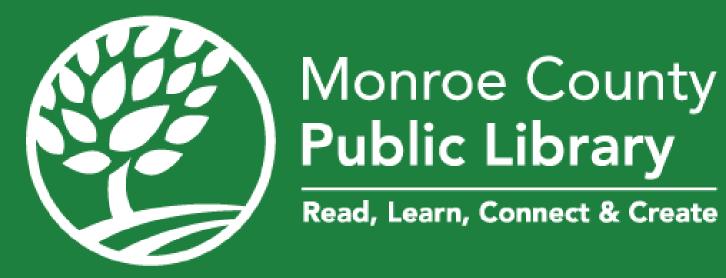












What Outdoor Services Would You Like Your Library to Have? Put a Dot • on Your 3 to 5 Favorites























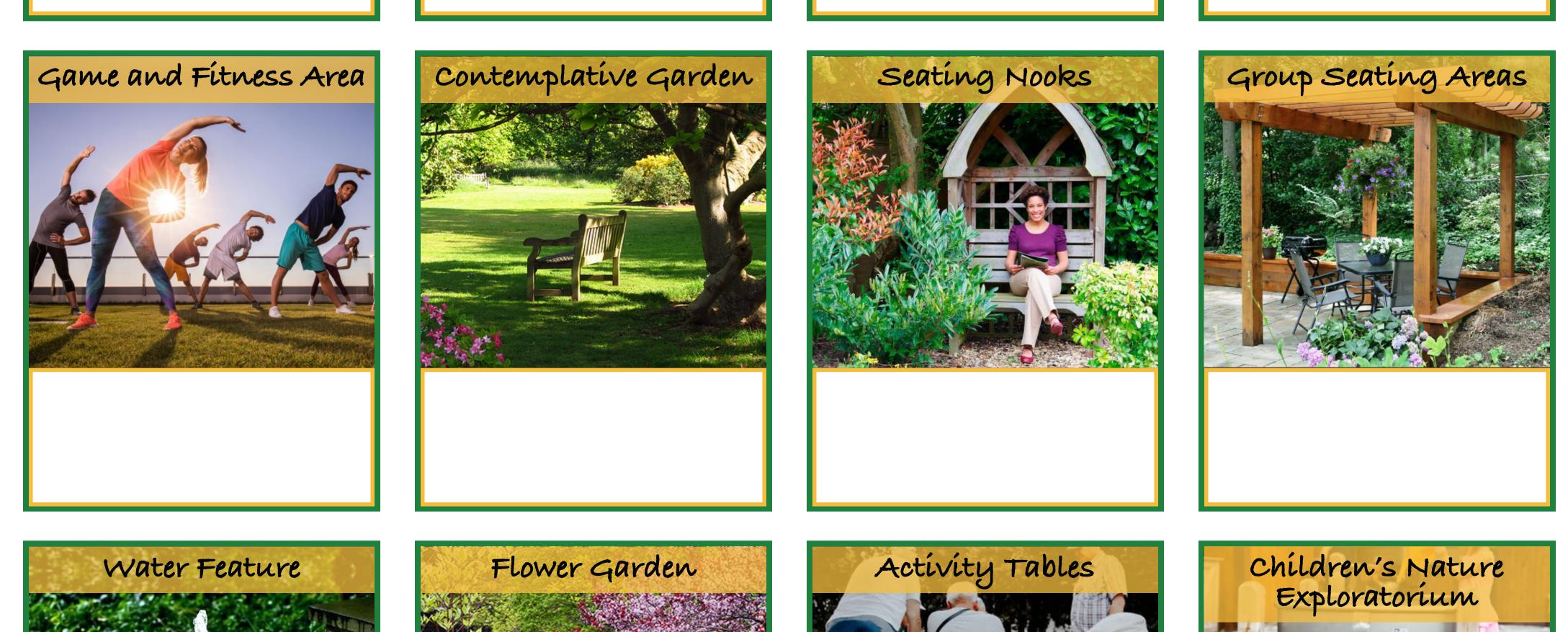


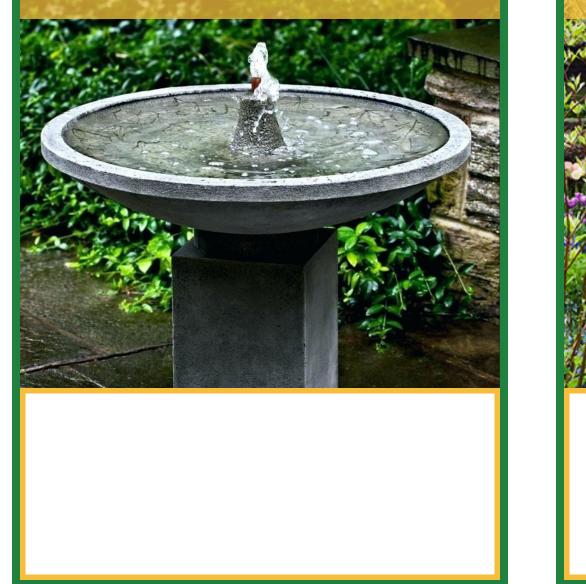




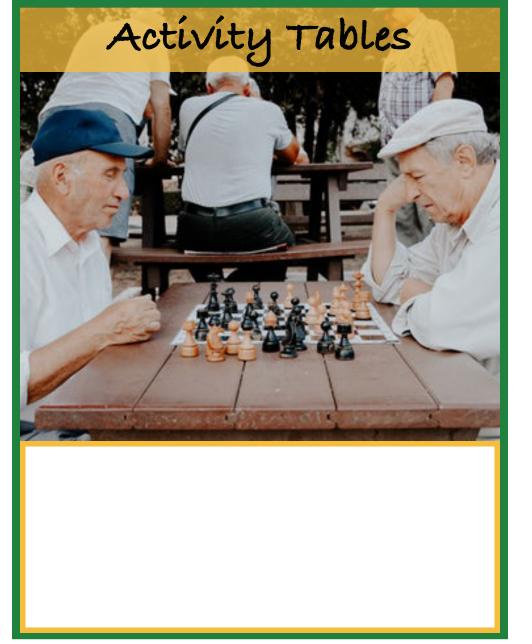
What Outdoor Spaces Would You Like Your Library to Have? Put a Dot • on Your **3 to 5** Favorites





