



MONROE COUNTY COUNCIL
AGENDA REQUEST
(Review form before completing)

DEPARTMENT: Monroe County Public Library

TODAY'S DATE: May 14, 2021

CONTACT PERSON(S): Marilyn Wood, Director; Jacob McClellan, Bond Counsel

PHONE: 812-349-3050; 317-684-5154

EMAIL: mwood@mcpl.info; jmcclellan@boselaw.com

PURPOSE OF REQUEST:

- Creation of New Fund/Account Line(s)
Additional Appropriation(s)
Transfer of Funds
Amend Salary Ordinance

Other (specify) Authorization of the issuance of bonds by the Library as required pursuant to IC 6-1.1-17-20.5

Please give a THOROUGH narrative explanation of the request (purpose of the request and action needed by Council).

Explanation:

The Library's Board is an appointed Board and so when it determines to issue bonds it has to seek the approval of the County fiscal body. The Library has issued bonds in the past and the County has been through this process before, most recently in 2018. The bonds issued by the Library will not be payable or secured in any manner by the County or the County's credit, and will instead be payable solely by payments to be made by the Library.

The Library is requesting approval of two series of bonds. The first series of proposed bonds of the Library (the "Series A Bonds") will be issued in an amount of not to exceed \$2 Million Dollars and will be payable over a period ending not later than January 15, 2030. The proceeds of the Series A Bonds will be utilized for the renovation of and improvements to the existing Library facilities including the acquisition of certain library equipment, including information technology equipment, and certain maintenance and improvements to the existing Library facilities and certain other related improvements in the Library district. The second series of proposed bonds of the Library (the "Series B Bonds" and together with the Series A Bonds, the "Library Bonds") will be issued in an amount of not to exceed \$6 Million Dollars and will be payable over a period ending not later than January 15, 2041. The proceeds of the Series B Bonds will be utilized to pay costs of the design, acquisition, site development, construction, equipping and furnishing of a new library branch, certain other related improvements and to the extent funds are not needed for the design, acquisition, site development, construction, equipping and furnishing of the new library branch, for general improvements to Library facilities in the Library district.

The approval by the County Council is the final authorizing step needed for the issuance of the Library Bonds. All other approvals of the Library Board have been secured and the Library has held all required public hearings, sent all required public notices and all applicable objection periods have passed. Assuming approval by the County Council of the Library Bonds, the Library anticipates the Library Bonds will be issued this fall and is targeting an October 19, 2021 closing date. A planning timetable showing the steps for the issuance of the Library Bonds is included with this Agenda Request form for reference. Additionally, a copy of the Library's Adopted Bond Resolutions for the Library Bonds are included with this Agenda Request form for reference.

The Library respectfully requests the County Council approve the issuance of the Library Bonds by the Library. A draft County Council Authorizing Resolution is included with this Agenda Request. The draft County Council resolution follows the form utilized in the past by the Council when approving the issuance of prior Library bonds.

Complete only the pages below that correspond to the above selected request.

Save entire request to your file and then forward completed request to the Council Office.

RESOLUTION NO. 2021-24

RESOLUTION OF THE MONROE COUNTY COUNCIL APPROVING THE MONROE COUNTY PUBLIC LIBRARY ISSUANCE OF BONDS

WHEREAS, the Monroe County Public Library (the “Library”) is a public library organized and existing under the provisions of Indiana Code 36-12; and

WHEREAS, Indiana Code 36-12-3-9 states that a public library board may, by resolution, issue bonds in order to finance the acquisition, construction, extension, alteration or improvement of structures and equipment necessary for the proper operation of a library; and

WHEREAS, the Board of Trustees of the Library finds that its present facilities are not adequate to provide proper library services to present and future library patrons utilizing its facilities; and

WHEREAS, the Board of Trustees of the Library finds that there are not sufficient funds available or provided for in existing tax levies with which to pay the total cost of the renovation of and improvements to the existing Library facilities including the acquisition of certain library equipment, including information technology equipment, and certain maintenance and improvements to the existing Library facilities and certain other related improvements in the Library district (collectively, the “Series A Project”), and that the Library should issue bonds in an amount not to exceed \$2,000,000, designated as the Monroe County Public Library General Obligation Bonds, Series 2021 A (the “Series A Bonds”), for the purpose of providing funds to be applied to the Series A Project; and

WHEREAS, the Board of Trustees of the Library finds that there are not sufficient funds available or provided for in existing tax levies with which to pay the total cost of the design, acquisition, site development, construction, equipping and furnishing of a new library branch, certain other related improvements and to the extent funds are not needed for the design, acquisition, site development, construction, equipping and furnishing of the new library branch, for general improvements to Library facilities in the Library district (the “Series B Project”), and that the Library should issue bonds in an amount of not to exceed Six Million Dollars (\$6,000,000), designated as the Monroe County Public Library General Obligation Bonds, Series 2021B (the “Series B Bonds,” and together with the Series A Bonds, the “Bonds”), for the purpose of providing funds to be applied on the Series B Project; and

WHEREAS, Indiana Code 6-1.1-17-20.5 requires that before an appointed library board may issue bonds it must obtain the approval of the county fiscal body; and

WHEREAS, more than 50% of the parcels of real estate within the Library district are located outside of the city limits of the City of Bloomington, Indiana and pursuant to Indiana Code 6-1.1-17-20.5 the County Council of Monroe County (the “County”) is the applicable fiscal body to approve the issuance of the Library Bonds;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF MONROE COUNTY, INDIANA, THAT:

Section 1. The issuance of the Series A Bonds by the Library to be repaid solely by the Library for the purpose of obtaining funds to be applied on the cost of the Series A Project, in a principal amount not to exceed \$2,000,000 is hereby approved and authorized.

Section 2. The issuance of the Series B Bonds by the Library to be repaid solely by the Library for the purpose of obtaining funds to be applied on the cost of the Series B Project, in a principal amount not to exceed \$6,000,000 is hereby approved and authorized.

Section 3. The approvals contained in this Resolution in no way obligate the County to repay the Bonds of the Library and such Bonds shall not count against the County's Constitutional debt limit.

Section 4. The County Council approves the appropriation by the Library of the proceeds of the Library's Series A Bonds in an amount not to exceed \$2,000,000 to be applied on the cost of the Series A Project and that this appropriation is to include the incidental expenses necessary to be incurred in connection with the Series A Project and the issuance of the Series A Bonds of the Library on account thereof and that said appropriation shall be in addition to all appropriations provided for in the existing Library budget and shall continue in effect until the completion of the Series A Project.

Section 5. The County Council approves the appropriation by the Library of the proceeds of the Library's Series B Bonds in an amount not to exceed \$6,000,000 to be applied on the cost of the Series B Project and that this appropriation is to include the incidental expenses necessary to be incurred in connection with the Series B Project and the issuance of the Series B Bonds of the Library on account thereof and that said appropriation shall be in addition to all appropriations provided for in the existing Library budget and shall continue in effect until the completion of the Series B Project.

Section 6. This Resolution shall be in full force and effect from and after its passage.

[SIGNATURE PAGE FOLLOWS]

Adopted this **8th** day of **June, 2021**.

MONROE COUNTY COUNCIL, INDIANA

“Aye”

“Nay”

Eric Spoonmore, President

Eric Spoonmore, President

Kate Wiltz, President Pro Tempore

Kate Wiltz, President Pro Tempore

Trent Deckard, Member

Trent Deckard, Member

Marty Hawk, Member

Marty Hawk, Member

Peter Iversen, Member

Peter Iversen, Member

Geoff McKim, Member

Geoff McKim, Member

Cheryl Munson, Member

Cheryl Munson, Member

ATTEST:

Catherine Smith, Auditor
Monroe County, Indiana

TIMETABLE AND CHECKLIST
\$2,000,000*
MONROE COUNTY PUBLIC LIBRARY
GENERAL OBLIGATION BONDS, SERIES 2021A
(the “Series A Bonds”)
AND
\$6,000,000*
MONROE COUNTY PUBLIC LIBRARY
GENERAL OBLIGATION BONDS, SERIES 2021B
(the “Series B Bonds” and collectively
with the Series A Bond, the “Bonds”)

<u>Date</u>	<u>Action</u>
January 2021	(Both Series) Bond Resolutions, Appropriation Resolutions and Reimbursement Resolutions prepared
February 17, 2021	(Series A Bonds) Meeting of the Library Board of Trustees to (i) introduce and adopt Bond Resolution authorizing the issuance of Series A Bonds, (ii) introduce and adopt Reimbursement Resolution preserving the Library’s ability to reimburse itself from Series A Bond proceeds for project costs paid prior to the issuance of the Series A Bonds, (iii) introduce Appropriation Resolution appropriating proceeds of the Series A Bonds, and (iv) set date for public hearing on the additional appropriation (Series B Bonds) Meeting of the Library Board of Trustees to (i) introduce Bond Resolution authorizing the issuance of Series B Bonds, (ii) introduce and adopt Reimbursement Resolution preserving the Library’s ability to reimburse itself from Series B Bond proceeds for project costs paid prior to the issuance of the Series B Bonds, (iii) introduce Appropriation Resolution appropriating proceeds of the Series B Bonds, (iv) set date for public hearing on the additional appropriation, and (v) set dates for public hearings on preliminary determination to issue Series B Bonds
February 24, 2021	(Series A Bonds) Notice of public hearing on additional appropriation of Series A Bond proceeds (at least 10 days prior to hearing) and notice of determination to issue Series A Bonds published (first time) in <i>The Herald-Times</i> and the <i>Ellettsville Journal</i> ; notice of determination to issue Series A Bonds posted in 3 public places

* Preliminary, subject to change.

