

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, December 10, 2014
5:45 p.m.
Meeting Room 1B**

AGENDA

1. Call to Order –Valerie Merriam, President
2. 2015 Holiday Schedule, 2015 Pay Schedule, 2015 Salary and Wage Schedule Pay Resolution (page 1-4) – Kyle Wickemeyer-Hardy
3. CATS Contract-City of Bloomington (not yet received) – Michael White
4. CATS Contract-Monroe County (page 5-7) – Michael White
5. CATS Contract-Town of Ellettsville (page 8-9) – Michael White
6. 2015 Fee Schedule (page 10-11) – Gary Lettelleir
7. Checkout Policy Revisions (page 12-17) – Bara Swinson
8. Public Comment
9. Adjournment

View the Board Packet on the Library's website:

<http://mcpl.info/library-trustees/meetings>

RESOLUTION TO ADOPT 2015 PAY SCHEDULE, SALARY SCHEDULE, PAY INCREMENT, AND HOLIDAY CLOSING SCHEDULE

WHEREAS it has been determined that it is now necessary to adopt a Salary Schedule, Pay Schedule, and Holiday Closing Schedule for the 2015 fiscal year, and

WHEREAS the Board desires to give an incremental increase to all who are employed at the Library as of December 31, 2014 and

WHEREAS the board wishes to maintain the current minimums and maximums within the Salary and Wage Schedule, and the cost of recommended increases falls within the amounts budgeted for 2015,

NOW THEREFORE the Board adopts the attached 2015 Salary Schedule and approves a 2.5% incremental increase for all who are employed at the Library as of December 31, 2014 (effective for the first pay date of 2015 on January 09, 2015, which includes the pay period beginning December 15, 2014 and ending December 28, 2015); Pay Schedule, and Holiday Closing Schedule.

Presented to the Monroe County Public Library Board, read in full and adopted this 17th day of December, 2014, by the following aye and nay votes.

AYE

NAY

**MONROE COUNTY PUBLIC LIBRARY
2015 HOLIDAY CLOSING SCHEDULE**

January 1 (Thursday)	NEW YEAR'S DAY
April 5 (Sunday)	SPRING HOLIDAY
May 25 (Monday)	MEMORIAL DAY
July 4 (Saturday)	INDEPENDENCE DAY
September 7 (Monday)	LABOR DAY
November 26 (Thursday)	THANKSGIVING
November 27 (Friday)	
December 24 (Thursday)	WINTER HOLIDAY
December 25 (Friday)	
December 31 (Thursday)	NEW YEAR'S EVE
<u>Close at 5:00 p.m.</u>	

2016

January 1, 2016 (Friday)	NEW YEAR'S DAY
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**MONROE COUNTY PUBLIC LIBRARY
PAY SCHEDULE
2015**

December 15 – December 28, 2014	January 9
December 29 – January 11	January 23
January 12– January 25	February 6
January 26 – February 8	February 20
February 9 – February 22	March 6
February 23 – March 8	March 20
March 9 – March 22	April 3
March 23 – April 5	April 17
April 6 – April 19	May 1
April 20 – May 3	May 15
May 4 – May 17	May 29
May 18 – May 31	June 12
June 1 – June 14	June 26
June 15– June 28	July 10
June 29 – July 12	July 24
July 13 – July 26	August 7
July 27 – August 9	August 21
August 10 – August 23	September 4
August 24 – September 6	September 18
September 7 – September 20	October 2
September 21 – October 4	October 16
October 5 – October 18	October 30
October 19 – November 1	November 13
November 2 – November 15	November 27
November 16 – November 29	December 11
November 30 – December 13	December 24

2016

December 14 – December 27, 2015	January 8, 2016
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MONROE COUNTY PUBLIC LIBRARY
2015 Wage and Salary Schedule

<u>Pay Grade</u>		<u>2015 Minimum</u>	<u>2015 Maximum</u>
HOURLY / NON-EXEMPT			
A		\$7.66	\$10.72
B		\$8.78	\$12.29
C		\$10.82	\$15.14
D		\$11.94	\$16.71
E		\$13.16	\$18.42
F		\$14.28	\$20.71
G		\$15.82	\$22.93
EXEMPT			
	Hours/Pay Period		
H	FT	\$1,377.14	\$2,065.70
	60	\$1,101.71	\$1,652.56
	50	\$928.29	\$1,375.76
I	FT	\$1,545.45	\$2,295.23
J	FT	\$1,807.70	\$2,653.85
K	FT	\$2,576.93	\$3,769.23

The Wage and Salary Schedule remains the same for 2015. Active employees receive a 2% increment for 2014.

