

Agenda

August 11<sup>th</sup>, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order  
Call for Quorum  
Minutes  
Claims Register & Checks  
Old Business  
1. Library By-Laws- Consent Agenda  
New Business  
1. Approve 2015 Budget for Publication  
2. Personnel Policy – Wage and Salary Administration and Payroll Deduction Sections  
3. Traffic Counters  
4. Patron Behavior Policy  
5. Public Library Internet Consortium  
6. Copier Leases for Frankton and Summitville  
Director's Report  
Public Comment  
Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Regular Meeting  
August 11, 2014  
5:00pm

CALL TO ORDER

Vice President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on August 11, 2014 at 5:00 pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Dan Prieshoff, Barbara Abernathy and Diana Eddleman. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

MINUTES

Diana Eddleman made a motion to approve the minutes from the July 14, 2014 regular meeting. Dan Prieshoff made a second and the motion carried.

Barbara Abernathy was appointed as Pro Tem Secretary for this meeting.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Dan Prieshoff signed checks.

OLD BUSINESS

Library By-Laws Consent Agenda

It was recommended by Leslie Rittenhouse to add a consent agenda to the library by-laws. The consent agenda would be a line item added to the agenda that would include approval of the minutes, claims and personnel issues. This matter was tabled last month until a response was received from Sylvia Watson, attorney for the Indiana State Library. Ms. Watson stated open door laws do not require a particular format when an agenda is used and does not prohibit changes or additions to the agenda during the meeting. If an agenda is used it must be posted, at the very latest, outside the meeting room immediately before the meeting begins. Additionally, open door law does not require every item on the agenda be discussed. Voting on consent agendas appears to be acceptable based on public access counselor opinions reviewed by Ms. Watson. Barbara Abernathy made a motion to table this discussion until next month. Diana Eddleman made a second and the motion carried.

**NEW BUSINESS**

Approve 2015 Budget for Publication

The following 2015 budget was requested for publication:

Operating Fund Budget--\$1,434,850

The maximum estimate funds to be raised are \$765,000 with a tax rate of .1351

The current tax levy is \$743,722

The current tax rate is .1116

Rainy Day Fund estimate \$29,000. 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.

Diana Eddleman made a motion to approve the 2015 budget for publication. Barbara Abernathy made a second and the motion carried.

Personnel Policy- Wage and Salary Administration and Payroll Deduction Sections

Dan Prieshoff made a motion to accept the changes in the Wage and Salary Administration and Payroll Deduction sections of the Personnel Policy. Barbara Abernathy made a second and the motion carried.

Traffic Counters

It was explained that the Elwood library has always had traffic counters for statistical reporting to the state library. One is currently not working and Frankton and Hazelbaker libraries have never had them. Bids from SenSource and Walker Wireless were reviewed. Barbara Abernathy made a motion to accept the bid from Walker Wireless for three new traffic counters. Dan Prieshoff made a second and the motion carried.

Patron Behavior Policy

Diana Eddleman made a motion to accept the changes to the Patron Behavior policy. Dan Prieshoff made a second and the motion carried.

Public Library Internet Consortium

The Commitment to Join Indiana State Library Consortium for Public Library Internet Access for Funding Year July 1, 2015 through June 30, 2016 was read by Barbara Abernathy. Barbara Abernathy made a motion to accept the resolution as read. Dan Prieshoff made a second and the motion carried.

Copier Leases for Frankton and Summitville

Leases for color copiers were reviewed to provide color copying at Frankton and Summitville. Quotes were provided from Ricoh and Ramsay Business Solutions. Diana Eddleman made a motion to accept the leases from Ricoh. Dan Prieshoff made a second and the motion carried.

**DIRECTOR'S REPORT**

Molly Taylor has resigned effective August 29, 2014.

The date to migrate to Evergreen has been moved back to October 17<sup>th</sup> through October 21<sup>st</sup> due to short training time and staffing. During migration we will be unable to check things in. All incoming items will be held in the magazine room and tech services until October 21<sup>st</sup> when we go live. All managers will be in training for Evergreen at the Indiana State Library on September 11<sup>th</sup> and September 18<sup>th</sup>.

Pubic Comment was sought, none was forthcoming.

Barbara Abernathy made a motion to adjourn. Dan Prieshoff made a second and the meeting was adjourned.

*Bette Dalzell*  
Bette Dalzell, Secretary

*Michael Roberson*

*Beverly J. Austin*

*Barbara Abernathy*

# Register Of Claims

## North Madison County Public Library System

Report Date: From 7/15/2014 To 8/11/2014

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	446	GREAT-WEST RETIREMENT S	Annunity	Payroll Deductions	\$95.00	7/28/2014	P/R Ending 7/26/2014
				<b>Total this claim =</b>	<u>\$95.00</u>		
0	449	AFLAC	AFLAC	Payroll Deductions	\$728.82	7/28/2014	July 2014
				<b>Total this claim =</b>	<u>\$728.82</u>		
0	448	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$2,049.25	7/28/2014	July Withholdings
			County Taxes Withheld	Payroll Deductions	\$984.98		
				<b>Total this claim =</b>	<u>\$3,034.23</u>		
0	445	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,530.45	7/28/2014	P/R Ending 7/26/2014
			FICA	Payroll Deductions	\$1,240.32		
			Federal Taxes Withheld	Payroll Deductions	\$1,862.33		
			Medicare	Payroll Deductions	\$290.12		
				<b>Total this claim =</b>	<u>\$4,923.22</u>		
0	444	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$409.83	7/28/2014	P/R Ending 7/26/14
			Operating Fund	Emp Cont PERF	\$1,529.97		
				<b>Total this claim =</b>	<u>\$1,939.80</u>		
0	460	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$3.00	8/4/2014	Deposit Slips & Service Charge
			Operating Fund	Office Supplies	\$9.75		
				<b>Total this claim =</b>	<u>\$12.75</u>		
0	494	QUILL CORPORATION	Operating Fund	Office Supplies	\$0.00	8/6/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$0.00</u>		
0	436	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	7/16/2014	PAYROLL
			Operating Fund	Salary of Assistants	\$16,754.06		
			Operating Fund	Wages of Janitor	\$1,237.18		
				<b>Total this claim =</b>	<u>\$20,055.19</u>		
0	443	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	7/30/2014	PAYROLL
			Operating Fund	Salary of Assistants	\$16,831.80		
			Operating Fund	Wages of Janitor	\$1,211.16		
				<b>Total this claim =</b>	<u>\$20,106.91</u>		
29103	457	CARDMEMBER SERVICE	Operating Fund	Postage & UPS	\$1.61	7/28/2014	Credit Card
				<b>Total this claim =</b>	<u>\$1.61</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>
29104	456	CITY OF ELWOOD	Operating Fund	Water	\$133.56	7/28/2014	July Water Elwood
			Operating Fund	Waste Disposal Services	\$207.28		
				<b>Total this claim =</b>	<u>\$340.84</u>		
29105	451	CONRAD DAUTRICH	Operating Fund	Professional Services	\$3,007.00	7/28/2014	Seal Coat and Re-Stripe Parking Lots in Elwood, Frankton and Summitville
			Operating Fund	Professional Services	\$778.00		
			Operating Fund	Professional Services	\$702.00		
				<b>Total this claim =</b>	<u>\$4,487.00</u>		
29106	447	MADISON CTY.FEDERAL CRE	Operating Fund	Payroll Deductions	\$673.68	7/28/2014	P/R Ending 7/26/2014
				<b>Total this claim =</b>	<u>\$673.68</u>		
29107	459	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$91.58	7/28/2014	As per attached invoices.
			Operating Fund	Office Supplies	\$124.39		
				<b>Total this claim =</b>	<u>\$215.97</u>		
29108	453	TEI LANDMARK AUDIO	Operating Fund	Summitville AV	\$576.00	7/28/2014	Annual contract for Audiobook lease in Summitville
				<b>Total this claim =</b>	<u>\$576.00</u>		
29109	454	TOWN OF FRANKTON	Operating Fund	Electricity	\$495.85	7/28/2014	Service for July
			Operating Fund	Water	\$18.91		
			Operating Fund	Waste Disposal Services	\$23.02		
				<b>Total this claim =</b>	<u>\$537.78</u>		
29110	455	TOWN OF SUMMITVILLE	Operating Fund	Water	\$43.80	7/28/2014	Service for July
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<u>\$55.30</u>		
29111	450	UNITED HEALTHCARE	Insurance	Payroll Deductions	\$742.85	7/28/2014	July
			Operating Fund	Emp Cont Group Ins	\$4,449.61		
				<b>Total this claim =</b>	<u>\$5,192.46</u>		
29112	452	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$22.71	7/28/2014	Gas service-Frankton
				<b>Total this claim =</b>	<u>\$22.71</u>		
29113	461	AT&T	Operating Fund	Telephone & Telegraph	\$264.62	8/6/2014	Telepone service Elwood-July
				<b>Total this claim =</b>	<u>\$264.62</u>		
29114	462	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$3.03	8/6/2014	Long distance service July
			Operating Fund	Telephone & Telegraph	\$68.83		
				<b>Total this claim =</b>	<u>\$71.86</u>		

Warrens Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
29115	484	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,132.71	8/6/2014	As per attached invoices.
			Operating Fund	Elwood Childrens	\$204.82		
			Operating Fund	Elwood YA	\$159.38		
			Operating Fund	Frankton	\$469.17		
			Operating Fund	Summitville	\$324.81		
			Gift	Frankton	\$28.68		
				<b>Total this claim =</b>	<b>\$2,378.55</b>		
29116	478	BARBARA MCADAMS	Operating Fund	Frankton Programing	\$48.80	8/6/2014	Petty Cash/Mileage
			Operating Fund	Traveling Expense	\$52.00		
				<b>Total this claim =</b>	<b>\$100.80</b>		
29117	485	BOOK PAGE	Gift	Elwood Adult Programing	\$240.00	8/6/2014	Yearly subscription 8/14 - 7/15
			Gift	Frankton Programing	\$120.00		
			Gift	Summitville Programing	\$120.00		
				<b>Total this claim =</b>	<b>\$480.00</b>		
29118	483	BOSE, MCKINNEY & EVANS LL	Operating Fund	Legal Services	\$114.00	8/6/2014	As per attached invoices.
				<b>Total this claim =</b>	<b>\$114.00</b>		
29119	486	CINTAS CORPORATION	Operating Fund	Cleaning & Sanitation Supplies	\$126.03	8/6/2014	As per attached invoices.
				<b>Total this claim =</b>	<b>\$126.03</b>		
29120	487	CLINT TRICE	Operating Fund	Traveling Expense	\$105.60	8/6/2014	Mileage
				<b>Total this claim =</b>	<b>\$105.60</b>		
29121	467	CREATIVE PRODUCT SOURC	Operating Fund	Elwood Adult Programing	\$186.32	8/6/2014	Book Bags
				<b>Total this claim =</b>	<b>\$186.32</b>		
29122	495	DOLLAR GENERAL-REGIONS	Gift	Elwood Children's Programing	\$109.85	8/6/2014	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$47.60		
			Operating Fund	Summitville Programing	\$28.50		
				<b>Total this claim =</b>	<b>\$185.95</b>		
29123	493	ECONOMY PLUMBING SUPPLY	Operating Fund	Operating Supplies	\$139.06	8/6/2014	As per attached invoices.
				<b>Total this claim =</b>	<b>\$139.06</b>		
29124	468	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$60.64	8/6/2014	Internet
			Operating Fund	Telephone & Telegraph	\$1,140.16		
				<b>Total this claim =</b>	<b>\$1,200.80</b>		
29125	469	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$335.22	8/6/2014	Hand sanitizer/paper towels/toilet cleaner
				<b>Total this claim =</b>	<b>\$335.22</b>		

<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>
29126	470	FRONTIER	Operating Fund	Telephone & Telegraph	\$72.75	8/6/2014	Telephone service-Frankton
				<b>Total this claim =</b>	<u>\$72.75</u>		
29127	471	GLOBAL GOVT/ED SOLUTION	Operating Fund	Technology Equipment	\$24.44	8/6/2014	Flash drives
			Operating Fund	Technology Equipment	\$24.44		
				<b>Total this claim =</b>	<u>\$48.88</u>		
29128	472	HORTON'S HARDWARE	Operating Fund	Operating Supplies	\$273.61	8/6/2014	Alcohol/trash bags/toilet paper/clorox wipes
				<b>Total this claim =</b>	<u>\$273.61</u>		
29129	477	INDIANA LIBRARY FEDERATIO	Operating Fund	Dues	\$625.83	8/6/2014	Trustee dues
				<b>Total this claim =</b>	<u>\$625.83</u>		
29130	492	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$17.01	8/6/2014	Electric Service-Elwood & Summitville
			Operating Fund	Electricity	\$484.53		
				<b>Total this claim =</b>	<u>\$501.54</u>		
29131	497	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$23.79	8/6/2014	Water-Summitville
				<b>Total this claim =</b>	<u>\$23.79</u>		
29132	488	JAMES VAUGHN	Operating Fund	Elwood Adult	\$109.75	8/6/2014	Book/Dome in the Valley
				<b>Total this claim =</b>	<u>\$109.75</u>		
29133	473	JILL MURRAY	Operating Fund	Fuel, Oil and Lubricants	\$4.00	8/6/2014	Petty Cash
			Operating Fund	Summitville Programing	\$21.63		
				<b>Total this claim =</b>	<u>\$25.63</u>		
29134	475	LIBRARICA LLC	Operating Fund	Technology Software	\$974.84	8/6/2014	Cassie license & support
				<b>Total this claim =</b>	<u>\$974.84</u>		
29135	476	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$180.79	8/6/2014	Book processing
				<b>Total this claim =</b>	<u>\$180.79</u>		
29136	474	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$271.25	8/6/2014	Repairs/service agreement Frankton
			Operating Fund	Professional Services	\$271.25		Summitville
			Operating Fund	Professional Services	\$734.45		
			Operating Fund	Professional Services	\$124.00		
				<b>Total this claim =</b>	<u>\$1,400.95</u>		
29138	478	MARSH SUPERMARKET	Operating Fund	Summitville Programing	\$51.93	8/6/2014	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$18.21		
				<b>Total this claim =</b>	<u>\$70.14</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>
29139	480	MIDWEST TAPE	Operating Fund	Elwood AV	\$45.98	8/6/2014	As per attached invoices.
			Operating Fund	Book Processing	\$101.98		
			Operating Fund	Summitville AV	\$115.95		
			Operating Fund	Frankton AV	\$176.92		
<b>Total this claim =</b>					<b>\$440.83</b>		
29140	481	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$112.08	8/6/2014	Programming supplies-Summitville
			<b>Total this claim =</b>				
29141	482	PITNEY BOWES	Operating Fund	Postage & UPS	\$420.99	8/6/2014	Postage
			Operating Fund	Operating Supplies	\$100.98		
			<b>Total this claim =</b>				
29142	483	QUILL CORPORATION	Operating Fund	Office Supplies	\$85.52	8/6/2014	Office supplies
			Operating Fund	Office Supplies	\$17.09		
			<b>Total this claim =</b>				
29143	484	THOMAS OFFICE SOLUTIONS	Operating Fund	Office Supplies	\$25.49	8/6/2014	As per attached invoices.
			Operating Fund	Office Supplies	\$10.00		
			<b>Total this claim =</b>				
29144	486	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$23.98	8/6/2014	As per attached invoices.
			Operating Fund	Operating Supplies	\$153.27		
			<b>Total this claim =</b>				
29145	485	TRISHA SHULER	Operating Fund	Traveling Expense	\$46.60	8/6/2014	Petty Cash/Mileage
			Operating Fund	Elwood Children's Programing	\$12.53		
			Operating Fund	Fuel, Oil and Lubricants	\$22.00		
			Operating Fund	Operating Supplies	\$6.47		
			<b>Total this claim =</b>				
29146	490	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	\$149.00	8/6/2014	Ricoh Copier Rental
			<b>Total this claim =</b>				
29147	489	USI, INC	Operating Fund	Operating Supplies	\$122.34	8/6/2014	Laminating pouches
			Operating Fund	Operating Supplies	\$66.19		
			<b>Total this claim =</b>				
29148	491	VALENTINE ELECTRONICS	Operating Fund	Technology Equipment	\$5.99	8/6/2014	Tech Hardware for Frankton
			<b>Total this claim =</b>				
29149	496	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$24.78	8/6/2014	Gas-July Summitville
			<b>Total this claim =</b>				

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims      \$74,842.71

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 11, 2014

*Daniel A. Presbott*  
\_\_\_\_\_  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this 11<sup>TH</sup> day of August, 20 14.

*George J. Austin* \_\_\_\_\_  
*Debra G. Edleman* \_\_\_\_\_  
*Barbara Abernathy* \_\_\_\_\_

**SIGNATURES OF GOVERNING BOARD**

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



**Financial Report**  
**North Madison County Public Library System**  
 Report Dates = 7/1/2014 to 7/31/2014

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
100 Operating Fund	\$538,182.94	\$94,600.78	\$594,939.82	\$22,404.51	\$557,468.37	\$500,711.49
<b>Subtotal</b>	<b>\$538,182.94</b>	<b>\$94,600.78</b>	<b>\$594,939.82</b>	<b>\$22,404.51</b>	<b>\$557,468.37</b>	<b>\$500,711.49</b>
<b>1. Operating Fund</b>						
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
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>2. Main</b>						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
107 PLAC	\$0.00	\$100.00	\$250.00	\$0.00	\$250.00	\$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	\$50,221.12	\$0.00	\$1,647.93	\$0.00	\$0.00	\$48,573.19
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$39,148.37	\$702.59	\$2,718.39	\$1,237.00	\$4,583.07	\$41,013.05
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	\$10,431.00	\$1,481.48	\$10,370.36	\$0.00	\$0.00	\$60.64
130 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$155,485.06</b>	<b>\$2,284.07</b>	<b>\$14,986.68</b>	<b>\$1,237.00</b>	<b>\$4,833.07</b>	<b>\$145,331.45</b>
<b>4. Withholding</b>						
201 Federal Taxes Withheld	\$0.00	\$5,606.94	\$35,685.46	\$5,606.94	\$35,685.46	\$0.00
202 FICA	\$0.00	\$3,728.56	\$20,879.93	\$3,728.56	\$20,879.91	(\$0.02)
203 State Tax Withheld	\$0.00	\$2,049.25	\$11,662.52	\$2,049.25	\$11,662.52	\$0.00
204 County Taxes Withheld	\$0.00	\$984.98	\$5,652.41	\$984.98	\$5,652.41	\$0.00
205 PERF	\$0.00	\$1,232.23	\$7,090.31	\$1,232.23	\$7,090.31	\$0.00
206 Credit Union	\$0.00	\$1,364.86	\$13,034.64	\$2,038.54	\$13,708.32	\$673.68
207 Annuity	\$0.00	\$285.00	\$1,520.00	\$285.00	\$1,520.00	\$0.00
208 Insurance	\$0.00	\$742.85	\$5,318.25	\$742.85	\$5,318.25	\$0.00
209 Medicare	\$0.00	\$872.11	\$4,883.58	\$872.11	\$4,883.58	\$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	\$728.82	\$3,887.04	\$728.82	\$3,887.04	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$17,595.60</b>	<b>\$109,614.14</b>	<b>\$18,269.28</b>	<b>\$110,287.80</b>	<b>\$673.66</b>
<b>Grand Total</b>	<b>\$693,668.00</b>	<b>\$114,480.45</b>	<b>\$719,540.64</b>	<b>\$41,910.79</b>	<b>\$672,589.24</b>	<b>\$646,716.60</b>

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

**Bank Balances**

North Madison County Public Library System  
 Report as of: 7/31/2014

Bank	Balance
1 Star Financial Bank	\$390,385.81
2 Star Financial Bank (2)	\$62,303.52
3 Community Bank/Summitville	\$0.00
4 First Farmers Bank & Trust	\$39,506.29
5 PNC Bank	\$154,255.98
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
<b>Total all banks =</b>	<b>\$646,716.60</b>

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

# Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 7/1/2014 To 7/31/2014

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	\$55,600.00	\$0.00	\$55,600.00	\$6,191.85	\$33,023.20	\$22,576.80	59.4
1.12 Salary of Assistants	\$587,700.00	\$0.00	\$587,700.00	\$50,607.39	\$288,404.95	\$299,295.05	49.1
1.13 Wages of Janitor	\$30,600.00	\$0.00	\$30,600.00	\$3,644.45	\$16,974.72	\$13,625.28	55.5
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$3,472.29	\$2,527.71	57.9
1.15 Payroll Deductions	\$0.00	\$0.00	\$0.00	\$673.68	\$673.68	(\$673.68)	0.0
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$4,600.72	\$25,763.74	\$25,236.26	50.5
1.18 Emp Cont PERF	\$46,000.00	\$0.00	\$46,000.00	\$4,600.12	\$26,469.50	\$19,530.50	57.5
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$4,449.61	\$46,634.29	\$53,365.71	46.6
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
<b>Subtotal</b>	<b>\$877,200.00</b>		<b>\$877,200.00</b>	<b>\$74,767.82</b>	<b>\$441,416.37</b>	<b>\$435,783.63</b>	<b>50.3</b>
<i>2. Supplies</i>							
2.1	\$15,000.00	\$0.00	\$15,000.00	\$771.89	\$4,249.98	\$10,750.02	28.3
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.2	\$9,500.00	\$0.00	\$9,500.00	\$454.51	\$5,425.84	\$4,074.16	57.1
2.21	\$4,000.00	\$0.00	\$4,000.00	\$910.60	\$3,054.94	\$945.06	76.4
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$44.96	\$87.75	\$62.25	58.5
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$65.09	\$65.09	\$934.91	6.5
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
2.31 Book Processing	\$9,500.00	\$0.00	\$9,500.00	\$197.98	\$2,037.69	\$7,462.31	21.4

<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>
2.32 Automation	\$19,400.00	\$0.00	\$19,400.00	\$0.00	\$8,067.50	\$11,332.50	41.6
<b>Subtotal</b>	<b>\$59,800.00</b>		<b>\$59,800.00</b>	<b>\$2,445.03</b>	<b>\$22,988.79</b>	<b>\$36,811.21</b>	<b>38.4</b>
<i>2. Supplies</i>							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$144.34	\$855.66	14.4
<b>Subtotal</b>	<b>\$1,000.00</b>		<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$144.34</b>	<b>\$855.66</b>	<b>14.4</b>
<i>3. Other Services and Charges</i>							
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$5,667.68	\$22,313.06	\$32,686.94	40.6
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.12 Legal Services	\$2,500.00	\$132.00	\$2,632.00	\$92.00	\$2,294.00	\$338.00	87.2
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$0.00	\$2,522.75	\$4,127.25	37.9
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$3,000.00	\$3,000.00	50.0
3.21 Telephone & Telegraph	\$38,200.00	\$0.00	\$38,200.00	\$284.35	\$1,956.29	\$36,243.71	5.1
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$109.77	\$866.48	\$2,933.52	22.8
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$139.60	\$2,860.40	4.7
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0
3.26 Elwood Children's Programing	\$5,000.00	\$0.00	\$5,000.00	\$197.58	\$1,963.04	\$3,036.96	39.3
3.27 Elwood Adult Programing	\$2,900.00	\$0.00	\$2,900.00	\$58.21	\$878.73	\$2,021.27	30.3
3.28 Frankton Programing	\$4,000.00	\$0.00	\$4,000.00	\$39.31	\$1,462.30	\$2,537.70	36.6
3.29 Summitville Programing	\$2,900.00	\$0.00	\$2,900.00	\$0.00	\$823.70	\$2,076.30	28.4
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$295.00	\$2,805.00	9.5
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$133.00	\$453.74	\$746.26	37.8
3.4 Insurance	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$3,788.00	\$14,212.00	21.0
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$100.00	\$300.00	25.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$155.90	\$6,766.55	\$13,233.45	33.8
3.52 Electricity	\$35,000.00	\$0.00	\$35,000.00	\$3,560.47	\$18,788.61	\$16,211.39	53.7

<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	\$6,000.00	\$0.00	\$6,000.00	\$611.89	\$3,035.57	\$2,964.43	50.6
3.54 Waste Disposal Services	\$3,000.00	\$0.00	\$3,000.00	\$353.54	\$690.39	\$2,309.61	23.0
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$232.35	\$1,767.65	11.6
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$149.00	\$1,325.00	\$5,675.00	18.9
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$425.00	\$597.60	\$2,102.40	22.1
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$347.20	\$152.80	69.4
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.9 Transfer to LIRF	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.0
<b>Subtotal</b>	<b>\$245,450.00</b>	<b>\$132.00</b>	<b>\$245,582.00</b>	<b>\$11,837.70</b>	<b>\$74,639.96</b>	<b>\$170,942.04</b>	<b>30.4</b>

#### 4. Capitol Outlays

4.1 Land Buildings Improvements	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
4.2 Furniture & Equipment	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$663.91	\$11,336.09	5.5
4.21 Technology Equipment	\$22,000.00	\$0.00	\$22,000.00	\$144.51	\$3,133.69	\$18,866.31	14.2
4.31 Elwood Adult	\$33,500.00	\$0.00	\$33,500.00	\$981.61	\$10,288.51	\$23,211.49	30.7
4.32 Elwood Childrens	\$14,000.00	\$0.00	\$14,000.00	\$472.67	\$4,442.27	\$9,557.73	31.7
4.33 Elwood YA	\$6,200.00	\$0.00	\$6,200.00	\$173.10	\$1,754.94	\$4,445.06	28.3
4.34 Frankton	\$19,500.00	\$0.00	\$19,500.00	\$545.14	\$5,094.43	\$14,405.57	26.1
4.35 Summitville	\$16,500.00	\$0.00	\$16,500.00	\$505.71	\$5,894.92	\$10,605.08	35.7
4.4 Elwood Period. & News.	\$9,500.00	\$0.00	\$9,500.00	\$8.00	\$415.92	\$9,084.08	4.4
4.41 Frankton Per. & Newsp.	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$263.88	\$2,536.12	9.4
4.42 Summitville Period. & Newsp.	\$1,700.00	\$0.00	\$1,700.00	\$0.00	\$472.59	\$1,227.41	27.8
4.51 Elwood AV	\$35,000.00	\$0.00	\$35,000.00	\$1,119.12	\$11,078.85	\$23,921.15	31.7
4.52 Frankton AV	\$18,800.00	\$0.00	\$18,800.00	\$499.82	\$6,651.37	\$12,148.63	35.4
4.53 Summitville AV	\$14,400.00	\$0.00	\$14,400.00	\$1,100.55	\$4,339.35	\$10,060.65	30.1
4.54 Techology Software	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$1,215.75	\$6,784.25	15.2

<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>
4.7 Additional Appropriation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
<b>Subtotal</b>	<b>\$214,400.00</b>		<b>\$214,400.00</b>	<b>\$5,550.23</b>	<b>\$55,710.38</b>	<b>\$158,689.62</b>	<b>26.0</b>
<b>Grand Total</b>	<b>\$1,397,850.00</b>	<b>\$132.00</b>	<b>\$1,397,982.00</b>	<b>\$94,600.78</b>	<b>\$594,899.84</b>	<b>\$803,082.16</b>	<b>42.6</b>

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

## Receipt Listing

### North Madison County Public Library System

Report Date: From 7/1/2014 To 7/31/2014

Receipt #	Date	Name	Explanation	Bank	Total
299	7/2/2014	PAYROLL		1	\$6,133.31
306	7/3/2014	FIRST FARMERS BANK & T	JUNE INTEREST	4	\$6.18
307	7/10/2014	Star Financial	Interest June	1	\$2.35
308	7/10/2014	Star Financial Bank	June Interest	2	\$1.48
309	7/10/2014	PNC Bank	June Interest	5	\$24.89
310	7/16/2014	PAYROLL		1	\$6,075.58
311	7/1/2014	Dennis Johnson	FINES & FEES - RECEIPT #10395	1	\$97.40
312	7/1/2014	Joseph & Mavis Barnett	Donation-Elwood-Glass Festival-Receipt #10396	1	\$100.00
313	7/2/2014	Dennis Johnson	FINES & FEES - RECEIPT #10397	1	\$72.92
314	7/2/2014	Barbara McAdams	FINES & FEES - RECEIPT #10398	1	\$137.99
315	7/2/2014	Douglas & Cathy Drake	Donation-Frankton Summer Reading-Receipt #10399	1	\$30.00
316	7/3/2014	Dennis Johnson	FINES & FEES - RECEIPT #10400	1	\$38.90
317	7/7/2014	Bethane Toney	FINES & FEES - RECEIPT #10401	1	\$82.50
318	7/7/2014	Dennis Johnson	FINES & FEES - RECEIPT #10402	1	\$36.55
319	7/8/2014	Trisha Shuler	FINES & FEES - RECEIPT #10403	1	\$24.25
320	7/8/2014	Jill Murray	FINES & FEES - RECEIPT #10404	1	\$67.15
321	7/8/2014	Dennis Johnson	FINES & FEES - RECEIPT #10405	1	\$90.85
322	7/9/2014	Barbara McAdams	FINES & FEES - RECEIPT #10406	1	\$135.30
323	7/9/2014	Dennis Johnson	FINES & FEES - RECEIPT #10408	1	\$70.85
324	7/10/2014	Dennis Johnson	FINES & FEES - RECEIPT #10409	1	\$71.45
325	7/10/2014	Madison Co Treasurer	COIT-July	1	\$19,314.80
326	7/11/2014	Trisha Shuler	FINES & FEES - RECEIPT #10411	1	\$41.00
327	7/11/2014	Dennis Johnson	FINES & FEES - RECEIPT #10412	1	\$74.20
328	7/11/2014	Barbara McAdams	FINES & FEES - RECEIPT #10413	1	\$142.74
329	7/11/2014	First United Methodist Church	Donation-Frankton-Receipt #10414	1	\$1,107.00
330	7/14/2014	Jill Murray	FINES & FEES - RECEIPT #10415	1	\$68.91
331	7/14/2014	Dennis Johnson	FINES & FEES - RECEIPT #10416	1	\$34.40
332	7/14/2014	Dennis Johnson	FINES & FEES - RECEIPT #10417	1	\$39.40
333	7/15/2014	Dennis Johnson	FINES & FEES - RECEIPT #127.69	1	\$127.69
334	7/16/2014	Dennis Johnson	FINES & FEES - RECEIPT #10419	1	\$61.75
335	7/16/2014	Barbara McAdams	FINES & FEES - RECEIPT #10420	1	\$54.05
336	7/17/2014	Dennis Johnson	FINES & FEES - RECEIPT #10421	1	\$57.60
337	7/18/2014	Dennis Johnson	FINES & FEES - RECEIPT #10422	1	\$89.45

Receipt #	Date	Name	Explanation	Bank	Total
338	7/18/2014	Trisha Shuler	FINES & FEES - RECEIPT #10423	1	\$61.13
339	7/21/2014	Bethane Toney	FINES & FEES - RECEIPT #10424	1	\$55.65
340	7/21/2014	Jill Murray	FINES & FEES - RECEIPT #10425	1	\$74.60
341	7/21/2014	Dennis Johnson	FINES & FEES - RECEIPT #10426	1	\$39.00
342	7/21/2014	Barbara McAdams	FINES & FEES - RECEIPT #10427	1	\$86.45
343	7/22/2014	Debbie Fox	FINES & FEES - RECEIPT #10428	1	\$54.70
344	7/23/2014	Dennis Johnson	FINES & FEES - RECEIPT #10429	1	\$116.70
345	7/24/2014	Dennis Johnson	FINES & FEES - RECEIPT #10430	1	\$70.10
346	7/30/2014	PAYROLL		1	\$6,060.39
347	7/25/2014	Trisha Shuler	FINES & FEES - RECEIPT #10431	1	\$11.75
348	7/25/2014	Dennis Johnson	FINES & FEES - RECEIPT #10432	1	\$84.15
349	7/25/2014	Barbara McAdams	FINES & FEES - RECEIPT #10433	1	\$148.99
350	7/28/2014	Debbie Fox	FINES & FEES - RECEIPT #10434	1	\$92.00
351	7/28/2014	Jill Murray	FINES & FEES - RECEIPT #10435	1	\$70.35
352	7/28/2014	Dennis Johnson	FINES & FEES - RECEIPT #10436	1	\$77.30
353	7/29/2014	Dennis Johnson	FINES & FEES - RECEIPT #10437	1	\$85.73
354	7/30/2014	Dennis Johnson	FINES & FEES - RECEIPT #10438	1	\$57.46
355	7/30/2014	Barbara McAdams	FINES & FEES - RECEIPT #10439	1	\$76.25
356	7/31/2014	Dennis Johnson	FINES & FEES - RECEIPT #10440	1	\$75.20
<b>Total All Receipts</b>					<b>\$41,910.79</b>

Thursday, July 31, 2014

Fiscal Officer

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

Voucher List

North Madison County Public Library System

Report Date: From 7/1/2014 To 7/31/2014

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	385	PAYROLL	7/2/2014	PAYROLL	\$20,281.59
29081	386	INDIANA PUBLIC RETIREMENT	7/2/2014	Payroll ending 6/28	\$1,949.14
29070	387	EFTPS	7/2/2014	Payroll ending 6/28	\$4,973.40
29077	388	GREAT-WEST RETIREMENT S	7/2/2014	Payroll ending 6/28	\$95.00
29055	389	MADISON COUNTY FEDERAL	7/2/2014	Payroll ending 6/28	\$700.39
29051	390	BARBARA MCADAMS	7/2/2014	Petty Cash Refund	\$50.41
29053	391	CINTAS CORPORATION	7/2/2014	Mat/ supplies	\$126.03
29054	392	CITY OF ELWOOD UTILITIES	7/2/2014	Water/Sewer for Elwood for June	\$331.52
29052	393	CARDMEMBER SERVICE	7/2/2014	Charge card for June	\$290.82
29057	394	TOWN OF FRANKTON	7/2/2014	Service for Frankton-June	\$443.56
29058	395	TOWN OF SUMMITVILLE	7/2/2014	Service for Summitville	\$55.30
29056	396	THOMAS OFFICE SOLUTIONS	7/2/2014	Copier-Frankton & Elwood	\$36.95
29059	397	TRISHA SHULER	7/2/2014	Petty Cash Reimbursement	\$46.05
29060	398	VECTREN ENERGY DELIVERY	7/2/2014	Service for Frankton & Summitville	\$49.36
29062	400	AT&T LONG DISTANCE	7/8/2014	Summitville & Elwood Long Distance	\$71.85
29061	401	AT&T	7/8/2014	Elwood Telephone Service for June	\$32.73
29063	402	AVC TECHNOLOGY CORPORA	7/8/2014	Accounting and Payroll	\$390.00
29084	403	INDIANA-AMERICAN WATER C	7/8/2014	Water for Summitville-June	\$21.97
29065	404	BOSE, MCKINNEY & EVANS LL	7/8/2014	Legal Services	\$92.00
29066	405	CHAPMAN ELECTRIC SUPPLY,	7/8/2014	Operating Supplies	\$205.51
29067	406	CONSTRUCTIVE PLAYTHINGS	7/8/2014	Flannel Board, magnet kit, skeleton floor puzzle-Summer Reading Supplies	\$139.97
29072	407	ELWOOD FIRE EQUIPMENT C	7/8/2014	Sprinkler System Inspection	\$250.00
29071	408	ELWOOD CALL LEADER	7/8/2014	Universal Online Subscription	\$141.00
29073	409	ENA SERVICES LLC	7/8/2014	Internet	\$1,481.48
29074	410	FILIP, INC.	7/8/2014	As per attached invoices.	\$483.06
29075	411	FRONTIER	7/8/2014	Telephone service Frankton	\$179.97
29076	412	GLOBAL GOV'T/ED SOLUTION	7/8/2014	As per attached invoices.	\$144.51
29079	413	HORTON'S HARDWARE	7/8/2014	As per attached invoices.	\$276.57
29068	414	DAVID HUMPHREY	7/8/2014	Book purchase	\$19.95
29083	415	INDIANA STATE LIBRARY	7/8/2014	2nd Quarter PLAC	\$100.00
29082	416	INDIANA STATE LIBRARY	7/8/2014	InfoExpress Contract July 2014-June 2015	\$300.00
29085	417	JILL MURRAY	7/8/2014	PETTY CASH	\$46.67
29086	418	KMART 9124	7/8/2014	As per attached invoices.	\$24.94
29087	419	MANIFOLD REFUSE, INC.	7/8/2014	Trash Removal-Frankton	\$78.00
29088	420	MARSH SUPERMARKET	7/8/2014	As per attached invoices.	\$382.11
29090	421	MIDWEST TAPE	7/8/2014	As per attached invoices.	\$1,921.22
29091	422	NUGENT ELECTRIC INC.	7/8/2014	Light replacement-Frankton	\$140.68
29093	423	QUILL CORPORATION	7/8/2014	As per attached invoices.	\$545.44
29094	424	TEI LANDMARK AUDIO	7/8/2014	As per attached invoices.	\$420.25
29096	425	TOPS HOME CENTER	7/8/2014	As per attached invoices.	\$114.97
29097	426	TRISHA SHULER	7/8/2014	Petty Cash Reimbursement	\$49.58
29092	427	POSTMASTER	7/8/2014	Postage-Frankton & Summitville	\$98.00
29098	428	U.S. BANK EQUIPMENT FINAN	7/8/2014	Copier Lease-Ricoh MPC3002	\$149.00
29099	429	VAN AUSDALL & FARRAR, INC.	7/8/2014	Copies-Elwood	\$104.22
29084	430	BAKER & TAYLOR	7/8/2014	As per attached invoices.	\$2,714.13
29080	431	INDIANA MICHIGAN POWER C	7/8/2014	Service for Summitville	\$480.69
29078	432	HARPER'S LAWN CARE	7/8/2014	Lawn service-Frankton	\$400.00
29089	433	MIDWEST COLLABORATIVE F	7/8/2014	Dues July 2014 through June 2015	\$125.00

Printed on Thursday, July 31, 2014

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

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
29095	434	THOMAS OFFICE SOLUTIONS	7/8/2014	Copies-Frankton	\$19.78
29069	435	DON MURRAY	7/8/2014	Reimbursement for Clock Repair	\$40.00
0	436	PAYROLL	7/16/2014	PAYROLL	\$20,055.19
0	437	PUBLIC EMP. RETIREMENT FU	7/14/2014	Payroll ending 7/12/2014	\$1,943.41
0	438	EFTPS	7/14/2014	Payroll ending 7/12/2014	\$4,911.71
0	439	GREAT-WEST RETIREMENT S	7/14/2014	Payroll ending 7/12/2014	\$95.00
29101	440	MADISON CTY.FEDERAL CRE	7/14/2014	Payroll ending 7/12/2014	\$664.47
29100	441	INDIANA MICHIGAN POWER C	7/14/2014	Service for Elwood	\$2,180.94
29102	442	VECTREN ENERGY DELIVERY	7/14/2014	Service for Elwood	\$83.83
0	443	PAYROLL	7/30/2014	PAYROLL	\$20,106.91
0	444	INDIANA PUBLIC RETIREMENT	7/28/2014	P/R Ending 7/26/14	\$1,939.80
0	445	EFTPS	7/28/2014	P/R Ending 7/26/2014	\$4,923.22
0	446	GREAT-WEST RETIREMENT S	7/28/2014	P/R Ending 7/26/2014	\$95.00
29106	447	MADISON CTY.FEDERAL CRE	7/28/2014	P/R Ending 7/26/2014	\$673.68
0	448	INDIANA DEPARTMENT OF RE	7/28/2014	July Withholdings	\$3,034.23
0	449	AFLAC	7/28/2014	July 2014	\$728.82
29111	450	UNITED HEALTHCARE	7/28/2014	July	\$5,192.46
29105	451	CONRAD DAUTRICH	7/28/2014	Seal Coat and Re-Stripe Parking Lots in Elwood, Frankton and Summitville	\$4,487.00
29112	452	VECTREN ENERGY DELIVERY	7/28/2014	Gas service-Frankton	\$22.71
29108	453	TEI LANDMARK AUDIO	7/28/2014	Annual contract for Audiobook lease in Summitville	\$576.00
29109	454	TOWN OF FRANKTON	7/28/2014	Service for July	\$537.78
29110	455	TOWN OF SUMMITVILLE	7/28/2014	Service for July	\$55.30
29104	456	CITY OF ELWOOD	7/28/2014	July Water Elwood	\$340.84
29103	457	CARDMEMBER SERVICE	7/28/2014	Credit Card	\$1.61
29107	459	STAPLES ADVANTAGE	7/28/2014	As per attached invoices.	\$215.97

Total Amount of Claims \$114,480.45

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, July 31, 2014

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 \$114,480.45

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNATURES OF GOVERNING BOARD

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

Printed on Thursday, July 31, 2014

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

2015 Budget Approval for publication:

I am requesting the Board of Trustees of the North Madison County Public Library Board approve for publication the following 2015 Budget:

The Library Operating Fund Budget for **\$1,434,850**

The maximum estimate funds to be raised are **\$765,000** with a tax rate of **.1351**

The current tax levy is **\$743,722**

The current tax rate is **.1116**

The Rainy Day Fund estimate is **\$29,000**. 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 11, 2014



### NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at [www.budgetnotices.in.gov](http://www.budgetnotices.in.gov) or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at 1600 MAIN ST, ELWOOD. For taxes due and payable in 2016, notices will not be printed in the newspaper and will only be available at [www.budgetnotices.in.gov](http://www.budgetnotices.in.gov) or by calling (888) 739-9826.

Notice is hereby given to taxpayers of NORTH MADISON COUNTY LIBRARY SYSTEM, Madison County, Indiana that the proper officers of NORTH MADISON COUNTY LIBRARY SYSTEM will conduct a public hearing on the year 2015 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of NORTH MADISON COUNTY LIBRARY SYSTEM not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, NORTH MADISON COUNTY LIBRARY SYSTEM shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of NORTH MADISON COUNTY LIBRARY SYSTEM will meet to adopt the following budget:

Public Hearing Date	Monday, September 08, 2014
Public Hearing Time	5:00 PM
Public Hearing Location	1600 MAIN ST, ELWOOD

Adoption Meeting Date	Monday, October 13, 2014
Adoption Meeting Time	5:00 PM
Adoption Meeting Location	1600 MAIN ST, ELWOOD

Estimated Civil Max Levy	\$763,356
--------------------------	-----------

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy
0061-RAINY DAY	\$29,000	\$0	\$0	\$0
0101-GENERAL	\$1,434,850	\$765,000	\$0	\$743,722
2011-LIBRARY IMPROVEMENT RESERVE	\$54,000	\$0	\$0	\$0
Totals	\$1,517,850	\$765,000	\$0	\$743,722

### WAGE AND SALARY ADMINISTRATION

All full-time and part-time employees of the Library are covered by this policy. Individuals performing work for the Library under a contractual relationship are *not* covered by this policy.

The Library will establish and maintain an hourly wage schedule that is internally equitable, externally competitive, personally motivating, on-going and orderly.

New employees will be hired in at the minimum wage level for their position. However, no employee will be paid below the minimum established for his/her position. If an employee changes position during the year the appropriate wage adjustment will be made at the time the new position becomes effective.

The Board Budget Committee will review cost of living increases and the wage schedule on an annual basis. The Board will use the wage classification schedule and the budget to determine wage adjustments. Any cost of living adjustments will be made effective January 1 of each year.

At the end of every year, the Board may vote for a 1 to 2% cost of living raise for all employees with separate motions for the Administrative Assistant and Director. In addition to the cost of living raise, the Board may approve an additional .5 to 1% raise at the beginning of every year. This raise will be based on the previous calendar year, January 1 to December 31. Any employee, including the Administrative Assistant and Director, with documented disciplinary action, including any written warnings for being late three times during a payroll period, within the calendar year will not receive this raise.

The Library pays employees bi-weekly or 26 times per year. The workweek ends at midnight Saturday, with the first day of the week beginning at 12:01 am Sunday morning.

Payday is normally the first Wednesday following the second Saturday of each pay period.

If you find an error in your paycheck, the Director must be notified. A lost check should be reported immediately so that payment may be stopped at the bank and another check can be issued.



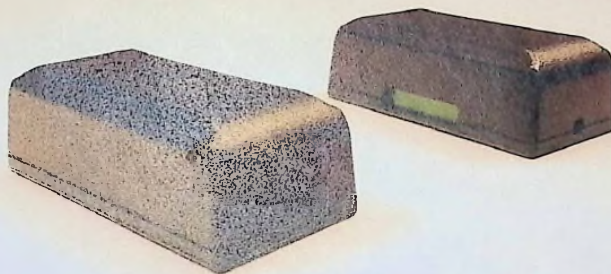
# TRAF-SYS

PEOPLE COUNTING SYSTEMS

## OmniCounter Pro

### People Counting Sensor

*Wall or Door Frame Mount, Directional Counting, All in a Small Package*





- Flexible design allows for door-frame mount or wall-mount.
- IR beam-interrupt 24-bit People Counter
- Battery operated
- Side, Front, or Dual IR Beam (user selectable)
- Low or High Power IR Range (user selectable)
- Integrated 6-digit LCD display indicating total counts
- Up to 26 ft. Infrared transmission range in high-power mode
- Small size, light weight, fast, easy and flexible installation.

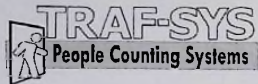
Traf-Sys OmniCounter Pro People Counters are designed to provide an affordable highly accurate wireless people counting solution with flexible mounting options. These counters can be mounted at the entrance of your facility to measure pedestrian traffic statistics. With features such as lithium ion battery power and local LCD display, these counters can be installed quickly and easily.

The Traf-Sys OmniCounter Pro has unique features which allow it to be configured for either front-firing or side firing installations and unidirectional or directional counting. This makes the Traf-Sys OmniCounter Pro flexible enough to accommodate most entrances.

If you are looking for an affordable people counting solution, the Traf-Sys OmniCounter Pro People Counters are used as a standalone solution. The local LCD display shows the current number of counts which can be recorded at the end of each day.

## ***Traf-Sys OmniCounter Pro***

Size	3.5" x 1.75" x 1.0"
Casing	ABS Plastic
Display	Integrated 6-digit LCD display indicating total counts
Mounting	Side or Front Firing IR Beam (switch selectable)
IR Sensor Range	16 feet (low power); 26 feet (high power)
Power	3.6v lithium; up to 6 months to 1.5 years battery life
Environment	Indoor environments free from obstruction between sensors



190 Industry Drive  
Pittsburgh, PA 15275

Phone: (412)428-0098  
Fax: (412)428-0099

Quote 0020367



Quoted 8/5/2014

Bill To

North Madison Public Library  
Sheri Wallace  
1600 Main Street  
Elwood, IN 46036

Ship To

North Madison Public Library  
Sheri Wallace  
1600 Main Street  
Elwood, IN 46036

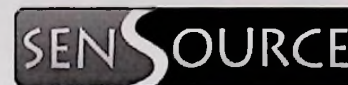
Purchase Order	Ship Via	FOB	Reference	Entered By	Sales rep	Terms
	UPS			RPL 2/6/2014	RPL	Net 30

Product	WH	Description	Ordered	Price	Amount
Omni Pro Plus Starter Kit	aMAIN	OmniCounter Pro Non-Radio Starter Kit	3.00 Ea	389.00 Ea	\$1,167.00
Shipping & Handling		Shipping Fee via UPS	1.00 Ea	18.00 Ea	\$18.00

Sub-total \$1,185.00

Total \$1,185.00

\*NOTE: Customers outside of NY, OH and PA are responsible for any and all reportable sales and use tax\*



1-800-239-1226

47

## Battery-powered People Counter PC-TB12-R



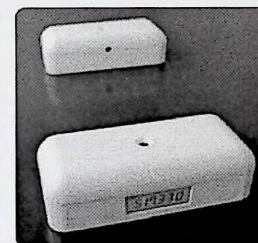
Non Directional



Directional

### SENSOURCE SENSOR KEY

Look for these icons as you browse our sensors to help guide your selection. [Click here for definitions of directional and non-directional sensors.](#)



The SenSource PC-TB12-R is a stand-alone, non-directional battery-operated people counter. It has a 6-digit LCD counter and internal data logger. This system consists of a photoelectric infrared beam transmitter and receiver which can operate up to 25 feet apart in front or side-firing modes. The counter will increment as the invisible IR beam is broken regardless of the direction of traffic. Child-resistant universal mounting bracket enables operation in front or side firing modes. Easy data collection is available by using either the LCD display or built-in data logger. A USB Software Utility is included to export data in a Microsoft Excel document.

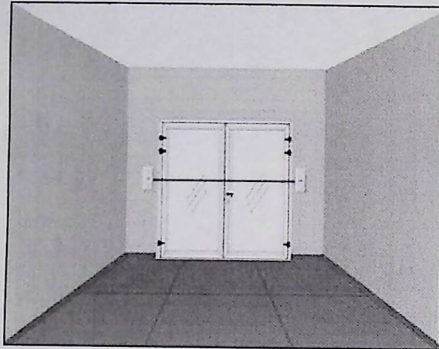
#### Features:

- Battery-powered sensor installs in minutes
- 6-digit LCD display indicates counter value and setup parameters
- Built-in data logger stores up to 3,000 records or approx 33 days at 15 minute increments
- USB port for configuration and data extraction
- Adjustable High/Low sensing range to extend battery life of sensor
- Front-Firing (Opposing Wall mount) or Side-Firing (Door-Frame Mount) in one unit

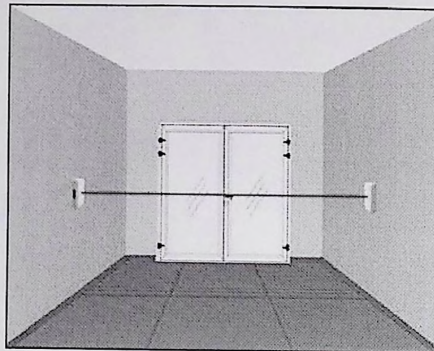
[Click here for PDF brochure](#)

**Ordering:**

- Gray enclosure, PC-TB12-R
- Black enclosure, PC-TB12-RB
- Optional line power, Power Adaptor, XR8-PS-EXT



Side Firing (Door/Frame Mount)



Front Firing (Opposing Wall Mount)

**Specifications:**

Parameter	MIN	TYP	MAX	UNITS
IR Sensor Range (Selectable 10ft or 30ft max)	1	-	25	Feet
Battery life	-	6 moths	1 year	-

Battery type: Lithium 3.6V, Size = AA

Enclosure (designed for indoor use only): 2.0w" x 4.3L" x 1.2H" ABS (CYCOLAC) Plastic

*\$ 425.<sup>00</sup> each*

North Madison County Public Library System  
Patron Behavior Policy

**Policy Statement**

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

**Guidelines: Behaviors with Progressive Consequences**

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

1. Producing excessive noise. (Examples: loud talking, cell phones, singing, playing a musical instrument, or other electronic device, etc., which are determined to be inconsistent with public service operations.)
2. Behaving in a disorderly or disruptive manner which is not conducive to comfortable library use or a manner which threatens personal safety of patrons and/or staff. (Examples: skateboarding, rollerblading, running or groups gathering around a single computer.)
3. Consuming food, beverages, narcotics, alcohol, or tobacco products in any inside public area, including restrooms. As of July 1, 2012, Indiana State Law (IC 7.1-5-12) prohibits smoking within 8 feet of any public entrance to a public place or place of employment. Individuals violating this law will be asked to stop smoking. If the patron refuses to stop smoking, the patron will be asked to leave the premises. If the patron refuses both requests, the local law enforcement may be contacted.
4. Loitering – Repeat violators and/or persons who refuse to leave when requested will be subject to arrest and prosecution under Section 35-43-2-2 of the Indiana Code entitled "Criminal Trespass".
5. Soliciting donations of money or anything of value, selling materials or services. (Examples: Panhandling, etc.)
6. Inappropriate attire includes but is not limited to bare feet/torso.

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

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

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR  
PUBLIC LIBRARY INTERNET ACCESS for  
FUNDING YEAR JULY 1, 2015 THROUGH JUNE 30, 2016**

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 11th day of August, 2014, at which meeting a quorum was present.

NAY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AYE

*Barbara Abernathy*  
\_\_\_\_\_  
*Dennis J. Edleman*  
\_\_\_\_\_  
*Conrad J. Austin*  
\_\_\_\_\_  
*Daniel A. Prischoff*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

*Barbara Abernathy*  
\_\_\_\_\_

Pro Tem Secretary

## Proposed Pricing

•This solution was designed to meet the needs and objectives discovered during our meeting. The total quote is outlined below, followed by sections that detail system cost, service, and options.

•**Ricoh Financial Monthly Term:**

**60 Month Lease \$1 to Own**

\$120.55/mo. Includes both units

**(2) New Ricoh MPC 2503** - Replacement for Summitville and Frankton

•25 PPM B&W

•25 PPM Color

•**Features Included:**

•Automatic Duplexing

•Auto Document Feeder

•2- 550 sheet paper trays and By-Pass Tray

•Cabinet

•Surge Protector

•Copy, Print, and Scan

•**Full Service Includes**

- Black and white images bill at \$.0060 per image made
- Color images bill at \$.045 per image made
- With Service Included = All Parts, Labor, Toner, Drums
- Delivery, Installation, Training and Implementation Included



**RICOH**  
imagine. change.

# Proposed Pricing

•This solution was designed to meet the needs and objectives discovered during our meeting. The total quote is outlined below, followed by sections that detail system cost, service, and options.

•Ricoh Financial Monthly Term:

## 60 Month Lease \$1 to Own

*Asv 2 →* \$91.02/mo.

(2) New Ricoh MP 2553 - Replacement for Summitville and Frankton

•25 ppm B&W

•Features Included:

•Automatic Duplexing

•Auto Document Feeder

•2- 550 sheet paper trays and By-Pass Tray

•Cabinet

•Surge Protector

•Copy, Print, and Scan

•Full Service Includes

- Black and white images bill at \$.0050 per image made
- With Service Included = All Parts, Labor, Toner, Drums
- Delivery, Installation, Training and Implementation Included



**RICO**  
imagine. cha

# Ricoh State QPA

## **Ricoh State of Indiana QPA**

### QPA Equipment Acquisition

No Bidding Process Required

No Property Tax

No Sales Tax

No Late Fees

No Automatic Extensions

Non Appropriation of Funds Clause

### QPA Service Contract Management

Quarterly Account Reviews

Service/Usage Monitoring Tools

Proactive vs. Reactive Technology Approach

Migration to Multifunctional Devices

Group Contract, Single Rate



**RICOH**  
imagine. change.

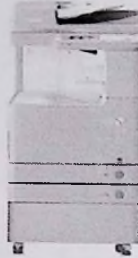


Thomas Office Solutions  
 1515 W. Kilgore Ave.  
 Muncie, IN 47304  
 Phone (765) 741-9446  
 Fax (765) 741-9778  
 www.thomasoffice.com

ELWOOD PUBLIC LIBRARY  
 1600 MAIN ST.  
 ELWOOD, IN 46036

Tuesday, July 29, 2014

Hi Clint,



The Canon IR C2225 Color Copier has been configured to Color Copy, Print, and Network Scan. The device can handle up to 11x17 paper. The purchase price of the device is \$3,397 or can be leased for \$76 per month (60 months).

**EQUIPMENT PROPOSED**

Quantity	Model	Description	Purchase Price
1	C2225	imageRUNNER ADVANCE C2225	\$3,397.00
1	C2225	GPR-36 Black Toner (23K impressions @ 5% coverage)	
1	C2225	GPR-36 Cyan Toner (19K impressions @ 5% coverage)	
1	C2225	GPR-36 Magenta Toner (19K impressions @ 5% coverage)	
1	C2225	GPR-36 Yellow Toner (19K impressions @ 5% coverage)	
1	C2225	Cabinet Type D	

**MAINTENANCE AND SUPPLIES**

The maintenance agreement for this copier is \$29 per month and includes:

- Service rate of \$0.01500 per mono image (includes 1,400 B/W copiers) and \$0.075 per color image.
- Parts, labor, image drums, and consumable supplies (excluding paper and staples).
- Post installation print driver, scanning, and other IT related support is additional fee.

Thank you for this opportunity. If you have any questions, please contact me at (765) 702-9219 or michael@thomasoffice.com.

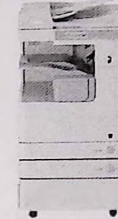
Sincerely,

Michael Thomas



Thomas Office Solutions  
 1515 W. Kilgore Ave.  
 Muncie, IN 47304  
 Phone (765) 741-9446  
 Fax (765) 741-9778  
 www.thomasoffice.com

ELWOOD PUBLIC LIBRARY  
 1600 MAIN ST.  
 ELWOOD, IN 46036  
 Tuesday, July 29, 2014



Hi Clint,

Please see below the proposed black & white copier for the Frankton & Summitville Branches. The purchase price including installation is \$2,310 or \$52 lease (60 months). The Canon imageRunner as configured can copy, print, and scan.

**EQUIPMENT PROPOSED**

Quantity	Model	Description
1	2525	imageRUNNER 2525
1	2525	GPR-35 Black Toner - 14,600 impressions (iR 2530 / 2525)
1	2525	Duplexing Automatic Document Feeder-AB1
1	2525	Color Send Kit-Y1
1	2525	Cabinet Type-C1

**MAINTENANCE AND SUPPLIES**

The maintenance agreement for this proposal is \$26 per month includes:

- Up to 1,400 mono images per month at an average rate of \$0.01500 per image.
- Parts, labor, image drums, and consumable supplies (excluding paper and staples).
- Post installation print driver, scanning, and other IT related support is additional fee.

Thank you for this opportunity. If you have any questions, please contact me at (765) 702-9219 or michael@thomasoffice.com.

Sincerely,

Michael Thomas  
 Thomas Office Solutions



### Printer To New Copier Comparison

Ricoh BW		Ricoh Color		Thomas Color		Thomas BW	Frankton Color Printer (HP M251NW)	Frankton BW(HP 4100N)	Summitville Color (HP M1525NW)	Summitville BW(HP M601)
BW	BW	Color	BW	Color	BW	Color	BW	Color	BW	
0.0050	0.0060	0.045	0.015	0.075	0.015	0.19	0.017	0.20	0.018	

TRANSMISSION VERIFICATION REPORT

TIME : 08/07/2014 07:13  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 08/07 07:13  
FAX NO./NAME SUMMITVILLE  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

August 11<sup>th</sup>, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. Library By-Laws- Consent Agenda
- New Business
  - 1. Approve 2015 Budget for Publication
  - 2. Personnel Policy – Wage and Salary Administration and Payroll Deduction Sections
  - 3. Traffic Counters
  - 4. Patron Behavior Policy

TRANSMISSION VERIFICATION REPORT

TIME : 08/07/2014 07:13  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 08/07 07:12  
FAX NO./NAME FRANKTON  
DURATION 00:00:15  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

August 11<sup>th</sup>, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. Library By-Laws- Consent Agenda
- New Business
  - 1. Approve 2015 Budget for Publication
  - 2. Personnel Policy – Wage and Salary Administration and Payroll Deduction Sections
  - 3. Traffic Counters
  - 4. Patron Behavior Policy

TRANSMISSION VERIFICATION REPORT

TIME : 08/07/2014 07:10  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 08/07 07:10  
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DURATION 00:00:15  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

August 11<sup>th</sup>, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- 1. Library By-Laws- Consent Agenda
- New Business
- 1. Approve 2015 Budget for Publication
- 2. Personnel Policy – Wage and Salary Administration and Payroll Deduction Sections
- 3. Traffic Counters
- 4. Patron Behavior Policy

TRANSMISSION VERIFICATION REPORT

TIME : 08/07/2014 07:12  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 08/07 07:12  
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DURATION 00:00:19  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

August 11<sup>th</sup>, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- 1. Library By-Laws- Consent Agenda
- New Business
- 1. Approve 2015 Budget for Publication
- 2. Personnel Policy – Wage and Salary Administration and Payroll Deduction Sections
- 3. Traffic Counters
- 4. Patron Behavior Policy

Agenda

September 8<sup>th</sup>, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

2015 Budget Hearing  
5:00 P.M.  
Agenda

Call to Order  
Call for Quorum  
Presentation of Budget Estimates and Tax Levies for the 2015 Budget  
Public Comment  
Adjourn

Agenda

September 8th, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
Immediately Following 2015 Budget Hearing

Call to Order  
Call for Quorum  
Minutes  
Claims Register & Checks  
Old Business  
1. Library By-Laws- Consent Agenda  
New Business  
1. Evergreen Indiana  
a. Go-Live Date October 21<sup>st</sup>, 2014-Open at 1 pm  
b. Procedures and Policies  
2. AdTec, Inc.- E-rate Services  
Director's Report  
Public Comment  
Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM  
BOARD OF TRUSTEES  
2015 Public Budget Hearing  
5:00pm  
Elwood Public Library

CALL TO ORDER

Vice President Beverly Austin called the 2015 budget hearing of the North Madison County Public Library System Board of Trustees to order at 5:00pm on September 8, 2014 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Barbara Abernathy, Bette Dalzell, and Mike Robertson. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

PRESENTATION OF BUDGET ESTIMATES AND TAX LEVIES FOR THE 2015 BUDGET

The following budget estimates and tax levies were advertised on August 20th and August 27th in the Elwood Call-Leader and the Anderson Herald-Bulletin 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 2015 budget at 5:00 p.m. on September 8th, 2014.

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 15th, 2014. 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 13th, 2014 at 5:00 p.m. to adopt the following budget.

The 2014 pay 2015 Certified Net Assessed Valuation estimate is \$566,455,000.

The Library Operating Fund Budget estimate is \$1,434,850. The maximum estimate funds to be raised are \$765,000 with a current tax levy of \$743,722.

