

Agenda

October 8, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order
Call for Quorum
Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
Old Business
 1. Summitville
 a. Foundation Issues
 2. Internal Controls
New Business
 1. Adopt 2019 Budget
 2. Nominating Committee
Director's Report
Public Comment
Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
October 8-2018
4:30 p.m.

CALL TO ORDER

President Bev Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on October 8, 2018, in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Bev Austin, Kenny Giselbach, Mary Kiplinger, Larry Watson, Glenn Eddleman, Tom Stone, and Bette Dalzell. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Larry Watson made a motion to approve the consent agenda. A second was made by Bette Dalzell and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville

Foundation- Lori Young, an engineer with Curry & Associates, and Director Scott attended the Summitville Town Council meeting. They discussed a timeline for next spring and areas to route the water. They are willing to work with the library on this matter. Everything is still in the preliminary stages and cost at this point is unknown.

Internal Controls

Director Scott presented Internal Controls and Standard Operating Procedures for Disbursements and Internal Controls for Credit Card. Tom Stone made a motion to accept Internal Controls and SOP as corrected. Glenn Eddleman made a second and the motion carried.

NEW BUSINESS

Adopt 2019 Budget

The 2018 budget was read and a motion to adopt the following budget was made by Secretary Bette Dalzell. Library Operating Fund Budget; \$1,375,608 Rainy Day Budget; \$50,000; Library Improvement Reserve Fund; \$54,000. Mary Kiplinger made a second. The motion carried.

Nominating Committee

President Bev Austin appointed Bette Dalzell and Tom Stone to the nominating committee. They will bring their nominations to the November board meeting.

Director's Report

Director Scott would like to begin opening the library at 9:30 a.m. for a trial period during October. We will be closed on November 7th for In-Service. Intersect will be doing a communications workshop. We will also be working on the Web Client in Evergreen. We purchased The Librarians Guide to Homelessness which comes with several workshops. We will be viewing and discussing a portion of them at the In-Service.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

Bev Austin adjourned the meeting by consent.

Bette Dalzell

Bette Dalzell, Secretary

Mary E. Kephaupe
Bev Austin
Kenny Smith

Elmer Ray Eddleman

Register Of Claims

North Madison County Public Library System

Report Date: From 09/11/18 To 10/08/18

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	546	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$407.00	09/19/18	Payroll ending
			Operating Fund	Emp Cont PERF	\$1,519.52		
				Total this claim =	<u>\$1,926.52</u>		
0	564	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$20.11	10/03/18	Service for Elwood, Frankton & Summitville
			Operating Fund	Gas	\$52.98		
			Operating Fund	Gas	\$23.39		
				Total this claim =	<u>\$96.48</u>		
0	569	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$170.78	10/03/18	IN Def Matching Plan
				Total this claim =	<u>\$170.78</u>		
0	549	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$170.78	09/19/18	IN Matching Plan-Robertson
				Total this claim =	<u>\$170.78</u>		
0	570	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$9.72	10/03/18	September Service Charge
				Total this claim =	<u>\$9.72</u>		
0	571	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	10/03/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,261.25		
			Operating Fund	Wages of Janitor	\$1,313.50		
				Total this claim =	<u>\$20,877.48</u>		
0	566	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$406.92	10/03/18	Payroll ending 9/29/18
			Operating Fund	Emp Cont PERF	\$1,519.23		
				Total this claim =	<u>\$1,926.15</u>		
0	568	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	10/03/18	Payroll ending 9/29/18
				Total this claim =	<u>\$341.00</u>		
0	588	EFTPS	Federal Taxes Withheld	Empl.Share FICA&Medicare	\$0.00	10/03/18	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$0.00		
			Medicare	Empl.Share FICA&Medicare	\$0.00		
			Operating Fund	Empl.Share FICA&Medicare	\$0.00		
			Operating Fund	Empl.Share FICA&Medicare	\$0.00		
				Total this claim =	<u>\$0.00</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>
0	565	CARDMEMBER SERVICE	Operating Fund	Techology Software	\$119.40	10/03/18	As per attached invoices.
			Operating Fund	Dues	\$119.00		
			Operating Fund	Fuel, Oil and Lubricants	\$72.90		
			Operating Fund	Professional Meetings	\$49.00		
			Operating Fund	Bldg. Matl. And Supplies	\$76.05		
			Operating Fund	Equipment/Rental	\$573.70		
				Total this claim =	<u>\$1,010.05</u>		
0	547	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,547.44	09/19/18	Payroll ending 9/15/18
			FICA	Payroll Deductions	\$1,254.13		
			Federal Taxes Withheld	Payroll Deductions	\$1,604.80		
			Medicare	Payroll Deductions	\$293.31		
				Total this claim =	<u>\$4,699.68</u>		
0	548	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	09/19/18	Payroll ending 9/15/18
				Total this claim =	<u>\$341.00</u>		
0	554	AT&T	Operating Fund	Telephone & Telegraph	\$68.74	09/19/18	Service for Summitville
				Total this claim =	<u>\$68.74</u>		
0	553	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	09/19/18	PAYROLL
			Operating Fund	Salary of Assistants	\$16,706.64		
			Operating Fund	Wages of Janitor	\$1,357.33		
				Total this claim =	<u>\$20,366.70</u>		
0	552	AFLAC	AFLAC	Payroll Deductions	\$493.56	09/19/18	September withholding
				Total this claim =	<u>\$493.56</u>		
0	551	UNITED HEALTHCARE	Insurance	Payroll Deductions	\$739.18	09/19/18	Health Insurance 10-1 through 10-31
			Operating Fund	Emp Cont Group Ins	\$7,333.98		
				Total this claim =	<u>\$8,073.16</u>		
0	550	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,288.32	09/19/18	Withholdings for September 2018
			County Taxes Withheld	Payroll Deductions	\$669.34		
				Total this claim =	<u>\$1,955.66</u>		
0	567	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,587.69	10/03/18	Payroll ending 9/29/18
			FICA	Payroll Deductions	\$1,286.75		
			Federal Taxes Withheld	Payroll Deductions	\$1,671.17		
			Medicare	Payroll Deductions	\$300.94		
				Total this claim =	<u>\$4,846.55</u>		
31602	545	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,163.52	09/19/18	Service for Elwood
				Total this claim =	<u>\$2,163.52</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>
31603	543	TOWN OF SUMMITVILLE	Operating Fund	Summitville Programing	\$20.00	09/19/18	Booth at Oktoberfest 2018
				Total this claim =	\$20.00		
31604	544	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	09/19/18	Copier lease - Elwood
				Total this claim =	\$113.35		
31605	557	AT&T	Operating Fund	Telephone & Telegraph	\$173.37	10/03/18	Service for Elwood
				Total this claim =	\$173.37		
31606	558	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$208.00	10/03/18	Service for Frankton
				Total this claim =	\$208.00		
31607	559	JILL MURRAY	Operating Fund	Summitville Programing	\$43.21	10/03/18	Petty cash
				Total this claim =	\$43.21		
31608	560	KAREN LAND	Operating Fund	Frankton Programing	\$350.00	10/03/18	Program for Frankton
				Total this claim =	\$350.00		
31609	561	LISA TULOWITZKY-CRON	Operating Fund	Summitville Programing	\$250.00	10/03/18	Program for Summitville
				Total this claim =	\$250.00		
31610	562	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	\$239.36	10/03/18	Mileage reimbursement 544 mi @ \$.44 = \$239.36
				Total this claim =	\$239.36		
31611	555	POSTMASTER	Operating Fund	Postage & UPS	\$100.00	10/03/18	Stamps 2 rolls @ \$50.00 = \$100.00
				Total this claim =	\$100.00		
31612	556	TOWN OF FRANKTON	Operating Fund	Electricity	\$580.72	10/03/18	Service for Frankton
			Operating Fund	Water	\$20.55		
			Operating Fund	Waste Disposal Services	\$0.00		
				Total this claim =	\$601.27		
31613	563	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$48.18	10/03/18	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
				Total this claim =	\$59.68		
31614	577	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,406.21	10/08/18	As per attached invoices.
			Operating Fund	Elwood Childrens	\$105.43		
			Operating Fund	Elwood YA	\$49.58		
			Operating Fund	Frankton	\$749.86		
			Operating Fund	Summitville	\$685.49		
			Operating Fund	Elwood AV	\$68.61		
				Total this claim =	\$3,065.18		

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31615	578	BOYCE FORMS/SYSTEMS	Operating Fund	Office Supplies	\$294.71	10/08/18	1000 Purchase Orders
				Total this claim =	\$294.71		
31616	579	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$133.56	10/08/18	Service for Elwood
			Operating Fund	Waste Disposal Services	\$188.64		
				Total this claim =	\$322.20		
31617	580	CREATIVE PRODUCT SOURCE	Operating Fund	Elwood Adult Progaming	\$119.19	10/08/18	2019 Wall Calendars
				Total this claim =	\$119.19		
31618	581	DEMCO	Operating Fund	Furniture & Equipment	\$527.28	10/08/18	3 Desk Chairs-Summitville
				Total this claim =	\$527.28		
31619	582	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$325.00	10/08/18	Sprinker System Inspection/Repair on pull stations
				Total this claim =	\$325.00		
31620	583	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,007.05	10/08/18	VoIP and Internet
				Total this claim =	\$1,007.05		
31621	573	FRANKTON JR/SR HIGH SCHO	Operating Fund	Advertising & Public Notices	\$100.00	10/08/18	Yearbook Advertisement
				Total this claim =	\$100.00		
31622	584	FRONTIER	Operating Fund	Telephone & Telegraph	\$199.47	10/08/18	Service for Frankton
				Total this claim =	\$199.47		
31623	585	GRASS ROOTS PLUS, INC.	Operating Fund	Professional Services	\$215.00	10/08/18	Service for Elwood & Summitville
				Total this claim =	\$215.00		
31624	606	HOMELESS TRAINING INSTITU	Operating Fund	Databases	\$359.00	10/08/18	1 Yr subscription for 25 or fewer employees
				Total this claim =	\$359.00		
31625	586	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$459.78	10/08/18	UI payment 3rd Qtr
				Total this claim =	\$459.78		
31626	587	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$1,275.00	10/08/18	2018 Annual Conference Jamie, Jordan, Mike, Debbie, Jill
				Total this claim =	\$1,275.00		
31627	572	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$564.25	10/08/18	Service for Summitville
				Total this claim =	\$564.25		
31628	589	INDIANA PEST CONTROL, INC	Operating Fund	Professional Services	\$285.00	10/08/18	Monthly service for Elwood, Frankton & Summitville
				Total this claim =	\$285.00		

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31629	590	INDIANA STATE LIBRARY	Evergreen Indiana	Other	\$75.75	10/08/18	3rd Qtr Evergreen payment
				Total this claim =	<u>\$75.75</u>		
31630	609	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$25.78	10/08/18	Service for Summitville
				Total this claim =	<u>\$25.78</u>		
31631	574	JAMIE B. SCOTT	Operating Fund	Elwood Children's Programing	\$15.00	10/08/18	Reimbursement for Booth
			Operating Fund	Elwood Adult Programing	\$15.00		Rental/Chamber of Commerce 2018 Chilli Cookoff
				Total this claim =	<u>\$30.00</u>		
31632	591	JAN ROLAND	Operating Fund	Frankton Programing	\$10.00	10/08/18	Program for Frankton
				Total this claim =	<u>\$10.00</u>		
31633	604	KMART 9124	Operating Fund	Summitville Programing	\$48.09	10/08/18	Programing Summitville
				Total this claim =	<u>\$48.09</u>		
31634	592	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$481.39	10/08/18	As per attached invoices.
			Operating Fund	Furniture & Equipment	\$1,400.36		
				Total this claim =	<u>\$1,881.75</u>		
31635	608	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$84.00	10/08/18	Trash removal Frankton
				Total this claim =	<u>\$84.00</u>		
31636	593	MARSHALL BEST SECURITY C	Operating Fund	Professional Services	\$82.00	10/08/18	New lock cores
				Total this claim =	<u>\$82.00</u>		
31637	594	MIDWEST TAPE	Operating Fund	Frankton AV	\$106.45	10/08/18	As per attached invoices.
			Operating Fund	Elwood AV	\$288.63		
			Operating Fund	Summitville AV	\$106.45		
				Total this claim =	<u>\$501.53</u>		
31638	595	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$1,496.00	10/08/18	Connect a/c in IT room/Replace ground
			Operating Fund	Professional Services	\$844.75		lights at Frankton
				Total this claim =	<u>\$2,340.75</u>		
31639	605	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$61.96	10/08/18	Programing Summitville
				Total this claim =	<u>\$61.96</u>		
31640	607	OVERDRIVE, INC	Operating Fund	Ebook Services	\$3,000.00	10/08/18	eIndiana Digital Consortium
				Total this claim =	<u>\$3,000.00</u>		
31641	610	PENWORTHY CO.	Operating Fund	Summitville	\$61.92	10/08/18	Board Books-Summitville
				Total this claim =	<u>\$61.92</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>
31642	596	POPULAR SUBSCRIPTION SE	Operating Fund	Elwood Period. & News.	\$2,055.68	10/08/18	Magazines for Elwood, Frankton, Summitville
			Operating Fund	Frankton Per. & Newsp.	\$885.71		
			Operating Fund	Summitville Period. & Newsp.	\$579.74		
			Total this claim =		\$3,521.13		
31643	597	PROFESSOR STEVE	Operating Fund	Elwood Children's Programing	\$165.00	10/08/18	Programing
			Operating Fund	Elwood Adult Programing	\$165.00		
			Total this claim =		\$330.00		
31644	598	RICOH USA, INC	Operating Fund	Office Supplies	\$13.97	10/08/18	copies for Summitville, Frankton
			Operating Fund	Office Supplies	\$26.27		
			Total this claim =		\$40.24		
31645	599	STAPLES ADVANTAGE	Operating Fund	Cleaning & Sanitation Supplies	\$241.86	10/08/18	As per attached invoices.
			Total this claim =		\$241.86		
31646	576	SYNCB/AMAZON	Operating Fund	Elwood AV	\$1,039.73	10/08/18	As per attached invoices.
			Operating Fund	Frankton AV	\$416.72		
			Operating Fund	Summitville AV	\$412.16		
			Operating Fund	Summitville Programing	\$31.98		
			Operating Fund	Operating Supplies	\$81.83		
			Operating Fund	Technology Equipment	\$442.20		
			Total this claim =		\$2,424.62		
31647	600	TEI LANDMARK AUDIO	Operating Fund	Elwood AV	\$44.68	10/08/18	As per attached invoices.
			Operating Fund	Summitville AV	\$13.27		
			Total this claim =		\$57.95		
31648	601	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$39.99	10/08/18	As per attached invoices.
			Operating Fund	Operating Supplies	\$11.97		
			Total this claim =		\$51.96		
31649	575	TRISHA SHULER	Operating Fund	Operating Supplies	\$25.00	10/08/18	Petty Cash Reimbursement
			Total this claim =		\$25.00		
31650	602	VASEY COMMERCIAL, INC	Operating Fund	Professional Services	\$1,162.00	10/08/18	Coil cleaning-Summitville —Contract Summitville & Frankton
			Total this claim =		\$1,162.00		
31651	603	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$60.60	10/08/18	Copier Lease Frankton & Summitville
			Operating Fund	Equipment/Rental	\$60.60		
			Total this claim =		\$121.20		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$96,993.37

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 8, 2018

Mary S. Kiehl
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 7 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$96,993.37

Date this 8 day of October, 2018.

Lynn A. Watson
Thomas H. Stone
Beverly J. Ussish

Bette DeBell
Diana Ray Edleman
Kenny Muller

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Unit Name: North Madison County Public Library System
Accounting Area: Credit Card
Created: June 11, 2018
Approved/Reviewed: October 8, 2018
Updated:

Objectives

Operations: All credit card charges must be for library purposes only, supported by an existing appropriation, submitted with a receipt and completed purchase order immediately after the transaction.

Reporting: All credit card charges and payments must be accurately reported in the financial statements.

Compliance: Credit card claims are reported on the State Board of Accounts approved purchase order and accounts payable voucher. The credit card policy will be reviewed once a year.

Control Environment

1. The Library Board of Trustees and staff demonstrate a commitment to integrity and ethical values by stressing adherence to statutory provisions regarding credit card charges, the payment of claims, the prescribed accounting system and the uniform compliance guidelines published by the State Board of Accounts.
2. The Library Board of Trustees has adopted a credit card resolution, policy and standard operating procedures authorizing certain job descriptions to use the credit card and the Administrative Assistant to oversee use of all cards.
3. Management assigns responsibility and delegates authority to certain staff for the use and oversight of the credit card using the credit card resolution, policy, standard operating procedures, organizational chart and job descriptions.

4. Management adheres to job descriptions and the personnel policy when recruiting, hiring, training and evaluating staff.
5. The credit card resolution and instructions are explained to each staff member to ensure understanding and adherence. The credit card policy outlines use and the consequences for misusing the card. The Director evaluates each purchase order, credit card bill and voucher for adherence to the credit card policy. During monthly meetings, the NMCPLS Board of Trustees checks the vouchers and claims register for compliance.

Risk Assessment

Operations, reporting and compliance objectives are listed above.

6. In order to accomplish these three objectives:
 - a. Director ensures that all card users understand the requirements of using the credit card.
 - b. Administrative Assistant ensures only authorized staff are able to sign in and out the credit card and confirms all required information is filled out before the staff member is given the credit card.
 - c. Director reviews each purchase order and receipt at the time of transaction for adherence to the policy. When the Director uses the credit card, the Administrative Assistant will review the purchase order and receipt.
 - d. Director reviews voucher and individual claims upon payment of credit card statement. Director will compare the bank reconciliation and the voucher list monthly.

7. Identified risks are addressed in the credit card resolution, policy and instructions.

- Insufficient documentation
- Unnecessary expenses
- Noncompliance with statutes

- Insufficient appropriation
- Lost or stolen cards
- Interest, finance and penalty charges

8. Management considers the potential for fraud when identifying, analyzing, and responding to risks.

- Following the credit card resolution the total number of credit cards will not exceed four.
- Director keeps documentation of staff members who have signed and received the credit card resolution, policy and instructions.
- Staff members receive annual budgets with expected monthly expenditures. Purchases outside of those budgets are covered in the purchasing policy.
- The NMCPLS Board of Trustees has adopted a resolution to establish materiality thresholds.

9. Upon any personnel changes the corresponding credit card will be canceled and a new card will be issued to the new employee. Recently appointed Board of Trustee members will be trained on internal controls. Budget appropriations are reviewed twice yearly after receipt of property tax draws.

Control Activities

10. Director reviews credit card statement and receipts upon the signing of the voucher. Director will compare the bank reconciliation and the voucher list monthly.
11. The library maintains an automated accounting system approved by the State Board of Accounts.
12. The NMCPLS Board of Trustees has approved the credit card resolution, policy and instructions.

Information and Communication

13. The accounting software reports are used to compare the deposit total with the amount input into the financial and appropriation record.
14. The library board will approve any changes to policy, job descriptions and standard operating procedures. Procedure and policy changes will be discussed and reviewed at monthly manager's meetings. All policies, internal controls and standard operating procedures are digitally available for library board members and staff review.
15. Annual evaluations ensure that all employees are performing their tasks properly. All policy changes are made at public library board meetings. All policies along with any changes are available on the library's website.

Monitoring Activities

16. Management will periodically review standard operating procedure and internal controls for effectiveness.
17. Violations of policies or procedures are noted and evaluated using the disciplinary action section of the personnel policy. Internal controls are discussed when needed at manager meetings or at least twice per year. Once a year the internal control system is reviewed by the management and then by the library board.

Unit Name: North Madison County Public Library System
Accounting Area: Disbursements
Created: October 4, 2018
Approved/Reviewed:
Updated:

Objectives

Operations:

- All disbursements for purchases of supplies, equipment, goods and materials require a purchase order and a receipt and invoice with no sale tax.
- All disbursements for services require an invoice with documentation of the service provided with staff initials and date of service.
- All disbursements require a voucher and a check signed by the treasurer with matching amount on receipt or invoice made out to the proper payee. Electronic funds transfers are used sometimes for disbursements needing paid to avoid a late fee. Electronic funds transfers require a voucher signed by the director and a receipt with confirmation number.
- Claims are paid at monthly board meetings. Any claims due before the board meeting are paid with payroll in accordance with the Pay Bills with Prior Approval Resolution or remitted electronically in accordance with the EFT resolution.

Reporting: All disbursements must be accurately reported in the financial statements.

Compliance: All disbursements are reported on the State Board of Accounts approved purchase order and accounts payable voucher.

Control Environment

1. The Library Board of Trustees and staff demonstrate a commitment to integrity and ethical values by stressing adherence to statutory provisions regarding disbursements, the prescribed accounting system and the uniform compliance guidelines published by the State Board of Accounts.

2. The Library Board of Trustees will approve yearly all job descriptions and standard operating procedures for disbursements. The board appoints a treasurer yearly and approves a line item on the operating budget for payment for these services.
3. Management assigns responsibility and delegates authority to staff for necessary expenditures and payment of these disbursements using standard operating procedures, organizational chart and job descriptions.
4. Management adheres to job descriptions and the personnel policy when recruiting, hiring, training and evaluating staff.
5. Standard operating procedures are explained to each staff member to ensure understanding and adherence. When signing the purchase order and vouchers, the Director ensure the expenditures follow standard operating procedures and purchasing policy. During monthly meetings, the NMCPLS Board of Trustees checks the vouchers and claims register for compliance.

Risk Assessment

Operations, reporting and compliance objectives are listed above.

6. In order to accomplish these three objectives:
 - a. Director ensures that staff members understand the requirements of disbursements and supervises purchases from approved budgets.
 - b. Director reviews each purchase order and receipt at the time of transaction for adherence to the policy. When the Director authorizes a disbursement, the Administrative Assistant will review the purchase order and receipt.
 - c. Director reviews voucher and individual claims upon payment. Director will compare the bank reconciliation and the voucher list monthly.

7. Identified risks are addressed in the standard operating procedures.

- Insufficient documentation
- Unnecessary expenses
- Noncompliance with statutes
- Insufficient appropriation
- Interest, finance and penalty charges
- Illegal disbursements
- Illegal activity

8. Management considers the potential for fraud when identifying, analyzing, and responding to risks.

- Management receives annual budgets with expected monthly expenditures. Purchases outside of those budgets are covered in the purchasing policy.
- The NMCPLS Board of Trustees has adopted a resolution to establish materiality thresholds.
- Written standard operating procedures outline the requirements for a disbursement and a claim.

9. Upon any personnel changes the new staff member will be trained on internal controls. Recently appointed Board of Trustee members will be trained on internal controls. Budget appropriations are reviewed twice yearly after receipt of property tax draws.

Control Activities

10. Director reviews purchase orders, receipts and/or invoice upon the signing of the voucher. Director will compare the bank reconciliation and the financial statement monthly.
11. The library maintains an automated accounting system approved by the State Board of Accounts.

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 9/28/2018 11:03:35 AM

Ordinance Number: 2019

12. The NMCPLS Board of Trustees has approved the standard operating procedures for disbursements.

Information and Communication

13. The accounting software reports are used to compare disbursements with the amount input into the financial and appropriation record.

14. The library board will approve any changes to policy, job descriptions and standard operating procedures. Procedure and policy changes will be discussed and reviewed at monthly manager's meetings. All policies, internal controls and standard operating procedures are digitally available for library board members and staff review.

15. Annual evaluations ensure that all employees are performing their tasks properly. All policy changes are made at public library board meetings. All policies along with any changes are available on the library's website.

Monitoring Activities

16. Management will periodically review standard operating procedure and internal controls for effectiveness.

17. Violations of policies or procedures are noted and evaluated using the disciplinary action section of the personnel policy. Internal controls are discussed when needed at manager meetings or at least twice per year. Once a year the interval control system is reviewed by management and then by the library board.

Be it ordained/resolved by the **North Madison County Public Library System** that for the expenses of **NORTH MADISON COUNTY LIBRARY SYSTEM** for the year ending December 31, 2019 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **NORTH MADISON COUNTY LIBRARY SYSTEM**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **North Madison County Public Library System**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
North Madison County Public Library System	Library Board	10/08/2018

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$50,000	\$0	0.0000
0101	GENERAL	\$1,375,608	\$874,494	0.1554
2011	LIBRARY IMPROVEMENT RESERVE	\$54,000	\$0	0.0000
		\$1,479,608	\$874,494	0.1554

Name		Signature
Beverly Austin	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Beverly Austin</i>
Larry Watson	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Larry Watson</i>
Bette Dalzell	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Bette Dalzell</i>
Mary Kiplinger	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Mary Kiplinger</i>
Kenny Giselbach	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Kenny Giselbach</i>
Thomas Stone	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Thomas Stone</i>
Glenn Eddleman	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Glenn Eddleman</i>

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
Approved by the State Board of Accounts, 2015
Prescribed by the Department of Local Government Finance

Budget Form No. 4
Generated 9/28/2018 11:03:35 AM

ATTEST

Name	Title	Signature
Bette Dalzell	Secretary	<i>Bette Dalzell</i>

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 09/01/18 To 09/30/18

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	\$60,574.00	\$0.00	\$60,574.00	\$4,605.46	\$43,751.87	\$16,822.13	27.8
1.12 Salary of Assistants	\$615,631.00	\$0.00	\$615,631.00	\$33,890.68	\$326,264.80	\$289,366.20	47.0
1.13 Wages of Janitor	\$36,153.00	\$0.00	\$36,153.00	\$3,017.95	\$23,231.19	\$12,921.81	35.7
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$3,507.78	\$2,492.22	41.5
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$3,154.61	\$29,881.67	\$21,118.33	41.4
1.17 Emp Cont IN Def Comp Matching Plan	\$0.00	\$5,000.00	\$5,000.00	\$341.56	\$2,732.48	\$2,267.52	45.4
1.18 Emp Cont PERF	\$46,000.00	(\$5,000.00)	\$41,000.00	\$3,038.75	\$28,859.12	\$12,140.88	29.6
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$7,333.98	\$60,400.68	\$39,599.32	39.6
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
Subtotal	\$915,658.00	\$0.00	\$915,658.00	\$55,382.99	\$518,629.59	\$397,028.41	43.4
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$542.64	\$3,857.14	\$11,142.86	74.3
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$467.66	\$4,329.91	\$5,170.09	54.4
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1,012.16	\$2,987.84	74.7
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$22.01	\$95.01	\$54.99	36.7
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$59.94	\$89.90	\$160.10	64.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$589.20	\$410.80	41.1
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.31 Book Processing	\$8,000.00	\$0.00	\$8,000.00	\$400.94	\$3,507.33	\$4,492.67	56.2

<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>
2.32 Automation	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
Subtotal	\$43,900.00		\$43,900.00	\$1,493.19	\$13,480.65	\$30,419.35	69.3
2. Supplies							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3. Other Services and Charge							
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$7,319.40	\$73,271.80	(\$18,271.80)	-33.2
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12 Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$0.00	\$6,770.87	(\$120.87)	-1.8
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$201.10	\$5,798.90	96.6
3.147 Evergreen Membership	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.0
3.21 Telephone & Telegraph	\$30,600.00	\$0.00	\$30,600.00	\$1,448.06	\$8,414.62	\$22,185.38	72.5
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$0.00	\$1,158.28	\$2,641.72	69.5
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$249.92	\$655.16	\$2,344.84	78.2
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$84.00	\$561.00	\$2,439.00	81.3
3.26 Elwood Children's Programing	\$5,000.00	\$0.00	\$5,000.00	\$166.20	\$2,602.13	\$2,397.87	48.0
3.27 Elwood Adult Programing	\$3,000.00	\$0.00	\$3,000.00	\$10.90	\$1,148.09	\$1,851.91	61.7
3.28 Frankton Programing	\$4,000.00	\$0.00	\$4,000.00	\$10.00	\$1,228.48	\$2,771.52	69.3
3.29 Summitville Programing	\$3,000.00	\$0.00	\$3,000.00	\$93.09	\$1,232.03	\$1,767.97	58.9
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$0.00	\$3,100.00	100.0
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$293.36	\$906.64	75.6
3.4 Insurance	\$21,000.00	\$0.00	\$21,000.00	\$0.00	\$20,154.00	\$846.00	4.0
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$92.91	\$5,127.33	\$14,872.67	74.4

<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	\$40,000.00	\$0.00	\$40,000.00	\$3,355.22	\$24,379.56	\$15,620.44	39.1
3.53 Water	\$4,000.00	\$0.00	\$4,000.00	\$185.44	\$1,620.09	\$2,379.91	59.5
3.54 Waste Disposal Services	\$5,000.00	\$0.00	\$5,000.00	\$264.13	\$2,462.27	\$2,537.73	50.8
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$353.13	\$1,646.87	82.3
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$347.90	\$2,565.63	\$4,434.37	63.3
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$452.00	\$2,248.00	83.3
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$85.00	\$415.00	83.0
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$254,050.00		\$254,050.00	\$13,627.17	\$159,735.93	\$94,314.07	37.1

4. Capitol Outlays

4.1 Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2 Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$624.90	\$3,331.51	\$1,668.49	33.4
4.21 Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$1,707.18	\$18,292.82	91.5
4.31 Elwood Adult	\$25,000.00	\$0.00	\$25,000.00	\$1,173.32	\$10,846.84	\$14,153.16	56.6
4.32 Elwood Childrens	\$13,000.00	\$0.00	\$13,000.00	\$330.21	\$6,472.55	\$6,527.45	50.2
4.33 Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$315.05	\$2,595.54	\$2,904.46	52.8
4.34 Frankton	\$15,500.00	\$0.00	\$15,500.00	\$823.47	\$7,633.52	\$7,866.48	50.8
4.35 Summitville	\$13,500.00	\$0.00	\$13,500.00	\$663.94	\$5,760.02	\$7,739.98	57.3
4.4 Elwood Period. & News.	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$832.86	\$6,167.14	88.1
4.41 Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$319.93	\$1,680.07	84.0
4.42 Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,061.77	\$438.23	29.2
4.51 Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$1,118.09	\$11,654.33	\$13,345.67	53.4
4.52 Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$549.92	\$5,676.19	\$3,323.81	36.9
4.53 Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$527.17	\$5,223.65	\$2,776.35	34.7

<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>
4.54 Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$726.24	\$2,044.32	\$5,955.68	74.4
Subtotal	\$161,000.00		\$161,000.00	\$6,852.31	\$65,160.21	\$95,839.79	59.5
Grand Total	\$1,375,608.00	\$0.00	\$1,375,608.00	\$77,355.66	\$757,006.38	\$618,601.62	45.0

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Bank Balances

North Madison County Public Library System

Report as of: 09/30/18

Bank		
1	Star Financial Bank	\$562,412.64
2	Star Financial Bank (2)	\$62,848.03
3	Community Bank/Summitville	\$0.00
4	First Farmers Bank & Trust	\$197,564.30
5	PNC Bank	\$0.00
6	Main Source Bank	\$0.00
7	Petty Cash & Cash Drawer	\$260.00
8	National City Bank (2)	\$0.00
9	First Farmers Bank & Trust (2)	\$0.00
Total all banks =		\$823,084.97

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Financial Report North Madison County Public Library System

Report Dates = 09/01/18 to 09/30/18

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
100 Operating Fund	\$699,170.15	\$77,355.66	\$757,011.38	\$21,093.40	\$673,896.13	\$616,054.90
Subtotal	\$699,170.15	\$77,355.66	\$757,011.38	\$21,093.40	\$673,896.13	\$616,054.90
1. Operating Fund						
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
106 Evergreen Indiana	\$91.16	\$0.00	\$330.95	\$18.25	\$308.04	\$68.25
107 PLAC	\$195.00	\$0.00	\$390.00	\$0.00	\$195.00	\$0.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
115 LIRF	\$54,370.99	\$0.00	\$0.00	\$0.00	\$0.00	\$54,370.99
117 Rainy Day Fund	\$123,812.58	\$19,626.96	\$19,626.96	\$0.00	\$0.00	\$104,185.62
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$46,785.72	\$472.77	\$3,159.05	\$0.00	\$3,806.50	\$47,433.17
121 F'nk Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
122 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
124 F'nk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
125 St Technology Fund Grant Fund	\$0.00	\$0.00	\$11,721.98	\$0.00	\$11,721.98	\$0.00
130 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$226,569.03	\$20,099.73	\$35,228.94	\$18.25	\$16,031.52	\$207,371.61
4. Withholding						
201 Federal Taxes Withheld	\$0.00	\$3,297.98	\$31,064.15	\$3,297.98	\$31,064.15	\$0.00
202 FICA	\$0.00	\$2,556.66	\$24,217.78	\$2,556.66	\$24,217.78	\$0.00
203 State Tax Withheld	\$0.00	\$1,286.32	\$12,213.26	\$1,286.32	\$12,213.26	\$0.00
204 County Taxes Withheld	\$0.00	\$669.34	\$6,353.99	\$669.34	\$6,353.99	\$0.00
205 PERF	\$0.00	\$813.92	\$7,729.84	\$813.92	\$7,729.84	\$0.00
206 Empower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
207 Annuity	\$0.00	\$682.00	\$6,465.56	\$682.00	\$6,124.00	(\$341.56)
208 Insurance	\$0.00	\$739.18	\$6,353.26	\$739.18	\$6,353.28	\$0.02
209 Medicare	\$0.00	\$597.95	\$5,663.89	\$597.95	\$5,663.89	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212 AFLAC	\$0.00	\$493.56	\$4,688.82	\$493.56	\$4,688.82	\$0.00
Subtotal	\$0.00	\$11,136.91	\$104,750.55	\$11,136.91	\$104,409.01	(\$341.54)
Grand Total	\$925,739.18	\$108,592.30	\$896,990.87	\$32,248.56	\$794,336.66	\$823,084.97

Total all banks = \$823,084.97

Receipt Listing

North Madison County Public Library System

Report Date: From 09/01/18 To 09/30/18

Receipt #	Date	Name	Explanation	Bank	Total
351	09/04/18	Jordan Arehart	FINES & FEES - RECEIPT #13298	1	\$68.21
352	09/04/18	Todd Buckmaster	FINES & FEES - RECEIPT #13299	1	\$25.90
353	09/04/18	Jill Murray	FINES & FEES - RECEIPT #13300	1	\$36.10
354	09/04/18	Debbie Fox	FINES & FEES - RECEIPT #13301	1	\$123.75
355	09/04/18	Jordan Arehart	FINES & FEES - RECEIPT #13302	1	\$60.94
356	09/05/18	PAYROLL		1	\$5,661.91
357	09/05/18	Star Financial Bank	August Interest	1	\$6.30
358	09/05/18	Jordan Arehart	FINES & FEES - RECEIPT #13303	1	\$106.58
359	09/06/18	Jordan Arehart	FINES & FEES - RECEIPT #13304	1	\$70.53
360	09/07/18	Daikan Metz	FINES & FEES - RECEIPT #13305	1	\$87.21
361	09/07/18	Madison County Treasurer	LIT Distribution Sept 2018-Receipt #13306	1	\$18,475.83
362	09/07/18	Star Financial Bank	August 2018 interest	2	\$22.20
363	09/10/18	First Farmers Bank & Trust	August Interest	4	\$278.68
364	09/10/18	Katie Schiffner	FINES & FEES - RECEIPT #13307	1	\$48.05
365	09/10/18	Josey Kornbroke	FINES & FEES - RECEIPT #13308	1	\$54.75
366	09/10/18	Jordan Arehart	FINES & FEES - RECEIPT #13309	1	\$15.50
367	09/11/18	Jordan Arehart	FINES & FEES - RECEIPT #13310	1	\$70.35
368	09/11/18	Judi Litsey	FINES & FEES - RECEIPT #13311	1	\$210.80
369	09/12/18	Jamie Scott	FINES & FEES - RECEIPT #13312	1	\$37.05
370	09/13/18	Jordan Arehart	FINES & FEES - RECEIPT #13313	1	\$61.00
371	09/14/18	Katie Schiffner	FINES & FEES - RECEIPT #13314	1	\$40.20
372	09/17/18	Jill Murray	FINES & FEES - RECEIPT #13315	1	\$184.70
373	09/17/18	Jordan Arehart	FINES & FEES - RECEIPT #13316	1	\$42.41
374	09/19/18	PAYROLL		1	\$5,475.00
375	09/17/18	Jordan Arehart	FINES & FEES - RECEIPT #13317	1	\$7.60
376	09/19/18	Jordan Arehart	FINES & FEES - RECEIPT #13318	1	\$73.12
377	09/19/18	Debbie Fox	FINES & FEES - RECEIPT #13319	1	\$181.65
378	09/19/18	Jordan Arehart	FINES & FEES - RECEIPT #13320	1	\$28.70
379	09/20/18	Katie Schiffner	FINES & FEES - RECEIPT #13321	1	\$93.15
380	09/21/18	Jordan Arehart	FINES & FEES - RECEIPT #13322	1	\$39.75
381	09/24/18	Todd Buckmaster	FINES & FEES - RECEIPT #13323	1	\$51.45
382	09/24/18	Jill Murray	FINES & FEES - RECEIPT #13324	1	\$82.20
383	09/24/18	Jordan Arehart	FINES & FEES - RECEIPT #13325	1	\$23.60
384	09/25/18	Jordan Arehart	FINES & FEES - RECEIPT #13326	1	\$65.29

<i>Receipt #</i>	<i>Date</i>	<i>Name</i>	<i>Explanation</i>	<i>Bank</i>	<i>Total</i>
385	09/25/18	Debbie Fox	FINES & FEES - RECEIPT #13327	1	\$132.00
386	09/27/18	Jordan Arehart	FINES & FEES - RECEIPT #13328	1	\$68.99
387	09/27/18	Jordan Arehart	FINES & FEES - RECEIPT #13329	1	\$91.61
388	09/28/18	Jordan Arehart	FINES & FEES - RECEIPT #13330	1	\$45.50
Total All Receipts					\$32,248.56

Wednesday, October 3, 2018

Fiscal Officer

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Voucher List

North Madison County Public Library System

Report Date: From **09/01/18** To **09/30/18**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31575	499	TOWN OF FRANKTON	09/05/18	Service for Frankton	\$656.88
0	500	CARDMEMBER SERVICE	09/05/18	As per attached invoices.	\$272.21
31568	501	CITY OF ELWOOD UTILITIES	09/05/18	Service for Elwood	\$317.54
0	502	VECTREN ENERGY DELIVERY	09/05/18	Service for Elwood, Frankton Summitville	\$92.91
31567	503	AVC TECHNOLOGY CORPORA	09/05/18	Qtrly Support Billing July-September	\$501.00
31569	504	HARPER'S LAWN CARE	09/05/18	Lawn care for July-Frankton	\$104.00
31572	505	RICOH USA, INC	09/05/18	Copies Summitville & Frankton	\$77.15
31570	506	MICHAEL ROBERTSON	09/05/18	Mileage 310 miles @ \$.44 = \$136.40	\$136.40
31574	507	SYNCB/AMAZON	09/05/18	As per attached invoices.	\$2,123.53
31573	508	STAPLES ADVANTAGE	09/05/18	As per attached invoices.	\$197.88
31576	509	TOWN OF SUMMITVILLE	09/05/18	Service for Summitville	\$55.30
31566	510	AT&T	09/05/18	Service for Elwood	\$172.80
31571	511	PARK PLACE TECHNOLOGIES	09/05/18	Server Warranty 4-Elwood, 1-Frankton	\$726.24
0	512	INDIANA PUBLIC RETIREMENT	09/05/18	Payroll ending 09/01/18	\$1,926.15
0	513	EFTPS	09/05/18	Payroll ending 9/1/18	\$4,907.52
0	514	GREAT-WEST RETIREMENT S	09/05/18	Payroll ending 9/1/18	\$341.00
0	515	GREAT-WEST RETIREMENT S	09/05/18	In Matching Plan-Robertson	\$170.78
0	516	PAYROLL	09/05/18	PAYROLL	\$21,147.39
0	517	STAR FINANCIAL BANK	09/05/18	August Service Charge	\$9.90
31577	518	BAKER & TAYLOR	09/10/18	As per attached invoices.	\$3,293.66
31578	519	BARBARA SNIPES	09/10/18	South Display Adult Services	\$50.00
31579	520	BAXTER PEST PROFESSIONA	09/10/18	Service for Frankton, Elwood, Summitville	\$279.00
31580	521	BOSE, McKINNEY & EVANS LL	09/10/18	Telephone consultation for employee hours	\$97.50
31581	522	DOLLAR GENERAL-REGIONS 4	09/10/18	As per attached invoices.	\$53.40
31582	523	ELWOOD FIRE EQUIPMENT C	09/10/18	Backflow Prevention Test & Emergency call	\$390.00
31583	524	ENA SERVICES LLC	09/10/18	Internet & VoIP	\$1,007.05
31584	525	FLOORS & MORE DESIGNS	09/10/18	Flooring for Summitville	\$19,626.96
31585	526	FRONTIER	09/10/18	Service for Frankton	\$199.47
31586	527	INDIANA MICHIGAN POWER C	09/10/18	Service for Summitville	\$582.85
31587	528	INDIANA PEST CONTROL, INC	09/10/18	Service for Frankton, Elwood, Summitville	\$285.00
31592	529	LIBRARY STORE INC., THE	09/10/18	Chair - Summitville	\$562.46
31593	530	MANIFOLD REFUSE, INC.	09/10/18	Service for July, August, September	\$84.00
31594	531	MIDWEST TAPE	09/10/18	As per attached invoices.	\$999.93
31595	532	NUGENT ELECTRIC INC.	09/10/18	replacement lamps	\$369.00
31596	533	RICOH USA, INC	09/10/18	copies-Elwood	\$105.37
31597	534	STAPLES ADVANTAGE	09/10/18	office supplies	\$162.24
31599	535	TOPS HOME CENTER	09/10/18	As per attached Invoices.	\$121.95
31598	536	TEI LANDMARK AUDIO	09/10/18	Frankton A/V	\$67.75
31600	537	VASEY COMMERCIAL, INC	09/10/18	Replace condensing unit #1 at Frankton - Elwood Maintenance contract	\$5,519.00
31601	538	WELLS FARGO VENDOR FINA	09/10/18	Copier Lease Elwood, Frankton & Summitville	\$234.55
31588	539	INDIANA-AMERICAN WATER C	09/10/18	Service for Summitville	\$28.70
31590	540	JAN ROLAND	09/10/18	Program @ Frankton	\$10.00
31591	541	JILL MURRAY	09/10/18	Petty Cash	\$19.69
31589	542	JAMIE B. SCOTT	09/10/18	Mileage reimbursement 258 mi @ \$.44	\$113.52
31603	543	TOWN OF SUMMITVILLE	09/19/18	Booth at Oktoberfest 2018	\$20.00
31604	544	WELLS FARGO VENDOR FINA	09/19/18	Copier lease - Elwood	\$113.35
31602	545	INDIANA MICHIGAN POWER C	09/19/18	Service for Elwood	\$2,163.52
0	546	INDIANA PUBLIC RETIREMENT	09/19/18	Payroll ending	\$1,926.52

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	547	EFTPS	09/19/18	Payroll ending 9/15/18	\$4,689.68
0	548	GREAT-WEST RETIREMENT S	09/19/18	Payroll ending 9/15/18	\$341.00
0	549	GREAT-WEST RETIREMENT S	09/19/18	IN Matching Plan-Robertson	\$170.78
0	550	INDIANA DEPARTMENT OF RE	09/19/18	Withholdings for September 2018	\$1,955.66
0	551	UNITED HEALTHCARE	09/19/18	Health Insurance 10-1 through 10-31	\$8,073.16
0	552	AFLAC	09/19/18	September withholding	\$493.56
0	553	PAYROLL	09/19/18	PAYROLL	\$20,366.70
0	554	AT&T	09/19/18	Service for Summitville	\$68.74
Total Amount of Claims					\$108,592.30

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, October 3, 2018

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____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Date/Time: Oct. 3. 2018 2:22PM

File No.	Mode	Destination	Pg(s)	Result
3968	Memory TX	Herald-Bulletin	P. 1	OK

Reason for error
 M: 1) Hang up or line fail
 M: 2) No answer
 M: 3) Exceeded max. E-mail size
 E: 2) Busy
 E: 4) No facsimile connection
 E: 6) Destination does not support IP

Agenda

October 8, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville
 - a. Foundation Issues
 - 2. Internal Controls
- New Business
 - 1. Adopt 2019 Budget
 - 2. Nominating Committee
- Director's Report
- Public Comment
- Adjournment

*Please
Publish this
week & again on
Monday.
Thank you*

Date/Time: Oct. 3. 2018 2:22PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3970	Memory TX	Summitville FAX	P. 1	OK	

Reason for error
 E: 1) Hang up or line fail
 E: 3) No answer
 E: 5) Exceeded max. E-mail size
 E: 2) Busy
 E: 4) No facsimile connection
 E: 6) Destination does not support IP-Fax

Agenda

October 8, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
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 - 1. Summitville
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- New Business
 - 1. Adopt 2019 Budget
 - 2. Nominating Committee
- Director's Report
- Public Comment
- Adjournment

}}}

Date/Time: Oct. 3. 2018 2:22PM

File No. Mode	Destination	Pg(s)	Result	Page Not Se
3969 Memory TX	call leader	P. 1	OK	

Reason for error
 E. 1) Hang up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size
 E. 6) Destination does not support IP-Fax

Agenda

October 8, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
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 - 1. Summitville
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 - 1. Adopt 2019 Budget
 - 2. Nominating Committee
- Director's Report
- Public Comment
- Adjournment

*Please
 Publish this
 week a again on
 Monday.
 Thank you*

}}}

Date/Time: Oct. 3. 2018 2:22PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3971 Memory TX	Frankton FAX	P. 1	OK	

Reason for error
 E. 1) Hang up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size
 E. 6) Destination does not support IP-Fax

Agenda

October 8, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville
 - a. Foundation Issues
 - 2. Internal Controls
- New Business
 - 1. Adopt 2019 Budget
 - 2. Nominating Committee
- Director's Report
- Public Comment
- Adjournment

Agenda

November 12th, 2018

North Madison County Public Library System
Board of Trustees

Frankton Community Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville

a. Foundation Issues

2. Internal Controls

New Business

1. Resolutions to Reduce 2018 Appropriations to Support the
2019 Budget

a. 2018 Operating Budget

b. 2018 Library Improvement Reserve Fund

2. Employee Raises/Director and Administrative Assistant

3. 2019 Holiday Calendar

4. Nominating Committee Report

5. Meeting Room Policies

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Frankton Community Library

Regular Meeting

November 12, 2018

4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on November 12, 2018 at 4:30 p.m. in the meeting room of the Frankton Community Library.

CALL FOR QUORUM

Present were members Beverly Austin, Mary Kiplinger, Glenn Eddleman, Bette Dalzell and Kenny Giselbach. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Bette Dalzell made a motion to approve the consent agenda. A second was made by Kenny Giselbach and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville-Foundation

Lori Young, with Curry and Associates is working with the Town of Summitville regarding drainage at the Ralph E. Hazelbaker Library in Summitville. They believe the most cost effective approach would be routing a storm sewer to tie in with the existing storm sewer on Main Street. They will have a recommended plan and cost available for the December Board Meeting.

Internal Controls

Director Scott requested visiting this at a later date.

NEW BUSINESS

Resolutions to Reduce 2018 Appropriations to Support 2019 Budget

Secretary Bette Dalzell read the Resolution to Reduce Appropriations for the 2018 Budget which would reduce the 2018 Operating Fund budget by \$30,000.00. Bette Dalzell made a motion to accept the resolution as read. Mary Kiplinger made a second and the motion carried.

Secretary Bette Dalzell read the Resolution to Reduce Appropriations for 2018 Budget which would reduce the 2018 Library Improvement Reserve Fund budget by \$54,000.00. Bette Dalzell made a motion to accept this resolution as read. Kenny Giselbach made a second and the motion carried.

Employee Raises/Director and Administrative Assistant

Bette Dalzell made a motion that all eligible employees receive a 3% raise for 2019. Glenn Eddleman made a second and the motion carried.

The Employee Wage Scale was reviewed. Bette Dalzell made a motion to increase the maximum wage of managers from \$18.50 to \$20.00. Mary Kiplinger seconded and the motion carried.

Bette Dalzell made a motion that the Director and Administrative Assistant receive a 3% raise for 2019. Kenny Giselsbach made a second and the motion carried.

2019 Holiday Calendar

Glenn Eddleman made a motion to adopt the 2019 holiday closings as submitted. Mary Kiplinger made a second and the motion carried. This is a total of 11 1/2 holidays closed and closed for In-Service days held on the first Wednesday of May and November.

Nominating Committee Report

Bette Dalzell presented the following slate of officers. Beverly Austin, President; Larry Watson, Vice President; Mary Kiplinger, Treasurer; Glenn Eddleman, Secretary. Bette Dalzell made a motion to accept this slate of officers. Kenny Giselsbach made a second and the motion carried.

Meeting Room Policies

Director Scott would like to add to item II K under Restrictions to the policy
K. *Playground type equipment including an inflatable bouncer is not allowed inside or outside of the meeting room.*

After review, the Board requested *meeting room* be changed to *building*. Additional changes concerning fees will be tabled until next month. Mary Kiplinger made a motion to accept the addition to the policy. Bette Dalzell made a second and the motion carried.

Directors Report

We would like to start thinking about opening on Sunday from 1:00 to 5:00. Opening at 9:30 at the Elwood Library has gone so well we would like to start it at the branches. Debbie Fox will be finished in December with an internship at the Tipton Library. She will have completed the requirements for an associate degree as a Library Technical Assistant. She is having wonderful attendance at her programs since she began managing the Frankton Community Library. She is involved with the schools and the community. In Service last week was about communication and programing. Intersect led a workshop on communication. The staff learned all about STEM programing and why we do it. They had hands on experience in several different STEM activities. We will be offering Hoopla in December. They have ebooks, audiobooks, videos, and music. The staff really enjoyed the day. We are having a Tech petting zoo so all the patrons can try things on November 26th. Wednesday night we are partnering with the United Way and

IVY Tech for a program at the library on FAFSA, 21st Century Scholars, Healthcare coverage, Christmas assistance, and financial aid

Public Comment

Public comment was sought. None was forthcoming.

Adjournment

President Austin adjourned the meeting by consent.

Bette Dalzell
Bette Dalzell, Secretary

Mary C Kiplinger
Larry Watson
Thomas Stone

Beverly J Austin
Kenny Giselsbach
Glenn Ray Eddleman

Register Of Claims

North Madison County Public Library System

Report Date: From 10/09/18 To 11/12/18

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	621	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$170.78	10/17/18	IN Deferred Comp Matching Plan-M Robertson
					Total this claim =		
					\$170.78		
0	632	UNITED HEALTHCARE	Insurance	Payroll Deductions	\$1,108.77	10/31/18	Employee Health Insurance 11/1/18-11/30/18
			Operating Fund	Emp Cont Group Ins	\$6,964.39		
					Total this claim =		
					\$8,073.16		
0	635	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$405.68	10/31/18	Payroll ending 10/27/18
			Operating Fund	Emp Cont PERF	\$1,514.61		
					Total this claim =		
					\$1,920.29		
0	636	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,581.82	10/31/18	Payroll ending 10/27/18
			FICA	Payroll Deductions	\$1,282.00		
			Federal Taxes Withheld	Payroll Deductions	\$1,670.36		
			Medicare	Payroll Deductions	\$299.82		
					Total this claim =		
					\$4,834.00		
0	637	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	10/31/18	Payroll ending 10/27/18
					Total this claim =		
					\$341.00		
0	638	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$170.78	10/31/18	IN Matching Plan-Robertson
					Total this claim =		
					\$170.78		
0	642	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$9.72	11/01/18	October Service Charge
					Total this claim =		
					\$9.72		
0	639	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,938.67	10/31/18	State Withholdings- October
			County Taxes Withheld	Payroll Deductions	\$998.81		
					Total this claim =		
					\$2,937.48		
0	640	AFLAC	AFLAC	Payroll Deductions	\$739.68	10/31/18	withholding-october
					Total this claim =		
					\$739.68		
0	633	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$94.24	10/31/18	Service for Frankton, Summitville, Elwoc
			Operating Fund	Gas	\$26.52		
			Operating Fund	Gas	\$21.27		
					Total this claim =		
					\$142.03		

<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	622	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	10/17/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,300.99		
			Operating Fund	Wages of Janitor	\$1,227.49		
				Total this claim =	<u>\$20,831.21</u>		
0	626	CARDMEMBER SERVICE	Operating Fund	Professional Meetings	\$49.00	10/31/18	As per attached invoices.
			Operating Fund	Bldg. Matl. And Supplies	\$155.79		
			Operating Fund	Paint and painting supplies	\$37.62		
			Operating Fund	Equipment/Maint.	\$29.97		
				Total this claim =	<u>\$272.38</u>		
0	620	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	10/17/18	Payroll ending 10/13/18
				Total this claim =	<u>\$341.00</u>		
0	619	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,584.16	10/17/18	Payroll ending 10/13/18
			FICA	Payroll Deductions	\$1,283.89		
			Federal Taxes Withheld	Payroll Deductions	\$1,674.43		
			Medicare	Payroll Deductions	\$300.27		
				Total this claim =	<u>\$4,842.75</u>		
0	618	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$406.92	10/17/18	Payroll ending 10/13/18
			Operating Fund	Emp Cont PERF	\$1,519.23		
				Total this claim =	<u>\$1,926.15</u>		
0	641	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	10/31/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,280.35		
			Operating Fund	Wages of Janitor	\$1,217.77		
				Total this claim =	<u>\$20,800.85</u>		
31652	611	AT&T	Operating Fund	Telephone & Telegraph	\$69.83	10/17/18	Service for Summitville
				Total this claim =	<u>\$69.83</u>		
31653	612	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$501.00	10/17/18	Qtrly accounting, payroll & timeclock support
				Total this claim =	<u>\$501.00</u>		
31654	613	BAKER & TAYLOR	Operating Fund	Title Source	\$2,400.00	10/17/18	Title Source - TS 360
			Operating Fund	Elwood Childrens	\$0.00		
			Operating Fund	Elwood YA	\$0.00		
			Operating Fund	Frankton	\$0.00		
			Operating Fund	Summitville	\$0.00		
				Total this claim =	<u>\$2,400.00</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>
31655	614	DOLLAR GENERAL-REGIONS 4	Operating Fund	Frankton Programing	\$75.85	10/17/18	As per attached invoices.
			Operating Fund	Summitville Programing	\$24.65		
			Operating Fund	Elwood Children's Programing	\$30.49		
			Total this claim =		\$130.99		
31656	615	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,023.96	10/17/18	Service for Elwood
			Total this claim =		\$2,023.96		
31657	616	JILL MURRAY	Operating Fund	Postage & UPS	\$3.95	10/17/18	Petty Cash
			Operating Fund	Summitville Programing	\$11.77		
			Total this claim =		\$15.72		
31658	617	RICOH USA, INC	Operating Fund	Office Supplies	\$88.64	10/17/18	Copies for Elwood
			Total this claim =		\$88.64		
31659	627	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$133.56	10/31/18	Service for Elwood
			Operating Fund	Waste Disposal Services	\$188.64		
			Total this claim =		\$322.20		
31660	628	DAIKAN METZ	Operating Fund	Traveling Expense	\$35.20	10/31/18	Mileage 80 @ \$.44 = \$35.20
			Total this claim =		\$35.20		
31661	629	RICOH USA, INC	Operating Fund	Office Supplies	\$15.42	10/31/18	Copies for Frankton & Summitville
			Operating Fund	Office Supplies	\$43.14		
			Total this claim =		\$58.56		
31662	630	STAPLES ADVANTAGE	Operating Fund	Cleaning & Sanitation Supplies	\$19.74	10/31/18	As per attached invoices.
			Operating Fund	Office Supplies	\$104.41		
			Operating Fund	Office Supplies	\$114.39		
			Total this claim =		\$238.54		
31663	625	SYNCB/AMAZON	Operating Fund	Elwood AV	\$1,032.39	10/31/18	As per attached invoices.
			Operating Fund	Frankton AV	\$428.90		
			Operating Fund	Summitville AV	\$425.09		
			Operating Fund	Elwood Adult	\$47.97		
			Operating Fund	Summitville	\$19.99		
			Operating Fund	Operating Supplies	\$75.84		
			Operating Fund	Furniture & Equipment	\$189.99		
			Operating Fund	Elwood Children's Programing	\$157.87		
			Operating Fund	Technology Equipment	\$5.76		
			Total this claim =		\$2,383.80		

<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>
31664	623	TOWN OF FRANKTON	Operating Fund	Electricity	\$589.34	10/31/18	Service for Frankton
			Operating Fund	Water	\$20.55		
			Operating Fund	Waste Disposal Services	\$0.00		
				Total this claim =	<u>\$609.89</u>		
31665	631	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$43.80	10/31/18	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
				Total this claim =	<u>\$55.30</u>		
31666	624	TRISHA SHULER	Operating Fund	Elwood Adult Programing	\$28.00	10/31/18	Petty Cash
				Total this claim =	<u>\$28.00</u>		
31667	634	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	10/31/18	Copier Lease Elwood
				Total this claim =	<u>\$113.35</u>		
31668	643	AT&T	Operating Fund	Telephone & Telegraph	\$174.75	11/12/18	Service for Elwood
				Total this claim =	<u>\$174.75</u>		
31669	644	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$120.00	11/12/18	Qtrly billing for cloud backup
				Total this claim =	<u>\$120.00</u>		
31670	645	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,536.27	11/12/18	As per attached invoices.
			Operating Fund	Elwood Childrens	\$658.81		
			Operating Fund	Elwood YA	\$468.38		
			Operating Fund	Frankton	\$993.52		
			Operating Fund	Summitville	\$738.93		
				Total this claim =	<u>\$4,395.91</u>		
31671	646	BOYCE FORMS/SYSTEMS	Operating Fund	Office Supplies	\$48.84	11/12/18	W2 & 1099 Forms
				Total this claim =	<u>\$48.84</u>		
31672	647	CDW GOVERNMENT, INC.	Operating Fund	Techology Software	\$342.72	11/12/18	Cisco Direct Lic-Ent- 3yr---Cisco Meriake MR33 Cld MGD 802.11AC
			Operating Fund	Techology Software	\$191.02		
				Total this claim =	<u>\$533.74</u>		
31673	648	CHESTER INFORMATION TEC	Operating Fund	Techology Software	\$119.00	11/12/18	CON-SNT-SMS-Cisco SMARTnet-Extended Service Agreement
				Total this claim =	<u>\$119.00</u>		
31674	649	CHRONICLE TRIBUNE	Operating Fund	Summitville Period. & Newsp.	\$283.45	11/12/18	52 weeks Chronicle Tribune- Summitville
				Total this claim =	<u>\$283.45</u>		
31675	650	DEMCO	Operating Fund	Book Processing	\$19.73	11/12/18	Award stickers-Frankton
				Total this claim =	<u>\$19.73</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>
31676	651	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$72.30	11/12/18	As per attached invoices.
			Operating Fund	Summitville Programing	\$84.85		
			Operating Fund	Frankton Programing	\$98.90		
			Operating Fund	Elwood Adult Programing	\$39.50		
				Total this claim =	<u>\$295.55</u>		
31677	652	EBSCO	Operating Fund	Databases	\$1,602.00	11/12/18	Core collection & Graphic Novels Databases
				Total this claim =	<u>\$1,602.00</u>		
31678	653	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$317.63	11/12/18	VoIP and Internet
			Operating Fund	Telephone & Telegraph	\$689.42		
				Total this claim =	<u>\$1,007.05</u>		
31679	654	FRONTIER	Operating Fund	Telephone & Telegraph	\$201.50	11/12/18	Service for Frankton
				Total this claim =	<u>\$201.50</u>		
31680	655	GAYLORD BROS.	Operating Fund	Operating Supplies	\$86.81	11/12/18	4 archival boxes for Indiana room
				Total this claim =	<u>\$86.81</u>		
31681	663	GENERATIVE GROWTH II, LLC	Operating Fund	Elwood Children's Programing	\$51.05	11/12/18	As per attached invoices.
			Operating Fund	Summitville Programing	\$24.28		
				Total this claim =	<u>\$75.33</u>		
31682	656	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$156.00	11/12/18	Lawn care - Frankton
				Total this claim =	<u>\$156.00</u>		
31683	657	INDIANA LIBRARY FEDERATIO	Operating Fund	Book Processing	\$16.50	11/12/18	YHBA stickers for Frankton
				Total this claim =	<u>\$16.50</u>		
31684	658	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$467.08	11/12/18	Service for Summitville & Elwood
			Operating Fund	Electricity	\$16.52		
			Operating Fund	Electricity	\$1,596.71		
				Total this claim =	<u>\$2,080.31</u>		
31685	659	INDIANA PEST CONTROL, INC	Operating Fund	Professional Services	\$285.00	11/12/18	Monthly service for Elwood, Frankton, Summitville
				Total this claim =	<u>\$285.00</u>		
31686	660	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$29.12	11/12/18	Service for Summitville
				Total this claim =	<u>\$29.12</u>		
31687	661	JILL MURRAY	Operating Fund	Postage & UPS	\$3.95	11/12/18	Petty Cash
			Operating Fund	Summitville Programing	\$28.45		
				Total this claim =	<u>\$32.40</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>
31688	662	MIDWEST TAPE	Operating Fund	Book Processing	\$367.97	11/12/18	As per attached invoices.
			Operating Fund	Elwood AV	\$614.01		
			Operating Fund	Frankton AV	\$216.66		
			Operating Fund	Summitville AV	\$216.66		
				Total this claim =	<u>\$1,415.30</u>		
31689	674	NUGENT ELECTRIC INC.	Operating Fund	Operating Supplies	\$197.60	11/12/18	Miscellaneous stock fighting
				Total this claim =	<u>\$197.60</u>		
31690	664	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$66.99	11/12/18	Program supplies-Summitville
				Total this claim =	<u>\$66.99</u>		
31691	666	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$151.56	11/12/18	Postage meter rental
				Total this claim =	<u>\$151.56</u>		
31692	667	PIXEL PRESS TECHNOLOGY L	Operating Fund	Elwood Children's Programing	\$53.95	11/12/18	Bloxels EDU Start Station
				Total this claim =	<u>\$53.95</u>		
31693	665	QUILL CORPORATION	Operating Fund	Office Supplies	\$95.96	11/12/18	4 boxes Copy Paper Item #143-720222CT
				Total this claim =	<u>\$95.96</u>		
31694	668	RICOH USA, INC	Operating Fund	Office Supplies	\$186.47	11/12/18	Copies for Elwood
				Total this claim =	<u>\$186.47</u>		
31695	670	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$92.66	11/12/18	As per attached invoices.
			Operating Fund	Office Supplies	\$45.56		
			Operating Fund	Office Supplies	\$8.86		
				Total this claim =	<u>\$147.08</u>		
31696	669	STAR FINANCIAL BANK	Operating Fund	Equipment/Rental	\$35.00	11/12/18	Safe Deposit Box Rental
				Total this claim =	<u>\$35.00</u>		
31697	671	TOPS HOME CENTER	Operating Fund	Elwood Adult Programing	\$10.97	11/12/18	As per attached invoices.
			Operating Fund	Operating Supplies	\$45.99		
			Operating Fund	Repair Parts/Maintenance	\$13.48		
			Operating Fund	Repair Parts/Maintenance	\$31.48		
				Total this claim =	<u>\$101.92</u>		
31698	672	VASEY COMMERCIAL, INC	Operating Fund	Professional Services	\$231.96	11/12/18	Repairs Elwood
				Total this claim =	<u>\$231.96</u>		
31699	673	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$60.60	11/12/18	Copier lease Frankton & Summitville
			Operating Fund	Equipment/Rental	\$60.60		
				Total this claim =	<u>\$121.20</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
31700	675	MIDWEST TAPE	Operating Fund	Ebook Services	\$3,000.00	11/12/18	Hoopla
Total this claim =					\$3,000.00		
Total Amount of Claims					\$94,796.22		

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, November 12, 2018

Mary E. Kiplinger
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____.

<u>Mary E. Kiplinger</u>	<u>Veronica Smith</u>	_____
<u>Beveng Colquhoun</u>	<u>Dennis Ray Eddleman</u>	_____
<u>Britt O'Donnell</u>	_____	_____

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

RESOLUTION TO REDUCE APPROPRIATIONS FOR 2018 BUDGET

WHEREAS, the Board of Trustees of the North Madison County Public Library System finds that it is necessary to reduce the 2018 Operating Fund to fund the 2019 budget.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the North Madison County Public Library System resolves to reduce Operating Fund categories in the following amounts:

Operating Fund	Original Appropriation	Reduction	New Appropriation
Personal Services	\$915,658.00	\$ 30,000.00	\$885.658.00

BE IT FURTHER RESOLVED, the total reduction reduces the appropriation of \$1,375,608.00 in the 2018 budget to \$1,345,608.00.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library System at its regular meeting held on the 12th day of November, 2018 at which meeting a quorum was present.

NAY

AYE
Bette Dabzell

Kenneth A. Smith

Mary E. Kiplinger

Beverly J. Austin

Diana Ray Edelman

ATTEST:
Bette Dabzell
 Secretary

RESOLUTION TO REDUCE APPROPRIATIONS FOR 2018 BUDGET

WHEREAS, the Board of Trustees of the North Madison County Public Library System finds that it is necessary to reduce the 2018 Library Improvement Reserve Fund to fund the 2019 budget.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the North Madison County Public Library System resolves to reduce Library Improvement Reserve Fund categories in the following amounts:

LIRF Fund	Original Appropriation	Reduction	New Appropriation
Personal Services	\$27,000.00	\$27,000.00	\$ 0.00
Capital Outlays	\$27,000.00	\$27,000.00	\$ 0.00

BE IT FURTHER RESOLVED, the total reduction reduces the appropriation of \$54,000.00 in the 2018 budget to \$0.00.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library System at its regular meeting held on the 12th day of November, 2018 at which meeting a quorum was present.

NAY

AYE
Bette Dabzell

Kenneth A. Smith

Mary E. Kiplinger

Diana Ray Edelman

Beverly J. Austin

ATTEST:
Bette Dabzell
 Secretary

NMCPLS WAGE SCALE

Adopted by the Board of Trustees, May 14, 1997
Revised 01/18/1999, 4/17/2000, 11/14/2011, 10/19/2015, 11/16/2015

General Guidelines

1. Both part-time and full-time employees are compensated in accordance with this wage scale.
2. Part-time is considered 20 hours per week, not to exceed 40 hours per week.
3. Full-time employment is considered 40 hours per week.
4. Approved raises will become effective at the beginning of a new year for all eligible employees.
5. Dollar figures will be adjusted by approved raises each January 1.
6. Years of experience (change to "service") will transfer directly when employees are promoted to a higher position classification.

Salaried/exempt positions are established annually by Board of Trustees.

- Director
- Administrative Assistant

Hourly/Non-exempt positions are established by these wage ranges.

	Start	90 day	Range
Manager (Branch/Department)	\$ 13.50	\$ 15.00	\$13.50 - \$18.50
Clerk	\$ 9.00	\$ 10.00	\$9.00 - \$13.50
Custodian	\$ 7.65	\$ 8.50	\$7.65 - \$13.00

Page/Temporary Part-time:

Start wage according to job title

- e.g., part-time temporary clerk wage - \$9.00

2019 HOLIDAY CLOSINGS

January 1, 2019	New Year's Day (Tuesday)
January 21, 2019	Martin Luther King, Jr. Day
February 18, 2019	President's Day
May 1, 2019	Staff Training Day
May 27, 2019	Memorial Day
July 4, 2019	Independence Day, Thursday
August 31, 2019	Labor Day Saturday
September 2, 2019	Labor Day
November 6, 2019	Staff Training Day
November 27, 2019	Thanksgiving Eve (Close at 1 pm)
November 28, 2019	Thanksgiving Day
December 24, 2019	Christmas Eve, Tuesday
December 25, 2019	Christmas Day, Wednesday
December 31, 2019	New Year's Eve, Tuesday
January 1, 2020	New Year's Day, Wednesday

**11 ½ DAYS TOTAL (NOT INCLUDING 2020 NEW YEAR'S DAY)
Closed for In-Service Days held each year on the first Wednesday of
May and November**

NMCPLS MEETING ROOM POLICY

Elwood Public Library

I. ACCESS:

- A. The room designated as the "meeting room" in the Elwood Public Library facility may be reserved for use by educational, civic, cultural, and governmental entities.
- B. All meetings shall be open and free of charge to any person residing in Pipecreek, Duck Creek, Boone, Van Buren and Lafayette townships.
- C. Library functions take precedence over all other usage.
- D. Children's groups are permitted use of the room provided they are supervised by one or more adult sponsors AT ALL TIMES.
- E. When adults using meeting room facilities are accompanied by their children, those children should have adult supervision other than library personnel at all times.

II. RESTRICTIONS:

- A. No more than 49 persons are to occupy the room at any given time.
- B. This room is not available for any meetings of religious or sectarian groups for the purpose of promoting or advancing the beliefs of their members.
- C. This room is not available for any meetings or public announcements sponsored by individual candidates for local, state, or federal office.
- D. This room is not available for the benefit of private individual or commercial concerns.
- E. Individuals or groups wishing to conduct fund-raising activities for the community or other purposes must receive prior permission from the Director.
- F. No activity shall be permitted which shall in any manner be potentially or directly destructive to library property or potentially or directly disruptive to the function of the library.
- G. When permission to meet in the library is given, it does not in any way constitute an endorsement of the group's policies, beliefs, or activities.
- H. The library does not accept reservations for a series of meetings that would designate the library as the regular meeting place for any organization. Reservations will be taken no more than 30 days in advance.
- I. Smoking is prohibited.
- J. Alcoholic beverages are prohibited.
- K. Add: Playground type equipment including an inflatable bouncer is not allowed inside or outside of the meeting room.
- L. The library director is authorized to deny permission for use of the library meeting room to any group that is disorderly or violates these regulations.

III. RESERVATIONS:

- A. Reservations are made on a first come, first served basis (except as noted in II H).
- B. Groups should complete the attached Meeting Room Reservation Form, leaving it and their \$30.00 deposit with staff at the front desk. Supervised visitations are not required to leave a \$30 deposit. Add: A \$30 rental fee is required for Sunday reservations effective January 1, 2019.
- C. The library should be notified as soon as possible in the event a meeting is canceled by the group for which the room is reserved.
- D. The library reserves the right to cancel reservations for the meeting room at any time. Every effort will be made to give as much notice as possible to the individual(s) listed on the reservation form.

NMCPLS MEETING ROOM RESERVATION FORM

IV. RESPONSIBILITIES:

A. The building is to be kept locked at all times after regular hours of operation. Therefore, when using the meeting room after the rest of the library is closed, the person signing this agreement will be held responsible for:

- 1) Signing a key agreement assuming a \$25.00 fee or replacement costs for a lost key.
- 2) Getting a key for the exterior entrance not more than 24 hours prior to the meeting.
- 3) Returning the key to library management within 24 hours after meeting room use.
- 4) Making sure all doors and windows are securely shut and locked upon vacating the facility.

B. The library assumes no liability for any loss or damage arising from the use of the meeting room by the applicant, affiliated group members and guests.

C. Groups are responsible for providing all supplies necessary to conduct planned activities. Audio visual (AV) equipment may be requested when reserving the meeting room, but must be requested no less than one library business day in advance of meeting room use.

D. Library facilities include meeting room, tables, chairs, and access to kitchen and restroom. Facilities must be left in the same condition in which they were found or deposit will be forfeited. Attached is a checklist for users. Please make sure all items on the checklist have been reviewed. This is the same checklist that will be used by library staff members to inspect the meeting room after each usage.

E. Any damage should be reported promptly. Damages or charges in excess of the amount of the deposit will be billed to the person who signed the reservation form. Notification of the damage and charges will be given to user within three working days. Compensation at replacement cost labor cost, or both must be made within 30 days. The full amount must be paid before another request will be granted for the affiliated group.

F. Deposit must be retrieved within 10 business days following use of the meeting room, or it will be considered a donation to the library. Deposit will be released only to the person who signed the original reservation form.

G. Equipment available for use is as follows:

- Overhead projector
- Slide projector
- Television with VCR
- DVD player
- Projector for large screen computer projection

Revised 01-09-06
Revised 02-04-2013
Revised 02-13-2017

_____ request permission to use the
(Print name of person signing agreement)

meeting room of the Elwood Public Library on _____
(Date)

from _____ in accordance with the rules and
(Time, i.e. 9 a.m.-11 a.m.)

regulations set forth by the North Madison County Public Library System
Board of Trustees.

_____ agrees to honor
(Signature)

all the rules and regulations governing the use of the Elwood Public Library Meeting Room as described above, and to ensure that no member of the group violates the rules set forth. I understand that the group will be held responsible for any and all losses incurred by the library as a result of leaving the building unlocked.

PLEASE PRINT:

NAME: _____

ADDRESS: _____

BUS. PHONE: _____ HOME PHONE: _____

GROUP NAME: _____

NMCPLS MEETING ROOM POLICY
Frankton Community Library
November 2006

- I. ACCESS:
- A. The room designated as the "meeting room" in the Frankton Community Library facility may be reserved for use by educational, civic, cultural, and governmental entities.
 - B. All meetings shall be open and free of charge to any person residing in Pipe creek, Duck Creek, Boone, Van Buren and Lafayette townships.
 - C. Library functions take precedence over all other usage.
 - D. Children's groups are permitted use of the room provided one or more adult sponsors supervise them AT ALL TIMES.
 - E. When adults using meeting room facilities are accompanied by their children, those children should have adult supervision other than library personnel at all times.
- II. RESTRICTIONS:
- A. No more than 30 persons are to occupy the room at any given time.
 - B. This room is not available for any meetings of religious or sectarian groups for the purpose of promoting or advancing the beliefs of their members.
 - C. This room is not available for any meetings or public announcements sponsored by individual candidates for local, state, or federal office.
 - D. This room is not available for the benefit of private individual or commercial concerns.
 - E. Individuals or groups wishing to conduct fund-raising activities for the community or other purposes must receive prior permission from the Director.
 - F. No activity shall be permitted which shall in any manner be potentially or directly destructive to library property or potentially or directly disruptive to the function of the library.
 - G. When permission to meet in the library is given, it does not in any way constitute an endorsement of the group's policies, beliefs, or activities.
 - H. The library does not accept reservations for a series of meetings that would designate the library as the regular meeting place for any organization. Reservations will be taken no more than 30 days in advance.
 - I. Smoking is prohibited.
 - J. Alcoholic beverages are prohibited.
 - K. Add: Playground type equipment including an inflatable bouncer is not allowed inside or outside of the meeting room.
 - L. The Library director is authorized to deny permission for use of the library meeting room to any group that is disorderly or violates these regulations.

III. RESERVATIONS:

- A. Reservations are made on a first come, first served basis.
- B. Groups should complete the attached Meeting Room Reservation Form, leaving it and a \$10.00 deposit with staff at the front desk.
- C. The library should be notified as soon as possible in the event the group for which the room is reserved cancels a meeting.
- D. The Library reserves the right to cancel reservations for the meeting room at any time. Every effort will be made to give as much notice as possible to the individual(s) listed on the reservation form.

IV. RESPONSIBILITIES:

- A. The building is to be kept locked at all times after regular hours of operation. Therefore, when using the meeting room after the rest of the library is closed, the person signing this agreement will be held responsible for:
 - Getting a key for the exterior entrance not more than 24 hours prior to the meeting.
 - Leaving the key in the book drop upon vacating the facility
 - Making sure all doors and windows are securely shut and locked upon vacating the facility.
- B. The library assumes no liability for any loss or damage arising from the use of the meeting room by the applicant, affiliated group members and guests.
- C. Groups are responsible for providing all supplies necessary to conduct planned activities.
- D. Library facilities included meeting room, tables, chairs, and access to kitchen and restroom. Facilities must be left in the same condition in which they were found or deposit will be forfeited. Attached is a checklist for users. Please make sure all items on the checklist have been reviewed. This is the same checklist that will be used by library staff members to inspect the meeting room after each usage.
- E. Any damage should be reported promptly. Damages or charges in excess of the amount of the deposit will be billed to the person who signed the reservation form. Notification of the damage and charges will be given to user within three working days. Compensation at replacement cost, labor cost, or both must be made within 30 days. The full amount must be paid before another request will be granted for the affiliated group.
- F. Deposit must be retrieved within 10 business days following use of the meeting room, or it will be considered a donation to the library. Deposit will be released only to the person who signed the original reservation form.
- G. Equipment available for use is as follows:
 - Television
 - DVD player

NMCPLS MEETING ROOM RESERVATION FORM

_____ request permission to use the
(Print name of person signing agreement)
meeting room of the Frankton Community Library on
_____ from _____ in accordance with
(Date) (Time, i.e. 9 a.m.-11 a.m.)
the rules and regulations set forth by the North Madison
County Public Library System Board of Trustees.

_____ agrees to honor
(Signature)
all the rules and regulations governing the use of the Frankton
Community Library Meeting Room as described above, and to
ensure that no member of the group violates the rules set forth.
I understand that the group will be held responsible for any
and all losses incurred by the library as a result of leaving the
building unlocked.

PLEASE PRINT:

NAME: _____

ADDRESS: _____

BUS.PHONE: _____ **HOME PHONE:** _____

GROUP NAME: _____

NMCPLS MEETING ROOM POLICY
Ralph E. Hazelbaker Library
January 2006 Revision

- I. ACCESS:
- A. The room designated as the "meeting room" in the Ralph E. Hazelbaker Library facility may be reserved for use by educational, civic, cultural, and governmental entities.
 - B. All meetings shall be open and free of charge to any person residing in Pipe creek, Duck Creek, Boone, Van Buren and Lafayette townships.
 - C. Library functions take precedence over all other usage.
 - D. Children's groups are permitted use of the room provided one or more adult sponsors supervise them AT ALL TIMES.
 - E. When adults using meeting room facilities are accompanied by their children, those children should have adult supervision other than library personnel at all times.
- II. RESTRICTIONS:
- A. No more than 35 persons are to occupy the room at any given time.
 - B. This room is not available for any meetings of religious or sectarian groups for the purpose of promoting or advancing the beliefs of their members.
 - C. This room is not available for any meetings or public announcements sponsored by individual candidates for local, state, or federal office.
 - D. This room is not available for the benefit of private individual or commercial concerns.
 - E. Individuals or groups wishing to conduct fund-raising activities for the community or other purposes must receive prior permission from the Director.
 - F. No activity shall be permitted which shall in any manner be potentially or directly destructive to library property or potentially or directly disruptive to the function of the library.
 - G. When permission to meet in the library is given, it does not in any way constitute an endorsement of the group's policies, beliefs, or activities.
 - H. The library does not accept reservations for a series of meetings that would designate the library as the regular meeting place for any organization. Reservations will be taken no more than 30 days in advance.
 - I. Smoking is prohibited.
 - J. Alcoholic beverages are prohibited.
 - K. Add: Playground type equipment including an inflatable bouncer is not allowed inside or outside of the meeting room.
 - L. The Library director is authorized to deny permission for use of the library meeting room to any group that is disorderly or violates these regulations.

- VCR and DVD player

NMCPLS MEETING ROOM RESERVATION FORM

III. RESERVATIONS:

- A. Reservations are made on a first come, first served basis.
- B. Groups should complete the attached Meeting Room Reservations Form, leaving it and a \$10.00 deposit with staff at the front desk.
- C. The library should be notified as soon as possible in the event the group for which the room is reserved cancels a meeting.
- D. The Library reserves the right to cancel reservations for the meeting room at any time. Every effort will be made to give as much notice as possible to the individual(s) listed on the reservation form.

