

**MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**WORK SESSION
Wednesday, October 20, 2010
Meeting Room 1B
5:45 p.m.**

AGENDA

1. Call to Order – President Fred Risinger (Agreement to introduce selves at meetings to assist visually impaired)
2. 2011 Budget – Bonnie Estell and Sara Laughlin (page 1-6)
 - a. 2011 employee health insurance – Kyle Wickemeyer-Hardy (page 7-10)
 - b. Retirement insurance policy update – Kyle Wickemeyer-Hardy
 - c. Cost containment options – Sara Laughlin (page 11)
3. CATS policy update – Michael White (page 12-19)
4. Contracts
 - a. ECI contract – Kyle Wickemeyer-Hardy
 - b. CATS website consultant – Michael White (page 20-21)
 - c. ISL Consortium agreement – Sara Laughlin (page 22)
5. Resolution in support of MCCSC referendum (page 23)
6. Public comment
7. Adjournment

		2011	2011	2011	2011	2011	2011
BUDGET COMPARISONS					CAPITAL	DEBT	TOTAL
		OPERATING	LIRF	RAINY DAY	PROJECTS	SERVICE	FUNDS
PERSONNEL SERVICES (1000'S)							
SALARIES							
	1120 ADMINISTRATION	167,000					
	1130 PROFESSIONAL/SUPERVISORS	545,000					
	1140 PROFESSIONAL ASSISTANTS	1,351,000					
	1150 SPECIALISTS & TECHNICIANS	814,000					
	1160 CLERICAL ASSISTANTS	442,000					
	1170 PAGES/MASTERCONTROLLERS	226,000					
	1190 BUILDING MAINTENANCE	348,000					
TOTAL SALARIES		3,893,000		-		-	3,893,000
EMPLOYEE BENEFITS							
	1210 EMPLOYER CONTRIBUTION/FICA	238,100		-			
	1220 UNEMPLOYMENT COMPENSATION	-		10,000			
	1230 EMPLOYER CONTRIBUTION/PERF	368,250					
	1240 EMPLOYER CONT/INSURANCE	602,100					
	1250 EMPLOYER CONT/MEDICARE	55,725					
TOTAL EMPLOYEE BENEFITS		1,264,175		10,000			1,274,175
OTHER WAGES							
	1310 WORKSTUDY	1,000					
	1320 TEMPORARY STAFF	-					
	1350 STIPEND						
TOTAL OTHER WAGES		1,000					1,000
TOTAL PERSONNEL SERVICES (1000s)		5,158,175		10,000			5,168,175
SUPPLIES (2000s)							
OFFICE SUPPLIES							
	2110 OFFICIAL RECORDS	1,000					
	2120 STATIONERY & PRINTING	1,000					
	2130 OFFICE SUPPLIES	20,000		50,000			
	2140 DUPLICATING	20,000					
	2150 PROMOTIONAL MATERIALS	-					
TOTAL OFFICE SUPPLIES		42,000		50,000			92,000

		2011	2011	2011	2011	2011	2011
BUDGET COMPARISONS		OPERATING	LIRF	RAINY DAY	CAPITAL PROJECTS	DEBT SERVICE	TOTAL FUNDS
OPERATING SUPPLIES							
	2210 CLEANING SUPPLIES	28,000		50,000			
	2220 FUEL, OIL, & LUBRICANTS	8,500					
	2230 CATALOGING SUPPLIES	5,500					
	2240 AUDIO VISUAL SUPPLIES	10,000					
	2250 CIRCULATION SUPPLIES	21,000		87,048			
	2260 LIGHT BULBS	3,000					
	2270 RECORDING MATERIALS - CATS	-					
	2280 UNIFORMS	1,000					
	2290 DISPLAY/EXHIBIT SUPPLIES	100					
TOTAL OPERATING SUPPLIES		77,100		137,048			214,148
REPAIR & MAINTENANCE SUPPLIES							
	2300 IS SUPPLIES	5,000					
	2310 BUILDING MATERIALS & SUPPLIES	8,500					
	2320 PAINT & PAINTING SUPPLIES	200					
	2340 OTHER REPAIR & BINDING	-					
	2350 RECORDING EQUIP SUPPLIES - CATS	-					
TOTAL REPAIR & MAINTENANCE SUPPLIES		13,700					13,700
TOTAL SUPPLIES (2000s)		132,800		187,048			319,848
OTHER SERVICES/CHARGES (3000s)							
PROFESSIONAL SERVICES							
	3110 CONSULTING SERVICES	3,000		50,000			
	3120 ENGINEERING/ARCHITECTURAL	3,000	42,100				
	3130 LEGAL SERVICES	14,000		12,000			
	3140 BUILDING SERVICES	40,000					
	3150 MAINTENANCE CONTRACTS	95,000					
	3160 OCLC & COMPUTER SERVICES	50,000					
	3170 ADMIN/ACCOUNTING SERVICES	47,000					
TOTAL PROFESSIONAL SERVICES		252,000	42,100	62,000			356,100

