

AGENDA

JANUARY 8, 1986

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review December's statistics.

OLD BUSINESS

1. Copier for Community Libraries.
2. Carpet runner for Library.
3. Used typewriters for libraries.

NEW BUSINESS

1. Check out area for Frankton.
2. Opening of Community Libraries.
3. Election of officers.
4. Check terms of appointment for Board Members.
5. Hiring new page for Elwood to work 10 hours--train to take Leah's place.

. . . Next regular board meeting is February 5, 1986.

The Elwood Public Library Board met Wednesday, January 8, 1986 at 7:00 p.m. in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Conner present
 Emma Copeland. present
 Michael Farrer present
 Betsy Herndon. present
 Lois Norris. present
 Edwin Pavese present
 Joeanna Winings. absent
 John Drumm, Director . . present

Mr. Pavese made a motion to approve the December board minutes as read. Mrs. Norris seconded the motion.

Mr. Drumm gave the monthly report as follows:

	<u>Elwood</u>	<u>Summitville</u>	<u>Frankton</u>
Borrowers	4,448	440	1,029
Book Stock	41,519	705	746
Circulation	3,919	126	96
Information Questions	202	-	-
-By Phone	67	-	-
Phonorecord Circ.	146	-	-
Cassette Circ.	47	-	-
Poster Circ.	12	-	-
Fines & Fees	235.30	-	5.10
Copier Receipts	194.40	-	-
VCR User's Fees	265.00	-	-
Interest	49.97	-	-

The director announced that the contents of the branch libraries were insured. The cost was only \$100 which will leave extra money in the insurance appropriation.

Mr. Drumm checked with the State Library to see if we can purchase either a used or new copier for the branches. The State Library said it was fine as long as there was enough funds in the budget. Mr. Drumm said that he looked into purchasing a used copying machine and there is not much market for them. He will update the figures it would cost our library to replace our current copier. The director will contact companies other than Xerox to compare not only their machines, but also the service agreements. As the branch libraries progress perhaps one will show a greater need for a copying service than the other.

Mr. Drumm also checked into purchasing a used typewriter and found that there was not much of a market for those either. Mr. Farrer mentioned that Security Bank might have some to sell and that he would check into it.

Mr. Drumm stated that there is no checkout area at the Frankton branch library. Mr. Sprague will build a type of counter that could be used for checking out books for \$160.00. The State Library said this would be agreeable. The board members said to proceed with this matter.

The director stated that the Summitville Community Library opened the 18th of December and the Frankton Community Library opened December 19th. There has been good public response at each library and a grand opening will be held in April. The carpeting in Frankton did alot to improve the interior of the library and the shelves are filling in faster than anticipated.

Mr. Drumm mentioned that the holiday honoring Martin Luther King was Monday, January 20th and was questioning how the library should handle the holiday. The board members felt that the library should remain open since the school's would not be closing.

Mr. Drumm told the board that he has hired a new page, Tammy Faulstich, to begin training. Leah will be graduating this spring and Tammy will take her place. It was also noted that Rita McQuitty was back at the library.

Emma Copeland, Secretary, read the correspondences she had received. The letters consisted of thank you's for the Christmas gift given by the board from Rita McQuitty, Craig and Margie Stiner, and the Library staff.

Mr. Drumm announced that four board member's terms expired in 1986: Betsy Herndon, Edwin Pavese, Joanna Winings, and Emma Copeland. The library board will be appointed as follows under the new library law:

- 1 by the City Council
- 1 by the Mayor
- 3 by the School Board
- 1 by the County Commissioners
- 1 by the County Council

The new bodies get to appoint in the following order:

- 1. County Commissioner
- 2. County Council
- 3. School Board
- 4. Mayor

We already have an appointment by the county commissioners so the next appointment will go to the County Council. Now the City Council has three appointments, they will decide which two of the three they will give up.

The last item of business was the election of officers for 1986. Mr. Farrer stated that he thought Tom Conner should be reelected to serve as president another year. Mr. Pavese seconded the motion. Mr. Conner made a motion for the rest of the slate of officers to be reelected. Mrs. Norris seconded the motion.

Tom Conner-President
Edwin Pavese-Vice-president
Emma Copeland-Secretary
Betsy Herndon-Treasurer

Mrs. Norris made a motion to adjourn the meeting. Mr. Pavese seconded the motion.

Emma Copeland, Secretary

AGENDA

FEBRUARY 5, 1986

BOARD OF TRUSTEES MEETING

ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review January's statistics.

OLD BUSINESS

1. Copier prices for libraries.
2. Carpet Runner Prices.

NEW BUSINESS

1. Hiring of Shawn Heaton for part time work at the library.
2. Approval of final budget figure.
3. Signs painted for Community Libraries.

. . . Next regular board meeting is March 5, 1986.

AGENDA

JANUARY 8, 1986

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review December's statistics.

OLD BUSINESS

1. Copier for Community Libraries.
2. Carpet runner for Library.
3. Used typewriters for libraries.

NEW BUSINESS

1. Check out area for Frankton.
2. Opening of Community Libraries.
3. Election of officers.
4. Check terms of appointment for Board Members.
5. Hiring new page for Elwood to work 10 hours--train to take Leah's place.

. . . Next regular board meeting is February 5, 1986.

The Elwood Public Library Board met Wednesday, January 8, 1986 at 7:00 p.m. in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Conner present
 Emma Copeland. present
 Michael Farrer present
 Betsy Herndon. present
 Lois Norris. present
 Edwin Pavese present
 Joeanna Winings. absent
 John Drumm, Director . . present

Mr. Pavese made a motion to approve the December board minutes as read. Mrs. Norris seconded the motion.

Mr. Drumm gave the monthly report as follows:

	<u>Elwood</u>	<u>Summitville</u>	<u>Frankton</u>
Borrowers	4,448	440	1,029
Book Stock	41,519	705	746
Circulation	3,919	126	96
Information Questions	202	-	-
-By Phone	67	-	-
Phonorecord Circ.	146	-	-
Cassette Circ.	47	-	-
Poster Circ.	12	-	-
Fines & Fees	235.30	-	5.10
Copier Receipts	194.40	-	-
VCR User's Fees	265.00	-	-
Interest	49.97	-	-

The director announced that the contents of the branch libraries were insured. The cost was only \$100 which will leave extra money in the insurance appropriation.

Mr. Drumm checked with the State Library to see if we can purchase either a used or new copier for the branches. The State Library said it was fine as long as there was enough funds in the budget. Mr. Drumm said that he looked into purchasing a used copying machine and there is not much market for them. He will update the figures it would cost our library to replace our current copier. The director will contact companies other than Xerox to compare not only their machines, but also the service agreements. As the branch libraries progress perhaps one will show a greater need for a copying service than the other.

Mr. Drumm also checked into purchasing a used typewriter and found that there was not much of a market for those either. Mr. Farrer mentioned that Security Bank might have some to sell and that he would check into it.

Mr. Drumm stated that there is no checkout area at the Frankton branch library. Mr. Sprague will build a type of counter that could be used for checking out books for \$160.00. The State Library said this would be agreeable. The board members said to proceed with this matter.

The director stated that the Summitville Community Library opened the 18th of December and the Frankton Community Library opened December 19th. There has been good public response at each library and a grand opening will be held in April. The carpeting in Frankton did alot to improve the interior of the library and the shelves are filling in faster than anticipated.

Mr. Drumm mentioned that the holiday honoring Martin Luther King was Monday, January 20th and was questioning how the library should handle the holiday. The board members felt that the library should remain open since the school's would not be closing.

Mr. Drumm told the board that he has hired a new page, Tammy Faulstich, to begin training. Leah will be graduating this spring and Tammy will take her place. It was also noted that Rita McQuitty was back at the library.

Emma Copeland, Secretary, read the correspondences she had received. The letters consisted of thank you's for the Christmas gift given by the board from Rita McQuitty, Craig and Margie Stiner, and the Library staff.

