

MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
Wednesday, June 19, 2019; Meeting Room 1B; 5:45 p.m.

AGENDA

1. Call to Order –David L. Ferguson, Treasurer
2. Consent Agenda – action item – Marilyn Wood
 - a. Minutes of May 15, 2019 Board Meeting (page 1-3)
 - b. Minutes of May 21, 2019 Executive Session (page 4)
 - c. Monthly Bills for Payment (page 5-12)
 - d. Monthly Financial Report (page 13-51)
 - e. Personnel Report (page 52-59)
 - f. 2019 Board Meeting Calendar (page 60)
3. Director’s Monthly Report – Marilyn Wood, Director (page 61-71)
4. Old Business
 - a. Ellettsville Renovation wrap-up and change order – Jane Cronkhite
5. New Business
 - a. Resolution to Declare Certain Items Surplus – Gary Lettelleir (page 72)
 - b. Management/Labor Agreement 2019-2022 – Kyle Wickemeyer-Hardy (page 73-93)
 - c. Proposal for Architectural and Engineering services – Marilyn Wood (94+)
6. Update: Building Services – Brian Leibacher, Building Services and Security Manager
7. Public Comment
8. Adjournment

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

MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES PUBLIC COMMENT POLICY

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

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

Policy revised April 18, 2018

MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
Wednesday, May 15, 2019
Main Library Meeting Room 1B, 5:45 p.m.

Present

Board members: Jaime Burkhart, Kari Esarey, David Ferguson, Kathy Loser, Fred Risinger, John Walsh

Library staff: Grier Carson, Lisa Champelli, Jane Cronkhite, Gary Lettelleir, Steph Niemeyer, David Walter, Kyle Wickemeyer-Hardy, Kevin Weinberg, Marilyn Wood, Leanne Zdravecky

Others: Kate DeWeese

Call to Order

The meeting was called to order at 5:46 p.m. by Board Secretary Fred Risinger.

Consent Agenda

Board Treasurer David Ferguson moved to approve the consent agenda; Kathy Loser seconded the motion. After a brief discussion the motion to adopt the consent agenda passed unanimously.

Director's Monthly Report

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

- Teen Librarians, Sam Ott and Jen Hoffman's, Star Wars-themed BuzzFeed quiz went viral. In just one week, it received 35,000 views.
- The Library was a partner with Ivy Tech on O'Bannon Day of Service. This is the second year the library has been the recipient of this volunteer effort which included the labor from 16 Bloomington Firefighters who hauled and spread mulch around the Main Library building landscape.
- Children's Strategist Lisa Champelli rode the Book Bike to Templeton Elementary School where children and families learned about different healthy activities and foods during their Healthapalooza Fair.
- The 36th annual VITAL Quiz Bowl happened. 32 teams representing local businesses, organizations, government, churches, and educational organizations participated and \$6,634 was pledged for the VITAL program.

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

New Business –Action Items

Resolution Declaring Certain Property Surplus

Library Financial Officer Gary Lettelleir submitted a list of items to be declared surplus by the Library. David Ferguson moved that the list be approved as such; Kari Esarey seconded the motion. After a brief

discussion, the motion passed unanimously.

Proposal for purchase of new Automated Material Handler

Grier Carson, Access and Content Services Manager, presented the results of the recent RFP. The Library received three bids for an AMH solution. The following vendors submitted proposals:

- Lyngsoe Systems
- Bibliotheca
- Tech Logic

The bids were opened during a public meeting in the Board Room at 12:00pm EST Wednesday April 10, 2019. All three proposals met the minimum requirements for submission. The Library recommends Lyngsoe's proposal. This solution, for \$236,928.00 (including options) includes the following:

- One 11+bin Sort Mate 2000 with sorting of 2,500 items/hour
- LSC controller software for managing sort criteria (web-based/mobile)
- Four RFID-compatible return slots
- Ten Ergo Box sort bins
- Two Ergo Trolley bins
- Two Ergo Feeder carts

The Library has a positive ongoing and current experience with Lyngsoe's products and support since the installation of a Lyngsoe Solutions AMH at the Ellettsville Branch in 2017. Grier also explained that he expects a 15 to 18-week implementation timeline culminating in the removal of our legacy AMH and installation of our new machine by late September or early October 2019. There was a brief discussion regarding maintenance and overall costs and benefits of the system.

Board members Kari Esarey moved to accept the proposal for the purchase of the new Automated Material Handler; Jamie Burkhart seconded the motion. The motion passed.

Proposal for Engaging an Architect

Library Director Marilyn Wood related that the Proposal for Engaging an Architect is aimed for a specific Architect. Marilyn suggested Christine Matheu Architects for the new Library branch. The Library has worked extensively with Matheu Architects during the Branch Feasibility Study as well as other recent projects. The firm has been engaged in understanding community needs while working successfully with the staff, community leaders, and library users as part of our working relationship. The Library recommends requesting a project proposal for the design of the new branch from their firm. After a brief discussion, John Walsh moved that Matheu be approved, with Kathy Loser seconding the motion. The motion passed unanimously.

Update: Children's Services

Lisa Champelli, Children's Audience Strategist at the Library, updated the Board on Children's activities. Lisa reported the summer reading program is one of the core ways the Library can strive to grow and maintain literacy skills of children in our community. It is a central piece of the Library's Strategic Goal to support reading, 21st Century literacy and lifelong learning. Children's Services is focusing on promoting inclusivity another of MCPL's other Strategic Goals. Among the items she shared:

- Promoting inclusivity is a thread that runs through everything the Children's Unit does -- like decisions about how spaces are arranged within the Library. For example, the new preschool play room at the Ellettsville Library promotes inclusivity because it recognizes that children ages 0-5 have different skills and needs than school age children.
- The second Story Walk recently installed in Flatwoods Park promotes inclusivity by helping children and families in the western part of our county have increased opportunity to read together while playing outside.
- Librarians Alejandria Galarza and Ginny Hosler and Lisa went to the Monroe County Childhood Conditions Summit to present a workshop on the importance of the national *We Need Diverse Books initiative*.
- The summer reading game is another program MCPL designs with inclusivity in mind. The Library provides a paper game board so children who don't have online access can participate; online options are provided for those who have internet access but not the ability to get to one of our physical locations easily. Pre-readers can also participate so that families can play the game together with multi-age children.

The popular Summer Reading Video was played and Lisa answered specific questions from the Board.

Public Comment

None

Adjournment

The meeting adjourned at 6:32PM.

MONROE COUNTY PUBLIC LIBRARY - BOARD OF TRUSTEES

Executive Session

Tuesday May 21, 2019, 5:45 pm

Board Room, Third Floor

Board members Present: Jaime Burkhart, David Ferguson, Christine Harrison, Fred Risinger, John Walsh

Board members Absent: Kari Esarey, Katherine Loser

Library staff present: Marilyn Wood

Others present: John West

Call to Order

The meeting was called to order at 5:50PM by Board President John Walsh.

The Board discussed Real Estate [Per: IC 5-14-1.5-6.1].

Adjournment

The meeting adjourned at 6:26PM

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Checks for Month

May 2019

06600 1ST Begin Mth \$264,527.92

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
008660	AMERICAN HERITAGE LIFE	5/1/2019	-\$255.32	Post Checks	4-26 PR WH	\$264,272.60
008661	AMERICAN UNITED LIFE	5/1/2019	-\$10,800.81	Post Checks	4-26 PR W/H 401B	\$253,471.79
008662	AT&T MOBILITY	5/1/2019	-\$370.15	Post Checks	CELL PHONES	\$253,101.64
008663	CHASE CARD SERVICES	5/1/2019	-\$14,803.39	Post Checks	SUBSCRIPTION	\$238,298.25
008665	SIHO	5/1/2019	-\$47,283.00	Post Checks	MAY 19 HEALTH INS	\$191,015.25
008664	GUARDIAN LIFE INS. CO.	5/1/2019	-\$7,761.06	Post Checks	APR 19 DEN, VIS, STD &	\$183,254.19
008671	MIDWEST PRESORT	5/3/2019	-\$292.30	Post Checks	POSTAGE	\$182,961.89
Deposit	5/13COB-CATS	5/3/2019	\$110,600.50	5/13COB-CATS		\$293,562.39
008672	SAMANTHA M OWEN	5/3/2019	-\$29.99	Post Checks	PATRON	\$293,532.40
008674	YOURMEMBERSHIP.COM,	5/3/2019	-\$435.00	Post Checks	JOB POSTING-	\$293,097.40
008673	SCHINDLER ELEVATOR	5/3/2019	-\$3,428.73	Post Checks	QRTL Y MAINT CONTRACT	\$289,668.67
008666	ADP SCREENING &	5/3/2019	-\$103.62	Post Checks	BACKGROUND CHECKS	\$289,565.05
008667	AMAZON CREDIT PLAN	5/3/2019	\$0.00	Voided Ck	BOOKS	\$289,565.05
008668	EDDA MAE NELSON-	5/3/2019	-\$25.95	Post Checks	PATRON	\$289,539.10
008669	EXPRESS SERVICES, INC.	5/3/2019	-\$972.00	Post Checks	TEMPORARY STAFF	\$288,567.10
008670	FREEDOM BUSINESS	5/3/2019	-\$452.85	Post Checks	INK CARTRIDGE	\$288,114.25
Deposit	5/7INSREC	5/7/2019	\$491.75	5/7INSREC		\$288,606.00
Deposit	05/08/FFSTRF	5/8/2019	\$208,000.00	05/08/FFSTRF		\$496,606.00
008690	SMITHVILLE	5/9/2019	-\$179.75	Post Checks	INTERNET SERVICE	\$496,426.25
008687	LEGAL SHIELD/PRE-PAID	5/9/2019	-\$165.50	Post Checks	LEGAL SERVICES	\$496,260.75
008691	UNIQUE MANAGEMENT	5/9/2019	-\$716.00	Post Checks	COLLECTION AGENCY	\$495,544.75
008689	RJE BUSINESS INTERIORS	5/9/2019	-\$5,227.30	Post Checks	FURNITURE	\$490,317.45
008688	PETE MOSORA	5/9/2019	-\$14.42	Post Checks	REIMBURSEMENT FUEL	\$490,303.03
008676	BIBLIOTHECA, LLC.	5/9/2019	-\$10,178.00	Post Checks	NONPRINT	\$480,125.03
008692	VECTREN ENERGY DELIVERY	5/9/2019	-\$63.72	Post Checks	ELL NATURAL GAS	\$480,061.31
008675	ARIEL L KUNERT	5/9/2019	-\$24.99	Post Checks	REIMBURSE OF L/D	\$480,036.32
008686	JENNA TIEMAN	5/9/2019	-\$40.00	Post Checks	BABY AND ME TRAINING	\$479,996.32
008677	BRCJ, INC.	5/9/2019	-\$2,775.00	Post Checks	DESIGN ENG	\$477,221.32
008678	BUNGER & ROBERTSON, LLP	5/9/2019	-\$460.00	Post Checks	DRAFT	\$476,761.32
008679	CENTURYLINK	5/9/2019	-\$19.76	Post Checks	LONG DISTANCE	\$476,741.56
008680	CITY OF BLOOMINGTON	5/9/2019	-\$1,128.60	Post Checks	WATER & SEWER	\$475,612.96
008684	INDIANA DEPT WORKFORCE	5/9/2019	-\$1,928.70	Post Checks	APR UNEMPLOYMENT	\$473,684.26
008681	DUKE ENERGY	5/9/2019	-\$21,363.43	Post Checks	ELECTRIC	\$452,320.83
008685	IU HEALTH BLOOMINGTON,	5/9/2019	-\$75.00	Post Checks	YOGA WITH BABY	\$452,245.83
008683	FREEDOM BUSINESS	5/9/2019	-\$249.00	Post Checks	PRINTER CART	\$451,996.83
008682	ELLETTSVILLE UTILITIES	5/9/2019	-\$233.26	Post Checks	ELL WATER & SEWER	\$451,763.57
000785E	FIRST FINANCIAL/PAYROLL	5/10/2019	-\$189,636.61	5/10/19PRPAY	05/10 PAYROLL & TAXES	\$262,126.96
000787E	FIRST FINANCIAL/PAYROLL	5/10/2019	-\$3,378.82	5/10PRADTPAY	ADD'T PR HSA & GARN	\$258,748.14
Deposit	5/10INS	5/10/2019	\$75.08	5/10INS		\$258,823.22
008712	MIDWEST PRESORT	5/14/2019	-\$251.60	Post Checks	POSTAGE	\$258,571.62
008723	VERIZON WIRELESS	5/14/2019	-\$120.03	Post Checks	PHONE	\$258,451.59
008718	QUILL CORPORATION	5/14/2019	-\$46.62	Post Checks	SUPPLIES	\$258,404.97
008714	MONSTER TRASH	5/14/2019	-\$187.02	Post Checks	MAIN TRASH	\$258,217.95
008715	MORNING WILDER	5/14/2019	-\$427.85	Post Checks	MOVING EXPENSE	\$257,790.10
008716	PATRICK CALLANAN	5/14/2019	-\$120.00	Post Checks	PIANO MAINT	\$257,670.10
008717	PENGUIN/RANDOM HOUSE	5/14/2019	-\$38.55	Post Checks	NONPRINT	\$257,631.55
008713	MIDWEST TAPE	5/14/2019	-\$11,355.12	Post Checks	BOOKS AND NONPRINT	\$246,276.43
008719	RECORDED BOOKS, INC.	5/14/2019	-\$360.29	Post Checks	NONPRINT	\$245,916.14
008720	SMITHVILLE	5/14/2019	-\$1,971.00	Post Checks	INTERNET SERVICE	\$243,945.14
000788E	PUBLIC EMPLOYEES	5/14/2019	-\$21,401.58	5/10PRPERF	PR 5/10 PERF	\$222,543.56
008722	VECTREN ENERGY DELIVERY	5/14/2019	-\$48.28	Post Checks	MAIN GAS	\$222,495.28
008724	WORLD BOOK, INC./SCHOOL	5/14/2019	-\$9,970.40	Post Checks	DATABASE	\$212,524.88
008696	BANCTEC INC.	5/14/2019	-\$34.42	Post Checks	FOLDER	\$212,490.46
008711	LOWES	5/14/2019	-\$96.73	Post Checks	ELECTRIC STAPLER	\$212,393.73
008721	STURGEON STONE &	5/14/2019	-\$4,850.00	Post Checks	STORYBOOK DISPLAYS	\$207,543.73
008697	BARKING DOG EXHIBITS	5/14/2019	-\$4,470.56	Post Checks	STORYWALK ALUMM	\$203,073.17
008693	ALL-PHASE ELECTRIC	5/14/2019	-\$73.20	Post Checks	LIGHT BULBS	\$202,999.97
008694	AT&T (IL)	5/14/2019	-\$142.88	Post Checks	TELEPHONE SERVICE	\$202,857.09
008698	BLACKSTONE, IN	5/14/2019	-\$293.99	Post Checks	NONPRINT	\$202,563.10
008695	BAKER & TAYLOR BOOKS	5/14/2019	-\$35,610.90	Post Checks	BOOKS JAIL GRANT	\$166,952.20

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Checks for Month

May 2019

06600 1ST Begin Mth \$264,527.92

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
008710	LIBRARY IDEAS LLC	5/14/2019	-\$29,716.00	Post Checks	DATABASE	\$137,236.20
008699	CENTER POINT LARGE PRINT	5/14/2019	-\$230.10	Post Checks	BOOKS	\$137,006.10
008700	CONTEGIX	5/14/2019	-\$650.00	Post Checks	CLOUD	\$136,356.10
008701	CORNWELL	5/14/2019	-\$1,047.00	Post Checks	ELL CABLE	\$135,309.10
008708	INFOGROUP	5/14/2019	-\$663.40	Post Checks	IN STATE BUSINESS DIR	\$134,645.70
008703	DISCOUNT SCHOOL	5/14/2019	-\$92.05	Post Checks	TOYS	\$134,553.65
008704	FERGUSON FACILITIES	5/14/2019	-\$1,081.95	Post Checks	UPRIGHT VAC	\$133,471.70
008705	FINDAWAY WORLD, LLC	5/14/2019	-\$938.44	Post Checks	NONPRINT	\$132,533.26
008706	HFI MECHANICAL	5/14/2019	-\$818.00	Post Checks	REPLACE MOTOR IN	\$131,715.26
008707	INDIANA CHAMBER OF	5/14/2019	-\$159.95	Post Checks	HR EMPLOY BOOKS	\$131,555.31
008702	DAVID ERNST	5/14/2019	-\$448.00	Post Checks	CONSULTING	\$131,107.31
008709	LAKESHORE	5/14/2019	-\$1,013.07	Post Checks	NONPRINT	\$130,094.24
Deposit	5/15/19LCO	5/15/2019	\$199,315.50	5/15/19LCO		\$329,409.74
008731	POW PEST, INC/B,B & C	5/16/2019	-\$95.00	Post Checks	PEST CONTROL	\$329,314.74
008732	SAMS CLUB/SYNCHRONY	5/16/2019	-\$148.87	Post Checks	VITAL GIFT SUPPLIES	\$329,165.87
008733	WEX BANK/SUNOCO	5/16/2019	-\$33.94	Post Checks	FUEL	\$329,131.93
008734	WFHB	5/16/2019	-\$6,500.00	Post Checks	COMM NEWS SERVICE	\$322,631.93
008729	MENARDS - BLOOMINGTON	5/16/2019	-\$64.99	Post Checks	DRILL PRESS	\$322,566.94
008727	BLOOMINGTON PAINT &	5/16/2019	-\$98.07	Post Checks	PAINT SUPPLIES	\$322,468.87
008726	AMERICAN UNITED LIFE	5/16/2019	-\$1,700.81	Post Checks	PR 5/10W/H C30048	\$320,768.06
008725	ACTIVATE	5/16/2019	-\$4,549.66	Post Checks	JULY CLINIC SERVICE	\$316,218.40
008730	NOLAN S LAWN CARE	5/16/2019	-\$56.00	Post Checks	ELL LAWN CARE	\$316,162.40
008728	FREEDOM BUSINESS	5/16/2019	-\$234.75	Post Checks	INK CART	\$315,927.65
008737	IMAGING OFFICE SYSTEMS,	5/20/2019	-\$670.00	Post Checks	OTHER EQUIPM3N5	\$315,257.65
008735	CITY OF BLOOMINGTON	5/20/2019	-\$3,802.00	Post Checks	PARKING	\$311,455.65
008738	OCLC, INC.	5/20/2019	-\$3,845.84	Post Checks		\$307,609.81
008739	RICOH USA, INC. (IL)	5/20/2019	-\$135.35	Post Checks	ADDT'L COPIES	\$307,474.46
008740	ROB STOCKWELL	5/20/2019	-\$68.46	Post Checks	REIMBURSEMENT	\$307,406.00
008741	SYNCHRONY BANK/AMAZON	5/20/2019	-\$10,264.37	Post Checks		\$297,141.63
008736	DEMCO SOFTWARE	5/20/2019	-\$985.90	Post Checks	CARPET AND	\$296,155.73
008746	ZANE S YEAGER	5/21/2019	-\$50.00	Post Checks	RUNNING SPEAKER	\$296,105.73
008745	SAFEGUARD	5/21/2019	-\$809.55	Post Checks		\$295,296.18
008744	EVANSVILLE BINDERY, INC.	5/21/2019	-\$149.96	Post Checks	BOOKS	\$295,146.22
008743	COMCAST	5/21/2019	-\$51.82	Post Checks	CABLE EQUIP RENTAL	\$295,094.40
008742	CITY OF BLOOMINGTON	5/21/2019	-\$670.00	Post Checks	PARKING	\$294,424.40
Deposit	05/23/19REC	5/22/2019	\$184,564.00	05/23/19REC		\$478,988.40
008757	MIDWEST PRESORT	5/24/2019	-\$265.74	Post Checks	POSTAGE	\$478,722.66
008756	MATT NEER	5/24/2019	-\$48.45	Post Checks	TRAVEL	\$478,674.21
000790E	PUBLIC EMPLOYEES	5/24/2019	-\$21,267.08	05/29/19PAY2	5/24 PR PERF	\$457,407.13
008764	VANESSA SCHWEGMAN	5/24/2019	-\$100.51	Post Checks	TRAVEL	\$457,306.62
008763	UNITED WAY	5/24/2019	-\$300.00	Post Checks	SP FOR GETTING READY	\$457,006.62
008762	TASC	5/24/2019	-\$363.72	Post Checks	COBRA & FSA ADMIN	\$456,642.90
008761	STEPHANIE HOLMAN	5/24/2019	-\$152.16	Post Checks	ART SUPPLIES	\$456,490.74
008760	RICOH USA, INC. (IL)	5/24/2019	-\$13.41	Post Checks	ADDT'L COPIES	\$456,477.33
008758	NETWORK SERVICES	5/24/2019	-\$2,268.49	Post Checks	CLEANING SUPPLIES	\$454,208.84
008750	INDIANA POWER SERVICE &	5/24/2019	-\$451.00	Post Checks	ANNUAL INSPECTION	\$453,757.84
000789E	FIRST FINANCIAL/PAYROLL	5/24/2019	-\$190,541.46	05/24/19PR	5/24 PAYROLL & TAXES	\$263,216.38
008759	QUILL CORPORATION	5/24/2019	-\$569.36	Post Checks	GENERAL SUPPLIES	\$262,647.02
008755	KEVIN J. MANNING	5/24/2019	-\$850.00	Post Checks	UNV AT YOUR	\$261,797.02
008749	HFI MECHANICAL	5/24/2019	-\$1,901.95	Post Checks	MAIN MAINT	\$259,895.07
008747	B-TECH	5/24/2019	-\$96.00	Post Checks	ELL MONTHLY WEB	\$259,799.07
008751	INNOVATIVE INTERFACES,	5/24/2019	-\$4,000.00	Post Checks	POLARIS DATABASE	\$255,799.07
008752	JANET A. PIERSON	5/24/2019	-\$700.00	Post Checks	MAIN MATH HOMEWORK	\$255,099.07
008753	JIM GORDON, INC	5/24/2019	-\$19.49	Post Checks	COPIER COVERAGE	\$255,079.58
008754	JOANIE BLACKWELL	5/24/2019	-\$27.75	Post Checks	REIMBURSEMENT	\$255,051.83
008748	FREEDOM BUSINESS	5/24/2019	-\$254.90	Post Checks	ELL SUPPLIES	\$254,796.93
008788	POW PEST, INC/B,B & C	5/29/2019	-\$55.00	Post Checks	PEST CONTROL	\$254,741.93
008785	MORNING WILDER	5/29/2019	-\$350.00	Post Checks	REIMBURSEMENT OF	\$254,391.93
008784	MIDWEST TAPE	5/29/2019	-\$6,699.98	Post Checks	BOOKS AND NONPRINT	\$247,691.95
008786	NATURES WAY, INC.	5/29/2019	-\$85.00	Post Checks	MAIN LANDSCAPING	\$247,606.95

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Checks for Month

May 2019

06600 1ST Begin Mth \$264,527.92

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
008783	MIDWEST PRESORT	5/29/2019	-\$298.94	Post Checks	POSTAGE	\$247,308.01
008787	PENGUIN/RANDOM HOUSE	5/29/2019	-\$156.90	Post Checks	NONPRINT	\$247,151.11
008789	RICOH USA, INC. (GA)	5/29/2019	-\$100.87	Post Checks	COPIER RENTAL	\$247,050.24
008790	SADDLEBACK	5/29/2019	-\$369.71	Post Checks	BOOKS	\$246,680.53
008791	SCHOLASTIC LIBRARY	5/29/2019	-\$40.30	Post Checks	BOOKS	\$246,640.23
008793	THOMSON REUTERS -	5/29/2019	-\$506.44	Post Checks	BOOKS	\$246,133.79
008794	U PRINTING	5/29/2019	-\$599.80	Post Checks	BOOKMARKS	\$245,533.99
008782	LERNER PUBLISHING GROUP	5/29/2019	-\$99.25	Post Checks	BOOKS	\$245,434.74
008768	AT&T MOBILITY	5/29/2019	-\$385.15	Post Checks	CELL PHONES	\$245,049.59
008792	SIHO	5/29/2019	-\$48,457.00	Post Checks	JUNE 2019 HEALTH INS	\$196,592.59
008771	COMMISSION ON PUBLIC	5/29/2019	-\$524.10	Post Checks	PERIODICALS	\$196,068.49
008765	AMERICAN HERITAGE LIFE	5/29/2019	-\$255.32	Post Checks	5/24 PR W/H	\$195,813.17
008766	AMERICAN UNITED LIFE	5/29/2019	-\$1,700.81	Post Checks	5/24 PR 403B W/H	\$194,112.36
008770	BARRACUDA NETWORKS,	5/29/2019	-\$10,391.70	Post Checks	ANNUAL BK UP	\$183,720.66
008769	BAKER & TAYLOR BOOKS	5/29/2019	-\$17,852.92	Post Checks	BOOKS	\$165,867.74
008781	LEGAL SHIELD/PRE-PAID	5/29/2019	-\$146.55	Post Checks	05/24 PR W/H	\$165,721.19
008772	DUKE ENERGY	5/29/2019	-\$2,382.73	Post Checks	ELECTRIC	\$163,338.46
008773	EBSCO	5/29/2019	-\$2,555.03	Post Checks	PERIODICALS	\$160,783.43
008774	FINDAWAY WORLD, LLC	5/29/2019	-\$3,056.82	Post Checks	NONPRINT	\$157,726.61
008775	GALE	5/29/2019	-\$1,099.82	Post Checks	BOOKS	\$156,626.79
008776	GUARDIAN LIFE INS. CO.	5/29/2019	-\$8,896.69	Post Checks	5/24 PR W/H	\$147,730.10
008777	HFI MECHANICAL	5/29/2019	-\$2,948.00	Post Checks	ELL BATHROOMS	\$144,782.10
008778	ICE MILLER LLP	5/29/2019	-\$3,640.00	Post Checks	LEGAL SERVICES	\$141,142.10
008779	INFOGROUP	5/29/2019	-\$315.00	Post Checks	CITY DIRECTORY PUB	\$140,827.10
008780	KLEINDORFER HDWE	5/29/2019	-\$129.21	Post Checks		\$140,697.89
008767	AT&T (IL)	5/29/2019	-\$1,275.35	Post Checks	TELEPHONE SERVICE	\$139,422.54
Deposit	05/30/19 REC	5/30/2019	\$11,767.60	05/30/19 REC		\$151,190.14
Deposit	06/03/19REC	5/31/2019	\$1,000.00	06/03/19REC		\$152,190.14
000791E	TASC	6/3/2019	-\$228.84	06/03/19 PAY	FSA/COBRA PR 05/10	\$151,961.30
000792E	TASC	6/3/2019	-\$228.84	06/03/19PAY1	05/24PR FSA/COBRA	\$151,732.46
000793E	FIRST FINANCIAL BANK	6/3/2019	-\$21.00	06/03/19PAY2	CONV ACH DEBIT BLOCK	\$151,711.46
000794E	FIRST FINANCIAL/PAYROLL	6/3/2019	-\$123.79	06/03/19PAY4	GARNISHMETN	\$151,587.67
000795E	FIRST FINANCIAL/PAYROLL	6/3/2019	-\$0.03	06/03/19PAY4	WAGE ADJ	\$151,587.64
	Deposits	\$715,814.43				
	Checks	-\$828,754.71				
			-\$112,940.28			

MONROE COUNTY PUBLIC LIBRARY

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May 2019

Claim#	33945	CHASE CARD SERVICES	Ck# 008663	5/1/2019	
Cash Payment	E 019-001-32400	PROFESSIONAL	OXFORD SEMINAR		\$1,095.00
Invoice			Project 1091		
Cash Payment	E 016-017-21350	GENERAL SUPPLIES	QUIZ BOWL		\$93.25
Invoice					
Cash Payment	E 001-015-22200	FUEL/OIL/LUBRICANTS	BLACK VAN FUEL		\$22.61
Invoice					
Cash Payment	E 001-015-22200	FUEL/OIL/LUBRICANTS	BKM FUEL		\$70.97
Invoice					
Cash Payment	E 019-007-37300	EVENTS-BOOTH	EXPO EXHIBITOR SPACE		\$150.00
Invoice			Project 1085		
Cash Payment	E 001-015-22200	FUEL/OIL/LUBRICANTS	BKM FUEL		\$64.17
Invoice					
Cash Payment	E 001-015-22200	FUEL/OIL/LUBRICANTS	BKM FUEL		\$61.10
Invoice					
Cash Payment	E 001-015-22200	FUEL/OIL/LUBRICANTS	OUTREACH BLACK VAN FUEL		\$37.58
Invoice					
Cash Payment	E 001-015-22200	FUEL/OIL/LUBRICANTS	BKM FUEL		\$63.06
Invoice					
Cash Payment	E 001-015-22200	FUEL/OIL/LUBRICANTS	BKM FUEL		\$62.56
Invoice					
Cash Payment	E 001-019-23000	IT SUPPLIES	ELL IT SUPPLIES		\$89.96
Invoice					
Cash Payment	E 001-019-23000	IT SUPPLIES	ELL IT SUPPLIES		\$43.98
Invoice					
Cash Payment	E 001-019-23000	IT SUPPLIES	ELL IT SUPPLIES		\$57.98
Invoice					
Cash Payment	E 007-014-44600	IT EQUIPMENT	ELL PROJ IT EQUIP		\$759.96
Invoice					
Cash Payment	E 020-016-31600	COMPUTER SERVICES	CATS IT MAINT.		\$50.00
Invoice					
Cash Payment	E 007-014-44600	IT EQUIPMENT	ELL PROJ IT HW		\$996.42
Invoice					
Cash Payment	E 020-016-23000	IT SUPPLIES	IT SUPPLIES		\$98.00
Invoice					
Cash Payment	E 001-006-32400	PROFESSIONAL	TAX CREDIT		-\$17.43
Invoice					
Cash Payment	E 001-006-32400	PROFESSIONAL	DEVELOP COURSE		\$266.43
Invoice					
Cash Payment	E 001-026-32300	TRAVEL EXPENSE	TRAVEL/CONF		\$3.25
Invoice					
Cash Payment	E 001-026-32300	TRAVEL EXPENSE	TRAVEL/CONF		\$7.30
Invoice					
Cash Payment	E 001-026-32300	TRAVEL EXPENSE	TRAVEL/CONF		\$19.87
Invoice					
Cash Payment	E 019-026-21350	GENERAL SUPPLIES	TEEN SUP		\$14.00
Invoice			Project 1079		
Cash Payment	E 019-026-21350	GENERAL SUPPLIES	TEEN SUP		\$10.07
Invoice			Project 1079		
Cash Payment	E 019-026-21350	GENERAL SUPPLIES	TEEN SUP		\$24.02
Invoice			Project 1082		
Cash Payment	E 001-026-23000	IT SUPPLIES	IT TEEN SUP		\$150.00
Invoice					
Cash Payment	E 030-026-44300	OTHER EQUIPMENT	TEEN IT HARDWARE		\$414.00
Invoice					
Cash Payment	E 001-026-23000	IT SUPPLIES	TEEN IT SUP		\$130.00
Invoice					
Cash Payment	E 019-026-45300	NONPRINT MATERIALS	TEEN SUP		\$75.51
Invoice			Project 1082		
Cash Payment	E 001-026-23000	IT SUPPLIES	TEEN IT SUP		\$88.62
Invoice					
Cash Payment	E 001-026-32300	TRAVEL EXPENSE	TRADE DAY BADGE		\$210.00
Invoice					
Cash Payment	E 019-026-45300	NONPRINT MATERIALS	TEEN SUP		\$80.62

Invoice		Project 1082	
Cash Payment	E 001-026-32300 TRAVEL EXPENSE	TRADE DAY BADGE	\$210.00
Invoice			
Cash Payment	E 019-026-45300 NONPRINT MATERIALS	TEEN 3D MODELS	\$12.80
Invoice		Project 1082	
Cash Payment	E 001-026-23000 IT SUPPLIES	TEEN IT SUP	\$193.58
Invoice			
Cash Payment	E 001-003-32400 PROFESSIONAL	EXP FEE FOR TRAVEL	\$21.00
Invoice			
Cash Payment	E 001-003-32400 PROFESSIONAL	AAIRLINE TRAVEL	\$302.60
Invoice			
Cash Payment	E 001-003-32400 PROFESSIONAL	ALA CONF	\$335.00
Invoice			
Cash Payment	E 001-025-32400 PROFESSIONAL	HOTEL TRAVEL	\$1,352.05
Invoice			
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	ART SUP	\$21.31
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	AMZ SUPP	\$17.99
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	NPC PROG	\$88.38
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	BLK MARKERS	\$7.16
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	ADULT SUP	\$4.00
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	ADULT GUIDED CRAFT	\$19.00
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	SUMMER READING	\$13.78
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	SHALAM FOOD CRAFT	\$84.93
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	BOOKS PLUS	\$18.97
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	ADULT SUP	\$41.66
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	ADULT SUP AMZ	\$43.97
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	COOLER BAGS	\$256.50
Invoice		Project 1061	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	FOOD	\$138.00
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	AMZ SUP	\$23.97
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	DEMCO SUP	\$27.93
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	ERL BIRD	\$100.00
Invoice		Project 1061	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	POP UP TENT	\$80.00
Invoice		Project 1061	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	TECH MEETS CRAFT	\$9.77
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	HYPERTUFA	\$18.00
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	AMZ SUP	\$18.89
Invoice		Project 1063	
Cash Payment	E 019-010-21350 GENERAL SUPPLIES	TECH MEETS CRAFT	\$27.21
Invoice		Project 1063	
Cash Payment	E 019-011-32400 PROFESSIONAL	OTC BRAND CRDT	-\$121.71
Invoice		Project 1074	
Cash Payment	E 019-011-32400 PROFESSIONAL	FACES OF ACES	\$22.85
Invoice		Project 1091	
Cash Payment	E 019-011-21350 GENERAL SUPPLIES	CHILD SUPP	\$32.69
Invoice		Project 1075	
Cash Payment	E 019-011-21350 GENERAL SUPPLIES	CHILD SUPP	\$5.98
Invoice		Project 1075	
Cash Payment	E 019-011-21350 GENERAL SUPPLIES	CHILD SUPP	\$3.20
Invoice		Project 1075	
Cash Payment	E 019-011-21350 GENERAL SUPPLIES	FOOD ITEMS FOR CRAFTS	\$10.46
Invoice		Project 1075	
Cash Payment	E 019-011-21350 GENERAL SUPPLIES	CHILD SUPP-LOST RECEIPT	\$15.58
Invoice		Project 1075	

Cash Payment Invoice	E 019-011-21350 GENERAL SUPPLIES	SUMMER READING PROG Project 1074	\$2,382.90
Cash Payment Invoice	E 019-011-21350 GENERAL SUPPLIES	CHILDRENS PROG SUP Project 1075	\$26.99
Cash Payment Invoice	E 001-008-23100 BUILDING MATERIAL	CRDT FROM INDIANA DOOR	-\$290.64
Cash Payment Invoice	E 001-008-22200 FUEL/OIL/LUBRICANTS	FUEL	\$27.23
Cash Payment Invoice	E 001-008-37200 EQUIPMENT RENTAL	ENTERPRISE RENTAL	\$1,308.15
Cash Payment Invoice	E 001-008-22200 FUEL/OIL/LUBRICANTS	FUEL	\$58.00
Cash Payment Invoice	E 001-008-23100 BUILDING MATERIAL	INDIANA DOOR HRDWARE	\$740.00
Cash Payment Invoice	E 001-018-31500 MAINTENANCE	SUBSCRIPTION	\$69.99
Cash Payment Invoice	E 001-007-31500 MAINTENANCE	MAILCHIMP	\$65.00
Cash Payment Invoice	E 001-007-31500 MAINTENANCE	SUBSCRIPTION	\$149.92
Cash Payment Invoice	E 001-007-31500 MAINTENANCE	SOUND CLOUD	\$16.00
Cash Payment Invoice	E 019-007-33100	CAMPAIGNS Project 1085	\$30.00
Cash Payment Invoice	E 004-001-21350 GENERAL SUPPLIES	FOOD SUP	\$445.00
Cash Payment Invoice	E 016-015-21350 GENERAL SUPPLIES	VITAL QUIZ BOWL	\$304.02
Cash Payment Invoice	E 019-004-21350 GENERAL SUPPLIES	NATIONAL LIB WK Project 1092	\$171.36
Cash Payment Invoice	E 001-005-21300 OFFICE SUPPLIES	SUP ITEMS	\$36.98
Cash Payment Invoice	E 019-026-21350 GENERAL SUPPLIES	PROG SNACKS Project 1082	\$28.75
Cash Payment Invoice	E 019-026-21350 GENERAL SUPPLIES	ELL LASER TAG Project 1082	\$8.66
Cash Payment Invoice	E 019-026-21350 GENERAL SUPPLIES	PIZZA LASER TAG Project 1082	\$82.76
Cash Payment Invoice	E 007-005-44450 BUILDING RENOVATION	ELL PAINT SUP	\$30.24
Cash Payment Invoice	E 019-026-21350 GENERAL SUPPLIES	AMAZON Project 1082	\$32.02
Cash Payment Invoice	E 019-026-21350 GENERAL SUPPLIES	TEEN SUP Project 1082	\$4.70
Cash Payment Invoice	E 016-014-21350 GENERAL SUPPLIES	ELL IRWIN FUND	\$300.01
Cash Payment Invoice	E 019-014-21350 GENERAL SUPPLIES	SUPPLIES Project 1075	\$24.99
Transaction	5 /1 /2019	Due 0 1ST FIN/MAINSOU 06600	Total \$14,803.39

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May 2019

Cash Payment Invoice	E 001-001-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$68.45
Cash Payment Invoice	E 001-002-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$59.53
Cash Payment Invoice	E 001-003-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$68.54
Cash Payment Invoice	E 001-004-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$149.03
Cash Payment Invoice	E 001-005-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$82.85
Cash Payment Invoice	E 001-006-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$136.48
Cash Payment Invoice	E 001-007-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$202.42
Cash Payment Invoice	E 001-008-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$285.29
Cash Payment Invoice	E 001-009-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$100.32
Cash Payment Invoice	E 001-010-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$56.31
Cash Payment Invoice	E 001-011-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$53.74
Cash Payment Invoice	E 001-015-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$109.50
Cash Payment Invoice	E 001-018-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$496.05
Cash Payment Invoice	E 001-019-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$136.95
Cash Payment Invoice	E 001-025-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$1,906.74
Cash Payment Invoice	E 001-026-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$34.11
Cash Payment Invoice	E 001-027-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$49.39
Cash Payment Invoice	E 020-016-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$284.28
Cash Payment Invoice	E 016-021-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$89.30
Cash Payment Invoice	E 001-005-12400 INS/EMPLOYER	APR 19 DEN, VIS, STD & LIFE	\$3,391.78
Transaction	5 /1 /2019	Due 0 1ST FIN/MAINSOU 06600	Total \$7,761.06
Claim# 33947 SIHO	Ck# 008665 5/1/2019		
Cash Payment Invoice 20774	E 001-002-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$663.96
Cash Payment Invoice 20774	E 001-003-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$531.64
Cash Payment Invoice 20774	E 001-004-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$531.64
Cash Payment Invoice 20774	E 001-005-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$497.51

MONROE COUNTY PUBLIC LIBRARY

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May 2019

Cash Payment	E 001-006-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$1,308.76
Invoice 20774			
Cash Payment	E 001-007-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$1,178.52
Invoice 20774			
Cash Payment	E 001-008-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$2,366.23
Invoice 20774			
Cash Payment	E 001-009-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$1,332.80
Invoice 20774			
Cash Payment	E 001-010-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$531.64
Invoice 20774			
Cash Payment	E 001-015-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$1,366.91
Invoice 20774			
Cash Payment	E 001-018-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$6,582.72
Invoice 20774			
Cash Payment	E 001-019-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$2,067.61
Invoice 20774			
Cash Payment	E 001-025-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$23,240.00
Invoice 20774			
Cash Payment	E 001-026-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$739.68
Invoice 20774			
Cash Payment	E 001-027-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$531.64
Invoice 20774			
Cash Payment	E 020-016-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$2,748.43
Invoice 20774			
Cash Payment	E 016-021-12400 INS/EMPLOYER	MAY 19 HEALTH INS	\$1,063.31
Invoice 20774			
Transaction	5 /1 /2019	Due 0 1ST FIN/MAINSOU 06600	Total \$47,283.00
	Claim Type	Direct	Total \$81,273.73

Pre-Written Checks	\$81,273.73
Checks to be Generated by the	\$0.00
Tota	\$81,273.73

Financial Report Comments

Reports as of 5-31-19

Board Meeting Date 6/19/19

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 41.7% after five months.

<u>Spending</u>	% Spending Guideline May 31, 2019	Actual % Spending
Wages and Benefits	41.7%	40.9%
Supplies	41.7%	30.1%
Other Services & Charges	41.7%	44.6%
Capital Outlay	41.7%	43.1%
Total Operating Expenditures	41.7%	41.5%

Health insurance premiums include payment for May and June which explains why that line is higher than normal this month. The rest of the Operating Fund spending is proceeding as expected.

