

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, January 12, 2011
Meeting Room 1B
5:45 p.m.**

AGENDA

1. Call to Order – Fred Risinger, President
2. Resolution to Transfer 2010 Funds – (page 1) Sara Laughlin
3. Resolution to Request Advance 2011 Tax Draw – (page 2-3) – Sara Laughlin
4. Collection Development Policy – (page 4-17) – Pam Wasmer
5. Memorandum of Understanding with WFHB to Continue CATS Week in 2011 – (page 18-21) – Michael White
6. 2011 Fee Schedule – (page 22) – Bara Swinson
7. Resolution to Match Gates Opportunity Online Hardware Grant – (page 23-24) – Sara Laughlin
8. Resolution to Withdraw Bookmobile from Asset Inventory – (page 25) – Chris Jackson
9. Contract for Grant from FINRA Foundation for \$79,582 – (page 26-33) – Sarah Bowman
10. Public Comment
11. Adjournment

**MONROE COUNTY PUBLIC LIBRARY
Resolution to Transfer 2010 Funds**

Whereas, certain existing appropriations in the 2010 annual budget adopted by the Board of Trustees now have unobligated balances which will not be needed for the purposes for which appropriated; and

WHEREAS, it has been determined that it is now necessary to appropriate more money than was appropriated for some categories in the 2010 annual budget for the various functions of the Monroe County Public Library;

NOW THEREFORE, be it resolved by the Board of Trustees of the Monroe County Public Library, Bloomington, Indiana, that the following existing appropriations be reduced in the following amounts:

(insert chart here)

Further, be it resolved, that for the expenses of the Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing same:

(insert chart here)

Presented to the Monroe County Public Library Board, read in full and adopted this 19th day of January, 2011, by the following aye and nay vote

AYE

NAY

MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

**RESOLUTION TO REQUEST ADVANCE TAX DRAWS
FROM MONROE COUNTY TREASURER**

BE IT RESOLVED that the Board of Trustees of Monroe County Public Library, 303 E. Kirkwood Avenue, Bloomington, Indiana shall request advance tax draws from Monroe County Treasurer to be paid before semi-annual tax settlements.

BE IT FURTHER RESOLVED that this request will become effective immediately.

ADOPTED THIS ____20th____ DAY OF ____January____, 2010

AYE

NAY

January 19, 2011

Ms. Cathy Smith
Treasurer of Monroe County
Monroe County Courthouse
Bloomington, IN 47401

Dear Ms. Smith:

The Monroe County Public Library Board of Trustees respectfully requests advance tax draws on the following dates, in the maximum amount of available funds:

March 15, 2010
April 15, 2010
May 15, 2010
August 15, 2010
September 15, 2010
October 15, 2010
November 15, 2010

Please consider this to our formal request for advance tax draws. You can notify us by calling Sara Laughlin, Director, at 349-3279 or she will get in touch with you to inquire as to the availability of tax funds.

Thank you for your consideration in this matter.

Sincerely,

Fred Risinger, President
Board of Trustees

COLLECTION DEVELOPMENT POLICY

Approved by the Monroe County Public Library Board April 15, 2009
Effective April 16, 2009

Originally approved October 18, 2006

STATEMENT OF PURPOSE

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

STATEMENTS OF MISSION, VISION AND GOALS

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

Mission:

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

Vision:

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

Goals:

The goals that drive Collection Development are:

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

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

INTRODUCTION

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

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

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

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

SCOPE OF COLLECTION

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

Selection Guidelines

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

- Consider the identified, expressed or anticipated needs and interests of individuals in the general community.

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

STANDARD SELECTION SOURCES

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

- Professional journal reviews: Preference is given to positive reviews published in Booklist, Library Journal, School Library Journal, Criticas, Video Librarian, and other nationally recognized, library-oriented journals.
- Standard collection tools and recommended lists, ~~such as the N.Y. Times best seller list and Wilson catalogs~~, prepared by professional organizations and specialized vendors.
- Evaluative bibliographies in specialized areas.
- Lists such as "top 100", publishers' announcements, and similar sources.
- Award lists and "notable" and "recommended" lists published by professional associations.