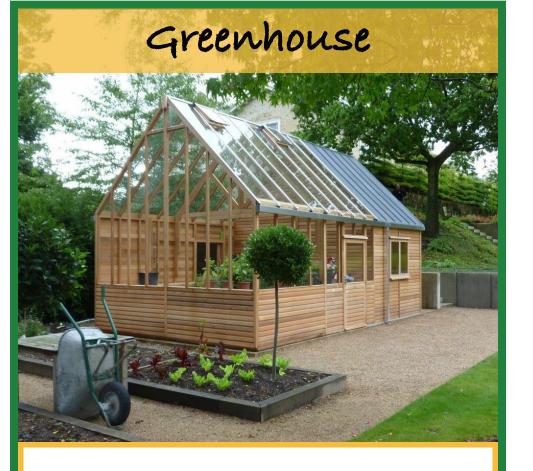






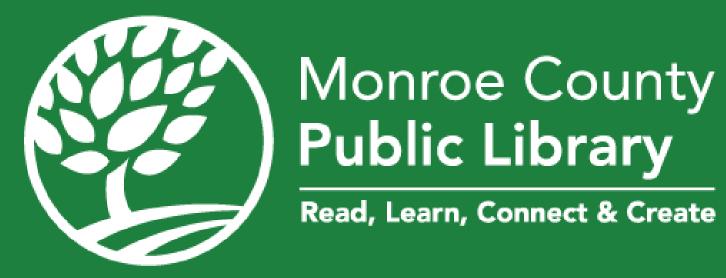




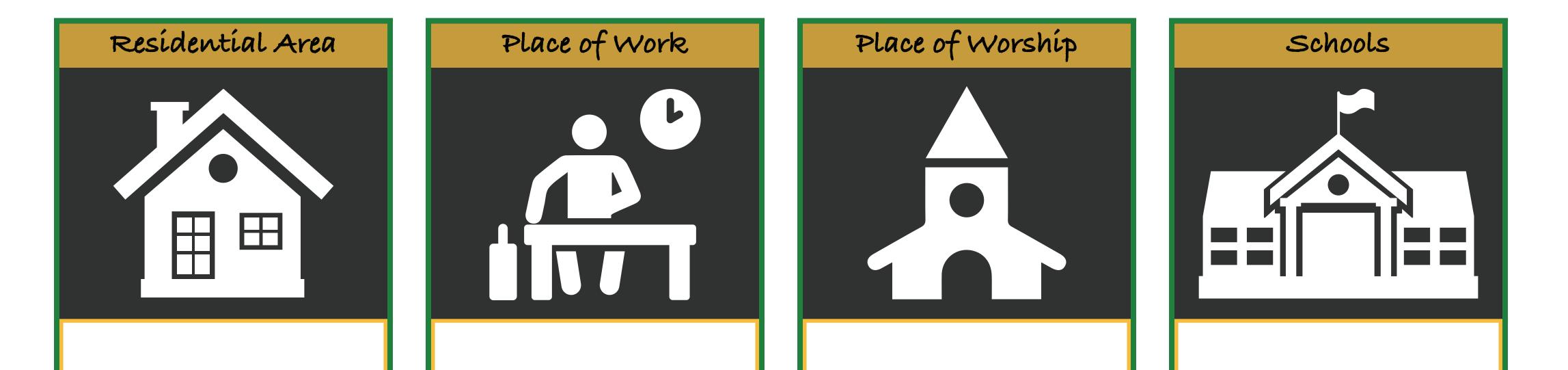








What Places Would You Like Your Library to be Near? Put a Dot • on Your **3 to 5** Favorites





Community Meetings Public Poster Responses

Matheu Architects, PC Date

| sibility Study for Branch Library | Public Post | er Respon | ses | | | Dat |
|-----------------------------------|---------------------------|---------------------------|----------------------|--------|------------|------------|
| Services - Spaces | Indian Creek Community | Broadview Neighborhood | Batchelor Heights | Totals | Percentage | Color Code |
| What Services would you | like you | [.] Library | to have | ? | | |
| Adult Literacy Program | 5 | 3 | 1 | 9 | 2.5% | 0-2.5 |
| Community Meetings | 12 | 3 | 5 | 20 | 5.5% | 5.1+ |
| Free WiFi & Internet | 12 | 5 | 6 | 23 | 6.3% | 5.1+ |
| Computer Training Classes | 9 | 4 | 2 | 15 | 4.1% | 2.6-5 |
| Health & Wellness | 11 | 4 | 2 | 17 | 4.7% | 2.6-5 |
| Cooking Classes | 3 | 4 | 1 | 8 | 2.2% | 0-2.5 |
| Music Making | 5 | 4 | 2 | 11 | 3.0% | 2.6-5 |
| Accessible Programs & Services | 5 | 4 | 1 | 10 | 2.7% | 2.6-5 |
| Internet Safety | 4 | 0 | 0 | 4 | 1.1% | 0-2.5 |
| One on One Tech Help | 6 | 4 | 1 | 11 | 3.0% | 2.6-5 |
| STEAM Programs | 8 | 2 | 2 | 12 | 3.3% | 2.6-5 |
| Computer Access | 11 | 3 | 4 | 18 | 4.9% | 2.6-5 |
| Financial Literacy Program | 3 | 5 | 1 | 9 | 2.5% | 0-2.5 |
| Collections | 2 | 3 | 0 | 5 | 1.4% | 0-2.5 |
| Public Presentations | 8 | 5 | 5 | 18 | 4.9% | 2.6-5 |
| Social Services Referral | 5 | 3 | 2 | 10 | 2.7% | 2.6-5 |
| 3D Printing | 0 | 5 | 1 | 6 | 1.6% | 0-2.5 |
| Quiet Area | 6 | 4 | 5 | 15 | 4.1% | 2.6-5 |
| Hobby Clubs | 3 | 2 | 1 | 6 | 1.6% | 0-2.5 |
| Non-Profit Support Center | 5 | 3 | 1 | 9 | 2.5% | 0-2.5 |
| Librarian Assistance | 5 | 3 | 3 | 11 | 3.0% | 2.6-5 |
| Local History | 8 | 5 | 1 | 14 | 3.8% | 2.6-5 |
| Volunteering at the Library | 4 | 2 | 2 | 8 | 2.2% | 0-2.5 |
| Business Center | 2 | 2 | 2 | 6 | 1.6% | 0-2.5 |
| Movie Viewing | 7 | 6 | 6 | 19 | 5.2% | 5.1+ |
| Meeting Friends | 8 | 2 | 2 | 12 | 3.3% | 2.6-5 |
| Job Search Training | 2 | 2 | 0 | 4 | 1.1% | 0-2.5 |
| Small Business Support | 6 | 5 | 2 | 13 | 3.6% | 2.6-5 |
| Collaborative Learning | 2 | 3 | 1 | 6 | 1.6% | 0-2.5 |
| Book Club | 8 | 2 | 5 | 15 | 4.1% | 2.6-5 |
| Exercise Classes | 10 | 5 | 1 | 16 | 4.4% | 2.6-5 |
| Game Hub | 0 | 4 | 1 | 5 | 1.4% | 0-2.5 |
| | | | | | | |
| | | | Total | 365 | | |

