

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, December 6, 2017
Meeting Room 1B
5:45 p.m.**

AGENDA

1. Call to Order –John Walsh, President
2. 2018 Holiday Schedule, 2018 Pay Schedule, 2018 Wage and Salary Schedule, Resolution – Kyle Wickemeyer-Hardy, Marilyn Wood (page 1-4)
3. 2018 Fines & Fees Schedule – Gary Lettelleir (page 5)
4. 2018 Board meeting dates – Marilyn Wood (page 6)
5. Review of Policies - Marilyn Wood (page 7-8)
6. Review Resolution for payment to Umbaugh, and Bose McKinney for services related to bond preparation – Gary Lettelleir (page 9-10)
7. Review of 2018-2020 Strategic Direction Plan – Marilyn Wood, Jane Cronkhite (page 11-29)
8. Review of County 2018 CATS contracts – Michael White (page 30-32)
9. Public Comment
10. Adjournment

View the Board Packet on the Library's website:

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

LIBRARY CLOSING SCHEDULE

2018

Monday, January 1
NEW YEAR'S DAY

Tuesday, March 6
STAFF DAY

Sunday, April 1
SPRING HOLIDAY

Monday, May 28
MEMORIAL DAY

Wednesday, July 4
INDEPENDENCE DAY

Monday, September 3
LABOR DAY

Thursday, November 22
Friday, November 23
FALL HOLIDAY

Monday, December 24
Tuesday, December 25
WINTER HOLIDAY

Monday, December 31
NEW YEAR'S EVE
The Library closes early at 5 PM



Tuesday, January 1, 2019 NEW YEAR'S DAY

**MONROE COUNTY PUBLIC LIBRARY
PAY SCHEDULE
2018**

PAY PERIOD	PAY DATE
December 11 – December 24, 2017	January 5
December 25 – January 7	January 19
January 8– January 21	February 2
January 22 – February 4	February 16
February 5 – February 18	March 2
February 19 – March 4	March 16
March 5 – March 18	March 30
March 19 – April 1	April 13
April 2 – April 15	April 27
April 16 – April 29	May 11
April 30 – May 13	May 25
May 14 – May 27	June 8
May 28 – June 10	June 22
June 11– June 24	July 6
June 25 – July 8	July 20
July 9 – July 22	August 3
July 23 – August 5	August 17
August 6 – August 19	August 31
August 20 – September 2	September 14
September 3 – September 16	September 28
September 17 – September 30	October 12
October 1 – October 14	October 26
October 15 – October 28	November 9
October 29 – November 11	November 23
November 12 – November 25	December 7
November 26 – December 9	December 21

2019

December 10 – December 23, 2018	January 4, 2019
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MONROE COUNTY PUBLIC LIBRARY
Wage and Salary Schedule
2018

Pay Grade	Market Minimum	Market Maximum
Non-Exempt / Hourly		
1	\$10.50	\$14.63
2	\$10.72	\$16.08
3	\$12.43	\$18.65
4	\$13.44	\$20.16
5	\$14.66	\$21.99
6	\$15.78	\$23.67
7	\$17.32	\$25.98
8	\$19.86	\$29.79
9	\$22.10	\$33.16
Exempt / Bi-Weekly Salary		
10	\$1,910.34	\$2,865.51
11	\$2,723.25	\$4,084.87

RESOLUTION TO ADOPT 2018 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 2018 fiscal year, and

WHEREAS the board wishes to adjust the current minimum for pay grade 1 to \$10.50 (an increase of .75 cents) within the Wage and Salary Schedule based upon local market research, and the board wishes to maintain the current minimums and maximums for all other pay grades within the Salary and Wage Schedule

WHEREAS the board wishes to provide a cost of living increase which falls within the amount budgeted for 2018,

NOW THEREFORE the Board adopts the 2018 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 – for all who are employed at the Library as of December 31, 2017 (effective for the first pay date of 2018 on January 05, 2018, which includes the pay period beginning December 11, 2017 and ending December 24, 2017);

Presented to the Monroe County Public Library Board, read in full and adopted this 13th day of December 2017, by the following aye and nay votes.

AYE

NAY

Monroe County Public Library 2018 Fee Schedule

Overdue fines	\$0.25/day (Maximum \$10/item) (No charge for children's materials)
Collection Agency Fee	\$10.00
Annual Subscription Card – Non-resident	\$60.00
Lost items	Varies
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)
Obituaries supplied for out-of-county residents	\$3/name
Genealogy research for out-of-county residents	\$10/request
Meeting room and auditorium rental for businesses operating in Monroe County	\$150/hour for Auditorium and for 1B/1C combined \$75/hour for 1B, 1C, 2A
Meeting room clean-up fee	Maintenance (reset room, clean carpet, repair furniture, etc.): \$25/hour. Equipment damage or replacement: Cost + \$10 service fee
CATS dubs	\$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS)
Fine Option Program (for patrons 14+)	\$5/hour credit
Read It Off (children under age 18)	\$5 credit/use and return
Food for Fines credit	\$1 for each item