FORMATS

The library acquires materials in a variety of formats. Selection within a format follows all general selection principles. (A list of formats currently being purchased can be found in **Appendix E.**)

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

ACCESS TO THE COLLECTION

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

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

PRESERVATION

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

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

ANNUAL MATERIALS ALLOCATION

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

- Statistics based on usage by category
- Average cost of items in each category
- Number of items lost or withdrawn in an area
- Average circulation for each item by category
- Level of development for the category as determined by staff

- User requests in the area
- Start-up costs of new collections
- Replacement projects in given areas of the collection as required.

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

GENERAL COLLECTION STATEMENTS

ADULT COLLECTION

Fiction

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

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

Graphic Novels

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

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

Indiana Room

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

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

Non-English

The library maintains collections of non-English materials aimed at meeting the

recreational and information needs of a diverse population within Monroe County. The non-English collections serve native speakers as well as students.

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

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

Nonfiction

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

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

VITAL (Volunteers in Tutoring Adult Learners)

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

Young Adult Collection

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

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

CHILDREN'S COLLECTION

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

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

PERIODICALS AND NEWSPAPERS

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

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

REFERENCE

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

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

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

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

Finally, a collection of professional materials is provided for staff use and are housed in various offices throughout MCPL. These titles generally serve a specific purpose related to such topics as programming, customer service, or administrative tasks.

NONPRINT

Audiobooks

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

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

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

CD-ROMS

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

The juvenile CD-ROM collection emphasis is on products with educational content, supporting the curricular needs of school-age children.

Compact Discs (CDs)

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

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

Downloadable Audiobooks, Videos and E-Books

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

The collection emphasis is on adult fiction, but adult nonfiction and children's titles are also available.

DVDS

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

~~There is a separate collection of DVS (Described Video Service) videos with narrated description for the sight-impaired.~~

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

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

Toys

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

OTHER DEPARTMENTAL COLLECTIONS

CATS (Community Access Television Services)

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

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

RELATED SERVICES

Interlibrary Loan

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

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

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

Jail Library

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

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

GIFTS AND DONATIONS

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

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

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

DE-SELECTION OF MATERIALS

The staff reviews the collection continually to keep it responsive to patrons' needs, assess it for deficiencies (gaps), ensure its usefulness to the community and make room for newer materials. Titles may be weeded (withdrawn), retained, updated, rebound, reclassified or duplicated as justified by need. In general, *weeding follows guidelines set out in the CREW (Continuous Review, Evaluation, and Weeding) Manual¹ which includes:*

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

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

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

¹ Larson, Jeanette. *CREW : a weeding manual for modern libraries/ revised and updated by Jeanette Larson.* --Austin, Tex. : Texas State Library and Archives Commission, 2008. p. : ill. ; 28 cm.

RECONSIDERATION OF MATERIALS

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

1. Questions concerning the process or a specific item in the collection can be answered by a librarian. The professional staff can clarify scope and depth of the collection, the role of individual and parental responsibility, and the use of selection guides. Many inquiries can be answered without pursuing the reconsideration process. The principles governing selection can be found in the Collection Policy Statement.
2. Patrons may wish to suggest alternative materials and may need to know about the process of making "Purchase Suggestions" (See [Appendix I](#)).
3. Patrons may choose to ask for a formal review of specific materials. To do so, the patron must fill out a "Request for Reconsideration of Library Material" form [Appendix G](#).
4. Procedures for Requests for Reconsideration:
 - a. When the form is returned to the library, a copy should be made for the Department Manager in the department where the material is held. The original form will be forwarded to the Library Director.
 - b. The Library Director will notify the patron that the Request has been received and that a Reconsideration Committee will review the material and make a recommendation for action.
 - c. The Chair of the Collection Development Committee may form a Reconsideration Committee in consultation with the Director. This committee will consist of:
 1. the selector for that budget area, who will chair the committee;
 2. the department manager (or designated representative) of the department in which the item is held; and
 3. a member of the Collection Development Committee who does not work in the department in which the item under review is held, and, in some cases,
 4. a representative from the community.
 - d. All members of the Reconsideration Committee will read, view, or listen to the material within 30 days of receiving the request form. Original reviews and other pertinent information will be researched.
 - e. The committee will meet to discuss and evaluate the material, and a response will be determined. The committee's response and a recommendation for action will be sent to the Library Director within 45 days after receiving the request.
 - f. The Library Director, or designee, will respond to the individual who submitted the "Request for Reconsideration" form and copy the members of the Reconsideration Committee and the Library Board of Trustees.
 - g. The individual who submitted the Request for Reconsideration may appeal in writing the Director's response to the Library Board within 10 days after receiving the Director's response.

