

Agenda

October 13, 2008

North Madison County Public Library System
Board of Trustees

Frankton Community Library

Regular Meeting
5:30 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

New Business

1. Select Nominating Committee
2. Resolution in Support of an Independent North Madison County Public Library System
3. Collecting Picture ID concerns
4. Indiana Public Library Coalition – Community Focus Group

Director's Report

Public Comment

Adjournment

***** -COMM. JOURNAL- ***** DATE OCT-09-2008 TIME 08:00 *****

MODE = MEMORY TRANSMISSION

START-OCT-09 07:59

END-OCT-09 08:00

FILE NO.-015

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:25

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

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Please publish
on Friday or
Saturday and again
on Monday
Thank you

MODE = MEMORY TRANSMISSION START=OCT-09 07:57 END=OCT-09 07:57

FILE NO.=014

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:12

-ELWOOD LIBRARY -

NORTH MADISON COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 Regular Meeting
 Frankton Community Library
 October 13, 2008
 5:30pm

Agenda

October 13, 2008

North Madison County Public Library System
Board of Trustees

Frankton Community Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
 1. Select Nominating Committee
 2. Resolution in Support of an Independent North Madison County Public Library System
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- Director's Report
- Public Comment
- Adjournment

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 Thank you*

CALL TO ORDER

President Kevin Sipe called the October 13, 2008 regular meeting of the North Madison County Public Library to order at 5:30pm in the meeting room of the Frankton Community Library.

CALL FOR QUORUM

Members present were Kevin Sipe, Pam Bohlander, Bette Dalzell and Dan Prieshoff. Also in attendance were Director Jamie Scott, Branch Manager Barbara McAdams and Administrative Assistant Diana Shepard.

MINUTES

Pam Bohlander made a motion to approve the minutes from the September 8, 2008 budget hearing, the September 18, 2008 special meeting to adopt the 2009 budget and the September 18, 2008 regular meeting. Bette Dalzell made a second and the motion carried.

CLAIMS REGISTER & CHECKS

The members signed the claims register and Treasurer Pam Bohlander signed checks.

OLD BUSINESS

No old business was brought forward

NEW BUSINESS

Select Nominating Committee

By acclamation Pam Bohlander and Mike Robertson were appointed to serve as the nominating committee for the 2009 board of trustee's officers.

Resolution in Support of an Independent North Madison County Public Library System

The resolution was read by Director Jamie Scott. After discussion, the resolution passed and was signed.

Collecting Picture ID concerns

It was explained that 90 percent of the time patrons are more than willing to provide the required information. There have been concerns voiced about homebound patrons and patrons who have previously had their identity stolen. It was decided that in certain situations there would need to be exceptions made; however the final decision should be a decision made by the Director.

Indiana Public Library Coalition—Community Focus Groups

A coalition has been formed by members of the Indiana Library community. Coalition consultants are Wooden & Associates from Louisville, Kentucky. The coalition is currently working to assess the impact of local government and property tax reforms on public libraries. Library directors and trustees are encouraged to complete an online survey and attend one of the focus groups being conducted at six locations around the state. The coalition will be working on public library's response to the Shepard-Kernan Report.

DIRECTOR'S REPORT

Elwood Community School Superintendent Tom Austin has reported that letters of interest, to fill the board appointee position left vacant by the resignation of Betty Caldwell, have been received from Leslie Rittenhouse, Becky Capps and Beverly Austin. A decision will be made at the next school board meeting. It would be ideal if the appointee has a former knowledge of library fundamentals and supports the efforts of the library.

On Saturday, October 10 several employees and volunteers helped to move part of the youth service computers into the computer lab and move shelving out of the computer lab into the youth service area. More shelving space was needed in the youth service area. They worked from 3pm to 8pm; it has made a great improvement in both areas. It was reported that it is no longer necessary to keep total funding in the budget to support T-1 lines.

Library stats are up. Nancy Sumner spoke at the 50+ Club about the Indiana collection and had very good response and did an excellent job. A thank you note was read from Ralph E. Hazelbaker commending the Summitville library for the excellent job they did in preparing for their 45th class reunion and they would like to return next year. Mr. Hazelbaker and several other class members voiced that they would like to help if the library would develop financial difficulties. An estimated budget has been sent to Mr. Hazelbaker that covers the costs of running the Summitville Library. Daleville, an independent library, runs their library on about \$100,000 a year. They depend on an endowment and grants for any additional funds needed.

With no objections the meeting was adjourned.

Bette Dalzell, Secretary

Annula Ballander

Michael Robertson

[Signature]

Beverly Austin

Kevin [Signature]

Register Of Claims

North Madison County Public Library System

Report Date: From 9/9/2008 To 10/13/2008

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation		
0	544	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,526.64	9/17/2008	P/R ENDING 9/13/08		
			FICA	Payroll Deductions	\$1,237.28				
			Federal Taxes Withheld	Payroll Deductions	\$2,242.59				
			Medicare	Payroll Deductions	\$289.36				
			Total this claim					<u>\$5,295.87</u>	
0	556	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	10/1/2008	PAYROLL		
			Operating Fund	Salary of Assistants	\$16,887.43				
			Operating Fund	Salary of Assistants	\$375.57				
			Operating Fund	Wages of Janitor	\$1,414.00				
			Total this claim					<u>\$20,313.51</u>	
0	557	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,553.98	10/1/2008	P/R ENDING 9/27/08		
			FICA	Payroll Deductions	\$1,259.45				
			Federal Taxes Withheld	Payroll Deductions	\$2,269.65				
			Medicare	Payroll Deductions	\$294.53				
			Total this claim					<u>\$5,377.61</u>	
0	558	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	10/1/2008	P/R ENDING 9/27/08		
Total this claim				<u>\$155.00</u>					
0	545	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	9/17/2008	P/R ENDING 9/13/08		
Total this claim				<u>\$155.00</u>					
0	543	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	9/17/2008	PAYROLL		
			Operating Fund	Salary of Assistants	\$16,900.72				
			Operating Fund	Wages of Janitor	\$1,418.85				
			Total this claim					<u>\$19,956.08</u>	

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	542	RAMSAY BUSINESS PRODUC	Operating Fund	Office Supplies	\$10.00	9/9/2008	AUGUST & SEPTEMBER STATEMENTS
			Operating Fund	Office Supplies	\$26.85		
			Operating Fund	Office Supplies	\$14.95		
			Operating Fund	Equipment/Rental	\$50.94		
			Operating Fund	Office Supplies	\$10.00		
			Operating Fund	Office Supplies	\$31.38		
			Operating Fund	Office Supplies	\$19.10		
			Operating Fund	Equipment/Rental	\$50.94		
			Operating Fund	Furniture & Equipment	(\$214.16)		
				Total this claim	\$0.00		
0	541	RAMSAY BUSINESS PRODUC	Operating Fund	Furniture & Equipment	\$335.00	9/9/2008	REVERSE VOUCHER # 460
			Operating Fund	Office Supplies	(\$10.00)		
			Operating Fund	Office Supplies	(\$26.85)		
			Operating Fund	Office Supplies	(\$14.95)		
			Operating Fund	Office Supplies	(\$50.94)		
				Total this claim	\$232.26		
25323	536	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$0.00	9/9/2008	REVERSE CREDIT MEMO 0000047320
			Operating Fund	Elwood Childrens	\$0.00		
			Operating Fund	Elwood YA	\$0.00		
			Operating Fund	Frankton	\$25.52		
			Operating Fund	Summitville	\$0.00		
				Total this claim	\$25.52		
25324	540	CHAPMAN ELECTRIC SUPPLY	Operating Fund	Operating Supplies	\$111.62	9/9/2008	As per attached invoices.
					\$111.62		
25325	539	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$280.69	9/9/2008	As per attached invoices.
					\$280.69		
25326	538	NANCY SUMNER	Operating Fund	Postage & UPS	\$25.22	9/9/2008	PETTY CASH REIMBURSEMENT
					\$25.22		
25327	537	SPECIALTY STORE SERVICES	Operating Fund	Book Processing	\$581.50	9/9/2008	As per attached invoices.
					\$581.50		
25328	548	CONSUMERS LIFE INSURANC	Operating Fund	Emp Cont Group Ins	\$4,814.88	9/17/2008	HEALTH INSURANCE 10/1/08 - 11/01/08
		Insurance	Insurance	Payroll Deductions	\$487.56		
				Total this claim	\$5,302.44		
25329	549	DAVID E. MORROW	Operating Fund	Consulting Services	\$60.00	9/17/2008	SECURITY GUARD WKS ENDING 9/6 & 9/13/08
				Total this claim	\$60.00		

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25330	553	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$82.36	9/17/2008	2009 BUDGET LEGAL NOTICE
				Total this claim	<u>\$82.36</u>		
25331	546	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,465.88	9/17/2008	PAYROLL DEDUCTION FOR SEPTEMBER
			County Taxes Withheld	Payroll Deductions	\$493.39		
				Total this claim	<u>\$1,959.27</u>		
25332	554	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$85.22	9/17/2008	2009 BUDGET LEGAL NOTICE - HERALD/BULLETIN
				Total this claim	<u>\$85.22</u>		
25333	550	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$458.43	9/17/2008	SERVICE FOR SUMMITVILLE
				Total this claim	<u>\$458.43</u>		
25334	547	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$746.59	9/17/2008	P/R ENDING 9/13/08
				Total this claim	<u>\$746.59</u>		
25335	551	POSTMASTER - SUMMITVILL	Operating Fund	Equipment/Rental	\$94.00	9/17/2008	ANNUAL POSTAGE BOX FEES FOR SUMMITVILLE
				Total this claim	<u>\$94.00</u>		
25336	555	PUBLIC EMP. RETIREMENT F	PERF	Payroll Deductions	\$4,047.63	9/17/2008	3rd QUARTER PERF CONTRIBUTIONS
			Operating Fund	Emp Cont PERF	\$6,949.54		
			PERF	Payroll Deductions	\$0.00		
			PERF	Emp Cont PERF	\$0.00		
				Total this claim	<u>\$10,997.17</u>		
25337	552	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$46.00	9/17/2008	SERVICE FOR ELWOOD
				Total this claim	<u>\$46.00</u>		
25338	561	AT&T	Operating Fund	Telephone & Telegraph	\$158.71	10/1/2008	SERVICE FOR SUMMITVILLE
				Total this claim	<u>\$158.71</u>		
25339	562	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$58.24	10/1/2008	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$10.54		
				Total this claim	<u>\$68.78</u>		
25340	553	BARBARA MCADAMS	Operating Fund	Postage & UPS	\$10.10	10/1/2008	PETTY CASH REIMBURSEMENT
			Operating Fund	Operating Supplies	\$6.78		
			Operating Fund	Frankton Programing	\$36.33		
				Total this claim	<u>\$53.21</u>		
25341	554	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$215.34	10/1/2008	As per attached invoices.
				Total this claim	<u>\$215.34</u>		

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25342	560	DAVID E. MORROW	Operating Fund	Consulting Services	\$115.50	10/1/2008	SECURITY GUARD WKS ENDING 9/20 & 9/27/08
Total this claim					\$115.50		
25343	565	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$35.65	10/1/2008	AD PART-TIME CLERK - FRANKTON
Total this claim					\$35.65		
25344	566	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,808.59	10/1/2008	SERVICE FOR ELWOOD
Total this claim					\$1,808.59		
25345	567	INDIANA PEST CONTROL, INC	Operating Fund	Professional Services	\$75.00	10/1/2008	FLEAS - FRANKTON
Total this claim					\$75.00		
25346	568	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$70.21	10/1/2008	SERVICE FOR SUMMITVILLE
Total this claim					\$70.21		
25347	559	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$746.59	10/1/2008	P/R ENDING 9/27/08
Total this claim					\$746.59		
25348	569	TOWN OF FRANKTON	Operating Fund	Electricity	\$524.50	10/1/2008	UTILITY SERVICE FOR FRANKTON
			Operating Fund	Water	\$44.82		
			Operating Fund	Waste Disposal Services	\$3.02		
Total this claim					\$572.34		
25349	570	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$17.56	10/1/2008	SERVICE FOR FRANKTON
Total this claim					\$17.56		
25350	573	AAP	Operating Fund	Elwood Children's Programing	\$5.00	10/13/2008	POSTERS
Total this claim					\$5.00		
25351	572	ARAB TERMITE & PEST CONT	Operating Fund	Professional Services	\$47.00	10/13/2008	SERVICE FOR ELWOOD
Total this claim					\$47.00		
25352	571	AT&T	Operating Fund	Telephone & Telegraph	\$298.03	10/13/2008	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$134.71		
Total this claim					\$432.74		
25353	604	AUDIO VISUAL COMMUNICATI	Operating Fund	Professional Services	\$357.00	10/13/2008	SERVICE CONTRACT OCTOBER-DECEMBER
Total this claim					\$357.00		

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25354	603	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,313.46	10/13/2008	As per attached invoices.
			Operating Fund	Elwood Childrens	\$1,020.15		
			Operating Fund	Elwood YA	\$310.55		
			Operating Fund	Frankton	\$1,464.22		
			Operating Fund	Summitville	\$870.67		
			Gift	Summitville	\$23.27		
			Operating Fund	Title Source	\$2,400.00		
				Total this claim	<u>\$7,402.32</u>		
25355	574	BANC OF AMERICA LEASING	Operating Fund	Equipment/Rental	\$366.00	10/13/2008	KONICA MINOLTA COPIER LEASE-ELWOOD
				Total this claim	<u>\$366.00</u>		
25356	575	CENTRAL OFFICE PRODUCTS	Operating Fund	Office Supplies	\$257.50	10/13/2008	OFFICE SUPPLIES
				Total this claim	<u>\$257.50</u>		
25357	576	CHAPMAN ELECTRIC SUPPLY	Operating Fund	Operating Supplies	\$51.43	10/13/2008	As per attached invoices.
				Total this claim	<u>\$51.43</u>		
25358	577	CHESTER INFORMATION TEC	Operating Fund	Technology Equipment	\$195.00	10/13/2008	SCANNER & CLEANING
			Operating Fund	Operating Supplies	\$127.00		CARTRIDGES
				Total this claim	<u>\$322.00</u>		
25359	578	CINTAS LOCATION	Operating Fund	Cleaning & Sanitation Supplies	\$125.14	10/13/2008	As per attached invoices.
				Total this claim	<u>\$125.14</u>		
25360	579	COURT SQUARE LEASING CO	Operating Fund	Equipment/Rental	\$189.30	10/13/2008	FINAL LEASE FOR POSTAGE METER
				Total this claim	<u>\$189.30</u>		
25361	601	DIANA L. SHEPARD	Operating Fund	Traveling Expense	\$84.00	10/13/2008	MILEAGE
				Total this claim	<u>\$84.00</u>		
25362	588	EDUCATION CENTER, INC.	Operating Fund	Frankton	\$69.90	10/13/2008	MAILBOX YEARBOOK
				Total this claim	<u>\$69.90</u>		
25363	580	EDUCATION NETWORKS OF A	St Technology Fund Gr	Telephone & Telegraph	\$855.00	10/13/2008	INTERNET ACCESS SERVICE
				Total this claim	<u>\$855.00</u>		
25364	581	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$118.24	10/13/2008	As per attached invoices.
			Operating Fund	Operating Supplies	\$67.00		
				Total this claim	<u>\$185.24</u>		
25365	582	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$140.00	10/13/2008	LAWN SERVICE FOR FRANKTON
				Total this claim	<u>\$140.00</u>		

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25366	583	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$253.06	10/13/2008	As per attached invoices.
				Total this claim	<u>\$253.06</u>		
25367	606	INDIANA LIBRARY FEDERATI	Operating Fund	Dues	\$940.32	10/13/2008	2009 INSTITUTIONAL & TRUSTEE MEMBERSHIP
				Total this claim	<u>\$940.32</u>		
25368	584	INDIANA STATE LIBRARY	PLAC	Other	\$120.00	10/13/2008	3RD QUARTER 2008 PLAC
				Total this claim	<u>\$120.00</u>		
25369	585	LIBRARY CORPORATION, THE	Operating Fund	Automation	\$1,059.00	10/13/2008	As per attached invoices.
			Operating Fund	Automation	\$0.00		
				Total this claim	<u>\$1,059.00</u>		
25370	586	LINDA EAD	Operating Fund	Elwood Indiana Room	\$40.00	10/13/2008	UNITED IN COMMONGROUND BLUE/GREY CIVIL WAR SOLDIERS
				Total this claim	<u>\$40.00</u>		
25371	587	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$270.00	10/13/2008	HVAC - ELWOOD
			Rainy Day Fund	Professional Services	\$2,706.00		
				Total this claim	<u>\$2,976.00</u>		
25372	602	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$68.00	10/13/2008	JULY - SEPT TRASH SERVICE - FRANKTON
				Total this claim	<u>\$68.00</u>		
25373	589	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$56.17	10/13/2008	As per attached invoices.
				Total this claim	<u>\$56.17</u>		
25374	590	MARY HENDRICK	Operating Fund	Traveling Expense	\$72.80	10/13/2008	MILEAGE
				Total this claim	<u>\$72.80</u>		
25375	591	MIDWEST TAPE	Operating Fund	Frankton AV	\$879.60	10/13/2008	As per attached invoices.
			Operating Fund	Elwood AV	\$1,304.30		
			Operating Fund	Summitville AV	\$343.83		
				Total this claim	<u>\$2,527.73</u>		
25376	605	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$254.54	10/13/2008	As per attached invoices.
			Operating Fund	Summitville Programing	\$69.34		
				Total this claim	<u>\$323.88</u>		
25377	607	POPULAR SUBSCRIPTION SE	Operating Fund	Elwood Period. & Newsp.	\$2,706.96	10/13/2008	ANNUAL MAGAZINE SUBSCRIPTIONS
			Operating Fund	Frankton Per. & Newsp.	\$1,501.70		
			Operating Fund	Summitville Period. & Newsp.	\$785.07		
				Total this claim	<u>\$4,993.73</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25378	593	PROQUEST LLC	Operating Fund	Elwood Period. & News.	\$258.43	10/13/2008	NEWSPAPERS ON MICROFILM
				Total this claim	\$258.43		
25379	592	QUILL CORPORATION	Operating Fund	Office Supplies	\$140.86	10/13/2008	As per attached invoices.
				Total this claim	\$140.86		
25380	594	ROBY'S, INC.	Operating Fund	Professional Services	\$778.00	10/13/2008	INSTALL NEW WATER HEATER - ELWOOD
				Total this claim	\$778.00		
25381	595	TOPS TRUE VALUE	Operating Fund	Operating Supplies	\$17.95	10/13/2008	As per attached invoices.
				Total this claim	\$17.95		
25382	600	UPSTART	Operating Fund	Operating Supplies	\$75.66	10/13/2008	LIBRARIAN'S CALENDAR
				Total this claim	\$75.66		
25383	596	USI, INC	Operating Fund	Operating Supplies	\$438.79	10/13/2008	LAMINATION POUCHES
				Total this claim	\$438.79		
25384	597	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$15.37	10/13/2008	SERVICE FOR SUMMITVILLE
				Total this claim	\$15.37		
25385	598	VERIZON	Operating Fund	Telephone & Telegraph	\$220.11	10/13/2008	SERVICE FOR FRANKTON
				Total this claim	\$220.11		
25386	599	WISE CHOICE LAWN CARE	Operating Fund	Professional Services	\$355.00	10/13/2008	LAWN CARE FOR SUMMITVILLE
				Total this claim	\$355.00		

Warrant Claim
Number Number

Name of Claimant

Fund

Account

Amount

Date

Explanation

Total Amount of Claims \$102,899.27

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, October 13, 2008

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 8 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$102,899.27

Date this 13 day of October, 2008.

Samuel Gollander
Kevin Viano
Bette Selig

Dan Proskoff

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/1/1998.

**Resolution in Support of an Independent North Madison County Public Library System
which consists of the
Elwood Public Library,
Frankton Community Library and
Ralph E. Hazelbaker Library**

WHEREAS, the North Madison County Public Library System is dedicated to serving the residents of five townships served by continuing to support three facilities and

WHEREAS, the North Madison County Public Library System has successfully provided unique and valuable collections, services and programming for over 100 years to its patrons and

WHEREAS, any attempt to consolidate library services could jeopardize the quality of said services and

WHEREAS, consolidation with another library district would result in the loss of local control of the library and would place the continued existence of all three libraries at the mercy of an outside entity that is potentially unfamiliar with how to successfully provide customized library services to Elwood, Frankton and Summitville and

WHEREAS, the cost implications of consolidation are not yet clear and perceived benefits have not yet been fully explored.

THEREFORE BE IT RESOLVED, that the North Madison County Public Library System Board of Trustees adopts this resolution supporting the continued independence of the library system operated by and for the benefit of the citizens of Pipe Creek, Lafayette, Van Buren, Duck Creek and Boone Townships and opposing any attempt to diminish its role as a valued institution through consolidation.

Adopted the 13th day of October 2008.

AYE

NAY

Amelia G. Hollander

Kevin Gipe

Bette Dazell

Dan Pieshoff

Bette Dazell

ATTEST:

B. M. DeGard

Secretary of North Madison County Public Library System Board of Trustees

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	SEP 2007	SEP AMOUNT OF 2008	% OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	2812	2982	170	6%	26,111
JUVENILE	2077	2234	157	8%	17,434
Y. A.	174	188	14	8%	1,810
PERIOD.	526	546	20	4%	4,876
AUDIO	172	166	-6	-3%	1,630
VIDEO	3374	4058	684	20%	35,826
TOTAL	9135	10174	1039	11%	87,687
FRANKTON					
ADULT	1007	1118	111	11%	10,360
JUVENILE	450	693	243	54%	6,895
Y. A.	72	108	36	50%	1,290
PERIOD.	291	321	30	10%	2,981
AUDIO	65	28	-37	-57%	370
VIDEO	1252	1310	58	5%	14,832
TOTAL	3137	3578	441	14%	36,728
HAZELBAKER					
ADULT	608	827	219	36%	6,636
JUVENILE	500	433	-67	-13%	3,969
Y. A.	73	52	-21	-29%	566
PERIOD.	96	126	30	31%	1,072
AUDIO	31	14	-17	-55%	219
VIDEO	833	648	-185	-22%	6,801
TOTAL	2141	2100	-41	-2%	19,263
SYSTEM					
ADULT	4427	4927	500	11%	43,107
JUVENILE	3027	3360	333	11%	28,298
Y. A.	319	348	29	9%	3,361
PERIOD.	913	993	80	9%	8,076
AUDIO	268	208	-60	-22%	1,947
VIDEO	5459	6016	557	10%	57,459
TOTAL	14413	15852	1439	10%	142,248

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	11412	2363	1806
REF.	178	23	15
ASSIST.	1279	327	190
COMP./WIRE	2539 / 28	915 / 9	758
PROG. A.	1 / 67	0 / 0	2 / 39
J.	36 / 331	0 / 0	3 / 22

TECH SERVICE PROCESSED 1959 ITEMS.

INDIANA PUBLIC LIBRARY COALITION

Jos N. Holman, Co-Chair
Tippecanoe County Public Library

Sally Stegner, Co-Chair
Lawrenceburg Public Library District

Karen Ainslie, *Indiana State Library*

Marcia Au, *Evansville Vanderburgh Public Library*

Cate Birdseye, *Garrett Public Library*

Bill Bolte, *Jeffersonville Township Public Library*

Roberta Brooker, *Indiana State Library*

Rose Bryan, *Adams-Geneva Public Library*

Emily C. Bunyan, *Knox County Public Library*

Stephen Boggs, *New Carlisle Public Library*

Jim Corridan, *Indiana State Library*

Peg Evans, *Hammond Public Library*

Jane Ellen Felchuk, *North Judson-Wayne Township Public Library*

Wendy Knapp, *Indiana State Library*

Ginny Nilles, *Muncie Public Library*

Dianne Osborne, *Hancock County Public Library*

Laurel Setser, *Avon-Washington Township Public Library*

Jake Speer, *Indiana State Library*

Linda Yoder, *Nappanee Public Library*

Coalition Consultants

Wooden & Associates, Louisville, Kentucky
Cecelia Wooden, Libby Alexander, and
Peggy Barber

**PLEASE WATCH FOR MORE COALITION
INFORMATION COMING THIS WEEK!**

REGIONAL COMMUNITY SESSIONS

OCTOBER 21, 22, & 23

FAQ # 1. What is this Coalition really doing? Why aren't we seeing any results yet?

Coalition members rolled up their sleeves and began working in late August to assess the impact of local government and property tax reforms on public libraries. The group remains in *major research mode* - examining library governance and financing models from around the country and identifying issues impacting Indiana libraries over the next decade. *A key part of its research agenda:* 18 focus groups conducted in six locations, Oct 21-23. In addition to these regional community groups, all library directors and trustees will have an opportunity to participate in an online survey which will be conducted Oct 8 - Oct 17.

FAQ # 2. Who should attend the Oct 21-23 Regional Community Sessions?

Library directors, trustees, and patrons who have depth of knowledge about the community demand for library services.

FAQ # 3. Do I need to register for a particular focus group?

Yes, we ask that directors and trustees register any time between now and Oct 17 at <http://evanced.info/indiana/evanced/eventcalendar.asp>. Patrons do not need to register in advance.

FAQ # 4. Tell me again. Where and when are these groups taking place?

Tuesday, Oct 21

North Vernon - Jennings County Public Library
9:30 a.m. - Trustees & Directors
11:15 a.m. - Patrons

Plainfield - Plainfield-Gullford Twnshp Public Library
3:30 p.m. - Trustees & Directors
5:30 p.m. - Patrons

Wednesday, Oct 22

Fort Wayne - Allen County Public Library
10:30 a.m. - Directors
12:30 p.m. - Patrons
2:30 p.m. - Trustees

Vincennes - Knox County Public Library
10:30 a.m. - Directors
12:30 p.m. - Patrons
2:30 p.m. - Trustees

Thursday, Oct 23

Merrillville - Lake County Public Library
9:30 a.m. - Trustees & Directors
11:15 a.m. - Patrons

Nappanee - Nappanee Public Library
3:30 p.m. - Trustees & Directors
5:30 p.m. - Patrons

FAQ # 5. What about that online survey?

You'll receive an email with instructions and a link to the survey on Wed, Oct 8. We'll send the link out again several times over the next few days.

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Coalition Consultants

Wooden & Associates, Louisville, Kentucky
Cecelia Wooden, Libby Alexander, and
Peggy Barber

**COALITION NEWS. October 7 edition
REGIONAL COMMUNITY SESSIONS**

OCTOBER 21, 22, & 23

Questions from Oct. 6

FAQ # 1. What is this Coalition really doing? Why aren't we seeing any results yet?

FAQ # 2. Who should attend the Oct 21-23 Regional Community Sessions?

FAQ # 3. Do I need to register for a particular focus group?

FAQ # 4. Tell me again. Where and when are these groups taking place?

FAQ # 5. What about that online survey?



...and TODAY'S spotlight on

FREQUENTLY ASKED QUESTIONS:

FAQ # 6. What about trustees taking the online survey. How will they be notified?

Coalition consultants conducting this survey have email addresses for some but not all library trustees across the state (*only those that directors included in their ISL reports*). Emails with survey links will be sent on Oct 8 to all directors and trustees for whom email addresses are available. PLEASE FORWARD THE SURVEY LINK TO YOUR TRUSTEES and encourage them to complete the survey by Oct. 17.

FAQ # 7. If I or my trustees cannot attend a focus group, should we still complete the online survey?

Absolutely!

FAQ # 8. Can you complete the survey other than online?

Afraid not. The beauty of a web-based survey is that it's available to you and your trustees 24/7. It also provides for quick and accurate tabulation.

FAQ # 9. My staff are really interested in these discussions, yet aren't invited to complete the survey or attend a focus group. Shouldn't their opinions be heard?

Our primary research goal is to glean insights from experienced directors and trustees – as well as patrons who understand library programs and their value to the community.

Survey and focus group feedback will help narrow the Coalition's focus on the most critical issues affecting Indiana libraries' future – *not just tax related issues* – and provide some criteria for sorting through several governance and financing alternatives.

We do agree that this is a wonderful educational opportunity and encourage you to convene your senior staff to explore the survey questions. To that end, we plan to post a pdf copy of the survey on the Coalition's *webjunction* page after the survey has been launched.

REGIONAL COMMUNITY FOCUS GROUPS

Tuesday, Oct 21

North Vernon - *Jennings County Public Library*

9:30 a.m. - Trustees & Directors

11:15 a.m. - Patrons

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3:30 p.m. - Trustees & Directors

5:30 p.m. - Patrons

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11:15 a.m. - Patrons

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3:30 p.m. - Trustees & Directors

5:30 p.m. - Patrons

FAQ # 10 What will you do with the survey data?

We'll use preliminary feedback to frame a limited number of focus group questions. We'll then submit both detailed survey and focus group data to the Coalition for full analysis and deliberation.

When we provide our first major report to the "world of libraries" – that would be at the ILF conference in mid-November – you'll get a full look at the survey and how the Coalition is using it.

FAQ #11. Wait a minute. What's this about a Coalition webjunction page? What's on it and how do I get to it?

Here's the link: <http://in.webjunction.org/662/articles/content/4068872>

Please keep in mind that it's still just an assortment of materials from two Coalition work sessions (Read: *work* sessions, not decision-making meetings).

If you want a glimpse of some topics we've been exploring, the things the Coalition is learning, the site will provide several clues. If you're in search of concrete answers to black and white questions, you'll likely to be disappointed.

Agenda

November 10, 2008

North Madison County Public Library System
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
 1. Welcome New Board Member
 2. Delayed Tax Draw and Budget Notification
 3. Employee Raises/Director and Administrative Assistant
 4. Frankton Library Quote for Sod Replacement
 5. Hazelbaker Library Quote for Shelving
 6. 2009 Holiday Calendar for Adoption
 7. Nominating Committee Report (Pam Bohlander & Mike Robertson)
 8. Community Work Experience Program
- Director's Report
- Public Comment
- Adjournment

MODE = MEMORY TRANSMISSION START=11/10-07 09:50 END=11/10-07 09:51

FILE NO.=527

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001	OK	<03>	CALL LEADER	001/001	00:00:13

-ELWOOD LIBRARY-

Agenda

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Board of Trustees

Ralph E. Hazelbaker Library

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- Director's Report
- Public Comment
- Adjournment

*Please publish
on Saturday and
again on Monday*

Thank you

MODE = MEMORY TRANSMISSION START=NOV-07 09:52 END=NOV-07 09:53

FILE NO. =528

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-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

Regular Meeting
November 10, 2008
5:30pm
Ralph E. Hazelbaker Library

Agenda

November 10, 2008

North Madison County Public Library System
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting
5:30 P.M.

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Director's Report
Public Comment
Adjournment

*Please publish
on Saturday and
again on Monday*

Thank you

CALL TO ORDER

President Kevin Sipe called the November 10, 2008 regular meeting of the North Madison County Public Library Board of Trustees to order at 5:30pm at the Ralph E. Hazelbaker Library in Summitville.

CALL FOR QUORUM

Present were President Kevin Sipe, Wayne Davidson, Pam Bohlander, Beverly Austin and Mike Robertson. Also in attendance were Director Jamie Scott, Administrative Assistant Diana Shepard and Branch Manager Emily Davidson.

MINUTES

Pam Bohlander made a motion to approve the October 13, 2008 minutes as submitted, Wayne Davidson made a second and the motion carried.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Pam Bohlander signed checks.

OLD BUSINESS

No old business was brought forward.

NEW BUSINESS

Welcome New Board Member

A welcome was extended to new board member Beverly Austin. She stated that it was good to be back.

Delayed Tax Draw and Budget Notification

In an article that appeared in the Herald Bulletin on October 30 it states that tax bills would probably not be received until January. Which means the library will probably not receive its tax draw until the end of February or first of March. The library will need to run on the money it currently has. The 1782 budget approval for 2008 has been received. The library has been approved for an operating budget of \$1,090,512, a lease rental budget of \$242,000 and a rainy day budget of \$25,000. There will probably be the need to borrow money from other funds to supplement the operating fund until the tax draw is received. Professional services are currently in the negative. There is still a problem with the air flow at Elwood. The IT manager's office is way too hot.

Employee Raise/Director and Administrative Assistant

Discussion was withheld until later in the meeting.

Frankton Library Quote for Sod Replacement

It was discovered the sod at Frankton has developed a fungus and the only way to take care of the problem is to replace all of the sod or the problem will most likely spread. Quotes have been received from Showplace Lawn and Landscaping of Pendleton to replace 1208 square feet at a cost of \$1,380.25 and from Envirosafe Landscaping from Anderson to replace 1800 square feet at a cost of \$2,022.30. Per square foot, Envirosafe is the least expensive. Pam Bohlander made a motion to approve the quote from Envirosafe to be paid from FLAG money or Funds from the Frankton Building Gift Fund. Beverly Austin made a second and the motion carried. Envirosafe will talk with Andrew Harper, who takes care of the lawn at Frankton, to make sure there is nothing he is using that could be causing a problem.

Hazelbaker Library Quote for Shelving

A quote has been received from Keith Baldwin, who originally built the shelving, to reinforce each shelf in the adult area that is bowing from the weight of the books. The quote is in the amount of \$968. It was recommended to send a letter to Mr. Hazelbaker asking him to help with this cost. Mike Robertson made a motion that we pursue a couple of options for obtaining money for the cost of the shelf reinforcement. Wayne Davidson made a second and the motion carried.

2009 Holiday Calendar for Adoption

Beverly Austin made a motion to accept the 2009 holiday closings as presented with the exception of withdrawing Saturday September 5 and adding December 26. Mike Robertson made a second and the motion carried.

Nominating Committee Report (Pam Bohlander & Mike Robertson)

The following slate of officers was presented: President, Mike Robertson; Vice President, Wayne Davidson; Secretary, Kevin Sipe; Treasurer, Beverly Austin; and Assistant Treasurer Bette Dalzell. Beverly Austin made a motion to accept the slate of officers, Wayne Davidson made a second and the motion carried.

Community Work Experience Program

Lynn Westchester, who is with Arbor Educational Training, is in charge of the community work experience program and would like the library to participate in the program by agreeing to have welfare recipients work at the library in order to continue to receive their benefits. The library could interview the candidates to see if they would be a good fit for the library. On the one hand the program could end up being more of a problem than it is worth and on the other hand the library should help out if possible. Beverly Austin made a motion that it is at the discretion of the Director to participate in the Community Work Experience Program. Wayne Davidson made a second and the motion carried.

A report was given by Summitville Branch manager, Emily Davidson. She reported that they do a lot of programming. This year they have added one new outreach program, they go to the Christian Church for Little Sprouts which is held every Thursday for ages 2 through 4 and every Monday for Clay Pots for the older children. They read a story and

have a craft. Every Monday afternoon they have story time for grades K-3. Every Wednesday Beth Mehling has the 4-6 grades. Once a month they have a senior social for ages 54 and older. They average around 18 or 19 people. It is held for two hours; they play games, have short readings and do crafts. Once a month they go to the nursing home to read to them. Snow removal has been lined up. There is a crack in the cement in the meeting room. Danny Jones has looked at the problem and will come back to tell what he thinks can be done.

DIRECTOR'S REPORT

It was reported that a patron has stated that Emily pours her heart out in preparing for her programs. The director was served a subpoena through the book drop. A few weeks back there was an incident where Joe Metz walked out of the library with books that he had not checked out. 911 was called, the officer was told that the library would just like to get its books back. Nothing else was heard about this incident until the subpoena was found in the book drop. The Director is to appear at court on Thursday, November 20; however she was told that she would probably not need to say anything. The Director has a meeting set up with Jason Brizendine, the new Elwood Police Chief, this Friday she will tell him at that time to please hand deliver any subpoenas. She will also inform him that library records are open, patron records are not.

Employee Raises/Director and Administrative Assistant

A three percent raise was figured into the budget for 2009. The Director does not see our 2009 budget being approved therefore does not know if the budget can support a raise at this time. There will be no cost of living raise granted at the first of the year. The chance of a raise later on in the year will be taken under consideration at a later time. Pam Bohlander made a motion to continue to give increment raises to those employees who have been employed less than five years. Mike Robertson made a second and the motion carried.

With no objections the meeting was adjourned.

Beverly Austin
Mike Robertson
Kevin Sipe

Bette Dalzell
Bette Dalzell, Secretary
Wayne Davidson
Bette Dalzell

Register Of Claims

North Madison County Public Library System

Report Date: From 10/14/2008 To 11/10/2008

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	615	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,557.54	10/29/2008	P/R ENDING 10/25/08
			FICA	Payroll Deductions	\$1,262.32		
			Federal Taxes Withheld	Payroll Deductions	\$2,271.72		
			Medicare	Payroll Deductions	\$295.22		
				Total this claim	<u>\$5,386.80</u>		
0	608	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	10/15/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$17,028.35		
			Operating Fund	Salary of Assistants	\$385.20		
			Operating Fund	Wages of Janitor	\$1,414.97		
				Total this claim	<u>\$20,465.03</u>		
0	616	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	10/29/2008	P/R ENDING 10/25/08
				Total this claim	<u>\$155.00</u>		
0	614	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	10/29/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$16,924.25		
			Operating Fund	Salary of Assistants	\$385.20		
			Operating Fund	Wages of Janitor	\$1,414.00		
				Total this claim	<u>\$20,359.96</u>		
0	613	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	10/15/2008	P/R ENDING 10/11/08
				Total this claim	<u>\$155.00</u>		
0	612	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,565.58	10/15/2008	P/R ENDING 10/11/2008
			FICA	Payroll Deductions	\$1,268.84		
			Federal Taxes Withheld	Payroll Deductions	\$2,286.42		
			Medicare	Payroll Deductions	\$296.74		
				Total this claim	<u>\$5,417.58</u>		
0	634	STAR FINANCIAL BANK	Operating Fund	Official Records	\$11.95	11/6/2008	DEPOSIT SLIPS
				Total this claim	<u>\$11.95</u>		
25387	610	DAVID E. MORROW	Operating Fund	Consulting Services	\$120.00	10/15/2008	SECURITY GUARD WEEKS ENDING 10/4/08 & 10/11/08
				Total this claim	<u>\$120.00</u>		
25388	611	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$778.76	10/15/2008	P/R ENDING 10/11/08
				Total this claim	<u>\$778.76</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25389	609	POSTMASTER	Operating Fund Operating Fund	Postage & UPS Postage & UPS	\$42.00 \$0.00	10/15/2008	POSTAGE STAMPS
Total this claim					<u>\$42.00</u>		
25390	624	AT&T LONG DISTANCE	Operating Fund Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$41.24 \$6.21	10/29/2008	SERVICE FOR ELWOOD & SUMMITVILLE
Total this claim					<u>\$47.45</u>		
25391	625	AVAYA COMMUNICATION	Operating Fund	Telephone & Telegraph	\$265.02	10/29/2008	As per attached invoices.
Total this claim					<u>\$265.02</u>		
25392	626	BURNETTE - DELLINGER INC.	Operating Fund	Insurance	\$153.00	10/29/2008	INCREASE COVERAGE AT SUMMITVILLE
Total this claim					<u>\$153.00</u>		
25393	621	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$248.12	10/29/2008	As per attached invoices.
Total this claim					<u>\$248.12</u>		
25394	618	CONSUMERS LIFE INSURANC	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$4,571.09 \$731.34	10/29/2008	HEALTH INSURANCE 11/1/08-12/1/08
Total this claim					<u>\$5,302.43</u>		
25395	620	DAVID E. MORROW	Operating Fund	Consulting Services	\$64.50	10/29/2008	SECURITY GUARD WKS ENDING 10/18/08 & 10/25/08
Total this claim					<u>\$64.50</u>		
25396	623	DEZELAN-GDM INSURANCE A	Operating Fund	Insurance	\$750.00	10/29/2008	DIRECTOR & OFFICERS INSURANCE
Total this claim					<u>\$750.00</u>		
25397	622	HARLEY SHEETS	Operating Fund	Elwood Adult Programing	\$20.00	10/29/2008	PROGRAM OCTOBER 20, 2008
Total this claim					<u>\$20.00</u>		
25398	617	INDIANA DEPARTMENT OF RE	State Tax Withheld County Taxes Withheld	Payroll Deductions Payroll Deductions	\$2,237.14 \$754.18	10/29/2008	PAYROLL DEDUCTIONS FOR OCTOBER 2008
Total this claim					<u>\$2,991.32</u>		
25399	627	INDIANA MICHIGAN POWER C	Operating Fund Operating Fund	Electricity Electricity	\$1,489.96 \$445.62	10/29/2008	SERVICE FOR ELWOOD & SUMMITVILLE
Total this claim					<u>\$1,935.58</u>		
25400	628	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$61.34	10/29/2008	SERVICE FOR SUMMITVILLE
Total this claim					<u>\$61.34</u>		
25401	619	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$746.59	10/29/2008	P/R ENDING 10/25/08
Total this claim					<u>\$746.59</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25402	633	NANCY SUMNER	Operating Fund	Postage & UPS	\$14.81	10/29/2008	PETTY CASH REIMBURSEMENT
			Operating Fund	Technology Equipment	\$1.99		
			Operating Fund	Operating Supplies	\$9.97		
			Total this claim				
25403	630	POSTMASTER	Operating Fund	Postage & UPS	\$84.00	10/29/2008	STAMPS - FRANKTON
			Operating Fund	Postage & UPS	\$0.00		
			Total this claim				
25404	629	TOWN OF FRANKTON	Operating Fund	Electricity	\$456.82	10/29/2008	As per attached invoices.
			Operating Fund	Water	\$13.30		
			Operating Fund	Waste Disposal Services	\$12.36		
			Total this claim				
25405	631	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$46.00	10/29/2008	SERVICE FOR ELWOOD & FRANKTON
			Operating Fund	Gas	\$26.87		
			Total this claim				
25406	632	VISA	Gift	Summitville AV	(\$4.12)	10/29/2008	As per attached invoices.
			Operating Fund	Bldg. Matl. And Supplies	\$37.07		
			Total this claim				
25407	635	AARON STEVENS	Operating Fund	Elwood Children's Programing	\$75.00	11/10/2008	ELWOOD YOUTH SERVICE PROGRAM
Total this claim			\$75.00				
25408	636	ARAB TERMITE & PEST CONT	Operating Fund	Professional Services	\$47.00	11/10/2008	As per attached invoices.
Total this claim			\$47.00				
25409	666	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$4,013.33	11/10/2008	As per attached invoices.
			Operating Fund	Elwood Childrens	\$1,035.92		
			Operating Fund	Elwood YA	\$210.85		
			Operating Fund	Frankton	\$1,348.68		
			Operating Fund	Summitville	\$1,262.72		
Total this claim			\$7,871.50				
25410	638	BARBARA MCADAMS	Operating Fund	Postage & UPS	\$16.94	11/10/2008	PETTY CASH REIMBURSEMENT
			Operating Fund	Operating Supplies	\$5.00		
			Operating Fund	Frankton Programing	\$35.85		
			Total this claim				
25411	637	BARBARA SNIPES	Operating Fund	Traveling Expense	\$112.64	11/10/2008	MILEAGE FOR SEPTEMBER & OCTOBER
Total this claim			\$112.64				

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25412	639	CDW GOVERNMENT, INC.	Operating Fund	Technology Equipment	\$10,224.09	11/10/2008	14 COMPUTERS
				Total this claim	\$10,224.09		
25413	640	CHAPMAN ELECTRIC SUPPLY	Operating Fund	Operating Supplies	\$60.37	11/10/2008	As per attached invoices.
				Total this claim	\$60.37		
25414	641	CHESTER INFORMATION TEC	Operating Fund	Techology Software	\$200.00	11/10/2008	SYMANTEC
				Total this claim	\$200.00		
25415	642	CINTAS LOCATION	Operating Fund	Cleaning & Sanitation Supplies	\$62.57	11/10/2008	As per attached invoices.
				Total this claim	\$62.57		
25416	644	EDUCATION NETWORKS OF A	St Technology Fund Gr	Telephone & Telegraph	\$855.00	11/10/2008	INTERNET ACCESS
				Total this claim	\$855.00		
25417	643	ELWOOD CALL LEADER	Operating Fund	Summitville Period. & Newsp.	\$140.00	11/10/2008	ONE YEAR SUBSCRIPTION - SUMMITVILLE
				Total this claim	\$140.00		
25418	645	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$112.61	11/10/2008	As per attached invoices.
				Total this claim	\$112.61		
25419	646	GAYLORD BROS.	Operating Fund	Book Processing	\$237.68	11/10/2008	As per attached invoices.
				Total this claim	\$237.68		
25420	647	GLENNA STEWART	Operating Fund	Traveling Expense	\$5.60	11/10/2008	MILEAGE
				Total this claim	\$5.60		
25421	648	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$140.00	11/10/2008	LAWN SERVICE FOR FRANKTON
				Total this claim	\$140.00		
25422	649	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$58.88	11/10/2008	As per attached invoices.
				Total this claim	\$58.88		
25423	650	INDIANA NEWSPAPERS, INC.	Operating Fund	Elwood Period. & News.	\$217.50	11/10/2008	ONE YEAR SUBSCRIPTION FOR ELWOOD-INDIANAPOLIS STAR
				Total this claim	\$217.50		
25424	654	KATHY SMITH	Operating Fund	Other	\$12.95	11/10/2008	REIMBURSEMENT FOR LOST BOOK RETURNED
				Total this claim	\$12.95		
25425	651	LIBRARY STORE INC., THE	Operating Fund	Furniture & Equipment	\$406.85	11/10/2008	MAGAZINE FILE BOXES
				Total this claim	\$406.85		
25426	652	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$78.38	11/10/2008	As per attached invoices.
			Operating Fund	Elwood Adult Programing	\$14.97		
				Total this claim	\$93.35		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25427	653	MICHAEL HENSLEY	Operating Fund	Professional Services	\$300.00	11/10/2008	TREE REMOVAL - ELWOOD
				Total this claim	<u>\$300.00</u>		
25428	665	MIDWEST TAPE	Operating Fund	Frankton AV	\$347.90	11/10/2008	As per attached invoices.
			Operating Fund	Elwood AV	\$1,225.33		
			Operating Fund	Summitville AV	\$309.85		
				Total this claim	<u>\$1,883.08</u>		
25429	655	MTM INCORPORATED	Operating Fund	Office Supplies	\$83.63	11/10/2008	READER PRINTER TONER
				Total this claim	<u>\$83.63</u>		
25430	656	QUILL CORPORATION	Operating Fund	Office Supplies	\$334.45	11/10/2008	As per attached invoices.
				Total this claim	<u>\$334.45</u>		
25431	657	RAINBOW PRINTING	Operating Fund	Operating Supplies	\$1,100.00	11/10/2008	LIBRARY ID CARDS
				Total this claim	<u>\$1,100.00</u>		
25432	658	RAMSAY BUSINESS PRODUC	Operating Fund	Furniture & Equipment	\$495.00	11/10/2008	COPIER BUYOUT - SUMMITVILLE - TONER - SERVICE CONTRACT
			Operating Fund	Operating Supplies	\$86.99		
			Operating Fund	Office Supplies	\$23.34		
			Operating Fund	Office Supplies	\$1.15		
			Operating Fund	Office Supplies	\$29.66		
				Total this claim	<u>\$636.14</u>		
25433	659	STAR FINANCIAL BANK	Operating Fund	Equipment/Rental	\$25.00	11/10/2008	SAFE DEPOSIT BOX ANNUAL RENTAL
				Total this claim	<u>\$25.00</u>		
25434	660	STATE INDUSTRIAL PRODUC	Operating Fund	Cleaning & Sanitation Supplies	\$615.83	11/10/2008	As per attached invoices.
				Total this claim	<u>\$615.83</u>		
25435	661	TRAVELER'S DREAM	Operating Fund	Elwood Adult Programming	\$337.00	11/10/2008	PROGRAM 12/10/2008
			Operating Fund	Elwood Children's Programming	\$113.00		
				Total this claim	<u>\$450.00</u>		
25436	662	UPSTART	Operating Fund	Frankton Programming	\$132.41	11/10/2008	As per attached invoices.
			Operating Fund	Elwood Children's Programming	\$37.80		
				Total this claim	<u>\$170.21</u>		
25437	663	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$16.15	11/10/2008	SERVICE FOR SUMMITVILLE
				Total this claim	<u>\$16.15</u>		
25438	664	VERIZON	Operating Fund	Telephone & Telegraph	\$232.48	11/10/2008	SERVICE FOR FRANKTON
				Total this claim	<u>\$232.48</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$93,014.85

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, November 07, 2008

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 10 day of November, 2008.

Annika Ballander
[Signature]
[Signature]

Michael Robinson
Beverly Austin
[Signature]

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/1/1998.

Frankton Library

ENVIROSAFE LANDSCAPING

Proposal / Contract

Customer ID - Frankton Library

437 EAST 600 SOUTH

Contact - Barb

Frankton, Indiana

ANDERSON, INDIANA 46013 (Phone 823-9038)
FRANKTON LIBRARY SOO INSTALLATION

<u>LANDSCAPE DETAILED DESCRIPTION:</u>	<u>Per UNIT/S</u>	<u>Freq</u>	<u>SUB TOTAL</u>
• Remove damaged turf			
• Apply starter fertilizer			\$1890.00
• Install 1800 square feet of sod			
• Clean site and dispose of debris			
		Tax	\$132.30
<u>Total Maintenance Including State Tax</u>			<u>\$2022.30</u>

Grounds Maintenance Upgrades Separate From Above Seasonal Maintenance Schedule

• WE PROPOSE to furnish labor and materials ----- complete in accordance with above specifications for the installation of sod, and subject to conditions found in this agreement, for the sum of:
Two Thousand Twenty Two Dollars and 30 Cents----- (\$2022.30).

Payment to be made as follows: Balance Due Upon Job Completion

ACCEPTED. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. If payment is not made within 30 days of due date, interest (18.2% annual) and late fees (\$25 per month) will be applied to the account balance for each month in arrears. If EnviroSAFE Landscaping has to pursue legal action to collect any outstanding balance on this account, the customer will be responsible for all costs, including attorney's fees, filing fees, and court costs including any unpaid account balance.

Respectfully Submitted
Ronald A. Gilliam
EnviroSAFE Landscaping and Grounds
Maintenance

Date of Acceptance _____

By _____ By Manager Frankton Library Indiana

By Ronald A. Gilliam Ronald A. Gilliam, Representative For EnviroSAFE
Landscaping And Grounds Maintenance

Note: This proposal may be withdrawn by EnviroSAFE Landscaping if not accepted within 30 Days



SHOWPLACE

Lawncare & Landscaping, Inc.

PO Box 420 • Pendleton, IN 46064-0420

317-578-2620 • 765-644-7170 • 765-778-8694 • 1-888-433-5296

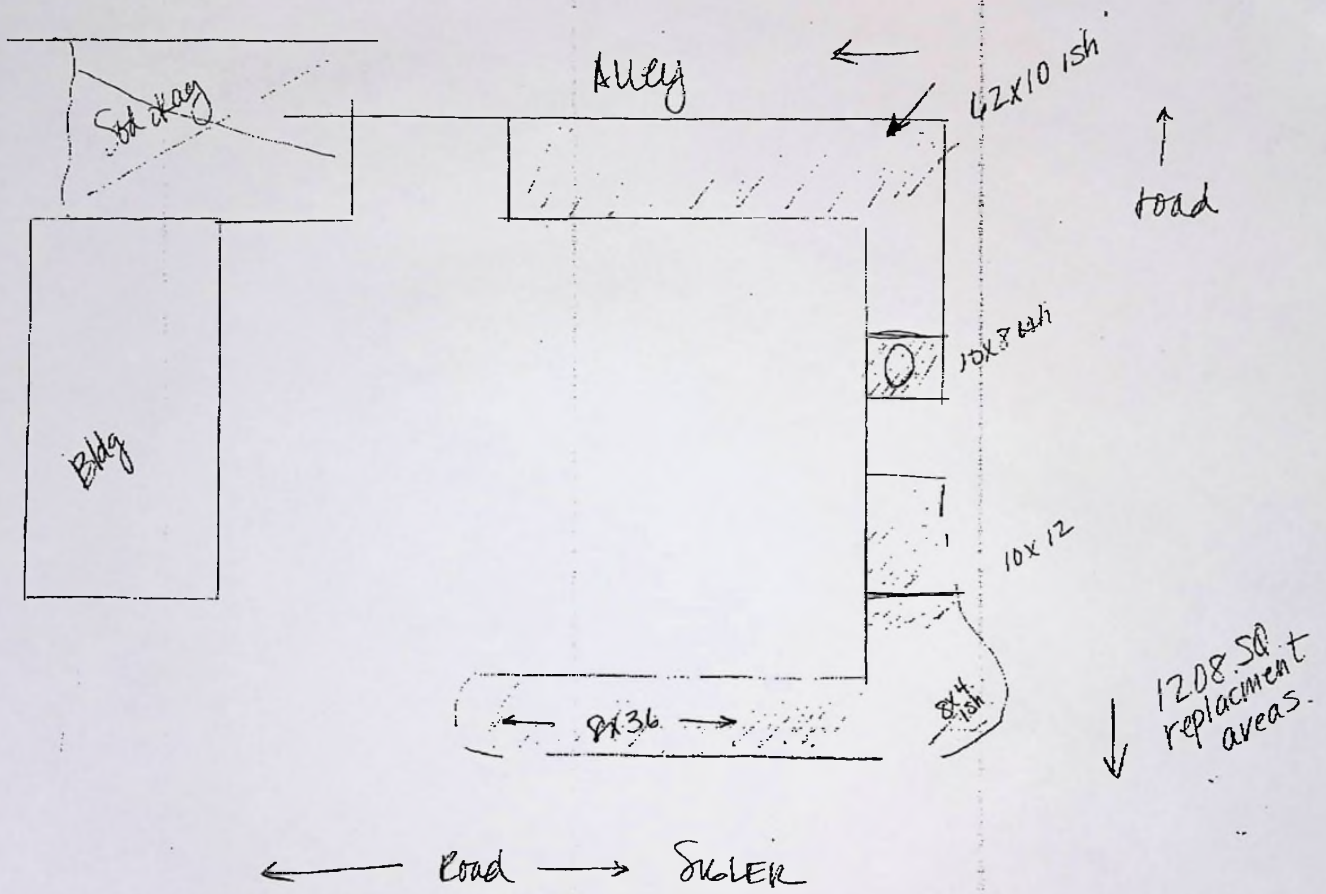
FULL SERVICE LAWCARE AND EXPANDED SERVICES SALES FORM

Customer Name FRANKTON LIBRARY
 Address 102 SIGLER STREET
 City FRANKTON State IN Zip _____
 Phone: Home _____ Work/Business Fax: 754-3312 *
40 BARBARA McAdams * DN: 754-7116

DESCRIPTION	QUANTITY	PRICE
SOD/Sunny	122pes. Sod. Sections	
Robotix		
Sod Machine		
Removal/disposal		
Topsoil black Pulverized		
TOTAL:		\$ 1380.25

- Payment if expected within 30 days of job completion or a 5% service charge will be added every 30 days to all unpaid balances.
- Warranty on all plants void if not paid within 30 days.
- Showplace Lawncare will contact "Call Before You Dig" for public utility locations.
- Customer is responsible for private utility locations. Including, but not limited to: flagpoles, light poles, walk-lights, gas fireplaces, pond lights, invisible dog fences, etc.

FRANKTON LIBRARY:



Janer

870082

STATEMENT		DATE	TERMS
		10-31-08	
TO	Hazelbaker Library (Estimate)		
ADDRESS			
IN ACCOUNT WITH	Keith Baldwin		
	505 S. Main St		
	Summitville In 46070		
	Each shelf will be knotted on each side to keep them from sliding off by pins		
	Each shelf would receive a 3/4" strip of solid oak to straighten each shelf.		
	We would remove the books and do the work and replace the books on each shelf. -400 shelves		
	Mat'l & Labor		#968.00

edams DC5812

Notch

2009 HOLIDAY CLOSINGS

- | | |
|-----------------------------------|----------------------------------|
| January 1, 2009 | New Year's Day |
| January 19, 2009 | Martin Luther King, Jr. Day |
| February 16, 2009 | President's Day |
| May 25, 2009 | Memorial Day |
| July 3 & 4, 2009(Friday and Sat.) | Independence Day |
| September 5, 2009 | Labor Day Saturday |
| September 7, 2009 | Labor Day |
| November 25, 2009 | Thanksgiving Eve (noon closing) |
| November 26, 2009 | Thanksgiving Day |
| December 24, 2009(Thurs.) | Christmas Eve |
| December 25, 2009(Friday) | Christmas Day |
| December 31, 2009(Thurs.) | New Year's Eve (All day closing) |
| January 1, 2010(Friday) | New Year's Day |

12 1/2 DAYS TOTAL (NOT INCLUDING 2010 NEW YEAR'S DAY)

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	OCT 2007	OCT 2008	Amount of Change	% OF Change	YTD 2007	YTD 2008	Amount of Change	YTD % OF Change
ELWOOD								
ADULT	3,298	3,039	-259	-8%	31,172	29,150	-2,022	-6%
JUVENILE	2,525	2,007	-518	-21%	20,969	19,441	-1,528	-7%
Y. A.	218	255	37	17%	1,926	2,065	139	7%
PERIOD.	600	581	-19	-3%	5,251	5,457	206	4%
AUDIO	201	149	-52	-26%	2,036	1,779	-257	-13%
VIDEO	3,947	4,657	710	18%	32,742	40,483	7,741	24%
TOTAL	10,789	10,688	-101	-1%	94,096	98,375	4,279	5%
FRANKTON								
ADULT	1,173	1,154	-19	-2%	11,528	11,514	-14	0%
JUVENILE	695	710	15	2%	7,262	7,605	343	5%
Y. A.	107	102	-5	-5%	1,023	1,392	369	36%
PERIOD.	336	289	-47	-14%	3,071	3,270	199	6%
AUDIO	46	26	-20	-43%	425	396	-29	-7%
VIDEO	1,350	1,571	221	16%	15,800	16,403	603	4%
TOTAL	3,707	3,852	145	4%	39,109	40,580	1,471	4%
HAZELBAKER								
ADULT	812	841	29	4%	7,551	7,477	-74	-1%
JUVENILE	554	535	-19	-3%	5,138	4,504	-634	-12%
Y. A.	71	60	-11	-15%	798	626	-172	-22%
PERIOD.	148	128	-20	-14%	1,498	1,200	-298	-20%
AUDIO	54	19	-35	-65%	332	238	-94	-28%
VIDEO	1,013	854	-159	-16%	8,094	7,655	-439	-5%
TOTAL	2,652	2,437	-215	-8%	23,411	21,700	-1,711	-7%
SYSTEM								
ADULT	5,283	5,034	-249	-5%	50,251	48,141	-2,110	-4%
JUVENILE	3,774	3,252	-522	-14%	33,369	31,550	-1,819	-5%
Y. A.	396	417	21	5%	3,747	3,778	31	1%
PERIOD.	1,084	998	-86	-8%	9,820	9,074	-746	-8%
AUDIO	301	194	-107	-36%	2,793	2,141	-652	-23%
VIDEO	6,310	7,082	772	12%	56,636	64,541	7,905	14%
TOTAL	17,148	16,977	-171	-1%	156,616	159,225	2,609	2%

ELWOOD FRANKTON HAZELBAK.

