

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

SPECIAL BOARD MEETING/WORK SESSION

Wednesday, February 6, 2013

5:45 p.m.

Meeting Room 1B

AGENDA

1. Call to Order – Kari Isaacson, President
2. Proposal to Replace Sick Bank with Short Term Disability Insurance (page 1-20)
– **action item** – Kyle Wickemeyer-Hardy
3. Proposal to Seek Architect to Lead Main Library Phase 3 Renovation (page 21-29) – Marilyn Wood
4. Revisions to Collection Development Policy (page 30-41) – Pam Wasmer
5. Contract for Nonprofit Central (page 42-43) – Sara Laughlin
6. Memorandum of Understanding with WFHB for CATS Week (page 44-46) – Michael White
7. Slate of Officers for 2013 (page 47) – Kari Isaacson
8. Board Governance Policy – Kari Isaacson/Sara Laughlin
9. Public Comment
10. Adjournment

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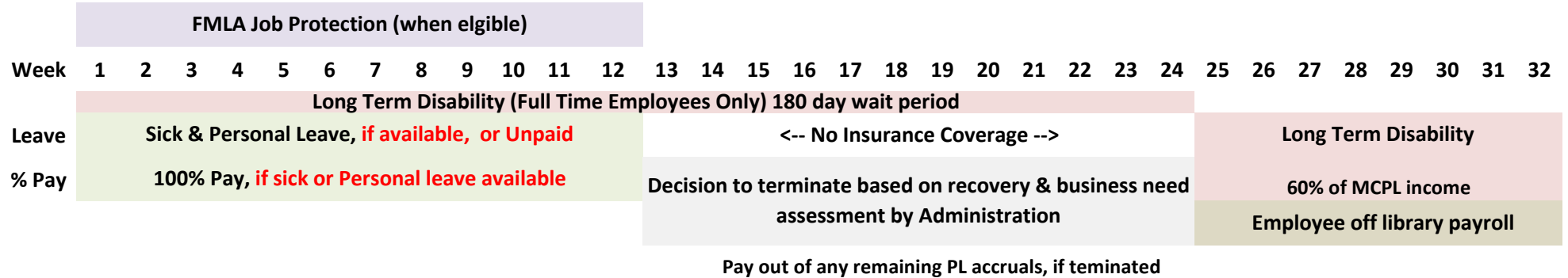
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Timeline Comparing Income Protection Options

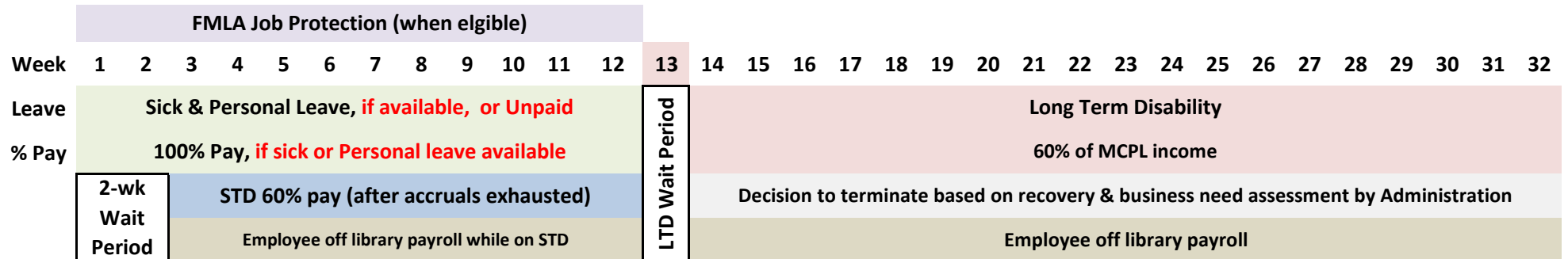
Scenario 1 - Current:

Medical Leave Timeline with Sick Leave, Personal Leave and employer-paid Long Term Disability



Scenario 2 - Proposed:

Medical Leave: Use Sick and Personal leave first, access to voluntary Short Term Disability (STD) and employer-paid Long Term Disability (LTD)



Monroe County Public Library

RESOLUTION TO CHANGE SICK LEAVE ACCRUAL CAP AND TO ADD VOLUNTARY SHORT-TERM DISABILITY INSURANCE AND MAKE ASSOCIATED PERSONNEL MANUAL AND INSURANCE CHANGES

Whereas, the Monroe County Public Library board approved the removal of personnel policy 4.03 Sick Bank and approved updates to personnel policy on 4.19 Family and Medical Leave on January 16, 2013; and

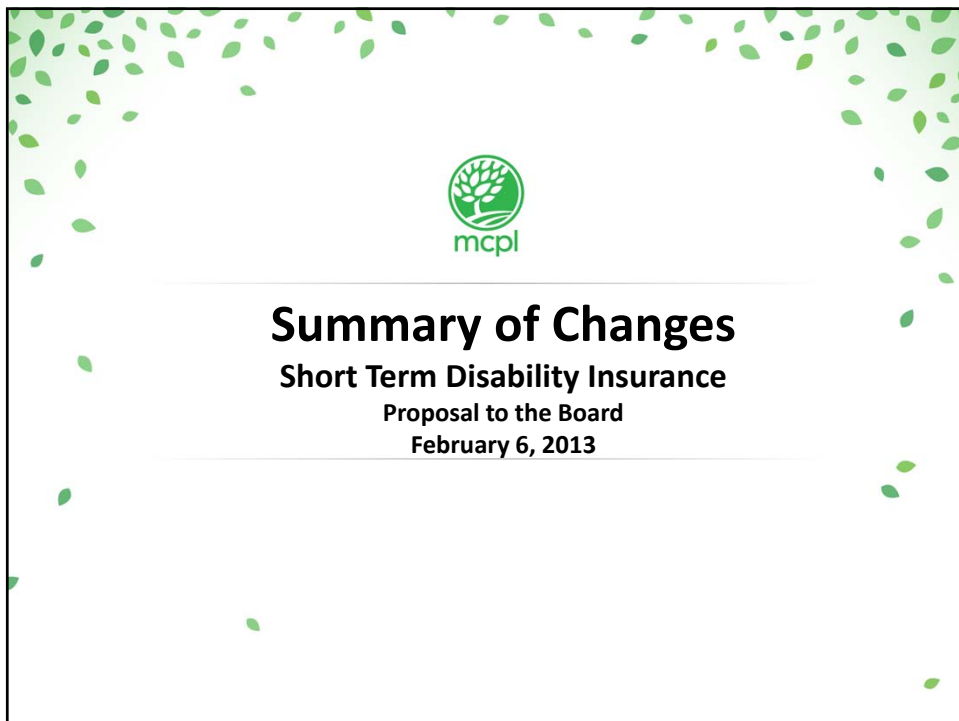
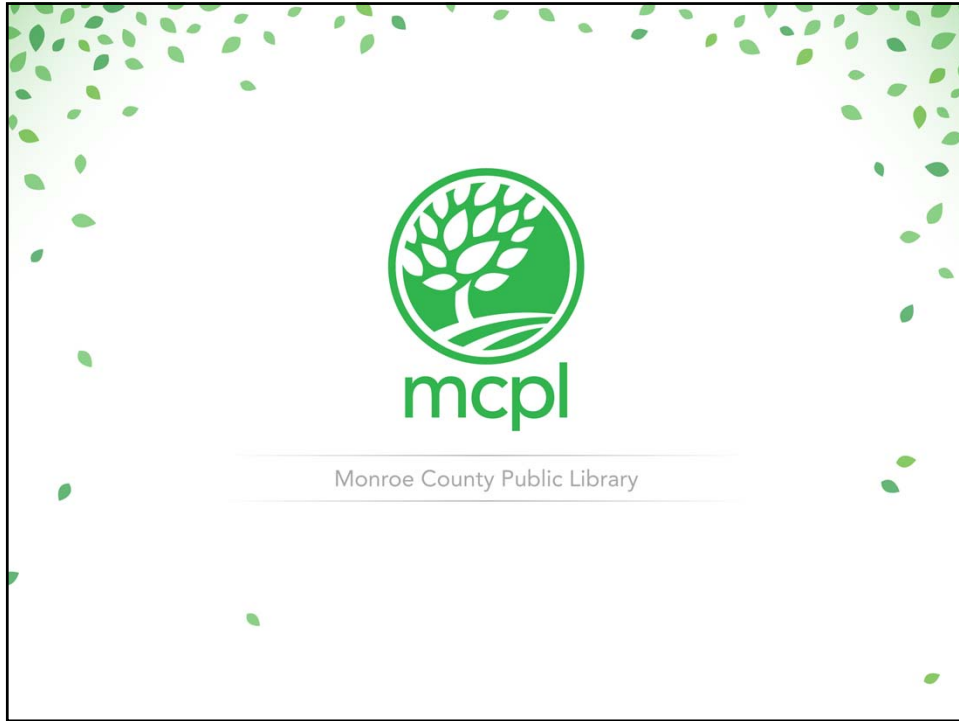
Whereas, the Board of Trustees now desires to improve income protection to benefit employees at risk during times of extended leave due to illness or injury and to further protect the library from extended liability;

NOW THEREFORE, BE IT RESOLVED that the Board directs library administration to take the following actions:

1. Revise personnel manual sections 4.02, 4.04, 4.05, 4.06, and 4.09.2, in order to add voluntary short-term disability insurance through Guardian to the library's 2013 package of benefits for employees who work 25 hours/week or more, retroactive to January 1, 2013.
2. Amend the 2013 contract with long-term disability insurance provider Guardian to shorten the current elimination period for long-term disability insurance from 180 days to 90 days, retroactive to January 1, 2013.
3. Change accumulated sick leave cap to 75 days; allowing grandfathered staff to retain accumulated sick days until their balance meets the new cap and, following that, to earn sick leave accruals according to the personnel policy 4.02 Sick Leave.
4. Provide access to voluntary short-term disability insurance as a voluntary benefit with costs shared by the library and employees, as outlined in attached documents.
5. Update language in 4.04 Health Insurance (Full-Time) and 4.05 Health Insurance (Part-Time) and create new personnel policy 4.06 Group Insurance to separate insurance categories.
6. Change personnel policy 4.09.2 Credit for Unused Accrued Sick Leave, to remove the cap of 30 days for MCPL employees retiring under PERF.