		2011	2011	2011	2011	2011	2011
BUDGET COMPARISONS		OPERATING	LIRF	RAINY DAY	CAPITAL PROJECTS	DEBT SERVICE	TOTAL FUNDS
OTHER SERVICES/CHARGES (3000s) CONTINUED							
COMMUNICATION & TRANSPORTATION							
	3210 TELEPHONE	26,000					
	3220 POSTAGE	30,000					
	3230 TRAVEL EXPENSE	10,000					
	3240 PROFESSIONAL MEETINGS	10,000					
	3250 CONTINUING EDUCATION	10,000					
	3260 FREIGHT & DELIVERY	1,000					
TOTAL COMMUNICATION & TRANSPORTATION		87,000					87,000
PRINTING & ADVERTISING							
	3310 ADVERTISING & PUBLICATION	2,000					
	3320 PRINTING	6,000					
TOTAL PRINTING & ADVERTISING		8,000					8,000
INSURANCE							
	3410 OFFICIAL BOND	700					
	3420 OTHER INSURANCE	54,000					
TOTAL INSURANCE		54,700					54,700
UTILITIES							
	3510 GAS	5,600					
	3520 ELECTRICITY	293,000					
	3530 WATER	15,800					
TOTAL UTILITIES		314,400					314,400
REPAIR & MAINTENANCE							
	3610 BUILDING REPAIR	22,000	21,458	78,794			
	3630 OTHER REPAIR	70,000					
	3640 VEHICLE REPAIR & MAINTENANCE	7,500					
	3650 MATERIALS BINDING/REPAIR	3,000					
TOTAL REPAIR & MAINTENANCE		102,500	21,458	78,794			202,752
RENTALS							
	3710 REAL ESTATE RENTAL	32,000				1,996,000	
	3720 EQUIPMENT RENTAL	100					
TOTAL RENTALS		32,100				1,996,000	2,028,100

		2011	2011	2011	2011	2011	2011
BUDGET COMPARISONS		OPERATING	LIRF	RAINY DAY	CAPITAL PROJECTS	DEBT SERVICE	TOTAL FUNDS
OTHER SERVICES/CHARGES (3000s) CONTINUED							
OTHER CHARGES							
	3910 DUES/INSTITUTIONAL	6,500					
	3920 INTEREST/TEMPORARY LOAN	2,500					
	3930 TAXES & ASSESSMENTS	-					
	3940 TRANSFER TO LIRF	200,000					
	3950 EDUCATIONAL LICENSING/SERVICES	6,500					
	TOTAL OTHER CHARGES	215,500					215,500
TOTAL OTHER SERVICES/CHARGES (3000s)		1,066,200	63,558	140,794		1,996,000	3,266,552
CAPITAL OUTLAY (4000s)							
FURNITURE & EQUIPMENT							
	4410 FURNITURE	-					
	4420 AUDIO VISUAL EQUIPMENT	-					
	4430 OTHER EQUIPMENT	18,357	83,374	29,825	279,000		
	4440 BUILDING RENOVATION	-	150,000	105,643	-		
	4450 LAND & BUILDINGS	-			-		
	4460 IS EQUIPMENT	-			50,000		
	4465 IS SOFTWARE	-			25,000		
	4470 EQUIPMENT - CATS	-			45,000		
	4475 SOFTWARE - CATS	-			5,000		
	TOTAL FURNITURE & EQUIPMENT	18,357	233,374	135,468	404,000		791,199
OTHER CAPITAL OUTLAY							
	4510 BOOKS	593,000					
	4520 PERIODICALS & NEWSPAPERS	48,000					
	4530 NONPRINT MATERIALS	379,000					
	4540 ELECTRONIC RESOURCES	69,000					
	TOTAL OTHER CAPITAL OUTLAY	1,089,000					1,089,000
TOTAL CAPITAL OUTLAY		1,107,357	233,374	135,468	404,000		1,880,199
TOTAL EXPENDITURES 2011		7,464,532	296,932	473,310	404,000	1,996,000	10,634,774
2010 TOTAL BUDGET (less appeal funds)		7,260,494	364,000	206,488	508,076	1,996,000	10,335,058
Increase from 2010		2.81%	-18.43%	129.22%	-20.48%	0.00%	2.90%

BUDGET COMPARISONS		2011	2011	2011	2011	2011	2011
		OPERATING	LIRF	RAINY DAY	CAPITAL PROJECTS	DEBT SERVICE	TOTAL FUNDS
					Total Budget (maximum levy funds)		
					2011	7,868,532	
					2010	7,768,570	
					Difference	99,962	
					%	1.29%	
Total personnel services		5,158,175	69%				
Supplies/Services/Facilities		1,217,357	16%				
Materials		1,089,000	15%				
Total Operating Budget		7,464,532	100%				
Maximum Levy							
2010 Max Levy		4,748,242					
1.029 x 2010 Max Levy		4,886,174	2.90%				
Under Max for 2010 (request sent to DLGF)		9,250					
Gross Max Levy for 2011		4,895,424	3.10%				
Operating Fund		4,546,689					
LCPF (per plan)		348,735					
Gross Max Levy for 2011		4,895,424					

		2011	2011	2011	2011	2011	2011
BUDGET COMPARISONS		OPERATING	LIRF	RAINY DAY	CAPITAL PROJECTS	DEBT SERVICE	TOTAL FUNDS
		2,011					
Revenue:		2010	Worse Case	Best Case	Form 2		
FIT		9,828	8,452	12,000	8,500		
License Excise Tax		306,000	263,160	320,000	263,000		
COIT		2,217,128	1,817,128	2,217,000	1,817,000		
CVET		34,070	29,300	36,000	30,000		
Copiers		18,332	15,766	18,000	15,700		
Fines & Fees		211,900	160,000	212,000	160,000	2,294,200	
PLAC		10,000	5,000	10,000	-		
Lost & Damaged		25,000	25,000	25,000	0		
Property Tax		4,286,819	4,546,689	4,546,689	4,546,689		
Total Revenue		7,119,077	6,870,494	7,396,689	6,840,889		

2011 Employee Insurance

Long-term Disability/Life/Accidental Death & Dismemberment Insurance

We propose to continue coverage through our current carrier, Unum, which has agreed to continue the same coverage with no increase in cost.

