

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES WORK SESSION
December 9, 5:45 p.m., Meeting Room 1A/1B**

AGENDA

1. Call to Order – John Walsh, President
2. Review of 2021 documents – Marilyn Wood, Kyle Wickemeyer-Hardy, Gary Lettelleir:
 - a. Holiday schedule (page 1)
 - b. Pay schedule (page 2)
 - c. Wage and salary schedule (page 3)
 - d. Resolution for Holiday schedule, etc. (page 4)
 - e. Fee schedule (page 5)
 - f. 2021 Board Meeting Calendar (page 6)
3. Proposed 2021 Agreement between CATS and the Town of Ellettsville – Michael White (page 7-8)
4. Proposed 2021 Memo of Understanding between CATS and WFHB – Michael White (page 9-11)
5. Proposed update to CATS Government Meeting Coverage Guidelines – Michael White (page 12-13)
6. Proposed 2021 Agreement with El Centro – Gary Lettelleir (page 14-16)
7. Proposed Vendor Bid Approval for Van Replacement – Chris Jackson (page 17-38)
8. Proposed Internet and Computer Use Policy (annual review) - Marilyn Wood (page 39-40)
9. Proposed Changes to Circulation and Borrowing Policy – Josh Wolf (page 41-43)
10. Proposed 2021-2023 Strategic Plan – Josh Wolf, Marilyn Wood (page 44-65)
11. Public Comment
12. Adjournment

View the Board Packet on the Library's website: <https://mcpl.info/library-trustees/meetings>

Monroe County Public Library Public Comment Policy

The Library Board of Trustees shall have a time providing for public comment during all public meetings. Comments should be relevant to Library matters, excluding personnel issues. Individual speakers are asked to limit their remarks to three–five minutes. The chair shall be allowed to limit the time for individual speakers and to limit the total time for public comment.

Public comment time is provided for the public to express their opinions or concerns about matters over which the Board of Trustees has authority or responsibility. Comments are intended to be statements from speakers; speakers may not engage the Board in a question & answer exchange during public comments. Questions relating to Library or administrative procedures which could be addressed outside of a Library board meeting should be referred to the appropriate Library staff at other times. Expressions of opinion about these matters are appropriate for the public comment time on the agenda.

Approved by the Library Board of Trustees July 17, 2019

LIBRARY CLOSING SCHEDULE

2021

Friday, January 1
NEW YEAR'S DAY

Sunday, April 4
SPRING HOLIDAY

Monday, May 31
MEMORIAL DAY

Sunday, July 4
INDEPENDENCE DAY

Monday, September 6
LABOR DAY

Thursday, November 25
Friday, November 26
FALL HOLIDAY

Friday, December 24
Saturday, December 25
WINTER HOLIDAY

Friday, December 31
NEW YEAR'S EVE
Library closes at 5 PM



Saturday, January 1, 2022 NEW YEAR'S DAY

MONROE COUNTY PUBLIC LIBRARY

PAY SCHEDULE

2021

PAY PERIOD	PAY DATE
December 7 – December 20, 2020	December 31, 2020 (due to 1/1/2021 holiday)
December 21 – January 3	January 15
January 4 – January 17	January 29
January 18 – January 31	February 12
February 1 – February 14	February 26
February 15 – February 28	March 12
March 1 – March 14	March 26
March 15 – March 28	April 9
March 29 – April 11	April 23
April 12 – April 25	May 7
April 26 – May 9	May 21
May 10 – May 23	June 4
May 24 – June 6	June 18
June 7 – June 20	July 2
June 21 – July 4	July 16
July 5 – July 18	July 30
July 19 – August 1	August 13
August 2 – August 15	August 27
August 16 – August 29	September 10
August 30 – September 12	September 24
September 13 – September 26	October 8
September 27 – October 10	October 22
October 11 – October 24	November 5
October 25 – November 7	November 19
November 8 – November 21	December 3
November 22 – December 5	December 17
December 6 - December 19	December 31

2022

December 20 - January 2, 2022	January 14, 2022
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MONROE COUNTY PUBLIC LIBRARY
Wage and Salary Schedule
2021

Pay Grade	Job Family	Market Minimum	Market Maximum
Non-Exempt / Hourly			
1	Material Handler	\$11.48	\$17.21
3	Support	\$12.68	\$20.29
4	PA's	\$13.71	\$21.93
5	Technicians	\$14.95	\$23.93
6	Paraprofessionals, IT	\$16.10	\$25.75
7	Specialists	\$17.67	\$28.27
8	Librarians & Subject Specialist	\$20.26	\$32.41
9	Assistant Managers, Coordinators/Systems	\$22.54	\$33.81
Exempt / Salaried			
10	Strategists & Managers	\$1,948.55	\$2,922.82
11	Associate Director	\$2,777.72	\$4,166.57

**RESOLUTION TO ADOPT 2021 HOLIDAY CLOSING SCHEDULE, PAY
SCHEDULE, AND WAGE and SALARY SCHEDULE**

WHEREAS it has been determined that it is now necessary to adopt a Holiday Closing Schedule, Pay Schedule, and Wage and Salary Schedule for the 2021 fiscal year, and

WHEREAS the board wishes to increase the current Salary Schedule minimums by 2% and maintain the maximums for pay grade 3 through 8 at 60% from Minimum, to maintain market competitiveness.

WHEREAS the board wishes to provide a cost of living increase which falls within the amount budgeted for 2021,

NOW THEREFORE the Board adopts the 2021 Holiday Closing Schedule, Pay Schedule, and Wage and Salary Schedule and approves a 75 cent or a 2.75% incremental increase per hour – whichever is higher – subject to Wage and Salary Schedule Maximums. This applies to all employed at the Library as of December 20, 2020. The effective first pay date of 2021 is January 15, 2020 and includes the pay period beginning December 21, 2020 and ending January 3, 2021;

Presented to the Monroe County Public Library Board, read in full and adopted this 16th day of December 2020, by the following aye and nay votes.

AYE

NAY

Monroe County Public Library 2020 Fee Schedule

Care Fee Option Program (all ages)	\$10/credit use and return
Fee Option Program (for patrons age 14+)	\$5/hour credit
Food for Fees credit	\$1 for each item
Lost items	Replacement fee cost per item
Meeting room and Auditorium rental for businesses	\$150/hour for Auditorium and for 1B/1C combined \$75/hour for 1B, 1C, 2A, 214
Meeting room additional fees	Maintenance or additional security needs: \$25/hour. Equipment or furniture damage at repair or replacement cost.
PLAC cards (non-resident) Statewide access to Public Libraries	\$65
Photocopies	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free reference material copies)
Printing	\$0.10/page non-color, \$0.30/page color (Patrons granted \$0.30/day free printing)
Subscription Card—non-resident for MCPL access only	\$65
Volunteer Work for Credit (14 and older)	\$10/credit per hour
Read It Off (children under age 18)	\$5/credit/use and return

Approved by the Library Board of Trustees December 16, 2021 ~~February 19, 2020~~

2021 BOARD OF TRUSTEE'S CALENDER

All meetings held in the Main Library Room 1B unless otherwise noted

Month	Date	Meeting Type	Potential Topics
January	13	Work Session*	
January	20	Board Meeting	Budget line-item transfers; officer slate approved; Conflict of Interest forms; El Centro Contract; Update: Communications & Marketing
January		Board of Finance	Review Investment Report and Policy
February	10	Work Session*	
February	17	Board Meeting	Election of Board Officers; review Internet and Computer Use Policy, Update: Professional Development Strategist and Pioneer Grant Recipients
March	10	Work Session*	
March	17	Board Meeting	2020 Annual Report review; Review Long Range Strategic Plan; Update: Teen Services
April	14	Work Session*	
April	21	Board Meeting	Update: Information Technology
May	12	Work Session*	
May	19	Board Meeting	Update: Children's Services
June	9	Work Session*	
June	16	Board Meeting	Update: Programming and Branch Services
July	14	Work Session*	
July	21	Board Meeting	Draft 2022 Budget; Update: Community Engagement & VITAL
August	11	Work Session*	
August	18	Board Meeting	Review any revisions to 2022 Budget, Approve 2022 Budget for advertising; Update: Special Audience Services
September	8	Work Session*	
September	15	Board Meeting	2022 Budget; Update: Building Services
September	15	Public Hearing	Public Hearing on 2022 Budget
October	13	Work Session*	
October	20	Board Meeting	Adopt 2022 Budget; approve 2022 employee insurance package; Update: Adult Services
November	10	Work Session*	
November	17	Board Meeting	Update: Access & Content Services
December	8	Work Session*	
December	15	Board Meeting	Approve 2022 salary schedule, Pay Schedule(dates), director's salary; 2022 Holiday & Closing Schedule; CATS contracts, Fee schedule; Update: CATS
*Work session dates are placeholders. Meetings are held only as needed.			

2021 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 2021, the Town shall pay \$17,870.00. Such payment shall be in equal installments of \$4,467.50, payable at the beginning of each quarter of the calendar year 2021 (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
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.

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

ELLETSVILLE TOWN COUNCIL

Signature 
Name / Title Council President
Date October 29, 2020
Attest Sandra C. Gresh
Clerk/Treasurer

MONROE COUNTY PUBLIC LIBRARY

CATS Manager Signature _____
Name / Title _____
Date _____
Attest _____
MCPL Director

**2021 Memorandum of Understanding between
Monroe County Public Library and
Community Radio WFHB**

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

Between __ January 1, 2021 __ and __ December 31, 2021 __, the two organizations will produce a weekly program focusing on primary issue(s) in Monroe County, based on content acquired from CATS coverage of local government meetings. The program shall be telecast on the CATS network. In addition, CATS agrees that the program will be both streamed and archived on the CATS website.

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

Monroe County Public Library through CATS will provide:

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

WFHB will provide:

1. An anchor for the telecast, if needed.
2. A hyperlink to CATSWeek on the catstv.net website on all postings of episodes of the *Daily Local News* that employ stories for CATSWeek on WFHB's website.
3. A staff member to write scripts for CATSWeek in accordance with CATS production schedule.
4. Additional WFHB volunteers, if needed.
5. On-air in-kind underwriting: WFHB agrees to air one on-air ad for CATS each day of the calendar year (value: \$4,380). This ad shall consist of a 20-second live read performed by on-air hosts, drawing from a rotation of up to six scripts written by the CATS general manager and approved by the WFHB general manager.
6. WFHB agrees to not solicit specific underwriting for the CATSweek program.

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

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

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

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

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

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

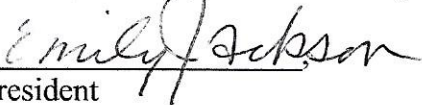
WFHB, Monroe County Public Library and CATS acknowledge that this agreement may be terminated at any time. Notice of termination shall be mailed at least 30 days in advance of the termination to the individuals listed below representing the other party:

John Turner, General Manager
WFHB Community Radio
108 W. 4th St.
Bloomington, IN 47404

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

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

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



President

Date: 12/3/20

WFHB Community Radio
Board of Directors



General Manager

Date: 12/3/20

WFHB Community Radio

President
Board of Trustees
Monroe County Public Library

Date: _____

Michael White, General Manager
Community Access Television Services

Date: _____

Community Access Television Services (CATS) Governmental Meeting Coverage Guidelines

In the interest of providing consistent, neutral, and transparent coverage of live and recorded government meetings, the following guidelines are set forth:

1. CATS will provide coverage of any public meeting in accordance with the definitions established in Indiana code IC 5-14-1.5. Public Meetings (Open Door Law). Though CATS has contractual obligations to cover specific government meetings, CATS will endeavor to cover other public meetings upon request from local individuals or organizations.
2. In an effort to provide viewers with the best possible sense of proceedings in the room or chamber, CATS will employ an establishing wide shot at the beginning, ending, and for all recesses during public meetings.
3. CATS crew members will avoid the practice of taking reaction shots unless there is an active dialogue taking place. Similarly, tight close-ups will not be employed, as they could represent an element of visual editorializing, and hence the perception of a departure from neutrality.
4. Whenever possible, CATS will employ the use of lower-third graphic superimpositions (name supers) to identify officials, name of meeting, and date. When technically possible, CATS will also provide a live “bug”, which will be removed for replay of the meeting.
5. Whenever possible, CATS will present meetings, boards, and councils via live telecast on its designated cable channels, as well as via its website. CATS will also work to ensure that all meetings will be available on its website by 9 AM the following day.
6. As neutrality of CATS governmental coverage is an essential function of its network and is a vital component of local democracy, CATS reserves the right to refuse suggestions from any individual, group, or organization to turn off the cameras, alter established protocols for shot composition, or to limit the public comments of any person speaking during a public meeting. Any public discussions or demonstrations which occur when meetings are adjourned or in recess will not be televised.
7. CATS will feature royalty-free music in the background during wide shots, before and after meetings, and during all recesses.
8. To ensure the integrity and neutrality of all meetings appearing on CATS government channels, CATS will only telecast, stream, and archive government meetings produced by CATS. Customers or organizations wishing to share their noncommercial programming or meetings may do so via the CATS Public Access Channel, upon the submission of a written request.
9. Following the guidance of Library health and safety procedures as informed by local, state and national authorities, members of any CATS production team may contact CATS management when procedures aren’t being followed, to determine whether the meeting or event coverage should be canceled. Should cancellation occur, CATS management will communicate with both Library Administration and the governmental body/community organization in charge of the meeting/event, to explain the decision in writing.

