

**MONROE COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**WORK SESSION**

**March 7, 2018**

**5:45 p.m.**

**Meeting Room 1B**

**AGENDA**

1. Call to Order – John Walsh, President
2. Ellettsville Renovation Value Engineering Options – Kris Floyd, Marilyn Wood (page 1-2)
3. Changes to Personnel Policies 6.08, 6.09, 6.12 – Kyle Wickemeyer-Hardy (page 3-12)
4. Planning our Future, Additional Appropriation and General Obligation Bond Planning – Marilyn Wood, Gary Lettelleir (page 13-33)
5. Branch Feasibility Study/RFP – Marilyn Wood (page 34-41)
6. Public Comment
7. Adjournment

View the Board Packet on the Library's website:

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



## NEIDIGH CONSTRUCTION CORPORATION

2220 WEST FOUNTAIN DRIVE  
BLOOMINGTON, INDIANA 47404  
(812) 334-0362 FAX (812) 334-3144

March 2, 2018

Project: Monroe County Public Library – Ellettsville Branch Addition & Renovation  
600 W. Temperance St.  
Ellettsville, IN 47429

Submitted to: Matheu Architects, PC  
Attn: Kristopher Floyd  
205 N. College Avenue, Suite 010  
Bloomington, IN 47404  
812-339-1235

Kris,

Below is a listing of value engineering options for your review and presentation to the Board. Please let me know if you have any questions or any further items you want to add to this listing.

1) **Removing any all work associated with the bay window in the Adult Reading Room #145-**

**DEDUCT: \$19,500.00**

2) **Below is a listing of some options my HVAC/Plumbing subcontractor has come up with for your consideration.**

- Trane Equipment - eliminate the stainless steel drain pans. Eliminate the perforated liners and bellmouth openings in the fan section. **Utilize a wider air handler. This would require an additional 19" of space in the mezzanine, which I am not sure that we have.**  
**DEDUCT: \$7,920.00**
- Automated logic temperature controls – Eliminate the VFD;s on the pumps.  
**DEDUCT: \$1,850.00**
- Utilize Nailor VAV boxes in lieu of specified material.  
**DEDUCT: \$ 350.00**
- Sheet Metal – Eliminate the duct silencers.  
**DEDUCT: \$ 960.00**
- Replace WC-1 with a more typical side mount, auto flush Zurn fixture.  
**DEDUCT: \$ 200.00**
- Remove shroud from LAV-1 and utilize ADA trap wraps.  
**DEDUCT: \$ 235.00**



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- Remove bottle filter station from the drinking fountain:  
**DEDUCT: \$ 250.00**
- Replace copper domestic water piping with CPVC.  
**DEDUCT: \$1,800.00**
- Utilize ½" flexible elastomeric material on the domestic water lines.  
**DEDUCT: \$ 215.00**
- Utilize 1" fiberglass on the heating hot water lines.  
**DEDUCT: \$ 180.00**
- Utilize 1" flexible elastomeric material on the refrigerant lines.  
**DEDUCT: \$2,340.00**

**OR**

- Utilize ½" flexible elastomeric material on the refrigerant lines.  
**DEDUCT: \$4,740.00**

**3) Reduction in lighting fixture allowances. (Waiting on further direction from the Architect)**

**DEDUCT: \$**

**4) Delete the fabric acoustical panels as shown in Alternate #2. This is just a straight deduct for the fabric panels and does not include pricing for an alternate acoustical type material.**

**DEDUCT: \$14,220.00**

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Larry Neidigh  
Neidigh Construction, Inc.

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Date

## Section 6.08: Employee Conduct

### 6.08 EMPLOYEE CONDUCT

By Indiana law, MCPL is an "at will" employer. Simply stated, a staff member's employment will continue only so long as the staff member is satisfied with the Library and the Library is satisfied with the staff member. Just as a staff member may resign at any time, he or she may be discharged at any time. The Library makes no promise of continued employment or employment for a specified period of time.

Employee job performance and personal conduct impact MCPL's ability to achieve its mission of providing a high quality of public service. It is always the hope that the working relationship between the employee and the Library will be long term and mutually satisfactory. However, when violations of policies occur or when observed job performance is deemed unsatisfactory, a supervisor is expected to work with the employee in order to improve the performance of that individual.

Therefore, these rules and principles of job performance are adopted as guidelines for monitoring behavior, evaluating the performance of staff, seeking improvements in performance when problems arise, exercising progressive disciplinary procedures applicable to all staff, and providing a fair and consistent process of appeal for staff to follow. The spirit of this policy is to facilitate open discussion between supervisors and employees in order to resolve issues in an environment of mutual respect and objectivity without retaliation.

#### 6.08.1 COUNSELING

Counseling is a meeting between the employee and the supervisor, or another member of the Leadership Team, which may focus on a specific incident, an aspect of an employee's performance identified as needing improvement, or the employee's overall performance or conduct. Counseling differs from shift leadership that is provided by a person-in-charge, which may involve mentorship, minor process correction, and staff guidance that does not rise to the level of counseling. The counseling process is initiated and conducted by the supervisor/leadership member and is not discipline. It is a face-to-face meeting between the employee and supervisor, conducted in private, and its intended outcome is to provide constructive feedback to the employee. Except in the case of an egregious infraction meriting disciplinary action, the supervisor/leadership member should consider the following steps when counseling an employee:

- ~~Providing~~ Counseling to the employee about the ~~specific issue and its effects~~ problem and the need to change.
- Providing training to the employee to make sure the employee has the knowledge and skills needed to ~~to address the issue, do the job properly.~~
- Removing any obstacles or interference that prevents the employee from ~~succeeding~~ performing properly.
- Providing consequences for good job performance.
- Providing feedback to the employee.

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## Section 6.09: Discipline Procedures

### 6.09 DISCIPLINE PROCEDURES

MCPL uses progressive disciplinary action in the event a staff member fails to perform his/her job satisfactorily or is found in violation of the Library's stated policies, procedures and/or practices. Because circumstances may vary with each infraction, each situation will be handled on an individual basis. In arriving at a decision for action, the following will be considered:

- Seriousness of the infraction;
- Past record of the employee;
- Circumstances surrounding the matter; and
- Evidence provided for decision-making.

*Bargaining unit employees, see Joint Agreement, Article VIII, Discipline.*

*Managerial/supervisory/confidential employees.*

The Library normally follows these steps in the disciplinary process. The Library reserves the right to skip steps in the disciplinary process in the event of extreme behavior.

