

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**WORK SESSION  
Wednesday, November 11, 2015  
5:45 p.m.  
Meeting Room 1B**

**AGENDA**

1. Call to Order –Valerie Merriam, President
2. General Obligation Bond – Gary Lettelleir, Tom Bunger (page 1-14)
3. Review of Policies – Marilyn Wood (15-16)
  - a. Gift Policy (17-20)
  - b. Collection Development Policy (21-45)
  - c. Computer Disaster Recovery (46)
4. 2016 Benefits Review – Kyle Wickemeyer-Hardy, Marilyn Wood (47-52)
5. 2016 CATS Contracts – Michael White, Gary Lettelleir (53-57)
6. Public Comment
7. Adjournment

View the Board Packet on the Library's website:

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

**MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
MONROE COUNTY PUBLIC LIBRARY**

A meeting of the Board of Trustees of Monroe County Public Library was held at \_\_\_\_\_, Bloomington, Indiana, on November 18, 2015, at the hour of \_\_\_:\_\_\_ p.m., pursuant to notice duly given to all members of the Board in accordance with the rules of the Board.

The meeting was called to order by the President of the Board, and the minutes of the meeting were recorded by the Secretary of the Board.

On call of the roll the members of the Board were shown to be present or absent as follows:

Present:

Absent:

Thomas Bungler, attorney for the Library, was also present at the meeting.

(Among other proceedings had and actions  
taken were the following:)

Gary Lettelleir presented the results of the bond sale and stated that the bid which resulted in the lowest cost bid was from \_\_\_\_\_. By motion made, second and approved the award to such bidder was confirmed and ratified.

He also indicated that there was a typographically error contained in the Final Bond Resolution adopted on October 21, 2015. The description of the project should read as follows: "proposed renovation of and improvements to Monroe County Main Library and the Ellettsville Branch Library including the purchase of equipment and technology in the library district and the cost of a facilities plan and the potential purchase of real estate (the "Project")."

After due consideration, on motion duly made, seconded and unanimously carried, such correction was adopted. The Secretary was instructed to revise the Final Bond Resolution accordingly in the form attached hereto.

Upon motion made and seconded the meeting adjourned.

---

Secretary, Board of Trustees

APPROVED:

---

President, Board of Trustees

## EXHIBIT A

### AMENDMENT TO FINAL BOND RESOLUTION

WHEREAS, Monroe County Public Library (the "Issuer" or "Library") is a library organized and existing under the provisions of IC 36-12-2; and

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

WHEREAS, the Board adopted a preliminary bond resolution determining to issue bonds in the amount of One Million Nine Hundred Ninety-Five Thousand Dollars (\$1,995,000) for the purpose of providing funds to pay the total cost of the renovation of and improvements to Monroe County Main Library and the Ellettsville Branch Library including the purchase of equipment and technology in in the library district and the cost of a facilities plan and the potential purchase of real estate (the "Project"); and

WHEREAS, the Library has been advised that the total cost of the Project authorized herein will not exceed the lesser of: (i) \$2,000,000; or (ii) the greater of (a) one percent (1%) of the total gross assessed value of property within the Library district on the last assessment date, or (b) \$1,000,000 and, therefore, the bonds will not be issued to fund a controlled project, as defined in IC 6-1.1-20-1.1; and

WHEREAS, the net assessed valuation of taxable property in the Library district, as shown in the last final and complete assessment which was made in the year 2014 for state and county taxes collectible in the year 2015 is \$6,468,591,918 and there is \$310,000 of outstanding indebtedness of the Library district for constitutional debt purposes (excluding the bonds authorized herein); such assessment and outstanding indebtedness amounts shall be verified at the time of the payment for and delivery of the bonds; now, therefore,

BE IT RESOLVED by the Board of Trustees of the Issuer that, for the purpose of obtaining funds to be applied on the cost of the Project, there shall be issued and sold the negotiable, general obligations of the Library to be designated as "General Obligation Bonds of 2015." Said bonds shall be in the principal amount of One Million Nine Hundred Ninety-Five Thousand Dollars (\$1,995,000), bearing interest at a rate or rates not exceeding four percent (4.00%) per annum (the exact rate or rates to be determined by bidding), which interest shall be payable on July 15, 2016, and semi-annually thereafter on January 15 and July 15 in each year. Interest on the Bonds shall be calculated according to a 360-day year containing twelve 30-day months. The bonds shall be fully registered in the denomination of Five Thousand Dollars (\$5,000) or integral multiples thereof (or other denominations as requested by the winning bidder), and shall mature or subject to mandatory redemption on January 15 and July 15 beginning on July 15, 2016 through not later than January 15, 2019.

All or a portion of the Bonds may be issued as one or more term bonds, upon election of the successful bidder. Such term bonds shall have a stated maturity or maturities as determined by the successful bidder or by negotiation with the purchaser, but in no event later than the last

serial date of the Bonds as determined in accordance with the above paragraph. The term bonds shall be subject to mandatory sinking fund redemption and final payment(s) at maturity at 100% of the principal amount thereof, plus accrued interest to the redemption date, on dates and in the amounts hereinafter determined in accordance with the above paragraph.

The original date shall be the date of delivery of the bonds. The authentication certificate shall be dated when executed by the Registrar and Paying Agent.

Interest shall be paid from the interest payment date to which interest has been paid next preceding the date of authentication unless the bond is authenticated on or before the fifteenth day immediately preceding the first interest payment date, in which case interest shall be paid from the original date, or unless the bond is authenticated after the fifteenth day immediately preceding an interest payment date and on or before such interest payment date, in which case interest shall be paid from such interest payment date.

Interest shall be payable by check mailed one business day prior to the interest payment date to the person in whose name the bonds are registered on the bond register maintained at the corporate trust office of The Huntington National Bank (the "Registrar and Paying Agent") or successor registrar and paying agent, as of the fifteenth day immediately preceding such interest payment date or by wire transfer of immediately available funds on the interest payment date to the depositories shown as registered owners. Principal of the bonds shall be payable upon presentation of the bonds at the corporate trust office of the Registrar and Paying Agent in lawful money of the United States of America or by wire transfer of immediately available funds to depositories who present the bonds to the Registrar and Paying Agent at least two business days prior to the payment date. The bonds are transferable by the registered owner at the principal corporate trust office of the Registrar and Paying Agent upon surrender and cancellation of a bond and on presentation of a duly executed written instrument of transfer, and thereupon a new bond or bonds of the same aggregate principal amount and maturity and in authorized denominations will be issued to the transferee or transferees in exchange therefor. The bonds may be exchanged upon surrender at the corporate trust office of the Registrar and Paying Agent, duly endorsed by the registered owner for the same aggregate principal amount of bonds of the same maturity in authorized denominations as the owner may request.

The Issuer agrees that on or before the fifth business day immediately preceding any payment date, it will deposit with the Registrar and Paying Agent funds in an amount equal to the principal of, premium, if any, and interest on the Bonds which shall become due on the next payment date.

The Issuer has preliminarily determined that the Bonds shall be held by a central depository system pursuant to an agreement between the Issuer and The Depository Trust Company, and have transfers of the Bonds effected by book-entry on the books of the central depository system (unless otherwise requested by the winning bidder). The Bonds are expected to be initially issued in the form of a separate single authenticated fully registered Bond for the aggregate principal amount of each separate maturity of the Bonds. Upon initial issuance, the ownership of such Bonds is expected to be registered in the register kept by the Registrar in the name of CEDE & CO., as nominee of The Depository Trust Company. However, upon the

successful bidder's request, the Bonds may be delivered and held by physical delivery as an alternative to The Depository Trust Company.