Approved December 13, 2017

2018 BOARD OF TRUSTEE'S CALENDER

All meetings in Room 1B unless otherwise noted

Month	Date	Meeting Type	Potential Topics
January	10	Work Session*	
January	17	Board Meeting	Budget line-item transfers; officer slate approved; Conflict of Interest forms; El Centro Contract; Update: El-Centro
January	17	Board of Finance	Review Investment Report and Policy
February	14	Work Session*	
February	21	Board Meeting	Election of Board Officers; review Internet and Computer Use Policy, Update: Adult Services
March	7	Work Session*	
March	21	Board Meeting	2017 Annual Report review; Review Long Range Strategic Plan; Update: Communications and Marketing
April	11	Work Session*	
April	18	Board Meeting	Update: Customer Service
May	9	Work Session*	
May	16	Board Meeting	Update: Children's Services
June	13	Work Session*	
June	20	Board Meeting	Update: Programming and Branch Services
July	11	Work Session*	
July	18	Board Meeting	Draft 2019 Budget; Update: Community Engagement & VITAL
August	8	Work Session*	
August	15	Board Meeting	Review any revisions to 2019 Budget, Approve 2019 Budget for advertising; Update: Special Audience Services
September	12	Work Session*	
September	19	Board Meeting	2019 Budget; Update: Building Services, Pioneer Grant
September	19	Public Hearing	Public Hearing on 2019 Budget
October	10	Work Session*	
October	17	Board Meeting	Adopt 2019 Budget; approve 2019 employee insurance package; Update: Teen Services
November	7	Work Session*	
November	14	Board Meeting	Update: Staff Development
December	5	Work Session*	
December	12	Board Meeting	Approve 2019 salary schedule, Pay Schedule(dates), director's salary; 2019 Holiday & Closing Schedule;CATS contracts, Fines and Fees schedule; Update: CATS
*Work session meeting dates are placeholders and held only as needed.			
Highlighted dates are off meeting week schedule (due to spring break and holiday schedules)			

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

Policy and Plans Required by Law	Latest Revision or Review	Review Requirements	Next Board Review Date
Annual Budget Adoption	October 2016	annual	October 2018
Annual Classification of Employees Schedules of Salaries~	December 2017	annual	December 2018
Collection Development Policy*	July 2016	annual (internal review)	Only changes go to Board
Disaster Recovery Plan for Computer Systems (Director's office)	October 2016	annual	Fall 2018
Fines & Fees (Fee Schedule)*	December 2017	annual	December 2018
Internal Control Standards ~	June 2016		
Internet Acceptable Use Policy (Internet and Computer Use Policy)*	January 2017	annual	January 2018
Investment Policy (Finance and Investment)*	January 2017	annual	January 2018
Library Board By-laws (Bylaws of Monroe County Public Library Board)*	September 2016	Every three years	Fall 2019
Long Range Plan (Strategic Plan & Technology Plan)+	December 2017	Three-five years	December 2020
Materiality Policy~	June 2016		
Personnel policy and procedures (including among other things, Moving and Interview Expense Policy, and Travel Policy)~	Various		
Policy Principles of Access (Checkout Policy)*	December 2014		
Records Exempted from Disclosure (Access to Public Records)*	July 1997		
Small Purchase Policy~	March 2017		

Policies and Plans Approved by the Board and Updated Periodically for Operational or Labor/Management needs~	Latest Approval	Review Requirement	Next Review Date
Holiday & Closing Schedule~	December 2017	annual	December 2018
Management Labor Agreement~	August 2016	Three Years	August 2019
Personnel: Pay Schedule (dates)~	December 2017	annual	December 2018
Employee Insurance Package~	October 2017	annual	October 2018

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

Other Policies and Plans Adopted by the Board*	Adoption or Latest Revision Date
Americans with Disabilities Act Notice	February 2014
Art Exhibit and Display Policy	June 2007
Behavioral Rules	June 2015
Compensation Philosophy	June 2009
Customer Service Policy	September 2015
Gift Policy	November 2015
Grievance Procedure under the Americans w/ Disabilities Act	February 2014
Meeting Room Policy	September 2016
Photography, Videotaping, & use of other recording devices	March 2008
Privacy Policy regarding Web and Email Communications	April 2012
Programming Mission and Guidelines	February 2014
Prohibition of firearms at Public Meetings Policy	June 2011
Security Camera Policy - review annually	May 2017
Social Media Policy	March 2011
Study Room Policy	January 2015

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

~ /Documents available on Lint (employee internal network)

+ Documents available at: <https://mcpl.info/about/plans-and-reports>

Requirements for adoption and review taken from: http://www.in.gov/library/files/NDM2016_Chapter_03.pdf

Indiana State Library New Director's Information 2016 version

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

REIMBURSEMENT RESOLUTION NO. _____

A Reimbursement Resolution of Monroe County Public Library, declaring its official intent to reimburse expenditures for costs related to the construction and acquisition of certain library improvement, renovation, expansion and equipping projects

WHEREAS, Monroe County Public Library (the “Library”) intends to provide for the construction and acquisition of certain library improvement, renovation, expansion and equipping projects (collectively, the “Projects”); and

WHEREAS, the Library will use funds on hand of the Library to pay for certain costs of the Projects; and

WHEREAS, the Library reasonably expects to reimburse certain costs of the Projects and replenish the funds on hand of the Library with proceeds of long term debt to be issued by the Library pursuant to the provisions of Indiana Code 36-12-3-9, as amended; and

WHEREAS, the Library reasonably expects to issue debt not exceeding Two Million Dollars (\$2,000,000) in aggregate principal amount for purposes of paying and reimbursing certain costs of the Projects;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MONROE COUNTY PUBLIC LIBRARY, THAT:

- 1.) The Library hereby declares its official intent pursuant to Treasury Regulations Section 1.150-2 and Indiana Code 5-1-14-6(c) to (i) undertake and complete the Projects; and (ii) reimburse certain costs of the Projects, including but not limited to related professional fees, with proceeds of its long term debt to be issued by the Library in an amount not exceeding \$2,000,000 in aggregate principal amount for purposes of paying and reimbursing the costs of such Projects.
- 2.) The Board hereby ratifies the employment of Bose McKinney & Evans LLP, Indianapolis, Indiana to serve as Bond Counsel for the Library and H.J. Umbaugh & Associates Certified Public Accountants, LLP, to serve as Municipal Advisor for the Library.

Adopted this 13th day of December, 2017.

John A. Walsh, President
Board of Trustees

ATTEST:

Fred Risinger, Secretary
Board of Trustees



Monroe County Public Library
Strategic Direction Report
2018–2020





Introduction

Our community’s voice was clear during the strategic planning process; it is vital Monroe County Public Library be a welcoming, inclusive, and safe place to ensure our community has access to information and resources, skilled staff, diverse programs, and spaces which engage our community in a connected and respectful way.