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

<u>Revenue</u>	Year to Date May 31, 2019
Property Tax Receipts	
Local Income Tax	1,181,141
Investment Income	59,169
Fines and Fees	36,615
Other Revenue	29,932
	1,306,857

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

MCPL Cash and Fund Balances			As of 5/31/19					
	Bank Name -->		Old National	German American	First Financial	First Financial	Jackson County	Raymond
			06300	06400	Checking	Money Market	Bank	James
					06600	06610	09700	09600
	Fund Name							
01	Operating	(389,940.47)	15,365.08	13,625.15	(164,111.38)	(298,304.54)	13,885.92	29,599.30
02	Jail	5,176.13			5,176.13			
03	Clearing	(39.02)	38.92		(77.94)			
04	gift	10,593.06	462.85		10,130.21			
05	plac	975.00	195.00	780.00				
06	retirees	442.01			442.01			
07	LIRF	2,303,404.92			(43,519.21)	1,149,188.56		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	(506.10)			(506.10)			
16	gift restricted	57,038.64	12,045.23	1,640.88	43,352.53			
19	gift fdn	33,346.06			33,346.06			
20	special rev	682,428.70		3,699.88	198,728.82	480,000.00		
29	bond 2016	-						
30	bond 2019	1,832,444.19			32,444.19	1,800,000.00		
		6,537,814.53	28,107.08	19,745.91	151,587.54	3,847,153.21	1,013,885.92	1,477,334.87

MONROE COUNTY PUBLIC LIBRARY
MONTHLY SUMMARY OF BUDGET CATEGORIES
AS OF MAY 31, 2019
5 MONTHS = 41.7%

	2019 MAY	2018 MAY	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	338,538.26	337,310.92	1,886,340.28	4,596,898.56	1,835,780.23	2,710,558.28	41.0%	59.0%
EMPLOYEE BENEFITS	184,291.26	127,914.46	671,644.60	1,605,421.65	598,839.25	933,777.05	41.8%	58.2%
OTHER WAGES	972.00	0.00	10,237.76	80,573.10	0.00	70,335.34	12.7%	87.3%
TOTAL PERSONNEL SERVICES	<u>523,801.52</u>	<u>465,225.38</u>	<u>2,568,222.64</u>	<u>6,282,893.31</u>	<u>2,434,619.48</u>	<u>3,714,670.67</u>	<u>40.9%</u>	<u>59.1%</u>
SUPPLIES								
OFFICE SUPPLIES	2,838.64	4,065.00	26,665.91	72,950.00	18,618.19	46,284.09	36.6%	63.4%
OPERATING SUPPLIES	13,062.96	6,561.97	32,248.37	118,400.00	21,500.04	86,151.63	27.2%	72.8%
REPAIR & MAINT. SUPPLIES	1,592.48	1,205.62	8,143.47	31,400.00	9,517.34	23,256.53	25.9%	74.1%
TOTAL SUPPLIES	<u>17,494.08</u>	<u>11,832.59</u>	<u>67,057.75</u>	<u>222,750.00</u>	<u>49,635.57</u>	<u>155,692.25</u>	<u>30.1%</u>	<u>69.9%</u>
OTHER SERVICES & CHARGES								
PROFESSIONAL SERVICES	34,223.23	20,086.25	134,802.42	465,100.00	101,570.30	330,297.58	29.0%	71.0%
COMMUNICATION & TRANSPORTATION	6,621.48	1,987.39	20,722.09	83,700.00	17,832.99	62,977.91	24.8%	75.2%
PRINTING & ADVERTISING	1,034.80	45.00	8,813.85	3,600.00	2,041.51	-5,213.85	244.8%	-144.8%
INSURANCE	0.00	0.00	88,149.00	106,700.00	81,999.00	18,551.00	82.6%	17.4%
UTILITIES	25,220.02	24,114.80	135,932.23	387,450.00	137,744.47	251,517.77	35.1%	64.9%
REPAIR & MAINTENANCE	3,724.91	2,503.99	19,158.13	62,500.00	23,234.92	43,341.87	30.7%	69.3%
RENTALS	5,091.27	1,741.36	4,390.29	35,200.00	3,097.24	30,809.71	12.5%	87.5%
ELECTRONIC SERVICES	42,186.40	15,151.33	283,446.12	427,000.00	163,694.67	143,553.88	66.4%	33.6%
OTHER CHARGES	0.00	12,833.33	17,330.99	28,600.00	82,730.79	11,269.01	60.6%	39.4%
TOTAL OTHER SERVICES & CHARGES	<u>118,102.11</u>	<u>78,463.45</u>	<u>712,745.12</u>	<u>1,599,850.00</u>	<u>613,945.89</u>	<u>887,104.88</u>	<u>44.6%</u>	<u>55.4%</u>
CAPITAL OUTLAY								
FURNITURE & EQUIPMENT	6,247.68	2,423.97	16,038.02	34,000.00	2,423.97	17,961.98	47.2%	52.8%
OTHER CAPITAL OUTLAY	81,175.83	121,296.58	400,016.61	931,500.00	400,050.51	531,483.39	42.9%	57.1%
TOTAL CAPITAL OUTLAY	<u>87,423.51</u>	<u>123,720.55</u>	<u>416,054.63</u>	<u>965,500.00</u>	<u>402,474.48</u>	<u>549,445.37</u>	<u>43.1%</u>	<u>56.9%</u>
TOTAL OPERATING EXPENDITURES	<u><u>746,821.22</u></u>	<u><u>679,241.97</u></u>	<u><u>3,764,080.14</u></u>	<u><u>9,070,993.31</u></u>	<u><u>3,500,675.42</u></u>	<u><u>5,306,913.17</u></u>	<u><u>41.5%</u></u>	<u><u>58.5%</u></u>

2018 BUDGET
% USED IN 2018

8,740,760.86
40.1%

MONROE COUNTY PUBLIC LIBRARY
MONTHLY BUDGET REPORT
AS OF MAY 31, 2019

	2019 MAY	2018 MAY	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	15,434.99	15,021.87	84,892.45	200,654.63	81,582.34	115,762.18	42.3%	57.7%
1130 MANAGERS/ASST. MANAGERS	83,174.46	84,075.94	443,144.11	1,127,398.68	452,609.23	684,254.57	39.3%	60.7%
1140 LIBRARIANS, EXPERTS	78,040.78	77,212.84	438,432.85	1,067,979.45	444,817.87	629,546.60	41.1%	58.9%
1150 SPECIALISTS	16,109.88	23,894.54	107,850.95	253,784.70	93,636.69	145,933.75	42.5%	57.5%
1160 ASSISTANTS/PARAPROFESSIONALS	62,950.05	56,612.44	347,642.21	822,255.20	327,546.57	474,612.99	42.3%	57.7%
1170 TECH/OPERATORS/SECRETARIES	5,183.48	4,949.99	28,479.43	57,275.00	27,229.02	28,795.57	49.7%	50.3%
1190 BUILDING SERVICES/MAINTENANCE	14,307.59	12,314.54	77,290.55	174,158.40	70,487.14	96,867.85	44.4%	55.6%
1200 BUILDING SERVICES/SECURITY	7,538.24	8,756.04	47,252.24	114,593.70	45,952.93	67,341.46	41.2%	58.8%
1280 PRODUCTION ASSISTANTS	1,443.84	369.60	8,059.92	19,422.00	3,728.38	11,362.08	41.5%	58.5%
1290 INFORMATION ASST/MATERIAL/SUPPORT	34,609.16	32,622.97	189,603.37	451,487.40	181,089.37	261,884.03	42.0%	58.0%
1300 SUPPORT/MATERIAL HANDLERS	19,745.79	20,153.62	113,692.20	307,889.40	99,823.36	194,197.20	36.9%	63.1%
1320 TECHNICIANS		1,326.53		0.00	7,277.33	0.00	#DIV/0!	#DIV/0!
TOTAL SALARIES	338,538.26	337,310.92	1,886,340.28	4,596,898.56	1,835,780.23	2,710,558.28	41.0%	59.0%
EMPLOYEE BENEFITS								
1210 EMPLOYER CONTRIBUTION/FICA	19,978.47	20,173.11	112,231.33	282,601.52	110,006.86	170,370.19	39.7%	60.3%
1220 UNEMPLOYMENT COMPENSATION	1,928.70	0.00	1,928.70	10,000.00	0.00	8,071.30	19.3%	80.7%
1230 EMPLOYER CONTRIBUTION/PERF	30,431.88	45,121.47	169,073.13	399,153.10	179,385.21	230,079.97	42.4%	57.6%
1235 EMPLOYEE/PERF	8,164.14	12,092.21	45,313.34	106,483.43	48,067.26	61,170.09	42.6%	57.4%
1240 EMPLOYER CONT/INSURANCE	139,785.34	45,809.77	343,944.25	742,897.24	235,675.56	398,952.99	46.3%	53.7%
1242 EMPLOYER INS-W/H	-20,669.65	0.00	-26,682.08	0.00	0.00	26,682.08	#DIV/0!	#DIV/0!
1250 EMPLOYER CONT/MEDICARE	4,672.38	4,717.90	25,835.93	64,286.36	25,704.36	38,450.43	40.2%	59.8%
TOTAL EMPLOYEE BENEFITS	184,291.26	127,914.46	671,644.60	1,605,421.65	598,839.25	933,777.05	41.8%	58.2%
OTHER WAGES								
1310 WORKSTUDY		0.00		70,573.10	0.00	70,573.10	0.0%	100.0%
1350 STIPEND/RECLASSIFICATION		0.00		0.00	0.00	0.00	#DIV/0!	#DIV/0!
1180 TEMPORARY STAFF	972.00	0.00	10,237.76	10,000.00	0.00	-237.76	102.4%	-2.4%
TOTAL OTHER WAGES	972.00	0.00	10,237.76	80,573.10	0.00	70,335.34	12.7%	87.3%
TOTAL PERSONNEL SERVICES	523,801.52	465,225.38	2,568,222.64	6,282,893.31	2,434,619.48	3,714,670.67	40.9%	59.1%
SUPPLIES (2000'S)								
OFFICE SUPPLIES								
2110 OFFICIAL RECORDS		0.00		1,100.00	0.00	1,100.00	0.0%	100.0%
2120 STATIONERY & PRINTING		0.00	316.96	550.00	127.35	233.04	57.6%	42.4%
2130 OFFICE SUPPLIES	290.95	582.06	1,731.08	11,050.00	3,170.44	9,318.92	15.7%	84.3%

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	2019 MAY	2018 MAY	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
2135 GENERAL SUPPLIES	1,664.31	17.50	2,211.68	0.00	132.48	-2,211.68	#DIV/0!	#DIV/0!
2140 DUPLICATING	883.38	3,342.55	22,406.19	60,250.00	15,065.03	37,843.81	37.2%	62.8%
2150 PROMOTIONAL MATERIALS		122.89		0.00	122.89	0.00	#DIV/0!	#DIV/0!
2160 PUBLIC USE SUPPLIES		0.00		0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL OFFICE SUPPLIES	2,838.64	4,065.00	26,665.91	72,950.00	18,618.19	46,284.09	36.6%	63.4%
OPERATING SUPPLIES								
2210 CLEANING SUPPLIES	2,330.06	2,875.40	14,196.50	40,000.00	9,211.30	25,803.50	35.5%	64.5%
2220 FUEL, OIL, & LUBRICANTS	481.70	541.07	2,046.46	11,000.00	2,168.34	8,953.54	18.6%	81.4%
2230 CATALOGING SUPPLIES-BOOKS		1,182.48	3,024.76	7,500.00	4,127.05	4,475.24	40.3%	59.7%
2240 A/V SUPPLIES-CATALOGING		698.50	408.49	6,000.00	3,529.70	5,591.51	6.8%	93.2%
2250 CIRCULATION SUPPLIES	10,178.00	0.00	11,497.15	38,000.00	816.28	26,502.85	30.3%	69.7%
2260 LIGHT BULBS	73.20	1,264.52	672.44	10,000.00	1,647.37	9,327.56	6.7%	93.3%
2280 UNIFORMS		0.00		1,900.00	0.00	1,900.00	0.0%	100.0%
2290 DISPLAY/EXHIBIT SUPPLIES		0.00	402.57	4,000.00	0.00	3,597.43	10.1%	89.9%
TOTAL OPERATING SUPPLIES	13,062.96	6,561.97	32,248.37	118,400.00	21,500.04	86,151.63	27.2%	72.8%
REPAIR & MAINTENANCE SUPPLIES								
2300 IT SUPPLIES	754.12	438.53	3,637.89	7,500.00	3,307.00	3,862.11	48.5%	51.5%
2310 BUILDING MATERIALS & SUPPLIES	684.74	767.09	4,330.97	23,000.00	5,956.47	18,669.03	18.8%	81.2%
2320 PAINT & PAINTING SUPPLIES	153.62	0.00	174.61	900.00	253.87	725.39	19.4%	80.6%
2340 OTHER REPAIR & BINDING		0.00		0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL REPAIR & MAINTENANCE SUPPLIES	1,592.48	1,205.62	8,143.47	31,400.00	9,517.34	23,256.53	25.9%	74.1%
TOTAL SUPPLIES	17,494.08	11,832.59	67,057.75	222,750.00	49,635.57	155,692.25	30.1%	69.9%
OTHER SERVICES/CHARGES (3000'S)								
PROFESSIONAL SERVICES								
1004 MISC. UNAPPROPRIATED		0.00		0.00	0.00	0.00	#DIV/0!	#DIV/0!
3110 CONSULTING SERVICES	448.00	0.00	1,491.00	11,000.00	530.00	9,509.00	13.6%	86.4%
3120 ENGINEERING/ARCHITECTURAL		10.00		7,000.00	10.00	7,000.00	0.0%	100.0%
3130 LEGAL SERVICES	4,162.16	699.85	12,489.49	18,000.00	6,327.41	5,510.51	69.4%	30.6%
3140 BUILDING SERVICES	3,522.02	1,536.77	15,682.94	40,000.00	13,908.66	24,317.06	39.2%	60.8%
3150 MAINTENANCE CONTRACTS	14,626.25	9,965.24	41,100.59	217,600.00	28,869.69	176,499.41	18.9%	81.1%
3160 COMPUTER SERVICES (OCLC)	9,816.84	5,479.87	33,323.95	83,500.00	28,607.33	50,176.05	39.9%	60.1%
3170 ADMIN/ACCOUNTING SERVICES	931.96	1,302.62	26,481.10	70,000.00	17,589.21	43,518.90	37.8%	62.2%
3175 COLLECTION AGENCY SERVICES	716.00	1,091.90	4,233.35	18,000.00	5,728.00	13,766.65	23.5%	76.5%
TOTAL PROFESSIONAL SERVICES	34,223.23	20,086.25	134,802.42	465,100.00	101,570.30	330,297.58	29.0%	71.0%
COMMUNICATION & TRANSPORTATION								
3210 TELEPHONE	2,258.92	2,022.05	9,844.44	31,800.00	8,801.61	21,955.56	31.0%	69.0%
3215 CABLE TV	15.55	13.34	77.75	0.00	66.70	-77.75	#DIV/0!	#DIV/0!

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	2019 MAY	2018 MAY	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
3220 POSTAGE	1,108.58	1,247.38	5,869.79	20,000.00	5,410.56	14,130.21	29.3%	70.7%
3230 TRAVEL EXPENSE	978.78	0.00	1,727.72	0.00	1,241.93	-1,727.72	#DIV/0!	#DIV/0!
3240 PROFESSIONAL MTG.	2,259.65	-1,295.38	3,022.61	30,000.00	2,287.21	26,977.39	10.1%	89.9%
3250 CONTINUING ED.		0.00	159.98	0.00	0.00	-159.98	#DIV/0!	#DIV/0!
3260 FREIGHT & DELIVERY		0.00	19.80	1,900.00	24.98	1,880.20	1.0%	99.0%
TOTAL COMMUNICATION & TRANSPORTATION	6,621.48	1,987.39	20,722.09	83,700.00	17,832.99	62,977.91	24.8%	75.2%
PRINTING & ADVERTISING								
3310 ADVERTISING & PUBLICATION	435.00	0.00	7,910.12	3,600.00	1,861.51	-4,310.12	219.7%	-119.7%
3320 PRINTING	599.80	45.00	903.73	0.00	180.00	-903.73	#DIV/0!	#DIV/0!
TOTAL PRINTING & ADVERTISING	1,034.80	45.00	8,813.85	3,600.00	2,041.51	-5,213.85	244.8%	-144.8%
INSURANCE								
3410 OFFICIAL BOND		0.00	654.00	700.00	654.00	46.00	93.4%	6.6%
3420 OTHER INSURANCE		0.00	87,495.00	106,000.00	81,345.00	18,505.00	82.5%	17.5%
TOTAL INSURANCE	0.00	0.00	88,149.00	106,700.00	81,999.00	18,551.00	82.6%	17.4%
UTILITIES								
3510 GAS	112.00	228.90	1,457.80	4,450.00	2,307.51	2,992.20	32.8%	67.2%
3520 ELECTRICITY	23,746.16	22,302.19	128,083.30	353,000.00	128,319.70	224,916.70	36.3%	63.7%
3530 WATER	1,361.86	1,583.71	6,391.13	30,000.00	7,117.26	23,608.87	21.3%	78.7%
TOTAL UTILITIES	25,220.02	24,114.80	135,932.23	387,450.00	137,744.47	251,517.77	35.1%	64.9%
REPAIR & MAINTENANCE								
3610 BUILDING REPAIR	2,719.95	302.00	12,560.22	29,000.00	13,099.67	16,439.78	43.3%	56.7%
3630 OTHER EQUIP/FURNITURE REPAIRS	855.00	1,123.36	1,490.30	16,000.00	4,723.01	14,509.70	9.3%	90.7%
3640 VEHICLE REPAIR & MAINTENANCE		1,078.63	4,865.29	16,000.00	4,746.07	11,134.71	30.4%	69.6%
3650 MATERIAL BINDING/REPAIR SERV.	149.96	0.00	242.32	1,500.00	666.17	1,257.68	16.2%	83.8%
TOTAL REPAIR & MAINTENANCE	3,724.91	2,503.99	19,158.13	62,500.00	23,234.92	43,341.87	30.7%	69.3%
RENTALS								
3710 REAL ESTATE RENTAL/PARKING	3,783.12	1,741.36	3,017.14	35,200.00	3,097.24	32,182.86	8.6%	91.4%
3720 EQUIPMENT RENTAL	1,308.15	0.00	1,308.15	0.00	0.00	-1,308.15	#DIV/0!	#DIV/0!
3730 EVENTS-BOOTH & EQUIP. RENTAL		0.00	65.00	0.00	0.00	-65.00	#DIV/0!	#DIV/0!
TOTAL RENTALS	5,091.27	1,741.36	4,390.29	35,200.00	3,097.24	30,809.71	12.5%	87.5%
ELECTRONIC SERVICES								
38450 DATABASES SERVICES	42,186.40	12,061.00	76,722.11	222,000.00	31,486.00	145,277.89	34.6%	65.4%
38460 E-BOOKS SERVICES		3,090.33	206,724.01	205,000.00	132,208.67	-1,724.01	100.8%	-0.8%

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	2019 MAY	2018 MAY	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
TOTAL ELECTRONIC SERVICES	42,186.40	15,151.33	283,446.12	427,000.00	163,694.67	143,553.88	66.4%	33.6%
OTHER CHARGES								
3910 DUES/INSTITUTIONAL		0.00	5,562.99	8,600.00	5,554.12	3,037.01	64.7%	35.3%
3940 TRANSFER TO LIRF	0.00	12,833.33		0.00	64,166.67	0.00	#DIV/0!	#DIV/0!
3944 TRANSFER TO CATS SUBSIDY	0.00	0.00	10,512.00	15,000.00	13,010.00	4,488.00	70.1%	29.9%
3945 TRANSFER TO ANOTHER FUND	0.00	0.00		0.00	0.00	0.00	#DIV/0!	#DIV/0!
3950 EDUCATIONAL SERV/LICENSING	0.00	0.00	1,256.00	5,000.00	0.00	3,744.00	25.1%	74.9%
TOTAL OTHER CHARGES	0.00	12,833.33	17,330.99	28,600.00	82,730.79	11,269.01	60.6%	39.4%
TOTAL OTHER SERVICES/CHARGES	118,102.11	78,463.45	712,745.12	1,599,850.00	613,945.89	887,104.88	44.6%	55.4%
CAPITAL OUTLAY (4000'S)								
FURNITURE & EQUIPMENT								
4410 FURNITURE	5,227.30	249.00	10,110.69	10,000.00	249.00	-110.69	101.1%	-1.1%
4430 OTHER EQUIPMENT	1,020.38	2,174.97	5,927.33	19,000.00	2,174.97	13,072.67	31.2%	68.8%
4440 LAND & BUILDINGS	0.00	0.00		0.00	0.00	0.00	#DIV/0!	#DIV/0!
4445 BUILDING RENOVATIONS	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	#DIV/0!	#DIV/0!
4465 IT SOFTWARE	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	#DIV/0!	#DIV/0!
4475 SOFTWARE - CATS	0.00	0.00		0.00	0.00	0.00	#DIV/0!	#DIV/0!
TOTAL FURNITURE & EQUIPMENT	6,247.68	2,423.97	16,038.02	34,000.00	2,423.97	17,961.98	47.2%	52.8%
OTHER CAPITAL OUTLAY								
4510 BOOKS	55,258.13	75,247.95	248,312.82	554,280.00	250,037.17	305,967.18	44.8%	55.2%
4520 PERIODICALS & NEWSPAPERS	579.13	554.69	3,277.05	37,000.00	3,493.51	33,722.95	8.9%	91.1%
4530 NONPRINT MATERIALS	25,338.57	45,493.94	148,426.74	340,220.00	146,519.83	191,793.26	43.6%	56.4%
TOTAL OTHER CAPITAL OUTLAY	81,175.83	121,296.58	400,016.61	931,500.00	400,050.51	531,483.39	42.9%	57.1%
TOTAL CAPITAL OUTLAY	87,423.51	123,720.55	416,054.63	965,500.00	402,474.48	549,445.37	43.1%	56.9%
TOTAL OPERATING EXPENDITURES	746,821.22	679,241.97	3,764,080.14	9,070,993.31	3,500,675.42	5,306,913.17	41.5%	58.5%

MONROE COUNTY PUBLIC LIBRARY

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Operating Budget & Expenditure Report May 31, 2019

Object	Object Descr	2019 Budget	Feb.	Mar.	Apr.	May	2019 YTD Amt	2019 YTD Balance	2019 %YTD Budget
11200	ADMINISTRATION	\$200,654.63	\$15,434.99	\$23,152.48	\$15,435.00	\$15,434.99	\$84,892.45	\$115,762.18	42.31%
11300	MANAGERS/ASST.	\$1,127,398.68	\$80,325.87	\$118,222.68	\$81,620.39	\$83,174.46	\$443,144.11	\$684,254.57	39.31%
11400	LIBRARIANS, EXPERTS	\$1,067,979.45	\$87,430.32	\$114,640.46	\$77,196.39	\$78,040.78	\$438,432.85	\$629,546.60	41.05%
11500	SPECIALISTS	\$253,784.70	\$18,780.39	\$27,178.80	\$27,293.58	\$16,109.88	\$107,850.95	\$145,933.75	42.50%
11600	ASSISTANTS/PARAPRO	\$822,255.20	\$63,185.43	\$95,043.22	\$63,237.81	\$62,950.05	\$347,642.21	\$474,612.99	42.28%
11700	TECH/OPERATORS/SEC	\$57,275.00	\$5,174.99	\$7,762.49	\$5,179.24	\$5,183.48	\$28,479.43	\$28,795.57	49.72%
11800	TEMPORAY STAFF	\$10,000.00	\$0.00	\$0.00	\$9,265.76	\$972.00	\$10,237.76	-\$237.76	102.38%
11900	BUILDING	\$174,158.40	\$13,357.65	\$21,424.40	\$14,377.04	\$14,307.59	\$77,290.55	\$96,867.85	44.38%
12000	BUILDING	\$114,593.70	\$8,843.02	\$13,334.11	\$8,740.27	\$7,538.24	\$47,252.24	\$67,341.46	41.23%
12100	FICA/EMPLOYER	\$285,601.52	\$20,044.45	\$20,185.07	\$20,849.49	\$19,978.47	\$112,231.33	\$173,370.19	39.30%
12200	UNEMPLOYMENT	\$10,000.00	\$0.00	\$0.00	\$0.00	\$1,928.70	\$1,928.70	\$8,071.30	19.29%
12300	PERF/EMPLOYER	\$397,538.10	\$31,471.11	\$29,975.32	\$46,494.43	\$30,431.88	\$169,073.13	\$228,464.97	42.53%
12301	ENCUMBERED PERF	\$1,615.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,615.00	0.00%
12350	PERF/EMPLOYEE	\$106,483.43	\$8,429.83	\$8,029.17	\$12,466.79	\$8,164.14	\$45,313.34	\$61,170.09	42.55%
12400	INS/EMPLOYER	\$742,897.24	\$55,331.25	\$54,465.99	\$35,892.36	\$139,785.34	\$343,944.25	\$398,952.99	46.30%
12420	EMPLOYEE INS W-H	\$0.00	\$0.00	\$0.00	-\$6,012.43	-\$20,669.65	-\$26,682.08	\$26,682.08	0.00%
12500	MEDICARE/EMPLOYER	\$64,286.36	\$4,276.07	\$4,720.66	\$4,876.12	\$4,672.38	\$25,835.93	\$38,450.43	40.19%
12800	PRODUCTION	\$19,422.00	\$1,422.55	\$2,192.35	\$1,532.52	\$1,443.84	\$8,059.92	\$11,362.08	41.50%
12900	INFORMATION	\$451,487.40	\$33,676.90	\$52,178.38	\$34,689.83	\$34,609.16	\$189,603.37	\$261,884.03	42.00%
13000	SUPPORT/MATERIAL	\$307,889.40	\$19,370.27	\$33,567.91	\$22,014.21	\$19,745.79	\$113,692.20	\$194,197.20	36.93%
13100	WORK STUDY	\$70,573.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,573.10	0.00%
21100	OFFICIAL RECORDS	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	0.00%
21200	STATIONERY/BUS.	\$550.00	\$266.58	\$50.38	\$0.00	\$0.00	\$316.96	\$233.04	57.63%
21300	OFFICE SUPPLIES	\$11,050.00	\$621.90	\$300.15	\$215.95	\$290.95	\$1,731.08	\$9,318.92	15.67%
21350	GENERAL SUPPLIES	\$0.00	\$9.54	\$0.00	\$537.83	\$1,664.31	\$2,211.68	-\$2,211.68	0.00%
21400	DUPLICATING	\$60,250.00	\$2,937.32	\$11,090.63	\$4,383.07	\$883.38	\$22,406.19	\$37,843.81	37.19%
22100	CLEANING SUPPLIES	\$40,000.00	\$69.79	\$4,333.14	\$3,413.37	\$2,330.06	\$14,196.50	\$25,803.50	35.49%
22200	FUEL/OIL/LUBRICANTS	\$11,000.00	\$524.26	\$410.40	\$605.93	\$481.70	\$2,046.46	\$8,953.54	18.60%

		2019					2019	
Object	Object Descr	Budget	Feb.	Mar.	Apr.	May	YTD Amt	%YTD
22300	CATALOGING	\$7,500.00	\$0.00	\$0.00	\$2,468.51	\$0.00	\$3,024.76	40.33%
22400	A/V	\$6,000.00	\$143.37	\$0.00	\$235.48	\$0.00	\$408.49	6.81%
22500	CIRCULATION	\$38,000.00	\$783.80	\$17.11	\$518.24	\$10,178.00	\$11,497.15	30.26%
22600	LIGHT BULBS	\$10,000.00	\$530.00	\$69.24	\$0.00	\$73.20	\$672.44	6.72%
22800	UNIFORMS	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
22900	DISPLAY/EXHIBITS	\$4,000.00	\$0.00	\$402.57	\$0.00	\$0.00	\$402.57	10.06%
23000	IT SUPPLIES	\$7,500.00	\$987.34	\$932.71	\$912.92	\$754.12	\$3,637.89	48.51%
23100	BUILDING MATERIAL	\$23,000.00	\$426.83	\$463.78	\$1,612.82	\$684.74	\$4,330.97	18.83%
23200	PAINT/PAINTING	\$900.00	\$0.00	\$0.00	\$0.00	\$153.62	\$174.61	19.40%
31100	CONSULTING SERVICES	\$11,000.00	\$0.00	\$574.00	\$469.00	\$448.00	\$1,491.00	13.55%
31200	ENGINEERING/ARCHITE	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
31300	LEGAL SERVICES	\$18,000.00	\$355.49	\$1,510.64	\$5,160.72	\$4,162.16	\$12,489.49	69.39%
31400	BUILDING SERVICES	\$40,000.00	\$3,662.55	\$3,456.18	\$3,633.92	\$3,522.02	\$15,682.94	39.21%
31500	MAINTENANCE	\$217,600.00	\$5,880.90	\$9,676.68	\$8,297.79	\$14,626.25	\$41,100.59	18.89%
31600	COMPUTER SERVICES	\$83,500.00	\$5,713.19	\$6,263.32	\$5,816.84	\$9,816.84	\$33,323.95	39.91%
31700	ADMIN/ACCOUNTING	\$70,000.00	\$11,996.99	\$927.10	\$12,075.66	\$931.96	\$26,481.10	37.83%
31750	COLLECTION AGENCY	\$18,000.00	\$1,396.20	\$1,029.25	\$1,091.90	\$716.00	\$4,233.35	23.52%
32100	TELEPHONE	\$31,800.00	\$1,643.72	\$1,943.07	\$2,073.34	\$2,258.92	\$9,844.44	30.96%
32150	CABLE TV SERVICE	\$0.00	\$15.55	\$15.55	\$15.55	\$15.55	\$77.75	0.00%
32200	POSTAGE	\$20,000.00	\$1,336.88	\$538.81	\$1,599.03	\$1,108.58	\$5,869.79	29.35%
32300	TRAVEL EXPENSE	\$0.00	\$0.00	\$318.44	\$430.50	\$978.78	\$1,727.72	0.00%
32400	PROFESSIONAL	\$30,000.00	\$0.00	\$0.00	\$762.96	\$2,259.65	\$3,022.61	10.08%
32500	CONTINUING	\$0.00	\$0.00	\$0.00	\$159.98	\$0.00	\$159.98	0.00%
32600	FREIGHT/DELIVERY	\$1,900.00	\$0.00	\$0.00	\$19.80	\$0.00	\$19.80	1.04%
33100	ADVERTISING/PUBLICA	\$3,600.00	\$224.48	\$767.06	\$5,583.58	\$435.00	\$7,910.12	219.73%
33200	PRINTING SERVICES	\$0.00	\$0.00	\$0.00	\$303.93	\$599.80	\$903.73	0.00%
34100	OFFICIAL BOND INS.	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$654.00	93.43%
34200	OTHER INSURANCE	\$106,000.00	\$63,671.00	\$0.00	\$5,087.00	\$0.00	\$87,495.00	82.54%
35100	GAS	\$4,450.00	\$639.01	\$336.22	\$188.95	\$112.00	\$1,457.80	32.76%
35200	ELECTRICITY	\$353,000.00	\$29,542.81	\$26,667.45	\$23,316.73	\$23,746.16	\$128,083.30	36.28%
35300	WATER	\$30,000.00	\$1,276.87	\$1,178.59	\$1,426.16	\$1,361.86	\$6,391.13	21.30%
36100	BUILDING REPAIRS	\$29,000.00	\$1,673.00	\$0.00	\$0.00	\$2,719.95	\$12,560.22	43.31%

Object	Object Descr	2019 Budget	Feb.	Mar.	Apr.	May	2019 YTD Amt	2019 YTD Balance	2019 %YTD Budget
36300	OTHER	\$16,000.00	\$0.00	\$560.77	\$0.00	\$855.00	\$1,490.30	\$14,509.70	9.31%
36400	VEHICLE	\$16,000.00	\$1,472.07	\$0.00	\$757.85	\$0.00	\$4,865.29	\$11,134.71	30.41%
36500	MATERIALS	\$1,500.00	\$0.00	\$0.00	\$0.00	\$149.96	\$242.32	\$1,257.68	16.15%
37100	REAL ESTATE	\$35,200.00	-\$620.49	-\$933.36	\$1,147.64	\$3,783.12	\$3,017.14	\$32,182.86	8.57%
37200	EQUIPMENT RENTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$1,308.15	\$1,308.15	-\$1,308.15	0.00%
37300	EVENTS-BOOTH	\$0.00	\$65.00	\$0.00	\$0.00	\$0.00	\$65.00	-\$65.00	0.00%
38450	DATABASES	\$222,000.00	\$7,799.90	\$520.00	\$23,545.81	\$42,186.40	\$76,722.11	\$145,277.89	34.56%
38460	E-BOOKS	\$205,000.00	\$20,000.00	\$5,824.01	\$30,000.00	\$0.00	\$206,724.01	-\$1,724.01	100.84%
39100	DUES/INSTITUTIONAL	\$8,600.00	\$0.00	\$780.00	\$0.00	\$0.00	\$5,562.99	\$3,037.01	64.69%
39440	TRANSFER TO CATS	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,512.00	\$4,488.00	70.08%
39500	EDUCATIONAL/LICENSI	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,256.00	\$3,744.00	25.12%
44100	FURNITURE	\$10,000.00	\$0.00	\$0.00	\$152.99	\$5,227.30	\$10,110.69	-\$110.69	101.11%
44300	OTHER EQUIPMENT	\$19,000.00	\$4,906.95	\$0.00	\$0.00	\$1,020.38	\$5,927.33	\$13,072.67	31.20%
44450	BUILDING RENOVATION	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
45100	BOOKS	\$554,280.00	\$40,013.43	\$48,036.55	\$71,318.28	\$55,258.13	\$248,312.82	\$305,967.18	44.80%
45200	PERIODICALS/NEWSPA	\$37,000.00	\$1,782.48	\$131.00	\$468.37	\$579.13	\$3,277.05	\$33,722.95	8.86%
45300	NONPRINT MATERIALS	\$340,220.00	\$21,697.26	\$28,181.29	\$46,091.81	\$25,338.57	\$148,426.74	\$191,793.26	43.63%
		\$9,073,993.31	\$700,001.06	\$782,446.22	\$741,049.01	\$746,821.22	\$3,764,080.14	\$5,309,913.17	41.48%

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LIRF Budget & Expenditure Report May 31, 2019

Object	Object Descr	2019 Budget	Feb.	Mar.	Apr.	May	June	YTD Amount	2019 YTD Balance	2019 %YTD Budget
23000	IT SUPPLIES	\$0.00	\$0.00	\$0.00	\$148.32	\$0.00	\$0.00	\$148.32	-\$148.32	0.00%
31200	ENGINEERING/ARCHIT	\$0.00	\$4,050.00	\$0.00	\$65,912.00	\$0.00	\$0.00	\$69,962.00	-\$69,962.00	0.00%
36100	BUILDING REPAIRS	\$114,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$114,000.00	0.00%
44100	FURNITURE	\$0.00	\$76,832.04	\$139.99	\$1,279.95	\$0.00	\$0.00	\$78,251.98	-\$78,251.98	0.00%
44300	OTHER EQUIPMENT	\$150,000.00	\$970.37	\$5,748.36	\$0.00	\$0.00	\$0.00	\$6,718.73	\$143,281.27	4.48%
44450	BUILDING	\$747,000.00	\$87,919.27	\$147,805.98	\$5,802.34	\$1,077.24	\$0.00	\$426,482.70	\$320,517.30	57.09%
44600	IT EQUIPMENT	\$0.00	\$13,155.47	\$883.24	\$10,835.50	\$1,756.38	\$0.00	\$26,630.59	-\$26,630.59	0.00%
		\$1,011,000.00	\$182,927.15	\$154,577.57	\$83,978.11	\$2,833.62	\$0.00	\$608,194.32	\$402,805.68	60.16%

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Debt Service Budget Expenditures Report

January 1, 2019 to April 30, 2019

Object Object Descr	2019 Budget	Feb.	Mar.	Apr.	May	2019 YTD Amt	2019 YTD Balance	2019 %YTD Budget
37100 REAL ESTATE	\$685,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$685,150.00	0.00%
39200 INTEREST/TEMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39250 PAYMENT ON	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
39450 TRANSFER TO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$685,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$685,150.00	0.00%

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Rainy Day Budget Expenditures Report May1 31, 2019

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

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Special Revenue Budget & Expenditure Report May 31, 2019

Object	Object Descr	2019 Budget	Feb.	Mar.	Apr.	May	YTD Amount	2019 YTD Balance	2019 %YTD Budget
11300	MANAGERS/ASST.	\$171,574.79	\$13,248.73	\$19,797.08	\$13,480.66	\$13,718.65	\$73,455.83	\$98,118.96	42.81%
11400	LIBRARIANS, EXPERTS	\$0.00	\$3,334.50	\$5,215.55	\$3,389.95	\$3,367.50	\$18,641.97	-\$18,641.97	0.00%
12100	FICA/EMPLOYER	\$25,988.87	\$1,867.48	\$1,870.98	\$1,986.68	\$2,120.40	\$10,640.33	\$15,348.54	40.94%
12300	PERF/EMPLOYER	\$31,097.34	\$2,397.78	\$2,422.73	\$3,716.41	\$2,444.81	\$13,377.51	\$17,719.83	43.02%
12350	PERF/EMPLOYEE	\$8,329.64	\$642.26	\$648.95	\$995.47	\$654.86	\$3,583.27	\$4,746.37	43.02%
12400	INS/EMPLOYER	\$50,635.72	\$3,950.27	\$4,155.86	\$3,735.34	\$6,550.93	\$22,464.57	\$28,171.15	44.37%
12500	MEDICARE/EMPLOYER	\$5,839.59	\$436.76	\$437.56	\$464.64	\$495.89	\$2,488.47	\$3,351.12	42.61%
12800	PRODUCTION ASSISTANTS	\$160,790.50	\$10,651.50	\$16,064.44	\$10,975.66	\$11,605.52	\$60,121.77	\$100,668.73	37.39%
12900	INFORMATION	\$43,461.60	\$3,404.72	\$5,130.27	\$3,378.30	\$3,349.37	\$18,575.52	\$24,886.08	42.74%
13100	WORK STUDY	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
13200	TECHNICIANS	\$43,348.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,348.50	0.00%
21200	STATIONERY/BUS. CARDS	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
21300	OFFICE SUPPLIES	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
21350	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$149.47	\$0.00	\$149.47	-\$149.47	0.00%
21400	DUPLICATING	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
22100	CLEANING SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43.11	-\$43.11	0.00%
22200	FUEL/OIL/LUBRICANTS	\$1,000.00	\$23.61	\$26.86	\$0.00	\$33.94	\$84.41	\$915.59	8.44%
22700	VIDEO TAPE/MEDIA	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
23000	IT SUPPLIES	\$1,200.00	\$0.00	\$377.94	\$120.26	\$98.00	\$596.20	\$603.80	49.68%
23500	AUDIO/VIDEO	\$9,000.00	\$0.00	\$0.00	\$13.34	\$68.46	\$81.80	\$8,918.20	0.91%
31100	CONSULTING SERVICES	\$15,000.00	\$800.00	\$0.00	\$0.00	\$0.00	\$2,172.00	\$12,828.00	14.48%
31300	LEGAL SERVICES	\$500.00	\$0.00	\$0.00	\$0.00	\$41.46	\$41.46	\$458.54	8.29%
31500	MAINTENANCE	\$5,500.00	\$50.00	\$50.00	\$49.93	\$0.00	\$13,264.18	-\$7,764.18	241.17%
31600	COMPUTER SERVICES	\$500.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	\$450.00	10.00%
31700	ADMIN/ACCOUNTING	\$400.00	\$1.06	\$2.49	\$0.00	\$0.00	\$8.53	\$391.47	2.13%
32100	TELEPHONE	\$3,500.00	\$0.00	\$121.35	\$121.35	\$234.15	\$588.20	\$2,911.80	16.81%
32150	CABLE TV SERVICE	\$500.00	\$36.27	\$36.27	\$36.27	\$36.27	\$181.35	\$318.65	36.27%
32200	POSTAGE	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
32300	TRAVEL EXPENSE	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
32400	PROFESSIONAL DEVELOP.	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	0.00%
32600	FREIGHT/DELIVERY	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
36300	OTHER EQUIP/FURNITURE	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
37100	REAL ESTATE	\$3,000.00	-\$78.16	-\$117.24	\$0.00	\$0.00	-\$273.56	\$3,273.56	-9.12%
39100	DUES/INSTITUTIONAL	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,800.00	40.00%
39500	EDUCATIONAL/LICENSIN	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
39600	COMMUNITY NEWS	\$14,500.00	\$0.00	\$0.00	\$0.00	\$6,500.00	\$6,500.00	\$8,000.00	44.83%
44100	FURNITURE	\$5,000.00	\$0.00	\$0.00	\$1,499.95	\$0.00	\$1,499.95	\$3,500.05	30.00%
44700	EQUIPMENT - CATS	\$110,000.00	\$0.00	\$256,628.38	\$0.00	\$0.00	\$256,628.38	-\$146,628.38	233.30%
		\$730,766.55	\$40,766.78	\$312,869.47	\$44,113.68	\$51,370.21	\$506,164.72	\$224,601.83	69.26%

MONROE COUNTY PUBLIC LIBRARY

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Gen. Obligation Bond Budget & Expenditure 2019

May1 31, 2019

Object	Object Descr	2019 Budget	Feb.	Mar.	Apr.	May	YTD Amount	2019 YTD Balance	2019 %YTD Budget
31200	ENGINEERING/ARCHI	\$0.00	\$5,901.44	\$0.00	\$0.00	\$2,775.00	\$8,676.44	-\$8,676.44	0.00%
31500	MAINTENANCE	\$0.00	\$650.00	\$1,300.00	\$650.00	\$650.00	\$3,250.00	-\$3,250.00	0.00%
31700	ADMIN/ACCOUNTING	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	-\$300.00	0.00%
44300	OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$42,541.2	\$414.00	\$42,955.25	-\$42,955.25	0.00%
44600	IT EQUIPMENT	\$0.00	\$1,599.96	\$3,251.47	\$707.99	\$0.00	\$5,559.42	-\$5,559.42	0.00%
44650	IT SOFTWARE	\$0.00	\$0.00	\$297.00	\$7,285.92	\$0.00	\$7,582.92	-\$7,582.92	0.00%
44700	EQUIPMENT - CATS	\$0.00	\$0.00	\$18,396.00	\$0.00	\$0.00	\$18,396.00	-\$18,396.00	0.00%
		\$0.00	\$8,151.40	\$23,544.47	\$51,185.1	\$3,839.00	\$86,720.03	-\$86,720.03	0.00%

MONROE COUNTY PUBLIC LIBRARY

*Revenue Guideline

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Current Period: May 2019

Account Descr	2019 YTD Budget	May 2019 Amt	2019 YTD Amt	YTD Balance	% of YTD Budget
FUND 001 OPERATING					
R 001-001-00100 PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-001-00200 INTANGIBLES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-001-00300 LICENSE EXCISE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-001-00400 LOCAL/COUNTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-001-00500 COMMERCIAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-001-11500 STATE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-001-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-004-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-004-04200 MEETING ROOM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-004-21300 RENT INCOME	\$4,000.00	\$0.00	\$225.00	\$3,775.00	5.63%
R 001-005-00100 PROPERTY	\$6,035,404.00	\$0.00	\$0.00	\$6,035,404.00	0.00%
R 001-005-00200 INTANGIBLES	\$18,300.00	\$0.00	\$0.00	\$18,300.00	0.00%
R 001-005-00300 LICENSE EXCISE	\$400,000.00	\$0.00	\$0.00	\$400,000.00	0.00%
R 001-005-00400 LOCAL/COUNTY	\$2,391,786.00	\$383,879.50	\$1,181,141.50	\$1,210,644.50	49.38%
R 001-005-00500 COMMERCIAL	\$44,226.00	\$0.00	\$0.00	\$44,226.00	0.00%
R 001-005-00600 US FORESTRY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-005-03600 FINES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-005-03700 BLGTM COPIERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-005-03900 MISCELLANEOUS	\$0.00	\$26.00	\$544.46	-\$544.46	0.00%
R 001-005-04300 GARNISHMENT	\$0.00	\$0.00	\$10.89	-\$10.89	0.00%
R 001-005-04500 PLAC	\$12,500.00	\$11,767.60	\$11,767.60	\$732.40	94.14%
R 001-005-18000 COIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-005-18500 INTEREST FROM	\$4,000.00	\$5,449.46	\$35,152.43	-\$31,152.43	878.81%
R 001-005-19000 TEMPORARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-005-19400 INVESTMENT	\$0.00	\$5,327.47	\$24,016.55	-\$24,016.55	0.00%
R 001-005-21300 RENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-006-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-007-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-008-03900 MISCELLANEOUS	\$0.00	\$0.00	\$68.75	-\$68.75	0.00%
R 001-010-03700 BLGTM COPIERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-010-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-010-17000 READER PRINTER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-010-17500 OBITS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-011-53000 LSTA INKIND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-012-03500 LOST/DAMAGED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-012-03600 FINES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-012-03650 COLLECTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-012-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-012-04500 PLAC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-00100 PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-00200 INTANGIBLES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-00300 LICENSE EXCISE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-00400 LOCAL/COUNTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-00500 COMMERCIAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-03400 ELL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-03500 LOST/DAMAGED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-03600 FINES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-03700 BLGTM COPIERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-04100 PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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R 001-013-04500 PLAC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-10000 REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-11500 STATE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-17000 READER PRINTER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-18000 COIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-19000 TEMPORARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-013-20000 CABLE ACCESS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-014-03400 ELL	\$0.00	\$441.92	\$1,484.49	-\$1,484.49	0.00%
R 001-014-03500 LOST/DAMAGED	\$0.00	\$212.83	\$1,122.13	-\$1,122.13	0.00%
R 001-014-03600 FINES	\$0.00	\$482.98	\$2,460.73	-\$2,460.73	0.00%
R 001-014-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-015-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-016-00100 PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-016-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-016-20000 CABLE ACCESS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-016-20100 CABLE ACCESS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-016-20200 CABLE ACCESS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-016-21100 MCPL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-018-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-019-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-019-04400 E-RATE	\$0.00	\$0.00	\$8,524.80	-\$8,524.80	0.00%
R 001-024-03500 LOST/DAMAGED	\$0.00	\$127.70	\$3,703.57	-\$3,703.57	0.00%
R 001-024-03600 FINES	\$150,000.00	\$1,423.71	\$12,343.28	\$137,656.72	8.23%
R 001-024-03700 BLG TN COPIERS	\$12,500.00	\$0.00	\$2,604.87	\$9,895.13	20.84%
R 001-024-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-024-04100 PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-024-17000 READER PRINTER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-024-17500 OBITS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-025-03500 LOST/DAMAGED	\$0.00	\$1,198.48	\$3,774.44	-\$3,774.44	0.00%
R 001-025-03600 FINES	\$0.00	\$3,635.98	\$13,210.38	-\$13,210.38	0.00%
R 001-025-03650 COLLECTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-025-03700 BLG TN COPIERS	\$0.00	\$1,519.61	\$4,668.60	-\$4,668.60	0.00%
R 001-025-04100 PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 001-025-17500 OBITS	\$0.00	\$0.00	\$33.00	-\$33.00	0.00%
FUND 001 OPERATING	\$9,072,716.00	\$415,493.24	\$1,306,857.47	\$7,765,858.53	14.40%
FUND 002 JAIL					
R 002-013-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 002-015-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 002-018-21000 RECEIPTS	\$0.00	\$0.00	\$8,000.00	-\$8,000.00	0.00%
FUND 002 JAIL	\$0.00	\$0.00	\$8,000.00	-\$8,000.00	0.00%
FUND 003 CLEARING					
R 003-013-03800	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-10000 REALESTATE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-10100 YMCA RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-18100 PHONE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-21500 ILL FINES/FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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R 003-013-30000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-40000	\$0.00	\$0.00	\$155.68	-\$155.68	0.00%
R 003-013-40100 FEMA/CLEARING	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-013-43000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-021-21150 MCPLF CC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 003-021-21160 MCPLF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 003 CLEARING	\$0.00	\$0.00	\$155.68	-\$155.68	0.00%
FUND 004 GIFT UNRESTRICTED					
R 004-001-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-001-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-001-41000 UNRESTRICTED	\$0.00	\$404.00	\$892.00	-\$892.00	0.00%
R 004-001-42000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-005-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-012-41000 UNRESTRICTED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-013-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-013-41000 UNRESTRICTED	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-013-42000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-014-41000 UNRESTRICTED	\$0.00	\$12.05	\$41.22	-\$41.22	0.00%
R 004-024-41000 UNRESTRICTED	\$0.00	\$17.93	\$47.73	-\$47.73	0.00%
R 004-025-03700 BLGTN COPIERS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 004-025-41000 UNRESTRICTED	\$0.00	\$0.00	\$47.45	-\$47.45	0.00%
FUND 004 GIFT UNRESTRICTED	\$0.00	\$433.98	\$1,028.40	-\$1,028.40	0.00%
FUND 005 PLAC					
R 005-012-04100 PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 005-013-04100 PUBLIC LIBRARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 005-014-04100 PUBLIC LIBRARY	\$0.00	\$195.00	\$650.00	-\$650.00	0.00%
R 005-024-04100 PUBLIC LIBRARY	\$0.00	\$65.00	\$1,300.00	-\$1,300.00	0.00%
R 005-025-04100 PUBLIC LIBRARY	\$0.00	\$325.00	\$1,170.00	-\$1,170.00	0.00%
FUND 005 PLAC	\$0.00	\$585.00	\$3,120.00	-\$3,120.00	0.00%
FUND 006 RETIREES					
R 006-013-19500 RETIREES	\$0.00	\$566.83	\$2,834.15	-\$2,834.15	0.00%
FUND 006 RETIREES	\$0.00	\$566.83	\$2,834.15	-\$2,834.15	0.00%
FUND 007 LIRF					
R 007-001-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-001-21300 RENT INCOME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-005-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-005-19000 TEMPORARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-005-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-013-07000 LIRF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-013-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-014-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 007-016-07000 LIRF RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 007 LIRF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 008 DEBT SERVICE					

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R 008-005-00100 PROPERTY	\$685,150.00	\$0.00	\$0.00	\$685,150.00	0.00%
R 008-005-00200 INTANGIBLES	\$2,129.00	\$0.00	\$0.00	\$2,129.00	0.00%
R 008-005-00300 LICENSE EXCISE	\$34,174.00	\$0.00	\$0.00	\$34,174.00	0.00%
R 008-005-00500 COMMERCIAL	\$5,007.00	\$0.00	\$0.00	\$5,007.00	0.00%
R 008-005-00600 US FORESTRY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-005-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-005-19000 TEMPORARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-005-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-005-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-013-00100 PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-013-00200 INTANGIBLES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-013-00300 LICENSE EXCISE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-013-00500 COMMERCIAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-013-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-013-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-016-00100 PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 008-017-00100 PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 008 DEBT SERVICE	\$726,460.00	\$0.00	\$0.00	\$726,460.00	0.00%
FUND 009 RAINY DAY					
R 009-005-00400 LOCAL/COUNTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 009-005-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 009-005-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 009-013-00400 LOCAL/COUNTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 009-013-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 009-013-21100 MCPL	\$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					
R 010-013-22000 GROSS PAYROLL	\$0.00	\$0.00	\$1,712,368.84	-\$1,712,368.8	0.00%
FUND 010 PAYROLL	\$0.00	\$0.00	\$1,712,368.84	-\$1,712,368.84	0.00%
FUND 011 INVESTMENT-GIFT					
R 011-001-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 011-013-18900 INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 011 INVESTMENT-GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 012 TEEN COUNCIL					
R 012-013-11000 UNUSED AWARD	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 012-013-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 012-013-31000 CITY OF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 012 TEEN COUNCIL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 013 PETTY CASH					
R 013-013-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 013 PETTY CASH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 014 CHANGE					

