

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, June 8, 2011
5:45 p.m.
Meeting Room 1B**

AGENDA

1. Call to Order – Kari Isaacson, President
2. Public Works Bond Opportunity (page 1-30) – Sara Laughlin, Belvia Hidari (Umbaugh), Jane Herndon (Ice Miller)
3. 2012 Budget Timeline (page 31) – Gary Lettelleir
4. Behavioral Rules Policy Update to Address SEA 292 (page 32) – Sara Laughlin
5. Public Meetings Policy to Address SEA 292 (page 33-4) – Sara Laughlin
6. Prohibition of Firearms at Public Meetings Policy (page 35) – Sara Laughlin
7. Public Comment
8. Adjournment

What If...

We Could Reduce Property Taxes and Replace the Library's Lost COIT Revenue?

Background

As you know, the library will pay off the final \$360,000 in its current Debt Service obligation in 2012. While the final payment is a reason for celebration for our taxpayers, the end of the \$2,000,000 annual tax levy will reduce the Library's operating revenue by approximately \$500,000 in County Option Income Tax revenue, nearly 10% of the Operating Fund.

We have known about the impending drop since 2005, when the General Assembly eliminated Debt Service from the calculation of the COIT revenue split at the county level. We have implemented a number of initiatives to cope with the loss, including investing in RFID express check and automated handling equipment, leaving positions unfilled when they are vacated, offering a voluntary resignation/retirement option, carrying out the recommendations from the energy audit, and increasing attention to fund raising and proposal writing. Reducing expenses has been complicated by increasing usage and operating costs, with more expected in 2012 and beyond.

In 2008, as part of the property tax reform, the General Assembly allowed Libraries to combine the Operating Fund and Library Capital Projects Fund into a single "maximum levy." Many libraries around the state have combined the two. We have not yet done that, feeling that it was important to continue a separate Library Capital Projects Fund to ensure that we were able to keep our facilities in good repair.

In the 2008 community survey, county residents recommended that the Library raise taxes or raise money and raise taxes, rather than cutting services.

Recent Developments

We recently confirmed that the precipitous drop in COIT revenue will occur in 2013, not in 2012 as we had expected. The 2012 distributions are based on 2011 property tax shares, and during 2011 we will still be levying the full \$2,000,000. In 2013, the last \$360,000 will generate a small portion of COIT. It is in 2014 when we will hit the new, permanently lower COIT amount.

Our Proposal

We propose to take two actions in 2012:

1. Combine the Library Capital Projects Fund into the Operating Fund, resulting in a 2013 Operating Fund approximately equal to that of 2012, thereby eliminating the anticipated decrease.
2. Issue a three year Public Works Bond to yield approximately \$600,000 per year, so that we can continue to maintain our facilities and technology.

Benefits to the taxpayers:

1. The current property tax rate for Library Debt Service would be reduced by two-thirds.
2. Library services would continue, without dramatic reductions. (We still anticipate tight budgets, so cannot promise there would not be cuts, but they would not be nearly as severe.)

Benefits to the library:

1. Capital needs now covered by Library Capital Projects Fund, including computer replacements, facilities repair and renovation, etc., would continue to be covered, so our assets would not deteriorate.
2. Services could continue at the current level of quality.

We have consulted with bond experts at Umbaugh and Ice Miller. They confirmed that several other local government units are using or planning to use this approach.

I am attaching the draft Powerpoint presentation, which includes several charts that may help explain the financial issues, the proposed projects to include in the Public Works Bond, and the steps and a possible timeline. We have invited Belvia Hidari from Umbaugh and Jane Herndon from Ice Miller to attend the work session on June 8 to help us answer your questions. They have prepared several options and two alternate timetables for your consideration. We have not offered to pay them; at this point, they are here to answer questions and hope to get our business.

Please let me know if you have questions. I'll answer them if I can, or pass them along to Gary, Belvia, or Jane.



