

**NOTICE OF MEETING OF THE COMMISSIONERS' COURT OF
HOCKLEY COUNTY, TEXAS**

Notice is hereby given that a Regular Meeting of the above named Commissioners' Court will be held on the 3rd day of April, 2019 at 10:00 a.m. in the Commissioners' Courtroom, Hockley County Courthouse, Levelland, Texas, at which time the following subjects will be discussed to-wit:

1. Read for approval the minutes of the Special Meeting of the Commissioners' Court held on Wednesday, March 27, 2019.
2. Read for approval all monthly bills and claims submitted to the court and dated through April 1, 2019.
3. Hear the monthly Public Assistance Report.
4. Hear update from Bruce White of Covenant Hospital, Levelland on the status of the hospital.
5. Consider and take necessary action to approve the request of Captain Derek Lawless of the Hockley County Sheriff's Office for reimbursement for out-of-state travel for himself and Lieutenant Jeremy Ross to Kansas City, Missouri to attend the Caliber Press "Finding the Leader in You" training on October 2nd and 3rd, 2019.
6. Consider and take necessary action to approve the Texas Public Libraries Annual Report for Local Fiscal Year 2018 and Accreditation in State Library System Application for Hockley County Memorial Library to maintain accreditation with the Texas State Library and Archives Commission.
7. Consider and take necessary action to approve the Contract between Kofile Technologies and Hockley County for software used for records management and to monitor money transactions in the Hockley County Clerk's Office.
8. Consider and take necessary action to approve Continuation Certificate for Yvonne Lanelle Gipson and Jennifer Lomas and the Official Bond and Oath of Tammy Darlene Castro.
9. Consider and take necessary action to approve to open bids advertised for the sale of a 2014 104M2 Caterpillar Motor Grader used in Precinct 1.
10. Consider and take necessary action to approve the purchase of a 2019 104M3 Caterpillar Motor Grader through the Buy Board for use in Precinct 1.

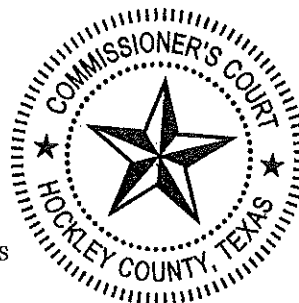
COMMISSIONERS' COURT OF HOCKLEY COUNTY, TEXAS.

BY: *Sharla Baldrige*
Sharla Baldrige, Hockley County Judge

I, the undersigned County Clerk, do hereby certify that the above Notice of Meeting of the above named Commissioners' Court, is a true and correct copy of said Notice on the bulletin board at the Courthouse, and at the east door of the Courthouse of Hockley County, Texas, as place readily accessible to the general public at all times on the 29th day of March, 2019, and said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this 29th day of March, 2019.

Jennifer Palermo
Jennifer Palermo, County Clerk, and Ex-Officio
Clerk of Commissioners' Court, Hockley County, Texas



FILED FOR RECORD
AT _____ O'CLOCK ____ M.

MAR 29 2019

Jennifer Palermo
County Clerk, Hockley County, Texas

REGULAR MEETING
APRIL 3rd, 2019

Be it remembered that on this the 3rd day of April A.D. 2019, there came on to be held a Regular meeting of the Commissioners' Court, and the Court having convened in Regular session at the usual meeting place thereof at the Courthouse in Levelland, Texas, with all the following members present to-wit:

Sharla Baldrige	County Judge
Curtis D. Thrash	Commissioner Precinct No. 1
Larry Carter	Commissioner Precinct No. 2
J. L. "Whitey" Barnett	Commissioner Precinct No. 3
Thomas R "Tommy" Clevenger	Commissioner Precinct No. 4

Jennifer Palermo, County Clerk, and Ex-Officio Clerk of Commissioners' Court when the following proceedings were had, to-wit:

Motion by Commissioner Barnett, second by Commissioner Carter, 4 Votes Yes, 0 Votes No, that the Minutes of a Special meeting of the Commissioners Court held on Wednesday March 27, 2019 A.D., be approved and stand as read.

Motion by Commissioner Carter, second by Commissioner Clevenger, 4 Votes Yes, 0 Votes No, that Commissioners Court approved all monthly claims and bills, submitted to the court, and dated through April 1, 2019, A.D. be approved and stand as read

Rebecca Currington, Public Assistance Administrator reported NO approvals and denials request for Public assistance.

Hear update from Bruce White of Covenant Hospital, Levelland on the status of the hospital.

Motion by Commissioner Carter, second by Commissioner Clevenger, 4 Votes Yes, 0 Votes No, that Commissioners Court approved the request of Captain Derek Lawless of the Hockley County Sheriff's Office for reimbursement for out-of-state travel for himself and lieutenant Jeremy Ross to Kansas City, Missouri to attend the Caliber Press "Finding the Leader in You" training on October 2nd and 3rd, 2019. As per Finding the Leader in You registration recorded below.



Finding the Leader in You

The More Courageous Path



Created by Lt. Jim Glennon (ret)

- * Owner and Director of Training: Calibre Press
- * Author: *Arresting Communication: Essential Interaction Skills for Law Enforcement*
- * Master's Degree in Law Enforcement Justice Administration
- * Former Adjunct Instructor: Northwestern University School of Staff and Command
- * Editorial Director for CalibrePress.com
- * "Maggie" Award Winning Columnist

Finding the Leader in You is a course designed around the concept that everyone can be a successful leader. To do so requires us to understand the fundamentals of human interaction and implement changes that make a difference.

The foundation of leadership requires that you focus on two things: mission and people. Those willing to take the more courageous path and "Find the Leader" within, must understand the need to create a clear vision and develop effective relationships with those responsible for accomplishing that mission. This course is designed to help leaders produce future leaders by building an organization that encourages creativity, effort and production ... independent of supervision.

This course is constantly evolving, incorporating current events and relevant supporting material that meet the professional needs of Law Enforcement. During this dynamic and entertaining seminar participants will discuss and learn about the following:

- Common Denominators of Successful Organizations and Successful Leaders
- Mission and Goals
- The Human Animal and Emotional Intelligence
- Consequences of Poor Leadership
- Developing Trust
- The Importance of Ethical Leadership
- Creating an Effective Organizational Climate
- Appreciation and Discipline
- Self-Examination
- Taking Responsibility

Calibre Press

Invoice

Registration Date: March 29, 2019
Invoice: 69494

Calibre Press

P.O. Box 3476
Glen Ellyn IL, 60138

Bill To:

Hockley County Sheriff's Office
Derek Lawless
1310 Ave H
Levelland, TX
dlawless@hockleycounty.org

Event & Attendee	Quantity	Per Unit	Sub total
Finding the Leader in You (Kansas City, MO)[10-02-2019] >> Jeremy Ross	1	0	\$0.00
Finding the Leader in You (Kansas City, MO)[10-02-2019] >> Derek Lawless	1	0	\$0.00

Total: \$0.00

Amount Paid: \$0.00

Total due: \$0.00

[Click Here To Pay Online](#)



02

Finding the Leader in You (Kansas City, MO)

Oct

Finding the Leader in You (Kansas City, MO)	
Host: Kansas City Police Department	
Price:	\$349.00
Start Time:	8:00 am
End Time:	5:00 pm
Start Date:	October 2, 2019
End Date:	October 3, 2019
Address:	
Kansas City Regional Training Academy - Room #303 6885 NE Pleasant Valley Rd Kansas City, Missouri 64119	
Map and Directions	
Registration Details	
Personal Information	
Required for all attendees	
First Name *	<input type="text"/>
Last Name *	<input type="text"/>

Motion by Judge Baldrige, second by Commissioner Barnett, 5 Votes Yes, 0 Votes No, that the Commissioners Court approved the Texas Public Libraries Annual Report for Local Fiscal Year 2018 and Accreditation in State Library System Application for Hockley County Memorial Library to maintain accreditation with the Texas State Library and Archives Commission. A per Accreditation In State Library System Application recorded below.



ACCREDITATION IN STATE LIBRARY SYSTEM
APPLICATION
Local Fiscal Year 2018

This form must be completed by public libraries applying for accreditation in the State Library System and submitted on or before April 30, 2019.

LIBRARY NAME Hockley County Memorial Library CITY Levelland, Texas

Certification

The below signed certify, to the best of their ability, that the information contained in the library's annual report is complete and accurate for local fiscal year 2018.

All applicable signatures are necessary, based on library's legal establishment.

Signature of Sharla Baldrige
SIGNATURE of (Check one)
[] Mayor [x] County Judge
[] City Manager [] School Superintendent
[] District Board Chair
Signatures of city secretaries or county clerks, will not be accepted.

Sharla Baldrige, Hockley County Judge
Printed Name

Signature of Callie Nations
SIGNATURE of Head Librarian/Library Director

Callie Nations
Printed Name

N/A
SIGNATURE of Library Board Chair

N/A
Printed Name

Only one electronic copy needed. Scan and send by email to: vgreenwood@tsl.texas.gov, or fax to: 512/936-2306. Accreditation SFY2020

Verified!

TEXAS PUBLIC LIBRARIES ANNUAL REPORT - INTRODUCTION

Texas Public Libraries Annual Report - Introduction

This report and its associated Application is due to the Texas State Library and Archives Commission by April 30, 2019. We strongly urge libraries to report no later than March 31, 2019, to provide time to make any necessary revisions.

All questions relate to the library's local fiscal year 2018: the year that ended in calendar year 2018 and included January 1, 2018. If there was a change in the fiscal year, please contact LDN staff to update that information.

The Texas State Library and Archives Commission participates in a national public library data collection system. The purpose of this system is to ensure the collection of comparable data in all states. The data is used for the creation of a composite report on the public libraries of the United States and for state-to-state comparisons by the Institute of Museum and Library Services IMLS. This report is also used to accredit Texas public libraries and some data elements are used for that purpose. Accreditation-related questions are marked within the online questionnaire with a triangle.

Definitions are important to ensure comparability of data from different libraries and states. Please refer to the definitions as this survey is completed.

Reporting libraries should not leave any items blank. Estimates are important if exact data are not available. For Section 3: Expenditures, Section 4: Local Financial Effort, and Section 5: Revenue, enter "0" if the appropriate entry for an item is zero or "none." For the other sections, enter "0" if the appropriate entry for an item is zero or "none" and enter "N/A" in the Notes field if an item does not apply to a particular library. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, the librarian should enter an estimate of the amount, and add an explanation in the Notes field. If you need to estimate, please use a standard methodology for doing so. If you have questions, please contact LDN staff.

Texas State Library - Library Development & Networking (LDN) Contacts
Valicia Greenwood (vgreenwood@tsl.texas.gov)
Stacey Malek (smalek@tsl.texas.gov),
512/463-5465, or toll free in Texas 800/252-9386.

SECTION 1: LIBRARY INFORMATION - CENTRAL/ADMINISTRATIVE LIBRARY

Section 1: Library Information - Central/Administrative Library

Library Contact Information. This section requests information for contacting the library, its staff, board, and friends group. The information you submit on this form is more

1.1 Library Name ✓	Hockley County Memorial Library	
1.2 County ✓	Hockley	
1.3 Local Fiscal Year Start ✓	1/1/2018	
1.4 Local Fiscal Year End ✓	12/31/2018	
1.5 Mailing Address ✓	802 Houston St Ste 108	
1.6 Mailing City ✓	Levelland	
1.7 Mailing ZIP Code	79336	
1.8 Mailing ZIP+4 Extension ✓	3706	
1.9 Street Address	811 Austin St	
1.10 Street City	Levelland	
1.11 Street ZIP Code	79336	
1.12 Street ZIP+4 Extension	4500	
▶ 1.13 Published Telephone Number? ✓	<input checked="" type="radio"/> Yes <input type="radio"/> No	
1.14 Phone	(806) 894-6750	
1.15 Telefax		<input checked="" type="checkbox"/> N/A
1.16 Library Director/Head Librarian First Name	Callie	
1.17 Library Director/Head Librarian Last Name	Nations	
1.18 Admin Email	cnations@hockleycounty.org	
1.19 Library Email	librarian@hockleycounty.org	
▶ 1.20 Library website ✓	<input checked="" type="radio"/> Yes <input type="radio"/> No	
1.21 Web Address	https://hockleyvl.biblionix.com	
1.22 Is the information provided in 1.1 through 1.21 correct?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
1.23 Contact Person First Name	Callie	Callie
1.24 Contact Person Last Name	Nations	Nations
1.25 Contact Email	cnations@hockleycounty.org cnations@hockleycounty.org	
1.26 Board Chair First Name		None
1.27 Board Chair Last Name		None
1.28 Friends President First Name	Ashley	Ashley
1.29 Friends President Last Name	Brooks	Brooks

SECTION 2: OUTLETS

Section 2: Outlets

This section requests information on public service outlets. Report figures as of the last day of the fiscal year. If there is a new branch, but it was not open for business before the end of the ...more

2.1 Number of Branch Libraries ✓	0
2.2 Number of Bookmobiles ✓	0
2.3 Renovations, Expansion, New Construction	<input type="radio"/> Yes <input checked="" type="radio"/> No
2.4 Square Footage of the Main Library ✓	3,363

SECTION 3: EXPENDITURES

Section 3: Expenditures

REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS

Operating Expenditures are those current and recurrent costs necessary to support library services. Only such funds that are supported by ...more

Library Operating Expenditures**REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS**

Operating Expenditures are those current and recurrent costs necessary to support library services. Only such funds that are supported by ...[more](#)

Staff Expenditures**REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS**

This amount should be the salaries and wages for all library staff including plant operation, security and maintenance staff. Do not report salaries paid by an outside entity, such as Green Thumb employees or employees paid under a training program administered through another entity.

3.1 Salaries & Wages Expenditures ✓	\$115,188	\$112,986
3.2 Employee Benefits Expenditures ✓	\$61,362	\$57,628
3.3 Total Staff Expenditures ✓	\$176,550	\$170,614
3.3a Of library staff expenditures, how much was from non-local grant funding?	\$0	
3.3b LOCAL FUNDS used for library staff expenditures.	\$176,550	

Collection Expenditures**REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS**

Include all operating expenditures from the library budget for all materials in print, microform, electronic, and other formats considered part of ...[more](#)

3.4 Print Materials Expenditures ✓	\$13,899	\$16,693
3.5 Electronic Materials Expenditures ✓	\$3,800	\$4,542
3.6 Other Materials Expenditures ✓	\$4,793	\$3,229
3.7 Total Collection Expenditures ✓	\$22,492	\$24,464
3.7a Of library collection expenditures, how much was from non-local grant funding?	\$152	
3.7b LOCAL FUNDS used for collection material expenditures.	\$22,340	

Other/Total Operating Expenditures

This includes all expenditures other than those reported for Total Staff Expenditures and Total Collection Expenditures. Include expenses such as binding, supplies, repair or ...[more](#)

3.8 Other Operating Expenditures ✓	\$14,535	\$12,383
3.8a Of other library operating expenditures, how much was from non-local grant funding?	\$200	
3.8b LOCAL FUNDS used for other library operating expenditures.	\$14,335	
3.9 Total Direct Operating Expenditures	\$213,577	
	\$207,461	
3.9a Of direct library operating expenditures, how much was from non-local grant funding?	\$352	
3.9b LOCAL FUNDS used for Direct Library Operating Expenditures.	\$213,225	
3.10 Indirect Costs ¹ ✓	\$12,229	\$0
3.11 Total Operating Expenditures ✓	\$225,806	\$207,461

Capital Expenditures**REPORT ACTUAL EXPENDITURES, NOT BUDGETED AMOUNTS**

This amount should never be included in any of the questions in Section 4, but should be reported in sources of funds reported in the Capital ...[more](#)

3.12 Capital Expenditures	\$0	\$0
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SECTION 4: LOCAL FINANCIAL EFFORT

Section 4: Local Financial Effort

REPORT ACTUAL EXPENDITURES, NOT BUDGETED OR ESTIMATED AMOUNTS.

Note: Amounts for Question 4.1, Local Collection Expenditures, and Question 4.2, Local Operating Expenditures, will be completed by ...more

▶ 4.1 Local Expenditures on Collections ✓	\$22,340	\$24,464
▶ 4.2 Total Local Library Operating Expenditures ✓	\$225,454	\$207,461
▶ 4.3 Local Government Operating Expenditures ² ✓	<input type="checkbox"/> \$223,599	\$204,471

SECTION 5: LIBRARY REVENUE BY SOURCE

Section 5: Library Revenue by Source

The total funds reported as Library Revenue will not necessarily equal the total of library expenditures reported. Do not report grant funds spent on behalf of your library by some other entity. Do ...more

Revenue Used for Operating Expenditures

Report revenue received by the library for the current and recurrent costs of operation, including grants, considered operating expenditures by local accounting practice. Report by source of ...more

5.1 City, Cities or Library District: Operating Revenue ✓	\$0	\$0
5.2 County or Counties: Operating Revenue ✓	\$223,599	\$204,471
5.3 School District: Operating Revenue ✓	\$0	\$0
5.4 Subtotal: Local Government Operating Revenue ✓	\$223,599	\$204,471
5.5 State Government: Operating Revenue ✓	\$0	\$0
5.6 Federal Government: Operating Revenue ³ ✓	<input type="checkbox"/> \$352	\$0
5.7 Foundation & Corporate Grants: Operating Revenue ✓	\$0	\$0
5.8 Fines, Fees, Donations, Memorials and Other Local Sources: Operating Revenue ✓	\$1,855	\$2,990
5.9 Total Library Operating Revenue ✓	\$225,806	\$207,461

Revenue Used for Capital Expenditures

CAPITAL REVENUE
Report revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of ...more

5.10 City Cities or Library District: Capital Revenue ✓	\$0	\$0
5.11 County or Counties: Capital Revenue ✓	\$0	\$0
5.12 School District: Capital Revenue ✓	\$0	\$0
5.13 State Government: Capital Revenue ✓	\$0	\$0
5.14 Federal Revenue: Capital Revenue ✓	\$0	\$0
5.15 Foundation & Corporate Grants: Capital Revenue ✓	\$0	\$0
5.16 Fines, Fees, Donations, Memorials, and Other Local Sources: Capital Revenue ⁴ ✓	<input type="checkbox"/> \$0	\$0
5.17 Total Capital Revenue	\$0	\$0

Government Revenue Sources Outside Local City or County

ONLY complete this section if the library received funds from a city or county outside of the one in which the library is located. If funds were received from government entities outside of ...more

5.18 County providing funds	5.19 Amount received	X
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Additional Sources

SECTION 6: LIBRARY COLLECTION

Section 6: Library Collection

This section collects data on selected types of materials. It does not cover all materials for which expenditures are reported in the Collection Expenditures section.

Unless otherwise ...[more](#)

- ▶ 6.1 Electronically Searchable Catalog ✓ Yes No Yes
- ▶ 6.2 Collection - 1% published in last five years? ✓ Yes No Yes
- 6.3 Consortium Participation West Texas Digital Consortium

Physical Material Counts

6.4 Books in Print - Items ✓	30,778	30,380
6.5 Audio Materials - Physical Format - Items ✓	939	996
6.6 Video Materials - Physical Format - Items ✓	661	489

Electronic Materials Count

Report the number of units. Report only items that have been purchased, leased, or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must ...[more](#)

6.7 Electronic Books (ebooks) ✓	17,623	15,257
6.8 Audio Materials - Downloadable Units ✓	1,357	774
6.9 Video Materials - Downloadable Units ✓	14	5

Electronic Collections/Databases

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and ...[more](#)

6.10 Local License - Electronic Collections/Databases ✓	1	4
6.11 TexShare/TexSelect: State-Licensed Databases ✓	71	
6.12 Consortium/Other License - Electronic Collections/Databases ⁵ ✓	1	1

Collection Totals

6.13 Total Electronic Collections/Databases	73	74
▶ 6.14 Collection Totals - Volumes Items or Physical Units	51,373	47,905

Subscription Counts

6.15 Current Print Serial Subscriptions ✓	20	19
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SECTION 7: LOCAL LIBRARY SERVICE

Section 7: Local Library Service

- ▶ 7.0 Long-Range Plan in Place ✓ Yes No Yes

Service Measures

7.1 Reference Transactions ✓	3,068	4,108
7.2 Library Visits ✓	9,778	10,578
7.3 Registered Users ✓	4,126	3,928

Circulation		
The National Center for Education Statistics (NCES) defines children as persons age 11 and under. The Young Adult Services Association (YALSA) defines young adults as ages 12 through 18.		
7.4 Children's Circulation - Physical formats ⁶ ✓	<input type="checkbox"/> 14,434	16,337
7.5 Children's Circulation - Digital formats (Downloadable) ✓	138	101
7.6 All Other Circulation (exclude children's) - Physical format ⁷ ✓	<input type="checkbox"/> 11,550	12,734
7.7 All Other Circulation (exclude Children's) - Digital format (Downloadable) ✓	3,652	3,263
7.8 Total Circulation ✓	29,774	32,435

Programs and Program Attendance				
Report the number of planned events, whether held on- or off-site, that are sponsored or co-sponsored by the library. Do not include programs sponsored by other groups that use library facilities. If ... <u>more</u>				
	7.9	Number of Programs	7.10	Total Attendance at Programs (Adults & children)
7.9 Children's Programs; 7.10 Total in Attendance	✓ 58	57	✓ 714	850
7.11 Young Adult Programs; 7.12 Total in Attendance	✓ 0	0	✓ 0	0
7.13 Adult Programs; 7.14 Total in Attendance	✓ 0	0	✓ 0	0
7.15 Total Programs; 7.16 Total Program Attendance	✓ 58	57	✓ 714	850

SECTION 8: LIBRARY STAFFING AND SALARIES

Section 8: Library Staffing and Salaries		
Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. Report number of hours worked per week. ... <u>more</u>		
▶ 8.1 Professional (MLS) Librarians - Weekly Hours Worked ✓	35.00	35.20
8.2 Other (Non-MLS) Librarians - Weekly Hours Worked ✓	35.00	35.20
8.3 All Other Paid Library Staff - Weekly Hours Worked ✓	103.00	90.00
8.4 All Paid Library Staff - Total Weekly Hours Worked ✓	173.00	160.40
8.5 Volunteer Hours - Annual Total ✓	85	294
8.6 Head Librarian's/Director Annual Rate of Salary ✓	\$42,751	\$41,414
▶ 8.7 Head Librarian's/Director's Hours Worked per Week	35.00	35.00
▶ 8.8 Director Obtained 10 CEU's ✓	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
▶ 8.9 Photocopier Available for Staff ✓	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
▶ 8.10 Internet Computer Available for Staff ✓	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes

SECTION 9: RESOURCE SHARING

Section 9: Resource Sharing		
An item of library material, or a copy of the material, is made available by one autonomous library to another upon request. The libraries involved in interlibrary loan are not under the same library ... <u>more</u>		
▶ 9.1 Is Statewide Interlibrary Loan Service available to patrons? ✓	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
9.2 Interlibrary Loans Received From Other Libraries ✓	13	22
9.3 Interlibrary Loans Provided To Other Libraries ✓	77	76

SECTION 10: INTERNET AND ELECTRONIC SERVICES

Section 10: Internet and Electronic Services

▶ 10.1 Public Internet Computer with Printer/Copier ✓ Yes No Yes

10.2 Number of Public Internet Computers ✓ 11 11

10.3 Annual Uses of Public Internet Computers ✓ 3,122 2,726

10.4 Annual Number of WiFi Sessions ✓ 0 0

10.5 Annual Website Visits Yes No Website Data Not Collected

SECTION 11: LIBRARY HOURS

Section 11: Library Hours

11.1 Annual Public Service Hours for Central Library ✓ 2,084 2,082

11.2 Annual Public Service Weeks for Central Library ✓ 52 52

▶ 11.3 Weekly Service Hours All Facilities Available (Unduplicated, if branches) ⁸ ✓ 42 42

11.4 Weekly Hours Central Library Open - Regular Schedule 42 42

11.5 Weekly Hours Central Library Open - Summer Schedule 42 42

SECTION 12: OUTLET GENERAL INFORMATION

Section 12: Outlet General Information

This section requests information for contacting the library branch or bookmobile and its staff.

By entering this information, you understand that this will be published and become public information. The information you submit on this form is **Public Information**. In addition, the information being entered may be subject to interception via common Internet tools. Business email addresses are not considered confidential under the Texas Public Information Act. To help ensure your privacy, always enter your business email address rather than your personal email address when such an address is requested., Please read our [Web Policies and Disclaimers](#).

Outlet (Location) **12.1 Branch/Bookmobile** **12.2 Legal Name**
 Sundown Branch Library Branch Bookmobile ✓

Address

Outlet (Location) **12.3 Number, Street** **12.4 City** **12.5 ZIP Code** **12.6 Zip+4**
 Sundown Branch Library Mailing Address
 Sundown Branch Library Street Address ✓

Contact info

Outlet (Location) **12.11 Phone** **12.12 Telefax** **12.13 Email Address**
 Sundown Branch Library

Contact name

Outlet (Location) **12.14 Librarian First Name** **12.15 Librarian Last Name**
 Sundown Branch Library

Square Feet and Hours

Outlet (Location) **12.16 Square footage of branch** **12.17 Established schedule?** **12.18 Public Service HOURS Annual Total** **12.19 Public Service WEEKS Annual Total**
 Sundown Branch Library ✓ 1,287 ✓ Y N ✓ ✓

NEXT STEPS

Next Steps

Congratulations! You've reached the end of the survey! You still have a few very important things to do, though.

At the top, right-hand side of this page are two buttons: 'Verify' and 'Submit/Lock'

FIRST: Click the Verify button. This will run additional edit checks and alert you to anything that still needs an explanation. Examples are shown in the Help link at the top-right side of this webpage on the "Managing Data" tab.

NOTE: Please make any edit check Notes as descriptive as possible. The more complete the explanation you provide us, the less likely it is that we will need to contact you for additional information/explanation.

THEN: Once you have the edit checks completed and the data verified, click on: 'Submit/Lock'

If you click 'Submit/Lock' and you are taken to a white screen with "Required Indicator!" or failed edit check messages, please click the "HERE" link to return to your report. You will need to know the question number, or the section, to which to return.

When the data has been successfully submitted, you will see the locked symbol.

Almost done!...

FINALLY: One last thing needs to be completed. The library must also complete the "[Accreditation in State Library System Application](#)" to be considered for accreditation. It can be downloaded on the secure portal page <https://tx.countingopinions.com/>, or from the TSLAC website <https://www.tsl.state.tx.us/id/pubs/arsma/index.html>.

The application needs to signed, then scanned and emailed, sent by fax, or mailed to us. As these documents are stored electronically, we would prefer them sent by email. A hard-copy, paper original does not need to be sent to us.

To send the form:

- by email: vgreenwood@tsl.texas.gov
- by Fax: 512-936-2306, attention Valicia Greenwood;
- by US Mail:
Valicia Greenwood
Texas State Library & Archives Commission
Library Development & Networking Division
PO Box 12927
Austin TX 78711-2927.

NOW you are done! CONGRATULATIONS!!