POLICY REVIEW AND REVISION STATEMENT

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

LIST OF APPENDICES:

- Appendix A: **Library Bill of Rights**
 - Appendix B: **Freedom to Read**
 - Appendix C: **Freedom to View**
 - Appendix D: **Interpretations of the Library Bill of Rights**
 - Appendix E: Current Formats Purchased by MCPL
 - Appendix F: **Purchase Suggestion Form**
 - Appendix G: Request for Reconsideration of Library Material
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APPENDIX E

FORMATS CURRENTLY PURCHASED BY MCPL

- **BOOKS**
- **AUDIOBOOKS**
- **CD-ROMS**
- **CDS**
- **DOWNLOADABLE BOOKS**
- **DVDs**
- **EBOOKS**
- **ELECTRONIC DATABASES**
- **MAGAZINES**
- **MICROFORMS**
- **NEWSPAPERS**
- **TOYS**

APPENDIX G

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Monroe County Public Library * 303 E. Kirkwood * Bloomington, IN 47408 *
812-349-3050

Please print except for signature. Attach additional pages as necessary.

Patron Name *(please print)*:

_____ Date: _____

Address: _____ Zip:

Phone Number: _____

Email: _____

Do you represent an organization? Yes _____ No _____

If yes, what organization? _____

Media Type *(please circle one)*:

___ Audiobook ___ Book ___ DVD ___ Magazine ___ Audio CD

___ Videocassette

___ Other _____

Author: _____

Title: _____

Call Number: _____ Copyright Date: _____

1. How did this material come to your attention?

2. Did you read/listen/view this material completely? ___ Yes ___ No

3. In your view, what is the topic or theme of this material?

4. What is your objection to the material? Be as specific as you can; list page numbers as appropriate.

5. Did you find anything good or worthwhile about this material? ____
Yes ____ No
If yes, what?

6. What age group do you think the material is appropriate for?

7. What action would you like taken regarding this material?

8. Are there other materials you recommend to provide additional information or points of view on this topic? (Attach another page as needed.)

Thank you. Your request will be reviewed by the Library Director for action.

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

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

Between January 1st and December 31, 2011, 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. One on one interviews conducted by CATS employees
3. Other relevant CATS material
4. Studio Production services, including equipment and facilities necessary to produce and create the half-hour program
5. Weekly telecasts of the program on CATS channels 3, 12 and 14
6. The sum of \$10,000, which shall be payable to WFHB in four installments from the Library's Special Revenue Fund and not from funds received from property tax revenues. WFHB shall have access to deposited funds for any use in the ordinary and usual course of WFHB business.

WFHB will provide:

1. An anchor for the telecast
2. WHFB will telecast the program by streaming on their website, possibly over the air on WFHB
3. WHFB will provide a staff person assigned to coordinate and produce the program
4. Additional WFHB volunteers
5. WHFB agrees to establish a separate fund for the money received from the Monroe County Public Library under this agreement, and to maintain a separate accounting record of the funds and provide the Monroe County Public Library a quarterly program and expenditure report within thirty days of the end of each quarter.

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

WHFB 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 acknowledgement of this ownership shall be stated in the credits for each show. The program shall be archived and retained in the same manner as all CATS programs.