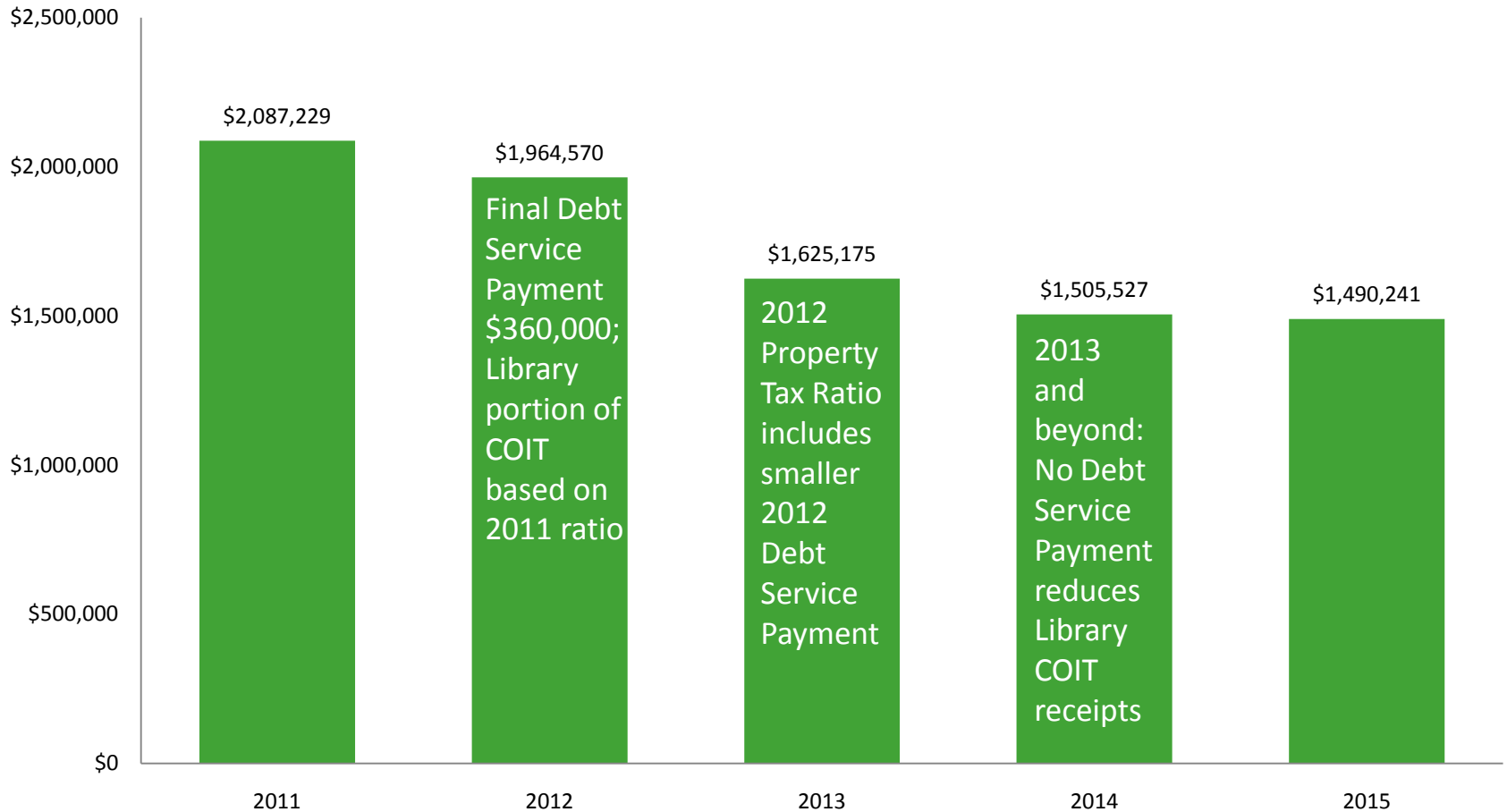
Monroe County Public Library



***County Option Income Tax
Challenge – and Opportunity***

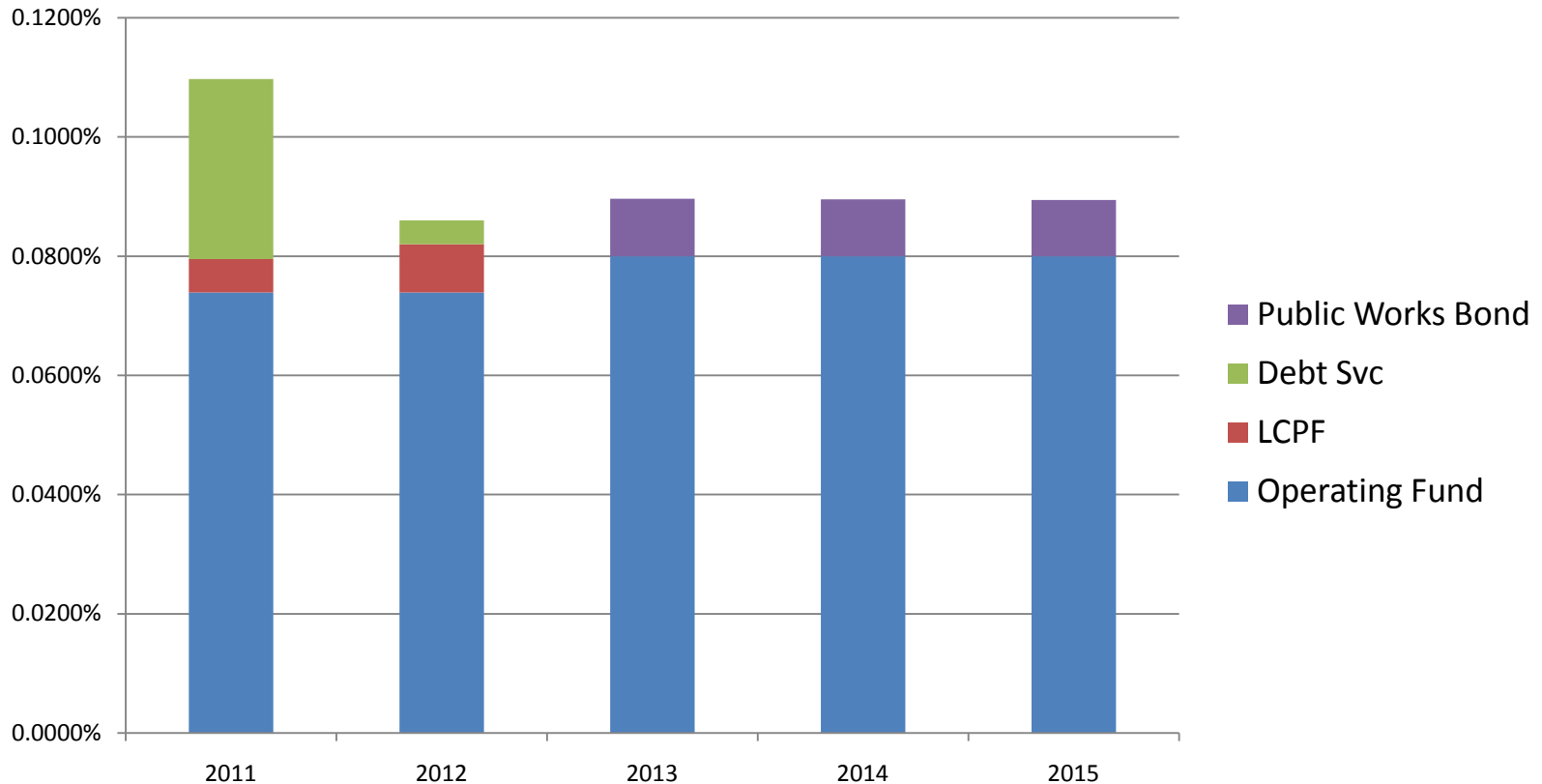


The Library will pay off its bond in mid-2012. As a result, County Option Income Tax (COIT) receipts will fall nearly \$500,000 by 2014 and remain at that level thereafter.





The Library's debt will be paid off in 2013 (green). We propose to combine the Library Capital Projects Fund (LCPF) (red) into the Operating Fund (blue) in 2013, and issue a three year, \$600,000/year public works bond (purple) to cover capital needs.