With respect to the Bonds registered in the register kept by the Paying Agent in the name of CEDE & CO., as nominee of The Depository Trust Company, the Issuer and the Paying Agent shall have no responsibility or obligation to any other holders or owners (including any beneficial owner ("Beneficial Owner")) of the Bonds with respect to (i) the accuracy of the records of The Depository Trust Company, CEDE & CO., or any Beneficial Owner with respect to ownership questions, (ii) the delivery to any Bondholder (including any Beneficial Owner) or any other person, other than The Depository Trust Company, of any notice with respect to the Bonds including any notice of redemption, or (iii) the payment to any Bondholder (including any Beneficial Owner) or any other person, other than The Depository Trust Company, of any amount with respect to the principal of, or premium, if any, or interest on the Bonds except as otherwise provided herein.

No person other than The Depository Trust Company shall receive an authenticated Bond evidencing an obligation of the Issuer to make payments of the principal of and premium, if any, and interest on the Bonds pursuant to this Resolution. The Issuer and the Registrar and Paying Agent may treat as and deem The Depository Trust Company or CEDE & CO. to be the absolute Bondholder of each of the Bonds for the purpose of (i) payment of the principal of and premium, if any, and interest on such Bonds; (ii) giving notices of redemption and other notices permitted to be given to Bondholders with respect to such Bonds; (iii) registering transfers with respect to such Bonds; (iv) obtaining any consent or other action required or permitted to be taken of or by Bondholders; (v) voting; and (vi) for all other purposes whatsoever. The Paying Agent shall pay all principal of and premium, if any, and interest on the Bonds only to or upon the order of The Depository Trust Company, and all such payments shall be valid and effective fully to satisfy and discharge the Issuer's and the Paying Agent's obligations with respect to principal of and premium, if any, and interest on the Bonds to the extent of the sum or sums so paid. Upon delivery by The Depository Trust Company to the Issuer of written notice to the effect that The Depository Trust Company has determined to substitute a new nominee in place of CEDE & CO., and subject to the provisions herein with respect to consents, the words "CEDE & CO." in this Resolution shall refer to such new nominee of The Depository Trust Company. Notwithstanding any other provision hereof to the contrary, so long as any Bond is registered in the name of CEDE & CO. as nominee of The Depository Trust Company, all payments with respect to the principal of and premium, if any, and interest on such Bonds and all notices with respect to such Bonds shall be made and given, respectively, to The Depository Trust Company as provided in a representation letter from the Issuer to The Depository Trust Company.

Upon receipt by the Issuer of written notice from The Depository Trust Company to the effect that The Depository Trust Company is unable or unwilling to discharge its responsibilities and no substitute depository willing to undertake the functions of The Depository Trust Company hereunder can be found which is willing and able to undertake such functions upon reasonable and customary terms, then the Bonds shall no longer be restricted to being registered in the register of the Issuer kept by the Registrar in the name of CEDE & CO., as nominee of The Depository Trust Company, but may be registered in whatever name or names the Bondholders

transferring or exchanging Bonds shall designate, in accordance with the provisions of this Resolution.

If the Issuer determines that it is in the best interest of the Bondholders that they be able to obtain certificates for the fully registered Bonds, the Issuer may notify The Depository Trust Company and the Registrar, whereupon The Depository Trust Company will notify the Beneficial Owners of the availability through The Depository Trust Company of certificates for the Bonds. In such event, the Registrar shall prepare, authenticate, transfer and exchange certificates for the Bonds as requested by The Depository Trust Company and any Beneficial Owners in appropriate amounts, and whenever The Depository Trust Company requests the Issuer and the Registrar to do so, the Registrar and the Issuer will cooperate with The Depository Trust Company by taking appropriate action after reasonable notice (i) to make available one or more separate certificates evidencing the fully registered Bonds of any Beneficial Owner's Depository Trust Company account or (ii) to arrange for another securities depository to maintain custody of certificates for and evidencing the Bonds.

If the Bonds shall no longer be restricted to being registered in the name of a depository trust company, the Registrar shall cause the Bonds to be printed in blank in such number as the Registrar shall determine to be necessary or customary; provided, however, that the Registrar shall not be required to have such Bonds printed until it shall have received from the Issuer indemnification for all costs and expenses associated with such printing.

In connection with any notice or other communication to be provided to Bondholders by the Issuer or the Registrar with respect to any consent or other action to be taken by Bondholders, the Issuer or the Registrar, as the case may be, shall establish a record date for such consent or other action and give The Depository Trust Company notice of such record date not less than fifteen (15) calendar days in advance of such record date to the extent possible.

So long as the Bonds are registered in the name of The Depository Trust Company or CEDE & CO. or any substitute nominee, the Issuer and the Registrar and Paying Agent shall be entitled to request and to rely upon a certificate or other written representation from the Beneficial Owners of the Bonds or from The Depository Trust Company on behalf of such Beneficial Owners stating the amount of their respective beneficial ownership interests in the Bonds and setting forth the consent, advice, direction, demand or vote of the Beneficial Owners as of a record date selected by the Registrar and The Depository Trust Company, to the same extent as if such consent, advice, direction, demand or vote were made by the Bondholders for purposes of this Resolution and the Issuer and the Registrar and Paying Agent shall for such purposes treat the Beneficial Owners as the Bondholders. Along with any such certificate or representation, the Registrar may request The Depository Trust Company to deliver, or cause to be delivered, to the Registrar a list of all Beneficial Owners of the Bonds, together with the dollar amount of each Beneficial Owner's interest in the Bonds and the current addresses of such Beneficial Owners.

The full faith and credit of the Library are hereby irrevocably pledged to the punctual payment of the principal of and the interest on the Bonds according to their terms. In order to provide for the payment of the principal of and interest on the Bonds, there shall be levied in

each year upon all taxable property in the Library district, real and personal, and collected a tax in an amount and in such manner sufficient to meet and pay the principal of and interest on the Bonds as they become due, and the proceeds of this tax are hereby pledged solely to the payment of the Bonds. Such tax shall be deposited into the Library's Debt Service Fund and used to pay the principal of and interest on the Bonds, when due, together with any fiscal agency charges. If the funds deposited into the Debt Service Fund are then insufficient to meet and pay the principal of and interest on the Bonds as they become due, then the Library covenants to transfer other available funds of the Library to meet and pay the principal and interest then due on the Bonds.

The Library represents and covenants that the Bonds herein authorized, when combined with other outstanding indebtedness of the Library at the time of issuance of the Bonds, will not exceed any applicable constitutional or statutory limitation on the Library's indebtedness.

The bonds are not subject to optional redemption prior to maturity.

If any Bond is issued as a term bond, the Paying Agent shall credit against the mandatory sinking fund requirement for the Bonds maturing as term bonds, and corresponding mandatory redemption obligation, in the order determined by the Library, any Bonds maturing as term bonds which have previously been redeemed (otherwise than as a result of a previous mandatory redemption requirement) or delivered to the Registrar for cancellation or purchased for cancellation by the Paying Agent and not theretofore applied as a credit against any redemption obligation. Each Bond maturing as a term bond so delivered or canceled shall be credited by the Paying Agent at 100% of the principal amount thereof against the mandatory sinking fund obligation on such mandatory sinking fund date, and any excess of such amount shall be credited on future redemption obligations, and the principal amount of the Bonds to be redeemed by operation of the mandatory sinking fund requirement shall be accordingly reduced; provided, however, the Paying Agent shall credit only such Bonds maturing as term bonds to the extent received on or before forty-five (45) days preceding the applicable mandatory redemption date as stated above.