#### ~~Coaching/Counseling~~

~~When a supervisor identifies a performance issue or discipline problem, the supervisor should usually first address the issue informally with the employee. The appropriateness of the steps to be taken should be considered on a case-by-case basis. Except in the case of an egregious infraction meriting serious disciplinary action, the supervisor should consider steps such as:~~

- ~~• Providing counseling to the employee about the problem and the need to change.~~
- ~~• Providing training to the employee to make sure the employee has the knowledge and skills needed to do the job properly.~~
- ~~• Removing any obstacles or interference that prevents the employee from performing properly.~~
- ~~• Providing consequences for good job performance.~~
- ~~• Providing feedback to the employee.~~

~~The supervisor should document these efforts on the Counseling Memorandum Form (attached), which will be signed by the employee and the supervisor. The form will be maintained in the employee's personnel file as a record of training.~~

~~The meaning of "discipline" is training, and the purpose is to ensure optimal performance. Constructive criticism, coaching, and other informal teaching methods should be exhibited by supervisors as a means of training employees and setting expectations for continued employment. This ongoing training is not part of the progressive disciplinary process and is expected to be part of the normal, day-to-day interaction between all employees-supervisors and colleagues. [See "Counseling Memorandum"].~~

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The types of formal discipline that may be imposed include but are not limited to: verbal warnings, written reprimands, suspension (with or without pay), and/or termination. [See "Corrective Action Plan"]

### ***Verbal Warning***

If a performance issue has been addressed and insufficient or no improvement has resulted, the first step of the progressive disciplinary process is a Verbal Warning. The Verbal Warning is a written document, signed by the employee, the supervisor, and the next level supervisor or the Human Resources (HR) Manager. The Verbal Warning is maintained in the employee's personnel file.

This method should be used with the employee in a private area and as each infraction occurs rather than letting infractions build up over time. It should be stated to the employee that unless corrective action is taken, further disciplinary action could result, up to and including termination of employment. The date and time each infraction takes place should be noted on the Corrective Action Plan Form (attached). An employee may submit a written statement or rebuttal to a Verbal Warning which will be attached to the Form. The Form will be kept in the employee's personnel file in the Human Resources Office (HR).

See section 6.11 for further clarification on appeals.

### ***Written Reprimand***

The Written Reprimand is used if verbal warnings do not correct or improve employee behavior or performance. The written reprimand should be noted on the Corrective Action Plan Form (attached) and signed by both the supervisor and employee. It should be stated to the employee that unless corrective action is taken, further disciplinary action could result, up to and including termination of employment. This document will be kept in the employee's personnel file in HR.

Any employee receiving what he/she feels to be an unwarranted written reprimand may respond in writing to the document and the response will be attached to the reprimand retained in the employee's personnel file.

See section 6.11 for clarification on appeals.

### ***Suspension***

Suspensions, with or without pay, may be issued to any employee who does not correct the behavior addressed in a written Reprimand or as a result of continued misconduct or documented poor performance. The suspension should be noted on the Corrective Action Plan Form (attached) and signed by the supervisor, the employee and the HR Manager or next level supervisor.

It should be stated to the employee that unless corrective action is taken, further disciplinary action could result, up to and including termination of employment. This document will be added to the employee's personnel file in HR.

A suspension can last from one to five working days at the discretion of the Director and taking into account the seriousness of the infraction cited. In addition, paid suspensions may be authorized by the Director while an investigation of wrongdoing is taking place.

MCPL Policies Sections 6.08 Employee Conduct and 6.09 Discipline – *Proposed*

See section 6.11 for clarification on appeals.

### ***Termination***

Termination may result when any employee fails to correct behavior following a suspension, as a result of continued misconduct, documented poor performance, or any of the more serious infractions listed in Section 6.10. The Director or designee will give written notice to any employee being dismissed - either in person or via certified U.S. mail. The employee shall be given an opportunity to remove all personal belongings from his/her work area and will be escorted during this time by library security personnel. The employee will be given an opportunity to discuss his/her termination of employment at the Director's discretion.

See section 6.11 for clarification on appeals.

Formal written documentation must be kept in all phases of disciplinary action. Any/all documentation associated with disciplinary action will be retained in the employee's personnel file in HR.

## Section 6.12: Appeal Process

### 6.12 APPEAL PROCESS

***Bargaining unit employees. See Joint Agreement, Article IX, Grievance Procedure.***

***Managerial/supervisory/confidential employees only.***

MCPL also provides employees with a defined process for appealing certain disciplinary matters to ensure that a final resolution is reached in a timely and equitable manner. Again, the spirit of this policy is to facilitate open discussion between supervisors and employees in order to resolve issues in an environment of mutual respect and objectivity without retaliation.

All employee appeals must be submitted on the **Employee Appeal Form**. This form will be utilized throughout the appeal process and forwarded to HR upon completion of the process. All appeal documents will be maintained in the employee's personnel file in the Human Resources Office.

Listed below are the methods available to employees to appeal the following types of disciplinary action.

#### ***~~Verbal Counseling~~/Verbal Warning***

A written rebuttal of the infraction and/or incident for which the warning was issued may be submitted by the employee and received by the supervisor *within five working days from the date the ~~counseling~~/Verbal ~~#~~Warning was issued*. It will be placed in his/her personnel file in HR. The appeal process for verbal ~~counseling~~/warnings stops with the submission of a written rebuttal by the *employee*.

#### ***Written Reprimand***

A written rebuttal to the reprimand may be submitted to the supervisor *within five working days from the date the reprimand is issued*. It is then attached to the reprimand and stored in the employee's personnel file in HR. The employee may also request a hearing by completing the Employee Appeal Form with the HR Manager *within five working days from the date the reprimand is issued*.

The next supervisor up the chain of command must then hold a hearing, conduct an investigation, and subsequently make a ruling on the initial reprimand *within five working days after the appeal is filed in HR*.

Any disciplinary action that is ultimately overturned will be signed and dated accordingly in the employee's personnel file. The appeal process for a written reprimand stops with the appropriate Associate Director or Director.

#### ***Suspension***

A suspension, with or without pay, may be appealed *within five working days following the employee's return to work or immediately following the ruling* for suspension if the appeal supervisor can arrange for a hearing to be conducted prior to the start of the suspension.

If a suspension without pay is overturned and the appeal process takes place following a payroll period, the employee will be fully reimbursed for his/her time away as quickly as possible with the issuance of a separate check.

Any disciplinary action that is ultimately overturned will be signed and dated accordingly in the employee's personnel file. The appeal process for a suspension stops with the appropriate Associate Director or Director.

### ***Termination***

The employee shall have the opportunity to appeal his/her termination of employment by the Library Director to the Library Board of Trustees in an Executive Session at its next regularly scheduled meeting. This appeal *must be filed within five working days of the termination of employment.*

The Board of Trustees may request that certain staff members be made available to them as a resource during this meeting. The Board of Trustees will then present a written decision to the employee either overturning or reaffirming the termination of employment notice within five working days after the meeting takes place.

### ***Witnesses***

Requests for someone to sit in as a witness in disciplinary conferences will be allowed only during the appeal process. Only one person will be allowed to serve as a witness for the employee during an appeal conference and it must be an employee of the Library. A witness is allowed to speak only if he/she has direct knowledge of the issue at hand. Otherwise he/she serves merely as a witness to the event unfolding and will have no other obligation once the conference is declared over. (The witness will be required to sign a waiver stating he/she was in attendance and understands that this process is a confidential matter.)

An HR staff member may be requested to serve as witness during an appeal hearing, or the HR Office will maintain a list of staff members who have volunteered to serve as witnesses, or staff members may select their own witness. Employee witnesses who participate in this process may do so on work time, or may be paid for the time spent in the conference itself if it takes place when they are not scheduled for duty.