IV. RESPONSIBILITIES:

- A. The building is to be kept locked at all times after regular hours of operation. Therefore, when using the meeting room after the rest of the library is closed, the person signing this agreement will be held responsible for:
 - Getting a key for the exterior entrance not more than 24 hours prior to the meeting.
 - Leaving the key in the book drop upon vacating the facility
 - Making sure all doors and windows are securely shut and locked upon vacating the facility.
- B. The library assumes no liability for any loss or damage arising from the use of the meeting room by the applicant, affiliated group members and guests.
- C. Groups are responsible for providing all supplies necessary to conduct planned activities.
- D. Library facilities included meeting room, tables, chairs, and access to kitchen and restroom. Facilities must be left in the same condition in which they were found or deposit will be forfeited. Attached is a checklist for users. Please make sure all items on the checklist have been reviewed. This is the same checklist that will be used by library staff members to inspect the meeting room after each usage.
- E. Any damage should be reported promptly. Damages or charges in excess of the amount of the deposit will be billed to the person who signed the reservation form. Notification of the damage and charges will be given to user within three working days. Compensation at replacement cost, labor cost, or both must be made within 30 days. The full amount must be paid before another request will be granted for the affiliated group.
- F. Deposit must be retrieved within 10 business days following use of the meeting room, or it will be considered a donation to the library. Deposit will be released only to the person who signed the original reservation form.
- G. Equipment available for use is as follows:
 - Overhead projector
 - Television

_____ request permission to use the
(Print name of person signing agreement)
meeting room of the Ralph E. Hazelbaker Library on
 _____ from _____ in accordance with
(Date) (Time, i.e. 9 a.m.-11 a.m.)
**the rules and regulations set forth by the North Madison
 County Public Library System Board of Trustees.**

_____ agrees to honor
(Signature)
**all the rules and regulations governing the use of the Ralph E.
 Hazelbaker Library Meeting Room as described above, and to
 ensure that no member of the group violates the rules set forth.
 I understand that the group will be held responsible for any
 and all losses incurred by the library as a result of leaving the
 building unlocked.**

PLEASE PRINT:

NAME: _____

ADDRESS: _____

BUS.PHONE: _____ **HOME PHONE:** _____

GROUP NAME: _____

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	OCTOBER 2017	OCTOBER 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
ELWOOD								
ADULT	1,681	1,583	-98	-6%	17,447	15,502	-1,945	-11%
JUVENILE	782	685	-97	-12%	8,842	6,354	-2,488	-28%
Y. A.	107	83	-24	-22%	1,650	1,046	-604	-37%
PERIOD.	147	141	-6	-4%	1,968	1,545	-423	-21%
AUDIO	279	101	-178	-64%	2,455	1,570	-885	-36%
VIDEO	5,825	3,529	-2296	-39%	50,576	38,022	-12,554	-25%
DIGITAL MEDIA	220	323	103	47%	2,586	2,503	-83	-3%
TOTAL	9,041	6,445	-2596	-29%	85,524	66,542	-18,982	-22%
FRANKTON								
ADULT	696	709	13	2%	7,027	6,183	-844	-12%
JUVENILE	557	559	2	0%	5,447	5,293	-154	-3%
Y. A.	59	87	28	47%	791	935	144	18%
PERIOD.	133	69	-64	-48%	1,355	988	-367	-27%
AUDIO	31	27	-4	-13%	534	241	-293	-55%
VIDEO	1,343	932	-411	-31%	12,704	10,228	-2,476	-19%
DIGITAL MEDIA	110	162	52	47%	1,296	1,157	-139	-11%
TOTAL	2,929	2,545	-384	-13%	29,154	25,025	-4,129	-14%
HAZELBAKER								
ADULT	372	471	99	27%	4,228	3695	-533	-13%
JUVENILE	502	318	-184	-37%	3,910	2510	-1400	-36%
Y. A.	48	24	-24	-50%	452	545	93	21%
PERIOD.	61	47	-14	-23%	564	420	-144	-26%
AUDIO	614	28	-586	-95%	919	343	-576	-63%
VIDEO	831	972	141	17%	11,952	9685	-2267	-19%
DIGITAL MEDIA	110	162	52	47%	1,292	1154	-138	-11%
TOTAL	2,538	2,022	-516	-20%	23,317	18,352	-4,965	-21%
SYSTEM								
ADULT	2,749	2,763	14	1%	28,702	25,380	-3,322	-12%
JUVENILE	1,841	1,562	-279	-15%	18,199	14,157	-4,042	-22%
Y. A.	214	194	-20	-9%	2893	2526	-367	-13%
PERIOD.	341	257	-84	-25%	3887	2953	-934	-24%
AUDIO	924	156	-768	-83%	3908	2154	-1754	-45%
VIDEO	7,999	5,433	-2566	-32%	75,232	57,935	-17,297	-23%
DIGITAL MEDIA	440	647	207	47%	5,174	4,814	-360	-7%
TOTAL	14,508	11,012	-3496	-24%	137,995	109,919	-28,076	-20%

	Comp. Use	Wireless	Traffic	Ref.	Assists	Prog. A.	Prog. YA	Prog. J
Elwood	939	897	6,273	36	980	14	4	10
						140	24	55
Frankton	186	566	3,527	19	182	8	6	20
						167	67	291
Summitville	120	356	1,444	-	136	6	1	12
						92	1	50

Tech Services Processed 2,442 Items
Transits to Other Libraries: 704

Processed by Trisha Shuler
Transits From Other Libraries: 531

Bank Balances

North Madison County Public Library System

Report as of: 10/31/18

Bank		
1	Star Financial Bank	\$466,613.71
2	Star Financial Bank (2)	\$62,865.67
3	Community Bank/Summitville	\$0.00
4	First Farmers Bank & Trust	\$197,776.13
5	PNC Bank	\$0.00
6	Main Source Bank	\$0.00
7	Petty Cash & Cash Drawer	\$260.00
8	National City Bank (2)	\$0.00
9	First Farmers Bank & Trust (2)	\$0.00
Total all banks =		\$727,515.51

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Financial Report

North Madison County Public Library System

Report Dates = 10/01/18 to 10/31/18

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
100 Operating Fund	\$699,170.15	\$117,145.39	\$874,156.77	\$21,216.68	\$695,112.81	\$520,126.19
Subtotal	\$699,170.15	\$117,145.39	\$874,156.77	\$21,216.68	\$695,112.81	\$520,126.19
1. Operating Fund						
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
106 Evergreen Indiana	\$91.16	\$75.75	\$406.70	\$80.00	\$388.04	\$72.50
107 PLAC	\$195.00	\$0.00	\$390.00	\$130.00	\$325.00	\$130.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
115 LIRF	\$54,370.99	\$0.00	\$0.00	\$0.00	\$0.00	\$54,370.99
117 Rainy Day Fund	\$123,812.58	\$0.00	\$19,626.96	\$0.00	\$0.00	\$104,185.62
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$46,785.72	\$0.00	\$3,159.05	\$225.00	\$4,031.50	\$47,658.17
121 F'nk Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
122 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
124 F'nk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
125 St Technology Fund Grant Fund	\$0.00	\$0.00	\$11,721.98	\$0.00	\$11,721.98	\$0.00
Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$226,569.03	\$75.75	\$35,304.69	\$435.00	\$16,466.52	\$207,730.86
4. Withholding						
201 Federal Taxes Withheld	\$0.00	\$5,015.96	\$36,080.11	\$5,015.96	\$36,080.11	\$0.00
202 FICA	\$0.00	\$3,852.64	\$28,070.42	\$3,852.64	\$28,070.42	\$0.00
203 State Tax Withheld	\$0.00	\$1,938.67	\$14,151.93	\$1,938.67	\$14,151.93	\$0.00
204 County Taxes Withheld	\$0.00	\$998.81	\$7,352.80	\$998.81	\$7,352.80	\$0.00
205 PERF	\$0.00	\$1,219.52	\$8,949.36	\$1,219.52	\$8,949.36	\$0.00
206 Empower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
207 Annuity	\$0.00	\$1,023.00	\$7,488.56	\$1,023.00	\$7,147.00	(\$341.56)
208 Insurance	\$0.00	\$1,108.77	\$7,462.03	\$1,108.77	\$7,462.05	\$0.02
209 Medicare	\$0.00	\$901.03	\$6,564.92	\$901.03	\$6,564.92	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212 AFLAC	\$0.00	\$739.68	\$5,428.50	\$739.68	\$5,428.50	\$0.00
Subtotal	\$0.00	\$16,798.08	\$121,548.63	\$16,798.08	\$121,207.09	(\$341.54)
Grand Total	\$925,739.18	\$134,019.22	\$1,031,010.09	\$38,449.76	\$832,786.42	\$727,515.51

Total all banks = \$727,515.51

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 10/01/18 To 10/31/18

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	\$60,574.00	\$0.00	\$60,574.00	\$6,908.19	\$50,660.06	\$9,913.94	16.4
1.12 Salary of Assistants	\$615,631.00	\$0.00	\$615,631.00	\$51,842.59	\$378,107.39	\$237,523.61	38.6
1.13 Wages of Janitor	\$36,153.00	\$0.00	\$36,153.00	\$3,758.76	\$26,989.95	\$9,163.05	25.3
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$459.78	\$3,967.56	\$2,032.44	33.9
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$4,753.67	\$34,635.34	\$16,364.66	32.1
1.17 Emp Cont IN Def Comp Matching Plan	\$0.00	\$5,000.00	\$5,000.00	\$512.34	\$3,244.82	\$1,755.18	35.1
1.18 Emp Cont PERF	\$46,000.00	(\$5,000.00)	\$41,000.00	\$4,553.07	\$33,412.19	\$7,587.81	18.5
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$6,964.39	\$67,365.07	\$32,634.93	32.6
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
Subtotal	\$915,658.00	\$0.00	\$915,658.00	\$79,752.79	\$598,382.38	\$317,275.62	34.7
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$700.95	\$4,558.09	\$10,441.91	69.6
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$234.63	\$4,564.54	\$4,935.46	52.0
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$261.60	\$1,273.76	\$2,726.24	68.2
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$72.90	\$167.91	(\$17.91)	-11.9
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$231.84	\$231.84	\$18.16	7.3
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$37.62	\$127.52	\$122.48	49.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$589.20	\$410.80	41.1
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.31 Book Processing	\$8,000.00	\$0.00	\$8,000.00	\$481.39	\$3,988.72	\$4,011.28	50.1

<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>
2.32 Automation	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
Subtotal	\$43,900.00		\$43,900.00	\$2,020.93	\$15,501.58	\$28,398.42	64.7
<i>2. Supplies</i>							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
<i>3. Other Services and Charge</i>							
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$5,128.47	\$78,400.27	(\$23,400.27)	-42.5
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12 Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$359.00	\$7,129.87	(\$479.87)	-7.2
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$3,000.00	\$3,201.10	\$2,798.90	46.6
3.147 Evergreen Membership	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.0
3.21 Telephone & Telegraph	\$30,600.00	\$0.00	\$30,600.00	\$1,449.72	\$9,864.34	\$20,735.66	67.8
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$103.95	\$1,262.23	\$2,537.77	66.8
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$274.56	\$929.72	\$2,070.28	69.0
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$1,373.00	\$1,934.00	\$1,066.00	35.5
3.26 Elwood Children's Programing	\$5,000.00	\$0.00	\$5,000.00	\$368.36	\$2,970.49	\$2,029.51	40.6
3.27 Elwood Adult Programing	\$3,000.00	\$0.00	\$3,000.00	\$327.19	\$1,475.28	\$1,524.72	50.8
3.28 Frankton Programing	\$4,000.00	\$0.00	\$4,000.00	\$435.85	\$1,664.33	\$2,335.67	58.4
3.29 Summitville Programing	\$3,000.00	\$0.00	\$3,000.00	\$471.66	\$1,703.69	\$1,296.31	43.2
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$2,400.00	\$2,400.00	\$700.00	22.6
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$100.00	\$393.36	\$806.64	67.2
3.4 Insurance	\$21,000.00	\$0.00	\$21,000.00	\$0.00	\$20,154.00	\$846.00	4.0
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$238.51	\$5,365.84	\$14,634.16	73.2

<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	\$40,000.00	\$0.00	\$40,000.00	\$3,758.27	\$28,137.83	\$11,862.17	29.7
3.53 Water	\$4,000.00	\$0.00	\$4,000.00	\$334.00	\$1,954.09	\$2,045.91	51.1
3.54 Waste Disposal Services	\$5,000.00	\$0.00	\$5,000.00	\$576.26	\$3,038.53	\$1,961.47	39.2
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$353.13	\$1,646.87	82.3
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$29.97	\$29.97	\$4,970.03	99.4
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$808.25	\$3,373.88	\$3,626.12	51.8
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$119.00	\$571.00	\$2,129.00	78.9
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$85.00	\$415.00	83.0
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$254,050.00		\$254,050.00	\$21,656.02	\$181,391.95	\$72,658.05	28.6

4. Capitol Outlays

4.1 Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2 Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$2,117.63	\$5,449.14	(\$449.14)	-9.0
4.21 Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$447.96	\$2,155.14	\$17,844.86	89.2
4.31 Elwood Adult	\$25,000.00	\$0.00	\$25,000.00	\$1,454.18	\$12,301.02	\$12,698.98	50.8
4.32 Elwood Childrens	\$13,000.00	\$0.00	\$13,000.00	\$105.43	\$6,577.98	\$6,422.02	49.4
4.33 Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$49.58	\$2,645.12	\$2,854.88	51.9
4.34 Frankton	\$15,500.00	\$0.00	\$15,500.00	\$749.86	\$8,383.38	\$7,116.62	45.9
4.35 Summitville	\$13,500.00	\$0.00	\$13,500.00	\$767.40	\$6,527.42	\$6,972.58	51.6
4.4 Elwood Period. & News.	\$7,000.00	\$0.00	\$7,000.00	\$2,055.68	\$2,888.54	\$4,111.46	58.7
4.41 Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$885.71	\$1,205.64	\$794.36	39.7
4.42 Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$579.74	\$1,641.51	(\$141.51)	-9.4
4.51 Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$2,474.04	\$14,128.37	\$10,871.63	43.5
4.52 Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$952.07	\$6,628.26	\$2,371.74	26.4
4.53 Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$956.97	\$6,180.62	\$1,819.38	22.7

<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>
4.54 Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$119.40	\$2,163.72	\$5,836.28	73.0
Subtotal	\$161,000.00		\$161,000.00	\$13,715.65	\$78,875.86	\$82,124.14	51.0
Grand Total	\$1,375,608.00	\$0.00	\$1,375,608.00	\$117,145.39	\$874,151.77	\$501,456.23	36.5

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Receipt Listing

North Madison County Public Library System

Report Date: From 10/01/18 To 10/31/18

Receipt #	Date	Name	Explanation	Bank	Total
389	10/01/18	Katie Schiffner	FINES & FEES - RECEIPT #13331	1	\$21.20
390	10/01/18	Jill Murray	FINES & FEES - RECEIPT #13332	1	\$39.00
391	10/01/18	Jordan Arehart	FINES & FEES - RECEIPT #13333	1	\$37.46
392	10/02/18	Jordan Arehart	FINES & FEES - RECEIPT #13334	1	\$65.60
393	10/02/18	Kathryn Fite	Memorial Donation for Frances Robertson- Receipt #13335	1	\$100.00
394	10/02/18	Debbie Fox	FINES & FEES - RECEIPT #13336	1	\$77.90
395	10/02/18	Star Financial Bank	September Interest	1	\$4.38
396	10/03/18	Trisha Shuler	FINES & FEES - RECEIPT #13337	1	\$115.50
397	10/03/18	Star Financial Bank	September Interest	2	\$17.64
398	10/03/18	PAYROLL		1	\$5,604.15
399	10/04/18	Jordan Arehart	FINES & FEES - RECEIPT #13338	1	\$33.98
400	10/05/18	Jordan Arehart	FINES & FEES - RECEIPT #13339	1	\$102.16
401	10/05/18	Madison County Treasurer	October 2018 LIT Distribution	1	\$18,475.83
402	10/08/18	Jill Murray	FINES & FEES - RECEIPT #13341	1	\$28.75
403	10/08/18	Jordan Arehart	FINES & FEES - RECEIPT #13342	1	\$54.52
404	10/08/18	Auditor of State of Indiana	Evergreen Fines 2nd Qtr 2018	1	\$121.73
405	10/08/18	Jordan Arehart	FINES & FEES - RECEIPT #13344	1	\$56.20
406	10/08/18	Mary J Helpling	Memorial Donation-Francie Roberts-Receipt #13346	1	\$25.00
407	10/09/18	Trisha Shuler	FINES & FEES - RECEIPT #13347	1	\$79.59
408	10/09/18	Debbie Fox	FINES & FEES - RECEIPT #13348	1	\$159.45
409	10/10/18	Jordan Arehart	FINES & FEES - RECEIPT #13349	1	\$79.25
410	10/11/18	Trisha Shuler	FINES & FEES - RECEIPT #13350	1	\$40.90
411	10/12/18	Daikan Metz	FINES & FEES - RECEIPT #13501	1	\$89.70
412	10/15/18	Barbara Lawrence	FINES & FEES - RECEIPT #13502	1	\$78.58
413	10/15/18	Katie Schiffner	FINES & FEES - RECEIPT #13503	1	\$111.15
414	10/15/18	Jordan Arehart	FINES & FEES - RECEIPT #13504	1	\$38.50
415	10/16/18	Jordan Arehart	FINES & FEES - RECEIPT #13505	1	\$52.91
416	10/16/18	Debbie Fox	FINES & FEES - RECEIPT #13506	1	\$167.28
417	10/17/18	Trisha Shuler	FINES & FEES - RECEIPT #13507	1	\$37.10
418	10/18/18	Trisha Shuler	FINES & FEES - RECEIPT #13508	1	\$58.55
419	10/19/18	Jordan Arehart	FINES & FEES - RECEIPT #13509	1	\$55.25
420	10/22/18	Jordan Arehart	FINES & FEES - RECEIPT #13510	1	\$33.60
421	10/22/18	Jill Murray	FINES & FEES - RECEIPT #13511	1	\$110.80

Receipt #	Date	Name	Explanation	Bank	Total
422	10/17/18	PAYROLL		1	\$5,601.55
423	10/22/18	Jordan Arehart	FINES & FEES - RECEIPT #13512	1	\$79.70
424	10/23/18	Jordan Arehart	FINES & FEES - RECEIPT #13513	1	\$58.61
425	10/23/18	Debbie Fox	FINES & FEES - RECEIPT #13514	1	\$88.95
426	10/24/18	Desk Receipts	FINES & FEES - RECEIPT #13515	1	\$71.30
427	10/25/18	Jordan Arehart	FINES & FEES - RECEIPT #13516	1	\$122.45
428	10/29/18	Jill Murray	FINES & FEES - RECEIPT #13518	1	\$41.10
429	10/29/18	Todd Buckmaster	FINES & FEES - RECEIPT #13519	1	\$61.08
430	10/29/18	Jordan Arehart	FINES & FEES - RECEIPT #13520	1	\$38.70
431	10/30/18	Jordan Arehart	FINES & FEES - RECEIPT #13521	1	\$77.76
432	10/30/18	Debbie Fox	FINES & FEES - RECEIPT #13522	1	\$79.05
433	10/31/18	PAYROLL		1	\$5,592.38
434	10/31/18	Jordan Arehart	FINES & FEES - RECEIPT #13523	1	\$96.65
435	10/26/18	Jordan Arehart	FINES & FEES - RECEIPT #13517	1	\$55.04
440	10/31/18	First Farmers	September Interest	4	\$211.83
441	10/31/18	Star Financial Bank	September Interest	2	\$0.00
Total All Receipts					\$38,449.76

Monday, November 12, 2018

Fiscal Officer

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Voucher List

North Madison County Public Library System

Report Date: From 10/01/18 To 10/31/18

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31611	555	POSTMASTER	10/03/18	Stamps 2 rolls @ \$50.00 = \$100.00	\$100.00
31612	556	TOWN OF FRANKTON	10/03/18	Service for Frankton	\$601.27
31605	557	AT&T	10/03/18	Service for Elwood	\$173.37
31606	558	HARPER'S LAWN CARE	10/03/18	Service for Frankton	\$208.00
31607	559	JILL MURRAY	10/03/18	Petty cash	\$43.21
31608	560	KAREN LAND	10/03/18	Program for Frankton	\$350.00
31609	561	LISA TULOWITZKY-CRON	10/03/18	Program for Summitville	\$250.00
31610	562	MICHAEL ROBERTSON	10/03/18	Mileage reimbursement 544 mi @ \$.44 = \$239.36	\$239.36
31613	563	TOWN OF SUMMITVILLE	10/03/18	Service for Summitville	\$59.68
0	564	VECTREN ENERGY DELIVERY	10/03/18	Service for Elwood, Frankton & Summitville	\$96.48
0	565	CARDMEMBER SERVICE	10/03/18	As per attached invoices.	\$1,010.05
0	566	INDIANA PUBLIC RETIREMENT	10/03/18	Payroll ending 9/29/18	\$1,926.15
0	567	EFTPS	10/03/18	Payroll ending 9/29/18	\$4,846.55
0	568	GREAT-WEST RETIREMENT S	10/03/18	Payroll ending 9/29/18	\$341.00
0	569	GREAT-WEST RETIREMENT S	10/03/18	IN Def Matching Plan	\$170.78
0	570	STAR FINANCIAL BANK	10/03/18	September Service Charge	\$9.72
0	571	PAYROLL	10/03/18	PAYROLL	\$20,877.48
31627	572	INDIANA MICHIGAN POWER C	10/08/18	Service for Summitville	\$564.25
31621	573	FRANKTON JR/SR HIGH SCHO	10/08/18	Yearbook Advertisement	\$100.00
31631	574	JAMIE B. SCOTT	10/08/18	Reimbursement for Booth Rental/Chamber of Commerce 2018 Chili Cookoff	\$30.00
31649	575	TRISHA SHULER	10/08/18	Petty Cash Reimbursement	\$25.00
31646	576	SYNCB/AMAZON	10/08/18	As per attached invoices.	\$2,424.62
31614	577	BAKER & TAYLOR	10/08/18	As per attached invoices.	\$3,065.18
31615	578	BOYCE FORMS/SYSTEMS	10/08/18	1000 Purchase Orders	\$294.71
31616	579	CITY OF ELWOOD UTILITIES	10/08/18	Service for Elwood	\$322.20
31617	580	CREATIVE PRODUCT SOURCE	10/08/18	2019 Wall Calendars	\$119.19
31618	581	DEMCO	10/08/18	3 Desk Chairs-Summitville	\$527.28
31619	582	ELWOOD FIRE EQUIPMENT C	10/08/18	Sprinkler System Inspection/Repair on pull stations	\$325.00
31620	583	ENA SERVICES LLC	10/08/18	VoIP and Internet	\$1,007.05
31622	584	FRONTIER	10/08/18	Service for Frankton	\$199.47
31623	585	GRASS ROOTS PLUS, INC.	10/08/18	Service for Elwood & Summitville	\$215.00
31625	586	INDIANA DEPARTMENT OF W	10/08/18	UI payment 3rd Qtr	\$459.78
31626	587	INDIANA LIBRARY FEDERATIO	10/08/18	2018 Annual Conference Jamie, Jordan, Mike, Debbie, Jill	\$1,275.00
0	588	EFTPS	10/03/18	Federal Tax Deposit	\$0.00
31628	589	INDIANA PEST CONTROL, INC	10/08/18	Monthly service for Elwood, Frankton & Summitville	\$285.00
31629	590	INDIANA STATE LIBRARY	10/08/18	3rd Qtr Evergreen payment	\$75.75
31632	591	JAN ROLAND	10/08/18	Program for Frankton	\$10.00
31634	592	LIBRARY STORE INC., THE	10/08/18	As per attached invoices.	\$1,881.75
31636	593	MARSHALL BEST SECURITY C	10/08/18	New lock cores	\$82.00
31637	594	MIDWEST TAPE	10/08/18	As per attached invoices.	\$501.53
31638	595	NUGENT ELECTRIC INC.	10/08/18	Connect a/c in IT room/Replace ground lights at Frankton	\$2,340.75
31642	596	POPULAR SUBSCRIPTION SE	10/08/18	Magazines for Elwood, Frankton, Summitville	\$3,521.13
31643	597	PROFESSOR STEVE	10/08/18	Programming	\$330.00
31644	598	RICOH USA, INC	10/08/18	copies for Summitville, Frankton	\$40.24
31645	599	STAPLES ADVANTAGE	10/08/18	As per attached invoices.	\$241.86
31647	600	TEI LANDMARK AUDIO	10/08/18	As per attached invoices.	\$57.95
31648	601	TOPS HOME CENTER	10/08/18	As per attached invoices.	\$51.96

Printed on Monday, November 12, 2018

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Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31650	602	VASEY COMMERCIAL, INC	10/08/18	Coil cleaning-Summitville —Contract Summitville & Frankton	\$1,162.00
31651	603	WELLS FARGO VENDOR FINA	10/08/18	Copier Lease Frankton & Summitville	\$121.20
31633	604	KMART 9124	10/08/18	Programing Summitville	\$48.09
31639	605	ORIENTAL TRADING COMPAN	10/08/18	Programing Summitville	\$61.96
31624	606	HOMELESS TRAINING INSTITU	10/08/18	1 Yr subscription for 25 or fewer employees	\$359.00
31640	607	OVERDRIVE, INC	10/08/18	eIndiana Digital Consortium	\$3,000.00
31635	608	MANIFOLD REFUSE, INC.	10/08/18	Trash removal Frankton	\$84.00
31630	609	INDIANA-AMERICAN WATER C	10/08/18	Service for Summitville	\$25.78
31641	610	PENWORTHY CO.	10/08/18	Board Books-Summitville	\$61.92
31652	611	AT&T	10/17/18	Service for Summitville	\$69.83
31653	612	AVC TECHNOLOGY CORPORA	10/17/18	Qtrly accounting, payroll & timeclock support	\$501.00
31654	613	BAKER & TAYLOR	10/17/18	Title Source - TS 360	\$2,400.00
31655	614	DOLLAR GENERAL-REGIONS 4	10/17/18	As per attached invoices.	\$130.99
31656	615	INDIANA MICHIGAN POWER C	10/17/18	Service for Elwood	\$2,023.96
31657	616	JILL MURRAY	10/17/18	Petty Cash	\$15.72
31658	617	RICOH USA, INC	10/17/18	Copies for Elwood	\$88.64
0	618	INDIANA PUBLIC RETIREMENT	10/17/18	Payroll ending 10/13/18	\$1,926.15
0	619	EFTPS	10/17/18	Payroll ending 10/13/18	\$4,842.75
0	620	GREAT-WEST RETIREMENT S	10/17/18	Payroll ending 10/13/18	\$341.00
0	621	GREAT-WEST RETIREMENT S	10/17/18	IN Deferred Comp Matching Plan-M Robertson	\$170.78
0	622	PAYROLL	10/17/18	PAYROLL	\$20,831.21
31664	623	TOWN OF FRANKTON	10/31/18	Service for Frankton	\$609.89
31666	624	TRISHA SHULER	10/31/18	Petty Cash	\$28.00
31663	625	SYNCB/AMAZON	10/31/18	As per attached invoices.	\$2,383.80
0	626	CARDMEMBER SERVICE	10/31/18	As per attached invoices.	\$272.38
31659	627	CITY OF ELWOOD UTILITIES	10/31/18	Service for Elwood	\$322.20
31660	628	DAIKAN METZ	10/31/18	Mileage 80 @ \$.44 = \$35.20	\$35.20
31661	629	RICOH USA, INC	10/31/18	Copies for Frankton & Summitville	\$58.56
31662	630	STAPLES ADVANTAGE	10/31/18	As per attached invoices.	\$238.54
31665	631	TOWN OF SUMMITVILLE	10/31/18	Service for Summitville	\$55.30
0	632	UNITED HEALTHCARE	10/31/18	Employee Health Insurance 11/1/18-11/30/18	\$8,073.16
0	633	VECTREN ENERGY DELIVERY	10/31/18	Service for Frankton, Summitville, Elwood	\$142.03
31667	634	WELLS FARGO VENDOR FINA	10/31/18	Copier Lease Elwood	\$113.35
0	635	INDIANA PUBLIC RETIREMENT	10/31/18	Payroll ending 10/27/18	\$1,920.29
0	636	EFTPS	10/31/18	Payroll ending 10/27/18	\$4,834.00
0	637	GREAT-WEST RETIREMENT S	10/31/18	Payroll ending 10/27/18	\$341.00
0	638	GREAT-WEST RETIREMENT S	10/31/18	IN Matching Plan-Robertson	\$170.78
0	639	INDIANA DEPARTMENT OF RE	10/31/18	State Withholdings- October	\$2,937.48
0	640	AFLAC	10/31/18	withholding-october	\$739.68
0	641	PAYROLL	10/31/18	PAYROLL	\$20,800.85

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$134,019.22

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, November 12, 2018

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 3 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$134,019.22

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Agenda

December 10th, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville

a. Foundation Issues

2. Internal Controls

New Business

1. Transfer of Appropriations Resolution

2. Can Lighting Retrofit - Frankton

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
December 10, 2018
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on December 10, 2018 at 4:45 p.m. in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Mary Kiplinger, Glenn Eddleman, Bette Dalzell, Tom Stone, Larry Watson, and Kenny Giselbach. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace, Diana Eddleman and Mike Robertson

CONSENT AGENDA

Bette Dalzell made a motion to approve the consent agenda. A second was made by Larry Watson and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville-Foundation

Director Scott has not yet received a recommended plan and costs from Curry and Associates.

Internal Controls

We are currently under audit by the State Board of Accounts and would like to table Internal Controls until the audit is complete.

NEW BUSINESS

Resolutions to Transfer Appropriations

Secretary Bette Dalzell read the Resolution to Transfer Funds Within the Library Operating Fund Major Category. Bette Dalzell moved the Resolution be adopted. Larry Watson seconded and the motion carried.

Can Lighting Retrofit - Frankton

We have several lights out at Frankton and have received a quote of \$21,389.00 to retrofit the can lights with LED replacements. We have 118 to replace. We can do them ten at a time for \$1,856.00. Larry Watson made a motion to replace all the fixtures in January. Glenn Eddleman made a second and the motion carried.

Directors Report

Director Scott read a letter to the Board from Nova Guffey encouraging this Board to purchase a digital sign to place along Main Street to promote the library and the city events. We will be looking into the cost for this type of sign. After the first of the year we are looking at opening the library on Sunday from 1 p.m. to 5 p.m. Proquest will no longer be microfilming our newspapers in 2019. We need to think about the future of microfilming since these records are available digitally. Our micro film reader printer is currently not printing. It would be too costly to repair. State Board of Accounts five year audit began on November 29, 2018 and is expected to conclude on December 11, 2018. The audit has gone well. The cost should be around \$2,500.00. Mike Robertson is going to share some technology with the Board in the form of iPads and Virtual Reality. They will be taking these things to the city building on Saturday for a program. We would like to thank Bette Dalzell for 16 years of service on this board.

Public Comment

Public comment was sought. None was forthcoming.

Adjournment

President Austin adjourned the meeting by consent.

Mary E. Kepley
Justin Small
Thomas Stone

Glenn Eddleman
Bette Dalzell, Secretary
Glenn Eddleman
Beverly J. Austin
Kenny Rickman
Linda Wilson

Register Of Claims

North Madison County Public Library System

Report Date: From 11/13/18 To 12/10/18

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	681	AT&T	Operating Fund	Telephone & Telegraph	\$76.00	11/28/18	Service for Summitville
				Total this claim =	\$76.00		
0	694	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Payroll Deductions Emp Cont PERF	\$406.92 \$1,519.23	11/28/18	Payroll ending 11/24/18
				Total this claim =	\$1,926.15		
0	696	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	11/28/18	Payroll ending 11/24/18
				Total this claim =	\$341.00		
0	692	VECTREN ENERGY DELIVERY	Operating Fund Operating Fund Operating Fund	Gas Gas Gas	\$73.02 \$295.19 \$86.55	11/28/18	As per attached invoices.
				Total this claim =	\$454.76		
0	691	UNITED HEALTHCARE	Insurance Operating Fund	Payroll Deductions Emp Cont Group Ins	\$739.18 \$7,333.98	11/28/18	Employee Health Insurance 12/1-12/31
				Total this claim =	\$8,073.16		
0	697	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$170.78	11/28/18	IN Matching Plan-Robertson
				Total this claim =	\$170.78		
0	700	PAYROLL	Operating Fund Operating Fund Operating Fund	Salary of Director Salary of Assistants Wages of Janitor	\$2,302.73 \$17,377.30 \$1,265.82	11/28/18	PAYROLL
				Total this claim =	\$20,945.85		
0	698	AFLAC	AFLAC	Payroll Deductions	\$493.12	11/28/18	As per attached invoices.
				Total this claim =	\$493.12		
0	738	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$170.78	12/10/18	IN Def Comp Matching Plan-Robertson
				Total this claim =	\$170.78		
0	695	EFTPS	Operating Fund FICA Federal Taxes Withheld Medicare	Empl.Share FICA&Medicare Payroll Deductions Payroll Deductions Payroll Deductions	\$1,592.90 \$1,290.98 \$1,688.36 \$301.92	11/28/18	Payroll ending 11/24/18
				Total this claim =	\$4,874.16		

<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	683	CARDMEMBER SERVICE	Operating Fund	Elwood Children's Programing	\$59.95	11/28/18	As per attached invoices.
			Operating Fund	Fuel, Oil and Lubricants	\$18.00		
				Total this claim =	<u>\$77.95</u>		
0	679	GREAT-WEST RETIREMENT S	Annuity	Emp Cont IN Def Comp Matching	\$170.78	11/14/18	IN Matching Plan-Robertson
				Total this claim =	<u>\$170.78</u>		
0	737	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	12/10/18	Payroll ending 12/8/18
				Total this claim =	<u>\$341.00</u>		
0	736	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,587.91	12/10/18	Payroll ending 12/8/18
			FICA	Payroll Deductions	\$1,286.94		
			Federal Taxes Withheld	Payroll Deductions	\$1,680.44		
			Medicare	Payroll Deductions	\$300.97		
				Total this claim =	<u>\$4,856.26</u>		
0	735	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$406.92	12/10/18	Payroll ending 12/8/18
			Operating Fund	Emp Cont PERF	\$1,519.22		
				Total this claim =	<u>\$1,926.14</u>		
0	677	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,584.84	11/14/18	Payroll ending 11/10/18
			FICA	Payroll Deductions	\$1,284.45		
			Federal Taxes Withheld	Payroll Deductions	\$1,678.98		
			Medicare	Payroll Deductions	\$300.39		
				Total this claim =	<u>\$4,848.66</u>		
0	733	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	\$0.00	12/10/18	Duplicate
				Total this claim =	<u>\$0.00</u>		
0	678	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	11/14/18	Payroll ending 11/10/18
				Total this claim =	<u>\$341.00</u>		
0	680	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	11/14/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,306.42		
			Operating Fund	Wages of Janitor	\$1,231.25		
				Total this claim =	<u>\$20,840.40</u>		
0	676	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$406.92	11/14/18	Payroll ending 11/10/18
			Operating Fund	Emp Cont PERF	\$1,519.23		
				Total this claim =	<u>\$1,926.15</u>		
0	699	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,296.10	11/28/18	Withholding for November
			County Taxes Withheld	Payroll Deductions	\$667.85		
				Total this claim =	<u>\$1,963.95</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	732	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$0.00	12/10/18	Duplicate
				Total this claim =	<u>\$0.00</u>		
31701	692	BARBARA SNIPES	Operating Fund	Professional Services	\$100.00	11/28/18	Displays n Adult Services
				Total this claim =	<u>\$100.00</u>		
31702	684	JAMIE B. SCOTT	Operating Fund	Traveling Expense	\$171.60	11/28/18	Mileage 390 miles @ \$.44 = \$171.60
				Total this claim =	<u>\$171.60</u>		
31703	685	JAN ROLAND	Operating Fund	Frankton Progaming	\$10.00	11/28/18	Frankton painting class
				Total this claim =	<u>\$10.00</u>		
31704	686	KATIE SCHIFFNER	Operating Fund	Traveling Expense	\$6.60	11/28/18	mileage 15 miles @ \$.44
				Total this claim =	<u>\$6.60</u>		
31705	687	PROQUEST LLC	Operating Fund	Elwood Period. & News.	\$545.00	11/28/18	Micro filming Call Leader
				Total this claim =	<u>\$545.00</u>		
31706	688	SYNCB/AMAZON	Gift	Technology Equipment	\$399.00	11/28/18	As per attached invoices.
			Operating Fund	Elwood AV	\$432.46		
			Operating Fund	Frankton AV	\$172.43		
			Operating Fund	Summitville AV	\$172.43		
			Operating Fund	Elwood Children's Programming	\$7.99		
			Operating Fund	Technology Equipment	\$550.61		
			Operating Fund	Operating Supplies	\$56.11		
				Total this claim =	<u>\$1,791.03</u>		
31707	689	TOWN OF FRANKTON	Operating Fund	Electricity	\$502.54	11/28/18	Service forFrankton
			Operating Fund	Water	\$20.55		
			Operating Fund	Waste Disposal Services	\$0.00		
				Total this claim =	<u>\$523.09</u>		
31708	690	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$43.80	11/28/18	Service forSummitville
			Operating Fund	Waste Disposal Services	\$11.50		
			Operating Fund	Waste Disposal Services	\$5.00		
				Total this claim =	<u>\$60.30</u>		
31709	693	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	11/28/18	Copier Lease
				Total this claim =	<u>\$113.35</u>		
31710	701	AT&T	Operating Fund	Telephone & Telegraph	\$174.21	12/10/18	Service forElwood
				Total this claim =	<u>\$174.21</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>
31711	702	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,346.07	12/10/18	As per attached invoices.
			Operating Fund	Elwood Childrens	\$108.61		
			Operating Fund	Elwood YA	\$43.40		
			Operating Fund	Frankton	\$899.89		
			Operating Fund	Summitville	\$742.39		
			Operating Fund	Elwood AV	\$118.02		
				Total this claim =	\$3,258.38		
31712	703	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$93.00	12/10/18	Quarterly Pest control - Elwood, Frankton & Summitville
			Operating Fund	Professional Services	\$93.00		
			Operating Fund	Professional Services	\$93.00		
				Total this claim =	\$279.00		
31713	704	BOSE, MCKINNEY & EVANSL	Operating Fund	Legal Services	\$130.00	12/10/18	Telephone conference
				Total this claim =	\$130.00		
31714	729	BURNETTE - DELLINGER INC.	Operating Fund	Insurance	\$150.00	12/10/18	Notary Bonds-Arehart, Fox, & Murray
				Total this claim =	\$150.00		
31715	728	CHESTER INFORMATION TEC	Operating Fund	Technology Software	\$2,069.00	12/10/18	Veritas Backup & Support / Trend renewal
				Total this claim =	\$2,069.00		
31716	705	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$133.56	12/10/18	Service forElwood
			Operating Fund	Waste Disposal Services	\$188.64		
				Total this claim =	\$322.20		
31717	706	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$50.00	12/10/18	Salling at Frankton 11/15/18
				Total this claim =	\$50.00		
31718	707	DEMCO	Operating Fund	Operating Supplies	\$37.20	12/10/18	Book Processing & Book Easels
			Operating Fund	Book Processing	\$209.46		
				Total this claim =	\$246.66		
31719	734	DOLLAR GENERAL-REGIONS4	Operating Fund	Elwood Children's Programing	\$25.00	12/10/18	Juv program supplies
				Total this claim =	\$25.00		
31720	708	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$479.00	12/10/18	Annual Fire Alarm Inspection 7 Fire Extinguisher Test
				Total this claim =	\$479.00		
31721	709	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$689.42	12/10/18	VoIP and Internet
			Operating Fund	Telephone & Telegraph	\$317.63		
				Total this claim =	\$1,007.05		

<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>
31722	710	FRONTIER	Operating Fund	Telephone & Telegraph	\$201.50	12/10/18	Service for Frankton
				Total this claim =	<u>\$201.50</u>		
31723	711	GENERATIVE GROWTH II, LLC	Operating Fund	Summitville Programing	\$18.27	12/10/18	Programing-Summitville
				Total this claim =	<u>\$18.27</u>		
31724	727	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$355.23	12/10/18	Voluntary Payment to reduce rate
				Total this claim =	<u>\$355.23</u>		
31725	723	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$16.48	12/10/18	Service for Summitville
			Operating Fund	Electricity	\$443.90		
				Total this claim =	<u>\$460.38</u>		
31726	712	INDIANA PEST CONTROL, NC	Operating Fund	Professional Services	\$285.00	12/10/18	Monthly Pest treatment
				Total this claim =	<u>\$285.00</u>		
31727	731	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$28.29	12/10/18	Service for Summitville
				Total this claim =	<u>\$28.29</u>		
31728	714	JILL MURRAY	Operating Fund	Summitville Programing	\$32.85	12/10/18	Petty Cash Reimbursement
				Total this claim =	<u>\$32.85</u>		
31729	713	JILL MURRAY	Operating Fund	Traveling Expense	\$31.02	12/10/18	Mileage 70.5 miles @ \$.44 = 31.02
				Total this claim =	<u>\$31.02</u>		
31730	730	MARY KIPLINGER	Operating Fund	Salary of Board Treasurer	\$300.00	12/10/18	Salary of Board Treasurer
				Total this claim =	<u>\$300.00</u>		
31731	726	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	\$169.84	12/10/18	Mileage Reimbursement 386 miles @ \$.44= \$169.84
				Total this claim =	<u>\$169.84</u>		
31732	715	MIDWEST TAPE	Operating Fund	Elwood AV	\$739.22	12/10/18	As per attached invoices.
			Operating Fund	Frankton AV	\$227.15		
			Operating Fund	Summitville AV	\$227.15		
			Operating Fund	Book Processing	\$103.99		
				Total this claim =	<u>\$1,297.51</u>		
31733	716	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$901.59	12/10/18	Installation of 2 outdoor outlets st Frankton
				Total this claim =	<u>\$901.59</u>		
31734	724	QUILL CORPORATION	Operating Fund	Cleaning & Sanitation Supplies	\$34.99	12/10/18	Germicidal cleaner
				Total this claim =	<u>\$34.99</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>
31735	717	RICOH USA, INC	Operating Fund	Office Supplies	\$29.21	12/10/18	Copies Frankbn & Summitville Elwood
			Operating Fund	Office Supplies	\$10.78		
			Operating Fund	Office Supplies	\$106.23		
				Total this claim =	<u>\$146.22</u>		
31736	725	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$8.92	12/10/18	Cleaning supplies
			Operating Fund	Cleaning & Sanitation Supplies	\$140.37		
				Total this claim =	<u>\$149.29</u>		
31737	718	TEI LANDMARK AUDIO	Operating Fund	Frankton AV	\$19.66	12/10/18	Audiobook-Frankton
				Total this claim =	<u>\$19.66</u>		
31738	719	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$23.43	12/10/18	As per attached invoices.
				Total this claim =	<u>\$23.43</u>		
31739	720	VASEY COMMERCIAL, NC	Operating Fund	Professional Services	\$257.60	12/10/18	Service at Elwood.
				Total this claim =	<u>\$257.60</u>		
31740	721	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$60.60	12/10/18	Copier Lease Frankton & Summitville
			Operating Fund	Equipment/Rental	\$60.60		
				Total this claim =	<u>\$121.20</u>		
31741	722	WORLD TRADE PRESS	Operating Fund	Databases	\$304.50	12/10/18	AtoZ the World, AtoZ the USA Renewal
			Operating Fund	Databases	\$210.00		
				Total this claim =	<u>\$514.50</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$91,677.89

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, December 10, 2018

Mary E. Keplinger
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 December, 2018.

Larry Watson
Thomas Stone
Beverly J. Austin

Bette Dahall
Kenny Hurlbarn
Slim P. Edleman

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Resolution to Transfer Funds Within the Library Operating Fund Major Category

Whereas, it has been shown that certain existing appropriations in the Library Operating Fund now need to be transferred from one line to another.

We the Board of Trustees of the North Madison County Public Library do resolve that the following transfers be made within the Library Operating Fund:

Transfer from Supplies		
Operating Supplies	\$50.00	
Transfer to Supplies		
Fuel, Oil and Lubricants		\$50.00
Transfer from Other Services and Charges		
Telephone & Telegraph	\$14,500.00	
Gas	8,000.00	
LJRF	10,000.00	
Transfer to Other Services and Charges		
Professional Services	\$29,000.00	
Databases	3,000.00	
Ebook Services	500.00	
Transfer from Capital Outlays		
Technology Equipment	\$1,000.00	
Transfer to Capital Outlays		
Furniture and Equipment	\$500.00	
Summitville Periodicals & Newspapers	500.00	
Total Transfers from line items	\$33,550.00	
Total Transfers to line items		\$33,550.00

ADOPTED THIS 10th DAY OF DECEMBER 2018.

NAY

AYE

_____ *Kenneth Holton*
 _____ *Glenn Ray Edelman*
 _____ *Beverly J. Austin*
 _____ *Thomas Stove*
 _____ *Larry Watson*
 _____ *Mary E. Kiplinger*

ATTEST:

Butt Dabell

 Secretary North Madison County Public Library Board of Trustees



Nugent Electric Inc.

2106 Ohio Ave.
Anderson, IN 46016

Phone #	Fax #
765-643-8854	765-643-4520

E-mail	nugentelectric@comcast.net
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NAME / ADDRESS
North Madison County Public Library Syste Jamie Scott 1600 Main Street Elwood, IN 46036

PROPOSAL

DATE	ESTIMATE #
11/29/2018	6863

TERMS
Net 30

DESCRIPTION	COST	TOTAL
RE: FRANKTON LIBRARY 9" CAN LIGHTING RETROFIT		
LABOR AND MATERIALS FOR ELECTRICAL INSTALLATION TO REPLACE 118, 9" CAN LIGHT FIXTURES, WITH LED REPLACEMENTS.	21,389.00	21,389.00
ALTERNATE BID: TO DO TEN (10) AT A TIME \$1,856.00.		
WORK TO BE PERFORMED ON A STRAIGHT TIME BASIS. SALES TAX IS NOT INCLUDED.		
SUBMITTED BY MARK E. NUGENT	TOTAL	\$21,389.00

We propose hereby to furnish material and labor--complete in accordance with above specifications.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed 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 works are fully covered by Workman's Compensation Insurance.

ACCEPTANCE OF PROPOSAL-- 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.

Date of Acceptance _____ Signature _____ Please forward a sales tax exemption certificate if your business is exempt.

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 11/01/18 To 11/30/18

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 Salary of Director	\$60,574.00	\$0.00	\$60,574.00	\$4,605.46	\$55,265.52	\$5,308.48	8.8
1.12 Salary of Assistants	\$615,631.00	\$0.00	\$615,631.00	\$34,683.72	\$412,791.11	\$202,839.89	32.9
1.13 Wages of Janitor	\$36,153.00	\$0.00	\$36,153.00	\$2,497.07	\$29,487.02	\$6,665.98	18.4
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$3,967.56	\$2,032.44	33.9
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$3,177.74	\$37,813.08	\$13,186.92	25.9
1.17 Emp Cont IN Def Comp Matching Plan	\$0.00	\$5,000.00	\$5,000.00	\$170.78	\$3,415.60	\$1,584.40	31.7
1.18 Emp Cont PERF	\$46,000.00	(\$5,000.00)	\$41,000.00	\$3,038.46	\$36,450.65	\$4,549.35	11.1
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$7,333.98	\$74,699.05	\$25,300.95	25.3
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
Subtotal	\$915,658.00	\$0.00	\$915,658.00	\$55,507.21	\$653,889.59	\$261,768.41	28.6
2. Supplies							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$478.35	\$5,036.44	\$9,963.56	66.4
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$386.51	\$4,951.05	\$4,548.95	47.9
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1,273.76	\$2,726.24	68.2
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$18.00	\$185.91	(\$35.91)	-23.9
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$231.84	\$18.16	7.3
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$127.52	\$122.48	49.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$44.96	\$634.16	\$365.84	36.6
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.31 Book Processing	\$8,000.00	\$0.00	\$8,000.00	\$404.20	\$4,392.92	\$3,607.08	45.1

<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>
2.32 Automation	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
Subtotal	\$43,900.00		\$43,900.00	\$1,332.02	\$16,833.60	\$27,066.40	61.7
2. Supplies							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3. Other Services and Charge							
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$902.68	\$79,302.95	(\$24,302.95)	-44.2
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12 Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$1,602.00	\$8,731.87	(\$2,081.87)	-31.3
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$3,000.00	\$6,201.10	(\$201.10)	-3.4
3.147 Evergreen Membership	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.0
3.21 Telephone & Telegraph	\$30,600.00	\$0.00	\$30,600.00	\$1,459.30	\$11,323.64	\$19,276.36	63.0
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$3.95	\$1,266.18	\$2,533.82	66.7
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$178.20	\$1,107.92	\$1,892.08	63.1
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,934.00	\$1,066.00	35.5
3.26 Elwood Children's Programing	\$5,000.00	\$0.00	\$5,000.00	\$245.24	\$3,215.73	\$1,784.27	35.7
3.27 Elwood Adult Programing	\$3,000.00	\$0.00	\$3,000.00	\$50.47	\$1,525.75	\$1,474.25	49.1
3.28 Frankton Programing	\$4,000.00	\$0.00	\$4,000.00	\$108.90	\$1,773.23	\$2,226.77	55.7
3.29 Summitville Programing	\$3,000.00	\$0.00	\$3,000.00	\$204.57	\$1,908.26	\$1,091.74	36.4
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$2,400.00	\$700.00	22.6
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$393.36	\$806.64	67.2
3.4 Insurance	\$21,000.00	\$0.00	\$21,000.00	\$0.00	\$20,154.00	\$846.00	4.0
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$454.76	\$5,820.60	\$14,179.40	70.9

<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	\$40,000.00	\$0.00	\$40,000.00	\$2,582.85	\$30,720.68	\$9,279.32	23.2
3.53 Water	\$4,000.00	\$0.00	\$4,000.00	\$49.67	\$2,003.76	\$1,996.24	49.9
3.54 Waste Disposal Services	\$5,000.00	\$0.00	\$5,000.00	\$60.30	\$3,098.83	\$1,901.17	38.0
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$353.13	\$1,646.87	82.3
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$29.97	\$4,970.03	99.4
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$421.11	\$3,794.99	\$3,205.01	45.8
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$571.00	\$2,129.00	78.9
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$85.00	\$415.00	83.0
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$254,050.00		\$254,050.00	\$11,324.00	\$192,715.95	\$61,334.05	24.1

4. Capitol Outlays

4.1 Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2 Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,449.14	(\$449.14)	-9.0
4.21 Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$550.61	\$2,705.75	\$17,294.25	86.5
4.31 Elwood Adult	\$25,000.00	\$0.00	\$25,000.00	\$1,536.27	\$13,837.29	\$11,162.71	44.7
4.32 Elwood Childrens	\$13,000.00	\$0.00	\$13,000.00	\$658.81	\$7,236.79	\$5,763.21	44.3
4.33 Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$468.38	\$3,113.50	\$2,386.50	43.4
4.34 Frankton	\$15,500.00	\$0.00	\$15,500.00	\$993.52	\$9,376.90	\$6,123.10	39.5
4.35 Summitville	\$13,500.00	\$0.00	\$13,500.00	\$738.93	\$7,266.35	\$6,233.65	46.2
4.4 Elwood Period. & News.	\$7,000.00	\$0.00	\$7,000.00	\$545.00	\$3,433.54	\$3,566.46	50.9
4.41 Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$1,205.64	\$794.36	39.7
4.42 Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$283.45	\$1,924.96	(\$424.96)	-28.3
4.51 Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$1,046.47	\$15,174.84	\$9,825.16	39.3
4.52 Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$389.09	\$7,017.35	\$1,982.65	22.0
4.53 Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$389.09	\$6,569.71	\$1,430.29	17.9

<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>
4.54 Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$652.74	\$2,816.46	\$5,183.54	64.8
Subtotal	\$161,000.00		\$161,000.00	\$8,252.36	\$87,128.22	\$73,871.78	45.9
Grand Total	\$1,375,608.00	\$0.00	\$1,375,608.00	\$76,415.59	\$950,567.36	\$425,040.64	30.9

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Bank Balances

North Madison County Public Library System

Report as of: 11/30/18

Bank		
1	Star Financial Bank	\$410,086.98
2	Star Financial Bank (2)	\$62,885.92
3	Community Bank/Summitville	\$0.00
4	First Farmers Bank & Trust	\$198,101.89
5	PNC Bank	\$0.00
6	Main Source Bank	\$0.00
7	Petty Cash & Cash Drawer	\$260.00
8	National City Bank (2)	\$0.00
9	First Farmers Bank & Trust (2)	\$0.00
Total all banks =		\$671,334.79

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Financial Report
North Madison County Public Library System

Report Dates = 11/01/18 to 11/30/18

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
100 Operating Fund	\$699,170.15	\$76,415.59	\$950,572.36	\$20,667.15	\$715,779.96	\$464,377.75
Subtotal	\$699,170.15	\$76,415.59	\$950,572.36	\$20,667.15	\$715,779.96	\$464,377.75
1. Operating Fund						
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
106 Evergreen Indiana	\$91.16	\$0.00	\$405.70	\$14.00	\$402.04	\$86.50
107 PLAC	\$195.00	\$0.00	\$390.00	\$0.00	\$325.00	\$130.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
115 LIRF	\$54,370.99	\$0.00	\$0.00	\$0.00	\$0.00	\$54,370.99
117 Rainy Day Fund	\$123,812.58	\$0.00	\$19,626.96	\$0.00	\$0.00	\$104,185.62
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$46,785.72	\$399.00	\$3,558.05	\$123.50	\$4,155.00	\$47,382.67
121 F'nk Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
122 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
124 F'nk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25 St Technology Fund Grant Fund	\$0.00	\$0.00	\$11,721.98	\$0.00	\$11,721.98	\$0.00
30 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$226,569.03	\$399.00	\$35,703.69	\$137.50	\$16,604.02	\$207,469.36
4. Withholding						
201 Federal Taxes Withheld	\$0.00	\$3,367.34	\$39,447.45	\$3,367.34	\$39,447.45	\$0.00
202 FICA	\$0.00	\$2,575.43	\$30,645.85	\$2,575.43	\$30,645.85	\$0.00
203 State Tax Withheld	\$0.00	\$1,296.10	\$15,448.03	\$1,296.10	\$15,448.03	\$0.00
204 County Taxes Withheld	\$0.00	\$667.85	\$8,020.65	\$667.85	\$8,020.65	\$0.00
205 PERF	\$0.00	\$813.84	\$9,763.20	\$813.84	\$9,763.20	\$0.00
206 Empower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
207 Annuity	\$0.00	\$852.78	\$8,341.34	\$682.00	\$7,829.00	(\$512.34)
208 Insurance	\$0.00	\$739.18	\$8,201.21	\$739.18	\$8,201.23	\$0.02
209 Medicare	\$0.00	\$602.31	\$7,167.23	\$602.31	\$7,167.23	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212 AFLAC	\$0.00	\$493.12	\$5,921.62	\$493.12	\$5,921.62	\$0.00
Subtotal	\$0.00	\$11,407.95	\$132,956.58	\$11,237.17	\$132,444.26	(\$512.32)
Grand Total	\$925,739.18	\$88,222.54	\$1,119,232.63	\$32,041.82	\$864,828.24	\$671,334.79

Total all banks = \$671,334.79

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Voucher List

North Madison County Public Library System

Report Date: From 11/01/18 To 11/30/18

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
	0	642 STAR FINANCIAL BANK	11/01/18	October Service Charge	\$9.72
31668	643	AT&T	11/12/18	Service for Elwood	\$174.75
31669	644	AVC TECHNOLOGY CORPORA	11/12/18	Qtrly billing for cloud backup	\$120.00
31670	645	BAKER & TAYLOR	11/12/18	As per attached invoices.	\$4,395.91
31671	646	BOYCE FORMS/SYSTEMS	11/12/18	W2 & 1099 Forms	\$48.84
31672	647	CDW GOVERNMENT, INC.	11/12/18	Cisco Direct Lic-Ent- 3yr—Cisco Meriake MR33 Cid MGD 802.11AC	\$533.74
31673	648	CHESTER INFORMATION TEC	11/12/18	CON-SNT-SMS-Cisco SMARTnet-Extended Service Agreement	\$119.00
31674	649	CHRONICLE TRIBUNE	11/12/18	52 weeks Chronicle Tribune- Summitville	\$283.45
31675	650	DEMCO	11/12/18	Award stickers-Frankton	\$19.73
31676	651	DOLLAR GENERAL-REGIONS 4	11/12/18	As per attached invoices.	\$295.55
31677	652	EBSCO	11/12/18	Core collection & Graphic Novels Databases	\$1,602.00
31678	653	ENA SERVICES LLC	11/12/18	VolP and Internet	\$1,007.05
31679	654	FRONTIER	11/12/18	Service for Frankton	\$201.50
31680	655	GAYLORD BROS.	11/12/18	4 archival boxes for Indiana room	\$86.81
31682	656	HARPER'S LAWN CARE	11/12/18	Lawn care - Frankton	\$156.00
31683	657	INDIANA LIBRARY FEDERATIO	11/12/18	YHBA stickers for Frankton	\$16.50
31684	658	INDIANA MICHIGAN POWER C	11/12/18	Service for Summitville & Elwood	\$2,080.31
31685	659	INDIANA PEST CONTROL, INC	11/12/18	Monthly service for Elwood, Frankton, Summitville	\$285.00
31686	660	INDIANA-AMERICAN WATER C	11/12/18	Service for Summitville	\$29.12
31687	661	JILL MURRAY	11/12/18	Petty Cash	\$32.40
31688	662	MIDWEST TAPE	11/12/18	As per attached invoices.	\$1,415.30
31681	663	GENERATIVE GROWTH II, LLC	11/12/18	As per attached invoices.	\$75.33
31690	664	ORIENTAL TRADING COMPAN	11/12/18	Program supplies-Summitville	\$66.99
31693	665	QUILL CORPORATION	11/12/18	4 boxes Copy Paper Item #143-720222CT	\$95.96
31691	666	PITNEY BOWES GLOBAL FINA	11/12/18	Postage meter rental	\$151.56
31692	667	PIXEL PRESS TECHNOLOGY L	11/12/18	Bloxels' EDU Start Station	\$53.95
31694	668	RICOH USA, INC	11/12/18	Copies for Elwood	\$186.47
31696	669	STAR FINANCIAL BANK	11/12/18	Safe Deposit Box Rental	\$35.00
31695	670	STAPLES ADVANTAGE	11/12/18	As per attached invoices.	\$147.08
31697	671	TOPS HOME CENTER	11/12/18	As per attached invoices.	\$101.92
31698	672	VASEY COMMERCIAL, INC	11/12/18	Repairs Elwood	\$231.96
31699	673	WELLS FARGO VENDOR FINA	11/12/18	Copier lease Frankton & Summitville	\$121.20
31689	674	NUGENT ELECTRIC INC.	11/12/18	Miscellaneous stock lighting	\$197.60
31700	675	MIDWEST TAPE	11/12/18	Hoopla	\$3,000.00
0	676	INDIANA PUBLIC RETIREMENT	11/14/18	Payroll ending 11/10/18	\$1,926.15
0	677	EFTPS	11/14/18	Payroll ending 11/10/18	\$4,848.66
0	678	GREAT-WEST RETIREMENT S	11/14/18	Payroll ending 11/10/18	\$341.00
0	679	GREAT-WEST RETIREMENT S	11/14/18	IN Matching Plan-Robertson	\$170.78
0	680	PAYROLL	11/14/18	PAYROLL	\$20,840.40
0	681	AT&T	11/28/18	Service for Summitville	\$76.00
31701	682	BARBARA SNIPES	11/28/18	Displays in Adult Services	\$100.00
0	683	CARDMEMBER SERVICE	11/28/18	As per attached invoices.	\$77.95
31702	684	JAMIE B. SCOTT	11/28/18	Mileage 390 miles @ \$.44 = \$171.60	\$171.60
31703	685	JAN ROLAND	11/28/18	Frankton painting class	\$10.00
31704	686	KATIE SCHIFFNER	11/28/18	mileage 15 miles @ \$.44	\$6.60
31705	687	PROQUEST LLC	11/28/18	Micro filming Call Leader	\$545.00
31706	688	SYNCB/AMAZON	11/28/18	As per attached invoices.	\$1,791.03

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
31707	689	TOWN OF FRANKTON	11/28/18	Service for Frankton	\$523.09
31708	690	TOWN OF SUMMITVILLE	11/28/18	Service for Summitville	\$60.30
0	691	UNITED HEALTHCARE	11/28/18	Employee Health Insurance 12/1-12/31	\$8,073.16
0	692	VECTREN ENERGY DELIVERY	11/28/18	As per attached invoices.	\$454.76
31709	693	WELLS FARGO VENDOR FINA	11/28/18	Copier Lease	\$113.35
0	694	INDIANA PUBLIC RETIREMENT	11/28/18	Payroll ending 11/24/18	\$1,926.15
0	695	EFTPS	11/28/18	Payroll ending 11/24/18	\$4,874.16
0	696	GREAT-WEST RETIREMENT S	11/28/18	Payroll ending 11/24/18	\$341.00
0	697	GREAT-WEST RETIREMENT S	11/28/18	IN Matching Plan-Robertson	\$170.78
0	698	AFLAC	11/28/18	As per attached invoices.	\$493.12
0	699	INDIANA DEPARTMENT OF RE	11/28/18	Withholding for November	\$1,963.95
0	700	PAYROLL	11/28/18	PAYROLL	\$20,945.85

Total Amount of Claims \$88,222.54

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, December 3, 2018

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 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$88,222.54

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Receipt Listing

North Madison County Public Library System

Report Date: From 11/01/18 To 11/30/18

Receipt #	Date	Name	Explanation	Bank	Total
436	11/01/18	Jordan Arehart	FINES & FEES - RECEIPT #13524	1	\$66.60
437	11/01/18	Star Financial Bank	October Interest	1	\$4.47
438	11/02/18	Jordan Arehart	FINES & FEES - RECEIPT #13525	1	\$49.50
439	11/05/18	Madison Co Treasurer	Nov 2018 LIT distribution-Receipt #13529	1	\$18,475.83
442	11/05/18	First Farmers Bank & Trust	October Interest	4	\$325.76
443	11/05/18	Star Financial Bank	October Interest	2	\$20.25
444	11/08/18	Jordan Arehart	FINES & FEES - RECEIPT #13532	1	\$38.91
445	11/09/18	Todd Buckmaster	FINES & FEES - RECEIPT #13533	1	\$100.91
446	11/12/18	Todd Buckmaster	FINES & FEES - RECEIPT #13534	1	\$48.38
447	11/12/18	Jordan Arehart	FINES & FEES - RECEIPT #13535	1	\$17.80
448	11/05/18	Jordan Arehart	FINES & FEES - RECEIPT #13530	1	\$64.82
449	11/06/18	Debbie Fox	FINES & FEES - RECEIPT #13531	1	\$130.50
450	11/13/18	Jill Murray	FINES & FEES - RECEIPT #13536	1	\$103.15
451	11/13/18	Katie Schiffner	FINES & FEES - RECEIPT #13537	1	\$65.50
452	11/14/18	PAYROLL		1	\$5,607.25
453	11/14/18	Daikan Metz	FINES & FEES - RECEIPT #13538	1	\$40.50
454	11/15/18	Judi Litsey	FINES & FEES - RECEIPT #13539	1	\$74.71
455	11/15/18	Jordan Arehart	FINES & FEES - RECEIPT #13540	1	\$93.80
456	11/16/18	Trisha Shuler	FINES & FEES - RECEIPT #13541	1	\$32.55
457	11/19/18	Katie Schiffner	FINES & FEES - RECEIPT #13542	1	\$49.95
458	11/19/18	Jill Murray	FINES & FEES - RECEIPT #13543	1	\$39.36
459	11/19/18	Jordan Arehart	FINES & FEES - RECEIPT #13544	1	\$41.40
460	11/20/18	Jordan Arehart	FINES & FEES - RECEIPT #13545	1	\$75.64
461	11/20/18	Debbie Fox	FINES & FEES - RECEIPT #13546	1	\$165.25
462	11/21/18	Jordan Arehart	FINES & FEES - RECEIPT #13547	1	\$46.95
463	11/26/18	Katie Schiffner	FINES & FEES - RECEIPT #13550	1	\$6.50
464	11/26/18	Jill Murray	Fines & FEES - RECEIPT #13548	1	\$38.05
465	11/26/18	Jordan Arehart	FINES & FEES - RECEIPT #13549	1	\$11.90
466	11/26/18	Jordan Arehart	FINES & FEES - RECEIPT #13551	1	\$22.30
467	11/27/18	Jordan Arehart	FINES & FEES - RECEIPT #13552	1	\$97.79
468	11/28/18	PAYROLL		1	\$5,629.92
469	11/28/18	Jordan Arehart	FINES & FEES - RECEIPT #13553	1	\$53.85
470	11/28/18	Debbie Fox	FINES & FEES - RECEIPT #13554	1	\$83.95
471	11/29/18	Jordan Arehart	FINES & FEES - RECEIPT #13555	1	\$44.45

<i>Receipt #</i>	<i>Date</i>	<i>Name</i>	<i>Explanation</i>	<i>Bank</i>	<i>Total</i>
472	11/30/18	Jordan Arehart	FINES & FEES - RECEIPT #13556	1	\$103.20
473	11/05/18	Jill Murray	FINES & FEES - RECEIPT #13526	1	\$48.40
474	11/05/18	Katie Schiffner	FINES & FEES - RECEIPT #13527	1	\$80.96
475	11/05/18	Jordan Arehart	FINES & FEES - RECEIPT #13528	1	\$40.81
Total All Receipts					\$32,041.82

Monday, December 3, 2018

Fiscal Officer

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	NOV 2017	NOV 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
ELWOOD								
ADULT	1,667	1,397	-270	-16%	19,114	16,899	-2,215	-12%
JUVENILE	557	503	-54	-10%	9,399	6,857	-2,542	-27%
Y. A.	148	71	-77	-52%	1,798	1,117	-681	-38%
PERIOD.	122	157	35	29%	2,090	1,702	-388	-19%
AUDIO	207	85	-122	-59%	2,662	1,655	-1,007	-38%
VIDEO	5,219	3,267	-1,952	-37%	55,795	41,289	-14,506	-26%
DIGITAL MEDIA	239	285	46	19%	2,825	2,788	-37	-1%
TOTAL	8,159	5,765	-2394	-29%	93,683	72,307	-21,376	-23%

	NOV 2017	NOV 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
FRANKTON								
ADULT	659	588	-71	-11%	7,686	6,771	-915	-12%
JUVENILE	525	317	-208	-40%	5,972	5,610	-362	-6%
Y. A.	52	68	16	31%	843	1,003	160	19%
PERIOD.	138	55	-83	-60%	1,493	1,043	-450	-30%
AUDIO	41	18	-23	-56%	575	259	-316	-55%
VIDEO	1,066	858	-208	-20%	13,770	11,086	-2,684	-19%
DIGITAL MEDIA	120	144	24	20%	1,416	1,301	-115	-8%
TOTAL	2,601	2,048	-553	-21%	31,755	27,073	-4,682	-15%

	NOV 2017	NOV 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
HAZELBAKER								
ADULT	365	399	34	9%	4,593	4,094	-499	-11%
JUVENILE	546	208	-338	-62%	4,456	2,718	-1,738	-39%
Y. A.	54	17	-37	-69%	506	562	56	11%
PERIOD.	29	42	13	45%	593	462	-131	-22%
AUDIO	18	26	8	44%	937	369	-568	-61%
VIDEO	1,343	887	-456	-34%	13,295	10,572	-2,723	-20%
DIGITAL MEDIA	119	143	24	20%	1,411	1,297	-114	-8%
TOTAL	2,474	1,722	-752	-30%	25,791	20,074	-5,717	-22%

	NOV 2017	NOV 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
SYSTEM								
ADULT	2,691	2,384	-307	-11%	31,393	27,764	-3,629	-12%
JUVENILE	1,628	1,028	-600	-37%	19,827	15,185	-4,642	-23%
Y. A.	254	156	-98	-39%	3,147	2,682	-465	-15%
PERIOD.	289	254	-35	-12%	4,176	3,207	-969	-23%
AUDIO	266	129	-137	-52%	4,174	2,283	-1,891	-45%
VIDEO	7,628	5,012	-2,616	-34%	82,860	62,947	-19,913	-24%
DIGITAL MEDIA	478	572	94	20%	5,652	5,386	-266	-5%
TOTAL	13,234	9,535	-3,699	-28%	151,229	119,454	-31,775	-21%

	Comp. Use	Wireless	Traffic	Ref.	Assists	Prog. A.	Prog. YA	Prog. J
Elwood	776	754	4,407	28	659	11	4	9
						112	12	56
Frankton	97	338	2,143	6	149	7	5	11
						70	38	153
Summitville	119	372	1,133	1	144	2	1	11
						23	1	62

Tech Services Processed 1,188 Items
Transits to Other Libraries: 684

Processed by Trisha Shuler
Transits From Other Libraries: 509

Re: Board meeting agenda

Katie Schiffner

Thu 12/6/2018 6:13 PM

To: Sheri Wallace <swallace@elwood.lib.in.us>;

I've got it faxed over to both newspapers & posted on the board :).

Have a great night!

Katie

From: Sheri Wallace

Sent: Thursday, December 6, 2018 6:04:23 PM

To: Katie Schiffner

Subject: Fw: Board meeting agenda

Thank you!!

Sheri Wallace

Administrative Assistant

North Madison County Public Library System

1600 Main Street

Elwood, IN 46036

765-552-5001 ext 1111

j-552-0955 Fax

From: Jamie Scott

Sent: Wednesday, December 5, 2018 4:43:09 PM

To: Sheri Wallace

Subject: Board meeting agenda

Sheri,

The attached agenda has been approved by Bev and is ready for the public.

Jamie

Mrs. Jamie Scott

Director

North Madison County Public Library System

1600 Main Street

Elwood, IN 46036

765-552-5001 ext. 1113

765-552-0955

AGENDA

BOARD OF FINANCE MEETING

January 8th, 2018

Elwood Public Library

5:00 PM

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

1. Elect President & Secretary of Board of Finance
2. Investment Policy and register distributed & reviewed
3. Resolution for depositories
4. Motion for newspapers as official notification
5. Motion for regular meeting date and time
6. Motion for regular meetings at the branches

ADJOURNMENT

BOARD OF FINANCE
ANNUAL MEETING
January 8, 2018
5:00 p.m.

CALL TO ORDER

President Beverly Austin called the annual board of finance meeting to order on January 8, 2018 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Larry Watson, Tom Stone, Bette Dalzell, Mary Kiplinger and Diana Eddleman. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

BUSINESS

Elect President and Secretary of Board of Finance

Diana Eddleman made a motion to elect the current President of the North Madison County Public Library Board of Trustees, Beverly Austin, as President and current Secretary, Bette Dalzell, as Secretary of the Board of Finance. Mary Kiplinger made a second and the motion carried.

Investment Policy and register distributed and reviewed

The investment policy was reviewed. Director Scott suggested the following change to the investment policy to comply with IC 5-13-6-1-(a) and (g).

Deposits

All funds received by the library shall be deposited in one or more designated depositories when possible not later than the business day following receipt and shall be deposited in the same form in which they were received. When depositing funds is not possible the following business day, the funds will be deposited weekly or before they exceed \$500. However, if the funds exceed \$500, the funds will be deposited the next business day. IC 5-13-6-1(a) and (g).

Bette Dalzell made a motion to accept the change to the Investment Policy. Diana Eddleman made a second and the motion carried. The 2017 financial report was distributed and reviewed. The library has a cash balance of \$925,474.18 and tax revenue of \$1,007,193.56 for the operating fund.

Resolution for Depositories

Bette Dalzell read a resolution to accept Star Financial Bank of Elwood and First Farmer's Bank and Trust of Elwood as the library's depositories. Tom Stone made a second and the motion carried.

Motion for newspapers as official notification

Tom Stone made a motion to use the Elwood Call Leader and the Anderson Herald Bulletin as official notifications. Diana Eddleman made a second and the motion carried.

Motion for regular meeting date and time

Bette Dalzell made a motion to hold the library board meetings on the second Monday of each month beginning at 4:30 p.m. Diana Eddleman made a second and the motion carried.

Motion for regular meetings at the branches

Bette Dalzell made a motion to hold the April meeting at the Ralph E. Hazelbaker Library and the November meeting at the Frankton Community Library. Mary Kiplinger made a second and the motion carried.

Bette Dalzell made a motion to adjourn. Tom Stone made a second and the motion carried.

Bette Dalzell
Bette Dalzell, Secretary

Mary Kiplinger Diana J. Eddleman
Thomas Stone Linda Wilson
Beverly J. Austin

INVESTMENT POLICY

Policy Statement and Scope

This document will govern the investment activities of the North Madison County Public Library System. It is the policy of the Library to invest public funds in a manner that will provide the highest return with the maximum security while meeting cash-flow demands. All investments will conform to applicable laws and regulations governing the investment of public funds.

Board of Finance

The duly appointed members of the North Madison County Public Library System Board of Trustees are the fiscal body of the Library and thus constitute "The Board of Finance" of the NMCPLS. (IC 5-13-7-5, IC 36-1-2-6)

Annual Meeting

The North Madison County Public Library System Board of Finance shall meet annually after the first Monday and on or before the last day of January to elect a president and secretary; review the written report of the Library's investments during the previous calendar year; review the library's investment policy; and adopt a resolution to designate financial institutions approved for NMCPLS deposits. (IC 5-13-7-6)

Treasurer

The duly elected treasurer of the NMCPLS Board of Trustees is the fiscal officer of the library. (IC 36-12-2-22)

Deposits

All funds received by the library shall be deposited in one or more designated depositories when possible not later than the business day following receipt and shall be deposited in the same form in which they were received. When depositing funds is not possible the following business day, the funds will be deposited weekly or before they exceed \$500. ADD: However, if the funds exceed \$500, the funds will be deposited no later than the following business day. IC 5-13-6-1 (a) and (g).

Investments

The library fiscal officer is authorized to invest library funds in:

Securities backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by any of the following:

1.
 - a. The United States Treasury
 - b. A federal agency
 - c. A federal instrumentality
 - d. A federal government sponsored enterprise
2. Deposit accounts issued or offered by a designated depository
3. Agreements, commonly known as repurchase agreements (including standing repurchase or resale agreements, commonly known as "sweep" accounts) with depositories designated by the state board of finance as depositories for state investments involving the purchase and guaranteed resale of any interest-bearing obligations issued or fully guaranteed by the United States, any United States government agency or any instrumentality of the United States government

4. Obligations issued, assumed or guaranteed by the International Bank for Reconstruction and Redevelopment or the African Development Bank. (IC 5-13-9-3.3)
5. Investments made by the library's fiscal officer must have a stated final maturity of not more than two (2) years after the date of purchase or entry into a repurchase agreement. (IC 5-13-9-5.6)

Investment Cash Management

The North Madison County Public Library System may contract with a library or state-designated depository for the operation of an investment cash management system. (IC 5-13-11-1)

Prohibited Investments

The fiscal officer may not purchase securities on margin or open a securities margin account for the investment of library funds. (IC 5-13-9-9)

Transaction Accounts

All public funds of the Library shall be deposited in the designated depositories located in the territorial limits of the Library District. The fiscal officer of the library shall maintain deposits that are invested or reinvested in at least two (2) of the library's designated depositories. (IC 5-13-8-9)

Interest

All interest derived from a library investment shall be receipted to the library fund of which it is a part. (IC 5-13-9-6)

Bidding Procedure

Whenever investments are made in a certificate of deposit, the investing officer must obtain quotes of the specific rates of interest for the term of the CD. The quotes may be taken by telephone and must be recorded in a memorandum and retained as a public record. The deposit shall be placed with the designated depository quoting the highest rate of interest for the selected period. If two depositories tie for the highest quote, the deposit may be placed in any or all of the designated depositories quoting the highest rate at the investing officer's discretion. (IC 5-13-9-4) Investments in certificates of deposit may be made with depositories outside of the political subdivision if the following rules are followed:

- a. A resolution authorizing use of approved depositories outside of the political subdivision must be adopted.
- b. Quotes must be solicited from at least three depositories, two of which must be from within the political subdivision.
- c. If only one of the highest quotes is from a designated depository within Madison County, the investment shall be placed in that depository.
- d. If more than one of the highest quotes are from designated depositories in Madison County, the investment may be placed in any or all, at the investing officer's discretion.
- e. If none of the highest quotes are from designated depositories in Madison County, the investment shall be placed in the depository submitting the highest quote. (IC 5-13-9-5)

Revised – January 12, 2015, January 9, 2017, January 8, 2018

2017 FINANCIAL REPORT

Bank		Type of Account
Star Financial Bank		
Beginning Balance	\$ 593,349.64	
Receipts	\$ 1,125,205.15	Business Now Checking
Expenditures	\$ 1,198,971.37	Annual Percentage Yield .01%
Ending Balance	\$ 667,115.86	
Star Financial Bank (2)		
Beginning Balance	\$ 62,566.07	Preferred Liquidity Commercial
Receipts	\$ 141.73	Annual Percentage Yield .23%
Ending Balance	\$ 62,707.80	
First Farmers Bank & Trust		
Beginning Balance	\$ 194,671.58	Personal Investor Account
Receipts	\$ 978.94	Annual Percentage Yield .79%
Ending Balance	\$ 195,650.52	
Petty Cash		
Beginning Balance	\$ 265.00	
Ending Balance	\$ 265.00	
Total all Banks		
Beginning Balance	\$ 850,587.29	
Receipts	\$ 1,126,325.82	
Expenditures	\$ 1,198,971.37	
Ending Balance	\$ 925,474.18	
Tax Revenue Received in 2017		
		Operating Fund
Property Tax 6/27/17	\$ 423,603.05	
Property Tax 12/13/17	\$ 296,913.06	
Total Property Tax	\$ 720,516.11	
Local Income Tax	\$ 216,168.00	
Financial Institution Tax	\$ 3,856.58	
License Excise Tax	\$ 59,954.87	
Commercial Vehicle Tax	\$ 6,698.00	
Total Tax Revenue	\$ 1,007,193.56	

Resolution to Choose a Depository Designated by Local Board of Finance

WHEREAS, in accordance with IC 36-1-2-6, the Board of Trustees of the __ North Madison County Public Library is the fiscal body of said library; and

WHEREAS, in accordance with IC 5-13-7-5, the fiscal body of the library is the library's Board of Finance; and

WHEREAS, in accordance with IC 5-13-8-9, the Board of Finance is responsible for designating the depository or depositories into which funds belonging to the library will be deposited; and

WHEREAS, IC 5-13-8-1 authorizes the library to deposit public funds in a depository or depositories that:

- (1) are eligible to receive state funds (see list of depositories <http://www.in.gov/tos/deposit/2377.htm>); and
- (2) have a principal office or branch that qualifies under IC 5-13-8-9 to receive public funds of the political subdivision.

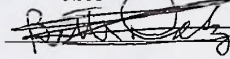
NOW THEREFORE BE IT RESOLVED that the library may deposit public funds in the following depository or depositories:

Star Financial Bank of Elwood
First Farmer's Bank of Elwood

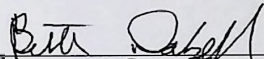
BE IT FURTHER RESOLVED, that public funds pursuant to this resolution will be handled in accordance with the requirements of IC 5-13-5, IC 5-13-6, IC 5-13-9, and any other law applicable to the handling of public funds by a political subdivision.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 8th day of January, 2018, at which meeting a quorum was present.

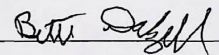
NAY



AYE


Deana J. Eddleman
Ima Watkins
Deborah J. Austin
Alison C. Stone
Mary E. Kephling

ATTEST:



 Secretary

**2018
Board of Trustees
Meeting Dates**

January 8, 2018

Board of Finance meeting

February 12, 2018

Non-Resident Fees

March 12, 2018

April 9, 2018 – Summitville

May 14, 2018

Computer Policy review

June 11, 2018

InfoExpress Renewal

2019 Budget Timeline

July 9, 2018

2019 Budget Review

August 13, 2018

ISL Consortium Resolution for Public Internet Access

Approve 2019 Budget for Publication

September 10, 2018

2019 Budget Public Hearing

October 8, 2018

2019 Budget Adoption

Agenda

January 8th, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting

Immediately following Board of Finance Meeting

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. 24 Hour Fire Alarm Monitoring – Summitville

2. Long Range Plan

New Business

1. Donation of Light Bulbs

2. Library By-Laws

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

Regular Meeting
January 8, 2018

Immediately following Board of Finance meeting

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on January 8, 2018, immediately following the Board of Finance meeting in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Bette Dalzell, Diana Eddleman, Mary Kiplinger, Tom Stone, and Larry Watson. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Diana Eddleman made a motion to approve the minutes, claims register and personnel report in the consent agenda. A second was made by Mary Kiplinger and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

24 Hour Fire Alarm Monitoring - Summitville

The quote from Elwood Fire Equipment to install the fire monitoring system at the Ralph E. Hazelbaker library is \$8,228.98. They will need to do extensive work to install the equipment. Tom Stone made a motion to accept this quote. Diana Eddleman made a second and the motion carried.

Long Range Plan

Director Scott would like to postpone approval of the Long Range Plan until February. The committee will meet on Thursday January 11, 2018 from 4:00 pm to 5:00 pm.

NEW BUSINESS

Managers Pay Range

We currently have two managers above the wage scale for managers. Bette Dalzell made a motion to approve the wages for these managers. Tom Stone made a second and the motion carried.

Donations of Light Bulbs

We have over 300 new and used T8 and T12 tubes that we have replaced with LED lighting. We will no longer be using this type of lighting. The City of Elwood could use them. Tom Stone made a motion to donate the tubes to the City of Elwood. Bette Dalzell made a second and the motion carried.

Library By-Laws

The Library By-Laws were reviewed. Director Scott would like to add under Article IX Conflict of Interest and Nepotism, Section 1: *as defined in IC 35-44.1-1-4*. Section 2 changes are as follows: *Each member will refrain from nepotism. Relatives of library board members are ineligible for employment with the library. (See IC 36-1-20.2-8 for definition of relatives and Personnel Policy - Position Vacancies)* Larry Watson made a motion to accept these changes to the Library By-Laws. Tom Stone made a second and the motion carried.

Director Scott would like to add *niece or nephew, aunt or uncle* to the definition of relatives in Positions Vacancies in the Personnel Policy. Bette Dalzell made a motion to accept these changes. Diana Eddleman made a second and the motion carried.

Director's Report

Director Scott included program calendars for each branch in the Trustees folders to help them advocate for the libraries. We are developing partnerships with Intersect and our community. We are working on a program featuring all the community partners and what they do. We had 12 people attend the Hidden in Plain Sight trailer. We were at the City Building with our Breakout Boxes during Santa's visit. We had 74 people visit us. We have a 3D printer and Virtual Reality software that Mike Robertson is working on. Annual statistics for Evergreen are available. Bette Dalzell thanked everyone for their prayers and support during her illness.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

Bette Dalzell made a motion to adjourn, Mary Kiplinger made a second and the motion carried.

Bette Dalzell
Bette Dalzell, Secretary

Mary Kiplinger
Thomas Stone
Beverly J. Austin

Diana J. Eddleman
Larry Watson

Register Of Claims

North Madison County Public Library System

Report Date: From 12/12/17 To 12/31/17

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	723	PAYROLL	Operating Fund	Salary of Director	\$2,235.66	12/13/17	PAYROLL
			Operating Fund	Salary of Assistants	\$15,601.30		
			Operating Fund	Wages of Janitor	\$1,104.78		
			Total this claim =		\$18,941.74		
0	737	UNITED HEALTHCARE	Insurance	Payroll Deductions	\$552.24	12/27/17	Coverage 1/1/18-1/31/18
			Operating Fund	Emp Cont Group Ins	\$5,489.86		
			Total this claim =		\$6,042.10		
0	724	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$394.90	12/27/17	Payroll ending 12/23/17
			Operating Fund	Emp Cont PERF	\$1,474.28		
			Total this claim =		\$1,869.18		
0	739	PAYROLL	Operating Fund	Salary of Director	\$2,235.66	12/27/17	PAYROLL
			Operating Fund	Salary of Assistants	\$15,444.92		
			Operating Fund	Wages of Janitor	\$1,065.45		
			Total this claim =		\$18,746.03		
0	725	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,423.44	12/27/17	Payroll ending 12/23/17
			FICA	Payroll Deductions	\$1,153.64		
			Federal Taxes Withheld	Payroll Deductions	\$1,620.86		
			Medicare	Payroll Deductions	\$269.80		
			Total this claim =		\$4,467.74		
0	726	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$270.00	12/27/17	Payroll ending 12/23/17
				Total this claim =	\$270.00		
0	728	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,172.28	12/27/17	Withholding for December
			County Taxes Withheld	Payroll Deductions	\$608.01		
			Total this claim =		\$1,780.29		
0	727	AFLAC	AFLAC	Payroll Deductions	\$493.56	12/27/17	Withholding for December
			Total this claim =		\$493.56		
31183	731	BARBARA SNIPES	Operating Fund	Professional Services	\$100.00	12/27/17	Display cases
				Total this claim =	\$100.00		
31184	735	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,374.89	12/27/17	Service for Elwood
				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>
31185	734	MICHAEL ROBERTSON	Operating Fund	Professional Services	\$1,730.00	12/27/17	Services 12/11/17 through 12/23/17
				Total this claim =	<u>\$1,730.00</u>		
31186	733	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$342.27	12/27/17	Electrical Work
				Total this claim =	<u>\$342.27</u>		
31187	732	RICOH USA, INC	Operating Fund	Office Supplies	\$53.11	12/27/17	Copies Frankton & Summitville
				Total this claim =	<u>\$53.11</u>		
31188	730	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$261.99	12/27/17	As per attached invoices.
				Total this claim =	<u>\$261.99</u>		
31189	738	SYNCB/AMAZON	Operating Fund	Elwood AV	\$1,131.60	12/27/17	As per attached invoices.
			Operating Fund	Frankton AV	\$432.98		
			Operating Fund	Summitville AV	\$415.16		
			Operating Fund	Elwood Children's Programing	\$127.62		
			Operating Fund	Technology Equipment	\$2,512.15		
			Operating Fund	Frankton Programing	\$113.14		
			Operating Fund	Summitville	\$17.99		
				Total this claim =	<u>\$4,750.64</u>		
31190	722	TOWN OF FRANKTON	Operating Fund	Electricity	\$393.40	12/27/17	Service for Frankton
			Operating Fund	Water	\$20.55		
			Operating Fund	Waste Disposal Services	\$12.84		
				Total this claim =	<u>\$426.79</u>		
31191	736	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$43.80	12/27/17	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
				Total this claim =	<u>\$55.30</u>		
31192	729	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	12/27/17	Copier Lease
				Total this claim =	<u>\$113.35</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$61,818.98

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.

Monday, January 8, 2018

Mary E. Kephling
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____.

Thomas Stone
Deborah O. Mishi
Lyn A. Watson

Beth Dabell
Diana J. Edleman

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Register Of Claims

North Madison County Public Library System

Report Date: From 01/01/18 To 01/08/18

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	1	PAYROLL	Operating Fund	Salary of Director	\$0.00	01/01/18	PAYROLL
			Operating Fund	Salary of Assistants	\$0.00		
			Operating Fund	Wages of Janitor	\$0.00		
				Total this claim =	<u>\$0.00</u>		
0	44	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$270.00	01/08/18	Payroll ending 1/6/18
				Total this claim =	<u>\$270.00</u>		
0	43	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,466.81	01/08/18	Payroll ending 1/6/18
			Federal Taxes Withheld	Payroll Deductions	\$1,697.01		
			FICA	Payroll Deductions	\$1,188.78		
			Medicare	Payroll Deductions	\$278.03		
				Total this claim =	<u>\$4,630.63</u>		
0	42	INDIANA PUBLIC RETIREMENT	Operating Fund	Emp Cont PERF	\$1,516.85	01/08/18	Payroll ending 1/6/18
			PERF	Payroll Deductions	\$406.29		
				Total this claim =	<u>\$1,923.14</u>		
0	2	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$9.72	01/03/18	December 2017 Service Charge
				Total this claim =	<u>\$9.72</u>		
0	5	CARDMEMBER SERVICE	Operating Fund	Repair Parts/Maintenance	\$141.25	01/08/18	As per attached invoices.
			Operating Fund	Fuel, Oil and Lubricants	\$14.00		
			Operating Fund	Repair Parts/Maintenance	(\$15.00)		
				Total this claim =	<u>\$140.25</u>		
0	33	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$746.49	01/08/18	Service for elwood, Frankton, Summitvill
				Total this claim =	<u>\$746.49</u>		
31196	35	AT&T	Operating Fund	Telephone & Telegraph	\$171.23	01/08/18	Service for Elwood
				Total this claim =	<u>\$171.23</u>		
31197	3	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$501.00	01/08/18	Quarterly support Jan-Mar
				Total this claim =	<u>\$501.00</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>
31198	4	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$942.83	01/08/18	As per attached invoices.
			Operating Fund	Elwood Childrens	\$533.11		
			Operating Fund	Elwood YA	\$219.46		
			Operating Fund	Frankton	\$1,297.65		
			Operating Fund	Summitville	\$478.67		
				Total this claim =	<u>\$3,471.72</u>		
31199	6	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$133.56	01/08/18	Service for Elwood
			Operating Fund	Waste Disposal Services	\$188.64		
				Total this claim =	<u>\$322.20</u>		
31200	7	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$335.00	01/08/18	Snow removal and salting at Frankton - 12/13, 12/26, 12/31
				Total this claim =	<u>\$335.00</u>		
31201	38	DEMCO	Gift	Summitville Programing	\$244.92	01/08/18	Summer Reading-Summitville
				Total this claim =	<u>\$244.92</u>		
31202	46	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$16.10	01/08/18	As per attached invoices.
			Operating Fund	Operating Supplies	\$120.00		
			Operating Fund	Cleaning & Sanitation Supplies	\$20.85		
				Total this claim =	<u>\$156.95</u>		
31203	8	ELWOOD CALL LEADER	Operating Fund	Elwood Period. & News.	\$151.00	01/08/18	Subscription for Elwood & Frankton
			Operating Fund	Summitville Period. & Newsp.	\$175.00		
				Total this claim =	<u>\$326.00</u>		
31204	9	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$2,055.78	01/08/18	As per attached invoices.
				Total this claim =	<u>\$2,055.78</u>		
31205	10	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,584.00	01/08/18	VoIP & Internet
			St Technology Fund Gra	Telephone & Telegraph	\$408.46		
				Total this claim =	<u>\$1,992.46</u>		
31206	11	FRONTIER	Operating Fund	Telephone & Telegraph	\$199.81	01/08/18	Service for Frankton
				Total this claim =	<u>\$199.81</u>		
31207	12	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$255.00	01/08/18	Lawn care Frankton
				Total this claim =	<u>\$255.00</u>		
31208	13	HERALD BULLETIN, THE	Operating Fund	Elwood Period. & News.	\$334.93	01/08/18	Subscription renewal for Elwood
				Total this claim =	<u>\$334.93</u>		
31209	37	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$240.00	01/08/18	Salt and snow removal-Summitville
				Total this claim =	<u>\$240.00</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>
31210	14	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$305.84	01/08/18	Unemployment 4th Qtr
				Total this claim =	<u>\$305.84</u>		
31211	15	INDIANA HISTORICAL SOCIET	Operating Fund	Dues	\$100.00	01/08/18	Annual Dues
				Total this claim =	<u>\$100.00</u>		
31212	45	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$524.63	01/08/18	Service for Summitville
				Total this claim =	<u>\$524.63</u>		
31213	16	INDIANA STATE LIBRARY	Evergreen Indiana	Other	\$101.16	01/08/18	Evergreen 4th Qtr payment
				Total this claim =	<u>\$101.16</u>		
31214	17	INDIANA STATE LIBRARY	PLAC	Other	\$195.00	01/08/18	PLAC 4th Qtr
				Total this claim =	<u>\$195.00</u>		
31215	18	INDIANA STATE LIBRARY FOU	Operating Fund	Evergreen Membership	\$5,000.00	01/08/18	Evergreen Indiana Membership Fee, Tie 7
				Total this claim =	<u>\$5,000.00</u>		
31216	39	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$22.51	01/08/18	Service for Summitville
				Total this claim =	<u>\$22.51</u>		
31217	19	JILL MURRAY	Operating Fund	Summitville Programing	\$50.00	01/08/18	Petty Cash
				Total this claim =	<u>\$50.00</u>		
31218	20	KMART 9124	Operating Fund	Elwood Children's Programing	\$46.45	01/08/18	As per attached invoices.
			Operating Fund	Elwood Adult Programing	\$2.23		
				Total this claim =	<u>\$48.68</u>		
31219	21	KREG NOEL	Operating Fund	Professional Services	\$225.00	01/08/18	Snow removal Elwood
				Total this claim =	<u>\$225.00</u>		
31220	22	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$94.70	01/08/18	DVD labels
				Total this claim =	<u>\$94.70</u>		
31221	23	MARSHALL BEST SECURITY C	Operating Fund	Professional Services	\$157.00	01/08/18	Repairs at Elwood
				Total this claim =	<u>\$157.00</u>		
31222	25	MICHAEL ROBERTSON	Operating Fund	Professional Services	\$1,781.90	01/08/18	IT services from 12/25/17 through
			Operating Fund	Traveling Expense	\$111.23		01/06/18- Mileage 252.8 @ \$.44
				Total this claim =	<u>\$1,893.13</u>		
31223	24	MIDWEST TAPE	Operating Fund	Book Processing	\$103.99	01/08/18	As per attached invoices.
			Operating Fund	Elwood AV	\$187.90		
			Operating Fund	Frankton AV	\$65.96		
			Operating Fund	Summitville AV	\$88.95		
				Total this claim =	<u>\$446.80</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>
31224	40	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Adult Programing	\$85.83	01/08/18	Programing supplies-Elwood Adult and YS
			Operating Fund	Elwood Children's Programing	<u>\$311.68</u>		
				Total this claim =	\$397.51		
31225	26	OVERDRIVE, INC	Operating Fund	Ebook Services	<u>\$120.15</u>	01/08/18	Ebooks
				Total this claim =	\$120.15		
31226	47	PURCHASE POWER	Operating Fund	Postage & UPS	<u>\$18.99</u>	01/08/18	Postage
				Total this claim =	\$18.99		
31227	36	RICOH USA, INC	Operating Fund	Office Supplies	<u>\$99.53</u>	01/08/18	Copies for Elwood
				Total this claim =	\$99.53		
31228	27	SCHOLASTIC BOOK FAIRS - 30	Operating Fund	Frankton Programing	\$109.85	01/08/18	Books for Summitville & Frankton
			Gift	<u>\$92.88</u>			
				Total this claim =	\$202.73		
31229	28	STAPLES ADVANTAGE	Operating Fund	Operating Supplies	\$61.16	01/08/18	As per attached invoices.
			Operating Fund	Office Supplies	<u>\$317.65</u>		
				Total this claim =	\$378.81		
31230	29	TEI LANDMARK AUDIO	Operating Fund	Elwood AV	\$999.00	01/08/18	As per attached invoices.
			Operating Fund	Frankton AV	\$56.61		
			Operating Fund	Frankton AV	<u>\$1,199.00</u>		
				Total this claim =	\$2,254.61		
31231	30	TOPS HOME CENTER	Operating Fund	Furniture & Equipment	<u>\$59.99</u>	01/08/18	Low Profile DGTL Heater
				Total this claim =	\$59.99		
31232	31	TRUE CHEM, INC.	Operating Fund	Professional Services	<u>\$137.00</u>	01/08/18	Water Treatment Testing
				Total this claim =	\$137.00		
31233	32	VASEY COMMERCIAL, INC	Operating Fund	Professional Services	\$276.00	01/08/18	As per attached invoices.
			Operating Fund	Professional Services	\$1,373.00		
			Operating Fund	Professional Services	<u>\$1,695.05</u>		
				Total this claim =	\$3,344.05		
31234	34	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	<u>\$121.20</u>	01/08/18	Copier lease Frankton & Summitville
				Total this claim =	\$121.20		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims **\$34,626.25**

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 8, 2018

Mary E. Beplinger
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____.

<u>Thomas Stone</u>	<u>Bill Dwyer</u>
<u>Beverly J. Austin</u>	<u>Diana J. Edleman</u>
<u>Lu Ann Watson</u>	

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Personnel Report

January 8th, 2018

Effective today, we have changed Mike Robertson's status as an IT Consultant to the position of IT Manager.

NMCPLS WAGE SCALE

Adopted by the Board of Trustees, May 14, 1997
Revised 01/18/1999, 4/17/2000, 11/14/2011, 10/19/2015, 11/16/2015

General Guidelines

1. Both part-time and full-time employees are compensated in accordance with this wage scale.
2. Part-time is considered 20 hours per week, not to exceed 40 hours per week.
3. Full-time employment is considered 40 hours per week.
4. Approved raises will become effective at the beginning of a new year for all eligible employees.
5. Dollar figures will be adjusted by approved raises each January 1.
6. Years of experience (change to "service") will transfer directly when employees are promoted to a higher position classification.

Salaried/exempt positions are established annually by Board of Trustees.

- Director
- Administrative Assistant

Hourly/Non-exempt positions are established by these wage ranges.

	Start	90 day	Range
Manager (Branch/Department)	\$ 13.50	\$ 15.00	\$13.50 - \$18.50
Clerk	\$ 9.00	\$ 10.00	\$9.00 - \$13.50
Custodian	\$ 7.65	\$ 8.50	\$7.65 - \$13.00

Page/Temporary Part-time:

Start wage according to job title
- e.g., part-time temporary clerk wage - \$9.00

Possible Donation of Light Bulbs

Don saved all the fluorescent light bulbs that were in good condition when he changed over to LED. The city of Elwood would take them if we donated them.

Inventory with purchase cost of Fluorescent Light Bulbs

Over 300 T-8 4 ft * 1.59 = \$477

20 T-12 4 ft * 2.69 = \$53.80

2017 EI ANNUAL REPORT STATISTICS

LIBRARY: NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM (NMDSN)

SECTION 2: USERS

QUESTION	①	②	REPORTABLE TOTAL*
02-001 Total Number of Individual Resident Registered Users	3843	4569	8,412
02-002 Total Number of Users from Contracting Areas**			N/A
02-003 Total Number of Individual Non-Resident (non-taxed) Registered Users	34	31	65
02-004 Total Number of Reciprocal Users	52	103	155
02-005 Total Number of PLAC Users	1	5	6
02-006 Total Number of Non-Resident Cards Issued to Student Users	7	25	32
02-007 Total Number of Non-Resident Cards Issued to Teachers***	0	0	0
02-008 Total Number of Non-Resident Cards Issued to Library Employees****	24	1	25
02-011 Does your library purge or mark inactive patron files at least every three years?			Yes

NOTES: In compliance with IAC 590, it has been determined the above listed patron counts are admissible for inclusion by Evergreen Indiana libraries in their reported total users.

① Cardholders whose privilege is valid as of January 1, 2018.

② Cardholders whose privilege was valid within the past three years. Excludes users from column 1.

*If you have 0 users in a given category, please follow the guidelines in the Annual Report interface on whether to enter "0" or "N/A".

**This statistic is not reportable from a consortium level. Please consult local cardholder reports for this count.

***This statistic is tracked in Evergreen with a consortium-level stat cat and may be incomplete if library has not updated the local patron records.

****This captures all cards issued as StaffCard since that profile is granted based on employment and not residency. Libraries may move counts for staff who do reside in their library district to 02-001 if desired.

SECTION 8: LIBRARY SERVICE AND TECHNOLOGY

QUESTION	RESPONSE
08-002 Evergreen Transits to other libraries	7,388
08-003 SRCS materials to other libraries*	123
08-006 Evergreen Transits received from other libraries	8,536
08-007 SRCS materials received from other libraries*	110
08-046 Brand and Version of Integrated Library System	Evergreen 3.0

*SRCS data as shown here is the information captured in Evergreen Indiana and is provided for purely informational purposes; statistics from the native SRCS source (Auto-Graphics SHARE-IT) should be used for formal reporting.

9 - CIRCULATION AND HOLDINGS

QUESTION	LOCATION	CIRCULATION TOTAL
09-001 Circulation of Physical Materials	Evergreen Adult/General	131,307
	Evergreen YA	3,559
	Evergreen Juvenile	20,984
09-002 Circulation of Electronic Materials	eIDC OverDrive Adult/General	5,294
	eIDC OverDrive YA	435
	eIDC OverDrive Juvenile	493
09-003 Successful Retrieval of Electronic Information	Gale Courses	
09-005 Circulation of All Children's Materials	Evergreen Juvenile	20,984
	eIDC OverDrive Juvenile	493
09-008 Total In-house Usage of Materials	Evergreen Adult/General	75
	Evergreen YA	5
	Evergreen Juvenile	102
SELECTED HOLDINGS		
09-009 Books (Print)	Evergreen Adult/General	54,187
	Evergreen YA	6,166
	Evergreen Juvenile	28,777
09-010 Does the library belong to an eBook consortium?		Yes
09-011 Name of eBook Consortium		eIndiana Digital Consortium
09-013 Electronic Books (Consortium)*	eIDC OverDrive Adult/General	32,029
	eIDC OverDrive YA	4,906
	eIDC OverDrive Juvenile	5,751
09-015 Video Materials - Physical Units	Evergreen Adult/General	13,997
	Evergreen YA	0
	Evergreen Juvenile	14
09-017 Video Materials - Electronic (Consortium)*	eIDC OverDrive Adult/General	410
	eIDC OverDrive YA	0
	eIDC OverDrive Juvenile	0
09-019 Audio Materials - Physical Units	Evergreen Adult/General	1,710
	Evergreen YA	97
	Evergreen Juvenile	200
09-021 Audio Materials - Electronic (Consortium)*	eIDC OverDrive Adult/General	7,680
	eIDC OverDrive YA	1,094
	eIDC OverDrive Juvenile	1,423

*We only have access to the consortium circulation and holdings stats for the eIndiana OverDrive group, please contact your consortium liaison or vendor if you are or have been a member of another downloadable content group or have a local contract for additional statistics relevant for this section. If you have an Advantage account, you must collect those stats locally for inclusion.