Each Five Thousand Dollars (\$5,000) (or other denominations as requested by the successful bidder, as permitted by law) principal amount shall be considered a separate Bond for purposes of redemption. If less than an entire maturity is called for redemption, the Bonds to be called shall be selected by lot by the Registrar.

Notice of redemption shall be mailed to the address of the registered owner as shown on the registration records of the Registrar, as of the date which is forty-five (45) days prior to the date fixed for redemption, not less than thirty (30) days prior to such redemption date, unless notice is waived by the owner of the Bond or Bonds redeemed. The notice shall specify the date and place of redemption and sufficient identification of the Bonds called for redemption. The place of redemption may be determined by the Library. Interest on the Bonds so called for redemption shall cease and the Bonds will no longer be deemed outstanding under this ordinance on the redemption date fixed in such notice if sufficient funds are available at the place of redemption to pay the redemption price, including accrued interest and redemption premium, if any, to the redemption date, on the date so named. Failure to give such notice by mailing, or any



defect in such notice, with respect to any Bond shall not affect the validity of any proceedings for redemption of other Bonds.

If the Bonds are not presented for payment or redemption on the date fixed therefor, the Library may deposit in trust with the Paying Agent, an amount sufficient to pay such Bond or the redemption price, as the case may be, including accrued interest to the date of such payment or redemption, and thereafter the registered owner shall look only to the funds so deposited in trust with the Paying Agent for payment, and the Library shall have no further obligation or liability in respect thereto.

If, when the bonds authorized hereby shall have become due and payable in accordance with their terms, the whole amount of the principal and the interest and the premium, if any, so due and payable upon all of the bonds then outstanding shall be paid or (i) sufficient moneys, or (ii) direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America the principal of and interest on which when due will provide sufficient moneys, or (iii) time certificates of deposit fully secured as to both principal and interest by obligations of the kind described in (ii) above of a bank or banks the principal of and interest on which when due will provide sufficient moneys, shall be held by the Registrar and Paying Agent for such purpose under the provisions of this Resolution, and provision shall also be made for paying all Registrar and Paying Agent's fees and expenses and other sums payable hereunder by the Issuer, then all moneys, obligations and time certificates of deposit held by the Registrar and Paying Agent pursuant to this paragraph shall be held in trust and said moneys and the principal and interest of said obligations and time certificates of deposit when received, applied to the payment, when due, of the principal and the interest, and registered owners of bonds shall not be entitled to payment of any principal and/or interest from Issuer. The Registrar and Paying Agent shall within thirty (30) days after such obligations or time certificates of deposits shall have been deposited with it, cause a notice signed by the Registrar and Paying Agent to be mailed to the registered owners of all outstanding bonds and published once in a newspaper or financial journal published in Indianapolis, Indiana, setting forth (a) a description of the obligations so held by it, and (b) that the registered owners shall be entitled to be paid principal and/or interest from such funds and income of such securities held by Registrar and Paying Agent and not from Issuer.

Said bonds shall be executed in the name of Issuer by the manual or facsimile signature of the President of its Board of Trustees, and attested by the manual or facsimile signature of the Secretary of said Board, who shall cause the seal of the library to be imprinted or impressed on each of said bonds. In case any official whose signature or facsimile of whose signature shall appear on the bonds shall cease to be such officer before the issuance, authentication or delivery of such bonds, such signature or such facsimile shall, nevertheless, be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

No bond shall be valid or obligatory for any purpose, unless and until authenticated by the Registrar and Paying Agent. Such authentication may be executed by an authorized representative of the Registrar and Paying Agent, but it shall not be necessary that the same person authenticate all of the bonds issued. Issuer and the Registrar and Paying Agent may deem

and treat the person in whose name a bond is registered on the bond register as the absolute owner thereof for all purposes, notwithstanding any notice to the contrary.

In order to preserve the exclusion of interest on the bonds from gross income for federal income tax purposes and as an inducement to purchasers of the bonds, the Issuer represents, covenants and agrees that:

(a) No person or entity, other than the Issuer or another governmental unit, will use proceeds of the bonds or property financed by the bond proceeds other than as a member of the general public. No person or entity, other than the Issuer or another governmental unit, will own property financed by bond proceeds or will have actual or beneficial use of such property pursuant to a lease, a management or incentive payment contract or any other type of arrangement that differentiates that person's or entity's use of such property from the use by the public at large.

(b) No bond proceeds will be loaned to any entity or person. No bond proceeds will be transferred, directly or indirectly, or deemed transferred to a nongovernmental person in any manner that would in substance constitute a loan of the bond proceeds.

(c) The Issuer will, to the extent necessary to preserve the exclusion of interest on the bonds from gross income for federal income tax purposes, rebate all required arbitrage profits on bond proceeds or other moneys treated as bond proceeds to the federal government as provided in Section 148 of the Internal Revenue Code of 1986, and will set aside such moneys in a Rebate Account to be held by the Treasurer in trust for such purpose.

(d) The Issuer will file an information report form 8038-G with the Internal Revenue Service as required by Section 149 of the Internal Revenue Code of 1986.

(e) The Issuer will not take any action nor fail to take any action with respect to the bonds that would result in the loss of exclusion from gross income for federal income tax purposes of interest on the bonds pursuant to Section 103 of the Internal Revenue Code of 1986, as existing on the date of issuance of the bonds, nor will the Issuer act in any other manner which would adversely affect such exclusion.

The Issuer represents that it reasonably expects that tax-exempt bonds, warrants and other evidences of indebtedness issued by or on behalf of it or any subordinate entity, during the calendar year in which the bonds will be issued will be less than \$10,000,000 principal amount. This amount includes all obligations issued by, or on behalf of the Issuer and subordinate entities, including building corporation bonds. At least 95% of the net proceeds of the bonds shall be used for governmental activities of Issuer. The Issuer hereby designates the bonds as qualified tax exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, relating to the disallowance of 100% of the deduction for interest expense allocable to tax-exempt obligations acquired after August 7, 1986.

The bonds shall be issued in substantially the following form, all blanks to be filled in properly prior to delivery:

Registered  
No. \_\_\_\_\_ Registered  
\$ \_\_\_\_\_

UNITED STATES OF AMERICA  
State of Indiana County of Monroe

MONROE COUNTY PUBLIC LIBRARY  
GENERAL OBLIGATION BOND OF 2015

<u>Interest</u> <u>Rate</u>	<u>Maturity</u> <u>Date</u>	<u>Original</u> <u>Date</u>	<u>Authentication</u> <u>Date</u>	<u>CUSIP</u>
See Exhibit A	See Exhibit A			See Exhibit A

Registered Owner:

Principal Sum:

Monroe County Public Library (the "Issuer"), a library organized and existing under the laws of the State of Indiana, in Monroe County, Indiana, for value received, hereby acknowledges itself indebted and promises to pay to the Registered Owner (named above) or to registered assigns, the Principal Sum set forth above in installments on the Maturity Dates set forth on Exhibit A and to pay interest thereon at the Interest Rate per annum set forth on Exhibit A from the interest payment date to which interest has been paid next preceding the date of authentication hereof unless this bond is authenticated on or before June 30, 2016, in which case interest shall be paid from the Original Date, or unless this bond is authenticated after the fifteenth day immediately preceding an interest payment date and on or before such interest payment date, in which case interest shall be paid from such interest payment date, which interest is payable on July 15, 2016 and each January 15 and July 15 thereafter until the principal has been paid. Interest shall be calculated on the basis of a 360-day year consisting of twelve 30-day months.