¹, **3.10** Indirect costs are being reported in order to meet MOE requirements. The following have been documented by the Hockley County Auditor as indirect costs for the library: Building insurance = \$4,429.00 Custodial services = \$7,800.00 (0-2019-03-25)

², **▶ 4.3** Full time staff were given a small raise, resulting in an increase in salaries and employee benefits of \$5,936. Indirect costs were reported for the current year to assist in meeting the MOE requirement when they were not in the previous year, resulting in an increase of \$12,229. (0-2019-03-25)

³, **5.6** This money was received from a grant through the Texas State Library and Archives Commission (TSLAC) which the library did not have in the previous year. (0-2019-03-25)

⁴, **5.16** The library did not have capital expenditures this year. (0-2019-03-25)

⁵, **6.12** The library is part of the West Texas Digital Consortium this year, the same as it was in the previous year. (0-2019-03-25)

⁶, **7.4** The number of library visits fell this year and the children's material circulations decreased in correlation. (0-2019-03-25)

⁷, **7.6** The number of library visits fell this year and adult material circulation decreased in correlation. (0-2019-03-25)

⁸, **▶ 11.3** There are no branches for this library at this time. All hours shown are for one location. (0-2019-03-25)



Hockley County

SHIRLEY PENNER
County Auditor
806/894-6070

802 Houston, Suite 103
Levelland, Texas 79336

March 21, 2019

Stacey Malek, Program Coordinator
Library Development & Networking Division
Texas State Library and Archives Commission
PO Box 12927
Austin, TX 78711-2927

Dear Ms. Malek:

Below is a listing indicating the indirect support received by the Library from Hockley County. This represents the portion of support received by our Library for custodial services and building insurance. The information provided is an estimate of resources spent at the Library.

Item	Annual Amount
Building Insurance	\$ 4,429.00
Custodial Services	\$ 7,800.00
Total	\$12,229.00

Please accept this information as documentation of support provided to the Hockley County Library during fiscal year 2018.

Respectfully,

Shirley Penner
Hockley County Auditor

ACCOUNT # VENDOR	ACCOUNT NAME ITEM/REASON	BUDGET DATE	BEG BALANCE REF #	PP	DEBIT	CREDIT	ENDING BALANCE
2018 035-367-101 DONATIONS		2,000.00		.00			
LIBRARY CHECKING ACCT.	LIB DEC/17 DONAT CA	01/04/2018	76638R	01		49.00	
LIBRARY CHECKING ACCT.	LIB JAN/18 DONATIONS CA	02/05/2018	76882R	02		14.00	
LIBRARY CHECKING ACCT.	LIB FEB/18 DONAT CA	03/02/2018	77169R	03		16.00	
LIBRARY CHECKING ACCT.	LIB MAR/18 DONAT CC	04/09/2018	77461R	03		10.00	
LIBRARY CHECKING ACCT.	LIB MAR/18 DON CA	04/04/2018	77395R	04		6.00	
COAST TO COAST SOLUTIONS	COLORING BOOKS-PUZZLE ALP	04/06/2018	169512C	04	201.09	(3.8)	
LIBRARY CHECKING ACCT.	LIB APR/18 DONAT CC	05/15/2018	77754R	04		30.25	
LIBRARY CHECKING ACCT.	LIB APR/18 DONATIONS CA	05/04/2018	77747R	05		23.00	
DEMCO INC	PENCILS-NOTEPADS-STREAMRS	05/18/2018	170037C	05	1,160.77	(3.8)	
LIBRARY CHECKING ACCT.	MAY/18 LIB DONATIONS CC	06/01/2018	78013R	05		26.00	
LIBRARY CHECKING ACCT.	LIB MAY/18 DONATIONS CA	06/04/2018	78011R	06		35.75	
LIBRARY CHECKING ACCT.	LIB JUN/18 DONATION CC	07/17/2018	78318R	06		6.00	
LIBRARY CHECKING ACCT.	LIB JUN/18 DONATION CA	07/10/2018	78315R	07		16.00	
CITIBANK	NATIONS/DVD-LIBRARY	07/18/2018	170732C	07	18.32	(3.6)	
LIBRARY CHECKING ACCT.	LIB JUL/18 DONATIONS CA	08/02/2018	78535R	08		72.00	
CITIBANK	NATIONS/SUMMER PRIZES-LIB	08/15/2018	171089C	08	167.79	(3.8)	
LIBRARY CHECKING ACCT.	LIB AUG/18 DONAT CC	09/11/2018	78917R	08		4.25	
LIBRARY CHECKING ACCT.	LIB AUG/18 DONAT CC	09/11/2018	78921R	08		2.00	
LIBRARY CHECKING ACCT.	LIB AUG/18 DONAT CC	09/11/2018	78922R	08		5.50	
LIBRARY CHECKING ACCT.	LIB AUG/18 DONATION CA	09/04/2018	78869R	09		5.50	
LIBRARY CHECKING ACCT.	LIB SEP/18 DONATION CC	10/02/2018	79158R	09		36.00	
SWANK MOVIE LICENSING US	COPYRIGHT SITE LICENSE 10	09/28/2018	171604C	10	307.00	(3.6)	
LIBRARY CHECKING ACCT.	LIB SEP/18 FEES DON CA	10/01/2018	79108R	10		5.50	
LIBRARY CHECKING ACCT.	LIB OCT/18 DONAT CC	11/05/2018	79444R	10		22.60	
LIBRARY CHECKING ACCT.	LIB OCT/18 DONAT CC	11/05/2018	79446R	10		20.00	
LIBRARY CHECKING ACCT.	LIB OCT/18 DONAT CA	11/06/2018	79440R	11		33.00	
LIBRARY CHECKING ACCT.	LIB NOV/18 DONAT CC	12/04/2018	79648R	11		1.00	
LIBRARY CHECKING ACCT.	LIB NOV/18 DONAT CC	12/04/2018	79649R	11		19.60	
LIBRARY CHECKING ACCT.	LIB NOV/18 DONAT CA	12/04/2018	79627R	12		77.75	
LIBRARY CHECKING ACCT.	LIB NOV/18 DONAT CC	12/04/2018	79643R	12		17.00	
LIBRARY CHECKING ACCT.	DEC/18 LIB DONATIONS CC	01/03/2019	79906R	12		2.40	1,298.87
*** FUND TOTAL ***					1,854.97	556.10	1,298.87
*** FINAL TOTALS ***					1,854.97	556.10	1,298.87

2018 Annual Report Calculations

Question	Description	Amounts
3.1	Librarian	42,450.98
	Asst Librarian	31,268.34
	Longevity	400.00
	Part-Time	41,068.90
	SND Salary	-
TOTAL		115,188.22

3.2	Social Security	8,360.99
	County Retirement	14,889.15
	Health Insurance	38,111.84
	SND FICA	-
	SND Retirement	-
	SND Health Insurance	-
TOTAL		61,361.98

3.3	TOTAL	176,550.20
3.3a	Amount from non-local grant funding	-
3.3b	TOTAL (Local funds - Staff Expenditures)	176,550.20

3.4	Books	11,924.04
	Periodicals	1,823.26
	TSLAC Grant	151.82
	SND Books	-
TOTAL		13,899.12

3.5	Computers (Online Subscriptions)	3,799.31
	Donation	-
TOTAL		3,799.31

3.6	A/V Materials	4,467.94
	Donations	325.32
TOTAL		4,793.26

3.7	TOTAL (Library Collection Exp.)	22,491.69
3.7a	Amount from non-local grant funding	151.82
3.7b	TOTAL (Local funds - Library Collection)	22,339.87

3.8	Supplies	4,626.84
	Equipment	619.53
	Computers (Apollo & TexShare)	2,409.90
	Seminar & Travel	-
	Membership & Dues	149.00
	Donations (Supplies & Dues)	1,529.65
	IT	5,000.00
	TSLAC Grant	200.49
TOTAL	TOTAL (Other Operating Expenditures)	14,535.41
3.8a	Amount from non-local grant funding	200.49
3.8b	TOTAL (Local funds - other operating exp.)	14,334.92

3.9	TOTAL	213,577.30
3.9a	Amount from non-local grant funding	352.31
3.9b	TOTAL (Local funds - other operating exp.)	213,224.99

2018 Annual Report Calculations

Question	Description	Amounts
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Levelland 2017 Materials							
Type	Holdings	% of Holding	Out	% Out	Titles	Value	% of Total Out
1 - Unassigned	33	0.1	2	6.1	24	0	0.2
2 - Easy Books	4,520	13.8	243	5.4	4,455	0	29.3
3 - Easy Biography		0		0		0	0
4 - Easy Non-Fiction	975	3	29	3	972	0	3.5
5 - Easy Books in Spanish	332	1	5	1.5	322	0	0.6
6 - Juvenile Fiction	4,518	13.8	149	3.3	4,460	0	18
7 - Juvenile Biography	524	1.6	3	0.6	521	0	0.4
8 - Juvenile Non-Fiction	2,440	7.4	27	1.1	2,300	0	3.3
9 - Juvenile Audiobook	116	0.4	-	0	114	0	0
10 - Fiction	8,826	26.9	183	2.1	8,814	0	22.1
11 - Biographies	624	1.9	4	0.6	624	0	0.5
12 - Non-Fiction	2,887	8.8	72	2.5	2,844	0	8.7
13 - Audio CD	823	2.5	15	1.8	819	0	1.8
14 - Western	563	1.7	6	1.1	560	0	0.7
15 - Large Print Fiction	3,160	9.6	59	1.9	3,159	0	7.1
16 - Large Print Biographies	57	0.2	5	8.8	57	0	0.6
17 - Large Print Non-Fiction	84	0.3	-	0	84	0	0
18 - Blu-Ray Disc	122	0.4	2	1.6	116	0	0.2
19 - DVD	539	1.6	18	3.3	537	0	2.2
20 - Spanish	159	0.5	-	0	156	0	0
21 - Spanish Biographies	4	0	-	0	4	0	0
22 - Texas	355	1.1	5	1.4	353	0	0.6
23 - Texas Biographies	48	0.1	-	0	47	0	0
24 - Magazines	440	1.3	-	0	37	0	0
25 - Reference	527	1.6	2	0.4	302	0	0.2
26 - Yearbooks	142	0.4	-	0	23	0	0
27 - Interlibrary Loan	14	0	-	0	10	0	0
28 - Public Use Computers	10	0	-	0	10	0	0
Total	32,842	100	829		31,724	-	

Books	30,778	94	794	40	30,081	-
Audiobooks	939	3	15	2	933	-
Magazines	440	1	-	-	37	-
Video	661	2	20	5	653	-
ILL Slips	14	-	-	-	10	-
Computers	10	-	-	-	10	-
Total	32,842	100	829		31,724	0

2018 Annual Report Calculations

Question	Description	Amounts
7.8	TOTAL (Circulation)	29,774

7.9	TOTAL (# of Children's Programs)	58
7.10	TOTAL (Children's Program Attendance)	714

7.11	TOTAL (# of YA Programs)	-
7.12	TOTAL (YA Program Attendance)	-

7.13	TOTAL (# of Adult Programs)	-
7.14	TOTAL (Adult Program Attendance)	-

7.15	TOTAL (Total # of Programs)	58
7.16	TOTAL (Total Program Attendance)	714

8.1	TOTAL (Hours - Librarian w/ MLS)	35
8.2	TOTAL (Hours - Other Librarian)	35
8.3	TOTAL (Hours - All Other Staff)	103
8.4	TOTAL (Total Hours for Library Staff)	173

8.5	Volunteers	80
	Community Service	5
	TOTAL (Volunteer Hours)	85

8.6	Salary	42,450.98
	Longevity	300.00
	TOTAL (Librarian's Rate of Salary)	42,750.98

8.7	TOTAL (Hours per Week - Head Librarian)	35
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9.3	TOTAL (Interlibrary Loans Received)	13
9.4	TOTAL (Interlibrary Loans Provided)	77

10.2	TOTAL (# of public terminals w/ Internet)	11
10.3	TOTAL (Annual Public Computer Uses)	3,122

ACCOUNT #	ACCOUNT NAME	BUDGET	BEG BALANCE				ENDING
VENDOR	ITEM/REASON	DATE	REF #	PP	DEBIT	CREDIT	BALANCE
018 035-650-102	LIBRARIAN SALARY		42,451.00		.00		
GROSS SALARIES	GROSS SALARIES	01/03/2018		01	1,632.73		
GROSS SALARIES	GROSS SALARIES	01/16/2018		01	1,632.73		
GROSS SALARIES	GROSS SALARIES	01/30/2018		01	1,632.73		
GROSS SALARIES	GROSS SALARIES	02/13/2018		02	1,632.73		
GROSS SALARIES	GROSS SALARIES	02/27/2018		02	1,632.73		
GROSS SALARIES	GROSS SALARIES	03/13/2018		03	1,632.73		
GROSS SALARIES	GROSS SALARIES	03/26/2018		03	1,632.73		
GROSS SALARIES	GROSS SALARIES	04/10/2018		04	1,632.73		
GROSS SALARIES	GROSS SALARIES	04/24/2018		04	1,632.73		
GROSS SALARIES	GROSS SALARIES	05/08/2018		05	1,632.73		
GROSS SALARIES	GROSS SALARIES	05/22/2018		05	1,632.73		
GROSS SALARIES	GROSS SALARIES	06/05/2018		06	1,632.73		
GROSS SALARIES	GROSS SALARIES	06/19/2018		06	1,632.73		
GROSS SALARIES	GROSS SALARIES	07/03/2018		07	1,632.73		
GROSS SALARIES	GROSS SALARIES	07/18/2018		07	1,632.73		
GROSS SALARIES	GROSS SALARIES	08/01/2018		08	1,632.73		
GROSS SALARIES	GROSS SALARIES	08/15/2018		08	1,632.73		
GROSS SALARIES	GROSS SALARIES	08/28/2018		08	1,632.73		
GROSS SALARIES	GROSS SALARIES	09/12/2018		09	1,632.73		
GROSS SALARIES	GROSS SALARIES	09/26/2018		09	1,632.73		
GROSS SALARIES	GROSS SALARIES	10/10/2018		10	1,632.73		
GROSS SALARIES	GROSS SALARIES	10/23/2018		10	1,632.73		
GROSS SALARIES	GROSS SALARIES	11/06/2018		11	1,632.73		
GROSS SALARIES	GROSS SALARIES	11/19/2018		11	1,632.73		
GROSS SALARIES	GROSS SALARIES	12/05/2018		12	1,632.73		
GROSS SALARIES	GROSS SALARIES	12/18/2018		12	1,632.73		42,450.98 3.1
018 035-650-103	ASST LIBRARIAN SALARY		31,395.00		.00		
GROSS SALARIES	GROSS SALARIES	01/03/2018		01	1,123.37		
GROSS SALARIES	GROSS SALARIES	01/16/2018		01	1,207.46		
GROSS SALARIES	GROSS SALARIES	01/30/2018		01	1,207.46		
GROSS SALARIES	GROSS SALARIES	02/13/2018		02	1,207.46		
GROSS SALARIES	GROSS SALARIES	02/27/2018		02	1,207.46		
GROSS SALARIES	GROSS SALARIES	03/13/2018		03	1,207.46		
GROSS SALARIES	GROSS SALARIES	03/26/2018		03	1,207.46		
GROSS SALARIES	GROSS SALARIES	04/10/2018		04	1,207.46		
GROSS SALARIES	GROSS SALARIES	04/24/2018		04	1,207.46		
GROSS SALARIES	GROSS SALARIES	05/08/2018		05	1,207.46		
GROSS SALARIES	GROSS SALARIES	05/22/2018		05	1,207.46		
GROSS SALARIES	GROSS SALARIES	06/05/2018		06	1,207.46		
GROSS SALARIES	GROSS SALARIES	06/19/2018		06	1,207.46		
GROSS SALARIES	GROSS SALARIES	07/03/2018		07	1,207.46		
GROSS SALARIES	GROSS SALARIES	07/18/2018		07	1,207.46		
GROSS SALARIES	GROSS SALARIES	08/01/2018		08	1,207.46		
GROSS SALARIES	GROSS SALARIES	08/15/2018		08	1,207.46		
GROSS SALARIES	GROSS SALARIES	08/28/2018		08	1,207.46		
GROSS SALARIES	GROSS SALARIES	09/12/2018		09	1,207.46		
GROSS SALARIES	GROSS SALARIES	09/26/2018		09	1,207.46		
GROSS SALARIES	GROSS SALARIES	10/10/2018		10	1,165.93		
GROSS SALARIES	GROSS SALARIES	10/23/2018		10	1,207.46		
GROSS SALARIES	GROSS SALARIES	11/06/2018		11	1,207.46		
GROSS SALARIES	GROSS SALARIES	11/19/2018		11	1,207.46		
GROSS SALARIES	GROSS SALARIES	12/05/2018		12	1,207.46		

ACCOUNT #	ACCOUNT NAME	BUDGET	BEG BALANCE				ENDING
VENDOR	ITEM/REASON	DATE	REF #	PP	DEBIT	CREDIT	BALANCE
018 035-650-103	ASST LIBRARIAN SALARY		31,395.00				
	GROSS SALARIES	12/18/2018		12	1,207.46		31,268.34 (3.1)
018 035-650-105	LONGEVITY		400.00				
	GROSS SALARIES	01/03/2018		01	400.00		400.00 (3.1)
018 035-650-107	SUNDOWN BRANCH: SUPPLEMENT		.00				.00
018 035-650-108	PART TIME LABOR SALARY		45,000.00				
	GROSS SALARIES	01/03/2018		01	1,467.90		
	GROSS SALARIES	01/16/2018		01	1,341.20		
	GROSS SALARIES	01/30/2018		01	1,337.70		
	GROSS SALARIES	02/13/2018		02	1,547.70		
	GROSS SALARIES	02/27/2018		02	1,416.00		
	GROSS SALARIES	03/13/2018		03	1,590.00		
	GROSS SALARIES	03/26/2018		03	1,309.67		
	GROSS SALARIES	04/10/2018		04	1,515.35		
	GROSS SALARIES	04/24/2018		04	1,746.44		
	GROSS SALARIES	05/08/2018		05	1,597.23		
	GROSS SALARIES	05/22/2018		05	1,668.07		
	GROSS SALARIES	06/05/2018		06	1,499.01		
	GROSS SALARIES	06/19/2018		06	1,392.49		
	GROSS SALARIES	07/03/2018		07	1,742.32		
	GROSS SALARIES	07/18/2018		07	1,483.02		
	GROSS SALARIES	08/01/2018		08	1,747.08		
	GROSS SALARIES	08/15/2018		08	1,376.53		
	GROSS SALARIES	08/28/2018		08	1,805.49		
	GROSS SALARIES	09/12/2018		09	1,350.85		
	GROSS SALARIES	09/26/2018		09	1,846.94		
	GROSS SALARIES	10/10/2018		10	1,664.97		
	GROSS SALARIES	10/23/2018		10	1,736.18		
	GROSS SALARIES	11/06/2018		11	1,767.30		
	GROSS SALARIES	11/19/2018		11	1,798.67		
	GROSS SALARIES	12/05/2018		12	1,506.19		
	GROSS SALARIES	12/18/2018		12	1,814.60		41,068.90 (3.1)
018 035-650-201	SOCIAL SECURITY - LEVELLAND		9,125.00				
	AIM BANK	01/03/2018	168457C	01	335.02		
	AIM BANK	01/16/2018	168633C	01	301.16		
	AIM BANK	01/30/2018	168785C	01	300.89		
	AIM BANK	02/13/2018	168956C	02	316.96		
	AIM BANK	02/27/2018	169091C	02	306.88		
	AIM BANK	03/13/2018	169286C	03	320.20		
	AIM BANK	03/26/2018	169421C	03	317.45		
	AIM BANK	04/10/2018	169586C	04	314.48		
	AIM BANK	04/24/2018	169742C	04	332.17		
	AIM BANK	05/08/2018	169923C	05	320.74		
	AIM BANK	05/22/2018	170079C	05	326.17		
	AIM BANK	06/05/2018	170225C	06	313.23		
	AIM BANK	06/19/2018	170392C	06	305.09		
	AIM BANK	07/03/2018	170552C	07	331.85		
	AIM BANK	07/18/2018	170715C	07	312.01		
	AIM BANK	08/01/2018	170870C	08	332.21		
	AIM BANK	08/15/2018	171071C	08	303.87		
	AIM BANK	08/28/2018	171220C	08	355.41		
	AIM BANK	09/12/2018	171360C	09	301.90		
	AIM BANK	09/26/2018	171523C	09	339.60		

ACCOUNT #	ACCOUNT NAME	BUDGET	BEG BALANCE					ENDING
VENDOR	ITEM/REASON	DATE	REF #	PP	DEBIT	CREDIT		BALANCE
018 035-650-201	SOCIAL SECURITY - LEVELLAND		9,125.00					
AIM BANK	FIT, FICA, MED	10/10/2018	171708C	10	322.51			
AIM BANK	FIT, FICA, MED	10/23/2018	171864C	10	331.13			
AIM BANK	FIT, FICA, MED	11/06/2018	172035C	11	333.50			
AIM BANK	FIT, FICA, MED	11/19/2018	172190C	11	335.91			
AIM BANK	FIT, FICA, MED	12/05/2018	172309C	12	313.53			
AIM BANK	FIT, FICA, MED	12/18/2018	172468C	12	337.12			8,360.99 (3.2)
018 035-650-203	COUNTY RETIREMENT		15,700.00	.00				
TEXAS COUNTY & DISTRICT	RETIREMENT	01/03/2018	168643C	01	608.98			
TEXAS COUNTY & DISTRICT	RETIREMENT	01/16/2018	168643C	01	550.67			
TEXAS COUNTY & DISTRICT	RETIREMENT	01/30/2018	168966C	01	550.22			
TEXAS COUNTY & DISTRICT	RETIREMENT	02/13/2018	168966C	02	577.88			
TEXAS COUNTY & DISTRICT	RETIREMENT	02/27/2018	169427C	02	560.53			
TEXAS COUNTY & DISTRICT	RETIREMENT	03/13/2018	169427C	03	583.45			
TEXAS COUNTY & DISTRICT	RETIREMENT	03/26/2018	169427C	03	536.70			
TEXAS COUNTY & DISTRICT	RETIREMENT	04/10/2018	169752C	04	561.86			
TEXAS COUNTY & DISTRICT	RETIREMENT	04/24/2018	169752C	04	584.70			
TEXAS COUNTY & DISTRICT	RETIREMENT	05/08/2018	170089C	05	570.89			
TEXAS COUNTY & DISTRICT	RETIREMENT	05/22/2018	170089C	05	567.76			
TEXAS COUNTY & DISTRICT	RETIREMENT	06/05/2018	170402C	06	551.01			
TEXAS COUNTY & DISTRICT	RETIREMENT	06/19/2018	170402C	06	530.98			
TEXAS COUNTY & DISTRICT	RETIREMENT	07/03/2018	170725C	07	583.54			
TEXAS COUNTY & DISTRICT	RETIREMENT	07/18/2018	170725C	07	554.94			
TEXAS COUNTY & DISTRICT	RETIREMENT	08/01/2018	171081C	08	583.26			
TEXAS COUNTY & DISTRICT	RETIREMENT	08/15/2018	171081C	08	522.10			
TEXAS COUNTY & DISTRICT	RETIREMENT	08/28/2018	171223C	08	594.13			
TEXAS COUNTY & DISTRICT	RETIREMENT	09/12/2018	171534C	09	532.64			
TEXAS COUNTY & DISTRICT	RETIREMENT	09/26/2018	171534C	09	589.14			
TEXAS COUNTY & DISTRICT	RETIREMENT	10/10/2018	171875C	10	587.86			
TEXAS COUNTY & DISTRICT	RETIREMENT	10/23/2018	171875C	10	602.71			
TEXAS COUNTY & DISTRICT	RETIREMENT	11/06/2018	172201C	11	606.81			
TEXAS COUNTY & DISTRICT	RETIREMENT	11/19/2018	172201C	11	610.94			
TEXAS COUNTY & DISTRICT	RETIREMENT	12/05/2018	172479C	12	572.42			
TEXAS COUNTY & DISTRICT	RETIREMENT	12/18/2018	172479C	12	613.03			14,889.15 (3.2)
018 035-650-204	HEALTH INSURANCE		38,630.00	.00				
TEXAS ASSOCIATION OF COU	HEALTH INSURANCE	01/03/2018	168462C	01	3,155.92			
TEXAS ASSOCIATION OF COU	HEALTH INSURANCE	01/30/2018	168790C	01	3,155.92			
TEXAS ASSOCIATION OF COU	HEALTH INSURANCE	02/27/2018	169096C	02	3,155.92			
TEXAS ASSOCIATION OF COU	HEALTH INSURANCE	04/10/2018	169591C	04	3,155.92			
TEXAS ASSOCIATION OF COU	HEALTH INSURANCE	05/08/2018	169928C	05	3,155.92			
TEXAS ASSOCIATION OF COU	HEALTH INSURANCE	06/05/2018	170230C	06	3,155.92			
TEXAS ASSOCIATION OF COU	HEALTH INSURANCE	07/03/2018	170557C	07	3,155.92			
TEXAS ASSOCIATION OF COU	HEALTH INSURANCE	08/01/2018	170875C	08	3,155.92			
TEXAS ASSOCIATION OF COU	HEALTH INSURANCE	09/12/2018	171365C	09	3,155.92			
TEXAS ASSOCIATION OF COU	HEALTH INSURANCE	10/10/2018	171713C	10	3,168.32			
TEXAS ASSOCIATION OF COU	HEALTH INSURANCE	11/06/2018	172040C	11	3,270.12			
TEXAS ASSOCIATION OF COU	HEALTH INSURANCE	12/05/2018	172314C	12	3,270.12			38,111.84 (3.2)
018 035-650-310	SUPPLIES		4,616.31	.00				
PARAMOUNT LEASING INC	COPIER LEASE/LIBRARY	01/04/2018	168519C	01	82.00			
TASCOSA OFFICE MACHINES	CALENDAR/LIBRARY	01/18/2018	168701C	01	18.79			
CITIBANK	NATIONS/TIME CLOCK RIBBON	01/22/2018	168719C	01	5.55			
DATA LINE OFFICE SYSTEMS	EQ13894/BW-LIBRARY	01/24/2018	168741C	01	15.55			
DATA LINE OFFICE SYSTEMS	EQ13893/BW-COLOR/LIBRARY	01/24/2018	168741C	01	13.26			