12 - PLAC LOANS

QUESTION		RESPONSE	
12-001 Did your library make any PLAC loans?		Yes	
QUESTION	RESPONSE	QUESTION	RESPONSE
12-002 Adams Public Library System	0	12-003 Akron Carnegie Public Library	0
12-004 Alexandria-Monroe Public Library	0	12-005 Alexandrian Public Library	0
12-006 Allen County Public Library	0	12-007 Anderson Public Library	0
12-008 Andrews-Dallas Township Public Library	0	12-009 Argos Public Library	0
12-010 Attica Public Library	0	12-011 Aurora Public Library District	0
12-012 Avon-Washington Township Public Library	0	12-013 Bartholomew County Public Library	0
12-014 Barton Rees Pogue Memorial Public Library	0	12-015 Batesville Memorial Public Library	0
12-016 Bedford Public Library	0	12-017 Bell Memorial Public Library	0
12-018 Benton County Public Library	0	12-019 Berne Public Library	0
12-020 Bicknell-Vigo Township Public Library	0	12-021 Bloomfield-Eastern Greene County PL	0
12-022 Boonville-Warrick County Public Library	0	12-023 Boswell-Grant Township Public Library	0
12-024 Bourbon Public Library	0	12-025 Brazil Public Library	0
12-026 Bremen Public Library	0	12-027 Bristol-Washington Township Public Library	0
12-028 Brook-Iroquois-Washington Township PL	0	12-029 Brookston-Prairie Township Public Library	0
12-030 Brown County Public Library	0	12-031 Brownsburg Public Library	0
12-032 Brownstown Public Library	0	12-033 Butler Public Library	0
12-034 Cambridge City Public Library	0	12-035 Camden-Jackson Township Public Library	0
12-036 Carmel Clay Public Library	0	12-037 Carnegie Public Library Of Steuben County	0
12-038 Centerville-Center Township Public Library	0	12-039 Charlestown Clark County Public Library	0
12-040 Churubusco Public Library	0	12-041 Clayton-Liberty Township Public Library	0
12-042 Clinton Public Library	0	12-043 Coatesville-Clay Township Public Library	0
12-044 Colfax-Perry Township Public Library	0	12-045 Converse-Jackson Township Public Library	0
12-046 Covington-Veedersburg Public Library	0	12-047 Crawford County Public Library	0
12-048 Crawfordsville District Public Library	0	12-049 Crown Point Community Public Library	0
12-050 Culver-Union Township Public Library	0	12-051 Danville-Center Township Public Library	0
12-052 Darlington Public Library	0	12-053 Delphi Public Library	0
12-054 Dublin Public Library	0	12-055 Dunkirk Public Library	0
12-056 Earl Park Public Library	0	12-057 East Chicago Public Library	0
12-058 Eckhart Public Library	0	12-059 Edinburgh Wright-Hageman Public Library	0
12-060 Elkhart Public Library	0	12-061 Evansville-Vanderburgh Public Library	0
12-062 Fairmount Public Library	0	12-063 Farmland Public Library	0
12-064 Fayette County Public Library	0	12-065 Flora-Monroe Township Public Library	0
12-066 Fort Branch-Johnson Township Public Library	0	12-067 Fortville-Vernon Township Public Library	0
12-068 Francesville-Salem Township Public Library	0	12-069 Frankfort Community-Clinton Co Contractual Public Library	0
12-070 Franklin County Public Library District	0	12-071 Fremont Public Library	0
12-072 Fulton County Public Library	0	12-073 Garrett Public Library	0
12-074 Gary Public Library	0	12-075 Gas City-Mill Township Public Library	0
12-076 Goodland & Grant Township Public Library	0	12-077 Goshen Public Library	0
12-078 Greensburg-Decatur County Contractual PL	0	12-079 Greentown & Eastern Howard School PL	0
12-080 Greenwood Public Library	0	12-081 Hagerstown-Jefferson Township Public Library	0
12-082 Hamilton East Public Library	0	12-083 Hamilton North Public Library	0
12-084 Hammond Public Library	0	12-085 Hancock County Public Library	0
12-086 Harrison County Public Library	0	12-087 Hartford City Public Library	0
12-088 Henry Hentley Public Library	0	12-089 Huntingburg Public Library	0
12-090 Huntington City-Township Public Library	0	12-091 Hussey-Mayfield Memorial Public Library	0
12-092 Indianapolis-Marion County Public Library	0	12-093 Jackson County Public Library	0
12-094 Jasonville Public Library	0	12-095 Jasper County Public Library	0
12-096 Jasper-Dubois County Contractual PL	0	12-097 Jay County Public Library	0
12-098 Jefferson County Public Library	0	12-099 Jeffersonville Township Public Library	0
12-100 Jennings County Public Library	0	12-101 Johnson County Public Library	0
12-102 Jonesboro Public Library	0	12-103 Joyce Public Library	0

12-104 Kendallville Public Library	0	12-105 Kentland-Jefferson Township Public Library	0
12-106 Kewanna-Union Township Public Library	0	12-107 Kingman-Millcreek Public Library	0
12-108 Kirkin Public Library	0	12-109 Knightstown Public Library	0
12-110 Knox County Public Library	0	12-111 Kokomo-Howard County Public Library	0
12-112 La Crosse Public Library	0	12-113 La Grange County Public Library	0
12-114 La Porte County Public Library	0	12-115 Ladoga-Clark Township Public Library	0
12-116 Lake County Public Library	0	12-117 Lawrenceburg Public Library	0
12-118 Lebanon Public Library	0	12-119 Ligonier Public Library	0
12-120 Lincoln Heritage Public Library	0	12-121 Linden Carnegie Public Library	0
12-122 Linton Public Library	0	12-123 Logansport-Cass County Public Library	0
12-124 Loogootee Public Library	0	12-125 Lowell Public Library	0
12-126 Marion Public Library	0	12-127 Matthews Public Library	0
12-128 Melton Public Library	0	12-129 Michigan City Public Library	0
12-130 Middlebury Community Public Library	0	12-131 Middletown Fall Creek Township Public Library	0
12-132 Milford Public Library	0	12-133 Mishawaka-Penn-Harris Public Library	0
12-134 Mitchell Community Public Library	0	12-135 Monon Town & Township Public Library	0
12-136 Monroe County Public Library	0	12-137 Monterey-Tippecanoe Township Public Library	0
12-138 Montezuma Public Library	0	12-139 Monticello-Union Township Public Library	0
12-140 Montpelier-Harrison Township Public Library	0	12-141 Mooresville Public Library	0
12-142 Morgan County Public Library	0	12-143 Morrisson Reeves Library	0
12-144 Muncie-Center Township Public Library	0	12-145 Nappanee Public Library	0
12-146 New Albany-Floyd County Public Library	0	12-147 New Carlisle & Olive Township Public Library	0
12-148 New Castle-Henry County Public Library	0	12-149 New Harmony Workingmen's Institute	0
12-150 Newton County Public Library	0	12-151 Noble County Public Library	0
12-152 North Judson-Wayne Township Public Library	0	12-153 North Madison County Public Library System	0
12-154 North Manchester Public Library	0	12-155 North Webster Community Public Library	0
12-156 Oakland City-Columbia Township Public Library	0	12-157 Odon Winkelpieck Public Library	0
12-158 Ohio County Public Library	0	12-159 Ohio Township Public Library System	0
12-160 Orleans Town & Township Public Library	0	12-161 Osgood Public Library	0
12-162 Otterbein Public Library	0	12-163 Owen County Public Library	0
12-164 Owensville Carnegie Public Library	0	12-165 Oxford Public Library	0
12-166 Paoli Public Library	0	12-167 Peabody Public Library	0
12-168 Pendleton Community Public Library	0	12-169 Penn Township Public Library	0
12-170 Perry County Public Library	0	12-171 Peru Public Library	0
12-172 Pierceton & Washington Township PL	0	12-173 Pike County Public Library	0
12-174 Plainfield-Guilford Township Public Library	0	12-175 Plymouth Public Library	0
12-176 Porter County Public Library System	0	12-177 Poseyville Carnegie Public Library	0
12-178 Princeton Public Library	0	12-179 Pulaski County Public Library	0
12-180 Putnam County Public Library	0	12-181 Remington-Carpenter Township Public Library	0
12-182 Ridgeville Public Library	0	12-183 Roachdale-Franklin Township Public Library	0
12-184 Roann Paw-Paw Township Public Library	0	12-185 Roanoke Public Library	0
12-186 Rockville Public Library	0	12-187 Royal Center-Boone Township Public Library	0
12-188 Rushville Public Library	0	12-189 Salem-Washington Township Public Library	0
12-190 Scott County Public Library	0	12-191 Shelby County Public Library	0
12-192 Sheridan Public Library	0	12-193 Shoals Public Library	0
12-194 South Whitley Community Public Library	0	12-195 Speedway Public Library	0
12-196 Spencer County Public Library	0	12-197 Spiceland Town-Township Public Library	0
12-198 St. Joseph County Public Library	0	12-199 Starke County Public Library System	0
12-200 Sullivan County Public Library	0	12-201 Swazee Public Library	0
12-202 Switzerland County Public Library	0	12-203 Syracuse-Turkey Creek Township Public Library	0
12-204 Thorntown Public Library	0	12-205 Tippecanoe County Public Library	0
12-206 Tipton County Public Library	65	12-207 Tyson Library Association, Inc	0
12-208 Union City Public Library	0	12-209 Union County Public Library	0
12-210 Van Buren Public Library	0	12-211 Vermillion County Public Library	0
12-212 Vigo County Public Library	0	12-213 Wabash Carnegie Public Library	0
12-214 Wakarusa-Olive & Harrison Township PL	0	12-215 Walkerton-Lincoln Township Public Library	0
12-216 Walton & Tipton Township Public Library	0	12-217 Wanatah Public Library	0
12-218 Warren Public Library	0	12-219 Warsaw Community Public Library	0
12-220 Washington Carnegie Public Library	0	12-221 Washington Township Public Library	0
12-222 Waterloo-Grant Township Public Library	0	12-223 Waveland-Brown Township Public Library	0

12-224 Wells County Public Library	0	12-225 West Lafayette Public Library	0
12-226 West Lebanon-Pike Township Public Library	0	12-227 Westchester Public Library	0
12-228 Westfield-Washington Public Library	0	12-229 Westville-New Durham Township Public Library	0
12-230 Whiting Public Library	0	12-231 Willard Library of Evansville	0
12-232 Williamsport-Washington Township PL	0	12-233 Winchester Community Public Library	0
12-234 Wolcott Community Public Library	0	12-235 Worthington Jefferson Township Public Library	0
12-236 York Township Public Library	0	12-237 Yorktown Public Library	0
QUESTION		RESPONSE	
12-238 TOTAL PLAC Loans			55

NOTES: We have included eIDC OverDrive data in the above statistics when applicable. In compliance with the 2016 Annual Report guidelines, materials circulated locally to your own PLAC cardholders is not included in the statistics above.

SECTION 13: COMPLIANCE WITH STANDARDS FOR IN PUBLIC LIBRARIES

QUESTION	RESPONSE
13-056 Is the library a member of Evergreen Indiana?	Yes

SECTION 15: SUPPLEMENTARY QUESTIONS

QUESTION	RESPONSE
15-001 How many times did your 2017 State Park Pass circulate?*	36

*Circulations associated with your library for holdings on bibliographic record #20445367.

MISCELLANEOUS LOCAL STATS FOR 2017*

CATEGORY	STATISTIC
OverDrive: eIDC Student circulations	0
OverDrive: eIDC PLAC circulations**	12
Evergreen Indiana unique borrowers (count of individuals who circulated at least one item in 2017)	2,827
Evergreen Indiana visiting circulations (count of circulations at your library by visiting cardholders from other EI libraries)	1,649
Evergreen Indiana unique visitors (count of visiting cardholders from other EI libraries that borrowed materials at your library)	58
Incoming transits processed***	11,222
Outgoing transits processed***	13,104
Average transit time in days (for materials shipped out by your library system)	6.019
Transiting Videodisc pilot	
Videodiscs made available for remote lending	0
Transiting videodiscs lent	0
Transiting videodiscs borrowed	1,544

*These are statistics requested by member libraries which may be of local interest. They do not appear as part of the federal Annual Report data and do not need to be reported further.

**The PLAC data is already included in your Section 12 answers; this is provided as a subset of that information.

***"Transits processed" refers to materials handled, regardless of ownership and/or hold status and does not reflect the information requested in Section 8.

Date Issued: 1/8/2018/AG

By-laws
North Madison County Public Library System

Article 1 Identification

- Section 1 The Elwood Public Library, Frankton Community Library and the Ralph E. Hazelbaker Library are a system of libraries identified as the North Madison County Public Library System.
- Section 2 The North Madison County Public Library System is a legally established public library and municipal corporation under Indiana law. It is a class 1 library organized under IC 36-12.
- Section 3 The library system's boundaries include Pipe Creek, Duck Creek, Boone, Lafayette and Van Buren townships in northern Madison County.
- Section 4 The library board of trustees that govern this library system is identified as the North Madison County Public Library System Board of Trustees from this point forward known as the NMCPLS Board of Trustees.

Article II Authority and purpose

- Section 1 The NMCPLS Board of Trustees is responsible for governance and policy.
- Section 2 The purpose of the NMCPLS Board of Trustees, with advice and recommendations of the library director, is to adopt the following:
- Job Descriptions for all Employees
 - Wage Scale
 - Proposed Library Budget
 - Library Policies

Article III Personnel

- Section 1 All employees of the North Madison County Public Library System are governed by the library's personnel policy.

Article IV Membership

- Section 1 In accordance with the provisions of IC 36-12, the NMCPLS Board of Trustees shall consist of seven (7) members chosen for their fitness for public library trusteeship.
- Section 2 Members are appointed by the following entities:
County Commissioners- 2 appointments
County Council- 2 appointments
Elwood Community School Corp. - 2 appointments
Frankton-Lapel School Corp. & Madison-Grant School Corp. - 1 joint appointment

- Section 3 Length of term is four (4) years. Members may serve four (4) consecutive terms. (See IC 36-12)

- Section 4 Each member shall have a certificate of appointment filed with the library and which shall be preserved as public record.

- Section 5 Each member shall serve without compensation except the Treasurer. The Treasurer will be paid a stipend of \$300.00 per year (amended 6-14-99).

- Section 6 Attendance is important at all meetings. A member may be removed from the board in accordance to IC 36-12.

- Section 7 Each member will attend one (1) training session per calendar year.

Article V Officers

- Section 1 Officers of the board shall be a President, Vice-president, Secretary, and Treasurer.

- Section 2 Officers slate will be presented in November; officers elected at the December meeting for a term of one (1) year beginning in January. Vacancies in office shall be filled at the next regular meeting of the board after the vacancy occurs.

- Section 3 The duties of the officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.

- Section 4 In the absence of the secretary, a secretary pro tem will be elected to serve during that particular meeting.

Article VI Meetings

- Section 1 Regular board meetings are usually held once each month.

- Section 2 Special meetings may be called by the President, or at the request of any two board members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given each member of the board at least two days in advance of such meeting and to the local media 48 hours in advance, as according to law.

- Section 3 A quorum of four members is required for the transaction of business.

- Section 4 Order of business may be:
- Call to order
 - Consent Agenda
 - Approval of minutes
 - Approval of claims and checks
 - Personnel
 - Old business
 - New business
 - Director's report
 - Public comment
 - Adjourn

Section 5 Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the board.

Section 6 Board meeting minutes, agendas and any additional information pertinent to each board meeting will be posted on the library's wiki. Each board member will be given instructions on how to gain access to this wiki. A board member may request for these materials to be mailed to his/her home address. Meeting notices and agendas will continue to be posted in accordance with the Open Door Law, IC 5-14-1.5. Board meeting minutes will also be available according to the NMCPLS Access to Public Records policy.

Article VII Committees

Section 1 Committees may be appointed at the discretion of the President. They serve to investigate, study and report all matters on which the board can act more expeditiously as a whole. In most matters, the board's most effective operation is as a committee of the whole.

Article VIII Indemnification

Section 1 The board will take care of legalities, if a board member is sued due to a library matter.

Article IX Conflict of Interest and Nepotism

Section 1 Each member will avoid conflicts of interest as defined in IC 35-44.1-1-4 between the interests of the North Madison County Public Library System on one hand, and personal, professional, and business interests on the other.

Section 2 Each member will refrain from nepotism. Relatives of library board members are ineligible for employment with the library. Add: (See IC 36-1-20.2-8 for definition of relatives and Personnel Policy – Position Vacancies)

Article X Amendments

Section 1 These by-laws may be amended at any regular meeting of the library board with a quorum present, by majority vote of the members present, providing the amendment was stated in the agenda for the meeting. In accordance with the Indiana Public Library Standards, these by-laws will be reviewed once every three years. Amendments will be submitted with the Annual State Report to the Indiana State Library.

Adopted 09/09/1998

Revised 03/22/2000

Revised 04/08/2009

Revised 07/12/2010

Revised 05/09/2011

Revised 09/10/2012

Revised 05/13/2013

Revised 10/13/2014 Date Signed 02/16/2015

Revised 1/8/2018

These by-laws have been approved by the following members of the North Madison County Public Library system:

Mary E. Keplinger
Thomas Stone
Beverly J. Austin
Lisa A. Watson

Beth DeBell
Debra J. Edleman

Bank Balances

North Madison County Public Library System

Report as of: 12/31/17

<i>Bank</i>		
1	Star Financial Bank	\$667,115.86
2	Star Financial Bank (2)	\$62,707.80
3	Community Bank/Summitville	\$0.00
4	First Farmers Bank & Trust	\$195,650.52
5	PNC Bank	\$0.00
6	Main Source Bank	\$0.00
7	Petty Cash & Cash Drawer	\$265.00
8	National City Bank (2)	\$0.00
9	First Farmers Bank & Trust (2)	\$0.00
Total all banks =		\$925,739.18

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Financial Report
North Madison County Public Library System

Report Dates = 12/01/17 to 12/31/17

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
100 Operating Fund	\$617,780.64	\$75,417.16	\$962,956.08	\$357,264.29	\$1,044,345.59	\$699,170.15
Subtotal	\$617,780.64	\$75,417.16	\$962,956.08	\$357,264.29	\$1,044,345.59	\$699,170.15
1. Operating Fund						
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
106 Evergreen Indiana	\$97.29	\$0.00	\$434.91	\$12.89	\$428.78	\$91.16
107 PLAC	\$65.00	\$0.00	\$195.00	\$65.00	\$325.00	\$195.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
115 LIRF	\$54,370.99	\$0.00	\$0.00	\$0.00	\$0.00	\$54,370.99
117 Rainy Day Fund	\$131,195.78	\$0.00	\$7,383.20	\$0.00	\$0.00	\$123,812.58
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$46,029.01	\$145.86	\$4,241.86	\$150.00	\$4,998.57	\$46,785.72
121 F'nk Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
122 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
124 F'nk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
125 St Technology Fund Grant Fund	\$0.00	\$0.00	\$8,199.41	\$0.00	\$8,199.41	\$0.00
126 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$233,071.65	\$145.86	\$20,454.38	\$227.89	\$13,951.76	\$226,569.03
4. Withholding						
201 Federal Taxes Withheld	\$0.00	\$3,255.76	\$45,434.82	\$3,255.76	\$45,434.82	\$0.00
202 FICA	\$0.00	\$2,319.41	\$32,070.12	\$2,319.41	\$32,070.12	\$0.00
203 State Tax Withheld	\$0.00	\$1,172.28	\$16,266.52	\$1,172.28	\$16,266.52	\$0.00
204 County Taxes Withheld	\$0.00	\$608.01	\$8,417.16	\$608.01	\$8,417.16	\$0.00
205 PERF	\$0.00	\$790.81	\$10,798.78	\$790.81	\$10,798.78	\$0.00
206 Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
207 Annuity	\$0.00	\$540.00	\$7,020.00	\$540.00	\$7,020.00	\$0.00
208 Insurance	\$0.00	\$552.24	\$7,302.26	\$552.24	\$7,302.26	\$0.00
209 Medicare	\$0.00	\$542.44	\$7,500.45	\$542.44	\$7,500.45	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211 Garnishment	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00	\$0.00
212 AFLAC	\$0.00	\$493.56	\$6,809.58	\$493.56	\$6,809.58	\$0.00
Subtotal	\$0.00	\$10,274.51	\$141,794.69	\$10,274.51	\$141,794.69	\$0.00
Grand Total	\$850,852.29	\$85,837.53	\$1,125,205.15	\$367,766.69	\$1,200,092.04	\$925,739.18
Total all banks =		\$925,739.18				

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 12/01/17 To 12/31/17

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Last YTD	Balance	Percent
<i>1. Personal Services</i>								
1.11 Salary of Director	\$58,810.00	\$0.00	\$58,810.00	\$4,471.32	\$58,127.16	\$56,434.30	\$682.84	1.2
1.12 Salary of Assistants	\$597,700.00	\$0.00	\$597,700.00	\$31,046.22	\$433,151.20	\$418,946.14	\$164,548.80	27.5
1.13 Wages of Janitor	\$35,100.00	\$0.00	\$35,100.00	\$2,170.23	\$29,596.29	\$27,784.83	\$5,503.71	15.7
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$3,921.35	\$3,648.23	\$2,078.65	34.6
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$2,861.85	\$39,570.57	\$38,317.82	\$11,429.43	22.4
1.18 Emp Cont PERF	\$46,000.00	\$0.00	\$46,000.00	\$2,952.33	\$40,315.32	\$38,154.93	\$5,684.68	12.4
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$5,489.86	\$66,241.57	\$58,145.09	\$33,758.43	33.8
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	\$0.00	0.0
Subtotal	\$894,910.00		\$894,910.00	\$49,291.81	\$671,223.46	\$641,731.34	\$223,686.54	25.0
<i>2. Supplies</i>								
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$506.86	\$11,944.21	\$6,257.30	\$3,055.79	20.4
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	(\$35.00)	\$9,465.00	\$11.57	\$8,670.47	\$4,834.28	\$794.53	8.4
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1,669.57	\$1,495.34	\$2,330.43	58.3
2.23 Fuel, Oil and Lubricants	\$150.00	\$35.00	\$185.00	\$0.00	\$179.76	\$130.99	\$5.24	2.8
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$40.85	\$0.00	\$209.15	83.7
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$37.99	\$0.00	\$212.01	84.8
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$285.56	\$799.22	\$714.44	71.4
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	100.0

<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>Last YTD</i>	<i>Balance</i>	<i>Percent</i>
2.31 Book Processing	\$8,000.00	\$0.00	\$8,000.00	\$128.41	\$4,331.53	\$3,945.25	\$3,668.47	45.9
2.32 Automation	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,400.00	\$0.00	\$2,600.00	52.0
Subtotal	\$43,900.00	\$0.00	\$43,900.00	\$646.84	\$29,559.94	\$17,462.38	\$14,340.06	32.7
<i>2. Supplies</i>								
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$203.47	\$349.14	\$796.53	79.7
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$203.47	\$349.14	\$796.53	79.7
<i>3. Other Services and Charge</i>								
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$5,477.43	\$46,213.46	\$41,123.15	\$8,786.54	16.0
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12 Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$531.00	\$649.00	\$3,765.00	\$1,851.00	74.0
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	100.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$0.00	\$5,260.35	\$6,645.98	\$1,389.65	20.9
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	50.0
3.147 Evergreen Membership	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$3,750.00	\$2,500.00	\$1,250.00	25.0
3.21 Telephone & Telegraph	\$30,600.00	\$0.00	\$30,600.00	\$2,431.61	\$11,492.10	\$8,972.59	\$19,107.90	62.4
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$14.87	\$1,308.90	\$2,238.21	\$2,491.10	65.6
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$280.54	\$1,358.09	\$1,401.03	\$1,641.91	54.7
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$755.00	\$2,435.00	\$977.00	\$565.00	18.8
3.26 Elwood Children's Programing	\$5,000.00	\$0.00	\$5,000.00	\$127.62	\$2,919.90	\$2,572.98	\$2,080.10	41.6
3.27 Elwood Adult Programing	\$3,000.00	\$0.00	\$3,000.00	\$40.94	\$1,811.72	\$979.59	\$1,188.28	39.6
3.28 Frankton Programing	\$4,000.00	\$0.00	\$4,000.00	\$191.57	\$1,595.45	\$1,194.50	\$2,404.55	60.1
3.29 Summitville Programing	\$3,000.00	\$15.00	\$3,015.00	\$180.89	\$3,009.44	\$1,699.92	\$5.56	0.2
3.3 Title Source	\$3,100.00	(\$1,300.00)	\$1,800.00	\$0.00	\$0.00	\$2,400.00	\$1,800.00	100.0
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$456.06	\$760.47	\$743.94	62.0
3.4 Insurance	\$18,000.00	\$1,285.00	\$19,285.00	\$916.00	\$19,277.00	\$19,999.00	\$8.00	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>Last YTD</i>	<i>Balance</i>	<i>Percent</i>
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$212.00	\$200.00	\$188.00	47.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$4,777.30	\$5,185.23	\$15,222.70	76.1
3.52 Electricity	\$37,000.00	\$0.00	\$37,000.00	\$2,198.99	\$35,548.59	\$37,667.02	\$1,451.41	3.9
3.53 Water	\$4,000.00	\$0.00	\$4,000.00	\$178.97	\$1,945.25	\$2,513.31	\$2,054.75	51.4
3.54 Waste Disposal Services	\$5,000.00	\$0.00	\$5,000.00	\$261.44	\$3,519.90	\$3,517.22	\$1,480.10	29.6
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$275.00	\$0.00	\$1,725.00	86.3
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$64.54	\$111.37	\$4,935.46	98.7
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$234.55	\$3,966.10	\$3,941.40	\$3,033.90	43.3
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$553.20	\$1,532.75	\$297.60	\$1,167.25	43.2
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$232.60	\$244.60	\$267.40	53.5
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.0
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$248,050.00	\$0.00	\$248,050.00	\$14,374.62	\$156,610.50	\$153,907.17	\$91,439.50	36.9
4. Capitol Outlays								
4.1 Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2 Furniture & Equipment	\$5,000.00	\$1,620.00	\$6,620.00	\$800.00	\$6,615.07	\$2,657.00	\$4.93	0.1
4.21 Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$2,512.15	\$12,895.56	\$18,500.89	\$7,104.44	35.5
4.31 Elwood Adult	\$25,000.00	(\$1,620.00)	\$23,380.00	\$1,680.62	\$14,751.16	\$15,426.55	\$8,628.84	36.9
4.32 Elwood Childrens	\$13,000.00	\$0.00	\$13,000.00	\$492.09	\$6,860.34	\$6,954.13	\$6,139.66	47.2
4.33 Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$261.90	\$3,244.14	\$3,074.42	\$2,255.86	41.0
4.34 Frankton	\$15,500.00	\$0.00	\$15,500.00	\$293.32	\$8,607.68	\$10,115.95	\$6,892.32	44.5
4.35 Summitville	\$13,500.00	\$0.00	\$13,500.00	\$830.30	\$8,591.99	\$7,703.76	\$4,908.01	36.4
4.4 Elwood Period. & News.	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$3,184.15	\$3,331.78	\$3,815.85	54.5
4.41 Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$1,478.35	\$1,214.08	\$521.65	26.1
4.42 Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$964.02	\$1,576.15	\$535.98	35.7

<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>Last YTD</i>	<i>Balance</i>	<i>Percent</i>
4.51 Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$1,290.39	\$18,573.03	\$17,878.57	\$6,426.97	25.7
4.52 Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$445.97	\$7,836.75	\$7,908.58	\$1,163.25	12.9
4.53 Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$428.15	\$7,869.17	\$7,619.91	\$130.83	1.6
4.54 Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$2,069.00	\$3,834.79	\$3,655.84	\$4,165.21	52.1
Subtotal	\$161,000.00	\$0.00	\$161,000.00	\$11,103.89	\$105,306.20	\$107,617.61	\$55,693.80	34.6
Grand Total	\$1,348,860.00	\$0.00	\$1,348,860.00	\$75,417.16	\$862,903.57	\$921,067.64	\$385,956.43	28.6

Approved by the Site Board Of Accounts for North Madison County Public Library System on 1/11/98.

Receipt Listing

North Madison County Public Library System

Report Date: From 12/01/17 To 12/31/17

Receipt #	Date	Name	Explanation	Bank	Total
509	12/04/17	Todd Buckmaster	FINES & FEES - RECEIPT #12806	1	\$47.96
510	12/04/17	Katie Schiffner	FINES & FEES - RECEIPT #12807	1	\$88.39
511	12/04/17	Jill Murray	FINES & FEES - RECEIPT #12808	1	\$106.59
512	12/04/17	Jordan Arehart	FINES & FEES - RECEIPT #12809	1	\$139.40
513	12/04/17	Debbie Fox	FINES & FEES - RECEIPT #12810	1	\$208.50
514	12/06/17	Jordan Arehart	FINES & FEES - RECEIPT #12811	1	\$120.30
515	12/06/17	Jordan Arehart	FINES & FEES - RECEIPT #12812	1	\$69.50
516	12/06/17	Madison County Treasurer	FINES & FEES - RECEIPT #12813	1	\$18,014.00
517	12/07/17	Jordan Arehart	FINES & FEES - RECEIPT #12814	1	\$79.75
518	12/07/17	Wm Benjamin Cornwell	Donation Heart of Hoosierland	1	\$150.00
519	12/08/17	Jordan Arehart	FINES & FEES - RECEIPT #12816	1	\$38.41
520	12/08/17	First Farmers	November Interest	4	\$118.52
521	12/08/17	Star Financial Bank	November Interest	2	\$11.83
522	12/11/17	Todd Buckmaster	FINES & FEES - RECEIPT #12817	1	\$69.50
523	12/11/17	Jordan Arehart	FINES & FEES - RECEIPT #12818	1	\$31.26
524	12/11/17	Debbie Fox	FINES & FEES - RECEIPT #12819	1	\$125.35
525	12/11/17	Jill Murray	FINES & FEES - RECEIPT #12820	1	\$34.50
526	12/12/17	Jordan Arehart	FINES & FEES - RECEIPT #12821	1	\$108.84
527	12/13/17	Jordan Arehart	FINES & FEES - RECEIPT #12822	1	\$67.93
528	12/13/17	Madison Co Treasurer	December 2017 Settlement - Receipt #12823	1	\$334,461.31
529	12/14/17	Jordan Arehart	FINES & FEES - RECEIPT #12824	1	\$95.71
530	12/15/17	Jordan Arehart	FINES & FEES - RECEIPT #12825	1	\$101.10
531	12/18/17	Jordan Arehart	FINES & FEES - RECEIPT #12827	1	\$61.05
532	12/18/17	Katie Schiffner	FINES & FEES - RECEIPT #12828	1	\$141.81
533	12/18/17	Jill Murray	FINES & FEES - RECEIPT #12829	1	\$106.20
534	12/18/17	Debbie Fox	FINES & FEES - RECEIPT #12830	1	\$51.40
535	12/18/17	Indiana Michigan	Rebate-Receipt #12831	1	\$578.00
536	12/20/17	Jordan Arehart	FINES & FEES - RECEIPT #12832	1	\$88.30
537	12/20/17	Jordan Arehart	FINES & FEES - RECEIPT #12833	1	\$66.71
538	12/21/17	Trisha Shuler	FINES & FEES - RECEIPT #12834	1	\$59.85
539	12/13/17	PAYROLL		1	\$5,157.13
540	12/22/17	Katie Schiffner	FINES & FEES - RECEIPT #12836	1	\$40.50
541	12/22/17	Debbie Fox	FINES & FEES - RECEIPT #12835	1	\$76.35
542	12/27/17	PAYROLL		1	\$5,117.38

Receipt #	Date	Name	Explanation	Bank	Total
543	12/27/17	Desk Receipts	FINES & FEES - RECEIPT #12837	1	\$38.90
544	12/27/17	Desk Receipts	FINES & FEES - RECEIPT #12838	1	\$100.80
545	12/27/17	Jill Murray	FINES & FEES - RECEIPT #12839	1	\$68.45
546	12/28/17	Jordan Arehart	FINES & FEES - RECEIPT #12840	1	\$55.30
547	12/29/17	Katie Schiffner	FINES & FEES - RECEIPT #12841	1	\$86.27
548	12/15/17	Indiana Michigan	Rebate for lighting installation-Receipt #12826	1	\$1,580.00
549	12/01/17	Star Financial Bank	November Interest	1	\$3.64
Total All Receipts					\$367,766.69

Thursday, January 11, 2018

Fiscal Officer

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Date/Time: Jan. 4. 2018 5:49PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
0742 Memory TX	Herald-Bulletin	P. 2	OK	

Reason for error
 E. 1) Hang up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size
 E. 6) Destination does not support IP-Fax

AGENDA

BOARD OF FINANCE MEETING
 January 8th, 2018
 Elwood Public Library
 5:00 PM

- CALL TO ORDER
 CALL FOR QUORUM
 BUSINESS
1. Elect President & Secretary of Board of Finance
 2. Investment Policy and register distributed & reviewed
 3. Resolution for depositories
 4. Motion for newspapers as official notification
 5. Motion for regular meeting date and time
 6. Motion for regular meetings at the branches
- ADJOURNMENT

Date/Time: Jan. 4. 2018 5:49PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
0741 Memory TX	call leader	P. 2	OK	

Reason for error
 E. 1) Hang up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size
 E. 6) Destination does not support IP-Fax

AGENDA

BOARD OF FINANCE MEETING
 January 8th, 2018
 Elwood Public Library
 5:00 PM

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 CALL FOR QUORUM
 BUSINESS
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- ADJOURNMENT

Date/Time: Jan. 4. 2018 5:49PM

File No. Mode	Destination	Pg(s)	Result	Page Not
0740 Memory TX	Summitville FAX	P. 2	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax

AGENDA

BOARD OF FINANCE MEETING
 January 8th, 2018
 Elwood Public Library
 5:00 PM

CALL TO ORDER
 CALL FOR QUORUM
 BUSINESS

1. Elect President & Secretary of Board of Finance
2. Investment Policy and register distributed & reviewed
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ADJOURNMENT

Date/Time: Jan. 4. 2018 5:49PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
0739 Memory TX	Frankton FAX	P. 2	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax

AGENDA

BOARD OF FINANCE MEETING
 January 8th, 2018
 Elwood Public Library
 5:00 PM

CALL TO ORDER
 CALL FOR QUORUM
 BUSINESS

1. Elect President & Secretary of Board of Finance
2. Investment Policy and register distributed & reviewed
3. Resolution for depositories
4. Motion for newspapers as official notification
5. Motion for regular meeting date and time
6. Motion for regular meetings at the branches

ADJOURNMENT

Agenda

Tonight's meeting has been postponed to this
Thursday, February 15th, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Long Range Plan

New Business

1. Non-Resident Fee Resolution
2. Assistant Treasurer
3. Board Appointment to Elwood Park Board
4. INPRS Alternative- Mike Robertson

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
February 15, 2018
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on February 15, 2018, in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Bette Dalzell, Diana Eddleman, Mary Kiplinger, Tom Stone, and Larry Watson. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Diana Eddleman made a motion to approve the regular meeting minutes, the Board of Finance meeting minutes and claims register in the consent agenda. A second was made by Mary Kiplinger and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Long Range Plan

The Long Range Plan for 2018-2020 was discussed. Tom Stone made a motion to accept the Long Range Plan as written. Bette Dalzell made a second and the motion carried.

NEW BUSINESS

Non-Resident Fee Resolution

The Resolution to Establish Non-Resident Fees was read. Bette Dalzell, secretary, made a motion to accept the resolution as read. Diana Eddleman made a second and the motion carried.

Assistant Treasurer

Tom Stone volunteered to be Assistant Treasurer. Bette Dalzell made a motion to accept Tom Stone as Assistant Treasurer. Mary Kiplinger made a second and the motion carried.

Board Appointment to Elwood Park Board

The Board of Trustees discussed the eligibility of the current Trustees to be appointed to the Elwood Park Board. Tom Stone volunteered to be the NMCPLS appointee to the Elwood Park Board.

INPRS Alternative-Mike Robertson

Director Scott would like to offer an alternative to INPRS for employees who are ineligible for INPRS. We have reviewed the State of Indiana Deferred Compensation Matching Plan which will function like INPRS. The library and the employee will make the same contributions as INPRS. Tom Stone made a motion to join the State of Indiana Deferred Compensation Matching Plan. Mary Kiplinger made a second and the motion carried.

Director's Report

Director Scott thanked everyone for moving the meeting from Monday to Thursday. We have discovered bugs in some items returned to the library. Indiana Pest Control came in and treated the library and then returned for a follow up. We have reevaluated the check in process and are heat treating all incoming items. Kenny Giselbach has agreed to join the Board of Trustees. His information has been sent to the Madison County Council and appointment should begin in March. Director Scott will be going on vacation beginning February 20th through March 3rd. Sheri Wallace will also be on vacation from February 26th through March 3rd. Beginning March 8th we will be moving the Adult Services desk at the Elwood library. March 8th, 9th and 10th the library will need to be closed for the installation of new flooring in the desk area and entryways. Bette Dalzell made a motion to close March 8th, 9th, and 10th. Diana Eddleman made a second and the motion carried. We have been having difficulties with our front door keys and we would like to explore options for keyless entry. Marshall Best thinks it could cost \$3,000 to \$5,000 and does not want to quote unless we are serious about replacing it.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

President Austin adjourned the meeting by consent at 6:00 p.m.

Mary E. Kiplinger
Kenny Giselbach
Thomas Stone

Bette Dalzell
Bette Dalzell, Secretary
Beverly J. Austin
Bette Dalzell
Lore Watson

Register Of Claims

North Madison County Public Library System

Report Date: From 01/09/18 To 02/15/18

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	70	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,580.08	02/07/18	Payroll ending 02/03/18
			Federal Taxes Withheld	Payroll Deductions	\$1,541.11		
			FICA	Payroll Deductions	\$1,280.58		
			Medicare	Payroll Deductions	\$299.50		
				Total this claim =	<u>\$4,701.27</u>		
0	81	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$1,140.26	02/07/18	Service for Frankton and Elwood.
				Total this claim =	<u>\$1,140.26</u>		
0	53	AFLAC	AFLAC	Payroll Deductions	\$493.56	01/24/18	Withholding for January 2018
				Total this claim =	<u>\$493.56</u>		
0	117	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	02/07/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,373.83		
			Operating Fund	Wages of Janitor	\$1,116.91		
				Total this claim =	<u>\$20,793.47</u>		
0	48	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	01/10/18	PAYROLL
			Operating Fund	Salary of Assistants	\$15,898.63		
			Operating Fund	Wages of Janitor	\$1,111.50		
				Total this claim =	<u>\$19,312.86</u>		
0	49	INDIANA PUBLIC RETIREMENT	Operating Fund	Emp Cont PERF	\$1,515.55	01/24/18	Payroll ending 01/20/18
			PERF	Payroll Deductions	\$405.94		
				Total this claim =	<u>\$1,921.49</u>		
0	50	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,584.09	01/24/18	Payroll ending 1/20/18
			Federal Taxes Withheld	Payroll Deductions	\$1,511.49		
			FICA	Payroll Deductions	\$1,283.83		
			Medicare	Payroll Deductions	\$300.26		
				Total this claim =	<u>\$4,679.67</u>		
0	51	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$270.00	01/24/18	Payroll ending 1/20/18
				Total this claim =	<u>\$270.00</u>		
0	52	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,250.85	01/24/18	Withholdings for January 2018
			County Taxes Withheld	Payroll Deductions	\$649.71		
				Total this claim =	<u>\$1,900.56</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	71	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$270.00	02/07/18	Payroll ending 02/03/18
				Total this claim =	\$270.00		
0	69	INDIANA PUBLIC RETIREMENT	Operating Fund	Emp Cont PERF	\$1,518.94	02/07/18	Payroll ending 2/3/18
			PERF	Payroll Deductions	\$406.84		
				Total this claim =	\$1,925.78		
0	68	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$9.72	02/01/18	January Service Charge
				Total this claim =	\$9.72		
0	67	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	01/24/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,397.27		
			Operating Fund	Wages of Janitor	\$1,145.79		
				Total this claim =	\$20,845.79		
0	65	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$5,489.86	01/24/18	Health Insurance 2/1/18-2/28/18
			Insurance	Payroll Deductions	\$552.24		
				Total this claim =	\$6,042.10		
31235	64	AT&T	Operating Fund	Telephone & Telegraph	\$72.97	01/24/18	Service for Summitville
				Total this claim =	\$72.97		
31236	66	CARDMEMBER SERVICE	Operating Fund	Professional Services	\$79.26	01/24/18	As per attached invoices.
			Operating Fund	Elwood Adult Programing	\$12.00		
			Operating Fund	Operating Supplies	\$211.72		
				Total this claim =	\$302.98		
31237	63	ELWOOD CHAMBER OF COMM	Operating Fund	Dues	\$177.00	01/24/18	Banner Program Renewal and Membership Fee
				Total this claim =	\$177.00		
31238	62	HERALD BULLETIN, THE	Operating Fund	Elwood Period. & News.	\$334.93	01/24/18	Subscription for Elwood
				Total this claim =	\$334.93		
31239	61	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,567.64	01/24/18	Service for Elwood
				Total this claim =	\$1,567.64		
31240	60	JILL MURRAY	Operating Fund	Summitville Programing	\$45.00	01/24/18	Petty Cash
				Total this claim =	\$45.00		
31241	59	KREG NOEL	Operating Fund	Professional Services	\$150.00	01/24/18	Snow Removal
				Total this claim =	\$150.00		
31242	58	RICOH USA, INC	Operating Fund	Office Supplies	\$26.16	01/24/18	Copies Frankton & Summitville
			Operating Fund	Office Supplies	\$40.80		
				Total this claim =	\$66.96		

<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>
31243	57	STATE CHEMICAL SOLUTIONS	Operating Fund	Operating Supplies	\$727.96	01/24/18	Ice Remover-6 drums
				Total this claim =	<u>\$727.96</u>		
31244	56	SYNCB/AMAZON	Operating Fund	Elwood AV	\$988.42	01/24/18	As per attached invoices.
			Operating Fund	Frankton AV	\$352.24		
			Operating Fund	Summitville AV	\$316.29		
			Operating Fund	Elwood Adult	\$83.90		
			Operating Fund	Summitville	\$32.94		
			Operating Fund	Technology Equipment	\$59.11		
				Total this claim =	<u>\$1,832.90</u>		
31245	54	TOWN OF FRANKTON	Operating Fund	Electricity	\$411.65	01/24/18	Service for Frankton
			Operating Fund	Water	\$20.55		
			Operating Fund	Waste Disposal Services	\$13.10		
				Total this claim =	<u>\$445.30</u>		
31246	55	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	01/24/18	Copier Lease Elwood
				Total this claim =	<u>\$113.35</u>		
31247	72	AT&T	Operating Fund	Telephone & Telegraph	\$153.99	02/07/18	Service for Elwood
				Total this claim =	<u>\$153.99</u>		
31248	73	BARBARA SNIPES	Operating Fund	Professional Services	\$50.00	02/07/18	North Display Case-Valentine
				Total this claim =	<u>\$50.00</u>		
31249	74	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$133.56	02/07/18	Service for Elwood
			Operating Fund	Waste Disposal Services	\$188.64		
				Total this claim =	<u>\$322.20</u>		
31250	76	JILL MURRAY	Operating Fund	Traveling Expense	\$80.08	02/07/18	Travel Reimbursement 182 mi @ \$.44=
				Total this claim =	<u>\$80.08</u>		
31251	75	JILL MURRAY	Operating Fund	Summitville Programing	\$39.59	02/07/18	Petty Cash
			Operating Fund	Postage & UPS	\$7.68		
				Total this claim =	<u>\$47.27</u>		
31252	77	LIBERTY MUTUAL INSURANCE	Operating Fund	Insurance	\$1,989.00	02/07/18	Renewal
				Total this claim =	<u>\$1,989.00</u>		
31253	78	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$102.17	02/07/18	As per attached invoices.
			Operating Fund	Operating Supplies	\$299.44		
			Operating Fund	Cleaning & Sanitation Supplies	\$155.32		
				Total this claim =	<u>\$556.93</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>
31254	79	TOWN OF SUMMITVILLE	Operating Fund	Water	\$0.00	02/07/18	Service for Summitville
			Operating Fund	Waste Disposal Services	<u>\$59.68</u>		
			Total this claim =		\$59.68		
31255	80	TRISHA SHULER	Operating Fund	Technology Equipment	\$26.46	02/07/18	Petty Cash
			Gift	Stationary & Supplies	<u>\$7.50</u>		
			Total this claim =		\$33.96		
31256	82	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$60.60	02/07/18	Copiers Frankton and Summitville
			Operating Fund	Equipment/Rental	<u>\$60.60</u>		
			Total this claim =		\$121.20		
31257	84	ALERT CANINE BED BUG DET	Operating Fund	Professional Services	\$367.50	02/12/18	1.5 Hours canine inspection
				Total this claim =			
31258	110	AT&T	Operating Fund	Telephone & Telegraph	\$67.84	02/12/18	Service for Summitville
				Total this claim =			
31259	85	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$120.00	02/12/18	Qtrly Support and Cloud Backup Feb-Apr
				Total this claim =			
31260	113	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,543.46	02/12/18	As per attached invoices.
			Operating Fund	Elwood Childrens	\$757.64		
			Operating Fund	Elwood YA	\$275.34		
			Operating Fund	Frankton	\$286.84		
			Operating Fund	Summitville	\$545.73		
			Total this claim =		\$3,409.01		
31261	86	BURNETTE - DELLINGER INC.	Operating Fund	Insurance	\$3,572.00	02/12/18	Kiplinger Bond, Workers Comp Renewal
				Total this claim =			
31262	87	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$405.00	02/12/18	Snow removal 1/8, 1/12, 1/13, 1/16, 1/26
				Total this claim =			
31263	88	DEMCO	Operating Fund	Frankton Programing	\$210.66	02/12/18	Summer Reading Supplies
				Total this claim =			
31264	89	DOLLAR GENERAL-REGIONS 4	Operating Fund	Summitville Programing	\$144.70	02/12/18	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$78.69		
			Operating Fund	Elwood Adult Programing	\$28.10		
			Total this claim =		\$251.49		
31265	90	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$54.45	02/12/18	Fire Extinguisher Inspection
				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>
31266	91	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$440.48	02/12/18	Internet and VoIP
			St Technology Fund Gra	Telephone & Telegraph	\$1,584.00		
				Total this claim =	<u>\$2,024.48</u>		
31267	92	FRONTIER	Operating Fund	Telephone & Telegraph	\$200.36	02/12/18	Service for Frankton
				Total this claim =	<u>\$200.36</u>		
31268	93	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$471.09	02/12/18	Service for Summitville
				Total this claim =	<u>\$471.09</u>		
31269	95	INDIANA PEST CONTROL, INC	Operating Fund	Professional Services	\$850.00	02/12/18	Service for Elwood
			Operating Fund	Cleaning & Sanitation Supplies	\$104.80		
				Total this claim =	<u>\$954.80</u>		
31270	94	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$24.86	02/12/18	Service for Summitville
				Total this claim =	<u>\$24.86</u>		
31271	96	JAN ROLAND	Operating Fund	Frankton Programing	\$10.00	02/12/18	Art class-Frankton
				Total this claim =	<u>\$10.00</u>		
31272	97	KREG NOEL	Operating Fund	Professional Services	\$75.00	02/12/18	Snow removal-Elwood
				Total this claim =	<u>\$75.00</u>		
31273	109	LORI SHEPLER	Operating Fund	Frankton	\$9.74	02/12/18	Refund of Fines for Ruby Shepler
				Total this claim =	<u>\$9.74</u>		
31274	98	MARSHALL BEST SECURITY C	Operating Fund	Professional Services	\$153.50	02/12/18	Repair on womens restroom lock
				Total this claim =	<u>\$153.50</u>		
31275	100	MIDDLEBURY COMMUNITY PU	Operating Fund	Dues	\$50.00	02/12/18	NICCL dues
				Total this claim =	<u>\$50.00</u>		
31276	99	MIDWEST TAPE	Operating Fund	Elwood AV	\$577.77	02/12/18	As per attached invoices.
			Operating Fund	Frankton AV	\$70.96		
			Operating Fund	Summitville AV	\$70.96		
			Operating Fund	Book Processing	\$387.85		
				Total this claim =	<u>\$1,107.64</u>		
31277	112	NCPL SPECIAL FUND	Operating Fund	Databases	\$372.22	02/12/18	Wowbrary subscription 2018
				Total this claim =	<u>\$372.22</u>		
31278	101	NUGENT ELECTRIC INC.	Operating Fund	Operating Supplies	\$468.72	02/12/18	Electrical Supplies
				Total this claim =	<u>\$468.72</u>		
31279	111	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$67.89	02/12/18	Program supplies Summitville
				Total this claim =	<u>\$67.89</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>
31280	102	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$151.56	02/12/18	Postage meter lease
				Total this claim =	\$151.56		
31281	83	POSTMASTER	Operating Fund	Postage & UPS	\$50.00	02/12/18	Stamps 2 rolls \$50 each
			Operating Fund	Postage & UPS	\$50.00		
				Total this claim =	\$100.00		
31282	103	RICOH USA, INC	Operating Fund	Office Supplies	\$133.02	02/12/18	Copies Elwood
				Total this claim =	\$133.02		
31283	104	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$53.14	02/12/18	As per attached invoices.
				Total this claim =	\$53.14		
31284	105	TEI LANDMARK AUDIO	Operating Fund	Elwood AV	\$44.61	02/12/18	Audio Books
			Operating Fund	Frankton AV	\$19.63		
			Operating Fund	Summitville AV	\$8.00		
				Total this claim =	\$72.24		
31285	106	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$96.25	02/12/18	As per attached invoices.
				Total this claim =	\$96.25		
31286	108	TRISHA SHULER	Operating Fund	Traveling Expense	\$101.20	02/12/18	Mileage 230 miles @ \$.44 = \$101.20
				Total this claim =	\$101.20		
31287	107	VASEY COMMERCIAL, INC	Operating Fund	Professional Services	\$2,276.80	02/12/18	As per attached invoices.
				Total this claim =	\$2,276.80		
31288	116	DEBBIE FOX	Operating Fund	Frankton	\$21.38	02/12/18	Petty Cash
			Operating Fund	Postage & UPS	\$6.80		
				Total this claim =	\$28.18		
31289	115	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$3,693.98	02/12/18	Fire Alarm for Summitville
				Total this claim =	\$3,693.98		
31290	114	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,289.64	02/12/18	Service for Elwood
				Total this claim =	\$1,289.64		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$116,002.09

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.

Thursday, February 15, 2018

Mary E. Hoeltinger
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 7 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$116,002.09

Date this _____ day of _____, 20_____.

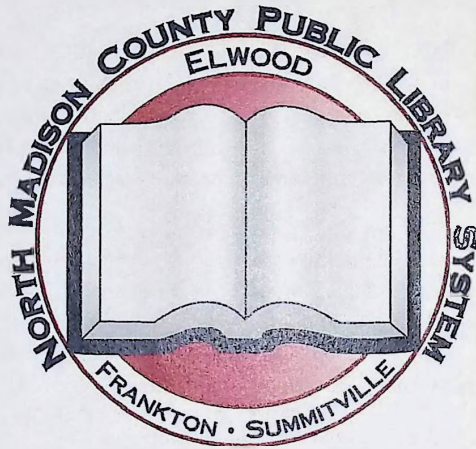
<i>Thomas Stone</i>	<i>Bette Delp</i>	
<i>Beverly Austin</i>	<i>L. A. Wilson</i>	
<i>Deanna G. Edler</i>		

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

**LONG RANGE PLAN
2018-2020**

**NORTH MADISON COUNTY
PUBLIC LIBRARY SYSTEM**



**Adopted by the
NMCPLS Board of Trustees
February 15, 2018**

Our vision is to provide accessible services and programming that promotes a community of creativity, exploration, curiosity and cultivates lifelong learning

Our Mission get connected, stay connected to technology, your community and the world through your library

The North Madison County Public Library System is comprised of three facilities—each located in a separate community. The Elwood Public Library serves as the central facility and provides support to each of two branches—Frankton Community Library, and the Ralph E. Hazelbaker Library in Summitville.

While NMCPLS recognizes its primary responsibility to its own constituency, it is also committed to cooperative sharing of resources and services with other agencies for the mutual benefit of all. Residents of five townships are served by the system – Pipe Creek, Duck Creek, Boone, Van Buren, and Lafayette. In addition, NMCPLS supports the educational mission of the following public school districts: Elwood Community School Corporation, Frankton-Lapel Community Schools and Madison-Grant United School Corporation.

In June of 2017 the strategic planning committee was formed. The committee consisted of community members, From July 2017 to January 2018, the strategic planning committee met several times. The first task of this committee was to interview members of our communities. Twenty-five community members from our schools, city and town councils, attorneys, club members, chamber executive, church members, hospital, homeschool parent, business owners and YMCA returned a completed interview.

The results of these interviews emphasized our three communities' and library system's strengths, weaknesses, opportunities and threats (SWOT).

Community strengths:

- All three of our communities are small towns with public services and a sense of community.
- The distance from Indianapolis, Fishers, Noblesville is close enough to encourage families looking for the small town community to investigate moving to any of our three communities.
- Our proximity to major highways provides access to the larger cities for commuting to work.

Community Weakness:

- Our communities lack new housing to accommodate the families wanting move away from major cities. Each community has a minimal number of leaders.
- The prominent social issues are drug abuse, broken and low income homes, lack of parenting skills and teen pregnancy.
- *Employment opportunities are lacking with mostly minimum wage service jobs.*

Community Opportunities:

- Build youth programs that encourage leadership and life skills.
- Attract new businesses.
- Improve infrastructure and housing by applying for grants.

Community Threats:

- Decrease in funding, businesses, population.
- Increase in drug abuse and poverty.
- Lack of leadership and volunteerism.

Library Strengths:

- Children's programming with emphasis on summer reading programs
- Current resources, services and technology
- Friendly, welcoming and knowledgeable staff

Library Weakness:

- Marketing, interviewees were unaware of current services and programs
- Community Involvement and Partnerships

Library Opportunities:

- Partnerships
- Marketing

Library Threats:

- Electronics/Ebooks
- Lack of funding

Community Needs

- Life skills
 - Employability
 - Leadership
 - Presentation
 - Proper attire and language
 - Cover Letter and Resume
 - Interview techniques
 - Parenting
 - Problem solving
 - Communication
 - Budgeting
 - Stress management
- Drug and alcohol prevention
- Meeting or gathering spaces
 - Tutoring sessions
 - Supervised visitation
 - Social services agencies

Goal #1

Strengthen existing and develop new partnerships that will address community needs with mutually beneficial outcomes.

Objectives:

1. Develop partnership with Elwood John Hinds Career Center and Indiana Department of Workforce Development to assist with employability programs.
2. Continue to develop and support school partnerships
 - a. Present library programs at after school programs
 - b. Attend school programs to increase awareness of library services and programs and encourage library card sign-ups.
 - c. Encourage volunteering at the library through national honor societies and student councils.
3. Continue to develop current and new partnerships with social service agencies
 - a. Current Partnerships
 - i. Madison County Literacy Coalition – Adult Literacy Tutor Staff Member
 - ii. FSSA IMPACT Program
 - iii. Hamilton-Boone-Madison Special Services Cooperative
 - iv. Northern Madison County Drug Coalition
 - v. Intersect
 - b. New Partnerships
 - i. Aspire
 - ii. United Way – Thrive
 - iii. St. Vincent Mercy Hospital
4. Continue to participate in Chamber of Commerce and City/Town Activities

- a. Parades
- b. Festivals
- c. Home Health Fairs
- d. Family events with the city

Financial Resources and Sustainability

The Salary of Assistants and potential programming budgets of the Operating Budget will need to be increased to allow for increase in programs and partnerships.

Evaluation

Evaluation of each cooperative activity will be accomplished by meeting with the partner organization on a yearly basis to assess current relationship and determine future goals.

Goal #2

Provide programs for children, young adult and adult patrons that address community needs, improve partnerships and promote the library's vision and mission.

1. 2018 - Define current weaknesses and strengths of programming efforts in all facilities.
2. 2018- 2020 Develop and implement changes to ensure successful programming for all ages.
3. 2018 – 2020 Develop and implement a DIY Series.
4. 2018- 2020 Continue and/or implement programs for newborns to seniors
 - o Elwood Public Library currently offers:
 - Toddler Time for 18 months up to 3 years
 - Story Time for 3 to 5 years
 - Twilight Tales for Kindergarten to 5th grade
 - Teen Time for 6th to 12th grade
 - Summer reading program for all ages
 - Reading and STEM projects at Edgewood Elementary's after school program
 - One-on-One Adult Literacy Classes
 - 2 Adult Book Clubs
 - Cookbook Club
 - Genealogy Class
 - Coloring, painting and crafting classes
 - Current events discussion
 - o Frankton Community Library currently offers:
 - Giggles and Wiggles for 0 to 3 years
 - Let's Imagine for 3 to 6 years
 - Frankton After School Time (F.A.S.T.) for K to 5th grade
 - Teen Zone – 6th to 12th grade
 - Reading at the Frankton Elementary after school program
 - Adult Book club
 - Summer reading program for all ages
 - Cookbook club

- Ralph E. Hazelbaker Library currently offers:
 - Mommy & Me for babies to 2 years
 - Toddler Corral – 2 to 3 years
 - Sprouts for 3 to 5 years
 - Goosebumps for K to 6th grade
 - Teen programming for 6th to 12th grade
 - Page Turners book discussion group
 - Color Me Happy – coloring program
 - Senior Social for adults 54 years and older
 - Summer reading program for all ages
- Computer classes and virtual reality field trips held at all three branches
- Ongoing - Staff member working at the Elwood facility will have 20 hours per week dedicated to outreach programming and marketing.
- Ongoing – Continue reading program at the Elwood ParkView Nursing Home and Summit Convalescent Center.
- Ongoing – Continue to support Homebound Delivery Service in Elwood.
- 2019 – Expand Homebound Delivery Service to outside Elwood City Limits
- Each facility will hold a certain number of programs per year according to different age groups.
 - Main branch will hold at least 150 children’s programs, 12 young adult programs and 24 adult programs which includes computer classes per year
 - Each branch will hold at least 50 children’s programs, 6 young adult programs and 12 adult programs which includes computer classes per year

Financial Resources and Sustainability

The Salary of Assistants section of the Operating Budget will need to be increased to allow for increase in programs and partnerships. The Traveling Expense line item will need to be increased to accommodate the travel expenses when expanding outreach programs. The Programming line items of the Operating Budget will be increased as needed.

Evaluation

Evaluation of new and current programs will take place at the end of every program cycle. The evaluations will be based on patron attendance and evaluation forms given at the end of every program cycle.

Goal #3

Create inviting spaces to encourage small spontaneous or planned learning activities and meetings

Objectives:

1. 2018 – Reduce the size of the Elwood Adult Services Circulation Desk and replace carpet with flooring in the same area.
2. 2018 – Replace flooring and carpeting at Summitville due to age and tripping hazards.
3. 2018 – Replace couch and love seat at Summitville to match new carpet.
4. 2018 – Replace Indiana Room chairs at Frankton

5. 2019 – Reduce the size of the Frankton Circulation Desk.
6. 2019 – Investigate different furniture options to create small meeting/learning areas.
7. 2019 - As furniture budget allows purchase furniture.
8. 2019 – Plan for additional furniture purchases or small construction projects in the 2020 budget.
9. 2020 – Finish implementing any unfinished changes to reach this goal.

Financial Resources and Sustainability

Furniture and Equipment and Professional Services line items of the Operating Budget will be impacted by this goal and may need to be increased in 2020.

Evaluation

As we develop these new small meeting/learning areas we will survey patrons and partners that are using them. The surveys will help guide our next purchase.

Goal #4

Promote the mission of “Get Connected Stay Connected” through the strategic use of technology

Objectives:

1. Ongoing: Ensure continued patron and staff access to the website and catalog online at www.elwood.lib.in.us.
2. Ongoing: Ensure the library’s website is accessible to patrons with disabilities by using the tools available through W3C (The World Wide Web Consortium) at <http://validator.w3.org/>.
3. 2018: Investigate purchasing Wi-fi hotspots.
4. If feasible purchase Wi-fi hotspots for each library for patron check out.
5. Ongoing: Increase bandwidth usage as needed for all facilities.
6. 2018-2020: Investigate Learning Spaces (<https://www.slideshare.net/HeyWayne/learning-spaces-1635348>) for all three branches.
7. 2018-2020: Investigate purchasing Mac Operating System Devices such as IMac and iPad.
8. 2018-2020: If feasible purchase one iMac and one iPad per library.
9. 2019-2020: Expand our 3D printer programs at all branches with a focus on patron instruction on the creation of STL files for 3D prints
10. 2018-2020: Expand our VR programs at all branches with a STEM related program focus for our younger patrons including robotics building and code creation.
11. 2018-2020: Add a Virtual Network for cloud backup through collaboration with Vaughn’s Computer House Calls.
12. Ongoing: Evaluate once a year in May all library owned routers and switches for potential replacement.
13. Ongoing: Stay current with Evergreen updates.
14. Ongoing: Continue to meet all of the requirements necessary to maintain membership in the Indiana Public Library Internet Consortium.
15. Ongoing: Continue to update the Cassie software to be compliant with our hardware and user needs.
16. 2018-2020: Continually evaluate the status of our network and upgrade when necessary.

17. 2018-2020: Investigate Category 2 E-rate funding to purchase additional managed Wi-fi routers and any additional covered items.

Goal #5

Ensure that each of our facilities continues to meet the needs of our communities.

- HVAC
 - Continue Maintenance Agreement with Vasey for all three facilities.
 - 2018-2019 -Follow Vasey's plan to optimize performance of Elwood HVAC.
 - 2020 – Ensure funding to potential chiller replacement approximately \$30 to 50, 000.
- Exterior Maintenance
 - 2018-2019 – Reseal parking lots at each facility.
 - 2020 – Reseal all mortar and caulked joints at the Summitville facility.
 - 2020 – Investigate adding additional parking spaces at the Summitville facility.
- Interior Maintenance
 - May 2018 – Implement solution for the foundation moving significantly away from the wall in the older section of the Summitville facility.
 - Ongoing – Repair drywall and paint interior walls at each facility.
- Accessibility
 - Ongoing – Ensure that all buildings are continually ADA Compliant.
 - 2019 -Investigate need to open the Elwood Facility at 9 am every weekday and open on Sundays.
 - 2020 – If there is a need, budget for and hire necessary staff.

Equipment Replacement Schedule

HVAC replacements below \$5 to 7,000 are supported by the professional services budget. Any equipment replacements above \$10,000 will be supported by the Rainy Day or LIRF Funds. The technology equipment budget supports any computer, wi-fi access points, barcode scanners and router replacements. The furniture and equipment budget and professional services supports copier leases, fax machines and other miscellaneous equipment. All equipment will be evaluated at the first of every year for potential replacement. Public access and staff computers and servers will be evaluated after 5 years of service for potential replacement. Computers to be replaced are chosen according to date of purchase. The oldest date of purchase is replaced first. Replaced computers will be repurposed or placed in a computer sale. Some computers may be saved to use for replacement parts.

Professional Development Strategy

When hiring any staff member the sections of the personnel policy which address equal employment opportunity, disability accommodations and position vacancies will be followed. To attract applicants the library offers several benefits. Personal, sick and vacation time is offered to both part-time and full-time

employees. Aflac is offered at a reduced rate for all employees. Health insurance premiums are paid at 90% by the library for full-time employee only. INPRS is mandatory retirement benefit for full-time employees. Employees are encouraged to participate in workshops and webinars given by Indiana Library Federation, the Indiana State Library, or other approved source which are supported by the professional development budget. Existing staff are encouraged to apply for management positions. Even though the professional development budget does not support tuition reimbursement, flexible schedules and the 3-year certification process is readily accepted by library management. Certified staff are required to gain 15 to 20 LEUs per year to ensure having the required 75 to 100 LEUs at the end of the 5 year certification period. This requirement also ensures the cost of the workshops or webinars will be covered by the budget.

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 expenditure per capita, the members of the North Madison County Public Library System Board now sets its non-resident fee at \$60.00 per year.

Adopted this 15th day of February, 2018.

AYE

NAY

Bette Dalzell _____
Diana J. Edleman _____
Lu Wilson _____
Thomas Stone _____
Mary E. Hyplage _____

ATTEST:

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

Mike Robertson cannot be added to INPRS for retirement purposes because he is drawing his teacher's retirement. INPRS is TERF and PERF combined. Instead of placing the funds in INPRS, the Library could start an account for Mike in the Hoosier S.T.A.R.T Indiana Deferred Comp Plan. For all other full-time employees this is a mandatory deduction of 3% of their pay in addition to the percentage the library contributes. Mike does not want to deduct the 3% and place it in the Indiana Deferred Comp Plan.

Below are two sections from the personnel policy that address INPRS.

17. PAYROLL DEDUCTION

Payroll deductions are made for taxes and for other funds requested by the staff member and authorized by the Library Board. The amount deducted and the purpose for which deductions are made are noted on the "Statement" portion that accompanies each paycheck.

Mandatory deductions:

Federal Income Tax
Social Security
Medicare
State Income Tax
County Income Tax
INPRS (FT only)

Optional Deductions (FT only):

Health Insurance
Deferred Compensation Plan (annuity)
AFLAC

The Library recognizes that with limited legally permissible exceptions no deductions should be taken from the salaries and wages of our employees. If you believe that any improper deduction has been made from your salary, please report the matter immediately to the Director. If the deduction is deemed inappropriate, you will be promptly reimbursed for the entire amount at issue, and the Library will make a good-faith commitment to avoiding any recurrence of the error.

48. RETIREMENT

To ensure that retirement benefits are received as soon as retirement starts, an employee needs to submit a letter of intent to retire, addressed to the Board President and submitted to the Director at least four (4) months before retirement takes place.

Employees in positions covered by INPRS and Social Security will receive retirement benefits according to the provisions of those programs for the age at which they retire.

INPRS is a mandatory deduction for full-time employees. The employee's share of the INPRS contribution (3% of the gross wage) is deducted from his/her paycheck. INPRS voluntary contributions are also available at the employee's discretion. The contributions may add up to 13% (of the gross wage) including mandatory payroll deductions.

ATTENTION:

The regular monthly meeting of the North Madison
County Public Library System has been changed from
Monday, June 12th to Monday, June 19th.

**THE STATE OF INDIANA DEFERRED
COMPENSATION MATCHING PLAN**

**RESOLUTION AND
ADOPTION AGREEMENT
FOR A
PARTICIPATING
LOCAL POLITICAL SUBDIVISION**

ADMINISTRATOR

Auditor of the State of Indiana
240 State House
Indianapolis, Indiana 46204

RESOLUTION

WHEREAS, the North Madison County Public Library System of Elwood, Indiana, (hereinafter referred to as the "Participating Employer") has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a defined contribution plan, funded by employer contributions;

WHEREAS, the Participating Employer has reviewed the State of Indiana Deferred Compensation Matching Plan ("Plan");

WHEREAS, the Participating Employer wishes to participate in the Plan to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

WHEREAS, the Participating Employer is an Employer as defined in the Plan;

WHEREAS, the Board of Trustees of NMCPLS ("Governing Body") is authorized by law, IC 5-10-1.1-7.3, to adopt this resolution approving the Adoption Agreement on behalf of the Participating Employer;

Therefore, the Governing Body of the Participating Employer hereby resolves:

Section 1. The Participating Employer adopts the Plan and the Trust Agreement ("Trust") for the Plan for its Employees.

Section 2. The Participating Employer acknowledges that the Deferred Compensation Committee ("Trustees") are only responsible for the Plan and have no responsibility for other employee benefit plans maintained by the Participating Employer.

Section 3. The Participating Employer hereby adopts the terms of the Adoption Agreement, which is attached hereto and made a part of this resolution. The Adoption Agreement sets forth the Employees to be covered by the Plan, the benefits to be provided by the Participating Employer under the Plan, and any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Adoption Agreement, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Trustees of the Plan.

Section 4. The Participating Employer hereby authorizes the Auditor of the State of Indiana ("Administrator"), in conjunction with the Deferred Compensation Committee ("Trustees"), to amend the Plan on its behalf as provided under Section 18.01 of the Plan.

The Trustees and the Administrator will maintain or have maintained on their behalf a record of the Participating Employers, and the Trustees and the Administrator will make reasonable and diligent efforts to ensure that Participating Employers have actually received and are aware of all Plan amendments.

Section 5.

(a) The Participating Employer shall abide by the terms of the Plan and the Trust, including amendments to the Plan and the Trust made by the Trustees of the Plan, all investment, administrative, and other service agreements of the Plan and the Trust, and all applicable provisions of the Internal Revenue Code and other applicable law.

(b) The Participating Employer accepts the administrative services to be provided by the Administrator of the Plan and any services provided by a Service Manager (as defined in the Plan) as delegated by the Administrator or Trustees. The Participating Employer acknowledges that fees will be imposed with respect to the services provided and that such fees will be charged to the Participants' Accounts, and not to the Participating Employer.

Section 6.

(a) The Participating Employer may terminate its participation in the Plan, including but not limited to, its contribution requirements, if it takes the following actions:

- (i) A resolution must be adopted terminating its participation in the Plan.
- (ii) The resolution must specify when the participation will end.

The Trustees shall determine whether the resolution complies with the Plan, and all applicable federal and state laws, shall determine an appropriate effective date, and shall provide appropriate forms to terminate ongoing participation. However, distributions under the Plan of existing accounts to Participants will be made in accordance with the Plan.

(b) The Participating Employer acknowledges that the Plan contains provisions for involuntary Plan termination.

Section 7. The Participating Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Trustees to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan. All contributions to the Plan must be transferred by the Participating Employer to the Trust Fund. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan. Only the assets attributable to a particular Participating Employer and its Employees are available to pay benefits to those Employees and their Beneficiaries.

Section 8. This resolution and the Adoption Agreement shall be submitted to the Trustees for their approval. The Trustees shall determine whether the resolution complies with the Plan, and, if it does, shall provide appropriate forms to the Participating Employer to

implement participation in the Plan. The Trustees may refuse to approve an Adoption Agreement by an Employer that does not have state statutory authority to participate in the Plan. The Trustees may also refuse to approve an Adoption Agreement that is ambiguous or that does not comply with the requirements of the Plan. The Governing Body hereby acknowledges that it is responsible to assure that this resolution and the Adoption Agreement are adopted and executed in accordance with the requirements of applicable law.

Section 9. This Adoption Agreement may be used only in conjunction with the Plan. Failure to properly complete this Adoption Agreement may result in the failure of the Plan to qualify.

Adopted by the Governing Body on February 15, 2018, in accordance with applicable law.

By: Beverly J. Austin
Signature

President, NMCPLS
Name and Title

Attest: Beth Dalzer

Date: _____

[Governing Body should assure that applicable law is followed in the adoption and execution of this resolution.]

**THE STATE OF INDIANA DEFERRED
COMPENSATION MATCHING PLAN
ADOPTION AGREEMENT**

ADMINISTRATOR

Auditor of the State of Indiana
200 West Washington Street
State House Suite 240
Indianapolis, Indiana 46204
Telephone: (317) 233-3300
Facsimile: (317) 233-2794

PARTICIPATING EMPLOYER

Name: North Madison County Public Library System

GOVERNING BODY

Name: Board of Trustees of NMCPLS
Address: 1600 Main Street, Elwood, IN 46036
Phone: 765-552-5001
Facsimile: 765-552-0955
E-mail: swallace@elwood.lib.in.us
Person Authorized to receive Official Notices from
the Plan or Administrator and to access account and
Plan information: Sheri Wallace, Administrative Assistant

DISCLOSURE OF OTHER 401(a) PLAN(S)

This Participating Employer does or does not have an existing defined contribution plan(s). If the Participating Employer does have one or more defined contribution plans, the Governing Body must provide the plan name and name of the provider and such other information requested by the Administrator.

Section I. Types of Employer Contributions Under the Plan. The Participating Employer shall provide the following types of contributions to Eligible Employees under this Plan (check all that apply):

- Matching Contributions.
 Non-Matching Contributions.

Section II. Eligibility Requirements. Only Employees as defined in the Plan may be covered by the Adoption Agreement. Independent contractors may not participate in the Plan. Subject to other conditions in the Plan and this Adoption Agreement, the Participating Employer may designate which categories of employees are eligible to participate in the Plan. The Employer shall provide the Trustees with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Adoption Agreement. A Participating Employer may also establish a waiting period before an Eligible Employee may become a Participant in the Plan. For purposes of determining a period of service, any period of time during which an individual is considered employed by the Participating Employer (including sick leave, personal leave, vacation leave, and paid time off) shall be included in the period of service calculation).

A. Eligibility For Matching Contributions

1. Eligible Classes of Employees (check one)

- All Employees.
 All Employees with the following exclusions (select all that apply):
 Elected or appointed officials
 Employees who are not covered by the Participating Employer's defined benefit retirement plan(s)
 Other (must specify): _____

If "Other" is selected, the exclusion must be described in a manner that is definitely determinable and that does not allow for Participating Employer discretion.

2. Waiting Period - The Employer hereby elects the following (elect "no waiting period" or one of the waiting period options below):

- No waiting period.** An Eligible Employee may become a Participant for matching contributions immediately upon meeting the eligibility conditions of the Plan.
 Matching contributions will be made only after satisfying a waiting period described under one of the following options (check one):

- Minimum Period of Service (if checked, please complete all items below):**

The waiting period for participation in the Plan shall be _____ (not to exceed 12 months) of service, calculated from the commencement of the Eligible Employee's employment with the Employer.

Eligible Employees who are employed on the date the plan is adopted will be will not be given credit for prior service as an Employee for purposes of satisfying the waiting period.

Separate periods of service will be will not be added together to determine whether the waiting period has been satisfied.

- Minimum Period of Contributions to the Deferred Compensation Plan (if checked, please complete all items below):**

The waiting period for participation in the Plan shall be _____ (not to exceed 12 months) from the date the Eligible Employee first makes contributions to the Deferred Compensation Plan. An eligible employee will will not be required to continuously make contributions throughout the waiting period in order to be eligible for matching contributions.

Eligible Employees who are employed on the date the plan is adopted will be will not be given credit for prior periods of time they were making contributions to a 457(b) Plan for purposes of satisfying the waiting period.

After initially meeting the waiting period, any interruption of employee contributions to the Deferred Compensation Plan will will not require the employee to meet another waiting period to qualify for matching contributions.

Separate periods of service in which deferrals are made as an Eligible Employee will will not be added together to determine if the waiting period has been satisfied.

B. Eligibility For Non-Matching Contributions

1. Eligible Classes of Employees (check one)

- All Employees.
- All Employees with the following exclusions (select all that apply):

- Elected or appointed officials
- Employees who are not covered by the Participating Employer's defined benefit retirement plan(s)
- Other (must specify): _____

If "Other" is selected, the exclusion must be described in a manner that is definitely determinable and that does not allow for Participating Employer discretion.

- 2. Waiting Period** - The Employer hereby elects the following (elect "no waiting period" or one of the waiting period options below):

- No waiting period.** An Eligible Employee may become a Participant for non-matching contributions immediately upon meeting the eligibility conditions of the Plan.

- Non-matching contributions will be made only after satisfying a waiting period described under one of the following options (check one):

- Minimum Period of Service (if checked, please complete all items below):**

The waiting period for participation in the Plan shall be _____ (not to exceed 12 months) of service, calculated from the commencement of the Eligible Employee's employment with the Employer.

Eligible Employees who are employed on the date the plan is adopted will be will not be given credit for prior service as an Employee for purposes of satisfying the waiting period.

Separate periods of service will be will not be added together to determine whether the waiting period has been satisfied.

- Minimum Period of Contributions to the Deferred Compensation Plan (if checked, please all complete items below)**

The waiting period for participation in the Plan shall be _____ (not to exceed 12 months) from the date the Eligible Employee first makes contributions to the Deferred Compensation Plan.

Eligible Employees who are employed on the date the plan is adopted will be will not be given credit for prior contributions made to a prior 457(b) Plan for purposes of satisfying the waiting period.

After initially meeting the waiting period, any interruption of employee contributions to the Deferred Compensation Plan will will not require the employee to meet another waiting period to qualify for matching contributions.

Separate periods of service in which deferrals are made as an Eligible Employee will will not be added together to determine if the waiting period has been satisfied.

Section III. Amount of Employer Contributions. A Participating Employer may make Matching Contributions and/or Non-Matching Contributions, pursuant to a definite, pre-determined formula, as specified below. Matching Contributions and Non-Matching Contributions that are tied to Payroll Periods (as defined in this Adoption Agreement) must be remitted to the Administrator no later than 15 business days after the Payroll Period. Annual Contributions must be remitted to the Administrator no later than 15 days after the end of the Plan Year.

A Participating Employer may impose conditions on the receipt of Matching and Non-Matching Contributions – such as the requirement to be employed as of a particular date, the requirement to have made employee contributions for a specified period of time or any other objectively determinable requirement.

For purposes of computing matching or non-matching contributions, “Compensation” is subject to the limits imposed by Internal Revenue Code 401(a)(17).

The Participating Employer hereby elects to make contributions as follows:

A. Matching Contributions.

1. Matching Contribution Amount (check one)

- Flat Dollar Match:** For each Payroll Period in which the Participant contributed at least \$_____ (\$15 to \$25) to the Deferred Compensation Plan, the Participating Employer will contribute a flat dollar amount as shown below (complete as applicable; amount may not result in a zero flat dollar match):

\$_____ per weekly Payroll Period
\$_____ per bi-weekly Payroll Period
\$_____ per semi-monthly Payroll Period
\$_____ per monthly Payroll Period

The amount of the matching contribution is is not subject to a maximum cap as elected in Item 2 below.

- Percentage Match:** For each Payroll Period in which the Participant contributed to the Deferred Compensation Plan, the Employer will

contribute _____% (insert percentage; may not be zero) of the dollar amount contributed to the Deferred Compensation Plan. (For example, if an Employer elects a 50% match, then for every \$10 the Participant contributes to the Deferred Compensation Plan, the Employer will contribute \$5 to this Plan).

The amount of the matching contribution is is not subject to a maximum cap as elected in Item 2 below.

2. Maximum Matching Contribution (if a matching contribution cap is elected in item 1 above, check one of the following):

- Flat Dollar Cap** - In no event will Matching Contributions made on behalf of a Participant exceed a flat dollar amount equal to (may not result in zero dollar amount):

\$_____ per weekly Payroll Period
\$_____ per bi-weekly Payroll Period
\$_____ per semi-monthly Payroll Period
\$_____ per monthly Payroll Period
\$_____ per Plan Year

- Cap Equal to Percentage of Total Compensation:** In no event will Matching Contributions made on behalf of a Participant exceed _____% (may not be zero) of the Participant’s Compensation per Payroll Period per Plan Year.

3. Additional Allocation Conditions. In order to receive a matching contribution, each Eligible Employee must satisfy the following additional conditions (conditions must be objectively determinable): _____

B. Non-Matching Contributions.

1. Non-Matching Contribution Amount (check one):

- Annual Contributions:** An annual contribution each Plan Year of \$_____ or _____% of Compensation per Eligible Employee Participant (may not result in total contribution of zero).

- Special One-Time Contribution:** A one-time contribution of \$_____ or _____% of Compensation per Eligible Employee (may not result in total contribution of zero) to be made as of the following date: _____.

- Per Payroll Period Contribution:** 11.2% (may not be zero) of Compensation per Payroll Period or a flat dollar amount per Payroll

Period as shown below (complete as applicable; amount may not result in a zero flat dollar amount):

\$ _____ per weekly Payroll Period
\$ X per bi-weekly Payroll Period
\$ _____ per semi-monthly Payroll Period
\$ _____ per monthly Payroll Period

2. **Additional Allocation Conditions.** In order to receive a non-matching contribution, each Eligible Employee must satisfy the following additional conditions (conditions must be objectively determinable): _____

Conditions for Annual Contribution: _____

Conditions for Special One-Time Contribution: _____

Conditions for Per Payroll Period Contribution: _____

Section IV. Payroll Period. The payroll period of the Participating Employer is:

- Weekly
- Bi-Weekly
- Semi-Monthly
- Monthly

Section V. Modification and Termination of the Adoption Agreement. If a Participating Employer desires to amend any of its elections contained in this Adoption Agreement, the Governing Body by official action must adopt an amendment of the Adoption Agreement or a new Adoption Agreement must be adopted and forwarded to the Trustees for approval. The amendment of the new Adoption Agreement is not effective until approved by the Trustees and other procedures required by the Plan have been implemented. The Administrator shall inform the Participating Employer of any amendments made to the Plan.

Adoption Agreement may be terminated only in accordance with the Plan. The Administrator shall inform the Participating Employer of the discontinuance or abandonment of the Plan.

Effective Date. This Plan will be effective for this Employer as of the later of (1) the first day of the Plan Year (January 1) in which this Adoption Agreement is executed by the Employer; or (2) January 8, 2018.

EXECUTION BY EMPLOYER

The foregoing Adoption Agreement is hereby adopted and approved on the 15 day of February, 2018.

Signed: Jamie Scott

Printed Name: Jamie Scott

Title: Director

Date of Signature: 2/16/18

NOTICE TO EMPLOYER

This Adoption Agreement may only be used in conjunction with The State of Indiana Deferred Compensation Matching Plan.

The failure to properly complete this Adoption Agreement or to, operate and maintain the Plan and Trust in accordance with the terms of the completed Adoption Agreement, Master Plan Document, and Trust may result in disqualification of the Plan under the Code. Inquiries regarding the adoption of the Plan, the meaning of Plan provisions, or the effect of the IRS advisory letter should be directed to the Administrator. The Administrator is the Auditor of the State of Indiana, with its primary business offices located at: 200 West Washington Street, State House Suite 240, Indianapolis, Indiana 46204. The business telephone number is: (317) 233-3300. The primary person to contact is: _____.

TRUSTEES APPROVAL

The Adoption Agreement is approved by the Board of Trustees of the State of Indiana Deferred Compensation Matching Plan. Contributions shall first be remitted as follows:

- within 15 business days after the Payroll Period ending _____, 20__.
- other (must specify): After each Payroll

Dated: 2/15/18

By: Beverly J Austin

Title: President NMCPLS
on behalf of the Board of Trustees

* * * Communication Result Report (Feb. 12. 2018 11:28AM) * * *

1)
2)

Date/Time: Feb. 12. 2018 11:27AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1134 Memory TX	Summitville FAX	P. 1	OK	

Reason for error
 E. 1) Hang up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size
 E. 6) Destination does not support IP-Fax

Agenda

Tonight's meeting has been postponed to this
 Thursday, February 15th, 2018

North Madison County Public Library System
 Board of Trustees

Elwood Public Library

Regular Meeting
 4:30 P.M.

Call to Order
 Call for Quorum
 Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
 Old Business
 1. Long Range Plan
 New Business
 1. Non-Resident Fee Resolution
 2. Assistant Treasurer
 3. Board Appointment to Elwood Park Board
 4. INPRS Alternative- Mike Robertson
 Director's Report
 Public Comment
 Adjournment

* * * Communication Result Report (Feb. 12. 2018 11:27AM) * * *

1)
2)

Date/Time: Feb. 12. 2018 11:26AM

File No. Mode	Destination	Pg(s)	Result	Page Not
1132 Memory TX	call leader	P. 1	OK	

Reason for error
 E. 1) Hang up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size
 E. 6) Destination does not support IP-Fax

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 Director's Report
 Public Comment
 Adjournment

* * * Communication Result Report (Feb. 12. 2018 11:28AM) * * *

}}}

Date/Time: Feb. 12. 2018 11:27AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1133	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

E. 1) Hang up or line fail	E. 2) Busy
m.m. 3) No answer	E. 4) No facsimile connection
m. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

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Board of Trustees

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Director's Report
Public Comment
Adjournment

* * * Communication Result Report (Feb. 8. 2018 5:41PM) * * *

3}

Date/Time: Feb. 8. 2018 5:40PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1113	Memory TX	Frankton FAX	P. 1	OK	

Reason for error	
E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

Agenda

February 12th, 2018North Madison County Public Library System
Board of TrusteesElwood Public LibraryRegular Meeting
4:30 P.M.

Call to Order
Call for Quorum
Consent Agenda
Minutes
Claims Register & Checks
Personnel

Old Business
1. Long Range Plan
New Business

1. Non-Resident Fee Resolution
2. Assistant Treasurer
3. Board Appointment to Elwood Park Board
4. INPRS Alternative- Mike Robertson

Director's Report
Public Comment
Adjournment

*Time Correction**Meeting begins @**4:30 not 5:00pm*

}}

Date/Time: Feb. 8. 2018 5:38PM

File		Destination	Pg(s)	Result	Page Not Sent
No.	Mode				
1110	Memory TX	Herald-Bulletin	P. 2	OK	

Reason for error

E. 1) Hang up or line fall	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

Agenda

February 12th, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Long Range Plan
- New Business
 - 1. Non-Resident Fee Resolution
 - 2. Assistant Treasurer
 - 3. Board Appointment to Elwood Park Board
 - 4. INPRS Alternative- Mike Robertson
- Director's Report
- Public Comment
- Adjournment

Time Correction
Meeting begins @ 4:30 not 5:00PM

Date/Time: Feb. 8. 2018 5:39PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1111 Memory TX	call leader	P. 1	OK	

Reasons for error

mnm	1) Hang up or line fail	E. 2) Busy
..	3) No answer	E. 4) No facsimile connection
..	5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

Agenda

February 12th, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
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 - 1. Non-Resident Fee Resolution
 - 2. Assistant Treasurer
 - 3. Board Appointment to Elwood Park Board
 - 4. INFRS Alternative- Mike Robertson
- Director's Report
- Public Comment
- Adjournment

Time Correction
Meeting begins @ 4:30 not 5:00PM

* * * Communication Result Report (Feb. 8. 2018 5:41PM) * * *

3}

Date/Time: Feb. 8. 2018 5:40PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1112	Memory TX	Summitville FAX	P. 1	OK	

Reason for error

m.m.	1) Hang up or line fail	E. 2) Busy
m.m.	3) No answer	E. 4) No facsimile connection
m.m.	5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

Agenda

February 12th, 2018North Madison County Public Library System
Board of TrusteesElwood Public LibraryRegular Meeting
4:30 P.M.

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Adjournment

*Time Correction**Meeting begins @
4:30 not 5:00 PM*

Bank Balances

North Madison County Public Library System

Report as of: 01/31/18

Bank	
1 Star Financial Bank	\$614,390.89
2 Star Financial Bank (2)	\$62,720.04
3 Community Bank/Summitville	\$0.00
4 First Farmers Bank & Trust	\$195,761.92
5 PNC Bank	\$0.00
6 Main Source Bank	\$0.00
7 Petty Cash & Cash Drawer	\$265.00
8 National City Bank (2)	\$0.00
9 First Farmers Bank & Trust (2)	\$0.00
Total all banks = \$873,137.85	

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Financial Report
North Madison County Public Library System

Report Dates = 01/01/18 to 01/31/18

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
100 Operating Fund	\$699,170.15	\$83,153.33	\$83,153.33	\$20,907.23	\$20,907.23	\$636,924.05
Subtotal	\$699,170.15	\$83,153.33	\$83,153.33	\$20,907.23	\$20,907.23	\$636,924.05
1. Operating Fund						
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
106 Evergreen Indiana	\$91.16	\$101.16	\$101.16	\$45.75	\$45.75	\$35.75
107 PLAC	\$195.00	\$195.00	\$195.00	\$65.00	\$65.00	\$65.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
115 LIRF	\$54,370.99	\$0.00	\$0.00	\$0.00	\$0.00	\$54,370.99
117 Rainy Day Fund	\$123,812.58	\$0.00	\$0.00	\$0.00	\$0.00	\$123,812.58
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$46,785.72	\$337.80	\$337.80	\$30.00	\$30.00	\$46,477.92
121 F'nk Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
122 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
124 F'nk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
125 St Technology Fund Grant Fund	\$0.00	\$1,584.00	\$1,584.00	\$11,721.98	\$11,721.98	\$10,137.98
1 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$226,569.03	\$2,217.96	\$2,217.96	\$11,862.73	\$11,862.73	\$236,213.80
4. Withholding						
201 Federal Taxes Withheld	\$0.00	\$3,208.50	\$3,208.50	\$3,208.50	\$3,208.50	\$0.00
202 FICA	\$0.00	\$2,472.61	\$2,472.61	\$2,472.61	\$2,472.61	\$0.00
203 State Tax Withheld	\$0.00	\$1,250.85	\$1,250.85	\$1,250.85	\$1,250.85	\$0.00
204 County Taxes Withheld	\$0.00	\$649.71	\$649.71	\$649.71	\$649.71	\$0.00
205 PERF	\$0.00	\$812.23	\$812.23	\$812.23	\$812.23	\$0.00
206 Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
207 Annuity	\$0.00	\$540.00	\$540.00	\$540.00	\$540.00	\$0.00
208 Insurance	\$0.00	\$552.24	\$552.24	\$552.24	\$552.24	\$0.00
209 Medicare	\$0.00	\$578.29	\$578.29	\$578.29	\$578.29	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212 AFLAC	\$0.00	\$493.56	\$493.56	\$493.56	\$493.56	\$0.00
Subtotal	\$0.00	\$10,557.99	\$10,557.99	\$10,557.99	\$10,557.99	\$0.00
Grand Total	\$925,739.18	\$95,929.28	\$95,929.28	\$43,327.95	\$43,327.95	\$873,137.85

Total all banks = \$873,137.85

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 01/01/18 To 01/31/18

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	\$60,574.00	\$0.00	\$60,574.00	\$4,605.46	\$4,605.46	\$55,968.54	92.4
1.12 Salary of Assistants	\$615,631.00	\$0.00	\$615,631.00	\$33,295.90	\$33,295.90	\$582,335.10	94.6
1.13 Wages of Janitor	\$36,153.00	\$0.00	\$36,153.00	\$2,257.29	\$2,257.29	\$33,895.71	93.8
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$305.84	\$305.84	\$5,694.16	94.9
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$3,050.90	\$3,050.90	\$47,949.10	94.0
1.18 Emp Cont PERF	\$46,000.00	\$0.00	\$46,000.00	\$3,032.41	\$3,032.41	\$42,967.59	93.4
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$5,489.86	\$5,489.86	\$94,510.14	94.5
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
Subtotal	\$915,658.00		\$915,658.00	\$52,037.66	\$52,037.66	\$863,620.34	94.3
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$484.14	\$484.14	\$14,515.86	96.8
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$1,120.84	\$1,120.84	\$8,379.16	88.2
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$20.85	\$20.85	\$3,979.15	99.5
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$14.00	\$14.00	\$136.00	90.7
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$126.25	\$126.25	\$873.75	87.4
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.31 Book Processing	\$8,000.00	\$0.00	\$8,000.00	\$198.69	\$198.69	\$7,801.31	97.5
2.32 Automation	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0

<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>
Subtotal	\$43,900.00		\$43,900.00	\$1,964.77	\$1,964.77	\$41,935.23	95.5
<i>2. Supplies</i>							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
<i>3. Other Services and Charge</i>							
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$9,270.71	\$9,270.71	\$45,729.29	83.1
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12 Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$0.00	\$0.00	\$6,650.00	100.0
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$120.15	\$120.15	\$5,879.85	98.0
3.147 Evergreen Membership	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	0.0
3.21 Telephone & Telegraph	\$30,600.00	\$0.00	\$30,600.00	\$852.47	\$852.47	\$29,747.53	97.2
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$18.99	\$18.99	\$3,781.01	99.5
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$111.23	\$111.23	\$2,888.77	96.3
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.26 Elwood Children's Programing	\$5,000.00	\$0.00	\$5,000.00	\$374.23	\$374.23	\$4,625.77	92.5
3.27 Elwood Adult Programing	\$3,000.00	\$0.00	\$3,000.00	\$100.06	\$100.06	\$2,899.94	96.7
3.28 Frankton Programing	\$4,000.00	\$0.00	\$4,000.00	\$109.85	\$109.85	\$3,890.15	97.3
3.29 Summitville Programing	\$3,000.00	\$0.00	\$3,000.00	\$95.00	\$95.00	\$2,905.00	96.8
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$0.00	\$3,100.00	100.0
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.0
3.4 Insurance	\$21,000.00	\$0.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00	100.0
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$746.49	\$746.49	\$19,253.51	96.3
3.52 Electricity	\$40,000.00	\$0.00	\$40,000.00	\$2,503.92	\$2,503.92	\$37,496.08	93.7

<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>
3.53 Water	\$4,000.00	\$0.00	\$4,000.00	\$176.62	\$176.62	\$3,823.38	95.6
3.54 Waste Disposal Services	\$5,000.00	\$0.00	\$5,000.00	\$201.74	\$201.74	\$4,798.26	96.0
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$234.55	\$234.55	\$6,765.45	96.6
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$277.00	\$277.00	\$2,423.00	89.7
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$254,050.00		\$254,050.00	\$20,193.01	\$20,193.01	\$233,856.99	92.1

4. Capitol Outlays

4.1 Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2 Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$59.99	\$59.99	\$4,940.01	98.8
4.21 Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$59.11	\$59.11	\$19,940.89	99.7
4.31 Elwood Adult	\$25,000.00	\$0.00	\$25,000.00	\$1,026.73	\$1,026.73	\$23,973.27	95.9
4.32 Elwood Childrens	\$13,000.00	\$0.00	\$13,000.00	\$533.11	\$533.11	\$12,466.89	95.9
4.33 Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$219.46	\$219.46	\$5,280.54	96.0
4.34 Frankton	\$15,500.00	\$0.00	\$15,500.00	\$1,297.65	\$1,297.65	\$14,202.35	91.6
4.35 Summitville	\$13,500.00	\$0.00	\$13,500.00	\$511.61	\$511.61	\$12,988.39	96.2
4.4 Elwood Period. & News.	\$7,000.00	\$0.00	\$7,000.00	\$820.86	\$820.86	\$6,179.14	88.3
4.41 Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
4.42 Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$175.00	\$175.00	\$1,325.00	88.3
4.51 Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$2,175.32	\$2,175.32	\$22,824.68	91.3
4.52 Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$1,673.81	\$1,673.81	\$7,326.19	81.4
4.53 Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$405.24	\$405.24	\$7,594.76	94.9
4.54 Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.0

<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>
Subtotal	\$161,000.00		\$161,000.00	\$8,957.89	\$8,957.89	\$152,042.11	94.4
Grand Total	\$1,375,608.00	\$0.00	\$1,375,608.00	\$83,153.33	\$83,153.33	\$1,292,454.67	94.0

Approved by the Site Board Of Accounts for North Madison County Public Library System on 01/19/98.