TRAFFIC	11778	2379	1858
REF.	272	28	25
ASSIST.	1270	289	196
COMP./WIRE	2832 / 32	1043 / 17	767 / N/A
PROG. A.	2 / 18	3 / 18	2 / 46
J.	38 / 385	8 / 82	21 / 198

TECH SERVICE PROCESSED 3,602 ITEMS

Agenda

December 8th, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
 1. Resolution for Temporary Operating Fund Loan
 2. Transfer of Appropriations Resolution
 3. Encumber Funds
 4. Behavior Policy
 5. Service Fees
 6. Letter to Elwood Police Department
 7. In-service
 8. Heavy Meeting Room Tables at Elwood
- Director's Report
- Public Comment
- Adjournment

***** -COMM. JOURNAL- ***** DATE DEC-05-2008 ***** TIME 08:01 *****

MODE = MEMORY TRANSMISSION START=DEC-05 08:00 END=DEC-05 08:01

FILE NO.=954

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:28

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

Agenda

December 8th, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
 1. Resolution for Temporary Operating Fund Loan
 2. Transfer of Appropriations Resolution
 3. Encumber Funds
 4. Behavior Policy
 5. Service Fees
 6. Letter to Elwood Police Department
 7. In-service
 8. Heavy Meeting Room Tables at Elwood
- Director's Report
- Public Comment
- Adjournment

Please publish on Saturday and again on Monday

Thank you

MODE = MEMORY TRANSMISSION

START=DEC-05 07:58

END=DEC-05 07:59

FILE NO.=953

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:12

-ELWOOD LIBRARY -

***** -17655520955 - ***** 1765552001- *****

Agenda

December 8th, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

New Business

1. Resolution for Temporary Operating Fund Loan
2. Transfer of Appropriations Resolution
3. Encumber Funds
4. Behavior Policy
5. Service Fees
6. Letter to Elwood Police Department
7. In-service
8. Heavy Meeting Room Tables at Elwood

Director's Report

Public Comment

Adjournment

*Please published on
Saturday and again
on Monday*

Thank you

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Meeting
December 8, 2008
5:30pm

CALL TO ORDER

President Kevin Sipe called the December 8, 2008 regular meeting of the North Madison County Public Library Board of Trustees to order at 5:30pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Kevin Sipe, Dan Prieshoff, Wayne Davidson, Bette Dalzell, Beverly Austin and Mike Robertson. Also in attendance were Director Jamie Scott and Administrative Assistant Diana Shepard.

CLAIMS REGISTER & CHECKS

The members signed the claims register and Treasurer Pam Bohlander signed checks.

OLD BUSINESS

No old business was brought forward.

NEW BUSINESS

Resolution for Temporary Operating Fund Loan

A resolution to declare an emergency for a temporary loan was read by Secretary Bette Dalzell. The resolution set forth the authority for the Treasurer to borrow \$28,000 from the operating fund to be receipted into the debt service fund in order to pay the lease rental payment in a timely manner. The loan is to be repaid no later than June 30, 2009. Beverly Austin made a motion to approve the resolution, Mike Robertson made a second and the motion carried. All members present signed the resolution.

Transfer of Appropriations Resolution

End of the year transfer of appropriations was read by Secretary Bette Dalzell. The transfer includes an increase of following sums of money to the 2008 appropriations: Wages of Janitor, \$3,000; Cleaning & Sanitation Supplies, \$200; Professional Services, \$6,000; Water, \$1,000; Dues, \$1,500; Technology Software, \$4,900; for a total of \$16,600. And a reduction of the following sums of money to the 2008 appropriations: Salary of Assistants, \$3,000; Operating Supplies, \$200; Telephone & Telegraph, \$6,000; Gas, \$2,500; Furniture & Equipment, \$2,000; Technology Equipment, \$2,900; for a total of \$16,600. Mike Robertson made a motion to approve the transfer of appropriations resolution, Wayne Davidson made a second and the motion carried. All members present signed the resolution.

Encumber Funds

A resolution to encumber 2008 operating funds was read by Secretary Bette Dalzell. The amount to be encumbered is payable to Chester, Inc. in the amount of \$4,870 for a three

year Websense subscription license renewal. The encumbrance is to be used for appropriation, Technology Software. Wayne Davidson made a motion to approve the encumbrance resolution, Dan Prieshoff made a second and the motion carried. All members present signed the resolution.

Behavior Policy

Beverly Austin made a motion to approve the behavior policy as presented. Bette Dalzell made a second and the motion carried.

Service Fees

Proposed services fees for copies are \$0.10 per copy for all black & white copies, \$0.40 per copy for all color copies. Fax proposed fees are \$1.00 for the first page and \$0.20 for each additional page to send and \$0.20 per page to receive. Proposed fees for reader printer copies are \$0.10 per page. Proposed fees for lamination are \$0.10 per inch for roll lamination, \$.50 for 2 1/2 X 4 inch pouches and \$1.00 for pouches up to 11 X 14 inch. Beverly Austin made a motion to approve new service fees, Bette Dalzell made a second and the motion carried.

Letter to Elwood Police Department

The Director has met with the new Elwood Police Chief, Jason Brizendine, to hopefully improve police relations with the Elwood Library. There were questions as to parts of the library's Access to Public Record Policy. Jeffrey Graham from the law firm Bingham, Farrer and Wilson has composed a letter, that if approved will be mailed. The letter states in effect there must be a subpoena signed by a judge in order for library personnel to disclose information on records that may identify a patron's identification. A motion was made by Bette Dalzell to send the letter to the police department. Wayne Davidson made a second and the motion carried. The letter should be mailed on the law firm's letterhead.

In-service

Any discussion for an employee in-service was tabled until next meeting.

Heavy Meeting Room Tables at Elwood

Permission was sought to sell the heavy tables at Elwood. Beverly Austin stated that board permission has already been given; she also stated the sale needs to go through the Friends of the Library.

DIRECTOR'S REPORT

Traveler's Dream, a Celtic musical group, will perform at the Elwood Library on Wednesday, December 10 at 7:00pm. Santa will be at the Elwood Library at 6:00pm on Monday, December 8, 2008.

With no objections the meeting was adjourned.

Bette Dalzell
Bette Dalzell, Secretary

Beau J. Austin
Dan Priesky
Karin Dipol

Michael Robertson

Register Of Claims

North Madison County Public Library System

Report Date: From 11/11/2008 To 12/8/2008

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	667	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	11/12/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$17,001.11		
			Operating Fund	Salary of Assistants	\$385.20		
			Operating Fund	Wages of Janitor	\$1,243.20		
			Total this claim				
0	668	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,550.35	11/12/2008	P/R ENDING 11/08/2008
			FICA	Payroll Deductions	\$1,256.60		
			Federal Taxes Withheld	Payroll Deductions	\$2,264.48		
			Medicare	Payroll Deductions	\$293.85		
			Total this claim				
0	669	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	11/12/2008	P/R ENDING 11/8/08
Total this claim				\$155.00			
0	674	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	11/26/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$17,022.83		
			Operating Fund	Salary of Assistants	\$385.20		
			Operating Fund	Wages of Janitor	\$1,462.80		
			Total this claim				
0	675	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,568.83	11/26/2008	P/R ENDING 11/22/08
			FICA	Payroll Deductions	\$1,271.46		
			Federal Taxes Withheld	Payroll Deductions	\$2,292.00		
			Medicare	Payroll Deductions	\$297.37		
			Total this claim				
0	676	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	11/26/2008	P/R ENDING 11/22/08
Total this claim				\$155.00			
25439	672	BOYCE FORMS/SYSTEMS	Operating Fund	Official Records	\$40.81	11/12/2008	TAX FORMS
Total this claim				\$40.81			
25440	671	DAVID E. MORROW	Operating Fund	Consulting Services	\$52.50	11/12/2008	SECURITY GUARD WKS ENDING 11/1/08 & 11/8/08
					Total this claim		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25441	673	EMILY DAVIDSON	Operating Fund	Summitville Programing	\$5.00	11/12/2008	PETTY CASH REIMBURSEMENT
			Operating Fund	Postage & UPS	\$14.63		
				Total this claim	<u>\$19.63</u>		
25442	670	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$746.59	11/12/2008	P/R ENDING 11/8/08
				Total this claim	<u>\$746.59</u>		
25443	679	CONSUMERS LIFE INSURANC	Operating Fund	Emp Cont Group Ins	\$4,814.89	11/26/2008	EMPLOYEE HEALTH INSURANCE
			Insurance	Payroll Deductions	\$487.56		12/1/08-1/1/09
				Total this claim	<u>\$5,302.45</u>		
25444	680	EDUCATION NETWORKS OF A	St Technology Fund Gr	Telephone & Telegraph	\$205.00	11/26/2008	INTERNET ACCESS SERVICE
			Operating Fund	Telephone & Telegraph	\$650.00		
				Total this claim	<u>\$855.00</u>		
25445	686	FORT DEARBORN LIFE INSUR	Operating Fund	Emp Cont Group Ins	\$134.55	11/26/2008	LIFE INSURANCE 12/1/08-3/1/09
				Total this claim	<u>\$134.55</u>		
25446	677	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,491.92	11/26/2008	PAYROLL DEDUCTIONS FOR
			County Taxes Withheld	Payroll Deductions	\$502.98		NOVEMBER
				Total this claim	<u>\$1,994.90</u>		
25447	681	INDIANA LIBRARY FEDERATI	Operating Fund	Professional Meetings	\$340.00	11/26/2008	ILF CONFERENCE - JAMIE SCOTT, JAYANNE RUMPLE, GLENNA STEWART, SARAH McELFRESH
				Total this claim	<u>\$340.00</u>		
25448	682	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,396.58	11/26/2008	SERVICE FOR ELWOOD &
			Operating Fund	Electricity	\$410.41		SUMMITVILLE
				Total this claim	<u>\$1,806.99</u>		
25449	683	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$51.34	11/26/2008	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$10.00		
				Total this claim	<u>\$61.34</u>		
25450	684	JOYCE BARRETT	Operating Fund	Frankton Programing	\$100.00	11/26/2008	PROGRAMMING FOR DECEMBER 8, 2008
				Total this claim	<u>\$100.00</u>		
25451	678	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$746.59	11/26/2008	P/R ENDING 11/22/08
				Total this claim	<u>\$746.59</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25452	690	NANCY SUMNER	Operating Fund	Postage & UPS	\$15.60	11/26/2008	PETTY CASH REIMBURSEMENT
			Operating Fund	Professional Meetings	\$25.00		
			Operating Fund	Fuel, Oil and Lubricants	\$10.00		
			Operating Fund	Elwood Indiana Room	\$2.75		
				Total this claim	<u>\$53.35</u>		
25453	685	PITNEY BOWES POSTAGE BY	Operating Fund	Postage & UPS	\$100.00	11/26/2008	POSTAGE
				Total this claim	<u>\$100.00</u>		
25454	687	TOWN OF FRANKTON	Operating Fund	Electricity	\$414.13	11/26/2008	SERVICE FOR FRANKTON
			Operating Fund	Water	\$13.30		
			Operating Fund	Waste Disposal Services	\$12.44		
				Total this claim	<u>\$439.87</u>		
25455	688	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$269.20	11/26/2008	SERVICE FOR ELWOOD &
			Operating Fund	Gas	\$55.10		FRANKTON
				Total this claim	<u>\$324.30</u>		
25456	689	VISA	Operating Fund	Elwood Children's Programing	\$109.66	11/26/2008	As per attached invoices.
			Operating Fund	Frankton Programing	\$50.00		
				Total this claim	<u>\$159.66</u>		
25457	691	ARAB TERMITE & PEST CONT	Operating Fund	Professional Services	\$47.00	12/8/2008	As per attached invoices.
				Total this claim	<u>\$47.00</u>		
25458	692	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$51.21	12/8/2008	SERVICE FOR ELWOOD &
			Operating Fund	Telephone & Telegraph	\$11.96		SUMMITVILLE
				Total this claim	<u>\$63.17</u>		
25459	718	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$2,299.85	12/8/2008	As per attached invoices.
			Operating Fund	Elwood Childrens	\$958.72		
			Operating Fund	Elwood YA	\$248.05		
			Operating Fund	Frankton	\$1,418.20		
			Operating Fund	Summitville	\$983.44		
			Gift	Frankton	\$138.16		
				Total this claim	<u>\$6,046.42</u>		
25460	693	CENTURION TECHNOLOGIES,	Operating Fund	Techology Software	\$184.80	12/8/2008	CORNERSTONE LEGACY
				Total this claim	<u>\$184.80</u>		LICENSES - MAINTENANCE
25461	694	CHESTER INFORMATION TEC	Operating Fund	Techology Software	\$2,153.00	12/8/2008	SYMANTEC ANNUAL RENEWAL
				Total this claim	<u>\$2,153.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25462	695	CINTAS LOCATION	Operating Fund	Cleaning & Sanitation Supplies	\$62.57	12/8/2008	As per attached invoices.
				Total this claim	<u>\$62.57</u>		
25463	696	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$218.32	12/8/2008	SERVICE FOR ELWOOD
				Total this claim	<u>\$218.32</u>		
25464	697	DIANA L. SHEPARD	Operating Fund	Traveling Expense	\$113.60	12/8/2008	MILEAGE
				Total this claim	<u>\$113.60</u>		
25465	698	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$602.00	12/8/2008	FIRE EQUIPMENT INSPECTIONS - ELWOOD & FRANKTON
				Total this claim	<u>\$602.00</u>		
25466	699	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$70.00	12/8/2008	LAWN SERVICE FOR FRANKTON
				Total this claim	<u>\$70.00</u>		
25467	700	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$151.84	12/8/2008	As per attached invoices.
				Total this claim	<u>\$151.84</u>		
25468	701	IDLEWINE LAWNMOWER SAL	Operating Fund	Equipment/Maint.	\$301.36	12/8/2008	FALL MAINTENANCE - LAWN TRACTOR
				Total this claim	<u>\$301.36</u>		
25469	702	KARDINAL SUPPLY, INC.	Operating Fund	Professional Services	\$25.00	12/8/2008	HOT & CHILL LOOP SERVICE CALL
				Total this claim	<u>\$25.00</u>		
25470	719	KATIE BURRIS	Operating Fund	Traveling Expense	\$22.40	12/8/2008	MILEAGE
				Total this claim	<u>\$22.40</u>		
25471	703	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$404.39	12/8/2008	HVAC ROUTINE MAINTENANCE
				Total this claim	<u>\$404.39</u>		
25472	704	LOREN'S SERVICE CENTER	Operating Fund	Equipment/Maint.	\$57.15	12/8/2008	REPAIRS ON BLOWER
				Total this claim	<u>\$57.15</u>		
25473	706	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$24.32	12/8/2008	As per attached invoices.
			Operating Fund	Elwood Adult Programing	\$9.97		
				Total this claim	<u>\$34.29</u>		
25474	705	MARY HENDRICK	Operating Fund	Traveling Expense	\$42.00	12/8/2008	MILEAGE
				Total this claim	<u>\$42.00</u>		
25475	707	McCORMACK PRINTING IMPR	Operating Fund	Book Processing	\$128.00	12/8/2008	PRINTING OF ORDER SLIPS
			Operating Fund	Operating Supplies	\$296.00		
				Total this claim	<u>\$424.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25476	716	MIDWEST TAPE	Operating Fund	Frankton AV	\$318.85	12/8/2008	As per attached invoices.
			Operating Fund	Elwood AV	\$1,065.45		
			Operating Fund	Summitville AV	\$555.72		
				Total this claim	<u>\$1,940.02</u>		
25477	708	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$176.56	12/8/2008	ELWOOD YOUTH SERVICE PROGRAMMING
				Total this claim	<u>\$176.56</u>		
25478	717	PAMELA BOHLANDER	Operating Fund	Salary of Board Treasurer	\$300.00	12/8/2008	BOARD TREASURER COMPENSATION
				Total this claim	<u>\$300.00</u>		
25479	709	QUILL CORPORATION	Operating Fund	Office Supplies	\$334.04	12/8/2008	As per attached invoices.
			Operating Fund	Furniture & Equipment	\$152.99		
				Total this claim	<u>\$487.03</u>		
25480	710	RAMSAY BUSINESS PRODUC	Operating Fund	Office Supplies	\$35.23	12/8/2008	COPIER MAINTENANCE -
			Operating Fund	Office Supplies	\$106.76		FRANKTON & SUMMITVILLE
				Total this claim	<u>\$141.99</u>		
25481	711	SARAH McELFRESH	Operating Fund	Traveling Expense	\$115.60	12/8/2008	MILEAGE
				Total this claim	<u>\$115.60</u>		
25482	712	THOMAS BOUREGY & COMPA	Operating Fund	Elwood Adult	\$83.70	12/8/2008	As per attached invoices.
				Total this claim	<u>\$83.70</u>		
25483	713	TOPS TRUE VALUE	Operating Fund	Operating Supplies	\$40.41	12/8/2008	As per attached invoices.
				Total this claim	<u>\$40.41</u>		
25484	714	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$64.81	12/8/2008	SERVICE FOR SUMMITVILLE
				Total this claim	<u>\$64.81</u>		
25485	715	WISE CHOICE LAWN CARE	Operating Fund	Professional Services	\$370.00	12/8/2008	LAWN SERVICE FOR SUMMITVILLE
				Total this claim	<u>\$370.00</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$79,900.16

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, December 05, 2008

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 15~~8~~ day of December, 2008.

Beverly J. Austin
Michael Robertson
Kristin Skiff

Dan Prieskott
[Signature]
[Signature]

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/1/1998.

**RESOLUTION TO DECLARE AN EMERGENCY
FOR A TEMPORARY LOAN**

Whereas, the North Madison County Public Library System Board of Trustees received notice from the County Auditor that the North Madison County Public Library, due to a delay in the December tax draw, will not receive the tax draw in sufficient time to make its December lease rental payment in a timely manner. The North Madison County Public Library Board of Trustees authorizes the Public Library Treasurer to declare an emergency and borrow \$28,000 from the Operating Fund to be receipted into the Debt Service Fund. The borrowed funds are to be repaid upon receipt of the December 2008 tax draw, not later than June 30, 2009.

Therefore, the North Madison County Public Library Board members do resolve to borrow from the Operating Fund an amount sufficient to make its December Debt Service payment.

Adopted this 8th day of December 2008.

AYE

NAY

<u>Bette Dalzell</u>	_____
<u>Wayne D. ...</u>	_____
<u>Dan Prieshoff</u>	_____
<u>Kevin ...</u>	_____
<u>Michael Robertson</u>	_____
<u>Severus Austin</u>	_____

ATTEST: Bette Dalzell
Bette Dalzell, Secretary, North Madison
County Public Library System

**TRANSFER OF APPROPRIATIONS
North Madison County Public Library System
Madison County**

Whereas, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget; now therefore:
Be it ordained by the North Madison County Public Library Board of Trustees, Madison County, that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws of the same:

1.13	Wages of Janitor	\$ 3,000.00
2.21	Cleaning & Sanitation Supplies	\$ 200.00
3.1	Professional Services	\$ 6,000.00
3.53	Water	\$ 1,000.00
3.8	Dues	\$ 1,500.00
4.54	Technology Software	\$ 4,900.00
TOTAL for Operating Fund		\$16,600.00

Whereas, It has been shown that certain existing appropriations now have un-obligated balances that will now be needed for the purposes for which appropriated, it is further ordained that the following existing appropriations be reduced in the following amounts:

1.12	Salary of Assistants	\$ 3,000.00
2.2	Operating Supplies	\$ 200.00
3.21	Telephone & Telegraph	\$ 6,000.00
3.51	Gas	\$ 2,500.00
4.2	Furniture & Equipment	\$ 2,000.00
4.21	Technology Equipment	\$ 2,900.00
TOTAL for Operating Fund		\$16,600.00

Adopted this 8th day of December 2008

AYE

NAY

Bette Dalzell
Lee D. D.
Dan Rieckhoff
Kevin Dineen
Michael Roberts
George Austin

ATTEST:

Bette Dalzell
Bette Dalzell, Secretary of North Madison
County Public Library Board of Trustees

RESOLUTION TO ENCUMBER OPERATING FUNDS 2008
 North Madison County Public Library System
 Madison County

Whereas, it has been determined that it is now necessary to encumber appropriations from the 2008 Operating Fund for items which have purchase orders having not yet been delivered and services which have yet to be met to further the projects of North Madison County Public Library during 2009.

Now, therefore be it resolved by the North Madison County Public Library Board of Trustees, Madison County, Indiana that the following appropriations hereby be encumbered from the 2008 budget for the Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

Purchase Order#	Vendor's Name	Budget Line Item	Amount Encumbered
5327	Chester, Inc.	4.54 Technology Software	\$4,870.00
		WebSense License	
		Total	\$4,870.00

Presented to the North Madison County Public Library Board of Trustees, read in full and adopted this 8th day of December 2008.

AYE

NAY

Bette Dalzell
Dee D
Alan Prieshoff
Karin
Michael Robinson
Gregory Austin

ATTEST:

Bette Dalzell
 Bette Dalzell, Secretary of North Madison County Public Library System Board of Trustees

PREPARED BY STATE BOARD OF ACCOUNTS

GENERAL FORM NO. 98 (REV. 1998)

NO CLAIMS WILL BE APPROVED UNLESS ORIGINAL COPY OF ORDER OR THE P.O. NUMBER IS PART OF THE VOUCHER.

PURCHASE ORDER

NORTH MADISON COUNTY
 PUBLIC LIBRARY SYSTEM
 1800 MAIN STREET
 ELWOOD, INDIANA 46036

P.O. No. **5327**
 This Number Must be on Invoice, Voucher and Delivery Memos.

DATE 2 Dec 2008

REQ. _____
 IN ACCORDANCE WITH BID AND CONTRACT DATED _____

If subject to discount please indicate on Invoice.

TO Chester Inc.
605 East Patton Dr.
PO Box 2237
Valparaiso, IN 46304

APPROPRIATION FOR Technology Software APPROPRIATION NUMBER _____

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
10		Subscription license renewal WebSense - 3yrs.	36 ⁰⁰	360 ⁰⁰
20		Security Filtering	12 ⁰⁰	1200 ⁰⁰
		Encumber		
		BS		
		Encumbrance		

TOTAL AMOUNT OF ORDER 4870⁰⁰

I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

BILLING ON THIS ORDER MUST BE ACCORDING TO PRICES SHOWN ABOVE.

ORDERED BY Samuel Hedrick

ORDERED BY [Signature]
 TITLE _____

FEDERAL EXCISE TAX EXEMPT

STATE RETAIL TAX EXEMPT
 CERTIFICATE NO. _____

North Madison County Public Library System
Patron Behavior Policy

Policy Statement

The purpose of all the library facilities of the North Madison County Public Library System is to provide materials and services in a welcoming environment that is safe, enjoyable and conducive to comfortable library use. All individuals who make use of the library are expected to comply with the following standards of behavior which will assist the library to meet the above purpose.

Guidelines: Behaviors with Progressive Consequences

Instances of irresponsible use of the library and its facilities with examples:

1. Producing excessive noise. (Examples: loud talking, cell phones, singing, playing a musical instrument, or other electronic device, etc., which are determined to be inconsistent with public service operations.)
2. Behaving in a disorderly, disruptive, or threatening manner which jeopardizes the personal safety of patrons and/or staff. (Examples: skateboarding, rollerblading, running or groups gathering around a single computer.)
3. Consuming food, beverages, narcotics, alcohol, or tobacco products in any inside public area, including restrooms.
4. Loitering – Repeat violators and/or persons who refuse to leave when requested will be subject to arrest and prosecution under Section 35-43-2-2 of the Indiana Code entitled “Criminal Trespass”.
5. Soliciting donations of money or anything of value; selling materials or services. (Examples: Panhandling, etc.)
6. Inappropriate attire includes but is not limited to bare feet/torso.

The behaviors identified above are considered to be unacceptable patron conduct and will result in appropriate discretionary responses from library staff according to the following progressive criteria:

1. Ask patron to cease behavior.
2. Repeat request to cease behavior and communicate that this correction is a warning of expulsion, if behavior continues.
3. Ask patron to leave facility or call security/police if patron refuses to comply. The staff member involved will document the occurrence and any action on the Incident Report form. The patron will not be allowed in the library for one full business day beginning the day after the incident.
4. If there is a second offense, the patron will not be allowed in the library for one week starting with the business day after the incident. The staff member will document any action on the Incident Report form and report it to their direct supervisor. If the patron is under 18 years of age, the parent/guardian will be contacted by phone or mail by the Department/Branch Manager. For patrons over the age of 18 a letter will be sent to the last known address with a copy of this policy and a date of return.

5. If there is a third offense, the patron will not be allowed in the library for six months starting with the business day after the incident. The staff member will document any action on the Incident Report form and report it to their direct supervisor. If the patron is under 18 years of age, the director will contact the parent/guardian by phone, if possible, to discuss the issue and a letter will be sent to the last known address with a copy of the this policy and a return date. The parent/guardian will need to accompany their child after the six months ban to reinstate privileges. If the patron is over 18, a letter will be sent to the last known address with a copy of this policy and a date of return.

Zero Tolerance Behaviors

The behaviors mentioned below will result in immediate expulsion from the library until either legal action is complete or the Library Director has met with the offender to discuss the consequences of the behavior.

1. Stealing, damaging, altering of any library property including, but not limited to, defacing of library materials, vandalizing library equipment, furniture, computers, etc.
2. Carrying concealed or obvious weapon(s).
3. Stalking which is considered the pursuit of others. It is unsolicited, unwelcome and unreasonable in nature, creates a threatening and intimidating service environment.
4. Committing sexual offenses. (Examples: indecent exposure, inappropriate/unwelcome sexual advances or harassment)
5. Displaying child pornography.
6. Verbal, physical, written or electronic harassment or abuse. (Examples: Cursing at patrons or staff; approaching patrons or staff and engaging in unwanted or inappropriate interaction; threats to personal safety of patrons or staff; the transmission of threatening, harassing, malicious, or abusive language and/or images, etc.)

SERVICE FEES
(11/2008)

Remove: Photocopies: \$0.10 per copy

Add: Photocopies and computer copies: .10¢ per black and white copy
.40¢ per color copy

Fax: To send: \$1.00 for the first page/.20¢ for each additional page
To receive: \$0.20 for each page

Remove: Computer copies: \$0.20 per page when printing from computers

Remove: Computer scanning: \$5.00 per page for a colored photo.

Only one copy will be scanned and printed.
Additional copies should be made where a color copy machine is available. If only scanning to a disc, there is no charge. (A disc is available for \$1.00)

- Any size black and white photo scanned to paper is \$.20 each page. (Black and white photos use only shades of black-no other color.
Any photo with any tone is \$5.00 including sepia.)

Reader printer copies: \$0.10 per page

Transparencies: \$0.35 each

Lamination fees: \$0.10 per inch for roll lamination
\$.50 for 2 ½ x 4 pouch
\$1.00 for pouches up to 11" x 14"

Dear Jamie:

Here is the text of the letter I am proposing that we send to the Elwood Chief of Police. Please advise with any changes you would like to see in the letter.

Sincerely,

Jeffrey K. Graham

It is my understanding that you recently met with Jamie Scott, Director of the North Madison County Public Library System. This firm represents the Library System.

The Library is very encouraged by your efforts to open communications and hopefully improve relations between the Police Department and the Library. However, despite the positive meeting, Director Scott feels there still might be some confusion concerning the Library's policy on access to public records. For your convenience, I have included a copy of the Library's policy.

Director Scott informs me there was some question whether information appearing on restricted public records could be transmitted to the Police verbally instead of turning the actual protected record over to the police. Unfortunately, there is no practical difference between conveying the information on the record to the public and/or the police, and handing over the actual record for inspection. In effect, verbally informing others of the contents of the record, is disclosing the record itself. As such, library personnel will be instructed that they may not verbally communicate information found on restricted records.

I also understand there was some question as to the meaning of the word process which appears in the Library's policy under Sections 6c and 6d. "Process" in this regard means a document that must be generated under the authority and pursuant to applicable federal, state or local law.

In effect, this provision of the Library's policy prevents Library personnel from disclosing information on records that may identify a patron's identification, unless the public and/or police presents the Library some order, subpoena, or "process" which is authorized by state or local law. Obviously, the best example of this is a subpoena signed by a judge. No internal process by a police department or entity would be sufficient to meet this requirement, as some input by the judicial or legislative branch of government is necessary.

Please feel free to review this letter with the department's legal counsel, and please feel free to contact me with any questions or request for clarification.

Jeffrey Graham

BINGHAM, FARRER & WILSON, P.C.
ATTORNEYS AT LAW
1601 S. Anderson Street
P. O. Box 494
Elwood, IN 46036
Telephone: [\(765\) 552-9878](tel:765-552-9878)
Facsimile: [\(765\) 552-5496](tel:765-552-5496)

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MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	NOV 2007	NOV 2008	AMOUNT OF CHANGE	% OF CHANGE	YTD 2007	YTD 2008	Amount of Change	YTD % OF Change
ELWOOD								
ADULT	2,778	2,848	70	3%	33,950	31,998	-1,952	-6%
JUVENILE	2,455	1,540	-915	-37%	23,424	20,981	-2,443	-10%
Y. A.	175	245	70	40%	2,101	2,310	209	10%
PERIOD.	496	419	-77	-16%	5,747	5,876	129	2%
AUDIO	193	151	-42	-22%	2,229	1,930	-299	-13%
VIDEO	3,869	4,601	732	19%	36,611	45,084	8,473	23%
TOTAL	9,966	9,804	-162	-2%	104,062	108,179	4,117	4%
FRANKTON								
ADULT	952	1,144	192	20%	12,480	12,658	178	1%
JUVENILE	623	769	146	23%	7,885	8,374	489	6%
Y. A.	84	141	57	68%	1,107	1,533	426	38%
PERIOD.	325	245	-80	-25%	3,396	3,515	119	4%
AUDIO	25	27	2	8%	450	423	-27	-6%
VIDEO	1,462	1,483	21	1%	17,262	17,886	624	4%
TOTAL	3,471	3,809	338	10%	42,580	44,389	1,809	4%
HAZELBAKER								
ADULT	742	738	-4	-1%	8,293	8,215	6,208	75%
JUVENILE	482	405	-77	-16%	5,620	4,909	-711	-13%
Y. A.	84	59	-25	-30%	882	685	-197	-22%
PERIOD.	70	67	-3	-4%	1,568	1,267	-301	-19%
AUDIO	84	59	-25	-30%	416	297	-119	-29%
VIDEO	953	861	-92	-10%	9,047	8,516	-531	-6%
TOTAL	2,415	2,189	-226	-9%	25,826	23,889	-1,937	-8%
SYSTEM								
ADULT	4,472	4,730	258	6%	54,723	52,871	-1,852	-3%
JUVENILE	3,560	2,714	-846	-24%	36,929	34,264	-2,665	-7%
Y. A.	343	445	102	30%	4,090	4,223	133	3%
PERIOD.	891	731	-160	-18%	10,711	9,805	-906	-8%
AUDIO	302	237	-65	-22%	3,095	2,378	-717	-23%
VIDEO	6,284	6,945	661	11%	62,920	71,486	8,566	14%
TOTAL	15,852	15,802	-50	0%	172,468	175,027	2,559	1%

	ELWOOD	FRANKTON	HAZELBAKER
TRAFFIC	10284	2030	1459
REF.	163	27	20
ASSIST.	1090	267	182
COMP./WIRE	2491 / 37	762 / 8	598 / NA
PROG. A.	2 / 19	4 / 50	2 / 39
J.	36 / 221	4 / 29	15 / 134

TECH SERVICES PROCESSED 3,213 ITEMS.

Agenda

January 14, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
 - 1. Long and Short Term Goals/Plan
- New Business
 - 1. Access to Public Records Policy
- Director's Report
- Adjournment

*Please publish in
Friday or Saturday
and again in
Monday
Thank you*

MODE - MEMORY TRANSMISSION

START-JAN-10 08:11

END-JAN-10 08:11

FILE NO.=984

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	002/002	00:00:34

-ELWOOD LIBRARY -

-17655520955

17655525001- *****

Agenda

January 14, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
 - 1. Long and Short Term Goals/Plan
- New Business
 - 1. Access to Public Records Policy
- Director's Report
- Adjournment

*Please publish in
Friday or Saturday
and again in
Monday
Thank you*

MODE = MEMORY TRANSMISSION START=JAN-10 08:08 END=JAN-10 08:09

FILE NO. =983

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	002/002	00:00:16

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

Agenda

January 14, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
 - 1. Long and Short Term Goals/Plan
- New Business
 - 1. Access to Public Records Policy
- Director's Report
- Adjournment

*Please publish in
Friday or Saturday
and again on
Monday
Thank you*

MODE = MEMORY TRANSMISSION START=JAN-10 08:12 END=JAN-10 08:13

FILE NO. =985

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<01>	FRANKTON	002/002	00:00:30

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

Agenda

January 14, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
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MODE = MEMORY TRANSMISSION

START=JAN-10 08:14

END=JAN-10 08:14

FILE NO.=986

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<02>	SUMMITVILLE	002/002	00:00:31

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

Agenda

January 14, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
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NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

Regular Meeting
January 14, 2008
5:30pm

CALL TO ORDER

President Kevin Sipe called the regular meeting of the North Madison County Public Library Board of Trustees to order on January 14, 2008 at 5:30pm.

CALL FOR QUORUM

Present were members Kevin Sipe, Mike Robertson, Betty Caldwell, Pam Bohlander and Bette Dalzell. Also in attendance were Director Jamie Scott and Diana Shepard.

MINUTES

Minutes were approved from the December 10, 2007 regular board meeting and the December 10, 2007 executive session after a motion was made by Pam Bohlander and seconded by Mike Robertson.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Pam Bohlander signed checks.

OLD BUSINESS

Long and Short Term Goals/Plan

A motion was made by Mike Robertson to approve the addendum to the long range plan which included an evaluation of long range goals and the Library Bill of Rights. Bette Dalzell made a second and the motion carried.

NEW BUSINESS

Access to Public Records Policy

An incident occurred on December 18, 2007 which brought to light the need for a policy which will set guidelines for library staff to follow when approached for library records.

The police were called after staff members found a threatening note that had been written and left in the computer lab. The police were very insistent that the Director give confidential library records on who had been in the library and who had been on the computers. The Director asked for a subpoena. The police later came back and said that the Director was hindering a criminal investigation and read the Miranda Rights to her at the front desk in front of staff members and patrons. Indiana Code 5-14-3 clearly defines what type of information is confidential. The Director has talked to Mayor Taylor and he would like a copy of the NMCPLS Access to Public Records Policy when it is adopted. Mike Robertson made a motion to approve the NMCPLS Access to Public Records Policy as submitted. Pam Bohlander made a second and the motion carried. It was decided that a letter would be written to the Mayor for the board members to sign. The board gave approval to the Director to fill out a formal complaint against the police officer, if she so chooses.

DIRECTOR'S REPORT

Emily Davidson is on Workman's Compensation leave after a fall at work. She is to return to the doctor on January 21 and find out when she may be able to return to work. Beth Mehling had surgery on her foot on December 28, 2007. She will be off work for four to six weeks and it could take up to six months to heal. This leaves Summitville very short handed. Mary Hendrick, Sarah McElfresh and Katie Burris have been filling in to help cover the hours left vacant. All programs have been suspended at Summitville. As of December 31, 2007 library certification rules suspended. They do not know when new rules will be adopted, therefore the director does not know about her temporary certificate. There is to be a certification meeting on January 25, 2008 at 10:00 at the State Library.

On December 11, 2007 the Blue Ribbon Commission gave their recommendations for local government reform. Currently there are 400,000 people without library service. The director met with the Alexandria Library and the Pendleton Library Director. They decided to draft a letter to be sent to Terri Austin and Tim Lanane to voice their concerns about library consolidation and library reform.

Harris Electric has checked the electrical outlets at Frankton and reported that they believe they are working properly. Don Myers has not checked the drywall issues nor the issue of the tar that is oozing out around the windows.

Lehman's has installed the new boilers at Elwood. On December 24 both new boilers were on flame failure. Cook Electric was called and found that proper ground was not installed to each electrical panel. They fixed the problem so that the boilers are now working; however, they explained that we may want to look at this issue in the future and change the way that the electrical panels have been ground.

Jayanne Rumble has been hired to fill the Adult Service Manager position at Elwood. She has her Library 4 certification and has been working for the Putnam County Public Library. Jill Murray is still in training at Elwood. A letter from Stacy Arnold was read praising the library for their service and materials provided.

With no objections the meeting was adjourned.

Bette Dalzell
Bette Dalzell, Secretary

Amelia Dalzell Kevin Sipe
Betty Caldwell Dan Prushoff
Mike Robertson

Register Of Claims

North Madison County Public Library System

Report Date: From 12/11/2007 To 12/31/2007

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	792	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	12/26/2007	P/R ENDING 12/22/07
				Total this claim	\$155.00		
0	809	NATIONAL CITY BANK	Operating Fund	Other	\$3.00	12/26/2007	WIRE TRANSFER OF FUNDS FOR TEMPORARY LOAN LINE OF CREDIT
				Total this claim	\$3.00		
0	777	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,497.85	12/12/2007	P/R ENDING 12/8/07
			FICA	Payroll Deductions	\$1,213.93		
			Federal Taxes Withheld	Payroll Deductions	\$2,088.65		
			Medicare	Payroll Deductions	\$283.92		
				Total this claim	\$5,084.35		
0	778	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	12/12/2007	P/R ENDING 12/8/07
				Total this claim	\$155.00		
0	791	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,473.55	12/26/2007	P/R ENDING 12/22/07
			FICA	Payroll Deductions	\$1,194.24		
			Federal Taxes Withheld	Payroll Deductions	\$2,013.80		
			Medicare	Payroll Deductions	\$279.31		
				Total this claim	\$4,960.90		
0	776	PAYROLL	Operating Fund	Salary of Director	\$1,557.70	12/12/2007	PAYROLL
			Operating Fund	Salary of Assistants	\$15,604.98		
			Operating Fund	Salary of Assistants	\$1,066.30		
			Operating Fund	Wages of Janitor	\$1,350.42		
				Total this claim	\$19,579.40		
0	790	PAYROLL	Operating Fund	Salary of Director	\$1,557.70	12/26/2007	PAYROLL
			Operating Fund	Salary of Assistants	\$15,696.57		
			Operating Fund	Salary of Assistants	\$705.44		
			Operating Fund	Wages of Janitor	\$1,301.81		
				Total this claim	\$19,261.52		
1003	810	NORTH MADISON COUNTY P	Operating Fund	Interbank Transfers	\$66,000.00	12/26/2007	TRANSFER OF OPERATING FUND PORTION OF \$187,000. LINE OF CREDIT
				Total this claim	\$66,000.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24829	781	1ST CHOICE LOCKSMITH	Operating Fund	Operating Supplies	\$6.00	12/12/2007	LUBRICANT FOR LOCKS
				Total this claim	\$6.00		
24830	782	DAVID E. MORROW	Operating Fund	Consulting Services	\$175.50	12/12/2007	SECURITY GUARD WEEKS ENDING 12/1/07 & 12/8/07
				Total this claim	\$175.50		
24831	783	INDIANA NEWSPAPERS, INC.	Operating Fund	Summitville Period. & Newsp.	\$117.00	12/12/2007	1 YEARS SUBSCRIPTION MUNCIE STAR PRESS-SUMMITVILLE
				Total this claim	\$117.00		
24832	779	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$721.57	12/12/2007	P/R ENDING 12/8/07
				Total this claim	\$721.57		
24833	780	NANCY SUMNER	Operating Fund	Postage & UPS	\$12.24	12/12/2007	PETTY CASH REIMBURSEMENT
			Operating Fund	Fuel, Oil and Lubricants	\$15.03		
			Operating Fund	Elwood Children's Programing	\$6.50		
			Operating Fund	Operating Supplies	\$8.25		
				Total this claim	\$42.02		
24834	784	NEOPOST, INC.	Operating Fund	Operating Supplies	\$186.32	12/12/2007	POSTAGE METER SUPPLIES
				Total this claim	\$186.32		
24835	785	STEVE SCOTT	Operating Fund	Professional Services	\$140.00	12/12/2007	SNOW REMOVAL 12/5/07 & 12/7/07 - ELWOOD
				Total this claim	\$140.00		
24836	787	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$140.00	12/12/2007	SNOW REMOVAL 12/5/07 & 12/7/07 - FRANKTON
				Total this claim	\$140.00		
24837	786	ECKSTEIN'S HOUSE OF TROP	Gift	Other	\$63.75	12/12/2007	DONATION PLAQUE FOR ROCKER & DONATION PLAQUE FOR LLOYD YOUNG
				Total this claim	\$63.75		
24838	788	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$149.00	12/12/2007	LAWN CARE - FRANKTON
				Total this claim	\$149.00		
24839	789	JOYCE BARRETT	Gift	Frankton Programing	\$90.00	12/12/2007	CATERING FOR FRANKTON BOOK DISCUSSION GROUP CHRISTMAS PARTY
				Total this claim	\$90.00		
24840	796	AVAYA COMMUNICATION	Operating Fund	Telephone & Telegraph	\$99.08	12/26/2007	As per attached invoices.
				Total this claim	\$99.08		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24841	795	CONSUMERS LIFE INSURANC	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$4,518.31 \$398.92	12/26/2007	HEALTH INSURANCE 11/108-21/108
Total this claim					\$4,917.23		
24842	797	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$75.00	12/26/2007	SNOW REMOVAL-12/16/07- FRANKTON
Total this claim					\$75.00		
24843	798	DAVID E. MORROW	Operating Fund	Consulting Services	\$148.50	12/26/2007	SECURITY GUARD FOR WEEKS ENDING 12/15/07 & 12/22/07
Total this claim					\$148.50		
24844	799	EMILY DAVIDSON	Operating Fund	Postage & UPS	\$24.46	12/26/2007	PETTY CASH REIMBURSEMENT
Total this claim					\$24.46		
24845	793	INDIANA DEPARTMENT OF RE	State Tax Withheld County Taxes Withheld	Payroll Deductions Payroll Deductions	\$1,420.99 \$478.25	12/26/2007	PAYROLL DEDUCTIONS FOR DECEMBER
Total this claim					\$1,899.24		
24846	800	INDIANA MICHIGAN POWER C	Operating Fund Operating Fund	Electricity Electricity	\$1,476.76 \$407.05	12/26/2007	SERVICE FOR ELWOOD AND SUMMITVILLE
Total this claim					\$1,883.81		
24847	801	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$47.42	12/26/2007	SERVICE FOR SUMMITVILLE
Total this claim					\$47.42		
24848	807	KATIE BURRIS	Operating Fund	Traveling Expense	\$16.80	12/26/2007	MILEAGE
Total this claim					\$16.80		
24849	794	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$888.73	12/26/2007	P/R ENDING 12/22/07
Total this claim					\$888.73		
24850	808	PUBLIC EMP. RETIREMENT F	PERF Operating Fund PERF PERF	Payroll Deductions Emp Cont PERF Payroll Deductions Emp Cont PERF	\$4,409.82 \$8,238.71 \$0.00 \$0.00	12/26/2007	4TH QUARTER PERF PAYMENT
Total this claim					\$12,648.53		
24851	802	RUFUS JESSIE	Operating Fund	Waste Disposal Services	\$42.00	12/26/2007	FOURTH QUARTER TRASH SERVICE - SUMMITVILLE
Total this claim					\$42.00		
24852	803	STEVE SCOTT	Operating Fund	Professional Services	\$70.00	12/26/2007	SNOW REMOVAL 12/16/07 - ELWOOD
Total this claim					\$70.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24853	804	TOWN OF FRANKTON	Operating Fund	Electricity	\$318.62	12/26/2007	As per attached invoices.
			Operating Fund	Water	\$13.00		
			Operating Fund	Waste Disposal Services	\$5.91		
			Total this claim		\$337.53		
24854	805	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$819.60	12/26/2007	SERVICE FOR ELWOOD
				Total this claim			
24855	806	VISA	Gift	Frankton Programing	\$141.54	12/26/2007	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$23.52		
			Gift	Elwood Children's Programing	\$40.51		
			Total this claim		\$205.57		
24856	811	POSTMASTER	Operating Fund	Postage & UPS	\$82.00	12/26/2007	STAMPS FOR FRANKTON
			Operating Fund	Postage & UPS	\$0.00		
			Total this claim		\$82.00		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$141,235.83

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 14, 2008

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this _____ day of _____, 20____.

Annexa Bolander
Betty Caldwell
Michael Robinson

Karin Dixon
Bette Dabell

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/1/1998.

Register Of Claims

North Madison County Public Library System

Report Date: From 1/1/2008 To 1/14/2008

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	1	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	1/9/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$16,264.08		
			Operating Fund	Wages of Janitor	\$1,336.00		
			Total this claim		\$19,236.59		
0	41	COURT SQUARE LEASING CO	Operating Fund	Equipment/Rental	\$0.00	1/14/2008	QUARTERLY LEASE FOR POSTAGE METER
				Total this claim			
0	3	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$105.00	1/9/2008	P/R ENDING 1/5/08
				Total this claim			
0	2	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,471.59	1/9/2008	P/R ENDING 1/5/08
			Federal Taxes Withheld	Payroll Deductions	\$2,031.83		
			FICA	Payroll Deductions	\$1,192.68		
			Medicare	Payroll Deductions	\$278.91		
Total this claim		\$4,975.01					
0	35	MARY HENDRICK	Operating Fund	Traveling Expense	\$0.00	1/14/2008	MILEAGE
				Total this claim			
24857	6	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$218.32	1/9/2008	As per attached invoices.
				Total this claim			
24858	5	DAVID E. MORROW	Operating Fund	Consulting Services	\$30.00	1/9/2008	SECURITY GUARD WEEK ENDING 12/29/07
				Total this claim			
24859	4	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$844.65	1/9/2008	P/R ENDING 1/5/08
				Total this claim			
24860	7	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$172.98	1/9/2008	SERVICE FOR SUMMITVILLE
				Total this claim			
24861	8	VERIZON	Operating Fund	Telephone & Telegraph	\$145.41	1/9/2008	SERVICE FOR FRANKTON
				Total this claim			
24862	9	ARAB TERMITE & PEST CONT	Operating Fund	Professional Services	\$47.00	1/14/2008	As per attached invoices.
				Total this claim			

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24863	34	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$717.98	1/14/2008	As per attached invoices.
			Operating Fund	Elwood Childrens	\$24.20		
			Operating Fund	Elwood YA	\$34.55		
			Operating Fund	Frankton	\$306.42		
			Operating Fund	Summitville	\$247.90		
			Gift	Elwood Childrens	\$284.17		
			Gift	Summitville	\$20.67		
				Total this claim	<u>\$1,635.89</u>		
24864	10	BARBARA SNIPES	Operating Fund	Traveling Expense	\$124.32	1/14/2008	MILEAGE
				Total this claim	<u>\$124.32</u>		
24865	37	BERNAN ASSOCIATES	Operating Fund	Elwood Adult	\$51.00	1/14/2008	2008 NATL ZIP CODE DIRECTORY
				Total this claim	<u>\$51.00</u>		
24866	11	CHAPMAN ELECTRIC SUPPLY	Operating Fund	Operating Supplies	\$68.37	1/14/2008	As per attached invoices.
				Total this claim	<u>\$68.37</u>		
24867	12	CHESTER INFORMATION TEC	Operating Fund	Professional Services	\$75.00	1/14/2008	As per attached invoices.
				Total this claim	<u>\$75.00</u>		
24868	13	CINTAS LOCATION	Operating Fund	Cleaning & Sanitation Supplies	\$57.50	1/14/2008	As per attached invoices.
				Total this claim	<u>\$57.50</u>		
24869	14	COURT SQUARE LEASING CO	Operating Fund	Equipment/Rental	\$256.78	1/14/2008	POSTAGE METER LEASE
				Total this claim	<u>\$256.78</u>		
24870	36	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$100.00	1/14/2008	SNOW REMOVAL - FRANKTON - 1/1/08 & 1/2/08
				Total this claim	<u>\$100.00</u>		
24871	17	EDUCATION NETWORKS OF A	St Technology Fund Gr	Telephone & Telegraph	\$725.00	1/14/2008	INTERNET ACCESS SERVICE
				Total this claim	<u>\$725.00</u>		
24872	15	ELWOOD CALL LEADER	Operating Fund	Elwood Period. & News.	\$97.20	1/14/2008	52 WEEKS SUBSCRIPTION FOR ELWOOD AND FRANKTON
			Operating Fund	Frankton Per. & Newsp.	\$108.00		
				Total this claim	<u>\$205.20</u>		
24873	16	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$250.00	1/14/2008	WET SRINKLER AND DRY SPRINKLER SYSTEM QUARTLY INSPECTION-ELWOOD
				Total this claim	<u>\$250.00</u>		
24874	18	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$32.15	1/14/2008	As per attached invoices.
				Total this claim	<u>\$32.15</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24875	19	HERALD BULLETIN, THE	Operating Fund	Elwood Period. & News.	\$170.00	1/14/2008	52 WEEK SUBSCRIPTION - ELWOOD
				Total this claim	\$170.00		
24876	20	HORTON & SONS OF ELWOO	Operating Fund	Operating Supplies	\$147.82	1/14/2008	As per attached invoices.
				Total this claim	\$147.82		
24877	21	INDIANA STATE LIBRARY	PLAC	Other	\$210.00	1/14/2008	4TH QUARTER 2007 PLAC SALES
				Total this claim	\$210.00		
24878	39	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$46.33	1/14/2008	SERVICE FOR SUMMITVILLE
				Total this claim	\$46.33		
24879	22	JAMIE B. SCOTT	Operating Fund	Traveling Expense	\$311.20	1/14/2008	MILEAGE
				Total this claim	\$311.20		
24880	23	LEHMAN'S INC.	Operating Fund	Professional Services	\$94.85	1/14/2008	HVAC REPAIRS
				Total this claim	\$94.85		
24881	24	MADISON	Operating Fund	Elwood Period. & News.	\$15.00	1/14/2008	ONE YEAR SUBSCRIPTION
				Total this claim	\$15.00		
24882	25	MARSH SUPERMARKET	Gift	Elwood Children's Programing	\$6.25	1/14/2008	As per attached invoices.
				Total this claim	\$6.25		
24883	26	MATTHEW BENDER & CO., IN	Operating Fund	Elwood Adult	\$248.95	1/14/2008	As per attached invoices.
				Total this claim	\$248.95		
24884	33	MIDWEST TAPE	Operating Fund	Frankton AV	\$138.94	1/14/2008	As per attached invoices.
			Operating Fund	Elwood AV	\$415.81		
			Operating Fund	Summitville AV	\$44.98		
				Total this claim	\$599.73		
24885	38	NANCY SUMNER	Operating Fund	Postage & UPS	\$40.42	1/14/2008	PETTY CASH REIMBURSEMENT
				Total this claim	\$40.42		
24886	32	NATIONAL CITY BANK 60	Operating Fund	Interest on Temporary Loans	\$1,194.46	1/14/2008	INTEREST ON TEMPORARY LOAN
				Total this claim	\$1,194.46		
24887	27	QUILL CORPORATION	Operating Fund	Office Supplies	\$275.76	1/14/2008	As per attached invoices.
				Total this claim	\$275.76		
24888	28	RAMSAY BUSINESS PRODUC	Operating Fund	Office Supplies	\$10.00	1/14/2008	As per attached invoices.
			Operating Fund	Office Supplies	\$28.18		
			Operating Fund	Equipment/Rental	\$50.94		
			Operating Fund	Office Supplies	\$19.21		
				Total this claim	\$108.33		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
24889	29	STATE CHEMICAL MANUFACT	Operating Fund	Cleaning & Sanitation Supplies	\$180.64	1/14/2008	As per attached invoices.
					Total this claim		
					\$180.64		
24890	30	STEVE SCOTT	Operating Fund	Professional Services	\$70.00	1/14/2008	SNOW REMOVAL ELWOOD - 12/2/08
					Total this claim		
					\$70.00		
24891	31	TOPS TRUE VALUE	Operating Fund	Operating Supplies	\$37.13	1/14/2008	As per attached invoices.
					Total this claim		
					\$37.13		
24892	40	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$1,056.04	1/14/2008	SERVICE FOR ELWOOD
					Total this claim		
					\$1,056.04		

Total Amount of Claims \$34,169.08

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, January 14, 2008

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this _____ day of _____, 20____.

Samela Caldwell
Betty Caldwell
Michael Robertson

Kevin Jones
Betty Caldwell

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/1/1998.

Evaluation:

I. Mission Support & Organizational Development

At the end of each year, compare the number of programs, circulation and registration figures with the previous year's records. By comparing year end figures, we will be able to make necessary adjustments in our activities on a yearly basis.

Mystery shopper program and patron survey will assist us in evaluating patron relations. The continuous training and cross training will be evaluated at the end of every year by a simple survey given to the Adult and Youth Services Managers and the Branch Managers. The survey will ask the managers to report employee proficiency from the training checklist used during each employee's yearly evaluation. Adjustments in training procedures will be made when necessary.

II. Optimum Community Literacy

Information Technology Manager will assess technology needs and report to the Director by May 31st of every year due to potential budget impact.

By July 1st of every year assess compliance with state certification standards. Make adjustments in budget and policies as necessary.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

NMCPLS Access to Public Records Policy

Access to public records is governed by Indiana Code 5-14-3. The official policy of the State of Indiana is that all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees, subject to certain limitations.

In accordance with this policy, the records of the North Madison County Public Library System are open to the public for inspection with exception of the classes of materials specified by law as confidential as set out herein. For a listing of the types of materials available to be examined see I.C. 5-14-3-3. Any person may inspect and copy the public records of the library during the hours between 9 am to 5 pm. Requests for materials on weekends or at night will be deferred until the following business day. Requests for information must be made in writing and provide the name and telephone number of the requesting individual as well as the general nature of the information being sought. Any cost incurred in copying materials must be paid by the requester at the time the request is made.

Materials declared confidential by state or federal statute as outlined in I.C. 5-14-3-4 are exempt from disclosure. In addition, the following public records are exempt from disclosure and will not be made available for public inspection:

1. Personnel files of the library employees and files of applicants for employment, except for:
 - a. The individual's name, compensation, education, description, job title, training background, previous work experience, dates of first and last employment of present or former officers or employees of the library.
 - b. Information relating to the status of any formal charges against an employee.
 - c. Information regarding disciplinary actions in which final action has been taken and which resulted in the disciplining or discharging of an employee.
 - d. All personnel information is available to the affected employee or his/her appointed representative. General personnel information on all employees or groups, if unnamed employees, may be disclosed.
2. Any administrative or technical information which could jeopardize a record-keeping or security system.
3. Computer programs, codes, filing systems, and other software owned by the library or entrusted to it.

4. Records prepared specifically for discussion, or created during discussion at any legally called executive session.
5. The identity of a donor of a gift made to the library if the donor requires anonymity as a condition of making the gift.
6. Any library records which can be used to identify any library patron.
 - a. The Board of Trustees of the North Madison County Public Library System specifically recognizes its circulation records and other records identifying the name of library users to be confidential in nature, in accordance with provisions in the Indiana Code IC 5-14-3-4(b) and IC 5-14-3-4(b)(16).
 - b. Further, the Board subscribes to the American Library Code of Ethics, which says in part that "We protect each library user's right to privacy and confidentiality with respect to information sought or received and materials consulted, borrowed, acquired or transmitted."
 - c. All library employees are advised that such records, shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
 - d. Upon receipt of such process, order or subpoena, the library's director, administrative assistant or officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.
 - e. This policy shall not be construed as a guarantee by the library to its patrons of any absolute right to privacy. The library is not responsible for information gained from a patron record by anyone other than the patron, if the patron has lost or loaned his/her card or if someone has obtained the patron information by illegal or inappropriate methods. However, records of minors can be disclosed to their parents, stepparents or guardians.

IC 5-14-3-4 Version a

Records excepted from disclosure requirements; names and addresses; time limitations; destruction of records

Note: This version of section amended by P.L.172-2007, SEC.1. See also following version of this section amended by P.L.179-2007, SEC.9.

Sec. 4. (a) The following public records are excepted from section 3 of this chapter and may not be disclosed by a public agency, unless access to the records is specifically required by a state or federal statute or is ordered by a court under the rules of discovery:

- (1) Those declared confidential by state statute.
- (2) Those declared confidential by rule adopted by a public agency under specific authority to classify public records as confidential granted to the public agency by statute.
- (3) Those required to be kept confidential by federal law.
- (4) Records containing trade secrets.
- (5) Confidential financial information obtained, upon request, from a person. However, this does not include information that is filed with or received by a public agency pursuant to state statute.
- (6) Information concerning research, including actual research documents, conducted under the auspices of a state educational institution, including information:
 - (A) concerning any negotiations made with respect to the research; and
 - (B) received from another party involved in the research.
- (7) Grade transcripts and license examination scores obtained as part of a licensure process.
- (8) Those declared confidential by or under rules adopted by the supreme court of Indiana.
- (9) Patient medical records and charts created by a provider, unless the patient gives written consent under IC 16-39.
- (10) Application information declared confidential by the board

of the Indiana economic development corporation under IC 5-28-16.

(11) A photograph, a video recording, or an audio recording of an autopsy, except as provided in IC 36-2-14-10.

(12) A Social Security number contained in the records of a public agency.

(b) Except as otherwise provided by subsection (a), the following public records shall be excepted from section 3 of this chapter at the discretion of a public agency:

- (1) Investigatory records of law enforcement agencies. However, certain law enforcement records must be made available for inspection and copying as provided in section 5 of this chapter.
- (2) The work product of an attorney representing, pursuant to state employment or an appointment by a public agency:
 - (A) a public agency;
 - (B) the state; or
 - (C) an individual.
- (3) Test questions, scoring keys, and other examination data used in administering a licensing examination, examination for employment, or academic examination before the examination is given or if it is to be given again.
- (4) Scores of tests if the person is identified by name and has not consented to the release of the person's scores.
- (5) The following:
 - (A) Records relating to negotiations between the Indiana economic development corporation, the Indiana finance authority, or economic development commissions with industrial, research, or commercial prospects, if the records are created while negotiations are in progress.
 - (B) Notwithstanding clause (A), the terms of the final offer of public financial resources communicated by the Indiana economic development corporation, the Indiana finance authority, or economic development commissions to an industrial, a research, or a commercial prospect shall be available for inspection and copying under section 3 of this chapter after negotiations with that prospect have terminated.
 - (C) When disclosing a final offer under clause (B), the Indiana economic development corporation shall certify that the information being disclosed accurately and completely represents the terms of the final offer.
- (6) Records that are intra-agency or interagency advisory or deliberative material, including material

developed by a private contractor under a contract with a public agency, that are expressions of opinion or are of a speculative nature, and that are communicated for the purpose of decision making.

- (7) Diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal.
- (8) Personnel files of public employees and files of applicants

for public employment, except for:

- (A) the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the agency;
- (B) information relating to the status of any formal charges against the employee; and
- (C) the factual basis for a disciplinary action in which final action has been taken and that resulted in the employee being suspended, demoted, or discharged.

However, all personnel file information shall be made available to the affected employee or the employee's representative. This subdivision does not apply to disclosure of personnel information generally on all employees or for groups of employees without the request being particularized by employee name.