| sibility Study for Branch Library | Public Post | er Respon | ses | | | Dat |
|-----------------------------------|---------------------------|---------------------------|----------------------|----------|----------------|------------|
| Services - Spaces | Indian Creek Community | Broadview Neighborhood | Batchelor Heights | Totals | Percentage | Color Code |
| What Spaces would you li | ke your l | ibrary t. | o have? | | | |
| Book Stacks | 8 | 7 | 4 | 19 | 11.7% | 8.1+ |
| Meeting & Conference Rooms | 12 | 3 | 6 | 21 | 13.0% | 8.1+ |
| Tech Training Rooms | 3 | 4 | 0 | 7 | 4.3% | 4.1-8 |
| Multi-Purpose Space | 7 | 3 | 4 | 14 | 8.6% | 8.1+ |
| Gallery | 3 | 4 | 1 | 8 | 4.9% | 4.1-8 |
| Café | 5 | 6 | 4 | 15 | 9.3% | 8.1+ |
| Teaching Kitchen | 2 | 3 | 1 | 6 | 3.7% | 0-4 |
| Study Rooms | 0 | 0 | 3 | 3 | 1.9% | 0-4 |
| Co-Work Space | 3 | 2 | 1 | 6 | 3.7% | 0-4 |
| Sound Recording Booth | 1 | 0 | 2 | 3 | 1.9% | 0-4 |
| Maker Space | 0 | 3 | 0 | 3 | 1.9% | 0-4 |
| Green Screen Studio | 1 | 4 | 1 | 6 | 3.7% | 0-4 |
| Art Studio | 7 | 2 | 1 | 10 | 6.2% | 4.1-8 |
| Teen Center | 6 | 4 | 0 | 10 | 6.2% | 4.1-8 |
| Children's Room | 11 | 7 | 3 | 21 | 13.0% | 8.1+ |
| Friends Book Shop | 5 | 2 | 3 | 10 | 6.2% | 4.1-8 |
| | | | | | | |
| | | | Total | 162 | | |
| What Atmosphere is mos | t appeali | ng for yo | our new | Library | ? | |
| Bright Colors | 13 | 8 | 7 | 28 | 80.0% | |
| Subdued Colors | 4 | 2 | 1 | 7 | 20.0% | |
| Lively Sound | 2 | 0 | 0 | 2 | 5.7% | |
| Lively Sound Quiet | 14 | 11 | 8 | 33 | 94.3% | |
| Tradtional Style | 17 | 9 | 0 | 26 | 31.7% | |
| High Tech Style | 0 | 2 | 0 | 2 | 2.4% | |
| Modern Style | 5 | 4 | 0 | 9 | 11.0% | |
| Natural Style | 13 | 4 | 0 | 17 | 20.7% | |
| Industrial Style | 2 | 1 | 3 | 6 | 7.3% | |
| Green Style | 11 | 5 | 6 | 22 | 26.8% | |
| Bright Light | 12 | 9 | 5 | 26 | 81.3% | |
| Low Light | 2 | 1 | 3 | 6 | 18.8% | |
| - | | | | | | |
| Cozy Spaces | 11 | 0 | 5 | 16 | 48.5% | |
| Cozy Spaces Open Spaces | 11 6 | 0 9 | 5 2 | 16 17 | 48.5% 51.5% | |
| | | | | | | |