The Rainy Day Fund estimate is \$29,000.  
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 \$765,000.

Public comment was sought, none was forthcoming.

Mike Robertson made a motion to adjourn, Barbara Abernathy made a second and the motion carried.

Bette Dalzell  
Secretary, Bette Dalzell

Daniel A. Pinnhoff  
Michael Robertson

Leslie Bittenhouse

Beverly J. Austin  
Diana J. Eddleman

Barbara Abernathy

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Regular Meeting  
September 8, 2014  
Immediately Following 2015 Budget Hearing

CALL TO ORDER

Vice President Beverly Austin called a regular meeting of the North Madison County Public Library to order on September 8, 2014 at 5:15pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Beverly Austin, Bette Dalzell, Barbara Abernathy, and Mike Robertson. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

MINUTES

Bette Dalzell made a motion to approve the minutes from the August 11, 2014 regular meeting. Mike Robertson made a second and the motion carried.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Assistant Treasurer Mike Robertson signed checks.

OLD BUSINESS

Library By-Laws Consent Agenda

Bette Dalzell made a motion to table discussion on the consent agenda until the Board President is present. Barbara Abernathy made a second and the motion carried.

NEW BUSINESS

Evergreen Indiana

We will be going live with Evergreen Indiana on October 21, 2014. We will be unable to check things in from October 17 through October 20 as we transition to the new software. We will be able to check items out during this period. We would like to open at 1:00 p.m. on October 21 to give staff at all locations time to check things in. Barbara Abernathy made a motion that all libraries in the North Madison County Public Library System open at 1:00 p.m. on October 21, 2014. Mike Robertson made a second and the motion carried.

Evergreen Indiana Procedures and Policies

Policies were reviewed and discussed. There is some concern over the number of items allowed to be checked out which is considerably more than our current policy states. There is also concern that board members are not allowed to have staff cards. It is NMCPLS policy to waive all fines and fees for board members and that will not be changed. There are no major concerns with Evergreen Procedures and Policies at this time.

AdTec, Inc. – E-rate Services

The library has used AdTec, Inc the past year to complete E-rate forms which reduced our phone costs by 80% at the Elwood Public Library and by 50% at the Frankton Community Library and the Hazelbaker Library in Summitville. As we look at modernizing our phone system, we would like to continue to use AdTec, Inc to maximize our discounts in the coming year. Mike Robertson made a motion to continue using AdTec, Inc. for E-rate filing. Barbara Abernathy made a second and the motion carried.

DIRECTORS REPORT

Lehman's Mechanical Contractors were completing work on our chiller and was asked to check an area in youth services where dirt would collect under a vent. A large opening was discovered in the duct work above that area which they repaired. Our custodian will be checking the remaining duct work in the building for similar problems.

The core locks on the public restroom doors will not let the key be completely inserted into the lock. Six cores had to be replaced last year at this time. Marshall Best Security will be replacing the two public restroom cores at no cost.

Janet Blankenship retired from Tech Services on August 28, 2014. At this time her position will not be filled.

April Gillam will be starting in Youth Services on September 22, 2014

Public comment was sought, none was forthcoming.

Bette Dalzell made a motion to adjourn. Barbara Abernathy made a second and the meeting was adjourned.

Bette Dalzell  
Bette Dalzell, Secretary

Daniel A. Pines  
Michael Robertson

Beverly J. Austin  
Dorian J. Eddleman

Leslie Bittenhouse

Barbara Abernathy

# Register Of Claims

## North Madison County Public Library System

Report Date: From 8/12/2014 To 9/8/2014

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	499	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,534.24	8/13/2014	P/R Withholdings 8/9/2014
			FICA	Payroll Deductions	\$1,243.42		
			Federal Taxes Withheld	Payroll Deductions	\$1,878.16		
			Medicare	Payroll Deductions	\$290.82		
				<b>Total this claim =</b>	<b>\$4,946.64</b>		
0	500	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$410.38	8/13/2014	P/R Ending 8/9/2014
			Operating Fund	Emp Cont PERF	\$1,532.02		
				<b>Total this claim =</b>	<b>\$1,942.40</b>		
0	501	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	8/13/2014	Payroll Ending 8/9/2014
				<b>Total this claim =</b>	<b>\$95.00</b>		
0	503	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	8/27/2014	PAYROLL
			Operating Fund	Salary of Assistants	\$16,765.58		
			Operating Fund	Wages of Janitor	\$1,219.55		
				<b>Total this claim =</b>	<b>\$20,049.08</b>		
0	504	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$411.25	8/27/2014	Payroll ending 8/23
			Operating Fund	Emp Cont PERF	\$1,535.27		
				<b>Total this claim =</b>	<b>\$1,946.52</b>		
0	505	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,526.02	8/27/2014	Payroll ending 8/23/14
			FICA	Payroll Deductions	\$1,236.73		
			Federal Taxes Withheld	Payroll Deductions	\$1,862.77		
			Medicare	Payroll Deductions	\$289.27		
				<b>Total this claim =</b>	<b>\$4,914.79</b>		
0	506	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	8/27/2014	Payroll ending 8/23/2014
				<b>Total this claim =</b>	<b>\$95.00</b>		
0	498	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	8/13/2014	PAYROLL
			Operating Fund	Salary of Assistants	\$16,872.83		
			Operating Fund	Wages of Janitor	\$1,219.97		
				<b>Total this claim =</b>	<b>\$20,156.75</b>		
0	521	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,363.08	8/27/2014	Withholdings for August
			County Taxes Withheld	Payroll Deductions	\$654.78		
				<b>Total this claim =</b>	<b>\$2,017.86</b>		

<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>
29137	502	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$664.47	8/13/2014	Payroll ending 8/9/2014
				<b>Total this claim =</b>	<u>\$664.47</u>		
29150	508	AFLAC	AFLAC	Payroll Deductions	\$485.88	8/27/2014	August 2014
				<b>Total this claim =</b>	<u>\$485.88</u>		
29151	509	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$107.20	8/27/2014	As per attached invoices.
			Operating Fund	Telephone & Telegraph	\$7.31		
				<b>Total this claim =</b>	<u>\$114.51</u>		
29152	511	CARDMEMBER SERVICE	Operating Fund	Equipment/Maint.	\$101.52	8/27/2014	VISA payment
			Operating Fund	Postage & UPS	\$27.34		
			Operating Fund	Bldg. & Structure/Maint.	\$186.43		
				<b>Total this claim =</b>	<u>\$315.29</u>		
29153	512	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$30.70	8/27/2014	Employment advertisement
				<b>Total this claim =</b>	<u>\$30.70</u>		
29154	513	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,174.78	8/27/2014	Electric service for Elwood
				<b>Total this claim =</b>	<u>\$2,174.78</u>		
29155	507	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$646.01	8/27/2014	Payroll ending 8/23/14
				<b>Total this claim =</b>	<u>\$646.01</u>		
29156	514	PITNEY BOWES	Operating Fund	Equipment/Rental	\$141.00	8/27/2014	Postage meter rental
				<b>Total this claim =</b>	<u>\$141.00</u>		
29157	515	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$262.36	8/27/2014	Toner for Frankton
				<b>Total this claim =</b>	<u>\$262.36</u>		
29158	510	SYNCB/AMAZON	Operating Fund	Elwood AV	\$593.23	8/27/2014	August Billing
			Operating Fund	Frankton AV	\$338.28		
			Operating Fund	Summitville AV	\$287.69		
				<b>Total this claim =</b>	<u>\$1,219.20</u>		
29159	516	TOWN OF FRANKTON	Operating Fund	Electricity	\$668.49	8/27/2014	Service for Frankton
			Operating Fund	Water	\$44.75		
			Operating Fund	Waste Disposal Services	\$60.95		
				<b>Total this claim =</b>	<u>\$774.19</u>		
29160	517	TOWN OF SUMMITVILLE	Operating Fund	Water	\$43.80	8/27/2014	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<u>\$55.30</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>
29161	518	UNITED HEALTHCARE	Insurance Operating Fund	Payroll Deductions Emp Cont Group Ins	\$473.72 \$4,693.60	8/27/2014	Health Insurance Sept 2014
				<b>Total this claim =</b>	<u>\$5,167.52</u>		
29162	519	VECTREN ENERGY DELIVERY	Operating Fund Operating Fund	Gas Gas	\$78.58 \$20.05	8/27/2014	Gas service for Elwood and Frankton
				<b>Total this claim =</b>	<u>\$98.63</u>		
29163	520	POSTMASTER	Operating Fund Operating Fund	Postage & UPS Postage & UPS	\$98.00 \$0.00	8/27/2014	Stamps
				<b>Total this claim =</b>	<u>\$98.00</u>		
29164	522	AT&T	Operating Fund	Telephone & Telegraph	\$53.71	9/5/2014	Long Distance for Elwood
				<b>Total this claim =</b>	<u>\$53.71</u>		
29165	523	BAKER & TAYLOR	Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Gift	Elwood Adult Elwood Childrens Elwood YA Frankton Summitville Elwood Adult	\$854.63 \$535.88 \$191.52 \$479.55 \$475.07 \$45.51	9/5/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$2,582.16</u>		
29166	524	BAXTER PEST PROFESSIONA	Operating Fund Operating Fund	Professional Services Professional Services	\$90.00 \$90.00	9/5/2014	Quarterly pest control Frankton & Summitville
				<b>Total this claim =</b>	<u>\$180.00</u>		
29167	525	BOSE, McKINNEY & EVANS LL	Operating Fund	Legal Services	\$138.00	9/5/2014	Legal services
				<b>Total this claim =</b>	<u>\$138.00</u>		
29168	526	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$227.12	9/5/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$227.12</u>		
29169	527	CINTAS CORPORATION	Operating Fund	Cleaning & Sanitation Supplies	\$252.06	9/5/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$252.06</u>		
29170	528	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$340.84	9/5/2014	Service for Elwood
				<b>Total this claim =</b>	<u>\$340.84</u>		
29171	548	DOLLAR GENERAL-REGIONS	Operating Fund Gift	Summitville Programing Elwood Children's Programing	\$20.20 \$10.00	9/5/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$30.20</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>
29172	529	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$0.00	9/5/2014	Internet
			Operating Fund	Telephone & Telegraph	<u>\$1,200.80</u>		
				<b>Total this claim =</b>	<b>\$1,200.80</b>		
29173	530	FILIP, INC.	Operating Fund	Cleaing & Sanitation Supplies	<u>\$187.25</u>	9/5/2014	As per attached invoices.
				<b>Total this claim =</b>	<b>\$187.25</b>		
29174	531	FRONTIER	Operating Fund	Telephone & Telegraph	<u>\$73.25</u>	9/5/2014	Service for Frankton
				<b>Total this claim =</b>	<b>\$73.25</b>		
29175	532	GAYLORD BROS.	Operating Fund	Book Processing	<u>\$197.90</u>	9/5/2014	Book Processing
				<b>Total this claim =</b>	<b>\$197.90</b>		
29176	533	HORTON'S HARDWARE	Operating Fund	Operating Supplies	<u>\$124.03</u>	9/5/2014	Alcohol, toilet paper, paper towels,
				<b>Total this claim =</b>	<b>\$124.03</b>		
29177	534	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	<u>\$77.47</u>	9/5/2014	Legal notice to taxpayers
				<b>Total this claim =</b>	<b>\$77.47</b>		
29178	547	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$17.04	9/5/2014	Service for Summitville
			Operating Fund	Electricity	<u>\$479.58</u>		
				<b>Total this claim =</b>	<b>\$496.62</b>		
29179	545	INDIANA-AMERICAN WATER C	Operating Fund	Water	<u>\$21.06</u>	9/5/2014	Service for Summitville
				<b>Total this claim =</b>	<b>\$21.06</b>		
29180	535	JILL MURRAY	Operating Fund	Summitville Programing	\$37.95	9/5/2014	Petty Cash
			Operating Fund	Fuel, Oil and Lubricants	\$5.00		
			Operating Fund	Operating Supplies	<u>\$6.99</u>		
				<b>Total this claim =</b>	<b>\$49.94</b>		
29181	536	KMART 9124	Gift	Operating Supplies	<u>\$30.91</u>	9/5/2014	As per attached invoices.
				<b>Total this claim =</b>	<b>\$30.91</b>		
29182	537	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	<u>\$450.00</u>	9/5/2014	Service Agreement Quarterly billing
				<b>Total this claim =</b>	<b>\$450.00</b>		
29183	538	MIDWEST TAPE	Operating Fund	Frankton AV	\$23.99	9/5/2014	As per attached invoices.
			Operating Fund	Elwood AV			
			Operating Fund	Summitville AV			
				<b>Total this claim =</b>	<b>\$23.99</b>		
29184	539	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$57.88	9/5/2014	As per attached invoices.
			Operating Fund	Office Supplies	<u>\$66.58</u>		
				<b>Total this claim =</b>	<b>\$124.46</b>		

<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>
29185	540	THOMAS OFFICE SOLUTIONS	Operating Fund	Office Supplies	\$10.00	9/5/2014	Copies Elwood
				<b>Total this claim =</b>	<b>\$10.00</b>		
29186	541	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$229.40	9/5/2014	As per attached invoices.
				<b>Total this claim =</b>	<b>\$229.40</b>		
29187	542	TRAF-SYS, INC	Operating Fund	Furniture & Equipment	\$395.00	9/5/2014	People counters for Elwood, Summitville and Frankton
			Operating Fund	Furniture & Equipment	\$395.00		
			Operating Fund	Furniture & Equipment	\$395.00		
				<b>Total this claim =</b>	<b>\$1,185.00</b>		
29188	543	TRISHA SHULER	Operating Fund	Elwood Children's Programing	\$29.76	9/5/2014	Petty Cash
			Operating Fund	Operating Supplies	\$12.98		
				<b>Total this claim =</b>	<b>\$42.74</b>		
29189	546	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	\$149.00	9/5/2014	Ricoh Copier lease-Elwood
				<b>Total this claim =</b>	<b>\$149.00</b>		
29190	544	VAN AUSDALL & FARRAR, INC.	Operating Fund	Office Supplies	\$225.60	9/5/2014	Copier contract
				<b>Total this claim =</b>	<b>\$225.60</b>		
29191	549	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$72.43	9/5/2014	Service for Summitville and Elwood
			Operating Fund	Gas	\$21.73		
				<b>Total this claim =</b>	<b>\$94.16</b>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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**Total Amount of Claims      \$77,209.55**

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

Monday, September 08, 2014

*Michael Roberts*  
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><i>Beverly J Austin</i></u>	<hr/>	<hr/>
<u><i>Barbara Abernathy</i></u>	<hr/>	<hr/>
<u><i>Bette Sabell</i></u>	<hr/>	<hr/>

**SIGNATURES OF GOVERNING BOARD**

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



## EVERGREEN INDIANA CIRCULATION PROCEDURES

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Resident, Outreach and Staff cards are valid for two years. Nonresident and Reciprocal Borrower cards are valid for one year. Student, Temporary, Computer Usage, PLAC and, in some cases, Reciprocal Borrower, card expiration dates are set by the issuing library and may be less than one year.

All patron information should be entered into Evergreen in all caps and according to the USPS style guide. Please avoid entering the email address in all caps and enter it as it is given by the patron. The USPS style and format guide is available at: <http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>

### EVERGREEN INDIANA LIBRARY CARD ELIGIBILITY

Residents of Indiana (other than those assigned a "StaffCard" user profile) presenting Proper Identification (see below for a definition of "Proper Identification") that establishes that the individual resides in or pays real property taxes on property owned in the library's service area (the "library district") are eligible to receive a green Evergreen Indiana library card from their home library. The "Employee Account Policy" should be consulted before issuing a card with the "StaffCard" profile.

Indiana residents not residing in a library district may be eligible to purchase or otherwise obtain an Evergreen Indiana Library card as a non-resident, PLAC, reciprocal borrower, student or township contract user subject to the laws and regulations covering these types of cards.

### CONFIRMATION OF NO CURRENT OR PRIOR EVERGREEN INDIANA USER ACCOUNT

A search of the patron database, including "everywhere" and "inactive," should be executed to ensure that the individual seeking an Evergreen Indiana card does not already have an account. If accounts with similar or identical names are returned in the search results, the identification and address information of the applicant should be compared to the information in the existing accounts. In the event there is no identification information in the existing account, the home library should be contacted to ascertain if there is non-electronic "legacy" data that did not migrate but which is still retained at the library that may help resolve whether there is or is not an account already in the applicant's name.

### DEFINITIONS: DETERMINING AND ASSIGNING THE PATRON PROFILE

**Resident:** assigned to Indiana residents who reside in the library district or own real property taxed for library service that is located in the library district.

**Nonresident:** assigned to Indiana residents who purchase a nonresident card pursuant to IC 36-12-25(b)(2). Only one Evergreen Indiana card should be issued for each nonresident fee paid. Nonresident cards may be issued pursuant to township and other contracts if the contracted amount is equal to the fee charged by the library pursuant to IC 36-12-25(b)(2).

**Outreach:** assigned to an Indiana resident who resides in the library district or an institution located in the library district. For example, homebound individuals or day care or senior facilities.

**PLAC:** assigned to an Indiana resident purchasing a statewide library card pursuant to IC 4-23-7.1-5.1. The expiration date on the PLAC card is set to one year, or less, if the underlying card expires in less than one year from the date of issuance.

**Reciprocal Borrower:** assigned to Indiana residents who hold a valid library card from a non-Evergreen Indiana library that has entered into a reciprocal borrowing agreement with the library OR Indiana residents who obtain an Evergreen Indiana library card pursuant to a township or other contract when the contractual rate charged by the library is less than the nonresident card fee rate set by IC 36-12-25(b)(2). Only one Evergreen Indiana card should be issued for each contractual fee paid or reciprocal home library. Patrons assigned this profile should be given a blue Evergreen Indiana card to indicate that the blue Evergreen Indiana library card is valid only at the library issuing the library card.

- valid voter registration card
- computer generated bank statement issued in applicant's name within the last 30 days
- computer generated utility, credit card company, doctor or hospital bill, issued in applicant's name within the last 30 days and containing address of residence
- Medicaid or Medicare benefit statement issued in the applicant's name within the last 30 days
- Change-of-address confirmation from the United States Postal Service showing prior and current address of residence (a P.O. Box is not acceptable as a residence address)
- apartment lease signed within the last 30 days
- property tax receipt issued in applicant's name

In order to verify address, member libraries may choose to accept other forms of identification to establish current address and/or to mail the library cards to the patron.

Parent or guardian identification information should be presented and entered into the patron record when creating the minor's record. The minor's identification (i.e., driver's license) may be entered under "other" but it is not sufficient for the issuance of an Evergreen Indiana library card.

### ISSUING THE EVERGREEN INDIANA CARD

Upon receipt of their card, Patrons should be reminded that:

- An Evergreen Indiana library card is not transferable to another user.
- Reciprocal Borrower and Student card holder privileges are limited to the library issuing the card
- Signing and/or taking receipt of an Evergreen Indiana library card denotes acceptance of responsibility for all fines and fees and for payment for lost or damaged materials.
- Registering a minor child for an Evergreen Indiana library card denotes acceptance of responsibility for all fees, fines and payment for lost or damaged materials charged on such minor's library card.
- Registering a minor child with the profile "limited access" does not ensure that the minor will not access "r-rated" materials.
- It is advisable to contact the library to report a lost or stolen library card.

## PATRON ACCOUNT MANAGEMENT

### MY ACCOUNT

Library patrons will be given a PIN upon registering for an Evergreen Indiana library card. PINs may only be given in person at an Evergreen Indiana Library upon presentation of appropriate identification. PINs may not be obtained via telephone or email.

At their first use of the *My Account* feature of the OPAC, it is recommended that patrons change the PIN to a minimum 7-character password. Patrons may also choose to select a user name to use in place of the library card barcode when accessing *My Account*. User names must be unique within the Evergreen Indiana system. Patrons may change user name, password, and email address with *My Account* at any time.

### REPLACEMENT CARD

The procedures for issuing a replacement library card are the same as the issuance of the original library card. See above "How to Issue an Evergreen Indiana Library Card" for application procedure and identification requirements. There is a \$2 fee for a replacement card that can be paid immediately or billed later depending on local library policy.

### PATRON CONFIDENTIALITY

No Evergreen Indiana member library should release any information about a patron record without reviewing and confirming compliance with the Evergreen Indiana Patron Record Confidentiality Policy. This includes "in-person" and "telephone" requests by a patron with respect to his or her personal library record or the library record of a minor.

### PURGING OF INACTIVE PATRON RECORDS

On expiry of patron privilege, patron accounts will be automatically marked inactive. If the patron does not renew his/her privilege within one (1) year of being marked inactive and the account reflects no fines or fees, items checked out or claims returned activity, it will be purged. Inactive accounts not meeting these criteria will be retained indefinitely or until the patron clears his/her fines and/or losses.

### EVERGREEN INDIANA PATRON MOVES TO ANOTHER EVERGREEN INDIANA LIBRARY SYSTEM

If the patron moves from one Evergreen Indiana library system to another, issue a new card to that patron and, change the home library of the patron from the old library system to the new library system when you update identification, address, email and telephone information in the patron record. The patron will now be included in reports of all patrons registered in the new home library system. A patron should be encouraged to pay all fines and fees prior to moving his or her account to a new library district.

Patrons changing their home library designations will be asked to provide identification and proof of current address. Proof of current address may be satisfied by the presentation of Proper Identification and one item from the Approved List of identification which displays a current address.

### BORROWING PRIVILEGES

A patron must present a card in good standing to borrow materials. Any and all accounts linked to the patron may be reviewed to determine whether they are in good standing. A digital replica of the library card is also an appropriate form of identification for a patron to check out materials. If a library staff member questions the digital replica, staff have the right to ask the patron for a photo I.D. A patron's card will be blocked, and no services may be obtained with it if the patron has 15 or more overdue items, or owes \$10 or more in unpaid fines and/or fees. Outreach patrons will not be blocked until they have 50 or more items overdue.

Delinquent borrowers who have not reached these limits may still borrow materials; the system operator will be notified that the patron is delinquent. The number of overdue materials and/or amount of fines/fees that will result in a patron being "blocked" is calculated at the consortium level and not at the library level.

The staff client displays patrons in good standing in "green." Patron accounts displayed in "orange" indicates there are fines or overdues and a "purple" display indicates that the patron has hit the fine or overdue threshold and is now blocked. Barred patrons display in "red." "Turquoise" indicates that there is a message on the account. "Gray" indicates that the patron account is expired. "Black" indicates that the patron account is inactive.

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## REGISTERING A PATRON

### PATRON PROFILE

The patron profile determines the user's access to materials, number of item limits and fine and fee rates. See Appendix A for a list of patron user groups and the various limits. Each user must have one of the following patron profiles assigned:

- Resident or Resident – Limited Access
- NonResident or NonResident – Limited Access
- Student<sup>1</sup> or Student – Limited Access
- Reciprocal Borrower or Reciprocal Borrower – Limited Access
- Outreach
- Temporary
- ILL
- Computer Usage
- PLAC or PLAC – Limited Access
- StaffCard

<sup>1</sup> With the approval of their library board, Evergreen Indiana Libraries may issue an Evergreen Indiana library card to a student that does not reside in the library district but is enrolled in a K-12 public or private school that is located at least in part in the library district (IC 36-12-2-25).

Resident, Outreach and Staff cards are valid for two years. Nonresident and Reciprocal Borrower cards are valid for one year. Student, Temporary, Computer Usage, PLAC and, in some cases, Reciprocal Borrower, card expiration dates are set by the issuing library and may be less than one year.

All patron information should be entered into Evergreen in all caps and according to the USPS style guide. Please avoid entering the email address in all caps and enter it as it is given by the patron. The USPS style and format guide is available at: <http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>

### EVERGREEN INDIANA LIBRARY CARD ELIGIBILITY

Residents of Indiana (other than those assigned a "StaffCard" user profile) presenting Proper Identification (see below for a definition of "Proper Identification") that establishes that the individual resides in or pays real property taxes on property owned in the library's service area (the "library district") are eligible to receive a green Evergreen Indiana library card from their home library. The "Employee Account Policy" should be consulted before issuing a card with the "StaffCard" profile.

Indiana residents not residing in a library district may be eligible to purchase or otherwise obtain an Evergreen Indiana Library card as a non-resident, PLAC, reciprocal borrower, student or township contract user subject to the laws and regulations covering these types of cards.

### CONFIRMATION OF NO CURRENT OR PRIOR EVERGREEN INDIANA USER ACCOUNT

A search of the patron database, including "everywhere" and "inactive," should be executed to ensure that the individual seeking an Evergreen Indiana card does not already have an account. If accounts with similar or identical names are returned in the search results, the identification and address information of the applicant should be compared to the information in the existing accounts. In the event there is no identification information in the existing account, the home library should be contacted to ascertain if there is non-electronic "legacy" data that did not migrate but which is still retained at the library that may help resolve whether there is or is not an account already in the applicant's name.

### DEFINITIONS: DETERMINING AND ASSIGNING THE PATRON PROFILE

**Resident:** assigned to Indiana residents who reside in the library district or own real property taxed for library service that is located in the library district.

**Nonresident:** assigned to Indiana residents who purchase a nonresident card pursuant to IC 36-12-2-25(b)(2). Only one Evergreen Indiana card should be issued for each nonresident fee paid. Nonresident cards may be issued pursuant to township and other contracts if the contracted amount is equal to the fee charged by the library pursuant to IC 36-12-2-25(b)(2).

**Outreach:** assigned to an Indiana resident who resides in the library district or an institution located in the library district. For example, homebound individuals or day care or senior facilities.

**PLAC:** assigned to an Indiana resident purchasing a statewide library card pursuant to IC 4-23-7.1-5.1. The expiration date on the PLAC card is set to one year, or less, if the underlying card expires in less than one year from the date of issuance.

**Reciprocal Borrower:** assigned to Indiana residents who hold a valid library card from a non-Evergreen Indiana library that has entered into a reciprocal borrowing agreement with the library OR Indiana residents who obtain an Evergreen Indiana library card pursuant to a township or other contract when the contractual rate charged by the library is less than the nonresident card fee rate set by IC 36-12-2-25(b)(2). Only one Evergreen Indiana card should be issued for each contractual fee paid or reciprocal home library. Patrons assigned this profile should be given a blue Evergreen Indiana card to indicate that the blue Evergreen Indiana library card is valid only at the library issuing the library card.

**Reciprocal Borrower (Teacher):** assigned to Indiana residents who obtain an Evergreen Indiana library card pursuant IC 36-12-2-25(b)(4) (employees of a school corporation or nonpublic school located in the library district, but who do not reside in the library district). Only one Evergreen Indiana card should be issued for each individual from a member library for personal use. Patrons assigned this profile should be given a blue Evergreen Indiana card to indicate that the blue Evergreen Indiana library card is valid only at the library issuing the library card.

**StaffCard:** assigned to individuals who are employed at the library. This profile should not be assigned to board members, volunteers or friends of the library. Library staff should not use their Evergreen staff-client account to circulate materials. See *Employee Account Policy* for additional information.

**Student:** assigned to Indiana residents who do not reside in the library district but who attend a K-12 public or private school located in the library district. This card "may" be issued by Evergreen Indiana libraries as authorized pursuant to IC 36-12-2-25(d). Do not use this card for "teachers" or as a "juvenile" card. Patrons assigned this profile should be given a blue Evergreen Indiana card to indicate that it is valid only at the library issuing the library card.

**Temporary:** assigned to an individual who does not reside the full year in the library district. Examples include relocated workers and summer home residents.

**Computer Usage:** cards do not have check-out privileges and libraries may establish their own identification requirements for issuing cards under this profile. Patrons assigned this profile should be reminded that the card does not come with circulation privileges and is valid for computer use only at the library issuing the card. Patrons assigned this profile should be given a blue Evergreen Indiana card to indicate that the card is valid only at the library issuing the library card.

**Limited Access:** This sub-profile limits access to "R-rated" audio visual materials. The library is not "required" to assign the "limited access" profile to a minor.

## REQUIRED IDENTIFICATION: ESTABLISHING IDENTITY AND RESIDENCY

An applicant for an Evergreen Indiana library card must present the required Proper Identification in person at the Evergreen Indiana library that will issue the library card (see *below* for definition of "Proper Identification"). Property owners who do not reside in Indiana will be required to show proof of real property ownership, such as a tax bill or deed.

A parent or legal guardian showing Proper Identification may register a minor child for an Evergreen Indiana library card. Additional proof of guardianship may be required. Emancipated minors are required to present evidence of their status to void the necessity of the presence of a parent or guardian.

Proper Identification must be presented to apply for an Evergreen Indiana library card. Recommended Identification is one of the following, provided the item is a photo ID:

- valid Indiana Driver's License
- valid Indiana State Identification
- valid U.S. or other Government issued Identification (e.g., passport, military identification, permanent resident card issued by Department of Homeland Security or Immigration Services)
- valid identification issued by another State (e.g., Driver's License)
- valid current university or college identification (e.g., Student identification)

If the presented Recommended Identification does not display a current address located within the library district, the applicant must also present one item from the Recommended List to establish residency. The ID presented from the Recommended List must include a current address:

- valid voter registration card
- computer generated bank statement issued in applicant's name within the last 30 days
- computer generated utility, credit card company, doctor or hospital bill, issued in applicant's name within the last 30 days and containing address of residence
- Medicaid or Medicare benefit statement issued in the applicant's name within the last 30 days
- Change-of-address confirmation from the United States Postal Service showing prior and current address of residence (a P.O. Box is not acceptable as a residence address)
- apartment lease signed within the last 30 days
- property tax receipt issued in applicant's name

In order to verify address, member libraries may choose to accept other forms of identification to establish current address and/or to mail the library cards to the patron.

Parent or guardian identification information should be presented and entered into the patron record when creating the minor's record. The minor's identification (i.e., driver's license) may be entered under "other" but it is not sufficient for the issuance of an Evergreen Indiana library card.

## ISSUING THE EVERGREEN INDIANA CARD

Upon receipt of their card, Patrons should be reminded that:

- An Evergreen Indiana library card is not transferable to another user.
- Reciprocal Borrower and Student card holder privileges are limited to the library issuing the card
- Signing and/or taking receipt of an Evergreen Indiana library card denotes acceptance of responsibility for all fines and fees and for payment for lost or damaged materials.
- Registering a minor child for an Evergreen Indiana library card denotes acceptance of responsibility for all fees, fines and payment for lost or damaged materials charged on such minor's library card.
- Registering a minor child with the profile "limited access" does not ensure that the minor will not access "r-rated" materials.
- It is advisable to contact the library to report a lost or stolen library card.

## PATRON ACCOUNT MANAGEMENT

### MY ACCOUNT

Library patrons will be given a PIN upon registering for an Evergreen Indiana library card. PINs may only be given in person at an Evergreen Indiana Library upon presentation of appropriate identification. PINs may not be obtained via telephone or email.

At their first use of the *My Account* feature of the OPAC, it is recommended that patrons change the PIN to a minimum 7-character password. Patrons may also choose to select a user name to use in place of the library card barcode when accessing *My Account*. User names must be unique within the Evergreen Indiana system. Patrons may change user name, password, and email address with *My Account* at any time.

### REPLACEMENT CARD

The procedures for issuing a replacement library card are the same as the issuance of the original library card. See *above* "How to Issue an Evergreen Indiana Library Card" for application procedure and identification requirements. There is a \$2 fee for a replacement card that can be paid immediately or billed later depending on local library policy.



## COLLECTIONS: EXEMPT PATRON

All member libraries are entitled to seek recompense for their materials when lost and/or damaged by a patron regardless of the patron's home library. The "Collections: Exempt" switch may be activated for patrons who exclusively access the collection of their home library (i.e., reciprocal borrower or student). Patrons borrowing materials from other libraries may be referred to a collections agency by the owning library in the case of lost or damaged items and may not have the "Collections: Exempt" switch activated. Exempt patrons are, by default, not accessible by the collections agency's search protocol.

Libraries should place an alert on patron accounts for whom extenuating circumstances would suggest alternate forms of recovery should be pursued. Libraries pursuing collections against another library's patrons should review affected patron accounts for such notes and give appropriate consideration prior to submission to Unique Management or any other collections agency.

## PATRON RECORD MODIFICATION

Patrons changing their home library designations will be asked to provide identification and proof of current address. Proof of current address may be satisfied by the presentation of Proper Identification and if necessary, one item from the Approved List of identification which displays a current address.

Staff at member libraries should refrain from modifying a patron record of another member library if the patron does not present his or her Evergreen Indiana library card.

## UPDATING EXPIRED PATRON ACCOUNTS

Staff members at all Evergreen Indiana libraries can renew expired Resident patron accounts if the patron's ID matches the Evergreen Indiana account information and the patron account is in good standing. All other patron accounts (non-resident, reciprocal borrower, student) can only be renewed at the patron's home library.

Staff members choosing to update a resident patron account at a different library than the patron's home library should create an alert in the patron's account to notify the patron's home library with the following text: *Patron account was updated at [name of staff member's library] on [date].*

## MERGING OF PATRON RECORDS

Duplicate patron records (i.e., two accounts for the same individual) should be merged to create one record. If one or more of the accounts are not at the same library, both (or all) member libraries must consent to the merging of the records. A joint request to merge the records should be sent to tech support to accomplish the action. See [Appendix B](#) for further instructions. Multiple accounts at the same library may be merged by the library. Prior to sending the multi-library merge request or executing the merge at the local library level, all current identification and address information should be transferred to the record that will be the resulting record. If multiple libraries may have a local agreement on merging patrons, they don't need individual approval on each patron in the merge request.

[A note should be placed on the accounts indicating that the accounts have been merged. The note should include a statement as to the reason for and date of the merge, the resulting card and identify the staff person that approved the merge. For example, "Account 9345600000045 was merged into account 9989000008769 on March 10, 2010 because the patron had two Evergreen cards. MJS, at Smithville Library."]

## PATRON CONFIDENTIALITY

No Evergreen Indiana member library should release any information about a patron record without reviewing and confirming compliance with the Evergreen Indiana Patron Record Confidentiality Policy. This includes "in-person" and "telephone" requests by a patron with respect to his or her personal library record or the library record of a minor.

## PURGING OF INACTIVE PATRON RECORDS

On expiry of patron privilege, patron accounts will be automatically marked inactive. If the patron does not renew his/her privilege within one (1) year of being marked inactive and the account reflects no fines or fees, items checked out or claims returned activity, it will be purged. Inactive accounts not meeting these criteria will be retained indefinitely or until the patron clears his/her fines and/or losses.

## EVERGREEN INDIANA PATRON MOVES TO ANOTHER EVERGREEN INDIANA LIBRARY SYSTEM

If the patron moves from one Evergreen Indiana library system to another, issue a new card to that patron and, change the home library of the patron from the old library system to the new library system when you update identification, address, email and telephone information in the patron record. The patron will now be included in reports of all patrons registered in the new home library system. A patron should be encouraged to pay all fines and fees prior to moving his or her account to a new library district.

Patrons changing their home library designations will be asked to provide identification and proof of current address. Proof of current address may be satisfied by the presentation of Proper Identification and one item from the Approved List of Identification which displays a current address.

## BORROWING PRIVILEGES

A patron must present a card in good standing to borrow materials. Any and all accounts linked to the patron may be reviewed to determine whether they are in good standing. A digital replica of the library card is also an appropriate form of identification for a patron to check out materials. If a library staff member questions the digital replica, staff have the right to ask the patron for a photo I.D. A patron's card will be blocked, and no services may be obtained with it if the patron has 15 or more overdue items, or owes \$10 or more in unpaid fines and/or fees. Outreach patrons will not be blocked until they have 50 or more items overdue.

Delinquent borrowers who have not reached these limits may still borrow materials; the system operator will be notified that the patron is delinquent. The number of overdue materials and/or amount of fines/fees that will result in a patron being "blocked" is calculated at the consortium level and not at the library level.

The staff client displays patrons in good standing in "green." Patron accounts displayed in "orange" indicates there are fines or overdues and a "purple" display indicates that the patron has hit the fine or overdue threshold and is now blocked. Barred patrons display in "red." "Turquoise" indicates that there is a message on the account. "Gray" indicates that the patron account is expired. "Black" indicates that the patron account is inactive.

## CHECK-OUT

### LOSS OF PRIVILEGES

A patron's access to materials may be limited due to overdue materials or fines and fees. "Blocked" and "Barred" are the two limitations that may be attached to a patron's record.

#### USER BLOCKED

If a patron's record is blocked due to overdue materials or fines and fees, a **PATRON EXCEEDS FINES** message will appear upon attempting a checkout. Selected staff will have the authority to override fines and fees. One staff override per checkout session is required. The number of overdue materials and/or amount of fines and fees that will result in a patron being "blocked" is calculated at the consortium level and not at the library level. A patron's record will remain blocked until the fines and fee balance on the account is less than \$10.00. A patron's card may be "blocked" if related group or family member cards are "blocked."

#### USER BARRED

**BARRED** is a status that is manually set by library staff. It is Evergreen Indiana Library policy that only the library that barred the patron can unbar said patron. If a barred patron presents items for checkout at another library, he or she should be directed to contact the "barring" library to resolve his or her status and restore his or her privileges.

Each Library Director or designee shall decide the circumstances under which a patron may be barred. This status should be reserved for serious offenses, such as theft of or malicious damage to library materials.

### FINES/FEES

To encourage the prompt return of materials, the Evergreen Indiana libraries have established a schedule of fines and fees. Overdue materials incur fines of 25¢ per day per item. Patrons may pay all or a portion of the outstanding fees and fines on the library account. If patron chooses to use the online credit card payment option, the patron must pay all fines and fees owed on the account.

Evergreen Indiana grants a one-day grace period, so that materials returned one day after the due date will not accrue a fine. Once the one-day grace period has passed, fines will include the charge for the grace day. For example, an item which has a 25¢ a day fine that is returned three days after its due date will have a 75¢ fine due. There is a \$10.00 fine cap per item or the cost of the item, whichever is less.

### OVERDUE NOTICES

Overdue notices are sent as a courtesy from the Evergreen Indiana Libraries. Failure to receive notices does not exempt patrons from the responsibility for payment for library materials or overdue fines and fees.

Patrons who provide an email address will receive an email notice three days before their materials are due and an email notice on the day their materials are due.

Overdue notices are generated for each library. The print notices are made available to the library via a unique URL. Each member library must access the URL and review the print notice PDF. The library should then mail the print notices. Print notices are not generated and mailed by the consortium. To access the print notices: type in the following URL:

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<https://evergreen.lib.in.us/notices/xxx/index.html>

(Substitute the xxx with your library's short name abbreviation, e.g., Greenwood Public Library would use GWPLG.)

The following screen will display:

Please log in to view this report

Username or barcode:

Password:

Log in

Enter your Evergreen log in and password (e.g., local admin or circ log-in).

The following screen will display with a link for each day. Click on the link and the PDF will display. Please note that notices are automatically deleted after 30 days.

### Greenwood County Printable Overdue Notices

- [gwplg-45day-2010-04-16.pdf](#)
- [gwplg-45day-2010-04-18.pdf](#)
- [gwplb-45day-2010-04-19.pdf](#)
- [gwplg-90ormoreday-2010-04-15.pdf](#)
- [gwplg-90ormoreday-2010-04-17.pdf](#)
- [gwplg-overdue-2010-03-20.pdf](#)
- [gwplg-overdue-2010-03-21.pdf](#)
- [gwplg-overdue-2010-03-22.pdf](#)
- [gwplg-overdue-2010-03-23.pdf](#)
- [gwplg-overdue-2010-03-24.pdf](#)
- [gwplg-overdue-2010-03-25.pdf](#)
- [gwplg-overdue-2010-03-26.pdf](#)
- [gwplg-overdue-2010-03-27.pdf](#)
- [gwplg-overdue-2010-03-28.pdf](#)
- [gwplg-overdue-2010-03-29.pdf](#)
- [gwplg-overdue-2010-03-30.pdf](#)
- [gwplg-overdue-2010-03-31.pdf](#)
- [gwplg-overdue-2010-04-01.pdf](#)

A first overdue notice will be generated and can be sent via email or U.S. First Class mail 14 days after the due date. A second overdue notice will be generated and can be sent via U.S. First Class mail 28 days after the due date.

The final notice, which declares the items "Lost" and assesses the replacement cost of the overdue materials and related costs, including processing and collection costs, will be generated and can be sent via U.S. First Class mail 45 days after the due date.

*Revised by the Patron Services Committee March 18, 2014*

## CHECK-IN

### CHECK-IN

When checking in materials, it is **VERY IMPORTANT** to watch the screen as each barcode is scanned to be sure the scan is registering and to be aware of on-screen messages and directions.

Messages directing the operator to send items to another location or library, or directions for items on hold are visually displayed on the screen at check-in, and audible alerts will assist the operator in noticing important messages.

Returned materials which are owned by other Evergreen Indiana libraries are to be promptly returned via Evergreen Indiana's InfoExpress.

### LOST ITEMS

A patron may inform library staff that an item is "Lost." The price of the item and any outstanding fines and fees, plus a processing fee per item, will be assessed to the patron's card. On issuance of the 45-day notice or declaration of loss or damage, the associated circulation fees are reassigned to the owning library. The item should be marked "Lost" by the owning library. In the event, the circulating library is not the owning library, the circulating library should inform the owning library that the item is "lost" to stop additional fines from accruing and to enable the owning library to begin collecting for the lost materials.

Items marked lost may be paid for at any Evergreen Indiana library. If the lost item is not owned by the library at which it was turned in, and the patron would like to pay for the item, the owning library should be contacted to confirm the price, all associated fees, and acceptance policy before payment is accepted. The price of the item (found in the item record) and any outstanding fines and fees, plus the applicable processing fee will be assessed to the patron's record upon declaration that the item is "LOST." Encourage patrons to notify the library that the item is "Lost" to stop additional overdue fines from accruing.

If an item marked Lost is returned to the non-owning library, the item should be checked-in and transited back to the owning library. The system will not automatically delete fines and fees upon checking in a returned lost item. When the owning library receives the item, they can decide based on local policy what to do with the item and associated lost fees.

Some Evergreen Indiana Libraries have contracted with third party vendors for collection services. A fee for third party collection services may be added to a lost item record, and will be listed with a bill reason of "Referral." It is advisable to direct patrons whose accounts have been turned over to such third party vendors for collection to the referring library, to ensure that all accounts are accurately cleared and fees and fines settled.

No refund will be given to a patron for a "Lost" item for which a patron has paid. Fines, fees and third party collection fees are not refundable.

Records of lost materials should not be deleted from the system until six months after the 45 day notice is sent. If an item is not recovered six months after the 45 day notice is sent to a patron, library staff may delete the record from the Evergreen Indiana catalog.

### DAMAGED ITEMS

Library staff may note or a patron may inform library staff that an item is "Damaged." The owning library should be contacted to determine how to assess the patron for damage.

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## CLAIMS RETURNED

If a patron claims to have returned materials that Evergreen Indiana still shows as checked out, the material may be marked with a "Claims Returned" date by the owning library only. Overdue fines stop accruing as of the date entered in the "Claims Returned" field. A user may have up to three (3) Claims Returned items on his or her record at any time. The number of Claims Returned items is calculated at the consortium level. Only the owning library may mark the item as "Claimed Returned." The circulating library must contact the owning library of the item to inform them that a patron claimed to return the item. The circulating library cannot mark an item they do not own as claims returned. The owning library is encouraged to periodically revisit items marked "Claims Returned" and resolve the issue with the patron. A hold on an item marked "Claims Returned" should be retargeted.

## RENEWALS

Renewal requests may be made in person, online or by phone. Patrons may also renew their items via the online catalog "My Account" feature. When patrons renew their items online, the circulating library remains the library of record for the circulation and billing processes and reporting.

Certain categories of materials are not eligible for renewal. If a "Hold" has been placed on an item, it may not be renewed. Selected staff will have the authority to force the renewal in special circumstances.

## BOOKDROP CHECK-IN

When checking in items from the book drop each morning, staff should set the Effective Date to reflect the previous day's date. Other dates may be selected if the library has been closed; however, the system will not accept a future date.

## TRANSITS

### *INTRA-EVERGREEN INDIANA LENDING*

If a patron from Library A wishes to borrow an item from Library B, the patron or staff from Library A will place a hold on the item, specifying Library A as the pickup location. Library B will receive a report of items with pending holds; Library B will then pull the listed items and capture the existing holds. The screen will instruct staff to route the item to Library A to fill a hold, and the item will be put into transit to Library A.

When Library A receives the item, the item will be scanned and placed on the holds shelf for pickup. Once the item is scanned at the pickup location, a holds notice via email will be generated or staff will be prompted to telephone the user with a holds notification.

The Holds report should be retrieved and processed promptly each morning at each Evergreen Indiana Library. Items listed should be pulled from the shelf, packaged and processed within 24 hours. The holds list is regenerated every 15 minutes to ensure that the list is fresh whenever a library retrieves it during the day. Holds that are not processed within 24 hours should be re-targeted to another library if possible.

In the event the item pulled to fill a hold is older or damaged, the library filling the hold is advised to consult with and inform the library requesting the hold that the item is in less than desirable condition. The requesting library may then make the decision to have the hold filled, retargeted or cancelled.

Borrowed items should be sent back to the owning library or on to the next Evergreen Indiana Library to fill a hold in a prompt manner. Patrons may return any borrowed item to any member library for transit back to the owning library.

*Revised by the Patron Services Committee March 18, 2014*

## PROPER INTRA-EVERGREEN INDIANA TRANSIT PROCEDURES

The following transit procedures are to be followed:

A transit receipt must be printed out by the library filling the hold and/or by the library checking-in the item for return to the owning library.

The transit receipt should be placed inside the front cover and first page of the item. Do not tape, paper clip or otherwise attach the transit receipt to the item.

Magazines should be transited in envelopes of the appropriate size to protect the item.

Items should be appropriately packaged to protect them from damage while in transit. Libraries are encouraged to re-use/recycle envelopes and other packaging material to protect items. For example, audio books should be wrapped in multiple layers of newspaper or bubble wrap.

Multiple part items such as "kits" or "realia" should transit with an inventory detailing all the parts. The inventory should include a list of all parts and the barcode. The transiting and receiving libraries should review and confirm all parts are sent and received. The inventory should be checked again when it is returned by the patron and before the item is checked-in. No item should be checked-in if a part is missing. The patron should be informed of any missing parts. The inventory list should be checked again when the item is prepared for transiting back to the owning library and again upon receipt at the owning library.

## INTRA-EVERGREEN INDIANA LENDING CIRCULATION PERIODS AND COSTS

Materials will retain the circulation period assigned by the owning library regardless of whether the patron is local or from another Evergreen Indiana library. When thinking of Intra-Evergreen Indiana lending, it is important to remember that an Evergreen Indiana patron is a patron exactly like your local patron. Intra-Evergreen Indiana Lending loans are *not* Inter-Library Loans (ILL) – they are simply circulations like any other.

## ILL

### INTERLIBRARY LOAN LENDING

Reciprocal Borrower and Student user profiles have access only to the member library issuing the Reciprocal Borrower or Student card. The member library may request items for these patrons from the other member libraries via traditional Interlibrary Loan. An item may not be requested via the hold/transit Intra-Evergreen lending process. The item must be requested and processed by the member library making the request and the member library filling the request via Interlibrary Loan using the procedures set out in the Indiana Library Resource Sharing Manual.

Interlibrary loans from non-Evergreen libraries are circulated using pre-cat. Patrons and staff are renewing the "pre-cat" ILL items when such items should not be renewed. To provide a reminder, modify the item's title when entering the pre-cat record to include "ILL-No Renewals" as part of the title. In addition, when you check out the item to the patron, immediately renew it with the same due date to set the possible renewals to "0". The procedure also has the benefit of providing two visual clues to staff and patrons that the item is not renewable. It may also be helpful to verbally remind the patron when the item is picked up that it is not renewable.

Example, item is "Blue Smoke" by Nora Roberts. In the pre-cat title entry, insert "Blue Smoke (ILL-No Renewal)" as the title of the item. Renew the item when the item is checked out to the patron to set the renewal limit to "0."

## HOLDS

### HOLDS AND INTRA-EVERGREEN INDIANA LENDING

Holds may be placed on most items in any Evergreen Indiana library (see list of exceptions below). If a patron presents the on-hold item for checkout before it is retrieved for the requesting hold patron, the in-house patron with item in hand receives preference; a circulation supervisor will override the hold and check out the item to the in-house patron. The requesting hold patron will remain in line for the item.

Patrons will have one week after the hold is filled to pick up the held item. Some Evergreen Indiana libraries may impose a fee for failure to pick up the held item.

Patrons may have 20 unfilled holds in the system. Evergreen deletes unfilled holds older than nine (9) months old.

Patrons whose Evergreen Indiana cards are "blocked" or "barred" will not be allowed to place holds until their card privileges are restored.

Evergreen Indiana does not allow holds to be placed on the following items by any patron:

- Reference materials
- Bestsellers with the no-hold designation

Evergreen Indiana does not allow Evergreen Indiana library patrons to place holds that would generate Intra-Evergreen Indiana loans on the following item categories:

- Art
- Bestsellers
- New Books
- CDs
- DVDs
- Equipment
- ILL
- Kits
- Media
- Realia
- Software
- Software - Gaming
- Talking Book
- Videocassettes

These items *may* be borrowed by any Evergreen Indiana library card holder who has privileges at the owning library. The item must be checked out at the owning library. The patron may return such materials to any Evergreen Indiana library for transit to the owning library.

In addition, a library may place a six-month age protection on new items. Local patrons may place holds on such items. This means that non-local patrons may place holds but the holds will not be filled until the six-month age protection expires. Non-local patrons are allowed place a hold on an age protected item if they designate the owning library as the pickup library.

For other item types, a title-level hold will find the first available copy of the title in Evergreen Indiana to fill the hold. The Holds report will first look for an available copy in the patron's pickup library, then in the pickup library's system; if no copy is available, it will then select a copy from another Evergreen Indiana library.

Patrons may place their own holds via the OPAC, and may select their pickup location and notification method. The software will refuse holds requests which do not conform to Evergreen Indiana policies (e.g., an attempt by a Reciprocal Borrower to place a hold on an item not owned by the library issuing his or her card). Patrons may choose any pickup location for holds.

#### PATRON AUTHORIZATION OF A DESIGNEE TO PICK UP HOLDS

The Evergreen Indiana patron placing the hold is the only individual who may pick up the item when it arrives at the pickup location. A member library may choose to establish procedures allowing someone other than the card holder to pick up holds. Such procedures should include prior authorization by the patron and proper record keeping in the patron's record. All member libraries should honor a patron's request to allow a designee to pick up holds.

Suggested implementation steps include:

- Document the contact of the library by the patron in the patron's account. For example, an alert on the Evergreen Indiana patron's record indicating that he or she has contacted the library, the date, the identification of the designee and authorization that the hold may be picked up by a designee.
- Procedures are agreed upon by the patron and the library and detailed in an alert in the patron's account. For example, the designee must present the patron's card to pick up the held item.
- The designee may not check out any materials other than the held item on the patron's card.
- Patrons authorizing a designee to pick up an item are responsible for all items checked out by the designee.

#### HOLDABLE AND UNHOLDABLE STATUS

The following sets forth the status and hold/unholdable relationship:

Holdable: Available; Checked Out; Claims Returned; In Process; In Transit; On Display; On Hold Shelf; On Order; Mending and Reshelving.

Not Holdable: Bindery; Cataloging; Damaged; Discard/Weed; ILL; Long Overdue; Lost; Missing; Reserves; Temporarily Unavailable.

#### LOST ITEMS

While Circulating libraries may collect or forgive overdue fines on transited items, only owning libraries mark an item Lost, Damaged or Claims Returned in the system. The owning library decides to collect or forgive Lost and Damaged fees on transited items. A library staff member at the circulating library must inform the owning library that the item has been reported as Lost, Damaged or Claims Returned.

It is the owning library's decision to what they will do with Lost items that are returned and associated Lost fees. Lost fees and fees will not be automatically deleted from the patron account upon check in of a lost item. The Owning Library may then forgive Lost fees if they choose. Fees paid for Lost Item will not be refunded if the item is later found.



## EVERGREEN INDIANA CIRCULATION POLICY

### REGISTERING A PATRON

#### EVERGREEN INDIANA LIBRARY CARD

An Evergreen Indiana library card is required in order to check out materials at an Evergreen Indiana Library. Library directors and managers have discretionary ability in special cases. A digital replica of the library card is also an appropriate form of identification for a patron to check out materials. Patrons of the Evergreen Indiana Consortium libraries presenting Proper Identification are eligible to receive an Evergreen Indiana library card from their home library subject to certain limitations (see below, Loss of Privileges). An Evergreen Indiana library card is not transferable.

Patrons of Indiana public libraries not participating in the Evergreen Indiana Consortium may receive a library card at an Evergreen Indiana library pursuant to reciprocal borrower and other agreements. Users from non-participating Indiana libraries will not have the same privileges as Evergreen Indiana patrons and such cards may be suspended at any time without notice.

Resident and Outreach cards are valid for two years. Nonresident, Reciprocal Borrower, Temporary, PLAC and Student cards are valid for one year.

#### ELIGIBILITY FOR OBTAINING AN EVERGREEN INDIANA LIBRARY CARD

Residents of Indiana presenting Proper Identification (see below for definition of "Proper Identification") that establishes that the individual resides in or pays real property taxes on property owned in the library's service area (the "library district") are eligible to receive a green Evergreen Indiana "resident" library card.

Indiana residents not residing in a library district may be eligible to purchase or otherwise obtain an Evergreen Indiana Library card as a non-resident, PLAC, reciprocal borrower or township contract user subject to the laws and regulations covering these types of cards. Non-resident cards and PLAC cards are issued to those individuals residing outside the library district who purchase library cards with full access to library materials and services. All other card holders, temporary, student, computer usage and reciprocal borrower cards are given limited access to services and materials. Reciprocal borrowers, students and computer users should be given a blue Evergreen Indiana card which indicates that their borrowing privileges are limited to the issuing library.

Applicants for an Evergreen Indiana library card must present the required Proper Identification in person at the Evergreen Indiana library that will issue the library card (see below for definition of "Proper Identification"). Property owners who do not reside in Indiana will be required to show proof of real property ownership, such as a tax bill or deed.

Signing and/or taking receipt of an Evergreen Indiana library card denotes acceptance of responsibility for all fines and fees and for payment for lost or damaged materials. Patrons are advised to contact their library to report a lost or stolen library card.

Patrons changing their home library designations will be asked to provide identification and proof of current address. Proof of current address may be satisfied by the presentation of Proper Identification and if necessary, one item from the Recommended List of ID which displays a current address.

#### MINORS

A parent or legal guardian showing Proper Identification may register a minor child for an Evergreen Indiana library card. Registering a minor child for an Evergreen Indiana library card denotes acceptance of responsibility for all fees, fines and payment for lost or damaged materials charged on such minor's library card. Emancipated minors will be asked to present evidence of their status to void the necessity of the presence of a parent or guardian.

Registering a minor child for an Evergreen Indiana library card denotes an acknowledgement and understanding that Evergreen Indiana libraries own and circulate videos, DVDs and unrated television series that may be geared toward a more mature audience and that a minor child will have access to materials for both adults and children and will be able to check out any of these materials. A "limited access" card, which prevents the user from checking out "R-rated" audiovisual materials, is available for minors.

#### PROPER IDENTIFICATION

Proper Identification must be presented to apply for an Evergreen Indiana library card. Proper Identification is one of the following:

- a valid Indiana Driver's License which displays a current address;
- valid Indiana State ID which displays a current address; or
- a current government issued photo ID (e.g., military ID, passport).
- valid identification issued by another State (e.g., Driver's License)
- valid current university or college identification (e.g., Student identification)

If the presented Proper Identification does not display a current address, the applicant must present one item from the Recommended List in addition to the Indiana Driver's License, Indiana State ID or other government issued photo ID presented as Proper Identification. The ID presented from the Recommended List must include a current address.

Recommended List of ID includes:

- valid voter registration card,
- computer generated bank statement issued in applicant's name within the last 30 days
- computer generated utility, credit card company, doctor or hospital bill, issued in applicant's name within the last 30 days and containing address of residence
- Medicaid or Medicare benefit statement issued in the applicant's name within the last 30 days
- Change-of-address confirmation from the United States Postal Service showing prior and current address of residence (a P.O. Box is not acceptable as a residence address)
- apartment lease signed within the last 30 days
- property tax receipt issued in applicant's name

## PATRON ACCOUNT MANAGEMENT

### MY ACCOUNT

Library patrons will be given a PIN upon registering for an Evergreen Indiana library card. Evergreen Indiana policy indicates that PINs may only be given in person at an Evergreen Indiana Library, upon presentation of appropriate identification. PINs may not be obtained via telephone or email.

### BORROWING PRIVILEGES

A patron must present a card each time they wish to borrow materials and their account must be in good standing to borrow materials.

In most cases, a maximum of 100 items may be checked out simultaneously on an Evergreen Indiana library card. There is a maximum limit of 10 DVDs, 10 videos, 6 art and 1 gaming software items per Evergreen Indiana library card. Borrowing limits are calculated at the consortium level and not at the library level.

If a patron forgets their Evergreen Indiana card, they should:

- Return to the library after retrieving their library card (in this instance, materials may be held for a limited time pending the patron's return).
- Purchase a replacement library card for two dollars (\$2). (See procedures above for issuing replacement library card.) Collections: Exempt Patron

All member libraries are entitled to seek recompense for their materials when lost and/or damaged by a patron regardless of the patron's home library. The "Collections: Exempt" switch may be activated for patrons who exclusively access the collection of their home library (i.e., reciprocal borrower or student). Patrons borrowing materials from other libraries may be referred to a collections agency by the owning library in the case of lost or damaged items and may not have the "Collections: Exempt" switch activated. Exempt patrons are, by default, not accessible by the collections agency's search protocol.

Libraries should place an alert on patron accounts for whom extenuating circumstances would suggest alternate forms of recovery should be pursued. Libraries pursuing collections against another library's patrons should review affected patron accounts for such notes and give appropriate consideration prior to submission to Unique Management or any other collections agency.

### PURGING OF INACTIVE PATRON RECORDS

Patron accounts will be automatically marked inactive when the patron's privilege expires. Patron accounts that do not reflect fines or fees, items checked out or claims returned activity will be deleted automatically one (1) year after being marked inactive.

### CHECK-OUT

#### LOSS OF PRIVILEGES

A patron's access to materials may be limited due to overdue materials or fines and fees. A patron's card will be blocked, and no circulation services may be obtained with it if the patron has 15 or more overdue items, or owes \$10 or more in unpaid fines and/or fees. Outreach patrons will not be blocked until they have 50 or more items overdue. The number of overdue materials and/or amount of fines/fees that will result in a patron being "blocked" is calculated at the consortium

level and not at the library level. A patron's card may be "blocked" if related group or family member cards are "blocked." A patron may also be "barred" if circumstances warrant.

## FINES/FEES

To encourage the prompt return of materials, the Evergreen Indiana libraries have established a schedule of fines and fees as an encouragement for the timely return of materials by their due dates. Overdue materials incur fines of 25¢ per day per item with a \$10.00 fine cap per item.

## PAYING FINES/FEES

Evergreen Indiana library fines and fees may be paid at any Evergreen library. Patrons may pay all or a portion of overdue fines. A patron's record will remain blocked or barred until the fines and fees are paid or the patron has resolved the matter with the particular library to restore his or her privileges. A patron may be (or remain) "blocked" if related group or family member cards are "blocked."

## OVERDUE NOTICES

Overdue notices are sent as a courtesy from the Evergreen Indiana Libraries. Failure to receive notices does not exempt patrons from the responsibility for payment for library materials or overdue fines and fees.

## CHECK-IN

### LOST ITEMS

A patron may inform library staff that an item is "LOST." The price of the item and any outstanding fines and fees, plus a processing fee of \$10.00 per item, will be assessed to the patron's card. A patron is encouraged to notify the library that an item is "LOST" to stop the accruing of additional overdue fines. On issuance of the 45-day notice or declaration of loss or damage, the associated circulation fees are reassigned to the owning library.

Some Evergreen Indiana Libraries have contracted with third party vendors for collection services. If third party collection services are used, a fee for collection services will be added to the patron's record.

## RECOVERING LOST ITEMS AND REFUNDING PAYMENT

No refund will be given to a patron for a "Lost" item for which a patron has paid. In addition, no fines/fees and third party collection fees will be refunded.

## RENEWALS

Renewal requests may be made in person, by phone or via the online catalog "My Account" feature.

Certain categories of materials are not eligible for renewal. If a "HOLD" has been placed on an item, it may not be renewed.

## HOLDS AND INTRA-EVERGREEN INDIANA LENDING

Evergreen cardholders in the resident, non-resident, PLAC, outreach, temp and staffcard profiles have full access to the consortium and may place holds on any Evergreen library's holdable materials. Reciprocal borrower, student, or teacher profile cardholders may place holds only on the materials owned by the library that issued the library card.

Holdings may be placed on most items in any Evergreen Indiana library (see list of exceptions below). Patrons will have one week after the hold is filled to pick up the held item. Some Evergreen Indiana libraries may impose a fee for failure to pick up a hold.

*Adopted by the Evergreen Indiana Executive Committee on December 14, 2012  
Amended October 8, 2013 and April 4, 2014*

Patrons may have 20 unfilled holds in the system.