- (9) Minutes or records of hospital medical staff meetings.
- (10) Administrative or technical information that would jeopardize a record keeping or security system.
- (11) Computer programs, computer codes, computer filing systems, and other software that are owned by the public agency or entrusted to it and portions of electronic maps entrusted to a public agency by a utility.
- (12) Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.1. However, this subdivision does not apply to that information required to be available for inspection and copying under subdivision (8).
- (13) The work product of the legislative services agency under personnel rules approved by the legislative council.
- (14) The work product of individual members and the partisan staffs of the general assembly.
- (15) The identity of a donor of a gift made to a public agency if:
 - (A) the donor requires nondisclosure of the donor's identity as a condition of making the gift; or
 - (B) after the gift is made, the donor or a member of the donor's family requests nondisclosure.
- (16) Library or archival records:
 - (A) which can be used to identify any library patron; or
 - (B) deposited with or acquired by a library upon a condition that the records be disclosed only:
 - (i) to qualified researchers;
 - (ii) after the passing of a period of years that is specified in the documents under which the deposit or acquisition is made; or
 - (iii) after the death of persons specified at the time of the acquisition or deposit.

However, nothing in this subdivision shall limit or affect contracts entered into by the Indiana state library pursuant to

IC 4-1-6-8.

(17) The identity of any person who contacts the bureau of motor vehicles concerning the ability of a driver to operate a motor vehicle safely and the medical records and evaluations made by the bureau of motor vehicles staff or members of the driver licensing medical advisory board regarding the ability of a driver to operate a motor vehicle safely. However, upon written request to the commissioner of the bureau of motor vehicles, the driver must be given copies of the driver's medical records and evaluations.

- (18) School safety and security measures, plans, and systems, including emergency preparedness plans developed under 511 IAC 6.1-2-2.5.
- (19) A record or a part of a record, the public disclosure of which would have a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack. A record described under this subdivision includes:
 - (A) a record assembled, prepared, or maintained to prevent, mitigate, or respond to an act of terrorism under IC 35-47-12-1 or an act of agricultural terrorism under IC 35-47-12-2;
 - (B) vulnerability assessments;
 - (C) risk planning documents;
 - (D) needs assessments;

IC 4-1-6-8.

(17) The identity of any person who contacts the bureau of motor vehicles concerning the ability of a driver to operate a motor vehicle safely and the medical records and evaluations made by the bureau of motor vehicles staff or members of the driver licensing medical advisory board regarding the ability of a driver to operate a motor vehicle safely. However, upon written request to the commissioner of the bureau of motor vehicles, the driver must be given copies of the driver's medical records and evaluations.

(18) School safety and security measures, plans, and systems, including emergency preparedness plans developed under 511 IAC 6.1-2-2.5.

(19) A record or a part of a record, the public disclosure of which would have a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack. A record described under this subdivision includes:

- (A) a record assembled, prepared, or maintained to prevent, mitigate, or respond to an act of terrorism under IC 35-47-12-1 or an act of agricultural terrorism under IC 35-47-12-2;
- (B) vulnerability assessments;
- (C) risk planning documents;
- (D) needs assessments;

- (E) threat assessments;
- (F) intelligence assessments;
- (G) domestic preparedness strategies;
- (H) the location of community drinking water wells and surface water intakes;
- (I) the emergency contact information of emergency responders and volunteers;
- (J) infrastructure records that disclose the configuration of critical systems such as communication, electrical, ventilation, water, and wastewater systems; and
- (K) detailed drawings or specifications of structural elements, floor plans, and operating, utility, or security systems, whether in paper or electronic form, of any building or facility located on an airport (as defined in IC 8-21-1-1) that is owned, occupied, leased, or maintained by a public agency. A record described in this clause may not be released for public inspection by any public agency without the prior approval of the public agency that owns, occupies, leases, or maintains the airport. The public agency that owns, occupies, leases, or maintains the airport:
 - (i) is responsible for determining whether the public disclosure of a record or a part of a record has a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack; and
 - (ii) must identify a record described under item (i) and clearly mark the record as "confidential and not subject to

public disclosure under IC 5-14-3-4(b)(19)(J) without approval of (insert name of submitting public agency)".

This subdivision does not apply to a record or portion of a record pertaining to a location or structure owned or protected by a public agency in the event that an act of terrorism under IC 35-47-12-1 or an act of agricultural terrorism under IC 35-47-12-2 has occurred at that location or structure, unless release of the record or portion of the record would have a reasonable likelihood of threatening public safety by exposing a vulnerability of other locations or structures to terrorist attack.

(20) The following personal information concerning a customer of a municipally owned utility (as defined in IC 8-1-2-1):

- (A) Telephone number.
- (B) Address.
- (C) Social Security number.

(21) The following personal information about a complainant contained in records of a law enforcement agency:

- (A) Telephone number.
- (B) The complainant's address. However, if the complainant's address is the location of the suspected crime, infraction, accident, or complaint reported, the address shall be made available for public inspection and copying.

(22) Notwithstanding subdivision (8)(A), the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first employment of a law enforcement officer who is operating in an undercover capacity.

(c) Nothing contained in subsection (b) shall limit or affect the right of a person to inspect and copy a public record required or directed to be made by any statute or by any rule of a public agency.

(d) Notwithstanding any other law, a public record that is classified as confidential, other than a record concerning an adoption, shall be made available for inspection and copying seventy-five (75) years after the creation of that record.

(e) Notwithstanding subsection (d) and section 7 of this chapter:

(1) public records subject to IC 5-15 may be destroyed only in accordance with record retention schedules under IC 5-15; or

(2) public records not subject to IC 5-15 may be destroyed in the ordinary course of business.

As added by P.L.19-1983, SEC.6. Amended by P.L.57-1983, SEC.1; P.L.34-1984, SEC.2; P.L.54-1985, SEC.3; P.L.50-1986, SEC.2; P.L.20-1988, SEC.12; P.L.11-1990, SEC.111; P.L.1-1991, SEC.38; P.L.10-1991, SEC.9; P.L.50-1991, SEC.1; P.L.49-1991, SEC.1; P.L.1-1992, SEC.11; P.L.2-1993, SEC.50; P.L.58-1993, SEC.4; P.L.190-1999, SEC.2; P.L.37-2000, SEC.2; P.L.271-2001, SEC.1; P.L.201-2001, SEC.1; P.L.1-2002, SEC.17; P.L.173-2003, SEC.5; P.L.261-2003, SEC.7; P.L.208-2003, SEC.1; P.L.200-2003, SEC.3; P.L.210-2005, SEC.1; P.L.1-2006, SEC.102; P.L.101-2006, SEC.4; P.L.2-2007, SEC.101; P.L.172-2007, SEC.1.

Recommendation #18: Reorganize library systems by county and provide permanent library service for all citizens.

Indiana has 239 library districts serving communities ranging from approximately 250 to 833,000 in population.²³ Many library districts, large and small, provide excellent library service. In fact, in 2004, Indiana librarians ranked second overall, and at or near the top 20 in 22 national benchmarks on services, collection, revenue and expenditures published by the National Center for Education Statistics. Libraries are important community assets that provide a variety of specific services based on local needs.

The overarching goal of libraries should be to maximize access to services, materials and other information resources at the lowest possible cost. The use of aggregated statistics alone masks a number of access, performance and cost-inefficiency issues. Currently, an estimated 395,000 citizens in 38 counties do not have access to library services in the communities in which they live; 29 counties contain territory that is “underserved” by contractual library service.²⁴ Indiana libraries employ almost twice as many staff (full-time equivalents) per 10,000 population than the national average.²⁵

In recent years, the General Assembly prohibited the creation of new library districts serving less than 10,000 people. Almost three-fifths (136) of all districts serve populations of less than 10,000.²⁶ These small districts serve less than 9 percent of the population and account for only 8 percent of total statewide circulation. Small districts make up large proportions of those exceeding the state average for operating expenditures and staffing per 1,000 population and for cost per circulation. In 2006, 15 library districts serving populations of 5,050 or less were cited for failing to meet minimal state standards.

A better balance between cost and service can be achieved. We recommend the mandated reorganization of library districts across the state into 92 countywide systems, with the option to reorganize into multi-county districts when prudent.²⁷ By reducing the number of districts, we can address current unserved and underserved areas and achieve additional economies of scale within administrative and purchasing expenditures.

This responsibility should be assigned to the county executive. In Marion County, this responsibility should be assigned to the mayor. We further recommend the establishment



Areas not served by libraries

of grant funding to offset the significant technology costs that may accrue in converting and merging current systems.

Indiana has too many library districts and administrators, but Indiana does not have too many libraries. We recommend maintaining the current mix of geographically dispersed facilities to allow districts to serve local populations and needs. We recommend that the process begin immediately.

Recommendation #19: Require that the budgets and bonds of library and all other special districts be approved by the fiscal body of the municipal or county government containing the greatest proportion of assessed value in the unit seeking approval.

Libraries and other special districts are independent local governments governed by ex-officio and appointed members, rather than by officials elected directly by the voters. Many, although not all, have the power to levy property taxes and issue debt. Taxpayers have indicated frustration with the gap in accountability created by such enormous fiscal powers in the hands of non-elected officials.

We believe that the most direct way to address taxpayer frustration is to create an external local approval process for the budgets and debt for these local governments. We recommend that the fiscal body of the county (in the case of unincorporated areas) or municipality containing the most assessed value within the unit boundaries approve all budgets and the issuance of all bonds with input from citizens and taxpayers. We note that our proposed solution is different in kind but not in principle from the powers designed for the county board of tax and capital projects review. We conclude that fiscal restraint may work best in the hands of existing city and county councils that already are known to the public.

"Remove the [taxing] authority of any office or entity who historically has little or no oversight or transparency. Townships, libraries, airports, etc. spend an awful lot of money that is approved with little or no oversight or even public notice."

*-Melyssa Donaghy
Indianapolis, Indiana*

"I would like to state that we have boards that have taxing authority that are not elected by the people. They are appointed and just do not have the insight into how many different items our tax dollars support. They have tunnel vision on their projects."

*-Al Hornaday
Brown Township Trustee, Morgan County*

Recommendation #20: Strengthen the current joint purchasing infrastructure for libraries.

Indiana libraries have a number of longstanding statewide, regional and local arrangements for the provision of joint training, purchasing and services. While much attention has been focused on the Indiana Cooperative Library Services Authority as the result of the PROBE study conducted by Indiana Office of Management and Budget,²⁸ there are additional joint resources and service arrangements that deserve review regarding effectiveness and cost.

We recommend that the Indiana State Library continue its work to review, update and expand statewide purchasing and service arrangements to improve the effectiveness and efficiency of library services across the state.

"My hope is that you can please bring Indiana into the 20th century (at least) by making sure all residents have free access to public libraries. Now in my county, most areas are underserved."

*-Cynthia Wilson
Auburn, Indiana*

"I am in favor of consolidating all the libraries in my county of Lake. The main reason that I feel this way is that because as it stands now, the services provided by the libraries I frequent are not uniform, nor equitable."

*-Maria Cortes
Hammond, Indiana*

All Local Governments: Encourage additional voluntary action to increase efficiency and effectiveness.

Recommendation #21: Expand voluntary coordination and consolidation of units and services. Strengthen the power of voters to compel consolidation.

Many specific opportunities exist, in addition to those already accomplished locally and those proposed here, to streamline local government units and services to achieve cost efficiencies as well as improve public services. Local units must take a fresh look at opportunities for collaboration, cooperation and consolidation without the bias of previous prejudice.

Both the interlocal cooperation (IC 36-1-7) and the government reorganization (IC 36-1.5) statutes are good mechanisms by which local governments can act on their own initiative. We recommend the exploration of incentives that can be provided by the state

YEARLY STATISTICS OF THE NORTH MADISON COUNTY LIBRARY SYSTEM

	AMOUNT OF		% OF	
	2006	2007	CHANGE	CHANGE
ELWOOD				
ADULT	38046	36488	-1558	-4%
JUVENILE	29104	25006	-4098	-14%
Y. A.	2746	2254	-492	-18%
PERIOD.	5507	6141	634	12%
AUDIO	2742	2402	-340	-12%
VIDEO	40608	40573	-35	0%
TOTAL	118753	112864	-5889	-5%

FRANKTON				
ADULT	12107	13264	1157	10%
JUVENILE	8059	8365	306	4%
Y. A.	765	1192	427	56%
PERIOD.	3980	3649	-331	-8%
AUDIO	419	491	72	17%
VIDEO	17932	18928	996	6%
TOTAL	43262	45889	2627	6%

HAZELBAKER				
ADULT	8047	8995	948	12%
JUVENILE	5057	5886	829	16%
Y. A.	666	940	274	41%
PERIOD.	1598	1660	62	4%
AUDIO	335	455	120	36%
VIDEO	8355	9887	1532	18%
TOTAL	24058	27823	3765	16%

SYSTEM				
ADULT	58200	58747	547	1%
JUVENILE	42220	39257	-2963	-7%
Y. A.	4177	4386	209	5%
PERIOD.	11085	11450	365	3%
AUDIO	3496	3348	-148	-4%
VIDEO	66895	69388	2493	4%
TOTAL	186073	186576	503	0%

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	109560	28973	19435
REF.	902	316	282
ASSIST.	11327	3156	4423
COMP./WIRE	29150 / 403	10515 / 141	6384 / NA
PROG. A.	25 / 295	37 / 469	33 / 353
J.	388 / 4832	53 / 714	87 / 1067

TECH SERVICE PROCESSED 7365 ITEMS AND WITHDREW 5388 ITEMS

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	DEC	DEC	AMOUNT OF	% OF	YTD
	2006	2007	CHANGE	CHANGE	
ELWOOD					
ADULT	2454	2538	84	3%	36488
JUVENILE	1626	1582	-44	-3%	25006
Y. A.	146	153	7	5%	2254
PERIOD.	381	394	13	3%	6141
AUDIO	229	173	-56	-24%	2402
VIDEO	2980	3962	982	33%	40573
TOTAL	7816	8802	986	13%	112864

FRANKTON					
ADULT	760	784	24	3%	13264
JUVENILE	312	480	168	54%	8365
Y. A.	41	85	44	107%	1192
PERIOD.	183	253	70	38%	3649
AUDIO	59	41	-18	-31%	491
VIDEO	1112	1666	554	50%	18928
TOTAL	2467	3309	842	34%	45889

HAZELBAKER					
ADULT	511	702	191	37%	8995
JUVENILE	201	266	65	32%	5886
Y. A.	64	58	-6	-9%	940
PERIOD.	91	92	1	1%	1660
AUDIO	11	39	28	255%	455
VIDEO	647	840	193	30%	9887
TOTAL	1525	1997	472	31%	27823

SYSTEM					
ADULT	3725	4024	299	8%	58747
JUVENILE	2139	2328	189	9%	39257
Y. A.	251	296	45	18%	4386
PERIOD.	655	739	84	13%	11450
AUDIO	299	253	-46	-15%	3348
VIDEO	4739	6468	1729	36%	69388
TOTAL	11808	14108	2300	19%	186576

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	8985	2175	1485
REF.	30	21	9
ASSIST.	1141	257	138
COMP./WIRE	2192 / 41	696 / 8	661 / NA
PROG. A.	0 / 0	4 / 18	2 / 23
J.	31 / 362	5 / 77	9 / 20

TECH SERVICE PROCESSED 216 ITEMS AND WITHDREW 281 ITEMS

AGENDA

BOARD OF FINANCE MEETING

January 10th, 2008

(Held following regular January Board meeting)

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

- 1. Elect President & Secretary of Board of Finance**
- 2. Investment register distributed & reviewed**
- 3. Motion for depositories**
- 4. Motion for newspapers as official notification**
- 5. Motion for regular meeting date and time**

ADJOURNMENT

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF FINANCE MEETING
January 10, 2008

CALL TO ORDER

President Kevin Sipe called the annual board of finance meeting of the North Madison County Public Library to order on January 10, 2008 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Kevin Sipe, Bette Dalzell, Pam Bohlander, Betty Caldwell and Mike Robertson. Also in attendance were Jamie Scott and Diana Shepard.

BUSINESS

Elect President and Secretary of Board of Finance

Pam Bohlander made a motion to rename the current President, Kevin Sipe and the current Secretary, Bette Dalzell to serve in these positions for 2008. Mike Robertson made a second and the motion carried.

Investment register distributed and reviewed

The 2007 financial report was distributed and reviewed. A total of \$16,830.09 was earned as interest in 2007. There was a total of \$260,000.00 in bank transfers. Total tax revenue for the operating fund was \$351,662.98 and for the debt service fund was \$31,369.79. Money was borrowed through a line of credit in the amount of \$187,000.00 with the first interest payment being \$1,194.46.

Motion for depositories

Pam Bohlander made a motion to use Star Financial Bank, National City Bank, First Farmers Bank, Community Bank, Huntington Bank, and Main Source Bank as the library's depositories for 2008. Mike Robertson made a second and the motion carried.

Motion for newspapers as official notification

Bette Dalzell made a motion to use the Herald Bulletin and the Elwood Call Leader as the newspapers for official notification of meetings and for advertisement of the budget. Mike Robertson made a second and the motion carried.

Motion for regular meeting date and time

Bette Dalzell made a motion to hold regular monthly meetings on the second Monday of each month at 5:30p.m. Betty Caldwell made a second and the motion carried. It was decided to try to hold two meetings a year at Frankton and two meetings a year at Summitville.

With no objections the meeting was adjourned.

Bette Dalzell
Bette Dalzell, Secretary

Pam Bohlander

Kevin Sipe

Betty Caldwell

Dan Puschoff

Mike Robertson

2007 Financial Report

Bank Deposits	Beginning Balance	Interest	Ending Balance	Type of Account
Star Financial Bank	\$444,563.98	\$ 1,276.72	\$ 124,854.20	Regular Checking
Star Financial Bank (2)	\$107,257.93	\$4,253.45	\$ 61,073.34	Money Market Checking
National City Bank	\$239,999.35	\$8,933.99	\$ 147,929.20	Business Money Market
National City Bank (2)	\$0.00	\$0.00	\$0.00	CD Closed 5/15/2006
First Farmers Bank	\$ 124,060.82	\$2,253.36	\$ 16,035.02	Personal Investor/Checking
First Farmers Bank (2)	\$ -	\$0.00	\$0.00	CD Closed 7/20/2006
Community Bank	\$16,305.59	\$112.57	\$ 16,709.74	Business Now Account
Petty Cash & Cash Draw	\$265.00		\$ 265.00	
Total	\$932,452.67	\$ 16,830.09	\$ 366,866.50	

Interbank Transfers

Date	Withdrawn from	Deposit into	Amount
5/30/2008	First Farmers	Star Financial	\$ 110,000.00
8/14/2007	Star Financial (2)	Star Financial	\$ 50,000.00
9/19/2007	National City Bank	Star Financial	\$ 100,000.00
Total Bank Transfers			\$ 260,000.00

Levy Excess Fund

Reveived word on June 27, 2007 that we had an excess levy of \$ 337,413.00 and needed to transfer \$26,847.00 from the Operating Fund and \$10,566 from the Debt Service Fund into the Exess Levy Fund. On July 11, 2007 we were advised that due to unpaid property tax we could transfer \$25,454.09 back into our Operating Fund and \$10,302.88 back in the Debt Service Fund. This leaves \$1,656.03 remaining in the Excess Levy Fund to be transferred when word is received from the county.

Tax Revenue Received in 2007

	Operating Fund	Debt Service Fund
Advance Property Tax	\$ 85,000.00	\$ 30,000.00
County Option Income Tax	\$262,786.27	
Financial Institution Tax	\$ 1,023.00	\$ 361.50
Commercial Vehicle Tax	\$ 2,853.71	\$ 1,008.29
Total Tax Revenue	\$351,662.98	\$ 31,369.79

Line of Credit Revenue

Received on 12/26/2007	\$ 66,000.00	\$ 121,000.00
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First interest payment due on 1/21/08 in the amount of \$1,194.46

Agenda

February 11, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
 - 1. Letter to Mayor Taylor
- New Business
 - 1. Conflict of Interest
 - 2. 2008 Budget and June tax draw
- Director's Report
- Adjournment

MODE = MEMORY TRANSMISSION

START=FEB-07 07:38

END=FEB-07 07:39

FILE NO.=423

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:21

-ELWOOD LIBRARY -

***** -17655520955 - ***** - 17655525001- *****

Agenda

February 11, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

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5:30 P.M.

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*Please publish on
Friday or Saturday
and again on Monday*

Thank you

MODE = MEMORY TRANSMISSION START=FEB-07 07:52 END=FEB-07 07:52

FILE NO. =426

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:23

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

Agenda

February 11, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

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- Adjournment

*Please publish on
Friday or Saturday
and again on Monday*

Thank you

MODE = MEMORY TRANSMISSION START=FEB-07 07:53 END=FEB-07 07:54

FILE NO. =427

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<02>	SUMMITVILLE	001/001	00:00:21

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

Agenda

February 11, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
 - 1. Letter to Mayor Taylor
- New Business
 - 1. Conflict of Interest
 - 2. 2008 Budget and June tax draw
- Director's Report
- Adjournment

MODE = MEMORY TRANSMISSION

START-FEB-07 07:54

END-FEB-07 07:54

FILE NO.=428

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<01>	FRANKTON	001/001	00:00:22

-ELWOOD LIBRARY -

***** -17655520955 - ***** - 1765552001-*****

Agenda

February 11, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

Call to Order
Call for Quorum
Minutes
Claims Register & Checks
Old Business
 1. Letter to Mayor Taylor
New Business
 1. Conflict of Interest
 2. 2008 Budget and June tax draw
Director's Report
Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR MEETING
February 11, 2008
5:30pm

CALL TO ORDER

President Kevin Sipe called the regular meeting of the North Madison County Public Library System Board of Trustees to order at 5:30pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Members present were Kevin Sipe, Bette Dalzell, Dan Prieshoff, Pam Bohlander, Betty Caldwell and Mike Robertson. Also in attendance were Director Jamie Scott and Diana Shepard.

MINUTES

Minutes from the January 14 regular meeting were approved after a motion was made by Pam Bohlander and seconded by Bette Dalzell. Pam Bohlander made a motion to approve the minutes from the Board of Finance meeting held on January 14th, Bette Dalzell made a second and the minutes were approved.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Pam Bohlander signed checks.

OLD BUSINESS

Letter to Mayor Taylor

A letter to Mayor Merrill Taylor was read by the secretary and approved for signature by the board members with two minor changes. The following changes were recorded: are in the first paragraph was changed to is and a comma was added after Jamie Scott.

NEW BUSINESS

Conflict of Interest

Conflict of interest was tabled because Wayne Davidson was not in attendance.

2008 Budget and June Tax Draw

Director Jamie Scott distributed a spread sheet comparing 2006 circulation and attendance to 2007 circulation and attendance and also 2006 revenue compared to 2007 revenue. She explained that the statistics were positive for circulation. There was an increase in programs and attendance for these programs was up. Computer usage increased by 19,205 and wireless usage was up 262. Property tax was down \$30,950.35, County Option Income Tax was up \$56,605, State Distribution was down \$2,093, Financial Institutions Tax was down \$46, Commercial vehicle Excise Tax and License Excise Tax were down \$5,969.16, fines and fees were up \$593, and interest on investments was up \$1,343. This makes a total increase of \$19,482.49.

Comparing operating fund expenditures showed an increase in salaries and benefits of \$41,741; a decrease in utilities, supplies and other of \$3,818; and a decrease of books and other materials of \$34,965. This makes a total of increase of \$2,958.

Monty Manning the Alexandria Director, the Alexandria Board of Trustees and the Alexandria Town Council have voiced their opinion against library consolidation. They have been advised by Terri Austin's office that she will be attending their next board meeting and stated that she would be attending other local library's board meetings. We have been advised that if the 2% circuit breaker is implemented our revenue will be reduced by approximately \$50,000. If a 1% circuit breaker is implemented we do not know what impact it would have on our revenue. Patty Mauck from the Madison County Auditor's Office has advised that she does not anticipate that we will be receiving our June tax draw on time since trending is not finished and her hope is for a delayed tax draw. At the present time, our operating fund budget has approximately the same balance as last year. The book budgets and AV budgets are currently being cut by 75% with the hopes of being able to release the budgets to a 30% cut in March. The operating fund balance will be monitored month by month. There was not enough revenue received to pay our June debt service payment; therefore, funds will need to be borrowed from the operating fund at that time to cover this payment. The Indiana Library Federation has encouraged everyone to contact their Senators and Representatives. Jane Herndon of Ice Miller has advised that the Governor has proposed a hard cap on spending and if adopted whatever we spend in 2009 will be our cap from then on. The only increase would be by an increase in the county growth factor. If money gets tight the book budgets may need to be cut or hours and staff cut.

DIRECTOR'S REPORT

On February 2 Taylor Robertson fell in the parking lot. The incident was not reported at the time but his Grandmother called later to report the incident. He was taken to the hospital, given a CAT scan and it was determined he has a concussion. His father has expressed that he would like to view the video tape and our insurance company has advised that there is protocol to follow before a tape is released to him.

Emily is off on Workman's Compensation until at least March 7. She has restrictions which do not accommodate her work performance duties. She is scheduled for physical therapy three times a week and will be able to return to work when the restrictions are lifted. Beth Mehling is progressing well and could be expected to be off work up to twelve weeks with an anticipated return date of March 24. She will be on leave with pay starting February 11. The Director has approved leave without pay for thirty days and if her leave extends beyond the thirty days the board will be advised at the March board meeting. Mary Kiplinger fell and fractured her ankle bone and pulled her tendon. She has now returned to work. Trisha Shuler will return to work on February 12.

There are some minor issues with the new boilers. Lehman's stated that it could be caused by too much gas demand or a power outage. Ralph and Barbara did a good job cleaning up after the new boilers were installed. Author Denisa Nickell Hanania will present a program at Elwood on March 5. She has written a mystery entitled "Talent to

Deceive". Ms Hanania is from Burns Harbor, Indiana and has a degree from Purdue University. Denise Etchison from Frankton has written a book entitled "Picture yourself making jewelry and beading". She is in the process of writing a children's book. Jennifer Beach, the Regional Coordinator from the Indiana State Library, visited the library. She talked with the Director about certification. If the Indiana Library Historical Board votes to require continuing education in the form of LEU'S for certain librarians, it would only be a change in standards not changing law. This would only require the approval of the Governor and the Attorney General. If this comes about the new certification rules could take effect as soon as March or April. The current Youth Service manager may not return to work after her maternity leave in June. Under the new rules, if adopted, all new managers will be required to have a Library V certificate and sixty credit hours. If adopted we would be under the new rules for hiring a new Youth Service Manager. Jayanne Rumble, the new Adult Service Manager has her Library IV certificate and a bachelor's degree.

With no objections the meeting was adjourned.

<u>Amelia B. Brader</u>	<u>Bette Dalzell</u> Bette Dalzell, Secretary
<u>Betty J. Caldwell</u>	<u>Kevin Hipsley</u>
<u>Michael Robinson</u>	<u>Dan Prieshoff</u>
	<u>Wesley E. ...</u>

Register Of Claims

North Madison County Public Library System

Report Date: From 1/15/2008 To 2/11/2008

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	55	STATE BOARD OF ACCOUNTS	Operating Fund	Other	\$0.00	1/31/2008	STATE BOARD OF ACCOUNTS AUDIT CONDUCTED IN 2007
Total this claim					<u>\$0.00</u>		
0	58	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	2/6/2008	P/R ENDING 2/2/08
Total this claim					<u>\$155.00</u>		
0	57	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,561.55	2/6/2008	P/R ENDING 2/2/08
			Federal Taxes Withheld	Payroll Deductions	\$2,139.57		
			FICA	Payroll Deductions	\$1,265.59		
			Medicare	Payroll Deductions	\$295.96		
Total this claim					<u>\$5,262.67</u>		
0	42	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	1/23/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$17,189.61		
			Operating Fund	Wages of Janitor	\$1,412.56		
Total this claim					<u>\$20,238.68</u>		
0	56	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	2/6/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$17,361.75		
			Operating Fund	Wages of Janitor	\$1,414.00		
Total this claim					<u>\$20,412.26</u>		
0	43	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,548.24	1/23/2008	P/R ENDING 1/19/08
			Federal Taxes Withheld	Payroll Deductions	\$2,122.73		
			FICA	Payroll Deductions	\$1,254.81		
			Medicare	Payroll Deductions	\$293.43		
Total this claim					<u>\$5,219.21</u>		
0	45	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	1/23/2008	P/R ENDING 1/19/08
Total this claim					<u>\$155.00</u>		
24893	54	AUDIO VISUAL COMMUNICATI	Operating Fund	Professional Services	\$357.00	1/23/2008	SERVICE CONTRACT FOR JANUARY - MARCH 2008
Total this claim					<u>\$357.00</u>		
24894	53	BURNETTE - DELLINGER INC.	Operating Fund	Official Bonds	\$200.00	1/23/2008	BONDS FOR PAM BOHLANDER AND BETTY CALDWELL
Total this claim					<u>\$200.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24895	49	CHRONICLE TRIBUNE	Operating Fund	Summitville Period. & Newsp.	\$153.40	1/23/2008	52 WEEK SUBSCRIPTION FOR SUMMITVILLE
					Total this claim		
					\$153.40		
24896	46	CONSUMERS LIFE INSURANC	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$4,065.34 \$391.08	1/23/2008	HEALTH INSURANCE 2/1/08-3/1/08
					Total this claim		
					\$4,456.42		
24897	48	DAVID E. MORROW	Operating Fund	Consulting Services	\$90.00	1/23/2008	SECURITY GUARD WEEK ENDING 1/12/08 & 1/19/08
					Total this claim		
					\$90.00		
24898	50	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$120.00	1/23/2008	SNOW REMOVAL FOR 12/5/07, 12/7/07, 12/17/07 FOR SUMMITVILLE
					Total this claim		
					\$120.00		
24899	44	INDIANA DEPARTMENT OF RE	State Tax Withheld County Taxes Withheld	Payroll Deductions Payroll Deductions	\$1,436.85 \$490.17	1/23/2008	PAYROLL DEDUCTIONS FOR JANUARY
					Total this claim		
					\$1,927.02		
24900	51	INDIANA MICHIGAN POWER C	Operating Fund Operating Fund	Electricity Electricity	\$1,403.41 \$382.59	1/23/2008	SERVICE FOR ELWOOD & SUMMITVILLE
					Total this claim		
					\$1,786.00		
24901	47	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$896.36	1/23/2008	P/R ENDING 1/19/08
					Total this claim		
					\$896.36		
24902	52	TOWN OF FRANKTON	Operating Fund Operating Fund Operating Fund	Electricity Water Waste Disposal Services	\$309.54 \$13.00 \$10.90	1/23/2008	SERVICE FOR FRANKTON
					Total this claim		
					\$333.44		
24903	60	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$218.32	2/6/2008	SERVICE FOR ELWOOD
					Total this claim		
					\$218.32		
24904	59	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$870.52	2/6/2008	P/R ENDING 2/2/08
					Total this claim		
					\$870.52		
24905	64	NATIONAL CITY BANK 60	Operating Fund Operating Fund Debt Service Fund	Interest on Temporary Loans Tempory Loans Tempory Loans	\$414.16 \$86,000.00 121,000.00	2/4/2008	REPAY TEMPORARY LINE OF CREDIT PLUS INTEREST
					Total this claim		
					\$187,414.16		
24906	61	VECTREN ENERGY DELIVERY	Operating Fund Operating Fund	Gas Gas	\$243.74 \$217.92	2/6/2008	SERVICE FOR FRANKTON AND SUMMITVILLE
					Total this claim		
					\$461.66		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24907	62	VERIZON	Operating Fund	Telephone & Telegraph	\$103.00	2/6/2008	SRVCE FOR FRANKTON
Total this claim					\$103.00		
24908	63	WISE CHOICE LAWN CARE	Operating Fund	Professional Services	\$240.00	2/6/2008	LAWN CARE FOR SUMMITVILLE
Total this claim					\$240.00		
24909	65	ARAB TERMITE & PEST CONT	Operating Fund	Professional Services	\$47.00	2/11/2008	As per attached invoices.
Total this claim					\$47.00		
24910	66	AVAYA COMMUNICATION	Operating Fund	Telephone & Telegraph	\$105.57	2/11/2008	As per attached invoices.
Total this claim					\$105.57		
24911	94	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,129.38	2/11/2008	As per attached invoices.
			Operating Fund	Elwood Childrens	\$297.36		
			Operating Fund	Elwood YA	\$73.48		
			Operating Fund	Frankton	\$527.51		
			Operating Fund	Summitville	\$231.04		
			Gift	Elwood Childrens	\$107.11		
			Gift	Frankton	\$143.76		
			Gift	Summitville	\$118.67		
Total this claim					\$2,628.31		
24912	67	BINGHAM, FARRER & WILSON	Operating Fund	Legal Services	\$75.00	2/11/2008	LEGAL SERVICES
Total this claim					\$75.00		
24913	68	CHAPMAN ELECTRIC SUPPLY	Operating Fund	Operating Supplies	\$143.03	2/11/2008	As per attached invoices.
Total this claim					\$143.03		
24914	69	CINTAS LOCATION	Operating Fund	Cleaning & Sanitation Supplies	\$57.50	2/11/2008	As per attached invoices.
Total this claim					\$57.50		
24915	70	COOK ELECTRIC, INC.	Operating Fund	Professional Services	\$285.32	2/11/2008	TROUBESHOOT FOR FURNACE
Total this claim					\$285.32		
24916	71	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$150.00	2/11/2008	FIX SOFIT AT FRANKTON & SNOW REMOVAL AT FRANKTON
Total this claim					\$150.00		
24917	72	DELL MARKETING L.P./DELL U	Operating Fund	Office Supplies	\$209.68	2/11/2008	DELL INJET CATRIDGES
Total this claim					\$209.68		
24918	73	EDUCATION NETWORKS OF A	St Technology Fund Gr	Telephone & Telegraph	\$725.00	2/11/2008	INTERNET ACCESS SERVICE
Total this claim					\$725.00		
24919	74	ELWOOD CHAMBER OF COM	Operating Fund	Dues	\$66.00	2/11/2008	MEMBERSHIP DUES
Total this claim					\$66.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24920	75	ELWOOD FIRE EQUIPMENT C	Operating Fund Operating Fund	Professional Services Professional Services	\$209.70 \$50.85	2/11/2008	ABC SERVICED FOR ELWOOD & SUMMITVILLE
Total this claim					<u>\$260.55</u>		
24921	76	EMILY DAVIDSON	Operating Fund Operating Fund	Postage & UPS Summitville Programing	\$16.70 \$4.02	2/11/2008	PETTY CASH REIMBURSEMENT
Total this claim					<u>\$20.72</u>		
24922	77	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$32.15	2/11/2008	As per attached invoices.
Total this claim					<u>\$32.15</u>		
24923	78	GLOBAL GOV'T/IED	Operating Fund	Operating Supplies	\$64.49	2/11/2008	CLEANING CARTRIDGE
Total this claim					<u>\$64.49</u>		
24924	79	HORTON & SONS OF ELWOO	Operating Fund	Operating Supplies	\$148.69	2/11/2008	As per attached invoices.
Total this claim					<u>\$148.69</u>		
24925	93	INDIANA LIBRARY FEDERATI	Operating Fund	Dues	\$1,047.40	2/11/2008	INDIANA LIBRARY FEDERATION INSTITUTIONAL AND TRUSTEE MEMBERSHIP DUES
Total this claim					<u>\$1,047.40</u>		
24926	97	LEHMAN'S INC.	Operating Fund Rainy Day Fund	Professional Services Professional Services	\$342.50 \$18,924.00	2/11/2008	INSTALL TWO NEW BOILERS AT ELWOOD, TROUBLESHOOT BOILERS
Total this claim					<u>\$19,266.50</u>		
24927	80	MADISON	Operating Fund	Frankton Per. & Newsp.	\$15.00	2/11/2008	ONE YEAR SUBSCRIPTION FOR FRANKTON
Total this claim					<u>\$15.00</u>		
24928	81	MARSH SUPERMARKET	Gift	Elwood Children's Programing	\$37.07	2/11/2008	As per attached invoices.
Total this claim					<u>\$37.07</u>		
24929	95	MARY HENDRICK	Operating Fund	Traveling Expense	\$32.00	2/11/2008	MILEAGE
Total this claim					<u>\$32.00</u>		
24930	92	MIDWEST TAPE	Operating Fund Operating Fund Operating Fund	Frankton AV Elwood AV Summitville AV	\$174.22 \$216.89 \$230.89	2/11/2008	As per attached invoices.
Total this claim					<u>\$622.00</u>		
24931	82	MOVIE LICENSING USA	Operating Fund Operating Fund Operating Fund Operating Fund	Elwood Children's Programing Elwood Adult Programing Frankton Programing Summitville Programing	\$120.00 \$120.00 \$120.00 \$120.00	2/11/2008	ANNUAL COPYRIGHT COMPLIANCE SITE LICENSE
Total this claim					<u>\$480.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24932	83	ORIENTAL TRADING COMPAN	Gift	Elwood Children's Programming	\$150.74	2/11/2008	As per attached invoices.
				Total this claim	<u>\$150.74</u>		
24933	84	QUILL CORPORATION	Operating Fund	Office Supplies	\$598.91	2/11/2008	As per attached invoices.
				Total this claim	<u>\$598.91</u>		
24934	85	RAMSAY BUSINESS PRODUC	Operating Fund	Office Supplies	\$10.00	2/11/2008	As per attached invoices.
			Operating Fund	Office Supplies	\$25.42		
			Operating Fund	Office Supplies	\$14.08		
			Operating Fund	Equipment/Rental	\$50.94		
				Total this claim	<u>\$100.44</u>		
24935	86	RDJ SPECIALTIES, INC.	Operating Fund	Frankton Programing	\$81.65	2/11/2008	COLORING BOOKS
				Total this claim	<u>\$81.65</u>		
24936	96	SARAH McELFRESH	Operating Fund	Traveling Expense	\$75.20	2/11/2008	MILEAGE
				Total this claim	<u>\$75.20</u>		
24937	87	STEVE SCOTT	Operating Fund	Professional Services	\$125.00	2/11/2008	SNOW REMOVAL 1/21 & 2/1/08 - ELWOOD
				Total this claim	<u>\$125.00</u>		
24938	88	THOMAS BOUREGY & COMPA	Operating Fund	Elwood Adult	\$83.10	2/11/2008	STAND ORDER LARGE PRINT BOOKS
				Total this claim	<u>\$83.10</u>		
24939	89	TOPS TRUE VALUE	Operating Fund	Operating Supplies	\$39.95	2/11/2008	As per attached invoices.
				Total this claim	<u>\$39.95</u>		
24940	90	USI, INC	Operating Fund	Operating Supplies	\$272.39	2/11/2008	LAMINATION POUCHES
				Total this claim	<u>\$272.39</u>		
24941	91	WEBER OFFICE EQUIPMENT	Operating Fund	Operating Supplies	\$41.50	2/11/2008	TYPEWRITER PRINT WHEEL
				Total this claim	<u>\$41.50</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
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Total Amount of Claims \$279,157.98

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, February 08, 2008

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 11 day of February, 2008.

<u>(Annika & Bob Vanderhaar, Business Director)</u>	_____
<u>Betty Caldwell</u>	<u>Don Stahall</u>
<u>Michael Robertson</u>	<u>Don Pincus</u>

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/1/1998.

February 11, 2008

Mayor Merrill Taylor
1505 South B Street
Elwood, IN 46036

Dear Mayor:

The Board of the NMCPLS is concerned with the recent treatment of our Library Director, Jamie Scott, following her recent effort to assist the Elwood Police Department (EPD) with a piece of information that she considered to be of interest to the safety of the Elwood Community.

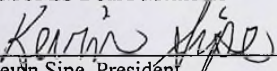
Further investigation of this matter indicates that your officer, Phil Caldwell's, actions potentially were: illegal, inappropriate and rude.

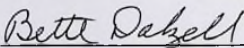
We are pleased that the EPD has assisted us in the past with issues concerning security and loitering on our premises, and we are happy that Officer Caldwell responded so quickly, but again do not approve of his methods.

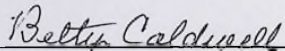
We believe our library director deserves a personal apology.

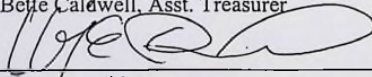
Sincerely,

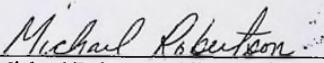
NMCPLS Board Members

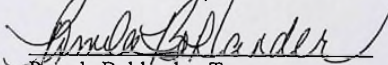

Kevin Sipe, President

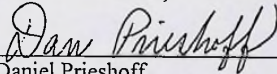

Bette Dalzell, Secretary


Bette Caldwell, Asst. Treasurer


Wayne Davidson


Michael Robertson, Vice President


Pamela Bohländer, Treasurer


Daniel Prieshoff

February 11, 2008

Mayor Merrill Taylor
1505 South B Street
Elwood, IN 46036

Dear Mayor:

The Board of the NMCPLS are concerned with the recent treatment of our Library Director, Jamie Scott, following her recent effort to assist the Elwood Police Department (EPD) with a piece of information that she considered to be of interest to the safety of the Elwood Community.

Further investigation of this matter indicates that your officer, Phil Caldwell's, actions potentially were: illegal, inappropriate and rude.

We are pleased that the EPD has assisted us in the past with issues concerning security and loitering on our premises, and we are happy that Officer Caldwell responded so quickly, but again do not approve of his methods.

We believe our library director deserves a personal apology.

Sincerely,

NMPLS Board Members

Kevin Sipe, President

Michael Robertson, Vice President

Bette Dalzell, Secretary

Pamela Bohlander, Treasurer

Bette Caldwell, Asst. Treasurer

Daniel Prieshoff

Wayne Davidson

	2006	2007	Difference		
Total Circulation	186,073	186,576	503		
Individual Resident Registered Borrower	9,679	10,007	328		
Non-Resident Borrowers including Student	18	37	19		
Reciprocal Borrowers	111	173	62		
Programs					
Children	379	394	15		
Young Adult	106	127	21		
Adult	35	87	52		
General Program for all ages	-	8	8		
Total	520	616	96		
Attendance					
Children	5,292	5,538	246		
Young Adult	430	489	59		
Adult	427	917	490		
General Program for all ages	-	786	786		
Total	6,149	7,730	1,581		
Computer Use E- 29150, F - 10515, H 6384					
	26,844	46,049	19,205		
Wireless Use Frankton had 141 for 2007	282	544	262		

	2006	2007	Difference	Received 2008	Difference
Operating Fund Income					
Property Tax	\$ 599,095	\$ 85,000	\$ (514,095)	\$ 483,144.65	\$(30,950.35)
COIT (County Option Income Tax)	\$ 206,181	\$ 262,786	\$ 56,605		\$ 56,605
State Distribution Tax	\$ 2,093	\$ -	\$ (2,093)		\$ (2,093)
Financial Institutions Tax	\$ 2,092	\$ 1,023	\$ (1,069)	\$ 1,023	\$ (46)
CVET (License Excise and Commercial Vehicle Excise Tax)	\$ 74,072	\$ 2,854	\$ (71,218)	\$ 65,248.84	\$ (5,969.16)
Fines and Fees	\$ 28,533	\$ 29,126	\$ 593		\$ 593
Interest on Investments	\$ 15,487	\$ 16,830	\$ 1,343		\$ 1,343
Total	\$ 927,553	\$ 397,619	\$ (529,934)	\$ 549,416.49	\$ 19,482.49
Operating Fund Expenditures					
Salaries and Benefits	\$ 590,225	\$ 631,966	\$ 41,741		
Utilities, Supplies and other	\$ 147,089	\$ 143,271	\$ (3,818)		
Book and other Materials	\$ 155,228	\$ 120,263	\$ (34,965)		
Total	\$ 892,542	\$ 895,500	\$ 2,958		

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	JAN 2007	JAN 2008	AMOUNT OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	3233	2828	-405	-13%	2828
JUVENILE	2509	1857	-652	-26%	1857
Y. A.	186	132	-54	-29%	132
PERIOD.	550	532	-18	-3%	532
AUDIO	288	242	-46	-16%	242
VIDEO	3196	3698	502	16%	3698
TOTAL	9962	9289	-673	-7%	9289

FRANKTON					
ADULT	749	1170	421	56%	1170
JUVENILE	591	574	-17	-3%	574
Y. A.	67	110	43	64%	110
PERIOD.	222	307	85	38%	307
AUDIO	48	46	-2	-4%	46
VIDEO	1076	1775	699	65%	3982
TOTAL	2753	3982	1229	45%	3982

HAZELBAKER					
ADULT	764	734	-30	-4%	734
JUVENILE	360	385	25	7%	385
Y. A.	48	51	3	6%	51
PERIOD.	144	100	-44	-31%	100
AUDIO	23	21	-2	-9%	21
VIDEO	866	799	-67	-8%	799
TOTAL	2205	2090	-115	-5%	2090

SYSTEM					
ADULT	4746	4732	-14	0%	4732
JUVENILE	3460	2816	-644	-19%	2816
Y. A.	301	293	-8	-3%	293
PERIOD.	916	939	23	3%	939
AUDIO	359	309	-50	-14%	309
VIDEO	5138	6272	1134	22%	6272
TOTAL	14920	15361	441	3%	15361

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	9717	2590	1409
REF.	54	39	4
ASSIST.	1206	326	127
COMP./WIRE	1038 / 58	814 / 4	734 / NA
PROG. A.	0 / 0	2 / 12	2 / 44
J.	54 / 417	0 / 0	0 / 0
TECH SERVICE PROCESSED 1230 ITEMS			

Agenda

March 10, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Public Comment
- Old Business
 - 1. Conflict of Interest
- New Business
 - 1. Beth Mehling – Leave Without Pay
 - 2. Addressing the Board Policy
- Director's Report
- Adjournment

MODE = MEMORY TRANSMISSION START=MAR-06 08:00 END=MAR-06 08:01

FILE NO.=854

STN NO.	COMM.	ONE-TOUCH/ ABR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:22

-ELWOOD LIBRARY -

Agenda

March 10, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

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*Please publish on
Friday or Saturday
and again on Monday*

Thank you

MODE = MEMORY TRANSMISSION START=MAR-06 07:58 END=MAR-06 07:59

FILE NO. -853

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:14

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

Agenda

March 10, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

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- Adjournment

*Please publish on
Friday or Saturday
and again on Monday*

Thank you

MODE = MEMORY TRANSMISSION START=MAR-06 08:02 END=MAR-06 08:06

FILE NO. -856

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<01>	FRANKTON	001/001	00:00:22

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

Agenda

March 10, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

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- Adjournment

MODE - MEMORY TRANSMISSION

START-MAR-06 08:07

END-MAR-06 08:07

FILE NO. =857

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<02>	SUMMITVILLE	001/001	00:00:21

-ELWOOD LIBRARY -

***** -17655520955 - ***** - 17655525001- *****

Agenda

March 10, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
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NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR MEETING
March 10, 2008
5:30pm

CALL TO ORDER

President Kevin Sipe called the regular meeting of the North Madison County Public Library to order on March 10, 2008 at 5:30pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Wayne Davidson, Dan Prieshoff, Kevin Sipe, Mike Robertson, Betty Caldwell, Pam Bohlander and Bette Dalzell. Also in attendance were Director Jamie Scott, Attorney Jeff Graham, Diana Shepard and Phil Caldwell.

MINUTES

Minutes from the February 11, 2008 regular meeting were approved after a motion was made by Mike Robertson and seconded by Pam Bohlander.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Pam Bohlander signed checks.

PUBLIC COMMENT

Phil Caldwell, the Assistant Chief of the Elwood Police Department, advised that he does have public comment. He advised due to recent incidents he has been given a letter that was signed by the board members. He asked that each and every board member verify that it is their signature on a letter addressed to Merrill Taylor dated February 11, 2008. Officer Caldwell voiced his displeasure concerning the content of the letter. Officer Caldwell was told that the incident was reported to the board by the Director and verified by other employees. Discussion was held concerning the letter written to Mayor Taylor. Attorney Jeff Graham was present and stated that he is representing the board and that the board is very happy with the police department in general and would like to compliment them for their past service. Mr. Graham stated that he would like to look at the incident and the law as it relates to what actually happened. A concern is toward future occurrences. Mr. Graham cited Indiana Code 5-14-34 which gives the entity the discretion to not release records that can be used to identify library patrons. Officer Caldwell stated that is an opinion of the law. He does not agree with that opinion of the law and would proceed in the same manner dealing with any future occurrences. Officer Caldwell stated that if the board is not willing to give him an apology he will file against each and every member of the board and the board itself. Officer Caldwell was advised that the board had no specific comment at that time. At that time Officer Caldwell left. After discussion, from all present, it was decided that the matter would be turned over to our attorney.

OLD BUSINESS

Conflict of Interest

Wayne Davidson signed a conflict of interest. It will be sent to John Richwine and then to the State Board of Accounts.

NEW BUSINESS

Beth Mehling—Leave Without Pay

A motion was made by Pam Bohlander to extend Beth Mehling's leave without pay for another thirty days. Dan Prieshoff made a second and the motion carried. The first thirty days that Beth was on leave without pay was approved by the Director.

Addressing the Board Policy

Bette Dalzell made a motion to accept the policy as presented. Betty Caldwell made a second and the motion carried.

DIRECTOR'S REPORT

Due to a recent incident where a child fell in the parking lot, it was discovered that the security system at Elwood is not working properly. Best Access was called and it was determined that the VCR and multiplexer are not working; however the cameras are working. Best Access is to give a quote to fix the problem. The IT manager will be talking with Radio Shack to see if they can help with the problem. Anderson Police Department has equipment to watch the VCR tapes. Terri Austin cancelled and did not attend the Alexandria Public Library board meeting. There was an early closure on March 4, 2008 due to inclement weather conditions and a late opening on March 5, 2008 for the same reason. Lehman's has replaced a flue sensor and raised the water temperature to 185 degrees. This seems to have helped the temperature in the building and the meeting room. Emily Davidson still has restrictions; no squatting or kneeling. She will be starting work conditioning therapy and has an anticipated return date of April 2, 2008.

Folklorist and author Joanne Raetz Stuttgen will present a program at the Elwood Library on April 9, 2008 at 7:00pm. She will feature her book entitled "Café Indiana: A Guide to Indiana's Down-Home Cafes". Author Dale Sporleder will be at the Elwood Library on April 19, 2008 at 2:00pm to give a power-point presentation about his book "124 Years Before the Navy Mast-The Patten Family". The Patten family served in the Navy during World War II. Marion "Frank" Walker will be at the Elwood Library on May 3, 2008 at 2:00pm to share his experiences during World War II as a Marine.

Director Scott thanked the board for their support and standing up for patron rights and confidentiality.

With no objections the meeting was adjourned.

Amelia Burkholder
Michael Robertson
ME

Bette Dalzell
Bette Dalzell, Secretary
Kerry

Register Of Claims

North Madison County Public Library System

Report Date: From 2/12/2008 To 3/10/2008

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	99	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	2/20/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$16,712.01		
			Operating Fund	Wages of Janitor	\$1,415.22		
			Total this claim		\$19,763.74		
0	100	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,511.95	2/20/2008	P/R ENDING 2/16/08
			Federal Taxes Withheld	Payroll Deductions	\$2,031.33		
			FICA	Payroll Deductions	\$1,225.38		
			Medicare	Payroll Deductions	\$286.57		
			Total this claim		\$5,055.23		
0	101	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$105.00	2/20/2008	P/R ENDING 2/16/08
				Total this claim			
0	124	1ST CHOICE LOCKSMITH	Operating Fund	Professional Services	\$0.00	3/10/2008	
				Total this claim			
0	111	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,467.84	3/5/2008	P/R ENDING 3/1/08
			Federal Taxes Withheld	Payroll Deductions	\$1,997.69		
			FICA	Payroll Deductions	\$1,189.64		
			Medicare	Payroll Deductions	\$278.20		
			Total this claim		\$4,933.37		
0	112	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$105.00	3/5/2008	P/R ENDING 3/1/08
				Total this claim			
0	110	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	3/5/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$16,247.09		
			Operating Fund	Wages of Janitor	\$1,304.20		
			Total this claim		\$19,187.80		
24942	98	DISCOUNT PAPER PRODUCT	Operating Fund	Office Supplies	\$102.88	2/12/2008	THREE INCH ADD ROLLS
				Total this claim			
24943	105	AVAYA COMMUNICATION	Operating Fund	Telephone & Telegraph	\$105.57	2/20/2008	As per attached invoices.
				Total this claim			
24944	104	CONSUMERS LIFE INSURANC	Operating Fund Insurance	Emp Cont Group Ins	\$4,836.11	2/20/2008	HEALTH INSURANCE PREMIUM 3/1/08-4/1/08
				Payroll Deductions	\$474.32		
				Total this claim			

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24945	106	INCOLSA	Operating Fund	Dues	\$150.00	2/20/2008	2008 INCOLSA MEMBERSHIP FEES
				Total this claim	\$150.00		
24946	102	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,459.39	2/20/2008	PAYROLL DEDUCTIONS FOR
			County Taxes Withheld	Payroll Deductions	\$494.66		FEBRUARY
				Total this claim	\$1,954.05		
24947	107	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$12.40	2/20/2008	SERVICE FOR SUMMITVILLE
				Total this claim	\$12.40		
24948	108	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$45.96	2/20/2008	SERVICE FOR SUMMITVILLE
				Total this claim	\$45.96		
24949	103	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$802.39	2/20/2008	P/R ENDING 2/16/08
				Total this claim	\$802.39		
24950	109	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$1,124.10	2/20/2008	SERVICE FOR ELWOOD
				Total this claim	\$1,124.10		
24951	114	BURNETTE - DELLINGER INC.	Operating Fund	Insurance	\$1,015.00	3/5/2008	WORKMAN'S COMP
				Total this claim	\$1,015.00		
24952	115	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$218.32	3/5/2008	As per attached invoices.
				Total this claim	\$218.32		
24953	116	FORT DEARBORN LIFE INSUR	Operating Fund	Emp Cont Group Ins	\$127.65	3/5/2008	LIFE INSURANCE 3/1/08-6/1/08
				Total this claim	\$127.65		
24954	117	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,224.84	3/5/2008	SERVICE FOR ELWOOD &
			Operating Fund	Electricity	\$370.67		SUMMITVILLE
				Total this claim	\$1,595.51		
24955	113	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$831.25	3/5/2008	P/R ENDING 3/1/08
				Total this claim	\$831.25		
24956	118	TOWN OF FRANKTON	Operating Fund	Electricity	\$393.81	3/5/2008	SERVICE FOR FRANKTON
			Operating Fund	Water	\$13.30		
			Operating Fund	Waste Disposal Services	\$12.40		
				Total this claim	\$419.51		
24957	119	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$369.44	3/5/2008	SERVICE FOR FRANKTON
				Total this claim	\$369.44		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24958	120	VISA	Operating Fund	Elwood Children's Programing	\$41.57	3/5/2008	As per attached invoices.
			Gift	Frankton Programing	\$143.40		
			Gift	Elwood Children's Programing	\$34.63		
				Total this claim	<u>\$219.60</u>		
24959	121	ARAB TERMITE & PEST CONT	Operating Fund	Professional Services	\$47.00	3/10/2008	SERVICE FOR ELWOOD
				Total this claim	<u>\$47.00</u>		
24960	158	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$596.01	3/10/2008	As per attached invoices.
			Operating Fund	Elwood Childrens	\$311.02		
			Operating Fund	Elwood YA	\$62.58		
			Operating Fund	Frankton	\$428.39		
			Operating Fund	Summitville	\$312.34		
			Gift	Elwood Childrens	\$16.54		
			Gift	Frankton Programing	\$178.96		
			Gift	Summitville	\$12.46		
				Total this claim	<u>\$1,918.30</u>		
24961	122	BANC OF AMERICA LEASING	Operating Fund	Equipment/Rental	\$485.12	3/10/2008	QUARTERLY LEASING MONOLTA COPIER - ELWOOD 4/1 - 6/30/08
				Total this claim	<u>\$485.12</u>		
24962	123	BARBARA SNIPES	Operating Fund	Traveling Expense	\$119.04	3/10/2008	MILEAGE FOR JANUARY & FEBRUARY
				Total this claim	<u>\$119.04</u>		
24963	125	BEN FRANKLIN - INDIANAPOLI	Operating Fund	Professional Services	\$603.00	3/10/2008	REPLACE FLUSH VALVE - ELWOOD
				Total this claim	<u>\$603.00</u>		
24964	126	CHAPMAN ELECTRIC SUPPLY	Operating Fund	Operating Supplies	\$34.96	3/10/2008	REPLACEMENT BULBS
				Total this claim	<u>\$34.96</u>		
24965	127	CHESTER INFORMATION TEC	Operating Fund	Technology Software	\$112.00	3/10/2008	CISCO SMARTNET ONE YEAR SERVICE AGREEMENT
				Total this claim	<u>\$112.00</u>		
24966	128	CINTAS LOCATION	Operating Fund	Cleaning & Sanitation Supplies	\$57.50	3/10/2008	As per attached invoices.
				Total this claim	<u>\$57.50</u>		
24967	129	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$550.00	3/10/2008	SNOW REMOVAL - FRANKTON
				Total this claim	<u>\$550.00</u>		
24968	130	EDUCATION NETWORKS OF A	St Technology Fund Gr	Telephone & Telegraph	\$725.00	3/10/2008	MONTHLY INTERNET ACCESS SERVICE
				Total this claim	<u>\$725.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24969	131	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$37.37	3/10/2008	As per attached invoices.
				Total this claim	<u>\$37.37</u>		
24970	132	GAYLORD BROS.	Operating Fund	Book Processing	\$149.37	3/10/2008	BOOK PROCESSING SUPPLIES
				Total this claim	<u>\$149.37</u>		
24971	133	HORTON & SONS OF ELWOO	Operating Fund	Operating Supplies	\$64.88	3/10/2008	As per attached invoices.
				Total this claim	<u>\$64.88</u>		
24972	134	IMAGETEC IN, LLC	Operating Fund	Professional Services	\$1,028.40	3/10/2008	ANNUAL TOSHIBA COPIER MAINTENANCE - ELWOOD
				Total this claim	<u>\$1,028.40</u>		
24973	135	KARDINAL SUPPLY, INC.	Operating Fund	Professional Services	\$25.00	3/10/2008	HOT & CHILL LOOP SERVICE CALL ELWOOD
				Total this claim	<u>\$25.00</u>		
24974	137	LANDMARK AUDIOBOOKS	Operating Fund	Elwood AV	\$1,920.00	3/10/2008	CD ANNUAL LEASE FOR ELWOOD & FRANKTON
			Operating Fund	Frankton AV	\$1,776.00		
				Total this claim	<u>\$3,696.00</u>		
24975	136	LEHMAN'S INC.	Operating Fund	Professional Services	\$404.39	3/10/2008	QUARTERLY SERVICE PLAN & FLUE SENSOR - ELWOOD
			Operating Fund	Repair Parts/Maintenance	\$12.00		
				Total this claim	<u>\$416.39</u>		
24976	138	LIBRARY CORPORATION, THE	Operating Fund	Automation	\$126.00	3/10/2008	AUTOMATION SUPPORT
			Operating Fund	Automation	\$0.00		
				Total this claim	<u>\$126.00</u>		
24977	139	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$65.00	3/10/2008	1ST QUARTER TRASH SERVICE FOR FRANKTON
				Total this claim	<u>\$65.00</u>		
24978	140	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$21.57	3/10/2008	As per attached invoices.
			Operating Fund	Summitville Programing	\$17.52		
				Total this claim	<u>\$39.09</u>		
24979	157	MIDWEST TAPE	Operating Fund	Elwood AV	\$349.84	3/10/2008	As per attached invoices.
			Operating Fund	Frankton AV	\$231.25		
			Operating Fund	Summitville AV	\$110.95		
				Total this claim	<u>\$692.04</u>		
24980	147	MTM INCORPORATED	Operating Fund	Professional Services	\$1,094.00	3/10/2008	ANNUAL MAINTENANCE READER PRINTER PERIOD 4/1/08-8/4/09
				Total this claim	<u>\$1,094.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24981	141	NANCY SUMNER	Operating Fund Operating Fund	Fuel, Oil and Lubricants Postage & UPS	\$21.76 \$14.90	3/10/2008	PETTY CASH REIMBURSEMENT
Total this claim					<u>\$36.66</u>		
24982	142	ORIENTAL TRADING COMPAN	Operating Fund	Frankton Programing	\$18.75	3/10/2008	As per attached invoices.
Total this claim					<u>\$18.75</u>		
24983	143	PERF-TURF LAWN SERVICE	Operating Fund	Professional Services	\$372.60	3/10/2008	SERVICE FOR ELWOOD & SUMMITVILLE
Total this claim					<u>\$372.60</u>		
24984	144	PROQUEST INFORMATION &	Operating Fund	Elwood Period. & News.	\$262.17	3/10/2008	CALL LEADER CONVERTED TO MICROFILM
Total this claim					<u>\$262.17</u>		
24985	145	QUILL CORPORATION	Operating Fund Operating Fund	Office Supplies Frankton Programing	\$208.23 \$28.56	3/10/2008	As per attached invoices.
Total this claim					<u>\$236.79</u>		
24986	146	RADIO SHACK	Operating Fund	Operating Supplies	\$19.48	3/10/2008	As per attached invoices.
Total this claim					<u>\$19.48</u>		
24987	148	RAMSAY BUSINESS PRODUC	Operating Fund Operating Fund Operating Fund Operating Fund	Office Supplies Office Supplies Office Supplies Equipment/Rental	\$10.00 \$26.56 \$21.05 \$50.94	3/10/2008	As per attached invoices.
Total this claim					<u>\$108.55</u>		
24988	149	SPECIALTY STORE SERVICES	Operating Fund	Book Processing	\$240.38	3/10/2008	As per attached invoices.
Total this claim					<u>\$240.38</u>		
24989	150	STATE CHEMICAL MANUFACT	Operating Fund Operating Fund	Operating Supplies Cleaning & Sanitation Supplies	\$708.47 \$151.00	3/10/2008	As per attached invoices.
Total this claim					<u>\$859.47</u>		
24990	151	STEVE SCOTT	Operating Fund	Professional Services	\$480.00	3/10/2008	SNOW REMOVAL - ELWOOD
Total this claim					<u>\$480.00</u>		
24991	152	THOMAS BOUREGY & COMPA	Operating Fund	Elwood Adult	\$83.10	3/10/2008	LARGE PRINT STANDING ORDER
Total this claim					<u>\$83.10</u>		
24992	153	TOPS TRUE VALUE	Operating Fund	Stationary & Supplies	\$19.99	3/10/2008	WET FLOOR SIGN
Total this claim					<u>\$19.99</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
24993	154	UPSTART	Operating Fund	Frankton Programing	\$53.20	3/10/2008	As per attached invoices.
			Gift	Frankton Programing	\$171.85		
Total this claim					<u>\$225.05</u>		
24994	155	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$292.99	3/10/2008	SERVICE FOR SUMMITVILLE
Total this claim					<u>\$292.99</u>		
24995	156	VERIZON	Operating Fund	Telephone & Telegraph	\$131.21	3/10/2008	SERVICE FOR FRANKTON
Total this claim					<u>\$131.21</u>		
Total Amount of Claims					\$79,026.85		

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, March 07, 2008

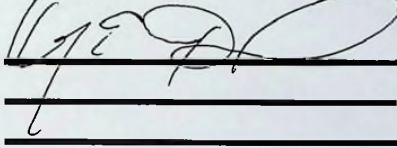
Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 10 day of March, 2008.