The Library plays a central role in facilitating our community’s aspirations to be an informed, engaged, and caring place. This plan lays out the Library’s goals for the next three years to help our community meet these aspirations. We have identified activities for next year to reach these goals and we have left space to devise new initiatives in years beyond 2018 to ensure we continue to meet new needs and leverage opportunities, which are bound to arise.

Our ultimate goal is to provide Monroe County the very best library experience we can create.

A handwritten signature in black ink that reads "Marilyn Wood".

Marilyn Wood
Director, Monroe County Public Library

Monroe County Public Library Strategic Direction Report 2018–2020

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Monroe County Public Library

Main Library
303 E. Kirkwood Ave.
Bloomington, IN 47408
(812) 349-3050

Ellettsville Branch
600 W. Temperance St.
Ellettsville, IN 47429
(812) 876-1272

Monroe County Public Library Board of Trustees 2017

- John A. Walsh, President
- Kari Esarey, Vice President
- David L. Ferguson, Treasurer
- Fred Risinger, Secretary
- Christine Harrison
- Katherine E. Loser
- Valerie Merriam

Monroe County Public Library in 2017

Monroe County Public Library (MCPL) serves 145,000 county residents through facilities in Bloomington and Ellettsville, Indiana, along with an active community engaged outreach program. A vibrant community gathering place, the Library hosted 987,000 visits to facilities and circulated 2.5 million items to more than 72,500 registered borrowers in 2016. Nearly 59,000 participants attended one of the Library's nearly 1,800 award-winning programs, while 270 unique nonprofits and organizations made use of the Library's meeting spaces more than 1,300 times.

The Library's projected 2017 Operating Fund Revenue was just over 8.5 million dollars. In addition, the Library has a General Obligation Bond of 2 million dollars, which contributes to capital investments in current and future facilities.

In addition to the Library's collection of physical books, DVDs, and CDs, the Library has thousands of eBooks, downloadable audio and video materials, and electronic databases. The Library's website provides access to online resources for all ages and includes popular resources like self-paced learning with Lynda.com, to in-depth reference with World Book and Credo Reference.

The Library strengthens 21st century literacy skills through Volunteers in Tutoring Adult Learners (VITAL), an adult literacy program which connects learners with volunteer tutors and conversation groups, along with programs and services such as job search assistance and Level Up, the Library's digital creativity center—a place for video & music production, graphic & web design, and software resources to assist. Public computer use across the Library exceeded 140,000 hours in 2016. Community Access Television Services (CATS) is the department of the Library that serves as a steward for five public/educational/government cable access television channels.

The Library provides accessible services to all members of the community through high quality, personalized customer service. The Library offers



A learner and tutor meet in one of the Volunteer in Tutoring Adult Learner (VITAL) classrooms at the Main Library.

specialized programming for sensory integration issues, caregivers for individuals living with Alzheimer's and dementia, specialized public computing and equipment, accessible collections and other building amenities as well as subject expert librarians who continuously evolve their skills to address needs in the community.



The Library's Bookmobile making one of its many stops around Monroe County.

The Bookmobile, which travels to many rural locations in the county, visits more than 25 locations during its six days of operation each week. The Bookmobile collection includes best-sellers, adult, young adult, and children's books, compact discs, DVDs, magazines, and books-on-CD. Materials not available on the Bookmobile may be requested and then delivered to your nearest Bookmobile stop.



Parents and children enjoy the Library's new Story Walk, which features Every Child Ready to Read activities supporting early literacy.

MCPL 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. The Friends were strategic partners in bringing the art of Maurice Sendak to the Library in 2016 by providing funding and daily volunteers in the exhibit. Through the Friends Bookstore, membership, and the Campaign for Excellence, the Friends provided over \$100,000 in funding to the Library in 2017. Additional special funding in 2017 also provided for the purchase of the Library's new Book Bike as well as installation of the first of several planned Story Walks in local parks, and the purchase of books and book packs to distribute in the county at community lunch sites during summer break.

The Library has undergone several significant improvements in services to the community and facilities since the last strategic planning process:

- Implemented changes in the organizational service model to improve opportunities for staff growth, sharing of expertise, community engagement, and proactive customer service.
- Implemented expansion of opportunities for staff to participate in professional development and training to improve knowledge and service delivery.
- Redesigned promotional materials and program guides to better reach the community with timely and exciting information about the Library's activities and services.
- Designed and built a teen center at the Main Library with daily programming and services.
- Designed and built a digital creativity lab with audio & video studios and high end editing equipment at the Main Library.
- Opened a baby learn and play space at the Main Library to encourage and facilitate early literacy skills and caregiver engagement.
- Added or increased Wi-Fi capacity at all locations.
- Improved overall Information Technology infrastructure to facilitate increased uses of technology by customers and staff.
- Currently planning a renovation of the Ellettsville Branch Library in 2018.



The Process to a New Strategic Direction Plan

The Library convened a Strategic Direction Team of staff representatives to lead the Strategic Direction planning process. The Team worked with consultants, Dan and Sharon Wiseman, who helped guide the groups work. Members of the team had a strong community and customer focus and served as strategic direction ambassadors. Team members communicated proactively and served as listeners to staff and community members. Team members were also selected based on their ability to build trust, respect, and strong relationships with customers and staff.

Members of the Team were:

- Jane Cronkhite, Associate Director
- Josh Wolf, Manager, Customer Engagement and Learning Services
- Kevin MacDowell, Strategist for Teen and Digital Services
- Marilyn Wood, Director
- Paula Gray-Overtom, Web Administrator, Communications and Marketing
- Sam Ott, Senior Information Assistant, Customer Service



The Team's charge was to: gather and analyze **data** about our community, identify and engage stakeholders in the community to guide the Library's planning efforts, develop a method to facilitate discussions, and communicate with other staff. The Team reviewed the Library's annual report, local demographic information, population growth projections, economic development and business prospects, and overall strengths and weaknesses in the community. The team then developed a comprehensive list of stakeholders, and sought feedback on that list from the Library's Leadership Team and the Board of Trustees to ensure all sectors of the community were represented. Library staff with previous or desired future connections with each stakeholder were identified and they contacted each stakeholder to invite them to be a part of the Library's planning efforts—either through a one-on-one or community conversation, or by participating in the survey. These staff were also trained in the Harwood method of community conversation to assist them in facilitation and active listening skills.