Receipt Listing

North Madison County Public Library System

Report Date: From **01/01/18** To **01/31/18**

Receipt #	Date	Name	Explanation	Bank	Total
1	01/01/18	PAYROLL		1	\$0.00
2	01/03/18	Star Financial Bank	December 2017 Interest	1	\$4.86
3	01/02/18	Auditor of State of Indiana	ISL Erate 2017	1	\$11,721.98
4	01/03/18	Debbie Fox	FINES & FEES - RECEIPT #12842	1	\$46.00
5	01/03/18	Jill Murray	FINES & FEES - RECEIPT #12843	1	\$60.65
6	01/03/18	Jordan Arehart	FINES & FEES - RECEIPT #12844	1	\$34.15
7	01/03/18	Jordan Arehart	FINES & FEES - RECEIPT #12845	1	\$37.10
8	01/04/18	Jordan Arehart	FINES & FEES - RECEIPT #12847	1	\$67.60
9	01/05/18	Star Financial Bank	Dec 2017 Interest	2	\$12.24
10	01/08/18	First Farmers Bank & Trust	December Interest	4	\$111.40
11	01/08/18	Jill Murray	FINES & FEES - RECEIPT #12849	1	\$23.75
12	01/08/18	Katie Schiffner	FINES & FEES - RECEIPT #12850	1	\$91.50
13	01/08/18	Jordan Arehart	FINES & FEES - RECEIPT #12851	1	\$39.85
14	01/08/18	Debbie Fox	FINES & FEES - RECEIPT #12852	1	\$60.00
15	01/10/18	PAYROLL		1	\$5,276.08
16	01/10/18	Jordan Arehart	FINES & FEES - RECEIPT #12853	1	\$53.80
17	01/10/18	Jordan Arehart	FINES & FEES - RECEIPT #12854	1	\$28.95
18	01/11/18	Jordan Arehart	FINES & FEES - RECEIPT #12855	1	\$43.20
19	01/12/18	Todd Buckmaster	FINES & FEES - RECEIPT #12858	1	\$29.45
20	01/17/18	Todd Buckmaster	FINES & FEES - RECEIPT #12857	1	\$41.01
21	01/17/18	Jordan Arehart	FINES & FEES - RECEIPT #12858	1	\$86.15
22	01/17/18	Debbie Fox	FINES & FEES - RECEIPT #12859	1	\$182.81
23	01/17/18	Jill Murray	FINES & FEES - RECEIPT #12860	1	\$68.00
24	01/18/18	Jordan Arehart	FINES & FEES - RECEIPT #12861	1	\$61.40
25	01/18/18	Todd Buckmaster	FINES & FEES - RECEIPT #12862	1	\$60.20
26	01/19/18	Jordan Arehart	FINES & FEES - RECEIPT #12863	1	\$30.85
27	01/24/18	PAYROLL		1	\$5,281.91
28	01/22/18	Barbara Lawrence	FINES & FEES - RECEIPT #12864	1	\$31.95
29	01/22/18	Anita Moullon	Donation-Receipt #12865	1	\$30.00
30	01/22/18	Jordan Arehart	FINES & FEES - RECEIPT #12866	1	\$32.85
31	01/22/18	Katie Schiffner	FINES & FEES - RECEIPT #12867	1	\$62.05
32	01/22/18	Judi Litsey	FINES & FEES - RECEIPT #12868	1	\$175.05
33	01/24/18	Jordan Arehart	FINES & FEES - RECEIPT #12869	1	\$65.00
34	01/24/18	Jordan Arehart	FINES & FEES - RECEIPT #12870	1	\$106.70

Receipt #	Date	Name	Explanation	Bank	Total
35	01/25/18	Madison County Treasurer	Jan LIT Distribution-Receipt #12871	1	\$18,475.83
36	01/25/18	Jordan Arehart	FINES & FEES - RECEIPT #12872	1	\$55.96
37	01/26/18	Jordan Arehart	FINES & FEES - RECEIPT #12873	1	\$257.62
38	01/29/18	Todd Buckmaster	FINES & FEES - RECEIPT #12874	1	\$75.05
39	01/29/18	Jill Murray	FINES & FEES - RECEIPT #12875	1	\$23.85
40	01/29/18	Jordan Arehart	FINES & FEES - RECEIPT #12876	1	\$21.55
41	01/30/18	Judi Litsey	FINES & FEES - RECEIPT #12877	1	\$103.70
42	01/30/18	Jordan Arehart	FINES & FEES - RECEIPT #12878	1	\$91.85
43	01/31/18	Jordan Arehart	FINES & FEES - RECEIPT #12879	1	\$53.70
44	01/05/18	Todd Buckmaster	FINES & FEES - RECEIPT #12848	1	\$34.35
Total All Receipts					\$43,327.95

Thursday, February 15, 2018

Fiscal Officer

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/18.

Voucher List

North Madison County Public Library System

Report Date: From 01/01/18 To 01/31/18

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	1	PAYROLL	01/01/18	PAYROLL	\$0.00
0	2	STAR FINANCIAL BANK	01/03/18	December 2017 Service Charge	\$9.72
31197	3	AVC TECHNOLOGY CORPORA	01/08/18	Quarterly support Jan-Mar	\$501.00
31198	4	BAKER & TAYLOR	01/08/18	As per attached invoices.	\$3,471.72
0	5	CARDMEMBER SERVICE	01/08/18	As per attached invoices.	\$140.25
31199	6	CITY OF ELWOOD UTILITIES	01/08/18	Service for Elwood	\$322.20
31200	7	COVELL CONSTRUCTION & S	01/08/18	Snow removal and salting at Frankton - 12/13, 12/26, 12/31	\$335.00
31203	8	ELWOOD CALL LEADER	01/08/18	Subscription for Elwood & Frankton	\$326.00
31204	9	ELWOOD FIRE EQUIPMENT C	01/08/18	As per attached invoices.	\$2,055.78
31205	10	ENA SERVICES LLC	01/08/18	VolP & Internet	\$1,992.46
31206	11	FRONTIER	01/08/18	Service for Frankton	\$199.81
31207	12	HARPER'S LAWN CARE	01/08/18	Lawn care Frankton	\$255.00
31208	13	HERALD BULLETIN, THE	01/08/18	Subscription renewal for Elwood	\$334.93
31210	14	INDIANA DEPARTMENT OF W	01/08/18	Unemployment 4th Qtr	\$305.84
31211	15	INDIANA HISTORICAL SOCIET	01/08/18	Annual Dues	\$100.00
31213	16	INDIANA STATE LIBRARY	01/08/18	Evergreen 4th Qtr payment	\$101.16
31214	17	INDIANA STATE LIBRARY	01/08/18	PLAC 4th Qtr	\$195.00
31215	18	INDIANA STATE LIBRARY FOU	01/08/18	Evergreen Indiana Membership Fee, Tier 7	\$5,000.00
31217	19	JILL MURRAY	01/08/18	Petty Cash	\$50.00
31218	20	KMART 9124	01/08/18	As per attached invoices.	\$48.68
31219	21	KREG NOEL	01/08/18	Snow removal Elwood	\$225.00
31220	22	LIBRARY STORE INC., THE	01/08/18	DVD labels	\$94.70
31221	23	MARSHALL BEST SECURITY C	01/08/18	Repairs at Elwood	\$157.00
31223	24	MIDWEST TAPE	01/08/18	As per attached invoices.	\$446.80
31222	25	MICHAEL ROBERTSON	01/08/18	IT services from 12/25/17 through 01/06/18- Mileage 252.8 @ \$.44	\$1,893.13
31225	26	OVERDRIVE, INC	01/08/18	Ebooks	\$120.15
31228	27	SCHOLASTIC BOOK FAIRS - 30	01/08/18	Books for Summitville & Frankton	\$202.73
31229	28	STAPLES ADVANTAGE	01/08/18	As per attached invoices.	\$378.81
31230	29	TEI LANDMARK AUDIO	01/08/18	As per attached invoices.	\$2,254.61
31231	30	TOPS HOME CENTER	01/08/18	Low Profile DGTL Heater	\$59.99
31232	31	TRUE CHEM, INC.	01/08/18	Water Treatment Testing	\$137.00
31233	32	VASEY COMMERCIAL, INC	01/08/18	As per attached invoices.	\$3,344.05
0	33	VECTREN ENERGY DELIVERY	01/08/18	Service for elwood, Frankton, Summitville	\$746.49
31234	34	WELLS FARGO VENDOR FINA	01/08/18	Copier lease Frankton & Summitville	\$121.20
31196	35	AT&T	01/08/18	Service for Elwood	\$171.23
31227	36	RICOH USA, INC	01/08/18	Copies for Elwood	\$99.53
31209	37	HUMPHRIES AUTOMOTIVE SE	01/08/18	Salt and snow removal-Summitville	\$240.00
31201	38	DEMCO	01/08/18	Summer Reading-Summitville	\$244.92
31216	39	INDIANA-AMERICAN WATER C	01/08/18	Service for Summitville	\$22.51
31224	40	ORIENTAL TRADING COMPAN	01/08/18	Programing supplies-Elwood Adult and YS	\$397.51
0	42	INDIANA PUBLIC RETIREMENT	01/08/18	Payroll ending 1/6/18	\$1,923.15
0	43	EFTPS	01/08/18	Payroll ending 1/6/18	\$4,630.63
0	44	GREAT-WEST RETIREMENT S	01/08/18	Payroll ending 1/6/18	\$270.00
31212	45	INDIANA MICHIGAN POWER C	01/08/18	Service for Summitville	\$524.63
31202	46	DOLLAR GENERAL-REGIONS 4	01/08/18	As per attached invoices.	\$156.95
31226	47	PURCHASE POWER	01/08/18	Postage	\$18.99
0	48	PAYROLL	01/10/18	PAYROLL	\$19,312.86
0	49	INDIANA PUBLIC RETIREMENT	01/24/18	Payroll ending 01/20/18	\$1,921.49

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	50	EFTPS	01/24/18	Payroll ending 1/20/18	\$4,679.67
0	51	GREAT-WEST RETIREMENT S	01/24/18	Payroll ending 1/20/18	\$270.00
0	52	INDIANA DEPARTMENT OF RE	01/24/18	Withholdings for January 2018	\$1,900.56
0	53	AFLAC	01/24/18	Withholding for January 2018	\$493.56
31245	54	TOWN OF FRANKTON	01/24/18	Service for Frankton	\$445.30
31246	55	WELLS FARGO VENDOR FINA	01/24/18	Copier Lease Elwood	\$113.35
31244	56	SYNCB/AMAZON	01/24/18	As per attached invoices.	\$1,832.90
31243	57	STATE CHEMICAL SOLUTIONS	01/24/18	Ice Remover-6 drums	\$727.96
31242	58	RICOH USA, INC	01/24/18	Copies Frankton & Summitville	\$66.96
31241	59	KREG NOEL	01/24/18	Snow Removal	\$150.00
31240	60	JILL MURRAY	01/24/18	Petty Cash	\$45.00
31239	61	INDIANA MICHIGAN POWER C	01/24/18	Service for Elwood	\$1,567.64
31238	62	HERALD BULLETIN, THE	01/24/18	Subscription for Elwood	\$334.93
31237	63	ELWOOD CHAMBER OF COM	01/24/18	Banner Program Renewal and Membership Fee	\$177.00
31235	64	AT&T	01/24/18	Service for Summitville	\$72.97
0	65	UNITED HEALTHCARE	01/24/18	Health Insurance 2/1/18-2/28/18	\$6,042.10
31236	66	CARDMEMBER SERVICE	01/24/18	As per attached invoices.	\$302.98
0	67	PAYROLL	01/24/18	PAYROLL	\$20,845.79

Total Amount of Claims \$95,929.28

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.

Thursday, February 15, 2018

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 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$95,929.28

Date this _____ day of _____, 20_____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/18.

Agenda

February 12th, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Long Range Plan
- New Business
 - 1. Non-Resident Fee Resolution
 - 2. Assistant Treasurer
 - 3. Board Appointment to Elwood Park Board
 - 4. INPRS Alternative- Mike Robertson
- Director's Report
- Public Comment
- Adjournment

te/Time: Feb. 12. 2018 11:28AM

le	o. Mode	Destination	Pg(s)	Result	Page Not S
35	Memory TX	Frankton FAX	P. 1	OK	

Reason for error
 E. 1) Hang up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size
 E. 6) Destination does not support IP-Fax

Agenda

Tonight's meeting has been postponed to this
Thursday, February 15th, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

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- Director's Report
- Public Comment
- Adjournment

Date/Time: Feb. 8. 2018 5:24PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1106	Memory TX	Summitville FAX	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax

Agenda

February 12th, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:00 P.M.

- Call to Order
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- Director's Report
- Public Comment
- Adjournment

Date/Time: Feb. 8. 2018 5:23PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
4	Memory TX	call leader	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax

Agenda

February 12th, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:00 P.M.

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 - 4. INPRS Alternative- Mike Robertson
- Director's Report
- Public Comment
- Adjournment

Date/Time: Feb. 8. 2018 5:24PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1105	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error
 E. 1) Hang up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size
 E. 6) Destination does not support IP-Fax

Agenda

February 12th, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

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5:00 P.M.

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Date/Time: Feb. 8. 2018 5:24PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
117	Memory TX	Frankton FAX	P. 1	OK	

Reason for error
 E. 1) Hang up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size
 E. 6) Destination does not support IP-Fax

Agenda

February 12th, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:00 P.M.

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- Director's Report
- Public Comment
- Adjournment



Plan Features and Highlights

What is a 457 deferred compensation program?

A number of contributory retirement programs are defined in the Internal Revenue Code. These include Section 457 programs, commonly called 457 deferred compensation programs. Deferred compensation programs allow eligible employees to save and invest before-tax dollars through voluntary salary deferrals, supplementing any existing retirement/pension benefits. Employee contributions and any earnings grow tax deferred until the money is withdrawn, usually at retirement when the participant is typically receiving less income and may be in a lower federal income tax bracket than while working. Withdrawals are subject to ordinary federal income tax. You also have the option to contribute to a Roth 457 account, which allows you to save after-tax. For enrollment information, call toll free (877) SAV-IN-RET (877-728-6738); you will be connected to the local office in Indiana once you answer "yes" on the Plan promotion.

Who is eligible to participate in the Hoosier S.T.A.R.T. Deferred Compensation Plan and why should I participate?

All qualified State employees, as well as the employees of more than 290 local government units, are eligible to participate in the Plan. Participating in Hoosier S.T.A.R.T. may help provide a more comfortable financial future. Not only can you save and invest on a tax-advantaged basis, but the Hoosier S.T.A.R.T. Plan offers quality investment options, local service representatives, financial education services, and planning tools that can help you better prepare for retirement.

What are the advantages of before-tax savings?

With before-tax savings, you pay no income taxes on any contributions or any earnings until you withdraw the money. This leads to the benefit of compounding—that is to say, generating returns on money that you would have paid in taxes if those taxes were not deferred. Any earnings are reinvested in your account, where they have the potential for continued growth because they are not reduced by taxes each year.

What are the advantages of Roth savings?

Roth contributions are made with after-tax dollars. Roth 457 contributions reduce your take-home pay because you pay taxes on your Roth 457 contribution up front, rather than deferring those taxes until you take a distribution.

Is there any reason why I should not participate in the Plan?

Participating may not be advantageous if you are experiencing financial difficulties, have excessive debt, or do not have an adequate emergency fund (typically in an easy-to-access account).

CONTRIBUTION AMOUNTS

What is the 457 Plan contribution amount?

The minimum contribution amount is 0.5% of includible compensation. You can contribute a maximum of 100% of includible compensation, not to exceed the tax code's limit of \$18,000 in 2015.

If you are within the three calendar years that end prior to the calendar year of your normal retirement age, you may be eligible to use the Standard Catch-Up provision that allows you to save up to an additional \$18,000 in 2015. This amounts to a total possible contribution of up to \$36,000 in 2015.

If you are age 50 or older during the 2015 calendar year, you may take advantage of the Age 50+ Catch-Up provision and contribute an additional \$6,000 in 2015. The Age 50+ Catch-Up provision and the Standard Catch-Up provision cannot be used in the same calendar year. Please see your service representative for more information.

State employees receive a \$15 per paycheck matching contribution. Employees of counties, cities, towns or other political subdivisions may be eligible to receive a matching contribution. Please check with your Plan sponsor.

1 Access to KeyTalk® and/or any website may be limited or unavailable during periods of peak demand, market volatility, systems upgrades/maintenance or other reasons. Transfer requests made via the website or KeyTalk received on business days prior to close of the New York Stock Exchange (4:00 p.m. Eastern Time or earlier on some holidays or other special circumstances) will be initiated at the close of business the same day the request was received. The actual effective date of your transaction may vary depending on the investment option selected.

2 All references herein to 457(b) programs are to governmental 457(b) plans.

May I increase or decrease my contribution amount?

You can increase, decrease or stop your contribution by completing a Salary Deferral Agreement and submitting it to Hoosier S.T.A.R.T. or by calling (877) SAV-N-RET (877-728-6738); you will be connected to the local office in Indiana once you answer "yes" on the initial prompt. State employees can now change their deferral amounts online at www.hoosierstart.in.gov.¹

INVESTMENT CHOICES

What are my investment option choices, and how do I know which investment choices are right for me?

You can choose from the current array of 25 investment options:

- Ten age-based portfolios
- One stable value option
- Fourteen direct investment options

The menu of investments is selected and monitored by the Indiana Deferred Compensation Committee and its investment consultant to help ensure that the Plan offers high-quality investment opportunities over time. Current investment options are described in the investment option fund overviews located at www.hoosierstart.in.gov. Investment option information is also available through KeyTalk[®] at (877) SAV-N-RET (877-728-6738). Both services are available to you 24 hours a day, seven days a week.² We recommend you consult with your investment advisor before making investment decisions.

How can I get help choosing my investment options?

Your Hoosier S.T.A.R.T. Deferred Compensation Plan offers Reality Investing³ Advisory Services (Advisory Services), provided by Advised Assets Group, LLC (AAG), a federally registered investment adviser. Advisory Services may help you create a personalized retirement strategy. With Advisory Services, you can choose the Managed Account service, through which AAG manages your retirement account for you.⁴ If you prefer to manage your retirement account on your own, you can use Online Investment Guidance and Online Investment Advice. For more detailed information, log in to the website at www.hoosierstart.in.gov and click on Access Your Account, About Your Plan, and Investment Information, and then click on the Reality Investing tab. You may also call (800) 888-4952, extension 41066, to speak to an AAG adviser representative. There is no guarantee that participation in Advisory Services, including the Managed Account service, will result in a profit or that your account will outperform a self-managed portfolio.

ACCOUNT MANAGEMENT

How do I make investment option changes?

Access the website by entering your Username, which is your Social Security number (SSN) for your initial login, and the Personal Identification Number⁴ (PIN) that has been mailed to you. The first time you log in, you will be prompted to change your Username. To access your account via KeyTalk, you will always use your SSN and PIN.

Both services enable you to:

- Move all or a portion of your existing balances among investment options (subject to Plan rules and fund redemption fee policies, if any).
- Change how your payroll contributions are allocated among your investment options.

How do I keep track of my account, and when will I receive my statements?

An account statement will be mailed to your address on file on a quarterly basis every January, April, July and October, showing your account balance and activity for the quarter. You may also review your account online using your self-selected Username and PIN. Your account balances are updated daily online, and you can customize your account page to display the information you are most interested in seeing. Some of the features included on your statement are your account balance, at-a-glance graphics of your asset allocation, and an account summary by contribution source.

If you would rather receive your statements electronically and no longer wish to receive a paper statement in the mail, sign up on the website for the electronic delivery option.

ROLLOVERS

Can I combine assets from my other retirement plans into my before-tax Hoosier S.T.A.R.T. account?⁵

Yes. You may now consolidate your retirement accounts (457(b), 401(k), 403(b) and IRA) into your Deferred Compensation Plan. However, all non-457 program assets transferred into a 457 program remain subject to an early withdrawal penalty that does not apply to 457 program assets. In addition, 457 program assets transferred into another program (IRA, 401(k), 403(b), etc.) may become subject to the early withdrawal penalty when distributed from the new non-457 program.

Can I combine assets from my other retirement plans into my Roth Hoosier S.T.A.R.T. account?

Yes. You may transfer a prior employer-sponsored Roth account into the Hoosier S.T.A.R.T. Roth 457(b) Plan. However, the Plan does not allow you to transfer IRAs into your Roth account.⁵

What should I do with my account balance if I leave employment with the State?

You have two choices when you leave employment:

1. You can leave your money in Hoosier S.T.A.R.T. and continue to take advantage of the diverse selection of investment options, account management tools, and dedicated service representatives.
2. You may also transfer your account balance to another eligible 457 program if your new employer accepts this type of transfer. You may also roll over your account balance to a 401(a), 401(k) or 403(b) program or IRA; but remember that your 457 assets may then become subject to an early withdrawal penalty if distributed prior to age 59½.⁵

DISTRIBUTIONS

When can I withdraw the money from my before-tax contributions?

Your money may be withdrawn only when you:

- Retire
- Experience an unforeseeable emergency within the Plan guidelines (see your Hoosier S.T.A.R.T. representative for additional details)
- Die (your designated beneficiary(ies) will receive your benefits)
- Terminate employment

You are required to take your first required minimum distribution by April 1 of the calendar year following the later of: (1) the calendar year in which you reach 70½, or (2) the calendar year in which you retire from the State of Indiana.

When can I withdraw the money from my Roth contributions tax-free?

Your Roth distributions are income tax-free if you withdraw your Roth contributions and any earnings after holding the account for at least five tax years and:

- You are at least age 59½; or
- You become disabled; or
- You die (after which your beneficiaries will take the withdrawal).

If a distribution is made from your Roth 457 account before you reach age 59½ and it is not due to death or disability, or reaching the five-tax-year period beginning with your first Roth contribution, you will pay income taxes on any earnings that are distributed. Otherwise, there is no income tax due on the Roth contributions distributed from the Plan because the contributions were made with after-tax dollars.

What are my distribution options?

When you are eligible for a distribution, you may:

- Leave the value of your account in Hoosier S.T.A.R.T. until a future date
- Receive:
 - Periodic payments
 - A lump-sum payment
 - A partial lump-sum payment
- Roll over or transfer to another eligible plan (but be aware that some services in Hoosier S.T.A.R.T. may not be available in another plan)⁵

What happens to my money when I die?

If you die before you select a payment distribution method, your designated beneficiary(ies) will receive the full value of your account. If you die after you have selected a payment distribution method, your beneficiary(ies) may continue with the existing payout method or change the payout method. Your beneficiary(ies) will need to contact Empower Retirement[™] to discuss the available options and apply for a distribution. If you die without designating a beneficiary, benefits will be paid to your estate in a lump sum.

TAXES

Do I report any current earnings/losses on my account(s) to the IRS?

No. You do not need to report any current earnings/losses from your account(s) on your federal income tax forms. Any earnings on your before-tax contributions are tax-deferred until withdrawn, usually at retirement. Withdrawals from your before-tax account are subject to ordinary income tax at the time of payment.

³ Representatives of GWFS Equities, Inc. are not registered investment advisors and cannot offer financial, legal or tax advice. Please consult with your financial planner, attorney and/or tax advisor as needed.

⁴ The account owner is responsible for keeping the PIN/Passcode confidential. Please contact Client Services immediately if you suspect any unauthorized use.

⁵ You are encouraged to discuss rolling money from one account to another with your financial advisor/planner, considering any potential fees and/or limitation of investment options.

⁵ You are encouraged to discuss rolling money from one account to another with your financial advisor/planner, considering any potential fees and/or limitation of investment options.

How much income tax will be withheld from my before-tax distribution?

Distribution withholdings will vary depending on the type of distribution you request. Generally, the mandatory 20% federal income tax withholding will apply to distributions unless you elect a direct rollover of the entire amount or take periodic payments that last longer than 10 years. Currently, Indiana does not mandate state income tax withholding at the time of distribution. The Plan will withhold state income taxes upon request. A Form 1099-R for the distribution amount will be mailed to you by January 31 of the year(s) following the year(s) in which you receive a distribution.

How much income tax will be withheld from my Roth distribution?

Your Roth distribution is income tax-free if you withdraw your Roth contributions and any earnings after holding the account for at least five tax years and:

- You are at least age 59½; or
- You have a disability; or
- You die (after which your beneficiaries will take the withdrawal).

If a distribution is made without meeting the qualifications listed above, you will pay ordinary income taxes on any earnings that are distributed.

FEES

Are there any recordkeeping or administrative fees to participate in Hoosier S.T.A.R.T.?

Recordkeeping and Administrative Fees

The Hoosier S.T.A.R.T. administrative fee is waived for the six-month period immediately following enrollment. After that period, your quarterly fee to participate in the Plan is \$14.45. There may be other administrative service fees that apply to elective Plan features used by a participant.

Investment Management Fees

There are investment management fees (also known as expense ratios) that vary by investment option. These fees are deducted by each investment option's management company (not by Hoosier S.T.A.R.T. or Empower Retirement) before the daily price or performance is calculated to pay for trading and other management expenses. You can find your Plan's investment option expense ratios on the website or in your Plan's performance report. Each fund has its own fund operating expenses that vary depending on the investment

options you select. Funds may impose redemption fees and/or restrictions on certain transfers, redemptions or exchanges if assets are held for less than the period stated in the fund's prospectus and other disclosure documents. For more information, please refer to the fund's prospectus and/or disclosure documents.

Advisory Services Fees

If you choose the Managed Account service provided by AAG, the annual fee will be based on your account balance (see table below). For example, if your account balance is \$50,000, the annual Managed Account fee would be 0.60% of the account balance. If your account balance is \$500,000, the first \$100,000 would be subject to an annual fee of 0.60%; the next \$150,000 would be subject to an annual fee of 0.50%; the next \$150,000 would be subject to an annual fee of 0.40%; and any amounts over \$400,000 would be subject to an annual fee of 0.30%. The fee is based on your account balance on the day the fee is debited, and it will be deducted from your account quarterly within the last five to seven business days of each quarter. If you cancel participation in the Managed Account, the fee will be based on your account balance on the date of cancellation and will be deducted within five to seven business days of the cancellation date.

Participant Account Balance	Annual Managed Account Fee
Less than \$100,000	0.60%
Next \$150,000	0.50%
Next \$150,000	0.40%
Greater than \$400,000	0.30%

Your Plan also charges an annual fee of \$25 for the Online Investment Advice tool, which is assessed to your account at \$6.25 quarterly. There is no fee for Online Investment Guidance.

Core securities, when offered, are offered through GWFS Equities, Inc. and/or other broker dealers.

GWFS Equities, Inc., Member FINRA/SIPC, is a wholly owned subsidiary of Great-West Life & Annuity Insurance Company. Recordkeeping and administrative services are provided by Empower Retirement™. Empower Retirement™ refers to the products and services offered in the retirement markets by Great-West Life & Annuity Insurance Company (GWL&A), Corporate Headquarters: Greenwood Village, CO; Great-West Life & Annuity Insurance Company of New York. Home Office: White Plains, NY; and their subsidiaries and affiliates. Managed Account, Guidance and Advice services are offered by Advised Assets Group, LLC (AAG), a federally registered investment adviser and wholly owned subsidiary of GWL&A. More information can be found at www.adviserinfo.sec.gov. Other than those owned by Hoosier S.T.A.R.T. plan, trademarks, logos, service marks, and design elements used are owned by GWL&A. ©2015 Great-West Life & Annuity Insurance Company. All rights reserved. Form# CB1069PH (01/2015) PT215802

Agenda

March 12, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Flooring Installation at Summitville
- New Business
 - 1. Long Range Plan/Waiver
 - 2. Changes to Personnel Policy
 - a. Payroll Deductions
 - b. Retirement
 - 3. Resolution to Establish New Subcategory in Operating Fund
- Director's Report
- Public Comment
- Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
March 12, 2018
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on March 12, 2018, in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Bette Dalzell, Kenny Giselsbach, Mary Kiplinger, Tom Stone, and Larry Watson. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Larry Watson made a motion to approve the meeting minutes and claims register in the consent agenda. A second was made by Bette Dalzell and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Flooring Installation at Summitville

The Board of Trustees has approved a quote for \$22,157.16 from Floors & More Designs to install carpet at the Ralph E. Hazelbaker Library in Summitville. In light of the recent bug infestation and the installation of the luxury vinyl tile at the Elwood Public Library, Director Scott received a new quote from Floors & More Designs. The cost for luxury vinyl tile around the circulation desk and staff areas and carpet in the other areas is \$22,719.12. The cost for all luxury vinyl tile is \$24,852.24. Bette Dalzell made a motion to accept the quote for partial luxury vinyl tile and carpet. Tom Stone made a second and the motion carried. Next month our meeting will be held at the Ralph E. Hazelbaker Library in Summitville at 4:30 p.m.

NEW BUSINESS

Long Range Plan/Waiver

The Board of Trustees need to sign a waiver request for the Long Range Plan for 2017. The new Long Range Plan has been approved for 2018-2020.

Changes to Personnel Policy

Deferred Compensation Matching Plan needs to be added to Section 17 Payroll Deductions and Section 48 Retirement for full time employees who are ineligible for INPRS. Tom Stone made a motion to accept these changes to the Personnel Policy. Bette Dalzell made a second and the motion carried.

Resolution to Establish New Subcategory in Operating Fund

Bette Dalzell read the Resolution to Establish a New Subcategory in the Operating Fund and moved to approve the Resolution as read. Mary Kiplinger made a second and the motion carried.

Director's Report

Director Scott invited the Board to check out the changes in the circulation desk and the flooring. We were closed from Thursday through Saturday. We had Nan and her bug sniffing dog on March 5 at Frankton Community Library and Ralph E. Hazelbaker Library in Summitville. We have already completed remediation at Frankton Community Library. Remediation is scheduled for March 14th at the Hazelbaker Library. Nan and her dog will return to Elwood Public Library for a follow up on March 29th. Reports for our monitoring wells are posted on the Wiki. We are well under IDEM regulations. Youth Services will have a garden again this year with programing from the Madison County Master Gardeners. Larry Watson stated the Kiwanis has an interest in sponsoring the DNR passes this year for all our libraries. Our next meeting is April 9th in Summitville at 4:30 p.m.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

President Austin adjourned the meeting by consent at 5:00 p.m.

Mary E. Kiplinger
Kenneth Smith
Larry Watson

Bette Dalzell, Secretary
Thomas Stone
Beverly J. Austin

Register Of Claims

North Madison County Public Library System

Report Date: From 02/16/18 To 03/12/18

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	130	INDIANA PUBLIC RETIREMENT	Operating Fund	Emp Cont PERF	\$1,519.23	03/07/18	Payroll ending 3/3/18
			PERF	Empower	\$406.92		
				Total this claim =	<u>\$1,926.15</u>		
0	140	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	03/07/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,495.71		
			Operating Fund	Wages of Janitor	\$1,111.50		
				Total this claim =	<u>\$20,909.94</u>		
0	139	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$9.90	03/07/18	February Service Charge
				Total this claim =	<u>\$9.90</u>		
0	137	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$1,335.93	03/07/18	As per attached invoices.
				Total this claim =	<u>\$1,335.93</u>		
0	131	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,588.98	03/07/18	Payroll ending 3/3/18
			Federal Taxes Withheld	Empower	\$1,617.03		
			FICA	Empower	\$1,287.80		
			Medicare	Empower	\$301.18		
				Total this claim =	<u>\$4,794.99</u>		
0	129	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	02/21/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,483.38		
			Operating Fund	Wages of Janitor	\$1,121.30		
				Total this claim =	<u>\$20,907.41</u>		
0	128	CARDMEMBER SERVICE	Operating Fund	Elwood Children's Programing	\$280.56	02/21/18	As per attached invoices.
			Operating Fund	Elwood Adult Programing	\$15.96		
			Operating Fund	Professional Meetings	\$49.00		
			Operating Fund	Repair Parts/Maintenance	\$88.98		
			Operating Fund	Furniture & Equipment	\$30.92		
				Total this claim =	<u>\$465.42</u>		
0	127	AFLAC	AFLAC	Empower	\$493.56	02/21/18	Feb Withholding
				Total this claim =	<u>\$493.56</u>		
0	125	INDIANA DEPARTMENT OF RE	State Tax Withheld	Empower	\$1,299.41	02/21/18	State Withholding for February 2018
			County Taxes Withheld	Empower	\$676.03		
				Total this claim =	<u>\$1,975.44</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	124	GREAT-WEST RETIREMENT S	Annuity	Empower	\$270.00	02/21/18	Payroll ending 02/17/18
				Total this claim =	<u>\$270.00</u>		
0	123	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,588.81	02/21/18	Payroll ending 2/17/18
			Federal Taxes Withheld	Empower	\$1,543.56		
			FICA	Empower	\$1,287.65		
			Medicare	Empower	\$301.16		
				Total this claim =	<u>\$4,721.18</u>		
0	122	INDIANA PUBLIC RETIREMENT	Operating Fund	Emp Cont PERF	\$1,520.06	02/21/18	Payroll ending 02/17/18
			PERF	Empower	\$407.15		
				Total this claim =	<u>\$1,927.21</u>		
0	126	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$5,489.86	02/21/18	Emp Health Insurance 3/1/18-3/30/18
			Insurance	Empower	\$552.24		
				Total this claim =	<u>\$6,042.10</u>		
0	132	GREAT-WEST RETIREMENT S	Annuity	Empower	\$270.00	03/07/18	Payroll ending 3/3/18
				Total this claim =	<u>\$270.00</u>		
31291	119	ELWOOD CALL LEADER	Operating Fund	Elwood Period. & News.	\$12.00	02/21/18	Online edition 1 year
				Total this claim =	<u>\$12.00</u>		
31292	120	SYNCB/AMAZON	Operating Fund	Elwood AV	\$756.27	02/21/18	As per attached invoices.
			Operating Fund	Frankton AV	\$411.70		
			Operating Fund	Summitville AV	\$462.65		
			Operating Fund	Elwood Adult Programing	\$10.10		
			Operating Fund	Technology Equipment	\$850.25		
			Operating Fund	Elwood Children's Programing	\$36.17		
			Operating Fund	Furniture & Equipment	\$916.96		
				Total this claim =	<u>\$3,444.10</u>		
31293	118	TOWN OF FRANKTON	Operating Fund	Electricity	\$351.57	02/21/18	Service for Frankton
			Operating Fund	Water	\$20.55		
			Operating Fund	Waste Disposal Services	\$12.06		
				Total this claim =	<u>\$384.18</u>		
31294	121	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	02/21/18	Copier Lease Elwood
				Total this claim =	<u>\$113.35</u>		
31295	136	BARBARA SNIPES	Operating Fund	Professional Services	\$50.00	03/07/18	South AS Display-Puppets
			Operating Fund	Operating Supplies	\$20.82		
				Total this claim =	<u>\$70.82</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>
31296	138	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$133.56	03/07/18	Service for Elwood
			Operating Fund	Waste Disposal Services	\$179.32		
				Total this claim =	<u>\$312.88</u>		
31297	135	JILL MURRAY	Operating Fund	Summitville Programing	\$18.78	03/07/18	Petty Cash
			Operating Fund	Postage & UPS	\$10.56		
			Operating Fund	Operating Supplies	\$19.98		
				Total this claim =	<u>\$49.32</u>		
31298	134	RICOH USA, INC	Operating Fund	Office Supplies	\$32.27	03/07/18	Copies Frankton & Summitville
			Operating Fund	Office Supplies	\$17.86		
				Total this claim =	<u>\$50.13</u>		
31299	133	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$121.20	03/07/18	Copier lease Frankton & Summitville
				Total this claim =	<u>\$121.20</u>		
31300	141	ALERT CANINE BED BUG DET	Operating Fund	Professional Services	\$367.50	03/12/18	Bug inspection Frankton and Summitvill
				Total this claim =	<u>\$367.50</u>		
31301	142	AT&T	Operating Fund	Telephone & Telegraph	\$190.04	03/12/18	Service for Elwood
				Total this claim =	<u>\$190.04</u>		
31302	143	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,207.13	03/12/18	As per attached invoices.
			Operating Fund	Elwood Childrens	\$1,114.04		
			Operating Fund	Elwood YA	\$276.22		
			Operating Fund	Frankton	\$1,064.35		
			Operating Fund	Summitville	\$629.95		
				Total this claim =	<u>\$4,291.69</u>		
31303	144	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$270.00	03/12/18	Quarterly pest control
				Total this claim =	<u>\$270.00</u>		
31304	145	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$175.00	03/12/18	Snow removal Frankton
				Total this claim =	<u>\$175.00</u>		
31305	146	DEMCO	Operating Fund	Book Processing	\$267.96	03/12/18	Book Processing
				Total this claim =	<u>\$267.96</u>		
31306	147	DOLLAR GENERAL-REGIONS 4	Operating Fund	Cleaning & Sanitation Supplies	\$175.65	03/12/18	As per attached invoices.
			Operating Fund	Frankton Programing	\$60.75		
			Operating Fund	Summitville Programing	\$8.65		
				Total this claim =	<u>\$245.05</u>		
31307	148	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$47.76	03/12/18	Legal Notice of AFR
				Total this claim =	<u>\$47.76</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>
31308	149	ELWOOD CHAMBER OF COMM	Operating Fund	Elwood Adult Programing	\$60.00	03/12/18	Booth rental @ 2018 Home, Health & Garden Show
				Total this claim =	<u>\$60.00</u>		
31309	150	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$40.00	03/12/18	Fire Extinguisher Inspection
				Total this claim =	<u>\$40.00</u>		
31310	151	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$441.53	03/12/18	VoIP and Internet
			St Technology Fund Gra	Telephone & Telegraph	\$1,584.00		
				Total this claim =	<u>\$2,025.53</u>		
31311	152	FRONTIER	Operating Fund	Telephone & Telegraph	\$200.60	03/12/18	Service for Frankton
				Total this claim =	<u>\$200.60</u>		
31312	153	GENERATIVE GROWTH II, LLC	Operating Fund	Frankton Programing	\$34.26	03/12/18	As per attached invoices.
			Operating Fund	Summitville Programing	\$25.21		
				Total this claim =	<u>\$59.47</u>		
31313	154	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$640.00	03/12/18	Snow removal & salting-Summitville
				Total this claim =	<u>\$640.00</u>		
31314	156	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$59.80	03/12/18	Legal notice of AFR
				Total this claim =	<u>\$59.80</u>		
31315	157	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$431.73	03/12/18	Service for Summitville
				Total this claim =	<u>\$431.73</u>		
31316	158	INDIANA PEST CONTROL, INC	Operating Fund	Operating Supplies	\$31.78	03/12/18	Follow up inspection/SteriFab-Heat treat
			Operating Fund	Professional Services	\$850.00		Frankton
				Total this claim =	<u>\$881.78</u>		
31317	155	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$22.98	03/12/18	Service for Summitville
				Total this claim =	<u>\$22.98</u>		
31318	159	JAN ROLAND	Operating Fund	Frankton Programing	\$10.00	03/12/18	Program-Frankton
				Total this claim =	<u>\$10.00</u>		
31319	170	LIBRARY STORE INC., THE	Operating Fund	Office Supplies	\$31.51	03/12/18	Dots for Summitville
				Total this claim =	<u>\$31.51</u>		
31320	171	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$84.00	03/12/18	Service for Frankton
				Total this claim =	<u>\$84.00</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>
31321	160	MIDWEST TAPE	Operating Fund	Book Processing	\$159.99	03/12/18	As per attached invoices.
			Operating Fund	Elwood AV	\$322.87		
			Operating Fund	Summitville AV	\$126.94		
			Operating Fund	Frankton AV	\$126.94		
				Total this claim =	<u>\$736.74</u>		
31322	161	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$692.00	03/12/18	Adding 2 circuits in book drop in Elwood
				Total this claim =	<u>\$692.00</u>		
31323	162	PATRICIA MCDANIEL	Operating Fund	Frankton	\$25.00	03/12/18	Cookbook-Frankton
				Total this claim =	<u>\$25.00</u>		
31324	163	RICOH USA, INC	Operating Fund	Office Supplies	\$81.07	03/12/18	Copies @ Elwood
				Total this claim =	<u>\$81.07</u>		
31325	164	STAPLES ADVANTAGE	Operating Fund	Operating Supplies	\$166.64	03/12/18	As per attached invoices.
			Operating Fund	Office Supplies	\$161.28		
				Total this claim =	<u>\$327.92</u>		
31326	165	TEI LANDMARK AUDIO	Operating Fund	Summitville AV	\$14.29	03/12/18	As per attached invoices.
				Total this claim =	<u>\$14.29</u>		
31327	166	TOPS HOME CENTER	Operating Fund	Paint and painting supplies	\$29.96	03/12/18	As per attached invoices.
			Operating Fund	Cleaning & Sanitation Supplies	\$19.47		
			Operating Fund	Operating Supplies	\$23.99		
				Total this claim =	<u>\$73.42</u>		
31328	167	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$43.80	03/12/18	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
				Total this claim =	<u>\$55.30</u>		
31329	169	VASEY COMMERCIAL, INC	Operating Fund	Professional Services	\$1,815.00	03/12/18	Contract service at Frankton & Summitville
				Total this claim =	<u>\$1,815.00</u>		
31330	168	VAUGHN'S COMPUTER HOU	Operating Fund	Professional Services	\$311.50	03/12/18	As per attached invoices.
				Total this claim =	<u>\$311.50</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$85,141.85

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.

Monday, March 12, 2018

Mary E. Hopfinger
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 12 day of March, 2018.

<u>Thomas Stone</u>	<u>Beth Dabel</u>	
<u>Benjamin Austin</u>	<u>Ln @ water</u>	

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Summitville Flooring Quotes			Price Difference	
All Carpet	\$	22,157.16		
Partial Carpet	\$	22,719.12	\$ 561.96	
All Luxury Vinyl Tile	\$	24,852.24	\$ 2,695.08	



Floors & More Designs

7074 W State Road 28
Elwood, IN 46036
765-552-3830

Estimate

Date	Estimate #
3/10/2018	1715

Name / Address
Summitville Public Library 1013 Church St Summitville, IN 46070

Description	Qty	Rate	Project
			Total
Reception Area, Meeting Room, Entry, Baths and Office Area			
Commercial Luxury Vinyl Plank	2,664	2.99	7,965.36T
Take up and disposal of old flooring	2,664	0.30	799.20
Preparation of floor for new floor covering.	2,664	0.20	532.80
Installation of Luxury Vinyl Tile Flooring	2,664	1.25	3,330.00T
Cove Base	240	1.20	288.00T
Install Cove Base	240	1.00	240.00T
Children, Adult and History Area			
Mohawk Group Commercial Carpet Tile	2,376	2.96	7,032.96T
Take up and disposal of old flooring	2,376	0.30	712.80
Installation of Carpet Tiles	2,376	0.75	1,782.00T
Rubber Transition	24	1.50	36.00T
Thank you for the opportunity to serve your flooring and wallcovering needs!			
Subtotal			\$22,719.12
Sales Tax (0.0%)			\$0.00
Total			\$22,719.12



Floors & More Designs

7074 W State Road 28
Elwood, IN 46036
765-552-3830

Estimate

Date	Estimate #
3/10/2018	1714

Name / Address
Summitville Public Library 1013 Church St Summitville, IN 46070

Description	Qty	Rate	Project
			Total
Entire Facility with Luxury Vinyl Tile			
Commercial Luxury Vinyl Plank	5,076	2.99	15,177.24T
Take up and disposal of old flooring	5,076	0.30	1,522.80
Preparation of floor for new floor covering.	5,076	0.20	1,015.20
Installation of Luxury Vinyl Tile Flooring	5,076	1.25	6,345.00T
Cove Base	360	1.20	432.00T
Install Cove Base	360	1.00	360.00T
Thank you for the opportunity to serve your flooring and wallcovering needs!			
Subtotal			\$24,852.24
Sales Tax (0.0%)			\$0.00
Total			\$24,852.24



Elwood Public Library
 1600 Main Street
 Elwood, IN 46036 Phone: (765) 552-5001 Fax: (765) 552-0955

Friday, March 09,

Indiana State Library
 Indiana Library and Historical Board
 315 West Ohio Street
 Indianapolis, IN 46202

Dear Members of the Indiana Library and Historical Board,

The North Madison County Public Library System Board of Trustees is seeking a waiver for non-compliance with 590 IAC 6-1-5 (j) (6).

A long-range plan of service for between three (3) to five (5) years. The plan, updates, and revisions must be filed with the Indiana state library. At a minimum, the plan shall include the following:

- (A) A statement of community needs and goals.
- (B) An assessment of facilities, services, technology, and operations.
- (C) Measurable objectives and service responses to the community's needs and goals.
- (D) An ongoing evaluation process.
- (E) Financial resources and sustainability.
- (F) An equipment replacement schedule.
- (G) A professional development strategy.
- (H) Collaboration with other public libraries and community partners.

As was stated in our last waiver request, during the months of July through December 2017, we performed the following tasks.

- Formed a strategic plan group
- Interviewed community members
- Discussed the results of the interviews
- Developed a vision, mission statement, goals and objectives to meet community needs.

Unfortunately, these items were not completed until February 2018. As of February 2018, we have a 3-yr long range plan that meets the requirements of 590 IAC 6-1-5 (j) (6).

Sincerely,

Beverly Austin
 Beverly Austin, Diana Eddleman, Bette Dalzell, Mary Kipfinger, Thomas Stone, Larry Watson and
Kenny Gisclbach
 Kenny Gisclbach
 Members of the Library Board of Trustees of the North Madison County Public Library System

Below are two sections from the personnel policy that address INPRS.

17. PAYROLL DEDUCTION

Payroll deductions are made for taxes and for other funds requested by the staff member and authorized by the Library Board. The amount deducted and the purpose for which deductions are made are noted on the "Statement" portion that accompanies each paycheck.

<u>Mandatory deductions:</u>	<u>Optional Deductions (FT only):</u>
Federal Income Tax	Health Insurance
Social Security	Deferred Compensation Plan (annuity)
Medicare	AFLAC
State Income Tax	
County Income Tax	
INPRS or Deferred Compensation Matching Plan (FT only)	

The Library recognizes that with limited legally permissible exceptions no deductions should be taken from the salaries and wages of our employees. If you believe that any improper deduction has been made from your salary, please report the matter immediately to the Director. If the deduction is deemed inappropriate, you will be promptly reimbursed for the entire amount at issue, and the Library will make a good-faith commitment to avoiding any recurrence of the error.

48. RETIREMENT

To ensure that retirement benefits are received as soon as retirement starts, an employee needs to submit a letter of intent to retire, addressed to the Board President and submitted to the Director at least four (4) months before retirement takes place.

Employees in positions covered by INPRS or Deferred Compensation Matching Plan and Social Security will receive retirement benefits according to the provisions of those programs for the age at which they retire.

INPRS or Deferred Compensation Matching Plan is a mandatory deduction for full-time employees. The employee's share of the INPRS contribution (3% of the gross wage) is deducted from his/her paycheck. INPRS or Deferred Compensation Matching Plan voluntary contributions are also available at the employee's discretion. The contributions may add up to 13% (of the gross wage) including mandatory payroll deductions.

Resolution to Establish New Subcategory in Operating Fund

North Madison County Public Library System

WHEREAS, due to adding the employee benefit: State of Indiana Public Employee Deferred Compensation Matching Plan, the library needs to create a new subcategory in its Operating Fund/Budget Classification Index to which funds will be transferred;

NOW THEREFORE BE IT RESOLVED, that a new subcategory entitled "Employer Contribution - Deferred Comp. Matching Plan" is hereby created within the "Personal Services" category in the library's Operating Fund/Budget Classification Index and shall be assigned account number 1.15; and

BE IT FURTHER RESOLVED, that the following transfers be immediately made within the Library Operating Fund,

Transfer from Personal Services:
Subcategory: Employer Contribution - PERF

\$ 5,000

Transfer to Personal Services:
Subcategory: Employer Contribution -
Deferred Comp. Matching Plan

\$ 5,000

BE IT FURTHER RESOLVED, that for all subsequent years, the Employer Contribution-Deferred Comp. Matching Plan shall be allocated in the "Personal Services" category of Operating Fund.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 12th day of March, 2018, at which meeting a quorum was present.

AYE

NAY

Bette Dabzell
Jim Watson
Beverly J. Austin
Thomas C. Stone
Kenny Smith
Mary E. Kiplinger

ATTEST:

Bette Dabzell
Secretary

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 02/01/18 To 02/28/18

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	\$60,574.00	\$0.00	\$60,574.00	\$4,605.46	\$9,210.92	\$51,363.08	84.8
1.12 Salary of Assistants	\$615,631.00	\$0.00	\$615,631.00	\$34,857.21	\$68,153.11	\$547,477.89	88.9
1.13 Wages of Janitor	\$36,153.00	\$0.00	\$36,153.00	\$2,238.21	\$4,495.50	\$31,657.50	87.6
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$305.84	\$5,694.16	94.9
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$3,168.89	\$6,219.79	\$44,780.21	87.8
1.18 Emp Cont PERF	\$46,000.00	\$0.00	\$46,000.00	\$3,039.00	\$6,071.41	\$39,928.59	86.8
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$5,489.86	\$10,979.72	\$89,020.28	89.0
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
Subtotal	\$915,658.00		\$915,658.00	\$53,398.63	\$105,436.29	\$810,221.71	88.5
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$288.33	\$772.47	\$14,227.53	94.9
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$864.41	\$1,985.25	\$7,514.75	79.1
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$260.12	\$280.97	\$3,719.03	93.0
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$0.00	\$14.00	\$136.00	90.7
2.24 Bldg. Mat. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$88.98	\$215.23	\$784.77	78.5
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.31 Book Processing	\$8,000.00	\$0.00	\$8,000.00	\$387.95	\$586.64	\$7,413.36	92.7
2.32 Automation	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0

<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>
Subtotal	\$43,900.00		\$43,900.00	\$1,889.79	\$3,854.56	\$40,045.44	91.2
2. Supplies							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3. Other Services and Charge							
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$8,055.95	\$17,326.66	\$37,673.34	68.5
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12 Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$372.22	\$372.22	\$6,277.78	94.4
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$120.15	\$5,879.85	98.0
3.147 Evergreen Membership	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.0
3.21 Telephone & Telegraph	\$30,600.00	\$0.00	\$30,600.00	\$862.67	\$1,715.14	\$28,884.86	94.4
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$114.48	\$133.47	\$3,666.53	96.5
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$181.28	\$292.51	\$2,707.49	90.2
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$49.00	\$49.00	\$2,951.00	98.4
3.26 Elwood Children's Programing	\$5,000.00	\$0.00	\$5,000.00	\$395.42	\$769.65	\$4,230.35	84.6
3.27 Elwood Adult Programing	\$3,000.00	\$0.00	\$3,000.00	\$54.16	\$154.22	\$2,845.78	94.9
3.28 Frankton Programing	\$4,000.00	\$0.00	\$4,000.00	\$220.66	\$330.51	\$3,669.49	91.7
3.29 Summitville Programing	\$3,000.00	\$0.00	\$3,000.00	\$252.18	\$347.18	\$2,652.82	88.4
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$0.00	\$3,100.00	100.0
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.0
3.4 Insurance	\$21,000.00	\$0.00	\$21,000.00	\$5,561.00	\$5,561.00	\$15,439.00	73.5
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$1,140.26	\$1,886.75	\$18,113.25	90.6
3.52 Electricity	\$40,000.00	\$0.00	\$40,000.00	\$2,112.30	\$4,616.22	\$35,383.78	88.5

<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>
3.53 Water	\$4,000.00	\$0.00	\$4,000.00	\$178.97	\$355.59	\$3,644.41	91.1
3.54 Waste Disposal Services	\$5,000.00	\$0.00	\$5,000.00	\$260.38	\$462.12	\$4,537.88	90.8
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$386.11	\$620.66	\$6,379.34	91.1
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$50.00	\$327.00	\$2,373.00	87.9
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$254,050.00		\$254,050.00	\$20,247.04	\$40,440.05	\$213,609.95	84.1

4. Capitol Outlays

4.1 Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2 Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$947.88	\$1,007.87	\$3,992.13	79.8
4.21 Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$876.71	\$935.82	\$19,064.18	95.3
4.31 Elwood Adult	\$25,000.00	\$0.00	\$25,000.00	\$1,543.46	\$2,570.19	\$22,429.81	89.7
4.32 Elwood Childrens	\$13,000.00	\$0.00	\$13,000.00	\$757.64	\$1,280.75	\$11,709.25	90.1
4.33 Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$275.34	\$494.80	\$5,005.20	91.0
4.34 Frankton	\$15,500.00	\$0.00	\$15,500.00	\$317.96	\$1,615.61	\$13,884.39	89.6
4.35 Summitville	\$13,500.00	\$0.00	\$13,500.00	\$545.73	\$1,057.34	\$12,442.66	92.2
4.4 Elwood Period. & News.	\$7,000.00	\$0.00	\$7,000.00	\$12.00	\$832.86	\$6,167.14	88.1
4.41 Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
4.42 Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$175.00	\$1,325.00	88.3
4.51 Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$1,378.65	\$3,553.97	\$21,446.03	85.8
4.52 Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$502.29	\$2,176.10	\$6,823.90	75.8
4.53 Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$541.61	\$946.85	\$7,053.15	88.2
4.54 Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.0

<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>
Subtotal	\$161,000.00		\$161,000.00	\$7,699.27	\$16,657.16	\$144,342.84	89.7
Grand Total	\$1,375,608.00	\$0.00	\$1,375,608.00	\$83,234.73	\$166,388.06	\$1,209,219.94	87.9

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Bank Balances

North Madison County Public Library System

Report as of: 02/28/18

<i>Bank</i>	
1	Star Financial Bank \$549,860.86
2	Star Financial Bank (2) \$62,732.28
3	Community Bank/Summitville \$0.00
4	First Farmers Bank & Trust \$195,963.97
5	PNC Bank \$0.00
6	Main Source Bank \$0.00
7	Petty Cash & Cash Drawer \$265.00
8	National City Bank (2) \$0.00
9	First Farmers Bank & Trust (2) \$0.00
<i>Total all banks = \$808,822.11</i>	

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Financial Report
North Madison County Public Library System

Report Dates = 02/01/18 to 02/28/18

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
100 Operating Fund	\$699,170.15	\$83,234.73	\$166,388.06	\$20,321.00	\$41,228.23	\$574,010.32
Subtotal	\$699,170.15	\$83,234.73	\$166,388.06	\$20,321.00	\$41,228.23	\$574,010.32
1. Operating Fund						
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
106 Evergreen Indiana	\$91.16	\$0.00	\$101.16	\$39.49	\$85.24	\$75.24
107 PLAC	\$195.00	\$0.00	\$195.00	\$0.00	\$65.00	\$65.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
115 LIRF	\$54,370.99	\$0.00	\$0.00	\$0.00	\$0.00	\$54,370.99
117 Rainy Day Fund	\$123,812.58	\$0.00	\$0.00	\$0.00	\$0.00	\$123,812.58
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$46,785.72	\$7.50	\$345.30	\$150.00	\$180.00	\$46,620.42
121 F'nk Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
122 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
124 F'nk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
125 St Technology Fund Grant Fund	\$0.00	\$1,584.00	\$3,168.00	\$0.00	\$11,721.98	\$8,553.98
130 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$226,569.03	\$1,591.50	\$3,809.46	\$189.49	\$12,052.22	\$234,811.79
4. Withholding						
201 Federal Taxes Withheld	\$0.00	\$3,084.67	\$6,293.17	\$3,084.67	\$6,293.17	\$0.00
202 FICA	\$0.00	\$2,568.23	\$5,040.84	\$2,568.23	\$5,040.84	\$0.00
203 State Tax Withheld	\$0.00	\$1,299.41	\$2,550.26	\$1,299.41	\$2,550.26	\$0.00
204 County Taxes Withheld	\$0.00	\$676.03	\$1,325.74	\$676.03	\$1,325.74	\$0.00
205 PERF	\$0.00	\$813.99	\$1,626.22	\$813.99	\$1,626.22	\$0.00
206 Credit Union	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
207 Annuity	\$0.00	\$540.00	\$1,080.00	\$540.00	\$1,080.00	\$0.00
208 Insurance	\$0.00	\$552.24	\$1,104.48	\$552.24	\$1,104.48	\$0.00
209 Medicare	\$0.00	\$600.66	\$1,178.95	\$600.66	\$1,178.95	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212 AFLAC	\$0.00	\$493.56	\$987.12	\$493.56	\$987.12	\$0.00
Subtotal	\$0.00	\$10,628.79	\$21,186.78	\$10,628.79	\$21,186.78	\$0.00
Grand Total	\$925,739.18	\$95,455.02	\$191,384.30	\$31,139.28	\$74,467.23	\$808,822.11

Total all banks = \$808,822.11

Receipt Listing
North Madison County Public Library System

Report Date: From **02/01/18** To **02/28/18**

Receipt #	Date	Name	Explanation	Bank	Total
45	02/01/18	Star Financial Bank	January Interest	1	\$5.57
46	02/01/18	Jordan Arehart	FINES & FEES - RECEIPT #12880	1	\$88.35
47	02/02/18	Jordan Arehart	FINES & FEES - RECEIPT #12881	1	\$62.11
48	02/05/18	Katie Schiffner	FINES & FEES - RECEIPT #12882	1	\$69.25
49	02/05/18	Jill Murray	FINES & FEES - RECEIPT #12883	1	\$66.95
50	02/05/18	Jordan Arehart	FINES & FEES - RECEIPT #12884	1	\$35.94
51	02/06/18	Jordan Arehart	FINES & FEES - RECEIPT #12884	1	\$64.80
52	02/08/18	Star Financial Bank	January Interest	2	\$12.24
53	02/08/18	First Farmers Bank & Trust	January Interest	4	\$202.05
54	02/08/18	Jordan Arehart	FINES & FEES - RECEIPT #12884 Receipt posted twice. Edited to 0.00	1	\$0.00
55	02/08/18	Debbie Fox	FINES & FEES - RECEIPT #12885	1	\$174.55
56	02/08/18	Trisha Shuler	FINES & FEES - RECEIPT #12886	1	\$21.90
57	02/09/18	Katie Schiffner	FINES & FEES - RECEIPT #12887	1	\$74.51
58	02/12/18	Todd Buckmaster	FINES & FEES - RECEIPT #12888	1	\$45.85
59	02/12/18	Jill Murray	FINES & FEES - RECEIPT #12889	1	\$61.65
60	02/12/18	Jordan Arehart	FINES & FEES - RECEIPT #12890	1	\$19.60
61	02/12/18	Debbie Fox	FINES & FEES - RECEIPT #12891	1	\$268.30
62	02/13/18	Jordan Arehart	FINES & FEES - RECEIPT #12892	1	\$76.47
63	02/14/18	Jordan Arehart	FINES & FEES - RECEIPT #12893	1	\$67.85
64	02/15/18	Katie Schiffner	FINES & FEES - RECEIPT #12894	1	\$75.50
65	02/07/18	PAYROLL		1	\$5,305.82
66	02/15/18	Madison County Treasurer	Feb 2018 LIT Distribution	1	\$18,475.83
67	02/16/18	Todd Buckmaster	FINES & FEES - RECEIPT #12896	1	\$55.89
68	02/20/18	Katie Schiffner	FINES & FEES - RECEIPT #12897	1	\$57.51
69	02/20/18	Jill Murray	FINES & FEES - RECEIPT #12898	1	\$55.90
70	02/20/18	Jill Murray	Cash Donation-Receipt #12898	1	\$20.00
71	02/21/18	PAYROLL		1	\$5,322.97
72	02/20/18	Jordan Arehart	FINES & FEES - RECEIPT #12900	1	\$33.96
73	02/22/18	Todd Buckmaster	FINES & FEES - RECEIPT #13051	1	\$62.51
74	02/22/18	Debbie Fox	FINES & FEES - RECEIPT #13052	1	\$91.45
75	02/22/18	Katie Schiffner	FINES & FEES - RECEIPT #13053	1	\$89.85
76	02/22/18	Crown Point Community Librar	Lost SRCS book-Receipt #13054	1	\$24.00
77	02/23/18	Todd Buckmaster	FINES & FEES - RECEIPT #13055	1	\$50.15

<i>Receipt #</i>	<i>Date</i>	<i>Name</i>	<i>Explanation</i>	<i>Bank</i>	<i>Total</i>
				<i>Total All Receipts</i>	\$31,139.28

Wednesday, March 7, 2018

Fiscal Officer

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Voucher List

North Madison County Public Library System

Report Date: From 02/01/18 To 02/28/18

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	68	STAR FINANCIAL BANK	02/01/18	January Service Charge	\$9.72
0	69	INDIANA PUBLIC RETIREMENT	02/07/18	Payroll ending 2/3/18	\$1,925.78
0	70	EFTPS	02/07/18	Payroll ending 02/03/18	\$4,701.27
0	71	GREAT-WEST RETIREMENT S	02/07/18	Payroll ending 02/03/18	\$270.00
31247	72	AT&T	02/07/18	Service for Elwood	\$153.99
31248	73	BARBARA SNIPES	02/07/18	North Display Case-Valentina	\$50.00
31249	74	CITY OF ELWOOD UTILITIES	02/07/18	Service for Elwood	\$322.20
31251	75	JILL MURRAY	02/07/18	Petty Cash	\$47.27
31250	76	JILL MURRAY	02/07/18	Travel Reimbursement 182 mi @ \$.44=	\$80.08
31252	77	LIBERTY MUTUAL INSURANCE	02/07/18	Renewal	\$1,989.00
31253	78	STAPLES ADVANTAGE	02/07/18	As per attached invoices.	\$556.93
31254	79	TOWN OF SUMMITVILLE	02/07/18	Service for Summitville	\$59.68
31255	80	TRISHA SHULER	02/07/18	Petty Cash	\$33.96
0	81	VECTREN ENERGY DELIVERY	02/07/18	Service for Frankton and Elwood.	\$1,140.26
31256	82	WELLS FARGO VENDOR FINA	02/07/18	Copiers Frankton and Summitville	\$121.20
31281	83	POSTMASTER	02/12/18	Stamps 2 rolls \$50 each	\$100.00
31257	84	ALERT CANINE BED BUG DET	02/12/18	1.5 Hours canine inspection	\$367.50
31259	85	AVC TECHNOLOGY CORPORA	02/12/18	Qtrly Support and Cloud Backup Feb-Apr	\$120.00
31261	86	BURNETTE - DELLINGER INC.	02/12/18	Kiplinger Bond, Workers Comp Renewal	\$3,572.00
31262	87	COVELL CONSTRUCTION & S	02/12/18	Snow removal 1/8, 1/12, 1/13, 1/16, 1/26	\$405.00
31263	88	DEMCO	02/12/18	Summer Reading Supplies	\$210.66
31264	89	DOLLAR GENERAL-REGIONS 4	02/12/18	As per attached invoices.	\$251.49
31265	90	ELWOOD FIRE EQUIPMENT C	02/12/18	Fire Extinguisher Inspection	\$54.45
31266	91	ENA SERVICES LLC	02/12/18	Internet and VoIP	\$2,024.48
31267	92	FRONTIER	02/12/18	Service for Frankton	\$200.36
31268	93	INDIANA MICHIGAN POWER C	02/12/18	Service for Summitville	\$471.09
31270	94	INDIANA-AMERICAN WATER C	02/12/18	Service for Summitville	\$24.86
31269	95	INDIANA PEST CONTROL, INC	02/12/18	Service for Elwood	\$954.80
31271	96	JAN ROLAND	02/12/18	Art class-Frankton	\$10.00
31272	97	KREG NOEL	02/12/18	Snow removal-Elwood	\$75.00
31274	98	MARSHALL BEST SECURITY C	02/12/18	Repair on womens restroom lock	\$153.50
31276	99	MIDWEST TAPE	02/12/18	As per attached invoices.	\$1,107.64
31275	100	MIDDLEBURY COMMUNITY PU	02/12/18	NICCL dues	\$50.00
31278	101	NUGENT ELECTRIC INC.	02/12/18	Electrical Supplies	\$468.72
31280	102	PITNEY BOWES GLOBAL FINA	02/12/18	Postage meter lease	\$151.56
31282	103	RICOH USA, INC	02/12/18	Copies Elwood	\$133.02
31283	104	STAPLES ADVANTAGE	02/12/18	As per attached invoices.	\$53.14
31284	105	TEI LANDMARK AUDIO	02/12/18	Audio Books	\$72.24
31285	106	TOPS HOME CENTER	02/12/18	As per attached invoices.	\$96.25
31287	107	VASEY COMMERCIAL, INC	02/12/18	As per attached invoices.	\$2,276.80
31286	108	TRISHA SHULER	02/12/18	Mileage 230 miles @ \$.44 = \$101.20	\$101.20
31273	109	LORI SHEPLER	02/12/18	Refund of Fines for Ruby Shepler	\$9.74
31258	110	AT&T	02/12/18	Service for Summitville	\$67.84
31279	111	ORIENTAL TRADING COMPAN	02/12/18	Program supplies Summitville	\$67.89
31277	112	NCPL SPECIAL FUND	02/12/18	Wowbrary subscription 2018	\$372.22
31260	113	BAKER & TAYLOR	02/12/18	As per attached invoices.	\$3,409.01
31290	114	INDIANA MICHIGAN POWER C	02/12/18	Service for Elwood	\$1,289.64
31289	115	ELWOOD FIRE EQUIPMENT C	02/12/18	Fire Alarm for Summitville	\$3,693.98
31288	116	DEBBIE FOX	02/12/18	Petty Cash	\$28.18

Printed on Wednesday, March 7, 2018

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Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	117	PAYROLL	02/07/18	PAYROLL	\$20,793.47
31293	118	TOWN OF FRANKTON	02/21/18	Service for Frankton	\$384.18
31291	119	ELWOOD CALL LEADER	02/21/18	Online edition 1 year	\$12.00
31292	120	SYNCB/AMAZON	02/21/18	As per attached invoices.	\$3,444.10
31294	121	WELLS FARGO VENDOR FINA	02/21/18	Copier Lease Elwood	\$113.35
0	122	INDIANA PUBLIC RETIREMENT	02/21/18	Payroll ending 02/17/18	\$1,927.21
0	123	EFTPS	02/21/18	Payroll ending 2/17/18	\$4,721.18
0	124	GREAT-WEST RETIREMENT S	02/21/18	Payroll ending 02/17/18	\$270.00
0	125	INDIANA DEPARTMENT OF RE	02/21/18	State Withholding for February 2018	\$1,975.44
0	126	UNITED HEALTHCARE	02/21/18	Emp Health Insurance 3/1/18-3/30/18	\$6,042.10
0	127	AFLAC	02/21/18	Feb Withholding	\$493.56
0	128	CARDMEMBER SERVICE	02/21/18	As per attached invoices.	\$465.42
0	129	PAYROLL	02/21/18	PAYROLL	\$20,907.41

Total Amount of Claims \$95,455.02

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, March 7, 2018

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 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$95,455.02

Date this _____ day of _____, 20_____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Printed on Wednesday, March 7, 2018

Page 2 of 2

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

North Madison County Public Library's Board Meeting Agenda

TRANSMISSION VERIFICATION REPORT

TIME : 01/01/2002 00:44
NAME : ELWOOD LIBRARY
FAX : 7655520955
TEL : 7655525001
SER.# : BROF2V374540

Jamie Scott

Thu 3/8/2018 4:46 PM

To Elwood Call Leader <elpub@elwoodpublishing.com>;

1 attachments (61 KB)

Agenda Regular Meeting - March 12, 2018.pdf;

DATE, TIME	01/01 00:44
FAX NO./NAME	HERALD
DURATION	00:00:18
PAGE(S)	01
RESULT	OK
MODE	STANDARD ECM

Please find the agenda for the North Madison County Public Library's board meeting scheduled Monday March 12th at 4:30 pm to be held at the Elwood Public Library

Jamie

Mrs. Jamie Scott
Director
North Madison County Public Library System
1600 Main Street
Elwood, IN 46036
765-552-5001 ext. 1113
65-552-0955

Agenda

March 12, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Flooring Installation at Summitville
- New Business
 - 1. Long Range Plan/Waiver
 - 2. Changes to Personnel Policy

TRANSMISSION VERIFICATION REPORT

TIME : 01/01/2002 00:42
NAME : ELWOOD LIBRARY
FAX : 7655520955
TEL : 7655525001
SER.# : BROF2V374540

DATE, TIME 01/01 00:42
FAX NO./NAME SUMMITVILLE
DURATION 00:00:15
PAGE(S) 01
RESULT OK
MODE STANDARD
ECM

Agenda

March 12, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

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TRANSMISSION VERIFICATION REPORT

TIME : 01/01/2002 00:41
NAME : ELWOOD LIBRARY
FAX : 7655520955
TEL : 7655525001
SER.# : BROF2V374540

DATE, TIME 01/01 00:41
FAX NO./NAME FRANKTON
DURATION 00:00:18
PAGE(S) 01
RESULT OK
MODE STANDARD
ECM

Agenda

March 12, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
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- Old Business
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- New Business
 - 1. Long Range Plan/Waiver
 - 2. Changes to Personnel Policy

Agenda

April 9, 2018

North Madison County Public Library System
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Foundation at Summitville
2. Changes to Personnel Policy – Retirement
3. Resolution to Establish New Subcategory in Operating Fund

New Business

1. Parking Lot Seal Coating Quotes
2. Videotape Denial Slip
3. ENA VoIP Renewal
4. Service Fees

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Ralph E. Hazelbaker Library
Regular Meeting
April 9, 2018
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on April 9, 2018, in the Ralph E. Hazelbaker Library in Summitville.

CALL FOR QUORUM

Present were members Beverly Austin, Kenny Giselbach, Mary Kiplinger, Tom Stone, and Larry Watson. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Larry Watson made a motion to approve the meeting minutes and claims register in the consent agenda. A second was made by Kenny Giselbach and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Foundation at Summitville

Indiana Foundation was scheduled to repair the foundation at Summitville in May. Indiana Foundation has changed hands and any contract over six months old is null and void. Our original quote was \$13,800.00. We received a new quote for \$21,450.00, with the increase based on the increase in the cost of steel. They also quoted \$20,150.00 for Helical Piers. Tom Stone made a motion to accept the current quote from Indiana Foundation. Mary Kiplinger made a second and the motion carried.

Changes to Personnel Policy

Deferred Compensation Matching Plan needs to be added to Section 48 Retirement for full time employees who are ineligible for INPRS. Kenny Giselbach made a motion to accept these changes to the Personnel Policy. Larry Watson made a second and the motion carried.

Resolution to Establish New Subcategory in Operating Fund

Tom Stone as secretary pro-tem read the Resolution to Establish a New Subcategory in the Operating Fund and moved to approve the Resolution as read. Mary Kiplinger made a second and the motion carried.

NEW BUSINESS

Parking Lot Seal Coating Quotes

The parking lots at Elwood Public Library, Frankton Community Library and Ralph E. Hazelbaker Library need to be seal coated and crack filled. We received quotes from T & A Seal Coating and Conrad's Seal Coating.

	T&A Seal Coating	Conrad's Seal Coating
Elwood	\$2,620.00	\$3,291.00
Frankton	\$1,300.00	\$ 949.00
Hazelbaker	\$1,650.00	\$ 782.00

Tom Stone made a motion to accept the T & A Seal Coating bid for the Elwood Public Library and the Conrad's Seal Coating bids for the Frankton Community Library and Ralph E. Hazelbaker Library in Summitville. Larry Watson made a second and the motion carried.

Videotape Denial Slip

Director Scott presented a form for patrons to opt out of being photographed or filmed at library programs. The form was approved by consent after corrections were made.

ENA VoIP Renewal

Our current contract with ENA for voice services is ending. Our current cost is \$441.53 per month. The new contract will be \$351.75 per month. Mary Kiplinger made a motion to accept the new contract. Tom Stone made a second and the motion carried.

Service Fees

Director Scott would like to remove the following from Service Fees:
To assist with protecting our patron's privacy, the library will not scan and/or e-mail any document with a social security number.
Reader Printer copies: \$0.10 per page.
Director Scott would like to add *3D Printing-.05 per gram (of objects weight) Typical prints range in price from \$.30 to \$1.50. For more information, refer to the 3D Printing Policy and Procedures.* Kenny Giselbach moved to accept the changes to Service Fees. Tom Stone made a second and the motion carried.

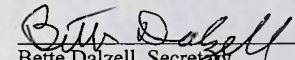
Director's Report

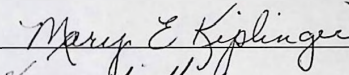
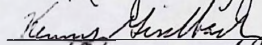
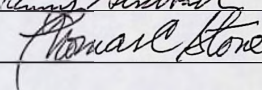
Circulation is down for the first three months. There was a nice article in the Elwood Call Leader about the new desk and flooring at the Elwood library. We are still deciding on the need for a shelf in the front of the desk. This winter there was a patron living in his car in the library parking lot. He moved the car every day and he uses the library regularly. There is not a problem as long as he moves and keeps the area clean. We are participating in the Home, Health and Garden Show this weekend. We are taking the 3D Printer and our VR. We would like to keep changing out the can lights at Summitville. Rebates are available through Indiana Michigan. The Kiwanis Club of Elwood donated \$200.00 for DNR passes this year for Elwood Public Library, Frankton Community Library and Ralph E Hazelbaker Library in Summitville.

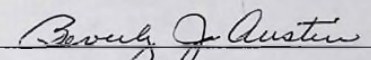
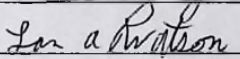
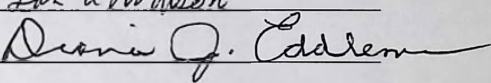
PUBLIC COMMENT

Public comment was sought. None was forthcoming.

Kenny Giselbach made a motion to adjourn the meeting. Mary Kiplinger made a second and the meeting adjourned.


Bette Dalzell, Secretary

Register Of Claims

North Madison County Public Library System

Report Date: From 03/13/18 To 04/09/18

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	199	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$10.08	04/04/18	March Service Charge
				Total this claim =	\$10.08		
0	174	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,593.65	03/21/18	Payroll ending 3/17/18
			FICA	Payroll Deductions	\$1,291.60		
			Federal Taxes Withheld	Payroll Deductions	\$1,656.92		
			Medicare	Payroll Deductions	\$302.05		
				Total this claim =	\$4,844.22		
0	175	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	03/21/18	Payroll ending 3/17/18
				Total this claim =	\$341.00		
0	176	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,302.93	03/21/18	Withholding for March 2018
			County Taxes Withheld	Payroll Deductions	\$678.14		
				Total this claim =	\$1,981.07		
0	177	UNITED HEALTHCARE	Insurance	Payroll Deductions	\$649.80	03/21/18	Healthcare4/1-4/30/18
			Operating Fund	Emp Cont Group Ins	\$7,517.70		
				Total this claim =	\$8,167.50		
0	178	AFLAC	AFLAC	Payroll Deductions	\$493.56	03/21/18	Withholding for March 2018
				Total this claim =	\$493.56		
0	188	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	03/21/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,514.34		
			Operating Fund	Wages of Janitor	\$1,153.94		
				Total this claim =	\$20,971.01		
0	189	CARDMEMBER SERVICE	Operating Fund	Postage & UPS	\$32.76	04/04/18	As per attached invoices.
			Operating Fund	Professional Meetings	\$49.00		
				Total this claim =	\$81.76		
0	194	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$130.43	04/04/18	Service for Frankton, Summitville, and Elwood
			Operating Fund	Gas	\$457.02		
			Operating Fund	Gas	\$148.99		
				Total this claim =	\$736.44		
0	196	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$406.92	04/04/18	Payroll ending 3/31/18
			Operating Fund	Emp Cont PERF	\$1,519.23		
				Total this claim =	\$1,926.15		

<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	187	EFTPS	Operating Fund	Empl Share FICA&Medicare	\$1,589.82	04/04/18	Payroll ending 3/31/18
				FICA	\$1,288.49		
				Federal Taxes Withheld	\$1,651.39		
				Medicare	\$301.33		
				Total this claim =	<u>\$4,831.03</u>		
0	173	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$467.70	03/21/18	Payroll ending 3/17/18
			Operating Fund	Emp Cont PERF	\$1,522.06		
				Total this claim =	<u>\$1,929.76</u>		
0	188	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	04/04/18	Payroll ending 3/31/18
				Total this claim =	<u>\$341.00</u>		
31332	178	AT&T	Operating Fund	Telephone & Telegraph	\$70.81	03/21/18	Service for Summerville
				Total this claim =	<u>\$70.81</u>		
31333	180	BARBARA SNIPES	Operating Fund	Professional Services	\$50.00	03/21/18	North A.S. Display
				Total this claim =	<u>\$50.00</u>		
31334	181	DISCOUNT PAPER PRODUCTS	Operating Fund	Office Supplies	\$138.28	03/21/18	Receipttape
				Total this claim =	<u>\$138.28</u>		
31335	183	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,357.61	03/21/18	Service for Elwood
				Total this claim =	<u>\$1,357.61</u>		
31336	182	INDIANA PEST CONTROL, NC	Operating Fund	Professional Services	\$950.00	03/21/18	Service for Summerville
				Total this claim =	<u>\$950.00</u>		
31337	184	RICOH USA, INC	Operating Fund	Office Supplies	\$37.50	03/21/18	Copies for Frankon & Summerville
				Total this claim =	<u>\$37.50</u>		
31338	185	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$154.21	03/21/18	As per attached invoices.
				Total this claim =	<u>\$154.21</u>		
31339	186	TOWN OF SUMMITVILLE	Operating Fund	Water	\$0.00	03/21/18	Service for Summerville
			Operating Fund	Waste Disposal Services	\$59.68		
				Total this claim =	<u>\$59.68</u>		
31340	187	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	03/21/18	Copier Lease
				Total this claim =	<u>\$113.35</u>		
31341	190	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$133.56	04/04/18	Service for Elwood
			Operating Fund	Waste Disposal Services	\$179.32		
				Total this claim =	<u>\$312.88</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>
31342	191	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	\$68.64	04/04/18	Mileage 156 miles @ \$.44
				Total this claim =	<u>\$68.64</u>		
31343	192	SYNCB/AMAZON	Operating Fund	Elwood AV	\$1,120.55	04/04/18	As per attached invoices.
			Operating Fund	Frankton AV	\$372.50		
			Operating Fund	Summitville AV	\$351.50		
			Operating Fund	Technology Equipment	\$75.00		
			Operating Fund	Furniture & Equipment	\$199.99		
				Total this claim =	<u>\$2,119.54</u>		
31344	193	TOWN OF FRANKTON	Operating Fund	Electricity	\$367.72	04/04/18	Service for Frankton
			Operating Fund	Water	\$20.55		
			Operating Fund	Waste Disposal Services	\$12.97		
				Total this claim =	<u>\$401.24</u>		
31345	195	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$121.20	04/04/18	Copier Lease Summitville & Frankton
				Total this claim =	<u>\$121.20</u>		
31346	200	AT&T	Operating Fund	Telephone & Telegraph	\$172.48	04/09/18	Service for Elwood
				Total this claim =	<u>\$172.48</u>		
31347	201	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$501.00	04/09/18	Accounting, Payroll & Time Clock Support April through June
				Total this claim =	<u>\$501.00</u>		
31348	202	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,222.21	04/09/18	As per attached invoices.
			Operating Fund	Elwood YA	\$378.03		
			Operating Fund	Elwood Childrens	\$605.59		
			Operating Fund	Frankton	\$1,014.03		
			Operating Fund	Summitville	\$933.88		
			Operating Fund	Elwood AV	\$90.58		
				Total this claim =	<u>\$4,244.32</u>		
31349	203	CHESTER INFORMATION TEC	Operating Fund	Techology Software	\$112.00	04/09/18	Veritas Backup Exec 15 Agent for Windows Essential Support Renewal
				Total this claim =	<u>\$112.00</u>		
31350	204	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$130.00	04/09/18	Snow removal 3/21/18
				Total this claim =	<u>\$130.00</u>		
31351	205	DEMCO	Operating Fund	Furniture & Equipment	\$527.30	04/09/18	3 Task Chairs for Adult Services Circ desk
				Total this claim =	<u>\$527.30</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>
31352	226	DOLLAR GENERAL-REGIONS 4	Operating Fund Operating Fund	Summitville Progaming Frankton Progaming	\$26.20 <u>\$26.50</u> \$52.70	04/09/18	As per attached invoices.
				Total this claim =			
31353	206	ELWOOD FIRE EQUIPMENT C	Operating Fund Operating Fund	Professional Services Professional Services	\$500.00 <u>\$4,535.00</u>	04/09/18	Fire Alarm Inspection, Sprinkler System Inspection, Installation of Fire Alarm at Summitville
				Total this claim =	\$5,035.00		
31354	207	ENA SERVICES LLC	St Technology Fund Gra Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$1,584.00 <u>\$441.53</u>	04/09/18	VoIP and Internet
				Total this claim =	\$2,025.53		
31355	208	FRONTIER	Operating Fund	Telephone & Telegraph	<u>\$200.36</u>	04/09/18	Service for Frankton
				Total this claim =	\$200.36		
31356	225	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	<u>\$80.00</u>	04/09/18	Salt-Summitville
				Total this claim =	\$80.00		
31357	209	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	<u>\$2,098.23</u>	04/09/18	1st Qtr Unemployment
				Total this claim =	\$2,098.23		
31358	223	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	<u>\$460.81</u>	04/09/18	Service for Summitville
				Total this claim =	\$460.81		
31359	210	INDIANA STATE LIBRARY	PLAC	Other	<u>\$130.00</u>	04/09/18	PLAC 1st Qtr 2018
				Total this claim =	\$130.00		
31360	211	INDIANA STATE LIBRARY	Evergreen Indiana	Other	<u>\$140.24</u>	04/09/18	1st Qtr 2018 Evergreen Fines & fees collected.
				Total this claim =	\$140.24		
31361	224	INDIANA-AMERICAN WATER C	Operating Fund	Water	<u>\$25.14</u>	04/09/18	Service for Summitville
				Total this claim =	\$25.14		
31362	212	KREG NOEL	Operating Fund	Professional Services	<u>\$75.00</u>	04/09/18	Snow plowing March 21, 2018 @ Elwood
				Total this claim =	\$75.00		
31363	213	LIBRARY STORE INC., THE	Operating Fund	Book Processing	<u>\$328.22</u>	04/09/18	As per attached invoices.
				Total this claim =	\$328.22		
31364	214	MADISON COUNTY TREASUR	Operating Fund	Taxes	<u>\$40.00</u>	04/09/18	Ditch Assessment Elwood & Summitville
				Total this claim =	\$40.00		
31365	215	MIDWEST COLLABORATIVE F	Operating Fund	Databases	<u>\$157.50</u>	04/09/18	Cypress Resume
				Total this claim =	\$157.50		

<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>
31366	216	MIDWEST TAPE	Operating Fund	Frankton AV	\$313.85	04/09/18	As per attached invoices.
			Operating Fund	Elwood AV	\$108.94		
			Operating Fund	Summitville AV	\$108.94		
			Operating Fund	Book Processing	\$283.96		
				Total this claim =	<u>\$815.69</u>		
31367	217	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$646.00	04/09/18	Summitville & Elwood can lights
			Operating Fund	Professional Services	\$646.00		
				Total this claim =	<u>\$1,292.00</u>		
31368	218	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$103.64	04/09/18	Program supplies Summitville
				Total this claim =	<u>\$103.64</u>		
31369	219	RICOH USA, INC	Operating Fund	Office Supplies	\$108.38	04/09/18	Copies for Elwood
				Total this claim =	<u>\$108.38</u>		
31370	220	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$79.71	04/09/18	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$95.15		
			Operating Fund	Operating Supplies	\$24.00		
			Operating Fund	Cleaning & Sanitation Supplies	\$40.08		
				Total this claim =	<u>\$238.94</u>		
31371	221	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$13.98	04/09/18	As per attached invoices.
			Operating Fund	Operating Supplies	\$7.98		
			Operating Fund	Operating Supplies	\$3.99		
			Operating Fund	Elwood Children's Programing	\$32.35		
			Operating Fund	Repair Parts/Maintenance	\$6.49		
				Total this claim =	<u>\$64.79</u>		
31372	222	VAUGHN'S COMPUTER HOUS	Operating Fund	Professional Services	\$104.00	04/09/18	Service & Consulting
				Total this claim =	<u>\$104.00</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$71,872.81

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, April 9, 2018

Mary E. Kepling
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 9th day of April, 2018.

Kenneth Ninkbach
Len A. Winters
Thomas C. Stone

Beverly J. Atkinson

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

E-mail
Installation
 Date 7-17-18
 Dig Safe # _____
 Foreman _____

mil pink w/ deposit
INDIANA FOUNDATION SERVICE, INC.
 624 North Front Street | Whiteland, Indiana 46184
 Toll Free Local Fax
 800-978-6980 | 317-535-1765 | 317-535-4268
 Service Dept: (317) 535-2305 (Liz)

Check # _____
 Date 11
 Amt. _____
 Received By: _____

PROPOSAL

SUBMITTED TO Robert E. Hamel Baker PHONE (HOME) 317-465-6335-1053 DATE BID _____
 STREET 1013 Church St. PHONE (WORK) 317-535-2335 DATE BID 7-21-17
 CITY, STATE & ZIP CODE Summitville, IN 46070 E-MAIL _____ FAX _____
 JOB LOCATION South

Indiana Foundation Service, Inc. will:

1. Furnish labor and material for the installation of 13 foot long steel piers stabilize the vertical settlement on the area in red only of the building at the above address, (See Sketch).
2. Back fill and compact all removed dirt or stone and replace concrete that we removed.
3. Complete the above within approximately 3-5 working days.
4. Is not responsible for any tile, carpet, paneling, appliances, air conditioners, outside plantings, etc. that need to be removed and replaced. We will, however, exercise care in replanting those plantings removed by us.
5. Assume normal construction and concrete thickness. If this is not the case, or if previous concrete underpins / piers are encountered, an additional charge will be made to prepare the affected area for proper installation of the piercing system.
6. Total depth per pier included in price: 4.5'
 Each additional foot at additional cost of: 12.00

Downspouts buried 8'-15' to basement walls w/ 2' back below - add \$1,875.00

Terrain Correction Needed
 Downspouts, Gutter Correction Needed

Indiana Foundation Service, Inc. cannot be responsible for underground lines which cannot be located. However the owner may opt to have a third party come out to locate those utilities at an additional charge.

Complete in accordance with above specifications for the sum of:
between thousand eight hundred and no Dollars (\$ 13,800.00)

Deposit 20% 2,760.00 Balance on completion 11,040.00

All materials guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs for excessive concrete removal, equipment rental or unnatural pier depth will be executed only upon written orders, and will become an extra charge over and above the estimate. Our workers are fully covered by Workman's Compensation insurance and general liability insurance.

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal - The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Indiana Foundation Service, Inc.
 Authorized Signature [Signature] Date 7-21-17
 Print KEVIN TALSMAN
 Signature _____ Date _____
 Print _____ Date _____

No statement will be sent - yellow copy will be your receipt - return white copy signed and dated

Installation
 Date _____
 Dig Safe # _____
 Foreman _____

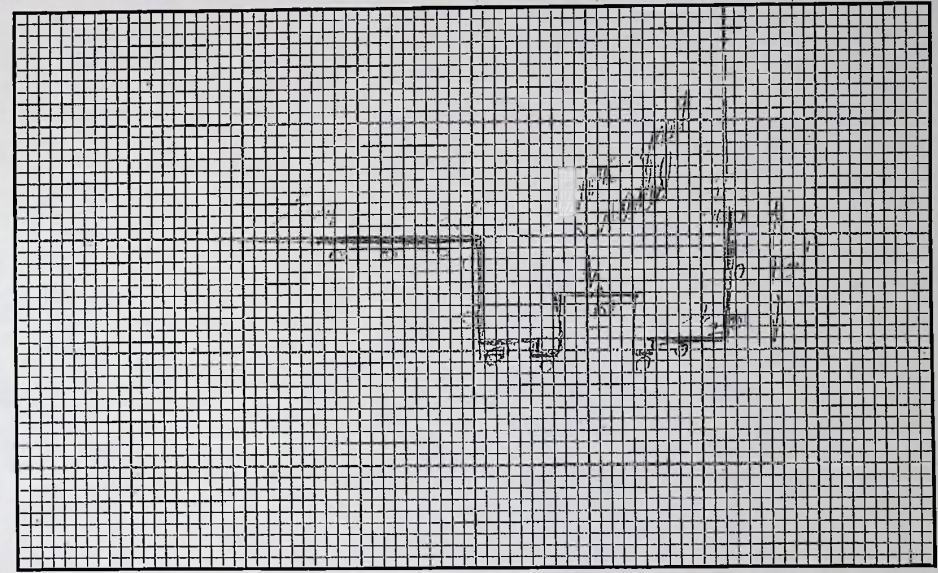
INDIANA FOUNDATION SERVICE, INC.
 624 North Front Street | Whiteland, Indiana 46184
 Toll Free Local Fax
 800-978-6980 | 317-535-1765 | 317-535-4268
 Service Dept: (317) 535-2305 (Liz)

Check # _____
 Date 11
 Amt. _____
 Received By: _____

JOB INFORMATION

SUBMITTED TO Robert E. Hamel Baker PHONE (HOME) 317-465-6335-1053 DATE BID _____
 STREET 1013 Church St. PHONE (WORK) 317-535-2335 DATE BID 7-21-17
 CITY, STATE & ZIP CODE Summitville, IN 46070 E-MAIL _____ FAX _____
 JOB LOCATION South

Guarantee extends to area marked in red



Indiana Foundation Service, Inc. cannot be responsible for underground lines which cannot be located. However the owner may opt to have a third party come out to locate those utilities at an additional charge.