	(Series B Bonds) Notice of public hearings on preliminary determination, Series B Bonds and additional appropriation of Series B Bond proceeds published in <i>The Herald-Times</i> and the <i>Ellettsville Journal</i> (at least 10 days prior to hearing); notice mailed to circuit court clerk and any organization requesting copies of such notices
March 3, 2021	(Series A Bonds) Notice of public hearing on additional appropriation of Series A Bond proceeds and notice of determination to issue Series A Bonds published (second time) in <i>The Herald-Times</i> and the <i>Ellettsville Journal</i>
March 17, 2021	(Series B Bonds) Library Board of Trustees meets to hold public hearing on preliminary determination to issue Series B Bonds (First Hearing)
April 21, 2021	(Series A Bonds) Library Board of Trustees meets to hold public hearing on additional appropriation and adopts appropriation resolution (Series B Bonds) Library Board of Trustees meets to hold public hearing on additional appropriation and preliminary determination to issue Series B Bonds (Second Hearing). Library Board of Trustees adopts: (i) Bond Resolution, and (ii) Additional Appropriation Resolution
April 28, 2021	(Series B Bonds) Notice of determination to issue Series B Bonds published in <i>The Herald-Times</i> and the <i>Ellettsville Journal</i> (first time); notice posted in three public places in the County and mailed to the circuit court clerk and any organization requesting copies of such notices (begins 30-day period during which property owners and registered voters may request, by petition signed by 500 or more of such persons, the application of the petition/remonstrance process to the bond issue)
May 5, 2021	(Series B Bonds) Notice of determination to issue Series B Bonds published in <i>The Herald-Times</i> and the <i>Ellettsville Journal</i> (second time); notice posted in three public places in the County
Mid-May (but not later than 5/28)	File agenda request with the County Council Administrator for the June 8 meeting.
May 28, 2021	(Series B Bonds) 30-day period ends for application of petition/remonstrance process on bond issue

June 8, 2021	(Both Series) Meeting of the County Council to adopt resolutions approving the issuance of Bonds
Early August 2021	(Both Series) Draft Preliminary Official Statement circulated; rating applied for
August 31, 2021	(Series B Bonds) project bids received
Early to Mid-September 2021	(Both Series) Financial Advisor completes Preliminary Official Statement; if rating will be requested for the Bonds, rating process completed
September 8, 2021	(Both Series) Forward notice of intent to sell Bonds to <i>The Herald-Times</i> , the <i>Ellettsville Journal</i> and the <i>Court & Commercial Record</i>
September 15, 2021	(Both Series) Notice of intent to sell Bonds published in <i>The Herald-Times</i> , the <i>Ellettsville Journal</i> and the <i>Court & Commercial Record</i> (first time)
September 22, 2021	(Both Series) Notice of intent to sell Bonds published in <i>The Herald-Times</i> , the <i>Ellettsville Journal</i> and the <i>Court & Commercial Record</i> (second time)
September 29, 2021	(Both Series) Deadline for underwriters/financial institutions to submit notice of interest; 24-hour notice of sale given
September 30, 2021	(Both Series) Bond sale; closing documents prepared/circulated for signature
Not later than October 11, 2021	(Both Series) Final Official Statement prepared and distributed
October 19, 2021	(Both Series) Closing

Assumptions:

- All bodies comply with Indiana Open Door Law.
- Project to be funded with the Series A Bonds will cost \$2,000,000.
- Project to be funded with the Series B Bonds will cost less than \$14,000,000.
- Actions assume no request for application of the petition/remonstrance process is filed.
- The County Council meets on the 2nd Tuesday of each month.
- The Library Board meets on the 3rd Wednesday of each month.

Bond Counsel Contact Information:

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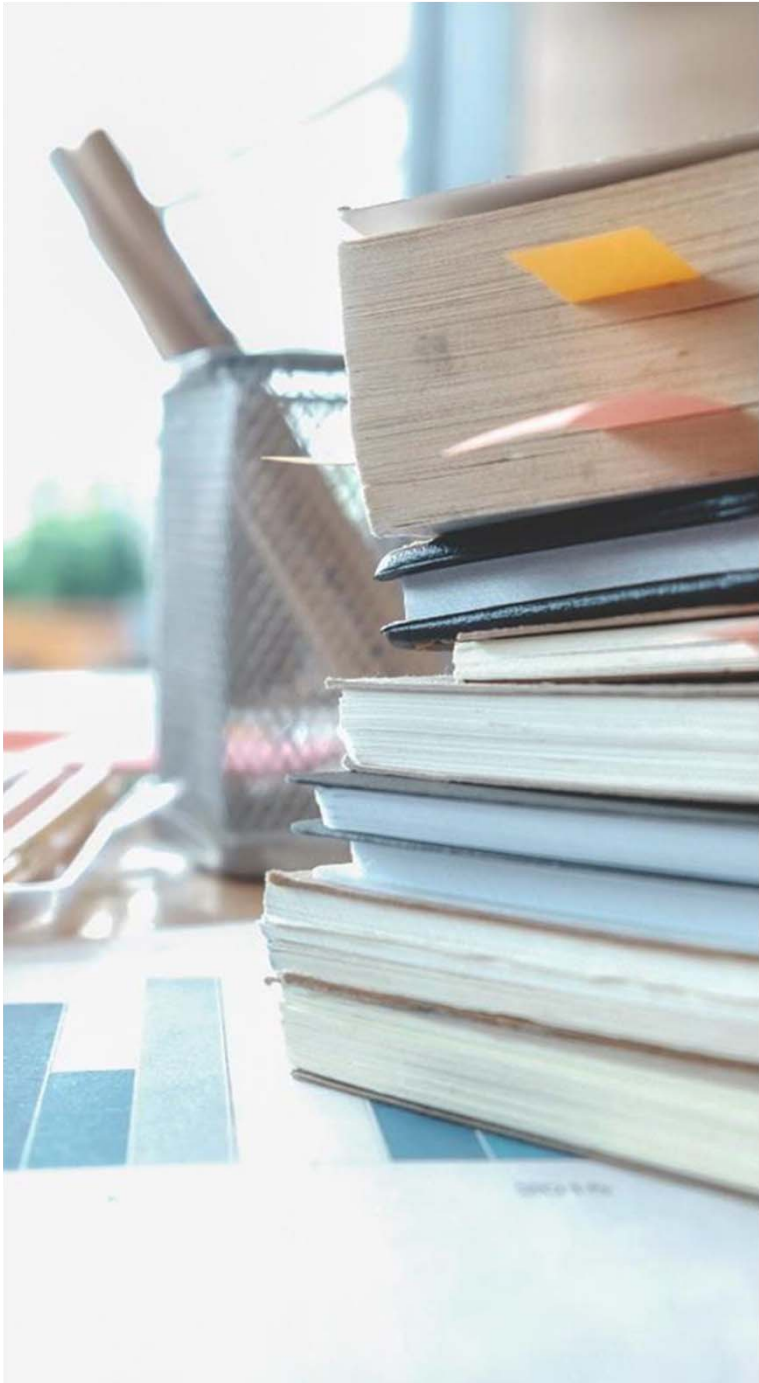