| sibility Study for Branch Library | Public Post | er Respon | ses | | | Date |
|---------------------------------------|---------------------------|---------------------------|----------------------|-----------|------------|------------|
| Services - Spaces | Indian Creek Community | Broadview Neighborhood | Batchelor Heights | Totals | Percentage | Color Code |
| What Children's Services | would yo | u like yo | our Libra | ary to ha | ave? | |
| STEAM Programs | 14 | 4 | 5 | 23 | 13.3% | 8.1+ |
| Inter-Generational Programs | 10 | 6 | 0 | 16 | 9.2% | 8.1+ |
| Children's Fitness Class | 2 | 2 | 1 | 5 | 2.9% | 0-4 |
| Children's Maker Space | 4 | 4 | 2 | 10 | 5.8% | 4.1-8 |
| Imaginative Play | 6 | 6 | 1 | 13 | 7.5% | 4.1-8 |
| Children's Computing | 0 | 2 | 1 | 3 | 1.7% | 0-4 |
| Story Time & Pre-K Programs | 7 | 2 | 2 | 11 | 6.4% | 4.1-8 |
| Independent Reading | 4 | 5 | 0 | 9 | 5.2% | 4.1-8 |
| Infant Programs | 2 | 4 | 1 | 7 | 4.0% | 0-4 |
| Kids' Cooking Classes | 2 | 3 | 1 | 6 | 3.5% | 0-4 |
| Shared Reading | 1 | 2 | 1 | 4 | 2.3% | 0-4 |
| Inclusive Children's Programs | 7 | 5 | 3 | 15 | 8.7% | 8.1+ |
| Play Area | 8 | 4 | 1 | 13 | 7.5% | 4.1-8 |
| Children's Programs | 10 | 2 | 4 | 16 | 9.2% | 8.1+ |
| Parent-Child Shared Time | 0 | 3 | 1 | 4 | 2.3% | 0-4 |
| Homework Help | 9 | 5 | 4 | 18 | 10.4% | 8.1+ |
| | | | | | | |
| | | | Total | 173 | | |
| What Teen Services woul | d you like | e your Li | brary to | have? | | |
| 3D Printing | 0 | 5 | 2 | 7 | 4.5% | 4.1-8 |
| After School Clubs | 4 | 6 | 4 | 14 | 9.0% | 8.1+ |
| Arts & Crafts | 7 | 2 | 1 | 10 | 6.5% | 4.1-8 |
| Quiet Reading | 7 | 3 | 2 | 12 | 7.7% | 4.1-8 |
| Gaming | 4 | 2 | 0 | 6 | 3.9% | 0-4 |
| Teen Collaboration | 4 | 3 | 1 | 8 | 5.2% | 4.1-8 |
| Internet Literacy | 2 | 2 | 2 | 6 | 3.9% | 0-4 |
| Maker Space | 5 | 3 | 4 | 12 | 7.7% | 4.1-8 |
| Presentations & Performance | 5 | 3 | 3 | 11 | 7.1% | 4.1-8 |
| Board Games | 2 | 2 | 1 | 5 | 3.2% | 0-4 |
| Tech Training | 7 | 6 | 1 | 14 | 9.0% | 8.1+ |
| Hanging Out | 2 | 2 | 0 | 4 | 2.6% | 0-4 |
| Teen Cooking Class | 7 | 3 | 0 | 10 | 6.5% | 4.1-8 |
| Virtual Reality Camp | 0 | 2 | 0 | 2 | 1.3% | 0-4 |
| Volunteering Opportunities | 6 | 4 | 2 | 12 | 7.7% | 4.1-8 |
| Homework Help | 11 | 6 | 5 | 22 | 14.2% | 8.1+ |
| · · · · · · · · · · · · · · · · · · · | | | | | | |
| | | | Total | 155 | | |

Matheu Architects, PC Date

| ibility Study for Branch Library | Public Post | er Respon | ses | | | Dat |
|----------------------------------|---------------------------|---------------------------|----------------------|----------|------------|------------|
| Services - Spaces | Indian Creek Community | Broadview Neighborhood | Batchelor Heights | Totals | Percentage | Color Code |
| What Outdoor Services w | ould you | like you | ur Librar | y to hav | ve? | |
| Game Tournaments | 4 | 0 | 2 | 6 | 3.1% | 0-4 |
| Community Crop Swap | 11 | 3 | 2 | 16 | 8.3% | 8.1+ |
| Gardening Programs | 6 | 6 | 2 | 14 | 7.3% | 4.1-8 |
| Children's Camps | 8 | 3 | 4 | 15 | 7.8% | 4.1-8 |
| Garden Tool Lending Bank | 2 | 6 | 2 | 10 | 5.2% | 4.1-8 |
| Outdoor Fitness Classes | 6 | 1 | 1 | 8 | 4.1% | 4.1-8 |
| Young Farmers Program | 2 | 1 | 0 | 3 | 1.6% | 0-4 |
| Outdoor Events | 18 | 6 | 5 | 29 | 15.0% | 8.1+ |
| Wildlife Programs | 5 | 5 | 0 | 10 | 5.2% | 4.1-8 |
| Outdoor Clubs | 2 | 2 | 3 | 7 | 3.6% | 0-4 |
| Children's Programs | 2 | 3 | 4 | 9 | 4.7% | 4.1-8 |
| Purdue Extension Programs | 9 | 0 | 1 | 10 | 5.2% | 4.1-8 |
| Sustainability Programs | 9 | 7 | 2 | 18 | 9.3% | 8.1+ |
| Outdoor Parenting Programs | 0 | 4 | 0 | 4 | 2.1% | 0-4 |
| Outdoor Accessibility Programs | 9 | 3 | 0 | 12 | 6.2% | 4.1-8 |
| Music Performances | 11 | 4 | 7 | 22 | 11.4% | 8.1+ |
| | | | | | - | |
| | | | Total | 193 | | |
| What Outdoor Spaces wo | uld vou l | ike vour | | | ? | |
| Patio Café | 7 | 5 | 5 | 17 | 8.9% | 8.1+ |
| Sculpture | 3 | 4 | 0 | 7 | 3.7% | 0-4 |
| Community Garden | 12 | 3 | 3 | 18 | 9.4% | 8.1+ |
| Children's Play Area | 6 | 2 | 2 | 10 | 5.2% | 4.1-8 |
| Game & Fitness Area | 3 | 1 | 0 | 4 | 2.1% | 0-4 |
| Contemplative Garden | 6 | 5 | 4 | 15 | 7.9% | 4.1-8 |
| Seating Nooks | 6 | 3 | 2 | 11 | 5.8% | 4.1-8 |
| Group Seating Areas | 8 | 3 | 3 | 14 | 7.3% | 4.1-8 |
| Water Feature | 1 | 4 | 2 | 7 | 3.7% | 0-4 |
| Flower Garden | 8 | 3 | 1 | 12 | 6.3% | 4.1-8 |
| Activity Tables | 10 | 5 | 1 | 16 | 8.4% | 8.1+ |
| Children's Nature Exploratorium | 6 | 5 | 5 | 16 | 8.4% | 8.1+ |
| Lawn Amphitheatre | 6 | 3 | 3 | 10 | 6.3% | 4.1-8 |
| Greenhouse | 3 | 2 | 0 | 5 | 2.6% | 0-4 |
| Bicycle Racks | 1 | 5 | 7 | 13 | 6.8% | 4.1-8 |
| Bird Feeding Area | 5 | 7 | 2 | 13 | 7.3% | 4.1-8 |
| | | | | 17 | ,, | 7.1 0 |
| | | | Total | 191 | | |
| | | | 1 | | 1 | |