FOUNDATION <input type="checkbox"/> Basement <input type="checkbox"/> Crawl Space <input type="checkbox"/> Slab <input type="checkbox"/> FLOOR <input type="checkbox"/> Plain <input type="checkbox"/> Carpet <input type="checkbox"/> Tile <input type="checkbox"/> Other _____	TYPE OF WALL <input type="checkbox"/> Poured <input checked="" type="checkbox"/> Block <input type="checkbox"/> Unfinished <input type="checkbox"/> Finished <input type="checkbox"/> Panelling <input type="checkbox"/> Sheet Rock <input type="checkbox"/> AC <input type="checkbox"/> Patio / Porch / Deck <input type="checkbox"/> Sidewalk / Driveway <input type="checkbox"/> Septic Tank <input type="checkbox"/> Close Property Line <input type="checkbox"/> Underground Utilities	OBSTACLES INSIDE <input type="checkbox"/> Sewer <input type="checkbox"/> Water Heater / Softener <input type="checkbox"/> Furnace <input type="checkbox"/> Washer / Dryer <input type="checkbox"/> Closet / Stairway <input type="checkbox"/> Confined Space <input type="checkbox"/> Cabinets / Shelves <input type="checkbox"/> I Beams <input type="checkbox"/> Tub / Shower <input type="checkbox"/> Fireplace	MATERIALS <input type="checkbox"/> Power Braces <input type="checkbox"/> Anchors <input type="checkbox"/> C-Channel <input type="checkbox"/> Large Plates <input type="checkbox"/> Piers <u>13</u> <input type="checkbox"/> Smart Jacks <input type="checkbox"/> Waterguard <input type="checkbox"/> Super Sump <input type="checkbox"/> Ultra Sump	<input type="checkbox"/> Triple Safe Sump <input type="checkbox"/> Clean Space <input type="checkbox"/> Injection <input type="checkbox"/> Flexispan <input type="checkbox"/> Bubble Pot <input type="checkbox"/> Ice Guard <input type="checkbox"/> Rainchute <input type="checkbox"/> Brite Wall <input type="checkbox"/> Thermo Wall <input type="checkbox"/> Other _____
---	--	---	---	---

NORTH ↑

Contract

INDIANA FOUNDATION SERVICE

Indiana Foundation Service

624 North Front Street
Whiteland, IN 46184

Call us toll free: 1-800-978-6980

Corporate Fax: 317-535-4268

WWW.JESWORK.COM

Att: James Scott

LICENSED CONTRACTOR, CLA6S "A" #GL-1600041

Janie 765-535-6351 SALES@INDIANAFOUNDATION.COM

Customer/Client	Date: <i>4-5-18</i>	Contract No:
<i>Ralph F. Herrard</i>	Phone (Work or Home)	
Address: <i>1013 Clark St. 4</i>	Phone (Mobile / Other) <i>765-536-2335</i>	
County: <i>Monroe Co, Ind. 46007</i>	Fax:	
City State and Zip Code	E-Mail:	
Project Name	Project Location: <i>same</i>	

ITEM	SERVICE	QUANTITY	UNITS	WARRANTY
I.	Foundation Push Pier System	<i>13</i>	Each	Lifetime
II.	Foundation Helical Pier System		Each	Lifetime
III.	Wall Stabilization System		Each	Lifetime
IV.	Slab Pier System		Each	Ten Year
V.	IntelliJack Support		Each	Two Year
VI.	Water Management System		L.F.	Lifetime
VII.	CrawlSeal Encapsulation System		S.F.	Twenty-Five Year
VIII.	Dehumidification Unit:		Each	Five Year Manufacturer's
IX.	Sump Pump:		Each	Manufacturer's
X.	Wood Replacement:		L.F.	One Year
XI.	PolyRenewal		S.F.	Five Year
XII.	Electrical Circuit(s)		Each	
XIII.	Miscellaneous <i>Staircase</i>	<i>13</i>		
XIV.	Miscellaneous			

This Contract, along with the Terms and Conditions, the Warranties, the Notice of Cancellation, and the Payment Terms form the Agreement (the "Agreement") between the Customer and JES Operations, LLC/JES Indiana, LLC d/b/a Indiana Foundation Service (the "Contractor").

Total Contract Price \$

27,750.00
~~*1,500.00*~~
26,250.00

JB initials required for install date to be
 Homeowner assumes responsibility for damages to hidden or unmarked utility lines.
 A full perimeter drainage system with Smart Sump was recommended.
 Stabilization is warranted. JES can attempt to lift at owner's request.
 Customer is aware of warranty and all addendums.

Acceptance of Contract - The above prices, specifications, conditions, and separate warranty are satisfactory and hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above or in accordance with the attached addendum.

Customer Signature(s):
(Signature)
 Date: *4/10/18*

Contractor Representative:
(Signature)
 Date: *4-5-18*

INDIANA FOUNDATION SERVICE

Indiana Foundation Service
 624 North Front Street
 Whiteland, IN 46184
 Call us toll free: 1-800-978-6980
 Corporate Fax: 317-535-4268
 WWW.JESWORK.COM

LICENSED CONTRACTOR CLASS "A" #GL-1600041

Att: *Janice Scott*
 765-635-1093 SALES@INDIANAFUNDATION.COM

Customer/Client <i>Ralph E. Handwerker</i>	Date: <i>4-5-18</i>	Contract No:
Address: <i>1013 Church St</i>	Phone (Work or Home)	
County: <i>Marion</i>	Phone (Mobile / Other): <i>765-536-2335</i>	
City State and Zip Code	Fax:	
Project Name	E-Mail:	
	Project Location: <i>SW</i>	

ITEM	SERVICE	QUANTITY	UNITS	WARRANTY
I.	Foundation Push Pier System	<i>13</i>	Each	Lifetime
II.	Foundation Helical Pier System		Each	Lifetime
III.	Wall Stabilization System		Each	Lifetime
IV.	Slab Pier System		Each	Ten Year
V.	IntelliJack Support		Each	Two Year
VI.	Water Management System		L.F.	Lifetime
VII.	CrawlSeal Encapsulation System		S.F.	Twenty-Five Year
VIII.	Dehumidification Unit:		Each	Five Year Manufacturer's
IX.	Sump Pump:		Each	Manufacturer's
X.	Wood Replacement:		L.F.	One Year
XI.	PolyRenewal		S.F.	Five Year
XII.	Electrical Circuit(s)		Each	
XIII.	Miscellaneous <i>Stones</i>	<i>13</i>		
XIV.	Miscellaneous			

This Contract, along with the Terms and Conditions, the Warranties, the Notice of Cancellation, and the Payment Terms form the Agreement (the "Agreement") between the Customer and JES Operations, LLC/JES Indiana, LLC d/b/a Indiana Foundation Service (the "Contractor")

Total Contract Price \$ *21,450.00*
- 1,300.00
20,150.00

initials required for install date to be issued

Homeowner assumes responsibility for damages to hidden or unmarked utility lines.
 A full perimeter drainage system with Smart Sump was recommended.
 Stabilization is warranted. JES can attempt to lift at owner's request.
 Customer is aware of warranty and all addendums.

Acceptance of Contract - The above prices, specifications, conditions, and separate warranty are satisfactory and hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above or in accordance with the attached addendum.

Customer Signature(s):

 Date: *4-5-18*

Contractor Representative:
Keith Linsman
 Date: *4-5-18*

INDIANA FOUNDATION SERVICE

Indiana Foundation Service
 624 North Front Street
 Whiteland, IN 46184
 Call us toll free: 1-800-978-6980
 Corporate Fax: 317-535-4268
 WWW.JESWORK.COM

LICENSED CONTRACTOR CLASS "A" #GL-1600041

Att: *Janice Scott*
 765-635-1093 SALES@INDIANAFUNDATION.COM

Customer/Client <i>Ralph E. Handwerker</i>	Date: <i>4-5-18</i>	Contract No:
Address: <i>1013 Church St</i>	Phone (Work or Home)	
County: <i>Marion</i>	Phone (Mobile / Other): <i>765-536-2335</i>	
City State and Zip Code: <i>Whiteland, IN 46184</i>	Fax:	
Project Name	E-Mail: <i>scott@ELWOOD-101-IN-USA</i>	
	Project Location: <i>SW</i>	

ITEM	SERVICE	QUANTITY	UNITS	WARRANTY
I.	Foundation Push Pier System		Each	Lifetime
II.	Foundation Helical Pier System	<i>13</i>	Each	Lifetime
III.	Wall Stabilization System		Each	Lifetime
IV.	Slab Pier System		Each	Ten Year
V.	IntelliJack Support		Each	Two Year
VI.	Water Management System		L.F.	Lifetime
VII.	CrawlSeal Encapsulation System		S.F.	Twenty-Five Year
VIII.	Dehumidification Unit:		Each	Five Year Manufacturer's
IX.	Sump Pump:		Each	Manufacturer's
X.	Wood Replacement:		L.F.	One Year
XI.	PolyRenewal		S.F.	Five Year
XII.	Electrical Circuit(s)		Each	
XIII.	Miscellaneous <i>Stones</i>	<i>13</i>		
XIV.	Miscellaneous			

This Contract, along with the Terms and Conditions, the Warranties, the Notice of Cancellation, and the Payment Terms form the Agreement (the "Agreement") between the Customer and JES Operations, LLC/JES Indiana, LLC d/b/a Indiana Foundation Service (the "Contractor")

Total Contract Price \$ *21,450.00*
- 1,300.00
20,150.00

initials required to issue install date

Homeowner assumes responsibility for damages to hidden or unmarked utility lines.
 A full perimeter drainage system with Smart Sump was recommended.
 Stabilization is warranted. JES can attempt to lift at owner's request.
 Customer is aware of warranty and all addendums.

Acceptance of Contract - The above prices, specifications, conditions, and separate warranty are satisfactory and hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above or in accordance with the attached addendum.

Customer Signature(s):

 Date: _____

Contractor Representative:
Keith Linsman
 Date: *4-5-18*

Re: Contract Cancellation

Keith Tinsman <ktinsman@indianafoundation.com>

Wed 4/11/2018 11:19 AM

To: Jamie Scott <jscott@elwood.lib.in.us>;

To monitor. If they say yes to it we still have the sign. If they say to monitor it is cancelled. You and I get a cut we heal. Foundations never heal. It will get worse with dry weather. Especially a drought. Thanks, Keith

Get [Outlook for iOS](#)

From: Keith Tinsman
Sent: Wednesday, April 11, 2018 11:16:13 AM
To: Jamie Scott
Subject: Re: Contract Cancellation

You just did. We will hold onto it till your engineer looks at it. For warning. Engineers like to fix the flat after it's ruined the rim. We are not going anywhere. We will do you a good job whenever. Please don't have it tuck pointed though. Just use clear chalking. To moni

Get [Outlook for iOS](#)

From: Jamie Scott <jscott@elwood.lib.in.us>
Sent: Wednesday, April 11, 2018 11:11:49 AM
To: Keith Tinsman
Subject: Contract Cancellation

Keith,

I just found out that before I can move forward with this contract, it is required that I have a structural engineer look at our building. I need to cancel the contract immediately. What are the proper procedures for cancelling the contract?

Jamie

Mrs. Jamie Scott
Director
North Madison County Public Library System
1600 Main Street
Elwood, IN 46036
765-552-5001 ext. 1113
765-552-0955

Below are two sections from the personnel policy that address INPRS.

17.PAYROLL DEDUCTION

Payroll deductions are made for taxes and for other funds requested by the staff member and authorized by the Library Board. The amount deducted and the purpose for which deductions are made are noted on the "Statement" portion that accompanies each paycheck.

Mandatory deductions:

Federal Income Tax

Social Security

Medicare

State Income Tax

County Income Tax

Optional Deductions (FT only):

Health Insurance

Deferred Compensation Plan (annuity)

AFLAC

INPRS or Deferred Compensation Matching Plan (FT only)

The Library recognizes that with limited legally permissible exceptions no deductions should be taken from the salaries and wages of our employees. If you believe that any improper deduction has been made from your salary, please report the matter immediately to the Director. If the deduction is deemed inappropriate, you will be promptly reimbursed for the entire amount at issue, and the Library will make a good-faith commitment to avoiding any recurrence of the error.

48.RETIREMENT

To ensure that retirement benefits are received as soon as retirement starts, an employee needs to submit a letter of intent to retire, addressed to the Board President and submitted to the Director at least four (4) months before retirement takes place.

Employees in positions covered by INPRS or Deferred Compensation Matching Plan and Social Security will receive retirement benefits according to the provisions of those programs for the age at which they retire.

INPRS or Deferred Compensation Matching Plan is a mandatory deduction for full-time employees. The employee's share of the INPRS contribution (3% of the gross wage) is deducted from his/her paycheck. INPRS or Deferred Compensation Matching Plan voluntary contributions are also available at the employee's discretion. The contributions may add up to 13% (of the gross wage) including mandatory payroll deductions.

Resolution to Establish New Subcategory in Operating Fund

North Madison County Public Library System

WHEREAS, due to adding the employee benefit: State of Indiana Public Employee Deferred Compensation Matching Plan, the library needs to create a new subcategory in its Operating Fund/Budget Classification Index to which funds will be transferred;

NOW THEREFORE BE IT RESOLVED, that a new subcategory entitled "Employer Contribution - Deferred Comp. Matching Plan" is hereby created within the "Personal Services" category in the library's Operating Fund/Budget Classification Index and shall be assigned account number 1.17; and

BE IT FUTHER RESOLVED, that the following transfers be immediately made within the Library Operating Fund,

Transfer from Personal Services:

Subcategory: Employer Contribution - PERF

\$ 5,000

Transfer to Personal Services:

Subcategory: Employer Contribution - Deferred Comp. Matching Plan

\$ 5,000

BE IT FURTHER RESOLVED, that for all subsequent years, the Employer Contribution-Deferred Comp. Matching Plan shall be allocated in the "Personal Services" category of Operating Fund.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 9th day of April, 2018, at which meeting a quorum was present.

AYE

NAY

Romase Stone
Kenneth Ashman
Lu & Anita
Mary E. Kiplinger
Gregory J. Austin

ATTEST:

Secretary

Romase Stone

Created 4/19/12

Contractors Invoice

WORK PERFORMED AT: T&A Seal coating

TO: 1600 main street Elwood

DATE: 4-1-2018

YOUR WORK ORDER NO.

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

1# seal coat \$ 1,800
clean lot
2# Fill most cracks in lot with hot rubber \$ 340.00
3# stripes & handy caps \$ 480.00
Total price for all 3 sections of the job \$ 2,620.00

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the work and was completed in a substantial workmanlike manner for the agreed sum of _____

Dollars (\$ _____).

This is a Partial Full invoice due and payable by: _____

in accordance with our Agreement Proposal No. _____ Dated _____

Contractors Invoice

WORK PERFORMED AT: T & A Seal coating

TO: 102 South church street
Frankton Library

DATE: 4-1-2018

YOUR WORK ORDER NO.

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

1# Seal coat \$900.00
Clean lot

2# Fill most cracks in lot with hot rubber \$225.00

3# stripes & handy rap \$175.00

Total Price for all 3 sections of the job \$1,300

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of _____ Dollars (\$ _____).

This is a Partial Full invoice due and payable by: _____ Month _____ Day _____ Year in accordance with our Agreement Proposal No. _____ Dated _____ Month _____ Day _____ Year

Contractors Invoice

WORK PERFORMED AT: T & A Seal coating

TO: Ralph E Hazelker library
1013 W church street Sumner vill

DATE: 4-1-2018

YOUR WORK ORDER NO.

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

1# seal coat \$1200
clean lot

2# Fill most cracks in lot with hot rubber \$175.00

3# stripes & handy rap \$275.00

Total price for all 3 sections of the job \$1,650

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of _____ Dollars (\$ _____).

This is a Partial Full invoice due and payable by: _____ Month _____ Day _____ Year in accordance with our Agreement Proposal No. _____ Dated _____ Month _____ Day _____ Year

Estimate



Conrad's Seal Coating
5553 North 900 North
Frankton, IN 46044
Tel.: 765-639-1769

Elwood Libraries

3-16-18

Job Description

Square Foot of Seal Coat *19,272*

Linear Foot of Crack Seal *2,250*

Striping

Cleaning

Itemized Estimate

Price of Seal Coat	<i>#2,130.00</i>
Price of Crack Seal	<i>#910.00</i>
Price of Striping	<i>#271.00</i>
Price of Cleaning	
Total Estimated Job Cost	<i>#3,291.00</i>

This is a brush on w/tax map

*Thanks
Conrad*

Estimate



Conrad's Seal Coating
5553 North 900 North
Frankton, IN 46044
Tel.: 765-639-1769

Frankton Library

3-16-18

Job Description

Square Foot of Seal Coat *6901*

Linear Foot of Crack Seal *248*

Striping

Cleaning

Itemized Estimate

Price of Seal Coat	<i>#759.00</i>
Price of Crack Seal	<i>#49.00</i>
Price of Striping	<i>#91.00</i>
Price of Cleaning	
Total Estimated Job Cost	<i>#949.00</i>

This is a brush on w/tax map

*37
1300
949
351*

*Thanks
Conrad*

Estimate



Conrad's Seal Coating
5553 North 900 North
Frankton, IN 46044
Tel.: 765-639-1769

Summitville Library

3-16-18

Job Description

Square Foot of Seal Coat *4,160*

Linear Foot of Crack Seal *598'*

Striping

Cleaning

Itemized Estimate

Price of Seal Coat	<i>\$458.00</i>
Price of Crack Seal	<i>\$339.00</i>
Price of Striping	<i>\$85.00</i>
Price of Cleaning	
Total Estimated Job Cost	<i>\$782.00</i>

This is a brush on w/flat may

*Thanks
Conrad*

Videotape and/or Photograph Refusal

I, _____, am 18 years old or older.

I, _____, am the parent or legal guardian of _____.

I understand official representatives of the _____ Library may photograph or video the events or activities in which I am or my child is participating. I **do not** want mine or my child's picture or video to be placed on social media or used for marketing purposes. I understand permission is not required to take part in library events or activities.

Signature

Date

PHOTOGRAPHY, VIDEOTAPING, AND OTHER RECORDING DEVICES POLICY

As a public library, our top priority is providing library services to the community. As far as photography and recording on the Library's premises, generally, the exterior of public buildings are subject to similar rules associated with a sidewalk or a public park, meaning that there are few restrictions that can be placed on a photographer when they wish to take photos or video in open, public areas of a facility. That being said, photography and recording with library buildings is treated differently, and the Library has the right to impose certain restrictions.

INDIVIDUAL PHOTOGRAPHY/VIDEORECORDING

Patrons and visitors are permitted to take photographs and record video or audio for non-commercial, personal use with a handheld camera or device. The recording or photography must not interfere with use of the Library by other patrons or visitors, compromise public safety, or compromise security. As such, flash photography or any lighted recording is not permitted, and photography and recording is generally not permitted in reading areas within the Library.

The use of ancillary equipment – such as tripods, cables or lighting – is not permitted because of safety, liability and other issues, unless previously authorized by the Library Director in writing.

Furthermore, persons photographing or recording on Library premises have the responsibility for obtaining the necessary written releases and permissions from persons who are to be photographed or recorded prior to taking photographs and recording. Taking photographs or recording of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The Library undertakes no responsibility for obtaining these releases.

In all instances, the Library reserves the right to cease photography and recording if it results in the disruption of the Library environment or if the person(s) photographing or recording has not complied with the Library's policies. The Library reserves the right to deny requests or revoke permission for photography or recording.

COMMERCIAL PHOTOGRAPHY/VIDEOTAPING

The Library does not permit commercial photography or filming. Any exception requires the express written permission from the Library Director.

Community organizations holding scheduled events or meetings in the library study or meeting rooms may arrange for their own photography or videotaping/recording of their event. Such photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

LIBRARY STAFF PHOTOGRAPHY/VIDEOTAPING

We often take pictures or shoot videos at Library events to use in Library publicity materials and on our website. The Library reserves the right to document its services and the public's use of the Library. Official representatives of the Library may take photographs, videotape, or use other recording devices within the Library and at Library-related events and activities for the Library's

purposes. These photographs and video may be copied, displayed, published (including on any Library web presence or social media), and telecast for such purposes as promotion, publicity, and news to inform the public about the Library. All such photography/videotaping will be in accordance with Library procedures.

If individuals do not wish us to use a picture or video of them or their child, they should tell a Library staff member prior to the event.

This policy extends to photographs and filming by Library staff at public events in the community.

Approved August 8th, 2016



Voice Services Quote Form

Service Attachment 1

Date Prepared: Friday, January 12, 2018
 District: North Madison County Public Library System

Form Number: 1

Installation Site
 Site Name: North Madison County Public Library
 Site Address: 1600 Main St
 Elwood, IN 46036
 Contact:

Ship To Site
 Site Name: North Madison County Public Library
 Site Address: 1600 Main St
 Elwood, IN 46036
 ATTN:

Term of Service Requested: Three (3) Years

Description	One-time	Monthly	Quantity	Total	
				One-time	Monthly
ENA SmartVoice Services					
All ENA SmartVoice services include LAN and on-site management interfaces, both Administrator's and individual User Portals					
Interconnected VoIP Extension Types					
Prime (includes unlimited minutes)		\$7.50	18		\$135.00
PlusOffice (includes unlimited minutes)		\$30.00	1		\$30.00
Pro (includes unlimited minutes)		\$40.00	3		\$120.00
Auto Attendant		\$30.00	1		\$30.00
ENA SmartVoice Add-on Services					
Configuration and Engineering Consulting					
Integration with Customer Firewall (ICB based on Customer's network)					\$0.00
LAN/WAN/PBX integration with Customer premises systems (hourly rate)	\$175.00			\$0.00	
Basic Extension Configuration or Change (available via Administrator's portal)	\$10.00			\$0.00	
Virtual Extension Configuration (*NOT* available via Administrator's portal)	Included			\$0.00	
511 Configuration and changes	Included			\$0.00	
IP Handsets and ATA's (phone models and pricing subject to change; price includes configuration and testing)					
AC-Powered Handsets (can use PoE or the included AC-power adapter)					
Analog Telephone Connection* (includes on-site installation)		\$5.00	4		\$20.00
				Subtotal Quoted Services	\$0.00
				Subtotal Quoted Equipment	\$0.00
				0.00% IN State Sales Tax	\$0.00
				USF and Government Fees Estimate - based on monthly voice service ¹	\$3.00
				Total Ground-service Shipping Charges	\$0.00
				Total Quoted	\$351.75

¹ USF fees and taxes, 511 local county taxes, 411 (Directory Assisted) Calls, International and non-Continental US LD calls are billed in addition to the flat monthly rate. See Master Service Agreement for the per-call and per-minute charges that are not included.
² Availability of additional telephone numbers vary per LATA. Please see your ENA Account Manager for more details. Additional numbers are available with ENA SmartLink service.
³ By default, service comes with International LD and 500/876 Calls disabled. International LD can be re-enabled upon customer request. 411 Calls can be disabled upon customer request.
⁴ May not be available in all markets.
⁵ Customer must provide the end device, i.e. fax machine, paging adapter, analog handset, headset, etc. ENA does not provide, set, install nor service these devices unless the paging adapter is an ENA Algo SIP device.
⁶ The Basic Site Assessment will include an essential review of each site's network infrastructure including the network switching environment, Ethernet switch configurations and requirements to enable E02, IQ, PS02, 3p and 802.1af (VLAN, QoS and PoE) capabilities. ENA Field Services may also perform basic tests on the fiber and copper uplinks between the MDF and each of the IDF's and may place a test VoIP call from each LAN segment.
⁷ Enhanced PinPoint 911 requires each extension across the entire site participate and have its own telephone number. Customer must provide and actively maintain the PinPoint 911 database information.

SERVICE FEES

Photocopies and computer copies: \$0.10 per black and white copy
 \$0.40 per color copy

ADD:
3D Printing \$0.05 per gram (of objects weight) Typical prints range in price from 30 cents to \$1.50 For more information refer to the 3D Printing Policy and Procedures

Fax: To send: \$1.00 for the first page/\$0.20 for each additional page
To receive: \$0.20 for each page
International: \$10.00 Flat Fee

Scan and/or e-mail: Free of charge. **Remove:** To assist with protecting our patron's privacy, the library will not scan and/or e-mail any document with a social security number.

Remove: Reader printer copies: \$0.10 per page

Transparencies: \$0.35 each

Lamination fees: \$0.10 per inch for roll lamination
 \$0.50 for 2 1/2 x 4 pouch
 \$1.00 for pouches up to 11" x 14"

Adopted 12/8/2008
 Revised 08/12/2009
 Revised 05/13/2013
 Revised 4/9/2018

3D Printer Policy

Purpose

Elwood Public Library desires to offer community access to a new and emerging technology. 3D printing is a way to inspire new interest in design and a way to help patrons bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printer.

The library is happy to offer patrons the ability to submit projects to be printed on the library's 3D printer. The 3D Printer can create a physical object based on a design supplied as a digital file. These can be designs you've created yourself, or designs you've obtained from another source and have permission to use. Your submitted design file must be in the stl file format.

Policy

The library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded as an stl file.

- I. The library's 3D printer may be used only for lawful purposes. Patrons will not be permitted to use the Library's 3D printer to create material that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- II. The library reserves the right to refuse any 3D print request.
- III. Cost: 3D printing at the Library is \$.05 per gram (of objects weight) Typical prints range in price from 30 cents to \$1.50
- IV. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

Definitions

- 3D printing: the process of making a physical object from a digital model.
- 3D printer: A 3D printer uses melted plastic to produce objects designed on a computer.

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	JAN 2017	JAN 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
ELWOOD								
ADULT	1,884	1,697	-187	-10%	1,884	1,697	-187	-10%
JUVENILE	903	565	-338	-37%	903	565	-338	-37%
Y. A.	177	198	21	12%	177	198	21	12%
PERIOD.	197	164	-33	-17%	197	164	-33	-17%
AUDIO	312	345	33	11%	312	345	33	11%
VIDEO	4,805	4,676	-129	-3%	4,805	4,676	-129	-3%
DIGITAL MEDIA	266	291	25	9%	266	291	25	9%
TOTAL	8,544	7,936	-608	-7%	8,544	7,936	-608	-7%

FRANKTON								
ADULT	601	609	8	1%	601	609	8	1%
JUVENILE	268	403	135	50%	268	403	135	50%
Y. A.	37	55	18	49%	37	55	18	49%
PERIOD.	142	97	-45	-32%	142	97	-45	-32%
AUDIO	83	15	-68	-82%	83	15	-68	-82%
VIDEO	1,254	901	-353	-28%	1,254	901	-353	-28%
DIGITAL MEDIA	133	146	13	10%	133	146	13	10%
TOTAL	2,518	2,226	-292	-12%	2,518	2,226	-292	-12%

HAZELBAKER								
ADULT	358	319	-39	-11%	358	319	-39	-11%
JUVENILE	355	233	-122	-34%	355	233	-122	-34%
Y. A.	33	39	6	18%	33	39	6	18%
PERIOD.	60	47	-13	-22%	60	47	-13	-22%
AUDIO	26	23	-3	-12%	26	23	-3	-12%
VIDEO	1,322	1,003	-319	-24%	1,322	1,003	-319	-24%
DIGITAL MEDIA	133	145	12	9%	133	145	12	9%
TOTAL	2,287	1,809	-478	-21%	2,287	1,809	-478	-21%

SYSTEM								
ADULT	2,843	2,625	-218	-8%	2,843	2,625	-218	-8%
JUVENILE	1,526	1,201	-325	-21%	1,526	1,201	-325	-21%
Y. A.	247	292	45	18%	247	292	45	18%
PERIOD.	399	308	-91	-23%	399	308	-91	-23%
AUDIO	421	383	-38	-9%	421	383	-38	-9%
VIDEO	7,381	6,580	-801	-11%	7,381	6,580	-801	-11%
DIGITAL MEDIA	532	582	50	9%	532	582	50	9%
TOTAL	13,349	11,971	-1,378	-10%	13,349	11,971	-1,378	-10%

	Comp. Use	Wireless	Traffic	Ref.	Assists	Prog. A.	Prog. YA	Prog. J
Elwood	922	820	5,689	44	878	15	4	20
						95	6	73
Frankton	160	444	2,069	7	223	4	2	8
						23	6	73
Summitville	99	164	1,038	2	162	5	-	8
						54	-	51

Tech Services Processed 941 Items
Transits to Other Libraries: 667

Processed by Trisha Shuler
Transits From Other Libraries: 768

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	FEB 2017	FEB 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
ELWOOD								
ADULT	1,697	1,544	-153	-9%	3,581	3,241	-340	-9%
JUVENILE	1,001	492	-509	-51%	1,904	1,057	-847	-44%
Y. A.	192	71	-121	-63%	369	269	-100	-27%
PERIOD.	237	161	-76	-32%	434	325	-109	-25%
AUDIO	283	180	-103	-36%	595	525	-70	-12%
VIDEO	4,673	3,844	-829	-18%	9,478	8,520	-958	-10%
DIGITAL MEDIA	230	233	3	1%	496	524	28	6%
TOTAL	8,313	6,525	-1,788	-22%	16,857	14,461	-2,396	-14%

	FEB 2017	FEB 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
FRANKTON								
ADULT	598	560	-38	-6%	1,199	1,169	-30	-3%
JUVENILE	345	444	99	29%	613	847	234	38%
Y. A.	45	62	17	38%	82	117	35	43%
PERIOD.	135	73	-62	-46%	277	170	-107	-39%
AUDIO	44	32	-12	-27%	127	47	-80	-63%
VIDEO	1,119	982	-137	-12%	2,373	1,883	-490	-21%
DIGITAL MEDIA	115	117	2	2%	248	263	15	6%
TOTAL	2,401	2,270	-131	-5%	4,919	4,496	-423	-9%

	FEB 2017	FEB 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
HAZELBAKER								
ADULT	452	331	-121	-27%	810	650	-160	-20%
JUVENILE	413	246	-167	-40%	768	479	-289	-38%
Y. A.	48	13	-35	-73%	81	52	-29	-36%
PERIOD.	46	31	-15	-33%	106	78	-28	-26%
AUDIO	19	26	7	37%	45	49	4	9%
VIDEO	1,290	951	-339	-26%	2,612	1,954	-658	-25%
DIGITAL MEDIA	115	116	1	1%	248	261	13	5%
TOTAL	2,383	1,714	-669	-28%	4,670	3,523	-1,147	-25%

	FEB 2017	FEB 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
SYSTEM								
ADULT	2,747	2,435	-312	-11%	5,590	5,060	-530	-9%
JUVENILE	1,759	1,182	-577	-33%	3,285	2,383	-902	-27%
Y. A.	285	146	-139	-49%	532	438	-94	-18%
PERIOD.	418	265	-153	-37%	817	573	-244	-30%
AUDIO	346	238	-108	-31%	767	621	-146	-19%
VIDEO	7,082	5,777	-1,305	-18%	14,463	12,357	-2,106	-15%
DIGITAL MEDIA	460	466	6	1%	992	1,048	56	6%
TOTAL	13,097	10,509	-2,588	-20%	26,446	22,480	-3,966	-15%

	Comp. Use	Wireless	Traffic	Ref.	Asslsts	Prog. A.	Prog. YA	Prog. J
Elwood	871	694	4,692	18	790	13	4	23
						58	8	411
Frankton	309	428	1,948	18	206	4	4	19
						33	11	222
Summitville	130	191	1,025	1	138	5	1	13
						42	1	51

Tech Services Processed 1,085 Items
Transits to Other Libraries: 672

Processed by Trisha Shuler
Transits From Other Libraries: 645

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	MARCH 2017	MARCH 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
ELWOOD								
ADULT	2,079	1,622	-457	-22%	5,660	4,863	-797	-14%
JUVENILE	998	551	-447	-45%	2,902	1,608	-1,294	-45%
Y. A.	192	104	-88	-46%	561	373	-188	-34%
PERIOD.	256	122	-134	-52%	690	447	-243	-35%
AUDIO	294	164	-130	-44%	889	689	-200	-22%
VIDEO	5,478	4,243	-1,235	-23%	14,956	12,763	-2,193	-15%
DIGITAL MEDIA	254	251	-3	-1%	750	775	25	3%
TOTAL	9,551	7,057	-2,494	-26%	26,408	21,518	-4,890	-19%

	MARCH 2017	MARCH 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
FRANKTON								
ADULT	755	531	-224	-30%	1,954	1,700	-254	-13%
JUVENILE	378	443	65	17%	991	1,290	299	30%
Y. A.	79	68	-11	-14%	161	185	24	15%
PERIOD.	155	131	-24	-15%	432	301	-131	-30%
AUDIO	53	36	-17	-32%	180	83	-97	-54%
VIDEO	1,148	1,032	-116	-10%	3,521	2,915	-606	-17%
DIGITAL MEDIA	128	126	-2	-2%	376	389	13	3%
TOTAL	2,696	2,367	-329	-12%	7,615	6,863	-752	-10%

	MARCH 2017	MARCH 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
HAZELBAKER								
ADULT	408	368	-40	-10%	1,218	1,018	-200	-16%
JUVENILE	382	327	-55	-14%	1,150	806	-344	-30%
Y. A.	33	22	-11	-33%	114	74	-40	-35%
PERIOD.	36	60	24	67%	142	138	-4	-3%
AUDIO	31	36	5	16%	76	85	9	12%
VIDEO	1,293	967	-326	-25%	3,905	2,921	-984	-25%
DIGITAL MEDIA	127	126	-1	-1%	375	387	12	3%
TOTAL	2,310	1,906	-404	-17%	6,980	5,429	-1,551	-22%

	MARCH 2017	MARCH 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
SYSTEM								
ADULT	3,242	2,521	-721	-22%	8,832	7,581	-1,251	-14%
JUVENILE	1,758	1,321	-437	-25%	5,043	3,704	-1,339	-27%
Y. A.	304	194	-110	-36%	836	632	-204	-24%
PERIOD.	447	313	-134	-30%	1,264	886	-378	-30%
AUDIO	378	236	-142	-38%	1,145	857	-288	-25%
VIDEO	7,919	6,242	-1,677	-21%	22,382	18,599	-3,783	-17%
DIGITAL MEDIA	509	503	-6	-1%	1,501	1,551	50	3%
TOTAL	14,557	11,330	-3,227	-22%	41,003	33,810	-7,193	-18%

	Comp. Use	Wireless	Traffic	Ref.	Asslsts	Prog. A.	Prog. YA	Prog. J
Elwood	833	843	5,614	21	830	11	4	22
						42	-	364
Frankton	273	424	2,373	11	198	4	2	15
						32	5	182
Summitville	82	146	1,157	2	136	4	1	11
						43	1	49

Tech Services Processed 1,873 Items
Transits to Other Libraries: 715

Processed by Trisha Shuler
Transits From Other Libraries: 615

Date/Time: Apr. 5, 2018 1:59PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1719 Memory TX	call leader	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax

Agenda

April 9, 2018

North Madison County Public Library System
Board of Trustees

Ralph E. Hazebaker Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Foundation at Summitville
 - 2. Changes to Personnel Policy - Retirement
 - 3. Resolution to Establish New Subcategory in Operating Fund
- New Business
 - 1. Parking Lot Seal Coating Quotes
 - 2. Videotape Denial Slip
 - 3. ENA VoIP Renewal
 - 4. Service Fees
- Director's Report
- Public Comment
- Adjournment

*Please
Publish this
week again on
Mondays
Thankyou*

Date/Time: Apr. 5, 2018 1:58PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1718 Memory TX	Frankton FAX	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
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Agenda

April 9, 2018

North Madison County Public Library System
Board of Trustees

Ralph E. Hazebaker Library

Regular Meeting
4:30 P.M.

- Call to Order
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Publish this
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Thankyou*

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Date/Time: Apr. 5. 2018 1:58PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1717	Memory TX	Summitville FAX	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection
- E. 6) Destination does not support IP-Fax

Agenda

April 9, 2018

North Madison County Public Library System Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting
4:30 P.M.

Call to Order
Call for Quorum
Consent Agenda

Minutes
Claims Register & Checks
Personnel

Old Business

1. Foundation at Summitville
2. Changes to Personnel Policy - Retirement
3. Resolution to Establish New Subcategory in Operating Fund

New Business

1. Parking Lot Seal Coating Quotes
2. Videotape Denial Slip
3. ENA VoIP Renewal
4. Service Fees

Director's Report
Public Comment
Adjournment

*Please Publish this week & again on Mondays
Thank you*

}}

Date/Time: Apr. 5. 2018 1:58PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
6	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection
- E. 6) Destination does not support IP-Fax

Agenda

April 9, 2018

North Madison County Public Library System Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting
4:30 P.M.

*Please Publish this week & again on Mondays
Thank you*

7 - Retirement Subcategory in Operating Fund
otics

*Please Publish this week & again on Mondays
Thank you*

Bank Balances

North Madison County Public Library System

Report as of: 03/31/18

<i>Bank</i>	
1	Star Financial Bank \$487,373.92
2	Star Financial Bank (2) \$62,743.33
3	Community Bank/Summitville \$0.00
4	First Farmers Bank & Trust \$196,159.02
5	PNC Bank \$0.00
6	Main Source Bank \$0.00
7	Petty Cash & Cash Drawer \$265.00
8	National City Bank (2) \$0.00
9	First Farmers Bank & Trust (2) \$0.00
Total all banks = \$746,541.27	

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

**Financial Report
North Madison County Public Library System**

Report Dates = 03/01/18 to 03/31/18

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
100 Operating Fund	\$699,170.15	\$82,532.61	\$248,920.67	\$21,699.02	\$62,927.25	\$513,176.73
Subtotal	\$699,170.15	\$82,532.61	\$248,920.67	\$21,699.02	\$62,927.25	\$513,176.73
1. Operating Fund						
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
106 Evergreen Indiana	\$91.16	\$0.00	\$101.16	\$71.75	\$136.99	\$126.99
107 PLAC	\$195.00	\$0.00	\$195.00	\$65.00	\$130.00	\$130.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
115 LIRF	\$54,370.99	\$0.00	\$0.00	\$0.00	\$0.00	\$54,370.99
117 Rainy Day Fund	\$123,812.58	\$0.00	\$0.00	\$0.00	\$0.00	\$123,812.58
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$46,785.72	\$0.00	\$345.30	\$0.00	\$200.00	\$46,640.42
121 F'nk Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
122 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
124 F'nk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 St Technology Fund Grant Fund	\$0.00	\$1,584.00	\$4,752.00	\$0.00	\$11,721.98	\$6,969.98
130 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$226,569.03	\$1,584.00	\$5,393.46	\$136.75	\$12,188.97	\$233,364.54
4. Withholding						
201 Federal Taxes Withheld	\$0.00	\$3,273.95	\$9,567.12	\$3,273.95	\$9,567.12	\$0.00
202 FICA	\$0.00	\$2,579.40	\$7,620.24	\$2,579.40	\$7,620.24	\$0.00
203 State Tax Withheld	\$0.00	\$1,302.93	\$3,853.19	\$1,302.93	\$3,853.19	\$0.00
204 County Taxes Withheld	\$0.00	\$678.14	\$2,003.88	\$678.14	\$2,003.88	\$0.00
205 PERF	\$0.00	\$814.62	\$2,440.84	\$814.62	\$2,440.84	\$0.00
206 Empower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
207 Annuity	\$0.00	\$611.00	\$1,691.00	\$611.00	\$1,691.00	\$0.00
208 Insurance	\$0.00	\$649.80	\$1,754.28	\$649.80	\$1,754.28	\$0.00
209 Medicare	\$0.00	\$603.23	\$1,782.18	\$603.23	\$1,782.18	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212 AFLAC	\$0.00	\$493.56	\$1,480.68	\$493.56	\$1,480.68	\$0.00
Subtotal	\$0.00	\$11,006.63	\$32,193.41	\$11,006.63	\$32,193.41	\$0.00
Grand Total	\$925,739.18	\$95,123.24	\$286,507.54	\$32,842.40	\$107,309.63	\$746,541.27
Total all banks =		\$746,541.27				

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 03/01/18 To 03/31/18

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	\$60,574.00	\$0.00	\$60,574.00	\$4,605.46	\$13,816.38	\$46,757.62	77.2
1.12 Salary of Assistants	\$615,631.00	\$0.00	\$615,631.00	\$35,010.05	\$103,163.16	\$512,467.84	83.2
1.13 Wages of Janitor	\$36,153.00	\$0.00	\$36,153.00	\$2,265.44	\$6,760.94	\$29,392.06	81.3
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$305.84	\$5,694.16	94.9
1.15 Payroll Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$3,182.63	\$9,402.42	\$41,597.58	81.6
1.18 Emp Cont PERF	\$46,000.00	(\$5,000.00)	\$41,000.00	\$3,041.31	\$9,112.72	\$31,887.28	77.8
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$7,517.70	\$18,497.42	\$81,502.58	81.5
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
Subtotal	\$915,658.00	(\$5,000.00)	\$910,658.00	\$55,622.59	\$161,058.88	\$749,599.12	82.3
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$653.98	\$1,426.45	\$13,573.55	90.5
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$263.21	\$2,248.46	\$7,251.54	76.3
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$195.12	\$476.09	\$3,523.91	88.1
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$0.00	\$14.00	\$136.00	90.7
2.24 Bldg. Mall. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$29.96	\$29.96	\$220.04	88.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$215.23	\$784.77	78.5
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.31 Book Processing	\$8,000.00	\$0.00	\$8,000.00	\$427.95	\$1,014.59	\$6,985.41	87.3

<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>
2.32 Automation	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
Subtotal	\$43,900.00		\$43,900.00	\$1,570.22	\$5,424.78	\$38,475.22	87.6
<i>2. Supplies</i>							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
<i>3. Other Services and Charge</i>							
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$15,298.66	\$32,625.32	\$22,374.68	40.7
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12 Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$0.00	\$372.22	\$6,277.78	94.4
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$120.15	\$5,879.85	98.0
3.147 Evergreen Membership	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.0
3.21 Telephone & Telegraph	\$30,600.00	\$0.00	\$30,600.00	\$902.98	\$2,618.12	\$27,981.88	91.4
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$10.56	\$144.03	\$3,655.97	96.2
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$292.51	\$2,707.49	90.2
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$49.00	\$2,951.00	98.4
3.26 Elwood Children's Programing	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$769.65	\$4,230.35	84.6
3.27 Elwood Adult Programing	\$3,000.00	\$0.00	\$3,000.00	\$60.00	\$214.22	\$2,785.78	92.9
3.28 Frankton Programing	\$4,000.00	\$0.00	\$4,000.00	\$105.01	\$435.52	\$3,564.48	89.1
3.29 Summitville Programing	\$3,000.00	\$0.00	\$3,000.00	\$52.64	\$399.82	\$2,600.18	86.7
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$0.00	\$3,100.00	100.0
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$107.56	\$107.56	\$1,092.44	91.0
3.4 Insurance	\$21,000.00	\$0.00	\$21,000.00	\$0.00	\$5,561.00	\$15,439.00	73.5
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$1,335.93	\$3,222.68	\$16,777.32	83.9

<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	\$40,000.00	\$0.00	\$40,000.00	\$1,789.34	\$6,405.56	\$33,594.44	84.0
3.53 Water	\$4,000.00	\$0.00	\$4,000.00	\$156.54	\$512.13	\$3,487.87	87.2
3.54 Waste Disposal Services	\$5,000.00	\$0.00	\$5,000.00	\$378.30	\$840.42	\$4,159.58	83.2
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$234.55	\$855.21	\$6,144.79	87.8
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$327.00	\$2,373.00	87.9
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$254,050.00		\$254,050.00	\$20,432.07	\$60,872.12	\$193,177.88	76.0

4. Capitol Outlays

4.1 Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2 Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,007.87	\$3,992.13	79.8
4.21 Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$935.82	\$19,064.18	95.3
4.31 Elwood Adult	\$25,000.00	\$0.00	\$25,000.00	\$1,207.13	\$3,777.32	\$21,222.68	84.9
4.32 Elwood Childrens	\$13,000.00	\$0.00	\$13,000.00	\$1,114.04	\$2,404.79	\$10,595.21	81.5
4.33 Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$276.22	\$771.02	\$4,728.98	86.0
4.34 Franklon	\$15,500.00	\$0.00	\$15,500.00	\$1,089.35	\$2,704.96	\$12,795.04	82.5
4.35 Summitville	\$13,500.00	\$0.00	\$13,500.00	\$629.95	\$1,687.29	\$11,812.71	87.5
4.4 Elwood Period. & News.	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$832.86	\$6,167.14	88.1
4.41 Franklon Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
4.42 Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$175.00	\$1,325.00	88.3
4.51 Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$322.87	\$3,876.84	\$21,123.16	84.5
4.52 Franklon AV	\$9,000.00	\$0.00	\$9,000.00	\$126.94	\$2,303.04	\$6,696.96	74.4
4.53 Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$141.23	\$1,088.08	\$6,911.92	86.4

<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>
4.54 Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.0
Subtotal	\$161,000.00		\$161,000.00	\$4,907.73	\$21,564.89	\$139,435.11	86.6
Grand Total	\$1,375,608.00	(\$5,000.00)	\$1,370,608.00	\$82,532.61	\$248,920.67	\$1,121,687.33	81.8

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Receipt Listing

North Madison County Public Library System

Report Date: From 03/01/18 To 03/31/18

Receipt #	Date	Name	Explanation	Bank	Total
78	03/05/18	Debbie Fox	FINES & FEES - RECEIPT #13056	1	\$159.54
79	03/05/18	Debbie Fox	FINES & FEES - RECEIPT #13057	1	\$112.94
80	03/05/18	Jill Murray	FINES & FEES - RECEIPT #13058	1	\$24.21
81	03/05/18	Kalie Schiffner	FINES & FEES - RECEIPT #13059	1	\$92.51
82	03/05/18	Jordan Arehart	FINES & FEES - RECEIPT #13060	1	\$29.65
83	03/05/18	Jordan Arehart	FINES & FEES - RECEIPT #13061	1	\$87.53
84	03/05/18	Jordan Arehart	FINES & FEES - RECEIPT #13062	1	\$119.30
85	03/05/18	Jordan Arehart	FINES & FEES - RECEIPT #13063	1	\$60.96
86	03/05/18	Jordan Arehart	FINES & FEES - RECEIPT #13064	1	\$24.40
87	03/05/18	Todd Buckmaster	FINES & FEES - RECEIPT #13065	1	\$73.14
88	03/05/18	Jordan Arehart	FINES & FEES - RECEIPT #13066	1	\$70.95
89	03/06/18	Jordan Arehart	FINES & FEES - RECEIPT #13067	1	\$62.45
90	03/06/18	Barbara Lawrence	FINES & FEES - RECEIPT #13068	1	\$77.07
91	03/07/18	Star Financial	February Interest	1	\$4.57
92	03/07/18	Star Financial Bank	February Interest	2	\$11.05
93	03/07/18	Jordan Archart	FINES & FEES - RECEIPT #13069	4	\$32.65
94	03/07/18	Madison Co Treasurer	March 2018 LIT Distribution-Receipt #13070	1	\$18,475.83
95	03/08/18	Jordan Archart	FINES & FEES - RECEIPT #13071	1	\$89.95
96	03/08/18	Auditor of State of Indiana	2017Q3 Evergreen - Receipt #13072	1	\$151.74
97	03/07/18	PAYROLL		1	\$5,445.29
98	03/09/18	First Farmers Bank & Trust	February Interest	4	\$162.40
99	03/12/18	Jill Murray	FINES & FEES - RECEIPT #13073	1	\$123.12
100	03/12/18	Debbie Fox	FINES & FEES - RECEIPT #13074	1	\$122.65
101	03/13/18	Jordan Arehart	FINES & FEES - RECEIPT #13075	1	\$72.97
102	03/14/18	Jordan Arehart	FINES & FEES - RECEIPT #13076	1	\$59.76
103	03/15/18	Jamie Scott	FINES & FEES - RECEIPT #13077	1	\$33.30
104	03/16/18	Jordan Archart	FINES & FEES - RECEIPT #13079	1	\$80.99
105	03/19/18	Kalie Schiffner	FINES & FEES - RECEIPT #13080	1	\$148.25
106	03/19/18	Daikan Metz	FINES & FEES - RECEIPT #13081	1	\$99.26
107	03/19/18	Jill Murray	FINES & FEES - RECEIPT #13082	1	\$22.30
108	03/19/18	Debbie Fox	FINES & FEES - RECEIPT #13083	1	\$90.70
109	03/20/18	Trisha Shuler	FINES & FEES - RECEIPT #13084	1	\$106.41
110	03/21/18	PAYROLL		1	\$5,561.34
111	03/21/18	Jordan Arehart	FINES & FEES - RECEIPT #13085	1	\$112.20

<i>Receipt #</i>	<i>Date</i>	<i>Name</i>	<i>Explanation</i>	<i>Bank</i>	<i>Total</i>
112	03/22/18	Jordan Arehart	FINES & FEES - RECEIPT #13086	1	\$82.70
113	03/23/18	Katie Schiffner	FINES & FEES - RECEIPT #13087	1	\$70.10
114	03/27/18	Jordan Arehart	FINES & FEES - RECEIPT #13092	1	\$98.48
115	03/26/18	Jill Murray	FINES & FEES - RECEIPT #13088	1	\$107.95
116	03/26/18	Todd Buckmaster	FINES & FEES - RECEIPT #13089	1	\$113.36
117	03/26/18	Jordan Arehart	FINES & FEES - RECEIPT #13090	1	\$61.78
118	03/27/18	Debbie Fox	FINES & FEES - RECEIPT #13091	1	\$138.55
119	03/28/18	Jordan Arehart	FINES & FEES - RECEIPT #13093	1	\$96.00
120	03/29/18	Jordan Arehart	FINES & FEES - RECEIPT #13094	1	\$29.25
121	03/30/18	Jordan Arehart	FINES & FEES - RECEIPT #13095	1	\$42.85
<i>Total All Receipts</i>					\$32,842.40

Wednesday, April 4, 2018

Fiscal Officer

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Voucher List

North Madison County Public Library System

Report Date: From **02/01/18** To **02/28/18**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	68	STAR FINANCIAL BANK	02/01/18	January Service Charge	\$9.72
0	69	INDIANA PUBLIC RETIREMENT	02/07/18	Payroll ending 2/3/18	\$1,925.78
0	70	EFTPS	02/07/18	Payroll ending 02/03/18	\$4,701.27
0	71	GREAT-WEST RETIREMENT S	02/07/18	Payroll ending 02/03/18	\$270.00
31247	72	AT&T	02/07/18	Service for Elwood	\$153.99
31248	73	BARBARA SNIPES	02/07/18	North Display Case-Valentine	\$50.00
31249	74	CITY OF ELWOOD UTILITIES	02/07/18	Service for Elwood	\$322.20
31251	75	JILL MURRAY	02/07/18	Petty Cash	\$47.27
31250	76	JILL MURRAY	02/07/18	Travel Reimbursement 182 mi @ \$.44=	\$80.08
31252	77	LIBERTY MUTUAL INSURANCE	02/07/18	Renewal	\$1,989.00
31253	78	STAPLES ADVANTAGE	02/07/18	As per attached invoices.	\$556.93
31254	79	TOWN OF SUMMITVILLE	02/07/18	Service for Summitville	\$59.68
31255	80	TRISHA SHULER	02/07/18	Petty Cash	\$33.96
0	81	VECTREN ENERGY DELIVERY	02/07/18	Service for Frankton and Elwood.	\$1,140.26
31256	82	WELLS FARGO VENDOR FINA	02/07/18	Copiers Frankton and Summitville	\$121.20
31281	83	POSTMASTER	02/12/18	Stamps 2 rolls \$50 each	\$100.00
31257	84	ALERT CANINE BED BUG DET	02/12/18	1.5 Hours canine inspection	\$367.50
31259	85	AVC TECHNOLOGY CORPORA	02/12/18	Qlryy Support and Cloud Backup Feb-Apr	\$120.00
31261	86	BURNETTE - DELLINGER INC.	02/12/18	Kiplinger Band, Workers Comp Renewal	\$3,572.00
31262	87	COVELL CONSTRUCTION & S	02/12/18	Snow removal 1/8, 1/12, 1/13, 1/16, 1/26	\$405.00
31263	88	DEMCO	02/12/18	Summer Reading Supplies	\$120.66
31264	89	DOLLAR GENERAL-REGIONS 4	02/12/18	As per attached invoices.	\$251.49
31265	90	ELWOOD FIRE EQUIPMENT C	02/12/18	Fire Extinguisher Inspection	\$54.45
31266	91	ENA SERVICES LLC	02/12/18	Internet and VolP	\$2,024.48
31267	92	FRONTIER	02/12/18	Service for Frankton	\$200.36
31268	93	INDIANA MICHIGAN POWER C	02/12/18	Service for Summitville	\$471.09
31270	94	INDIANA-AMERICAN WATER C	02/12/18	Service for Summitville	\$24.86
31269	95	INDIANA PEST CONTROL, INC	02/12/18	Service for Elwood	\$954.80
31271	96	JAN ROLAND	02/12/18	Art class-Frankton	\$10.00
31272	97	KREG NOEL	02/12/18	Snow removal-Elwood	\$75.00
31274	98	MARSHALL BEST SECURITY C	02/12/18	Repair on womens restroom lock	\$153.50
31276	99	MIDWEST TAPE	02/12/18	As per attached invoices.	\$1,107.64
31275	100	MIDDLEBURY COMMUNITY PU	02/12/18	NICCL dues	\$50.00
31278	101	NUGENT ELECTRIC INC.	02/12/18	Electrical Supplies	\$468.72
31280	102	PITNEY BOWES GLOBAL FINA	02/12/18	Postage meter lease	\$151.56
31282	103	RICOH USA, INC	02/12/18	Copies Elwood	\$133.02
31283	104	STAPLES ADVANTAGE	02/12/18	As per attached invoices.	\$53.14
31284	105	TEI LANDMARK AUDIO	02/12/18	Audio Books	\$72.24
31285	106	TOPS HOME CENTER	02/12/18	As per attached invoices.	\$96.25
31287	107	VASEY COMMERCIAL, INC	02/12/18	As per attached invoices.	\$2,276.80
31286	108	TRISHA SHULER	02/12/18	Mileage 230 miles @ \$.44 = \$101.20	\$101.20
31273	109	LORI SHEPLER	02/12/18	Refund of Fines for Ruby Shepler	\$9.74
31258	110	AT&T	02/12/18	Service for Summitville	\$67.84
31279	111	ORIENTAL TRADING COMPAN	02/12/18	Program supplies Summitville	\$67.89
31277	112	NCPL SPECIAL FUND	02/12/18	Wowbrary subscription 2018	\$372.22
31260	113	BAKER & TAYLOR	02/12/18	As per attached invoices.	\$3,409.01
31290	114	INDIANA MICHIGAN POWER C	02/12/18	Service for Elwood	\$1,289.64
31289	115	ELWOOD FIRE EQUIPMENT C	02/12/18	Fire Alarm for Summitville	\$3,693.98
31288	116	DEBBIE FOX	02/12/18	Petty Cash	\$28.18

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	117	PAYROLL	02/07/18	PAYROLL	\$20,793.47
31293	118	TOWN OF FRANKTON	02/21/18	Service for Frankton	\$384.18
31291	119	ELWOOD CALL LEADER	02/21/18	Online edition 1 year	\$12.00
31292	120	SYNCB/AMAZON	02/21/18	As per attached invoices.	\$3,444.10
31294	121	WELLS FARGO VENDOR FINA	02/21/18	Copier Lease Elwood	\$113.35
0	122	INDIANA PUBLIC RETIREMENT	02/21/18	Payroll ending 02/17/18	\$1,927.21
0	123	EFTPS	02/21/18	Payroll ending 2/17/18	\$4,721.18
0	124	GREAT-WEST RETIREMENT S	02/21/18	Payroll ending 02/17/18	\$270.00
0	125	INDIANA DEPARTMENT OF RE	02/21/18	State Withholding for February 2018	\$1,975.44
0	126	UNITED HEALTHCARE	02/21/18	Emp Health Insurance 3/1/18-3/30/18	\$6,042.10
0	127	AFLAC	02/21/18	Feb Withholding	\$493.56
0	128	CARDMEMBER SERVICE	02/21/18	As per attached invoices.	\$465.42
0	129	PAYROLL	02/21/18	PAYROLL	\$20,907.41
Total Amount of Claims					\$95,455.02

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, March 7, 2018

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 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$95,455.02

Date this _____ day of _____, 20_____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

1782 Notice

Budget Year 2018

4850290 NORTH MADISON COUNTY LIBRARY SYSTEM

NOTICE OF FINAL BUDGET RECOMMENDATIONS PURSUANT TO IC 6-1.1-17-16(g)

This notice sets out by fund the final information proposed for your taxing unit. It includes proposed revenue, levy and budget adjustments that resulted from the application of final assessed values as certified by the county auditor. Cumulative fund rates have been capped based on the calculation required in IC 6-1.1-18-12.

Budget adjustments due to circuit breaker credits and reductions in property tax collections must be made by unit officials. Failure by the units to make these adjustments may result in unfunded expenditures.

Units must respond to this notice within 10 calendar days with requested changes as specified in IC 6-1.1-17-16(g). Requests for adjustments must be provided to the Department electronically by either emailing your signed response to the Department at 1782Notices@dlgf.in.gov or by fax to (317) 232-0178.

Your response must be received no later than February 09, 2018

No extension will be granted. If no response is received, the budgets, rates and levies identified in this 1782 Notice will be certified in the final budget order for your county.

Questions on this 1782 Notice may be directed to your budget field representative or to the Budget Division of the Department at 1782Notices@dlgf.in.gov.

Check the
Appropriate box:

- No changes requested.
 Please make the following changes according to the attached information.

I acknowledge receipt of this notice:

_____ Signature	_____ Email	
_____ Printed Name	_____ Title	_____ Date

Respond by
Email: 1782Notices@dlgf.in.gov
Fax: (317) 232-0178

1782 Notice Notes Report
Pay 2018

01/30/2018
6:26PM

UNIT NUMBER 4850290
NORTH MADISON COUNTY LIBRARY SYSTEM

County 48

0061 RAINY DAY

Budget approved for displayed amount.

\$50,000

0101 GENERAL

Budget approved for displayed amount.

\$1,375,608

Rate reduced due to increased assessed valuation.

2011 LIRF

Budget approved for displayed amount.

\$54,000

1782 Notice Notes

Fund Report Pay 2018

4850290 NORTH MADISON COUNTY LIBRARY SYSTEM

01/30/2018 06:26PM

FUND: 0061	FUND: 0101	FUND: 2011	
AV: \$647,557,134	AV: \$647,557,134	AV: \$647,557,134	

1A. Gross Budget Est	50,000	1,521,928	54,000
1B. Est Prop Cap Impact	0	146,320	0
1C. Net Budget Est	50,000	1,375,608	54,000
2. Expenditures J1-Dec	0	576,249	0
3. Add App J1 - Dec	0	0	0
4A. Temporary Loans	0	0	0
4B. Loans Not Prd 12/31	0	0	0
5. TOTAL EST EXP	50,000	2,098,177	54,000
6. Cash Balance 6/30	123,813	737,570	54,371
7. Dec Tax Collection	0	280,375	0
8A. Misc Rev Jul - Dec	0	152,808	0
8B. Misc Rev Total	0	309,112	0
9. TOTAL FUNDS	123,813	1,479,865	54,371
10. NET AMT REQ	(73,813)	618,312	(371)
11. Operating Balance	73,813	227,398	371
12. TOTAL (10+11)	0	845,710	0
13A. PTRC	0	0	0
13B. LOIT	0	0	0
14. NET AMT TO RAISE	0	845,710	0
15. Levy Excess	0	0	0
16. TAX LEVY	0	845,710	0
TAX RATE	0.0000	0.1306	0.0000

FUND	ASSESSED VALUE	RATE	LEVY	CNTRL
0061 RAINY DAY	647,557,134	0.0000	0	0
0101 GENERAL	647,557,134	0.1306	845,710	UT
2011 LIRF	647,557,134	0.0000	0	0
	TOTAL	0.1306	845,710	

UNIT

Normal Max Levy:	845,739
Minus LOIT:	0
Minus Levy Excess:	0
Plus Misc Changes:	0
Working Max Levy:	845,739

CTL UT Working MAX 845,739 Under Max by 29

**DLGF ESTIMATES OF MISCELLANEOUS
REVENUES FOR BUDGET YEAR 2018
ESTIMATED AMOUNTS TO BE RECEIVED**

1/30/2018
6:26PM

		Column A July 1, 2017 - Dec 31, 2017	Column B Jan 1, 2018 - Dec 31, 2018
4850290	NORTH MADISON COUNTY LIBRARY SYSTEM		
0061	RAINY DAY		
R910	Transfers In - Transferred from Another Fund	0	0
	Fund Total	0	0
0101	GENERAL		
R112	Financial Institution Tax Distribution	1,759	3,348
R114	Vehicle/Aircraft Excise Tax Distribution	24,766	47,056
R135	Commercial Vehicle Excise Tax Distribution (CVET)	3,349	6,698
R138	Local Income Tax (LIT) Certified Shares	108,084	221,710
R409	Document and Copy Fees	8,600	17,600
R503	Other Fines and Forfeitures	5,900	12,000
R902	Earnings on Investments and Deposits	350	700
	Fund Total	152,808	309,112
2011	LIRF		
R910	Transfers In - Transferred from Another Fund	0	0
	Fund Total	0	0

2018 CIVIL Max Levy Report

01/30/2018

06:26PM

County Number 48

4850290 NORTH MADISON COUNTY LIBRARY SYSTEM

FACTORED ADJUSTED TAX LEVY	845,739
2017 Pay 2018 Assessed Value	647,557,134
2017 Pay 2018 AV using pay 2017 Geographic Area	647,557,134
Annexation Factor =	1.0000
MAXIMUM FACTOR DUE TO ANNEXATION	1.15
LESSER OF ABOVE TWO FACTORS:	1.0000
MULTIPLY FACTORED ADJUSTED TAX LEVY BY ANNEX FACTOR	845,739
SERVICES PROVIDED IN PRIOR YEAR	0
FACTORED ADJUSTED TAX LEVY INCREASED FOR SERVICES	845,739
GREATER OF FACTORED LEVY OR INCREASED LEVY	845,739
Cumulative Operating LOIT (if any)	0
MAXIMUM LEVY LIMIT SUBTOTAL	\$845,739
DLGF APPROVED LEVY INCREASE	0
ADJUSTED MAXIMUM LEVY	\$845,739
ADJUSTMENT TO CORRECT ERROR AND/OR SHORTFALL	0
ADJ. MAX LEVY DUE TO ERROR CORRECTION AND/OR SHORTFALL	\$845,739

Agenda

May 14th, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville

a. Foundation Issues

b. LED Lighting

New Business

1. VHS to DVD Converter Policy

2. Yearly review of Internet Policy, Computer Use Policy and
Wireless Internet Policy

3. Job Descriptions

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
May 14, 2018
4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on May 14, 2018, in the meeting room of the Elwood Public Library

CALL FOR QUORUM

Present were members Beverly Austin, Kenny Giselbach, Mary Kiplinger, Tom Stone, Bette Dalzell, Diana Eddleman, and Larry Watson. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Bette Dalzell made a motion to approve the meeting minutes, claims register and personnel report in the consent agenda. A second was made by Diana Eddleman and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Foundation at Summitville

Director Scott hired structural engineer, Kevin Beil, to evaluate the foundation at the Ralph E. Hazelbaker Library in Summitville. Mr. Beil recommends routing all water away from the building and waiting a full season before doing any structural repairs. He believes this will take care of the movement of the slab in the meeting room. He doesn't feel any piers are needed in the foundation. Diana Eddleman moved to rescind the motion relating to the Indiana Foundation quote of \$21,450.00 to install 13 steel piers at the Hazelbaker Library, adopted at the April 9th, 2018 board meeting. Mary Kiplinger made a second and the motion carried.

LED Lighting at Summitville

Director Scott received a quote of \$1938.00 from Nugent Electric to complete the changeover of the can lights at the Hazelbaker Library to all LED lighting. Tom Stone made a motion to accept the Nugent Electric quote. Larry Watson made a second and the motion carried.

NEW BUSINESS

NMCPHS VHS to DVD Converter Policy

The VHS to DVD Converter Policy was reviewed. Bette Dalzell made a motion to accept the changes to the VHS to DVD Converter Policy. Diana Eddleman made a second and the motion carried.

Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy

The Internet Policy, Computer Use Policy and Wireless Internet Policy were reviewed. Diana Eddleman moved to accept these policies as written with one exception to remove "Laptops, which are available in public areas at the Elwood branch, are only to be used by patrons over 18 years of age" from the Internet Policy. Tom Stone made a second and the motion carried.

Job Descriptions

Job descriptions for Technical Services, Youth Services, Adult Services Informational Technology, Branch Managers and Director were reviewed. Diana Eddleman made a motion to amend the "Participates in professional..." paragraph and the Certificate, Licenses and Registrations section of the Technical Services, Youth Services, Adult Services, Information Technology, Branch Manager and Director job descriptions. Diana Eddleman made a motion to further amend numbers 6, 7, 9, 11 and the Supervisory Responsibilities section and add number 15 referring to shipment of items to the Technical Services Manager's job descriptions. Diana Eddleman made a motion to add number 12 which refers to statistics to the Youth Services Manager's job description. Diana Eddleman made a motion to add numbers 13 and 14 which refer to programming and marketing responsibilities to the Clerk's job description. Bette Dalzell seconded and the motions carried.

Director's Report

Indiana State Library has received our Long Range Plan waiver request. It will be voted on in June. We have had a gentleman living in his car in the library parking lot for several months. He complained to the mayor that he and Director Scott felt harassed by the police. Director Scott asked him to leave on May 7th. He is still welcome to use the library.

A subcontractor for AEP used the library computer lab for a crew to do some testing. They arrived at 7 a.m. and did not leave until 5:30 p.m. They were rude to staff and disregarded policies. Director Scott complained to AEP. Company representatives have contacted her and apologized for their behavior. They are making a donation to the library for the inconvenience.

Vasey's have completed the work on our HVAC system. The chiller has been connected to the front end so it can be controlled with the computer. Next thing will be to add sensors to the VAV boxes.

We had a staff in service on May 2nd. Officer Ryan Davis gave a presentation on what to do if there is an active shooter in your building. We need to put together an action plan. The SBOA has called off our audit. We do not know when they will reschedule.

Our health insurance policy has been renewed for another year with a 7.9% increase.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

Tom Stone made a motion to adjourn the meeting. Bette Dalzell made a second and the meeting adjourned.

Bette Dalzell
Bette Dalzell, Secretary

Mary E. Kiplinger
Kenny Kiplinger
Thomas C. Stone

George Austin
Lina Watson
Dennis J. Edleman

Register Of Claims

North Madison County Public Library System

Report Date: From 04/10/18 To 05/14/18

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation	
0	242	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,578.67	05/02/18	Payroll ending 4/28/18	
				FICA	Payroll Deductions			\$1,279.44
				Federal Taxes Withheld	Payroll Deductions			\$1,651.91
				Medicare	Payroll Deductions			\$299.23
				Total this claim =				<u>\$4,809.25</u>
0	228	INDIANA PUBLIC RETIREMENT	PERF	Operating Fund	Payroll Deductions	\$406.92	04/18/18	Payroll ending 4/14/18
				Operating Fund	Emp Cont PERF	\$1,519.23		
				Total this claim =				
0	256	CARDMEMBER SERVICE	Operating Fund	Operating Supplies	\$135.80	05/02/18	As per attached invoices.	
				Gift	Elwood Children's Programing			\$52.50
				Operating Fund	Elwood Adult Programing			\$52.50
				Operating Fund	Frankton Programing			\$52.50
				Operating Fund	Summitville Programing			\$52.50
				Operating Fund	Professional Services			\$49.00
				Total this claim =				<u>\$394.80</u>
0	247	UNITED HEALTHCARE	Insurance	Operating Fund	Payroll Deductions	\$649.80	05/02/18	Health Insurance 5/1/18-5/31/18
				Operating Fund	Emp Cont Group Ins	\$6,455.00		
				Total this claim =				
0	246	AFLAC	AFLAC	Payroll Deductions	\$493.56	05/02/18	Withholding for April	
Total this claim =				<u>\$493.56</u>				
0	245	INDIANA DEPARTMENT OF RE	State Tax Withheld	County Taxes Withheld	Payroll Deductions	\$1,285.79	05/02/18	April Withholding
				County Taxes Withheld	Payroll Deductions	\$669.04		
				Total this claim =				
0	243	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	05/02/18	Payroll ending 4/28/18	
				Total this claim =				<u>\$341.00</u>
0	263	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	05/02/18	PAYROLL	
				Operating Fund	Salary of Assistants			\$17,321.09
				Operating Fund	Wages of Janitor			\$1,151.20
				Total this claim =				<u>\$20,775.02</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	241	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Payroll Deductions Emp Cont PERF	\$406.92 <u>\$1,519.23</u>	05/02/18	Payroll ending 4/28/18
				Total this claim =	<u>\$1,926.15</u>		
0	240	PAYROLL	Operating Fund Operating Fund Operating Fund	Salary of Director Salary of Assistants Wages of Janitor	\$2,302.73 \$17,067.44 <u>\$1,130.39</u>	04/18/18	PAYROLL
				Total this claim =	<u>\$20,500.56</u>		
0	294	EFTPS	Operating Fund FICA Federal Taxes Withheld Medicare	Empl.Share FICA&Medicare Payroll Deductions Payroll Deductions Payroll Deductions	\$1,578.10 \$1,278.98 \$1,653.94 <u>\$299.12</u>	05/14/18	payroll ending 5/12/18
				Total this claim =	<u>\$4,810.14</u>		
0	230	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	<u>\$341.00</u>	04/18/18	Payroll ending 04/14/18
				Total this claim =	<u>\$341.00</u>		
0	244	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	<u>\$170.78</u>	05/02/18	Employer Contribution
				Total this claim =	<u>\$170.78</u>		
0	229	EFTPS	Operating Fund FICA Federal Taxes Withheld Medicare	Empl.Share FICA&Medicare Payroll Deductions Payroll Deductions Payroll Deductions	\$1,557.68 \$1,262.43 \$1,657.05 <u>\$295.25</u>	04/18/18	Payroll ending 4/14/18
				Total this claim =	<u>\$4,772.41</u>		
0	295	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	<u>\$341.00</u>	05/14/18	Payroll ending 5/12/18
				Total this claim =	<u>\$341.00</u>		
0	296	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$170.78	05/14/18	Employer Contribution payroll ending 5/12/18
				Total this claim =	<u>\$170.78</u>		
0	293	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Payroll Deductions Emp Cont PERF	\$406.84 <u>\$1,518.94</u>	05/14/18	Payroll ending 5/12/18
				Total this claim =	<u>\$1,925.78</u>		
0	231	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$1,195.46	04/18/18	Employer Contribution-M Robertson 1/8/18-4/14/18 - \$170.78 per pay period
				Total this claim =	<u>\$1,195.46</u>		
31373	232	AT&T	Operating Fund	Telephone & Telegraph	<u>\$69.88</u>	04/18/18	Service for Summitville
				Total this claim =	<u>\$69.88</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>
31374	233	AUTO-OWNERS INSURANCE	Operating Fund	Insurance	\$400.00	04/18/18	Insurance
				Total this claim =	<u>\$400.00</u>		
31375	234	BURNETTE - DELLINGER INC.	Operating Fund	Insurance	\$575.00	04/18/18	Asst Treasurer Bond - Workers Comp - Inland Marine Renewal
				Total this claim =	<u>\$575.00</u>		
31376	235	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,409.13	04/18/18	Service for Elwood
				Total this claim =	<u>\$1,409.13</u>		
31377	236	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$76.31	04/18/18	Program supplies-Summitville
				Total this claim =	<u>\$76.31</u>		
31378	237	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$151.56	04/18/18	Postage meter lease
				Total this claim =	<u>\$151.56</u>		
31379	238	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$51.40	04/18/18	As per attached invoices.
				Total this claim =	<u>\$51.40</u>		
31380	239	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	04/18/18	Copier Lease Elwood
				Total this claim =	<u>\$113.35</u>		
31381	257	BARBARA SNIPES	Operating Fund	Professional Services	\$50.00	05/02/18	South AS Display
				Total this claim =	<u>\$50.00</u>		
31382	259	CITY OF ELWOOD	Operating Fund	Water	\$133.56	05/02/18	service for elwood
			Operating Fund	Waste Disposal Services	\$183.98		
				Total this claim =	<u>\$317.54</u>		
31383	255	GRASS ROOTS PLUS, INC.	Operating Fund	Professional Services	\$85.00	05/02/18	Summitville
				Total this claim =	<u>\$85.00</u>		
31384	261	JAN ROLAND	Operating Fund	Frankton Programing	\$10.00	05/02/18	Programming Frankton
				Total this claim =	<u>\$10.00</u>		
31385	253	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$84.00	05/02/18	Service for Frankton
				Total this claim =	<u>\$84.00</u>		
31386	251	RICOH USA, INC	Operating Fund	Office Supplies	\$56.76	05/02/18	Copies Frankton & Summitville
				Total this claim =	<u>\$56.76</u>		
31387	250	STAPLES ADVANTAGE	Operating Fund	Operating Supplies	\$66.81	05/02/18	As per attached invoices.
			Operating Fund	Cleaning & Sanitation Supplies	\$102.61		
				Total this claim =	<u>\$169.42</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>
31388	258	SYNCB/AMAZON	Operating Fund	Elwood AV	\$1,452.56	05/02/18	As per attached invoices.
			Operating Fund	Frankton AV	\$543.25		
			Operating Fund	Summitville AV	\$600.83		
			Operating Fund	Summitville	\$131.65		
			Operating Fund	Technology Equipment	\$194.92		
			Operating Fund	Operating Supplies	\$13.95		
			Operating Fund	Elwood Children's Programing	\$6.29		
Total this claim =					<u>\$2,943.45</u>		
31389	248	TOWN OF FRANKTON	Operating Fund	Electricity	\$465.81	05/02/18	Service for Frankton
			Operating Fund	Water	\$20.55		
			Operating Fund	Waste Disposal Services	\$14.01		
			Operating Fund	Professional Services	\$75.00		
Total this claim =					<u>\$575.37</u>		
31390	249	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$43.80	05/02/18	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
Total this claim =					<u>\$55.30</u>		
31391	252	TREASURER OF MADISON CO	Operating Fund	Taxes	\$45.00	05/02/18	Drainage assessment
Total this claim =					<u>\$45.00</u>		
31392	254	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$633.26	05/02/18	Service for Elwood, Frankton
Total this claim =					<u>\$633.26</u>		
31393	260	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$121.20	05/02/18	Lease Pmt
Total this claim =					<u>\$121.20</u>		
31394	265	AT&T	Operating Fund	Telephone & Telegraph	\$171.89	05/14/18	Service for Elwood & Summitville
			Operating Fund	Telephone & Telegraph	\$68.97		
Total this claim =					<u>\$240.86</u>		
31395	264	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$120.00	05/14/18	Qtrly billing May-July for Cloud backup
Total this claim =					<u>\$120.00</u>		
31396	266	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,912.30	05/14/18	As per attached invoices.
			Operating Fund	Elwood Childrens	\$492.26		
			Operating Fund	Elwood YA	\$275.15		
			Operating Fund	Frankton	\$816.07		
			Operating Fund	Summitville	\$530.06		
			Operating Fund	Elwood Children's Programing	\$56.58		
			Operating Fund	Elwood AV	\$150.96		
Total this claim =					<u>\$4,233.38</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>
31397	292	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$90.00	05/14/18	Pest treatment-Elwood
				Total this claim =	<u>\$90.00</u>		
31398	267	CONRAD DAUTRICH	Operating Fund	Professional Services	\$1,731.00	05/14/18	Sealcoating Frankton & Summitville
				Total this claim =	<u>\$1,731.00</u>		
31399	268	DEBBIE FOX	Operating Fund	Frankton Programing	\$36.00	05/14/18	Petty Cash Reimbursement
			Operating Fund	Postage & UPS	\$5.34		
				Total this claim =	<u>\$41.34</u>		
31400	269	DEMCO	Operating Fund	Furniture & Equipment	\$175.77	05/14/18	New desk chair-IT Dept
				Total this claim =	<u>\$175.77</u>		
31401	289	DOLLAR GENERAL-REGIONS 4	Operating Fund	Cleaning & Sanitation Supplies	\$153.00	05/14/18	As per attached invoices.
			Operating Fund	Summitville Programing	\$77.61		
			Operating Fund	Frankton Programing	\$11.50		
				Total this claim =	<u>\$242.11</u>		
31402	270	EBSCO	Operating Fund	Databases	\$2,800.00	05/14/18	Novelist Plus database, My Heritage Database
				Total this claim =	<u>\$2,800.00</u>		
31403	271	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,584.00	05/14/18	Internet-VoIP
			Operating Fund	Telephone & Telegraph	\$440.48		
				Total this claim =	<u>\$2,024.48</u>		
31404	272	FRONTIER	Operating Fund	Telephone & Telegraph	\$199.83	05/14/18	Service for Frankton
				Total this claim =	<u>\$199.83</u>		
31405	273	GRASS ROOTS PLUS, INC.	Operating Fund	Professional Services	\$130.00	05/14/18	Lawn treatment Elwood
				Total this claim =	<u>\$130.00</u>		
31406	297	HERALD BULLETIN, THE	Operating Fund	Frankton Per. & Newsp.	\$319.93	05/14/18	Subscription renewal 52 weeks
				Total this claim =	<u>\$319.93</u>		
31407	276	HERALD BULLETIN, THE	Operating Fund	Elwood Adult	\$24.95	05/14/18	If the River Could Talk by Stephen Jackson-3 copies
			Operating Fund	Frankton	\$24.95		
			Operating Fund	Summitville	\$24.95		
				Total this claim =	<u>\$74.85</u>		
31408	274	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$424.68	05/14/18	Service for Summitville & Elwood
			Operating Fund	Electricity	\$1,722.52		
				Total this claim =	<u>\$2,147.20</u>		
31409	275	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$25.51	05/14/18	Service for Summitville
				Total this claim =	<u>\$25.51</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>
31410	298	JILL MURRAY	Operating Fund Operating Fund	Summitville Programing Postage & UPS	\$19.61 \$7.90	05/14/18	Petty Cash
				Total this claim =	<u>\$27.51</u>		
31411	277	KEVIN D BEIL, P.E.	Operating Fund	Professional Services	\$1,146.25	05/14/18	Structural investigation of Summitville foundation
				Total this claim =	<u>\$1,146.25</u>		
31412	290	KMART 9124	Operating Fund	Summitville Programing	\$24.92	05/14/18	Programing Summitville
				Total this claim =	<u>\$24.92</u>		
31413	278	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$112.24	05/14/18	Supplies
				Total this claim =	<u>\$112.24</u>		
31414	279	MADISON COUNTY HISTORIC	Operating Fund	Summitville Programing	\$30.00	05/14/18	Stephen Jackson program
				Total this claim =	<u>\$30.00</u>		
31415	280	MIDWEST TAPE	Operating Fund Operating Fund Operating Fund Operating Fund	Book Processing Elwood AV Frankton AV Summitville AV	\$179.97 \$216.39 \$91.95 \$91.95	05/14/18	As per attached invoices.
				Total this claim =	<u>\$580.26</u>		
31416	281	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$971.00	05/14/18	Lighting @ Summitville, Outlet at Frankton
				Total this claim =	<u>\$971.00</u>		
31417	282	NUWAV INFORMATION SYSTE	Operating Fund	Databases	\$350.00	05/14/18	Nuwav legal document database
				Total this claim =	<u>\$350.00</u>		
31418	288	OVERDRIVE, INC	Operating Fund	Ebook Services	\$80.95	05/14/18	E books
				Total this claim =	<u>\$80.95</u>		
31419	291	RICOH USA, INC	Operating Fund	Office Supplies	\$116.65	05/14/18	As per attached invoices.
				Total this claim =	<u>\$116.65</u>		
31420	283	STAPLES ADVANTAGE	Operating Fund Operating Fund Operating Fund	Office Supplies Operating Supplies Cleaning & Sanitation Supplies	\$156.06 \$130.92 \$93.90	05/14/18	As per attached invoices.
				Total this claim =	<u>\$380.88</u>		
31421	284	TEI LANDMARK AUDIO	Operating Fund Operating Fund	Summitville AV Frankton AV	\$1,188.78 \$126.38	05/14/18	As per attached invoices.
				Total this claim =	<u>\$1,315.16</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
31422	285	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$40.58	05/14/18	As per attached invoices.
			Operating Fund	Furniture & Equipment	\$279.00		
			Operating Fund	Frankton Programing	\$18.99		
			Total this claim =		\$338.57		
31423	299	TRISHA SHULER	Operating Fund	Elwood Children's Programing	\$17.99	05/14/18	Petty Cash
			Operating Fund	Techology Software	\$19.99		
			Total this claim =		\$37.98		
31424	286	USI, INC	Operating Fund	Office Supplies	\$68.95	05/14/18	Laminating supplies
		Total this claim =		\$68.95			
31425	287	VASEY COMMERCIAL, INC	Operating Fund	Professional Services	\$4,263.84	05/14/18	As per attached invoices.
				Total this claim =			
Total Amount of Claims					\$106,387.82		

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, May 14, 2018

Mary E. Kiplinger
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 7 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$106,387.82

Date this _____ day of _____, 20____.

<u><i>Kenneth Heston</i></u> <u><i>Thomas Stone</i></u> <u><i>Beverly J. Austin</i></u>	<u><i>Lisa A. Watson</i></u> <u><i>G. W. DeBell</i></u> <u><i>Devin G. Edleman</i></u>
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SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Personnel Report

May 14th, 2018

Effective May 9th, 2018, Joani Eastman resigned from her position in Elwood's Youth Services Department due to family and personal issues.

Kevin D. Beil, P.E.

S.E.C. - Structural Engineering Consultants, LLC

4513 Rotterdam Dr. Indianapolis, IN 46228

Phone (317) 290-0524

Cell (317) 590-8224

Email kdbSEC@sbeglobal.net

Commercial • Residential • Industrial • Institutional • Investigations • Building Inspection

April 28, 2018

Ms. Jamie Scott
Ralph E. Hazelbaker Library
1013 Church Street
Summitville, IN 46060

RE: Building Investigation
1013 Church Street
Summitville, IN
#21801-39

Dear Jamie:

At your request, Kevin D. Beil, P.E., of Structural Engineering Consultants (SEC) has conducted a limited visual structural investigation of the above referenced project. The visual inspection of the areas in question was performed on April 18, 2018. Ms. Jamie Scott, the representative for the library was also present to provide firsthand information of the conditions. No destructive testing or investigation was performed. The following is a description of our findings and recommendations:

The purpose of the investigation was to review two issues of reported structural concern. The items in question are as follows:

1. Cracked brick on the exterior of the building
2. A sloped and cracked floor slab on the interior of the building

Existing Conditions:

For reference purposes, the front entry / elevation of the building faces toward the south. The structure investigated is a 1-story portion of the building that was reported to have been constructed in the late 1980's. A building addition was constructed on the western elevation of this building since that time. The subject portion of the building measures approximately 30ft x 40ft wide, and there is a 10ft x 20ft wide entry that protrudes from the southeast corner. The subject building is a conventional wood framed structure bearing on a block masonry foundation. The floor is a concrete slab on grade construction. The exterior of the building is finished with brick veneer and a sloped asphalt shingled roof.

The grade on the exterior of the building slopes from an elevated alley on the eastern side down toward the building and along the rear of the structure. A portion of the eastern exterior wall retains approximately 2ft of earth from this sloped condition.

Observations, Discussion and Recommendations:

Item 1: Brick: From the review on the exterior a crack in the brick veneer was observed on the southern elevation of the building at a centrally located window 13ft± west of the entry. The cracking was vertically oriented and followed the brick mortar joints, stair-stepping from base of the wall up approximately 3ft to the window sill above. The crack varied in width and measured from hairline to 1/8"± wide (max.) at the sill elevation. There was no uneven, out of plane lateral displacement observed on opposing sides of the crack. The wall was sighted and there was no significant bulging or lateral displacements observed in the balance of the veneer in this area. There was no control jointing noted in the veneer on this area of the building. The cracking was weathered and did not appear to be new. It was reported by Ms. Scott that the cracking was noticed and present several years ago and no repair work has been provided since that time. Aside from this noted cracking, the balance of the brick veneer appeared to be in very good condition with tight mortar joints and no significant deterioration noted in this area.

From a review on the interior of the building in this area, there was minor cracking observed in the jointing of the drywall on the eastern side the window. It was reported that this minor cracking has existed for 5+ years. The floor slab along this wall was observed to slope from the west down toward the east. Aside from the noted cracking, no other significant cracking or damage was observed in the finishes in the surrounding area. The window was checked and it operated freely without binding.

Discussion: As a rule, most structures bearing on soil settle a certain amount from the time of construction. When the settlement is not uniform throughout, it is commonly referred to as 'differential settlement'. Without proper jointing, cracks tend to open in the relatively stiff and brittle brick veneers to accommodate the uneven settlement or vertical movement in the wall. From the evidence gathered during the review, paired with the variation in crack width, it is our opinion that the noted veneer cracking at this area is most likely a result of the slight differential movements at the foundation level. The brick veneer on this building is only an aesthetic finish and not a structural element. Due to the brittle nature of the material, brick veneer does not tolerate much movement without cracking. Standard brick masonry construction practice suggests providing separations or control jointing near wall corners and openings, and in larger panels of masonry to allow slight movements to occur without inducing errant cracking.

The cracked masonry is a cosmetic issue, not a structural concern. There was no evidence that the structure for the building has been compromised. Therefore, at this time no structural action or repair is required. **The recommendation for this condition is a general maintenance repair.**

Recommendations – Brick Masonry Repair: As a general maintenance issue, it is suggested that the cracked masonry be repaired to prevent moisture infiltration. The cracks can be sealed with a caulk material, or as an alternative, any cracked units can be replaced and the joints can be raked out, cleaned and repointed with new mortar to prevent infiltration of moisture. Moisture infiltration can lead to the deterioration of the internal supporting wall structure, or continued separation from the freeze-thaw cycles.

Note: It is recommended that any construction or repair work be completed by a qualified contractor or individual that is versed with this type of construction. The work should be completed utilizing the guidelines, techniques and appropriate materials as outlined by the specified standards of the Indiana Building Code (IBC) and all applicable state and local building codes and standards.

Item 2: Floor Slab: From the review in the Meeting Room at the eastern side of the building the floor surface was covered with an adhered vinyl tile. The slab in this area was constructed of cast-in-place concrete and does not appear to be constructed integral with, or connected to the perimeter foundation walls; this type of slab construction it is commonly referred to as a 'floating' slab. At the exterior entry on the southern side of the room a single east-west oriented crack was observed. The crack extended approximately 7ft± across the Entry hall between the outside corners of the bathroom and closet that are adjacent to the Entry. The crack width was not measured as it was concealed from view by a 1/2"± wide strip of broken tile. There was an uneven, vertical displacement of 1/4"± noted on the opposing sides of this crack. It was reported by Ms. Scott that this crack has existed for 10+ years and that the noted vertical displacement varies in height throughout the year.

The slope of the floor slab was checked with a laser level. The slab in the room was determined to slope from a high point near the center of the room down approximately 1" towards the eastern exterior wall and towards the noted crack location. The slab in the Entry hall was determined to be nearly level. Although mostly concealed from view, there were no other significant cracks noted, or any slab crack control joints visible in this area of the building.

At the time of the investigation the slab and surrounding room was dry. There was no staining or noted signs of moisture infiltration observed or reported in the past.

Slab Discussion: Due to the limited scope of a visual investigation, it is difficult to state with certainty the cause of the crack in this slab. It is likely that the crack originated as the result of shrinkage of the concrete when the slab was initially constructed. Shrinkage is a normal and expected occurrence in poured concrete. As newly poured wet concrete cures, the water evaporates; this volume change leads to shrinkage and the formation of cracks.

This crack aligns with the southern exterior foundation wall of the main building. The northern interior walls of the closet and bathroom are bearing walls for the roof framing above, and are most likely supported by a foundation wall below. Given the straight orientation, location and alignment, it is probable that a deeper foundation wall may exist below the slab and continue across the Entry on the southern side of the crack. The slab throughout the Entry area was determined to be unsettled and mostly level. With this scenario, the portion of the slab on the northern side of the crack would be considered to be 'floating' and capable of settlement. Given this information it is our professional opinion that the crack is actually a 'joint' where the northern 'floating' slab abuts the southern slab that is supported by a deeper foundation wall; slight settlement of this floating slab has created the 1/4" high differential 'lip' in the surface.

Slab Movement: Due to the limitations of this visual investigation, the cause for the reported seasonal elevation changes at the crack 'lip' remains uncertain. The actual magnitude of vertical change was not reported and is not known from this investigation. Given the internal location of the slab the continual movement is not likely a result of frost heave condition. However, the exterior grading and water flow towards the eastern side of the building may be a source for this occurrence. As noted, the grade slopes toward the building from the elevated alley. Although there were no signs of water infiltration observed or reported, the potential for water flow varies throughout the year and it may be possible that that is playing a role in the slight slab elevation changes.

Regardless of the cause for the crack and movement, this slab is a 'floating' slab and is not a major structural component of the building. With the information gathered, it is our professional opinion that the crack/joint and subsequent settlement in the floor slab is not a structural issue, but more of a cosmetic concern. There was no evidence that the structure for the building has been compromised. Therefore, **No action or structural repair is required.** However, we recommend monitoring the condition for changes. If the situation does change, further evaluation will be necessary.

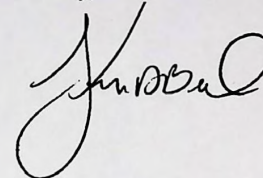
Recommendations: Even though a *structural* repair for the slab crack/joint was not deemed necessary, the grading and water management on the exterior of the building should be addressed. Pooling water and infiltration can easily have a detrimental effect on the walls which may lead to accelerated deterioration and potential failure. Therefore it is important to provide and maintain good positive drainage away from the building and to divert rain water and prevent pooling around the exterior walls and foundation. It is also necessary to keep gutter downspout water diverted well away from the walls and all foundation drains should be in good working order. Solving the water issues may relieve the seasonal elevation changes at the crack 'lip'.

There are a variety of options to address the cosmetic repair of the crack/joint. Several of those include foam or pressure grouting, slab piercing, slab stitching, grinding and filling or partial removal and replacement of the slab. Any one of these options or a combination of the above may be required. There are advantages and disadvantages to each; further review and additional information would be required before making a decision of the best recommendation for this condition.

The opinions and recommendations provided in this report are based on the reported information and any supplemental documents and observed evidence present at the time of the investigative review. If any of the described conditions were to change or if additional information or evidence were to become available, further review may be required and the conclusions rendered may be different than those provided in this report. The opinions and conclusions expressed are not a guarantee or service warranty of any kind, implied or otherwise.

We appreciate the opportunity of working with you on this project. Please note that our investigation of this structure was limited strictly to those items identified in the opening paragraphs of this report and to the extent noted. Should other deficiencies exist (structural or non-structural) they are beyond the scope of this investigation. Should you have any other questions, or wish to discuss any matter in this report, please do not hesitate to contact our office.