<u>Constance A. Bellard</u>	<u>Brian J. Lind</u>	
<u>Betty A. Calhoun</u>	<u>Betty J. Calhoun</u>	
<u>Michael O. Robertson</u>	<u>Dan Pieschall</u>	

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/1/1998.

If you wish to address the Library Board during the meeting...

The North Madison County Public Library System Board of Trustees welcomes you to this meeting. We conduct our meetings in compliance with the state Open Doors Law. Our board meetings are open for public observation. We are not required to allow the public to speak at meetings.

However, as we value the ideas and insights of our constituents, we allow 15 minutes of each meeting for public comment. If you wish to speak to this board during the "public comment" section of our agenda, please complete the form below and hand it to a board member before the meeting.

Only persons who have completed the form and returned it to the Director or a board member prior to the convening of the meeting will be allowed to speak.

The board president will divide the 15-minute segment by the number of persons who have requested to speak to determine the amount of time allocated to each person. The board president will then call on those persons one at a time to stand and address the board for no more than the allocated time.

We will not respond at this meeting to your questions, requests for information or requests for action. We will note your request and respond at a later time after board members have sufficient time to consider and deliberate about the issue.

During other portions of the board meeting, please refrain from comment unless the board asks you to comment. Board members are always anxious to hear from constituents outside the meeting, but our meeting agenda is usually full and does not allow us time for a continuous open forum.

Thanks for helping us conduct an open and orderly meeting.

Requests to speak to the NMCLPS Board during the public comment

This form must be completed and returned to the Director or a board member before the meeting if you wish to speak to the NMCLPS Board during the "public comment" section of the meeting agenda. The public comment will be conducted according to the format explained above.

Your name: _____

Group/organization you represent, if any: _____

Subject about which you will speak: _____

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	FEB 2006	FEB 2007	AMOUNT OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	2724	2733	9	0%	5561
JUVENILE	1904	2010	106	6%	3867
Y. A.	119	183	64	54%	315
PERIOD.	465	468	3	1%	1000
AUDIO	162	181	19	12%	423
VIDEO	2555	3664	1109	43%	7362
TOTAL	7929	9239	1310	17%	18528

FRANKTON					
ADULT	1221	1041	-180	-15%	2211
JUVENILE	788	670	-118	-15%	1244
Y. A.	101	97	-4	-4%	207
PERIOD.	332	309	-23	-7%	616
AUDIO	45	51	6	13%	97
VIDEO	1844	1574	-270	-15%	3349
TOTAL	4331	3742	-589	-14%	7724

HAZELBAKER					
ADULT	707	609	-98	-14%	1343
JUVENILE	347	266	-81	-23%	651
Y. A.	46	8	-38	-83%	59
PERIOD.	146	114	-32	-22%	214
AUDIO	9	15	6	67%	36
VIDEO	681	803	122	18%	1602
TOTAL	1936	1815	-121	-6%	3905

SYSTEM					
ADULT	4652	4383	-269	-6%	9115
JUVENILE	3039	2946	-93	-3%	5762
Y. A.	266	288	22	8%	581
PERIOD.	943	891	-52	-6%	1830
AUDIO	216	247	31	14%	556
VIDEO	5080	6041	961	19%	12313
TOTAL	14196	14796	600	4%	30157

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	8822	2439	1262
REF.	65	29	8
ASSIST.	1169	315	96
COMP./WIRE	2350 / 38	687 / 9	594 / N A
PROG. A.	5 / 28	5 / 20	1 / 22
J.	49 / 358	8 / 102	4 / 23
TECH SERVICE PROCESSED 528 ITEMS			

Agenda

April 14, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
 - 1. Non-Resident Fee Resolution
- Director's Report
- Public Comment
- Adjournment

***** -COMM. JOURNAL- ***** DATE APR-10-2008 TIME 15:00 *****

MODE - MEMORY TRANSMISSION

START=APR-10 14:59 END=APR-10 15:00

FILE NO.=443

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:19

-ELWOOD LIBRARY -

*****-17655520955 - ***** 17655525001-*****

Agenda

April 14, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
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 - 1. Non-Resident Fee Resolution
- Director's Report
- Public Comment
- Adjournment

*Please publish on
Friday or Saturday
and again on Monday.
Thank you
Diana*

MODE = MEMORY TRANSMISSION

START=APR-10 15:07 END=APR-10 15:07

FILE NO.=445

STN NO.	COMM.	ONE-TOUCH/ FBBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:22

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
 BOARD OF TRUSTEES
 REGULAR MEETING
 April 14, 2008
 5:30pm

CALL TO ORDER

President Kevin Sipe called the April 14, 2008 regular meeting of the North Madison County Public Library to order at 5:30pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Kevin Sipe, Wayne Davidson, Pam Bohlander and Mike Robertson. Also in attendance were Director Jamie Scott and Diana Shepard.

MINUTES

Minutes from the March 10, 2008 regular meeting were approved after a motion was made by Mike Robertson and seconded by Wayne Davidson.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Pam Bohlander signed checks.

OLD BUSINESS

The lighting at Frankton has not been fixed by Harris Electric. The issue of tar oozing out of the north side of the building has not been addressed by Don Myers of Myers Construction.

NEW BUSINESS

Non-Resident Fee Resolution

Pam Bohlander made a motion to keep the non-resident fee at \$50.00 per year. Wayne Davidson made a second and the motion carried. The non-resident fee resolution was signed.

DIRECTOR'S REPORT

It was explained how the proposed circuit breaker will effect funds available over the next three years. It is estimated that the library could loose revenue in the amount of \$106 in 2008, \$63,315 in 2009, and \$109,939 in 2010. With the loss of revenue, several ideas for budget cuts were proposed. They could include cutting hours and/or staff cuts. It was suggested that computers could be kept in the system for a longer period of time. Emily Davidson returned to work on April 3. She will work part-time for two weeks before returning full-time. Beth Mehling returned to work on April 14. She is planning to return full-time. Minutes are public record as soon as they are typed. Also any taped copies of the meeting are public record. New proposed certification requirements for public library professionals were explained. We are a class B library which will require the Director to have an ALA-MLS plus acquire 100 LEUs every five years. The proposed cost for certification has changed from

Agenda

April 14, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
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*Please publish on
Friday or Saturday
and again on Monday.*

*Thank you
Diana*

\$1.00 for life-time to \$50.00 every five years. Department and branch heads will be required to have an associate's degree or have completed 60 hours of college plus acquire 75 LEUs every five years. A professional assistant will be required to have a high school diploma plus acquire 50 LEUs every five years.

With no objections the meeting was adjourned.

Bette Dalzell

Bette Dalzell, Secretary

Annula S. Bullander

Dan Priesthoff

Betty J. Caldwell

Michael Robertson

Register Of Claims

North Madison County Public Library System

Report Date: From 3/11/2008 To 4/14/2008

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	160	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,464.22	3/19/2008	P/R ENDING 3/15/08
			FICA	Payroll Deductions	\$1,186.70		
			Federal Taxes Withheld	Payroll Deductions	\$1,992.75		
			Medicare	Payroll Deductions	\$277.52		
				Total this claim	<u>\$4,921.19</u>		
0	161	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$105.00	3/19/2008	P/R ENDING 3/15/08
				Total this claim	<u>\$105.00</u>		
0	192	STAR FINANCIAL BANK	Operating Fund	Official Records	\$11.30	4/7/2008	DEPOSIT SLIPS
				Total this claim	<u>\$11.30</u>		
0	179	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	4/2/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$16,102.01		
			Operating Fund	Wages of Janitor	\$1,404.30		
				Total this claim	<u>\$19,142.82</u>		
0	180	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,464.41	4/2/2008	P/R ENDING 3/29/08
			FICA	Payroll Deductions	\$1,186.85		
			Federal Taxes Withheld	Payroll Deductions	\$1,995.28		
			Medicare	Payroll Deductions	\$277.56		
				Total this claim	<u>\$4,924.10</u>		
0	159	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	3/19/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$16,095.62		
			Operating Fund	Wages of Janitor	\$1,407.90		
				Total this claim	<u>\$19,140.03</u>		
0	191	FRANKTON JR/SR HIGH SCHO	Operating Fund	Frankton	\$55.00	3/31/2008	PREPAY FOR FRANKTON YEARBOOK
				Total this claim	<u>\$55.00</u>		
0	181	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$105.00	4/2/2008	P/R ENDING 3/29/08
				Total this claim	<u>\$105.00</u>		
24996	166	AMBER JONES	Operating Fund	Traveling Expense	\$37.60	3/19/2008	MILEAGE
				Total this claim	<u>\$37.60</u>		
24997	165	AVAYA COMMUNICATION	Operating Fund	Telephone & Telegraph	\$105.57	3/19/2008	As per attached invoices.
				Total this claim	<u>\$105.57</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
24998	164	CONSUMERS LIFE INSURANC	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$4,517.29 \$560.95	3/19/2008	EMPLOYEE HEALTH INSURANCE
Total this claim					<u>\$5,078.24</u>		
24999	167	DAVID E. MORROW	Operating Fund	Consulting Services	\$54.00	3/19/2008	SECURITY GUARD 3/11/08 & 3/13/08
Total this claim					<u>\$54.00</u>		
25000	168	ELWOOD CHAMBER OF COM	Gift	Elwood Adult Programing	\$200.00	3/19/2008	BANNER SPONSORSHIP
Total this claim					<u>\$200.00</u>		
25001	172	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$280.00	3/19/2008	SNOW REMOVAL - SUMMITVILLE - JANUARY & FEBRUARY
Total this claim					<u>\$280.00</u>		
25002	162	INDIANA DEPARTMENT OF RE	State Tax Withheld County Taxes Withheld	Payroll Deductions Payroll Deductions	\$1,389.56 \$472.69	3/19/2008	PAYROLL DEDUCTIONS FOR MARCH
Total this claim					<u>\$1,862.25</u>		
25003	169	INDIANA LIBRARIES' UNEMPL	Operating Fund	Employee Benefits	\$1,079.14	3/19/2008	2008 UNEMPLOYMENT COMPENSATION POOL
Total this claim					<u>\$1,079.14</u>		
25004	170	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$12.40	3/19/2008	SERVICE FOR SUMMITVILLE
Total this claim					<u>\$12.40</u>		
25005	171	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$47.18	3/19/2008	SERVICE FOR SUMMITVILLE
Total this claim					<u>\$47.18</u>		
25006	163	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$756.69	3/19/2008	P/R ENDING 3/15/08
Total this claim					<u>\$756.69</u>		
25007	173	MARY HENDRICK	Operating Fund	Traveling Expense	\$89.60	3/19/2008	MILEAGE
Total this claim					<u>\$89.60</u>		
25008	178	PUBLIC EMP. RETIREMENT F	PERF Operating Fund PERF PERF	Payroll Deductions Emp Cont PERF Payroll Deductions Emp Cont PERF	\$3,291.46 \$6,257.02 \$0.00 \$0.00	3/19/2008	1ST QUARTER 2008 PERF CONTRIBUTIONS
Total this claim					<u>\$9,548.48</u>		
25009	174	RUFUS JESSIE	Operating Fund	Waste Disposal Services	\$42.00	3/19/2008	1ST QUARTERTRASH SERVICE - SUMMITVILLE
Total this claim					<u>\$42.00</u>		
25010	175	SANDRA N. OUSLEY	Operating Fund	Other	\$19.50	3/19/2008	LOST BOOK PAID FOR THEN FOUND
Total this claim					<u>\$19.50</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25011	177	U. S. POSTAL SERVICE (HASL	Operating Fund	Postage & UPS	\$500.00	3/19/2008	POSTAGE FOR POSTAGE METER
				Total this claim	\$500.00		
25012	176	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$1,328.12	3/19/2008	SERVICE FOR ELWOOD
				Total this claim	\$1,328.12		
25013	183	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$25.90	4/2/2008	As per attached invoices.
			Operating Fund	Telephone & Telegraph	\$5.51		
				Total this claim	\$31.41		
25014	184	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$218.32	4/2/2008	SERVICE FOR ELWOOD
				Total this claim	\$218.32		
25015	185	DAVID E. MORROW	Operating Fund	Consulting Services	\$120.00	4/2/2008	SECURITY GUARD WEEKS ENDING 3/22/08 & 3/29/08
				Total this claim	\$120.00		
25016	186	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,410.88	4/2/2008	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Electricity	\$348.11		
				Total this claim	\$1,758.99		
25017	182	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$746.59	4/2/2008	P/R ENDING 3/29/08
				Total this claim	\$746.59		
25018	187	NANCY SUMNER	Operating Fund	Elwood Indiana Room	\$45.00	4/2/2008	PETTY CASH REIMBURSEMENT
				Total this claim	\$45.00		
25019	188	POSTMASTER	Operating Fund	Postage & UPS	\$82.00	4/2/2008	POSTAGE STAMPS FOR FRANKTON
			Operating Fund	Postage & UPS	\$0.00		
				Total this claim	\$82.00		
25020	189	TOWN OF FRANKTON	Operating Fund	Electricity	\$317.23	4/2/2008	UTILITIES FOR FRANKTON
			Operating Fund	Water	\$13.30		
			Operating Fund	Waste Disposal Services	\$11.90		
				Total this claim	\$342.43		
25021	190	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$270.32	4/2/2008	SERVICE FOR FRANKTON
				Total this claim	\$270.32		
25022	212	ARAB TERMITE & PEST CONT	Operating Fund	Professional Services	\$197.00	4/14/2008	OUTSIDE TREATMENT FOR ANTS & MONTHLY PEST CONTROL - ELWOOD
				Total this claim	\$197.00		
25023	220	AUDIO VISUAL COMMUNICATI	Operating Fund	Professional Services	\$357.00	4/14/2008	2ND QUARTER SERVICE CONTRACT
				Total this claim	\$357.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25024	193	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,873.21	4/14/2008	As per attached invoices.
			Operating Fund	Elwood Childrens	\$770.59		
			Operating Fund	Elwood YA	\$119.76		
			Operating Fund	Frankton	\$1,100.41		
			Operating Fund	Summitville	\$842.35		
			Gift	Elwood Childrens	\$25.86		
			Gift	Frankton	\$28.93		
			Gift	Summitville	\$18.41		
				Total this claim	\$4,779.52		
25025	218	BETTER CONTAINERS MFG. C	Operating Fund	Operating Supplies	\$60.58	4/14/2008	NATIONAL LIBRARY WEEK BOOK BAGS
				Total this claim	\$60.58		
25026	194	BINGHAM, FARRER & WILSON	Operating Fund	Legal Services	\$377.71	4/14/2008	LEGAL SERVICE - CALDWELL MATTER
				Total this claim	\$377.71		
25027	213	BOOK PAGE	Operating Fund	Elwood Adult Programing	\$20.00	4/14/2008	As per attached invoices.
				Total this claim	\$20.00		
25028	195	CHESTER INFORMATION TEC	F'nk Bldg Project Gift	Technology Equipment	\$842.00	4/14/2008	LASER JET PRINTERS - FRANKTON - ELWOOD
			Operating Fund	Technology Equipment	\$320.00		
				Total this claim	\$1,162.00		
25029	196	CINTAS LOCATION	Operating Fund	Cleaning & Sanitation Supplies	\$57.50	4/14/2008	As per attached invoices.
				Total this claim	\$57.50		
25030	197	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$75.00	4/14/2008	SNOW REMOVAL - FRANKTON - 3/8/08
				Total this claim	\$75.00		
25031	198	EDUCATION NETWORKS OF A	Operating Fund	Telephone & Telegraph	\$725.00	4/14/2008	INTERNET ACCESS SERVICE
				Total this claim	\$725.00		
25032	199	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$630.00	4/14/2008	ANNUAL FIRE ALARM, SPRINKLER SYSTEM AND BACKFLOW TEST- ELWOOD
				Total this claim	\$630.00		
25033	200	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$159.05	4/14/2008	As per attached invoices.
				Total this claim	\$159.05		
25034	201	HORTON & SONS OF ELWOO	Operating Fund	Operating Supplies	\$192.65	4/14/2008	As per attached invoices.
				Total this claim	\$192.65		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25035	217	INDIANA HISTORICAL SOCIET	Operating Fund	Dues	\$40.00	4/14/2008	ANNUAL MEMBERSHIP FEE
					Total this claim		
					\$40.00		
25036	202	INDIANA STATE LIBRARY	PLAC	Other	\$270.00	4/14/2008	QUARTERLY PLAC SALES
					Total this claim		
					\$270.00		
25037	203	LANDMARK AUDIOBOOKS	Operating Fund	Frankton AV	\$700.00	4/14/2008	ANNUAL BOOKS ON CASSETTE LEASE
					Total this claim		
					\$700.00		
25038	215	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$68.00	4/14/2008	2ND QUARTER TRASH SERVICE - FRANKTON
					Total this claim		
					\$68.00		
25039	214	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$49.52	4/14/2008	As per attached invoices.
					Operating Fund	\$52.27	
					Operating Fund	\$4.99	
					Total this claim		
					\$106.78		
25040	219	MATTHEW BENDER & CO., IN	Operating Fund	Elwood Adult	\$43.35	4/14/2008	As per attached invoices.
					Total this claim		
					\$43.35		
25041	211	MIDWEST TAPE	Operating Fund	Frankton AV	\$589.72	4/14/2008	As per attached invoices.
					Operating Fund	\$1,090.45	
					Operating Fund	\$425.80	
					Total this claim		
					\$2,105.97		
25042	204	NEOPOST, INC.	Operating Fund	Office Supplies	\$195.20	4/14/2008	INK CARTRIDGE FOR POSTAGE METER
					Total this claim		
					\$195.20		
25043	205	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$148.97	4/14/2008	As per attached invoices.
					Total this claim		
					\$148.97		
25044	206	QUILL CORPORATION	Operating Fund	Office Supplies	\$739.51	4/14/2008	As per attached invoices.
					Total this claim		
					\$739.51		
25045	207	RAMSAY BUSINESS PRODUC	Operating Fund	Office Supplies	\$10.00	4/14/2008	As per attached invoices.
					Operating Fund	\$18.24	
					Operating Fund	\$50.94	
					Operating Fund	\$27.94	
					Total this claim		
					\$107.12		
25046	216	RDJ SPECIALTIES, INC.	Gift	Frankton Progaming	\$82.14	4/14/2008	As per attached invoices.
					Total this claim		
					\$82.14		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
25047	208	SARAH McELFRESH	Operating Fund	Traveling Expense	\$102.40	4/14/2008	MILEAGE
Total this claim					\$102.40		
25048	209	STATE CHEMICAL MANUFACT	Operating Fund	Cleaning & Sanitation Supplies	\$176.84	4/14/2008	CLEANING SUPPLIES
Total this claim					\$176.84		
25049	210	VERIZON	Operating Fund	Telephone & Telegraph	\$157.53	4/14/2008	SERVICE FOR FRANKTON
Total this claim					\$157.53		

Total Amount of Claims \$86,897.09

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, April 11, 2008

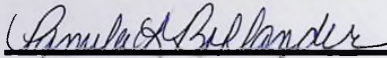

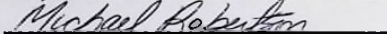

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 6 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$86,897.09

Date this 16 day of April, 2008.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/1/1998.

Resolution to Establish Non-resident Fees
North Madison County Public Library System

Whereas, IC 36-12-2-25(c) requires that a non-resident fee be established using the current total operating expenditures per capita, the members of the North Madison County Public Library System Board now sets its non-resident fee at \$50.00 per year.

Adopted the 14th day of April 2008.

AYE

NAY

<u>Annaliese Dalbinder</u>	_____
<u>Michael Robertson</u>	_____
<u>Kevin Dippel</u>	_____
<u>Cep</u>	_____
_____	_____
_____	_____

ATTEST:

Beth DeBell
Secretary of North Madison County Public Library System Board of Trustees

Current Law Estimates, HEA 1001 & 1478 (2007)

Proposed Circuit Breaker Estimates

COUNTY	UNIT NAME	2008	2009	2010	2008	2009	2010	2010	
		Total	Total	Total	Total	Total	Total	Credit at % of	Levy
		Estimated Credit \$	Estimated Credit \$	Estimated Credit \$	Estimated Credit \$	Estimated Credit \$	Estimated Credit \$	"Budget"	
Madison	Pendleton Community PL	0	0	2,171	0	4,838	28,045	1.7%	3.9%
Madison	North Madison Co Lib Syst	169	328	22,133	106	63,315	109,939	7.5%	12.4%
Madison	Alexandria-Monroe PL	87	117	1,964	39	20,287	43,474	8.2%	9.7%
Madison	Anderson Public Library	166	481	4,464	89	251,049	570,852	10.3%	14.8%

	Operating Budget	\$ Increase	% Increase	Total Operating Expenditure
2002	\$ 799,803			\$ 757,431
2003	\$ 831,315	\$ 31,512	3.9%	\$ 728,344
2004	\$ 873,230	\$ 41,915	5.0%	\$ 839,381
2005	\$ 990,645	\$ 117,415	13.4%	\$ 946,732
2006	\$ 1,015,679	\$ 25,034	2.5%	\$ 902,542
2007	\$ 1,051,011	\$ 35,332	3.5%	\$ 896,003
2008	\$ 1,090,512	\$ 39,501	3.8%	
	Operating Fund Income	\$ Increase/decrease	Difference between Operating budget and Operating Fund Income	
2006	\$ 927,553		\$ (88,126)	
2007	\$ 947,035.49	\$ 19,482.49	(103,975.51)	
2008	\$ 946,929.49	\$ (106.00)	\$ (143,582.51)	
2009	\$ 883,614.49	\$ (63,315.00)	??	
2010	\$ 773,675.49	\$ (109,939.00)	??	

Red = estimates

Proposed Certification Requirements for Public Library Professionals

- ⇒ Certification changes from life-time to 5-year increments
- ⇒ Certified staff will be grandfathered at their current level at their current job title in their current library. Once a staff person is hired for a new job at their current library or they are hired at another library, they would become subject to the new certification education requirements.
- ⇒ Continuing education will be required to maintain certification. Approved Library Education Units (LEUs) include: college & university coursework; workshops, seminars, institutes, lectures and training by certified trainers; and other continuing education opportunities as approved by the State Library. Over the 5 year certification period, 10 hours should be computer/technology related.
- ⇒ The cost changed from \$1.00 for life-time to \$50.00 every 5 years
- ⇒ New Librarian Certification Levels (Table on page 2)
- ⇒ New classification system: A, B, C – based on population (Table on page 2)
- ⇒ Voluntary Specialist Certification Levels (Table on page 2)
- ⇒ Public library directors serving populations greater than 10,000 are required to hold an ALA-MLS and directors serving populations less than 10,000 are required to hold a BA and 15 hours of library science courses
- ⇒ Library directors, branch heads, department heads and professional assistants must be certified
- ⇒ Professional assistant is defined to include positions in which a person devotes more than half of his or her time to work that calls for:
 1. knowledge of professional library practice, collections and of technical library processes;
 2. ability to deal with people in a professional capacity as distinguished from clerical; and
 3. includes, but not limited to, staff classified as librarians, paraprofessionals, catalogers, copy catalogers, reference assistants, program coordinators and department heads responsible for professional library duties.

Proposed Librarian Certification Levels

Librarian Certificate 1 (LC1) - ALA-accredited MLS degree (or equivalent) with 10 years professional library experience (or 6 years professional experience including 3 years supervisory experience)

Librarian Certificate 2 (LC2) - ALA-accredited MLS degree (or equivalent) with 3 years professional library experience

Librarian Certificate 3 (LC3) - ALA-accredited MLS degree (or equivalent)

Librarian Certificate 4 (LC4) - Bachelor's degree from an accredited college or university, including 15 semester hours of required library science courses

Librarian Certificate 5 (LC5) - 60 hours of college or associate's degree plus 9 semester hours of required library science courses

Librarian Certificate 6 (LC6) - High school diploma or GED with 5 years of library experience or 9 semester hours of required library science courses.

Proposed Specialist Certification Levels (Voluntary)

Specialist 1 - Accredited Master's degree with 10 years professional experience in subject field or 6 years professional experience in subject field including 3 years of supervisory experience

Specialist 2 - Accredited Master's degree with 3 years' professional experience in subject field

Specialist 3 - Accredited Master's degree

Specialist 4 - Bachelor's degree from an accredited college or university, including 15 semester hours of subject field

Specialist 5 - 60 hours of college or associate's degree plus 9 semester hours in subject field

<u>Classification Requirements</u>	<u>Director</u>	<u>Department and Branch Head</u>	<u>Professional Assistant</u>
Class A (Library population 40,000 and greater)	ALA- MLS + LC1 or higher PLUS 100 LEUs every 5 years	Bachelors + LC4 or higher PLUS 75 LEUs every 5 years	Associates + or 60 hrs College + LC5 or higher PLUS 50 LEUs every 5 years
Class B (Library population between 10,000 and 39,999)	ALA-MLS + LC2 or higher PLUS 100 LEUs every 5 years	Associates + or 60 hrs College + LC5 or higher PLUS 75 LEUs every 5 years	High School Diploma + LC6 or higher PLUS 50 LEUs every 5 years
Class C (Library population under 10,000)	Bachelors + LC4 or higher PLUS 100 LEUs every 5 years	High School Diploma + LC6 or higher PLUS 75 LEUs every 5 years	High School Diploma + LC6 or higher PLUS 50 LEUs every 5 years

About the Certification Taskforce

The Indiana State Library formed the Certification Taskforce in May 2007 and charged it to recommend new certification rules for Indiana library professionals that add validity and credibility to the profession and compliance with Indiana law. More information about the taskforce, its findings, and participants is available on WebJunction Indiana at <http://in.webjunction.org>. The State Library anticipates that the new rules, if adopted, could be enacted in the second quarter of 2008.

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	MAR 2007	MAR AMOUNT OF 2008	% OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	3080	3110	30	1%	8671
JUVENILE	2407	2058	-349	-14%	5925
Y. A.	193	218	25	13%	533
PERIOD.	474	556	82	17%	1556
AUDIO	252	183	-69	-27%	606
VIDEO	3201	4389	1188	37%	11751
TOTAL	9607	10514	907	9%	29042

FRANKTON					
ADULT	1176	1105	-71	-6%	3316
JUVENILE	734	817	83	11%	2061
Y. A.	94	153	59	63%	360
PERIOD.	344	363	19	6%	979
AUDIO	28	49	21	75%	146
VIDEO	1881	1548	-333	-18%	4897
TOTAL	4257	4035	-222	-5%	11759

HAZELBAKER					
ADULT	674	582	-92	-14%	1925
JUVENILE	389	291	-98	-25%	942
Y. A.	39	45	6	15%	104
PERIOD.	136	104	-32	-24%	318
AUDIO	32	11	-21	-66%	47
VIDEO	844	752	-92	-11%	2354
TOTAL	2114	1785	-329	-16%	5690

SYSTEM					
ADULT	4930	4797	-133	-3%	13912
JUVENILE	3530	3166	-364	-10%	8928
Y. A.	326	416	90	28%	997
PERIOD.	954	1023	69	7%	2853
AUDIO	312	243	-69	-22%	799
VIDEO	5926	6689	763	13%	19002
TOTAL	15978	16334	356	2%	46491

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	9667	2728	1535
REF.	54	38	13
ASSIST.	1275	309	177
COMP./WIRE	2482 / 31	830 / 9	711 / NA
PROG. A.	7 / 40	6 / 26	1 / 25
J.	46 / 420	8 / 81	18 / 91
TECH SERVICE PROCESSED 873 ITEMS			

Agenda

May 12, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

New Business

1. Yearly review of Internet Policy and Computer Use Policy
2. Technology Report – Sarah McElfresh
3. Amber Jones – Leave Without Pay

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

Regular Meeting
May 12, 2008
5:30pm

CALL TO ORDER

Vice President Mike Robertson called the May 12, 2008 regular meeting of the North Madison County Public Library Board of Trustees to order at 5:30pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were Mike Robertson, Dan Prieshoff, Bette Dalzell, Pam Bohlander and Betty Caldwell. Also in attendance were Director Jamie Scott, Administrative Assistant Diana Shepard, and Information Technology Manager Sarah McElfresh.

MINUTES

The minutes from the April 14, 2008 regular meeting were approved after a motion was made by Bette Dalzell and seconded by Pam Bohlander.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Pam Bohlander signed checks.

OLD BUSINESS

There was no old business brought forward.

NEW BUSINESS

Yearly review of Internet Policy and Computer Use Policy

Proposed changes to both policies were presented. The changes to both policies would remove "Patrons will be permitted to use the computers regardless of their fine balance." And be replaced with, "Patrons are responsible for fine balances over \$5.00 and will be required to pay \$1.00 towards their fine balance per each daily computer use until their fine is at or below \$5.00 effective August 1, 2008." It was explained that the patron would not be paying to use the computer, but would be paying on their accumulated fine balance. Pam Bohlander made a motion to approve the changes to the computer use policy as presented, Betty Caldwell made a second and the motion carried. Pam Bohlander made a motion to approve the changes to the public access computer policy as presented, Bette Dalzell made a second and the motion carried.

Technology Report—Sarah McElfresh

Sarah McElfresh, Technology Manager attended the meeting and explained several things that are taking place in her department. She explained how patrons with fines of \$5.00 and more will be blocked from computer use unless they pay \$1.00 on their accumulated fine balance for each day that they wish to use the computer. A staff member will unblock the patron for the day and a staff member will need to place a blocked status back on these patrons the next morning. Any patron with a fine balance of

\$5.00 or less is not blocked from computer use. Sarah also explained that patrons now have the ability to place books on hold from their home. They can only place items on hold from their home library and must be registered with a barcode and pin number. Patrons can cancel holds from home and the system will tell you when your hold will expire. We have received our letter of approval for E-rate funding. We are currently scheduled for installation of a second T-1 line. If we receive funding in 2009 we will continue to maintain the second T-1 line, if we do not receive funding for 2009 the second T-1 line will be disabled at that time. A new computer class which is in the process of being implemented is "Internet Safety for Parents." We are currently working on a data retention policy. Last week our filtering software crashed. Several days were spent by Sarah getting the cataloging system back up and running.

Amber Jones – Leave Without Pay

Amber Jones has asked for leave without pay for maternity leave. Amber's expected due date is June 4th with an expected return date of August 4th. She will have approximately three weeks with pay and the remainder will be without pay. Bette Dalzell made a motion granting Amber Jones leave without pay. Pam Bohlander made a second and the motion carried. It was discussed that Amber will pay her insurance premiums while on leave without pay.

DIRECTOR'S REPORT

The Director thanked the board for being kind to Sarah. It is planned to have department heads meet with the board at different times. Glenna Stewart, our full time cataloger, fell and now has a compound fracture to her ankle which required surgery. She will be off several weeks. On May 8 she had a doctor's appointment; it is still not ready for a cast. Her next appointment is on May 22. While Glenna is gone each department will be covering their own books. Diana and Katie will check in books and Janet may have extra hours.

The access to public records policy was used Friday at Summitville when an irate man came into the library insisting that the name of a juvenile patron be given to him. He was told that information cannot be given. He called the police, they came and the situation was taken care of. The police told the man not to come back into the library.

Ralph Maley is scheduled to have knee replacement surgery on May 23. A temporary part-time custodian will be hired to fill in for Ralph. This person will be paid minimum wage. Minimum wage is \$5.85. He will be off approximately six to eight weeks. This year's budget has not been approved. The City of Elwood had to cut \$1.5 million from their budget. A meeting is scheduled for May 13, 2008 by the County Commissioners to discuss the impact of HEA 1001 on local entities. Kevin Sipe, Mike Robertson, Jamie Scott and Diana Shepard plan to attend. Budgets will now have to go before a county board as well as a state board before approval. It appears the county board will consist of members from Anderson. The new E-newsletter has been a success with the patrons. Katie Burris is in charge of the E-newsletter. Brenda Click, an author from Summitville will be at Elwood on May 13th to talk about her book "A Gift of Peace". She has donated copies to all three libraries. Authors Nicole and Michael Kobrowski will be at the

Elwood Public Library on June 17, 2008 at 7:00pm to talk about their book entitled, "Haunted Back roads: Central Indiana".

Public comment was sought, there was none.

Pam Bohlander made a motion to adjourn, Bette Dalzell made a second, and the meeting was adjourned.

Bette Dalzell
Bette Dalzell, Secretary

Pam Bohlander Dan Priiskoff
Michael Robinson [Signature]
Kevin [Signature] [Signature]

Register Of Claims

North Madison County Public Library System

Report Date: From 4/15/2008 To 5/12/2008

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	235	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,590.91	4/30/2008	P/R ENDING 4/26/08
			FICA	Payroll Deductions	\$1,289.37		
			Federal Taxes Withheld	Payroll Deductions	\$2,264.74		
			Medicare	Payroll Deductions	\$301.54		
				Total this claim	<u>\$5,446.56</u>		
0	221	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	4/16/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$16,886.17		
			Operating Fund	Wages of Janitor	\$1,414.00		
				Total this claim	<u>\$19,936.68</u>		
0	237	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	4/30/2008	P/R ENDING 4/26/08
				Total this claim	<u>\$155.00</u>		
0	252	EDUCATION NETWORKS OF A	Operating Fund	Telephone & Telegraph	(\$725.00)	5/1/2008	CHANGE VOUCHER # 198 FROM OPERATING FUND TO ST TECHNOLOGY FUND GRANT FUND
			St Technology Fund Gr	Telephone & Telegraph	\$725.00		
				Total this claim	<u>\$0.00</u>		
0	234	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	4/30/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$17,746.85		
			Operating Fund	Wages of Janitor	\$1,413.03		
				Total this claim	<u>\$20,796.39</u>		
0	233	NATIONAL CITY BANK	Operating Fund	Other	\$3.00	4/24/2008	BANK CHARGE FOR CHECKS ON 3/18/2008
				Total this claim	<u>\$3.00</u>		
0	223	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	4/16/2008	P/R ENDING 4/12/08
				Total this claim	<u>\$155.00</u>		
0	222	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,525.17	4/16/2008	P/R ENDING 4/12/08
			FICA	Payroll Deductions	\$1,236.08		
			Federal Taxes Withheld	Payroll Deductions	\$2,093.36		
			Medicare	Payroll Deductions	\$289.09		
				Total this claim	<u>\$5,143.70</u>		
25050	225	COURT SQUARE LEASING CO	Operating Fund	Equipment/Rental	\$179.16	4/16/2008	QUARTERLY POSTAGE METER LEASE
				Total this claim	<u>\$179.16</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25051	231	DAVID E. MORROW	Operating Fund	Consulting Services	\$180.00	4/16/2008	SECURITY GUARD WKS ENDING 4/5/08 & 4/12/08
					Total this claim		
					\$180.00		
25052	226	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$180.00	4/16/2008	SNOW REMOVAL - SUMMITVILLE
					Total this claim		
					\$180.00		
25053	227	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$46.90	4/16/2008	SERVICE FOR SUMMITVILLE
					Total this claim		
					\$46.90		
25055	228	LOREN'S SERVICE CENTER	Operating Fund	Professional Services	\$32.10	4/16/2008	LAWN MOWER SERVICE
					Total this claim		
					\$32.10		
25056	224	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$764.97	4/16/2008	P/R ENDING 4/12/08
					Total this claim		
					\$764.97		
25057	229	POSITIVE PROMOTIONS, INC.	Gift	Elwood Children's Programing	\$34.48	4/16/2008	VOLUNTEER APPRECIATION
			Gift	Elwood Adult Programing	\$29.72		
					Total this claim		
					\$64.20		
25058	230	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$1,063.60	4/16/2008	SERVICE FOR ELWOOD
			Operating Fund	Gas	\$176.30		
			Operating Fund	Gas	\$0.00		
					Total this claim		
					\$1,239.90		
25059	240	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$36.94	4/30/2008	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$11.02		
			Operating Fund	Telephone & Telegraph	\$486.98		
					Total this claim		
					\$534.94		
25060	241	AVAYA COMMUNICATION	Operating Fund	Telephone & Telegraph	\$284.12	4/30/2008	QUARTERLY PHONE SERVICE AGREEMENT
					Total this claim		
					\$284.12		
25061	242	CHRONICLE TRIBUNE	Operating Fund	Elwood Period. & News.	\$153.40	4/30/2008	52 WEEK SUBSCRIPTION - ELWOOD
					Total this claim		
					\$153.40		
25062	243	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$203.42	4/30/2008	As per attached invoices.
					Total this claim		
					\$203.42		
25063	238	CONSUMERS LIFE INSURANC	Operating Fund	Emp Cont Group Ins	\$4,241.49	4/30/2008	MEDICAL INSURANCE 5/1/08-6/1/08
			Insurance	Payroll Deductions	\$848.07		
					Total this claim		
					\$5,089.56		
25064	244	DAVID E. MORROW	Operating Fund	Consulting Services	\$120.00	4/30/2008	SECURITY GUARD WKS ENDING 4/19 & 4/26/08
					Total this claim		
					\$120.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25065	245	HERALD BULLETIN, THE	Operating Fund	Summitville Period. & Newsp.	\$170.00	4/30/2008	12 MONTH SUBSCRIPTION - SUMMITVILLE
					Total this claim		
					\$170.00		
25066	236	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$2,181.99	4/30/2008	PAYROLL DEDUCTIONS FOR APRIL
			County Taxes Withheld	Payroll Deductions	\$737.58		
					Total this claim		
					\$2,919.57		
25067	246	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,415.68	4/30/2008	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Electricity	\$369.85		
					Total this claim		
					\$1,785.53		
25068	239	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$765.89	4/30/2008	P/R ENDING 4/26/08
					Total this claim		
					\$765.89		
25069	248	MARY HENDRICK	Operating Fund	Traveling Expense	\$70.40	4/30/2008	MILEAGE
					Total this claim		
					\$70.40		
25070	247	NANCY SUMNER	Operating Fund	Postage & UPS	\$34.51	4/30/2008	PETTY CASH REIMBURSEMENT
			Operating Fund	Operating Supplies	\$5.99		
			Operating Fund	Elwood Children's Programing	\$1.98		
			Operating Fund	Elwood Adult Programing	\$10.00		
					Total this claim		
					\$52.48		
25071	249	TOWN OF FRANKTON	Operating Fund	Electricity	\$323.22	4/30/2008	SERVICE FOR FRANKTON
			Operating Fund	Water	\$13.30		
			Operating Fund	Waste Disposal Services	\$12.65		
					Total this claim		
					\$349.17		
25072	250	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$130.93	4/30/2008	SERVICE FOR FRANKTON
					Total this claim		
					\$130.93		
25073	251	VISA	Operating Fund	Elwood Children's Programing	\$7.08	4/30/2008	As per attached invoices.
					Total this claim		
					\$7.08		
25074	253	ARAB TERMITE & PEST CONT	Operating Fund	Professional Services	\$47.00	5/12/2008	As per attached invoices.
					Total this claim		
					\$47.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25075	279	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$947.98	5/12/2008	As per attached invoices.
			Operating Fund	Elwood Childrens	\$1,065.32		
			Operating Fund	Elwood YA	\$310.23		
			Operating Fund	Frankton	\$1,213.41		
			Operating Fund	Summitville	\$696.87		
			Operating Fund	Elwood Children's Programing	\$15.58		
			Gift	Elwood Childrens	\$9.45		
			Gift	Frankton	\$69.53		
			Gift	Summitville	\$19.02		
			Gift	Elwood Adult	\$8.97		
Total this claim					\$4,356.36		
25076	263	BARBARA MCADAMS	Operating Fund	Postage & UPS	\$8.06	5/12/2008	PETTY CASH REIMBURSEMENT
			Operating Fund	Frankton Programing	\$55.37		
Total this claim					\$63.43		
25077	254	BARBARA SNIPES	Operating Fund	Traveling Expense	\$119.04	5/12/2008	MILEAGE FOR MARCH AND APRIL
Total this claim					\$119.04		
25078	255	BOOK PAGE	Operating Fund	Elwood Adult Programing	\$20.00	5/12/2008	As per attached invoices.
Total this claim					\$20.00		
25079	256	CHAPMAN ELECTRIC SUPPLY	Operating Fund	Operating Supplies	\$259.18	5/12/2008	As per attached invoices.
Total this claim					\$259.18		
25080	257	CHESTER INFORMATION TEC	Operating Fund	Techology Software	\$315.00	5/12/2008	FIFTEEN SYMANTEC LICENSES
Total this claim					\$315.00		
25081	258	CINTAS LOCATION	Operating Fund	Cleaning & Sanitation Supplies	\$59.57	5/12/2008	As per attached invoices.
Total this claim					\$59.57		
25082	259	EDUCATION NETWORKS OF A	St Technology Fund Gr	Telephone & Telegraph	\$725.00	5/12/2008	MONTHLY INTERNET ACCESS
Total this claim					\$725.00		
25083	260	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$111.25	5/12/2008	As per attached invoices.
Total this claim					\$111.25		
25084	265	HERALD BULLETIN, THE	Operating Fund	Frankton Per. & Newsp.	\$170.00	5/12/2008	ONE YEAR SUBSCRIPTION FOR FRANKTON
Total this claim					\$170.00		
25085	264	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$140.75	5/12/2008	As per attached invoices.
Total this claim					\$140.75		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25086	278	JOANNE RAETZ STUTTGEN, P	Operating Fund	Elwood Adult Programing	\$170.00	5/12/2008	PROGARM ADULT SERVICE - ELWOOD
Total this claim					\$170.00		
25087	277	MARION F. WALKER	Operating Fund	Elwood Adult Programing	\$96.00	5/12/2008	PROGRAM FOR ADULT SERVICE ELWOOD
Total this claim					\$96.00		
25088	261	MARSH SUPERMARKET	Gift Operating Fund Operating Fund Operating Fund	Elwood Children's Programing Elwood Children's Programing Elwood Adult Programing Summitville Programing	\$11.67 \$30.17 \$52.71 \$27.57	5/12/2008	As per attached invoices.
Total this claim					\$122.12		
25089	262	MATTHEW BENDER & CO., IN	Operating Fund	Elwood Adult	\$96.40	5/12/2008	As per attached invoices.
Total this claim					\$96.40		
25090	276	MIDWEST TAPE	Operating Fund Operating Fund Operating Fund	Frankton AV Elwood AV Summitville AV	\$545.74 \$1,365.25 \$22.99	5/12/2008	As per attached invoices.
Total this claim					\$1,933.98		
25091	266	NAPPANEE PUBLIC LIBRARY	Operating Fund	Dues	\$100.00	5/12/2008	2008 MEMBERSHIP DUES FOR NICCL
Total this claim					\$100.00		
25092	267	ORIENTAL TRADING COMPAN	Operating Fund Operating Fund	Summitville Programing Frankton Programing	\$41.75 \$169.85	5/12/2008	As per attached invoices.
Total this claim					\$211.60		
25093	268	QUILL CORPORATION	Operating Fund	Office Supplies	\$197.92	5/12/2008	As per attached invoices.
Total this claim					\$197.92		
25094	269	RAMSAY BUSINESS PRODUC	Operating Fund Operating Fund Operating Fund Operating Fund	Office Supplies Office Supplies Office Supplies Equipment/Rental	\$10.00 \$26.58 \$22.82 \$50.94	5/12/2008	As per attached invoices.
Total this claim					\$110.34		
25095	280	SARAH McELFRESH	Operating Fund	Traveling Expense	\$58.40	5/12/2008	MILEAGE
Total this claim					\$58.40		
25096	270	STANLEY SECURITY SOLUTIO	Operating Fund	Professional Services	\$15.00	5/12/2008	SECURITY SYSTEM MAINTENANCE
Total this claim					\$15.00		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
25097	271	THOMAS BOUREGY & COMPA	Operating Fund	Elwood Adult	\$83.10	5/12/2008	As per attached invoices.
Total this claim					\$83.10		
25098	272	TOPS TRUE VALUE	Operating Fund	Operating Supplies	\$3.39	5/12/2008	As per attached invoices.
Total this claim					\$3.39		
25099	275	UPSTART	Operating Fund Gift	Elwood Children's Programing Frankton Programing	\$17.50 \$365.44	5/12/2008	As per attached invoices.
Total this claim					\$382.94		
25100	273	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$89.96	5/12/2008	SERVICE FOR SUMMITVILLE
Total this claim					\$89.96		
25101	274	VERIZON	Operating Fund	Telephone & Telegraph	\$245.11	5/12/2008	SERVICE FOR FRANKTON
Total this claim					\$245.11		

Total Amount of Claims \$77,262.89

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, May 09, 2008

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 6 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$77,262.89

Date this 12 day of May, 2008.

<i>Amelia A. Bolander</i>	<i>B. T. DeBell</i>	
<i>Betty J. Caldwell</i>	<i>Don Pincuff</i>	
<i>Michael Robertson</i>		

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 11/1998.

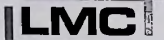
Under New Business #1 –Yearly Review of the computer policies. To conserve paper I am only including below the change we would like to make to both of the policies.

- Public Access Computer Policy proposed changes -

Require the use of acceptable identification for anyone using the Internet at the library. All persons residing in, or owning property in the townships we serve will be required to hold a current NMCPLS library card to access the library's computers. **Remove: Patrons will be permitted to use the computers regardless of their fine balance.** **Add: Patrons are responsible for fine balances over \$5.00 and will be required to pay \$1.00 towards their fine balance per each daily computer use until their fine is at or below \$5.00 effective August 1, 2008.** The patron's barcode needs to be kept confidential. If a patron's barcode is compromised the patron will have to purchase a new library card. When the barcode has been compromised, the offending patron using the barcode will not be allowed computer access for one week. Upon a second incident, a patron will be barred from computer access for six months. If a person is under 18 years of age, the parent/guardian will be notified of the punishment involved. The parent/guardian will need to accompany their child after the six months ban to reinstate privileges. A courtesy card may be issued to those who live outside the library district. It allows the user computer access for one year (this does not allow material checkout). This card must be renewed in order to continue computer use after its one-year expiration. If a person is a one-time only visitor to the library, they may use the NMCPLS guest pass. This guest pass is valid for a one-time use only. If a patron returns to use the computers they will be asked to obtain a courtesy card.

- Computer Use Policy proposed changes -

Users under the age of 18 must have an Internet Use Permission slip signed by a parent or legal guardian. We ask that parents and guardians read the North Madison County Public Library System Computer Use Policy before giving permission. Permission slips are available from the Youth and the Adult circulation desks and from circulation desks in the branch libraries. Library cards of young people with Internet Permission will be coded, and the permission will be recorded in the patron's file. All persons residing in, or owning property in the townships we serve will be required to hold a current NMCPLS library card to access the computers. **Remove: Patrons will be permitted to use the computers regardless of their fine balance.** **Add: Patrons are responsible for fine balances over \$5.00 and will be required to pay \$1.00 towards their fine balance per each daily computer use until their fine is at or below \$5.00 effective August 1, 2008.** A courtesy card may be issued to those who live outside the library district. It allows the user computer access for one year (this does not allow material checkout). This card can be renewed in order to continue computer use after its one-year expiration. If a person is a one-time only visitor to the library, they may use the NMCPLS guest pass. This guest pass is valid for a one-time use only. If a patron returns to use the computers, they will be asked to obtain a courtesy card.

 LMC SERVICE SOLUTIONS

April 30, 2008

Jamie Scott
North Madison County Public Library
1600 Main Street
Elwood, IN 46036

Dear Jamie,

You may have already seen the new look on our service vans or noticed the LMC on our shirts. I wanted to let you know what we are doing before the official rollout. We made a decision to create a new brand to allow our service department to operate without being identified with our mechanical contracting business. In the world of mechanical contractors most don't have service departments or at least ones that do anything more than their own warranty work. Our service department is very active in it's own markets and needed an individual identity. In addition, we are the "factory service" provider for many of the best manufacturer's rep firms in Indiana and as such perform new equipment start up and warranty service. To have an independent identity that is not associated with a contracting firm is a big advantage in that business.

The bottom line is that we created the LMC brand and we will be doing business as LMC Service Solutions in the service division of our business. The people are the same and we are still very much committed to being your service company. We have a toll free phone number but you will still be able to contact us either by that number or our local number. We have created a separate website for LMC Service Solutions and invite you to go to it at www.LMC-solutions.net. Now, as LMC we are going to be very excited to let everyone know what all we can do. We are very focused on our markets and we are not trying to serve every type of business. We are highly involved in schools, hospital and medical facilities, office buildings, server room specialty equipment and control systems. We are the service and sales representatives for many products that you may not even be aware of and we will be sending you more information in the coming weeks. Our association with Lehman's Mechanical gives us the ability to provide you with everything you need from service to large projects.

We just wanted you to know what's going on. If you have any questions please feel free to call either Mike Padfield or myself. I have enclosed our business cards with our cell numbers on them. As always, I'm at your service.

Sincerely,

Jim Maidlow
General Manager
LMC Service Solutions

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

MEMORANDUM

TO: All Library Directors and Financial Officers

CC: County Auditors and County Councils

FROM: Cheryl A.W. Musgrave, Commissioner *CWM*

SUBJECT: Library Budgetary Matters and HEA 1001

DATE: May 1, 2008

1. The purpose of this memorandum is to provide an interpretation from the Department of Local Government Finance of House Enrolled Act (HEA) 1001 as it pertains to public libraries in Indiana; particularly, the capital projects fund (CPF) maximum levy calculation and budget review process.

2. Library CPF and Maximum Levy Limits.

a. HEA 1001, Section 176 amended IC 6-1.1-18.5-10.3, effective on **January 1, 2009**. The amendment, which will apply to property taxes first due and payable in 2009, applies the property tax levy limits imposed by Indiana Code section 6-1.1-18.5-3 to the property taxes imposed by a library board for a CPF under Indiana Code chapter 36-12-12. Formerly, the property tax levy limits did not apply to property taxes imposed for a CPF. However, beginning with property taxes first due and payable in 2009, for purposes of computing the maximum property tax levy limit imposed on a library board, the property tax levy will now include the CPF.

b. Therefore, as a result of the aforementioned changes to Indiana Code section 6-1.1-18.5-10.3, in order to calculate the maximum levy for the 2009 library budget, **the Department will add the library's 2008 certified levy for the CPF to the 2008 maximum property tax levy for the library.** These 2008 certified levies -- added together -- will serve as the base by which the assessed value growth quotient will be applied to determine the library's maximum property tax levy for 2009.

3. Proposed Property Tax Levy; Approval.

a. HEA 1001, Section 163 amended Indiana Code section 6-1.1-17-20, effective as of March 19, 2008. This amendment made changes that subjects appointed library boards to greater budgetary scrutiny. **Indiana Code section 6-1.1-17-20 applies to each governing body of a taxing unit that is not comprised of a majority of officials who are elected to serve on the governing body (i.e., unelected board); and if the percentage increase in the proposed budget for the taxing unit for the following calendar year is more than the result of:**

(1) the assessed value growth quotient determined under Indiana Code section 6-1.1-18.5-2 for the following calendar year; minus

(2) one (1).

b. **Indiana Code section 6-1.1-17-20(c)** applies to a taxing unit (**public libraries are still excluded**) and states that if the taxing unit's assessed valuation is entirely contained within a city or town; or the assessed valuation of a taxing unit is not entirely contained within a city or town but the taxing unit was originally established by the city or town, the governing body of that taxing unit must submit its proposed budget and property tax levy to the city or town fiscal body. The proposed budget and levy must be submitted at least fourteen (14) days before the city or town fiscal body is required to hold budget approval hearings.

c. However, in Indiana Code section 6-1.1-17-20(d), **the sentence that previously excluded public libraries from the provision was removed by HEA 1001**. Thus, for a **public library** and for taxing units that do not meet the criteria in section 20(c) above (e.g., assessed value is not entirely within a city or town; nor was the taxing unit originally established by a city or town), the governing body of the taxing unit (e.g., library board) must submit its proposed budget and property tax levy to the county fiscal body in the county where the taxing unit has the most assessed valuation. **The proposed budget and levy must be submitted at least fourteen (14) days before the county fiscal body is required to hold budget approval hearings.**

d. Indiana Code sections 6-1.1-17-20(e) and (g) were deleted by HEA 1001.

e. New Indiana Code section 6-1.1-17-20(e), which was formerly section (f), states that the fiscal body of the city, town, or county (whichever applies) must review each budget and proposed tax levy and adopt a final budget and tax levy for the taxing unit. The fiscal body may reduce or modify but not increase the proposed budget or tax levy. **This section applies to appointed library boards.**

4. New Restrictions on Unelected, or Appointed, Boards.

a. HEA 1001, Section 164 added a new section to the Indiana Code, IC 6-1.1-17-20.5, effective on July 1, 2008. **This new section applies to the governing body of a taxing unit unless a majority of the governing body is comprised of officials who are elected to serve on the governing body (i.e., non-elected boards). This new section of the Indiana Code applies to appointed library boards.**

b. Indiana Code section 6-1.1-17-20.5 does not apply to taxing units whose tax levies are subject to review and modification by a city-county council under IC 36-3-6-9 (e.g., airport authority operating under IC 8-22-3 (local airport authority)).

c. If:

(1) the assessed valuation of a taxing unit is entirely contained within a city or town; or

(2) the assessed valuation of a taxing unit is not entirely contained within a city or town but the taxing unit was originally established by the city or town;

-- the governing body of the taxing unit may *not* issue bonds or enter into a lease payable in whole or in part from property taxes unless it obtains the approval of the city or town fiscal body.

d. For those mostly unelected governing bodies of taxing units that do not meet the aforementioned criteria (e.g., assessed value is not entirely within a city or town; nor was the taxing unit originally established by a city or town), such bodies may *not* issue bonds or enter into a lease payable in whole or in part from property taxes unless it obtains the approval of the county fiscal body in the county where the taxing unit has the most net assessed valuation.

5. Review of Budgets of Appointed Boards Chapter Repealed.

HEA 1001, Section 815 repealed Indiana Code chapter 36-12-14, effective upon passage, March 19, 2008. This chapter pertained specifically to appointed library boards and review by the appropriate fiscal body. This chapter was repealed because the new Indiana Code section 6-1.1-17-20 now addresses what was covered in Indiana Code chapter 36-12-14 with regards to increases in the library's proposed budget.

6. If you have questions or comments about this memorandum or HEA 1001, please feel free to contact your budget field representative. If you do not know your budget field representative, please visit http://www.in.gov/dlgf/files/Budget_Field_Staff_Assignments_and_Numbers.pdf for that information, or contact Dan Jones, Assistant Budget Division Director, at (317) 232-3773.

Agenda

June 9th, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
 - 1. Resolution for Temporary Operating Fund Loan
 - 2. Effects of House Enrolled Act 1001
 - 3. Board Meeting to Discuss Budget Cuts
 - 4. Time Line for 2009 Budget Approval
 - 5. New Certification Rule Changes
 - 6. Super Seal Quotes for Elwood and Summitville
 - 7. Memorial Bricks at Frankton
- Director's Report
- Public Comment
- Adjournment

MODE = MEMORY TRANSMISSION

START=JUN-05 07:33

END=JUN-05 07:34

FILE NO. =282

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001	OK	<04>	HERALD BULLETIN

PAGES

DURATION

001/001 00:00:25

-ELWOOD LIBRARY -

***** -17655520955 - ***** - 17655525001- *****

Agenda

June 9th, 2008

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Please publish on
Friday or Saturday,
and again on
Monday
Thank you
Diana

MODE = MEMORY TRANSMISSION

START=JUN-05 07:30

END=JUN-05 07:31

FILE NO. =281

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-ELWOOD LIBRARY -

***** -17655520955 - ***** - 17655525001- *****

Agenda

June 9th, 2008

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Board of Trustees

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*Please publish on
Friday or Saturday,
and again on
Monday
Thank you
Diana*

MODE = MEMORY TRANSMISSION

START=JUN-05 07:36 END=JUN-05 07:37

FILE NO.=284

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001	OK	<02>	SUMMITVILLE	001/001	00:00:23

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

Agenda
June 9th, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

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MODE = MEMORY TRANSMISSION

START=JUN-05 07:35 END=JUN-05 07:36

FILE NO.=283

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-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

Agenda

June 9th, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

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5:30 P.M.