Mr. Drumm announced that four board member's terms expired in 1986: Betsy Herndon, Edwin Pavese, Joeanna Winings, and Emma Copeland. The library board will be appointed as follows under the new library law:

- 1 by the City Council
- 1 by the Mayor
- 3 by the School Board
- 1 by the County Commissioners
- 1 by the County Council

The new bodies get to appoint in the following order:

1. County Commissioner
2. County Council
3. School Board
4. Mayor

We already have an appointment by the county commissioners so the next appointment will go to the County Council. Now the City Council has three appointments, they will decide which two of the three they will give up.

The last item of business was the election of officers for 1986. Mr. Farrer stated that he thought Tom Conner should be reelected to serve as president another year. Mr. Pavese seconded the motion. Mr. Conner made a motion for the rest of the slate of officers to be reelected. Mrs. Norris seconded the motion.

Tom Conner-President
Edwin Pavese-Vice-president
Emma Copeland-Secretary
Betsy Herndon-Treasurer

Mrs. Norris made a motion to adjourn the meeting. Mr. Pavese seconded the motion.

Emma Copeland, Secretary

AGENDA

FEBRUARY 5, 1986

BOARD OF TRUSTEES MEETING

ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review January's statistics.

OLD BUSINESS

1. Copier prices for libraries.
2. Carpet Runner Prices.

NEW BUSINESS

1. Hiring of Shawn Heaton for part time work at the library.
2. Approval of final budget figure.
3. Signs painted for Community Libraries.

. . . Next regular board meeting is March 5, 1986.

with his hours being reevaluated this summer. He will also be available to help out the branch libraries in case of illness or vacation. Mr. Pavese made a motion to hire Shawn Heaton as a part time person. Mrs. Copeland seconded the motion.

The director showed the board members a sample of the carpet runner he was considering. It has a rubber backing, dense weave, and is fire proof. Mr. Drumm will report the cost of the carpet runner at the next board meeting.

The biggest item of business for the evening was the discussion of purchasing a copier. Mr. Drumm said all the copiers he had pre-viewed had three points in common: (1) they can reduce and enlarge, (2) they have a fairly extended duty cycle, for our library it would be one year, and (3) can reproduce in color. The Mita copier had been available for use in the library for the past four days. After much use it was discovered that the only deficiency was that a knob on the machine caught our books as they were copied. They would offer us the DC-152Z, a better machine, for the same price as the Mita 1025. Xerox also brought a copier in for trial use. With the purchase of the copying machine you can purchase their memory typewriter for \$95.

	Xerox	Mita
Original Price	3,195	2,640
Trade-in	350	340
Discount	-	210
Final Cost	2,845	2,090

Ramsay's also brought in a Sharp copier, but it would not be practical because the machine must be rebuilt every 8,000 copies and the library makes an average of 16,000 copies a year. Mita's service agreement was for 3 years or 45,000 copies whichever came first and would cost \$432. Xerox would be \$375 a year and .011 cents for every copy over 12,000. After seeing the Xerox and Mita machines make copies the board members showed a greater interest in the Mita. They considered purchasing a smaller copier for each of the branches. The money output for such a purchase would be:

Elwood's machine	2,495
Stand	145
Branches (2 @ 1,395)	2,790
Discount	800
Trade-in	350
Final Cost for 3	4,280

At this point the board members felt Mr. Drumm should inform those members that were absent of all that had been discussed about the copier. A decision will be reached at the March board meeting.

Mrs. Winings made a motion to adjourn the meeting. Mr. Pavese seconded the motion.

The Elwood Public Library Board met Wednesday, February 5, 1986 at 7:00 p.m. in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Conner present
Emma Copeland. . . . present
Michael Farrer absent
Betsy Herndon. . . . absent
Lois Norris. absent
Edwin Pavese present
Joeanna Winings. . . . present
John Drumm, Director. present

Mr. Pavese made a motion to approve the January board minutes as read. Mrs. Winings seconded the motion.

Mr. Drumm gave the monthly report as follows:

	<u>Elwood</u>	<u>Summitville</u>	<u>Frankton</u>
Borrowers	4,486	458	1,080
Book Stock	41,666	838	971
Circulation	4,916	574	590
Information Questions	205		
-By phone	63		
Phonorecord Circ.	1,518		
Cassette Circ.	58		
Poster Circ.	3		
Fines & Fees	211.64	(5.80)	(5.80)
Copier Receipts	293.50		
VCR User's Fees	333.00		
Interest	233.50		

The director reported that we received the budget order from the State Board of Tax Commissioners. The 1986 budget was approved in the amount of \$168,728 and the rate was reduced to .45. Originally the budget was submitted in the amount of \$172,295. At the budget hearing in September the budget was reduced by \$3,933 and this was taken from the appropriation Transfer to LIRF. The library did receive the \$1,500 that they appealed for (the recovery of the 1.9% of salaries paid for workmen's compensation) and this was added back to the appropriation Transfer to LIRF.

Dannie Austin painted very nice signs on each of the buildings that house the new branch libraries. His services amounted to \$170 but will be paid for by the grant money.

Mr. Drumm told the board members that Shawn Heaton is available to work for the library. He comes to us fully trained since he worked previously as a page while he was in high school. The extra help is needed especially since the success of the branch libraries the workload at the main library has increased. Shawn will work all day Friday and Saturday

The Elwood Public Library Board met for s special board meeting, February 21, 1986 at 6:00 p.m. in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Conner	present
Emma Copeland.	absent
Michael Farrer	absent
Betsy Herndon	present
Lois Norris.	present
Edwin Pavese	present
Joeanna Winings.	present
John Drumm, Driector .	present

A special board meeting was held to transfer fund from the Library Improvment Reserve Fund to the Library Operating Fund as a temporary loan.

Mr. Pavese made a motion to accept the resolution which would transfer \$30,000 from the LIRF Fund to the Operating Fund. This money must be repaid by the end of the year and is just a temporary loan. Mrs. Herndon seconded the motion.

Mr. Pavese adjourned the special meeting. Mrs. Herndon Seconded the motion.

"RESOLUTION FOR LIBRARY APPROPRIATION

BE IT RESOLVED, by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that it is deemed necessary to have a transfer of funds to meet necessary expenses and it is deemed necessary to consider the following:

FROM: LIBRARY IMPROVEMENT RESERVE FUND \$30,000

TO: LIBRARY OPERATING FUND \$30,000

BE IT FURTHER RESOLVED, by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that there is a sufficient amount of money in the funds above specified to make this transfer and reallocation.

The above resolution is hereby adopted this twenty-first day of February, 1986.

BOARD OF TRUSTEES OF THE ELWOOD
PUBLIC LIBRARY, ELWOOD, INDIANA

BY:

Thomas E. Conner

Jeanne M. Francis

Edwin J. Pavese

Sam J. Harris

Betsy Stender

which resolution duly passed and unanimously carried and signed by all board members present.

This temporary loan must be repaid with in the same year in which the loan is made. Minutes of the special board meeting are on file in the safe.

AGENDA

MARCH 5, 1986

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review February's statistics.

OLD BUSINESS

1. Copying Machines.
2. Carpet Runner prices.

NEW BUSINESS

1. Sign and approve the Branch Library's Grant application for second year of LSCA project.
2. Library Planning for 5-year plan.
3. Thanks to Mrs. Winings for years of service.

. . . Next regular board meeting is April 2, 1986.

The Elwood Public Library Board met Wednesday, March 5, 1986, at 7:00 p.m. in the children's room. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Conner present
Emma Copeland. present
Michael Farrer present
Betsy Herndon. present
Lois Norris. present
Edwin Pavese present
Joeanna Winings. present
John Drumm, Director . . present

Lois Norris moved and Ed Pavese seconded that the February board minutes be approved as written. The motion carried.

Mr. Drumm gave the monthly report as follows:

	<u>Elwood</u>	<u>Summitville</u>	<u>Frankton</u>
Borrowers	4467	503	1150
Book Stock	41,882	1,014	1,278
Circulation	5,571	587	700
Information Questions	109		
-By phone	37		
Phonorecord Circ.	127		
Cassette Circ.	54		
Poster Circ.	4		
Fines & Fees	160.65	(31.35)	(31.35)
Copier Receipts	280.35		
VCR User's Fees	260.00		
Interest	203.83		

Mr. Drumm told the board that the LSCA Grant Fund will be reduced 4.3% so it was decided not to purchase the copying machines at this time.