ACCOUNT #	ACCOUNT NAME	BUDGET	BEG BALANCE				ENDING
VENDOR	ITEM/REASON	DATE	REF #	PP	DEBIT	CREDIT	BALANCE
018 035-650-310	SUPPLIES		4,616.31				
PARAMOUNT LEASING INC	COPIER LEASE/LIBRARY	02/01/2018	168839C	02	82.00		
TASCOSA OFFICE MACHINES	CHSL BLK MRKRS-TRASH CAN/	02/15/2018	169033C	02	53.25		
DATA LINE OFFICE SYSTEMS	EQ13894-BW/LIBRARY	02/22/2018	169059C	02	16.25		
DATA LINE OFFICE SYSTEMS	EQ13893/BW-COLOR/LIBRARY	02/22/2018	169059C	02	6.66		
PARAMOUNT LEASING INC	COPIER LEASE/LIBRARY	03/01/2018	169151C	03	82.00		
CITIBANK	NATIONS/LEARNING RESOURCE	03/20/2018	169368C	03	8.79		
DATA LINE OFFICE SYSTEMS	EQ13894-BW/LIBRARY	03/21/2018	169385C	03	19.97		
DATA LINE OFFICE SYSTEMS	EQ13893/BW-COLOR/LIBRARY	03/21/2018	169385C	03	7.32		
PARAMOUNT LEASING INC	COPIER LEASE/LIBRARY	04/05/2018	169551C	04	82.00		
TASCOSA OFFICE MACHINES	BUBBLE MAILERS/LIBRARY	04/11/2018	169645C	04	109.98		
DATA LINE OFFICE SYSTEMS	EQ13894 - BW/L	04/26/2018	169778C	04	16.82		
DATA LINE OFFICE SYSTEMS	EQ13893 - BW-COLOR/L	04/26/2018	169778C	04	4.80		
CITY DIRECTORY INC	2-2018 CITY DIRECTORIES/L	04/27/2018	169770C	04	218.00		
SCRIPT OFFICE PRODUCTS I	TRANSPARENCIES/LIBRARY	05/03/2018	169887C	05	8.20		
PARAMOUNT LEASING INC	COPIER LEASE/LIBRARY	05/04/2018	169875C	05	82.00		
DATA LINE OFFICE SYSTEMS	EQ13894/BW-LIB	05/15/2018	170036C	05	13.94		
DATA LINE OFFICE SYSTEMS	EQ13893/BW-COLOR-LIB	05/15/2018	170036C	05	1.04		
TASCOSA OFFICE MACHINES	TISSUE-PENS-TRANSFLM/LIBR	05/18/2018	170065C	05	127.01		
CITIBANK	NATIONS/POM POMS-BEADS/LI	05/22/2018	170075C	05	79.87		
DATA LINE OFFICE SYSTEMS	EQ13296/BW-LIBRARY	05/24/2018	170108C	05	23.19		
PARAMOUNT LEASING INC	COPIER LEASE/LIBRARY	06/01/2018	170197C	06	82.00		
CITIBANK	NATIONS/FLAT GEM STONES-P	06/19/2018	170409C	06	14.98		
DATA LINE OFFICE SYSTEMS	EQ13894/BW-LIBRARY	06/21/2018	170432C	06	12.10		
DATA LINE OFFICE SYSTEMS	EQ13893/BW-COLOR/LIBRARY	06/21/2018	170432C	06	3.07		
TASCOSA OFFICE MACHINES	1 CASE PAPER/EXT	06/29/2018	170528C	07	93.69		
PARAMOUNT LEASING INC	COPIER LEASE/LIBRARY	07/06/2018	170616C	07	82.00		
KAPCO	EASY BOOK COVERS/LIBRARY	07/12/2018	170681C	07	463.58		
CITIBANK	NATIONS/T TISSUE-I PAD CA	07/18/2018	170732C	07	51.38		
DATA LINE OFFICE SYSTEMS	EQ13894/BW- L	07/20/2018	170754C	07	16.66		
DATA LINE OFFICE SYSTEMS	EQ13893/BW-COLOR L	07/20/2018	170754C	07	4.98		
TASCOSA OFFICE MACHINES	TIME CARDS/LIBRARY	07/25/2018	170853C	07	20.99		
PARAMOUNT LEASING INC	COPIER LEASE/LIBRARY	07/30/2018	170944C	08	82.00		
CREATIVE PRODUCT SOURCE	HALLOWEEN BAGS/LIBRARY	08/03/2018	170913C	08	294.74		
CITIBANK	NATIONS/CRAFT TWEEZERS-LI	08/15/2018	171089C	08	6.99		
DATA LINE OFFICE SYSTEMS	EQ13894/BW-LIBRARY	08/17/2018	171113C	08	20.95		
DATA LINE OFFICE SYSTEMS	EQ13893/BW-COLOR-LIBR	08/17/2018	171113C	08	1.36		
CREATIVE PRODUCT SOURCE	BOOKMARK-INTERNET SAFETY/	08/17/2018	171112C	08	164.25		
CREATIVE PRODUCT SOURCE	CUSTOM 2" STICKER/LIBRARY	08/17/2018	171112C	08	163.06		
ELM USA INC	5-COLORED PADS/LIBRARY	08/31/2018	171254C	09	246.95		
PARAMOUNT LEASING INC	COPIER LEASE/LIBRARY	09/07/2018	171332C	09	82.00		
CITIBANK	NATIONS/INSECT SPRAY-PROJ	09/18/2018	171445C	09	40.12		
DATA LINE OFFICE SYSTEMS	EQ13894/BW-LIBRARY	09/20/2018	171473C	09	13.90		
DATA LINE OFFICE SYSTEMS	EQ13893/BW-COLOR-LIBRARY	09/20/2018	171473C	09	2.84		
TASCOSA OFFICE MACHINES	DBL SIDE TAPE-PAPER/LIBRA	09/28/2018	171605C	10	52.96		
PARAMOUNT LEASING INC	COPIER LEASE/LIBRARY	10/04/2018	171668C	10	82.00		
DATA LINE OFFICE SYSTEMS	BO-COLOR COPIES/LIBRARY	10/24/2018		10	20.37		
DATA LINE OFFICE SYSTEMS	BO-COLOR COPIES/LIBRARY	10/24/2018		10		20.37	
DATA LINE OFFICE SYSTEMS	BW-COLOR COPIES/LIBRARY	10/24/2018	171902C	10	20.37		
DATA LINE OFFICE SYSTEMS	DP-NEW COPIER LEASE/LIBRA	11/02/2018	171978C	11	82.00		
PARAMOUNT LEASING INC	COPIER LEASE/LIBRARY	11/09/2018	172089C	11	82.00		
TASCOSA OFFICE MACHINES	MARKERS/SHARPIE-WASABLE-M	11/15/2018	172172C	11	193.87		
DATA LINE OFFICE SYSTEMS	BW-COLOR COPIES/LIBRARY	11/16/2018	172143C	11	13.90		

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2018 035-650-310 SUPPLIES		4,616.31					
CITIBANK	NATIONS/COLOR PAPR-SHARRP	11/19/2018	172208C	11	63.67		
TASCOSA OFFICE MACHINES	DSK CALENDAR-SHIPNG TAPE/	11/21/2018	172233C	11	162.31		
KAPCO	EASY II BOOK COVERS/LIBRA	11/21/2018	172226C	11	196.80		
DATA LINE OFFICE SYSTEMS	BW COPIES/LIBRARY	12/07/2018	172339C	12	2.79		
PARAMOUNT LEASING INC	COPIER LEASE/LIBRARY	12/11/2018	172434C	12	82.00		
TASCOSA OFFICE MACHINES	PKG TAPE-PENS-PLANNER-4 S	12/14/2018	172451C	12	237.69		
CITIBANK	NATIONS/COSTUME-SOLE HEAT	12/17/2018	172486C	12	82.55		
DATA LINE OFFICE SYSTEMS	BW-COLOR COPIES/LIBRARY	12/20/2018	172508C	12	12.18		
LIBRARY STORE INC THE	BK EASELS-BUBBLE MAILERS-	12/20/2018	172522C	12	116.92		4,626.84 (3.8)
2018 035-650-315 TSLAC GRANT EXPENDITURES		.00		.00			
DEMCO INC	MINI POSTR SETS-WALL DSPL	10/26/2018	171903C	10	200.49 (3.8)		
INGRAM LIBRARY SERVICES	10 BOOKS/LIBRARY (GRANT)	11/21/2018	172224C	11	81.82 (3.4)		
SCHOLASTIC LIBRARY PUBLI	4-BOOKS/LIBRARY-GRANT	12/07/2018	172373C	12	70.00		352.31
2018 035-650-335 AUDIO VISUAL MATERIALS		4,471.45		.00			
RECORDED BOOKS INC	DEC '17-ADULT CDS/LIBRARY	01/11/2018	168603C	01	108.00		
RECORDED BOOKS INC	DEC '17-ADULT CD/LIBRARY	01/11/2018	168603C	01	40.49		
RECORDED BOOKS INC	4QTR '17-YOUNG ADULT CDS/L	01/11/2018	168603C	01	217.39		
CITIBANK	NATIONS/BLU-RAY DVDS/LIBR	01/22/2018	168719C	01	273.88		
RECORDED BOOKS INC	RECORDED BOOKS/LIBRARY	02/01/2018	168846C	02	141.28		
CITIBANK	NATIONS/DVD'S-LIBRARY	02/21/2018	169046C	02	240.55		
VIDEO BREAD	DVDS/LIBRARY	02/23/2018	169085C	02	64.00		
RECORDED BOOKS INC	FEB '18-ADULT CDS/LIBRARY	03/01/2018	169160C	03	80.99		
RECORDED BOOKS INC	2-DVDS/LIBRARY	03/09/2018	169254C	03	81.00		
RECORDED BOOKS INC	2-CD'S/LIBRARY	03/23/2018	169406C	03	63.00		
RECORDED BOOKS INC	5-CD'S/LIBRARY	03/23/2018	169406C	03	235.80		
RECORDED BOOKS INC	2-CD'S/LIBRARY	03/23/2018	169406C	03	76.49		
RECORDED BOOKS INC	4 CDS/LIBRARY	04/20/2018	169713C	04	125.98		
CITIBANK	NATIONS/BLUE RAYS-LIBRARY	04/24/2018	169738C	04	205.18		
RECORDED BOOKS INC	1-CD RECORDED BOOK/LIBRAR	05/03/2018	169882C	05	36.00		
RECORDED BOOKS INC	4-CD RECORDED BOOKS/LIBRA	05/18/2018	170060C	05	139.49		
RECORDED BOOKS INC	2-CD RECORDED BOOKS/LIBRA	05/18/2018	170060C	05	75.94		
MPLC	JUL '18-'19/MPLC UMBRELL	05/25/2018	170125C	05	197.68		
RECORDED BOOKS INC	5-CD'S/LIBRARY	06/29/2018	170521C	07	154.65		
RECORDED BOOKS INC	4-CD'S/LIBRARY	06/29/2018	170521C	07	166.48		
RECORDED BOOKS INC	4-ADULT CD'S/JULY-LIBRARY	07/25/2018	170844C	07	152.98		
TEI LANDMARK AUDIO	AUG '18-'19/AUDIOBOOK CD L	07/25/2018	170854C	07	535.00		
CITIBANK	NATIONS/BLUE RAY DISCS-LI	08/15/2018	171089C	08	59.81		
RECORDED BOOKS INC	RECORDED BOOKS/LIBRARY	08/17/2018	171135C	08	71.09		
RECORDED BOOKS INC	1-CD/LIBRARY	08/31/2018	171275C	09	35.99		
RECORDED BOOKS INC	CD RECORDED BOOK/LIBRARY	09/13/2018	171417C	09	31.50		
RECORDED BOOKS INC	4-CD'S/LIBRARY	09/28/2018	171592C	10	132.28		
RECORDED BOOKS INC	5-CD'S/LIBRARY	09/28/2018	171592C	10	185.25		
RECORDED BOOKS INC	3-CD'S/LIBRARY	10/19/2018	171835C	10	103.50		
RECORDED BOOKS INC	1-CD/LIBRARY	11/02/2018	172007C	11	31.50		
RECORDED BOOKS INC	1-CD RECORDED BOOK/LIBRAR	11/21/2018	172230C	11	28.80		
RECORDED BOOKS INC	3 CD'S/LIBRARY	12/07/2018	172370C	12	108.00		
RECORDED BOOKS INC	3-CD RECORDED BOOKS/LIBRA	12/14/2018	172437C	12	108.00		
RECORDED BOOKS INC	1-CD RECORDED BOOK/LIBRAR	12/14/2018	172437C	12	31.49		
RECORDED BOOKS INC	5-CHILDRENS CD RECORDED B	12/14/2018	172437C	12	117.59		
INGRAM LIBRARY SERVICES	1 3D/LIBRARY	12/20/2018	172516C	12	10.89		4,467.94 (3.6)
2018 035-650-352 EQUIPMENT		619.53		.00			
CITIBANK	NATIONS/APPLE I PAD-CD BO	07/18/2018	170732C	07	486.59		

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VENDOR	ITEM/REASON	DATE	REF #	PP	DEBIT	CREDIT	BALANCE
2018 035-650-352	EQUIPMENT	619.53					
CITIBANK	NATIONS/LED OPEN SIGN W/P	09/18/2018	171445C	09	132.94		619.53 (3.8)
2018 035-650-356	COMPUTERS LICENSING FEES	6,209.21		.00			
GALE CENGAGE LEARNING	FEB'18-'19 SUBSCRIPTION/L	02/15/2018	169006C	02	799.31	3.5	
OVERDRIVE INC	LIBRARY-MAINT FEE+CONTENT	03/23/2018	169403C	03	3,000.00		
TEXAS STATE LIBRARY & AR	AUG'18-19/TEXSHARE DATABA	09/13/2018	171432C	09	398.00	3.8	
BIBLIONIX	APOLLO AUTOMATION ANNUAL	09/28/2018	171553C	10	2,011.90		6,209.21
2018 035-650-420	TELEPHONE	450.00		.00			
WINDSTREAM	PHONES/LIBRARY	12/28/2017	168451C	01	36.00		
WINDSTREAM	PHONES/LIBRARY	02/01/2018	168867C	02	35.32		
WINDSTREAM	PHONES/LIBRARY	02/28/2018	169193C	03	35.57		
WINDSTREAM	PHONES/LIBRARY	03/29/2018	169494C	04	35.19		
WINDSTREAM	PHONES/LIBRARY	04/27/2018	169816C	04	35.32		
WINDSTREAM	PHONES/LIBRARY	05/25/2018	170154C	05	35.21		
WINDSTREAM	PHONES/LIBRARY	06/27/2018	170545C	07	35.95		
WINDSTREAM	PHONES/LIBRARY	07/27/2018	170862C	07	35.59		
WINDSTREAM	PHONES/LIBRARY	08/31/2018	171295C	09	36.10		
WINDSTREAM	PHONES/LIBRARY	09/26/2018	171618C	10	35.29		
WINDSTREAM	PHONE/PCT5	10/26/2018	171952C	10	35.44		
WINDSTREAM	PHONE/LIBRARY	11/29/2018	172303C	12	35.53		
						Indirect	426.51 X
2018 035-650-427	SEMINAR & TRAVEL EXPENSES	.00		.00			.00
2018 035-650-481	MEMBERSHIP & DUES	150.00		.00			
CITIBANK	NATIONS/TX LIBRARY ASSOC	06/19/2018	170409C	06	149.00		149.00 (3.8)
2018 035-650-590	BOOKS	11,959.24		.00			
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY	01/11/2018	168583C	01	89.90		
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY	01/11/2018	168583C	01	31.22		
CENTER POINT LARGE PRINT	PLATINUM FICTION& MYSTERY	01/11/2018	168566C	01	93.48		
CENTER POINT LARGE PRINT	WESTERN SERIES LEVEL 1/LI	01/18/2018	168657C	01	42.54		
GALE CENGAGE LEARNING	FEB-MAR'18 BASIC 4 PLAN/L	01/18/2018	168671C	01	57.73		
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY	01/18/2018	168675C	01	8.15		
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY	01/18/2018	168675C	01	10.06		
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY	01/18/2018	168675C	01	198.31		
INGRAM LIBRARY SERVICES	BOOKS/LIBRARY	01/18/2018	168675C	01	9.42		
INGRAM LIBRARY SERVICES	BOOK/LIBRARY	02/01/2018	168830C	02	14.31		
INGRAM LIBRARY SERVICES	BOOK/LIBRARY	02/01/2018	168830C	02	14.83		
INGRAM LIBRARY SERVICES	BOOK/LIBRARY	02/01/2018	168830C	02	15.36		
INGRAM LIBRARY SERVICES	35-BOOKS/LIBRARY	02/08/2018	168900C	02	372.34		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	02/08/2018	168900C	02	14.31		
SMART APPLE MEDIA	51-BOOKS/LIBRARY	02/08/2018	168927C	02	877.26		
SCHOLASTIC LIBRARY PUBLI	13-BOOKS/LIBRARY	02/08/2018	168922C	02	261.95		
INGRAM LIBRARY SERVICES	11-BOOKS/LIBRARY	02/15/2018	169016C	02	78.22		
INGRAM LIBRARY SERVICES	3-BOOKS/LIBRARY	02/15/2018	169016C	02	46.09		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	02/15/2018	169016C	02	6.88		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	02/15/2018	169016C	02	15.36		
CENTER POINT LARGE PRINT	2-WESTERN SERIES/LIBRARY	02/15/2018	168992C	02	42.54		
CENTER POINT LARGE PRINT	4-PLATINUM FICTION SERIES	02/15/2018	168992C	02	93.48		
CITIBANK	NATIONS/BOOKS-LIBRARY	02/21/2018	169046C	02	7.67		
GALE CENGAGE LEARNING	4-BOOKS FEB-MAR 4 PLAN/LI	02/23/2018	169063C	02	110.21		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	02/23/2018	169069C	02	14.84		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	02/23/2018	169069C	02	14.84		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	02/23/2018	169069C	02	14.31		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	03/01/2018	169136C	03	7.95		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	03/01/2018	169136C	03	14.84		

ACCOUNT #	ACCOUNT NAME	BUDGET	BEG BALANCE				ENDING
VENDOR	ITEM/REASON	DATE	REF #	PP	DEBIT	CREDIT	BALANCE
2018 035-650-590 BOOKS		11,959.24					
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	03/01/2018	169136C	03	14.31		
CENTER POINT LARGE PRINT	4-BKS/FICTION & MYSTERY S	03/09/2018	169217C	03	93.48		
INGRAM LIBRARY SERVICES	12-BOOKS/LIBRARY	03/09/2018	169235C	03	116.94		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	03/09/2018	169235C	03	7.41		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	03/09/2018	169235C	03	9.43		
INGRAM LIBRARY SERVICES	2-BOOKS/LIBRARY	03/09/2018	169235C	03	23.44		
INGRAM LIBRARY SERVICES	2-BOOKS/LIBRARY	03/09/2018	169235C	03	24.90		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	03/09/2018	169235C	03	9.00		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	03/09/2018	169235C	03	14.30		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	03/14/2018	169329C	03	12.18		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	03/14/2018	169329C	03	15.37		
CITIBANK	NATIONS/HARD COVR LG PRIN	03/20/2018	169368C	03	24.24		
CENTER POINT LARGE PRINT	2-WESTERN SERIES/LIBRARY	03/23/2018	169383C	03	42.54		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	03/23/2018	169395C	03	15.36		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	03/23/2018	169395C	03	14.30		
GALE CENGAGE LEARNING	BOOKS APRIL BASIC 4 PLAN/	04/06/2018	169525C	04	142.45		
BROAD REACH BOOKS	BOOKS/LIBRARY	04/06/2018	169509C	04	763.05		
CENTER POINT LARGE PRINT	PLATINUM FICTION & MYSTER	04/06/2018	169510C	04	93.48		
INGRAM LIBRARY SERVICES	31 BOOKS/LIBRARY	04/06/2018	169532C	04	337.82		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	04/06/2018	169532C	04	4.71		
INGRAM LIBRARY SERVICES	4-BOOKS/LIBRARY	04/06/2018	169532C	04	63.29		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	04/06/2018	169532C	04	14.84		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	04/06/2018	169532C	04	12.16		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	04/06/2018	169532C	04	14.28		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	04/11/2018	169620C	04	14.83		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	04/11/2018	169620C	04	14.84		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	04/11/2018	169620C	04	13.24		
GALE CENGAGE LEARNING	11 BOOKS/LIBRARY	04/11/2018	169615C	04	237.81		
GALE CENGAGE LEARNING	11 BOOKS/LIBRARY	04/11/2018	169615C	04	142.80		
JUNIOR LIBRARY GUILD	40 BOOKS/LIBRARY	04/11/2018	169623C	04	303.55		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	04/20/2018	169691C	04	5.89		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	04/20/2018	169691C	04	15.37		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	04/20/2018	169691C	04	26.96		
CENTER POINT LARGE PRINT	2 WESTERN SERIES/LIBRARY	04/20/2018	169675C	04	42.54		
GALE CENGAGE LEARNING	3 BOOKS-BASIC PLAN/LIBRAR	04/20/2018	169686C	04	84.72		
CITIBANK	NATIONS/BOOKS-LIBRARY	04/24/2018	169738C	04	47.77		
PENWORTHY COMPANY LLC TH	20 BOOKS/LIBRARY	05/03/2018	169877C	05	385.45		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	05/03/2018	169864C	05	15.36		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	05/03/2018	169864C	05	9.53		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	05/03/2018	169864C	05	15.37		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	05/03/2018	169864C	05	15.37		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	05/03/2018	169864C	05	9.53		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	05/03/2018	169864C	05	9.00		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	05/03/2018	169864C	05	14.31		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	05/03/2018	169864C	05	8.98		
INGRAM LIBRARY SERVICES	2 BOOKS/LIBRARY	05/03/2018	169864C	05	20.14		
CENTER POINT LARGE PRINT	PLATINUM FICTION&MYSTERY	05/18/2018	170027C	05	93.48		
CENTER POINT LARGE PRINT	2-BOOKS/LIBRARY	05/18/2018	170027C	05	42.54		
GALE CENGAGE LEARNING	6-BOOKS/LIBRARY	05/18/2018	170040C	05	167.94		
GALE CENGAGE LEARNING	1-BOOK/LIBRARY	05/18/2018	170040C	05	19.50		
CITIBANK	NATIONS/BOOKS-LIBRARY	05/22/2018	170075C	05	5.01		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	05/25/2018	170119C	05	15.36		

ACCOUNT #	ACCOUNT NAME	BUDGET	BEG BALANCE				ENDING
VENDOR	ITEM/REASON	DATE	REF #	PP	DEBIT	CREDIT	BALANCE
2018 035-650-590	BOOKS		11,959.24				
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	05/25/2018	170119C	05	16.96		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	05/25/2018	170119C	05	13.51		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	05/25/2018	170119C	05	15.90		
CENTER POINT LARGE PRINT	FICTION & MYSTERY SERIES	06/07/2018	170254C	06	93.48		
INGRAM LIBRARY SERVICES	23 BOOKS/LIBRARY	06/07/2018	170277C	06	243.37		
INGRAM LIBRARY SERVICES	2 BOOKS/LIBRARY	06/07/2018	170277C	06	30.20		
INGRAM LIBRARY SERVICES	6 BOOKS/LIBRARY	06/07/2018	170277C	06	48.84		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	06/22/2018	170441C	06	14.84		
INGRAM LIBRARY SERVICES	8 BOOKS/LIBRARY	06/22/2018	170441C	06	92.17		
GALE CENGAGE LEARNING	6 BOOKS-JUNE BASIC 4 PLAN	06/22/2018		06	170.19		
SCHOLASTIC LIBRARY PUBLI	11 BOOKS/LIBRARY	06/22/2018	170457C	06	184.20		
CENTER POINT LARGE PRINT	2 BOOKS-WESTERN SERIES/MA	06/22/2018	170427C	06	42.54		
GALE CENGAGE LEARNING	6 BOOKS-JUNE BASIC 4 PLAN	06/22/2018		06		170.19	
GALE CENGAGE LEARNING	6 BOOKS-JUNE BASIC 4 PLAN	06/22/2018	170437C	06	170.19		
INGRAM LIBRARY SERVICES	3 BOOKS/LIBRARY	06/29/2018	170507C	07	37.60		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	06/29/2018	170507C	07	6.35		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	07/12/2018	170678C	07	4.71		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	07/12/2018	170678C	07	15.36		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	07/12/2018	170678C	07	5.89		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	07/12/2018	170678C	07	15.36		
GALE CENGAGE LEARNING	24 BOOKS/LIBRARY	07/12/2018	170673C	07	384.50		
CENTER POINT LARGE PRINT	4 BOOKS/FICTION+MYSTERY S	07/12/2018	170663C	07	93.48		
CITIBANK	NATIONS/BOOKS-LIBRARY	07/18/2018	170732C	07	9.46		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	07/19/2018	170766C	07	14.31		
GALE CENGAGE LEARNING	JULY BASIC 4 PLAN/LIBRARY	07/19/2018	170759C	07	56.98		
CENTER POINT LARGE PRINT	2-WESTERN SERIES LVL 1-LI	07/19/2018	170748C	07	42.54		
GALE CENGAGE LEARNING	1 BOOK/LIBRARY	07/25/2018	170823C	07	27.19		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	07/25/2018	170830C	07	14.31		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	08/03/2018	170930C	08	14.83		
INGRAM LIBRARY SERVICES	15-BOOKS/LIBRARY	08/03/2018	170930C	08	142.16		
GALE CENGAGE LEARNING	1 BOOK/LIBRARY	08/03/2018	170919C	08	14.00		
CENTER POINT LARGE PRINT	FICTION+MYSTERY SERIES BO	08/09/2018	170993C	08	93.48		
GALE CENGAGE LEARNING	2 BOOKS/LIBRARY	08/09/2018	171008C	08	25.58		
GALE CENGAGE LEARNING	2 BOOKS/LIBRARY	08/09/2018	171008C	08	31.50		
CITIBANK	NATIONS/BOOK-LIBRARY	08/15/2018	171089C	08	6.39		
GALE CENGAGE LEARNING	3-BOOKS/LIBRARY	08/17/2018	171117C	08	85.47		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	08/17/2018	171122C	08	15.36		
INGRAM LIBRARY SERVICES	3-BOOKS/LIBRARY	08/17/2018	171122C	08	41.86		
CENTER POINT LARGE PRINT	2-WESTERN SERIES BKS/LIBR	08/17/2018	171103C	08	42.54		
CENTER POINT LARGE PRINT	4-BOOKS/LIBRARY	09/13/2018	171386C	09	93.48		
SCHOLASTIC LIBRARY PUBLI	26-BOOKS/LIBRARY	09/13/2018	171422C	09	523.90		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	09/14/2018	171404C	09	9.43		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	09/14/2018	171404C	09	14.83		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	09/14/2018	171404C	09	14.83		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	09/14/2018	171404C	09	15.36		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	09/14/2018	171404C	09	15.36		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	09/14/2018	171404C	09	14.84		
INGRAM LIBRARY SERVICES	10-BOOKS/LIBRARY	09/14/2018	171404C	09	98.19		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	09/14/2018	171404C	09	14.31		
CITIBANK	NATIONS/3 BOOKS-LIBRARY	09/18/2018	171445C	09	34.54		
INGRAM LIBRARY SERVICES	1-BOOK/HOT WINTER NIGHTS/	09/28/2018	171580C	10	4.71		
INGRAM LIBRARY SERVICES	1-BOOK/TEXAS RANGER/LIBRA	09/28/2018	171580C	10	14.84		

