MONROE COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

WORK SESSION
Wednesday, December 12, 2012
5:45 p.m.
Meeting Room 1B

AGENDA

1. Call to Order – Kari Isaacson, President
2. 2013 Board Meetings Calendar (page 1) – Sara Laughlin
3. General Obligation Bond (page 2-12) – Gary Lettelleir
4. 2013 Library Fee Schedule (page 13) – Gary Lettelleir
5. Resolution to Permit Transfer from LIRF to Operating Fund (page 14) – Gary Lettelleir
6. Resolution to Encumber 2012 Funds (page 15-21) – Gary Lettelleir
7. 2013-2017 Strategic Plan (page 28-51) – Sara Laughlin
8. 2013-2015 Technology Plan (page 52-79) – Ned Baugh
9. 2013 Pay Schedule, Salary Schedule, and Library Closing Schedule (page 80-83) – Kyle Wickemeyer-Hardy
10. CATS 2013 Contracts with City of Bloomington, Monroe County, and Town of Ellettsville (page 84-88) – Michael White
11. Public Comment
12. Adjournment

2013 Board of Trustees Calendar

Month	*Date*	*Meeting*	*Topic*
January	9	Work Session	
	16	Board Meeting	Budget line-item transfers
	16	Board of Finance	Review Investment Report and Policy
February	13	Work Session	
	20	Board Meeting	Election of Board Officers
March	20	Work Session	
	27	Board Meeting	
April	10	Work Session	
	17	Board Meeting	
May	8	Work Session	
	15	Board Meeting	
June	12	Work Session	
	19	Board Meeting	
July	10	Work Session	Draft 2014 Budget
	17	Board Meeting	
August	14	Work Session	Revise 2014 Budget
	21	Board Meeting	Approve 2014 Budget for advertising
September	11	Work Session	
	18	Public Hearing	2014 Budget
	18	Board Meeting	
October	9	Work Session	2014 Budget, as recommended by County Council
	16	Board Meeting	Adopt 2014 Budget
November	13	Work Session	
	20	Board Meeting	Approve 2014 employee insurance package
December	11	Work Session	
	18	Board Meeting	Approve 2014 salary schedule, holiday schedule, pay grade schedule, director's salary

CONTINUING DISCLOSURE UNDERTAKING

This CONTINUING DISCLOSURE UNDERTAKING (the "Agreement") is made as of December ___, 2012 by Monroe County Public Library (the "Obligor") for the purpose of permitting _____, as underwriter (the "Underwriter") of the Bonds to purchase the Bonds in compliance with the Securities and Exchange Commission ("SEC") Rule 15c2-12 (the "SEC Rule") as published in the Federal Register on November 17, 1994.

WHEREAS, the Underwriters, by their agreement to purchase the Bonds, accept and assent to this Agreement and the exchange of such purchase and acceptance for the promises of Obligor contained herein, and hereby assigns all their rights hereunder, as promisee, to the holders of the Bonds;

NOW, THEREFORE, in consideration of the payment for and acceptance of any Bonds by the Underwriters, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Obligor hereby promises to the Underwriters:

Section 1. Definitions. The words and terms defined in this Agreement shall have the meanings herein specified unless the context or use clearly indicates another or different meaning or intent. Those words and terms not expressly defined herein and used herein with initial capitalization where rules of grammar do not otherwise require capitalization, shall have the meanings assigned to them in the SEC Rule.

(1) "Bondholder" or "holder" or any similar term, when used with reference to a Bond or Bonds, means any person who shall be the registered owner of any outstanding Bond, or the holders of beneficial interests in the Bonds.

(2) "EMMA" is Electronic Municipal Market Access System established by the Municipal Securities Rulemaking Board.

(3) "Final Official Statement" means the Official Statement, dated as of December ___, 2012, relating to the Bonds, including any document or set of documents included by specific reference to such document or documents filed with the MSRB.

(4) "MSRB" means the Municipal Securities Rulemaking Board.

(5) "Obligated Person" means any person, including an issuer of municipal securities, who is either generally or through an enterprise, fund, or account of such person committed by contract or other arrangement to support payment of the obligations on the Bonds (other than providers of municipal bond insurance, letters of credit, or other liquidity facilities), for which Annual Information (as defined in Section 5 hereof) is presented in the Official

Statement. All Obligated Persons with respect to the Bonds are identified in Section 4 below.

Section 2. Bonds. This Agreement applies to the General Obligation Bonds of 2012 in the principal amount of $1,800,000 (the "Bonds").

Section 3. Term. The term of this Agreement is from the date of delivery of the Bonds by the Obligor to the earlier of (i) the date of the last payment of principal or redemption price, if any, of, and interest to accrue on, all the Bonds, or (ii) the date the Bonds are defeased under the Bond Resolution adopted by the Obligor on September 21, 2011, as supplemented on October 24, 2012 (as supplemented, the "Resolution").

Section 4. Obligated Persons. (a) The Obligor hereby represents and warrants as of the date hereof that it is the only Obligated Person with respect to the Bonds. If the Obligor is no longer committed by contract or other arrangement to support payment of the Bonds, such person shall no longer be considered an Obligated Person within the meaning of the SEC Rule and the continuing obligation under this Agreement to provide annual financial information and notices of events shall terminate with respect to such person.

(b) The Obligor hereby represents and warrants that no Obligated Person is an obligated person (within the meaning of the SEC Rule) with respect to more than $10,000,000 in aggregate amount of outstanding municipal securities, including the Bonds and excluding municipal securities that were offered in a transaction exempt from the SEC Rule pursuant to paragraph (d)(1) of the SEC Rule.

Section 5. Provision of Annual Information. (a) The Obligor hereby undertakes to provide no later than June 30 each calendar year with respect to the Bonds, the most current copy of financial information of the Obligor which is customarily prepared by or for the Obligor, as required by Indiana law in effect at the time such financial information is prepared ("Annual Information"). The Annual information in each case shall be provided (i) in an electronic format as prescribed by the MSRB and (ii) accompanied by identifying information as prescribed by the MSRB. As of the date of this Agreement, the Obligor is required by law to prepare, or cause to be prepared, the following Annual Information:

- Audit of the Obligor prepared biennially by the Indiana State Board of Accounts
- Annual Library Financial Report prepared by the Obligor

However, such Annual Information described above, or any component thereof, shall not be required to be provided if (i) such Annual Information is no longer customarily prepared by or for the Obligor or (ii) such Annual Information is no longer publicly available.

Such Annual Information is prepared only periodically and will speak only to the periods covered therein. In addition, the information presented therein may differ in form and substance from the financial information presented in the Final Official Statement.

(b) Annual Information required to be provided pursuant to this Section 5 may be provided by a specific reference to such Annual Information already prepared and previously

provided to EMMA, or filed with the SEC; however, if such document is a final official statement, it must also be available from the MSRB.

(c) All continuing disclosure filings under the Agreement shall be made in accordance with the terms and requirements of the MSRB at the time of such filing. Currently, the SEC has approved the submission of continuing disclosure filings with EMMA and, the MSRB has requested that such filings be made by transmitting such filings to EMMA at www.emma.msrb.org.

Section 6. Reportable Events. The Obligor undertakes to disclose the following events, within 10 business days of the occurrence of any of the following events, if material (which determination of materiality shall be made by the Obligor in accordance with the standards established by federal securities laws), to the MSRB, in each case (i) in an electronic format as prescribed by the MSRB and (ii) accompanied by identifying information as prescribed in MSRB:

(1) non-payment related defaults;

(2) modifications to rights of Bondholders;

(3) bond calls;

(4) release, substitution or sale of property securing repayment of the Bonds;

(5) the consummation of a merger, consolidation, or acquisition, or certain asset sales, involving the obligated person, or entry into or termination of a definitive agreement relating to the foregoing; and

(6) appointment of a successor or additional trustee or the change of name of a trustee.

The Obligor undertakes to disclose the following events, within 10 business days of the occurrence of any of the following events, regardless of materiality, to the MSRB, in each case (i) in an electronic format as prescribed by the MSRB and (ii) accompanied by identifying information as prescribed in MSRB:

(1) principal and interest payment delinquencies;

(2) unscheduled draws on debt service reserves reflecting financial difficulties;

(3) unscheduled draws on credit enhancements reflecting financial difficulties;

(4) substitution of credit or liquidity providers, or their failure to perform;

(5) defeasances;

(6) rating changes;

(7) adverse tax opinions or events affecting the status of the Bonds, the issuance by the IRS of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material events, notices or determinations with respect to the tax status of the Bonds;

(8) tender offers; and

(9) bankruptcy, insolvency, receivership or similar event of the obligated person.

The Obligor may from time to time choose to provide notice of the occurrence of any other event, in addition to those listed above, if, in the judgment of the Obligor, such other event is material with respect to the Bonds and should be disclosed, but the Obligor does not commit to provide any such notice of the occurrence of any material event except those events set forth above.

Section 7. Use of Agent. The Obligor may, at its sole discretion, utilize an agent (the "Dissemination Agent") in connection with the dissemination of any information required to be provided by the Obligor pursuant to the terms of the SEC Rule and the terms of this Agreement. If a Dissemination Agent is selected for these purposes, the Obligor shall provide prior written notice thereof (as well as notice of replacement or dismissal of such agent) to the MSRB.

Further, the Obligor may, at its sole discretion, retain counsel or others with expertise in securities matters for the purpose of assisting the Obligor in making judgments with respect to the scope of its obligations hereunder and compliance therewith, all in order to further the purposes of this Agreement.

Section 8. Remedies. (a) The purpose of this Agreement is to enable the Underwriter to purchase the Bonds by providing for an undertaking by the Obligated Persons in satisfaction of the SEC Rule. This Agreement is solely for the benefit of (i) the Underwriters, and (ii) the Bondholders and creates no new contractual or other rights for the SEC, underwriters, brokers, dealers, municipal securities dealers, potential customers, other Obligated Persons or any other third party. The sole remedy against the Obligor for any failure to carry out any provision of this Agreement shall be for specific performance of the Obligor's disclosure obligations hereunder and not for money damages of any kind or in any amount or for any other remedy. The Obligor's failure to honor its covenants hereunder shall not constitute a breach or default of the Bonds, the Resolution or any other agreement to which the Obligor is a party and shall not give rise to any other rights or remedies.

(b) Subject to paragraph (e) of this Section 9, in the event the Obligor fails to provide any information required of it by the terms of this Agreement, any Bondholder may pursue the remedy set forth in the preceding paragraph in any court of competent jurisdiction in the State of

Indiana. An affidavit to the effect that such person is a Bondholder supported by reasonable documentation of such claim shall be sufficient to evidence standing to pursue this remedy.

(c) Subject to paragraph (e) of this Section 9, any challenge to the adequacy of the information provided by the Obligor by the terms of this Agreement may be pursued only by holders of not less than 25% in principal amount of Bonds then Outstanding in any court of competent jurisdiction in the State of Indiana. An affidavit to the effect that such persons are Bondholders supported by reasonable documentation of such claim shall be sufficient to evidence standing to pursue the remedy set forth in the preceding paragraph.

(d) If specific performance is granted by any such court, the party seeking such remedy shall be entitled to payment of costs by the Obligor and to reimbursement by the Obligor of reasonable fees and expenses of attorneys incurred in the pursuit of such claim. If specific performance is not granted by any such court, the Obligor shall be entitled to payment of costs by the party seeking such remedy and to reimbursement by such party of reasonable fees and expenses of attorneys incurred in the pursuit of such claim.

(e) Prior to pursuing any remedy under this Agreement, a Bondholder shall give notice to the Obligor, by registered or certified mail, of such breach and its intent to pursue such remedy. Thirty (30) days after the receipt of such notice, or upon earlier response from the Obligor to this notice indicating continued noncompliance, such remedy may be pursued under this Agreement if and to the extent the Obligor has failed to cure such breach.

Section 9. Modification of Agreement. The Obligor may, from time to time, amend or modify this Agreement without the consent of or notice to the Bondholders if either (a)(i) such amendment or modification is made in connection with a change in circumstances that arises from a change in legal requirements, change in law or change in the identity, nature or status of the Obligor, or type of business conducted, (ii) this Agreement, as so amended or modified, would have complied with the requirements of the SEC Rule on the date hereof, after taking into account any amendments or interpretations of the SEC Rule, as well as any change in circumstances, and (iii) such amendment or modification does not materially impair the interests of the Bondholders, as determined by any person selected by the Obligor that is unaffiliated with the Obligor; or (b) such amendment or modification (including an amendment or modification which rescinds this Agreement) is permitted by the SEC Rule, as then in effect.

Section 10. Previous Undertakings. The Obligor hereby represents that it has, in the previous five years, failed to consistently comply in all material respects, with its previous Undertakings because required filings were not filed with the MSRB through EMMA. However, the Obligor anticipates making all required filings from the previous five years with the MSRB through EMMA by the time of the closing on the Bonds.

Section 11. Interpretation Under Indiana Law. It is the intention of the parties hereto that this Agreement and the rights and obligations of the parties hereunder shall be governed by and construed and enforced in accordance with, the law of the State of Indiana.

Section 12. Severability Clause. In case any provision in this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

Section 13. Successors and Assigns. All covenants and agreements in this Agreement made by the Obligor shall bind its successors, whether so expressed or not.

IN WITNESS WHEREOF, the Obligor has caused this Agreement to be executed as of the day and year first hereinabove written.

MONROE COUNTY PUBLIC LIBRARY

_____

President, Board of Trustees

_____

Secretary, Board of Trustees

December ___, 2012

Re: Monroe County Public Library
General Obligation Bonds of 2012
Total Issue: $1,800,000
Original Date: Date of Delivery

Ladies and Gentlemen:

We have acted as bond counsel in connection with the issuance by Monroe County Public Library, Bloomington, Indiana (the "Library"), of $1,800,000 of its General Obligation Bonds of 2012, originally dated the date of delivery (the "Bonds"). We have examined the law and the certified transcript of proceedings of the Issuer relative to the authorization, issuance and sale of the Bonds and such other papers as we deem necessary to render this opinion. We have relied upon the certified transcript of proceedings and certificates of public officials, including the Issuer's tax covenants and representations ("Tax Representations"), and we have not undertaken to verify any facts by independent investigation.

We have not been engaged nor have we undertaken to review the accuracy, completeness or sufficiency of the Official Statement or any other offering material relating to the Bonds, and we express no opinion relating thereto.

Based on our examination, we are of the opinion, as of the date hereof, as follows:

1. The Bonds are valid and binding general obligations of the Library.

2. All taxable property in the Library is subject to ad valorem taxation to pay the debt service; however, the Library's collection of the levy may be limited by operation of I.C. 6-1.1-20.6, which provides taxpayers with tax credits for property taxes attributable to different classes of property in an amount that exceeds certain percentages of the gross assessed value of that property. The Library is required by law to fully fund the payment of debt service on the Bonds in an amount sufficient to pay the debt service, regardless of any reduction in property tax collections due to the application of such tax credits.

3. Under statutes, decisions, regulations and rulings existing on this date, the interest on the Bonds is exempt from income taxation in the State of Indiana (the "State"). This opinion relates only to the exemption of interest on the Bonds from State income taxation.

4. Under federal statutes, decisions, regulations and rulings existing on this date, the interest on the Bonds is excludable from gross income of the owners for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986 (the "Code"), is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations, but is taken into account in determining adjusted current earnings for the purpose of computing the federal alternative minimum tax imposed on certain corporations. This opinion is conditioned upon compliance by the Library subsequent to the date hereof with its Tax Representations. Failure to comply with the Tax Representations could cause interest on the Bonds to lose the exclusion from gross income for federal income tax purposes retroactive to their date of issue.

It is to be understood that the rights of the registered owners of the Bonds and the enforceability thereof may be subject to (i) bankruptcy, insolvency, reorganization, moratorium and other similar laws affecting creditors' rights heretofore or hereafter enacted and that their enforcement may be subject to the exercise of judicial discretion in accordance with general principles of law and equity; and (ii) the valid exercise of the constitutional powers of the State and the United States of America.