The director reviewed the prices of carpet runners for the library. If the carpet runner was purchased from the Alexandria Carpeting Company the total cost would be \$500.00 with a ten year guarantee. Craig Stiner and Mr. Drumm would install the runner themselves. Mike Farrer moved that the carpet with binding be purchased from the Alexandria Carpeting Company. Lois Norris seconded. The motion carried.

Ed Pavese moved and Mike Farrer seconded that the application for distribution of state funds be signed.

Mike Farrer moved and Lois Norris seconded that the project report be signed by those responsible for the federal project. The motion carried.

Open houses for the branch libraries will be held April 19th for the Summitville Library and April 26th for the Frankton Library. All are invited to attend.

Joeanna Winings was paid tribute for 16 years of faithful service to the library board. A decorated cake was presented and enjoyed by the board members present.

The meeting was declared adjourned.

Emma Copeland, Secretary

AGENDA

APRIL 2, 1986

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review March's statistics.

OLD BUSINESS

NEW BUSINESS

- ✓ 1. Welcome to Ranny Simmons.
- ✓ 2. Budget for Library Demonstration Project.
- ✓ 3. Library personnel on sick leave.
- ✓ 4. National Library Week.
- ✓ 5. New Repuback Spinner
... Next regular board meeting is May 7, 1986.

②
Jim Reasme
Sq 9 St
552-5550

✓ 6. Drain Line in Basement
○ Mark's Heating & Cooling Tipton
no don't do it

We will hand out 3500 Library Cards
for National Library Week
State Library Convention
May

The Elwood Public Library Board met Wednesday, April 2, 1986 at 7:00 p.m. in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Conner present
 Emma Copeland present
 Michael Farrer present
 Betsy Herndon present
 Lois Norris present
 Edwin Pavese absent
 Ranny Simmons present
 John Drumm, Director present

Mrs. Copeland stated that a correction needed to be made in the March minutes. The open house for the Frankton branch library will be held April 26th not the 24th of April as previously stated. Mr. Farrer made a motion to approve the corrected March board minutes as read. Mrs. Norris seconded the motion.

The director introduced Ranny Simmons who was replacing Joanna Winings. Mr. Simmons was appointed by the County Council.

Mr. Drumm told the board members that the registration for both of the branch libraries was approaching the 50% figure that we were aiming for. The Summitville Community Library has been holding a story hour for their young patrons. They have also taken books to the local Nursing Home.

Mr. Drumm gave the monthly reports as follows:

	<u>Elwood</u>	<u>Summitville</u>	<u>Frankton</u>
Borrowers	4,418	576	1,222
Book Stock	41,972	1,209	1,443
Circulation	5,062	849	788
Information Questions	105		
-By Phone	43		
Phonorecord Circ.	137		
Cassette Circ.	78		
Poster Circ.	2		
Fines & Fees	212.68	(47.70)	(47.70)
Copier Receipts	360.65		
VCR User's Fees	349.00		
Interest	81.87		

Mr. Drumm reported that the library was running very short-staffed at this time. Barbara McAdams has recently had surgery and is planning to return to work the last of April. Mr. Drumm and Shawn Heaton will assist in running the Frankton library until Barbara's return.

Margaret Stiner is still on sick leave and will hopefully return the last of April. Rita McQuitty has taken an indefinite leave of absence from the library. The director informed the board that Frances Robertson has been suffering from gallbladder attacks and will have surgery in May and then be off the month of June.

The budget for the Library Demonstration Project has been submitted to the State Library and well before the deadline. The completed budget totaled \$100,000.

National Library Week is April 7th through the 12th. No programs have been planned due to the shortness of staff members. There will be an article in the Call-Leader about the library and a brief biography about the staff and the board members. Mr. Drumm said that flyers with attached registration cards will be distributed at the local grocery stores.

Mr. Drumm reported that there is a leak in the children's room under Mitzi's desk. The water line runs across the basement floor and is encased with cement. A suggestion was made to investigate the possibility of rerouting the water line. Baxter's Heating and Plumbing will come to give an estimate. Jim Leisure will also be called to give his estimate.

The director said that the library is in need of and will be purchasing a new paperback spinner.

Mrs. Norris made a motion to adjourn the meeting. Mr. Farrer seconded the motion.

Emma Copeland, Secretary

AGENDA

MAY 7, 1986

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review April's statistics.

OLD BUSINESS

1. Open Houses.
2. Water line completed.

NEW BUSINESS

1. Gifts made by the Elwood School System.
2. Budget Clinic.
3. Indiana Bond Bank.
4. Proposed summer hours for Community libraries.

. . . Next regular board meeting is June 4, 1986.

The Elwood Public Library Board met Wednesday, May 7th, 1986 at 7:00 p.m. in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Conner present
 Emma Copeland. present
 Michael Farrer absent
 Betsy Herndon. absent
 Lois Norris. present
 Edwin Pavese present
 Ranny Simmons. present
 John Drumm, Director . . present

Mr. Pavese made a motion to approve the April's board minutes as read. Mrs. Norris seconded the motion.

Mr. Drumm read the monthly reports as follows:

	<u>Elwood</u>	<u>Summitville</u>	<u>Frankton</u>
Borrowers	4,472	621	1,314
Book Stock	42,186	1,378	1,574
Circulation	5,438	847	895
Information Questions	99		
-By Phone	39		
Phonorecord Circ.	109		
Cassette Circ.	66		
Poster Circ.	1		
Fines & Fees	337.13	(68.25)	(68.25)
Copier Receipts	340.50		
VCR User's Fees	329.00		
Interest	33.78		

The Frankton Community Library had 21 children attending their Story Hour. The Summitville Community Library had 65 children in attendance.

Mr. Drumm has asked for the assistance of the Boy Scouts and Cub Scouts of Frankton to distribute flyers and registration cards to Lafayette township. The director feels that we have yet to reach a number of families in this townhsip.

The director said that the Open House for both of the community libraries was very successful with a number of people attending.

The new water line was installed by Jim Leisure. The water line was designed with easily accessible valves that can be turned off. Mr. Leisure lowered his estimate when the work was completed.

Mr. Drumm has announced that Mr. Merritt gave the library several pieces of surplus furniture from the Elwood Community School Corporation. The furniture will be used at the branch libraries. The gift also included three typewriters which we have had repaired and maintained.

The 1986 Budget Clinic will be held May 15th at New Castle. Mr. Drumm said he would just be attending the afternoon session. All were invited to attend.

Mr. Drumm said he received information from the Indiana Bond Bank. Libraries are eligible to participate. The Indiana Bond Bank enables libraries to have an alternative to borrowing money commercially.

The Summer hours for the branch libraries are Monday, 11-7; Tuesday, Thursday, and Friday, 9-5; and Saturday, 9-2. They will be closed on Wednesday just as they had been in the winter.

The Frankton Community Library is again in need of shelving. Mr. and Mrs. Sprague will build, stain, and install three sets of shelving for \$300.00. Mrs. Norris made a motion to have the Sprague's build and install more shelving at the Frankton Library. Mr. Pavese seconded the motion.

Mr. Drumm presented two copies of the audit report that was recently received. The audit report stated that all records were found to be in satisfactory order.

The Alexandria Flooring Company is coming to install the carpet runner that will extend from the Children's Room through the kitchen. It was cut to fit that area and then the edges are bound. Mr. Drumm and Craig Stiner will install the rest of the carpet runners.

Mrs. Norris made a motion to adjourn the meeting. Mr. Pavese seconded the motion.

Emma Copeland, Secretary

AGENDA

JUNE 4, 1986

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review May's statistics.