Monroe County Public Library County Council Presentation

June 8, 2021



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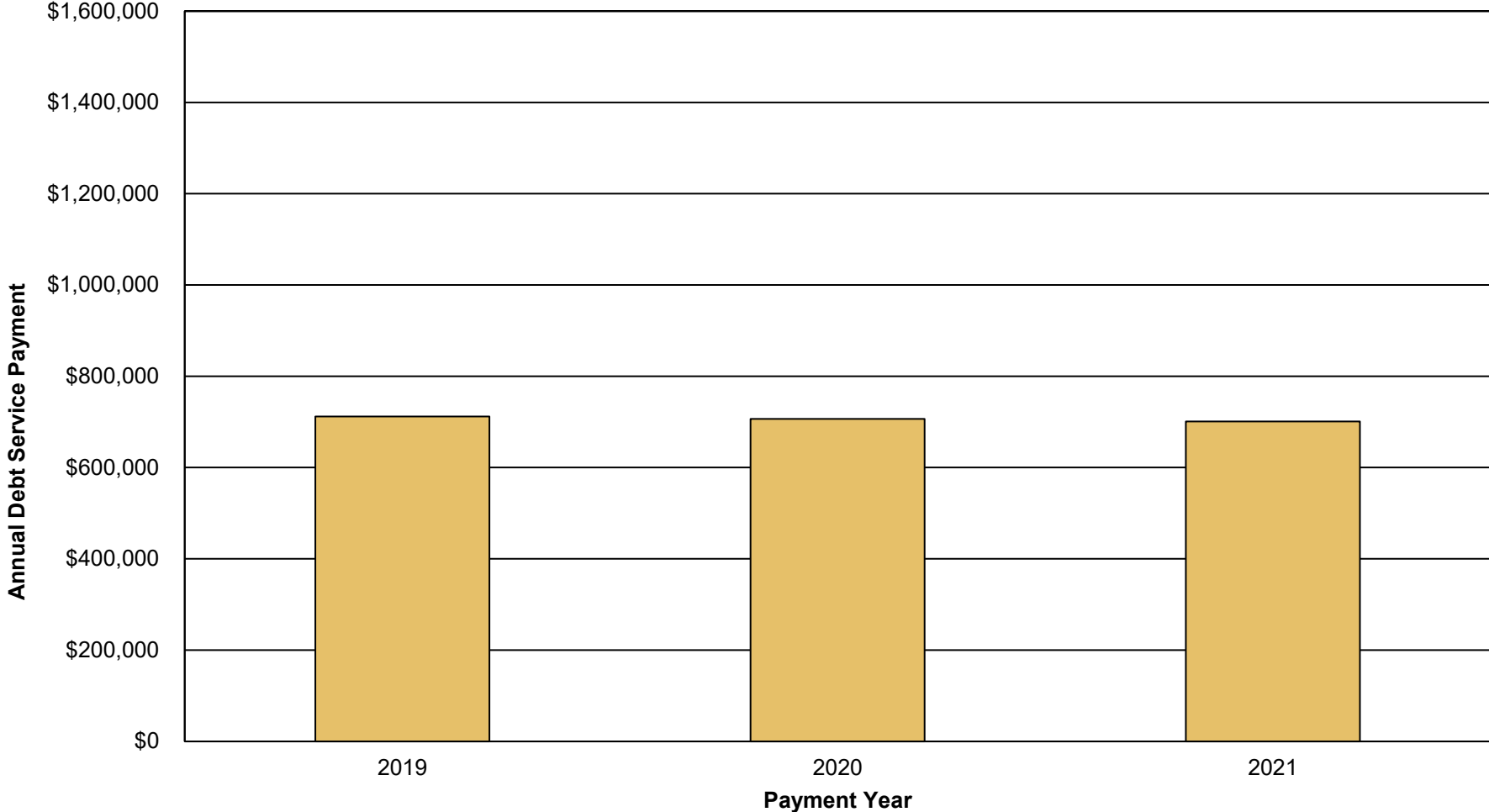
MONROE COUNTY PUBLIC LIBRARY
SCHEDULE OF OUTSTANDING DEBT SERVICE PAYMENTS

Year	General Obligation Bonds, Series 2018
	(1)
2019	\$711,799
2020	706,457
2021	700,811
Total	\$2,119,067

(1) Payments are budgeted on a budget year basis per the Debt Service Worksheet.

MONROE COUNTY PUBLIC LIBRARY

SCHEDULE OF OUTSTANDING ANNUAL DEBT SERVICE PAYMENTS



■ General Obligation Bonds, Series 2018

MONROE COUNTY PUBLIC LIBRARY

CALCULATION OF GENERAL OBLIGATION BONDING CAPACITY

2021 Certified Net Assessed Value (1)	\$7,883,285,120
Divided by 3	3
Times: 2% general obligation debt issue limit	<u>2%</u>
General obligation debt issue limit	52,555,234
Less: Outstanding general obligation debt (2)	<u>(685,000)</u>
Estimated general obligation bonding capacity (3)	<u><u>\$51,870,234</u></u>

(1) 2021 certified net assessed valuation per the Department of Local Government Finance.

(2) Includes the \$685,000 outstanding principal amount of the General Obligation Bonds, Series 2018.

(3) As of the date of this report.

Note: Pay 2020 Gross Assessed Value is \$12,012,237,708.

MONROE COUNTY PUBLIC LIBRARY
SUMMARY OF ILLUSTRATIVE FINANCING OPTIONS

Estimates for:	2021A GO Bonds	2021B GO Bonds
Borrowing Amount	\$2,000,000	\$6,000,000
Repayment Term	7 years, 3 months	19 years, 3 months
Interest Expense (1)	\$448,264	\$3,418,542
Annual Debt Service Payment (1)(2)	\$411,250	\$594,792
Debt Service Tax Rate Impact Over 2020 Levels (3)(4)	\$0.0007	
Debt Service Tax Rate Impact Over 2021 Levels (3)(5)	\$0.0036	

- (1) Based upon maximum allowable interest rates of 5.00%. Actual interest rates may vary materially from the rates assumed in this analysis. Current estimated market rates are roughly 2.00%.
- (2) Based upon the 2021 certified net assessed value of \$7,883,285,120 for the Library per the Gateway Detail by District and Fund Report. Net Assessed Value is assumed to grow by 3% annually until 2026 when it is held constant at \$9,138,880,060. The maximum debt service tax rate of \$0.0103 occurs in 2023. Assumes 4.729% license excise/financial institutions factor based upon 2021 certified distributions. Per \$100 of assessed value.
- (3) Per the 2020 Monroe County Budget Order, the Library's 2020 debt service tax rate is \$0.0096.
- (4) Per the 2021 1782 Notice for the Library, the debt service tax rate is \$0.0067.

Note: Assumes the 2021 bonds sell on September 30, 2021 and close on October 19, 2021.