2015 TELECOMMUNICATIONS FUNDING AGREEMENT

Agreement entered into between the Board of Commissioners of Monroe County, ("County") and the Monroe County Public Library ("Library"), on behalf of its Community Access Television Services department (CATS), effective on the date last written below.

SECTION I. Funding

(a) County shall contribute the sum of Two Hundred Thirty Nine Thousand Three Hundred and Five and 00/100s Dollars (\$239,305) for calendar year 2015, payable in equal quarterly installments of Fifty Nine Thousand Eight Hundred and Twenty Six Dollars and 25/100s (\$59,826.25), to partially fund the operational expenses of CATS.

(b) Library may use this contribution for salaries and equipment necessary to provide services in accordance with this Agreement. Library will submit a signed claim voucher for each quarterly installment which will be processed in accordance with the County's usual practice for payments.

SECTION II. Public Meetings

Where the meeting location permits, CATS shall telecast live coverage of regular meetings of the Monroe County Commissioners, Monroe County Council, Monroe County Planning Commission, Board of Zoning Appeals, the State of the County Address and other public meetings as requested by the Monroe County Commissioners. Where the meeting location does not permit live coverage, CATS shall contemporaneously videotape the meeting and cablecast it at the earliest time following the meeting which its schedule allows. Each of the meetings will be replayed at least twice during the week following the original cablecast. The times for replay will be predetermined and supplied to the *Herald Times* for its TV schedule publication.

Section III. Special Programming

CATS will cooperate with the Monroe County Commissioners and other county departments to produce and cablecast at least quarterly, a program titled "Your County at Work." The program shall be replayed at least twice monthly during the month in which it is originally cablecast.

Section IV. Non-partisan Programming

(a) A partisan political program or event is one in which only one political party or candidate is represented, and whose principal purpose is the advocacy of a particular candidate, slate of candidates or party platform or the criticism of an opposing candidate, slate of candidates or party platform. Examples include political party dinners or organizational meetings, fundraisers, and announcements of candidacy for office. CATS crews shall not be used in the program production of partisan political events, nor shall the public meeting channel (currently Channel 14) be used to cablecast such partisan political events; provided however, that CATS may elect to separately telecast primary election candidate forums for each political party where all candidates for contested offices within that party have been invited, and where scheduling time permits the telecast of similar candidate forums of opposing political parties.

(b) This section shall not be construed to prohibit the production or telecast of a political party caucus or convention which is required by Indiana election law to nominate candidates or fill candidate vacancies. Further, this section shall not be construed to prevent members of the public who are not affiliated with Library from using Library facilities and equipment for any programming permitted by

state and federal law, and which is consistent with Library access policies.

SECTION V. Reports

(a) Monthly Report -CATS will provide the County a monthly report of its programming and activities which will include an hour report of its public meetings coverage.

(b) Financial Report -CATS will provide the County at least annually, and more often upon request, a financial report which shall summarize the utilization of the County's contributions.

SECTION VI. Records

Library will permit the County to examine and copy all records and documents related to the funding provided by this Agreement. Library further agrees to maintain accounting procedures and record keeping in a form acceptable to the State Board of Accounts and will retain those records as required by state law or State Board of Accounts policy.

SECTION VII. Non-discrimination

(a) Library affirms that it is an equal opportunity employer, and will not discriminate on the basis of race, color, national origin, sex, age, ancestry, religion or disability in the hiring, upgrading, discipline, training and compensation of its employees. Breach of this provision may result in termination of this Agreement.

Section VIII. Term

This agreement shall govern services provided from January 1, 2015 through December 31, 2015, and shall thereafter be automatically renewed from year to year unless either party gives written notice of its intention to terminate by October 1 of each succeeding year. The funding provided by this Agreement may be adjusted by mutual agreement, but all such funding is subject to an appropriation by the Monroe County Council.