Community Input Guided the Effort

The Strategic Direction Team developed a survey to collect information from the community as well as an outline for community conversations. The survey was intended to be outward looking—to identify the community’s needs and aspirations for both Monroe County and the Library. Unlike previous Library surveys which focused primarily on questions about satisfaction with current services, this survey intended to identify the community’s needs, and then asked how the Library could help the community achieve these goals and aspirations through the extension of current or new Library services.

The survey featured four questions:

1. What kind of community do you want to live in?
2. What do you believe are the 2-3 most important issues facing our community?
3. What types of services and resources do you think MCPL should provide to meet community needs?
4. Thinking of the library in 5-10 years, what would the ideal MCPL be like?

The survey was made available from July-September. The survey was available on the Library’s website, on paper, and in English and Spanish. To invite participation, the Library highlighted the survey on the front page of the website, through Think Library, the monthly newsletter, distributed palm cards at all information desks, and made the cards available to all staff as they visited stakeholders in the community. Stakeholders were also invited via email, and the survey link was shared via Facebook. Overall 408 surveys were completed. Facilitated conversations were also held with the following groups: the Active Aging Coalition, Bloomington Entertainment and Arts District (BEAD) Committee, Bloomington Afterschool Network, Center for Innovative Teaching and Learning, Council for Community Accessibility, Friends of the Library Board, Homeschool families, MCPL Staff, members of the Muslim community, Parents of Preschoolers, Shalom Center, VITAL English Language Groups, Work One staff.

Statement of Community Need

Survey and community conversation results were gathered and analyzed to identify trends. The Strategic Direction Team reviewed the initial analysis and provided feedback to ensure integrity of data analysis. The Leadership Team then reviewed community feedback and trends and identified shared MCPL values with community aspirations and formulated goals

which link community needs with Library services. **[A summary of Community Feedback is available on the Library’s website.](#)**

The mission, vision, and values statements were also updated to reflect our community aspirations for our Library.

MISSION

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

VISION

A knowledgeable, inclusive, engaged community empowered by Monroe County Public Library.

VALUES

Accessibility
Civil Discourse
Inclusiveness
Integrity
Intellectual Freedom
Lifelong Learning
Literacy
Respect
Safety
Service
Stewardship

GOALS

1. Provide free, equitable, and convenient access to information.
2. Support reading, 21st century literacy, and lifelong learning.
3. The community experiences the Library as a safe and welcoming place for all.
4. Promote a climate of civility, inclusiveness, and compassion.

Following development of these goals, the Leadership Team met with staff and brainstormed how to achieve these goals in 2018. These conversations created the action plan for 2018.

Monroe County Public Library Strategic Direction: 2018 Action Plan

GOAL 1:

Provide free, equitable, and convenient access to information.

- Create an updated system for more systematic shelf-reading (Lead: Access and Content Services)
- Renew the Bond (Lead: Administration)
- Review core staffing, staff capacity, and priority staffing needs (Administration)
- Conduct branch feasibility study (Lead: Administration)
- Work closely with the Friends of the Library to enhance support (Lead: Administration)
- Improve access to CATS through the new digital infrastructure and routing system (Lead: CATS)
- Improve digital access to Library staff expertise, services, resources and content (Lead: Communications & Marketing)
- Enhance customer access to information through staff roving service (Lead: Customer Service)
- Increase efficiency for employee access to personal data, HR forms, pay, W-2s, performance management, and employee development through new software system (Lead: Human Resources)
- Provide outreach and library services to at-risk teens (Lead: Teen and Digital Creativity)

GOAL 2:

Support reading, 21st century literacy skills, and lifelong learning.

- Provide materials in more formats and languages (Lead: Access and Content Services)
- Provide programming to meet the needs of all ages and diverse populations (Lead: Administration)
- Support residents' interest in lifelong learning and recreation pursuits with programs and resources (Lead: Administration)
- Parents and caregivers learn and share rhymes with young children and help young children develop early literacy skills (Lead: Children's)
- School age children increase technology skills by using and creating, and practicing basic coding concepts with the Library's digital STEAM materials (Lead: Children's)
- Children in grades 3-6 understand how to evaluate information and use authoritative library resources e.g. World Book Online, CultureGrams, INSPIRE (Lead: children's)
- Preschool aged children in Ellettsville will be better prepared for school through the use of the new Pre-K room at the Ellettsville Library (Lead: Ellettsville)
- RBBSC students will gain an understanding of how to use databases and the internet to find accurate and authoritative information (Lead: Ellettsville)
- Ellettsville Library users and staff will attain knowledge and 21st century literacy skills through new library spaces and technology (Lead: Ellettsville)
- County residents with limited mobility gain skills in how to access high quality electronic media, with a resulting enhancement of quality of life. (Lead: Special Audiences)
- Development of a monthly program and book collection for youth and adults in crisis (Lead: Special Audiences)
- Equip staff to maximize strategic direction outcomes (Lead: Staff Development)
- Develop an "Adulting 101" lifelong learning series (Lead: Teen and Digital Creativity)
- Develop an Adult Education and Workforce Development Team of MCPL staff (Lead: VITAL)

GOAL 3:

The community experiences the Library as a safe and welcoming place for all.