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NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES

Regular Meeting
June 9, 2008
5:30pm

CALL TO ORDER

President Kevin Sipe called the regular meeting of the North Madison County Public Library Board of Trustees to order on June 9, 2008 at 5:30pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Kevin Sipe, Dan Prieshoff, Bette Dalzell, Pam Bohlander, Mike Robertson and Wayne Davidson. Also in attendance were Director Jamie Scott and Administrative Assistant Diana Shepard.

MINUTES

Minutes from the May 12, 2008 meeting were approved and signed after a motion was made by Mike Robertson and seconded by Dan Prieshoff.

OLD BUSINESS

There was no old business brought forward.

NEW BUSINESS

Resolution for Temporary Operating Fund Loan

Vice-President Mike Robertson read a resolution to declare an emergency for a temporary loan which would borrow \$1,000 from the Operating Fund to be receipted into the Debt Service Fund. Pam Bohlander made a motion to approve the resolution as presented. Mike Robertson made a second and the motion carried.

Effects of House Enrolled Act 1001

It was explained how the enactment of House Enrolled Act 1001 will effect libraries with the 1% cap, the circuit breaker and the homestead credit. We have not received approval of our 2008 budget and do not know what the impact will be. They are expecting significant revenue loss in 1009 and 1010. There will be larger expected revenue loss among cities that have seen little or no growth and have homes with smaller assessed value.

Board Meeting to Discuss Budget Cuts

It was decided to hold a special board meeting on Tuesday, June 24, 2008 at 5:30pm to discuss potential budget cuts.

Time Line for 2009 Budget Approval

A tentative time line for the 2009 budget was distributed. It is now required, that if a budget raises more than 3.7% over the previous year, it must be approved by our local

fiscal body before being presented to the Department of Local Government Finance for approval. Therefore, the time line may change.

New Certification Rule Changes

The new certification rules have been approved and will take effect July 1, 2008. Our library is considered Class B according to population. The director will be required to have an ALA-MLS plus a LC2 or higher and maintain 100 LEUs every five years. Department and Branch heads will be required to have an Associates degree or 60 college credit hours plus LC5 or higher and maintain 75 LEUs every 5 years. Current persons in these positions will be grandfathered in for five years. During that time they will not be required to pay \$50 for certification. They will be required to maintain their LEUs each year. The director will be required to take at least 20 LEUs per year and department heads will be required to take at least 15 LEUs per year. Ten of the LEUs during the five year period must be computer related.

Super Seal quotes for Elwood and Summitville

Quotes have been received from Super Seal for sealing and striping the parking lots at Elwood and Summitville. The quote for Summitville is \$1,105 and the quote for Elwood is \$1,975. Bette Dalzell made a motion to approve the quotes as presented. Wayne Davidson made a second. After discussion, it was decided to ask Super Seal to re-quote the job so the quotes would be good for the July meeting. Any decision was tabled until that time. Also it is to be determined if the quote included the alley at Summitville.

Memorial Bricks at Frankton

A quote has been received from Cazares Concrete in the amount of \$1,600 to level the bricks around the flag pole. The bricks would be taken up, concrete poured and the bricks replaced. The work would be paid for by FLAG. Mike Robertson made a motion giving FLAG permission to have the work done. Wayne Davidson made a second and the motion carried.

DIRECTOR'S REPORT

The sidewalk at Summitville needs to be re-leveled; the new owners stated they will honor the work done by A-1 Concrete. They have advised that more dirt needs to be brought in to change the way the water runs or the same problem will reoccur. Summitville Town Council has voted for a city wide trash pickup, the charge will be added to the water bill. They are also considering a burning ban. Mr. Hazelbaker is donating \$1,200 to the Hazelbaker Library to replace the window air conditioner in the meeting room, the refrigerator in the meeting room and the purchase of a Hazelbaker Foundation scholarship award plaque. His class reunion will be held at the Hazelbaker Library on June 21. Barbara Snipes, Wayne and Emily Davidson have donated paint and their time to paint the meeting room and book drop at Summitville.

AT&T is currently charging \$5.95 per month for the capability of sending international faxes. It was decided, since we only send one or two international faxes a year, the patron can use their credit card to pay for these faxes. Joe Metz and Jason Chestnut have been ban from the library for stealing Adolph Hitler books. The Director asked for

permission to ban them for life. It was decided, advice should be sought from the State Library as to any legal issues of a lifetime ban.

Ralph Maley had knee replacement surgery on May 23 and will be off work for approximately eight weeks. Tylor Hendrick is filling in for Ralph and seems to be doing a fine job. If Ralph is unable to return to work by August 1, Matt Helm, our student page, has agreed to fill in for Ralph until school starts. Glenna Stewart is still out. Amber Jones had a baby boy and is off on maternity leave. She will start on leave without pay on June 23. At that time she will pick up her insurance premium until she returns to work. She had the schedule and book order ready up until August; therefore there has not been any increase in staffing to replace her hours. So far we have only security during the evening hours, since summer is coming on, an additional security person may be hired to work some daytime hours. Brenda Click was at the Elwood Library on May 13 to present her book "A Gift of Peace". There were 37 people in attendance, she sold 25 books and has taken orders. Nicole and Michael Kobrowski will be at Elwood on Tuesday, June 17 at 7:00pm to talk about their book "Haunted Places of Indiana". Frankton Library will host Brenda Click on June 26, 2008 at 7:00pm for a presentation on her book and Darlene Landon-Ahdiel will be at Frankton Library on June 16, 2008 at 7:00pm to present her book "The Impressionable Years".

With no objections the meeting was adjourned.

<u>Amelia G. Lander</u>	<u>Bette Dalzell</u> Bette Dalzell, Secretary
<u>Betty J. Caldwell</u>	<u>Kevin Stipes</u>
<u>Michael Robertson</u>	<u>[Signature]</u>
	<u>[Signature]</u>

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES

Special Meeting
June 24, 2008
5:30pm

CALL TO ORDER

President Kevin Sipe called a special meeting of the North Madison County Public Library to order on Tuesday June 24, 2008 at 5:30pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were Kevin Sipe, Mike Robertson, Betty Caldwell, Pam Bohlander and Dan Prieshoff. Also in attendance were Director Jamie Scott and Administrative Assistant Diana Shepard.

NEW BUSINESS

Discuss Potential Budget Cuts

The library has not received its 1782 budget approval for 2008. Madison County is still waiting for certified assessed valuation.

Several handouts were distributed to help clarify items for discussion of budget cuts. It was explained that personal services make up 65.475 percent of the current budget. Supplies 4.140 percent, other services and charges 16.16 percent and capital outlay 14.218 percent.

Potential budget cuts discussed included, cutting the number of service hours at each branch. At Elwood going from 60 service hours per week to 48 hours. At each branch going from 52 service hours per week to 40 hours. Staff cuts were discussed and/or a hiring freeze. A thirty-five hour workweek for full-time employees was discussed.

Health insurance was discussed perhaps having the employee pay more of their insurance premium, 20 or 30 percent; having a bigger deductible; perhaps changing networks. A suggestion of Encore network was made. Another idea was to see if Anderson, Alexandria, Pendleton and Elwood Public Library could coordinate a health insurance program. The four libraries met on June 23, 2008 to see if there might be any potential coordination of services.

Cutting the furnace and air conditioner settings at night was discussed. Keeping computers in the system for a longer period of time was a possibility. Book budget cuts and hiring a collection agency to help retrieve materials was also discussed. A charge for the use of the meeting rooms was discussed.

If there would be the need of layoffs, voluntary layoff was suggested.

It was stated that any decisions that would hurt the staff should be avoided, if possible.

It was reported there is a water leak at Elwood. The Elwood Water Department has been very helpful in trying to determine the location of the leak. There is the potential of a water bill of \$2,300 next month. Roby's, Royal Flush and Mk Betts Engineering have been contacted.

Public comment was sought. There was none

With no objections the meeting was adjourned.

Bette Dalzell
Bette Dalzell, Secretary

Pamela Bohlander
Kevin Sipe

Betty J. Caldwell
Mike Robertson

Dan Prieshoff

Register Of Claims

North Madison County Public Library System

Report Date: From 5/13/2008 To 6/9/2008

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	298	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	5/28/2008	P/R ENDING 5/24/08
Total this claim					\$155.00		
0	282	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,563.81	5/14/2008	P/R ENDING 5/10/08
			FICA	Payroll Deductions	\$1,267.41		
			Federal Taxes Withheld	Payroll Deductions	\$2,247.78		
			Medicare	Payroll Deductions	\$296.40		
Total this claim					\$5,375.40		
0	283	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	5/14/2008	P/R ENDING 5/10/08
Total this claim					\$155.00		
0	297	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,578.93	5/28/2008	P/R ENDING 5/24/08
			FICA	Payroll Deductions	\$1,279.67		
			Federal Taxes Withheld	Payroll Deductions	\$2,264.49		
			Medicare	Payroll Deductions	\$299.26		
Total this claim					\$5,422.35		
0	296	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	5/28/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$17,520.27		
			Operating Fund	Wages of Janitor	\$1,414.00		
			Operating Fund	Wages of Janitor	\$69.03		
Total this claim					\$20,639.81		
0	281	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	5/14/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$17,430.98		
			Operating Fund	Wages of Janitor	\$1,374.49		
Total this claim					\$20,441.98		
25102	285	AT&T	Operating Fund	Telephone & Telegraph	\$91.66	5/14/2008	SERVICE FOR SUMMITVILLE
Total this claim					\$91.66		
25103	286	DAVID E. MORROW	Operating Fund	Consulting Services	\$82.50	5/14/2008	SECURITY GUARD FOR WEEKS ENDING 5/3/08 & 5/10/08
Total this claim					\$82.50		
25104	287	EMILY DAVIDSON	Operating Fund	Postage & UPS	\$2.02	5/14/2008	PETTY CASH REIMBURSEMENT
			Operating Fund	Summitville Programing	\$10.17		
Total this claim					\$12.19		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25105	288	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$202.76	5/14/2008	As per attached invoices.
				Total this claim	\$202.76		
25106	284	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$746.59	5/14/2008	P/R ENDIND 5/10/08
				Total this claim	\$746.59		
25107	289	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$661.37	5/14/2008	SERVICE FOR ELWOOD
				Total this claim	\$661.37		
25108	302	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$32.20	5/28/2008	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$5.10		
				Total this claim	\$37.30		
25109	300	CONSUMERS LIFE INSURANC	Insurance	Payroll Deductions	\$467.92	5/28/2008	HEALTH INSURANCE 6/1/08-7/1/08
			Operating Fund	Emp Cont Group Ins	\$4,731.77		
				Total this claim	\$5,199.69		
25110	303	DAVID E. MORROW	Operating Fund	Consulting Services	\$127.50	5/28/2008	SECURITY GUARD WEEKS ENDING 5/17/08 & 5/24/08
				Total this claim	\$127.50		
25111	299	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,498.46	5/28/2008	PAYROLL DEDUCTIONS FOR MAY
			County Taxes Withheld	Payroll Deductions	\$505.33		
				Total this claim	\$2,003.79		
25112	291	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,690.46	5/28/2008	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Electricity	\$399.64		
				Total this claim	\$2,090.10		
25113	292	INDIANA NEWSPAPERS, INC.	Operating Fund	Summitville Period. & Newsp.	\$208.00	5/28/2008	ONE YEAR SUBSCRIPTION TO INDIANAPOLIS STAR - SUMMITVILLE
				Total this claim	\$208.00		
25114	290	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$48.33	5/28/2008	SERVICE FOR SUMMITVILLE
				Total this claim	\$48.33		
25115	301	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$746.59	5/28/2008	P/R ENDING 5/24/08
				Total this claim	\$746.59		
25116	293	TOWN OF FRANKTON	Operating Fund	Electricity	\$348.29	5/28/2008	As per attached invoices.
			Operating Fund	Water	\$13.30		
			Operating Fund	Waste Disposal Services	\$12.11		
				Total this claim	\$373.70		
25117	294	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$40.01	5/28/2008	SERVICE FOR FRANKTON
				Total this claim	\$40.01		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25118	295	VISA	Operating Fund	Techology Software	\$100.00	5/28/2008	As per attached invoices.
			Operating Fund	Professional Services	\$7.14		
				Total this claim	<u>\$107.14</u>		
25119	332	ARAB TERMITE & PEST CONT	Operating Fund	Professional Services	\$47.00	6/9/2008	As per attached invoices.
				Total this claim	<u>\$47.00</u>		
25120	304	AVAYA COMMUNICATION	Operating Fund	Telephone & Telegraph	\$19.10	6/9/2008	As per attached invoices.
				Total this claim	<u>\$19.10</u>		
25121	335	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$2,035.28	6/9/2008	As per attached invoices.
			Operating Fund	Elwood Childrens	\$1,001.42		
			Operating Fund	Elwood YA	\$293.32		
			Operating Fund	Frankton	\$975.67		
			Operating Fund	Summitville	\$1,156.55		
			Operating Fund	Elwood Indiana Room	\$53.90		
			Gift	Frankton	\$32.35		
			Operating Fund	Title Source	\$295.00		
				Total this claim	<u>\$5,843.49</u>		
25122	305	BANC OF AMERICA LEASING	Operating Fund	Equipment/Rental	\$390.00	6/9/2008	QUARTERLY LEASE KONICA COPY MACHINE-ELWOOD
				Total this claim	<u>\$390.00</u>		
25123	306	BOOK PAGE	Operating Fund	Elwood Adult Programing	\$20.00	6/9/2008	ELWOOD
				Total this claim	<u>\$20.00</u>		
25124	336	BOYCE FORMS/SYSTEMS	Operating Fund	Official Records	\$143.22	6/9/2008	GENERAL RECEIPTS & LIBRARY BUDGET KIT
				Total this claim	<u>\$143.22</u>		
25125	307	BURNETTE - DELLINGER INC.	Operating Fund	Official Bonds	\$175.00	6/9/2008	BLANKET BOND
				Total this claim	<u>\$175.00</u>		
25126	308	CHESTER INFORMATION TEC	Operating Fund	Professional Services	\$118.75	6/9/2008	SYSTEMS ENGINEER
				Total this claim	<u>\$118.75</u>		
25127	309	CINTAS LOCATION	Operating Fund	Cleaning & Sanitation Supplies	\$59.57	6/9/2008	As per attached invoices.
				Total this claim	<u>\$59.57</u>		
25128	310	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$224.28	6/9/2008	SERVICE FOR ELWOOD
				Total this claim	<u>\$224.28</u>		
25129	311	CONSOLIDATED PLASTICS C	Operating Fund	Operating Supplies	\$129.19	6/9/2008	FLOORMAT - SUMMITVILLE
				Total this claim	<u>\$129.19</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25130	312	DESI BUSBY/CREATIVE MEM	Gift	Techology Software	\$64.15	6/9/2008	DIGITAL MEMORY PRESERVATION
				Total this claim	\$64.15		
25131	313	EDUCATION NETWORKS OF A	St Technology Fund Gr	Telephone & Telegraph	\$725.00	6/9/2008	INTERNET ACCESS SERVICE
				Total this claim	\$725.00		
25132	314	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$191.54	6/9/2008	As per attached invoices.
				Total this claim	\$191.54		
25133	315	FORT DEARBORN LIFE INSUR	Operating Fund	Emp Cont Group Ins	\$134.55	6/9/2008	LIFE INSURANCE 6/1/08-9/1/08
				Total this claim	\$134.55		
25134	316	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$141.92	6/9/2008	
				Total this claim	\$141.92		
25135	318	LIBRARY CORPORATION, THE	Operating Fund	Automation	\$10,542.00	6/9/2008	AUTOMATION SUPPORT
			Operating Fund	Automation	\$0.00		
				Total this claim	\$10,542.00		
25136	317	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$404.39	6/9/2008	QUARTERLY EXPRESS SERVICE PLAN
				Total this claim	\$404.39		
25137	319	MARSH SUPERMARKET	Operating Fund	Elwood Adult Programing	\$21.04	6/9/2008	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$52.92		
			Gift	Elwood Children's Programing	\$18.93		
				Total this claim	\$92.89		
25138	331	MIDWEST TAPE	Operating Fund	Frankton AV	\$90.96	6/9/2008	As per attached invoices.
			Operating Fund	Elwood AV	\$754.60		
			Operating Fund	Summitville AV	\$158.93		
				Total this claim	\$1,004.49		
25139	320	NANCY SUMNER	Operating Fund	Postage & UPS	\$6.80	6/9/2008	PETTY CASH REIMBURSEMENT
			Operating Fund	Fuel, Oil and Lubricants	\$35.02		
				Total this claim	\$41.82		
25140	321	NEOPOST, INC.	Operating Fund	Postage & UPS	\$185.00	6/9/2008	POSTAGE RATE INCREASE SOFTWARE FOR POSTAGE METER
				Total this claim	\$185.00		
25141	322	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$94.81	6/9/2008	SUMMER READING SUPPLIES - ELWOOD
				Total this claim	\$94.81		
25142	323	QUILL CORPORATION	Operating Fund	Office Supplies	\$216.56	6/9/2008	As per attached invoices.
				Total this claim	\$216.56		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25143	334	RAMSAY BUSINESS PRODUC	Operating Fund	Office Supplies	\$39.04	6/9/2008	As per attached invoices.
			Operating Fund	Office Supplies	\$18.19		
			Operating Fund	Equipment/Rental	\$50.94		
				Total this claim	<u>\$108.17</u>		
25144	324	SPECIALTY STORE SERVICES	Operating Fund	Book Processing	\$330.75	6/9/2008	As per attached invoices.
				Total this claim	<u>\$330.75</u>		
25145	325	STATE CHEMICAL MANUFACT	Operating Fund	Cleaning & Sanitation Supplies	\$404.26	6/9/2008	As per attached invoices.
				Total this claim	<u>\$404.26</u>		
25146	326	TOPS TRUE VALUE	Operating Fund	Operating Supplies	\$135.90	6/9/2008	As per attached invoices.
				Total this claim	<u>\$135.90</u>		
25147	333	U. S. POSTAL SERVICE (HASL	Operating Fund	Postage & UPS	\$500.00	6/9/2008	POSTAGE FOR POSTAL METER
				Total this claim	<u>\$500.00</u>		
25148	328	U.S. TOY CO/CONSTRUCTIVE	Operating Fund	Elwood Children's Programing	\$78.32	6/9/2008	SUMMER READING SUPPLIES - ELWOOD
				Total this claim	<u>\$78.32</u>		
25149	327	UPSTART	Operating Fund	Summitville Programing	\$69.01	6/9/2008	As per attached invoices.
			Operating Fund	Frankton Programing	\$1.60		
			Operating Fund	Elwood Childrens	\$17.95		
				Total this claim	<u>\$88.56</u>		
25150	329	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$17.78	6/9/2008	SERVICE FOR SUMMITVILLE
				Total this claim	<u>\$17.78</u>		
25151	330	WEBER OFFICE EQUIPMENT	Operating Fund	Professional Services	\$118.25	6/9/2008	TYPEWRITER REPAIR - SUMMITVILLE
				Total this claim	<u>\$118.25</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$87,759.47

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Wednesday, June 04, 2008

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 9 day of June, 2008.

<u><i>Annmarie G. ...</i></u>	<u><i>Beth Sabell</i></u>	_____
<u><i>Michael Robertson</i></u>	<u><i>Dan Prieshoff</i></u>	_____
<u><i>Kevin ...</i></u>	<u><i>Wendy ...</i></u>	_____

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/1/1998.

RESOLUTION TO DECLARE AN EMERGENCY
FOR A TEMPORARY LOAN

Whereas, the North Madison County Public Library System Board of Trustees received notice from the County Auditor that the North Madison County Public Library, due to a delay in the June tax draw, will not receive the tax draw in sufficient time to make its June lease rental payment in a timely manner. The North Madison County Public Library Board authorizes the Public Library Treasurer to declare an emergency and borrow \$1,000 from the Operating Fund to be receipted into the Debt Service Fund. The borrowed funds are to be repaid upon receipt of the June tax draw, no later than December 31, 2008.

Therefore, the North Madison County Public Library members do resolve to borrow from the Operating Fund an amount sufficient to make its June Debt Service payment.

Adopted this 9th day of June, 2008.

AYE

NAY

Michael Robertson
Kevin Pipes
Don Pirschhoff
Amelia & Bob Harder
Jeff Hinkler

ATTEST:

Bette Dalzell
Bette Dalzell, Secretary, North Madison
County Public Library System

City of Elwood - Property Tax Bill

Residential Property With Homestead Exemption

Year	2007	2008	2009	2010
Average Gross AV	48,156.00	48,156.00	48,156.00	48,156.00
Homestead Deduction	24,078.00	24,078.00	35,635.54	35,635.54
Mortgage Deduction	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>
Net AV	21,078.00	21,078.00	9,520.46	9,520.46
Property Tax Rate	* 4.5274	4.5274	4.4410	4.4410
Gross Tax Bill	954.29	954.29	422.80	422.80
State PTRC	148.96	148.96	0.00	0.00
State HSC	79.65	265.51	22.37	12.94
County HSC	<u>139.08</u>	<u>127.89</u>	<u>62.36</u>	<u>53.65</u>
Net Property Tax Bill	586.60	411.92	338.07	356.21
Refund Amount	63.06			
Tax Bill Change*		-21.32%	-17.93%	5.37%

Gross AV	100,000.00	100,000.00	100,000.00	100,000.00
Homestead Deduction	45,000.00	45,000.00	64,250.00	64,250.00
Mortgage Deduction	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>
Net AV	52,000.00	52,000.00	32,750.00	32,750.00
Property Tax Rate	4.5274	4.5274	4.4410	4.4410
Gross Tax Bill	2,354.25	2,354.25	1,454.43	1,454.43
State PTRC	367.50	367.50	0.00	0.00
State HSC	196.49	655.03	76.94	44.51
County HSC	<u>343.11</u>	<u>315.50</u>	<u>214.53</u>	<u>184.57</u>
Net Property Tax Bill	1,447.15	1,016.22	1,162.96	1,225.36
Tax Bill After Cap			1,162.96	1,000.00
Refund Amount	155.57			
Tax Bill Change*		-21.32%	14.44%	-14.01% *

Gross AV	150,000.00	150,000.00	150,000.00	150,000.00
Homestead Deduction	45,000.00	45,000.00	81,750.00	81,750.00
Mortgage Deduction	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>
Net AV	102,000.00	102,000.00	65,250.00	65,250.00
Property Tax Rate	4.5274	4.5274	4.4410	4.4410
Gross Tax Bill	4,617.95	4,617.95	2,897.75	2,897.75
State PTRC	720.86	720.86	0.00	0.00
State HSC	385.42	1,284.87	153.29	88.67
County HSC	<u>673.03</u>	<u>618.86</u>	<u>427.42</u>	<u>367.72</u>
Net Property Tax Bill	2,838.64	1,993.36	2,317.04	2,441.36
Tax Bill After Cap			2,250.00 *	1,500.00 *
Refund Amount	305.15			
Tax Bill Change*		-21.32%	12.87%	-33.33%

* 07/08 Tax Bill Change % is after refund amount.

JHS 5/11/08

Town of Pendleton - Property Tax Bill

Residential Property With Homestead Exemption

Year	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Average Gross AV	93,866.00	93,866.00	93,866.00	93,866.00
Homestead Deduction	45,000.00	45,000.00	62,103.10	62,103.10
Mortgage Deduction	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>
Net AV	45,866.00	45,866.00	28,762.90	28,762.90
Property Tax Rate	3.1453	3.1453	2.7068	2.7068
Gross Tax Bill	1,442.62	1,442.62	778.55	778.55
State PTRC	267.32	267.32	0.00	0.00
State HSC	103.54	345.19	36.67	21.25
County HSC	<u>169.71</u>	<u>156.08</u>	<u>96.07</u>	<u>82.60</u>
Net Property Tax Bill	902.05	674.04	645.81	674.70
Refund Amount	86.33			
Tax Bill Change*		-17.37%	-4.19%	4.47%
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Gross AV	100,000.00	100,000.00	100,000.00	100,000.00
Homestead Deduction	45,000.00	45,000.00	64,250.00	64,250.00
Mortgage Deduction	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>
Net AV	52,000.00	52,000.00	32,750.00	32,750.00
Property Tax Rate	3.1453	3.1453	2.7068	2.7068
Gross Tax Bill	1,635.56	1,635.56	886.48	886.48
State PTRC	303.07	303.07	0.00	0.00
State HSC	117.39	391.35	41.75	24.20
County HSC	<u>192.41</u>	<u>176.95</u>	<u>109.39</u>	<u>94.06</u>
Net Property Tax Bill	1,022.68	764.18	735.33	768.22
Refund Amount	97.87			
Tax Bill Change*		-17.37%	-3.78%	4.47%
<hr/>				
Gross AV	150,000.00	150,000.00	150,000.00	150,000.00
Homestead Deduction	45,000.00	45,000.00	81,750.00	81,750.00
Mortgage Deduction	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>
Net AV	102,000.00	102,000.00	65,250.00	65,250.00
Property Tax Rate	3.1453	3.1453	2.7068	2.7068
Gross Tax Bill	3,208.21	3,208.21	1,766.19	1,766.19
State PTRC	594.48	594.48	0.00	0.00
State HSC	230.27	767.65	83.19	48.22
County HSC	<u>377.42</u>	<u>347.10</u>	<u>217.95</u>	<u>187.39</u>
Net Property Tax Bill	2,006.03	1,498.97	1,465.05	1,530.58
Tax Bill After Cap			1,465.05	1,500.00
Refund Amount	191.98			
Tax Bill Change*		-17.37%	-2.26%	2.39%

* 07/08 Tax Bill Change % is after refund amount.

JHS 5/11/08

Time Line for 2009 Budget

- June 23rd -27th Schedule a board meeting to discuss current budget and potential cuts
- July 14, 2008: Regular monthly meeting at the Elwood Public Library
Initial budget review
- July 21st-25th Schedule a board meeting to further discuss the budget.
- Sometime in July or August Diana and I will meet with Linda Lessaris from the Department of Local Government and Finance.
- August 11, 2008: Regular monthly meeting at the Elwood Public Library
Approve 2008 Budget for publication
- August 18, 2008: 1st publication of budget (No later than September 9, 2007)
[IC 36-12-3-12, IC 5-3-1-2, IC6-1.1-17]
- August 25, 2008: 2nd publication of budget (No later than September 17,2007)
[IC 36-12-3-12, IC 5-3-1-2, IC6-1.1-17]
- August 28, 2008: Thursday 5:30 pm Public Hearing required for budget. Quorum is required. (Must be completed at least 10 days before the library board meets to adopt the budget. [IC 6-1.1-17-5 (a)])
- Sept. 8, 2008: Regular monthly meeting at the Elwood Public Library
Adopt 2008 Budget. Quorum is required.
- Sept. 9, 2008: Deliver budget to County Auditor. Library budget must be adopted by library board and submitted to County Auditor for submission to County Board of Tax Adjustment two days after library board adopts the budget. [IC 36-12-3-12]

Board signs Budget Forms 1 & 3 in August and Forms 4 & 5 in September

Proposed Certification Requirements for Public Library Professionals

- ⇒ Certification changes from life-time to 5-year increments
- ⇒ All staff working in a position affected by the new rule on the day it takes effect will be grandfathered at their current level at their current job title in their current library district. Once a staff person is hired for a new job within their current library district or they are hired at another library district, they would become subject to the new certification education requirements.
- ⇒ Continuing education will be required to maintain certification. Approved Library Education Units (LEUs) include: college & university coursework; workshops, seminars, institutes, lectures and training by certified trainers; and other continuing education opportunities as approved by the State Library.
- ⇒ The cost changed from \$1.00 for life-time to \$50.00 every 5 years
- ⇒ New Librarian Certification Levels (Table on page 2)
- ⇒ New classification system: A, B, C – based on population (Table on page 2)
- ⇒ Voluntary Specialist Certification Levels (Table on page 2)
- ⇒ Public library directors serving populations greater than 10,000 are required to hold an ALA-MLS and directors serving populations less than 10,000 are required to hold a BA and 15 hours of library science courses
- ⇒ Library directors, branch heads, department, heads and professional assistants must be certified
- ⇒ Professional assistant is defined to include positions in which a person devotes more than half of his or her time to work that calls for:
 1. knowledge of professional library practice, collections and of technical library processes;
 2. ability to deal with people in a professional capacity as distinguished from clerical; and
 3. includes, but not limited to, staff classified as librarians, paraprofessionals, catalogers, reference assistants, program coordinators and department heads responsible for professional library duties.

Proposed Librarian Certification Levels

Librarian Certificate 1 (LC1) - ALA-accredited MLS degree (or equivalent) with 10 years professional library experience (or 6 years professional experience including 3 years supervisory experience)

Librarian Certificate 2 (LC2) - ALA-accredited MLS degree (or equivalent) with 3 years professional library experience

Librarian Certificate 3 (LC3) - ALA-accredited MLS degree (or equivalent)

Librarian Certificate 4 (LC4) - Bachelor's degree from an accredited college or university, including 15 semester hours of required library science courses

Librarian Certificate 5 (LC5) - 60 hours of college or associate's degree plus 9 semester hours of required library science courses

Librarian Certificate 6 (LC6) - High school diploma or GED with 5 years of library experience or 9 semester hours of required library science courses.

Proposed Specialist Certification Levels (Voluntary)

Specialist 1 - Accredited Master's degree with 10 years professional experience in subject field or 6 years professional experience in subject field including 3 years of supervisory experience

Specialist 2 - Accredited Master's degree with 3 years' professional experience in subject field

Specialist 3 - Accredited Master's degree

Specialist 4 - Bachelor's degree from an accredited college or university, including 15 semester hours of subject field

Specialist 5 - 60 hours of college or associate's degree plus 9 semester hours in subject field

<u>Classification Requirements</u>	<u>Director</u>	<u>Department and Branch Head</u>	<u>Professional Assistant</u>
Class A (Library population 40,000 and greater)	ALA-MLS + LC1 or higher PLUS 100 LEUs every 5 years	Bachelors + LC4 or higher PLUS 75 LEUs every 5 years	Associates + or 60 hrs College + LC5 or higher PLUS 50 LEUs every 5 years
Class B (Library population between 10,000 and 39,999)	ALA-MLS + LC2 or higher PLUS 100 LEUs every 5 years	Associates + or 60 hrs College + LC5 or higher PLUS 75 LEUs every 5 years	High School Diploma + LC6 or higher PLUS 50 LEUs every 5 years
Class C (Library population under 10,000)	Bachelors + LC4 or higher PLUS 100 LEUs every 5 years	High School Diploma + LC6 or higher PLUS 75 LEUs every 5 years	High School Diploma + LC6 or higher PLUS 50 LEUs every 5 years

About the Certification Taskforce

The Indiana State Library formed the Certification Taskforce in May 2007 and charged it to recommend new certification rules for Indiana library professionals that add validity and credibility to the profession and compliance with Indiana law. More information about the taskforce, its findings, and participants is available on WebJunction Indiana at <http://in.webjunction.org>. The State Library anticipates that the new rules, if adopted, could be enacted in the second quarter of 2008.



1827 A Street, Elwood, IN 46036

Email: supersealinc@embarqmail.com

New Fax #: 574-267-7348

Proposal

Date: 5/15/2008

Job Number: 411

Proposal Submitted to:	Work To Be Performed At:
Elwood Public Library Diana Shephard 1600 Main St Elwood, IN 46036 Contact: Diana Shephard Phone: 765-552-5001	Job Name: Elwood Public Library Job Address: 1600 Main St City/ST: Elwood, IN Job Contact: Diana Shephard Job Phone: 765-552-5001 Lot Name: Parking Lot

Item	Description	Qty	Total
Hot Rubber Crackfill	Clean cracks of dirt & debris with compressed air. Fill cracks 1/4 inch and wider with Hot Rubber Sealant. Top-dress with sand to minimize tracking.	760	350.00
Seal Coat Lot	Clean lot of dirt & debris with mechanical blower and/or brooms. Treat oil spots with primer where needed. Apply 2 coats of "Brewer Cote" sealer with 2 pounds of sand per gallon added. Also use Tarmax high performance latex additive for better adhesion, durability, and a deep black finish.	17,954	1,350.00
Stripe New Sealer	Stripe 987 of 4" parking lines over new sealer using Acrylic latex paint. White or Yellow paint. Snap chalk lines when possible. Includes symbols/lettering as currently exist (2 handicaps)	887	275.00

Thank you for the opportunity to bid this work.	Terms	Subtotal	\$1,975.00
	Net 30	Sales Tax	\$0.00
		Total	\$1,975.00

All material is guaranteed to be as specified, and the above work is to be performed in accordance with the specifications submitted for above work and completed in a workmanlike manner for the sum and payment terms quoted above. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the proposal price. All agreements contingent upon strikes, accidents, weather, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance on above work. Workman's Compensation and Public Liability insurance on above work to be taken out by Super Seal, Inc. respectfully submitted by Bret Nicholson, president of Super Seal, Inc. This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal (Sign & Date)



1827 A Street, Elwood, IN 46036

Email: supersealinc@embarqmail.com

New Fax #: 574-267-7348

Proposal

Date: 5/15/2008

Job Number: 412

Proposal Submitted to:	Work To Be Performed At:
Summitville Community Library Diana Shephard 1600 Main St Elwood, IN Contact: Diana Shephard Phone: 765-552-5001	Job Name: Summitville Community Library Job Address: 1013 Church St City/ST: Summitville, IN Job Contact: Diana Shephard Job Phone: 765-552-5001 Lot Name: Parking Lot

Item	Description	Qty	Total
Hot Rubber Crackfill	Clean cracks of dirt & debris with compressed air. Fill cracks 1/4 inch and wider with Hot Rubber Sealant. Top-dress with sand to minimize tracking.	150	150.
Seal Coat Lot	Clean lot of dirt & debris with mechanical blower and/or brooms. Treat oil spots with primer where needed. Apply 2 coats of "Brewer Cote" sealer with 2 pounds of sand per gallon added. Also use Tarmax high performance latex additive for better adhesion, durability, and a deep black finish.	3,698	350
Stripe New Sealer	Stripe 198 of 4" parking lines over new sealer using Acrylic latex paint. White or Yellow paint. Snap chalk lines when possible. Includes symbols/lettering as currently exist.	198	150
Milled Repair	Mill damaged asphalt, minimum 1.5" deep. Apply tack. Furnish and place Hot Mix Asphalt and compact.	130	455.

Thank you for the opportunity to bid this work.	Terms	Subtotal	\$1,105.
	Net 15	Sales Tax	\$0
		Total	\$1,105

All material is guaranteed to be as specified, and the above work is to be performed in accordance with the specifications submitted for above work and completed in a workmanlike manner for the sum and payment terms quoted above. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the proposal price. All agreements contingent upon strikes, accidents, weather, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance on above work. Workman's Compensation and Public Liability insurance on above work to be taken out by Super Seal, Inc. respectfully submitted by Bret Nicholson, president of Super Seal, Inc. This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal (Sign & Date)

CAZARES CONCRETE LLC

6358 N 100 W
ALEXANDRIA, IN
46001-8221

Estimate

Date	Estimate #
5/12/2008	620

Name / Address
FRANKTON COMMUNITY LIBRARY 102 CHURCH ST. FRANKTON, IN 46044 FAX 765 754 3312

P.O. No.	JOB NAME	ADDRESS	CITY	CONTACT
620	FRANKTON COMMUNI...	102 CHURCH ST.	FRANKTON, IN	
Description		Qty	Cost	Total
TAKE OF THE BRICKS AND FIX UNDER THEM W/PERMANENT CONCRETE 1" TO 1 1/2" AND PUTTING BACK		1	1,600.00	1,600.00
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the Work as specified. Payment will be made as outlined above.			Total	\$1,600.00
Phone #	Fax #	E-mail		
765 649 7159	765 649 7281	cazaresconcrete@iol.com		

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	MAY 2007	MAY 2008	AMOUNT OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	3079	2757	-322	-10%	14170
JUVENILE	1502	1458	-44	-3%	9090
Y. A.	158	168	10	6%	884
PERIOD.	530	614	84	16%	2684
AUDIO	194	142	-52	-27%	921
VIDEO	2838	3644	806	28%	19770
TOTAL	8301	8783	482	6%	47519

FRANKTON					
ADULT	1187	1085	-102	-9%	5615
JUVENILE	565	659	94	17%	3519
Y. A.	100	170	70	70%	686
PERIOD.	320	358	38	12%	1711
AUDIO	30	36	6	20%	205
VIDEO	1536	1634	98	6%	8147
TOTAL	3738	3942	204	5%	19883

HAZELBAKER					
ADULT	786	708	-78	-10%	3294
JUVENILE	465	523	58	12%	1810
Y. A.	79	66	-13	-16%	235
PERIOD.	99	178	79	80%	626
AUDIO	10	42	32	320%	102
VIDEO	629	746	117	19%	3830
TOTAL	2068	2263	195	9%	9897

SYSTEM					
ADULT	5052	4550	-502	-10%	23079
JUVENILE	2532	2640	108	4%	14419
Y. A.	337	404	67	20%	1805
PERIOD.	949	1150	201	21%	5021
AUDIO	234	220	-14	-6%	1228
VIDEO	5003	6024	1021	20%	31747
TOTAL	14107	14988	881	6%	77299

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	7018	2800	1785
REF.	136	36	23
ASSIST.	1099	360	229
COMP./WIRE	2375 / 34	895 / 11	759 / NA
PROG. A.	2 / 74	0 / 0	4 / 64
J.	12 / 153	11 / 100	1 / 12

TECH SERVICES PROCESSED 927 ITEMS.

Agenda

June 24th, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Special Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- New Business
 - 1. Discuss Potential Budget Cuts
- Public Comment
- Adjournment

MODE = MEMORY TRANSMISSION

START=JUN-19 15:28

END=JUN-19 15:28

FILE NO. =505

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:21

-ELWOOD LIBRARY -

Agenda

June 24th, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Special Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- New Business
 - 1. Discuss Potential Budget Cuts
- Public Comment
- Adjournment

*Please publish on
Saturday and again
on Tuesday*

Thank you

MODE = MEMORY TRANSMISSION

START=JUN-19 15:26

END=JUN-19 15:27

FILE NO. =504

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:17

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

Agenda

June 24th, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Special Meeting
5:30 P.M.

Call to Order
Call for Quorum
New Business
 1. Discuss Potential Budget Cuts
Public Comment
Adjournment

*Please publish on
Saturday and again
on Tuesday*

Thank you

Elwood

	Current Open Hours	Current # of Hours	Suggested Open Hours	Suggested # of Hours	
Monday	9-8	11	10-7	9	
Tuesday	9-8	11	10-7	9	
Wednesday	9-8	11	10-7	9	
Thursday	9-8	11	10-7	9	
Friday	9-6	9	10-5	7	
Saturday	9-4	7	10-3	5	
		60		48	12
Number of Staff	Number of Staff Hours				
Adult Desk					
2 Full Time	80	2 Full Time	80		
5 Part Time	100	4 Part Time	80		Jayanne - one night
	180		160		Katie - one night
					Nancy - one night
					Part time - 3 nights
Youth Desk					
1 Full Time	40	1 Full Time	40		
3 Part Time	60	2 Part Time	40		
1 Part Time Page	20	1 Part Time Page	20		
	120		100		
Information Technology					
1 Full Time	40		40		
1 Part Time	20		20		
	60		60		
Tech Services					
1 Full Time	40		40		
1 Part Time	20		20		
	60		60		
	420		380	40	

Summitville

	Current Open Hours	Current # of Hours	Suggested Open Hours	Suggested # of Hours	
Monday	9-7	10	10 10-6	8	
Tuesday	9-7	10	10 10-6	8	
Wednesday	9-7	10	10 10-6	8	
Thursday	9-7	10	10 10-6	8	
Friday	9-5	8	8 10-4	6	
Saturday	9-1	4	11-1	2	
		<u>52</u>		<u>40</u>	12

Number of Staff	Number of Staff Hours		
2 Full Time	80	2 Full Time	80
1 Part Time	<u>20</u>		<u>10</u>
	100		90

Frankton

	Current Open Hours	Current # of Hours	Suggested Open Hours	Suggested # of Hours
Monday	9-7	10	10 10-6	8
Tuesday	9-7	10	10 10-6	8
Wednesday	9-7	10	10 10-6	8
Thursday	9-7	10	10 10-6	8
Friday	9-5	8	8 10-4	6
Saturday	9-1	4	11-1	2
		52		40

12

Number of Staff Number of Staff Hours

2 Full Time	80	2 Full Time	80	
		1 Part Time that floats		
2 Part Time	40	between branches	10	
	120		90	30

YEARLY 2008 INSURANCE PREMIUMS FOR FULL TIME PARTICIPANTS

100%	\$ 63,864.60	LIBRARY
90%	\$ 57,478.11	NOW PAYS 90%
80%	\$ 51,091.64	SAVINGS IF PAYING
70%	\$ 44,705.19	80% \$ 6,386.47 INSTEAD OF 90%
		70% \$ 12,772.92 INSTEAD OF 90%

QUARTERLY LIFE INSURANCE PREMIUM

\$ 134.55

YEARLY LIFE INSURANCE PREMIUM

\$ 538.20

Operating Fund	2007	2008	+/-	Percent of 2008 budget	Justification
1. Personal Services					
Salaries and Wages					
Librarian/Director	42,250	44,363	2,113	4.068%	
Hourly Employees	423,036	444,188	21,152	40.732%	
Administrative Assistant	31,525	33,101	1,576	3.035%	
Treasurer	300	300	-	0.028%	
Janitors	33,000	34,650	1,650	3.177%	
Employee Benefits				0.000%	
Employer's FICA	41,000	43,000	2,000	3.943%	
Unemployment Comp.	1,750	1,750	-	0.160%	
PERF	32,000	34,000	2,000	3.118%	
Group Health Ins. Opt.	65,550	78,660	13,110	7.213%	Increase of 20%
Sick Pay	-	-	-	0.000%	
Total Personal Services	670,411	714,012	43,601	65.475%	Increase of 6.5%
2. Supplies					
Office Supplies					
Official Record	1,000	1,000	-	0.092%	
Stationery/Printing	500	500	-	0.046%	
Other Office Supplies	10,000	10,000	-	0.917%	
Operating Supplies				0.000%	
Cleaning/Sanitation	3,100	3,500	400	0.321%	
Fuel, Oil, Lubricants	150	150	-	0.014%	
Other Operating Supplies	8,000	8,500	500	0.779%	
Repair & Maintenance Supplies				0.000%	
Building Materials	500	500	-	0.046%	
Painting	1,000	500	(500)	0.046%	
Repair Parts	1,000	1,000	-	0.092%	
Other Maintenance	500	500	-	0.046%	
Book Processing	4,000	4,000	-	0.367%	
Other Supplies					
Automation	15,000	15,000	-	1.376%	
Total Supplies	44,750	45,150	400	4.140%	
3. Other Services & Charges					
Professional Services					
Consulting Services	2,000	4,000	2,000	0.367%	
Engineer/Architect	2,000	100	(1,900)	0.009%	
Legal	2,000	2,000	-	0.183%	
Professional Services	23,000	23,000	-	2.109%	
Other Professional Services			-	0.000%	
Communication & Transportation					
Telephone	38,800	31,750	(7,050)	2.911%	\$15,750 not \$22,800
Postage	3,500	3,700	200	0.339%	
Travel Expenses	3,000	3,000	-	0.275%	
Professional Meetings	1,000	1,000	-	0.092%	
Programming					
Elwood Children's	3,500	3,500	-	0.321%	
Elwood Adults	1,400	1,400	-	0.128%	
Frankton	2,500	2,500	-	0.229%	
Summitville	1,250	1,250	-	0.115%	
Title Source (Baker & Taylor)	2,900	3,100	200	0.284%	
Printing & Advertising					
Advertise/Publication	500	600	100	0.055%	
Printing			-		
Insurance					
Official Bonds	400	400	-	0.037%	
Other Insurance	16,000	18,000	2,000	1.651%	
Utility Services					

Gas (HVAC)	20,000	20,000	-	1.834%	
Elwood 72%		14,400		1.320%	
Frankton 16%		3,200		0.293%	
Hazelbaker 12%		2,400		0.220%	
Electricity	32,000	32,000	-	2.934%	
Elwood 63%		20,000		1.834%	
Frankton 21%		6,800		0.624%	
Hazelbaker 16%		5,200		0.477%	
Water	3,500	4,000	500	0.367%	
Waste Disposal	800	1,000	200	0.092%	
Repairs & Maintenance					
Buildings & Structures	1,000	1,000	-	0.092%	
Equipment	4,000	4,000	-	0.367%	
Sprinkler System			-	0.000%	
HVAC Maintenance			-	0.000%	
Rentals					
Real Estate (Rental)	1,000	-	(1,000)	0.000%	Move to new building
Equipment (Rental)	2,750	3,000	250	0.275%	
Debt Service					
Payment of Bonds			-	0.000%	
Interest - Bonds			-	0.000%	
Other					
Dues	1,200	1,200	-	0.110%	
Interest on Loans		10,000	10,000	0.917%	7500 - 2nd T-1 line
Taxes/Assessments	800	800	-	0.073%	
Transfer to LIRF	10,000	-	(10,000)	0.000%	
Total Other Services	180,800	176,300	(4,500)	16.167%	
4. Capital Outlays					
Land	500	500	-	0.046%	
Buildings			-	0.000%	
Improvements other than Buildings			-	0.000%	
Furniture/Equipment	7,000	7,000	-	0.642%	
Technology Equipment	16,000	16,000	-	1.467%	
Technology Software	4,500	4,500	-	0.413%	
Books					
Elwood Adult 63%	33,000	33,000	-	3.026%	
Elwood Children 28%	14,500	14,200	(300)	1.302%	
Elwood YA 8%	4,000	4,000	-	0.367%	
Elwood Indiana Room 1%	1,000	1,000	-	0.092%	
Frankton Total Books	18,500	18,500	-	1.696%	
Frankton Adult 60%	11,000			0.000%	
Frankton Children 32%	6,000			0.000%	
Frankton YA 8%	1,500			0.000%	
Hazelbaker Total Books	15,500	15,500	-	1.421%	
Hazelbaker Adult 61%	9,500			0.000%	
Hazelbaker Children 32%	5,000			0.000%	
Hazelbaker YA 7%	1,000			0.000%	
Periodicals & Newspapers					
Elwood	5,300	5,300	-	0.486%	
Frankton	3,250	3,250	-	0.298%	
Hazelbaker	2,000	2,000	-	0.183%	
Nonprint					
Elwood	15,600	15,900	300	1.458%	
Adult		13,260		1.216%	
Children		2,640		0.242%	
Frankton	9,400	9,400	-	0.862%	
Hazelbaker	5,000	5,000	-	0.459%	
Total Capital Outlays	155,050	155,050	-	14.218%	
Operating Fund	1,051,011	1,090,512	39,501	100.000%	3.76%

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 6/1/2008 To 6/24/2008

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 Salary of Director	\$44,363.00	\$0.00	\$44,363.00	\$1,636.51	\$19,638.12	\$24,724.88	44.3
1.12 Salary of Assistants	\$477,289.00	\$0.00	\$477,289.00	\$17,521.64	\$203,078.08	\$274,210.92	42.5
1.13 Wages of Janitor	\$34,650.00	\$0.00	\$34,650.00	\$1,624.60	\$17,003.33	\$17,646.67	49.1
1.14 Employee Benefits	\$1,750.00	\$0.00	\$1,750.00	\$0.00	\$1,079.14	\$670.86	61.7
1.16 Empl.Share FICA&Medicare	\$43,000.00	\$0.00	\$43,000.00	\$1,589.87	\$18,338.49	\$24,661.51	42.6
1.18 Emp Cont PERF	\$34,000.00	\$0.00	\$34,000.00	\$0.00	\$6,257.02	\$27,742.98	18.4
1.19 Emp Cont Group Ins	\$78,660.00	\$1,208.16	\$79,868.16	\$134.55	\$22,654.20	\$57,213.96	28.4
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
Subtotal	\$714,012.00	\$1,208.16	\$715,220.16	\$22,507.17	\$288,048.38	\$427,171.78	40.3
<i>2. Supplies</i>							
2.1 Office Supplies	\$10,000.00	\$0.00	\$10,000.00	\$273.79	\$3,081.96	\$6,918.04	30.8
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$19.99	\$480.01	4.0
2.2 Operating Supplies	\$8,500.00	\$0.00	\$8,500.00	\$407.01	\$2,860.71	\$5,639.29	33.7
2.21 Cleaning & Sanitation Supplies	\$3,500.00	\$0.00	\$3,500.00	\$655.37	\$1,825.39	\$1,674.61	52.2
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$35.02	\$56.78	\$93.22	37.9
2.24 Bldg. Matl. And Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.25 Paint and painting supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$12.00	\$988.00	1.2
2.27 Other Repair & mainten.supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.31 Book Processing	\$4,000.00	\$0.00	\$4,000.00	\$330.75	\$923.26	\$3,076.74	23.1
2.32 Automation	\$15,000.00	\$0.00	\$15,000.00	\$10,542.00	\$10,668.00	\$4,332.00	71.1
Subtotal	\$44,150.00		\$44,150.00	\$12,243.94	\$19,448.09	\$24,701.91	44.1
<i>2. Supplies</i>							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$143.22	\$154.52	\$845.48	15.5
Subtotal	\$1,000.00		\$1,000.00	\$143.22	\$154.52	\$845.48	15.5
<i>3. Other Services and Charges</i>							
3.1 Professional Services	\$23,000.00	\$0.00	\$23,000.00	\$2,800.89	\$11,789.74	\$11,210.26	51.3
3.11 Consulting Services	\$4,000.00	\$0.00	\$4,000.00	\$120.00	\$924.00	\$3,076.00	23.1
3.12 Legal Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$452.71	\$1,547.29	22.6
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.21 Telephone & Telegraph	\$31,750.00	\$0.00	\$31,750.00	\$264.91	\$2,343.31	\$29,406.69	7.4
3.22 Postage & UPS	\$3,700.00	\$0.00	\$3,700.00	\$691.80	\$1,390.41	\$2,309.59	37.6
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$64.00	\$1,220.00	\$1,780.00	40.7
3.24 Professional Meetings	\$1,000.00	\$0.00	\$1,000.00	\$75.00	\$75.00	\$925.00	7.5
3.26 Elwood Children's Programing	\$3,500.00	\$0.00	\$3,500.00	\$226.05	\$679.99	\$2,820.01	19.4
3.27 Elwood Adult Programing	\$1,400.00	\$0.00	\$1,400.00	\$41.04	\$582.02	\$817.98	41.6
3.28 Frankton Programing	\$2,500.00	\$0.00	\$2,500.00	\$1.60	\$528.98	\$1,971.02	21.2
3.29 Summitville Programing	\$1,250.00	\$0.00	\$1,250.00	\$69.01	\$295.03	\$954.97	23.6
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$295.00	\$295.00	\$2,805.00	9.5
3.31 Advertising & Public Notices	\$600.00	\$0.00	\$600.00	\$34.00	\$34.00	\$566.00	5.7
3.4 Insurance	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$1,015.00	\$16,985.00	5.6
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$175.00	\$375.00	\$25.00	93.8
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$17.78	\$7,255.60	\$12,744.40	36.3

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.52 Electricity	\$32,000.00	\$0.00	\$32,000.00	\$0.00	\$10,733.02	\$21,266.98	33.5
3.53 Water	\$4,000.00	\$0.00	\$4,000.00	\$224.28	\$1,601.88	\$2,398.12	40.0
3.54 Waste Disposal Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$234.96	\$765.04	23.5
3.61 Bldg. & Structure/Maint.	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.62 Equipment/Maint.	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.0
3.71 Real Estate/Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
3.72 Equipment/Rental	\$3,000.00	\$0.00	\$3,000.00	\$440.94	\$1,616.70	\$1,383.30	53.9
3.8 Dues	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$1,403.40	(\$203.40)	117.0
3.81 Taxes	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	0.0
3.82 Interest on Temporary Loans	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$1,608.62	\$8,391.38	16.1
3.9 Transfer to LIRF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$176,300.00		\$176,300.00	\$5,541.30	\$46,454.37	\$129,845.63	26.3

4. Capitol Outlays

4.1 Land Buildings Improvements	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
4.2 Furniture & Equipment	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.0
4.21 Technology Equipment	\$16,000.00	\$0.00	\$16,000.00	\$63.33	\$383.33	\$15,616.67	2.4
4.31 Elwood Adult	\$33,000.00	\$0.00	\$33,000.00	\$2,035.28	\$7,988.84	\$25,011.16	24.2
4.32 Elwood Childrens	\$14,200.00	\$0.00	\$14,200.00	\$1,019.37	\$3,487.86	\$10,712.14	24.6
4.33 Elwood YA	\$4,000.00	\$0.00	\$4,000.00	\$293.32	\$893.92	\$3,106.08	22.3
4.34 Frankton	\$18,500.00	\$0.00	\$18,500.00	\$975.67	\$4,606.81	\$13,893.19	24.9
4.35 Summitville	\$15,500.00	\$0.00	\$15,500.00	\$1,156.55	\$3,487.05	\$12,012.95	22.5
4.36 Elwood Indiana Room	\$1,000.00	\$0.00	\$1,000.00	\$53.90	\$98.90	\$901.10	9.9
4.4 Elwood Period. & News.	\$5,300.00	\$0.00	\$5,300.00	\$0.00	\$697.77	\$4,602.23	13.2
4.41 Frankton Per. & Newsp.	\$3,250.00	\$0.00	\$3,250.00	\$0.00	\$293.00	\$2,957.00	9.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
4.42 Summitville Period. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$531.40	\$1,468.60	26.6
4.51 Elwood AV	\$15,900.00	\$0.00	\$15,900.00	\$754.60	\$6,112.84	\$9,787.16	38.4
4.52 Frankton AV	\$9,400.00	\$0.00	\$9,400.00	\$90.96	\$4,246.83	\$5,153.17	45.2
4.53 Summitville AV	\$5,000.00	\$0.00	\$5,000.00	\$158.93	\$994.54	\$4,005.46	19.9
4.54 Techology Software	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$527.00	\$3,973.00	11.7
4.6 2006 Encumbrances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
Subtotal	\$155,050.00		\$155,050.00	\$6,601.91	\$34,350.09	\$120,699.91	22.2
Grand Total	\$1,090,512.00	\$1,208.16	\$1,091,720.16	\$47,037.54	\$388,455.45	\$703,264.71	35.6

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/11/1998.

Agenda

July 14th, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
 - 1. Time Line for 2009 Budget Approval
 - 2. Super Seal Quotes for Elwood and Summitville
- New Business
 - 1. 2008- 2009 Budget Discussion
 - 2. Resolution for Patron Registration
 - 3. Job Descriptions
 - 4. Policy Committee Members
- Director's Report
- Public Comment
- Adjournment

Message Confirmation Report

JUL-11-2008 07:40 AM FRI

Fax Number : 765 552 0955
Name : ELWOOD PUB LIBRARY

Name/Number : CALL LEADER / 95523358
Page : 1
Start Time : JUL-11-2008 07:40AM FRI
Elapsed Time : 00'14"
Mode : STD ECM
Results : [O.K]

Agenda

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Board of Trustees

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*Please publish on
Friday or Saturday*

Thank you

Message Confirmation Report

JUL-11-2008 07:42 AM FRI

Fax Number : 765 552 0955
Name : ELWOOD PUB LIBRARY

Name/Number : HERALD / 96404815
Page : 1
Start Time : JUL-11-2008 07:41AM FRI
Elapsed Time : 00' 24"
Mode : STD ECM
Results : [O.K]

Agenda

July 14th, 2008

North Madison County Public Library System
Board of Trustees

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Public Comment
Adjournment

*Please publish on
Friday or Saturday*

Thank you

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Regular Meeting
July 14, 2008
5:30pm

CALL TO ORDER

President Kevin Sipe called the regular meeting of the North Madison County Public Library Board of Trustees to order at 5:30pm on July 14, 2008 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Kevin Sipe, Wayne Davidson, Bette Dalzell, Dan Prieshoff, Pam Bohlander, Betty Caldwell and Mike Robertson. Also in attendance were Director Jamie Scott and Administrative Assistant Diana Shepard.

MINUTES

A motion was made by Pam Bohlander to approve the minutes from the June 9, 2008 regular meeting and the June 24, 2008 special meeting, Bette Dalzell made a second and the motion carried.

CLAIMS REGISTER & CHECKS

The members signed the claims register and Treasurer Pam Bohlander signed checks.

OLD BUSINESS

Time Line for 2009 Budget Approval

A revised time line for the 2009 budget was distributed. Hopefully by the time the Director and Administrative Assistant meet with Ken Daly from the Department of Local Government Finance on August 19 we will have an approved 2008 budget. Because of the new requirements for budget submission, there will be two extra meetings, both will be held on Thursdays. They are scheduled for August 21, 2008 to approve the budget and September 18 to adopt the budget. The first publication will be on August 29 and the second publication on September 5. The public hearing will be held on September 8.

Super Seal Quotes for Elwood and Summitville

Quotes received and reviewed at last meeting are still the same. The quote for Summitville did not include the alley. The quotes are \$1,105 for Summitville and \$1,975 for Elwood. Any decision was tabled until next meeting.

NEW BUSINESS

2008-2009 Budget Discussion

A survey has been distributed to the library staff, discussion was held about their recommendations. They were to list their top five potential budget cuts and add any comments they might have. Recommendations included cut all budgets, no new computers, charge for obituary searches, charge for the use of the meeting room, lower the fine limit, have donated food for programming, direct deposit of payroll checks, etc.

The board expressed that they would like to pursue other budget cuts before cutting staff or employee hours. It was determined that policies including the personnel policy would need to be examined before some of the proposed budget cuts could be put into place. Mike Robertson volunteered to be on the policy committee; Betty Caldwell is already on the committee.

Resolution for Patron Registration

A motion was made by Pam Bohlander to add a driver's license number or state identification number and date of birth to registration information collected from existing and new patrons in order to obtain a library card. Wayne Davidson made a second and the resolution was signed. The information was added in case a collection agency is hired in the future.

Job Descriptions

Revised job descriptions were submitted for the director and managers. The new job descriptions will incorporate the new law requiring college credits and continuing LEU's. Each manager is to acquire fifteen LEU'S per year; the director is to acquire twenty LEU's per year. If compliance is not met, the library would have funding cut and the employee could be at risk of losing their job. If funding is cut it would not be reinstated for one year. Pam Bohlander made a motion to approve the revised job descriptions as submitted. Wayne Davidson made a second and the motion carried. Each employee is responsible for keeping track of LEU's taken; however, a copy will be placed in their personal file.

Policy Committee Members

Board members on the committee include Betty Caldwell and Mike Robertson.

DIRECTOR'S REPORT

Two quotes were received to repair the water leak at Elwood; Tom King in the amount of \$568 and MK Betts in the amount of \$1,600 just to dig the hole where they thought the leak was. Tom King and Glenn Murray have located and fixed the leak. They have given an additional quote in the amount of \$1,018 to replace the iron piping with copper pipe and brass fittings. Mike Robertson made a motion to approve the quote of \$1,018, Bette Dalzell made a second and the motion carried. It was announced an appreciation plaque was awarded to Lloyd Young for his contribution in being the clerk of the works for the Frankton building project. A quote has been received from Lehman's in the amount of \$10,000 to replace the front end of the HVAC system at Elwood. We have been told that replacing the front end could be more efficient and therefore reduce electric bills. It was decided to ask for a line by line itemization of the quote and to inquire as to how much saving could be expected. Any decision was tabled at this time.