Very truly yours,

EXCERPTS OF MINUTES OF A MEETING
OF THE BID COMMITTEE OF
MONROE COUNTY PUBLIC LIBRARY

A meeting of the Bid Committee of Monroe County Public Library was held at _____, Bloomington, Indiana, on December 19, 2012, at the hour of ___:___ p.m. (Local Time), pursuant to notice duly given to all members of the Committee in accordance with the rules of the Committee.

The meeting was called to order, and the minutes of the meeting were recorded.

On call of the roll, the members of the Committee were shown to be present or absent as follows:

Present:

Absent:

(Among other proceedings had and actions
taken were the following:)

The Director presented to the Committee proofs of publication of the notice of sale of the General Obligation Bonds of 2012 showing due publication of said notice in The Herald Times, the Ellettsville Journal and in the Court and Commercial Record. On motion duly made, seconded and unanimously carried, said proofs of publication were approved and ordered made a part of the records of the Library.

The Library Attorney stated that all requirements of the statutes leading up to the sale of the bonds had now been complied with, and suggested that the Committee now proceed with consideration of the bids. The Committee read all bids filed, the same being attached hereto.

After considering said bids, the Committee determined that the bid of _____ was the highest bid received for the bonds, and on motion duly made, seconded and unanimously carried, said bid was accepted, and the Committee shall deliver to the good faith deposit and the Treasurer will be directed to retain the good faith deposit of the successful bidder until the delivery of the bonds, and to return to the unsuccessful bidders immediately their good faith deposits.

On motion duly made, seconded and unanimously carried, the Committee was directed to complete the bond transcript and submit the same to Ice Miller LLP in order to secure a final opinion on the bonds; also, to have the printed bond forms prepared; also, the Treasurer will be directed to deliver said bonds to the successful bidder as soon as possible upon payment of the purchase price.

There being no further business to come before the meeting, on motion duly made, seconded and unanimously carried, the meeting thereupon adjourned.

_____

_____

_____

Monroe County Public Library
2013 Fee Schedule

Overdue fines	$0.25/day (Maximum $10/item) (No charge for children's materials)
Collection Agency Fee	$10.00
Replacement Library Card	$1.00
Annual Subscription Card – Non-resident	$60.00
Lost items	Varies
Photocopies	$0.10/page (No charge for first 3 pages/day)
Printing	$0.10/page (No charge for first 3 pages/day)
Obituaries for those who live out-of-county	$3/name
Genealogy research for those who live out-of-county	$10/request
Test proctoring	$30/test
CATS dubs	$10/dub (No charge for dubs of public meetings for elected officials from units with contracts with CATS)
Supplies	
Reusable bags	$1/bag
Floppy discs	$0.50
Blank CDs	$1/disc
Meeting Room Clean-up Fee	Maintenance (reset room, clean carpet, repair furniture, etc.): $25/hour. Equipment damage or replacement: Cost + $10 service fee

Adopted by the Board of Trustees December 15, 2010
Revised October 26, 2011
Revised July 18, 2012
Reviewed December 19, 2012

MONROE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES RESOLUTION TO PERMIT THE TRANSFER OF LIBRARY IMPROVEMENT RESERVE FUND TO THE OPERATING AND DEBT SERVICE FUND

WHEREAS, there is a possibility that the tax settlement may not be received by the close of business on December 31, 2012, and it may be necessary to transfer money from one fund to another, in order to have a positive balance in all funds at the end of the year,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Monroe County Public Library, 303 E. Kirkwood Avenue, Bloomington, Indiana, shall permit the transfer of up to $1,000,000.00 from the Library Improvement and Reserve Fund (LIRF) to the Operating and/or Debt Service Fund for cash flow purposes. The transfer will be immediately reversed upon receipt of the property tax settlement check from the County Auditor.

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

ADOPTED THIS 19th Day of December, 2012

AYE	NAY
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MONROE COUNTY PUBLIC LIBRARY
ENCUMBRANCE OF APPROPRIATION BALANCES

WHEREAS, it has been determined that it is now necessary to encumber appropriated balances from the 2012 annual budget.

NOW THEREFORE be it resolved by the Trustees of the Monroe County Public Library, Monroe County, Indiana that the following encumbrances are appropriated balances from 2012 and will be paid from appropriations carried forward into 2013. These amounts are shown separately and carried forward on the attached Ledger of Encumbrances and Balances. The disbursements charged to the encumbered appropriations of the 2012 annual budget will be identified as such on the 2013 appropriations.

2012 Operating Fund	
The Singer Group – leadership course (partial)	
January Session	3,500.00
2012 Capital Projects Fund	
I.S. equip. - Todays Business Solutions	
2 Scan Stations	9,490.00
Apple Store - 2 Mac computers	1,485.00
TOTAL ENCUMBRANCES	14,475.00

Presented to the Monroe County Public Library Board of Trustees, read in full, and adopted the 19th day of December, 2012 by the following vote.

AYE	NAY
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TheSingerGroup

Presents to

Monroe County Public Library

303 E. Kirkwood Avenue
Bloomington, IN 47408

A Proposal to Conduct

Management Team Training and Development

September 6, 2011

Moving Organizations Forward

***We can't solve problems by using the same kind of thinking we used when we created them.*—Albert Einstein**

These words have never been truer than they are for twenty-first century managers and leaders. Today's successful manager or leader is not working in the world into which he or she was born. The operating environment is increasingly unpredictable, and changes rapidly. Peter Vaill, in his book *Managing as a Performing Art*, labeled this environment "permanent whitewater". Twenty-first century leadership is neither rule-bound nor top-down; it is more team-based, networked, and collaborative (Olson and Singer, ALA 2004). Leadership fluctuates and is awarded to the person with the right knowledge, skill or ability at the time. We are all leaders in our own libraries. It follows that learning is a foundational element of effective leadership; leaders must be skilled at critical thinking and problem solving, creativity and innovation, and communication and collaboration. The most effective leaders understand that they need to continue to learn as they lead, and must lead in a way that encourages others to learn; they adopt learning as a way of being.

The Singer Group values learning that is highly experiential, interactive, skills-based, and very practical so that participants will be able to apply what they learn directly to their work. We blend experience with content in a way that speaks to the varied learning styles of participants. As you review this proposal, you will notice that we ensure the experience is customized and responsive to the group's needs and we are able to make adjustments in real time.

We are also sensitive to the evolving needs, multiple projects, and budget constraints of MCPL and will work with the Library Director, HR Director and managers to ensure that the learning experience we create together delivers the desired outcome within the framework of your time and budget.

Context

MCPL aspires to be a dynamic library, essential to thoughtful, productive community life, and always meeting the evolving needs of the community. As a highly rated Top Ten American Library as ranked by Hennen's American Public Library Rating (HAPLR index), MCPL is dedicated to enriching individual lives and strengthening the community by offering equitable access to information and opportunities for literacy, learning, and enjoyment. To help move the library forward, and in consideration of its stated strategy to attract and develop top quality staff, MCPL wishes to train its 11 managers as a cohort. Many of these individuals moved up through MCPL's staff ranks as outstanding individual contributors, but have had little supervisory or management training or coaching. MCPL thinks the time is right to train the group together in management and leadership.

MCPL is unionized and management principals will be shared in this context. That is, any policies or procedures outlined in the current collective bargaining agreement will be accounted for in program design. Staff members have also completed and are working on process improvement projects. Accordingly, the ideas, values and language of process improvement will also be part of the language and design of these training and development activities. Finally, knowing that MCPL is heading into a community listening/strategic planning process in the near future, some activities might be placed in that context.

Desired Outcome

Based on our conversation, the desired outcomes of the management training and development are:

- Confident, connected, creative managers who can successfully model and lead the library's focus on customer results in a time of rapid change
- Consistency across the organization in understanding and application of good management practice
- Solid structure for providing support for managers.

Learning and modeling these skills will benefit each manager, his/her team, the library as a whole, as well as the community. An additional outcome of this training and development program will be the successful completion of at least three collaborative projects that move the library's agenda, strategic initiatives, and goals forward.

Structure

We propose that this training and development initiative consist of six face-to-face sessions over seven months, as described below supported by interim activities and a touch base/reinforcement session three months after the last session[1].

Prior to the first meeting, we will communicate with MCPL's Director so that she is well aware of the goals and content of the training and can support and reinforce the learning on-the-job. There will be regular check-ins with the Library Director about the learning and the team's progress. Having said that, confidentiality and "who said what" during group discussions will be maintained.

The group will meet once a month, on Thursday mornings, for 3-5 hours or as scheduled. I will be available on Wednesday evenings for meetings as well as on Wednesday *or* Thursday afternoon for coaching individuals and projects.

Between these meetings, the members of the management team will continue their learning by interacting with each other in Lunch and Learn discussions, working on their projects, journaling their reflections, reading and reflecting on appropriate materials, and other activities. I believe this structure will best support the development of management and leadership skills and give all the time and context needed to learn from experience and reflection.

Pre-Meeting Meeting

There have been a number of topics identified by MCPL and its managers for inclusion in this program. They include the following (not in any order):

- *Who am I as a manager? As a leader? What are my development needs?*
- *Listening/speaking; interpreting; discussion v. dialogue*
- Hiring/Orientating/Onboarding/Setting expectations, *making requests, influence skills*
- *Team development*
- Coaching, giving feedback and staff development
- Compliance topics – FMLA, FLSA, personnel policies, resolving problems, positive discipline, *managing under the collective bargaining agreement,*
- Work planning, delegation, *creating accountability*
- Creating a culture that energizes
- Change management *and managing transitions, building resilience, embracing resistance (we'd focus this around the project)*
- Creating a positive culture, *building trust* (while a separate topic, it will be the theme that runs throughout all the sessions).
- *Influence*
- *Leadership: Challenging the process, inspiring a shared vision*[2]
- *Leadership: Enabling others to act, modeling the way, encouraging the heart*

In addition to content , I anticipate that MCPL managers will be asked to complete two assessments designed to promote personal awareness and self-understanding of their personality preferences and managerial (or other) styles. Coaching to support results of the assessment(s) is provided in this proposal, as is additional coaching to support development throughout the program.

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[1] It is proposed that the pre-meeting (see below) take place in early October and sessions take place in November, early December, February, March, April and early May. If you'd like an optional January session, Laura could do a session on performance management. Please note that I am available on site during the first week of January only, and available for project and individual coaching throughout the month.

[2] These are the competencies identified by Kouzes and Posner as the five fundamental practices of exemplary leadership. While we've talked about both management and leadership, depending on needs and time, it could be that this topic is held for another session. Just as an aside, there is a 360 leadership practices inventory that can support individual and group learning.

(Please note that I've grouped them in one way I might link them in a session – just preliminary thoughts; italicized topics are ones I'm suggesting)

Because MCPL has a culture that values high participation, to fully develop the program I suggest that we invite the members of the management team to provide input into its design. One way to do this is to engage in a conversation about the issues they are facing as managers. This would lead to an identification of the topics to be covered.

In addition, or as an alternative, I can develop and send a Zoomerang needs assessment survey with the topics noted above along with other relevant topics. There would also be room for the managers and Library Director to share other learning needs. The needs assessment could not only identify topics, but could do so within an identified timeframe as well (e.g. within 3/6/18/24 months). This would help set priorities for the training and ensure that your managers' needs are met.

While soliciting input into program design, it will be acknowledged that there are certain baseline topics specified by the Library Director and HR Director that will be included, as they have a system wide or legal impact on the library.

Given time, during this pre-meeting, we will get started by talking about learning and barriers to learning for adults, self-awareness, management styles, and why all of this is important. We could also use this time to review how we will work together along with the basic components of the program. This might be the time to discuss projects, which could be selected at the next meeting. Finally, I suggest that naming this *training event* become an agenda item during this pre-session.

Learning Sessions
Each meeting will be an intensive skill-building process. The process will be experiential with a theoretical framework. The content will be based on the outcome of the needs assessment.

Each session will have the following components:

Theory – about the topic
Practice – what we are learning via role playing (AKA training with feedback), case studies, assessments and/or exercises
Reflection – what did I learn? How can I apply it to my work as a manager at MCPL? In my life?

Projects
Groups of three to four managers will select and work on a project that impacts the library as a system. The project might be the improvement of an important process, the collection and analysis of community data along with recommendations for changes to a library operation/program or service, the development of key community partnerships, etc.

I will work with the Library Director to identify projects. We will all work together to discuss how and when to report project progress and how and when to use the Library Director as a resource.

Final Session
During the final session of the series, managers will make presentations on what they have learned over the course of the program. The meeting will be designed so the focus is not on the project they did or on "look how well I have done" but on the learning that has taken place for each of them. Each participant will articulate a Plus/Delta about their project (i.e. what went well and what they would do differently), how they worked with the team, and what they learned. We feel this is an essential learning piece that enables managers to learn from their experience and prepare to apply their learning to new situations. This might be a time for the Library Director to join the group. A celebration certainly follows this session!

Follow-Up

This proposal includes several kinds of follow-up.

For the Library Director: monthly conference calls *or* face-to-face while on site of up to one hour each, to provide brief updates, discuss projects, answer questions, and address any concerns.

For Participants:

- I will be available for individualized attention and support for MCPL managers and projects. I will ask them to book face-to-face time in advance during periods when I am on-site.
- For each manager, an additional two hours of individual coaching over the 7 months are included in this proposal (22 hours).
- In addition, after participants receive feedback from assessments taken (up to two), I will be available (face-to-face, SKYPE or telephone) if desired for up to one-half hour (11 hours).
- I will also be available for the additional coaching at the rate noted below.
- Lunch and Learns - I will meet with participants via Skype twice to discuss what they are learning from reading assignments.

For Projects:

- Project coaching: I will be available to advise and/or coach each project team following each session, or the evening prior.

Note: All coaching is intended to be a supporting resource, not a mandatory obligation. The conference calls will be recorded for any group members who are not able to participate.

Activities that will Reinforce Learning

Learning Journal

An essential skill of leaders is to continually reflect, act, assess, and use feedback in order to change and grow. Each participant will be asked to keep a Learning Journal in which they reflect on what is working (or not) for them. During the pre-meeting, we can discuss how these reflections are shared and with whom.

Lunch and Learn Events

The managers will also meet on their own each month to discuss a topic or reading assignment with each other.

Reading

As part of this program, members of the management team will be assigned to read articles chosen for their relevance to the group's needs.

Investment

The investment for management training and development along with coaching is: $35,000 plus usual customary expenses at our cost.

This fee includes:

- Six learning sessions over seven months *plus* one pre-meeting and one follow up session three months after the last session (8 total)
- Project and individual coaching: 3 hours while on-site prior to or following each session (24+ hours)
- Zoomerang needs assessment survey design, analysis and feedback
- Customized training and development design and delivery
- Assessment selection and analysis (up to two), the development of group profiles \Up to 11 additional hours of coaching pertaining to 2 assessments[3]
- Up to 22 hours of coaching/ 2 additional hours per manager[4] over the life of the program focusing on development, work issues, or other relevant goals

[3] Additional coaching is available at the rates noted below.

[4] In addition to face-to-face coaching sessions while on-site

- One hour update conversation with Library Director each month.

Expenses are in addition to this fee. Expenses include usual and customary travel expenses at our cost as well as the cost of the assessments.

Additional work may be contracted by mutual consent at the following rates:

On site: $ 2,400/day
Off-site including coaching: *$*175/hour
Off-site coaching in January 10 – February 8: $125
Design and development of additional session: *$2,000*
If Laura conducts performance management training, the fee will be:
On site: $ 1,600/day
Off-site: *$*125/hour

I will invoice you 20% of the project cost upon acceptance of the proposal and 10% plus expenses at the completion of the pre-meeting and of each session.

We are flexible in our approach to providing Management Team Training and Development for Monroe County Public Library and are willing to discuss options and make changes as the project progresses

If you have any questions or would like more information, please do not hesitate to contact me at (410) 561-7561 or pmsinger@singergrp.com.