AYE

NAY





Our Goal:

To provide income protection
for staff
with extended medical disability events
while honoring the library's
FMLA policy.

Short Term Disability Proposal



Approved at the January board meeting:

Removed personnel Policy 4.03 Sick Bank

- Return previously donated days (up to 4 days max) to staff who contributed to the bank and currently have a Sick Leave balance of 100 days or less.

Updated Family Medical Leave Policy

- Accepted updates contained in personnel Policy 4.19 Family and Medical Leave (FMLA).

Short Term Disability Proposal



No changes to the January proposal in these areas:

- Proposal to move the start date for Long Term Disability coverage from 6 months to 3 months. Cost of this benefit to the library: \$2,100/year.
- Personnel policy 4.09.2 Credit for Unused Accrued Sick Leave: Remove the cap on payment for accumulated unused sick leave at retirement from MCPL under PERF.

This means that employees retiring under PERF would be paid for one day of unused sick leave for each year of service at MCPL, no longer limited to a cap of 30 days.

Short Term Disability Proposal



Adjusted proposals as a result of feedback from the staff and Board since January:

Personnel policy 4.02 Sick Leave: Changes cap on accumulated sick leave from 130 days to 75 days.

- As of December 31, 2012, employee sick leave accrual balances that are greater than 75 days will be grandfathered. These accruals will be available for use by the employee as permitted under related MCPL policies.
- As long as an employee's grandfathered days are over the new cap, new sick leave days will not be earned.
- When all sick leave days in excess of 75 have been used, the employee will again earn new sick leave hours, up to the new cap.

Short Term Disability Proposal



Personnel policies 4.04 and 4.05 Health Insurance Full and Part-Time:

- Removes references to life, accidental death & dismemberment, and long term disability insurance (Life/ADD/LTD), which will now be included in 4.06.

Short Term Disability Proposal



Personnel policy 4.06 Group Insurance:

- Adds a new policy section containing the non-healthcare insurance benefit language moved from policies 4.04 and 4.05.
- Adds voluntary short term disability (STD) insurance as a shared-cost benefit for 37.5, 30, and 25 hour employees.
- Employees must exhaust accumulated sick and personal leave before using short term disability insurance.

Short Term Disability Proposal

Not in the personnel manual, but for the Board to approve:



Coverage through Guardian: The level of STD insurance coverage is 60% of an employee's income.

Cost: The cost of coverage is based on income and will differ for each employee.

- As proposed for 2013, the library will pay up to \$150/employee for those who elect coverage. If 30 employees enroll (the minimum required to purchase coverage), the 2013 cost to the library will be \$4,500. If virtually all eligible enroll, the cost will be \$15,000.
- The terms of employer/employee cost sharing will be determined annually by the board, based on budget limitations and employee participation.

Short Term Disability Proposal

QUESTIONS?



Short Term Disability Proposal

Summary of Changes in the Short Term Disability Proposal Presented to the Board on February 6, 2013

Our Goal: To provide income protection for staff who are at the greatest risk of not having access to enough Sick Leave to cover unexpected medical events while also honoring the library's FMLA policy.

Approved at the January board meeting:

- Removed personnel Policy 4.03 Sick Bank; return previously donated days (up to 4 day max) to staff who contributed to the bank, and currently have a Sick Leave balance of 100 days or less.
- Accepted updates contained in personnel Policy 4.19 Family and Medical Leave (FMLA).

No changes to the January proposal in these areas:

- Proposal to move start date of Long Term Disability coverage from 6 months to 3 months. Cost of this proposal: \$2,100/year.
- Personnel policy 4.09.2 Credit for Unused Accrued Sick Leave: Remove the cap on payment for accumulated unused sick leave at retirement from MCPL under PERF. Under the proposal, employees would be paid for one day of unused sick leave for each year of service at MCPL.

Adjusted proposals as a result of feedback from the staff and Board since January:

- Personnel policy 4.02 Sick Leave: Changes cap on accumulated sick leave from 130 days to 75 days. Grandfather those with more than 75 accumulated sick leave days as of December 31, 2012, so that they may continue to use those days. Under the proposal, the grandfathered days will be the first to be used, and these employees will not earn new sick leave days as long as their accumulated days exceed the 75 day cap. When the days in excess of 75 have been used, the new sick leave cap for these employees will apply.
- Personnel policies' 4.04 and 4.05 Health Insurance Full and Part-Time: Removes references to life, accidental death and dismemberment, and long term disability insurance (Life/ADD/LTD).
- Personnel policy 4.06 Group Insurance: Becomes new policy section containing the non-healthcare insurance benefit language removed from 4.04 and 4.05.
- Add voluntary short term disability insurance through Guardian as a shared cost benefit for 37.5, 30, and 25 hour staff.
 - Coverage. The coverage will provide 60% of an employee's income.
 - Eligibility. Employees must exhaust accumulated sick and personal leave before using short term disability insurance.
 - Cost. The cost of coverage is based on income and will differ for each employee. As proposed for 2013, the library will pay up to \$150/employee for those who elect coverage. See the "calculator" to determine an individual's employee cost. The terms of cost sharing will determined annually by the board.

STD Premium Calculator

	Full Time (37.5)	30 Hrs / wk	25 Hrs / wk
<i>Enter hourly rate or annual pay</i>			
Hourly Rate		15.70	11.85
Annual Pay	25,000.00		
Annual pay calculation - hourly	-	24,492.00	15,405.00
Annual pay calculation - salary	25,000.00	-	-
annual benefit at 60%	15,000.00	14,695.20	9,243.00
weekly benefit	288.46	282.60	177.75
monthly rate per \$10 per week benefit	0.50	0.50	0.50
premium per month	14.42	14.13	8.89
Annual Premium	173.08	169.56	106.65
Maximum Annual Library Contribution	150.00	120.00	100.00
Employee Annual Premium*	23.08	49.56	6.65
Bi-weekly deduction (- if > zero)**	0.89	1.91	0.26

* If Employee Annual Premium is negative, then the employee contributes no bi-weekly deduction.

Enter hourly rate or annual pay

	Hourly Rate			
	Annual Pay	20,000.00	20,000.00	20,000.00
Annual pay calculation - hourly	-	-	-	-
Annual pay calculation - salary	20,000.00	20,000.00	20,000.00	20,000.00
	20,000.00	20,000.00	20,000.00	20,000.00
annual benefit at 60%	12,000.00	12,000.00	12,000.00	12,000.00
weekly benefit	230.77	230.77	230.77	230.77
divide by 10	23.08	23.08	23.08	23.08
monthly rate per \$10 per week benefit	0.50	0.50	0.50	0.50
premium per month	11.54	11.54	11.54	11.54
Annual Premium	138.46	138.46	138.46	138.46
% full time	100.0%	80.0%	66.7%	66.7%
Maximum Annual Library Contribution	150.00	120.00	100.00	100.00
Employee Annual Premium	(11.54)	18.46	38.46	38.46
- Note - if Employee Annual amount negative then no bi weekly deduction				
Bi-weekly deduction - if > zero	(0.44)	0.71	1.48	1.48

4.02 SICK LEAVE (regular staff working 20 or more hours/week)

As amended by the MCPL Board of Trustees July 19, 2006 and February 6, 2013.

Staff working 20 or more hours per week are allowed paid sick leave with pay for illness subject to MCPL policies. Employees may use sick leave when incapacitated by illness or injury, when seeking preventive medical attention such as, optical and dental appointments as necessary, when seeking psychological counseling with an accredited therapist, or when it is necessary to care for members of the immediate family who are ill or hospitalized. Immediate family is defined as the employee's spouse, child, parent, sibling, step-parent, step-child, grandparents, grandchildren, any person living in the immediate household, or any of the above as they pertain to the employee's spouse. Exceptions to the above definition may be made with prior approval by the Library Director or Associate Director who will base their decision on the patient's relationship to the employee.

The employee must use all income protection leave prior to a determination of whether unpaid leave will be classified as approved or unapproved leave.

~~Sick leave time is intended solely to provide income protection in the event of illness, injury, care of an ill/injured family member, or medical appointment, or as indicated under FMLA and may not be used for any other absence. Abuse of sick leave policies shall result in disciplinary action, up to and including termination.~~

See 4.19 Family and Medical Leave; I. Military Leave

Staff working fewer than 20 hours/week do not receive paid sick leave and are encouraged to schedule medical appointments on non-working hours when possible. If this is not possible, staff will need to work with their supervisor or department manager to make necessary arrangements to cover or reschedule shifts.