ACCOUNT #	ACCOUNT NAME	BUDGET	BEG BALANCE				ENDING
VENDOR	ITEM/REASON	DATE	REF #	PP	DEBIT	CREDIT	BALANCE
018 035-650-590	BOOKS		11,959.24				
CENTER POINT LARGE PRINT	2-WESTERN SERIES/LIBRARY	09/28/2018	171555C	10	42.54		
GALE CENGAGE LEARNING	1 BOOK-IMPOSTORS LURE/LIB	09/28/2018	171573C	10	26.99		
CENTER POINT LARGE PRINT	4-MYSTERY+FICTION BOOKS/L	10/11/2018	171734C	10	93.48		
INGRAM LIBRARY SERVICES	2-BOOKS/LIBRARY	10/11/2018	171750C	10	25.96		
INGRAM LIBRARY SERVICES	3-BOOKS/LIBRARY	10/11/2018	171750C	10	44.51		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	10/11/2018	171750C	10	14.31		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	10/11/2018	171750C	10	14.84		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	10/11/2018	171750C	10	4.71		
INGRAM LIBRARY SERVICES	2-BOOKS/LIBRARY	10/11/2018	171750C	10	29.68		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	10/11/2018	171750C	10	15.90		
CENTER POINT LARGE PRINT	2-WESTERN SERIES/LIBRARY	10/19/2018	171797C	10	42.54		
GALE CENGAGE LEARNING	1 BOOK-HOLY GHOST/LIBRARY	10/19/2018	171809C	10	28.49		
INGRAM LIBRARY SERVICES	3 BOOKS/LIBRARY	10/19/2018	171814C	10	38.14		
INGRAM LIBRARY SERVICES	1-BOOK/FEAR-LIBRARY	10/19/2018	171814C	10	15.90		
INGRAM LIBRARY SERVICES	1-BOOK/WHEN WE WER YOUNG-	10/19/2018	171814C	10	13.25		
INGRAM LIBRARY SERVICES	1-BOOK/VENDETTA/LIBRARY	10/26/2018	171915C	10	15.36		
INGRAM LIBRARY SERVICES	1-BOOK/RECKONING/LIBRARY	10/26/2018	171915C	10	15.87		
GALE CENGAGE LEARNING	1 BOOK/LIBRARY	11/02/2018	171984C	11	15.00		
GALE CENGAGE LEARNING	7-BOOKS/LIBRARY	11/02/2018	171984C	11	195.68		
INGRAM LIBRARY SERVICES	2-BOOKS/ELEVATION-DARK SA	11/15/2018	172148C	11	25.94		
INGRAM LIBRARY SERVICES	2-BOOKS/NOEL STRANGER-XMA	11/15/2018	172148C	11	21.19		
INGRAM LIBRARY SERVICES	12-BOOKS/LIBRARY	11/15/2018	172148C	11	146.78		
INGRAM LIBRARY SERVICES	1-BOOK/DIARY OF A WIMPY K	11/15/2018	172148C	11	7.39		
INGRAM LIBRARY SERVICES	1-BOOK/PAST TENSE	11/15/2018	172148C	11	15.36		
INGRAM LIBRARY SERVICES	2-BOOKS/NIGHT OF MIREACLE	11/15/2018	172148C	11	29.15		
CENTER POINT LARGE PRINT	4-BOOKS/PLAT FICTION SERI	11/15/2018	172134C	11	93.48		
CENTER POINT LARGE PRINT	2-BOOKS/WESTERN SERIES	11/15/2018	172134C	11	42.54		
GALE CENGAGE LEARNING	6-BOOKS/LIBRARY	11/16/2018	172147C	11	170.94		
CITIBANK	NATIONS/BOOK-LIBRARY	11/19/2018	172208C	11	10.03		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	11/21/2018	172224C	11	15.36		
INGRAM LIBRARY SERVICES	1-BOOK/LIBRARY	11/21/2018	172224C	11	15.37		
GALE CENGAGE LEARNING	1-BOOK/LIBRARY	11/21/2018	172220C	11	26.39		
CAMPBELL STU	SET/9 WESTERN BOOKS-LIBRA	11/21/2018	172215C	11	126.04		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	12/07/2018	172350C	12	14.31		
SCHOLASTIC LIBRARY PUBLI	9-BOOKS/LIBRARY	12/07/2018	172373C	12	167.30		
CENTER POINT LARGE PRINT	4-LARGE PRINT BOOKS/LIBRA	12/14/2018	172404C	12	93.48		
CENTER POINT LARGE PRINT	2-LARGE PRINT BOOKS/LIBRA	12/14/2018	172404C	12	42.54		
CENTER POINT LARGE PRINT	30 BOOKS/LIBRARY	12/20/2018	172499C	12	229.96		
INGRAM LIBRARY SERVICES	47 BOOKS/LIBRARY	12/20/2018	172516C	12	565.72		
INGRAM LIBRARY SERVICES	1 BOOK/LIBRARY	12/20/2018	172516C	12	9.53		
INGRAM LIBRARY SERVICES	3 BOOKS/LIBRARY	12/20/2018	172516C	12	27.19		11,924.04 (3.4)
018 035-650-595	PERIODICALS		1,823.26	.00			
LEVELLAND & HOCKLEY COUN	RENEWAL 1-YR SUBSCRIPT/LI	05/03/2018	169824C	05	45.00		
EBSCO INFORMATION SERVIC	MAGAZINE RENEWALS/LIBRARY	08/03/2018	170914C	08	452.94		
EBSCO INFORMATION SERVIC	CREDIT-SPORTS ILLUSTRATED	08/03/2018	170914C	08		26.48	
RECORDED BOOKS INC	AUG'18-'19/E SVS-ZINIO VA	08/09/2018	171034C	08	1,000.00		
LUBBOCK AVALANCHE JOURNA	'19 - AJ SUBSCRIPTION	11/16/2018	172153C	11	351.80		1,823.26 (3.4)
*** FUND TOTAL ***					207,365.88	217.04	207,148.84
*** FINAL TOTALS ***					207,365.88	217.04	207,148.84

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Date	Inception to 12/31/2018
Formats	Ebook
Languages	All
Audiences	All audiences
Subjects	All
Ratings	All ratings
Lending model	All lending models
Status	In collection
Include preorder titles	No

Consortium purchased titles

Standard titles purchased	14,994
Standard copies purchased	6.7 17,623
Standard expenditures	\$377,047.27 USD

Advantage purchased titles

Standard titles purchased	0
Standard copies purchased	0
Standard expenditures	\$0.00 USD



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Date	Inception to 12/31/2018
Formats	Audiobook
Languages	All
Audiences	All audiences
Subjects	All
Ratings	All ratings
Lending model	All lending models
Status	In collection
Include preorder titles	No

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Consortium purchased titles		Advantage purchased titles	
Standard titles purchased	1,303	Standard titles purchased	0
Standard copies purchased	6.8 1,357	Standard copies purchased	0
Standard expenditures	\$70,921.11 USD	Standard expenditures	\$0.00 USD



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Date	Inception to 12/31/2018
Formats	Video
Languages	All
Audiences	All audiences
Subjects	All
Ratings	All ratings
Lending model	All lending models
Status	In collection
Include preorder titles	No



Consortium purchased titles

Advantage purchased titles

Standard titles purchased	14	Standard titles purchased	0
Standard copies purchased	6.9 14	Standard copies purchased	0
Standard expenditures	\$106.96 USD	Standard expenditures	\$0.00 USD

Export

Member Statistics - Friday, Mar 22, 2019

• 1/2018 through 1/2019

Active Accounts by Type Group (snapshot/historical)

	Now	1-1-2019	12-1-2018	11-1-2018	10-1-2018	9-1-2018	8-1-2018	7-1-2018	6-1-2018	5-1-2018	4-1-2018	3-1-2018	2-1-2018	1-1-2018
	20	20	19	19	19	19	19	19	19	19	20	22	26	26
A	4170	4106	4083	4068	4035	4008	3970	3906	3809	3740	3708	3778	3837	3792
Total	4190	4126	4102	4087	4054	4027	3989	3925	3828	3759	3728	3800	3863	3818

7.3

Active Accounts by Type (snapshot/historical)

	Now	1-1-2019	12-1-2018	11-1-2018	10-1-2018	9-1-2018	8-1-2018	7-1-2018	6-1-2018	5-1-2018	4-1-2018	3-1-2018	2-1-2018	1-1-2018
1 - New Member	1	1	0	0	0	0	0	0	0	0	0	0	0	0
2 - ORG	175	174	174	174	174	172	172	172	172	172	172	176	185	185
3 - ADULT	2219	2175	2154	2143	2120	2102	2077	2051	2014	1975	1954	2007	2034	2008
4 - JUVENILE	1303	1282	1280	1276	1266	1260	1247	1207	1149	1119	1108	1104	1105	1086
5 - YOUNGADULT	473	475	475	475	475	474	474	476	474	474	474	491	513	513
6 - NONRES	7	7	7	7	7	7	7	7	7	7	8	10	11	11
7 - TEACHER	8	8	8	8	8	8	8	8	8	8	8	8	10	10
8 - LIBRARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9 - STAFF	4	4	4	4	4	4	4	4	4	4	4	4	5	5
10 - TEX-SHARE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	4190	4126	4102	4087	4054	4027	3989	3925	3828	3759	3728	3800	3863	3818

New Accounts by Type (historical)

	Type Groups					Types										Total
	A	B	C	T	L	1 - New Member	2 - ORG	3 - ADULT	4 - JUVENILE	5 - YOUNGADULT	6 - NONRES	7 - TEACHER	8 - LIBRARY	9 - STAFF	10 - TEX-SHARE	
1/2018	45							26	18	1						45
2/2018	23							20	3							23
3/2018	37					1		22	15							38
4/2018	32							21	11							32
5/2018	70							38	32							70
6/2018	99					1		37	60	2						100
7/2018	67							28	39							67
8/2018	38							27	11							38
9/2018	29							19	8	2						29
10/2018	33							24	9							33
11/2018	15							11	4							15
12/2018	25							22	3							25
1/2019	19							12	7							19
Total	532					2	0	307	220	5	0	0	0	0	0	534

Renewed Accounts by Type (historical)

	A	B	C	T	L	1 - New Member	2 - ORG	3 - ADULT	4 - JUVENILE	5 - YOUNGADULT	6 - NONRES	7 - TEACHER	8 - LIBRARY	9 - STAFF	10 - TEX-SHARE	Total
1/2018	61						11	36	13	1						61
2/2018	55						6	30	7	12						55
3/2018	64						1	39	22	2						64
4/2018	51						4	36	10	1						51
5/2018	143						11	66	52	14						143
6/2018	173						14	65	70	24						173
7/2018	124						14	58	34	18				1		125
8/2018	122						5	59	39	19						122
9/2018	86						8	42	30	6				1		87
10/2018	65						8	34	21	2						65
11/2018	58						2	32	14	10		1				59
12/2018	53						6	29	14	4				1		54
1/2019	95						16	48	19	12						95
Total	1150						106	574	345	125		1		3		1154

Circulation activity

To see important information about this report, visit this help article.

Checkouts by Format

Checkouts by	Format
Borrowed from	All
Branches	Hockley County Memorial Library
Formats	All formats
Languages	All
Audiences	Juvenile Fiction, Juvenile Nonfiction
Ratings	All ratings
Subjects	All
Date	1/1/2018 to 12/31/2018
Lending model	All lending models
Website	Standard and mobile

Page	1	of 1	50	7.5
Format (7)	Checkouts (138)	Checkouts (chart)		
1 Kindle Book	52			
2 OverDrive Read	44			
3 OverDrive MP3 Audiobook	17			
4 Pending (Ebook)	11			
5 Adobe EPUB Ebook	8			
6 OverDrive Listen	4			
7 Pending (Audiobook)	2			

Circulation activity

To see important information about this report, visit this help article.

Checkouts by Format

Checkouts by	Format
Borrowed from	All
Branches	Hockey County Memorial Library
Formats	All formats
Languages	All
Audiences	Young Adult Fiction, Young Adult Nonfiction
Ratings	All ratings
Subjects	All
Date	1/1/2018 to 12/31/2018
Lending model	All lending models
Website	Standard and mobile

Page 1 of 1

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7.7

Format (7)	Checkouts (172)	Checkouts (chart)
1 OverDrive Read	52	
2 Kindle Book	41	
3 Adobe EPUB Ebook	23	
4 Pending (Ebook)	23	
5 OverDrive Listen	17	
6 Pending (Audiobook)	10	
7 OverDrive MP3 Audiobook	6	

Circulation activity

To see important information about this report, visit this help article.

Checkouts by Format

Checkouts by	Format
Borrowed from	All
Branches	Hockley County Memorial Library
Formats	All formats
Languages	All
Audiences	Adult Fiction, Adult Nonfiction
Ratings	All ratings
Subjects	All
Date	1/1/2018 to 12/31/2018
Lending model	All lending models
Website	Standard and mobile

Page 1 of 1 | 50 | 7.7

Format (9)	Checkouts (3,480)	Checkouts (chart)
1 Adobe EPUB Ebook	1,179	
2 OverDrive Read	933	
3 Kindle Book	784	
4 OverDrive Listen	290	
5 Pending (Ebook)	154	
6 OverDrive MP3 Audiobook	88	
7 Pending (Audiobook)	45	
8 Open EPUB Ebook	5	
9 Adobe PDF Ebook	2	

	0-5	6-11	12-18	Sum. Read Regist.
A	2.00	4.00	1.00	7
B	7.00	9.00	-	16
C	7.00	12.00	-	19
D	4.00	4.00	2.00	10
E	2.00	2.00	1.00	5
F	3.00	2.00	-	5
G	13.00	18.00	1.00	32
H	2.00	9.00	1.00	12
I	-	-	1.00	1
J	2.00	5.00	1.00	8
K	2.00	4.00	-	6
L	2.00	13.00	2.00	17
M	9.00	20.00	2.00	31
MC	1.00	2.00	2.00	5
N	4.00	4.00	-	8
O	1.00	4.00	-	5
P	5.00	16.00	-	21
Q	-	2.00	-	2
R	4.00	10.00	2.00	16
S	3.00	6.00	1.00	10
T	3.00	5.00	-	8
U	-	-	-	0
V	2.00	3.00	-	5
W	2.00	5.00	-	7
X	-	-	-	0
Y	1.00	-	1.00	2
Z	2.00	1.00	-	3
TOTAL	83.00	160.00	18.00	261

Total # of Events **58** **7.9**

Total # of Kids **714** **7.10**

	SUMMER READING	KIDS	ADULTS	PERFORMER
5/30/2018		65	36	Ben Alexander/Science Guy
6/5/2018		51	28	Hockley 4-H
6/13/2018		50	23	Harlin Rhoades
6/20/2018		31	13	Game Day
6/27/2018		28	12	Eldrena Douma - Storyteller
7/4/2018		0	0	No Story Time - Holiday
7/11/2018		23	11	Crowell's Creations - Spin art
7/18/2018		13	13	Dunn, Pence, & Sapia - Musicians
7/25/2018		9	3	Kasey
8/1/2018		40	21	Awards Presentation
TOTAL		310	160	
Number of Events = 10				

	MOVIE TIMES	KIDS	ADULTS	PERFORMER
8/8/2018		6	4	Sherlock Gnomes
8/15/2018		5	2	A Wrinkle in Time
TOTAL		11	6	
Number of Events = 2				

	OTHER ACTIVITIES	KIDS	ADULTS	GROUP
4/19/2018		50	24	ABC Field Trip
4/26/2018		76	12	ABC Field Trip
5/11/2018		52	12	Field Trip
5/18/2018		90	5	Preservation Day on the Square
11/19/2018		49	8	ABC Field Trip
11/29/2018		34	33	
TOTAL		173	46	
Number of Events = 6				

	STORYTIME 2018	KIDS	ADULTS
1/3/2018		4	4
1/10/2018		3	3
1/17/2018		3	3
1/24/2018		1	1
1/31/2018		5	5
2/7/2018		4	5
2/14/2018		7	8
2/21/2018		7	8
2/28/2018		7	8
3/7/2018		6	6
3/14/2018		9	8
3/21/2018		4	5
3/28/2018		6	8
4/4/2018		6	5
4/11/2018		10	9
4/18/2018		8	9
4/25/2018		4	5
5/2/2018		7	7
5/9/2018		8	7
5/16/2018		5	5
5/23/2018		5	5
8/22/2018		4	3
8/29/2018		4	3
9/5/2018		8	7
9/12/2018		6	6
9/19/2018		5	6
9/26/2018		7	8
10/3/2018		7	9
10/10/2018		7	5
10/17/2018		7	8
10/24/2018		7	5
10/31/2018		7	9
11/7/2018		4	3
11/14/2018		7	4
11/21/2018		5	3
11/28/2018		3	3
12/5/2018		5	5
12/12/2018		3	5
12/19/2018		5	6
12/26/2018		0	0
TOTAL		220	222
Number of Events = 40			

Monthly ILL Statistics report for Hockley County Memorial Library

Search Requests Work Queue User Locations Reports Batch Reruns Report a Problem Logout Help OCLC Policy Directory Texas Resource Sharing Project	Z3950	Requester			Responder			
		Searches	Requests	Shipped Ind.	Received	Requests Shipped	Non Supply - Auto	Non Supply Manual
Month								
December 2018	0	0	0	0	5	2	3	0
November 2018	4	0	0	0	10	9	3	0
October 2018	14	4	4	5	15	11	3	0
September 2018	1	0	1	0	11	6	5	0
August 2018	0	0	0	2	11	5	5	0
July 2018	7	5	4	2	16	8	7	1
June 2018	7	3	2	2	14	8	6	0
May 2018	3	2	0	0	13	2	11	0
April 2018	1	0	0	0	11	8	4	0
March 2018	3	1	1	1	19	10	9	0
February 2018	0	0	0	0	10	5	4	0
January 2018	0	0	0	1	12	3	9	0
				<u>13</u>		<u>77</u>		
				9.3		9.4		

User ID
HOCKP01

Weekly Total Hours Calculator - COMPOSITE NUMBER OF HOURS

This chart is provided as an aid in calculating the total number of hours of library service provided by your main library and branches. Place a "1" in the space for each hour in which one or more of your library facilities is open. If a library is open only part of a given hour, enter "1/2", "3/4", etc. Add each column to determine the weekly total for a regular week. Report the totals in the spaces below, and then the total Weekly Total Amount in **11.5**.

TIME	SUN	MON	TUES	WED	THUR	FRI	SAT	
7:00 - 8:00 a.m.								
8:00 - 9:00 a.m.								
9:00 - 10:00 a.m.		1.00	1.00	1.00	1.00	1.00		
10:00 - 11:00 a.m.		1.00	1.00	1.00	1.00	1.00		
11:00 - 12:00 a.m.		1.00	1.00	1.00	1.00	1.00		
12:00 - 1:00 p.m.		1.00	1.00	1.00	1.00	1.00		
1:00 - 2:00 p.m.		1.00	1.00	1.00	1.00	1.00		
2:00 - 3:00 p.m.		1.00	1.00	1.00	1.00	1.00		
3:00 - 4:00 p.m.		1.00	1.00	1.00	1.00	1.00		
4:00 - 5:00 p.m.		1.00	1.00	1.00	1.00	1.00		
5:00 - 6:00 p.m.					1.00			
6:00 - 7:00 p.m.					1.00			
7:00 - 8:00 p.m.								
8:00 - 9:00 p.m.								
9:00 - 10:00 p.m.								
DAILY TOTALS	0.00	8.00	8.00	8.00	10.00	8.00	0.00	42.00

<= WEEKLY TOTAL

	x	52 weeks
		2184
less 11 MTWF holidays		-88
less 1 TH holiday & early close		-12
Total hours of operation		2084

2018 COUNTY HOLIDAYS

January 1, 2018	(Monday)	New Year's Day
February 19, 2018	(Monday)	President's Day
March 30, 2018	(Friday)	Good Friday
May 28, 2018	(Monday)	Memorial Day
July 4, 2018	(Wednesday)	Independence Day
September 3, 2018	(Monday)	Labor Day
October 8, 2018	(Monday)	Columbus Day
November 12, 2018	(Monday)	Veterans Day
November 22 & 23, 2018	(Thurs. & Fri.)	Thanksgiving
December 24 & 25, 2018	(Mon. & Tues.)	Christmas



Maintenance of Effort (MOE) calculations for local fiscal year 2018

Click in the box for drop-down arrow.

Select library city from list →
Library City

levelland
Hockley County Memorial Library

NOTE: if your library is part of a Federated Library System (FLS), choose the county where the FLS is located and *not* the city.

2018 Preliminary Population Assignment

23,088

Population assignment is preliminary until after April 30.

Three-year average of local operating expenditures

\$228,401

The library's maintenance of effort is the lower of either the three year average of the total local operating expenditures or the average of the total per capita local operating expenditures. Libraries must have a minimum of \$15,000 in local expenditures (question 4.2) in local fiscal years 2016, 2017 and 2018. (Rule \$1.74)

Per capita calculation

or

\$225,083

Minimum Standards for Accreditation - Texas Public Libraries
(<http://tinvaurl.com/TACaccreditation>)

2018 Maintenance of Effort (MOE)

Average per capita local operating expenditures

\$9.74893647

For more information: **Maintenance of Effort Explained!**



These charts are licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License, based on the work of Connecticut State Library at <http://libguides.ctstatelibrary.org/dtd/stats/chartmakers>

Vallicia Greenwood, Library Statistics Specialist; Stacey Malek, Program Coordinator; Library Development and Networking, Texas State Library and Archives Commission, 2018

Direct questions to ld_services@tsl.texas.gov

512/463-5465; 800/252-9386 (toll free in Texas)

Motion by Commissioner Thrash, second by Commissioner Clevenger, 4 Votes Yes, 0 Votes No, that the Commissioners Court approved the Contract between Kofile Technologies and Hockley County for software used for records management and to monitor money transactions in the Hockley County Clerk's Office. As per Kofile Technologies Proposal recorded below.

March 26, 2019

To: Hockley County Commissioners Court

The Hockley County Clerk's Office has a contract that originally started with ACS and in 4 years has changed names from Xerox to Conduent and now is known Avenue Insights and Analytics. The contract is to end March 22, 2020 and I would ask the court to agree to execute a contract with Kofile Technologies.

* Kofile is a Dallas based company; and

* Kofile has 2 software systems, County Fusion and Vanguard. County Fusion is the best fit for Hockley County due to features and cost.

Benefits to Hockley County are as follows:

1. The County Clerk's office will start indexing all documents with County Fusions auto indexing, rather than paying a vendor for indexing.
2. The County will actually save money on monthly invoice with the software/indexing feature.
3. Increased customer support with Kofile.
4. All counties will get the latest version of any software upgrades and features automatically as they become available at no additional cost.
5. Open records requests will be handled by Kofile or an FTP site will be available for the County at no additional cost.
6. All the data on the 20/20 system will be formatted and loaded into the County Fusion system at no additional cost.

The current contract with Avenue Insights and Analytics will expire 03-22-2020. However, in order for Avenue to deliver all data to a hard drive to make the transition to Kofile and Kofile to get the data set up for operation, can take anywhere from 6 to 12 months. The County will not start paying Kofile until the end of the first month after the contract with Avenue ends.

I believe this will be a cost savings change for the County and will provide a much better service.

Thank you for your consideration to this matter.

Jennifer Palermo
Hockley County Clerk



Proposal for a Comprehensive Records Management System
Hockley County Clerk's Office

Submitted to:

Honorable Jennifer Palermo

County Clerk

AND

Sharla Baldrige

County Judge

802 Houston St., Suite 213

Levelland, TX 79336

Dated: March 14, 2019

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Introduction

Organizational Strength and Financial Stability:

Kofile Technologies, Inc. (Kofile) is a private corporation under the umbrella of Kofile Technologies Group, Inc. (f/k/a Kofile, Inc.). Its principal place of business is 6300 Cedar Springs Road, Dallas, TX 75235, and Kofile has five other Conservation and Digitization Laboratories across the US. Kofile currently serves numerous counties with complete records management solutions.

Kofile's record of accomplishment proves its ability to exceed a county's needs. This, and a reputation for outstanding customer service, has resulted in a significant market share in the industry. Kofile strongly believes that it is the most-committed company in the industry. Without question, it is the most financially backed. Kofile's financial structure is well suited to the needs of county governments. William D. 'Sonny' Oates is Kofile's CEO. Oates is a pioneer in the development and distribution of products and services to counties.

Kofile, its principals, directors, or majority shareholder(s), or any company Kofile has held a controlling interest in, or which has held a controlling interest in Kofile, has never filed for, involuntarily put into bankruptcy, nor declared bankrupt. Kofile's accounting department includes multiple personnel to guarantee a segregation of duties and a system of checks and balances. A computerized accounting software system assists with quality control and accounts receivable/payable. Kofile has three CPAs on staff, with a combined experience of over 75 years. As a privately held company, all corporate financial statements are CPA-prepared. Also, as a privately-held for-profit corporation, Kofile uses a national public accounting firm for internal audits.

Contact Information:

Kofile Technologies, Inc.
6300 Cedar Springs Road
Dallas, TX 75235

Executive Contact:

Kyle Chaney
Senior Manager
P: (210) 477-4101
M: (210) 240-9367
kyle.chaney@kofile.us

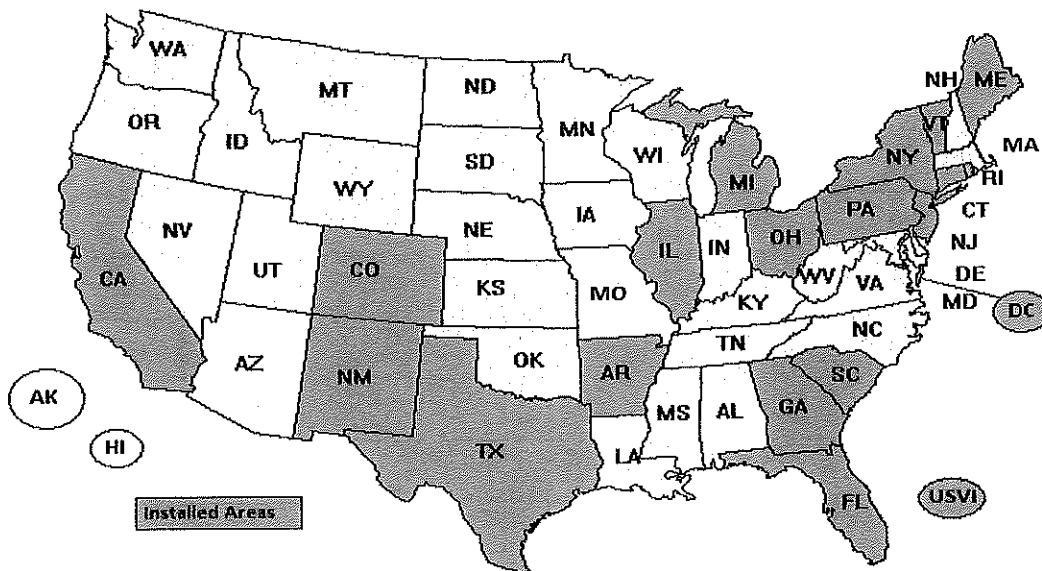
Kofile's Greatest Strengths - Kofile has the experience and technologies required to develop and support one of the leading edge records management solutions in the market today. Our knowledge and expertise from decades of involvement in records management offerings for government offices gives us a competitive edge, but our greatest strength is our commitment to continually offer the best solutions to work for your office. Each installation is unique and we will never treat it as a "cookie cutter" type project. Our team will take the time to understand your office's current processes and future vision in order to successfully develop our relationship to advance records management. When choosing Kofile, you are selecting more than a product and service but a partner who is dedicated to offering a solution that works in the present and in the future.