Interest shall be payable by check mailed one business day prior to the interest payment date to registered owners or by wire transfer of immediately available funds on the interest payment date to depositories shown as registered owners. Payment shall be made to the person or depository in whose name this bond is registered as of the fifteenth day immediately preceding such interest payment date. Principal of this bond shall be payable upon presentation of this bond at the corporate trust office of The Huntington National Bank, Indianapolis, Indiana (the "Registrar and Paying Agent") or by wire transfer of immediately available funds to depositories who present the bonds to the Registrar and Paying Agent at least two business days prior to the payment date in lawful money of the

United States of America. If the payment date occurs on a date when financial institutions are not open for business, the wire transfer shall be made on the next succeeding business day. The Registrar and Paying Agent shall wire transfer payments by 1:00 p.m. (New York City time) so such payments are received at the depository by 2:30 p.m. (New York City time).

This bond is one of an issue of bonds aggregating One Million Nine Hundred Ninety-Five Thousand Dollars (\$1,995,000), of like tenor and effect, except as to numbering, authentication date, denomination, interest rate, and date of maturity, issued by Issuer pursuant to a resolution adopted by the Board of Trustees of said library on September 17, 2014, as amended on October 21, 2015 (as amended, the "Resolution"), and in strict accordance with the governing statutes of the State of Indiana, particularly Indiana Code 36-12-3, for the purpose of providing funds to be applied on the cost of the renovation of and improvements to Monroe County Main Library and the Ellettsville Branch Library including the purchase of equipment and technology in the library district and the cost of a facilities plan and the potential purchase of real estate (the "Project").

This bond is not subject to optional redemption prior to maturity.

The Bonds are subject to mandatory sinking fund redemption at a price equal to the principal amount thereof plus accrued interest to the date of redemption on January 15 and July 15 in accordance with the following schedules:

<u>Bonds Maturing</u>		<u>Bonds Maturing</u>	
<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
	*		*

\*denotes final maturity

Notice of redemption identifying the bonds to be redeemed will be mailed to the registered owners of bonds to be redeemed.

If this bond is called for redemption, and payment is made to the Registrar and Paying Agent in accordance with the terms of the Resolution, this bond shall cease to bear interest from and after the date fixed for the redemption in the call.

This bond shall be initially issued in a Book Entry System (as defined in the Resolution). The provisions of this bond and of the Resolution are subject in all respects to the provisions of the Letter of Representations between the Issuer and The Depository Trust Company, or any substitute agreement, effecting such Book Entry System.

This bond is transferable in accordance with the Book Entry System or, if no such system is in effect, by the Registered Owner hereof at the corporate trust office of the Registrar and Paying Agent, upon surrender and cancellation of this bond and on presentation of a duly executed written instrument of transfer and thereupon a new bond or bonds of the same aggregate principal amount and maturity and in authorized denominations will be issued to the transferee or transferees in exchange therefor. This bond may be exchanged upon surrender hereof at the corporate trust office of the Registrar and Paying Agent, duly endorsed by the Registered Owner for the same aggregate principal amount of bonds of the same maturity in authorized denominations as the owner may request.

The Issuer and the Registrar and Paying Agent may deem and treat the person in whose name this bond is registered as the absolute owner hereof.

The full faith and credit of the Library are hereby irrevocably pledged to the punctual payment of the principal of and the interest on this bond according to its terms. The Library covenants that it will cause a property tax for the payment of the principal of and interest on this bond to be levied, collected, appropriated and applied for that purpose as set forth in IC 6-1.1-18.5-8. The bonds are subject to IC 6-1.1-20.6 regarding certain tax credits and the State of Indiana intercept of funds to pay debt service on the bonds.

It is hereby certified, recited and declared that all acts, conditions and things required to be done precedent to and in the execution, issuance and delivery of this bond have been done and performed in regular and due form as provided by law; that this bond and the total issue of the bonds is within every limit of indebtedness as prescribed by the constitution and laws of the State of Indiana.

This bond shall not be valid or become obligatory for any purpose until authenticated by the Registrar and Paying Agent.

The Issuer has designated this bond a qualified tax-exempt obligation for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986.

IN WITNESS WHEREOF, Issuer has caused this bond to be executed in its name by the manual or facsimile signature of the President of its Board of Trustees and attested by the manual or facsimile signature of the Secretary of said Board.

MONROE COUNTY PUBLIC LIBRARY

By: \_\_\_\_\_  
President, Board of Trustees

Attest:

\_\_\_\_\_  
Secretary, Board of Trustees

AUTHENTICATION CERTIFICATE

This bond is one of the bonds referred to in the within mentioned resolution.

THE HUNTINGTON NATIONAL BANK,  
Registrar and Paying Agent

By: \_\_\_\_\_  
Authorized Representative

[End of Bond Form]

BE IT FURTHER RESOLVED that prior to the sale of said bonds at public sale, notice of such sale shall be published once each week for two (2) weeks in The Herald Times and in the Ellettsville Journal, the first of said publications to be at least fifteen (15) days prior to the date fixed for the sale of said bonds and the last at least three (3) days prior, and in the Court and Commercial Record, a newspaper published in the City of Indianapolis, Indiana. At the time fixed for the opening of bids, the Board or its designated committee shall meet, all bids shall be opened in the presence of the Board or such committee, and the award shall be made by the Board or the Committee.

The bond sale notice, when published, shall provide that each bid shall be in a sealed envelope marked "Bid for General Obligation Bonds of 2015," and the successful bidder shall provide a certified or cashier's check in the amount of Nineteen Thousand Nine Hundred Fifty Dollars (\$19,950), payable to Issuer, to insure the good faith of the bidder. In the event the successful bidder shall fail or refuse to accept delivery of the bonds when ready for delivery, said check and the proceeds thereof shall be retained by the Library as its liquidated damages. Said notice shall also provide that bidders for said bonds shall name the purchase price for the bonds, not less than 99.50% of par and the rate or rates of interest which the bonds are to bear, not exceeding four percent (4.00%) per annum; that said interest rate or rates shall be in multiples of 1/8<sup>th</sup> or 1/100<sup>th</sup> of one percent (1%); that the interest rate named for any maturity shall be equal to or greater than the immediately preceding maturity; and that the highest bidder shall be the one who offers the lowest net interest cost to the Issuer, to be determined by computing the total interest on all of the bonds to their maturities and deducting therefrom the premium bid, if any, or adding the discount bid, if any. The bond sale notice shall state that the opinion of Ice Miller LLP, bond counsel of Indianapolis, Indiana, approving the legality of said bonds, will be furnished to the purchaser at the expense of the Library, so that the Library will receive due credit therefor in the bidding. Said notice may contain such other terms and conditions as the attorney for the Issuer shall deem advisable.

The Library Director, the Business Manager and the Library attorney are appointed as a bid committee and are authorized to award the bonds to the buyer consistent with this resolution.