Proposal accepted by:

_____ Date:_____
For Monroe County Public Library

Paula M. Singer Date: September 6, 2011
For The Singer Group, Inc.

Purchase Agreement Date: 11-30-12

ACKNOWLEDGE TO:	CUSTOMER CONTACT:
Monroe County Public Library	Steve Backs
BILL TO:	**SHIP TO:**
303 East Kirkwood Avenue Bloomington, Indiana 47408	Same

Customer:	Reference Nos.	Tax: Order Subject to Applicable Sales and Use Taxes.
_x___New ___Existing	Purchase Order No.113012-3 Sales Rep ___Nathan	___Taxable __x_Exempt No. _____ Resale Certificate must be provided with orders from new customers.

	Requested Method of Shipment:	Requested Delivery Date: ASAP
	UPS Ground	

ITEM	QTY.	PRODUCT NO.	DESCRIPTION	UNIT PRICE	GROSS AMOUNT
	2	BSS-3050	Simple Scan Station with FB-6280 Flatbed Bookedge Scanner	$4,495.00	$8,990.00
	2	S-400	Document Feeder Scanner	$400.00	$800.00
	1	Multi-Unit Discount	Multi-Unit Discount	(-$600.00)	(-$600.00)
	1	Install	Installation and Shipping	$300.00	$300.00
			Total:		$9,490.00

REMARKS: Maintenance will be billed at the rate of $1,800.00 per year after the first year for (2) simple scan stations. This includes all replacement of the hardware and software updates.

CUSTOMER: BY EXECUTION HEREOF UNDERSIGNED CERTIFIES ORDERING OF ABOVE EQUIPMENT AND SERVICES

By: _____

_____

_____

By: _____

_____
Authorized Signature

_____
Title Date

Terms and Conditions

- Freight Prepaid.
- This price quotation is good for 60 days from the date of this letter.
- TERMS are Net 30 days from date of shipment (not installation).
- Lead-time is 2 week.
- Equipment remains TBS Inc. property until TBS Inc. receives full payment.

Today's Business Solutions Inc. 7820 South Quincy Street Willowbrook, Illinois 60527
Phone: (630)537-1370 Fax: (630)537-1369

Purchase Agreement Date: 11-30-12

ACKNOWLEDGE TO:	CUSTOMER CONTACT:
Monroe County Public Library	Steve Backs
BILL TO:	**SHIP TO:**
303 East Kirkwood Avenue Bloomington, Indiana 47408	Same

Customer:	Reference Nos.	Tax: Order Subject to Applicable Sales and Use Taxes.
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Title Date

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Today's Business Solutions Inc. 7820 South Quincy Street Willowbrook, Illinois 60527
Phone: (630)537-1370 Fax: (630)537-1369

Gary Lettelleir

From: Ned Baugh
Sent: Friday, November 30, 2012 11:09 PM
To: Gary Lettelleir; Suzanne Kern; Marilyn Wood; Marilyn Wood
Subject: FW: Your order is being processed

FYI - Apple Mac MIni purchases via Credit Card (2012 year-end purchases)

From: Apple Store [mailto:your_order_US@orders.apple.com]
Sent: Fri 11/30/2012 10:57 PM
To: Ned Baugh
Subject: Your order is being processed

Thank you for your order

Order Number: W415890502

Ordered on Nov 30, 2012

Items to be Shipped

Mac mini Available to ship: 1 - 3 business days Delivers Dec 10 - Dec 12 by Standard Shipping Part Number: Z0NN With the following configuration: •2.5GHz Dual-Core Intel Core i5 •500GB Serial ATA Drive @ 5400 rpm •8GB 1600MHz DDR3 SDRAM - 2x4GB •User's Guide (English) •Accessory Kit	$669.00	2	$1,338.00
Apple Magic Mouse Delivers Dec 7 by Standard Shipping Part Number: MB829LL/A	$69.00	1	$69.00
Apple Keyboard with Numeric Keypad - English (USA) Delivers Dec 5 by Standard Shipping	$49.00	1	$49.00

Part Number: MB572LL/B

Mini DisplayPort to DVI Adapter Delivers Dec 4 - Dec 5 by Standard Shipping Part Number: MB570Z/B	$29.00	1	$29.00

Ship to: Ned Baugh
Monroe County Public Library
303 E Kirkwood Ave
Bloomington IN 47408-3534
812349-3050

Shipping Method: by Standard Shipping

Payment

Bill to: Ned Baugh
Monroe County Public Library
303 E. Kirkwood Ave
Bloomington IN 47408-3534
812349-3050

Subtotal	$1,485.00
Estimated Tax	$103.95
Order Total	**$1,588.95**

Frequently Asked Questions

When will I get my items?

You will see a "Delivers" estimate below each item, which reflects when your items are expected to arrive at your shipping address. Once your item ships from our warehouse, you will receive a Shipment Notification email with carrier and tracking information.

How do I view or change my order?

Visit online Order Status to view the most up-to-date status and to make changes to your order. For more information about shipping, changing your order, or returns, please visit online Help.

If you ordered multiple items, you may receive separate shipments with no additional shipping charges.

You can also reach our Customer Service team at 1-800-MY-APPLE , Monday through Friday from 5:00 a.m. to 8:00 p.m. , or Saturday and Sunday from 7:00 a.m. to 4:00 p.m PST . Please have your order number available.

Shop the Apple Store

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Mac Accessories	iPod Accessories	iPhone Accessories	iPad Accessories
Mac Software	Gift Cards	Gift Cards	Gift Cards
Gift Cards			

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Strategic Plan
2013-2017

Adopted by the Board of Trustees
_____

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Overview of the Strategic Planning Process

At a pivotal moment in the world of public libraries, the Monroe County Public Library set about creating a new strategic plan.

The library serves 138,000 residents of Monroe County, Indiana, home of Indiana University. The library provides service through a Main Library in downtown Bloomington, a branch in Ellettsville, and outreach services including Bookmobile, Homebound, Van, and Jail service. In addition to comprehensive library services, the library also hosts homework help, an active adult literacy program, and a community access television station with five channels.

The library enjoys strong community support and is consistently ranked among the top public libraries of its size in the country. In 2011, circulation exceeded 2.7 million items (ranked 15th in the nation in per capita circulation) and patrons made more than a million visits. The library supported nearly 220,000 public computer sessions. 61,599 people participated in 2,466 library programs and the library hosted 1,152 meetings of local community groups.

The library Board has taxing authority, limited by state law and review by County Council. In 2012, the library had an operating budget of just over $7.6 million. In 2012, the library secured a three-year $1.8 million general obligation bond that will help the library keep its facilities and technology current. At the same time, the state's property tax caps and slow recovery from recession will continue to impact the library's budget, resulting in unknown, but almost certainly tight funding.

During the next few years, the library anticipates rapid change in its operating environment:

- Dramatic changes in the publishing industry, as primary producers of books, music, and movies move toward digital distribution of content
- Dramatic changes in the telecommunications/information industry, as mobile devices become ever-more utilized in individuals' lives
- Significant changes in patrons' learning, information seeking, and entertainment behaviors
- Constrictions in funding and to the library Board's decision-making authority, as state government takes an activist role in local government control

The library saw the planning process as an opportunity to connect even more deeply to the community and involve stakeholders in a planning process that was big, fun and future-oriented. It contracted with Consensus, a consulting group based in Kansas City, to facilitate the process.

A complete record of the planning process from beginning to end, including a slide show of the community engagement event, is available at http://www.monroe.lib.in.us/about/strategic-planning-2012.

A Community Steering Committee Guided the Effort

The library convened a Strategic Planning Steering Committee to oversee the planning process. Many thanks to these community leaders representing the business, nonprofit, and education sectors, as well as Library Board and Friends of the Library, who reviewed information at every step of the planning and contributed valuable insights:

John Baumert, Friends of the Library
Kyla Cox, Indiana University Office of the Vice Provost for Undergraduate Education
Judith DeMuth, Monroe County Community School Corporation

Carol Gardiner, Richland-Bean Blossom Community School Corporation
Barry Lessow, United Way of Monroe County
Valerie Merriam, Monroe County Public Library Board of Trustees
Stephen Moberly, Monroe County Public Library Board of Trustees
Frederick Risinger, Monroe County Public Library Board of Trustees
Ron Walker, Bloomington Economic Development Corporation
Barbara Wilcox, Friends of the Library

Joining community representatives were nine library representatives, who formed the "core team" and led staff input, reviewed mountains of notes, and prepared and revised many, many drafts:

Ned Baugh, Information Services
Margaret Harter, Community Relations
Chris Jackson, Community Outreach
Sara Laughlin, Director
Doris Lynch, Adult and Teen Services
Mickey Needham, Ellettsville Branch
Jane Ruddick, Collection Services
Kyle Wickemeyer-Hardy, Human Resources
Josh Wolf, Children's Services

The Library's Futures Committee Set the Stage

The library chartered a Futures Committee to study the future of library services. After some research, the Futures Committee formulated six questions:

- In ten years, what will the library's core services be?
- How can libraries meet the challenge of promoting, delivering and discussing books with the community in the new era of e-books?
- Should the library become involved in the production, distribution and/or archiving of local content?
- What impact will new literacies have on library services?
- How will the library incorporate new technologies and services that will transform facilities from places where things are stored into spaces where community members are encouraged to work, create and build?
- Will the library's role as a gathering space and community center become more central to our success?

The committee gathered information from staff members, conducted site visits to four digital creativity centers, attended conferences to hear library trend experts, and read books, articles, and research reports. The committee's report, exploring possible answers to these questions, became input for the Future Search Conference.

The Library Compared Well with Other Libraries of Similar Size

Tom Hennen prepared a report that benchmarked the Monroe County Public Library against other Indiana libraries serving similar populations and against libraries across the nation ranked in the top 10 in the Hennen American Public Library Rankings. Because the latest data available was from 2008 (for HAPLR rankings) and 2009 for other rankings, just before many communities and libraries were hit by a recession, the report was of limited use for future planning, but nevertheless confirmed that the library has a record of performing well and is among the top tier of libraries in the country.

Hennen reported that, compared with its Indiana and regional peers in 2009, the Monroe County Public Library:

- Spent more per capita overall, more per capita on print materials, and less on print periodicals.

- Spent a higher percentage of its operating funds for materials than peers in the region and about the same as Indiana peers.
- Owned more print volumes.
- Had substantially more staff than peers, but spent less per circulation and had a higher circulation per hour and per FTE staff hour.
- Answered marginally more reference questions.
- Checked out substantially more items per capita and less per visit.
- Maintained a higher turnover rate – circulation per collection.
- Had a higher number of visits per hour.
- Had more public access Internet terminals per capita, hosted more public Internet sessions per capita and per open hour, and matched the Internet use per visit rate.

The full report is available at http://www.monroe.lib.in.us/about/strategic-planning-2012.

Monroe County's Population is Expected to Grow

The library also researched population projections, which showed that Monroe County's population will likely increase by 33 percent by 2050. While the largest age group will continue to be between 20 and 29 years old, the age group which will experience the largest increase is those 60 and older.

The Library Future Search Conference Built Common Ground for Action

What trends are likely to have the biggest impact on library services? What should the library look like years in the future? Over three days in May 2012, the library brought together a diverse mix of 61 community and staff members to answer these questions.

Penny Austin
Diane Ballard
Katie Bannon
Erika Barnhill
Daniel Baron
Ned Baugh
John Baumert
Sarah Bowman
Kalynn Brower
George'ann Cattelona
Lisa Champelli
Kenneth Childers
Talisha Coppock
Tori Dillinger
Mary Ducette
David Ernst
Cathy Fuentes-Rohwer
Christine Friesel
Thom Gillespie
Scott Gillie
Paula Gray-Overtoom
Jason Evans Groth
Paige Halliday
Deb Hutton
Chris Jackson
January Jones
Sara Laughlin
Gary Lettelleir
Jackie Lovings
Shaun McDermott
Geoff McKim
Valerie Merriam
Miah Michaelsen
Steve Moberly
Robert Moore
Mickey Needham
Jenny Noble-Kuchera
David Nosko
Brian O'Neill
Martin O'Neill
Bobby Overman
Tina Peterson
Kathleen Plucker
Mary Jean Regoli
James Robinson
Jennifer Robinson
Howard Rosenbaum
Rick Routon
Tom Saccone
Ellen Sieber
Paul Simacek
Paul Smedberg
Maggie Sullivan
Diane Thayer
Brad Thurmond
Gracia Valliant
Steve Volan
Jane Walter
Carol Weiss-Kennedy
Josh Wolf
Charlotte Zietlow

The Future Search Conference model relies on four core principles:

- Get the whole system in the room.
- Explore the whole elephant before seeking to fix any part.
- Focus on common ground and future action, not problems and conflicts.
- Have people self-manage their own groups and be responsible for action.

Together, participants explored the past, present and future. They created and analyzed a timeline of the past and a mind map of current trends. Then they developed future scenarios that represented their hopes for the library. The group developed the following common themes for action, stating them in terms of what the library has accomplished in the future:

1. 24/7 library. The Library has expanded access to library services in three ways:
   - Extended full-service library hours in response to patron demand.
   - Certain spaces (e.g. meeting rooms, performance areas) accessible after library hours.
   - Added offerings online.
2. Changing demographics. The library is a local resource for free information, providing access to increased and enhanced services to populations reflecting changing demographics, with special emphasis on multilingual, diverse, new, and underserved audiences.
3. Customer service. The library provides high touch services, as well as new, personalized services throughout the library.
4. Digital literacy. The library teaches and supports the learning of tools and skills for people to work and enjoy their lives in the digital world. The library adapts and adopts the models and techniques of traditional literacy teaching and learning to "digital literacy." The library understands and treats digital literacy as workforce development.
5. Expanded marketing. The library seeks to carry out its mission by leveraging and extending its brand presence through community and customer engagement.
6. Funding. The library's funding strategy is focused on supporting equitable and free access to information, technology, and services. Taxes continue to be a primary revenue source. The library uses innovative and diversified income-generating activities to support programming and capital needs, including public/private partnerships, development/fundraising, and grants.
7. Local Content. MCPL's digital creativity lab offers space, tools and coaching to facilitate the development of original content. By tapping into the vibrant local community of artists, musicians, entrepreneurs and innovators, the library cultivates a new generation of content creators. The library, together with partners, is ideally positioned to take on the role of curating and presenting our unique culture and history.
8. Location and Space. The Main Library in downtown Bloomington is well-maintained, with flexible points of service and reallocate space for varied uses in response to community needs. The library also has satellite services and/or locations such as Bookmobile, branches, pop-ups or shared community locations.
9. Partnerships. The library actively partners with other organizations to address community needs. Partnerships leverage library expertise and resources and are mutually beneficial and locally focused. Partnerships can be ongoing, project-centered or event-based, e.g., to address solutions to transportation and parking or to provide resources and expertise to support education and nonprofit agencies.

10. Programs. The library offers a wide array of free multi-age, multi-generational, educational and entertaining programs which cater to the interests reflected in our county. The library often works in conjunction with local groups and agencies.
11. Staff. Library employees work in flexible, interchangeable and untethered teams to engage their evolving skills and capacities to support a diverse community in accessing and generating information through multiple modalities. As experts in process as well as content, library staff are able to "tell," "show," "guide practice," and "coach," according to customer needs.
12. Sustainability. The library is a model of sustainability for our community. LEED guidelines inform the process of greening the library. Areas of focus include energy efficiency, water savings, use of local materials, and improving indoor and outdoor environmental quality.