Summary of Kofile's Greatest Strengths:

EXPERIENCE	INNOVATION	CUSTOMIZABLE, FLEXIBLE SOLUTION	SERVICE ORIENTED TEAM
<ul style="list-style-type: none"> - 90+ system installations 21 geographical areas and over 70 government offices 	<ul style="list-style-type: none"> - Built-in auto-indexing - Built-in auto-redaction - Self-service KIOSKS - eCertification - eFiling - FraudSleuth (with profiles) - Email return of receipts and escrow account usage - CountyFusion Software & Internet Services: designed to provide real-time information 	<ul style="list-style-type: none"> - Custom Workflows - Custom interfaces, menus, fields, reports - Not a "cookie-cutter" solution - Solution is tailored to your office's needs and best practices 	<ul style="list-style-type: none"> - All inclusive support & maintenance package including quarterly releases - Commitment to "Best in Class" service and "Raving Fans" - Continual focus on ongoing development

Experience

National Presence - The Kofile Team has extensive experience in implementing records management solutions for County Government offices. Below, is a graphical representation of our installation and support experience of 90+ system installations in over 70 government offices across 21 geographical areas.



Local Experience - Kofile has over 30 years' experience implementing, converting and supporting document management systems specifically designed for county government. The system being proposed for the Hockley County Office has been implemented in numerous counties. The implementation and development team who would be assigned to the County has extensive experience in installing and developing records management systems. Every team member has over 5 years' experience with government records management systems. Most staff members have over 15 years' industry experience. The team also stays on top of the industry news and best practices through association memberships, conferences, educational sessions and publications including:

- IGO – International Association of government Officials
- PRIA - Property Records Industry Association
- AIIM – Association for Information and Image Management

Solutions for County Government

Our Mission

Our mission is to provide county government with cost effective tools, technology and services that will allow them to effectively and efficiently record, secure and access records and data.

Our Solutions

The versatility of CountyFusion's solutions and technology has been proven by the successful implementation of the solutions for land records, courts and licensing bureaus and by providing an electronic suite of platforms for eRecording, eFilings and eCertifications. We have also employed the resources and expertise to offer any entity a full spectrum of records management services ranging from on-site software/hardware installations, comprehensive training, ongoing support, data conversions and micrographics (scanning, indexing, archival) services all performed onshore.

Designed for county government, CountyFusion software allows the county holder of land and vital records to automate workflows, operate in an efficient and cost effective manner, utilize current resources, and better serve their constituents. CountyFusion can be expanded to incorporate other offices such as tax, assessor, and courts to create a comprehensive county records management solution. Kofile has designed the proposed system to be configured to a County's workflow. During the implementation process we work with you to map out the optimal workflow for your office based upon your desired operational efficiencies, your environment, volumes and staff. With our experts in workflow design, we provide our recommendations to ensure the workflow(s) will meet your needs and to best serve your constituents. At Kofile, we understand every County has their own special nuances, requirements, and proven workflows. For this reason, the decision was made to not sell counties a "cookie-cutter" solution, but rather a flexible and customizable solution, ensuring the County their unique needs and interests are considered and integrated into the final solution.

The Solution proposed for County addresses, meets and in many cases, exceeds all of the County's current requirements, while leaving enough flexibility to address future configurations and state mandated programs.

The Solution includes:

- CountyFusion Software
- Implementation Services
- Conversion Services
- Training Services
- Integration Services

Solution Overview

Kofile offers a total records management solution for county government offices. Our Solution encompasses the latest security and technologies through a full-spectrum of services enabling your office to reach three vital initiatives:

Digitize the Past

We can help county government offices digitize the past by converting historical land records into an easy-to-manage electronic format. We scan and index your archived records so you won't have to rely on original formats that are fragile and difficult to store and access.

Features:

- Images and indexes film, fiche, books, aperture cards and maps
- Legacy database conversions
- Data authentication
- Quality Control Reporting
- Film Archival

Automate the Present


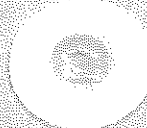
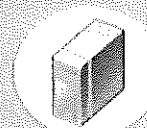

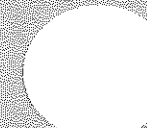
Kofile helps county government offices automate their records management, maintenance, and reporting processes with CountyFusion, our customizable solution for recording offices. With CountyFusion, you can have peace of mind, knowing that your public records are organized, accurate, and supported by our ongoing service, support and development. Our CountyFusion technology is designed to help you serve your constituents with more speed and quality. Your staff will find it easy to use our system, because we design your customized system with their workflows and most important tasks in mind. With CountyFusion you'll quickly gain quantifiable improvements and peace of mind for your entire team. The Solution is designed to be user-friendly and promote accuracy and efficiency through advanced technologies and proven processes. It offers a streamlined method for the County to record, eRecord, index, image and retrieve records. The CountyFusion System will enhance the County's operational efficiencies, maximize its resources, improve the quality, integrity and security of the records and images, and allow County to enhance the services provided to constituents.

Features:

- **Recording**
General transaction information entry | Cover sheets with barcodes | Quick Calculation interface to determine fees due for walk-ins
- **Cashiering**
Automatic Calculation of Fees | Fees broken down by document and transaction | Detailed Receipting
- **Scanning**
Imaging | Batch Scanning | Supports Scan-first workflow and Self-Service KIOSKS

- **Indexing**
 Advanced Indexing with OCR/ICR | Automated Indexing | Redaction | Automated Redaction | Verification
- **Archival**
 Image to film archival in accordance with State guidelines
- **Search portal**
 Secure Web-enablement | eProcessing | Private Labeling | Clerk's website for improved service and communications to public | Advanced search functionality to improve experience for agents and public | Professional/advanced searches for agents | Simple searches for general public | New Revenue Streams available immediately
- **Administration**
 User Roles | Financial Reports | Comprehensive Reporting | Auditing | Performance Metrics | Escrow Account Maintenance
- **eSolutions SUITE: GO GREEN!** and save time and money for your office and constituents.
 eRecording | eFiling | eCertify (additional fees would apply to add this feature) | Email Integrations (email receipts & documents) | Online Application Processing
- **Value add-ons**
 Customizable Workflows | Integrations | Enhancements & Upgrades | User Group Meetings | Dedicated Ongoing Support & Training | Fraud Prevention Aid with FraudSleuth | Integrations with other County Offices | Data Conversions

Complete Records Management System
 LandRecords | Courts | Case Management | Vitals | Licensing | Permits

Basic Features	Advanced Features	Administration Features	eSolutions Suite	Value Added Services
 Manage documents with ease and implement the workflow you choose <ul style="list-style-type: none"> • Recording • Cashiering • Imaging • Indexing • Customized Search Portal • Web Enablement 	 Added efficiencies and security measures to protect data and constituents <ul style="list-style-type: none"> • Redaction • OCR/ICR indexing • Self-Service KIOSK • FraudSleuth to aid in preventing Real Estate fraud and theft 	 Full auditing and tracking abilities <ul style="list-style-type: none"> • User Roles • Financial Reports • Transaction Reports • Performance Metrics • Escrow Account Maintenance • Auditing 	 Green initiatives with time and money savings for your office and constituents <ul style="list-style-type: none"> • eRecording • eFiling • eCertify • Email Integrations • Online Applications • Auto Redaction • Auto Indexing 	 Not just a vendor, a partner who understands your mission <ul style="list-style-type: none"> • Customizable Workflows • Integrations • Enhancements • Upgrades • User Groups • Ongoing Support • Ongoing Training
 All Inclusive Solution Configurable Workflow Dedicated Support				

Secure the Future

We can help county government offices secure the future by providing state-of-the-art backup and file protection services to keep public records protected from catastrophic loss. In addition, we are experienced in helping recording offices proactively develop a strategy for preserving, protecting, and recovering records in post-emergency situations.

Features:

- Central, secure database
- Redundant server off-site
- Disaster Preparedness
- Records accessible 24/7

4 levels of Replication: 1) on-site automated backup; 2) replication to data center; 3) automated backup at data center; and 4) archival to microfilm

CountyFusion Software Specifications

As a result of our discussions with County, our goal is to partner with your office and implement a solution that exceeds all of your business requirements and addresses the areas of opportunity that have been identified.

Together we will:

- Enhance your operational efficiencies to maximize resources
- Improve the quality, integrity and security of your records
- Improve the service provided to your constituents and agents
- Integrate other areas of the county to create consistency and eliminate redundancy
- Preserve and protect land records and other public records

Our proposed pricing includes the following products/services:

- CountyFusion Software Licensing
- Data and Image Conversion
- Implementation & Installation Support
- Hardware Equipment (includes installation and configuration)
- Ongoing Support & Development
- Ongoing Enhancements & Upgrades

CountyFusion Software System Software

Imaging

The automated processes used during the image capture portion of the workflow are based on user preferences and or administrative controls. The system is customizable to allow for the individual to establish minimal computer-enhanced processes which will automate such routines like automatic cropping, de-skewing, de-speckling, etc. As some of these features are not necessary during the scanning process based on the quality of the document, some documents such as back file scanning of older books may require these functions.

The CountyFusion system can also be setup for administrative control of image processing feature to add more control of what information or image modifications are allowed by each user. Based on a detailed review of the parameters of the office and the documents captured, minimum standard requirements would be established to ensure no system operator modifies

any document beyond the acceptable limits of the captured image. This also helps ensure that a standard is followed and any document requiring enhancement is clearly identified immediately.

Cashiering

CountyFusion's Solution includes a robust, user-friendly cashiering function that tracks all monies taken and dispersed by your office. The CountyFusion System allows the County to accept and process multiple payment types including cash and check transactions, pre-paid escrow accounts, debit accounts, ACH electronic payments and credit card fund processing. The system provides customer account statements and the ability to invoice customers. CountyFusion provides the County ways to easily correct errors and monitor all activity through detailed audit trails. Each transaction can be tracked by user and by workstation to allow detailed reporting. The CountyFusion System allows a user to quickly switch logins at a workstation to ensure the transaction is recorded under their name. Close-outs can be done on demand or at desired times of the day

The CountyFusion system has a very robust reporting functionality which allows the administrator to track almost every aspect of production, transactions as well as financial and audit reports. Receipts are processed upon the acceptance of money for any transaction. Receipts can be generated on-screen and show details as desired by the County and be printed upon demand or automatically. Daily, weekly, and monthly receipting and other financial reports are available for balancing of funds. CountyFusion works closely with the County to ensure reporting requirements are met during the implementation process.

Advanced Indexing

The CountyFusion System is packaged with its own OCR/ICR technologies. The intelligent software is developed, maintained and supported by the Kofile team. The OCR/ICR engine in CountyFusion utilizes ABBYY as a 3rd party component.

The CountyFusion Solution streamlines the data entry and verification process for your office with advanced indexing capabilities:

- At the core of CountyFusion's scanning, imaging, and indexing solution rests CountyFusion's advanced Optical Character Recognition (OCR) and proprietary Intelligent Character Recognition (ICR) technologies that not only convert documents to electronic format, but also automatically identifies predetermined information within documents, such as parties to a contract, dates, legal descriptions, addresses, dollar amounts and other important information from unstructured documents.
- Optical Character Recognition (OCR) and Intelligent Character Recognition (ICR) which expedites indexing and improves accuracy of information through Automatic Identification, Automatic Validation and Automatic Population during the indexing process.

- **Automatic Validation:** The CountyFusion OCR engine compares the data entered into the system with what is on the document, using color coding to identify if it agrees or identifies discrepancies. Indexers can quickly identify areas that require attention.
- **Automatic Identification:** The CountyFusion OCR engine can also look up fields in the document to allow 'drag & drop' of text with parsing of data.
- **Automatic Population:** The CountyFusion ICR functionality (smart indexing) will automatically populate fields with data from the document. Certain rules are built into the system to look for pattern definitions or triggers to identify the fields.

Redaction

The CountyFusion System includes the ability to automatically and manually redact sensitive data on documents submitted for recording.

Kofile understands the importance of protecting citizens' private data and includes redaction capabilities in our proposed CountyFusion application. The redaction feature is developed in-house by Kofile's development team.

The redaction process for sensitive data such as social security numbers is handled in the indexing phase of each recording. The CountyFusion System includes redaction and auto-redaction features.

When a document is redacted, the CountyFusion System automatically saves the original document (to be accessible by staff) and creates a redacted copy which is available to the public. The redaction process for social security numbers is handled in the indexing phase of each recording. During the indexing process, the document is run through our OCR Engine to identify any social security numbers or any other predefined information or fields. This will allow the indexer or verifier to quickly identify any social security numbers and confirm redaction of them.

CountyFusion is designed to allow for customization of the use of certain utilities. This is one utility that can be utilized upfront when the indexing is being done on a document or as the document is being viewed by the public.

The CountyFusion redaction process is very detailed to ensure proper safe guarding of citizen's private information:

- Images are run through OCR/ICR processes identifying SSN and other identified sensitive information.
- Only the area containing the sensitive information is redacted by utilizing the auto-redaction feature of the system or manually redacted by lassoing for handwritten data. Whole pages or portions of pages are never masked.

Financial Administration

CountyFusion provides the ability to capture financial information for all system transactions.

During the implementation process, CountyFusion tracks all monies that are accepted in the by the County Office and how these monies are distributed. The fee calculations are set-up by document type to allow the system to automatically calculate fees and taxes. There is a one click 'Accept Payment' option that allows the County to accept the fees for the processed document(s). The system allows the County to accept whatever payment method(s) that they want. The system has validation points and checks to ensure the correct amount of money is entered for collection – must match payment due or can tell you what change is due or allows you to enter 'change' into an overage account. The receipt is automatically generated. The details displayed on the receipts are defined by the County.

The amounts of all monies accepted are stored in the system and posted to County defined General Ledger accounts if desired. Detailed reports are available for cash-out summary and/or receipt registers to ensure you have the correct information for balancing money, close-outs and/or auditors.

County Search Portal

The CountyFusion System was designed with input from public users and title searchers from across the country. This feedback was critical to ensure the interface to access indexes, perform searches, view images and print documents are intuitive and easy to use. This proven interface would be available for the County's patrons from public workstations in the County Office.

Kofile's recommended solution includes the ability to provide patrons access to the County records online. The Solution provides County with the following:

- Secure website and County Portal that is intuitive and easy to use that is accessible via the internet or at the County office
- Public search site will mirror the search interface used by the internal County staff
- Option to charge for access (subscription fee) to the County Portal with all reporting and tracking of this information
- Ability to search, view and print from home, office or public workstations
- Ability to have watermark on printed images from the County Portal
- Clerk's website for improved service and communications to public
- Advanced search functionality to improve experience for various levels of users
- County-defined user levels such as:
 - Professional / advanced searches for agents that includes viewing of images
 - Simple searches for general public

FraudSleuth

CountyFusion's FraudSleuth aids in the detection of possible fraudulent activity regarding documents filed in County offices where land records are maintained. Property fraud has become an increasingly common concern in the United States. According to the FBI, it is the fastest growing white collar crime. Identity theft has been a popular method used for fraudulent activity in which offenders gain benefits but property fraud is even more devastating especially when a portion of required information to commit the crime is on public record. Your office can take steps to protect your constituents' rights to their home(s) by empowering your office and constituents with FraudSleuth's easy to use features. County offices can prevent the loss of time, money and worries associated with correcting mortgage and deed fraud with simple look-up features directing the public to search their own name and property for documents recorded on public record or signing up for email alerts to be notified when a document is recorded on their name and/or property.

Integration with Other County Systems

CountyFusion's solution is designed to be conducive to integration with other systems. Kofile has implemented successful integrations in several counties with the CountyFusion system. Our team will work with your office to determine the integrations desired to increase efficiencies and eliminate redundant processes to save time and money for all involved departments. Integrations will be provided for mutually agreed upon industry data and image formats for systems integration. Kofile requires cooperation from the County's current vendors for integrations to be successful. Basic integrations are included with the Solution at no additional cost to the County. If integrations are more complex and additional costs are involved, a detailed statement of work will be presented to the County for review before proceeding.

eRecording

CountyFusion's eRecording Solution has been designed so that it is integral to the system and does not require third parties. Kofile offers our own eRecording portal eSecureFile, which fully integrates with the CountyFusion System. Documents submitted via eRecording are handled the same exact way as if they were submitted in person or by mail. The only change is your office's process has been simplified by eliminating all or most of the indexing requirements and scanning needs. Additionally, the CountyFusion System does and can integrate with third parties such as Simplifile, CSC, ACS, Tyler, Manatron, LPS, New Vision or ePN. The CountyFusion eRecording solution only requires that a submitter has access to the internet and a scanner.

CountyFusion assists with notifications to agents and submitters and provides training and Quick Reference guides on the County Portal. We have employed multiple levels of security including 128-bit encryption and PKI to ensure that all transactions are secure.

CountyFusion's eRecording solution is also seamless for the County. The office will have an additional method of receiving documents, and can reduce the handling of paper within the

office. The County sees one process even if the eRecordings are submitted through another Submitter portal.

One of the tasks is called 'e-Processing'. When this task is selected, the recording staff can process documents the same way as any other document that is submitted to the office (with the elimination of the need to scan since this step will have been completed at the submitter's end). This includes the ability to override fees and indexing information depending on user rights, to add disclaimers to images, as well as offer ease in making changes to electronic labels, such as document types and fees.

Once the fees have been accepted, the document and receipt are automatically sent back to the submitter and the official recorded document resides in the County system. If a document does not meet County's recording requirements, it can be rejected in the same method as documents submitted by other methods (mail, walk-in etc...). The County staff would click the "Reject Transaction" button, select reason(s), type in any supporting details and an electronic letter would be generated. The letter and documents would be sent/returned to the submitter electronically via a secure connection.

CountyFusion's eRecording functionality is based on the most recent approved PRIA standards (PRIA DTD and iGuide). State regulations and PRIA standards have been used as guidelines throughout our product development. As an active PRIA member, KOFILE is committed to keeping up to date with the latest PRIA standards.

eSuite Solutions

eCertification: Ability to electronically certify documents and return electronically. In lieu of eCertifications, the County can opt to provide the ability for users to request and pay for Certified Copies on-line. The request is sent to the County Clerk's office with a copy of the document for processing and mailing.

eApplications: Ability to initiate application processes online including marriage applications.

Email Integration: Ability to email account holders notifications account statements and escrow account summary bills. Receipts or rejections can also be emailed directly to submitters if desired.

Self-Service Kiosk

CountyFusion supports a self-service recording KIOSK that enables customers to scan documents for recording and remit recording fees using the KIOSK's scanner and intuitive touch-screen monitor. Upon submitting a document for recording with the self-service KIOSK, the original document is immediately returned to the customer, and an electronic image of the scanned document is placed in a queue for entry into the County's official records, eliminating the need for the County staff to handle paper documents.

All documents submitted to the Office, whether via the self-service KIOSK, the mail, the recording counter, or eRecording, are date/time stamped and placed into a central recording queue for entry into the County's official records, which is viewable to the public on a wide screen monitor in the County Clerk's Office, allowing each customer to determine the exact order in which documents are to be officially recorded. Once documents submitted via the self-service KIOSK are accepted for recording, a copy of the document is automatically emailed to the customer, usually within one hour of the initial submission to the KIOSK.

The increased efficiencies provided by the self-service KIOSK benefit both the County Clerk's Office and its customers. While the County staff is still available to interact directly with customers at the counter and to provide assistance with the KIOSK when necessary, the KIOSK's automated workflow allows the staff to spend less time handling paper documents and more time focusing on customer service and ensuring that documents are entered into the County's official records as quickly and accurately as possible.

Configurable Workflows

CountyFusion also understands that every County has their own special nuances, requirements, and proven workflows. For this reason, the decision was made to not sell counties a "cookie-cutter" solution, but rather a flexible and customizable solution, ensuring the County their unique needs and interests are considered and integrated into the final solution.

Designed for county government, CountyFusion software allows the county holder of land and vital records to automate workflows, operate in an efficient and cost effective manner, utilize current resources, and better serve their constituents. CountyFusion can be expanded to incorporate other offices such as tax, assessor, and courts to create a comprehensive county records management solution.

Kofile has designed the proposed system to be configured to a County's workflow. During the implementation process we work with you to map out the optimal workflow for your office based upon your desired operational efficiencies, your environment, volumes and staff. With our experts in workflow design, we provide our recommendations to ensure the workflow(s) will meet your needs and to best serve your constituents.

Reporting

The CountyFusion software solution is packaged with robust reporting allowing for various types of reports to suit any county's needs. The system is able to generate but not limited to furnish any type of customized financial, administrative or performance report to either provide a quick summary or detailed listing.

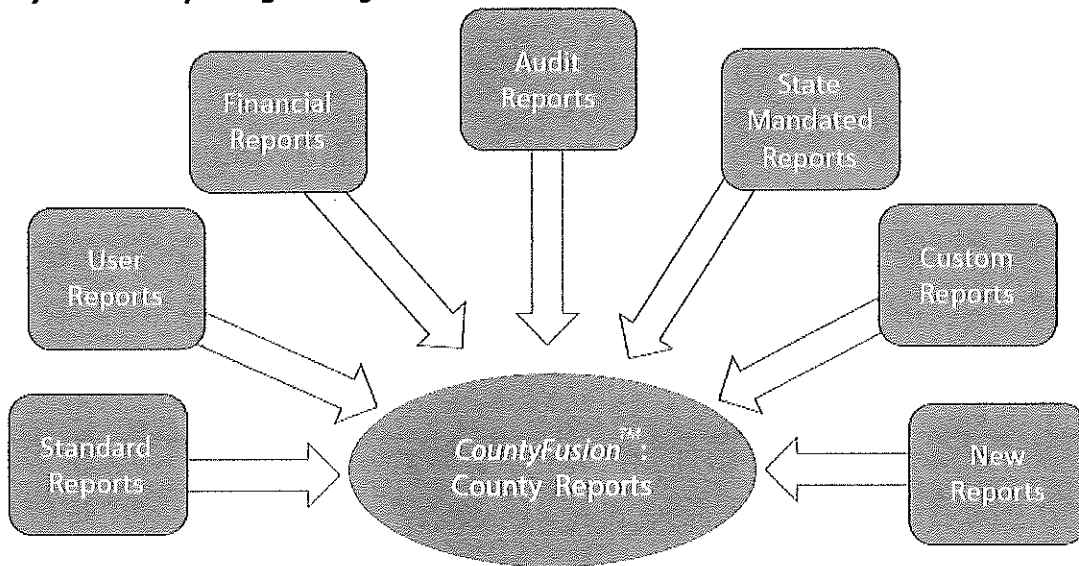
The CountyFusion System is able to generate the following reports requested by County Clerk's Offices:

- **Category Doc Numbers** – Contains the first document and last document numbers for the dates specified with Counts by Category of Documents.
- **Category Docs Breakdown** – Contains a list of all the departments, categories and document types
- **Category Fee Breakdown** – Contains a list of all the departments, categories, document types and fees associated, shows fee amount and configuration and indicates which fees are set as default fees.
- **Category Fee Summary** – Summary of fees by category separated by cash (cash and checks) vs. non-cash with a total count of fees collected. Also displays category totals and a grand total.
- **Category Totals** – Fee Totals broken down by category and references the general ledger Account Numbers associated to each fee. Gives category totals and a grand total.
- **Check Log** – List all checks and Check amounts.
- **Check Refund Log** – Displays all request for check refunds with the transaction#, date, cashier, first doc#, fee total, check number of original, amount of original, the refund amount and the name and address for the refund.
- **Client Activity** – Shows total amount of activity on for each client that has an escrow account, separates the activity by charges and deposits. Also shows beginning and ending balances for each account.
- **Client Current Balances** – Displays the current balance for each client that has an escrow account regardless of the balance.
- **Credit Card Log** – List of all credit card and ACH transactions (e-Recording) totals broken down by card type.
- **Daily Revenue Cashier** – Show break totals for each payment type for each cashier also incorporates beginning balances to show a true ending balance of the drawer.
- **Day Book** – Report of all documents recorded for the date. Displays instrument #, book, page, date, time, instrument type, grantor, grantee and return to address. Gives a total number of documents for the day.
- **Day Book By Instrument Number** Same as the Day Book report, but ordered by Instrument Number.
- **Deleted Report** – List all document that have been deleted (not expunged)
- **Doc Type Fees** – All Fees Collected and displays total amount of each fee that was waived.
- **Documents Checked Out** – Lists all documents currently checked out by users.
- **Employee Production Cash**
- **Employee Production Index**
- **Fee Summary** – Gives a total count for each fee and the amount collected with a grand total.
- **General Ledger Summary** – Give the total amount collected based on the general ledger account codes.
- **General Revenue By Category** – Gives fee totals based on the Category
- **Grantee** – Displays index information sorted alphabetically by Grantee
- **Grantor** – Displays index information sorted alphabetically by Grantor

- Invoice Details – Displays all Transactions charged to an account with the document number and instrument type listed, gives Running Balance and total owed or balance on account
- Invoices – Displays all Transactions charged to an account with the document number range listed, gives Running Balance and total owed or balance on account
- Mailing Labels – Displays all address that is flagged for return address labels.
- Mailing Labels By Doc – Displays all address that are flagged for return address labels, sorted by Doc Number
- Missing Document – Lists all the missing documents
- Missing Image – Lists all the documents that do not have an image
- Missing Index – Lists all documents missing indexed information
- Redaction Status – Lists all documents that have not been reviewed for redactions
- Rejection Letter – Generates a Rejection Letter for mailing to the customer
- Replenish Letter – Generates a Replenish Letter for escrow accounts who's funds are low based on configured thresholds
- Scan Mismatch – Lists all documents where the image page count does not match the cashiered number of pages
- Security Paper Voids – Lists all security paper numbers that have been voided
- Statistical Report – Lists the number of documents filed for each document type and the amount of money collected.
- Suspend Letter – Generates a Suspend Letter for mailing to the customer when a transaction is Suspended
- Transaction Detail – Shows all details of the transaction
- Transaction Summary – Summarizes each transaction and displays the totals
- Transaction Void Detail – Shows all details of the voided transactions
- Verify Report for User Indexing

Kofile's annual support and maintenance package also includes creation of reports and modification of reports for the duration of the contract. If data is entered/stored in the CountyFusion System a report can be created to suit your office's needs.

CountyFusion's Reporting Package



Comprehensive Reporting Package

- As the system captures data, reports generate based on the data.
- Report creation and/or modifications are included in the *Support & Maintenance Package*.

