

**NOTICE OF PUBLIC MEETING
BELL MEMORIAL PUBLIC LIBRARY
REGULAR MONTHLY BUSINESS MEETING
TUESDAY, MAY 31, 2016
6:30 p.m. Local Time**

AGENDA

CALL TO ORDER

The meeting was called to order by President Roger Moriarty at 6:30 p.m.

PRESENT

Roger Moriarty, Dick Webb, Sandi Schaeffer, Kylene Crabb, Honey Kuhn, Larry Yeiter, Jill Gross and Stephen Boggs.

GUESTS

Cassandra Cody, Lori Carrin

MINUTES

Moved by Dick Webb and seconded by Kylene Crabb that the minutes for the 25 April, 2016 meeting be approved as distributed. Carried.

PUBLIC COMMENTS

None.

TREASURERS REPORT

Report was filed for audit.

CHILDREN'S DEPARTMENT REPORT

Registration for Summer Reading Club begins today. Reading Club start June 6. First Graders and Kindergarteners from Mentone, all attended a story time and received information about Summer Reading Club.

Wednesday Story Hour averaged 6 children per week.

One child attended Kids Night Out.

Lego, story hour, and kids night out are on hold during Summer Reading Club.

PROGRAMMING/YOUNG ADULT REPORT

Zumba is still going at Bell Library every Monday.

Euchre, April 18th had 16 attending and May's program had 16 in attendance.

May's program, teacup bird feeders has 19 people signed up and 28 bird feeders will be made.

Teen Summer Reading Program is ready to go. I have received 39 free 1 topping coupons from Dominos, 15 free large pizza coupons from Papa Johns, two really nice kid's t-shirts from the Indiana Pacers, some freebies from the Indianapolis Colts, a signed photograph from the Chicago Bears, Two \$5.00 coupons from Zoyo Frozen Yogurt, a & 10.00 gift card from Martins Starbucks, and two \$10.00 gift cards from Owen's Starbucks. I am waiting to hear from Walmart and Meyer concerning gift cards from their business.



Bombs Away will be coming in July.

Teen Summer Reading Newsletter is finished and printed.

The Akron Area Arts League will be doing summer painting classes for us this summer. It will be four days in July from 9:00 to 12:00 PM, Monday through Thursday, with an evening viewing for the public Thursday night. This will be for kids ages 8 to 15 and limited to a class size of 20

Rochester Martial Arts will be doing a demonstration for us in July and the kids will be given an opportunity to break a board. They must sign a waiver and those who participate in the program will be offered three free lessons and a discount on lessons.

Anime in May we had 15 teens in attendance.

Teen Gaming in April we had 33 teens. May's teen gaming is Friday, May 27th.

June's newsletter is finished and ready to be printed.

News articles were sent to Warsaw Times Union and Inkfreenews for the month of May.

Worked on YA book reviews, order was sent for May.

MAINTENANCE

.5 Pavers have been delivered...thank you Roger...and awaiting placement. Be sure we



KEEP whatever pavers are taken out for the engraved ones.

1. Door from current storage room is rotting out toward the lower right bottom. Should be replaced by fall.
2. We received donations of hastas and other plants from a BMPL admirer in New Carlisle. They are in the Reading Garden as well as the rest of our annuals. Area looks quite nice.
3. Spent \$500 on Worden library shelving from the Huntington Public Library. Combined we received about 37 shelving units including hardware, shelves, frames etc. The metal shelving I was originally looking at was about \$275/shelf unit and we would have spent about \$17,000.00 so I thought the trips were worth the investment.
4. IT person from Chester has informed me that our oldest server is soon, if not past, time for replacement and the unit is running slow. My budget, with your approval, will be under \$5,000. Will recommend fund from which unit will be purchased at the meeting.
5. Finished painting foyer etc.
6. Have a painter who can do the taller parts of the Bell-X room. Going to work in the Children's department next, so will have him do the taller areas in there as well.