Sincerely,



Kevin D. Beil, P.E.

cc: File





Nugent Electric Inc.

2106 Ohio Ave.
Anderson, IN 46016

Phone #

Fax #

765-643-8854

765-643-4520

E-mail

nugentelectric@comcast.net

PROPOSAL

DATE	ESTIMATE #
4/26/2018	6620

NMCPLS VHS to DVD Converter Policy

Approved 11/2016

The Elwood Public Library of the North Madison County Public Library System has a VHS to DVD conversion machine available for offers VHS to DVD Conversion to NMCPLS library card holders in good standing.

- Reservations are required and can be made in person or via phone.
- The charge for this service is \$1.00 \$5.00 per DVD. Blank DVDs are supplied.
- The standard recording time of a DVD is two hours. Multiple titles can be recorded onto a single DVD.
- Use of the VHS to DVD converter is at the discretion of library staff. The library reserves the right to deny use of the equipment service.
- The North Madison County Public Library System is not liable for any loss or damage to the patron's tape.
- It is expressly prohibited to convert any VHS tapes that violates or infringes upon a patent, trademark, or other proprietary use. Use of the converter and associated equipment shall follow all legal guidelines. U.S. Copyright Law governs the making of photocopies or other reproductions of copyrighted material. The Library can only convert home movies or VHS tapes that you have recorded.
- The library does not guarantee a successful conversion. The quality of the material will depend on the quality of the recording on the VHS tape.

By signing this policy, I understand the terms and agree to abide by them when using this service. the converter and related software.

Print Name: _____

Library Card Number: _____

Phone Number: _____

General Description of Video: _____

Signature: _____

NAME / ADDRESS

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

TERMS

Net 30

DESCRIPTION	COST	TOTAL
RE: SUMMITVILLE LIBRARY (12) 7" CAN LIGHTS		
LABOR AND MATERIALS FOR ELECTRICAL INSTALLATION TO REPLACE (12) FIXTURES IN RETRO FIT FIXTURES.	1,938.00	1,938.00
WORK PERFORMED ON A STRAIGHT TIME BASIS. SALES TAX IS NOT INCLUDED.		
SUBMITTED BY MARK E. NUGENT	TOTAL	\$1,938.00

We propose hereby to furnish material and labor--complete in accordance with above specifications.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed 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 works are fully covered by Workman's Compensation Insurance.

ACCEPTANCE OF PROPOSAL-- 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.

Date of Acceptance _____ Signature _____

Please forward a sales tax exemption certificate if your business is exempt.

COMPUTER USE POLICY

You must read and agree to the terms below before
Continuing to use this service.
Use of this service is a privilege.
Failure to comply with these terms will result in the
Loss of that privilege.

Activating this timer constitutes agreement to the
Library's Internet and Computer Use policies.

Computer usage time is from opening until 15 minutes before closing at
Elwood Public Library, Frankton Community Library and Ralph E.
Hazelbaker Library.

1. Exit from all programs when you are done. **DO NOT TURN OFF THE COMPUTER.**
2. If you wish to save material, download your files to a removable storage device. Virus-checking software will NOT protect your computer if you download programs. If you are concerned about the possibilities of computer viruses, you should install and use virus protection software on your own computer. The library is not responsible for damage to personal removable storage devices.
3. **DO NOT modify this computer** or software in any way. This includes downloading and installing programs or plug-ins on this computer.
4. All applicable laws regarding copyright must be obeyed. (Title 17, U.S. Code)
5. Do not display text or graphics that may be legally defined by State and/or Federal law as obscenity or child pornography.
6. Users have the right of confidentiality and the right of privacy. However, security is technically difficult to achieve and the computer is located in a public area. Electronic transactions of information and viewing screens could become public. As a result, the library cannot guarantee privacy or confidentiality. Remember to exercise common courtesy. It is rude to look over another's shoulder to see what he or she is doing on the computer, and it is disturbing to another's concentration to stand around the computer while waiting your turn. Remember that people using the Internet after you may see which

- sites you have visited. One person to a computer except for a patron that needs assistance.
7. Be aware that the connection may fail or the computer may “freeze” while you are using it. Such occurrences are unfortunate, but do not entitle you to go beyond your allotted time if others are waiting. The computers in the Computer Lab will be unavailable when needed for training.
 8. Use of the Internet access computers is on a first-come, first-served basis. Patrons will be given one (1) hour on the computers to start with. If no one else is waiting you may begin extending your time in fifteen (15) minute increments for a maximum time of two (2) hours. If patrons are waiting to use the computers after your one-hour time limit, you must relinquish your computer for those waiting. Patrons that use only a portion of their original one (1) hour can return later that same day to finish their time. No reservations for future days will be made and telephone reservations will not be taken. It is your responsibility to give up the computer after one hour. If all computers are full the patron can reserve a computer by asking a staff member.
 9. Printing is 10 cents per black and white copy and 40 cents per color copy. All printing is sent to a central printer at the Adult Circulation Desk. You must pick up your copies and pay at the Circulation Desk.
 10. Misuse of the Library’s computers will be subject to the Library’s Patron Behavior Policy. The use of the computer should not infringe upon the rights of others.

Adopted 4/12/03

Reviewed & Amended 05/08/06

Reviewed 06/11/2007

Reviewed & Amended 05/12/2008

Reviewed & Amended 06/10/2009

Amended 07/22/2009

Reviewed & Amended 05/10/2010

Reviewed & Amended 05/09/2011

Reviewed 06/11/2012

Reviewed & Amended 05/13/2013

Reviewed & Amended 05/12/2014

Reviewed 05/16/2016

Reviewed 05/08/2017

PUBLIC ACCESS COMPUTER POLICY OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Access to electronic information via the World Wide Web is complementary to the mission of the North Madison County Public Library System (hereafter identified as NMCPLS). Electronic information can satisfy the research and informational needs of NMCPLS users, and access to the Internet provides an unlimited resource of knowledge contained in libraries, databases, and other information resources around the world.

No one owns the Internet and therefore it cannot be legally controlled in its content or information. The NMCPLS Board of Trustees and the library staff are not responsible for the information that is accessed/obtained while using library equipment. In offering the Internet to the community, library staff cannot control access points, which often change unpredictably and rapidly. Therefore, library users access and use the Internet at their own risk. Users are hereby notified that they, not NMCPLS, are responsible for the access points they reach on the Internet.

The library strongly recommends that users of the Internet not reveal their personal address, telephone number, credit card number, bank account number, social security number or any other financial or personal information. The library can assume no liability for the performance or quality of any products purchased over the Internet, and cannot guarantee the confidentiality of personal and credit card information transmitted over the Internet.

Failure to abide by the Internet Use policy may result in the loss of Internet and/or NMCPLS library privileges. Continued violation of the situations listed below will result in suspension of all library privileges:

- Violation of computer security system.
- Violation of another user's privacy.
- Use of the internet for unlawful, indecent, or malicious activities, including display of sexually explicit graphics
- Misrepresentation of the library or the identity of oneself.
- Use of abusive or objectionable language and the display or transmission of profane, abusive, or threatening language.
- Engaging in harassing behavior, such as sending or posting slanderous, libelous, obscene, or threatening messages, and other activities that could cause congestion and disruption of networks and systems.
- Violating any local, state, or federal statute.
- Downloading and/or installing software to the hard drive of any library computer.

The Board of Trustees of NMCPLS reserves the right to:

- Implement a fee structure in accordance with use of the Internet and to change the fees as necessary. [There is a charge of ten (\$.10) cents per black and white copy and forty (\$.40) cents per color copy if the patron wishes to print his work.]
- Use a software program to filter the use of the Internet according to the mission, collection policies, and community/legal standards with regard to obscenity on any or all computers.

(Federal Law requires all public libraries that receive funding from grants, USF, and other sources to filter the Internet by July 2002.)

- 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. Patrons are responsible for fine balances at or over \$10.00 and will be required to pay \$1.00 towards their fine balance per each daily computer use until their fine is below \$10.00. The patron's barcode needs to be kept confidential. A computer 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 computer card.
- Patrons recently moving to one of our 5 townships upon presenting an unexpired photo ID may be issued a computer courtesy card for 30 days to allow use of the library's computers until accepted forms of ID and residency are available unless the patrons already has an Evergreen account. After 30 days, the patron will be required to provide documentation to obtain a resident card.
- Limit the amount of time workstations may be used in order to make equipment available to other library users. Patrons will begin with a one-hour time limit. If no one is waiting to use the computer, the patron may begin increasing his or her time in fifteen (15) minute increments for a maximum of two (2) hours total. If the computers are full after your one-hour time limit, you must relinquish your computer to the waiting patrons. Patrons that use only a portion of their original one (1) hour can return later that same day to finish their time.
- Modify this policy at any time.

As in the use of all other NMCPLSs materials, children's access to the Internet is the sole responsibility of the child's parent or guardian. Parents of children who are under 18 years old must monitor their children's use of the Internet just as they monitor the use of NMCPLS's video collection. Parents and children are encouraged to read/view and discuss the resources that NMCPLS has available regarding safe and appropriate use of the Internet by minors. No child under 18 will be allowed to use the Internet without a signed consent form on file. Children under the age of 18 will not be allowed to use the computers located in the Indiana Room unless accompanied by a parent or guardian.

Presently, it is not possible to use the same selection criteria, which are used for other Library materials. Therefore, NMCPLS assumes no responsibility for the accuracy, quality, or quantity of any information, or the site where that information is obtained. The library does prohibit accessing obscene material and intentionally leaving it for others to view.

The NMCPLS offers laptop computers for checkout. The laptop computer may not leave the building and it must be returned in the condition in which it was loaned. Patrons are liable for any damages incurred during the loan period which may include replacement cost. Patrons over 18 years of age must provide a valid state issued I.D. to be left with the library staff for the duration of the laptop loan. The parent or legal guardian of patrons under the age of 18 may checkout a laptop computer to be used by his/her child in the library for homework purposes. During the loan of the laptop computer the parent or legal guardian will remain at the library and assume responsibility for the library's equipment.

Staff will keep a record of the patron's name, address, and driver's license number for liability purposes. Laptop computer loan times will follow the time restraints placed on other workstations as stated in this policy. Staff use of the laptops takes precedence over patron checkout. ~~Remove: Laptops, which are available in public areas at the Elwood branch, are only to be used by patrons over 18 years of age.~~

The computers designated for children at each branch are only to be used by children under the age of 18. Adults should only use these computers in a supervisory capacity. Children wishing to access Internet resources on these computers need a signed Internet Permission form on file. Teenagers wishing to access the teen-rated programs on these machines must have a library card, other approved age verification, or written parental consent on file.

The NMCPLS makes no guarantees, either expressed or implied, in respect to any equipment, programs, or other materials, their performance, or fitness for any particular purpose. Materials and equipment are provided for use "as is." The entire risk as to the quality and performance of computer equipment, programs, and documentation is with the user. In no event shall the library be liable for actual, incidental, or consequential damages in connection with or arising from the use of any equipment, programs, or other library materials. Misuse of the Library's computers or any violation of this or the Computer Use Policy will be subject to the Patron Behavior Policy.

Adopted 4/12/03

Reviewed & Amended 08/31/2006

Reviewed 06/11/2007

Reviewed & Amended 05/12/2008

Reviewed 06/10/2009

Amended 07/22/2009, 10/12/2009

Reviewed & Amended 05/10/2010, 05/09/2011

Reviewed 06/11/2012, 05/13/2013

Reviewed & Amended 05/12/2014, 05/18/2015, 05/16/2016

Reviewed 05/08/2017

NMCPLS Wireless Internet Policy

The North Madison County Public Library System (hereafter identified as NMCPLS) offers FREE wireless access for library patrons to use with their own personal notebooks, laptops and other mobile devices. These access points are unsecured, accessible at all hours of the day and filtered to comply with the Children's Internet Protection Act (CIPA). A patron's use of this service is governed by this wireless policy as well as the NMCPLS's Public Access Computer Policy. By choosing to use this free wireless service you agree to abide by both policies.

Library staff can provide general information or handouts for connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless access points.

All wireless access users should have up-to-date protection on their laptop computers or wireless devices. The library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by the aforementioned.

Printing access is available via the wireless connection. If you need to print, please ask a staff member for assistance.

Wireless users requiring sound must provide their own headphones so as to not disturb others.

Each facility of the NMCPLS has limited access to electrical outlets. Wireless patrons may have access to these outlets for use in charging device batteries, so long as cords aren't presenting a potential hazard. NMCPLS staff has the authority to ask patrons to relocate or remove cords if they observe a potential hazard.

Use of the NMCPLS's wireless network is entirely at the risk of the user. The library disclaims all liability for loss of confidential information or damages resulting from that loss as well as liability for the physical hardware used in these facilities.

This policy including all other Library policies are available on the Library's website at www.elwood.lib.in.us. Use of the Library's Wi-Fi and Internet access constitutes adherence to this policy and the Public Access Computer Policy.

Adopted by the NMCPLS Board of Trustees 07/22/09

Revised 06/11/12, 9/21/15, 5/16/16

Reviewed 05/08/17

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, July 2016, August 2016

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), **Add: Twenty (20)** ~~Remove ten (10)~~ hours will be computer or technology related, are required every 5 years ~~Remove: 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 **Add: of disciplinary action up to and including termination.** ~~Remove: of losing their job.~~ **Add: Refer to the certification manual for a definition of LEUs at <http://continuinged.isl.in.gov/certification/>** ~~Remove: 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 at least 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://continuinged.isl.in.gov/certification>.

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. Remove: 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.

SAFETY-SENSITIVE POSITION: The duties and responsibilities of this position involve operation of a motor vehicle to travel between branch facilities and other locations. As a result, this position is considered a safety-sensitive position under the Library's drug and alcohol testing policy.

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, July 2016, August 2016

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), Add: Twenty (20) Remove ten (10) hours will be computer or technology related, are required every 5 years. Remove: 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 renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk Add: of disciplinary action up to and including termination. Remove: of losing their job. Add: Refer to the certification manual for a definition of LEUs at <http://continuinged.isl.in.gov/certification/> Remove: 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 at least 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://continuinged.isl.in.gov/certification/>.

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: 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.

SAFETY-SENSITIVE POSITION: The duties and responsibilities of this position involve operation of a motor vehicle to travel between branch facilities and other locations. As a result, this position is considered a safety-sensitive position under the Library's drug and alcohol testing policy.

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, July 2016, August 2016

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 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). Add: Twenty (20) Remove ten (10) hours will be computer or technology related, are required every 5 years. Remove: 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 Add: of disciplinary action up to and including termination. Remove: of losing their job. Add: Refer to the certification manual for a definition of LEUs at <http://continuinged.isl.in.gov/certification/> Remove: 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 or at least 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://continuinged.isl.in.gov/certification/>.

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: 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.

SAFETY-SENSITIVE POSITION: The duties and responsibilities of this position involve operation a motor vehicle to travel between branch facilities and other locations. As a result, this position is considered a safety-sensitive position under the Library's drug and alcohol testing policy.

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, July 2016, August 2016

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. Add: Correlates circulation, acquisitions and patron statistics for the library system and state reports.
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), Add: Twenty (20) Remove ten (10) hours will be computer or technology related, are required every 5 years Remove: 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 Add: of disciplinary action up to and including termination. Remove: of losing their job. Add: Refer to the certification manual for a definition of LEUs at <http://continuinged.isl.in.gov/certification/> Remove: 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 at least 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://continuinged.isl.in.gov/certification/>.

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: 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 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.

SAFETY-SENSITIVE POSITION: The duties and responsibilities of this position involve operation of a motor vehicle to travel between branch facilities and other locations. As a result, this position is considered a safety-sensitive position under the Library's drug and alcohol testing policy.

NMCPLS Job Description

Job Title: Clerk
Department: Any
Reports To: Branch/Department Manager
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: January 2010
Approved By: Board of Trustees
Review & Approval Date: July 20, 2015, July 2016, August 2016

SUMMARY: Organizes library materials and provides patron services by performing the following duties. **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Answers telephone and directs calls, schedules meeting and seminar rooms, assists patrons in use of computers, fax, photocopiers, printer-readers, etc.
2. Issues borrowers' library identifications, locates and checks out materials to patrons, inspects returned materials for damage, and computes, records, and receives fines.
3. Executes daily reports which include statistics, overdue and fine reports and prepares overdue notices to send to borrowers.
4. Balances and totals daily collections.
5. Processes and maintains reserve materials and interlibrary loans.
6. Sorts returned materials according to classification code and need for repair, and returns them to shelves, files, or other designated storage area.
7. Repairs materials.
8. Checks patron requests for new materials against existing collection and outstanding patron requests.
9. Prepares new materials for circulation.
10. Sorts and shelves new materials, maintains vertical files, keeps up scrapbook which documents library history, prepares displays.
11. Answers inquiries of nonprofessional nature and refers persons requiring professional assistance to librarian.
12. Maintains regular communication, both formal and informal with all other personnel.
13. Add: Plans and assists with all types of programming activities.
14. Add: Assists with marketing responsibilities.
15. Participates in professional development activities.

SUPERVISORY RESPONSIBILITIES: None.

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: High school diploma or general education degree (GED) required.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information on one-on-one and small groups situations to customers, clients, and other employees of the organization.

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, and percent and to create and interpret bar graphs.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 to demonstrate/develop basic keyboard skills; operate automated circulation stations, AV equipment, telephones, microfilm printer-readers, FAX machines, photocopiers and laminators.

CERTIFICATES, LICENSES, REGISTRATIONS: A valid Indiana driver's license, proof of insurance and acceptable driving record.

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 vision, distance vision, 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. The noise level in the work environment is usually moderate.

SAFETY-SENSITIVE POSITION: The duties and responsibilities of this position involve operation of a motor vehicle to travel between branch facilities and other locations. As a result, this position is considered a safety-sensitive position under the Library's drug and alcohol testing policy.

NMCPPLS 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: NMCPPLS Board of Trustees
Review & Approve Date: July 2008, July 2016, August 2016

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, ~~Remove: or files cards into assigned sections of catalog.~~
7. Maintains and controls online ~~Remove: or card~~ catalog, including updating.
8. Trains and supervises support staff in cataloging functions.
9. Selects AV materials for the Elwood facility ~~ADD: and DVDs for all 3 branches.~~ Manages AV acquisitions, including invoicing, for all three facilities.
10. Manages acquisitions (including standing orders but excluding periodicals), invoicing and distribution of materials.
11. ~~Remove: 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), ~~Remove: ten (10)~~ Add: Twenty (20) hours will be computer or technology related, are required every 5 years. ~~Remove: 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 Add: of disciplinary action up to and including termination. ~~Remove: of losing their job.~~ Add: Refer to the certification manual for a definition of LEUs at <http://continued.isl.in.gov/certification/> ~~Remove: 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 NMCPPLS, excluding custodians, will have knowledge of circulation desk tasks. If needed, could provide assistance at the circulation desk.
15. Add: Organizes and prepares for shipment all items to be transited to other libraries.

SUPERVISORY RESPONSIBILITIES: Add: Works with other managers concerning responsibilities that directly or indirectly affect this position. ~~Remove: 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: 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 at least 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://continuinged.isl.in.gov/certification/>.

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: 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 at the Elwood Public Library but may require visits to branches and other locations. The noise level in the work environment is usually quiet.

SAFETY-SENSITIVE POSITION: The duties and responsibilities of this position involve operation of a motor vehicle to travel between branch facilities and other locations. As a result, this position is considered a safety-sensitive position under the Library's drug and alcohol testing policy.

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, July 2016, August 2016

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), ~~Add: Twenty (20) Remove ten (10)~~ hours will be computer or technology related, are required every 5 years ~~Remove: 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 ~~Add: of disciplinary action up to and including termination. Remove: of losing their job.~~ ~~Add: . Add: Refer to the certification manual for a definition of LEUs at <http://continuinged.isl.in.gov/certification/>. 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://continuinged.isl.in.gov/certification/>.

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:~~ After July 1, 2008 the staff member is required to have a **Add:** This position 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.

SAFETY-SENSITIVE POSITION: The duties and responsibilities of this position involve operation of a motor vehicle to travel between branch facilities and other locations. As a result, this position is considered a safety-sensitive position under the Library's drug and alcohol testing policy.



STATE OF INDIANA

Eric Holcomb, Governor

Jacob Speer, State Librarian

INDIANA STATE LIBRARY

140 N. Senate Avenue
Indianapolis, IN 46204
Phone: (317) 232-3675
Fax: (317) 232-0002

April 30, 2018

Jamie Scott
North Madison County Public Library System
1600 Main St
Elwood, IN 46036-2023

Dear Director,

According to your library's responses to the 2017 Public Library Annual Report, your library is at risk of being found out of standards for not meeting the following requirements as detailed in 590 IAC 6:

- 13-036 Library lacks a current long range plan of service.

If your library is found to be out of standards by the Indiana Library & Historical Board (ILHB) then your library will be ineligible for state-subsidized services, including: InfoExpress subsidies; Indiana Share ILL services; Evergreen Indiana; SRCS, LSTA grants; E-rate funds; Internet Connectivity Funding; the Collaborative Summer Library Program; ConnectIN and sponsored online courses.

We have received your waiver request dated March 9, 2018, as well as your new Long Rang Plan for 2018-2020, adopted February 15, 2018. No further action is needed at this time. All waiver requests will be considered and voted on at the June meeting of the ILHB.

Sincerely,

Jennifer Clifton, Supervisor
Library Development Office

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	APRIL 2017	APRIL 2018	Amount of Change	% OF Change	YTD 2017	YTD 2018	Amount of Change	YTD % OF Change
ELWOOD								
ADULT	1,728	1,433	-295	-17%	7,388	6,296	-1,092	-15%
JUVENILE	802	884	82	10%	3,704	2,492	-1,212	-33%
Y. A.	174	78	-96	-55%	735	451	-284	-39%
PERIOD.	208	158	-50	-24%	898	605	-293	-33%
AUDIO	99	153	54	55%	988	842	-146	-15%
VIDEO	5,141	4,055	-1086	-21%	20,097	16,818	-3,279	-16%
DIGITAL MEDIA	280	222	-58	-21%	1,030	997	-33	-3%
TOTAL	8,432	6,983	-1449	-17%	34,840	28,501	-6,339	-18%

FRANKTON								
ADULT	523	519	-4	-1%	2,477	2,219	-258	-10%
JUVENILE	389	419	30	8%	1,380	1,709	329	24%
Y. A.	64	79	15	23%	225	264	39	17%
PERIOD.	110	83	-27	-25%	542	384	-158	-29%
AUDIO	66	26	-40	-61%	246	109	-137	-56%
VIDEO	981	883	-98	-10%	4,502	3,798	-704	-16%
DIGITAL MEDIA	140	111	-29	-21%	516	500	-16	-3%
TOTAL	2,273	2,120	-153	-7%	9,888	8,983	-905	-9%

HAZELBAKER								
ADULT	441	249	-192	-44%	1,659	1267	-392	-24%
JUVENILE	335	245	-90	-27%	1,485	1051	-434	-29%
Y. A.	63	139	76	121%	177	213	36	20%
PERIOD.	65	46	-19	-29%	207	184	-23	-11%
AUDIO	28	34	6	21%	104	119	15	14%
VIDEO	1,315	995	-320	-24%	5,220	3916	-1304	-25%
DIGITAL MEDIA	140	111	-29	-21%	515	498	-17	-3%
TOTAL	2,387	1,819	-568	-24%	9,367	7,248	-2,119	-23%

SYSTEM								
ADULT	2,692	2,201	-491	-18%	11,524	9,782	-1,742	-15%
JUVENILE	1,526	1,548	22	1%	6,569	5,252	-1,317	-20%
Y. A.	301	296	-5	-2%	1137	928	-209	-18%
PERIOD.	383	287	-96	-25%	1647	1173	-474	-29%
AUDIO	193	213	20	10%	1338	1070	-268	-20%
VIDEO	7,437	5,933	-1504	-20%	29,819	24,532	-5,287	-18%
DIGITAL MEDIA	560	444	-116	-21%	2,061	1,995	-66	-3%
TOTAL	13,092	10,922	-2170	-17%	54,095	44,732	-9,363	-17%

	Comp. Use	Wireless	Traffic	Ref.	Assists	Prog. A.	Prog. YA	Prog. J
Elwood	1,050	890	6,114	39	1,074	9	4	20
						58	-	330
Frankton	189	382	2,004	11	178	8	1	15
						67	2	86
Summitville	131	211	1,283	4	150	6	1	13
						57	1	71

Tech Services Processed 1,482 Items
Transits to Other Libraries: 600

Processed by Trisha Shuler
Transits From Other Libraries: 530

Financial Report
North Madison County Public Library System

Report Dates = 04/01/18 to 04/30/18

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
100 Operating Fund	\$699,170.15	\$72,910.28	\$321,830.95	\$21,976.60	\$84,903.85	\$462,243.05
Subtotal	\$699,170.15	\$72,910.28	\$321,830.95	\$21,976.60	\$84,903.85	\$462,243.05
1. Operating Fund						
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
106 Evergreen Indiana	\$91.16	\$140.24	\$241.40	\$17.25	\$154.24	\$4.00
107 PLAC	\$195.00	\$130.00	\$325.00	\$0.00	\$130.00	\$0.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
115 LIRF	\$54,370.99	\$0.00	\$0.00	\$0.00	\$0.00	\$54,370.99
117 Rainy Day Fund	\$123,812.58	\$0.00	\$0.00	\$0.00	\$0.00	\$123,812.58
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$46,785.72	\$0.00	\$345.30	\$1,307.00	\$1,507.00	\$47,947.42
121 F'nk Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
122 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
124 F'nk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
125 St Technology Fund Grant Fund	\$0.00	\$1,584.00	\$6,336.00	\$0.00	\$11,721.98	\$5,385.98
Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$226,569.03	\$1,854.24	\$7,247.70	\$1,324.25	\$13,513.22	\$232,834.55
4. Withholding						
201 Federal Taxes Withheld	\$0.00	\$3,308.44	\$12,875.56	\$3,308.44	\$12,875.56	\$0.00
202 FICA	\$0.00	\$2,550.92	\$10,171.16	\$2,550.92	\$10,171.16	\$0.00
203 State Tax Withheld	\$0.00	\$0.00	\$3,853.19	\$1,285.79	\$5,138.98	\$1,285.79
204 County Taxes Withheld	\$0.00	\$0.00	\$2,003.88	\$669.04	\$2,672.92	\$669.04
205 PERF	\$0.00	\$813.84	\$3,254.68	\$813.84	\$3,254.68	\$0.00
206 Empower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
207 Annuity	\$0.00	\$682.00	\$2,373.00	\$682.00	\$2,373.00	\$0.00
208 Insurance	\$0.00	\$0.00	\$1,754.28	\$649.80	\$2,404.08	\$649.80
209 Medicare	\$0.00	\$596.58	\$2,378.76	\$596.58	\$2,378.76	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212 AFLAC	\$0.00	\$0.00	\$1,480.68	\$493.56	\$1,974.24	\$493.56
Subtotal	\$0.00	\$7,951.78	\$40,145.19	\$11,049.97	\$43,243.38	\$3,098.19
Grand Total	\$925,739.18	\$82,716.30	\$369,223.84	\$34,350.82	\$141,660.45	\$698,175.79

Total all banks = \$698,175.79

Bank Balances

North Madison County Public Library System

Report as of: 04/30/18

Bank		
1	Star Financial Bank	\$438,825.33
2	Star Financial Bank (2)	\$62,755.97
3	Community Bank/Summitville	\$0.00
4	First Farmers Bank & Trust	\$196,329.49
5	PNC Bank	\$0.00
6	Main Source Bank	\$0.00
7	Petty Cash & Cash Drawer	\$265.00
8	National City Bank (2)	\$0.00
9	First Farmers Bank & Trust (2)	\$0.00
Total all banks =		\$698,175.79

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 04/01/18 To 04/30/18

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	\$60,574.00	\$0.00	\$60,574.00	\$4,605.46	\$18,421.84	\$42,152.16	69.6
1.12 Salary of Assistants	\$615,631.00	\$0.00	\$615,631.00	\$34,572.74	\$137,735.90	\$477,895.10	77.6
1.13 Wages of Janitor	\$36,153.00	\$0.00	\$36,153.00	\$2,243.22	\$9,004.16	\$27,148.84	75.1
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$2,098.23	\$2,404.07	\$3,595.93	59.9
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$3,147.50	\$12,549.92	\$38,450.08	75.4
1.17 Emp Cont IN Def Comp Matching Plan	\$0.00	\$5,000.00	\$5,000.00	\$1,195.46	\$1,195.46	\$3,804.54	76.1
1.18 Emp Cont PERF	\$46,000.00	(\$5,000.00)	\$41,000.00	\$3,038.46	\$12,151.18	\$28,848.82	70.4
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$18,497.42	\$81,502.58	81.5
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
Subtotal	\$915,658.00	\$0.00	\$915,658.00	\$50,901.07	\$211,959.95	\$703,698.05	76.9
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$239.49	\$1,665.94	\$13,334.06	88.9
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$49.95	\$2,298.41	\$7,201.59	75.8
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$40.08	\$516.17	\$3,483.83	87.1
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$0.00	\$14.00	\$136.00	90.7
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$29.96	\$220.04	88.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$6.49	\$221.72	\$778.28	77.8
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.31 Book Processing	\$8,000.00	\$0.00	\$8,000.00	\$612.18	\$1,626.77	\$6,373.23	79.7

<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>
2.32 Automation	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
Subtotal	\$43,900.00		\$43,900.00	\$948.19	\$6,372.97	\$37,527.03	85.5
<i>2. Supplies</i>							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
<i>3. Other Services and Charge</i>							
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$7,227.08	\$39,852.40	\$15,147.60	27.5
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12 Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$157.50	\$529.72	\$6,120.28	92.0
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$120.15	\$5,879.85	98.0
3.147 Evergreen Membership	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.0
3.21 Telephone & Telegraph	\$30,600.00	\$0.00	\$30,600.00	\$884.25	\$3,502.37	\$27,097.63	88.6
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$32.76	\$176.79	\$3,623.21	95.3
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$68.64	\$361.15	\$2,638.85	88.0
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$49.00	\$98.00	\$2,902.00	96.7
3.26 Elwood Children's Programing	\$5,000.00	\$0.00	\$5,000.00	\$127.50	\$897.15	\$4,102.85	82.1
3.27 Elwood Adult Programing	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$214.22	\$2,785.78	92.9
3.28 Frankton Programing	\$4,000.00	\$0.00	\$4,000.00	\$26.50	\$462.02	\$3,537.98	88.4
3.29 Summitville Programing	\$3,000.00	\$0.00	\$3,000.00	\$206.15	\$605.97	\$2,394.03	79.8
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$0.00	\$3,100.00	100.0
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$107.56	\$1,092.44	91.0
3.4 Insurance	\$21,000.00	\$0.00	\$21,000.00	\$975.00	\$6,536.00	\$14,464.00	68.9
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$736.44	\$3,959.12	\$16,040.88	80.2

<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	\$40,000.00	\$0.00	\$40,000.00	\$2,237.66	\$8,643.22	\$31,356.78	78.4
3.53 Water	\$4,000.00	\$0.00	\$4,000.00	\$179.25	\$691.38	\$3,308.62	82.7
3.54 Waste Disposal Services	\$5,000.00	\$0.00	\$5,000.00	\$192.29	\$1,032.71	\$3,967.29	79.3
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$386.11	\$1,241.32	\$5,758.68	82.3
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$327.00	\$2,373.00	87.9
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$40.00	\$40.00	\$460.00	92.0
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$254,050.00		\$254,050.00	\$13,526.13	\$74,398.25	\$179,651.75	70.7

4. Capitol Outlays

4.1 Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2 Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$727.29	\$1,735.16	\$3,264.84	65.3
4.21 Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$75.00	\$1,010.82	\$18,989.18	94.9
4.31 Elwood Adult	\$25,000.00	\$0.00	\$25,000.00	\$1,222.21	\$4,999.53	\$20,000.47	80.0
4.32 Elwood Childrens	\$13,000.00	\$0.00	\$13,000.00	\$605.59	\$3,010.38	\$9,989.62	76.8
4.33 Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$378.03	\$1,149.05	\$4,350.95	79.1
4.34 Frankton	\$15,500.00	\$0.00	\$15,500.00	\$1,014.03	\$3,718.99	\$11,781.01	76.0
4.35 Summitville	\$13,500.00	\$0.00	\$13,500.00	\$933.88	\$2,621.17	\$10,878.83	80.6
4.4 Elwood Period. & News.	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$832.86	\$6,167.14	88.1
4.41 Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
4.42 Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$175.00	\$1,325.00	88.3
4.51 Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$1,320.07	\$5,196.91	\$19,803.09	79.2
4.52 Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$686.35	\$2,989.39	\$6,010.61	66.8
4.53 Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$460.44	\$1,548.52	\$6,451.48	80.6

<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>
4.54 Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$112.00	\$112.00	\$7,888.00	98.6
Subtotal	\$161,000.00		\$161,000.00	\$7,534.89	\$29,099.78	\$131,900.22	81.9
Grand Total	\$1,375,608.00	\$0.00	\$1,375,608.00	\$72,910.28	\$321,830.95	\$1,053,777.05	76.6

Approved by the State Board Of Accounts for North Madison County Public Library System on 11/1/98.

Receipt Listing

North Madison County Public Library System

Report Date: From 04/01/18 To 04/30/18

Receipt #	Date	Name	Explanation	Bank	Total
122	04/02/18	Jill Murray	FINES & FEES - RECEIPT #13096	1	\$29.25
123	04/02/18	Katie Schiffner	FINES & FEES - RECEIPT #13097	1	\$59.45
124	04/02/18	Debbie Fox	FINES & FEES - RECEIPT #13098	1	\$66.65
125	04/02/18	Jordan Arehart	FINES & FEES - RECEIPT #13099	1	\$24.00
126	04/03/18	Jordan Arehart	FINES & FEES - RECEIPT #13100	1	\$106.16
127	04/03/18	Star Financial Bank	March Interest	1	\$4.63
128	04/04/18	Jordan Arehart	FINES & FEES - RECEIPT #13101	1	\$49.85
129	04/05/18	Jamie Scott	FINES & FEES - RECEIPT #13102	1	\$52.10
130	04/05/18	Madison Co Treasurer	April 2018 LIT Distribution-Receipt #13103	1	\$18,475.83
131	04/06/18	Star Financial Bank	March Interest	2	\$12.64
132	04/06/18	Jordan Arehart	FINES & FEES - RECEIPT #13104	1	\$87.35
133	04/06/18	First Farmers Bank & Trust	March Interest	4	\$170.47
134	04/09/18	Debbie Fox	FINES & FEES - RECEIPT #13105	1	\$97.20
135	04/09/18	Todd Buckmaster	FINES & FEES - RECEIPT #13106	1	\$26.70
136	04/09/18	Jill Murray	FINES & FEES - RECEIPT #13107	1	\$54.34
137	04/09/18	Jordan Arehart	FINES & FEES - RECEIPT #13108	1	\$60.10
138	04/10/18	Kiwanis Club of Elwood	Donation for DNR Park passes-Receipt #13109	1	\$200.00
139	04/10/18	Jordan Arehart	FINES & FEES - RECEIPT #13110	1	\$130.81
140	04/11/18	Jordan Arehart	FINES & FEES - RECEIPT #13111	1	\$166.15
141	04/12/18	Jordan Arehart	FINES & FEES - RECEIPT #13112	1	\$131.92
142	04/13/18	Todd Buckmaster	FINES & FEES - RECEIPT #13113	1	\$95.75
143	04/16/18	Jill Murray	FINES & FEES - RECEIPT #13114	1	\$55.55
144	04/16/18	Todd Buckmaster	FINES & FEES - RECEIPT #13115	1	\$100.30
145	04/16/18	Jordan Arehart	FINES & FEES - RECEIPT #13116	1	\$86.01
146	04/04/18	PAYROLL		1	\$5,548.68
147	04/17/18	Jordan Arehart	FINES & FEES - RECEIPT #13117	1	\$67.50
148	04/17/18	Debbie Fox	FINES & FEES - RECEIPT #13118	1	\$246.54
149	04/17/18	Dunnichay Funeral Home	Donation - Frankton Summer Reading Program-Receipt #13119	1	\$100.00
150	04/18/18	Katie Schiffner	FINES & FEES - RECEIPT #13120	1	\$71.82
151	04/19/18	Katie Schiffner	FINES & FEES - RECEIPT #13121	1	\$133.87
152	04/20/18	Jordan Arehart	FINES & FEES - RECEIPT #13122	1	\$103.57
153	04/23/18	Katie Schiffner	FINES & FEES - RECEIPT #13123	1	\$55.50
154	04/23/18	Jill Murray	FINES & FEES - RECEIPT #13124	1	\$37.50

<i>Receipt #</i>	<i>Date</i>	<i>Name</i>	<i>Explanation</i>	<i>Bank</i>	<i>Total</i>
155	04/23/18	Debbie Fox	FINES & FEES - RECEIPT #13125	1	\$73.75
156	04/23/18	Auditor of State of Indiana	2017 4th Qtr Evergreen-Receipt 13126	1	\$290.11
157	04/23/18	Jordan Arehart	FINES & FEES - RECEIPT #13127	1	\$11.70
158	04/24/18	Jordan Arehart	FINES & FEES - RECEIPT #13128	1	\$104.05
159	04/25/18	Jordan Arehart	FINES & FEES - RECEIPT #13129	1	\$53.65
160	04/25/18	Lamda Lamda Lamda	Donation Children's Story Hour-Receipt #13130	1	\$30.00
161	04/25/18	Joe & Mavis Barnett	Donation-Receipt #13131	1	\$100.00
162	04/26/18	Jordan Arehart	FINES & FEES - RECEIPT #13132	1	\$186.14
163	04/26/18	Red Gold, Inc	Donation - Elwood YS Summer Reading - Receipt #13133	1	\$297.00
164	04/30/18	Jordan Arehart	FINES & FEES - RECEIPT #13134	1	\$70.65
165	04/30/18	Vickie Covington	Donation-Summer Reading Frankton-Receipt#13135	1	\$5.00
166	04/30/18	Frankton Lodge 607 F & AM	Donation Frankton Summer Reading - Receipt #13136	1	\$150.00
167	04/30/18	Debbie Fox	Frankton Book Sale - Receipt #13137	1	\$147.15
168	04/30/18	Debbie Fox	FINES & FEES - RECEIPT #13138	1	\$58.99
169	04/30/18	Katie Schiffner	FINES & FEES - RECEIPT #13139	1	\$33.25
170	04/30/18	Katie Schiffner	FINES & FEES - RECEIPT #13140	1	\$50.30
171	04/30/18	Jill Murray	FINES & FEES - RECEIPT #13141	1	\$54.60
172	04/30/18	Subway	Summer Reading Donation Summitville-Receipt #13142	1	\$50.00
173	04/30/18	Psi Iota Xi Sorority	Donation Summer Reading Summitville-Receipt #13143	1	\$200.00
174	04/30/18	R & R Engineering	Donation Summer Reading Summitville-Receipt #13144	1	\$75.00
175	04/30/18	Poet Biorefining	Donation Summer Reading Summitville-Receipt #13145	1	\$100.00
176	04/18/18	PAYROLL		1	\$5,501.29
<i>Total All Receipts</i>					\$34,350.82

Monday, May 14, 2018

Fiscal Officer

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Voucher List

North Madison County Public Library System

Report Date: From **04/01/18** To **04/30/18**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total	
	0	189	CARDMEMBER SERVICE	04/04/18	As per attached invoices.	\$81.76
31341	190	CITY OF ELWOOD UTILITIES	04/04/18	Service for Elwood	\$312.88	
31342	191	MICHAEL ROBERTSON	04/04/18	Mileage 156 miles @ \$.44	\$68.64	
31343	192	SYNCB/AMAZON	04/04/18	As per attached invoices.	\$2,119.54	
31344	193	TOWN OF FRANKTON	04/04/18	Service for Frankton	\$401.24	
0	194	VECTREN ENERGY DELIVERY	04/04/18	Service for Frankton, Summitville, and Elwood	\$736.44	
31345	195	WELLS FARGO VENDOR FINA	04/04/18	Copier Lease Summitville & Frankton	\$121.20	
0	196	INDIANA PUBLIC RETIREMENT	04/04/18	Payroll ending 3/31/18	\$1,926.15	
0	197	EFTPS	04/04/18	Payroll ending 3/31/18	\$4,831.03	
0	198	GREAT-WEST RETIREMENT S	04/04/18	Payroll ending 3/31/18	\$341.00	
0	199	STAR FINANCIAL BANK	04/04/18	March Service Charge	\$10.08	
31346	200	AT&T	04/09/18	Service for Elwood	\$172.48	
31347	201	AVC TECHNOLOGY CORPORA	04/09/18	Accounting, Payroll & Time Clock Support April through June	\$501.00	
31348	202	BAKER & TAYLOR	04/09/18	As per attached invoices.	\$4,244.32	
31349	203	CHESTER INFORMATION TEC	04/09/18	Veritas Backup Exec 15 Agent for Windows Essential Support Renewal	\$112.00	
31350	204	COVELL CONSTRUCTION & S	04/09/18	Snow removal 3/21/18	\$130.00	
31351	205	DEMCO	04/09/18	3 Task Chairs for Adult Services Circ desk	\$527.30	
31353	206	ELWOOD FIRE EQUIPMENT C	04/09/18	Fire Alarm Inspection, Sprinkler System Inspection, Installation of Fire Alarm at Summitville	\$5,035.00	
31354	207	ENA SERVICES LLC	04/09/18	VoIP and Internet	\$2,025.53	
31355	208	FRONTIER	04/09/18	Service for Frankton	\$200.36	
31357	209	INDIANA DEPARTMENT OF W	04/09/18	1st Qtr Unemployment	\$2,098.23	
31359	210	INDIANA STATE LIBRARY	04/09/18	PLAC 1st Qtr 2018	\$130.00	
31360	211	INDIANA STATE LIBRARY	04/09/18	1st Qtr 2018 Evergreen Fines & fees collected.	\$140.24	
31362	212	KREG NOEL	04/09/18	Snow plowing March 21, 2018 @ Elwood	\$75.00	
31363	213	LIBRARY STORE INC., THE	04/09/18	As per attached invoices.	\$328.22	
31364	214	MADISON COUNTY TREASUR	04/09/18	Ditch Assessment Elwood & Summitville	\$40.00	
31365	215	MIDWEST COLLABORATIVE F	04/09/18	Cypress Resume	\$157.50	
31366	216	MIDWEST TAPE	04/09/18	As per attached invoices.	\$815.69	
31367	217	NUGENT ELECTRIC INC.	04/09/18	Summitville & Elwood can lights	\$1,292.00	
31368	218	ORIENTAL TRADING COMPAN	04/09/18	Program supplies Summitville	\$103.64	
31369	219	RICOH USA, INC	04/09/18	Copies for Elwood	\$108.38	
31370	220	STAPLES ADVANTAGE	04/09/18	As per attached invoices.	\$238.94	
31371	221	TOPS HOME CENTER	04/09/18	As per attached invoices.	\$64.79	
31372	222	VAUGHN'S COMPUTER HOUS	04/09/18	Service & Consulting	\$104.00	
31358	223	INDIANA MICHIGAN POWER C	04/09/18	Service for Summitville	\$460.81	
31361	224	INDIANA-AMERICAN WATER C	04/09/18	Service for Summitville	\$25.14	
31356	225	HUMPHRIES AUTOMOTIVE SE	04/09/18	Salt-Summitville	\$80.00	
31352	226	DOLLAR GENERAL-REGIONS 4	04/09/18	As per attached invoices.	\$52.70	
0	227	PAYROLL	04/04/18	PAYROLL	\$20,920.86	
0	228	INDIANA PUBLIC RETIREMENT	04/18/18	Payroll ending 4/14/18	\$1,926.15	
0	229	EFTPS	04/18/18	Payroll ending 4/14/18	\$4,772.41	
0	230	GREAT-WEST RETIREMENT S	04/18/18	Payroll ending 04/14/18	\$341.00	
0	231	GREAT-WEST RETIREMENT S	04/18/18	Employer Contribution-M Robertson 1/8/18-4/14/18 - \$170.78 per pay period	\$1,195.46	
31373	232	AT&T	04/18/18	Service for Summitville	\$69.88	
31374	233	AUTO-OWNERS INSURANCE	04/18/18	Insurance	\$400.00	

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31375	234	BURNETTE - DELLINGER INC.	04/18/18	Asst Treasurer Bond - Workers Comp - Inland Marine Renewal	\$575.00
31376	235	INDIANA MICHIGAN POWER C	04/18/18	Service for Elwood	\$1,409.13
31377	236	ORIENTAL TRADING COMPAN	04/18/18	Program supplies-Summitville	\$76.31
31378	237	PITNEY BOWES GLOBAL FINA	04/18/18	Postage meter lease	\$151.56
31379	238	STAPLES ADVANTAGE	04/18/18	As per attached invoices.	\$51.40
31380	239	WELLS FARGO VENDOR FINA	04/18/18	Copier Lease Elwood	\$113.35
0	240	PAYROLL	04/18/18	PAYROLL	\$20,500.56

Total Amount of Claims \$82,716.30

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, May 14, 2018

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____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

2)

Date/Time: May. 10. 2018 12:38PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
2208	Memory TX	Frankton FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

Agenda

May 14th, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville
 - a. Foundation Issues
 - b. LED Lighting
- New Business
 - 1. Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy
 - 2. Job Descriptions
- Director's Report
- Public Comment
- Adjournment

Date/Time: May.10. 2018 12:38PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
2207	Memory TX	call leader	P. 1	OK	

Reason for error
 E. 1) Hang up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size
 E. 6) Destination does not support IP-Fax

Agenda
 May 14th, 2018

North Madison County Public Library System
 Board of Trustees

Elwood Public Library

Regular Meeting
 4:30 P.M.

- Call to Order
- Call for Quorum
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 - Minutes
 - Claims Register & Checks
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- Director's Report
- Public Comment
- Adjournment

*Please Publish this week + again on Monday
 Thank you*

Date/Time: May.10. 2018 12:38PM

Mode	Destination	Pg(s)	Result	Page Not Sent
Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error
 E. 1) Hang up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size
 E. 6) Destination does not support IP-Fax

Agenda
 May 14th, 2018

North Madison County Public Library System
 Board of Trustees

Elwood Public Library

Regular Meeting
 4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville
 - a. Foundation Issues
 - b. LED Lighting
- New Business
 - 1. Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy
 - 2. Job Descriptions
- Director's Report
- Public Comment
- Adjournment

*Please Publish this week + again on Monday
 Thank you*

* * * Communication Result Report (May.10. 2018 12:40PM) * * *

11
21

Date/Time: May.10. 2018 12:38PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2209 Memory TX	Summitville FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

Agenda

May 14th, 2018North Madison County Public Library System
Board of TrusteesElwood Public LibraryRegular Meeting
4:30 P.M.

Call to Order
 Call for Quorum
 Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
 Old Business
 1. Summitville
 a. Foundation Issues
 b. LED Lighting
 New Business
 1. Yearly review of Internet Policy, Computer Use Policy and
 Wireless Internet Policy
 2. Job Descriptions
 Director's Report
 Public Comment
 Adjournment

Agenda

June 11, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville

a. Foundation Issues

b. Carpet

New Business

1. Time Line for 2019 Budget Approval

2. Initial Budget Review

3. Purchasing Policy

4. Credit Card Resolution and Policy

5. Petty Cash Resolution

6. Internal Controls

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

Elwood Public Library

Regular Meeting

June 11, 2018

4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on June 11, 2018, in the meeting room of the Elwood Public Library

CALL FOR QUORUM

Present were members Beverly Austin, Kenny Giselbach, Mary Kiplinger, Tom Stone, Bette Dalzell, Diana Eddleman, and Larry Watson. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Kenny Giselbach made a motion to approve the meeting minutes, claims register and personnel report in the consent agenda. A second was made by Mary Kiplinger and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Foundation at Summitville

Board member Larry Watson and Earl Watson inspected the foundation and drainage at the Ralph E. Hazelbaker Library in Summitville. Their recommendation is to hire a local contractor to put in a perimeter drain on the north, east and south side of the building to drain the water away from the building. Kenny Giselbach suggested contacting Ron Hiatt who is from the area and has experience in ditching and drainage.

Carpet at Summitville

Flooring at Summitville has been put on hold until August

NEW BUSINESS

Budget Timeline

The time line for the 2019 Budget was reviewed. Approval, public hearing and adoption of the 2019 budget will all take place at regularly scheduled board meetings. No changes were made.

Initial Budget Review

Director Scott attended a financial workshop by Umbaugh and Associates. She learned how to estimate our 2019 maximum levy. According to these calculations Director Scott feels there is no need to increase the operating budget. We are currently in a good position with our cash balance. Some line items of the operating budget will need to be moved around.

second and the motion carried. Statistics are available on the wiki. Internal controls are also on the wiki.

President Bev Austin thanked Director Scott and Administrative Assistant Sheri Wallace on the surplus in the annual budget. Tom Stone asked Daikan Metz about the success of the Books and Brews program. The Board encouraged him to keep trying.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

Beverly Austin adjourned the meeting by consent.

Bette Dalzell, Secretary

Mary E Kiplinger

Kenny Smith

Thomas Stone

Beverly Austin

Lou Wilson

Glenn Ray Eddleman

Register Of Claims

Report Date: From 05/15/18 To 06/11/18

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	357	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,576.58	06/11/18	Payroll ending 6/9/18
			FICA	Payroll Deductions	\$1,277.75		
			Federal Taxes Withheld	Payroll Deductions	\$1,651.62		
			Medicare	Payroll Deductions	\$298.83		
				Total this claim =	<u>\$4,804.78</u>		
0	308	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,934.12	05/30/18	Withholding for May
			County Taxes Withheld	Payroll Deductions	\$1,006.53		
				Total this claim =	<u>\$2,940.65</u>		
0	307	AFLAC	AFLAC	Payroll Deductions	\$740.34	05/30/18	May Withholding
				Total this claim =	<u>\$740.34</u>		
0	306	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$170.78	05/30/18	Employer Contribution payroll ending 5/26/18
				Total this claim =	<u>\$170.78</u>		
0	305	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	05/30/18	Payroll ending 5/26/18
				Total this claim =	<u>\$341.00</u>		
0	317	UNITED HEALTHCARE	Insurance	Payroll Deductions	\$992.48	05/30/18	Healthcare 6/1-6/30
			Operating Fund	Emp Cont Group Ins	\$6,112.32		
				Total this claim =	<u>\$7,104.80</u>		
0	320	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	05/30/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,369.87		
			Operating Fund	Wages of Janitor	\$1,086.26		
				Total this claim =	<u>\$20,758.86</u>		
0	303	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$406.92	05/30/18	Payroll ending 05/26/18
			Operating Fund	Emp Cont PERF	\$1,519.23		
				Total this claim =	<u>\$1,926.15</u>		
0	300	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	05/16/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,223.37		
			Operating Fund	Wages of Janitor	\$1,241.48		
				Total this claim =	<u>\$20,767.58</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>
0	354	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Payroll Deductions Emp Cont PERF	\$406.69 <u>\$1,518.36</u>	06/11/18	Payroll ending 6/9/18
				Total this claim =	<u>\$1,925.05</u>		
0	355	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	<u>\$341.00</u>	06/11/18	Payroll ending 6/9/18
				Total this claim =	<u>\$341.00</u>		
0	356	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	<u>\$170.78</u>	06/11/18	Emplr contribution M Robertson
				Total this claim =	<u>\$170.78</u>		
0	304	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,577.44	05/30/18	Payroll ending 5/26/18
			FICA	Payroll Deductions	\$1,278.44		
			Federal Taxes Withheld	Payroll Deductions	\$1,659.21		
			Medicare	Payroll Deductions	<u>\$299.00</u>		
				Total this claim =	<u>\$4,814.09</u>		
31426	301	BARBARA SNIPES	Operating Fund	Professional Services	<u>\$143.00</u>	05/30/18	11 hours @ \$13.00 = \$143.00
				Total this claim =	<u>\$143.00</u>		
31427	309	BETH WEBB	Gift	Frankton Programing	\$190.00	05/30/18	Inspired Canvas Art Program Frankton Summer Reading
				Total this claim =	<u>\$190.00</u>		
31428	310	CARDMEMBER SERVICE	Operating Fund	Repair Parts/Maintenance	\$154.83	05/30/18	As per attached invoices.
			Operating Fund	Professional Services	\$49.00		
			Operating Fund	Bldg. & Structure/Maint.	\$302.18		
			Operating Fund	Fuel, Oil and Lubricants	\$17.00		
			Operating Fund	Operating Supplies	\$44.92		
			Operating Fund	Technology Software	\$211.25		
			Operating Fund	Elwood Children's Programing	<u>\$43.52</u>		
				Total this claim =	<u>\$822.70</u>		
31429	311	JAN ROLAND	Operating Fund	Frankton Programing	<u>\$10.00</u>	05/30/18	Artist instruction-Frankton
				Total this claim =	<u>\$10.00</u>		
31430	312	JILL MURRAY	Operating Fund	Postage & UPS	\$3.95	05/30/18	Petty Cash
			Operating Fund	Summitville Programing	<u>\$45.38</u>		
				Total this claim =	<u>\$49.33</u>		
31431	313	PAUL VENCKUS	Gift	Frankton Programing	<u>\$285.00</u>	05/30/18	Program-Frankton
				Total this claim =	<u>\$285.00</u>		
31432	302	POSTMASTER	Operating Fund	Postage & UPS	\$50.00	05/30/18	2 rolls stamps @ \$50.00 each
			Operating Fund	Postage & UPS	<u>\$50.00</u>		
				Total this claim =	<u>\$100.00</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>
31433	314	SYNCB/AMAZON	Operating Fund	Technology Equipment	\$200.90	05/30/18	As per attached invoices.
			Operating Fund	Elwood AV	\$556.80		
			Operating Fund	Frankton AV	\$215.28		
			Operating Fund	Summitville AV	\$215.28		
			Operating Fund	Elwood Children's Programing	\$352.87		
			Operating Fund	Operating Supplies	\$27.95		
			Operating Fund	Summitville	\$13.49		
			Operating Fund	Elwood Adult	\$102.36		
Total this claim =					<u>\$1,684.93</u>		
31434	315	TOWN OF FRANKTON	Operating Fund	Electricity	\$353.19	05/30/18	Service for Frankton
			Operating Fund	Water	\$20.55		
			Operating Fund	Waste Disposal Services	\$12.32		
			Total this claim =				
31435	316	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$43.80	05/30/18	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
			Total this claim =				
31436	318	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$46.81	05/30/18	Service for Frankton
Total this claim =					<u>\$46.81</u>		
31437	319	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	05/30/18	Copier Lease Elwood
Total this claim =					<u>\$113.35</u>		
31438	322	AT&T	Operating Fund	Telephone & Telegraph	\$172.25	06/11/18	Service for Elwood & Summitville
			Operating Fund	Telephone & Telegraph	\$68.97		
			Total this claim =				
31439	323	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$463.28	06/11/18	As per attached invoices.
			Operating Fund	Elwood Childrens	\$649.74		
			Operating Fund	Elwood YA	\$238.99		
			Operating Fund	Frankton	\$691.48		
			Operating Fund	Summitville	\$610.24		
			Gift	Frankton	\$125.40		
			Operating Fund	Elwood AV	\$85.44		
Total this claim =					<u>\$2,864.57</u>		
31440	324	BARBARA SNIPES	Operating Fund	Professional Services	\$50.00	06/11/18	North Adult Services Display
Total this claim =					<u>\$50.00</u>		
31441	325	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$90.00	06/11/18	Qtrly Pest Control
			Operating Fund	Professional Services	\$90.00		
			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>
31442	350	CHARLOTTE BATTIN	Gift	Summitville Programing	\$133.33	06/11/18	Program-Summitville
				Total this claim =	\$133.33		
31443	349	CHARLOTTE BATTIN	Gift	Elwood Children's Programing	\$133.33	06/11/18	Program- Elwood
				Total this claim =	\$133.33		
31444	327	CHARLOTTE BATTIN	Gift	Frankton Programing	\$133.33	06/11/18	Polynesian dance program
				Total this claim =	\$133.33		
31445	328	CIID	Gift	Frankton Programing	\$75.00	06/11/18	Irish Dance Performance
				Total this claim =	\$75.00		
31446	326	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$133.56	06/11/18	Service for Elwood
			Operating Fund	Waste Disposal Services	\$183.98		
				Total this claim =	\$317.54		
31447	329	DEMCO	Operating Fund	Book Processing	\$376.73	06/11/18	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$488.81		
				Total this claim =	\$865.54		
31448	330	DOLLAR GENERAL-REGIONS 4	Operating Fund	Frankton Programing	\$5.75	06/11/18	As per attached invoices.
			Operating Fund	Summitville Programing	\$9.00		
				Total this claim =	\$14.75		
31449	331	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$20.80	06/11/18	Help wanted Youth Services
				Total this claim =	\$20.80		
31450	333	ELWOOD CHAMBER OF COMM	Gift	Rentals	\$260.00	06/11/18	Glass Festival Booth rental
				Total this claim =	\$260.00		
31451	332	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,584.00	06/11/18	VoIP and Internet
			Operating Fund	Telephone & Telegraph	\$440.48		
				Total this claim =	\$2,024.48		
31452	334	FRONTIER	Operating Fund	Telephone & Telegraph	\$199.83	06/11/18	Service for Frankton
				Total this claim =	\$199.83		
31453	335	GENERATIVE GROWTH II, LLC	Operating Fund	Summitville Programing	\$15.02	06/11/18	Snacks from Needlers
				Total this claim =	\$15.02		
31454	353	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$312.00	06/11/18	Lawn care-Frankton
				Total this claim =	\$312.00		
31455	336	HERALD BULLETIN, THE	Operating Fund	Summitville Period. & Newsp.	\$319.93	06/11/18	Summitville 52 week subscription
				Total this claim =	\$319.93		

<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>
31456	339	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$475.74	06/11/18	Service for Summitville
				Total this claim =	<u>\$475.74</u>		
31457	337	INDIANA STATE LIBRARY	Operating Fund	Professional Services	\$925.00	06/11/18	Info Express-Elwood, Frankton & Summitville
			Operating Fund	Professional Services	\$625.00		
			Operating Fund	Professional Services	\$625.00		
				Total this claim =	<u>\$2,175.00</u>		
31458	338	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$25.15	06/11/18	Service for Summitville
				Total this claim =	<u>\$25.15</u>		
31459	351	INDIANAPOLIS OPERA	Gift	Frankton Programming	\$300.00	06/11/18	Program-Frankton
				Total this claim =	<u>\$300.00</u>		
31460	340	MIDWEST TAPE	Operating Fund	Book Processing	\$245.97	06/11/18	As per attached invoices.
			Operating Fund	Elwood AV	\$702.75		
			Operating Fund	Frankton AV	\$168.67		
			Operating Fund	Summitville AV	\$168.67		
				Total this claim =	<u>\$1,286.06</u>		
31461	341	NUGENT ELECTRIC INC.	Operating Fund	Operating Supplies	\$376.50	06/11/18	Lighting Supplies
				Total this claim =	<u>\$376.50</u>		
31462	342	ORIENTAL TRADING COMPAN	Gift	Summitville Programing	\$100.36	06/11/18	Summer Reading Supplies-Summitville
				Total this claim =	<u>\$100.36</u>		
31463	343	RICOH USA, INC	Operating Fund	Office Supplies	\$32.67	06/11/18	Copies Frankton & Summitville & Elwood
			Operating Fund	Office Supplies	\$24.31		
			Operating Fund	Office Supplies	\$118.45		
				Total this claim =	<u>\$175.43</u>		
31464	344	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$106.28	06/11/18	Copy Paper -Elwood Pepper Spray
			Operating Fund	Operating Supplies	\$54.80		
				Total this claim =	<u>\$161.08</u>		
31465	345	TEI LANDMARK AUDIO	Operating Fund	Frankton AV	\$69.70	06/11/18	Books on CD
				Total this claim =	<u>\$69.70</u>		
31466	346	TOPS HOME CENTER	Gift	Frankton Programing	\$82.70	06/11/18	As per attached invoices.
			Operating Fund	Operating Supplies	\$35.47		
			Operating Fund	Bldg. & Structure/Maint.	\$50.95		
				Total this claim =	<u>\$169.12</u>		
31467	352	TRISHA SHULER	Operating Fund	Traveling Expense	\$37.49	06/11/18	Mileage 85.2 X \$.44 = \$37.49
				Total this claim =	<u>\$37.49</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>
31468	347	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$164.65	06/11/18	Service for Elwood, Summitville
			Operating Fund	Gas	\$43.32		
				Total this claim =	\$207.97		
31469	348	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$60.60	06/11/18	Copier Lease- Frankton & Summitville
			Operating Fund	Equipment/Rental	\$60.60		
				Total this claim =	\$121.20		
Total Amount of Claims					\$84,533.81		

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, June 11, 2018

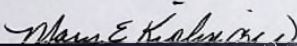

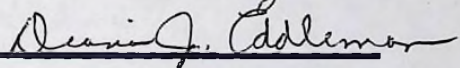
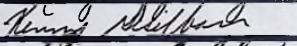
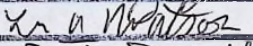

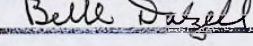
Fiscal Officer

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 _____, 2018.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for on 12:00:00 AM.



Summitville
Drainage Proposal

Time Line for 2019 Budget

July 9, 2018 Regular monthly meeting at the Elwood Public Library for initial budget discussion.

August 6, 2018 Sheri and I will meet with Judy Robertson from the Department of Local Government Finance at the Anderson Public Library at 1 pm.

August 13, 2018: Regular monthly meeting at the Elwood Public Library (4:30 pm). Approve 2019 Budget for publication. Quorum is required. Submit Form 3.

Sept. 3, 2018 Last day for units with appointed boards, including certain libraries under IC 6-1.1-17-20.3, to submit proposed 2019 budgets, tax rates, and tax levies to county fiscal body or other appropriate fiscal body for binding adoption, as applicable. IC 6-1.1-17-20, IC 6-1.1-17-20.3

Sept. 10, 2018: 4:30 pm public hearing required for budget at the Elwood Public Library.
Quorum is required.
Regular Board Meeting immediately following public hearing.
(Must be completed at least 10 days before the library board meets to adopt the budget. [IC 6-1.1-17-5 (a)])

Oct. 8, 2018: 4:30 pm regular monthly meeting at the Elwood Public Library. Adopt 2019 Budget.
Quorum is required.

Oct. 10, 2018: All budgets forms submitted through Gateway within two days after library board adopts the budget. [IC 36-12-3-12] Last date to adopt budget November 1, 2018.

Oct. 12, 2018 Last day to submit notice to taxpayers of proposed 2019 budgets and tax levies and notice to taxpayers of public hearing (Budget Form 3) to the Department through Gateway. (At least ten days before the public hearing.) IC 6-1.1-17-3

Board signs Budget Form 4 – Ordinance for Appropriations and Tax Rates- at the adoption meeting which is then uploaded to Gateway.

July 16 – DLGF provides est. max levy

July 31– DLGF provides est. circuit breaker

Aug 1 – Auditor certifies CNAV to DLGF

PURCHASING POLICY

The North Madison County Public Library System Board is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law IC 5-22. The NMCPLS Board is the "Purchasing Agency."

The library director shall serve as the 'purchasing agent' for the library. She may delegate authority to other staff members to make routine purchases, but bears the ultimate responsibility for purchases made.

Compensation and any other payments for goods and services should not be paid in advance of receipt of the goods or services unless specifically authorized by statute. Payments made for goods or services which are not received may be the personal obligation of the responsible official or employee. No expense shall be paid without a pre-existing appropriation.

Nothing in this policy shall be construed as to lessen the requirements as set forth in Indiana Code ("The Code") and explained in the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries ("The Manual").

Supplies, equipment, goods, materials

This section shall pertain to the purchase of supplies, equipment, goods and materials. It does not pertain to "library materials" which are exempt by statute from the restrictions imposed by **IC 36-12-3-16 (d)**, to-wit: books, magazines, pamphlets, films, filmstrips, microfilms, slides, transparencies, phonodiscs, phonotapes, models, art reproductions, and all other forms of library and audiovisual materials. While staff members responsible for purchasing these items are not encumbered by a quote or bid process, the Board expects them to use due diligence in seeking out the most economical sources for the items.

Purchases under \$50,000

Purchases of this amount require no formal bids or quotes, although comparison shopping is encouraged.

Single purchases in excess of \$1,000.00 must be approved in advance by the Board, except when an emergency exists.

The Director must approve purchases in excess of \$200.00 by a delegated staff person in advance.

The variety of exceptions, preferences and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of \$150,000 may be considered when making purchases in this category.

Purchases between \$50,000 and \$150,000

Purchases of this amount generally require that quotes be solicited from at least three persons/businesses known to deal in the goods sought to be purchased.

- 1) An invitation to quote shall be issued by the Director via mail, allowing at least seven days before quotes are due to the library.
- 2) The director shall present responsive quotes to the Board for its review and decision.
- 3) If no responsive quotes are received, the library may select a vendor as though it were a purchase under \$50,000.
- 4) Information contained in The Code and The Manual adds further direction to this section.
- 5) The variety of exceptions, preferences and exemptions stipulated in the Code and The Manual pertaining to purchases in excess of \$150,000 may be considered when making purchases in this category.
- 6) ADD: IC 5-14-3.8-3.5 requires that local governments upload copies of contracts that exceed \$50,000 to Gateway.

Purchases \$150,000 and over

Purchases of this value must be purchased following competitive bidding procedures, unless exempting circumstances apply. Indiana Code 5-22 and the guidelines contained in The Manual will be the source of authority in this procedure.

Services

The Board shall approve annual maintenance contracts, as well as unexpected individual service or repair expenses, in excess of \$1,000.

The variety of exceptions, preferences and exemptions stipulated in The Code and in The Manual pertaining to purchases in excess of \$150,000 may be considered when making purchases in this category.

Real Estate

All purchases of real estate, improved or unimproved, shall be made only with the prior consent of the Board and shall follow all applicable state laws.

Construction

All construction, alteration or renovation on library owned or leased property with a value in excess of \$50,000 shall be governed by the 'public works law' at Indiana Code 36-1-12.

Quick Reference Section

The following information is taken from The Manual and is provided for ease of reference. Refer to The Manual and The Code for complete information.

Special Purchasing methods

The director shall keep a register of Special Purchase contracts with value of \$75,000 or more.

Selected scenarios for special purchasing i.e. a non-bid situation are (See applicable statute or The Manual for a complete list and details.)

- 1) emergency conditions-threat to public health, welfare or safety
- 2) a unique opportunity for substantial savings
- 3) at auction
- 4) data processing hardware, supplies and services, for the sake of continuity and compatibility
- 5) no responsive offer received using other methods
- 6) substantial savings afforded governmental body, i.e. companies which routinely offer special prices to units of government
- 7) when only a single source for the particular item can be found
- 8) contract with Federal or State agency
- 9) a gift of goods (not a restricted cash donation)
- 10) purchases from a public utility, the Indiana Department of Correction or from a rehabilitation center
- 11) purchases from a 'small businesses' (retail sales not more than \$500,000)

Preferences

Indiana statutes recognize purchasing preference for: (see The Manual for further explanation)

- 1) recycled materials
- 2) soy diesel/bio diesel
- 3) Indiana businesses
- 4) Coal mined in Indiana
- 5) Supplies manufactured in the United States

In General

- 1) Library may require 'bid' or 'performance' bonds.
- 2) A prescribed, pre-printed form for bids on equipment, supplies, etc. is not required; the library shall prescribe the information to be provided by prospective vendors.
- 3) The library may allow increased compensation for early performance, or penalties for late performance

- 4) Contracts may be renewed, but not for a period longer than the term of the original contract. If the original contract contains provision for escalation of price, however, it may not be renewed.

Revised 11/12/2012

Resolution to Establish a Petty Cash Fund

WHEREAS, the Board of Trustees of the North Madison County Public Library recognizes funds should be available for the purpose of paying small or emergency items of operating expense, as provided by IC 36-1-8-3; and

WHEREAS, an employee from each branch has been named custodian of \$50 per branch.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the North Madison County Public Library does hereby establish a petty cash fund in the amount of \$150; and

BE IT FURTHER RESOLVED, that all small cash purchases from and replenishments to this fund will follow the procedures outlined in IC 36-1-8-3 and the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 11th day of June, 2018 at which a meeting quorum was present.

A YE

Dennis J. Edlerman

Bette Dabell

Luq Watson

Beverly Austin

Thomas Stone

Kenny Sillback

Mary Ziplinger

ATTEST:

Bette Dabell

Secretary

NAY

Petty Cash Instructions

Per IC 36-1-8-3 petty cash funds have been created for the purpose of purchasing small or emergency items of operating expense. Each branch has a petty cash fund of \$50. The Library Board of Trustees has approved a manager from each branch to be the corresponding petty cash custodian.

- At all times the amount of cash in the fund plus the amount of each receipt will equal \$50.
- Receipts and disbursements are to be entered in a small book used for petty cash along with the balance in cash shown.
- As with all purchases using Library funds, due diligence shall be used to find the most cost-effective item to purchase at the best price.
- Do not use petty cash funds at local businesses where the Library has 30 day credit accounts. These local businesses are Kmart, Tops and Needlers in Elwood and Dollar General in Elwood, Frankton and Alexandria.
- When purchasing small or emergency items with this fund, you are required to use the Library's tax exemption form to ensure that the purchase is tax free. If for some reason the tax exemption form is not honored, you **will not** be able to purchase items from the Library from this business.
- Tax Exempt cards - Walmart Hobby Lobby Menards
- Do not combine personal purchases with Library purchases. The receipt is to only have Library purchases made using the petty cash funds.
- Do not use your personal debit card for petty cash purchases.
- Turn in petty cash receipts along with a purchase order once a month to ensure that you do not run out of cash.
- Keep in mind when you use petty cash to purchase items the money has to come from an appropriated budget. For instance, you purchase snacks for a program that money comes from your programming budget.

From this point forward for receipts to be accepted they have to meet the above requirements. If they do not meet each of these requirements, the receipt will not be accepted. You will have to return to the store to get the receipt corrected, return the items and try again or pay for the items personally.

Signature

Date

Resolution to Establish a Cash Change Fund

WHEREAS, the Board of Trustees of the North Madison County Public Library recognizes funds should be available for the purpose to make change when collecting cash revenues, as provided by IC 36-1-8-2; and

WHEREAS, a manager from each branch has been named custodian of \$20 per branch and the Administrative Assistant custodian of \$50.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the North Madison County Public Library does hereby establish a cash change fund in the amount of \$110; and

BE IT FURTHER RESOLVED, that the cash change fund will be operated in a manner consistent with IC 36-1-8-3 and the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 11th day of June, 2018 at which a meeting quorum was present.

AYE

Deanna J. Eddleman

Bette Dalgell

Lin A. Watson

George Austin

Thomas Stone

Kenya Hillman

Mary Kiplinger

ATTEST:

Debra

Secretary

NAY

Instructions for Daily Collections

Daily Transactions

1. The Daily Record of Desk Collections is a form used to record daily transactions. The cash register receipt serves as the Daily Record of Desk Collections. For more details on using the cash register, refer to the cash register instructions.
2. The amount for each transaction is recorded under the appropriate heading. All receipts of funds are to be entered on the cash register. Here are the primary examples of funds to be received:

1) Fines	6) PLAC Card	11) Meeting Room
2) Fax	7) Non-Resident Card	12) VHS to DVD
3) Copies	8) Student Card	15) Other
4) Lamination	9) Book Sale	
5) Replacement Card	10) Donation	

3. Cash or check is **immediately** received for the transaction and placed in the cash drawer. We do not have charge accounts.
4. If change for the transaction is necessary, make sure to count the change back to the patron. For instance, a patron would like to pay \$1.50 on his/her fine. The patron hands you a 5-dollar bill. When you hand the change back to the patron, you begin with the change. Place the change in the patron's hand and say \$2, placing one dollar at a time in the patron's hand counting up to \$5. This action helps to ensure that you are giving back the correct change.
5. Each time a patron pays on his/her fine balance, make sure to record the patron's last name and first initial directly on the cash register receipt underneath the transaction and place the funds in the cash drawer. Using the Evergreen software apply the payment to the patron's account.
6. If a patron prints from a computer, release the print job from the CASSIE software, collect the funds and record the transaction.
7. All monetary donations received via mail or in person are to be recorded via the cash register.
8. During book sales, each sale is recorded via the cash register.
9. 3D prints are recorded under copies via the cash register.
10. If the meeting room deposit is not returned to the patron, it is also recorded via the cash register.

11. For all other transactions perform the service, collect the proper amount from the patron and record the transaction.
12. Monies have to remain intact. If a patron wants change for five, 10 or 20 dollar bill or a check, we cannot perform this service. If the patron hands you a 5, 10 or 20 dollar bill for a service we have provided like a copy or a fax, you are allowed to make change.
13. **Important:** Make sure to record each transaction, collect the proper funds and give correct change. If you make a mistake inputting a receipt, immediately alert a member management to make the proper correction. Each staff member performing transactions out of the cash drawer will be held responsible for any loss of funds which could result in the disciplinary action up to and including termination.

Morning Procedure

1. The beginning bank for Elwood, Frankton and Summitville is \$20.
2. Every morning all receipts, cash and checks, will be accounted for on the cash register receipt.
3. Refer to the cash register instructions to print the cash total report using the daily x report at the branches and daily z report at Elwood.
4. Run the Evergreen Cash Report to ensure that the total fines on the cash register receipt match the Evergreen Cash Report for your department or branch. Place a check mark on the cash register receipt beside the fines total indicating you have confirmed the amount matches the Evergreen Cash Report. (Admin/Local Administration/Cash Reports)
5. If the two amounts do not match, open the Daily Billings report for yesterday's date. (Reports/Output/Morning Reports)
6. The Daily Billings report displays the name and barcode of each patron along with the amount paid. Use this report to find the discrepancy.
7. If you have fines that were collected and not taken off the patron's account, open the patron's account and take the proper steps to remove the correct amount of funds already collected from the patron's total bills.
8. At the branches, the daily x report will include the previous days totals. These daily totals are recorded and kept with the daily receipts. To reconcile the daily receipts with the daily x report, the total on the report will be subtracted by the total of previous day's report.
9. At Elwood, the total on the daily z report needs to match the total daily receipts.
10. If there is a positive amount of funds less than \$5, add the amount as a donation to the next day's business.

11. For all other transactions perform the service, collect the proper amount from the patron and record the transaction.
12. Monies have to remain intact. If a patron wants change for five, 10 or 20 dollar bill or a check, we cannot perform this service. If the patron hands you a 5, 10 or 20 dollar bill for a service we have provided like a copy or a fax, you are allowed to make change.
13. **Important:** Make sure to record each transaction, collect the proper funds and give correct change. If you make a mistake inputting a receipt, immediately alert a member management to make the proper correction. Each staff member performing transactions out of the cash drawer will be held responsible for any loss of funds which could result in the disciplinary action up to and including termination.

Morning Procedure

1. The beginning bank for Elwood, Frankton and Summitville is \$20.
2. Every morning all receipts, cash and checks, will be accounted for on the cash register receipt.
3. Refer to the cash register instructions to print the cash total report using the daily x report at the branches and daily z report at Elwood.
4. Run the Evergreen Cash Report to ensure that the total fines on the cash register receipt match the Evergreen Cash Report for your department or branch. Place a check mark on the cash register receipt beside the fines total indicating you have confirmed the amount matches the Evergreen Cash Report. (Admin/Local Administration/Cash Reports)
5. If the two amounts do not match, open the Daily Billings report for yesterday's date. (Reports/Output/Morning Reports)
6. The Daily Billings report displays the name and barcode of each patron along with the amount paid. Use this report to find the discrepancy.
7. If you have fines that were collected and not taken off the patron's account, open the patron's account and take the proper steps to remove the correct amount of funds already collected from the patron's total bills.
8. At the branches, the daily x report will include the previous days totals. These daily totals are recorded and kept with the daily receipts. To reconcile the daily receipts with the daily x report, the total on the report will be subtracted by the total of previous day's report.
9. At Elwood, the total on the daily z report needs to match the total daily receipts.
10. If there is a positive amount of funds less than \$5, add the amount as a donation to the next day's business.

11. You cannot have a negative amount of funds. If the discrepancy is an amount that cannot be corrected with the addition of a small amount of change no more than \$5, you need to contact the Director immediately.
12. At the branches, initial the cash register receipt without removing it and store the funds in a secure location until delivery to Elwood. At the end of every week the branch manager will follow the cash register instructions to run the daily z report and reconcile the report with the amount of funds. The funds and the weekly cash register receipts will be delivered to Elwood and given to the Administrative Assistant. If the Administrative Assistant is not available, place items in the safe.
13. At Elwood, initial and give the cash register receipt to the Administrative Assistant along with the matching funds. If the Administrative Assistant is not available, place these items in the black filing cabinet making sure to lock the cabinet afterward.
14. The Administrative Assistant ensures the amount of receipts equals the daily z reports and deposits the receipts following the Internal Control procedures and Investment Policy for this process.
15. The Director or another staff member will compare the total daily receipts and depository receipt to the Accounting and Financial Record initialing the deposit receipt.

Signature

Date

Unit Name: North Madison County Public Library System
Accounting Area: Receipts
Created: June 11, 2018
Reviewed:
Updated:

Objectives

Operations: All transactions for services must be recorded at the time of receipt on the cash register receipt. Collections will be reconciled daily to the cash register receipt by trained circulation staff. Reconciled receipts will be given to the Administrative Assistant for receipting to the Financial and Appropriation record. Receipts will be deposited to the appropriate fund daily for Elwood and weekly for the branches. For more detailed steps, please see "Instructions for Daily Collections".

Reporting: All receipts must be reported accurately on the cash register receipt and the Financial and Appropriation record.

Compliance: All receipts shall be deposited daily or weekly in the designated depository according to the Investment Policy pursuant to IC 5-13-8-1(a) and IC 5-13-6-1.

Control Environment:

1. The Library Board of Trustees and staff demonstrate a commitment to integrity and ethical values by stressing adherence to statutory provisions regarding the receipt of money, the prescribed accounting system, and uniform compliance guidelines published by the State Board of Accounts.
2. The Library Board of Trustees will approve yearly all job descriptions and standard operating procedures for the receipt of all monies.
3. Management assigns responsibility and delegates authority to staff for the collection, receipt reconciliation and deposit of monies for services rendered using the organizational chart, job descriptions and standard operating procedures.
4. Management abides by the job description and the personnel policy when recruiting, hiring and training staff.

5. Management evaluates performance daily as receipts are tallied and deposited pursuant to IC 5-13-6-1. Management follows the guidelines in the personnel policy for constructive evaluations and disciplinary action.

Risk Assessment:

6. In order to accomplish the Operations Objective, management will train staff using standard operating procedures.
In order to accomplish the Reporting Objective the manager and administrative assistant ensures all receipts are reported accurately on the cash register receipt. The director compares the monthly bank statement to the Financial and Appropriation Record.
In order to accomplish the Compliance Objective management requires a procedure comparing the cash depository receipt to the total daily receipts.
7. Management identifies and responds to risk related to achieving the defined objectives. Examples of risk are as follows:
 - Receipts not posted correctly on cash register receipt and/or Financial and Appropriation record.
 - Fine Payment not recorded on patron's account.
 - Fine payment taken off patron's account with no receipts being posted.
 - Incorrect change given.
 - Receipts not deposited correctly.
 - Theft - funds taken from cash register or deposit.Management mitigates the risk by adopting a standard operating procedure for the collection of all monies.
8. Management considers potential for fraud when identifying, analyzing and responding to risks. Considerations to reduce fraud:
 - Each employee is assigned an individual cash register login which must be used for each transaction.
 - Only trained employees will reconcile the funds with the cash register receipt. Administrative Assistant will ensure the reconciliation is correct.
 - Administrative Assistant prepares the deposit and enters it into the Financial and Appropriation record.
 - Director or another staff member initials deposit receipt after comparing it to the total daily receipts.

9. Management identifies, analyzes and responds to significant changes that could impact the internal control system.
 - Recently hired staff are trained on internal controls and standard operating procedures.
 - Staff are updated when policy and/or procedure changes.

Control Activities:

10. Management designs control activities to achieve objectives and respond to risks.
 - Trained circulation staff reconciles the funds to the cash register receipt totals. Administrative Assistant confirms the correctness of the reconciliation with date and initials.
 - Administrative Assistant prepares the deposit and enters the information into the Financial and Appropriation record. The Director confirms the information was input correctly and agrees with the deposit with date and initials.
11. Management designs the unit's information system and related control activities to achieve objectives and respond to risks.
 - Trained circulation staff reconciles the funds to the cash register receipt totals. Fine collection totals on the cash register receipt are compared to the fine collection totals via the ILS system.
 - Administrative assistant checks the reconciliation of the funds to the cash register receipt totals.
 - Administrative Assistant prepares the deposit and enters information in the Financial and Appropriation record.
 - Director confirms the information was input correctly and agrees with the deposit.
12. Management implements control activities through policies.
 - The Library Board of Trustees approves job descriptions, personnel policy, internal controls and standard operating procedures.

Information and Communications:

13. Management uses quality information to achieve the unit's objectives.

- The ILS system's reports are used to compare the fine totals on the cash register receipt with amount taken off patrons' record.
- The accounting software reports are used to compare the deposit total with the amount input into the financial and appropriation record.

14. Management internally communicates the necessary quality information to achieve the objectives.

- The library board will approve any changes to policy, job descriptions and standard operating procedures.
- Procedure and policy changes will be discussed and reviewed at monthly manager's meetings.
- All policies, internal controls and standard operating procedures are digitally available for library board members and staff review.

15. Management externally communicates the necessary quality information to achieve objectives.

- Annual evaluations ensure that all employees are performing their tasks properly.
- All policies are available on the library's website.
- All policy changes are made a public library board meetings and posting on the library's website.

Monitoring Activities:

16. Management establishes and operates monitoring activities to monitor the internal control system and evaluate the results.

- Management will periodically review standard operating procedure and internal controls for effectiveness.

17. Management remedies identified internal control deficiencies on a timely basis.

- Violations of policies and procedures are noted and evaluated using the disciplinary action section of the personnel policy.
- Internal controls are discussed once a quarter at manager meetings.
- Once a year the interval control system is reviewed by the management and then by the library board.