Paid sick leave may be used in minimum increments one quarter (1/4) hour for hourly employees. The quarter (1/4) hour leave increment also applies to *any* employee using sick leave under FMLA leave, as approved by the Human Resources Manager; especially as it pertains to intermittent/reduced schedule FMLA leave. Otherwise, exempt employees use sick days in full-day increments. See 3.05 Overtime policy regarding exempt employees.

~~Employees may use sick leave when incapacitated by illness or injury, when seeking preventive medical attention such as, optical and dental appointments as necessary, when seeking psychological counseling with an accredited therapist, or when it is necessary to care for members of the immediate family who are ill or hospitalized. Immediate family is defined as the employee's spouse, child, parent, sibling, step-parent, step-child, grandparents, grandchildren, any person living in the immediate household, or any of the above as they pertain to the employee's spouse. Exceptions to the above definition may be made with prior approval by the Library Director or Associate Director who will base their decision on the patient's relationship to the employee.~~

Employees must notify the library at the earliest possible moment when they are incapacitated by illness or injury. This means that every day of a short-term illness (less than three (3) work days) must be reported via a phone call to the supervisor or designated staff member of the department. The designated supervisor must also be contacted on each additional day of absence. Failure to report illness is cause for disciplinary action, up to and including termination of employment.

See 4.19 FMLA Leave for illness/injury extending beyond three (3) work days.

If there is a pattern observed in the use of sick leave, or the illness or injury is prolonged beyond three (3) work days, a doctor's statement or certificate will be required and ~~will~~ may replace the daily phone call. The certification should include the nature of the illness and the earliest date at which the employee can return to work. The library may require certificates from more than one doctor. The library reserves the right to determine if extensive non-FMLA leaves can be accommodated.

Managers and Supervisors, in consultation with the Human Resources Manager, may require confirmation of a personal illness, injury, or medical/dental appointment, or the need for family care, through a licensed physician's statement, when any of the following apply:

- An employee has been absent on three or more consecutive days, and/or the employee has a pattern of absenteeism (i.e., absences tend to occur on the same day of week, just prior/after holidays, etc.).
- The employee has received prior disciplinary action for absenteeism during the prior twelve months.
- The manager/supervisor has ~~substantial~~ cause to believe that the claim is dishonest.

In determining whether there is a pattern of absenteeism, absences approved by the library under the Americans with Disabilities Act or Family and Medical Leave Act will not be considered.

This ~~paragraph~~ policy will not be construed to limit the library's right to require a physician's statement or other medical documentation to support, a long-term absence, including FMLA, an employee's fitness to return to work, an employee's continued ability to perform the assigned tasks, or to determine an employee's eligibility for other benefits or to comply with any state or federal requirement.

~~This certificate will qualify the employee to remain on sick leave until the expiration of accumulated sick days. When illness exceeds four (4) work weeks and recovery date is unknown, a doctor's certificate may be required monthly.~~

See 4.19 Family and Medical Leave; D (4) and 4.06 Short Term Disability.

Sick Leave Accrual

One (1) benefit day of sick leave is earned for each full calendar month with the first and last month of employment being prorated. A benefit day is one-fifth of the week or 4 hours for 20 hours per week employees, 5 hours for 25 hours per week employees, 6 hours for 30 hours per week employees, and 7.5 hours for 37.5 hours per week employees. Unused sick leave may accumulate up to a maximum of ~~30~~ 75 working days. ~~Remaining Sick day accruals are not paid out at the end of employment except as provided for under 4.09.2 Credit for Unused Accrued Sick Leave for qualified MCPL retirees, unless the employee participates in the sick bank, in which case the maximum is decreased by the number of days donated to the sick bank.~~

Personal leave may be used to supplement accrued sick leave with the approval of the Human Resources Manager. A leave without pay may be requested and considered under certain circumstances (see 4.11 Leave Without Pay (staff working 20+ hours/week). If all benefit time has been exhausted and the employee has contributed to the sick bank, the employee may proceed with applying for use of the sick leave bank (see section on sick leave bank). The employee may be covered by FMLA (see 4.19 on FMLA), or, if not eligible for FMLA,

The MCPL Board of Trustees agrees that as of December 31, 2012, employee sick leave accrual balances that are greater than 75 days will be grandfathered. These accruals will be available for use by the employee as permitted under related MCPL policies. As long as an employee's grandfathered days are over the new cap, new sick leave days will not be earned. When all sick leave days in excess of 75 have been used, the employee will again earn new sick leave hours, up to the new cap.

If an employee happens to be on an approved personal leave, sick leave ~~can not~~ cannot be substituted for personal leave unless there is an extreme circumstance, such as employee being is hospitalized for illness or injury and producing documentation from the employee's health care provider stating they are unable to work. The employee must immediately notify his/her the Human Resources department manager who may approve a change in the leave request.

To use sick leave for scheduled medical needs, ~~an employees must notify their supervisor and request a leave of absence. submit an absence approval form.~~ are responsible for entering leave requests using the Library's time management system. Managers and supervisors may assist with documenting unanticipated sick leave requests. This form does not need to be submitted after using unanticipated sick leave.

Income Protection Leave and FMLA Leave

When an employee is enrolled in a short-term disability benefit, both sick leave and personal leave must be exhausted before the STD benefit begins. Sick, Personal or unpaid leave will be used during the waiting period.

Sick/Personal/and other paid and unpaid leaves, including Worker's Compensation and short term disability leave, run concurrently with FMLA leave, when applicable.

Fitness for Duty

If sick leave is used while on FMLA leave, the Department of Labor certification of health care provider form shall be completed and submitted to the Human Resources Manager.

Before returning to work from a sick leave absence of thirty (30) calendar days or more, an employee shall be required to provide a physician's verification that he or she is fit-for-duty, taking into account the essential duties of the job.

A physician's statement may also be required for shorter periods of absence. Indicated restrictions as related to the employee's job duties will be fully considered in determining the library's ability to accommodate short-term medical restrictions and/or absences.

Unused Sick Leave Accruals

Unused sick leave will not be paid upon termination of employment unless the employee retires under PERF, whereupon, the PERF retirement policy shall control payment of unused sick leave, if any.

See 4.09 Retirement Benefits-Insurance-Sick-Leave Credit and the Public Employees' Retirement Fund web site for further information.

4.04 HEALTH INSURANCE (Full-Time)

MCPL offers group health and dental insurance for full-time employees. ~~Coverage includes medical, life, accidental death and dismemberment, long term disability and dental benefits.~~ Specific coverage, limitations, and amounts are available from the Human Resources Department. Specific terms and coverages will vary over a period of time and employees with specific concerns may contact the Human Resources Department with any questions about current information.

Enrollment in the Group Health Benefits Plan: The terms, conditions, individual eligibility and specific coverages are determined by, subject to and controlled by, the insurance companies and the policies, not by MCPL. During the first thirty-one (31) days of employment, eligible full-time employees may apply for coverage under the group health benefit plan. An employee is eligible for coverage on the first day of the calendar month following thirty (30) days of employment. Dependent documentation is required at the time of enrollment.

In the event that an employee is eligible for the group health benefits plan and does not elect to participate, then the employee will be considered a late applicant if the employee subsequently wishes to apply for coverage. There are restrictions as to when and under what circumstances the employee will be able to participate in the group health benefits plan. This is a requirement of the Health Insurance Portability and Accountability Act (HIPAA). Employees or dependents who were eligible for insurance, but waived the coverage, will only be allowed to enroll in the plan during an open enrollment or by meeting one of the following qualifying events: marriage, birth, death of a spouse, divorce, adoption, loss of insurance coverage due to job termination or layoff. As with any change in circumstance, the employee is responsible for notifying the Human Resources Department.

Dependent health and dental care, including Domestic Partner coverage, is available for the employee at the group rate. ~~Similar enrollment restrictions apply. Dependent coverage does not include life, accidental death and dismemberment, or long term disability.~~

Employees who are eligible for the group health insurance plan can pay for their premiums on a pre-tax basis. ~~Other voluntary insurance programs are available to an eligible employee. More information can be obtained through the Human Resources Department.~~

The library participates in the cost of the full-time employee's coverage, and MCPL's contribution toward the cost of the employee's insurance is determined every year by the MCPL Board of Trustees.

The specifics of the employee's health insurance benefit will change as the library works with renewal periods, changes in insurance carriers, changes in the area of health services and the cost of the coverage. Any questions about the changes in coverage or benefits should be directed to the Human Resources Department.

Upon termination of employment, whether voluntary or involuntary, group health benefits will continue until the end of the calendar month in which the termination occurs. Full-time employees become eligible for COBRA continuation of coverage the first day of the month following termination of employment.

4.05 HEALTH INSURANCE (Part-Time)

MCPL offers group health insurance coverage for eligible regular part-time employees who work at least 20 hours per week but less than full-time. These health insurance coverages are the same as for full time employees. The package includes medical and dental benefits without other parts of the package shown for full-time employees. Specific terms and coverages will vary over a period of time and employees may contact the Human Resources Department with any questions about current information.