If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

All resolutions, or parts thereof, in conflict with the provisions of this resolution, are, to the extent of such conflict, hereby repealed or amended.

This resolution may, from time to time hereafter, be amended without the consent of the owners of the Bonds, if in the sole discretion of the Board of Trustees of the Library, such amendment shall not adversely affect the rights of the owners of any of the Bonds.

This resolution shall be in full force and effect immediately upon its passage and signing by the Board of Trustees.

BE IT FURTHER RESOLVED, that the form of the Continuing Disclosure Undertaking is hereby approved and the officers are authorized and directed to execute such Undertaking and any and all documents necessary to issue and deliver the Bonds.

*Passed and Adopted this 21<sup>st</sup> day of October, 2015.*

---

President, Board of Trustees

ATTEST:

---

Secretary, Board of Trustees

## Schedule of Adoption, Revision and Review of Board Approved Library Policies

<b>Policy and Plans Required by Law</b>	<b>Latest revision or review</b>	<b>Review Requirements</b>	<b>Next review date</b>
Annual Budget	October 2014	annual	October 2015
Annual Classification of Employees Schedules of Salaries	December 2014	annual	December 2015
Collection Development Policy*	February 2013	annual (internal policy review requirement)	
Disaster Recovery Plan for Computer Systems	TBD 2015		
Fines & Fees (Fee Schedule)*	December 2014	annual	December 2015
Internet Acceptable Use Policy (Internet and Computer Use Policy)*	January 2015	annual	January 2016
Investment Policy (Finance and Investment)*	January 2015	annual	January 2016
Library Board By-laws (Bylaws of Monroe County Public Library Board)*	September 2015	Every three years	Fall 2018
Long Range Plan (Strategic Plan)	December 2012	Three-five years	December 2017
Personnel policy and procedures (including among other things, Moving and Interview Expense Policy, and Travel Policy)	Various		
Policy Principles of Access (Checkout Policy)*	December 2014		
Records Exempted from Disclosure (Access to Public Records)*	July 1997		
Technology Plan	December 2012	Every three years	December 2015

<b>Policies and Plans Approved by the Board and Updated Periodically for Operational or Labor/Management needs</b>	<b>Latest Approval</b>	<b>Review Requirement</b>	<b>Next Review Date</b>
Holiday & Closing Schedule	December 2014	annual	December 2015
Management Labor Agreement	August 2013	Three Years	August 2016
Personnel: Pay Schedule (dates)	December 2014	annual	December 2015
Employee Insurance Package	November 2014	annual	November 2015

Schedule last updated: September 17, 2015



## Schedule of Adoption, Revision and Review of Board Approved Library Policies

<b>Other Policies and Plans Adopted by the Board*</b>	<b>Adoption or Latest Revision Date</b>
Americans with Disabilities Act Notice	February 2014
Art Exhibit and Display Policy	June 2007
Behavioral Rules	January 2012
Compensation Philosophy	June 2009
Customer Service Policy	September 2015
Gift Policy	June 2003
Grievance Procedure under the Americans w/ Disabilities Act	February 2014
Meeting Room Policy	November 2011
Photography, Videotaping, & use of other recording devices	March 2008
Privacy Policy regarding Web and Email Communications	April 2012
Programming Mission and Guidelines	February 2014
Prohibition of firearms at Public Meetings Policy	June 2011
Social Media Policy	March 2011
Study Room Policy	January 2015

\* Documents available at: <http://mcpl.info/geninfo/board-policies>

Requirements for adoption and review taken from: <http://www.in.gov/library/NewDirector.htm>

Indiana State Library New Director's Information 2014 version

This document indicates Indiana Code and other resources for laws and guidelines

## **CURRENT Monroe County Public Library Gift Policy**

### **Policy Statement**

The Monroe County Public Library (MCPL) Board of Trustees encourages gifts to the library consistent with the library's mission and policies. Donations are not intended to replace regularly budgeted library expenditures; however, private resources can extend and enrich library services.

In addition to making direct library donations, the community may make gifts to the Monroe County Public Library (MCPL) Foundation, a 501(c)(3) organization. The foundation exists to handle gifts of materials, bequests, endowments and other gifts of an enduring nature.

### **Acceptance of Gifts**

1. The library accepts **donations of materials** on behalf of the MCPL Foundation. Only outright gifts in usable condition are accepted. Materials are added to the library's collection as prescribed in the [Collection Development Policy](#). Materials not added to the collection typically are included in booksales to benefit the library.
2. **Unrestricted gifts of money** are gratefully accepted by the library to be used at its discretion. Unrestricted funds allow the library to address its most pressing needs. The director of the library will consult with the MCPL Board of Trustees on the use of gifts greater than \$5,000.
3. Those wishing to **honor** or **memorialize** a person or occasion through the gift of a library purchase may do so using the library's gift form.
4. Because monetary gifts with restrictions are expensive to handle, expend, and track, the library discourages restricted gifts. The library will accept **restricted gifts of money** only if the amount is \$1,000 or more, and the conditions attached are acceptable to the board of trustees.
5. Restricted gifts, **gifts-in-kind** (i.e., furnishings, equipment, art, and other decorative objects) and all **gifts of consequence** (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the the MCPL Board of Trustees, in consultation with the library director.
6. All **grants** are approved by the director of the library. Grants are approved based on their ability to assist the library in pursuit of its mission.
7. The MCPL Board of Trustees and library staff reserve the right to refuse any gift. Because the library does not serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted.
8. Once a gift is accepted by the library, it becomes the property of the library, and may be disposed of accordingly. The gift will not be returned to the donor.

### **Donor Responsibilities**

1. The library cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.
2. Gifts to the library are tax-deductible as provided by law. Donors should consult their tax adviser. The library gift form, or the acknowledgment letter, serves as the donor's record and receipt.
3. The library gift form will be the usual way for donors to express preferences regarding use of gifts. Donor preferences will be given first consideration.

### **Acknowledgment and Recognition of Gifts**

1. All gifts will be acknowledged in writing by the library, provided that a library gift form is submitted, or a gift check with current address is made out to "Monroe County Public Library."
2. Gifts of materials are generally acknowledged only through the library gift form, which must be filled out at the time of donation.
3. Monetary gifts and gifts of consequence to the library will be acknowledged by letter from the library director (or the director's designate). Gifts of consequence also will be acknowledged by a letter from the president of the board of trustees. Acknowledgments are sent to individuals whom donors wish to notify of the gift.
4. The MCPL Board of Trustees will decide on appropriate levels of recognition commensurate with contributions to any library fundraising campaign and for gifts of consequence to the library.

#### **Policy Administration**

1. The library director is responsible for the administration of this policy.
2. The MCPL Board of Trustees reserves the right to amend this policy at any time.

---

*Approved by the [Board of Trustees](#) June 12, 2003  
Effective September 1, 2003*

# Proposed Monroe County Public Library Gift Policy

## Policy Statement

The Monroe County Public Library (MCPL) Board of Trustees encourages gifts to the library consistent with the library's mission and policies. Donations are not intended to replace regularly budgeted library expenditures; however, private resources can extend and enrich library services.

~~Donations can also be made directly~~ In addition to making direct library donations, the community may make gifts to the Monroe County Public Library (MCPL) Foundation, a 501(c)(3) nonprofit organization. The foundation (commonly known as the Friends of the Library) exists to handle monetary gifts, gifts of materials, bequests, endowments and other gifts of an enduring nature to support the Library's vital role in our community. Additional information about the Friends of the Library is available online at [www.mcpl.info/friends](http://www.mcpl.info/friends).