The HR Manager should be notified (by the appealing employee) that a witness will be attending an appeal conference at least 48 hours in advance of the scheduled meeting and will coordinate a suitable meeting room for the conference and notify all parties involved of its date, time, and place.

### **Article VIIIa. – Employee Conduct**

Employee job performance and personal conduct impact MCPL's ability to achieve its mission of providing a high quality of public service. It is always the hope that the working relationship between the employee and the Library will be long term and mutually satisfactory. However, when violations of policies occur or when observed job performance is deemed unsatisfactory, a supervisor is expected to work with the employee in order to improve the performance of that individual.

Therefore, these rules and principles of job performance are adopted as guidelines for monitoring behavior, evaluating the performance of staff, seeking improvements in performance when problems arise, exercising progressive disciplinary procedures applicable to all staff, and providing a fair and consistent process of appeal for staff to follow. The spirit of this policy is to facilitate open discussion between supervisors and employees in order to resolve issues in an environment of mutual respect and objectivity without retaliation.

#### **a. Counseling**

Counseling and coaching of employees is a regular occurrence and desirable to achieve understanding and communication, without formal discipline where practical. Therefore, counseling and documentation of counseling will not be considered disciplinary in nature and will not be used for purposes of progressive discipline. Because counseling is not disciplinary in nature, it is not subject to the grievance procedure.

### **Article VIIIb. – Discipline**

**Section 1.** Administration shall retain the right and responsibility to suspend, demote, discharge, or take other disciplinary action against employees. Any of the following actions may be taken when necessary to discipline an employee. Any disciplinary action taken for minor infractions shall be progressive. Transfers will not be used for disciplinary reasons. The Library shall have thirty (30) days from the date that the Library's representative knew of an employee's infraction to impose discipline for any infraction that may have occurred.

For purposes of progressive discipline, no disciplinary action taken against an employee may be considered except those issued within the preceding three (3) years.

If a final decision is made to impose discipline, the employee and the Union, with the employee's permission, shall be notified in writing within fourteen (14) calendar days of the action being taken, unless a mutually agreed upon extension is granted.

a. Disciplinary Warnings/Corrective Action

When infractions of rules or policies or performance concerns are more serious, where there are repeated minor infractions, where coaching/counseling has been ineffective, or for any other reason the Library deems appropriate or necessary, an employee may be issued a written warning/corrective action. The Union will be given a copy of such warnings, so long as the employee consents, and the warning will be placed in the employee's personnel file. The employee may grieve a written warning/corrective action through the Grievance Procedure in this agreement.

b. Suspension

The Library Director or his/her designee may suspend employees with or without pay for serious infractions of rules or policies, where there are repeated minor infractions, where less severe corrective action/warning has been ineffective, where there are performance concerns, or for any other reason the Library deems appropriate or necessary. The length of suspension will be determined by the Library and communicated to the employee. The employee may grieve a suspension through the Grievance Procedure in this agreement.

c. Dismissal/Discharge

The Library may discharge employees for serious infractions of rules or policies, where there are repeated minor infractions, where less severe corrective action/warning has been ineffective, where there are performance concerns or for any other reason the Library deems appropriate or necessary. The employee may grieve a discharge through the Grievance Procedure in this agreement.

Section 2. An employee shall have the right, upon request, to have one AFSCME representative, either a steward or an officer, with him/her at any disciplinary meeting. The employee will have the right to choose a particular Union representative, so long as it is not disruptive to operations. The presence or absence of a Union representative will not be grounds for seeking to grieve the outcome of the investigation on the merits.

Section 3. If a grievance of a disciplinary action results in a withdrawal or change of such disciplinary action, the record of the disciplinary action shall be changed or removed from the employee's file to reflect the results of the grievance.

## **Article IX -- Grievance Procedure**

**Section 1.** This procedure shall extend only to: (i) the interpretation or application of this agreement; or (ii) the interpretation or application of Library policy, and not to changes in or proposed changes in Library policy.

STEP 1. Within ten (10) days of the aggrieved event, the employee and an AFSCME steward or employee-officer shall meet with the employee's immediate supervisor and department manager during the employee's regularly scheduled work period and attempt to resolve the grievance.

STEP 2. If the grievance is not satisfactorily resolved at the first step, then within ten (10) additional days, the employee and the AFSCME steward or employee-officer may request, in writing, a meeting with the Human Resources Manager and the Department Manager or designee. Within ten (10) days of this request, a meeting shall be held during the employee's regularly scheduled work time. Within ten (10) days after this meeting, the Department Manager or designee shall give a written answer to the employee and the local AFSCME representative. The employee's AFSCME representation at this step shall be limited to one (1) steward or employee-officer.

STEP 3. If the grievance is not resolved at the second step, then within ten (10) days, the employee and the AFSCME representative may forward the written grievance to the Associate Director or, in his/her absence, to the Library Director. To assist in resolving the grievance, the Associate Director and/or Library Director may schedule a meeting with the aggrieved employee and the AFSCME steward or employee-officer. This meeting shall be held during the employee's regularly scheduled work time. The employee's AFSCME representation at this and all subsequent steps in this grievance is limited to one (1) AFSCME steward or employee-officer and one (1) non-employee AFSCME staff representative. Within thirty (30) days of the receipt of the grievance, the Associate Director or Library Director will make a written determination and advise the employee and Union of the decision.

STEP 4. If the employee is still aggrieved after the decision in step three, then within ten (10) days, the employee may request mediation by a mutually agreeable mediator. If the parties cannot agree, then the Union may submit a request to the American Arbitration Association for a panel of five (5) mediators from which the parties will strike, in alternating fashion after the flip of a coin, one mediator from the list. The last remaining name will serve as the mediator. This step may be invoked only with the approval of the individual employee or employees concerned. These mediation procedures shall be advisory in nature with any decisions or recommendations subject to the approval of the Board of Trustees.

Section 2. All costs of any mediation hereunder shall be shared equally by the parties.

Section 3. The aggrieved employee or employees shall have the right to have a representative of his or her own choosing speak for the employee's interests, so long as such representative is also an employee or is a representative of AFSCME and is not an employee's personal attorney. The Library shall not retaliate or discriminate in any manner against any employee for initiating a grievance.

Section 4. If management does not respond to a grievance within the specified time limits, unless prevented by good cause or when the time is extended by mutual agreement of the parties, the employee may advance the grievance to the next step. If an employee or the Union fails to file a grievance or the grievance is not appealed within the time limits provided in this Article, the grievance shall be considered withdrawn.

Section 5. Grievances will be processed only when the occurrence on which the grievance is based occurs prior to the effective date of the termination of this agreement.

Section 6. Employees who are required to attend hearings during the grievance procedure shall be compensated at their regular rate of pay. It is understood by the parties that overtime will not be paid to any employee for any of the above listed proceedings.

Section 7. An employee who is suspended or terminated may bypass Step 1 and initiate a grievance at Step 2.

# Monroe County Public Library

## Planning Our Future

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

Goals:

1. Provide free, equitable, and convenient access to information.
2. Support reading, 21<sup>st</sup> century literacy, and lifelong learning.
3. Provide a safe and welcoming place for all.
4. Promote a climate of civility, inclusiveness, and compassion.