DIRECTOR'S REPORT

1. About 2 hours tech time. Mostly working with stubborn wireless receivers and server maintenance.
2. Beginning work on 2017 budgets.
3. Received final batch of shelves from Nappanee, so we are no longer in need of ANY additional shelving. Just waiting on how board wishes to proceed with some areas before I begin moving anything around.
4. Attended the ILF District I conference on May 10, in Michigan City.
5. Made three trips to Huntington for excellent quality shelving.
6. We have as a summer intern Caitlin Bailey from TVSC.
7. Received \$14,968.10 as a special disbursement from the State of Indiana. Was deposited into the Rainy Day Fund.

UNFINISHED BUSINESS

1. Grievance policy. Discussion and potential adoption.

Moved by Sandi Schaeffer and seconded by Dick Webb that the grievance policy be adopted. Carried.

2. Discussion about being host site for Jack and Jill (J&J) pre-school. Memorandum of understanding has been received and distributed to all Trustees.

Lori Carrin and Carissa Cody restated reasons for wishing that the Library consider being a host site for the Jack and Jill pre-school for the 2016-2017 school season.

Discussion:

Could use "storage room" as primary location and, when available, the Large Conference Room as well.

Classes generally Monday - Thursday (Friday option depending on enrollment).

J&J would form their own Board, secure liability insurance, form as a not-for-profit.

Classes would begin August 10.

Were other sites considered/investigated? No.

As a tax supported institution, the Library does not wish to be showing favoritism toward any group.

One year could be granted as long as alternative sites were investigated and findings reported.

Trustees do not consider this to be a permanent situation.

After the discussion it was moved by Sandi Schaeffer that the J&J be allowed to use the "Storage Room" and the Large Conference Room (when not scheduled by another group), that the monthly fee be \$100.00, that this be only for the 2016-2017 school term, and that the motion be contingent upon the purchase of liability insurance, forming their own board, and securing their not-for-profit status. Seconded by Dick Webb. Voice vote: 6 yes, 1 no. Carried.

Note: the Memorandum of Understanding can be finalized at the June meeting. Director to contact the Library's current insurance carrier and assist with information for liability insurance for J&J.

NEW BUSINESS

1. Quotes for parking lot sealing and re-stripping: \$1,416 from Ranger Materials, \$1,575 from Manns Paving and Seal Coating.

Director requested approval of Manns Paving and Seal Coating for the project. Moved by Jill Gross and seconded by Dick Web that the Director's request be approved. Carried.

OTHER BUSINESS

Sandi Schaeffer informed the Trustees of a note she received from Krystal Smith.

PAYMENT OF CLAIMS

Moved by Jill Gross and seconded by Dick Webb that the claims be approved as submitted. Carried.

ADJOURNMENT

Meeting declared adjourned at 8:00.