Enrollment in the Group Health Benefits Plan: The terms, conditions, individual eligibility and specific coverages, are determined by, subject to and controlled by the insurance companies and the policies, not by MCPL. A Part-time employee is eligible for coverage on the first day of the calendar month after completing one year of work at the minimum level of 20 hours per week in a regular position. Employees must complete an enrollment form obtained from the Human Resources Department within thirty-one (31) days of eligibility.

In the event that an employee is eligible for the group health insurance benefits plan and does not elect to participate, then the employee will be considered a late applicant if the employee subsequently wishes to apply for coverage. There are restrictions as to when and under what circumstances the employee will be able to participate in the group health benefits plan. This is a requirement of the Health Insurance Portability and Accountability Act (HIPAA). Employees or dependents who were eligible for insurance, but waived the coverage, will only be allowed to enroll in the plan during an open enrollment or by meeting one of the following qualifying events: marriage, birth, death of a spouse, divorce, adoption, loss of insurance coverage due to job termination or layoff. As with any change in circumstance the employee is responsible for notifying the Human Resources Department.

Dependent health and dental care, including Domestic Partner coverage, is available for the employee at the group rate. Similar enrollment restrictions apply. Dependent coverage does not include life, accidental death and dismemberment, or long-term disability.

Employees who are eligible for the group health insurance plan can pay for their premiums on a pre-tax basis. Other voluntary insurance programs are available to an eligible employee. More information can be obtained through the Human Resources Department.

The library participates in the cost of the part-time employee's coverage, and MCPL's contribution toward the cost of the employee's insurance is determined every year by the MCPL Board of Trustees. The library's contribution is pro-rated, according to the number of hours the employee works:

- 30 hours/week: 80%
- 25 hours/week: 66.7%
- 20 hours/week: 53.3%

The specifics of the employee's insurance benefit will change as the library works with renewal periods, changes in insurance carriers, changes in the area of health services and the cost of the coverage. Any questions about the changes in coverage or benefits should be directed to the Human Resources Manager.

Upon termination of employment, whether voluntary or involuntary, group benefits will continue until the end of the calendar month in which the termination occurs.

4.06 Group Insurance

Employer-Paid

MCPL provides group insurance coverage for full-time employees which includes term life, accidental death and dismemberment, and long term disability.

Coverage benefits are determined by the terms of the library's contract with the insurance provider. The benefits, eligibility terms, and conditions of the insurance will change from time to time as the library works with contract renewals, changes in insurance carriers, changes in the area of services and the cost of the coverage.

The provision of specific coverage benefits are determined by, subject to, and controlled by, the insurance companies and the policies, not by MCPL.

Any questions about the changes in coverage, eligibility or benefits should be directed to the Human Resources Department.

Voluntary

Shared Cost

Regular employees working 25 hours or more per week are eligible for voluntary short-term disability (STD) insurance. The library may participate in the cost of the employee's coverage. MCPL's contribution, if any, toward the cost of the employee's insurance is determined every year by the MCPL Board of Trustees.

Employee-Paid

Full-Time and Part-time employees may be eligible for certain other types of employee-paid insurance coverage.

Voluntary insurance programs for full-time employees may include options to purchase additional term life and accidental death and dismemberment coverage.

Full and Part-Time employees may be eligible for voluntary coverage such as vision, dependant life, and other insurance offerings.

Eligibility requirements will vary for full-time and part-time staff. Details are available through the Human Resources Department.

DRAFT

4.09.2 CREDIT FOR UNUSED ACCRUED SICK LEAVE

~~The MCPL Board of Trustees agrees to compensate employees who retire under PERF prior to January 1, 2008 for two (2) unused accrued sick days for every full year credited to PERF. The maximum amount of sick days paid is sixty (60) (30 years under PERF).~~

The MCPL Board of Trustees agrees to compensate employees who retire from MCPL under PERF ~~on or after January 1, 2008~~ for one (1) unused accrued sick day for every full year credited to PERF. ~~The maximum amount of sick days paid is thirty (30) (30 years under PERF).~~

See 4.09.1 Retirement Definition.

Summary of Renovation Phase III Planning to Date

January 24, 2013

The Library appointed eight renovation planning teams to represent the interests of specific program areas in the library. Each of these teams produced a written report with recommendations that outline their desired outcomes from the renovation. The teams were asked to identify their ideal, essential, and not essential but preferred outcomes and to consider the following in their recommendations:

- Every function the space would support now and the next 15-20 years
- The kinds of public services that might occur in the space
- The number of individuals who would work in or use the space
- The types or kinds of work space needed
- The kinds of equipment and furnishings that would be needed
- Important adjacencies for each area
- Options that should be considered
- Any questions they might have for the architect

Each team also reviewed previous architectural plans from 2009 to identify which part of those plans remained relevant, or which might need to be reconsidered. A report that combines individual responses from each of the teams will be provided to the architects along with the RFP. To further explain the scope of the work to be completed we are also including the following information in our renovation team report:

The following spaces should be included in the scope of renovation. Some are currently vacant and others can be used in alternative ways than they are at present, if it would better meet our desired outcomes.

- *First Floor: auditorium, meeting rooms, Movies & Music, Friends Bookstore, gallery hallway, Community Outreach (2 separate rooms), workroom across from Outreach, former drive-up area off of Grant Street*
- *Second Floor: Indiana Room, microfilm area outside Indiana Room, Silent Reading Room, Young Adult/teen collection area, vacant room behind current new book area (former circulation workroom) and hallway leading to this space*
- *Third floor: all spaces except staff lounge*

Given the realities of budgets, we understand we may need to have a phased approach to completing this work. We are interested in reviewing alternate approaches or phased plans in order to reach our desired outcomes. We recognize that in many cases the work in one area will necessarily impact timing of the work in another; however, we offer the following overarching goals and priority to guide your work:

- *Maximize utilization of all spaces including those currently vacant*
- *Create a digital creativity space with a teen focus*
- *Enlarge and redesign the Information Systems office*

- *Improve workspace layout, design, and storage for Community Relations*
- *Improve lighting, sound and safety issues in the auditorium*
- *Update flooring, finishes, and technology in meeting rooms while considering new design or layout for multi-purpose use of these spaces*
- *Update finishes and/or furnishings and reconfigure to create efficient workspace design for Movies & Music, the Bookstore, Community Outreach and the Learn & Play space in Children's*

An RFP has been prepared and is attached. Following approval by the Board, our next steps will be to forward our RFP to the attached list of architects. Our anticipated timeline for receiving proposals, selection of an architect and construction is also attached.

**Monroe County Public Library
Phase III Renovation Timeline**

<i>Date</i>	<i>Task</i>
February 6 and 20, 2013	Board discusses phase 3 program, timeline, RFP, and list of architects at work session and approves proceeding with RFP at Board meeting
February 22, 2013	Mail/e-mail RFP to architects
Tuesday, March 5, 2013	Walkthrough (optional)
Monday, March 25, 2013: 4 p.m.	Architect proposals due
Week of April 1, 2013	Architect interviews
April 10 and 17, 2013	Board discusses recommendation to select architect at work session and approves at Board meeting; authorizes proceeding with contract
April 18-May 10, 2013	Finalize and sign contract with architect
May 13-July 2013	Architects lead program development, including public forum
July-August 2013	Architects work with staff to prepare construction document details
September 2013	Bid process
October 9 and 16, 2013	Board reviews at work session and approves construction contract
November 2013 – April 2014	Construction

February 21, 2013

(contact)
(firm)
(address)
(city state zip)

The Monroe County Public Library wishes to engage an architectural firm with strong experience in interior design, development of multi-media learning and creation spaces, and the capability to assist with the next phase of reconfiguring and remodeling the Main Library, 303 E. Kirkwood, in Bloomington.

The attached Architect Request for Proposals gives some background about the Library and outlines the scope of the project and the proposal process. Floor plans of phase three proposals from 2009 are also attached.

We have also attached a compilation of reports prepared by teams representing the following departments / program areas that describe desired outcomes of the renovation project:

Outreach	Childrens
Meeting Rooms	Book Store
Movies and Music	Auditorium
Third Floor	Digital Creativity

We hope that you will consider submitting a proposal before the March 25 deadline. We hope to present a recommendation to the Board for discussion at their work session on April 10 and for approval on April 17.

In order to make the selection process fair and open, we invite you to attend a pre-proposal meeting at 9:30 a.m. on March 5 in meeting room 2B. Our plan for this meeting includes a tour of the building and to answer questions for the group. Please let us know if you will be attending this meeting by sending an email to: kkirk@mcpl.info by Friday, March 1.

We look forward to meeting you on March 5.

Sara Laughlin
Director

Background

In the latest Hennen Public Library Ratings, the Monroe County Public Library was ranked number three in the country among public libraries serving populations of 100,000 to 250,000, and, in July 2011, *Library Journal* reported that the Library was 15th in the country in per-capita circulation. The strong support of our community was confirmed in a 2012 survey where 79% of respondents felt the Library was “extremely important” to the future of Monroe County.

The west half of the current Monroe County Public Library facility at 303 East Kirkwood Avenue, Bloomington, opened in 1970. In 1997, the Library tripled in size when an addition was added to the east. The Main Library now occupies 137,000 square feet and an entire city block. Public services are located on the first and second floors; the Library’s administration and a variety of support services are housed on the third floor.

Since 1997, library circulation and use has set a new record every year. In 2011, the Library hosted over 1.1 million visitors and 1 million web visitors, circulated 2.7 million items, supported more than 220,000 sessions on public computers, attracted 61,559 participants to library programs and supported 1,152 meetings of community groups.