# How the Library is Meeting Strategic Goals

- Community engagement and strategic direction planning
- Investing and maintaining existing assets and services to ensure positive community impact
- Planning for future branch library – Community expressed high interest during Strategic Planning efforts
- Seeking expert advice from Umbaugh, Architects, others
- Financial forecasting and prudent spending

# Capital Investments and Improvements

## **2016-2018 General Obligation Bond, \$1,995,000, Project for:**

Paying the costs of renovation of and improvements to Monroe County Main Library and the Ellettsville Branch Library including the purchase of equipment and technology throughout the library district and the cost of a facilities plan and the potential purchase of real estate.

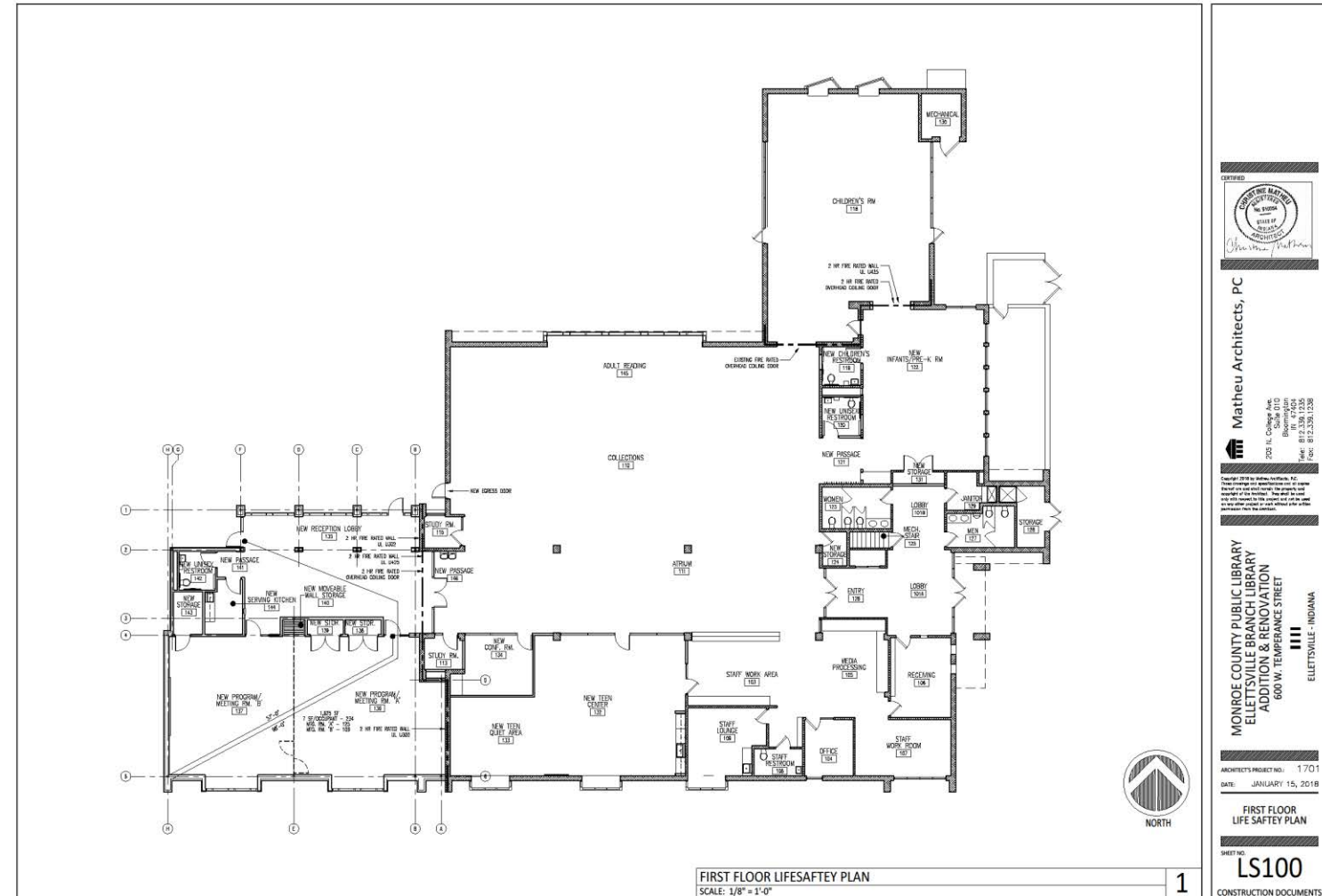
# 2016-2018 Bond Results/Anticipated

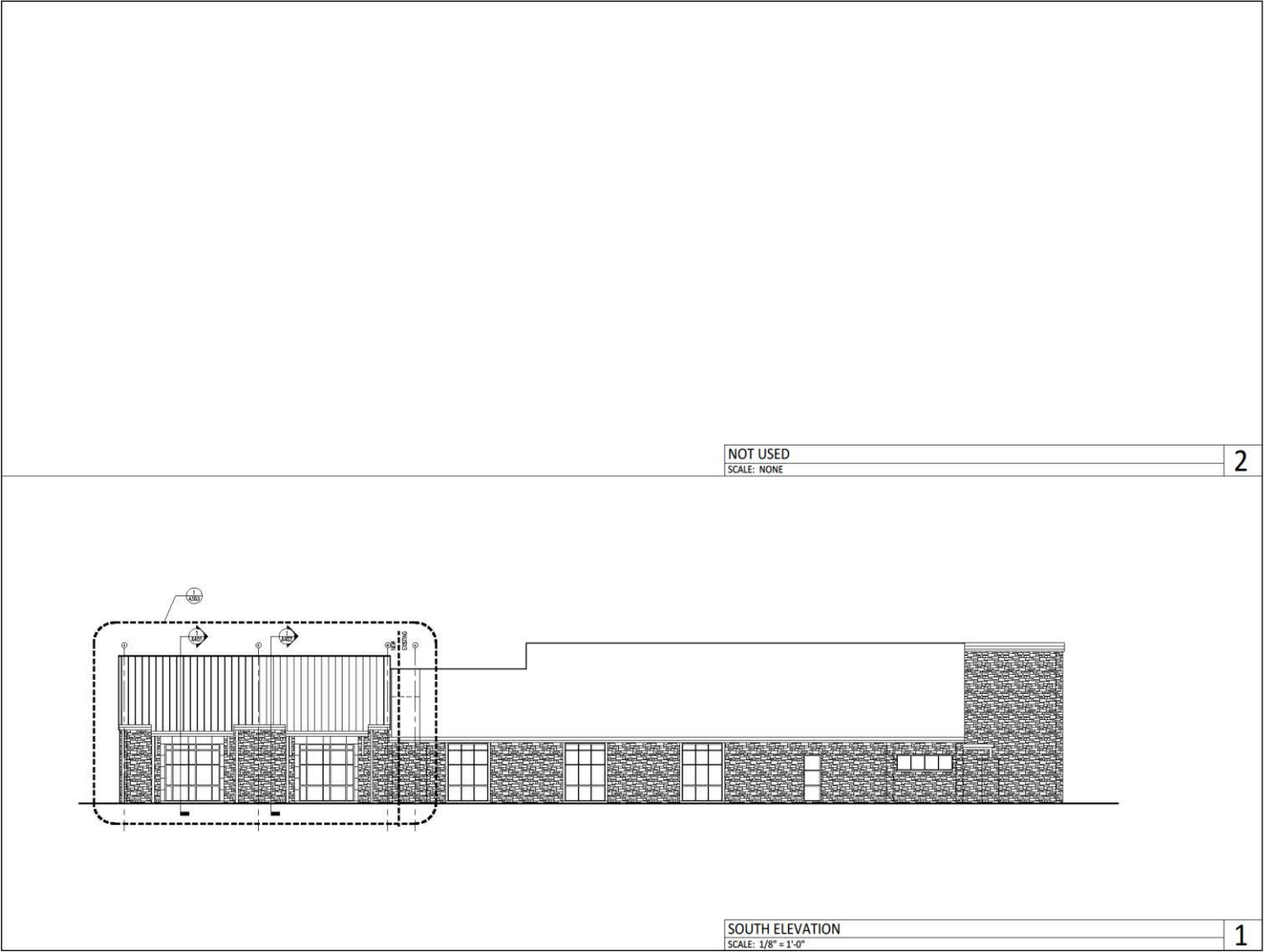
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|--|------------|
| • Repair Stone Exterior, Main Library  | \$117,914  |
| • CATS Technology and Software         | \$150,000  |
| • Investments in IT infrastructure     | \$330,000  |
| • Bond issuance expenses               | \$ 54,104  |
| • Second Floor Updates, Main Library   | \$234,360  |
| • Investments in long term maintenance | \$111,150  |
| • Branch Feasibility Study             | \$ 25,000  |
| • Ellettsville renovation              | \$972,472* |