Bank Balances

North Madison County Public Library System

Report as of: 05/31/18

<i>Bank</i>	
1	Star Financial Bank \$340,894.49
2	Star Financial Bank (2) \$62,768.54
3	Community Bank/Summitville \$0.00
4	First Farmers Bank & Trust \$196,574.72
5	PNC Bank \$0.00
6	Main Source Bank \$0.00
7	Petty Cash & Cash Drawer \$265.00
8	National City Bank (2) \$0.00
9	First Farmers Bank & Trust (2) \$0.00
Total all banks = \$600,502.75	

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Financial Report
North Madison County Public Library System

Report Dates = 05/01/18 to 05/31/18

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
100 Operating Fund	\$699,170.15	\$116,440.31	\$438,271.26	\$22,640.46	\$107,544.31	\$368,443.20
Subtotal	\$699,170.15	\$116,440.31	\$438,271.26	\$22,640.46	\$107,544.31	\$368,443.20
1. Operating Fund						
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
106 Evergreen Indiana	\$91.16	\$0.00	\$241.40	\$66.50	\$220.74	\$70.50
107 PLAC	\$195.00	\$0.00	\$325.00	\$0.00	\$130.00	\$0.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
115 LIRF	\$54,370.99	\$0.00	\$0.00	\$0.00	\$0.00	\$54,370.99
117 Rainy Day Fund	\$123,812.58	\$0.00	\$0.00	\$0.00	\$0.00	\$123,812.58
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$46,785.72	\$527.50	\$872.80	\$1,270.00	\$2,777.00	\$48,689.92
121 F'nk Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
122 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
124 F'nk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
125 St Technology Fund Grant Fund	\$0.00	\$1,584.00	\$7,920.00	\$0.00	\$11,721.98	\$3,801.98
130 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$226,569.03	\$2,111.50	\$9,359.20	\$1,336.50	\$14,849.72	\$232,059.55
4. Withholding						
201 Federal Taxes Withheld	\$0.00	\$4,965.06	\$17,840.62	\$4,965.06	\$17,840.62	\$0.00
202 FICA	\$0.00	\$3,836.86	\$14,008.02	\$3,836.86	\$14,008.02	\$0.00
203 State Tax Withheld	\$0.00	\$3,219.91	\$7,073.10	\$1,934.12	\$7,073.10	\$0.00
204 County Taxes Withheld	\$0.00	\$1,675.57	\$3,679.45	\$1,006.53	\$3,679.45	\$0.00
205 PERF	\$0.00	\$1,220.68	\$4,475.36	\$1,220.68	\$4,475.36	\$0.00
206 Empower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
207 Annuity	\$0.00	\$1,023.00	\$3,396.00	\$1,023.00	\$3,396.00	\$0.00
208 Insurance	\$0.00	\$1,642.28	\$3,396.56	\$992.48	\$3,396.56	\$0.00
209 Medicare	\$0.00	\$897.35	\$3,276.11	\$897.35	\$3,276.11	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212 AFLAC	\$0.00	\$1,233.90	\$2,714.58	\$740.34	\$2,714.58	\$0.00
Subtotal	\$0.00	\$19,714.61	\$59,859.80	\$16,616.42	\$59,859.80	\$0.00
Grand Total	\$925,739.18	\$138,266.42	\$507,490.26	\$40,593.38	\$182,253.83	\$600,502.75

Total all banks = \$600,502.75

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 05/01/18 To 05/31/18

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 Salary of Director	\$60,574.00	\$0.00	\$60,574.00	\$6,908.19	\$25,330.03	\$35,243.97	58.2
1.12 Salary of Assistants	\$615,631.00	\$0.00	\$615,631.00	\$51,914.33	\$189,650.23	\$425,980.77	69.2
1.13 Wages of Janitor	\$36,153.00	\$0.00	\$36,153.00	\$3,478.94	\$12,483.10	\$23,669.90	65.5
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$2,404.07	\$3,595.93	59.9
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$4,734.21	\$17,284.13	\$33,715.87	66.1
1.17 Emp Cont IN Def Comp Matching Plan	\$0.00	\$5,000.00	\$5,000.00	\$512.34	\$1,707.80	\$3,292.20	65.8
1.18 Emp Cont PERF	\$46,000.00	(\$5,000.00)	\$41,000.00	\$4,557.40	\$16,708.58	\$24,291.42	59.2
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$12,567.32	\$31,064.74	\$68,935.26	68.9
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
Subtotal	\$915,658.00	\$0.00	\$915,658.00	\$84,672.73	\$296,632.68	\$619,025.32	67.6
2. Supplies							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$398.42	\$2,064.36	\$12,935.64	86.2
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$460.93	\$2,759.34	\$6,740.66	71.0
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$349.51	\$865.68	\$3,134.32	78.4
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$17.00	\$31.00	\$119.00	79.3
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$29.96	\$220.04	88.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$154.83	\$376.55	\$623.45	62.3
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.31 Book Processing	\$8,000.00	\$0.00	\$8,000.00	\$292.21	\$1,918.98	\$6,081.02	76.0

<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>
2.32 Automation	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
Subtotal	\$43,900.00		\$43,900.00	\$1,672.90	\$8,045.87	\$35,854.13	81.7
2. Supplies							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3. Other Services and Charge							
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$8,913.17	\$48,765.57	\$6,234.43	11.3
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12 Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$3,150.00	\$3,679.72	\$2,970.28	44.7
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$80.95	\$201.10	\$5,798.90	96.6
3.147 Evergreen Membership	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.0
3.21 Telephone & Telegraph	\$30,600.00	\$0.00	\$30,600.00	\$881.17	\$4,383.54	\$26,216.46	85.7
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$117.19	\$293.98	\$3,506.02	92.3
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$361.15	\$2,638.85	88.0
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$98.00	\$2,902.00	96.7
3.26 Elwood Children's Programing	\$5,000.00	\$0.00	\$5,000.00	\$477.25	\$1,374.40	\$3,625.60	72.5
3.27 Elwood Adult Programing	\$3,000.00	\$0.00	\$3,000.00	\$52.50	\$266.72	\$2,733.28	91.1
3.28 Frankton Programing	\$4,000.00	\$0.00	\$4,000.00	\$138.99	\$601.01	\$3,398.99	85.0
3.29 Summitville Programing	\$3,000.00	\$0.00	\$3,000.00	\$250.02	\$855.99	\$2,144.01	71.5
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$0.00	\$3,100.00	100.0
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$107.56	\$1,092.44	91.0
3.4 Insurance	\$21,000.00	\$0.00	\$21,000.00	\$0.00	\$6,536.00	\$14,464.00	68.9
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$680.07	\$4,639.19	\$15,360.81	76.8

<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	\$40,000.00	\$0.00	\$40,000.00	\$2,966.20	\$11,609.42	\$28,390.58	71.0
3.53 Water	\$4,000.00	\$0.00	\$4,000.00	\$200.17	\$891.55	\$3,108.45	77.7
3.54 Waste Disposal Services	\$5,000.00	\$0.00	\$5,000.00	\$404.91	\$1,437.62	\$3,562.38	71.2
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$302.18	\$302.18	\$1,697.82	84.9
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$234.55	\$1,475.87	\$5,524.13	78.9
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$327.00	\$2,373.00	87.9
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$45.00	\$85.00	\$415.00	83.0
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$254,050.00		\$254,050.00	\$18,894.32	\$93,292.57	\$160,757.43	63.3

4. Capitol Outlays

4.1 Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2 Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$454.77	\$2,189.93	\$2,810.07	56.2
4.21 Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$395.82	\$1,406.64	\$18,593.36	93.0
4.31 Elwood Adult	\$25,000.00	\$0.00	\$25,000.00	\$2,039.61	\$7,039.14	\$17,960.86	71.8
4.32 Elwood Childrens	\$13,000.00	\$0.00	\$13,000.00	\$492.26	\$3,502.64	\$9,497.36	73.1
4.33 Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$275.15	\$1,424.20	\$4,075.80	74.1
4.34 Frankton	\$15,500.00	\$0.00	\$15,500.00	\$841.02	\$4,560.01	\$10,939.99	70.6
4.35 Summitville	\$13,500.00	\$0.00	\$13,500.00	\$700.15	\$3,321.32	\$10,178.68	75.4
4.4 Elwood Period. & News.	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$832.86	\$6,167.14	88.1
4.41 Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$319.93	\$319.93	\$1,680.07	84.0
4.42 Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$175.00	\$1,325.00	88.3
4.51 Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$2,376.71	\$7,573.62	\$17,426.38	69.7
4.52 Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$976.86	\$3,966.25	\$5,033.75	55.9
4.53 Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$2,096.84	\$3,645.36	\$4,354.64	54.4

<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>
4.54 Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$231.24	\$343.24	\$7,656.76	95.7
Subtotal	\$161,000.00		\$161,000.00	\$11,200.36	\$40,300.14	\$120,699.86	75.0
Grand Total	\$1,375,608.00	\$0.00	\$1,375,608.00	\$116,440.31	\$438,271.26	\$937,336.74	68.1

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Receipt Listing
North Madison County Public Library System
 Report Date: From 05/01/18 To 05/31/18

Receipt #	Date	Name	Explanation	Bank	Total
177	05/01/18	Jordan Arehart	FINES & FEES - RECEIPT #13146	1	\$125.21
178	05/03/18	Star Financial Bank	April Interest	1	\$3.66
179	05/03/18	Jordan Arehart	FINES & FEES - RECEIPT #13147	1	\$56.80
180	05/04/18	Jordan Arehart	FINES & FEES - RECEIPT #13148	1	\$145.95
181	05/02/18	PAYROLL		1	\$5,530.81
182	05/08/18	Jordan Arehart	FINES & FEES - RECEIPT #13156	1	\$119.20
183	05/07/18	Jordan Arehart	FINES & FEES - RECEIPT #13149	1	\$103.47
184	05/07/18	Jill Murray	FINES & FEES - RECEIPT #13150	1	\$83.44
185	05/07/18	Debbie Fox	FINES & FEES - RECEIPT #13151	1	\$52.30
186	05/07/18	Frankton Lions Club	Donation- Frankton Summer Reading-Receipt #13152	1	\$200.00
187	05/07/18	Jordan Arehart	FINES & FEES - RECEIPT #13154	1	\$23.90
188	05/07/18	Treasurer of Madison County	May 2018 LIT Distribution-Receipt #13155	1	\$18,475.83
189	05/07/18	First Farmers Bank & Trust	April Interest	4	\$245.23
190	05/07/18	Star Financial Bank	April Interest	2	\$12.57
191	05/10/18	Jordan Arehart	FINES & FEES - RECEIPT #13158	1	\$88.10
192	05/09/18	Jordan Arehart	FINES & FEES - RECEIPT #13157	1	\$43.00
193	05/14/18	Jordan Arehart	FINES & FEES - RECEIPT #13159	1	\$52.30
194	05/14/18	Todd Buckmaster	FINES & FEES - RECEIPT #13160	1	\$85.72
195	05/14/18	Jill Murray	FINES & FEES - RECEIPT #13161	1	\$32.65
196	05/14/18	Debbie Fox	FINES & FEES - RECEIPT #13162	1	\$125.70
197	05/14/18	Jordan Arehart	FINES & FEES - RECEIPT #13163	1	\$26.85
198	05/15/18	Jordan Arehart	FINES & FEES - RECEIPT #13164	1	\$58.01
199	05/15/18	Star Financial Bank	Donation-Receipt # 13165	1	\$0.19
200	05/17/18	Katie Schiffner	FINES & FEES - RECEIPT #13166	1	\$72.80
201	05/18/18	Katie Schiffner	FINES & FEES - RECEIPT #13167	1	\$58.60
202	05/18/18	Jordan Arehart	FINES & FEES \$44.95- DONATION EC SOURCE SERVICES, LLC \$1000.00 - RECEIPT #13168	1	\$1,044.95
203	05/18/18	GroAccess Communications, I	Rebate for Troy Bill GA 218-Receipt #13169	1	\$30.00
204	05/21/18	Jordan Arehart	FINES & FEES - RECEIPT #13170	1	\$38.25
205	05/21/18	Jill Murray	FINES & FEES - RECEIPT #13171	1	\$61.99
206	05/21/18	Debbie Fox	FINES & FEES - RECEIPT #13172	1	\$56.65
207	05/21/18	Jordan Arehart	FINES & FEES - RECEIPT #13173	1	\$19.70
208	05/22/18	Todd Buckmaster	FINES & FEES - RECEIPT #13174	1	\$165.10

Receipt #	Date	Name	Explanation	Bank	Total
209	05/16/18	PAYROLL		1	\$5,540.69
210	05/23/18	Jordan Arehart	FINES & FEES - RECEIPT #13175	1	\$43.32
211	05/23/18	Vectren	Reimbursement for damage caused by Vectren-Receipt # 13176	1	\$1,700.00
212	05/24/18	Jordan Arehart	FINES & FEES - RECEIPT #13177	1	\$55.50
213	05/25/18	Jordan Arehart	FINES & FEES - RECEIPT #13178	1	\$44.40
214	05/29/18	Todd Buckmaster	FINES & FEES - RECEIPT #13179	1	\$58.90
215	05/29/18	Jill Murray	FINES & FEES - RECEIPT #13180	1	\$105.80
216	05/29/18	Pamela Sue Smith	Summer reading donation-Summitville-Receipt #13181	1	\$40.00
217	05/29/18	Jordan Arehart	FINES & FEES - RECEIPT #13182	1	\$27.55
218	05/29/18	Debbie Fox	FINES & FEES - RECEIPT #13183	1	\$58.42
219	05/30/18	Jordan Arehart	FINES & FEES - RECEIPT #13184 Memorial Donation from Mary Helping for Fouts-Receipt #13184	1	\$94.65
220	05/30/18	PAYROLL		1	\$5,544.92
221	05/31/18	Jordan Arehart	FINES & FEES - RECEIPT #13185	1	\$42.30
Total All Receipts					\$40,593.38

Friday, June 1, 2018

Fiscal Officer

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Voucher List

North Madison County Public Library System

Report Date: From 05/01/18 To 05/31/18

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	241	INDIANA PUBLIC RETIREMENT	05/02/18	Payroll ending 4/28/18	\$1,926.15
0	242	EFTPS	05/02/18	Payroll ending 4/28/18	\$4,809.25
0	243	GREAT-WEST RETIREMENT S	05/02/18	Payroll ending 4/28/18	\$341.00
0	244	GREAT-WEST RETIREMENT S	05/02/18	Employer Contribution	\$170.78
0	245	INDIANA DEPARTMENT OF RE	05/02/18	April Withholding	\$1,954.83
0	246	AFLAC	05/02/18	Withholding for April	\$493.56
0	247	UNITED HEALTHCARE	05/02/18	Health Insurance 5/1/18-5/31/18	\$7,104.80
31389	248	TOWN OF FRANKTON	05/02/18	Service for Frankton	\$575.37
31390	249	TOWN OF SUMMITVILLE	05/02/18	Service for Summitville	\$55.30
31387	250	STAPLES ADVANTAGE	05/02/18	As per attached invoices.	\$169.42
31386	251	RICOH USA, INC	05/02/18	Copies Frankton & Summitville	\$56.76
31391	252	TREASURER OF MADISON CO	05/02/18	Drainage assessment	\$45.00
31385	253	MANIFOLD REFUSE, INC.	05/02/18	Service for Frankton	\$84.00
31392	254	VECTREN ENERGY DELIVERY	05/02/18	Service for Elwood, Frankton	\$633.26
31383	255	GRASS ROOTS PLUS, INC.	05/02/18	Summitville	\$85.00
0	256	CARDMEMBER SERVICE	05/02/18	As per attached invoices.	\$394.80
31381	257	BARBARA SNIPES	05/02/18	South AS Display	\$50.00
31388	258	SYNCR/AMAZON	05/02/18	As per attached invoices.	\$2,943.45
31382	259	CITY OF ELWOOD	05/02/18	service for elwood	\$317.54
31393	260	WELLS FARGO VENDOR FINA	05/02/18	Lease Pmt	\$121.20
31384	261	JAN ROLAND	05/02/18	Programming Frankton	\$10.00
0	263	PAYROLL	05/02/18	PAYROLL	\$20,775.02
31395	264	AVC TECHNOLOGY CORPORA	05/14/18	Qtrly billing May-July for Cloud backup	\$120.00
31394	265	AT&T	05/14/18	Service for Elwood & Summitville	\$240.86
31396	266	BAKER & TAYLOR	05/14/18	As per attached invoices.	\$4,233.38
31398	267	CONRAD DAUTRICH	05/14/18	Sealcoating Frankton & Summitville	\$1,731.00
31399	268	DEBBIE FOX	05/14/18	Petty Cash Reimbursement	\$41.34
31400	269	DEMCO	05/14/18	New desk chair-IT Dept	\$175.77
31402	270	EBSCO	05/14/18	Novelist Plus database, My Heritage Database	\$2,800.00
31403	271	ENA SERVICES LLC	05/14/18	Internet-VoIP	\$2,024.48
31404	272	FRONTIER	05/14/18	Service for Frankton	\$199.83
31405	273	GRASS ROOTS PLUS, INC.	05/14/18	Lawn treatment Elwood	\$130.00
31408	274	INDIANA MICHIGAN POWER C	05/14/18	Service for Summitville & Elwood	\$2,147.20
31409	275	INDIANA-AMERICAN WATER C	05/14/18	Service for Summitville	\$25.51
31407	276	HERALD BULLETIN, THE	05/14/18	If the River Could Talk by Stephen Jackson-3 copies	\$74.85
31411	277	KEVIN D BEIL, P.E.	05/14/18	Structural investigation of Summitville foundation	\$1,146.25
31413	278	LIBRARY STORE INC., THE	05/14/18	Supplies	\$112.24
31414	279	MADISON COUNTY HISTORIC	05/14/18	Stephen Jackson program	\$30.00
31415	280	MIDWEST TAPE	05/14/18	As per attached invoices.	\$580.26
31416	281	NUGENT ELECTRIC INC.	05/14/18	Lighting @ Summitville, Outlet at Frankton	\$971.00
31417	282	NUWAV INFORMATION SYSTE	05/14/18	Nuwav legal document database	\$350.00
31420	283	STAPLES ADVANTAGE	05/14/18	As per attached invoices.	\$380.88
31421	284	TEI LANDMARK AUDIO	05/14/18	As per attached invoices.	\$1,315.16
31422	285	TOPS HOME CENTER	05/14/18	As per attached invoices.	\$338.57
31424	286	USI, INC	05/14/18	Laminating supplies	\$68.95
31425	287	VASEY COMMERCIAL, INC	05/14/18	As per attached invoices.	\$4,263.84
31418	288	OVERDRIVE, INC	05/14/18	E books	\$80.95
31401	289	DOLLAR GENERAL-REGIONS 4	05/14/18	As per attached invoices.	\$242.11
31412	290	KMART 9124	05/14/18	Programing Summitville	\$24.92

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31419	291	RICOH USA, INC	05/14/18	As per attached invoices.	\$116.65
31397	292	BAXTER PEST PROFESSIONA	05/14/18	Pest treatment-Elwood	\$90.00
0	293	INDIANA PUBLIC RETIREMENT	05/14/18	Payroll ending 5/12/18	\$1,925.78
0	294	EFTPS	05/14/18	payroll ending 5/12/18	\$4,810.14
0	295	GREAT-WEST RETIREMENT S	05/14/18	Payroll ending 5/12/18	\$341.00
0	296	GREAT-WEST RETIREMENT S	05/14/18	Employer Contribution payroll ending 5/12/18	\$170.78
31406	297	HERALD BULLETIN, THE	05/14/18	Subscription renewal 52 weeks	\$319.93
31410	298	JILL MURRAY	05/14/18	Petty Cash	\$27.51
31423	299	TRISHA SHULER	05/14/18	Petty Cash	\$37.98
0	300	PAYROLL	05/16/18	PAYROLL	\$20,767.58
31426	301	BARBARA SNIPES	05/30/18	11 hours @ \$13.00 = \$143.00	\$143.00
31432	302	POSTMASTER	05/30/18	2 rolls stamps @ \$50.00 each	\$100.00
0	303	INDIANA PUBLIC RETIREMENT	05/30/18	Payroll ending 05/26/18	\$1,926.15
0	304	EFTPS	05/30/18	Payroll ending 5/26/18	\$4,814.09
0	305	GREAT-WEST RETIREMENT S	05/30/18	Payroll ending 5/26/18	\$341.00
0	306	GREAT-WEST RETIREMENT S	05/30/18	Employer Contribution payroll ending 5/26/18	\$170.78
0	307	AFLAC	05/30/18	May Withholding	\$740.34
0	308	INDIANA DEPARTMENT OF RE	05/30/18	Withholding for May	\$2,940.65
31427	309	BETH WEBB	05/30/18	Inspired Canvas Art Program Frankton Summer Reading	\$190.00
31428	310	CARDMEMBER SERVICE	05/30/18	As per attached invoices.	\$822.70
31429	311	JAN ROLAND	05/30/18	Artist instruction-Frankton	\$10.00
31430	312	JILL MURRAY	05/30/18	Petty Cash	\$49.33
31431	313	PAUL VENCKUS	05/30/18	Program-Frankton	\$285.00
31433	314	SYNCR/AMAZON	05/30/18	As per attached invoices.	\$1,684.93
31434	315	TOWN OF FRANKTON	05/30/18	Service for Frankton	\$386.06
31435	316	TOWN OF SUMMITVILLE	05/30/18	Service for Summitville	\$55.30
0	317	UNITED HEALTHCARE	05/30/18	Healthcare 6/1-6/30	\$7,104.80
31436	318	VECTREN ENERGY DELIVERY	05/30/18	Service for Frankton	\$46.81
31437	319	WELLS FARGO VENDOR FINA	05/30/18	Copier Lease Elwood	\$113.35
0	320	PAYROLL	05/30/18	PAYROLL	\$20,758.86
0	321	STAR FINANCIAL BANK	05/03/18	April Service Charge	\$10.08

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
Total Amount of Claims					\$138,266.42

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, June 1, 2018

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____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Time: Jun. 7. 2018 2:44PM

Mode	Destination	Pg(s)	Result	Page Not S
Memory TX	Summitville FAX	P. 1	OK	

Reason for error
 E: 1) Hang up or line fail
 E: 2) Busy
 E: 3) No answer
 E: 4) No facsimile connection
 E: 5) Exceeded max. E-mail size
 E: 6) Destination does not support IP-Fax

Agenda

June 11, 2018

North Madison County Public Library System
 Board of Trustees

Elwood Public Library

Regular Meeting
 4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
- Minutes
- Claims Register & Checks
- Personnel
- Old Business
 - 1. Summitville
 - a. Foundation Issues
 - b. Carpet
- New Business
 - 1. Time Line for 2019 Budget Approval
 - 2. Initial Budget Review
 - 3. Purchasing Policy
 - 4. Credit Card Resolution and Policy
 - 5. Petty Cash Resolution
 - 6. Internal Controls
- Director's Report
- Public Comment
- Adjournment

Date/Time: Jun. 7. 2018 2:42PM

Date/Time: Jun. 7. 2018 2:42PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2498 Memory TX	Herald-Bulletin	P. 1	OK	

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
99 Memory TX	call leader	P. 1	OK	

Reason for error
 E. 1) Hang up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size
 E. 6) Destination does not support IP-Fax

Reason for error
 E. 1) Hang up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size
 E. 6) Destination does not support IP-Fax

Agenda
 June 11, 2018

North Madison County Public Library System
 Board of Trustees

Elwood Public Library

Regular Meeting
 4:30 P.M.

- Call to Order
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 - Minutes
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 - 1. Summitville
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 - 5. Petty Cash Resolution
 - 6. Internal Controls
- Director's Report
- Public Comment
- Adjournment

Please publish this week + again on Monday

Agenda
 June 11, 2018

North Madison County Public Library System
 Board of Trustees

Elwood Public Library

Regular Meeting
 4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville
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 - 2. Initial Budget Review
 - 3. Purchasing Policy
 - 4. Credit Card Resolution and Policy
 - 5. Petty Cash Resolution
 - 6. Internal Controls
- Director's Report
- Public Comment
- Adjournment

Please publish this week + again on Monday

Date/Time: Jun. 7. 2018 2:43PM

File				Page
No.	Mode	Destination	Pg(s)	Not Sent
2500	Memory TX	Frankton FAX	P. 1	OK

Reason for error

- | | |
|---------------------------------|---|
| M: 1) Hang up or line fail | E: 2) Busy |
| M: 3) No answer | E: 4) No facsimile connection |
| M: 5) Exceeded max. E-mail size | E: 6) Destination does not support IP-Fax |

Agenda

June 11, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville
 - a. Foundation Issues
 - b. Carpet
- New Business
 - 1. Time Line for 2019 Budget Approval
 - 2. Initial Budget Review
 - 3. Purchasing Policy
 - 4. Credit Card Resolution and Policy
 - 5. Petty Cash Resolution
 - 6. Internal Controls
- Director's Report
- Public Comment
- Adjournment

Agenda

July 9, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville

a. Foundation Issues

b. Carpet

2. Credit Card Resolution and Policy

3. Internal Controls

New Business

1. Vice-President Nomination and Appointment

2. 2019 Budget Review

3. Frankton Custodian Position

4. Indiana Pest Control Monthly Maintenance

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

Elwood Public Library

Regular Meeting

July 9, 2018

4:30 p.m.

CALL TO ORDER

President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on July 9, 2018, in the meeting room of the Elwood Public Library

CALL FOR QUORUM

Present were members Beverly Austin, Kenny Giselbach, Mary Kiplinger, Tom Stone, Glenn Eddleman, and Larry Watson. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Tom Stone made a motion to approve the consent agenda. A second was made by Kenny Giselbach and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville

Foundation-Board member Larry Watson and Director Scott met with Ron Hiatt about the drainage around the Ralph E. Hazelbaker library in Summitville. Mr. Hiatt suggested contacting the town to see what we would be allowed to do. Director Scott contacted Tom Everett, Building Commissioner of Summitville. The Town of Summitville works with Curry and Associates for drainage issues. Mr. Everett suggested contacting them to assess our needs. Director Scott has an appointment tomorrow with Lori Young from Curry and Associates.

Carpet-Floors and More Designs can install new carpet and flooring on August 20th. Postponing installation was discussed by the members due to the drainage issue and the board decided to keep the installation on August 20th with the exception on the meeting room. That will not be completed until the drainage issues are resolved.

Credit Card Resolution and Policy

Secretary Pro Tem read the Credit Card Resolution. Tom Stone moved to accept the Credit Card Resolution as read. Kenny Giselbach made a second and the motion carried. Mary Kiplinger moved to accept the Credit Card Policy and Instructions as written. Larry Watson made a second and the motion carried.

Internal Controls-Receipts

Approval of Internal Controls-Receipts has been held over for next month pending additional controls.

NEW BUSINESS

Vice President Nomination and Appointment

Larry Watson was nominated for Vice President. Tom Stone moved to close nominations. Glenn Eddleman made a second and the motion carried.

2019 Budget Review

The average growth quotient is 3.4%. Director Scott recommends not increasing our annual budget by this amount because we will not be receiving additional funding. We will still be receiving our maximum levy.

Frankton Custodian Position

The custodian at the Elwood library would like to take over the open part time custodian position at the Frankton library. This would bring his hours to 35 hours per week. He would like to work full time which is 40 hours. The Board suggests comparing costs and revisiting this issue at the August meeting.

Indiana Pest Control Monthly Maintenance

Indiana Pest Control has suggested monthly maintenance for our current bug issues. They will treat all three locations. The libraries will need to be closed for 4 hours after the treatments. They have worked out a schedule so that the Ralph E. Hazelbaker Library in Summitville will close one hour early on a Friday once a month and the other branches will be treated after closing on that same Friday. Tom Stone moved to accept the bid from Indiana Pest Control. Kenny Giselbach made a second and the motion carried.

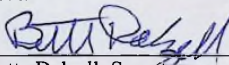
Director's Report

We are waiting on a quote to move the split unit air conditioner from the server closet in Tech Services to the IT office. This will give us better control over air conditioning the entire building during closed hours. Stats are up slightly over last month.

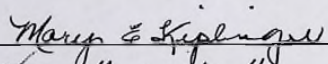
PUBLIC COMMENT

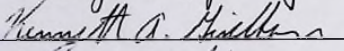
Public comment was sought. None was forthcoming.

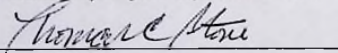
Beverly Austin adjourned the meeting by consent.

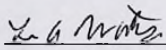


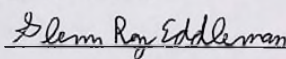
Bette Dalzell, Secretary











Register Of Claims

North Madison County Public Library System

Report Date: From **06/12/18** To **07/09/18**

<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	381	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	06/27/18	PAYROLL
			Operating Fund	Salary of Assistants	\$16,951.40		
			Operating Fund	Wages of Janitor	\$1,224.84		
				Total this claim =	<u>\$20,478.97</u>		
0	376	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$406.67	06/27/18	Payroll ending 06/23/18
			Operating Fund	Emp Cont PERF	\$1,518.28		
				Total this claim =	<u>\$1,924.95</u>		
0	379	AFLAC	AFLAC	Payroll Deductions	\$493.56	06/27/18	June Withholdings
				Total this claim =	<u>\$493.56</u>		
0	377	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	06/27/18	Payroll ending 6/23/18
				Total this claim =	<u>\$341.00</u>		
0	373	UNITED HEALTHCARE	Insurance	Payroll Deductions	\$739.16	06/27/18	Health insurance 7/1/18-7/31/18
			Operating Fund	Emp Cont Group Ins	\$7,334.00		
				Total this claim =	<u>\$8,073.16</u>		
0	380	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,279.50	06/27/18	June Withholding
			County Taxes Withheld	Payroll Deductions	\$665.62		
				Total this claim =	<u>\$1,945.12</u>		
0	375	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,556.02	06/27/18	Payroll ending 6/23/18
			FICA	Payroll Deductions	\$1,261.09		
			Federal Taxes Withheld	Payroll Deductions	\$1,650.37		
			Medicare	Payroll Deductions	\$294.93		
				Total this claim =	<u>\$4,762.41</u>		
0	382	NORTH MADISON COUNTY PU	Operating Fund	Interbank Transfers	\$5.00	06/27/18	Moving money from YS Cash Drawer See Receipt #187 dated 4/26/17
				Total this claim =	<u>\$5.00</u>		
0	412	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$22.72	07/09/18	Service for Summitville
				Total this claim =	<u>\$22.72</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	362	CARDMEMBER SERVICE	Gift	Elwood Children's Programing	\$102.00	06/27/18	As per attached invoices.
			Gift	Elwood Children's Programing	\$204.28		
			Operating Fund	Elwood Adult Programing	\$202.49		
			Operating Fund	Professional Meetings	\$26.00		
			Operating Fund	Professional Meetings	\$49.00		
			Operating Fund	Fuel, Oil and Lubricants	\$21.00		
				Total this claim =	<u>\$604.77</u>		
0	384	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$10.08	07/03/18	June Service Charge
				Total this claim =	<u>\$10.08</u>		
0	358	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	06/13/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,339.57		
			Operating Fund	Wages of Janitor	\$1,105.45		
				Total this claim =	<u>\$20,747.75</u>		
0	378	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$170.78	06/27/18	IN Matching Plan-M Robertson
				Total this claim =	<u>\$170.78</u>		
31470	361	BARBARA SNIPES	Operating Fund	Professional Services	\$50.00	06/27/18	Coca Cola Display Adult Services
				Total this claim =	<u>\$50.00</u>		
31471	363	HERALD BULLETIN, THE	Operating Fund	Summitville Period. & Newsp.	\$319.93	06/27/18	Summitville 52 weeks
				Total this claim =	<u>\$319.93</u>		
31472	364	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,051.30	06/27/18	Service for Elwood
				Total this claim =	<u>\$2,051.30</u>		
31473	365	INDIANA NEWSPAPERS, INC.	Operating Fund	Summitville Period. & Newsp.	\$246.91	06/27/18	Indy Star 6/1/18-630/19 Summitville
				Total this claim =	<u>\$246.91</u>		
31474	366	INDIANA PEST CONTROL, INC	Operating Fund	Professional Services	\$850.00	06/27/18	Heat treat Elwood
				Total this claim =	<u>\$850.00</u>		
31475	367	JILL MURRAY	Gift	Summitville Programing	\$33.37	06/27/18	Petty Cash Reimbursement
			Operating Fund	Postage & UPS	\$3.95		
				Total this claim =	<u>\$37.32</u>		
31476	368	ORIENTAL TRADING COMPAN	Gift	Summitville Programing	\$52.15	06/27/18	As per attached invoices.
			Gift	Summitville Programing	\$52.37		
				Total this claim =	<u>\$104.52</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>				
31477	369	STAPLES ADVANTAGE	Operating Fund	Cleaning & Sanitation Supplies	\$14.34	06/27/18	As per attached invoices.				
			Operating Fund	Cleaning & Sanitation Supplies	\$132.14						
			Operating Fund	Office Supplies	\$73.21						
			Operating Fund	Office Supplies	\$2.88						
								Total this claim =	<u>\$222.57</u>		
31478	370	SYNCB/AMAZON	Operating Fund	Elwood Adult Programing	\$50.83	06/27/18	As per attached invoices.				
			Operating Fund	Elwood AV	\$635.16						
			Operating Fund	Frankton AV	\$237.07						
			Operating Fund	Summitville AV	\$237.07						
			Operating Fund	Summitville	\$14.21						
			Operating Fund	Technology Equipment	\$63.99						
			Operating Fund	Frankton Programing	\$141.71						
			Operating Fund	Operating Supplies	\$44.92						
			Operating Fund	Elwood Children's Programing	\$134.63						
			Operating Fund	Postage & UPS	\$16.45						
			Operating Fund	Furniture & Equipment	\$347.34						
								Total this claim =	<u>\$1,923.38</u>		
			31479	371	T & A SEALCOATING			Operating Fund	Professional Services	\$2,620.00	06/27/18
						Total this claim =	<u>\$2,620.00</u>				
31480	359	TOWN OF FRANKTON	Operating Fund	Electricity	\$544.03	06/27/18	Service for Frankton				
			Operating Fund	Water	\$28.58						
			Operating Fund	Waste Disposal Services	\$31.11						
								Total this claim =	<u>\$603.72</u>		
31481	372	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$43.80	06/27/18	Service for Summitville				
			Operating Fund	Waste Disposal Services	\$11.50						
								Total this claim =	<u>\$55.30</u>		
31482	360	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$23.65	06/27/18	Service for Frankton and Elwood				
			Operating Fund	Gas	\$57.73						
								Total this claim =	<u>\$81.38</u>		
31483	374	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	06/27/18	Copier Lease-Elwood				
								Total this claim =	<u>\$113.35</u>		
31484	385	ALERT CANINE BED BUG DET	Operating Fund	Professional Services	\$735.00	07/09/18	Bug Inspection Frankton, Summitville, Elwood				
								Total this claim =	<u>\$735.00</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>
31485	417	ALEXANDRIA CITY CLERK	Operating Fund	Frankton Programing	\$125.00	07/09/18	Pool rental for Frankton library
				Total this claim =	\$125.00		
31486	386	AT&T	Operating Fund	Telephone & Telegraph	\$172.25	07/09/18	Service for Elwood
				Total this claim =	\$172.25		
31487	387	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,144.76	07/09/18	As per attached invoices.
			Operating Fund	Elwood Childrens	\$563.46		
			Operating Fund	Elwood YA	\$358.52		
			Operating Fund	Frankton	\$793.19		
			Operating Fund	Summitville	\$548.70		
			Operating Fund	Elwood AV	\$43.91		
			Gift	Frankton	\$18.65		
				Total this claim =	\$3,471.19		
31488	388	BOYCE FORMS/SYSTEMS	Operating Fund	Office Supplies	\$228.87	07/09/18	Check reorder
				Total this claim =	\$228.87		
31489	389	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$133.56	07/09/18	Service for Elwood
			Operating Fund	Waste Disposal Services	\$193.30		
				Total this claim =	\$326.86		
31490	421	DEBBIE FOX	Operating Fund	Advertising & Public Notices	\$25.00	07/09/18	Petty Cash
			Operating Fund	Postage & UPS	\$3.45		
				Total this claim =	\$28.45		
31491	390	DEMCO	Operating Fund	Frankton Programing	\$37.63	07/09/18	Bags for Frankton
				Total this claim =	\$37.63		
31492	391	DOLLAR GENERAL-REGIONS 4	Operating Fund	Summitville Programing	\$40.25	07/09/18	As per attached invoices.
			Operating Fund	Operating Supplies	\$51.00		
			Operating Fund	Frankton Programing	\$33.60		
			Operating Fund	Elwood Children's Programing	\$114.40		
				Total this claim =	\$239.25		
31493	418	DON CARMER	Operating Fund	Frankton Programing	\$75.00	07/09/18	Performance Frankton library
				Total this claim =	\$75.00		
31494	419	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$140.00	07/09/18	Welcome to Frankton ad
				Total this claim =	\$140.00		
31495	392	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$250.00	07/09/18	Wet & Dry Sprinkler Inspection
				Total this claim =	\$250.00		

<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>
31496	393	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,584.00	07/09/18	VolP and Internet
			Operating Fund	Telephone & Telegraph	\$440.48		
				Total this claim =	<u>\$2,024.48</u>		
31497	394	FRONTIER	Operating Fund	Telephone & Telegraph	\$199.83	07/09/18	Service for Frankton
				Total this claim =	<u>\$199.83</u>		
31498	403	GENERATIVE GROWTH II, LLC	Operating Fund	Summitville Programing	\$83.17	07/09/18	Programing
			Operating Fund	Elwood Children's Programing	\$96.84		
			Operating Fund	Elwood Adult Programing	\$49.00		
				Total this claim =	<u>\$229.01</u>		
31499	395	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$1,103.71	07/09/18	Unemployment 2nd Quarter
				Total this claim =	<u>\$1,103.71</u>		
31500	416	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$582.41	07/09/18	Service for Summitville
				Total this claim =	<u>\$582.41</u>		
31501	397	INDIANA STATE LIBRARY	Evergreen Indiana	Other	\$89.55	07/09/18	2nd Qtr Evergreen Indiana
				Total this claim =	<u>\$89.55</u>		
31502	396	INDIANA STATE LIBRARY	PLAC	Other	\$65.00	07/09/18	2nd Qtr PLAC
				Total this claim =	<u>\$65.00</u>		
31503	415	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$25.62	07/09/18	Service for Summitville
				Total this claim =	<u>\$25.62</u>		
31504	420	JAN ROLAND	Operating Fund	Frankton Programing	\$10.00	07/09/18	Painting class Frankton library
				Total this claim =	<u>\$10.00</u>		
31505	398	KMART 9124	Operating Fund	Summitville Programing	\$13.46	07/09/18	Programing for Summitville
				Total this claim =	<u>\$13.46</u>		
31506	399	KRISTA HOOSE	Operating Fund	Elwood Adult Programing	\$150.00	07/09/18	2 hr performance 7/3/18
				Total this claim =	<u>\$150.00</u>		
31507	400	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$190.75	07/09/18	Book Processing supplies
				Total this claim =	<u>\$190.75</u>		
31508	401	MIDWEST COLLABORATIVE F	Operating Fund	Databases	\$2,376.15	07/09/18	Ancestry database 9/1/18-8/31/19 Newspapers.com database 9/1/18-8/31/18
				Total this claim =	<u>\$2,376.15</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>
31509	402	MIDWEST TAPE	Operating Fund	Frankton AV	\$68.96	07/09/18	As per attached invoices.
			Operating Fund	Elwood AV	\$108.69		
			Operating Fund	Summitville AV	\$68.96		
			Operating Fund	Book Processing	\$373.96		
				Total this claim =	<u>\$620.57</u>		
31510	404	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$1,938.00	07/09/18	Can Lights-Summitville & lighting supplies
				Total this claim =	<u>\$1,938.00</u>		
31511	405	PURCHASE POWER	Operating Fund	Postage & UPS	\$814.82	07/09/18	Postage
				Total this claim =	<u>\$814.82</u>		
31512	406	RICOH USA, INC	Operating Fund	Office Supplies	\$27.37	07/09/18	Copies Frankton & Summitville & Elwood
			Operating Fund	Office Supplies	\$47.89		
			Operating Fund	Office Supplies	\$155.45		
				Total this claim =	<u>\$230.71</u>		
31513	407	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$102.31	07/09/18	As per attached invoices.
			Operating Fund	Operating Supplies	\$196.80		
				Total this claim =	<u>\$299.11</u>		
31514	408	TEI LANDMARK AUDIO	Operating Fund	Elwood AV	\$69.19	07/09/18	As per attached invoices.
			Operating Fund	Frankton AV	\$57.19		
				Total this claim =	<u>\$126.38</u>		
31515	409	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$68.80	07/09/18	As per attached invoices.
			Operating Fund	Summitville Programing	\$11.48		
			Operating Fund	Elwood Children's Programing	\$113.88		
				Total this claim =	<u>\$194.16</u>		
31516	410	TRUE CHEM, INC.	Operating Fund	Professional Services	\$100.00	07/09/18	Water Treatment testing
				Total this claim =	<u>\$100.00</u>		
31517	411	VASEY COMMERCIAL, INC	Operating Fund	Professional Services	\$198.20	07/09/18	Repairs @ Elwood
				Total this claim =	<u>\$198.20</u>		
31518	413	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$60.60	07/09/18	Copier lease Summitville & Frankton
			Operating Fund	Equipment/Rental	\$60.60		
				Total this claim =	<u>\$121.20</u>		
31519	414	WORLD TRADE PRESS	Operating Fund	Databases	\$490.00	07/09/18	A to Z the USA- A to Z the World 1/1/2018 - 12/31/2018
				Total this claim =	<u>\$490.00</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$86,882.57

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, July 9, 2018

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 7 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$86,882.57

Date this _____ day of _____, 20____.

<i>Mary E. Kishize</i>	<i>Cory J. Austin</i>
<i>Kenneth Smith</i>	<i>Ken A. White</i>
<i>Thomas Stone</i>	<i>Dennis R. Eddleman</i>

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Resolution for Library Credit Card

WHEREAS, the Board of Trustees of the North Madison County Public Library is the fiscal body of said library; and

WHEREAS, the board has determined that it would be beneficial to the library to have a credit card account available for use; and

WHEREAS, the Indiana State Board of Accounts' Accounting and Uniform Compliance Guidelines Manual for Libraries provides the criteria required for library credit card use;

NOW THEREFORE BE IT RESOLVED, that the Administrative Assistant shall apply for and obtain a credit card account in the library's name; and

BE IT FURTHER RESOLVED, that such credit card account is only authorized for use with regard to the following types of purchases:

1. Items for which there is already an existing appropriation in which the authorized employee has been given a budget and/or follows the library's Purchasing Policy.
2. Items not available through a current 30 day credit account.
3. Items not available to purchase using petty cash.
4. Items pertaining to the job description and department of the authorized employee.

Examples are:

- a. Maintenance supplies for the custodian.
- b. Programming supplies for the youth/adult departments and branches.

BE IT FURTHER RESOLVED, that such credit card account is only authorized for the following positions: director, administrative assistant, youth services manager and custodian.

BE IT FURTHER RESOLVED, that the library's credit card account is to be used in accordance with (a) the provisions of this resolution; (b) the requirements listed in the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries; and (c) the Library's Credit Card Policy, the terms of which are incorporated herein

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 9th day of July, 2018 at which a meeting quorum was present.

AYE

Erin Watson
Sharon Ray Eddleman

NAY

George J. Austin
Barbara Stone
Henry Anthon
Mary C. Kypfzig

ATTEST:

Donna Wilson

Secretary

Credit Card Policy

North Madison County Public Library

The purpose of the credit card policy is to facilitate purchases for the library in those limited circumstances where using a credit card is the only practicable means for making a purchase.

The administrative assistant will procure a credit card account for the library from the financial institution offering the most favorable terms for the library. The administrative assistant may obtain a credit card account that has an annual fee if the totality of the terms applicable to that particular credit card make it the best choice for the library. The line of credit extended to the library by means of the credit card account shall not exceed \$2,000 Thousand dollars (\$2,000.00).

The administrative assistant is the designated custodian of the credit cards. The director and administrative assistant must ensure that the credit cards are used in conformance with the library's Resolution for Library Credit Card, the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries, and this policy.

Following the guidance of the library's Resolution for the Library Credit Card, the following positions have been issued a credit card in their name under the library's credit card account: director, administrative assistant, youth services manager, and custodian.

The administrative assistant must maintain a log which will include the signature of card holders requesting to use their card, estimated amount to be charged, appropriation to be charged, and date the card is issued and returned. After the purchase, the employee will immediately fill out a purchase order with the actual amount charged to the card. Employee must sign for the card when they are taking it from the office and shall return the card as soon as possible after use, but no later than the first day the employee returns to work. When not checked out to an authorized employee, the credit card shall remain in the safe in the administrative assistant's office.

Only authorized employees, may use the credit card for the following types of purchases:

1. Items for which there is already an existing appropriation in which the authorized employee has been given a budget and/or follows the library's Purchasing Policy.
2. Items not available through a current 30 day credit account.
3. Items not available to purchase using petty cash.
4. Items pertaining to the job description and department of the authorized employee.

Examples are:

- a. Maintenance supplies for the custodian.

b. Programming supplies for the youth/adult departments and branches.

Use of the library's credit card for personal purchases is expressly prohibited.

The library is generally exempt from sales tax on purchases. The card user must notify the vendor or merchant that the credit card transaction should be tax exempt. The card user should provide the library's Sales Tax Exemption Certificate at the time of purchase, to avoid paying sales tax. Meals and lodging are not exempt from sales tax.

The balance due on the credit card will be paid in full each month by or before the payment due date. Payments should not be made on the basis of a statement or a credit card slip only. Procedures for payments should be no different than for any other claim. Supporting documentation such as paid bills and itemized receipts must be provided by the card user. Any interest or penalty incurred due to late filing or furnishing of documentation by an officer or an employee will be the responsibility of that officer or employee.

Any benefits derived from the use of the credit card are the property of the library.

If the card is lost or stolen, the card issuer must be notified immediately. This loss must also be reported to the library's board of trustees.

Employees requesting use of the credit card will be required to read a copy of this policy and sign indicating they understand and agree to abide by the terms of the policy. Any employee who violates the library's Credit Card Policy is subject to disciplinary action.

Credit Card Instructions

In order to expedite necessary library purchases, a credit card resolution was approved by the NMCPLS Library Board of Trustees. Due to your job requirements with the Library, you have been issued a North Madison County Public Library credit card under your name.

- Since this credit card has been issued in your name, you are the only one that can use the card.
- This credit card is your responsibility and is to be used for library purposes only.
- Do not use the credit card at local businesses where the Library has 30 day credit accounts. These local businesses are Kmart, Tops and Needlers in Elwood and Dollar General in Elwood, Frankton and Alexandria.
- This card will be held in the Administrative Assistant's office.
- Credit card purchases will abide by the Library's purchasing policy and budget limits.
- When purchasing library items with this card, you are required to use the Library's tax exemption form to ensure that the purchase is tax free. If for some reason the tax exemption form is not honored, you will not be able to purchase items for the Library from this business.
- As with any purchases, a purchase order is required.
- Immediately following the transaction the credit card will be returned to the Administrative Assistant and the completed purchase order and receipt will be given to the Director.
- Additional responsibilities are listed in the attached resolution.
- Any lost or stolen card must be reported to Administrative Assistant immediately.

If the any of the above procedures are not followed, the employee could face disciplinary action up to and including termination.

Signature

Date

Unit Name: North Madison County Public Library System
Accounting Area: Receipts
Created: June 11, 2018
Reviewed:
Updated:

Objectives

Operations: All transactions for services must be recorded at the time of receipt on the cash register receipt. Collections will be reconciled daily to the cash register receipt by trained circulation staff. Reconciled receipts will be given to the Administrative Assistant for receipting to the Financial and Appropriation record. Receipts will be deposited to the appropriate fund daily for Elwood and weekly for the branches. For more detailed steps, please see "Instructions for Daily Collections".

Reporting: All receipts must be reported accurately on the cash register receipt and the Financial and Appropriation record.

Compliance: All receipts shall be deposited daily or weekly in the designated depository according to the Investment Policy pursuant to IC 5-13-8-1(a) and IC 5-13-6-1.

Control Environment:

1. The Library Board of Trustees and staff demonstrate a commitment to integrity and ethical values by stressing adherence to statutory provisions regarding the receipt of money, the prescribed accounting system, and uniform compliance guidelines published by the State Board of Accounts.
2. The Library Board of Trustees will approve yearly all job descriptions and standard operating procedures for the receipt of all monies.
3. Management assigns responsibility and delegates authority to staff for the collection, receipt reconciliation and deposit of monies for services rendered using the organizational chart, job descriptions and standard operating procedures.
4. Management abides by the job description and the personnel policy when recruiting, hiring and training staff.

5. Management evaluates performance daily as receipts are tallied and deposited pursuant to IC 5-13-6-1. Management follows the guidelines in the personnel policy for constructive evaluations and disciplinary action.

Risk Assessment:

6. In order to accomplish the Operations Objective, management will train staff using standard operating procedures.
In order to accomplish the Reporting Objective the manager and administrative assistant ensures all receipts are reported accurately on the cash register receipt. The director compares the monthly bank statement to the Financial and Appropriation Record.
In order to accomplish the Compliance Objective management requires a procedure comparing the cash depository receipt to the total daily receipts.
7. Management identifies and responds to risk related to achieving the defined objectives. Examples of risk are as follows:
 - Receipts not posted correctly on cash register receipt and/or Financial and Appropriation record.
 - Fine Payment not recorded on patron's account.
 - Fine payment taken off patron's account with no receipts being posted.
 - Incorrect change given.
 - Receipts not deposited correctly.
 - Theft - funds taken from cash register or deposit.

Management mitigates the risk by adopting a standard operating procedure for the collection of all monies.

8. Management considers potential for fraud when identifying, analyzing and responding to risks. Considerations to reduce fraud:
 - Each employee is assigned an individual cash register login which must be used for each transaction.
 - Only trained employees will reconcile the funds with the cash register receipt. Administrative Assistant will ensure the reconciliation is correct.
 - Administrative Assistant prepares the deposit and enters it into the Financial and Appropriation record.
 - Director or another staff member initials deposit receipt after comparing it to the total daily receipts.

9. Management identifies, analyzes and responds to significant changes that could impact the internal control system.

- Recently hired staff are trained on internal controls and standard operating procedures.
- Staff are updated when policy and/or procedure changes.

Control Activities:

10. Management designs control activities to achieve objectives and respond to risks.

- Trained circulation staff reconciles the funds to the cash register receipt totals. Administrative Assistant confirms the correctness of the reconciliation with date and initials.
- Administrative Assistant prepares the deposit and enters the information into the Financial and Appropriation record. The Director confirms the information was input correctly and agrees with the deposit with date and initials.

11. Management designs the unit's information system and related control activities to achieve objectives and respond to risks.

- Trained circulation staff reconciles the funds to the cash register receipt totals. Fine collection totals on the cash register receipt are compared to the fine collection totals via the ILS system.
- Administrative assistant checks the reconciliation of the funds to the cash register receipt totals.
- Administrative Assistant prepares the deposit and enters information in the Financial and Appropriation record.
- Director confirms the information was input correctly and agrees with the deposit.

12. Management implements control activities through policies.

- The Library Board of Trustees approves job descriptions, personnel policy, internal controls and standard operating procedures.

Information and Communications:

13. Management uses quality information to achieve the unit's objectives.

- The ILS system's reports are used to compare the fine totals on the cash register receipt with amount taken off patrons' record.
 - The accounting software reports are used to compare the deposit total with the amount input into the financial and appropriation record.
14. Management internally communicates the necessary quality information to achieve the objectives.
- The library board will approve any changes to policy, job descriptions and standard operating procedures.
 - Procedure and policy changes will be discussed and reviewed at monthly manager's meetings.
 - All policies, internal controls and standard operating procedures are digitally available for library board members and staff review.
15. Management externally communicates the necessary quality information to achieve objectives.
- Annual evaluations ensure that all employees are performing their tasks properly.
 - All policies are available on the library's website.
 - All policy changes are made a public library board meetings and posting on the library's website.

Monitoring Activities:

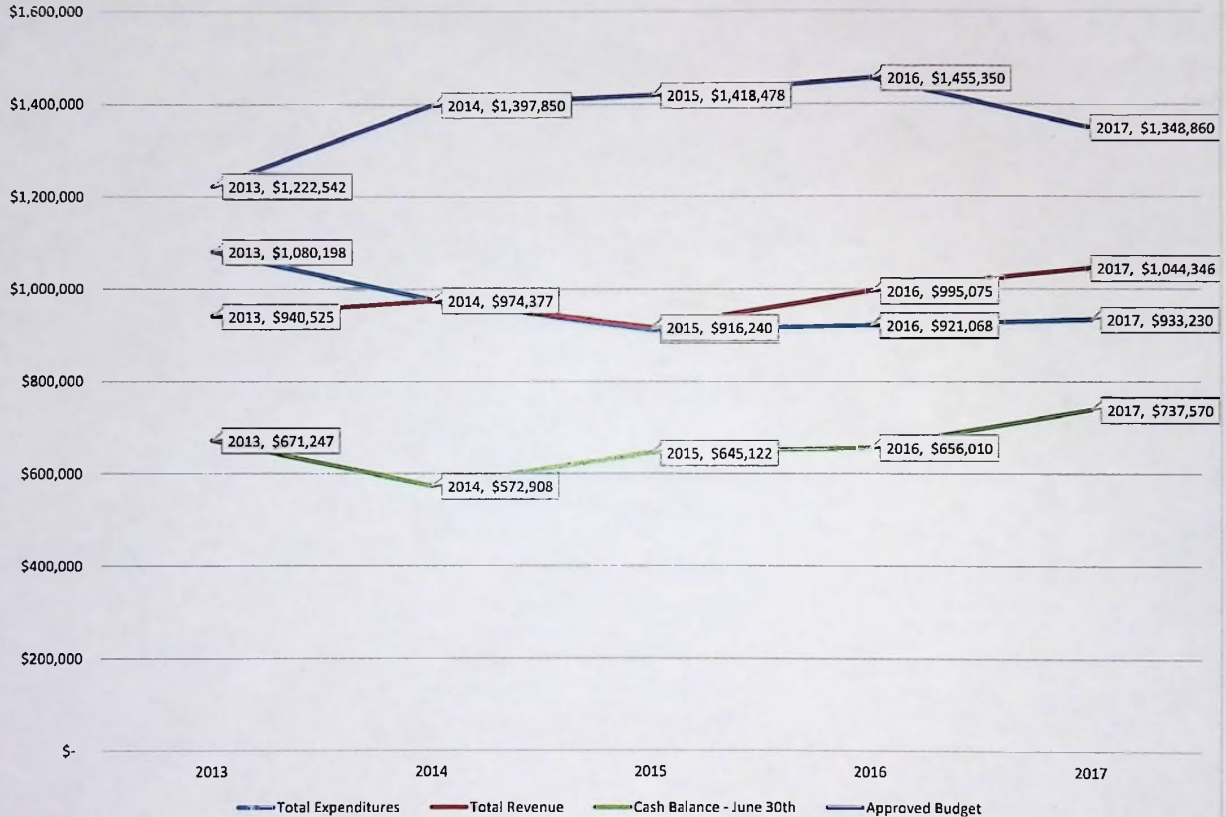
16. Management establishes and operates monitoring activities to monitor the internal control system and evaluate the results.
- Management will periodically review standard operating procedure and internal controls for effectiveness.
17. Management remedies identified internal control deficiencies on a timely basis.
- Violations of policies and procedures are noted and evaluated using the disciplinary action section of the personnel policy.
 - Internal controls are discussed once a quarter at manager meetings.
 - Once a year the interval control system is reviewed by the management and then by the library board.

Operating Fund	2018	2019 Purposed	Difference and 2019	Working Budget	2017 Expenditures	Difference - Working and 2017 Exp.
1. Personal Services						
Salaries and Wages						
Librarian/Director	60,574	62,500	1,926	62,500	58,127.16	4,372.84
Salary of Assistants	615,631	613,358	(2,273)	462,000	433,151.20	28,848.80
Wages of Janitor	36,153	36,500	347	33,000	29,596.29	3,403.71
			-			
Employee Benefits						
Employee Benefits -Unemployment	6,000	6,000	-	5,000	3,921.35	
Employer's FICA & Medicare	51,000	51,000	-	41,000	39,570.57	
Emp. Cont. PERF	46,000	46,000	-	41,000	40,315.32	
Emp. Cont. Group Ins.	100,000	100,000	-	90,000	66,241.57	23,758.43
Salary of Board Treasurer	300	300	-	300	300.00	
			-			
Total Personal Services	915,658	915,658	-	734,800	671,223.46	63,576.54
2. Supplies						
Office Supplies	15,000	13,000	(2,000)	10,000	11,944.21	
Stationary & Supplies	500	500	-	500		
Operating Supplies	9,500	9,500	-	8,500	8,670.47	
Cleaning & Sanitation Supplies	4,000	4,000	-	2,000	1,669.57	
Fuel, Oil, and Lubricants	150	150	-	150	179.76	
Bldg. Matl. And Supplies	250	250	-	250	40.85	
Paint and Painting Supplies	250	250	-	250	37.99	
Repair Parts/Maintenance	1,000	1,000	-	1,000	285.56	
Other Repair & Maintenance Supp	250	250	-	250	-	
Book Processing	8,000	8,000	-	4,500	4,331.53	
Automation	5,000	500	(4,500)	-	2,400.00	Title Source
Official Record	1,000	1,000	-	500	203.47	
			-			
Total Supplies	44,900	38,400	(6,500)	27,900	29,763.41	(1,863.41)
			-			
3. Other Services & Charges						
Professional Services	55,000	65,000	10,000	55,000	46,213.46	8,786.54
Consulting Services	1,000	1,000	-	1,000		1,000.00
Legal Services	2,500	2,500	-	2,500	649.00	1,851.00
Engineering & Architects	100	100	-	-		-
Databases	6,650	11,150	4,500	11,150	5,260.35	5,889.65
Ebook Services	6,000	15,500	9,500	15,500	3,000.00	12,500.00
Evergreen Membership (3.147)	5,000	5,250	250	5,250	3,750.00	1,500.00
Telephone & Telegraph	30,600	27,150	(3,450)	12,000	11,492.10	507.90
Postage & UPS	3,800	3,000	(800)	2,200	1,308.90	891.10
Traveling Expense	3,000	2,500	(500)	1,400	1,358.09	41.91
Professional Meetings	3,000	3,000	-	3,000	2,435.00	565.00
Elwood Children's Programming	5,000	5,000	-	3,500	2,919.90	580.10
Elwood Adult Programming	3,000	3,000	-	2,000	1,811.72	188.28

Operating Fund	2018	2,019	Difference	Working	2017 Exp.	Difference
Frankton Programming	4,000	4,000	-	2,000	1,595.45	404.55
Summitville Programming	3,000	3,000	-	2,000	3,009.44	(1,009.44)
Title Source (Baker & Taylor)	3,100	3,100	-	2,500	-	2,500.00
Advertising & Public Notices	1,200	1,200	-	500	456.06	43.94
Insurance	21,000	21,000	-	21,000	19,277.00	1,723.00
Official Bonds	400	400	-	220	212.00	8.00
Gas (HVAC)	20,000	15,000	(5,000)	8,000	4,777.30	3,222.70
Electricity	40,000	40,000	-	37,000	35,548.59	1,451.41
Water	4,000	4,000	-	2,000	1,945.25	54.75
Waste Disposal Services	5,000	5,000	-	3,600	3,519.90	80.10
Bldg. & Structure/Maint.	2,000	2,000	-	100	275.00	(175.00)
Equipment/Maint.	5,000	5,000	-	100	64.54	35.46
Equipment/Rental	7,000	7,000	-	4,000	3,966.10	33.90
Dues	2,700	2,700	-	1,600	1,532.75	67.25
Taxes	500	500	-	250	232.60	17.40
Interest on Temporary Loans	500	500	-	-	-	-
Transfer to LIRF	10,000	10,000	-	-	-	-
Total Other Services	254,050	268,550	14,500	199,370	156,610.50	42,759.50
4. Capital Outlays						
Land Buildings Improvements	3,000	3,000	-	-	-	-
Furniture & Equipment	5,000	5,000	-	3,000	6,615.07	-
Technology Equipment	20,000	20,000	-	15,000	12,895.56	-
Elwood Adult	25,000	20,000	(5,000)	15,000	14,751.16	-
Elwood Childrens	13,000	12,000	(1,000)	7,000	6,860.34	-
Elwood YA	5,500	5,500	-	3,500	3,244.14	-
Frankton	15,500	14,500	(1,000)	10,000	8,607.68	-
Summitville	13,500	12,500	(1,000)	10,000	8,591.99	-
Elwood Indiana Room	0	-	-	-	-	-
Elwood Period. & News.	7,000	7,000	-	3,200	3,184.15	-
Frankton Per. & Newsp.	2,000	2,000	-	1,500	1,478.35	-
Summitville Period. & Newsp.	1,500	1,500	-	1,000	964.02	-
Elwood AV	25,000	25,000	-	20,000	18,573.03	-
Frankton AV	9,000	9,000	-	8,000	7,836.75	-
Hazelbaker AV	8,000	8,000	-	8,000	7,869.17	-
Technology Software	8,000	8,000	-	4,500	3,834.79	-
Total Capital Outlays	161,000	153,000	(8,000)	109,700	105,306	4,394
Circuit Breaker						
Operating Fund	1,375,608	1,375,608	-	1,071,770	962,904	
				Est. Rev	1,047,760	
				Difference	24,010	
2019 Percentages						
Personal Services	734,800	69%				
Supplies	27,900	3%				
Other Services	199,370	19%				
Capital Outlays	109,700	10%				
	1,071,770	100%				

	Current Year Certified Levy	Next Year's Estimated Levy = Certified Levy *1.037	Current Year Total Circuit Breaker	% of Levy (Total CB/ Certified Levy)	Next Year's Est. Circuit Breaker Credits
2018	\$ 845,710	\$ 877,001.27	\$ 133,417	16%	\$ 138,353.43
Est. Levy	\$ 877,001.27	July 16th - receive est. Max Levy			
Est. Circuit Breaker Credits	\$ 138,353	July 31st - receive est. 2019 circuit breaker credits			
2018 Misc. Receipts	\$ 309,112	2018 Operating Budget	Difference		
Total 2019 Estimated Revenues	\$1,047,760.27	\$ 1,375,608.00	\$(327,847.73)		
	\$ 845,710				
	\$ 133,417				
	\$ 309,112				
2018 Est. Revenue	\$ 1,021,405				

2013 - 2017 Budget, Revenue, Expenditures, and Cash Balance



Professional Pest Management Services
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Indiana Pest Control Association



P.O. Box 6464, Kokomo, IN 46904

Frankfort (765) 659-3555
Hartford City (765) 348-2084
Huntington (260) 356-3300
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) 563-2424
Statewide 1-800-464-4133
Fax (765) 455-3388

PROPOSAL FOR:	Date: 6/20/18	IPC'S OFFICE
Name: Elwood Public Library	Address: 231 Rainbow Drive	
Address: 1600 Main St	Phone: (765) 635-1093	City: Kokomo State: Indiana Zip: 46902
City: Elwood State: IN Zip: 46036	Phone: 765-455-3399	

Requested by: Jaime Scott

Location if address is different from above (directions if in rural area)

- Indiana Pest Control will provide all labor and materials to perform a Pest Management Program for:
Ants.....CarpenterPavementOdorous House
Roaches.....AmericanBrown bandedGermanOriental **...X...BED BUG General Spray**
.....BeesBeetlesCentipedesCricketsEarwigsFleas**InOut
.....MiceMillipedesRatsSilverfishSpiders*
- Your Indiana Pest Control Service Technician will use insecticides and rodenticides which provide the most effective pest management; yet provide you with the maximum safety required. The service visits will create a minimum of disturbance to your daily activities.
- Your Indiana Pest Control Service Technician will thoroughly inspect and service all areas susceptible to pest infestation on a:
.....Clean OutWeeklyTwice Monthly **...X...Once Monthly**Quarterly Service
- Exterior treatment: N/A
- Special Conditions or areas serviced: Common areas such as the return desk, scanning areas, book shelves as needed, computer areas, night drop areas, book carts. Areas will be monitored and sprayed on a monthly basis. This covers spraying furniture that might be infested with bed bugs.
- The cost for this pest control program will be \$...95.00... each service.
- If payment is made in full, for the one (1) year agreement, IPC shall then discount the total amount five (5) percent upon signing of this agreement.
- The undersigned agrees to pay the Indiana Pest Control Service Technician at the time of service, or other said arrangement made:
.....CashX...Charge *30 days payable
- Indiana Pest Control has the following insurance coverage for your additional protection:
(a) Public Liability \$1,000,000. (c) Workman's Compensation in accordance with State Law.
(b) Auto Liability \$1,000,000. (d) Certificate of Insurance upon request.
- This Agreement shall be for one (1) year (except if noted otherwise) and canceled in writing thirty (30) days prior to the anniversary date.

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do work as specified—payment will be made as outlined above.
This proposal if not accepted shall expire sixty (60) days from initial date of this agreement.

All applications are under the direct supervision of state certified operator.

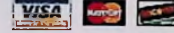
Signed... Ashley Terrell
IPC Authorized Representative

Date...6/20/2018.....
Accepted by Jaime Scott
Owner or Agent

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Huntington (260) 356-3300
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Kokomo (765) 455-3399
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Peru (765) 473-4206
Tipton (765) 675-1199
Wabash (260) 563-2424
Statewide 1-800-464-4133
Fax (765) 455-3388

PROPOSAL FOR:	Date: 6/20/18	IPC'S OFFICE
Name: Frankton Community Library	Address: 231 Rainbow Drive	
Address: 102 S Church St	Phone: (765) 252-5001	City: Kokomo State: Indiana Zip: 46902
City: Frankton State: IN Zip: 46044	Phone: 765-455-3399	

Requested by: Jaime Scott

Location if address is different from above (directions if in rural area)

- Indiana Pest Control will provide all labor and materials to perform a Pest Management Program for:
Ants.....CarpenterPavementOdorous House
Roaches.....AmericanBrown bandedGermanOriental **...X...BED BUG General Spray**
.....BeesBeetlesCentipedesCricketsEarwigsFleas**InOut
.....MiceMillipedesRatsSilverfishSpiders*
- Your Indiana Pest Control Service Technician will use insecticides and rodenticides which provide the most effective pest management; yet provide you with the maximum safety required. The service visits will create a minimum of disturbance to your daily activities.
- Your Indiana Pest Control Service Technician will thoroughly inspect and service all areas susceptible to pest infestation on a:
.....Clean OutWeeklyTwice Monthly **...X...Once Monthly**Quarterly Service
- Exterior treatment: N/A
- Special Conditions or areas serviced: Common areas such as the return desk, scanning areas, book shelves as needed, computer areas, night drop areas, book carts. Areas will be monitored and sprayed on a monthly basis. This covers spraying furniture that might be infested with bed bugs.
- The cost for this pest control program will be \$...95.00... each service.
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- The undersigned agrees to pay the Indiana Pest Control Service Technician at the time of service, or other said arrangement made:
.....CashX...Charge *30 days payable
- Indiana Pest Control has the following insurance coverage for your additional protection:
(a) Public Liability \$1,000,000. (c) Workman's Compensation in accordance with State Law.
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- This Agreement shall be for one (1) year (except if noted otherwise) and canceled in writing thirty (30) days prior to the anniversary date.

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do work as specified—payment will be made as outlined above.
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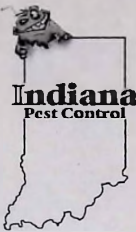
Signed... Ashley Terrell
IPC Authorized Representative

Date...6/20/2018.....
Accepted by Jaime Scott
Owner or Agent

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Wabash (260) 563-2424
Statewide 1-800-464-4133
Fax (765) 455-3388

P.O. Box 6464, Kokomo, IN 46904

PROPOSAL FOR:	Date: 6/20/18	IPC'S OFFICE	
Name: Ralph E Hazelbaker Library	Address: <u>231 Rainbow Drive</u>		
Address: 1013 Church St. Phone: (765) 536-2335	City: <u>Kokomo</u>	State: <u>Indiana</u>	Zip: <u>46902</u>
City: Summitville State: IN Zip: 46070	Phone: <u>765-455-3399</u>		

Requested by: Jaime Scott

Location if address is different from above (directions if in rural area)

- Indiana Pest Control will provide all labor and materials to perform a Pest Management Program for:
Ants... Carpenter ...PavementOdorous House
Roaches...AmericanBrown bandedGermanOriental ...X... **BED BUG General Spray**
.....BeesBeetlesCentipedesCricketsEarwigsFleas**InOut
.....MiceMillipedesRatsSilverfishSpiders*
- Your Indiana Pest Control Service Technician will use insecticides and rodenticides which provide the most effective pest management; yet provide you with the maximum safety required. The service visits will create a minimum of disturbance to your daily activities.
- Your Indiana Pest Control Service Technician will thoroughly inspect and service all areas susceptible to pest infestation on a:
.....**Clean Out****Weekly** **Twice Monthly** ...X...**Once Monthly** **Quarterly Service**
- Exterior treatment: N/A
- Special Conditions or areas serviced: Common areas such as the return desk, scanning areas, book shelves as needed, computer areas, night drop areas, book carts. Areas will be monitored and sprayed on a monthly basis. This covers spraying furniture that might be infested with bed bugs.
- The cost for this pest control program will be \$...**95.00**... each service.
- If payment is made in full, for the one (1) year agreement, IPC shall then discount the total amount five (5) percent upon signing of this agreement.
- The undersigned agrees to pay the Indiana Pest Control Service Technician at the time of service, or other said arrangement made:
.....Cash ...X...Charge ***30 days payable**
- Indiana Pest Control has the following insurance coverage for your additional protection:
(a) Public Liability \$1,000,000. (c) Workman's Compensation in accordance with State Law.
(b) Auto Liability \$1,000,000. (d) Certificate of Insurance upon request.
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This proposal if not accepted shall expire sixty (60) days from initial date of this agreement.

All applications are under the direct supervision of state certified operator.

Signed... Ashley Terrell

IPC Authorized Representative

Accepted by

Date...6/20/18

Owner or Agent

"We Know What Bugs You!"

The Great Bug Fiasco 2018

		Elwood	Frankton	Summitville	Total
Indiana Pest Control-Heat	02/07/18	\$ 850.00			
Indiana Pest Control-Chemicals		\$ 104.80			
Indiana Pest Control-Chemicals	02/14/18	\$ 31.78			
Indiana Pest Control-Heat	03/09/18		\$ 850.00		
Indiana Pest Control-Heat	03/14/18			\$ 950.00	
Indiana Pest Control-Heat	06/14/18	\$ 850.00			\$ 3,636.58
Alert Canine Bed Bud Detection Agency	02/05/18	\$ 367.50			
Alert Canine Bed Bud Detection Agency	03/06/18		\$ 183.75	\$ 183.75	
Alert Canine Bed Bud Detection Agency	06/13/18	\$ 367.50			
Alert Canine Bed Bud Detection Agency	06/14/18		\$ 183.75	\$ 183.75	\$ 1,470.00
Amazon-Bug Zapper	02/02/18	\$ 716.97			
Amazon-Bug Zapper	02/09/18		\$ 199.99		
Amazon-Bug Zapper	04/04/18			\$ 199.99	\$ 1,116.95
Dollar General	02/02/18	\$ 37.75			
Dollar General	02/06/18	\$ 58.50			
Dollar General	02/12/18		\$ 42.00		
Dollar General	02/09/18			\$ 37.40	
Dollar General	04/10/18	\$ 33.00			
Dollar General	04/19/18		\$ 11.50		\$ 220.15
Tops	02/06/18	\$ 19.47			
	03/08/18		\$ 13.98		\$ 33.45
Total		\$ 3,437.27	\$ 1,484.97	\$ 1,554.89	\$ 6,477.13



STATE OF INDIANA

Eric J. Holcomb, Governor

Jacob Speer, State Librarian

INDIANA STATE LIBRARY
140 N. Senate Avenue
Indianapolis, IN 46204
Phone: (317) 232-3675
Fax: (317) 232-0002

June 11, 2018

Jamie Scott
North Madison County Public Library System
1600 Main St
Elwood, IN 46036-2023

Dear Jamie,

At its June 8th meeting, the Indiana Library & Historical Board (ILHB) found your library to be **in compliance** with the Public Library Standards (590 IAC 6) for 2017.

Your continued efforts toward meeting these standards are appreciated. The Indiana State Library is committed to bringing all of the public libraries in Indiana into compliance so that we can offer the best possible service to the residents of the state. Thank you, to you and your board, for all of your work to ensure these standards are achieved statewide.

Please do not hesitate to contact the Library Development Office at LDO@library.in.gov if we can be of any future assistance.

Sincerely,

Jennifer N. Clifton
Library Development Office

Bank Balances

North Madison County Public Library System

Report as of: 06/30/18

<i>Bank</i>	
1	Star Financial Bank \$762,161.16
2	Star Financial Bank (2) \$62,786.02
3	Community Bank/Summitville \$0.00
4	First Farmers Bank & Trust \$196,758.11
5	PNC Bank \$0.00
6	Main Source Bank \$0.00
7	Petty Cash & Cash Drawer \$260.00
8	National City Bank (2) \$0.00
9	First Farmers Bank & Trust (2) \$0.00
Total all banks = \$1,021,965.29	

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Financial Report

North Madison County Public Library System

Report Dates = 06/01/18 to 06/30/18

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
100 Operating Fund	\$699,170.15	\$75,445.76	\$513,717.02	\$500,069.35	\$607,613.66	\$793,066.79
Subtotal	\$699,170.15	\$75,445.76	\$513,717.02	\$500,069.35	\$607,613.66	\$793,066.79
1. Operating Fund						
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
106 Evergreen Indiana	\$91.16	\$0.00	\$241.40	\$15.55	\$236.29	\$86.05
107 PLAC	\$195.00	\$0.00	\$325.00	\$65.00	\$195.00	\$65.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
115 LIRF	\$54,370.99	\$0.00	\$0.00	\$0.00	\$0.00	\$54,370.99
117 Rainy Day Fund	\$123,812.58	\$0.00	\$0.00	\$0.00	\$0.00	\$123,812.58
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$46,785.72	\$1,787.62	\$2,660.42	\$130.00	\$2,907.00	\$47,032.30
121 F'nk Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
122 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
124 F'nk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
125 St Technology Fund Grant Fund	\$0.00	\$1,584.00	\$9,504.00	\$0.00	\$11,721.98	\$2,217.98
Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$226,569.03	\$3,371.62	\$12,730.82	\$210.55	\$15,060.27	\$228,898.48
4. Withholding						
201 Federal Taxes Withheld	\$0.00	\$3,301.99	\$21,142.61	\$3,301.99	\$21,142.61	\$0.00
202 FICA	\$0.00	\$2,538.84	\$16,546.86	\$2,538.84	\$16,546.86	\$0.00
203 State Tax Withheld	\$0.00	\$1,279.50	\$8,352.60	\$1,279.50	\$8,352.60	\$0.00
204 County Taxes Withheld	\$0.00	\$665.62	\$4,345.07	\$665.62	\$4,345.07	\$0.00
205 PERF	\$0.00	\$813.36	\$5,288.72	\$813.36	\$5,288.72	\$0.00
206 Empower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
207 Annuity	\$0.00	\$682.00	\$4,078.00	\$682.00	\$4,078.00	\$0.00
208 Insurance	\$0.00	\$739.16	\$4,135.72	\$739.18	\$4,135.74	\$0.02
209 Medicare	\$0.00	\$593.76	\$3,869.87	\$593.76	\$3,869.87	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212 AFLAC	\$0.00	\$493.56	\$3,208.14	\$493.56	\$3,208.14	\$0.00
Subtotal	\$0.00	\$11,107.79	\$70,967.59	\$11,107.81	\$70,967.61	\$0.02
Grand Total	\$925,739.18	\$89,925.17	\$597,415.43	\$511,387.71	\$693,641.54	\$1,021,965.29

Total all banks = \$1,021,965.29

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 06/01/18 To 06/30/18

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	\$60,574.00	\$0.00	\$60,574.00	\$4,605.46	\$29,935.49	\$30,638.51	50.6
1.12 Salary of Assistants	\$615,631.00	\$0.00	\$615,631.00	\$34,290.97	\$223,941.20	\$391,689.80	63.6
1.13 Wages of Janitor	\$36,153.00	\$0.00	\$36,153.00	\$2,330.29	\$14,813.39	\$21,339.61	59.0
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$2,404.07	\$3,595.93	59.9
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$3,132.60	\$20,416.73	\$30,583.27	60.0
1.17 Emp Cont IN Def Comp Matching Plan	\$0.00	\$5,000.00	\$5,000.00	\$341.56	\$2,049.36	\$2,950.64	59.0
1.18 Emp Cont PERF	\$46,000.00	(\$5,000.00)	\$41,000.00	\$3,036.64	\$19,745.22	\$21,254.78	51.8
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$7,334.00	\$38,398.74	\$61,601.26	61.6
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
Subtotal	\$915,658.00	\$0.00	\$915,658.00	\$55,071.52	\$351,704.20	\$563,953.80	61.6
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$357.80	\$2,422.16	\$12,577.84	83.9
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$511.69	\$3,271.03	\$6,228.97	65.6
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$146.48	\$1,012.16	\$2,987.84	74.7
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$21.00	\$52.00	\$98.00	65.3
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$29.96	\$220.04	88.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$376.55	\$623.45	62.3
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.31 Book Processing	\$8,000.00	\$0.00	\$8,000.00	\$622.70	\$2,541.68	\$5,458.32	68.2

<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>
2.32 Automation	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
Subtotal	\$43,900.00		\$43,900.00	\$1,659.67	\$9,705.54	\$34,194.46	77.9
<i>2. Supplies</i>							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
<i>3. Other Services and Charge</i>							
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$6,251.94	\$55,017.51	(\$17.51)	0.0
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12 Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$0.00	\$3,679.72	\$2,970.28	44.7
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$201.10	\$5,798.90	96.6
3.147 Evergreen Membership	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.0
3.21 Telephone & Telegraph	\$30,600.00	\$0.00	\$30,600.00	\$881.53	\$5,265.07	\$25,334.93	82.8
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$20.40	\$314.38	\$3,485.62	91.7
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$37.49	\$398.64	\$2,601.36	86.7
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$75.00	\$173.00	\$2,827.00	94.2
3.26 Elwood Children's Programing	\$5,000.00	\$0.00	\$5,000.00	\$623.44	\$1,997.84	\$3,002.16	60.0
3.27 Elwood Adult Programing	\$3,000.00	\$0.00	\$3,000.00	\$253.32	\$520.04	\$2,479.96	82.7
3.28 Frankton Programing	\$4,000.00	\$0.00	\$4,000.00	\$147.46	\$748.47	\$3,251.53	81.3
3.29 Summitville Programing	\$3,000.00	\$0.00	\$3,000.00	\$24.02	\$880.01	\$2,119.99	70.7
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$0.00	\$3,100.00	100.0
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$20.80	\$128.36	\$1,071.64	89.3
3.4 Insurance	\$21,000.00	\$0.00	\$21,000.00	\$0.00	\$6,536.00	\$14,464.00	68.9
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$289.35	\$4,928.54	\$15,071.46	75.4

<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	\$40,000.00	\$0.00	\$40,000.00	\$3,071.07	\$14,680.49	\$25,319.51	63.3
3.53 Water	\$4,000.00	\$0.00	\$4,000.00	\$187.29	\$1,078.84	\$2,921.16	73.0
3.54 Waste Disposal Services	\$5,000.00	\$0.00	\$5,000.00	\$270.39	\$1,708.01	\$3,291.99	65.8
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$50.95	\$353.13	\$1,646.87	82.3
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$234.55	\$1,710.42	\$5,289.58	75.6
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$327.00	\$2,373.00	87.9
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$85.00	\$415.00	83.0
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$254,050.00		\$254,050.00	\$12,439.00	\$105,731.57	\$148,318.43	58.4

4. Capitol Outlays

4.1 Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2 Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$347.34	\$2,537.27	\$2,462.73	49.3
4.21 Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$63.99	\$1,470.63	\$18,529.37	92.6
4.31 Elwood Adult	\$25,000.00	\$0.00	\$25,000.00	\$463.28	\$7,502.42	\$17,497.58	70.0
4.32 Elwood Childrens	\$13,000.00	\$0.00	\$13,000.00	\$649.74	\$4,152.38	\$8,847.62	68.1
4.33 Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$238.99	\$1,663.19	\$3,836.81	69.8
4.34 Frankton	\$15,500.00	\$0.00	\$15,500.00	\$691.48	\$5,251.49	\$10,248.51	66.1
4.35 Summitville	\$13,500.00	\$0.00	\$13,500.00	\$624.45	\$3,945.77	\$9,554.23	70.8
4.4 Elwood Period. & News.	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$832.86	\$6,167.14	88.1
4.41 Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$319.93	\$1,680.07	84.0
4.42 Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$886.77	\$1,061.77	\$438.23	29.2
4.51 Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$1,423.35	\$8,996.97	\$16,003.03	64.0
4.52 Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$475.44	\$4,441.69	\$4,558.31	50.6
4.53 Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$405.74	\$4,051.10	\$3,948.90	49.4

<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>
4.54 Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$343.24	\$7,656.76	95.7
Subtotal	\$161,000.00		\$161,000.00	\$6,270.57	\$46,570.71	\$114,429.29	71.1
Grand Total	\$1,375,608.00	\$0.00	\$1,375,608.00	\$75,440.76	\$513,712.02	\$861,895.98	62.7

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Receipt Listing

North Madison County Public Library System

Report Date: From 06/01/18 To 06/30/18

Receipt #	Date	Name	Explanation	Bank	Total
222	06/01/18	Jordan Arehart	FINES & FEES - RECEIPT #13186	1	\$69.15
223	06/04/18	Jill Murray	Book Sale Summitville-Receipt #13187	1	\$123.50
224	06/04/18	Jill Murray	FINES & FEES - RECEIPT #13188	1	\$25.00
225	06/04/18	Katie Schiffner	FINES & FEES - RECEIPT #13189	1	\$50.15
226	06/04/18	Jordan Arehart	FINES & FEES - RECEIPT #13190	1	\$15.90
227	06/05/18	Jordan Arehart	FINES & FEES - RECEIPT #13191	1	\$56.14
228	06/05/18	Madison County Treasurer	June 2018 LIT Distribution	1	\$18,475.83
229	06/06/18	Debbie Fox	FINES & FEES - RECEIPT #13193	1	\$75.05
230	06/06/18	Katie Schiffner	FINES & FEES - RECEIPT #13194	1	\$64.61
231	06/06/18	Star Financial Bank	May 2018 Interest	2	\$17.48
232	06/07/18	First Farmers Bank & Trust	May Interest	4	\$183.39
233	06/07/18	Jordan Arehart	FINES & FEES - RECEIPT #13195	1	\$117.55
234	06/08/18	Todd Buckmaster	FINES & FEES - RECEIPT #13196	1	\$27.73
235	06/08/18	Todd Buckmaster	FINES & FEES - RECEIPT #13196	1	\$27.73
236	06/11/18	Jordan Arehart	FINES & FEES - RECEIPT #13197	1	\$143.80
237	06/11/18	Jill Murray	FINES & FEES - RECEIPT #13198	1	\$61.80
238	06/11/18	Jordan Arehart	FINES & FEES - RECEIPT #13199	1	\$32.46
239	06/11/18	Debbie Fox	FINES & FEES - RECEIPT #13200	1	\$65.45
240	06/12/18	Jordan Arehart	FINES & FEES - RECEIPT #13201	1	\$45.25
241	06/13/18	Katie Schiffner	FINES & FEES - RECEIPT #13202	1	\$48.15
242	06/15/18	Jordan Arehart	FINES & FEES - RECEIPT #13203	1	\$66.67
243	06/18/18	Jordan Arehart	FINES & FEES - RECEIPT #13204	1	\$88.50
244	06/18/18	Jordan Arehart	FINES & FEES - RECEIPT #13205	1	\$33.70
245	06/18/18	Debbie Fox	FINES & FEES - RECEIPT #13206	1	\$99.00
246	06/18/18	Jill Murray	FINES & FEES - RECEIPT #13207	1	\$64.35
247	06/19/18	Katie Schiffner	FINES & FEES - RECEIPT #13208	1	\$65.05
248	06/20/18	Jordan Arehart	FINES & FEES - RECEIPT #13209	1	\$24.25
249	06/20/18	Madison County Treasurer	June Settlement-Receipt #13210	1	\$475,889.21
250	06/21/18	Katie Schiffner	FINES & FEES - RECEIPT #13211	1	\$53.65
251	06/13/18	PAYROLL		1	\$5,571.51
252	06/22/18	Jordan Arehart	FINES & FEES - RECEIPT #13212	1	\$95.64
253	06/27/18	PAYROLL		1	\$5,536.30
254	06/25/18	Jill Murray	FINES & FEES - RECEIPT #13213	1	\$90.15
255	06/25/18	Katie Schiffner	FINES & FEES - RECEIPT #13214	1	\$88.80

Receipt #	Date	Name	Explanation	Bank	Total
256	06/25/18	Jordan Arehart	FINES & FEES - RECEIPT #13215	1	\$26.35
257	06/26/18	Debbie Fox	FINES & FEES - RECEIPT #13216	1	\$125.80
258	06/26/18	Jordan Arehart	FINES & FEES - RECEIPT #13217	1	\$88.70
259	06/27/18	Jordan Arehart	FINES & FEES - RECEIPT #13218	1	\$44.25
260	06/28/18	Jordan Arehart	FINES & FEES - RECEIPT #13219	1	\$58.26
261	06/29/18	Jordan Arehart	FINES & FEES - RECEIPT #13220	1	\$47.80
265	06/13/18	Madison County Treasurer	Special Distribution 2018 LIT	1	\$3,528.00
266	06/30/18	Todd Buckmaster	Correcting Receipt # 235 Deposit posted twice #13196	1	(\$27.73)
267	06/01/18	Star Financial Bank	May Interest	1	\$3.38
Total All Receipts					\$511,387.71

Friday, July 20, 2018

Fiscal Officer

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Voucher List

North Madison County Public Library System

Report Date: From 06/01/18 To 06/30/18

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31438	322	AT&T	06/11/18	Service for Elwood & Summitville	\$241.22
31439	323	BAKER & TAYLOR	06/11/18	As per attached invoices.	\$2,864.57
31440	324	BARBARA SNIPE	06/11/18	North Adult Services Display	\$50.00
31441	325	BAXTER PEST PROFESSIONA	06/11/18	Qtrly Pest Control	\$180.00
31446	326	CITY OF ELWOOD UTILITIES	06/11/18	Service for Elwood	\$317.54
31444	327	CHARLOTTE BATTIN	06/11/18	Polynesian dance program	\$133.33
31445	328	CIID	06/11/18	Irish Dance Performance	\$75.00
31447	329	DEMCO	06/11/18	As per attached invoices.	\$865.54
31448	330	DOLLAR GENERAL-REGIONS 4	06/11/18	As per attached invoices.	\$14.75
31449	331	ELWOOD CALL LEADER	06/11/18	Help wanted Youth Services	\$20.80
31451	332	ENA SERVICES LLC	06/11/18	VoIP and Internet	\$2,024.48
31450	333	ELWOOD CHAMBER OF COM	06/11/18	Glass Festival Booth rental	\$260.00
31452	334	FRONTIER	06/11/18	Service for Frankton	\$199.83
31453	335	GENERATIVE GROWTH II, LLC	06/11/18	Snacks from Needlers	\$15.02
31455	336	HERALD BULLETIN, THE	06/11/18	Summitville 52 week subscription	\$319.93
31457	337	INDIANA STATE LIBRARY	06/11/18	Info Express-Elwood, Frankton & Summitville	\$2,175.00
31458	338	INDIANA-AMERICAN WATER C	06/11/18	Service for Summitville	\$25.15
31456	339	INDIANA MICHIGAN POWER C	06/11/18	Service for Summitville	\$475.74
31460	340	MIDWEST TAPE	06/11/18	As per attached invoices.	\$1,286.06
31461	341	NUGENT ELECTRIC INC.	06/11/18	Lighting Supplies	\$376.50
31462	342	ORIENTAL TRADING COMPAN	06/11/18	Summer Reading Supplies-Summitville	\$100.36
31463	343	RICOH USA, INC	06/11/18	Copies Frankton & Summitville & Elwood	\$175.43
31464	344	STAPLES ADVANTAGE	06/11/18	Copy Paper -Elwood Pepper Spray	\$161.08
31465	345	TEI LANDMARK AUDIO	06/11/18	Books on CD	\$69.70
31466	346	TOPS HOME CENTER	06/11/18	As per attached invoices.	\$169.12
31468	347	VECTREN ENERGY DELIVERY	06/11/18	Service for Elwood, Summitville	\$207.97
31469	348	WELLS FARGO VENDOR FINA	06/11/18	Copier Lease- Frankton & Summitville	\$121.20
31443	349	CHARLOTTE BATTIN	06/11/18	Program- Elwood	\$133.33
31442	350	CHARLOTTE BATTIN	06/11/18	Program-Summitville	\$133.33
31459	351	INDIANAPOLIS OPERA	06/11/18	Program-Frankton	\$300.00
31467	352	TRISHA SHULER	06/11/18	Mileage 85.2 X \$.44 = \$37.49	\$37.49
31454	353	HARPER'S LAWN CARE	06/11/18	Lawn care-Frankton	\$312.00
0	354	INDIANA PUBLIC RETIREMENT	06/11/18	Payroll ending 6/9/18	\$1,925.05
0	355	GREAT-WEST RETIREMENT S	06/11/18	Payroll ending 6/9/18	\$341.00
0	356	GREAT-WEST RETIREMENT S	06/11/18	Emplr contribution M Robertson	\$170.78
0	357	EFTPS	06/11/18	Payroll ending 6/9/18	\$4,804.78
0	358	PAYROLL	06/13/18	PAYROLL	\$20,747.75
31480	359	TOWN OF FRANKTON	06/27/18	Service for Frankton	\$603.72
31482	360	VECTREN ENERGY DELIVERY	06/27/18	Service for Frankton and Elwood	\$81.38
31470	361	BARBARA SNIPE	06/27/18	Coca Cola Display Adult Services	\$50.00
0	362	CARDMEMBER SERVICE	06/27/18	As per attached invoices.	\$604.77
31471	363	HERALD BULLETIN, THE	06/27/18	Summitville 52 weeks	\$319.93
31472	364	INDIANA MICHIGAN POWER C	06/27/18	Service for Elwood	\$2,051.30
31473	365	INDIANA NEWSPAPERS, INC.	06/27/18	Indy Star 6/11/18-630/19 Summitville	\$246.91
31474	366	INDIANA PEST CONTROL, INC	06/27/18	Heat treat Elwood	\$850.00
31475	367	JILL MURRAY	06/27/18	Petty Cash Reimbursement	\$37.32
31476	368	ORIENTAL TRADING COMPAN	06/27/18	As per attached invoices.	\$104.52
31477	369	STAPLES ADVANTAGE	06/27/18	As per attached invoices.	\$222.57
31478	370	SYNCB/AMAZON	06/27/18	As per attached invoices.	\$1,923.38

Printed on Friday, July 20, 2018

Page 1 of 2

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31479	371	T & A SEALCOATING	06/27/18	Elwood parking lot-Sealcoating and crack filled	\$2,620.00
31481	372	TOWN OF SUMMITVILLE	06/27/18	Service for Summitville	\$55.30
0	373	UNITED HEALTHCARE	06/27/18	Health insurance 7/1/18-7/31/18	\$8,073.16
31483	374	WELLS FARGO VENDOR FINA	06/27/18	Copier Lease-Elwood	\$113.35
0	375	EFTPS	06/27/18	Payroll ending 6/23/18	\$4,762.4
0	376	INDIANA PUBLIC RETIREMENT	06/27/18	Payroll ending 06/23/18	\$1,924.91
0	377	GREAT-WEST RETIREMENT S	06/27/18	Payroll ending 6/23/18	\$341.00
0	378	GREAT-WEST RETIREMENT S	06/27/18	IN Matching Plan-M Robertson	\$170.71
0	379	AFLAC	06/27/18	June Withholdings	\$493.56
0	380	INDIANA DEPARTMENT OF RE	06/27/18	June Withholding	\$1,945.1
0	381	PAYROLL	06/27/18	PAYROLL	\$20,478.9
0	382	NORTH MADISON COUNTY PU	06/27/18	Moving money from YS Cash Drawer See Receipt #187 dated 4/26/17	\$5.00
0	383	STAR FINANCIAL BANK	06/01/18	May Service Charge	\$14.9
Total Amount of Claims					\$89,925.17

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 20, 2018

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 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$89,925.17

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Date/Time: Jul. 5. 2018 7:20AM

File No.	Mode	Destination	Pg(s)	Result	Page Nct Sent
2829	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

Agenda
July 9, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville
 - a. Foundation Issues
 - b. Carpet
 - 2. Credit Card Resolution and Policy
 - 3. Internal Controls
- New Business
 - 1. Vice-President Nomination and Appointment
 - 2. 2019 Budget Review
 - 3. Frankton Custodian Position
 - 4. Indiana Pest Control Monthly Maintenance
- Director's Report
- Public Comment
- Adjournment

Please publish this week and again on Monday. Thank you

Date/Time: Jul. 5. 2018 7:19AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2626 Memory TX	call leader	P. 1	OK	

Date/Time: Jul. 5. 2018 7:17AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
826 Memory TX	Frankton FAX	P. 1	OK	

- Agenda
July 5, 2018
New Hudson County Public Library System
Board of Trustees
- Board of Trustees
Regular Meeting
7:00 PM
- Call to Order
Call for Questions
Consent Agenda
Minutes
Claims Register & Checks
Personnel
Old Business
1. Sunnyside
 a. Foundation Issues
 b. Carpet
2. Credit Card Resolution and Policy
3. Internal Controls
New Business
1. Vice-President Nomination and Appointment
2. 2017 Budget Review
3. Foundation Governance Protocol
4. Indicate Your Council Monthly Maintenance
Director's Report
Public Comment
Adjournment

Please publish
this week and
again on Monday
Thank you

- Agenda
July 5, 2018
New Hudson County Public Library System
Board of Trustees
- Board of Trustees
Regular Meeting
7:00 PM
- Call to Order
Call for Questions
Consent Agenda
Minutes
Claims Register & Checks
Personnel
Old Business
1. Sunnyside
 a. Foundation Issues
 b. Carpet
2. Credit Card Resolution and Policy
3. Internal Controls
New Business
1. Vice-President Nomination and Appointment
2. 2017 Budget Review
3. Foundation Governance Protocol
4. Indicate Your Council Monthly Maintenance
Director's Report
Public Comment
Adjournment

* * * Communication Result Report (Jul. 5. 2018 7:18AM) * * *

3}

Date/Time: Jul. 5. 2018 7:17AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2827 Memory TX	Summitville FAX	P. 1	OK	

Reason for error

mnm. 1) Hang up or line fail	E. 2) Busy
. 3) No answer	E. 4) No facsimile connection
. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

Agenda

July 9, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order
Call for Quorum
Consent Agenda
Minutes
Claims Register & Checks
Personnel
Old Business
1. Summitville
a. Foundation Issues
b. Carpet
2. Credit Card Resolution and Policy
3. Internal Controls
New Business
1. Vice-President Nomination and Appointment
2. 2019 Budget Review
3. Frankton Custodian Position
4. Indiana Pest Control Monthly Maintenance
Director's Report
Public Comment
Adjournment

Agenda

August 13, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville
 - a. Foundation Issues
2. Internal Controls
3. Frankton Custodian Position

New Business

1. Approve 2019 Budget for Publication
2. HVAC Issues
 - a. Elwood- Move AC Unit
 - b. Summitville – Replace Blower Motor
3. Pest Control Prevention and Response Policy
4. Indiana State Library Consortium Resolution for Public Internet Access

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
August 13, 2018
4:30 p.m.

CALL TO ORDER

Vice President Larry Watson called a regular meeting of the North Madison County Public Library Board of Trustees to order on August 13, 2018, in the meeting room of the Elwood Public Library

CALL FOR QUORUM

Present were members Larry Watson, Kenny Giselbach, Mary Kiplinger, Tom Stone, Glenn Eddleman, and Bette Dalzell. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Bette Dalzell made a motion to approve the consent agenda. A second was made by Kenny Giselbach and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville

Foundation- Director Scott has met with Lori Young from Curry and Associates. They specialize in water issues. They would like to do a study of the drainage around the building. Director Scott ask that additional parking and a patio be included in the study. Lori Young assured Director Scott the study would be completed on an hourly rate basis not to exceed \$4500.00. Tom Stone made a motion to hire Curry and Associates to complete the study. Glenn Eddleman made a second and the motion carried.

Carpet-Floors and More Designs will be installing new carpet and flooring on August 20th. Director Scott asked that the library remain closed through August 27th.

Internal Controls-Receipts

Internal Controls-Receipts was reviewed. Glenn Eddleman made a motion to accept Internal Controls-Receipts as written. Mary Kiplinger made a second and the motion carried.

Frankton Custodian Position

The costs of wages and benefits to add the Frankton Custodian Position to the Elwood Custodian position at 35 hours per week were reviewed. Director Scott consulted with John Mayes of Bose McKinney and Evans regarding the Affordable Health Care Act. Any employee working over 30 per week is eligible for health insurance. After careful consideration Bette Dalzell made a motion to hire a new ten-hour employee at Frankton

and to keep the Elwood Custodian position at 25 hours. Tom Stone made a second and the motion carried.

NEW BUSINESS

Approve 2019 Budget for Publication

2019 Budget Review

The following 2019 budget was requested for publication:

Operating Fund Budget--\$1,375,608

The maximum estimate funds to be raised are \$874,494 with a tax rate of .1554

The current tax levy is \$845,710

The current tax rate is .1306

2018 Estimated Property Tax Cap of \$189,935

Rainy Day Fund estimate \$50,000. There is no maximum estimated amount to be raised or any current tax levy.

The Library Improvement Reserve Fund estimate \$54,000. There is no maximum estimate amount to be raised or any current tax levy.

Kenny Giselbach made a motion to approve the 2019 budget for publication. Glenn Eddleman made a second and the motion carried.

HVAC Issues

a. Elwood-Move AC Unit

The ductless split A/C unit needs to be relocated from the server closet to the IT room to control the temperature in the IT room at night. This will reduce the use of the chiller. All the servers will be located in the IT room. This will require Nugent Electric to do the electrical installation for \$1,496.00 and Vasey Commercial, Inc. to install the split ductless a/c unit for \$2,088.00. Glenn Eddleman made a motion to accept the bids from Nugent Electric and Vasey Commercial, Inc. Mary Kiplinger made a second and the motion carried.

b. Summitville-Replace Blower Motor

The blower motor at Summitville is loose and could fail at any time but is currently working. Replacement of the blower motor and cleaning condenser coils will be \$1,170.00. We will not replace the blower motor until it fails.

Bette Dalzell made a motion to replace the blower motor when it fails. Kenny Giselbach made a second and the motion carried.

Pest Control Prevention and Response Policy

The board of trustees reviewed the Pest Control Prevention and Response Policy. Bette Dalzell made a motion to accept the policy as written. Mary Kiplinger made a second and the motion carried.

Indiana State Library Consortium Resolution for Public Internet Access

Bette Dalzell made a motion to accept the Indiana State Library Consortium Resolution for Public Internet Access as read. Glenn Eddleman made a second and the motion carried.

Director's Report

We had two disgruntled patrons on Saturday August 11th for the craft program. They were very upset that there were not any empty seats for them when they arrived. They went to the front desk to complain and made a scene, called the staff member an inappropriate name and refused to listen when staff tried to assure them there would be an opening soon. They refused to leave and police were called. Because the patron behavior policy was violated, both patrons will be banned from the library for six months. Sunday from 9 am to 5 pm we will be packing books at the Ralph E. Hazelbaker library to prepare for new carpet on Monday. Anyone willing to help is welcome.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

Bette Dalzell made a motion to adjourn the meeting. Mary Kiplinger made a second and the meeting adjourned.