10. When CATS' coverage of government meetings or events occur from an electronic platform such as Zoom, CATS reserves the right to mute and/or discontinue LIVE video coverage should a malicious disruption occur. CATS will resume live coverage when the disruption has ended. A recording of the meeting, designated for delayed playback, will have the offending portion edited out. An unedited version of the meeting will be saved/archived to determine if any disruption is a form of protected speech. Depending on the nature of the disruption, meeting hosts may be notified for further action, up to and including prosecution.

Approved by the Library Board of Trustees December 16, 2020 ~~July 17, 2019~~

AGREEMENT BETWEEN MONROE COUNTY PUBLIC LIBRARY AND EL CENTRO COMUNAL LATINO, INC.

This Agreement is made and entered into this ____ day of _____, 202~~10~~, by and between the El Centro Comunal Latino, Inc. (the Latino Community Center), and the Monroe County Public Library (the Library).

WHEREAS, the Library is dedicated to reaching out into the community through on-going outreach activities in an effort to serve Latino community residents; and

WHEREAS, the Library's purpose and goals coincide with El Centro Comunal Latino, Inc. goals for offering services and information to the Latino community, and

WHEREAS, the El Centro Comunal Latino, Inc. and the Library desire to cooperate in the continuation of an El Centro Comunal Latino, Inc. office at the Monroe County Public Library; and

WHEREAS, the Library has the ability to provide office space at the Main Library; and

WHEREAS the El Centro Comunal Latino, Inc. is authorized to plan and develop partnerships and contractual arrangements with non-city organizations to ensure delivery of services.

NOW THEREFORE, the parties do mutually agree to continue a mutually beneficial partnership, as follows:

1. Purpose of Agreement:

The purpose of this agreement is to outline a program partnership which will provide office space for El Centro Comunal Latino, Inc. within the Monroe County Public Library.

2. Duration of Agreement:

The term of this Agreement shall begin January 1, 202~~10~~ and run through December 31, 202~~10~~. The parties may agree in writing to renew or extend the term of the Agreement.

3. El Centro Comunal Latino, Inc. agrees to:

- A. Display the hours that the office is available to the public.
- B. Notify the Library of any office closings within 2 weeks of closing.
- C. Keep and report basic service statistics on an annual basis, by January 31, to the Library Administration.
- D. Agrees to meet with the Library Administration on an annual basis to discuss the value of the partnership.
- E. Encourage future programming and outreach options that further the goals of each partner.

- F. Include information about the Library in El Centro Comunal Latino, Inc. brochures and publications.
- G. Provide its own supplies for its designated operations on an ongoing basis.
- H. Pay the sum of \$3,600 in biannual installments of \$1,800, which shall be due and payable on the first of January and the first of July for the succeeding six months.
- I. Represent El Centro Comunal Latino, Inc., in a professional manner and reflect its commitment to quality services and customer satisfaction.

4. The Monroe County Public Library agrees to:

- A. Meet with El Centro Comunal Latino, Inc. staff on an annual basis to discuss operations.
- B. Provide an adequate office space, internet and telephone access, and furnishings as needed.
- C. Work with El Centro Comunal Latino, Inc. to provide information on their services via the Library website and provide El Centro Comunal Latino, Inc. staff with access to the Library's website.
- D. Develop programming as needs are identified and staffing allows.
- E. Include information about El Centro Comunal Latino, Inc. in its promotional materials.
- F. Represent the Library in a professional manner and reflect its commitment to quality services and customer satisfaction.

5. Release of Liability

El Centro Comunal Latino, Inc. shall release, hold harmless, and forever indemnify the Monroe County Public Library and its officers, employees, agents and assigns from any and all claims which may arise as a result of El Centro Comunal Latino, Inc. activities at, or use of, the Monroe County Public Library. This includes claims for personal injury, property damage, or any other type of claim which might be brought by THE LIBRARY, its employees, agents, or patrons, or any third party.

6. Insurance

El Centro Comunal Latino, Inc. shall maintain comprehensive general Liability insurance with coverage for bodily injury per person in any one occurrence and for any one occurrence for all persons in that occurrence, and property damage. El Centro Comunal Latino, Inc. shall notify THE LIBRARY within ten (10) days of any insurance cancellation, and will provide a certificate of insurance to the Library on an annual basis.

7. Termination

Termination by mutual agreement: The parties may terminate this Agreement prior to December 31, 2021¹⁰ by mutual written agreement. Unilateral termination: In the event that one of the parties to this Agreement breaches any of its terms and conditions, the non-breaching party shall serve written notice of the breach to the other party by certified mail. The offending party shall then have ten (10) days from the date of mailing in which to cure the breach. If the offending party fails to cure the breach within ten (10) days, the non-breaching party may, at its option and in writing, unilaterally terminate the Agreement.

8. Notice

Notice regarding any significant concerns or issues of non-compliance shall be given to those contacts as follows:

El Centro Comunal Latino, Inc.

~~Jane Walter~~Maritza Alvarez

elcentrocomunal@gmail.com

Monroe County Public Library

Marilyn Wood, Director

303 E. Kirkwood Ave.

Bloomington, IN 47408

812-349-3050

Representatives for the day to day operational implementation of this agreement are:

El Centro Comunal Latino, Inc.

~~Jane Walter~~Maritza Alvarez

elcentrocomunal@gmail.com

The Monroe County Public Library

~~Leanne Zdravecky~~Lorraine Martin, 812-

349-3060

IN WITNESS WHEREOF, the parties have signed this Agreement on the date first set forth.

EL CENTRO COMUNAL LATINO, INC.

MONROE COUNTY PUBLIC LIBRARY

President, Board of Trustees
El Centro Comunal Latino, Inc.

President, Board of Trustees
Monroe County Public Library

FARBER
SPECIALTY VEHICLES

Custom Coach

11/09/2020

Monroe County Public Library
303 East Kirkwood Avenue
Bloomington, IN 47408

Re: Outreach Van Project
Project#SVS500426

To All Interested Parties:

Thank you for this opportunity to submit our quotation on your bookmobile van requirement.

Our proposed price is \$77,900.00. This price includes all RFP specifications not withstanding several exceptions as noted on the enclosed exception sheet. The proposed delivery time is two hundred-seventy days. The payment schedule as listed on Page 6 (50% down, 40% upon delivery, and 10% upon completion of loading, evaluation and acceptance) is accepted.

Options pricing: Acore single sided book cart - \$895.00 each. Acore single sided book cart with flat top - \$1,200 each.

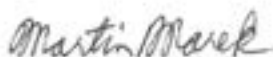
Farber Specialty Vehicles feels that the design lifetime of the vehicle should be a minimum of fifteen years. This would be dependent upon routine, proper maintenance; proper driver operation; and miles driven.

We have been family owned and operated since 1920 and are known throughout the country for providing top after-the-sale service. All of our employees are highly experienced in specialty vehicle production. Our in-house engineering staff, using the latest AutoCAD computer software can help create the most efficient use of floor plan space.

The emphasis at Farber Specialty Vehicles is on providing an innovative product with the best quality and service at a fair price. As questions arise or more information is needed, please call us toll free at 800-331-3188.

If awarded your contract, Farber Specialty Vehicles would work diligently with you to create vehicles of great lasting value.

Sincerely,



Martin Marek



FARBER

SPECIALTY VEHICLES

Custom Coach™



Company Introduction

Farber Specialty Vehicles' 160,000 square foot manufacturing and assembly plant is located next to I-70 in Columbus, Ohio, just ten minutes from the Columbus International Airport.



A talented workforce with an extremely high retention rate has been the cornerstone of Farber Specialty Vehicles' success. Our team leaders oversee a staff of more than 100 skilled craftsmen and have been in the industry from ten to thirty years.



Our engineering department is comprised of experienced personnel in both mechanical and electrical fields. Our innovative staff members are leaders in the industry using advanced 3D modeling and 2D design techniques. All vehicles are designed with quality materials using an aircraft tolerance CNC router for highly accurate construction.



Production includes custom-built mobile units for police, medical, veterinary, Homeland Security, communications, education, and business interests both nationally and internationally.

Warranty information and assistance are provided for all components to assure your purchase works to the fullest capacity throughout the life of the vehicle. Delivery and training are provided by experienced technicians.

In 2002, Farber purchased the assets of Custom Coach Corporation, a well-known manufacturer of executive and entertainer transportation since 1955.



7052 Americana Parkway Reynoldsburg (Columbus), Ohio 43068
 Phone: (614) 863-6470 Toll Free: (800) 852-5979 Fax: (614) 759-2098
 website: www.farberspecialty.com e-mail: solutions@farberspecialty.com

Family owned and operated since 1920



Engineering

- Our engineering department is comprised of experienced personnel in both mechanical and electrical fields.
- Our innovative staff members are leaders in the industry using advanced 3D modeling and 2D design techniques.
- All vehicles are designed with quality materials using aircraft tolerance CNC router for highly accurate construction.





Our Facility



- Two 90,000 square foot facilities house all vehicles in production

Daimler Vans Presents

**MASTER
UPFITTER**

2019 | 2020

Daimler Vans grants status of MasterUpfitter 2019 | 2020 to:

Farber Specialty Vehicles, Inc.

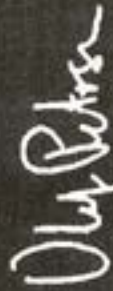
Approved Industry: Specialty

June 11th, 2019

USA



Dshamal Schoetz
Department Manager
Upfitter Management



Olaf Petersen
General Manager
Vans Marketing

CERTIFICATE

Certificate Number: 111517.01

The Quality System of:

Farber Specialty Vehicles
7052 Americana Parkway
Reynoldsburg, OH 43068
United States

Including its implementation, meets the requirements of the standard:



ISO 9001:2008

Scope:

Design, Engineering & Manufacturing of Custom Mobile Specialty Vehicles

This Certificate is valid until:	September 15, 2018
This Certificate is valid as of:	June 1, 2016
Certified for the first time:	June 1, 2016

A handwritten signature in blue ink, appearing to read "Cem Onus".

Dr. Cem O. Onus
Managing Director, Business Assurance
DEKRA Certification, Inc.

The method of operation for quality certification is defined in the DEKRA Master Services Agreement. Integral publication of this certificate is allowed.

DEKRA Certification, Inc.
1120 Welsh Road, Suite 210
North Wales, PA 19454
USA
Ph: (215)997-4519
Fax: (215)997-3810
© 2015 DEKRA Certification, Inc.

Accredited By:
ANAB





Quality Assurance Plan

Farber Specialty Vehicles has delivered vehicles to thousands of happy customers throughout our history. Our Quality Control inspection is rigorous and time consuming, but necessary. There is a great deal of pride and workmanship put towards every vehicle that leaves our facility.

- ☐ Upon arrival, every vehicle is put through a road test to find any problems that might have come from the manufacturer. Drivability, Control Functionality, and Cosmetic Inspection are all completed in our road test. Problems are immediately addressed and taken care of after inspection.
- ☐ Throughout the build FSV has project managers constantly in and out of every vehicle. It is their job to address any issues that arise throughout the build.
- ☐ After the build is complete, FSV performs a final road test. The reason for this test is to see how the vehicle handles under load. A passenger in this final road test provides a "Punch List" of things that need repaired and secured to provide a quiet and safe ride for the customer.
- ☐ Preceding the final road test is our final quality test. Our Quality Control Manager inspects and tests every component of the vehicle. This is a very detailed and time-consuming process. After this is complete, another "Punch List" is established and everything listed is fixed and again tested.
- ☐ After completion of the final quality test, a water test is performed. FSV understands the importance of sealed components, and takes no shortcuts to testing them.
- ☐ Farber Specialty Vehicles will weigh the unit before, during, and after the build to ensure the vehicle is under the Gross Vehicle Weight Rating.

NATEA
THE ASSOCIATION FOR THE WORK TRUCK INDUSTRY

M E M B E R

ONE INDUSTRY • ONE ASSOCIATION • ONE RESOURCE

THE FARBER SPRINTER BOOKMOBILE



Farber Specialty Vehicles is proud to be part of the Daimler Sprinter Preferred Upfitter program. We have ten full time engineers available to help design your next Sprinter conversion and thirty plus years building vehicles for law enforcement agencies, health outreach, educational institutions, offices, entertainment and libraries.