Amber Jones, Youth Service Manager has resigned. She stated that she would be willing to train a replacement. Adrienne Horning turned in her resignation and her last day was June 28, 2008. She has asked to return to the library. Her job was posted in house, there was no response. A motion was made by Bette Dalzell to waive policy and forgo a newspaper posting for a part time vacancy and reinstate Adrienne in her former position.

Mike Robertson made a second and the motion carried. Glenna Stewart is to return from sick leave on July 21. It is anticipated that Geraldine Smith will return to work from sick leave before the end of July.

Census information is being sought for quotes from United Life and Anthem for employee health and life insurance. Our currently policy ends in August. The possibility of the Madison County libraries going together for health insurance coverage is being sought.

There was no public comment.

With no objections the meeting was adjourned.

Annex Belander
Betty J. Caldwell
Michael Robertson

Bette Dalzell
 Bette Dalzell, Secretary
Kim (S)
Dan Frieschuff

alley

July 17/08



INDUSTRIAL GRADE SEALANT FOR DRIVEWAYS, SIDEWALKS, AND DRIVEWAYS

Email: supersealinc@embarqmail.com

New Fax #: 574-267-7348

Proposal

Date: 5/15/2008

Job Number: 412

Proposal Submitted to:		Work To Be Performed At:	
Summitville Community Library Diana Shephard 1600 Main St Elwood, IN		Job Name: Summitville Community Library Job Address: 1013 Church St City/ST: Summitville, IN Job Contact: Diana Shephard Job Phone: 765-552-5001 Lot Name: Parking Lot	
Contact: Diana Shephard Phone: 765-552-5001			
Item	Description	Qty	Total
Hot Rubber Crackfill	Clean cracks of dirt & debris with compressed air. Fill cracks 1/4 inch and wider with Hot Rubber Sealant. Top-dress with sand to minimize tracking.	150	150.00
Seal Coat Lot	Clean lot of dirt & debris with mechanical blower and/or brooms. Treat oil spots with primer where needed. Apply 2 coats of "Brewer Cote" sealer with 2 pounds of sand per gallon added. Also use Tarmax high performance latex additive for better adhesion, durability, and a deep black finish.	3,698	350.00
Stripe New Sealer	Stripe 198' of 4" parking lines over new sealer using Acrylic latex paint White or Yellow paint. Snap chalk lines when possible. Includes symbols/lettering as currently exist.	198	150.00
Milled Repair	Mill damaged asphalt, minimum 1.5" deep. Apply tack. Furnish and place Hot Mix Asphalt and compact.	130	455.00
Thank you for the opportunity to bid this work.		Terms	Subtotal \$1,105.00
		Net 15	Sales Tax \$0.00
			Total \$1,105.00

All material is guaranteed to be as specified, and the above work is to be performed in accordance with the specifications submitted for above work and completed in a workmanlike manner for the sum and payment terms quoted above. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the proposal price. All agreements contingent upon strikes, accidents, weather, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance on above work. Workman's Compensation and Public Liability insurance on above work to be taken out by Super Seal, Inc. respectfully submitted by Bret Nicholson, president of Super Seal, Inc. This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal (Sign & Date)

157207

Register Of Claims

North Madison County Public Library System

Report Date: From 6/10/2008 To 7/14/2008

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	372	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	7/9/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$16,710.37		
			Operating Fund	Wages of Janitor	\$1,401.80		
			Operating Fund	Wages of Janitor	\$234.00		
0	338	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	6/11/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$17,521.64		
			Operating Fund	Wages of Janitor	\$1,414.00		
			Operating Fund	Wages of Janitor	\$210.60		
0	339	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,589.87	6/11/2008	P/R ENDING 6/7/08
			FICA	Payroll Deductions	\$1,288.54		
			Federal Taxes Withheld	Payroll Deductions	\$2,264.90		
			Medicare	Payroll Deductions	\$301.33		
0	340	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	6/11/2008	P/R ENDING 6/7/08
			Total this claim	\$155.00			
0	352	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	6/25/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$17,207.76		
			Operating Fund	Wages of Janitor	\$1,414.00		
			Operating Fund	Wages of Janitor	\$234.00		
0	412	ECKSTEIN'S HOUSE OF TROP	Gift	Furniture & Equipment	\$317.20	7/14/2008	CUSTOM PLATES FOR FOUNDATION AWARD WINNERS
0	411	BALDWIN CONSTRUCTION C	Gift	Furniture & Equipment	\$355.00	7/14/2008	FRAME FOR FOUNDATION AWARD WINNERS
0	351	NORTH MADISON COUNTY P	Operating Fund	Interfund Transfers	\$1,000.00	6/19/2008	TRANSFER FROM OPERATING FUND INTO DEBT SERVICE - TEMPORARY LOAN - RECEIPT # 290

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	370	VISA	Gift	Furniture & Equipment	\$499.00	6/25/2008	As per attached invoices.
			Gift	Operating Supplies	\$15.98		
				Total this claim	\$514.98		
0	374	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	7/9/2008	P/R ENDING 7/5/08
				Total this claim	\$155.00		
0	353	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,567.65	6/25/2008	P/R ENDING 6/21/08
			FICA	Payroll Deductions	\$1,270.52		
			Federal Taxes Withheld	Payroll Deductions	\$2,232.59		
			Medicare	Payroll Deductions	\$297.13		
				Total this claim	\$5,367.89		
0	354	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	6/25/2008	P/R ENDING 6/21/08
				Total this claim	\$155.00		
0	373	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,528.71	7/9/2008	P/R ENDING 7/5/08
			FICA	Payroll Deductions	\$1,238.95		
			Federal Taxes Withheld	Payroll Deductions	\$2,234.42		
			Medicare	Payroll Deductions	\$289.76		
				Total this claim	\$5,291.84		
25152	344	1ST CHOICE LOCKSMITH	Operating Fund	Professional Services	\$50.00	6/11/2008	DOOR LOCK AT FRANKTON
				Total this claim	\$50.00		
25153	345	COOK ELECTRIC, INC.	Operating Fund	Professional Services	\$1,707.50	6/11/2008	As per attached invoices.
				Total this claim	\$1,707.50		
25154	342	DAVID E. MORROW	Operating Fund	Consulting Services	\$120.00	6/11/2008	SECURITY GUARD WKS ENDING 5/31/08 & 6/7/08
				Total this claim	\$120.00		
25155	346	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$34.00	6/11/2008	AD - PART TIME/TEMPORARY CUSTODIAN
				Total this claim	\$34.00		
25156	349	INDIANA HISTORICAL SOCIET	Operating Fund	Professional Meetings	\$75.00	6/11/2008	GENEALOGY CONFERENCE - NANCY SUMNER
				Total this claim	\$75.00		
25157	341	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$746.59	6/11/2008	P/R ENDING 6/7/08
				Total this claim	\$746.59		
25158	348	REGIONS BANK	Debt Service Fund	Land Buildings Improvements	121,000.00	6/11/2008	JUNE 2008 LEASE RENTAL PAYMENT
				Total this claim	\$121,000.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25159	337	SARAH McELFRESH	Operating Fund	Traveling Expense	\$64.00	6/11/2008	MILEAGE
				Total this claim	<u>\$64.00</u>		
25160	347	VERIZON	Operating Fund	Telephone & Telegraph	\$245.81	6/11/2008	SERVICE FOR FRANKTON
				Total this claim	<u>\$245.81</u>		
25161	343	WISE CHOICE LAWN CARE	Operating Fund	Professional Services	\$355.00	6/11/2008	LAWN CARE-SUMMITVILLE
				Total this claim	<u>\$355.00</u>		
25162	350	GLOBAL GOV'T/ED	Operating Fund	Technology Equipment	\$63.33	6/11/2008	HEADPHONES
				Total this claim	<u>\$63.33</u>		
25163	359	AT&T	Operating Fund	Telephone & Telegraph	\$158.68	6/25/2008	SRVICE FOR SUMMITVILLE
				Total this claim	<u>\$158.68</u>		
25164	360	AVAYA COMMUNICATION	Operating Fund	Telephone & Telegraph	\$19.10	6/25/2008	As per attached invoices.
				Total this claim	<u>\$19.10</u>		
25165	357	CONSUMERS LIFE INSURANC	Operating Fund	Emp Cont Group Ins	\$4,768.78	6/25/2008	HEALTH INSURANCE PREMIUMS
		Insurance		Payroll Deductions	\$478.08		7/1/08-8/1/08
				Total this claim	<u>\$5,246.86</u>		
25166	358	DAVID E. MORROW	Operating Fund	Consulting Services	\$90.00	6/25/2008	SECURITY GUARD WEEKS ENDING
				Total this claim	<u>\$90.00</u>		6/14/08 & 6/21/08
25167	361	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$210.00	6/25/2008	LAWN CARE FOR FRANKTON
				Total this claim	<u>\$210.00</u>		
25168	356	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,503.74	6/25/2008	PAYROLL DEDUCTIONS FOR JUNE
		County Taxes Withheld		Payroll Deductions	\$507.28		
				Total this claim	<u>\$2,011.02</u>		
25169	362	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,682.43	6/25/2008	SERVICE FOR ELWOOD AND
		Operating Fund		Electricity	\$481.46		SUMMITVILLE
				Total this claim	<u>\$2,163.89</u>		
25170	363	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$51.34	6/25/2008	SERVICE FOR SUMMITVILLE
				Total this claim	<u>\$51.34</u>		
25171	355	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$746.59	6/25/2008	P/R ENDING 6/21/08
				Total this claim	<u>\$746.59</u>		
25172	364	MADISON COUNTY TREASUR	Operating Fund	Taxes	\$40.00	6/25/2008	PERSONAL PROPERTY TAXES
		Operating Fund		Taxes	\$70.00		
		Operating Fund		Taxes	\$30.00		
				Total this claim	<u>\$140.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25173	365	POSTMASTER	Operating Fund	Postage & UPS	\$84.00	6/25/2008	STAMPS FOR FRANKTON
			Operating Fund	Postage & UPS	\$0.00		
				Total this claim	<u>\$84.00</u>		
25174	371	PUBLIC EMP. RETIREMENT F	PERF	Payroll Deductions	\$4,630.46	6/25/2008	2nd QUARTER PERF CONTIBUTIONS
			Operating Fund	Emp Cont PERF	\$8,161.40		
			PERF	Payroll Deductions	\$0.00		
			PERF	Emp Cont PERF	\$0.00		
				Total this claim	<u>\$12,791.86</u>		
25175	366	RUFUS JESSIE	Operating Fund	Waste Disposal Services	\$42.00	6/25/2008	2ND QUARTER TRASH SERVICE FOR SUMMITVILLE
				Total this claim	<u>\$42.00</u>		
25176	368	TOWN OF FRANKTON	Operating Fund	Electricity	\$346.99	6/25/2008	As per attached invoices.
			Operating Fund	Water	\$13.30		
			Operating Fund	Waste Disposal Services	\$12.81		
				Total this claim	<u>\$373.10</u>		
25177	367	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$299.33	6/25/2008	SERVICE FOR ELWOOD AND FRANKTON
			Operating Fund	Gas	\$29.63		
				Total this claim	<u>\$328.96</u>		
25178	369	VISA	Operating Fund	Elwood Children's Programing	\$8.46	6/25/2008	As per attached invoices.
			Operating Fund	Frankton Programing	\$191.17		
			Operating Fund	Summitville Programing	\$126.19		
			Operating Fund	Summitville Programing	\$0.00		
				Total this claim	<u>\$325.82</u>		
25179	377	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$56.88	7/9/2008	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$7.86		
				Total this claim	<u>\$64.74</u>		
25180	378	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$556.85	7/9/2008	As per attached invoices.
				Total this claim	<u>\$556.85</u>		
25181	376	DAVID E. MORROW	Operating Fund	Consulting Services	\$30.00	7/9/2008	SECURITY GUARD WEEKS ENDING 6/28/08 & 7/5/08
				Total this claim	<u>\$30.00</u>		
25182	379	EDUCATION NETWORKS OF A	St Technology Fund Gr	Telephone & Telegraph	\$725.00	7/9/2008	INTERNET ACCESS SERVICE
				Total this claim	<u>\$725.00</u>		
25183	375	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$746.59	7/9/2008	P/R ENDING 7/5/08
				Total this claim	<u>\$746.59</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25184	382	POSTMASTER	Operating Fund Operating Fund	Postage & UPS Postage & UPS	\$84.00 \$0.00	7/9/2008	POSTAGE STAMPS FOR SUMMITVILLE
Total this claim					<u>\$84.00</u>		
25185	380	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$17.57	7/9/2008	SERVICE FOR SUMMITVILLE
Total this claim					<u>\$17.57</u>		
25186	381	VERIZON	Operating Fund	Telephone & Telegraph	\$98.29	7/9/2008	SERVICE FOR FRANKTON
Total this claim					<u>\$98.29</u>		
25187	383	1ST CHOICE LOCKSMITH	Operating Fund	Professional Services	\$50.00	7/14/2008	LOCK REPAIR - FRANKTON
Total this claim					<u>\$50.00</u>		
25188	385	ARAB TERMITE & PEST CONT	Operating Fund	Professional Services	\$47.00	7/14/2008	SERVICE FOR ELWOOD
Total this claim					<u>\$47.00</u>		
25189	384	ASSOCIATION OF INDIANA M	Operating Fund	Elwood Adult	\$25.00	7/14/2008	DIRECTORY OF INDIANA MUSEUMS
Total this claim					<u>\$25.00</u>		
25190	386	AUDIO VISUAL COMMUNICATI	Operating Fund	Professional Services	\$357.00	7/14/2008	SERVICE CONTRACT FOR JULY-SEPTEMBER
Total this claim					<u>\$357.00</u>		
25191	416	BAKER & TAYLOR	Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund	Elwood Adult Elwood Childrens Elwood YA Frankton Summitville Elwood Indiana Room	\$4,058.36 \$503.40 \$257.81 \$1,508.73 \$803.04 \$23.99	7/14/2008	As per attached invoices.
Total this claim					<u>\$7,155.33</u>		
25192	387	BARBARA SNIPES	Operating Fund	Traveling Expense	\$130.40	7/14/2008	MILEAGE
Total this claim					<u>\$130.40</u>		
25193	388	BETH MEHLING	Operating Fund	Traveling Expense	\$11.48	7/14/2008	MILEAGE
Total this claim					<u>\$11.48</u>		
25194	389	BOOK PAGE	Operating Fund	Elwood Adult Programing	\$20.00	7/14/2008	As per attached invoices.
Total this claim					<u>\$20.00</u>		
25195	390	BOYCE FORMS/SYSTEMS	Operating Fund	Official Records	\$447.58	7/14/2008	PAYROLL AND ACCOUNTS PAYABLE CHECKS
Total this claim					<u>\$447.58</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25196	391	CHESTER INFORMATION TEC	Operating Fund Operating Fund	Professional Services Technology Software	\$475.00 \$273.00	7/14/2008	As per attached invoices.
Total this claim					<u>\$748.00</u>		
25197	392	CINTAS LOCATION	Operating Fund	Cleaning & Sanitation Supplies	\$62.57	7/14/2008	As per attached invoices.
Total this claim					<u>\$62.57</u>		
25198	393	DAVE IDLEWINE	Operating Fund	Professional Services	\$425.00	7/14/2008	REPAIR ROOF - ELWOOD
Total this claim					<u>\$425.00</u>		
25199	415	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$128.25	7/14/2008	WELCOME TO FRANKTON AD
Total this claim					<u>\$128.25</u>		
25200	394	EMILY DAVIDSON	Operating Fund Operating Fund	Summitville Programing Postage & UPS	\$18.58 \$3.45	7/14/2008	PETTY CASH REIMBURSEMENT
Total this claim					<u>\$22.03</u>		
25201	395	FILIP, INC.	Operating Fund	Operating Supplies	\$48.40	7/14/2008	FLAG - SUMMITVILLE
Total this claim					<u>\$48.40</u>		
25202	396	GAYLORD BROS.	Operating Fund	Book Processing	\$205.45	7/14/2008	BOOK JACKETS
Total this claim					<u>\$205.45</u>		
25203	397	HORTON & SONS OF ELWOO	Operating Fund Operating Fund	Operating Supplies Postage & UPS	\$93.39 \$12.45	7/14/2008	As per attached invoices.
Total this claim					<u>\$105.84</u>		
25204	398	INDIANA STATE LIBRARY	PLAC	Other	\$241.00	7/14/2008	2ND QUARTER PLAC
Total this claim					<u>\$241.00</u>		
25205	399	INFO USA MARKETING, INC.	Operating Fund	Elwood Adult	\$620.00	7/14/2008	2008/2009 INDIANA BUSINESS DIRECTORY
Total this claim					<u>\$620.00</u>		
25206	400	KARDINAL SUPPLY, INC.	Operating Fund	Professional Services	\$25.00	7/14/2008	HOT & CHILL LOOP SERVICE
Total this claim					<u>\$25.00</u>		
25207	401	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$237.38	7/14/2008	ROLL BOOK JACKET
Total this claim					<u>\$237.38</u>		
25208	402	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$552.50	7/14/2008	HVAC REPAIR
Total this claim					<u>\$552.50</u>		
25209	403	MARSH SUPERMARKET	Operating Fund Operating Fund	Elwood Children's Programing Elwood Adult Programing	\$17.38 \$21.43	7/14/2008	As per attached invoices.
Total this claim					<u>\$38.81</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25210	413	MIDWEST TAPE	Operating Fund	Frankton AV	\$600.67	7/14/2008	As per attached invoices.
			Operating Fund	Elwood AV	\$1,094.42		
			Operating Fund	Summitville AV	\$441.80		
			Total this claim		\$2,136.89		
25211	404	ORIENTAL TRADING COMPAN	Operating Fund	Frankton Programing	\$60.65	7/14/2008	As per attached invoices.
			Total this claim		\$60.65		
25212	417	PILLOW EXPRESS	Operating Fund	Dues	\$75.00	7/14/2008	INTER LIBRARY LOAN 7/1/08 - 6.30/09
			Total this claim		\$75.00		
25213	405	QUILL CORPORATION	Operating Fund	Office Supplies	\$480.05	7/14/2008	As per attached invoices.
			Total this claim		\$480.05		
25214	406	RAMSAY BUSINESS PRODUC	Operating Fund	Office Supplies	\$10.00	7/14/2008	As per attached invoices.
			Operating Fund	Office Supplies	\$27.16		
			Operating Fund	Office Supplies	\$16.22		
			Operating Fund	Equipment/Rental	\$50.94		
			Operating Fund	Professional Services	\$75.00		
			Operating Fund	Furniture & Equipment	\$335.00		
Total this claim		\$514.32					
25215	414	RDJ SPECIALTIES, INC.	Operating Fund	Frankton Programing	\$153.29	7/14/2008	As per attached invoices.
			Total this claim		\$153.29		
25216	407	SILLY SAFARIS	Operating Fund	Elwood Children's Programing	\$200.00	7/14/2008	SUMMER READING PROGRAM - ALL THREE LIBRARIES
			Gift	Frankton Programing	\$200.00		
			Operating Fund	Summitville Programing	\$200.00		
Total this claim		\$600.00					
25217	408	STATE CHEMICAL MANUFACT	Operating Fund	Cleaning & Sanitation Supplies	\$170.57	7/14/2008	As per attached invoices.
			Total this claim		\$170.57		
25218	409	THOMAS BOUREGY & COMPA	Operating Fund	Elwood Adult	\$83.10	7/14/2008	As per attached invoices.
			Total this claim		\$83.10		
25219	410	TOPS TRUE VALUE	Operating Fund	Operating Supplies	\$1.49	7/14/2008	As per attached invoices.
			Total this claim		\$1.49		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$247,561.12

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Friday, July 11, 2008

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 14 day of July, 2008.

<u><i>Samuel H. Bolander</i></u>	<u><i>Ronin [Signature]</i></u>	<u><i>Don Priskoff</i></u>
<u><i>Beth Caldwell</i></u>	<u><i>[Signature]</i></u>	
<u><i>Michael Robinson</i></u>	<u><i>[Signature]</i></u>	

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/1/1998.

Revised Time Line for 2009 Budget

June 24th Board meeting held to discuss current budget and potential cuts

July 14, 2008: Regular monthly meeting at the Elwood Public Library
Budget discussion

August 11, 2008: Regular monthly meeting at the Elwood Public Library
Initial Budget Review

August 19, 2008 Diana and I will meet with Ken Daly from the Department
of Local Government Finance at 8:00 a.m.

August 21, 2008 Approve 2008 Budget for publication

August 29, 2008: 1st publication of budget (No later than September 9, 2008)
[IC 36-12-3-12, IC 5-3-1-2, IC6-1.1-17] 10 days after 1st publication a
public hearing can be held. Deliver two copies of the budget to
County Auditor for non binding review according to
IC 6-1.1-17-3.5 if budget does not exceed AVGQ. Bring one copy
back with date stamp.

Sept. 5, 2008: 2nd publication of budget (No later than September 17, 2008)
[IC 36-12-3-12, IC 5-3-1-2, IC6-1.1-17]

Sept. 8, 2008: Public Hearing required for budget and regular monthly meeting at
the Elwood Public Library. Quorum is required. (Must be completed
at least 10 days before the library board meets to adopt the budget.
[IC 6-1.1-17-5 (a)]) (No later than September 20, 2008)

Sept. 16, 2008 Last date to submit budget to fiscal body if budget exceeds AVGQ (14
days before their adoption hearing)

Sept. 18, 2008 Adopt 2008 Budget. Quorum is required. (No later than September 30,
2008)

Sept. 22, 2008: Deliver budget to County Auditor. Library budget must be adopted by
library board and submitted to County Auditor for submission to County Board of Tax
Adjustment two days after library board adopts the budget. [IC 36-12-3-12]

Board signs Budget Forms 1 & 3 at the approval meeting and Forms 4 & 5 at the
adoption meeting

YOUR OPINION IS IMPORTANT!

The North Madison County Public Library System will lose operating funds over the next three years (2008-2010) with an increase in the amount of loss every year. The loss in funds **will affect everyone** working for the library and potentially our patrons. If you have any ideas on how the library can save money or create revenue, we want to hear from you. You can place your opinions in the provided container or envelope anonymously or you can put your name on it.

Here is a list of possible budget cuts that were discussed at the special board meeting held on June 24th, 2008.

5, 4, 5 Switch Health Insurance Companies (3)

3, 5, 3, 1, 3 Change Health Insurance Premiums from 10% to 20 or 30% paid by the employee (5)

- I don't pay insurance so I don't know \$\$
- Only consider 10 to 20% not 30%
- Yes

1, 1, Switch from a 40 to 35 hour work week for full time employees (2)

- No, this would greatly effect retirement earnings
- No, or at least last
- Losing 5 hrs. a week will be about \$73 loss per week this will effect not only my day-to-day but it will effect my pension.
- Cutting full time employees hrs. would hurt more people than laying off part-time employees.

5, 3, 4, 2, 5 Cut service/open hours (5)

- Then you would cut employee hours!
- Only if necessary – close every day one hour earlier (weekdays at 7:00, Friday at 5:00, Saturday at 3:00)
- Yes
- I think this should be done if hours worked or staff members are cut.

1, 3, 2, 3, 5, 2, 3 Look into a collection agency and/or speak to Elwood's Judge Noone about taking patrons to court over items not returned (7)

- Make computer users pay delinquent fines – just starting this
- I think this would be too troublesome and costly.

2, 4, 4, 2, 1 Turn back thermostats when buildings are unoccupied (5)

- No, Take longer to heat back up or cool back down – more energy used not saved
- This should be effective at present

4, 2, 1, 1, 3, 4 Hiring freeze (6)

- Only hire when we need now
- Yes
- Yes

3, 4, 4, 3 Layoff staff (4)

- Which would cut back on programs!
- See service hours
- Yes

2, 3, 1, 2, 1, 2, 6, 2, 3, 4, 2, 4 Cut all budgets or keep them at the 30% cut (12)

- Including programming
- Yes
- Yes

- If budgets are cut it should include everything – from book, DVD's, programming, etc.

3, 5, 2, 4, 3, 5, 5, 4, 4, 1, 1 No new computers (11)

- Apply for grants – which I thought we did anyway
- Yes
- Yes

5, 4, 4, 2, 1, 2, 2 Charging for meeting room use. No more return deposits. (7)

- Nominal affect – not much use with all the children's programs
- Yes

4, 3, No overtime for any employee even when other staff members are on vacation. (Already doing this) (2)

- Depends on how important you think patron service is.
- Yes
- Yes

5, Cut part time benefits – perhaps no vacation and personal – change sick time to one hour earned for every forty worked but at the same time have the part time people work four –five hour days if the schedule will allow.

1, Start charging for obituary research

5, Maybe not have some newspapers that are not read too much

1, Charge .50¢ per page for color printing

1, A total new look at the budget – for instance Elwood Children's Department is almost as much as the Branch's total budget – Elwood's non print is as much as Summitville's total budget.

5, Re-evaluate overall budget and do line item removal and restructure individual department and branch budgets.

“Also, making computers more energy efficient (instead of screen savers, use hibernate, turn off peripherals, etc.) and creating an intranet, as we already discussed.

I like Barb M.'s idea about changing the fine limit to \$2 or \$3 instead of \$5 or raise the fine for late books to 20 cents a day of as a variation to changing the hours of a work week... Allow employees to voluntarily work 35 hours instead of 40 for just a week or 2 at a time. I am sure all of us have weeks when we feel like we need a little break, but just couldn't commit financially to that decrease permanently.

Cut back custodial work let staff do more. Try to find cheaper lawn care and snow removal care.

Grant and Wabash counties are already cutting employee work weeks to 35 hours. I suggest that 1 hour be cut from Monday through Thursday at both opening and closing. Saturday hours at the branches be reconsidered – do the numbers support the monies spent for operation. Services of janitors to branches be cut back- with staff doing some of the services – one day a week service to the branches to bring and take items between locations. Perhaps the staffing of the staff be considered. Looking into the health insurance question would be another idea. The possibility of combining with another (library) to form a larger base group for better rates. If cutting hours of operation and having the employees pay a larger share of the insurance would possibly make-up some of the monies needed to be trimmed. With hours of operation cut there should be more hours where thermostats could be dialed down. With cutting hours of operation the public should be told it is a means to help keep their

taxes down – it should be handled in a way where the tax payer feels it will benefit them – not them having to pay for the daily computer persons, etc.

1. Discontinue some magazines and newspapers (Marion, Muncie, and Wall Street Journal)
2. Increase faxing charge – 1st page \$2.00, each additional .25¢
3. Increase lamination – min. \$1.00 -2.00
4. Increase obituary search – set a minimum and increase charge per
5. Do it ourselves – pest control
6. Can we get a lower price on items at Dollar General rather than Horton's?
7. Ad campaign for Friends Group to assist in some projects
8. Cut Funding for “feed the children” in YS programs
9. With new authors – purchase soft cover books until popularity is known sometimes there is no choice
10. cut reference books – rarely used – only 1 ref encyclopedia
11. Stop Reader's Guide not used

1. Because paper and ink can get expensive charge patrons .10¢ more per copy (whatever they need copied)
2. Cut back on some of our magazines, keep only the ones that are checked out most

Staff conservation of materials, especially printing

Lower fine limit

Would making automatic deposit available to all employees same money? If it is free for the library to do that would be X amount of checks that would not need to be printed?

I don't know what it would cost the library, but I believe more people would pay their fines if they were able to pay with a debit or credit card.

Increase pricing for obituary requests through mail.

I feel mileage should be reassessed when someone is going to the branches bring whatever needs to come. It would save a special trip. Could maybe cut the amount you get per mile in half or not take mileage at all except on long seminars for the library.

I think health insurance should be evaluated every year. Total budget should be re-accessed. Programming is great – but at times too costly compared to participants.

Employees pay for personal color copies.

Charge patrons for each notice we mail, add it to their account – this is a time consuming task costs the library several work hours (staffing) every Friday and the cost of paper, envelopes, and postage. Zionsville P.L. does this.

Change \$5.00 fee limit to \$2 on patron account.

Terminate part-time benefits for future part-time hires. Noblesville P. L. did this and I cannot find any P. L. that even provides part time benefits.

Increase charge for obituary requests

Resolution to Add Patron Registration Information

North Madison County Public Library System Board of Trustees resolves to add driver's license number or state identification number and birth date of patron to the registration information collected from existing and new patrons.

Adopted the 14th day of July 2008

AYE

NAY

Bette Dabell
[Signature]
[Signature]
Michael Robertson
Betty J. Caldwell
Amelia L. Paulkader
Don Pinnoff

ATTEST:

Bette Dabell
 Secretary of North Madison County Public Library System Board of Trustees

2008 Budget			2007 Yearly Circulation				
Elwood Books			Elwood Books				
Adult & Indiana	34,000	39%	Adult	36488	36%		
Juvenile	14,200	16%	Juvenile	25006	24%		
Y.A.	4,000	5%	Y.A.	2254	2%		
Total	52,200	61%			62%		
Frankton Books			Frankton Books				
Adult & Indiana	11,000	13%	Adult & Indiana	13264	13%		
Juvenile	6,000	7%	Juvenile	8365	8%		
Y.A.	1,500	2%	Y.A.	1192	1%		
	18,500	21%			22%		
Hazelbaker Books			Hazelbaker Books				
Adult & Indiana	9,500	11%	Adult & Indiana	8995	9%		
Juvenile	5,000	6%	Juvenile	5886	6%		
Y.A.	1,000	1%	Y.A.	940	1%		
	15,500	18%			15%		
Total Book Budget	86,200	100%	Total Book Circ.	102390	100%		
Periodicals			Periodicals				
Elwood	5,300	50%	Elwood	6141	54%		
Frankton	3,250	31%	Frankton	3649	32%		
Hazelbaker	2,000	19%	Hazelbaker	1660	14%		
	10,550	100%		11450	100%		
Non-Print (Audio and Video)			Non-Print (Audio and Video)				
Elwood	15900	52%	Elwood	42975	59%		
Frankton	9400	31%	Frankton	19419	27%		
Hazelbaker	5000	17%	Hazelbaker	10342	14%		
	30300	100%		72736	100%		
Programming			Programming				
Elwood	4900	57%	Elwood	413	5127	66%	66%
Frankton	2500	29%	Frankton	90	1183	14%	15%
Hazelbaker	1250	14%	Hazelbaker	120	1420	19%	18%
Total	8650	100%	Total	623	7730	100%	100%
Registered Patrons			Registered Patrons				
			Elwood	6115	65%		
			Frankton	2220	24%		
			Hazelbaker	1097	12%		
			Total	9432	100%		

NMCPPLS Job Description

Job Title: Director
Reports To: Board of Trustees, NMCPPLS
FLSA Status: Exempt
Prepared By: Director
Prepared Date: June 2008
Approved By: NMCPPLS Board of Trustees
Review & Approve Date: July 2008

SUMMARY

Plans and administers program of library services by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Director is responsible for the overall functioning of the Library System.

1. Assists President, Board of Trustees in preparing Board meeting agenda and support materials.
2. Attends Board and other meetings as necessary to meet library and community needs.
3. Submits recommendations on library policies and services to the Board of Trustees and implements policy decisions.
4. Compiles general information and statistical data to determine effectiveness of library services. Recommends measures to improve organization and administration of system.
5. Prepares budget, program, annual, and special reports for the Board of Trustees and the Indiana State Library.
6. Ensures compliance with appropriate regulations and standards promulgated by Indiana Code, State Board of Accounts, State Tax Commissioners, and State Library.
7. Analyzes and coordinates departmental budget estimates and controls expenditures to administer approved budget.
8. Assists in planning and implementation of new information technologies to meet changing needs.
9. Coordinates activities of branch or departmental libraries.
10. Ensures adequate maintenance of buildings and grounds.
11. Reviews and evaluates collection development; analyzes operations for cost efficiency.
12. Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library problems.
13. Conducts public relations programs to increase public awareness/support of library programs/services.
14. Assist in reference, cataloging, acquisitions, and patron services as necessary.
15. Maintains regular communication, both formal and informal, with all other personnel.
16. Participates in professional conferences and workshops to keep informed of changes in the library field. Add: that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. One hundred (100) library education units (LEUs), ten (10) hours will be computer or technology related, are required every 5 years beginning July 1, 2008 with at least 20 LEUs required every year until 100 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore,

the employee may be at risk of losing their job. The following is a definition of LEUs taken from the Indiana Public Library Certification Manual:

- a. Library education providers are certified by the Indiana Library and Historical Board, including certified trainers in library-related or specialist subjects of importance to library operations.
- b. College or university courses (credit and not for credit -1 semester hour =15 LEUs).
- c. Local, state and national library association or specialist-subject related conferences (1 hour=1 LEU).
- d. Workshops, seminars, institutes, lectures, training by certified trainers (1 hour =1 LEU).
- e. The Indiana State Library will consider other library education providers on a case by case basis.

17. As with all employees of the NMCPLS, excluding custodians, has knowledge of circulation desk tasks. If needed, would provide assistance at the circulation desk.

SUPERVISORY RESPONSIBILITIES: Manages subordinate supervisors who supervise other employees. Also directly supervises three non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: ~~Remove: An ALA Master of Library Science degree and three to five years library experience~~ Add: The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An ALA Master of Library Science degree and three years professional library experience is required. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 100 LEUs have been obtained. For more information please read the Indiana Public Library Certification Manual available at <http://in.webjunction.org/do/DisplayContent?id=17884>.

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER: This position requires the ability to concentrate for extended periods of time. Strong interpersonal and human relations skills, written and oral communication skills. High degree of flexibility, organization, and capacity to multi-task. All employees are expected to demonstrate/develop basic keyboard skills; operate automated circulation and catalog stations, AV equipment, telephones, microfilm printer-readers, FAX machines, photocopiers and laminators.

CERTIFICATES, LICENSES, REGISTRATIONS: ~~Remove: Indiana State Librarian III certificate or above and a valid Indiana driver's license~~ Add: After July 1, 2008 the staff member is required to have a Library Certificate 2 (LC2) with 3 years professional library experience or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library. A valid Indiana drivers' license is also required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in the Elwood library, but requires visits to the branch facilities and other locations. Noise level in the work environment is usually quiet.

NMCP Job Description

Job Title: Technical Services Manager
Department: Technical Services
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: June 2008
Approved By: NMCP Board of Trustees
Review & Approve Date: July 2008

SUMMARY

Performs electronic or physical cataloging of library materials in all formats by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned.

1. Classifies library materials using classification schemas, or verifies classification data received from classifier against corresponding materials.
2. Performs original, complex contributed, and copy cataloging, both physical and electronic, for library materials in all formats.
3. Takes automated integrated systems into consideration when cataloging.
4. Codes catalog data based on required formatting for input into bibliographic utility.
5. Creates name and subject authority records, determines proper forms of headings, and expands subject headings to meet changing needs of library users.
6. Enters or supervises entering of cataloged data into database, or files cards into assigned sections of catalog.
7. Maintains and controls online or card catalog, including updating.
8. Trains and supervises support staff in cataloging functions.
9. Selects AV materials for the Elwood facility. Manages AV acquisitions, including invoicing, for all three facilities.
10. Manages acquisitions (including standing orders but excluding periodicals), invoicing and distribution of materials.
11. Correlates circulation, acquisitions and patron statistics for the library system and state reports.
12. Maintains regular communication, both formal and informal, with all other personnel.
13. Participates in professional development activities. Add: that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs), ten (10) hours will be computer or technology related, are required every 5 years beginning July 1, 2008 with at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of losing their job. The following is a definition of LEUs taken from the Indiana Public Library Certification Manual:
 - a. Library education providers are certified by the Indiana Library and Historical Board, including certified trainers in library-related or specialist subjects of importance to library operations.
 - b. College or university courses (credit and not for credit -1 semester hour =15 LEUs).

- c. Local, state and national library association or specialist-subject related conferences (1 hour=1 LEU).
- d. Workshops, seminars, institutes, lectures, training by certified trainers (1 hour =1 LEU).
- e. The Indiana State Library will consider other library education providers on a case by case basis.

14. As with all employees of the NMCPLS, excluding custodians, will have knowledge of circulation desk tasks. If needed, could provide assistance at the circulation desk.

SUPERVISORY RESPONSIBILITIES: Directly supervises one employee in the Technical Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: ~~Remove: Bachelor's degree (B.A.) from four-year college or university; and/or one to two years related experience and/or training; or equivalent combination of education and experience. Three Library certification courses are also required and can be completed during the first year of employment. These courses are Collection Development, Reference and Information Sources, and Public Library Administration. These are the same classes that are required for a Library V certification on the Indiana State Library's web site at <http://www.statelib.lib.in.us/www/isl/ido/cert/expcert.html>. As of March 13, 2006, if an employee is currently in a management position he/she will not be required to take these courses. A current clerk moving into a management position or a person hired into this management position will be required to take these courses.~~ Add: The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An associate's degree or 60 college credit hours from an accredited college or university is required plus a Librarian Certificate 5. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 75 LEUs have been obtained. For more information please read the Indiana Public Library Certification Manual available at <http://in.webjunction.org/do/DisplayContent?id=17884>.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situation.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER: This position requires the ability to concentrate for extended periods of time, viewing either print material or a computer monitor. Basic key boarding skills with high rate of accuracy required. Strong interpersonal & human relations skills, written and oral communication skills. High degree of flexibility, organization, and capacity to multitask. All employees are expected to demonstrate/develop basic keyboard skills; operate automated circulation and catalog stations, AV equipment, telephones, microfilm printer-readers, FAX machines, photocopiers and laminators.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Indiana driver's license. ~~Remove: Library certification desirable.~~ Add: As of July 1, 2008 the employee currently in this position is grandfathered at their present position. An employee hired after July 1, 2008 for this position is required to have a Library Certificate 5 (LC5) or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

Add: **WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed at the Elwood Public Library but may require visits to branches and other locations. The noise level in the work environment is usually quiet.

NMCPPLS Job Description

Job Title: Manager, Informational Technology
Department: Administration
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: June 2008
Approved By: NMCPPLS Board of Trustees
Review & Approve Date: July 2008

SUMMARY

Evaluates, implements, and maintains library automated systems and electronic information systems, develops and participates in library instructional programs by performing the following duties. Requires consistent cooperation with all departments and branches.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned.

1. Coordinates and assists in installing, upgrading, maintaining, and troubleshooting hardware, software, electronic information sources, networking, and telecommunications equipment used in support of the library's automated systems electronic information resources.
2. Evaluates existing electronic information resources and recommends future improvements.
3. Identifies, evaluates and recommends new technologies to meet library needs.
4. Serves as a liaison between library and outside vendors specializing in Information Technology.
5. Acts as a consultant for staff in addressing IT needs; selection of software applications and library materials associated with information technology.
6. Plans and conducts staff and patron training in use of electronic information resources.
7. Develops and implements disaster recovery plans for backup systems to archive and protect data and maintain services in an emergency.
8. Creates documentation including current inventory records, compilation of statistics and narrative feedback from staff and patrons concerning IT resources.
9. Assists in preparation of policies and procedures, budget projections, financial and statistical reports, and grant applications for IT.
10. Maintains regular communication, both formal and informal, with all other personnel.
1. Participates in professional development activities. Add: that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs), ten (10) hours will be computer or technology related, are required every 5 years beginning July 1, 2008 with at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of losing their job. The following is a definition of LEUs taken from the Indiana Public Library Certification Manual:

- a. Library education providers are certified by the Indiana Library and Historical Board, including certified trainers in library-related or specialist subjects of importance to library operations.
- b. College or university courses (credit and not for credit -1 semester hour =15 LEUs).
- c. Local, state and national library association or specialist-subject related conferences (1 hour=1 LEU).
- d. Workshops, seminars, institutes, lectures, training by certified trainers (1 hour =1 LEU).
- e. The Indiana State Library will consider other library education providers on a case by case basis.

SUPERVISORY RESPONSIBILITIES: May directly supervises one or more employee/assistants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: ~~Remove: Bachelor's degree (BA) from four-year college or university, or one to two years' related experience and/or training; or equivalent combination of education and experience.~~ Add: The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An associate's degree or 60 college credit hours from an accredited college or university is required plus a Specialist 5. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 75 LEUs have been obtained. For more information please read the Indiana Public Library Certification Manual available at <http://in.webjunction.org/do/DisplayContent?id=17884>.

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER: Strong interpersonal and human relations skills, written and oral communication skills. High degree of flexibility, organization and capacity to multi-task. All employees are expected demonstrate/develop basic keyboard

skills; operate automated circulation and catalog stations, AV equipment, telephones, microfilm printer-readers, FAX machines, photocopiers and laminators. Also must understand basic operation (i.e. word processing, Internet, e-mail, etc.) of computers in a Windows environment.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Indiana driver's license. ~~Remove: Library certification desirable~~ Add: As of July 1, 2008 the employee currently in this position is grandfathered at their present position. An employee hired after July 1, 2008 for this position is required to have a Specialist 5 or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in the Elwood Public Library but requires visits to the branch facilities and other locations. Noise level in the work environment is usually moderate.

NMCPLS Job Description

Job Title: Manager, Adult Services
Department: Adult Services
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: June 2008
Approved By: Board of Trustees
Review & Approve Date: July 2008

SUMMARY

Manages operations of the circulation area by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned.

1. Plans, organizes, supervises, and coordinates work of subordinates in delivering library services. This includes overseeing the circulation desk operations, duties and monitoring cash. Also includes supervising of the opening and closing of the building.
2. Plans and coordinates activities related to collections including selection, processing, weeding, basic cleaning/repairing, and shelving.
3. Oversees registration of patrons, charging and discharging of materials (including interlibrary loans), organization of incoming materials, and distribution of materials to appropriate areas.
4. Supervises collection and accounting of departmental fines and fees.
5. Plans and coordinates activities related to services for adult and special needs patrons.
6. Directly assists patrons in locating information, selecting materials, using equipment.
7. Furnishes information on activities, facilities and rules through displays and written materials.
8. Maintains an attractive and inviting atmosphere in the department; requests supplies and equipment.
9. Coordinates volunteer services.
10. Maintains regular communication, both formal and informal, with all other personnel.
1. Participates in professional development activities. Add: that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs), ten (10) hours will be computer or technology related, are required every 5 years beginning July 1, 2008 with at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of losing their job. The following is a definition of LEUs taken from the Indiana Public Library Certification Manual:
 - a. Library education providers are certified by the Indiana Library and Historical Board, including certified trainers in library-related or specialist subjects of importance to library operations.
 - b. College or university courses (credit and not for credit -1 semester hour =15 LEUs).
 - c. Local, state and national library association or specialist-subject related conferences (1 hour=1 LEU).

- d. Workshops, seminars, institutes, lectures, training by certified trainers (1 hour = 1 LEU).
- e. The Indiana State Library will consider other library education providers on a case by case basis.

SUPERVISORY RESPONSIBILITIES: Directly supervises employees in Adult Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: ~~Remove: Associate's degree (AA) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Three Library certification courses are also required and can be completed during the first year of employment. These courses are Collection Development, Reference and Information Sources, and Public Library Administration. These are the same classes that are required for a Library M certification on the Indiana State Library's web site at <http://www.statelib.lib.in.us/www/isl/ldo/cert/expcert.html>. As of March 13, 2006, if an employee is currently in a management position he/she will not be required to take these courses. A current clerk moving into a management position or a person hired into this management position will be required to take these courses!~~ Add: The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An associate's degree or 60 college credit hours from an accredited college or university is required plus a Librarian Certificate 5. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 75 LEUs have been obtained. For more information please read the Indiana Public Library Certification Manual available at <http://in.webjunction.org/do/DisplayContent?id=17884>.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, percent; and to draw and interpret bar graphs.

REASONING ABILITY: To perform this job successfully, an individual must be able to define problems, collect data, establish facts, and draw valid conclusions; plan and organize work.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Indiana drivers' license. ~~Remove: Library certification desirable.~~ Add: As of July 1, 2008 the

employee currently in this position is grandfathered at their present position. An employee hired after July 1, 2008 for this position is required to have a Library Certificate 5 (LC5) or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed at the Elwood Public Library, but requires visits to branches and other locations. Noise level in the work environment is usually moderate.

NMCPLS Job Description

Job Title: Manager, Youth Services
Department: Youth Services
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: June 2008
Approved By: Approved
Review & Approve Date: July 2008

SUMMARY

Manages library activities for children and young adults by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned.

1. Plans, organizes, supervises, and coordinates work of subordinates in delivering library services.
2. Directly assists patrons in locating information, selecting materials, using equipment.
3. Plans and coordinates activities related to collections including selection, processing, weeding, basic cleaning/repairing, and shelving. Maintains professional collection related to youth services.
4. Plans and coordinates activities related to services for children, young adults and their care givers.
5. Oversees registration of patrons, charging and discharging of library materials, organization of incoming materials, and distribution of materials to appropriate areas.
6. Supervises collection and accounting of departmental fines and fees.
7. Furnishes information on activities, facilities and rules through displays and written materials.
8. Maintains an attractive and inviting atmosphere in the department; requests supplies/equipment.
9. Plans and conducts programs for children, young adults, parents and others to encourage reading, viewing, listening and use of library materials and facilities.
10. Confers with teachers, parents, and community groups to assist in developing programs to encourage and improve the communication skills of children and young adults.
11. Maintains regular communication, both formal and informal, with all other personnel.
12. Participates in professional development activities. Add: that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs), ten (10) hours will be computer or technology related, are required every 5 years beginning July 1, 2008 with at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of losing their job. The following is a definition of LEUs taken from the Indiana Public Library Certification Manual:

- a. Library education providers are certified by the Indiana Library and Historical Board, including certified trainers in library-related or specialist subjects of importance to library operations.
- b. College or university courses (credit and not for credit -1 semester hour =15 LEUs).
- c. Local, state and national library association or specialist-subject related conferences (1 hour=1 LEU).
- d. Workshops, seminars, institutes, lectures, training by certified trainers (1 hour =1 LEU).
- e. The Indiana State Library will consider other library education providers on a case by case basis.

SUPERVISORY RESPONSIBILITIES: Directly supervises employees in Youth Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: ~~Remove: Associate degree (AA) or equivalent from two-year college or technical school or six months to one year related experience and/or training or equivalent combination of education and experience. Three Library certification courses are also required and can be completed during the first year of employment. These courses are Collection Development, Reference and Information Sources, and Public Library Administration. These are the same classes that are required for a Library V certification on the Indiana State Library's web site at <http://www.statelib.lib.in.us/www/isl/lfo/cert/expcert.html>. As of March 13, 2006, if an employee is currently in a management position he/she will not be required to take these courses. A current clerk moving into a management position or a person hired into this management position will be required to take these courses.~~ Add: The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An associate's degree or 60 college credit hours from an accredited college or university is required plus a Librarian Certificate 5. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 75 LEUs have been obtained. For more information please read the Indiana Public Library Certification Manual available at <http://in.webjunction.org/do/DisplayContent?id=17884>.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

REASONING ABILITY: To perform this job successfully, an individual must be able to define problems, collect data, establish facts, and draw valid conclusions; plan and organize work.

OTHER: Strong interpersonal and human relations skills, written and oral communication skills. High degree of flexibility, organization and capacity to multitask. All employees are expected to demonstrate/develop basic keyboard skills; operate automated circulation and catalog stations, AV equipment, telephones, microfilm printer-readers, FAX machines, photocopiers and laminators.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Indiana drivers' license. ~~Remove: Library certification desirable~~ Add: As of July 1, 2008 the employee currently in this position is grandfathered at their present position. An employee hired after July 1, 2008 for this position is required to have a Library Certificate 5 (LC5) or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch/crawl, taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in the Elwood library, but requires visits to branches, schools and other locations. Noise level in the work environment is usually moderate.

NMCP Job Description

Job Title: Manager, Branch
Department: Branch
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: June 2008
Approved By: Board of Trustees
Review & Approve Date: July 2008

SUMMARY: Manages library activities at a branch facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned.

1. Plans, organizes, supervises and coordinates work of subordinates in delivering library services.
2. Directly assists patrons in locating information, selecting materials, using equipment.
3. Plans and coordinates activities related to collections including selection, processing, weeding, basic cleaning/repairing, and shelving.
4. Plans and coordinates activities related to services for patrons of all ages in the community.
5. Oversees registration of patrons, charging and discharging of materials (including interlibrary loans), organization of incoming materials, and distribution of materials to appropriate areas.
6. Supervises collection and accounting of fines and fees; responsible for regular deposit of funds and reconciling petty cash account.
7. Furnishes information on activities, facilities and rules through displays and written materials.
8. Monitors security and maintenance of facility and grounds; maintains an attractive and inviting atmosphere in the facility; requests supplies and equipment as needed.
9. Maintains regular communication, both formal and informal, with all other personnel.
10. Participates in professional development activities. Add: that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs), ten (10) hours will be computer or technology related, are required every 5 years beginning July 1, 2008 with at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of losing their job. The following is a definition of LEUs taken from the Indiana Public Library Certification Manual:
 - a. Library education providers are certified by the Indiana Library and Historical Board, including certified trainers in library-related or specialist subjects of importance to library operations.
 - b. College or university courses (credit and not for credit -1 semester hour =15 LEUs).
 - c. Local, state and national library association or specialist-subject related conferences (1 hour=1 LEU).
 - d. Workshops, seminars, institutes, lectures, training by certified trainers (1 hour =1 LEU).

- e. The Indiana State Library will consider other library education providers on a case by case basis.

SUPERVISORY RESPONSIBILITIES: Directly supervises employees in the branch facility. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities including interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: ~~Remove: Associate's degree (AA) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Three Library certification courses are also required and can be completed during the first year of employment. These courses are Collection Development, Reference and Information Sources, and Public Library Administration. These are the same classes that are required for a Library V certification on the Indiana State Library's web site at <http://www.statelibrary.in.us/www/isl/ldo/cert/expcert.html>. As of March 13, 2006, if an employee is currently in a management position he/she will not be required to take these courses. A current clerk moving into a management position or a person hired into this management position will be required to take these courses.~~ Add: The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An associate's degree or 60 college credit hours from an accredited college or university is required plus a Librarian Certificate 5. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 75 LEUs have been obtained. For more information please read the Indiana Public Library Certification Manual available at <http://in.webjunction.org/do/DisplayContent?id=17884>.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent; and to draw and interpret bar graphs.

REASONING ABILITY: To perform this job successfully, an individual must be able to define problems, collect data, establish facts, and draw valid conclusions; plan and organize work.

OTHER: Strong interpersonal and human relations skills, written and oral communication skills. High degree of flexibility, organization, and capacity to multitask. All employees are expected to demonstrate/develop basic keyboard skills; operate automated circulation and catalog stations, AV equipment,

telephones, microfilm printer-readers, FAX machines, photocopiers and laminators.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Indiana drivers' license. ~~Remove: Library certification desirable.~~ Add: As of July 1, 2008 the employee currently in this position is grandfathered at their present position. An employee hired after July 1, 2008 for this position is required to have a Library Certificate 5 (LCS) or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in the assigned branch facility, but requires visits to the main facility, schools, and other locations. Noise level in the work environment is usually moderate.

NMCLPS
Job Description

Job Title: Manager, Adult Services
Department: Adult Services
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: June 2008
Approved By: Board of Trustees
Review & Approve Date: July 2008

SUMMARY

Manages operations of the circulation area by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
Other duties may be assigned.

1. Plans, organizes, supervises, and coordinates work of subordinates in delivering library services. This includes overseeing the circulation desk operations, duties and monitoring cash. Also includes supervising of the opening and closing of the building.
2. Plans and coordinates activities related to collections including selection, processing, weeding, basic cleaning/repairing, and shelving.
3. Oversees registration of patrons, charging and discharging of materials (including interlibrary loans), organization of incoming materials, and distribution of materials to appropriate areas.
4. Supervises collection and accounting of departmental fines and fees.
5. Plans and coordinates activities related to services for adult and special needs patrons.
6. Directly assists patrons in locating information, selecting materials, using equipment.
7. Furnishes information on activities, facilities and rules through displays and written materials.
8. Maintains an attractive and inviting atmosphere in the department; requests supplies and equipment.
9. Coordinates volunteer services.
10. Maintains regular communication, both formal and informal, with all other personnel.
11. Participates in professional development activities Add: that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five LEUs are required every 5 years beginning July 1, 2008 with at least 15 LEUs required every year until 75 LEUs are obtained. If the certification is not kept renewed the library will be at risk of losing state and federal funds; therefore, the employee may risk losing their job.

SUPERVISORY RESPONSIBILITIES: Directly supervises employees in Adult Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below

are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Remove: Associate's degree (AA) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Three Library certification courses are also required and can be completed during the first year of employment. These courses are Collection Development, Reference and Information Sources, and Public Library Administration. These are the same classes that are required for a Library V certification on the Indiana State Library's web site at <http://www.statelib.lib.in.us/www/isl/ldo/cert/expcert.html>. As of March 13, 2006, if an employee is currently in a management position he/she will not be required to take these courses. A current clerk moving into a management position or a person hired into this management position will be required to take these courses. Add: Associates degree or 60 college credit hours from a two-year college or technical school is required plus a Librarian Certification 5. The staff member is required to renew their certification every 5 years at the employee's cost of \$50.00 which also includes verifying that 75 LEUs have been obtained.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, percent; and to draw and interpret bar graphs.

REASONING ABILITY: To perform this job successfully, an individual must be able to define problems, collect data, establish facts, and draw valid conclusions; plan and organize work.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Indiana drivers' license. Remove: Library certification desirable. Add: As of July 1, 2008 the employee currently in this position is grandfathered at their current position. An employee hired after July 1, 2008 for this position is required to have a Library Certification 5 (LC5) or a temporary certificate which can be held for 3 years while working toward certification which is obtained from the Indiana State Library.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must regularly lift and or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	JUNE 2007	JUNE 2008	AMOUNT OF CHANGE	% OF CHANGE	YTD	
ELWOOD						
ADULT	3,091	3,068	-23	-1%	14,170	17,238
JUVENILE	1,911	1,961	50	3%	9,090	11,051
Y. A.	218	257	39	18%	884	1,141
PERIOD.	495	573	78	16%	2,684	3,257
AUDIO	156	150	-6	-4%	921	1,071
VIDEO	3,217	4,015	798	25%	19,770	23,785
TOTAL	9,088	10,024	936	10%	47,519	57,543
FRANKTON						
ADULT	1,308	1,215	-93	-7%	5,615	6,830
JUVENILE	1,498	757	-741	-49%	3,519	4,276
Y. A.	166	217	51	31%	686	903
PERIOD.	314	318	4	1%	1,711	2,029
AUDIO	37	45	8	22%	205	250
VIDEO	1,762	1,932	170	10%	8,147	10,079
TOTAL	5,085	4,484	-601	-12%	19,883	24,367
HAZELBAKER						
ADULT	899	805	-94	-10%	3,294	4,099
JUVENILE	1,072	708	-364	-34%	1,810	2,518
Y. A.	150	90	-60	-40%	235	325
PERIOD.	233	133	-100	-43%	626	759
AUDIO	79	14	-65	-82%	102	116
VIDEO	742	708	-34	-5%	3,830	4,538
TOTAL	3,175	2,458	-717	-23%	9,897	12,355
SYSTEM						
ADULT	5,298	5,088	-210	-4%	23,079	28,167
JUVENILE	4,481	3,426	-1055	-24%	14,419	17,845
Y. A.	534	564	30	6%	1,805	2,369
PERIOD.	1,042	1,024	-18	-2%	5,021	6,045
AUDIO	272	209	-63	-23%	1,228	1,437
VIDEO	5,721	6,655	934	16%	31,747	38,402
TOTAL	17,348	16,966	-382	-2%	77,299	94,265

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	7908	3120	2203
REF.	158	27	12
ASSIST.	1107	297	205
COMP./WIRE	2598 / 46	1103 / 14	944
PROG. A.	1 / 35	2 / 61	2 / 30
J.	9 / 113	2 / 65	1 / 32

TECH SERVICES PROCESSED 844 ITEMS

Proposed Certification Requirements for Public Library Professionals

- ⇒ **Certification changes from life-time to 5-year increments**
- ⇒ **All staff working in a position affected by the new rule on the day it takes effect will be grandfathered at their current level at their current job title in their current library district. Once a staff person is hired for a new job within their current library district or they are hired at another library district, they would become subject to the new certification education requirements.**
- ⇒ **Continuing education will be required to maintain certification. Approved Library Education Units (LEUs) include: college & university coursework; workshops, seminars, institutes, lectures and training by certified trainers; and other continuing education opportunities as approved by the State Library.**
- ⇒ **The cost changed from \$1.00 for life-time to \$50.00 every 5 years**
- ⇒ **New Librarian Certification Levels (Table on page 2)**
- ⇒ **New classification system: A, B, C – based on population (Table on page 2)**
- ⇒ **Voluntary Specialist Certification Levels (Table on page 2)**
- ⇒ **Public library directors serving populations greater than 10,000 are required to hold an ALA-MLS and directors serving populations less than 10,000 are required to hold a BA and 15 hours of library science courses**
- ⇒ **Library directors, branch heads, department, heads and professional assistants must be certified**
- ⇒ **Professional assistant is defined to include positions in which a person devotes more than half of his or her time to work that calls for:**
 1. knowledge of professional library practice, collections and of technical library processes;
 2. ability to deal with people in a professional capacity as distinguished from clerical; and
 3. includes, but not limited to, staff classified as librarians, paraprofessionals, catalogers, reference assistants, program coordinators and department heads responsible for professional library duties.

Proposed Librarian Certification Levels

Librarian Certificate 1 (LC1) - ALA-accredited MLS degree (or equivalent) with 10 years professional library experience (or 6 years professional experience including 3 years supervisory experience)

Librarian Certificate 2 (LC2) - ALA-accredited MLS degree (or equivalent) with 3 years professional library experience

Librarian Certificate 3 (LC3) - ALA-accredited MLS degree (or equivalent)

Librarian Certificate 4 (LC4) - Bachelor's degree from an accredited college or university, including 15 semester hours of required library science courses

Librarian Certificate 5 (LC5) - 60 hours of college or associate's degree plus 9 semester hours of required library science courses

Librarian Certificate 6 (LC6) - High school diploma or GED with 5 years of library experience or 9 semester hours of required library science courses.

Proposed Specialist Certification Levels (Voluntary)

Specialist 1 – Accredited Master's degree with 10 years professional experience in subject field or 6 years professional experience in subject field including 3 years of supervisory experience

Specialist 2 – Accredited Master's degree with 3 years' professional experience in subject field

Specialist 3 – Accredited Master's degree

Specialist 4 – Bachelor's degree from an accredited college or university, including 15 semester hours of subject field

Specialist 5 – 60 hours of college or associate's degree plus 9 semester hours in subject field

<u>Classification Requirements</u>	<u>Director</u>	<u>Department and Branch Head</u>	<u>Professional Assistant</u>
Class A (Library population 40,000 and greater)	ALA- MLS + LC1 or higher PLUS 100 LEUs every 5 years	Bachelors + LC4 or higher PLUS 75 LEUs every 5 years	Associates + or 60 hrs College + LC5 or higher PLUS 50 LEUs every 5 years
Class B (Library population between 10,000 and 39,999)	ALA-MLS + LC2 or higher PLUS 100 LEUs every 5 years	Associates + or 60 hrs College + LC5 or higher PLUS 75 LEUs every 5 years	High School Diploma + LC6 or higher PLUS 50 LEUs every 5 years
Class C (Library population under 10,000)	Bachelors + LC4 or higher PLUS 100 LEUs every 5 years	High School Diploma + LC6 or higher PLUS 75 LEUs every 5 years	High School Diploma + LC6 or higher PLUS 50 LEUs every 5 years

About the Certification Taskforce

The Indiana State Library formed the Certification Taskforce in May 2007 and charged it to recommend new certification rules for Indiana library professionals that add validity and credibility to the profession and compliance with Indiana law. More information about the taskforce, its findings, and participants is available on WebJunction Indiana at <http://in.webjunction.org>. The State Library anticipates that the new rules, if adopted, could be enacted in the second quarter of 2008.