Bette Dalzell
Bette Dalzell, Secretary

Mary E. Kiplinger
Glenn Eddleman
Glenn Ray Eddleman

Beverly J. Austin
Bette Dalzell
Lena Watson

Register Of Claims

North Madison County Public Library System

Report Date: From 07/10/18 To 08/13/18

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	444	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,282.66	07/25/18	State & Co WH/ July
			County Taxes Withheld	Payroll Deductions	\$667.35		
			Total this claim =		\$1,950.01		
0	460	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$170.78	08/08/18	Payroll ending 8/4 IN Matching Plan
				Total this claim =			
0	459	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	08/08/18	Payroll ending 8/4/18
				Total this claim =			
0	457	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$406.84	08/08/18	Payroll ending 8/4/18
			Operating Fund	Emp Cont PERF	\$1,518.94		
			Total this claim =		\$1,925.78		
0	426	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	07/11/18	PAYROLL
			Operating Fund	Salary of Assistants	\$16,070.32		
			Operating Fund	Wages of Janitor	\$1,351.10		
			Total this claim =		\$19,724.15		
0	454	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$24.36	08/08/18	Service for Elwood, Summitville, Franktc
			Operating Fund	Gas	\$20.66		
			Operating Fund	Gas	\$38.14		
			Total this claim =		\$83.16		
0	448	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$9.90	08/01/18	July Service Charge
Total this claim =		\$9.90					
0	447	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	07/25/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,284.02		
			Operating Fund	Wages of Janitor	\$1,345.18		
			Total this claim =		\$20,931.93		
0	461	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	08/08/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,082.14		
			Operating Fund	Wages of Janitor	\$1,367.05		
			Total this claim =		\$20,751.92		
0	445	AFLAC	AFLAC	Payroll Deductions	\$493.56	07/25/18	Withholding for July
Total this claim =		\$493.56					

<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>
0	458	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,576.89	08/08/18	Payroll ending 8/4/18
			FICA	Payroll Deductions	\$1,278.01		
			Federal Taxes Withheld	Payroll Deductions	\$1,646.57		
			Medicare	Payroll Deductions	\$298.88		
				Total this claim =	<u>\$4,800.35</u>		
0	443	GREAT-WEST RETIREMENT S	Annuity	Emp Cont IN Def Comp Matching	\$170.78	07/25/18	Emplyr contribution-M Robertson-Payrol ending 7/21/18
				Total this claim =	<u>\$170.78</u>		
0	442	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	07/25/18	Payroll ending 7/21/18
				Total this claim =	<u>\$341.00</u>		
0	441	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,591.91	07/25/18	Payroll ending 7/21/18
			FICA	Payroll Deductions	\$1,290.18		
			Federal Taxes Withheld	Payroll Deductions	\$1,671.58		
			Medicare	Payroll Deductions	\$301.73		
				Total this claim =	<u>\$4,855.40</u>		
0	440	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$406.69	07/25/18	Payroll ending 7/21/18
			Operating Fund	Emp Cont PERF	\$1,518.34		
				Total this claim =	<u>\$1,925.03</u>		
0	439	PAYROLL	Operating Fund	Salary of Assistants	\$706.80	07/25/18	PAYROLL
				Total this claim =	<u>\$706.80</u>		
0	428	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$52.82	07/11/18	Payroll correction for 7/7/18
			FICA	Payroll Deductions	\$42.81		
			Federal Taxes Withheld	Payroll Deductions	\$78.48		
			Medicare	Payroll Deductions	\$10.01		
				Total this claim =	<u>\$184.12</u>		
0	427	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$21.20	07/11/18	Payroll correction for pay ending 7/7/18
			Operating Fund	Emp Cont PERF	\$79.16		
				Total this claim =	<u>\$100.36</u>		
0	446	CARDMEMBER SERVICE	Operating Fund	Professional Meetings	\$49.00	07/25/18	As per attached invoices.
			Operating Fund	Postage & UPS	\$14.98		
			Operating Fund	Repair Parts/Maintenance	\$212.65		
			Operating Fund	Fuel, Oil and Lubricants	\$21.00		
				Total this claim =	<u>\$297.63</u>		
31520	429	AT&T	Operating Fund	Telephone & Telegraph	\$71.98	07/25/18	Service for Summitville
				Total this claim =	<u>\$71.98</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>
31521	430	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	<u>\$2,249.52</u>	07/25/18	Service for Elwood
				Total this claim =	\$2,249.52		
31522	431	JILL MURRAY	Operating Fund	Postage & UPS	\$10.65	07/25/18	Petty Cash
			Operating Fund	Summitville Programing	<u>\$14.52</u>		
				Total this claim =	\$25.17		
31523	433	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$58.53	07/25/18	Office supplies-Summitville
			Operating Fund	Furniture & Equipment	<u>\$169.34</u>		
				Total this claim =	\$227.87		
31524	434	SYNCB/AMAZON	Operating Fund	Elwood AV	\$943.51	07/25/18	As per attached invoices.
			Operating Fund	Frankton AV	\$478.97		
			Operating Fund	Summitville AV	\$496.96		
			Operating Fund	Summitville	\$24.82		
			Operating Fund	Technology Equipment	\$236.55		
			Operating Fund	Summitville Programing	<u>\$19.99</u>		
				Total this claim =	\$2,200.80		
31525	438	TOWN OF FRANKTON	Operating Fund	Electricity	\$711.73	07/25/18	Service for Frankton
			Operating Fund	Water	\$27.26		
			Operating Fund	Waste Disposal Services	<u>\$29.59</u>		
				Total this claim =	\$768.58		
31526	435	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$43.80	07/25/18	Service for Summitville
			Operating Fund	Waste Disposal Services	<u>\$11.50</u>		
				Total this claim =	\$55.30		
31527	432	TRISHA SHULER	Operating Fund	Elwood Adult Programing	\$20.00	07/25/18	Petty Cash
			Operating Fund	Operating Supplies	<u>\$18.00</u>		
				Total this claim =	\$38.00		
31528	436	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$7,333.98	07/25/18	Insurance 8/1/18-8/31/18
			Insurance	Payroll Deductions	<u>\$739.18</u>		
				Total this claim =	\$8,073.16		
31529	437	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	<u>\$113.35</u>	07/25/18	Copier Lease Elwood
				Total this claim =	\$113.35		
31530	449	AT&T	Operating Fund	Telephone & Telegraph	<u>\$174.23</u>	08/08/18	Service for Elwood
				Total this claim =	\$174.23		
31531	450	BARBARA SNIPES	Operating Fund	Professional Services	\$50.00	08/08/18	North Display - AS
			Operating Fund	Operating Supplies	<u>\$21.36</u>		
				Total this claim =	\$71.36		

<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>
31532	451	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$133.56	08/08/18	Service for Elwood
			Operating Fund	Waste Disposal Services	\$211.94		
				Total this claim =	<u>\$345.50</u>		
31533	452	FRONTIER	Operating Fund	Telephone & Telegraph	\$199.47	08/08/18	Service for Frankton
				Total this claim =	<u>\$199.47</u>		
31534	453	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$255.00	08/08/18	Youth Services Full Conference (CYPD) - Trisha
				Total this claim =	<u>\$255.00</u>		
31535	456	KATIE SCHIFFNER	Operating Fund	Traveling Expense	\$6.60	08/08/18	Mileage 15 mi @ \$.44
				Total this claim =	<u>\$6.60</u>		
31536	455	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$60.60	08/08/18	Copier Lease Frankton and Summitville
			Operating Fund	Equipment/Rental	\$60.60		
				Total this claim =	<u>\$121.20</u>		
31537	488	AT&T	Operating Fund	Telephone & Telegraph	\$70.18	08/13/18	Service for Summitville
				Total this claim =	<u>\$70.18</u>		
31538	462	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$120.00	08/13/18	Quarterly billing for cloud backup-Augus through October
				Total this claim =	<u>\$120.00</u>		
31539	464	BAKER & TAYLOR	Gift	Frankton	\$7.21	08/13/18	As per attached invoices.
			Operating Fund	Elwood Adult	\$1,026.34		
			Operating Fund	Elwood Childrens	\$414.90		
			Operating Fund	Elwood YA	\$258.78		
			Operating Fund	Frankton	\$765.37		
			Operating Fund	Summitville	\$576.79		
			Operating Fund	Elwood AV	\$44.14		
				Total this claim =	<u>\$3,093.53</u>		
31540	463	BOOK PAGE	Operating Fund	Elwood Adult Programing	\$343.20	08/13/18	Book Page Subscription
			Operating Fund	Frankton Programing	\$132.00		
			Operating Fund	Summitville Programing	\$52.80		
				Total this claim =	<u>\$528.00</u>		
31541	473	BURNETTE - DELLINGER INC.	Operating Fund	Insurance	\$13,618.00	08/13/18	Insurance Renewal
				Total this claim =	<u>\$13,618.00</u>		
31542	466	DISCOUNT PAPER PRODUCTS	Operating Fund	Office Supplies	\$75.06	08/13/18	Receipt Tape
				Total this claim =	<u>\$75.06</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>
31543	465	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programming	\$112.97	08/13/18	As per attached invoices.
			Operating Fund	Elwood Adult Programming	\$54.95		
			Operating Fund	Frankton Programming	\$20.25		
			Operating Fund	Summitville Programming	\$23.26		
				Total this claim =	<u>\$211.43</u>		
31544	467	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$633.98	08/13/18	Internet & VoIP
			Operating Fund	Telephone & Telegraph	\$373.07		
				Total this claim =	<u>\$1,007.05</u>		
31545	476	GENERATIVE GROWTH II, LLC	Operating Fund	Frankton Programming	\$18.55	08/13/18	Snacks
				Total this claim =	<u>\$18.55</u>		
31546	468	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$208.00	08/13/18	Lawn Care for Frankton
				Total this claim =	<u>\$208.00</u>		
31547	471	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,153.86	08/13/18	Service for Summitville & Elwood
			Operating Fund	Electricity	\$646.33		
				Total this claim =	<u>\$2,800.19</u>		
31548	470	INDIANA PEST CONTROL, INC	Operating Fund	Professional Services	\$285.00	08/13/18	Month Treatment-Elwood, Frankton & Summitville
				Total this claim =	<u>\$285.00</u>		
31549	489	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$35.81	08/13/18	Service for Summitville
				Total this claim =	<u>\$35.81</u>		
31550	487	JAN ROLAND	Operating Fund	Frankton Programming	\$10.00	08/13/18	Frankton art class
				Total this claim =	<u>\$10.00</u>		
31551	469	JUNIOR LIBRARY GUILD	Operating Fund	Elwood Childrens	\$1,011.60	08/13/18	Subscription - Youth Services
				Total this claim =	<u>\$1,011.60</u>		
31552	486	KEITH BALDWIN	Operating Fund	Professional Services	\$300.00	08/13/18	Desk shelf at Elwood
				Total this claim =	<u>\$300.00</u>		
31553	472	LIBRARICA LLC	Operating Fund	Technology Software	\$974.84	08/13/18	Cassie renewal
				Total this claim =	<u>\$974.84</u>		
31554	474	MIDWEST COLLABORATIVE F	Operating Fund	Dues	\$125.00	08/13/18	Annual Member
				Total this claim =	<u>\$125.00</u>		
31555	475	MIDWEST TAPE	Operating Fund	Elwood AV	\$260.13	08/13/18	Attached in
			Operating Fund	Frankton AV	\$79.46		
			Operating Fund	Summitville AV	\$79.46		
				Total this claim =	<u>\$419.05</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>
31556	477	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$151.56	08/13/18	Postage lease
				Total this claim =	\$151.56		
31557	478	RICOH USA, INC	Operating Fund	Office Supplies	\$22.30	08/13/18	Copies Frankton & Summitville
			Operating Fund	Office Supplies	\$28.55		
			Operating Fund	Office Supplies	\$100.76		
				Total this claim =	\$151.61		
31558	479	SAFE HIRING SOLUTIONS	Operating Fund	Professional Services	\$28.95	08/13/18	Report-Walser
				Total this claim =	\$28.95		
31559	480	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$19.29	08/13/18	As per attached invoices.
			Operating Fund	Office Supplies	\$25.96		
			Operating Fund	Operating Supplies	\$136.58		
				Total this claim =	\$181.83		
31560	481	TEI LANDMARK AUDIO	Operating Fund	Elwood AV	\$69.70	08/13/18	Audio Books
				Total this claim =	\$69.70		
31561	482	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$98.68	08/13/18	As per attached invoices.
			Operating Fund	Frankton Programing	\$7.98		
				Total this claim =	\$106.66		
31562	483	VASEY COMMERCIAL, INC	Operating Fund	Professional Services	\$276.00	08/13/18	Repairs for Frankton - Contract Franktor
			Operating Fund	Professional Services	\$224.00		& Summitville - Replace evaporator Coil
			Operating Fund	Professional Services	\$4,576.76		& capacitors at Frankton
			Operating Fund	Professional Services	\$276.00		
				Total this claim =	\$5,352.76		
31563	484	VAUGHN'S COMPUTER HOUS	Operating Fund	Professional Services	\$749.00	08/13/18	Computer service and consulting
				Total this claim =	\$749.00		
31564	485	WORLD TRADE PRESS	Operating Fund	Databases	\$225.00	08/13/18	A to Z World Food
				Total this claim =	\$225.00		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$126,689.11

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, August 13, 2018

Mary E. Kiplinger
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 7 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$126,689.11

Date this 13 day of August, 2018.

<u>Kenneth A. Hill</u>	<u>Beth DeSylva</u>	
<u>Thomas C. Stone</u>	<u>Debra Rox Edelman</u>	
<u>Lois Watson</u>		

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.



CURRY & ASSOCIATES, INC.
CONSULTING ENGINEERS & ARCHITECTS

August 10, 2018

Ms. Jamie Scott, Director
North Madison County Public Library System
1600 Main Street
Elwood, IN 46036

RE: Proposal for Engineering Services
Ralph E. Hazelbaker Library Study Proposal

Dear Ms. Scott,

Thank you for the opportunity to meet with you and discuss the drainage concerns at the Ralph E. Hazelbaker Library in Summitville, Indiana. We have done some preliminary investigation related to drainage, and believe that the best course of action is to perform an initial study to better define conditions and develop alternatives and cost estimates for potential improvements projects. Through further discussion with you, we understand the Library is also considering future plans to expand parking on the property. This study would provide a good opportunity to evaluate parking along with drainage improvements.

Curry & Associates, Inc., propose to prepare a mini-study that would include a site survey and investigation of stormwater discharge options and on-site detention. Preliminary planning for future parking lot expansion shall also be included in the study.

We propose to perform this scope of work on an hourly rate basis, with a not-to-exceed amount of \$4,500. The deliverables for this will be a short report with alternatives, cost estimates and recommendations. A topographic survey of the site will also be provided, which could be used for future site planning.

I appreciate the opportunity to provide this proposal. Please contact me if you have any questions or concerns.

Best Regards,

Lori Young, P.E., President

Unit Name: North Madison County Public Library System
Accounting Area: Receipts
Created: June 11, 2018
Reviewed:
Updated:

Objectives

Operations: All transactions for services must be recorded at the time of receipt on the cash register receipt. Collections will be reconciled daily to the cash register receipt by trained circulation staff. Reconciled receipts will be given to the Administrative Assistant for receipting to the Financial and Appropriation record. Receipts will be deposited to the appropriate fund daily for Elwood and weekly for the branches. For more detailed steps, please see "Instructions for Daily Collections".

Reporting: All receipts must be reported accurately on the cash register receipt and the Financial and Appropriation record.

Compliance: All receipts shall be deposited daily or weekly in the designated depository according to the Investment Policy pursuant to IC 5-13-8-1(a) and IC 5-13-6-1.

Control Environment:

1. The Library Board of Trustees and staff demonstrate a commitment to integrity and ethical values by stressing adherence to statutory provisions regarding the receipt of money, the prescribed accounting system, and uniform compliance guidelines published by the State Board of Accounts.
2. The Library Board of Trustees will approve yearly all job descriptions and standard operating procedures for the receipt of all monies.
3. Management assigns responsibility and delegates authority to staff for the collection, receipt reconciliation and deposit of monies for services rendered using the organizational chart, job descriptions and standard operating procedures.
4. Management abides by the job description and the personnel policy when recruiting, hiring and training staff.

5. Management evaluates performance daily as receipts are tallied and deposited pursuant to IC 5-13-6-1. Management follows the guidelines in the personnel policy for constructive evaluations and disciplinary action.

Risk Assessment:

6. In order to accomplish the Operations Objective, management will train staff using standard operating procedures.
In order to accomplish the Reporting Objective the manager and administrative assistant ensures all receipts are reported accurately on the cash register receipt. The director compares the monthly bank statement to the Financial and Appropriation Record.
In order to accomplish the Compliance Objective management requires a procedure comparing the cash depository receipt to the total daily receipts.
7. Management identifies and responds to risk related to achieving the defined objectives. Examples of risk are as follows:
 - Receipts not posted correctly on cash register receipt and/or Financial and Appropriation record.
 - Fine Payment not recorded on patron's account.
 - Fine payment taken off patron's account with no receipts being posted.
 - Incorrect change given.
 - Receipts not deposited correctly.
 - Theft - funds taken from cash register or deposit.Management mitigates the risk by adopting a standard operating procedure for the collection of all monies.
8. Management considers potential for fraud when identifying, analyzing and responding to risks. Considerations to reduce fraud:
 - Each employee is assigned an individual cash register login which must be used for each transaction.
 - Only trained employees will reconcile the funds with the cash register receipt. Administrative Assistant will ensure the reconciliation is correct.
 - Administrative Assistant prepares the deposit and enters it into the Financial and Appropriation record.
 - Director or another staff member initials deposit receipt after comparing it to the total daily receipts.

9. Management identifies, analyzes and responds to significant changes that could impact the internal control system.
 - Recently hired staff are trained on internal controls and standard operating procedures.
 - Staff are updated when policy and/or procedure changes.

Control Activities:

10. Management designs control activities to achieve objectives and respond to risks.
 - Trained circulation staff reconciles the funds to the cash register receipt totals. Administrative Assistant confirms the correctness of the reconciliation with date and initials.
 - Administrative Assistant prepares the deposit and enters the information into the Financial and Appropriation record. The Director confirms the information was input correctly and agrees with the deposit with date and initials.
11. Management designs the unit's information system and related control activities to achieve objectives and respond to risks.
 - Trained circulation staff reconciles the funds to the cash register receipt totals. Fine collection totals on the cash register receipt are compared to the fine collection totals via the ILS system.
 - Administrative assistant checks the reconciliation of the funds to the cash register receipt totals.
 - Administrative Assistant prepares the deposit and enters information in the Financial and Appropriation record.
 - Director confirms the information was input correctly and agrees with the deposit.
12. Management implements control activities through policies.
 - The Library Board of Trustees approves job descriptions, personnel policy, internal controls and standard operating procedures.

Information and Communications:

13. Management uses quality information to achieve the unit's objectives.

- The ILS system's reports are used to compare the fine totals on the cash register receipt with amount taken off patrons' record.
 - The accounting software reports are used to compare the deposit total with the amount input into the financial and appropriation record.
14. Management internally communicates the necessary quality information to achieve the objectives.
- The library board will approve any changes to policy, job descriptions and standard operating procedures.
 - Procedure and policy changes will be discussed and reviewed at monthly manager's meetings.
 - All policies, internal controls and standard operating procedures are digitally available for library board members and staff review.
15. Management externally communicates the necessary quality information to achieve objectives.
- Annual evaluations ensure that all employees are performing their tasks properly.
 - All policies are available on the library's website.
 - All policy changes are made a public library board meetings and posting on the library's website.

Monitoring Activities:

16. Management establishes and operates monitoring activities to monitor the internal control system and evaluate the results.
- Management will periodically review standard operating procedure and internal controls for effectiveness.
17. Management remedies identified internal control deficiencies on a timely basis.
- Violations of policies and procedures are noted and evaluated using the disciplinary action section of the personnel policy.
 - Internal controls are discussed once a quarter at manager meetings.
 - Once a year the interval control system is reviewed by the management and then by the library board.

PART TIME									
Scenario A					Scenario B				
Don's Hourly Wage	\$ 10.82	\$ 541.00	50 hrs per payroll		Don's Hourly Wage	\$10.82	\$757.40	70hrs per payroll	
Frankton Custodian Wage	\$ 8.50	\$ 170.00	20 hrs per payroll						
Total		\$ 711.00					\$757.40		
Increase of \$46.40 per payroll and \$1206.40 per year									
Scenario C									
FULL TIME									
Don's Hourly Wage	\$ 10.82	\$ 865.60	80 hrs per payroll						
Additional Cost for Full time									
PERF		\$ 96.95	per payroll		\$ 2,520.70	per year			
Insurance		\$ 1,263.52	per month		\$ 15,162.24	per year			
Social Security		\$11.83	per payroll		\$307.58	per year			
			Total		\$ 17,990.52				
Increase of \$154.60 per payroll compared to scenario A \$4019.60 per year									
Increase of \$108.20 per payroll compared to scenario B \$2813.20 per year									



2019 Budget Approval for publication:

I am requesting the Board of Trustees of the North Madison County Public Library Board approve for publication the following 2019 Budget:

The Library Operating Fund Budget for \$1,375,608
The maximum estimate funds to be raised are \$874,494 with a tax rate of .1554
The current tax levy is \$845, 710
The current tax rate is .1306
2018 Estimated Property Tax Cap of \$189,935

The Rainy Day Fund estimate is \$50,000. There is no maximum estimated amount to be raised or any current tax levy.

The Library Improvement Reserve Fund estimate is \$54,000. There is no maximum estimated amount to be raised or any current tax levy.

August 13, 2018

PROJECT AGREEMENT FOR BUILDING ENVIRONMENTAL SYSTEMS

Proposal Date	Proposal Number	Agreement No.
07/10/2018	PP501000	

BY AND BETWEEN:

Vasey Commercial, Inc.
10830 Andrade Drive
Zionsville, IN 46077

hereinafter CONTRACTOR

AND

Elwood Public Library
1600 Main Street
Elwood, IN 46036

hereinafter CUSTOMER

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):

Elwood

Move Ductless Split to I T Room.

Includes new Line Set, Labor, Start Up, Refrigerant Recovery.

Total Cost..... \$2,088.00

Excludes Line Voltage to Unit.

Will have to get your Electrician to run new Line Voltage Circuit for unit.

As a condition of performance, payments are to be made on a progress basis. Invoice payment must be made within (10) days of receipt. Any alteration or deviation from the above proposal involving extra cost of material or labor will become an extra charge over the sum stated above. This proposal will become a binding Agreement only after acceptance by Customer and approved by an officer of Contractor as evidenced by their signatures below. This agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein.

CONTRACTOR

CUSTOMER

Signature (Sales Representative)

Don Peabody

Signature (Authorized Representative)

James Scott

Approved For Contractor

Signature

Name (Print/Type)

Jamie Scott

Name & Title

Title

Director

Date

Date

8/14/18

PROJECT AGREEMENT TERMS AND CONDITIONS

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
 2. Contractor warrants that the workmanship hereunder shall be free from defects for thirty (30) days from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates in effect.
 3. Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
 4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
 5. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
 6. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
 7. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
 8. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
 9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
 10. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
 11. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
- Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation, injury or illness to occupants of the facility or third parties, or any damage to the customer's facility, arising out of or in connection with the Contractor's work under this agreement, including without limitation any illness, injury, or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).

12. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.



Nugent Electric Inc.

2106 Ohio Ave.
Anderson, IN 46016

Phone #	Fax #
765-643-8854	765-643-4520

E-mail	nugentelectric@comcast.net
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NAME / ADDRESS
North Madison County Public Library System Attn: Jamie Scott 1600 Main Street Elwood, IN 46036

PROPOSAL

DATE	ESTIMATE #
7/18/2018	6693

TERMS
Net 30

DESCRIPTION	COST	TOTAL
RE: ELWOOD LIBRARY SPLIT AC UNIT		
LABOR AND MATERIALS FOR ELECTRICAL INSTALLATION TO DEMO POWER FEEDS TO A SPLIT HVAC UNIT AND RECONNECT IN NEW LOCATION.	1,496.00	1,496.00
WORK TO BE PERFORMED ON A STRAIGHT TIME BASIS. SALES IS NOT INCLUDED.		
SUBMITTED BY MARK E. NUGENT	TOTAL	\$1,496.00

We propose hereby to furnish material and labor--complete in accordance with above specifications.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed 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 works are fully covered by Workman's Compensation Insurance.

ACCEPTANCE OF PROPOSAL-- 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.

Date of Acceptance 8/14/18 Signature [Signature] Please forward a sales tax exemption certificate if your business is exempt.

PROJECT AGREEMENT FOR BUILDING ENVIRONMENTAL SYSTEMS

Proposal Date	Proposal Number	Agreement No.
07/10/2018	PP501000	

BY AND BETWEEN:

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Elwood, IN 46036

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hereinafter CUSTOMER

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):

Elwood

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Includes new Line Set, Labor, Start Up, Refrigerant Recovery.

Total Cost..... \$2,088.00

Excludes Line Voltage to Unit.

Will have to get your Electrician to run new Line Voltage Circuit for unit.

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CONTRACTOR

CUSTOMER

Signature (Select Representative)

Don Peabody

Signature (Authorized Representative)

Approved For Contractor

Signature

Name (Print/Type)

Name & Title

Title

Date

Date

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- Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
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 - Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
 - Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
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 - Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
 - Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
 - To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
 - Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
 - Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
- Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation, injury or illness to occupants of the facility or third parties, or any damage to the customer's facility, arising out of or in connection with the Contractor's work under this agreement, including without limitation any illness, injury, or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).

12. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.



Nugent Electric Inc.

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TERMS
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WORK TO BE PERFORMED ON A STRAIGHT TIME BASIS. SALES IS NOT INCLUDED.		
SUBMITTED BY MARK E. NUGENT	TOTAL	\$1,496.00

We propose hereby to furnish material and labor--complete in accordance with above specifications.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed 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 works are fully covered by Workman's Compensation Insurance.

ACCEPTANCE OF PROPOSAL-- 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.

Date of Acceptance _____ Signature _____ Please forward a sales tax exemption certificate if your business is exempt.



**North Madison County Public Library System
Pest Control Prevention and Response Policy**

North Madison County Public Library System takes a proactive approach to protect our patrons, staff and facilities from unwanted pests. This policy outlines our prevention and response procedures.

Submitted To: RALPH HAZELBAKER LIBRARY
 Address: 1013 W. CHURCH STREET
 City: SUMMITVILLE State: IN Zip: 46070
 Attn: JAMIE Phone: _____

Proposal/Contract
 Date: 7/10/2018 Page 1 of 1 Page

JOB NAME
 JOB LOCATION

We hereby submit specifications and estimates for:

YORK FURNACE #2:
TG9S060B12MP11B / W1D3672384

REPLACE FAILED BLOWER MOTOR & CHECK OPERATIONS.
MOTOR \$ 360.00 / LABOR \$ 180.00 / FREIGHT \$ 20.00 \$ 560.00

CLEAN CONDENSER COILS ON THREE OUTDOOR UNITS
AND RECHECK PRESSURES AND THEIR COOLING OUTPUT.
COIL CLEANER \$ 70.00 / LABOR \$ 640.00 \$ 610.00

We Propose to furnish material and labor - complete in accordance with the above Specifications for the sum of:

Notice:
 The undersigned hereby agrees that in the event of default of payment, reasonable attorney's fees and cost of collection may be added to the amount due on this account. Interest accrues at the highest legal rate on accounts unpaid after 30 days. Additional terms on back side.

PRICE \$ **1,170.00**

Proposal Expires:
 Acceptance of Proposal: The above prices, specifications, and conditions are satisfactory and are hereby accepted, binding all parties hereto. You are authorized to do the work specified. Payment will be made as outlined above.

Purchaser Acceptance

Date
 / /

Date
 / /

VASEY COMMERCIAL HEATING & AIR CONDITIONING, INC

10630 Andrade Drive Phone (317) 873-2512
 Zionsville, IN 46077-9231 Fax (317) 873-1569

Staff Procedures

1. Library Facilities:

Staff will routinely inspect all areas of the Library including furniture, book shelves and carpeted areas for signs of infestation. Any signs of suspected infestation detected by staff or reported by Library patrons will be promptly reported to Library management for further inspection and response.

Any localized areas identified during ongoing monitoring will be treated individually; methods of treatment will be determined based on the size and nature of the area affected. To further control infestations, licensed pest professionals will inspect and spray each facility for all pests except bed bugs at least once every 90 days. Once a month a licensed pest professional will inspect and spray each facility for bed bugs.

2. Library Materials:

Staff will place all incoming library materials, including donations, in a special heater for at least one hour at a temperature of 130 degrees. The heating process will kill ants, cockroaches, fleas, bed bugs and several other pests. If an item is obviously infested, it will immediately be placed in a zip locked bag before placing it in the heater. After the items have been heated, staff will inspect each item for any pest evidence. If an item is suspect, a manager will work to determine if it is a pest and what type. Any item with severe pest infestation evidence will be marked as damaged and the Library's Circulation Policy for damaged materials will be followed.

Library Patron Procedures:

Materials with live or dead cockroaches or bed bugs returned by a patron will result in immediate suspension of North Madison County Public Library System privileges for that patron and for any patrons in the same residence as original patron. Suspension will be lifted after the patron presents proof in writing that his or her residence has been successfully treated for and eradicated of cockroaches and/or bed bugs by a licensed and accredited pest control company. Upon request, educational material on pest control will be provided.

COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR JULY 1, 2019 THROUGH JUNE 30, 2020

In the event that a patron discovers a live or dead bed bug, bed bug eggs, bed bug nymphs, or feces or spotting associated with bed bugs in library materials, the patron must immediately do the following:

If the materials are inside of the Library: Bring the materials to a staff member and inform the staff member of the problem.

If the materials are outside of the Library and in the possession of the patron: Place the materials into a zip locked bag. Return the sealed materials directly to a staff member and inform the staff member of the problem. Patrons must not use book drops to return materials suspected or with evidence of bed bugs.

Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs. Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment.

Public Donations Procedures

Donors must inspect materials for evidence of live or dead pests prior to donating them to any of the three facilities of the North Madison County Public Library System.

North Madison County Public Library System reserves the right to refuse donation of materials with signs of past or present pest activity.

WHEREAS, the board of the North Madison County Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

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

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

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 13 day of August, 2018, at which meeting a quorum was present.

NAY

AYE

Bette Dahell
Deann Roy Eddleman
in a with
Kenneth D. Gribble
Mary E. Kiplinger

ATTEST:

Bette Dahell
Secretary

Bank Balances

Report as of: 07/31/18

<i>Bank</i>	
1 Star Financial Bank	\$704,554.13
2 Star Financial Bank (2)	\$62,806.25
3 Community Bank/Summitville	\$0.00
4 First Farmers Bank & Trust	\$196,993.03
5 PNC Bank	\$0.00
6 Main Source Bank	\$0.00
7 Petty Cash & Cash Drawer	\$260.00
8 National City Bank (2)	\$0.00
9 First Farmers Bank & Trust (2)	\$0.00
Total all banks =	\$964,613.41

Approved by the State Board Of Accounts for on 12:00:00 AM.

Financial Report

Report Dates = 07/01/18 to 07/31/18

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
100 Operating Fund	\$699,170.15	\$77,223.26	\$590,940.28	\$21,022.64	\$628,636.30	\$736,866.17
Subtotal	\$699,170.15	\$77,223.26	\$590,940.28	\$21,022.64	\$628,636.30	\$736,866.17
1. Operating Fund						
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
106 Evergreen Indiana	\$91.16	\$89.55	\$330.95	\$48.00	\$284.29	\$44.50
107 PLAC	\$195.00	\$65.00	\$390.00	\$0.00	\$195.00	\$0.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
115 LIRF	\$54,370.99	\$0.00	\$0.00	\$0.00	\$0.00	\$54,370.99
117 Rainy Day Fund	\$123,812.58	\$0.00	\$0.00	\$0.00	\$0.00	\$123,812.58
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$46,785.72	\$18.65	\$2,679.07	\$899.50	\$3,806.50	\$47,913.15
121 Fink Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
122 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
124 Fink Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
125 St Technology Fund Grant Fund	\$0.00	\$1,584.00	\$11,088.00	\$0.00	\$11,721.98	\$633.98
130 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$226,569.03	\$1,757.20	\$14,488.02	\$947.50	\$16,007.77	\$228,088.78
4. Withholding						
201 Federal Taxes Withheld	\$0.00	\$3,306.27	\$24,448.88	\$3,306.27	\$24,448.88	\$0.00
202 FICA	\$0.00	\$2,547.27	\$19,094.13	\$2,547.27	\$19,094.13	\$0.00
203 State Tax Withheld	\$0.00	\$1,282.66	\$9,635.26	\$1,282.66	\$9,635.26	\$0.00
204 County Taxes Withheld	\$0.00	\$667.35	\$5,012.42	\$667.35	\$5,012.42	\$0.00
205 PERF	\$0.00	\$813.44	\$6,102.16	\$813.44	\$6,102.16	\$0.00
206 Empower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
207 Annuity	\$0.00	\$1,023.56	\$5,101.56	\$682.00	\$4,760.00	(\$341.56)
208 Insurance	\$0.00	\$739.18	\$4,874.90	\$739.18	\$4,874.92	\$0.02
209 Medicare	\$0.00	\$595.73	\$4,465.60	\$595.73	\$4,465.60	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212 AFLAC	\$0.00	\$493.56	\$3,701.70	\$493.56	\$3,701.70	\$0.00
Subtotal	\$0.00	\$11,469.02	\$82,436.61	\$11,127.46	\$82,095.07	(\$341.54)
Grand Total	\$925,739.18	\$90,449.48	\$687,864.91	\$33,097.60	\$726,739.14	\$964,613.41

Total all banks = \$964,613.41

Approved by the State Board Of Accounts for on 12:00:00 AM.

Appropriation Report for 100 Operating Fund

Report Date: From 07/01/18 To 07/31/18

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 Salary of Director	\$60,574.00	\$0.00	\$60,574.00	\$4,605.46	\$34,540.95	\$26,033.05	43.0
1.12 Salary of Assistants	\$615,631.00	\$0.00	\$615,631.00	\$34,061.14	\$258,002.34	\$357,628.66	58.1
1.13 Wages of Janitor	\$36,153.00	\$0.00	\$36,153.00	\$2,696.28	\$17,509.67	\$18,643.33	51.6
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$1,103.71	\$3,507.78	\$2,492.22	41.5
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$3,143.00	\$23,559.73	\$27,440.27	53.8
1.17 Emp Cont IN Def Comp Matching Plan	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$2,049.36	\$2,950.64	59.0
1.18 Emp Cont PERF	\$46,000.00	(\$5,000.00)	\$41,000.00	\$3,036.98	\$22,782.20	\$18,217.80	44.4
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$7,333.98	\$45,732.72	\$54,267.28	54.3
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
Subtotal	\$915,658.00	\$0.00	\$915,658.00	\$55,980.55	\$407,684.75	\$507,973.25	55.5
2. Supplies							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$620.42	\$3,042.58	\$11,957.42	79.7
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$334.60	\$3,605.63	\$5,894.37	62.0
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1,012.16	\$2,987.84	74.7
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$21.00	\$73.00	\$77.00	51.3
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$29.96	\$220.04	88.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$212.65	\$589.20	\$410.80	41.1
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.31 Book Processing	\$8,000.00	\$0.00	\$8,000.00	\$564.71	\$3,106.39	\$4,893.61	61.2

<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>
2.32 Automation	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
Subtotal	\$43,900.00		\$43,900.00	\$1,753.38	\$11,458.92	\$32,441.08	73.9
2. Supplies							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3. Other Services and Charge							
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$3,231.28	\$58,248.79	(\$3,248.79)	-5.9
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12 Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$2,866.15	\$6,545.87	\$104.13	1.6
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$201.10	\$5,798.90	96.6
3.147 Evergreen Membership	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.0
3.21 Telephone & Telegraph	\$30,600.00	\$0.00	\$30,600.00	\$884.54	\$6,149.61	\$24,450.39	79.9
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$843.90	\$1,158.28	\$2,641.72	69.5
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$398.64	\$2,601.36	86.7
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$49.00	\$222.00	\$2,778.00	92.6
3.26 Elwood Children's Programming	\$5,000.00	\$0.00	\$5,000.00	\$325.12	\$2,322.96	\$2,677.04	53.5
3.27 Elwood Adult Programming	\$3,000.00	\$0.00	\$3,000.00	\$219.00	\$739.04	\$2,260.96	75.4
3.28 Frankton Programming	\$4,000.00	\$0.00	\$4,000.00	\$281.23	\$1,029.70	\$2,970.30	74.3
3.29 Summitville Programming	\$3,000.00	\$0.00	\$3,000.00	\$182.87	\$1,062.88	\$1,937.12	64.6
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$0.00	\$3,100.00	100.0
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$165.00	\$293.36	\$906.64	75.6
3.4 Insurance	\$21,000.00	\$0.00	\$21,000.00	\$0.00	\$6,536.00	\$14,464.00	68.9
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$22.72	\$4,951.26	\$15,048.74	75.2

<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	\$40,000.00	\$0.00	\$40,000.00	\$3,543.66	\$18,224.15	\$21,775.85	54.4
3.53 Water	\$4,000.00	\$0.00	\$4,000.00	\$186.44	\$1,265.28	\$2,734.72	68.4
3.54 Waste Disposal Services	\$5,000.00	\$0.00	\$5,000.00	\$278.19	\$1,986.20	\$3,013.80	60.3
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$353.13	\$1,646.87	82.3
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$234.55	\$1,944.97	\$5,055.03	72.2
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$327.00	\$2,373.00	87.9
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$85.00	\$415.00	83.0
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$254,050.00		\$254,050.00	\$13,313.65	\$119,045.22	\$135,004.78	53.1

4. *Capitol Outlays*

4.1 Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2 Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$169.34	\$2,706.61	\$2,293.39	45.9
4.21 Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$236.55	\$1,707.18	\$18,292.82	91.5
4.31 Elwood Adult	\$25,000.00	\$0.00	\$25,000.00	\$1,144.76	\$8,647.18	\$16,352.82	65.4
4.32 Elwood Childrens	\$13,000.00	\$0.00	\$13,000.00	\$563.46	\$4,715.84	\$8,284.16	63.7
4.33 Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$358.52	\$2,021.71	\$3,478.29	63.2
4.34 Frankton	\$15,500.00	\$0.00	\$15,500.00	\$793.19	\$6,044.68	\$9,455.32	61.0
4.35 Summitville	\$13,500.00	\$0.00	\$13,500.00	\$573.52	\$4,519.29	\$8,980.71	66.5
4.4 Elwood Period. & News.	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$832.86	\$6,167.14	88.1
4.41 Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$319.93	\$1,680.07	84.0
4.42 Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,061.77	\$438.23	29.2
4.51 Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$1,165.30	\$10,162.27	\$14,837.73	59.4
4.52 Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$605.12	\$5,046.81	\$3,953.19	43.9
4.53 Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$565.92	\$4,617.02	\$3,382.98	42.3

<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>
4.54 Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$343.24	\$7,656.76	95.7
Subtotal	\$161,000.00		\$161,000.00	\$6,175.68	\$52,746.39	\$108,253.61	67.2
Grand Total	\$1,375,608.00	\$0.00	\$1,375,608.00	\$77,223.26	\$590,935.28	\$784,672.72	57.0

Approved by the State Board Of Accounts for on 12:00:00 AM.

Receipt Listing

		Report Date: From		07/01/18	To		07/31/18
Receipt #	Date	Name	Explanation	Bank	Total		
262	07/02/18	Jill Murray	FINES & FEES - RECEIPT #13221	1	\$63.90		
263	07/02/18	Todd Buckmaster	FINES & FEES - RECEIPT #13222	1	\$87.10		
264	07/02/18	Jordan Arehart	FINES & FEES - RECEIPT #13223	1	\$26.55		
268	07/03/18	Star Financial Bank	June Interest	1	\$5.32		
269	07/03/18	Jordan Arehart	FINES & FEES - RECEIPT #13225	1	\$68.05		
270	07/03/18	Debbie Fox	FINES & FEES - RECEIPT #13226	1	\$42.65		
271	07/05/18	Jordan Arehart	FINES & FEES - RECEIPT #13227	1	\$69.51		
272	07/06/18	Jordan Arehart	FINES & FEES - RECEIPT #13228	1	\$70.21		
273	07/06/18	Star Financial	June 2018 Interest	2	\$20.23		
274	07/16/18	Barbara Lawrence	FINES & FEES - RECEIPT #13240	1	\$61.40		
275	07/16/18	Debbie Fox	FINES & FEES - RECEIPT #13241	1	\$95.75		
276	07/09/18	First Farmers Bank & Trust	June Interest	4	\$234.92		
277	07/09/18	Jill Murray	FINES & FEES - RECEIPT #13229	1	\$44.60		
278	07/09/18	Katie Schiffner	FINES & FEES - RECEIPT #13230	1	\$122.74		
279	07/09/18	Jordan Arehart	FINES & FEES - RECEIPT #13231	1	\$13.30		
280	07/09/18	Debbie Fox	FINES & FEES - RECEIPT #13232	1	\$133.39		
281	07/11/18	PAYROLL		1	\$5,325.68		
282	07/10/18	Jordan Arehart	FINES & FEES - RECEIPT #13233	1	\$93.95		
283	07/11/18	Jordan Arehart	FINES & FEES - RECEIPT #13234	1	\$51.40		
284	07/11/18	Madison Co Treasurer	July 2018 LIT Distribution	1	\$18,475.83		
285	07/13/18	Katie Schiffner	FINES & FEES - RECEIPT #13236	1	\$44.75		
286	07/13/18	Todd Buckmaster	FINES & FEES - RECEIPT #13237	1	\$82.89		
287	07/16/18	Jordan Arehart	FINES & FEES - RECEIPT #13238	1	\$54.76		
288	07/16/18	Jordan Arehart	FINES & FEES - RECEIPT #13239	1	\$45.80		
289	07/17/18	Jordan Arehart	FINES & FEES - RECEIPT #13242	1	\$81.21		
290	07/19/18	Jordan Arehart	FINES & FEES - RECEIPT #13243	1	\$37.15		
291	07/19/18	Jordan Arehart	FINES & FEES - RECEIPT #13244	1	\$50.85		
292	07/20/18	Daikan Metz	FINES & FEES - RECEIPT #13245	1	\$53.36		
293	07/25/18	PAYROLL		1	\$289.55		
294	07/23/18	Katie Schiffner	FINES & FEES - RECEIPT #13246	1	\$33.62		
295	07/23/18	Jill Murray	FINES & FEES - RECEIPT #13247	1	\$64.95		
296	07/23/18	Jordan Arehart	FINES & FEES - RECEIPT #13248	1	\$29.05		
297	07/23/18	Debbie Fox	FINES & FEES - RECEIPT #13249	1	\$91.24		
298	07/25/18	PAYROLL		1	\$5,512.23		

Receipt #	Date	Name	Explanation	Bank	Total
299	07/24/18	Jordan Arehart	FINES & FEES - RECEIPT #13250	1	\$68.30
300	07/25/18	Todd Buckmaster	FINES & FEES - RECEIPT #13252	1	\$68.05
301	07/26/18	Jordan Arehart	FINES & FEES - RECEIPT #13253	1	\$42.17
302	07/27/18	Todd Buckmaster	FINES & FEES - RECEIPT #13254	1	\$56.70
303	07/30/18	Jordan Arehart	FINES & FEES - RECEIPT #13255	1	\$117.15
304	07/30/18	Debbie Fox	FINES & FEES - RECEIPT #13256	1	\$86.55
305	07/30/18	First United Methodist Church	Donation-Summer Reading-Receipt #13257	1	\$899.50
306	07/30/18	Jordan Arehart	FINES & FEES - RECEIPT #13258	1	\$17.60
307	07/31/18	Jordan Arehart	FINES & FEES - RECEIPT #13259	1	\$81.90
308	07/31/18	Jill Murray	FINES & FEES - RECEIPT #13260	1	\$81.79
Total All Receipts					\$33,097.60

Wednesday, August 1, 2018

Fiscal Officer

Approved by the State Board Of Accounts for on 12:00:00 AM.

Voucher List

Report Date: From 07/01/18 To 07/31/18

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	384	STAR FINANCIAL BANK	07/03/18	June Service Charge	\$10.08
31484	385	ALERT CANINE BED BUG DET	07/09/18	Bug Inspection Frankton, Summitville, Elwood	\$735.00
31486	386	AT&T	07/09/18	Service for Elwood	\$172.25
31487	387	BAKER & TAYLOR	07/09/18	As per attached invoices.	\$3,471.19
31488	388	BOYCE FORMS/SYSTEMS	07/09/18	Check reorder	\$228.87
31489	389	CITY OF ELWOOD UTILITIES	07/09/18	Service for Elwood	\$326.86
31491	390	DEMCO	07/09/18	Bags for Frankton	\$37.63
31492	391	DOLLAR GENERAL-REGIONS 4	07/09/18	As per attached invoices.	\$239.25
31495	392	ELWOOD FIRE EQUIPMENT C	07/09/18	Wet & Dry Sprinkler Inspection	\$250.00
31496	393	ENA SERVICES LLC	07/09/18	VoIP and Internet	\$2,024.48
31497	394	FRONTIER	07/09/18	Service for Frankton	\$199.83
31499	395	INDIANA DEPARTMENT OF W	07/09/18	Unemployment 2nd Quarter	\$1,103.71
31502	396	INDIANA STATE LIBRARY	07/09/18	2nd Qtr PLAC	\$65.00
31501	397	INDIANA STATE LIBRARY	07/09/18	2nd Qtr Evergreen Indiana	\$89.55
31505	398	KMART 9124	07/09/18	Programming for Summitville	\$13.46
31506	399	KRISTA HOOSE	07/09/18	2 hr performance 7/3/18	\$150.00
31507	400	LIBRARY STORE INC., THE	07/09/18	Book Processing supplies	\$190.75
31508	401	MIDWEST COLLABORATIVE F	07/09/18	Ancestry database 9/1/18-8/31/19 Newspapers.com database 9/1/18-8/31/18	\$2,376.15
31509	402	MIDWEST TAPE	07/09/18	As per attached invoices.	\$620.57
31498	403	GENERATIVE GROWTH II, LLC	07/09/18	Programming	\$229.01
31510	404	NUGENT ELECTRIC INC.	07/09/18	Can Lights-Summitville & lighting supplies	\$1,938.00
31511	405	PURCHASE POWER	07/09/18	Postage	\$814.82
31512	406	RICOH USA, INC	07/09/18	Copies Frankton & Summitville & Elwood	\$230.71
31513	407	STAPLES ADVANTAGE	07/09/18	As per attached invoices.	\$299.11
31514	408	TEI LANDMARK AUDIO	07/09/18	As per attached invoices.	\$126.38
31515	409	TOPS HOME CENTER	07/09/18	As per attached invoices.	\$194.16
31516	410	TRUE CHEM, INC.	07/09/18	Water Treatment testing	\$100.00
31517	411	VASEY COMMERCIAL, INC	07/09/18	Repairs @ Elwood	\$198.20
0	412	VECTREN ENERGY DELIVERY	07/09/18	Service for Summitville	\$22.72
31518	413	WELLS FARGO VENDOR FINA	07/09/18	Copier lease Summitville & Frankton	\$121.20
31519	414	WORLD TRADE PRESS	07/09/18	A to Z the USA- A to Z the World 1/1/2018 - 12/31/2018	\$490.00
31503	415	INDIANA-AMERICAN WATER C	07/09/18	Service for Summitville	\$25.62
31500	416	INDIANA MICHIGAN POWER C	07/09/18	Service for Summitville	\$582.41
31485	417	ALEXANDRIA CITY CLERK	07/09/18	Pool rental for Frankton library	\$125.00
31493	418	DON CARMER	07/09/18	Performance Frankton library	\$75.00
31494	419	ELWOOD CALL LEADER	07/09/18	Welcome to Frankton ad	\$140.00
31504	420	JAN ROLAND	07/09/18	Painting class Frankton library	\$10.00
31490	421	DEBBIE FOX	07/09/18	Petty Cash	\$28.45
0	422	INDIANA PUBLIC RETIREMENT	07/09/18	Payroll ending 7/07/18	\$1,825.03
0	423	EFTPS	07/09/18	Payroll ending 7/7/18	\$4,552.75
0	424	GREAT-WEST RETIREMENT S	07/09/18	Payroll ending 7/7/18	\$341.00
0	425	GREAT-WEST RETIREMENT S	07/09/18	Employer Cont-Robertson-Payroll ending 7/7/18	\$170.78
0	426	PAYROLL	07/11/18	PAYROLL	\$19,724.15
0	427	INDIANA PUBLIC RETIREMENT	07/11/18	Payroll correction for pay ending 7/7/18	\$100.36
0	428	EFTPS	07/11/18	Payroll correction for 7/7/18	\$184.12
31520	429	AT&T	07/25/18	Service for Summitville	\$71.98
31521	430	INDIANA MICHIGAN POWER C	07/25/18	Service for Elwood	\$2,249.52
31522	431	JILL MURRAY	07/25/18	Petty Cash	\$25.15

Printed on Wednesday, August 1, 2018

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Approved by the State Board Of Accounts for on 12:00:00 AM.

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
31527	432	TRISHA SHULER	07/25/18	Petty Cash	\$38.00
31523	433	STAPLES ADVANTAGE	07/25/18	Office supplies-Summitville	\$227.87
31524	434	SYNCB/AMAZON	07/25/18	As per attached invoices.	\$2,200.80
31526	435	TOWN OF SUMMITVILLE	07/25/18	Service for Summitville	\$55.30
31528	436	UNITED HEALTHCARE	07/25/18	Insurance 8/1/18-8/31/18	\$8,073.16
31529	437	WELLS FARGO VENDOR FINA	07/25/18	Copier Lease Elwood	\$113.35
31525	438	TOWN OF FRANKTON	07/25/18	Service for Frankton	\$768.58
0	439	PAYROLL	07/25/18	PAYROLL	\$706.80
0	440	INDIANA PUBLIC RETIREMENT	07/25/18	Payroll ending 7/21/18	\$1,925.03
0	441	EFTPS	07/25/18	Payroll ending 7/21/18	\$4,855.40
0	442	GREAT-WEST RETIREMENT S	07/25/18	Payroll ending 7/21/18	\$341.00
0	443	GREAT-WEST RETIREMENT S	07/25/18	Emplyr contribution-M Robertson-Payroll ending 7/21/18	\$170.78
0	444	INDIANA DEPARTMENT OF RE	07/25/18	State & Co W/H July	\$1,950.01
0	445	AFLAC	07/25/18	Withholding for July	\$493.56
0	446	CARDMEMBER SERVICE	07/25/18	As per attached invoices.	\$297.63
0	447	PAYROLL	07/25/18	PAYROLL	\$20,931.93

Total Amount of Claims \$90,449.48

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, August 1, 2018

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____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for on 12:00:00 AM.

Date/Time: Aug. 9. 2018 9:08AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3269	Memory TX	Summitville FAX	P. 1	OK	

Reason for error
 E: 1) Hang up or line fail
 E: 2) Busy
 E: 3) No answer
 E: 4) No facsimile connection
 E: 5) Exceeded max. E-mail size
 E: 6) Destination does not support IP-Fax

Agenda

August 13, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
 - 1. Summitville
 - a. Foundation Issues
 - 2. Internal Controls
 - 3. Frankton Custodian Position
- New Business
 - 1. Approve 2019 Budget for Publication
 - 2. HVAC Issues
 - a. Elwood- Move AC Unit
 - b. Summitville - Replace Blower Motor
 - 3. Pest Control Prevention and Response Policy
 - 4. Indiana State Library Consortium Resolution for Public Internet Access
- Director's Report
- Public Comment
- Adjournment

Date/Time: Aug. 9. 2018 9:08AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3268 Memory TX	call leader	P. 1	OK	

Reason for error
 E. 1) Hang Up or line fail
 E. 2) Busy
 E. 3) No answer
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Agenda

August 13, 2018

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Board of Trustees

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*Please Publish this week and again on Monday
Thank you*

Date/Time: Aug. 9. 2018 9:08AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3267 Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error
 E. 1) Hang Up or line fail
 E. 2) Busy
 E. 3) No answer
 E. 4) No facsimile connection
 E. 5) Exceeded max. E-mail size
 E. 6) Destination does not support IP-Fax

Agenda

August 13, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

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- Adjournment

*Please Publish this week and again on Monday
Thank you*

* * * Communication Result Report (Aug. 9. 2018 9:10AM) * * *

2)

Date/Time: Aug. 9. 2018 9:09AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3270	Memory TX	Frankton FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

Agenda

August 13, 2018

North Madison County Public Library System
Board of TrusteesElwood Public LibraryRegular Meeting
4:30 P.M.

Call to Order
 Call for Quorum
 Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
 Old Business
 1. Summitville
 a. Foundation Issues
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 1. Approve 2019 Budget for Publication
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 3. Pest Control Prevention and Response Policy
 4. Indiana State Library Consortium Resolution for Public Internet Access
 Director's Report
 Public Comment
 Adjournment

Agenda

September 10, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

2019 Budget Hearing
4:30 P.M.
Agenda

Call to Order
Call for Quorum
Presentation of Budget Estimates and Tax Levies for the 2019 Budget
Public Comment
Adjourn

Regular Meeting
Immediately Following Public Hearing

Call to Order
Call for Quorum
Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
Old Business
 1. Summitville
 a. Foundation Issues
 2. Internal Controls
New Business
 1. Extra Furniture at Summitville
Director's Report
Public Comment
Adjournment

North Madison County Public Library System
Board of Trustees
Public Budget Hearing
September 10, 2018
4:30 pm
Director's Agenda

Call to Order
Call for Quorum
Presentation of Budget Estimates and Tax Levies for the 2018 Budget
Director states:

The following budget estimates and tax levies were publicized on the Indiana Gateway for Budget Notices for Local Government website, www.budgetnotices.in.gov, for the purpose of notifying taxpayers of North Madison County Public Library System, that officers of said library would conduct a public hearing at the library in Elwood on the 2019 budget at 4:30 p.m. on September 10, 2018.

Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objecting petition with the proper officers of the library within seven days after this hearing. The final date to file would be September 18th, 2018. The objection petition must identify the provisions of the budget, tax rate, or tax levy that tax payers object. If a petition is filed, the library board shall adopt with its budget a finding concerning the objections filed and testimony presented. Following this hearing, the Library Board of Trustees will hold a special meeting at the Elwood Public Library on October 8, 2018 at 5:00 p.m. to adopt the following budget.

The 2018 pay 2019 Certified Net Assessed Valuation estimate is \$562,822,253.

The Library Operating Fund Budget estimate is \$1,375,608. The maximum estimate funds to be raised are \$874,494 with a current tax levy of \$845,710.

The Rainy Day Fund estimate is \$50,000.

There is no maximum estimated amount to be raised or any current tax levy.

The Library Improvement Reserve Fund estimate is \$54,000

There is no maximum estimated amount to be raised or any current tax levy.

The total maximum estimated funds to be raised are \$874,494.

Mrs. Austin, it is now time to hear any public comment.

Public Comment
Adjourn

Agenda

December 12, 2016

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
5:00 P.M.

Call to Order
Call for Quorum
Consent Agenda

Minutes
Claims Register & Checks
Personnel

Old Business
New Business

1. Resolutions to Reduce 2016 Appropriations to Support the 2017 Budget
 - a. 2016 Operating Budget
 - b. 2016 Library Improvement Reserve Fund
2. Transfer of Appropriations Resolution
3. Lawnmower/Snow Blower Issues - Elwood

Director's Report
Public Comment
Adjournment

Bricks, Crafts, Year books, Diana Edleman

↓
Monitoring
Wells
Stats

Need to
attend
Randy Lamb
Lambert

Man in
Florida
Randy Lamb

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Public Budget Hearing
September 10, 2018
4:30 pm
Elwood Public Library

CALL TO ORDER

President Beverly Austin called the 2019 budget hearing of the North Madison County Public Library System Board of Trustees to order at 4:30 pm on September 10, 2018 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Glenn Eddleman, Larry Watson, Mary Kiplinger, Kenny Giselbach and Bette Dalzell. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

PRESENTATION OF BUDGET ESTIMATES AND TAX LEVIES FOR THE 2019 BUDGET

The following budget estimates and tax levies were publicized on the Indiana Gateway for Budget Notices for Local Government website, www.budgetnotices.in.gov, for the purpose of notifying taxpayers of North Madison County Public Library System, that officers of said library would conduct a public hearing at the library in Elwood on the 2019 budget at 4:30 p.m. on September 10, 2018.

Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objecting petition with the proper officers of the library within seven days after this hearing. The final date to file would be September 18th, 2018. The objection petition must identify the provisions of the budget, tax rate, or tax levy that tax payers object. If a petition is filed, the library board shall adopt with its budget a finding concerning the objections filed and testimony presented. Following this hearing, the Library Board of Trustees will hold a special meeting at the Elwood Public Library on October 8, 2018 at 4:30 p.m. to adopt the following budget.

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There is no maximum estimated amount to be raised or any current tax levy.

The Library Improvement Reserve Fund estimate is \$54,000.

There is no maximum estimated amount to be raised or any current tax levy.

The total maximum estimated funds to be raised are \$874,494.

Public comment was sought, none was forthcoming.

Bette Dalzell made a motion to adjourn, Larry Watson seconded and the motion carried.

Bette Dalzell
Secretary, Bette Dalzell

Mary E. Kiplinger
Laura A. Watson
Ronald Stone

James J. Austin
Burt ~~Stone~~ Glenn Ray Edleman
Henry Siskin

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
September 10, 2018
Immediately following the Budget Hearing

CALL TO ORDER

President Bev Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on September 10, 2018, in the meeting room of the Elwood Public Library immediately following the Budget Hearing.

CALL FOR QUORUM

Present were members Bev Austin, Kenny Giselbach, Mary Kiplinger, Larry Watson, Glenn Eddleman, and Bette Dalzell. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace and Lori Young from Curry & Associates, Inc., located in Danville, Indiana.

CONSENT AGENDA

Bette Dalzell made a motion to approve the consent agenda. A second was made by Glenn Eddleman and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville

Foundation- Lori Young, an engineer with Curry & Associates, Inc. presented findings from the study conducted on the drainage issues at the Ralph E. Hazelbaker library. They completed a topographic survey of the water flow around the building. Some downspouts are tied into a drain which is likely too small for the capacity of water. Some preliminary alternatives would be to put in a storm drain with catch basins to redirect the water. Also some regrading would be necessary and some trees may need to be removed. The town has a small catch basin at the intersection but it is inadequate. One option would be working with the Town of Summitville to share these costs. Another option is onsite detention with buried piping. These options could also include additional angle parking along Church or Howard street. Ms. Young will be meeting with the town on Wednesday, September 12th, and would be happy to start the conversation with them. Director Scott will also attend this meeting.

Internal Controls

Director Scott requested Internal Controls be tabled until the next meeting. Mary Kiplinger made a motion to table Internal Controls until the October meeting. Bette Dalzell made a second and the motion carried.

NEW BUSINESS

Extra Furniture at Summitville

Director Scott would like to table this discussion until the new furniture arrives at the Ralph E. Hazelbaker library. We may have items that are no longer needed once the new furniture is in place.

Director's Report

Director Scott did additional research on health insurance and the Affordable Care Act concerning full time employment. She found that as a small business we are not bound by the regulations of ACA or the regulations of SHOP. According to United Healthcare, our health insurance company, we set the policy on full time and part time and who is eligible for health insurance. Don Murray will be working 35 hours per week from May to September at Elwood and Frankton. From October through April he will work 29 hours per week at Elwood and Frankton.

The split A/C unit has been relocated to the IT office and is working well.

Lucida Nord, president of Indiana Library Federation, notified us that Local Income Tax is being discussed by the legislators and they would like us to remind them not to forget libraries in these discussions.

David Levering Lewis, author of *The Improbable Wendell Wilke: The Businessman Who Saved the Republican Party and His Country, and Conceived a New World Order*, mentioned Elwood Public Library's Indiana Room collection and Reference Librarian Jordan Arehart in the acknowledgements.

The flooring project at Summitville went very well. We opened one day later than anticipated. Thank you to Larry Watson and Glenn Eddleman for your help.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

Bette Dalzell made a motion to adjourn the meeting. Mary Kiplinger made a second and the meeting adjourned.

Bette Dalzell
Bette Dalzell, Secretary

Mary E Kiplinger

Luc A Wilson

Thomas C Stone

Beverly J Austin

Glenn Roy Eddleman

Kenney Smith

Register Of Claims

North Madison County Public Library System

Report Date: From 08/14/18 To 09/10/18

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	517	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$9.90	09/05/18	August Service Charge
				Total this claim =	\$9.90		
0	491	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,590.44	08/22/18	Payroll ending 8/18/18
				FICA	\$1,288.98		
				Federal Taxes Withheld	\$1,670.72		
				Medicare	\$301.46		
				Total this claim =	\$4,851.60		
0	492	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$341.00	08/22/18	Payroll ending 8/18/18
				Total this claim =	\$341.00		
0	493	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$170.78	08/22/18	IN Deferred Comp-Robertson
				Total this claim =	\$170.78		
0	494	UNITED HEALTHCARE	Insurance	Payroll Deductions	\$739.18	08/22/18	Health Insurance 9/1/18-9/30/18
			Operating Fund	Emp Cont Group Ins	\$7,333.98		
				Total this claim =	\$8,073.16		
0	495	AFLAC	AFLAC	Payroll Deductions	\$493.56	08/22/18	August Withholding
				Total this claim =	\$493.56		
0	496	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,291.68	08/22/18	August withholding
			County Taxes Withheld	Payroll Deductions	\$672.23		
				Total this claim =	\$1,963.91		
0	498	PAYROLL	Operating Fund	Salary of Director	\$2,302.73	08/22/18	PAYROLL
			Operating Fund	Salary of Assistants	\$17,289.64		
			Operating Fund	Wages of Janitor	\$1,336.52		
				Total this claim =	\$20,928.89		
0	500	CARDMEMBER SERVICE	Operating Fund	Professional Meetings	\$49.00	09/05/18	As per attached invoices.
			Operating Fund	Professional Meetings	\$35.00		
			Operating Fund	Fuel, Oil and Lubricants	\$22.01		
			Operating Fund	Elwood Children's Programing	\$166.20		
				Total this claim =	\$272.21		
0	502	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$92.91	09/05/18	Service for Elwood, Frankton Summitvill
				Total this claim =	\$92.91		

<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	512	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Payroll Deductions Emp Cont PERF	\$406.92 <u>\$1,519.23</u>	09/05/18	Payroll ending 09/01/18
				Total this claim =	<u>\$1,926.15</u>		
0	513	EFTPS	Operating Fund FICA Federal Taxes Withheld Medicare	Empl.Share FICA&Medicare Payroll Deductions Payroll Deductions Payroll Deductions	\$1,607.17 \$1,302.53 \$1,693.18 <u>\$304.64</u>	09/05/18	Payroll ending 9/1/18
				Total this claim =	<u>\$4,907.52</u>		
0	514	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	<u>\$341.00</u>	09/05/18	Payroll ending 9/1/18
				Total this claim =	<u>\$341.00</u>		
0	490	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Payroll Deductions Emp Cont PERF	\$406.92 <u>\$1,519.23</u>	08/22/18	Payroll ending 8/18/18
				Total this claim =	<u>\$1,926.15</u>		
0	516	PAYROLL	Operating Fund Operating Fund Operating Fund	Salary of Director Salary of Assistants Wages of Janitor	\$2,302.73 \$17,184.04 <u>\$1,660.62</u>	09/05/18	PAYROLL
				Total this claim =	<u>\$21,147.39</u>		
0	515	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	<u>\$170.78</u>	09/05/18	In Matching Plan-Robertson
				Total this claim =	<u>\$170.78</u>		
31565	497	WILSON UPHOLSTERY	Operating Fund	Professional Services	<u>\$600.00</u>	08/22/18	2 Wingback chairs for Summitville
				Total this claim =	<u>\$600.00</u>		
31566	510	AT&T	Operating Fund	Telephone & Telegraph	<u>\$172.80</u>	09/05/18	Service for Elwood
				Total this claim =	<u>\$172.80</u>		
31567	503	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	<u>\$501.00</u>	09/05/18	Qtrly Support Billing July-September
				Total this claim =	<u>\$501.00</u>		
31568	501	CITY OF ELWOOD UTILITIES	Operating Fund Operating Fund	Water Waste Disposal Services	\$133.56 <u>\$183.98</u>	09/05/18	Service for Elwood
				Total this claim =	<u>\$317.54</u>		
31569	504	HARPER'S LAWN CARE	Operating Fund	Professional Services	<u>\$104.00</u>	09/05/18	Lawn care for July-Frankton
				Total this claim =	<u>\$104.00</u>		
31570	506	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	<u>\$136.40</u>	09/05/18	Mileage 310 miles @ \$.44 = \$136.40
				Total this claim =	<u>\$136.40</u>		
31571	511	PARK PLACE TECHNOLOGIES	Operating Fund	Techology Software	<u>\$726.24</u>	09/05/18	Server Warranty 4-Elwood, 1-Frankton
				Total this claim =	<u>\$726.24</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>
31572	505	RICOH USA, INC	Operating Fund	Office Supplies	\$36.60	09/05/18	Copies Summitville & Frankton
			Operating Fund	Office Supplies	\$40.55		
				Total this claim =	<u>\$77.15</u>		
31573	508	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$197.88	09/05/18	As per attached invoices.
				Total this claim =	<u>\$197.88</u>		
31574	507	SYNCB/AMAZON	Gift	Technology Equipment	\$472.77	09/05/18	As per attached invoices.
			Operating Fund	Elwood AV	\$763.65		
			Operating Fund	Frankton AV	\$318.74		
			Operating Fund	Summitville AV	\$363.74		
			Operating Fund	Furniture & Equipment	\$62.44		
			Operating Fund	Elwood Adult	\$48.67		
			Operating Fund	Frankton	\$45.97		
			Operating Fund	Operating Supplies	\$36.65		
			Operating Fund	Elwood Adult Programing	\$10.90		
				Total this claim =	<u>\$2,123.53</u>		
31575	499	TOWN OF FRANKTON	Operating Fund	Electricity	\$608.85	09/05/18	Service for Frankton
			Operating Fund	Water	\$23.18		
			Operating Fund	Waste Disposal Services	\$24.85		
				Total this claim =	<u>\$656.88</u>		
31576	509	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$43.80	09/05/18	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
				Total this claim =	<u>\$55.30</u>		
31577	518	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,124.65	09/10/18	As per attached invoices.
			Operating Fund	Elwood Childrens	\$330.21		
			Operating Fund	Elwood YA	\$315.05		
			Operating Fund	Frankton	\$777.50		
			Operating Fund	Summitville	\$663.94		
			Operating Fund	Elwood AV	\$82.31		
				Total this claim =	<u>\$3,293.66</u>		
31578	519	BARBARA SNIPES	Operating Fund	Professional Services	\$50.00	09/10/18	South Display Adult Services
				Total this claim =	<u>\$50.00</u>		
31579	520	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$279.00	09/10/18	Service for Frankton, Elwood, Summitvil
				Total this claim =	<u>\$279.00</u>		
31580	521	BOSE, McKINNEY & EVANS LL	Operating Fund	Professional Services	\$97.50	09/10/18	Telephone consultation for employee hours
				Total this claim =	<u>\$97.50</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>
31581	522	DOLLAR GENERAL-REGIONS 4	Operating Fund	Summitville Programing	\$53.40	09/10/18	As per attached invoices.
				Total this claim =	\$53.40		
31582	523	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$390.00	09/10/18	Backflow Prevention Test & Emergency call
				Total this claim =	\$390.00		
31583	524	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$1,007.05	09/10/18	Internet & VoIP
				Total this claim =	\$1,007.05		
31584	525	FLOORS & MORE DESIGNS	Rainy Day Fund	Professional Services	\$19,626.96	09/10/18	Flooring for Summitville
				Total this claim =	\$19,626.96		
31585	526	FRONTIER	Operating Fund	Telephone & Telegraph	\$199.47	09/10/18	Service for Frankton
				Total this claim =	\$199.47		
31586	527	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$582.85	09/10/18	Service for Summitville
				Total this claim =	\$582.85		
31587	528	INDIANA PEST CONTROL, INC	Operating Fund	Professional Services	\$285.00	09/10/18	Service for Frankton, Elwood, Summitvil
				Total this claim =	\$285.00		
31588	539	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$28.70	09/10/18	Service for Summitville
				Total this claim =	\$28.70		
31589	542	JAMIE B. SCOTT	Operating Fund	Traveling Expense	\$113.52	09/10/18	Mileage reimbursement 258 mi @ \$.44
				Total this claim =	\$113.52		
31590	540	JAN ROLAND	Operating Fund	Frankton Programing	\$10.00	09/10/18	Program @ Frankton
				Total this claim =	\$10.00		
31591	541	JILL MURRAY	Operating Fund	Summitville Programing	\$19.69	09/10/18	Petty Cash
				Total this claim =	\$19.69		
31592	529	LIBRARY STORE INC., THE	Operating Fund	Furniture & Equipment	\$562.46	09/10/18	Chair - Summitville
				Total this claim =	\$562.46		
31593	530	MANIFOLD REFUSE, INC.	Operating Fund	Professional Services	\$84.00	09/10/18	Service for July, August, September
				Total this claim =	\$84.00		
31594	531	MIDWEST TAPE	Operating Fund	Book Processing	\$400.94	09/10/18	As per attached invoices.
			Operating Fund	Elwood AV	\$272.13		
			Operating Fund	Frankton AV	\$163.43		
			Operating Fund	Summitville AV	\$163.43		
				Total this claim =	\$999.93		

<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>
31595	532	NUGENT ELECTRIC INC.	Operating Fund	Operating Supplies	\$369.00	09/10/18	replacement lamps
				Total this claim =	<u>\$369.00</u>		
31596	533	RICOH USA, INC	Operating Fund	Office Supplies	\$105.37	09/10/18	copies-Elwood
				Total this claim =	<u>\$105.37</u>		
31597	534	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$162.24	09/10/18	office supplies
				Total this claim =	<u>\$162.24</u>		
31598	536	TEI LANDMARK AUDIO	Operating Fund	Frankton AV	\$67.75	09/10/18	Frankton AV
				Total this claim =	<u>\$67.75</u>		
31599	535	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$62.01	09/10/18	As per attached invoices.
			Operating Fund	Paint and painting supplies	\$59.94		
				Total this claim =	<u>\$121.95</u>		
31600	537	VASEY COMMERCIAL, INC	Operating Fund	Professional Services	\$4,190.00	09/10/18	Replace condensing unit #1 at
			Operating Fund	Professional Services	\$1,329.00		Frankton - Elwood Maintenance contract
				Total this claim =	<u>\$5,519.00</u>		
31601	538	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	09/10/18	Copier Lease Elwood, Frankton &
			Operating Fund	Equipment/Rental	\$60.60		Summitville
			Operating Fund	Equipment/Rental	\$60.60		
				Total this claim =	<u>\$234.55</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$107,548.68

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 10, 2018

Mary E. Kieplinger
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____.

Kenneth G. ...
Debra R. Edleman
Beverly J. Austin

Betty Deibel
Lana ...

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Bank Balances

North Madison County Public Library System

Report as of: 08/31/18

Bank	
1 Star Financial Bank	\$639,057.26
2 Star Financial Bank (2)	\$62,825.83
3 Community Bank/Summitville	\$0.00
4 First Farmers Bank & Trust	\$197,285.62
5 PNC Bank	\$0.00
6 Main Source Bank	\$0.00
7 Petty Cash & Cash Drawer	\$260.00
8 National City Bank (2)	\$0.00
9 First Farmers Bank & Trust (2)	\$0.00
Total all banks = \$899,428.71	

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Financial Report North Madison County Public Library System

Report Dates = 08/01/18 to 08/31/18

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
100 Operating Fund	\$699,170.15	\$88,715.44	\$679,655.72	\$24,166.43	\$652,802.73	\$672,317.16
Subtotal	\$699,170.15	\$88,715.44	\$679,655.72	\$24,166.43	\$652,802.73	\$672,317.16
1. Operating Fund						
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
106 Evergreen Indiana	\$91.16	\$0.00	\$330.95	\$5.50	\$289.79	\$50.00
107 PLAC	\$195.00	\$0.00	\$390.00	\$0.00	\$195.00	\$0.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
115 LIRF	\$54,370.99	\$0.00	\$0.00	\$0.00	\$0.00	\$54,370.99
117 Rainy Day Fund	\$123,812.58	\$0.00	\$0.00	\$0.00	\$0.00	\$123,812.58
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$46,785.72	\$7.21	\$2,686.28	\$0.00	\$3,806.50	\$47,905.94
121 F'nk Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
122 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
123 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
124 F'nk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
125 St Technology Fund Grant Fund	\$0.00	\$633.98	\$11,721.98	\$0.00	\$11,721.98	\$0.00
Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	\$226,569.03	\$641.19	\$15,129.21	\$5.50	\$16,013.27	\$227,453.09
4. Withholding						
201 Federal Taxes Withheld	\$0.00	\$3,317.29	\$27,766.17	\$3,317.29	\$27,766.17	\$0.00
202 FICA	\$0.00	\$2,566.99	\$21,661.12	\$2,566.99	\$21,661.12	\$0.00
203 State Tax Withheld	\$0.00	\$1,291.68	\$10,926.94	\$1,291.68	\$10,926.94	\$0.00
204 County Taxes Withheld	\$0.00	\$672.23	\$5,684.65	\$672.23	\$5,684.65	\$0.00
205 PERF	\$0.00	\$813.76	\$6,915.92	\$813.76	\$6,915.92	\$0.00
206 Empower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
207 Annuity	\$0.00	\$682.00	\$5,783.56	\$682.00	\$5,442.00	(\$341.56)
208 Insurance	\$0.00	\$739.18	\$5,614.08	\$739.18	\$5,614.10	\$0.02
209 Medicare	\$0.00	\$600.34	\$5,065.94	\$600.34	\$5,065.94	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212 AFLAC	\$0.00	\$493.56	\$4,195.26	\$493.56	\$4,195.26	\$0.00
Subtotal	\$0.00	\$11,177.03	\$93,613.64	\$11,177.03	\$93,272.10	(\$341.54)
Grand Total	\$925,739.18	\$100,533.66	\$788,398.57	\$35,348.96	\$762,088.10	\$899,428.71

Total all banks = \$899,428.71

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 08/01/18 To 08/31/18

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	\$60,574.00	\$0.00	\$60,574.00	\$4,605.46	\$39,146.41	\$21,427.59	35.4
1.12 Salary of Assistants	\$615,631.00	\$0.00	\$615,631.00	\$34,371.78	\$292,374.12	\$323,256.88	52.5
1.13 Wages of Janitor	\$36,153.00	\$0.00	\$36,153.00	\$2,703.57	\$20,213.24	\$15,939.76	44.1
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$3,507.78	\$2,492.22	41.5
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$3,167.33	\$26,727.06	\$24,272.94	47.6
1.17 Emp Cont IN Def Comp Matching Plan	\$0.00	\$5,000.00	\$5,000.00	\$341.56	\$2,390.92	\$2,609.08	52.2
1.18 Emp Cont PERF	\$46,000.00	(\$5,000.00)	\$41,000.00	\$3,038.17	\$25,820.37	\$15,179.63	37.0
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$7,333.98	\$53,066.70	\$46,933.30	46.9
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
Subtotal	\$915,658.00	\$0.00	\$915,658.00	\$55,561.85	\$463,246.60	\$452,411.40	49.4
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$271.92	\$3,314.50	\$11,685.50	77.9
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$256.62	\$3,862.25	\$5,637.75	59.3
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1,012.16	\$2,987.84	74.7
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$0.00	\$73.00	\$77.00	51.3
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$29.96	\$220.04	88.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$589.20	\$410.80	41.1
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.31 Book Processing	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$3,106.39	\$4,893.61	61.2

<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>
2.32 Automation	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
Subtotal	\$43,900.00		\$43,900.00	\$528.54	\$11,987.46	\$31,912.54	72.7
<i>2. Supplies</i>							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
Subtotal	\$1,000.00		\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
<i>3. Other Services and Charge</i>							
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$7,703.61	\$65,952.40	(\$10,952.40)	-19.9
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12 Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$225.00	\$6,770.87	(\$120.87)	-1.8
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$201.10	\$5,798.90	96.6
3.147 Evergreen Membership	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.0
3.21 Telephone & Telegraph	\$30,600.00	\$0.00	\$30,600.00	\$816.95	\$6,966.56	\$23,633.44	77.2
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$0.00	\$1,158.28	\$2,641.72	69.5
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$6.60	\$405.24	\$2,594.76	86.5
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$255.00	\$477.00	\$2,523.00	84.1
3.26 Elwood Children's Programing	\$5,000.00	\$0.00	\$5,000.00	\$112.97	\$2,435.93	\$2,564.07	51.3
3.27 Elwood Adult Programing	\$3,000.00	\$0.00	\$3,000.00	\$398.15	\$1,137.19	\$1,862.81	62.1
3.28 Frankton Programing	\$4,000.00	\$0.00	\$4,000.00	\$188.78	\$1,218.48	\$2,781.52	69.5
3.29 Summitville Programing	\$3,000.00	\$0.00	\$3,000.00	\$76.06	\$1,138.94	\$1,861.06	62.0
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$0.00	\$3,100.00	100.0
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$293.36	\$906.64	75.6
3.4 Insurance	\$21,000.00	\$0.00	\$21,000.00	\$13,618.00	\$20,154.00	\$846.00	4.0
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$83.16	\$5,034.42	\$14,965.58	74.8

<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	\$40,000.00	\$0.00	\$40,000.00	\$2,800.19	\$21,024.34	\$18,975.66	47.4
3.53 Water	\$4,000.00	\$0.00	\$4,000.00	\$169.37	\$1,434.65	\$2,565.35	64.1
3.54 Waste Disposal Services	\$5,000.00	\$0.00	\$5,000.00	\$211.94	\$2,198.14	\$2,801.86	56.0
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$353.13	\$1,646.87	82.3
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$272.76	\$2,217.73	\$4,782.27	68.3
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$125.00	\$452.00	\$2,248.00	83.3
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$85.00	\$415.00	83.0
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
Subtotal	\$254,050.00		\$254,050.00	\$27,063.54	\$146,108.76	\$107,941.24	42.5

4. Capital Outlays

4.1 Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2 Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,706.61	\$2,293.39	45.9
4.21 Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$1,707.18	\$18,292.82	91.5
4.31 Elwood Adult	\$25,000.00	\$0.00	\$25,000.00	\$1,026.34	\$9,673.52	\$15,326.48	61.3
4.32 Elwood Childrens	\$13,000.00	\$0.00	\$13,000.00	\$1,426.50	\$6,142.34	\$6,857.66	52.8
4.33 Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$258.78	\$2,280.49	\$3,219.51	58.5
4.34 Frankton	\$15,500.00	\$0.00	\$15,500.00	\$765.37	\$6,810.05	\$8,689.95	56.1
4.35 Summitville	\$13,500.00	\$0.00	\$13,500.00	\$576.79	\$5,096.08	\$8,403.92	62.3
4.4 Elwood Period. & News.	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$832.86	\$6,167.14	88.1
4.41 Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$319.93	\$1,680.07	84.0
4.42 Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,061.77	\$438.23	29.2
4.51 Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$373.97	\$10,536.24	\$14,463.76	57.9
4.52 Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$79.46	\$5,126.27	\$3,873.73	43.0
4.53 Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$79.46	\$4,696.48	\$3,303.52	41.3

<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>
4.54 Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$974.84	\$1,318.08	\$6,681.92	83.5
Subtotal	\$161,000.00		\$161,000.00	\$5,561.51	\$88,307.90	\$102,692.10	63.8
Grand Total	\$1,375,608.00	\$0.00	\$1,375,608.00	\$88,715.44	\$679,650.72	\$695,957.28	50.6

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Voucher List

North Madison County Public Library System

Report Date: From **08/01/18** To **08/31/18**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	448	STAR FINANCIAL BANK	08/01/18	July Service Charge	\$9.90
31530	449	AT&T	08/08/18	Service for Elwood	\$174.23
31531	450	BARBARA SNIPES	08/08/18	North Display - AS	\$71.36
31532	451	CITY OF ELWOOD UTILITIES	08/08/18	Service for Elwood	\$345.50
31533	452	FRONTIER	08/08/18	Service for Frankton	\$199.47
31534	453	INDIANA LIBRARY FEDERATIO	08/08/18	Youth Services Full Conference (CYPD) - Trisha	\$255.00
0	454	VECTREN ENERGY DELIVERY	08/08/18	Service for Elwood, Summitville, Frankton	\$83.16
31536	455	WELLS FARGO VENDOR FINA	08/08/18	Copier Lease Frankton and Summitville	\$121.20
31535	456	KATIE SCHIFFNER	08/08/18	Mileage 15 mi @ \$.44	\$6.60
0	457	INDIANA PUBLIC RETIREMENT	08/08/18	Payroll ending 8/4/18	\$1,925.78
0	458	EFTPS	08/08/18	Payroll ending 8/4/18	\$4,800.35
0	459	GREAT-WEST RETIREMENT S	08/08/18	Payroll ending 8/4/18	\$341.00
0	460	GREAT-WEST RETIREMENT S	08/08/18	Payroll ending 8/4 IN Matching Plan	\$170.78
0	461	PAYROLL	08/08/18	PAYROLL	\$20,751.92
31538	462	AVC TECHNOLOGY CORPORA	08/13/18	Quarterly billing for cloud backup-August through October	\$120.00
31540	463	BOOK PAGE	08/13/18	Book Page Subscription	\$528.00
31539	464	BAKER & TAYLOR	08/13/18	As per attached invoices.	\$3,093.53
31543	465	DOLLAR GENERAL-REGIONS 4	08/13/18	As per attached invoices.	\$211.43
31542	466	DISCOUNT PAPER PRODUCTS	08/13/18	Receipt Tape	\$75.06
31544	467	ENA SERVICES LLC	08/13/18	Internet & VoIP	\$1,007.05
31546	468	HARPER'S LAWN CARE	08/13/18	Lawn Care for Frankton	\$208.00
31551	469	JUNIOR LIBRARY GUILD	08/13/18	Subscription - Youth Services	\$1,011.60
31548	470	INDIANA PEST CONTROL, INC	08/13/18	Month Treatment-Elwood, Frankton & Summitville	\$285.00
31547	471	INDIANA MICHIGAN POWER C	08/13/18	Service for Summitville & Elwood	\$2,800.19
31553	472	LIBRARICA LLC	08/13/18	Cassie renewal	\$974.84
31541	473	BURNETTE - DELLINGER INC.	08/13/18	Insurance Renewal	\$13,618.00
31554	474	MIDWEST COLLABORATIVE F	08/13/18	Annual Membership fee	\$125.00
31555	475	MIDWEST TAPE	08/13/18	As per attached invoices.	\$419.05
31545	476	GENERATIVE GROWTH II, LLC	08/13/18	Snacks	\$18.55
31556	477	PITNEY BOWES GLOBAL FINA	08/13/18	Postage lease	\$151.56
31557	478	RICOH USA, INC	08/13/18	Copies Frankton & Summitville	\$151.61
31558	479	SAFE HIRING SOLUTIONS	08/13/18	Report-Walsler	\$28.95
31559	480	STAPLES ADVANTAGE	08/13/18	As per attached invoices.	\$181.83
31560	481	TEI LANDMARK AUDIO	08/13/18	Audio Books	\$69.70
31561	482	TOPS HOME CENTER	08/13/18	As per attached invoices.	\$106.66
31562	483	VASEY COMMERCIAL, INC	08/13/18	Repairs for Frankton - Contract Frankton & Summitville - Replace evaporator Coil & capacitors at Frankton	\$5,352.76
31563	484	VAUGHN'S COMPUTER HOUS	08/13/18	Computer service and consulting	\$749.00
31564	485	WORLD TRADE PRESS	08/13/18	A to Z World Food	\$225.00
31552	486	KEITH BALDWIN	08/13/18	Desk shelf at Elwood	\$300.00
31550	487	JAN ROLAND	08/13/18	Frankton art class	\$10.00
31537	488	AT&T	08/13/18	Service for Summitville	\$70.18
31549	489	INDIANA-AMERICAN WATER C	08/13/18	Service for Summitville	\$35.81
0	490	INDIANA PUBLIC RETIREMENT	08/22/18	Payroll ending 8/18/18	\$1,926.15
0	491	EFTPS	08/22/18	Payroll ending 8/18/18	\$4,851.60
0	492	GREAT-WEST RETIREMENT S	08/22/18	Payroll ending 8/18/18	\$341.00
0	493	GREAT-WEST RETIREMENT S	08/22/18	IN Deferred Comp-Robertson	\$170.78
0	494	UNITED HEALTHCARE	08/22/18	Health Insurance 9/1/18-9/30/18	\$8,073.16
0	495	AFLAC	08/22/18	August Withholding	\$493.56

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	496	INDIANA DEPARTMENT OF RE	08/22/18	August withholding	\$1,963.91
31565	497	WILSON UPHOLSTERY	08/22/18	2 Wingback chairs for Summitville	\$600.00
0	498	PAYROLL	08/22/18	PAYROLL	\$20,928.89
Total Amount of Claims					\$100,533.66

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 10, 2018

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 2 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$100,533.66

Date this _____ day of _____, 20_____.

SIGNATURES OF GOVERNING BOARD

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Receipt Listing

North Madison County Public Library System

Report Date: From 08/01/18 To 08/31/18

Receipt #	Date	Name	Explanation	Bank	Total
309	08/01/18	Star Financial Bank	July Interest	1	\$6.12
310	08/01/18	Star Financial Bank	July Interest	2	\$19.58
311	08/01/18	Todd Buckmaster	FINES & FEES - RECEIPT #13261	1	\$95.37
312	08/02/18	Todd Buckmaster	FINES & FEES - RECEIPT #13262	1	\$56.25
313	08/03/18	Katie Schiffrer	FINES & FEES - RECEIPT #13263	1	\$63.25
314	08/06/18	Barbara Lawrence	FINES & FEES - RECEIPT #13264	1	\$47.45
315	08/06/18	Todd Buckmaster	FINES & FEES - RECEIPT #13265	1	\$71.28
316	08/06/18	Jordan Arehart	FINES & FEES - RECEIPT #13266	1	\$51.95
317	08/06/18	Debbie Fox	FINES & FEES - RECEIPT #13267	1	\$181.19
318	08/06/18	First Farmers Bank & Trust	July 2018 Interest	4	\$292.59
319	08/07/18	Jordan Arehart	FINES & FEES - RECEIPT #13268	1	\$88.03
320	08/08/18	PAYROLL		1	\$5,565.23
321	08/08/18	Jordan Arehart	FINES & FEES - RECEIPT #13269	1	\$61.96
322	08/09/18	Jordan Arehart	FINES & FEES - RECEIPT #13270	1	\$67.65
323	08/10/18	Jordan Arehart	FINES & FEES - RECEIPT #13271	1	\$69.49
324	08/13/18	Katie Schiffrer	FINES & FEES - RECEIPT #13273	1	\$52.05
325	08/13/18	Jill Murray	FINES & FEES - RECEIPT #13274	1	\$64.80
326	08/13/18	Jordan Arehart	FINES & FEES - RECEIPT #13275	1	\$28.95
327	08/13/18	Debbie Fox	FINES & FEES - RECEIPT #13276	1	\$47.15
328	08/14/18	Trisha Shuler	FINES & FEES - RECEIPT #13277	1	\$160.00
329	08/10/18	Burnette Dellinger Insurance	Burnette Dellinger Refund of duplicate payment-Receipt #13272	1	\$1,989.00
330	08/15/18	Jordan Arehart	FINES & FEES - RECEIPT #13278	1	\$105.65
331	08/06/18	Madison County Treasurer	LIT August 2018 Disbursement-Receipt #13279	1	\$18,475.83
332	08/16/18	Katie Schiffrer	FINES & FEES - RECEIPT #13280	1	\$30.20
333	08/17/18	Todd Buckmaster	FINES & FEES - RECEIPT #13281	1	\$38.45
334	08/20/18	Jill Murray	FINES & FEES - RECEIPT #13282	1	\$31.65
335	08/20/18	Daikan Metz	FINES & FEES - RECEIPT #13283	1	\$26.79
336	08/20/18	Trisha Shuler	Glass Festival Book Sale-Receipt 13284	1	\$691.11
337	08/20/18	Jordan Arehart	FINES & FEES - RECEIPT #13285	1	\$28.56
338	08/21/18	Jordan Arehart	FINES & FEES - RECEIPT #13286	1	\$114.15
339	08/21/18	Debbie Fox	FINES & FEES - RECEIPT #13287	1	\$147.66
340	08/22/18	PAYROLL		1	\$5,611.80
341	08/22/18	Auditor of State of Indiana	2018 Q1 Evergreen-Receipt #13288	1	\$180.56

<i>Receipt #</i>	<i>Date</i>	<i>Name</i>	<i>Explanation</i>	<i>Bank</i>	<i>Total</i>
342	08/22/18	Daikan Metz	FINES & FEES - RECEIPT #13289	1	\$88.71
343	08/23/18	Todd Buckmaster	FINES & FEES - RECEIPT #13290	1	\$85.30
344	08/24/18	Katie Schiffner	FINES & FEES - RECEIPT #13291	1	\$92.20
345	08/27/18	Todd Buckmaster	FINES & FEES - RECEIPT #13292	1	\$94.05
346	08/27/18	Jordan Arehart	FINES & FEES - RECEIPT #13293	1	\$54.55
347	08/28/18	Jordan Arehart	FINES & FEES - RECEIPT #13294	1	\$140.80
348	08/28/18	Debbie Fox	FINES & FEES - RECEIPT #13295	1	\$148.90
349	08/29/18	Jordan Arehart	FINES & FEES - RECEIPT #13296	1	\$61.30
350	08/29/18	Jill Murray	FINES & FEES - RECEIPT #13297	1	\$21.40
<i>Total All Receipts</i>					\$35,348.96

Monday, September 10, 2018

Fiscal Officer

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

Date/Time: Sep. 6. 2018 8:35AM

File No. Mode	Destination	Pg(s)	Result	Page Not
3623 Memory TX	Summitville FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail
 E. 2) No answer
 E. 3) Exceeded max. E-mail size

E. 4) Busy
 E. 5) No facsimile connection
 E. 6) Destination does not support IP-Fax

Agenda

September 10, 2018

North Madison County Public Library System
Board of Trustees

Elwood Public Library

2019 Budget Hearing
4:30 P.M.
Agenda

Call to Order
 Call for Quorum
 Presentation of Budget Estimates and Tax Levies for the 2019 Budget
 Public Comment
 Adjourn

Regular Meeting
Immediately Following Public Hearing

Call to Order
 Call for Quorum
 Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
 Old Business
 1. Summitville
 a. Foundation Issues
 2. Internal Controls
 New Business
 1. Extra Furniture at Summitville
 Director's Report
 Public Comment
 Adjournment

Date/Time: Sep. 6. 2018 8:35AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3622 Memory TX	Frankton FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail
 E. 2) No answer
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Date/Time: Sep. 6. 2018 8:34AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3621	Memory TX	call leader	P. 1	OK	

Reason for error
 E: 1) Hang up or line fail
 E: 3) No answer
 E: 5) Exceeded max. E-mail size
 E: 2) Busy
 E: 4) No facsimile connection
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*Please
Publish this
week and again
on Monday
Thank you*

Date/Time: Sep. 6. 2018 8:34AM

Mode	Destination	Pg(s)	Result	Page Not Sent
Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error
 E: 1) Hang up or line fail
 E: 3) No answer
 E: 5) Exceeded max. E-mail size
 E: 2) Busy
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