\*anticipated/some figures will change during 2018

# Ellettsville Renovation Improvements Include:

- Creation of an Infants/Pre-K space
- Addition of new program room space
- Addition of a Teen Area
- Addition of a conference/study room
- ADA accessible restrooms
- Addition of an Adult reading area
- New mechanical system throughout – replacing residential units with commercial grade system wide units





**Matthew Mathew, PC**

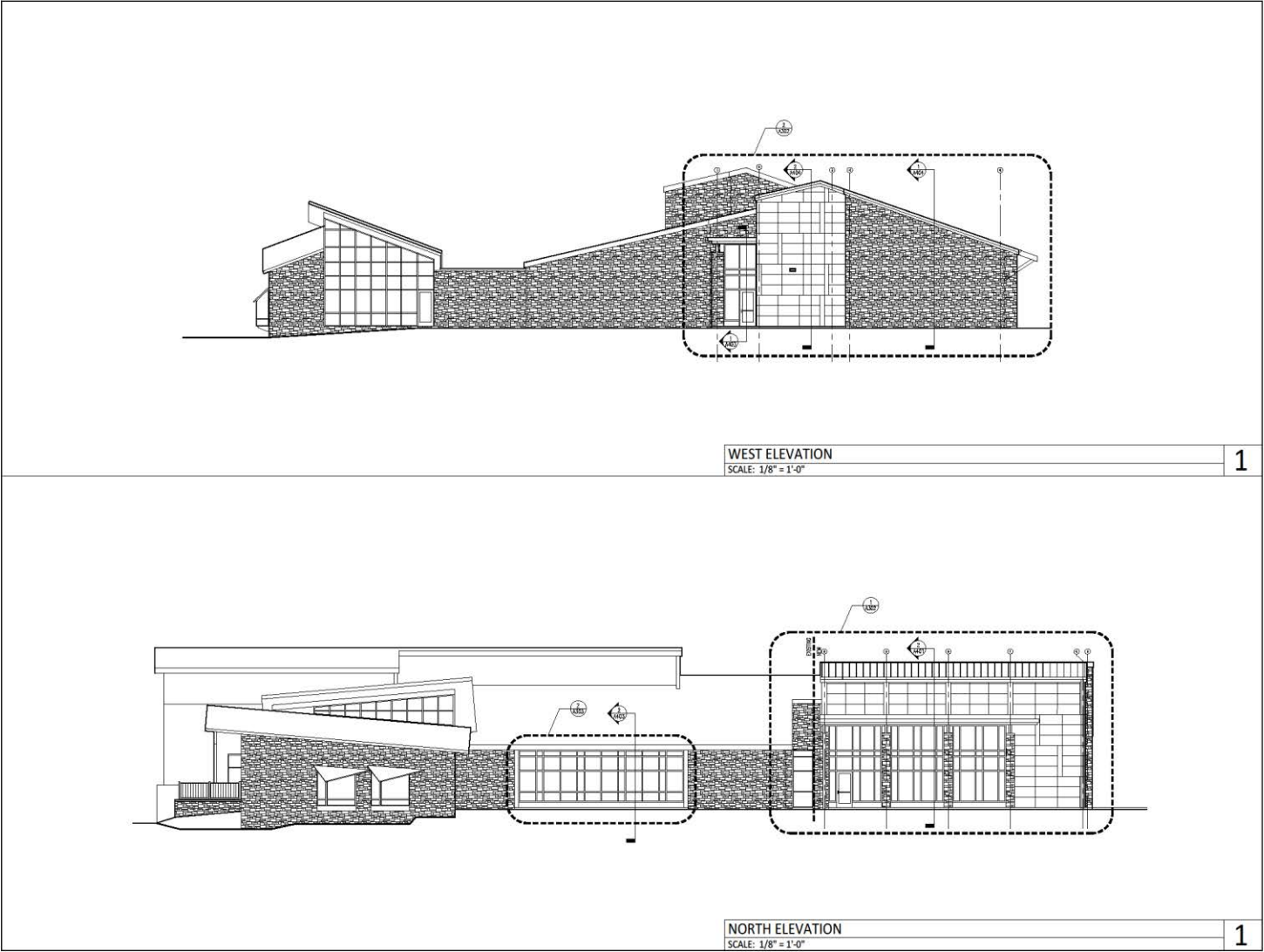
205 N. College Ave.  
Suite 101  
Ellettsville, IN 47424  
Phone: 812.239.1238  
Fax: 812.239.1239

**MONROE COUNTY PUBLIC LIBRARY  
ELLETTSVILLE BRANCH LIBRARY  
ADDITION & RENOVATION  
600 W. TEMPERANCE STREET  
ELLETTSVILLE - INDIANA**

ARCHITECT'S PROJECT NO.: 1701  
DATE: JANUARY 15, 2018

**SOUTH ELEVATION**

SHEET NO. **A300**  
CONSTRUCTION DOCUMENTS



**Mathew Architects, PC**  
200 N. College Ave.  
Suite 101  
Ellettsville, IN 47424  
Phone: 812.239.1239  
Fax: 812.239.1239

**MONROE COUNTY PUBLIC LIBRARY  
ELLETTSVILLE BRANCH LIBRARY  
ADDITION & RENOVATION  
600 W. TEMPERANCE STREET  
ELLETTSVILLE - INDIANA**

ARCHITECT'S PROJECT NO.: 1701  
DATE: JANUARY 15, 2018

**NORTH & WEST  
ELEVATIONS**

SHEET NO.  
**A301**

CONSTRUCTION DOCUMENTS

# Short Term Financial Needs to Achieve Plans

- The Library's current financial health is excellent.
- SBOA audit for 2014-2016, completed in January 2018, excellent results --no comments reported.
- Additional appropriation needed in 2018 to fund renovation costs at Ellettsville.
- Funding is available in LIRF.
- The Library will continue to maintain \$1 million surplus in Rainy Day Fund, and \$1 million surplus in LIRF for any emergency or short-term need.