Evergreen Indiana does not allow holds to be placed on the following items by any patron:

- Reference materials
- Bestsellers with the no-hold designation

Evergreen Indiana does not allow Evergreen Indiana library patrons to place holds that would generate Intra-Evergreen Indiana [transiting] loans on the following item categories:

- Art
- Bestsellers
- CDs
- DVDs
- Equipment
- ILL
- Kits
- Media
- New Books
- Realia
- Reference
- Software
- Software - Gaming
- Talking Book
- Videocassettes

These items *may* be borrowed by any Evergreen Indiana library card holder. It is the responsibility of the patron to proceed to the owning library and check out the material. The patron may return such materials to any Evergreen Indiana library for transit to the owning library.

A library may place a six-month age protection on new items. Local patrons may place holds on such items. Non-local patrons may place holds on such items, but the materials will not be transited until the six-month age protection expires. Non-local patrons may place a hold on such an item, select the owning library as the pickup location, and proceed to the owning library to check out the item.

Patrons may place their own holds via the OPAC, and may select their pickup location and notification method. The software will refuse holds requests which do not conform to Evergreen Indiana policies. Patrons may choose any pickup location for holds.

Patrons whose Evergreen Indiana cards are "blocked" or "barred" will not be allowed to place holds until their card privileges are restored.

*Adopted by the Evergreen Indiana Executive Committee on December 14, 2012  
Amended October 8, 2013 and April 4, 2014*

AdTec, Inc.-E-rate Services

Due to the Federal Communications Commission (FCC) working to modernize the E-rate Program for Schools and Libraries which will entail many changes to the program, it is even more imperative for us to renew our contract with AdTec, Inc. This company specializes in filing E-rate forms and keeping up-to-date with any changes.

Priority One Services \$990.00

Priority One services will be invoiced for Phase 1 at \$330.00 after the filing of the Form(s) 470, Phase 2 at \$330.00 after filing of the Form(s) 471 and for Phase 3 at \$330.00 after the filing of the Form(s) 486 & 472 (BEAR) – or at the end of the funding cycle.

We can continue to renew our contract on a yearly basis with the potential that the cost will raise or we can sign a 3 or 5 year contract keeping the same cost per year at \$990 for the duration.



June 6, 2014

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

Dear Mrs. Jamie Scott:

AdTec is pleased to be providing E-rate services to North Madison County Public Library System.

As we prepare for Funding Year 2015 there are several forms that must be returned to us before we begin our work:

1. AdTec E-rate Agreement – be sure to review the Voluntary Multi-Year Option before signing and returning. If a Voluntary Multi-Year Option is selected, please sign it as well as the agreement.
2. AdTec Letter of Agency (LOA) – please copy your Library Letterhead to the top of page one. Once your Library Letterhead is copied to the LOA, please sign and return it to AdTec.
3. Form 479 – CIPA compliance – please sign and return.

Please also make any needed personnel changes on the forms by simply drawing a line through the incorrect name and/or position, and writing in the correct name and/or position on the document being updated.

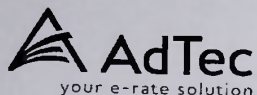
Please return items 1-3 by July 3, 2014, preferably by email to [contract@adtecerate.com](mailto:contract@adtecerate.com) or fax to 765-855-1615.

Once the Contract, Letter of Agency and CIPA have been signed and returned, we will contact you to arrange a meeting to plan for your E-rate filing for Funding Year 2015. We appreciate your business and look forward to continuing to bring E-rate funding to your Library.

Sincerely,

Charlie Hobbs  
President





## AGREEMENT FOR SERVICES – FY2015

This agreement made this 6<sup>th</sup> day of June, 2014, between AdTec Administrative & Technical Consulting, Inc. ("Contractor"), and North Madison County Public Library System of Elwood, IN ("Library").

**1. SERVICE PURCHASED.** For value received and other consideration, the Contractor agrees with the Library to provide the Library the following service in accordance with the terms and conditions of this Agreement:

### Description

This agreement grants Contractor with authority to collect data required to file FCC Forms 470, 471, 486, and 472 (BEAR) to obtain Universal Service discounts on all E-Rate eligible Telecommunications Services, Internet Access, Internal Connections and/or Basic Maintenance of Internal Connections, as defined in the Telecommunications Act of 1996 (as amended), and to file said form(s) with the Schools and Libraries Division (SLD) in a timely manner for Funding Year 2015 (FY2015.18). Said forms will set forth the telecommunications services, internet access, internal connections and/or basic maintenance of internal connections projects the Library wishes to pursue in FY2015 of the Universal Service funding cycle (July 1, 2015 to June 30, 2016). This agreement further grants Contractor with authority to represent the Library with the SLD by responding to all inquiries concerning forms filed. Contractor shall endeavor to keep Library informed of the known progress of the filings. Contractor shall know and understand Library's technology plan, and how filing should occur to insure that filing maximizes Library's discounts as plan is implemented. Library will inform Contractor of the services it wishes to secure in the filing period via e-mail, FAX, US Mail, or by other agreed means.

Library shall provide via e-mail, FAX, US Mail, or by other agreed means, information and other data required to complete the filings in order to recover any funds that the Library is entitled to receive. This shall include, but not be limited to, copies of previous USF filings; names of telecommunications providers, billing account numbers, telephone numbers associated with the services, copies of appropriate bills, and copies of pertinent contracts. In addition, Library shall sign and return, in a timely manner, forms to be filed, and communicate with the Contractor any contemplated changes or additions in service. Library shall provide to Contractor a copy of any correspondence received from the SLD. At the conclusion of the funding year and in the event Library has not provided evidence of bills paid after 60 days, Contractor will file BEAR forms to recover discounts based on any limited information Contractor has in the Library's records.

Relative to the Form 470, the Library shall keep a log of vendor responses to the 470 and any data provided to the inquiring vendor. Library shall keep a record of any data related to the vendor selection including how selection was made. Materials from unsuccessful vendors shall also be retained for audit purposes. Any such materials received by contractor shall be forwarded to the Library.

Relative to filing of Form 471, for any service to be purchased which is applicable to e-rate discounts, Library shall provide the name of the vendor selected to provide that service, as well as the projected cost of such service and an address or telephone number for that service provider. Library shall declare these items on or before January 5, 2015 if 28 days has elapsed after Contractor has filed FCC Form 470.

**2. PRODUCT STANDARDS.** Contractor shall collect the required data, complete, and file the necessary forms to provide the greatest possible success (timely filing to coincide with the USF "window") for the Library. Contractor shall further utilize its best efforts to know and understand any amendments to the filing process, and to advise the Library of any new or additional possible discounts on services.

**3. TITLE.** All forms, filings, support documents, etc., shall be held by the Contractor in order to manage the process, but will remain the property of the Library. Contractor shall deliver said materials to the Library if and when required by the Library, but no later than after three years or the close out of all activities of the funding cycle. Material shall be retained for five (5) years for audit purposes.

**4. PAYMENT.** Contractor shall file, at Library's option, for Priority One or Priority One and Two services on behalf of Library. Payment shall be made by Library to Contractor upon receipt of Contractor's invoice. An invoice shall be issued following the filing of the 470, following the filing of the 471, and a final invoice after the filing of the 486, and 472 (BEAR) forms.

**The Fee Schedule for Priority One Services is included on Page 4 of the Agreement. If Library desires to file for Priority Two Services an Addendum to the Agreement is required and there is additional cost. (Contact your AdTec representative for the Priority Two Addendum and Fee Structure.)**

**5. DELIVERY.** Time is of the essence in the performance of this Contract. Filing shall comply with the schedule established by the SLD for **FY2015**. The forms 486 and 472 (BEAR) or requests for discounted bills for **FY2015** will be filed upon receipt of the funding commitment decision letter (FCDL) from the SLD and satisfactory installation of all systems and services, but not prior to **July 1, 2015**.

*(Exception: Under existing regulations, the FCC Form 486 may be filed early under certain circumstances.)*

**6. WARRANTIES.** Contractor warrants to Library that the filing will conform to the requirements of filing by the SLD.

**7. TERMINATION.** It is agreed that in case of a material breach (violation) by either party of any of the provisions contained in this Contract, the other party shall have the right to terminate this Contract at its option. Contractor shall be paid for any partial filing made on behalf of Library. The Contract is for a specified period to file for USF discounts in **FY2015**. Contractor and Library may wish to extend this contract into the next funding cycle, but such extension will be noted in writing, with the extension under the same or amended terms as agreed to by the parties.

8. **FORCE MAJEURE.** If performance of this Contract, or any obligation under this Contract, is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term "Force Majeure" shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, and wars.

The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased.

9. **CONFIDENTIALITY.** Both parties acknowledge that during the course of this Contract, each may obtain confidential information regarding the other party's business. To the extent permitted by law, both parties agree to treat all such information and the terms of this Contract as confidential, and to take all reasonable precautions against disclosure of such information to unauthorized third parties during and after the term of this Contract. Information will be released to the SLD for filing purposes, and on specified occasion, certain necessary information will be released to qualified vendors in order to obtain the services the Library is seeking where a form 470 is filed. Upon request by an owner, all documents relating to the confidential information will be returned to such owner.

10. **ASSIGNMENT.** It is agreed by the parties that there will be no assignment or transfer of this Contract, nor any interest in this Contract.

11. **ENTIRE CONTRACT.** This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written. This Contract supersedes any prior written or oral agreements between the parties.

12. **AMENDMENT.** This Contract may be modified or amended if the amendment is made in writing and is signed by both parties.

13. **SEVERABILITY.** If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

14. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

15. **LIABILITY.** In the event of an error or omission on the part of the Contractor, the Contractor shall immediately work to remedy the error or omission. In the event said error or omission cannot be corrected to the satisfaction of the Library, and the Contractor is found to be liable for the error or omission, the limit of any determined liability shall not exceed the fee set out in this agreement and/or paid by the Library.

## 16. APPLICABLE LAW.

**E-Verify.** AdTec, Inc. shall comply with E-Verify requirements in accordance under the Immigration Reform and Control Act of 1986 (P.L. 99-603). AdTec's e-Verify Company Number is 423339.

**Iran Investments:** AdTec, Inc. certifies that AdTec, Inc. is not engaged in any investments activities in Iran.

The laws of the State of Indiana shall govern this Contract.

The parties have executed this Contract at Elwood, IN on the day and year above written.

\_\_\_\_\_  
North Madison County Public Library System  
Library

\_\_\_\_\_  
Signature

By:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Contractor:  
AdTec Administrative & Technical Consulting, Inc.

By: Charlie Hobbs  
Charlie Hobbs, President

\_\_\_\_\_  
June 6, 2014

\_\_\_\_\_  
Date

### Contract Fee Agreement for Priority One Services Year 2015(18) Schedule of Fees

Priority One Services Fees                      \$990.00

Priority One services will be invoiced for Phase 1 at \$330.00 after the filing of the Form(s) 470, Phase 2 at \$330.00 after the filing of the Form(s) 471, and for Phase 3 at \$330.00 after the filing of the Form(s) 486 & 472 (BEAR) – or at the end of the funding cycle.

VOLUNTARY MULTI-YEAR CONTRACT EXTENSION OPTION: (next page)

TRANSMISSION VERIFICATION REPORT

TIME : 09/04/2014 08:38  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER. # : BROF2V374540

**VOLUNTARY MULTI-YEAR CONTRACT EXTENSION OPTION:**

North Madison County Public Library System selects to extend this contract under the same terms, conditions and pricing per year for each of the following Funding Years:

\_\_\_\_\_ 3 Funding Years – 2015, 2016 and 2017  
(July 1, 2015 through June 30, 2018).

\_\_\_\_\_ 5 Funding Years – 2015, 2016, 2017, 2018 and 2019  
(July 1, 2015 through June 30, 2020).

\_\_\_\_\_  
North Madison County Public Library System  
Library

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**AdTec Remittance address:**

AdTec Inc.  
PO Box 97  
Centerville, IN 47330  
Toll Free: 866-855-1845  
Fax: 765-855-1615

DATE, TIME : 09/04 08:38  
FAX NO./NAME : CALL LEADER  
DURATION : 00:00:15  
PAGE(S) : 01  
RESULT : OK  
MODE : STANDARD  
ECM

Agenda

September 8th, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
Immediately Following 2015 Budget Hearing

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. Library By-Laws- Consent Agenda
- New Business
  - 1. Evergreen Indiana
    - a. Go-Live Date October 21<sup>st</sup>, 2014-Open at 1 pm
    - b. Procedures and Policies

TRANSMISSION VERIFICATION REPORT

TIME : 09/04/2014 08:34  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 09/04 08:34  
FAX NO./NAME HERALD  
DURATION 00:00:19  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 09/04/2014 08:39  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 09/04 08:38  
FAX NO./NAME SUMMITVILLE  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

September 8th, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting

Immediately Following 2015 Budget Hearing

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Library By-Laws- Consent Agenda

New Business

1. Evergreen Indiana

a. Go-Live Date October 21<sup>st</sup>, 2014-Open at 1 pm

b. Procedures and Policies

2. AdTec, Inc. E-rate Services

Agenda

September 8th, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting

Immediately Following 2015 Budget Hearing

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Library By-Laws- Consent Agenda

New Business

1. Evergreen Indiana

a. Go-Live Date October 21<sup>st</sup>, 2014-Open at 1 pm

b. Procedures and Policies

2. AdTec, Inc.- E-rate Services

Director's Report

TRANSMISSION VERIFICATION REPORT

TIME : 09/04/2014 08:36  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 09/04 08:36  
FAX NO./NAME FRANKTON  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

September 8th, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
Immediately Following 2015 Budget Hearing

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. Library By-Laws- Consent Agenda
- New Business
  - 1. Evergreen Indiana
    - a. Go-Live Date October 21<sup>st</sup>, 2014-Open at 1 pm
    - b. Procedures and Policies
  - 2. AdTec, Inc.- E-rate Services
- Director's Report

TRANSMISSION VERIFICATION REPORT

TIME : 09/04/2014 08:42  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 09/04 08:42  
FAX NO./NAME SUMMITVILLE  
DURATION 00:00:13  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

September 8<sup>th</sup>, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

2015 Budget Hearing  
5:00 P.M.  
Agenda

- Call to Order
- Call for Quorum
- Presentation of Budget Estimates and Tax Levies for the 2015 Budget
- Public Comment
- Adjourn

TRANSMISSION VERIFICATION REPORT

TIME : 09/04/2014 08:41  
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FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 09/04 08:41  
FAX NO./NAME FRANKTON  
DURATION 00:00:13  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

September 8<sup>th</sup>, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

2015 Budget Hearing  
5:00 P.M.  
Agenda

Call to Order  
Call for Quorum  
Presentation of Budget Estimates and Tax Levies for the 2015 Budget  
Public Comment  
Adjourn

TRANSMISSION VERIFICATION REPORT

TIME : 09/04/2014 08:41  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 09/04 08:40  
FAX NO./NAME HERALD  
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PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

September 8<sup>th</sup>, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

2015 Budget Hearing  
5:00 P.M.  
Agenda

Call to Order  
Call for Quorum  
Presentation of Budget Estimates and Tax Levies for the 2015 Budget  
Public Comment  
Adjourn

Please publish  
" " " " and

TRANSMISSION VERIFICATION REPORT

TIME : 09/04/2014 08:40  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BRDF2V374540

DATE, TIME  
FAX NO. /NAME  
DURATION  
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09/04 08:40  
CALL LEADER  
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OK  
STANDARD  
ECM

Agenda

September 8<sup>th</sup>, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

2015 Budget Hearing  
5:00 P.M.  
Agenda

Call to Order  
Call for Quorum  
Presentation of Budget Estimates and Tax Levies for the 2015 Budget  
Public Comment  
Adjourn

Please publish  
" " " and

Agenda

October 13, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 PM

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Library By-Laws- Consent Agenda
2. Evergreen Indiana – Procedures and Policies
  - a. Materials Circulation Policy
  - b. Library Policies
  - c. Library Access Policy

New Business

1. Adopt 2015 Budget
2. Nominating Committee

Director's Report

Public Comment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES

Regular Meeting  
October 13, 2014  
5:00pm

CALL TO ORDER

President Leslie Rittenhouse called a regular meeting of the North Madison County Public Library Board of Trustees to order on October 13, 2014 at 5:00 pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Leslie Rittenhouse, Diana Eddleman, Bette Dalzell, Beverly Austin, Barbara Abernathy, Dan Prieshoff, and Mike Robertson. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

MINUTES

Beverly Austin made a motion to approve the minutes from the 2015 Public Budget Hearing and the September 8, 2014 regular meeting. Mike Robertson made a second and the motion carried.

CLAIMS REGISTER & CHECKS

The members signed the claims register and Treasurer Dan Prieshoff signed checks.

OLD BUSINESS

Library By-Laws-Consent Agenda

The Board of Trustees discussed adding a consent agenda to the library by-laws in order to approve minutes, claims and personnel items in one motion. Beverly Austin made a motion to add a consent agenda to the library by-laws. Diana Eddleman made a second and the motion carried.

Evergreen Indiana-Procedures and Policies

Director Jamie Scott presented an amended NMCPLS Circulation Policy that coincides with Evergreen Indiana policies. NMCPLS Circulation Policy will replace the current Materials Circulation Policy and Library Policies. Barbara Abernathy made a motion to accept the revised policy with the addition of item #6. During Evergreen Indiana updates or if the Evergreen Indiana server is down patrons will be limited to checking out a maximum of 5 items, effective October 17, 2014. Mike Robertson made a second and the motion carried.

Director Jamie Scott presented an amended Library Access Policy that coincides with Evergreen Indiana policies. Beverly Austin made a motion to accept the changes to the Library Access Policy. Bette Dalzell made a second and the motion carried.



NEW BUSINESS

Adopt 2015 Budget

The following 2015 budget was read and a motion to adopt the following budget was made by Secretary Bette Dalzell. Library Operating Fund Budget; \$1,434,850: Rainy Day Budget; \$29,000: Library Improvement Reserve Fund; \$54,000. Beverly Austin made a second to adopt the 2015 budget and the motion carried.

Nominating Committee

Beverly Austin will be the chairman of the nominating committee. Mrs. Austin will present nominees for officers at the November 10<sup>th</sup> meeting of the NMCPLS Board of Trustees.

DIRECTOR'S REPORT

Verna Davis submitted her letter of resignation from the Frankton library effective October 3, 2014.

Beginning October 17, as we migrate to Evergreen Indiana, we will not be checking things in or out Friday, Saturday or Monday. On Tuesday we will have people from the Indiana State Library as well as Alexandria Public Library at each branch to help with the transition. We purchased banners for each location and we will be renting signs to announce the change. The staff has been vigilant in promoting Evergreen Indiana to our patrons.

April Gillam, the new clerk in Youth Services, and Sheri Wallace, Administrative Assistant are working out well.

Barbara Abernathy made a motion to adjourn, Mike Robertson made a second and the motion carried.

Bette Dalzell  
Bette Dalzell, Secretary

Deoni J. Eddleman

Barbara Abernathy  
Beverly J. Austin  
Michael Robertson

\_\_\_\_\_  
\_\_\_\_\_

# Register Of Claims

## North Madison County Public Library System

Report Date: From 9/9/2014 To 10/13/2014

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	558	AFLAC	AFLAC	Payroll Deductions	\$485.88	9/24/2014	P/R for September
				<b>Total this claim =</b>	<b>\$485.88</b>		
0	550	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	9/10/2014	PAYROLL
			Operating Fund	Salary of Assistants	-\$19,378.82		
			Operating Fund	Wages of Janitor	\$1,190.44		
				<b>Total this claim =</b>	<b>\$22,633.21</b>		
0	578	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	10/8/2014	PAYROLL
			Operating Fund	Salary of Assistants	\$15,417.47		
			Operating Fund	Salary of Assistants	\$569.73		
			Operating Fund	Wages of Janitor	\$1,188.74		
				<b>Total this claim =</b>	<b>\$19,239.89</b>		
0	579	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,464.09	10/8/2014	Payroll ending 10/4/14
			FICA	Payroll Deductions	\$1,186.55		
			Federal Taxes Withheld	Payroll Deductions	\$1,747.81		
			Medicare	Payroll Deductions	\$277.51		
				<b>Total this claim =</b>	<b>\$4,675.96</b>		
0	580	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$401.85	10/8/2014	Payroll ending 10/4/2014
			Operating Fund	Emp Cont PERF	\$1,500.22		
				<b>Total this claim =</b>	<b>\$1,902.07</b>		
0	577	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	9/24/2014	PAYROLL
			Operating Fund	Salary of Assistants	\$15,677.73		
			Operating Fund	Wages of Janitor	\$1,206.70		
				<b>Total this claim =</b>	<b>\$18,948.38</b>		
0	559	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,409.85	9/24/2014	P/R for September
			County Taxes Withheld	Payroll Deductions	\$678.59		
				<b>Total this claim =</b>	<b>\$2,088.44</b>		
0	557	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	9/24/2014	Payroll ending 9/20/14
				<b>Total this claim =</b>	<b>\$95.00</b>		

<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	556	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,441.79	9/24/2014	Payroll ending 9/24/14
			FICA	Payroll Deductions	\$1,168.47		
			Federal Taxes Withheld	Payroll Deductions	\$1,789.42		
			Medicare	Payroll Deductions	\$273.29		
				<b>Total this claim =</b>	<b>\$4,672.97</b>		
0	555	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$411.16	9/24/2014	Payroll ending 9/20/14
			Operating Fund	Emp Cont PERF	\$1,534.95		
				<b>Total this claim =</b>	<b>\$1,946.11</b>		
0	553	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	9/10/2014	payroll ending 9/6
				<b>Total this claim =</b>	<b>\$95.00</b>		
0	552	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,723.67	9/10/2014	Payroll ending 9/6/2014
			FICA	Payroll Deductions	\$1,396.96		
			Federal Taxes Withheld	Payroll Deductions	\$2,405.24		
			Medicare	Payroll Deductions	\$326.71		
				<b>Total this claim =</b>	<b>\$5,852.58</b>		
0	551	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$411.91	9/10/2014	Payroll ending 9/6/14
			Operating Fund	Emp Cont PERF	\$1,537.75		
				<b>Total this claim =</b>	<b>\$1,949.66</b>		
0	581	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	10/8/2014	Payroll ending 10/4/2014
				<b>Total this claim =</b>	<b>\$95.00</b>		
29192	554	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$765.73	9/10/2014	Payroll ending 9/6/14
				<b>Total this claim =</b>	<b>\$765.73</b>		
29193	561	CARDMEMBER SERVICE	Operating Fund	Fuel, Oil and Lubricants	\$22.17	9/24/2014	September billing
			Operating Fund	Bldg. Matl. And Supplies	\$31.13		
			Operating Fund	Operating Supplies	\$7.99		
			Operating Fund	Operating Supplies	\$38.97		
				<b>Total this claim =</b>	<b>\$100.26</b>		
29194	563	DISCOUNT PAPER PRODUCT	Operating Fund	Operating Supplies	\$75.06	9/24/2014	Receipt Tape
				<b>Total this claim =</b>	<b>\$75.06</b>		
29195	564	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,506.11	9/24/2014	Service for Elwood
				<b>Total this claim =</b>	<b>\$2,506.11</b>		
29196	565	MADISON GRANT HIGH SCHO	Operating Fund	Advertising & Public Notices	\$50.00	9/24/2014	Advertisement
			Operating Fund	Summitville	\$30.00		
				<b>Total this claim =</b>	<b>\$80.00</b>		

<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>
29197	566	MIDWEST TAPE	Operating Fund	Frankton AV	\$22.99	9/24/2014	As per attached invoices.
			Operating Fund	Elwood AV	\$0.00		
			Operating Fund	Summitville AV	\$0.00		
			<b>Total this claim =</b>		<b>\$22.99</b>		
29198	567	POPULAR SUBSCRIPTION SE	Operating Fund	Elwood Period. & News.	\$2,356.35	9/24/2014	Magazines 2014-2015
			Operating Fund	Frankton Per. & Newsp.	\$760.39		
			Operating Fund	Summitville Period. & Newsp.	\$476.58		
			<b>Total this claim =</b>		<b>\$3,593.32</b>		
29199	568	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$194.07	9/24/2014	Paper/Toner/Envelopes
			<b>Total this claim =</b>		<b>\$194.07</b>		
29200	562	SYNCB/AMAZON	Operating Fund	Elwood AV	\$869.47	9/24/2014	September billing
			Operating Fund	Summitville AV	\$355.60		
			Operating Fund	Frankton AV	\$391.06		
			Operating Fund	Elwood Adult	\$37.31		
			Operating Fund	Operating Supplies	\$21.96		
<b>Total this claim =</b>		<b>\$1,675.40</b>					
29201	569	THOMAS OFFICE SOLUTIONS	Operating Fund	Office Supplies	\$45.74	9/24/2014	Copier/Copies
			<b>Total this claim =</b>		<b>\$45.74</b>		
29202	570	TOWN OF FRANKTON	Operating Fund	Electricity	\$566.17	9/24/2014	Service for Frankton
			Operating Fund	Water	\$45.16		
			Operating Fund	Waste Disposal Services	\$61.60		
<b>Total this claim =</b>		<b>\$672.93</b>					
29203	571	TRISHA SHULER	Operating Fund	Traveling Expense	\$38.51	9/24/2014	Mileage & Petty Cash
			Operating Fund	Operating Supplies	\$2.79		
			Gift	Elwood Children's Programing	\$46.32		
<b>Total this claim =</b>		<b>\$87.62</b>					
29204	560	UNITED HEALTHCARE	Insurance	Payroll Deductions	\$473.72	9/24/2014	Health Insurance
			Operating Fund	Emp Cont Group Ins	\$4,693.80		
<b>Total this claim =</b>		<b>\$5,167.52</b>					
29205	572	VALERIE COLSTON	Operating Fund	Professional Services	\$59.00	9/24/2014	Art Teacher on the Net
			Operating Fund	Professional Services	\$59.00		
			Operating Fund	Professional Services	\$59.00		
<b>Total this claim =</b>		<b>\$177.00</b>					
29206	573	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$24.93	9/24/2014	Service for Frankton
			<b>Total this claim =</b>		<b>\$24.93</b>		

<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>
29207	574	POSTMASTER	Operating Fund	Postage & UPS	\$98.00	9/24/2014	Stamps
			Operating Fund	Postage & UPS	\$0.00		
				<b>Total this claim =</b>	<b>\$98.00</b>		
29208	575	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$350.00	9/24/2014	Lawn service July-August
				<b>Total this claim =</b>	<b>\$350.00</b>		
29209	576	TOWN OF SUMMITVILLE	Operating Fund	Water	\$43.80	9/24/2014	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<b>\$55.30</b>		
29210	582	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$331.52	10/8/2014	Service for Elwood
				<b>Total this claim =</b>	<b>\$331.52</b>		
29211	583	FRONTIER	Operating Fund	Telephone & Telegraph	\$72.75	10/8/2014	Service for Frankton
				<b>Total this claim =</b>	<b>\$72.75</b>		
29212	585	KRYSTAL SCHEUERMANN	Operating Fund	Elwood Childrens	\$6.99	10/8/2014	Refund
				<b>Total this claim =</b>	<b>\$6.99</b>		
29213	586	SAFE HIRING SOLUTIONS	Operating Fund	Professional Services	\$28.95	10/8/2014	Background check
				<b>Total this claim =</b>	<b>\$28.95</b>		
29214	584	TRISHA SHULER	Operating Fund	Operating Supplies	\$23.53	10/8/2014	Petty Cash
			Gift	Elwood Children's Programing	\$23.00		
				<b>Total this claim =</b>	<b>\$46.53</b>		
29215	587	AT&T	Operating Fund	Telephone & Telegraph	\$57.23	10/13/2014	Service for Elwood
				<b>Total this claim =</b>	<b>\$57.23</b>		
29216	588	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$8.98	10/13/2014	Long Distance service for Elwood,
			Operating Fund	Telephone & Telegraph	\$76.44		Summitville
				<b>Total this claim =</b>	<b>\$85.42</b>		
29217	589	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$390.00	10/13/2014	Quarterly support Oct through Dec
				<b>Total this claim =</b>	<b>\$390.00</b>		
29218	590	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,016.46	10/13/2014	As per attached invoices.
			Operating Fund	Elwood Childrens	\$391.10		
			Operating Fund	Elwood YA	\$200.49		
			Operating Fund	Frankton	\$531.25		
			Operating Fund	Summitville	\$531.83		
			Operating Fund	Automation	\$2,400.00		
				<b>Total this claim =</b>	<b>\$5,071.13</b>		

<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>
29219	591	BARBARA MCADAMS	Operating Fund	Traveling Expense	\$22.40	10/13/2014	56 miles x \$.40
				<b>Total this claim =</b>	<u>\$22.40</u>		
29220	592	BOSE, MCKINNEY & EVANS LL	Operating Fund	Legal Services	\$138.00	10/13/2014	Legal Services
				<b>Total this claim =</b>	<u>\$138.00</u>		
29221	593	BURNETTE - DELLINGER INC.	Operating Fund	Insurance	\$12,981.00	10/13/2014	Policy Renewal
				<b>Total this claim =</b>	<u>\$12,981.00</u>		
29222	594	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$321.34	10/13/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$321.34</u>		
29223	595	CINTAS CORPORATION	Operating Fund	Cleaning & Sanitation Supplies	\$126.03	10/13/2014	Cleaning supplies
				<b>Total this claim =</b>	<u>\$126.03</u>		
29224	596	DOLLAR GENERAL-REGIONS	Operating Fund	Elwood Children's Programming	\$39.95	10/13/2014	Children's programming
				<b>Total this claim =</b>	<u>\$39.95</u>		
29225	597	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$250.00	10/13/2014	Sprinkler system inspection
				<b>Total this claim =</b>	<u>\$250.00</u>		
29226	598	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$1,200.80	10/13/2014	Internet Access/E Rate funding
				<b>Total this claim =</b>	<u>\$1,200.80</u>		
29227	599	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$155.53	10/13/2014	Sanitation supplies
				<b>Total this claim =</b>	<u>\$155.53</u>		
29228	600	HORTON'S HARDWARE	Operating Fund	Operating Supplies	\$187.83	10/13/2014	Operating supplies
				<b>Total this claim =</b>	<u>\$187.83</u>		
29229	603	INDIANA DEPARTMENT OF W	Rainy Day Fund	Other	\$376.37	10/13/2014	Unemployment
				<b>Total this claim =</b>	<u>\$376.37</u>		
29230	602	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$17.03	10/13/2014	Service for Summitville and Elwood
			Operating Fund	Electricity	\$390.11		
			Operating Fund	Electricity	\$1,910.20		
				<b>Total this claim =</b>	<u>\$2,317.34</u>		
29231	601	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$23.79	10/13/2014	Service for Summitville
				<b>Total this claim =</b>	<u>\$23.79</u>		
29232	604	JUDITH LITSEY	Operating Fund	Traveling Expense	\$11.20	10/13/2014	28 miles x \$.40
				<b>Total this claim =</b>	<u>\$11.20</u>		
29233	605	LA CROSSE SEED	Operating Fund	Operating Supplies	\$63.15	10/13/2014	Weed and Feed
				<b>Total this claim =</b>	<u>\$63.15</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>
29234	606	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$75.00	10/13/2014	As per attached invoices.
			Operating Fund	Professional Services	\$209.00		
			Operating Fund	Professional Services	\$635.84		
				<b>Total this claim =</b>	<u>\$919.84</u>		
29235	607	MARSH SUPERMARKET	Operating Fund	Summitville Programing	\$45.70	10/13/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$45.70</u>		
29236	608	McCORMACK PRINTING IMPR	Operating Fund	Operating Supplies	\$170.00	10/13/2014	Adult Registration cards
				<b>Total this claim =</b>	<u>\$170.00</u>		
29237	609	MIDWEST TAPE	Operating Fund	Frankton AV	\$17.99	10/13/2014	As per attached invoices.
			Operating Fund	Book Processing	\$296.97		
				<b>Total this claim =</b>	<u>\$314.96</u>		
29238	610	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$269.55	10/13/2014	As per attached invoices.
			Operating Fund	Frankton Programing	\$164.04		
				<b>Total this claim =</b>	<u>\$433.59</u>		
29239	611	SHERI WALLACE	Operating Fund	Traveling Expense	\$86.36	10/13/2014	215.9 MILES X \$.40
				<b>Total this claim =</b>	<u>\$86.36</u>		
29240	612	THOMAS OFFICE SOLUTIONS	Operating Fund	Office Supplies	\$13.75	10/13/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$13.75</u>		
29241	613	TOPS HOME CENTER	Operating Fund	Bldg. Matl. And Supplies	\$14.22	10/13/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$14.22</u>		
29242	614	TOWN OF FRANKTON	Operating Fund	Operating Supplies	\$9.00	10/13/2014	Security Light replacement
			Operating Fund	Professional Services	\$23.00		
				<b>Total this claim =</b>	<u>\$32.00</u>		
29243	615	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	\$149.00	10/13/2014	Copier Lease
				<b>Total this claim =</b>	<u>\$149.00</u>		
29244	616	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$274.62	10/13/2014	Service for Summitville and Elwood
			Operating Fund	Gas	\$20.96		
				<b>Total this claim =</b>	<u>\$295.58</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims      \$127,152.38

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

Monday, October 13, 2014

*Daniel A. Frieshoff*  
\_\_\_\_\_  
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 13<sup>TH</sup> day of October, 2014.

<u>Michael Robertson</u>	<u>Dorian J. Eddleman</u>
<u>Kylie Britton House</u>	<u>Barbara Abernathy</u>
<u>Beverly J. Austin</u>	<u>Beth Dabzoff</u>

**SIGNATURES OF GOVERNING BOARD**

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



## MATERIALS CIRCULATION POLICY

In an effort to safeguard and protect the taxpayer-supported assets of the North Madison County Public Library System, the library establishes the following rules and charges regarding the borrowing of library materials and their timely return.

### GENERAL RULES

1. When checking out library materials, patrons must present a **VALID BORROWERS CARD**. The expiration date of a **BORROWERS CARD** is 730 days [2 years]. (Card may not be expired nor have outstanding fines/fees over \$5.00.) The new patron's first check out can be up to five items.
2. The Library reserves the right to limit the number of items a patron may check out at any one time or have an aggregate total of items checked out. Patrons coded as "juveniles" (Children up to 6<sup>th</sup> grade) are limited to a maximum of 6 items as an aggregate. "Students" (minors 6<sup>th</sup> grade through age 17) are limited to an aggregate of 12 items. "Adults" (any one over age 18) are limited to a maximum of 24 items, in which 3 may be videocassette tapes and 3 DVDs. (See "VIDEOS & DVDS" in "Library Policies"). There is also a limit of 24 books per teacher card for a maximum time period of six weeks.
3. Any patron with overdue materials or outstanding fines/fees over \$5.00 will not be allowed to borrow additional materials.
4. Reference materials, including materials from the Indiana Collection, will not be loaned to any patron. These items are to be used while in the library only.
5. Custodial parents of children under the age of 18 are responsible for the fines/fees of the children. Beginning July 1, 2014, any child who turns 18 is not issued an adult card until juvenile fines are paid.
6. Overdue charges may not exceed the cost of the material against which the charge is made. For further explanation see #7 under Overdue

Notification within this policy.

7. The Library reserves the right to require a \$10.00 deposit before loaning items highly vulnerable to theft such as GED books. Provided the materials are returned on time and in good condition, the deposit will be fully refunded. However, any accumulated fines and/or fees will be deducted from the deposit before refunding.

### BOOKS and AUDIO MATERIALS

1. All books and audio materials may be loaned for two weeks. Books and audio materials not on reserve may be renewed twice, either in person, by telephone or online via the library's website. Patrons may request the 6-week loan to cover vacation, classroom use, hospitalization, etc.
2. Reserve requests are filled strictly on a first-come, first-served basis. Materials are loaned for a two-week period and may be renewed if there are no additional reserves on the item. The number of reserve requests is limited to the number of items a patron is eligible to check out. (Refer to #2 in this policy under General Rules)
3. Patrons may reserve a book or audio material by telephone, and will be notified by telephone when that book/audio material is available to them. If the material has not been checked out to that patron within three (3) days, the next patron is notified. A patron who fails to borrow the material or notify library staff to the contrary, will be removed from the reserve list.
4. Reserve requests from patrons at a location other than the holding library are to be taken and filled as above. Couriers visit each facility at least once a week and can deliver reserve materials to the facility of the patron's choice. Should the patron fail to pick up the book within three (3) days after being notified, the book is to be returned immediately to the holding library. The two-week lending period begins when the patron checks out the material. The material is to be returned to the holding library immediately after its return by the patron. If there are multiple copies of an item the reserve request will be placed on the item that is located at the patron's home library.

5. Overdue books/audio materials are fined at 10 cents per day per book/audio material. Fines may not accrue beyond the price of the book/audio material.
6. If a book/audio material is reported lost or damaged beyond repair, the patron is responsible for the cost of the book/audio material.
7. Upon payment for a lost book/audio material a receipt will be issued. If a reimbursement is requested the receipt is required. After the request, reimbursement will be made following the next board meeting.

### **MAGAZINES**

1. Magazines may be checked out for three days and may be renewed once, either in person, by telephone or online via the library's website.
2. Overdue magazines are fined at a rate of 10 cents each per day.
3. If a magazine is reported lost or damaged, the patron is responsible for the cost of the magazine.

### **DVDS/VIDEO TAPES**

1. Patrons must have a valid library card to check out videos and DVDs. There is a limit of three videotapes and three DVDs per adult borrower's card.
2. Patrons must be 18 years of age or older or 17 years of age and younger with a consent form signed by a parent/legal guardian to borrow VHS/DVDs.
3. Video items may be loaned for a single two-day period. They may be renewed once for two additional days in person, by telephone or online via the library's website. DVDs & videotapes cannot be reserved.
4. DVDs & videotapes must be returned to the same system facility from which they were borrowed.
5. Overdue DVDs & videotapes are charged at a rate of 25 cents per item per day.

6. If DVD or videotape is reported lost or damaged, the patron is responsible for the cost of the video item and a \$10.00 processing fee.

### **OVERDUE NOTIFICATION PROCEDURE**

When materials become overdue, the Library cannot tell if patrons have simply forgotten to return them in a timely manner, or if they intend to never bring them back. And because taxpayers' money is involved, the Library feels a legal and moral obligation to make every effort to recover those materials. Items that are missing are denied to other patrons and if they cannot be recovered in a timely fashion, the Library often must spend additional funds to purchase duplicate materials.

The recovery of overdue materials is a labor-intensive and time-consuming process. While the Library will make every effort to work with patrons to lessen or dismiss accumulated fines/fees if extenuating circumstances are involved, the Library cannot allow patrons to retain possession of materials for indefinite periods and then expect to have all penalties forgiven. Patrons should understand that the burden of responsibility for returning past due items falls upon themselves.

The following rules are established to expedite the process of recovering overdue materials:

1. When an item is checked out, the patron is given a date due slip. This constitutes the FIRST NOTICE.
2. Borrowing privileges are revoked immediately after fine on material(s) becomes greater than \$5.00.
3. The Library will mail reminders to the borrower. In the case of minors, notices are sent in care of the parent/guardian who signed the application for the child's library card. These notices will list each overdue item separately and constitutes as the 2<sup>nd</sup> and final overdue notices.
4. A NOTICE is sent at 30 days stating that after 60 days replacement cost will be charged to account. Accompanying that notice will be a copy of Indiana Code 35-43-4-3.50. The letter will be sent by certified mail with

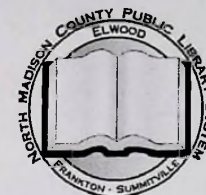
receipt to patrons with fines in excess of \$25.00.

5. Borrowing privileges are reinstated after materials are recovered and fines are paid. If materials are NOT returned for any reason (e.g., lost or damaged beyond repair), replacement costs must be paid before borrowing privileges are reinstated.
6. Patrons fined the cost of material(s) are not entitled to keep the material(s). They are paying for keeping the material past due-not buying it.
7. Replacement costs are the price of the item.

### FINE SUMMARY

Format	Reserve	Loan	Renewable	Overdue Fine
Book	Yes	2 weeks	2 weeks, twice	10¢ per day
Audio Book	Yes	2 weeks	2 weeks, twice	10¢ per day
Music CD	Yes	2 weeks	2 weeks, twice	10¢ per day
Magazine	Yes	3 days	3 days, once	10¢ per day
Video tape/DVD	No	2 days	2 days, once	25¢ per day

Updated June 2010 and 2014



## LIBRARY POLICIES

June 2014

Welcome to your library. Our friendly staff is here to help you find and gain access to information. To better acquaint you with the library you will find a detailed description of our check out policies below.

### LIBRARY CARDS

1. Patrons applying for library borrowing privileges must complete and sign a library application card and have two forms of identification as proof of address. Adult, Student and Juvenile cards are available.
2. A patron **must** present his/her library card when borrowing materials.
3. There is a \$1.00 fee for each replacement card.

### FINES

1. There is a fine of 10¢ per day, per book, magazine, or audio book that is returned late, including Sundays and holidays. The fine must not exceed the price of the material. Patrons who are fined the price of the material are not entitled to keep the material. They are paying a fine for keeping the material past due and not for buying it.
2. Any patron having a fine of \$5.00 or more will have his/her library privileges revoked until the fine is paid.
3. Parents of children under the age of 18 are responsible for their children's fines. Beginning July 1, 2014, any child who turns 18 is not issued an adult card until juvenile fines are paid.
4. Patrons with a fine of \$5.00 or more could be blocked at surrounding libraries in accordance with that library's policy.

### VIDEOS & DVDS

1. Patrons must have a valid library card to check out videos and DVDs.
2. Patrons must be 18 years of age or older or 17 years of age and younger with a consent form signed by a parent/legal guardian to borrow VHS/DVDs.
3. There is no rental charge for videotapes or DVDs.
4. There is a limit of three videotapes and three DVDs per library card.

5. Videotapes & DVDs may be loaned for a period of two days and may be renewed one time for two days.
6. There is a fine of 25¢ per day for a videotape or DVD that is returned late.
7. Patrons are responsible for the price of any video or DVD that is lost or damaged plus a \$10.00 processing fee.
8. Videotapes must be returned to the library from which they were borrowed.

## MATERIALS

1. Materials must be returned to the library from which they were borrowed.
2. Books on reserve are not renewable unless reported lost. A book reported lost may be renewed twice at the end of the borrowing period. The patron is responsible for the price of the book.
3. Magazines may be checked out for three days and can be renewed for 3 additional days.
4. Reference books and Indiana Collection books may not be checked out. Copies of pages needed from these books may be made. The first 10 pages will be at no charge. If copying more than 10 pages, the patron will pay 10¢ for each additional copy.

For more information about material check out and renewal periods please see the Materials Circulation Policy.

## SERVICE FEES

Photocopies and Computer Copies	10¢ per black and white copy, per side 40¢ per color copy
Fax: To send	\$1.00 for the first page / 20¢ for each additional page
Fax: To receive	20¢ per page
Reader printer copies	10¢ per page
Transparencies	35¢ each
Lamination fees	10¢ per inch for roll lamination 50¢ for 2 ½" x 4" pouch \$1.00 for pouches above 2 ½ x 4 up to 11" x 14"

## LIBRARY ACCESS POLICY

Libraries are part of this nation's educational system, and provide an opportunity for community members to enhance their cultural and intellectual development in a variety of media formats beyond what they could get through formal educational programs. The public library has a special responsibility to the community to supplement the cultural, informational and recreational needs of individuals and groups in its community. In this sense, the public library is unique for no other community agency provides that service to citizens.

The North Madison County Public Library System shall endeavor to provide the means through which all eligible persons may have free access to any library materials that it owns, within the constraints of current library policy.

## WHO MAY USE THE LIBRARY

Because the public library is accessible to so many of a community's individuals, patrons are placed in one of the following categories:

### Remove: Regular Add: Resident Borrowers

Any resident and/or property owner within the confines of the North Madison County Public Library System's legally defined district may obtain a **Remove: BORROWER'S CARD** if he/she can provide adequate proof of address and has a current driver's license or state identification card. Add: green Evergreen Indiana resident card if an accepted current photo ID and accepted proof of residency can be provided. See NMCPLS and Evergreen Indiana Circulation Policies and Procedures for more information. At the present time, the library district consists of the following five Madison County townships: Boone, Van Buren, Pipe Creek, Duck Creek and Lafayette. If a property owner does not reside in the library's legally defined district, but owns property within our district, **Remove: a library card can be issued to him/her if he/she can provide proof of ownership and proof of property tax payments.** Add: an accepted current photo ID, proof of ownership and property tax receipt issued in applicant's name and address of the property owned will be required to be issued a green Evergreen Indiana resident card.

### Reciprocal Borrowers

**Remove:** The North Madison County Public Library System will provide reciprocal library service to any Madison County resident who pays library tax or lives in a library taxing district for the Alexandria-Monroe Public Library or the Pendleton Public Library. Individuals applying for reciprocal privileges must have a currently valid BORROWER'S CARD from their home library and be able to provide valid proof of address. For libraries outside of Madison County, in which the library will honor reciprocal borrowing please refer to the Statewide Reciprocal Borrowing Agreement and reciprocal borrowing agreement with the Fairmount Public Library.

**Add:** In an effort to share resources the Library signed a reciprocal borrowing covenant with the Fairmount Public Library and the Statewide Reciprocal Borrowing Covenant which allows reciprocal borrowing with the Alexandria-Monroe Public Library, Pendleton Public Library, Tipton County Public Library, Hamilton North Public Library and several additional libraries currently on the Statewide Reciprocal Borrowing Covenant list. To receive a reciprocal borrower's card the patron must be in good standing with their home library.

Evergreen Indiana patrons with a home library currently on the Statewide Reciprocal Borrowing Covenant will not be issued an additional reciprocal borrowers card since the green Evergreen Indiana card allows reasonable access to the Library's collection. Patrons meeting these conditions can be issued a computer usage only card for access to the Library's databases.

## PLAC Card Borrowers

The North Madison County Public Library System will issue a one year ~~Remove: reciprocal BORROWER'S CARD~~ Add: Evergreen Indiana resident borrower's card to any individual living outside of Madison County with which NMCPLS has reciprocal borrowing upon presentation of a current Public Library Access Card ~~Remove: PLAC Card~~ from their home library or purchase of a PLAC card from a NMCPLS Library and providing ~~Remove: adequate proof of address~~ Add: accepted photo ID and proof of residency within a served area. Patrons living in an unserved area must first purchase a non-resident card.

## Special Patrons

The library reserves the right to provide full or partial library service to any other individual. Such individuals may include long-term, non-resident visitors and non-resident researchers.

## Non-resident, Non-reciprocal Patrons

Individuals who reside in areas where no library service exists may purchase an individual borrower's card from the North Madison County Public Library System for an annual charge of \$60.

The library reserves the right to deny full or partial service to any individual who can not provide proof of address, has an outstanding fine/fee balance, or who fails to comply with the general and specific rules of the North Madison County Public Library System as outlined ~~Remove: in the Materials Circulation Policy~~ Add: in the NMCPLS Circulation Policy and Evergreen Indiana Circulation Policies and Procedures.

## APPLICATION PROCEDURES

### Adult Card

Add: Adult patrons can be issued a borrower's card when accepted photo ID and proof of residency has been presented. Patrons applying for library borrowing privileges must complete and sign a library application card. ~~Remove: , and have two forms of identification as proof of address. A valid driver's license and current utility billing statement will normally be accepted.~~ Add: Resident, reciprocal, non-resident, outreach and PLAC are different types of cards that can be issued according to the patron's address.

### Add: Card for Minors

Add: Patrons under the age of 18 years old can be issued a borrower's card when parent or guardian has provided accepted photo ID and proof of residency. Resident, reciprocal and non-resident student cards are three different types of cards that can be issued according to the address of parent or guardian. Parents will be required to sign the completed application card in the presence of the librarian. By his/her signature on the child's application card, a parent also agrees to be financially responsible for any library and attorney debts incurred by that child.

### Remove: Juvenile Card

Patrons in fifth grade and below will be issued a BORROWER'S CARD. Parents will be required to sign the completed APPLICATION CARD in the presence of the librarian and provide the library with adequate proof of address and have a current driver's license or state identification card. By his/her signature on the child's APPLICATION CARD, a parent also agrees to be financially responsible for any library and attorney debts incurred by that child.

### Young Adult Card

Sixth grade to age 17 patrons, while still considered juvenile patrons, will be registered as students, and

issued a BORROWER'S CARD. Parents must sign the completed APPLICATION CARD in the presence of the librarian and provide the library with adequate proof of address. By his/her signature on the child's APPLICATION CARD, a parent agrees to be financially responsible for any library and attorney debts incurred by that child.

#### Non-Resident Student Card

In accordance with IC 36-12-2-25 (d), the non-resident student card ~~Remove: is to~~ Add: can be issued to a student enrolled in Elwood Community School Corporation, Frankton-Lapel Community Schools, or Madison-Grant United School Corporation that is not a resident of the library district. Cost \$5.00 a year. Student must be only holder of the card when checking out materials. ~~Remove: Normal Juvenile and Student guidelines will also apply to these non-resident student cards.~~ Adult borrowers will need to purchase a non-resident card for \$60.00. This card will allow students enrolled in any one of our three school districts to use the North Madison County Public Library for a nominal fee. ~~Remove: The new student card will be the current white plastic card with the designation of type in the computer.~~ Add: Non-resident students will receive an Evergreen Indiana reciprocal borrower's card valid for a period of 1 year.

In accordance with IC 36-12-2-25 (e), the non-resident student card can be issued to a student enrolled in a nonpublic school that is located at least in part in the library district.

#### Teacher Card

Teachers employed by the Elwood Community Schools, Frankton Schools, the Madison-Grant H.S./Middle School and Summitville Elementary School who are not residents of the North Madison County Public Library District may apply for the Teacher Card Add: which will be a blue Evergreen Indiana card.

Teachers applying for the library borrowing privileges must complete and sign a library application card, and have two forms of identification as proof of address. A valid driver's license and current school identification will be required. In addition to listing the home address, the applicant should list the school address and phone number on the application. Teachers shall assume responsibility for fines accrued on their classroom card and any loss or damage to library materials. The Teacher Card will be issued for twelve months. Application may be made beginning August 1<sup>st</sup> of one school year and expires on July 31<sup>st</sup> of the following year.

#### Public Library Access Card - PLAC

The PLAC program allows an individual to purchase a card which allows them to borrow materials directly from any public library in Indiana. These cards are good for one year only, and must be presented to ~~Remove: our~~ Add: the Library in order to qualify for an ~~Remove: reciprocal~~ Add: Evergreen Indiana resident borrower's card. The holder of a Public Library Access Card must complete a library application card and provide Add: current photo ID and proof of address as outlined above, and have their home library good-standing status verified, before a ~~reciprocal borrower's~~ Add: resident card, good for the term of the Public Library Access Card, will be issued. The North Madison County Public Library System will not require ~~that juvenile and young adult~~ Add: patrons under the age of 18 to have a Public Library Access Card; parents may check out materials for children under the age of 18 using their own ~~Remove: adult borrower's~~ card.

#### Madison County Residents

Three public libraries in Madison County have ~~Remove: reached a local~~ Add: signed the Statewide Reciprocal Borrowing Covenant in an effort to share resources. ~~Remove: agreement in terms of reciprocal service for our patrons.~~ Patrons residing in Fall Creek, Green, Adams or Monroe Townships, are welcome to use the North Madison County Public Library System. ~~Remove: The patron must complete an APPLICATION CARD,~~ and have two forms of identification as proof of address. A valid driver's license

~~and current utility billing statement will normally be accepted.~~ Qualified patrons will receive a ~~Add: reciprocal borrower's card~~ which will normally be valid for a period of ~~Remove: 720 days~~ ~~Add: 1 year~~ from date of issue. Residents of Jackson and Richland Townships do not pay library taxes and are not eligible for reciprocal borrowing.

All library users from the Anderson Public Library System must obtain a PLAC Card in order to qualify for ~~Remove: reciprocal~~ ~~Add: borrowing privileges~~. Information about the PLAC Card may be obtained from any public library.

## PATRON DRESS CODE

For reasons of public health and safety, the library reserves the right to ask patrons to leave who are not attired appropriately. Final judgment of what is or is not proper attire shall rest with the library director.

## HANDICAPPED ACCESSIBILITY

The Library will make every effort to remove any barriers that tend to deny access to its facilities and services. While the Board of Trustees and the library staff are continually monitoring the library and its services to remove unnecessary barriers, customers are encouraged to notify the Library when they encounter barriers that hinder their use and enjoyment of the facilities and services so that we may work towards removing them.

If you have questions or concerns regarding handicapped access to our facilities, the Board of Trustees has designated the library director as the ADA Contact Person.

Revised: April 2011, June 2014, October 2014

**ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATE**

Ordinance Number: 2015

Be it ordained/resolved by the North Madison County Public Library System Board of Trustees that for the expenses of NORTH MADISON COUNTY LIBRARY SYSTEM for the year ending December 31, 2015 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 Board of Trustees.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
North Madison County Public Library System Board of Trustees	Library Board	10/13/2014

**DLGF-Reviewed Funds**

Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$29,000	\$0	0.0000
0101	GENERAL	\$1,434,850	\$765,000	0.1351
2011	LIBRARY IMPROVEMENT RESERVE	\$54,000	\$0	0.0000
		<b>\$1,517,850</b>	<b>\$765,000</b>	<b>0.1351</b>

Name		Signature
Leslie Rittenhouse	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Leslie Rittenhouse</i>
Beverly Austin	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Beverly J Austin</i>
Bette Dalzell	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Bette Dalzell</i>
Dan Prieshoff	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Dan Prieshoff</i>
Michael Robertson	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Michael Robertson</i>
Diana Eddleman	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Diana J. Eddleman</i>
Barbara Abernathy	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Barbara Abernathy</i>



**ATTEST**

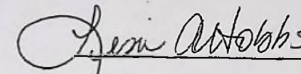
Name	Title	Signature
Bette Dalzell	Secretary	<i>Bette Dalzell</i>

RESOLUTION NO. 2014-R-4  
MADISON COUNTY COUNCIL CIVIL TAXING UNITS 2014  
REVIEW OF BUDGETS AND CAMPARISON TO OTHER UNITS

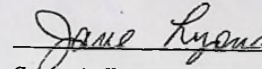
TAXING UNIT	PROPOSED 2015 BUDGET	% INCREASE OR DECREASE	2.70% DIFF ST GROWTH	1.30% DIFF CO GROWTH
ADAMS TOWNSHIP	150,199	-2.12%	-482.00%	-3.42%
ANDERSON TOWNSHIP	680,941	31.99%	29.29%	30.69%
BOONE TOWNSHIP	104,452	-6.51%	9.21%	7.81%
DUCK CREEK TOWNSHIP	131,537	-18.65%	-21.35%	-19.95%
FALL CREEK TOWNSHIP	619,320	16.13%	13.43%	14.83%
GREEN TOWNSHIP	302,560	129.84%	127.14%	128.54%
JACKSON TOWNSHIP	63,600	20.28%	17.58%	18.98%
LAFAYETTE TOWNSHIP	94,985	3.35%	0.65%	2.05%
MONROE TOWNSHIP	535,044	0.00%	-2.70%	-1.30%
PIPE CREEK TOWNSHIP	552,378	2.12%	-0.58%	0.82%
RICHLAND TOWNSHIP	536,060	13.07%	10.37%	11.77%
STONY CREEK TOWNSHIP	356,998	35.06%	32.36%	33.76%
UNION TOWNSHIP	964,208	12.17%	9.47%	10.87%
VAN BUREN TOWNSHIP	315,910	4.75%	2.05%	3.45%
ALEXANDRIA CIVIL CITY	4,982,175	18.42%	15.72%	17.12%
ANDERSON CIVIL CITY	62,552,105	46.04%	43.34%	44.74%
CHESTERFIELD CIVIL TOWN	1,301,801	1.04%	-1.66%	-0.26%
COUNTRY CLUB HEIGHTS CIVIL TOWN	58,540	13.84%	11.14%	12.54%
EDGEWOOD CIVIL TOWN	735,000	5.53%	2.83%	4.23%
ELWOOD CIVIL CITY	7,675,942	4.00%	1.30%	2.70%
FRANKTON CIVIL TOWN	710,716			
INGALLS CIVIL TOWN	930,881	8.08%	5.38%	6.78%
LAPEL CIVIL TOWN	785,785	16.36%	13.66%	15.05%
MARKLEVILLE CIVIL TOWN	684,785	17.57%	14.87%	16.27%
ORESTES CIVIL TOWN	315,982	-5.03%	-7.73%	-8.33%
PENDLETON CIVIL TOWN	4,253,329	-1.47%	-4.17%	-2.77%
RIVER FOREST CIVIL TOWN	11,914	16.30%	13.60%	15.00%
SUMMITVILLE CIVIL TOWN	470,700	15.16%	12.46%	13.86%
WOODLAWN HEIGHTS CIVIL TOWN	14,900	0.00%	-2.70%	-1.30%
ALEXANDRIA COMMUNITY SCHOOL CORP	13,084,502	2.47%	-0.23%	1.17%
ANDERSON COMMUNITY SCHOOL CORP	91,583,705	11.26%	8.56%	9.96%
ELWOOD COMMUNITY SCHOOL CORP	17,037,371	8.86%	6.16%	7.55%
FRANKTON -LAPEL COMMUNITY SCHOOL CORP	30,150,383	28.78%	26.08%	27.48%
SOUTH MADISON SCHOOL COMMUNITY SCHOOL CORP	46,208,280	14.36%	11.66%	13.06%
ALEXANDRIA-MONROE PUBLIC LIBRARY	699,501	2.69%	0.00%	1.39%
ANDERSON CITY, ANDERSON, STONY CREEK, UNION TWPS PUB LIB	4,704,591	2.55%	-0.15%	1.25%
NORTH MADISON COUNTY LIBRARY SYSTEM	1,517,850	2.64%	-0.06%	1.34%
PENDLETON COMMUNITY PUBLIC LIBRARY	1,473,300	2.72%	2.00%	1.42%

The Madison County Council in accordance with I.C. 6-1.17-3.5 and direction of the DLGF has reviewed the 2015 proposed budget and finds how they compare with other taxing units within the County. Your budgets have been compared in 3 ways: 1) As it compares to the other taxing units within the county; 2) As it compares to the 6 year non-farm income growth for Madison County; and 3) As it compares to the 6 year non-farm income growth for the State of Indiana.

Based upon these reviews and on current information available to it, The Madison County Council makes a non-binding recommendation at this time that your Taxing Unit budget within the income growth, taking into account the 2015 property tax caps, the reduction in COIT/Public Safety LOIT income, and not to exceed the maximum levy. Accordingly, our proposed budget should be revisited.