- Complete the Ellettsville Library renovation (Lead: Administration)
- Complete the Second Floor space and service changes at the Main Library (Lead: Administration & Customer Service)
- Conduct a patron privacy review (Lead: Administration & Information Technology)
- Complete ongoing maintenance review (Lead: Administration & Building Services)
- Complete ongoing long term IT review (Lead: Administration & Information Technology)
- Improve lighting conditions (Lead: Building Services)
- Train staff on conflict/confrontation management (Lead: Building Services)
- Develop comprehensive emergency plan (Lead: Building Services)

GOAL 4:

Promote a climate of civility, inclusiveness, and compassion.

- Complete staff succession plan to develop training, skill development to reflect community needs (Lead: Administration)
- Increase opportunities for the public to use the Library for civil engagement (Lead: Administration)
- Increase outreach to marginalized communities (Lead: Administration/Community Engagement)
- Host community conversations open to all (Lead: Adult Audience)
- Host Human Library Project (Lead: Adult Audience)
- Upkeep of Library vehicles (Lead: Building Services)
- Replace handicap door button face plates (Lead: Building Services)
- Ellettsville public and staff demonstrate an understanding of renovated library meant for socialization, shared space, and interpersonal skill building (Lead: Ellettsville)

Annual Evaluation and Development of Action Plans

Goals of the three year Strategic Direction Plan will be used to create annual work plans of all staff. Action items and their outcomes will be updated on an annual basis by the Leadership Team in consultation with staff to meet evolving and expressed community needs. Progress on the action items and outcome achievement will be assessed and recorded annually.

Financial Stewardship

The primary sources of revenue for the Library are property taxes and local income taxes. The Library has been fortunate in recent years to maintain a consistent or growing revenue stream despite changes in Indiana law related to property tax caps. The Library demonstrates continued excellent stewardship of Library resources in a number ways, including: ongoing assessment of procedures and practices to ensure efficiency and savings where possible; seeking innovative ways to offer services through partnerships; supporting the Friends of the Library; seeking other revenue sources through grants; carefully planning for future of the Library and facility growth.

In addition, the Library has maintained a stable tax rate over the past five years with two consecutive General Obligation Bonds which have provided for funding levels to support ongoing maintenance and capital improvements.

Library Board Approval and Submission to the Indiana State Library

After presenting a summary of the community feedback and drafts of the mission, vision, values, and goals to the Board in November, the final plan was presented to the Board of Trustees for approval in December, 2017. Following approval, the plan is submitted to the Indiana State Library to fulfill one of the requirements in the Public Library Standards, is posted to the Library's website, and is shared widely.

Other State Requirements for Reporting

The State requires reporting on several other subjects. Summary of those reports follow.

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 21st century literacy skills.

Specific focus will be given in 2018 to develop skill among staff in understanding and developing outcomes to provide customer centered service.

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 Lint.
- Creating a forum for sharing feedback and expertise.

Managers and Supervisors commit to:

- Incorporating approved staff development goals into employee workplans.
- Actively identify areas of training need for staff and communicate 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 feedback forum and sharing expertise.
- Maintaining appropriate records of staff development.

* Full time employees - 12 hours per year minimum; 30 hour per week employees - 10 hours per year minimum; 25 hour per week employees - 8 hours per year minimum; 20 hour per week and less employees - 6 hours per year minimum

In addition, the Library has developed learning tracks to ensure a wide variety of skill development options to meet evolving knowledge and compliance training needs among staff across the Library. These tracks include:

Track 1: Library Orientation, Philosophy and Policies

Track 2: Customer at the Center

Track 3: Leadership/Management

Track 4: Library Tools

Track 5: Technology

Track 6: Compliance

Community Partnerships and Collaboration

To be successful, MCPL must maintain a strong community connection and address local needs. To that end, MCPL has a dynamic relationship with library colleagues and community partners.

Staff regularly network with or visit other public libraries to share service ideas or processes. Continued evaluation and review of our services and processes benefit Library users in Monroe County. Staff participate in library conferences, serve on boards, service organizations, and committees in the community, and meet with other colleagues through various professional channels. In collaboration with the Indiana State Library, MCPL hosted two programs for Indiana Librarians for continued education LEU's in 2017, and two community engagement events for the Midwest Collaborative for Library Services.

The Library is very active in outreach and Librarians visit Headstart classrooms, and provide materials and services to the County jail. Services to rural and marginalized residents are provided through bookmobile service, Home Bound service, and deliveries to Senior Living facilities. MCPL collaborates with the two public school systems, and other schools in the county to ensure students have access to the Library's resources.

Partnerships between MCPL and other organizations such as Center Stone, Monroe County Youth Services Bureau, City of Bloomington units, Indiana University departments and others abound, bringing library services to members of the community through partnership arrangements, or mentors with specialized skills to the Library.

Assessment of Facilities, Services, Technology, and Operations

The Library meets all standards required of Indiana Public Libraries for services, hours, equipment, programming, technology, staffing and overall requirements. MCPL actively plans for ongoing or one-time facility and technology maintenance and updating needs. We are evolving to assess service and operational needs measured by outcome based approaches to ensure our services grow and/or change to meet community and customer needs.

Areas of the Library's strategic plan address ongoing assessment of services, staffing, financial support and skill development to ensure the Library is prepared to meet and support its goals.

Equipment and Facilities Maintenance Plans

Long term maintenance plans have been developed to address budget planning and staff resources in facility and Information Technology areas. Our long range replacement cycle for each area is attached. These plans are reviewed at least annually to ensure comprehensive and timely coverage.