CountyFusion Software Technical Specifications

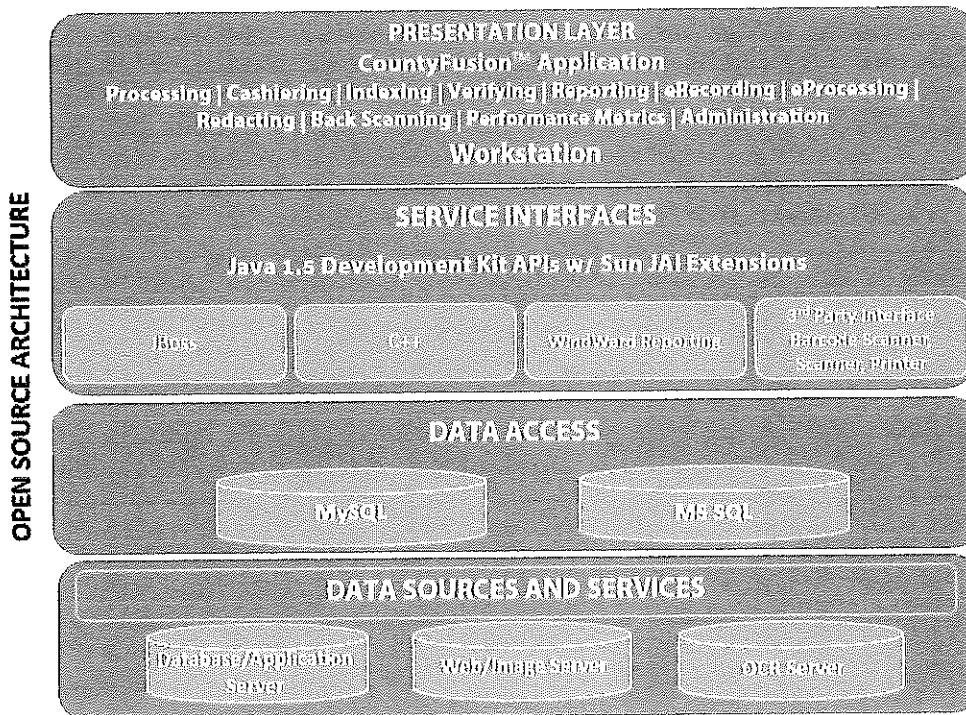
CountyFusion Application Architecture

Kofile's CountyFusion software is designed to be easily tailored to a County's specific requirements. CountyFusion is built on top of the Java 1.5 Development Kit APIs along with the SUN JAI extensions and some third party APIs for interfacing with scanners, printers, and bar code readers. All of the code in CountyFusion is written in the latest version of the Java programming language, with the exception of some interfaces for accessing OCR engines which are written in C++. These interfaces are called from the Java code. The solution that is offered in this proposal will specifically meet your County's requirements and will be of the latest version available.

The CountyFusion application is a Java based application. The application sits on each workstation and communicates with the database, application, OCR, image and web servers to process tasks.

The external county site where users can login to perform searches, order copies of documents, submit online applications and/or maintain account usage is hosted by Kofile in a JBoss environment.

CountyFusion Application Structure Diagram



A departmental license to use the CountyFusion software application is included in the cost of the proposed solution.

The CountyFusion application uses the following 3rd party components:

No.	3 rd Party Software	Purpose	Provider
1.	Windward	Reporting	Included in CountyFusion
2.	ABBYY	OCR/ICR	Included in CountyFusion
3.	Java	Software code base	Included in CountyFusion
4.	DeJa Viewer	Image viewer	Included in CountyFusion
5.	MySQL or MS SQL	Database	Included in CountyFusion
6.	Windows Server	Server OS	Included with hardware equipment
7.	Windows 7 and higher	Workstation Operating System	Included with hardware equipment
8.	Browser (Firefox, IE)	Search interface	Free download
9.	Adobe Reader	View receipts, letters, forms, reports	Free download

Support for all components is provided by Kofile as part of the annual support and maintenance package for software and hardware. Kofile will be responsible for ensuring the CountyFusion system will continue to function on future upgrades to the OS and Java.

Initial Configuration

A combination of client-server and 3-tier architecture allows us to share code among the application and between the thin and thick client while allowing us to use the processing power of modern workstations and minimize the network traffic within the office. The thick client incorporates the UI for the desktop as well as the code from the thin client's middle tier and they both use the same database on the backend. All business logic and database access are in the shared code so enhancements and fixes to those areas are automatically available for both clients.

Delivery of Updates

Once builds have been tested, customers are advised of the new features that are available. JNLP and web interfaces are used to deploy to a single server to have clients update automatically from the next time that they start the CountyFusion application.

Kofile releases an update of the CountyFusion software system on a quarterly basis. All clients are given the latest version of the software 4 times per year.

KOFIL remedies software bug fixes under no formal release schedule and strives to correct a software bug (flaw or error that prevents a program from working as it was intended) as soon as feasible.

Upgrades and enhancements are driven by customer feedback, regulatory mandates and industry standards. As improvements are identified that will benefit the majority of our clients, they become part of our development strategy. We continually work with our customers to gather feedback on how the application can be enhanced.

Scope of Services

CountyFusion includes the installation, training and project management support to ensure the project is implemented on schedule and to specification. Following contract execution, our team meets with the Hockley County implementation team to review the project plan and to mutually define other key personnel for the term of the project. We work closely with the County team to determine how best to work together and limit demands on your time. During this meeting we also establish a weekly call schedule for regular updates and to make sure all information has been received. We will have a sign-off procedure for the agreed upon specifications. If changes are requested following sign-off, they will be reviewed and discussed with the County to determine the impact on the current project plan and timeline. We will manage change orders in coordination with the County with proper sign-offs as well.

Project Management

Kofile will focus on a partnership with County and dedicate the resources to ensure a smooth and seamless transition from your current environment to our proposed solution. The system is designed to be customizable to your specific workflows and environment. This flexibility allows your office to have input to create the desired solution and environment that will maximize resources and operational efficiencies. Kofile's expert team will provide insight and recommendations to continuously improve efficiencies.

As defined in the roll-out phases of the project plan, the first phase of the project will be the Project Initiation Phase and will include the following steps and will take place over a few days.

- Project kick-off
- Introductions of project team and definition of roles
- Detailed review of Technical Requirements to clarify and verify requirements. If any gaps are identified in this analysis, they will be reviewed and discussed with the County team. Additional specifications, details or enhancements will be documented and incorporated into the development and project plan.
- Collection of other details, sample forms, reports, field layouts, etc. for further review and assessment. Subject matter expert(s) should be identified within county that can be contacted on specific questions.
- Detailed assessment of hardware and workflow.
- High-level review of project plan, milestones and dates.

Kofile's project team will analyze the details collected above, build in any additional configuration or development and then finalize the detailed project plan to review with County for sign-off and execution.

Kofile assigns a project manager and project team that will work all involved parties to execute the phased project plan as outlined in this proposal. Our project management approach is very structured and includes regular meetings and status updates. These forums are usually used to identify any issues or concerns but the County can bring any concerns and issues to the project manager's attention at any time. Issues and concerns are reviewed and related impact to project is identified. The project manager will facilitate the resolution of any issues, in coordination with the County as appropriate, and communicate the resolution to the project team.

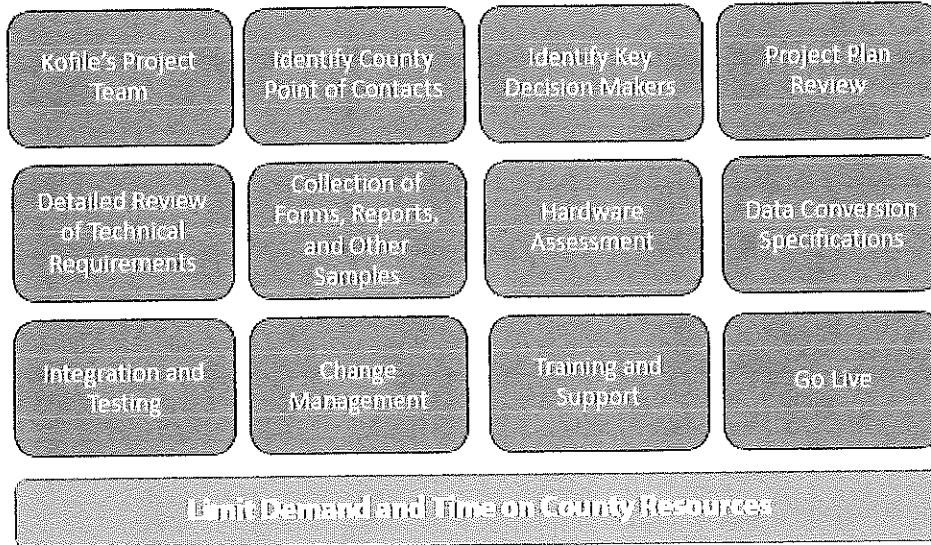
Kofile also has an escalation process that will be reviewed with the county during project planning phase. It is critical that the resolution and escalation procedures are reviewed and agreed upon during the project planning phase. Kofile will work with the County to follow any standard procedures the County may already have in place. The project manager will ensure the Kofile team adheres to the agreed upon processes and communicate effectively on a regularly scheduled basis with the County throughout the entire project.

- Kofile complies with industry standards that are relevant to our services and solution. Our organization will comply with any State, County and other regulations that would be involved in the contract with the County Office.
- Throughout the detailed project plan, review and approval steps are built for the County. This includes testing phases of the system as well.
- Kofile employs a team of internal quality assurance and review professionals that rigorously test system configurations and development and conduct quality assurance reviews and compliance testing prior to installs or deployments.
- Strict internal quality controls are also adhered to with regard to testing and product environments as well.

During the project planning and implementation phase, there will be various checkpoints and monitoring of the project being performed by the project manager, account manager, lead developer, quality control lead and implementation lead to:

- Confirm interpretation of the project is in line with the County's requirements
- Evaluate effectiveness of CountyFusion features to the County's desired workflow
- Participate in assessing hardware needs for procurement along with proper configuration
- Quality verification of data conversion including structures
- Quality verification and certification of requested integrations
- Responsible for verification of the design, procurement, installation, test and inclusion of appropriate acceptance criteria

Key Elements of Kofile's Implementation Approach



Key team members who will be involved with the County office are:

Role	Assigned Team Member
Executive Contact – Escalation of any matter including customer care, system related matters and contract related matters.	Kyle Chaney
Account Manager – General contact regarding Kofile's services and point of contact for any new projects to scope and quote.	Jack Morris
Senior Manager of Operations – 2 nd point of escalation for system and customer care related matters and manages implementations.	Jeff Rothenberg
Development Lead – Heads the release components, schedule and testing of new enhancements, features and integrations for the CountyFusion System.	William (Bill) Andrews
Supervisor of Customer Care – 1st point of escalation for system and customer care related matters.	Gwen Sina
Technical Support / Training Specialist – Responsible for assisting in implementation and training prior to and after go-live	Eric Fulton
Customer Care / Support Lead – General point of contact for system related matters.	Geoff Davis

Project Plan Deliverables

A detailed plan for product development, installation, data conversion, hardware acquisition and training was developed with a detailed timeline and clear deliverables. Detailed documentation will be presented upon contract award. Our deliverables include:

- Detailed installation plan and timeline with clear deliverables
- Comprehensive training for all users
- A fully operational application
- Plan for ongoing use and development
- Continued support plan

Below is a high-level overview of our implementation timeline. A detailed project plan is included with the installation of the CountyFusion System. The plan will detail all milestones and tasks to be reviewed and signed-off by Kofile, the Clerk's and the designated Project Champion.

Sample CountyFusion Installation Timeframe with Major Tasks

ACTIVITIES		MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
Requirements	Kick-off Meeting	■					
	Scoping & Analysis	■					
	Site Visit / Workflow Evaluation	■					
	Process Mapping	■					
	Hardware & Environment Assessment	■					
	Data Conversion / Testing		■	■	■	■	■
Customization/ Development	Tailoring to specifications			■	■	■	■
	Change management				■	■	■
	Q/A & QC				■	■	■
Implementation, Installation Training	Equipment Set-up				■	■	■
	Install				■	■	■
	Testing in Environment / Feedback					■	■
	User Training (internal/public)					■	■
	Go Live / On-Site Support						■
	Evaluation/Enhancements						■

Index and Image Conversion from Legacy System

The Kofile team has imported and converted land records from numerous types of databases and files. Our approach to data conversion is to receive a sample file from your current system,

evaluate the file layout, determine file mappings and then determine the best way to convert into CountyFusion. Our required file format is quite flexible.

Kofile realizes that a successful data conversion is critical to a successful implementation of our software. Using our advanced technology, we ensure a timely and successful conversion of your current data. This expertise has allowed us to successfully convert numerous databases from multiple formats. We employ strict quality controls to ensure the integrity of your data. Testing and acceptance is done before your go-live date.

Kofile recommends following the PRIA standard XML output format when converting data. Since Kofile is very familiar with the different ways counties save their data from having converted data from over one hundred (100) counties, we are aware that you may have special indexing requirements and methods. For this reason, we analyze your records and do the work in mapping the data properly. Our team will work with your County to properly understand your indexing procedures.

During the migration process, Kofile will also perform an extensive pagination process to cross-link all data to the associated images. During this process, a rigorous Quality Assurance process or standard is adhered to in order to ensure a clean migration to our system. All functions within these processes are followed by detailed reporting of any errors, omissions or anomalies throughout the migration process.

The image file headers utilized within the CountyFusion application are all non-proprietary and standard image file formats. The image processing is designed to utilize a typical TWAIN driven device which will export an image to any typical TIFF Group 4 compression image file format. Our file formats are based on client requirements and all associated documentation will be provided as necessary.

Please note that the data conversion does not include verification of the accuracy of the existing indexed data. Kofile does provide queries that identify suspicious index content for the County's review. We ensure that all current data is converted into the new system correctly and is available for your end users.

Below is a high-level overview of CountyFusion's data conversion process:

- Receive Data & Images from County/Vendor in Agreed Upon Format (timeliness is critical to meet deadline)
- Review & Assess Data
- Confirm All Fields & Clarify Mappings
- Map Fields
- Test Conversion & Provide Quality Report
- County Acceptance of Test Conversion
- Data Cleansing and Additional Testing

- Final Sign-off of Conversion by County
- Complete Changes and Conversion
- Receive Data Gap @ Day End
- Final Conversion (at night)

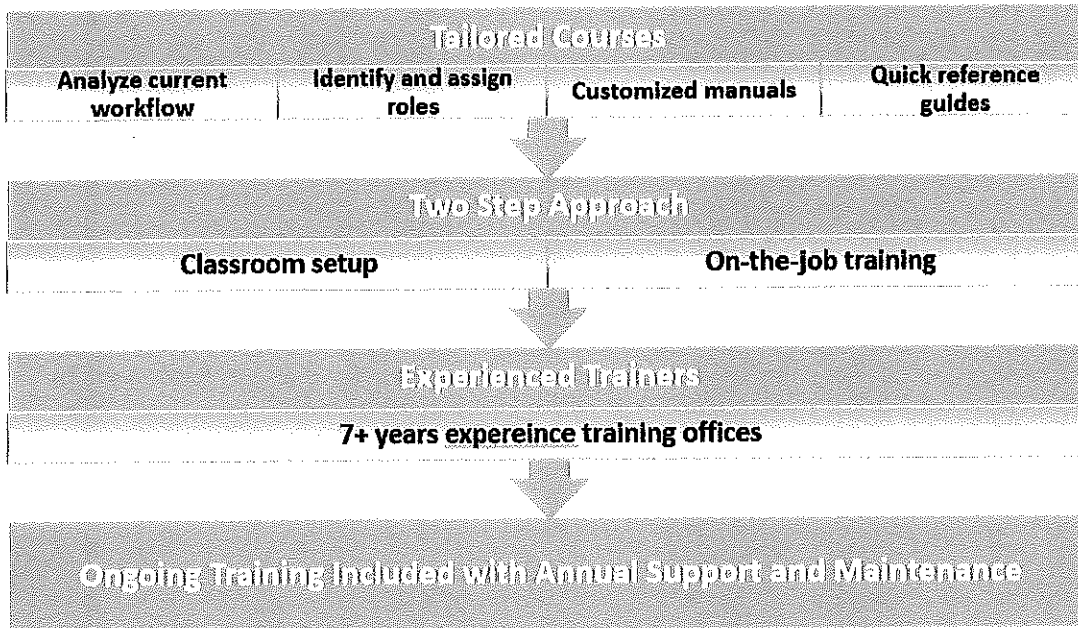
Training

The CountyFusion Solution includes a thorough training curriculum to ensure all parties using and accessing the system are properly trained. KOFILE's trainers will work with the County's team and public searchers so they may reach an acceptable comfort level to take advantage of the System's benefits. It is Kofile's intention to cross train the County employees (where applicable) in order to provide the County with more opportunities for improved customer service. CountyFusion will allow County employees to continue within their current workflows, but will help them to index more documents and more fields in less time, improving accuracy and allowing them more time to assist customer/constituents. Additionally, CountyFusion can be easily accessible from employees' homes. The CountyFusion System will provide the ability to view previously created reports, as well as easily create new reports, with filtering and sorting tools. All reports will be available on a secure basis, ensuring that only those with approval are capable of creating, running and viewing these reports. For example, Managers will have the ability to run production reports to see employee production levels and error rates.

Training Package Highlights

- The Kofile team will train all users of the CountyFusion records management system at the office.
- Training materials and manuals are provided during the training. Ongoing updates and support materials are provided for the staff.
- Each user has a customized main menu based on their permissions. They will only see menu options which they access. Users click on a task to launch and can click next or previous to move forward. Required fields are highlighted and if any information is missing the System would not allow the user to move forward and list the missing data. Depending on the User's preference they can choose to navigate through the menu text, click on icons, or enter in hotkeys. All navigation instructions will be provided in a document and quick user guides and cheat sheets for users to familiarize themselves with the System.
- The training is conducted on-site and we combine class room training with on-the-job training which has proven to be very successful. Our implementation plan includes a period of time when our Solution is set up in parallel to your current system. This provides the environment to conduct user acceptance and on-the-job training as well. This allows the County to 'test drive' the Solution in your own environment before you 'go live'.
- The training provided for other clients and users of our system has been very successful. The system is designed to be user friendly and intuitive. Even 'non-computer literate' individuals become very excited during training because they are able to understand and use the interface in a short period of time.

Overview of CountyFusion Training Program



Kofile also plans to make annual user group meetings, scheduled in conjunction with County conferences, as a standard part of the organization to help drive product direction, address customer issues, inform customers on product feature/function and direction, provide product training sessions, identify industry trends, and facilitate industry knowledge transfer.

Below is a sample of a recommended outline for training users of the CountyFusion System. Please note, training schedules, number of sessions and duration of sessions can call be modified according to your office's requirements. Kofile is committed to providing the training necessary for your office to fully understand and successfully use the CountyFusion system to the fullest and will provide as much training as necessary to achieve this goal.

CLASSIFICATION	TIMEFRAME	SUBJECT MATTER	HOW CONDUCTED
System Administrator(s)	1 Full Day (classroom style) 3 Days of On-the-Job during implementation	Overview of entire system Setting up users Configuring of system Special edits	On-site; classroom style usually in conference room or such where there are no interruptions Can be conducted off-site if desired
All Internal Users	2 Hours	High level view of overall system to see how flow works and how the roles work together. Provides opportunities for questions Explain how detailed training will be done	On-site; classroom style usually in conference room or such where there are no interruptions Can be conducted off-site if desired
Deputies / Supervisors	2 Hours + Oversight	Details of accepting, recording and validating documents Incorporate office rules and procedures	Classroom style Return to workstations for practice / oversight
Staff	1 Day: Classroom Style On-the-job training / oversight during implementation	Subject matter is geared toward the roles & responsibilities of staff members; usually break-out into Recording/Indexing, etc. Some Counties want all to be crossed trained.	Classroom style Return to workstations for practice / oversight
General Public	Two 1 Hour Sessions (depending if implement cover pages)	How to use online services	On-site / Classroom Style On-line via the Internet
Title Searchers / Agents	Two 1 Hour Sessions	How to use online services Benefits	On-site / Classroom Style On-line via the Internet

Recommended Hardware Equipment

KOFILE recommends the hardware listed below with specifications for optimum results when using the CountyFusion application. Additionally, Kofile will provide the following hardware:

- 2 – Receipt Printers
- 1 – Large flat-bed scanner
- 2 – LaserJet Printer
- 1 – Server
- 6 – Work Stations – 3 with Dual Monitors

SERVER ENVIRONMENT

Database/Web/App Server/OCR/ICR

DELL PE T420

Chassis configuration – up to 8 3.5" drive configuration

Intel® Xeon® E5-2440 2.40GHz, 15M Cache, 7.2GT/s QPI, Turbo, 6C, 95W, Max Mem 1333MHz
8GB RDIMM, 1333 MT/s, Low Volt, Single Rank, x4 Data Width

RAID 1/RAID 5 for H710p/H710/H310 (2 + 3-14 HDDs)

PERC H310 Integrated RAID Controller, Full Height

600GB 15K RPM SAS 6Gbps 3.5in Hot-plug Hard Drive x4 (RAID5 for storage more; larger drives can be used if needed)

300GB 10K RPM SAS 6Gbps 2.5in Hot-plug Hard Drive, 3.5in HYB CARR x2 (RAID1 for Operating System)

On-Board Broadcom 5720 Dual Port 1Gb LOM

Dual, Hot-plug, Redundant Power Supply (1+1), 495W

DVD+/-RW, SATA, Internal

Windows Server® 2012R2, Standard Ed, Factory Inst, No MED, 2SKT, 2VM, NO CAL (with Media Kit)

3 Year ProSupport and NBD On-site Service (or longer if needed)

Operating system: Windows Server 2012

WORKSTATIONS

Cashiering, scanning, index, admin, public

DELL Optiplex 7010, 1HD, 250GB, Windows 7

Operating System(s) Windows 7 Professional, No Media, 64-bit, English W7PN61E

Processors 3rd Gen Intel® Core™ i5-3470 (Quad Core, 3.20GHz, 6MB w/HD2500 Graphics)
VI53470

Memory 4GB, NON-ECC, 1600MHZ DDR3, 2DIMM 4G3N16Z

Keyboard Dell KB212-B USB 104 Quiet Key Keyboard, English EUSBE

Monitors Dell Professional P2312H, Wide screen, 23in VIS, HAS, VGA, DVI P2312H

Graphics Cards Intel Integrated Graphics, W/O INTVID

Boot Hard Drives 250GB 3.5" SATA 6Gb/s with 8MB DataBurst Cache™ 250GBS3
 Mouse Dell MS111 USB Optical Mouse USBOP
 Systems Management Mode Intel® Standard Manageability STDMGMT
 Removable Media Storage Device 8X Slimline DVD+/-RW DRM8
 Thermal Heat Sink, Performance/Mainstream, Small Form Factor HSSFF
 Speakers Internal Dell Business Audio Speaker INTSPK
 Power Supply OptiPlex 7010 SFF w/ Standard Power Supply SFFPSU
 Documentation OptiPlex 7010 Documentation English DOCENG

PRINTERS

Network Printer

HP LaserJet 3015dn

Black print speed Up to 42 ppm
 Black print resolution Up to 1200 x 1200 dpi
 Duplex printing Automatic (standard)
 Print technology Laser
 Printer memory 128 MB(standard), 640MB (maximum)
 Processor speed 540 MHz
 Supported paper sizes Letter, legal, executive, 8.5 x 13 in, envelopes
 Duty cycle Up to 100,000 pages
 100-sheet multipurpose tray, 500-sheet input tray,
 automatic duplex printing
 Recommended monthly volume 1500 to 5000 pages

Receipt Printer

Epson TM-H6000IV

Character set 95 Alphanumeric, 37 International, 128 x 12 Graphic, Simplified and Traditional Chinese

Interfaces Built-in USB; Connect-It-including Serial, Powered USB, WiFi, Parallel and Ethernet

Data buffer 45 bytes or 4 KB (up to 384 KB for graphic files)

Supply voltage 24 VDC ± 7%

D.K.D. function 2 drivers

Sensors Cover open, Top of form, Bottom of form, Slip eject, Roll paper near end, Roll paper end

Factory options Endorsement printer, validation printer, 58mm width paper guide PG-5811, DM attachment DPR-6000, connector cover OT-CC6000

Overall dimensions 7.32 x 10.95 x 7.13" (W x D x H)

Weight Approx. 4.4 kg (9.7 lbs)

Color Epson Dark Gray (EDG), Epson Black (EBCK)

Environmental standards WEEE, RoHS compliant

OS support Microsoft Windows 2008, 2000, XP, Vista; WEPOS; POSReady

Bar Code Label Printer

Zebra TLP2824

Resolution 203 dpi (8 dots/mm)
 Memory Standard: 128 KB SRAM; 512 KB Flash
 Optional: 256 KB SRAM; 1 MB Flash
 Print width 2.2" (56 mm) maximum
 Print length 11" (279 mm) with standard memory
 22" (584 mm) with expanded memory
 Print speed 4" (102 mm)/sec
 Media sensors: Transmissive, Reflective

SCANNERS

Fujitsu Fi-6670 (batch scanner)

Functional Specifications		
Technology		Charge coupled device (CCD) image sensor (x 2, fi-6670)
Output Resolution (dpi)	Monochrome, Grayscale and Color	50 – 600 (adjustable by 1 dpi increments)
Optical Resolution (dpi)		600
Output Format		Color: 24 bit, 8 bit/4 bit; Grayscale: 8 bit, 4 bit; Monochrome: 1 bit
AD Converter		1024 levels (10 bit)
ADF capacity		200 Sheets (letter, 20 lb.)
Document size	ADF minimum	2 in. x 3 in.
	ADF maximum	11 in. x 17 in.

Interface	Ultra SCSI (50m) / Hi Speed USB 2.0 / Third Party Slot & Ultra SCSI (50m) / Hi Speed USB 2.0 / Ultra Wide SCSI (68m) VRS / Hi Speed USB 2.0 VRS (CGA) ⁽⁴⁾	
Scanning speeds		
Letter/Landscape Mode	Simplex	Duplex
Monochrome, Grayscale & Color @ 200 dpi	90 ppm	180 ipm
Monochrome, Grayscale & Color @ 300 dpi	80 ppm	160 ipm
Letter/Portrait Mode	Simplex	Duplex
Monochrome, Grayscale & Color @ 200 dpi	70 ppm	140 ipm
Monochrome, Grayscale & Color @ 300 dpi	60 ppm	120 ipm

Fujitsu Fi-6770 (flat bed scanner)

Functional Specifications		
Document Feeding Mode		Automatic document feeder (ADF) & Flatbed
Technology		Charge coupled device (CCD) image sensor (x 3, fi-6770)
Output Resolution (dpi)	Monochrome, Grayscale and Color	50 – 600 (adjustable by 1 dpi increments)
Optical Resolution (dpi)		600
Output Format		Color: 24 bit, 8 bit/4 bit; Grayscale: 8 bit, 4 bit; Monochrome: 1 bit
AD Converter		1024 levels (10 bit)
ADF capacity		200 Sheets (letter/A4, 20 lb.)
Document size	ADF minimum	2 in. x 3 in.