County Council President



County Auditor

9-10-14

Date

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	AUGUST 2013	AUGUST 2014	Amount of Change	% OF Change	YTD 2013	YTD 2014	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	2,891	2,597	-294	-10%	22,552	21,501	-1,051	-5%
JUVENILE	1,626	1,546	-80	-5%	12,791	12,423	-368	-3%
Y. A.	378	338	-40	-11%	3,086	3,094	8	0%
PERIOD.	499	436	-63	-13%	4,018	3,617	-401	-10%
AUDIO	275	200	-75	-27%	1,721	1,654	-67	-4%
VIDEO	5,195	5,124	-71	-1%	40,936	40,441	-495	-1%
DIGITAL MEDIA	177	161	-16	-9%	1,535	1,598	63	4%
<b>TOTAL</b>	<b>11,041</b>	<b>10,402</b>	<b>-639</b>	<b>-6%</b>	<b>86,639</b>	<b>84,328</b>	<b>-2,311</b>	<b>-3%</b>

<b>FRANKTON</b>								
ADULT	959	796	-163	-17%	7,386	6,739	-647	-9%
JUVENILE	587	432	-155	-26%	5,917	5,105	-812	-14%
Y. A.	275	272	-3	-1%	2,056	1,950	-106	-5%
PERIOD.	176	193	17	10%	1,845	1,596	-249	-13%
AUDIO	39	83	44	113%	397	531	134	34%
VIDEO	1,361	1,470	109	8%	10,767	10,986	219	2%
DIGITAL MEDIA	88	81	-7	-8%	768	802	34	4%
<b>TOTAL</b>	<b>3,485</b>	<b>3,327</b>	<b>-158</b>	<b>-5%</b>	<b>29,136</b>	<b>27,709</b>	<b>-1,427</b>	<b>-5%</b>

<b>HAZELBAKER</b>								
ADULT	508	501	-7	-1%	4,310	3,719	-591	-14%
JUVENILE	233	360	127	55%	2,627	2,843	216	8%
Y. A.	53	51	-2	-4%	512	519	7	1%
PERIOD.	78	81	3	4%	722	729	7	1%
AUDIO	26	52	26	100%	138	283	145	105%
VIDEO	1,105	1,269	164	15%	9,192	9,240	48	1%
DIGITAL MEDIA	88	80	-8	-9%	765	799	34	4%
<b>TOTAL</b>	<b>2,091</b>	<b>2,394</b>	<b>303</b>	<b>14%</b>	<b>18,266</b>	<b>18,132</b>	<b>-134</b>	<b>-1%</b>

<b>SYSTEM</b>								
ADULT	4,358	3,894	-464	-11%	34,248	31,959	-2,289	-7%
JUVENILE	2,446	2,338	-108	-4%	21,335	20,371	-964	-5%
Y. A.	706	661	-45	-6%	5,654	5,563	-91	-2%
PERIOD.	753	710	-43	-6%	6,585	5,942	-643	-10%
AUDIO	340	335	-5	-1%	2,256	2,468	212	9%
VIDEO	7,661	7,863	202	3%	60,895	60,667	-228	0%
DIGITAL MEDIA	353	322	-31	-9%	3,068	3,199	131	4%
<b>TOTAL</b>	<b>16,617</b>	<b>16,123</b>	<b>-494</b>	<b>-3%</b>	<b>134,041</b>	<b>130,169</b>	<b>-3,872</b>	<b>-3%</b>

	Comp. Use	Wireless	Traffic	Ref.	Assists	Prog. A.	Prog. YA	Prog. J
Elwood	1,846	537	8,636	26	1,339	7	0	0
						44	0	0
Frankton	381	201	2,321	8	357	0	0	0
						0	0	0
Summitville	322	179	1,376	3	231	2	1	2
						18	0	11

Tech Services 905 Processed Items

Processed by Trisha Shuler

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	JULY 2013	JULY 2014	Amount of Change	% OF Change	YTD 2013	YTD 2014	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	3,680	2,763	-917	-25%	19,661	18,904	-757	-4%
JUVENILE	2,040	1,778	-262	-13%	11,165	10,877	-288	-3%
Y. A.	493	451	-42	-9%	2,708	2,756	48	2%
PERIOD.	665	466	-199	-30%	3,519	3,181	-338	-10%
AUDIO	317	244	-73	-23%	1,446	1,454	8	1%
VIDEO	5997	5,703	-294	-5%	35,741	35,317	-424	-1%
DIGITAL MEDIA	142	187	45	32%	1,358	1,437	79	6%
<b>TOTAL</b>	<b>13,334</b>	<b>11,592</b>	<b>-1,742</b>	<b>-13%</b>	<b>75,598</b>	<b>73,926</b>	<b>-1,672</b>	<b>-2%</b>

<b>FRANKTON</b>								
ADULT	1,012	930	-82	-8%	6,427	5,943	-484	-8%
JUVENILE	875	959	84	10%	5,330	4,673	-657	-12%
Y. A.	422	387	-35	-8%	1,781	1,678	-103	-6%
PERIOD.	194	187	-7	-4%	1,669	1,403	-266	-16%
AUDIO	44	62	18	41%	358	448	90	25%
VIDEO	1,607	1,604	-3	0%	9,406	9,516	110	1%
DIGITAL MEDIA	71	94	23	32%	680	721	41	6%
<b>TOTAL</b>	<b>4,225</b>	<b>4,223</b>	<b>-2</b>	<b>0%</b>	<b>25,651</b>	<b>24,382</b>	<b>-1,269</b>	<b>-5%</b>

<b>HAZELBAKER</b>								
ADULT	619	465	-154	-25%	3,802	3,218	-584	-15%
JUVENILE	438	561	123	28%	2,394	2,483	89	4%
Y. A.	61	54	-7	-11%	459	468	9	2%
PERIOD.	105	94	-11	-10%	644	648	4	1%
AUDIO	34	61	27	79%	112	231	119	106%
VIDEO	1,413	1,399	-14	-1%	8,087	7,971	-116	-1%
DIGITAL MEDIA	70	93	23	33%	677	719	42	6%
<b>TOTAL</b>	<b>2,740</b>	<b>2,727</b>	<b>-13</b>	<b>0%</b>	<b>16,175</b>	<b>15,738</b>	<b>-437</b>	<b>-3%</b>

<b>SYSTEM</b>								
ADULT	5,311	4,158	-1,153	-22%	29,890	28,065	-1,825	-6%
JUVENILE	3,353	3,298	-55	-2%	18,889	18,033	-856	-5%
Y. A.	976	892	-84	-9%	4,948	4,902	-46	-1%
PERIOD.	964	747	-217	-23%	5,832	5,232	-600	-10%
AUDIO	395	367	-28	-7%	1,916	2,133	217	11%
VIDEO	9,017	8,706	-311	-3%	53,234	52,804	-430	-1%
DIGITAL MEDIA	283	374	91	32%	2,715	2,877	162	6%
<b>TOTAL</b>	<b>20,299</b>	<b>18,542</b>	<b>-1,757</b>	<b>-9%</b>	<b>117,424</b>	<b>114,046</b>	<b>-3,378</b>	<b>-3%</b>

	Comp. Use	Wireless	Traffic	Ref.	Assists	Prog. A.	Prog. YA	Prog. J
Elwood	2,120	781	13,658	47	1,285	11	3	14
						155	10	227
Frankton	406	240	2,714	12	364	1	4	13
						52	20	139
Summitville	433	137	1,881	5	228	4	1	5
						59	0	72

Tech Services Processed 2,373 Items

Processed by Trisha Shuler

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	JUNE 2013	JUNE 2014	Amount of Change	% OF Change	YTD 2013	YTD 2014	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	2,860	2,671	-189	-7%	15,981	16,141	160	1%
JUVENILE	1,667	2,115	448	27%	9,125	9,099	-26	0%
Y. A.	355	518	163	46%	2,215	2305	90	4%
PERIOD.	567	430	-137	-24%	2,854	2715	-139	-5%
AUDIO	185	228	43	23%	1,129	1210	81	7%
VIDEO	4989	5,262	273	5%	29,744	29,614	-130	0%
DIGITAL MEDIA	193	225	32	17%	1,216	1,250	34	3%
<b>TOTAL</b>	<b>10,816</b>	<b>11,449</b>	<b>633</b>	<b>6%</b>	<b>62,264</b>	<b>62,334</b>	<b>70</b>	<b>0%</b>
<b>FRANKTON</b>								
ADULT	892	828	-64	-7%	5,415	5,013	-402	-7%
JUVENILE	919	884	-35	-4%	4,455	3,714	-741	-17%
Y. A.	316	341	25	8%	1,359	1,291	-68	-5%
PERIOD.	257	196	-61	-24%	1,475	1,216	-259	-18%
AUDIO	27	62	35	130%	314	386	72	23%
VIDEO	1,605	1,508	-97	-6%	7,799	7,912	113	1%
DIGITAL MEDIA	97	113	16	16%	609	627	18	3%
<b>TOTAL</b>	<b>4,113</b>	<b>3,932</b>	<b>-181</b>	<b>-4%</b>	<b>21,426</b>	<b>20,159</b>	<b>-1,267</b>	<b>-6%</b>
<b>HAZELBAKER</b>								
ADULT	452	512	60	13%	3,183	2,753	-430	-14%
JUVENILE	465	678	213	46%	1,956	1,922	-34	-2%
Y. A.	45	78	33	73%	398	414	16	4%
PERIOD.	49	97	48	98%	539	554	15	3%
AUDIO	11	62	51	464%	78	170	92	118%
VIDEO	1,033	1,044	11	1%	6,674	6,572	-102	-2%
DIGITAL MEDIA	96	113	17	18%	607	626	19	3%
<b>TOTAL</b>	<b>2,151</b>	<b>2,584</b>	<b>433</b>	<b>20%</b>	<b>13,435</b>	<b>13,011</b>	<b>-424</b>	<b>-3%</b>
<b>SYSTEM</b>								
ADULT	4,204	4,011	-193	-5%	24,579	23,907	-672	-3%
JUVENILE	3,051	3,677	626	21%	15,536	14,735	-801	-5%
Y. A.	716	937	221	31%	3,972	4010	38	1%
PERIOD.	873	723	-150	-17%	4,868	4485	-383	-8%
AUDIO	223	352	129	58%	1,521	1766	245	16%
VIDEO	7,627	7,814	187	2%	44,217	44,098	-119	0%
DIGITAL MEDIA	386	451	65	17%	2,432	2,503	71	3%
<b>TOTAL</b>	<b>17,080</b>	<b>17,965</b>	<b>885</b>	<b>5%</b>	<b>97,125</b>	<b>95,504</b>	<b>-1,621</b>	<b>-2%</b>

	Comp. Use	Wireless	Traffic	Ref.	Assists	Prog. A.	Prog. YA	Prog. J
Elwood	1,768	625	11,123	30	1,244	12	3	11
Frankton	342	176	2,545	14	263	102	7	163
Summitville	301	91	1,515	3	187	1	2	3
						3	1	6
						34	0	99

Tech Services Processed 1,489 Items

Processed by Trisha Shuler

TRANSMISSION VERIFICATION REPORT

TIME : 10/08/2014 08:47  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER. # : BROF2V374540

DATE, TIME  
 FAX NO. /NAME  
 DURATION  
 PAGE(S)  
 RESULT  
 MODE

10/08 08:47  
 FRANKTON  
 00:00:15  
 01  
 OK  
 STANDARD  
 ECM

Agenda

October 13, 2014

North Madison County Public Library System  
 Board of Trustees

Elwood Public Library

Regular Meeting  
 5:00 PM

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Library By-Laws- Consent Agenda
2. Evergreen Indiana – Procedures and Policies
  - a. Materials Circulation Policy
  - b. Library Policies
  - c. Library Access Policy

New Business

- 1 Adont 2015 Budget

TRANSMISSION VERIFICATION REPORT

TIME : 10/08/2014 08:46  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 10/08 08:48  
FAX NO./NAME SUMMITVILLE  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 10/08/2014 08:46  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 10/08 08:46  
FAX NO./NAME HERALD  
DURATION 00:00:21  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

October 13, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 PM

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. Library By-Laws- Consent Agenda
  - 2. Evergreen Indiana – Procedures and Policies
    - a. Materials Circulation Policy
    - b. Library Policies
    - c. Library Access Policy
- New Business
  - 1. Adopt 2015 Budget

Agenda

October 13, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 PM

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. Library By-Laws- Consent Agenda
  - 2. Evergreen Indiana – Procedures and Policies
    - a. Materials Circulation Policy
    - b. Library Policies
    - c. Library Access Policy
- New Business
  - 1. Adopt 2015 Budget

TRANSMISSION VERIFICATION REPORT

TIME : 10/08/2014 08:45  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER. # : BROF2V374540

DATE, TIME  
FAX NO. /NAME  
DURATION  
PAGE(S)  
RESULT  
MODE

10/08 08:45  
CALL LEADER  
00:00:15  
01  
OK  
STANDARD  
ECM

Agenda

October 13, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 PM

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Library By-Laws- Consent Agenda
2. Evergreen Indiana – Procedures and Policies
  - a. Materials Circulation Policy
  - b. Library Policies
  - c. Library Access Policy

New Business

Agenda

November 10, 2014

North Madison County Public Library System  
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting  
5:00 PM

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

New Business

1. Employee Raises
  - a. Elwood Custodian
  - b. Director and Administrative Assistant
2. NMCPLS Circulation Policy
3. Elwood Public Library Restroom Lock Issues
4. Credit Card Transactions
5. Nominating Committee Report
6. 2015 Holiday Calendar for Adoption

Director's Report

Public Comment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES

Regular Meeting

November 10, 2014

5:00pm

CALL TO ORDER

Vice President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on November 10, 2014 at 5:00 pm in the meeting room of the Ralph E. Hazelbaker Library.

CALL FOR QUORUM

Present were members Beverly Austin, Diana Eddleman, Bette Dalzell, Barbara Abernathy, and Mike Robertson. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Barbara Abernathy made a motion to approve the minutes, claims register and personnel report in the consent agenda. A second was made by Bette Dalzell and the motion carried. The members signed the minutes and claims register. Mike Robertson signed checks.

OLD BUSINESS

No old business was brought forward.

NEW BUSINESS

Employee Raises/Custodian/Director and Administrative Assistant

The hourly wage for Don Murray, Elwood Public Library custodian was discussed. Bette Dalzell made a motion to increase his hourly rate by \$1.00 based on additional duties performed at all branches of NMCPLS. Barbara Abernathy made a second and the motion carried.

Barbara Abernathy made a motion for a 2% cost of living increase for staff. Mike Robertson made a second. Mike Robertson made a motion for a 2% cost of living increase for the Director and Administrative Assistant. Barbara Abernathy made a second. Mike Robertson made a motion for a .5% additional raise for staff that meet the requirements for this raise under the Wage and Salary Administration section of the personnel policy. Bette Dalzell made a second. Mike Robertson made a motion for a .5% additional raise for the Director and Administrative Assistant who meet the requirements for this raise under the Wage and Salary Administration section of the personnel policy. Barbara Abernathy made a second. After discussion concerning staff members above the wage scale range, this item was tabled until the next meeting.

NMCLPS Circulation Policy

The circulation policy was reviewed. Mike Robertson made a motion effective November 11, 2014 to accept the changes in the circulation policy. Diana Fiddleman made a second and the motion carried.

Elwood Public Library Restroom Locks

A proposal from Marshall Best Security for electronic digital locks for the public restrooms at the Elwood Public Library was reviewed. Currently the restroom keys are becoming bent causing a problem with the cores in the locks. These doors remain locked to deter inappropriate behavior. It was suggested the county sheriff be contacted at the next evidence of inappropriate behavior. The purchase of digital locks will be revisited if needed.

Credit Card Transactions

Proposals for equipment and bank fees to accept credit cards for payments of fines and services were reviewed. It was found not to be cost effective at this time.

Nominating Committee

Beverly Austin made a motion for the following 2015 slate of officers. President, Leslie Hittman; Vice President, Beverly Austin; Treasurer, Dan Frieshoff; and Assistant Treasurer, Mike Robertson; Secretary, Bette Dalzell. The 2015 slate of officers was approved as submitted.

2015 Holiday Calendar for Advertising

Bette Dalzell made a motion to adopt the 2015 holiday closings as submitted. Mike Robertson made a second and the motion carried. This gives a total of 11 1/2 days closed and closed the 3<sup>rd</sup> Friday in March for an in-service day.

DIRECTOR'S REPORT

The patron with a no trespass order violated said order on November 10, 2014. The police were notified and the patron was removed from the premises. Some staff members were upset by the incident.

With our migration to Evergreen Indiana our books are flying off the shelves. We increased our InfoExpress courier service from two days a week to three days to accommodate the larger shipments. InfoExpress now picks up every Monday, Wednesday and Thursday.

PUBLIC COMMENT

Public comment was sought. None was forthcoming.

Bette Dalzell made a motion to adjourn, Mike Robertson made a second and the motion carried.

Barbara Obernathy  
Bette Dalzell, Secretary

Dan Frieshoff  
Michael Robertson  
Leslie Hittman

Barbara Obernathy  
\_\_\_\_\_  
\_\_\_\_\_



# Register Of Claims

## North Madison County Public Library System

Report Date: From 10/14/2014 To 11/10/2014

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	632	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,481.52	11/5/2014	Payroll ending 11/1/2014
			FICA	Payroll Deductions	\$1,200.70		
			Federal Taxes Withheld	Payroll Deductions	\$1,851.40		
			Medicare	Payroll Deductions	\$280.81		
				<b>Total this claim =</b>	<u>\$4,814.43</u>		
0	618	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	10/22/2014	PAYROLL
			Operating Fund	Salary of Assistants	\$14,763.41		
			Operating Fund	Salary of Assistants	\$571.52		
			Operating Fund	Wages of Janitor	\$1,227.81		
				<b>Total this claim =</b>	<u>\$18,626.69</u>		
0	642	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$4.86	11/10/2014	October Service Charge
				<b>Total this claim =</b>	<u>\$4.86</u>		
0	641	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	11/5/2014	PAYROLL
			Operating Fund	Salary of Assistants	\$15,633.77		
			Operating Fund	Salary of Assistants	\$575.99		
			Operating Fund	Wages of Janitor	\$1,194.16		
				<b>Total this claim =</b>	<u>\$19,467.87</u>		
0	633	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	11/5/2014	Payroll ending 11/1/2014
				<b>Total this claim =</b>	<u>\$95.00</u>		
0	631	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$410.53	11/5/2014	Payroll ending 11/1/2014
			Operating Fund	Emp Cont PERF	\$1,532.59		
				<b>Total this claim =</b>	<u>\$1,943.12</u>		
0	625	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,282.22	10/22/2014	October withholding
			County Taxes Withheld	Payroll Deductions	\$612.91		
				<b>Total this claim =</b>	<u>\$1,895.13</u>		
0	619	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$392.22	10/22/2014	Payroll ending 10/18/14
			Operating Fund	Emp Cont PERF	\$1,464.24		
				<b>Total this claim =</b>	<u>\$1,856.46</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	620	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,417.17	10/22/2014	Payroll ending 10/18/2014
			FICA	Payroll Deductions	\$1,148.56		
			Federal Taxes Withheld	Payroll Deductions	\$1,733.75		
			Medicare	Payroll Deductions	\$268.61		
				<b>Total this claim =</b>	<b>\$4,568.09</b>		
0	624	AFLAC	AFLAC	Payroll Deductions	\$463.20	10/22/2014	October premiums
				<b>Total this claim =</b>	<b>\$463.20</b>		
0	621	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	10/22/2014	Payroll ending 10/18/2014
				<b>Total this claim =</b>	<b>\$95.00</b>		
29246	627	CREATIVE PRODUCT SOURC	Operating Fund	Elwood Children's Programing	\$74.95	10/22/2014	Frame Ornaments/Masks
				<b>Total this claim =</b>	<b>\$74.95</b>		
29247	622	MADISON COUNTY CLERK	Garnishment	Payroll Deductions	\$25.00	10/22/2014	Payroll ending 10/18/2014 Garnishment T Shuler
				<b>Total this claim =</b>	<b>\$25.00</b>		
29248	628	STAPLES ADVANTAGE	Operating Fund	Office Supplies	\$95.81	10/22/2014	As per attached invoices.
			Operating Fund	Office Supplies	\$88.72		
			Operating Fund	Office Supplies	\$10.49		
				<b>Total this claim =</b>	<b>\$195.02</b>		
29249	626	SYNCB/AMAZON	Gift	Elwood AV	\$9.38	10/22/2014	As per attached invoices.
			Operating Fund	Elwood AV	\$794.61		
			Operating Fund	Frankton AV	\$290.18		
			Operating Fund	Summitville AV	\$294.26		
				<b>Total this claim =</b>	<b>\$1,388.43</b>		
29250	630	TOWN OF SUMMITVILLE	Operating Fund	Water	\$43.80	10/22/2014	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<b>\$55.30</b>		
29251	623	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$4,693.80	10/22/2014	Employee Health Insurance
			Insurance	Payroll Deductions	\$473.72		
				<b>Total this claim =</b>	<b>\$5,167.52</b>		
29252	629	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$24.08	10/22/2014	Service for Frankton
				<b>Total this claim =</b>	<b>\$24.08</b>		
29253	635	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$5.66	11/5/2014	Service for Summitville & Elwood
			Operating Fund	Telephone & Telegraph	\$77.35		
				<b>Total this claim =</b>	<b>\$83.01</b>		

<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>
29254	636	CARDMEMBER SERVICE	Operating Fund	Professional Meetings	\$45.00	11/5/2014	As per attached invoices.
			Operating Fund	Operating Supplies	\$600.82		
			Operating Fund	Cleaning & Sanitation Supplies	\$185.48		
				<b>Total this claim =</b>	<b>\$831.30</b>		
29255	637	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$336.18	11/5/2014	Service for Elwood
				<b>Total this claim =</b>	<b>\$336.18</b>		
29256	638	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$104.68	11/5/2014	Advertising
				<b>Total this claim =</b>	<b>\$104.68</b>		
29257	634	MADISON COUNTY CLERK	Garnishment	Payroll Deductions	\$25.00	11/5/2014	Payroll ending 11/1/2014
				<b>Total this claim =</b>	<b>\$25.00</b>		
29258	639	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$78.00	11/5/2014	Service for Frankton
				<b>Total this claim =</b>	<b>\$78.00</b>		
29259	640	TOWN OF FRANKTON	Operating Fund	Electricity	\$519.63	11/5/2014	Service for Frankton
			Operating Fund	Water	\$18.00		
			Operating Fund	Waste Disposal Services	\$8.75		
				<b>Total this claim =</b>	<b>\$546.38</b>		
29260	643	AT&T	Operating Fund	Telephone & Telegraph	\$57.19	11/10/2014	Service for Elwood
				<b>Total this claim =</b>	<b>\$57.19</b>		
29261	644	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$45.06	11/10/2014	As per attached invoices.
			Operating Fund	Elwood Childrens	\$415.63		
			Operating Fund	Elwood YA	\$178.44		
			Operating Fund	Frankton	\$670.08		
			Operating Fund	Summitville	\$570.47		
			Gift	Frankton	\$233.48		
				<b>Total this claim =</b>	<b>\$2,113.16</b>		
29262	645	BOYCE FORMS/SYSTEMS	Operating Fund	Official Records	\$292.82	11/10/2014	Checks/W2s/1099s
				<b>Total this claim =</b>	<b>\$292.82</b>		
29263	646	CLINT TRICE	Operating Fund	Traveling Expense	\$130.40	11/10/2014	Mileage 326 x \$ .40
				<b>Total this claim =</b>	<b>\$130.40</b>		
29264	647	DUANE OTT	Operating Fund	Elwood Adult Programing	\$150.00	11/10/2014	Adult Programin
				<b>Total this claim =</b>	<b>\$150.00</b>		
29265	648	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$35.65	11/10/2014	Employment Advertising
				<b>Total this claim =</b>	<b>\$35.65</b>		

<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>
29266	649	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,200.80	11/10/2014	Internet service
				<b>Total this claim =</b>	<b>\$1,200.80</b>		
29267	650	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$252.87	11/10/2014	As per attached invoices.
				<b>Total this claim =</b>	<b>\$252.87</b>		
29268	651	FOUR STAR PRINTING	Operating Fund	Elwood Adult Programing	\$65.00	11/10/2014	Bookmarks
				<b>Total this claim =</b>	<b>\$65.00</b>		
29269	652	FRANKTON JR/SR HIGH SCHO	Gift	Advertising & Public Notices	\$60.00	11/10/2014	Yearbook Advertisement
				<b>Total this claim =</b>	<b>\$60.00</b>		
29270	653	FRONTIER	Operating Fund	Telephone & Telegraph	\$73.11	11/10/2014	Service for Frankton
				<b>Total this claim =</b>	<b>\$73.11</b>		
29271	654	GLOBAL GOV'T/ED SOLUTION	Operating Fund	Technology Equipment	\$391.68	11/10/2014	Receipt Printer & Scanner
				<b>Total this claim =</b>	<b>\$391.68</b>		
29272	655	H & H Signs	Operating Fund	Equipment/Rental	\$160.00	11/10/2014	Sign rental
				<b>Total this claim =</b>	<b>\$160.00</b>		
29273	656	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$200.00	11/10/2014	Lawn maintenance-Frankton
				<b>Total this claim =</b>	<b>\$200.00</b>		
29274	659	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$172.00	11/10/2014	Employment Advertising
				<b>Total this claim =</b>	<b>\$172.00</b>		
29275	658	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,705.07	11/10/2014	Service for Elwood & Summitville
			Operating Fund	Electricity	\$313.86		
			Operating Fund	Electricity	\$17.03		
				<b>Total this claim =</b>	<b>\$2,035.96</b>		
29276	660	INDIANA STATE LIBRARY	Operating Fund	Dues	\$388.74	11/10/2014	Info Express 2014-2015
				<b>Total this claim =</b>	<b>\$388.74</b>		
29277	657	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$21.97	11/10/2014	Service for Summitville
				<b>Total this claim =</b>	<b>\$21.97</b>		
29278	661	JILL MURRAY	Operating Fund	Summitville Programing	\$34.45	11/10/2014	Petty Cash
			Operating Fund	Fuel, Oil and Lubricants	\$5.00		
			Operating Fund	Operating Supplies	\$8.69		
				<b>Total this claim =</b>	<b>\$48.14</b>		
29279	663	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$170.93	11/10/2014	Book Processing
				<b>Total this claim =</b>	<b>\$170.93</b>		

<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>
29280	662	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$271.25	11/10/2014	Service Agreement Frankton & Summitville
			Operating Fund	Professional Services	\$271.25		
				<b>Total this claim =</b>	<u>\$542.50</u>		
29281	664	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$15.42	11/10/2014	Programing
			Operating Fund	Frankton Programing	\$22.85		
				<b>Total this claim =</b>	<u>\$38.27</u>		
29282	665	MARY KIPLINGER	Operating Fund	Traveling Expense	\$5.60	11/10/2014	Mileage 14 miles @ \$.40
				<b>Total this claim =</b>	<u>\$5.60</u>		
29283	666	MIDWEST COLLABORATIVE F	Operating Fund	Techology Software	\$78.95	11/10/2014	Cypress Resume
				<b>Total this claim =</b>	<u>\$78.95</u>		
29284	667	PURCHASE POWER	Operating Fund	Postage & UPS	\$420.99	11/10/2014	Postage
				<b>Total this claim =</b>	<u>\$420.99</u>		
29285	668	QUILL CORPORATION	Operating Fund	Office Supplies	\$106.64	11/10/2014	2015 Calendars
				<b>Total this claim =</b>	<u>\$106.64</u>		
29286	669	REBECCA THOMAS	Operating Fund	Frankton AV	\$86.97	11/10/2014	Refund for lost DVD's
				<b>Total this claim =</b>	<u>\$86.97</u>		
29287	670	STAR FINANCIAL BANK	Operating Fund	Equipment/Rental	\$25.00	11/10/2014	Safe Deposit Box Rental
				<b>Total this claim =</b>	<u>\$25.00</u>		
29288	671	TERHUNE AND ASSOCIATES, I	Operating Fund	Advertising & Public Notices	\$20.75	11/10/2014	Advertising
				<b>Total this claim =</b>	<u>\$20.75</u>		
29289	673	THOMAS OFFICE SOLUTIONS	Operating Fund	Office Supplies	\$26.50	11/10/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$26.50</u>		
29290	672	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$153.84	11/10/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$153.84</u>		
29291	675	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	\$149.00	11/10/2014	Ricoh copier lease-Elwood
				<b>Total this claim =</b>	<u>\$149.00</u>		
29292	674	UPSTART	Operating Fund	Office Supplies	\$22.45	11/10/2014	2015 Librarians Calendar
				<b>Total this claim =</b>	<u>\$22.45</u>		
29293	676	VAN AUSDALL & FARRAR, INC.	Operating Fund	Office Supplies	\$134.05	11/10/2014	Copies for Ricoh
				<b>Total this claim =</b>	<u>\$134.05</u>		
29294	677	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$305.57	11/10/2014	Service for Elwood & Summitville
			Operating Fund	Gas	\$20.80		
				<b>Total this claim =</b>	<u>\$326.37</u>		

Warrant Claim

Number Number Name of Claimant Fund Account Amount Date Explanation

Total Amount of Claims \$72,923.00

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 10, 2014

Fiscal Officer

ALLOWANCE OF VOUCHERS

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

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 6 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$72,923.00

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Barbara Abernathy
Severus J. Austin
Bett Dager

Michael Robertson
Diana J. Eddleman

SIGNATURES OF GOVERNING BOARD

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

**Personnel Report**

April Gillam's last day was Saturday, November 1<sup>st</sup>, 2014 due to family issues. We have hired Sara Ashby. Her first day will be November 13<sup>th</sup>, 2014.

We will be interviewing tomorrow for empty part-time position at Frankton.

***Bank Balances***

*North Madison County Public Library System*

*Report as of: 10/31/2014*

<i>Bank</i>	
1	Star Financial Bank \$242,555.85
2	Star Financial Bank (2) \$62,308.96
3	Community Bank/Summitville \$0.00
4	First Farmers Bank & Trust \$39,521.10
5	PNC Bank \$154,329.86
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
<hr/>	
<b><i>Total all banks = \$498,980.77</i></b>	

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

**Financial Report**  
**North Madison County Public Library System**  
 Report Dates = 10/1/2014 to 10/31/2014

Fund		Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
100	Operating Fund	\$538,182.94	\$76,894.66	\$810,259.85	\$22,575.39	\$624,867.92	\$352,791.01
<b>Subtotal</b>		<b>\$538,182.94</b>	<b>\$76,894.66</b>	<b>\$810,259.85</b>	<b>\$22,575.39</b>	<b>\$624,867.92</b>	<b>\$352,791.01</b>
<b>1. Operating Fund</b>							
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
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>2. Main</b>							
103	Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
106	Evergreen Indiana	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
107	PLAC	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	\$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	\$50,221.12	\$376.37	\$2,024.30	\$0.00	\$0.00	\$48,196.82
118	Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120	Gift	\$39,148.37	\$32.38	\$3,502.04	\$341.00	\$5,988.38	\$41,634.71
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	\$10,431.00	\$0.00	\$10,431.00	\$0.00	\$0.00	\$0.00
130	Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>		<b>\$155,485.06</b>	<b>\$408.75</b>	<b>\$16,207.34</b>	<b>\$341.00</b>	<b>\$6,238.38</b>	<b>\$145,516.10</b>
<b>4. Withholding</b>							
201	Federal Taxes Withheld	\$0.00	\$3,481.56	\$47,102.61	\$3,481.56	\$47,102.61	\$0.00
202	FICA	\$0.00	\$2,335.11	\$28,260.62	\$2,335.11	\$28,260.60	(\$0.02)
203	State Tax Withheld	\$0.00	\$1,282.22	\$15,717.67	\$1,282.22	\$15,717.67	\$0.00
204	County Taxes Withheld	\$0.00	\$612.91	\$7,598.69	\$612.91	\$7,598.69	\$0.00
205	PERF	\$0.00	\$794.07	\$9,529.08	\$794.07	\$9,529.08	\$0.00
206	Credit Union	\$0.00	\$0.00	\$15,110.85	\$0.00	\$15,784.53	\$673.68
207	Annuity	\$0.00	\$190.00	\$2,090.00	\$190.00	\$2,090.00	\$0.00
208	Insurance	\$0.00	\$473.72	\$6,739.41	\$473.72	\$6,739.41	\$0.00
209	Medicare	\$0.00	\$546.12	\$6,609.79	\$546.12	\$6,609.79	\$0.00
210	Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211	Garnishment	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	\$0.00
212	AFLAC	\$0.00	\$463.20	\$5,322.00	\$463.20	\$5,322.00	\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$10,203.91</b>	<b>\$144,105.72</b>	<b>\$10,203.91</b>	<b>\$144,779.38</b>	<b>\$673.68</b>
<b>Grand Total</b>		<b>\$693,668.00</b>	<b>\$87,507.32</b>	<b>\$970,572.91</b>	<b>\$33,120.30</b>	<b>\$775,885.68</b>	<b>\$498,980.71</b>

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

**Personnel Report**

April Gillam's last day was Saturday, November 1<sup>st</sup>, 2014 due to family issues. We have hired Sara Ashby. Her first day will be November 13<sup>th</sup>, 2014.

We will be interviewing tomorrow for empty part-time position at Frankton.



# Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 10/1/2014 To #####

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	\$55,600.00	\$0.00	\$55,600.00	\$4,127.90	\$45,406.90	\$10,193.10	81.7
1.12 Salary of Assistants	\$587,700.00	\$0.00	\$587,700.00	\$31,322.13	\$388,422.04	\$199,277.96	66.1
1.13 Wages of Janitor	\$30,600.00	\$0.00	\$30,600.00	\$2,416.55	\$24,227.93	\$6,372.07	79.2
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$3,472.29	\$2,527.71	57.9
1.15 Payroll Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$673.68	(\$673.68)	0.0
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$2,881.26	\$34,870.72	\$16,129.28	68.4
1.18 Emp Cont PERF	\$46,000.00	\$0.00	\$46,000.00	\$2,964.44	\$35,573.93	\$10,426.07	77.3
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$4,693.80	\$60,715.69	\$39,284.31	60.7
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
<b>Subtotal</b>	<b>\$877,200.00</b>		<b>\$877,200.00</b>	<b>\$48,406.08</b>	<b>\$593,363.18</b>	<b>\$283,836.82</b>	<b>67.6</b>
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$208.77	\$5,459.08	\$9,540.92	36.4
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$774.85	\$7,833.88	\$1,666.12	82.5
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$281.56	\$4,237.06	(\$237.06)	105.9
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$0.00	\$140.92	\$9.08	93.9
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$14.22	\$45.35	\$204.65	18.1
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$65.09	\$934.91	6.5
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
2.31 Book Processing	\$9,500.00	\$0.00	\$9,500.00	\$296.97	\$2,815.33	\$6,684.67	29.6

<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>
2.32 Automation	\$19,400.00	\$0.00	\$19,400.00	\$2,400.00	\$10,467.50	\$8,932.50	54.0
<b>Subtotal</b>	<b>\$59,800.00</b>		<b>\$59,800.00</b>	<b>\$3,976.37</b>	<b>\$31,064.21</b>	<b>\$28,735.79</b>	<b>51.9</b>
<i>2. Supplies</i>							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$154.09	\$845.91	15.4
<b>Subtotal</b>	<b>\$1,000.00</b>		<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$154.09</b>	<b>\$845.91</b>	<b>15.4</b>
<i>3. Other Services and Charges</i>							
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$1,991.09	\$26,865.10	\$28,134.90	48.8
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.12 Legal Services	\$2,500.00	\$132.00	\$2,632.00	\$138.00	\$2,684.00	(\$52.00)	102.0
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$0.00	\$2,522.75	\$4,127.25	37.9
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$3,000.00	\$3,000.00	50.0
3.21 Telephone & Telegraph	\$38,200.00	\$0.00	\$38,200.00	\$1,416.20	\$6,364.15	\$31,835.85	16.7
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$0.00	\$1,510.81	\$2,289.19	39.8
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$119.96	\$502.27	\$2,497.73	16.7
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0
3.26 Elwood Children's Programing	\$5,000.00	\$0.00	\$5,000.00	\$384.45	\$2,455.59	\$2,544.41	49.1
3.27 Elwood Adult Programing	\$2,900.00	\$0.00	\$2,900.00	\$0.00	\$1,065.05	\$1,834.95	36.7
3.28 Frankton Programing	\$4,000.00	\$0.00	\$4,000.00	\$164.04	\$1,675.14	\$2,324.86	41.9
3.29 Summitville Programing	\$2,900.00	\$0.00	\$2,900.00	\$45.70	\$1,141.69	\$1,758.31	39.4
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$0.00	\$295.00	\$2,805.00	9.5
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$611.91	\$588.09	51.0
3.4 Insurance	\$18,000.00	\$0.00	\$18,000.00	\$12,981.00	\$16,769.00	\$1,231.00	93.2
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$100.00	\$300.00	25.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$319.66	\$7,328.71	\$12,671.29	36.6
3.52 Electricity	\$35,000.00	\$0.00	\$35,000.00	\$2,317.34	\$28,019.66	\$6,980.34	80.1

<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>
3.53 Water	\$6,000.00	\$0.00	\$6,000.00	\$399.11	\$3,997.88	\$2,002.12	66.6
3.54 Waste Disposal Services	\$3,000.00	\$0.00	\$3,000.00	\$11.50	\$847.44	\$2,152.56	28.2
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$418.78	\$1,581.22	20.9
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$101.52	\$4,898.48	2.0
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$149.00	\$1,913.00	\$5,087.00	27.3
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$1,223.43	\$1,476.57	45.3
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$347.20	\$152.80	69.4
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.9 Transfer to LIRF	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.0
<b>Subtotal</b>	<b>\$245,450.00</b>	<b>\$132.00</b>	<b>\$245,582.00</b>	<b>\$20,437.05</b>	<b>\$111,760.08</b>	<b>\$133,821.92</b>	<b>45.5</b>

#### 4. Capitol Outlays

4.1 Land Buildings Improvements	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
4.2 Furniture & Equipment	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$1,848.91	\$10,151.09	15.4
4.21 Technology Equipment	\$22,000.00	\$0.00	\$22,000.00	\$0.00	\$3,188.56	\$18,811.44	14.5
4.31 Elwood Adult	\$33,500.00	\$0.00	\$33,500.00	\$1,016.46	\$13,439.37	\$20,060.63	40.1
4.32 Elwood Childrens	\$14,000.00	\$0.00	\$14,000.00	\$398.09	\$5,641.06	\$8,358.94	40.3
4.33 Elwood YA	\$6,200.00	\$0.00	\$6,200.00	\$200.49	\$2,306.31	\$3,893.69	37.2
4.34 Frankton	\$19,500.00	\$0.00	\$19,500.00	\$531.25	\$6,573.40	\$12,926.60	33.7
4.35 Summitville	\$16,500.00	\$0.00	\$16,500.00	\$531.83	\$7,256.63	\$9,243.37	44.0
4.4 Elwood Period. & News.	\$9,500.00	\$0.00	\$9,500.00	\$0.00	\$2,772.27	\$6,727.73	29.2
4.41 Frankton Per. & Newsp.	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$1,024.27	\$1,775.73	36.6
4.42 Summitville Period. & Newsp.	\$1,700.00	\$0.00	\$1,700.00	\$0.00	\$949.17	\$750.83	55.8
4.51 Elwood AV	\$35,000.00	\$0.00	\$35,000.00	\$794.61	\$13,382.14	\$21,617.86	38.2
4.52 Frankton AV	\$18,800.00	\$0.00	\$18,800.00	\$308.17	\$7,912.78	\$10,887.22	42.1
4.53 Summitville AV	\$14,400.00	\$0.00	\$14,400.00	\$294.26	\$5,392.85	\$9,007.15	37.5
4.54 Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$2,190.59	\$5,809.41	27.4

<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>
4.7 Additional Appropriation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0
<b>Subtotal</b>	<b>\$214,400.00</b>		<b>\$214,400.00</b>	<b>\$4,075.16</b>	<b>\$73,878.31</b>	<b>\$140,521.69</b>	<b>34.5</b>
<b>Grand Total</b>	<b>\$1,397,850.00</b>	<b>\$132.00</b>	<b>\$1,397,982.00</b>	<b>\$76,894.66</b>	<b>\$810,219.87</b>	<b>\$587,762.13</b>	<b>58.0</b>

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

## Voucher List

### North Madison County Public Library System

Report Date: From 10/1/2014 To 10/31/2014

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	578	PAYROLL	10/8/2014	PAYROLL	\$19,239.89
0	579	EFTPS	10/8/2014	Payroll ending 10/4/14	\$4,675.96
0	580	INDIANA PUBLIC RETIREMENT	10/8/2014	Payroll ending 10/4/2014	\$1,902.05
0	581	GREAT-WEST RETIREMENT S	10/8/2014	Payroll ending 10/4/2014	\$95.00
29210	582	CITY OF ELWOOD UTILITIES	10/8/2014	Service for Elwood	\$331.52
29211	583	FRONTIER	10/8/2014	Service for Frankton	\$72.75
29214	584	TRISHA SHULER	10/8/2014	Petty Cash	\$46.53
29212	585	KRYSTAL SCHEUERMANN	10/8/2014	Refund	\$6.99
29213	586	SAFE HIRING SOLUTIONS	10/8/2014	Background check	\$28.95
29215	587	AT&T	10/13/2014	Service for Elwood	\$57.23
29216	588	AT&T LONG DISTANCE	10/13/2014	Long Distance service for Elwood, Summitville	\$85.42
29217	589	AVC TECHNOLOGY CORPORA	10/13/2014	Quarterly support Oct through Dec	\$390.00
29218	590	BAKER & TAYLOR	10/13/2014	As per attached invoices.	\$5,071.13
29219	591	BARBARA MCADAMS	10/13/2014	56 miles x \$.40	\$22.40
29220	592	BOSE, McKINNEY & EVANS LL	10/13/2014	Legal Services	\$138.00
29221	593	BURNETTE - DELLINGER INC.	10/13/2014	Policy Renewal	\$12,981.00
29222	594	CHAPMAN ELECTRIC SUPPLY,	10/13/2014	As per attached invoices.	\$321.34
29223	595	CINTAS CORPORATION	10/13/2014	Cleaning supplies	\$126.03
29224	596	DOLLAR GENERAL-REGIONS	10/13/2014	Children's programming	\$39.95
29225	597	ELWOOD FIRE EQUIPMENT C	10/13/2014	Sprinkler system inspection	\$250.00
29226	598	ENA SERVICES LLC	10/13/2014	Internet Access/E Rate funding	\$1,200.80
29227	599	FILIP, INC.	10/13/2014	Sanitation supplies	\$155.53
29228	600	HORTON'S HARDWARE	10/13/2014	Operating supplies	\$167.83
29231	601	INDIANA-AMERICAN WATER C	10/13/2014	Service for Summitville	\$23.79
29230	602	INDIANA MICHIGAN POWER C	10/13/2014	Service for Summitville and Elwood	\$2,317.34
29229	603	INDIANA DEPARTMENT OF W	10/13/2014	Unemployment	\$376.37
29232	604	JUDITH LITSEY	10/13/2014	28 miles x \$.40	\$11.20
29233	605	LA CROSSE SEED	10/13/2014	Weed and Feed	\$63.15
29234	606	LMC SERVICE SOLUTIONS	10/13/2014	As per attached invoices.	\$919.84
29235	607	MARSH SUPERMARKET	10/13/2014	As per attached invoices.	\$45.70
29236	608	McCORMACK PRINTING IMPR	10/13/2014	Adult Registration cards	\$170.00
29237	609	MIDWEST TAPE	10/13/2014	As per attached invoices.	\$314.96
29238	610	ORIENTAL TRADING COMPAN	10/13/2014	As per attached invoices.	\$433.59
29239	611	SHERI WALLACE	10/13/2014	215.9 MILES X \$.40	\$86.36
29240	612	THOMAS OFFICE SOLUTIONS	10/13/2014	As per attached invoices.	\$13.75
29241	613	TOPS HOME CENTER	10/13/2014	As per attached invoices.	\$14.22
29242	614	TOWN OF FRANKTON	10/13/2014	Security Light replacement	\$32.00
29243	615	U.S. BANK EQUIPMENT FINAN	10/13/2014	Copier Lease	\$149.00
29244	616	VECTREN ENERGY DELIVERY	10/13/2014	Service for Summitville and Elwood	\$295.58
29245	617	LMC SERVICE SOLUTIONS	10/13/2014	Repairs at Frankton	\$379.30
0	618	PAYROLL	10/22/2014	PAYROLL	\$18,626.69
0	619	INDIANA PUBLIC RETIREMENT	10/22/2014	Payroll ending 10/18/14	\$1,856.46
0	620	EFTPS	10/22/2014	Payroll ending 10/18/2014	\$4,568.09
0	621	GREAT-WEST RETIREMENT S	10/22/2014	Payroll ending 10/18/2014	\$95.00
29247	622	MADISON COUNTY CLERK	10/22/2014	Payroll ending 10/18/2014 Garnishment T Shuler	\$25.00
29251	623	UNITED HEALTHCARE	10/22/2014	Employee Health Insurance	\$5,167.52
0	624	AFLAC	10/22/2014	October premiums	\$463.20
0	625	INDIANA DEPARTMENT OF RE	10/22/2014	October withholding	\$1,895.13
29249	626	SYNCB/AMAZON	10/22/2014	As per attached invoices.	\$1,388.43

Printed on Monday, November 10, 2014

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<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
29246	627	CREATIVE PRODUCT SOURC	10/22/2014	Frame Ornaments/Masks	\$74.95
29248	628	STAPLES ADVANTAGE	10/22/2014	As per attached invoices.	\$195.02
29252	629	VECTREN ENERGY DELIVERY	10/22/2014	Service for Frankton	\$24.08
29250	630	TOWN OF SUMMITVILLE	10/22/2014	Service for Summitville	\$55.30

**Total Amount of Claims      \$87,507.32**

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 10, 2014

\_\_\_\_\_  
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 \$87,507.32

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

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

## Receipt Listing

### North Madison County Public Library System

Report Date: From 10/1/2014 To 10/31/2014

Receipt #	Date	Name	Explanation	Bank	Total
466	10/2/2014	Star Financial Bank	Interest earned-September	1	\$2.64
467	10/3/2014	Star Financial Bank	September Interest	2	\$1.73
468	10/3/2014	First Farmers Bank & Trust	September Interest	4	\$5.04
469	10/8/2014	PAYROLL		1	\$5,139.53
470	10/6/2014	PNC Bank	September Interest	5	\$25.70
471	10/6/2014	Voided Check # 26195	Voided check #26195 to Verizon for \$269.19 dated 2/8/10. This amount was paid in the next month's bill.	1	\$269.19
472	10/6/2014	Voided Check #27863	Voided check #27863 to Harpers Lawn Care for \$40.00 dated 9/10/2012	1	\$40.00
473	10/22/2014	PAYROLL		1	\$5,064.38
474	10/24/2014	Marsha J Renihan	Returned check #1244 \$1.50 Handling charge \$10.00	1	(\$11.50)
475	10/1/2014	Dennis Johnson	FINES & FEES - RECEIPT #10533	1	\$61.70
476	10/2/2014	Dennis Johnson	FINES & FEES - RECEIPT #10534	1	\$66.31
477	10/3/2014	Dennis Johnson	FINES & FEES - RECEIPT #10535	1	\$98.20
478	10/3/2014	Jamie Scott	FINES & FEES - RECEIPT #10536	1	\$39.82
479	10/6/2014	Jill Murray	FINES & FEES - RECEIPT #10537	1	\$69.65
480	10/6/2014	Barbara McAdams	Donation-Frankton Book Club	1	\$111.00
481	10/6/2014	Barbara McAdams	FINES & FEES - RECEIPT #10539	1	\$256.56
482	10/6/2014	Debbie Fox	FINES & FEES - RECEIPT #10540	1	\$98.85
483	10/6/2014	Dennis Johnson	FINES & FEES - RECEIPT #10541	1	\$13.05
484	10/8/2014	Debbie Fox	FINES & FEES - RECEIPT #10542	1	\$115.45
485	10/8/2014	Trisha Shuler	FINES & FEES - RECEIPT #10543	1	\$82.80
486	10/9/2014	Dennis Johnson	FINES & FEES - RECEIPT #10544	1	\$74.40
487	10/9/2014	Trisha Shuler	FINES & FEES - RECEIPT #10545	1	\$33.75
488	10/10/2014	Dennis Johnson	FINES & FEES - RECEIPT #10546	1	\$90.72
489	10/10/2014	Treasurer of Madison County	October COIT Receipt #10547	1	\$19,314.80
490	10/13/2014	Dennis Johnson	FINES & FEES - RECEIPT #10548	1	\$71.34
491	10/13/2014	Jill Murray	FINES & FEES - RECEIPT #10549	1	\$84.91
492	10/13/2014	Trisha Shuler	FINES & FEES - RECEIPT #10550	1	\$48.34
493	10/13/2014	Dennis Johnson	FINES & FEES - RECEIPT #10551	1	\$51.00
494	10/13/2014	Barbara McAdams	FINES & FEES - RECEIPT #10552	1	\$106.64
495	10/13/2014	Barbara McAdams	Donation/Book Club Receipt #10553	1	\$70.00
496	10/14/2014	Dennis Johnson	FINES & FEES - RECEIPT #10554	1	\$49.20
497	10/15/2014	Dennis Johnson	FINES & FEES - RECEIPT #10555	1	\$80.15

Receipt #	Date	Name	Explanation	Bank	Total
498	10/17/2014	Dennis Johnson	FINES & FEES - RECEIPT #10556	1	\$100.58
499	10/17/2014	Dennis Johnson	FINES & FEES - RECEIPT #10557	1	\$48.80
500	10/20/2014	Barbara McAdams	FINES & FEES - RECEIPT #10558	1	\$98.95
501	10/20/2014	Debbie Fox	FINES & FEES - RECEIPT #10559	1	\$25.30
502	10/20/2014	Jill Murray	FINES & FEES - RECEIPT #10560	1	\$74.12
503	10/20/2014	Dennis Johnson	FINES & FEES - RECEIPT #10561	1	\$23.80
504	10/21/2014	Dennis Johnson	FINES & FEES - RECEIPT #10562	1	\$58.80
505	10/22/2014	Dennis Johnson	FINES & FEES - RECEIPT #10563	1	\$47.30
506	10/22/2014	Trisha Shuler	FINES & FEES - RECEIPT #10564	1	\$18.45
507	10/22/2014	Barbara McAdams	FINES & FEES - RECEIPT #10565	1	\$41.95
508	10/23/2014	Jamie Scott	FINES & FEES - RECEIPT #10566	1	\$46.10
509	10/24/2014	Jamie Scott	FINES & FEES - RECEIPT #10567	1	\$42.13
510	10/27/2014	Dennis Johnson	FINES & FEES - RECEIPT #10568	1	\$69.25
511	10/27/2014	Jill Murray	Donation Receipt #10569	1	\$10.00
512	10/27/2014	Jill Murray	FINES & FEES - RECEIPT #10570	1	\$72.00
513	10/27/2014	Dennis Johnson	FINES & FEES - RECEIPT #10571	1	\$26.80
514	10/27/2014	Frankton Jr/Sr High School	Void Check #28823 dated 2/10/2014 to Frankton Jr/Sr High School	1	\$60.00
515	10/28/2014	Dennis Johnson	FINES & FEES - RECEIPT #10572	1	\$87.30
516	10/28/2014	Barbara McAdams	FINES & FEES - RECEIPT #10573	1	\$116.40
517	10/28/2014	Glenna Stewart	Gift Fund-Amazon payment-Receipt # 10574	1	\$55.47
518	10/29/2014	Jamie Scott	FINES & FEES - RECEIPT #10575	1	\$56.05
519	10/30/2014	Dennis Johnson	FINES & FEES - RECEIPT #10576	1	\$47.90
520	10/30/2014	Trisha Shuler	FINES & FEES - RECEIPT #10577	1	\$22.15
521	10/31/2014	Mary Kiplinger	FINES & FEES - RECEIPT #10578	1	\$132.75
522	10/31/2014	Mary Kiplinger	Donation-Frankton Book Club-Receipt #10579	1	\$90.00
523	10/31/2014	Dennis Johnson	FINES & FEES - RECEIPT #10580	1	\$32.60

**Total All Receipts** \$33,120.30

Monday, November 10, 2014

Fiscal Officer

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

## NMCPLS Circulation Policy

The North Madison County Public Library System shall endeavor to provide the means through which all eligible persons may have free access to any library materials that it owns, within the constraints of current library policy.

Effective October 21, 2014 the North Madison County Public Library System (NMCPLS) adopts the Evergreen Indiana (EI) circulation policies and procedures including the EI Circulation and Patron Matrix. At the present time, the NMCPLS library district consists of the following five Madison County townships: Boone, Van Buren, Pipe Creek, Duck Creek and Lafayette. By joining Evergreen Indiana, patrons of NMCPLS are allowed access to over 100 other Evergreen Indiana Libraries' collections.

The following items further explain and define the Evergreen Indiana policies and procedures:

1. Residents and/or property owners applying for library borrowing privileges must complete and sign a library application card and must present one (1) accepted form of photo ID and one (1) accepted proof of residency document. If the applicant's address is not correct on the photo ID, two proof of residency documents with current address will be required.
  - a. EI Accepted Forms of Photo ID
    - i. Valid Indiana Driver's License which displays a current address
    - ii. Valid Indiana State ID which displays a current address
    - iii. Current government issued photo ID (e.g., military ID, passport)
    - iv. Valid identification issued by another State (e.g., Driver's License)
    - v. Valid current university or college identification (e.g., Student identification)
  - b. EI Accepted Proof of Residency Documents
    - i. Valid voter registration card
    - ii. Computer generated bank statement issued in applicant's name within the last 30 days
    - iii. Computer generated utility, credit card company, doctor or hospital bill, issued in applicant's name within the last 30 days and containing address of residence
    - iv. Medicaid or Medicare benefit statement issued in the applicant's name within the last 30 days
    - v. Change-of- address confirmation from the United States Postal Service showing prior and current address of residence (a P.O. Box is not acceptable as a residence address)



- vi. Apartment lease signed within the last 30 days
  - vii. Property tax receipt issued in applicant's name
2. Parental or legal guardian permission is required for patrons under the age of 18 to check out DVDs. All minors will be designated as "limited access" unless permission has been given.
  3. Parents or legal guardians of children under the age of 18 are responsible for the fines/fees of the children. Beginning July 1, 2014, any child who turns 18 is not issued an adult card until juvenile fines are paid.
  4. Reference materials, including materials from the Indiana Collection, will not be loaned to any patron. These items are to be used while in the library only.
  5. The Library reserves the right to require a \$10.00 deposit before loaning items highly vulnerable to theft such as GED books. Provided the materials are returned on time and in good condition, the deposit will be fully refunded. However, any accumulated fines and/or fees will be deducted from the deposit before refunding.
  6. During Evergreen Indiana updates or if the Evergreen Indiana server is down patrons will be limited to checking out a maximum of 5 items.
  7. Add: Patrons owing \$10 or more are blocked from computer access until the fine is at or below \$9.99. Patrons may pay \$1.00 per day towards the fine to gain daily computer access. An expired patron's account with a fine of \$10 or more will be renewed in order to allow the patron computer access by paying \$1.00 per day towards the fine. The patron's borrowing privileges will be reinstated once the fine balance is below \$10.
  8. Add: Recognizing the Evergreen Indiana policy to charge a processing fee for lost items, the Library charges a \$3 processing fee in addition to up to \$10 overdue fees and the cost of the lost item.

### **Add: OVERDUE NOTIFICATION PROCEDURE**

When materials become overdue, the Library cannot tell if patrons have simply forgotten to return them in a timely manner, or if they intend to never bring them back. And because taxpayers' money is involved, the Library feels a legal and moral obligation to make every effort to recover those materials. Items that are missing are denied to other patrons and if they cannot be recovered in a timely fashion, the Library often must spend additional funds to purchase duplicate materials.

The recovery of overdue materials is a labor-intensive and time-consuming process. While the Library will make every effort to work with patrons to lessen or dismiss accumulated fines/fees if extenuating circumstances are involved, the Library cannot allow patrons to retain possession of materials for indefinite periods and then expect to have all penalties forgiven. Patrons should understand that the burden of responsibility for returning past due items falls upon themselves.

The following rules are established to expedite the process of recovering overdue materials:

1. When an item is checked out, the patron is given a date due slip. This constitutes the FIRST NOTICE.
2. Borrowing privileges are revoked immediately after fine on material(s) becomes greater than \$9.99.
3. The Library will mail reminders to the borrower. Overdue notices are generated to send via USPS mail at the following intervals: 14, 28 and 45 days. These notices will list each overdue item separately and the amount owed on the date of the notice. The 14 and 28 day notices are sent via first class mail. The 45 day notice alerts the patron that the item(s) is now considered lost. This notice is sent via certified mail to the patron's last known address along with a copy of IC 35-43-4-3.5 – Failure to return or pay for articles borrowed from library, gallery, museum, collection, or exhibition.
4. The Library will also mail a collections notice seven days after the patron's fines have reached \$25. This notice informs the patron that fines on this account have not been paid and may be turned over to a collection agency.

Adopted: October 13, 2014 to become effective October 17<sup>th</sup>, 2014

Updated: November 10, 2014



Marshall Best Security  
13097 Parkside Drive, Suite B Fishers, IN 46038  
317-806-1180 Office 317-578-2904 Fax

November 4, 2014

Elwood Library  
Jamie Scott  
1600 Main Street  
Elwood, In 46036

Project: Restrooms

**QUOTE**

ITEM	CATALOG #	DESCRIPTION	QUANTITY	PRICE	TOTAL
1	J-DL2700-ICB-26D	Electronic Cylindrical Digital Lock	2	\$535.00	\$1,070.00
2	LABOR	Installation labor & travel	1	\$225.00	\$225.00
<b>Total</b>					<b>\$1,295.00</b>
<b>Tax</b>					<b>\$0.00</b>
<b>Shipping</b>					<b>\$0.00</b>
<b>GRAND TOTAL</b>					<b>\$1,295.00</b>

Quote is valid for 30 days

# Trilogy: DL2700

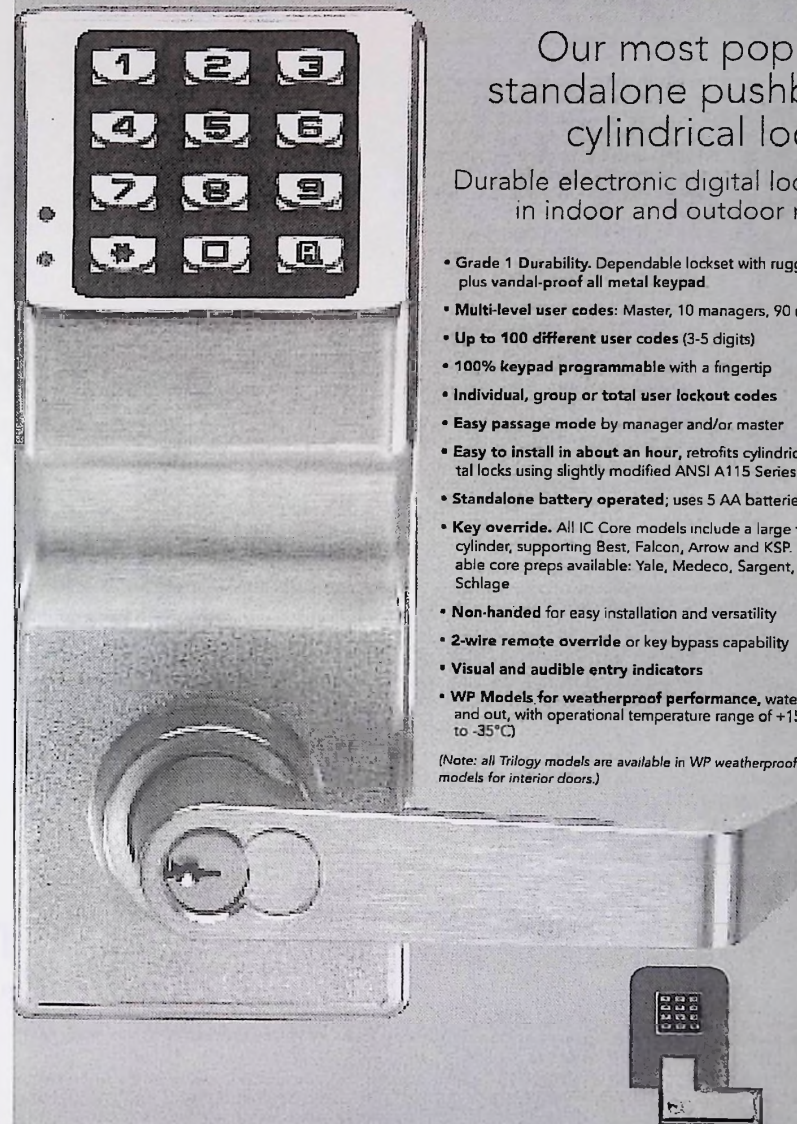


## Our most popular standalone pushbutton cylindrical lock

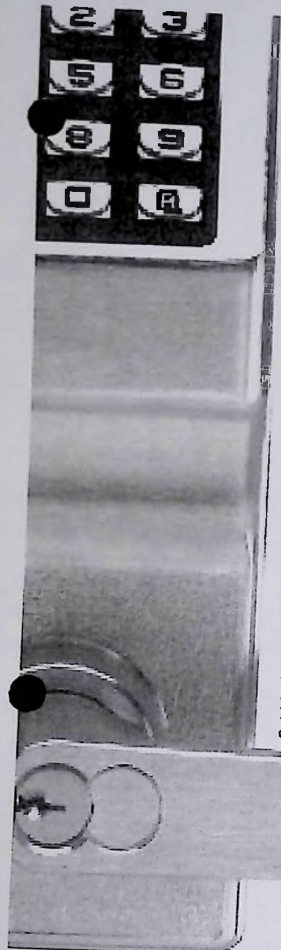
Durable electronic digital locks available in indoor and outdoor models

- **Grade 1 Durability.** Dependable lockset with rugged clutch mechanism, plus vandal-proof all metal keypad.
- **Multi-level user codes:** Master, 10 managers, 90 users, 3 service codes
- **Up to 100 different user codes** (3-5 digits)
- **100% keypad programmable** with a fingertip
- **Individual, group or total user lockout codes**
- **Easy passage mode** by manager and/or master
- **Easy to install in about an hour,** retrofits cylindrical knobsets and digital locks using slightly modified ANSI A115 Series Prep
- **Standalone battery operated;** uses 5 AA batteries
- **Key override.** All IC Core models include a large format key in knob cylinder, supporting Best, Falcon, Arrow and KSP. Other interchangeable core preps available: Yale, Medeco, Sargent, Corbin/Ruswin, Schlage
- **Non-handed** for easy installation and versatility
- **2-wire remote override** or key bypass capability
- **Visual and audible entry indicators**
- **WP Models for weatherproof performance,** water-sealed for use inside and out, with operational temperature range of +151°F to -31°F (+66°C to -35°C)

*(Note: all Trilogy models are available in WP weatherproof and non-WP standard models for interior doors.)*



**ALARM LOCK**



**OPERATION:** Clutch mechanism permits turning lever without retracting latch and reduces stress on lock bodies and spindle. Outside lever free turning in locked position. Entering access code, key bypass, or remote bypass will allow lever to retract latch. Inside lever always instant egress.

**DOOR THICKNESS:** 1 5/8" to 1 7/8." Other thicknesses. Please consult Alarm Lock.

**BACKSET:** 2 3/4" Standard. 2 3/8" backset also available.

**KEYPAD:** All metal, 12 button programmable for multi-level access functions including group or individual user codes, master and management codes, passage and emergency or service code, lockout and remote override capability and allowable entry time from 5 to 20 seconds. 4 Different keypad tones and keypad may be silenced.

**STANDARD KEY OVERRIDE CYLINDERS:** Solid brass 6 pin tumbler cylinder pinned 5, SC1 keyway, furnished in all locks. Additional tailpieces included: HW580 fits Schlage, Corbin/Ruswin CL, Sargent 480 Series, ASSA65-611. Model HW620 fits Ilco and Lori cylinders.

**INTERCHANGEABLE CORE MODELS:** Accepts 6 & 7 Pin Cylinders from: Best, Arrow, KSP, Medeco Keymark & Kaba Peaks. Also available IC Core models for Yale, Medeco, Sargent, Corbin/Ruswin CL and Schlage. Alarm Lock Tailpiece is supplied; IC Core is not included.

**LATCHBOLT:** UL Listed, fire rated, 3 hours, 1/2" throw, solid brass, deadlocking. Reversible. Adjustable front for flat or beveled doors.