Section IX. Verification of Work Status

The Library certifies that it is enrolled in the E-Verify program and has verified the work eligibility status of all newly hired employees through the E-Verify program, unless the E-Verify program no longer exists, and that signing this contract serves as an affidavit affirming that the Library does not knowingly employ an unauthorized alien.

Section X. Investment Activities in Iran

The Library affirms by its signature that it is in compliance with Indiana Code 5-22-16.5 et. seq., and does not knowingly engage in investment activities in Iran by providing goods or services worth \$20,000,000 or more in value to the energy sector of Iran.

"County"

Board of Commissioners of Monroe County

Date: October 14, 2014



Iris F. Kiesling, President



Julie Thomas, Vice President



Patrick Stoffers, Commissioner

ATTEST:



Steve Saulters, Auditor

"Library"

Monroe County Public Library

Date: _____

Valerie Merriam, President, Board of Trustees

Sara Laughlin, Director

Michael White, Manager
Community Access Television

2015 AGREEMENT TO PROVIDE COMMUNITY ACCESS TELEVISION SERVICE: TOWN OF ELLETTSVILLE

This Agreement is made by and between the Town of Ellettsville, hereinafter referred to as "Town", and the Monroe County Public Library, hereinafter referred to as "Library".

WHEREAS, it is the desire of the Town to aid the library in providing services and facilities to the public for local access television programming.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. To partially fund the operational expenses of the Community Access Center for the year 2015, the Town shall pay \$14,497. Such payment shall be in equal installments of \$3,624.25, payable at the beginning of each quarter of the calendar year 2015 (March 31, June 30, September 30, December 31).
2. The Library shall, by means of the Bloomington Community Access Television, telecast meetings of the Ellettsville Town Council, Ellettsville Planning and Zoning Board, Richland-Bean Blossom Community School Corporation.
3. The library shall provide an annual progress and financial report to the Town Council, which report shall summarize the utilization of the Town's payments.
4. This agreement is subject to an appropriation of funds by the Ellettsville Town Council.
5. Either party may terminate this agreement upon sixty (60) days written notice. Notice shall be sent to the following addresses unless such addresses are otherwise changed in writing:

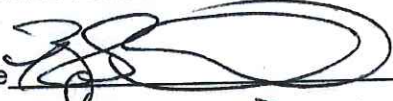
Town of Ellettsville
221 North Sale Street
Post Office Box 8
Ellettsville, IN 47429

Monroe County Public Library
ATTN: Director
303 East Kirkwood Avenue
Bloomington, IN 47401

6. This agreement is for a period of one year.
7. Library certifies that it is enrolled in the E-Verify program and has verified the work eligibility status of all newly hired employees through the E-Verify program, unless the E-Verify program no longer exists, and that signing this contract serves as an affidavit affirming that the Library does not knowingly employ an unauthorized alien.
8. Library affirms that it is in compliance with Indiana Code 5-22-16.5 et. seq., and does not knowingly engage in investment activities in Iran by providing goods or services worth \$20,000,000 or more in value to the energy sector of Iran.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on the date indicated below.

ELLETSVILLE TOWN COUNCIL

Signature 
Name / Title Scott Oldhart, Council President
Date 10 NOV 2014
Attest Jandra C. Hersh
Clerk/Treasurer

MONROE COUNTY PUBLIC LIBRARY

Signature _____
Name / Title _____
Date _____
Attest _____
Sara Laughlin, Director

Michael White, CATS Manager

Monroe County Public Library 2015 Fee Schedule

Overdue fines	\$0.25/day (Maximum \$10/item) (No charge for children's materials)
Collection Agency Fee	\$10.00
Replacement Library Card	\$1.00
Annual Subscription Card – Non-resident	\$60.00
Lost items	Varies
Photocopies	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free reference material copies)
Printing	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free printing)
Obituaries supplied for out-of-county residents	\$3/name
Genealogy research for out-of-county residents	\$10/request
Meeting room and auditorium rental for businesses operating in Monroe County	\$150/hour for Auditorium and for 1B/1C combined \$75/hour for 1B, 1C, 2A
Meeting room clean-up fee	Maintenance (reset room, clean carpet, repair furniture, etc.): \$25/hour. Equipment damage or replacement: Cost + \$10 service fee
CATS dubs	\$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS)
Supplies	
Reusable bags	\$1/bag
Blank CDs	\$1/disc
Fine Option Program (for patrons 14+)	\$5/hour credit
Read It Off (children under age 18)	\$5/use and return
Food for Fines credit	\$1 for each item