OLD BUSINESS

1. Thanks to Boy Scouts in Frankton.

NEW BUSINESS

1. Children's Librarian Candidate.
2. Proposal for a new phone system.
3. Summer Reading Club.
4. No fine system.

. . . Next regular board meeting is July 2, 1986.

The Elwood Public Library Board met Wednesday, June 4th, 1986 at 7:00 p.m. in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Conner present
Emma Copeland. present
Michael Farrer absent
Betsy Herndon. absent
Lois Norris. absent
Edwin Pavese present
Ranny Simmons. present
John Drumm, Director . present

Mr. Pavese made a motion to approve the May's board minutes as read. Mr. Simmons seconded the motion.

Mr. Drumm read the monthly reports as follows:

	<u>Elwood</u>	<u>Summitville</u>	<u>Frankton</u>
Borrowers	4,467	648	1,408
Book Stock	42,282	1,464	1,656
Circulation	4,861	907	977
Information Questions	96		
-By Phone 43			
Phonorecord Circ.	58		
Cassette Circ.	46		
Poster Circ.	5		
Fines & Fees	180.15	40.15	37.70
Copier Receipts	252.35		
VCR User's Fees	146.00		
Interest	5.63		

Mr. Drumm mentioned that the State Library considered the work on the branch libraries to be one of the better LSCA projects at this time. The shelving has been completed in Frankton and the Sprague's have done a beautiful job with them.

The director told the board members how helpful the Boy Scouts had been in helping him to distribute flyers to 250 homes in the Lafayette township. The Scouts will also help him go door to door in Frankton.

Mr. Drumm reported that there were fifty individuals that applied for the position of children's librarian. Out of the fifty applicants Mr. Drumm selected five people to interview. After much thought Toni Maley was chosen to replace Mitzi Thomas. Mr. Pavese made a motion to hire Toni Maley to begin June 9th as the children's librarian. Mrs. Copeland seconded the motion.

Mr. Conner read to the board members Mitzi Thomas' letter of resignation. It was a very nice letter stating how much she had enjoyed working at the library.

The director reported that AT & T recently called the library trying to interest him in a new phone system. After much discussion about the contracts that accompanied the lease Mr. Drumm was to find out whether the library would own the phone system after five years of leasing and whether it would be cheaper to purchase outright at this time. Mr. Drumm will report his findings at the July board meeting.

Mr. Drumm said that the summer reading program is underway with the theme of "Camp Wanna Read-a-book." The summer reading program takes place at all three libraries and the children can participate in the programs at any of the libraries.

The director explained that he would like to try a no fine system. He stated that a great amount of staff time was devoted to sending first, second, third, and legal notices all which used a great deal of postage and yielded very little result. The no fine system would work in such a way where a person was given a two week grace period after their initial two weeks of possessing the book. At the end of the grace period the individual would be sent a notice stating that they must either return the book or pay the cost of the book. Mrs. Copeland made a motion to institute a new fine system on a trial basis through December 31, 1986.

Mr. Drumm said that the Call-Leader was publishing another "Welcome to Elwood" addition to the paper similar to the one that was published last year. For \$100 the library can have a half of page for a picture and write-up. The board suggested that he ask the newspaper if the library can have a brief mention at no charge. If not perhaps we could pay \$50 for a quarter page article.

The director will be on vacation from June 21st-June 29th at South Haven, Michigan.

The library board will meet in executive session June 18th at 6:00 p.m. to discuss the increase in salaries for the 1987 budget.

Mr. Pavese made a motion to adjourn the meeting. Mr. Simmons seconded the motion.

Emma Copeland, Librarian

ELWOOD PUBLIC LIBRARY

"THE PEOPLE'S JUDGEMENT IS NO BETTER THAN THEIR INFORMATION"

124 NORTH 16th ST.
ELWOOD, INDIANA
46036 - 1598
PHONE (317) 552-5001

June 2, 1986

Dear Mr. Connor and Board Members,

Because of personal interests which keep me from giving full attention to my duties as Children's Librarian, I have decided to submit my resignation effective July 31, 1986.

I am grateful to the board and staff members for the cooperation and friendship that was given me during the nearly six years I've been here. Also, for the opportunity to serve the young people of this community in an area which is very important.

I hope that if I can be helpful to you in any way at any time, you will not hesitate to call upon me.

Sincerely,

Mitzie Thomas

AGENDA

JULY 2, 1986

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review June's statistics.

OLD BUSINESS

1. Telephoen lease/purchase options.
2. Budget update.
3. Carpet finished.

NEW BUSINESS

1. Alarm Company proposal.
2. Thank you's to groups in Frankton and Summitville for their help.

. . . Next regular board meeting is August 6, 1986.

The Elwood Public Library Board met Wednesday, July 2nd, at 7:00 p.m. in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Conner present
 Emma Copeland. present
 Mike Farrer. absent
 Betsy Herndon. present
 Lois Norris. present
 Ed Pavese. absent
 Ranny Simmons. present
 John Drumm, Director . . present

Mrs. Norris made a motion to approve the minutes from the June board meeting. Mrs. Herndon seconded the motion.

The director read the monthly report as follows:

	<u>Elwood</u>	<u>Frankton</u>	<u>Summitville</u>
Borrowers	4,501	1,496	710
Circulation	5,925	1,489	1,029
Book Stock	42,406	1,696	1,518
Records Circ.	149		
Poster Circ.	6		
Cassette Circ.	68		
Video Cassette Circ.	200	14	27
Fines & Fees Receipts	127.75	(60.55)	(60.55)
Copier Receipts	277.60		
Interest	43.76		
VHS Receipts	251.00		
Lamination	2.00		

It was announced that Reading Club had been a big success at all three libraries: Elwood had 260 children signed up, Frankton had 140 joiners, and 89 joined at Summitville. A total of 489 kids are involved in the Summer Reading Program.

Mr. Drumm said that an AT & T spokeswoman was supposed to be present at the board meeting to explain purchasing versus leasing of telephone equipment. Since she had not arrived the director proceeded to explain that we pay \$800 in rent for our phone system. We can buy the same system for \$1,004.56. The library also has the option of purchasing a more technologically advanced phone system, MERLIN, for \$2,480 which included installation. The discussion was tabled until the next month in the hopes that the AT & T representative would be present to answer questions.

The director reported that the actual budget figures will not be available until July 15th. After these figures are received the library board will wish to meet in executive session.

The carpet runners have been installed upstairs with carpet tack strips which will help to prevent accidents. The carpet is also finished in the entranceway to the children's room and looks very nice.

Mr. Drumm received a phone call from SONITROL who specialize in alarm systems. They had contacted the library two years ago at which time the board members weren't interested. They proposed a system that would be \$1,785 and an additional \$50 monthly fee.

The director reported that the Viewpoint building (south of the Library) is for sale. The price for the building is \$60,000 which the board felt was overpriced. The building is in good shape but it is alot of money at this time. The board mentioned if Mr. Wheeler changed his mind we might be able to negotiate.

Window blinds need to be installed at the Frankton Community Library becuse they receive an abundance of sun in the afternoon.

Mr. Drumm thanked the Frankton and Summitville civic groups for the sizable donations that they have given to the branch libraries.

An individual from the Indiana Historical Society will be presenting a program on "Oral History" October 4th at 9 a.m. here at the library.

Mr. Simmons made a motion to adjourn the meeting. The motion was seconded by Mrs. Norris.

Emma Copeland, Secretary

AGENDA

AUGUST 6, 1986

BOARD OF TRUSTEES MEETING

ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review July's statistics.

OLD BUSINESS

1. Telephone lease/purchase options.
2. Budget for 1987.

NEW BUSINESS

1. Photocopiers for branches.
2. Case for Miniatures in Library.
3. Proposal for Expansion of Frankton.

. . . August 27th - Public hearing held by the Library Board -7:00 p.m.

. . . Next regular board meeting is September 3, 1986.

The Elwood Public Library Board met Wednesday, August 6th, at 7:00 p.m. in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Conner present
 Emma Copeland. absent
 Mike Farrer. absent
 Betsy Herndon. absent
 Lois Norris. present
 Ed Pavese. present
 Ranny Simmons. present
 John Drumm, Director . present

Mr. Pavese made a motion to approve the minutes from the July board meeting. Mrs. Norris seconded the motion.