Life Cycle Replacement
Long Term Maintenance and Replacement Schedule Cost

Facility part or Equipment	Facility	Life cycle	Maint. cycle	Maintenance Cost	Replacement cost estimate	Quote Y/N	Installation or purchase date	Estimated replacement date	Anticipated Source of Funding
Security camera	Ell				\$ 6,000			2017	
add fobs to interior staff only doors	Main	10-15yrs	annual	\$ 50	\$ 15,000			2018	
Landscape plan and plant	Ell				\$ 10,000			2018	w renovation
Landscaping (complete planting around building)	Main				\$ 4,000			2018	
Parking lot reseal (main lot)/restripe	Ell	5 yrs.	5 yrs.		\$ 5,700	Y		2018	w renovation
Lobby carpet/flooring replacement	Ell	15 yrs.			TBD			2018	w renovation
a/c unit 3	Ell	15yrs.	annual	\$ 200				2018	w renovation
Natural gas furnace unit 1	Ell	25 yrs.	annual	\$ 200			2004	2018	w renovation
Natural gas furnace unit 2	Ell	25 yrs.	annual	\$ 200			2004	2018	w renovation
Natural gas furnace unit 3	Ell	25 yrs.	annual	\$ 200			2004	2018	w renovation
Natural gas furnace unit 4	Ell	25 yrs.	annual	\$ 200			2004	2018	w renovation
Natural gas furnace unit 5	Ell	25 yrs.	annual	\$ 200			2004	2018	w renovation
Natural gas furnace unit 6	Ell	25 yrs.	annual	\$ 200			2004	2018	w renovation
Natural gas furnace unit 7	Ell	25 yrs.	annual	\$ 200			2004	2018	w renovation
Natural gas furnace unit 8	Ell	25 yrs.	annual	\$ 200			2004	2018	w renovation
Natural gas furnace unit 9	Ell	25 yrs.	annual	\$ 200			2004	2018	w renovation
AHU3 (1 motor)	Main	15 yrs.	bi-annual	\$ 200	\$ 3,500.00		2014	2018	
a/c unit 1	Ell	15yrs.	annual	\$ 200			2015	2018	w renovation
a/c unit 2	Ell	15yrs.	annual	\$ 200			2002	2018	w renovation
a/c unit 4	Ell	15yrs.	annual	\$ 200			~2002	2018	w renovation
a/c unit 5	Ell	15yrs.	annual	\$ 200			~2002	2018	w renovation
a/c unit 6	Ell	15yrs.	annual	\$ 200				2018	w renovation
a/c unit 7	Ell	15yrs.	annual	\$ 200				2018	w renovation
a/c unit 8	Ell	15yrs.	annual	\$ 200				2018	w renovation
a/c unit 9	Ell	15yrs.	annual	\$ 200				2018	w renovation
Storm ejector pumps (2 on 1st fl)	Main	20 yrs.	annual	\$ 200	\$ 12,000		1996	2018	
100 hp VFD(AHU1)	Main	12 yrs.	annual	\$ 100	\$ 20,000	Y	1996	2018	
AHU1 50hp motors (1 of 2)	Main	15 yrs.	bi-annual	\$ 200	\$ 3,500		2001	2018	
AHU1 50hp motors (2 of 2)	Main	15 yrs.	bi-annual	\$ 200	\$ 3,500		2004	2018	
Meeting Room updates wall, floor	Main	15 yrs.			\$ 30,000			2018	
Carpet/flooring replacement - various areas (50,000 Sq ft @ \$5/sq ft)	Main	15 yrs.			\$ 250,000		1997	2019	
Red dodge van	Librarywide	20 yrs.	annual	\$ 500	\$ 30,000		1999	2019	
Dryer	Main	5-10 yrs.	N/A	N/A	\$ 1,000	Y	2012	2020	
Washer	Main	5-10 yrs.	N/A	N/A	\$ 1,000	Y	2012	2020	
HVAC controls	Main	10-15 yrs	5 yrs.	\$ 3,000	\$ 50,000		2008	2020	
Parking lot reseal/restripe	Main	5 yrs.	5 yrs.		\$ 5,700	Y	2015	2020	
Elevator 1 (north public)	Main	20 yrs.	annual	\$ 3,000	\$ 56,000	Y	May-96	2020	TBD
Elevator 2 (south public)	Main	20 yrs.	annual	\$ 3,000	\$ 56,000	Y	May-96	2021	TBD
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-Outreach van	Librarywide	20 yrs.	annual	\$ 1,000	\$ 50,000		2004	2024	
Roof 1970 building	Main	20 yrs.	annual inspection		\$ 125,000		2005	2025	
Central clock sys.	Main	10 yrs	bi-annual	\$ 50	\$ 5,000		2016	2026	
Vehicle-Black Dodge van	Librarywide	20 yrs.	annual	\$ 500	\$ 25,000		2006	2026	
Cooling towers	Main	30 yrs	annual	\$ 500	\$ 50,000		1996	2026	
Bookmobile		15-20 yrs	as needed		\$ 200,000		2011	2026	
Master Control (CATS) Air conditioning	Main	20 yrs			\$ 20,000		2017	2027	
Vehicle-Honda	Librarywide	20 yrs.	annual	\$ 500	\$ 25,000		2008	2028	
AHU2 (1 motor)	Main	15 yrs.	bi-annual	\$ 200	\$ 3,500		2015	2030	

Life Cycle Replacement
Long Term Maintenance and Replacement Schedule Cost

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	
Generator	Main	35yrs.	bi-annual	\$ 1,800	\$ 100,000		1996	2030	
Secondary Pump motors 40hp, chiller.	Main	15 yrs.	bi-annual	\$ 100	\$ 6,000		2015	2030	
Security system (Honeywell entry, sensors, etc)	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	ESTIMATE
sump pump outside teen center	Main	15yrs.	as needed	unsure	\$ 15,000		2016	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	
Chillers (2)	Main	20 yrs.	annual	\$ 3,000	\$ 350,000		2014	2034	both chillders
Roof 1997 addition	Main	20 yrs.	annual inspection		\$ 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 (staff lot) resurface, restripe	Ell	20 yrs.	5 yrs.		\$ 11,000	Y	2015	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 - inspect & repair as needed	Main & Ell	20 yrs.	20yrs.		\$ 150,000		2017	2037	
Curtain wall 2B/2C	Main	20 yrs.	annual	\$ 200	\$ 10,000		2016	2036	
Server room a/c unit	Main	20 yrs.	annual	\$ 100	\$ 46,000		2006	TBD	
Windows	Ell		as needed					TBD	
Windows	Main		as needed					TBD	