## Acceptance of Gifts

1. The library accepts **donations of materials** on behalf of the MCPL Foundation. Only outright gifts in usable condition are accepted. Materials are added to the library's collection as prescribed in the [Collection Development Policy](#). Materials not added to the collection typically are included in booksales to benefit the library.
2. **Unrestricted gifts of money** are gratefully accepted by the library to be used at its discretion. Unrestricted funds allow the library to address its most pressing needs. The director of the library will consult with the MCPL Board of Trustees on the use of gifts greater than \$5,000.
- ~~3. Those wishing to honor or memorialize a person or occasion through the gift of a library purchase may do so using the library's gift form.~~
- ~~4. Because monetary gifts with restrictions are expensive to handle, expend, and track, the library discourages restricted gifts. The library will accept **restricted gifts of money** only if the amount is \$1,000 or more, and the conditions attached are acceptable to the board of trustees.~~
- ~~5.3.~~ Restricted gifts, g**Gifts-in-kind** (i.e., furnishings, equipment, art, and other decorative objects) and all **gifts of consequence** (i.e., real property, stocks, annuities, and large monetary gifts) will be considered individually and accepted at the discretion of the ~~the~~ MCPL Board of Trustees, in consultation with the library director.
- ~~6. All grants are approved by the director of the library. Grants are approved based on their ability to assist the library in pursuit of its mission.~~
- ~~7.4.~~ The MCPL Board of Trustees ~~and library staff~~ reserves the right to refuse any gift. Because the library does not serve the function of a museum, gifts of items for permanent display or preservation are not normally accepted.
5. Once a gift is accepted by the library, it becomes the property of the library, and may be disposed of accordingly. The gift will not be returned to the donor.

6. All grants are approved by the director of the library. Grants are approved based on their ability to assist the library in pursuit of its mission.
7. Those wishing to honor or memorialize a person or occasion through the gift may do so through the MCPL Foundation.
8. Because monetary gifts with restrictions are expensive to handle, expend, and track, the library does not accept restricted gifts directly. Any restricted gift of money must be made directly to the MCPL Foundation.

## Donor Responsibilities

1. The library cannot assume the responsibility for estimating the value of donated materials for income tax or other purposes.
2. Gifts to the library are tax-deductible as provided by law. Donors should consult their tax adviser. The library gift form, or the acknowledgment letter, serves as the donor's record and receipt.
- ~~3. The library gift form will be the usual way for donors to express preferences regarding use of gifts. Donor preferences will be given first consideration.~~

## Acknowledgment and Recognition of Gifts

1. All gifts will be acknowledged in writing by the library. ~~\_, provided that a library gift form is submitted, or a gift check with~~ Checks should have the donor's current address and be made out to "Monroe County Public Library."
2. Gifts of materials are generally acknowledged only through the library gift form, which must be filled out at the time of donation.
3. Monetary gifts and gifts of consequence to the library will be acknowledged by letter from the library director (or the director's designate). Gifts of consequence also will be acknowledged by a letter from the president of the board of trustees. Acknowledgments are sent to individuals whom donors wish to notify of the gift.
- ~~4. The MCPL Board of Trustees will decide on appropriate levels of recognition commensurate with contributions to any library fundraising campaign and for gifts of consequence to the library.~~

## Policy Administration

1. The library director is responsible for the administration of this policy.
2. The MCPL Board of Trustees reserves the right to amend this policy at any time.

Approved by the [Board of Trustees](#) June 12, 2003  
Effective September 1, 2003 [Proposed Revisions 11/18/15](#)

## Collection Development Policy Review

The collection development policy is scheduled for review on an annual basis, as stated in the policy. There is no state requirement for review. The current policy was last approved by the Board in February 2013.

The current policy was reviewed by Librarians and several changes are proposed. The changes clarify some inconsistent or repetitive language as well as update organizational references to reflect the new service model.

The Library anticipates presenting a much more streamlined policy document in 2016.

## Current Collection Development Policy

---

### 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:

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:

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

#### Goals:

The goals that drive Collection Development are:

- Strengthen 21<sup>st</sup> 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 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 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 five main categories: Books, Newspapers and Magazines, Nonprint, and E-books and Databases. As required by the State Auditor. 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.

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) through a statewide consortium, Indiana Digital Media. The items are accessible through the Library's online catalog.

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.

### **E-Books**

The library purchases electronic books which can be read through your home computer. These titles are accessible through the Library's online catalog.

### **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 Content and Collections 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 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](#)
- 

\*Larson, Jeanette. *CREW : a weeding manual for modern libraries/ revised and updated by Jeanette Larson.* -- Austin, Tex. : Texas State Library and Archives Commission, 2012. p. : ill. ; 28 cm.

*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*

*Revised February 20, 2013*

# Proposed Collection Development Policy

---

## Statement of Purpose

The purpose of this policy is to inform the public and guide professional staff, ~~outline~~ **outlining** 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:

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:

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

### Goals:

The goals that drive Collection Development are:

- Strengthen 21<sup>st</sup> 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 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 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 unit~~ 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 **and home schoolers**. **We do** not duplicate curriculum materials. ~~in use by educational institutions~~
- Consider patron requests within the overarching principles of selection.
- Assess the quality of binding and physical suitability for library use.
- **Consider purchasing** 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~~ in nationally recognized, ~~library-oriented~~ journals **such as Library Journal, New York Times Book Review, and Publishers Weekly**
- 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 **are reviewed** 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 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 materials budget for the Library is divided into five main categories: Books, Newspapers and Magazines, Nonprint, ~~and~~ E-books, and Databases, as required by the State Auditor. 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**

### **Print Collection**

#### **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. They are 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~~ **Finding aids** are also created and maintained to facilitate easy access to topical information.

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 **English Language Learners (ELL)**, ~~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)~~ **Language Learner (ELL)** classes. Topics covered by the VITAL collection include coping skills/life skills, basic English/reading skills, ~~Pre-GED~~ **TASC** 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.

### **Ground Floor Collection**

The Ground Floor (Teen Center) Collection supports the interests of young adults age 12-19. The collection emphasizes recent fiction titles of very high popularity and/or critical acclaim, as well a sampling of age-appropriate graphic novels. In addition, non-fiction and periodicals of particular interest to the teen audience are purchased. Additional copies of titles selected for the Ground Floor are usually available in other MCPL collections.

### **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.~~

This collection serves the needs and interests of children from birth through early adolescence (age 12); provides distinctive resources for adults working with children, and supports the delivery of library programs and services to these audiences.

The collection includes a variety of print and nonprint materials. Core formats include: Board books, picturebooks, early readers, transitional readers and graphic novels. School textbooks and workbooks are not purchased for the circulating collection.

~~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 **adult and children's** 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 **adult and children's** 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 (Books on CD and Playaways)**

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 and DVD-ROMS**

The Ellettsville Branch ~~as well as Children's Services~~ **and the children's area** 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, Magazines, and Ebooks**

The library provides patrons access to audio and electronic books (e-books) through ~~a statewide consortium, Indiana Digital Media~~ **multiple sources**. The items are accessible through the Library's online catalog.

**Materials are available for both children and adults.**

~~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.