Dental Insurance (details attached)

We propose to continue coverage through current carrier, Health Resources, Inc., with a 10% increase in cost.

Health Insurance

Good news! We are presenting two options for your consideration, both within the 2011 budget limits:

Option 1 (details attached): Continue the current plan, with \$500 deductible PPO and \$3,000 and \$5,000 high deductible plus HSA plans. Coverage would remain the same; costs would increase 12% for the library and employees.

Option 2 (details attached): Increase the PPO deductible to \$1,000, keep the \$3,000 and \$5,000 high deductible plus HAS plans. Add membership in the County Clinic, which would provide office visits and some free prescriptions at their location at 7th and College, for \$480/person/year. Employees and covered family members would be included. Staff not on the library's insurance plan could also participate by contributing full amount.

Staff Input:

- The Library's Wellness Committee attended a presentation by Clinic representatives last month.
- The Ad Hoc Health Insurance Committee, including 2 representatives from AFSCME Local 2802, the Wellness Committee co-chairs, and management representatives Bonnie, Kyle, Mickey, and Josh, met Monday, October 18, to review both options. While not yet ready to recommend Option 2, this group was interested in hearing more information and presenting opportunities for staff to learn about the Clinic.

We have scheduled a presentation by Clinic representatives at 5 p.m. on Wednesday, October 27, just before the Board Meeting. If there is further interest in Option 2 with Clinic, the Board could advertise a meeting in place of a work session on November 10. We must make a decision by that date.

After that presentation, the Board will have three choices:

1. Choose Option 1 and stay with current coverage in 2011.
2. Choose Option 2 and add the Clinic in 2011.
3. Choose Option 1 and pursue further information before deciding whether to add the Clinic as a benefit.



Option 1: Renewal of 2010 Plans

Health Care Premium Contributions for Year 2011

Coverage Type and Employee Status	PPO Plan - 18, Rx F \$500 deductible				HSA Plan - E2 (Current) (Embedded Deductible)				HSA Plan - H10 (Non-Embedded Deductible)			
	CONTRIBUTIONS				CONTRIBUTIONS				CONTRIBUTIONS			
	Employee		Library		Employee		Library		Employee		Library	
	Annual	Biweekly	Annual	Bi-weekly	Annual	Biweekly	Annual	Bi-Weekly	Annual	Biweekly	Annual	Bi-weekly
Employee Only												
37.5 Hr/Week FT	\$1,559	\$59.98	\$6,923	\$266.26	-\$739	-\$28.40	\$6,923	\$266.26	-\$2,084	-\$80.17	\$6,923	\$266.26
30 Hr/Week/PT	\$2,944	\$113.23	\$5,538	\$213.01	\$646	\$24.85	\$5,538	\$213.01	-\$700	-\$26.91	\$5,538	\$213.01
25 Hr/Week/PT	\$3,867	\$148.73	\$4,615	\$177.51	\$1,569	\$60.35	\$4,615	\$177.51	\$223	\$8.59	\$4,615	\$177.51
20 Hr/Week/PT	\$4,790	\$184.23	\$3,692	\$142.00	\$2,492	\$95.85	\$3,692	\$142.00	\$1,146	\$44.09	\$3,692	\$142.00
EE/Child(ren)												
37.5 Hr/Week FT	\$7,472	\$287.37	\$7,966	\$306.39	\$3,289	\$126.51	\$7,966	\$306.39	\$840	\$32.31	\$7,966	\$306.39
30 Hr/Week/PT	\$9,065	\$348.65	\$6,373	\$245.11	\$4,882	\$187.79	\$6,373	\$245.11	\$2,433	\$93.59	\$6,373	\$245.11
25 Hr/Week/PT	\$10,127	\$389.50	\$5,311	\$204.26	\$5,945	\$228.64	\$5,311	\$204.26	\$3,495	\$134.44	\$5,311	\$204.26
20 Hr/Week/PT	\$11,189	\$430.35	\$4,249	\$163.41	\$7,007	\$269.49	\$4,249	\$163.41	\$4,558	\$175.29	\$4,249	\$163.41
EE/Spouse												
37.5 Hr/Week FT	\$9,635	\$370.57	\$8,348	\$321.07	\$4,763	\$183.19	\$8,348	\$321.07	\$1,910	\$73.46	\$8,348	\$321.07
30 Hr/Week/PT	\$11,304	\$434.78	\$6,678	\$256.85	\$6,432	\$247.40	\$6,678	\$256.85	\$3,580	\$137.68	\$6,678	\$256.85
25 Hr/Week/PT	\$12,417	\$477.59	\$5,565	\$214.05	\$7,546	\$290.21	\$5,565	\$214.05	\$4,693	\$180.49	\$5,565	\$214.05
20 Hr/Week/PT	\$13,530	\$520.40	\$4,452	\$171.24	\$8,659	\$333.02	\$4,452	\$171.24	\$5,806	\$223.30	\$4,452	\$171.24
Family												
37.5 Hr/Week FT	\$12,735	\$489.81	\$8,895	\$342.11	\$6,875	\$264.42	\$8,895	\$342.11	\$3,443	\$132.44	\$8,895	\$342.11
30 Hr/Week/PT	\$14,514	\$558.23	\$7,116	\$273.69	\$8,654	\$332.84	\$7,116	\$273.69	\$5,222	\$200.86	\$7,116	\$273.69
25 Hr/Week/PT	\$15,700	\$603.84	\$5,930	\$228.07	\$9,840	\$378.46	\$5,930	\$228.07	\$6,408	\$246.48	\$5,930	\$228.07
20 Hr/Week/PT	\$16,886	\$649.46	\$4,744	\$182.46	\$11,026	\$424.07	\$4,744	\$182.46	\$7,594	\$292.09	\$4,744	\$182.46