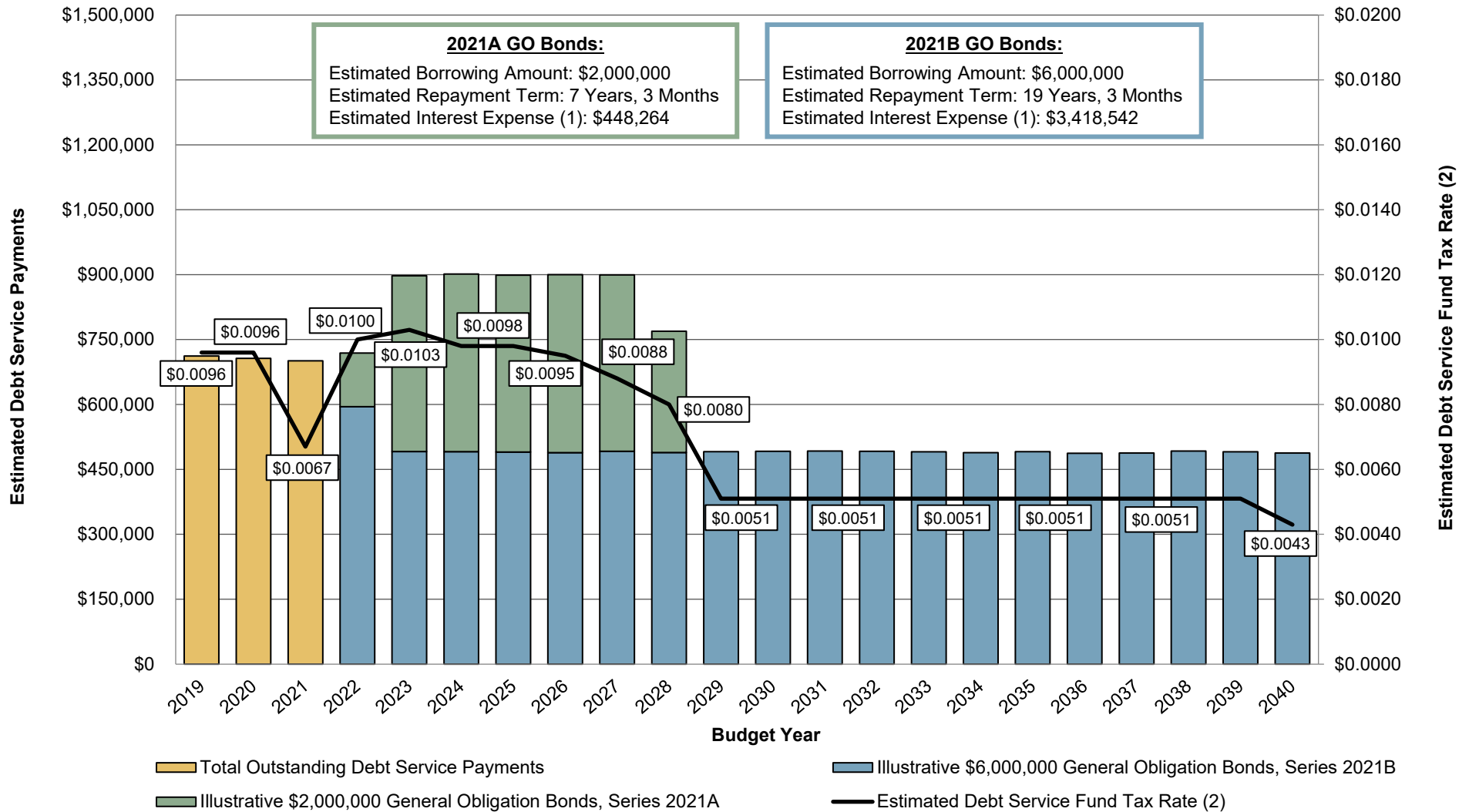
MONROE COUNTY PUBLIC LIBRARY

SUMMARY OF OUTSTANDING AND ILLUSTRATIVE DEBT SERVICE PAYMENTS

<u>Year</u>	<u>Total Outstanding Debt Service Payments</u>	<u>Illustrative \$2,000,000 General Obligation Bonds, Series 2021A</u>	<u>Illustrative \$6,000,000 General Obligation Bonds, Series 2021B</u>	<u>Outstanding and Illustrative Debt Service</u>
2019	\$711,799			\$711,799
2020	706,457			706,457
2021	700,811			700,811
2022		\$123,889	\$594,792	718,681
2023		406,125	491,250	897,375
2024		410,375	490,875	901,250
2025		408,750	490,000	898,750
2026		411,250	488,625	899,875
2027		407,750	491,625	899,375
2028		280,125	489,000	769,125
2029			490,875	490,875
2030			491,875	491,875
2031			492,250	492,250
2032			491,750	491,750
2033			490,625	490,625
2034			488,625	488,625
2035			490,875	490,875
2036			487,250	487,250
2037			487,750	487,750
2038			492,250	492,250
2039			490,500	490,500
2040			487,750	487,750
Total	<u>\$2,119,067</u>	<u>\$2,448,264</u>	<u>\$9,418,542</u>	<u>\$13,985,873</u>

MONROE COUNTY PUBLIC LIBRARY

SCHEDULE OF OUTSTANDING AND ILLUSTRATIVE DEBT SERVICE PAYMENTS



(1) Assumes maximum allowable interest rate of 5.00%. Actual interest rates may vary materially from the rates assumed in this analysis.
 (2) Based upon the 2021 certified net assessed value of \$7,883,285,120 for the Library per the Gateway Detail by District and Fund Report. Net Assessed Value is assumed to grow by 3% annually until 2026 when it is held constant at \$9,138,880,060.

MONROE COUNTY PUBLIC LIBRARY

SUMMARY OF ESTIMATED ANNUAL TAXPAYER IMPACT
 (Assumes taxpayers not at Circuit Breaker Tax Cap)

Market Value of Property	Net Assessed Value (1)	Estimated Incremental Debt Service Tax Rate over 2020: \$0.0007 (2)(3)	Estimated Incremental Debt Service Tax Rate over 2021: \$0.0036 (2)(4)
\$75,000	\$16,500	\$0.12	\$0.59
125,000	\$49,000	\$0.34	\$1.76
184,800 (5)	\$87,870	\$0.62	\$3.16
200,000	\$97,750	\$0.68	\$3.52
300,000	\$162,750	\$1.14	\$5.86
Farmland	Net Assessed Value	Estimated Incremental Debt Service Tax Rate over 2020: \$0.0007 (2)(3)	Estimated Incremental Debt Service Tax Rate over 2021: \$0.0036 (2)(4)
1 Acre of Agricultural Property (6)	\$1,290	\$0.01	\$0.05
100 Acres of Agricultural Property (6)	\$129,000	\$0.90	\$4.64
Commercial/Rental Property	\$100,000	\$0.70	\$3.60

- (1) Tax impact based upon net assessed valuation of home which includes the standard deduction, supplemental homestead deduction, and the mortgage deduction.
- (2) Based upon the 2021 certified net assessed value of \$7,883,285,120 for the Library per the Gateway Detail by District and Fund Report. Net Assessed Value is assumed to grow by 3% annually until 2026 when it is held constant at \$9,138,880,060. The maximum estimated debt service tax rate of \$0.0103 occurs in 2023. Assumes 4.729% license excise/financial institutions factor based upon 2021 certified distributions. Per \$100 of assessed value.
- (3) Represents the incremental impact over the 2020 debt service tax rate of \$0.0096, per the Monroe County 2020 Budget Order.
- (4) Represents the incremental impact over the 2021 debt service tax rate of \$0.0067, per the Library's 2021 1782 Notice.
- (5) Represents the median home value of \$184,800 within the Library District, per the U.S. Census Bureau, 2018 American Community Survey 1-year Estimates.
- (6) Per the Department of Local Government Finance, agricultural land is assessed at \$1,290/acre for taxes payable in 2022. Actual value will vary based on productivity factors.



THANK YOU

Contact information

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Monroe County Public Library Series A and Series B Bonds 2021

**June 8, 2021
Presented by Marilyn Wood
Director, Monroe County Public Library**



The Library's Mission

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

Our Vision

A knowledgeable, inclusive, diverse and engaged community empowered by the Library.

Our Values

Accessibility

Diversity

Integrity

Safety

Service

Respectful Discourse

Inclusiveness

Intellectual Freedom

Stewardship

Lifelong Learning and
Literacy

Our Goals

1. Provide free and equitable access to information, materials, and services
2. Support reading, lifelong learning, technological literacy, and other essential life skills.
3. Facilitate and promote inclusive, diverse, and respectful dialogue in safe and welcoming spaces.
4. Adapt and respond to community and partner needs.

A Few Ways the Library Met 2020 Pandemic Challenges and Strategic Goals

- Adapted to the challenges of the year by offering curbside pickup by appointment, printing services by appointment, technology use by appointment, and a wide selection of virtual programs.
- Successfully implemented extensive COVID-19 safeguards, including high-risk hours for the at-risk population.
- Redesigned all outreach service points with no-contact procedures
- Increased the number of digital items offered, and decreased limits on various eLibrary platforms.
- Created virtual programs including the Library's first ever all-ages virtual summer reading program.

A Few Ways the Library Met 2020 Pandemic Challenges and Strategic Goals

- Community Access Television Services (CATS) covered 605 government meetings and successfully integrated legacy technology infrastructure with a new system to expand playback programming and began testing hybrid live/Zoom coverage for Library board meetings.
- Volunteers in Tutoring Adult Learners (VITAL) found innovative ways to provide learning opportunities via text, social media, video conferencing, and email.
- In an effort to make the Library more accessible to all, the Library Board of Trustees approved a policy to waive all unpaid overdue fines and collection agency fees. The policy also eliminated fines for all late returns moving forward, reducing barriers to access.
- The Library reaffirmed its mission, values, and goals to support our Black community through a variety of resources, commitment to inclusivity, and several antiracist staff picks lists.
- Highlights of 2020 achievements are appended at the end of this presentation.

2019-2021 GOB Successful Results

• Investments in IT infrastructure	\$700,000
• Main Library Facility Updates and Repairs	\$270,000
• Investments in long term maintenance	\$295,000
• Replacement of Community Outreach Van	\$ 80,000
• Branch Architecture, Site Development	\$572,000
• Bond Issuance Costs	\$ 83,000
TOTAL*	\$2,000,000

*Anticipated Expenses by EOY 2021

How the Library will Achieve its Financial Plan

- Objectives: add a branch Library to our community while maintaining our current tax rate and continuing exceptional stewardship of current facilities and resources.
- The Library's current financial health is excellent.
- SBOA audit for 2019, completed in December 2020, with excellent results -- no comments reported.
- The Library retains \$1 million surplus in Rainy Day Fund, and \$1 million surplus in LIRF for any emergency or short-term need.