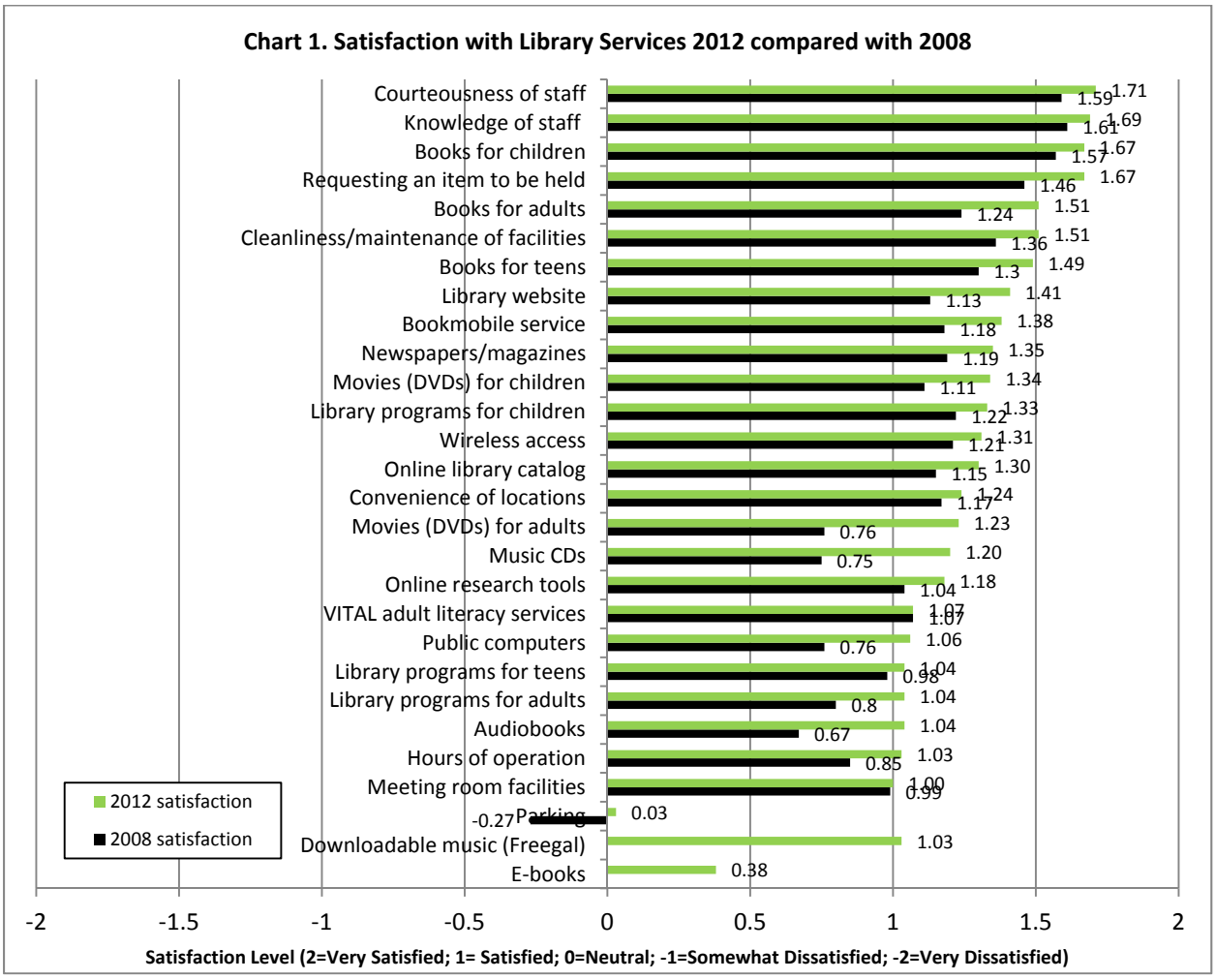
These 12 "common themes for action" provided the framework for discussion and the language for the goals and actions incorporated in the final planning document. The passion and the ideas from the Future Search Conference

A Community Survey Drew a Strong Response

Seven hundred forty-six county residents responded to a survey, which was mailed to 3,000 Monroe County households in August 2013. The survey asked about current use and satisfaction with library services and priorities for the future. Complete survey results are available at: http://www.monroe.lib.in.us/about/strategic-planning-2012.

Highlights from the survey:

- Satisfaction with current services has improved since the library's 2008 community survey, with satisfaction ratings exceeding "somewhat satisfied" for all services except parking and e-books (Chart 1). Staff courteousness and knowledge received the highest ratings.
- 79% of community members believe the library is very important and an additional 18% believe the library is somewhat important to the future of the community (Chart 2).
- Thirty-nine percent of Monroe County households reported having at least one e-reader device; an additional 11% planned to purchase one by the end of 2012. The figures are more than double the national average of 19% with e-readers reported by a 2012 Pew Research report.
- Top roles for the library in the future were the traditional roles of "education and literacy" (73%), "resources for reading/viewing/listening" (45%), "source of free information" (41%), and "quiet place for reading and study" (38%). One of four respondents chose "help with technology tools" and "support for job seekers and workforce development" as top roles for the library in the next few years.
- Respondents also commented on what the library could do to improve. The most frequently mentioned comments suggested improving parking, addressing safety and civility, and focusing on physical collections and e-books.



Library Staff Brainstormed Actions to Achieve Goals

The library staff core team reviewed and discussed the results of Steering Committee, community, and staff input and drafted four goals – broad focuses of the library's efforts over the next three to five years – and eight strategies – methods the library will use to reach the goals.

During Staff Day on October 10, every library employee had the chance to suggest specific, practical action steps the library could use to reach each goal. The core team then used the action steps to complete the strategic plan with action plans, and to assign responsibility, set a timeline, and identify desired outcomes and measures.

The Library Board Approved the Plan and Submitted to the Indiana State Library

After presenting the draft plan to the Steering Committee in early November, the core team made final revisions and presented the plan to the Board of Trustees for approval in December. Following approval, the plan was submitted to the Indiana State Library to fulfill one of the requirements in the Public Library Standards, was posted to the library's website and shared widely.

MISSION

The mission of the Monroe County Public Library is to enrich lives and strengthen our community by providing equitable access to information and opportunities to read, learn, discover, and create.

VISION

An educated, engaged, curious, and creative Monroe County, with the library at its center.

VALUES

Accessibility
Freedom of expression
Inclusiveness
Integrity
Lifelong learning
Respect
Service

GOALS

GOAL 1: Strengthen 21st century literacy skills.

GOAL 2: Provide shared access to the world's information for free.

GOAL 3: Provide high quality, personalized customer service.

GOAL 4: Optimize stewardship of library resources.

STRATEGIES

A. Market research and promotion to engage customers
B. Staff development (process as well as content knowledge)
C. Clean, safe, comfortable, and energy efficient facilities
D. Technology
E. Free educational and entertaining programs
F. Active partnerships
G. Collections/resources
H. Continual improvement of library processes

GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			

AD = Administration; ATS = Adult & Teen Services; CATS = Community Access Television Services; CDC = Collection Development Committee; CH = Children's Services; CIRC = Circulation; CO = Community Outreach (including VITAL); CR = Community Relations; CS = Collection Services; DIF = Library Service to People with Differabilities Committee; DIG = Digital Initiatives Committee; ELL = Ellettsville Branch; FAC = Facilities; FIN = Finance Office; HR = Human Resources Office; IS = Information Services; LMC = Labor-Management Committee; MEC = Marketing & Events Committee; MGRS = All Departments; PIC = Persons in Charge; PIT = Polaris Implementation Team; REN = Main Renovation Team; SDC = Staff Development Committee; WEL = Wellness Committee; WIT = Web Implementation Team

GOAL 1: Strengthen 21st century literacy skills.

1A. Strengthen early literacy skills.													**CH**	Parents and caregivers understand the importance of early literacy and act as the child's first teachers. Children are ready to read when they enter kindergarten. Every school-
x						x		x	x		x	Furnish expanded Learn and Play Space	**CH,** FAC, REN	
x					x			x		x	x	Incorporate "Every Child Ready to Read" concepts into training, collections, programs, spaces, and messages.	**CH,** CO, ELL	
x				x				x	x			Launch parent support groups.	**CH,** CO	
x				x				x				Develop programs for parents with infants.	**CH,** CO, ELL, MEC	
x				x				x				Present literacy programs for low-income children.	CH, **CO,** ELL, MEC	
x				x			x	x				Add children's library programs to CATS website for	CATS,	

GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
												streaming.	**CH**, CO, MEC	aged child has and uses a library card. Children are motivated to read and enjoy reading. Residents have the digital skills they need to succeed in the 21st century. As a result of achieving higher levels of traditional and digital literacy,
1B. Support basic literacy skills.													**CH**	
x				x	x			x	x		x	Design and present multi-sensory programs which are welcoming to all, including people with disabilities.	**CH**, CO, DIF, ELL, MEC	
x								x	x	x		Develop programs and services for non-English speakers.	ATS, CDC, CH, **CO**, MEC	
x				x			x	x				Support literacy efforts by developing digital audio and video content.	**CH**, CO, CR, MEC	
1C. Serve as a community resource for digital literacy.													**ATS**	
x					x		x					Continually expand staff technology mastery to support technology literacy.	HR, IS, **MGRS**, SDC	
x				x			x	x	x			Partner with schools to promote literacy and technology skills.	ATS, **CH**,	

GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
													CO, **ELL**	residents have the skills they need to be self-sufficient and have reduced their reliance on social services. Residents have knowledge and skills to produce digital content. Patrons make use of the diverse collection of books, movies, and
x				x			x	x		x	x	Integrate digital literacy into program content.	**ATS,** CH, CO, ELL, IS	
x				x			x	x				Continue one-on-one sessions on digital literacy topics.	**ATS**, CH, CO, ELL	
x							x			x		Expand CATS web content to include technology literacy programs.	**ATS**, CATS, IS, MEC, DIG	
							x	x	x	x		Enhance the coordinated initiative (programs, resources, and one-on-one support) for job search and career development, with community partners.	**ATS**, CDC, DIG, CO, MEC	
1D. Support digital creativity.													**ATS**	
x					x		x					Develop staff technology mastery to support digital creativity.	HR, IS, **MGRS**, SDC	

GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
						x						Create defined space for digital creativity and collaborative work during Main Library renovation.	**AD**, CATS, DIG, MGRS, REN	music in the formats they prefer. Residents agree that library collections are in good condition and meet their needs. Residents agree that library content is available for a variety of devices in broad use.
x				x				x	x			Develop "maker space" workshops for building things and creating projects collaboratively.	**ATS**, CH, CR, MEC	
x				x			x	x	x			Develop digital creativity learning experiences.	**ATS**, IS, MEC	
1E. Maintain collections to meet current needs, adding new formats and removing obsolete formats.													**CS**	
x					x		x			x	x	Prepare employees to support patron use of collections in new formats.	AD, CS, **MGRS**, SDC	
x										x		Continue to investigate and experiment with e-content delivery systems.	CDC, **CS**, IS, DIG	
x					x		x			x		Improve access to, availability of, and satisfaction with e-books.	CDC, **CS**, IS, DIG	

GOALS				STRATEGIES								ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
AD = Administration; ATS = Adult & Teen Services; CATS = Community Access Television Services; CDC = Collection Development Committee; CH = Children's Services; CIRC = Circulation; CO = Community Outreach (including VITAL); CR = Community Relations; CS = Collection Services; DIF = Library Service to People with Differabilities Committee; DIG = Digital Initiatives Committee; ELL = Ellettsville Branch; FAC = Facilities; FIN = Finance Office; HR = Human Resources Office; IS = Information Services; LMC = Labor-Management Committee; MEC = Marketing & Events Committee; MGRS = All Departments; PIC = Persons in Charge; PIT = Polaris Implementation Team; REN = Main Renovation Team; SDC = Staff Development Committee; WEL = Wellness Committee; WIT = Web Implementation Team														
GOAL 2: Provide shared access to the world's information for free.														
2A. Provide programs for adult and teens.													**ATS**	Participants in adult and teen programs deepen their involvement in reading, learning, discovering, and creating. Residents agree that library programs for adults and teens are relevant.
	x							x	x			Continue quarterly schedule of programs for adults and teens.	**ATS**, CR, ELL, MEC, SDC	
	x			x				x	x	x	x	Support and encourage continued participant conversations after programs to deepen impact.	**ATS**, CH, CO, CR, ELL, MEC	
	x			x				x				Update adult and teen programming philosophy.	**ATS**, CR, ELL, MEC	
	x				x			x			x	Implement program evaluation for every program and location.	**ATS**, MEC, SDC	
2B. Increase community awareness and engagement with the library.													**CR**	Residents agree the library is the prime source of free
				x			x				x	Develop an e-newsletter.	**CR**, MEC	

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GOALS				STRATEGIES								ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
2D. Continually refresh web content and improve usability based on principles of user-centered design.													**IS**	networking available through the library have improved the nonprofit community. Residents are aware of and use library and CATS content on mobile devices. Residents agree: • the library Is the best source for locally-produced creative works • access to is improved
	x			x			x	x		x	x	Develop mobile access for a variety of library services.	CATS, CR, DIF, **IS**, PIT, WIT	
	x						x			x	x	Create integrated access to content across formats.	CS, DIF, **IS**, PIT, WIT	
	x						x				x	Increase web access to CATS educational and cultural program content.	**CATS**, IS, WIT	
	x					x	x		x	x		Digitize and curate local content and promote use by targeted audiences.	**ATS**, CATS, CS, IS, DIG	
	x			x	x		x	x			x	Investigate expanding curation of local content to include locally produced creative works	**ATS**, IS, DIG	
	x						x			x		Digitize essential CATS archive content.	**CATS**, IS, WIT	
2E. Increase technological infrastructure capacity to support increased digital focus.													**IS**	Library technology infrastructure is robust, reliable, integrated and
	x						x				x	Upgrade phone systems at Main Library and Ellettsville Branch.	AD, FIN, **IS**	

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GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
AD = Administration; ATS = Adult & Teen Services; CATS = Community Access Television Services; CDC = Collection Development Committee; CH = Children's Services; CIRC = Circulation; CO = Community Outreach (including VITAL); CR = Community Relations; CS = Collection Services; DIF = Library Service to People with Differabilities Committee; DIG = Digital Initiatives Committee; ELL = Ellettsville Branch; FAC = Facilities; FIN = Finance Office; HR = Human Resources Office; IS = Information Services; LMC = Labor-Management Committee; MEC = Marketing & Events Committee; MGRS = All Departments; PIC = Persons in Charge; PIT = Polaris Implementation Team; REN = Main Renovation Team; SDC = Staff Development Committee; WEL = Wellness Committee; WIT = Web Implementation Team													
GOAL 3: Provide high quality, personalized customer service.														
3A. Provide quality customer service to increasingly diverse audiences.													**MGRS**	Employees represent diversity of community. Employees have knowledge and skills to provide quality service. Patrons receive personalized service in-person and
		x			x						x	Recruit and retain quality employees.	AD, HR, **MGRS**	
		x			x						x	Provide orientation, ongoing training, and support to ensure quality customer service.	AD, HR, **MGRS**, PIC, SDC	
		x		x	x			x	x		x	Prepare staff to represent the library effectively in the community.	AD, CR, HR, IS, **MGRS**, SDC	
		x			x						x	Develop an employee mentoring program.	AD, HR, **MGRS**, SDC	

GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
		x		x	x	x	x	x	x			Coordinate efforts to strengthen services for people with disabilities.	AD, DIF, HR, **MGRS**, PIC,	via technology and phone. Community members, regardless of ability, have full access to library resources. Residents agree they have a voice in setting library service priorities. Partner organizations are aware of and take advantage of the library's
		x		x	x			x	x		x	Take a leading role in promoting a community focus on civility.	**CR**, HR, MGRS, PIC, SDC	
3B. Develop a unified communication strategy.													**CR**	
		x		x				x	x		x	Develop common messages about the value of library services to use across platforms, departments, etc.	AD, **CR**, MEC, MGRS	
		x		x					x		x	Regularly involve community members in assessing needs to determine service priorities.	AD, **CR**, MEC	
		x		x					x		x	Regularly seek feedback from partners.	AD, **CR**, MEC	
3C. Position auditorium as a valued local performance venue.													**CR**	

GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
		x		x		x		x	x			Explore use of auditorium by the community after library hours.	**AD**, ATS, CH, CR, FAC	assets and capabilities. Auditorium users are satisfied.
		x				x	x	x				Renovate library auditorium as part of Main Library renovation	**AD**, REN	

GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
AD = Administration; ATS = Adult & Teen Services; CATS = Community Access Television Services; CDC = Collection Development Committee; CH = Children's Services; CIRC = Circulation; CO = Community Outreach (including VITAL); CR = Community Relations; CS = Collection Services; DIF = Library Service to People with Differabilities Committee; DIG = Digital Initiatives Committee; ELL = Ellettsville Branch; FAC = Facilities; FIN = Finance Office; HR = Human Resources Office; IS = Information Services; LMC = Labor-Management Committee; MEC = Marketing & Events Committee; MGRS = All Departments; PIC = Persons in Charge; PIT = Polaris Implementation Team; REN = Main Renovation Team; SDC = Staff Development Committee; WEL = Wellness Committee; WIT = Web Implementation Team													
GOAL 4: Optimize stewardship of library resources.														
4A. Recruit and retain quality employees.													**HR**	Library employees are: • Adequate in number to provide quality service • Well-trained • Agree the library is a good place to work Employees have knowledge and skills to maintain overall wellness.
			x		x						x	Explore new staffing models to support library goals.	AD, **HR,** LMC	
			x		x							Support staff wellness efforts.	AD, **HR**, MGRS, WEL	
			x		x						x	Complete review of employee benefits.	AD, **HR**, LMC	
			x		x						x	Improve internal communications processes.	AD, CR, HR, **MGRS**, SDC	
			x				x				x	Provide self-service tools for employees to access their personal information.	AD, **HR**	

GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
			x								x	Regularly seek feedback from employees	AD, HR, **MGRS**	Employees have improved "presentee-ism" and reduced absenteeism. Residents agree the library operates efficiently and transparently. The library has a diversified and stable funding base. Residents agree that: • Library space is appropriate
			x		x						x	Develop processes to support idea sharing and innovation and implementation of ideas.	AD, HR, **MGRS**	
4B. Assure adequate, stable funding for library operations.													**FIN**	
			x	x						x		Sustain tax support for library operations.	AD, **FIN**	
			x	x				x	x	x		Encourage and support the Friends of the Library.	**AD**, CR	
			x	x					x	x		Expand non-tax revenues.	**AD**, FIN, FRIENDS	
			x	x		x	x		x			Renew general obligation bond for capital expenditures.	AD, **FIN**	
			x	x		x				x		Plan and secure funding and site for a new facility to provide convenient access to growing community.	AD, **FIN**, HR	
4C. Maintain library facilities.													**AD**	
			x			x				x		Complete third phase of Main Library renovation.	**AD**, DIF, FAC, FIN, REN	

GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
			x			x						Reduce energy costs and improve sustainability.	**FAC**	for changing uses. • Facilities are clean and well-maintained. • Sustainability is a consideration in every facilities activity. • Access to library services is improved. Funds are secured and planning is underway for additional outlets. Library records
			x			x						Implement landscaping design at Main Library and Ellettsville Branch.	AD, ELL, **FAC**	
			x	x		x				x		Investigate adding additional pick-up and drop-off sites in the community.	**AD**, CIRC, CO, FAC	
			x			x				x		Reconfigure Ellettsville Branch to improve circulation desk area, reference desk, and teen area.	AD, **ELL**, FAC	
4D. Improve stewardship of library assets and records.													**AD**	
			x		x						x	Complete disaster plan and crisis communications plan and prepare all persons-in-charge to carry out.	**AD**, CS, FAC, IS, PIC, SDC	
			x			x					x	Update maintenance and replacement schedule for facilities, equipment, furnishings.	AD, **FAC**	
			x				x				x	Develop and implement coordinated records retention schedule to comply with federal, state, and local regulations and meet library needs.	**AD**, FIN, HR	
			x				x				x	Update maintenance and replacement schedule for technology.	AD, FIN, **IS**	

GOALS			STRATEGIES									ACTIVITIES	DEPT	OUTCOME
GOAL 1	GOAL 2	GOAL 3	GOAL 4	a: Targeted marketing/promotion	b: Staff development	c: Facilities	d. Technology	e. Programs	f: Partnerships	g: Collections	h: Process Improvement			
			x				x				x	Implement backup plan for key business data - patron and circulation data, HR data, financial data, CATS data	AD, FIN, HR, **IS**	management processes have improved access to business information and reduced duplication of effort.
			x	x		x		x			x	Update the library's strategy for collecting and displaying art.	AD, **CR**	

Monroe County
Public Library

Technology Plan 2013-2015

Monroe County Public Library

303 E. Kirkwood Avenue
Bloomington, Indiana

http://mcpl.info

Prepared by:
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Submitted for consideration to the Monroe County Library Board of Trustees
12/12/12

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Executive Summary

Technology is critically tied to the mission and vision of the Monroe County Public Library. We strive to most effectively identify appropriate technology, ensure a robust technological infrastructure, and develop an informed and technologically savvy staff. To that end, we utilize the following approach: investigation of new technologies as they become available; assessment of their usefulness to the accomplishment of our mission; appropriate utilization by equipping our staff with the best tools and training that we can provide; and provision of technology services and training to our patrons to ensure we meet their 21st century literacy needs.

We are currently analyzing our existing technological infrastructure to ensure that we have the capacity and performance standards to meet our needs. In late 2012 we began a network audit that has revealed several areas of needed infrastructure improvement, including our data network. Additionally, we have several aging systems, including our telephone system and servers that need replacement or upgrades. Planning, in anticipation of library renovation of the auditorium and for digital creativity spaces and others, has also identified several areas of needed updates or additions. Ongoing analysis, assessment and improvements will continue from 2013-2015.

This document includes a brief review of technology progress since the 2010-2012 Technology Plan; an assessment of the library's current technology needs and challenges; relevant portions of the Library's 2013-2017 Library Strategic Plan; assessment of the library's technology needs; technology mission, vision, goals and timeline; a description of our professional development strategy; a projected technology budget; a technology network diagram; and an equipment inventory.

Background Information

Library Overview:
The Monroe County Public Library serves 138,000 residents of Monroe County, Indiana, home of Indiana University. The library provides service through a Main Library in downtown Bloomington, a branch in Ellettsville, and outreach services including a bookmobile, homebound, van, and jail service. In addition to comprehensive library services, the library also hosts homework help, an active adult literacy program, and a community access television station with five channels.

The library enjoys strong community support and is consistently ranked among the top public libraries of its size in the country. In 2011, circulation exceeded 2.7 million items (ranked 15th in the nation in per capita circulation) and patrons made more than a million visits. The library supported nearly 220,000 public

computer sessions. 61,599 people participated in 2,466 library programs and the library hosted 1,152 meetings of local community groups.

The library Board has taxing authority, limited by state law and review by County Council. In 2012, the library had an operating budget of just over $7.6 million. In 2012, the library secured a three-year $1.8 million general obligation bond that will help the library keep its facilities and technology current. At the same time, the state's property tax caps and slow recovery from recession will continue to impact the library's budget, resulting in unknown, but almost certainly tight funding.

Library Strategic Plan 2013-2017:

The Technology Plan was driven by 2012 strategic planning efforts of the library. The library saw the planning process as an opportunity to connect even more deeply to the community and involve stakeholders in a planning process that was big, fun and future-oriented. To that end, a community Steering Committee guided the planning effort. The library contracted with Consensus, a consulting group based in Kansas City, to facilitate the process.

Seeking staff input for the planning process, the library chartered a Futures Committee to study the future of library services. The committee's report, which explored possible answers to questions about the future of the library, became input for the Future Search Conference.

The Future Search Conference built common ground for action. Sixty-one conference attendees grappled with questions like: What trends are likely to have the biggest impact on library services? What should the library look like years in the future?

In August 2012, a community survey was mailed to 3,000 Monroe County households. More than seven hundred county residents responded. The survey asked about current use and satisfaction with library services and priorities for the future. Complete survey results are available at: http://www.monroe.lib.in.us/about/strategic-planning-2012[1].

The 2013-2017 library strategic plan includes a new mission and vision:

Mission

The mission of the Monroe County Public Library is to enrich lives and strengthen our community by providing equitable access to information and opportunities to read, learn, discover, and create.

[1] 2012 Community survey results

Vision

An educated, engaged, curious, and creative Monroe County, with the library at its center.

The complete strategic plan is posted on the Library's website.
http://www.monroe.lib.in.us/about/strategic-planning-2012

Technology is critical to the goals of the Library's 2013-2017 Strategic Plan. Specific activities for technology are drawn from the strategic plan.

Progress on 2009-2012 Technology Plan

The 2009-2012 Technology Plan included four goals:

- Strengthen support for literacy and lifelong learning
- Expand access to information
- Deliver exemplary service
- Optimize stewardship of the library's resources

Multiple actions and tactics were designed to achieve these goals. The following highlights identify some of the ways in which the goals were met:

- Redesign of the web site and quality control efforts improved access to information. We evaluated how the old site was being used and focused on the priority needs of our patrons. We improved our ability to analyze usage, which in turn informed our changes to the website. Those portions of the site getting relatively little traffic were evaluated to see if they needed to be promoted and presented differently, and if the content still needed to be part of the site. Internally, we streamlined procedures for staff to publish to the site, allowing for more efficient use of their time. 2012 survey results indicate that more people are accessing the web to find out about library services than ever before.
- Migration to Envisionware and changes in the policy regarding use of computers reduced patron wait time for public computers. We launched Envisionware at the Main Library in January, 2010. It replaced a queue-based system which required patrons to stand around waiting for an open computer with a reservation based system. Patrons can still wait for the next open computer if they want, but more often they get a reservation with a specific computer and start time, letting them know exactly when a computer will be ready for them. We don't have hold time statistics, but anecdotally, we rarely see patrons standing around waiting for a computer even when we're full. The new system requires less maintenance downtime.
- Digitization efforts including the Indiana Bedrock Project, the Civil War Project, and the Smithville News project have expanded access to

previously hidden unique and local information. CATS continued to transfer archival tapes to digital format.

- CATS expanded access to local government meetings through streaming technology and website access to additional programs.
- Implementation of RFID tagging has improved security of materials.
- Installation of an Automated Materials Handling system has reduced staff resources required to check-in and sort materials for reshelving.
- Use of social media tools expanded, including creation of several Facebook pages, Twitter and multiple blogs, bringing more exposure to MCPL activities and services and creating opportunities for conversations.
- Chat service: LibraryH3lp (replacing Meebo), while the library is open, has been implemented with the Ask a Librarian service.
- Installation or upgrades of various software packages enhanced service delivery and optimized staff resources through improved productivity including: EDI/HR time management and payroll system; Windows 7; MS Office 2010; Google analytics; Polaris 4.0; Drupal 6; Windows Server 2008.
- Wireless signals were upgraded to 802.11n and increased our coverage footprint inside Main and Ellettsville.
- Several "sandbox" items were introduced and staff were encouraged to experiment to increase their knowledge and potential for service improvement (iPads, Nook, Kindle). Library-wide, staff was encouraged to participate in 23 Things, an in-house technology learning series on of Web 2.0 and social media technologies.
- Ten staff members participated in ASCLA training for providing services to persons with disabilities and have identified ways in which these services can be improved at the library including additional assistive technologies, orientation and training.
- An Instructional Designer was hired to design and deliver improved technology and staff training. Work is underway on new curricula.
- The Webmaster position moved from part-time to full-time to increase the library's capacity for improved delivery of web services.
- The library received a $27,000 Bill and Melinda Gates Opportunity Grant for the purchase of additional computer hardware. Matched by $15,750 from the Library Capital Projects Fund, additional public computers were purchased or replaced.

Current State of Technology

Technology permeates MCPL's mission, programs and services, and business operations. Every department uses or supports the use of technology in some way. Following is a brief overview of the library's current state of technology. See the diagram of the network architecture in Appendix A and the technology inventory in Appendix B.

Tools and applications for providing service to the public:

- Polaris and self-check out: Polaris 4.0 is in use along with11 self-check stations; personal account information is available to patrons online as well as via email and text messaging features.
- Automated Material Handling system automatically checks in and sorts to collection type more than 2.7 million items each year.
- Public computing hardware that includes 20 public catalog computers and 79 general use public workstations with access to printing, managed by EnvisionWare time management system.
- Public computing software includes Windows 7 Pro, Office 2010, Firefox, and Chrome.
- Open Wireless access
- Evanced meeting room scheduling facilitates registration of auditorium and meeting rooms for both patrons and staff and website display of scheduled library events and programs.
- Public website running on Drupal open-source software, provides access to the library catalog, meeting room events calendar and booking, commercial databases, in-house databases, research tools, personal library account information and many other services.
- Databases & Digitization of local content including subscription databases and those that are developed in-house.
- Photocopiers for public and administrative use
- Auditorium and meeting room audio and visual equipment including ceiling mounted and portable devices.
- Technology training. A full-time instructional designer develops and teaches curriculum on a range of topics to both patrons and staff.

Staff tools:

- Staff workstations: 132
- Windows 7 Professional, Mac OSX (CATS), Microsoft Server 2008, Red Hat Linux
- IIS, Apache, MS-SQL, MySQL, Drupal
- Microsoft Office 2010 Professional Suite, Visio
- Chartrunner 3.6
- Firefox, Chrome, and Opera web browsers
- Staff intranet – Drupal-based internal website
- Graphics equipment – Adobe Creative Suite, Color Printing, Scanning, Lamination
- OCLC cataloging and database

Business applications:

- ADI Time Management and Payroll system
- Banyon Financial system

Telecommunications, Servers and Internet Service:

- Wireless access
- Internet
- Telephone system
- Servers supporting all services

Safety and Security:

- Security Cameras and associated equipment
- RFID Tagging and Security Gates

Community Partnership Support Applications

- CATS. The Library hosts the Community Access Television Service (CATS), which maintains five cable television channels, produces independent community programming, supports patrons in creating programming, and delivers live and archived content via the web.

Assessment of Library's Technology Needs

Technology is critical to ensure that the mission and the goals of the library are met. In the fall of 2012 an audit of the network infrastructure was conducted by Probleu to review the library's network design, architecture and security. The audit recommended several infrastructure changes including network architecture modifications and replacement of aging hardware. As a result of this information and library planning efforts, the following areas have been identified for review and enhancement in 2013-2015:

1. Optimization of network setup to improve data security, speed, etc.
2. Replacement of aging telephone system
3. Upgrade to Polaris 4.1 and initiating use of community organizations functionality
4. Installation of patron self-service scanning
5. Wi-Fi access to the public 24/7
6. Wireless printing for the public
7. Continued attention to and improvements to website and accessibility issues.
8. Defining and documenting a replacement cycle for various equipment
9. Creation of a digital creativity center along with technology in that space
10. Addressing audio/video/sound equipment in auditorium and meeting rooms during renovation
11. Investigation of new productivity tools for staff (scheduling of staff, email functionality, project management tools, etc.).
12. Investigation of and possible implementation of a discovery layer
13. Investigation of use of a data farm to facilitate a coordinated data collection and reporting environment
14. Investigation of and possible implementation of additional assistive technologies to better meet the needs of persons with disabilities

15. Support for furthering digitization efforts

Library Technology Mission, Vision, Goals and Timeline

Technology Mission:
The mission of technology is to support the Library's strategic plan by maintaining technology infrastructure to maximize access to information, educating staff and patrons about technology and its uses, and playing a key role in library innovation.

Technology Vision:
The Library's technology vision is a community which is technologically literate and has abundant access to current technology and information resources.