| sisting study for Branch Listury | FUDIIC FUSI | сі пезроп | 505 | | | | | |
|---|---------------------------|---------------------------|----------------------|--------|------------|------------|--|--|
| Services - Spaces | Indian Creek Community | Broadview Neighborhood | Batchelor Heights | Totals | Percentage | Color Code | | |
| What Places would you like your Library to be near? | | | | | | | | |
| Residential Area | 16 | 10 | 8 | 34 | 22.4% | 8.1+ | | |
| Place of Work | 1 | 1 | 0 | 2 | 1.3% | 0-4 | | |
| Place of Worship | 1 | 0 | 0 | 1 | 0.7% | 0-4 | | |
| Schools | 4 | 9 | 4 | 17 | 11.2% | 8.1+ | | |
| Park | 14 | 8 | 2 | 24 | 15.8% | 8.1+ | | |
| Grocery Store | 1 | 1 | 5 | 7 | 4.6% | 4.1-8 | | |
| Bicycle Trail | 5 | 3 | 2 | 10 | 6.6% | 4.1-8 | | |
| Gym | 2 | 0 | 1 | 3 | 2.0% | 0-4 | | |
| Gas Station | 1 | 0 | 1 | 2 | 1.3% | 0-4 | | |
| Highway | 0 | 0 | 0 | 0 | 0.0% | 0-4 | | |
| Care Center | 2 | 2 | 1 | 5 | 3.3% | 0-4 | | |
| Ivy Tech | 2 | 0 | 0 | 2 | 1.3% | 0-4 | | |
| Restaurant | 1 | 3 | 3 | 7 | 4.6% | 4.1-8 | | |
| Retail Stores | 0 | 1 | 3 | 4 | 2.6% | 0-4 | | |
| Bus Stop | 6 | 12 | 3 | 21 | 13.8% | 8.1+ | | |
| Senior Center | 5 | 7 | 1 | 13 | 8.6% | 8.1+ | | |
| | | | | | | | | |
| | | | Total | 152 | | | | |

| | nroe County Public Library sibility Study for Branch Library | Communi Questionna | ty Meeting ire Respon | - | | Matheu A | rchitects, PC Date |
|-----|---|---------------------------|---------------------------|----------------------|-----------|------------|-----------------------|
| | Question / Responses | Indian Creek Community | Broadview Neighborhood | Batchelor Heights | Totals | Percentage | Color code |
| 1. | How far would you be willing | to travel t | o visit yo | ur brancl | h library |) | |
| | 1 mile | 1 | 3 | 1 | 5 | 11.1% | 0-10 |
| | 5 miles | 18 | 9 | 5 | 32 | 71.1% | 25.1+ |
| | 10 or more miles | 7 | 1 | 0 | 8 | 17.8% | 10.1-25 |
| | | | | Total | 45 | | |
| 2. | How often would you visit/use | e your bra | nch libra | ry? | | | |
| | Daily | 0 | 1 | 0 | 1 | 2.2% | 0-10 |
| | More than once a week | 7 | 1 | 4 | 12 | 26.1% | 25.1+ |
| | Once a week | 14 | 4 | 1 | 19 | 41.3% | 25.1+ |
| | Once a month | 5 | 5 | 1 | 11 | 23.9% | 10.1-25 |
| | More than once a year | 0 | 2 | 0 | 2 | 4.3% | 0-10 |
| | Rarely | 1 | 0 | 0 | 1 | 2.2% | 0-10 |
| | | | | Total | 46 | | |
| 3. | What days of the week would | you be m | ost likely | to visit/ | use your | library? | |
| | Sunday | 9 | 8 | 3 | 20 | 14.2% | 10.1-25 |
| | Monday | 16 | 6 | 3 | 25 | 17.7% | 10.1-25 |
| | Tuesday | 12 | 2 | 4 | 18 | 12.8% | 10.1-25 |
| | Wednesday | 13 | 3 | 3 | 19 | 13.5% | 10.1-25 |
| | Thursday | 12 | 3 | 3 | 18 | 12.8% | 10.1-25 |
| | Friday | 12 | 5 | 1 | 18 | 12.8% | 10.1-25 |
| | Saturday | 12 | 9 | 2 | 23 | 16.3% | 10.1-25 |
| | | | | Total | 141 | | |
| 4. | What hours would you be mos | st likely to | visit/use | e your bra | anch libr | ary? | |
| | Before noon | 10 | 2 | 1 | 13 | 19.7% | 10.1-25 |
| | Noon to 5pm | 13 | 10 | 5 | 28 | 42.4% | 25.1+ |
| | 5-7pm | 9 | 4 | 0 | 13 | 19.7% | 10.1-25 |
| | After 7pm | 9 | 2 | 1 | 12 | 18.2% | 10.1-25 |
| | | | | Total | 66 | | |
| 5. | How would you most likely ge | t to your l | pranch lik | orary? | | | |
| | Walk/Sidewalk | 1 | 8 | 3 | 12 | 19.0% | 10.1-25 |
| | Car | 25 | 9 | 6 | 40 | 63.5% | 25.1+ |
| | Public Transportation | 0 | 1 | 1 | 2 | 3.2% | 0-10 |
| | Bike or Trail | 1 | 5 | 3 | 9 | 14.3% | 10.1-25 |
| l I | | | | Total | 63 | | |