Taxpayers will see a reduction in Library property taxes in 2012 and after. If adopted, a public works bond would add back a small fraction. On a \$150,000 home with an assessed value of \$65,250, the total Library tax would go from \$71.58 in 2011 to \$60.72 in 2015.





Public Works Bond: 2013 Capital Projects

Roof – Main Library	\$400,000
Computer Replacement	\$133,000
Landscaping – Main Library	\$17,000
Van Replacement	\$25,000
Ellettsville House Demolition	\$25,000
TOTAL	\$600,000



Public Works Bond: 2014 Capital Projects

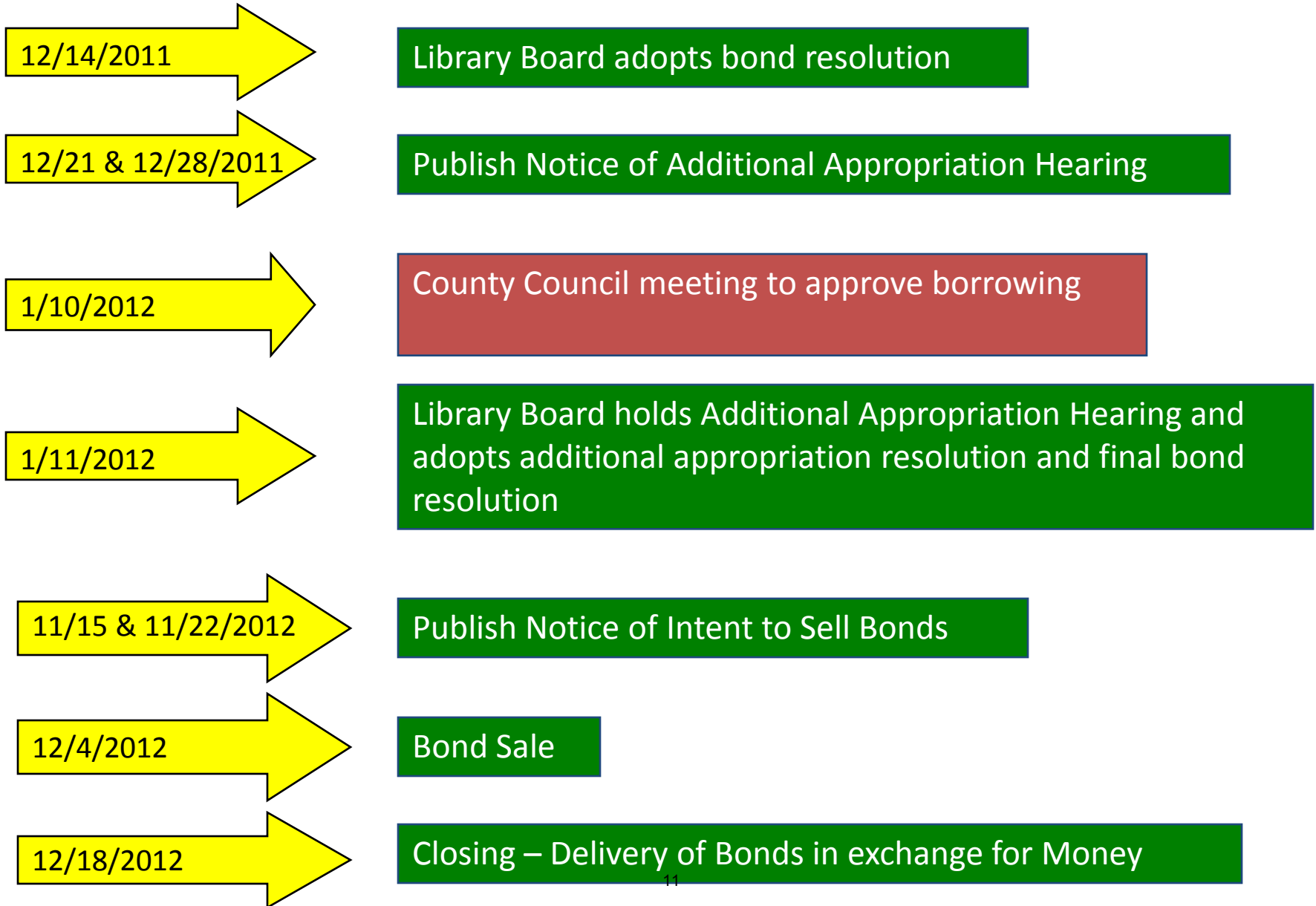
Chillers – Main Library	\$300,000
Computer Replacement	\$150,000
Elevator Controls – Main Library	\$100,000
Ellettsville Courtyard	\$50,000
TOTAL	\$600,000



Public Works Bond: 2015 Capital Projects

Computer Replacement	\$150,000
TBA	\$450,000
TOTAL	\$600,000

Financing Steps and Timeline





Monroe County Public Library

303 E Kirkwood Avenue
Bloomington, Indiana 47408

812.349.3050

www.mcpl.info

MONROE COUNTY PUBLIC LIBRARY
GENERAL OBLIGATION BONDS
PROPOSED TIMETABLE – FALL 2012 PROCEDURES
(Revised June 2, 2011)

Dec 14, 2011	Board of Trustees meeting to: <input type="checkbox"/> adopt reimbursement resolution; and <input type="checkbox"/> adopt bond resolution
Dec 21, 2011	Publish Notice of Hearing on Additional Appropriation (<i>first publication</i>)
Dec 28, 2011	Publish Notice of Hearing on Additional Appropriation (<i>second publication</i>)
Jan 10, 2012	County Council meeting to approve borrowing*
Jan 11, 2012	Board of Trustees meeting to: <input type="checkbox"/> hold hearing on additional appropriation; and <input type="checkbox"/> adopt Additional Appropriation Resolution
Nov 14, 2012	Board of Trustees meeting to: <input type="checkbox"/> adopt final Bond Resolution; and <input type="checkbox"/> approve form of Continuing Disclosure Undertaking
Nov 15, 2012	Post and publish Notice of Intent to Sell Bonds** (<i>first publication</i>)
Nov 22, 2012	Publish Notice of Intent to Sell Bonds** (<i>second publication</i>)
Dec 4, 2012	Bond sale**
Dec 12, 2012	Board of Trustees meeting to award general obligation bonds
Dec 18, 2012	Closing -- deliver bonds and receive money
Dec 31, 2012	File Post Bond Sale Information Sheet