	ADF maximum	11.7 in. x 17 in.	
Flatbed		11.7 in. x 17 in.	
Interface		Ultra SCSI (50m) / Hi Speed USB 2.0 / Third Party Slot & Ultra SCSI (50m) / Hi Speed USB 2.0 / Ultra Wide SCSI (68m) VRS / Hi Speed USB 2.0 VRS (CGA) ⁽¹⁾	
Scanning speeds			
Letter/Landscape Mode		Simplex	Duplex
Monochrome, Grayscale & Color @ 200 dpi		90 ppm	180 ipm
Monochrome, Grayscale & Color @ 300 dpi		80 ppm	160 ipm
Flatbed		0.6 seconds (200 dpi), 0.7 seconds (300 dpi)	
Letter/Portrait Mode		Simplex	Duplex
Monochrome, Grayscale & Color @ 200 dpi		70 ppm	140 ipm
Monochrome, Grayscale & Color @ 300 dpi		60 ppm	120 ipm
Flatbed		0.9 seconds (200 dpi), 1.1 seconds (300 dpi)	
Software Driver Support		ISIS and TWAIN driver included (Win 98 SE/2000/NT/XP/Vista and Windows 7)	

Barcode Scanner

Honeywell Voyager 1200g

Dimensions (LxWxH) 66 mm (3.0") X 180 mm (7.1") X 97 mm (3.8")

Weight 125 g (4.4 oz)

Electrical Input Voltage 5 V +/- 5%

Operating Power 700mW; 140 mA (typical) @ 5V

Standby Power 350mw; 70 mA (typical) @ 5V

Host System Interfaces Multi-Interface / Includes RS232 (TTL +5V, 4 Signals) / KBW / USB (HID Keyboard, Serial, IBM OEM);

RS-232C (+/-12V) and IBM RS485 supported via adapter cable

Operating Temperature 0°C to 50°C (32°F to 122°F)

Storage Temperature -20°C to 60°C (-4°F to 140°F)

Humidity 0% to 95% non-condensing

Drop Designed to withstand 30 drops to concrete from 1.5 m

Environmental Sealing IP42

Light Levels 0 - 70,000 lux

Scan Pattern Single scan line

Scan Speed 100 scan lines per second
Scan Angle Horizontal: 30°
Print Contrast 10% minimum reflectance difference
Pitch, Skew 60°, 60°
Decode Capabilities Reads standard 1D and GS1 DataBar symbologies
Warranty 5 year factory warranty

Signature Pad

EPadLink EPad INK USB W Integrisign

Signing surface	
LCD Technology	Monochrome LCD with touchpad
eSigning Surface	3.0"x2.2"
Protective Screen	Removable/field-replaceable signature surface
Actuator Type	Tethered passive stylus
Biometrics	Captures signature speed and pressure

Technical specs

Power source	USB 2.0
Operating systems	Windows 2000 SP4, XP, Vista 32 and 64, Windows 7, and Windows 8
Report Rates	100 counts per second
Device Dimensions	5.94"x5.94"x1.61"
Weight	0.75 lbs
Plug-ins	Acrobat; Outlook; Word; Excel
Software Developer Kit (SDK)	COM Interface and Java

Annual Maintenance & Support Services


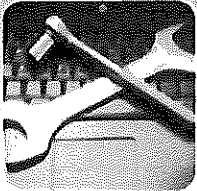
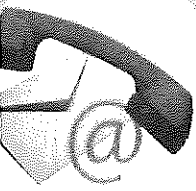
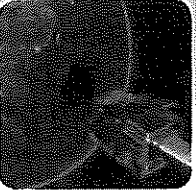
Annual Maintenance and Support Package Overview

Kofile will focus on a partnership with your office and dedicate the resources to ensure a smooth and seamless transition from your current environment to our proposed solution. The system is designed to be customizable to your specific workflows and environment. This flexibility allows your office to have input to create the desired solution and environment that will maximize resources and operational efficiencies. Kofile's expert team will provide insight and recommendations to continuously improve efficiencies.

Kofile provides a total and comprehensive solution with all-inclusive pricing. Annual maintenance includes general changes, upgrades, mandatory and regulatory changes, new reports, ongoing training and user groups. Kofile is dedicated to providing a total solution. Kofile also has annual user group meetings, scheduled in conjunction with conferences, as a standard part of the organization to help drive product direction, address customer issues, inform customers on product feature, function and direction, provide product training sessions, identify industry trends, and facilitate industry knowledge transfer.

Kofile is committed to ensuring that your office is satisfied with our installation. We will provide software product updates or upgrades which is part of our annual maintenance and support package. Any correcting upgrades are included in the agreed upon annual software and/or hardware maintenance and support pricing as well as any technical upgrades or enhancements.

Kofile Comprehensive Annual Maintenance & Support Package Summary

			
General Support Bug fixes Training (as needed) Upgrades (as needed) Regulatory (mandatory) changes	Troubleshooting Software updates Data support Software configuration Local/remote support Escalating vendor support	Toll-free Help Desk Email support Phone support Online ticket tracking system Remote access	Value-added Services Custom reports Labels Forms Field changes End-user training Fees Minor changes Workflow changes

Annual Maintenance - Support Service Details for Software & Hardware (if applicable)

- All software maintenance and support is provided by Kofile
- Certain hardware maintenance will be provided by the manufacturer when warranty is applicable.
- Any OEM warranties on hardware will be passed onto County Kofile shall repair or replace a covered hardware component which has been determined to be defective at its option with new or reconditioned equipment. Customer agrees to assist Kofile in determining corrective action necessary to resolve malfunction. This may require an on-site visit by a Kofile representative or a third party representative authorized by Kofile

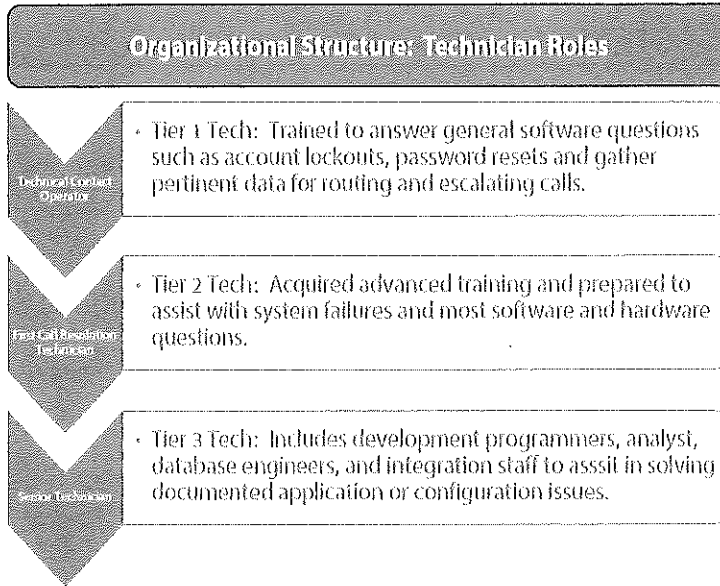
Contact Information

Kofile Customer Care Center provides you several service features:

SERVICE HOURS & SUPPORT OPTIONS	
BUSINESS HOURS SUPPORT (EXCLUDING KOFIL HOLIDAYS)	Monday – Friday 7:00AM CST – 7:00PM CST (888) 608-1808 GSSupport@Kofile.us
AFTER HOURS SUPPORT	Emergency support available 24/7 (888) 608-1808 GSSupport@Kofile.us
SELF-SERVICE	Kofile has a knowledgebase available to customers via the self-service center online. The self-service center has been proven to be an efficient method of communication for response and resolution of customer's support needs. The center also allows customers to access a detailed view and status of their matter. Customers always have the option to escalate an issue if they feel the situation is not getting the attention it needs.
URGENT MATTERS	If there is an urgent matter, please call the Customer Care center at (888) 608-1808. Emails are reviewed and routed during normal business hours only. <u>Please note, email should not be used for urgent issues.</u> If you have emailed an issue in and it becomes more urgent, <u>please call the Customer Care Center and have your ticket number available.</u>

Experienced Technicians

Kofile staff consists of three specialized areas for technician support. On average, our technicians have 8+ years industry experience per technician. All members of the team are dedicated to providing clients with timely resolutions coupled with streamlined communication ensuring your office is up to date on any customer care subjects inquired about.



Support Process

It is advisable for clients to always initially report issues to the Customer Care Center. By following this process, we can ensure your questions, issues and requests for enhancement(s) and regulatory changes are always logged and tracked in an easily accessible manner for our organization and your office. Your office will have the ability to look-up your outstanding or closed

tickets through the self-service center as well. **Urgent issues should not be reported via email.**

REPORTING OPTIONS

REPORTED VIA EMAIL

When your issue is received via email, you will receive an email confirmation message with the ticket number for your request. Please reference this ticket number when discussing this issue with us. A TCO Technician will review the information in the ticket and if there is sufficient information, the ticket will be either be resolved or routed to the appropriate queue. Upon being routed to a queue, tickets are handled in the order which they are received with business impact being weighed to determine prioritization.

REPORTED VIA TELEPHONE

When a call is made to the Customer Care center, a TCO technician creates a ticket and gathers important information from you. If the TCO cannot provide a solution for your call, they will verify technician availability for immediate response. If availability is confirmed, you will be transferred to a FCR Technician. Over the last 6 months, Kofile Customer Care has averaged resolving about 45% of the issues during the initial phone call. If the FCR Technician cannot resolve the issue or one is not available, then your ticket is routed to the queue and you will be

called back in the order received taking business impact into consideration. If you do not feel the issue is getting the attention it deserves, please make the TCO aware and they will escalate the ticket accordingly to ensure you are getting the desired response.

Escalation Process

Kofile's escalation path is to call (888) 608-1808 and ask for a manager about the issue referencing the ticket number. The escalation path has been established to better serve our customers.

Please utilize the escalation path by contacting a Support Manager when the following occurs:

- In the event you do not receive a ticket number when emailing GSSupport@Kofile.us or after speaking with a TCO.
- If you experience a work stoppage emergency and are told all support personnel are currently serving other clients. Please have ticket number available.
- Support personnel have not responded to your ticket and TCO are unable to provide you with an update. Please have ticket number available.
- You have a complaint about the service you receive. Please have ticket number available.

ESCALATION CONTACTS

1ST LEVEL

Ross Headman – Customer Service Supervisor

P: (210)807-7115

ross.headman@Kofile.us

2ND LEVEL

Gwen Sina – Customer Service Supervisor

P: (303)225-7946

gwen.sina@Kofile.us

3RD LEVEL

Jeff Rothenberg – Senior Operations Manager

CONTACT IF 1ST AND 2ND LEVEL OF ESCALATION ARE NOT AVAILABLE.

P: (303) 225-7923

jeff.rothenberg@Kofile.us

4TH LEVEL

Kyle Chaney – Manager CountyFusion Division

EXECUTIVE CONTACT

P: (210) 477-4101

kyle.chaney@Kofile.us

Pricing

Due to our desire to partner with County, we have provided competitive pricing for installation and ongoing support of a total records management system. Our proposed solution includes the following solution, services and maintenance based on a sixty (60) month contract.

DESCRIPTION OF SERVICES:	COST
COUNTYFUSION SOFTWARE: LICENSING FOR CLERK'S OFFICE	**included
<ul style="list-style-type: none"> • Departmental License • Records Management System: Land records & Vital Records • Integration of Systems • Cashiering • Indexing • OCR/ICR Advanced Indexing • Imaging/Batch Scanning • Tailored Reporting 	<ul style="list-style-type: none"> • Tailored Reporting • Redaction • FraudSleuth • eRecording • eCertification • Disaster Recovery & Redundancy
COUNTYFUSION SOFTWARE: PUBLIC PORTAL USAGE & SET-UP	**included
<ul style="list-style-type: none"> • Departmental License • Private Labeled Web Based Public Search • County Portal Access / Inquiry • Web Hosting 	<ul style="list-style-type: none"> • County and Kofile will split website revenue 50/50
IMPLEMENTATION & TRAINING SERVICES	**included
<ul style="list-style-type: none"> • Project Plan • Project Management • Software Configuration 	<ul style="list-style-type: none"> • Training • On-going Support
CONVERSION SERVICES	**included
<ul style="list-style-type: none"> • Data Conversion from current system • Image Conversion from current system • Detailed analysis, quality controls and exception reporting and planning • Replication of data/images to data center 	
TOTAL SOFTWARE LICENSING, INSTALLATION & CONVERSION SERVICES	**included

SOFTWARE ANNUAL SUPPORT AND MAINTENANCE (starting year 1, provided for 5 years of the contract)	**included
General Support <ul style="list-style-type: none"> • Toll free support line / Help Desk • Online ticketing system with self-service capabilities and on-line knowledgebase • Training • User Group Meetings • Mandatory Regulatory Changes 	Ongoing Upgrades & Enhancements <ul style="list-style-type: none"> • Minimum of 4 (four) software upgrades per year • WebEx presentation and training of new release features with Release Notes • Modifications to reports, forms, letters, fields, fees, menus, permissions and preferences.

ADDITIONAL SERVICES (starting year 1, provided for 5 years of the contract)	

Acceptance

<i>Initial Here</i>	<i>DESCRIPTION OF SERVICES</i>	<i>PRICE</i>
	PAYMENT	
1	COUNTYFUSION RECORDS MANAGEMENT SOLUTION: <i>Includes OPR, Vitals, Commissioner's Court Minutes, and Foreclosures</i> Payment begins on "Go Live" monthly Monthly Website fee revenue split 50/50 County/Kofile	\$2,750 per month
2	Full Service Indexing	\$3.95 per document

Please indicate your agreement to proceed based on the information contained in this proposal by signing below. The terms and conditions outlined in this proposal are valid until **May 31, 2019**.

Sharla Baldrige

 Sharla Baldrige
 Hockley County County Judge

4-3-2019

 Date

John D. Wolf

 Kofile Technologies, Inc.
 Executive V.P.

4-17-19

 Date

AGREEMENT FOR RECORDS MANAGEMENT AND IMAGING SYSTEM

This Agreement for Records Management and Imaging System ("Agreement") is entered into by and between **KOFILE TECHNOLOGIES, INC.** hereinafter referred to as KOFILE, with offices located at 6300 Cedar Springs, Dallas, TX 75235, and **HOCKLEY COUNTY, TX**, a government entity ("Client"), with offices located at 802 Houston St., Suite 213, Levelland, TX, 79336. KOFILE and Client (each individually a "party" and collectively the "parties") agree as follows:

1. TERM

This Agreement will become effective on the date of full execution by the parties (the "Effective Date") and shall continue for a period of five (5) years, unless otherwise extended or terminated by the parties in accordance with the provisions of this Agreement (the "Term"). At the end of the Term, the parties agree that this Agreement may be renewed for an additional five (5) year period ("Extended Term"), subject to the termination provisions of this Agreement.

2. SERVICES

During the Term of the Agreement, and consistent with the terms and conditions set forth herein, KOFILE will provide Client with the information technology products, software and materials (collectively, the "System"), and services ("Services") described in the Statement of Work, annexed hereto as Schedule A.

3. PAYMENT

Client agrees to pay KOFILE for the System and Services in accordance with the payment provisions set forth in Schedule A. KOFILE shall submit an invoice to Client for each payment due, and Client agrees to pay each invoice within thirty (30) calendar days after receipt. The date of payment shall be the date the check is mailed, as evidenced by the postmark.

4. SALES AND USE TAXES

If Client is by law exempt from property taxes or sales and use taxes, those taxes will not be included in invoices submitted to the Client under to this Agreement. KOFILE may be considered a limited agent of the Client for the sole purpose of purchasing goods or services on behalf of the Client without payment of taxes from which Client is exempt. If KOFILE is required to pay taxes by determination of a proper taxing authority having jurisdiction over the Products or Services provided under this Agreement, Client agrees to reimburse the KOFILE for payment of those taxes.

5. DELIVERY AND ACCEPTANCE

KOFILE will arrange for delivery of the appropriate System components to the Client installation site(s), as set forth in Schedule A. Shipment of the hardware shall be F.O.B. to the receiving point at each installation site. KOFILE will pay reasonable transportation and insurance charges for hardware delivered to the receiving point at each installation site. All requirements for acceptance and testing of the System or any System components shall be set forth in Schedule A.

6. CONFIDENTIALITY

With respect to information relating to Client's business which is confidential and clearly so designated ("Client Confidential Information"), KOFILE will instruct its personnel to keep such information confidential by using the same degree of care and discretion that they use with similar information of KOFILE which KOFILE regards as confidential. However, KOFILE shall not be required to keep confidential any information which: (i) is or becomes publicly available; (ii) is already in KOFILE's possession; (iii) is independently developed by KOFILE outside the scope of this Agreement; or (iv) is rightfully obtained from third parties. In addition, KOFILE shall not be required to keep confidential any ideas, concepts, methodologies, inventions, discoveries, developments, improvements, know-how or techniques developed by KOFILE in the course of its services hereunder.

Client agrees that KOFILE's methodologies, tools, ideas, concepts, know-how, structures, techniques, inventions, developments, processes, discoveries, improvements, proprietary data and software programs, and any other information identified as proprietary or confidential by KOFILE, which may be disclosed to the Client, are confidential and proprietary information ("KOFILE Confidential Information"). With respect to KOFILE Confidential Information, the Client shall keep such information confidential by using the same degree of care and discretion that it uses with similar information of its own which Client regards as confidential. However, Client shall not be required to keep confidential any information which: (i) is or becomes publicly available; (ii) is already in Client's possession; (iii) is independently developed by the Client outside the scope of this Agreement and without any reliance on KOFILE Confidential Information; or (iv) is rightfully obtained from third parties.

KOFILE and Client shall use each other's confidential information only for the purposes of this Agreement and shall not disclose such confidential information to any third party, other than as set forth herein, or to each other's employees, KOFILE's permitted subcontractors, or Client's permitted consultants on a need-to-know basis, without the other party's prior written consent.

7. PRODUCT AND SYSTEM OWNERSHIP AND USE RIGHTS

The System provided under this Agreement includes technical information, software programs, equipment, designs, specifications, drawings, documentation, reports, and other materials (individually and collectively "KOFILE Intellectual Property"). Client understands and agrees that all KOFILE Intellectual Property (including all software upgrades, modifications, and customizations) provided under this Agreement shall at all times remain the property of KOFILE. To the extent the System includes third-party software components provided by KOFILE as part of the System, such third-party software will be subject to the provisions of the software licenses provided by those third-party software vendors. The provisions of this Section shall survive termination of this Agreement.

KOFILE hereby grants to Client a limited, non-exclusive, non-transferable, revocable license to use the KOFILE Intellectual Property included in the System solely for the internal operations of Client, and only during the Term of the Agreement. KOFILE represents and warrants that KOFILE possesses all rights necessary to effectuate the license set forth in this Section. The license granted under this Section does not include the right to grant sublicenses for the KOFILE Intellectual Property to any third party, including other persons, agencies, or other governmental entities that are not parties to this Agreement unless specifically set forth in Schedule A. Client and its employees and agents will not cause or permit reverse engineering of all or any portion of the KOFILE Intellectual Property; will not distribute, disclose, loan, market, rent, lease, or otherwise transfer to any third party any portion of the KOFILE Intellectual Property without prior written authorization by KOFILE; and will not export any KOFILE software products in violation of federal export laws or regulations. The provisions of this Section shall survive termination of this Agreement.

8. OWNERSHIP, USE, AND RETURN OF DATA

All information, records, documents, files, data, and other items relating to the business of Client (including indexes, film, and other data created or acquired by use of the System), whether prepared by Client or KOFILE or otherwise coming into the possession of KOFILE in connection with performing the Services or otherwise during the term of this Agreement shall remain the exclusive property of Client. Client may duplicate on electronic media the data entered into the System. Client will retain ownership of all data created by the use of the System. Any requirement for data conversion shall be included in the Services set forth in Schedule A.

9. RESPONSIBILITY FOR DATA BACKUP

Prior to KOFILE providing the System, Client shall prepare and safeguard back-up copies of all data that will be used in connection with the System. Throughout the Term, Client will be responsible for backing up all data contained in the System on a regular basis (and in all cases, immediately prior to the provision of any warranty or maintenance Services) in accordance with standard industry back-up procedures, as modified by any instructions for data back-up provided by KOFILE. Under no circumstances will KOFILE be responsible for the loss of Client data or software.

10. PERFORMANCE AND SYSTEM WARRANTIES

KOFILE warrants that: (a) the Services will be performed in a professional and workmanlike manner in accordance with generally applicable industry standards; (b) during the Term, any component of the System furnished to Client under this Agreement will be free from material defects and errors that would prevent the documented operational features of the System from functioning when used properly under normal conditions and in accordance with the documentation and instructions for use provided by KOFILE; and (c) the System delivered by KOFILE will not infringe on any copyright, patent, trade secret, or other intellectual property rights or proprietary rights of any third party.

The limited System warranty provided pursuant to clause "b" in the preceding paragraph shall not cover, and shall be void as to (i) any System component on which maintenance has been performed by a third party that has not been authorized in writing by KOFILE; (ii) any System component that has been altered or modified by Client or any third party that has not been authorized to do so in writing by KOFILE; (iii) any System component that is damaged due to the negligence or misconduct of Client or any third party; (iv) any System component that has been damaged as a result of failure to operate the System in accordance with documentation or operating instructions provided by KOFILE; or (v) any failure due to a force majeure event or due to exposure to unusual physical or electrical stress. If any component of the System is believed to be defective, Client shall give KOFILE prompt written notice that identifies each defect with specificity. KOFILE will investigate and verify each reported defect. Upon verification by KOFILE of a reported defect, KOFILE shall (as determined by KOFILE in the sole discretion of KOFILE) repair, replace, or otherwise correct each verified defect at no cost to Client.

Neither party shall be responsible for delays or failures in performance as a result of limitations or problems inherent in the use of the Internet and electronic communications; force majeure events, including but not limited to Acts of God, war, terrorism, civil disturbance, labor dispute, weather, or climate change; or other cause beyond the reasonable control of a party.

THE LIMITED WARRANTIES SET FORTH IN THIS SECTION ARE MADE TO CLIENT EXCLUSIVELY AND ARE IN LIEU OF ALL OTHER WARRANTIES. KOFILE MAKES NO OTHER WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, WITH REGARD TO ANY

SYSTEM COMPONENTS OR THE SERVICES PROVIDED UNDER THIS AGREEMENT, IN WHOLE OR IN PART. KOFILE EXPLICITLY DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

11. TORT AND PROPERTY DAMAGE CLAIMS

Each party shall defend, indemnify, and hold harmless the other party (and its successors, officers, directors, and employees) from any and all liabilities, claims, and expenses of whatever kind and nature for injury to or death of any person or persons and for loss of or damage to any tangible personal property occurring in connection with or in any way incident to or arising under this Agreement, resulting in whole or in part from the negligent acts or omissions of the indemnifying party. The indemnified party shall promptly notify the indemnifying party, in writing, of any claim and shall reasonably cooperate with the indemnifying party in the defense and settlement of the claim. The provisions of this Section shall survive termination of this Agreement.

12. INSURANCE

If KOFILE performs any of the Services on Client premises, KOFILE agrees to maintain standard insurance coverage in accordance with its corporate policy. Upon request, KOFILE will provide evidence of coverage on a standard ACORD form certificate of insurance.

13. RISK OF LOSS OR DAMAGE TO HARDWARE

KOFILE will bear the risk of loss or damage to any System component while in transit to Client installation site(s). Client will bear all risk of loss or damage to any System component after delivery to the installation site(s), unless the loss or damage is due to the negligence or willful acts of KOFILE, its employees, agents, or representatives.

14. LIMITATIONS OF LIABILITY

EXCEPT FOR SERVICE FEES AND AMOUNTS EXPRESSLY DUE AND PAYABLE TO KOFILE HEREUNDER, IN NO EVENT SHALL EITHER PARTY TO THIS AGREEMENT BE LIABLE TO THE OTHER PARTY HEREUNDER FOR ANY CLAIMS, PENALTIES OR DAMAGES, WHETHER IN CONTRACT, TORT, OR BY WAY OF INDEMNIFICATION, IN AN AMOUNT EXCEEDING THE FEES OR OTHER CHARGES PAID BY CLIENT TO KOFILE DURING THE THREE (3) MONTHS PRECEDING THE CLAIM. UNDER NO CIRCUMSTANCES WILL EITHER PARTY TO THIS AGREEMENT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE OR SPECIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, HOWEVER CAUSED AND BASED ON ANY THEORY OF LIABILITY.

15. TERMINATION OF THE AGREEMENT

If KOFILE materially breaches any of the terms and conditions set forth in this Agreement or fails to perform the obligations set forth in this Agreement and fails to cure the breach or failure within thirty (30) calendar days (or other reasonable period stated in the notice) after receipt of written notice specifying the basis for the breach or failure to perform, Client may terminate this Agreement. Termination by Client shall be effective upon delivery of final payment to KOFILE of all sums due under this Agreement to the effective date of the termination. Client agrees to discontinue use of all hardware, software, and other KOFILE-owned materials no later than the effective date of termination and return the hardware, software, and other KOFILE-owned materials to KOFILE within thirty (30) calendar days after termination.

If Client materially breaches any of the terms and conditions set forth in this Agreement or fails to perform the obligations set forth in this Agreement and fails to cure the breach or failure within forty-five (45) calendar days (or other reasonable period stated in the notice) after receipt of written notice specifying the basis for the breach or failure to perform, KOFILE may terminate this Agreement for breach. Termination by KOFILE shall be effective upon written notice to Client. Client agrees to discontinue use of all hardware, software, and other KOFILE-owned materials no later than the effective date of termination and return the hardware, software, and other KOFILE-owned materials to KOFILE within thirty (30) calendar days after termination.

Either party may terminate this Agreement at the end of the Term or any Extended Term by providing sixty (60) calendar days written prior notice to the other party of the non-renewal of the Agreement.

This Agreement is subject to termination for convenience upon not less than thirty (30) days written notice to KOFILE if Client has failed to receive funds for the continued procurement of the System or Services after every reasonable effort has been made by Client to secure the necessary funding and if no substitute arrangement is made by Client to obtain the same or similar System or Services from another source.

16. RELATIONSHIP OF THE PARTIES

This Agreement shall not constitute, create, give effect to, or otherwise imply a joint venture, partnership, or business organization of any kind. KOFILE and Client are independent parties, and neither party shall act as an agent for or partner of the other for any purpose. Nothing in this Agreement shall grant to either party any right to make any commitments of any kind for or on behalf of the other party without the prior written consent of the other party. KOFILE shall not be restricted from providing systems or performing services for others and shall not be bound to Client except as provided under this Agreement.

17. NOTICES TO PARTIES

Unless otherwise specified in this Agreement, all notices, requests, or consents required under this Agreement to be given in writing shall be transmitted by facsimile, hand delivered, or mailed (first class postage prepaid) to the person indicated below. Each party shall notify the other, in writing, of any change in the designated addressee or related information.

To KOFILE:

Kofile
6300 Cedar Springs
Dallas, TX 75235

Attn:

Telephone: 214-442-6668
Facsimile: 214-442-6669

To Client:

Hockley County Judge
802 Houston St. Ste. 101
Levelland, TX 79336

Attn:

Sharla Baldrige
Telephone: *806-894-6856*
Facsimile: *806-894-6820*

18. DISPUTE RESOLUTION

It is the intent of the parties that any disputes arising under this Agreement be resolved

expeditiously, amicably, and at the level within each party's organization that is most knowledgeable about the relevant issues. The parties understand and agree that the procedures outlined in this Section are not intended to supplant the routine handling of inquiries and complaints through informal contact of the parties. Accordingly, for purposes of the procedures set forth in this Section, a "dispute" is a disagreement that the parties have been unable to resolve by the normal and routine channels ordinarily used for resolving problems. Pending the final disposition of a dispute other than a dispute arising out of the termination of this Agreement by either party, the parties shall, at all times, proceed diligently with the performance of this Agreement. Before either party seeks any remedies available at law, the parties shall sequentially follow the procedures set forth below:

- (a) The complaining party will notify the other party in writing of the reasons for the dispute, and the parties will work together to resolve the matter as expeditiously as possible. A formal written response will not be required, but the responding party may put its position in writing in order to clarify the issues or suggest possible solutions.
- (b) If the dispute remains unresolved fifteen (15) calendar days after the delivery of the complaining party's written notice, a senior representative of KOFILE and the Client (or a representative of Client who has authority to act to resolve the dispute) shall meet or participate in a telephone conference call within ten (10) business days of a request for the meeting or conference call by either party to resolve the dispute.
- (c) If the parties are unable to reach a resolution of the dispute after following these procedures, or if either party fails to participate when requested, then the parties may pursue any remedies available under this Agreement.