| Monroe County Public Library Feasibility Study for Branch Library | Communi Questionna | ty Meeting ire Respon | • | | Matheu Ai | rchitects, PC Date |
|--|---------------------------|---------------------------|----------------------|------------|------------|-----------------------|
| Question / Responses | Indian Creek Community | Broadview Neighborhood | Batchelor Heights | Totals | Percentage | Color code |
| 6. What cable or internet service | s do you l | nave in ye | our home | e? | | |
| Cable | 3 | 8 | 4 | 15 | 15.6% | 10.1-25 |
| Smart phone/Tablet | 12 | 7 | 4 | 23 | 24.0% | 10.1-25 |
| High Speed Internet | 12 | 9 | 4 | 25 | 26.0% | 25.1+ |
| Streaming TV (Netflix, Hulu) | 12 | 6 | 3 | 21 | 21.9% | 10.1-25 |
| Other | 9 | 2 | 1 | 12 | 12.5% | 10.1-25 |
| | | | Total | 96 | | |
| 7. Where do you currently visit/u | ise the M | onroe Co | unty Pub | lic Librar | y? | |
| Main Library | 13 | 11 | 7 | 31 | 55.4% | 25.1+ |
| Ellettsville Branch | 5 | 0 | 0 | 5 | 8.9% | 0-10 |
| Bookmobile | 9 | 0 | 0 | 9 | 16.1% | 10.1-25 |
| Van Service | 0 | 0 | 0 | 0 | 0.0% | 0-10 |
| I don't currently use the Library | 8 | 2 | 1 | 11 | 19.6% | 10.1-25 |
| | | | Total | 56 | | |
| 8. What ages of individuals live in | n your hoi | me? | | | | |
| Birth-Pre-K | 1 | 0 | 0 | 1 | 1.4% | 0-10 |
| Kindergarten-age 11 | 2 | 0 | 0 | 2 | 2.8% | 0-10 |
| Age 12-19 | 8 | 1 | 0 | 9 | 12.7% | 10.1-25 |
| Age 20-29 | 1 | 0 | 0 | 1 | 1.4% | 0-10 |
| Age 30-39 | 6 | 6 | 3 | 15 | 21.1% | 10.1-25 |
| Age 40-55 | 8 | 5 | 0 | 13 | 18.3% | 10.1-25 |
| Age 56+ | 20 | 5 | 5 | 30 | 42.3% | 25.1+ |
| | | | Total | 71 | | |

| sibility Study for Branch Library Poster Responses | | | Dat |
|--|---------------------------|------------|------------|
| Services - Spaces | Friends of the Library | Percentage | Color Code |
| What Services would you like your Library to have | ? | | |
| Adult Literacy Program | 4 | 3.0% | 2.6-5 |
| Community Meetings | 9 | 6.7% | 5.1+ |
| Free WiFi & Internet | 7 | 5.2% | 5.1+ |
| Computer Training Classes | 3 | 2.2% | 0-2.5 |
| Health & Wellness | 1 | 0.7% | 0-2.5 |
| Cooking Classes | 1 | 0.7% | 0-2.5 |
| Music Making | 1 | 0.7% | 0-2.5 |
| Accessible Programs & Services | 5 | 3.7% | 2.6-5 |
| Internet Safety | 1 | 0.7% | 0-2.5 |
| One on One Tech Help | 6 | 4.5% | 2.6-5 |
| STEAM Programs | 5 | 3.7% | 2.6-5 |
| Computer Access | 7 | 5.2% | 5.1+ |
| Financial Literacy Program | 3 | 2.2% | 0-2.5 |
| Collections | 5 | 3.7% | 2.6-5 |
| Public Presentations | 6 | 4.5% | 2.6-5 |
| Social Services Referral | 6 | 4.5% | 2.6-5 |
| 3D Printing | 4 | 3.0% | 2.6-5 |
| Quiet Area | 7 | 5.2% | 5.1+ |
| Hobby Clubs | 4 | 3.0% | 2.6-5 |
| Non-Profit Support Center | 2 | 1.5% | 0-2.5 |
| Librarian Assistance | 6 | 4.5% | 2.6-5 |
| Local History | 2 | 1.5% | 0-2.5 |
| Volunteering at the Library | 3 | 2.2% | 0-2.5 |
| Business Center | 2 | 1.5% | 0-2.5 |
| Movie Viewing | 3 | 2.2% | 0-2.5 |
| Meeting Friends | 6 | 4.5% | 2.6-5 |
| Job Search Training | 5 | 3.7% | 2.6-5 |
| Small Business Support | 3 | 2.2% | 0-2.5 |
| Collaborative Learning | 6 | 4.5% | 2.6-5 |
| Book Club | 6 | 4.5% | 2.6-5 |
| Exercise Classes | 1 | 0.7% | 0-2.5 |
| Game Hub | 4 | 3.0% | 2.6-5 |
| | | | |
| Total | 134 | | |

Date

| Feasibility Study for Branch Library Poster Responses 9 9 <td< th=""><th>دە دە</th></td<> | دە دە |
|---|------------|
| Perc Li | Color Code |
| What Spaces would you like your Library to have? | |
| Book Stacks914.8% | 8.1+ |
| Meeting & Conference Rooms 8 13.1% | 8.1+ |
| Tech Training Rooms23.3% | 0-4 |
| Multi-Purpose Space 0 0.0% | 0-4 |
| Gallery 5 8.2% | 8.1+ |
| Café 6 9.8% | 8.1+ |
| Teaching Kitchen 0 0.0% | 0-4 |
| Study Rooms 5 8.2% | 8.1+ |
| Co-Work Space 2 3.3% | 0-4 |
| Sound Recording Booth 0 0.0% | 0-4 |
| Maker Space 2 3.3% | 0-4 |
| Green Screen Studio 0 0.0% | 0-4 |
| Art Studio 0 0.0% | 0-4 |
| Teen Center69.8% | 8.1+ |
| Children's Room 8 13.1% | 8.1+ |
| Friends Book Shop813.1% | 8.1+ |
| | |
| Total 61 | |
| What Atmosphere is most appealing for your new Library? | |
| Bright Colors 8 88.9% | |
| Subdued Colors 1 11.1% | |
| | |
| Lively Sound 3 30.0% Quiet 7 70.0% | |
| Tradtional Style 5 20.0% | |
| High Tech Style416.0% | |
| | |
| Modern Style 7 28.0% المحالي ٨ ٨ ٨ ١ ٩.0% ٨ ٨ | |
| Industrial Style 1 4.0% | |
| Green Style 7 28.0% | |
| | |
| Eright Light 8 80.0% Uow Light 2 20.0% | |
| | |
| B Cozy Spaces 4 40.0% Open Spaces 6 60.0% | |
| Playful Feeling660.0%Sophisticated Feeling440.0% | |
| | |