* See I.C. 6-1.1-17-20.5. Before appointed Board can issue bonds, it must receive approval from elected County Council. If (a) the assessed value of the library district is entirely within Town or (b) the Library was originally formed by Town (contact State Library to verify) then Town Council approves; otherwise County Council is correct approving body

Assumptions:

All bodies comply with Indiana Open Door Law
Board of Trustees meets on the second Wednesday of each month
The Herald Times publishes daily (5 day lead time)
All actions taken during regularly scheduled meetings, unless otherwise noted
County Council meets the second and fourth Tuesday of each month

** Bond sale can occur anytime after final approval of Library Board and County Council

Bond Counsel Contacts:



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Fax: 317-465-1550
www.umbaugh.com

June 2, 2011

Ms. Sara Laughlin, Director
Monroe County Public Library
303 East Kirkwood Avenue
Bloomington, IN 47408

Re: Options for Financing Future Improvements

Dear Ms. Laughlin:

The attached schedules (listed below) present unaudited and limited information for the purpose of discussion and consideration for planning future Library improvements by the appropriate officers, officials and advisors of the Library. The use of these schedules should be restricted to this purpose, for internal use only, as the information is subject to future revision and final report.

Page

2	Calculation of General Obligation Bonding Capacity
3	Summary of Preliminary Financing Options
4	Estimated Project Costs and Funding
<u>\$600,000 Bond Issue: 1 Year Repayment</u>	
5	Preliminary Schedule of Amortization of \$600,000 Principal Amount of General Obligation Bonds, Series 2012
6	Summary of Estimated Debt Service Tax Rates
<u>\$1,200,000 Bond Issue: 2 Year Repayment</u>	
7	Preliminary Schedule of Amortization of \$1,200,000 Principal Amount of General Obligation Bonds, Series 2012
8	Summary of Estimated Debt Service Tax Rates
<u>\$1,800,000 Bond Issue: 3 Year Repayment</u>	
9	Preliminary Schedule of Amortization of \$1,800,000 Principal Amount of General Obligation Bonds, Series 2012
10	Summary of Estimated Debt Service Tax Rates

We would appreciate your questions or comments on this information and would provide additional information upon request.

Very truly yours,

UMBAUGH

Colette J. Irwin-Knott

MONROE COUNTY PUBLIC LIBRARY

CALCULATION OF GENERAL OBLIGATION BONDING CAPACITY

Pay 2011 Net Assessed Value (1)	\$6,066,966,216
Times 2%	x 2%
Divided by 3	÷ 3
	<hr/>
General Obligation Debt Capacity	40,446,441
Less: Outstanding General Obligation Debt (2)	0
	<hr/>
Remaining General Obligation Bonding Capacity	<u>\$40,446,441</u>

- (1) Per abstract 2010 pay 2011 assessed value for the Library.
- (2) The Library has no outstanding General Obligation debt.

(Subject to the attached letter dated June 2, 2011)
(Preliminary - Subject to Change)
(Internal Use Only)

MONROE COUNTY PUBLIC LIBRARY

SUMMARY OF PRELIMINARY FINANCING OPTIONS

	<u>1 Year Repayment</u> (Pages 5-6)	<u>2 Year Repayment</u> (Pages 7-8)	<u>3 Year Repayment</u> (Pages 9-10)
Par Amount	\$600,000	\$1,200,000	\$1,800,000
Net Interest Rate	2.93%	3.13%	3.33%
Total Interest Expense	\$14,724	\$50,495	\$111,507
Net proceeds available for improvements	\$524,000	\$1,119,000	\$1,716,000
Estimated tax rate impact per \$100 of assessed value	\$0.0091	\$0.0093	\$0.0095

Estimated Annual Tax Impact on Taxpayers

<u>Market Value of Home</u>	<u>Assumed NAV</u> (1)	<u>Annual Tax Impact</u>
\$75,000	\$16,500	\$1.57
100,000	32,750	3.11
113,100 (2)	41,265	3.92
150,000	65,250	6.20
200,000	97,750	9.29
250,000	130,250	12.37

Estimated Annual Tax Impact for Commercial/Rental Property

\$100,000 Property Value \$9.10 \$9.30 \$9.50

Estimated Annual Tax Impact for Agricultural Land (3)

1 Acre \$0.14 \$0.14 \$0.14

- (1) Assumes home is homestead property and therefore includes standard deduction of the lesser of \$45,000 or 60% of home value, supplemental homestead deduction and mortgage deduction of \$3,000.
- (2) Median home value within Monroe County in 2000, per the U.S. Census.
- (3) Assumes 1 acre of agricultural land has an assessed value of \$1,500.

(Subject to the attached letter dated June 2, 2011)
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(Internal Use Only)

MONROE COUNTY PUBLIC LIBRARY

ESTIMATED PROJECT COSTS AND FUNDING

	1 Year Repayment	2 Year Repayment	3 Year Repayment
Proposed General Obligation Bonds of 2012	\$600,000	\$1,200,000	\$1,800,000
Less:			
Allowance for Underwriter's Discount (.5%)	3,000	6,000	9,000
Bond Issuance Expenses	73,000	75,000	75,000
Net proceeds available for improvements	\$524,000	\$1,119,000	\$1,716,000

(Subject to the attached letter dated June 2, 2011)
(Preliminary - Subject to Change)
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MONROE COUNTY PUBLIC LIBRARY

1 Year Repayment

PRELIMINARY SCHEDULE OF AMORTIZATION OF \$600,000 PRINCIPAL
AMOUNT OF GENERAL OBLIGATION BONDS, SERIES 2012

Assumes Bonds dated December 15, 2012

Payment Date	Principal Balance	Principal	Assumed Interest Rate (1) (%)	Interest	Total Debt Service	Budget Year Debt Service
7/15/2013	\$600,000	\$295,000	2.70	\$10,072.71	\$305,072.71	
1/15/2014	305,000	305,000	3.05	4,651.25	309,651.25	\$614,723.96
Totals		<u>\$600,000</u>		<u>\$14,723.96</u>	<u>\$614,723.96</u>	<u>\$614,723.96</u>

(1) Represents current interest rates, plus 1%.