FARBER
SPECIALTY VEHICLES

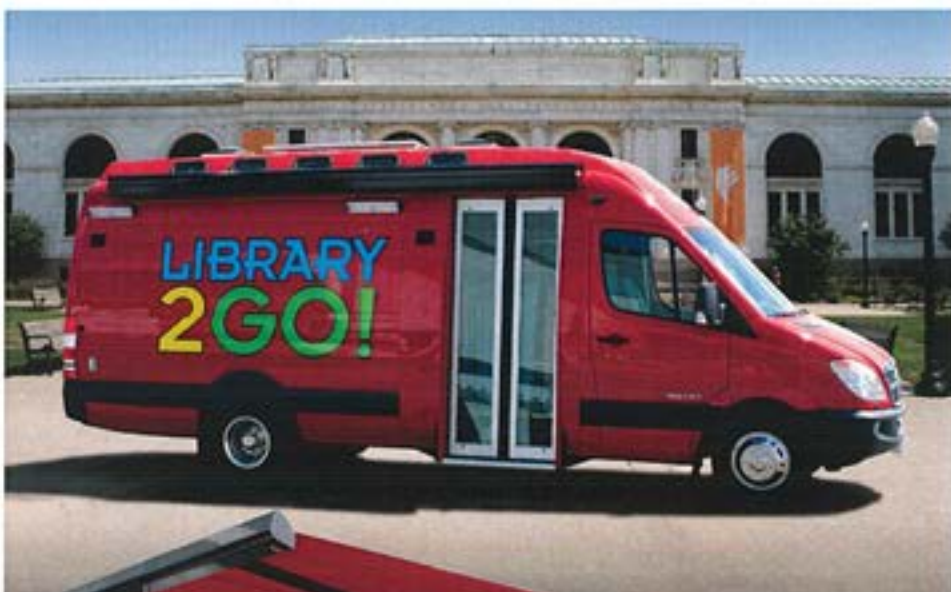
Custom Coach



SPRINTER

**MASTER
UPFITTER**
2017 | 2018

FARBER SPECIALTY VEHICLES



FARBER SPECIALTY VEHICLES





PROPOSAL FOR
MONROE COUNTY PUBLIC LIBRARY

EXCEPTIONS/CLARIFICATIONS

EXCEPTIONS

Page 10. 1.6. Guarantee

1.6.2. Vendor would not be able to pick up or deliver vehicle for warranty work, or repair at library facility.

Van warranty work and common wear parts would be provided by local Sprinter dealership. For Farber responsibilities, please reference enclosed sheet titled "Service Location for Upfit".

Page 11. 2. Vehicle Specifications

2.2. Type

2.2.1. Daimler AG, the parent of the Sprinter brand is no longer taking orders for the Freightliner branded van. The Sprintsers will be exclusively produced with the Mercedes brand name. The van is physically identical and is priced the same as was the Freightliner.

Page 12. 2.4. Base Vehicle

2.4.1.1. Sprinter vans with the V6 diesel engines will not be built at least to the end of June 2021. This is due to an engine redesign program. Because of this uncertain schedule we cannot accept the \$200 per calendar day liquidated damage clause listed in Page 4 under the delivery section. The proposed delivery time, as listed in our cover letter, we feel, will be fairly accurate at this time.



PROPOSAL FOR
MONROE COUNTY PUBLIC LIBRARY

EXCEPTIONS/CLARIFICATIONS

EXCEPTIONS

Page 12.

- 2.4.2.8. Sprinter does not offer one sunroof, they must be purchased in a higher number per van. Included in our quoted price is a high quality sunroof from a different vendor.

Farber Specialty Vehicle accepts all other RFP specifications as written.

FARBER
SPECIALTY VEHICLES

Custom Coach

PROPOSAL FOR
MONROE COUNTY PUBLIC LIBRARY

Sample Reference List of Farber Library Van Type Cart Haulers

Ashland Public Library
224 Claremont Avenue
Ashland, OH 44805
Heather Miller, Director
419-289-8188 x609
hmiller@ashland.lib.oh.us

Pittsburg Public Library
308 North Walnut
Pittsburg, KS 66762
Beverly Clarkson Director
620-230-5566

Clearfield County Public Library
601 Beach Street
Curwensville, PA 16833
Lois Francisco, Director
814-236-0589

City of Frisco
6101 Frisco Square Blvd.
Frisco, TX 74034
David McBurnett, Fleet Manager
972-292-5849
dmcburnett@friscotexas.gov

FARBER SPECIALTY VEHICLES, INC.

LIMITED WARRANTY

Thank you for choosing to purchase a FARBER MOBILE UNIT, a fine product in which design and construction have received the care that quality demands. This important warranty covers many items and is indicative of our desire to stand behind our products and assure our customers' complete satisfaction.

WARRANTY COVERAGE:

Farber Specialty Vehicles, 7052 Americana Parkway, Reynoldsburg (Columbus), Ohio 43068 (Warrantor) warrants the original consumer (Purchaser) for a period of (1) one year from date of delivery to the purchaser (Warranty Period), that the interior structure of the vehicle, plumbing, heating, electrical systems, and all appliances and equipment installed by the warrantor, is warranted under normal use to be free of substantial defects in materials and workmanship attributable to Warrantor.

THIS WARRANTY DOES NOT COVER:

1. The automotive system (including the chassis and drive train), tires and batteries, which are covered by the separate warranties of the respective manufacturers of these components.
2. Defects caused by or related to:
 - a. Abuse, misuse, negligence or accident;
 - b. Failure to comply with instructions contained in the owner's manual;
 - c. Alteration or modification of the mobile unit;
 - d. Environmental conditions (salt, hail, chemicals in the atmosphere, etc.)
3. Normal deterioration due to wear or exposure, such as fading of fabrics or drapes, carpet wear, etc.
4. Normal maintenance and service items, such as light bulbs, fuses, wiper blades, lubricants, etc.
5. Transportation to and from dealer or manufacturing plant location, loss of time, inconvenience, commercial loss, loss of use, towing charges.

OWNER'S OBLIGATIONS:

If a problem occurs which the owner believes is covered by this warranty, the owner shall contact the manufacturer by calling the toll free number with sufficient information to resolve the matter. Authorization will be given to repair or replace the defective material.

TWO (2) YEAR LIMITED WARRANTY

Thank you for choosing
FARBER SPECIALTY VEHICLES, INC.

Thank you for choosing to purchase a FARBER MOBILE UNIT, a fine product in which design and construction have received the care that quality demands. This important warranty covers many items and is indicative of our desire to stand behind our products and assure our customers' complete satisfaction.

WARRANTY COVERAGE:

Farber Specialty Vehicles, 7052 Americana Parkway, Reynoldsburg (Columbus), Ohio 43068 (Warrantor) warrants the original consumer (Purchaser) for a period of (2) two years from date of delivery to the purchaser (Warranty Period), that the interior structures of the vehicle, plumbing, heating, electrical systems, and all cabinetry and hardware installed by the warrantor, is warranted under normal use to be free of substantial defects in materials and workmanship attributable to Warrantor.

THIS WARRANTY DOES NOT COVER:

1. The automotive system (including the chassis and drive train), tires and batteries, which are covered by the separate warranties of the respective manufacturers of these components.
2. Any part or component covered by a written warranty issued by its manufacturer. Including but not limited to; auxiliary generator, refrigerator, microwave oven, satellite systems, emergency equipment and lighting.
3. Defects caused by or related to:
 - a. Abuse, misuse, negligence or accident;
 - b. Failure to comply with instructions contained in the owner's manual;
 - c. Alteration or modification of the mobile unit;
 - d. Environmental conditions (salt, hail, chemicals in the atmosphere, etc.)
4. Normal deterioration due to wear or exposure, such as fading of fabrics or drapes, carpet wear, etc.
5. Normal maintenance and service items, such as light bulbs, fuses, wiper blades, lubricants, etc.
6. Transportation to and from dealer or manufacturing plant location, loss of time, inconvenience, commercial loss, loss of use, towing charges.

OWNER'S OBLIGATIONS:

If a problem occurs which the owner believes is covered by this warranty, the owner shall contact the manufacturer by calling the toll free number with sufficient information to resolve the matter. Authorization will be given to repair or replace the defective material.



Mercedes-Benz
of Indianapolis



Address

3900 E 96TH ST. INDIANAPOLIS, IN 46240

Phone

(317) 682-9378

Hours of Operation

Monday 7:30 AM - 8:00 PM

Tuesday 7:30 AM - 6:00 PM

Wednesday 7:30 AM - 6:00 PM

Thursday 7:30 AM - 8:00 PM

Friday 7:30 AM - 6:00 PM

Saturday 10:00 AM - 6:00 PM

Sunday Closed - Closed

*Hours may vary due to COVID-19.

Contact Us

Sales

Service 833-679-0316

Parts 833-679-0316

3900 East 96th Street

Indianapolis, IN 46240

Directions / Hours



Locations We Serve

Anderson

Avon

Bloomington

Carmel

Colombus

Crawfordsville

Fishers

Greenwood

Indianapolis

Kokomo

Muncie

Noblesville

Shelbyville

Terre Haute

Westifeld

Zionsville

FARBER
SPECIALTY VEHICLES

Custom Coach

PROPOSAL FOR
MONROE COUNTY PUBLIC LIBRARY

SERVICE LOCATION FOR UPFIT

Farber Specialty Vehicles will approve any location of the customer choice such as county fleet maintenance or any qualified truck repair facility. We are available at 1-800-331-388 with experienced parts and warranty employees including Mr. Jason Mills and Mr. Curt Hofmeister. (Please see enclosed "Parts, Service and Warranty Contact" sheet.)

Our Service Department would stand ready to help facilities with parts, knowledge sharing, or in any other way needed.

Parts, Service and Warranty Contacts

Service Department Hours

Monday thru Friday 7:30 – 5:30

Phone 614-863-6470

Toll free 800-331-3188

Fax 614-892-2345

SERVICE 614-452-8501

DELIVERY & TRAINING

Brock Templin btemplin@farberspecialty.com

WARRANTY, SERVICE AND PARTS

Curt Hofmeister chofmeister@farberspecialty.com

Gary Brown gbrown@farberspecialty.com

LOGISTICS

Jim Arbaugh jarbaugh@farberspecialty.com

SERVICE MANGER

Service appointments, estimates, upgrades

Jason Mills jmills@farberspecialty.com

November 23, 2020

Chris Jackson
Monroe County Public Library
303 East Kirkwood Avenue
Bloomington, IN 47408

Re: Analysis of responses to RFP #00426 Outreach Van

Issue & Response

This Request For Proposal ("RFP") was issued by SVS to multiple potential vendors on October 22, 2020 with a response deadline of November 20, 2020 in an effort to determine responsive and capable manufacturer for the new bookmobile vehicle.

At the time of close, five (5) proposals were received by SVS for review and analysis. In alphabetical order, proposals were received from Farber Specialty Vehicles of Reynoldsville OH, General Truck Body of Houston TX, Matthews Specialty Vehicles of Greensboro NC, Summit Bodyworks of Fort Lupton CO and TechOps Specialty Vehicles of Stevensville MD.

Proposal Assessment

These proposals were assessed for completeness and specification adherence. All proposals were found to be generally responsive, with the following exceptions and/or clarifications noted:

<i>Farber</i>	1.6.2: Library will be responsible for warranty vehicle movements. 2.2: Mercedes brand van in lieu of Freightliner (no longer available as a Freightliner) 2.4.1.1: Cannot accept liquidated damages clause due to Mercedes factory delays, but estimates 270 days ARO.
<i>General</i>	Proposal does not include the cost of the van.
<i>Matthews</i>	No exceptions or clarifications noted
<i>Summit</i>	1.3.1.5: Clarification: The outreach van will be delivered with an IN weight ticket. The vehicle will have a CO weight slip upon inspection at our facility. 3.2.2: Clarification: The outreach van will have equivalent equipment from American Standard. 3.3.2: Clarification: We are proposing a Braunability Millennium series lift with capacity up to 750 lbs. We are a Braunability dealer, brochure is attached with warranty information. We have priced the Ricon lift as an upgraded option, we can have a local dealer install it is chosen.
<i>TechOps</i>	No exceptions or clarifications noted

Cost Summary

	<i>Farber</i>	<i>General</i>	<i>Matthews</i>	<i>Summit</i>	<i>TechOps</i>
<i>Outreach van base cost as specified</i>	\$77,900.00	\$70,518.00*	\$115,449.00	\$123,595.00**	\$102,153.34
<i>Option: Additional Acore carts (each)</i>	\$895.00	\$1,115.00	\$1,310.00	\$1,295.00	\$1,030.13
<i>Bookmobile representative cost with all options:</i>	\$78,795.00	\$71,633.00*	\$116,759.00	\$124,890.00	\$103,183.47
<i>Payment terms:</i>	50% order, 40% delivery, 10% net 30	50% order, 40% delivery, 10% net 30	50% order, 40% delivery, 10% net 30	50% order, 40% delivery, 10% net 30	50% down, Chassis balance at arrival/100% balance at acceptance.
<i>Delivery time:</i>	270 days (estimated)	50 days after drawings approved	240-280 days ARO	275-330 days ARO	222-229 days ARO

* Van not included in quote.