| ibility Study for Branch Library Poster Responses | | | Dat |
|--|---------------------------|------------|------------|
| Services - Spaces | Friends of the Library | Percentage | Color Code |
| What Children's Services would you like your Libra | ry to ha | ve? | |
| STEAM Programs | 6 | 8.5% | 8.1+ |
| Inter-Generational Programs | 7 | 9.9% | 8.1+ |
| Children's Fitness Class | 3 | 4.2% | 4.1-8 |
| Children's Maker Space | 2 | 2.8% | 0-4 |
| Imaginative Play | 8 | 11.3% | 8.1+ |
| Children's Computing | 5 | 7.0% | 4.1-8 |
| Story Time & Pre-K Programs | 7 | 9.9% | 8.1+ |
| Independent Reading | 6 | 8.5% | 8.1+ |
| Infant Programs | 3 | 4.2% | 4.1-8 |
| Kids' Cooking Classes | 1 | 1.4% | 0-4 |
| Shared Reading | 0 | 0.0% | 0-4 |
| Inclusive Children's Programs | 3 | 4.2% | 4.1-8 |
| Play Area | 3 | 4.2% | 4.1-8 |
| Children's Programs | 7 | 9.9% | 8.1+ |
| Parent-Child Shared Time | 5 | 7.0% | 4.1-8 |
| Homework Help | 5 | 7.0% | 4.1-8 |
| | | | |
| Total | 71 | | |
| What Teen Services would you like your Library to | | | |
| 3D Printing | 3 | 5.2% | 4.1-8 |
| After School Clubs | 4 | 6.9% | 4.1-8 |
| Arts & Crafts | 1 | 1.7% | 0-4 |
| Quiet Reading | 2 | 3.4% | 0-4 |
| Gaming | 1 | 1.7% | 0-4 |
| Teen Collaboration | 9 | 15.5% | 8.1+ |
| Internet Literacy | 1 | 1.7% | 0-4 |
| Maker Space | 5 | 8.6% | 8.1+ |
| Presentations & Performance | 1 | 1.7% | 0-4 |
| Board Games | 3 | 5.2% | 4.1-8 |
| Tech Training | 5 | 8.6% | 8.1+ |
| Hanging Out | 4 | 6.9% | 4.1-8 |
| Teen Cooking Class | 1 | 1.7% | 0-4 |
| Virtual Reality Camp | 1 | 1.7% | 0-4 |
| Volunteering Opportunities | 7 | 12.1% | 8.1+ |
| Homework Help | 10 | 17.2% | 8.1+ |
| Total | 58 | | |
| 10141 | 50 | | |

| bibility Study for Branch Library Poster Responses | | | Dat |
|--|---------------------------|------------|------------|
| Services - Spaces | Friends of the Library | Percentage | Color Code |
| What Outdoor Services would you like your Libr | ary to hav | re? | |
| Game Tournaments | 1 | 1.7% | 0-4 |
| Community Crop Swap | 4 | 6.7% | 4.1-8 |
| Gardening Programs | 0 | 0.0% | 0-4 |
| Children's Camps | 7 | 11.7% | 8.1+ |
| Garden Tool Lending Bank | 3 | 5.0% | 4.1-8 |
| Outdoor Fitness Classes | 3 | 5.0% | 4.1-8 |
| Young Farmers Program | 1 | 1.7% | 0-4 |
| Outdoor Events | 5 | 8.3% | 8.1+ |
| Wildlife Programs | 4 | 6.7% | 4.1-8 |
| Outdoor Clubs | 2 | 3.3% | 0-4 |
| Children's Programs | 5 | 8.3% | 8.1+ |
| Purdue Extension Programs | 2 | 3.3% | 0-4 |
| Sustainability Programs | 8 | 13.3% | 8.1+ |
| Outdoor Parenting Programs | 2 | 3.3% | 0-4 |
| Outdoor Accessibility Programs | 4 | 6.7% | 4.1-8 |
| Music Performances | 9 | 15.0% | 8.1+ |
| | | | |
| То | tal 60 | | |
| What Outdoor Spaces would you like your Libra | ry to have | ? | |
| Patio Café | 9 | 15.5% | 8.1+ |
| Sculpture | 4 | 6.9% | 4.1-8 |
| Community Garden | 1 | 1.7% | 0-4 |
| Children's Play Area | 0 | 0.0% | 0-4 |
| Game & Fitness Area | 1 | 1.7% | 0-4 |
| Contemplative Garden | 2 | 3.4% | 0-4 |
| Seating Nooks | 5 | 8.6% | 8.1+ |
| Group Seating Areas | 3 | 5.2% | 4.1-8 |
| Water Feature | 4 | 6.9% | 4.1-8 |
| Flower Garden | 3 | 5.2% | 4.1-8 |
| Activity Tables | 6 | 10.3% | 8.1+ |
| Children's Nature Exploratorium | 8 | 13.8% | 8.1+ |
| Lawn Amphitheatre | 2 | 3.4% | 0-4 |
| Greenhouse | 0 | 0.0% | 0-4 |
| Bicycle Racks | 9 | 15.5% | 8.1+ |
| Bird Feeding Area | 1 | 1.7% | 0-4 |
| | | | |
| То | tal 58 | | |