(Subject to the attached letter dated June 2, 2011)
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MONROE COUNTY PUBLIC LIBRARY

1 Year Repayment

SUMMARY OF ESTIMATED DEBT SERVICE TAX RATES

(Assumes \$600,000 Bond Issue)

Budget Year	Outstanding Lease Rental (Unaudited)	Proposed General Obligation Bonds, Series 2012	Total Debt Service/Lease Rental	Estimated Net Assessed Value	Estimated Existing Debt Service Tax Rate	Estimated Proposed Debt Service Tax Rate	Estimated Combined Debt Service Tax Rate
		(1)		(2)	(3)	(3)	(3)(4)
2010	\$1,996,000		\$1,996,000	\$6,018,086,034	\$0.0300		\$0.0300
2011	1,996,000		1,996,000	6,066,966,216	0.0302		0.0302
2012	322,000		322,000	6,066,966,216	0.0048		0.0048
2013		\$614,724	614,724	6,066,966,216		\$0.0091	0.0091

- (1) See page 5.
- (2) Based on the abstract assessed value for 2010 through 2011 with no growth assumed thereafter.
- (3) Assumes 90% is payable from property tax levy, with 10% payable from license/excise and FIT.
- (4) Represents debt service for combined debt. Per \$100 of net assessed value.
- (5) Represents actual 2009 pay 2010 debt service tax rate.
- (6) Represents actual 2010 pay 2011 debt service tax rate.

(Subject to the attached letter dated June 2, 2011)
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MONROE COUNTY PUBLIC LIBRARY

2 Year Repayment

PRELIMINARY SCHEDULE OF AMORTIZATION OF \$1,200,000 PRINCIPAL
AMOUNT OF GENERAL OBLIGATION BONDS, SERIES 2012

Assumes Bonds dated December 15, 2012

Payment Date	Principal Balance	Principal	Assumed Interest Rate (1) (%)	Interest	Total Debt Service	Budget Year Debt Service
7/15/2013	\$1,200,000	\$290,000	2.70	\$21,291.67	\$311,291.67	
1/15/2014	910,000	300,000	3.05	14,335.00	314,335.00	\$625,626.67
7/15/2014	610,000	305,000	3.05	9,760.00	314,760.00	
1/15/2015	305,000	305,000	3.35	5,108.75	310,108.75	624,868.75
Totals		<u>\$1,200,000</u>		<u>\$50,495.42</u>	<u>\$1,250,495.42</u>	<u>\$1,250,495.42</u>

(1) Represents current interest rates, plus 1%.

(Subject to the attached letter dated June 2, 2011)
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(Internal Use Only)

MONROE COUNTY PUBLIC LIBRARY

2 Year Repayment

SUMMARY OF ESTIMATED DEBT SERVICE TAX RATES

(Assumes \$1,200,000 Bond Issue)

Budget Year	Outstanding Lease Rental (Unaudited)	Proposed General Obligation Bonds, Series 2012	Total Debt Service/Lease Rental	Estimated Net Assessed Value	Estimated Existing Debt Service Tax Rate	Estimated Proposed Debt Service Tax Rate	Estimated Combined Debt Service Tax Rate
		(1)		(2)	(3)	(3)	(3)(4)
2010	\$1,996,000		\$1,996,000	\$6,018,086,034	\$0.0300	\$0.0300	\$0.0300
2011	1,996,000		1,996,000	6,066,966,216	0.0302	0.0302	0.0302
2012	322,000		322,000	6,066,966,216	0.0048		0.0048
2013		\$625,627	625,627	6,066,966,216		\$0.0093	0.0093
2014		624,869	624,869	6,066,966,216		0.0093	0.0093

- (1) See page 7.
- (2) Based on the abstract assessed value for 2010 through 2011 with no growth assumed thereafter.
- (3) Assumes 90% is payable from property tax levy, with 10% payable from license/excise and FIT.
- (4) Represents debt service for combined debt. Per \$100 of net assessed value.
- (5) Represents actual 2009 pay 2010 debt service tax rate.
- (6) Represents actual 2010 pay 2011 debt service tax rate.

(Subject to the attached letter dated June 2, 2011)
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MONROE COUNTY PUBLIC LIBRARY

3 Year Repayment

PRELIMINARY SCHEDULE OF AMORTIZATION OF \$1,800,000 PRINCIPAL
AMOUNT OF GENERAL OBLIGATION BONDS, SERIES 2012

Assumes Bonds dated December 15, 2012

Payment Date	Principal Balance	Principal	Assumed Interest Rate (1) (%)	Interest	Total		Budget Year Debt Service
					Debt Service	Debt Service	
7/15/2013	\$1,800,000	\$285,000	2.70	\$33,604.38	\$318,604.38		
1/15/2014	1,515,000	295,000	3.05	24,956.25	319,956.25	\$638,560.63	
7/15/2014	1,220,000	300,000	3.05	20,457.50	320,457.50		
1/15/2015	920,000	300,000	3.35	15,882.50	315,882.50	636,340.00	
7/15/2015	620,000	305,000	3.35	10,857.50	315,857.50		
1/15/2016	315,000	315,000	3.65	5,748.75	320,748.75	636,606.25	
Totals		<u>\$1,800,000</u>		<u>\$111,506.88</u>	<u>\$1,911,506.88</u>	<u>\$1,911,506.88</u>	

(1) Represents current interest rates, plus 1%.