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R 014-013-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 014 CHANGE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 015 LSTA					
R 015-010-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 015-013-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 015 LSTA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 016 GIFT-RESTRICED					
R 016-001-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-001-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-001-50000 RESTRICED GIFT	\$0.00	\$0.00	\$300.00	-\$300.00	0.00%
R 016-002-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-004-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-005-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-005-50000 RESTRICED GIFT	\$0.00	\$1,000.00	\$1,000.00	-\$1,000.00	0.00%
R 016-008-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-009-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-010-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-010-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-010-50000 RESTRICED GIFT	\$0.00	\$0.00	\$1,000.00	-\$1,000.00	0.00%
R 016-011-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-011-50000 RESTRICED GIFT	\$0.00	\$0.00	\$3,575.00	-\$3,575.00	0.00%
R 016-012-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-013-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-013-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-013-51000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-014-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-014-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-014-51000	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-015-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-016-03900 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-016-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-017-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-021-21000 RECEIPTS	\$0.00	\$0.00	\$50,374.87	-\$50,374.87	0.00%
R 016-021-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 016-025-30000	\$0.00	\$0.00	-\$162.04	\$162.04	0.00%
R 016-026-50000 RESTRICED GIFT	\$0.00	\$0.00	\$1,309.00	-\$1,309.00	0.00%
FUND 016 GIFT-RESTRICED	\$0.00	\$1,000.00	\$57,396.83	-\$57,396.83	0.00%
FUND 017 LEVY EXCESS					
R 017-013-11600 EXCESS LEVY -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 017-013-11700 EXCESS LEVY -	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 017-013-11800 EXCESS LEVY-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 017-013-11900 EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 017-013-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 017 LEVY EXCESS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 018 IN KIND CONTRIBUTION/BLDG CORP					

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Current Period: May 2019

Account Descr	2019 YTD Budget	May 2019 Amt	2019 YTD Amt	YTD Balance	% of YTD Budget
R 018-003-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-008-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-010-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-011-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-011-53000 LSTA INKIND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-012-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-015-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-016-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 018-019-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 018 IN KIND CONTRIBUTION/BLDG	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 019 GIFT-FOUNDATION					
R 019-001-03900 MISCELLANEOUS	\$0.00	\$0.00	\$140.92	-\$140.92	0.00%
R 019-001-50000 RESTRICED GIFT	\$0.00	\$0.00	\$40,662.94	-\$40,662.94	0.00%
R 019-016-50000 RESTRICED GIFT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 019 GIFT-FOUNDATION	\$0.00	\$0.00	\$40,803.86	-\$40,803.86	0.00%
FUND 020 SPECIAL REVENUE					
R 020-016-03900 MISCELLANEOUS	\$0.00	\$155.56	\$513.36	-\$513.36	0.00%
R 020-016-20000 CABLE ACCESS	\$442,402.00	\$110,600.50	\$110,600.50	\$331,801.50	25.00%
R 020-016-20100 CABLE ACCESS	\$274,063.00	\$0.00	\$137,031.50	\$137,031.50	50.00%
R 020-016-20200 CABLE ACCESS	\$16,602.00	\$0.00	\$4,150.50	\$12,451.50	25.00%
R 020-016-20300 CONTRACT-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 020-016-21100 MCPL	\$10,512.00	\$0.00	\$10,512.00	\$0.00	100.00%
FUND 020 SPECIAL REVENUE	\$743,579.00	\$110,756.06	\$262,807.86	\$480,771.14	35.34%
FUND 021 CAPITAL PROJECTS					
R 021-003-00100 PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-003-00200 INTANGIBLES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-003-00300 LICENSE EXCISE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-003-00500 COMMERCIAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-005-00100 PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-005-00200 INTANGIBLES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-005-00300 LICENSE EXCISE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-005-00500 COMMERCIAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-005-18500 INTEREST FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-005-19000 TEMPORARY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-014-00100 PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-014-00200 INTANGIBLES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-014-00300 LICENSE EXCISE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-014-00500 COMMERCIAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-015-00100 PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-016-00100 PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 021-019-00100 PROPERTY	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 021 CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 022 GATES HARDWARE GRANT					
R 022-019-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Current Period: May 2019

Account Descr	2019 YTD Budget	May 2019 Amt	2019 YTD Amt	YTD Balance	% of YTD Budget
FUND 022 GATES HARDWARE GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 023 LSTA-CIVIL WAR					
R 023-010-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 023 LSTA-CIVIL WAR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 024 FINRA GRANT					
R 024-010-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 024 FINRA GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 025 LSTA-SMITHVILLE NEWS PAPER					
R 025-010-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 025 LSTA-SMITHVILLE NEWS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 026 G O BOND					
R 026-005-08000 BOND SALE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 026 G O BOND	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 027 COMMUNITY FDTN GRANT					
R 027-010-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 027 COMMUNITY FDTN GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 028 FINRA 2014					
R 028-010-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 028-010-21200 TRANSFER FROM	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 028 FINRA 2014	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 029 GO BOND 2016					
R 029-005-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 029 GO BOND 2016	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 030 GO BOND 2019					
R 030-005-21000 RECEIPTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
FUND 030 GO BOND 2019	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	\$10,542,755.0	\$528,835.11	\$3,395,373.09	\$7,147,381.91	32.21%

MONROE COUNTY PUBLIC LIBRARY

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Cash Balances

Current Period: May 2019

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
CHASE/BANK ONE CHECKING				
OPERATING	G 001-06100	\$0.00	\$0.00	\$0.00
PAYROLL	G 010-06100	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-06100	\$0.00	\$0.00	\$0.00
SPECIAL REVENUE	G 020-06100	\$0.00	\$0.00	\$0.00
Total	CHASE/BANK ONE CHECKING	\$0.00	\$0.00	\$0.00
OLD NATIONAL BANK CHECKING				
OPERATING	G 001-06300	\$3,716.29	\$0.00	\$15,365.08
JAIL	G 002-06300	\$0.00	\$0.00	\$0.00
CLEARING	G 003-06300	\$0.00	\$0.00	\$38.92
GIFT UNRESTRICTED	G 004-06300	\$433.98	\$0.00	\$462.85
PLAC	G 005-06300	\$130.00	\$0.00	\$195.00
RETIREEES	G 006-06300	\$0.00	\$0.00	\$0.00
LIRF	G 007-06300	\$0.00	\$0.00	\$0.00
DEBT SERVICE	G 008-06300	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-06300	\$0.00	\$0.00	\$0.00
TEEN COUNCIL	G 012-06300	\$0.00	\$0.00	\$0.00
LSTA	G 015-06300	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-06300	\$0.00	\$0.00	\$12,045.23
GIFT-FOUNDATION	G 019-06300	\$0.00	\$0.00	\$0.00
SPECIAL REVENUE	G 020-06300	\$0.00	\$0.00	\$0.00
FINRA GRANT	G 024-06300	\$0.00	\$0.00	\$0.00
COMMUNITY FDTN GRANT	G 027-06300	\$0.00	\$0.00	\$0.00
FINRA 2014	G 028-06300	\$0.00	\$0.00	\$0.00
GO BOND 2016	G 029-06300	\$0.00	\$0.00	\$0.00
Total	OLD NATIONAL BANK CHECKING	\$4,280.27	\$0.00	\$28,107.08
GERMAN AMER./CHECKING				
OPERATING	G 001-06400	\$5,500.52	\$12,897.72	\$13,625.15
CLEARING	G 003-06400	\$0.00	\$0.00	\$0.00
GIFT UNRESTRICTED	G 004-06400	\$0.00	\$0.00	\$0.00
PLAC	G 005-06400	\$455.00	\$0.00	\$780.00
LIRF	G 007-06400	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-06400	\$0.00	\$0.00	\$0.00
PAYROLL	G 010-06400	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-06400	\$0.00	\$0.00	\$1,640.88
GIFT-FOUNDATION	G 019-06400	\$0.00	\$0.00	\$0.00
SPECIAL REVENUE	G 020-06400	\$155.56	\$0.00	\$3,699.88
GO BOND 2016	G 029-06400	\$0.00	\$0.00	\$0.00
Total	GERMAN AMER./CHECKING	\$6,111.08	\$12,897.72	\$19,745.91
GERMAN AMER./MONEY MKT				
OPERATING	G 001-06410	\$0.00	\$0.00	\$0.00
LIRF	G 007-06410	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-06410	\$0.00	\$0.00	\$0.00
GO BOND 2016	G 029-06410	\$0.00	\$0.00	\$0.00

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Cash Balances

Current Period: May 2019

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
Total GERMAN AMER./MONEY MKT		\$0.00	\$0.00	\$0.00
5-3 LIQUIDITY MGMT ACCT				
LIRF	G 007-06520	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-06520	\$0.00	\$0.00	\$0.00
Total 5-3 LIQUIDITY MGMT ACCT		\$0.00	\$0.00	\$0.00
FIRST FINANCIAL CKNG				
OPERATING	G 001-06600	\$640,186.71	\$770,589.71	-\$164,111.38
JAIL	G 002-06600	\$0.00	\$52.96	\$5,176.13
CLEARING	G 003-06600	\$0.00	\$0.00	-\$77.84
GIFT UNRESTRICTED	G 004-06600	\$0.00	\$445.00	\$10,130.21
PLAC	G 005-06600	\$0.00	\$0.00	\$0.00
RETIRES	G 006-06600	\$566.83	\$41.74	\$442.01
LIRF	G 007-06600	\$0.00	\$2,833.62	-\$43,519.21
DEBT SERVICE	G 008-06600	\$0.00	\$0.00	\$19,657.04
RAINY DAY	G 009-06600	\$0.00	\$0.00	\$16,525.18
PAYROLL	G 010-06600	\$3,456.06	\$506.10	-\$506.10
GIFT-RESTRICED	G 016-06600	\$1,000.00	\$10,346.64	\$43,352.53
LEVY EXCESS	G 017-06600	\$0.00	\$0.00	\$0.00
GIFT-FOUNDATION	G 019-06600	\$1,321.86	\$30,047.26	\$33,346.06
SPECIAL REVENUE	G 020-06600	\$110,600.50	\$51,370.21	\$198,728.82
FINRA GRANT	G 024-06600	\$0.00	\$0.00	\$0.00
G O BOND	G 026-06600	\$0.00	\$0.00	\$0.00
COMMUNITY FDTN GRANT	G 027-06600	\$0.00	\$0.00	\$0.00
FINRA 2014	G 028-06600	\$0.00	\$0.00	\$0.00
GO BOND 2016	G 029-06600	\$0.00	\$0.00	\$0.00
GO BOND 2019	G 030-06600	\$0.00	\$3,839.00	\$32,444.19
Total FIRST FINANCIAL CKNG		\$757,131.96	\$870,072.24	\$151,587.64
FIRST FINANCIAL SAVGS				
OPERATING	G 001-06610	\$5,449.46	\$208,000.00	-\$298,304.54
JAIL	G 002-06610	\$0.00	\$0.00	\$0.00
CLEARING	G 003-06610	\$0.00	\$0.00	\$0.00
GIFT UNRESTRICTED	G 004-06610	\$0.00	\$0.00	\$0.00
PLAC	G 005-06610	\$0.00	\$0.00	\$0.00
RETIRES	G 006-06610	\$0.00	\$0.00	\$0.00
LIRF	G 007-06610	\$0.00	\$0.00	\$1,149,188.56
DEBT SERVICE	G 008-06610	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-06610	\$0.00	\$0.00	\$716,269.19
PAYROLL	G 010-06610	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-06610	\$0.00	\$0.00	\$0.00
GIFT-FOUNDATION	G 019-06610	\$0.00	\$0.00	\$0.00
SPECIAL REVENUE	G 020-06610	\$0.00	\$0.00	\$480,000.00
FINRA GRANT	G 024-06610	\$0.00	\$0.00	\$0.00
G O BOND	G 026-06610	\$0.00	\$0.00	\$0.00
COMMUNITY FDTN GRANT	G 027-06610	\$0.00	\$0.00	\$0.00

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Cash Balances

Current Period: May 2019

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
FINRA 2014	G 028-06610	\$0.00	\$0.00	\$0.00
GO BOND 2016	G 029-06610	\$0.00	\$0.00	\$0.00
GO BOND 2019	G 030-06610	\$0.00	\$0.00	\$1,800,000.00
Total FIRST FINANCIAL SAVGS		\$5,449.46	\$208,000.00	\$3,847,153.21
PETTY CASH				
PETTY CASH	G 013-06900	\$0.00	\$0.00	\$185.00
Total PETTY CASH		\$0.00	\$0.00	\$185.00
CHANGE				
CHANGE	G 014-06910	\$0.00	\$0.00	\$630.00
Total CHANGE		\$0.00	\$0.00	\$630.00
ONB CD INVESTMENT				
OPERATING	G 001-09110	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-09110	\$0.00	\$0.00	\$0.00
INVESTMENT-GIFT	G 011-09110	\$0.00	\$0.00	\$0.00
Total ONB CD INVESTMENT		\$0.00	\$0.00	\$0.00
SCUDDER/MUTUAL FUND/IRA				
INVESTMENT-GIFT	G 011-09230	\$0.00	\$0.00	\$0.00
Total SCUDDER/MUTUAL FUND/IRA		\$0.00	\$0.00	\$0.00
EVERGREEN FUNDS INVESTMENT				
INVESTMENT-GIFT	G 011-09300	\$0.00	\$0.00	\$0.00
Total EVERGREEN FUNDS INVESTMENT		\$0.00	\$0.00	\$0.00
VECTREN STOCK				
INVESTMENT-GIFT	G 011-09400	\$0.00	\$0.00	\$0.00
Total VECTREN STOCK		\$0.00	\$0.00	\$0.00
INDPLS PUBLIC SCHOOL BOND-GIFT				
INVESTMENT-GIFT	G 011-09500	\$0.00	\$0.00	\$0.00
Total INDPLS PUBLIC SCHOOL BOND-GIFT		\$0.00	\$0.00	\$0.00
INVEST. CD/1ST FIN/MAINSOURCE				
OPERATING	G 001-09600	\$2,995.60	\$0.00	\$29,599.30
LIRF	G 007-09600	\$0.00	\$0.00	\$1,197,735.57
RAINY DAY	G 009-09600	\$0.00	\$0.00	\$250,000.00
INVESTMENT-GIFT	G 011-09600	\$0.00	\$0.00	\$0.00
Total INVEST. CD/1ST FIN/MAINSOURCE		\$2,995.60	\$0.00	\$1,477,334.87
BONDS				
INVESTMENT-GIFT	G 011-09610	\$0.00	\$0.00	\$0.00
Total BONDS		\$0.00	\$0.00	\$0.00
MUTUAL FUNDS				
INVESTMENT-GIFT	G 011-09620	\$0.00	\$0.00	\$0.00
Total MUTUAL FUNDS		\$0.00	\$0.00	\$0.00
JCB CD INVESTMENT				
OPERATING	G 001-09700	\$2,331.87	\$0.00	\$13,885.92

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Cash Balances

Current Period: May 2019

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
RAINY DAY	G 009-09700	\$0.00	\$0.00	\$1,000,000.00
Total JCB CD INVESTMENT		\$2,331.87	\$0.00	\$1,013,885.92
DUE FROM OTHER FUNDS				
LIRF	G 007-09800	\$0.00	\$0.00	\$0.00
DEBT SERVICE	G 008-09800	\$0.00	\$0.00	\$0.00
Total DUE FROM OTHER FUNDS		\$0.00	\$0.00	\$0.00
MONEY TRANSFERS				
OPERATING	G 001-10000	\$208,000.00	\$208,000.00	\$0.00
JAIL	G 002-10000	\$0.00	\$0.00	\$0.00
CLEARING	G 003-10000	\$0.00	\$0.00	\$0.00
GIFT UNRESTRICTED	G 004-10000	\$0.00	\$0.00	\$0.00
PLAC	G 005-10000	\$0.00	\$0.00	\$0.00
RETIRES	G 006-10000	\$0.00	\$0.00	\$0.00
LIRF	G 007-10000	\$0.00	\$0.00	\$0.00
DEBT SERVICE	G 008-10000	\$0.00	\$0.00	\$0.00
RAINY DAY	G 009-10000	\$0.00	\$0.00	\$0.00
PAYROLL	G 010-10000	\$0.00	\$0.00	\$0.00
INVESTMENT-GIFT	G 011-10000	\$0.00	\$0.00	\$0.00
TEEN COUNCIL	G 012-10000	\$0.00	\$0.00	\$0.00
PETTY CASH	G 013-10000	\$0.00	\$0.00	\$0.00
CHANGE	G 014-10000	\$0.00	\$0.00	\$0.00
LSTA	G 015-10000	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-10000	\$0.00	\$0.00	\$0.00
LEVY EXCESS	G 017-10000	\$0.00	\$0.00	\$0.00
GIFT-FOUNDATION	G 019-10000	\$0.00	\$0.00	\$0.00
SPECIAL REVENUE	G 020-10000	\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS	G 021-10000	\$0.00	\$0.00	\$0.00
GATES HARDWARE GRANT	G 022-10000	\$0.00	\$0.00	\$0.00
FINRA GRANT	G 024-10000	\$0.00	\$0.00	\$0.00
G O BOND	G 026-10000	\$0.00	\$0.00	\$0.00
COMMUNITY FDTN GRANT	G 027-10000	\$0.00	\$0.00	\$0.00
FINRA 2014	G 028-10000	\$0.00	\$0.00	\$0.00
GO BOND 2016	G 029-10000	\$0.00	\$0.00	\$0.00
GO BOND 2019	G 030-10000	\$0.00	\$0.00	\$0.00
Total MONEY TRANSFERS		\$208,000.00	\$208,000.00	\$0.00
ACCOUNTS PAYABLE				
OPERATING	G 001-10100	\$0.00	\$0.00	\$0.00
JAIL	G 002-10100	\$0.00	\$0.00	\$0.00
CLEARING	G 003-10100	\$0.00	\$0.00	\$0.00
GIFT UNRESTRICTED	G 004-10100	\$0.00	\$0.00	\$0.00
PLAC	G 005-10100	\$0.00	\$0.00	\$0.00
RETIRES	G 006-10100	\$0.00	\$0.00	\$0.00
LIRF	G 007-10100	\$0.00	\$0.00	\$0.00
DEBT SERVICE	G 008-10100	\$0.00	\$0.00	\$0.00

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Cash Balances

Current Period: May 2019

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
RAINY DAY	G 009-10100	\$0.00	\$0.00	\$0.00
PAYROLL	G 010-10100	\$0.00	\$0.00	\$0.00
INVESTMENT-GIFT	G 011-10100	\$0.00	\$0.00	\$0.00
TEEN COUNCIL	G 012-10100	\$0.00	\$0.00	\$0.00
PETTY CASH	G 013-10100	\$0.00	\$0.00	\$0.00
CHANGE	G 014-10100	\$0.00	\$0.00	\$0.00
LSTA	G 015-10100	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-10100	\$0.00	\$0.00	\$0.00
LEVY EXCESS	G 017-10100	\$0.00	\$0.00	\$0.00
GIFT-FOUNDATION	G 019-10100	\$0.00	\$0.00	\$0.00
SPECIAL REVENUE	G 020-10100	\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS	G 021-10100	\$0.00	\$0.00	\$0.00
GATES HARDWARE GRANT	G 022-10100	\$0.00	\$0.00	\$0.00
LSTA-CIVIL WAR	G 023-10100	\$0.00	\$0.00	\$0.00
FINRA GRANT	G 024-10100	\$0.00	\$0.00	\$0.00
Total	ACCOUNTS PAYABLE	\$0.00	\$0.00	\$0.00
FICA/EMPLOYEE WITHHOLDING				
PAYROLL	G 010-10200	\$0.00	\$0.00	\$0.00
Total	FICA/EMPLOYEE WITHHOLDING	\$0.00	\$0.00	\$0.00
MEDICARE/EMPLOYEE WITHHOLDING				
PAYROLL	G 010-10300	\$0.00	\$0.00	\$0.00
Total	MEDICARE/EMPLOYEE WITHHOLDING	\$0.00	\$0.00	\$0.00
FEDERAL EMPLOYEE WITHHOLDING				
PAYROLL	G 010-10400	\$0.00	\$0.00	\$0.00
Total	FEDERAL EMPLOYEE WITHHOLDING	\$0.00	\$0.00	\$0.00
STATE EMPLOYEE WITHHOLDING				
PAYROLL	G 010-10500	\$0.00	\$0.00	\$0.00
Total	STATE EMPLOYEE WITHHOLDING	\$0.00	\$0.00	\$0.00
COUNTY EMPLOYEE WITHHOLDING				
PAYROLL	G 010-10600	\$0.00	\$0.00	\$0.00
Total	COUNTY EMPLOYEE WITHHOLDING	\$0.00	\$0.00	\$0.00
PRE-TAX HEALTH EMPLOYEE W/H				
PAYROLL	G 010-10700	\$0.00	\$0.00	\$0.00
Total	PRE-TAX HEALTH EMPLOYEE W/H	\$0.00	\$0.00	\$0.00
OPTPRE-TAX EMPLOYEE W/H				
PETTY CASH	G 013-10740	\$0.00	\$0.00	\$0.00
Total	OPTPRE-TAX EMPLOYEE W/H	\$0.00	\$0.00	\$0.00
POST TAX INS EMPLOYEE WITHHOLD				
PAYROLL	G 010-10800	\$0.00	\$0.00	\$0.00
Total	POST TAX INS EMPLOYEE WITHHOLD	\$0.00	\$0.00	\$0.00
403b TSA-AUL EMPLOYEE WITHHOLD				
PAYROLL	G 010-10900	\$0.00	\$0.00	\$0.00

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Cash Balances

Current Period: May 2019

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
Total 403b TSA-AUL EMPLOYEE WITHHOLD		\$0.00	\$0.00	\$0.00
GARNISHMENT EMPLOYEE W/H				
PAYROLL	G 010-10910	\$0.00	\$0.00	\$0.00
Total GARNISHMENT EMPLOYEE W/H		\$0.00	\$0.00	\$0.00
GARNISHMENT FEE W/H				
PAYROLL	G 010-10915	\$0.00	\$0.00	\$0.00
Total GARNISHMENT FEE W/H		\$0.00	\$0.00	\$0.00
STAFF ORDERS EMPLOYEE W/H				
PAYROLL	G 010-10920	\$0.00	\$0.00	\$0.00
Total STAFF ORDERS EMPLOYEE W/H		\$0.00	\$0.00	\$0.00
PREPAID LEGAL/IDENTITY W/H				
PAYROLL	G 010-10930	\$0.00	\$0.00	\$0.00
Total PREPAID LEGAL/IDENTITY W/H		\$0.00	\$0.00	\$0.00
VISION INS W/H				
PAYROLL	G 010-10940	\$0.00	\$0.00	\$0.00
Total VISION INS W/H		\$0.00	\$0.00	\$0.00
WELLNESS SERVICES W/H				
PAYROLL	G 010-10950	\$0.00	\$0.00	\$0.00
Total WELLNESS SERVICES W/H		\$0.00	\$0.00	\$0.00
EMPLOYEE ADVANCE W/H				
PAYROLL	G 010-10960	\$0.00	\$0.00	\$0.00
Total EMPLOYEE ADVANCE W/H		\$0.00	\$0.00	\$0.00
FLEXIBLE SPENDING ACCT W/H				
PAYROLL	G 010-10970	\$0.00	\$0.00	\$0.00
Total FLEXIBLE SPENDING ACCT W/H		\$0.00	\$0.00	\$0.00
HEALTH SAVINGS ACCT W/H				
PAYROLL	G 010-10980	\$0.00	\$0.00	\$0.00
Total HEALTH SAVINGS ACCT W/H		\$0.00	\$0.00	\$0.00
YMCA EMPLOYEE W/H				
PAYROLL	G 010-10990	\$0.00	\$0.00	\$0.00
Total YMCA EMPLOYEE W/H		\$0.00	\$0.00	\$0.00
PERF/VOLUNTARY EMPLOYEE W/H				
PAYROLL	G 010-11000	\$0.00	\$0.00	\$0.00
Total PERF/VOLUNTARY EMPLOYEE W/H		\$0.00	\$0.00	\$0.00
UNITED WAY EMPLOYEE W/H				
PAYROLL	G 010-11100	\$0.00	\$0.00	\$0.00
Total UNITED WAY EMPLOYEE W/H		\$0.00	\$0.00	\$0.00
DUE TO OTHER FUNDS				
LIRF	G 007-20000	\$0.00	\$0.00	\$0.00
DEBT SERVICE	G 008-20000	\$0.00	\$0.00	\$0.00
Total DUE TO OTHER FUNDS		\$0.00	\$0.00	\$0.00

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Cash Balances

Current Period: May 2019

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
DUE TO TEMPORARY LOAN				
OPERATING	G 001-21000	\$0.00	\$0.00	\$0.00
DEBT SERVICE	G 008-21000	\$0.00	\$0.00	\$0.00
CAPITAL PROJECTS	G 021-21000	\$0.00	\$0.00	\$0.00
Total	DUE TO TEMPORARY LOAN	\$0.00	\$0.00	\$0.00
FUND BALANCE				
OPERATING	G 001-99000	\$783,508.43	\$452,201.45	\$389,940.47
JAIL	G 002-99000	\$52.96	\$0.00	-\$5,176.13
CLEARING	G 003-99000	\$0.00	\$0.00	\$38.92
GIFT UNRESTRICTED	G 004-99000	\$445.00	\$433.98	-\$10,593.06
PLAC	G 005-99000	\$0.00	\$585.00	-\$975.00
RETIREES	G 006-99000	\$41.74	\$566.83	-\$442.01
LIRF	G 007-99000	\$2,833.62	\$0.00	-\$2,303,404.92
DEBT SERVICE	G 008-99000	\$0.00	\$0.00	-\$19,657.04
RAINY DAY	G 009-99000	\$0.00	\$0.00	-\$1,982,794.37
PAYROLL	G 010-99000	\$506.10	\$3,456.06	\$506.10
INVESTMENT-GIFT	G 011-99000	\$0.00	\$0.00	\$0.00
TEEN COUNCIL	G 012-99000	\$0.00	\$0.00	\$0.00
PETTY CASH	G 013-99000	\$0.00	\$0.00	-\$185.00
CHANGE	G 014-99000	\$0.00	\$0.00	-\$630.00
LSTA	G 015-99000	\$0.00	\$0.00	\$0.00
GIFT-RESTRICED	G 016-99000	\$10,346.64	\$1,000.00	-\$57,038.64
LEVY EXCESS	G 017-99000	\$0.00	\$0.00	\$0.00
IN KIND CONTRIBUTION/BLDG CORP	G 018-99000	\$0.00	\$0.00	\$0.00
GIFT-FOUNDATION	G 019-99000	\$30,047.26	\$1,321.86	-\$33,346.06
SPECIAL REVENUE	G 020-99000	\$51,370.21	\$110,756.06	-\$682,428.70
CAPITAL PROJECTS	G 021-99000	\$0.00	\$0.00	\$0.00
GATES HARDWARE GRANT	G 022-99000	\$0.00	\$0.00	\$0.00
LSTA-CIVIL WAR	G 023-99000	\$0.00	\$0.00	\$0.00
FINRA GRANT	G 024-99000	\$0.00	\$0.00	\$0.00
LSTA-SMITHVILLE NEWS PAPER	G 025-99000	\$0.00	\$0.00	\$0.00
G O BOND	G 026-99000	\$0.00	\$0.00	\$0.00
COMMUNITY FDTN GRANT	G 027-99000	\$0.00	\$0.00	\$0.00
FINRA 2014	G 028-99000	\$0.00	\$0.00	\$0.00
GO BOND 2016	G 029-99000	\$0.00	\$0.00	\$0.00
GO BOND 2019	G 030-99000	\$3,839.00	\$0.00	-\$1,832,444.19
Total	FUND BALANCE	\$882,990.96	\$570,321.24	-\$6,538,629.63
Grand Total		\$1,869,291.	\$1,869,291.2	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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ONB CHECKING 06300 ONB/MONROE May 2019

Account Summary

Beginning Balance on	5/1/2019	\$23,826.81	Cleared	\$28,107.08
+		\$4,280.27	Statement	\$28,107.08
-	Payments (Checks and Withdrawals)	\$0.00	Difference	\$0.00
Ending Balance as of	5/30/2019	\$28,107.08		

Check Book

Active	G 001-06300	OPERATING	\$15,365.08
Active	G 002-06300	JAIL	\$0.00
Active	G 003-06300	CLEARING	\$38.92
Active	G 004-06300	GIFT UNRESTRICTED	\$462.85
Active	G 005-06300	PLAC	\$195.00
Active	G 006-06300	RETIRES	\$0.00
Active	G 007-06300	LIRF	\$0.00
Active	G 008-06300	DEBT SERVICE	\$0.00
Active	G 009-06300	RAINY DAY	\$0.00
Active	G 012-06300	TEEN COUNCIL	\$0.00
Active	G 015-06300	LSTA	\$0.00
Active	G 016-06300	GIFT-RESTRICED	\$12,045.23
Active	G 019-06300	GIFT-FOUNDATION	\$0.00
Active	G 020-06300	SPECIAL REVENUE	\$0.00
Active	G 024-06300	FINRA GRANT	\$0.00
Active	G 027-06300	COMMUNITY FDTN	\$0.00
Active	G 028-06300	FINRA 2014	\$0.00
Active	G 029-06300	GO BOND 2016	\$0.00

Cash Balance **\$28,107.08**

Beginng Balance	\$23,826.81
+ Total Deposits	\$4,280.27
- Checks Written	\$0.00

Check Book	\$28,107.08
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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ONB CHECKING
06300 ONB/MONROE

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
Deposit	5/1-5/10DDEP	5/14/2019		(\$1,527.00)
Deposit	5/14/19RTASC	5/14/2019		(\$38.92)
Deposit	05/21/19REC	5/21/2019		(\$404.00)
Deposit	5/22/19DDREC	5/22/2019		(\$781.14)
Deposit	5/20-5/24OCC	5/29/2019		(\$881.32)
Deposit	05/29/19REC	5/29/2019		(\$26.00)
Deposit	06/03/19REC1	6/3/2019		(\$621.89)
Receipts/Deposits				(\$4,280.27)
				Total Deposits
				(\$4,280.27)
Payments/Withdrawals				\$0.00
Outstanding + Cleared Checks = Total Checks Written				\$0.00
*NM Next Month items not included in Total Checks Written and Total				

MONROE COUNTY PUBLIC LIBRARY

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Check Reconciliation©*GERMAN-AMER/CHECKING****06400 GER AME/UC****May 2019****Account Summary**

Beginning Balance on	5/1/2019	\$26,532.55	Cleared	\$19,745.91
+		\$6,111.08	Statement	\$19,745.91
-	Payments (Checks and Withdrawals)	\$12,897.72	Difference	\$0.00
Ending Balance as of	5/29/2019	\$19,745.91		

Check Book

Active	G 001-06400	OPERATING	\$13,625.15
Active	G 003-06400	CLEARING	\$0.00
Active	G 004-06400	GIFT UNRESTRICTED	\$0.00
Active	G 005-06400	PLAC	\$780.00
Active	G 007-06400	LIRF	\$0.00
Active	G 009-06400	RAINY DAY	\$0.00
Active	G 010-06400	PAYROLL	\$0.00
Active	G 016-06400	GIFT-RESTRICED	\$1,640.88
Active	G 019-06400	GIFT-FOUNDATION	\$0.00
Active	G 020-06400	SPECIAL REVENUE	\$3,699.88
Active	G 029-06400	GO BOND 2016	\$0.00

Cash Balance **\$19,745.91**

Beginng Balance	\$26,532.55
+ Total Deposits	\$6,111.08
- Checks Written	\$12,897.72

Check Book	\$19,745.91
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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GERMAN-AMER/CHECKING

06400 GER AME/UC

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared		
Deposit	5-1.5-9CCREC	5/19/2019		(\$2,022.06)		
Deposit	5/22/19CCREC	5/22/2019		(\$1,257.52)		
Deposit	5/17-5/23GAC	5/29/2019		(\$1,392.19)		
Deposit	06/03/19REC3	6/3/2019		(\$1,439.31)		
000194E	TSYS MERCHANT SOLUTIONS	5/2/2019		\$310.74		
000195E	HEARTLAND PAYMENT SYSTEMS	5/1/2019		\$162.20		
000196E	GERMAN AMERICAN BANK	5/1/2019		\$53.30		
000197E	GERMAN AMERICAN BANK/HSA	5/10/2019		\$6,185.74		
000198E	GERMAN AMERICAN BANK/HSA	5/24/2019		\$6,185.74		
	Receipts/Deposits			(\$6,111.08)		
			Total Deposits	(\$6,111.08)		
	Payments/Withdrawals			\$12,897.72		
	Outstanding	+	Cleared Checks	=	Total Checks Written	\$12,897.72
	*NM Next Month items not included in Total Checks Written and Total					

MONROE COUNTY PUBLIC LIBRARY

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1ST FIN/MAINSOU CKNG

06600 FIRST CKG

May 2019

Account Summary

Beginning Balance on	5/1/2019	\$321,437.47	Cleared	\$272,867.41
+		\$715,814.43	Statement	\$272,867.41
-	Payments (Checks and Withdrawals)	\$764,384.49	Difference	\$0.00
Ending Balance as of	5/29/2019	\$272,867.41		

Check Book

Active	G 001-06600	OPERATING	-\$164,111.38
Active	G 002-06600	JAIL	\$5,176.13
Active	G 003-06600	CLEARING	-\$77.84
Active	G 004-06600	GIFT UNRESTRICTED	\$10,130.21
Active	G 005-06600	PLAC	\$0.00
Active	G 006-06600	RETIRES	\$442.01
Active	G 007-06600	LIRF	-\$43,519.21
Active	G 008-06600	DEBT SERVICE	\$19,657.04
Active	G 009-06600	RAINY DAY	\$16,525.18
Active	G 010-06600	PAYROLL	-\$506.10
Active	G 016-06600	GIFT-RESTRICED	\$43,352.53
Active	G 017-06600	LEVY EXCESS	\$0.00
Active	G 019-06600	GIFT-FOUNDATION	\$33,346.06
Active	G 020-06600	SPECIAL REVENUE	\$198,728.82
Active	G 024-06600	FINRA GRANT	\$0.00
Active	G 026-06600	G O BOND	\$0.00
Active	G 027-06600	COMMUNITY FDTN	\$0.00
Active	G 028-06600	FINRA 2014	\$0.00
Active	G 029-06600	GO BOND 2016	\$0.00
Active	G 030-06600	GO BOND 2019	\$32,444.19
		Cash Balance	\$151,587.64

Beginng Balance	\$321,437.47
+ Total Deposits	\$715,814.43
- Checks Written	\$885,664.26

Check Book	\$151,587.64
Difference	\$0.00

MONROE COUNTY PUBLIC LIBRARY

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1ST FIN/MAINSOU CKNG

06600 FIRST CKG

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
Deposit	05/08/FFSTRF	5/8/2019		(\$208,000.00)
Deposit	5/13COB-CATS	5/3/2019		(\$110,600.50)
Deposit	5/7INSREC	5/7/2019		(\$491.75)
Deposit	5/10INS	5/10/2019		(\$75.08)
Deposit	5/15/19LCO	5/15/2019		(\$199,315.50)
Deposit	05/23/19REC	5/22/2019		(\$184,564.00)
Deposit	05/30/19 REC	5/30/2019		(\$11,767.60)
Deposit	06/03/19REC	5/31/2019		(\$1,000.00)
000773E	TASC	4/8/2019		\$0.01
000785E	FIRST FINANCIAL/PAYROLL & TAX	5/10/2019		\$189,636.61
000787E	FIRST FINANCIAL/PAYROLL & TAX	5/10/2019		\$3,378.82
000788E	PUBLIC EMPLOYEES RETIREMENT	5/14/2019		\$21,401.58
000789E	FIRST FINANCIAL/PAYROLL & TAX	5/24/2019		\$190,541.46
000790E	PUBLIC EMPLOYEES RETIREMENT	5/24/2019		\$21,267.08
000791E	TASC	6/3/2019		\$228.84
000792E	TASC	6/3/2019		\$228.84
000793E	FIRST FINANCIAL BANK	6/3/2019		\$21.00
000794E	FIRST FINANCIAL/PAYROLL & TAX	6/3/2019		\$123.79
000795E	FIRST FINANCIAL/PAYROLL & TAX	6/3/2019		\$0.03
004910	JAIMIE M. MURDOCK	1/19/2017	\$30.00	
005039	DARREN B. HAGGERTY	2/14/2017	\$64.94	
005267	IU HEALTH BLOOMINGTON, INC.	4/5/2017	\$75.00	
005347	IU HEALTH BLOOMINGTON, INC.	4/19/2017	\$75.00	
005445	BETH A. MOELLERS	5/11/2017	\$14.25	
005481	IU HEALTH BLOOMINGTON, INC.	5/16/2017	\$75.00	
005577	IU HEALTH BLOOMINGTON, INC.	6/7/2017	\$75.00	
005979	CHRISTOPHER LETENDRE	9/14/2017	\$21.95	
006207	HERITAGE BOOKS, INC.	11/3/2017	\$29.50	
006415	CECILIA L. WING	12/14/2017	\$26.24	
006598	ABIGAIL T. NAYLOR	2/1/2018	\$62.25	
006637	JUNGEUN YOON	2/6/2018	\$12.99	
006730	ANGIE THOMPSON	3/1/2018	\$25.00	
006818	LAUREN A. FAIRDROUGH	3/12/2018	\$31.60	
007346	ABDULAZIZ M. ALRWAILI	7/26/2018	\$43.00	
007378	RAYAH ALRAWILI	7/26/2018	\$59.99	
007800	ELEANOR K. BARSIC	10/30/2018	\$22.98	
007870	KYLE DAHLGREN	11/8/2018	\$29.99	
007951	EMILY A. SIMMONS	11/29/2018	\$31.99	
007974	SARAH SCOTT	11/29/2018	\$45.04	
008100	EMILY L SANDERS	1/4/2019	\$23.93	
008187	IU HEALTH BLOOMINGTON, INC.	1/23/2019	\$75.00	
008216	MOLLY R. GEENE	1/30/2019	\$27.95	
008245	IU HEALTH BLOOMINGTON, INC.	2/6/2019	\$75.00	
008278	IU ASIAN CULTURE CENTER	2/11/2019		\$300.00
008316	IU HEALTH BLOOMINGTON, INC.	2/21/2019	\$75.00	
008447	ELLETTTSVILLE JOURNAL/SPENCER	3/21/2019		\$30.00
008461	ROBIN HALPIN YOUNG	3/21/2019		\$80.00
008464	SPENCER EVENING WORLD	3/21/2019		\$101.00

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1ST FIN/MAINSOU CKNG

06600 FIRST CKG

Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
008482	LAURA C. HAMEL	3/28/2019	\$58.97	
008486	MORNING WILDER	3/28/2019		\$167.20
008531	SPENCER EVENING WORLD	4/4/2019		\$101.00
008537	UNITED WAY OF MONROE COUNTY	4/4/2019		
008567	EVERYWHERE SIGNS	4/11/2019		\$425.00
008572	INDIANA BUREAU OF MOTOR VEHICL	4/11/2019	\$15.00	
008581	PAMELA CUNNINGHAM	4/11/2019		\$23.95
008584	ROBIN HALPIN YOUNG	4/11/2019		\$80.00
008597	HANTING LIU	4/16/2019	\$47.98	
008602	MATT NEER	4/16/2019		\$11.77
008615	B-TECH	4/19/2019		\$96.00
008616	DANIELLE V. KRELLER	4/19/2019		\$30.00
008619	DISCOUNT PAPER PRODUCTS, INC.	4/19/2019		\$84.78
008623	NOLAN S LAWN CARE SERVICE INC.	4/19/2019		\$1,527.90
008626	STANSIFER RADIO COMPANY INC.	4/19/2019		\$13.34
008628	AT&T (IL)	4/25/2019		\$1,338.78
008629	CARMICHAEL TRUCK & AUTOMOTIVE	4/25/2019		\$742.85
008632	FREEDOM BUSINESS SOLUTIONS	4/25/2019		\$189.00
008635	KOORSEN PROTECTION SERVICES	4/25/2019		\$1,901.50
008636	MCMGA	4/25/2019		\$162.04
008637	MICHELLE E. ANTHONY	4/25/2019		\$25.95
008638	MIDWEST PRESORT SERVICE	4/25/2019		\$300.57
008639	QUILL CORPORATION	4/25/2019		\$1,208.61
008640	STEPHANIE HOLMAN	4/25/2019		\$69.50
008641	AT&T (IL)	4/30/2019		
008642	BAKER & TAYLOR BOOKS	4/30/2019		\$23,628.91
008643	BLACKSTONE, IN PUBLISHING	4/30/2019		\$111.96
008644	BLOOM MAGAZINE	4/30/2019		\$71.85
008645	CDW GOVERNMENT, INC.	4/30/2019		\$148.32
008646	DEMCO, INC.	4/30/2019		\$118.82
008647	DUKE ENERGY	4/30/2019		\$2,631.18
008648	FINDAWAY WORLD, LLC	4/30/2019		\$2,102.43
008649	GALE/CENGAGE LEARNING	4/30/2019		\$850.88
008650	KLEINDORFER HDWE	4/30/2019		\$16.27
008651	MIDWEST PRESORT SERVICE	4/30/2019		\$343.69
008652	MIDWEST TAPE	4/30/2019		\$14,562.72
008653	RECORDED BOOKS, INC.	4/30/2019		\$887.67
008654	REGENT BOOK COMPANY	4/30/2019		\$16.09
008655	RICOH USA, INC. (IL)	4/30/2019		\$249.83
008656	STANSIFER RADIO COMPANY INC.	4/30/2019		\$269.73
008657	T-MOBILE	4/30/2019		\$543.06
008658	U PRINTING	4/30/2019		\$43.93
008659	WESTON WOODS STUDIOS	4/30/2019		\$50.92
008660	AMERICAN HERITAGE LIFE INS. CO	5/1/2019		\$255.32
008661	AMERICAN UNITED LIFE INS. CO.	5/1/2019		\$10,800.81
008662	AT&T MOBILITY	5/1/2019		\$370.15
008663	CHASE CARD SERVICES	5/1/2019		\$14,803.39
008664	GUARDIAN LIFE INS. CO.	5/1/2019		\$7,761.06

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Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
008665	SIHO	5/1/2019		\$47,283.00
008666	ADP SCREENING & SELECTION SERV	5/3/2019		\$103.62
008667	AMAZON CREDIT PLAN	5/3/2019		
008668	EDDA MAE NELSON-STURRUP	5/3/2019	\$25.95	
008669	EXPRESS SERVICES, INC.	5/3/2019		\$972.00
008670	FREEDOM BUSINESS SOLUTIONS	5/3/2019		\$452.85
008671	MIDWEST PRESORT SERVICE	5/3/2019		\$292.30
008672	SAMANTHA M OWEN	5/3/2019		\$29.99
008673	SCHINDLER ELEVATOR CORPORATION	5/3/2019		\$3,428.73
008674	YOURMEMBERSHIP.COM, INC.	5/3/2019		\$435.00
008675	ARIEL L KUNERT	5/9/2019	\$24.99	
008676	BIBLIOTHECA, LLC.	5/9/2019		\$10,178.00
008677	BRCJ, INC.	5/9/2019		\$2,775.00
008678	BUNGER & ROBERTSON, LLP	5/9/2019		\$460.00
008679	CENTURYLINK COMMUNICATIONS	5/9/2019		\$19.76
008680	CITY OF BLOOMINGTON UTILITIES	5/9/2019		\$1,128.60
008681	DUKE ENERGY	5/9/2019		\$21,363.43
008682	ELLETTSVILLE UTILITIES	5/9/2019		\$233.26
008683	FREEDOM BUSINESS SOLUTIONS	5/9/2019		\$249.00
008684	INDIANA DEPT WORKFORCE	5/9/2019		\$1,928.70
008685	IU HEALTH BLOOMINGTON, INC.	5/9/2019	\$75.00	
008686	JENNA TIEMAN	5/9/2019		\$40.00
008687	LEGAL SHIELD/PRE-PAID LEGAL	5/9/2019		\$165.50
008688	PETE MOSORA	5/9/2019		\$14.42
008689	RJE BUSINESS INTERIORS	5/9/2019		\$5,227.30
008690	SMITHVILLE COMMUNICATION/INDY	5/9/2019		\$179.75
008691	UNIQUE MANAGEMENT SERVICES	5/9/2019		\$716.00
008692	VECTREN ENERGY DELIVERY	5/9/2019		\$63.72
008693	ALL-PHASE ELECTRIC SUPPLY CO.	5/14/2019		\$73.20
008694	AT&T (IL)	5/14/2019		\$142.88
008695	BAKER & TAYLOR BOOKS	5/14/2019		\$35,610.90
008696	BANCTEC INC.	5/14/2019		\$34.42
008697	BARKING DOG EXHIBITS	5/14/2019		\$4,470.56
008698	BLACKSTONE, IN PUBLISHING	5/14/2019		\$293.99
008699	CENTER POINT LARGE PRINT	5/14/2019		\$230.10
008700	CONTEGIX	5/14/2019		\$650.00
008701	CORNWELL COMMUNICATIONS	5/14/2019		\$1,047.00
008702	DAVID ERNST	5/14/2019		\$448.00
008703	DISCOUNT SCHOOL SUPPLY	5/14/2019		\$92.05
008704	FERGUSON FACILITIES SUPPLY	5/14/2019		\$1,081.95
008705	FINDAWAY WORLD, LLC	5/14/2019		\$938.44
008706	HFI MECHANICAL CONTRACTORS	5/14/2019		\$818.00
008707	INDIANA CHAMBER OF COMMERCE	5/14/2019		\$159.95
008708	INFOGROUP	5/14/2019		\$663.40
008709	LAKESHORE	5/14/2019		\$1,013.07
008710	LIBRARY IDEAS LLC	5/14/2019		\$29,716.00
008711	LOWES	5/14/2019		\$96.73
008712	MIDWEST PRESORT SERVICE	5/14/2019		\$251.60