## **E-Books**

~~The library purchases electronic books which can be read through your home computer. These titles are accessible through the Library's online catalog.~~

## **Toys**

This collection is housed in ~~Children's Services~~ **children's area** 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~~ **it does** 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~~ **MCPL** ~~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~~ **MCPL** 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~~ **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. **No conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance.** 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.

For additional information about donations see the library's gift policy.

## De-selection of Materials

The staff reviews the collection continually to ensure its usefulness to the community, 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 its 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~~ **Development Statement**.
2. Patrons may wish to suggest alternative materials and ~~may need to know about the process of making~~ **can make a 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~~ **it should** 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 Content and Collections Committee~~ **Access and Content Services Manager** 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~~ **Audience Strategist** (or designated representative) of the ~~department~~ **area** in which the item is held; and
    3. a **staff** member of the ~~Collection Development Committee~~ who does not work in the ~~department~~ **area** 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~~ **45** 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~~ **60** 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 Content and Collections Committee~~ **Library staff** will review the Collection Development Policy ~~at their~~ **annually** ~~September meeting~~. Any recommended change(s) will be sent to the Director for review. Changes recommended by the ~~Administrative Team~~ **Leadership 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](#)

---

\*Larson, Jeanette. *CREW : a weeding manual for modern libraries/ revised and updated by Jeanette Larson.* -- Austin, Tex. : Texas State Library and Archives Commission, 2012. p. : ill. ; 28 cm.

*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*

*Revised February 20, 2013*

*Proposed for revision: November 18, 2015*

## **Disaster Recovery for Computer Systems Proposal, November 18, 2015**

Under the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines, Libraries are required to have a written Disaster Recovery Plan to ensure critical accounting information will be processed in the event of interruption of computer processing capability.

The plan must be updated and tested annually or when significant modifications to computer hardware, software or application systems occur. One copy of the Plan must be retained off site.

The policy, due to its confidential content regarding security of systems, will be distributed to the board separate of this packet.



## PPO 500, HSA \$2,500 & HSA \$5000 + Clinic SIHO - Landmark Combined Network

### Monroe County Public Library Health Care Premium Contributions for Year 2016

Full-time and 30-hour Employees: Insurance + Clinic	PPO \$500 deductible				HSA - Buy-up (\$2,500 deduct)				HSA - Core (\$5,000 deduct)			
	CONTRIBUTIONS				CONTRIBUTIONS				CONTRIBUTIONS			
	Employee		Library		Employee		Library		Employee		Library	
	Annual	Biweekly	Annual	Library Contrib	Annual	Biweekly	Annual	Library Contrib	Annual	Biweekly	Annual	Library Contrib
<b>Employee Only</b>												
37.5 Hr/Week FT	\$1,549	\$59.57	<b>\$7,596</b>	\$292.15	-\$527	-\$20.27	\$7,596	\$292.15	-\$1,974	-\$75.91	\$7,596	\$292.15
30 Hr/Week/PT	\$3,068	\$118.00	\$6,077	\$233.72	\$992	\$38.16	\$6,077	\$233.72	-\$455	-\$17.48	\$6,077	\$233.72
<b>EE/Child(ren)</b>												
37.5 Hr/Week FT	\$7,568	\$291.09	\$9,197	\$353.72	\$3,790	\$145.77	\$9,197	\$353.72	\$1,157	\$44.51	\$9,197	\$353.72
30 Hr/Week/PT	\$9,408	\$361.84	\$7,357	\$282.97	\$5,629	\$216.51	\$7,357	\$282.97	\$2,997	\$115.25	\$7,357	\$282.97
<b>EE/Spouse</b>												
37.5 Hr/Week FT	\$9,796	\$376.76	\$9,590	\$368.83	\$5,395	\$207.48	\$9,590	\$368.83	\$2,328	\$89.52	\$9,590	\$368.83
30 Hr/Week/PT	\$11,714	\$450.52	\$7,672	\$295.07	\$7,312	\$281.25	\$7,672	\$295.07	\$4,246	\$163.29	\$7,672	\$295.07
<b>Family</b>												
37.5 Hr/Week FT	\$13,116	\$504.47	\$10,714	\$412.08	\$8,049	\$309.59	\$10,714	\$412.08	\$4,360	\$167.68	\$10,714	\$412.08
30 Hr/Week/PT	\$15,259	\$586.89	\$8,571	\$329.66	\$10,192	\$392.00	\$8,571	\$329.66	\$6,503	\$250.10	\$8,571	\$329.66

Employees & Dependents <u>not</u> covered by MCPL Health Insurance	Voluntary Activate Clinic Coverage 50%				Voluntary Activate Clinic Coverage @ 75% Part Time (15/20/25 Hr. Staff)				Voluntary Activate Clinic Coverage @ 50% Dependents of Covered Full Part Time Staff			
	CONTRIBUTIONS				CONTRIBUTIONS				CONTRIBUTIONS			
	Employee		Library		Employee		Library		Employee		Library	
	Annual	Biweekly	Annual	Library Contrib	Annual	Biweekly	Annual	Library Contrib	Annual	Biweekly	Annual	Library Contrib
<b>Employee Only</b>	\$229	\$8.80	\$229	\$8.80	\$114	<b>\$4.40</b>	\$343	<b>\$13.20</b>				
<b>Child (per child)</b>	\$458	\$17.60	\$458	\$17.60					\$343	\$13.20	\$572	\$22.00
<b>Spouse</b>	\$458	\$17.60	\$458	\$17.60					\$343	\$13.20	\$572	\$22.00
<b>Family</b>	\$915	\$35.20	\$915	\$35.20					\$801	\$30.80	\$1,030	\$39.60

Note: Employee must participate in clinic order to enroll dependent

The Library contributes an equal amount to each 37.5 employee.  
Contributions to 30-hour employees are calculated at 80% of the 37.5-hour employee rate.

**\$7,596**

\*The Library contributes 15% of Family/Spouse/Children premiums for full-time employees.

\*Negative contributions represent funds **deposited** by the Library to the employee's HSA account. The employee may also contribute additional funds (pre-tax) up to the annual cap. The maximum in 2016 is \$3,350 for employee only and \$6,750 for those with dependant/family coverage.





# Guardian Dental Premiums

## Monroe County Public Library

### Dental Care Premium Contributions for Year 2016

Coverage Type and Employee Status	Dental Contributions			Library
	Employee		Library	Contrib
	Annual	Biweekly	Annual	Bi-weekly
<b>Employee Only</b>				
37.5 Hr/Week FT	\$40.82	\$1.57	\$408.22	\$15.70
30 Hr/Week/PT	\$122.47	\$4.71	\$326.57	\$12.56
25 Hr/Week/PT	\$176.90	\$6.80	\$272.14	\$10.47
20 Hr/Week/PT	\$231.33	\$8.90	\$217.71	\$8.37
<b>EE/Child(ren)</b>				
37.5 Hr/Week FT	\$491.66	\$18.91	\$487.78	\$18.76
30 Hr/Week/PT	\$589.22	\$22.66	\$390.22	\$15.01
25 Hr/Week/PT	\$654.26	\$25.16	\$325.18	\$12.51
20 Hr/Week/PT	\$719.29	\$27.67	\$260.15	\$10.01
<b>EE/Spouse</b>				
37.5 Hr/Week FT	\$449.54	\$17.29	\$480.34	\$18.47
30 Hr/Week/PT	\$545.61	\$20.98	\$384.27	\$14.78
25 Hr/Week/PT	\$609.65	\$23.45	\$320.23	\$12.32
20 Hr/Week/PT	\$673.70	\$25.91	\$256.18	\$9.85
<b>Family</b>				
37.5 Hr/Week FT	\$945.26	\$36.36	\$567.82	\$21.84
30 Hr/Week/PT	\$1,058.82	\$40.72	\$454.26	\$17.47
25 Hr/Week/PT	\$1,134.53	\$43.64	\$378.55	\$14.56
20 Hr/Week/PT	\$1,210.24	\$46.55	\$302.84	\$11.65

In this option, the Library contributes an equal amount to each full-time employee **\$408.22**  
 Part-time contributions are calculated based on the percentage of time worked (20 hrs. = 53%; 25hrs. = 66%; 30hrs. = 80%).