The Monroe County Public Library and CATS and WHFB 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 WHFB 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 WHFB 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 WHFB Board of Directors.

WHFB, 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:

Marc Tschida
WHFB Board President
PO Box 1973
Bloomington, IN 47402

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

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

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

_____ Date: _____
Marc Tschida
WFHB Board President
WFHB FM

_____ Date: _____
Fred Risinger, President
Monroe County Public Library Board of Trustees

**Monroe County Public Library
2011 Fee Schedule**

Overdue fines \$10/item)	\$0.25/day (Maximum (No charge for children's materials)
Lost items	Varies
Collection Fee	\$10.00
Missing Parts of a Set	
Cover art	\$5.00
Disc from BOCD	\$10.00 per disc
Disc from DVD	\$20.00
Liner notes/guides	\$5.00
Mesh bags for toys	\$5.00
Toy tags	\$5.00
Toy parts	\$ variable
Photocopies	\$0.10/page (No charge for first 3 pages/day)
Printing	\$0.10/page (No charge for first 3 pages/day)
Obituaries for those who live out-of-county	\$3/name
Genealogy research for those who live out-of-county	\$10/request
Test proctoring	\$30/test
CATS dubs	\$10/dub

(No charge for dubs of public meetings for elected officials from units with contracts with CATS)

Supplies

Reusable bags	\$1/bag
Floppy discs	\$0.50
Blank CDs	\$1.

Resolution to Match Gates Opportunity Online Hardware Grant

We, the Board of Trustees of the Monroe County Public Library, will allocate \$10,400 from the Library Capital Projects Fund to match the Opportunity Online Hardware Grant in 2011.

Adopted with 19th day of January, 2011.

AYE

NAY

Bill & Melinda Gates Foundation Opportunity Online Hardware Grants Program

Matching Funds Verification Form

(Please submit not later than February 26, 2011)

INSTRUCTIONS: Please provide all details for quickest processing of your grant payments.

- 1. LIBRARY NAME:** **Monroe County Public Library**
- 2. MAILING ADDRESS (where the check should be mailed):** **303 E. Kirkwood Avenue**
- CITY:** **Bloomington** **STATE:** **Indiana** **ZIP:** **47408**
- 3. WHAT PHASE(S) ARE YOU DOCUMENTING?:** **Phase Two***
- 4. TOTAL AMOUNT OF REQUIRED MATCH: Phase Two*** **\$10,400.**

**NOTE: You may purchase all computers in Phase One if desired; keep in mind however that Phase Two grant funds will not be disbursed until 5/1/2011, pending completion of grant requirements (ALA/FSU Survey, TechAtlas inventory).*

5. DESCRIPTION OF MATCH SOURCE(S): Please provide information on your matching sources. Provide supporting details as requested. **NOTE:** You will not be asked to provide receipts or description of any items purchased. Proof of compliance will be performing an inventory of your PAC computers by September 30, 2011.

- **PUBLIC:** includes state, local, city, county, town, municipality, and library district funding
- **FOUNDATION/CORPORATION:** includes private funds from an established foundation or corporation – such as a local business
- **OTHER:** includes all funding that does not clearly fall under the PUBLIC or FOUNDATION/CORP categories – such as donations from individuals, civic organizations, Friends of Library groups that are not foundations, or fundraising events.

	Source of the funding (Briefly describe source of funding. You may use a separate page if necessary)	Select funding source (X)			Date Funds Committed	Date Funds Disbursed/ Available	Amount of Funding
		Public	Found- ation/ Corpor- ation	Other			
1	Library Capital Projects Fund	X			1/19/2011	7/1/2011	\$10,400.
TOTAL FROM ALL SOURCES \$							\$10,400.

7. CERTIFICATON: By signing below, the Trustees and the Administration of the library certify that the funds committed above will not supplant local funds already dedicated for library technology or computer workstations. Two signatures are required. This must be persons who are authorized to make financial commitments on behalf of the institution. (Library Director, Board Chairman, etc.)