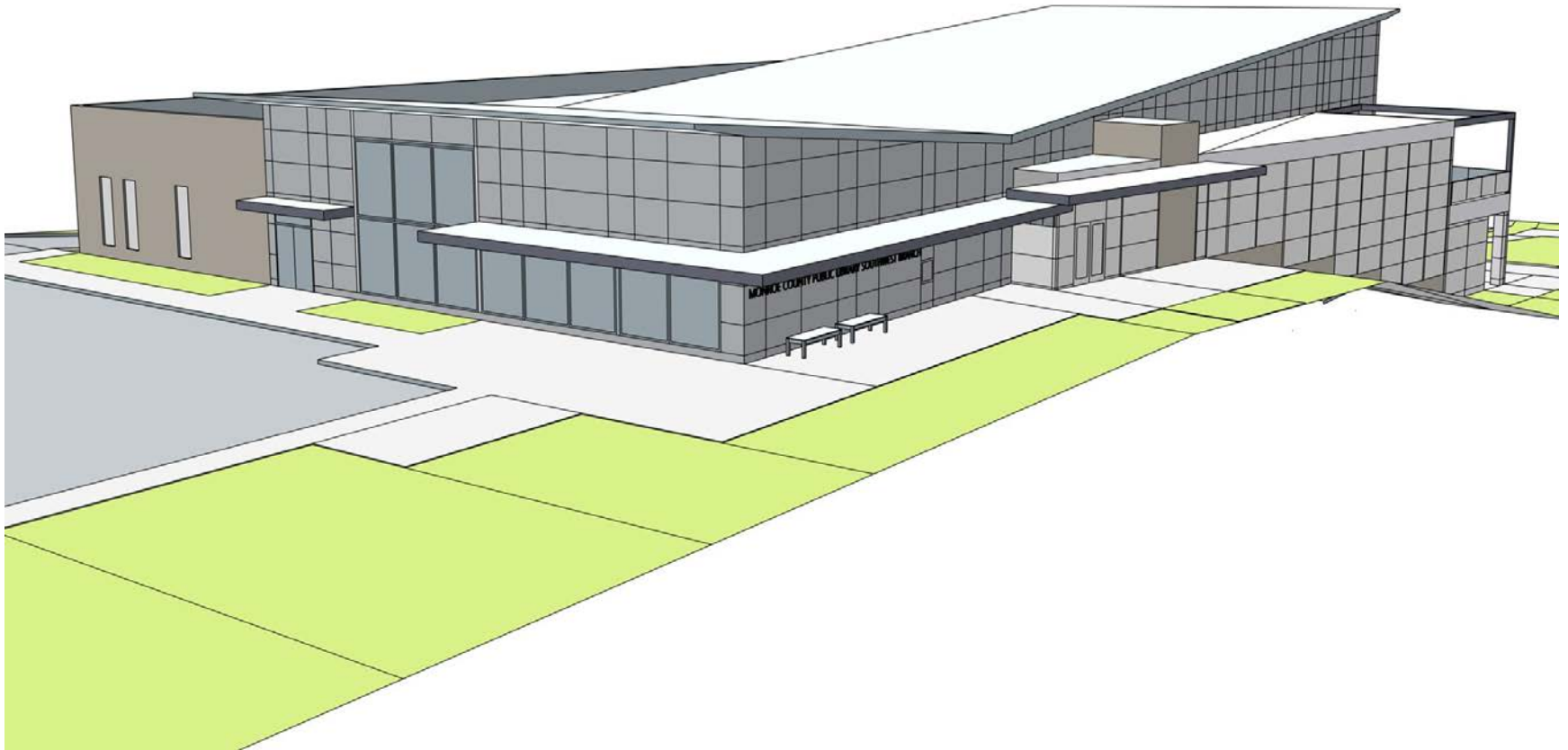
Series A Bond

- Project Scope– acquisition, construction, extension, alteration or improvement of structures and equipment of \$2,000,000 repaid by 2030.
- Long term (LT) maintenance and facility updates and repairs following our LT maintenance schedule.
- Information Technology following a replacement cycle.

Series B Bond

- Project scope: design, acquisition, site development, construction, equipping and furnishing of a new library branch, and certain other related improvements to Library facilities in the Library district.
- \$6,000,000 bond
- Total project cost is estimated at approximately \$12,140,00.

Monroe County Public Library – Southwest Branch



Monroe County Public Library – Southwest Branch



The Future of Library Services

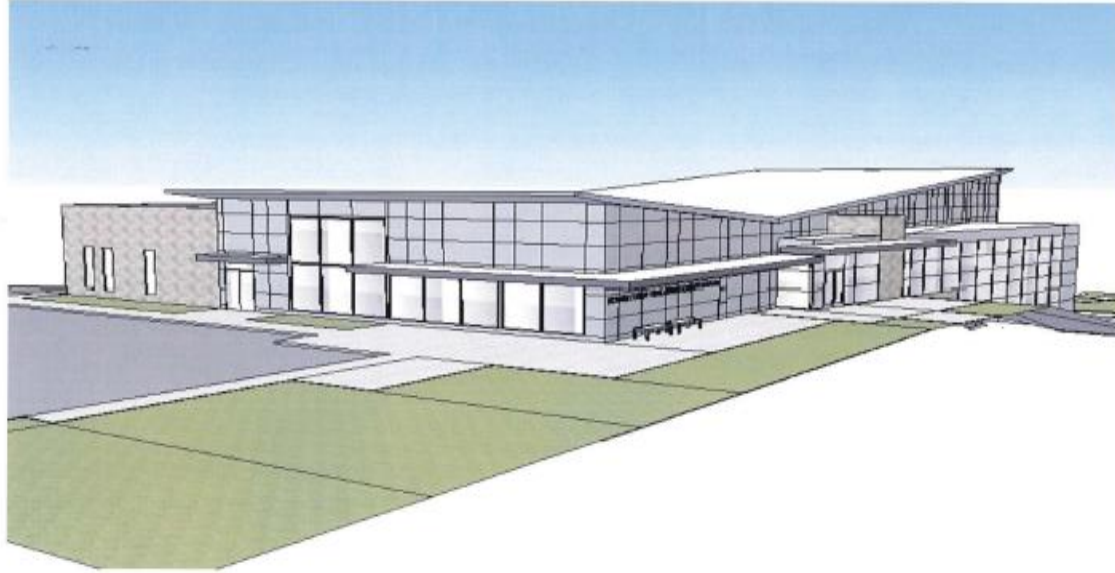
- The Southwest Branch at 890 W Gordon Pike, will serve a densely populated area and be located next to Batchelor Middle School.
- This 21,000 Sq. Ft building is customized to meet specific preferences identified through community discussions and surveys.
- Features include circulating collections of popular materials; large meeting rooms; conference rooms; and study rooms.

The Future of Library Services

- Special spaces welcome children, teens and adults with activity areas and learning resources.
- A teaching kitchen will serve as an innovative space for free, hands-on health and wellness learning and be open to Monroe County residents of all ages. Providing a learning lab for nutrition education in partnership with a variety of community organizations. Equipment for this space is made possible with grant funding from the Community Foundation.

Opportunities to Read, Learn, Connect and Create at All Locations

- Along with the new Southwest Branch, the Main Library, the Ellettsville Branch and Outreach Services will continue to serve all ages with programming, collections and services.
- VITAL (Volunteers in Tutoring Adult Learners) provides a safe and respectful learning environment for adults who want to improve their reading, writing, math, basic computer, or English-language skills.
- The Ellettsville branch serves the NW portion of our county with popular recent additions of a teen center and new meeting rooms.
- Outreach Services reaches some of the most vulnerable and underserved in our community through the Bookmobile, Homebound services, Jail services and Head Start visits.
- Adding the SW branch strengthens our community by reaching even more individuals.



Branch Bond planning December 2020

Project Cost Estimates	
Building Construction 21,000 sq. ft.	8,269,965
Land cost estimate	137,500
Site Development	960,599
Furnishings and Equipment	1,869,760
Other costs	798,281
Total	12,036,105

Southwest Branch Project

Date Prepared	5/4/2021		
Funds Available for New Branch Project			
	4-30-2021 Balance	Less Reserve	Available for Project
2021 Month End LIRF Balance	2,092,073	1,000,000	1,092,073
2021 Month End Rainy Day Balance	4,987,570	1,000,000	3,987,570
2019 Bond - Estimated Branch Allocation			318,400
2021 Branch Bond			5,700,000
2021 Operating Surplus - estimated			1,300,000
Funds Available			12,398,043
Less Project Cost			(12,036,105)
Balance Remaining			361,938

Branch Operational Expenses

- Operating expenses have been estimated based on a number of factors to achieve a realistic future scenario for services, and to control costs through thoughtful design:
- Structural designs will be conducive to staffing for services rather than architecture requiring additional staffing due to complexities. Assuming these designs:
 - Avoiding unnecessary partitions
 - Keeping meeting and conference room walls transparent for easy oversight
 - A single entrance
 - No drive-up window (also reduces expenses related to parking lot size and design)
 - A single floor for service
 - Cost effective operating systems (HVAC, equipment, etc.)
- Staffing costs reflect an assumption of a 70-hour week (same as Main Library), and a minimum of three people at all times to provide service and coverage for an approximate 21,000 Sq. Ft. facility.
- Custodial, maintenance and courier costs are included.
- Ongoing maintenance and long term replacement expenses are estimated at 10% of initial costs of the project, per year.
- Past expenses for Ellettsville served as a model and were updated to reflect larger size of facility.
- Total expense categories were estimated at like values of current operating expenses (i.e. 67% staffing, 33% other) and used as a model.
- **Overall operating costs are estimated at approximately \$675,000 per year.**

How Operational Expenses Will Be Paid

Anticipated operational costs for the new branch will be covered by current annual operating surplus. In recent years, surplus has allowed the Library to accumulate savings toward the new branch. Following construction, those savings will be invested in operating expenses instead. Below is a chart of the actual and estimated surplus in previous and future years.

Beginning in 2022 this optimistic surplus comes after new operating expenses are paid. This surplus will provide a safeguard against any unexpected expenses encountered during new operations as well as additional assurance in the Library's ability to meet financial obligations of any sort.