** Included Braun lift in lieu of specified Ricon (add \$5,600 to keep Ricon).

Analysis

First I'd like to note that the proposal from General did not include the base vehicle as required, which disqualified their proposal from my analysis.

Investigating the then lowest valid base price proposal from Farber, I noted a comprehensive response, but also a price much lower than the rest of the pack. In a confirming call with Martin Marek, I was assured that the pricing listed was accurate, and that it would be honored if awarded. Due to an industry shake-up, where the Freightliner branded van has been completely removed from the Daimler lineup, they rightly proposed a Mercedes equivalent. Additionally, the Mercedes branded version is not currently being manufactured due to a retooling issue and will not likely begin production again until June of 2021. Farber was not able to accept the liquidated damages clause due to this fact but was again assured by Mr. Marek that it was in their best interest to delivery in a timely manner.

Investigating the next lowest valid proposal from TechOps, I again noted a comprehensive response, but no exceptions or clarifications, or reference to the fact that the Freightliner branded van could no longer be ordered. This indicates that they may not be up to speed with the overall van industry and that unexpected surprises may follow. Although they are an up-and-coming builder of specialized library vehicles, they are still relatively inexperienced with these types of units and I believe their proposal was indicative of that fact.

Conclusion

Farber is a very respectable company that has been successfully building library vehicles for many years. They have one of the best engineering departments in the industry and have produced many very high-quality bookmobile projects for SVS clients over the years. They responded very well to the RFP and had no significant exceptions. I believe that selection of the Farber proposal for award would be a prudent and responsible choice by the Library.

That said, and assuming the total falls within the project budget, I formally recommend the award of this outreach vehicles contract to **Farber Specialty Vehicles**. I believe this company and proposed vehicle will meet the needs of, and better serve the staff and patrons of the Monroe County Public Library for many years to come.

Thank you again for your continued trust during this process. I look forward to continuing work on this exciting project, and further to a very successful delivery!

At your service,



Michael Swendrowski

President

Internet and Computer Use Policy

Monroe County Public Library provides access to computers and computer-based resources for informational, educational, and recreational purposes. This policy governs the management of computers and computer data networks that are owned and administered by the library.

Access

Residents, using their library card, and guests using approved guest credentials are eligible to access the Library's computers and resources. Computer use is on a first-come, first-served basis. To promote equitable access to computer resources, the Library may utilize time management software. Staff may also take other measures to manage computer access including (but not restricted to) reserving terminals for individuals or groups with specific needs.

Free wireless access is available for all Library visitors with their own personal laptops and mobile devices. Use is governed by the Library's internet use policy. Use of the Library's wireless network is entirely at the risk of the user.

Confidentiality

In keeping with the Library's general policies, information stored on computers is treated as confidential. The Library does not disclose information about an individual's use of computer resources unless compelled to do so by local, state, or federal law, or approved by the Director or their designee. - Viewing information in the course of normal system maintenance does not constitute disclosure.

Information stored by a user on the Library's public computers will be removed by operating system procedures and software tools at the conclusion of each user session. However, no guarantees can be made in this regard and customers should exercise caution when exposing any private information.

Customer Responsibilities

Users should be aware of computer viruses and other destructive programs, and take steps to avoid being a victim or an unwitting distributor. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. The Library assumes no liability for loss or damage to the user's data or devices, nor for any personal damage or injury incurred as a result of using the Library's computing resources. This includes damage or injury sustained from invasion of the user's privacy.

Computing resources may only be used for legal purposes. Examples of illegal use include, but are not limited to, the following:

- Attempting to alter or damage computer equipment, software configurations, or files belonging to the Library, other users, or external networks
- Attempting unauthorized entry to the Library's network or external networks
- Intentional propagation of computer viruses, malware, etc.
- Violation of copyright or communications laws
- Violation of software license agreements
- Transmission of speech not protected by the First Amendment, such as libel and obscenity

Cooperative Responsibilities:

The Library strives to balance the rights of users to access different information resources with the rights of users to work in a public environment free from harassing sounds and visuals. The Library asks all users to remain sensitive to the fact that they are working in a public environment shared by people of all ages, with a variety of information interests and needs. In order to ensure an efficient, productive computing environment, the Library insists on the practice of cooperative computing. This includes:

- Respecting the privacy of other users
- Not using computer accounts, access codes, or network identification codes assigned to others
- Refraining from overuse of connect time, information storage space, printing facilities, processing capacities, or bandwidth capacities
- Refraining from the use of sounds and visuals which might disrupt the ability of other Library customers to use the Library and its resources

Sanctions

The Library relies on the cooperation of its users to efficiently and effectively provide shared resources and ensure community access to a wide range of information. If individuals violate these acceptable use rules in any way, their right to use networked resources may be suspended for a specified time. They will be notified of the length of and reason for the suspension. Individuals using Library computing resources for illegal purposes may also be subject to prosecution.

Internet Disclaimer

The internet is a global electronic network with no central control of its users or content. The internet contains a diverse range of information, some of which may be objectionable or offensive. The Library cannot protect users from offensive internet content, but librarians can offer advice and suggestions to help ensure effective internet searching.

Except for webpages produced internally, the Library does not control internet content and makes no general effort to limit internet access. However, when informed of a violation of the Library's Internet and Computer Use Policy, library staff will enforce the legal and cooperative responsibilities outlined above.

As with other materials, parents and guardians of minor children—not the Library nor its staff—are responsible for supervising their children's use of internet resources at the Library.

The Library has investigated filters designed to restrict access to various online content, but has found them to be both overly broad (restricting access to materials that no one would find objectionable) and not fully effective (allowing access to a considerable number of sites of the sort they purport to block). Given these limitations, the Library has not installed such software. In order to provide alternatives for minors, the Library does provide links through the children's webpages to search engines with filters.

The Library cannot ensure the availability nor the accuracy of external electronic resources. Like print materials, not all electronic sources provide accurate, complete, or current information. Users need to be good information consumers, questioning the validity of information.

In accordance with Indiana Code (IC 36-12-1-12), the Library performs a public review of this Internet and Computer Use Policy annually.

Approved by the Library Board of Trustees ~~July 17, 2019~~ December 16, 2020

Monroe County Public Library Checkout Policy

At their meeting on Wednesday, January 15, 2020, the [Library Board of Trustees approved a policy to eliminate overdue fines, effective March 1, 2020](#). The policy waives all unpaid overdue fines and collection agency fees charged prior to implementation, and eliminates fines for all late returns moving forward.

Purpose

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

Intellectual Freedom

Individual customers determine for themselves what Library materials are appropriate for personal checkout or viewing. Parents or guardians are responsible for determining what their children borrow, view, or use in the Library. Library staff will not monitor or restrict any patron's borrowing or use of the Library, its materials, or its resources based on a customer's age, background or views. The Library endorses and defends the concepts of intellectual freedom, as protected by the United States Constitution and as described in the Library Bill of Rights. The Library adheres to and supports the American Library Association's "[Library Bill of Rights](#)" (Appendix A), "[Freedom to Read](#)" (Appendix B), "[Freedom to View](#)" (Appendix C), and "[Interpretations of the Library Bill of Rights](#)" (Appendix D).

Confidentiality

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

- When issued with a valid subpoena or warrant;
- When requested by the parent or legal guardian of a minor for the purpose of paying fees or recovering lost items;
- When an account with lost materials or unpaid fines is turned over to a collection agency;
- When trained volunteers are selecting and delivering materials to homebound customers;
- When sharing specific identification data with school partners for the limited purpose of creating and maintaining Library accounts for their students. Account use information, including items borrowed, items requested, and activity dates, remains confidential.

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

Eligibility for Library Cards

Resident Library Card

Individuals of all ages are eligible for a library card if they meet the following criteria:

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

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

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

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

Teachers and other educators employed at any pre-school or K—12 school physically located in Monroe County, regardless of their personal residence, are eligible for a resident library card for the duration of their employment. As circumstances change any of the above criteria, card eligibility will also change. Individuals who are not eligible for a resident card under these criteria may apply under the policy for non-resident cards.

Non-Resident Library Card

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

Individuals living outside of Monroe County in an area that does not receive library service may purchase an annual subscription card. This subscription card provides access to the Monroe County Public Library only. Individuals eligible for this subscription card include:

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

Annual costs for PLAC cards and Subscription cards are included in the [fee schedule adopted by the Library Board of Trustees](#).

Agency Cards

Certain types of organizations in Monroe County are eligible for an agency card that confers organizational borrowing privileges. These include senior and assisted living facilities; Head Start and preschool programs; and social service agencies providing out-of-school care or transitional housing. The Library reserves the right to decline agency cards due to capacity limitations.

Issuing Cards

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

Homebound customers and eligible agencies register separately through the Library's community outreach staff.

Use of Library Card

Customer Obligations

- Use of the library card implies acceptance of and adherence to all regulations of the Library.
- The Library assumes no liability for any damage caused by the use or misuse of any Library materials.
- Customers are financially responsible for all materials checked out on their library card.
- Customers must inform the Library of any change in contact information for account notifications.
- Customers are required to report lost or stolen cards to the Library immediately.

Customers Who Do Not Present Card at Checkout

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

Customers Using Other Customers' Library Cards

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

Picking Up Holds For Another Customer

Due to confidentiality concerns, customers must have permission to pick up holds for other customers. Following confidentiality guidelines, holds for customers under 18 will be given to parents without prior permission.

Suspension of Borrowing Privileges

The Library may suspend borrowing privileges when customers abuse circulation policies.

[Financial Penalties](#)

Replacement Fees

Items that are lost, returned with damage or missing parts, or otherwise did not return in the same condition as when they were checked out are billed accordingly.

Legal Action

The Library reserves the right to take legal action to recover fees owed.

Exceptions to Financial Penalties

Customer Claims Not Responsible

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

Fee Option Programs

~~Fee Option Program: Volunteer Work for Credit~~

In cases of financial hardship, customers age 14 and over may make arrangements with the Administrative Coordinator to volunteer at the Library in lieu of payment of fees. Credit may be earned for each hour of designated work. See the [fee schedule adopted by the Board of Trustees](#) for current rate of credit per hour.

~~Read It Off: Fee Option Program for Children and Teens~~

~~The Library is committed to developing children's reading skills and Library habits so that they become responsible lifelong Library users. Customers under the age of 18 may choose to enroll in a reading/literacy program in lieu of payment of all types of charges. Credit may be earned through each use and return of designated Library material. See the [fee schedule adopted by the Board of Trustees](#) for current rate of credit.~~

Care Fee Option Program

The Library is committed to providing access to patrons who may have incurred a prohibitive amount of fees so they can once again become responsible lifelong library users. These patrons may choose to enroll in a borrowing program in lieu of payment of Library fees. Credit may be earned through each use and return of designated Library material. See the [fee schedule adopted by the Board of Trustees](#) for current rate of credit.

Limited borrowing privileges apply to participants enrolled in this program.

Food for Fees

The Library supports local efforts to feed the hungry. During announced Food for Fees events, the Library will accept designated non-perishable food items in lieu of payment for fees owed to the Library. See the [fee schedule adopted by the Board of Trustees](#) for current rate of credit for food items.

Removal of Customer Obligations

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

Structure and Maintenance

Borrowing Limits

The library may impose borrowing limits when necessary.

Loan Periods

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

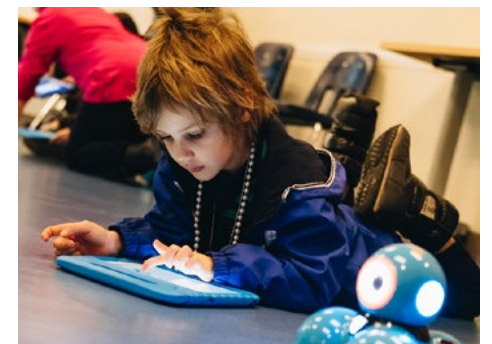
Inactive Library Cards

The Library will conduct periodic purges of inactive library cards.