Roger Moriarty, President

Honey Kuhn Secretary

Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 05/01/16 Period Ending Date 05/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
100 operating									
1 Personal Services									
100.1.01 Salary of Librarian	45,000.00	28,810.03	0.00	3,679.64	19,869.61	25,130.39	0.00	25,130.39	44.15%
100.1.02 Salary of assistants	175,000.00	125,574.40	0.00	10,701.02	60,126.62	114,873.38	0.00	114,873.38	34.36%
100.1.03 Wages of Janitors	14,000.00	9,480.38	0.00	1,071.00	5,590.62	8,409.38	0.00	8,409.38	39.93%
100.1.04 Employer share FICa	16,400.00	11,034.68	0.00	1,182.03	6,547.35	9,852.65	0.00	9,852.65	39.92%
100.1.05 Employers Contribution	12,000.00	8,261.66	0.00	840.58	4,578.92	7,421.08	0.00	7,421.08	38.16%
100.1.06 Employers Group Insura	20,000.00	14,993.47	0.00	3,119.52	8,126.05	11,873.95	0.00	11,873.95	40.63%
1 Personal Services Totals	282,400.00	198,154.62	0.00	20,593.79	104,839.17	177,560.83	0.00	177,560.83	37.12%
2 Supplies									
100.2.01 Operating Supplies	3,000.00	2,393.91	0.00	343.75	949.84	2,050.16	0.00	2,050.16	31.66%
100.2.05 Repair and Maintenance S	3,000.00	2,597.75	0.00	374.07	776.32	2,223.68	0.00	2,223.68	25.88%
100.2.06 Stationery and Printing S	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.2.07 Office Supplies	3,000.00	2,091.90	0.00	305.81	1,213.91	1,786.09	0.00	1,786.09	40.46%
100.2.08 children Program Suppli	3,250.00	2,718.65	0.00	315.83	847.18	2,402.82	0.00	2,402.82	26.07%
100.2.09 YA Program Supplies	2,300.00	2,107.65	0.00	76.47	268.82	2,031.18	0.00	2,031.18	11.69%
100.2.10 Adult Program Supplies	1,500.00	1,182.96	0.00	498.73	815.77	684.23	0.00	684.23	54.38%
2 Supplies Totals	16,050.00	13,092.82	0.00	1,914.66	4,871.84	11,178.16	0.00	11,178.16	30.35%
3 Other									
100.3.00 Professional Services	3,000.00	3,000.00	0.00	200.00	200.00	2,800.00	0.00	2,800.00	6.67%
100.3.01 Telephone and Internet	7,000.00	5,041.00	0.00	151.28	2,110.28	4,889.72	0.00	4,889.72	30.15%
100.3.02 advertising and Publicati	150.00	64.64	0.00	0.00	85.36	64.64	0.00	64.64	56.91%
100.3.04 Gas	8,400.00	6,227.12	0.00	141.84	2,314.72	6,085.28	0.00	6,085.28	27.56%
100.3.05 Repairs Building and Str	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.06 Offical Bonds	850.00	700.00	0.00	0.00	150.00	700.00	0.00	700.00	17.65%
100.3.07 Dues	250.00	50.00	0.00	195.52	395.52	-145.52	0.00	-145.52	158.21%
100.3.08 Professional Meetings	750.00	750.00	0.00	75.00	75.00	675.00	0.00	675.00	10.00%

Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 05/01/16 Period Ending Date 05/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
100.3.09 Electricity	12,200.00	6,940.52	0.00	1,194.88	6,454.36	5,745.64	0.00	5,745.64	52.90%
100.3.11 Water	2,200.00	1,447.71	0.00	171.37	923.66	1,276.34	0.00	1,276.34	41.98%
100.3.12 Travel Expense	350.00	273.52	0.00	0.00	76.48	273.52	0.00	273.52	21.85%
100.3.13 Waste Disposal Service	780.00	520.00	0.00	65.00	325.00	455.00	0.00	455.00	41.67%
100.3.14 Postage	400.00	400.00	0.00	0.00	0.00	400.00	0.00	400.00	0.00%
100.3.15 Taxes and Assessments	75.00	38.61	0.00	0.00	36.39	38.61	0.00	38.61	48.52%
100.3.16 Maintenance-Equipment	4,000.00	1,947.65	0.00	0.00	2,052.35	1,947.65	0.00	1,947.65	51.31%
100.3.19 Building insurance	7,500.00	7,500.00	0.00	5,381.00	5,381.00	2,119.00	0.00	2,119.00	71.75%
100.3.21 Publicity Promotional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.23 Maintenance of Building	3,000.00	1,890.91	0.00	162.00	1,271.09	1,728.91	0.00	1,728.91	42.37%
100.3.24 Freight and Express	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
100.3.25 Repairs-Equipment	2,000.00	1,278.00	0.00	0.00	722.00	1,278.00	0.00	1,278.00	36.10%
3 Other Totals	52,905.00	38,069.68	0.00	7,737.89	22,573.21	30,331.79	0.00	30,331.79	42.67%
4 Capitol outlay									
100.4.00 Furniture	500.00	500.00	0.00	391.86	391.86	108.14	0.00	108.14	78.37%
100.4.01 Books-Children	5,700.00	4,770.40	0.00	44.34	973.94	4,726.06	0.00	4,726.06	17.09%
100.4.02 Periodicals and newspa	1,800.00	630.15	0.00	132.00	1,301.85	498.15	0.00	498.15	72.33%
100.4.03 DVD-Children	1,000.00	890.04	0.00	49.99	159.95	840.05	0.00	840.05	16.00%
100.4.04 DVds	7,500.00	5,993.93	0.00	285.92	1,791.99	5,708.01	0.00	5,708.01	23.89%
100.4.05 Music CD	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00%
100.4.06 Books on Cd	1,800.00	879.87	0.00	124.69	1,044.82	755.18	0.00	755.18	58.05%
100.4.07 Equipment Technology	4,500.00	4,299.01	0.00	0.00	200.99	4,299.01	0.00	4,299.01	4.47%
100.4.08 Books- Young Adult	3,500.00	2,412.20	0.00	512.60	1,600.40	1,899.60	0.00	1,899.60	45.73%
100.4.09 Books-Adult	10,845.00	8,190.07	0.00	889.52	3,544.45	7,300.55	0.00	7,300.55	32.68%
100.4.31 E-BOOKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4 Capitol outlay Totals	38,645.00	30,065.67	0.00	2,430.92	11,010.25	27,634.75	0.00	27,634.75	28.49%

Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 05/01/16 Period Ending Date 05/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
Fund Total	390,000.00	279,382.79	0.00	32,677.26	143,294.47	246,705.53	0.00	246,705.53	36.74%
200 Payroll Fund									
1 Personal Services									
200.1.12 Perf Manaddorty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
1 Personal Services Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
2 Supplies									
200.2.00 FEDERAL	0.00	0.00	0.00	915.62	5,065.15	0.00	0.00	0.00	0.00%
200.2.03 MEDICARE INS.	0.00	0.00	0.00	224.04	1,240.95	0.00	0.00	0.00	0.00%
200.2.04 STATE	0.00	0.00	0.00	519.47	2,885.68	0.00	0.00	0.00	0.00%
200.2.05 COUNTY	0.00	0.00	0.00	180.38	997.78	0.00	0.00	0.00	0.00%
200.2.06 INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
200.2.10 FICA	0.00	0.00	0.00	957.99	5,306.40	0.00	0.00	0.00	0.00%
2 Supplies Totals	0.00	0.00	0.00	2,797.50	15,495.96	0.00	0.00	0.00	0.00%
Fund Total	0.00	0.00	0.00	2,797.50	15,495.96	0.00	0.00	0.00	0.00%
300 GOB of 2002									
3 Other									
300.3.01 bond fee	750.00	750.00	0.00	0.00	0.00	750.00	0.00	750.00	0.00%
300.3.02 Principal of bond	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00	30,000.00	0.00%
300.3.03 Payments for interest	8,640.00	8,640.00	0.00	0.00	0.00	8,640.00	0.00	8,640.00	0.00%
300.3.06 GOB Property tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
300.3.07 Interest Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
3 Other Totals	39,390.00	39,390.00	0.00	0.00	0.00	39,390.00	0.00	39,390.00	0.00%

Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 05/01/16 Period Ending Date 05/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
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Fund Total	39,390.00	39,390.00	0.00	0.00	0.00	39,390.00	0.00	39,390.00	0.00%
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600 LEVY Excess									
3 Other									
600.3.01 Levy excess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
3 Other Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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Fund Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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800 Rainy Day									
3 Other									
800.3.00 Technical Support	9,200.00	4,812.63	0.00	1,581.03	5,968.40	3,231.60	0.00	3,231.60	64.87%
800.3.25 Equipment Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
3 Other Totals	9,200.00	4,812.63	0.00	1,581.03	5,968.40	3,231.60	0.00	3,231.60	64.87%
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4 Capitol outlay									
800.4.00 Technology Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
800.4.05 software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
800.4.07 technology Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4 Capitol outlay Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
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Fund Total	9,200.00	4,812.63	0.00	1,581.03	5,968.40	3,231.60	0.00	3,231.60	64.87%

Appropriation Financial Report

Bell Memorial Public Library

Period Beginning Date 05/01/16 **Period Ending Date** 05/31/16

Account Number and Description	YR Appropriation	Month BB	Change to Appropriations	MTD Expense	YTD Expense	Unexpended Bal.	Encumbrance	Unencumbered Bal	%
Total All Funds	438,590.00	323,585.42	0.00	37,055.79	\$164,758.83	289,327.13	0.00	289,327.13	37.57%