Goals, Actions, Responsibility, Timeframes, Measures for Improving Services for 2012-2015

Goal 1: Strengthen 21st Century Literacy Skills

Activity	Depts. responsible	Year	Performance Measure *or Outcome*
Support digital creativity	ATS, CATS, CR, ELL, IS	2013	Attendance at digital literacy sessions; end of session questionnaires; residents have the digital skills they need to succeed in the 21st century;
Continue to investigate and experiment with e-content delivery systems	CH, CIRC, CO, IS	Ongoing	
Improve access to and satisfaction with e-books	ATS, CH, CIRC, CO, CS, ELL, IS	2013	
Expand CATS web content to include technology literacy programs	ATS, CATS, IS, MEC, DIG	2014	
Add children's library programs to CATS website for streaming	CATS, CH, CO, CR, ELL, IS, MEC	2013	
Serve as a community resource for digital literacy	ATS, CH, CO, ELL, IS, DIG	Ongoing	

Goal 2: Provide Shared Access to the World's Information for Free

Activity	Depts. responsible	Year	Performance Measure *or Outcome*
Increase community engagement with the library via social media, e-newsletter, and other online tools	ATS, CH, CO, CR, ELL, IS, MEC	2013	Survey of patrons: collection content; collection availability; the library's content is available and used on a variety of devices in broad use; the library's technological infrastructure is robust, reliable, and integrated and supports usage by the public
Increase awareness and use of online databases	ATS, CDC, CH, CR, CS, IS, MEC, PIT	2013	
Develop mobile access for a variety of library services – catalog, website, social media, and streamed CATS programs.	CATS, CR, IS, PIT, WIT	2013	
Create integrated access to content across formats – materials in a variety of formats, databases, websites, programs	CS, IS, PIT, WIT	2014	
Digitize and curate local content and promote use by targeted audiences	ATS, CATS, CS, IS, DIG	2013	
Coordinate social media content across the library's platforms	CR, ATS, CH, ELL, IS, MEC, PIT	Ongoing	
Increase technological infrastructure capacity to support increased digital focus	IS	2014	
Continually refresh web content and improve usability based on principles of user-centered design	CR, IS, WIT	Ongoing	
Increase web access to CATS educational and cultural program content	CATS, IS, WIT	Ongoing	
Digitize essential CATS archive content	CATS, IS	Ongoing	
Upgrade CATS signal to HD	CATS	2013	
Work with governmental partners to upgrade their CATS origination facilities to HD	CATS	2014	
Expand cooperation with the WFHB community radio on news, public affairs, and music programming.	CATS	2014-2015	

Goal 4: Optimize Stewardship of Library Resources

Activity	Depts. responsible	Year	Performance Measure *or Outcome*
Provide training that prepares staff to represent the library effectively in the community	AD, CR, HR, IS, SDC	2014	Library disaster plan, maintenance and replacement schedules for facilities and technology, records retention, and business data backup are in place.
Continually expand staff technology mastery to support library social media communications, technology literacy, and digital creativity	HR, IS, MGRS, SDC	Ongoing	
Complete disaster plan and crisis communications plan and prepare all person-in-charge to carry out	AD, CS, FAC, IS, PIC, SDC	2014	
Update maintenance and replacement schedule for technology	AD, FIN, IS	Annual	
Implement backup plan for key business data – patron and circulation data, HR data, financial data, CATS data	AD, FIN, HR, IS	2014	

Legend for Depts. Responsible:
AD: Administration
ATS: Adult and Teen Services
CATS: Community Access Television Services
CH: Children's Services
CIRC: Circulation
CO: Community Outreach
CR: Community Relations
CS: Collection Services
ELL: Ellettsville Branch
FAC: Facilities
HR: Human Resources
IS: Information Services
MGRS: All departments
CDC: Collection Development Committee
DIG: Digital Initiatives
MEC: Marketing & Events Committee
PIC: Persons in Charge
REN: Main Renovation Team
SDC: Staff Development Committee
WIT: Web Implementation Team

Staff Training/Professional Development Strategy:

Staff development strategies to support the technology goals will be included in individual staff and departmental work plans as well as the overall staff development plan for the library. Managers are responsible for providing the resources, support and training necessary to ensure completion of goals.

We will address staff training and professional development needs and opportunities in a variety of ways:

- In-house training offered by various approved staff
- Attendance at local, regional and national conferences, workshops, seminars and trainings
- Ongoing opportunities to experiment with new technologies through a library sandbox
- Participation in online courses or webcasts
- Creation of and provision of patron training to strengthen 21st century literacy skills

Our instructional designer will take an increasing role in the staff development of all departments. He will work with the Staff Development Committee and each department manager to assemble a comprehensive approach to staff development. This will cover library-wide training in appropriate uses of technology and technology support for professional learning in other areas, including LEU training opportunities in-house and elsewhere.

Budget

2013

	Operating Fund	Special Revenue	General Obligation Bond	TOTAL Budget 2013
IS Staff Salaries	$ 234,886.54			$ 234,886.54
IS Staff Benefits	$ 89,501.58			$ 89,501.58
IS Supplies	$ 7,000.00			$ 7,000.00
IS Equipment			$ 50,000.00	$ 50,000.00
IS Software	$ 965.00		$ 25,000.00	$ 25,000.00
IS Maintenance Contracts or Services	$ 67,500.00			$ 67,500.00
IS Consulting Services	$ 5,000.00			$ 5,000.00
Telephone Service Contracts/Equipment	$ 20,000.00		$ 50,000.00	$ 70,000.00
Internet Service	$ 31,000.00			$ 31,000.00
OCLC Services	$ 34,000.00			$ 34,000.00
Dues/Institutional	$ 100.00			$ 100.00
Educational/Licensing Serv	$ 500.00			$ 500.00
Real Estate Rental/Park	$ 1,700.00			$ 1,700.00
CATS Equipment		$ 50,000.00	$ 45,000.00	$ 95,000.00
CATS Software		$ 5,000.00	$ 5,000.00	$ 10,000.00
CATS Telephone	$ 2,400.00	$ 3,500.00		$ 5,900.00
CATS Internet Service	$ 1,500.00			$ 1,500.00
CATS Digitization services		$ 2,500.00		$ 2,500.00
CATS video Tape		$ 17,000.00		$ 17,000.00
CATS Video Materials		$ 10,000.00		$ 10,000.00
CATS IS Supplies		$ 1,000.00		$ 1,000.00
CATS Consulting Services		$ 5,000.00		$ 5,000.00
TOTAL	$ 496,053.12	$ 94,000.00	$ 175,000.00	$ 764,088.12

2014

	Operating Fund	Special Revenue	General Obligation Bond	TOTAL Anticipated Budget 2014
IS Staff Salaries	$ 249,876.07			$ 249,876.07
IS Staff Benefits	$ 98,451.74			$ 98,451.74
IS Supplies	$ 7,140.00			$ 7,140.00
IS Equipment			$ 50,000.00	$ 50,000.00
IS Software	$ 984.30		$ 25,000.00	$ 25,000.00
IS Maintenance Contracts or Services	$ 68,850.00			$ 68,850.00
IS Consulting Services	$ 5,100.00			$ 5,100.00
Telephone Service Contracts/Equipment	$ 20,400.00			$ 20,400.00
Internet Service	$ 31,620.00			$ 31,620.00
OCLC Services	$ 34,680.00			$ 34,680.00
Dues/Institutional	$ 102.00			$ 102.00
Educational/Licensing Serv	$ 510.00			$ 510.00
Real Estate Rental/Park	$ 1,734.00			$ 1,734.00
CATS Equipment	$ -	$ 10,000.00	$ 45,000.00	$ 55,000.00
CATS Software	$ -	$ 5,100.00	$ 5,000.00	$ 10,100.00
CATS Telephone	$ 2,448.00	$ 3,570.00		$ 6,018.00
CATS Internet Service	$ 1,530.00	$ -		$ 1,530.00
CATS Digitization services	$ -	$ 2,550.00		$ 2,550.00
CATS video Tape	$ -	$ 17,340.00		$ 17,340.00
CATS Video Materials	$ -	$ 10,200.00		$ 10,200.00
CATS IS Supplies	$ -	$ 1,020.00		$ 1,020.00
CATS Consulting Services	$ -	$ 5,100.00		$ 5,100.00
TOTAL	$ 523,426.11	$ 54,880.00	$ 125,000.00	$ 696,201.81

2015

	Operating Fund	Special Revenue	General Obligation Bond	TOTAL Anticipated Budget 2015
IS Staff Salaries	$ 254,873.59			$ 254,873.59
IS Staff Benefits	$ 108,296.91			$ 108,296.91
IS Supplies	$ 7,282.80			$ 7,282.80
IS Equipment			$ 50,000.00	$ 50,000.00
IS Software	$ 1,003.99		$ 25,000.00	$ 25,000.00
IS Maintenance Contracts or Services	$ 70,227.00			$ 70,227.00
IS Consulting Services	$ 5,202.00			$ 5,202.00
Telephone Service Contracts/Equipment	$ 20,808.00			$ 20,808.00
Internet Service	$ 32,252.40			$ 32,252.40
OCLC Services	$ 35,373.60			$ 35,373.60
Dues/Institutional	$ 104.04			$ 104.04
Educational/Licensing Serv	$ 520.20			$ 520.20
Real Estate Rental/Park	$ 1,768.68			$ 1,768.68
CATS Equipment	$ -	$ 10,200.00	$ 45,000.00	$ 55,200.00
CATS Software	$ -	$ 5,202.00	$ 5,000.00	$ 10,202.00
CATS Telephone	$ 2,496.96	$ 3,641.40		$ 6,138.36
CATS Internet Service	$ 1,560.60	$ -		$ 1,560.60
CATS Digitization services	$ -	$ 2,601.00		$ 2,601.00
CATS video Tape	$ -	$ 17,686.80		$ 17,686.80
CATS Video Materials	$ -	$ 10,404.00		$ 10,404.00
CATS IS Supplies	$ -	$ 1,040.40		$ 1,040.40
CATS Consulting Services	$ -	$ 5,202.00		$ 5,202.00
TOTAL	$ 541,770.77	$ 55,977.60	$ 125,000.00	$ 721,744.38

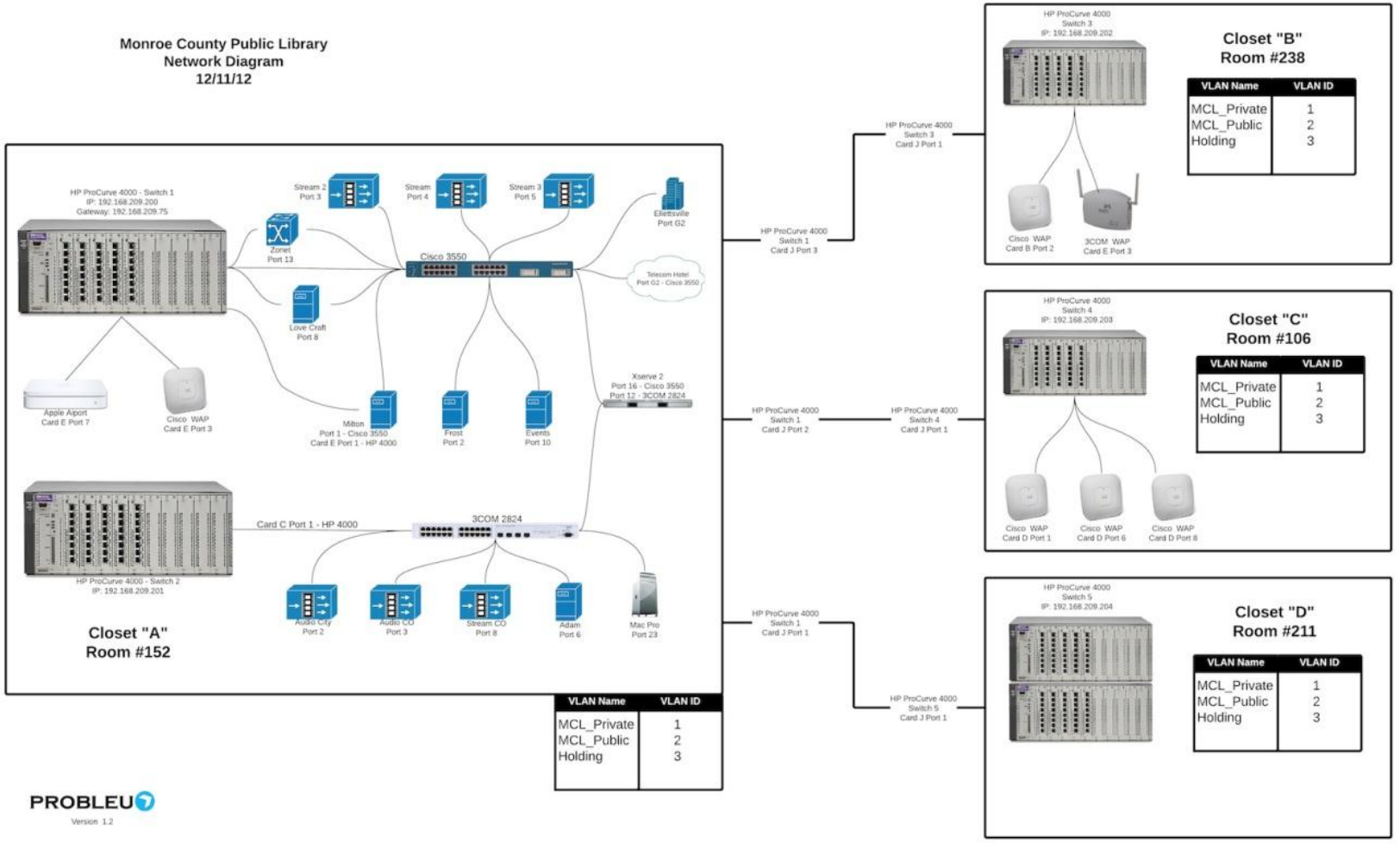
Evaluation

Our strategic goals will be incorporated into departmental work plans and individual staff work plans and performance expectations will be set and measured annually with review at least bi-annually. See performance measures in goals chart on pages 8-10. Additionally, the following technology continuous

improvement methods will be implemented as part of ongoing Information Technology planning:

1. Creation of a service level agreement for IT services. i.e. definition of level of emergency or need (server down, regular updates or adding software, and things in between) and the service time that staff should expect. Method of communicating with staff and patrons will also be included.
2. Establishment of a tracking mechanism for ongoing evaluation of service downtime or IT call logs (monthly report).
3. Creation of an outline for creating and maintaining documentation for equipment and services in Information Services and the supporting documentation.