Message Confirmation Report

JUL-17-2008 03:33 PM THU

Fax Number : 765 552 0955
Name : ELWOOD PUB LIBRARY

Name/Number : CALL LEADER / 95523358
Page : 1
Start Time : JUL-17-2008 03:33PM THU
Elapsed Time : 00' 10"
Mode : STD ECM
Results : [O.K]

July 17, 2008

Please publish the following on Friday or Saturday and again on Monday, Thank you.

The North Madison County Public Library Policy Committee will meet at 2:00pm on Monday July 21, 2008 in the meeting room of the Elwood Public Library.

Message Confirmation Report

JUL-17-2008 03:34 PM THU

Fax Number : 765 552 0955
Name : ELWOOD PUB LIBRARY

Name/Number : HERALD / 96404815
Page : 1
Start Time : JUL-17-2008 03:34PM THU
Elapsed Time : 00' 20"
Mode : STD ECM
Results : [O.K]

July 17, 2008

Please publish the following on Friday or Saturday and again on Monday, Thank you.

The North Madison County Public Library Policy Committee will meet at 2:00pm on Monday July 21, 2008 in the meeting room of the Elwood Public Library.

NMCPLS Job Description

Job Title: Director
Reports To: Board of Trustees, NMCPLS
FLSA Status: Exempt
Prepared By: Director
Prepared Date: June 2008
Approved By: NMCPLS Board of Trustees
Review & Approve Date: July 2008

SUMMARY

Plans and administers program of library services by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Director is responsible for the overall functioning of the Library System.

1. Assists President, Board of Trustees in preparing Board meeting agenda and support materials.
2. Attends Board and other meetings as necessary to meet library and community needs.
3. Submits recommendations on library policies and services to the Board of Trustees and implements policy decisions.
4. Compiles general information and statistical data to determine effectiveness of library services. Recommends measures to improve organization and administration of system.
5. Prepares budget, program, annual, and special reports for the Board of Trustees and the Indiana State Library.
6. Ensures compliance with appropriate regulations and standards promulgated by Indiana Code, State Board of Accounts, State Tax Commissioners, and State Library.
7. Analyzes and coordinates departmental budget estimates and controls expenditures to administer approved budget.
8. Assists in planning and implementation of new information technologies to meet changing needs.
9. Coordinates activities of branch or departmental libraries.
10. Ensures adequate maintenance of buildings and grounds.
11. Reviews and evaluates collection development; analyzes operations for cost efficiency.
12. Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library problems.
13. Conducts public relations programs to increase public awareness/support of library programs/services.
14. Assist in reference, cataloging, acquisitions, and patron services as necessary.
15. Maintains regular communication, both formal and informal, with all other personnel.
16. Participates in professional conferences and workshops to keep informed of changes in the library field that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. One hundred (100) library education units (LEUs), ten (10) hours will be computer or technology related, are required every 5 years beginning July 1, 2008 with at least 20 LEUs required every year until 100 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of losing their job. The following is a definition of LEUs taken from the Indiana Public Library Certification Manual:
 - a. Library education providers are certified by the Indiana Library and Historical Board, including certified trainers in library-related or specialist subjects of importance to library operations.
 - b. College or university courses (credit and not for credit -1 semester hour =15 LEUs).
 - c. Local, state and national library association or specialist-subject related conferences (1 hour=1 LEU).
 - d. Workshops, seminars, institutes, lectures, training by certified trainers (1 hour =1 LEU).
 - e. The Indiana State Library will consider other library education providers on a case by case basis.
17. As with all employees of the NMCPLS, excluding custodians, has knowledge of circulation desk tasks. If needed, would provide assistance at the circulation desk.

SUPERVISORY RESPONSIBILITIES: Manages subordinate supervisors who supervise other employees. Also directly supervises three non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An ALA Master of Library Science degree and three years professional library experience is required. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 100 LEUs have been obtained. For more information please read the Indiana Public Library Certification Manual available at <http://in.webjunction.org/do/DisplayContent?id=17884>.

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER: This position requires the ability to concentrate for extended periods of time. Strong interpersonal and human relations skills, written and oral communication skills. High degree of flexibility, organization, and capacity to multi-task. All employees are expected to demonstrate/develop basic keyboard skills; operate automated circulation and catalog stations, AV equipment, telephones, microfilm printer-readers, FAX machines, photocopiers and laminators.

CERTIFICATES, LICENSES, REGISTRATIONS: After July 1, 2008 the staff member is required to have a Library Certificate 2 (LC2) with 3 years professional library experience or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library. A valid Indiana drivers' license is also required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in the Elwood library, but requires visits to the branch facilities and other locations. Noise level in the work environment is usually quiet.

NMCPLS Job Description

Job Title: Manager, Informational Technology
Department: Administration
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: June 2008
Approved By: NMCPLS Board of Trustees
Review & Approve Date: July 2008

SUMMARY

Evaluates, implements, and maintains library automated systems and electronic information systems, develops and participates in library instructional programs by performing the following duties. Requires consistent cooperation with all departments and branches.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Coordinates and assists in installing, upgrading, maintaining, and troubleshooting hardware, software, electronic information sources, networking, and telecommunications equipment used in support of the library's automated systems electronic information resources.
2. Evaluates existing electronic information resources and recommends future improvements.
3. Identifies, evaluates and recommends new technologies to meet library needs.
4. Serves as a liaison between library and outside vendors specializing in Information Technology.
5. Acts as a consultant for staff in addressing IT needs; selection of software applications and library materials associated with information technology.
6. Plans and conducts staff and patron training in use of electronic information resources.
7. Develops and implements disaster recovery plans for backup systems to archive and protect data and maintain services in an emergency.
8. Creates documentation including current inventory records, compilation of statistics and narrative feedback from staff and patrons concerning IT resources.
9. Assists in preparation of policies and procedures, budget projections, financial and statistical reports, and grant applications for IT.
10. Maintains regular communication, both formal and informal, with all other personnel.
11. Participates in professional development activities that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs), ten (10) hours will be computer or technology related, are required every 5 years beginning July 1, 2008 with at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of losing their job. The following is a definition of LEUs taken from the Indiana Public Library Certification Manual:
 - a. Library education providers are certified by the Indiana Library and Historical Board, including certified trainers in library-related or specialist subjects of importance to library operations.
 - b. College or university courses (credit and not for credit -1 semester hour =15 LEUs).
 - c. Local, state and national library association or specialist-subject related conferences (1 hour=1 LEU).
 - d. Workshops, seminars, institutes, lectures, training by certified trainers (1 hour =1 LEU).
 - e. The Indiana State Library will consider other library education providers on a case by case basis.

SUPERVISORY RESPONSIBILITIES: May directly supervises one or more employee/assistants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An associate's degree or 60 college credit hours from an accredited college or university is required plus a Specialist 5. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 75 LEUs have been obtained. For more information please read the Indiana Public Library Certification Manual available at <http://in.webjunction.org/do/DisplayContent?id=17884> .

LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER: Strong interpersonal and human relations skills, written and oral communication skills. High degree of flexibility, organization and capacity to multi-task. All employees are expected demonstrate/develop basic keyboard skills; operate automated circulation and catalog stations, AV equipment, telephones, microfilm printer-readers, FAX machines, photocopiers and laminators. Also must understand basic operation (i.e. word processing, Internet, e-mail, etc.) of computers in a Windows environment.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Indiana driver's license. As of July 1, 2008 the employee currently in this position is grandfathered at their present position. An employee hired after July 1, 2008 for this position is required to have a Specialist 5 or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in the Elwood Public Library but requires visits to the branch facilities and other locations. Noise level in the work environment is usually moderate.

NMCPLS Job Description

Job Title: Technical Services Manager
Department: Technical Services
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: June 2008
Approved By: NMCPLS Board of Trustees
Review & Approve Date: July 2008

SUMMARY

Performs electronic or physical cataloging of library materials in all formats by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Classifies library materials using classification schemas, or verifies classification data received from classifier against corresponding materials.
2. Performs original, complex contributed, and copy cataloging, both physical and electronic, for library materials in all formats.
3. Takes automated integrated systems into consideration when cataloging.
4. Codes catalog data based on required formatting for input into bibliographic utility.
5. Creates name and subject authority records, determines proper forms of headings, and expands subject headings to meet changing needs of library users.
6. Enters or supervises entering of cataloged data into database, or files cards into assigned sections of catalog.
7. Maintains and controls online or card catalog, including updating.
8. Trains and supervises support staff in cataloging functions.
9. Selects AV materials for the Elwood facility. Manages AV acquisitions, including invoicing, for all three facilities.
10. Manages acquisitions (including standing orders but excluding periodicals), invoicing and distribution of materials.
11. Correlates circulation, acquisitions and patron statistics for the library system and state reports.
12. Maintains regular communication, both formal and informal, with all other personnel.
13. Participates in professional development activities that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs), ten (10) hours will be computer or technology related, are required every 5 years beginning July 1, 2008 with at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of losing their job. The following is a definition of LEUs taken from the Indiana Public Library Certification Manual:
 - a. Library education providers are certified by the Indiana Library and Historical Board, including certified trainers in library-related or specialist subjects of importance to library operations.
 - b. College or university courses (credit and not for credit -1 semester hour =15 LEUs).
 - c. Local, state and national library association or specialist-subject related conferences (1 hour=1 LEU).
 - d. Workshops, seminars, institutes, lectures, training by certified trainers (1 hour =1 LEU).
 - e. The Indiana State Library will consider other library education providers on a case by case basis.
14. As with all employees of the NMCPLS, excluding custodians, will have knowledge of circulation desk tasks. If needed, could provide assistance at the circulation desk.

SUPERVISORY RESPONSIBILITIES: Directly supervises one employee in the Technical Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NMCPLS Job Description

Job Title: Manager, Adult Services
Department: Adult Services
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: June 2008
Approved By: Board of Trustees
Review & Approve Date: July 2008

SUMMARY

Manages operations of the circulation area by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Plans, organizes, supervises, and coordinates work of subordinates in delivering library services. This includes overseeing the circulation desk operations, duties and monitoring cash. Also includes supervising of the opening and closing of the building.
2. Plans and coordinates activities related to collections including selection, processing, weeding, basic cleaning/repairing, and shelving.
3. Oversees registration of patrons, charging and discharging of materials (including interlibrary loans), organization of incoming materials, and distribution of materials to appropriate areas.
4. Supervises collection and accounting of departmental fines and fees.
5. Plans and coordinates activities related to services for adult and special needs patrons.
6. Directly assists patrons in locating information, selecting materials, using equipment.
7. Furnishes information on activities, facilities and rules through displays and written materials.
8. Maintains an attractive and inviting atmosphere in the department; requests supplies and equipment.
9. Coordinates volunteer services.
10. Maintains regular communication, both formal and informal, with all other personnel.
11. Participates in professional development activities that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs), ten (10) hours will be computer or technology related, are required every 5 years beginning July 1, 2008 with at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of losing their job. The following is a definition of LEUs taken from the Indiana Public Library Certification Manual:
 - a. Library education providers are certified by the Indiana Library and Historical Board, including certified trainers in library-related or specialist subjects of importance to library operations.
 - b. College or university courses (credit and not for credit -1 semester hour =15 LEUs).
 - c. Local, state and national library association or specialist-subject related conferences (1 hour=1 LEU).
 - d. Workshops, seminars, institutes, lectures, training by certified trainers (1 hour =1 LEU).
 - e. The Indiana State Library will consider other library education providers on a case by case basis.

SUPERVISORY RESPONSIBILITIES: Directly supervises employees in Adult Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An associate's degree or 60 college credit hours from an accredited college or university is required plus a Librarian Certificate 5. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 75 LEUs have been obtained. For more information please read the Indiana Public Library Certification Manual available at <http://in.webjunction.org/do/DisplayContent?id=17884> .

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, percent; and to draw and interpret bar graphs.

REASONING ABILITY: To perform this job successfully, an individual must be able to define problems, collect data, establish facts, and draw valid conclusions; plan and organize work.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Indiana drivers' license. As of July 1, 2008 the employee currently in this position is grandfathered at their present position. An employee hired after July 1, 2008 for this position is required to have a Library Certificate 5 (LC5) or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must regularly lift and or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed at the Elwood Public Library, but requires visits to branches and other locations. Noise level in the work environment is usually moderate.

NMCPLS Job Description

Job Title: Manager, Youth Services
Department: Youth Services
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: June 2008
Approved By: Approved
Review & Approve Date: July 2008

SUMMARY

Manages library activities for children and young adults by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Plans, organizes, supervises, and coordinates work of subordinates in delivering library services.
2. Directly assists patrons in locating information, selecting materials, using equipment.
3. Plans and coordinates activities related to collections including selection, processing, weeding, basic cleaning/repairing, and shelving. Maintains professional collection related to youth services.
4. Plans and coordinates activities related to services for children, young adults and their care givers.
5. Oversees registration of patrons, charging and discharging of library materials, organization of incoming materials, and distribution of materials to appropriate areas.
6. Supervises collection and accounting of departmental fines and fees.
7. Furnishes information on activities, facilities and rules through displays and written materials.
8. Maintains an attractive and inviting atmosphere in the department; requests supplies/equipment.
9. Plans and conducts programs for children, young adults, parents and others to encourage reading, viewing, listening and use of library materials and facilities.
10. Confers with teachers, parents, and community groups to assist in developing programs to encourage and improve the communication skills of children and young adults.
11. Maintains regular communication, both formal and informal, with all other personnel.
12. Participates in professional development activities that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs), ten (10) hours will be computer or technology related, are required every 5 years beginning July 1, 2008 with at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of losing their job. The following is a definition of LEUs taken from the Indiana Public Library Certification Manual:
 - a. Library education providers are certified by the Indiana Library and Historical Board, including certified trainers in library-related or specialist subjects of importance to library operations.
 - b. College or university courses (credit and not for credit -1 semester hour =15 LEUs).
 - c. Local, state and national library association or specialist-subject related conferences (1 hour=1 LEU).
 - d. Workshops, seminars, institutes, lectures, training by certified trainers (1 hour =1 LEU).
 - e. The Indiana State Library will consider other library education providers on a case by case basis.

SUPERVISORY RESPONSIBILITIES: Directly supervises employees in Youth Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An associate's degree or 60 college credit hours from an accredited college or university is required plus a Librarian Certificate 5. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 75 LEUs have been obtained. For more information please read the Indiana Public Library Certification Manual available at <http://in.webjunction.org/do/DisplayContent?id=17884> .

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

REASONING ABILITY: To perform this job successfully, an individual must be able to define problems, collect data, establish facts, and draw valid conclusions; plan and organize work.

OTHER: Strong interpersonal and human relations skills, written and oral communication skills. High degree of flexibility, organization and capacity to multitask. All employees are expected to demonstrate/develop basic keyboard skills; operate automated circulation and catalog stations, AV equipment, telephones, microfilm printer-readers, FAX machines, photocopiers and laminators.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Indiana drivers' license. As of July 1, 2008 the employee currently in this position is grandfathered at their present position. An employee hired after July 1, 2008 for this position is required to have a Library Certificate 5 (LC5) or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch/crawl, taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in the Elwood library, but requires visits to branches, schools and other locations. Noise level in the work environment is usually moderate.

NMCPLS Job Description

Job Title: Manager, Branch
Department: Branch
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: June 2008
Approved By: Board of Trustees
Review & Approve Date: July 2008

SUMMARY: Manages library activities at a branch facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Plans, organizes, supervises and coordinates work of subordinates in delivering library services.
2. Directly assists patrons in locating information, selecting materials, using equipment.
3. Plans and coordinates activities related to collections including selection, processing, weeding, basic cleaning/repairing, and shelving.
4. Plans and coordinates activities related to services for patrons of all ages in the community.
5. Oversees registration of patrons, charging and discharging of materials (including interlibrary loans), organization of incoming materials, and distribution of materials to appropriate areas.
6. Supervises collection and accounting of fines and fees; responsible for regular deposit of funds and reconciling petty cash account.
7. Furnishes information on activities, facilities and rules through displays and written materials.
8. Monitors security and maintenance of facility and grounds; maintains an attractive and inviting atmosphere in the facility; requests supplies and equipment as needed.
9. Maintains regular communication, both formal and informal, with all other personnel.
10. Participates in professional development activities that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs), ten (10) hours will be computer or technology related, are required every 5 years beginning July 1, 2008 with at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of losing their job. The following is a definition of LEUs taken from the Indiana Public Library Certification Manual:
 - a. Library education providers are certified by the Indiana Library and Historical Board, including certified trainers in library-related or specialist subjects of importance to library operations.
 - b. College or university courses (credit and not for credit -1 semester hour =15 LEUs).
 - c. Local, state and national library association or specialist-subject related conferences (1 hour=1 LEU).
 - d. Workshops, seminars, institutes, lectures, training by certified trainers (1 hour =1 LEU).
 - e. The Indiana State Library will consider other library education providers on a case by case basis.

SUPERVISORY RESPONSIBILITIES: Directly supervises employees in the branch facility. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities including interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An associate's degree or 60 college credit hours from an accredited college or university is required plus a Librarian Certificate 5. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 75 LEUs have been obtained. For more information please read the Indiana Public Library Certification Manual available at <http://in.webjunction.org/do/DisplayContent?id=17884>.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, percent; and to draw and interpret bar graphs.

REASONING ABILITY: To perform this job successfully, an individual must be able to define problems, collect data, establish facts, and draw valid conclusions; plan and organize work.

OTHER: Strong interpersonal and human relations skills, written and oral communication skills. High degree of flexibility, organization, and capacity to multitask. All employees are expected to demonstrate/develop basic keyboard skills; operate automated circulation and catalog stations, AV equipment, telephones, microfilm printer-readers, FAX machines, photocopiers and laminators.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Indiana drivers' license. As of July 1, 2008 the employee currently in this position is grandfathered at their present position. An employee hired after July 1, 2008 for this position is required to have a Library Certificate 5 (LC5) or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in the assigned branch facility, but requires visits to the main facility, schools, and other locations. Noise level in the work environment is usually moderate.



July 11, 2008

North Madison County Library
1600 Main Street
Elwood, IN 46036

PROPOSAL

We are pleased to offer our proposal to furnish and install a new "front end" for your building automation system. The new front end will enable the building to be controlled more easily by the administration from any PC with Internet access. The system is capable of sending alarms via the Internet to alert facility managers of any problems with the building HVAC systems that it monitors. The new front end will greatly increase the options available for operation and monitoring the building mechanical systems. This will replace your current, obsolete front end. Our proposal includes the following:

- Johnson Controls FX-40 JACE front end
- Software and programming of JACE
- Removal of existing front end
- Installation of JACE in secure cabinet
- Connection to existing system wiring
- Commissioning of system and naming all points and devices
- Color graphics and text
- Training the staff on operation of the new system.

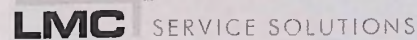
We can provide the above for the sum of **\$10,711.00**

EXCLUSIONS AND ADDITIONS

Any labor or materials not specified above will be extra. This new front end requires an Ethernet connection and a dedicated IP address. These are not included and need to be provided by the owner. Price is good for 30 days.

Submitted by:

James D. Maidlow
Vice President



July 11, 2008

Frankton Community Library
102 N. Church Street
Frankton, IN 46044

PROPOSAL

Please accept our proposal to furnish and install a new Honeywell WEBSTAT control system for the building HVAC equipment. This will replace the existing thermostats in the same location. This system requires an Ethernet connection and a dedicated IP address. Our proposal includes the following:

- (2) Honeywell T7350H communicating thermostats
- (1) Honeywell WEBSTAT controller
- New bus wire connecting each T7350 to the WEBSTAT device
- Connect to owners Ethernet connection (must be provided in advance)
- Programming and commissioning
- Training and setup

We can provide the above for the sum of **\$3,262.00**

EXCLUSIONS

Owner must provide an Ethernet connection prior to installation of device. Owner must provide a 120-volt power supply at the location of the device prior to installation. Labor and materials not specified above will be extra. A dedicated IP address is required and should be assigned prior to installation. Price is good for 30 days.

Submitted by:

James D. Maidlow
Vice President

Agenda

August 11, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

Call to Order
Call for Quorum
Minutes
Claims Register & Checks
Old Business
 1. Super Seal Quotes for Elwood and Summitville
 2. Lehman's Quote
 3. Time Line for 2009 Budget Approval
New Business
 1. Initial Budget Review
 2. Public Library Internet Consortium
 3. Security Camera System Quotes
Director's Report
Public Comment
Adjournment

Agenda

August 11, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

Call to Order
Call for Quorum
Minutes
Claims Register & Checks
Old Business
 1. Super Seal Quotes for Elwood and Summitville
 Quote for Elwood from Ranger Materials. They are supposed to be quoting Summitville's lot also.
 2. Lehman's Quote
 3. Time Line for 2009 Budget Approval
 Information in your folders about Department of Local Government Finance extending 2009 Budget
 Deadline to December 1st. We would like to move forward as normal and keep the current timeline.
 Two important dates to remember are August 21st and September 18th. We will need a quorum to
 approve and adopt the 2009 Budget.
New Business
 1. Initial Budget Review
 Form 1 with 2008 and 2009 budget figures is located in your folders.
 2. Public Library Internet Consortium
 This is the resolution that has to be passed and signed every year to ensure that our T-1 lines are paid
 for.
 3. Security Camera System Quotes
 Postpone these quotes until next meeting
Director's Report
We hired Mary Hendrick, from Frankton to replace Amber Jones as Youth Services Manager. We would like to
move forward with replacing Mary at Frankton. We had spoken about a hiring freeze but in order to continue
youth programming we need to replace her. Frankton has almost double the circulation and traffic statistics
than Summitville and until we have to cut open hours we will need the extra staff person.
Public Comment
Adjournment

Agenda

August 11, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
 - 1. Super Seal Quotes for Elwood and Summitville
 - 2. Lehman's Quote
 - 3. Time Line for 2009 Budget Approval
- New Business
 - 1. Initial Budget Review
 - 2. Public Library Internet Consortium
 - 3. Security Camera System Quotes
- Director's Report
- Public Comment
- Adjournment

MODE = MEMORY TRANSMISSION START=AUG-07 15:43 END=AUG-07 15:44

FILE NO.=871

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:17

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

Agenda

August 11, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
 - 1. Super Seal Quotes for Elwood and Summitville
 - 2. Lehman's Quote
 - 3. Time Line for 2009 Budget Approval
- New Business
 - 1. Initial Budget Review
 - 2. Public Library Internet Consortium
 - 3. Security Camera System Quotes
- Director's Report
- Public Comment
- Adjournment

*Please publish
Friday or Saturday
and again on
Monday
Thank you*

MODE = MEMORY TRANSMISSION START=AUG-07 15:44 END=AUG-07 15:45

FILE NO. =872

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:24

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

Agenda

August 11, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:30 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
 1. Super Seal Quotes for Elwood and Summitville
 2. Lehman's Quote
 3. Time Line for 2009 Budget Approval
- New Business
 1. Initial Budget Review
 2. Public Library Internet Consortium
 3. Security Camera System Quotes
- Director's Report
- Public Comment
- Adjournment

*Please publish
Friday or Saturday
and again on
Monday
Thank you*

MODE = MEMORY TRANSMISSION START=AUG-01 14:34 END=AUG-01 14:35

FILE NO. =789

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:19

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

August 1, 2008

Please publish on Saturday and again on Monday.

The North Madison County Public Library Policy committee will met on Monday,
August 4 at 5:30pm.

Thank you,

MODE = MEMORY TRANSMISSION

START=AUG-01 14:33

END=AUG-01 14:34

FILE NO. =788

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:13

-ELWOOD LIBRARY -

***** -17655520955 - ***** 1765552001- *****

August 1, 2008

Please publish on Saturday and again on Monday.

The North Madison County Public Library Policy committee will met on Monday,
August 4 at 5:30pm.

Thank you,

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Meeting
August 11, 2008

CALL TO ORDER

President Kevin Sipe called the regular meeting of the North Madison County Public Library Board of Trustees to order on August 11, 2008 at 5:30pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were Kevin Sipe, Bette Dalzell, Dan Prieshoff, Pam Bohlander, Betty Caldwell and Mike Robertson. Also in attendance was Administrative Assistant Diana Shepard.

MINUTES

The minutes from the July 14, 2008 regular meeting were approved after a motion was made by Mike Robertson and seconded by Pam Bohlander.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Pam Bohlander signed checks.

OLD BUSINESS

Super Seal Quotes

Any decision was tabled until the 2008 budget approval is received.

Lehman's Quote

Mike Robertson made a motion to accept the quote of \$2,706 from LMC Service Solution to replace the Variable Frequency Drive on the HVAC equipment at Elwood, Betty Dalzell made a second and the motion carried. No action was taken on a quote from LMC Service Solution in the amount of \$10,711 to replace the front end of the HVAC equipment at Elwood. No action was taken on a quote from LMC Service Solution in the amount of \$670 to install and program two Honeywell programmable thermostats at Summitville.

Time Line for 2009 Budget Approval

A new timeline was given to each member. The Department of Local Government Finance has extended the 2009 budget deadline until December 1. It is the recommendation to move forward as normal. It was decided to do so. Two dates are to be noted that a quorum is required. They are August 21, 2008 at 5:30 for budget approval, and September 18, 2008 at 5:30 to adopt the 2009 budget.

NEW BUSINESS

Initial Budget Review

Form 1 of the 2009 budget was discussed. No line items need to be adjusted.

Public Library Internet Consortium

Commitment to join public library internet consortium was read by Secretary, Bette Dalzell. Mike Robertson made a motion to accept the commitment. Pam Bohlander made a second and the motion carried.

Security Camera System Quotes

Discussion was tabled until next meeting.

DIRECTORS REPORT

Mary Hendrick has been hired to fill the position of Youth Service Manager left vacant by the resignation of Amber Jones. There had been discussion of a hiring freeze however; Mary's position at Frankton will need to be filled if they are going to continue to offer youth programming.

With no objections the meeting was adjourned.

Bette Dalzell, Secretary

Amela Bohlander
Mike Robertson
Kevin Sipe

Register Of Claims

North Madison County Public Library System

Report Date: From 7/15/2008 To 8/11/2008

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	424	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	7/23/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$16,446.65		
			Operating Fund	Wages of Janitor	\$1,414.00		
			Operating Fund	Wages of Janitor	\$234.00		
			Total this claim				
0	425	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,509.44	7/23/2008	P/R ENDING 7/19/2008
			FICA	Payroll Deductions	\$1,223.35		
			Federal Taxes Withheld	Payroll Deductions	\$2,208.51		
			Medicare	Payroll Deductions	\$286.09		
			Total this claim				
0	460	RAMSAY BUSINESS PRODUC	Operating Fund	Furniture & Equipment	(\$335.00)	8/11/2008	RETURN OF FAX & MONTHLY STATEMENT
			Operating Fund	Office Supplies	\$10.00		
			Operating Fund	Office Supplies	\$26.85		
			Operating Fund	Office Supplies	\$14.95		
			Operating Fund	Equipment/Rental	\$50.94		
Total this claim				(\$232.26)			
0	437	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	8/6/2008	P/R ENDING 8/2/08
Total this claim				\$155.00			
0	427	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	7/23/2008	P/R ENDING 7/19/08
Total this claim				\$155.00			
0	436	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,544.45	8/6/2008	P/R ENDING 8/2/08
			FICA	Payroll Deductions	\$1,251.71		
			Federal Taxes Withheld	Payroll Deductions	\$2,256.37		
			Medicare	Payroll Deductions	\$292.74		
			Total this claim				
0	435	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	8/6/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$16,876.51		
			Operating Fund	Wages of Janitor	\$1,414.00		
			Operating Fund	Wages of Janitor	\$262.00		
			Total this claim				
25220	418	AT&T	Operating Fund	Telephone & Telegraph	\$134.71	7/15/2008	SERVICE FOR SUMMITVILLE
Total this claim				\$134.71			

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25221	419	AVAYA COMMUNICATION	Operating Fund	Telephone & Telegraph	\$284.12	7/15/2008	As per attached invoices.
Total this claim					\$284.12		
25222	420	CENTRAL OFFICE PRODUCTS	Operating Fund	Professional Services	\$835.00	7/15/2008	SERVICE AGREEMENT MINOLTA COPIER 7/1/08-7/1/09
Total this claim					\$835.00		
25223	421	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$46.00	7/15/2008	SERVICE FOR ELWOOD
Total this claim					\$46.00		
25224	422	JOHN BOWER	Operating Fund	Elwood Adult Programming	\$212.00	7/15/2008	HOOSIER PHOTOGRAPHER PRESENTATION JULY 15, 2008
Total this claim					\$212.00		
25225	423	JAMIE B. SCOTT	Operating Fund	Traveling Expense	\$319.60	7/15/2008	mileage
Total this claim					\$319.60		
25226	429	COURT SQUARE LEASING CO	Operating Fund	Equipment/Rental	\$179.16	7/23/2008	As per attached invoices.
Total this claim					\$179.16		
25227	430	DAVID E. MORROW	Operating Fund	Consulting Services	\$147.00	7/23/2008	SECURITY GUARD WKS ENDING 7/12/08 & 7/19/08
Total this claim					\$147.00		
25228	426	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,453.28	7/23/2008	PAYROLL DEDUCTIONS FOR JULY
			County Taxes Withheld	Payroll Deductions	\$488.73		
Total this claim					\$1,942.01		
25229	431	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,653.12	7/23/2008	SERVICE FOR SUMMITVILLE & ELWOOD
			Operating Fund	Electricity	\$475.06		
Total this claim					\$2,128.18		
25230	432	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$51.34	7/23/2008	SERVICE FOR SUMMITVILLE
Total this claim					\$51.34		
25231	428	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$746.59	7/23/2008	P/R ENDING 7/19/08
Total this claim					\$746.59		
25232	433	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$31.37	7/23/2008	SERVICE FOR FRANKTON
Total this claim					\$31.37		
25233	439	AMBER JONES	Operating Fund	Consulting Services	\$60.27	8/6/2008	CONSULTING - WEEK ENDING 8/2/08
Total this claim					\$60.27		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25234	441	AT&T LONG DISTANCE	Operating Fund Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$29.12 \$12.23	8/6/2008	SERVICE FOR ELWOOD & SUMMITVILLE
Total this claim					<u>\$41.35</u>		
25235	442	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$480.30	8/6/2008	As per attached invoices.
Total this claim					<u>\$480.30</u>		
25236	434	CONSUMERS LIFE INSURANC	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$5,224.81 \$424.02	8/6/2008	MEDICAL INSURANCE 8/1/08-9/1/08
Total this claim					<u>\$5,648.83</u>		
25237	440	DAVID E. MORROW	Operating Fund	Consulting Services	\$60.00	8/6/2008	SECURITY GUARD WEEK ENDING 8/2/08
Total this claim					<u>\$60.00</u>		
25238	443	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$12.40	8/6/2008	SERVICE FOR SUMMITVILLE
Total this claim					<u>\$12.40</u>		
25239	438	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$741.99	8/6/2008	P/R ENDING 8/2/08
Total this claim					<u>\$741.99</u>		
25240	444	MILLER KEY & LOCK SERVICE	Operating Fund	Operating Supplies	\$19.50	8/6/2008	RESTROOM KEYS - ELWOOD
Total this claim					<u>\$19.50</u>		
25241	445	POSTMASTER	Operating Fund Operating Fund	Postage & UPS Postage & UPS	\$84.00 \$0.00	8/6/2008	STAMPS - FRANKTON
Total this claim					<u>\$84.00</u>		
25242	446	TOWN OF FRANKTON	Operating Fund Operating Fund Operating Fund	Electricity Water Waste Disposal Services	\$395.85 \$13.30 \$11.82	8/6/2008	As per attached invoices.
Total this claim					<u>\$420.97</u>		
25243	447	VISA	Operating Fund Operating Fund	Frankton Programing Operating Supplies	\$212.44 \$25.80	8/6/2008	As per attached invoices.
Total this claim					<u>\$238.24</u>		
25244	448	ARAB TERMITE & PEST CONT	Operating Fund	Professional Services	\$47.00	8/11/2008	As per attached invoices.
Total this claim					<u>\$47.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25245	455	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$999.37	8/11/2008	As per attached invoices.
			Operating Fund	Elwood Childrens	\$1,092.64		
			Operating Fund	Elwood YA	\$378.00		
			Operating Fund	Frankton	\$1,508.19		
			Operating Fund	Summitville	\$1,165.64		
			Gift	Frankton	\$115.86		
			Gift	Summitville	\$13.51		
				Total this claim	<u>\$5,273.21</u>		
25246	449	BARBARA MCADAMS	Operating Fund	Frankton Programing	\$45.96	8/11/2008	PETTY CASH REIMBURSEMENT
				Total this claim	<u>\$45.96</u>		
25247	450	BOOK PAGE	Gift	Elwood Adult Programing	\$192.00	8/11/2008	12 MONTH SUBSCRIPTION FOR
			Gift	Frankton Programing	\$192.00		ELWOOD & FRANKTON
				Total this claim	<u>\$384.00</u>		
25248	451	CENTRAL OFFICE PRODUCTS	Operating Fund	Office Supplies	\$267.00	8/11/2008	FAX TONER
				Total this claim	<u>\$267.00</u>		
25249	452	CINTAS LOCATION	Operating Fund	Cleaning & Sanitation Supplies	\$62.57	8/11/2008	As per attached invoices.
				Total this claim	<u>\$62.57</u>		
25250	466	DEE JOHNSTON	Operating Fund	Elwood Adult Programing	\$40.80	8/11/2008	ADULT SERVICE PROGRAM
				Total this claim	<u>\$40.80</u>		
25251	468	DISCOUNT PAPER PRODUCT	Operating Fund	Office Supplies	\$156.88	8/11/2008	As per attached invoices.
				Total this claim	<u>\$156.88</u>		
25252	453	EDUCATION NETWORKS OF A	St Technology Fund Gr	Telephone & Telegraph	\$855.00	8/11/2008	INTERNET ACCESS SERVICE
				Total this claim	<u>\$855.00</u>		
25253	454	EMILY DAVIDSON	Operating Fund	Postage & UPS	\$2.94	8/11/2008	PETTY CASH REIMBURSEMENT
			Operating Fund	Summitville Programing	\$15.34		
				Total this claim	<u>\$18.28</u>		
25254	456	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$140.00	8/11/2008	LAWN CARE FOR FRANKTON
				Total this claim	<u>\$140.00</u>		
25255	457	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$154.75	8/11/2008	As per attached invoices.
				Total this claim	<u>\$154.75</u>		
25256	464	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$334.68	8/11/2008	HVAC REPAIRS
				Total this claim	<u>\$334.68</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25257	458	MARSH SUPERMARKET	Operating Fund	Elwood Adult Programing	\$17.53	8/11/2008	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$14.09		
				Total this claim	<u>\$31.62</u>		
25258	459	MATTHEW BENDER & CO., IN	Operating Fund	Elwood Adult	\$690.00	8/11/2008	BURNS LAW BOOKS
				Total this claim	<u>\$690.00</u>		
25259	467	MIDWEST TAPE	Operating Fund	Frankton AV	\$427.81	8/11/2008	As per attached invoices.
			Operating Fund	Elwood AV	\$954.49		
			Operating Fund	Summitville AV	\$166.92		
				Total this claim	<u>\$1,549.22</u>		
25260	463	OMNI INDUSTRIES	Operating Fund	Professional Services	\$170.00	8/11/2008	LAMINATOR REPAIR
				Total this claim	<u>\$170.00</u>		
25261	461	THOMAS M. KING	Operating Fund	Professional Services	\$2,212.00	8/11/2008	REPAIR OF WATER LEAK AT ELWOOD
				Total this claim	<u>\$2,212.00</u>		
25262	462	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$19.60	8/11/2008	SERVICE FOR SUMMITVILLE
				Total this claim	<u>\$19.60</u>		
25263	465	VERIZON	Operating Fund	Telephone & Telegraph	\$246.08	8/11/2008	SERVICE FOR FRANKTON
				Total this claim	<u>\$246.08</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$78,134.16

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Saturday, August 09, 2008

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this _____ day of _____, 20____.

Paula B. Bunker
Betty J. Caldwell
Michael Robertson

[Signature]
[Signature]
[Signature]

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/1/1998.

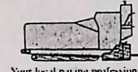
SEAL PROPOSAL



Your local paving professionals.
"We work for you."

RANGER MATERIALS
310 ARGONNE RD. • P.O. BOX 284
WARSAW, IN 46581-0284
(574) 267-2422 1-800-497-5296
FAX (574) 268-1921

SEAL PROPOSAL

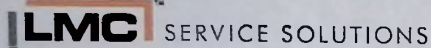


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RANGER MATERIALS
310 ARGONNE RD. • P.O. BOX 284
WARSAW, IN 46581-0284
(574) 267-2422 1-800-497-5296
FAX (574) 268-1921

PROPOSAL SUBMITTED TO Elwood Public Library	2191	PHONE 765-552-5001	DATE 08/11/08
STREET 1600 Main St	JOB NAME Elwood Public Library		
CITY, STATE, AND ZIP Elwood, IN 46036	JOB LOCATION 1600 Main St, Elwood, IN		
ATTENTION	FAX 765-552-0955		
RANGER SEAL SPECIFICATIONS			
1. The pavement will be thoroughly cleaned to remove all dirt and debris. 2. Apply asphalt emulsion in accordance with manufacturer's specifications. The finished coating shall represent a coverage rate of .18 gallons per square yard or 5.5 yards per gallon. Approximate Total Area: <u>19500</u> Sq. Ft.			\$1,346.00
AS REQUIRED:			
3. Clean and fill approximately <u>400</u> linear ft. of cracks using Hot Rubber crack and joint compound. Webbed areas will not be crack filled.			\$152.00
4. Striping <u>X</u> to match existing layout or <u> </u> redesign layout.			\$266.00
ADDITIONAL WORK TO BE PERFORMED:			\$0.00
WE PROPOSE to complete the above work in accordance with above specifications, for the sum of:			
Dollars \$1,764.00			
<small>Payment to be made in CASH UPON COMPLETION OF WORK UNLESS OTHERWISE STATED BELOW</small>			
<small>There shall be a one (1) year guarantee on the material and all workmanship, except that as applied to cracks. The guarantee shall be limited to the replacement of the material and application of the same. Any alteration or deviation from above specifications involving extra costs will be assessed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.</small>		Authorized by Bill Beatty	
Acceptance of Proposal		Signature X _____	
<small>The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. You are hereby authorized to begin the work as proposed at your earliest convenience. Legal fees and court costs incurred in the collection of monies owed according to this contract will be borne by the customer.</small>		Signature X _____	
<small>Date of Acceptance _____</small>		Zone: 6	

PROPOSAL SUBMITTED TO Elwood Public Library	2191	PHONE 765-552-5001	DATE 03/18/08
STREET 1600 Main St	JOB NAME		
CITY, STATE, AND ZIP Elwood, IN 46036	JOB LOCATION		
ATTENTION	FAX		
RANGER SEAL SPECIFICATIONS			
1. The pavement will be thoroughly cleaned to remove all dirt and debris. 2. Apply asphalt emulsion in accordance with manufacturer's specifications. The finished coating shall represent a coverage rate of .18 gallons per square yard or 5.5 yards per gallon. Approximate Total Area: <u>19500</u> Sq. Ft.			\$1,346.00
AS REQUIRED:			
3. Clean and fill approximately <u>0</u> linear ft. of cracks using Hot Rubber crack and joint compound. Webbed areas will not be crack filled.			\$0.00
4. Striping <u>X</u> to match existing layout or <u> </u> redesign layout.			\$266.00
ADDITIONAL WORK TO BE PERFORMED:			\$0.00
WE PROPOSE to complete the above work in accordance with above specifications, for the sum of:			
Dollars \$1,612.00			
<small>Payment to be made in CASH UPON COMPLETION OF WORK UNLESS OTHERWISE STATED BELOW</small>			
<small>There shall be a one (1) year guarantee on the material and all workmanship, except that as applied to cracks. The guarantee shall be limited to the replacement of the material and application of the same. Any alteration or deviation from above specifications involving extra costs will be assessed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.</small>		Authorized by Bill Beatty	
Acceptance of Proposal		Signature X _____	
<small>The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. You are hereby authorized to begin the work as proposed at your earliest convenience. Legal fees and court costs incurred in the collection of monies owed according to this contract will be borne by the customer.</small>		Signature X _____	
<small>Date of Acceptance _____</small>		Zone: 6	



August 18, 2008

North Madison County Library
1600 Main Street
Elwood, IN 46036

PROPOSAL

We are pleased to offer our proposal to furnish and install a new Honeywell Variable Frequency Drive (VFD) on your main air handler. This device will replace the inlet guide vanes on the blower. This device controls blower speed while constantly monitoring the duct static pressure to maintain a constant air velocity within the ductwork throughout the building. In addition, this device will greatly reduce the amount of energy required to operate the existing 10 hp drive motor. Savings on these devices are normally within the first 12 to 18 months of operation.

Our proposal includes the following:

- Honeywell VFD
- Removal of existing inlet guide vane system
- Connection to building automation system
- Electrical wiring and connections
- Programming and startup
- First year parts and labor warranty

We can provide the above for the sum of **\$2,706.00**

EXCLUSIONS

Any labor or materials not specified above is extra. Price is good for 30 days.

Submitted by:

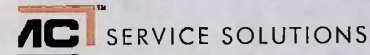
James D. Maidlow

ACCEPTANCE

By: Jamie Scott Date: 8/18/08

Printed Name and Title: Jamie Scott Director

For: Elwood Public Library
By accepting this proposal buyer agrees to pay the sum listed above within 30 of completion.



July 10, 2008

North Madison County Library
1600 Main Street
Elwood, IN 46036

PROPOSAL

We are pleased to offer our proposal to furnish and install a new Honeywell Variable Frequency Drive (VFD) on your main air handler. This device will replace the inlet guide vanes on the blower. This device controls blower speed while constantly monitoring the duct static pressure to maintain a constant air velocity within the ductwork throughout the building. In addition, this device will greatly reduce the amount of energy required to operate the existing 10 hp drive motor. Savings on these devices are normally within the first 12 to 18 months of operation. Our proposal includes the following:

- Honeywell VFD
- Removal of existing inlet guide vane system
- Connection to building automation system
- Electrical wiring and connections
- Programming and startup
- First year parts and labor warranty

We can provide the above for the sum of **\$2,706.00**

EXCLUSIONS

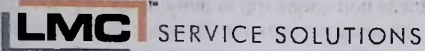
Any labor or materials not specified above is extra. Price is good for 30 days.

Submitted by:

James D. Maidlow
Vice President



800.439.6065 • 765.644.6699 FAX
1023 WEST 38TH STREET
ANDERSON, IN 46013
www.lmc-solutions.net



July 10, 2008

North Madison County Library
1600 Main Street
Elwood, IN 46036

PROPOSAL

We are pleased to offer our proposal to furnish and install a new "front end" for your building automation system. The new front end will enable the building to be controlled more easily by the administration from any PC with Internet access. The system is capable of sending alarms via the Internet to alert facility managers of any problems with the building HVAC systems that it monitors. The new front end will greatly increase the options available for operation and monitoring the building mechanical systems. This will replace your current, obsolete front end. Our proposal includes the following:

- Johnson Controls FX-40 JACE front end
- Software and programming of JACE
- Removal of existing front end
- Installation of JACE in secure cabinet
- Connection to existing system wiring
- Commissioning of system and naming all points and devices
- Color graphics and text
- Training the staff on operation of the new system.

Yes it does include changing constant air (55-0) to (60-0)

We can provide the above for the sum of **\$10,711.00**

EXCLUSIONS AND ADDITIONS

Any labor or materials not specified above will be extra. This new front end requires an Ethernet connection and a dedicated IP address. These are not included and need to be provided by the owner. Price is good for 30 days.

Submitted by:

James D. Maidlow
Vice President

CUSTOMER: Summitville Library

DATE: August 7, 2008

T&M QUOTE

ADDRESS: 1013 W. Church Street
Summitville, IN

PHONE: _____

WE RECOMMEND THE FOLLOWING REPAIRS: Install Commercial Thermostat/Controllers

ESTIMATED MATERIALS AND PARTS			
QUANTITY	PART	PRICE	TOTAL
2	Honeywell TB8320U commercial programmable thermostats	\$250.00	\$ 500.00
			\$ 0.00
	Includes installation, programming and Input your prepared schedule of hours of operation.		\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
	Sales Tax		\$ 0.00

OTHER CHARGES			
EPA COMPLIANCE		PERMITS & PARKING	
RIGGING OR CRANE		SECONDARY TECH	
TRAVEL	\$15.00	MISC.	\$5.00

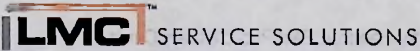
LABOR ESTIMATE	HOURS	RATE	TOTAL
PRIMARY TECH	2	\$75.00	\$ 150.00
SECONDARY TECH			\$ 0.00
NON-SKILLED			\$ 0.00

TOTAL ESTIMATED COST OF REPAIRS: \$670.00

Submitted By: JAMES D. MAIDLOW, VICE PRESIDENT

This is an **ESTIMATE ONLY**. All repairs are on a time and material basis only. We have prepared this estimate to give you an idea of what we estimate the costs will be for repairs. Your actual charges may vary depending on the actual amount of labor and materials required to complete the repairs. You may also require other repairs that are not identified at this time. Your charges will be based on the actual labor, materials, and other charges that are provided on your behalf.

<p>We accept this estimate and give permission to proceed with service/repairs. We agree to pay all charges under the normal terms and conditions of LMC Service Solutions.</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Date</p>	<p>We decline this estimate. Do not proceed with service/repairs.</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Date</p>
---	---



July 10, 2008

Frankton Community Library
102 N. Church Street
Frankton, IN 46044

PROPOSAL

Please accept our proposal to furnish and install a new Honeywell WEBSTAT control system for the building HVAC equipment. This will replace the existing thermostats in the same location. This system requires an Ethernet connection and a dedicated IP address. Our proposal includes the following:

- (2) Honeywell T7350H communicating thermostats
- (1) Honeywell WEBSTAT controller
- New bus wire connecting each T7350 to the WEBSTAT device
- Connect to owners Ethernet connection (must be provided in advance)
- Programming and commissioning
- Training and setup

We can provide the above for the sum of **\$3,262.00**

EXCLUSIONS

Owner must provide an Ethernet connection prior to installation of device. Owner must provide a 120-volt power supply at the location of the device prior to installation. Labor and materials not specified above will be extra. A dedicated IP address is required and should be assigned prior to installation. Price is good for 30 days.

Submitted by:

James D. Maidlow
Vice President

*(3) Cooling @ Frankton
(6) heating Summitville*

[3.1] HEPL Policy Regarding Confidentiality of Borrower Records

- All information provided by users on applications for Hamilton East Public Library Cards is confidential, and is used only by the library for the purposes of tracking and retrieving library materials, collection of unpaid debts to the library, and for the library to contact an individual regarding business associated with his/her account or that of his/her minor child.
- The Hamilton East Public Library does not sell any information provided by an individual on his/her application for a borrower card, information pertaining to his/her borrowing, or other information that might be gleaned from the individual's borrowing record. All information is used only by the library, with the exception of information that must be provided to the courts or the library's collection agency for the purpose of retrieving long overdue library material or unpaid debts to the library.
- The Hamilton East Public Library is bound by law to comply with subpoenas issued by local, state, and federal law enforcement agencies and courts.
- The Hamilton East Public Library shreds all paper containing confidential customer information, including but not limited to, name, address, phone number, HEPL borrower card number, social security number, bills paid and unpaid, and materials borrowed from the library.

Revised Time Line for 2009 Budget

- June 24th Board meeting held to discuss current budget and potential cuts
- July 14, 2008: Regular monthly meeting at the Elwood Public Library for budget discussion.
- August 11, 2008: Regular monthly meeting at the Elwood Public Library
Initial Budget Review
- August 8, 2008 Diana and I will meet with Linda Lessaris from the Department
of Local Government Finance at 12:30 p.m.
- August 21, 2008** Approve 2009 Budget for publication at the Elwood Public Library 5:30 pm.
Quorum is required
- August 29, 2008: 1st publication of budget (No later than November 10, 2008)
[IC 36-12-3-12, IC 5-3-1-2, IC6-1.1-17] 10 days after 1st publication a public
hearing can be held. Deliver two copies of the budget to County Auditor for
non binding review according to IC 6-1.1-17-3.5 if budget does not exceed
AVGQ. Bring one copy back with date stamp.
- Sept. 5, 2008: 2nd publication of budget (No later than November 18, 2008)
Must be three days before public hearing. [IC 36-12-3-12, IC 5-3-1-2,
IC6-1.1-17]
- Sept. 8, 2008: Public Hearing required for budget at 5:30 pm and regular monthly meeting at
5:45 pm the Elwood Public Library. Quorum is required.
(Must be completed at least 10 days before the library board meets to adopt
the budget. [IC 6-1.1-17-5 (a)]) (No later than November 21, 2008)
- Nov. 14, 2008 Last date to submit budget to County Council for non binding review
if total budget does not exceed AVGQ. (15 days before the library's
adoption date.
- Nov. 17, 2008 Last date to submit budget to County Council if budget exceeds
AVGQ (14 days before their adoption hearing)
- Sept. 18, 2008** Adopt 2009 Budget at the Elwood Public Library 5:30 pm.
Quorum is required. (No later than December 1, 2008)
- Sept. 22, 2008: Deliver budget to County Auditor. Library budget must be adopted by library
board and submitted to County Auditor for submission to County Board of Tax Adjustment two
days after library board adopts the budget. [IC 36-12-3-12]
Board signs Budget Forms 1 & 3 at the approval meeting and Forms 4 & 5 at the adoption
meeting

AMENDED TIMELINE OF LOCAL BUDGET PROCESS

- August 1 Assessed values to be certified by County Auditors. IC 6-1.1-17-1.
Date unchanged.
- August 1 On or before August 1, taxing units must file proposals to adopt Cumulative
Funds with DLGF. IC 6-1.1-41-4. *Date unchanged.*
- September 20 Last date to adopt CPF and bus replacement tax rates. IC 20-46-6-8 and
IC 20-46-5-6. *Date unchanged.*
- November 10 Last date for first publication of proposed budget. Must be at least 10
days before the public hearing. IC 6-1.1-17-3. *Original date: September 10.*
- November 14 Taxing units, other than schools, must submit proposed budgets to
County Council for non-binding review at least 15 days before the unit's adoption date.
IC 6-1.1-17-3.5. *Original date: September 15.*
- November 17 Taxing units with appointed boards, other than schools, with proposed
budget increases more than 4% from the prior year, must submit the
proposed budgets to either the city/town fiscal body or the County
Council at least 14 days before these appropriate fiscal bodies hold
budget approval hearings. IC 6-1.1-17-20. *Original date: September 16.*
- November 18 Last date for second publication of proposed budget. Must be at least
three days before the public hearing. IC 5-3-1-2. *Original date: September 17.*
- November 20 Last date to file excessive levy appeals, other than shortfall appeals, with
the DLGF. IC 6-1.1-18.5-12. *Original date: September 19*
- November 21 Last date for public hearing. Must be at least 10 days before the budget
adoption date. IC 6-1.1-17-5(a). *Original date: September 20.*
- December 1 Last date for budget adoption. IC 6-1.1-17-5. *Original date: September
30.*
- December 3 Last date to file budgets with the County Auditor. Must be no later than
two days after budget adoption. IC 6-1.1-17-5(d). *Original date:
October 2.*
- December 17 Last date for County Auditor to prepare a notice of the proposed tax rates to be
charged on each one hundred dollars (\$100) of assessed valuation for the
various funds in each taxing district. Must be within 15 days after
budgets, rates, and levies are approved or modified by County Board of
Tax Adjustment or County Auditor. IC 6-1.1-17-12. *Original date:
October 14.*

December 27

Last date on which 10 or more taxpayers, or one taxpayer owning 10% or more of the assessed value in a taxing district, may file an appeal of the advertised rates with the County Auditor. IC 6-1.1-17-13. *Original date: October 26.*

December 31

Last date to file shortfall appeals. IC 6-1.1-18.5-12. *Date unchanged.*

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE
PHONE (317) 232-3777
FAX (317) 232-8779



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204

ORDER EXTENDING THE DEADLINE FOR POLITICAL SUBDIVISIONS TO FIX BUDGETS, TAX RATES, AND TAX LEVIES FOR 2009 (ISSUED ON AUGUST 1, 2008)

The Department of Local Government Finance ("the Department") is extending the deadline for the officers of political subdivisions to fix budgets, tax rates and tax levies for 2009. This extension is available for any political subdivision that desires to take advantage of it; those political subdivisions that desire to adopt their budget based on the existing schedule may do so.

This extension is granted due to the lack of sufficient information for the officers of some political subdivisions to fix their budgets, tax rates and tax levies by the September 30 deadline in IC 6-1.1-17-5. In particular, the following circumstances make it impractical for some local officials to prepare, present and deliberate on their 2009 budgets:

- Due to continued delays in the assessments of property caused by the difficulty in implementing the change to market value assessment required by the state Supreme Court's assessment decision, some officials representing political subdivisions lack the information to accurately determine the effect of certain components of House Enrolled Act 1001 (P.L. 146-2008) including the expanded "circuit breaker caps" and additional disclosure for tax increment financing areas
- Some counties have yet to receive their 2008 budget orders from the Department, which is also due to continued delays in the assessments of property.
- Without reasonable estimates of property tax rates and what property tax revenue can be generated in 2009, many County Councils will be unable to accurately perform its non-binding review of civil taxing units' budgets, tax rates, and tax levies, as required by IC 6-1.1-17-3.5.
- Section 867 of House Enrolled Act 1001 (P.L. 146-2008) extended the deadline for the adoption of a Local Option Income Tax ("LOIT") to December 31, 2008. Some local officials will have difficulty approving a budget without knowing precisely what the LOIT rate will be.

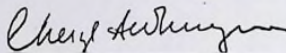
Without more information in each of the areas outlined above, some local officials cannot make informed choices about their budgets, tax rates, or tax levies by the September 30 budget adoption deadline.

Accordingly, it is appropriate and necessary for the Department to extend the deadline for all political subdivisions to December 1. It is clear the legislature intended for officials representing political subdivisions to fix their budgets, tax rates and tax levies with full knowledge of assessed values in their county, since the statutory deadline for certified net assessed value submission is August 1, and extension of the budget adoption deadline is necessary to achieve this legislative intent.

Therefore, in conformance with the authority granted under IC 6-1.1-35-1(1), the Department hereby issues the following ORDERS:

- The deadline for the officials of political subdivisions to fix budgets, tax rates, and tax levies for 2009 is extended to December 1.
- The deadline for other actions ancillary to the extended December 1 budget adoption deadline will be as prescribed by the attached schedule entitled "Amended Timeline of Local Budget Process."

Despite this order to extend the local budget deadline to December 1, the Department remains committed to issuing 2009 budget orders by the February 15 deadline required by statute. Indeed, this year DLGF has issued budget orders at a pace 27% faster than last year. The Department will continue to work with counties to assist them in meeting the statutory deadlines for assessed value submission and budget adoption, and is committed to working toward solutions that will further improve the process.



Cheryl A.W. Musgrave, Commissioner
Department of Local Government Finance

Expanded Form 1, 2006 - Working Copy
Follows format of prescribed "Form 1", but with greater detail

Operating Fund	2008	2009	+/-	Justification
1. Personal Services				
Salaries and Wages				
Librarian/Director	44,363	45,694	1,331	
Hourly Employees	444,188	457,514	13,326	
Administrative Assistant	33,101	34,094	993	
Treasurer	300	300	-	
Janitors	34,650	35,690	1,040	
Employee Benefits				
Employer's FICA	43,000	45,000	2,000	
Unemployment Comp.	1,750	1,750	-	
PERF	34,000	38,000	4,000	
Group Health Ins. Opt.	78,660	78,660	-	
Sick Pay				
Other Personal Services				
Total Personal Services	714,012	736,702	22,690	
2. Supplies				
Office Supplies				
Official Record	1,000	1,000	-	
Stationery/Printing	500	500	-	
Other Office Supplies	10,000	10,000	-	
Operating Supplies				
Cleaning/Sanitation	3,500	3,500	-	
Fuel, Oil, Lubricants	150	150	-	
Other Operating Supplies	8,500	8,500	-	
Repair & Maintenance Supplies				
Building Materials	500	250	(250)	
Painting	500	250	(250)	
Repair Parts	1,000	1,000	-	
Other Maintenance	500	250	(250)	
Book Processing	4,000	4,000	-	
Other Supplies				
Automation	15,000	12,000	(3,000)	
Total Supplies	45,150	41,400	(3,750)	
3. Other Services & Charges				
Professional Services				
Consulting Services	4,000	4,000	-	
Engineer/Architect	100	100	-	
Legal	2,000	2,000	-	
Professional Services	23,000	25,000	2,000	
Other Professional Services				
Communication & Transportation				
Telephone	31,750	39,250	7,500	\$23,250 instead of \$15,750
Postage	3,700	3,700	-	
Travel Expenses	3,000	3,000	-	
Professional Meetings	1,000	1,000	-	

Programming				
Elwood Children's	3,500	3,500	-	
Elwood Adults	1,400	1,400	-	
Frankton	2,500	2,500	-	
Summitville	1,250	1,250	-	
Title Source (Baker & Taylor)	3,100	3,100	-	
Printing & Advertising				
Advertise/Publication	600	600	-	
Printing				
Insurance				
Official Bonds	400	400	-	
Other Insurance	18,000	18,000	-	
Utility Services				
Gas (HVAC)	20,000	20,000	-	
Elwood	14,400		(14,400)	
Frankton	3,200		(3,200)	
Hazelbaker	2,400		(2,400)	
Electricity	32,000	32,000	-	
Elwood	20,000		(20,000)	
Frankton	6,800		(6,800)	
Hazelbaker	5,200		(5,200)	
Water	4,000	4,000	-	
Waste Disposal	1,000	1,000	-	
Repairs & Maintenance				
Buildings & Structures	1,000	1,000	-	
Equipment	4,000	4,000	-	
Sprinkler System			-	
HVAC Maintenance			-	
Rentals				
Real Estate (Rental)	-	-	-	
Equipment (Rental)	3,000	3,500	500	
Debt Service				
Payment of Bonds			-	
Interest - Bonds			-	
Other				
Dues	1,200	1,500	300	
Interest on Loans	10,000	2,000	(8,000)	
Taxes/Assessments	800	500	(300)	
Transfer to LIRF	-	6,000	6,000	
Total Other Services	176,300	184,300	8,000	
4. Capital Outlays				
Land	500	500	-	
Buildings				
Improvements other than Buildings				
Furniture/Equipment	7,000	4,000	(3,000)	
Technology Equipment	16,000	16,000	-	
Technology Software	4,500	4,500	-	
Books				
Elwood Adult	33,000	33,000	-	
Elwood Children	14,200	14,200	-	

Elwood YA	4,000	4,000	-	
Elwood Indiana Room	1,000	1,000	-	
Frankton Total Books	18,500	18,500	-	
Frankton Adult				
Frankton Children				
Frankton YA				
Frankton Indiana Room				
Hazelbaker Total Books	15,500	15,500	-	
Hazelbaker Adult				
Hazelbaker Children				
Hazelbaker YA				
Hazelbaker Indiana Room				
Periodicals & Newspapers				
Elwood	5,300	4,500	(800)	
Frankton	3,250	2,800	(450)	
Hazelbaker	2,000	1,700	(300)	
Nonprint				
Elwood	15,900	15,900	-	
Adult	13,260	13,260	-	
Children	2,640	2,640	-	
Frankton	9,400	9,400	-	
Hazelbaker	5,000	5,000	-	
Total Capital Outlays	155,050	150,500	(4,550)	
Operating Fund	1,090,512	1,112,902	22,390	2.05%

COMMITMENT TO JOIN PUBLIC LIBRARY INTERNET CONSORTIUM
for
FUNDING YEAR 2009 - JULY 1, 2009 THROUGH JUNE 30, 2010

Whereas, North Madison County Public Library Board of Trustees desires the library, to be part of the Indiana Public Library Internet consortium; and,

Whereas, North Madison County Public Library Board of Trustees agree to follow all the rules of being part of the Indiana Public Library Internet Consortium including:

1. The library will filter all computers in order to receive the e-rate discount portion of the consortium Internet cost. The library can choose to not filter, can be in the consortium, can still be considered for the State Technology Fund portion of the Internet cost, but shall assume the financial responsibility of paying the e-rate discount portion of the Internet cost, if not filtering all computers.
2. Include total cost of Internet in one or more fund budgets
3. File all forms, except Form 470, with Schools & Libraries Division

Therefore, North Madison County Public Library Board of Trustees do pass this resolution at a public library board of trustees meeting and agree to all the terms of the Public Library Internet Consortium.