David Batchelder, owner of COPY COIN-OP, presented to the library board a proposal for placing coin operated copiers in the branch libraries. Mr. Batchelder explained that there is no rental or purchase charge. COPY COIN-OP pays all service contracts and supplies. Each library will be provided 500 free copies each month. COPY COIN-OP will pay each library 5¢ per copy over 1,000 copies a month. The public copy charge for Summitville and Frankton will be 20¢ a copy. Three months after installation COPY COIN-OP will review the copy volume at the Frankton and Summitville libraries. Should we find the copy volume is over 1,000 copies a month they will drop the public charge to 15¢ per copy. Mr. Batchelder stated that the Tipton Library has one of their copiers and is very satisfied. The board felt that this proposal should be taken under consideration for the branches, but will be tabled until next month when perhaps more members will be present.

A representative from AT & T was present to explain purchasing versus leasing of the new MERLIN system. The library's present phone system to buy would cost \$1,004.60. The representative stated that if the library was interested in the MERLIN system they have two options: (1) purchase the phone system for \$2,480 which includes installation with a 1 year warranty, or (2) can lease the equipment for \$68 a month for five years with the option to buy at 10% of the purchase price. The board expressed interest in purchasing the MERLIN System for \$2,480, but wanted to have the opinions of the absent board members before a decision is made.

The director reported that 489 children signed up for Summer Reading Club (259-Elwood, 140-Frankton, and 90-Summitville). Out of the 489 kids signed up 275 actually finished (145-Elwood, 80-Frankton, and 50-Summitville). The Summitville Library was awarded a plaque for entering in the local parade. They also received a cash award from the Summitville Lion's Club.

The director read the monthly reports as follows:

	<u>Elwood</u>	<u>Frankton</u>	<u>Summitville</u>
Borrowers	4,552	1,554	730
Circulation	6,633	1,424	948
Book Stock	60,363	1,801	1,640
Records Circ.	218		
Poster Circ.	7		
Cassette Circ.	73		
Video Cassette Circ.	339	30	23
Fines & Fees Receipts	87.55		
Copier Receipts	270.70		
Interest	164.07		
VHS Receipts	243.40	(48.75)	(48.75)
Lamination	-		

Mr. Drumm presented the 1987 budget to the board members for examination. The total is \$175,070 with a tax rate of .485. The budget will be published August 16th and 23rd. A public hearing will be held, August 27th at 6:00 p.m. and September 3rd will be the date for officially adopting the 1987 budget.

A proposal was presented by Mr. Drumm for expanding the Frankton Community Library an additional 250 Feet. Discussion will be tabled until the September board meeting.

The director said plans were being made to find a permanent home for the four miniatures donated to the library by Mr. Ray. Mr. Drumm contacted Riegel's to see what the cost would be to encase the miniatures in glass, plexiglass, and tempered glass. Mr. Simmons suggested contacting the vocational building to see if they can construct something for the library. Mr. Drumm said he would contact the vocational building and report his findings at the next board meeting.

Mr. Simmons made a motion to adjourn the meeting. The motion was seconded by Mrs. Norris.

Emma Copeland, Secretary

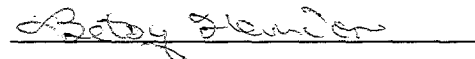
Phone 317-552-2392

ELWOOD PUBLIC LIBRARY

124 North 16th Street
Elwood, Indiana 46036

August 6, 1986

I grant my permission for the Bookkeeper of the Elwood Library, Lynn Ischay, to use my signature stamp at the February board meeting. I am unable to attend and my signature is needed on the checks.



Betsy Herndon, Board Treasurer

The Elwood Public Library Board met Wednesday, September 3rd, at 7:00 p.m. in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Conner present
 Emma Copeland. present
 Mike Farrer. present
 Betsy Herndon. present
 Lois Norris. absent
 Ed Pavese. present
 Ranny Simmons. present
 John Drumm, Director . present

Mr. Pavese made a motion to approve the minutes from the August board meeting. Mr. Farrer seconded the motion.

The director read the monthly reports as follows:

	<u>Elwood</u>	<u>Frankton</u>	<u>Summitville</u>
Borrowers	4,528	1,598	796
Circulation	5,564	1,333	733
Book Stock	60,827	1,897	1,795
Records Circ.	199	-	-
Poster Circ.	17		
Cassette Circ.	62		
Video Cassette Circ.	297	17	41
Fines & Fees Receipts	64.10	(39.06)	(39.06)
Copier Receipts	174.70		
Interest	168.88		
VHS Receipts	184.00		
Lamination	-		

Mr. Drumm announced that September will be the last month of the fiscal year for the LSCA grant. Permission was asked from the State Library to transfer the unexpended money left in certain appropriations, which amounted to almost \$5,000, to the appropriation books. Mr. Drumm, Carolyn Lambertson, and Barbara McAdams will be visiting the Baker and Taylor Company in Momence, Illinois where the library purchases the majority of their books. They will walk through the factory and select \$2,500 of books for each branch.

Mr. Farrer made a motion to accept the resolution that would transfer \$30,000 from the Library Improvement Reserve Fund to the Operating Fund so that the library can operate for the remainder of the year. Mr. Pavese seconded the motion. The resolution was accepted by the board members present. The temporary loan must be repaid before December 31, 1986.

The director explained to those board members not present at the July board meeting the facts about purchasing the MERLIN phone

system as explained by the AT & T representative. Mr. Drumm also checked out the Ameritech system and found it comparable and slightly more money. The board members felt before a decision is made that Mr. Drumm should shop around to see what the cost of other phone systems are. Mr. Farrer has a LANIER system in his office and is very satisfied.

The 1987 budget was presented to the board members for adoption. Mr. Pavese made a motion to accept the library budget in the amount of \$175,070 with a tax rate of .485. Mr. Farrer seconded the motion. The 1987 budget was unanimously adopted.

David Batchelder, owner of COPY COIN-OP, presented the library board a new proposal. COPY COIN-OP would charge 20¢ a copy and the library would receive 10¢. Before the proposal is acted upon the board members wanted answers to three questions: 1) does COPY COIN-OP have control over the price of a copy, 2) request that they bring in a machine for a trial period, and 3) how does a patron pay when making a volume of copies. Mr. Farrer made a motion to accept the proposal for placing a coin operated copier in each branch library. Ranny Simmons seconded the motion.

The Vocational building is constructing the case that will house the miniatures complete with stand. The total cost of the project is \$350-400 and will have clear solid tempered glass.

Mr. Drumm introduced a proposal for added alterations to the Frankton branch for \$550. The additional space would raise the rent from \$250 to \$375, but would still include utilities. Mr. Pavese made a motion to expand the Frankton branch internally. Mr. Simmons seconded the motion.

Mr. Simmons made a motion to adjourn the meeting. The motion was seconded by Mr. Farrer.

Emma Copeland, Secretary

"RESOLUTION FOR LIBRARY APPROPRIATION

BE IT RESOLVED, by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that it is deemed necessary to have a transfer of funds to meet necessary expenses and it is deemed necessary to consider the following:

FROM: LIBRARY IMPROVEMENT RESERVE FUND \$30,000

TO: LIBRARY OPERATING FUND \$30,000

BE IT FURTHER RESOLVED, by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that there is a sufficient amount of money in the funds above specified to make this transfer and reallocation.

The above resolution is hereby adopted this third day of September, 1986.

BOARD OF TRUSTEES OF THE ELWOOD
PUBLIC LIBRARY, ELWOOD, INDIANA

BY:

<u>Thomas E. Sommer</u>	<u>Bobby Stender</u>
<u>Michael E. Jones</u>	<u>Edwin G. Pavese</u>
<u>Emma Copeland</u>	<u>Fanny Simmons</u>

which resolution duly passed and unanimously carried and signed by all board members present.