**STRIKE:** 1 1/8" x 2 3/4" T strike & 1 1/4" x 4 7/8" ASA strike included. With screws for wood or metal jambs.

**LATCH FRONT:** 1 1/8" x 2 1/4" wrought brass or stainless steel.

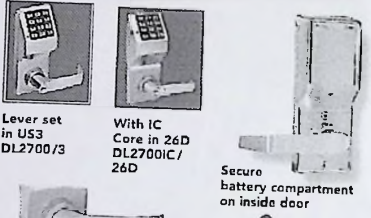
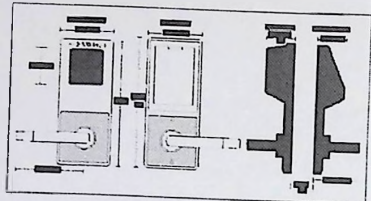
**HANDING:** Non-handed.

**FINISHES:** US3 polished brass, US26D satin chrome, US26 polished chrome, US5 antique brass, 10B Duronodic.

**POWER:** 5 AA alkaline batteries are now rated at 120,000 cycles, supplied. Audible low battery alert, visual and audible entry indicators, unique Flex Drive® motor.

**DOOR PREP:** Standard ANSI A115 Series Prep, modified by adding additional through-bolt holes.

**COMPLIANCES:** Grade I, heavy duty cylindrical lockset, UL listed and FCC certified. ADA compliant leversets.



Lever set in US3 DL2700/3

With IC Core in 26D DL2700IC/26D

Secure battery compartment on inside door

DL2775/26D

**FREE step-by-step online Trilogy installation seminar available 24/7 (broadband & dial-up versions).**



345 Bayview Ave, Amityville, New York 11701  
 1-800-ALA-LOCK • Fax 631-789-3383  
 www.alarmlock.com  
 Trilogy is a trademark of Alarm Lock. © NAPCO 7/2005  
 Patents and Patents Pending ALA129f

**DL 27 00 WP IC /26D -Y**

**Model & Series:**  
 DL27 = Trilogy T2 Series

**Trim:**  
 00 = Lever  
 50 = Knob  
 75 = Regal Trim Lever

**Exterior / Interior Use:**  
 WP = Weatherproof for exterior use  
 (Note: No "WP" indicates standard, interior use.)

**Cylinder:**  
 IC = Standard Interchangeable Core Prep for Best, Falcon, Arrow, KSP  
 (Note: No "IC" indicates standard K.O. cylinder.)

**Finish:**  
 /3 = US3 Polished Brass  
 /26 = US26 Polished Chrome  
 /26D = US26D Satin Chrome  
 /5 = US5 Antique Brass  
 /10B = Duronodic

**Special Order IC Prep:**  
 -Y = Yale  
 -M = Medeco  
 -R = Sargent  
 -C = Corbin/Ruswin  
 -S = Schlage (requires Regal Trim 75)

UL CE

## 2015 NMCPLS BOARD OF TRUSTEES

(Term is 4 years. Limit is 4 consecutive terms or 16 consecutive years.)

- Mrs. Leslie Rittenhouse, President 620-5996  
 1224 S J ST  
 ELWOOD, IN 46036-2720  
*Madison County Commissioners* (2<sup>nd</sup> term expires 5/6/17)
- Mrs. Beverly Austin, Vice-President 552-6647  
 1201 CEDAR CT  
 ELWOOD, IN 46036-1186  
*Elwood Community School Corporation* (3<sup>rd</sup> term expires 5/31/18)
- Ms. Bette L. Dalzell, Secretary 754-7464  
 813 E WALNUT ST  
 PO BOX 519  
 FRANKTON, IN 46044-0519  
*Madison County Council* (3<sup>rd</sup> term expires 1/10/15)
- Mr. Dan Prieshoff, Treasurer 552-6714  
 11474 N 1000 W  
 ELWOOD, IN 46036-8801  
*Madison County Council* (3<sup>rd</sup> term expires 3/3/18)
- Mr. Michael Robertson, Asst. Treasurer 552-3808  
 1402 S K ST  
 ELWOOD, IN 46036-2730  
*Elwood Community School Corp* (3<sup>rd</sup> term expires 5/31/17)
- Mrs. Diana Eddleman 425-0285  
 316 S MAIN ST 536-2925  
 PO BOX 121  
 SUMMITVILLE, IN 46070-0121  
*Frankton-Lapel and Madison-Grant School Corporations* (1<sup>st</sup> term expires 7/9/18)
- Mrs. Barbara Abernathy 623-3398  
 10566 N STATE ROAD 13  
 ELWOOD, IN 46036-8872  
*Madison County Commissioners* (1<sup>st</sup> term expires 2/28/18)

Updated 11/10/14

TRANSMISSION VERIFICATION REPORT

TIME : 11/06/2014 11:33  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER.# : BROF2V374540

2015 HOLIDAY CLOSINGS

January 1, 2015	New Year's Day, Thursday
January 19, 2015	Martin Luther King, Jr. Day
February 16, 2015	President's Day
May 25, 2015	Memorial Day
July 4, 2015	Independence Day, Saturday
September 5, 2015	Labor Day Saturday
September 7, 2015	Labor Day
November 25, 2015	Thanksgiving Eve (Close at 1 pm)
November 26, 2015	Thanksgiving Day
December 24, 2015	Christmas Eve Thursday
December 25, 2015	Christmas Day Friday
December 31, 2015	New Year's Eve Thursday
January 1, 2016	New Year's Day Friday

11 ½ DAYS TOTAL (NOT INCLUDING 2016 NEW YEAR'S DAY)  
 Closed for In-Service Day held each year on the 3rd Friday in March

DATE, TIME	11/06 11:33
FAX NO./NAME	CALL LEADER
DURATION	00:00:16
PAGE(S)	01
RESULT	OK
MODE	STANDARD ECM

Agenda

November 10, 2014

North Madison County Public Library System  
 Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting  
 5:00 PM

- Call to Order
- Call for Quorum
- Consent Agenda
  - Minutes
  - Claims Register & Checks
  - Personnel
- Old Business
- New Business
  - 1. Employee Raises
    - a. Elwood Custodian
    - b. Director and Administrative Assistant

*Please publish  
 this week  
 and again on  
 Monday.*

TRANSMISSION VERIFICATION REPORT

TIME : 11/06/2014 11:34  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER. # : BROF2V374540

DATE, TIME 11/06 11:33  
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DURATION 00:00:24  
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MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

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NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER. # : BROF2V374540

DATE, TIME 11/06 11:34  
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DURATION 00:00:15  
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MODE STANDARD  
ECM

Agenda

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North Madison County Public Library System  
Board of Trustees

Ralph E. Hazelbaker Library

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November 10, 2014

North Madison County Public Library System  
Board of Trustees

Ralph E. Hazelbaker Library

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- Call to Order
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    - a. Elwood Custodian
    - b. Director and Administrative Assistant

TRANSMISSION VERIFICATION REPORT

TIME : 11/06/2014 11:35  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME  
FAX NO. /NAME  
DURATION  
PAGE(S)  
RESULT  
MODE

11/06 11:35  
SUMMITVILLE  
00:00:14  
01  
OK  
STANDARD  
ECM

Agenda

November 10, 2014

North Madison County Public Library System  
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting  
5:00 PM

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

New Business

1. Employee Raises

a. Elwood Custodian

b. Director and Administrative Assistant

## Agenda

December 8th, 2014

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

1. Employee Raises
2. Elwood Public Library Restroom Lock Issues

New Business

1. Resolutions to Reduce 2014 Appropriations to Support the 2015 Budget
  - a. 2014 Operating Budget
  - b. 2014 Rainy Day Budget
  - c. 2014 Library Improvement Reserve Fund
2. Transfer of Appropriations Resolution
3. Library Book Sales

Director's Report

Public Comment

Adjournment

## NORTH MADISON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

December 8, 2014

5:00pm

### CALL TO ORDER

President Leslie Rittenhouse called a regular meeting of the North Madison County Public Library Board of Trustees to order on December 8, 2014 at 5:00 pm in the meeting room of the Elwood Public Library.

### CALL FOR QUORUM

Present were members Leslie Rittenhouse, Barbara Abernathy, Dan Prieshoff and Mike Robertson. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

### CONSENT AGENDA

Barbara Abernathy made a motion to approve the minutes, claims register and personnel report in the consent agenda. A second was made by Mike Robertson and the motion carried. The members signed the minutes and claims register. Treasurer Dan Prieshoff signed checks.

### OLD BUSINESS

#### Employee Raises

There are two employees that will be above the wage and salary scale for their positions if they receive the 2% cost of living increase and the .5% additional raise for staff that meet the requirements for this raise under the Wage and Salary Administration section of the personnel policy. Mike Robertson made a motion to make an exception for these two employees to be above the wage scale. Dan Prieshoff made a second and the motion carried.

#### Elwood Public Library Restroom Locks

The issue of purchasing electronic digital locks for the public restrooms was discussed. We have not had any problems this month so it was decided to put this issue on hold indefinitely.

### NEW BUSINESS

#### Resolutions to Reduce 2014 Appropriations to Fund 2015 Budget

Pro Tem Secretary Barbara Abernathy read the Resolution to Reduce Appropriations for 2014 Budget which would reduce the 2014 Operating Fund budget by \$236,500.00. Mike Robertson made a motion to adopt this resolution. Dan Prieshoff made a second and the motion carried.

Pro Tem Secretary Barbara Abernathy read the Resolution to Reduce Appropriation for 2014 Budget which would reduce the 2014 Rainy Day Fund budget by \$10,000.00. Mike



Robertson made a motion to adopt this resolution. Dan Prieshoff made a second and the motion carried.

Pro Tem Secretary Barbara Abernathy read the Resolution to Reduce Appropriations for 2014 Budget which would reduce the 2014 Library Improvement Reserve Fund budget by \$54,000.00 Mike Robertson made a motion to adopt this resolution. Dan Prieshoff made a second and the motion carried.

Transfer of Appropriations Resolution

Pro Tem Secretary Barbara Abernathy read the Resolution to Transfer Funds Within the library Operating Fund Major Categories which would transfer \$1800.00. Mike Robertson made a motion to adopt this resolution. Dan Prishoff made a second and the motion carried.

Library Book Sales

The library no longer has a Friends of the Library group to run book sales. Sales in the past have been by donation only. This has resulted in small donations for large quantities of books. It was suggested that we establish a price for the beginning of the sale and take donations at the end of the sale. Barbara Abernathy made a motion that we sell the books for a minimum donation of \$.50 each. Dan Prieshoff made a second and the motion carried.

Director's Report

Evergreen is going well. We are still figuring out the reports for statistics. In November we had 371 items come in from other Evergreen libraries and we sent out 750 items.

The Federal Government is modernizing the E-Rate program. By 2018 they will no longer support phone lines. Beginning this year, funding for phone lines will decrease 20% per year. Funding is based on the percentage of free and reduced lunches in our schools. Our telephone system is old and we are looking into VoIP. Category 2 would be funded at 80% for wiring. We will discuss this further at the January meeting.

PUBLIC COMMENT

Public comment was sought. None was forthcoming

Mike Robertson made a motion to adjourn, Barbara Abernathy made a second and the motion carried.

\_\_\_\_\_  
Bette Dalzell, Secretary

\_\_\_\_\_  
Daniel R. Prieshoff  
\_\_\_\_\_  
Michael Spitzer  
\_\_\_\_\_  
Leslie Bitterhara

\_\_\_\_\_  
Beverly J. Austin  
\_\_\_\_\_  
Barbara Abernathy  
\_\_\_\_\_

# Register Of Claims

## North Madison County Public Library System

Report Date: From 11/11/2014 To 12/8/2014

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	700	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$9.90	12/3/2014	Service Charge
				<b>Total this claim =</b>	<b>\$9.90</b>		
0	710	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$1,200.80	12/8/2014	Internet
				<b>Total this claim =</b>	<b>\$1,200.80</b>		
0	709	EBSCO	Operating Fund	Databases	\$1,318.00	12/8/2014	Core Collections
				<b>Total this claim =</b>	<b>\$1,318.00</b>		
0	708	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$336.18	12/8/2014	Service for Elwood
			Operating Fund	Waste Disposal Services	\$336.18		
				<b>Total this claim =</b>	<b>\$336.18</b>		
0	734	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$104.74	12/8/2014	Service for Elwood and Summitville
			Operating Fund	Gas	\$517.25		
				<b>Total this claim =</b>	<b>\$621.99</b>		
0	706	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$328.61	12/8/2014	As per attached invoices.
				<b>Total this claim =</b>	<b>\$328.61</b>		
0	678	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	11/19/2014	PAYROLL
			Operating Fund	Salary of Assistants	\$15,658.72		
			Operating Fund	Wages of Janitor	\$1,203.69		
				<b>Total this claim =</b>	<b>\$18,926.36</b>		
0	704	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,690.83	12/8/2014	As per attached invoices.
			Operating Fund	Elwood Childrens	\$323.70		
			Operating Fund	Elwood YA	\$182.77		
			Operating Fund	Frankton	\$445.53		
			Operating Fund	Summitville	\$398.27		
				<b>Total this claim =</b>	<b>\$3,041.10</b>		
0	703	AT&T	Operating Fund	Telephone & Telegraph	\$57.19	12/8/2014	Telephone for Elwood
				<b>Total this claim =</b>	<b>\$57.19</b>		
0	711	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$65.22	12/8/2014	As per attached invoices.
				<b>Total this claim =</b>	<b>\$65.22</b>		
0	701	DAN PRIESHOFF	Operating Fund	Salary of Board Treasurer	\$300.00	12/8/2014	Board of Trustees Treasurer
				<b>Total this claim =</b>	<b>\$300.00</b>		

<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	707	CHESTER INFORMATION TEC	Operating Fund	Techology Software	\$378.00	12/8/2014	Symantec Software
			Operating Fund	Techology Software	<u>\$1,691.00</u>		
				<b>Total this claim =</b>	<b>\$2,069.00</b>		
0	692	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	<u>\$95.00</u>	12/3/2014	Payroll ending 11/29/2014
				<b>Total this claim =</b>	<b>\$95.00</b>		
0	691	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$412.04	12/3/2014	Payroll ending 11/29/2014
			Operating Fund	Emp Cont PERF	<u>\$1,538.22</u>		
				<b>Total this claim =</b>	<b>\$1,950.26</b>		
0	690	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,470.12	12/3/2014	Payroll ending 11/29/2014
			FICA	Payroll Deductions	\$1,191.43		
			Federal Taxes Withheld	Payroll Deductions	\$1,841.96		
			Medicare	Payroll Deductions	<u>\$278.66</u>		
				<b>Total this claim =</b>	<b>\$4,782.17</b>		
0	689	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	12/3/2014	PAYROLL
			Operating Fund	Salary of Assistants	\$16,082.07		
			Operating Fund	Wages of Janitor	<u>\$1,172.59</u>		
				<b>Total this claim =</b>	<b>\$19,318.61</b>		
0	685	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,301.48	11/17/2014	Payroll ending 11/15/2014
			County Taxes Withheld	Payroll Deductions	<u>\$622.82</u>		
				<b>Total this claim =</b>	<b>\$1,924.30</b>		
0	683	AFLAC	AFLAC	Payroll Deductions	<u>\$463.20</u>	11/17/2014	Payroll ending 11/19/2014
				<b>Total this claim =</b>	<b>\$463.20</b>		
0	681	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	<u>\$95.00</u>	11/17/2014	Payroll ending 11/15/2014
				<b>Total this claim =</b>	<b>\$95.00</b>		
0	680	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,440.08	11/17/2014	Payroll ending 11/15/2014
			FICA	Payroll Deductions	\$1,167.14		
			Federal Taxes Withheld	Payroll Deductions	\$1,841.45		
			Medicare	Payroll Deductions	<u>\$272.94</u>		
				<b>Total this claim =</b>	<b>\$4,721.61</b>		
0	679	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$412.07	11/17/2014	Payroll ending 11/15/2014
			Operating Fund	Emp Cont PERF	<u>\$1,538.35</u>		
				<b>Total this claim =</b>	<b>\$1,950.42</b>		
0	702	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$94.23	12/8/2014	Long Distance for Elwood & Summitville
			Operating Fund	Telephone & Telegraph	<u>\$34.50</u>		
				<b>Total this claim =</b>	<b>\$128.73</b>		

<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	733	VAN AUDSALL & FARRAR, INC.	Operating Fund	Office Supplies	<u>\$99.89</u>	12/8/2014	Copies Ricoh
				<b>Total this claim =</b>	\$99.89		
0	730	TRISHA SHULER	Operating Fund	Traveling Expense	<u>\$21.97</u>	12/8/2014	Mileage 54.92 miles x .40
				<b>Total this claim =</b>	\$21.97		
0	729	TOPS HOME CENTER	Gift	Operating Supplies	<u>\$47.97</u>	12/8/2014	Christmas lights Frankton
				<b>Total this claim =</b>	\$47.97		
0	728	THOMAS OFFICE SOLUTIONS	Operating Fund	Office Supplies	<u>\$10.00</u>	12/8/2014	Copies
				<b>Total this claim =</b>	\$10.00		
0	727	STAPLES ADVANTAGE	Operating Fund	Office Supplies	<u>\$348.75</u>	12/8/2014	As per attached invoices.
				<b>Total this claim =</b>	\$348.75		
0	726	SAFE HIRING SOLUTIONS	Operating Fund	Professional Services	<u>\$28.95</u>	12/8/2014	Sara Ashby
				<b>Total this claim =</b>	\$28.95		
0	725	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$34.55	12/8/2014	Programing
			Operating Fund	Summitville Programing	<u>\$17.96</u>		
				<b>Total this claim =</b>	\$52.51		
0	731	TRUE CHEM, INC.	Operating Fund	Professional Services	<u>\$100.00</u>	12/8/2014	Water Treatment testing
				<b>Total this claim =</b>	\$100.00		
0	705	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$90.00	12/8/2014	Quarterly contract Frankton &
			Operating Fund	Professional Services	<u>\$90.00</u>		Summitville
				<b>Total this claim =</b>	\$180.00		
0	732	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	<u>\$149.00</u>	12/8/2014	Ricoh copier Elwood
				<b>Total this claim =</b>	\$149.00		
0	712	FRANKTON JR/SR HIGH SCHO	Gift	Advertising & Public Notices	<u>\$100.00</u>	12/8/2014	Yearbook Ad Frankton Library
				<b>Total this claim =</b>	\$100.00		
0	724	MIDWEST TAPE	Operating Fund	Book Processing	<u>\$197.98</u>	12/8/2014	DVD Cases
				<b>Total this claim =</b>	\$197.98		
0	718	ARTHUR J GALLAGHER & CO	Operating Fund	Insurance	<u>\$916.00</u>	12/8/2014	DIRECTOR & TRUSTEE LIABILITY POLICY
				<b>Total this claim =</b>	\$916.00		
0	713	FRONTIER	Operating Fund	Telephone & Telegraph	<u>\$73.11</u>	12/8/2014	Telephone for Frankton
				<b>Total this claim =</b>	\$73.11		
0	714	GAYLORD BROS.	Gift	Furniture & Equipment	<u>\$246.04</u>	12/8/2014	Book Truck
				<b>Total this claim =</b>	\$246.04		

<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	715	GLOBAL GOVT/ED SOLUTION	Operating Fund	Technology Equipment	\$8,486.72	12/8/2014	Staff computers
				<b>Total this claim =</b>	<u>\$8,486.72</u>		
0	717	DOLLAR GENERAL-REGIONS	Operating Fund	Operating Supplies	\$132.10	12/8/2014	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$103.05		
				<b>Total this claim =</b>	<u>\$235.15</u>		
0	723	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$910.20	12/8/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$910.20</u>		
0	719	IDLEWINE LAWNMOWER SAL	Operating Fund	Equipment/Maint.	\$473.00	12/8/2014	Lawn tractor tune up and installation of snow thrower
				<b>Total this claim =</b>	<u>\$473.00</u>		
0	720	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$21.97	12/8/2014	Service for Summitville
				<b>Total this claim =</b>	<u>\$21.97</u>		
0	721	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$372.78	12/8/2014	Service for Summitville
				<b>Total this claim =</b>	<u>\$372.78</u>		
0	722	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$197.58	12/8/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$197.58</u>		
0	716	KMART 9124	Gift	Operating Supplies	\$59.96	12/8/2014	Christmas Lights
				<b>Total this claim =</b>	<u>\$59.96</u>		
29295	686	INDIANAPOLIS NEWSPAPERS	Operating Fund	Frankton Per. & Newsp.	\$372.03	11/17/2014	Subscription for Indy Star for Frankton
				<b>Total this claim =</b>	<u>\$372.03</u>		
29296	682	MADISON COUNTY CLERK	Garnishment	Payroll Deductions	\$25.00	11/17/2014	Payroll ending 11/15/2014 Garnishment
				<b>Total this claim =</b>	<u>\$25.00</u>		
29297	688	SYNCB/AMAZON	Gift	Elwood AV	\$55.47	11/17/2014	As per attached invoices.
			Operating Fund	Elwood AV	\$883.24		
			Operating Fund	Frankton AV	\$372.24		
			Operating Fund	Summitville AV	\$386.69		
				<b>Total this claim =</b>	<u>\$1,697.64</u>		
29298	684	UNITED HEALTHCARE	Insurance	Payroll Deductions	\$473.72	11/17/2014	Payroll ending 11/15/2014
			Operating Fund	Emp Cont Group Ins	\$4,693.80		
				<b>Total this claim =</b>	<u>\$5,167.52</u>		
29299	687	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$41.81	11/17/2014	Service for Frankton
				<b>Total this claim =</b>	<u>\$41.81</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
29300	698	CARDMEMBER SERVICE	Operating Fund	Elwood Children's Programing	\$208.60	12/3/2014	As per attached invoices.
			Operating Fund	Elwood Adult Programing	\$84.35		
			Operating Fund	Operating Supplies	\$88.48		
			Operating Fund	Operating Supplies	\$28.50		
				<b>Total this claim =</b>	<b>\$409.93</b>		
29301	694	CHRONICLE TRIBUNE	Operating Fund	Summitville Period. & Newsp.	\$240.80	12/3/2014	52 weeks subscription to Chronicle-Tribune-Summitville
				<b>Total this claim =</b>	<b>\$240.80</b>		
29302	699	GE CAPITAL INFORMATION TE	Operating Fund	Equipment/Rental	\$181.80	12/3/2014	Copier Lease Frankton and Summitville
			Operating Fund	Equipment/Rental	\$181.80		
				<b>Total this claim =</b>	<b>\$363.60</b>		
29303	695	HERALD BULLETIN, THE	Operating Fund	Elwood Period. & News.	\$283.93	12/3/2014	52 Week Subscription-Elwood
				<b>Total this claim =</b>	<b>\$283.93</b>		
29304	693	MADISON COUNTY CLERK	Garnishment	Payroll Deductions	\$25.00	12/3/2014	Payroll ending 11/29/2014
				<b>Total this claim =</b>	<b>\$25.00</b>		
29305	696	TOWN OF FRANKTON	Operating Fund	Electricity	\$509.72	12/3/2014	Service for Frankton
			Operating Fund	Water	\$18.00		
			Operating Fund	Waste Disposal Services	\$8.75		
				<b>Total this claim =</b>	<b>\$536.47</b>		
29306	697	TOWN OF SUMMITVILLE	Operating Fund	Water	\$43.80	12/3/2014	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<b>\$55.30</b>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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*Total Amount of Claims*      **\$86,252.21**

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 08, 2014

*Daniel A. Prischkeff*  
\_\_\_\_\_

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\_\_\_\_\_.

*Michael Robertson*  
\_\_\_\_\_  
*Kristine Huttenlocher*  
\_\_\_\_\_  
*Barbara Bernathy*  
\_\_\_\_\_

**SIGNATURES OF GOVERNING BOARD**

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

## Personnel Report

December 2014

After interviewing several possible candidates for the open part-time position at Frankton, we have decided not to hire anyone until after the first of the year. We just haven't found the right fit for the position. The two Frankton part-time clerks are working extra hours to fill in the gap.



## RESOLUTION TO REDUCE APPROPRIATIONS FOR 2014 BUDGET

WHEREAS, the Board of Trustees of the North Madison County Public Library System finds that it is necessary to reduce the 2014 Operating Fund to fund the 2015 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:

<b>Operating Fund</b>	<b>Original</b>	<b>Reduction</b>	<b>New</b>
<b>Personal Services</b>	<b>Appropriation</b>		<b>Appropriation</b>
Salary of Assistants	\$587,700.00	\$100,000.00	\$487,700.00
Employer Cont			
Group Insurance	\$100,000.00	\$ 25,000.00	\$ 75,000.00
<b>Supplies</b>			
Office Supplies	\$ 15,000.00	\$ 5,000.00	\$ 10,000.00
Book Processing	\$ 9,500.00	\$ 3,000.00	\$ 6,500.00
Automation	\$ 19,400.00	\$ 5,000.00	\$ 14,400.00
<b>Other Services and</b>			
<b>Charges</b>			
Professional Services	\$ 55,000.00	\$ 15,000.00	\$ 40,000.00
Telephone &			
Telegraph	\$ 38,200.00	\$ 15,000.00	\$ 23,200.00
Professional Meetings	\$ 3,000.00	\$ 2,500.00	\$ 500.00
Gas	\$ 20,000.00	\$ 5,000.00	\$ 15,000.00
Transfer to LIRF	\$ 7,000.00	\$ 7,000.00	\$ 0.00
<b>Capital Outlays</b>			
Furniture/	\$ 12,000.00	\$ 5,000.00	\$ 7,000.00
Equipment			
Technology Equip	\$ 22,000.00	\$ 5,000.00	\$ 17,000.00
Elwood Adult	\$ 33,500.00	\$ 10,000.00	\$ 23,500.00
Elwood Childrens	\$ 14,000.00	\$ 3,000.00	\$ 11,000.00
Elwood YA	\$ 6,200.00	\$ 1,000.00	\$ 5,200.00
Frankton	\$ 19,500.00	\$ 5,000.00	\$ 14,500.00
Summitville	\$ 16,500.00	\$ 3,000.00	\$ 13,500.00
Elwood Periodical	\$ 9,500.00	\$ 4,000.00	\$ 5,500.00
Elwood AV	\$ 35,000.00	\$ 10,000.00	\$ 25,000.00
Frankton AV	\$ 18,800.00	\$ 5,000.00	\$ 13,800.00
Summitville AV	\$ 14,400.00	\$ 3,000.00	\$ 11,400.00

BE IT FURTHER RESOLVED, the total reduction reduces the appropriation of \$1,397,850.00 in the 2014 budget to \$1,161,350.00.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library System at its regular meeting held on the 8th day of December, 2014, at which meeting a quorum was present.

NAY

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AYE

Leslie Bitterhouse  
Michael Roberson  
Dan Briskoff  
Barbara Abernathy  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

Barbara Abernathy

Secretary Pro Tem

**RESOLUTION TO REDUCE APPROPRIATIONS FOR 2014 BUDGET**

WHEREAS, the Board of Trustees of the North Madison County Public Library System finds that it is necessary to reduce the 2014 Rainy Day Fund to fund the 2015 budget.

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

Rainy Day Fund	Original Appropriation	Reduction	New Appropriation
Personal Services	\$13,500.00	\$5,000.00	\$ 8,500.00
Capital Outlays	\$13,500.00	\$5,000.00	\$ 8,500.00

BE IT FURTHER RESOLVED, the total reduction reduces the appropriation of \$27,000.00 in the 2014 budget to \$17,000.00

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library System at its regular meeting held on the 8th day of December, 2014, at which meeting a quorum was present.

NAY

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AYE

*Barbara Abernathy*  
*Leslie Gittenhouse*  
*Michael Robertson*  
*Dan Prieshoff*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ATTEST:

*Barbara Abernathy*  
 Secretary Pro Tem

**RESOLUTION TO REDUCE APPROPRIATIONS FOR 2014 BUDGET**

WHEREAS, the Board of Trustees of the North Madison County Public Library System finds that it is necessary to reduce the 2014 Library Improvement Reserve Fund to fund the 2015 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 2014 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 8th day of December, 2014, at which meeting a quorum was present.

NAY

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AYE

*Barbara Abernathy*  
*Leslie Gittenhouse*  
*Michael Robertson*  
*Dan Prieshoff*  
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 \_\_\_\_\_

ATTEST:

*Barbara Abernathy*  
 Secretary Pro Tem

TRANSMISSION VERIFICATION REPORT

TIME : 12/03/2014 13:20  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER.# : BROF2V374540

**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 Personal Services		
Employer Cont Group Insurance	\$ 500	
Transfer to Personal Services		
Salary of Director		\$ 500
Transfer from Supplies		
Automation	\$1,000	
Transfer to Supplies		
Cleaning and Sanitation Supplies		\$1,000
Transfer from Other Services and Charges		
Professional Services	\$ 300	
Transfer to Other Services and Charges		
Legal Services		\$ 300
Total Transfers from line items	\$1,800	
Total Transfers to line items		\$1,800

ADOPTED THIS 8<sup>TH</sup> DAY OF DECEMBER 2014.

<u>NAY</u>	<u>AYE</u>
_____	<i>Barbara Abernathy</i>
_____	<i>Leslie Pattenhouse</i>
_____	<i>Michael Robinson</i>
_____	<i>Dan Pritchett</i>
_____	_____
_____	_____

ATTEST:  
*Barbara Abernathy*  
 Pro Tem, Secretary, North Madison County Public Library Board of Trustees

DATE, TIME	12/03 13:19
FAX NO./NAME	SUMMITVILLE
DURATION	00:00:15
PAGE(S)	01
RESULT	OK
MODE	STANDARD ECM

**Agenda**

December 8th, 2014

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
  - 1. Employee Raises
  - 2. Elwood Public Library Restroom Lock Issues
- New Business
  - 1. Resolutions to Reduce 2014 Appropriations to Support the 2015 Budget

TRANSMISSION VERIFICATION REPORT

TIME : 12/03/2014 13:  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BRDF2V374540

DATE, TIME 12/03 13:19  
FAX NO./NAME FRANKTON  
DURATION 00:00:15  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 12/03/2014 13:18  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BRDF2V374540

DATE, TIME 12/03 13:18  
FAX NO./NAME HERALD  
DURATION 00:00:18  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

December 8th, 2014

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
  1. Employee Raises
  2. Elwood Public Library Restroom Lock Issues
- New Business
  1. Resolutions to Reduce 2014 Appropriations to Support the 2015 Budget

Agenda

December 8th, 2014

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
  1. Employee Raises
  2. Elwood Public Library Restroom Lock Issues
- New Business
  1. Resolutions to Reduce 2014 Appropriations to Support the 2015 Budget

*Please publish  
this week  
and again  
on Monday.*

TRANSMISSION VERIFICATION REPORT

TIME : 12/03/2014 13:18  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME  
FAX NO./NAME  
DURATION  
PAGE(S)  
RESULT  
MODE

12/03 13:17  
CALL LEADER  
00:00:15  
01  
OK  
STANDARD  
ECM

Agenda

December 8th, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

*Please publish  
this week  
and again  
on Monday.*

Call to Order  
Call for Quorum  
Consent Agenda

Minutes  
Claims Register & Checks  
Personnel

Old Business

1. Employee Raises
2. Elwood Public Library Restroom Lock Issues

New Business

1. Resolutions to Reduce 2014 Appropriations to Support the  
2015 Budget

Agenda

January 13, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

New Business

1. Employee Health Insurance and Affordable Health Care Act Fees
2. Meetings at the Branches – Frankton – Feb or March and June  
Summitville April and November
3. Northern Indiana Computer Consortium of Libraries (NICCL)
4. Strategic Planning Consultant

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
January 13, 2014  
5:00pm

CALL TO ORDER

Vice President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on January 13, 2014 at 5:00pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

MINUTES

Minutes from the December 9, 2013 regular meeting were approved after a motion was made by Kevin Sipe and seconded by Mike Robertson.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Assistant Treasurer Mike Robertson signed checks.

OLD BUSINESS

No old business was brought forward.

NEW BUSINESS

Employee Health Insurance

It was reported that federally mandated fees for the year as a part of the Affordable Care Act would be around \$3,711 on top of the normal premiums. It was suggested that a committee be formed to study what should be done about employee health insurance. In June Medical Mutual will no longer cover employers based in Indiana, they will only be covering Ohio. It was determined that John Mayes, Bose, McKinney & Evans, should be contacted to see if the library is required to offer health insurance to those employees working thirty hours or more per week and any other information about the Affordable Care Act.

Meeting at the Branches—Frankton—Feb or March and June Summitville April and November

A motion was made to hold meetings at Frankton in February and June; Summitville in April and November. The motion died for lack of a second. Bette Dalzell made a motion to hold meetings at Frankton in March and June; Summitville in April and November. Beverly Austin made a second and the motion carried.

Northern Indiana Computer Consortium of Libraries (NICCL)

Secretary Bette Dalzell read and made a motion to approve a resolution for a commitment to join NICCL. Beverly Austin made a second and the motion carried. The resolution was signed by the members.

Strategic Planning Consultant

The Director will contact Martha Catt and proceed with the long range plan. A planning committee will be formed.

DIRECTOR'S REPORT

A letter has been received from Regions Bank informing the library that a mistake was made in calculating the final lease rental payment and there is a shortfall of \$1,267.93 which should have been left in the Operating and Reserve Fund. This extra charge will be paid from the Rainy Day Fund. A two week notice has been received from Phillip Knotts, part time custodian at Frankton, who resigned on December 23, 2013. Kenneth Rudd has been hired to take his place and will start on January 13, 2014. A check has been received from the state in the amount of \$10,431 for the State Technology Fund Grant which helps support the non E-rate portion of our broad band. Unfortunately this will only fund approximately 59% of the non E-rate portion of our fiber, which used to fund 100%. Lindsey Ripberger was terminated from the library at the end of November. The library was closed on Monday January 6 and Tuesday January 7 due to snowy conditions. During the cold weather pipes burst at Summitville. They are in area where water is not essential; the pipe was capped off and new insulation and drywall will be installed.

Public comment was sought, none was forthcoming.

Daniel A. Piersch  
Mike Robertson  
Kevin Sipe

Bette Dalzell  
Secretary, Bette Dalzell  
Leslie Rittenhouse  
Beverly J. Austin  
Michael Robertson



BOARD OF FINANCE MEETING  
January 13, 2014  
(Held following regular January Board Meeting)

CALL TO ORDER

President Leslie Rittenhouse called the annual board of finance meeting to order on January 13, 2014 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

BUSINESS

Elect President & Secretary of Board of Finance

Beverly Austin made a motion to elect the current President and Secretary of the North Madison County Public Library as President and Secretary of the Board of Finance:

Leslie Rittenhouse, President; Bette Dalzell, Secretary. Mike Robertson made a second and the motion carried.

Investment register distributed and reviewed

The 2013 financial report was distributed. The library has a cash balance of \$693,668 and tax revenue of \$901,258.07 for the operating fund and \$118,020.66 for the Debt Service Fund.

Motion for Depositories

Beverly Austin made a motion to approve Star Financial Bank, First Farmers Bank & Trust and PNC Bank as depositories for 2014. Mike Robertson made a second and the motion carried.

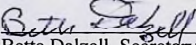
Motion for newspapers as official notification

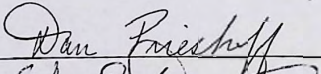
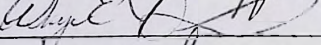
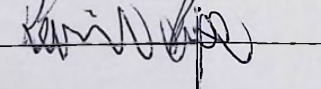
Beverly Austin made a motion to use the Elwood Call Leader and the Anderson Herald Bulletin as official notification. Bette Dalzell made a second and the motion carried.

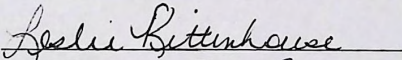
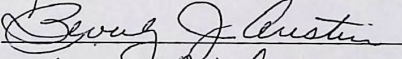
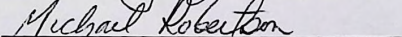
Motion for regular meeting date and time

Mike Robertson made a motion to keep the same meeting date and time, the second Monday of each month at 5:00pm. Beverly Austin made a second and the motion carried.

Beverly Austin made a motion to adjourn; Bette Dalzell made a second the motion carried.

  
Bette Dalzell, Secretary

## Register Of Claims

### North Madison County Public Library System

Report Date: From 12/10/13 To 12/31/13

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	797	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	12/18/13	P/R ENDING 12/14/13
				<b>Total this claim =</b>	<b>\$95.00</b>		
0	791	PAYROLL	Operating Fund	Salary of Director	\$2,013.61	12/18/13	PAYROLL
			Operating Fund	Salary of Assistants	\$17,214.64		
			Operating Fund	Wages of Janitor	\$478.48		
			Operating Fund	Wages of Janitor	\$325.13		
				<b>Total this claim =</b>	<b>\$20,031.86</b>		
0	792	EFTPS	Operating Fund	Empl Share FICA&Medicare	\$1,524.68	12/18/13	P/R ENDING 12/14/13
			FICA	Payroll Deductions	\$1,235.69		
			Federal Taxes Withheld	Payroll Deductions	\$2,054.37		
			Medicare	Payroll Deductions	\$289.00		
				<b>Total this claim =</b>	<b>\$5,103.74</b>		
0	793	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,389.74	12/18/13	PAYROLL DEDUCTIONS FOR DECEMBER
			County Taxes Withheld	Payroll Deductions	\$674.12		
				<b>Total this claim =</b>	<b>\$2,063.86</b>		
0	794	INDIANA PUBLIC RETIREMENT	INPRS	Payroll Deductions	\$387.50	12/18/13	P/R ENDING 12/14/13
			Operating Fund	Emp Cont INPRS	\$1,291.71		
				<b>Total this claim =</b>	<b>\$1,679.21</b>		
0	795	AFLAC	AFLAC	Payroll Deductions	\$485.88	12/18/13	PAYROLL DEDUCTION - DECEMBER
				<b>Total this claim =</b>	<b>\$485.88</b>		
0	808	INSPIRE MEDIA	Operating Fund	Professional Services	(\$1,052.00)	12/28/13	REVERSE VOUCHER # 663 CHECK # 28625
				<b>Total this claim =</b>	<b>(\$1,052.00)</b>		
28726	788	INDIANA NEWSPAPERS, INC.	Operating Fund	Elwood Period. & News.	\$360.03	12/10/13	52 WEEK SUBSCRIPTION INDIANAPOLIS STAR - ELWOOD
				<b>Total this claim =</b>	<b>\$360.03</b>		
28727	787	JOHN W. LADD JR.	Operating Fund	Professional Services	\$160.00	12/10/13	LAWN CARE - SUMMITVILLE
				<b>Total this claim =</b>	<b>\$160.00</b>		
28728	789	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$329.25	12/10/13	HVAC REPAIRS - ELWOOD
				<b>Total this claim =</b>	<b>\$329.25</b>		

<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>
28729	790	JAMIE B. SCOTT	Operating Fund	Traveling Expense	\$377.20	12/10/13	MILEAGE
				<b>Total this claim =</b>	<u>\$377.20</u>		
28730	798	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$85.00	12/18/13	SNOW REMOVAL - FRANKTON
				<b>Total this claim =</b>	<u>\$85.00</u>		
28731	799	EBSCO	Operating Fund	Databases	\$1,255.00	12/18/13	CORE COLLECTIONS
				<b>Total this claim =</b>	<u>\$1,255.00</u>		
28732	800	EDWARD F. HEIBERGER	Operating Fund	Elwood Adult	\$23.98	12/18/13	ANGELS ON OUR SHOULDERS
				<b>Total this claim =</b>	<u>\$23.98</u>		
28733	802	ELWOOD CALL LEADER	Operating Fund	Frankton Per. & Newsp.	\$146.00	12/18/13	1 YEARS SUBSCRIPTION - FRANKTON
				<b>Total this claim =</b>	<u>\$146.00</u>		
28734	801	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$427.51	12/18/13	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$427.51</u>		
28735	796	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$1,007.68	12/18/13	P/R ENDING 12/14/13
				<b>Total this claim =</b>	<u>\$1,007.68</u>		
28736	806	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$713.66	12/18/13	HEALTH INSURANCE 1/1/14-2/1/14
			Operating Fund	Emp Cont Group Ins	\$7,272.76		
				<b>Total this claim =</b>	<u>\$7,986.42</u>		
28737	803	PROQUEST LLC	Operating Fund	Elwood Period. & News.	\$103.00	12/18/13	DAILY RECORD SILVER POSITIVE
				<b>Total this claim =</b>	<u>\$103.00</u>		
28738	807	REGIONS BANK	Debt Service Fund	Land Buildings Improvements	\$67,359.13	12/18/13	DECEMBER 2013 LEASE RENTAL
			Operating Fund	Additional Appropriation	\$30,000.00		(FINAL PAYMENT)
			Rainy Day Fund	Land Buildings Improvements	\$12,234.41		
				<b>Total this claim =</b>	<u>\$109,593.54</u>		
28739	804	VAN AUSDALL & FARRAR, INC.	Operating Fund	Office Supplies	\$76.81	12/18/13	COPY COUNT RICOH - ELWOOD
				<b>Total this claim =</b>	<u>\$76.81</u>		
28740	805	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$530.78	12/18/13	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$530.78</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims      \$150,869.75

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 13, 2014

*Michael Robertson*

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 13 day of January, 2014.

<i>Wes E. D.</i>	<i>Kevin [unclear]</i>	
<hr/>	<hr/>	<hr/>
<i>Lebin Fitchner</i>	<i>Beverly J. Austin</i>	
<hr/>	<hr/>	<hr/>
<i>Bob DeBell</i>		
<hr/>	<hr/>	<hr/>

**SIGNATURES OF GOVERNING BOARD**

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

## Register Of Claims

### North Madison County Public Library System

Report Date: From 1/1/14 To 1/13/14

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	2	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,521.32	1/1/14	P/R ENDING 12/28/13
			Federal Taxes Withheld	Payroll Deductions	\$1,994.19		
			FICA	Payroll Deductions	\$1,232.94		
			Medicare	Payroll Deductions	\$288.36		
				<b>Total this claim =</b>	<u>\$5,036.81</u>		
0	3	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	1/1/14	P/R ENDING 1/28/13
				<b>Total this claim =</b>	<u>\$95.00</u>		
0	1	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	1/1/14	PAYROLL
			Operating Fund	Salary of Assistants	\$17,128.70		
			Operating Fund	Wages of Janitor	\$447.01		
			Operating Fund	Wages of Janitor	\$348.40		
				<b>Total this claim =</b>	<u>\$19,988.06</u>		
0	5	PUBLIC EMP. RETIREMENT FU	Operating Fund	Emp Cont PERF	\$1,477.30	1/1/14	P/R ENDING 1/28/13
			INPRS	Payroll Deductions	\$395.72		
				<b>Total this claim =</b>	<u>\$1,873.02</u>		
28741	6	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$49.44	1/1/14	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$5.99		
				<b>Total this claim =</b>	<u>\$55.43</u>		
28742	7	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$297.01	1/1/14	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$297.01</u>		
28743	8	DEBORRAH WYNDHAM	Operating Fund	Elwood Adult Programing	\$300.00	1/1/14	CHRISTMAS CONCERT - ELWOOD
				<b>Total this claim =</b>	<u>\$300.00</u>		
28744	9	FRONTIER	Operating Fund	Telephone & Telegraph	\$300.55	1/1/14	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$300.55</u>		
28745	10	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,650.05	1/1/14	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$1,650.05</u>		
28746	4	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$839.47	1/1/14	P/R ENDING 1/28/13
				<b>Total this claim =</b>	<u>\$839.47</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
28747	11	TOWN OF FRANKTON	Operating Fund	Electricity	\$317.52	1/1/14	SERVICE FOR FRANKTON
			Operating Fund	Water	\$18.00		
			Operating Fund	Waste Disposal Services	\$18.50		
				<b>Total this claim =</b>	<b>\$354.02</b>		
28748	12	TOWN OF SUMMITVILLE	Operating Fund	Water	\$43.80	1/1/14	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<b>\$55.30</b>		
28749	13	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$192.76	1/1/14	SERVICE FOR FRANKTON & SUMMITVILLE
			Operating Fund	Gas	\$157.29		
				<b>Total this claim =</b>	<b>\$350.05</b>		
28750	52	ADMINISTRATIVE & TECHNICA	Operating Fund	Professional Services	\$330.00	1/13/14	FILL OUT E-RATE FORMS
				<b>Total this claim =</b>	<b>\$330.00</b>		
28751	15	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$390.00	1/13/14	QUARTERLY BILLING ACCOUNTING SOFTWARE
				<b>Total this claim =</b>	<b>\$390.00</b>		
28752	26	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$3,466.68	1/13/14	As per attached invoices.
			Operating Fund	Elwood Childrens	\$1,107.38		
			Operating Fund	Elwood YA	\$459.08		
			Operating Fund	Frankton	\$1,072.19		
			Operating Fund	Summitville	\$1,353.42		
			Operating Fund	Elwood AV	\$137.23		
			Operating Fund	Frankton AV	\$152.29		
			Operating Fund	Summitville AV	\$198.67		
			Gift	Frankton Programing	\$143.55		
				<b>Total this claim =</b>	<b>\$8,090.49</b>		
28753	16	BARBARA MCADAMS	Operating Fund	Postage & UPS	\$9.20	1/13/14	PETTY CASH REIMBURSEMENT
			Operating Fund	Operating Supplies	\$7.25		
			Operating Fund	Frankton Programing	\$33.38		
				<b>Total this claim =</b>	<b>\$49.83</b>		
28754	31	BARBARA SNIPES	Operating Fund	Professional Services	\$107.23	1/13/14	DISPLAY CASES
				<b>Total this claim =</b>	<b>\$107.23</b>		
28755	17	BOSE, McKINNEY & EVANS LL	Operating Fund	Legal Services	\$132.00	1/13/14	LEGAL SERVICE
				<b>Total this claim =</b>	<b>\$132.00</b>		
28756	18	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$297.09	1/13/14	As per attached invoices.
				<b>Total this claim =</b>	<b>\$297.09</b>		

<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>
28757	20	CINTAS CORPORATION	Operating Fund	Cleaning & Sanitation Supplies	\$118.75	1/13/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$118.75</u>		
28758	19	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$270.00	1/13/14	SNOW REMOVAL - FRANKTON
				<b>Total this claim =</b>	<u>\$270.00</u>		
28759	21	ELWOOD CALL LEADER	Operating Fund	Elwood Period. & News.	\$127.00	1/13/14	52 WEEK SUBSCRIPTION - ELWOOD
				<b>Total this claim =</b>	<u>\$127.00</u>		
28760	22	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$250.00	1/13/14	SPRINKLER SYSTEM INSPECTION - ELWOOD
				<b>Total this claim =</b>	<u>\$250.00</u>		
28761	23	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,481.48	1/13/14	INTERNET ACCESS
				<b>Total this claim =</b>	<u>\$1,481.48</u>		
28762	24	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$393.05	1/13/14	As per attached invoices.
			Operating Fund	Bldg. & Structure/Maint.	\$213.48		
				<b>Total this claim =</b>	<u>\$606.53</u>		
28763	25	GLOBAL GOV'T/ED SOLUTION	Operating Fund	Technology Equipment	\$290.23	1/13/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$290.23</u>		
28764	27	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$150.00	1/13/14	LAWN CARE - FRANKTON
				<b>Total this claim =</b>	<u>\$150.00</u>		
28765	28	HERALD BULLETIN, THE	Operating Fund	Elwood Period. & News.	\$15.00	1/13/14	1 YEARS SUBSCRIPTION - MADISON MAGAZINE
				<b>Total this claim =</b>	<u>\$15.00</u>		
28766	29	HORTON'S HARDWARE	Operating Fund	Operating Supplies	\$171.15	1/13/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$171.15</u>		
28767	30	KMART 9124	Operating Fund	Operating Supplies	\$42.64	1/13/14	SWEeper - CARPET CLEANER
			Operating Fund	Furniture & Equipment	\$249.98		
				<b>Total this claim =</b>	<u>\$292.62</u>		
28768	32	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$209.00	1/13/14	HVAC REPAIRS - ELWOOD
				<b>Total this claim =</b>	<u>\$209.00</u>		
28769	33	MARSH SUPERMARKET	Operating Fund	Elwood Adult Programing	\$27.45	1/13/14	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$45.19		
				<b>Total this claim =</b>	<u>\$72.64</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
28770	34	MIDWEST TAPE	Operating Fund	Franklin AV	\$753.09	1/13/14	As per attached invoices.
			Operating Fund	Elwood AV	\$2,167.03		
			Operating Fund	Summitville AV	\$490.80		
				<b>Total this claim =</b>	<b>\$3,410.52</b>		
28771	35	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$198.22	1/13/14	SUMMITVILLE PROGRAMMING SUPPLIES
				<b>Total this claim =</b>	<b>\$198.22</b>		
28772	36	PENWORTHY CO.	Operating Fund	Summitville	\$939.95	1/13/14	BOOKS
				<b>Total this claim =</b>	<b>\$939.95</b>		
28773	38	FROQUEST LLC	Operating Fund	Elwood Period. & News.	\$265.92	1/13/14	MICROFILM 1/11/13-6/30/13
				<b>Total this claim =</b>	<b>\$265.92</b>		
28774	37	PURCHASE POWER	Operating Fund	Postage & UPS	\$20.19	1/13/14	As per attached invoices.
				<b>Total this claim =</b>	<b>\$20.19</b>		
28775	51	QUALITY LOGO PRODUCTS, I	Gift	Elwood Adult Programing	\$281.96	1/13/14	TOTE BAGS
				<b>Total this claim =</b>	<b>\$281.96</b>		
28776	40	QUILL CORPORATION	Operating Fund	Office Supplies	\$658.47	1/13/14	As per attached invoices.
				<b>Total this claim =</b>	<b>\$658.47</b>		
28777	41	RAMSAY BUSINESS PRODUCT	Operating Fund	Professional Services	\$35.00	1/13/14	As per attached invoices.
			Operating Fund	Office Supplies	\$104.74		
			Operating Fund	Office Supplies	\$10.00		
				<b>Total this claim =</b>	<b>\$149.74</b>		
28778	42	REGIONS BANK	Rainy Day Fund	Land Buildings Improvements	\$1,267.93	1/13/14	SHORFALL FINAL LEASE RENTAL PAYMENT
				<b>Total this claim =</b>	<b>\$1,267.93</b>		
28779	43	SPECIALTY STORE SERVICES	Operating Fund	Book Processing	\$167.52	1/13/14	As per attached invoices.
				<b>Total this claim =</b>	<b>\$167.52</b>		
28780	44	STATE CHEMICAL SOLUTIONS	Operating Fund	Operating Supplies	\$637.47	1/13/14	ICE REMOVER
				<b>Total this claim =</b>	<b>\$637.47</b>		
28781	45	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$141.47	1/13/14	As per attached invoices.
				<b>Total this claim =</b>	<b>\$141.47</b>		
28782	47	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	\$149.00	1/13/14	LEASE RICOH COPIER - ELWOOD
				<b>Total this claim =</b>	<b>\$149.00</b>		
28783	46	UPSTART	Operating Fund	Operating Supplies	\$52.35	1/13/14	As per attached invoices.
				<b>Total this claim =</b>	<b>\$52.35</b>		



Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
28784	48	USI, INC	Operating Fund	Operating Supplies	\$90.09	1/13/14	LAMINATION FILM
				<b>Total this claim =</b>	<b>\$90.09</b>		
28785	49	VALENTINE ELECTRONICS	Operating Fund	Technology Equipment	\$27.99	1/13/14	As per attached invoices.
			Operating Fund	Operating Supplies	\$23.98		
				<b>Total this claim =</b>	<b>\$51.97</b>		
28786	50	WORLD TRADE PRESS	Operating Fund	Databases	\$522.75	1/13/14	DATABASES
				<b>Total this claim =</b>	<b>\$522.75</b>		
<b>Total Amount of Claims</b>					<b>\$53,642.33</b>		

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, January 10, 2014

*Michael Robertson*

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 13 day of January, 2014.

*[Handwritten signatures of governing board members]*

**SIGNATURES OF GOVERNING BOARD**

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

Northern Indiana Computer Consortium of Libraries (NICCL)

Accounts Payable Library: Middlebury Community Public Library  
101 East Winslow Street  
Middlebury, IN 46540

COMMITMENT TO JOIN

NORTHERN INDIANA COMPUTER CONSORTIUM of LIBRARIES (NICCL)

WHEREAS, the Board of Trustees of the North Madison County Public Library System recognizes the advantage of joining together with other libraries to explore new and emerging technologies, seek out best technology practices, obtain training, negotiate pricing of technology hardware and software purchases and technology support services, and otherwise cooperate in the sharing of knowledge, data and information which will be to the mutual benefit of consortium members, and

WHEREAS, the Board of Trustees of the North Madison County Public Library System desires the library, to be part of the Northern Indiana Computer Consortium of Libraries (NICCL);

THEREFORE, be it resolved that the Board of Trustees of the North Madison County Public Library System does hereby pass this resolution at the public library board of trustees meeting and agree to all the terms of the Interlocal Agreement of the NICCL Consortium.

Adopted this 13th day of January, 2014

AYE

NAY

Michael Robertson

[Signature]

[Signature]

[Signature]

[Signature]

Attest:

[Signature]

Secretary, Library Board

## Interlocal Agreement

### Between All Indiana Library Districts Listed on Exhibit A as Participants at the Onset of this Agreement and All Other Government Entities Subsequently Amended to this Agreement.

- WHEREAS, it is to the advantage of Indiana Library Districts participating in this Interlocal Agreement (hereinafter referred to as "Library Members") to join together to explore new and emerging technologies, seek out best technology practices, obtain training, negotiate pricing of technology hardware and software purchases and technology support services for the benefit of Library Members, and otherwise cooperate in the sharing of knowledge, data and information which will be to the mutual benefit of the Library Members. The foregoing language in this paragraph shall be hereinafter referred to as the "Purpose" of this Interlocal Agreement. and
- WHEREAS, the Library Members are desirous of working together in this regard and do,
- HEREBY, agree between them, on behalf of their respective library districts, to participate in this Interlocal Agreement pursuant to the following terms and conditions:
1. Each Library Member (Exhibit A) must agree to terms of this Interlocal Agreement by resolution of its governing body and cause this Interlocal Agreement to be executed on its behalf in the form attached hereto. This Interlocal Agreement may be referred to by and between its members and with other third parties as the Northern Indiana Computer Consortium of Libraries. The Northern Indiana Computer Consortium of Libraries shall hereinafter be referred to in this document by the acronym "NICCL".
  2. Administration of this Interlocal Agreement shall be provided by a Joint Board comprised of one representative from each Library Member. Each Library Member agrees to designate one individual who shall act as its representative on the Joint Board. Such representative of a Library Member shall hereinafter be referred to as such Library Member's "Designated Representative". Each Library Member shall also designate one individual who shall act as its Information Technology Representative to NICCL and who shall be hereinafter referred to as such Library Member's "IT Representative". Designation of a Designated Representative and IT Representative shall be made by each Library Member providing written notice sent through the United States Postal Service and by e-mail to the Accounts Payable Library Member as that term is defined below. A Library Member may choose to have its Designated Representative and its IT Representative be the same person. Any and all actions taken by the Joint Board may be taken only upon a majority vote of the Designated Representatives present at a meeting of the Joint Board the time and location of which meeting shall have been given to the Designated Representative of each Library member at least fourteen (14) days prior to such meeting or an online vote using a member approved software/web solution. If the vote is taken online, the ballot must be distributed at least one week prior to the vote count and members must be notified of the deadline for submission of their vote. Also, if a member library cannot be present at an in-person vote, they may designate another member library as their proxy by providing that library with a written notification of their proxy. At a meeting of the Joint Board, only Library Members who were Library Members on the date such meeting shall be entitled to have their Designated Representative participate by vote at such meeting or online. The Joint Board may adopt such rules as it considers necessary for the conduct of its proceedings and the carrying out of its duties and shall have the power to pursue the Purpose of NICCL as defined herein consistent with the terms of this Interlocal Agreement and with applicable law. The Joint Board shall appoint an Advisory Committee consisting of three (3) Designated

Representatives from Library Members other than the Accounts Payable Library Member, three (3) IT Representatives, and the Designated Representative from the Accounts Payable Library Member, who shall have the authority to take, by majority vote of such individuals present at a meeting of the Advisory Committee, such action as specifically provided in this Interlocal Agreement and also, as directed from time to time by action of the Joint Board. The Joint Board may also appoint such other committees or authorize the Advisory Committee as it deems necessary to study and evaluate those specific issues as it shall identify for purposes of advising the Joint Board on same. The Joint Board shall meet not less frequently than quarterly at such times and locations as shall be determined at the first meeting of the Joint Board in a calendar year. The date, location and time of the initial meeting of the Joint Board for a calendar year shall be determined by the Accounts Payable Library Member. The Advisory Committee shall meet not less frequently than quarterly. The date, location and time of the meetings of the Advisory Committee shall be as determined by the Accounts Payable Library Member. Special meetings of the Joint Board and Special Meetings of the Advisory Committee may be called by the Accounts Payable Library Member or by at least ten (10%) per cent of the Designated Representatives.

3. One participating Library Member shall be designated as the Accounts Payable Library Member which will handle administrative responsibilities for NICCL including but not limited to bookkeeping, recordkeeping, investment and safekeeping of all funds paid by Library Members for the benefit of NICCL, communication, and negotiations of pricing for hardware, software and technology support services. The Accounts Payable Library Member shall have authority as granted by the Advisory Committee to hire professional services and to conduct any other business as needed on behalf of NICCL.
  4. A separate fund shall be established to facilitate transactions on behalf of NICCL. The Accounts Payable Library Member shall provide reports at least seven (7) days prior to any meeting of the Joint Board listing all NICCL (Group) Fund activities and balances since the date of the last such report.
- The Accounts Payable Library Member may resign upon providing 60 days written notice to all Library Members. A successor of the Accounts Payable Library Member shall be selected upon the majority vote of the Designated Representatives present at a meeting of the Joint Board with notice and voting eligibility as provided at Paragraph 2 above.
5. Annual dues of \$50 per Library Member shall be due and payable upon signing the Interlocal Agreement (prorated on a quarterly basis) and by each January 31 thereafter. Dues shall be submitted to the Accounts Payable Library Member for placement in a Group Account.

Any interest accrued on monies held by the Accounts Payable Library Member shall remain the property of NICCL and shall be placed in the Group Account and used for Group expenses. Invoices for expenses incurred by the Accounts Payable Library Member in conducting Group business including but not limited to bookkeeping, recordkeeping, communication and pricing negotiation shall be submitted as needed to the Advisory Committee who shall have authority to consider and approve or disprove same as they deem necessary and proper.

Modification of compensation rates or terms for the Accounts Payable Library Member may be made at any time by majority vote of the members of the Advisory Committee present at a meeting where the vote is taken.

## ENA Mail

dshepard@elwood.lib.in.us

## North Madison Public Library payment shortfall

**From :** John Alexander <John.Alexander@regions.com> Tue, Jan 07, 2014 08:08 AM  
**Subject :** North Madison Public Library payment shortfall 1 attachment  
**To :** dshepard@elwood.lib.in.us  
**Cc :** Soni Mullen <Soni.Mullen@regions.com>

Good morning Diane!

I hope you are doing well with the weather we are experiencing! I need to bring to your attention a shortfall in the actual final payment amount that we billed for the 12/31/2013 lease rental payment for the Bonds.

What happened is we gave you too much credit for the funds that were already on deposit with us. We actually needed \$1,267.93 of the funds held in the Operation and Reserve Fund.

If you look at the following breakdown you will see how we ended up short:

Final Principal and Interest Due Bondholders	(\$122,268.00)
Less Credit for funds held in accounts	\$11,406.53
Less funds paid by North Madison Library	\$109,593.54
Leaves a shortfall or overdraft of	(\$1,267.93)

Therefore, what has happened is we have paid your bondholders but overdrafted the trust account as a result. We didn't realize this until yesterday. Originally what happened was we just took the final lease rental payment and gave you credit for funds on deposit not realizing that we needed some of the funds already on deposit.

Please find attached another invoice requesting the \$1,267.93. Please remit as soon as possible so we can clear our overdraft and close the accounts.

We apologize for the error and confusion! Please let us know if you have any questions.

John Alexander, CCTS  
 Senior Vice President  
 Regions Bank, Corporate Trust Services  
 One Indiana Square - Suite 115

6. A Library Member may withdraw from NICCL upon 30 days written notice to the Accounts Payable Library Member. The term of this Interlocal Agreement shall be perpetual provided however, that the Interlocal Agreement shall terminate in the event that the Joint Board determines by majority vote to terminate the Interlocal Agreement or, there are less than ten (10) Library Members. Any funds remaining in the Group account at the termination of this agreement shall be divided equally among those Library Members remaining at the time of termination. This Interlocal Agreement may be modified by majority vote of the Designated Representatives present at a meeting of the Joint Board but such modification shall not be effective until sixty (60) days after the date of such vote.
7. Except as may be provided by applicable law, All Library Members agree that the Accounts Payable Library Member shall not be liable in any way to any party hereto except for such obligations as shall be expressly provided herein.

This agreement becomes effective on January 1, 2014, and shall remain in effect until modified or terminated as provided above. The Middlebury Public Library is the Accounts Payable Government Entity effective January 1, 2010.

Each Library Member represents and warrants that execution by Library Member is duly authorized by the Library Member's governing body.