Approved by the Library Board of Trustees ~~February 19, 2020~~December 16, 2020



Monroe County Public Library Strategic Direction Report 2021–2023





Introduction from the Director

We launch this strategic plan in the midst of a global pandemic. Our planning and community outreach to gather input for this plan was far different than in the past. Despite the anxieties of everyday life and the major barriers to providing services we faced this year, we feel confident our updated mission, vision, values, and goals reflect and support our community. Our Library is looking ahead and designing a roadmap to meet community needs in ways we never imagined before 2020. This plan represents most of the concepts formerly in place, although our language and focus of goals and values have shifted in meaningful ways to be more representative of our world and community view in 2020. This plan is resilient and will guide us through social, political, technological, and economic changes, or things we haven't yet experienced. Libraries are central to a community's success. We plan to be the resource our community wants, needs, and deserves.

Marilyn Wood

Director, Monroe County Public Library



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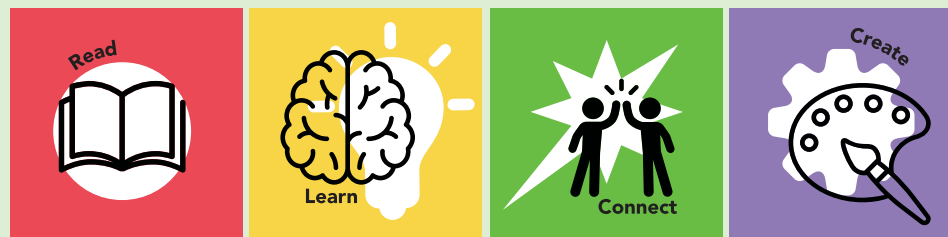
Monroe County Public Library Board of Trustees 2020

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- Christine Harrison, Vice-President
- David L. Ferguson, Treasurer
- Fred Risinger, Secretary
- Kari Isaacson Esarey
- Katherine E. Loser
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Strategic Roadmap Team

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- Grier Carson, Associate Director
- Josh Caswell, Digital Media Expert, Librarian
- Mandy Hussey, Manager, Communications and Marketing
- Maggie Hutt, Information Assistant
- Chris Jackson, Special Audiences Strategist
- Josh Wolf, Manager, Community and Customer Engagement
- Marilyn Wood, Director

Submitted for Adoption: December 16, 2020 to the Library Board of Trustees



Monroe County Public Library in 2020

Monroe County Public Library (MCPL) in Indiana serves an estimated 148,431 county residents through facilities in Bloomington and Ellettsville, along with a dynamic outreach program. The population grew by 7.6% from 2010–2019 and this growth trend is expected to continue. 19.9% of the county's population is under 18 years old and 13.6% is over 65 years old. The racial and ethnic makeup of the community is 83% white, 3.7% Black or African American, 7.3% Asian, and 3.6% Hispanic or Latino. 8.3% were foreign born. Countywide, the poverty rate is 21.4% as compared to the City of Bloomington where 36.6% of the population is living in poverty. 82.8% of the county's residents have access to broadband in their household. In the years 2014–2018, an estimated 7.8% of adult residents (age 25 and up) were not high school graduates, which is nearly 12,000 individuals. 8.3% of the population under the age of 65 are living with a disability.¹

These figures confirm potential demands of a public library which can adequately address needs of not only adults, children, and teens, but also senior citizens, individuals with low literacy or low socioeconomic status, and those who are disabled. The Library provides a vibrant community gathering place, meeting rooms, and spaces where individuals of every age and socioeconomic or educational status can read, learn, connect, and create. Community members support and promote a Library which is inclusive, supportive, and low-barrier for everyone. Marginalized members of the community also need services outside the Library setting.

OUTREACH

Outside the Library, the Bookmobile travels to rural locations around the county, and visits more than 25 locations during its six days of operation each week. The Library provides personalized delivery of materials to Monroe County residents who are unable to visit the Library due to physical disability, extended illness, or significant transportation problems through its Homebound Service. Items are selected based on patron requests and preferences. They are delivered once a month. Additionally, the Outreach Van provides Library materials to residents of assisted-living and senior-living facilities. Its lobby stops and deposit collections help meet the needs of patrons who cannot access other Library offerings. Another outreach service circulates books to approximately 200 inmates at the county jail. Approximately 1,000 books are circulated each month.



SPECIALIZED PROGRAMMING

Monroe County Public Library offers free specialized programming for those with sensory processing issues which provide support to families in need of services not found elsewhere. Library staff also receive training to build skills in dyslexia awareness, implicit bias, and dementia-friendly practices. The Library provides programming for caregivers for individuals living with Alzheimer's and dementia, specialized public computing and equipment, and accessible collections, as well as subject expert librarians who continuously evolve their skills to address demand and community needs.

CHILDRENS

Nurturing the curiosity and creativity of local youth is a staple Library service. Early literacy, play, and STEAM exploration are built into the Library's birth-6 and tween spaces. In the community, staff provide early literacy support for Head Start locations and other preschool facilities through onsite programming, book deliveries, and Every Child Ready to Read workshops.

TEENS

Teens have their own dedicated spaces at both facilities. The spaces facilitate teen leadership, creativity, collaborative work, quiet study, and recreation. They include DIY design studios, books, music, board games, video games, cozy spots, virtual reality, and more.

¹All figures taken from the United States Census Bureau Quick Facts, [census.gov/quickfacts/monroecountyindiana](https://www.census.gov/quickfacts/monroecountyindiana)

COMMUNITY ACCESS TELEVISION SERVICES (CATS)

CATS provides coverage of local events, government meeting coverage, and telecast, all which are dedicated constitutional forums for the purpose of providing citizens of Bloomington and Monroe County access to the distribution of information, opinion, and other constitutionally protected forms of speech.

VOLUNTEERS IN TUTORING ADULT LEARNERS (VITAL)

VITAL provides a safe and respectful learning environment for adults who want to improve their reading, writing, math, or English-language skills. It offers tutoring, English language groups, and helps learners prepare for the high school equivalency exam, driver's license test, and citizenship test. Adults of all ages, nationalities, and economic and social backgrounds are welcome. VITAL's learner-centric approach accommodates different learning styles by providing individualized lesson plans and high-quality resources.

“

You and your Library team are doing amazing work to serve the community. I am always impressed with how ahead of the issues you are and how responsiveness is prioritized by the library strategists. MCPL is a gem in our community and an example of how a library can be a part of bringing a community together.

—A Library patron

”



Awards and Certifications

Library services and programs were recognized in a number of ways in 2018–2020. The Library was the recipient of the following awards.

2019

Greater Bloomington Chamber of Commerce Community Anchor Award

Recognizes a business or organization that has contributed positively to the local community over a sustained period

Indiana Library Federation Programming Award

Honors and recognizes a library system or branch of a library system that has successfully provided ongoing, innovative, and diverse programming designed to meet its community's needs

Indiana Library Federation Outstanding Staff Award

Honors and recognizes a non-certified staff person who has contributed to his or her employing library or media center in Indiana

2018

Indiana Library Federation Tom Zupancic Literacy in Libraries Award

Recognizes community advocacy of literacy in libraries by an individual or organization in cooperation with a library

Greater Ellettsville Area Chamber of Commerce Award of Excellence

Recognizes the Library's vision, dedication, service, and leadership on behalf of the Ellettsville community

Indiana University Health

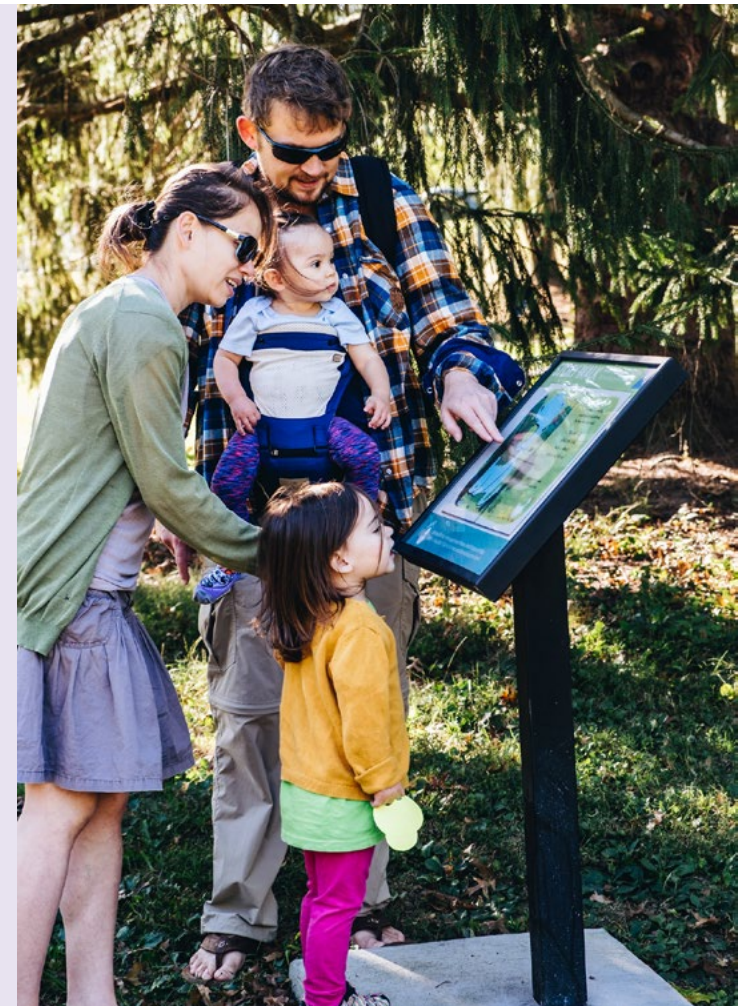
Dementia-Friendly Level 2 certification

“

Thank you for the creative ways you are serving patrons!

—A Library patron

”



Improvements

The Library underwent several significant improvements since the last strategic planning process. Highlights of 2019 achievements are located in [appendix C](#). Additional highlights include:

- The Library Board of Trustees approved a policy to waive all unpaid overdue fines and collection agency fees charged prior to implementation. The policy also eliminated fines for all late returns moving forward. This change reduced barriers to access and furthered the Library's mission to provide free and equitable access to information.
- Improved access to collections, resources, spaces, and programs through the introduction of Kanopy, a zine collection, and expansion of access to unique or electronic resources.
- Autism and sensory-friendly movie screenings, dementia-friendly movie screenings, visits to teen spaces by students in special education classes, Caregiver University presentations, and an Audiobook Book Club for the blind community were offered.
- Increased outreach to elder patrons with limited mobility through two new outreach van stops at assisted living sites
- The website was upgraded to a responsive interface with an updated navigation structure. Content and pages were updated regularly through 2020.
- Newsletter subscribers increased from 2,000 to 12,000 with improved focus and content.
- A visual marketing specialist position dedicated to social media and video marketing was added. Dozens of promotional videos were created to showcase Library services, events, and resources.
- Marketing campaigns were created to promote new eLibrary resources each month, resulting in increased eLibrary usage.



- The Ellettsville Branch Library celebrated their grand reopening of a new Pre-K space, a dedicated teen room, two new meeting rooms, a conference room, an outdoor garden area, and other enhancements.
- A new (aMH) sorter dramatically improved materials return processes and enhanced access to materials.
- Wallpaper removal, repainting, and recarpeting were completed in most portions of the third floor, Indiana Room, children's room, and other areas at the Main Library. In addition, a tween space was added to the children's room.
- A commitment to physical accessibility led to the following improvements: a regraded parking lot and new accessible restrooms at the Ellettsville Branch Library, a new caregiver restroom at the Main Library, a motorized accessibility cart, and a second portable assistive listening kit for use in program rooms.
- Completed preliminary Southwest Branch Library site work with a broker, identifying a site, conducting a site survey, and meeting with city and county stakeholders and officials.
- In 2019, total CATS coverage of governmental meetings was 550, which is an all-time record. Community productions (produced by CATS) were 349. CATS continued its partnerships with several community organizations.
- CATS Main engineering/master control renovation nears completion. All of the wiring and internal network conductivity, as well as live signal paths are in place, production workstations have been migrated to the new architecture, and over 2,500 community programs have been digitized for use on the new playback server. With a massive storage array (270 terabytes), and multiple system redundancy, the new CATS HD environment will reliably serve the community coverage needs of Bloomington and Monroe County for years to come.



“

It's just hard to believe that a city as small as Bloomington, a county the size of Monroe County, has a library this great.

—A Library patron

”

The Strategic Roadmap Process

THE PROCESS

The Library convened a strategic roadmap team of staff representatives to lead the strategic direction planning process. The team's charge was to identify the process by which the Library would engage with the community and staff. Following this engagement, the team would collect and analyze data and develop an overview of the strategic priorities as identified through community engagement. Team members possessed a strong community focus, and respect and understanding for all Library services to ensure a broad and deep understanding of the data received and possibilities for improvement or implementation.