This temporary loan must be repaid with in the same year in which the loan is made. Minutes of the special board meeting are on file in the safe.

Beginning January 1986- (13 sick days/3 Personal days/15 vacation days)

January 3 Vacation Days
January 4 Saturday off
January 13 Sick day-1
January 14 Sick day-2
January 15 Sick day-3
January 17 Sick day-4
January 18 Sick day-5
January 20 Sick day-6
January 21 Sick day-7
January 22 Sick day-8
January 24 Sick day-9
January 25 Sick day-10
January 27 Sick day-11
January 28 Sick day-12
January 29 Sick day-13
January 31 Vacation Day-1

*Sick days depleted.

February 1 Personal Day-1
February 15 Saturday Off
February 17 Holiday
February 18 Personal Day-2
February 19 Personal Day-3
February 21 Vacation-2
February 22 Vacation-3
February 24 Vacation-4
February 25 Vacation-5
February 26 Vacation-6
February 28 Vacation-7

*Personal days depleted.

March 1 Saturday off
March 3 Vacation-8
March 4 Vacation-9
March 5 Vacation-10
March 7 Vacation-11
March 8 Vacation-12
March 10 Vacation-13
March 11 Vacation-14
March 12 Paid-1
March 14 Paid-2
March 15 Paid-3

*Vacation days depeleted.

*Paid for 3 days not worked.

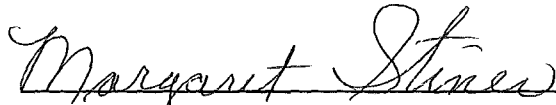
Mrs. Stiner wishes to keep her vacation time so she will make up those days and the days paid but she did not work. 17 days


Margaret Stiner

17 days to be made up as follows:

March 28	Holiday	4 hours		
March 29	Holiday	4 hours1 day	1 day
April 26	Saturday off	4 hours		
May 10	Saturday off	4 hours1 day	
May 15	3 hours worked-not paid			
May 22	4 hours worked-not paid	1 day	2 days
July 4	Holiday	4 hours		
July 5	Holiday	4 hours1 day	
July 16	3 hours worked-not paid			
July 17	4 hours worked-not paid	1 day	
July 24	4 hours worked-not paid			
July 26	Saturday off	4 hours1 day	
July 31	4 hours worked-not paid	 $\frac{1}{2}$ day	3 $\frac{1}{2}$ days
August 2	Saturday off	4 hours		
August 7	4 hours worked-not paid	1 day	
August 8	3 hours worked-not paid			
August 11	4 hours worked-not paid	1 day	
August 13	4 hours worked-not paid	 $\frac{1}{2}$ day	
August 14	8 hours worked-not paid	1 day	3 $\frac{1}{2}$ days
			<u>Total</u>	<u>10 days</u>

According to the Library Board's Attorney, Mr. Farrer, it is illegal to make up time for which you have already been paid. Therefore, Margaret Stiner must take the vacation time as paid for (January 1, February 21, 22, 24, 25, 26, 28, March 3, 4, 5, 7, 8, 10, 11, - total of 10 days). The three days she was paid for and did not work will be ignored at this time. The above 10 days that were worked to make up for the vacation time she did not want to take were paid to Margaret Stiner August 30th. If any vacation time is granted for the remainder of the year it must taken without pay.


 Agreed to by Margaret Stiner

AGENDA

OCTOBER 1, 1986

BOARD OF TRUSTEES MEETING

ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review September's statistics.

OLD BUSINESS

1. Coin Copiers.
2. Telephone bids.
3. Grant Application.

NEW BUSINESS

1. Portable blower.
2. New Salaries for project personnel.

. . . Nex regular board meeting is November 5, 1986.

The Elwood Public Library Board met Wednesday, October 1st, at 7:00 p.m. in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Conner present
 Emma Copeland. present
 Mike Farrer. present
 Betsy Herndon. present
 Lois Norris. present
 Ed Pavese. present
 Ranny Simmons. present
 John Drumm, Director . . . present

Mr. Pavese made a motion to approve the minutes from the September board meeting. Mrs. Norris seconded the motion.

The director read the monthly reports as follows:

	<u>Elwood</u>	<u>Frankton</u>	<u>Summitville</u>
Borrowers	4,577	1,659	820
Circulation	5,893	1,233	898
Book Stock	43,048	2,004	1,945
Records Circ.	248	-	-
Poster Circ.	29	-	-
Cassette Circ.	68	-	-
Video Cassette Circ.	187	13	45
Fines & Fees Receipts	52.90	(67.45)	(67.45)
Copier Receipts	299.45	-	-
Interest	114.42	-	-
VHS Receipts	351.00	-	-
Lamination	-	-	-

Mr. Drumm informed the board members that he, Carolyn, Linda, and their pages recently went to Baker & Taylor in Momence, Illinois to spend the rest of the LSCA grant fund for 1986 (fiscal year ends September 1986). They spent \$3,000 for each branch which will yield 400 or 500 books for both libraries.

COPY COIN-OP are placing copying machines in the Frankton and Summitville branches this month. They will also be bringing a copier for the Elwood library to use on a trial basis for a month.

The purchase of a new telephone system was again brought forth for discussion. The two systems from A T & T were: 1. MERLIN-price \$2480 with 4 phone lines and 2. EKTS-price \$2400-with 2 phone lines. Indiana Bell has a phone system very similar to the MERLIN for \$2330. A Lanier phone system for \$2100 was considered. This phone system is similar to the MERLIN, but only has a capacity of 3 phone lines.

After much discussion Mrs. Norris made a motion to purchase the MERLIN phone system from AT & T for \$2,480. Mrs. Copeland seconded the motion.

Mr. Drumm presented to the board the application for the LSCA Grant for the next year. Mr. Farrer made a motion to accept the grant application with a \$75,000 budget for the period, October 1, 1986 to September 30, 1987. Mr. Pavese seconded the motion.

The director asked permission to purchase a portable blower for the janitor's use. The blower will be helpful in cleaning the dirt and debris from the sidewalks. Loren's had an ECHO blower for \$140 and True Value had one for \$170. Mrs. Herndon made a motion to purchase a portable blower for \$140 from Loren's. Mrs. Norris seconded the motion.

Mr. Drumm told the board members that he would like to make full-time positions for the two ladies who have been working as part-time pages at the branches. He would like to pay Linda Kemper and Carla Elsworth \$7,500 a year. Mr. Drumm also wanted to increase Carolyn and Barbara's salaries from \$7,500 to \$8,500. All four employee's would be members of PERF. Mrs. Norris made a motion to make all positions at the branches full-time. The payroll would be McAdams, \$8,500; Lambertson, \$8,500; Kemper, \$7,500; and Elsworth, \$7,500. Mr. Pavese seconded the motion.

There will be an executive meeting October 20th to discuss the library employee's job descriptions and salaries.

Mrs. Norris made a motion to adjourn the meeting. The motion was seconded by Mr. Farrer.

Emma Copeland, Secretary

PAYROLL SCHEDULE FOR 1987

-APPROVED BY THE LIBRARY BOARD OCTOBER 20, 1986-

<u>NAME</u>	<u>PERCENTAGE INCREASE</u>	<u>1986 SALARY</u>	<u>1987 SALARY</u>
Drumm	10%	20,330 9.77	22,363 10.75
Stiner	6%	10,853 5.22	11,509.48 5.53
Robertson	6%	10,853 5.22	11,509.48 5.53
Heaton	25%	8,320 4.00	10,400 5.00
Maley	25%	8,320 4.00	10,400 5.00
Sullivan	12.5%	8,320 4.00	9,360 4.50
Ischay	4%	5.31 +\$500	5.51 +\$500
Cleaver	4%	3.35	3.48
Stiner (Custodian)	4%	4.16	4.32
Pages	0%	3.35	3.35

ELWOOD PUBLIC LIBRARY BOARD

Michael J. Dyer

Randy J. Simmons

Thomas E. Connor

Lisa Jean Harris

AGENDA

NOVEMBER 5, 1986

BOARD OF TRUSTEES MEETING

ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review October's statistics.