(Subject to the attached letter dated June 2, 2011)
(Preliminary - Subject to Change)
(Internal Use Only)

MONROE COUNTY PUBLIC LIBRARY

3 Year Repayment

SUMMARY OF ESTIMATED DEBT SERVICE TAX RATES

(Assumes \$1,800,000 Bond Issue)

Budget Year	Outstanding Lease Rental (Unaudited)	Proposed General Obligation Bonds, Series 2012	Total Debt Service/Lease Rental	Estimated Net Assessed Value	Estimated Existing Debt Service Tax Rate	Estimated Proposed Debt Service Tax Rate	Estimated Combined Debt Service Tax Rate
		(1)		(2)	(3)	(3)	(3)(4)
2010	\$1,996,000		\$1,996,000	\$6,018,086,034	\$0.0300	\$0.0300	\$0.0300
2011	1,996,000		1,996,000	6,066,966,216	0.0302	0.0302	0.0302
2012	322,000		322,000	6,066,966,216	0.0048		0.0048
2013		\$638,561	638,561	6,066,966,216		\$0.0095	0.0095
2014		636,340	636,340	6,066,966,216		0.0094	0.0094
2015		636,606	636,606	6,066,966,216		0.0094	0.0094

(1) See page 9.

(2) Based on the abstract assessed value for 2010 through 2011 with no growth assumed thereafter.

(3) Assumes 90% is payable from property tax levy, with 10% payable from license/excise and FIT.

(4) Represents debt service for combined debt. Per \$100 of net assessed value.

(5) Represents actual 2009 pay 2010 debt service tax rate.

(6) Represents actual 2010 pay 2011 debt service tax rate.

(Subject to the attached letter dated June 2, 2011)

(Preliminary - Subject to Change)

(Internal Use Only)

MONROE COUNTY PUBLIC LIBRARY

Preliminary Financing Options

June 8, 2011



Summary of Preliminary Financing Options

	1 Year Repayment	2 Year Repayment	3 Year Repayment
Par Amount	\$600,000	\$1,200,000	\$1,800,000
Net Interest Rate	2.93%	3.13%	3.33%
Total Interest Expense	\$14,724	\$50,495	\$111,507
Net Proceeds Available for Improvements (1)	\$524,000	\$1,119,000	\$1,716,000
Estimated Maximum Tax Rate (2)	\$0.0091	\$0.0093	\$0.0095

- (1) Represents the par amount, less an assumed Underwriter's discount of 0.5% and estimated bond issuance expenses totaling \$75,000.
- (2) Based upon the 2011 assessed value of the Library totaling \$6,066,966,216.

Estimated Annual Tax Impact of Proposed General Obligation Bonds

Market Value of Home	Net Assessed Value of Home (1)	\$600,000: 1 Year Repayment	\$1,200,000: 2 Year Repayment	\$1,800,000: 3 Year Repayment
\$75,000	\$16,500	\$1.50	\$1.53	\$1.57
100,000	32,750	2.98	3.05	3.11
113,100 (2)	41,265	3.76	3.84	3.92
150,000	65,250	5.94	6.07	6.20
200,000	97,750	8.90	9.09	9.29
250,000	130,250	11.85	12.11	12.37
1 Acre Agricultural Land	\$1,500	\$9.10	\$9.30	\$9.50
\$100,000 Rental/ Commercial Property	100,000	0.14	0.14	0.14

- (1) Assumes Homestead Deduction, Supplemental Homestead Deduction and Mortgage Deduction.
 (2) Median home value within Monroe County in 2000, per the U.S. Census.

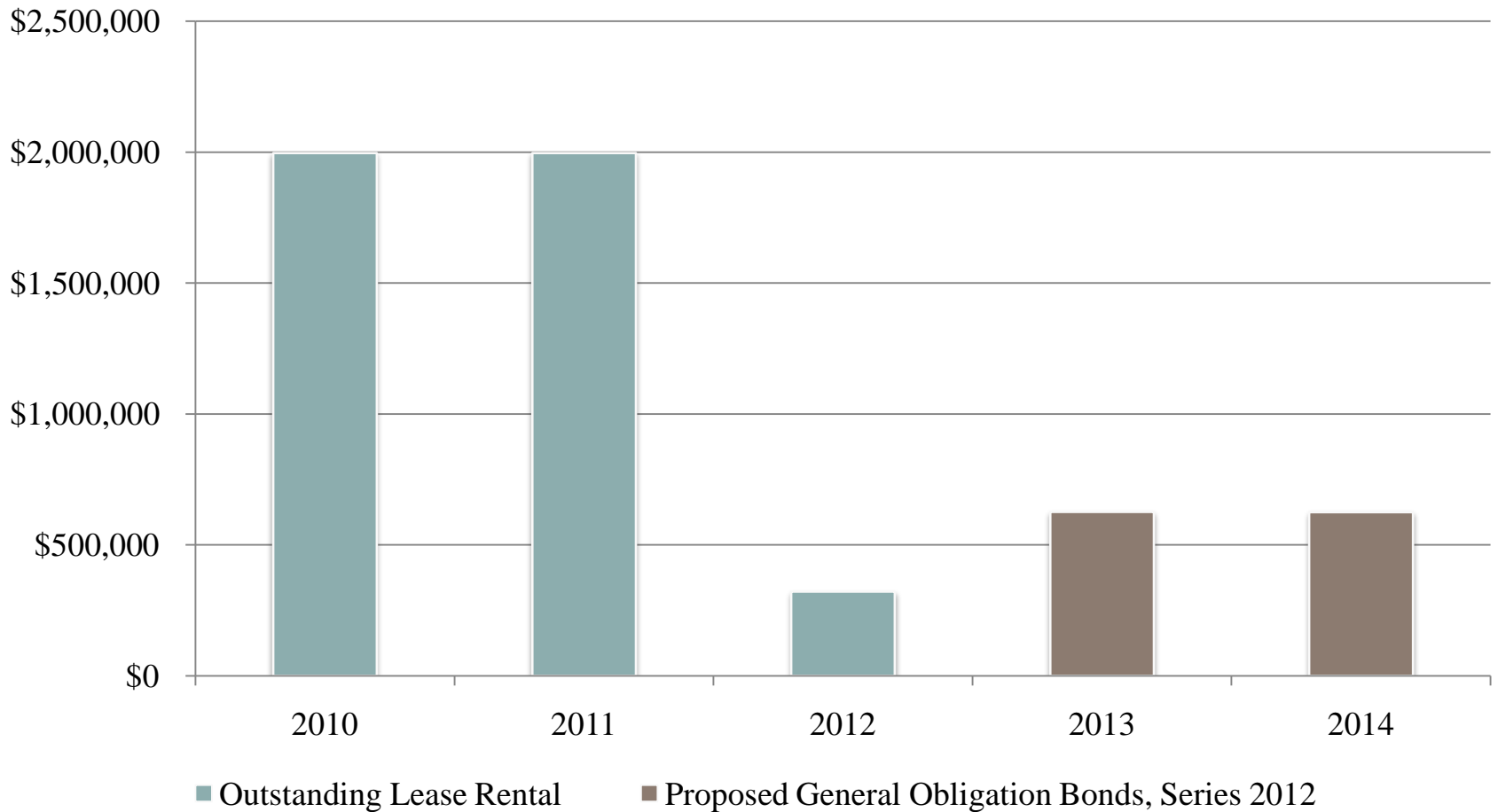
Summary of Outstanding and Proposed Debt Service Payments