COVID-19

The team conducted their work during the COVID-19 pandemic. Although many of the responses received looked back or forward to a non-COVID time, the results were nonetheless colored by individuals current perspectives of the pandemic. With this in mind, the results not only provide guidance for the Library in difficult times and ideas for new ways to conduct business, but they also provide a great sense of the community's passion for Library access and important information about the programs, services, and partnerships that are seen as most important and dearly missed when unavailable.

“

Thank you for figuring out how to continue to provide amazing service to the community in a safe manner. The work you all do does not go unnoticed. I appreciate the library and am proud we have such an amazing group of folks working there.

—A Library patron

”

SURVEY TOOL

The team, working with the Senior Research Director from Indiana University Center for Survey Research, developed a survey tool. This tool would collect information from the community as well as serve as an outline for community conversations with organizational stakeholders. The survey was distributed by mail to all county residents. It was also posted from mid-June to August 31 on the Library's website and promoted extensively via social media. A summary of the results can be found in [appendix D](#). This data will help guide the Library in areas of programming, collections, and services in the Library and community.

SURVEY REVIEW

In order to identify the trends of greatest interest to the community, the team divided and reviewed the 2,669 survey responses. The team focused primarily on a single qualitative open-ended question: “One way Monroe County Public Library can better serve me and my family is?” The remaining questions were analyzed quantitatively using tools provided by the survey software.



Expressions of Community Need

THEMES

When respondents answered how the Library could better serve them, clear themes emerged. These themes can be grouped under four broad categories: collections, services, marketing, and programming.

COLLECTIONS

- More ebooks
- More e-audio (specifically)
- More breadth to collection (many instances of specific genres and subjects were suggested)
- More bestsellers and copies of new titles
- Increase number of holds
- Many requests for a Library of Things (tools, baking equipment, etc.)
- Make renewal times longer and provide more renewals
- Simplify discovery of and access to online collections (web)
- Add a mobile app

SERVICES

- Reopen soon
- Expand beyond traditional Library hours
- Positive comments regarding opening a new branch, some specific to the proposed location
- Requests for more Bookmobile stops and offsite services
- Requests for book drops throughout the county
- More social services onsite, some calls for an onsite social worker

MARKETING

- Easier navigation within the Library—better signage
- Better promotion of online services
- Mentions of unawareness of programs and services

PROGRAMMING

- More evening and weekend programs, especially children's programs
- More adult programming
- More programming for adults in their 20s
- Gardening, sustainability, and DIY programming
- Expand and continue virtual programming, even after reopening
- More STEAM and technology programs for every age, but especially for teens
- Adults: basic computer skills and workforce development skills
- More family programming with traditional values
- More programming that celebrates diversity and inclusion, specifically relating to the LGBTQ+ population and Black, Indigenous, and People of Color

“

Thank you for making curbside safe and easy!

—A Library patron

”



Community Conversations and Survey

Additionally, the team conducted community conversations with partners and stakeholders in Monroe County. They reached out to 74 community agencies and invited them to participate by either filling out the survey or participating in a community conversation. Most agencies opted to take the survey. Twelve agencies met with the Library via Zoom or phone call.

In order to integrate this input with survey responses, the Library used the survey questions as scaffolding for community conversations. However, facilitators also encouraged participants to provide input outside of the proscribed questions. Each of these agencies expressed a deep appreciation for the work the Library is already doing.

THE FEEDBACK

These 12 conversations included such partners as United Way, The Bloomington Chamber of Commerce, community educators, the Community Foundation, and others who provided this feedback:

- Organizations support Library partnerships that provide skills in financial literacy, teen adulting skills, and parenting skills. They serve individuals who would benefit from workforce development and soft skills required for job applications and interviews. One participant expressed the most important thing the Library can do in the next three years is to promote digital literacy among all ages, and focusing on older adults.
- Networking and training opportunities for small business owners were also seen as an important service of the Library. Several participants felt the Library needs to build its capacity as a gateway resource for social services. Ideas to accomplish this include enhanced social services training for all staff, a dedicated staff member with social work qualifications, and life skills programming for teens and new adults. Everyone saw a need for resilience and recovery programs and their promotion, primarily due to the pandemic.
- Both CATS and VITAL were seen as extremely valuable assets which support literacy and democracy. The Libraries physical spaces and availability of meetings rooms and gathering spaces are also seen as vital contributions to the community, as is outreach.



Mission, Vision, Values, Goals

Following analysis of the data and the establishment of the trends and priorities revealed, the team identified draft updates to the mission, vision, values, and goals of the Library. These were reviewed and finalized by the Library leadership team.

MISSION

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

VISION

A knowledgeable, inclusive, diverse, and engaged community empowered by the Library.

VALUES

- Accessibility
- Respectful Discourse
- Diversity
- Inclusiveness
- Integrity
- Intellectual Freedom
- Lifelong Learning and Literacy
- Safety
- Service
- Stewardship

GOALS

1. Provide free and equitable access to information, materials, and services
2. Support reading, lifelong learning, technological literacy, and other essential life skills
3. Facilitate and promote inclusive, diverse, and respectful dialogue in safe and welcoming spaces
4. Adapt and respond to community and partner needs



“

MCPL is an exceptional public library. The materials include a nice balance of current and classic items, the staff is knowledgeable and helpful, the programming is frequent and diverse, and the Friends of the Library bookstore is the best in town.

—a Library patron

”

2021 First-Year Actions

Action	Meets Goal #	Action	Meets Goal #	Action	Meets Goal #
Conduct digital collections user experience study	1, 4	Expand the reach of CATSweek by editing the individual stories from a standard 30-minute program into standalone news segments.....	1, 3	and training of unit staff.....	1
Complete print collections review	1, 2, 3, 4	Increased presentation of local meetings, archived community events, and publicly-produced content via the Hypercaster system in CATS Master Control.....	1, 4	Continue developing dyslexia-friendly library initiatives	1, 3
Evaluate and revise processes in collection management.....	1, 4	Add ability to facilitate remote participation in government meeting coverage	1, 3, 4	Review partnership and program planning procedures and workflow	4
Lead branch planning, design, and construction efforts	1, 2, 3, 4	Develop multiple online reading challenges using Beanstack.....	1	Continue improvements to the Ellettsville Branch Garden	1, 4
Facilitate continuous improvement discussions and implementation plans.....	1, 2, 3, 4	Develop educational kits to support learning to read	1, 2, 4	Refocus the general children's room at Ellettsville for school-age children	1, 2, 4
Lead continued planning and implementation of pandemic recovery efforts	1, 2, 3, 4	Strengthen service to homeschooling and online learners via programming and an update to the parent/teacher resource collection	4	Implement ExactHire's applicant tracking software upgrade	1, 2
Collaborative workspace (virtual) and intranet review	3, 4	Increase community engagement for underserved audiences through programming, virtual or otherwise.....	1, 3, 4	Plan for IT elements of new branch	1
Complete process to obtain two bonds to facilitate ongoing projects and new branch construction.....	1, 2, 3, 4	Supporting student learning about essential life skills through STEAM initiatives with maker activities and social-emotional learning	1	Implement remaining Google Drive procedures.....	2
Implement a cohesive volunteer management system	1, 2, 4	Continue to revise hiring, onboarding,		Implement LEAP for Polaris, including testing and training	2
Provide programs and services focusing on marginalized groups in our community	3, 4			Plan for and obtain new outreach van.....	1, 3, 4
Create a custodial manual.....	3			Update library-wide onboarding experience	1, 4
Increase awareness of programs and services	1, 2, 3, 4			Continue and improve teen engagement through various kits/pickup items, virtual services, and programs	1, 2, 4
				Conduct VITAL collection review	1



Collaboration with Other Public Libraries and Community Partners

THE FRIENDS OF THE LIBRARY

The Library works very closely with The Friends of the Library who support the mission, vision, and values of the Library. The Friends advocate for Monroe County Public Library and support Library collections, services, programs, and staff development. In partnership with the Friends of the Library, the Library brought two Story Walks, a page-by-page reading and walking journey to local parks. Each stop on the Story Walk offers a fun reading activity designed to build literacy skills while having fun as a family. The Library currently has a Story Walk in one city and one county park.

LOCAL ORGANIZATIONS

Many of the programs and services provided by the Library are due to collaboration and partnership with local organizations, schools, and government entities. These partners provide expertise, data, and in some cases personnel which increases the capacity or reach of the Library into the community.

INDIANA UNIVERSITY

The Library partners with Indiana University (IU) in many ways. IU students come to the Library for service learning opportunities which strengthens the ability to provide technology assistance to the community as well as a specific partnership with IU's Center for Innovative Teaching and Learning which places Cox Scholars in four-year mentoring roles serving as teen mentors at the Library. The Library also partners with other units of IU from the Center for Rural Engagement to work with faculty across the University on specific projects (most recently the School of Social Work and Survey Research). Librarians also play an active role in presentations to classes of Library students in the Luddy School of Informatics, Computing, and Engineering, providing their expertise and experience in practical Library topics.



YOUTH SERVING ORGANIZATIONS

Children's and Teen services partner with multiple youth service organizations including the Boys and Girls Clubs, Girl Scouts, Boy Scouts, the Monroe County YMCA, Bloomington (and Monroe County) Parks and Recreation, among others, to promote Library services, provide opportunities for collaborative activities, and to share information and learning and teaching moments.

E-ACCESS CARD

The Library partners with all area schools, daycares, and other educational institutions to invite participation in free learning and literacy activities. It distributes eAccess cards to every school in the community for student and teacher use.

NONPROFITS

The Library partners with the Nonprofit Alliance of Monroe County, networking with outreach monthly meetings incorporating discussions about nonprofit

management, and inclusive of volunteer management.

INDIANA PUBLIC LIBRARIES

The Library partners with Indiana public libraries in a number of ways, many of which involve peer-to-peer connections and professional development. Library staff have learned about colleagues' experiences with products, services, building facilities, and planning for the future. Staff network online and through conferences and in person. Staff also visit with or invite other librarians to learn about each other's library and specific skill development.

CONFERENCES

Staff made presentations at conferences and individually at six libraries to help them earn official dementia-friendly status and to demonstrate how public spaces can adapt to meet the needs of people living with dementia. The Library also participates in resource-sharing activities across Indiana including digital consortia.

“ [A patron] was ever so kind in sharing her deep appreciation for the Library, specifically about the outreach program, the dementia-friendly services, the Bookmobile...and overall saying this program has been a 'godsend' for so many clients over the years...

—A community partner



Evaluation

The goals of the strategic direction plan will be used to create action plans. To remain flexible and community focused, the outcomes and action items will be updated on an annual basis by the Library leadership team in consultation with staff and expressed community needs. Progress on the action items will be assessed quarterly.

Financial Stewardship

The Library's primary sources of revenue are property taxes and local income tax (LIT). The Library has been very fortunate during the last decade to see a pattern of continued growth in both these areas of revenue. The Library anticipates the pandemic may have an impact on the level of growth of increases, but conservatively estimates there will continue to be at least stable revenue and even meager growth in the short term. The Library has maintained a consistent tax rate over the past decade with additional funding from a General Obligation (G.O.) Bond which has supported continued capital improvements.

The current 2 million G.O. bond was issued in late 2018 and covers 2019–2021. The debt levy is about 1 cent per \$100 of assessed value. To continue the Southwest Branch Library construction project and receive the current debt levy rate, the Library will need to issue two bonds before the end of 2021. Cash accumulated for the Southwest Branch Library project at the end of 2020 plus the projected \$1 million 2021 surplus and the proceeds from bonds issued in 2021 will cover the cost of the construction.

Equipment and Facilities Maintenance

Long-term maintenance plans have been developed to address ongoing maintenance and improvement needs and their associated annual costs. These plans are included in the appendix and are reviewed at least annually to ensure comprehensive and timely coverage.

- Long-range maintenance and repair documents and budget can be found in appendix A
- The information technology inventory and long-range plan and budget can be found in appendix B



Professional Development Strategy

In support of the strategic plan, Library administration commits to identifying and providing opportunities for continuing, individualized, and job-embedded staff development. The objective of staff development will be to improve Library service and skills among staff.