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Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
008713	MIDWEST TAPE	5/14/2019		\$11,355.12
008714	MONSTER TRASH	5/14/2019		\$187.02
008715	MORNING WILDER	5/14/2019		\$427.85
008716	PATRICK CALLANAN	5/14/2019		\$120.00
008717	PENGUIN/RANDOM HOUSE LLC	5/14/2019		\$38.55
008718	QUILL CORPORATION	5/14/2019		\$46.62
008719	RECORDED BOOKS, INC.	5/14/2019		\$360.29
008720	SMITHVILLE COMMUNICATION/INDY	5/14/2019		\$1,971.00
008721	STURGEON STONE & LANDSCAPE LLC	5/14/2019		\$4,850.00
008722	VECTREN ENERGY DELIVERY	5/14/2019		\$48.28
008723	VERIZON WIRELESS	5/14/2019		\$120.03
008724	WORLD BOOK, INC./SCHOOL & LIB.	5/14/2019		\$9,970.40
008725	ACTIVATE HEALTHCARE/CLINIC	5/16/2019		\$4,549.66
008726	AMERICAN UNITED LIFE INS. CO.	5/16/2019		\$1,700.81
008727	BLOOMINGTON PAINT & WALLPAPER	5/16/2019		\$98.07
008728	FREEDOM BUSINESS SOLUTIONS	5/16/2019		\$234.75
008729	MENARDS - BLOOMINGTON	5/16/2019		\$64.99
008730	NOLAN S LAWN CARE SERVICE INC.	5/16/2019		\$56.00
008731	POW PEST, INC/B,B & C POW PEST	5/16/2019		\$95.00
008732	SAMS CLUB/SYNCHRONY BANK	5/16/2019		\$148.87
008733	WEX BANK/SUNOCO	5/16/2019		\$33.94
008734	WFHB	5/16/2019		\$6,500.00
008735	CITY OF BLOOMINGTON GARAGES	5/20/2019		\$3,802.00
008736	DEMCO SOFTWARE	5/20/2019	\$985.90	
008737	IMAGING OFFICE SYSTEMS, INC.	5/20/2019		\$670.00
008738	OCLC, INC.	5/20/2019		\$3,845.84
008739	RICOH USA, INC. (IL)	5/20/2019		\$135.35
008740	ROB STOCKWELL	5/20/2019		\$68.46
008741	SYNCHRONY BANK/AMAZON	5/20/2019		\$10,264.37
008742	CITY OF BLOOMINGTON GARAGES	5/21/2019		\$670.00
008743	COMCAST	5/21/2019		\$51.82
008744	EVANSVILLE BINDERY, INC.	5/21/2019		\$149.96
008745	SAFEGUARD	5/21/2019		\$809.55
008746	ZANE S YEAGER	5/21/2019	\$50.00	
008747	B-TECH	5/24/2019	\$96.00	
008748	FREEDOM BUSINESS SOLUTIONS	5/24/2019	\$254.90	
008749	HFI MECHANICAL CONTRACTORS	5/24/2019		\$1,901.95
008750	INDIANA POWER SERVICE & SUPPLY	5/24/2019	\$451.00	
008751	INNOVATIVE INTERFACES, INC.	5/24/2019		\$4,000.00
008752	JANET A. PIERSON	5/24/2019		\$700.00
008753	JIM GORDON, INC	5/24/2019		\$19.49
008754	JOANIE BLACKWELL	5/24/2019	\$27.75	
008755	KEVIN J. MANNING	5/24/2019	\$850.00	
008756	MATT NEER	5/24/2019	\$48.45	
008757	MIDWEST PRESORT SERVICE	5/24/2019	\$265.74	
008758	NETWORK SERVICES COMPANY	5/24/2019		\$2,268.49
008759	QUILL CORPORATION	5/24/2019	\$569.36	
008760	RICOH USA, INC. (IL)	5/24/2019	\$13.41	

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Check Nbr	Vendor Name	Check Date	Outstanding	Cleared
008761	STEPHANIE HOLMAN	5/24/2019	\$152.16	
008762	TASC	5/24/2019	\$363.72	
008763	UNITED WAY	5/24/2019	\$300.00	
008764	VANESSA SCHWEGMAN	5/24/2019	\$100.51	
008765	AMERICAN HERITAGE LIFE INS. CO	5/29/2019	\$255.32	
008766	AMERICAN UNITED LIFE INS. CO.	5/29/2019	\$1,700.81	
008767	AT&T (IL)	5/29/2019	\$1,275.35	
008768	AT&T MOBILITY	5/29/2019	\$385.15	
008769	BAKER & TAYLOR BOOKS	5/29/2019	\$17,852.92	
008770	BARRACUDA NETWORKS, INC.	5/29/2019	\$10,391.70	
008771	COMMISSION ON PUBLIC RECORDS	5/29/2019	\$524.10	
008772	DUKE ENERGY	5/29/2019	\$2,382.73	
008773	EBSCO	5/29/2019	\$2,555.03	
008774	FINDAWAY WORLD, LLC	5/29/2019	\$3,056.82	
008775	GALE	5/29/2019	\$1,099.82	
008776	GUARDIAN LIFE INS. CO.	5/29/2019	\$8,896.69	
008777	HFI MECHANICAL CONTRACTORS	5/29/2019	\$2,948.00	
008778	ICE MILLER LLP	5/29/2019	\$3,640.00	
008779	INFOGROUP	5/29/2019	\$315.00	
008780	KLEINDORFER HDWE	5/29/2019	\$129.21	
008781	LEGAL SHIELD/PRE-PAID LEGAL	5/29/2019	\$146.55	
008782	LERNER PUBLISHING GROUP	5/29/2019	\$99.25	
008783	MIDWEST PRESORT SERVICE	5/29/2019	\$298.94	
008784	MIDWEST TAPE	5/29/2019	\$6,699.98	
008785	MORNING WILDER	5/29/2019	\$350.00	
008786	NATURES WAY, INC.	5/29/2019	\$85.00	
008787	PENGUIN/RANDOM HOUSE LLC	5/29/2019	\$156.90	
008788	POW PEST, INC/B,B & C POW PEST	5/29/2019	\$55.00	
008789	RICOH USA, INC. (GA)	5/29/2019	\$100.87	
008790	SADDLEBACK EDUCATIONAL PUBL.	5/29/2019	\$369.71	
008791	SCHOLASTIC LIBRARY PUBLISHING	5/29/2019	\$40.30	
008792	SIHO	5/29/2019	\$48,457.00	
008793	THOMSON REUTERS - WEST	5/29/2019	\$506.44	
008794	U PRINTING	5/29/2019	\$599.80	
Receipts/Deposits			\$0.00	(\$715,814.43)
			Total Deposits	(\$715,814.43)
Payments/Withdrawals			\$121,279.77	\$764,384.49
Outstanding + Cleared Checks			= Total Checks Written	\$885,664.26
*NM Next Month items not included in Total Checks Written and Total				

TO: Monroe County Public Library – Board of Trustees
FROM: Kyle Wickemeyer-Hardy, Human Resources Manager
RE: Personnel Report
DATE June 19, 2019

Beginning Employment

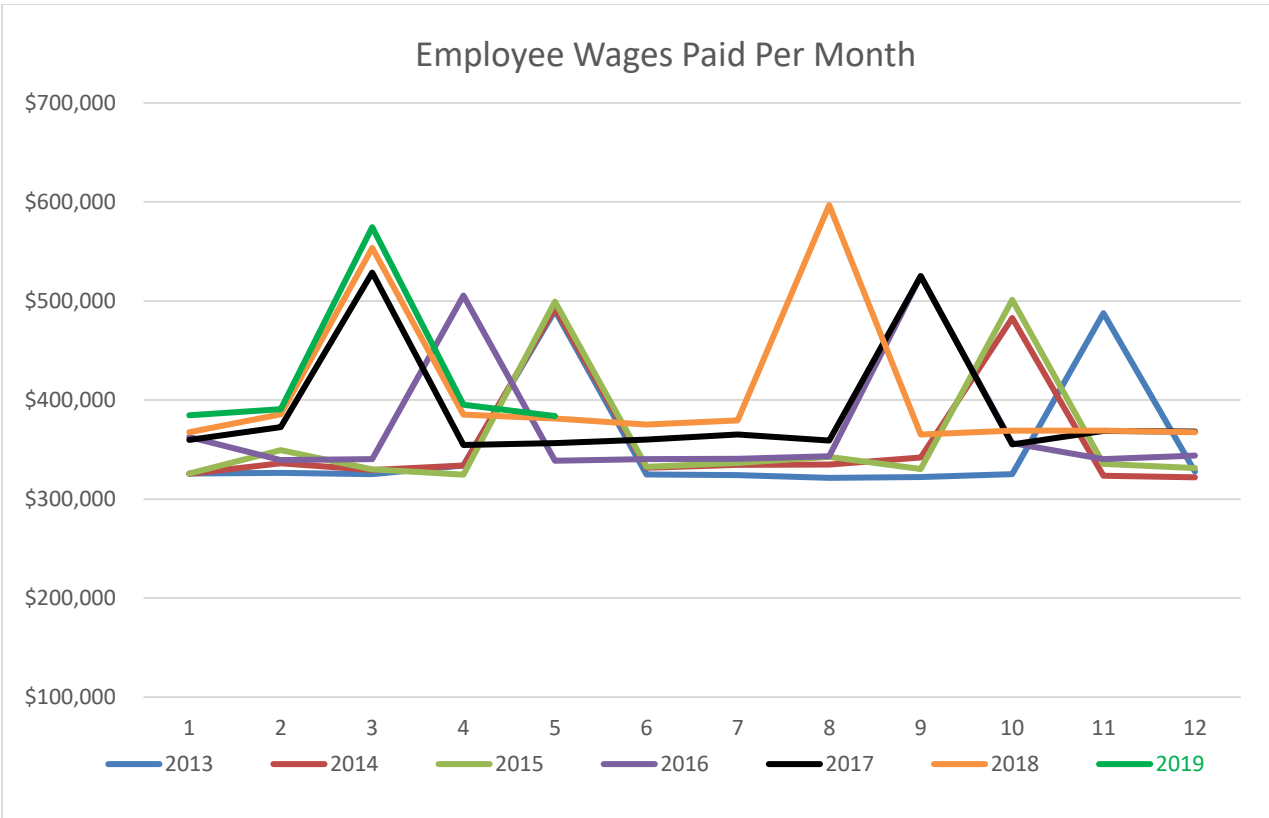
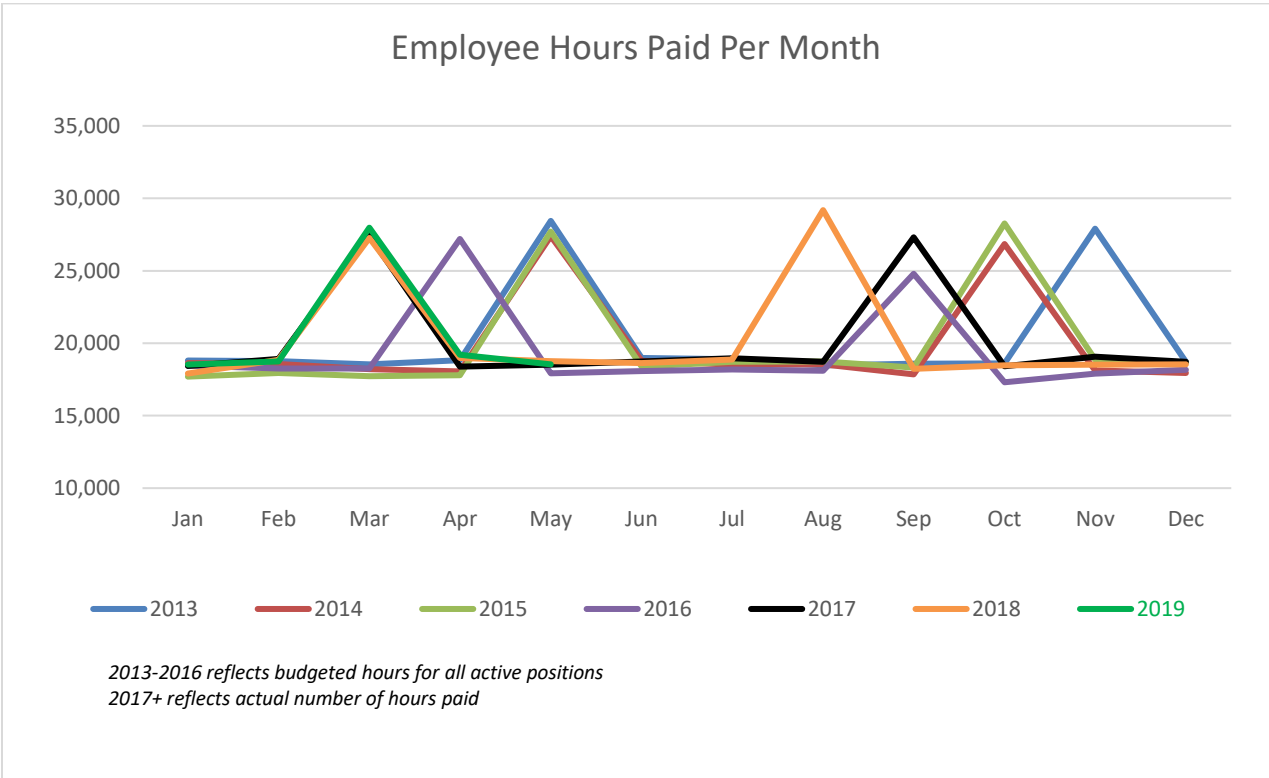
- Elias McDermott-Sipe, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective May 29, 2019.
- Auston Schrougham, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective May 29, 2019.
- Cassie Ruch, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective May 29, 2019.
- Sarah Bredemeyer, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective June 13, 2019.
- Rachel Honesto, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective June 12, 2019.
- Tasha Shaw, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective June 12, 2019
- Madalyn Crowe, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective June 13, 2019
- Max Williams, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective June 27, 2019

Ending Employment

- Brett Lemen, Access & Content Services, Material Handler, Pay Grade 1, 15 hours per week effective May 30, 2019.

Job Changes

- Paul Duszynski, Community & Customer Engagement, Senior Information Assistant, Pay Grade 6, 20 hours per week to 37.5 hours per week effective June 10, 2019.
- Kim Baker, Community & Customer Engagement, Teen-Ellettsville Community Librarian, Pay Grade 8, 37.5 hours per week to Children's Community Librarian, Pay Grade 8, 37.5 hours per week effective June 24, 2019.



Pay Date 05/10/19
 Pay Period 04/15/2019 to 04/28/2019

Employee Earnings Report by Pay Date

#	Fund Type	Employee Name	Status	Title	Unit
1	Operating	Anderson, Erica A.	A	Materials Handler	ACCESS & CONTENT
2		Butler, Joanna R.	A	Materials Handler	ACCESS & CONTENT
3		Cagle, Alia M.	A	Materials Handler	ACCESS & CONTENT
4		Chatterjea, Tvisha R.	T	Materials Handler	ACCESS & CONTENT
5		Desjardins, Vincent P.	A	Materials Handler	ACCESS & CONTENT
6		Eubanks, Marissa L.	T	Materials Handler	ACCESS & CONTENT
7		Fak, Andrew V.	A	Materials Handler	ACCESS & CONTENT
8		Fletcher, Kathy J.	A	Materials Handler	ACCESS & CONTENT
9		Hagan, Elizabeth A.	A	Materials Handler	ACCESS & CONTENT
10		Heppeard, Andrew D.	A	Materials Handler	ACCESS & CONTENT
11		Herbertz, Greta E.	A	Materials Handler	ACCESS & CONTENT
12		Hines, Michelle L.	A	Materials Handler	ACCESS & CONTENT
13		Horton, Samantha M.	A	Materials Handler	ACCESS & CONTENT
14		Hurtado Garcia, Hilda Montser	A	Materials Handler	ACCESS & CONTENT
15		Hutt, Margaret M.	A	Materials Handler	ACCESS & CONTENT
16		Ketring, Brittney M.	A	Materials Handler	ACCESS & CONTENT
17		Kim, June Young	A	Materials Handler	ACCESS & CONTENT
18		Koester, William D.	A	Materials Handler	ACCESS & CONTENT
19		Kowalchuk, Jason M.	A	Materials Handler	ACCESS & CONTENT
20		Kwiatkowski, Luke P.	A	Materials Handler	ACCESS & CONTENT
21		Lemen, Brett A.	A	Materials Handler	ACCESS & CONTENT
22		Mullens, Anna M.	A	Materials Handler	ACCESS & CONTENT
23		Overtoom, Sydney J.	A	Materials Handler	ACCESS & CONTENT
24		Phillips, Amanda E.	A	Materials Handler	ACCESS & CONTENT
25		Plummer, Leah C.	A	Materials Handler	ACCESS & CONTENT
26		Polley, Elizabeth A.	A	Materials Handler	ACCESS & CONTENT
27		Price, Daniel A.	A	Materials Handler	ACCESS & CONTENT
28		Rauh, Therese	A	Materials Handler	ACCESS & CONTENT
29		Smith, Karen S.	A	Materials Handler	ACCESS & CONTENT
30		Syrek, Bret A.	A	Materials Handler	ACCESS & CONTENT
31		Winters, Emily J.	A	Materials Handler	ACCESS & CONTENT
32		Balzer, Cynthia L.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
33		Bowman-Sarkisian, Shannon	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
34		Cagle, Chantal G.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
35		Clark, Marion C.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
36		Duszynski, Paul A.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
37		Englert, Victoria R.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
38		Gillespie, Charles F.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
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	COMMUNITY & CUSTOMER ENGA
42		Mass, Shelby E.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
43		OLeary, Barbara A.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
44		Polley, Claudia M.	A	Custodian	BUILDING SRV-MAINTENANCE
45		Purcell, Emily S.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
46		Rogers, Addison C.	A	CATS-Master Control Op	CATS
47		Sims, James L.	A	Security Technician	BUILDING SRV-SECURITY
48		Sinex, Lucas C.	A	Information Tech Asst	INFORMATION TECHNOLOGY
49		Snider, Benjamin B.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
50		Thomas, Deborah D.	A	Custodian	BUILDING SRV-MAINTENANCE
51		Weaver, William C.	A	Web Support	COMMUNICATIONS/MARKETI CM
52		Wilke, Adam G.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
53		Baker, Kimberly A.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
54		Clark, Craig J.	A	Senior Materials Handler	ACCESS & CONTENT
55		Crane, Deanna J.	A	Custodian	BUILDING SRV-MAINTENANCE
56		Ellis, William P.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
57		Hoagland, Ian M.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
58		Jenness, Claire L.	A	Senior Materials Handler	ACCESS & CONTENT
59		Jenness, Lillian M.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
60		Jones, Christina M.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
61		Loudenbarger, Audra C.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
62		Mounlio, Daniel T.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA

Pay Date 05/10/19
 Pay Period 04/15/2019 to 04/28/2019

Employee Earnings Report by Pay Date

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

Pay Date 05/10/19
 Pay Period 04/15/2019 to 04/28/2019

Employee Earnings Report by Pay Date

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

Sub-Total Operating Fund	\$172,632.61	8,329.01
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	Fund Type	Employee Name	Status	Title	Unit
1	Special	Arena, Nile J.	A	CATS-Master Control Op	CATS
2	Revenue	Muyskens-Toth, Casey L.	A	CATS-Master Control Op	CATS
3		Torneo, Samuel J.	A	CATS-Master Control Op	CATS
4		Miller, Thomas J.	A	CATS - Production Asst	CATS
5		Myers, Glenn J.	A	CATS - Production Asst	CATS
6		Schuster, Steven M.	A	CATS - Production Asst	CATS
7		Weinberg, Kevin G.	A	CATS - Production Asst	CATS
8		Adams, Michael D.	A	CATS - Production Asst	CATS
9		Bookwalter, Mark J.	A	CATS - Production Asst	CATS
10		Burns, Michael F.	A	FL Bookstore Oper	FRIENDS OF THE LIBRARY
11		ONeill, Martin	A	CATS Asst Mgr Production	CATS
12		Regoli, Mary Jean	A	FOL Office Manager	FRIENDS OF THE LIBRARY
13		Stillwell, Adam A.	A	CATS Asst Mgr Program	CATS
14		Stockwell, Robert R.	A	CATS Equip Oper Expert	CATS
15		Walter, David P.	A	CATS - Production Asst	CATS
16		White, Michael B.	A	CATS General MGR	CATS
	Sub-Total Special Fund			\$19,734.54	972.25
	Grand Total			\$192,367.15	9,301.26

Pay Date 05/24/19
 Pay Period 04/29/2019 to 05/12/2019

Employee Earnings Report by Pay Date

#	Fund Type	Employee Name	Status	Title	Unit
1	Operating	Anderson, Erica A.	A	Materials Handler	ACCESS & CONTENT
2		Butler, Joanna R.	A	Materials Handler	ACCESS & CONTENT
3		Cagle, Alia M.	A	Materials Handler	ACCESS & CONTENT
4		Desjardins, Vincent P.	A	Materials Handler	ACCESS & CONTENT
5		Fak, Andrew V.	A	Materials Handler	ACCESS & CONTENT
6		Fletcher, Kathy J.	A	Materials Handler	ACCESS & CONTENT
7		Hagan, Elizabeth A.	A	Materials Handler	ACCESS & CONTENT
8		Heppeard, Andrew D.	A	Materials Handler	ACCESS & CONTENT
9		Herbertz, Greta E.	A	Materials Handler	ACCESS & CONTENT
10		Hines, Michelle L.	A	Materials Handler	ACCESS & CONTENT
11		Horton, Samantha M.	A	Materials Handler	ACCESS & CONTENT
12		Hurtado Garcia, Hilda Mont	A	Materials Handler	ACCESS & CONTENT
13		Hutt, Margaret M.	A	Materials Handler	ACCESS & CONTENT
14		Ketring, Brittney M.	A	Materials Handler	ACCESS & CONTENT
15		Kim, June Young	A	Materials Handler	ACCESS & CONTENT
16		Koester, William D.	A	Materials Handler	ACCESS & CONTENT
17		Kowalchuk, Jason M.	A	Materials Handler	ACCESS & CONTENT
18		Kwiatkowski, Luke P.	A	Materials Handler	ACCESS & CONTENT
19		Lemen, Brett A.	A	Materials Handler	ACCESS & CONTENT
20		Mullens, Anna M.	A	Materials Handler	ACCESS & CONTENT
21		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.	A	Materials Handler	ACCESS & CONTENT
26		Rauh, Therese	A	Materials Handler	ACCESS & CONTENT
27		Smith, Karen S.	A	Materials Handler	ACCESS & CONTENT
28		Syrek, Bret A.	A	Materials Handler	ACCESS & CONTENT
29		Winters, Emily J.	A	Materials Handler	ACCESS & CONTENT
30		Balzer, Cynthia L.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
31		Bowman-Sarkisian, Shann	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
32		Cagle, Chantal G.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
33		Clark, Marion C.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
34		Duszynski, Paul A.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
35		Englert, Victoria R.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
36		Gillespie, Charles F.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
37		Icenogle, Rachel L.	A	Custodian	BUILDING SRV-MAINTENANCE
38		Jackson, Ross A.	A	Security Technician	BUILDING SRV-SECURITY
39		Lucas, Darryl L.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
40		Mass, Shelby E.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
41		OLeary, Barbara A.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
42		Polley, Claudia M.	A	Custodian	BUILDING SRV-MAINTENANCE
43		Purcell, Emily S.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
44		Rogers, Addison C.	A	CATS-Master Control Op	CATS
45		Sims, James L.	A	Security Technician	BUILDING SRV-SECURITY
46		Sinex, Lucas C.	A	Information Tech Asst	INFORMATION TECHNOLOGY
47		Snider, Benjamin B.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
48		Thomas, Deborah D.	A	Custodian	BUILDING SRV-MAINTENANCE
49		Weaver, William C.	A	Web Support	COMMUNICATIONS/MARKETI CM
50		Wilke, Adam G.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
51		Baker, Kimberly A.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
52		Clark, Craig J.	A	Senior Materials Handler	ACCESS & CONTENT
53		Crane, Deanna J.	A	Custodian	BUILDING SRV-MAINTENANCE
54		Ellis, William P.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
55		Hoagland, Ian M.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
56		Jenness, Claire L.	A	Senior Materials Handler	ACCESS & CONTENT
57		Jenness, Lillian M.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
58		Jones, Christina M.	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
59		Loudenbarger, Audra C.	A	Information Assistant	COMMUNITY & CUSTOMER ENGA
60		Mounlio, Daniel T.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
61		Sowder, Christa N.	A	Senior Materials Handler	ACCESS & CONTENT
62		Tincher, Cherryl L.	A	Custodian	BUILDING SRV-MAINTENANCE

Pay Date 05/24/19
Pay Period 04/29/2019 to 05/12/2019

Employee Earnings Report by Pay Date

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

Pay Date 05/24/19
Pay Period 04/29/2019 to 05/12/2019

Employee Earnings Report by Pay Date

127	Seibel, Brenda D.	A	Admin Office Assistant	ADMIN-BUS OFFICE
128	Slater, Andrew R.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
129	Smith, Benjamin E.	A	Security Technician	BUILDING SRV-SECURITY
130	Sneed, Christine M.	A	Copy Cataloger Asst	ACCESS & CONTENT
131	Stacy, Ryan P.	A	Librarian Selector	ACCESS & CONTENT
132	Starks-Dyer, Kathleen R.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
133	Swinson, Barbara M.	A	Professional Devel Strat	STRATEGIST-PROFESSION
134	Thompson, Timothy J.	A	Senior Materials Handler	ACCESS & CONTENT
135	Todd, Hunter A.	A	Senior Information Asst	COMMUNITY & CUSTOMER ENGA
136	Turrentine, Bethany G.	A	Vital Coordinator	COMMUNITY & CUSTOMER ENGA
137	Wallace, Pamela J.	A	Admin Services Assistant	ADMIN-BUS OFFICE
138	White, Pamela K.	A	Acquisitions Specialist	ACCESS & CONTENT
139	Wickemeyer-Hardy, Kyle A.	A	MGR Human Resources	ADMIN-HUMAN RESOURCES
140	Wilder, Morning	A	Community Librarian	COMMUNITY & CUSTOMER ENGA
141	Wolf, Joshua	A	CoCu MGR	COMMUNITY & CUSTOMER ENGA
142	Wood, Marilyn D.	A	Director	ADMIN - DIRECTOR
143	Zdravecky, Leanne	A	Admin. Coordinator	ADMIN-BUS OFFICE

Sub-Total Operating Fund	\$172,275.29	8,289.96
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	Fund Type	Employee Name	Status	Title	Unit
1	Special	Arena, Nile J.	A	CATS-Master Control Op	CATS
2	Revenue	Muyskens-Toth, Casey L.	A	CATS-Master Control Op	CATS
3		Torneo, Samuel J.	A	CATS-Master Control Op	CATS
4		Miller, Thomas J.	A	CATS - Production Asst	CATS
5		Myers, Glenn J.	A	CATS - Production Asst	CATS
6		Schuster, Steven M.	A	CATS - Production Asst	CATS
7		Weinberg, Kevin G.	A	CATS - Production Asst	CATS
8		Adams, Michael D.	A	CATS - Production Asst	CATS
9		Bookwalter, Mark J.	A	CATS - Production Asst	CATS
10		Burns, Michael F.	A	FL Bookstore Oper	FRIENDS OF THE LIBRARY
11		ONeill, Martin	A	CATS Asst Mgr Production	CATS
12		Regoli, Mary Jean	A	FOL Office Manager	FRIENDS OF THE LIBRARY
13		Stillwell, Adam A.	A	CATS Asst Mgr Program	CATS
14		Stockwell, Robert R.	A	CATS Equip Oper Expert	CATS
15		Walter, David P.	A	CATS - Production Asst	CATS
16		White, Michael B.	A	CATS General MGR	CATS

Sub-Total Special Fund	\$19,163.58	955.50
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Grand Total	\$191,438.87	9,245.46
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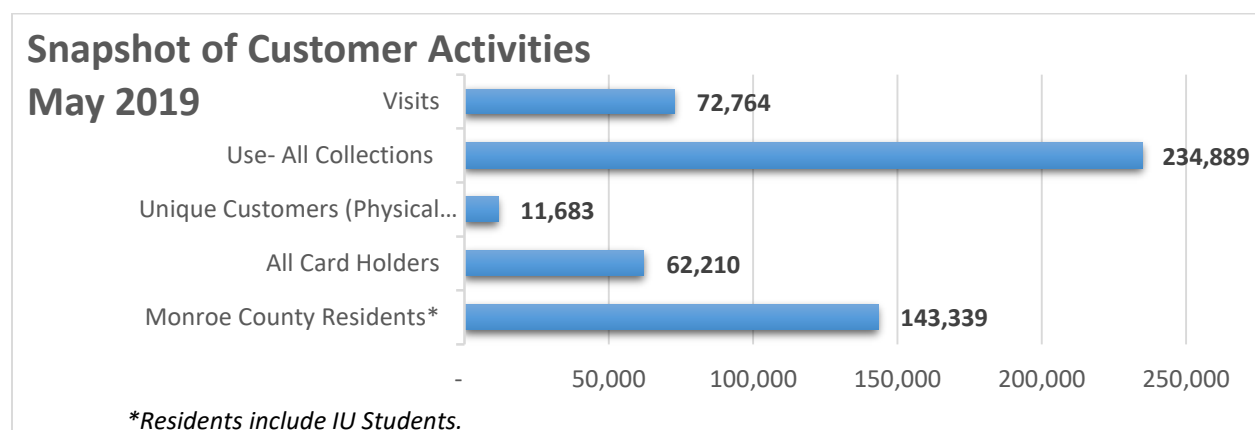
2019 BOARD OF TRUSTEE'S CALENDER
All meetings in Room 1B unless otherwise noted

Month	Date	Meeting Type	Potential Topics
January	9	Work Session*	
January	16	Board Meeting	Budget line-item transfers; officer slate approved; El Centro Contract; Update:
January	16	Board of Finance	Review Investment Report and Policy
February	13	Work Session*	
February	20	Board Meeting	Election of Board Officers; Update: Access & Content Services
March	6	Work Session*	
March	20	Board Meeting at Ellettsville Branch	2018 Annual Report review; Review Long Range Strategic Plan; Update: Branch Services
April	10	Work Session*	
April	17	Board Meeting	Update: Teen Services
May	8	Work Session*	
May	15	Board Meeting	Review Security Camera Policy; 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*	
August	21	Board Meeting	Review any revisions to 2020 Budget, Approve 2020 Budget for 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*	
October	16	Board Meeting	Adopt 2020 Budget; approve 2020 employee insurance package; Update: Adult Services
November	13	Work Session*	
November	20	Board Meeting	Update: Staff Development
December	11	Work Session*	
December	18	Board Meeting	Approve 2020 salary schedule, Pay Schedule(dates), director's salary; 2020 Holiday & Closing Schedule;CATS contracts, Fines and Fees schedule; Update: CATS
*Work session dates are placeholders. Meetings are held only as needed.			
Highlighted dates are off meeting week schedule (due to spring break schedules)			

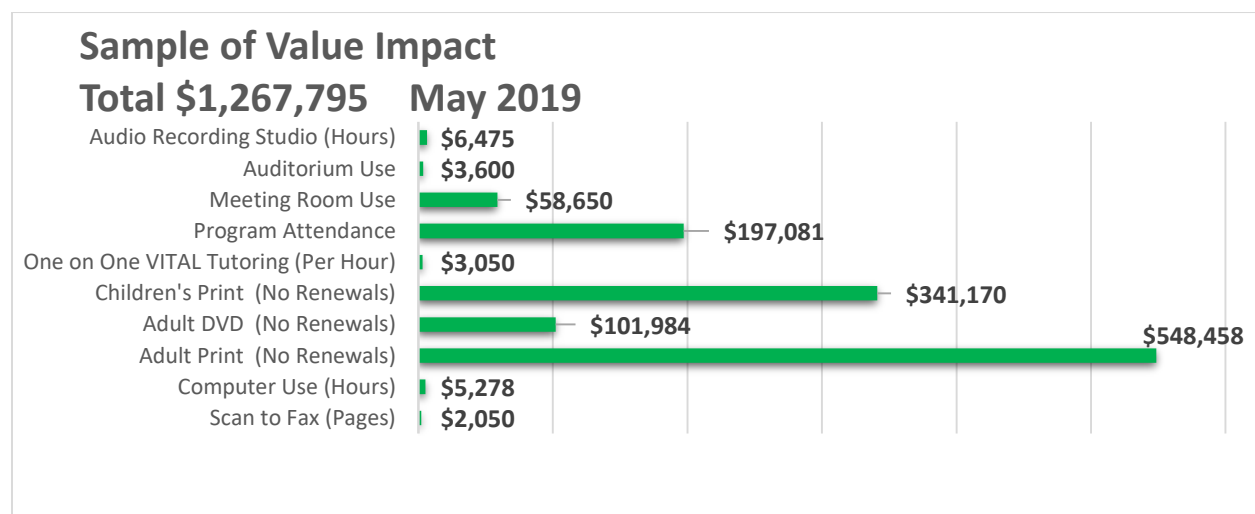


Director's Report May 2019

The Library averaged 2,425 visits per day and an overall visitor count of 72,764 in May. Customers retrieved 57,582 Digital Collection items and checked out or renewed 177,307 Physical Collection items. This month 11,683 unique individuals checked out a physical item expanding the total to 18,143 so far in 2019. These active users represent 29% of the Library's total card holder population, which increased by 112 individuals to 62,210. The library added 4,455 physical items to the collection and deleted 5,072 items.



11,593 attendees enjoyed one of 213 Library sponsored programs. Customers used the Library's computers for 12,606 sessions, approximately 420 per day, for a total of 10,555 hours. The Library served as a community resource as the meeting rooms, audio or video studios, or auditorium spaces were used 782 times or an average of 26 times per day. The value of a few services offered by the Library is highlighted below.

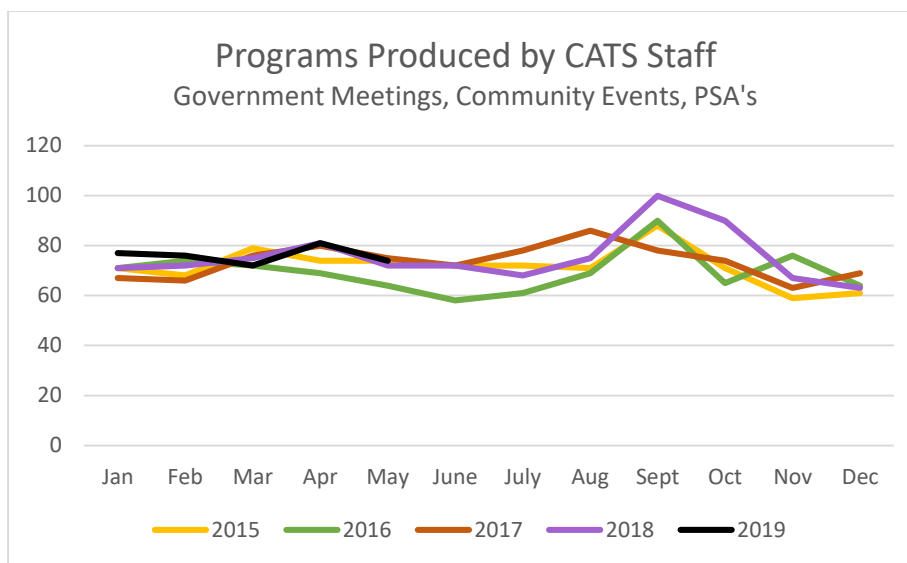


Monroe County Public Library Strategic Direction 2018-2020

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.

- The month of May saw the second highest circulation numbers for zines since the collection launched in mid-January. Librarian Annise Blanchard and Senior Information Assistant Edwin Fallwell are now doing significant work connecting this collection with planned Library programs as well as area events, as the Library works to further diversify offerings and begin incorporating more locally-produced zines. As often happens this time of year, a large number of Material Handler positions were vacated, and Steph Niemeyer has worked quickly to fill these positions with strong candidates who are now completing the onboarding process. Memorial Day weekend predictably produced a large number of returns, while the large 9-bin sorter malfunctioned shortly after the holiday weekend. Veteran and rookie Materials Handlers are working extra hard to sort and shelve items quickly despite the setback.
- 7,500 program guides for the current season (May-August) are in circulation in the community. Additionally, over 500 people have read the program guide online, with an average reading time of 5 minutes. View the guide online here: <https://mcpl.info/seasonal-program-guide>
- In the past year, the Library's e-newsletter following has increased from 2,000 to 6,000 patrons. mcpl.info/newsletter
- A *Herald-Times* columnist published an article about the Library's new Audiobook Book Club: https://www.hoosiertimes.com/herald_times_online/opinion/columns/nassim-library-launches-new-audiobook-book-club/article_f89e4b8d-66fb-5e5b-a3e5-53d8e9ee68f1.html
- The Main Library's digital screens have a new look with a weekly schedule for kids, teens, and adults posted, as well as some ancillary screens, enabling patrons to easily see what's happening any given week.
- The latest *Think Library* e-newsletter is out: <https://mailchi.mp/mcpl/june2019>
- Communications & Marketing created a video to showcase the vital role of the Friends of the Library in the community. The Friends showed this video during their annual meeting with Michael Koryta: <https://youtu.be/l1sB6hu-nas>
- C&M created an all-ages summer reading video, which seems to have increased adult participation (in terms of number of game boards taken): <https://youtu.be/Pla6aahEguU>
- This month's featured eLibrary resource of the month is Tumblebooks: mcpl.info/tumblebooks
- The new Library catalog went into effect on Sunday, May 19.

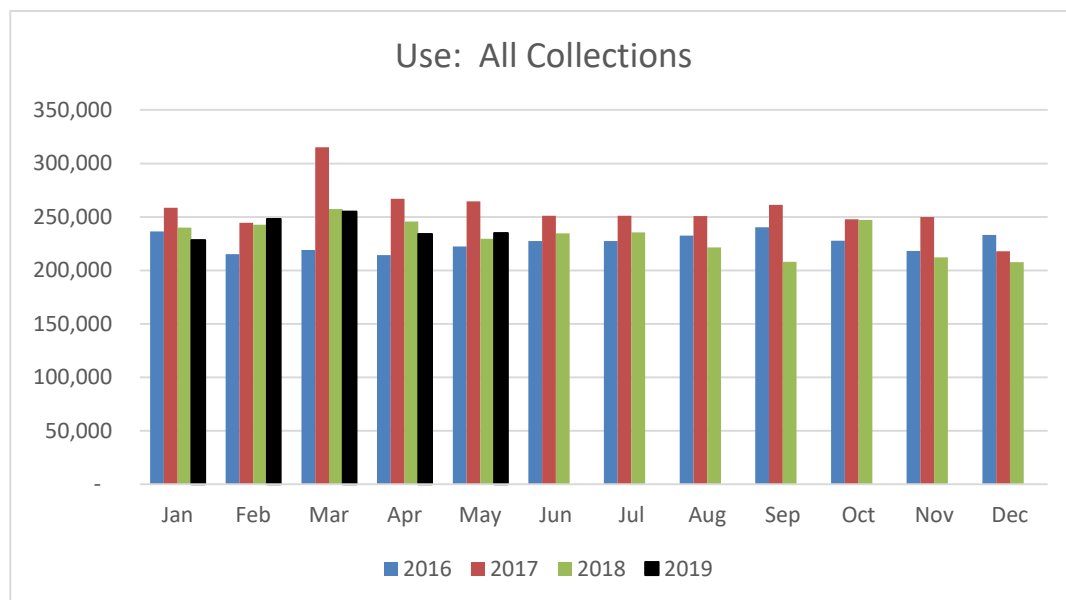


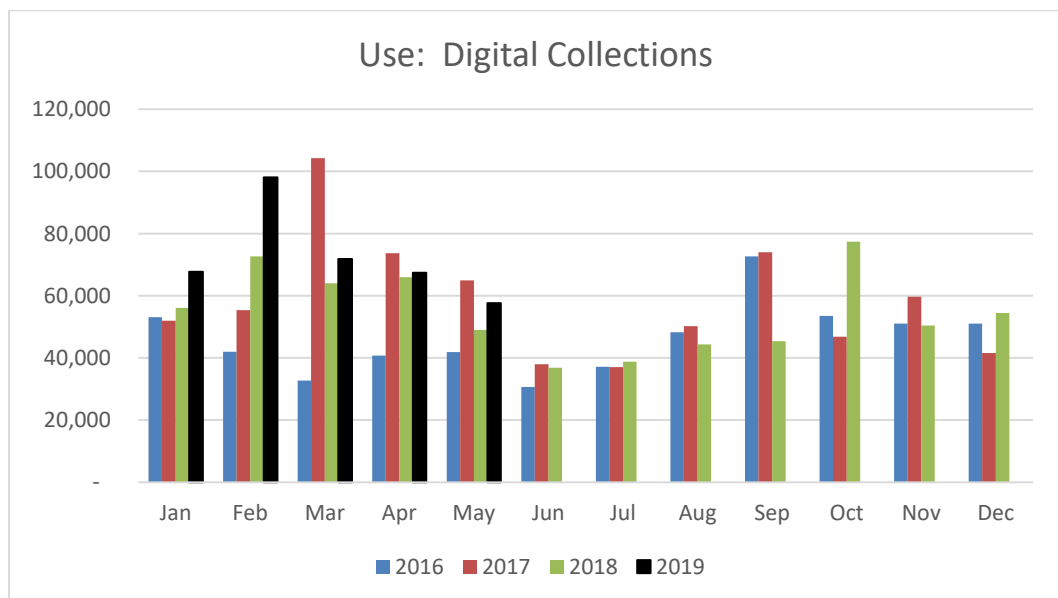
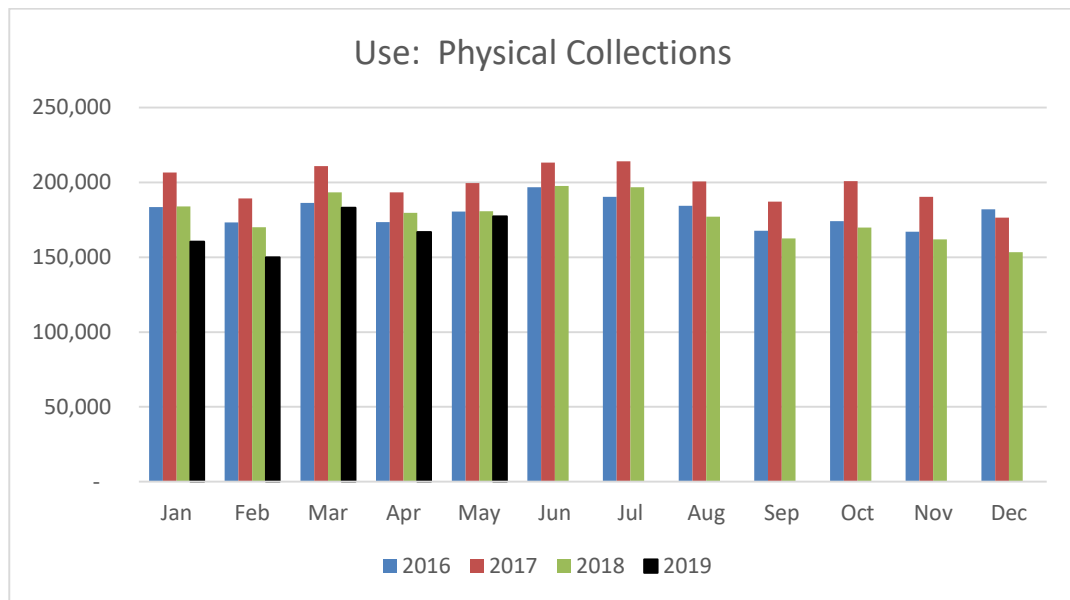
Goal 2: Support reading, 21st century literacy, and lifelong learning.