(Assumes \$600,000 Bond Issue with a 1 Year Repayment)



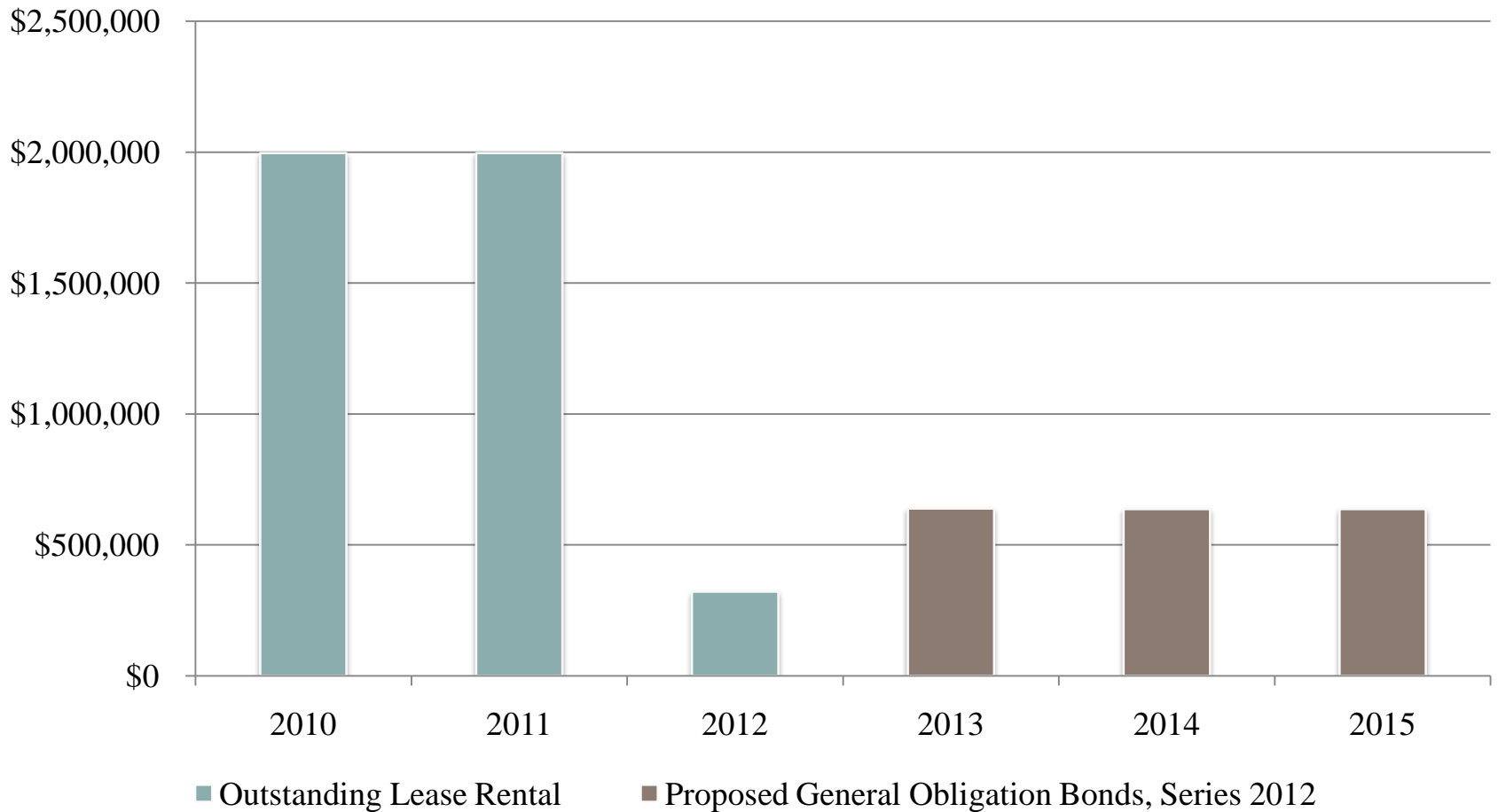
Summary of Outstanding and Proposed Debt Service Payments

(Assumes \$1,200,000 Bond Issue with a 2 Year Repayment)



Summary of Outstanding and Proposed Debt Service Payments

(Assumes \$1,800,000 Bond Issue with a 3 Year Repayment)