TO ENSURE EACH EMPLOYEE'S SUCCESS, THE LIBRARY COMMITS TO:

- Appointing a strategist to spearhead staff development efforts
- Providing a prorated minimum amount of paid time per month for approved staff development*
- Identifying staff development opportunities via an intranet
- Creating a forum for sharing feedback and expertise

MANAGERS AND SUPERVISORS COMMIT TO:

- Incorporating approved staff development goals into staff work plans
- Actively identifying areas of training needed and communicating those to the committee
- Ensuring guidance, coaching, and support for staff development
- Facilitating schedules to accommodate staff development activities

EACH EMPLOYEE COMMITS TO:

- Identifying personal development needs
- Seeking opportunities to be educated, engaged, curious, and creative
- Engaging in staff development goal setting with managers and supervisors including participation in training for each focus area
- Completing a minimum of one paid hour of staff development a month*
- Contributing to a feedback forum and sharing expertise
- Maintaining appropriate records of staff development

*37.5-hour/week employees—12 hours per year minimum; 30-hour/week employees—10 hours/year minimum; 25-hour/week employees—8 hours/year minimum; 20-hour/week or less employees—6 hours/year minimum



Appendix A: Life Cycle Replacement Long Term Maintenance and Replacement Schedule Cost

Facility part or Equipment	Facility	Life cycle	Maint. cycle		Replacement		Installation or	Estimated
Vehicle-Outreach van	Librarywide	20 yrs.	annual	\$ 1,000	\$ 105,000		2004	2021
Elevator 1 (north public)	Main	20 yrs.	annual	\$ 3,000	\$ 56,000	Y	May-96	2022
Dryer	Main	5-10 yrs.	N/A	N/A	\$ 1,000	Y	2012	2022
Washer	Main	5-10 yrs.	N/A	N/A	\$ 1,000	Y	2012	2022
100 hp VFD(AHU1)	Main	12 yrs.	annual	\$ 100	\$ 20,000	Y	1996	2022
AHU1 50hp motors (1 of 2)	Main	15 yrs.	bi-annual	\$ 200	\$ 3,500		2001	2022
AHU1 50hp motors (2 of 2)	Main	15 yrs.	bi-annual	\$ 200	\$ 3,500		2004	2022
Elevator 2 (south public)	Main	20 yrs.	annual	\$ 3,000	\$ 56,000	Y	May-96	2023
Cooling towers	Main	30 yrs	annual	\$ 500	\$ 50,000		1996	2023
Parking lot reseal/restripe (front)	Ellettsville	5 yrs.	as needed		\$ 7,000		2018	2024
Auto door opener 1 (accessible handles)	Ell	20 yrs.	as needed		\$ 2,000		approx. 2004	2024
Auto door opener 2 (accessible handles)	Ell	20 yrs.	as needed		\$ 2,000		approx. 2004	2024
Vehicle-Black Dodge van	Librarywide	20 yrs.	annual	\$ 500	\$ 25,000		2006	2024
Roof 1970 building	Main	20 yrs.	annual		\$ 125,000		2005	2025
Parking lot reseal/restripe	Main	5 yrs.	5 yrs.		\$ 5,700		2020	2025
Parking lot reseal/restripe	Ell - back lot	5 years	5 yrs.		\$ 3,000		2020	2025
Bookmobile		15-20 yrs	as needed		\$ 200,000		2011	2026
Parking lot resurface/reseal	SW	5 years	as needed		\$ 5,000		2021	2027
Central clock sys.	Main	10 yrs	bi-annual	\$ 50	\$ 5,000		2016	2027
Master Control (CATS) Air conditioning	Main	20 yrs			\$ 20,000		2017	2027
Vehicle-Honda	Librarywide	20 yrs.	annual	\$ 500	\$ 32,000		2008	2028
Parking lot reseal/restripe (front)	Ellettsville	5 yrs.	5 yrs.		\$ 5,700		2018	2028
HVAC controls	Ellettsville	10 yrs.	annual		\$ 30,000		2018	2028
Generator	Main	35yrs.	bi-annual	\$ 1,800	\$ 100,000		1996	2029
AHU2 (1 motor)	Main	15 yrs.	bi-annual	\$ 200	\$ 3,500		2015	2030
Auto sliding doors. Cost per door	Main	15 yrs.	annual	\$ 1,000	\$ 12,500	Y	2015	2030
Fire alarm panel	Main	15 yrs.	annual	\$ 350	\$ 6,000	Y	2015	2030
Fire field devices	Main	15 yrs.	annual	\$ 350	\$ 10,000	Y	2015	2030
Secondary Pump motors 40hp, chiller.	Main	15 yrs.	bi-annual	\$ 100	\$ 6,000		2015	2030
Security system (Honeywell entry, sensors,	Main	15 yrs.	annual	\$ 100	\$ 4,000		2015	2030
Sump pump 1 plus backup	Main	15 yrs.	as needed		\$ 4,440	Y	2015	2030
Sump pump 2	Main	15 yrs.	as needed		\$ 4,440	Y	2015	2030
Roof	Ell	40 yrs			\$150,000.00		1990	2030
Water Heater (sub-basement)	Main	10 yrs	as needed		\$ 7,000.00		2020	2030



Appendix A: Life Cycle Replacement Long Term Maintenance and Replacement Schedule Cost

Parking lot resurface/reseal	Main	5 yrs.	as needed		\$ 8,000.00		2025	2030
Parking lot resurface/reseal (back)	Ellettsville	5 yrs.	as needed		\$ 7,000.00		2025	2030
HVAC controls	Main	10-15	5 yrs.	\$ 3,000	\$ 50,000		2020	2031
sump pump outside teen center	Main	15yrs.	as needed	unsure	\$ 15,000		2016	2031
Parking lot resurface/reseal	SW	5 yrs.	as needed		\$ 8,000		2026	2031
HVAC controls	SW	10 yrs.	as needed		\$ 30,000		2021	2031
Security camera system	Main	15 yrs.	N/A	N/A	\$ 15,000		2017	2032
Vehicle-Blue Dodge van	Librarywide	20 yrs.	annual	\$ 500	\$ 25,000		2013	2033
Parking lot resurface/restripe (front)	Ellettsville	5 yrs.	as needed		\$ 8,000		2018	2033
Chillers (2)	Main	20 yrs.	annual	\$ 3,000	\$ 350,000		2014	2034
Roof 1997 addition	Main	20 yrs.	annual		\$ 325,000		2014	2034
Sewer ejector pumps	Main	20 yrs.	annual	\$ 200	\$ 15,000		2015	2035
Exterior light upgrade	Ell	20yrs.	annual	\$ 100	\$ 5,000		2015	2035
Parking lot resurface/restripe (back)	Ell	5 yrs	as needed		\$ 8,000	Y	2020	2035
Parking lot resurface/restripe	Main	5 yrs	as needed		\$ 9,000		2020	2035
Elevator 4 (staff near garage)	Main	20 yrs.	annual	\$ 3,000	\$ 56,000	Y	2015	2035
Elevator 3 (staff in old building)	Main	20 yrs.	annual	\$ 3,000	\$ 56,000	Y	2016	2036
Resealing/tuckpointing limestone -	Main & Ell	20 yrs.	20yrs.		\$ 150,000		2017	2036
Curtain wall 2B/2C	Main	20 yrs.	annual	\$ 200	\$ 10,000		2016	2036
Parking lot resurface/reseal	SW	5 yrs.	as needed				2021	2036
HVAC controls	Ellettsville	10 yrs.	annual		\$ 30,000		2018	2038
Parking Lot resurface/restripe (front)	Ellettsville	5 yrs.	as needed		\$ 10,000		2018	2038
Grey Ford Van	Librarywide	20 yrs.	annual	\$ 500	\$ 45,000		2019	2039
Storm Ejector Pumps (2 on 1st level)	Main	20 yrs.	annual	\$ 200	\$ 26,000		2019	2039
Server room a/c unit	Main	20 yrs.	annual	\$ 100	\$ 46,000		2006	TBD
Windows	Ell		as needed					TBD
Windows	Main		as needed					TBD
Parking lot resurface/reseal	Main	5 yrs.	as needed		\$ 10,000		2020	2040
Parking lot resurface/reseal (back)	Ellettsville	5 yrs.	as needed		\$ 9,000		2020	2040
Sewer ejector pumps (2 on 1st floor)	Main	20 yrs.	annual	\$ 200	\$ 26,000	Y	2020 - new grinder pumps	2040

Appendix B:	Equipment	Facility	Life cycle (yrs)	Installation or purchase date	estimated unit replacement cost	# of units	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
BRANCH	Branch equipment annual repl estimate	Branch	1	2021	\$ 25,000.00	0			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BRANCH	Branch equipment purchase estimate (sorter, self check, staff PCs, scanner, public computers, mtg rm equip, etc.	Branch		2022	\$ 250,000.00	0	\$ -									
ILS	AMH 3-bin sorter - new branch	Branch		2022	\$ 110,000.00	1		\$ 110,000.00								
NETWORK	Network Switches	Branch		2022	\$ 5,000.00	2		\$ 10,000.00								
NETWORK	Wireless - AP - Meraki MR52	Branch	5	2022	\$ 900.00	10		\$ 9,000.00					\$ 9,000.00			
NETWORK	Phone System	Branch		2022	\$ 20,000.00			\$ 20,000.00					\$ 20,000.00			
NETWORK	Wireless - AP - Meraki external	Branch	5	2022	\$ 1,000.00	1		\$ 1,000.00					\$ 1,000.00			
NETWORK	Security Cameras	Branch	8	2022	\$ 800.00	10		\$ 8,000.00								\$ 8,000.00
NETWORK	Security Gates	Branch	10	2022	\$ 15,000.00	3		\$ 45,000.00								
NETWORK	People Counter	Branch		2022												
PUBLIC	Patron Laptops (PC Teen)	Branch	4	2022	\$ 650.00	4		\$ 2,600.00				\$ 2,600.00				
PUBLIC	public computers (laptops - Windows)	Branch	4	2022	\$ 650.00	6		\$ 3,900.00				\$ 3,900.00				
PUBLIC	public computer (laptops - Macbooks Pro)	Branch	4	2022	\$ 2,000.00	4		\$ 8,000.00				\$ 8,000.00				
PUBLIC	public computers (PCs)	Branch	4	2022	\$ 650.00	8		\$ 5,200.00				\$ 5,200.00				
PUBLIC	Patron Misc (iPads, iPods, Teen gear)	Branch		2022	\$ 5,000.00	1		\$ 5,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
PUBLIC	AWE computers or other CH	Branch	4	2022	\$ 3,500.00	2		\$ 7,000.00				\$ 7,000.00				
PUBLIC	public scanner Book Scan station	Branch	5	2022	\$ 5,000.00	1		\$ 5,000.00				\$ 5,000.00				
PUBLIC	public copier	Branch	10	2022	\$ 3,500.00	1		\$ 3,500.00								
PUBLIC	photocopier coin boxes/credit	Branch	10	2022	\$ 5,000.00	1		\$ 5,000.00								
PUBLIC	Patron Laptops (Mac Teen)	Branch	4	2022	\$ 1,500.00	2		\$ 3,000.00				\$ 3,000.00				
PUBLIC	Patron Laptops (Mac Public)	Branch	4	2022	\$ 1,500.00	2		\$ 3,000.00				\$ 3,000.00				
STAFF	Staff Laptops - branches	Branch	4	2022	\$ 1,500.00	2		\$ 3,000.00				\$ 3,000.00				
STAFF	Staff PCs - branch	Branch	4	2022	\$ 650.00	9		\$ 5,850.00				\$ 5,850.00				
ILS	Self Checks	Branch	8	2022	\$ 10,000.00	2		\$ 20,000.00								\$ 20,000.00
PUBLIC	Meeting Room equipment	Branch		2022	\$ 15,000.00	1		\$ 15,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
PUBLIC	Teen Room equipment - TV Monitors	Branch		2022	\$ 1,100.00	2		\$ 2,200.00								
ILS	AMH - Ellettsville Sorter (3 bin)	Ellettsville	8	2017	\$ 110,000.00	1					\$ 110,000.00					
ILS	Self Checks	Ellettsville	8	2017	\$ 10,000.00	2					\$ 20,000.00					
NETWORK	Security Cameras	Ellettsville		2017												
NETWORK	Security Gates	Ellettsville		2010	\$ 12,960.00	2		\$ 25,920.00								
NETWORK	Network Switch Meraki MS250 48	Ellettsville	10	2018	\$ 5,000.00	2							\$ 10,000.00			
NETWORK	Wireless - AP - Meraki MR52	Ellettsville	5	2018	\$ 900.00	7			\$ 6,300.00				\$ 6,300.00			
NETWORK	Wireless - AP - Meraki external	Ellettsville	5	2020	\$ 1,000.00	1										
NETWORK	Backup Appliance (Barracuda)	Ellettsville	n/a	2013												
PUBLIC	Public printers (replace as needed)	Ellettsville	1	n/a	\$ 5,000.00	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
PUBLIC	public scanner Book Scan station	Ellettsville	5	2015	\$ 5,000.00	1	\$ 5,000.00					\$ 5,000.00				
PUBLIC	public computers (PCs)	Ellettsville	4	2016	\$ 600.00	6	\$ 3,600.00				\$ 3,600.00				\$ 3,600.00	
PUBLIC	Credit Card Terminals (leased)	Ellettsville	5	2018	\$ 3,000.00	1					\$ 3,000.00					\$ 3,000.00
PUBLIC	AWE computers or other CH	Ellettsville	4	2018	\$ 3,300.00	3		\$ 9,900.00				\$ 9,900.00				\$ 9,900.00
PUBLIC	Ellettsville Renovation new equipment	Ellettsville	4	2018	\$ 10,000.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
PUBLIC	TV Monitors - Meeting	Ellettsville	5	2018	\$ 1,100.00	3			\$ 3,300.00					\$ 3,300.00		
PUBLIC	TV Monitors - Teen	Ellettsville	5	2019	\$ 1,100.00	1				\$ 1,100.00					\$ 1,100.00	
PUBLIC	photocopier coin boxes / no credit	Ellettsville	10	2016	\$ 5,000.00	1						\$ 5,000.00				
PUBLIC	photocopier coin boxes/credit	Ellettsville	10	various	\$ 5,000.00	1					\$ 5,000.00					
PUBLIC	public computer (laptops - Macbooks Pro)	Ellettsville	4	2018	\$ 1,500.00	2		\$ 3,000.00				\$ 3,000.00				\$ 3,000.00
PUBLIC	public computers (laptops - Windows)	Ellettsville	4	2018	\$ 650.00	4		\$ 2,600.00				\$ 2,600.00				\$ 2,600.00
PUBLIC	Game Consoles	Ellettsville	4	2018	\$ 300.00	2	\$ 600.00				\$ 600.00				\$ 600.00	
STAFF	training/program computers (cart Mac Laptops)	Ellettsville	4	2016	\$ 1,500.00	10	\$ 15,000.00				\$ 15,000.00				\$ 15,000.00	
STAFF	Staff communication tools (ipods)	Ellettsville	3	2017	\$ 200.00	20	\$ 4,000.00			\$ 4,000.00			\$ 4,000.00			\$ 4,000.00
ILS	New ILS	Main		2025	\$ 300,000.00	1					\$ 300,000.00					
ILS	AMH - Main 1st Floor 3-bin sorter	Main	8	2019	\$ 12,000.00	1							\$ 12,000.00			
ILS	AMH - Main 2nd Floor Sorter	Main	8	2019	\$ 175,000.00	1							\$ 175,000.00			
ILS	AMH - Main RFID Book Drops	Main	8	2019	\$ 9,000.00	4							\$ 36,000.00			
ILS	AMH - Main 1st Floor (retired)	Main	8	2011	\$ 50,000.00	1										
ILS	AMH - Main 1st Floor dropbox (retired)	Main	8	2011	\$ 8,000.00	1		\$ 9,000.00								\$ 9,000.00
ILS	AMH - Main 2nd Floor (9 bin retired)	Main	8	2011	\$ 250,000.00	1										
ILS	AMH - Main 2nd Floor dropbox (retired)	Main	8	2011	\$ 8,000.00	1										
ILS	Self Checks	Main	8	2017	\$ 10,000.00	9					\$ 90,000.00					
LU	Advanced Video Studio Gear - LU	Main	5	2015	\$ 6,500.00	1	\$ 6,500.00					\$ 6,500.00				
LU	Devices/for checkout (hotspots, hard drives, headphones (higher cost)	Main	1	2017	\$ 2,500.00	1	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
LU	Audio Studio Gear - LU	Main	4	2015	\$ 8,000.00	1			\$ 8,000.00				\$ 8,000.00			
LU	Game Consoles (includes VR)	Main	4	2015	\$ 600.00	2	\$ 1,200.00				\$ 1,200.00				\$ 1,200.00	
LU	iPads Teen	Main	4	2015	\$ 400.00	8			\$ 3,200.00				\$ 3,200.00			
LU	Mac Minis Teen	Main	4	2015	\$ 500.00	2			\$ 1,000.00				\$ 1,000.00			
LU	MacBookPro - LU Staff	Main	4	2015	\$ 1,700.00	1			\$ 1,700.00				\$ 1,700.00			
LU	Public Computer (iMacs) 21.5" LU	Main	4	2015	\$ 2,100.00	2			\$ 4,200.00				\$ 4,200.00			
LU	Public Computers (iMacs) 27" LU	Main	4	2015	\$ 3,500.00	3			\$ 10,500.00				\$ 10,500.00			