# Short Term Financial Needs to Achieve Plans

- Current bond expires at the end of 2018.
- Need for new General obligation bond to cover long term maintenance and Information Technology investments and continue branch planning efforts and savings.
- Objectives: maintain current tax rate while continuing to address infrastructure and maintenance needs and future facility planning.

# 2019 Bond

- Potential Project Scope-- may include but is not limited to the following: acquisition of equipment or technology; maintenance and improvements of existing Library facilities; property acquisition for a new library branch; design and or construction for Library branch facility; certain other Library improvements.
- The total adopted 2018 tax rate is .0979 (includes debt service .01). The 2019 bond would maintain a similar tax rate – no tax increase.

# Bond Options – 2019 bond

- 2 year – approximately 1.35 million, maintaining same tax rate.
- 3 year – 2 million bond, maintaining same tax rate.
- 2 million bond over 5 or 6 years, along with a 20 year lease/rental construction bond (bond capacity based on useful life of project) – maintains same tax rate for 5 or 6 year period at which time we would seek approval for another bond for ongoing maintenance and projects.

# Bond Options – 2019 bond

- 2 year – approximately 1.35 million, maintaining same tax rate.
  - Pros – Provides funding for ongoing maintenance, equipment and technology, and other Library improvements. Construction might occur earlier – with another bond issued in 2021.
  - Cons – Reduces amount saved from operational surplus; increases time and expense in bonding approval process. New bond approval would take place in 2020.

# Bond Options – 2019 bond

- 3 year – 2 million bond, maintaining same tax rate.
  - Pros – Provides funding for ongoing maintenance, equipment and technology, and other Library improvements. The Library can continue to grow surplus savings prior to reduce construction liabilities (2022 bond); Feasibility Study will be complete and total facility costs will be known; Savings set aside for branch construction in LIRF and potentially Rainy Day funding can be used to work on preliminary site work and design. Total cost of project will be known at point of securing bond in 2021. Familiar option used by the Library in the past.
  - Cons – Requires bonding effort again in three years for remaining construction funding, and ongoing maintenance.

# Bond Options – 2019 bond

- 2 million bond over 5 or 6 years, along with a 20 year lease/rental construction bond (bond capacity based on useful life of project) – maintains same tax rate for 5 or 6 year period at which time we would seek approval for another bond for ongoing maintenance and projects.
  - Pros – Provides funding for ongoing maintenance, equipment and technology, and other Library improvements. Provides construction funding earlier than other options. Reduces bond approval process and issuance costs, due to longer term of bond. Branch may be available earlier since construction can begin any time after 2019. Debt spread over useful life of building; lock in interest rates for 20 years on construction debt.
  - Cons – construction debt liability is extended for 20 years. Still requires ongoing bonds to cover long-term maintenance and equipment needs. Financing for lease/rental bonds is more complex and costly.

# Considerations for Funding a Branch

- How much will the project cost?
- How much of the cost will be funded by cash on hand, bonds and/or grants and gifts?
- What fund balance targets will be maintained while setting aside monies for the project?
- How much will be needed to operate and maintain new facility?

(Umbaugh and Associates, Certified Public Accounts)

# Tentative Branch Timeline

- 2018 – Feasibility Study
  - 2019 – Determine budget and funding options/terms
  - 2019 – Acquire site
  - 2019/20 – Hire architect to develop plans
  - 2020 – Determine site and facility design plan
  - 2021 – Prepare site for construction
  - 2022 – Construction
  - 2023 – Open new branch site
- \*\*\*  
Date to seek Bond approval for branch construction and securing funding dependent upon bond option selected (2019 or 2021)

# Feasibility Study

- The Feasibility Study shall include basic processes to:
- Gain community involvement through a community engagement process.
- Develop with staff a program and service plan.
- Identify building size required to meet service needs.
- Develop site specifications.
- Identify site location options and recommendations.
- Develop optional building project cost estimates to meet requirements.

# Strategy for Savings for New Branch

- Anticipated growth in property tax revenues and Local Income Tax revenue due to population growth and assessed values.
- Excess Operational Funds have been saved annually and transferred to LIRF.
- Pursue Gifts and/or grants
- Restrain cost of operations for all libraries to approximate current tax rate.
- Use Bond, within current tax rate, to cover construction costs not funded from savings elsewhere

# Decisions Needed in March and April

- Approval of Notice of Public Hearing for an Additional Appropriation for Renovation Spending – Tentatively set to go for Public Hearing in April. – March 21
- Identify the 2019 bond option or information we want to pursue to begin process for approval and selling bond before end of 2018
  - Options:
    - Make decision based on current information
    - Request additional information from Financial and Legal advisors
    - Invite Umbaugh to present options and provide additional information before making decision
    - Other?

# Timeline for Additional Appropriation

|          |   |
|----------|---|
| March 21 | Board Meeting: approve public notice for April 18 public hearing; approve additional appropriation resolution |
| March 22 | Send notice to newspaper for publication April 4  |
| April 18 | Board Meeting: Public Hearing   |
| April 19 | Submit agenda request to County Council for their May meeting.  |
| May 30   | Submit request and approval documents to DLGF   |
| June 15  | DLGF responds within 15 days  |



**Monroe County  
Public Library**

**Main Library**  
303 E Kirkwood Ave  
Bloomington, IN 47408  
812.349.3050

**Ellettsville Branch**  
600 W Temperance St  
Ellettsville, IN 47429  
812.876.1272

# REQUEST FOR PROPOSAL

## Feasibility Study for New Branch Library

Issue Date: March 22, 2018

**Proposal Due Date:** April 18, 2018, 5pm

Return Proposals to:

Monroe County Public Library  
Marilyn Wood, Director  
303 E. Kirkwood Ave.  
Bloomington, IN 47408

[mwood@mcpl.info](mailto:mwood@mcpl.info)

## Contents

|  |   |
|--|---|
| PROJECT OVERVIEW AND TIMELINE .....            | 2 |
| LIBRARY HISTORY .....                          | 3 |
| SCOPE OF WORK .....                            | 4 |
| RECEIPT OF PROPOSAL.....                       | 5 |
| PROPOSAL REQUIREMENTS AND SPECIFICATIONS ..... | 5 |
| EVALUATION CRITERIA.....                       | 7 |
| MISCELLANEOUS.....                             | 7 |

## PROJECT OVERVIEW AND TIMELINE

Monroe County Public Library is issuing a Request for Proposal (RFP) to solicit interest from qualified architectural firms (Firm) to develop a feasibility study proposal (Proposal). The successful Firm will provide expertise in bringing community stakeholders together to envision Monroe County's future Library. The Study will include working with staff to outline the program and services to meet expressed community need, developing a space program for a new branch, developing site requirements, consider and recommend sites for development, and prepare a cost summary of options to construct a new facility meeting those expressed needs.