Dated the 11 day of August, 2008.

NAY

AYE

Bett Deholl
Daniel A. Finckel
Kevin Wip
Michael Robertson
Betty J. Caldwell
Amelia & Paul Barber

Bett Deholl
(Attest by Secretary)

MODE = MEMORY TRANSMISSION START=AUG-18 15:20 END=AUG-18 15:21

FILE NO.=076

STN NO.	COMM.	ONE-TOUCH/ RBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:21

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

North Madison County Public Library System
Board of Trustees

Elwood Public Library Meeting Room

August 21, 2008

5:30 p.m.

Special Meeting to Approve 2009 Budget for Publication

Agenda

Call to Order

Call for Quorum

Approve 2009 Budget for Publication

Public Comment

Adjourn

*Please publish on
Tuesday or Wednesday
and again on
Thursday.
Thank you*

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	JUL 2007	JUL AMOUNT OF 2008	% OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	3436	3163	-273	-8%	20,401
JUVENILE	2282	2221	-61	-3%	13,272
Y. A.	186	316	130	70%	1,457
PERIOD.	536	507	-29	-5%	3,764
AUDIO	204	197	-7	-3%	1,268
VIDEO	3446	4215	769	22%	28,000
TOTAL	10090	10619	529	5%	68,162
FRANKTON					
ADULT	1288	1305	17	1%	8,135
JUVENILE	734	1135	401	55%	5,411
Y. A.	130	187	57	44%	1,090
PERIOD.	305	335	30	10%	2,364
AUDIO	41	58	17	41%	308
VIDEO	1731	1818	87	5%	11,897
TOTAL	4229	4838	609	14%	29,205
HAZELBAKER					
ADULT	806	885	79	10%	4,984
JUVENILE	541	639	98	18%	3,157
Y. A.	137	105	-32	-23%	430
PERIOD.	196	159	-37	-19%	918
AUDIO	30	9	-21	-70%	125
VIDEO	817	739	-78	-10%	5,277
TOTAL	2527	2536	9	0%	14,891
SYSTEM					
ADULT	5530	5353	-177	-3%	33,520
JUVENILE	3557	3995	438	12%	21,840
Y. A.	453	608	155	34%	2,977
PERIOD.	1037	1001	-36	-3%	7,046
AUDIO	275	264	-11	-4%	1,701
VIDEO	5994	6772	778	13%	45,174
TOTAL	16846	17993	1147	7%	112,258

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	8754	3238	1945
REF.	150	24	14
ASSIST.	1137	304	203
COMP. WIRE	2928 / 23	1057 / 2	781
PROG. A.	1 / 11	5 / 133	2 / 31
J.	13 / 111	17 / 294	7 / 121

TECH SERVICES PROCESSED 217 ITEMS

MODE = MEMORY TRANSMISSION START=AUG-18 15:21 END=AUG-18 15:22

FILE NO. -077

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001	OK	<04>	HERALD BULLETIN	001/001	00:00:21

-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

North Madison County Public Library System
Board of Trustees

Elwood Public Library Meeting Room

August 21, 2008

5:30 p.m.

Special Meeting to Approve 2009 Budget for Publication

Agenda

Call to Order

Call for Quorum

Approve 2009 Budget for Publication

Public Comment

Adjourn

*Please publish on
Tuesday or Wednesday
and again on
Thursday.
Thank you*

North Madison County Public Library System
Board of Trustees

Elwood Public Library Meeting Room

August 21, 2008

5:30 p.m.

Special Meeting to Approve 2009 Budget for Publication

Agenda

Call to Order

Call for Quorum

Approve 2009 Budget for Publication

Public Comment

Adjourn

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library Meeting Room
Special Meeting to Approve 2009 Budget for Publication
August 21, 2008
5:30pm

CALL TO ORDER

President Kevin Sipe called a special meeting of the North Madison County Public Library System to order on August 21, 2008 at 5:30pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Kevin Sipe, Dan Prieshoff, Betty Caldwell, Mike Robertson, Bette Dalzell, Wayne Davidson and Pam Bohlander. Also in attendance were Director Jamie Scott and Administrative Assistant Diana Shepard.

APPROVE 2009 BUDGET FOR PUBLICATION

The 2009 budget was presented: Library Operating Fund for \$1,112,902, maximum estimated funds to be raised are \$645,000; the current tax levy is \$618,000 with a current tax rate of \$0.14. Debt Service Fund for \$242,000, maximum estimated funds to be raised are \$214,225; the current tax levy is \$219,000 with a current tax rate of \$0.05. Rainy Day Fund for \$15,000, with no maximum estimated funds to be raised or current tax levy. Pam Bohlander made a motion to approve the 2009 budget for publication as presented. Bette Dalzell made a second and the motion carried. Budget forms were signed.

PUBLIC COMMENT

There was not public comment.

With no objections the meeting was adjourned.

Bette Dalzell, Secretary

Amelia Bohlander Wayne E. Dalzell

Michael Robertson

Kevin Sipe

Budget Approval for publication:

I am requesting the Board of Trustees of the North Madison County Public Library Board approve for publication the following 2009 Budget:

The Library Operating Fund Budget for \$1,112,902
One million, one hundred and twelve thousand nine hundred and two dollars
The maximum estimate funds to be raised are \$645,000
The current tax levy is \$618,000
The current tax rate is .14
(Last year's- .11)

The Debt Service budget estimates is \$242,000
The maximum estimated funds to be raised are \$214,225
With a current tax levy of \$219,000
The current tax rate is .05 (Last year's .037)

The Rainy Day Fund estimate is **\$15,000**. There is no maximum estimated amount to be raised or any current tax levy.

Aug. 21, 2008

North Madison County Public Library System
Board of Trustees
Budget Hearing

Elwood Public Library Meeting Room

September 8, 2008

5:30 p.m.

2009 Budget Hearing

Agenda

Call to Order

Call for Quorum

Presentation of Budget Estimates and Tax Levies for the 2009 Budget

Public Comment

Adjourn

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
BUDGET HEARING
September 8, 2008
5:30pm

CALL TO ORDER

President Kevin Sipe called the budget hearing of the North Madison County Public Library Board of Trustees to order at 5:30pm on September 8, 2008 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

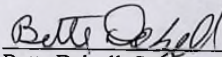
Present were members Pam Bohlander, Kevin Sipe, Mike Robertson and Wayne Davidson. Also in attendance were Director Jamie Scott and Administrative Assistant Diana Shepard.

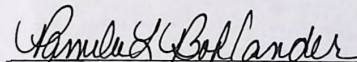
PRESENTATION OF BUDGET ESTIMATES AND TAX LEVIES FOR THE 2009 BUDGET

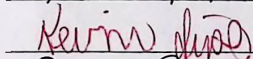
Budget estimates and tax levies were presented by the director. They included: General fund with a budget estimate of \$1,112,902, maximum estimated funds to be raised of \$645,000 and a current tax levy of \$618,000; Lease Rental fund with a budget estimate of \$242,000, maximum estimated funds to be raised of \$214,225 and a current tax levy of \$219,000; Rainy Day fund with a budget estimate of \$15,000 with no maximum estimated funds to be raised and no current tax levy. The total budget estimate is \$1,369,902 with total maximum estimated funds to be raised of \$859,225. The 2009 estimated maximum levy limitation for this unit is \$642,720. The Board of Trustees of the North Madison County Public Library will meet on September 18, 2008 at 5:30pm to adopt the 2009 budget.

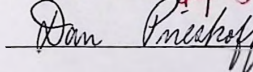
Public comment was sought. None was forthcoming.

Pam Bohlander made a motion to adjourn, Mike Robertson made a second and the motion was approved.


Bette Dalzell, Secretary







Agenda

September 8, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:45 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
 - 1. Super Seal Quotes for Elwood and Summitville
- New Business
 - 1. State Representative Terri Austin
 - 2. Administrative Fees
 - 3. Security Camera System Quotes
- Director's Report
- Public Comment
- Adjournment

***** -COMM. JOURNAL- ***** DATE SEP-03-2008 ***** TIME 14:00 *****

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FILE NO.=396

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-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

North Madison County Public Library System
Board of Trustees
Budget Hearing

Elwood Public Library Meeting Room

September 8, 2008

5:30 p.m.

2009 Budget Hearing

Agenda

- Call to Order
- Call for Quorum
- Presentation of Budget Estimates and Tax Levies for the 2009 Budget
- Public Comment
- Adjourn

Please publish for our budget hearing on Friday and again on Monday.

Thank you

MODE = MEMORY TRANSMISSION START=SEP-03 13:59 END=SEP-03 14:00

FILE NO.=395

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-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

North Madison County Public Library System
Board of Trustees
Budget Hearing

Elwood Public Library Meeting Room

September 8, 2008

5:30 p.m.

2009 Budget Hearing

Agenda

Call to Order

Call for Quorum

Presentation of Budget Estimates and Tax Levies for the 2009 Budget

Public Comment

Adjourn

*Please publish for our
budget hearing on
Friday and again on
Monday.*

*Thank
you*

MODE = MEMORY TRANSMISSION START=SEP-04 07:42 END=SEP-04 07:47

FILE NO.=416

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-ELWOOD LIBRARY -

***** -17655520955 - ***** 17655525001- *****

Agenda

September 8, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:45 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Super Seal Quotes for Elwood and Summitville

New Business

1. State Representative Terri Austin

2. Administrative Fees

3. Security Camera System Quotes

Director's Report

Public Comment

Adjournment

*Please publish for
our regular board
meeting on Friday
and again on Monday.*

*Thank you
Liana*

MODE = MEMORY TRANSMISSION START=SEP-04 07:40 END=SEP-04 07:41

FILE NO.-415

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:12

-ELWOOD LIBRARY -

***** -17655520955 - ***** - 17655525001- *****

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
September 18, 2008
5:30pm

Special Meeting to Adopt 2009 Budget

CALL TO ORDER

President Kevin Sipe called a special meeting of the North Madison County Public Library to order on September 18, 2008 at 5:30pm in the seminar room of the Elwood Public Library. The meeting was held to adopt the 2009 budget.

CALL FOR QUORUM

Present were Kevin Sipe, Pam Bohlander, Wayne Davidson, Bette Dalzell, and Mike Robertson. Also in attendance were Director Jamie Scott and Administrative Assistant Diana Shepard.

ADOPT 2009 BUDGET

Secretary Bette Dalzell read: the following budget is presented for adoption by the North Madison County Public Library Board for 2009; Library Operating Fund Budget of \$1,112,902; Debt Service Budget of \$242,000; Rainy Day Fund of \$15,000 no maximum to be raised or is there any tax levy. I move we adopt this 2009 budget. Pam Bohlander made a second and the motion carried.

PUBLIC COMMENT

Public comment was sought, there was none.

With no objections the meeting was adjourned.

Bette Dalzell

Bette Dalzell, Secretary

Pam Bohlander

Kevin Sipe

Dan Pischhoff

Agenda

September 8, 2008

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:45 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
 - 1. Super Seal Quotes for Elwood and Summitville
- New Business
 - 1. State Representative Terri Austin
 - 2. Administrative Fees
 - 3. Security Camera System Quotes
- Director's Report
- Public Comment
- Adjournment

*Please publish for
our regular board
meeting on Friday
and again on Monday.*

*Thank you
Diana*

Register Of Claims

North Madison County Public Library System

Report Date: From 8/12/2008 To 9/8/2008

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	471	1ST CHOICE LOCKSMITH	Operating Fund	Professional Services	(\$50.00)	8/12/2008	REVERSE CHECK # 25187
				Total this claim	(\$50.00)		
0	474	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	8/20/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$16,938.11		
			Operating Fund	Wages of Janitor	\$1,414.00		
			Operating Fund	Wages of Janitor	\$183.40		
				Total this claim	\$20,172.02		
0	475	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,543.16	8/20/2008	P/R ENDING 8/16/08
			FICA	Payroll Deductions	\$1,250.67		
			Federal Taxes Withheld	Payroll Deductions	\$2,245.30		
			Medicare	Payroll Deductions	\$292.49		
				Total this claim	\$5,331.62		
0	476	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	8/20/2008	P/R ENDING 8/16/08
				Total this claim	\$155.00		
0	498	PAYROLL	Operating Fund	Salary of Director	\$1,636.51	9/3/2008	PAYROLL
			Operating Fund	Salary of Assistants	\$16,999.07		
			Operating Fund	Wages of Janitor	\$1,416.50		
				Total this claim	\$20,052.08		
0	499	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,533.99	9/3/2008	P/R ENDING 8/30/08
			FICA	Payroll Deductions	\$1,243.23		
			Federal Taxes Withheld	Payroll Deductions	\$2,251.84		
			Medicare	Payroll Deductions	\$290.76		
				Total this claim	\$5,319.82		
0	500	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$155.00	9/3/2008	P/R ENDING 8/30/08
				Total this claim	\$155.00		
0	489	NORTH MADISON COUNTY P	Debt Service Fund	Tempory Loans	\$1,000.00	8/28/2008	REPAY TEMPORARY LOAN FROM DEBT SERVICE INTO OPERATING FUND
				Total this claim	\$1,000.00		
25264	470	1ST CHOICE LOCKSMITH	Operating Fund	Professional Services	\$70.00	8/12/2008	As per attached invoices.
				Total this claim	\$70.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25265	469	NANCY SUMNER	Operating Fund	Postage & UPS	\$15.60	8/12/2008	PETTY CASH REIMBURSEMENT
			Operating Fund	Operating Supplies	\$3.96		
			Operating Fund	Fuel, Oil and Lubricants	\$55.00		
				Total this claim	<u>\$74.56</u>		
25266	472	QUILL CORPORATION	Operating Fund	Office Supplies	\$187.31	8/12/2008	As per attached invoices.
				Total this claim	<u>\$187.31</u>		
25267	473	MTM INCORPORATED	Operating Fund	Professional Services	\$2,432.00	8/12/2008	MAINTENANCE FOR THREE READER PRINTERS
				Total this claim	<u>\$2,432.00</u>		
25268	479	AMBER JONES	Operating Fund	Consulting Services	\$58.80	8/20/2008	CONSULTING
				Total this claim	<u>\$58.80</u>		
25269	480	AT&T	Operating Fund	Telephone & Telegraph	\$146.71	8/20/2008	SERVICE FOR SUMMITVILLE
				Total this claim	<u>\$146.71</u>		
25270	481	DAVID E. MORROW	Operating Fund	Consulting Services	\$120.00	8/20/2008	SECURITY GUARD WKS ENDING 8/9/08 & 8/16/08
				Total this claim	<u>\$120.00</u>		
25271	482	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$175.00	8/20/2008	LAWN SERVICE - FRANKTON
				Total this claim	<u>\$175.00</u>		
25272	477	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,475.27	8/20/2008	PAYROLL DEDUCTIONS FOR AUGUST
			County Taxes Withheld	Payroll Deductions	\$496.84		
				Total this claim	<u>\$1,972.11</u>		
25273	483	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,753.91	8/20/2008	SERVICE FOR ELWOOD AND SUMMITVILLE
			Operating Fund	Electricity	\$470.37		
				Total this claim	<u>\$2,224.28</u>		
25274	484	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$51.34	8/20/2008	SERVICE FOR SUMMITVILLE
				Total this claim	<u>\$51.34</u>		
25275	478	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$755.79	8/20/2008	P/R ENDING 8/16/08
				Total this claim	<u>\$755.79</u>		
25276	487	NANCY SUMNER	Operating Fund	Traveling Expense	\$34.00	8/20/2008	MILEAGE
				Total this claim	<u>\$34.00</u>		
25277	485	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$46.00	8/20/2008	SERVICE FOR ELWOOD
				Total this claim	<u>\$46.00</u>		
25278	486	WISE CHOICE LAWN CARE	Operating Fund	Professional Services	\$320.00	8/20/2008	LAWN CARE FOR SUMMITVILLE
				Total this claim	<u>\$320.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25279	488	CONSUMERS LIFE INSURANC	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$4,475.11 \$487.56	8/20/2008	HEALTH INSURANCE 9/1/08 - 10/01/08
Total this claim					<u>\$4,962.67</u>		
25280	503	AMBER JONES	Operating Fund	Consulting Services	\$58.80	9/3/2008	As per attached invoices.
Total this claim					<u>\$58.80</u>		
25281	490	AT&T LONG DISTANCE	Operating Fund Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$33.48 \$5.63	9/3/2008	SERVICE FOR ELWOOD & SUMMITVILLE
Total this claim					<u>\$39.11</u>		
25282	491	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$480.30	9/3/2008	BILL MINUS ADJUSTMENT FOR WATER LEAK
Total this claim					<u>\$480.30</u>		
25283	504	DAVID E. MORROW	Operating Fund	Consulting Services	\$142.50	9/3/2008	SECURITY GUARD WKS ENDING 8/23 & 8/30/08
Total this claim					<u>\$142.50</u>		
25284	497	EDUCATION NETWORKS OF A	St Technology Fund Gr	Telephone & Telegraph	\$855.00	9/3/2008	INTERNET ACCESS
Total this claim					<u>\$855.00</u>		
25285	492	FORT DEARBORN LIFE INSUR	Operating Fund	Emp Cont Group Ins	\$134.55	9/3/2008	LIFE INSURANCE PREMIUM 9/1/08- 12/01/08
Total this claim					<u>\$134.55</u>		
25286	494	INDIANA LIBRARY FEDERATI	Operating Fund	Professional Meetings	\$140.00	9/3/2008	CYPD CONFERENCE 9/21&22/08 FOR MARY HENDRICK & REBECCA JOHNSON
Total this claim					<u>\$140.00</u>		
25287	493	INDIANA LIBRARY FEDERATI	Operating Fund	Professional Meetings	\$20.00	9/3/2008	LEGISLATIVE FORUM 9/25/08 FOR JAMIE SCOTT
Total this claim					<u>\$20.00</u>		
25288	501	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$746.59	9/3/2008	P/R ENDING 8/30/08
Total this claim					<u>\$746.59</u>		
25289	495	TOWN OF FRANKTON	Operating Fund Operating Fund Operating Fund	Electricity Water Waste Disposal Services	\$541.52 \$13.96 \$21.24	9/3/2008	As per attached invoices.
Total this claim					<u>\$576.72</u>		
25290	496	VECTREN ENERGY DELIVERY	Operating Fund Operating Fund	Gas Gas	\$38.73 \$15.74	9/3/2008	SERVICE FOR FRANKTON & SUMMITVILLE
Total this claim					<u>\$54.47</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25291	502	VISA		Gift	Summitville AV	\$134.93	9/3/2008 As per attached invoices.
				Gift	Elwood Children's Programing	\$92.58	
				Gift	Operating Supplies	\$7.99	
			Operating Fund	Operating Fund	Summitville Programing	\$7.93	
				Total this claim		<u>\$243.43</u>	
25292	505	ARAB TERMITE & PEST CONT	Operating Fund	Professional Services		\$47.00	9/8/2008 As per attached invoices.
				Total this claim		<u>\$47.00</u>	
25293	534	AT&T	Operating Fund	Telephone & Telegraph		\$278.17	9/8/2008 SERVICE FOR ELWOOD
				Total this claim		<u>\$278.17</u>	
25294	535	BAKER & TAYLOR	Operating Fund	Elwood Adult		\$3,389.03	9/8/2008 As per attached invoices.
			Operating Fund	Elwood Childrens		\$1,004.28	
			Operating Fund	Elwood YA		\$347.88	
			Operating Fund	Frankton		\$1,111.23	
			Operating Fund	Summitville		\$927.68	
			Gift	Elwood Childrens		\$2.39	
				Total this claim		<u>\$6,782.49</u>	
25295	506	BARBARA SNIPES	Operating Fund	Traveling Expense		\$137.12	9/8/2008 MILEAGE JULY & AUGUST
				Total this claim		<u>\$137.12</u>	
25296	507	BOYCE FORMS/SYSTEMS	Operating Fund	Official Records		\$71.33	9/8/2008 GENERAL RECEIPT BOOKS
				Total this claim		<u>\$71.33</u>	
25297	508	BURNETTE - DELLINGER INC.	Operating Fund	Insurance		\$9,366.00	9/8/2008 PACKAGE POLICY RENEWAL
				Total this claim		<u>\$9,366.00</u>	
25298	509	CENTRAL OFFICE PRODUCTS	Operating Fund	Professional Services		\$295.00	9/8/2008 FAX ANNUAL MAINTENACE
				Total this claim		<u>\$295.00</u>	
25299	510	CHAPMAN ELECTRIC SUPPLY	Operating Fund	Operating Supplies		\$39.59	9/8/2008 As per attached invoices.
				Total this claim		<u>\$39.59</u>	
25300	511	CHESTER INFORMATION TEC	Operating Fund	Technology Software		\$378.00	9/8/2008 As per attached invoices.
			Gift	Techology Software		\$216.00	
				Total this claim		<u>\$594.00</u>	
25301	512	CINTAS LOCATION	Operating Fund	Cleaning & Sanitation Supplies		\$62.57	9/8/2008 As per attached invoices.
				Total this claim		<u>\$62.57</u>	
25302	513	EMILY DAVIDSON	Operating Fund	Traveling Expense		\$25.68	9/8/2008 MILEAGE
				Total this claim		<u>\$25.68</u>	

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25303	514	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$142.26	9/8/2008	As per attached invoices.
				Total this claim	\$142.26		
25304	515	GLOBAL GOVT/ED	Gift	Technology Equipment	\$176.14	9/8/2008	HAZELBAKER GIFT FUND
				Total this claim	\$176.14		
25305	516	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$136.07	9/8/2008	As per attached invoices.
				Total this claim	\$136.07		
25306	517	INDIANA PEST CONTROL, INC	Operating Fund	Professional Services	\$150.00	9/8/2008	FLEAS - FRANKTON
				Total this claim	\$150.00		
25307	518	LANDMARK AUDIOBOOKS	Operating Fund	Summitville AV	\$384.00	9/8/2008	CD ANNUAL LEASE - SUMMITVILLE
				Total this claim	\$384.00		
25308	519	LASTING MOMENTS	Operating Fund	Frankton	\$23.97	9/8/2008	ANNUAL SUBSCRIPTION - FRANKTON
				Total this claim	\$23.97		
25309	520	LIBRARY CORPORATION, THE	Operating Fund	Book Processing	\$720.00	9/8/2008	BARCODES
				Total this claim	\$720.00		
25310	521	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$553.47	9/8/2008	As per attached invoices.
				Total this claim	\$553.47		
25311	522	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$1,067.89	9/8/2008	ROUTINE MAINTENANCE - COMPUTER ROOM AIR CONDITIONER - REPLACED ACTURATOR -ELWOOD
				Total this claim	\$1,067.89		
25312	523	LOREN'S SERVICE CENTER	Operating Fund	Operating Supplies	\$9.00	9/8/2008	HEDGE TRIMMER & OIL
			Operating Fund	Furniture & Equipment	\$279.99		
				Total this claim	\$288.99		
25313	524	MARSH SUPERMARKET	Operating Fund	Elwood Adult Programing	\$17.04	9/8/2008	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$49.43		
				Total this claim	\$66.47		
25314	525	MIDWEST TAPE	Operating Fund	Frankton AV	\$237.88	9/8/2008	As per attached invoices.
			Operating Fund	Elwood AV	\$1,016.47		
			Operating Fund	Summitville AV	\$480.79		
				Total this claim	\$1,735.14		
25315	526	NICOLE KOBROWSKI	Operating Fund	Frankton Programing	\$50.00	9/8/2008	AUTHOR PROGRAM - FRANKTON - 9/29/08
				Total this claim	\$50.00		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
25316	527	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$64.67	9/8/2008	SUMMITVILLE PROGRAMMING
				Total this claim	\$64.67		
25317	528	QUILL CORPORATION	Operating Fund	Office Supplies	\$821.47	9/8/2008	As per attached invoices.
				Total this claim	\$821.47		
25318	529	ROBY'S, INC.	Operating Fund	Professional Services	\$530.09	9/8/2008	PLUMBING REPAIRS - ELWOOD
				Total this claim	\$530.09		
25319	530	STANLEY STEEMER CARPET	Operating Fund	Professional Services	\$92.00	9/8/2008	CARPET CLEANING - ELWOOD
				Total this claim	\$92.00		
25320	531	THOMAS BOUREGY & COMPA	Operating Fund	Elwood Adult	\$83.70	9/8/2008	As per attached invoices.
				Total this claim	\$83.70		
25321	532	TOPS TRUE VALUE	Operating Fund	Operating Supplies	\$137.24	9/8/2008	As per attached invoices.
				Total this claim	\$137.24		
25322	533	VERIZON	Operating Fund	Telephone & Telegraph	\$248.79	9/8/2008	SERVICE FOR FRANKTON
				Total this claim	\$248.79		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$94,428.89

I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Monday, September 08, 2008

Fiscal Officer

ALLOWANCE OF VOUCHERS

(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this 8 day of September, 2008.

Samuel Galbraith Wayne E. Paul
Michael Robertson
(Signature)

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/1/1998.

Resolution 2008-03

Resolution in Support of an Independent Pendleton Community Library

WHEREAS, the citizens of Pendleton have felt ownership and pride for their local library which is operated specifically with their needs in mind and

WHEREAS, the Pendleton Community Library has successfully provided unique and valuable collections, services, and programming for over 90 years to its patrons and

WHEREAS, any attempt to consolidate library services could jeopardize the quality of said services and

WHEREAS, consolidation with another library district would result in the loss of local control of the library and would place the continued existence of the library at the mercy of an outside entity that is potentially unfamiliar with how to successfully provide customized library services to South Madison County and

WHEREAS, the cost implications of consolidation are not yet clear and perceived benefits have not yet been fully explored

THEREFORE BE IT RESOLVED, that the Pendleton Community Library Board of Trustees adopts this resolution supporting the continued independence of the Pendleton Community Library operated by and for the benefit of the citizens of Fall Creek, Green and Adams Township and opposing any attempt to diminish its role as a valued institution through consolidation.

Presented to the Pendleton Community Library board, read in full and adopted this 13th day of February, 2008 by the following vote.

AYE

NAY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attest: _____
Judy Witt, Secretary

_____ Date

Resolution in Support of an Independent Alexandria-Monroe Public Library

WHEREAS, the citizens of Alexandria took it solely upon themselves to petition the Carnegie Library Foundation for funding to establish a local library in 1901 and

WHEREAS, the Carnegie Library Foundation made a gift to the citizens of Alexandria that same year in the amount of \$14,000 to establish a local community library and

WHEREAS, the citizens of Monroe Township overwhelmingly supported the local library by willingly joining the library taxing district in 1986 and

WHEREAS, the local community and taxpayers generously supported a renovation and expansion of the original Carnegie building in 1989 which resulted in tripling the size of their local library and

WHEREAS, successive members of the community have faithfully served as library trustees and dutiful stewards of taxpayer funds, and have fostered an institution that is fiscally responsible, financially sound, free of debt, and that is dedicated to and responsive of the needs of the local community and

WHEREAS, the Alexandria-Monroe Public Library has provided unique and valuable collections, services, and programming for over 100 years to all segments of the local library district population and

WHEREAS, any attempt to consolidate library services would jeopardize the unique services, collections, and programming that the Alexandria-Monroe Public Library has provided its patrons for over a century and

WHEREAS, consolidation with another library district would result in the loss of local control of the library, would dishonor the spirit in which the library was given to the community, and would leave the continued existence of the library to the mercy and whims of an outside entity

BE IT RESOLVED, that the Alexandria-Monroe Public Library Board of Trustees adopt this resolution supporting the continued independence of the Alexandria-Monroe Public Library operated by and for the benefit of the citizens of Alexandria and Monroe Township and opposing any attempt to diminish its role as a valued institution through consolidation.

Presented to the Alexandria-Monroe Public Library Board, read in full and adopted the 10th Day of January 2008, by the following aye or nay vote.

AYE	NAY

ATTEST:

Secretary, Library Board



INVOICE

CORPORATE TRUST SERVICES

315 Deaderick Street - TNNA10412N
Nashville, Tennessee 37237
Phone (615) 770-4361 Fax (615) 770-4350

DATE: 8/19/2008
INVOICE # 0808-007
Bond Issue #: 269
Acct No: 2080014790

North Madison Public Library
Attn: Ms. Diana Shepherd
1600 Main Street
Elwood, IN 46036-2023

RE: \$1,910,000 North Madison County Public Library Leasing Corporation First Mortgage
Refunding Bonds, Series 2004

DESCRIPTION	AMOUNT
FEE PERIOD: 9-1-2008 to 8-31-2009	
Annual Administration Fee	1,500.00
Out of Pocket Expenses (5% of Base Fee)	75.00
Please remit payment to Regions Bank at: Regions Bank Corporate Trust Services 315 Deaderick Street - TNNA10412N Nashville, TN 37237	
TOTAL	\$ 1,575.00

Make all checks payable to **Regions Bank**
If you have any questions concerning this invoice, contact
Elizabeth Gold at 615-770-4361, or by email at
elizabeth.gold@regions.com

THANK YOU FOR YOUR BUSINESS!

BAXTER PEST PROFESSIONALS

2691 Nichol Ave. • Anderson, IN 46011
Phone: (765) 644-2533 or 800-232-4560 • Fax: (765) 640-8741
Carmel: (317) 574-1936 • Greenfield: (317) 462-4363
www.baxterpestpros.com

Anderson / Madison County Libraries

August 6, 2008

Attn: Russ

Thank you for the opportunity to submit this proposal for pest control services. Baxter Pest Professionals has been locally owned and operated in Anderson and Madison County since 1936 and we are the only pest control company currently belonging to the Anderson Chamber of Commerce.

As you know, we have been servicing the Anderson and Lapel buildings, so you are familiar with our services and staff. We would appreciate the opportunity to service the other Madison County buildings and continuing the service on the facilities we already do. Baxter Pest Professionals Will Not be Undersold for these Buildings !

Please see the Cost Specification Sheet for more information. If you have any questions or concerns please call me at 765-644-2533 or my cell 765-744-0729.

Thank You,

Steve Hamilton
Steve Hamilton
Manager
Baxter Pest Professionals

Post-It® Fax Note	7671	Date	8/7/08	# of pages	2
To	Jannie	From	Search later		
Co./Dept		Co.			
Phone #		Phone #			
Fax #		Fax #			

Cost Specification Sheet

Option I

Initial Cost to start up service on each building we do not service now would be \$150.00.

After 30 days the Monthly Service would start at \$35.00 per month.

** New cost for the Anderson and Lapel buildings would now be \$35.00 per month each with new contract for all buildings **

Option II

Initial Cost to start up service on each building we do not service now would be \$150.00.

After 90 days the Quarterly Service would be \$90.00 per quarter for 1 year. Optional 2nd year would be at \$90.00 per quarter until you request service to stop.

** With either Option I or Option II you can call us back in between services, if you encounter a problem, at no extra charge. **

** These services cover ants, wasp, bees, spiders, mice, etc. total of 40 insects and rodents. **

SEE A BUG...CALL



SINCE 1929

TERMITE & PEST CONTROL, INC.

1127 N. BROADWAY • ANDERSON, INDIANA 46012 • 765-642-4208

August 15, 2008

Jamie Scott
ELWOOD PUBLIC LIBRARY

RE: PEST CONTROL:

Dear Mrs. Scott,

We are pleased to submit the following proposal for pest control services for the ELWOOD library

We propose to render monthly or quarterly service for the control of roaches, ants, mice, & spiders. We will be available to render emergency service between our regularly scheduled visits at no additional cost if the situation should arise.

Our services are rendered by thoroughly trained, uniformed technicians under the supervision of people with years of experience and are certified by the State of Indiana.

LENGTH OF SERVICE AGREEMENT

Our proposal can be canceled by either party with a 30 days written notice.

PROGRAM INVESTMENT

If we get to service the PENTLETON, ALEXANDRIA MONROE TOWNSHIP, ANDERSON and the ELWOOD LIBRARIES the cost will be \$40.00 per month or \$90.00 per quarter.

If we do not get all 4 LIBRARIES then the cost will stay at \$47.00 per month or \$100.00 per quarter.

Payment will be net due 30 days.

If you have any questions fill free to call me at 765-642-4208

ACCEPTANCE:

DATED

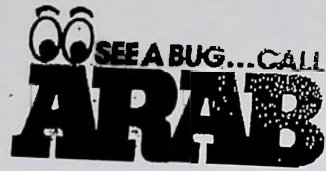
Jamie Scott

ARAB TERMITE & PEST CONTROL, INC.

By: _____

By: _____

James R. Wetmore
Branch supervisor



COMMERCIAL

PEST COVERED WITH BASIC MONTHLY SERVICE PLAN

GERMAN ROACHES
 BROWN-BANDED ROACHES
 ORIENTAL ROACHES
 AMERICAN ROACHES
 WOOD ROACHES
 SILVERFISH
 RATS
 MICE
 SPIDERS-COMMON ONLY
 CRICKETS

*PAPER WASP NEST
 *YELLOW JACKET NEST
 *HORNETS NEST
 *BEES NEST
 ANTS (EXCEPT PHAROAH-TINY REDDORANGE)
 CARPENTER ANTS
 CENTIPEDES
 PILLBUGS / SOW BUGS
 MILLIPEDES
 EARWIGS

NOT INCLUDED IN THE ABOVE PLAN BUT AVAILABLE UPON SPECIFIC REQUEST

- | | |
|-----------------|--------------------------|
| 1. LADYBUGS | 5. FLIES / CLUSTER FLIES |
| 2. CLOVER MITES | 6. FRUIT FLIES / GNATS |
| 3. BIRD CONTROL | 7. BROWN RECLUSE SPIDERS |
| 4. PHAROAH ANTS | 8. STORED PRODUCT PESTS |

*IF READILY ACCESSIBLE, WITHOUT THE NEED OF LADDERS

ARAB TERMITE & PEST CONTROL, INC. 1-800-233-2722
 765-642-4208

EFFECTIVE AUGUST 13, 2002 (LISTED) SPECIAL USE



TERMITE & PEST CONTROL, INC.

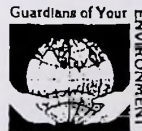
FAX TELEPHONE # 765-552-0955
 DATE 8-20-08

TO Jamie Scott

FROM Tim Wetmore

COMMENTS _____

THIS TRANSMITTAL CONSISTS OF 2 PAGES INCLUDING THIS PAGE.
 FAX # (765) 642-4208



1127 North Broadway, Anderson, IN 46012

INDIANA PEST CONTROL
PO BOX 6464
KOKOMO, IN 46904

FAX COVER SHEET

Professional Pest Management Services
Licensed & Insured

Member of
Letter Business Bureau
Indiana Pest Control Association



P.O. Box 6464, Kokomo, IN 46904

Frankfort (765) 652-3555
Hartford City (765) 348-2084
Huntington (260) 355-3300
Indianapolis (317) 581-1500
Kokomo (765) 455-3399
Lafayette (765) 447-7755
Logansport (574) 735-6699
Marion (765) 668-8848
N. Manchester (260) 982-2200
Peru (765) 473-4206
Tipton (765) 675-1199
Wabash (260) 563-2454
Statewide 1-800-464-4133
Fax (765) 455-3388

ELWOOD	(765) 552-8870	INDIANAPOLIS	(317) 581-1500
FRANKFORT	(765) 659-3555	LOGANSPORT	(574) 735-6699
HARTFORD CITY	(765) 348-2084	MARION	(765) 668-8848
HUNTINGTON	(260) 356-3300	N. MANCHESTER	(260) 982-2200
INDIANAPOLIS	(317) 581-1500	PERU	(765) 473-4206
KOKOMO	(765) 455-3399	TIPTON	(765) 675-1199
LAFAYETTE	(765) 447-7755	WABASH	(260) 563-2424
STATEWIDE 1-800-464-4133			
FAX 765-455-3388			

"We Know What Bugs You!"

SEND TO: Jamie FROM: Maec
OF: Elwood Public Library DATE: 8-21-08
FAX NUMBER: 765-552-0955 PHONE NUMBER: 765-455-3399

TOTAL PAGES INCLUDING COVER 4

Jamie,

Here is the proposal for all three locations.

Please call me when you can so we can

discuss it.

thanks

Maec

August 21, 2008

Dear Jamie,

At Indiana Pest Control, Inc., we provide service for many large commercial accounts. We also treat a variety of libraries in the surrounding areas. We would be happy to add your facility to our list of satisfied customers.

THE PROGRAM:

A. Insect Control (interior):

1. Indiana Pest Control, Inc. will inspect and apply, as needed a crack and crevice treatment for the control of crawling insects.
2. The scheduled frequency of visits will be monthly or quarterly depending on the program chosen.
3. Areas to be included in the regular services are as follows:
 - a. Common areas
 - b. Main library areas
 - c. Bathrooms
 - d. Office and conference areas
 - e. Boiler/Mechanical and storage areas

B. Rodent Control:

1. Indiana Pest Control Inc. will provide rodent control as needed at no additional cost in the areas mentioned above.
2. A combination of glue boards, mechanical traps and tamper resistant bait stations will be used.
3. Rodent Control outside the facilities will be included in the cost of the service.

C. Flying Insect Control:

1. Fly machines (both industrial and decorative) can be provided at an additional cost.
2. Fly bait will be used around the dumpster area as needed.

IPC SERVICE

Name: Elwood Public Library

Address: 231 Rainbow Drive

Address: 1600 Main Street

City: Kokomo State: Indiana Zip: 46902

City: Elwood State: IN Zip: 46036

Phone: 765-552-5001

Phone: 765-455-3399

D. Pest Management:

1. Indiana Pest Control, Inc. will report to the person in charge prior to and at the conclusion of each service.
2. Indiana Pest Control Inc. will provide a sighting log for your facilities.
3. The sighting log will be checked during each visit and problems will be addressed along with regular service.

E. Locations to be treated:

1. Main location in Elwood
2. Frankton
3. Summitville

F. Services not covered by the program:

1. Honey Bees - *Barter covers bees?*
2. Fleas - *Barter covers*
3. Termites
4. Carpenter Ants - *Barter covers*
5. Mites
6. Birds
7. Powder Post Beetles
8. Lice

These services are offered by us, but will be a per hour basis.

Some Frequently asked Questions:**Q. How does Integrated Pest Management (IPM) work?****A. There are eight ways that make IPM work:**

1. **MONITORING:** Monitoring is the regular surveillance of an area for pests using traps, visual inspections, and interviews with staff.
2. **SANITATION/STRUCTURAL REPAIRS:** Pest problems often can be prevented through proper sanitation, reduction of clutter, pest harborage, and performing small repairs that exclude pests from the structure.
3. **COMMUNICATION:** Staff cooperation is correcting conditions that contribute to pest problems.
4. **RECORD KEEPING:** A logbook is reserved for the use by the staff to alert the pest management technicians of pest sightings between scheduled services.
5. **PEST CONTROL W/O PESTICIDES:** IPM practices such as trapping, caulking, and preventive control are some effective ways to get long-term control of pest problems.
6. **PEST CONTROL WITH PESTICIDES:** Pesticides use may be necessary to maximize control of problems within a structure. When pesticides are used, they will be applied in a manner to minimize exposure to humans and other non-target species.
7. **PROGRAM EVALUATION:** IPM practices and procedures are continually adopted and modified based on past experience and results of the problems associated with each facility.
8. **QUALITY ASSURANCE:** Technical oversight provides an objective, ongoing evaluation of program activities and effectiveness. Oversight and review are critical to maintaining an effective IPM program.

Q. If and IPM program works, why do you still use pesticides?

A. Many individuals falsely assume that IPM programs represent a nonchemical approach to pest management. Unlike any single method of pest control, IPM programs balance the cost, benefit, public health, and environmental quality, avoiding unnecessary repeated applications of pesticides.

Q. How could we benefit from an IPM program?

A. Pest control in schools must protect both health and safety of parishioners, students, and staff, minimizing pest damage to structures and personal property.

THE COST

The cost of this program will be listed as follows:

Main Branch - ~~\$60.00~~^{40.00} a month or an initial cost of \$120.00 then \$90.00 a quarter after the initial

Frankton - \$120.00 for the initial and then \$80.00 a quarter after the initial

Summitville - \$120.00 for the initial and then \$80.00 a quarter after the initial

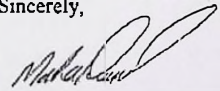
Anything outside the scope of service would be billable at a cost determine by the company for the problem to be treated. Most billable jobs take less than one hour to complete. All re-services will be free of charge.

WHY USE INDIANA PEST CONTROL, INC.

1. State Certified Technicians
2. Locally owned and operated
3. 14 years Integrated Pest Management experience
4. Cutting edge practices before new regulations become law
5. Owner involvement with every account
6. New or updated equipment used to perform services
7. All products and procedures used per state/federal law

Thank you for taking the time out of your schedule to review our proposal. I think you will find that for the price you are currently paying, we will be upgrading your service, while paying a lower monthly price.

Sincerely,


Mark Dunkin
Sales Representative

North Madison County Public Library System
Board of Trustees

Elwood Public Library Meeting Room

September 18, 2008

5:30 p.m.

Special Meeting to Adopt 2009 Budget

Agenda

Call to Order

Call for Quorum

Adopt 2009 Budget –Read by Secretary

Public Comment

Adjourn

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	AUG 2007	AUG 2008	AMOUNT OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	3336	2728	-608	-18%	23,129
JUVENILE	1908	1928	20	1%	15,200
Y. A.	280	165	-115	-41%	1,622
PERIOD.	545	566	21	4%	4,330
AUDIO	167	196	29	17%	1,464
VIDEO	3597	3768	171	5%	31,768
TOTAL	9833	9351	-482	-5%	77,513
FRANKTON					
ADULT	1309	1107	-202	-15%	9,242
JUVENILE	579	791	212	37%	6,202
Y. A.	96	92	-4	-4%	1,182
PERIOD.	293	296	3	1%	2,660
AUDIO	43	34	-9	-21%	342
VIDEO	1699	1625	-74	-4%	13,522
TOTAL	4019	3945	-74	-2%	33,150
HAZELBAKER					
ADULT	799	825	26	3%	5,809
JUVENILE	496	379	-117	-24%	3,536
Y. A.	117	84	-33	-28%	514
PERIOD.	175	128	-47	-27%	946
AUDIO	19	80	61	321%	205
VIDEO	928	876	-52	-6%	6,153
TOTAL	2534	2372	-162	-6%	17,163
SYSTEM					
ADULT	5444	4660	-784	-14%	38,180
JUVENILE	2983	3098	115	4%	24,938
Y. A.	493	341	-152	-31%	3,013
PERIOD.	1013	990	-23	-2%	7,083
AUDIO	229	310	81	35%	1,739
VIDEO	6224	6269	45	1%	51,443
TOTAL	16386	15668	-718	-4%	126,396

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	8188	2820	1826
REF.	113	26	19
ASSIST.	1282	343	270
COMP./WIRE	2625 / 25	900 / 9	734 / na
PROG. A.	1 / 10	0 / 0	1 / 36
J.	0 / 0	1 / 30	1 / 17

TECH SERVICES PROCESSED 1194 ITEMS.

Presentation of Budget at September 18th, 2008 meeting

To be read by the secretary:

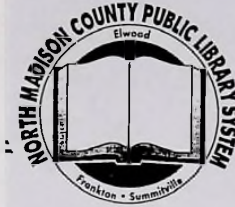
“The following budget is presented for adoption by the North Madison County Public Library Board for 2009:

Library Operating Fund Budget of one million, one hundred and twelve thousand, nine hundred and two dollars (\$1,112,902)

Debt Service Budget of two hundred and forty two thousand dollars (\$242, 00)

Rainy Day Fund of fifteen thousand dollars (\$15,000) No maximum to be raised or is there any tax levy.

I MOVE WE ADOPT THIS 2009 BUDGET.”



Elwood Public Library

1600 Main Street, Elwood, Indiana 46036-2023

Phone: 765/552-5001

FAX: 765/552-0955

Monday, August 18, 2008

Dear Library Board Members,

This letter is to officially notify you that I am resigning from my position on the NMCPLS Library Board effective September 9th, 2008. I have performed my duties as a library board member to the best of my ability and made my opinions known. Regretfully I feel at this time that it is in my best interest to resign.

Sincerely,

Betty Caldwell

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Meeting
September 8, 2008
5:45pm

CALL TO ORDER

President Kevin Sipe called the regular meeting of the North Madison County Public Library to order at 5:45pm on September 8, 2008 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Kevin Sipe, Mike Robertson, Pam Bohlander and Wayne Davidson. Also in attendance were State Representative Terri Austin, Director Jamie Scott and Administrative Assistant Diana Shepard.

MINUTES

A motion was made by Pam Bohlander to approve the minutes from the August 11, 2008 regular meeting and the August 21, 2008 special meeting to approve the 2009 budget for publication. Mike Robertson made a second and the motion carried.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Pam Bohlander signed checks.

OLD BUSINESS

Super Seal Quotes for Elwood and Summitville

A motion was made by Wayne Davidson to approve the quotes from Super Seal for the Elwood and Summitville parking lots. The motion died for lack of a second.

NEW BUSINESS

State Representative Terri Austin

State Representative Terri Austin met with the Madison County Library Directors and stated she would like to attend a library meeting for each of the libraries. She stated she would attend the meeting in Elwood to be held on September 8 and she will be given the floor as soon as she arrives. At the meeting with the directors discussion was held about House Act 1001 and ways to combat consolidation. Alexandria and Pendleton have proposed resolutions for their library in support of independent libraries. Pendleton has also started a petition. The director was directed to work on a resolution that would support an independent North Madison County Public Library System.

Administrative Fees

Mike Robertson made a motion giving the North Madison County Leasing Corporation the authority to direct Regions Bank to pay administrative fees for the period of September 1, 2008 to August 31, 2009 in the amount of \$1,575. Wayne Davidson made a second and the motion carried.

Security camera quotes

Quotes have been received from Loys Custom Audio in the amount of \$3,221.40 to install two additional cameras and a 250 gig DVR and a quote in the amount of \$3,990.02 to install four additional cameras and an eight channel 250 gig DVR. Also quotes have been received from DirectLine Communications in the amount of \$6,077.38 and \$8,407.41. It was decided, that if at the end of the year there are funds, security camera quotes might be considered. The members are definitely interested in the quotes received from Loys.

DIRECTOR'S REPORT

The Madison County Directors have been working together to combine pest control services to get a better rate for each facility. They have received quotes from Baxter Pest Doctors, Indiana Pest Control and Arab. We currently pay Arab \$47 a month and usually \$150 a year for ant treatment. Baxter's quote is in the amount of \$150 for installations fees and \$35 per month or \$90 per quarter which includes ant and flea prevention. Arab quoted \$40 per month OR \$100 per quarter which does not include ant and flea prevention. Indiana Pest Control quote is in the amount of \$120 for installation fee and \$40 per month or \$90 a quarter which does not include ant and flea prevention. The libraries are seriously considering Baxter Pest Doctors.

Patron demand is more in demand because of online needs. The library has been seeing an increase in fax service which increased \$234 from August of last year. Fines have increased, due in part because patrons are now required to pay \$1.00 on their fine balance if they have fines over \$5.00 to use the computers.

Rebecca Johnson has been hired at Frankton to take the place of Mary Hendrick. Mary is now full time as the Youth Service Manager at Elwood. Rebecca is working on getting her master degree from IUPUI and has been working at the Muncie Public Library.

A letter was read from Betty Caldwell resigning her position on the Board of Trustees of the NMCPLS effective September 9, 2008. As Betty was appointed by the Elwood Community School Corporation, Mr. Austin will be contacted for a replacement.

It was asked about taking the Bradford pear tree down next to the north entrance at Elwood. No decision was made.

State Representative Terri Austin was given the floor. She discussed House Bill 1001 and the effects of the Shepard Kernan Report. She does not sense sympathy or support for consolidation of public libraries from the Senate or the House. It was pointed out that libraries in one group lose identity and services. Consolidation of libraries would not necessarily promote efficiency.

Ms. Austin suggested that local libraries work together to find ways to save money to show legislators that steps are being taken which hopefully will discourage consolidation. She suggested trying to educate the public as to the services provided by local libraries and how their tax money is being used. She suggested sharing purchasing with perhaps the local school corporation. She suggested being proactive and a role model for other local libraries to follow.

She would like to see a county wide economic plan implemented and stewardship boards come together to talk about decisions.

In summary Ms. Austin highly recommended an innovative partnership between the Indiana Library Federation and local libraries to work together as a whole in order to push back efforts that are being sought for library consolidation; do all we can to make libraries more attractive to the public and rally the troops for local libraries. When the economy is down there is a greater demand for services local libraries can and do provide. Ms. Austin was thanked for the consideration and support she has shown in support of public libraries and for attending the meeting.

Pam Bohlander made a motion to adjourn, Wayne Davidson made a second and the motion carried.

Bette Dalzell
Bette Dalzell, Secretary

Pamela Bohlander
Kevin Dyer
Dan Pireschiff



Proposal #1
Sept. 08, 2008

Elwood Public Library
1600 Main Street
Elwood, Indiana 46036
Contact: Sarah McElfresh
552-5001

Qty.	Mfg.	Part #	Description	@Each	Total
Camera/DVR System:					
2	Honeywell	HD40	Indoor Mini Dome	\$113.99	\$227.98
1	Speco	AX-ALTV244	24 VAC Power Supply 4 Output	\$79.49	\$79.49
1	Speco	MAX6K250	4CH Vid 1CH And Stand ALN	\$825.00	\$825.00
			DVR 250GB		
1	Samsung	SMC150F	Flat Panel CRT 15" Security Color Monitor	\$339.95	\$299.95
1	WG	WG-5013	RG59/W18/2 Siamse Wire	\$235.98	\$235.98
	GE	GE-3024	BNC Plugs, F/RG59	\$13.00	\$13.00
			Tax Exempt		\$0.00
			Equipment Total		\$1,681.40
Installation:					
			Approximate Labor		\$1,540.00
			\$55.00 Per Man Hour		
			Install Wire For Cameras		
			Install DVR		
			Calibrate System		
			Training		
			TOTAL		\$3,221.40

WE APPRECIATE THE OPPORTUNITY TO SERVE YOU!

**Elwood Public Library
1600 Main Street
Elwood, Indiana 46036
Contact: Sarah McElfresh
552-5001**

Corporate Office
P.O. Box 418
50227 Bittersweet Trail
Granger, Indiana 46530
574 272-9814
FAX 574 272-5754

Indianapolis Office
5060 East 62nd St., Suite 120
Indianapolis, Indiana 46220
317 252-5600
FAX 317 252-5605

Sales Office
917 Union Street
Mishawaka, IN 46544
574 259-6000
Fax 574 259-6589

www.DLCI.net

**CompStar
Technologies, Inc.**
www.COMPSTAR.com
A Subsidiary of Direct Line Communications

COMMERCIAL CONTRACT

Date: 08/17/08

Proposal Number: DL10617081

Arm

Customer Name:
Name Elwood Public Library
Street 1600 Main street
Address Elwood, IN 46036
Telephone 765-552-5001
Contact Sarah McElfresh

Work To Be Performed At:
Name Elwood Public Library
Street 1600 Main street
Address Elwood, IN 46036
Telephone 765-552-5001
Contact Sarah McElfresh

The undersigned Customer hereby authorizes DIRECT LINE COMMUNICATIONS, INC. ("Contractor"), to furnish the necessary materials and labor to install according to the attached SCOPE OF WORK and at the above project site for a price of:

LABOR \$3,050.00 MATERIAL \$3,027.38 TAX N/A TOTAL \$6,077.38 ("Contract Price")

All materials guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work or contained on any pages attached to this contract ("Work").

1. ADDITIONAL TERMS (SCOPE OF WORK).

- (1) Directline Communications will install a new video surveillance system. The system will consist of one digital recorder and 2 interior cameras.
- (2) Install one 8 channel digital recorder with built in CD-R/W and a 500 gig hard drive.
The digital recorder will be networkable with password protection with triplex operations that allows you to view and record at the same time.
- (3) Install 2 interior color dome cameras with varifocal lens and auto iris that will adjust to lighting automatically.
The varifocal lens size will vary with location and will be high resolution for the best picture.
- (4) Install one 19" color monitor for viewing by digital recorder.
- (5) Install power supply units for interior cameras.
- (6) Move 1 existing exterior camera to view past tree as requested.

Manufacturer warrants Digital recorder for one year and cameras for two years.

ASSUMPTIONS

1. All installation, cable pulling, termination's, and testing will be done during standard hours, Monday through Friday from 8 am until 5 pm
2. Customer will provide reasonable access to each building to allow an uninterrupted work schedule during the standard work day.
3. The existing panel is not "locked out" thus preventing us from performing the additions. If the panel is "locked out" a new panel would need to be purchased and re-programmed.

2. PAYMENT TERMS. Unless otherwise provided in this Contract, the Contract Price will be billed monthly based upon Contractor's determination of percentage completion, and will be billed in full upon Contractor's determination of substantial completion permitting use and occupancy in any event. All amounts not paid within thirty (30) days after invoice shall bear interest at the rate of 1 1/2% per month. In case of non-payment or other default by Customer, Contractor shall recover reasonable attorney's fees and all collection costs, and shall be entitled to suspend performance. The making of final payment shall operate as a WAIVER and RELEASE of all claims by Customer except those for warranty under Paragraph 4 below and completion of agreed punch list items.

3. SPECIFICATIONS. All material will be as specified unless specified materials are not available, in which case Contractor substitute other materials of equal or better quality.

4. SCHEDULE OF WORK. The work shall be started on or about _____ and substantially completed permitting use and occupa

Qty.	Mfg.	Part #	Description	@Each	Total
Camera/DVR System:					
1	Pentaplex	DHU508251	8 Channel Network DVR 250 GB		\$1,499.00
4	Digimerge	DCBHR103F	High Resolution Color Day/ Night Cameras	10/5 N/C	
1	Speco	AX-ALTV244	24 VAC Power Supply 4 Output	\$79.49	\$79.49
1	Samsung	SMC150F	Flat Panel CRT 15" Security Color Monitor	\$339.95	\$299.95
1	WG	WG-5013	RG59/W18/2 Slamse Wire	\$295.98	\$295.58
	GE	GE-3024	BNC Plugs, F/RG59	\$26.00	\$26.00
			Tax Exempt		\$0.00
			Equipment Total		\$2,200.02
Installation:					
			Approximate Labor \$55.00 Per Man Hour		\$1,790.00
			Install Wire For Cameras		
			Install DVR		
			Calibrate System		
			Training		
			TOTAL		\$3,990.02

WE APPRECIATE THE OPPORTUNITY TO SERVE YOU!

Corporate Office
 P.O. Box 418
 50227 Bittersweet Trail
 Granger, Indiana 46530
 574 252-3814
 FAX 574 272-5754

Indianapolis Office
 5060 East 82nd St., Suite 120
 Indianapolis, Indiana 46220
 317 252-5600
 FAX 317 252-5605

Sales Office
 917 Union Street
 Mishawaka, IN 46544
 574 259-6000
 Fax 574 259-6589

www.DLCl.net



www.COMPSTAR.com
 A Subsidiary of Direct Line Communications

COMMERCIAL CONTRACT

Date: 06/17/08

Proposal Number: DL0617081

Bosch

Customer Name:

Name Elwood Public Library
 Street 1600 Main street
 Address Elwood, IN 46036
 Telephone 765-552-5001
 Contact Sarah McElfresh

Work To Be Performed At:

Name Elwood Public Library
 Street 1600 Main street
 Address Elwood, IN 46036
 Telephone 765-552-5001
 Contact Sarah McElfresh

The undersigned Customer hereby authorizes DIRECT LINE COMMUNICATIONS, INC. ("Contractor"), to furnish the necessary materials and labor to install according to the attached SCOPE OF WORK and at the above project site for a price of:

LABOR \$3,050.00 MATERIAL \$5,357.41 TAX N/A TOTAL \$8,407.41 ("Contract Price")

All materials guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work or contained on any pages attached to this contract ("Work").

1. ADDITIONAL TERMS (SCOPE OF WORK).

- (1) Directline Communications will install a new video surveillance system. The system will consist of one digital recorder and 2 interior cameras
- (2) Install one 9 channel digital recorder with built in CD-R/W and a 500 gig hard drive.
The digital recorder will be networkable with password protection with triplex operations that allows you to view and record at the same time.
- (3) Install 2 interior color dome cameras with varifocal lens and auto iris that will adjust to lighting automatically.
The varifocal lens size will vary with location and will be high resolution for the best picture.
- (4) Install one 19" color monitor for viewing by digital recorder.
- (5) Install power supply units for interior cameras.
- (6) Move 1 existing exterior camera to view past tree as requested

Manufacturer warrants Digital recorder and cameras for three years.

ASSUMPTIONS

1. All installation, cable pulling, termination's, and testing will be done during standard hours, Monday through Friday from 8 am until 5 pm.
2. Customer will provide reasonable access to each building to allow an uninterrupted work schedule during the standard work day.
3. The existing panel is not "locked out" thus preventing us from performing the additions. If the panel is "locked out" a new panel would need to be purchased and re-programmed.

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Unless otherwise provided in this Contract, the Contract Price will be billed monthly based upon Contractor's determination of percentage completion, and will be billed in full upon Contractor's determination of substantial completion permitting use and occupancy in any event. All amounts not paid within thirty (30) days after invoice shall bear interest at the rate of 1 1/2% per month. In case of non-payment or other default by Customer, Contractor shall recover reasonable attorney's fees and all collection costs, and shall be entitled to suspend performance. The making of final payment shall operate as a WAIVER and RELEASE of all claims by Customer except those for warranty under Paragraph 4 below and completion of agreed punch list items.

3. SPECIFICATIONS.

substitute other materials of equal or better quality.

All material will be as specified unless specified materials are not available, in which case Contractor

4. SCHEDULE OF WORK.

The work shall be started on or about

and substantially completed permitting use and occupa