OLD BUSINESS

1. Library Demonstration Project results.
2. Copy machines.

NEW BUSINESS

1. Library Budget hearing- November 13, 1986 at 10:00 a.m.

. . . Next regular board meeting is December 3, 1986.

ELWOOD PUBLIC LIBRARY

"THE PEOPLE'S JUDGEMENT IS NO BETTER THAN THEIR INFORMATION"

124 NORTH 16th ST.
ELWOOD, INDIANA
46036 - 1598
PHONE (317) 552-5001

November 5, 1986

I grant my permission for the Bookkeeper of the Elwood Public Library,
Lynn Ischay, to use my signature stamp at the November board meeting.
I am unable to attend and my signature is needed on the checks.



Betsy Herndon
Library Board Treasurer

The Elwood Public Library Board met Wednesday, November 5th, at 7:00 p.m. in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Conner present
 Emma Copeland. present
 Mike Farrer. absent
 Betsy Herndon. absent
 Lois Norris. present
 Ed Pavese. present
 Ranny Simmons. present
 John Drumm, Director . . . present

Mr. Pavese made a motion to approve the minutes from the October board meeting. Mrs. Norris seconded the motion.

The director read the monthly report as follows:

	<u>Elwood</u>	<u>Frankton</u>	<u>Summitville</u>
Borrowers	4,569	1,691	844
Circulation	5,845	1,429	849
Book Stock	43,127	2,371	2,180
Records Circ.	175	-	-
Poster Circ.	4	-	-
Cassette Circ.	63	-	-
Vide Cassette Circ.	242	19	34
Fines & Fees Receipts	27.70	(33.00)	(33.00)
Copier Receipts	229.75	-	-
Interest	36.97	-	-
VHS Receipts	228.00	-	-
Lamination	-	-	-

Mr. Drumm reported that he was very pleased with the number of signatures for the branch libraries on election day. An unofficial count revealed that well over 5% of signatures of certified voters had been obtained. Once the signatures are certified within a week or ten days the petitions will be presented to the township trustees. The trustees have ten days to publish the petition in the newspaper. Those people who wish to remonstrate will have ten days to gather signatures of the same amount or more registered voters against the branch libraries. Mr. Drumm will contact the newspapers when the final results are obtained.

The director announced that the library now owns a MERLIN phone system. The phone system is working smoothly and the staff enjoys its efficiency.

It was reported that there had been some obstacles with the newly installed copier from COPY COIN-OP. The coin apparatus on the copier was too cumbersome due to the fact many patrons make multiple copies which meant you had to have alot of change and you could only make one copy at a time. Mr. Drumm reported this inconvenience to COPY COIN-OP. They took the coin apparatus off the machine and left a cash drawer into which the staff deposits the money from each copy. They will pick up the money monthly. The copier works well and there have been no other complaints.

The library's XEROX copier is currently not in use. The board members discussed dropping the monthly maintenance agreement for the copier. Ranny Simmons made a motion to discontinue the service agreement effective November 1st. Mr. Pavese seconded the motion.

The library's budget hearing will be held November 13, 1986 at 10 a.m. The library did not appeal this year since it was a hopeless attempt last year. Any board members wishing to attend are welcomed.

Mr. Drumm told the board members that the coke machine was frequently placing the library in a financial bind. the machine seldom made a profit and seldom broke even. Mr. Drumm felt that it would not be a hardship if the coke machine was removed. The library does own the coke machine and will look into the possibility of selling it.

The Summitville Library is running out of shelves. Mr. Drumm has two estimates for repair of some of the plaster that is flaking off and to add 18' of shelving. Frank Lambertson would charge \$878 for labor and materials to complete the repairs and construct the shelves. He would charge \$1,160 if we wanted special shelving for the periodicals. Mr. Rousey gave an estimate of \$1,007.42 for the same work excluding the magazine shelving.

Mrs. Norris made a motion to adjourn the meeting. Ranny Simmons seconded the motion.

AGENDA

December 3, 1986

BOARD OF TRUSTEES MEETING

ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.
2. Review November's statistics.

OLD BUSINESS

1. Library Demonstration Project.
2. Improvements to Summitville Library.

NEW BUSINESS

1. Resolution of Transfer of Funds.
2. Additional Appropriation.
3. Carpet Proposal.
4. Light fixture proposal.
5. Budget approved.
6. Computer for Bookkeeper.

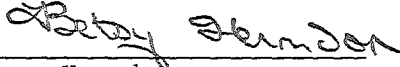
ELWOOD PUBLIC LIBRARY

"THE PEOPLE'S JUDGEMENT IS NO BETTER THAN THEIR INFORMATION"

124 NORTH 16th ST.
ELWOOD, INDIANA
46036 - 1598
PHONE (317) 552-5001

December 8, 1986

I grant my permission for the Bookkeeper of the Elwood Public Library,
Lynn Ischay, to use my signature stamp at the December board meeting.
I am unable to attend and my signature is needed on the checks.



Betsy Herndon
Library Board Treasurer

The Elwood Public Library Board met Wednesday, December 8th, at 7:00 p.m. in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Conner present
 Emma Copeland. absent
 Mike Farrer. present
 Betsy Herndon. absent
 Lois Norris. present
 Ed Pavese. present
 Ranny Simmons. present
 John Drumm, Director . . present

Mr. Pavese made a motion to approve the minutes from the November board meeting. Mrs. Norris seconded the motion.

The director read the monthly report as follows:

	<u>Elwood</u>	<u>Frankton</u>	<u>Summitville</u>
Borrowers	4,601	1,705	851
Circulation	5,672	1,324	753
Book Stock	61,256	2,382	2,424
Record Circ.	217	-	-
Poster Circ.	-	-	-
Cassette Circ.	68	-	-
Video Cassette Circ.	208	2	2
Fines & Fees Receipts	28.20	(39.00)	(39.00)
Copier Receipts	100.70	-	-
Interest	17.42	-	-
VHS Receipts	174.00	-	-
Lamination	-	-	-

Mr. Drumm announced that at last the library received \$12,000 for the LSCA project. This money was used to cover October and November's expenditures. The director said he would check with the State Library to see if we are allowed to make improvements at the Summitville Library before a contractor was selected to do the remodeling.

The director presented a resolution for an additional appropriation of \$3,600 from the Library Operating Fund to Salary of Assistants. The money was needed to cover the additional expenses that occurred over the last few months. Mr. Pavese made a motion to accept the resolution for an additional appropriation for \$3,600. Mrs. Norris seconded the motion.

The funds from the unexpended appropriations will be transferred to those appropriations that were depleted throughout the year through a resolution. Mr. Farrer made a motion to transfer funds through a board resolution. Mr. Simmons seconded the motion.

Mr. Drumm and Mr. Conner signed a reciprocal borrowing agreement. This agreement will reimburse the library for loans and services made to other libraries.

The director wanted the board members to consider new carpeting in Francie's office. The current carpet is 15-17 years old and very frayed in several areas. The Alexandira Flooring's proposal would be \$633.44 with an additional \$20.00 to move the safe. The carpet proposal will be considered in 1987.

Mr. Drumm also presented a proposal from Bollinger Electric to replace the old light fixtures. They would be suspended at the same height as the current ones. The cost of the replacement of the lights would be \$3,700. Bollinger's would be willing to do a section of lights at a time. The proposal will be considered in 1987.

The funding for the branch libraries will not be available until the July tax settlement in 1988. Therefore we will have to make a 9 month budget for 1988 (October 1987-June 1988). The federal government will fund the branch libraries all the way through to where the state money stops.

The Library's 1987 budget was approved in the amount of \$175,070 at the recent budget hearing. There were no cuts.

Mr. Simmons made a motion to adjourn the meeting. Mrs. Norris seconded the motion.