Following completion of the Feasibility Study, the Library will determine whether to move forward into subsequent design phases for any of the proposed options. The Library reserves the right, at its sole discretion, to continue with the selected Firm or another, in subsequent design phases.

### Project Timeline

- Requests for proposals will be available beginning March 22, 2018.
- The deadline for submission of proposals is April 18, 2018.
- Candidate interviews: April 23-27, 2018.
- Recommendation to the Library Board of Trustees work session on May 9, 2018.
- Board votes on recommendation at meeting on May 16, 2018.
- Successful candidate notified: May 17, 2018.
- Contract for services reviewed by the Library and Counsel between May 17-June 6, 2018
- Contract reviewed by Board of Trustees on June 13, 2018.

- Board votes on approval of contract on June 20, 2018.
- Feasibility Study may begin: June 21, 2018.
- Feasibility Study completed and report submitted to MCPL: December 1, 2018.

## LIBRARY HISTORY

Monroe County Public Library (MCPL) strengthens our community and enriches lives by providing equitable access to information and opportunities to read, learn, connect, and create. Our Vision is a knowledgeable, inclusive, engaged community empowered by MCPL.

The Library serves approximately 145,000 residents of Monroe County, Indiana, home of Indiana University. The Library provides service through a 135,000 square foot Main Library in downtown Bloomington, built to its current size in 1997 with portions of the Library last renovated in 2015. Additionally, the Ellettsville Branch Library, west of downtown, was built in 1990, expanded in 2009 and will be renovated during 2018 to update and expand the facility to approximately 15,000 square feet. In addition to these two buildings, the Library offers a variety of community based services including a bookmobile, homebound, van delivery and jail service. The Library also has an active adult literacy program (VITAL) and community access television services (CATS).

Monroe County demographic data reporting sources estimate a population of 151,000 in 2020. Other demographic information and their sources can be found on the Bloomington Economic Development Corporation Dashboard at: <https://bloomingtonedc.com/local-data/>. This data includes data for the county based on: age distribution, employment by industry, race and ethnicity, education, wages, etc.

The Library enjoys strong community support and use. In 2017 circulation across all service points exceeded 2.7 million items and customers made 934,000 visits to our locations. Nearly 53,000 customers participated in more than 2,000 programs and our meeting rooms and study rooms were used by the public nearly 4,000 times. Public computers were utilized more than 138,000 hours and wireless access to mobile devices is prolific.

MCPL completed a new strategic direction plan in December 2017. The Strategic Direction Report can be found at <https://mcpl.info/about/plans-and-reports>. As part of developing the plan, multiple community conversations and surveys were completed. Participants responded to four questions: What kind of community do you want to live in; what do you believe are the two or three most important issues facing our community; what types of resources and services do you think MCPL should provide to meet community needs; and thinking of the library in 5-10 years, what do you think the ideal Monroe County Public Library would look like? The community overwhelmingly confirmed their desire for additional library locations in the county. They expressed the need for a safe, accessible, welcoming community space with plenty of parking. They described a location providing public programming, community meeting space, and with a mix of physical and digital collections, and technologically innovative.

Committed to a plan which would not increase the current tax rate for Monroe County residents, the Library has been actively saving funds for a number of years to ensure the most financially sound approach to building a new branch. The Library has achieved a savings rate which we estimate will cover the future increased annual operational costs for a new facility; however, the total ongoing operational cost will not be known until the feasibility study is complete and the size and staffing need for the facility is known. Following the feasibility study, when the cost of site, site preparation, building design and building costs are known, the Library will consider financing options and pursue funding to complete construction.

The Library has identified the southwest portion of the county as the area best served with a new library location due to rapid population growth, and based on current library locations and potential land availability.

## **SCOPE OF WORK**

The Feasibility Study shall include basic processes to:

1. Gain community involvement through a community engagement process.
2. Develop with staff a program and service plan.
3. Identify building size required to meet service needs.
4. Develop site specifications.
5. Identify site location options and recommendations.
6. Develop optional building project cost estimates to meet requirements.
7. Develop a well-organized report booklet and electronic presentation.

Below is a general description of each component:

1. Gain community involvement through a community engagement process.  
Work with the MCPL to develop a strategy for/and engage with the Community to hear their hopes and needs for services at a new library branch. Develop a report indicating results of community engagement for use by the Library in further development of a program plan.
2. Develop a service program and building space requirement.  
Work with Library staff to develop a service program plan responsive to community needs expressed. Develop a space program to accommodate the Library's needs to deliver those services and which identifies the kind and size of spaces and the resulting square footage or special need requirements to meet service needs.
3. Develop site specifications.  
Based on the building space program, develop the site needs including parking, topographical requirements, and other site specifications.
4. Identify site location options and recommendations.  
Develop a strategy of working with planning officials, realtors and others who would

help develop a list of potential sites to accommodate the site needed for the new Library. Provide preliminary opinions on the suitability of the sites which emerge from this process.

5. Develop building project cost estimates.

From the information developed, provide estimates of cost for developing the site and building costs for the entire project. Please provide options for building design cost comparison, including images to indicate level of finishes and end result.

6. Develop a well-organized report booklet and electronic presentation.

Develop a high quality and well-organized report book that captures all of the work of the study. This document will allow reference over the future months as the project is considered and shared with various groups. Also an electronic presentation that summarizes and compliments the report booklet is to be provided that will allow personal presentations as well as web posting.

## RECEIPT OF PROPOSAL

In order for the Proposal to receive full consideration, the receipt of one (1) paper copy of the Proposal in a sealed envelope and one (1) electronic copy in PDF format is required. The **Submission Deadline is April 18, 2018 at 5pm.** Proposals become the property of the Library at the time of submission and are subject to disclosure under the Freedom of Information Act.

The sealed envelope shall be entitled “***Feasibility Study for New Branch Library***” and sent to the contact information below; the electronic copy shall be sent to the email address listed below:

Contact Person: Marilyn Wood, Director  
303 E. Kirkwood Ave.  
Bloomington, IN 47408  
Phone number: 812-349-3058  
Email: mwood@mcpl.info

Proposals sent by mail should allow sufficient delivery time to ensure receipt by the deadline. Proposals received after the deadline will be returned to the proposer unopened.

## PROPOSAL REQUIREMENTS AND SPECIFICATIONS

All Proposals shall contain the following elements:

**1. Project Experience**

- a. Please include a minimum of (3) relevant public projects most similar to this project and scope of work.
- b. Include related images, descriptions, design awards and project information.

**2. Firm Information**

- a. A brief description of the firm’s history, ownership, organizational structure,

and library design philosophy.

- b. Facilities – Office Locations and Contact Information
- c. Person authorized to execute agreements on behalf of your firm for this project.
- d. References – Please list a minimum of (3) clients for which the firm has performed similar work; include the necessary contact information for the client/person.