In this option, the Library contributes an equal amount to each full-time employee (\$6,923) for one of the three plan designs. Part-time contributions are calculated based on the percentage of time worked (20 hrs. = 53%; 25hrs. = 66%; 30hrs. = 80%).

*The Library Contributes 15% of Family/Spouse/Children premiums for full-time employees.

*Negative contributions represent funds **deposited** by the Library to the employee's HSA account. The employee may also contribute additional funds (pre-tax) up to the annual cap. The maximum for 2011 is \$3,050 for employee only and \$6,150 for those with dependant/family coverage.

*Non-Embedded means the entire family deductible must be met by one, or combination of, family members before plan coverage takes effect at 100%.



Option 2: \$1,000 Deductible PPO, Same HSAs, + Clinic

Health Care Premium Contributions for Year 2011

Coverage Type and Employee Status	PPO \$1,000 deductible				HSA Plan - E2 (Current) (Embedded Deductible)				HSA Plan - H10 (Non-Embedded Deductible)			
	CONTRIBUTIONS				CONTRIBUTIONS				CONTRIBUTIONS			
	Employee		Library		Employee		Library		Employee		Library	
	Annual	Biweekly	Annual	Bi-weekly	Annual	Biweekly	Annual	Bi-Weekly	Annual	Biweekly	Annual	Bi-weekly
Employee Only												
37.5 Hr/Week FT	\$1,540	\$59.21	\$7,039	\$270.73	-\$375	-\$14.42	\$7,039	\$270.73	-\$1,721	-\$66.18	\$7,039	\$270.73
30 Hr/Week/PT	\$2,947	\$113.36	\$5,631	\$216.59	\$1,033	\$39.73	\$5,631	\$216.59	-\$313	-\$12.03	\$5,631	\$216.59
25 Hr/Week/PT	\$3,886	\$149.46	\$4,693	\$180.49	\$1,971	\$75.83	\$4,693	\$180.49	\$626	\$24.06	\$4,693	\$180.49
20 Hr/Week/PT	\$4,824	\$185.56	\$3,754	\$144.39	\$2,910	\$111.92	\$3,754	\$144.39	\$1,564	\$60.16	\$3,754	\$144.39
EE/Child(ren)												
37.5 Hr/Week FT	\$7,113	\$273.56	\$8,587	\$330.28	\$3,628	\$139.54	\$8,587	\$330.28	\$1,179	\$45.34	\$8,587	\$330.28
30 Hr/Week/PT	\$8,830	\$339.62	\$6,870	\$264.22	\$5,345	\$205.59	\$6,870	\$264.22	\$2,896	\$111.39	\$6,870	\$264.22
25 Hr/Week/PT	\$9,975	\$383.65	\$5,725	\$220.19	\$6,490	\$249.63	\$5,725	\$220.19	\$4,041	\$155.43	\$5,725	\$220.19
20 Hr/Week/PT	\$11,120	\$427.69	\$4,580	\$176.15	\$7,635	\$293.67	\$4,580	\$176.15	\$5,186	\$199.47	\$4,580	\$176.15
EE/Spouse												
37.5 Hr/Week FT	\$9,178	\$352.99	\$8,952	\$344.30	\$5,119	\$196.88	\$8,952	\$344.30	\$2,266	\$87.16	\$8,952	\$344.30
30 Hr/Week/PT	\$10,968	\$421.85	\$7,161	\$275.44	\$6,909	\$265.74	\$7,161	\$275.44	\$4,056	\$156.02	\$7,161	\$275.44
25 Hr/Week/PT	\$12,162	\$467.76	\$5,968	\$229.53	\$8,103	\$311.65	\$5,968	\$229.53	\$5,250	\$201.92	\$5,968	\$229.53
20 Hr/Week/PT	\$13,355	\$513.67	\$4,774	\$183.63	\$9,296	\$357.56	\$4,774	\$183.63	\$6,444	\$247.83	\$4,774	\$183.63
Family												
37.5 Hr/Week FT	\$12,474	\$479.77	\$10,098	\$388.39	\$7,592	\$291.99	\$10,098	\$388.39	\$4,160	\$160.01	\$10,098	\$388.39
30 Hr/Week/PT	\$14,494	\$557.44	\$8,078	\$310.71	\$9,611	\$369.67	\$8,078	\$310.71	\$6,180	\$237.68	\$8,078	\$310.71
25 Hr/Week/PT	\$15,840	\$609.23	\$6,732	\$258.93	\$10,958	\$421.45	\$6,732	\$258.93	\$7,526	\$289.47	\$6,732	\$258.93
20 Hr/Week/PT	\$17,186	\$661.01	\$5,386	\$207.14	\$12,304	\$473.24	\$5,386	\$207.14	\$8,873	\$341.25	\$5,386	\$207.14