LONG TERM IT REPLACEMENT PLAN -- ALL MCPL Technology	TOTAL Costs	2018	2019	2020	2021	2022	2023
		\$ 128,200	\$ 499,050	\$ 186,750	\$ 346,300	\$ 192,900	\$ 328,250

30-Aug-17

Equipment	Facility	Life cycle (yrs)	Installation or purchase date	Estimated replacement date	Estimated replacement date (x2)	estimated unit replacement cost	# of units	Total Replacement cost replacement date
Discovery system	all	4		2018	2022	\$10,000	1	\$10,000
Cell phones	all	2		2017	2019	\$650	2	\$1,300
Devices/for checkout (hotspots, hard drives, headphones (higher cost)	all	1	2017	2018	2019	\$2,500	1	\$2,500
Meeting Room equipment		1		2018	2019	\$3,000	1	\$3,000
new technology funding	all	1	2017	2018	2019	\$5,000	1	\$5,000
Public printers (replace as needed)	all	1	1	2018	2019	\$2,000	1	\$2,000
AWE computers or other CH	Main/Ell	4	2014	2018	2020	\$3,200	6	\$19,200
Cell phones		2		2018	2020	\$650	4	\$2,600
Mobile Audio/video gear		3	2015	2018	2021	\$1,000	1	\$1,000
iPads children	Main	4	2014	2018	2022	\$400	4	\$1,600
iPads other	Main-IT	4	2014	2018	2022	\$400	8	\$3,200
laptops for programming (staff)	Main/Ell	4	2014	2018	2022	\$1,700	15	\$25,500
public computers (PCs)	Main	4	2014	2018	2022	\$600	65	\$39,000
public computers (PCs)	Ellettsville	4	2014	2018	2022	\$600	14	\$8,400
staff PCs		4	2014	2018	2022	\$650	8	\$5,200
Cell phones		2		2019	2021	\$700	4	\$2,800
Audio Studio Gear	Main-LU	4	2015	2019	2023	\$8,000	1	\$8,000
ILS Telephony server		4	2015	2019	2023	\$30,000	1	\$30,000
iPads Teen	Main-LU	4	2015	2019	2023	\$400	8	\$3,200
laptops for programming (staff)	Main/Ell	4	2015	2019	2023	\$1,700	5	\$8,500
Mac Minis	Main-LU	4	2015	2019	2023	\$500	2	\$1,000
MacBook	Main-LU	4	2015	2019	2023	\$1,700	1	\$1,700
Windows laptops	Main-LU	4	2015	2019	2023	\$800	8	\$6,400
Public Computer (iMacs) - 21.5"	Main-LU	4	2015	2019	2023	\$2,100	2	\$4,200
Public Computers (iMacs)27"	Main-LU	4	2015	2019	2023	\$3,500	3	\$10,500
Public Computers (iMacs)--27"	Main-LU	4	2015	2019	2023	\$3,500	3	\$10,500
public computers (PCs)	Main	4	2015	2019	2023	\$650	20	\$13,000
public computers (PCs)	Ellettsville	4	2015	2019	2023	\$650	4	\$2,600
Public Laptops Macs	Main-LU/Teen	4	2015	2019	2023	\$2,100	2	\$4,200
Public Laptops Windows	Main-LU/Teen	4	2015	2019	2023	\$650	8	\$5,200
public scanners	Main/Ell	4	2015	2019	2023	\$2,500	2	\$5,000

Staff PCs		4	2015	2019	2023	\$650	5	\$3,250
Staff Macs	Main-LU	4	2015	2019	2023	\$1,600	2	\$3,200
Video Gear	Main-LU	4	2015	2019	2023	\$6,000	1	\$6,000
Wireless - AP - HP 517	Main/Ell	5	2014	2019	2024	\$300	50	\$15,000
AMH - Main 1st Floor	Main	8	2011	2019	2027	\$50,000	1	\$50,000
AMH - Main 1st Floor dropbox	Main	8	2011	2019	2027	\$8,000	1	\$8,000
AMH - Main 2nd Floor (9 bin)	Main	8	2011	2019	2027	\$250,000	1	\$250,000
AMH - Main 2nd Floor dropbox	Main	8	2011	2019	2027	\$8,000	1	\$8,000
Cell phones		2		2020	2022	\$700	4	\$2,800
Staff communication tools (ipods)		3	2017	2020	2023	\$200	45	\$9,000
public computers (mobile)	Main/Ell	4	2016	2020	2024	\$1,500	20	\$30,000
public computers (PCs)	Main	4	2016	2020	2024	\$650	20	\$13,000
public computers (PCs)	Ellettsville	4	2016	2020	2024	\$650	4	\$2,600
staff PCs		4	2016	2020	2024	\$650	23	\$14,950
Advanced Video Studio Gear	Main-LU	5	2015	2020	2025	\$6,500	1	\$6,500
Backup Appliance		5	2015	2020	2025	\$20,000	1	\$20,000
Credit Card Terminals (leased)	Main/Ell	5	2015	2020	2025	\$3,000	2	\$6,000
Indiana Room Scanner	Main	5	2015	2020	2025	\$6,500	1	\$6,500
Monitors	Main-LU/Teen/2A/IT	5	2015	2020	2025	\$1,100	11	\$12,100
Network Switch HP 5406zl	Main	7	2013	2020	2027	\$38,000	1	\$38,000
copier - Ind Rm Bk Rm Office - Sharp MX-315NT	Main	10	2010	2020	2030	\$3,500	1	\$3,500
Branch equipment purchase estimate (sorter, self check, staff PCs, scanner, public computers, mtg rm equip, etc.			2021	2021	0	\$250,000	1	\$250,000
staff PCs		4	2017	2021	2025	\$650	50	\$32,500
Server VRTX	Main	5	2016	2021	2026	\$60,000	1	\$60,000
Branch equipment annual repl estimate		1	2021	2022	2023	\$25,000	1	\$25,000
Wireless - MSM466-R	Main	8	2014	2022	2030	\$5,000	2	\$10,000
Wireless Network	Main/Ell	8	2014	2022	2030	\$40,000	1	\$40,000
Indiana Room Microfiche Reader	Main	10	2013	2023	2033	\$18,000	2	\$36,000
Network		10	2013	2023	2033	\$140,000	1	\$140,000
Network Switch HP 1910	Main/Ell	10	2013	2023	2033	\$800	21	\$16,800
copier - VITAL - Ricoh MP C2051 (leased)	Main	10	2014	2024	2034	\$4,000	1	\$4,000
Phone system		10	2014	2024	2034	\$80,000	1	\$80,000
AMH - Ellettsville Sorter (3 bin)	Ellettsville	8	2017	2025	2033	\$110,000	1	\$110,000
copier - Childrens' public RICOH MPC3503	Main	10	2016	2026	2036	\$3,500	1	\$3,500