In the 15 years since the Library addition opened, many changes have occurred in the way customers use the Library:

- Formats for movies and music are changing rapidly. When the addition was completed in 1997, the Library circulated 16 mm films and records. In 2011, there were more than 110,000 DVDs in the collection. In July 2011 we added downloadable music. The life-cycle that remains for spinning media is uncertain.
- Many customers take advantage of the library’s wireless environment; the Library offers 130 computer workstations, one-on-one assistance, and technology training. We anticipate growth and change in the use of technology in all areas.
- Circulation of adult fiction and non-fiction and children’s picture books and fiction continue to be high. In September 2011, Kindle e-books became available, widening the selection of titles to download from the Library. We have noticed declining use of children’s non-fiction and traditional reference desk requests, as more customers have high-speed access to Internet.
- Our customers expect quick, attentive customer service and they respond positively to traditional library amenities and comfortable seating. We wish to continue to enhance the customer experience and differentiate between areas for those who seek help or want to work in a group and those who want quiet.
- Our customers seek quality experiences. Their interest in programs for children, teens, and adults is strong and growing. In 2011, library program attendance increased by 14% to more than 61,000.
- The Library’s 10 meeting rooms are in heavy demand. Rooms appropriate for various sized groups and up-to-date technology are both needed.

Over the next few years, the Library expects customer preferences and technology options to continue their rapid evolution. Additionally, the Library will experience tighter budgets, making efficient deployment of staff and utilization of space essential.

Current Renovation Project: Phase One and Two Already Completed

Between November 2009 and August 2010, the Library completed the first two phases of renovation. On the first floor, we installed new flooring and finishes and reconfigured stacks in the Children's Department and new flooring and finishes in CATS hallways.

On the second floor, we installed new flooring and finishes in most areas of Adult and Teen Services, reconfigured stacks and reference desk, relocated the circulation functions and moved from a primarily staff-driven to a primarily customer-driven circulation environment, and reconfigured adult literacy offices, tutoring rooms, group discussion room, and resource area.

Exterior changes included foundation work to eliminate flooding at Grant Street entrances, relocation of the drive-up window from Grant Street into the parking lot, reconfiguration of the entrance door from the parking lot; and redesign of the parking lot, reversing the flow of traffic, adding a lay-by, drive-up lane, and three additional spaces to replace those needed for drive-up lane, and ramps for accessibility in the parking lot and on Kirkwood.

Next Steps: Phase Three

As part of their work in 2009, architects completed designs for future renovation. The work envisioned in those designs for the first floor included:

- Expanding the Learn and Play Space into the current Parent Resource Center.
- New flooring and finishes in meeting rooms 1A, 1B, and 1C.
- Moving the Community Outreach offices into the former drive-up window space.
- Moving the Friends Bookstore into the Community Outreach offices and former Circulation workroom, with an entrance on the atrium.
- Removing interior walls in the current Friends Bookstore area and creating new, enlarged Movies & Music area, with new flooring, finishes, and lighting.

Work envisioned on the second floor included:

- New flooring and finishes in meeting rooms 2B and 2C
- Build out of former Circulation workroom into two meeting rooms
- Removing office behind the current microforms area to open up exterior windows and removing glass wall at silent reading room.
- New flooring and finishes in microforms area and silent reading room.
- New flooring and finishes in Indiana Room and offices adjacent.

Since that time, the Library's resources and usage have continued to evolve. Budget constraints have caused the Library to eliminate eight staff positions. The result being that extreme efficiency, with as few service points as possible, is paramount if the Library is to continue its hours and services. The rapid acceptance of downloadable books, movies, and music has caused the Library to question how much longer "spinning media" will be available and used by customers and therefore how much space to allocate to these collections. There is new interest in the Library becoming a digital creativity center for teens. Therefore, the Library is also seeking a design for:

- Digital creativity space where teens can master technologies needed for 21st century jobs as well as their own personal production and creative endeavors
- Auditorium renovation
- Third floor renovation

As a result, the Library seeks to engage an architect to assist with reviewing and updating the renovation design for phase three and, estimating costs, creating construction drawings, managing bid processes, and overseeing construction. A detailed list of areas to be addressed – along with attendant service decisions that Library leadership must make – is attached.

The estimated budget for the project is approximately \$780,000.

Process for Selecting an Architect

1. Attend a pre-proposal meeting at 9:30 a.m. on Tuesday, March 5, if desired. A tour of the facility will be conducted at this time.
2. Following the pre-proposal meeting, you may submit questions by e-mail only to Gary Lettelleir, Financial Officer (glettell@mcpl.info). Questions and responses will be distributed to all proposers. Questions will not be answered in any other format. We will respond within two days to questions submitted between March 5 and 5:00 PM on Monday, March 18.
3. Submit proposal to demonstrate the firm's capabilities, as outlined in the criteria below, before 4 p.m. on Monday, March 25. The selection committee will need 6 hard copies.
4. Be available for an interview at the Library or via phone. Interviews will be scheduled between Monday, April 4, and Friday, April 8.

The staff will make a recommendation at the Board work session on April 10, and the Board will vote on the recommendation on April 17.

Proposals should include the following information:

1. Architectural and interior design capability available to the firm.
2. Demonstrated experience with library or other public facility (hospital, museum, school, etc.) construction or renovation, especially with facilities receiving high usage comparable to that of the Library.
3. Location of the firm in or within easy driving distance of Monroe County.

4. Detailed description of recent similar projects, with contact information for clients familiar with the firm's work on these projects
5. Anticipated scope of work.
6. Estimated construction cost.
7. Fee structure and estimated total architectural and design costs with a "not-to-exceed" contract fee to complete the following tasks:
 - Architectural, engineering, and design services for design development and construction documents
 - Cost estimate verification
 - Bidding services
 - Construction administration

Firm	Contact	Address	City State Zip	Phone	Fi URL	E-mail	Library	Other pi	Commei
K. R. Montgomery	Mike Montgomery	1020 Jackson St.	Anderson, IN 46016	765.649.8477	http://krmarchitecture.com/	mike@krmontgomery.com	x		
Tabor Bruce Architecture & Design	Doug Bruce	1101 S. Walnut	Bloomington, IN 47401	812.332.6258	www.taborbruce.com	dbruce@taborbruce.com			
Christine Matheu	Christine Matheu	205 N. College Ave., Suite 10	Bloomington, IN 47404	812.339.1235	www.cmatheuarchitect.com/	cmatheu@cmatheuarchitect.com		x	
Kirkwood Design Studio	Mary Krupinski	113 E. 6th St.	Bloomington, IN 47408	812.331.0255	www.kdsarchitects.com	mk@kdsarchitects.com		x	x
Morrison Kattman Menze	Zachary Benedict	119 W. Wayne St.	Fort Wayne, IN 46802	260.422.0783	www.mkmdesign.com	gmorrison@mkmdesign.com	x		
American Structurepoint	Scott A. Marchisin	7260 Shadeland Station	Indianapolis, IN 46256	317.547.5580	www.structurepoint.com	samarchisin@structurepoint.com	x		
Odle McGuire Shook	Matt Mayol	429 N. Pennsylvania St, Suite 403	Indianapolis, IN 46204	317.842.0000	http://omscorp.net	mattm@omscorp.com	x	x	
Ratio Architects	Brock Roseberry	107 S. Pennsylvania Street	Indianapolis, IN 46204	317.633.4040	www.RATIOarchitects.com	broseberry@RATIOarchitects.com	x	x	x
Moody Nolan	Michael Howard	200 South Meridian St	Indianapolis, IN 46225	317.916.4082	http://www.moodynolan.com/#home/0	mhoward@moodynolan.com	x		

Adopted by the **Monroe County Public Library Board of Trustees**, October 18, 2006

Revised April 16, 2009

Revised January 19, 2011

Revised March 21, 2012

Statement of Purpose

The purpose of this policy is to inform the public and guide professional staff, outline the principles and criteria for selecting, retaining and discarding resources (print, nonprint and electronic). The policy assists the staff in building collections that are responsive to the community's educational, informational and recreational needs, while meeting the mission, roles and goals of the library.

Statements of Mission, Vision and Goals

The Collection Development Policy of Monroe County Public Library (MCPL) falls under the umbrella of the following statements of Mission and Vision.

Mission:

~~We enrich individual lives and strengthen our community by offering equitable access to information and opportunities for literacy, learning and enjoyment.~~

The mission of the Monroe County Public Library is to enrich lives and strengthen our community by providing equitable access to information and opportunities to read, learn, discover and create.

Vision:

~~We aspire to be a dynamic library, essential to thoughtful, productive community life, and always meeting our community's evolving needs.~~

An educated, engaged, curious, and creative Monroe County, with the library at its center.

Goals:

The goals that drive Collection Development are:

- ~~Provide responsive service that meets the community's needs and interests.~~
- ~~Provide high quality and relevant collections with active collection management.~~
- ~~Utilize centralized collection management to increase efficiency in the library's acquisition and de-selection cycles.~~
- ~~Provide services and collections to address emerging demographic trends.~~

Strengthen 21st century literacy skills.

Provide shared access to the world's information for free.

Optimize stewardship of library resources

The Mission, Vision, and Goals will support the Collection Development for all locations of Monroe County Public Library including the Main Library, the Ellettsville Branch, the Bookmobile and other service outlets.