Revised December 19, 2012; January 2013; August 2013; December 2013; December 2014

2015 Fee Schedule Notes		per capita	population	oper. Budget
2014 non-res fee	60.00			
2013 data		54.89	141,888	7,788,046
2012 data		53.80	141,019	7,587,246

Checkout Policy

Approved by *Board of Trustees* December 20, 2006

Revised July 18, 2012

Revised December 17, 2014

Purpose

Monroe County Public Library promotes responsible lifelong library use with minimal barriers to facilitate fair and equitable sharing of the community's collections. This policy is designed to encourage users to keep their accounts in good standing so they may continue to borrow and return materials. Abuse of circulation privileges will result in the suspension of library privileges.

Intellectual Freedom

Individual patrons determine for themselves what library materials are appropriate for personal checkout or viewing. Parents or guardians are responsible for determining what their children borrow, view, or use in the library. Library staff will not monitor or restrict any patron's borrowing or use of the library, its materials, or its resources based on a patron's age, background or views. The Monroe County Public Library endorses and defends the concepts of intellectual freedom, as protected by the United States Constitution and as described in the Library Bill of Rights.

The library adheres to and supports 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).

Confidentiality

Library users' account information, including names, addresses, telephone numbers, email addresses, items borrowed, items requested, activity dates, and all other data particular to an account, is confidential. The library does not provide such information to anyone other than the account's owner, with the following exceptions:

- When issued with a valid subpoena or warrant;
- When requested by the parent or legal guardian of a minor for the purpose of paying fines or recovering lost items;
- When an account with lost materials or unpaid fines is turned over to a collection agency.
- **When sharing with school partners to create and maintain accounts for students.**

Within these exceptions, only limited and precise information is disclosed to satisfy the specific need of the request.

Eligibility for Library Cards

Resident Library Card

Individuals of all ages are eligible for a Monroe County Public Library card if they meet the following criteria:

1. Live at a Monroe County address, OR
2. Own real property in Monroe County, AND
3. Can demonstrate an ability to receive notices.

Indiana University students who meet the above criteria are eligible for a library card.

Employees of Monroe County Public Library will receive a library card for the duration of their employment.

Students attending Monroe County schools which have partnerships with the library are eligible for a resident card for the duration of their registration at the school.

Teachers and other educators employed at any pre-school or K-12 school physically located in Monroe County, regardless of their personal residence, are eligible for a resident library card for the duration of their employment.

As circumstances change any of the above criteria, card eligibility will also change. Individuals who are not eligible for a resident card under these criteria may apply under the policy for non-resident cards.

Non-resident Library Card

Individuals living outside of Monroe County who hold a valid Indiana public library card may purchase a Public Library Access Card (PLAC). A PLAC provides access to all public libraries in the state of Indiana. PLAC holders must provide a valid Indiana public library card and proper identification in order to obtain a non-resident Monroe County Public Library Card.

Individuals living outside of Monroe County in an area that does not receive library service may purchase an annual subscription card; cost of the card is included in the [fee schedule adopted by the Board of Trustees](#). This subscription card provides access to the Monroe County Public Library only. Individuals eligible for this subscription card include:

- those who do not live in a library taxing district
- those whose home library service is received under annual contract
- those who are out-of-state residents.

Institutional Cards

Only institutions receiving deposit collection service from Community Outreach are eligible for an institutional card. The card can only be used for items delivered to the institution by Community Outreach.

Issuing Cards

Patrons may apply online or in person. [Acceptable identification and address verification](#) must be provided in person before initial checkout.

Homebound patrons and eligible institutions register separately through the library's Community Outreach Department.

Use of Library Card

Patron Obligations

Use of the library card implies acceptance of and adherence to all regulations of the Monroe County Public Library.

The library assumes no liability for any damage caused by the use or misuse of any library materials.