Appendix B:	Equipment	Facility	Life cycle (yrs)	Installation or purchase date	estimated unit replacement cost	# of units	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
LU	Public Computers (iMacs) 27" LU	Main	4	2015	\$ 3,500.00	3			\$ 10,500.00				\$ 10,500.00			
LU	Public Laptops Macs LU/Teen	Main	4	2015	\$ 2,100.00	2			\$ 4,200.00				\$ 4,200.00			
LU	Public Laptops Windows LU/Teen	Main	4	2015	\$ 650.00	8			\$ 5,200.00				\$ 5,200.00			
LU	Staff Macs LU/Teen	Main	4	2015	\$ 1,600.00	2			\$ 3,200.00				\$ 3,200.00			
LU	Staff PCs LU/Teen	Main	4	2015	\$ 650.00	2			\$ 1,300.00				\$ 1,300.00			
LU	Video Gear LU	Main	4	2015	\$ 6,000.00	1			\$ 6,000.00				\$ 6,000.00			
LU	Windows laptops LU/Teen	Main	4	2015	\$ 800.00	8			\$ 6,400.00				\$ 6,400.00			
NETWORK	Security Camera System	Main		2017	\$ 18,350.00	1										
NETWORK	Security Gates	Main		2010	\$ 12,960.00	6		\$ 77,760.00								
NETWORK	Network Switch HP 5406zl	Main	7	2013	\$ 38,000.00	1										
NETWORK	Network Switch Meraki MS250 48	Main	10	2023	\$ 5,000.00	11			\$ 55,000.00							
NETWORK	Server VRTX	Main	5	2016	\$ 60,000.00	1	\$ 60,000.00					\$ 60,000.00				
NETWORK	Wireless - AP - Meraki MR52	Main	5	2019	\$ 900.00	21				\$ 18,900.00					\$ 18,900.00	
NETWORK	Wireless - AP - Meraki external	Main	5	2020	\$ 1,000.00	2										
PUBLIC	public computers (PCs) Env Main 2nd Fl + Children's	Main	4	2015	\$ 650.00	40	\$ 26,000.00			\$ 26,000.00					\$ 26,000.00	
PUBLIC	TV Monitors - LU/Teen/2A/IT	Main	5	2015	\$ 1,100.00	11	\$ 12,100.00					\$ 12,100.00				
PUBLIC	Indiana Room Scanner	Main	5	2015	\$ 6,500.00	1	\$ 6,500.00					\$ 6,500.00				
PUBLIC	public scanner Book Scan station IN Room	Main	5	2015	\$ 5,000.00	1	\$ 5,000.00					\$ 5,000.00				
PUBLIC	copier - Ind Rm Bk Rm Office - Sharp MX-315NT	Main	10	2010	\$ 3,500.00	1										\$ 3,500.00
PUBLIC	Credit Card Terminals (leased)	Main	5	2018	\$ 3,000.00	1					\$ 3,000.00					\$ 3,000.00
PUBLIC	Meeting Room equipment	Main	1	n/a	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
PUBLIC	AWE computers or other CH	Main	4	2018	\$ 3,300.00	3		\$ 9,900.00					\$ 9,900.00			\$ 9,900.00
PUBLIC	copier - Childrens' public RICOH MPC3503	Main	10	2016	\$ 3,500.00	1						\$ 3,500.00				
PUBLIC	copier - Ell public RICOH MPC3503	Main	10	2016	\$ 3,500.00	1						\$ 3,500.00				
PUBLIC	copier - Ind Rm Public Copier - Sharp ARM237	Main	10	2016	\$ 3,500.00	1						\$ 3,500.00				
PUBLIC	copier - Main 2nd Fl Public - Sharp ARM237	Main	10	2016	\$ 3,500.00	1						\$ 3,500.00				
PUBLIC	copier - Public- Homework Center - Sharp ARM237	Main	10	2016	\$ 3,500.00	1						\$ 3,500.00				
PUBLIC	copier - VITAL - Ricoh MP C2051 (leased)	Main	10	2014	\$ 4,000.00	1			\$ 4,000.00							
PUBLIC	Credit Card Terminals (leased)	Main	5	2019	\$ 3,000.00	1			\$ 3,000.00							
PUBLIC	Indiana Room Microfiche Reader	Main	10	2013	\$ 18,000.00	2		\$ 36,000.00								
PUBLIC	photocopier coin boxes / no credit	Main	10	various	\$ 5,000.00	7										
PUBLIC	photocopier coin boxes/credit	Main	10	various	\$ 5,000.00	1				\$ 5,000.00						
PUBLIC	public computers (PCs)	Main	4	2016	\$ 650.00	20	\$ 13,000.00			\$ 13,000.00					\$ 13,000.00	
PUBLIC	public computers (PCs) Env Main 2nd Fl	Main	4	2014	\$ 600.00	31			\$ 18,600.00				\$ 18,600.00			
PUBLIC	Public Laptops Windows - Main 2nd Floor	Main	4	2019	\$ 650.00	4			\$ 2,600.00				\$ 2,600.00			
PUBLIC	Public Printers (replace as needed)	Main	1	n/a	\$ 1,000.00	1										
PUBLIC	public scanner Book Scan station 2nd Floor	Main	5	2017	\$ 5,000.00	1	\$ 5,000.00									
PUBLIC	Game Console - Switch	Main	4	2019		1										
STAFF	training/program computers (cart Mac Laptops)	Main	4	2016	\$ 1,500.00	10	\$ 15,000.00				\$ 15,000.00				\$ 15,000.00	
STAFF	staff PCs	Main	4	2016	\$ 650.00	28	\$ 18,200.00				\$ 18,200.00				\$ 18,200.00	
STAFF	Cell phones	Main	2	2018	\$ 650.00	4		\$ 2,600.00		\$ 2,600.00		\$ 2,600.00		\$ 2,600.00		\$ 2,600.00
STAFF	Staff communication tools (ipods)	Main	5	2017	\$ 200.00	32	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
STAFF	Cell phones	Main	2	2017	\$ 650.00	2	\$ 1,300.00		\$ 1,300.00		\$ 1,300.00					
STAFF	Cell phones	Main	2		\$ 700.00	4	\$ 2,800.00		\$ 2,800.00		\$ 2,800.00		\$ 2,800.00		\$ 2,800.00	
STAFF	Cell phones	Main	2		\$ 700.00	4	\$ 2,800.00		\$ 2,800.00		\$ 2,800.00		\$ 2,800.00		\$ 2,800.00	
STAFF	iPads children	Main	4	2014	\$ 400.00	4		\$ 1,600.00			\$ 1,600.00					\$ 1,600.00
STAFF	iPads other (IT - Board)	Main	4	2014	\$ 400.00	8		\$ 3,200.00			\$ 3,200.00					\$ 3,200.00
STAFF	staff PCs	Main	4	2017	\$ 650.00	50	\$ 32,500.00			\$ 32,500.00					\$ 32,500.00	
STAFF	staff PCs	Main	4	2014	\$ 650.00	8			\$ 5,200.00				\$ 5,200.00			
STAFF	Staff PCs	Main	4	2015	\$ 650.00	11			\$ 7,150.00				\$ 7,150.00			
Z-NEW	new technology funding	Main	1	2017	\$ 5,000.00	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
NETWORK	Phone system (includes Ell equipment)	Main/Ell	10	2014	\$ 80,000.00	1			\$ 80,000.00							
STAFF	Staff Laptops	Main/Ell	4	2017	\$ 1,500.00	15	\$ 22,500.00				\$ 22,500.00				\$ 22,500.00	
STAFF	Staff Laptops	Main/Ell	4	n/a	\$ 1,500.00	15			\$ 22,500.00				\$ 22,500.00			
STAFF	Staff Laptops	Main/Ell	4	2018	\$ 1,500.00	10		\$ 15,000.00				\$ 15,000.00				\$ 15,000.00
ILS	Discovery system		4	2023	\$ 50,000.00	1			\$ 50,000.00				\$ 50,000.00			
ILS	ILS Telephony server		5	2017	\$ 30,000.00	1		\$ 30,000.00					\$ 30,000.00			
NETWORK	Network		10	2013	\$ 140,000.00	1										
PUBLIC	Mobile Audio/video gear		3	2015	\$ 1,000.00	1	\$ 1,000.00			\$ 1,000.00			\$ 1,000.00			\$ 1,000.00
							\$ 277,100.00	\$ 508,230.00	\$ 298,450.00	\$ 134,100.00	\$ 710,000.00	\$ 226,450.00	\$ 489,550.00	\$ 41,700.00	\$ 192,700.00	\$ 118,800.00

Appendix C. [2019 Library Accomplishments](#)

Appendix D. [Survey Result Summary](#)