Introduction

The library collection ~~contains~~ *provides access to* materials which provide citizens of Monroe County with equitable access to information and materials for lifelong learning, enrichment and enjoyment. (See [MCPL Mission Statement](#)).

MCPL strives to ~~collect~~ *make available* materials representing different viewpoints. The library recognizes some materials may be considered controversial and may offend some users. Inclusion of questionable language or attitudes in materials is not in itself a reason to exclude them from the collection. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. Materials which represent only one point of view may be selected to provide necessary alternatives to other material. The existence of a particular viewpoint in the collection is not an endorsement of that particular point of view, but an expression of the library's adherence to the principles of intellectual freedom.

The Board of Trustees of Monroe County Public Library adopts and declares that the American Library Association's Intellectual Freedom Statements will guide the development of the Library's collections. Specifically the library will adhere to and support the American Library Association's [Library Bill of Rights](#) (Appendix A), [Freedom to Read](#) (Appendix B), [Freedom to View](#) (Appendix C), and [Interpretations of the Library Bill of Rights](#) (Appendix D).

The Board of Trustees delegates the development of the collection to the Director, while the overall collection development process for MCPL involves a wide variety of individuals from the selectors to department managers to individual staff, including the Director.

Scope of Collection

The scope of the collection refers to the range and types of materials selected including the formats offered and the level of difficulty. The scope is as broad as possible to allow for the maximum possibility of free expression and free access to ideas. The MCPL collection will focus on the general patron rather than the researcher. It will also take into consideration special groups of patrons within our community--for example Spanish-speaking individuals and emergent readers.

Selection Guidelines

The "Selection Guidelines" relate to the Library's goals and objectives. Staff should keep the following in mind when recommending titles for selection. However, an item need not meet all considerations to be acceptable.

- Consider the identified, expressed or anticipated needs and interests of individuals in the general community.
- Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes and bibliographies.
- Include different viewpoints, values, philosophies, cultures and religions whenever possible. Selections will not be made on the basis of any assumed approval or disapproval.
- Select a broad range of materials in all subject areas.
- Attempt to balance the collection with in-demand, current interest titles. (MCPL may purchase multiple copies of specific authors and/or in high demand current interest titles.)
- Assess the significance in relation to library resources already available.
- Utilize standard selection sources recognized by librarians to identify materials to be purchased.
- Utilize specialized knowledge of Library staff.
- Consider the reputation and/or significance of author, publisher and/or producer.
- Select a variety of reading and comprehension levels based on community needs.
- Provide a wide variety of formats to meet differing needs of individual patrons.
- Maximize the effectiveness of the available materials budget.
- Consider other community resources, interlibrary loan, etc. to maximize the Library's resources. Out-of-print, used items, or items that require Library staff to go beyond the scope of its normal purchasing procedures are usually not purchased.
- Strive to develop a collection that complements the curriculum of area educational institutions but does not duplicate curriculum materials in use by educational institutions or home schooled students.
- Consider patron requests within the overarching principles of selection.
- Assess the quality of binding and physical suitability for library use.
- Self-published or print on demand materials, especially by local authors, may be purchased by MCPL. The library uses the same criteria for purchasing these items as it does for other materials.

Standard Selection Sources

Standard selection sources used to identify items for purchase may include:

- Professional journal reviews: Preference is given to positive reviews published in *Publisher's Weekly*, *Kirkus*, *Booklist*, *Library Journal*, *School Library Journal*, *Criticas*, *Video Librarian*, and other nationally recognized, library-oriented journals.
- Standard collection tools and recommended lists prepared by professional organizations and specialized vendors.
- Evaluative bibliographies in specialized areas.
- Lists such as "top 100", publishers' announcements, and similar sources.
- Award lists and "notable" and "recommended" lists published by professional associations.

Formats

The library acquires materials in a variety of formats. Selection within a format follows all general selection principles. (A list of formats currently being purchased can be found in [Formats Currently Purchased by MCPL](#) (Appendix E).

The Library monitors the development of new formats and uses the principles of selection to decide the appropriate time to add them to the collection. The Library also monitors the declining use of a particular format. When that format is discontinued, the existing collection will continue to circulate until no longer useful. The Collection Development Committee reviews the addition and/or discontinuation of formats on an annual basis.

Access to the Collection

The library collection is accessible to all residents of Monroe County. Most material is available for loan and the rest is available for in-house use. [For specific loan rules, see the Circulation policy.] Some items may be purchased to support staff in their jobs and may not be readily available to the public.

Patrons may determine the Library's holdings through the Library's [online catalog](#). The library also subscribes to a variety of proprietary databases covering a wide variety of subjects.

Additionally, all Indiana residents have access to [INSPIRE](#), a collection of proprietary databases maintained by the Indiana State Library. INSPIRE is an integral component of the Library's electronic offerings and every effort is made to purchase individual products which complement rather than duplicate the coverage of INSPIRE.

Responsibility for the use of the library's collection by children rests with their parents and legal guardians. It is only the parent or legal guardian who may restrict his/her children—and ONLY his/her children—from access to library materials or services. Selection of adult materials will not be limited by the possibility that items may come into the possession of minors.

Preservation

The library's facility and budget do not accommodate extensive conservation and preservation activities for most materials. Reasonable attempts will be made to keep valuable material in the collection through cleaning, mending and repair. Other preservation efforts may include the transfer of information between formats in order to preserve the content when copyright allows.

The collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out-of-print titles.

Annual Materials Allocation

The annual material budget for the Library is divided into ~~four~~ **five** main categories: Books, Newspapers and Magazines, Nonprint, and ~~Electronic Resources~~ **E-books and Databases**. ~~The first three are As~~ required by the State Board of Accounts. For the Library's own use, these categories are further divided by areas of collection and format. The materials budget is recommended by the Director and approved by the Library Board of Trustees as a portion of the Library's total budget. Factors used to determine the specific allocation for each area may include:

- Statistics based on usage by category
- Average cost of items in each category
- Number of items lost or withdrawn in an area
- Average circulation for each item by category
- Level of development for the category as determined by staff
- User requests in the area
- Start-up costs of new collections
- Replacement projects in given areas of the collection as required.

Areas that have not been sufficiently funded in the past, or areas that are totally new may receive extra funds at the discretion of the Director. The percentages may fluctuate from year-to-year depending on funding, target areas of the collection, and the library's goals and objectives.

General Collection Statements

Adult Collection

Fiction

The fiction collection consists of retrospective and current titles of general fiction including short stories, genre fiction, large print, young adult and paperbacks.

The emphasis of the collection is on American and British authors, but world authors in English translation, local authors, and some small press publications are collected as well.

Graphic Novels

Graphic Novels are characterized by images in a static panel form, text is within the panels, usually in small blocks or balloons, bound in longer and more durable formats than comic magazines, using the same materials and methods as printed text-based books.

The Graphic Novel collection includes both fiction and nonfiction and is designed for young adult and adult audiences.

Indiana Room

This collection is established to contribute to the community's knowledge of Bloomington, Monroe County, and Indiana—past and present. The Indiana Room supports the community—patrons, organizations and businesses—by providing up-to-date sources and access to quality information about the County and State. In-house products are also created and maintained to facilitate easy access to topical information.

Access to selected local history and genealogy collection will be expanded through digitization.

The Indiana Room genealogical collection emphasizes Indiana but also contains resources for other states with historical migration patterns to Indiana. Some of the material is archival. Included are county histories, genealogical material, and local and state publications. Some duplication of state and local items of high interest may be added to the Ellettsville Branch as well.

Non-English

The library maintains collections of non-English materials aimed at meeting the recreational and information needs of an increasingly diverse population within Monroe County. The non-English collections serve native speakers as well as students.

Resources include both print and non-print circulating materials. The collection also includes materials which aid in learning English as a second language (ESL). These are written in the native language of the learner.

The development of the non-English collection will be determined by demographics, patron requests, circulation statistics, and language needs assessments. The library will also work with educational and governmental officials, social service agencies and cultural centers to assess current needs and future trends.

Nonfiction

The adult nonfiction collection serves patrons from adolescence (defined as twelve years of age) through adulthood. It combines adult and young adult resources into one collection, offering access to the widest possible range of information.

The library seeks to maintain a well-rounded and balanced collection of nonfiction materials for the lay reader and to support patrons in their everyday life. Highly specialized or materials for college courses will not be purchased. The collection is designed to cover broad areas of knowledge and interest, including both basic works of permanent value and timely materials on current issues.

VITAL (Volunteers in Tutoring Adult Learners)

VITAL helps adults achieve their personal literacy goals through one-on-one tutoring, basic classroom instruction and English as a second language (ESL) classes. Topics covered by the VITAL collection include coping skills/life skills, basic English/reading skills, Pre-GED materials, leisure reading, and books for teacher/tutors. Materials are selected at various reading levels for adult learners.

Young Adult Collection

Young Adult materials are purchased to support a wide variety of interests from adolescence (age twelve) through adulthood. Selection is influenced by the special interests and developmental and informational needs of young adults and the bridging from the children's to adult resources.

While local curricula are generally supported, school textbooks and workbooks are specifically excluded from purchase in this collection.

Children's Collection

This collection serves the needs and interests of children from birth through early adolescence (age twelve); provides distinctive resources for adults working with or interested in materials for children; and supports the delivery of library services to this age group.