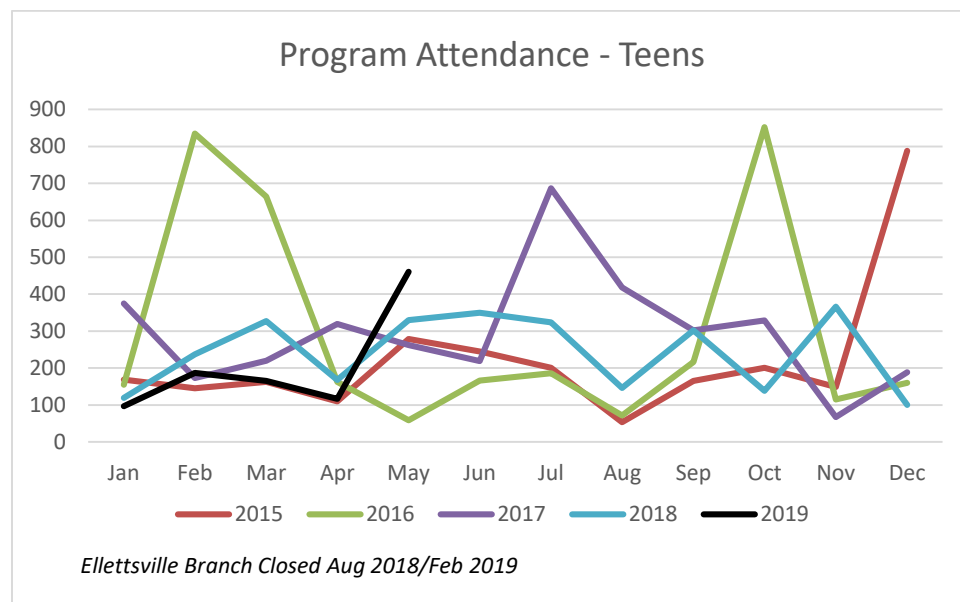
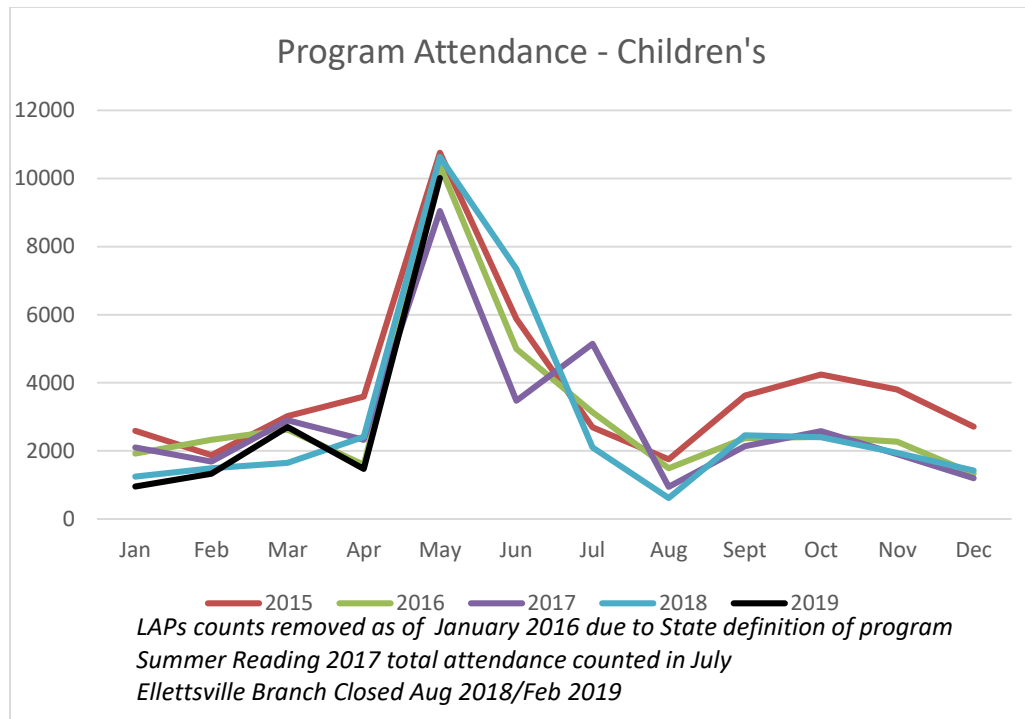
- Audiobooks are on the rise among library users nationwide, but the diversity and relative complexity of online access models has found many customers seeking simpler alternatives. *Playaways* are an increasingly popular audiobook format designed to provide that alternative by combining an unambiguous “plug-and-play” hardware interface with a “one-to-one” circulation model. As our Playaway collection continues to grow in scope and popularity, we will be moving the collection from its current location to the general audiobook collection at the start of the Non-Fiction stacks. This move will provide the space needed to maintain the collection’s growth while better-integrating this format with legacy formats such as Books-on-CD. The Library’s additional investment in Hoopla at the end of 2018 continues to benefit Library customers, as May saw one of the highest number of total Hoopla checkouts since its launch in 2014 including the highest number of unique users. Best of all, the additional investment has allowed for these increases without a single Library customer being turned away due to daily budget caps!
- Children’s Librarians visited with students in grades K-6 in 16 elementary schools in MCCSC and RBB school districts to share information about the Library’s Summer Reading Program. Charter and private schools in the county also received information about the reading program. Between May 24 and 31 - 1,936 children came to either the Main or Ellettsville Libraries, or the Bookmobile, to enroll in the summer reading program.
- Librarian Dana Duffy presented 18 storytimes to 285 children in Head Start Classrooms and The Nest transitional housing agency. These storytimes help develop early literacy skills in young children.
- Families with young children helped celebrate the first Story Walk at Flatwoods Park. Librarian Stephanie Holman guided children in comparing the tale of *Dino Duckling* to the classic story of the *Ugly Duckling*. Children made duckling finger puppets to take on a walk around the park, quacking between stops on the Story Walk.
- Programs for infants, toddlers and preschoolers remain popular at both the Main and Branch locations. A group of 35 attended the evening session of “Tiny to Two” at the Main Library in

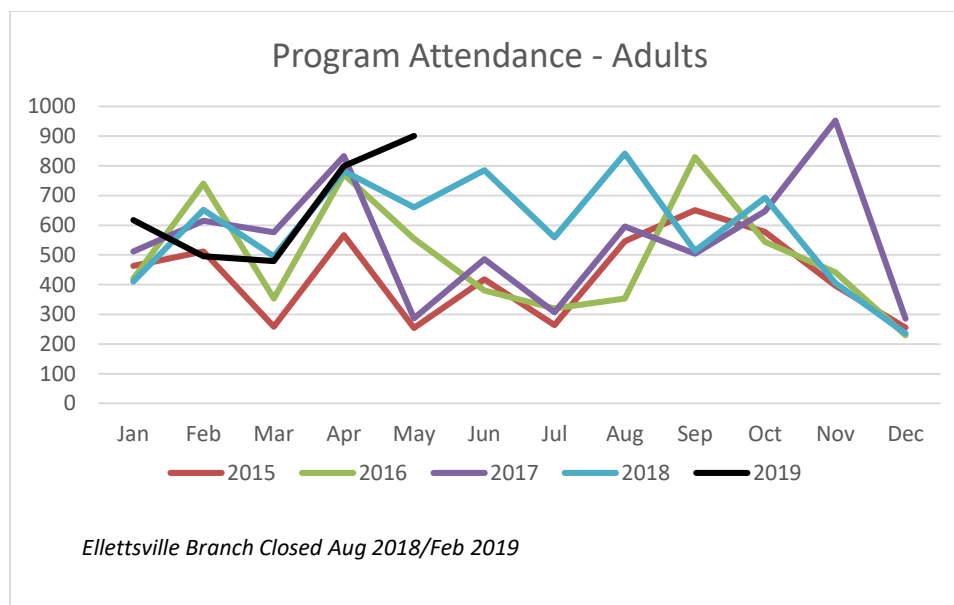
May. More than 130 individuals attended the two Monday morning preschool storytimes in Ellettsville.

- Kim Baker visited Edgewood High School, Edgewood Jr. High School and Seven Oaks Classical to promote the Summer Reading Program and the Ellettsville Teen Space. Several students visited the Teen Space for the first time based on those school visits, including one who had been avoiding the Library due to an overdue book from the Main Library which she was unaware could be returned at the Ellettsville branch.
- Jen Hoffman visited Bloomington High School North to talk about the Summer Reading Program and the Ground Floor. Several Library regulars stopped by the Library table, along with other non-regular visitors. The teen summer reading program includes earning a book prize after ten points, which are earned by reading, volunteering, or attending Library programs. Teens have a chance to submit prize slips for the grand prize which includes options of: a set of Dungeons and Dragons manuals and a custom dice holder, a 3D pen/special 3D printed object, or a 3 month subscription to [Lootcrate](#).
- Numa Aromatherapy led “Essential Oils DIY” detailing how to create an essential oil blend then walked participants through the creation of their own roller balls and pocket inhalers. Attendees enjoyed the hands on nature of the program.
- The Library’s summer running program “Booking It” kicked off this month to an enthusiastic crowd. For the initial event the Bloomington Area Runner's Association and the Bloomington Beer Runners led a run on the B-Line with groups for different abilities. A photographer from [Bloom Magazine](#) took pictures for their summer issue.
- CHARTS: Beginning this month, the Library is presenting physical and digital circulation as a combined set of data to better represent how customers use library collections. To paint this picture, “use” is defined relative to a given access model (physical circulation, digital download, digital stream, full text retrieval, play credit, etc.). Both physical circulation and digital collection use are also represented in separate charts below. This representation of data will help convey the value of our resources and better tell the story of circulation, interaction with, and access to the myriad formats we provide.



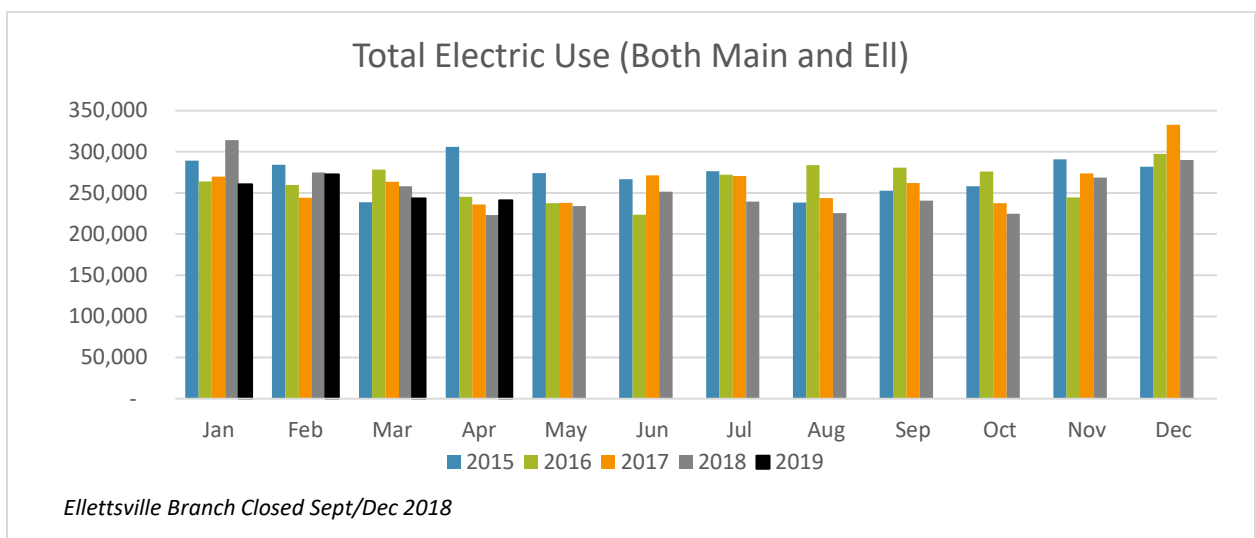
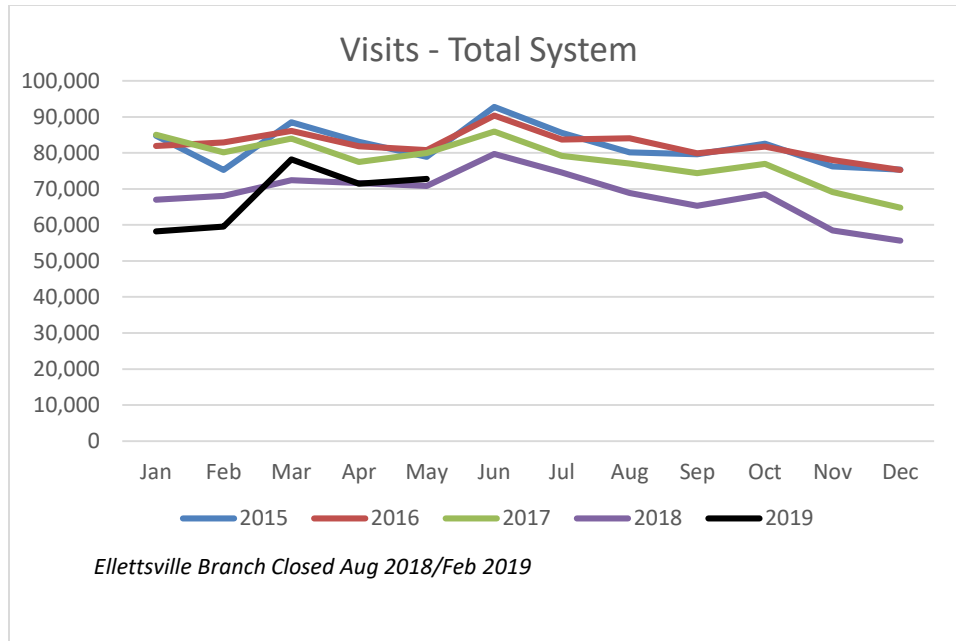


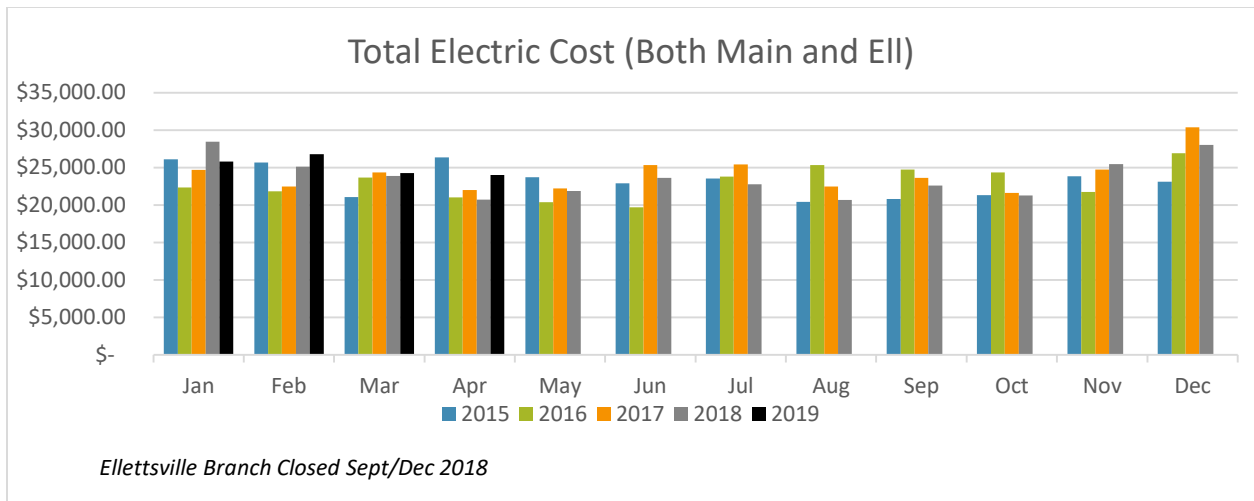




Goal 3: Provide a safe and welcoming place for all.

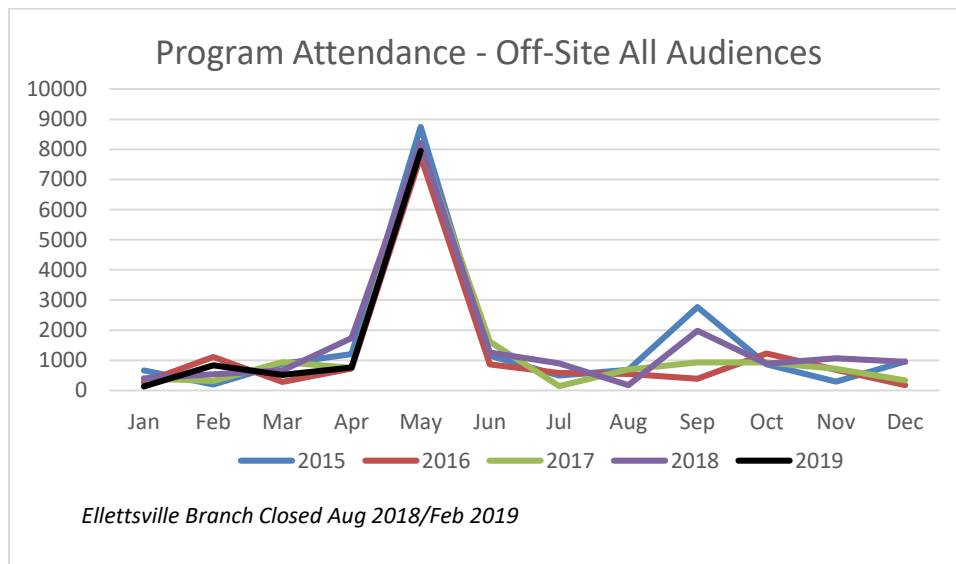
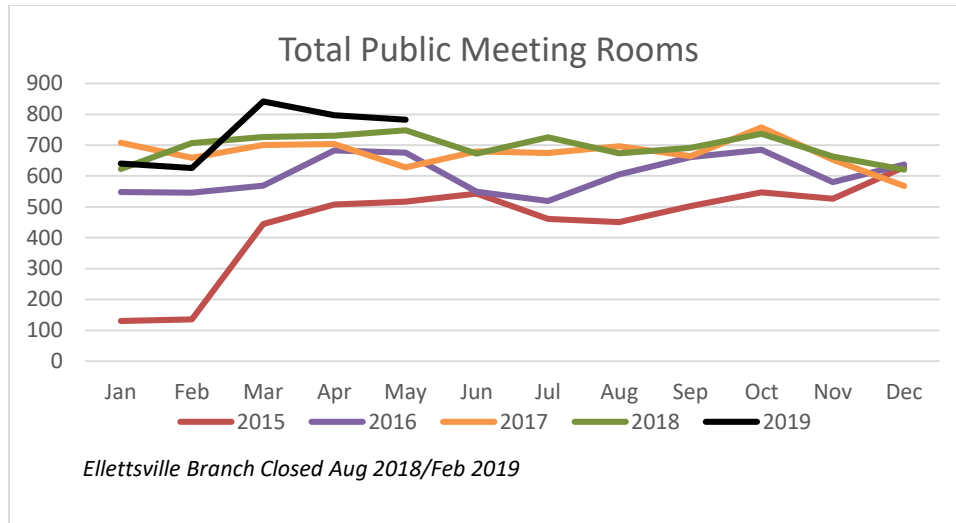
- The absence of appropriate bathroom facilities in public spaces is a barrier for a significant portion of the population. To address this, the Library has re-designated the “Men’s” and “Women’s” public restrooms in the CATS area of the first floor as gender neutral and one has been redesigned to meet the American’s with Disabilities Act standards, as a “Caregiver Restroom” for adults who may need assistance with toileting.
- During the past academic year, Teen Librarian Sam Ott and Special Audience Strategist Chris Jackson have hosted monthly Ground Floor visits during the school day for students enrolled in Monroe County Community School Corporation’s middle school Special Education classes. To encourage this group to continue visits on their own over the summer and during regular hours, they hosted a special event for young people with disabilities and their parents, showcasing all the activities available in the teen space, and debuting the Library’s new adaptive gaming controller. While The Ground Floor is normally a “teens only” location, the Library makes accommodations for individuals who may need an adult caregiver with them.
- Teen Librarian Sam Ott gave the 6th grade class of Templeton Elementary School a tour of the Ground Floor and signed all 23 students up for the Teen Summer reading game. None of the students had been to the Ground Floor and each loved having a chance to explore. Many of them are heavy readers and enjoyed browsing the collection – almost every student left with a book. They seemed excited to return this summer and hang out in the space.





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

- Librarian Annise Blanchard and Senior Information Assistant Amber Mestre took “Food and Crafts” to Shalom Center for a chance to interact with their clients. They met with 55 people, issuing four new library cards and working with other patrons to get their library accounts in good standing. This program helps patrons know they are welcome at the library and gives them a chance to learn more about the program and services available to them.
- As part of the Creating Access for Violence Survivors (CAVS) project, staff from Middle Way House Crisis Intervention Services presented “Domestic Violence 101” to 30 library employees. Many of the participants especially appreciated the interactive activity “In Their Shoes” that illustrated specific challenges and built empathy for violence survivors. CATS recorded one of the sessions so more staff can share the exceptional learning experience. The staff development opportunity strengthened the Middle Way House/Library connection. One of the instructors gave the feedback, “We have so enjoyed the trainings that we facilitated at MCPL over the last two weeks. They have really been a highlight of the week for me and the MCPL staff were so welcoming and engaged. I truly value everything that MCPL does to provide an accessible and non-judgmental learning space for everyone in our community. I look forward to our continued partnership!”
- Quarterly review of patron comments revealed more comments from March-May than first quarter, many of which were for Ellettsville. There were a great number of positive comments about the renovation, particularly space for children and teens. There were also several comments, suggestions and complaints about lack of seating for adult groups who want to study and lack of book exchange cart. The Library is reviewing ways to improve access to tables which exist in several areas across the Library.



Community Engagement, Relationship Building and Partnerships

- Chris Jackson, Special Audiences Strategist represented the Library at Bloomington Parks and Recreation’s “50+ Expo” event. He promoted services and programs of particular interest to older adults, including the Library’s various outreach initiatives, accessible collections and amenities, and programs including the “Caregiver University” series.
- The Library received \$404, on behalf of the Leigh Allison Neal Memorial Fund, a component fund of the Community Foundation of Bloomington and Monroe County.
- The Library was the recipient of a grant from the Smithville Charitable Foundation in the amount of \$4,550 to support a project to create a small Library programming gardening space at Ellettsville.
- The Library also received \$3,575 from the George E. Archer Foundation. These funds will support a series of gardening programs for preschool and school aged children beginning in May 2019 and through 2020. Additionally, funds will support the purchase of benches in the Children’s Garden at the Main Library.

- Children’s Audience Strategist Lisa Champelli shared information about Library programs and services, and prepared a short presentation on early literacy for the “It Takes a Village Resource Fair” for families with infants and toddlers. Co-sponsored by the three Bloomington Rotary clubs with IU Health and other community partners, the resource fair aims to connect families with essential social service agencies and help reduce the rate of infant mortality.
- Lisa rode the Book Bike to Bryan Park on Friday, May 24 to bring summer reading gameboards to the “Summer Kickoff” celebration sponsored by the City of Bloomington Parks and Recreation Department. Lisa and Branch and Programming Strategist Chris Hosler helped kids create bookmarks, signed up 49 children for the summer reading program and gave away adult summer reading games to 18 adults, too.

Evolving Areas in Libraries and Librarianship

- What are public libraries for? Check out this article about evolving public library services: <https://expmag.com/2019/05/what-are-public-libraries-for/>
- Monroe County Public Library has a number of “things” which check out, from Ukuleles to toys. You might find it interesting to see the variety of things available in other libraries. *200 random things libraries let you check out* <http://money.com/money/5644765/library-of-things-check-out-free/>
- Teen Librarians Jen Hoffman, Kim Baker, and Sam Ott, with Senior Information Assistant Lizzy Salvaggio, launched the Library Loot program on May 24th. Library Loot expands MCPL’s readers’ advisory services by dovetailing with the current interest in subscription services. To participate, teens fill out a form online to help the Library learn what they like to read. Then staff pick a book from the Library’s collection and curate a “box” for the teen, containing the book they requested and related ephemera, such as a bookmark, fun toys, and candy. A list of suggested read-alikes for further reading is also included. In the first six days of the program there are 32 people signed up.

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 #
460401728	PC	
	Scanner PC	
	5 PCs (older PCs, pre asset tag)	
	Cannon microfilm scanner 400	
	Cannon file print 400	
	IBM Wheelwriter 1500 by Lexmark	

ADOPTED THIS 19th DAY OF JUNE, 2019

AYE

NAY

Joint Submission Approval by
The Board of Trustees of the Monroe County Library

Proposed June 19, 2019

On Behalf of
The Monroe County Public Library ("Library")
and
The American Federation of State, County and Municipal Employees, AFL-CIO,
and its Local Number 2802 ("AFSCME")

Article I – Definitions

As used in this agreement (as defined below), the following terms shall have the following meanings:

Agreement means the understanding reached by the Library and AFSCME, hereafter referred to as 'the parties,' ~~by the parties~~ and approved by the Board of Trustees of the Monroe County Public Library. Nothing in this document, including the use of the term "agreement" shall be interpreted or construed to mean that this document is a binding contract of any kind or that either party has the right or authority to enforce this document by way of legal action or proceeding in any court or administrative agency (local, state, or federal). The parties recognize and agree that the sole and final authority with regard to this document is the Board of Trustees of the Monroe County Public Library and that no court or agency (local, state, or federal) shall have any jurisdiction of any kind whatsoever over the relationship of the parties or the terms of this document. It is understood that this document is not intended to, and shall not, serve to diminish, supersede or modify the authority or powers of the Board of Trustees of the Monroe County Public Library. It is also understood by the parties that this agreement does not waive any individual employee's right to seek redress of claims with the Equal Employment Opportunity Commission, the Indiana Civil Rights Commission or any other local, state or federal agency with jurisdiction over claims of discrimination covered by local, state or federal law.

Confidential employee means any employee who works in the Monroe County Library's ("Library") administrative office, security, and any other employee who, in the regular course of his or her duties, assists and acts in a confidential capacity to persons who formulate, determine, and effectuate management policies with regard to employee relations or who, in the regular course of his or her duties, has authorized access to information relating to the effectuation or review of the employer's employee relations or human resources policies.

Employee means any regular employee of the Library, but the term "employee" does not include anyone who is: a confidential employee; or, a managerial employee; or, a supervisor; or, a part-time employee who is classified as working less than twenty (20) hours per week; or, a member of the Board of Trustees; or, a temporary employee.

Managerial employee means any individual who: participates in the formulation of policy (nothing in this definition is intended to prohibit any bargaining unit employees from participating in authorized committees); or, is significantly engaged in executive or management functions; or, is charged with the responsibility of directing the implementation of management policies, procedures or practices, or, is involved in administration of human resources or personnel decisions, including, but not limited to,

staffing, reductions, reorganizations, hiring, discipline, evaluations, pay, assignments, transfers, promotions or demotions.

Personnel practices means wages, hours, fringe benefits, and the voluntary payment of dues.

Resolution means the Resolution Establishing Policies Concerning Employee Organizations adopted by the Board of Trustees of the Monroe County Public Library on December 19, 2007.

Supervisor means any individual who has authority to hire, transfer, suspend, lay off, recall, promote, demote, discharge, assign and schedule, reward or discipline other employees, or to adjust grievances, or effectively to recommend any such action. All facts and circumstances must be considered. Engaging in one or more of these activities, in and of itself, will not result in a finding of supervisory activity.

Article II -- Union Recognition and Representation

Section 1. The American Federation of State, County and Municipal Employees, AFL-CIO, Local 2802 ("AFSCME") is recognized as the representative of all regular full-time and part-time employees (who work twenty (20) hours per week or more) of the Monroe County Public Library ("Library"), specifically excluding all confidential, probationary, supervisory, managerial, and temporary employees, as well as part-time employees who work fewer than twenty (20) hours per week. Also excluded are all members of the Library Board, interns, and similar staff or employee positions.

Section 2. With regard to those employees covered by this agreement, AFSCME shall be entitled: (i) to act on behalf of all the employees in the unit and shall be responsible for representing the interests of all the employees in the unit in a manner consistent with the Resolution, without discrimination and without regard to employee organization membership; (ii) to be given the opportunity, upon request of the employees, to be represented at discussions between administrative officials or their representatives and employees or employee representatives concerning grievances or personnel practices; and (iii) to call, and be represented on an equal representation committee meeting with administrative officials for the purpose of negotiating joint written recommendations to the Library Board on matters concerning grievances or personnel practices for employees in the unit.

Section 3. AFSCME acknowledges the paramount interests of the people of the State of Indiana and the County of Monroe in the efficient and economical operation of the Library and hereby pledges to refrain from encouraging or participating in any acts or practices which are inconsistent with such paramount interests or with this agreement or the resolution. The privileges herein extended to AFSCME shall not be construed either directly or indirectly to extend to, without limitation, such areas of discretion and policy as: (i) the mission of the Library; (ii) the Library's budget; (iii) the organization and assignment of Library employees; (iv) the technology of performing work of the Library; (v) any matters governed by federal, state or local government law or regulation; or (vi) any of the rights or responsibilities retained by the Library as set forth in the Resolution or reserved to the Library by this agreement.

Section 4. Neither AFSCME nor any employee shall have the right to participate in, conduct, threaten, or to induce or encourage others to participate in, conduct or threaten any strike, slowdown, work stoppage or other type of job action or interruption or interference with the activities of the Library, or to act in concert with other employees to abstain in whole or in part from the full, faithful and proper performance of their duties for the Library. The Library reserves the right to deal with any such activity by any lawful means, including discharge or suspension without pay of any participating employee. In addition, upon a finding by the Board that any of the actions prohibited herein have occurred: (i) a court of competent jurisdiction immediately shall restrain and enjoin all such employees and AFSCME from engaging in such actions and award to the Library its costs and reasonable attorneys' fees, and any and all other appropriate money damages and other relief; (ii) the Library may terminate immediately any employee who has violated this section. In the event that AFSCME is determined to have violated this Article, it shall cease to be accorded recognition under the Resolution for a period of not less than one (1) year. In the event recognition is withdrawn by the Library, all rights and privileges granted to AFSCME by the Resolution or this agreement shall terminate and this agreement shall be of no further force or effect.

Section 5. In the event that a termination under this Article is made, subject to review under the Grievance Procedure of this agreement, the review of such termination must only determine whether an employee has violated this Article to properly uphold the termination. A person separated from employment for violating this Article may, subsequent to such violation, at the sole discretion of the Library Board, or its designated representatives, be appointed or reappointed, employed or reemployed, but only upon the following conditions: (i) such person shall be on probation for a period of two (2) years following such appointment or reappointment, employment or reemployment, during which period he or she shall serve at the pleasure of the Library without recourse to the grievance procedure; and (ii) such person shall be considered a completely new employee

for purposes of vacation allowance, sick leave accrual, and all other benefits related to length of service, except retirement benefits as established from time to time by law.

Section 6. The Library shall not participate in, threaten, conduct or induce a lockout of employees during the term of this agreement.

Article III -- Employee Rights

Section 1. Employees of the Library shall have the right freely and without fear of penalty or reprisal to form, join, and assist any lawful employee organization, or to refrain from any such activity. Such rights do not extend to participation in the management of an employee organization, or acting as a representative of any such organization, where such participation or activity would result in a conflict of interest or otherwise be incompatible with law or with the official duties of an employee.

Section 2. The Library shall take appropriate action to advise all employees of the rights referred to in this Article and to assure such employees that they may exercise such rights without fear of penalty or reprisal and free of interference, restraint, coercion, or discrimination by the Library, or its officers or employees, or by any employee organization, or its officers or employees or members.

Section 3. Nothing in this agreement shall be construed to require an employee to become or to remain a member of AFSCME or any employee organization.

Section 4. Nothing in this agreement shall preclude any employee or group of employees, regardless of AFSCME membership, from bringing matters of personal concern to the attention of appropriate administrative officials of the Library in accordance with applicable rules, regulations or established policy, or from choosing his or her own representative in a grievance or appellate action.

Section 5. Balancing the Library's operational needs in serving its patrons and the community, the Library seeks to maintain as regular and predictable a work schedule as conditions permit to minimize disruptions to the Library and to the employees. Two weeks' notice shall be provided to any affected employee in the event of significant work hour or schedule changes.

This provision shall not apply for short-term work schedule changes such as for the replacement of an absent employee.

Article IV -- Management Rights

Section 1. The Library retains the right and responsibility: (i) to direct employees of the Library; (ii) to hire, promote, transfer, assign and retain employees in positions; (iii) to suspend, demote, discharge, or take other disciplinary action against employees; (iv) to relieve employees from duties because of lack of work, financial exigency, discontinuance or curtailment of an activity or for other legitimate reasons; (v) to maintain the efficiency of the operations; (vi) to determine the methods, means and personnel by which such operations are to be conducted; (vii) to make and enforce work rules and policies; (viii) to take all actions consistent with this agreement; and (ix) to take whatever actions may be necessary to carry out the mission of the Library.

Section 2. This enumeration of these examples of management rights shall not be deemed to exclude other rights not enumerated. It is agreed that all other rights not specifically restricted by the express terms of this agreement or Resolution are retained exclusively by the Library.

Article V -- Union Security

Section 1. Membership in the Union is not compulsory for any employee and is not a condition of employment with the Library. Employees have the right to join or not join the Union and neither the Union nor the Library shall exert any pressure on any employee to join or not join the Union. The Union will immediately recognize any revocation of Union membership by any Library employee.

Section 2. Neither the Union nor the Library will discriminate against any employee based on membership in the Union.

Section 3. The Library will not enter into any agreement or contract with any Union eligible employee that is in conflict with this agreement.

Section 4. The Library shall share equally the cost of printing this agreement and the Resolution, which shall consist of one 8 ½ by 11 inch copy of the agreement and Resolution for each employee. At the discretion of the Library, the agreement and Resolution may be posted on the Library intranet rather than printed.

Section 5. The Library agrees to provide AFSCME a comprehensive list of all eligible Members distinguished by employee name, job title, department, classification,

and seniority date every six months, along with a current list of all union eligible job titles. The lists will be sent to the union president.

Section 6. The Library also agrees to provide employees who have been hired into a union-eligible position with the AFSCME supplied information packet as part of the employee's orientation. The packet will contain an up to date list of the names of the AFSCME stewards.

Section 7. ~~Upon request, the~~ The Library shall provide access to AFSCME job descriptions of positions covered by this agreement, which are posted on the library's intranet. The Library shall notify AFSCME of its decision to establish any new classifications for positions covered by this agreement.

Article VI -- Union Dues Check-off

Section 1. Deduction of Union dues from an employee paycheck will be a completely voluntary decision on the part of each individual employee. There shall be no solicitation of employees for Union membership or for the payment of Union dues conducted upon the premises of the Library during working time by the Union, its representatives or by any employee.

Section 2. The amount of Union dues shall be fixed by the Union in accordance with the Constitution and applicable Bylaws of the Union and shall be certified to the Library by the Union in writing. The amount of Union dues shall not be modified more than once per year. Any modification to the amount of Union dues shall also be submitted in writing and contain the union dues deduction amount(s) in currency format, for both full and part time union members,

Section 3. Employees who wish to have Union dues deducted from their paychecks shall furnish the Library with written authorization to make such deductions, which authorization must be in full compliance with, and valid under, all applicable laws. The Library retains the right to reject any authorization that is not in compliance with law. An authorization will be deemed automatically revoked if an employee leaves the employ of the Library or no longer is working in a position covered by this agreement. In the event that any law is established or interpreted to prohibit deductions in accordance with this Article, the Library will no longer be obligated to make such deductions.

Section 4. Upon receipt by the Library of a voluntary, lawful and duly authorized, written deduction authorization form, the Library shall deduct ~~from the first pay period of~~

~~each month,~~ the authorizing employee's Union membership dues. New Union memberships or terminations must be submitted to payroll by the union at least one week prior to the next scheduled payroll. These payroll changes will be conducted on a bi-weekly basis, in alignment with the library's regular payroll. The Library shall remit to the Union all such deductions by the twentieth (20th) day of the succeeding month for which the deduction is made, at an address supplied in writing to the Library.

Section 5. The Union agrees to defend, hold harmless and indemnify the Library against any lawsuit, claim, demand, proceeding, or other form of liability that might arise out of or by reason of action taken or not taken by the Library for the purpose of complying with any of the provisions of this Article. Such indemnification by the Union shall be without cost to the Library, including attorneys' fees. In the event of any lawsuit, claim, demand, or other proceeding against the Library, the Library shall have the right to choose its own defense counsel and all costs and fees will be charged to the Union.

Section 6. The transmission of amounts to the Union by the Library pursuant to this Article shall constitute a complete release of the Library, and full waiver by the Union and each employee who has furnished an authorization for Union dues deduction, for all sums transmitted.

Section 7. If an employee who has furnished a compliant Union dues deduction authorization does not have sufficient earnings for the period in which the deduction is to be made to allow for such deduction, such Union dues will not be deducted and the Library will have no obligation or responsibility to make any such deduction.

Article VII -- Labor/Management Committee

Section 1. The Library and AFSCME, recognizing the advantage of mutual cooperation, hereby agree to establish a joint Labor Management Committee to facilitate labor-management relations within the Library. The Committee shall consist of six (6) employees, three (3) of whom shall be appointed by the Library and three (3) of whom shall be appointed by AFSCME. All members of the Committee must be employed by the Library, ~~unless mutually agreed otherwise by the parties, in advance.~~

Section 2. The Library and AFSCME will meet no less often than once per quarter for the purpose of discussing issues important to both, unless the parties agree that there is no need for a meeting during a particular quarter. The authorized scope of these meetings will be to discuss personnel practices as defined in the Resolution and to facilitate positive labor-management relations within the Library. No personnel practices will be modified without discussing them with the Union. The Library will also give

AFSCME reasonable notice to significant changes to job classifications, descriptions, or staffing levels within the bargaining unit.

Section 3. Committee meetings shall, whenever practical, be conducted on paid time. Minutes of the Labor/Management meetings shall be published within ~~ten-fourteen~~ (14) days of approval by the Union and Management.

Article VIIIa. – Employee Conduct

Employee job performance and personal conduct impact MCPL's ability to achieve its mission of providing a high quality of public service. It is always the hope that the working relationship between the employee and the Library will be long term and mutually satisfactory. However, when violations of policies occur or when observed job performance is deemed unsatisfactory, a supervisor is expected to work with the employee in order to improve the performance of that individual.

Therefore, these rules and principles of job performance are adopted as guidelines for monitoring behavior, evaluating the performance of staff, seeking improvements in performance when problems arise, exercising progressive disciplinary procedures applicable to all staff, and providing a fair and consistent process of appeal for staff to follow. The spirit of this policy is to facilitate open discussion between supervisors and employees in order to resolve issues in an environment of mutual respect and objectivity without retaliation.

a. Counseling

Counseling and coaching of employees is a regular occurrence and desirable to achieve understanding and communication, without formal discipline where practical. Therefore, counseling and documentation of counseling will not be considered disciplinary in nature and will not be used for purposes of progressive discipline. Because counseling is not disciplinary in nature, it is not subject to the grievance procedure.

Counseling is a meeting between the employee and the supervisor, or another managerial employee, or a member of the Leadership Team, which may focus on a specific incident, an aspect of an employee's performance identified as needing improvement, or the employee's overall performance or conduct. Counseling differs from shift leadership – which may involve mentorship, minor process correction, and staff guidance – that does not rise to the level of counseling. The counseling process is initiated and conducted by the supervisor/leadership member and is not discipline. It is a face-to-face meeting

between the employee and supervisor, conducted in private, and its intended outcome is to provide constructive feedback to the employee. Except in the case of an egregious infraction meriting disciplinary action, the supervisor/leadership member should consider the following steps when counseling an employee:

- Counsel the employee about the specific issue and its effects.
- Provide training to the employee to make sure the employee has the knowledge and skills needed to address the issue.
- Remove any obstacles or interference that prevents the employee from succeeding.
- Provide consequences for good job performance.
- Provide feedback to the employee.

See Employee Policy Manual 6.08.1 Counseling

Article VIIIb. – Discipline

Section 1. Administration shall retain the right and responsibility to suspend, demote, discharge, or take other disciplinary action against employees. Any of the following actions may be taken when necessary to discipline an employee. Any disciplinary action taken for minor infractions shall be progressive. Transfers will not be used for disciplinary reasons. The Library shall have thirty (30) days from the date that the Library's representative knew of an employee's infraction to impose discipline for any infraction that may have occurred.

For purposes of progressive discipline, no disciplinary action taken against an employee may be considered except those issued within the preceding three (3) years.

If a final decision is made to impose discipline, the employee and the Union, with the employee's permission, shall be notified in writing within fourteen (14) calendar days of the action being taken, unless a mutually agreed upon extension is granted.

a. Disciplinary Warnings/Corrective Action

When infractions of rules or policies or performance concerns are more serious, where there are repeated minor infractions, where coaching/counseling has been ineffective, or for any other reason the Library deems appropriate or necessary, an employee may be issued a written warning/corrective action. The Union will be given a copy of such warnings, so long as the employee consents, and the warning will be placed in the employee's personnel file. The employee may grieve a

written warning/corrective action through the Grievance Procedure in this agreement.

b. Suspension

The Library Director or his/her designee may suspend employees with or without pay for serious infractions of rules or policies, where there are repeated minor infractions, where less severe corrective action/warning has been ineffective, where there are performance concerns, or for any other reason the Library deems appropriate or necessary. The length of suspension will be determined by the Library and communicated to the employee. The employee may grieve a suspension through the Grievance Procedure in this agreement.

c. Dismissal/Discharge

The Library may discharge employees for serious infractions of rules or policies, where there are repeated minor infractions, where less severe corrective action/warning has been ineffective, where there are performance concerns or for any other reason the Library deems appropriate or necessary. The employee may grieve a discharge through the Grievance Procedure in this agreement.

Section 2. An employee shall have the right, upon request, to have one AFSCME representative, either a steward or an officer, with him/her at any disciplinary meeting. The employee will have the right to choose a particular Union representative, so long as it is not disruptive to operations. The presence or absence of a Union representative will not be grounds for seeking to grieve the outcome of the investigation on the merits.

Section 3. If a grievance of a disciplinary action results in a withdrawal or change of such disciplinary action, the record of the disciplinary action shall be changed or removed from the employee's file to reflect the results of the grievance.

Article IX -- Grievance Procedure

Section 1. This procedure shall extend only to: (i) the interpretation or application of this agreement; or (ii) the interpretation or application of Library policy, and not to changes in or proposed changes in Library policy.

STEP 1. Within ten (10) days of the aggrieved event, the employee and an AFSCME steward or employee-officer shall meet with the employee's immediate

supervisor and department manager during the employee's regularly scheduled work period and attempt to resolve the grievance.

STEP 2. If the grievance is not satisfactorily resolved at the first step, then within ten (10) additional days, the employee and the AFSCME steward or employee-officer may request, in writing, a meeting with the Human Resources Manager and the Department Manager or designee. Within ten (10) days of this request, a meeting shall be held during the employee's regularly scheduled work time. Within ten (10) days after this meeting, the Department Manager or designee shall give a written answer to the employee and the local AFSCME representative. The employee's AFSCME representation at this step shall be limited to one (1) steward or employee-officer.

STEP 3. If the grievance is not resolved at the second step, then within ten (10) days, the employee and the AFSCME representative may forward the written grievance to the Associate Director or, in his/her absence, to the Library Director. To assist in resolving the grievance, the Associate Director and/or Library Director ~~may~~will schedule a meeting with the aggrieved employee and the AFSCME steward or employee-officer. This meeting shall be held during the employee's regularly scheduled work time. The employee's AFSCME representation at this and all subsequent steps in this grievance is limited to one (1) AFSCME steward or employee-officer and one (1) non-employee AFSCME staff representative. Within thirty (30) days of the receipt of the grievance, the Associate Director or Library Director will make a written determination and advise the employee and Union of the decision.

STEP 4. If the employee is still aggrieved after the decision in step three, then within ten (10) days, the employee may request mediation by a mutually agreeable mediator. If the parties cannot agree, then the Union may submit a request to the American Arbitration Association for a panel of five (5) mediators from which the parties will strike, in alternating fashion after the flip of a coin, one mediator from the list. The last remaining name will serve as the mediator. This step may be invoked only with the approval of the individual employee or employees concerned. These mediation procedures shall be advisory in nature with any decisions or recommendations subject to the approval of the Board of Trustees.

Section 2. All costs of any mediation hereunder shall be shared equally by the parties.

Section 3. The aggrieved employee or employees shall have the right to have a representative of his or her own choosing speak for the employee's interests, so long as such representative is also an employee or is a representative of AFSCME and is not an employee's personal attorney. The Library shall not retaliate or discriminate in any manner against any employee for initiating a grievance.

Section 4. If management does not respond to a grievance within the specified time limits, unless prevented by good cause or when the time is extended by mutual agreement of the parties, the employee may advance the grievance to the next step. If an employee or the Union fails to file a grievance or the grievance is not appealed within the time limits provided in this Article, the grievance shall be considered withdrawn.

Section 5. Grievances will be processed only when the occurrence on which the grievance is based occurs prior to the effective date of the termination of this agreement.

Section 6. Employees who are required to attend hearings during the grievance procedure shall be compensated at their regular rate of pay. It is understood by the parties that overtime will not be paid to any employee for any of the above listed proceedings.

Section 7. An employee who is suspended or terminated may bypass Step 1 and initiate a grievance at Step 2.

Article X -- Personnel Files

Section 1. The File. All library personnel files shall be maintained in the Human Resources department and made available for the employees' inspection upon request. Upon request, one copy of any material in an employee's personnel file shall be provided to the employee free of charge. If more than one copy is requested, additional copies will be provided at a standardized charge for duplication. The review of the file shall take place in an appropriate area of Human Resources and, if the employee so chooses, in the presence of an AFSCME representative (a steward or an employee-officer). The personnel file of each employee (date of hire, classification, performance appraisals, etc.) shall be held in strict confidence, with the exceptions noted below, for the employee and the Board. Authorized persons who may have access to this file are the employee, an authorized Union representative of the employee designated in writing by the employee, the employee's manager, the employee's supervisor, the administrative office, and the Board.

Section 2. Additional Documents. Employees may submit documents for placement in their personnel file to the Human Resources Manager, to be forwarded to the Library Director or their designee if the documents relate to their job performance and relevant non-work accomplishments.

Section 3. Employment References. References to prospective employers regarding a current ~~or former~~ employee will contain dates of employment, position held and whether the person is currently employed with the Library. Upon written request by the employee, the Human Resources Manager or the employee's immediate manager may supply a reference letter of the employee's job performance to the prospective employer with a copy also sent to the employee.

Section 4. Credit Inquiries. The Library will verify the fact of employment upon request. If additional information is requested, the employee will be consulted. Informational requests from banks and other credit institutions shall not be answered, with the exception of dates of hire and salary, position held and whether the person is currently employed with the Library.

Section 5. Notation of Duties Performed. Employees who have been assigned to temporary duties outside their job classification shall have that fact noted in their personnel file as evidence of their performance.

Article XI -- Union Business and Union Stewards

Section 1. The Union may select, and the Library will recognize, Union Officers (President, Vice President, and Secretary/Treasurer) and five (5) Union Stewards who must be regular employees of the Library, all of whom shall be recognized by the Library as the representative(s) of the bargaining unit employees for purposes of discussion of matters covered by this agreement. The Stewards and Officers must be identified in writing to the Library within two weeks following election and/or any other changes in representatives.

Section 2. The duties of the Steward shall be limited to the investigation and/or presentation of grievances and the administration of this agreement.

Section 3. Union representatives ~~There~~ shall ~~be~~ not conduct investigations or ~~processing of~~ employee complaints or grievances during scheduled working time. Conferences between the Union and the Library to discuss employee complaints and grievances shall take place at times and places mutually agreed upon by the Library and

the Union, but in the event such discussions occur during the Steward's non-work time, the Steward will not be compensated for such time.

Section 4. Discussions regarding the renewal or modification of this agreement will take place at times and places mutually agreed upon by the Library and the Union.