Appropriated Accounts with Receipts Posted to them

Fund	Account	MTD	YTD
200	200.2.00 FEDERAL	\$915.62	\$5,065.15
200	200.2.03 MEDICARE INS.	\$224.04	\$1,240.95
200	200.2.04 STATE	\$519.47	\$2,885.68
200	200.2.05 COUNTY	\$180.38	\$997.78
200	200.2.10 FICA	\$957.99	\$5,306.40
		\$2,797.50	\$15,495.96

5/31/2016 9:19:38 AM

Financial Report by Fund**Period Beginning Date:**

5/1/2016

Bell Memorial Public Library

Period Ending Date:

5/31/2016

Fund Number and Description	Year Beginning Balance	Month Beginning Balance	Receipts This Month	Receipts Year to Date	Disbursements This Month	Disbursements Year to Date	Ending Balance	Invested	Available Balance
100 operating	130,777.33	56,769.93	8,500.41	45,962.13	32,677.26	144,146.38	32,593.08	0.00	32,593.08
141 LIRF	300.00	300.00	0.00	0.00	0.00	0.00	300.00	0.00	300.00
150 PLAC	0.00	0.00	0.00	65.00	0.00	65.00	0.00	0.00	0.00
200 Payroll Fund	2,390.10	2,390.10	2,961.50	16,397.96	2,961.50	16,397.96	2,390.10	0.00	2,390.10
300 GOB of 2002	1,469.26	1,635.82	-2.32	164.24	0.00	0.00	1,633.50	0.00	1,633.50
400 Gift Fund	71,809.24	75,483.10	2,782.53	7,209.36	148.44	901.41	78,117.19	0.00	78,117.19
401 gift-donation-program	714.16	738.05	1.00	24.89	0.00	0.00	739.05	0.00	739.05
500 Grants /Technology	3,569.42	2,844.42	0.00	0.00	440.00	1,165.00	2,404.42	0.00	2,404.42
600 LEVY Excess	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
800 Rainy Day	55,802.18	51,054.15	14,968.10	14,968.10	1,581.03	6,329.06	64,441.22	0.00	64,441.22
Total of All Accounts	266,831.69	191,215.57	29,211.22	84,791.68	37,808.23	169,004.81	182,618.56	0.00	182,618.56

Memorandum of Agreement

Jack and Jill Preschool serves children ages 3-5 in a small classroom setting. Jack and Jill exposes children to areas of learning that help him or her develop skills needed for Kindergarten Success. Some activities include: circle time, learning centers, snack time, motor skill development and library time. Students will be introduced to gross motor skills, fine motor skills, social behavior, recognizing and writing name, letters and numbers, using scissors and glue, problem solving, sequencing, opposites, rhyming and following directions.

I. Purpose of the Agreement

The purpose of this agreement between the Jack & Jill Preschool and Bell Memorial Public Library located at 101 W. Main St. Mentone, Indiana is to coordinate a location for the Jack & Jill Preschool's staff to provide preschool to students enrolled at Jack & Jill Preschool. The agreement is to begin on August 1, 2016 and end on May 25, 2017.

The commitments outlined in the document are made to assure full access in the designated area(s), set forth in the Sharing of Facilities attached hereto, of Bell Memorial Public Library by meeting the following objective: To allow Jack & Jill Preschool personnel and students to occupy the designated area(s) as set forth in the Sharing of Facilities attached hereto. Monday through Thursday during the hours of 7:00 AM to 12:00 PM to prepare, provide and deliver education to children enrolled in Jack & Jill Preschool. (Depending on enrollment, Jack & Jill Preschool may consider an afternoon class time, but only if necessary during the hours of 12:30-3:00.)