copier - Ell public RICOH MPC3503	Main	10	2016	2026	2036	\$3,500	1	\$3,500
copier - Ind Rm Public Copier - Sharp ARM237	Main	10	2016	2026	2036	\$3,500	1	\$3,500
copier - Main 2nd Fl Public - Sharp ARM237	Main	10	2016	2026	2036	\$3,500	1	\$3,500
copier - Public- Homework Center - Sharp ARM237	Main	10	2016	2026	2036	\$3,500	1	\$3,500
Self Checks	Main/Ell	10	2017	2027	2037	\$10,000	11	\$110,000
photocopier coin boxes/credit	Main/Ell	10	various	2019	2029	\$5,000	5	\$ 25,000
photocopier coin boxes/credit	Main/Ell	10	various	2022	2032	\$5,000	5	\$ 25,000

2018 TELECOMMUNICATIONS FUNDING AGREEMENT

Agreement entered into between the Board of Commissioners of Monroe County, ("County") and the Monroe County Public Library ("Library"), on behalf of its Community Access Television Services department (CATS), effective on the date last written below.

SECTION I. Funding

(a) County shall contribute the sum of Two Hundred Sixty Five Thousand and Fifty One and 00/100s Dollars (\$265,051) for calendar year 2018, payable in equal quarterly installments of Sixty Six Thousand Two Hundred and Sixty Two Dollars and 75/100s (\$66,262.75), to partially fund the operational expenses of CATS.

(b) Library may use this contribution for salaries and equipment necessary to provide services in accordance with this Agreement. Library will submit a signed claim voucher for each quarterly installment which will be processed in accordance with the County's usual practice for payments.

SECTION II. Public Meetings

Where the meeting location permits, CATS shall telecast live coverage of regular meetings of the Monroe County Commissioners, Monroe County Council, Monroe County Planning Commission, Board of Zoning Appeals, the State of the County Address and other public meetings as requested by the Monroe County Commissioners. Where the meeting location does not permit live coverage, CATS shall contemporaneously videotape the meeting and cablecast it at the earliest time following the meeting which its schedule allows. Each of the meetings will be replayed at least twice during the week following the original cablecast. The times for replay will be predetermined and supplied to the *Herald Times* for its TV schedule publication.

Section III. Non-partisan Programming

(a) A partisan political program or event is one in which only one political party or candidate is represented, and whose principal purpose is the advocacy of a particular candidate, slate of candidates or party platform or the criticism of an opposing candidate, slate of candidates or party platform. Examples include political party dinners or organizational meetings, fundraisers, and announcements of candidacy for office. CATS crews shall not be used in the program production of partisan political events, nor shall the public meeting channel (currently Channel 14) be used to cablecast such partisan political events; provided however, that CATS may elect to separately telecast primary election candidate forums for each political party where all candidates for contested offices within that party have been invited, and where scheduling time permits the telecast of similar candidate forums of opposing political parties.

(b) This section shall not be construed to prohibit the production or telecast of a political party caucus or convention which is required by Indiana election law to nominate candidates or fill candidate vacancies. Further, this section shall not be construed to prevent members of the public who are not affiliated with Library from using Library facilities and equipment for any programming permitted by

state and federal law, and which is consistent with Library access policies.

SECTION IV. Reports

(a) Monthly Report -CATS will provide the County a monthly report of its programming and activities which will include an hour report of its public meetings coverage.

(b) Financial Report -CATS will provide the County at least annually, and more often upon request, a financial report which shall summarize the utilization of the County's contributions.

SECTION V. Records

Library will permit the County to examine and copy all records and documents related to the funding provided by this Agreement. Library further agrees to maintain accounting procedures and record keeping in a form acceptable to the State Board of Accounts and will retain those records as required by state law or State Board of Accounts policy.

SECTION VI. Non-discrimination

(a) Library affirms that it is an equal opportunity employer, and will not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, ancestry, religion or disability in the hiring, upgrading, discipline, training and compensation of its employees. Breach of this provision may result in termination of this Agreement.

Section VII. Term

This agreement shall govern services provided from January 1, 2017 through December 31, 2017, and shall thereafter be automatically renewed from year to year unless either party gives written notice of its intention to terminate by October 1 of each succeeding year. The funding provided by this Agreement may be adjusted by mutual agreement, but all such funding is subject to an appropriation by the Monroe County Council.

Section VIII. Verification of Work Status

The Library certifies that it is enrolled in the E-Verify program and has verified the work eligibility status of all newly hired employees through the E-Verify program, unless the E-Verify program no longer exists, and that signing this contract serves as an affidavit affirming that the Library does not knowingly employ an unauthorized alien.

"County"

Board of Commissioners of Monroe County

Date: Nov 8, 2017

"Library"


Monroe County Public Library

Date: _____



Julie Thomas, President

John Walsh, President, Board of Trustees



Amanda Barge, Vice President

Marilyn Wood, Director



Patrick Stoffers, Commissioner

Michael White, Manager
Community Access Television

ATTEST:



Catherine Smith, Auditor