Previous and Future Estimates of Operating Surplus

Year	Growth	Operating Surplus
	Quotient	
2024	3.5%	\$ 700,000 estimate
2023	3.5%	\$ 700,000 estimate
2022	4.0%	\$ 1,000,000 estimate
2021	4.2%	\$ 1,200,000 estimate
2020	3.5%	\$ 1,415,042 actual
2019	3.4%	\$ 1,212,778 actual
2018	4.0%	\$ 1,003,136 actual
2017	3.8%	\$ 773,165 actual
2016	2.6%	\$ 693,195 actual
2015	2.7%	\$ 740,004 actual
2014	2.6%	\$ 655,811 actual
2013	2.8%	\$ 596,689 actual

Baker and Tilly Presentation



Monroe County Public Library

303 East Kirkwood Avenue
Bloomington, Indiana 47408

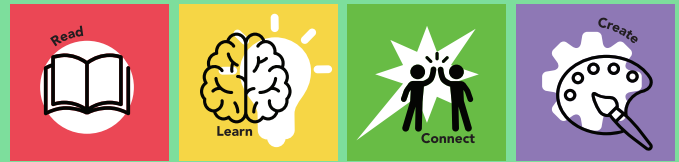
(812) 349-3050

www.mcpl.info



Monroe County Public Library

Read, Learn, Connect & Create



2020 Accomplishments



Library Cards

- 51,876 Monroe County residents had a library card
- 13,600 eAccess cards were distributed to Monroe County schools in July, making eLibrary resources available to all students and educators prior to the start of online learning

Library Collection



- 367,318 print books
- 499,074 ebooks (an increase of 401,436 ebooks from 2019)
- 45,756 physical and 39,798 downloadable video materials
- 43,736 physical and 24,459 downloadable audio materials
- 305 print serials subscriptions
- 2,208 electronic serials subscriptions (an increase of 2,063 from 2019)
- A new outdoor "Adventure Backpack" collection (including identification guides, binoculars, compass, multi-tool, flashlight, and an Indiana State Parks pass) was added to the Library of Things

Circulation and Use



- 880,903 physical items were circulated
- 823,282 digital items were circulated (an increase of 147,835 items from 2019)
- 6,505 reference help transactions were completed

Technology

- 151 public computers
- 31,363 public computing sessions
- 3,201,592 number of wireless internet uses
- 1,108,760 website visits
- 28 wireless hotspots were circulated 111 times
- Improved wireless network coverage in Library parking lots



COVID-19 Responsiveness

- Adapted to the challenges of the year by offering curbside pickup by appointment, printing services by appointment, technology use by appointment, and a wide selection of virtual programs
- Successfully implemented extensive COVID-19 safeguards, including high-risk hours for the at-risk population, and a four-day quarantine process for materials
- Redesigned all outreach service points with no-contact procedures
- On the Library website, staff reviewed 39 books, created 67 staff picks lists, and offered a personalized recommendation service to better serve patrons unable to browse the shelves
- Issued over 1,000 library cards remotely
- Increased the number of digital items offered, and decreased limits on various eLibrary platforms
- Hosted a community mask station, distributing 5,918 free masks for all ages through the Bloomington Mask Drive
- Created a mask-wearing PSA video, which was watched 4,400 times and shared by the author of *Wonder*, R.J. Palacio
- Virtual programs were created to engage the community in new ways (more information on page 2)



COVID-19 Responsiveness, Part Two

• Virtual Programs

- 8,122 people attended or watched 568 Library-sponsored virtual programs
- Library YouTube programs and videos received 36,403 views
- A teen Discord server was created to engage regular teen patrons who were no longer in the building—51 sessions engaged 262 teens (unique per day)
- 2,847 Take and Make Kits containing craft project instructions and materials were distributed to patrons of all ages
- A series of Quaranzines was created to help document Bloomington's history during the pandemic
- Two new phone-in programs were created to engage patrons without internet access—Dial-a-Book for adults and Laugh Line for children

Virtual Summer Reading

- 1,574 people participated in the Library's first ever all-ages virtual summer reading program, reading a combined total of 1,102,067 minutes
- In celebration of meeting the community-wide reading goal, the Friends of the Library donated \$2,000 to Hoosier Hills Food Bank. Additional monetary donations served as benchmark prizes within the games, benefiting Shalom Community Center, Youth Services Bureau, and Stepping Stones. Books were donated to area daycares and camp groups, including The Nest, the daycare at New Hope for Families
- The Library installed a new Little Free Library in Will Detmer Park, and donated hundreds of books to other Little Free Libraries in partnership with the Friends of the Library Bookstore, also stocking them with human dignity kits and creativity kits



Grants

- The City of Bloomington Information & Technology Services Department awarded the Library a Digital Equity Grant to purchase ten iPads and ten wireless hotspots
- The Wahl Family Charitable Trust awarded the Library a grant to purchase ten wireless hotspots, as well as 100 ebooks, eaudiobooks, and physical books focusing on titles that promote diversity, inclusiveness, and antiracism
- A grant from Indiana Humanities launched a new Advancing Racial Equity Collection to help Hoosiers think, read, and talk about racial injustice and systemic racism. The collection contains seven juvenile book club kits and multiple copies of a juvenile storytime kit.



Monroe County Public Library

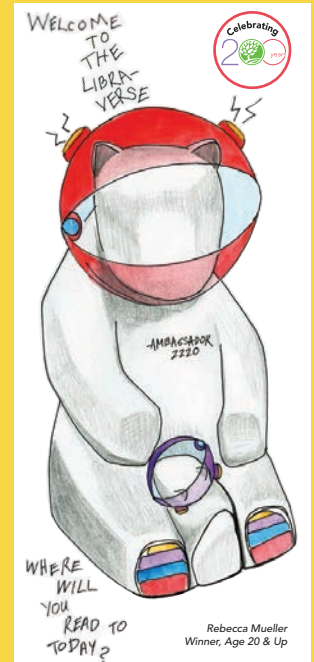


Read, Learn, Connect & Create

1820 – 2020

Bicentennial

- The Library celebrated its bicentennial with an art contest, 200 staff picks, and more



Improvements

- A tween-focused space was created with a variety of creative and constructive activities in the children's room at the Main Library
- The children's room at the Main Library was refreshed with new paint, carpeting, and display areas
- Wallpaper removal, repainting, and recarpeting were completed in a variety of areas at the Main Library, including the Indiana Room, meeting rooms, and the third floor
- The Ellettsville parking lot was repaved and Main Library parking lot resealed





Outreach

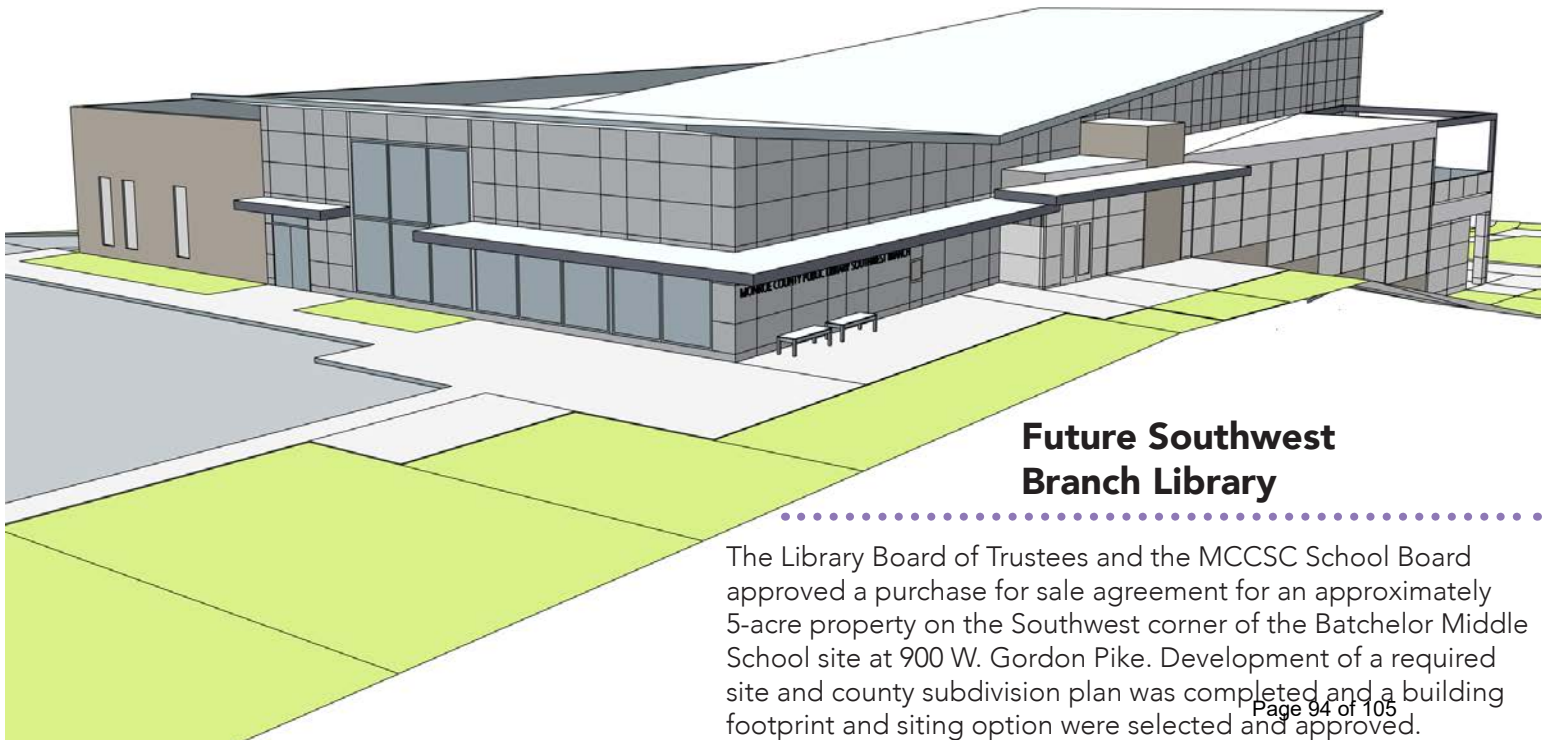
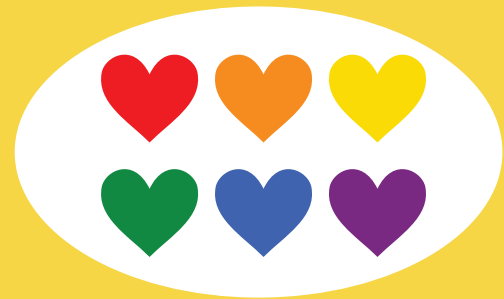
- Served the community with 28 weekly Bookmobile stops
- Served 90 Homebound patrons at their doorsteps monthly
- Visited 23 Head Start locations for monthly deliveries and early literacy activities
- Provided circulation and reader's advisory services to patrons three days a week at the Monroe County Correctional Center
- Served 55 residents at nursing homes, assisted living, and senior living communities biweekly through the outreach van service