Section 5. AFSCME may select no more than three (3) employees to represent AFSCME in the negotiation of proposed modifications to this agreement during working hours without loss in compensation. No overtime will be granted. There shall be no more than one (1) employee from units with less than ~~ten (10)~~ fifteen (15) staff members and no more than ~~two three~~ (23) employees from larger units. The names of such representatives of AFSCME shall be submitted to Human Resources at least two (2) weeks prior to the first scheduled meeting. The Library may select no more than three (3) employees to represent the Library in the negotiation of proposed modifications to this agreement.

AFSCME may be represented in negotiations by a non-employee union representative, and the library may be represented by legal counsel.

Both the Library and Union may name one (1) substitute at least two (2) weeks prior to the first scheduled meeting. In the event of a negotiation team member's absence for three (3) consecutive meetings or more, a predetermined substitute will replace the absent team member for a period of time specified by that team. The substitute will be not informed of the details of the negotiation proceedings until such time as their participation becomes necessary, and must adhere to the rules and protocol established by the negotiation team.

Section 6. The Library shall provide the Union with reasonable space on two (2) bulletin boards at the Main branch and one (1) at each branch.

The union will also be provided access to one (1) library email account for notification to union eligible staff for time sensitive information. This email account will be configured for *outbound* messaging only.

Union represented employees may "opt-out" of the distribution list by contacting the union.

The list of names of participating union-eligible staff will be maintained by the union with periodic updates sent to the Information Technology Manager and copied to the Human Resources Manager. As with all MCPL computers and personal email usage guidelines, personal business may be conducted during breaks and unpaid time, providing such use does not negatively impact other employees' ability to perform their jobs.

See Section 5.08: Use of Computers, Email, and Other Technologies

No information displayed on the bulletin board or contained in the notification email may be partisan, political, defamatory, derogatory, or offensive. Neither the bulletin board nor the MCPL email account may be used for campaign purposes, Union or otherwise.

Section 7. Union Access

a. Access to work locations

Stewards and the Local 2802 AFSCME President shall be allowed access to work locations with supervisor approval at reasonable times in order to represent employees. With reasonable notice to the Library Director or designee and with the approval of the Library Director or designee, a non-employee representative of AFSCME shall be allowed access to work locations not accessible to the general public.

b. Meeting rooms

The Library shall make available on Library premises conference and meeting rooms for Local 2802 union meetings upon prior notification by the designated Union representative and subject to prior commitments for space utilization by the Library, other governmental entities, or members of the general public. All meetings held under this section shall occur during normal Library operating hours and be consistent with Library meeting room policy. The Union must reserve meeting rooms like all other public entities. Employees shall not attend Union meetings pursuant to this Section during scheduled work times.

| Section-89. The Library will provide the Union with prior notice of significant changes to Library policy that conflict with this agreement. The Board of Trustees agenda and board packet will be accessible to all parties on the Library's public website.

| Section 910. The Library communicates employment changes (new hires, job changes, and terminations) via the MCPL weekly internal newsletter. Should employment changes not be announced via this method, the library shall notify AFSCME five (5) days after the first pay period of the new hires/employment change, is added to the payroll in a position covered by this agreement.

Article XII -- Subcontracting Work

Section 1. Employees covered by this agreement recognize and acknowledge that the nature of the work of the Library requires the utilization of seasonal, temporary, part-time or volunteer workers on occasion and such use shall not violate this Article. Further, it shall not be a violation of this Article for the Library to utilize interns and/or work-study employees, as it deems appropriate, in the sole discretion of management.

Section 2. There shall be no limitation on the Library's right to subcontract, contract, or outsource bargaining unit work to outside firms, contractors, or subcontractors, if the Library deems such a relationship appropriate. However, the Library shall not subcontract bargaining unit work solely for the purpose of laying off members of the bargaining unit.

Article XIII – Seniority

Section 1. Seniority of an employee begins with the most recent date of employment with the Library and takes effect after any probationary period has expired.

Section 2. Seniority shall be considered continuous unless the employee:

- a. Is discharged for cause; or
- b. Resigns voluntarily; or
- c. Is laid off for lack of work and not recalled within one (1) year of such layoff; or
- d. Fails to return to work by recall subsequent to a layoff within five (5) days after having been notified to do so by certified mail to last known address.

When an employee is terminated for any of these reasons and is subsequently re-employed, he/she shall be considered a new employee for all purposes.

Article XIV -- Layoff and Recall

Section 1. If a reduction in the workforce is necessary, the Library shall notify the affected employees and the AFSCME President within eight (8) work weeks.

Section 2. Seasonal, temporary, and probationary employees shall be laid off first. Additional layoffs will take into consideration seniority, breadth of skills/knowledge, and job performance, in conjunction with current business needs. However, the Library may allow voluntary resignations, retirements, demotions, or changes to part-time status on the part of relevant employees in order to offset layoffs.

Section 3. Employees laid off will retain and accumulate seniority rights during such layoff for a period up to one year.

Section 4. Upon recall, former employees within a job classification who were laid off in accordance with this Article shall be offered recall in the reverse order in which

they were laid off, provided, however, no more than one (1) year has elapsed since their layoff.

Section 5. AFSCME will be furnished copies of all official layoff and recall notices to the affected employee(s) within five (5) work days of their announcement.

Article XV -- Work on Higher Rated Jobs

Section 1. In the event an employee is directed by the Library to temporarily perform all or substantially all the job functions and duties of another classification covered by this agreement which has a higher scheduled rate of pay, and the employee works in such classification for more than one (1) full week ~~(of at least five (5) consecutive days~~ within a seven (7) day work week), that employee shall receive the higher rate of pay which shall be retroactive to the first hour of said assignment and continue for the duration of such assignment.

Article XVI -- Unauthorized Activities

Section 1. Strikes and Other Acts Prohibited.

a. No employee and no employee organization shall have the right to participate in, conduct, threaten, or to induce or encourage others to participate in, conduct or threaten any strike, slowdown, work stoppage or other type of job action or interruption or interference with the activities of the Library, or to act in concert with other employees to abstain in whole or in part from the full, faithful and proper performance of their duties for the Library. The Library reserves the right to deal with any such activity by any lawful means, including discharge or suspension without pay of any participating employee.

b. Upon a finding by the Board that any of the actions prohibited in this section have occurred:

(1) A court of competent jurisdiction immediately shall restrain and enjoin any individuals or organizations from engaging in such actions; and

(2) Award to the Library its costs and reasonable attorneys' fees; and

(3) Award any and all other appropriate money damages and other relief.

c. The Library may terminate immediately any employee who has violated this section. In the event that such a termination is made subject to review under a dispute resolution procedure contained in this agreement, the Board of Trustees or its designee reviewing the termination must only determine whether an employee has violated this section to properly uphold the termination. A person separated from employment for violating the above conditions may, subsequent to such violation, at the sole discretion of the Board of Trustees, or its designated representatives, be appointed or reappointed, employed or reemployed, but only upon the following conditions:

(1) Such person shall be on probation for a period of two (2) years following such appointment or reappointment, employment or reemployment, during which period he or she shall serve at the pleasure of the administrative officials of the Library without recourse to grievance procedures;

(2) Such person shall be considered a completely new employee for purpose of vacation allowance, sick leave accrual, and all other benefits related to length of service, except retirement benefits as established from time to time by law.

d. Any employee organization determined to have violated this section shall cease to be accorded recognition under the Resolution for a period of one (1) year.

Section 2. Nothing in the Resolution or this agreement shall operate to limit or restrain the Library or Library administration from exercising its right to express or disseminate, whether in written, printed, graphic or visual form, any views, argument or opinion with respect to an employee organization or matters related thereto.

Article XVII -- Entire Agreement

Section 1. The Library and AFSCME shall not be bound by any requirement not specifically stated in this agreement. This agreement represents the complete agreement between the parties.

Section 2. It is expressly understood that no provision of this agreement shall be waived or considered waived by any act, omission or communication, provided, however, that both parties shall have the right to mutually agree to waive a provision by express written authorization from the Library representative and the representative of AFSCME.

Section 3. If any article or section of this agreement should become invalid by operation of law or be declared invalid or permanently enjoined by any court of competent jurisdiction, the remainder of this agreement shall not be affected and either party may request collective bargaining negotiations concerning the invalid provision within thirty (30) days of its invalidity.

Article XVIII -- Employee Personnel Policies, Benefits, and Wages

Section 1. All personnel policies contained in the ~~Personnel~~ Employee Policy Manual, and employee benefits, and wages, as approved by the Board of Trustees, shall be applicable to employees represented by the Union. The parties recognize that the Board of Trustees has the sole authority to modify such benefits, policies, and wages.

Section 2. The Library will not propose any modifications to the personnel policies contained in the ~~Personnel~~ Employee Policy Manual, which affect the bargaining unit, without first engaging in good faith bargaining with the Union.

Section 3. During the early stages in the budgetary process, the administration conducts analysis and considers various factors of the ensuing fiscal year's budget. Estimates of possible wage adjustments will be shared with the library Board of Trustees as part of preliminary budgetary reporting.

The Library will not propose any modifications to wages, which affect the bargaining unit, without first engaging in good faith bargaining with the Union.

Section 4. The Wage and Salary Schedule, Pay Schedule and Holiday Closing Schedule will be posted annually on the library's intranet following the annual approval by the Board of Trustees.

Article XIX -- Term of Agreement

Section 1. This agreement shall become effective on August 1~~5~~, 201~~9~~ and shall remain in effect until August ~~17~~, 202~~2~~. If notice is provided by either party that it wishes to modify or amend this agreement at least 180 days in advance of its termination, the parties agree to commence bargaining on a subsequent agreement no later than 60 days before the expiration of this agreement.

Section 2. If the parties are unable to conclude negotiations, if negotiations are broken off or if impasse occurs, then within ninety (90) days the parties agree to submit separate recommendations to the Board of Trustees.

Accepted as a joint submission agreement document prepared for presentation to the Monroe County Public Library Board of Trustees by the following members of the negotiation team for the 2019 – 2022 Labor Management agreement:

AFSCME Local Representatives

Samuel W. Ott
[Signature]
Elytt G. [Signature]

MCPL Management Representatives

Kyle Pickens-Hardy
[Signature]



**PROPOSAL FOR
ARCHITECTURAL & ENGINEERING SERVICES
MONROE COUNTY PUBLIC LIBRARY
SOUTHWEST BRANCH**



MATHEU ARCHITECTS, P C

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June 3, 2019

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

Re: MONROE COUNTY PUBLIC LIBRARY – SOUTHWEST BRANCH
Proposal for Architectural & Engineering Services

Dear Ms. Wood,

The office of MATHEU ARCHITECTS, PC appreciates the opportunity to submit to the Monroe County Public Library a proposal to provide architectural and engineering services for the new Monroe County Public Library Southwest Branch.

The office of MATHEU ARCHITECTS, located in Bloomington, recently completed the Monroe County Public Library Feasibility Study for the new Southwest Branch. We would welcome the opportunity to collaborate with the Monroe County Public Library to see the Southwest Branch come to fruition. As the Feasibility Study described, the Southwest Branch is to be a state-of-the-art twenty-first century library which responds to the needs of the currently under-served southwest Monroe County population. The Southwest Branch will reflect the remarkable evolution of community libraries. The Library will not only provide new technological advances in information access, but it will provide interesting new venues to engage the community in the discovery of their world.

This year marks twenty-two years that MATHEU ARCHITECTS has provided architectural design services for public, institutional, commercial, and historic building projects in Monroe County and other Southern Indiana communities. We recently completed the Monroe County Public Library Ellettsville Branch addition and renovation, and we served as the architect for the renovation of

the main Monroe County Public Library. We are currently the architect for New Hope for Families 'Nest' Child Care Center and 'Roof' Family Shelter in Bloomington. We recently served as the architect for two public projects, the StoneGate Arts and Education Center in Bedford and the renovation of Monroe County offices in the historic Showers Building in downtown Bloomington.

For the Southwest Branch MATHEU ARCHITECTS has assembled a team of experienced and creative professionals most suitable for the project. With the Library's approval, our consultant team includes the following: Bledsoe Riggert Cooper James, site/civil engineer; Lynch, Harrison & Brumleve, structural engineer; Circle Design Group, mechanical, electrical, and plumbing engineers; RTM Consultants, code consultant; and Blundall Associates, construction cost consultant. Bledsoe Riggert Cooper James were our consultant on the Branch Feasibility Study. Lynch, Harrison & Brumleve, Circle Design Group, and RTM Consultants were on the Ellettsville Branch project team.

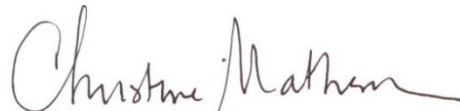
From information in the RFP, and from our previous work on the Feasibility Study, MATHEU ARCHITECTS has a good understanding of MCPL's goals for the Southwest Branch project. We recognize the success of the project will depend on MATHEU ARCHITECTS working closely with the Library's Branch Planning Team to develop a high-quality building design that supports the service program and building space requirements. We also recognize that the building is to meet the Library's budget goals.

Once you have reviewed our Proposal, please let us know if we may provide further clarification. We would be happy to discuss the project in more detail. Our contact information is:

Christine Matheu, President
MATHEU ARCHITECTS, P C
205 N. College Ave., Suite 010
Bloomington, IN 47404
Tel.: 812-339-1235
E-mail: cmatheu@cmatheuarchitect.com

Thank you again for giving MATHEU ARCHITECTS the opportunity to submit our Proposal for architectural and engineering services for the new Monroe County Public Library Southwest Branch. It would be a great pleasure to work with the Library on this project which will provide such significant value to the Monroe County community.

Sincerely,

A handwritten signature in dark ink, reading "Christine Matheu". The signature is fluid and cursive, with the first name "Christine" written in a larger, more prominent script than the last name "Matheu".

Christine Matheu, AIA, NCARB, RA, RID, LEED AP
President

1. FIRM INFORMATION



MATHEU ARCHITECTS, P C

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FIRM PROFILE

MATHEU ARCHITECTS, PC is a respected architectural design firm located in Bloomington, Indiana which provides planning, design, and construction administration services to clients for public, institutional, cultural, commercial, and historic building projects.

Founded in 1997 with a commission to serve as the architect for the Buskirk-Chumley Theater Renovation and the WonderLab Museum, MATHEU ARCHITECTS has extensive experience working with both public and private clients. We offer a wide range of architectural services, including: feasibility studies; master planning; facility programming; architectural design; interior design and space planning; furniture selection; bidding and construction administration; and historic building documentation, analysis, restoration, and renovation.

With the experience and care MATHEU ARCHITECTS brings to a project, we provide our clients buildings which are aesthetically pleasing and durable. To assure the success of a project, we work closely with our clients in all phases of design and construction, and we encourage open communication. By listening to our clients and understanding their goals, MATHEU ARCHITECTS provides buildings that reflect the client's functional requirements, budget, and design aspirations.

Bringing many years of creative and technical professionalism to projects, MATHEU ARCHITECTS' staff members take a project from its initial concept through its design and construction. Our experience has shown that continuity from beginning to end of a project is a key ingredient to a project's success.

MATHEU ARCHITECTS designs projects that are earth friendly in their design strategy, in the materials used, and in the conservation of energy. The office is committed to current sustainability practices and our architects are LEED accredited.

MATHEU ARCHITECTS assembles, with the client's input and approval, consultant teams with expertise appropriate to the task. Representing excellence in site/civil, structural, mechanical, and electrical engineering, as well as specialties such as acoustical engineering and theatre design, the consultants assembled by our office are typically those with whom we have had a long working relationship. By this means the highest level of quality and coordination is assured for a project.



OUR LIBRARY DESIGN PHILOSOPHY

Perhaps more than at any other time in history, libraries are being reinvented. In the twenty-first century libraries are increasingly seen as the shared space for an ever more diverse society, a place where the whole community may feel a connection. Over the last decades scientific progress has inspired not only major technological but most of the social and cultural changes as well. Information and communications technology reconfigure the very nature of physical space, and our culture is becoming increasingly more individualistic. The modern library is responding to these technological and societal changes. As an epicenter of an individualized community, the modern library reflects the community's own needs for programs and its service priorities. Adaptability of the design to meet changing trends will be more and more important.

It cannot be understated that the new Monroe County Public Library Southwest Branch must provide relevant services for all populations served by the library, and these services are to contribute to the sustainability of the library. The library facility must be an open inviting flexible space that supports changing services. The architecture must be an interesting well-designed sustainable beacon for the community.



PROFESSIONAL SERVICES

MATHEU ARCHITECTS, PC offers an extensive range of architectural services to our clients. These services include:

FACILITY PROGRAMMING & MASTER PLANNING

- Strategic Facility Planning
- Space Programming
- Master Planning
- Construction Phasing

ARCHITECTURE

- Feasibility Studies and Site Selection
- Architectural Design
- USGBC LEED Sustainability Design
- Construction Administration

INTERIOR DESIGN AND SPACE PLANNING

- Interior Design and Space Planning
- Interior Finishes Selection
- Furniture Selection
- Exhibition Programming and Design

RENOVATION & HISTORIC RESTORATION

- Measured Drawings & Historic Building Analysis
- Historic Restoration & Renovation Design
- Historic Adaptive Re-Use Design
- Historic Building Addition Design

ENGINEERING & SPECIALTY CONSULTANTS

- Civil, Structural, Mechanical, Plumbing, and Electrical Engineering Consultants
- Specialty Consultants



REFERENCES

NEW HOPE FOR FAMILIES 'NEST' CHILD CARE CENTER & 'ROOF' FAMILY SHELTER

Contact: Ms. Emily Pike
Executive Director
New Hope for Families
812-334-9840

STONEGATE ARTS & EDUCATION CENTER

Contact: Ms. Marla Jones
Project Manager
Business & Community Development Director
City of Bedford
812-279-6555

BLOOMINGTON MONTESSORI SCHOOL EXPANSION

Bloomington Montessori School

Contact: Ms. Susan Barker Yeley
Past President, Board of Directors
Bloomington Montessori School
812-340-1389

BLOOMINGTON-MONROE COUNTY CONVENTION CENTER RENOVATION

Monroe County Board of Commissioners

Bloomington, Indiana

Contact: Ms. Talisha Coppock
Executive Director
Bloomington-Monroe County Convention Center
812-336-3681

WONDERLAB MUSEUM OF SCIENCE, HEALTH & TECHNOLOGY

WonderLab Museum of Science, Health & Technology, Inc.

Bloomington, Indiana

Contact: Ms. Karen Jepson-Innis
Executive Director, WonderLab Museum
812-337-1337

2. PROJECT EXPERIENCE



PROJECT EXPERIENCE

LIBRARIES AND EDUCATIONAL FACILITIES

Monroe County Public Library – Ellettsville Branch Library Addition and Renovation, Ellettsville, IN
Monroe County Public Library Renovation, Bloomington, IN
StoneGate Arts and Educational Cultural Center, Bedford, IN
Indiana University, Kappa Alpha Theta, Beta Chapter Window Replacement, Bloomington, IN
Indiana University, Owen Hall Wells Conference Room Interiors, Bloomington, IN
Indiana University, International Global Studies LEED Management for Site, Bloomington, IN
Phi Gamma Delta Fraternity House, Indiana University, Bloomington, IN
Bloomington Montessori School Classroom Building, Bloomington, IN
Indiana University, White Lot Passenger Transfer Facility, Bloomington, IN
Indiana University SE Campus, University Center Addition & Renovation, New Albany, IN
Indiana University, Wells Scholars Harlos House Renovation, Bloomington, Indiana
Indiana University, Hoosier Courts Nursery School Addition & Renovation, Bloomington, IN
St. Charles School Music Room, Bloomington, IN
Indiana University, Institute for Social Research Renovation, Bloomington, IN
Indiana University, Speech and Hearing Dept. Remodel, Bloomington, IN
Indiana University, Chemistry Building Computer Lab, Bloomington, IN
Indiana University, Institute for Disabilities & Community Renovation, Bloomington, IN

MUSEUMS & THEATERS

WonderLab Museum, Bloomington, IN
Lawrence County History Museum & Hutton Reading Room, Bedford, IN
Buskirk-Chumley Theater Restoration, Bloomington, IN
Sunrise Box Office Renovation, Buskirk-Chumley Theater, Bloomington, IN

COMMUNITY BUILDINGS

New Hope for Families 'Nest' Child Care Center & 'Roof' Family Shelter
Bloomington/Monroe County Convention Center Renovation, Bloomington, IN
Boys & Girls Clubs of Bloomington Feasibility Study, Bloomington, IN
Bloom Amenity Center, Bloomington, IN
Jackson County Community Health Center, Seymour, IN
Anchor House for Homeless Families Feasibility Study, Seymour, IN
Freetown Community Center Addition and Renovation, Freetown, IN
Public Transit Facility Renovation, Bedford, IN

RESTAURANTS

Casa Brava Restaurante, Bloomington, IN
The Bakehouse Renovation, Bloomington, IN

OFFICE BUILDINGS & MANUFACTURING PLANTS

Monroe County, North Showers Building Selective Renovation, Bloomington, IN
Monroe County, Johnson Building Offices Renovation, Bloomington, IN
Monroe County Courthouse Interiors, Bloomington, IN
Curry Building Renovation for Monroe County Offices, Bloomington, IN
Bloomington Utilities Dept. Administration Building Feasibility Study, Bloomington, IN
Hoosier Hills Food Bank Feasibility Study, Bloomington, IN
Schulte Corporation Expansion, Bloomington, IN
Bloomington Utilities Service Control Center Feasibility Study, Bloomington, IN
Smallwood Plaza Administration Offices and Tenant Spaces, Bloomington, IN
Midwest Properties Office Renovation, Bloomington, IN
XJD, Prairie Dog, & Blanx Etc. Corporate Offices, Bloomington, IN

HISTORIC RESTORATION & RENOVATION

Rehabilitation of the Old Federal Building for Re-Use as Seymour Museum, Seymour, IN
Shelburne Interurban Station Feasibility Study, Shelburne, IN
North Manchester Facades Restoration, North Manchester, IN
City of Seymour Downtown Facades Restoration, Seymour, IN
Old Lawrence County Jail Concept & Feasibility Study, Bedford, IN
First National Bank Restoration Feasibility Study, Terre Haute, IN
Smallwood Pike Building Restoration, Bloomington, IN
Ft. Harrison Savings Restoration Feasibility Study, Historic Landmarks of IN, Terre Haute, IN
Downtown Bedford Building Facades Restoration, Bedford, IN

APARTMENTS, HOTELS, BED & BREAKFASTS

Town and Garden Apartments Renovation, Columbus, IN
Grace Lutheran Community Renovation, Greensburg, IN
Indiana University Memorial Union, Biddle Hotel Interior Renovation, Bloomington, IN
Morton 400 Apartments & Commercial Space, Bloomington, IN
Red Rabbit Inn Guest Houses, Unionville, IN
Richelieu Apartments Renovation, Indianapolis, IN
Howell Apartments Renovation, Bedford, IN

RELIGIOUS BUILDINGS

Spencer Presbyterian Church Selective Historic Restoration Study, Spencer, IN
St. Mark's Church Entry Canopy, Bloomington, IN
Trinity Episcopal Church Addition and Renovation, Bloomington, IN
First Presbyterian Church Sanctuary Renovation, Bloomington, IN
First Christian Church Addition & Renovation, Bloomington, IN
Second Baptist Church Addition and Interior Renovation, Bloomington, IN
Church of the Good Shepherd Master Plan, Bloomington, IN



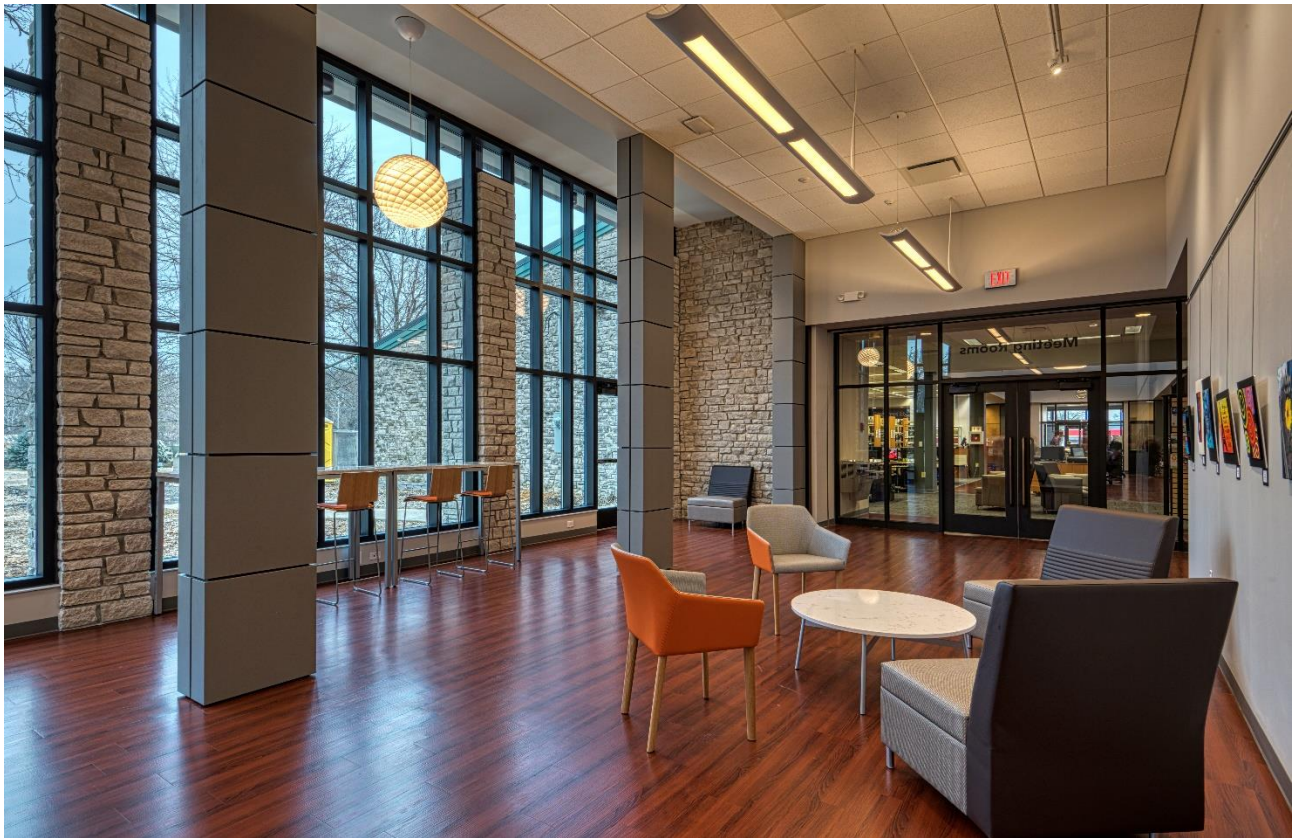
SELECTED PROJECTS

The following selected projects include examples of libraries and similar institutional projects that MATHEU ARCHITECTS has designed.

MONROE COUNTY PUBLIC LIBRARY, ELLETTSVILLE BRANCH ADDITION & RENOVATION

Ellettsville, Indiana

The Monroe County Public Library, Ellettsville Branch Addition and Renovation project responds to current trends in best library practices. Recognizing that libraries today serve many more demographic groups and functions than the traditional library, the Ellettsville Branch project expands library services to include a new Teen Center, Infant/Pre-K Room, Program/Meeting Room, Reception Lobby, Kitchen, and Family Toilet Room. Renovation areas include the entry lobby, service atrium, main collection area, adult reading area, and adult reading area. All new furniture is provided throughout the public building areas. There is a new heating, cooling, and ventilation system for the building. Site work includes renovation of the parking lot to provide ADA accessible spaces.



Monroe County Library, Ellettsville Branch, Reception Lobby



Monroe County Library, Ellettsville Branch, Teen Center



Monroe County Library, Ellettsville Branch, Program/Meeting Room

MONROE COUNTY PUBLIC LIBRARY RENOVATION

Bloomington, Indiana

Recognized by the American Library Association's *2015 Library Design Showcase* as one of the "shining examples of innovative architecture that address user needs in unique, interesting, and effective ways", the Monroe County Public Library renovation project responds to current trends in best library practices. Recognizing that libraries today serve more demographic groups and functions than the traditional library, the Monroe County Library project includes a new Digital Creativity Center and Teen Center, and renovation of the Auditorium, Bookstore, Children's Programming Room, Community Outreach offices, Movies & Music Collection, Meeting Rooms, Collection Services, and Information Systems Offices.

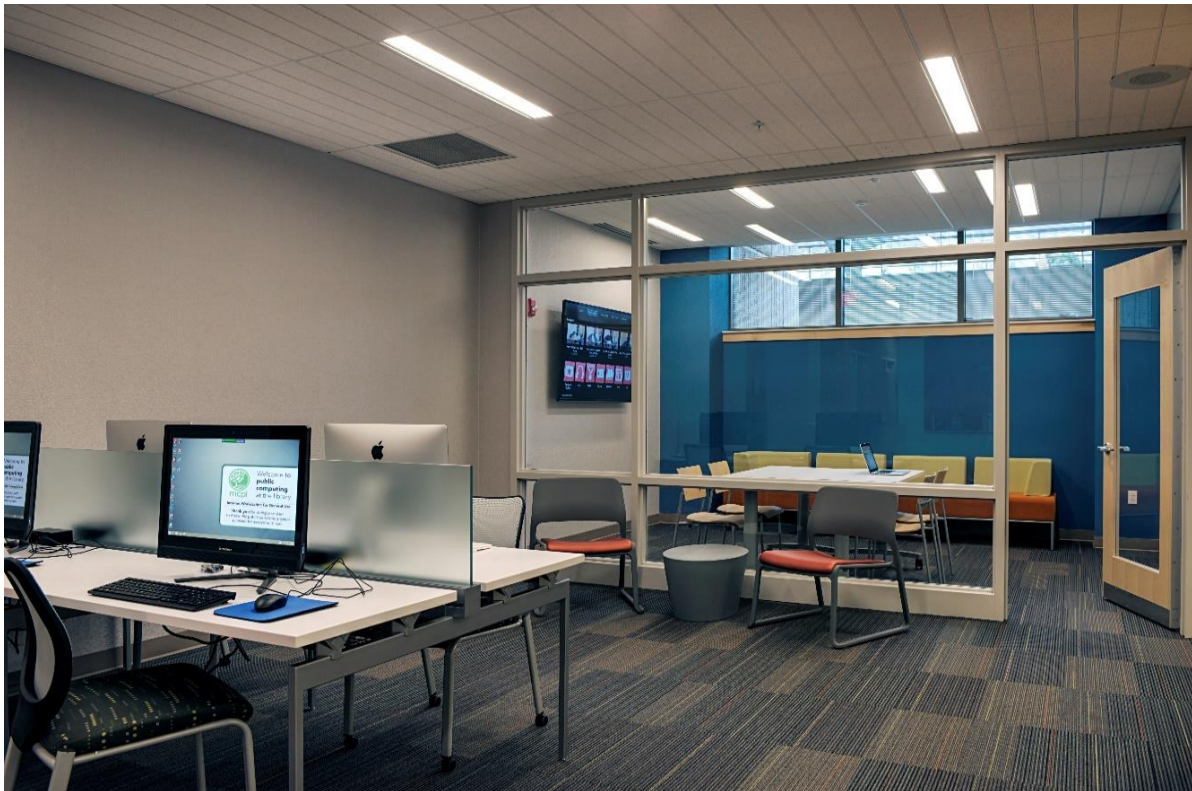
The Digital Creativity Center and Teen Center provide state-of-the-art technology learning and activity spaces. Collaborative and independent learning underpin the function of these spaces. The Digital Creativity Center houses a film production studio, recording booths, and individual and collaborative editing work stations. As a means by which to engage the teen audience the Teen Center encourages social interaction through a variety of gathering spaces. A café area, a gaming area, a graphic design studio space, collaborative learning zones, and quiet reading areas capture the teenage imagination with new ways to learn. Stackable seating cubes in a performance area and mobile furniture throughout the Teen Center provide teens the opportunity to re-shape the space to their liking. The space offers both high tech and hands-on learning devices.



Monroe County Library - Teen Center



Monroe County Library - Digital Creativity Center



Monroe County Library - Teen Center

STONEGATE ARTS AND EDUCATION CENTER

Bedford, Indiana

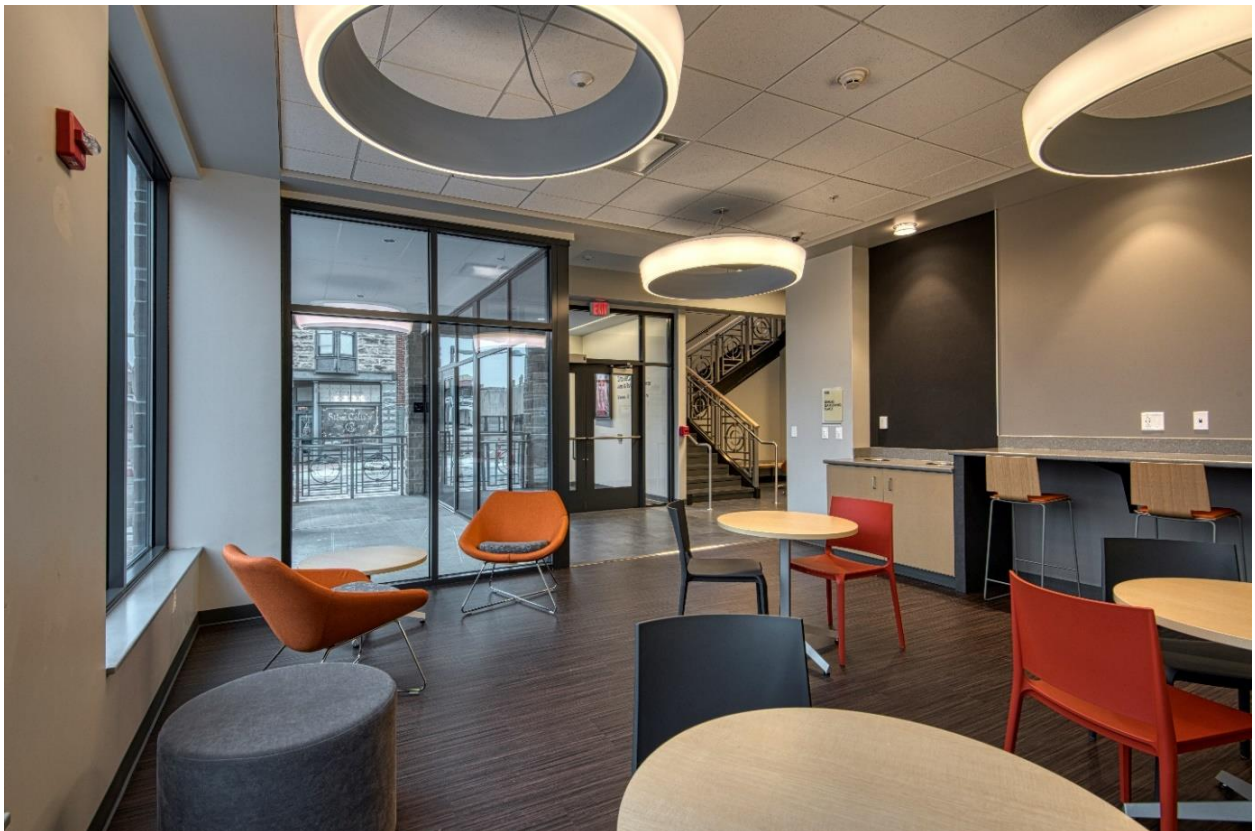
The StoneGate Arts and Education Center holds a prominent location on Bedford's historic Courthouse Square. The three-story building, currently under construction, serves Lawrence County as a vital local art and learning venue. The building supports the goals of the City to enhance the cultural life of the community by providing space for the creative pursuits of numerous arts organizations in the County and by providing a facility which serves the teaching missions of a consortium of community colleges. State-of-the-art classrooms, workshops, studios, a performance/lecture hall, administrative offices, and visitor support spaces combine to make the StoneGate Center a vital resource for Lawrence County. The building's limestone exterior is quarried and cut from local stone, giving homage to the stone industry which has been the backbone of Lawrence County industry for over 150 years. The building is the recipient of numerous State and Federal funding sources which support the City's mission for the facility.



StoneGate Center – View of Main Entry



StoneGate Center – Main Stair



StoneGate Center – Café



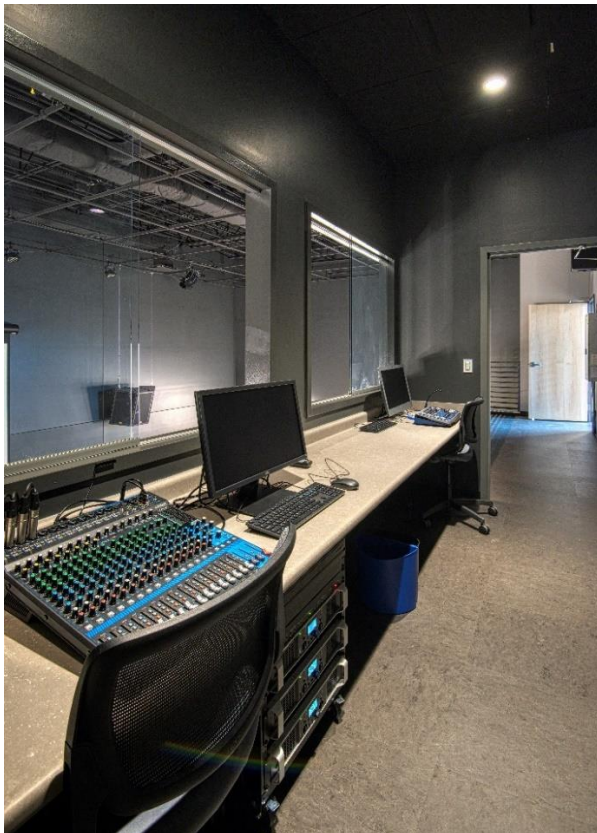
StoneGate Center – Gallery Corridor



StoneGate Center – Classroom



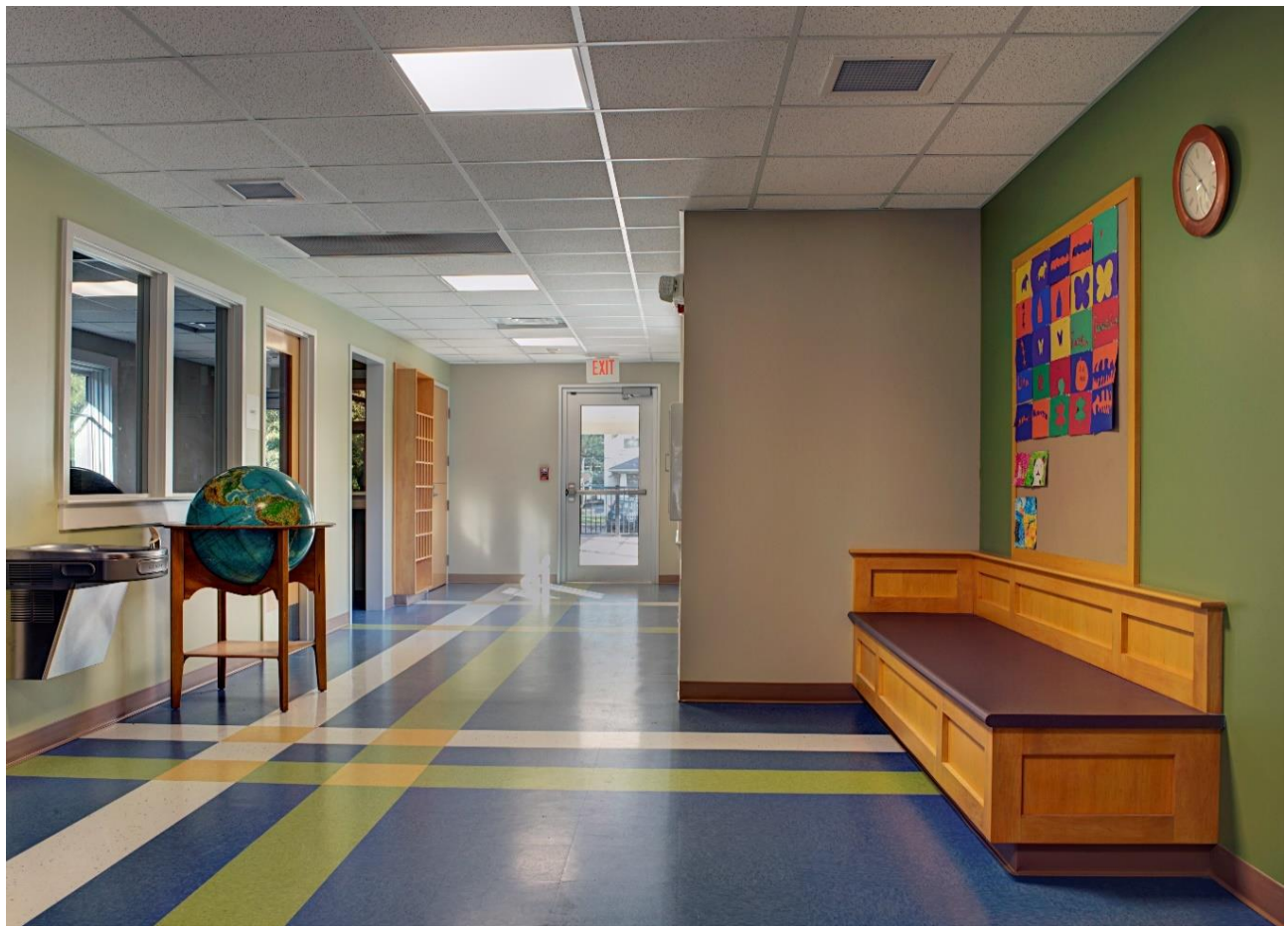
StoneGate Center – Lecture/Performance Hall



StoneGate Center – Lecture/Performance Hall AV Control Room

BLOOMINGTON MONTESSORI SCHOOL BUILDING EXPANSION Bloomington, Indiana

Bloomington Montessori School is a long-standing beacon for alternative education in the Monroe County community. The expansion includes two classrooms, a library, a music and foreign language room, an administrative office, restrooms, an outdoor pavilion and play yard. The design reflects Montessori's educational philosophy in its space layout and use of materials, and it capitalizes on the Owner's limited budget and tight site. Responding to Montessori's belief that students learn best from the natural world, the design creates courtyards and an outdoor pavilion which weave nature into the building and knit together the new addition and existing building. outdoor play spaces. The addition borrows roof forms, building materials, and colors from the existing building as a means by which to integrate the school campus. Large open "free range" classrooms provide views toward the natural setting, and generous window seats encourage students to engage their imaginations. Interior finishes in blue, green, yellow, and clay reflect colors found in nature. The variety of ceiling forms, combined with flexible lighting levels, provide learning activity zones within the open classrooms. A library connects the two classrooms for shared programming. Cubby areas and restrooms are located for controlled access by students.



Bloomington Montessori School - Entry Lobby



Bloomington Montessori Classroom



Bloomington Montessori Reading Room

BLOOMINGTON-MONROE COUNTY CONVENTION CENTER

INTERIOR RENOVATION

Bloomington, Indiana

As the “front door” to Monroe County, the Bloomington-Monroe County Convention Center is an important public building providing reception spaces, meeting rooms, and exhibit areas to local and national visitors. The two-phase interior renovation project re-envisioned the Convention Center with a modern design idiom and capitalizes on the unique character of Monroe County in its use of local materials and display of local artists’ work. Flexibility motivates the design and allows the Convention Center to adapt to specific user needs. The lobby’s quartz and hardwood reception desk welcomes visitors and doubles as a serving counter and information center for convention exhibitors and attendees. Wood and glass screen walls on the main level create informal gathering places and offer interesting views. Sculptural “light pockets” articulate the lobby ceiling, illuminate modern lobby furnishings, and provide acoustic control. New wall and floor finishes interplay with locally quarried limestone columns and wall relief.



Convention Center Renovation – Main Lobby Lounge



Convention Center Renovation – Reception Desk



Convention Center Renovation – Conference Room Corridor

BLOOM AMENITIES CENTER

Bloomington, Indiana

Bloom Amenities Center serves a large apartment complex with its sophisticated conference rooms, café, lounge, music and art studios, computer center, and administrative offices. In addition to its minimal site disruption, the building's "green" design includes its green "live" roof, locally quarried limestone, porous concrete site pavers, and "green" recyclable interior finishes. An innovative mix of aluminum curtain-wall panels and tinted reflective low-e glass creates a lyrical natural light pattern on the exterior building skin and gives full views to the surrounding natural site. A soaring V-shape roof with its articulated limestone scupper marks the north end of the building and serves as a counterpoint to the long horizontal "green" roof to the south.



Bloom Amenities Center – Main Entry



Bloom Amenities Center – Lounge



Bloom Amenities Center - Study/Co-Working Center

BUSKIRK-CHUMLEY THEATER

Bloomington, Indiana

The Buskirk-Chumley Theater project is an adaptive re-use of an existing historic movie house into a 600-seat state-of-the-art legitimate stage theatre and concert hall. The project includes: a historic restoration of the exterior building shell, lobby, entry spaces, retail spaces, and administrative offices; an adaptive re-design of the main theatre house, stage, and dressing rooms; and new building wings for mechanical and electrical rooms and exit passageways. The design responds to the historic Spanish Revivalist and Art Deco architectural styles of the existing building.



Buskirk-Chumley Theater Interior

WONDERLAB MUSEUM OF SCIENCE, HEALTH & TECHNOLOGY

Bloomington, Indiana

The WonderLab Museum of Science, Health, and Technology, a state-of-the-art hands-on museum, is located on a tight urban site in historic downtown Bloomington. The two story 15,000 square feet building includes exhibition space, visitor support facilities, and administrative offices and workshops. The focal point of the exhibition space is a wide and open stair which provides views to the outdoors and encircles a 30 feet high grape vine climbing sculpture. The exhibition areas are designed to provide open flexible spaces for both permanent and temporary exhibitions. A gift shop adjoins the main entry.



WonderLab Museum - Entry Façade

UNIVERSITY CENTER ADDITION & RENOVATION AT INDIANA UNIVERSITY NEW ALBANY SOUTHEAST CAMPUS

New Albany, Indiana

The design for the University Center entrance at Indiana University's New Albany Southeast Campus responds to the Client's need for a welcoming and immediately identifiable gateway to the main building on campus. The design integrates the existing campus center into its site by providing terraced indoor and outdoor gathering spaces. A new glass atrium connects the upper and lower levels with stairs and informal seating. The new lobby serves as a student reception and information center.