Appendix A: Network Diagram



Appendix B: Technology Inventory

Type	Used As	Department	Computer Model	Comment/Location
Desktop	Circulation CheckOut	Circulation	HP DX2400	2ND FLOOR CHECKOUT
Desktop	Circulation CheckOut	Circulation	HP DX2400	2ND FLOOR CHECKOUT
Desktop	Circulation CheckOut	Circulation	HP Pro 3130 MT	1ST FLOOR CHECKOUT
Desktop	Circulation CheckOut	Circulation	Dell Optiplex GX270 (2.2Ghtz)	PATRON CARD SIGNUP
Desktop	Circulation CheckOut	Circulation	HP DX2400	PATRON ASSISTANCE
Desktop	Circulation CheckOut	Circulation	HP Pavilion p6313w	2ND FLOOR CHECKOUT
Desktop	Circulation CheckOut	Ellettsville	HP DX2400	ADULT11
Desktop	Circulation CheckOut	Ellettsville	HP DX2400	ELLETTSVILLE - CIRCULATION
Desktop	Circulation CheckOut	Circulation	HP DX2400	2ND FLOOR CHECKOUT
Desktop	Circulation CheckOut	Circulation	HP DX2400	2ND FLOOR CHECKOUT
Desktop	Circulation CheckOut	Ellettsville	HP DX2400	ADULT14
Desktop	Circulation CheckOut	Ellettsville	HP DX2400	ELLETTSVILLE CIRCULATION
Desktop	Circulation WorkArea	Circulation	AcerPower FE(1 Gig)	NEXT TO DRIVE THRU
Desktop	Circulation WorkArea	Circulation	SYX H61 (Systemax)	MARY LORO - CIRC OFFICE
Desktop	Circulation WorkArea	Circulation	Dell Optiplex 745	EVALUSTION
Desktop	Circulation WorkArea	Circulation	SYX H61 (Systemax)	EVALUATION
Desktop	Circulation WorkArea	Circulation	AcerPower FE(1 Gig)	RENEWAL
Desktop	Circulation WorkArea	Circulation	HP DX2400	OPPOSITE DRIVE THRU
Desktop	Circulation WorkArea	Circulation	HP DX2400	ADULT13
Desktop	Circulation WorkArea	Circulation	HP DX2400	DRIVE THRU PICK UP
Desktop	Circulation WorkArea	Circulation	Dell Optiplex GX270 (2.2Ghtz)	PATRON CARD SIGNUP
Desktop	Circulation WorkArea	Ellettsville	HP DX2400	ELLETTSVILLE - WORKAREA
Desktop	Circulation WorkArea	Circulation	HP Pro 3130 MT	JEMIFER KILLAMS - CIRC OFFICE
Desktop	Circulation WorkArea	Circulation	SYX H61 (Systemax)	EXTRA
Desktop	Print/Time Management	Ellettsville	SYX H61 (Systemax)	ELLETTSVILLE - PRINT RELEASE
Desktop	Print/Time Management	IS Department	HP DX2400	ADULT15
Desktop	Print/Time Management	IS Department	HP DX2400	RESERVATION ADULT
Desktop	Print/Time Management	Ellettsville	Gateway E2610D	ELLETTSVILLE RESERVATION
Desktop	Print/Time Management	IS Department	Dell Optiplex GX270 (2.8Ghtz)	CHILDRENS PRINT RELEASE
Desktop	Public Catalog	Childrens Dept	Dell Optiplex 745	CHILDRENS OPAC
Desktop	Public Catalog	Childrens Dept	Dell Optiplex GX270 (2.2Ghtz)	CHILDRENS OPAC
Desktop	Public Catalog	ChildrensDept	Dell Optiplex 745	CHILDRENS OPAC

Desktop	Public Catalog	ChildrensDept	Dell Optiplex GX240	57
Desktop	Public Catalog	ChildrensDept	Dell Optiplex 745	CHILDRENS OPAC
Desktop	Public Catalog	ChildrensDept	Dell Optiplex GX270 (2.2Ghtz)	CHILDRENS OPAC
Desktop	Public Catalog	ChildrensDept	Dell Optiplex 745	CHILDRENS OPAC
Desktop	Public Catalog	Ellettsville	Dell Optiplex GX270 (2.2Ghtz)	ELLETTSVILLE - OPAC
Desktop	Public Catalog	Ellettsville	AcerPower FE(1 Gig)	ELLETTSVILLE - OPAC
Desktop	Public Catalog	ChildrensDept	Dell Optiplex GX270 (2.2Ghtz)	CHILDRENS OPAC
Desktop	Public Catalog	AdultServices	Dell Optiplex 745	ADULT OPAC D
Desktop	Public Catalog	AdultServices	Dell Optiplex GX260	ADULT OPAC E
Desktop	Public Catalog	AdultServices	Dell Optiplex 745	ADULT OPAC F
Desktop	Public Catalog	AdultServices	Dell Optiplex 745	ADULT OPAC K
Desktop	Public Catalog	AdultServices	Dell Optiplex 745	ADULT OPAC I
Desktop	Public Catalog	AdultServices	Dell Optiplex 745	ADULT OPAC H
Desktop	Public Catalog	AdultServices	Dell Optiplex 745	ADULT OPAC G
Desktop	Public Catalog	Ellettsville	Dell Optiplex 745	ELLETTSVILE OPAC
Desktop	Public Catalog	Ellettsville	Dell Optiplex GX270 (2.2Ghtz)	ELLETTSVILLE OPAC CHILD
Desktop	Public Catalog	AdultServices	Dell Optiplex 745	AV OPAC
Desktop	Public Catalog	AdultServices	Dell Optiplex GX260	AV OPAV
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT37
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT31
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT09
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT10
Desktop	Public GeneralUse	AdultServices	HP DX2400	OPPOSITE DRIVE THRU
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT13
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PIBLIC 7
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PUBLIC 8
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PUBLIC 9
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PUBLC 10
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT30
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT24
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT32
Desktop	Public GeneralUse	AdultServices	SYX H61 (Systemax)	ADULT39
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PUBLIC 1
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT57

Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT56
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT55
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT28
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PUBLIC 5
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PUBLIC 4
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT03
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT04
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT07
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT05
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT29
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT49
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT48
Desktop	Public GeneralUse	AdultServices	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT45
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT47
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT46
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT33
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT36
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT27
Desktop	Public GeneralUse	ChildrensDept	HP DX2400	CHILD PUBLIC 3
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT34
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT02
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT01
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT23
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT25
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT26
Desktop	Public GeneralUse	AdultServices	HP DX2400	2ND FLOOR SECURITY STATION
Desktop	Public GeneralUse	AdultServices	SYX H61 (Systemax)	ADULT40
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT42
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT41
Desktop	Public GeneralUse	AdultServices	HP DX2400	ELLETTSVILLE - EXPRESS
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT35
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT43
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT38

Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT14
Desktop	Public GeneralUse	AdultServices	HP DX2400	ELLETTSVILLE CIRCULATION
Desktop	Public GeneralUse	AdultServices	HP DX2400	REFERENCE DESK
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT06
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT16
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT11
Desktop	Public GeneralUse	AdultServices	HP DX2400	ELLETTSVILLE - CIRCULATION
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT08
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT17
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT18
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT19
Desktop	Public GeneralUse	AdultServices	HP DX2400	Jackie
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT20
Desktop	Public GeneralUse	AdultServices	HP DX2400	CURRENTLY SPARE
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT21
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT22
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT15
Desktop	Public GeneralUse	AdultServices	HP DX2400	RESERVATION ADULT
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ADULT41
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE - EXPRESS
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT58
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT59
Desktop	Public GeneralUse	AdultServices	HP DX2400	ADULT60
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ADULT48
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	IndianaRoom	HP DX2400	MICROFICHE

Desktop	Public GeneralUse	IndianaRoom	HP DX2400	MICROFICHE
Desktop	Public GeneralUse	IndianaRoom	SYX H61 (Systemax)	GRANTS
Desktop	Public GeneralUse	IndianaRoom	SYX H61 (Systemax)	GENEOLOGY
Desktop	Public GeneralUse	Ellettsville	HP DX2400	ELLETTSVILLE PUBLIC
Desktop	Public GeneralUse	Ellettsville	HP Pro 3130 MT	ELLETTSVILLE EXPRESS 3
Desktop	Public GeneralUse	Ellettsville	HP Pro 3130 MT	ELLETTSVILLE EXPRESS 2
Desktop	Public GeneralUse	Ellettsville	HP Pro 3130 MT	ELLETTSVILE EXPRESS 1
Server	Server	IS Department	Dell PowerEdge R510	EXCHANGE 2010 192.168,209.13
Server	Server	IS Department	Dell PowerEdge 2900	EXCHANGE 2003 192,168,209,14
Server	Server	IS Department	Dell PowerEdge 2850	DC/DHCP/DNS/FILE/PRINT 192.168.209.15
Server	Server	IS Department	Dell PowerEdge 1750	DC/DHCP/DNS/FILE/PRINT 192.168.209.16
Server	Server	IS Department	Dell PowerEdge 2900	POLARIS TELEPHNY 192.168.209.2
Server	Server	IS Department	Dell PowerEdge 2900	POLARIS TRAINING 192.168.209.3
Server	Server	IS Department	Dell PowerEdge 1950	CATALOG 192.168.209.4
Server	Server	IS Department	Dell PowerEdge 850	POLARIS CLIENTS 192.168.209.5
Desktop	Server	IS Department	SYX H61 (Systemax)	NEW ENVISIONWARE/SOPHOS
Desktop	Server	IS Department	Gateway E2610D	ENVISIONWARE
Server	Server	IS Department	Dell PowerEdge 850	POLARIS BACKUP 192.168.209.6
Server	Server	IS Department	Dell PowerEdge R300	TMG THREAT MAN GATE 192.168.209.75
Server	Server	IS Department	Dell PowerEdge T710	POLARIS Library system 192.168.209.8
Server	Server	IS Department	Dell PowerEdge R300	EVANCED
Desktop	Server	IS Department	HP DC5800	INDRM OFFICE
Desktop	Server	IS Department	HP DC5800	FILE/PRINT 192.168.209.221
Desktop	Server	IS Department	SYX H61 (Systemax)	SOPHOS/ENVISIONWARE
Server	Server	CATS	Apple X Server	Server - machine rm
Desktop	Staff Office	ChildrensDept	HP DC5800	Ellen Arnholder
Desktop	Staff Office	ChildrensDept	HP Pavilion p6313w	Lisa Champelli
Desktop	Staff Office	ChildrensDept	HP DC5800	Christina Jones
Desktop	Staff Office	ChildrensDept	HP DX2400	Kathy Starks
Desktop	Staff Office	ChildrensDept	HP DX2400	MANAGER OFFICE - Josh
Desktop	Staff Office	ChildrensDept	SYX H61 (Systemax)	PAT Forenze
Desktop	Staff Office	Administration	HP Pavilion p6313w	MARGARET HARTER
Desktop	Staff Office	Administration	HP DX2400	RECEPTION
Desktop	Staff Office	Administration	SYX H61 (Systemax)	STAFF LOUNGE

Desktop	Staff Office	Administration	SYX H61 (Systemax)	MARILYN WOODS
Desktop	Staff Office	Administration	HP Pro 3130 MT	GARY LETTELLEIR
Desktop	Staff Office	AdultServices	HP DX2400	Elizabeth Gray
Desktop	Staff Office	AdultServices	SYX H61 (Systemax)	Doris Lynch
Desktop	Staff Office	AdultServices	HP Pro 3130 MT	Nola Hartman
Desktop	Staff Office	AdultServices	HP Pro 3130 MT	Brandon Rome
Desktop	Staff Office	AdultServices	HP DX2400	Mark Blackwell
Desktop	Staff Office	AdultServices	HP Pavilion p6313w	Jim Gossman
Desktop	Staff Office	AdultServices	HP Pavilion p6313w	Shawn Henlin
Desktop	Staff Office	AdultServices	HP DX2400	Keith Carter
Desktop	Staff Office	Collection Services	HP Pro 3130 MT	Pam White
Desktop	Staff Office	Collection Services	HP Pro 3130 MT	FOUNDATION
Desktop	Staff Office	VITAL	HP DX2400	Jackie
Desktop	Staff Office	VITAL	HP DX2400	ADULT20
Desktop	Staff Office	VITAL	HP DX2400	CURRENTLY SPARE
Desktop	Staff Office	VITAL	Dell GX620	MANAGERS OFFICE - Bethany
Desktop	Staff Office	VITAL	HP Pro 3130 MT	Vital Reception
Desktop	Staff Office	Facilities	SYX H61 (Systemax)	SECURITY OFFICE
Desktop	Staff Office	Collection Services	AcerPower FE(1 Gig)	Work Desk (across from Sabra)
Desktop	Staff Office	Administration	SYX H61 (Systemax)	SARA LAUGHLIN
Desktop	Staff Office	Administration	HP Pavilion a4310f	SUE SATER
Desktop	Staff Office	Administration	HP Pro 3130 MT	HUMAN RESOURCES - Marla
Desktop	Staff Office	Facilities	Dell Optiplex GX240	DOOR SECURITY SYSTEM
Desktop	Staff Office	Collection Services	HP DX2400	Saba Stockey - Selector
Desktop	Staff Office	Collection Services	Dell Optiplex GX260	Ruth Green
Tablet	Staff Office	IS Department	Ipad MC705LL	is dept
Tablet	Staff Office	IS Department	Ipad MC705LL	IS DEPT
Desktop	Staff Office	Facilities	Dell Optiplex 745	MARK
Desktop	Staff Office	Facilities	Dell Optiplex 745	Accounting Office - EXTRA
Desktop	Staff Office	Facilities	SYX H61 (Systemax)	2ND FLOOR FACILITIES CLOSET
Tablet	Staff Office	IS Department	Ipad MC705LL	is dept
Desktop	Staff Office	Outreach	HP DX2400	Art Leach
Desktop	Staff Office	IS Department	HP Pavilion p6313w	BILL
Desktop	Staff Office	Collection Services	Gateway E2610D	Selector - Martha Odya

Desktop	Staff Office	CATS	HP DX2400	Manager Office - Michael White
Desktop	Staff Office	IS Department	HP Pavilion p6313w	CODY
Desktop	Staff Office	IS Department	HP Pavilion a4310f	VANESSA
Tablet	Staff Office	IS Department	Ipad MC705LL	IS DEPT
Desktop	Staff Office	AdultServices	Dell Optiplex GX260	Jim Gossman
Desktop	Staff Office	AdultServices	Dell Optiplex GX260	Shawn Henlin
Desktop	Staff Office	ChildrensDept	HP DX2400	JANET
Desktop	Staff Office	Administration	SYX H61 (Systemax)	ADMINISTRATION ASSISTANT
Desktop	Staff Office	Outreach	HP DX2400	Corinna Manion
Desktop	Staff Office	Outreach	HP Pavilion p6313w	Outreach Manager - Chris Jackson
Desktop	Staff Office	ChildrensDept	HP DX2400	Mary Frasier
Desktop	Staff Office	AdultServices	HP DX2400	Sarah Bowman
Desktop	Staff Office	ChildrensDept	HP Pavilion a4310f	INTERNS
Desktop	Staff Office	Ellettsville	SYX H61 (Systemax)	ELLETTSVILLE - MICKEY
Desktop	Staff Office	Ellettsville	SYX H61 (Systemax)	ELLETTSVILLE - STEPHANIE
Desktop	Staff Office	Ellettsville	SYX H61 (Systemax)	ELLETTSVILLE - CHRIS/ANDREA
Desktop	Staff Office	Ellettsville	HP Pavilion a4310f	ELLETTSVILLE - PENNY
Desktop	Staff Office	Ellettsville	SYX H61 (Systemax)	ELLETTSVILLE - JULIE
Desktop	Staff Office	IS Department	HP Pavilion p6313w	AUSTIN
Desktop	Staff Office	IS Department	HP DX2400	JOE
Desktop	Staff Office	Collection Services	SYX H61 (Systemax)	Jane Ruddick - Selector
Desktop	Staff Office	AdultServices	HP Pavilion p6313w	Burl Cooper
Desktop	Staff Office	AdultServices	HP DX2400	Chris Hosler
Desktop	Staff Office	Administration	Dell Optiplex 745	MARK
Desktop	Staff Office	Administration	Dell Optiplex 745	Accounting Office - EXTRA
Desktop	Staff Office	Administration	HP DC5800	SUZANNE KERN
Desktop	Staff Office	Collection Services	SYX H61 (Systemax)	Amanda
Desktop	Staff Office	Collection Services	SYX H61 (Systemax)	Pam Wasmer (Manager office)
Desktop	Staff Office	Collection Services	HP Pro 3130 MT	Janice Harris
Desktop	Staff Office	AdultServices	SYX H61 (Systemax)	Travis Castleberry
Desktop	Staff Office	AdultServices	SYX H61 (Systemax)	Travis Castleberry
Desktop	Staff Office	AdultServices	SYX H61 (Systemax)	Travis Castleberry
Desktop	Staff Office	AdultServices	SYX H61 (Systemax)	Travis Castleberry
Desktop	Staff Office	Outreach	HP DX2400	Ann