Accessibility Commitments

- In an effort to make the Library more accessible to all, the Library Board of Trustees approved a policy to waive all unpaid overdue fines and collection agency fees. The policy also eliminated fines for all late returns moving forward, reducing barriers to access.
- Expanded the children's "Read It Off" program to a new all-ages "Care Fee Option Program." In addition to reading for credit, the new program allows patrons to listen to, play, or watch digital media. Additionally, the waive amount was increased to \$10.
- The Main Library children's room shelving heights were reduced and aisles were adjusted to improve accessibility and exceed ADA standards
- Updated all children's signage to be dyslexia-friendly

Inclusivity Commitments

- The Library reaffirmed its mission, values, and goals to support our Black community through a variety of resources, commitment to inclusivity, and several antiracist staff picks lists
- Partnered with the 2020 census to offset the chance of undercounting, which can deny the community a full voice in policy decision-making



Future Southwest Branch Library

The Library Board of Trustees and the MCCSC School Board approved a purchase for sale agreement for an approximately 5-acre property on the Southwest corner of the Batchelor Middle School site at 900 W. Gordon Pike. Development of a required site and county subdivision plan was completed and a building footprint and siting option were selected and approved.



Volunteering

- Volunteers in Tutoring Adult Learners (VITAL) navigated the challenges of distance learning, finding innovative ways to provide learning opportunities via text, social media, video conferencing, and email. Participants gained traditional and digital literacy skills with the support of Library eLearning resources. Virtual English language groups provided an essential social learning space for adults isolated by the pandemic.
- Volunteers remained active with the Friends of Library Bookstore and VITAL for a total of 2,923 hours volunteered
- A volunteer advisory committee was created to provide guidance and recommendations for the development of a comprehensive volunteer program
- Engaged in an internship partnership with Bloomington High School North

Community Access Television Services (CATS)

- Covered 605 government meetings
- Successfully integrated legacy technology infrastructure with a new system to expand playback programming by the use of 20 terabytes of storage
- Began testing hybrid live/Zoom coverage for Library board meetings



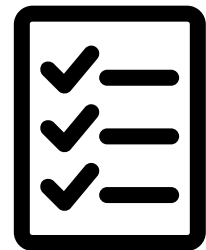
In-Person Programs and Meetings (January–March)

- 6,074 people attended 306 Library-sponsored programs
- 2,012 meetings were held by area nonprofits and organizations in Library spaces



Strategic Plan

- Surveyed the community and updated the mission, vision, values, and goals to reflect the results of the survey and partner discussions



The Friends of the Library Foundation supported Library programs, collections, staff training, and more through a \$106,700 contribution to the Library.



Monroe County Public Library

Main Library
303 E. Kirkwood Ave.
Bloomington, IN 47408
(812) 349-3050

Ellettsville Branch
600 W. Temperance St.
Ellettsville, IN 47429
(812) 876-1272

mcpl.info



@MCPLIndiana



MONROE COUNTY COUNCIL

Monroe County Courthouse, Room 306
100 W Kirkwood Avenue
Bloomington, Indiana 47404
Office: 812-349-7312
CouncilOffice@co.monroe.in.us

Eric Spoonmore, President
Kate Wiltz, President Pro Tempore
Trent Deckard
Marty Hawk
Peter Iversen
Geoff McKim
Cheryl Munson
Margie Rice, Legal Counsel
Kimberly Shell, Council Administrator
Meghan Miller, Council Assistant

COUNCIL REGULAR SESSION SUMMARY MINUTES Tuesday, May 11, 2021 at 5:30 pm MEETING CONNECTION VIA ZOOM

MEMBERS

Present – Eric Spoonmore, President
Present – Kate Wiltz, President Pro Tempore
Present – Trent Deckard
Present – Marty Hawk
Present – Peter Iversen
Present – Geoff McKim
Present – Cheryl Munson

STAFF

Present – Kimberly Shell, Council Administrator
Present – Margie Rice, Legal Counsel
Present – Anita Freeman, Admin. Assistant

1. CALL TO ORDER

Spoonmore called the meeting to order at 5:32 p.m. A roll was taken. All Council members present.

2. PLEDGE OF ALLEGIANCE *McKim led the Pledge of Allegiance*

3. PUBLIC COMMENT – *items NOT on the agenda (limited to 3 minutes per speaker)*

No public comment.

4. ADOPTION OF AGENDA

Spoonmore brought to the Council’s attention an error in agenda Item 11 A, Highway Department’s Request for an additional appropriation in Fund 1197-0000, Stormwater Management. The additional amount was advertised correctly and the request was included in the Council Packet, but the requested amount was entered on the Agenda incorrectly. Spoonmore ask for a motion to amend.

McKim moved to amend the agenda as stated by President Spoonmore stated Iversen seconded. No discussion.

Spoonmore asked for a Roll.

Freeman called the Roll:

Spoonmore Yes
Hawk Yes

Wiltz *Yes*
McKim *Yes*
Munson *Yes*
Deckard *Yes*
Iversen *Yes*
Motion passed; 7-0; Unanimous

5. DEPARTMENT UPDATES

Margie Rice, Legal Counsel, gave an update on the draft resolution regarding General Electronic Attendance Policy for County public meetings.

Penny Caudill, Health Department, gave an update on Senate Bill 5. No change to current Monroe County COVID guidelines.

6. COUNCIL LIAISON UPDATES

None.

**7. AVIATION, Carlos Laverty
Request Approval to Create New Account Lines and Simultaneously Approve Additional Appropriations.**

Airport Improvement Program Fund, 8101-0000

22630	Supplies	\$23,000.00
30006	Contractual	<u>\$34,162.00</u>
TOTAL		\$57,162.00

The Department has received the “Airport Coronavirus Response Grant Program Grant” in the amount of \$57,162. These funds are to be used for items related exclusive to Airport operation costs. These funds are based on the reimbursement process. The Federal Aviation Administration is covering 100% of any submitted invoice up to the amount aforementioned. The Department is requesting the creation of two account lines and additional appropriations.

Wiltz moved to approve the Aviation Department’s request for additional appropriations in Fund 8101-0000, Airport Improvement Program, in the amount of \$23,000 in the Supplies Category, and \$34,162 in the Services Category, for a total of \$57,162. McKim seconded.

Carlos Laverty, Airport Director, presented on this item. Council discussion ensued. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Hawk *Yes*
Deckard *Yes*
Iversen *Yes*
Wiltz *Yes*
McKim *Yes*
Munson *Yes*

Spoonmore Yes
 Motion passed; 7-0; Unanimous

8. PLANNING DEPARTMENT, Larry Wilson and Jackie Nester-Jelen

A. Request Approval of an Additional Appropriation

General Fund-Planning, 1000-0079

34007	Consultant Fees	\$69,699.56
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The Department is requesting an additional appropriation to remedy the fact that they did not properly encumber funds from 2020 for use in 2021 in regards to an active, approved contract with McBride, Dale, Clarion to complete the County Development Ordinance. The approved contract was for \$105,000 (attached). The remaining funds reverted back to the General Fund at the end of 2020. In order to complete the contract, we are requesting an additional appropriation for the money that reverted to the General Fund to go into our budget for Consulting Fees. The funds were approved by the County Council at the February 11, 2020 meeting.