A stair at the west side of the building connects a new courtyard garden and outdoor dining area with an upper level terrace, new conference room, and a corridor which connects the north and south building wings.



IU Southeast Campus University Center – Main Entry and Courtyard

HOOSIER COURTS NURSERY SCHOOL ADDITION AND RENOVATION Indiana University Bloomington, Indiana

The Hoosier Courts Nursery School Addition and Renovation project responds to the needs of Indiana University to provide a day care facility that meets current Licensing Day Care and Indiana State Code requirements. The project includes the addition of a new classroom, toilet rooms, kitchen, entry lobby, and storage. The classroom responds to the client's desire to have an open and naturally lit room which faces onto an outdoor garden and play area. A large window seat and doors onto the outdoor area provides a direct visual and physical link for the children with their play area. The renovation includes a totally new heating, ventilating and air conditioning system, new lighting, and a completely reconfigured floor plan to allow for better classrooms, toilet rooms, and administrative offices.



Hoosier Court Nursery School Classroom Addition

TRINITY EPISCOPAL CHURCH ADDITION & RENOVATION

Bloomington, Indiana

The Trinity Episcopal Church Addition and Renovation project includes a new entry, elevator lobby, garden reception room, restrooms, basement storage rooms, as well as a complete renovation of the Church's education wing, including existing classrooms, conference rooms, administrative offices, kitchen, and restrooms.

The new Gothic Revival addition links together Trinity Church's historic English Gothic Revival church proper built in 1910, the two-story mid-century modern annex built in 1970, and the late Post Modern Neo-Gothic fellowship hall and loggia built in 1989. The addition, which sits compactly along the street between the original church and annex, provides a gracious series of reception spaces and provides the church with an accessible route throughout the building.

The education wing renovation responds to the needs of the church for an enlarged kitchen, locating the nursery on the main floor, and providing more conference rooms, offices, and upgraded classrooms. New interior finishes are compatible with the existing historic fabric.



Trinity Episcopal Church Addition – Exterior View



Trinity Episcopal Church Addition – Entry Foyer



Trinity Episcopal Church Addition – Green Room

3. PROJECT TEAM



THE RIGHT TEAM FOR THE PROJECT

MATHEU ARCHITECTS, PC has assembled for the Southwest Branch project a team of experienced and creative professionals each of whom brings an expertise most suitable to the project. We have a long-standing working relationship with our engineering consultants, many of whom have experience working on previous Monroe County Public Library projects. With the Library's approval, we propose the following consultant team:

Site/Civil Engineer:

Bledsoe Riggert Cooper James, Inc.

Bledsoe Riggert Cooper James served as the site/civil engineer for the Feasibility Study for a New Monroe County Public Library Branch. They are currently assisting the Library in evaluating a potential site for the project. Matheu Architects has worked with BRCJ for many years on a variety of local projects.

Structural Engineer:

Lynch, Harrison & Brumleve, Inc.

Lynch, Harrison & Brumleve served as the structural engineer for the recently completed Monroe County Public Library, Ellettsville Branch Addition and Renovation. Matheu Architects has worked with LHB for many years on a variety of projects in southern Indiana.

Mechanical, Electrical, Lighting Design and Plumbing Engineers:

Circle Design Group, Inc.

Circle Design Group served as the MEP engineer for the recently completed Monroe County Public Library, Ellettsville Branch Addition and Renovation. Matheu Architects has worked with CDG for many years on a variety of projects in southern Indiana.

Fire Protection and Building Code Consultant:

RTM Consultants, Inc.

RTM served as the code consultant for the recently completed Monroe County Public Library, Ellettsville Branch Addition and Renovation. Matheu Architects has worked with RTM for many years on a variety of projects in southern Indiana.

Construction Cost Consultant:

Blundall Associates, Inc.

Blundall Associates is a reputable construction cost consultant for Indiana and Midwest construction projects. This will be the first time Matheu Architects will be working with Blundall.



PERSONNEL & RESUMES

The following **MATHEU ARCHITECTS** personnel would be assigned to the project team:

President: Christine Matheu, AIA, NCARB, RA, RID, LEED AP

Ms. Matheu would serve as the Principal-in-Charge and Lead Architect for the project. Her responsibilities will include primary communication with the Monroe County Public Library and the Monroe County community; developing a building space and service program with the Library Branch Planning Team; leading the architectural design; working with the site/civil consultant to conceptualize and develop the site design; working with the engineering consultants to explore the most energy efficient engineering systems which best support the architectural design intent; designing the building interiors, including finishes and furniture selection.

As President of MATHEU ARCHITECTS, Ms. Matheu is authorized to execute agreements on behalf of the firm for the Monroe County Public Library Southwest Branch project.

Associate: Kristopher Floyd: Associate AIA, LEED AP

Mr. Floyd will serve as Project Manager for the Southwest Branch project. His responsibilities would incorporate and dovetail with the responsibilities provided by Christine Matheu with a specific emphasis on working with the engineering consultants to assure the engineering systems coordinate with the architectural design; working with the code consultant to address current code requirements; preparing the Design Development documents; preparing the Construction Documents in preparation for bidding the project; managing the bidding and construction observation phases of the project.



CHRISTINE MATHEU, AIA, NCARB, RA, RID, LEED AP

As President of MATHEU ARCHITECTS, PC, Ms. Matheu brings to projects a wealth of experience from her many years as a professional architect, both in her own practice as well as with other national architectural firms. Ms. Matheu is experienced in all phases of architectural practice, from planning through construction, with specialization in institutional facility planning, architectural design, interiors, and historic restoration and renovation. Working closely with clients, she leads a team of architects and consultants to provide design continuity and project coordination. At MATHEU ARCHITECTS she has been the principal designer for such projects as the Monroe County Public Library Renovation, the StoneGate Arts and Education Center, the Monroe County Courthouse Interiors, the Bloomington/Monroe County Convention Center Renovation, the Bloomington Montessori School Addition, the Trinity Episcopal Church Addition and Renovation, the Buskirk-Chumley Theater Restoration, and the WonderLab Museum, as well as for numerous projects at Indiana University and other cultural and educational institutions.

Ms. Matheu is a licensed Architect and Interior Designer in the State of Indiana, and is a LEED Accredited Professional; she is committed to designing sustainable buildings for clients.

Before locating to Bloomington, Ms. Matheu received a Master of Architecture degree from the University of Pennsylvania and practiced architecture in Philadelphia.

While practicing in Philadelphia, Ms. Matheu was also a faculty member with the Department of Architecture at the University of Pennsylvania for ten years. She has been a visiting critic and lecturer at major schools of architecture in the United States and abroad. Most recently she was an adjunct lecturer in the Interior Design Department at Indiana University, Bloomington Campus.

CHRISTINE MATHEU, AIA, NCARB, RID, LEED AP

POSITION

President, MATHEU ARCHITECTS, PC

EDUCATION

Master of Architecture, University of Pennsylvania

Bachelor of Science, Skidmore College

PROFESSIONAL REGISTRATION

Licensed Architect: Indiana, #AR00910054, 1991

Licensed Interior Designer: Indiana, #RID00456

Certified: National Council of Architectural Registration Boards Certif. #40783, 1991

LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

Member, American Institute of Architects

Member, Indiana Society of Architects Member, AIA South Central Indiana Chapter

Member, Past Board Member & Vice President, Bloomington Restorations, Inc.

Member, Indiana Historic Landmarks Foundation

Past Board Member, Buskirk-Chumley Theater

REPRESENTATIVE PROJECTS

New Hope for Families 'Nest' Child Care Center & 'Roof' Family Shelter, Bloomington, IN

Monroe County Public Library Ellettsville Branch Addition and Renovation, Ellettsville, IN

StoneGate Arts & Education Center, Bedford, IN

Rehabilitation of the Old Federal Building for Re-Use as Seymour Museum, Seymour, IN

Monroe County Public Library Renovation – Phase III, Bloomington, IN

Monroe County Courthouse Interiors, Bloomington, IN

Bloomington Boys & Girls Clubs Feasibility Study, Bloomington, IN

Bloomington Montessori School Classroom Expansion, Bloomington, IN

Bloomington-Monroe County Convention Center Interior Renovation, Bloomington, IN

University Center Entrance Renovation & Addition, Indiana University Southeast Campus, New Albany, IN

Curry Building Renovation for Monroe County Offices, Bloomington, IN

Walnut Park Redevelopment Concept Study, Bloomington, IN

Bloom Amenities Center, Bloomington, IN

Casa Brava Restaurante, Bloomington, IN

Hoosier Hills Food Bank Feasibility Study, Bloomington, IN

Trinity Episcopal Church Addition and Renovation, Bloomington, IN

Morton 400 Commercial and Apartment Building, Bloomington, IN

Schulte Corporation Expansion, Bloomington, IN

First Presbyterian Church Sanctuary Renovation, Bloomington, IN

Second Baptist Church Addition and Interior Restoration, Bloomington, IN

Lawrence County Museum of History and Hutton Reading Room, Bedford, IN

Buskirk-Chumley Theater Restoration, Bloomington, IN

Moses Fell Building Restoration, Bedford, IN

Wells Scholars Harlos House Renovation, Indiana University, Bloomington, IN

XJD, Prairie Dog, & Blanx Etc. Corporate Offices, Bloomington, IN

Institute of Social Research Renovation, Indiana University, Bloomington, IN

WonderLab Museum of Science, Health & Technology, Bloomington, IN

Speech and Hearing Dept. Remodel, Indiana University, Bloomington, IN

Chemistry Building Computer Lab, Indiana University, Bloomington, IN

Hoosier Courts Nursery School Addition & Renovation, Indiana University, Bloomington, IN



KRISTOPHER FLOYD, Associate AIA, LEED AP

As an associate of MATHEU ARCHITECTS, PC, Mr. Floyd draws from his comprehensive experience with architectural practice to provide clients a full range of services. Mr. Floyd manages the design, detailing, and team coordination for each phase of a project; coordinates bidding; and oversees construction. At MATHEU ARCHITECTS he has been the Project Manager for such projects as the Monroe County Library Renovation, Bloomington-Monroe County Convention Center Renovation, Bloomington Montessori School Building Expansion, Curry Building Renovation, Trinity Episcopal Church Addition & Renovation, Bloom Amenities Center, Lawrence County Museum of History & Edward L. Hutton Research Library, and the WonderLab Museum of Science, Health & Technology.

Mr. Floyd is a LEED Accredited Professional committed to designing sustainable buildings for clients.

Prior to joining the firm of MATHEU ARCHITECTS Mr. Floyd served as a Project Architect for an Indianapolis based firm, specializing in facility planning and the design of institutional, educational, and commercial projects. In his position, Mr. Floyd worked as a team member on a range of project types including renovations, additions, new building construction and historic restorations.

Before locating to Bloomington, Mr. Floyd attended Ball State University where he received a Bachelor of Architecture degree.

KRISTOPHER FLOYD, Associate AIA, LEED AP

POSITION

Project Manager, MATHEU ARCHITECTS, PC

EDUCATION

Ball State University, Bachelor of Architecture, 1989

Ball State University, Bachelor of Science in Environmental Design, 1989

PROFESSIONAL REGISTRATION

LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

Associate Member, American Institute of Architects Member

Historic Landmarks Foundation of Indiana Member

Bloomington Restorations, Inc.

REPRESENTATIVE PROJECTS

New Hope for Families 'Nest' Child Care Center & 'Roof' Family Shelter, Bloomington, IN

Monroe County Public Library – Ellettsville Branch Library Addition and Renovation, Ellettsville, IN

StoneGate Arts & Education Cultural Center, Bedford, IN

Rehabilitation of the Old Federal Building for Re-Use as Seymour Museum, Seymour, IN

Monroe County Public Library Renovation – Phase III, Bloomington, IN

Bloomington Boys & Girls Clubs Feasibility Study, Bloomington, IN

Monroe County Courthouse Interiors, Bloomington, IN

Bloomington Montessori School – Classroom Expansion, Bloomington, IN

Shelburne Interurban Station Feasibility Study, Shelburne, IN

Lawrence County Learning Center Feasibility Study, Bedford, IN

Grace Lutheran Community Building & Site Renovations, Greensburg, IN

Bloomington-Monroe County Convention Center Interior Renovation, Bloomington, IN

University Center Entrance Renovation & Addition, Indiana University Southeast Campus, New Albany, IN

Curry Building Renovation for Monroe County Offices, Bloomington, IN

First Christian Church Renovation, Bloomington, IN

North Manchester Facades Restoration, North Manchester, IN

Bloom Amenities Center, Bloomington, IN

Trinity Episcopal Church Addition and Renovation, Bloomington, IN

Seymour Downtown Facades Rehabilitation Project, Seymour, IN

Morton 400 Commercial and Apartment Building, Bloomington, IN

Social Security Administration Office Field Services, Bloomington, IN

First Presbyterian Church Sanctuary Renovation, Bloomington, IN

Smallwood Pike Building Restoration, Bloomington, IN

Schulte Corporation Expansion Project, Bloomington, IN

Jackson County Community Health Center, Seymour, IN

Second Baptist Church Addition and Interior Restoration, Bloomington, IN

Lawrence County Museum of History & Hutton Reading Room, Bedford, IN

Freetown Community Center Rehabilitation and Addition, Freetown, IN

Bedford Building Facades Restoration, Bedford, IN

WonderLab Museum of Science, Health & Technology, Bloomington, IN

St. Charles School Music Room Renovation, Bloomington, IN

Howell Apartments, Bedford, IN



CONSULTANTS

Information follows about the consultants for the Monroe County Public Library Southwest Branch project.

BLEDSON RIGGERT COOPER JAMES, INC.
Site/Civil Engineer

Bledsoe Riggert Cooper James

LAND SURVEYING • CIVIL ENGINEERING • GIS

Firm Profile

Bledsoe Riggert Cooper James is a full service land surveying, civil engineering, and GIS firm providing professional services throughout the states of Indiana, Illinois, Kentucky, Ohio, Tennessee, and West Virginia.

We are a Bloomington, Indiana based firm established in 1992 with additional offices in Bedford and Paoli.

We have six registered professional land surveyors supervising up to ten survey crews, two registered professional engineers, one graduate civil engineer, one graduate landscape architect, four CAD Technicians, and three GIS programmers.

Our land surveying services include boundary surveys, topographic surveys, land title surveys, property line locates, construction layout and staking, lot surveys, plat preparation, mortgage surveys, control route surveys, plot plans, and aerial photogrammetric control.

Our civil engineering services include complete site design, landscape design, land planning, subdivisions, roads, intersection improvements, parking lots, athletic facilities, water distribution systems, stormwater management and drainage systems, stormwater pollution prevention systems, sanitary sewer systems, lift stations, and septic systems.

Our GIS department understands that GIS systems have become an indispensable tool in the field as well as the office. At BRCJ we are experts in geospatial technologies, mobile and web-based applications, and complex data exchange. We work in close collaboration with users to create ubiquitous solutions to share, edit, visualize and analyze spatial data with survey grade accuracy. Our systems provide fluid access to all aspects of project data, giving our clients the ability to make more informed decisions, reduce mistakes, save money, and improve efficiency and data accuracy.

We utilize state-of-the art technology including GPS, robotics, and total stations and utilize the most current data collectors and available software. Our engineering and drafting functions are thoroughly computerized using AutoCAD, Civil 3D, and associated engineering programs. We are capable of interchanging information electronically with Design Professional firms and clients.

Our clients range from private property owners, developers, heavy highway contractors, architectural firms, utility companies, municipalities, school corporations, universities, and Federal Government Departments.

Bledsoe Riggert Cooper James is committed to providing a high level of service with honesty, integrity, and professionalism in a timely manner through emphasis on personalized services and direct involvement of our top-level management personnel and experienced staff.

Title
Date
Page 2 of 2

Bledsoe Riggert Cooper James

LAND SURVEYING • CIVIL ENGINEERING • GIS

Projects

Library related Projects

- Owen County Public Library Additions and Renovations
- IU Wells Library Entrance Improvements

Projects with Christine Matheu Architect

- Monroe County Public Library Feasibility Study for a New Branch Library
- WonderLab Museum
- Lawrence County Museum of History
- Trinity Episcopal Church Renovation and Addition
- Grace Lutheran Community Building and Site Renovations
- Montessori School Classroom Addition

LEED Accredited Projects

- Evergreen Village – Bloomington single family residential housing development
- IU Health Bloomington Hospice House
- The New Bloomington Transit Center
- IU Multidisciplinary Science Building II
- IU Wylie House Education Center
- IU Ashton Satellite Chilled Water Facility
- IU Jacobs School of Music East Studio Building
- IU Briscoe Quad Renovations

Monroe County Community School Corporation Projects

- Tri-North Middle School Replacement – Construction to begin
- Bloomington High School North Addition and Renovations – Construction underway
- Batchelor Middle School Rogers Street Bus Exit Driveway
- Batchelor Middle School Additions and Renovations
- Marlin Elementary School Additions and Renovations
- Fairview Elementary School
- Administration Building Renovations
- Binford Rogers Parking and Circulation Improvements
- New Maintenance Facility and Bus Parking
- Bloomington High School North Building Renovations and Parking Lot Improvements

Indiana University Projects

- Marching Hundred Hall
- Memorial Stadium Additional and Renovation
- 17th Street Pedestrian Circulation Safety Improvements
- Owen Hall North Service Area and South Plaza Renovations
- Read Hall South Side Entrance and Site Improvements
- Wright Quad Kitchen Renovation & Loading Dock Addition
- Memorial Stadium North End Zone Facility
- Simon Hall
- Franklin Hall Site Improvements
- Hutton Honors College
- Forest Dining Hall Renovation and Expansion
- Henderson/Atwater Parking Garage
- Cook Hall Basketball Practice Facility
- Baseball Softball Facility
- Recreational Sports Multipurpose Fields

Bledsoe Riggert Cooper James

LAND SURVEYING • CIVIL ENGINEERING • GIS

WILLIAM S. RIGGERT, PE – President | Principal Civil Engineer

Bill was born and raised in Wisconsin and graduated from the University of Wisconsin, Madison. He spent several years working for the U.S. Navy in civil engineering, project management, and construction administration in Louisiana and Indiana. Before joining the company in 1995, Bill served the City of Bloomington, first as City Engineer and later as Assistant Director of Utilities. Throughout his career, Bill has had a great deal of experience with public works projects, site development, and infrastructure improvements. He is also active in the community, serving on a number of local government boards.

EDUCATION

University of Wisconsin, Madison, WI

Bachelor of Science Degree in Civil and Environmental Engineering, 1981

REGISTRATION

Indiana PE - #PE60870231

Illinois PE - #062.063340

Wisconsin PE - #28079

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

RELEVANT PROJECT EXPERIENCE

BT Downtown Transit Center

As a subconsultant we provided land surveying and civil engineering services for the site design associated with Bloomington Transit's Downtown Transit Center at 3rd Street and Walnut Street, including temporary erosion control; stormwater collection, conveyance, and treatment; utility relocations for communications, electric, and natural gas; water, fire protection, and wastewater service; grading; and site concrete hardscape.

The Mercury Building, Morton Street Parking Garage, and Hilton Garden Inn

As a subconsultant we provided land surveying and civil engineering services for the redevelopment of the old Regester Parking Garage site bounded by College Avenue and Morton Street between 6th and 7th Streets into the City's Morton Street Parking Garage surrounded by the Hilton Garden Inn and The Mercury mixed use building. The project included selective site demolition; utility relocations for communications, electric, and natural gas; water and sanitary sewer main upgrades; storm sewer system improvements; streetscape; a courtyard; and water, fire protection, and wastewater service lines for the buildings.

Smallwood Plaza, Smallwood Pike, and the Morton 400 Building

As a subconsultant we provided land surveying and civil engineering services for the redevelopment of the old Sarkes Tarzian site bounded by College Avenue and Morton Street between 8th and 9th Streets into the Smallwood Plaza and Morton 400 apartment and commercial space building and the renovation of the historic Smallwood Pike building for Bub's Burgers. This project included selective site demolition; utility relocations for communications, electric, and natural gas; water and sanitary sewer main upgrades; storm sewer system improvements; streetscape; a courtyard; and water, fire protection, and wastewater service lines for the buildings.

SpringHill Suites

As a subconsultant we provided land surveying and civil engineering services for the SpringHill Suites hotel at 501 N. College Avenue. The project included a parking garage and commercial space along Morton Street. Our scope of work addressed erosion control, selective site demolition, extension of a new water main along College Avenue, a new storm sewer along 9th Street, streetscape, as well as water, fire protection, and wastewater service lines.

Bledsoe Riggert Cooper James

LAND SURVEYING • CIVIL ENGINEERING • GIS

DANIAL NEUBECKER

Landscape Architect

Dan is a graduate landscape architect with 39 years professional experience working in the fields of Landscape Architecture and Civil Engineering. He has been involved in hundreds of projects in the City of Bloomington and Monroe County over those years and has experience with land planning, zoning and approval processing, site design, grading design, landscape design, and infrastructure design to support a wide range of project types, including sidewalk and roadway improvement, institutional, industrial, educational, parks and recreation, commercial and residential developments. Dan has been involved in land use analysis and planning for projects in the hundreds of acres and has completed land planning, designed site improvements, landscape design and related infrastructure systems for all types and scales of site development.

EDUCATION

Michigan State University, East Lansing, MI

Bachelor of Science Degree in Landscape Architecture, 1979

RELEVANT PROJECT EXPERIENCE

Tri-North Middle School Replacement

Monroe County Community School Corporation

Complete site design for the new middle school while maintaining the existing school until the new school is built. Construction to begin this month.

Binford-Rogers Elementary Schools - Parking and Circulation Improvements

Monroe County Community School Corporation

\$870,000 Campus wide site improvements, including drives, parking lots, walks, stormwater management, and landscaping.

Indiana University Read Hall Exterior Entrance Improvements

Indiana University Bloomington

\$461,000 site improvements for the south entrance to Read Hall, including walks, ramps, steps, walls, flagpole, lighting, landscaping, and a domestic and fire protection water service upgrade.

Indiana University Franklin Hall Site Improvements

Indiana University Bloomington

\$502,000 site improvements along the east and north sides of Franklin Hall, including walks, ramps, steps, walls, bicycle parking, lighting, and the Jordan River bridge restoration.

Phi Gamma Delta Fraternity House

431 N. Woodlawn Avenue, Bloomington

Complete site design, including drives, parking, plaza, walks, utilities – water and sanitary sewer stormwater management, landscaping, and associated grading.

New Hoosier Energy Headquarters

Hoosier Energy, 2501 S. Cooperative Way, Bloomington

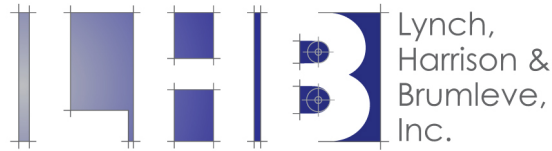
Complete site design of the 13-acre campus, including drives, parking lots, walks, utilities – water and sanitary sewer, stormwater management, and associated grading.

Evergreen Village at Bloomington

EV Bloomington Limited Partnership, 3607 S. Heirloom Drive, Bloomington

Complete site design of the 5-acre site, including drives, parking areas, walks, utilities – water and sanitary sewer, stormwater management, landscaping, and associated grading.

LYNCH, HARRISON & BRUMLEVE, INC.
Structural Engineer



Firm Profile

550 Virginia Avenue
Indianapolis, Indiana 46203

Phone: 317-423-1550
Fax: 317-423-1551
www.lhb-eng.com

Lynch, Harrison and Brumleve, Inc. has been in the continuous practice of structural engineering since its founding in 1959. We have successfully served Architects and Owners on building projects for sixty years throughout Indiana and surrounding states. Our projects have included municipal and medical facilities, libraries, student housing, mixed use, recreational, religious, elementary, high schools and higher education.

Mr. William F. Lynch founded and led the firm until 1984 along with two separate partners over different periods. During that time, the firm served as structural engineer on notable projects such as the Indianapolis Museum of Art and The Children's Museum of Indianapolis. In 1984, the current partners, Wesley B. Harrison and Paul A. Brumleve, assumed leadership of the firm.

Our firm has experience with virtually all building types and structural materials in projects ranging from simple to very complex. We continually strive to provide complete, well-coordinated and efficient structural designs within schedule and budget while providing thorough communication and responsiveness to our Architectural Clients and Owners along the way.

Lynch, Harrison & Brumleve, Inc. has successfully served as structural engineer on many public and municipal facilities around the state including several Public Libraries. Our portfolio of projects includes a multitude of Libraries and Media Centers throughout the state for K-12 educational facilities. We are currently in the design phase for a Marion County Library Branch and another Marion County Branch is currently under construction.

PUBLIC LIBRARIES COMPLETED or UNDER CONSTRUCTION

Bona Thompson Library Renovation	Indianapolis, IN
Brown County Public Library	Nashville, IN
Fulton County Public Library Addition	Rochester, IN
Greencastle Public Library Additions & Renovations	Greencastle, IN
Hamilton North Public Library Addition	Cicero, IN
Hussey-Mayfield Library	Zionsville, IN
Indianapolis Public Library - College Avenue Branch	Indianapolis, IN
Indianapolis Public Library – Ft. Harrison Branch	Indianapolis, IN
Indianapolis Public Library - Franklin Township Branch	Indianapolis, IN
Indianapolis Public Library - Haughville Branch	Indianapolis, IN
Indianapolis Public Library – Shelby Street Branch Renovation	Indianapolis, IN
Indianapolis Public Library – Brightwood Branch	Indianapolis, IN
Lebanon Public Library Additions & Renovations	Lebanon, IN
Linden Public Library Addition	Linden, IN
Monroe County Public Library – Ellettsville Branch Addition	Ellettsville, IN
Monroeville Public Library	Monroeville, IN
Owen County Public Library Addition	Spencer, IN
Putnam County Library	Greencastle, IN
Vincennes University Shake Library Renovation	Vincennes, IN
Yorktown Public Library Addition	Yorktown, IN

STRUCTURAL ENGINEERS

WILLIAM F. LYNCH, P.E., L.S.
(1917-1995)

WESLEY B. HARRISON, P.E.

PAUL A. BRUMLEVE, P.E.

MARK D. LAVIER, P.E.

ROBERT M. DEE, P.E.

JAMES R. OSBORNE, P.E.

SCOTT A. CLORE, P.E.

Library Project Descriptions:

Indianapolis Marion County Public Library – Franklin Township Branch

This new, ground up facility was constructed in a suburban setting on previously undisturbed farmland. The one-story structure consisted of a structural steel frame supporting steel beams and joists, metal roof deck and a section of exposed decorative gable-shaped wood roof trusses. The foundations for this structure were conventional spread footings supporting masonry foundation walls. The steel building columns were supported concrete piers and reinforced concrete column footings. All slabs on grade were reinforced with welded wire fabric and were placed over compacted drainage fill and a vapor barrier.

Indianapolis Marion County Public Library – College Avenue Branch

This new, facility was constructed on the near northeast side of Indianapolis on a site that had had previous construction. Unsuitable soils were removed from the site and new engineered fill was placed to support a conventional foundation system. The structure is steel frame supporting steel roof joists and metal roof deck. Bow-string steel joists were used to frame the main center portion of the building, giving it the unique rolled roof shape.

Indianapolis Marion County Public Library – Shelby Street Branch

This renovation of an existing structure consisted of modifying the existing wood roof framing to accommodate the installation of an “eyebrow” window to allow for natural light to enter the building. The existing roof structure was modified to accept this new design feature while keeping most if of the existing roof framing in-place during the renovation. The natural light has transformed the interior space into a comfortable, sun filled area that completely changes the atmosphere of the entire building. MEP upgrades were also done during this renovation.

Résumé

Wesley B. Harrison, P.E.
Principal- in-Charge

Purdue University: B.S. 1980 - Construction Technology
Registered Professional Engineer: Indiana

Since joining the firm in 1979, Mr. Harrison has served as Principal Engineer for a wide variety of industrial, commercial, educational and institutional building projects all over the State of Indiana. He is experienced in structural design utilizing structural steel, reinforced concrete and wood and timber materials; and is also qualified in the application of computer methods for efficient design techniques. He believes in working hard to produce a quality product within budget for a satisfied Client and Owner. Mr. Harrison is currently involved in several institutional and educational projects and has served as the certifying structural engineer for several past Marion County Public Library projects.

Mr. Harrison's role for this project will be to manage and provide overall coordination the project in the structural engineer's office and to assist with the coordination with all design disciplines. He will also produce all the structural specifications for the project, provide a Quality Control review of the drawings and will provide certification of the structural drawings when the Contract Documents are complete.

Mr. Harrison is currently serving as the Principal-in-Charge of two library projects currently under construction and in design in central Indiana.

Professional Affiliations: American Society of Professional Engineers

Résumé

Scott A. Clore, P.E.
Project Manager/Principal

Purdue University: B.S. Civil Engineering – 1998
Registered Professional Engineer: Indiana,
Georgia, Iowa, Louisiana, Maine and New York

Mr. Clore became a member of the Lynch, Harrison & Brumleve, Inc. team in November of 2003 and has worked in the structural engineering industry for over 16 years. Since then he has worked on a wide array of projects, including large industrial facilities, churches, and several educational facilities. These projects range from new construction and minor additions to major expansions and renovations. His past experience as a designer in the Pre-Engineered Metal Building industry has helped to develop an ability to see a project from many different perspectives. This knowledge and an awareness of the importance of interdisciplinary coordination helps to ensure a successful project from start to finish.

Mr. Clore's role in this project will be to coordinate the design and production of the structural engineering portion of the project. He is responsible for the daily inter-office coordination along with the coordination with the architect and all other design disciplines involved in the project.

Mr. Clore has successfully served as the project engineer on many projects ranging from new construction to complicated renovations. His attention to detail and communication skills are appreciated by everyone involved with his projects.

Currently, Mr. Clore is nearing the completion of the design of a new large municipal project in Indianapolis.

Professional Affiliations: American Society of Civil Engineers
Structural Engineering Institute

CIRCLE DESIGN GROUP

Mechanical, Electrical, and Plumbing Engineers

Circle Design Group is a mechanical, electrical, and civil engineering firm where innovative ideas, sustainable design and practical solutions are our focus. Circle Design Group distinguishes itself by designing engineering systems that enhance comfort, conserve resources and contribute to our clients' objectives.

In January 2018, the merger of Circle Design Group and Enverity Engineering into one company was announced. The two companies have a history of 36 years and 16 years respectively. The union of the two companies has assembled a team of hardworking professionals focused on providing budget conscious, client focused engineering solutions.

ADMINISTRATION

Ross D. Maue, P.E. – Chief Executive Officer
Rita Smith – President / Business Manager

DIRECTORS

Kerry Smith, P.E., LEED AP – Director of Engineering
David Barrientos, P.E. – Director of Mechanical Engineering
Barry Simpson, P.E., LEED AP - Director of Electrical Engineering
David Huffman, P.E. - Director of Civil Engineering

PROFESSIONAL STAFF

Total Staff	35
Licensed Engineers	6
LEED Accredited Professionals	5
NCQLP Lighting Certified	1

LICENSURE

Many of our business relationships result in projects located outside of the Midwest region. Our credentials are maintained with the National Council of Examiners for Engineering and Surveying to permit prompt licensing in other areas.

Alabama	Colorado	Georgia
Indiana	Illinois	Iowa
Kansas	Kentucky	Michigan
New York	Ohio	Texas
Virginia	Wisconsin	

LEED EXPERIENCE AND ENVIRONMENTALLY RESPONSIBLE ENGINEERING

Energy efficiency and environmental responsibility are key attributes of our engineering philosophy. We are committed to helping our clients implement strategies to meet their objectives for energy saving solutions. We currently have 11 LEED Certified Projects including levels of Platinum (1), Gold (5), Silver (2) and Certified (3).

PROJECT EXPERIENCE

Circle Design Group's project experience is widely diversified and covers a broad spectrum of facility types and sizes. This diversified portfolio sets Circle Design Group apart as it allows for ongoing development of technological and creative skills. A full list of completed and in-development projects is available upon request.

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ENGINEERING SERVICES OFFERED**General Engineering Services**

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Life Cycle Cost Analysis
Project Management
Systems Engineering Design
Cost Estimating
Computer Drafting with AutoCAD® 2018
Building Information Modeling (BIM) with Revit® 2018
Field Inspections and Construction Administration
Building Commissioning Assistance
System Troubleshooting and Analysis
Forensic Engineering
LEED® Green Building Design and Compliance Certification
Engineering Peer Reviews
Electrical System Modeling
Mechanical System Modeling

Mechanical Engineering

Heating, Ventilating and Air Conditioning Systems
Chilled-Beam Systems
Constant and Variable Air Volume Systems
Radiant Heating Systems
Water Source Heat Pump Systems
Central Building Utilities
Hot/Chilled Water
Heat Recovery
Hydronic and Steam Distribution Systems
Piping and Pumping Systems
Variable Refrigerant Flow Systems
Energy Management Systems

Electrical Engineering

Area and Roadway Lighting Design
Audio, Public Address and Sound Reinforcement
Data and Telecommunications Systems
Electrical Instrumentation and Control
Fault Current, Arc Flash and Coordination Studies
Fire Alarm Systems
Interior and Exterior Building Lighting Design
Low & Medium Voltage Power Distribution Systems
Power Factor Correction, Harmonic Mitigation
Security and CCTV Systems
Standby Power and Power Generation

Theatrical Lighting Design, Dimming Systems

Plumbing Engineering

Domestic Plumbing Systems
Fire Protection Systems
Fuel Gas Piping Systems
Lift Stations
Medical Gas Systems
Sewage Treatment Facilities
Specialty Waste Systems
Swimming Pool Systems
Wastewater Treatment Facilities

Civil Engineering

Grading
Sanitary Sewer
Site Layout and Design
Storm Water Management
Storm Sewer Design

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**ST. JOSEPH COUNTY PUBLIC LIBRARY
SOUTH BEND, INDIANA**

Our firm was selected to serve as the MEP and civil engineering design team for an addition and renovation to this main library in South Bend which was founded in 1888. The existing building will include 86,000 square feet of renovation. The building has a full basement, plus three stories above grade. A new addition (Library Annex) will be to the east and connected to the existing building by an arcade at the south and a technology center at the north. The addition will be three-stories and 36,000 square feet. A courtyard will be added between the existing and new buildings; additional landscape and parking will be to the south.

The anticipated construction budget is \$31,000,000. We are serving under the architectural firm of Robert A.M. Stern Architects, New York, with construction documents ready for bidding in October 2019.



Rendering provided by RAMSA

**CARMEL CLAY LIBRARY –
VILLAGE OF WEST CLAY BRANCH
CARMEL, INDIANA**

Circle Design Group provided MEP and civil engineering design for the Library's first satellite branch location. The renovation work is well underway in the spring of 2019 at 12770 Horseferry Road location, which previously housed Harvest Fresh Market.

In addition to the renovation of the 3,500 sq. ft. of space for library use, the project included the additions of a book drop area and a four-seasons gathering space.

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ELLETTSVILLE, LIBRARY
BLOOMINGTON, INDIANA

Our firm served as the MEP design engineers for the renovation of 3,000 square feet of this library. The newly renovated facility includes:

- A preschool room with imaginative play area
- A dedicated teen space with a DIY design studio
- An expanded program room and kitchenette to accommodate large meetings
- A new art gallery space
- A beautiful bay window with new seating area
- Laptops for checkout within the building
- New ADA-compliant restrooms
- A new heating and cooling system for more cost-efficient, year-round comfort

We proudly served alongside Christine Matheu Architects, Bloomington, Indiana.

The renovated library opened in February 2019.

**TRAFALGAR PUBLIC LIBRARY**
TRAFALGAR, INDIANA

Circle Design Group provided mechanical/electrical design services for the replacement of mechanical systems controls/equipment, along with updated, revised lighting for the spaces.

The 22,000 square foot library was built in 2006. We served directly with Johnson County Library in Franklin, Indiana.

Project completion is planned for summer 2019.

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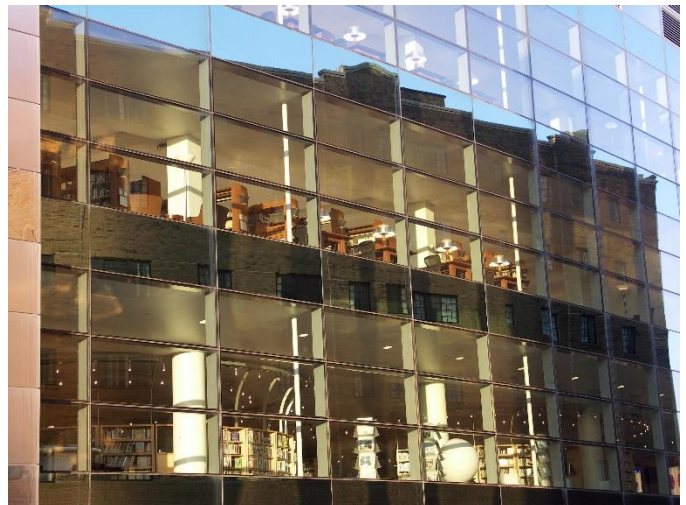
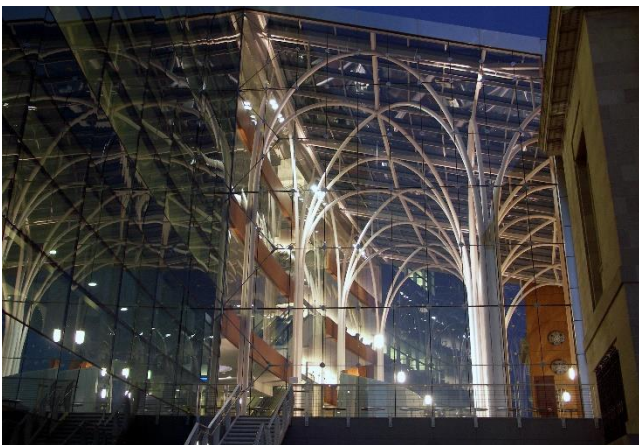
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**CENTRAL LIBRARY FOR INDIANAPOLIS-MARION
COUNTY PUBLIC LIBRARIES**
INDIANAPOLIS, INDIANA

The Central Library is a mixture of the past and the present in that this project included the restoration of 56,224 square feet of space in the original Cret Building, built in 1917, with a new 237,000 square foot, 6-story glistening glass and stainless-steel addition, completed in December 2007. The construction was developed in three phases: Phase I involved the removal of the 1974 addition and construction of the 2-level, below grade parking garage; Phase II involved the complete remodel and upgrade of the existing historic structure; and Phase III was the 6-story addition on top of the parking garage with an atrium connection to the Cret Building. Circle Design Group, Inc. submitted this project under the "Engineering Category" for the Keep Indianapolis Beautiful "Monumental Awards" in 2009. We are proud to have received a Merit Award.

Since the completion of the major renovation and addition, we have served on several smaller projects at this facility including a new elevator lobby from the parking garage and most recently on a building drainage upgrade.



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MONROE COUNTY PUBLIC LIBRARY
BLOOMINGTON, INDIANA

Circle Design Group served on this project which included new community outreach offices and new meeting room and the renovation of the library's auditorium, space for a bookstore and children's program room. The space on the first floor was dedicated to movies and music, as well as the Community Outreach offices and bookstore, became a teen center and digital creativity lab. The lab has two professional sound booths and a video production studio with professional-level software.

We served alongside Christine Matheu Architects, Bloomington, Indiana.



Monroe County Public Library at night

MUNCIE PUBLIC LIBRARIES - KENNEDY LIBRARY
MUNCIE, INDIANA

Mechanical systems assessment study of function, condition and life cycle of existing mechanical systems. Presentation included options and cost opinions.

**INDIANA UNIVERSITY-PURDUE UNIVERSITY AT INDIANAPOLIS
IUPUI LIBRARY**
INDIANAPOLIS, INDIANA

Several small projects completed in this building including a remodel in the late 1990s, a MEP assessment study of Levels 3 and 4 in 2001, and a complete renovation of the Information Science Room in 2011.



Monroe County Public Library – Quiet Reading Space

MARING-HUNT LIBRARY
MUNCIE, INDIANA

Renovation of 30,000 square foot former school building into a new library and media space.
Construction Cost: \$4,000,000

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CARNEGIE LIBRARY & GENEALOGY HISTORY CENTER

MUNCIE, INDIANA

Extensive renovation of the old Carnegie Library built in 1904. Spaces were renovated after fifty years of operation; project also included adding a genealogy history center; total renovation of 15,500 square feet. Construction Cost: \$2,600,000

PUTNAM COUNTY LIBRARY

GREENCASTLE, INDIANA

In early 1902, the Greencastle Carnegie Library Commission was created and successfully obtained approximately \$20,000 from the Carnegie Foundation to build a city library. The cornerstone was laid in August of 1902. The building remained almost completely unaltered until 1995. With the acquisition of adjacent building, the library gained an addition and renovation of existing library. Our firm provided the MEP systems design for this 6,500 square foot renovation and a new two-story, 18,000 square foot addition. Construction Cost: \$2,250,000



Historic Carnegie Library



Former Carnegie Public Library

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Other Notable Projects

The Center for the Performing Arts, Carmel, Indiana

Palladium Concert Hall, Tarkington Theater, Studio Theater, Parking Garage

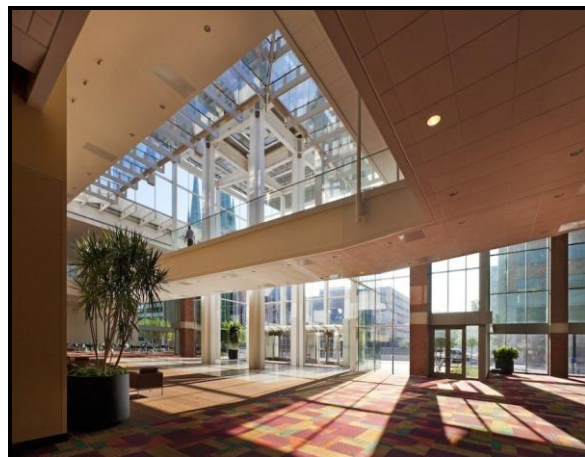
The \$126 million dollar Center for the Performing Arts in Carmel, IN, included the Palladium Concert Hall, the Tarkington and Studio Theaters and an adjacent parking garage. The Palladium is the premier concert venue in Central Indiana and has become a landmark building and the cornerstone in Carmel's revitalized city center. Designed in the tradition of European grand concert halls, the symmetrically designed Palladium features a limestone façade with large columns and an elegant old world inspired interior. The main performance space of the Palladium, based upon a traditional "shoe box" shaped concert hall, rises three stories with high ceilings and massive sound-reflecting walls. It accommodates 1,600 patrons with main floor, balcony and side box seating.

Our firm was hired as the prime MEP engineering firm to design the systems for this Performing Arts complex, the Palladium Concert Hall, Tarkington Theater, Studio Theater plus parking garage and energy center. Particular attention was given to the integration of the building systems within the architectural elements of the Palladium. The geometry of the oblong audience chamber, together with numerous level changes, demanded that the ductwork and other system components be coordinated thoroughly with the structure and other building elements. Revit was used to design the MEP systems and avoid clashes with other building elements, resulting in seamless MEP systems design that compliments the building's elegant architecture.



Indiana Convention Center Expansion, Indianapolis, Indiana

The expansion of the existing convention center was designed to keep Indianapolis competitive among its peers as a prime site for conventions, exhibitions, etc. This new two-level addition provided 254,000 square feet of additional exhibit space, 63,000 square feet of meeting rooms, 103,000 square feet of pre-function and registration space and a three-story glass enclosed entry pavilion. Construction cost: \$275.0M.



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Other Notable Projects

J W Marriott Hotel, Indianapolis, Indiana

This unique, high rise hotel is considered the gem of the \$450.0M Marriott Place in downtown Indianapolis. The hotel soars above the city and offers one the largest Marriott ballrooms in North America. In addition, this hotel offers 1,005 hotel rooms along with 104,000 square feet of meeting, banquet and exhibit spaces and a multi-level underground parking garage for 1,000 vehicles. Construction Cost: \$ 450.0M (including the 3 smaller brand hotels on the same property, which we also designed).



The Alexander Hotel at Cityway, Indianapolis, Indiana

This hotel is a part of a new 14-acre downtown neighborhood in the heart of downtown. The building has 209-guest rooms, including 157 standards rooms and 52 extended-stay units and is the cornerstone of the City Way development. The complex houses 40,000 square feet of retail and upscale restaurants along with 16,000 square feet of meeting and pre-function spaces. The hotel's sixteen meeting rooms features state-of-the-art audio-visual technology and high-speed wireless internet service.

In addition to this unique hotel, our firm served on the Contemporary Museum of Art and Yolk Restaurant located on the property. In addition, currently underway in 2018 are three (3) new residential buildings. We are so very proud to continuing to serve Buckingham Companies on this amazing development.





Other Notable Projects

Lucas Oil Stadium, Indianapolis, Indiana

Our firm provided the mechanical, electrical and plumbing systems for six of the nine major building levels of the stadium. This work encompassed all the public areas of the stadium including suites, concession areas, lobbies, restrooms, circulation spaces and concourses. The stadium employed fast-track concepts to meet the demanding schedule needs of the NFL and the Owner, the Indiana Stadium and Convention Building Authority. This stadium was built for \$ 500M and seats 63,000 spectators.



Eiteljorg Museum of American Indians & Western Art

Complementing our city's unique museum was this 45,000 square foot expansion that doubled the museum's public space and provided 50% more galleries, additional classrooms and art studios, a library, a technology lab, gardens and a new dining facility known as The Sky City Café. Construction cost: \$ 10M



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Other Notable Projects

Indianapolis Museum of Art Expansion

This project involved adding a new three-story expansion of this art museum facility along with select building renovations. This museum is among the largest and oldest general art museums in the country. The expansion doubled its size, increased exhibit and gallery spaces and expanded visitor amenities, including a new Wolfgang Puck operated restaurant (now under new management), a café and catering services. The Deer-Zink Pavilion (shown below) is a venue for special events. Construction cost: \$ 74M



Indianapolis Airport Midfield Terminal, Indianapolis, Indiana

Our company designed HVAC for the entire terminal and concourse areas and designed electrical systems for the concourses only. This new \$ 70.M midfield terminal consists of 1,250,000 square feet of terminal area and 9,000 square feet of pedestrian bridge. Having opened in 2007, today it is still recognized as one of the best airports in the United States.