In this option, the Library contributes an equal amount to each full-time employee (\$7,039) for one of the three plan designs. Part-time contributions are calculated based on the percentage of time worked (20 hrs. = 53%; 25hrs. = 66%; 30hrs. = 80%).

*The Library contributes 15% of Family/Spouse/Children premiums for full-time employees.

*Negative contributions represent funds **deposited** by the Library to the employee's HSA account. The employee may also contribute additional funds (pre-tax) up to the annual cap. The maximum in 2011 is \$3,050 for employee only and \$6,150 for those with dependant/family coverage.

*Non-Embedded means the entire family deductible must be met by one, or combination of, family members before plan coverage takes effect at 100%.



10% Dental

Dental Premium Contributions for Year 2011

Coverage Type and Employee Status	PPO Plan - 18, Rx F				HSA Plan - E2 (Current) (Embedded Deductible)				HSA Plan - H10 (Non-Embedded Deductible)			
	CONTRIBUTIONS				CONTRIBUTIONS				CONTRIBUTIONS			
	Employee		Library		Employee		Library		Employee		Library	
	Annual	Biweekly	Annual	Bi-weekly	Annual	Biweekly	Annual	Bi-Weekly	Annual	Biweekly	Annual	Bi-weekly
Employee Only												
37.5 Hr/Week FT	\$41	\$1.58	\$283	\$10.88	\$41	\$1.58	\$283	\$10.88	\$41	\$1.58	\$283	\$10.88
30 Hr/Week/PT	\$98	\$3.75	\$226	\$8.71	\$98	\$3.75	\$226	\$8.71	\$98	\$3.75	\$226	\$8.71
25 Hr/Week/PT	\$135	\$5.21	\$189	\$7.26	\$135	\$5.21	\$189	\$7.26	\$135	\$5.21	\$189	\$7.26
20 Hr/Week/PT	\$173	\$6.66	\$151	\$5.80	\$173	\$6.66	\$151	\$5.80	\$173	\$6.66	\$151	\$5.80
EE/Child(ren)												
37.5 Hr/Week FT	\$401	\$15.44	\$347	\$13.33	\$333	\$12.79	\$347	\$13.33	\$333	\$12.79	\$347	\$13.33
30 Hr/Week/PT	\$471	\$18.11	\$277	\$10.66	\$402	\$15.46	\$277	\$10.66	\$402	\$15.46	\$277	\$10.66
25 Hr/Week/PT	\$517	\$19.88	\$231	\$8.89	\$448	\$17.24	\$231	\$8.89	\$448	\$17.24	\$231	\$8.89
20 Hr/Week/PT	\$563	\$21.66	\$185	\$7.11	\$494	\$19.01	\$185	\$7.11	\$494	\$19.01	\$185	\$7.11
EE/Spouse												
37.5 Hr/Week FT	\$343	\$13.19	\$336	\$12.93	\$411	\$15.82	\$336	\$12.93	\$411	\$15.82	\$336	\$12.93
30 Hr/Week/PT	\$410	\$15.78	\$269	\$10.35	\$479	\$18.41	\$269	\$10.35	\$479	\$18.41	\$269	\$10.35
25 Hr/Week/PT	\$455	\$17.50	\$224	\$8.62	\$523	\$20.13	\$224	\$8.62	\$523	\$20.13	\$224	\$8.62
20 Hr/Week/PT	\$500	\$19.23	\$179	\$6.90	\$568	\$21.86	\$179	\$6.90	\$568	\$21.86	\$179	\$6.90
Family												
37.5 Hr/Week FT	\$714	\$27.47	\$402	\$15.45	\$714	\$27.47	\$402	\$15.45	\$714	\$27.47	\$402	\$15.45
30 Hr/Week/PT	\$795	\$30.56	\$321	\$12.36	\$795	\$30.56	\$321	\$12.36	\$795	\$30.56	\$321	\$12.36
25 Hr/Week/PT	\$848	\$32.62	\$268	\$10.30	\$848	\$32.62	\$268	\$10.30	\$848	\$32.62	\$268	\$10.30
20 Hr/Week/PT	\$902	\$34.68	\$214	\$8.24	\$902	\$34.68	\$214	\$8.24	\$902	\$34.68	\$214	\$8.24

Above contributes an equal amount to each full-time employee (\$283) for one of the three plan designs. Part-time contributions were calculated based on the percentage of time worked (20 hrs., 53%; 25hrs., 66%; 30hrs., 80%).

*The Library Contributes 15% of Family/Spouse/Children premiums for full-time employees.