The collection includes a variety of print and nonprint materials. School textbooks and workbooks are specifically excluded from the general circulating children's collection, but may be purchased to support homework assistance programs.

Periodicals and Newspapers

The periodical and newspaper collections supplement the book and nonprint collections by providing up-to-date information, covering current topics not yet available in other print media, and presenting a more concise treatment of a subject than is usually found in books. Emphasis for magazines is placed on popular titles, business needs and a representative sampling of other topics. The collection is also used by the staff for selection and professional development.

Funding constraints limit the number of subscriptions and copies purchased by the Library. Gift subscriptions may be accepted for magazines, if they meet general selection guidelines. The Library subscribes to a number of local, Indiana, regional and national newspapers. Older issues of selected materials may be available on microform. The subscription lists are reviewed annually by staff.

Reference

The Library maintains a collection of print reference sources, covering a wide variety of topics and intended to meet the informational needs of the general public. Standard resources make up the core of this collection, consisting of books updated on a continuing basis and of individual works selected to meet demonstrated patron and community demands.

A core collection of print sources for children and adults who work with children is maintained. In addition, bibliographies of noted works for children are available for professional reference and readers' advisory.

The Library also subscribes to a variety of electronic products, databases, encyclopedias and other technology sources. Electronic products are purchased as funding allows to complement print offerings and to provide convenient access to information.

In addition, the Library provides and promotes patron use of reference and research products made available free of charge to Indiana libraries through INSPIRE, a statewide collection of databases.

Finally, a collection of professional materials is provided for staff use and are housed in various offices throughout MCPL. These titles generally serve a specific purpose related to such topics as programming, customer service, or administrative tasks. While not generally accessible to the public, titles available for checkout may be requested by patrons and will be handled via the Library's procedures for holds.

Nonprint

Audiobooks

The audiobook collections include literature and popular fiction and nonfiction. Unabridged editions are preferred.

The adult collection also contains language instruction resources, study courses, and spoken performances.

The juvenile audiobook collection emphasizes popular fiction, but includes recommended nonfiction titles, especially folktales. The collection includes "read-along" CDs that come packaged with a book.

CD-ROMS

The Ellettsville Branch as well as Children's Services at the Main Library has a small collection of software available on CD-ROM.

The juvenile CD-ROM collection emphasis is on products with educational content, supporting the curricular needs of school-age children. A limited number of games are also purchased.

Compact Discs (CDs)

The adult music CD collection consists of original, unedited works. It is intended for adolescence through adulthood. The collection emphasizes current popular material from all genres.

The juvenile music collection on CD emphasizes materials for early childhood and primary grades (birth through Grade 3). Popular music is included and an effort is made to collect a representation of musical styles, genres and different cultures.

Downloadable Audiobooks, Videos, Music, and Ebooks

The library provides patrons access to audio and electronic books (e-books) .The collection emphasis is on adult fiction, but adult nonfiction and children's titles are also available.

Downloadable music is provided through Freegal.

DVDS

The adult collection of DVDs contains a broad selection of entertainment, informational, and instructional videos. It is intended for adolescence (age twelve) through adult. The emphasis of the collection is on popular materials. In addition, the collection is balanced with classic movies, independent films, foreign films, and nonfiction educational and documentary titles.

There are a limited number of "public performance" (for group viewing) videos within the collection. (This means that they may be shown in a free public viewing setting—for example, a large group in a church or school—when checked out.) All current selections for this video collection are in DVD format.

The juvenile DVD/videocassette collection emphasizes early childhood and primary grades (birth through Grade 3), especially for home use. There are some "public performance" (for group viewing) videos within the collection.

Toys

This collection is housed in Children's Services and provides recommended interactive learning materials appropriate for children from birth through age 4 that help develop skills needed for learning to read.

Other Departmental Collections

CATS (Community Access Television Services)

CATS records and maintains a collection of Monroe County, City of Bloomington and other public municipal meetings. CATS also records and maintains a collection of local programs and events including arts and cultural activities, public panel discussions, and candidate forums. Decisions on what to add to the collection are based on what programs CATS feels that the community will most appreciate. More detailed information on how these events are selected for recording is available on the [CATS website](#).

While CATS cannot cover all events, they do loan equipment to individuals and groups who want their event added to the CATS collection. Individuals and groups may also donate programming to the CATS collection, after paperwork is signed, stating the group or individual responsible for the content. There are a number of ways that the public can access the CATS collection. See the CATS website listed above.

Related Services

Interlibrary Loan

Interlibrary loan is a transaction in which Monroe Public Library obtains/tries to obtain materials directly from another library on behalf of a patron, or another library borrows materials from the Monroe County Public Library on behalf of its patron. Interlibrary loan is a service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials which would not ordinarily be purchased by the library and to provide material from the collection to other libraries.

Monroe County Public Library patrons in good standing may request items not found in MCPL or other local library collections (such as Indiana University) through interlibrary loan.

Interlibrary loan is both a public service and an integral element in the collection development process. Staff may consider purchasing an item, in lieu of requesting it through ILL, if the material is requested frequently and deemed appropriate for selection within the guidelines described in this collection development policy.

Jail Library

The Monroe County Jail Library consists of a collection of paperback and hardback books developed to meet the interests and needs of inmates at the Monroe County Correctional Center. Annual funding for this collection is made possible through Monroe County and official guidelines have been established for this purpose.

Selection of items is based on providing informational, educational and recreational reading materials to inmates. Criteria include titles that assist inmate reentry to society, promote rehabilitation and reduce recidivism. Special attention is given to areas of substance abuse, parenting and legal information. Emphasis is on popular reading material based on demand. In addition to the dedicated jail library collection, inmates have access to books from the Monroe County Public Library upon request, but are subject to review by the Correctional Facility's administration.

Gifts and Donations

The Monroe County Public Library Foundation gratefully accepts donations of gently used materials. The Foundation allows Library staff to select materials for the Library's collection according to the Library's selection guidelines. Items that are not added to the collection are forwarded to the Bookstore for sale or disposal and are not returned to the donor.

No conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance by the Library. Upon request the library will provide a receipt as to the number and format of items donated. The library can not determine the value of donations.

Donation of monetary gifts, memorials, and commemorations to the Library are a thoughtful way to remember a special person or occasion and to help build the Library's collection. Donors may suggest subjects or titles to be acquired with their donation, but the Library reserves the right to make the final decision. Upon request a special gift plate identifying the donor and/or the person being memorialized and/or honored is placed in the material purchased and the individual is notified by the library.

De-selection of Materials

The staff reviews the collection continually to keep it responsive to patrons' needs, assess it for deficiencies (gaps), ensure its usefulness to the community and make room for newer materials. Titles may be weeded (withdrawn), retained, updated, rebound, reclassified or duplicated as justified by need. In general, weeding

follows guidelines set out in the [CREW*](#) (Continuous Review, Evaluation, and Weeding) Manual which includes:

- Physical condition
- Frequency of circulation
- Currency of information and the availability of updated material
- Permanent value to the collection, such as a classic book or an item of historical value
- Unnecessary copies or the presence of similar materials in the collection.
- Space to house the item
- Discontinuation of format

Inclusion of questionable language or attitudes, or a perception of factual inaccuracy, are not necessarily criteria for de-selection.

Withdrawn materials may be given to the Library Foundation for their Bookstore. Reference materials retaining informational value may be transferred to the circulating collection, offered to other libraries or nonprofit organizations within the community.

Reconsideration of Materials

The selection and de-selection of materials for the library is an on-going process, involving many different staff and many interactions with the community using the materials. Members of the community may have questions about the process or about selection of specific items. These questions are addressed as follows:

1. Questions concerning the process or a specific item in the collection can be answered by a librarian. The professional staff can clarify scope and depth of the collection, the role of individual and parental responsibility, and the use of selection guides. Many inquiries can be answered without pursuing the reconsideration process. The principles governing selection can be found in the Collection Policy Statement.
2. Patrons may wish to suggest alternative materials and may need to know about the process of making [Suggestions for Purchase](#).
3. Patrons may choose to ask for a formal review of specific materials. To do so, the patron must fill out a [Request for Reconsideration of Library Material](#) form (Appendix G).
4. Procedures for Requests for Reconsideration:
 - a. When the form is returned to the library, a copy should be made for the Department Manager in the department where the material is held. The original form will be forwarded to the Library Director.
 - b. The Library Director will notify the patron that the Request has been received and that a Reconsideration Committee will review the material and make a recommendation for action.
 - c. The Chair of the Collection Development Committee may form a Reconsideration Committee in consultation with the Director. This committee will consist of:
 1. the selector for that budget area, who will chair the committee;
 2. the department manager (or designated representative) of the department in which the item is held; and

3. a member of the Collection Development Committee who does not work in the department in which the item under review is held, and, in some cases,
4. a representative from the community.
- d. All members of the Reconsideration Committee will read, view, or listen to the material within 30 days of receiving the request form. Original reviews and other pertinent information will be researched.
- e. The committee will meet to discuss and evaluate the material, and a response will be determined. The committee's response and a recommendation for action will be sent to the Library Director within 45 days after receiving the request.
- f. The Library Director, or designee, will respond to the individual who submitted the "Request for Reconsideration" form and copy the members of the Reconsideration Committee and the Library Board of Trustees.
- g. The individual who submitted the Request for Reconsideration may appeal in writing the Director's response to the Library Board within 10 days after receiving the Director's response.