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Other Notable Projects

Victory Field - Indianapolis, Indiana

In 1996, we designed MEP systems for the new 15,000 seat minor-league baseball stadium, home of the Indianapolis Indians. The project included locker rooms for both visitor and home teams, weight training rooms, therapeutic spa/sauna area, administrative offices, press boxes and twenty-eight private suites. Construction cost was \$ 18M. In 2018, we completed the complete renovation of the suites-level at a construction cost of \$ 2M and are currently renovating the administration area and adding a hospitality area.



Indiana State Museum, Indianapolis, Indiana

We proudly provided MEP design services for the new 230,000 square foot museum depicting the “Stories of Indiana”. Spaces included a 3-story limestone quarry, a lock from the Wabash-Erie Canal, a reconstructed School 5 facade, 3-levels of art galleries and cultural exhibits and a relocated Foucault Pendulum. The museum also has a 250-seat auditorium, a 200-seat dining facility, a grand foyer (frequently used for special events) and the recreation of the former L. S. Ayres Tea Room. Construction cost: \$ 60M





Other Notable Projects

Indianapolis Motor Speedway, Speedway, Indiana

Circle Design Group has provided MEP design services for the Indianapolis Motor Speedway since 1984. These buildings are among the most recognizable around the world of racing. We renovated existing buildings and added new buildings at this racing facility to accommodate Formula One racing in the United States. New buildings included garages and suites, a race control tower (resembling the original Pagoda), pit/victory circle area, media/broadcast building and television compound.



Ball State University, Muncie, Indiana

This new Student Alumni Center was built in the late 1990s and consisted of 50,000 square feet of office and ancillary spaces for the alumni of the university. The center houses the offices of the Alumni Engagement and includes conference and reception areas, an assembly hall, a board room, a library and a beautiful nearly 50 ft. glass conservatory.



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Other Notable Projects

Rose-Hulman Institute of Technology, Terre Haute, Indiana

The Hatfield Hall - Performing Arts Center is a 47,000 square foot building located on the campus of Rose-Hulman. The building's theater seats 602 patrons of which 434 are on the main floor. The proscenium (front of the stage) is 46 feet wide and the stage is 30 feet deep. A cylindrical rotunda adorns one corner of the building. This rotunda serves as an Alumni Center with 9,500 square feet of space for use by the Development & Alumni Affairs Department where special events are hosted for the university and the community. Construction cost: \$ 14M



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Ross D. Maue, P.E.

Role | Chief Executive Officer

Education | Rose-Hulman Institute of Technology | BS in Mechanical Engineering



Ross has over twenty-five years of experience in mechanical engineering design and serves as Circle Design Group's Chief Executive Officer and Principal-In-Charge. His responsibilities include the business management of the firm's finances, personnel and resources, including procuring work and negotiating fees.

A registered engineer in multiple states, Ross has experience in the design and specification of HVAC, plumbing and fire protection systems in a variety of building types including higher education, corporate, commercial, aviation, industrial, K-12 education and healthcare facilities. He also has worked on restaurant and retail projects, as well as libraries and casinos. Lowes, the national building material company, relies on Ross's leadership and the Circle Design Group staff to develop mechanical standards for their warehouse and distribution facilities located in the US.

Ross is especially adept in developing project scope, code research and estimating. He is also an expert at evaluating system performance and performing life cycle cost analysis to help building owners derive the most value from their mechanical and electrical building systems.

For many of the firm's largest and most complex projects, Ross has served the project manager where Circle Design Group has been the lead engineering consultant. He is skilled in consensus building and forming strong lines of communication to keep all building team members working well together and meeting the owner's objectives and deadlines. Ross has served alongside Axis Architecture on a wide variety of project types over the past 10 years.

The following list is a partial listing of Ross's project experiences:

- The Carmichael (Autograph Hotel by Marriott – Carmel, IN (design phase now)
- American United Life, 12th Floor Renovation – Indianapolis, IN
- White River Township Fire Station – Greenwood, IN
- Levi Coffin SHS Interpretative Center – Fountain City, IN
- The Palladium at the Center for the Performing Arts - Carmel, IN
- Lucas Oil Stadium – Indianapolis, IN
- Village on the Green Theater - Carmel, IN
- Marriott East Expansion – Indianapolis, IN
- University of Notre Dame, Geddes Hall – South Bend, IN
- Purdue University, Marriott Hall – West Lafayette, IN
- Simon Corporate Tower – Indianapolis, IN

YEARS OF EXPERIENCE
REGISTRATIONS

15 at Enverity/Circle Design Group; 25 total
Indiana, Michigan, Wisconsin, Ohio, Colorado, Kansas, NCEES

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Kerry L. Smith, P.E., LEED AP

Role | Director of Engineering

Education | ITT Technical Institute | AS in Architectural Engineering



Kerry has over forty years of experience in mechanical engineering design and serves as Circle Design Group's Director of Engineering. His responsibilities include the coordination, oversight and direction of mechanical concepts for a wide variety and size of building projects as well as peer review services for all disciplines.

Serving as a registered engineer since 1988, Kerry has wide spread expertise in the design and specification of HVAC systems in a variety of building types including higher education, corporate, commercial, K-12 education, aviation, museums, retail space, libraries and sporting facilities.

Kerry has been actively involved in thousands of these diverse projects and has earned a reputation for thorough knowledge and applications of mechanical engineering fundamentals and principles. Kerry's current role is to provide design oversight and quality assurance.

The following list is a partial list of Kerry's project experiences:

- Monroe County Public Libraries, Ellettsville Branch Renovation – Ellettsville, IN
- St. Joseph County Public Library Renovation and Addition, South Bend, IN (in design)
- Indianapolis-Marion County Public Libraries, Renovation and Expansion of the Central Library in downtown Indianapolis, IN
- Indiana Convention Center – \$ 275.0M Phase V Expansion – Indianapolis, IN
- Indianapolis Midfield Terminal – Complete HVAC for 1.0M sf airport facility- Indianapolis, IN
- Indianapolis Children's Museum – New Sports Legend Experience
- Indianapolis Children's Museum – Dinosphere Exhibit
- Indiana State Museum – New \$60.0M Museum
- Indianapolis Museum of Art – \$74.0M Renovation and Expansion
- Ball State University – New Arts & Journalism Building
- Ball State University - Fine Arts Building Renovation and Addition
- Ball State University – New Arts & Journalism Building, Muncie, IN
- JW Marriott Hotel Complex – Indianapolis, IN
- NCAA Headquarters Expansion – Indianapolis, IN
- Indianapolis Zoo's Simon Skjodt Orangutan Exhibit – Indianapolis, IN
- Victory Field, AAA Baseball Stadium – Indianapolis, IN

YEARS OF EXPERIENCE: 35 years at Circle Design Group; 45 years total

REGISTRATION: Indiana

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Barry K. Simpson, P.E., LEED AP**Role** | Director of Electrical Engineering**Education** | George Washington University | MS in Electrical Engineering
Rose-Hulman Institute of Technology | BS in Electrical Engineering

Barry has twenty-four years of experience in the electrical and facility engineering industry with extensive work in project management, planning, design and construction administration. He has designed the electrical systems for aviation, commercial, educational, industrial, municipal, healthcare and data center facilities and is registered in 10 states. Barry's diverse background enables him to meet unique engineering challenges. He also spent time as a senior facility engineer for a global Department of Defense contractor in Northern Virginia.

His core design competencies include the design of systems for medium and low voltage power, emergency power, conditioned power, interior and exterior lighting, lighting controls and technology. Barry is experienced in the design and application of fire alarm systems, security systems, nurse call systems, multi-media systems, telecommunication cabling systems, paging systems and sound systems.

He has performed power system evaluations and studies which include commissioning of electrical systems, power quality evaluations and preparation of specialized electrical coordination and arc flash studies.

The following list is a sample of Barry's relevant project experience:

- The Palladium at the Center for the Performing Arts - Carmel, IN
- Village on the Green Theater - Carmel, IN
- City of Carmel Fire Station Renovation – Carmel, IN
- Carmel City Hall Renovation – Carmel, IN
- City of Carmel Police Station Renovation – Carmel, IN
- Hoosier Park Racing & Casino – Anderson, IN
- IU GNOC – Bloomington, IN
- Walmart Distribution Centers – multiple US locations
- North Vernon Community Pool – North Vernon, IN (in design)
- Mass Avenue Condos – Indianapolis, IN (in design)
- White River Township Fire Station – Greenwood, IN
- Ferguson Enterprises – Perris, CA

YEARS OF EXPERIENCE 9 at Enverity/Circle Design Group; 25 total**REGISTRATIONS** Alabama, Florida, Georgia, Indiana, Illinois, Iowa, Kansas, Kentucky, Ohio, Pennsylvania, South Carolina, Virginia, NCEES**address**
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David M. Barrientos, P.E.

Role | Director of Mechanical Engineering

Education | University of Toledo | BS in Mechanical Engineering



David serves our organization as the Director of Mechanical Engineering insuring technical expertise and fundamental engineering principles are applied to each and every project.

David has the unique ability to focus on big-picture solutions while not losing track of the important details. Clients and owners often notice this and compliment him about it. They also appreciate his good communication skills, and calm, careful challenge resolution style.

David's forte is working with exceptionally demanding project schedules and multi-tasking, delegating if necessary, and always leading by example with his strong work ethic.

The following list is a summary of David's relevant project experience:

- Johnson County Public Libraries, Trafalgar Branch, Trafalgar, IN (nearing completion)
- St. Joseph County Public Library Renovation and Addition, South Bend, IN (in design)
- The Carmichael Autograph Hotel, Carmel, IN
- One America, 12th Floor Renovation – Indianapolis, IN
- Clark-Pleasant School Corporation, Multiple School Renovations – Whiteland, IN
- IU GNOC – Bloomington, IN
- White River Township Fire Station – Greenwood, IN
- Indiana State University Health and Human Performance Building – Terre Haute, IN
- Lucas Oil Stadium – Indianapolis, IN
- 429 on Park – Indianapolis, IN
- Frieden's United Methodist Church – Indianapolis, IN
- Endress & Hauser Customer Service Center (LEED Certified) – Greenwood, IN*
- Beck's Hybrids – Atlanta, IN*
- Center Grove Community School Corporation, Walnut Grove Elementary - Greenwood, IN
- Western Primary and Intermediate School and Western High School – Russiaville, IN
- IPS School 184 Renovation – Indianapolis, IN
- Purdue Research Foundation Kurz Tech Center Addition – West Lafayette, IN
- Indiana University Communication Services Building – Bloomington, IN

YEARS OF EXPERIENCE
REGISTRATIONS:

6 at Enverity/Circle Design Group; 14 total
Colorado, Georgia, Indiana, Kentucky, Nebraska, Oregon, Oklahoma,
Wisconsin, NCEES

address

9229 Delegates Row, Suite 150
Indianapolis, IN 46240

phone

317.781.6200
www.circledesigngroup.com

RTM CONSULTANTS, INC.

Fire Protection & Building Code Consultant

RTM Consultants, Inc.

Company Profile

RTM Consultants, Inc. was founded in 1993 to provide fire protection and building code consulting services to architects, engineers, building owners, attorneys and others needing our specialized knowledge and experience. Our area of expertise includes the fire and life safety aspects of all of the National Model Building Codes and the National Fire Protection Association Fire Codes as well as many other state and local building and fire codes and ordinances.

Edwin L. Rensink and Rodney L. McCulloh, principals and founders of RTM Consultants, Inc., bring to the firm collective experience in building codes totaling more than 70 years; including 60+ years in the private consulting sector. The staff of RTM Consultants, Inc. includes three registered fire protection engineers, and other technical and administrative support personnel.

In the course of conducting our consulting services, we maintain good working relationships with Fire and Building Services personnel. We also maintain a hands-on knowledge of the changes in the codes and standards regulating building construction and utilize this knowledge for the benefit of our clients. By understanding the intent and underlying basis of the various code provisions and their interrelationships, we are able to creatively develop equivalencies and alternatives to the literal provisions of the codes and apply them uniquely for each project.



BUILDING CODES



FIRE PROTECTION



JCAHO/CMS/HFAP

EDWIN L. RENSINK

Mr. Rensink has over 30 years of private sector experience in building code consulting using the various national model codes as well as the National Fire Protection Association Fire Codes. He has served as code consultant for a diverse range of projects involving nearly every type of building use. He is a founding principal of RTM Consultants.

Mr. Rensink has also developed numerous building code training programs for Architects, Engineers, and other clients, which he conducts throughout the State of Indiana. These include registered AIA/CES programs providing continuing education credits to Architects. He has also served as a faculty member in the Purdue University Building Construction Management program's extension office in Indianapolis. He also serves on the ad hoc Indiana Building Code Committee. He is a member of the International Code Council.

Mr. Rensink attended Indiana University, School of Arts & Sciences and Purdue University at Indianapolis, School of Engineering and Technology.

Mr. Rensink was previously employed with the Indiana Department of Fire and Building Services as a senior code review official, reviewing building plans for the State Building Commissioner and the State Fire Marshal. Additional responsibilities included instructing in the IUPUI Fire and Building Code Technology Program.

BLUNDALL ASSOCIATES, INC.
Construction Cost Consultants



Construction Cost Consultants

Blundall Associates, Inc., is in its 40th year of providing cost consulting and project management services for a wide range of commercial, institutional, and industrial clients. In a typical year we prepare estimates for projects in excess of 2 billion dollars in total value for clients in multiple states. We have now successfully completed projects in over 30 states - the majority of our work falling from the Midwest to the East Coast.

Blundall Associates, Inc., employs seven full-time professional estimators, four estimating technicians/interns, and an office manager/administrative assistant. All of our senior full-time estimators have a relevant college education and at least five years of experience in the construction industry and/or the professional construction cost consulting/estimating field. We are a full service practice; our in-house staff prepares estimates for all architectural and engineering disciplines, including mechanical and electrical trades. Our estimates are prepared using state-of-the-art electronic take off software integrated with our custom designed MS Excel spreadsheet.

An independent cost analysis by Blundall Associates, Inc., provides an objective review of project costs based on the construction market in the region in which the project is located without any preconceived ideas as to the optimum project design solutions. This allows owners and architects to objectively evaluate and price base design and alternatives to provide a solid foundation for either bidding or negotiating the project.

Our company was established in 1979, and we are still providing services for many of our initial clients. We have consistently provided estimates within five percent of the final bid results, with the majority falling within three percent of the final bid result. The bids are typically under our estimates. We feel that our ability to maintain long-term relationships with most of our clients is an excellent indication of the quality of our company and services that we have historically provided.

Blundall Associates, Inc., is a corporate member of The Association for the Advancement of Cost Engineering, the American Society of Professional Estimators, The Consulting Estimators Roundtable and the U.S. Green Building Council. Two members of our staff have achieved the designation of Certified Professional Estimator through the American Society of Professional Estimators, and our staff is trained in the use of the MCACES MII estimating system. Our staff also includes LEED Accredited Professional personnel, and we have worked on projects incorporating significant levels of sustainable design features for approximately nineteen years. We have completed or are working on numerous projects typically seeking "Silver" or "Gold" LEED certification.

PROJECT LISTING

The following is a sample listing of **Library** facilities for which design cost control services were provided by Blundall Associates, Inc.

<u>Project</u>	<u>Value</u>
Renovation of Building to Accommodate South Branch Library Elyria Public Library System Elyria, Ohio	\$1,630,000
Taylor Street Renovation for Administration Elyria Public Library System Elyria, Ohio	445,500
New Brightwood Branch Indianapolis Public Library Indianapolis, Indiana	5,000,000
Auxiliary Library Facility 3 (ALF) Addition Indiana University Bloomington, Indiana	8,500,000
New Eagle Branch Library Indianapolis Marion County Public Library Indianapolis, Indiana	5,900,000
Martin Luther King Branch Library – Conceptual Study Columbus Metropolitan Library Columbus, Ohio	5,800,000
Homework Help Center Renovation Pickerington Public Library Pickerington, Ohio	53,000
Ada Public Library Addition and Renovations Ada, Ohio	973,700
Basement Addition Feasibility Study Franklinton Branch Library Columbus Metropolitan Library Columbus, Ohio	2,100,000
Helmke Library Renovation IPFW Fort Wayne, Indiana	9,400,000
New Emily W. Hundley Library & Center for Graduate Studies Saint Catherine College Springfield, Kentucky	7,300,000

<u>Project</u>	<u>Value</u>
Additions and Renovations Starke County library Knox, Indiana	\$ 1,500,000
Main Branch Renovation Elkhart Public Library Elkhart, Indiana	1,440,000
Main Branch Renovation Kokomo-Howard County Library Kokomo, Indiana	3,800,000
Main Branch Renovation LaGrange County Public Library LaGrange, Indiana	7,420,000
St. Joseph County Public Library South Bend, Indiana	
New Facilities:	
German Township Branch	3,500,000
Roger B. Francis Branch	5,100,000
Additions and Renovations to:	
Lasalle Community Branch Library	1,040,000
Western Community Branch Library	1,00,000
River Park Branch Library	960,900
Tutt Community Branch Library	1,100,000
Marietta College Library Marietta, Ohio	13,600,000
New Westfield Washington Public Library Westfield, Indiana	10,230,000
Additions and Renovations Marion Township Branch Library Chickasaw, Ohio	674,000
Additions and Renovations Huntington City-Township Library Huntington, Indiana	3,200,000
Additions and Renovations Steuben County Carnegie Public Library Angola, Indiana	3,000,000
Lagrange County Public Library Lagrange, Indiana	4,500,000

<u>Project</u>	<u>Value</u>
Addition and Renovations Culver – Union Township Public Library Culver, Indiana	\$ 2,600,000
New Pontiac Branch Allen County Public Library Fort Wayne, Indiana	2,100,000
Renovations White Pigeon Township Library White Pigeon, Michigan	2,500,000

MARTYN R. BLUNDALL

President and Principal in Charge Blundall Associates, Inc.

Experience

Over forty-seven years construction estimating/management experience in North America and Europe, as summarized below:

1980-Present: President of Blundall Associates, Inc., a construction cost consulting/project management company with clients throughout the midwestern and eastern United States, providing design cost control services to the commercial construction industry. Services include estimates at each design level from schematic to construction documents, value engineering and life cycle cost studies, preparation of schedules of quantities, change order evaluations and construction cash disbursement projections. Services are provided for new construction and for the rehabilitation of existing buildings.

1974-1979: Construction Cost Consultant/Project Manager responsible for estimating, scheduling and project administration on a wide range of commercial, industrial, and institutional projects. Assistant project manager for a \$50-million health sciences complex and a \$10-million regional civic building (1975 costs).

1967-1974: General Contractors' Estimator/Project Manager responsible for the financial control of construction contracts with an individual value of up to \$5 million (1970 costs).

Education

England: Five years professional education in Construction Management, Estimating and Quantity Surveying, Value Engineering and Life Cycle Costing: 1967-68 Hall Green Technical College, 1968-71 Birmingham Polytechnical College, 1971-72 Salford University Technical College.

U.S.A.: Continuing education courses in Computerized Scheduling Techniques, Computer Programming, and Mechanical and Electrical Estimating.

Membership

American Society of Professional Estimators
The Association for the Advancement of Cost Engineering
The Consulting Estimators Roundtable
ASPE Chapter 65 "Old Fort" – First Vice President

PHILLIP SALISBURY

**Senior Estimator
Blundall Associates, Inc.**

Experience

2001 – present: Senior Estimator. Blundall Associates, Inc.
Eighteen years' experience performing quantity take-offs, value engineering and estimate preparation for all architectural, engineering, and site development trades at every design level

Education

Indiana University-Purdue University – Fort Wayne, Indiana
Bachelors Degree - Construction Engineering Technology/Construction Engineering, 2004

Indiana University-Purdue University – Fort Wayne, Indiana
Associates Degree - Architectural Engineering Technology, 2003

Certification

LEED® AP
Certified Professional Estimator (American Society of Professional Estimators)

Membership

American Society of Professional Estimators
U.S. Green Building Council
The Consulting Estimators Roundtable – Director Executive Board
ASPE Chapter 65 “Old Fort” - President

4. SCOPE OF WORK, SCOPE OF SERVICES, & TASK SCHEDULE



ANTICIPATED SCOPE OF WORK AND SERVICES

SCOPE OF WORK

The Scope of Work for the Monroe County Public Library Southwest Branch includes the design of a new library building approximately 21,000 square feet in area with parking and significant site amenities. The Scope of Work is described in detail in the Feasibility Study completed by MATHEU ARCHITECTS in January 2019.

SCOPE OF BASIC SERVICES

MATHEU ARCHITECTS believes in the strength of collaboration in which the Owner, the Architect, and the Consultant team each brings its respective expertise to the project. The Architect, working closely with the consultants, coordinates the work to create a complete seamless project from design through construction. For the Monroe County Public Library Southwest Branch project Matheu Architects would propose the following work sequence and which is described in more detail in AIA Document B101-2007 Standard Form of Agreement Between Owner and Architect included with this Proposal.

A. Pre-Design:

1. *Kick-Off Meeting:* The Architect will meet with the Library Branch Planning Team to review the findings of the Feasibility Study and the selected site in order to confirm project priorities and design process.
2. *Space Program:* The Architect will review the preliminary space program included in the Feasibility Study and will develop the space program with input from the Library Branch Planning Team and other Library representatives as required. The space program will include size and performance requirements for each space in the new building.
3. *Branch Planning Team Meeting:* The Architect will meet with the Branch Planning Team to review the space program.
4. *Space Program Revisions:* Based on discussions with the Branch Planning Team, the Architect will revise and detail the space and performance requirements.
5. *Code Review:* The Architect and Code Consultant will review building code requirements.
6. *Site/Civil Engineering Consultant Meeting:* Architect will meet with the site/civil engineer to review the site opportunities and restrictions.
7. *Structural, Mechanical, Electrical, and Plumbing Engineering Consultant Meetings:* The Architect will meet with the engineering consultants to explore structural, mechanical, electrical, and plumbing design considerations.
8. *Branch Planning Team Meeting:* The Architect will meet with the Branch Planning Team to review the revised space program and to present engineering considerations for the project.

B. Schematic Design:

1. *Concept Drawings:* Referencing the space program, the Architect will prepare Concept Design options, including concept site layouts and floor plans.
2. *Branch Planning Team Meeting:* The Architect will meet with the Branch Planning Team to review the Concept Design options and to confirm design direction.
3. *Consultant Meetings:* The Architect will meet with the engineering consultants to discuss and determine design direction.
4. *Schematic Design Documents:* The Architect and engineers will prepare the Schematic Design documents. Drawings will include preliminary site plan, floor plans with general furniture layouts, building section(s), and building elevations. A report will include the space program, code review, architectural and engineering design narratives, a preliminary construction cost estimate, and a project schedule.
5. *Branch Planning Team Presentation and Meeting:* The Architect will meet with the Library Branch Planning Team to review the Schematic Design.
6. *County Planning Meeting:* Architect & Site Civil Engineer meet with County Planning to review project and get preliminary approval.
7. *Schematic Design Revision:* If required, the Architect will make revisions to the Schematic Design in response to the County Planning review.
8. *Branch Planning Team Presentation and Meeting:* The Architect will meet with the Library Branch Planning Team to review the Schematic Design revisions, if any.
9. *Library Board Presentation:* If requested, the Architect will present the Schematic Design to the MCPL Library Board.
10. *Public Presentation:* If requested, the Architect will present the Schematic Design in a public forum.

C. Design Development:

1. *Architectural and Engineering Design:* The Architect and Consultants will prepare Design Development documents. Drawings will include the site plan; floor plans; roof plan; building sections; building elevations; wall sections; interior finish schedule; door and window schedules; furniture plan; engineering plans and schedules. Report will include updated space program; updated code review; updated architectural and engineering design narratives; outline specifications, proposed alternates; project cost estimate; updated project schedule.
2. *Interior Design:* The Architect will research and make a preliminary selection of wall, floor, ceiling, and casework finishes and prepare an interior finishes board for review with the Library Branch Planning Team. This work will be coordinated with the furniture selection described below.
3. *Code Review:* The Architect will update the code review.
4. *Coordination:* The Architect will conduct coordination meetings with the Consultants.
5. *Construction Cost Estimate:* The Architect & Cost Estimator will prepare construction cost estimate.
6. *County Government Approvals:* Architect & Site Civil Engineer will meet and /or submit documents as required to gain County approvals.
7. *Branch Planning Team Presentation & Review:* The Architect will meet with the Library Branch Planning Team to present and review Design Development drawings, report, and interior finishes board to confirm design direction.
8. *Library Board Presentation:* If requested, the Architect will present the Design Development to the MCPL Library Board.
9. *Public Presentation:* If requested, the Architect will present the Design Development in a public forum.

D. Construction Documents:

1. *Construction Documents:* The Architect and Consultants will prepare Construction Documents for State Plan Review and with the intent to bid the project. Drawings will include the code summary and project location map; site plan; site schedules and details; architectural floor plans; furniture plans; reflected ceiling plans; roof plan; building sections; building elevations; interior elevations; wall sections; construction details; interior finish schedule; door and window schedules; casework schedule; enlarged casework plans; toilet accessories schedule; enlarged toilet room plans; engineering plans, schedules, and details; alternates identified. The project manual with project specifications will be prepared.
2. *Code Review:* The Architect will prepare a Code Summary.
3. *Construction Cost Estimate:* The Architect will update the construction cost estimate.
4. *Signage:* The Architect will work with a signage company to prepare a signage specifications package for the building to include signage required by code, room identification signage, lobby signage, and exterior building signage.
5. *Branch Planning Team Meeting:* The Architect will present the 90% Construction Documents and signage package to the Branch Planning team for approval.
6. *Library Board Presentation:* If requested, the Architect will present the final Construction Documents to the MCPL Board of Trustees for approval to go to bid.
7. *State Plan Review:* The Architect will prepare State plan review forms and submit Construction Documents for State Plan Review.

E. Bidding:

1. *Construction Bidding:* The Architect will assist the Owner in advertising and obtaining bids from general contractors to bid on the project. As part of this process the Architect will electronically distribute bid documents, conduct a Pre-Bid Meeting with prospective bidders, and prepare and distribute addenda in response to contractors' questions.
2. *Bid Opening, Analysis, and Recommendation:* The Architect will assist the Owner with the construction bid opening, will review the bids, prepare a bid analysis, and make a contractor recommendation.
3. *Owner-Contractor Agreements:* The Architect will prepare the Owner-Contractor Agreement.

F. Construction Observation:

1. *Pre-Construction and Progress Meetings:* The Architect will conduct pre-construction and bi-weekly progress meetings during construction and will prepare and distribute meeting notes.
2. *Site Visits:* The Architect will make regular site visits to observe construction and answer questions, and the Engineers will conduct site visits as appropriate to the completion of specific engineering systems.
3. *Submittals Review:* The Architect and Consultants will review, approve and or reject product data, samples, and other submittal requirements identified in the Specifications.
4. *Pay Application Review:* The Architect will review Contractor pay applications and make recommendations to the Owner for payment.
5. *Project Closeout:* The Architect and Consultants will conduct final walk-throughs and prepare punch list items and review closeout documents.

II. FURNITURE SERVICES

As described above, the Architect will provide general furniture layouts as part of Basic Services. The layouts will describe the functional use of the spaces and will allow the engineers to locate electrical power, data, and lighting appropriately. The Architect will provide specific furniture, furniture finishes, specifications, bidding, and installation review as an Additional Service under the Owner-Architect Agreement. Furniture services will include:

A. Pre-Design:

1. Branch Planning Team Meeting: The Architect will meet with the Branch Planning Team to discuss furniture requirements for the project.

B. Schematic Design:

1. Furniture Schedule & Floor Plan: Based on discussions with the Branch Planning Team, the Architect will prepare a general furniture schedule and floor plan for the Library to include types of furniture required for each space in the Branch Library.

2. Branch Planning Team Meeting: The Architect will present the furniture schedule and floor plan to the Branch Planning Team for their review and response.

C. Design Development:

1. Furniture Research: Referencing the furniture program and floor plan, the Architect will conduct library furniture research and make preliminary furniture selections.

2. Branch Planning Team Meeting: The Architect will meet with the Branch Planning Team to review the preliminary furniture selections and revised furniture floor plan.

3. Finishes Research: The Architect will research and make preliminary furniture finishes selection.

4. Branch Planning Team Meeting: The Architect will present the preliminary furniture finishes selection to the Branch Planning Team.

D. Construction Documents:

1. Furniture Consultant: The Architect will work with a furniture consultant to develop furniture floor plans, furniture specifications, brochure sheets, and a furniture cost estimate for delivery and installation.

2. Branch Planning Team Meeting: The Architect will meet with the Branch Planning Team to present the furniture floor plans, furniture selections and finishes, and cost estimate. With MCPL's approval the Architect will prepare the furniture package to go to bid.

E. Bidding/Negotiations:

1. Furniture Bidding: The Architect will assist the Owner in advertising and obtaining bids from selected furniture vendors for the furniture, delivery, and installation. As part of this process the Architect will electronically distribute bid documents, prepare addenda, and distribute addenda as required.

2. Bid Opening, Analysis, and Recommendation: The Architect will assist the Owner in the receipt of bids, will analyze the bids, and will make a vendor recommendation.

3. Owner-Vendor Agreements: The Architect will assist the Owner in preparing Purchase Orders for the purchase, delivery, and installation of the furniture.

F. Delivery & Installation:

1. Installation Review and Punch List: The Architect will conduct a review of the furniture installation with the Owner and will prepare a punch list of defective, incorrect, and/or missing furniture items.

2. Final Furniture Acceptance: The Architect will make a final review of the furniture with the Owner and will make a recommendation for acceptance and final payment to the Vendor.

III. SERVICES NOT INCLUDED

A. Specialty and Way-Finding Signage:

Included as part of Basic Services above, the Architect will provide signage required by code, room identification signage, lobby signage, and exterior building signage. Way-finding signage and other specialty signage is not included as part of Basic Services.

B. Technology, Specialty Equipment, & Security System

It is the Architect's understanding that the Library will be selecting and providing specialty library equipment, such as book sorters, checkout stations, copiers, printers, computers, and AV equipment, for the Southwest Branch. It is also the Architect's understanding that the Library will work with a Technology consultant and a Security consultant under separate contracts. The Architect and Engineers will work with the Library and its Consultants to coordinate these with the MEP.

Kitchen Appliances: If kitchen appliances are required for the staff breakroom, public café, or other location, the Architect would specify these as part of Basic Services, and these would be included in the Construction Documents for bidding. If the Library chooses to provide these items directly, the Architect will work with the Library and engineers to make sure the correct electrical devices are provided as part of the Construction Documents.

C. Additional Governmental Approvals

The Architect and Site/Civil Engineer have anticipated the need to meet with the Monroe County Planning Dept. for two plan reviews to gain staff approval for the project. Any additional meetings, variance applications, and governmental approvals beyond the normal approval process would be considered Additional Services and would be invoiced on an hourly basis.

D. Site Survey

The Architect would request that MCPL provide a site survey prepared by a license surveyor licensed in the State of Indiana prior to the Architect beginning work on the project. The survey is to include property lines, setbacks, easements, contours, utilities, sidewalks, driveways, significant vegetation or site conditions, and relationship to adjacent streets.

E. Geotechnical Engineering Services

Geotechnical engineering services are not included as part of Basic Services. These would be contracted directly by MCPL.

F. Value Engineering

Extensive value engineering that would require revising drawings and/or re-bidding the project is not included as part of Basic Services.



PRELIMINARY PROJECT TASK SCHEDULE

The following preliminary Project Task Schedule reflects tasks anticipated for completion of the MCPL Southwest Branch project. The schedule is based on anticipated Board of Trustees Work Session and Board Meeting dates with presentations to the Branch Planning Team on the Work Session dates and Board approvals given at regularly scheduled meeting dates. It also, assumes that land has been purchased and the County Planning Department has given its preliminary approval for the Southwest Branch to be located on the site.

<u>TASK</u>	<u>COMPLETION DATE</u>
A. MCPL Board votes to Move Forward to Contract Project	17 July 2019
B. Architect Prepares Owner-Architect Agreement & Counsel Reviews	18 July – 7 Aug 2019
C. MCPL Board Reviews Owner-Architect Agreement & Votes on Approval	8 Aug – 21 Aug 2019
D. Architect Begins Project	22 Aug 2019
E. Pre-Design Phase – Allow 5 Weeks	22 Aug - 26 Sept 2019
- Architect & Branch Planning Team Kick-Off Team Meeting	22 Aug 2019
- Architect Prepares Space Program	22 Aug - 26 Sept 2019
- Architect coordinates w/ Branch Planning Team Collections Size & Type	22 Aug- 26 Sept 2019
- Architect Meets with Engineers to Discuss Design Considerations	22 Aug – 26 Sept 2019
- Architect Presents Space Program to Branch Planning Team for Review	26 Sept 2019
F. Schematic Design Phase – Allow 6 Weeks	26 Sept – 13 Nov 2019
- Architect Prepares Concept Drawings	16 Sept – 7 Oct 2019
- Architect Presents Concept Drawings to Branch Planning Team for Review	7 Oct 2019
- Architect Prepares Schematic Design	8 Oct – 13 Nov 2019
- Architect & Site/Civil Engineer Meet with County Planning	TBD
- Architect Presents Schematic Design to Branch Planning Team for Review	13 Nov 2019
- Architect Presents Schematic Design to MCPL Board for Approval	20 Nov 2019
G. Design Development Phase – Allow 15 Weeks	21 Nov 2019 – 11 Mar 2020
- Architect & Engineers Prepare Design Development Documents	21 Nov 2019 – 24 Feb 2020
- Architect Prepares Interior Design Board	21 Nov – 24 Feb 2020
- Architect Researches Furniture & Prepares Furniture Schedule	TBD
- Architect Meets with Branch Planning Team to Review Furniture	TBD
- Architect & Cost Estimator Prepare Construction Cost Estimate	24 Feb – 10 Mar 2020
- Architect & Engineers Coordinate w/MCPL Technology & Security Consultants	TBD
- Architect & Site/Civil Engineer Meet with County Planning	TBD
- Architect Presents Design Development to Branch Planning Team for Review	11 Mar 2020
- Architect Presents Design Development to MCPL Board for Approval	18 Mar 2020

H. Construction Documents Phase – Allow 8 Weeks _____ **19 Mar – 13 May 2020**

- Architect & Engineers Prepare Construction Documents Drawings & Specs _____ 19 Mar – 13 May 2020
- Architect & Engineers Coordinate w/MCPL Technology & Security Consultants _____ TBD
- Architect Selects Furniture Finishes & Prepares Product Brochures _____ TBD
- Architect Presents Const. Dcmnts. to Branch Planning Team for Final Review _____ 13 May 2020
- Architect Presents Final Const. Dcmnts. To MCPL Board for Approval to Go to Bid _____ 20 May 2020
- Architect Submits Const. Dcmnts. To State Plan Review _____ 21 May 2020

I. Site & Building Bidding/Negotiations Phase – Allow 3 Weeks _____ **21 May – 10 June 2020**

- Architect Assists MCPL with Advertisement for Request for Bids _____ 21 May 2020
- Architect Distributes Bidding Documents _____ 21 May 2020
- Architect Conducts Pre-Bid Meeting & Prepares & Distributes Addenda _____ 1 June 2020
- Architect Assists MCPL with Receipt of Bids, Analysis & GC Recommendation _____ 10 June 2020
- MCPL Board Approves preparation of Owner-Contractor Agreement _____ 10 June 2020
- Architect Prepares Owner-Contractor Agreement _____ 11 June 2020
- MCPL Board Approves & Executes Owner-Contractor Agreement _____ 17 June 2020

J. Furniture Bidding/Negotiations Phase – Allow 2 Weeks _____ **TBD**

- Architect Assists MCPL with Advertisement for Request for Furniture Bids _____ TBD
- Architect Assists MCPL w/Receipt of Bids, Analysis, & Vendor Recommendations _____ TBD
- Architect Assists MCPL with Furniture Purchase Order _____ TBD

K. Construction Phase – Allow 12 Months _____ **18 June 2020 – 18 June 2021**

- Architect Conducts Pre-Construction Meeting & Construction Begins _____ 18 June 2020
- Construction Substantial Completion _____ 4 June 2021
- Construction Completion _____ 18 June 2021
- MCPL Occupies Building _____ 21 June 2021

L. Furn., Collection, Tech. & Security Installation – Allow 6 Weeks _____ **21 June – 2 Aug 2021**

- Vendors Deliver & Install Furniture, Tech Equipment, & Security System _____ 28 June 2021
- Architect Prepares Furniture Punch List _____ 12 July 2021
- MCPL Prepares Collection, Tech Equipment, & Security System Punch List _____ TBD
- MCPL Occupies Building _____ 2 August 2021

5. ESTIMATED COSTS FOR PROJECT COMPLETION



ESTIMATED COSTS FOR PROJECT COMPLETION

The following preliminary project cost estimate for the proposed Southwest Branch reflects information outlined in the Feasibility Study with some revisions in response to the RFP.

NEW BUILDING: Single Level New Construction	21,000 sq. ft.
SITE: Approximately	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	\$0
TOTAL ANTICIPATED FURNISHINGS AND EQUIPMENT	\$1,081,500
OTHER COSTS	
LEGAL, CLOSING and OTHER FEES: Allow	\$25,000
PROFESSIONAL FEES: Architecture & Engineering @ 8.0%	\$593,000
PROFESSIONAL FEES: Furniture Services @ 5.0%	\$42,000
PROFESSIONAL FEES: Signage Design (Included with Arch. Basic Services)	\$0
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	\$705,000
PROJECT SUBTOTAL	\$9,199,900
PROJECT CONTINGENCY	\$0
TOTAL PROJECT COST RANGE @ 10%	\$8,739,905 to \$9,659,895

Note:

* 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.

6. DESIGN FEES & FEE STRUCTURE



DESIGN FEES & FEE STRUCTURE

I. ARCHITECTURAL & ENGINEERING DESIGN SERVICES

A. BASIC SERVICES

Based on an estimated \$7,413,400 total site and building construction cost, MATHEU ARCHITECTS would propose a Stipulated Sum Fee in the amount of \$593,000.00 to complete Basic Services for the Monroe County Public Library Southwest Branch project. The fee would include architectural, interior design, site/civil, structural, mechanical, electrical, plumbing, and code review services. Our fee would also include a construction cost estimate verification provided by a professional cost estimator at the Design Development phase of the project.

Our fee would be structured as follows:

Pre-Design/ Schematic Design:	15%	\$ 88,950.00
Design Development:	30%	\$177,900.00
Construction Documents:	30%	\$177,900.00
Bidding/Negotiations:	05%	\$ 29,650.00
Construction Observation:	<u>20%</u>	<u>\$118,600.00</u>
TOTAL:	100%	\$593,000.00

B. ADDITIONAL SERVICES

1. Furniture

Based on an estimated \$840,000 total furniture cost, MATHEU ARCHITECTS would propose a Stipulated Sum Fee in the amount of \$42,000 to complete Additional Services related to the furniture for the project.

Our fee would be structured as follows:

Pre-Design/ Schematic Design:	15%	\$ 6,300.00
Design Development:	30%	\$ 12,600.00
Construction Documents:	30%	\$ 12,600.00
Bidding/Negotiations:	05%	\$ 2,100.00
Construction Observation:	<u>20%</u>	<u>\$ 8,400.00</u>
TOTAL:	100%	\$ 42,000.00

II. REIMBURSABLE EXPENSES:

Reimbursable expenses would include printing, special mailing, and mileage outside a 30-mile radius of Bloomington. Reimbursable expenses would include cost plus a 1.1 administrative multiplier.

7. CONTRACT



CONTRACT

The Owner-Architect contracts to be used in the execution of this project would include:

BASIC SERVICES

AIA Document B101 – 2007 “Standard Form of Agreement Between Owner and Architect” with as attachments Exhibit ‘A’ “Supplementary Conditions to the Contract” and Exhibit ‘B’ “Preliminary Project Schedule”.

FURNITURE SERVICES

Furniture services would be provided as an Owner approved Additional Service and would be included in the Supplementary Conditions of the Basic Services Agreement.

A copy of AIA Document B101-2007 follows.



AIA[®] Document B101[™] – 2007

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the _____ day of _____
in the year _____
(In words, indicate day, month and year.)

day of

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

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

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

for the following Project:
(Name, location and detailed description)

The Owner and Architect agree as follows.

Init.

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EXHIBIT A INITIAL INFORMATION

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1 and in optional Exhibit A, Initial Information:

(Complete Exhibit A, Initial Information, and incorporate it into the Agreement at Section 13.2, or state below Initial Information such as details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, authorized representatives, anticipated procurement method, and other information relevant to the Project.)

§ 1.2 The Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date:
- .2 Substantial Completion date:

§ 1.3 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

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

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)

.1 General Liability

.2 Automobile Liability

.3 Workers' Compensation

.4 Professional Liability

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in Article 3 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

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

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

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

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

§ 3.2 Schematic Design Phase Services

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

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

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

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

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

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

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

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

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

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Bidding or Negotiation Phase Services

§ 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by

- .1 procuring the reproduction of Bidding Documents for distribution to prospective bidders;
- .2 distributing the Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution and retrieval and of the amounts of deposits, if any, received from and returned to prospective bidders;
- .3 organizing and conducting a pre-bid conference for prospective bidders;
- .4 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda; and

- .5 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by

- .1 procuring the reproduction of Proposal Documents for distribution to prospective contractors, and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors; and
- .3 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 The Architect shall consider requests for substitutions, if the Proposal Documents permit substitutions, and shall prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2007, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2007, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.3, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

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

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

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2007, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

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

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

§ 3.6.4.2 In accordance with the Architect-approved submittal schedule, the Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

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

§ 3.6.4.4 Subject to the provisions of Section 4.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to the provisions of Section 4.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

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

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2.

(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)

Additional Services	Responsibility <i>(Architect, Owner or Not Provided)</i>	Location of Service Description <i>(Section 4.2 below or in an exhibit attached to this document and identified below)</i>
§ 4.1.1 Programming (B202™–2009)		
§ 4.1.2 Multiple preliminary designs		
§ 4.1.3 Measured drawings		

Init.

Additional Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)
§ 4.1.4 Existing facilities surveys		
§ 4.1.5 Site Evaluation and Planning (B203™–2007)		
§ 4.1.6 Building information modeling		
§ 4.1.7 Civil engineering		
§ 4.1.8 Landscape design		
§ 4.1.9 Architectural Interior Design (B252™–2007)		
§ 4.1.10 Value Analysis (B204™–2007)		
§ 4.1.11 Detailed cost estimating		
§ 4.1.12 On-site project representation (B207™–2008)		
§ 4.1.13 Conformed construction documents		
§ 4.1.14 As-designed Record Drawings		
§ 4.1.15 As-constructed Record Drawings		
§ 4.1.16 Post occupancy evaluation		
§ 4.1.17 Facility Support Services (B210™–2007)		
§ 4.1.18 Tenant-related services		
§ 4.1.19 Coordination of Owner's consultants		
§ 4.1.20 Telecommunications/data design		
§ 4.1.21 Security Evaluation and Planning (B206™–2007)		
§ 4.1.22 Commissioning (B211™–2007)		
§ 4.1.23 Extensive environmentally responsible design		
§ 4.1.24 LEED® Certification (B214™–2007)		
§ 4.1.25 Fast-track design services		
§ 4.1.26 Historic Preservation (B205™–2007)		
§ 4.1.27 Furniture, Furnishings, and Equipment Design (B253™–2007)		
§ 4.1.28 Other		

§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect's responsibility, if not further described in an exhibit attached to this document.

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the Owner's request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;
- .3 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital data for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of bidders or persons providing proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.3.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Architect, and the Owner shall have no further obligation to compensate the Architect for those services:

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule agreed to by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker;
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom; or
- .6 To the extent the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion identified in Initial Information, whichever is earlier.

§ 4.3.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 () reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor
- .2 () visits to the site by the Architect over the duration of the Project during construction
- .3 () inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 () inspections for any portion of the Work to determine final completion

§ 4.3.4 If the services covered by this Agreement have not been completed within () months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

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

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 5.7 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.8 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

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

§ 5.10 Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

§ 5.11 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.12 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the program and scope of the Project; and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requests detailed cost estimating services, the Architect shall provide such services as an Additional Service under Article 4.

§ 6.4 If the Bidding or Negotiation Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall:

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2007, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

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

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

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

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

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

- ☐ Arbitration pursuant to Section 8.3 of this Agreement
- ☐ Litigation in a court of competent jurisdiction
- ☐ Other: *(Specify)*

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

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

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

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

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.

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

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

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

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

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

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus percent (%), or as otherwise stated below:

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Schematic Design Phase:	percent (%)
Design Development Phase:	percent (%)
Construction Documents Phase:	percent (%)
Bidding or Negotiation Phase:	percent (%)
Construction Phase:	percent (%)

Total Basic Compensation:	One hundred percent (100%)
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§ 11.6 When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Employee or Category	Rate
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§ 11.8 Compensation for Reimbursable Expenses

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

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8 Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus _____ percent (_____ %)
of the expenses incurred.

§ 11.9 Compensation for Use of Architect's Instruments of Service

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

§ 11.10 Payments to the Architect

§ 11.10.1 An initial payment of

(\$) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid () days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.
(Insert rate of monthly or annual interest agreed upon.)

§ 11.10.3 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

ARTICLE 13 SCOPE OF THE AGREEMENT

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

§ 13.2 This Agreement is comprised of the following documents listed below:

- .1 AIA Document B101™-2007, Standard Form Agreement Between Owner and Architect
- .2 AIA Document E201™-2007, Digital Data Protocol Exhibit, if completed, or the following:
- .3 Other documents:
(List other documents, if any, including Exhibit A, Initial Information, and additional scopes of service, if any, forming part of the Agreement.)

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

OWNER (Signature)

ARCHITECT (Signature)

(Printed name and title)

(Printed name and title)

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

Init.

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8. GENERAL INFORMATION



GENERAL INFORMATION

CONFLICT OF INTEREST:

MATHEU ARCHITECTS, PC does not anticipate any potential Conflict of Interests in performing the requested services for the Monroe County Public Library.

STATEMENT OF ASSURANCE:

MATHEU ARCHITECTS, PC is not currently in violation of any regulatory rules, regulations or litigation that may have an impact on the firm's operations.