Authorized Signature # 1

Authorized Signature # 2

Full Name: **Sara Laughlin**

Full Name: **Fred Risinger**

Title: **Director**

Title: **Director**

Phone: **812-349-3050**

Phone: **812-339-7643**

Email: laughlin@mcpl.info

Email: risinger@indiana.edu

QUESTIONS? Contact Edie Huffman (ehuffman@library.in.gov) or Jason Fields (jfields@library.in.gov) at the Indiana State Library, 800-451-6028.

Please mail or fax this form to: Indiana State Library, Library Development Office, Attention: Gates Opportunity Online Grant Program, 315 West Ohio Street, Indianapolis, Indiana 46202 or Fax: 317-232-0002. **Please email ehuffman@library.in.gov when you have sent the form.**

Resolution to Dispose of Surplus Bookmobile

Whereas, the Monroe County Public Library has engaged in bookmobile services since 1929, and

Whereas, Library patrons have used the Bookmobile purchased in 1997 heavily and value it highly, and

Whereas, the Library currently has neither the space nor staff to operate two Bookmobiles, and

Whereas, that Bookmobile has served well and is being replaced by a new Bookmobile,

Now, therefore, the Board of Trustees declares the 1997 Bookmobile surplus and directs staff to dispose of it according to the legal requirements outlined in the Indiana Code (IC-5-22-22).

AYE

NAY

John M. Gannon
President
(202) 974-2842

January 7, 2011

Sarah Bowman
Adult and Teen Programming Coordinator
Monroe County Public Library
303 E. Kirkwood Avenue
Bloomington, Indiana 47408

Grant #2010-L-44

Dear Ms. Bowman:

I am delighted to inform you that the FINRA Investor Education Foundation (the "Foundation") has approved a \$79,582 grant to the Monroe County Public Library for the purpose of serving the investor education needs of library patrons. This letter agreement sets forth the terms of the grant for your review and acceptance.

The Project

Monroe County Public Library will undertake the project described in the proposal submitted to *Smart investing@your library*[®] and included as Attachment A to this letter agreement (the Project).

The grant period begins with the execution of this letter agreement and concludes April 15, 2013. Monroe County Public Library may request in writing a change to the grant period, which the Foundation at its discretion may approve. Additionally, the Foundation acknowledges that some elements of the Project described in Attachment A may need to be modified during the course of Project; please note, however, that all modifications require the prior written approval of the Foundation.

The project principal for this grant is Sarah Bowman. If this individual ceases to serve as project principal, Monroe County Public Library will promptly notify the Foundation, and the Foundation and Monroe County Public Library will identify a mutually acceptable replacement.

Monroe County Public Library will submit for the Foundation's approval the names and roles of any third-party speakers or consultants who will be involved in the Project. Prior approval by the Foundation is required before such speakers or consultants are engaged in the Project.

As the Project involves the engagement by the Monroe County Public Library of a subcontractor(s) or partner(s), the Monroe County Public Library agrees that, prior to signing agreements with these subcontractors or partners, it will provide the Foundation with a finalized copy of each agreement for review and approval, prior to signature. Once signed, Monroe County Public Library will also provide a copy of the signed agreement(s).

The Foundation or its designee may examine progress toward achieving the goals of the grant-funded Project through site visits and/or other means. If there is concern about the quality or progress of the effort, the Foundation will notify Monroe County Public Library. If matters cannot be resolved satisfactorily, the Foundation may terminate the grant, and any unused or uncommitted grant funds must immediately be returned to the Foundation.

Required Reports

Monroe County Public Library will provide two reports using the template contained in Attachment B: (1) an interim report, currently scheduled for March 15, 2012; and (2) a final report no later than 30 days following the conclusion of the grant period. Each report will contain a narrative portion as well as a financial statement, as specified in the reporting template, as well as a copy of any materials and evaluation data produced as part of the Project.

Publicity

Materials and communications, both print and non-print, produced as part of the grant-funded Project will include the following statement: "This program is made possible by a grant from the FINRA Investor Education Foundation through *Smart investing@your library*[®], a partnership with the American Library Association."