Policy Review and Revision Statement

The ~~Collection Development Committee~~ **Content and Collections Committee** will review the Collection Development Policy at their annual September meeting. Any recommended change(s) will be sent to the Director for review. Changes recommended by the Administrative Team will be sent to the Library Board of Trustees for consideration and/or further action.

List of Appendices:

- Appendix A: [Library Bill of Rights](#)
 - Appendix B: [Freedom to Read](#)
 - Appendix C: [Freedom to View](#)
 - Appendix D: [Interpretations of the Library Bill of Rights](#)
 - Appendix E: [Formats Currently Purchased by MCPL](#)
 - Appendix F: [Purchase Suggestion Form](#)
 - Appendix G: [Request for Reconsideration of Library Material](#)
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*Larson, Jeanette. *CREW : a weeding manual for modern libraries/ revised and updated by Jeanette Larson.* -- Austin, Tex. : Texas State Library and Archives Commission, ~~2008.~~ **2012.** p. : ill. ; 28 cm.

Updated March 28, 2012



101 W KIRKWOOD, SUITE 321
BLOOMINGTON, IN 47404-6129

CFBMC.ORG

GRANT AGREEMENT

The Community Foundation is pleased to partner with you in supporting the **Nonprofit Central** project. The grant award to your organization from the Community Foundation of Bloomington and Monroe County, Inc. is for the explicit purposes described in your request, subject to any special terms or contingencies described below. Please signify your acceptance of the grant and your willingness to abide by the parameters established in this agreement by signing and returning this agreement. Grant disbursements cannot be made until a signed agreement is returned to the Community Foundation.

Grantee: Monroe County Public Library

Grant Number: 20130101

Grant Amount: \$26,000

Project/Program Name: Nonprofit Central

Special Terms of the Grant: Project Professional's compensation and benefits

Grant Funding Period: December 1, 2012 – June 30, 2014

Intermediate Reporting Date(s): June 30, 2013; February 28, 2014

Final Report Due Date: June 30, 2014

Recognition of Grant

The Community Foundation of Bloomington and Monroe County, Inc. announces its grant awards through various vehicles including media outlets, websites, newsletters and other Foundation publications.

You are encouraged to make public announcements of your own, especially when such notices might stimulate additional support or help to spread the word about your grant initiative or organization. When doing so, please make specific reference to the **Community Foundation of Bloomington and Monroe County, Inc.** as issuer of the grant. Please send copies of announcements and other published references to your grant with your Intermediate and Final Reports.

Many grantees print donor lists in their publications and include stories about initiatives in their newsletters. Please include recognition of the Community Foundation funding as appropriate. If there are public relations opportunities, such as events tied to your grant initiative, please let us know if our participation might help. To explore joint public relations opportunities, please contact the Community Foundation.

Expenditure of Funds

The Community Foundation disburses grant funds on a reimbursement basis. Please submit copies of invoices for approved expenses, as outlined in your grant budget, to the address listed above. Any variations from the approved grant budget must be approved by the Community Foundation. To request approval for an exception, please contact Renee Chambers, the Community Foundation Program Director. Invoices for expenses incurred prior to the grant award date are not reimbursable.

If the Community Foundation learns that all or any part of a grant is not being used in furtherance of the purposes of the grant, the Community Foundation shall take all reasonable and appropriate steps to recover the grant funds and ensure redirection of the diverted funds to the approved purposes of the grant as outlined by this agreement. If, in its sole determination, grant funds are found to be improperly used, the Community Foundation reserves the right to take legal action, where appropriate, to recover funds, including a request for reimbursement of attorney fees and expenses. Improper use of funds may limit a grantee's eligibility for future support.

All grant dollars must be expended within the grant funding period defined in this agreement. Requests for extensions to the grant funding period may be submitted to the Program Director for consideration. Extensions are not guaranteed.

Required Reporting

Intermediate and **final reports** must be submitted by the dates specified in this agreement unless an extension has been requested of and approved by the Community Foundation in writing. Failure to submit reports may affect future funding opportunities. Your reports should include information on:

- First Intermediate Report
 - Summary of survey that includes baseline data
- Second Intermediate Report
 - Update on survey with comparative analysis
 - Formative assessment of progress including:
 - comparative analysis of data collected for outcomes of goals 1, 2 and 3
 - strengths and weaknesses of program
 - changes made to program
 - Update on program sustainability
 - Financial reporting
- Final Report
 - Overview of program including:
 - update of all points included in Second Intermediate Report

Limit of Commitment

Unless otherwise stipulated in writing, this grant is made with the understanding that the Foundation has no obligation to provide other or additional support to the grantee.

For the Grantee:

Signature of Authorized Representative

Printed Name/Title

Date

**Agreement between Bloomington Community Radio WFHB
and Monroe County Public Library
for Production and distribution of Weekly News Program**

This agreement outlines the details of a joint news initiative to be undertaken by Bloomington Community Radio (WFHB) and the Monroe County Public Library through CATS.

Between January 1 and December 31, 2013, the two organizations will produce a weekly program focusing on primary issues(s) in Monroe County, based on content acquired from CATS coverage of local government meetings. The program shall be telecast on the CATS network. In addition, CATS agrees that the program will be both streamed and archived on the CATS website.

The weekly news program shall be a joint undertaking of WFHB and the Monroe County Public Library through CATS. Each party to this agreement shall carry out the following responsibilities:

Monroe County Public Library through CATS will provide:

1. Footage collected during CATS' regular coverage of local government meetings
2. Other relevant cats material
3. Studio Production services, including equipment and facilities necessary to produce and create the half-hour program.
4. Weekly telecasts of the program on CATS channels 3, 12 and 14
5. The sum of \$10,000, which shall be payable to WFHB in four installments from the Library's Special Revenue Fund and not from funds received from property tax revenues. WFHB shall have access to deposited funds for any use in the ordinary and usual course of WFHB business.

WFHB will provide:

1. An anchor for the telecast
2. One on one interviews conducted by WFHB employees
3. WFHB will telecast the program by streaming on their website, possibly over the air on WFHB
4. WFHB will provide a staff person assigned to coordinate and produce the program
5. Additional WFHB volunteers
6. On-air in-kind underwriting: WFHB agrees to air one on-air ad for CATS each and every day of the calendar year (value: \$3,650). This ad shall consist of a 20-second live read performed by on-air hosts, drawing from a rotation of up to six scripts written by the CATS General Manager and approved by the WFHB General Manager.

The Monroe County Public Library and WFHB agree that the editorial decisions shall be determined as a result of consultation between the CATS General Manager and the WFHB General Manager.

WFHB and the Monroe County Public Library and CATS agree that the final show as produced and telecast shall become the property of the Monroe County Public Library and CATS and the appropriate acknowledgment of this ownership shall be stated in the credits for each show. The program shall be archived and retained in the same manner as all CATS programs.

The Monroe County Public Library and CATS and WFHB acknowledge that each party will direct their employees to meet their obligations under this agreement. Each party to this agreement shall be responsible for compensating the employees which they use to meet their obligations under this agreement. Monroe County Public Library, CATS and WFHB acknowledge that neither shall be responsible for nor share any liability for compensating the employees other than those under their employ.

The Monroe County Public Library, CATS and WFHB each acknowledge that no party to this agreement shall have a cause of action against any other party of this agreement as a result of the production of the news program. Each party to this agreement shall be responsible for obtaining all necessary insurance coverage to protect and indemnify them from any liability which they may incur as a result of participation under this agreement. Each party to this agreement shall be responsible for and meet their obligations as the employer of any employee who may provide services under this agreement and shall have no cause of action against the other party of this agreement for any cause of action brought against them by any employee providing services to an employer under this contract.

Each party to the agreement shall further secure a waiver of subrogation from any insurer providing insurance required hereunder.

All parties under this agreement acknowledge that this agreement may be amended only in writing and if such amendments are approved by the Monroe County Public Library Board of Trustees and the WFHB Board of Directors.

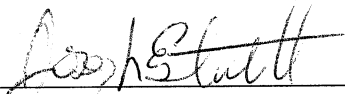
WFHB, Monroe County Public Library and CATS acknowledge that this agreement may be terminated at any time. Notice of termination shall be mailed at least 30 days in advance of the termination to the individuals listed below representing the other party:

Chad Carrothers, General Manager
WFHB Community Radio
108 West 4th Street
Bloomington, IN 47404

Michael White, Manager
CATS/Monroe County Public Library
303 E. Kirkwood
Bloomington, IN 47408

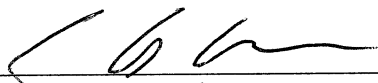
Sara Laughlin, Director
Monroe County Public Library
303 E. Kirkwood
Bloomington, IN 47408

The parties further agree that this agreement may be renewed on an annual basis upon approval by the governing bodies of each party.



Joe Estivill, President
WFHB Community Radio
Board of Directors

Date 1/4/13



Chad Carrothers, General Manager
WFHB Community Radio

Date 12/31/12

Melissa Pogue, President
Board of Trustees
Monroe Country Public Library

Date _____

Michael White, General Manager
Community Access Television Services

Date _____

Monroe County Public Library

Board of Trustees

Slate of Officers, February 2013 – January 2014

President	Valerie Merriam
Vice-President	Stephen Moberly
Secretary	Fred Risinger
Treasurer	David Ferguson