To date, the Department has spent \$35,300.44 and have substantially completed Part 1 of 3 parts of the County Development Ordinance. The remaining funds from the original \$105,000 contract is \$69,699.56. Therefore, the Department is requesting an additional appropriation of \$69,699.56 to proceed with the contract as approved.

Wiltz moved to approve the Planning Department’s request for an additional appropriation in Fund 1000-0079, General Fund-Planning, in the amount of \$69,699.56 in the Services Category. McKim seconded.

Jackie Nester-Jelen, Planning Assistant Director, presented on this item. Council discussion ensued. Public comment: Jim Shelton.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

- Iversen Yes
- Spoonmore Yes
- Munson Yes
- Deckard Yes
- Wiltz Yes
- Hawk Yes
- McKim Yes

Motion passed; 7-0; Unanimous

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B. Request Approval of a Category Transfer

General Fund-Planning, 1000-0079

FROM:

30028	Training/Travel	\$3,617.00
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TO:

10068	Office Manager	\$3,617.00
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The Department received approval to move our Office Manager from 35 hours to 40 hours per work. Therefore, the Department needs to transfer funds from the Training/Travel budget line to the Office Manager account line in the amount of \$3,617.00. This amount covers the difference remaining for 2021.

Wiltz moved to approve the Planning Department's request for a Category Transfer in Fund 1000-0079, General Fund-Planning, in the amount of \$3,617 from the Services Category to the Personnel Category. McKim seconded.

Jackie Nester-Jelen, Assistant Director, Planning Department, presented on this item. Council discussion ensued. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Wiltz Yes

Munson Yes

Hawk Yes

Iversen Yes

McKim Yes

Spoonmore Yes

Deckard Yes

Motion passed; 7-0; Unanimous

9. EMERGENCY MANAGEMENT, Allison Moore
Request Approval of an Additional Appropriation

EMPG Fund, 8145-9620

30028 Training/Travel \$4,850.00

The Department has received a grant in the amount of \$4,850.00 and request an additional appropriation in Fund 8145. This is a reimbursable training grant from the Indiana Department of Homeland Security and is an Emergency Management Performance Grant – Competitive.

Wiltz moved to approve the Emergency Management's request for an additional appropriation in Fund 8145-9620, EMPG, in the amount of \$4,850 in the Services Category. McKim seconded.

Allison Moore, Emergency Management Director, presented on this item. Council discussion ensued. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Hawk Yes

Wiltz Yes

Deckard Yes

Spoonmore Yes

Munson Yes

McKim Yes

Iversen Yes

Motion passed; 7-0; Unanimous

10. PROSECUTOR'S OFFICE, Erika Oliphant and Beth Hamlin
A. Request Approval to Hire at Mid-Point based on Resolution 2015-46

LIT-Public Safety, 1170-0009 (50%) & STOP Grant, 8123-9621 (50%)

13425 Sex Crimes Deputy Prosecuting Attorney 35 Hours EXE 2 Exempt

The candidate has the knowledge, skills, and ability (KSA) equal or greater than those of a newly hired Deputy Prosecuting Attorney (DPA) after three years on the job. The candidate worked as a public defender in Marion County from October 2017 to October 2020. Prior to that, they worked as a certified legal intern at the Marion County Prosecutor's Office from May 2015 to October 2017. The position that the candidate is being hired for is the Sex Crimes DPA. This is a very difficult position to fill and requires many KSA's that the candidate possesses. The HR Specialist has reviewed the job description and states the candidate has five years of experience working in the Marion County Courts system in both the Public Defender and Prosecutor's Offices.

Wiltz moved to approve the Prosecutor's request for a Mid-Point Hire of the Sex Crimes Deputy Prosecuting Attorney, in Fund 1170-0009, LIT-Public Safety, and Fund 8123-9621, STOP Grant, Account line 13425. McKim seconded.

Erika Oliphant, Prosecutor, and Beth Hamlin, Executive Assistant, presented on this item. Council discussion ensued.

Public comment: Jim Shelton.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Hawk Yes

McKim Yes

Spoonmore Yes

Iversen Yes

Wiltz Yes

Munson Yes

Deckard Yes

Motion passed; 7-0; Unanimous

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B. Request Approval to Amend the 2021 Salary Ordinance

LIT-Public Safety, 1170-0009 (50%) & STOP Grant, 8123-9621 (50%)

FROM:

13425 Sex Crimes Deputy Prosecuting Attorney 35 Hours EXE 2 Exempt

TO:

13425 Sex Crimes Deputy Prosecuting Attorney 35 Hours EXE 2 Exempt MPH Status

(The Mid-Point Hire Base Rate for an EXE 2 is \$38.89 hourly or approximately \$70,780 annually. This amount will be prorated depending on the candidate's actual date of hire.)

If Council approves the Mid-Point Hire, a Salary Ordinance amendment is needed in order to allow the Payroll Administrator to issue earnings above the Minimum Rate for a new employee.

Wiltz moved to approve the Prosecutor’s request to amend the 2021 Salary Ordinance in Fund 1170-0009, LIT-Public Safety (50% Split) and Fund 8123-9621, STOP Grant (50% Split) and amend account 13425, Sex Crimes Deputy Prosecuting Attorney, 35 Hours, EXE 2, Exempt to a Mid-Point Hire status. McKim seconded.

Olipphant presented briefly on this item. No Council discussion. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Deckard Yes
Wiltz Yes
McKim Yes
Munson Yes
Hawk Yes
Iversen Yes
Spoonmore Yes

Motion passed; 7-0; Unanimous

11. HIGHWAY DEPARTMENT, Lisa Ridge - AMENDED

A. Request Approval to Create New Account Lines and Simultaneously Approve Additional Appropriations.

Stormwater Fund, 1197-0000

11067	Stormwater Inspector	\$ 53,373.00
17601	Longevity	\$ 1,200.00
18001	FT Self Insurance	\$ 10,500.00
18101	FICA	\$ 4,084.00
18201	PERF	\$ 7,579.00
30700	Gas, Oil & Lube	\$ 20,000.00
41104	Vehicle Purchase	<u>\$ 50,000.00</u>
	TOTAL	\$146,736.00

[The items above in blue were inadvertently left off or incorrect on the agenda. HOWEVER the appropriations WERE advertised correctly and the requested information was included in the packet. An amendment of Item #4 was requested by the Council President.]

The Department has worked with PAC/WIS with the creation of this position. The classification is a PAT 4 at this time. We are budgeting at the 14-Year year level in case there is interest in the new position with existing county personnel. The position has also been approved by the Stormwater Board for the need and funding of the position.

Wiltz moved to approve the Highway Department’s request for the creation of new account lines and to simultaneously approve additional appropriations in Fund 1197-0000, Stormwater Management, in the amount of \$76,736 in the Personnel Category, \$20,000 in the Services Category, and \$50,000 in the Capital Category, for a total of \$146,736. McKim seconded.

Lisa Ridge, Highway Director, presented on this item. Council discussion ensued. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

McKim Yes

Wiltz moved to approve the Highway Department's request to Un-encumber appropriations of certain projects which have been established in Highway Grant funds and are no longer needed. The Funds and amounts are detailed on the agenda, Item 11 C, Sections 1 through 5. McKim seconded.

Ridge presented on this item. No Council discussion. No public comment.

Spoonmore asked for a Roll Call vote.

Freeman called the Roll:

Spoonmore Yes

Iversen Yes

Wiltz Yes

McKim Yes

Munson Yes

Deckard Yes

Hawk Yes

Motion passed; 7-0; Unanimous

12. COUNCIL ADMINISTRATOR UPDATE

-Council Intern

-Job Description Classification and Salary Review

-2022 Budget

Kim Shell, Council Administrator, introduced Council Intern, Colby Wicker. She also gave an update on the Job Description Classification and Salary Review and would like to hold off on COLA discussion at this time with regard to the 2022 Budget.

Council discussion ensued.

13. COUNCIL COMMENTS

- McKim commented on the Treasury Department's Interim Final Rule.
- Hawk spoke on lack of large participation at the meeting tonight.
- Spoonmore spoke on Boards and Commissions. Tony Suttile has resigned from the Food & Beverage Tax Advisory Commission. A Commission member needs to be an Owner or General Manager of an establishment.

14. ADJOURNMENT 7:08 p.m.

The Summary Minutes of the Monroe County Council Work Session held on May 11, 2021 were approved on **June 8, 2021.**

MONROE COUNTY COUNCIL, INDIANA

“Aye”

“Nay”

Eric Spoonmore, President

Eric Spoonmore, President

Kate Wiltz, President Pro Tempore

Kate Wiltz, President Pro Tempore

Trent Deckard, Member

Trent Deckard, Member

Marty Hawk, Member

Marty Hawk, Member

Peter Iversen, Member

Peter Iversen, Member

Geoff McKim, Member

Geoff McKim, Member

Cheryl Munson, Member

Cheryl Munson, Member

ATTEST:

Catherine Smith, Auditor
Monroe County, Indiana