Monroe County Public Library will obtain prior approval from the Foundation for wording to describe the Foundation, its programs and the nature of the grant commitment, for use in news releases, presentations, or other communications. The Foundation will review promptly any draft copy submitted to it. Monroe County Public Library will send to the Foundation for its records one copy of each news release or other communication on the Project or grant. The Foundation may require, at its sole discretion, that its name and/or logo not be used on or in any publications, materials, press releases, presentations, websites, or any other results or deliverables of the Project.

Monroe County Public Library will cooperate with efforts undertaken by the Foundation and the American Library Association to publicize the Project.

Intellectual Property

Monroe County Public Library will own all right, title and interest in and to any intellectual property created or developed in the course of the Project. Monroe County Public Library hereby grants to the Foundation the right to use and/or permit others to use all or any portion of the materials, reports or products associated with this grant without limitation or reservation and without further compensation beyond the grant funds provided.

The Foundation hereby grants to the Monroe County Public Library the right to use in connection with Project (and only for non-commercial purposes) the following items:

- The Foundation's investor education content modules, which the Foundation will supply to Monroe County Public Library in electronic form, and Monroe County Public Library will be permitted to copy, modify, distribute, publish, perform, prepare derivative works, display, make, use, and disseminate in all forms of media now known or later discovered or developed. Monroe County Public Library understands that the purpose of using the content modules is to ensure the accuracy of information provided to library patrons.
- Written materials from past Foundation-funded grant projects, as described in Monroe County Public Library's grant proposal, subject to any restrictions placed on the Foundation's ability to sublicense the materials to third parties. The Foundation and Monroe County Public Library will discuss the specifics regarding these materials following signing of this letter agreement.

Monroe County Public Library will adhere to all federal, state, and local laws as they relate to the creation, development, and production of Project materials. Monroe County Public Library will obtain all necessary permissions for use of any copyrighted works in connection with the Project, including materials developed in connection with the Project, and will promptly provide proof of such permissions if requested by the Foundation.

Monroe County Public Library agrees to indemnify, defend, and hold the Foundation harmless from all liability, costs, or expenses, including attorney's fees, as a result of any claims brought forth by third parties related to or

arising from copyright or trademark violations or infringements related to products, programs, or materials produced as a result of the grant monies awarded and described in this letter agreement and/or its attachments.

Payment

The Foundation will pay the grant in two equal installments: (1) fifty percent (50%) upon receipt of a fully-executed copy of this letter agreement, and (2) fifty percent (50%) upon receipt and approval by the Foundation of the interim grant report, provided that the Foundation has determined that adequate progress has been made toward accomplishing the goals and deliverables specified in the grant proposal (Attachment A).

Grant payments will be made to:

Monroe County Public Library Foundation, Inc/dba Friends of the Monroe County Public Library.
303 E. Kirkwood
Bloomington, Indiana 47408
Attn: Sarah Bowman

Monroe County Public Library Foundation, as fiscal agent of Monroe County Public Library, agrees to:

- administer all grant funds in accordance with the proposal contained at Attachment A
- disburse funds at the direction of Monroe County Public Library
- maintain accounting of all expenditures according to standard accounting practices
- maintain separate records of disbursements related to this grant
- keep original records of expenditures for at least three years following the completion of the grant period
- make financial records available to the Foundation upon request

The Foundation, on its own behalf or through its designated representative, reserves the right to review and audit any and all records related to the grant expenditures. Monroe County Public Library and Monroe County Public Library Foundation each agree to permit site visits by the Foundation or its designee for information purposes and/or audit purposes.

The Foundation will not be obligated to make any payment, and may require a refund of any unexpended grant funds, (1) if the required reports are not filed; (2) if Monroe County Public Library has not fully complied with the terms and conditions of this letter agreement; or (3) if the Foundation believes it necessary in order (a) to protect the purpose and objectives of the grant or any other charitable activities of the Foundation or (b) to comply with the requirements of any law or regulation applicable to the Monroe County Public Library, the Foundation or this grant. Any funds paid to Monroe County Public Library or Monroe County Public Library Foundation but not expended at the termination or completion of the Project must immediately be returned to the Foundation.