Library Member Name

Duly Authorized representative of  
 Library Member identified immediately above

Jessie Rheinheimer  
 Accounts Payable Library Member  
 Middlebury Public Library

Date

Date

December 18, 2013

**AGENDA**

**BOARD OF FINANCE MEETING**

**January 13, 2014**

**(Held following regular January Board meeting)**

**CALL TO ORDER  
CALL FOR QUORUM  
BUSINESS**

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

**ADJOURNMENT**

**2013 FINANCIAL REPORT**

<b>Bank</b>			
<b>Star Financial Bank</b>			
Beginning Balance		\$	742,484.83
Receipts	\$	1,275,307.17	
Expenditures	\$	1,580,139.77	
Ending Balance		\$	437,652.23
<b>Star Financial Bank (2)</b>			
Beginning Balance		\$	62,259.34
Receipts	\$	26.38	
Ending Balance		\$	62,285.72
<b>First Farmers Bank &amp; Trust</b>			
Beginning Balance		\$	39,321.18
Receipts	\$	58.82	
Ending Balance		\$	39,380.00
<b>PNC Bank</b>			
Beginning Balance		\$	153,781.29
Receipts	\$	303.76	
Ending Balance		\$	154,085.05
<b>Petty Cash</b>			
Beginning Balance		\$	265.00
Ending Balance		\$	265.00
<b>Total all Banks</b>			
Beginning Balance		\$	998,111.64
Receipts	\$	1,275,696.13	
Expenditures	\$	1,580,139.77	
Ending Balance		\$	693,668.00
<b>Tax Revenue Received in 2013</b>			
		<b>Operating Fund</b>	<b>Debt Service Fund</b>
Property Tax 6/21/13		\$ 345,728.39	\$ 62,031.20
Property Tax 12/16/13		\$ 257,030.88	\$ 46,116.95
<b>Total Property Tax</b>		<b>\$ 602,759.27</b>	<b>\$ 108,148.15</b>
County Option Income Tax		\$ 243,474.72	
Financial Institution Tax		\$ 3,397.80	\$ 609.63
License Excise Tax		\$ 45,374.91	\$ 8,141.25
Commercial Vehicle Tax		\$ 6,251.37	\$ 1,121.63
<b>Total Tax Revenue</b>		<b>\$ 901,258.07</b>	<b>\$ 118,020.66</b>
<b>Additional Appropriations</b>			
	Rainy Day	\$	100,000.00
	Operating	\$	30,000.00
<b>Transfers</b>	LIRF	\$	7,000.00

TRANSMISSION VERIFICATION REPORT

TIME : 01/09/2014 12:07  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 01/09 12:07  
FAX NO./NAME SUMMITVILLE  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 01/09/2014 12:06  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 01/09 12:06  
FAX NO./NAME FRANKTON  
DURATION 00:00:15  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

January 13, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
  1. Employee Health Insurance and Affordable Health Care Act Fees
  2. Meetings at the Branches – Frankton – Feb or March and June  
Summitville April and November
  3. Northern Indiana Computer Consortium of Libraries  
(NCCCL)

Agenda

January 13, 2014

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TRANSMISSION VERIFICATION REPORT

TIME : 01/09/2014 12:06  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER. # : BROF2V374540

DATE, TIME 01/09 12:05  
 FAX NO./NAME HERALD  
 DURATION 00:00:18  
 PAGE(S) 01  
 RESULT OK  
 MODE STANDARD  
 ECM

Agenda

January 13, 2014

North Madison County Public Library System  
 Board of Trustees

Elwood Public Library

Regular Meeting  
 5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business

1. Employee Health Insurance and Affordable Health Care Act Fees
2. Meetings at the Branches – Frankton – Feb or March and June Summitville April and November
3. Northern Indiana Computer Consortium of Libraries (NICCL)

TRANSMISSION VERIFICATION REPORT

TIME : 01/09/2014 12:04  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER. # : BROF2V374540

DATE, TIME 01/09 12:04  
 FAX NO./NAME CALL LEADER  
 DURATION 00:00:15  
 PAGE(S) 01  
 RESULT OK  
 MODE STANDARD  
 ECM

Agenda

January 13, 2014

North Madison County Public Library System  
 Board of Trustees

Elwood Public Library

Regular Meeting  
 5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business

1. Employee Health Insurance and Affordable Health Care Act Fees
2. Meetings at the Branches – Frankton – Feb or March and June Summitville April and November
3. Northern Indiana Computer Consortium of Libraries (NICCL)

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

# Agenda

February 10, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Employee Health Insurance and Affordable Health Care Act Fees

New Business

1. HVAC Concerns – Summitville and Frankton
2. Sell and Disposal of Computer Equipment – IC 5-22-22
3. Non-Resident Fee Resolution

Director's Report

Public Comment

Adjournment



NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES

Regular Meeting  
February 10, 2014  
5:00pm

CALL TO ORDER

Vice President Beverly Austin called a regular meeting of the North Madison County Public Library Board of Trustees to order on February 10, 2014 at 5:00pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

MINUTES

Minutes from the January 13, 2014 regular meeting were approved after a motion was made by Bette Dalzell and seconded by Mike Robertson. Minutes from the January 13, 2014 Board of Finance meeting were approved after a motion was made by Kevin Sipe and seconded by Wayne Davidson.

CLAIMS REGISTER AND CHECK

The members signed the claims register and Treasurer Dan Prieshoff signed checks.

DIRECTOR'S REPORT

It was requested to submit the Director's Report at this time. 2013 property tax revenue from the taxing units was Summitville: \$184,740.04; Frankton: \$224,620.97; Elwood: \$193,398.26 for a total of \$602,759.57 which is significantly lower than what was received in 2012 which was \$718,237. The last time the library received below \$600,000 was in 2009. Most of the decrease was through the circuit breaker. Circuit breaker information: the certified levy was \$724,546; abstract levy was \$606,607, which is the number that the Auditor uses in determining funds the library receives. The budget is being looked at to see where cuts can be made. Currently the operating fund balance is \$397,426. There is a current balance in Star Financial Bank of \$292,920. In January the library spent almost \$108,000, at this rate there is no way our current finances will last through June. The managers have been informed that their appropriations have been cut and spending may need to be suspended. Cash flow is a big issue at this time. Snow removal costs have been killing the budget and parking spaces have been lost due to the piles of snow. The Director will ask the city if they could possibility move the snow onto the lawn.

Wayne Davidson was thanked for his years of service as a member of the Board of Trustees. He was invited to attend the March meeting which will be held at Frankton.

OLD BUSINESS

Employee Health Insurance and Affordable Health Care Act Fees

A letter has been received from W. James Hamilton from Bose, McKinney & Evans. He has stated that offering a 403b to our employees is not an option because a 501c3 status is required. He will work with the library to pursue other options. Mr. Hamilton has stated that the best option, from a financial point of view, is to not offer health insurance to employees. Affordable Health Care guidelines will need to be observed. Coverage through the State of Indiana and Indiana Library Federation will be pursued. Other options could be to offer coverage only to the employee, have the employee pay a larger percentage of the premium or checking to see if a sum could be given to full time employees to help pay for insurance premiums.

NEW BUSINESS

HVAC Concerns—Summitville and Frankton

The HVAC system at Summitville is not allowing the outside air to be filtered properly. A quote has been received from LMC in the amount of \$1,766 to install new filter racks on the existing furnaces. A quote has been received from LMC in the amount of \$8,180 to install a multi-zone heat pump system at Frankton to condition the server room and storage room. The quote would not include voltage wiring and circuit breaker protection. Beverly Austin made a motion to accept the quote from LMC and make the repairs at the Ralph E. Hazelbaker Library. Kevin Sipe made a second and the motion carried with one nay vote.

Sell and Disposal of Computer Equipment—IC 5-22-22

Kevin Sipe made a motion to remove thirty eight computers from the fixed assets and to sell at a silent auction to be held on a Saturday. Mike Robertson made a second and the motion carried. It was determined the computers could be sold to staff.

Non-Resident Fee Resolution

A resolution was read and a motion was made by Secretary Bette Dalzell which would establish a non-resident fee at \$60 per year. A second was made by Beverly Austin, the motion carried and members signed the resolution.

PUBLIC COMMENT

Public comment was sought, none was forthcoming.

ADJOURNMENT

A motion was made by Kevin Sipe, seconded by Mike Robertson to adjourn the meeting. The motion carried.

Michael Roberts  
Leslie Pyterhouse

Bette Dalzell  
Secretary, Bette Dalzell  
Kevin (Ligo)  
Beverly Austin

## Register Of Claims

### North Madison County Public Library System

Report Date: From 1/14/14 To 2/10/14

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	68	INDIANA DEPARTMENT OF RE	Slate Tax Withheld	Payroll Deductions	\$2,095.12	1/29/14	PAYROLL DEDUCTIONS FOR JANUARY
			County Taxes Withheld	Payroll Deductions	\$1,016.62		
				<b>Total this claim =</b>	<b>\$3,111.74</b>		
0	53	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	1/15/14	PAYROLL
			Operating Fund	Salary of Assistants	\$17,117.39		
			Operating Fund	Wages of Janitor	\$458.35		
			Operating Fund	Wages of Janitor	\$348.40		
				<b>Total this claim =</b>	<b>\$19,988.09</b>		
0	73	AFLAC	AFLAC	Payroll Deductions	\$728.82	1/29/14	PAYROLL DEDUCTIONS FOR JANUARY
				<b>Total this claim =</b>	<b>\$728.82</b>		
0	71	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	1/29/14	P/R ENDING 1/25/14
				<b>Total this claim =</b>	<b>\$95.00</b>		
0	69	PUBLIC EMP. RETIREMENT FU	Operating Fund	Emp Cont PERF	\$1,565.97	1/29/14	P/R ENDING 1/25/14
			PERF	Payroll Deductions	\$419.47		
				<b>Total this claim =</b>	<b>\$1,985.44</b>		
0	67	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,542.32	1/29/14	P/R ENDING 1/25/14
			Federal Taxes Withheld	Payroll Deductions	\$2,018.42		
			FICA	Payroll Deductions	\$1,249.97		
			Medicare	Payroll Deductions	\$292.34		
				<b>Total this claim =</b>	<b>\$5,103.05</b>		
0	66	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	1/29/14	PAYROLL
			Operating Fund	Salary of Assistants	\$17,158.26		
			Operating Fund	Wages of Janitor	\$639.68		
			Operating Fund	Wages of Janitor	\$400.66		
				<b>Total this claim =</b>	<b>\$20,262.55</b>		
0	54	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,521.34	1/15/14	P/R ENDING 1/11/14
			Federal Taxes Withheld	Payroll Deductions	\$2,016.80		
			FICA	Payroll Deductions	\$1,232.95		
			Medicare	Payroll Deductions	\$288.38		
				<b>Total this claim =</b>	<b>\$5,059.47</b>		

<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	125	INSPIRE MEDIA	Operating Fund	Professional Services	(\$0.10)	2/10/14	REVERSE VOUCHER # 663 CHECK # 28625 - SHORT \$.10
				<b>Total this claim =</b>	<u>(\$0.10)</u>		
0	56	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	1/15/14	P/R ENDING 1/11/14
				<b>Total this claim =</b>	<u>\$95.00</u>		
0	55	PUBLIC EMP. RETIREMENT FU	Operating Fund	Emp Cont PERF	\$1,477.93	1/15/14	P/R ENDING 1/11/14
			PERF	Payroll Deductions	\$395.89		
				<b>Total this claim =</b>	<u>\$1,873.82</u>		
28787	64	AT&T	Operating Fund	Telephone & Telegraph	\$67.95	1/15/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$67.95</u>		
28788	58	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$720.00	1/15/14	SNOW REMOVAL - FRANKTON
				<b>Total this claim =</b>	<u>\$720.00</u>		
28789	59	CREATIVE PRODUCT SOURC	Operating Fund	Frankton Programing	\$87.95	1/15/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$87.95</u>		
28790	60	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$240.00	1/15/14	SNOW REMOVAL - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$240.00</u>		
28791	61	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$32.93	1/15/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$32.93</u>		
28792	57	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$821.01	1/15/14	P/R ENDING 1/11/14
				<b>Total this claim =</b>	<u>\$821.01</u>		
28793	62	PRONUNCIATOR	Operating Fund	Databases	\$1,100.00	1/15/14	ANNUAL SUBSCRIPTION
				<b>Total this claim =</b>	<u>\$1,100.00</u>		
28794	63	SENTIMENTAL PRODUCTIONS	Operating Fund	Frankton AV	\$175.00	1/15/14	TRAVEL DVD
				<b>Total this claim =</b>	<u>\$175.00</u>		
28795	65	TEI LANDMARK AUDIO	Operating Fund	Elwood AV	\$1,974.00	1/15/14	AUDIOBOOK LEASE - ELWOOD
				<b>Total this claim =</b>	<u>\$1,974.00</u>		
28796	74	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$31.05	1/29/14	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$4.62		
				<b>Total this claim =</b>	<u>\$35.67</u>		
28797	75	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$340.84	1/29/14	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$340.84</u>		
28798	76	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$20.80	1/29/14	HELP WANTED AD
				<b>Total this claim =</b>	<u>\$20.80</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>
28799	77	ELWOOD CHAMBER OF COM	Operating Fund	Dues	\$72.60	1/29/14	MEMBERSHIP DUES
				<b>Total this claim =</b>	<u>\$72.60</u>		
28800	78	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,551.73	1/29/14	SERVICE FOR ELWOOD AND SUMMITVILLE
			Operating Fund	Electricity	\$434.01		
				<b>Total this claim =</b>	<u>\$1,985.74</u>		
28801	72	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$848.68	1/29/14	P/R ENDING 1/25/14
				<b>Total this claim =</b>	<u>\$848.68</u>		
28802	79	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$78.00	1/29/14	TRASH SERVICE JAN-MAR - FRANKTON
				<b>Total this claim =</b>	<u>\$78.00</u>		
28803	70	MEDICAL MUTUAL OF OHIO	Operating Fund	Emp Cont Group Ins	\$6,988.94	1/29/14	HEALTH INSURANCE 2/1/14 - 3/1/14
			Insurance	Payroll Deductions	\$1,087.78		
				<b>Total this claim =</b>	<u>\$8,076.72</u>		
28804	80	MIDDLEBURY COMMUNITY PU	Operating Fund	Dues	\$50.00	1/29/14	NICCL DUES
				<b>Total this claim =</b>	<u>\$50.00</u>		
28805	81	TECHSOUP GLOBAL	Operating Fund	Techology Software	\$29.00	1/29/14	VISIO PROFESSIONAL 2013
				<b>Total this claim =</b>	<u>\$29.00</u>		
28806	82	TOWN OF FRANKTON	Operating Fund	Electricity	\$483.57	1/29/14	SERVICE FOR FRANKTON
			Operating Fund	Water	\$18.00		
			Operating Fund	Waste Disposal Services	\$20.50		
				<b>Total this claim =</b>	<u>\$522.07</u>		
28807	83	TOWN OF SUMMITVILLE	Operating Fund	Water	\$43.80	1/29/14	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<u>\$55.30</u>		
28808	84	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$1,071.48	1/29/14	SERVICE FOR ELWOOD & FRANKTON
			Operating Fund	Gas	\$289.22		
				<b>Total this claim =</b>	<u>\$1,360.70</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>
28809	126	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,362.21	2/10/14	As per attached invoices.
			Operating Fund	Elwood Childrens	\$638.85		
			Operating Fund	Elwood YA	\$489.45		
			Operating Fund	Frankton	\$1,413.13		
			Operating Fund	Summitville	\$1,475.82		
			Operating Fund	Elwood AV	\$65.80		
			Operating Fund	Frankton AV	\$145.46		
			Operating Fund	Summitville AV	\$98.21		
			Gift	Frankton Programming	\$422.70		
				<b>Total this claim =</b>	<u>\$8,311.63</u>		
28810	123	BARBARA SNIPES	Operating Fund	Professional Services	\$161.97	2/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$161.97</u>		
28811	85	BOSE, McKINNEY & EVANS LL	Operating Fund	Legal Services	\$264.00	2/10/14	LEGAL SERVICE
				<b>Total this claim =</b>	<u>\$264.00</u>		
28812	86	BURNETTE - DELLINGER INC.	Operating Fund	Insurance	\$3,605.00	2/10/14	WORKERS COMP-BONDS PRIESHOFF, ROBERTSON
				<b>Total this claim =</b>	<u>\$3,605.00</u>		
28813	87	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$176.36	2/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$176.36</u>		
28814	121	CHESTER INFORMATION TEC	Operating Fund	Technology Software	\$119.00	2/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$119.00</u>		
28815	88	CINTAS CORPORATION	Operating Fund	Cleaning & Sanitation Supplies	\$118.75	2/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$118.75</u>		
28816	89	CLINT TRICE	Operating Fund	Traveling Expense	\$28.00	2/10/14	MILEAGE
				<b>Total this claim =</b>	<u>\$28.00</u>		
28817	90	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$780.00	2/10/14	SNOW REMOVAL - FRANKTON
				<b>Total this claim =</b>	<u>\$780.00</u>		
28818	92	ELITE CONSTRUCTION	Operating Fund	Professional Services	\$1,380.00	2/10/14	SNOW REMOVAL - ELWOOD
				<b>Total this claim =</b>	<u>\$1,380.00</u>		
28819	122	ELWOOD CHAMBER OF COM	Gift	Elwood Adult Programing	\$100.00	2/10/14	2014 ANNUAL BANNER PROGRAM
				<b>Total this claim =</b>	<u>\$100.00</u>		
28820	93	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$210.00	2/10/14	FIRE EXTINGUISHERS INSPECTION
			Operating Fund	Professional Services	\$132.00		
				<b>Total this claim =</b>	<u>\$342.00</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>
28821	91	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,481.48	2/10/14	INTERNET ACCESS
				<b>Total this claim =</b>	<u>\$1,481.48</u>		
28822	94	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$210.35	2/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$210.35</u>		
28823	95	FRANKTON JR/SR HIGH SCHO	Gift	Advertising & Public Notices	\$60.00	2/10/14	2014 YEARBOOK AD
				<b>Total this claim =</b>	<u>\$60.00</u>		
28824	96	FRONTIER	Operating Fund	Telephone & Telegraph	\$293.36	2/10/14	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$293.36</u>		
28825	97	GLOBAL GOVT/ED SOLUTION	Operating Fund	Technology Equipment	\$439.85	2/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$439.85</u>		
28826	98	GREAT COURSES (THE)	Operating Fund Gift	Elwood AV	\$200.00	2/10/14	As per attached invoices.
				Elwood AV	\$284.55		
				<b>Total this claim =</b>	<u>\$484.55</u>		
28827	99	HORTON'S HARDWARE	Operating Fund	Operating Supplies	\$274.47	2/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$274.47</u>		
28828	112	KAREN WHITE	Operating Fund	Other	\$16.99	2/10/14	REFUND LOST BOOK "DEAD TO YOU" SHAYNE GONZALEZ CARD
				<b>Total this claim =</b>	<u>\$16.99</u>		
28829	100	KMART 9124	Operating Fund Operating Fund Operating Fund	Cleaning & Sanitation Supplies	\$44.37	2/10/14	As per attached invoices.
				Operating Supplies	\$2.24		
				Furniture & Equipment	\$33.94		
				<b>Total this claim =</b>	<u>\$80.55</u>		
28830	101	LIBRARY CORPORATION, THE	Operating Fund	Automation	\$2,214.00	2/10/14	DELL STATION SUPPORT - LIBRARY.SOLUTION LICENSE
				<b>Total this claim =</b>	<u>\$2,214.00</u>		
28831	102	LIBRARY STORE INC., THE	Operating Fund Operating Fund	Operating Supplies	\$92.51	2/10/14	As per attached invoices.
				Book Processing	\$454.53		
				<b>Total this claim =</b>	<u>\$547.04</u>		
28832	103	LMC SERVICE SOLUTIONS	Operating Fund Operating Fund	Professional Services	\$271.25	2/10/14	SERVICE CONTRACT FRANKTON & SUMMITVILLE
				Professional Services	\$271.25		
				<b>Total this claim =</b>	<u>\$542.50</u>		
28833	120	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$66.01	2/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$66.01</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>
28834	104	MIDAMERICA BOOKS	Operating Fund	Elwood Childrens	\$464.70	2/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$464.70</u>		
28835	127	MIDWEST TAPE	Operating Fund	Frankton AV	\$1,891.80	2/10/14	As per attached invoices.
			Operating Fund	Elwood AV	\$2,371.01		
			Operating Fund	Summitville AV	\$920.61		
			Operating Fund	Book Processing	\$507.92		
				<b>Total this claim =</b>	<u>\$5,691.34</u>		
28836	105	MOVIE LICENSING USA	Operating Fund	Elwood Children's Programing	\$120.00	2/10/14	COPYRIGHT COMPLIANCE SITE
			Operating Fund	Elwood Adult Programing	\$120.00		LICENSE
			Operating Fund	Frankton Programing	\$120.00		
			Operating Fund	Summitville Programing	\$120.00		
				<b>Total this claim =</b>	<u>\$480.00</u>		
28837	106	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$453.49	2/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$453.49</u>		
28838	107	PROSOURCE SPECIALTIES	Operating Fund	Elwood Children's Programing	\$156.25	2/10/14	As per attached invoices.
			Operating Fund	Summitville Programing	\$38.75		
				<b>Total this claim =</b>	<u>\$195.00</u>		
28839	108	QUILL CORPORATION	Operating Fund	Office Supplies	\$557.50	2/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$557.50</u>		
28840	109	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$10.00	2/10/14	As per attached invoices.
			Operating Fund	Office Supplies	\$13.90		
				<b>Total this claim =</b>	<u>\$23.90</u>		
28841	124	SAFE HIRING SOLUTIONS	Operating Fund	Professional Services	\$28.95	2/10/14	BACKGROUND CHECK
				<b>Total this claim =</b>	<u>\$28.95</u>		
28842	111	STATE CHEMICAL SOLUTIONS	Operating Fund	Operating Supplies	\$475.59	2/10/14	ICE REMOVER
				<b>Total this claim =</b>	<u>\$475.59</u>		
28843	113	TECHSOUP GLOBAL	Operating Fund	Technology Software	\$87.00	2/10/14	INVOICE TOTAL WITH CHECK #28805
				<b>Total this claim =</b>	<u>\$87.00</u>		
28844	114	TEI LANDMARK AUDIO	Operating Fund	Frankton AV	\$2,664.00	2/10/14	ANNUAL BILLING AUDIOBOOK LEASE
				<b>Total this claim =</b>	<u>\$2,664.00</u>		
28845	115	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$469.99	2/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$469.99</u>		



Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
28846	117	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	\$149.00	2/10/14	LEASE RICOH COPIER
				<b>Total this claim =</b>	\$149.00		
28847	116	UPSTART	Operating Fund	Elwood Children's Programing	\$548.60	2/10/14	SUMMER READING SUPPLIES
				<b>Total this claim =</b>	\$548.60		
28848	118	VAN AUDSALL & FARRAR, INC.	Operating Fund	Office Supplies	\$136.80	2/10/14	As per attached invoices.
				<b>Total this claim =</b>	\$136.80		
28849	119	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$223.38	2/10/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	\$223.38		
<b>Total Amount of Claims</b>					<b>\$109,744.94</b>		

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

Friday, February 07, 2014

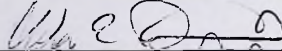
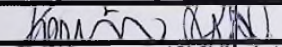
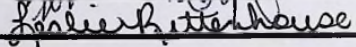
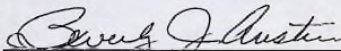
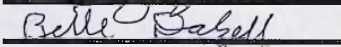
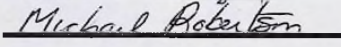
*Daniel A. Pritchett*  
 \_\_\_\_\_  
 Fiscal Officer

**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 \$109,744.94

Date this 10 day of February, 2014.

 _____  _____  _____	 _____  _____  _____
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**SIGNATURES OF GOVERNING BOARD**

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

**2013**

Beginning Operating Fund	\$	538,182.94			
		<b>Spring</b>		<b>Fall</b>	
		Property	Excise	Property	Excise
<b>Summitville</b>					
Boone	\$	35,368.60	\$ 1,961.60	\$ 24,756.75	\$ 1,676.24
Duck Creek Madison-Grant	\$	24,401.85	\$ 789.02	\$ 19,317.64	\$ 754.01
Van Buren	\$	32,510.00	\$ 2,003.80	\$ 22,151.98	\$ 1,713.17
Summitville	\$	14,669.46	\$ 1,008.70	\$ 11,563.76	\$ 1,069.78
<b>Total</b>	\$	<u>106,949.91</u>	<u>\$ 5,763.12</u>	<u>\$ 77,790.13</u>	<u>\$ 5,213.20</u>
<b>Frankton</b>					
Lafayette West Cent	\$	66,941.92	\$ 5,870.94	\$ 51,356.97	\$ 4,208.37
Lafayette Anderson	\$	1,434.24	\$ 131.95	\$ 1,195.88	\$ 121.77
Pipe Creek West Cent	\$	41,453.90	\$ 2,014.00	\$ 29,077.47	\$ 1,834.96
Anderson Laf WC	\$	4,200.60	\$ 17.89	\$ 4,085.35	\$ 1.88
Frankton Lafayette	\$	3,472.79	\$ 1,056.48	\$ 2,454.51	\$ 876.87
Frankton Pipe Creek	\$	10,524.74	\$ 1,381.32	\$ 8,422.60	\$ 1,262.28
<b>Total</b>	\$	<u>128,028.19</u>	<u>\$ 10,472.58</u>	<u>\$ 96,592.78</u>	<u>\$ 8,306.13</u>
<b>Elwood</b>					
Pipe Creek Elwood	\$	26,363.19	\$ 2,076.59	\$ 18,275.86	\$ 1,948.32
Duck Creek Elwood	\$	5,328.88	\$ 456.26	\$ 4,642.16	\$ 326.67
Elwood Duck Creek	\$	676.39	\$ 60.75	\$ 412.85	\$ 69.09
Elwood Pipe Creek	\$	78,381.83	\$ 5,822.18	\$ 59,317.10	\$ 4,860.02
<b>Total</b>	\$	<u>110,750.29</u>	<u>\$ 8,415.78</u>	<u>\$ 82,647.97</u>	<u>\$ 7,204.10</u>
Summitville Yearly Total	\$	184,740.04	\$ 10,976.32		\$ 257,030.88
Frankton Yearly Total	\$	224,620.97	\$ 18,778.71		
Elwood Yearly Total	\$	<u>193,398.26</u>	<u>\$ 15,619.88</u>		
<b>Total</b>	\$	<u>602,759.27</u>	<u>\$ 45,374.91</u>		
Spring Total	\$	345,728.39	\$ 24,651.48		
Fall Total	\$	257,030.88	\$ 20,723.43		
<b>Circuit Breaker Information</b>					
Certified	\$	724,546.00		\$ 121,786.73	
Abstract	\$	<u>606,607.00</u>			
Difference	\$	117,939.00			

<b>Operating Fund</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	
Property Tax	\$ 568,609	\$ 614,561	\$ 517,975	\$ 677,095	\$ 757,887	\$ 718,237	\$ 602,759	
Financial Institution Tax	\$ 2,046	\$ 2,208	\$ 2,028	\$ 2,042	\$ 3,113	\$ 247,163	\$ 243,475	
County Option Income Tax	\$ 262,786	\$ 241,048	\$ 262,225	\$ 272,176	\$ 233,701	\$ 2,956	\$ 3,398	
Commercial Vehicle Tax	\$ 5,708	\$ 5,982	\$ 5,402	\$ 5,369	\$ 5,727	\$ 80,478	\$ 45,375	
License Excise Tax	\$ 62,395	\$ 62,671	\$ 100,749	\$ 130,506	\$ 55,086	\$ 5,532	\$ 6,251	
Fines and Fees	\$ 23,909	\$ 38,875	\$ 36,865	\$ 43,585	\$ 37,459	\$ 34,918	\$ 39,267	
<b>Total Revenue</b>	<b>\$ 925,453</b>	<b>\$ 965,345</b>	<b>\$ 925,243</b>	<b>\$ 1,130,772</b>	<b>\$ 1,092,974</b>	<b>\$ 1,089,282</b>	<b>\$ 940,525</b>	
<b>Total Expenditures</b>	<b>\$ 903,630</b>	<b>\$ 905,050</b>	<b>\$ 903,010</b>	<b>\$ 884,953</b>	<b>\$ 973,571</b>	<b>\$ 1,107,687</b>	<b>\$ 1,080,353</b>	
Revenue - Expenditures	\$ 21,823	\$ 60,295	\$ 22,233	\$ 245,819	\$ 119,403	\$ (18,405)	\$ (139,828)	\$ 311,339
LIRF Transfer	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 7,000	
Rainy Day Transfer						\$ 100,000		
<b>Approved Budget</b>	<b>\$ 1,051,011</b>	<b>\$ 1,090,512</b>	<b>\$ 1,112,902</b>	<b>\$ 1,145,092</b>	<b>\$ 1,156,570</b>	<b>\$ 1,222,542</b>	<b>\$ 1,397,850</b>	

**W. James Hamilton**

Direct Dial: (317) 684-5419  
Fax: (317) 223-0419  
E-Mail: JHamilton@boselaw.com

Jamie Scott  
February 6, 2014  
Page Two

February 6, 2014

ATTORNEY WORK PRODUCT  
PRIVILEGED AND CONFIDENTIAL

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

Re: Patient Protection and Affordable Care Act

Dear Ms. Scott:

Thank you for the opportunity to assist the North Madison County Public Library System (the "Library") in evaluating the health insurance coverage provided to its full-time employees.

It is my understanding that the Library currently contributes ninety percent (90%) of the cost of coverage for employees, spouses and dependents that participate in the health plan. The Library's annual cost to provide health insurance coverage is approximately \$100,000.

*A. Patient Protection and Affordable Care Act*

Much of the discussion about the Patient Protection and Affordable Care Act ("PPACA") has centered around the significant employer penalties. The PPACA requires applicable large employers to provide minimum essential coverage to their employees who work at least thirty hours of service per week, or potential suffer a penalty. An applicable large employer is defined as an employer with fifty or more full-time or full-time equivalent employees during the prior calendar year. It is my understanding that the Library has approximately twenty-five total employees, so the employer penalties will not apply to the Library under its current circumstances.

However, there are other issues that the Library will need to address under the PPACA. Starting in 2014, the PPACA will impose a new annual fee on health insurers. The amount of the annual fee in 2014 is \$8 billion, and this fee will rise to \$14.3 billion in 2018. It is very likely that these

fees will be passed along by the insurance companies to your Library, which may result in a premium increase of two to three percent. In addition, because the Library is a small employer, the Library may not impose a deductible that exceeds \$2,000 for a plan covering a single individual and \$4,000 for any other plan.

The most daunting potential issue for the Library is community rating. Under the PPACA community rating rules, insurance carriers will not be permitted to take claims experience into account for purposes of setting rates for smaller, fully-insured entities. Rather, rates may vary based only upon: (a) age (by no more than a 3:1 ratio across age rating bands established by the Secretary); (b) tobacco use (by no more than a 1.5:1 ratio); (c) self-only or family enrollment; and (d) rating area. In many cases, these community rating rules may result in significant increases in premiums in the small group market, perhaps in the range of forty to ninety percent. If, however, the Library's claim experience has been particularly bad, the community rating rules may result in a reduction of your premium.

*B. Recommendations for Library*

The Library currently contributes ninety percent (90%) of the cost of coverage for employees, spouses and dependents that participate in the health plan. In my experience, this contribution percentage is exceptionally high. I would suggest, if the Library elects to continue to offer health insurance coverage, that the contribution towards the cost of coverage for spouses and dependents be reduced to fifty percent (50%) or less.

Notwithstanding the foregoing, I am inclined to recommend that the Library terminate its health insurance coverage later this year for the following reasons:

1. The Library will not be subject to employer penalties under the PPACA. The Library has less than fifty full-time equivalent employees and thus is not subject to the penalties.
2. The Library has not entered into a collective bargaining agreement with its employees that obligates the Library to continue coverage.
3. The new health insurance marketplace ([www.healthcare.gov](http://www.healthcare.gov)) has been plagued by problems involving the website. However, those problems are being addressed and should be completely resolved by this summer.

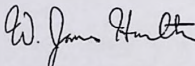
Jamie Scott  
February 6, 2014  
Page Three

4. All of the Library's employees should be able to receive health insurance coverage through the marketplace. No individual will be denied coverage based upon health status.
5. Some of the Library's employees may be eligible for significant subsidies towards the cost of health insurance through the marketplace. An estimated subsidy calculator is available at <http://kff.org/interactive/subsidy-calculator/>. Note that there is litigation currently pending in Indiana that challenges the propriety of these subsidies; however, for now, these subsidies are available to eligible individuals.
6. In lieu of making a contribution towards the cost of health insurance, the Library could utilize some of these funds to raise salaries or contribute to a section 403(b) retirement plan. For example, the Library could terminate the health insurance plan and make a \$5,000 annual contribution to a qualified retirement account for each full-time employee. This approach would save the Library approximately \$50,000 and limit the Library's financial exposure going forward.
7. If the Library elects to continue health insurance coverage, rates may rise significantly as a result of community rating, which will be effective as of your next renewal.

I realize that termination of the health insurance plan will cause anxiety and potentially may result in the loss of good employees. However, given your specific circumstances, I believe that you should strongly consider terminating your health insurance plan. If the Library elects to terminate the plan, it will be important to educate your employees on the new health insurance marketplace and assist with enrollment.

Please let me know if you have any additional questions. Thank you.

Sincerely,



W. James Hamilton

2508684v2

ENA Mail

dshepard@elwood.lib.in.us

**Fwd: Follow up**

**From :** Jamie Scott <jscott@elwood.lib.in.us> Thu, Jan 30, 2014 09:58 AM  
**Subject :** Fwd: Follow up  
**To :** Diana Shepard <dshepard@elwood.lib.in.us>

FYI

**From:** "Jim Hamilton" <JHamilton@boselaw.com>  
**To:** jscott@elwood.lib.in.us  
**Cc:** "Jonathan L Mayes" <jmayes@boselaw.com>  
**Sent:** Wednesday, January 29, 2014 3:42:25 PM  
**Subject:** Follow up

Jamie –

Thank you for talking with me this afternoon about the Affordable Care Act. As promised, here is a link for the Kaiser Family Foundation subsidy calculator for the new ACA insurance marketplaces:

<http://kff.org/interactive/subsidy-calculator/>

Based upon the information you provided to me, I believe that the Library should seriously consider discontinuing health insurance later this year. As requested, I will draft a letter summarizing the points that we discussed earlier today.

Jim

**W. James Hamilton**

**Bose McKinney & Evans LLP** | [www.boselaw.com](http://www.boselaw.com)  
111 Monument Circle | Suite 2700 | Indianapolis, Indiana 46204  
[JHamilton@boselaw.com](mailto:JHamilton@boselaw.com) | P 317-684-5419 | F 317-223-0419

Assistant Contact | Bobbi J. White | [BWhite@boselaw.com](mailto:BWhite@boselaw.com) | P 317-684-5418 | F 317-223-0418

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Type of Coverage	Yearly Total	Library Payment	Employee Payment
Family	\$ 13,230	\$ 11,895	\$ 1,335
Family	\$ 18,851	\$ 16,796	\$ 2,055
Single	\$ 2,460	\$ 2,180	\$ 280
Single	\$ 3,644	\$ 3,276	\$ 368
Single	\$ 2,320	\$ 2,067	\$ 253
Spouse	\$ 19,698	\$ 17,562	\$ 2,136
Spouse	\$ 16,463	\$ 14,800	\$ 1,663
Spouse	\$ 23,793	\$ 21,199	\$ 2,594
Totals	\$ 100,459	\$ 89,775	\$ 10,684

These amounts are based on current premiums.

Medical Mutual will be no longer covering us as of June 2014.

Premiums will most likely significantly increase after June.

Current deductible-\$3,500 for Individual and \$7,000 for Spouse/Family

New deductible will have to be at or less than \$2,000/\$4,000



# SERVICE SOLUTIONS

## SERVICE REPAIR ESTIMATE

800.439.6065 □ 765.644.6699 FAX  
1023 WEST 38<sup>TH</sup> STREET  
ANDERSON, IN 46013  
www.lmc-solutions.net

CUSTOMER: Ralph Hazelbaker Library

DATE: January 31, 2014

T&M  QUOTE

ADDRESS: 1013 W Church St  
Summitville, IN 46070

PHONE: 765-536-2335

WE RECOMMEND THE FOLLOWING: Install new filter racks on existing furnaces.

ESTIMATED MATERIALS AND PARTS			
QUANTITY	PART	PRICE	TOTAL
3	Sheet metal filter rack	\$50.00	\$ 150.00
3	1" Pleated filter (if different size than existing)	\$9.00	\$ 27.00
1	misc. sheet metal	\$25.00	\$ 25.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
			\$ 0.00
	Sales Tax		

OTHER CHARGES			
EPA COMPLIANCE		PERMITS & PARKING	
RIGGING OR CRANE		SECONDARY TECH	
TRAVEL	\$39.00	MISC.	\$15.00

LABOR ESTIMATE	HOURS	RATE	TOTAL
PRIMARY TECH	16.00	\$85.00	\$1,360.00
SECONDARY TECH			\$ 0.00
NON-SKILLED	3.00	\$50.00	\$ 150.00

TOTAL ESTIMATED COST OF REPAIRS: **\$1,766.00**

Submitted By: DYLAN KING, TECHNICAL SERVICES

This is an **ESTIMATE ONLY**. All repairs are on a time and material basis only. We have prepared this estimate to give you an idea of what we estimate the costs will be for repairs. Your actual charges may vary depending on the actual amount of labor and materials required to complete the repairs. You may also require other repairs that are not identified at this time. Your charges will be based on the actual labor, materials, and other charges that are provided on your behalf.

<p>We accept this estimate and give permission to proceed with service/repairs. We agree to pay all charges under the normal terms and conditions of LMC Service Solutions.</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Date</p>	<p>We decline this estimate. Do not proceed with service/ repairs.</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Date</p>
--	---



# LMC SERVICE SOLUTIONS

INVOICE # \_\_\_\_\_  
 SERVICE WORK ORDER # 87372

1023 W 38th St Anderson, IN 46013 Ph 1-800-439-6065 Fax 1-765-644-6699

CUSTOMER **RALPH HAZELBAKER LIBRARY** BILL TO  
 1013 W CHURCH ST  
 SUMMITVILLE, IN 46070

PHONE **765-536-2335** PO # \_\_\_\_\_  
 UNIT # \_\_\_\_\_ MODEL \_\_\_\_\_  
 MAKE \_\_\_\_\_ SERIAL # \_\_\_\_\_

- TYPE OF CALL**
- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> NO HEAT                           | <input type="checkbox"/> WARRANTY            | <input type="checkbox"/> BLOWER/FAN           | <input type="checkbox"/> CONDENSATE LEAK        |
| <input type="checkbox"/> NO COOL                           | <input type="checkbox"/> INSTALL JOB # _____ | <input type="checkbox"/> NOISE                | <input type="checkbox"/> CLEAN COIL             |
| <input checked="" type="checkbox"/> PREVENTIVE MAINTENANCE | <input type="checkbox"/> COMMISSION SYSTEM   | <input type="checkbox"/> ODOR/FUMES           | <input type="checkbox"/> COMPRESSOR REPLACEMENT |
| <input checked="" type="checkbox"/> HEATING                | <input type="checkbox"/> SHOP WORK           | <input type="checkbox"/> WATER LEAK           | <input type="checkbox"/> REFRIGERANT RECOVERY   |
| <input type="checkbox"/> BOILER                            | <input type="checkbox"/> DIAGNOSTIC          | <input type="checkbox"/> PIPING               | <input type="checkbox"/> SPECIALTY SERVICE      |
| <input type="checkbox"/> COOLING                           | <input type="checkbox"/> MISC REPAIRS        | <input type="checkbox"/> DUCTWORK             | <input type="checkbox"/> AIR/WATER BALANCE      |
| <input type="checkbox"/> INSPECTION                        | <input type="checkbox"/> OBSERVE OPERATION   | <input type="checkbox"/> EXHAUST/VENT SYSTEM  | <input type="checkbox"/> INDOOR AIR QUALITY     |
| <input type="checkbox"/> FILTER CHANGE ONLY                | <input type="checkbox"/> REFRIGERATION EQUIP | <input type="checkbox"/> TEMP CONTROLS SYSTEM | <input type="checkbox"/>                        |

**87372**

**COMMENTS:**  
 PM HEATING - CONTACT ON SITE IS JILL MURRAY.changed filters, cleared drains, cleaned flame sensors, inspected all elec comp and heat exchangers, checked furnaces and controls operation. Changes need to be made to each return air system to allow for proper filtration. Outdoor air is not being filtered at all and filters don't fit properly. We will submit an SRE to make corrective repairs. Also there needs to be a fernco coupling installed on the south furnace to allow for the flame sensor to be serviced.

**X** \_\_\_\_\_ **X** \_\_\_\_\_

Customer declines recommended repairs \_\_\_\_\_ Date \_\_\_\_\_ I hereby authorize(d) all labor and materials and agree to pay this invoice upon receipt. This order subject to terms and conditions on reverse.

COMMENTS	TECHNICIAN	MO/DA/YR	REG	OT	
<input type="checkbox"/> UNSAFE TO OPERATE	Larry	1/28/14	4.00		SERVICE CALL
<input type="checkbox"/> REPLACE EQUIPMENT OR SYSTEM					TECHNICIAN CHARGES
<input type="checkbox"/> EQUIPMENT WORN OR IN POOR CONDITION					MATERIALS - PAGE 2
<input type="checkbox"/> EQUIPMENT NOT EFFICIENT					EPA COMPLIANCE
<input type="checkbox"/> INDOOR AIR QUALITY ISSUES					TAX <input type="checkbox"/> EXEMPT IF CHECKED
<input type="checkbox"/> CARBON MONOXIDE POSSIBLE					
<input type="checkbox"/> MOLD POSSIBLE					
<input type="checkbox"/> IMMEDIATE ATTENTION REQUIRED					
<input type="checkbox"/> PREVENTIVE MAINTENANCE REQUIRED					
<input type="checkbox"/> ADD ON ACCESSORIES					
<input type="checkbox"/> ADDITIONAL REPAIRS NEEDED					
<input type="checkbox"/> INSTRUCT OWNER					
<input type="checkbox"/> WARRANTY (NONE UNLESS CHECKED)					
	<b>TOTAL HOURS</b>		<b>4.00</b>		<b>TOTAL</b>

**PAYMENT**  CASH  CHECK # \_\_\_\_\_  CREDIT CARD \_\_\_\_\_

MECHANICAL SERVICE & SUPPORT

1.800.439.6065

lmc-solutions.net

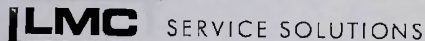
**TERMS**

"ALL WARRANTIES FOR MANUFACTURED PRODUCTS INCORPORATED IN THE SYSTEM SHALL BE PASSED ON TO THE OWNER BY THE CONTRACTOR AS RECEIVED FROM THE MANUFACTURER. THE CONTRACTOR ASSUMES NO RESPONSIBILITY AND MAKES NO WARRANTY SEPARATE FROM THE MANUFACTURER'S WARRANTY, EXCEPT TO THE EXTENT COVERED BY OUR STANDARD SERVICE CONTRACT, IF PURCHASED AND INCLUDED AS PART OF THIS ACCEPTED SERVICE/WORK ORDER INVOICE. TIME FOR PERFORMANCE IS SUBJECT TO STRIKE, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. PAYMENT SHALL BE PROMPTLY MADE AS PROVIDED. DEFERRED PAYMENT SHALL BEAR INTEREST AT THE HIGHEST LEGAL RATE. IF COLLECTION IS MADE THROUGH AN ATTORNEY, THEN THE PURCHASER SHALL PAY A REASONABLE ATTORNEY'S FEE AND ALL COSTS INCIDENT TO SUCH COLLECTION. EVERY PORTION OF THIS SYSTEM SUPPLIED TO THE CONTRACTOR BY OTHER PARTIES IS SUBJECT TO THE SUPPLIER'S LIEN RECORDED IN STATE OF MANUFACTURER AS PROVIDED UNDER U.C.C. UNTIL FULL PAYMENT IS MADE TO THE CONTRACTOR BY THE OWNER. ACCOUNTS WHICH ARE NOT PAID AFTER 30 DAYS ARE SUBJECT TO A LIEN ON THE PROPERTY."

**TAXES**

THE PRICE OF THIS ORDER DOES NOT INCLUDE DUTIES, SALES, USE, EXCISE OR OTHER SIMILAR TAXES, UNLESS REQUIRED BY FEDERAL, STATE OR LOCAL LAW. ALL TAXES NOT LEGALLY REQUIRED TO BE PAID BY LMC SERVICE SOLUTIONS SHALL BE PAID BY CUSTOMER IN ADDITION TO THE STATED PRICE, OR IN LIEU THEREOF, CUSTOMER SHALL PROVIDE LMC SERVICE SOLUTIONS WITH TAX EXEMPTION CERTIFICATES ACCEPTABLE TO THE TAXING AUTHORITIES. LMC SERVICE SOLUTIONS SHALL PROVIDE CUSTOMER WITH ANY TAX PAYMENT CERTIFICATE UPON REQUEST AND AFTER COMPLETION AND ACCEPTANCE OF THE WORK.





February 5, 2014

Frankton Community Library  
102 N Church St  
Frankton, IN 46044  
765-754-7116

**PROPOSAL FOR MULTI-ZONE HEAT PUMP SYSTEM**

We are pleased to offer our proposal for the installation of a multi-zone heat pump system to condition the server room and storage room of the library. Our proposal includes the following:

- Lennox 3 Ton Multi-Zone Heat Pump outdoor unit
- Two (2) 18k BTU wall mounted indoor ductless split units
- Equipment mounted condensate removal pumps
- Wireless remote thermostat unit controllers
- R410 Refrigerant with SEER ratings at 16.00
- DC Inverter Compressor for low energy usage
- Insulated refrigerant line sets to each unit
- Start up and commissioning of system and operational performance check
- Includes manufacturers parts and labor warranty allowance
- \*Does not include line voltage wiring and circuit breaker protection to outdoor unit. A licensed electrician will be required to complete this portion of work.

We can provide the above for the sum of **\$8,180.00**.

Price is in effect for 30 days. Any additional labor or materials not specified above will be billed as an extra at normal rates.

Submitted by:

Dylan King, Service Supervisor  
LMC Service Solutions

**ACCEPTANCE**

You are hereby authorized to furnish all material and labor described in this proposal to complete the work mentioned above for which the undersigned agrees to pay **\$8,180.00**, according to the terms thereof as described in this document.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**TERMS AND CONDITIONS:**

All quoted pricing includes any applicable sales tax.

Payments to be made as the work progresses to the value of 100% of all work completed. The purchaser will be charged on a monthly basis for all equipment and services rendered through the end of the month. Any balance due will bear interest at the rate of 1 1/2% per month. The entire amount of this contract is to be paid within 15 days of completion.

This proposal will become a contract between LMC Service Solutions and the purchaser if it is accepted by the purchaser and approved in writing by our duly authorized representative. Any equipment or labor not specified above, will be billed and paid for by the Purchaser as an extra at our normal rates.

Title to the equipment and materials shall remain with LMC Service Solutions until all sums due LMC Service Solutions have been paid. LMC Service Solutions will provide a one-year labor warranty for repair of component failures on all equipment. LMC Service Solutions will act as agent for the manufacturer of any components or equipment and will provide replacement parts during the term of the manufacturers warranty period. Maintenance items are not covered by warranty. General maintenance on equipment installed by LMC Service Solutions is the responsibility of the purchaser and will not be a part of warranty work.

**WORKING CONDITIONS AND SPECIAL REQUIREMENTS:**

The purchaser agrees to provide LMC Service Solutions with access to the building during normal hours of operation (7:30am to 5:00pm, Monday through Friday) for the purpose of completing their work. It will be necessary for LMC Service Solutions to park near the building during the time workers are on the job. LMC Service Solutions will make every effort to protect the owner's property during work on this project, however, the owner will be responsible for cleaning floors or carpet after the work has been performed.

It is understood that this proposal sets forth our entire agreement.

Approved by: Dylan King, Service Supervisor

Date: 2/5/2014



# SERVICE SOLUTIONS

INVOICE #

SERVICE WORK ORDER #

87373

1023 W 38th St Anderson, IN 46013 Ph 1-800-439-6065 Fax 1-765-644-6699

CUSTOMER FRANKTON COMMUNITY LIBRARY

BILL TO

102 N CHURCH ST  
FRANKTON, IN 46044

PHONE 754-7116

PO #

UNIT #

MODEL

MAKE

SERIAL #

**TYPE OF CALL**

- NO HEAT
- NO COOL
- PREVENTIVE MAINTENANCE
- HEATING
- BOILER
- COOLING
- INSPECTION
- FILTER CHANGE ONLY
- WARRANTY
- INSTALL JOB # \_\_\_\_\_
- COMMISSION SYSTEM
- SHOP WORK
- DIAGNOSTIC
- MISC REPAIRS
- OBSERVE OPERATION
- REFRIGERATION EQUIP
- BLOWER/FAN
- NOISE
- ODOR/FUMES
- WATER LEAK
- PIPING
- DUCTWORK
- EXHAUST/VENT SYSTEM
- TEMP CONTROLS SYSTEM
- CONDENSATE LEAK
- CLEAN COIL
- COMPRESSOR REPLACEMENT
- REFRIGERANT RECOVERY
- SPECIALTY SERVICE
- AIR/WATER BALANCE
- INDOOR AIR QUALITY

87373

**COMMENTS:**

PM heating- changed filters, cleared drains, cleaned flame sensors, inspected all elec comp and heat exchangers, checked furnaces and controls operation.

IT room has inadequate cooling and the storage room has no heating/cooling, they have to leave the doors open on both rooms to prevent pipes from freezing and to keep the server cool in the winter. A small VRF system would take care of these problems.

**TERMS**

"ALL WARRANTIES FOR MANUFACTURED PRODUCTS INCORPORATED IN THE SYSTEM SHALL BE PASSED ON TO THE OWNER BY THE CONTRACTOR AS RECEIVED FROM THE MANUFACTURER. THE CONTRACTOR ASSUMES NO RESPONSIBILITY AND MAKES NO WARRANTY SEPARATE FROM THE MANUFACTURER'S WARRANTY, EXCEPT TO THE EXTENT COVERED BY OUR STANDARD SERVICE CONTRACT, IF PURCHASED AND INCLUDED AS PART OF THIS ACCEPTED SERVICE/WORK ORDER INVOICE. TIME FOR PERFORMANCE IS SUBJECT TO STRIKE, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. PAYMENT SHALL BE PROMPTLY MADE AS PROVIDED. DEFERRED PAYMENT SHALL BEAR INTEREST AT THE HIGHEST LEGAL RATE. IF COLLECTION IS MADE THROUGH AN ATTORNEY, THEN THE PURCHASER SHALL PAY A REASONABLE ATTORNEY'S FEE AND ALL COSTS INCIDENT TO SUCH COLLECTION. EVERY PORTION OF THIS SYSTEM SUPPLIED TO THE CONTRACTOR BY OTHER PARTIES IS SUBJECT TO THE SUPPLIER'S LIEN RECORDED IN STATE OF MANUFACTURER AS PROVIDED UNDER U.C.C. UNTIL FULL PAYMENT IS MADE TO THE CONTRACTOR BY THE OWNER. ACCOUNTS WHICH ARE NOT PAID AFTER 30 DAYS ARE SUBJECT TO A LIEN ON THE PROPERTY."

**TAXES**

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Customer declines recommended repairs

Date

I hereby authorize(d) all labor and materials and agree to pay this invoice upon receipt. This order subject to terms and conditions on reverse.

**COMMENTS**

- UNSAFE TO OPERATE
- REPLACE EQUIPMENT OR SYSTEM
- EQUIPMENT WORN OR IN POOR CONDITION
- EQUIPMENT NOT EFFICIENT
- INDOOR AIR QUALITY ISSUES
- CARBON MONOXIDE POSSIBLE
- MOLD POSSIBLE
- IMMEDIATE ATTENTION REQUIRED
- PREVENTIVE MAINTENANCE REQUIRED
- ADD ON ACCESSORIES
- ADDITIONAL REPAIRS NEEDED
- INSTRUCT OWNER
- WARRANTY (NONE UNLESS CHECKED)

TECHNICIAN	MO/DA/YR	REG	OT	
Larry	1/27/14	4.00		SERVICE CALL
				TECHNICIAN CHARGES
				MATERIALS - PAGE 2
				EPA COMPLIANCE
				TAX <input type="checkbox"/> EXEMPT IF CHECKED
<b>TOTAL HOURS</b>		4.00		<b>TOTAL</b>

**PAYMENT**

CASH     CHECK # \_\_\_\_\_     CREDIT CARD

MECHANICAL SERVICE & SUPPORT

1.800.439.6065

lmc-solutions.net



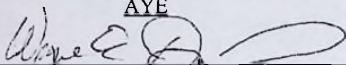
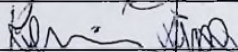
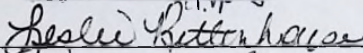
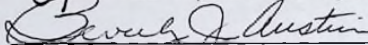
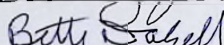
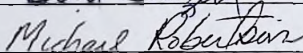
Resolution to Establish Non-resident Fees  
North Madison County Public Library System

Whereas, IC 36-12-2-25(c) requires that a non-resident fee be established using the current total operating expenditures per capita, the members of the North Madison County Public Library System Board now sets its non-resident fee at \$60 per year.

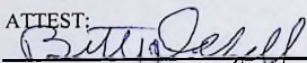
Adopted the 10th day of February 2014.

AYE

NAY

	_____
	_____
	_____
	_____
	_____
	_____
_____	_____

ATTEST:



Secretary of North Madison County Public Library System Board of Trustees

**Financial Report**  
**North Madison County Public Library System**

Report Dates = 2/1/14 to 2/28/14

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
100 Operating Fund	\$538,182.94	\$54,399.17	\$162,316.59	\$16.30	\$21,559.83	\$397,426.18
<b>Subtotal</b>	<b>\$538,182.94</b>	<b>\$54,399.17</b>	<b>\$162,316.59</b>	<b>\$16.30</b>	<b>\$21,559.83</b>	<b>\$397,426.18</b>
<b>1. Operating Fund</b>						
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
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>2. Main</b>						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
107 PLAC	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
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	\$50,221.12	\$0.00	\$1,267.93	\$0.00	\$0.00	\$48,953.19
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$39,148.37	\$867.25	\$1,292.76	\$0.00	\$0.00	\$37,855.61
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	\$10,431.00	\$1,481.48	\$2,962.96	\$0.00	\$0.00	\$7,468.04
130 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$155,485.06</b>	<b>\$2,348.73</b>	<b>\$5,523.65</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>\$150,011.41</b>
<b>4. Withholding</b>						
201 Federal Taxes Withheld	\$0.00	\$2,010.15	\$8,039.56	\$2,010.15	\$8,039.56	\$0.00
202 FICA	\$0.00	\$1,239.37	\$4,955.23	\$1,239.37	\$4,955.23	\$0.00
203 State Tax Withheld	\$0.00	\$0.00	\$2,095.12	\$696.15	\$2,791.27	\$696.15
204 County Taxes Withheld	\$0.00	\$0.00	\$1,016.62	\$337.74	\$1,354.36	\$337.74
205 PERF	\$0.00	\$421.23	\$1,632.31	\$421.23	\$1,632.31	\$0.00
206 Credit Union	\$0.00	\$846.01	\$3,355.17	\$846.01	\$3,355.17	\$0.00
207 Annuity	\$0.00	\$95.00	\$380.00	\$95.00	\$380.00	\$0.00
208 Insurance	\$0.00	\$0.00	\$1,087.78	\$381.19	\$1,468.97	\$381.19
209 Medicare	\$0.00	\$289.88	\$1,158.96	\$289.88	\$1,158.96	\$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	\$728.82	\$242.94	\$971.76	\$242.94
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$4,901.64</b>	<b>\$24,449.57</b>	<b>\$6,559.66</b>	<b>\$26,107.59</b>	<b>\$1,658.02</b>
<b>Grand Total</b>	<b>\$693,668.00</b>	<b>\$61,649.54</b>	<b>\$192,289.81</b>	<b>\$6,575.96</b>	<b>\$47,717.42</b>	<b>\$549,095.61</b>

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

**Bank Balances**

North Madison County Public Library System

Report as of: 2/28/14

Bank	Balance
1 Star Financial Bank	\$292,920.61
2 Star Financial Bank (2)	\$62,293.18
3 Community Bank/Summitville	\$0.00
4 First Farmers Bank & Trust	\$39,481.23
5 PNC Bank	\$154,135.59
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
<b>Total all banks =</b>	<b>\$549,095.61</b>

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

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	JAN 2013	JAN 2014	Amount of Change	% OF Change	YTD 2013	YTD 2014	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	2,580	2,772	192	7%	2,580	2,772	192	7%
JUVENILE	1,548	1,294	-254	-16%	1,548	1,294	-254	-16%
Y. A.	427	390	-37	-9%	427	390	-37	-9%
PERIOD.	412	503	91	22%	412	503	91	22%
AUDIO	160	199	39	24%	160	199	39	24%
VIDEO	5,315	4,769	-546	-10%	5,315	4,769	-546	-10%
DIGITAL MEDIA	231	227	-4	-2%	231	227	-4	-2%
<b>TOTAL</b>	<b>10,673</b>	<b>10,154</b>	<b>-519</b>	<b>-5%</b>	<b>10,673</b>	<b>10,154</b>	<b>-519</b>	<b>-5%</b>

<b>FRANKTON</b>								
ADULT	987	888	-99	-10%	987	888	-99	-10%
JUVENILE	593	440	-153	-26%	593	440	-153	-26%
Y. A.	180	220	40	22%	180	220	40	22%
PERIOD.	278	178	-100	-36%	278	178	-100	-36%
AUDIO	42	47	5	12%	42	47	5	12%
VIDEO	1,166	1,153	-13	-1%	1,166	1,153	-13	-1%
DIGITAL MEDIA	115	114	-1	-1%	115	114	-1	-1%
<b>TOTAL</b>	<b>3,361</b>	<b>3,040</b>	<b>-321</b>	<b>-10%</b>	<b>3,361</b>	<b>3,040</b>	<b>-321</b>	<b>-10%</b>

<b>HAZELBAKER</b>								
ADULT	553	599	46	8%	553	599	46	8%
JUVENILE	240	270	30	13%	240	270	30	13%
Y. A.	57	54	-3	-5%	57	54	-3	-5%
PERIOD.	115	147	32	28%	115	147	32	28%
AUDIO	11	35	24	218%	11	35	24	218%
VIDEO	1,013	1,321	308	30%	1,013	1,321	308	30%
DIGITAL MEDIA	115	114	-1	-1%	115	114	-1	-1%
<b>TOTAL</b>	<b>2,104</b>	<b>2,540</b>	<b>436</b>	<b>21%</b>	<b>2,104</b>	<b>2,540</b>	<b>436</b>	<b>21%</b>

<b>SYSTEM</b>								
ADULT	4,120	4,259	139	3%	4,120	4,259	139	3%
JUVENILE	2,381	2,004	-377	-16%	2,381	2,004	-377	-16%
Y. A.	664	664	0	0%	664	664	0	0%
PERIOD.	805	828	23	3%	805	828	23	3%
AUDIO	213	281	68	32%	213	281	68	32%
VIDEO	7,494	7,243	-251	-3%	7,494	7,243	-251	-3%
DIGITAL MEDIA	461	455	-6	-1%	461	455	-6	-1%
<b>TOTAL</b>	<b>16,138</b>	<b>15,734</b>	<b>-404</b>	<b>-3%</b>	<b>16,138</b>	<b>15,734</b>	<b>-404</b>	<b>-3%</b>

	Comp. Use	Wireless	Traffic	Ref.	Assists	Prog. A.	Prog. YA	Prog. J
Elwood	1,459	473	7,989	53	1,068	0	0	11
Frankton	270	52	1,610	5	167	4	0	0
Summitville	259	135	1,113	2	159	2	0	0
						30	0	0

Tech Services Processed 2,054 Items

Processed by Trisha Shuler

TRANSMISSION VERIFICATION REPORT

TIME : 02/06/2014 13:59  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER. # : BROF2V374540

DATE, TIME  
 FAX NO./NAME  
 DURATION  
 PAGE(S)  
 RESULT  
 MODE

02/06 13:59  
 CALL LEADER  
 00:00:15  
 01  
 OK  
 STANDARD  
 ECM

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

Agenda

February 10, 2014

North Madison County Public Library System  
 Board of Trustees

Elwood Public Library

Regular Meeting  
 5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Employee Health Insurance and Affordable Health Care Act Fees

New Business

1. HVAC Concerns – Summitville and Frankton
2. Sell and Disposal of Computer Equipment – IC 5-22-22
3. Non-Resident Fee Resolution



TRANSMISSION VERIFICATION REPORT

TIME : 02/06/2014 14:00  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 02/06 14:00  
FAX NO./NAME HERALD  
DURATION 00:00:18  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 02/06/2014 13:55  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 02/06 13:55  
FAX NO./NAME FRANKTON  
DURATION 00:00:15  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

February 10, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. Employee Health Insurance and Affordable Health Care Act Fees
- New Business
  - 1. HVAC Concerns – Summitville and Frankton
  - 2. Sell and Disposal of Computer Equipment – IC 5-22-22
  - 3. Non-Resident Fee Resolution

Agenda

February 10, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. Employee Health Insurance and Affordable Health Care Act Fees
- New Business
  - 1. HVAC Concerns – Summitville and Frankton
  - 2. Sell and Disposal of Computer Equipment – IC 5-22-22
  - 3. Non-Resident Fee Resolution
- Director's Report

TRANSMISSION VERIFICATION REPORT

TIME : 02/06/2014 13:56  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BRDF2V374540

DATE, TIME	02/06 13:56
FAX NO. /NAME	SUMMITVILLE
DURATION	00:00:14
PAGE(S)	01
RESULT	OK
MODE	STANDARD ECM

## Agenda

February 10, 2014

North Madison County Public Library System  
Board of Trustees

### Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Employee Health Insurance and Affordable Health Care Act Fees

New Business

1. HVAC Concerns – Summitville and Frankton
2. Sell and Disposal of Computer Equipment – IC 5-22-22
3. Non-Resident Fee Resolution

Agenda

March 10, 2014

North Madison County Public Library System  
Board of Trustees

Frankton Community Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Honoring Wayne Davidson

Old Business

New Business

1. Budget Concerns

a. Employee Health Insurance

b. Integrated Library Systems – Evergreen vs. The Library  
Corporation

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Regular Meeting  
March 10, 2014  
5:00pm  
Frankton Community Library

CALL TO ORDER

President Leslie Rittenhouse called a regular meeting of the North Madison County Public Library Board of Trustees to order on March 10, 2014 at 5:00pm in the meeting room of the Frankton Community Library.