Monroe County Public Library: 2012 Budget Work Plan

<i>Step</i>	<i>State Requirement</i>	<i>MCPL Date</i>
State Library/DLGF workshop		6/1
Board work session	Budget timeline	6/8
Board meeting		6/15
Input from managers		6/30
Board work session	First draft of 2012 budget	7/13
Board meeting		7/20
AVGQ announced		7/15
Monroe County AV available		8/1
Board work session	Second draft, with revisions from 7/13	8/10
Board meeting	Approve budget for advertising	8/17
Submit budget to County Council for non-binding recommendation	Submit to County Council before 9/17 and 45 days before adoption(10/26)	8/18
Advertise budget and public hearing (9-21) for first time	Before 9/2 and at least 10 days before public hearing	8/22
Send to HT and ELL Journal		8/22
Confirm correct printing in both papers		
Advertise budget and public hearing (9-21) for second time	Before 9/9 and at least 3 days before public hearing	8/29
County Council meeting	By 10/15 and at least 15 days before Library Adoption	8-23 or 9-13
Board work session		9/14
Library Public Hearing	Before 10/22 and at least 10 days before board adoption	9/21
Objection Petition filed by 10 or more taxpayers	No more than 7 days after public hearing	9/28
Board work session		10/19
Board meeting: Adopt budget	Last day for Board to adopt 10/31 and at least 15 days after County Council's recommendation	10/26 4th Wed

BEHAVIORAL RULES

The library is a place that belongs to everyone. We have established basic rules of courtesy so that our library facilities are pleasant places for all to visit.

If your conduct or activities violate our rules, you will be asked to change your disruptive behavior. Failure to do so may result in the loss of library privileges, up to and including removal from the building and contacting police. The library defines "disruptive behavior" as any act that interferes with library service or with someone else's use of the library.

DISRUPTIVE BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO:

- Possession of alcohol, ~~or illegal substances, or a weapon anywhere on library property~~
- Abusive, **threatening**, or harassing behavior in any form
- Mutilation, defacement, or theft of library materials and equipment or the private property of staff or other visitors
- Selling, polling, soliciting, panhandling, or loitering on library property
- Intoxication or impairment
- Sexual behavior
- Sleeping in the library
- Strong odors that interfere with or disrupt others from using library spaces
- Use of audible sound devices that disrupt others' use of the library
- Use of furniture, library equipment and facilities in a manner for which they were not intended

OTHER RULES FOR THE COMFORT AND SAFETY OF VISITORS AND STAFF INCLUDE, BUT ARE NOT LIMITED TO:

- Children under the age of 7 may not be left unattended anywhere in the library.
- Smoking or use of tobacco products is strictly prohibited by both inside and outside library buildings, including library parking lots and entrances.
- Food is allowed in the library. Drink containers must have secure lids; leftover food and containers must be disposed of promptly and properly. The library ~~reserves the right to~~**has** designated specific areas for food and drink.
- Use of library office equipment and/or telephones is not permitted. Courtesy phones for emergencies are available at the information desks at any facility.
- Only service animals or animals involved in library programs are allowed in the library. No unattended animals are allowed on library property.
- Visitors who wish to take photographs or videotape or use other recording devices must be authorized by the individuals involved or by the parents or guardians of minors.
- All briefcases, luggage, handbags, packages, overcoats and shopping bags may be inspected by library security staff at any time.
- All visitors must wear shoes and shirts while in the library.
- Visitors may not enter non-public areas unless accompanied by library staff.
- No roller blades, scooters, or skateboards may be used on library property.

MEETING ROOM POLICY

Monroe County Public Library (MCPL) provides meeting rooms for public use. The **Meeting Room Policy** is developed in accordance with the library's mission. The meeting rooms are available to all community, nonprofit groups on equal terms regardless of opinion or affiliation. The library does not sponsor or endorse the views of any group using the meeting rooms.

This policy is for use of the library for outside groups and does not apply to library programs, library sponsored programs, or approved use by MCPL-affiliated groups.

General Guidelines:

The library administration has written procedures for the use and scheduling of the meeting rooms that are in the best interest of the library and the community. A meeting room application must be completed to reserve a meeting room.

Local groups not operating for profit may use the rooms as available up to 20 times a year. The person filling out a meeting room reservation must have a library card from Monroe County Public Library.

With regard to meeting room use, no charge may be made for admission and no free will collection may be made in the library. Items, services, and memberships may not be sold or promoted. There may be no mention or presence of anything that could result in income to the group or individuals involved with the group.

The meeting rooms of the library will only be scheduled during hours that the library is open to the public.

The library reserves the right to pre-empt or reschedule meetings when the library needs the meeting room space. The library may cancel scheduled room use when library policy has been or will be violated.

The library reserves the right to refuse or discontinue any use which is disruptive to the normal operation of the library, destructive to the building or equipment, fails to follow the library's Behavioral Rules, or if information is falsified on the meeting room application. Meeting room use that generates excessive noise will be considered disruptive. Failure to vacate a room as scheduled will be considered disruptive.

If Community Access Television Services (CATS) is scheduled to tape or broadcast a public meeting, it is the responsibility of an organization to contact both the library administration and CATS if the meeting has been canceled.

The library's Art Display Policy shall apply in a meeting room when it is being used for an art exhibition.

Facility Setup:

Each meeting room has a set configuration. The library provides no setup at the Ellettsville Branch or Main Library. If a group decides to use a different room setup, the room must be returned to its original configuration upon departure. All meeting room users are responsible for meeting room setup and cleanup.

Organizations that require use of library equipment for their meeting should arrive at least a half hour before the meeting if they have any questions about equipment.

The library is not responsible for the loss of and/or damage to equipment or materials owned by groups. The library cannot store supplies or equipment belonging to a group. All materials left are turned into Lost and Found.

Light refreshments may be served during meetings in all public meeting rooms except the Auditorium. The group using the room must provide supplies and equipment for serving refreshments. The library does not have full kitchen facilities. Organizations are responsible for cleanup after a meeting.

Meeting Room Usage Subject to Fees: If a group fails to leave a meeting room in its original configuration and condition, and/or does not vacate the room by the scheduled reservation time, it will be charged a \$20 fee.

Adopted by **Board of Trustees** 4-21-04
Amended _____

Prohibition of Firearms at Public Meetings Policy

The Monroe County Public Library prohibits the intentional display of a firearm or other weapon at a public meeting.

Adopted by the Board of Trustees
(date)