*Negative Contributions represent funds deposited to the employee's HSA account. The employee may also contribute additional funds (pre-tax) up to the annual cap. The maximum in 2010 is \$3,050 for employee-only and \$6,150 for those with dependant/family coverage.

*Non-Embedded means the entire family deductible must be met by one, or combination of, family members before plan coverage takes effect at 100%.

	2011		2011		2011	
	Total Premium	Difference Premium	Total Premium	Difference Premium	Total Premium	Difference Premium
Employee Only	324	-	324	-	324	-
EE/Child(ren)	748	424	679	355	679	355
EE/Spouse	679	355	748	424	748	424
Family	1,116	792	1,116 ₁₀	792	1,116	792

The "Difference Premium" is the coverage-type premium minus the employee-only premium.

2011 Savings Options (10-18-2010)

These options are presented at the request of the Board to address a \$200,000 shortfall in COIT revenue. The options represent the best estimates available at the time and are in order of preference.

Decide by	Item	Savings
12/15/2010	1. Delay hiring of Development Director	\$68,175
12/15/2010	2. Reduce materials expenditures (15% of smaller overall expenditures)	\$38,000
12/15/2011	3. Energy savings (5%)	\$15,000
Ongoing	4. Lagged hiring and retirements	\$50,000
12/31.2011	5. Reduce LIRF transfer from budgeted \$200,000 to \$150,000 and issue bond instead	\$50,000
	Sub-total	\$221,175
12/15/2010	8. Delay second half of salary increases for employees (affects all employees)	\$38,000
12/15/2010	6. Delay hiring of Associate Director (amount represents difference from 2010 when portion was used for Renovation Coordinator and temporary positions)	\$59,000
12/15/2010	7. Eliminate 1% increment increase (affects all employees)	\$38,000
12/15/2010	9. Delay first half of salary increases for managers	\$34,000
12/15/2010	10. Eliminate 3% employee contribution (each 1% = \$29,000)	\$88,000
12/31/2011	11. Make no LIRF transfer at end of 2011 (see also #5 above)	\$150,000
Any time	12. Reduce 4 open hours (for every hour closed, annual savings = \$56,000); with reductions in staff hours	\$224,000
Any time	13. Remain open; reduce non-core services; reduce staff hours	?
	Sub-total	\$593,000
	TOTAL SAVINGS	\$814,175

CATS

STATEMENT OF PURPOSE

Community Access Television Services (CATS) ~~was established in~~ has been in existence since 1974 for the purpose of providing citizens of ~~Bloomington and~~ Monroe County, Indiana, access to the electronic media for the distribution of information **and** opinion and ~~other constitutionally protected forms of speech.~~ **providing a forum for advocacy. CATS' first priority is to carry locally-produced programming, but programs produced outside of Monroe County that reflect local concerns are carried as well.**

ACCESS USE AND LIMITATIONS

The **policies** ~~rules and regulations~~ set forth below have been adopted to assure compliance with current federal, state and municipal laws and regulations governing the availability and use of Community Access Television Services (CATS). The policies ~~and regulations~~ set forth herein supersede any and all others previously issued.

ACCESS USE

1. The Monroe County Public Library operates CATS as a service to the community and in fulfillment of library goals. Any resident of Monroe County may use the facilities of CATS. All ~~rules and regulations~~ **policies** outlined below apply equally to all **CATS** access channels unless specifically stated otherwise.
2. The Monroe County Public Library and CATS will allow great latitude with respect to freedom of speech. However, all programming shall be non-commercial and consistent with legal constraints and community standards. No part of any program shall contain any solicitation for funds or other property of value, or obscene or defamatory material.

3. The **CATS** community access channels are operated by the library as a dedicated constitutional forum. Programs are not rejected because either they or their spokespersons are controversial. CATS does not attempt to verify the accuracy or lack of bias in the programming it carries, nor does CATS attempt to achieve a balance in regards to any issue, faith or ideology. The producer of each program is exercising her/his first amendment right to free speech and is solely responsible for the program's content ~~Reference to~~ (Section 611 (E) and Section 639 of the Cable Communications Policy Act of 1984 & 1992).

4. The producer of an access program is the person who signs the application for use of the access facilities as outlined below. The producer of each access program is solely responsible for its content. The producer must obtain all talent releases, copyright authorizations and other necessary licenses or approvals. By signing the application the producer accepts all responsibility and any associated liability for the content of the program. Programs that do not have a signed release will not be shown.

5. Upon the filing of an appropriate request, the community access equipment, and public access channel, will be available to any Monroe County resident, group or organization. Programming produced outside of Monroe County will require a written request from a local resident or organization for cablecast on CATS. All requests are reviewed on a first-come, first-served, non-discriminatory basis. All access use is subject to the availability of time, staff and facilities.

~~6. All candidates for political office my sponsor candidate forums, providing written notification of all candidates thirty days prior to the forum. Any appearances by political candidates in other CATS programming are acceptable providing they are not advocating their candidacy or criticizing the opposing candidate or party. (The Communications Act of 1934, specifically the "equal time ruling", does not apply to access television.)~~

6. CATS maintains the right to limit length and frequency of programming. Such limits when imposed shall apply to all programs on the channel or website and to all program producers. CATS retains the right to preempt programming at any time in order to provide timely local programming, such as live or taped special municipal events, important local debates/forums, election-related programming, satellite downlinking, etc.