| • | | | |
|---|---------------------------|------------|------------|
| Services - Spaces | Friends of the Library | Percentage | Color Code |
| What Places would you like your Library to be nea | r? | | |
| Residential Area | 5 | 7.9% | 4.1-8 |
| Place of Work | 0 | 0.0% | 0-4 |
| Place of Worship | 0 | 0.0% | 0-4 |
| Schools | 8 | 12.7% | 8.1+ |
| Park | 5 | 7.9% | 4.1-8 |
| Grocery Store | 8 | 12.7% | 8.1+ |
| Bicycle Trail | 7 | 11.1% | 8.1+ |
| Gym | 2 | 3.2% | 0-4 |
| Gas Station | 1 | 1.6% | 0-4 |
| Highway | 1 | 1.6% | 0-4 |
| Care Center | 0 | 0.0% | 0-4 |
| lvy Tech | 0 | 0.0% | 0-4 |
| Restaurant | 4 | 6.3% | 4.1-8 |
| Retail Stores | 3 | 4.8% | 4.1-8 |
| Bus Stop | 12 | 19.0% | 8.1+ |
| Senior Center | 7 | 11.1% | 8.1+ |
| | | | |
| Total | 63 | | |

| Feasibility Study for Branch Library Questionnaire Responses | | | Date |
|--|---------------------------|------------|------------|
| Question / Responses | Friends of the Library | Percentage | Color code |
| 1. How far would you be willing to travel to visit your brand | h library? |) | |
| 1 mile | 2 | 15.4% | 10.1-25 |
| 5 miles | 11 | 84.6% | 25.1+ |
| 10 or more miles | 0 | 0.0% | 0-10 |
| Tota | l 13 | | |
| 2. How often would you visit/use your branch library? | | | |
| Daily | 0 | 0.0% | 0-10 |
| More than once a week | 3 | 25.0% | 10.1-25 |
| Once a week | 9 | 75.0% | 25.1+ |
| Once a month | 0 | 0.0% | 0-10 |
| More than once a year | 0 | 0.0% | 0-10 |
| Rarely | 0 | 0.0% | 0-10 |
| Tota | l 12 | | |
| 3. What days of the week would you be most likely to visit/ | use your | library? | |
| Sunday | 9 | 23.1% | 10.1-25 |
| Monday | 3 | 7.7% | 0-10 |
| Tuesday | 4 | 10.3% | 10.1-25 |
| Wednesday | 5 | 12.8% | 10.1-25 |
| Thursday | 6 | 15.4% | 10.1-25 |
| Friday | 5 | 12.8% | 10.1-25 |
| Saturday | 7 | 17.9% | 10.1-25 |
| Tota | ıl 39 | | |
| 4. What hours would you be most likely to visit/use your be | ranch libra | ary? | |
| Before noon | 5 | 22.7% | 10.1-25 |
| Noon to 5pm | 7 | 31.8% | 25.1+ |
| 5-7pm | 6 | 27.3% | 25.1+ |
| After 7pm | 4 | 18.2% | 10.1-25 |
| Tota | l 22 | | |
| 5. How would you most likely get to your branch library? | - | | |
| Walk/Sidewalk | 3 | 18.8% | 10.1-25 |
| Car | 10 | 62.5% | 25.1+ |
| Public Transportation | 2 | 12.5% | 10.1-25 |
| Bike or Trail | 1 | 6.3% | 0-10 |
| Tota | l 16 | | |

| _ | | | |
|---|---|----|--|
| D | a | te | |

| Questionnaire Responses | | | |
|---|---------------------------|------------|------------|
| Question / Responses | Friends of the Library | Percentage | Color code |
| 6. How do you access the internet in your home? | | | |
| Computer/Laptop | 10 | 38.5% | 25.1+ |
| Smart phone | 8 | 30.8% | 25.1+ |
| Tablet | 7 | 26.9% | 25.1+ |
| I don't have internet | 1 | 3.8% | 0-10 |
| Total | 26 | | |
| 7. Where do you currently visit/use the Monroe County Pub | lic Librar | y? | |
| Main Library | 11 | 78.6% | 25.1+ |
| Ellettsville Branch | 2 | 14.3% | 10.1-25 |
| Bookmobile | 0 | 0.0% | 0-10 |
| Van Service | 0 | 0.0% | 0-10 |
| I don't currently use the Library | 1 | 7.1% | 0-10 |
| Total | 14 | | |
| 8. What ages of individuals live in your home? | | | |
| Birth-Pre-K | 0 | 0.0% | 0-10 |
| Kindergarten-age 11 | 1 | 5.6% | 0-10 |
| Age 12-19 | 1 | 5.6% | 0-10 |
| Age 20-29 | 2 | 11.1% | 10.1-25 |
| Age 30-39 | 1 | 5.6% | 0-10 |
| Age 40-55 | 2 | 11.1% | 10.1-25 |
| Age 56+ | 11 | 61.1% | 25.1+ |
| Total | 18 | | |

Batchelor MS Teen Forum

Matheu Architects, PC Date

| sibility Study for Branch Library Poster Responses | | | Date |
|--|----------------------------|------------|------------|
| Services - Spaces | Batchelor MS Teen Forum | Percentage | Color Code |
| What Teen Services would you like your Library to | have? | - | |
| 3D Printing | 44 | 11.9% | 10.1+ |
| After School Clubs | 7 | 1.9% | 0-5 |
| Arts & Crafts | 29 | 7.8% | 5.1-10 |
| Quiet Reading | 22 | 5.9% | 5.1-10 |
| Gaming | 81 | 21.8% | 10.1+ |
| Teen Collaboration | 2 | 0.5% | 0-5 |
| Internet Literacy | 6 | 1.6% | 0-5 |
| Maker Space | 13 | 3.5% | 0-5 |
| Presentations & Performance | 1 | 0.3% | 0-5 |
| Board Games | 30 | 8.1% | 5.1-10 |
| Tech Training | 3 | 0.8% | 0-5 |
| Hanging Out | 40 | 10.8% | 10.1+ |
| Teen Cooking Class | 51 | 13.7% | 10.1+ |
| Virtual Reality Camp | 26 | 7.0% | 5.1-10 |
| Volunteering Opportunities | 9 | 2.4% | 0-5 |
| Homework Help | 7 | 1.9% | 0-5 |
| | | | |
| Total | 371 | | |