Desktop	Staff Office	Outreach	SYX H61 (Systemax)	Polly
Desktop	Staff Office	IndianaRoom	HP DX2400	CHRISTINE FRIESEL
Desktop	Staff Office	IndianaRoom	HP Pro 3130 MT	INDRM OFFICE SHARED PRINTER
Desktop	Staff Office	IndianaRoom	HP DC5800	INDRM OFFICE
Desktop	Staff Office	IndianaRoom	HP DC5800	INDRM OFFICE
Desktop	Staff Office	IndianaRoom	HP DC5800	FILE/PRINT 192.168.209.221
Desktop	Staff Office	IndianaRoom	Gateway E2610D	INDRM OFFICE
Desktop	Staff Office	IndianaRoom	HP Pro 3130 MT	LUANN
Tablet	Staff Office	ChildrensDept	Ipad MC769LL	
Tablet	Staff Office	ChildrensDept	Ipad MC769LL	
Tablet	Staff Office	ChildrensDept	Ipad MC769LL	
Tablet	Staff Office	IS Department	Nook BNRV300	ISDEPT
Tablet	Staff Office	IS Department	Kindle 3.3 (611680021)	IS DEPT
Laptop	Staff Office	IS Department	HP ProBook 4530s	
Laptop	Staff Office	IS Department	HP ProBook 4530s	
Laptop	Staff Office	IS Department	Dell Latitude D505	
Laptop	Staff Office	IS Department	Dell Latitude D505	
Laptop	Staff Office	IS Department	Dell Latitude D505	
Laptop	Staff Office	IS Department	Dell Latitude D505	
Desktop	Staff Office	Administration	Dell GX620	GRAPHICS 2
Desktop	Staff Office	Administration	HP Pavilion p6313w	KAREN KIRK
Desktop	Staff Office	Facilities	Dell GX620	ROOF PETE
Desktop	Staff Office	Facilities	SYX H61 (Systemax)	ROOF JASON
Laptop	Staff Office	AdultServices	Dell Latitude D505	ATS REFERENCE DESK
Laptop	Staff Office	AdultServices	Dell Latitude D505	ATS MONEY
Laptop	Staff Office	AdultServices	Lenovo 2958	HOMEWORK CART
Laptop	Staff Office	AdultServices	Lenovo 2958	HOMEWORK CART
Laptop	Staff Office	AdultServices	Lenovo 2958	HOMEWORK CART
Laptop	Staff Office	AdultServices	Lenovo 2958	HOMEWORK CART
Laptop	Staff Office	AdultServices	Lenovo 2958	HOMEWORK CART
Laptop	Staff Office	AdultServices	Lenovo 2958	HOMEWORK CART
Laptop	Staff Office	AdultServices	HP ProBook 4520s	2B PROJECTOR
Laptop	Staff Office	IS Department	Dell Latitude D505	2C CART
Laptop	Staff Office	IS Department	Dell Latitude D505	2C CART

Laptop	Staff Office	IS Department	Dell Latitude D505	2C CART
Laptop	Staff Office	IS Department	Dell Latitude D610	2C CART
Laptop	Staff Office	IS Department	Dell Latitude D505	2C CART
Laptop	Staff Office	IS Department	Dell Latitude D610	2C CART
Laptop	Staff Office	IS Department	HP ProBook 4530s	SERVER ROOM
Laptop	Staff Office	IS Department	HP ProBook 4530s	BOOKMOBILE
Laptop	Staff Office	Outreach	HP ProBook 4530s	SERVER ROOM
Laptop	Staff Office	Outreach	HP ProBook 4530s	BOOKMOBILE
Laptop	Staff Office	ChildrensDept	HP ProBook 4530s	CHILDRENS
Laptop	Staff Office	Circulation	HP ProBook 4520s	CIRCULATION
Laptop	Staff Office	Administration	Dell Latitude D610	BOARDROOM
Laptop	Staff Office	Outreach	HP ProBook 3530s	BOOKMOBILE
Laptop	Staff Office	Outreach	HP ProBook 3530s	BOOKMOBILE
Laptop	Staff Office	VITAL	Dell Latitude E6500	VITAL LAPTOP
Tablet	Staff Office	IS Department	Ipad MC769LL	IS DEPT
Tablet	Staff Office	IS Department	Ipad MC705LL	is dept
Tablet	Staff Office	IS Department	Ipad MC705LL	IS DEPT
Desktop	Staff Office	Administration	HP Pro 3130 MT	Pam White
Desktop	Staff Office	Administration	HP Pro 3130 MT	FOUNDATION
Desktop	Staff Office	Administration	Dell GX620	FOUNDATION ASSISTANT
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAIING
Desktop	Staff Office	IS Department	HP Pavilion a4310f	TRAINING
Desktop	Staff Office	IS Department	HP DX2400	Jackie
Desktop	Staff Office	IS Department	HP DX2400	ADULT20
Desktop	Staff Office	IS Department	HP DX2400	CURRENTLY SPARE
Tablet	Staff Office	Ellettsville	Ipad MC769LL	ELLETTSVILLE - IPAD
Desktop	Staff Office	Administration	Dell GX620	3RD FLOOR LOBBY

Desktop	Staff Office	Administration	SYX H61 (Systemax)	BOOKSTORE OFFICE -Faye
Desktop	Staff Office	Facilities	Dell Optiplex GX270 (2.8Ghtz)	SECURITY CAMERA
Laptop	Staff Office	IS Department	Lenovo 2958	ELLETSVILLE TRAINING
Laptop	Staff Office	IS Department	Lenovo 2958	ELLETSVILLE TRAINING
Laptop	Staff Office	IS Department	Lenovo 2958	ELLETSVILLE TRAINING
Laptop	Staff Office	IS Department	Lenovo 2958	ELLETSVILLE TRAINING
Laptop	Staff Office	IS Department	Lenovo 2958	ELLETSVILLE TRAINING
Laptop	Staff Office	IS Department	Lenovo 2958	ELLETSVILLE TRAINING
Laptop	Staff Office	IS Department	Lenovo 2958	ELLETSVILLE TRAINING
Desktop	Staff Office	CATS	Dell Optiplex GX260	Master Control SCALA player
Desktop	Staff Office	CATS	Dell Optiplex GX240	Master Control SCALA player
Desktop	Staff Office	CATS	Apple MacPro	Adam Stillwell
Desktop	Staff Office	CATS	Apple MacPro	Jason Radke
Desktop	Staff Office	CATS	Apple MacBook 5.2	Field Computer
Desktop	Staff Office	CATS	Apple iMac (2009)	Public Edit 1
Desktop	Staff Office	CATS	Apple iMac (2009)	Public Edit 2
Laptop	Staff Office	CATS	Apple MacBook Pro 15	Laptop - Jason Radke
Desktop	Staff Office	CATS	Apple MacBook Pro	Martin's Office
Desktop	Staff Office	CATS	Apple MacBook Pro	Field Production
Desktop	Staff Office	CATS	Apple Mac Mini	City Stream - machine rm
Desktop	Staff Office	CATS	Apple Mac Mini	County Stream - machine rm
Laptop	Staff Office	CATS	Apple MacBook Pro 15	Michael White
Desktop	Staff Office	CATS	Dell Optiplex GX260	Ultranexsus Interface - master control
Tablet	Staff Office	CATS	Apple iPad	iPad - CATS
Desktop	Staff Office	CATS	Apple iMac (2009)	Editor - associates offfice
Desktop	Staff Office	CATS	Apple Mac Mini	Master Control Desk
Desktop	Staff Office	CATS	Apple Mac Mini	Master Control Desk
Tablet	Staff Office	CATS	Apple iPad	iPad - CATS
Tablet	Staff Office	CATS	Apple iPad	iPad - CATS
Desktop	Staff Office	CATS	Apple iMac (2009)	Media Composer - associates office
Desktop	Staff Office	CATS	Apple iMac G3	Printer - dub room
Desktop	Staff Office	CATS	Apple iMac G4	Production Assistant
Desktop	Staff Office	CATS	Dell Optiplex GX260	Pro 16 interface - master control
Desktop	Staff Office	CATS	Apple PowerMac G4	CATS Scheduler - archive

Desktop	Staff Office	CATS	Apple iBook G4	Digital to Tape - master control
Desktop	Staff Office		Apple PowerBook G4	Master Control
Desktop	Staff Service Point	ChildrensDept	Gateway E2610D	CHILDRENS REFERENCE NE
Desktop	Staff Service Point	ChildrensDept	HP Pro 3130 MT	CHILDRENS REFERENCE SW
Desktop	Staff Service Point	ChildrensDept	HP DX2400	CHILDRENS REFERENCE SE
Desktop	Staff Service Point	AdultServices	HP Pro 3130 MT	REFERENCE DESK
Desktop	Staff Service Point	AdultServices	HP DX2400	REFERENCE DESK
Desktop	Staff Service Point	AdultServices	HP DX2400	ADULT06
Desktop	Staff Service Point	AdultServices	HP Pro 3130 MT	REFERENCE DESK
Desktop	Staff Service Point	Ellettsville	HP Pro 3130 MT	ELLETTSVILLE - REFERENCE
Desktop	Staff Service Point	AdultServices	SYX H61 (Systemax)	REFERENCE DESK SITDOW NE
Desktop	Staff Service Point	Facilities	HP DX2400	ADULT26
Desktop	Staff Service Point	Facilities	HP DX2400	2ND FLOOR SECURITY STATION
Desktop	Staff Service Point	Computing Center	Gateway E2610D	1ST FLOOR SECURITY STATION
Desktop	Staff Service Point	IndianaRoom	SYX H61 (Systemax)	INDIANA ROOM REF
Desktop	Staff Service Point	IndianaRoom	HP Pro 3130 MT	INDIANA ROOM REF

RESOLUTION TO ADOPT 2013 PAY SCHEDULE, SALARY SCHEDULE, PAY INCREMENT, AND HOLIDAY CLOSING SCHEDULE

WHEREAS it has been determined that it is now necessary to adopt a Salary Schedule, Pay Schedule, and Holiday Closing Schedule for the 2013 fiscal year, and

WHEREAS the Board desires to give an incremental and cost of living increase to all who are employed at the Library as of December 31, 2012,

NOW THEREFORE the Board adopts the attached 2013 Salary Schedule and approves a 1% incremental increase and 1% cost of living increase for all who are employed at the Library as of December 31, 2012 (effective for the first pay date of 2013 on January 11, 2013, which includes the pay period beginning December 17, 2012 and ending December 30, 2013); Pay Schedule, and Holiday Closing Schedule.

Presented to the Monroe County Public Library Board, read in full and adopted this 19th day of December, 2012, by the following aye and nay votes.

AYE	NAY
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MONROE COUNTYPUBLIC LIBRARY
PAY SCHEDULE
2013

December 17, 2012 – December 30, 2012	January 11
December 31 – January 13	January 25
January 14 – January 27	February 8
January 28 – February 10	February 22
February 11 – February 24	March 8
February 25 – March 10	March 22
March 11 – March 24	April 5
March 25 – April 7	April 19
April 8 – April 21	May 3
April 22 – May 5	May 17
May 6 – May 19	May 31
May 20 – June 2	June 14
June 3 – June 16	June 28
June 17– June 30	July 12
July 1 – July 14	July 26
July 15 – July 28	August 9
July 29 – August 11	August 23
August 12 – August 25	September 6
August 26 – September 8	September 20
September 9 – September 22	October 4
September 23 – October 6	October 18
October 7 – October 20	November 1
October 21 – November 3	November 15
November 4 – November 17	November 29
November 18 – December 1	December 13
December 2 – December 15	December 27

2014

December 16 – December 29, 2013	January 10, 2014

MONROE COUNTY PUBLIC LIBRARY

2013 Wage and Salary Schedule

Pay Grade		2013 Minimum	2013 Maximum
HOURLY / NON-EXEMPT			
A		**$7.58**	$10.61
B		**$8.69**	$12.16
C		**$10.71**	$14.99
D		**$11.82**	$16.54
E		**$13.03**	$18.24
F		**$14.14**	$20.50
G		**$15.66**	$22.70
EXEMPT			
	Hours/Pay Period		
H	FT	**$1,363.50**	$2,045.25
	60	**$1,090.80**	$1,636.20
	50	**$919.10**	$1,362.14
I	FT	**$1,515.00**	$2,272.50
	50	**$919.10**	$1,513.49
J	FT	**$1,742.25**	$2,613.38
K	FT	**$2,424.00**	$3,636.00

The Wage and Salary Schedule increased by 1% for 2013 (COL). Active employees received a 1% COL and an additional 1% increment for 2013.

Approved by the MCPL Board of Trustees December 19, 2012; effective January 1, 2013.

MONROE COUNTY PUBLIC LIBRARY
2013 HOLIDAY CLOSING SCHEDULE

January 1 (Tuesday)	**NEW YEAR'S DAY**
March 31 (Sunday)	**SPRING HOLIDAY**
May 27 (Monday)	**MEMORIAL DAY**
July 4 (Thursday)	**INDEPENDENCE DAY**
September 2 (Monday)	**LABOR DAY**
October 23 (Wednesday)	**STAFF IN-SERVICE DAY**
November 28 (Thursday) **November 29 (Friday)**	**THANKSGIVING**
December 24 (Tuesday) **December 25 (Wednesday)**	**WINTER HOLIDAY**
December 31 (Tuesday) ***Close at 5:00 p.m.***	***NEW YEAR'S EVE***

2014

January 1, 2014 (Wednesday)	**NEW YEAR'S DAY**

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 Twenty Seven Thousand and Three Hundred Thirty 00/100s Dollars ($227,330) for calendar year 2013, payable in equal quarterly installments of Fifty Six Thousand Nine Hundred and Seven Dollars and 50/100s ($56,832.50), 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. Special Programming

CATS will cooperate with the Monroe County Commissioners and other county departments to produce and cablecast at least quarterly, a program titled "Your County at Work." The program shall be replayed at least twice monthly during the month in which it is originally cablecast.

Section IV. 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 V. 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 VI. 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 VII. 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, 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 VIII. Term

This agreement shall govern services provided from January 1, 2013 through December 31, 2013, 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 IX. 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.

Section X. Investment Activities in Iran

The Library affirms by its signature that it is in compliance with Indiana Code 5-22-16.5 et. seq., and does not knowingly engage in investment activities in Iran by providing goods or services worth $20,000,000 or more in value to the energy sector of Iran.

"County"	"Library"
Board of Commissioners of Monroe County	Monroe County Public Library
Date: Nov. 2, 2012	Date: _____
_____	_____
Mark Stoops, President	Kari Isaacson, President, Board of Trustees
_____	_____
Iris F. Kiesling, Vice President	Sara Laughlin, Director
_____	_____
Patrick Stoffers, Member	Michael White, Manager Community Access Television

ATTEST:

Amy Gerstman By JKC
Amy Gerstman, Auditor

2013 AGREEMENT TO PROVIDE COMMUNITY ACCESS TELEVISION SERVICE: TOWN OF ELLETTSVILLE

This Agreement is made by and between the Town of Ellettsville, hereinafter referred to as "Town", and the Monroe County Public Library, hereinafter referred to as "Library".

WHEREAS, it is the desire of the Town to aid the library in providing services and facilities to the public for local access television programming.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. To partially fund the operational expenses of the Community Access Center for the year 2013, the Town shall pay $13,772. Such payment shall be in equal installments of $3,443, payable at the beginning of each quarter of the calendar year 2013 (March 31, June 30, September 30, December 31).

2. The Library shall, by means of the Bloomington Community Access Television, telecast meetings of the Ellettsville Town Council, Ellettsville Planning and Zoning Board, Richland-Bean Blossom Community School Corporation.

3. The library shall provide an annual progress and financial report to the Town Council, which report shall summarize the utilization of the Town's payments.

4. This agreement is subject to an appropriation of funds by the Ellettsville Town Council.

5. Either party may terminate this agreement upon sixty (60) days written notice. Notice shall be sent to the following addresses unless such addresses are otherwise changed in writing:

Town of Ellettsville
221 North Sale Street
Post Office Box 8
Ellettsville, IN 47429

Monroe County Public Library
ATTN: Director
303 East Kirkwood Avenue
Bloomington, IN 47401

6. This agreement is for a period of one year.

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

8. Library affirms that it is in compliance with Indiana Code 5-22-16.5 et. seq., and does not knowingly engage in investment activities in Iran by providing goods or services worth $20,000,000 or more in value to the energy sector of Iran.

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

ELLETSVILLE TOWN COUNCIL

Signature _____

Name / Title Scott Oldham

Date 11-13-12

Attest Sandra Hash
Clerk/Treasurer

MONROE COUNTY PUBLIC LIBRARY

Signature _____

Name / Title _____

Date _____

Attest _____
Sara Laughlin, Director

_____
Michael White, CATS Manager