7. Use of the access facilities: studio, equipment, personnel and other technical resources must be for the sole purpose and/or intent of producing programming for CATS.

8. Use of the access facilities must be requested through the program proposal form provided by CATS. A signed proposal must be on file prior to scheduling use of the facilities.

9. Applications on behalf of a minor must be signed by a parent or a legally appointed adult guardian who will accept responsibility for any liability resulting from the use of the facilities by the minor.

10. No private information concerning volunteers or producers will be given out over the telephone. However, all program proposal forms are kept ~~in~~ on file at CATS and are made available for public review, once the program has been telecast, during regular operating hours.

ACCESS LIMITATIONS

1. All access producers shall adhere carefully to all applicable federal, state and local regulations concerning limits of public speech and television programming content.

2. Advertising or material designed to promote the sale of commercial products or services is expressly prohibited. Political advertising or commercials produced by or on behalf of a legally qualified candidate for public office is similarly prohibited.

3. Producers who want to create programs which are produced for commercial venture or profit shall be prohibited from using the access facilities.

4. Underwriting of programming is allowed but recognition is limited to ~~a text message stating the name of the individual or company. The use of logos, slides, phone numbers and video clips of business locations are strictly prohibited. Reference to FCC regulation 76.221 sections A & E.~~ **information that does not include the following:**

- **Price information**
- **Calls to action**
- **Inducements to buy, sell, rent, or lease**
- **Comparative information**
- **Qualitative information**

5. No program shall be transmitted over the community access channels which contains any material which would subject the producer or the supplier thereof to prosecution under any applicable local, state or federal law for the production or presentation of obscene material, libel, slander, invasion of privacy or copyright or trademark infringement. Neither CATS nor the Library will attempt to make a determination as to the constitutional legality of any content presented for telecast. A cable operator may refuse to transmit any public access program that the operator reasonably believes contains obscenity- (47 C.F.R. (76.702). (Determinations of obscenity, libel, slander, etc., are legal questions which can be determined only after due process by a judge and/or jury).

6. No program shall be transmitted over the community access channels which contains a lottery or information promoting any device, scheme, plan, promotion, contest or other program and/or presentation which involves directly or indirectly the elements of a prize, chance and/or consideration of money or a thing of value. Reference Section 76.213 of the rules of the FCC.

7. The producer of an access program agrees to indemnify and hold the Library and CATS harmless from all liability for damages, costs and losses resulting from, arising out of, or in any way connected with the use of the cable channels by the producer, its officers, agents, or employees.

8. CATS reserves the right to refuse facility use to anyone reasonably suspected of being under the influence of alcohol or any disabling drug and therefore not legally responsible for his or her own actions. CATS also reserves the right to refuse facility use to anyone who is disruptive, rude with staff or patrons, abuses the equipment or fails to return equipment on time. Any use which is disruptive to Library patrons, CATS patrons, Library operations or CATS operations may be refused or revoked.

9. CATS will revoke the access privileges of any individual or group misrepresenting themselves as under the employ of CATS, the Library or any other community channel designation under the control of the library.

10. The library, CATS and cable operator shall not be liable for any loss of transmission time or transmission of programming due to equipment failure or for any other reason beyond the control of the parties.

11. Any person, group or organization who abuses or has abused the privilege of access by violating any of the provisions of this part may be denied use of the access facilities. Violations of access policy will result in revocation of access privileges for a period of time to be determined by CATS Manager in conjunction with the Library administration.

12. Because revocation of access privileges is such a significant loss of the right to free speech, any decision by CATS and the library administration may be appealed by writing the Library Board of Trustees for review. Their decision will be final.

13. The Library reserves the right to interpret any and all guidelines in accordance with existing Library policies and

procedures. The Library also reserves the right to suspend any and all guidelines for Library programming.

14. In the event that CATS or the Library incurs any attorney fees or court costs in pursuing any of the remedies available to them, they shall be entitled to recover the same from the producer or any other party liable as a result of the use of the Library facilities, channels, **website**, or staff.

15. CATS cannot carry programs that are copyrighted without clearance from the copyright holder.

CANDIDATE USE

Election/Campaign Programming

1. CATS provides to all Monroe County residents, including those residents running for local, state or national public office or those supporting a ballot issue, equal opportunities for access to training, equipment resources and cable channel programming time, on a first-come, first-served, non-discriminatory basis. Any candidate for public office for whom Monroe County residents may vote shall be afforded the same rights as a resident of Monroe County with regard to access to CATS facilities and channel time.

2. Any local group or organization may sponsor candidate forums, providing written notification of all candidates thirty days prior to the forum. Any appearances by political candidates in other CATS programming are acceptable providing they are not advocating their candidacy or criticizing the opposing candidate or party. (The Communications Act of 1934, specifically the "equal time ruling", does not apply to access television).

~~2. In order to ensure equal opportunities for programming time on CATS Channel 3 – The Library Channel, the following rules apply:~~

~~a. CATS maintains the right to limit length and frequency of programming. Such limits when imposed shall apply to all programs on the channel and to all program producers.~~

~~b. CATS retains the right to preempt programming at any time in order to provide timely local programming, such as live or taped special municipal events, important local debates/forums, election related programming, satellite downlinking, etc.~~

~~e.3.~~ A sufficient block of time will be reserved during each political season to enable a wide selection of political programs to be cablecast **or added to the CATS website. The library will provide access via its website for 'Candidates on Demand' statements and local candidate forums as produced by CATS.**

4. Upon submission of a program proposal, and given availability of staff and equipment, CATS will provide coverage of party-specific candidate forms through the primary election season. During the general election season, CATS will only provide coverage to candidate forums which invite the participation of all parties.