II. Roles and Responsibilities

1. Board

Jack & Jill Preschool shall maintain a board, named the "Jack & Jill Board" for the purposes of serving as the main channel of communication between the Library and Preschool. The committee will be responsible for identifying and resolving issues for which cooperation is required between Library and Preschool. The board will also be responsible for reviewing and updating on an annual basis this agreement and the expenses between the Library and Preschool. This committee shall be composed of at least five members. More members may be added as are necessary to accomplish the board's work. This board shall meet once a month.

2. Sharing of Facilities

It is not the intent of this agreement to create a landlord – tenant relationship between the Preschool and the Library. Therefore, the following list of facilities used by the Preschool is not intended to exclude the Library from use of the same facility, but to prevent scheduling conflicts by clarifying when and where the Preschool will be operating. The following is a list of rooms in the Library which are used by the Preschool, with hours being of approximately 7:00 a.m-12:00 p.m. Monday thru Thursday (with the possibility of Fridays if the need arises due to enrollment numbers).

Middle classroom of the 3 previous classrooms.

The preschool will use the front entrance of the library for student drop off from approximately 8:15-8:45 a.m. Monday thru Thursday.

The preschool will use the west side door to take students out to parents during pick up which will be approximately 10:45-11:15 a.m. Monday thru Thursday.

The preschool will use the small restrooms located between the Media room and the middle classroom during the hours of 7:00 a.m-12:00 p.m. Monday thru Thursday.

The preschool may (if scheduled ahead of time) use the Bell X room for short programs or presentations during the hours of 7:00 a.m-12:00 p.m. Monday thru Thursday.

The preschool may use (if available) storage cupboards located in the classroom for supply of storage.

As the Preschool's operating hours rarely coincide with major Library events or services, parking is sufficient for both Library and Preschool. However, if either the Library or Preschool plans an event which may result in a shortage of parking places, the planners will ensure that adequate overflow parking plans are made to accommodate both Library and Preschool guests.

The Preschool shall be responsible for any damages to the above facilities caused by its employees, volunteers or students, excluding normal wear and tear. The Library shall likewise be responsible for damages caused by its employees, patrons or visitors during the course of a Library event. When using the area which is used as a classroom by the preschool, the Library shall leave the room in good order so that teachers shall not have to clean up on their arrival in the morning. The Preschool will also be expected to leave the room in good order in the event that the Library needs to use it for an activity.

The preschool will provide students with any toys, supplies or materials necessary for their education.

The Preschool will provide preschool sized adjustable tables. If approved, the Preschool would use the preschool sized chairs of the Library.

The Preschool will be responsible for cleaning any facilities they use on a regular basis throughout the week. (bathrooms, sweeping, dusting).

Preschool will follow procedures to practice monthly drills such as fire, tornado and intruder.

3. Expenses

To the extent that certain expenses paid by the Library benefit the preschool, the preschool will endeavor to cover the expenses attributable to it. These expenses fall under the general categories of Maintenance, Utilities and Insurance. On an annual basis, the Board shall review these expenses, adding any new expenses which benefit the preschool and removing any expenses which no longer apply or which the preschool begins paying directly on its own behalf.

4. Insurance

The preschool shall maintain policies for liability of students while present in the library facilities. The Library shall not be responsible for any accidents or injuries that happen with students while under the care of the Preschool Teachers. The Library shall be responsible for carrying property insurance on the facilities. The Library's commercial property insurance shall be an expense of the Library and the Preschool will carry out paying its policy thru their funding. Any other policies carried by the Library shall be its sole expense. Both parties will, where practicable, have the other listed as a named insured on their policies.

III. Payment Schedule

Jack & Jill Preschool agrees to pay \$ _____ for the use of the facilities at Bell Memorial Public Library monthly. This amount will be paid on the first of every month starting August 1st, 2016 with the last payment being made on May 1st, 2016.

IV. Duration of the Agreement

This agreement is effective August 1, 2016 thru May 25, 2017. If the preschool should not be able to support itself, the preschool may choose to terminate this agreement at an earlier date. The Library will assess the use of the facility for the following school year by the month of January and let the Preschool Board know if they are allowed to continue use of the facility no later than February 1, 2017.

V. Signatures of Parties' Principals