19. COOPERATIVE PURCHASING

For the purpose of increasing efficiency and/or reducing administrative expenses, Client may join and participate in cooperative procurement agreements with one or more other public bodies or agencies of the State of Texas.

Client may provide goods or services to another governmental body through the use of this contract when it is determined by Client that such use is in the best interest of Client.

20. HEADINGS

The section headings used in this Agreement are merely for reference and have no independent legal meaning and impose no obligations or conditions on the parties.

21. SEVERABILITY

If all or part of any term or condition of this Agreement, or the application of any term or condition of this Agreement, is determined by any court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of the terms and conditions of this Agreement (other than those portions determined to be invalid or unenforceable) shall not be affected, and the remaining terms and conditions (or portions of terms or conditions) shall be valid and enforceable to the fullest extent permitted by law. If a judicial determination prevents the accomplishment of the purpose of this Agreement, the invalid term or condition (or portions of terms or conditions) shall be restated to conform to applicable law and to reflect as nearly as possible the original intention of the parties.

22. ASSIGNMENT

This Agreement shall be binding on the parties and each party's successors and assigns. KOFILE may assign or otherwise transfer this Agreement and any rights, duties, or obligations under this Agreement to a corporate parent, subsidiary, or affiliate of KOFILE. Any other attempt to make an assignment without prior written consent of the Client shall be void.

23. WAIVER OR FOREBEARANCE

Any delay or failure of either party to insist upon strict performance of any obligation under this Agreement or to exercise any right or remedy provided under this Agreement shall not be a waiver of that party's right to demand strict compliance, irrespective of the number or duration of any delay(s) or failure(s). No term or condition imposed on either party under this Agreement shall be waived and no breach by either party shall be excused unless that waiver or excuse of a breach has been put in writing and signed by both parties. No waiver in any instance of any right or remedy shall constitute waiver of any other right or remedy under this Agreement. No consent to or forbearance of any breach or substandard performance of any obligation under this Agreement shall constitute consent to modification or reduction of the other obligations or forbearance of any other breach.

24. INJUNCTIVE RELIEF

The parties recognize that a remedy at law for a breach of the provisions of this Agreement relating to proprietary and confidential information; the unauthorized use of any trademark, copyright, or other intellectual property of KOFILE; or solicitation of KOFILE employees or business customers may not be adequate for protection of KOFILE, and accordingly KOFILE shall have the right to seek injunctive relief to enforce the provisions of this Agreement, in addition to any other relief and remedies available.

25. CUMULATIVE REMEDIES

All remedies available to either party for breach of this Agreement by the other party are and shall be deemed cumulative and may be exercised separately or concurrently. The exercise of a remedy shall not be an election of that remedy to the exclusion of other remedies available at law or in equity.

26. SURVIVAL

Any provision of this Agreement which contemplates performance or observance subsequent to any termination or expiration of this Agreement, will survive expiration or termination of this Agreement.

27. GOVERNING LAW

This Agreement shall be governed by, interpreted, construed, and enforced in accordance with the laws of the State of Texas, without reference to the principles of conflict of laws. Lawsuits brought solely for injunctive relief may be brought in any court of competent jurisdiction.

28. ENTIRE AGREEMENT

The contents of this Agreement (including the Statement of Work and any other schedules or attachments to this Agreement that are referred to and incorporated in this Agreement by reference) constitute the entire understanding and agreement between the parties and supersede any prior agreements, written or oral, that are not specifically referenced and incorporated in this Agreement. The terms and conditions of this Agreement shall not be changed

or modified except by written agreement signed by both parties.

IN WITNESS WHEREOF, the undersigned authorized representatives of KOFILE and the Client have executed this Agreement.

Kofile Technologies, Inc.

By: *John D. Woolf*

Printed Name: John D. Woolf

Title: ~~CFO~~ Executive V.P.

Date: 4-17-19

[Client]

By: *Sharla Baldrige*

Printed Name: Sharla Baldrige

Title: Hockley County Judge

Date: 4-4-19

**SCHEDULE A
STATEMENT OF WORK**

1 SERVICES:	
A	CountyFusion™ System: The CountyFusion™ System is a recordation and document management system that receives and accounts for instrument recording fees and scans, indexes, stores and retrieves Official Public Records (OPR), Vital Records and support for eRecording and eFiling.
	The CountyFusion™ System includes the following propriety Software:
	(1) Department Licensing
	(2) OPR
	(3) Vitals Records (Birth, Death and Marriage Licensing)
N/A	(4) Court Case Management Records
	(5) Public Search Portal
	(6) Private Labeled Web Based Public Search
	(7) County Portal Access/Inquiry
	(8) Web Hosting
	(9) Integration of Systems
	(10) Cashiering
	(11) Indexing
	(12) Imaging / Batch Scanning
	(13) Tailored Reporting
	(14) OCR/ICR Auto Indexing
	(15) Redaction
	(16) eRecording
N/A	(17) eFiling
	(18) FraudSleuth
	(19) Commissioners' Court Minutes
	(20) Disaster Recovery & Redundancy
B	Legacy System Image/Index Conversion/Normalization
C	Maintenance and Support Services: Kofile shall provide those services set forth in Section 8 below.
D	Hardware and Third Party Software: Customer will provide Hardware and may utilize existing Hardware if Kofile confirms specifications will support CountyFusion™ software. Kofile may provide certain Hardware and/or third Party Software necessary to run the CountyFusion system for client.
2 ADDITIONAL DEFINITIONS FOR THIS SERVICE ORDER:	
A	Go Live Date shall mean the date that Kofile has fully installed and tested the System and Customer has successfully processed a document through the System.
B	Level 1 Technical Support shall mean technical support services for all non-outage system issues.
C	Level 2 Technical Support shall mean technical support services for system outages that render the CountyFusion™ System unable for County access.
D	Software shall mean the CountyFusion™ software, including all licensed modules identified in Section 1 above.
E	System shall mean the Software and related services identified herein.
F	Hardware and Third Party Software shall mean the hardware and software owned by third parties and licensed to Customer for which Kofile shall have responsibility to maintain and support under this Service Order, the License Agreement or otherwise. Kofile is only responsible for Hardware and/or Third Party Software support and maintenance on Hardware and/or Third Party Software provided by Kofile under this agreement. Such hardware and 3 rd party software is listed in Exhibit A herein attached and incorporated in its entirety.
3 TERM OF SERVICE ORDER:	
Beginning at "Go Live" and continuing for five (5) years after the "Go Live Date".	
4 CUSTOMER BILLING ADDRESS:	
Street	Contact
City and State	Telephone:
Zip Code	e-Mail:
5 ADDITIONAL TERMS:	
A	Additional Restrictions:
(1)	No resell or sublicensing of Software or Kofile owned Third Party Software
B	Customer Obligations:
(1)	<u>Notification</u> . Customer will immediately notify Kofile of any problem associated with any part of or

			function of the System.
		(2)	<u>Limited Access.</u> Customer will use its best efforts to ensure the System is accessed and used for the purposes intended pursuant to this Service Order and the License Agreement and no other.
		(3)	<u>Assistance.</u> Customer will work with Kofile to help diagnose and resolve hardware, 3 rd party software, and system issues.
6 MAINTENANCE AND TECHNICAL SUPPORT:			
	A	Software Support: Kofile shall provide Software support during the Term of this Service Order to include:	
			Standard software maintenance consists of maintaining the status quo of the Software package, including bug fixes, enhancements to existing features and functionality, performance improvements for the software, and modifications to comply with current and future legislative requirements with solutions deemed appropriate by PropertyInfo. Major enhancements would be new functionality or modules which the software does not currently perform. Major enhancements, as determined by Kofile, are subject to additional costs to be agreed to by the Parties.
	B	Technical Support:	
		(1)	On-site and Telephone Customer Support Hours: Standard Hours: 7:00 am to 7:00 pm CT/CST, Monday through Friday, except for Kofile holidays.
		(2)	<u>Service Level Agreement ("SLA"):</u>
		Level 1	Kofile will respond via telephone during Standard Hours within one (1) hour of receipt of service calls placed through the Kofile provided toll-free number and within four (4) hours to requests submitted by email. Kofile shall make every reasonable attempt to perform repairs as soon as practicable and provide at least four (4) hour resolution to any application procedure issue.
		Level 2	Kofile will respond via telephone during Standard Hours within one (1) hour of receipt of service calls. Kofile shall make every reasonable attempt to perform repairs the same day of the response.
7 INSTALLATION/TRAINING:			
	A	Installation:	
		No. of Days:	3 No. of Trainers: 2
	B	Training:	
		No. of Days:	5 No. of Trainers: 2
	C	Post Installation Support:	
		No. of Days	5 No. of Trainers: 2
Number of Personnel and Task Days listed are "not to exceed" totals and may not match the implementation schedule.			
8 HARDWARE, THIRD PARTY SOFTWARE, AND TECHNICAL REQUIREMENTS:			
	A	Technical and Hardware Requirements (Customer's Obligations):	
		(1)	Customer will maintain the System in Customer's facility at the site of its original installation in an industry standard technology environment, including, but not limited to, adequate and continuous power supply and cooling. In the event of emergency, Customer will provide Kofile notice upon realization of necessity to move system. Should Customer choose to move system for preference or convenience, Customer will provide 15 days' notice. Customer and Kofile will collaborate on such actions.
		(2)	In order to provide access to the Internet, county agencies, e-mail, and courts, Customer will provide Kofile with access to and/or integration with the existing Customer domain structure or a trust relationship will need to be created between the Customer's existing domain and the new Customer clerk's domain, if a separate domain is deemed appropriate. The Parties will ensure cooperation between the Customer's IT support staff and Kofile's IT support staff to accomplish mutual goals.
		(3)	Hardware warranties, repairs, upgrades and replacement: Kofile will be responsible for all costs associated with maintaining Hardware manufacturer warranties, repairs, upgrades and replacement when required for the equipment purchased through Kofile.
		(4)	The County will also be responsible to provide a DSL internet connection (512K or better).
	B	Consumables. Customer has the sole responsibility and cost for all supplies including, but not limited to, paper, printer ribbons, ink, or toner, back-up tapes, etc.	
9 FEES:			
		Kofile will invoice client monthly at a rate of \$2,750 per month to cover the Kofile included services listed above. Billing to begin at "Go Live". Monthly Website fee revenue split 50/50 County/Kofile.	
		Full Service Indexing - \$3.95 per document.	

Exhibit A

Hardware and 3rd Party Software

Hardware/3rd Party Software	Quantity
Server	1
Work Stations – 3 with Dual monitor	6
Receipt printer	2
Scanner – Large Flatbed	1
LaserJet Printers	2
Windward License	1
Abby License	1
Deja License	1

Motion by Commissioner Carter, second by Commissioner Barnett, 4 Votes Yes, 0 Votes No, that the Commissioners Court approved the Continuation Certificate for Yvonne Lanelle Gipson and Jennifer Lomas and the Official Bond and Oath of Tammy Darlene Castro. As per Official Oath and Bond and Continuation Certificate recorded below.

Tracy Simmons

Texas



Copy

Western Surety Company

OFFICIAL BOND AND OATH

THE STATE OF TEXAS }
County of HOCKLEY } ss

KNOW ALL PERSONS BY THESE PRESENTS:

BOND No. 64498070

That we, TAMMY DARLENE CASTRO, as Principal, and WESTERN SURETY COMPANY, a corporation duly licensed to do business in the State of Texas, as Surety, are held and bound unto County, his successors in office, in the sum of 2 Ten Thousand and 00/100 DOLLARS (\$10,000.00), for the payment of which we hereby bind ourselves and our heirs, executors and administrators, jointly and severally, by these presents.

Dated this 24th day of January, 2019.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the above bounden Principal was on the 16th day of January, 2019, duly Appointed (Elected—Appointed) to the office of DEPUTY CLERK in and for HOCKLEY County, State of Texas, for a term of Indefinite year commencing on the 16th day of January, 2019.

NOW THEREFORE, if the said Principal shall well and faithfully perform and discharge all the duties required of him by law as the aforesaid officer, and shall ⁴ faithfully perform the duties of office.

then this obligation to be void, otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that regardless of the number of years this bond may remain in force and the number of claims which may be made against this bond, the liability of the Surety shall not be cumulative and the aggregate liability of the Surety for any and all claims, suits, or actions under this bond shall not exceed the amount stated above. Any revision of the bond amount shall not be cumulative.

PROVIDED, FURTHER, that this bond may be cancelled by the Surety by sending written notice to the party to whom this bond is payable stating that, not less than thirty (30) days thereafter, the Surety's liability hereunder shall terminate as to subsequent acts of the Principal.

Tammy Castro
Principal
WESTERN SURETY COMPANY
By *Paul T. Bruffat*
Paul T. Bruffat, Vice President

VOL 68 PAGE 216

ACKNOWLEDGMENT OF PRINCIPAL

THE STATE OF TEXAS

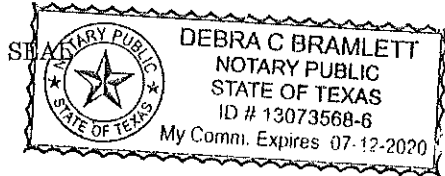
County of Hockley } ss

Before me, Tammy Darlene Castro on this day, personally appeared

_____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office at Tax Assessor Collector, Texas, this 14 day of March, 2019.

Debra C Bramlett
Hockley County, Texas



OATH OF OFFICE
(COUNTY COMMISSIONERS and COUNTY JUDGE)

I, _____, do solemnly swear (or affirm) that I will faithfully execute the duties of the office of _____, of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State; and I furthermore solemnly swear (or affirm) that I have not directly nor indirectly paid, offered, or promised to pay, contributed, nor promised to contribute any money, or valuable thing, or promised any public office or employment, as a reward for the giving or withholding a vote at the election at which I was elected; and I furthermore solemnly swear (or affirm) that I will not be, directly or indirectly, interested in any contract with or claim against the County, except such contracts or claims as are expressly authorized by law and except such warrants as may issue to me as fees of office. So help me God.

Signed _____

Sworn to and subscribed before me at _____, Texas, this _____ day of _____.

SEAL

_____ County, Texas

OATH OF OFFICE
(General)

I, _____, do solemnly swear (or affirm) that I will faithfully execute the duties of the office of _____, of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State; and I furthermore solemnly swear (or affirm) that I have not directly nor indirectly paid, offered, or promised to pay, contributed, nor promised to contribute any money, or valuable thing, or promised any public office or employment, as a reward for the giving or withholding a vote at the election at which I was elected. So help me God.

Signed _____

Sworn to and subscribed before me at _____, Texas, this _____ day of _____.

SEAL

_____ County, Texas

THE STATE OF TEXAS }
County of _____ } ss

The foregoing bond of _____ as
_____ in and for _____ County and State of Texas, this day
approved in open Commissioner's Court.

ATTEST: Date _____,

Clerk _____ County Judge,
County Court _____ County _____ County, Texas

THE STATE OF TEXAS }
County of _____ } ss

I, _____, County Clerk, in and for said County, do hereby certify
that the foregoing Bond dated the _____ day of _____, _____, with its certificates of
authentication, was filed for record in my office the _____ day of _____, _____, at
_____ o'clock _____ M., and duly recorded the _____ day of _____, _____, at
_____ o'clock _____ M., in the Records of Official Bonds of said County in Volume _____, on page
_____.

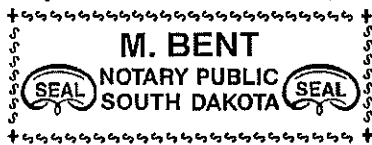
WITNESS my hand and the seal of the County Court of said County, at office in _____,
Texas, the day and year last above written.

Clerk
By _____ Deputy County Court _____ County

ACKNOWLEDGMENT OF SURETY
(Corporate Officer)

STATE OF SOUTH DAKOTA }
County of Minnehaha } ss

Before me, a Notary Public, in and for said County and State on this 24th day of January,
2019, personally appeared Paul T. Bruflat to me known to be the identical
person who subscribed the name of WESTERN SURETY COMPANY, Surety, to the foregoing instrument as the
aforesaid officer and acknowledged to me that he executed the same as his free and voluntary act and deed, and as the
free and voluntary act and deed of such corporation for the uses and purposes therein set forth.



M. Bent
Notary Public

My Commission Expires March 2, 2020

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One County Clerk County of ~~HOCKLEY CO TAX ACCESSOR~~ Assessor

bond with bond number 64498070

for TAMMY DARLENE CASTRO
as Principal in the penalty amount not to exceed: \$ 10,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 24th day of January, 2019.

ATTEST

L. Nelson
L. Nelson, Assistant Secretary

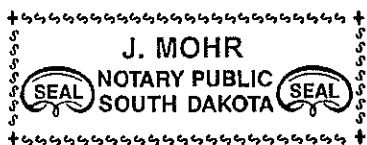
WESTERN SURETY COMPANY
By Paul T. Bruflat
Paul T. Bruflat, Vice President



STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 24th day of January, 2019, before me, a Notary Public, personally appeared Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



J. Mohr
My Commission Expires June 23, 2021. Notary Public

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



Figure: 28 TAC 01.601(a)(3)

IMPORTANT NOTICE

1 To obtain information or make a complaint:

2 You may contact Western Surety Company, Surety Bonding Company of America or Universal Surety of America at 605-336-0850.

3 You may call Western Surety Company's, Surety Bonding Company of America's or Universal Surety of America's toll-free telephone number for information or to make a complaint at:

1-800-331-6053

4 You may also write to Western Surety Company, Surety Bonding Company of America or Universal Surety of America at:

P.O. Box 5077
Sioux Falls, SD 57117-5077

5 You may contact the Texas Department of Insurance to obtain information on companies, coverages, rights or complaints at:

1-800-252-3439

6 You may write the Texas Department of Insurance:

P.O. Box 149104
Austin, TX 78714-9104
Fax: (512) 490-1007
Web: www.tdi.texas.gov
E-Mail: ConsumerProtection@tdi.texas.gov

7 PREMIUM OR CLAIM DISPUTES:

Should you have a dispute concerning your premium or about a claim, you should contact Western Surety Company, Surety Bonding Company of America or Universal Surety of America first. If the dispute is not resolved, you may contact the Texas Department of Insurance.

8 ATTACH THIS NOTICE TO YOUR POLICY:

This notice is for information only and does not become a part or condition of the attached document.

AVISO IMPORTANTE

Para obtener informacion o para someter una queja:

Puede comunicarse con Western Surety Company, Surety Bonding Company of America o Universal Surety of America al 605-336-0850.

Usted puede llamar al numero de telefono gratis de Western Surety Company's, Surety Bonding Company of America's o Universal Surety of America's para informacion o para someter una queja al:

1-800-331-6053

Usted tambien puede escribir a Western Surety Company, Surety Bonding Company of America o Universal Surety of America:

P.O. Box 5077
Sioux Falls, SD 57117-5077

Puede comunicarse con el Departamento de Seguros de Texas para obtener informacion acerca de companias, coberturas, derechos o quejas al:

1-800-252-3439

Puede escribir al Departamento de Seguros de Texas:

P.O. Box 149104
Austin, TX 78714-9104
Fax: (512) 490-1007
Web: www.tdi.texas.gov
E-Mail: ConsumerProtection@tdi.texas.gov

DISPUTAS SOBRE PRIMAS O RECLAMOS:

Si tiene una disputa concerniente a su prima o a un reclamo, debe comunicarse con el Western Surety Company, Surety Bonding Company of America o Universal Surety of America primero. Si no se resuelve la disputa, puede entonces comunicarse con el departamento (TDI).

UNA ESTE AVISO A SU POLIZA: Este aviso es solo para proposito de informacion y no se convierte en parte o condicion del documento adjunto.

brealey



Western Surety Company

CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 63631336 briefly described as DEPUTY COUNTY CLERK COUNTY OF HOCKLEY

for JENNIFER LOMAS, as Principal,

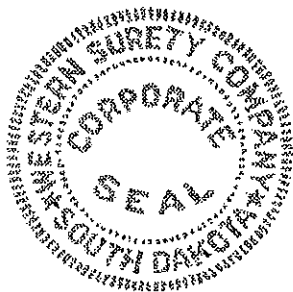
in the sum of \$ FORTY THOUSAND AND NO/100 Dollars, for the term beginning April 23, 2019, and ending April 23, 2020, subject to all the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 22 day of January, 2019.

WESTERN SURETY COMPANY

By *Paul T. Bruhat*
Paul T. Bruhat, Vice President



THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruffat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One DEPUTY COUNTY CLERK COUNTY OF HOCKLEY

bond with bond number 63631336

for JENNIFER LOMAS

as Principal in the penalty amount not to exceed: \$40,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

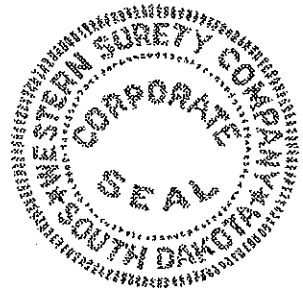
Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President Paul T. Bruffat with the corporate seal affixed this 22 day of January, 2019.

ATTEST

L. Nelson
L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY
By Paul T. Bruffat
Paul T. Bruffat, Vice President



STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 22 day of January, 2019, before me, a Notary Public, personally appeared Paul T. Bruffat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.

J. MOHR
NOTARY PUBLIC
SOUTH DAKOTA

J. Mohr
Notary Public

My Commission Expires June 23, 2021

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



11/20/18



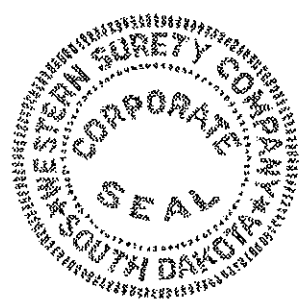
Western Surety Company

CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 70468387 briefly described as DEPUTY TAX ASSESSOR/COLLECTOR HOCKLEY COUNTY TAX ASSESSOR DEBRA BRAMLETT, for YVONNE LANELLE GIPSON, as Principal, in the sum of \$ TEN THOUSAND AND NO/100 Dollars, for the term beginning February 20, 2019, and ending February 20, 2020, subject to all the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 01 day of November, 2018.



WESTERN SURETY COMPANY

By Paul T. Brufat
Paul T. Brufat, Vice President

THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Brufflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One DEPUTY TAX ASSESSOR/COLLECTOR HOCKLEY COUNTY TAX ASSESSOR DEBRA BRAMLETT
bond with bond number 70468387

for YVONNE LANELLE GIPSON
as Principal in the penalty amount not to exceed: \$10,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President Paul T. Brufflat with the corporate seal affixed this 01 day of November, 2018.

ATTEST

L. Nelson
L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY
By Paul T. Brufflat
Paul T. Brufflat, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 01 day of November, 2018, before me, a Notary Public, personally appeared Paul T. Brufflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.

J. MOHR
NOTARY PUBLIC
SOUTH DAKOTA

J. Mohr
Notary Public

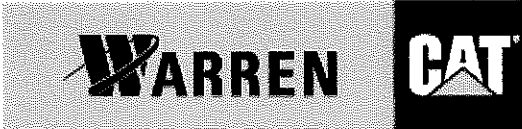
My Commission Expires June 23, 2021

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.



NO BIDS were submitted for the sale of a 2014 104M2 Caterpillar Motor Grader used in Precinct 1.

Motion by Commissioner Thrash, second by Commissioner Clevenger, 4 Votes Yes, 0 Votes No, that the Commissioners Court approved the purchase of a 2019 104M3 Caterpillar Motor Grader through the Buy Board for use in Precinct 1. As per Warren Cat Quote recorded below.



Quote 207219-02

January 24, 2019

HOCKLEY COUNTY 1
BOARD OF COUNTY COMMISSIONERS
802 HOUSTON ST STE 103
LEVELLAND
Texas
79336-3706

Attention: CURTIS THRASH

Dear CURTIS THRASH,

Thank you for this opportunity to quote Caterpillar products for your business needs. We are pleased to quote the following for your purchase consideration.

One (1) New CATERPILLAR Model: 140M3 Motor Graders with all standard equipment in addition to the additional specifications listed below:

STOCK NUMBER:C92985 SERIAL NUMBER:0N9D01378 YEAR:2019

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.
Sincerely,

Brian Hutcheson
Machine Sales Representative

MACHINE SPECIFICATIONS

Description

140M3 MOTOR GRADER
 CHROME MOLDBOARD, 14' PLUS
 COLD WEATHER PACKAGE
 LINES, STANDARD W/O ACCUMULATOR
 PRECLEANER, SY-KLONE
 BASE + 2 (FL,RIP)
 STARTER, ELECTRIC, HEAVY DUTY
 HEADLIGHTS, FRONT, LOW, HALOGEN
 LIGHTS, ARM, FOLD DOWN
 CAB, PLUS (STANDARD GLASS)
 CAB, PLUS (INTERIOR)
 SEAT BELT
 PRODUCT LINK, SATELLITE PLE631
 GUARD GP, HITCH
 LANGUAGE, ENGLISH
 LIGHT, LED WARNING STROBE
 MOUNTING, WARNING LIGHT
 CAMERA, REAR VISION
 MIRRORS, OUTSIDE MOUNTED
 GUARD, TRANSMISSION
 HEATER, ENGINE COOLANT, 120V
 CONTROL, AUTO ARTICULATION-DEMO
 DRAIN, HIGH SPEED, ENGINE OIL
 JOYSTICK CONTROLS, BASIC
 LIGHTS, ROADING, HALOGEN
 FAN, REVERSING

Buyboard Sell Price	\$279,750.00
Less Gross Trade Allowance (140M2 M9D01689)	(\$173,500.00)
Trade Difference	\$106,250.00
Guaranteed Minimum Repurchase	(\$140,000.00)
Total Cost	(\$33,750.00)

WARRANTY

Extended Warranty: Warren CAT Tier IV Governmental 5 YEAR or 5000 HOUR
 (whichever comes first) Full Machine Warranty Including
Travel Time and Mileage for warratable repairs.

Accepted by Heckley County on 4-3-19

Charla Baldrige
 Signature
 Charla Baldrige, Heckley County Judge

There being no further business to come before the Court, the Judge declared Court adjourned, subject to call.

The foregoing Minutes of a Commissioner's Court meeting held on the 3rd day of April, A. D. 2019, was examined by me and approved.

Curtis Thrash
Commissioner, Precinct No. 1

J. L. Barnett
Commissioner, Precinct No. 3

Ramy Carter
Commissioner, Precinct No. 2

Sammy Ojeda
Commissioner, Precinct No. 4

Sharla Baldrige
County Judge

Jennifer Palermo
JENNIFER PALERMO, County Clerk, and
Ex-Officio Clerk of Commissioners' Court
Hockley County, Texas