GOVERNMENTAL MEETING COVERAGE

1. CATS will provide coverage and telecast of governmental meetings as stipulated in annual funding agreements with respective city and county franchise authorities. Coverage of public meetings shall be provided in compliance with the ~~Indiana Code,~~ "Open Door Law". (~~Reference sections: IC 5-14-1.5-8~~) Any

meeting recorded by CATS which is consistent with the precepts of the ~~Indiana Code~~ "Open Door Law" will be telecast.

2. Upon submission of a program proposal by the public, given availability of staff and equipment, CATS will provide coverage of local governmental meetings in compliance with the Indiana Open Door law. (IC 5-14-1/5-1 et seq.)

ADDITIONAL SERVICES

1. The CATS Community Calendar is available to any non-profit organization or group for publicizing local services, activities or events. All messages shall be submitted in writing at least two weeks before their start date. In the interest of format considerations, CATS personnel may edit the text to conform to space restrictions. CATS reserves the right to refuse telecast **or website inclusion** of calendar messages deemed inappropriate by **the Library** ~~MCPL~~-administration.

2. CATS shall provide coverage of local events and meetings, given the availability of staff, equipment, funding and sufficient notice. CATS requests a minimum of three weeks written notice of any public event requiring coverage.

PROJECT PROPOSAL

Presented by **Runskip and Busick Design** | *boice@runskip.com, lee@busickdesign.com*

Date June 21, 2010

Client CATS (Community Access Television Services)

Contact Martin O'Neill

Project Title & Description

CATS Website

Runskip and Busick Design will collaborate to develop a new website for CATS. The end result will be a website that is visually striking, easy to use, easily updatable, media friendly, and viewable on all major platforms (including mobile devices and ipads)

Project Timeline

Past Meetings

- May 17, 2010: Initial project discussion: set tentative deadlines
- May 31, 2010: View first round of visual concepts. Discuss details of project and integration of CATS site with CATS partner sites
- June 3, 2010: In depth discussion of desired website content and capabilities. Deadline set for delivery of visual concepts (round 2)

Future Deadlines/Meetings*

- June 25, 2010: Delivery of Visual Concepts (round 2)
- August 1, 2010: Completion of website

** Other meetings and project deadlines will be determined at a later date. All dates are subject to change*

Design Services: \$8,000

- Preliminary project research and storyboarding
- Development of all aspect's of website's final visual appearance, including: navigation menus, page templates, media player design, website typography, color schemes, page graphics, buttons and image formatting

Programmings Services: \$8,000

- Implementation of content management system to manage content on site:
 - separate web admin area for managers and staff of cats to control content of site
 - page management system for addition of pages under main category navigation
 - document library for managing images, movies, pdf, etc
- Research and development of a movie playing system that is compatible with most modern devices including ipad, iphone, all modern computer browsers and operating systems
- Build out of website including all markup following indiana state accessibility guidelines as closely as possible while still achieving the goals of the completed web site
- Construction of System to search program archive and make requests for programs online
- Development of news article publishing system
- Integration of social networking systems facebook and twitter

Support and Site Enhancements

- All support free for 6 months after launch
- 20 hours of free upgrades and enhancements after launch. These upgrades/enhancements may fall outside the scope of the intial project
- All bug fixes are free

Total Cost	\$16,000
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**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS**
for
FUNDING YEAR 2011 - JULY 1, 2011 THROUGH JUNE 30, 2012

Whereas, **Monroe County Public Library** Board of Trustees has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and, Whereas, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. filtering all computers in order to receive the e-rate discount on vendor invoices. If library chooses not to filter, they can be in the consortium and do not receive e-rate discount, but may be eligible for reimbursement from State Technology Grant Fund);
2. ensuring that the total cost of non-e-rate services in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by State Technology Grant Fund;
4. Work with AdTec in the filing of all forms, except Form 470, with the Universal Service Adminstrative Company Schools & Libraries Division; and

Whereas, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the Consortium, or failing to abide by the Consortium rules, the library will lose the benefits;

Now Therefore, be it resolved that the library shall be a members of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

Duly adopted by the Board of the **Monroe County Public Library** at a meeting held on the **27th** day of **October**, 2010.

NAY

AYE

(Attest by Secretary)

**RESOLUTION SUPPORTING RESTORATION OF FUNDING FOR MONROE COUNTY
COMMUNITY SCHOOL CORPORATION**

WHEREAS, reading is essential to academic achievement, productive employment, and leading a satisfying life; and

WHEREAS, learning to read and reading widely depends upon quality teaching and a well-supported school system; and

WHEREAS, education is a public good, because everyone in the community benefits if all children are well-educated; and

WHEREAS, the public library is also a public good benefitting everyone in the community; now, therefore,

BE IT RESOLVED, that the Board of Trustees of the Monroe County Public Library supports the efforts of the Monroe County Community School Corporation to restore funding lost due to state revenue shortfalls.

AYE

NAY