Patrons are financially responsible for all materials checked out on their library card.

Patrons must inform the library of any change in contact information for account notifications.

Patrons are required to report lost or stolen cards to the library immediately. The charge for a replacement card is included in the [fee schedule adopted by the Board of Trustees](#).

Patrons Who Do Not Present Card at Checkout

Patrons may borrow materials without a library card, if they can verify identity.

Patrons Using Other Patrons' Library Cards

Patrons who have a library card in their possession are assumed to have the authority to use that library card. Patrons may not check out items on another patron's account as a means of avoiding payment of fines and fees on their own account.

Picking Up Holds for Another Patron

Due to confidentiality concerns, patrons must have permission to pick up holds for other patrons.

Following confidentiality guidelines, holds for patrons under 18 will be given to parents without prior permission.

Suspension of Borrowing Privileges

The library may suspend borrowing privileges when patrons abuse circulation policies.

Financial Penalties

Fines

Due date information is provided at checkout and materials are expected to be returned on time. Overdue fines are charged on most materials and are assessed on a per item/per day basis. Daily fines and maximum overdue amounts are charged at a daily rate established in the [fee adopted by the Board of Trustees](#).

Fines are not charged for children's materials housed in juvenile shelving areas. (Parent/Teacher Resource Collection materials intended for an adult audience do incur fines.)

Fines are not charged for items checked out from Community Outreach locations. Homebound patrons and institutional cards registered with Community Outreach Services do not incur fines.

Employees of Monroe County Public Library do not incur fines.

Replacement and Processing Fees

Patrons (including Monroe County Public Library employees) are charged replacement charges for items that are lost, damaged or unreturned.

Collection Agency and Legal Action

The library may use the service of a collection agency. When an account is submitted, the library will add a fee as established in the [fee schedule adopted by the Board of Trustees](#). The library reserves the right to take legal action to recover fines or fees owed.

Exceptions to Financial Penalties

Patron Claims Not Responsible

Patrons may request removal of responsibility in the cases of "Claims Not Checked Out," "Claims Not Damaged," and "Claims Returned." The library imposes limits for the number of each type of claim.

Credits and Refunds for Found Lost/Paid items

Patrons may be issued credit or refunded the replacement cost if the complete item is found and returned in good condition within 90 days of payment. Refunds will not be given for single parts of a set. Refunds will not be issued for less than \$10. Account credits will be assigned for amounts less than \$20.

Fine Option Program: Volunteer Work for Credit

In cases of financial hardship, patrons age 14 and over may make arrangements with a circulation supervisor to do volunteer work in lieu of payment of fines and fees. Five dollars (\$5) Credit may be earned for each hour of designated work. Credit may only be applied against fines/fees and is not applicable against replacement costs. See the fee schedule adopted by the Board of Trustees for current rate of credit per hour. (See <http://www.mcpl.info/geninfo/board-policies>)

Fine Option Program for Children and Teens: Literacy and Learning for Credit-Read It Off

The library is committed to developing children's reading skills and library habits so that they become responsible lifelong library users. Patrons under the age of 18 may choose to enroll in a reading/literacy program in lieu of payment of all types of charges. Five dollars (\$5) Credit may be earned through each use and return of designated library material. See the fee schedule adopted by the Board of Trustees for current rate of credit. (See <http://www.mcpl.info/geninfo/board-policies>)

Limited borrowing privileges apply to participants enrolled in this program.

Food for Fines

The library supports local efforts to feed the hungry. During announced "Food for Fines" events, the library will accept designated non-perishable food items in lieu of payment for overdue fines. Credit may only be applied against overdue fines and is not applicable against replacement/damage/repair costs or Collection Fees. See the fee schedule adopted by the Board

of Trustees for current rate of credit for food items. (See <http://www.mcpl.info/geninfo/board-policies>)

Removal of Patron Obligations

Patrons may request removal of financial obligations in part or whole in the case of catastrophic loss or extraordinary hardship situations.

Structure and Maintenance

Borrowing limits

The library may impose borrowing limits when necessary.

Loan periods

Loan periods for materials are established for fair and equitable periods of time.

Inactive library cards

The library will conduct periodic purges of inactive library cards.