CALL FOR QUORUM

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

MINUTES

Bette Dalzell made a motion to approve the minutes from the February 10, 2014 regular meeting. Beverly Austin made a second and the motion carried.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Assistant Treasurer Mike Robertson signed checks.

HONORING WAYNE DAVIDSON

Wayne Davidson was presented with a thank you appreciation gift for his twelve and half years of dedicated service as a member of the NMCPLS Board of Trustees.

OLD BUSINESS

No old business was brought forward.

NEW BUSINESS

Budget Concerns

a. Employee Health Insurance

After contacting the Personnel Department for the State of Indiana, it was discovered that local government entities are no longer eligible for health insurance coverage through the state plan. A representative through the Northern Madison County Community Health Center was able to sit down with each employee who currently has health insurance coverage through the library and walk them through HealthCare.gov to see what their premium per month would be through the marketplace. The rates seem to be all over the place. The marketplace has a deadline of March 31, however if there is a qualifying event open enrollment is available at a later date. Quotes are being sought through RE Sutton. The recommendation was to drop dependents and to continue to pay 90% of the premium for employees beginning June 1. It was decided to wait and hear from RE

Sutton and to figure costs, to present at the April meeting, keeping dependent coverage with the library paying only 75% of the premium.

b. Integrated Library Systems—Evergreen vs. The Library Corporation

Currently the library is paying around \$14,000 per year for services through The Library Corporation. With this in mind, service through Evergreen is being investigated. If the library would change to circulation and cataloging through Evergreen several policies would need to be changed. Through Evergreen the charge for overdue fees is twenty-five cents per day per item. We currently charge ten cents per day for books and twenty-five cents per day for DVDs. Through Evergreen ten DVDs can be checked out for seven days. We currently allow three DVDs to be checked out for two days. Through Evergreen 100 items can be checked out at a time. Currently, we allow twenty-four items to be checked out at a time. Currently with the help of an LSTA grant through the state, migration and service is free. In 2016, it is anticipated that a library our size would pay \$5,000 per year and by 2018 it could go up to \$10,000 per year. If we would switch to the Evergreen consortium for Overdrive, the library would probably triple its access to E-books. Through Evergreen videos and new books cannot be put on hold. There are currently over 100 libraries using Evergreen. If the library chooses to make the change, Evergreen would provide training for the employees. We need to check to see if our barcode numbers are already in use and if Cassie is compatible to use with Evergreen. Staff members are planning to visit libraries that are currently using Evergreen and a report should be given at the April meeting.

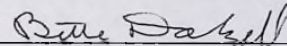
DIRECTORS REPORT

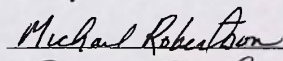
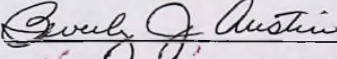
The library will be closed on Friday, March 21 for an in-service. Full time employees will work all day and part time employees will start at noon. Sessions will include: Elwood Fire Equipment—Fire extinguisher basics; Elwood Fire Department—what to do if there is a fire at the library; customer service; database demos; E-reader practice and Overdrive demo and an adult service meeting and summer reading meeting for youth service. The youth service department at Elwood is planning on having a giving tree for donations of supplies. With the potential of needing to reduce the budget to \$900,000 per year, which is \$75,000 per month and each payroll being \$26,000 or \$52,000 per month where are the funds to pay other expenses.

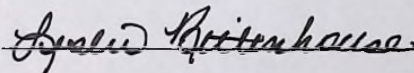
Public comment was sought, none was forthcoming.

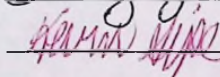
ADJOURNMENT

Beverly Austin made a motion to adjourn; Bette Dalzell made a second, motion passed.

  
Bette Dalzell, Secretary





# Register Of Claims

## North Madison County Public Library System

Report Date: From 2/11/14 To 3/10/14

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	140	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,541.38	2/26/14	P/R ENDING 2/22/14
			Federal Taxes Withheld	Payroll Deductions	\$2,026.43		
			FICA	Payroll Deductions	\$1,249.20		
			Medicare	Payroll Deductions	\$292.18		
				<b>Total this claim =</b>	<u>\$5,109.19</u>		
0	144	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	2/26/14	P/R ENDING 2/22/14
				<b>Total this claim =</b>	<u>\$95.00</u>		
0	143	AFLAC	AFLAC	Payroll Deductions	\$485.88	2/26/14	PAYROLL DEDUCTIONS FOR FEBRUARY
				<b>Total this claim =</b>	<u>\$485.88</u>		
0	128	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	2/12/14	PAYROLL
			Operating Fund	Salary of Assistants	\$17,069.17		
			Operating Fund	Wages of Janitor	\$573.72		
			Operating Fund	Wages of Janitor	\$384.98		
				<b>Total this claim =</b>	<u>\$20,091.82</u>		
0	141	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,397.72	2/26/14	PAYROLL DEDUCTIONS FOR FEBRUARY
			County Taxes Withheld	Payroll Deductions	\$678.26		
				<b>Total this claim =</b>	<u>\$2,075.98</u>		
0	139	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	2/26/14	PAYROLL
			Operating Fund	Salary of Assistants	\$17,152.86		
			Operating Fund	Wages of Janitor	\$684.81		
			Operating Fund	Wages of Janitor	\$348.40		
				<b>Total this claim =</b>	<u>\$20,250.02</u>		
0	138	TEI LANDMARK AUDIO	Operating Fund	Frankton AV	(\$2,664.00)	2/21/14	REVERSE VOUCHER # 114 - CHANGED LEASE AFTER CHECK WAS WRITTEN - VOID CHECK # 28844
				<b>Total this claim =</b>	<u>(\$2,664.00)</u>		
0	137	BOSE, McKinNEY & EVANS LL	Operating Fund	Legal Services	\$0.00	2/20/14	REFUND FOR DUPLICATE PAYMENT - CHECK # 28811 INVOICE # 587666
				<b>Total this claim =</b>	<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	129	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,529.27	2/12/14	P/R ENDING 2/8/14
			Federal Taxes Withheld	Payroll Deductions	\$2,010.15		
			FICA	Payroll Deductions	\$1,239.37		
			Medicare	Payroll Deductions	\$289.88		
				<b>Total this claim =</b>	<u>\$5,068.67</u>		
0	131	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	2/12/14	P/R ENDING 2/8/14
				<b>Total this claim =</b>	<u>\$95.00</u>		
0	130	PUBLIC EMP. RETIREMENT FU	Operating Fund	Emp Cont PERF	\$1,572.52	2/12/14	P/R ENDING 2/8/14
			PERF	Payroll Deductions	\$421.23		
				<b>Total this claim =</b>	<u>\$1,993.75</u>		
0	142	PUBLIC EMP. RETIREMENT FU	Operating Fund	Emp Cont PERF	\$1,567.27	2/26/14	P/R ENDING 2/22/14
			PERF	Payroll Deductions	\$419.82		
				<b>Total this claim =</b>	<u>\$1,987.09</u>		
28850	133	AT&T	Operating Fund	Telephone & Telegraph	\$111.43	2/12/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$111.43</u>		
28851	134	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$600.00	2/12/14	SNOW REMOVAL - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$600.00</u>		
28852	135	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$36.90	2/12/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$36.90</u>		
28853	136	LIBRARY STORE INC., THE	Operating Fund	Operating Supplies	\$58.95	2/12/14	BOOK SUPPORTS
				<b>Total this claim =</b>	<u>\$58.95</u>		
28854	132	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$846.01	2/12/14	P/R ENDING 2/8/14
				<b>Total this claim =</b>	<u>\$846.01</u>		
28855	147	CARDMEMBER SERVICE	Operating Fund	Technology Software	\$240.00	2/26/14	SYMANTEC PC ANYWHERE
				<b>Total this claim =</b>	<u>\$240.00</u>		
28856	148	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$42.90	2/26/14	ANNUAL FINANCIAL REPORT ADVERTISEMENT
				<b>Total this claim =</b>	<u>\$42.90</u>		
28857	149	HERALD BULLETIN, THE	Operating Fund	Advertising & Public Notices	\$59.29	2/26/14	ANNUAL FINANCIAL ADVERTISEMENT
				<b>Total this claim =</b>	<u>\$59.29</u>		
28858	150	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,311.75	2/26/14	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Electricity	\$437.93		
				<b>Total this claim =</b>	<u>\$1,749.68</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
28859	146	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$846.01	2/26/14	P/R ENDING 2/22/14
				<b>Total this claim =</b>	<u>\$846.01</u>		
28860	145	MEDICAL MUTUAL OF OHIO	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$8,650.93 \$763.35	2/26/14	HEALTH INSURANCE 2/7/14-4/1/14
				<b>Total this claim =</b>	<u>\$9,414.28</u>		
28861	151	PITNEY BOWES	Operating Fund	Equipment/Rental	\$141.00	2/26/14	POSTAGE METER LEASE
				<b>Total this claim =</b>	<u>\$141.00</u>		
28862	152	TOWN OF FRANKTON	Operating Fund Operating Fund Operating Fund	Electricity Water Waste Disposal Services	\$353.42 \$18.00 \$21.80	2/26/14	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$393.22</u>		
28863	153	TOWN OF SUMMITVILLE	Operating Fund Operating Fund	Water Waste Disposal Services	\$55.30 \$0.00	2/26/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$55.30</u>		
28864	154	VECTREN ENERGY DELIVERY	Operating Fund Operating Fund	Gas Gas	\$1,125.32 \$222.75	2/26/14	SERVICE FOR ELWOOD & FRANKTON
				<b>Total this claim =</b>	<u>\$1,348.07</u>		
28865	155	ADMINISTRATIVE & TECHNICA	Operating Fund	Professional Services	\$330.00	3/10/14	FILL OUT E-RATE FORMS
				<b>Total this claim =</b>	<u>\$330.00</u>		
28866	156	AT&T LONG DISTANCE	Operating Fund Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$86.57 \$5.54	3/10/14	SERVICE FOR ELWOOD & FRANKTON
				<b>Total this claim =</b>	<u>\$92.11</u>		
28867	179	BAKER & TAYLOR	Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Gift	Elwood Adult Elwood Childrens Elwood YA Frankton Summitville Elwood AV Frankton AV Summitville AV Frankton Programing	\$2,340.35 \$257.65 \$21.32 \$854.08 \$507.67 \$54.85 \$65.31 \$80.15 \$142.66	3/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$4,324.04</u>		
28868	158	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$270.00	3/10/14	SERVICE ELWOOD, FRANKTON, SUMMITVILLE
				<b>Total this claim =</b>	<u>\$270.00</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>
28869	157	BOSE, MCKINNEY & EVANS LL	Operating Fund	Legal Services	\$1,380.00	3/10/14	LEGAL SERVICE
				<b>Total this claim =</b>	\$1,380.00		
28870	159	CHESTER INFORMATION TEC	Operating Fund	Professional Services	\$710.00	3/10/14	SYSTEMS ENGINEER
				<b>Total this claim =</b>	\$710.00		
28871	160	CINTAS CORPORATION	Operating Fund	Cleaning & Sanitation Supplies	\$118.75	3/10/14	As per attached invoices.
				<b>Total this claim =</b>	\$118.75		
28872	161	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$345.50	3/10/14	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	\$345.50		
28873	162	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$775.00	3/10/14	SNOW REMOVAL - FRANKTON
				<b>Total this claim =</b>	\$775.00		
28874	163	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,481.48	3/10/14	INTERNET ACCESS
				<b>Total this claim =</b>	\$1,481.48		
28875	164	FRANKTON JR/SR HIGH SCHO	Operating Fund	Frankton	\$110.00	3/10/14	2012 & 2013 YEARBOOKS
				<b>Total this claim =</b>	\$110.00		
28876	165	GEORGE CROWELL	Operating Fund	Professional Services	\$80.00	3/10/14	WATER HEATER INSPECTION - SUMMITVILLE
				<b>Total this claim =</b>	\$80.00		
28877	166	GLOBAL GOVT/ED SOLUTION	Operating Fund	Technology Equipment	\$1,582.09	3/10/14	COMPUTERS & WARRANTY
				<b>Total this claim =</b>	\$1,582.09		
28878	167	JUNIOR LIBRARY GUILD	Operating Fund	Elwood Childrens	\$396.00	3/10/14	As per attached invoices.
			Operating Fund	Elwood YA	\$198.00		
				<b>Total this claim =</b>	\$594.00		
28879	168	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$234.47	3/10/14	As per attached invoices.
				<b>Total this claim =</b>	\$234.47		
28880	169	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$2,243.35	3/10/14	HVAC QUARTERLY INSPECTION & REPAIRS - ELWOOD
				<b>Total this claim =</b>	\$2,243.35		
28881	170	MARSH SUPERMARKET	Operating Fund	Summitville Programing	\$27.35	3/10/14	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$21.50		
				<b>Total this claim =</b>	\$48.85		
28882	171	McCORMACK PRINTING IMPR	Operating Fund	Book Processing	\$123.00	3/10/14	ORDER SLIPS
				<b>Total this claim =</b>	\$123.00		



<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>
28883	180	MIDWEST TAPE	Operating Fund	Frankton AV	\$719.19	3/10/14	As per attached invoices.
			Operating Fund	Elwood AV	\$768.66		
			Operating Fund	Summitville AV	\$557.81		
				<b>Total this claim =</b>	<u>\$2,045.66</u>		
28884	172	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$116.03	3/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$116.03</u>		
28885	173	POSITIVE PROMOTIONS, INC.	Operating Fund	Frankton Programing	\$210.56	3/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$210.56</u>		
28886	174	QUILL CORPORATION	Operating Fund	Office Supplies	\$271.11	3/10/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$271.11</u>		
28887	175	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$10.00	3/10/14	As per attached invoices.
			Operating Fund	Office Supplies	\$20.64		
				<b>Total this claim =</b>	<u>\$30.64</u>		
28888	176	TEI LANDMARK AUDIO	Operating Fund	Frankton AV	\$1,332.00	3/10/14	FRANKTON AUDIO LEASE
				<b>Total this claim =</b>	<u>\$1,332.00</u>		
28889	177	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	\$149.00	3/10/14	RICOH COPIER LEASE
				<b>Total this claim =</b>	<u>\$149.00</u>		
28890	178	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$326.07	3/10/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$326.07</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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**Total Amount of Claims      \$89,855.15**

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

Friday, March 07, 2014

*Michael Robertson*  
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<sup>th</sup> day of March, 2014.

*Kevin [Signature]*      *Geovis Austin*  
*Paula Rittenhouse*      *Bette Dahl*

**SIGNATURES OF GOVERNING BOARD**

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

TRANSMISSION VERIFICATION REPORT

TIME : 03/06/2014 14:33  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER. # : BROF2V374540

DATE, TIME 03/06 14:33  
FAX NO./NAME SUMMITVILLE  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 03/06/2014 14:32  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER. # : BROF2V374540

DATE, TIME 03/06 14:31  
FAX NO./NAME 95523358  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

March 10, 2014

North Madison County Public Library System  
Board of Trustees

Frankton Community Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Honoring Wayne Davidson
- Old Business
- New Business
  - 1. Budget Concerns
    - a. Employee Health Insurance
    - b. Integrated Library Systems – Evergreen vs. The Library Corporation
- Director's Report

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TRANSMISSION VERIFICATION REPORT

TIME : 03/06/2014 14:30  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME	03/06 14:30
FAX NO. /NAME	96404815
DURATION	00:00:18
PAGE(S)	01
RESULT	OK
MODE	STANDARD ECM

Agenda

March 10, 2014

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a. Employee Health Insurance

b. Integrated Library Systems – Evergreen vs. The Library  
Corporation

Director's Report

# POLICY CHANGES FOR THE MORGAN COUNTY PUBLIC LIBRARY PATRON

## CHECKING OUT & RENEWING

You **MUST** present your library card  
to check out or renew items

*Library materials will circulate for  
21, 14 or 7 days*

### 21 DAYS:

- ♦ Juvenile books
- ♦ Teen books
- ♦ Adult books – older than six months
- ♦ Books on Tape
- ♦ Books on CD
- ♦ Magazines

### 14 DAYS:

- ♦ New Adult Books
- ♦ Music CDs

### 7 DAYS:

- ♦ DVDs
- ♦ VHS tapes

*Items that remain in the library and may not  
be checked out.*

- ♦ Genealogy Materials
- ♦ Reference Materials
- ♦ Newspapers
- ♦ Latest issue of magazines

## RENEWING LIBRARY MATERIALS

- ♦ All items listed above that circulate may be renewed once.
- ♦ New DVD titles may not be renewed.
- ♦ All items that are on hold for another Library customer may not be renewed

## MAXIMUM NUMBER OF ITEMS THAT MAY BE CHECKED OUT AT ONE TIME IS 100

- ♦ This means a cardholder with 80 items checked from their home library, may only checkout an additional 20 items from other libraries in the consortium, for a grand total of 100 items. After items are returned, and have been checked in by the Library staff, then additional items may be checked out, up to the consortium-wide maximum of 100 items.
- ♦ Up to 10 DVDs within the 100 item maximum.
- ♦ Up to 10 VHS tapes within the 100 item maximum.

## BORROWING FROM OUTSIDE OF YOUR HOME LIBRARY

*A few limits will affect the types of items you  
may borrow from other Evergreen Indiana  
consortium member libraries.*

*The following items will not be available via the  
state-wide delivery service:*

- ♦ All materials that have been added to any library's collection during the previous 6 months.
- ♦ Audiovisual materials owned by other Evergreen Indiana libraries may not be placed on hold. You may visit any consortium library and checkout audiovisual items in person.

## REASONS YOU MAY BE BLOCKED FROM PLACING A HOLD

- ♦ You have 20 items on hold already. You may have no more than 20 holds at any one or more of the Evergreen Indiana Consortium of Public Libraries.
- ♦ You are trying to place a hold on an audiovisual item owned by another Evergreen Indiana library.

## REASONS YOU MAY BE BLOCKED FROM CHECKING OUT ITEMS

- ♦ You have 15 or more items overdue on your Library card. These items may be overdue at any one or more of the consortium member libraries.
- ♦ You have fines totaling \$10 or more. These fines may be owed to one or more of the consortium member libraries.
- ♦ Your Library card has at least 100 items checked out from the Evergreen Indiana Consortium of Public Libraries.
- ♦ Your Library card has at least 10 DVDs checked out from the Evergreen Indiana Consortium of Public Libraries and you are attempting to checkout more DVDs.
- ♦ Your Library card has at least 10 VHS tapes checked out from the Evergreen Indiana Consortium of Public Libraries and you are attempting to checkout more VHS tapes.

## FINES

- ♦ There will be a ONE DAY GRACE PERIOD beyond the date that each item is due.
- ♦ Fines will begin to accrue on the second day beyond the due date at a rate of 25 cents per day, or portion of a day, per item.
- ♦ All overdue circulating materials will be charged at the 25 cents per day, per item rate.
- ♦ There is a \$10.00 fine cap *per item*



## OVERDUE NOTICES

### Save Money in Unnecessary Fines by Keeping Your Email Address Current in the Library's Records

*Customers with current Email addresses will receive the following Email notices:*

- ◆ Email pre-notice sent 3 days prior to the due date
- ◆ Email notice sent on the day the item is due
- ◆ Email notice sent 14 days after an item is due
- ◆ Email notice sent 28 days after an item is due

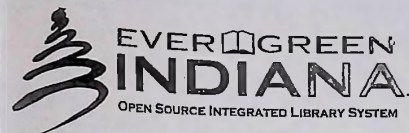
*Customers Who Do NOT Have an Email Address OR Do Not Keep Their Email Address Current in the Library's Records will only receive the following notices:*

- ◆ Overdue notices will NOT be mailed via USPO until the item[s] is 14 days overdue.
- ◆ A second mailed notice via USPO will be sent 28 days after the item[s] is overdue.
- ◆ A final notice, which declares items "LOST" and assesses the replacement cost of the overdue materials and related costs, including any applicable collection costs and a \$10.00 per item processing fee will be sent via U.S. First Class Mail 45 days after the due date.



## EVERGREEN INDIANA LIBRARIES

Adams Public Library System  
Alexandria-Monroe Public Library  
Andrews-Dallas Township Public Library  
Bloomfield-Easter Greene County Public Library  
Boswell-Grant Township Public Library  
Brazil Public Library  
Brownstown Public Library  
Butler Public Library  
Carnegie Public Library of Steuben County  
Colfax-Perry Township Public Library  
Culver-Union Township Public Library  
Franklin County Public Library  
Fulton County Public Library  
Greensburg Decatur County Contractual Public Library  
Greenwood Public Library  
Hagerstown-Jefferson Township Public Library  
Hamilton North Public Library  
Huntingburg Public Library  
Hussey-Mayfield Memorial Public Library  
Jackson County Public Library  
Jay County Public Library  
Jennings County Public Library  
Kendallville Public Library  
Klirdin Public Library  
Ladoga-Clark Township Public Library  
LaGrange Public Library  
Lebanon Public Library  
Ligonier Public Library  
Linden Carnegie Public Library  
Linton Public Library  
Loogootee Public Library  
Madison-Jefferson County Public Library  
Melton Public Library  
Middletown Fall Creek Township Public Library  
Milford Public Library  
Mitchell Community Public Library  
Monon Town and Township Public Library  
Monticello-Union Township Public Library  
Mooreville Public Library  
Morgan County Public Library  
Noble County Public Library  
North Webster Community Public Library  
Odon Winklepleck Public Library  
Otterbein Public Library  
Oxford Public Library  
Pike County Public Library  
Plainfield-Gullford Township Public Library  
Paoli Public Library  
Princeton Public Library  
Roanoke Public Library  
Roachdale-Franklin Township Public Library  
Sheals Public Library  
Switzerland County Public Library  
Syracuse Turkey Creek Township Public Library  
Thorntown Public Library  
Union County Public Library  
Vermillion County Public Library  
Washington Township Public Library  
Waterloo Grant Township Public Library  
Waveland Brown Township Public Library  
West Lafayette Public Library  
Westfield Washington Public Library  
Wolcott Community Public Library



# GUIDE TO EVERGREEN POLICIES



**Morgan County Public Library**

110 S. Jefferson Street

Martinsville, Indiana 46151

765-342-3451

[www.morg.lib.in.us](http://www.morg.lib.in.us) — website

## OVERDUES

Overdue fines for ALL materials will be calculated at \$.25 per day, per item with a \$10.00 cap per item.

## OVERDUE NOTICES

Patrons will may elect to receive notification of overdue items through one or both of the following methods:

### EMAIL

Patrons with current email addresses will receive the following email notices:

- ◆ 3 days prior to due date
- ◆ the day item is due
- ◆ 14 days after item is due
- ◆ 28 days after an item is due

## U.S. POSTAL SERVICE

Patrons who do not have an email address or who do not keep their email address current on their library account will receive the following notices through the U.S. Postal Service:

- ◆ 14 days after item is due
- ◆ 28 days after item is due

A final notice, which declares items "LOST" and assesses the replacement cost of the overdue materials and related costs, including any applicable collection costs and a \$10.00 per item processing fee will be sent via U.S. First Class Mail 45 days after the due date.

## WHO RECEIVES FULL ACCESS TO THE CONSORTIUM?

- Patrons from the following communities will have full access to the consortium: [Enter library district towns, townships, counties, etc]
- Patrons from the following communities will have access to only those items in the collection of [NAME OF LIBRARY]: [Enter communities served by RB contracts]

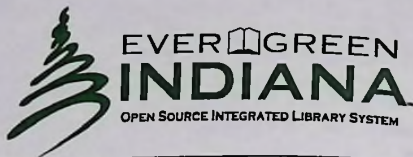
## WHAT DO I NEED TO APPLY FOR A LIBRARY CARD?

- Government-issued photo ID with current address. Examples: Valid Indiana driver's license, valid Indiana state ID.
- Proof of current address if current address is not displayed on the photo ID. Example: Recent bank statement, recent utility bill, tax receipt.



**EVERGREEN  
INDIANA IS  
COMING TO THE  
[LIBRARY NAME]  
PUBLIC LIBRARY!**

Insert library photo or logo here



## What is Evergreen Indiana?

Evergreen Indiana (EI) is a growing network of over 99 libraries throughout Indiana that use the Evergreen software to allow patrons of member libraries to view the catalogs of other member libraries and to borrow materials from them using their Evergreen Indiana library card.

## Will there be any changes at my local library?

Yes. To ensure consistency of service across the network, membership in Evergreen Indiana requires libraries to adopt and abide by the common policies of the consortium. As a result, some policy changes will occur.

## How will the switch to Evergreen affect library service?

There will be a time shortly before the switch to Evergreen that we will not be able to add new items to our database. As a result, there may be a delay in the availability of new items and requests.

Also, we will not be able to issue library cards or change existing patron information shortly before the switchover.

**We appreciate your patience while we**

## When does this take effect?

The [LIBRARY NAME] Public Library is scheduled to go live with Evergreen on [MIGRATION DATE]. The library will begin operating under Evergreen Indiana circulation policies on that date.

## What are some of the changes?

- ◆ Patrons will receive a new Evergreen Indiana library card at no cost.
- ◆ Most items may only be renewed once.
- ◆ Pre-overdue notices will be emailed to patrons with valid email accounts three (3) days prior to the due date.
- ◆ Overdue fines for all materials will be calculated at \$.25 per day, per item with a \$10.00 cap per item.
- ◆ A \$10.00 per item nonrefundable processing fee will be charged for lost items in addition to item replacement costs and any applicable collection fees.
- ◆ Videos will check out for 7 days, most books will check out for 21 days.
- ◆ Fines may not exceed \$10.00 to check out; the library will no longer accept percentage payments on fines in order to check out.

## What are the benefits?

Patrons will enjoy a wide range of benefits as members of Evergreen Indiana

- ◆ Access a much larger collection containing over 6 million items.
- ◆ Place holds on most books and audiobooks at member libraries and have them sent here.

*(except for AV materials and items added within the previous 6 months.)*

- ◆ Return items from other member libraries at this location.

*(fines and fees are currently paid at the library from which the item was checked out.)*

- ◆ Use all Evergreen member libraries.
- ◆ Manage your own library accounts.

Another great benefit of Evergreen Indiana is that it allows member libraries to share resources and reduce costs.

The Indiana State Library has estimated an annual cost savings of between \$10,000,000 and \$15,000,000 for Indiana tax payers once all 238 public libraries in the state participate.

**THE [LIBRARY NAME] PUBLIC LIBRARY SWITCHES TO EVERGREEN INDIANA [DATE]!**



# Agenda

April 14, 2014

North Madison County Public Library System  
Board of Trustees

## Ralph E. Hazelbaker Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Budget Concerns

a. Employee Health Insurance

b. Integrated Library Systems – Evergreen vs. The Library Corporation

New Business

1. Board Contact Information

2. Replacing Electrical Ballasts

3. Administrative Assistant's Job Description

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES

Regular Meeting

April 14, 2014

5:00pm

Ralph E. Hazelbaker Library

CALL TO ORDER

President Leslie Rittenhouse called a regular meeting of the North Madison County Public Library Board of Trustees to order on April 14, 2014 at 5:00 pm in the meeting room of the Ralph E. Hazelbaker Library.

CALL FOR QUORUM

Present were members Leslie Rittenhouse, Kevin Sipe, Bette Dalzell, Beverly Austin, Barbara Abernathy and Mike Robertson. Also in attendance were Montie Manning, Director of the Alexandria Monroe Public Library; Director Jamie Scott and Administrative Assistant Diana Shepard.

MINUTES

Beverly Austin made a motion to approve the minutes from the March 10, 2014 meeting, Mike Robertson made a second and the motion carried.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Assistant Treasurer Mike Robertson signed checks.

OLD BUSINESS

It was asked to present Integrated Library Systems before Employee Health Insurance.

Budget Concerns

Integrated Library Systems—Evergreen vs. The Library Corporation

Montie Manning, Director of the Alexandria Monroe Public Library was in attendance to present his view on Evergreen. He reported that the Alexandria Library has saved over \$100,000 in the past five years by going with Evergreen. He has also invited NMCPLS staff members to come to the Alexandria Library and receive a demonstration of Evergreen. Evergreen is currently free; however will begin charging a small fee starting in 2016. Evergreen has the capability to run on our current computers. Patrons would be able to check out material at any Evergreen library and return the items to their home library. Staff would be able to screen new patrons by seeing if they had fines at other Evergreen libraries, before issuing them a card. The patrons would have access to the database from all Evergreen libraries. The down side would be converting the catalog at the beginning and our patrons would need to be aware of higher overdue fines on late material. It will take approximately six months for the total conversion. The TLC annual support bill of \$8,000 is due on July 1. It will be investigated to see if TLC will allow us to pay month to month for support.

Employee Health Insurance

Beverly Austin made a motion to accept United Health Care option # 1 to provide insurance for employees only, no amount to be paid for dependents. The library would pay 90 percent of the employees' premiums and the employee ten percent. Mike Robertson made a second; an amendment was added to the motion which would make an effective date of July 1, 2014. The motion with amendment carried.

NEW BUSINESS

Board Contact Information

It was decided that board members phone numbers, and home address should be left off the library website. If someone calls the library and asks for contact information for a board member, the staff is to say they will take a message and forward the message to the board member.

Replacing Electrical Ballasts

Kevin Sipe made a motion, if it is acceptable with our insurance carrier, to allow the custodian, Don Murray, to replace electrical ballasts. Mike Robertson made a second and the motion carried.

Administrative Assistant's Job Description

Due to the upcoming retirement of the current administrative assistant, Beverly Austin made a motion to accept the amended administrative assistant's job description as presented. Bette Dalzell made a second and the motion carried. Beverly Austin made a motion to set the administrative assistant's pay range from \$30,000 to \$40,000, according to qualifications. Barbara Abernathy made a second and the motion carried.

DIRECTOR'S REPORT

The monthly stats are now posted on the WIKI. There were several programs during Money Smart Week, April 7 through 12. They included: Investment Smart by David Berkemeier; Apps Smart by Clint Trice; Budget Smart by Paula Vest; Tax Smart by Patricia Sample and Bank Smart by Beth Leckrin. Tammy Creel from the Madison County Master Gardener's presented a program at Frankton on Saturday, April 12, 2014. National Library Week is April 13 through 19 several programs are planned. On April 15 Steve Jackson from the Madison County Historical Society will present a program. On April 17 Bargain Briana, Briana Carter, will present a program. On April 19 Paulette Hoover will present a program about her newest book, this will be her nineteenth book.

Barbara Abernathy was welcomed as a new member of the board of trustees.

PUBLIC COMMENT

Public comment was sought, none was forthcoming.

Beverly Austin made a motion to adjourn, Kevin Sipe made a second, the meeting was adjourned.

Bette Dalzell

Bette Dalzell, Secretary

Dan Priskoff

Leslie Bittenhouse

Barbara Abockhay

Doug Austin

Michael Robertsom

Kevin [Signature]

# Register Of Claims

## North Madison County Public Library System

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

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	192	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,538.52	3/26/14	P/R ENDING 3/22/14
				FICA	\$1,248.89		
				Federal Taxes Withheld	\$2,035.98		
				Medicare	\$291.61		
				<b>Total this claim =</b>	<u>\$5,113.00</u>		
0	209	INDIANA DEPT OF WORKFOR	Operating Fund	Employee Benefits	\$2,129.62	3/26/14	1ST QUARTER 2014 UNEMPLOYMENT
				<b>Total this claim =</b>	<u>\$2,129.62</u>		
0	181	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	3/12/14	PAYROLL
			Operating Fund	Salary of Assistants	\$17,093.93		
			Operating Fund	Wages of Janitor	\$637.45		
			Operating Fund	Wages of Janitor	\$304.85		
				<b>Total this claim =</b>	<u>\$20,100.18</u>		
0	198	AFLAC	AFLAC	Payroll Deductions	\$485.88	3/26/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$485.88</u>		
0	197	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	3/26/14	P/R ENDING 3/22/14
				<b>Total this claim =</b>	<u>\$95.00</u>		
0	194	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$420.48	3/26/14	P/R ENDING 3/22/14
			Operating Fund	Emp Cont PERF	\$1,569.75		
				<b>Total this claim =</b>	<u>\$1,990.23</u>		
0	193	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,396.75	3/26/14	PAYROLL DEDUCTIONS FOR MARCH
			County Taxes Withheld	Payroll Deductions	\$677.77		
				<b>Total this claim =</b>	<u>\$2,074.52</u>		
0	232	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	4/9/14	PAYROLL
			Operating Fund	Salary of Assistants	\$1,173.79		
			Operating Fund	Wages of Janitor	\$999.96		
				<b>Total this claim =</b>	<u>\$20,197.70</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	233	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,537.37	4/9/14	P/R ENDING 4/5/14
			FICA	Payroll Deductions	\$1,245.93		
			Federal Taxes Withheld	Payroll Deductions	\$2,030.60		
			Medicare	Payroll Deductions	\$291.41		
				<b>Total this claim =</b>	<u>\$5,105.31</u>		
0	234	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$420.64	4/9/14	P/R ENDING 4/5/14
			Operating Fund	Emp Cont PERF	\$1,570.33		
				<b>Total this claim =</b>	<u>\$1,990.97</u>		
0	236	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	4/9/14	P/R ENDING 4/5/14
				<b>Total this claim =</b>	<u>\$95.00</u>		
0	191	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	3/26/14	PAYROLL
			Operating Fund	Salary of Assistants	\$17,157.15		
			Operating Fund	Wages of Janitor	\$643.61		
			Operating Fund	Wages of Janitor	\$348.40		
				<b>Total this claim =</b>	<u>\$20,213.11</u>		
0	182	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,529.91	3/12/14	P/R ENDING 3/8/14
			FICA	Payroll Deductions	\$1,239.88		
			Federal Taxes Withheld	Payroll Deductions	\$2,016.33		
			Medicare	Payroll Deductions	\$290.00		
				<b>Total this claim =</b>	<u>\$5,076.12</u>		
0	183	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	3/12/14	P/R ENDING 3/8/14
				<b>Total this claim =</b>	<u>\$95.00</u>		
0	190	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$420.85	3/12/14	P/R ENDING 3/8/14
			Operating Fund	Emp Cont PERF	\$1,571.10		
				<b>Total this claim =</b>	<u>\$1,991.95</u>		
28891	185	DEARBORN NATIONAL LIFE IN	Operating Fund	Emp Cont Group Ins	\$99.88	3/12/14	LIFE INSURANCE
				<b>Total this claim =</b>	<u>\$99.88</u>		
28892	186	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$380.00	3/12/14	SNOW REMOVAL - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$380.00</u>		
28893	187	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$24.69	3/12/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$24.69</u>		
28894	184	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$846.01	3/12/14	P/R ENDING 3/8/14
				<b>Total this claim =</b>	<u>\$846.01</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>
28895	188	ELITE CONSTRUCTION	Operating Fund	Professional Services	\$240.00	3/12/14	SNOW REMOVAL - ELWOOD
				<b>Total this claim =</b>	\$240.00		
28896	189	TRISHA SHULER	Operating Fund	Fuel, Oil and Lubricants	\$39.00	3/12/14	PETTY CASH REIMBURSEMENT
			Operating Fund	Postage & UPS	\$2.53		
				<b>Total this claim =</b>	\$41.53		
28897	199	AT&T	Operating Fund	Telephone & Telegraph	\$111.42	3/26/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	\$111.42		
28898	200	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$390.00	3/26/14	As per attached invoices.
				<b>Total this claim =</b>	\$390.00		
28899	207	DEARBORN NATIONAL LIFE IN	Operating Fund	Emp Cont Group Ins	\$99.88	3/26/14	LIFE INSURANCE 3/1/14 - 5/31/14
				<b>Total this claim =</b>	\$99.88		
28900	201	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,395.23	3/26/14	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Electricity	\$369.32		
				<b>Total this claim =</b>	\$1,764.55		
28901	196	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$855.24	3/26/14	P/R ENDING 3/22/14
				<b>Total this claim =</b>	\$855.24		
28902	195	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$804.32	3/26/14	HEALTH INSURANCE 4/1/14 - 5/1/14
			Operating Fund	Emp Cont Group Ins	\$7,938.07		
				<b>Total this claim =</b>	\$8,742.39		
28903	202	OVERDRIVE, INC	Operating Fund	Ebook Services	\$3,000.00	3/26/14	INDIANA DIGITAL DOWNLOAD CENTER
				<b>Total this claim =</b>	\$3,000.00		
28904	203	TOWN OF FRANKTON	Operating Fund	Electricity	\$413.46	3/26/14	SERVICE FOR FRANKTON
			Operating Fund	Water	\$18.00		
			Operating Fund	Waste Disposal Services	\$21.80		
				<b>Total this claim =</b>	\$453.26		
28905	204	TOWN OF SUMMITVILLE	Operating Fund	Water	\$43.80	3/26/14	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	\$55.30		
28906	205	VAN AUSDALL & FARRAR, INC.	Operating Fund	Office Supplies	\$77.44	3/26/14	As per attached invoices.
				<b>Total this claim =</b>	\$77.44		
28907	206	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$955.33	3/26/14	SERVICE FOR ELWOOD AND FRANKTON
			Operating Fund	Gas	\$409.11		
				<b>Total this claim =</b>	\$1,364.44		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
28908	208	POSTMASTER	Operating Fund	Postage & UPS	\$49.00	3/26/14	STAMPS FRANKTON & SUMMITVILLE
			Operating Fund	Postage & UPS	\$49.00		
				<b>Total this claim =</b>	<u>\$98.00</u>		
28909	237	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$78.25	4/9/14	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$4.87		
				<b>Total this claim =</b>	<u>\$83.12</u>		
28910	238	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$345.50	4/9/14	ERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$345.50</u>		
28911	235	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$846.01	4/9/14	P/R ENDING 4/5/14
				<b>Total this claim =</b>	<u>\$846.01</u>		
28912	239	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$187.30	4/9/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$187.30</u>		
28913	247	AT&T	Operating Fund	Telephone & Telegraph	\$111.46	4/14/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$111.46</u>		
28914	241	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$390.00	4/14/14	ACCOUNTING SOFTWARE SUPPORT APRIL-JUNE, 2014
				<b>Total this claim =</b>	<u>\$390.00</u>		
28915	230	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$629.04	4/14/14	As per attached invoices.
			Operating Fund	Elwood Childrens	\$295.26		
			Operating Fund	Elwood YA	\$116.79		
			Operating Fund	Frankton	\$504.15		
			Operating Fund	Summitville	\$441.46		
			Operating Fund	Elwood AV	\$10.97		
			Gift	Elwood YA	\$22.18		
			Operating Fund	Frankton AV	\$16.44		
			Operating Fund	Summitville AV	\$10.98		
				<b>Total this claim =</b>	<u>\$2,047.27</u>		
28916	210	BOSE, McKINNEY & EVANS LL	Operating Fund	Legal Services	\$46.00	4/14/14	LEGAL SERVICE
				<b>Total this claim =</b>	<u>\$46.00</u>		
28917	211	BOYCE FORMS/SYSTEMS	Operating Fund	Official Records	\$144.34	4/14/14	GENERAL RECEIPT BOOKS
				<b>Total this claim =</b>	<u>\$144.34</u>		
28918	243	BRIANA CARTER	Operating Fund	Elwood Adult Programing	\$100.00	4/14/14	ELWOOD ADULT PROGRAM
				<b>Total this claim =</b>	<u>\$100.00</u>		
28919	213	BURNETTE - DELLINGER INC.	Operating Fund	Insurance	\$183.00	4/14/14	WORKERS COMP AUDIT
				<b>Total this claim =</b>	<u>\$183.00</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>
28920	248	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$192.25	4/14/14	As per attached invoices.
				<b>Total this claim =</b>	\$192.25		
28921	214	CINTAS CORPORATION	Operating Fund	Cleaning & Sanitation Supplies	\$118.75	4/14/14	As per attached invoices.
				<b>Total this claim =</b>	\$118.75		
28922	215	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$805.00	4/14/14	FIRE ALARM & SPRINKLER INSPECTION, REPROGRAM DIALER, IN-SERVICE
				<b>Total this claim =</b>	\$805.00		
28923	216	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,481.48	4/14/14	INTERET ACCESS
				<b>Total this claim =</b>	\$1,481.48		
28924	217	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$448.33	4/14/14	As per attached invoices.
				<b>Total this claim =</b>	\$448.33		
28925	218	GLOBAL GOV'T/ED SOLUTION	Operating Fund	Techology Software	\$144.00	4/14/14	DEEP FREEZE RENEWAL
				<b>Total this claim =</b>	\$144.00		
28926	219	HORTON'S HARDWARE	Operating Fund	Operating Supplies	\$299.93	4/14/14	As per attached invoices.
				<b>Total this claim =</b>	\$299.93		
28927	240	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$120.00	4/14/14	SNOW REMOVAL - SUMMITVILLE
				<b>Total this claim =</b>	\$120.00		
28928	249	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$341.78	4/14/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	\$341.78		
28929	231	INDIANA STATE LIBRARY	PLAC	Other	\$150.00	4/14/14	1ST QUARTER PLAC
				<b>Total this claim =</b>	\$150.00		
28930	242	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$27.88	4/14/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	\$27.88		
28931	254	INSPIRE MEDIA	Operating Fund	Professional Services	\$1,052.10	4/14/14	HISTORICAL DATABASE
				<b>Total this claim =</b>	\$1,052.10		
28932	250	JOHN R. DAVIS	Operating Fund	Professional Services	\$80.00	4/14/14	SECURITY DURING PROGRAMS - ELWOOD
				<b>Total this claim =</b>	\$80.00		
28933	220	KMART 9124	Operating Fund	Operating Supplies	\$24.75	4/14/14	As per attached invoices.
				<b>Total this claim =</b>	\$24.75		
28934	251	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$78.00	4/14/14	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	\$78.00		



<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>
28935	221	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$72.21	4/14/14	As per attached invoices.
			Operating Fund	Summitville Programing	\$25.02		
				<b>Total this claim =</b>	<u>\$97.23</u>		
28936	222	MIDWEST TAPE	Operating Fund	Frankton AV	\$331.06	4/14/14	As per attached invoices.
			Operating Fund	Elwood AV	\$731.71		
			Operating Fund	Summitville AV	\$296.87		
				<b>Total this claim =</b>	<u>\$1,359.64</u>		
28937	244	MY HERITAGE (USA) INC.	Operating Fund	Databases	\$900.00	4/14/14	WORLD VITAL RECORDS MEMBERSHIP
				<b>Total this claim =</b>	<u>\$900.00</u>		
28938	245	PAULETTE HOOVER	Operating Fund	Elwood Adult Programing	\$100.00	4/14/14	ELWOOD ADULT PROGRAM
				<b>Total this claim =</b>	<u>\$100.00</u>		
28939	246	POSTMASTER	Operating Fund	Postage & UPS	\$49.00	4/14/14	STAMPS FOR FRANKTON & SUMMITVILLE
			Operating Fund	Postage & UPS	\$49.00		
				<b>Total this claim =</b>	<u>\$98.00</u>		
28940	224	QUILL CORPORATION	Operating Fund	Office Supplies	\$425.00	4/14/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$425.00</u>		
28941	225	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$23.86	4/14/14	As per attached invoices.
			Operating Fund	Office Supplies	\$10.00		
				<b>Total this claim =</b>	<u>\$33.86</u>		
28942	226	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$37.56	4/14/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$37.56</u>		
28943	227	TRUE CHEM, INC.	Operating Fund	Professional Services	\$75.00	4/14/14	WATER TREATMENT TESTING - ELWOOD
				<b>Total this claim =</b>	<u>\$75.00</u>		
28944	229	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	\$149.00	4/14/14	LEASE RICOH COPIER - ELWOOD
				<b>Total this claim =</b>	<u>\$149.00</u>		
28945	228	UPSTART	Operating Fund	Frankton Programing	\$426.35	4/14/14	PROGRAMMING - FRANKTON
				<b>Total this claim =</b>	<u>\$426.35</u>		
28946	252	VAN AUSDALL & FARRAR, INC.	Operating Fund	Office Supplies	\$65.83	4/14/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$65.83</u>		
28947	253	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$656.71	4/14/14	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$656.71</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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**Total Amount of Claims      \$119,670.05**

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 14, 2014

*Michael Robertson*

Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this 14 day of April, 2014.

*Beverly J. Austin*  
*Bette Bahell*  
*Barb Abernathy*

*Kevin Wade*  
*Janice Kotton House*

**SIGNATURES OF GOVERNING BOARD**

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

The health insurance quotes received from R. E. Sutton are significantly higher than our current provider, Medical Mutual, which was expected. The three lowest % increases are the two United Healthcare plans, 24% and 16% increase, and the Anthem GVOA plan, 20%. Each plan has significantly different benefits. Both of the United Healthcare plans are PPO plans and the employee must use a doctor in the network to receive insurance benefits. In my opinion the best plan is the first United Healthcare plan, but it is also the most expensive at a 24% increase. The deductible is \$1,000 single/\$2,000 family, \$25 copay for doctor visits and 80% after deductible. The second United Healthcare plan is subject to the deductible (\$3,000/\$6,000) for everything except for preventative care services which means the doctor visit copays and the Rx copays are not in effect until the deductible is paid which is very similar to the quotes some employees received from the Healthcare Marketplace. After the deductible is paid, all medical expenses are paid at 100% after any applicable copays. The Anthem plan has a lower deductible (\$2,000/\$4,000) with an allowance of three \$30 doctor visit copays before the deductible per year. It is also a PPO which means the employee will need to use a network doctor. With this plan if he/she uses a non-network doctor, he/she will receive insurance benefits but a significantly reduced rate. Once the deductible is paid, all medical expenses are paid at 70% after any applicable copay. Rx copays are in effect before the deductible is paid. Unfortunately, there is a select list of prescriptions that will be covered by this plan. This list is periodically reviewed and will change from time to time. In my opinion the Anthem plan is the second best plan. We received other Anthem quotes but they were at 29% increases and above!

I have given all currently insured employees this same information but on an individual basis. I have given them lists and websites to check if his/her doctors are in the network and I also provided him/her the Rx list from the Anthem GVOA plan. I asked each employee to let me know if they found their doctor was not in network or if their prescription was not on the Anthem GVOA list. As of Thursday April 10<sup>th</sup>, I had not received any employee responses good or bad.

Deb Johnson, R.E. Sutton, works with 37 libraries with fewer than 20 full-time employees. Our Library is the only one that contributes to the dependent's premium. With losing \$122,000 dollars in property tax revenue, the Library can no longer support \$100,000+ per year for employee health insurance. In order to provide our employees the best health insurance plan, I recommend the library cover the employee's premium at 90% and not cover any of the dependent or spouse's premium beginning July 1<sup>st</sup>, 2014. Employees will have coverage with Medical Mutual until June 30<sup>th</sup>, 2014. Losing health insurance coverage is considered a qualifying event to sign up for the Healthcare Marketplace insurance after the March 31<sup>st</sup>, 2014 deadline.



## North Madison Public Library System

Effective: June 1, 2014

	<b>Current</b>									
<b>Insurance Carrier</b>	<b>Medical Mutual</b>	<b>Anthem Blue Cross Blue Shield Blue Access PPO www.anthem.com</b>	<b>Anthem Blue Cross Blue Shield Blue Access PPO www.anthem.com</b>	<b>Anthem Blue Cross Blue Shield Blue Access PPO www.anthem.com</b>	<b>Anthem Blue Cross Blue Shield Blue Access PPO www.anthem.com</b>	<b>Anthem Blue Cross Blue Shield Blue Access PPO www.anthem.com</b>	<b>Anthem Blue Cross Blue Shield Blue Access PPO www.anthem.com</b>	<b>Anthem Blue Cross Blue Shield Blue Access PPO www.anthem.com</b>	<b>Anthem Blue Cross Blue Shield Blue Preferred HMO www.anthem.com</b>	
<b>Network Utilized</b>	A		A		A		A		A	
<b>Website</b>	A		A		A		A		A	
<b>AM Best Rating</b>	A		A		A		A		A	
<b>Med/Rx</b>	Medical	GXEA	Medical	GJTA	Medical	<b>GVOA</b>	Medical	GTOA	Medical	GFPA
<b>Annual Deductible</b>	Network Benefits		Network Benefits		Network Benefits		Network Benefits		Network Benefits	
<i>Single / Family</i>	\$3,500 / \$7,000	\$1,000 / \$2,000	\$3,000 / \$6,000	\$2,000 / \$4,000	\$1,000 / \$3,000	\$2,000 / \$4,000	\$1,000 / \$3,000	\$2,000 / \$4,000	\$2,000 / \$4,000	On-Exchange In Network Only
<i>Deductible Type</i>	0	0	Embedded	0	0	0	0	0	0	0
<i>Coinurance</i>	100%	80%	100%	70%	100%	80%	80%	70%	70%	70%
<b>Out of Pocket Maximum</b>	Single / Family		Single / Family		Single / Family		Single / Family		Single / Family	
<i>Single / Family</i>	\$3,500	\$3,500 / \$7,000	\$3,000 / \$6,000	\$5,500 / \$11,000	\$4,000 / \$8,000	\$4,000 / \$8,000	\$4,000 / \$8,000	\$6,350 / \$12,700	\$6,350 / \$12,700	\$6,350 / \$12,700
<b>Office Services</b>	Preventive Care		Preventive Care		Preventive Care		Preventive Care		Preventive Care	
<i>Preventive Care</i>	100%	100% Covered	100% Covered	100% Covered	100% Covered	100% Covered	100% Covered	100% Covered	100% Covered	100% Covered
<i>Primary Care Visit</i>	\$25 copay	\$25 Copay	Ded / Coins	\$30 Copay (3 before Ded)	\$20 Copay (3 before Ded)	\$20 Copay (3 before Ded)	\$20 Copay (3 before Ded)	\$35 Copay (3 before Ded)	\$35 Copay (3 before Ded)	\$35 Copay (3 before Ded)
<i>Specialist Care Visit</i>	\$25 Copay	\$50 Copay	Ded / Coins	\$30 Copay (3 before Ded)	\$20 Copay (3 before Ded)	\$20 Copay (3 before Ded)	\$20 Copay (3 before Ded)	\$35 Copay (3 before Ded)	\$35 Copay (3 before Ded)	\$35 Copay (3 before Ded)
<i>Therapy (PT,ST,OT, Chiro)</i>	\$50 copay	\$25 Copay	Ded / Coins	\$30 Copay (3 before Ded)	\$20 Copay (3 before Ded)	\$20 Copay (3 before Ded)	\$20 Copay (3 before Ded)	\$35 Copay (3 before Ded)	\$35 Copay (3 before Ded)	\$35 Copay (3 before Ded)
<b>Facility Services</b>	Outpatient Service		Outpatient Service		Outpatient Service		Outpatient Service		Outpatient Service	
<i>Outpatient Service</i>	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins
<i>Inpatient Stays</i>	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins
<i>Emergency Room</i>	\$200 copay, then 100%	\$200 Copay, then 20%	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins
<i>Urgent Care Center</i>	?	\$50 Copay	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins	Ded / Coins
<b>Prescription Drugs</b>	Rx List		Rx List		Rx List		Rx List		Rx List	
<i>Rx List</i>	?	\$500 / \$1,000	Medical Deductible Applies	select Rx List - Rx not listed/not covered	N/A	N/A	N/A	N/A	N/A	N/A
<i>Deductible (Single / Family)</i>	?	2, 3, and 4, \$250 Max OOP Tier 4	All Tiers		N/A	N/A	N/A	N/A	N/A	N/A
<i>Deductible Applies to Tiers</i>	?	\$10 / \$30 / \$60 / 25%	Coinurance After Deductible		\$15 / \$35 / \$70 / 30%	\$15 / \$35 / \$70 / 30%	\$15 / \$35 / \$70 / 30%	\$15 / \$35 / \$70 / 30%	\$15 / \$35 / \$70 / 30%	\$15 / \$35 / \$70 / 30%
<i>Copayments (4-tier)</i>	?									
<b>Non-Network Benefits</b>	See Benefits Summary		See Benefits Summary		See Benefits Summary		See Benefits Summary		See Benefits Summary	
<b>Monthly Premium</b>	\$8,141.51	\$11,694.03	\$10,504.17	\$9,777.74	\$11,319.86	\$11,319.86	\$11,319.86	\$9,256.43	\$9,256.43	\$9,256.43
<b>Annual Premium</b>	\$97,698.12	\$140,328.36	\$126,050.04	\$117,332.88	\$135,838.32	\$135,838.32	\$135,838.32	\$111,077.16	\$111,077.16	\$111,077.16
<b>Percent Change from Current</b>	N/A	44%	29%	20%	39%	39%	39%	14%	14%	14%
<b>Estimated Savings/Increase</b>	N/A	\$42,630.24	\$28,351.92	\$19,634.76	\$38,140.20	\$38,140.20	\$38,140.20	\$13,379.04	\$13,379.04	\$13,379.04
<b>Monthly Premium (Employee Only)</b>		\$6,145.22	\$5,519.95	\$5,138.21	\$5,948.59	\$5,948.59	\$5,948.59	\$4,864.26	\$4,864.26	\$4,864.26
<b>Annual Premium (Employee Only)</b>		\$73,742.64	\$66,239.40	\$61,658.52	\$71,383.08	\$71,383.08	\$71,383.08	\$58,371.12	\$58,371.12	\$58,371.12



## North Madison Public Library System

Effective: June 1, 2014

	Current (Prior to 2014)	Medical Mutual	United Healthcare Choice #1 www.myuhc.com A	United Healthcare Choice #2 www.myuhc.com A
Insurance Carrier				
Network Utilized				
Website				
AM Best Rating				
Med/Rx			Medical HK8	Medical HLH
<b>Annual Deductible</b>		<b>Network Benefits</b>	<b>Network Benefits</b>	<b>Network Benefits</b>
Single / Family	\$3,500 / \$7,000		Traditional	HDHP/HSA
Deductible Type	0		\$1,000 / \$2,000	\$3,000 / \$6,000
Coinsurance	100%		80%	100%
<b>Out of Pocket Maximum</b>				
Single / Family	\$3,500		\$4,500 / \$9,000	\$6,250 / \$12,500
<b>Office Services</b>				
Preventive Care	100%		100%	100%
Primary Care Visit	\$25 copay		\$25 Copay	\$30 Copay
Specialist Care Visit	\$25 Copay		\$50 Copay	\$60 Copay
Therapy (PT,ST,OT, Chiro)	\$50 copay		Ded / Coins	Ded / Coins
<b>Facility Services</b>				
Outpatient Service	Ded / Coins		Ded / Coins	Ded / Coins
Inpatient Stays	Ded / Coins		Ded / Coins	Ded / Coins
Emergency Room	\$200 copay, then 100%		\$300 Copay, then 20%	Ded / Coins
Urgent Care Center	?		\$100 Copay	Ded / Coins
<b>Prescription Drugs</b>				
Rx List				
Deductible (Single / Family)	?		N/A	Medical Deductible Applies
Deductible Applies to Tiers	?		N/A	N/A
Copayments (4-tier)	?		\$10 / \$35 / \$60 / NA	\$10 / \$35 / \$60 / NA
<b>Non-Network Benefits</b>			Not Covered	Not Covered
<b>Monthly Premium</b>	\$8,141.51		\$10,065.51	\$9,474.15
<b>Annual Premium</b>	\$97,698.12		\$120,786.12	\$113,689.80
<b>Percent Change from Current</b>	N/A		24%	16%
<b>Estimated Savings/Increase</b>	N/A		\$23,088.00	\$15,991.68
<b>Monthly Premium (Employee Only)</b>			\$5,289.43	\$4,978.67
<b>Annual Premium (Employee Only)</b>			\$63,473.16	\$59,744.04

United Health Care #1 -24% Increase

	Employees	100%	90% Library	10% Employee	85% Library	15% Employee	80% Library	20% Employee
1	Family	\$ 1,738.92	\$ 1,565.03	\$ 173.89	\$ 1,478.08	\$ 260.84	\$ 1,391.14	\$ 347.78
2	Family	\$ 579.76	\$ 521.78	\$ 57.98	\$ 492.80	\$ 86.96	\$ 463.81	\$ 115.95
3	Family	\$ 857.23	\$ 771.51	\$ 85.72	\$ 728.65	\$ 128.58	\$ 685.78	\$ 171.45
4	Spouse	\$ 2,096.76	\$ 1,887.08	\$ 209.68	\$ 1,782.25	\$ 314.51	\$ 1,677.41	\$ 419.35
5	Spouse	\$ 1,705.71	\$ 1,535.14	\$ 170.57	\$ 1,449.85	\$ 255.86	\$ 1,364.57	\$ 341.14
6	Spouse	\$ 1,894.42	\$ 1,704.98	\$ 189.44	\$ 1,610.26	\$ 284.16	\$ 1,515.54	\$ 378.88
7	Male	\$ 429.84	\$ 386.86	\$ 42.98	\$ 365.36	\$ 64.48	\$ 343.87	\$ 85.97
8	Male	\$ 396.64	\$ 356.98	\$ 39.66	\$ 337.14	\$ 59.50	\$ 317.31	\$ 79.33
9	Male	\$ 366.23	\$ 329.61	\$ 36.62	\$ 311.30	\$ 54.93	\$ 292.98	\$ 73.25
10	2 FT Waived							
11	30 hr/wk Waived							
	Total per Month	\$ 10,065.51	\$ 9,058.96	\$ 1,006.55	\$ 8,555.68	\$ 1,509.83	\$ 8,052.41	\$ 2,013.10
	Total per Year	\$ 120,786.12	\$ 108,707.51	\$ 12,078.61	\$ 102,668.20	\$ 18,117.92	\$ 96,628.90	\$ 24,157.22

	Employees	75% Library	25% Employee	70% Library	30% Employee	65% Library	35% Employee	ACA Marketplace Including Dependents and Spouse
1	Family	\$ 1,304.19	\$ 434.73	\$ 1,217.24	\$ 521.68	\$ 1,130.30	\$ 608.62	\$ 1,246.00
2	Family	\$ 434.82	\$ 144.94	\$ 405.83	\$ 173.93	\$ 376.84	\$ 202.92	Free of Charge
3	Family	\$ 642.92	\$ 214.31	\$ 600.06	\$ 257.17	\$ 557.20	\$ 300.03	\$ 120.00
4	Spouse	\$ 1,572.57	\$ 524.19	\$ 1,467.73	\$ 629.03	\$ 1,362.89	\$ 733.87	N/A
5	Spouse	\$ 1,279.28	\$ 426.43	\$ 1,194.00	\$ 511.71	\$ 1,108.71	\$ 597.00	\$ 233.00
6	Spouse	\$ 1,420.82	\$ 473.61	\$ 1,326.09	\$ 568.33	\$ 1,231.37	\$ 663.05	\$ 287.00
7	Male	\$ 322.38	\$ 107.46	\$ 300.89	\$ 128.95	\$ 279.40	\$ 150.44	\$ 230.00
8	Male	\$ 297.48	\$ 99.16	\$ 277.65	\$ 118.99	\$ 257.82	\$ 138.82	\$ 230.00
9	Male	\$ 274.67	\$ 91.56	\$ 256.36	\$ 109.87	\$ 238.05	\$ 128.18	\$ 86.00
10	2 FT Waived							
11	30 hr/wk Waived							
	Total per Month	\$ 7,549.13	\$ 2,516.38	\$ 7,045.86	\$ 3,019.65	\$ 6,542.58	\$ 3,522.93	\$ 2,432.00
	Total per Year	\$ 90,589.59	\$ 30,196.53	\$ 84,550.28	\$ 36,235.84	\$ 78,510.98	\$ 42,275.14	\$ 29,184.00

**United Health Care #1 - 24% Increase Figures for Library Covering only Employee not dependents and/or spouse**

		<b>UHC- 1 Premium for Employee Only</b>	<b>90% Library</b>	<b>10% Employee</b>	<b>85% Library</b>	<b>15% Employee</b>	<b>80% Library</b>	<b>20% Employee</b>
1	Family	\$ 571.37	\$ 514.23	\$ 57.14	\$ 485.66	\$ 85.71	\$ 457.10	\$ 114.27
2	Family	\$ 357.85	\$ 322.07	\$ 35.79	\$ 304.17	\$ 53.68	\$ 286.28	\$ 71.57
3	Family	\$ 413.41	\$ 372.07	\$ 41.34	\$ 351.40	\$ 62.01	\$ 330.73	\$ 82.68
4	Spouse	\$ 1,048.38	\$ 943.54	\$ 104.84	\$ 891.12	\$ 157.26	\$ 838.70	\$ 209.68
5	Spouse	\$ 815.29	\$ 733.76	\$ 81.53	\$ 693.00	\$ 122.29	\$ 652.23	\$ 163.06
6	Spouse	\$ 890.42	\$ 801.38	\$ 89.04	\$ 756.86	\$ 133.56	\$ 712.34	\$ 178.08
7	Male	\$ 429.84	\$ 386.86	\$ 42.98	\$ 365.36	\$ 64.48	\$ 343.87	\$ 85.97
8	Male	\$ 396.64	\$ 356.98	\$ 39.66	\$ 337.14	\$ 59.50	\$ 317.31	\$ 79.33
9	Male	\$ 366.23	\$ 329.61	\$ 36.62	\$ 311.30	\$ 54.93	\$ 292.98	\$ 73.25
10	2 FT Waived							
11	30 hr/wk Waived							
	<b>Total per Month</b>	\$ 5,289.43	\$ 4,760.49	\$ 528.94	\$ 4,496.02	\$ 793.41	\$ 4,231.54	\$ 1,057.89
	<b>Total per Year</b>	\$ 63,473.16	\$ 57,125.84	\$ 6,347.32	\$ 53,952.19	\$ 9,520.97	\$ 50,778.53	\$ 12,694.63

For every 5% change, it is a \$6,039 yearly difference for covering dependents. Even at 65%/35% the library is still spending \$78,510.98 per year. The premium costs for 4 out of 9 employees at 80%/20% are significantly higher than going with the Affordable Health Care Act Marketplace. Our 3 male employees would significantly benefit from the library continuing to pay for 90% of the premium for the employee only.