*The Library contributes 15% of Family/Spouse/Children premiums for full-time employees.*

Annual deductible for an individual is \$25.00

*The family deductible limit is 3 per family, and must be met by one, or combination of, family members before plan coverage takes effect at 100%.*



## Monroe County Public Library

---

### Vision Premiums for Year 2016

#### Guardian VSP Choice Network

#### Voluntary/Employee Paid

	Annual Rate	Monthly Rate	Bi-Weekly Rate
Employee Only	\$114.36	\$9.53	<b>\$4.40</b>
Employee/Children	\$195.96	\$16.33	<b>\$7.54</b>
Employee/Spouse	\$192.36	\$16.03	<b>\$7.40</b>
Employee/Family	\$310.44	\$25.87	<b>\$11.94</b>

**Monroe County Public Library**  
**Short Term Disability (STD) Price Calculations**  
**2016**

**MCPL will continue to provide Short Term Disability on Voluntary / Cost Shared Basis for 2016. The goal is to help protect employees' income when they are unable to work for an extended period of time, while also assuring the library can continue to operate.**

- Employees working 37.5, 30 and 25 hours per week are eligible for the STD benefit.
- Employees must exhaust accumulated sick and personal leave before using STD insurance.
- The cost of coverage is based on your individual income and will differ for each employee.

**MCPL will pay up to a maximum of \$150 towards employee Short Term Disability coverage for those who elect coverage.**

37.5 hours per week employees will receive a \$150 annual contribution

30 hours per week employees will receive a \$120 annual contribution

25 hours per week employees will receive a \$100 annual contribution

You will find your bi-weekly Guardian STD rate in your personalized packet. Please look in the booklet for your annual salary and slide to the left to find your bi-weekly rate. The amounts listed below are the bi-weekly amounts that MCPL will contribute.

**37.5 hours per week: \$5.77 per pay**

**30.0 hours per week: \$4.62 per pay**

**25.0 hours per week: \$3.85 per pay**





## **Summary of MCPL 2016 Benefits Available for 20, 25 and 15-18 Hour Status Employees**

### **Staff Working 20-25 hrs./wk.**

#### **Employer Paid Benefits**

- Sick and Personal Leave (see MCPL Employee Manual on Lint for details)
- 9 Paid Holidays earned annually

#### **Combined Employer and Employee Contributions**

- Dental Insurance
- Activate Health Clinic
- Short-Term Disability (25+ hrs./wk. employees)

#### **Employee Paid – Voluntary Benefits**

- Flexible Spending Account (FSA)
- Vision
- Voluntary Additional Term Life and Accidental and Death and Dismemberment (ADD) Insurance
- Allstate Critical Illness, Cancer, and Accident Insurance

---

---

### **Staff Working 15 - 18 hrs./wk.**

#### **Combined Employer and Employee Contributions**

- Activate Health Clinic

### **All MCPL Staff**

#### **Employee Paid – Voluntary Benefits**

- Identification (ID) Theft and Legal Shield insurance (fraud & credit protection and legal services)
- United Way of Monroe County – a convenient way to contribute to this philanthropic organization



## Summary of MCPL Benefits 2016 Available for 37.5 and 30 hour Status Employees

### Staff Working 37.5 hrs./wk.

#### Combined Employer and Employee Contributions

- SIHO Group Medical Insurance (PPO or HSA)
- Activate Health Clinic
- German American – Health Savings Account (HSA)
- Guardian Dental Insurance
- Guardian Short Term Disability (STD)

#### Employer Paid

- Public Employees Retirement Fund (PERF) Contributions
  - Employer Share: 11.2% of employee's earnings paid bi-weekly
  - Employee Share: 3% of employee's earnings paid bi-weekly.  
*The employee's share is currently paid by MCPL on behalf of the employee.*
- Guardian Term Life/Employee Assistance Program (EAP)
- Guardian Long Term Disability (LTD)

#### Employee Paid – Voluntary Benefits

- TASC Flexible Spending Account (FSA)
- Guardian Vision
- Guardian Voluntary Term Life and (ADD) Insurance
- Pre-Paid Legal
- Allstate Critical Illness, Cancer, and Accident Insurance

### Staff Working 30 hour hrs./wk.

#### Combined Employer and Employee Contributions

- SIHO Group Medical Insurance (PPO or HSA)
- Activate Health Clinic
- German American HSA Account
- Guardian Dental Insurance
- Guardian Short Term Disability

#### Employee Paid – Voluntary Benefits

- TASC Flexible Spending Account (FSA)
- Guardian Vision
- Guardian Voluntary Term Life and (ADD) Insurance
- Allstate Critical Illness, Cancer, and Accident Insurance

## 2016 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 Forty Five Thousand Five Hundred and Twenty Seven and 00/100s Dollars (\$245,527) for calendar year 2016, payable in equal quarterly installments of Sixty One Thousand Three Hundred and Eighty One Dollars and 75/100s (\$61,381.75), 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, 2016 through December 31, 2016, 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"

"Library"

Board of Commissioners of Monroe County

Monroe County Public Library

Date: \_\_\_\_\_

Date: \_\_\_\_\_



Julie Thomas, President



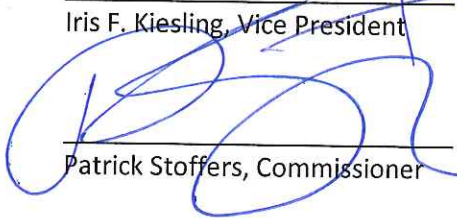
Valerie Merriam, President, Board of Trustees



Iris F. Kiesling, Vice President



Marilyn Wood, Director



Patrick Stoffers, Commissioner



Michael White, Manager  
Community Access Television

ATTEST:



Steve Saulter, Auditor



2016 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".

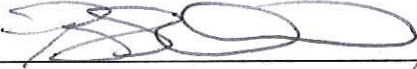

WHEREAS, it is the desire of the Town to aid the library in providing services and facilities to the public for local access television programming.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. To partially fund the operational expenses of the Community Access Center for the year 2016, the Town shall pay \$14,874. Such payment shall be in equal installments of \$3,718.50, payable at the beginning of each quarter of the calendar year 2016 (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 Brian S. OGDHAM / President  
Date 12 Oct 15  
Attest   
Clerk/Treasurer

MONROE COUNTY PUBLIC LIBRARY

Signature \_\_\_\_\_  
Name / Title \_\_\_\_\_  
Date \_\_\_\_\_  
Attest \_\_\_\_\_  
Marilyn Wood, Director  
  
\_\_\_\_\_  
Michael White, CATS Manager