**3. Team**

- a. Include your proposed personnel for this project and their assigned role on the project.
  - b. Include key personnel resumes, similar project experience, and professional licenses and certifications.
  - c. Clearly identify your proposed Project Manager, who would serve as the Library's main-point of contact for the duration of the project.
  - d. Identify any consulting firms that you plan to be a part of your design team on this project and their successful collaboration working with your firm.
4. **Scope of Services** – Respondents should explain their process, scope of services, and project deliverables, along with a timeframe for each deliverable item. This should be based on the scope of services described above. Respondents should feel free to propose a different process that they believe may provide a better outcome for the library. If so, please explain the benefits.
5. **Professional Fees** – Please include a detailed list of fees to complete the feasibility study. Fees must be guaranteed for term of project.
6. **Contracts** – A copy of the standard agreement used by the firm for projects of this nature.
7. **General Information:**
- a. Conflict of Interest – Disclose any potential conflicts of interest that the firm may have in performing the requested services for the Library.
  - b. Statement of assurance - to the effect that the firm is not currently in violation of any regulatory rules, regulations or litigation that may have an impact on the firm's operations.
  - c. Any other information that may help the Library evaluate the proposal.

## EVALUATION CRITERIA

Final Proposal evaluation and selection may be based on, but not limited to, any or all of the following:

1. Proven qualifications and project experience in conducting similar public project feasibility studies.
2. Demonstrated track record of working with communities and stakeholder groups.
3. Ability of proposer to provide quality and timely products and services.
4. Quality of information presented in the proposal.
5. Client References.
6. The proposer's fee proposal for the project.
7. Other factors determined to be in the best interests of the Library.

The Library reserves the right to reject any and all proposals, to call for new proposals, to waive any irregularities in the proposals if deemed to be in the best interest of the Library, negotiate changes in the scope of work or service provided or portions thereof, and to select the proposal that is considered to be most advantageous to the Library. The lowest fee may not necessarily be the most acceptable for the project; the Library shall base its award criteria on multiple factors, not just cost factors.

## MISCELLANEOUS

- The Library shall not be liable for any costs incurred by the proposer for the preparation and production of the proposal or for any work performed prior to the execution of a contract.
- Proposers who have questions concerning this RFP shall contact Marilyn Wood, Library Director no later than five (5) business days before the submission deadline.
- The final selection shall be made at the sole discretion of the Library Board. The Board or Library staff may request additional information from proposers or request personal interviews with one or more proposers.
- The Library is an equal opportunity employer. The Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. The Library is committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, contractors, vendors, and clients. The Library expects the Firm to comply with these standards.

## Architect Contact List for Request for Proposals for Feasibility Study for New Branch Library - 2018

|                   | <b>Firm</b>                                 | <b>Contact</b>             | <b>Address</b>                    | <b>City State Zip</b>  | <b>Phone</b> | <b>URL</b>  | <b>E-mail</b>  |
|-------------------|---|----------------------------|-----------------------------------|------------------------|--------------|---|--|
| 1                 | American Structurepoint                     | Scott A. Marchisin         | 7260 Shadeland Station            | Indianapolis, IN 46256 | 317.547.5580 | <a href="http://www.structurepoint.com">www.structurepoint.com</a>                | <a href="mailto:samarchisin@structurepoint.com">samarchisin@structurepoint.com</a>   |
| 2                 | Browning Day Mullins<br>Dierdorf Architects | Lacey Causseaux            | 626 N. Illinois St.               | Indianapolis, IN 46204 | 310 633 1059 | <a href="http://www.bdmd.com">www.bdmd.com</a>                                    | <a href="mailto:Lcausseaux@bdmd.com">Lcausseaux@bdmd.com</a>   |
| 3                 | Christine Matheu                            | Christine Matheu           | 205 N. College Ave., Ste 010      | Bloomington, IN 47404  | 812.339.1235 | <a href="http://www.cmatheuarchitect.com/">www.cmatheuarchitect.com/</a>          | <a href="mailto:cmatheu@cmatheuarchitect.com">cmatheu@cmatheuarchitect.com</a>   |
| 4                 | K. R. Montgomery                            | Mike Montgomery            | 1020 Jackson St.                  | Anderson, IN 46016     | 765.649.8477 | <a href="http://krmarchitecture.com/">http://krmarchitecture.com/</a>             | <a href="mailto:mmontgomery@krmarchitecture.com">mmontgomery@krmarchitecture.com</a>   |
| 5                 | Kirkwood Design Studio                      | Mary Krupinski             | 113 E. 6th St.                    | Bloomington, IN 47408  | 812.331.0255 | <a href="http://www.kdsarchitects.com">www.kdsarchitects.com</a>                  | <a href="mailto:mk@kdsarchitects.com">mk@kdsarchitects.com</a>   |
| 6                 | Moody Nolan                                 | Karen Roch                 | 200 South Meridian St             | Indianapolis, IN 46225 | 317.916.4082 | <a href="http://www.moodynolan.com/#home/0">http://www.moodynolan.com/#home/0</a> | <a href="mailto: kroch@moodynolan.com">kroch@moodynolan.com</a>  |
| 7                 | Morrison Kattman Menze                      | Zachary Benedict           | 119 W. Wayne St.                  | Fort Wayne, IN 46802   | 260.422.0783 | <a href="http://www.mkmdesign.com">www.mkmdesign.com</a>                          | <a href="mailto:zbenedict@mkmdesign.com">zbenedict@mkmdesign.com</a><br><a href="mailto:kouireagain@mkmdesign.com">kouireagain@mkmdesign.com</a> |
| 8                 | Odle McGuire Shook                          | Matt Mayol<br>Debra Sparks | 429 N. Pennsylvania St, Suite 202 | Indianapolis, IN 46204 | 317.842.0000 | <a href="http://omscorp.net">http://omscorp.net</a>                               | <a href="mailto:mmayol@omscorp.net">mmayol@omscorp.net</a><br><a href="mailto:dsparks@omscorp.net">dsparks@omscorp.net</a>                       |
| 9                 | Ratio Architects                            | Brenda Rager               | 101 S. Pennsylvania Street        | Indianapolis, IN 46204 | 317.633.4040 | <a href="http://www.RATIOdesign.com">www.RATIOdesign.com</a>                      | <a href="mailto:brager@RATIOdesign.com">brager@RATIOdesign.com</a>   |
| 10                | Tabor Bruce Architecture<br>& Design        | Doug Bruce                 | 1101 S. Walnut                    | Bloomington, IN 47401  | 812.332.6258 | <a href="http://www.taborbruce.com">www.taborbruce.com</a>                        | <a href="mailto:dbruce@taborbruce.com">dbruce@taborbruce.com</a>   |
| 11                | VPS Architecture                            | Sarah Schuler              | 528 Main Street, Suite 400        | Evansville, IN 47708   | 812.423.7729 | <a href="http://www.vpsarch.com">www.vpsarch.com</a>                              | <a href="mailto:sschuler@vpsarch.com">sschuler@vpsarch.com</a>   |
| Updated 2/27/2017 |   |                            |                                   |                        |              |   |  |