The Monroe County Public Library and Monroe County Public Library Foundation agree that the grant will be used solely for purposes of the Project. Monroe County Public Library Foundation will inform the Foundation immediately of any change in, or IRS proposed or actual revocation (whether or not appealed) of, its tax-exempt status. Unless otherwise stated in writing, this grant is made with the understanding that the Foundation has no other obligation to provide any additional support to Monroe County Public Library and Monroe County Public Library Foundation.

Confidentiality

The parties may disclose information they consider confidential to the other parties to facilitate the Project. Each party will use all reasonable efforts to treat and keep confidential, and cause its officers, employees, agents and subcontractors or other persons involved in the Project to treat and keep confidential any such information.

General Terms

This letter agreement supersedes any prior agreements between the parties. The parties agree that they are independent contractors and that this letter agreement in no way authorizes any party to enter into any commitment or agreement binding the other. This letter agreement may not be modified or amended except in a writing signed by a duly authorized representative of each party, and any waivers will be effective only if made in writing signed by representatives authorized to bind the parties. If any provision is found by a court of competent jurisdiction to be unenforceable or invalid, that provision will be limited to the minimum extent necessary. The prevailing party in any action to enforce this letter agreement will be entitled to recover reasonable attorneys' fees. No party will be liable for delay or failure in performance under this letter agreement when the delay or failure arises from circumstances beyond the reasonable control of the party (including, without limitation, acts of God, fire, flood, war, or terrorism). The sections concerning confidentiality and intellectual property will survive expiration or termination of this letter agreement.

If this letter agreement is satisfactory to you, please have it signed and dated by an officer of your organization with the authority to enter into this agreement and return it to me at 1735 K Street NW, Washington, DC 20006. We look forward to embarking with you on this exciting Project.

Sincerely,

John M. Gannon, President
FINRA Investor Education Foundation

ACKNOWLEDGED AND AGREED BY:

*Monroe County Public Library Foundation/
dba Friends of the Monroe County Public Library*

By: _____

Printed Name: Helena Walsh

Title: President

Date: _____

Monroe County Public Library

By: _____

Printed Name: Frederick Risinger

Title: President, Board of Trustees

Date: _____

ATTACHMENT A

Grant Proposal
(Attach here)

ATTACHMENT B
Smart investing@your library[®]
Grant Report Form

Please forward a completed copy of Parts A and B to each of:

Robert Ganem
FINRA Investor Education Foundation
1735 K Street, NW
Washington, DC 20006
robert.ganem@finra.org

Margaret Monsour
American Library Association
50 East Huron Street
Chicago, IL 60601
mmonsour@ala.org

Smart investing@your library[®]
Grant Report Form
Part A – Narrative Report Form

Grantee:	
Project Principal:	
Address:	
Phone:	
E-mail:	
Reporting Period:	From: _____ to _____ Check one: ___ Interim Report ___ Final Report

Your report must address the following items:

1. Describe your grant project activities throughout the reporting period.
2. Report on success in achieving major project goals and objectives.
3. Identify barriers or challenges to completion of the grant project (mid-term report only).
4. Indicate your progress in establishing and implementing your evaluation framework for the grant project (midterm report), or report on the results of evaluation efforts (final report).
5. Report findings and observations from the grant project through the reporting period.
6. Describe any communications, any sharing of learning and results from your grant project through the reporting period.
7. Attach presentation materials, articles or newsletters, or other communications and marketing vehicles that featured the grant project, as well as other products developed with grant funds.
8. Comment on the sustainability of the project after the grant term. Specify developments in maintaining or expanding the project or portions of it in the longer term.
9. Complete and sign the Financial Report Form and attach.
10. Any additional comments?

Please include this signed Grant Report Form as the covering page to your report.

Signature, Grant Project Principal

Date