Emma Copeland, Secretary

C E R T I F I C A T E

I, THE UNDERSIGNED COUNTY AUDITOR OF MADISON COUNTY, INDIANA, HEREBY CERTIFY TO THE STATE BOARD OF TAX COMMISSIONERS THAT THE ATTACHED IS A COMPLETE COPY OF THE TRANSCRIPT OF PROCEEDINGS FILED IN THIS OFFICE BY THE SECRETARY OF THE BOARD OF TRUSTEES OF THE ELWOOD PUBLIC LIBRARY, MADISON COUNTY, INDIANA, WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE APPROPRIATING BODY OF SAID MUNICIPAL CORPORATION.

DATED THIS EIGHTH DAY OF DECEMBER 1986

AUDITOR OF MADISON COUNTY

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Elwood Public Library: Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Elwood Public Library, Madison County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named an for the purposes herein specified, subject to the laws governing the same:

ADDITIONAL APPROPRIATION

Transfer

(To)

1. PERSONAL SERVICES	
12 Salary of Assistants	\$4,799.19
2. SUPPLIES	
24 Other Supplies	1,206.13
3. OTHER SERVICES & CHARGES	
36 Repairs & Maintenance	2,393.80
37 Rents	13.00
4. CAPITAL OUTLAYS	
42 Furniture and Equipment	3,419.88
43 Books	6,222.88
	<hr/>
TOTAL	\$18,054.88

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

(From)

1. PERSONAL SERVICES	
14 Wages of Janitor	\$1,674.88
15 Employee Benefits	3,065.77
2. SUPPLIES	
21 Office Supplies	303.82
22 Operating Supplies	390.59
23 Repairs & Maintenance	134.21
3. OTHER SERVICES & CHARGES	
32 Communication & Trans.	736.28
33 Printing & Advertising	55.47
34 Insurance	1,028.00
35 Utility Service	1,931.17
38 Dues	200.00
39 Transfer to LIRF	2,433.00
30 Services, Contractual	791.94

FILED

DEC 09 1986

SANDRA S. HUNTZINGER
AUDITOR, MADISON COUNTY

4. CAPITAL OUTLAYS		
41	Land and Buildings	\$ 100.00
44	Periodicals	988.31
45	Audio-visual materials	621.44
* TOTAL		* \$14,454.88

Presented to the Elwood Public Library Board read in full and adopted this eighth day of December, 1986 by the following aye and nay vote.

AYE

NAY

Emma Copeland
Thomas E. Gannon
Lois Jean Norris
Michael J. Lane
Edmund J. Pavese
Ranny J. Simmons

ATTEST: Emma Copeland
 SECRETARY OF THE LIBRARY BOARD

*The Library advertised for an additional appropriation for \$3,600 to be taken from the Operating Fund.

\$14,454.88
+ 3,600.00

\$18,054.88

C E R T I F I C A T E

I, THE UNDERSIGNED EMMA COPELAND OF THE ELWOOD PUBLIC LIBRARY,
MADISON COUNTY, INDIANA, DO HEREBY CERTIFY TO THE AUDITOR OF MADISON COUNTY
THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD WITH RESPECT
TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY BOARD OF MADISON COUNTY,
INDIANA, AT A MEETING HELD ON DECEMBER 8th.

DATED THIS 8th DAY OF DECEMBER, 1986.


SECRETARY

BOARD RESOLUTION

For the following people the North Madison County Library Board has given a .05 an hour increase in their pay retroactive to January 1, 1987. This will remain in effect for the duration of the year.

Drumm	\$10.80	Stiner	4.37
Robertson	5.58	McAdams	4.59
Stiner	5.58	Lambertson	4.59
Stewart	4.11	McQuitty	3.40
Heaton	5.05	Scott	3.40
Ischay	5.56	Israel	3.40
Cleaver	3.53	Shuler	3.40
Faulstich	3.40	Elsworth	4.11
Sullivan	4.55	Kemper	4.11
Maley	5.05		

Approved by the board members at the September 9th board meeting.

Luis Jean Naranjo

Bonnie Carpenter

Emma Capeland

Randy Simmons

Bobby Handor

Thomas E. Conner

NOTICE TO TAXPAYERS OF PROPOSED ADDITIONAL APPROPRIATIONS

Notice is hereby given the taxpayers of Elwood, Madison County, Indiana, that the proper legal officers of said municipal corporation at their regular meeting place at 7 o'clock P.M., on the 8th day of December, 1986, will consider the following additional appropriations in excess of the budget for the current year.

From:

Library Operating Fund \$3,600.00

To:

1. PERSONAL SERVICES

12. Salary of Assistants \$3,600.00

This appropriations are to made from additional receipts.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Madison County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any of such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

Tom Conner, President
Elwood Public Library Board

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Elwood Public Library; Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Elwood Public Library, Madison County, Indiana, that for the expenses of the Public Library the following additional sums of money 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:

	<u>AMOUNT APPROPRIATED</u>
LIBRARY OPERATING FUND	\$3,600
	<hr/>
TOTAL	\$3,600

Presented to the Elwood Public Library Board, read in full and adopted this eighth day of December 1986, by the following aye and nay vote.

AYE

NAY

<u>Emma Copeland</u>	_____
<u>Thomas E. Bonner</u>	_____
<u>Lois Jean Norris</u>	_____
<u>Michael J. Davis</u>	_____
<u>Edwin J. Pavese</u>	_____
<u>Ranney J. Simmons</u>	_____
_____	_____

Attest: Emma Copeland
Secretary, Library Board

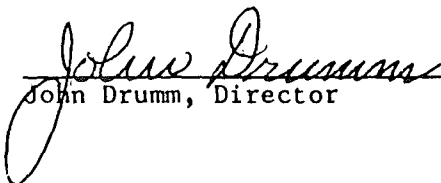
PROOF OF POSTING OF NOTICE OF ADDITIONAL APPROPRIATIONS

I, JOHN DRUMM, DIRECTOR OF THE ELWOOD PUBLIC LIBRARY, MADISON COUNTY, INDIANA, HEREBY CERTIFY THAT ON NOVEMBER 26, 1986, I DID POST IN THREE (3) PUBLIC PLACES LOCATED IN SAID MUNICIPAL CORPORATION A COPY OF THE NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATIONS, WHICH NOTICE WAS IN THE FORM ATTACHED HERETO AND MADE A PART HEREOF.

I FURHTER CERTIFY THAT SAID NOTICE WAS POSTED IN EACHOF THE FOLLOWING PLACES:

- (1). ELWOOD PUBLIC LIBRARY
- (2). UNITED STATES POST OFFICE -ELWOOD
- (3). ELWOOD CITY BUILDING

DATED THIS EIGHTH DAY OF DECEMBER, 1986.



John Drumm, Director

STATE OF INDIANA
STATE BOARD OF TAX COMMISSIONERS
201 State Office Building
Indianapolis 46204

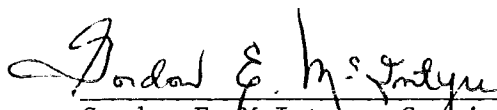
In the matter of Additional Appropriations) No. 86483191
for: Madison County)
Elwood Public Library)

A petition having been filed by the proper legal officers of the above named taxing unit in the matter of additional appropriations, this matter having been set for hearing on 12-16-86, a report having been made and all of the facts having been carefully considered, this Board does now take the following action thereon:

<u>Fund Name</u>	<u>Requested</u>	<u>Approved</u>	<u>Denied</u>	<u>Reduction</u>
Operating	\$3,600	\$3,600		

Reference is made to the appropriation ordinance or resolution of the proper appropriating officials of said taxing unit, adopted: 12-8-86

STATE BOARD OF TAX COMMISSIONERS

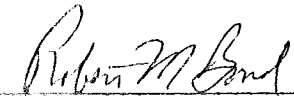

Gordon E. McIntyre, Commissioner

STATE OF INDIANA
OFFICE OF THE
STATE BOARD OF TAX COMMISSIONERS

I, Robert M. Bond, Secretary of the State Board of Tax Commissioners, do hereby certify that the above is a full, true and complete copy of the order of this Board made this date in the above entitled matter.

WITNESS MY HAND and seal of the Board on this the 19th day
of December, 1986.

bmc


Robert M. Bond, Executive Secretary