\*Please see attached paperwork for benefit comparisons.

**Medical Mutual - The library is currently paying 90% of the employee's, spouse's and dependent's premium**

	Employees	100%	90% Library	10% Employee	85% Library	15% Employee	80% Library	20% Employee
1	Family	\$ 1,572.08	\$ 1,414.87	\$ 157.21	\$ 1,336.27	\$ 235.81	\$ 1,257.66	\$ 314.42
2	Family	\$ 680.87	\$ 612.78	\$ 68.09	\$ 578.74	\$ 102.13	\$ 544.70	\$ 136.17
3	Family	\$ 1,023.81	\$ 921.43	\$ 102.38	\$ 870.24	\$ 153.57	\$ 819.05	\$ 204.76
4	Spouse	\$ 1,117.74	\$ 1,005.97	\$ 111.77	\$ 950.08	\$ 167.66	\$ 894.19	\$ 223.55
5	Spouse	\$ 1,653.99	\$ 1,488.59	\$ 165.40	\$ 1,405.89	\$ 248.10	\$ 1,323.19	\$ 330.80
6	Spouse	\$ 1,966.95	\$ 1,770.26	\$ 196.70	\$ 1,671.91	\$ 295.04	\$ 1,573.56	\$ 393.39
7	Male	\$ 283.36	\$ 255.02	\$ 28.34	\$ 240.86	\$ 42.50	\$ 226.69	\$ 56.67
8	Male	\$ 217.79	\$ 196.01	\$ 21.78	\$ 185.12	\$ 32.67	\$ 174.23	\$ 43.56
9	Male	\$ 196.82	\$ 177.14	\$ 19.68	\$ 167.30	\$ 29.52	\$ 157.46	\$ 39.36
10	2 FT Waived							
11	30 hr/wk Waived							
	<b>Total per Month</b>	\$ 8,713.41	\$ 7,842.07	\$ 871.34	\$ 7,406.40	\$ 1,307.01	\$ 6,970.73	\$ 1,742.68
	<b>Total per Year</b>	\$ 104,560.92	\$ 94,104.83	\$ 10,456.09	\$ 88,876.78	\$ 15,684.14	\$ 83,648.74	\$ 20,912.18

	Employees	75% Library	25% Employee	70% Library	30% Employee	65% Library	35% Employee	ACA Marketplace Including Dependents & Spouse
1	Family	\$ 1,179.06	\$ 393.02	\$ 1,100.46	\$ 471.62	\$ 1,021.85	\$ 550.23	\$ 1,246.00
2	Family	\$ 510.65	\$ 170.22	\$ 476.61	\$ 204.26	\$ 442.57	\$ 238.30	Free of Charge
3	Family	\$ 767.86	\$ 255.95	\$ 716.67	\$ 307.14	\$ 665.48	\$ 358.33	\$ 120.00
4	Spouse	\$ 838.31	\$ 279.44	\$ 782.42	\$ 335.32	\$ 726.53	\$ 391.21	N/A
5	Spouse	\$ 1,240.49	\$ 413.50	\$ 1,157.79	\$ 496.20	\$ 1,075.09	\$ 578.90	\$ 233.00
6	Spouse	\$ 1,475.21	\$ 491.74	\$ 1,376.87	\$ 590.09	\$ 1,278.52	\$ 688.43	\$ 287.00
7	Male	\$ 212.52	\$ 70.84	\$ 198.35	\$ 85.01	\$ 184.18	\$ 99.18	\$ 230.00
8	Male	\$ 163.34	\$ 54.45	\$ 152.45	\$ 65.34	\$ 141.56	\$ 76.23	\$ 230.00
9	Male	\$ 147.62	\$ 49.21	\$ 137.77	\$ 59.05	\$ 127.93	\$ 68.89	\$ 86.00
10	Waived							
11	Waived							
12	Waived							
	<b>Total per Month</b>	\$ 6,535.06	\$ 2,178.35	\$ 6,099.39	\$ 2,614.02	\$ 5,663.72	\$ 3,049.69	\$ 2,432.00
	<b>Total per Year</b>	\$ 78,420.69	\$ 26,140.23	\$ 73,192.64	\$ 31,368.28	\$ 67,964.60	\$ 36,596.32	\$ 29,184.00



**Medical Mutual - Figures for Library Covering only Employee not dependents and/or spouse**

	<b>Employees</b>	<b>Current Premium for Employee Only</b>	<b>90% Library</b>	<b>10% Employee</b>	<b>85% Library</b>	<b>15% Employee</b>	<b>80% Library</b>	<b>20% Employee</b>
1	Family	\$ 599.22	\$ 539.30	\$ 59.92	\$ 509.34	\$ 89.88	\$ 479.38	\$ 119.84
2	Family	\$ 466.04	\$ 419.44	\$ 46.60	\$ 396.13	\$ 69.91	\$ 372.83	\$ 93.21
3	Family	\$ 495.27	\$ 445.74	\$ 49.53	\$ 420.98	\$ 74.29	\$ 396.22	\$ 99.05
4	Spouse	\$ 558.87	\$ 502.98	\$ 55.89	\$ 475.04	\$ 83.83	\$ 447.10	\$ 111.77
5	Spouse	\$ 810.45	\$ 729.41	\$ 81.05	\$ 688.88	\$ 121.57	\$ 648.36	\$ 162.09
6	Spouse	\$ 810.45	\$ 729.41	\$ 81.05	\$ 688.88	\$ 121.57	\$ 648.36	\$ 162.09
7	Male	\$ 283.36	\$ 255.02	\$ 28.34	\$ 240.86	\$ 42.50	\$ 226.69	\$ 56.67
8	Male	\$ 217.79	\$ 196.01	\$ 21.78	\$ 185.12	\$ 32.67	\$ 174.23	\$ 43.56
9	Male	\$ 196.82	\$ 177.14	\$ 19.68	\$ 167.30	\$ 29.52	\$ 157.46	\$ 39.36
10	2 FT Waived							
11	30 hr/wk Waived							
	<b>Total per Month</b>	\$ 4,438.27	\$ 3,994.44	\$ 443.83	\$ 3,772.53	\$ 665.74	\$ 3,550.62	\$ 887.65
	<b>Total per Year</b>	\$ 53,259.24	\$ 47,933.32	\$ 5,325.92	\$ 45,270.35	\$ 7,988.89	\$ 42,607.39	\$ 10,651.85

For every 5% change, it is a \$5,228 yearly difference for covering dependents and \$2,648 for covering employee only. At 80%-20% 4 out of 9 employees have higher premiums than through the Affordable Health Care Act Marketplace. My recommendation is for the library to only cover the employee at 90% and no longer cover any premium costs for the employee's dependents beginning July 1st, 2014.

Deb Johnson, R. E Sutton, works with 37 libraries with under 20 full-time employees and we are the only library that contributes to the dependent's premium.

**Anthem GVOA - 20% Increase The library is currently paying 90% of the employee's, spouse's and dependent's premium**

	<b>Employees</b>	<b>100%</b>	<b>90% Library</b>	<b>10% Employee</b>	<b>85% Library</b>	<b>15% Employee</b>	<b>80% Library</b>	<b>20% Employee</b>
1	Family	\$ 1,689.20	\$ 1,520.28	\$ 168.92	\$ 1,435.82	\$ 253.38	\$ 1,351.36	\$ 337.84
2	Family	\$ 563.18	\$ 506.86	\$ 56.32	\$ 478.70	\$ 84.48	\$ 450.54	\$ 112.64
3	Family	\$ 832.71	\$ 749.44	\$ 83.27	\$ 707.80	\$ 124.91	\$ 666.17	\$ 166.54
4	Spouse	\$ 2,036.82	\$ 1,833.14	\$ 203.68	\$ 1,731.30	\$ 305.52	\$ 1,629.46	\$ 407.36
5	Spouse	\$ 1,656.95	\$ 1,491.26	\$ 165.70	\$ 1,408.41	\$ 248.54	\$ 1,325.56	\$ 331.39
6	Spouse	\$ 1,840.27	\$ 1,656.24	\$ 184.03	\$ 1,564.23	\$ 276.04	\$ 1,472.22	\$ 368.05
7	Male	\$ 417.55	\$ 375.80	\$ 41.76	\$ 354.92	\$ 62.63	\$ 334.04	\$ 83.51
8	Male	\$ 385.30	\$ 346.77	\$ 38.53	\$ 327.51	\$ 57.80	\$ 308.24	\$ 77.06
9	Male	\$ 355.76	\$ 320.18	\$ 35.58	\$ 302.40	\$ 53.36	\$ 284.61	\$ 71.15
10	2 FT Waived							
11	30 hr/wk Waived							
	<b>Total per Month</b>	\$ 9,777.74	\$ 8,799.97	\$ 977.77	\$ 8,311.08	\$ 1,466.66	\$ 7,822.19	\$ 1,955.55
	<b>Total per Year</b>	\$ 117,332.88	\$ 105,599.59	\$ 11,733.29	\$ 99,732.95	\$ 17,599.93	\$ 93,866.30	\$ 23,466.58

	<b>Employees</b>	<b>75% Library</b>	<b>25% Employee</b>	<b>70% Library</b>	<b>30% Employee</b>	<b>65% Library</b>	<b>35% Employee</b>	<b>ACA Marketplace Including Dependents and Spouse</b>
1	Family	\$ 1,266.90	\$ 422.30	\$ 1,182.44	\$ 506.76	\$ 1,097.98	\$ 591.22	\$ 1,246.00
2	Family	\$ 422.39	\$ 140.80	\$ 394.23	\$ 168.95	\$ 366.07	\$ 197.11	Free of Charge
3	Family	\$ 624.53	\$ 208.18	\$ 582.90	\$ 249.81	\$ 541.26	\$ 291.45	\$ 120.00
4	Spouse	\$ 1,527.62	\$ 509.21	\$ 1,425.77	\$ 611.05	\$ 1,323.93	\$ 712.89	N/A
5	Spouse	\$ 1,242.71	\$ 414.24	\$ 1,159.87	\$ 497.09	\$ 1,077.02	\$ 579.93	\$ 233.00
6	Spouse	\$ 1,380.20	\$ 460.07	\$ 1,288.19	\$ 552.08	\$ 1,196.18	\$ 644.09	\$ 287.00
7	Male	\$ 313.16	\$ 104.39	\$ 292.29	\$ 125.27	\$ 271.41	\$ 146.14	\$ 230.00
8	Male	\$ 288.98	\$ 96.33	\$ 269.71	\$ 115.59	\$ 250.45	\$ 134.86	\$ 230.00
9	Male	\$ 266.82	\$ 88.94	\$ 249.03	\$ 106.73	\$ 231.24	\$ 124.52	\$ 86.00
10	2 FT Waived							
11	30 hr/wk Waived							
	<b>Total per Month</b>	\$ 7,333.31	\$ 2,444.44	\$ 6,844.42	\$ 2,933.32	\$ 6,355.53	\$ 3,422.21	\$ 2,432.00
	<b>Total per Year</b>	\$ 87,999.66	\$ 29,333.22	\$ 82,133.02	\$ 35,199.86	\$ 76,266.37	\$ 41,066.51	\$ 29,184.00

**Anthem GVOA - 20% Increase - Figures for Library Covering only Employee not dependents and/or spouse**

	<b>Employees</b>	<b>Anthem Premium for Employee Only</b>	<b>90% Library</b>	<b>10% Employee</b>	<b>85% Library</b>	<b>15% Employee</b>	<b>80% Library</b>	<b>20% Employee</b>
1	Family	\$ 555.03	\$ 499.53	\$ 55.50	\$ 471.78	\$ 83.25	\$ 444.02	\$ 111.01
2	Family	\$ 347.62	\$ 312.86	\$ 34.76	\$ 295.48	\$ 52.14	\$ 278.10	\$ 69.52
3	Family	\$ 401.59	\$ 361.43	\$ 40.16	\$ 341.35	\$ 60.24	\$ 321.27	\$ 80.32
4	Spouse	\$ 1,018.41	\$ 916.57	\$ 101.84	\$ 865.65	\$ 152.76	\$ 814.73	\$ 203.68
5	Spouse	\$ 791.98	\$ 712.78	\$ 79.20	\$ 673.18	\$ 118.80	\$ 633.58	\$ 158.40
6	Spouse	\$ 864.97	\$ 778.47	\$ 86.50	\$ 735.22	\$ 129.75	\$ 691.98	\$ 172.99
7	Male	\$ 417.55	\$ 375.80	\$ 41.76	\$ 354.92	\$ 62.63	\$ 334.04	\$ 83.51
8	Male	\$ 385.30	\$ 346.77	\$ 38.53	\$ 327.51	\$ 57.80	\$ 308.24	\$ 77.06
9	Male	\$ 355.76	\$ 320.18	\$ 35.58	\$ 302.40	\$ 53.36	\$ 284.61	\$ 71.15
10	2 FT Waived							
11	30 hr/wk Waived							
	<b>Total per Month</b>	\$ 5,138.21	\$ 4,624.39	\$ 513.82	\$ 4,367.48	\$ 770.73	\$ 4,110.57	\$ 1,027.64
	<b>Total per Year</b>	\$ 61,658.52	\$ 55,492.67	\$ 6,165.85	\$ 52,409.74	\$ 9,248.78	\$ 49,326.82	\$ 12,331.70

For every 5% change, it is a \$5,867 yearly difference for covering dependents. Even at 65-35% the library is still spending \$76,266.37 per year.

\*Please see attached paperwork for benefit comparisons.

United Health Care #2 - 16% Increase

	Employees	100%	90% Library	10% Employee	85% Library	15% Employee	80% Library	20% Employee
1	Family	\$ 1,636.75	\$ 1,473.08	\$ 163.68	\$ 1,391.24	\$ 245.51	\$ 1,309.40	\$ 327.35
2	Family	\$ 545.69	\$ 491.12	\$ 54.57	\$ 463.84	\$ 81.85	\$ 436.55	\$ 109.14
3	Family	\$ 806.86	\$ 726.17	\$ 80.69	\$ 685.83	\$ 121.03	\$ 645.49	\$ 161.37
4	Spouse	\$ 1,973.58	\$ 1,776.22	\$ 197.36	\$ 1,677.54	\$ 296.04	\$ 1,578.86	\$ 394.72
5	Spouse	\$ 1,605.50	\$ 1,444.95	\$ 160.55	\$ 1,364.68	\$ 240.83	\$ 1,284.40	\$ 321.10
6	Spouse	\$ 1,783.13	\$ 1,604.82	\$ 178.31	\$ 1,515.66	\$ 267.47	\$ 1,426.50	\$ 356.63
7	Male	\$ 404.58	\$ 364.12	\$ 40.46	\$ 343.89	\$ 60.69	\$ 323.66	\$ 80.92
8	Male	\$ 373.34	\$ 336.01	\$ 37.33	\$ 317.34	\$ 56.00	\$ 298.67	\$ 74.67
9	Male	\$ 344.72	\$ 310.25	\$ 34.47	\$ 293.01	\$ 51.71	\$ 275.78	\$ 68.94
10	2 FT Waived							
11	30 hr/wk Waived							
	Total per Month	\$ 9,474.15	\$ 8,526.74	\$ 947.42	\$ 8,053.03	\$ 1,421.12	\$ 7,579.32	\$ 1,894.83
	Total per Year	\$ 113,689.80	\$ 102,320.82	\$ 11,368.98	\$ 96,636.33	\$ 17,053.47	\$ 90,951.84	\$ 22,737.96

	Employees	75% Library	25% Employee	70% Library	30% Employee	65% Library	35% Employee	ACA Marketplace Including Dependents and Spouse
1	Family	\$ 1,227.56	\$ 409.19	\$ 1,145.73	\$ 491.03	\$ 1,063.89	\$ 572.86	\$ 1,246.00
2	Family	\$ 409.27	\$ 136.42	\$ 381.98	\$ 163.71	\$ 354.70	\$ 190.99	Free of Charge
3	Family	\$ 605.15	\$ 201.72	\$ 564.80	\$ 242.06	\$ 524.46	\$ 282.40	\$ 120.00
4	Spouse	\$ 1,480.19	\$ 493.40	\$ 1,381.51	\$ 592.07	\$ 1,282.83	\$ 690.75	N/A
5	Spouse	\$ 1,204.13	\$ 401.38	\$ 1,123.85	\$ 481.65	\$ 1,043.58	\$ 561.93	\$ 233.00
6	Spouse	\$ 1,337.35	\$ 445.78	\$ 1,248.19	\$ 534.94	\$ 1,159.03	\$ 624.10	\$ 287.00
7	Male	\$ 303.44	\$ 101.15	\$ 283.21	\$ 121.37	\$ 262.98	\$ 141.60	\$ 230.00
8	Male	\$ 280.01	\$ 93.34	\$ 261.34	\$ 112.00	\$ 242.67	\$ 130.67	\$ 230.00
9	Male	\$ 258.54	\$ 86.18	\$ 241.30	\$ 103.42	\$ 224.07	\$ 120.65	\$ 86.00
10	2 FT Waived							
11	30 hr/wk Waived							
	Total per Month	\$ 7,105.61	\$ 2,368.54	\$ 6,631.91	\$ 2,842.25	\$ 6,158.20	\$ 3,315.95	\$ 2,432.00
	Total per Year	\$ 85,267.35	\$ 28,422.45	\$ 79,582.86	\$ 34,106.94	\$ 73,898.37	\$ 39,791.43	\$ 29,184.00

**United Health Care #2 - 16% Increase Figures for Library Covering only Employee not dependents and/or spouse**

	<b>Employees</b>	<b>UHC-2 Premium for Employee Only</b>	<b>90% Library</b>	<b>10% Employee</b>	<b>85% Library</b>	<b>15% Employee</b>	<b>80% Library</b>	<b>20% Employee</b>
1	Family	\$ 537.80	\$ 484.02	\$ 53.78	\$ 457.13	\$ 80.67	\$ 430.24	\$ 107.56
2	Family	\$ 336.82	\$ 303.14	\$ 33.68	\$ 286.30	\$ 50.52	\$ 269.46	\$ 67.36
3	Family	\$ 389.12	\$ 350.21	\$ 38.91	\$ 330.75	\$ 58.37	\$ 311.30	\$ 77.82
4	Spouse	\$ 986.79	\$ 888.11	\$ 98.68	\$ 838.77	\$ 148.02	\$ 789.43	\$ 197.36
5	Spouse	\$ 767.39	\$ 690.65	\$ 76.74	\$ 652.28	\$ 115.11	\$ 613.91	\$ 153.48
6	Spouse	\$ 838.11	\$ 754.30	\$ 83.81	\$ 712.39	\$ 125.72	\$ 670.49	\$ 167.62
7	Male	\$ 404.58	\$ 364.12	\$ 40.46	\$ 343.89	\$ 60.69	\$ 323.66	\$ 80.92
8	Male	\$ 373.34	\$ 336.01	\$ 37.33	\$ 317.34	\$ 56.00	\$ 298.67	\$ 74.67
9	Male	\$ 344.72	\$ 310.25	\$ 34.47	\$ 293.01	\$ 51.71	\$ 275.78	\$ 68.94
10	2 FT Waived							
11	30 hr/wk Waived							
	<b>Total per Month</b>	\$ 4,978.67	\$ 4,480.80	\$ 497.87	\$ 4,231.87	\$ 746.80	\$ 3,982.94	\$ 995.73
	<b>Total per Year</b>	\$ 59,744.04	\$ 53,769.64	\$ 5,974.40	\$ 50,782.43	\$ 8,961.61	\$ 47,795.23	\$ 11,948.81

For every 5% change, it is a \$5685 yearly difference for covering dependents. Even at 65-35% the library is still spending \$73,898.37 per year.

\*Please see attached paperwork for benefit comparisons.

April 12, 2014

Jamie,

You said that you want my honest opinion, so here goes. First I know that this will be a hard decision for you and the board to make. Also to let you know that we really appreciate everything that we do receive from the library and the work that you and the board put into helping us.

As you know I have coverage for myself and for my husband (Don, who also works for North Madison Public Library, part-time). I have a hard time understanding what the Market Place representatives told us. They said that insurance for Don, alone, would cost more than insurance coverage for both, Don and I. Insurance for Don alone would be \$335.00 and for both of us it would only be \$287.00.

The coverage is a concern because the deductible is \$3,000 per person before the insurance kicks in. That will be a hardship for us and for the others. If Don is not covered on my insurance he will have to find coverage somewhere else so that's another expense that we cannot afford. He is worried, as am I, that he will have to find a full time job so that he can get insurance. He loves the job he has here, so that has been weighing on his mind and made him a "total grouch". So that's another thing that is at risk, my sanity!

According to the RX list given to me we have (between the two of us) 10 prescriptions from tier 1, & 3 from tier 2 and one that is not on the list. We would have to pay the first \$3,000 each before the insurance kicked in.

We are prepared to pay more for coverage to offset the increase, we just really need the insurance. We also know that there are changes that are necessary.

I know that you will do the best that you can for all of the employees. We just hope that we can afford for Don to stay with the library.

Thank you for your time considering this.

Jill Murray

Donald Murray  
1523 South I St.  
Elwood, IN 46036  
April 11, 2014

Jamie Scott  
Director  
Elwood Public Library  
1600 Main St.  
Elwood, IN 46036

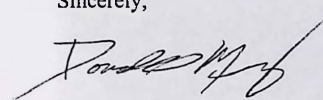
To whom it may concern:

To any and all concerned this is to verify that in the past thirty years I have had experience with changing ballasts in residential and commercial lighting. My commercial lighting experience started while working with Stover Soft Water in Elwood. Whenever ballasts was out I would replace them.

Most recently in 2008 I worked for a subcontractor doing work for Dow Agro Sciences of Indianapolis. One of my job requirements was to be able to replace ballasts in assorted lighting fixtures.

I feel confident in my abilities to change ballasts for the North Madison County Public Library System. If I ever confront an unknown situation I have no problem referring it to an experienced electrician.

Sincerely,



Donald Murray

## NMCP Job Description

**Job Title:** Administrative Assistant  
**Department:** Administration  
**Reports To:** Director  
**FLSA Status:** Exempt  
**Prepared By:** Director  
**Prepared Date:** March 2001  
**Approved By:** NMCP Board of Trustees  
**Review & Approval Date:** April 2005 Add: 2014

**SUMMARY:** Performs general accounting and **secretarial** Add: payroll duties for the library system by performing the following duties. Other duties as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES :** Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, computer files.

1. Demonstrates proficiency in automated accounting and payroll software, Microsoft products and online state reports; annual financial report, 100R, debt management and budget forms.
2. Summarizes details in separate ledgers or computer files and transfers data to general ledger.
3. Enters and posts all bills and invoices, prints claim vouchers and checks. Reconciles and balances accounts.
4. Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business.
5. Calculates employee wages from records or time cards and prepares checks for payment of wages.
6. Maintains monthly record of personnel benefits.
7. Prepares withholding, Social Security, and other tax reports.
8. Prepares and sends W-2's and 1099's.
9. Receipts and deposits fines and fees on a daily basis and weekly for branches.
10. Meets required accounting and payroll deadlines.
11. Routes incoming mail. Composes and types routine correspondence. Makes copies of correspondence or other printed materials.
12. Organizes and maintains file system, and files correspondence and other records.
13. Arranges and coordinates meeting reservations for staff development.
14. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.
15. Orders and maintains supplies, and postal processing equipment.
16. Participates in workshops to maintain proficiency in financial responsibilities.
17. Has knowledge of circulation desk tasks, and, if needed, could provide assistance to patrons.

**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 :** Preferred: Associates degree in accounting/bookkeeping from a 2-year college or university or two years related bookkeeping experience; or equivalent combination of

education and experience Local government finance experience helpful. One year certificate from college/technical school; or three to six months related experience and/or training; or equivalent combination of education and experience

**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 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.

**REASONING ABILITY :** Ability to define problems, collect data, establish facts, and raw 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 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 Add: computer and keyboard skills Add: and knowledge of Microsoft Windows; Remove: operate automated Circulation and catalog stations, AV equipment, telephones, microfilm printer-readers, FAX machines, photocopiers and laminators.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Indiana drivers' license.

**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 sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk, climb or balance, and stoop, kneel, crouch, or crawl. 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, color 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. Work is primarily performed in the Elwood Public Library, but requires visits to the branch facilities and other locations. The noise level in the work environment is usually quiet.



MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	MARCH 2013	MARCH 2014	Amount of Change	% OF Change	YTD 2013	YTD 2014	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	2,769	2,803	34	1%	7,889	8,235	346	4%
JUVENILE	1,464	1,581	117	8%	4,647	4,241	-406	-9%
Y. A.	377	394	17	5%	1,163	1,129	-34	-3%
PERIOD.	498	456	-42	-8%	1,352	1,391	39	3%
AUDIO	186	207	21	11%	552	594	42	8%
VIDEO	4,779	5,058	279	6%	15,142	14,790	-352	-2%
DIGITAL MEDIA	205	212	7	3%	638	664	26	4%
<b>TOTAL</b>	<b>10,278</b>	<b>10,711</b>	<b>433</b>	<b>4%</b>	<b>31,383</b>	<b>31,044</b>	<b>-339</b>	<b>-1%</b>
<b>FRANKTON</b>								
ADULT	902	840	-62	-7%	2,742	2,529	-213	-8%
JUVENILE	733	625	-108	-15%	2,058	1,617	-441	-21%
Y. A.	227	59	-168	-74%	597	456	-141	-24%
PERIOD.	221	227	6	3%	717	571	-146	-20%
AUDIO	85	59	-26	-31%	178	147	-31	-17%
VIDEO	1,453	1,197	-256	-18%	3,871	3,556	-315	-8%
DIGITAL MEDIA	103	106	3	3%	319	333	14	4%
<b>TOTAL</b>	<b>3,724</b>	<b>3,113</b>	<b>-611</b>	<b>-16%</b>	<b>10,482</b>	<b>9,209</b>	<b>-1,273</b>	<b>-12%</b>
<b>HAZELBAKER</b>								
ADULT	577	397	-180	-31%	1,731	1,336	-395	-23%
JUVENILE	376	262	-114	-30%	882	776	-106	-12%
Y. A.	81	84	3	4%	207	199	-8	-4%
PERIOD.	103	88	-15	-15%	341	310	-31	-9%
AUDIO	13	17	4	31%	36	66	30	83%
VIDEO	1,320	1,104	-216	-16%	3,508	3,619	111	3%
DIGITAL MEDIA	103	106	3	3%	319	332	13	4%
<b>TOTAL</b>	<b>2,573</b>	<b>2,058</b>	<b>-515</b>	<b>-20%</b>	<b>7,024</b>	<b>6,638</b>	<b>-386</b>	<b>-5%</b>
<b>SYSTEM</b>								
ADULT	4,248	4,040	-208	-5%	12,362	12,100	-262	-2%
JUVENILE	2,573	2,468	-105	-4%	7,587	6,634	-953	-13%
Y. A.	685	537	-148	-22%	1,967	1,784	-183	-9%
PERIOD.	822	771	-51	-6%	2,410	2,272	-138	-6%
AUDIO	284	283	-1	0%	766	807	41	5%
VIDEO	7,552	7,359	-193	-3%	22,521	21,965	-556	-2%
DIGITAL MEDIA	411	424	13	3%	1,276	1,329	53	4%
<b>TOTAL</b>	<b>16,575</b>	<b>15,882</b>	<b>-693</b>	<b>-4%</b>	<b>48,889</b>	<b>46,891</b>	<b>-1,998</b>	<b>-4%</b>

	Comp. Use	Wireless	Traffic	Ref.	Assists	Prog. A.	Prog. YA	Prog. J
Elwood	1,838	495	10,889	47	1,368	8	2	12
Frankton	321	169	2,054	13	260	4	0	8
Summitville	304	168	1,201	3	183	3	0	11
						32	0	58

Tech Services Processed 1,218 Items

Processed by Trisha Shuler

TRANSMISSION VERIFICATION REPORT

TIME : 04/09/2014 18:35  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER.# : BROF2V374540

DATE, TIME  
 FAX NO./NAME  
 DURATION  
 PAGE(S)  
 RESULT  
 MODE

04/09 18:35  
 CALL LEADER  
 00:00:15  
 01  
 OK  
 STANDARD  
 ECM

*Please publish  
 Thursday and  
 again on  
 Monday  
 Thank you*

Agenda

April 14, 2014

North Madison County Public Library System  
 Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting  
 5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business

1. Budget Concerns
  - a. Employee Health Insurance
  - b. Integrated Library Systems – Evergreen vs. The Library Corporation

New Business

1. Board Contact Information
2. Replacing Electrical Panel

TRANSMISSION VERIFICATION REPORT

TIME : 04/09/2014 18  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER. # : BROF2V374540

DATE, TIME 04/09 18:34  
FAX NO./NAME HERALD  
DURATION 00:00:18  
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RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 04/09/2014 18:33  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER. # : BROF2V374540

DATE, TIME 04/09 18:32  
FAX NO./NAME FRANKTON  
DURATION 00:00:15  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

April 14, 2014

North Madison County Public Library System  
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. Budget Concerns
    - a. Employee Health Insurance
    - b. Integrated Library Systems – Evergreen vs. The Library Corporation
- New Business
  - 1. Board Contact Information

Agenda

April 14, 2014

North Madison County Public Library System  
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. Budget Concerns
    - a. Employee Health Insurance
    - b. Integrated Library Systems – Evergreen vs. The Library Corporation
- New Business
  - 1. Board Contact Information

TRANSMISSION VERIFICATION REPORT

TIME : 04/09/2014 18:33  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BRPF2V374540

DATE, TIME  
FAX NO. /NAME  
DURATION  
PAGE(S)  
RESULT  
MODE

04/09 18:33  
SUMMITVILLE  
00:00:14  
01  
OK  
STANDARD  
ECM

Agenda

April 14, 2014

North Madison County Public Library System  
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Budget Concerns

a. Employee Health Insurance

b. Integrated Library Systems – Evergreen vs. The Library Corporation

New Business

1. Board Contact Information

2. Replacing Electrical Ballasts

# Agenda

May 12<sup>th</sup>, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

## Regular Meeting

Immediately Following the Executive Session

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Budget Concerns - Integrated Library Systems – Evergreen vs. The Library Corporation

New Business

1. Authorized Agent - PERF
2. Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy

Director's Report

Public Comment

Adjournment



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

Phone: (765) 552-5001 Fax: (765) 552-0955

## Executive Session Agenda

May 12<sup>th</sup>, 2014

Elwood Public Library

1600 Main Street

Elwood, IN 46036

5:00 p.m.

IC 5-14-1.5-6.1 (b)

Executive sessions may be held only in the following instances:

- (1) Where authorized by federal or state statute.
- (2) For discussion of strategy with respect to any of the following:
  - (A) Collective bargaining.
  - (B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
  - (C) The implementation of security systems.
  - (D) The purchase or lease of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties. However, all such strategy discussions must be necessary for competitive or bargaining reasons and may not include competitive or bargaining adversaries.
- (3) For discussion of the assessment, design, and implementation of school safety and security measures, plans, and systems.
- (4) Interviews and negotiations with industrial or commercial prospects or agents of industrial or commercial prospects by the Indiana economic development corporation, the office of tourism development, the Indiana finance authority, the ports of Indiana, an economic development commission, the Indiana state department of agriculture, a local economic development organization (as defined in IC 5-28-11-2(3)), or a governing body of a political subdivision.
- (5) To receive information about and interview prospective employees.
- (6) With respect to any individual over whom the governing body has jurisdiction:
  - (A) To receive information concerning the individual's alleged misconduct; and
  - (B) To discuss, before a determination, the individual's status as an employee, a student, or an independent contractor who is:
    - (i) a physician; or
    - (ii) a school bus driver.
- (7) For discussion of records classified as confidential by state or federal statute.
- (8) To discuss before a placement decision an individual student's abilities, past performance, behavior, and needs.
- (9) To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.
- (10) When considering the appointment of a public official, to do the following:
  - (A) Develop a list of prospective appointees.
  - (B) Consider applications.
  - (C) Make one (1) initial exclusion of prospective appointees from further consideration.  
Notwithstanding IC 5-14-3-4(b)(12), a governing body may release and shall make available for inspection and copying in accordance with IC 5-14-3-3 identifying information concerning prospective appointees not initially excluded from further consideration. An initial exclusion of prospective appointees from further consideration may not reduce the number of prospective appointees to fewer than three (3) unless there are fewer than three (3) prospective appointees. Interviews of prospective appointees must be conducted at a meeting that is open to the public.
- (11) To train school board members with an outside consultant about the performance of the role of the members as public officials.
- (12) To prepare or score examinations used in issuing licenses, certificates, permits, or registrations under IC 25.

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES

Executive Session

May 12, 2014

5:00pm

IC 5-14-1.5-6.1 (b)

CALL TO ORDER

President Leslie Rittenhouse called an executive session of the North Madison County Public Library Board of Trustees to order on May 12, 2014 at 5:00pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

BUSINESS

The meeting was held to receive information concerning an individual's alleged misconduct over whom the governing body has jurisdiction and to discuss, before a determination, an individual's status as an employee IC 5-14-1.5-6.1 (b). No other subject matter was discussed in the executive session other than the subject matter specified in the public notice.

ADJOURNMENT

Beverly Austin made a motion to adjourn, Bette Dalzell made a second and the executive session was adjourned.

\_\_\_\_\_  
Bette Dalzell, Secretary

\_\_\_\_\_  
*Daniel A. Prieshoff*  
\_\_\_\_\_  
*Mike Robertson*  
\_\_\_\_\_  
*Leslie Rittenhouse*

\_\_\_\_\_  
*Barbara Abernathy*  
\_\_\_\_\_  
*Kevin Sipe*  
\_\_\_\_\_

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Regular Meeting  
May 12, 2014  
5:30pm

CALL TO ORDER

President Leslie Rittenhouse called a regular meeting of the North Madison County Public Library Board of Trustees to order on May 12, 2014 at 5:30pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

MINUTES

Beverly Austin made a motion to approve the minutes from the April 25, 2014 regular meeting held at the Ralph E. Hazelbaker Library. Bette Dalzell made a second and the motion carried.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Dan Prieshoff signed checks.

OLD BUSINESS

Budget Concerns-Integrated Library Systems—Evergreen vs. The Library Corporation  
It was reported that if the library chooses to change from The Library Corporation as its ILS and go with Evergreen, it would cost less than \$2000 to get out of the current Library Corporation contract. However, it would save considerably more in the long run. The first year with Evergreen is free. The Evergreen IT staff would be able to transfer all of the library patron records as well as all bibliographic records. During the mapping process the library would be able to choose the best options for the library from the Evergreen circulation matrix. If approved the board president and director would sign an acceptance agreement, it would then go to the state for approval. If approved the mapping process would begin. Mike Robertson made a motion to move forward with the application to join Evergreen Indiana. Barbara Abernathy made a second and the motion carried.

NEW BUSINESS

Authorized Agent—PERF

Due to the retirement of Administrative Assistant Diana Shepard, Sheri Wallace has been hired. Sheri is currently the youth service manager at Hamilton North Public Library. She formerly was the bookkeeper at Hamilton North and is familiar with our accounting system. Beverly Austin made a motion to change the PERF authorized agent from Diana Shepard to Sheri Wallace effective June 1, 2014. Bette Dalzell made a second and the motion carried.

Yearly Review of Internet Policy, Computer Use Policy and Wireless Internet Policy  
Beverly Austin made a motion to accept the changes to the Computer Use Policy and the Public Access Computer Policy and to approve the Wireless Internet Policy as presented. Barbara Abernathy made a second and the motion carried.

An item was added to the agenda

Patron Behavior Issues

Barbara Abernathy made a motion that an immediate no trespassing warrant be issued to a patron who has shown unruly conduct at the Elwood branch and made disturbing phone calls to board members. Beverly Austin made a second and the motion carried.

DIRECTOR'S REPORT

Diana Shepard was thanked for her twenty six and one half years of service to the library and presented with a token of appreciation.

Public comment was sought, none was forthcoming.

Kevin Sipe made a motion to adjourn, Beverly Austin made a second and the meeting was adjourned.

Bette Dalzell, Secretary

          
*Daniel A. Prieshoff*  
          
*Mike Robertson*  
          
*Leslie Rittenhouse*  
          
*Barbara Abernathy*  
          
*Kevin Sipe*

## Register Of Claims

### North Madison County Public Library System

Report Date: From 4/15/14 To 5/12/14

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	269	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	5/7/14	PAYROLL
			Operating Fund	Salary of Assistants	\$17,102.08		
			Operating Fund	Wages of Janitor	\$1,140.51		
			<b>Total this claim =</b>		\$20,306.54		
0	256	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,547.41	4/23/14	P/R ENDING 4/19/14
			FICA	Payroll Deductions	\$1,254.05		
			Federal Taxes Withheld	Payroll Deductions	\$2,037.11		
			Medicare	Payroll Deductions	\$293.33		
			<b>Total this claim =</b>		\$5,131.90		
0	257	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	4/23/14	P/R ENDING 4/19/14
<b>Total this claim =</b>		\$95.00					
0	272	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	5/7/14	P/R ENDING 5/3/14
<b>Total this claim =</b>		\$95.00					
0	259	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,403.99	4/23/14	PAYROLL DEDUCTIONS FOR APRIL
			County Taxes Withheld	Payroll Deductions	\$681.49		
			<b>Total this claim =</b>		\$2,085.48		
0	260	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$420.11	4/23/14	P/R ENDING 4/19/14
			Operating Fund	Emp Cont PERF	\$1,568.35		
			<b>Total this claim =</b>		\$1,988.46		
0	271	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$418.40	5/7/14	P/R ENDING 5/3/14
			Operating Fund	Emp Cont PERF	\$1,561.99		
			<b>Total this claim =</b>		\$1,980.39		
0	262	AFLAC	AFLAC	Payroll Deductions	\$485.88	4/23/14	PAYROLL DEDUCTIONS FOR APRIL
<b>Total this claim =</b>		\$485.88					
0	270	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,545.69	5/7/14	P/R ENDING 5/3/14
			FICA	Payroll Deductions	\$1,252.70		
			Federal Taxes Withheld	Payroll Deductions	\$2,025.92		
			Medicare	Payroll Deductions	\$292.98		
			<b>Total this claim =</b>		\$5,117.29		

<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	255	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	4/23/14	PAYROLL
			Operating Fund	Salary of Assistants	\$17,160.50		
			Operating Fund	Wages of Janitor	\$1,104.19		
				<b>Total this claim =</b>	<u>\$20,328.64</u>		
28948	263	INDIANA DEPARTMENT OF W	Rainy Day Fund	Other	\$95.00	4/23/14	REIMBURSABLE BILL
				<b>Total this claim =</b>	<u>\$95.00</u>		
28949	264	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,199.07	4/23/14	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$1,199.07</u>		
28950	268	JILL MURRAY	Operating Fund	Fuel, Oil and Lubricants	\$3.79	4/23/14	PETTY CASH REIMBURSEMENT
			Operating Fund	Bldg. & Structure/Maint.	\$18.87		
			Operating Fund	Postage & UPS	\$9.80		
				<b>Total this claim =</b>	<u>\$32.46</u>		
28951	258	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$846.01	4/23/14	P/R ENDING 4/19/14
				<b>Total this claim =</b>	<u>\$846.01</u>		
28952	265	MADISON COUNTY TREASUR	Operating Fund	Taxes	\$40.00	4/23/14	PROPERTY TAX
			Operating Fund	Taxes	\$70.00		
			Operating Fund	Taxes	\$30.00		
				<b>Total this claim =</b>	<u>\$140.00</u>		
28953	261	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$751.23	4/23/14	HEALTH INSURANCE 5/1/14 - 6/1/14
			Operating Fund	Emp Cont Group Ins	\$7,149.28		
				<b>Total this claim =</b>	<u>\$7,900.51</u>		
28954	266	TOWN OF SUMMITVILLE	Operating Fund	Water	\$43.80	4/23/14	As per attached invoices.
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<u>\$55.30</u>		
28955	267	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$147.66	4/23/14	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$147.66</u>		
28956	274	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$87.33	5/7/14	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$5.36		
				<b>Total this claim =</b>	<u>\$92.69</u>		
28957	275	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$191.18	5/7/14	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$191.18</u>		
28958	273	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$855.24	5/7/14	P/R ENDING 5/3/14
				<b>Total this claim =</b>	<u>\$855.24</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>
28959	276	PURCHASE POWER	Operating Fund	Postage & UPS	\$420.99	5/7/14	POSTAGE FOR METER
				<b>Total this claim =</b>	<u>\$420.99</u>		
28960	277	TOWN OF FRANKTON	Operating Fund	Electricity	\$381.44	5/7/14	SERVICE FOR FRANKTON
			Operating Fund	Water	\$18.00		
			Operating Fund	Waste Disposal Services	\$14.67		
				<b>Total this claim =</b>	<u>\$414.11</u>		
28961	278	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$109.20	5/7/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$109.20</u>		
28962	279	INDIANA DEPARTMENT OF W	Rainy Day Fund	Other	\$285.00	5/7/14	UNEMPLOYMENT BENEFITS
				<b>Total this claim =</b>	<u>\$285.00</u>		
28963	280	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$700.05	5/12/14	As per attached invoices.
			Operating Fund	Elwood Childrens	\$237.45		
			Operating Fund	Elwood YA	\$122.45		
			Operating Fund	Frankton	\$348.44		
			Operating Fund	Summitville	\$284.88		
			Operating Fund	Frankton Programing	\$62.75		
			Operating Fund	Summitville AV	\$21.96		
				<b>Total this claim =</b>	<u>\$1,777.98</u>		
28964	281	CARLA STAFFORD	Operating Fund	Other	\$17.00	5/12/14	LOST BOOK FOUND - I KNOW WHY THE CAGED BIRD SINGS
				<b>Total this claim =</b>	<u>\$17.00</u>		
28965	282	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$402.77	5/12/14	BALLAST
				<b>Total this claim =</b>	<u>\$402.77</u>		
28966	283	CINTAS CORPORATION	Operating Fund	Cleaning & Sanitation Supplies	\$118.75	5/12/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$118.75</u>		
28967	284	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$25.75	5/12/14	CLASSIFIED AD - ADMINISTRATIVE ASST
				<b>Total this claim =</b>	<u>\$25.75</u>		
28968	285	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$211.00	5/12/14	VALVE INSTALL
				<b>Total this claim =</b>	<u>\$211.00</u>		
28969	286	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,481.48	5/12/14	INTERNET ACCESS
				<b>Total this claim =</b>	<u>\$1,481.48</u>		
28970	287	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$218.25	5/12/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$218.25</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>
28971	288	FRANKTON JR/SR HIGH SCHO	Operating Fund	Elwood Adult	\$60.00	5/12/14	2014 EAGLITE
				<b>Total this claim =</b>	<u>\$60.00</u>		
28972	289	GAYLORD BROS.	Operating Fund	Book Processing	\$182.53	5/12/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$182.53</u>		
28973	290	HERALD BULLETIN, THE	Operating Fund	Frankton Per. & Newsp.	\$263.88	5/12/14	52 WEEK SUBSCRIPTION - FRANKTON
				<b>Total this claim =</b>	<u>\$263.88</u>		
28974	291	HORTON'S HARDWARE	Operating Fund	Operating Supplies	\$225.91	5/12/14	As per attached invoices.
			Operating Fund	Furniture & Equipment	\$230.00		
				<b>Total this claim =</b>	<u>\$455.91</u>		
28975	292	IDLEWINE LAWNMOWER SAL	Operating Fund	Professional Services	\$55.00	5/12/14	REMOVE SNOWBLOWER - INSTALL MOWER DECK
				<b>Total this claim =</b>	<u>\$55.00</u>		
28976	294	INDIANA HISTORICAL SOCIET	Operating Fund	Dues	\$50.00	5/12/14	MEMBERSHIP
				<b>Total this claim =</b>	<u>\$50.00</u>		
28977	295	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$172.00	5/12/14	ADMINISTRATIVE ASST AD
				<b>Total this claim =</b>	<u>\$172.00</u>		
28978	293	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$318.85	5/12/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$318.85</u>		
28979	296	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$26.06	5/12/14	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$26.06</u>		
28980	297	KMART 9124	Operating Fund	Operating Supplies	\$13.55	5/12/14	As per attached invoices.
				<b>Total this claim =</b>	<u>\$13.55</u>		
28981	298	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$271.25	5/12/14	QUARTERLY SERVICE FRANKTON -
			Operating Fund	Professional Services	\$271.25		SUMMITVILLE
				<b>Total this claim =</b>	<u>\$542.50</u>		
28982	299	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$32.21	5/12/14	As per attached invoices.
			Operating Fund	Summitville Programing	\$29.57		
				<b>Total this claim =</b>	<u>\$61.78</u>		
28983	310	MIDWEST TAPE	Operating Fund	Frankton AV	\$208.55	5/12/14	As per attached invoices.
			Operating Fund	Elwood AV	\$377.84		
			Operating Fund	Summitville AV	\$224.90		
				<b>Total this claim =</b>	<u>\$811.29</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>
28984	300	MONICA VEST WHEELER	Operating Fund	Elwood Adult Programing	\$50.00	5/12/14	ADULT ERVICE PROGRAM
				<b>Total this claim =</b>	\$50.00		
28985	301	QUILL CORPORATION	Operating Fund	Office Supplies	\$298.07	5/12/14	As per attached invoices.
				<b>Total this claim =</b>	\$298.07		
28986	302	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$26.71	5/12/14	As per attached invoices.
			Operating Fund	Office Supplies	\$10.00		
				<b>Total this claim =</b>	\$36.71		
28987	303	ROTO-ROOTER INDIANA	Operating Fund	Professional Services	\$344.00	5/12/14	SERVICE AT ELWOOD
				<b>Total this claim =</b>	\$344.00		
28988	309	SCHOLASTIC BOOK FAIRS - 30	Gift	Elwood Children's Programing	\$236.98	5/12/14	PROGRAMMING - ELWOOD
				<b>Total this claim =</b>	\$236.98		
28989	308	SUPPORT WAREHOUSE LTD	Operating Fund	Technology Equipment	\$624.00	5/12/14	As per attached invoices.
				<b>Total this claim =</b>	\$624.00		
28990	305	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$19.26	5/12/14	SUPPLIES & LAWN MOWER -
			Operating Fund	Furniture & Equipment	\$149.99		SUMMITVILLE
				<b>Total this claim =</b>	\$169.25		
28991	306	TRISHA SHULER	Operating Fund	Traveling Expense	\$59.60	5/12/14	MILEAGE
				<b>Total this claim =</b>	\$59.60		
28992	307	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	\$149.00	5/12/14	LEASE RICOH COPIER
				<b>Total this claim =</b>	\$149.00		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims      \$79,632.94

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

Friday, May 09, 2014

Daniel A. Frieshoff  
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 May, 2014.

<u>Barbara Abernathy</u>	<u>Beverly J. Alston</u>
<u>Michael Robertson</u>	<u>Scott A. Bell</u>
<u>Leslie Whittemore</u>	<u>Kevin D. Dyer</u>

**SIGNATURES OF GOVERNING BOARD**

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

Mrs. Leslie Rittenhouse, Pres. & Chair.  
Elwood Public Library Bd. Of Trustees  
1600 Main Street  
Elwood, Indiana, 46036

Dear Mrs. Rittenhouse & Trustees: Attn:

Jamie Scott and Dennis Johnson have committed Acts Against Humanity via Letters of 9-13-2013 and 10-28-2013!!

All this subterfuge has been going on for at least seven (7) years to date in 2008 forward!!

Jamie Scott told to me, "I am busy!!" (her showing physical and mental disability.) "Check with Main Counter to see if anything has come in for you!" --And I have absolutely always accomplished such! She has made a "Playgame" of my serious Searches and this has invariably hurt Library Prestige!!

Jamie Scott admitted in 2008 she destroyed Korean War Pass Sketch that I did leave in the hands of Nancy Sumner! -- Necessary (Sp?) my life and the library! -- That it must stay in the library! -- \*--My Pure Patronage Violated!!\* And I did tell to Nancy Sumner the copy of such Diagram Serious Must stay In Library!!!: 6-17-2008 Tues!

\*-- Jamie Scott is a "Hell-Spout" -- "Information Technologist!!! Lies!! She stated to me in the beginning, "I'm NOT Interested in BOOKS!!" -- Very brusky!! And at another time, "I don't want to be fired!!"

And the FIRST abruptness of thorough distrust came before first letter above: As there were a few other employees on the Public Floor, Jamie became agitated against me and roused me, "Of course some Searches Take More Time!! -- Employees were "bug-eyed" at her! I stated, "You didn't have to do that!! And I left for home that afternoon. Then, (running up expenses): 9-13-2013 letter: \$3.96 et al.!: Eleven sheets including Rules & Regulations! Jamie Scott and Dennis Johnson violate all rules and regulations!!!

She deliberately destroyed crucial searches! Then sent me some that were relatively finished.

\*The Public Employee including Jamie Scott have not learned to work under pressure even though remains much of research references in Our (?) Public Library!! They think they can do as they please!! I expect Courtesy, Respect, and good service at all times!

I had to bawl out Dennis Johnson!! He continually uses verbal abuse against me! "Dennis! Please speak in the English Language so that I can hear what you're speaking to me about!! "He constantly refused!!--

A very serious Mind Block!! --Beady Mean (Sp?) eyes and all!!

"Dennis! Get your wife to help you speak clearly when you get home!!!" --No Reply!!

A few times before this, he would start making out his own little notes of search as I was telling to him. But, I had to have him insert a few words to give accurate purpose!

That before these insults bearing onto me, as Jamie Scott told to me: "Check into main counter to see if anything has come in for you!" That ? ? ? quickly turned toward her office! -- "Hey!! Check main counter!! --Made no difference! --So She'd bawl me out!

This has repeatedly occurred before letter & 10-28-2013!!

I demand a Library Protective Order! -- That I not suffer their unwanted attacks again!! -- Freedom from fear??!!

REASON!: Notorious Insurgents (Sp?) Jamie Scott and alleged husband Scott! --Works in local Post Office as mere labor! --Does her bidding behind closed door: two hours violating my Patronage!! -- Necessary!! --And Dennis Johnson!!

REASON! I'll Never Sign that they're Guiltless of all Liabilities!! Period!! I have and shall still Serve in My Library!! George R. Green Sincerely Given!!

Before unwarranted letter of 10-28-2013, that in the presence of a few library employees, Jamie Scott very loudly stated to me, "I'll destroy all your searches while you're dead or alive!!!" And those employees were staring wildly towards her!!

How does she interact with employees?—Instill fright! Uses brutishness without any kindness towards them! \* This destroys essence of dynamic labor.

I had mentioned Mrs. Beverly Austin's "?" search tool before to Jamie. She listened but stated nothing!

As I'm quite busy, I do not have time to profer people who simply do not focus on their paid work assignments. That for going on seven full years, plus my faithful searches with the library, the \*CONTRACT still exists that the employees factually (Sp?) take in hand first COPIES, with my nomenclature of identity, and as soon as possible go to work on my searches!

The Need FOR! More Intensive Retailing To Provide For Wonderful Magnetism To Draw Wisdom's Relief In Daily Attitudes Toward and For All Patronage!

BE

Public Archives

Elwood Indiana

"If we "caint" find it here!—We'll Search The World!!"

I rest my Case! – Humbly—Your Decision.

Sincerely Given,  
George R. Green

Eighth Army Field Command  
Korean War

## GOVERNANCE

### Mission Statement

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The purpose of Evergreen Indiana is to provide a multi-library shared integrated library system [ILS].

### Evergreen Indiana Goals

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1. Provide equitable distribution of library resources to all Indiana residents by expanding state of the art access to Indiana library collections.
2. Provide and maintain a state of the art network to facilitate and encourage efficient and cost effective lending of library resources throughout the State.
3. Establish and maintain an Evergreen Indiana governance structure responsive to the changing needs of Indiana libraries and their patrons.
4. Create and maintain an Evergreen Indiana integrated library system for member libraries and develop policies for its operations.
5. Provide lending of materials to library patrons through the use of a shared Evergreen Indiana card.
6. Train library personnel in Evergreen Indiana policies and procedures and provide for help desk assistance in a timely and responsive manner.
7. Develop procedures and policies that will make access to library materials easier for the personnel and patrons of participating libraries.

### Governance Structure

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The Evergreen Indiana Consortium is governed by the members for the members. The governing body, the Executive Committee, is comprised of 9 elected representatives from member libraries. Members of the committee serve a three year term, and rotating elections are carried on each year at the Annual Conference to fill the positions.

To support the Executive Committee, subcommittees have been created for Cataloging, Circulation, eContent, Information Technology, and Patron Services. The subcommittees develop policies and procedures which are referred to the Executive Committee for review and approval.

Contact information for all committees and committee members is available on the Communications page.

<http://www.in.gov/library/3397.htm#>

# EVERGREEN INDIANA CIRCULATION MATRIX

Circ Modifier	Check out Limits (Other than 100)	Default (normal) Duration	Renewal Count	Option 1 (short)	Option 2 (long)	Holdable? Y/N	Transitable outside owning library system? Y/N
art	6	3 months	1	3 months	3 months	Y	N
audiobook (includes playaway)		21 days	1	7 days	14 days	Y	Y
bestseller		7 days	0	14 days	21 days	Y	N
bestseller no hold		7 days	0	14 days	21 days	N	N
book		21 days	2	21 days	21 days	Y	Y
book new		14 days	1	7 days	21 days	Y	N
cd-music		14 days	1	7 days	21 days	Y	N
dvd new	10	7 days	0	3 days	14 days	Y	N
dvd new r-rated	10	7 days	0	3 days	14 days	Y	N
dvd	10	7 days	1	14 days	21 days	Y	N
dvd r-rated	10	7 days	1	14 days	21 days	Y	N
equipment		7 days	1	1 day	3 days	Y	N
e-resource		28 days	1	14 days	21 days	N/A	N/A
government document		28 days	1	14 days	21 days	Y	Y
ILL	N/A	N/A	0	N/A	N/A	N/A	N/A
kit		21 days	1	7 days	14 days	Y	N
media (filmstrip, film, record, tapes, LPs, slides, microfilm, etc.)		21 days	1	7 days	14 days	Y	N
music (sheet)		21 days	1	7 days	14 days	Y	Y
realia (toys, puppets, models, cake pans, etc.)		21 days	1	7 days	14 days	Y	N
reference	N/A	0	0	0	0	N	N
serial (formerly magazine, newspaper, newsletter, periodical)		7 days	1	14 days	21 days	Y	Y
software		7 days	1	14 days	21 days	Y	N
software gaming	1	7 days	1	14 days	21 days	Y	N
software gaming new	1	7 days	0	3 days	14 days	Y	N
special collection		7 days	1	3 days	14 days	Y	N
talking book		30 days	1	30 days	30 days	Y	Y
video new	10	7 days	0	3 days	14 days	Y	N
video new r-rated	10	7 days	1	3 days	14 days	Y	N
video	10	7 days	1	14 days	21 days	Y	N
video r-rated	10	7 days	1	14 days	21 days	Y	N



## Evergreen Indiana Patron Matrix

<i>User</i>	<i>Expiration Date</i>	<i>Max Items Out</i>	<i>Fine Threshold</i>	<i>Overdue Threshold</i>	<i>Notes</i>
<i>Full access to consortium</i>					
Resident	2 years	100	\$10.00	15	
Resident-Limited Access	2 years	100	\$10.00	15	No rated R audiovisual materials*
NonResident	1 year	100	\$10.00	15	
NonResident-Limited Access	1 year	100	\$10.00	15	No rated R audiovisual materials*
PLAC	1 year	100	\$10.00	15	
PLAC-Limited Access	1 year	100	\$10.00	15	No rated R audiovisual materials*
<i>Access to limited to the EI library issuing the card</i>					
Reciprocal Borrower	1 year	100	\$10.00	15	
Reciprocal Borrower-Limited Access	1 year	100	\$10.00	15	No rated R audiovisual materials*
Student	1 year	100	\$10.00	15	
Student-Limited Access	1 year	100	\$10.00	15	No rated R audiovisual materials*
Computer Usage	1 year	N/A	N/A	N/A	Computer use only; No check out
Temp	1 year	100	\$10.00	15	

\*Rated R audiovisual materials must be cataloged with a rated R circ modified in order for this policy to be enforced by Evergreen.



EVERGREEN  
INDIANA  
OPEN SOURCE INTEGRATED LIBRARY SYSTEM

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## EVERGREEN INDIANA CIRCULATION POLICY

### REGISTERING A PATRON

#### EVERGREEN INDIANA LIBRARY CARD

An Evergreen Indiana library card is required in order to check out materials at an Evergreen Indiana Library. Library directors and managers have discretionary ability in special cases. A digital replica of the library card is also an appropriate form of identification for a patron to check out materials. Patrons of the Evergreen Indiana Consortium libraries presenting Proper Identification are eligible to receive an Evergreen Indiana library card from their home library subject to certain limitations (*see below*, Loss of Privileges). An Evergreen Indiana library card is not transferable.

Patrons of Indiana public libraries not participating in the Evergreen Indiana Consortium may receive a library card at an Evergreen Indiana library pursuant to reciprocal borrower and other agreements. Users from non-participating Indiana libraries will not have the same privileges as Evergreen Indiana patrons and such cards may be suspended at any time without notice.

Resident and Outreach cards are valid for two years. Nonresident, Reciprocal Borrower, Temporary, PLAC and Student cards are valid for one year.

#### ELIGIBILITY FOR OBTAINING AN EVERGREEN INDIANA LIBRARY CARD

Residents of Indiana presenting Proper Identification (*see below* for definition of "Proper Identification") that establishes that the individual resides in or pays real property taxes on property owned in the library's service area (the "library district") are eligible to receive a green Evergreen Indiana "resident" library card.

Indiana residents not residing in a library district may be eligible to purchase or otherwise obtain an Evergreen Indiana Library card as a non-resident, PLAC, reciprocal borrower or township contract user subject to the laws and regulations covering these types of cards. Non-resident cards and PLAC cards are issued to those individuals residing outside the library district who purchase library cards with full access to library materials and services. All other card holders, temporary, student, computer usage and reciprocal borrower cards are given limited access to services and materials. Reciprocal borrowers, students and computer users should be given a blue Evergreen Indiana card which indicates that their borrowing privileges are limited to the issuing library.

Applicants for an Evergreen Indiana library card must present the required Proper Identification in person at the Evergreen Indiana library that will issue the library card (*see below* for definition of "Proper Identification"). Property owners who do not reside in Indiana will be required to show proof of real property ownership, such as a tax bill or deed.

Signing and/or taking receipt of an Evergreen Indiana library card denotes acceptance of responsibility for all fines and fees and for payment for lost or damaged materials. Patrons are advised to contact their library to report a lost or stolen library card.

Patrons changing their home library designations will be asked to provide identification and proof of current address. Proof of current address may be satisfied by the presentation of Proper Identification and if necessary, one item from the Recommended List of ID which displays a current address.

#### MINORS

A parent or legal guardian showing Proper Identification may register a minor child for an Evergreen Indiana library card. Registering a minor child for an Evergreen Indiana library card denotes acceptance of responsibility for all fees, fines and payment for lost or damaged materials charged on such minor's library card. Emancipated minors will be asked to present evidence of their status to void the necessity of the presence of a parent or guardian.

Registering a minor child for an Evergreen Indiana library card denotes an acknowledgement and understanding that Evergreen Indiana libraries own and circulate videos, DVDs and unrated television series that may be geared toward a more mature audience and that a minor child will have access to materials for both adults and children and will be able to check out any of these materials. A "limited access" card, which prevents the user from checking out "R-rated" audiovisual materials, is available for minors.

#### PROPER IDENTIFICATION

Proper Identification must be presented to apply for an Evergreen Indiana library card. Proper Identification is one of the following:

- a valid Indiana Driver's License which displays a current address;
- valid Indiana State ID which displays a current address; or
- a current government issued photo ID (e.g., military ID, passport).
- valid identification issued by another State (e.g., Driver's License)
- valid current university or college identification (e.g., Student identification)

If the presented Proper Identification does not display a current address, the applicant must present one item from the Recommended List in addition to the Indiana Driver's License, Indiana State ID or other government issued photo ID presented as Proper Identification. The ID presented from the Recommended List must include a current address.

Recommended List of ID includes:

- valid voter registration card,
- computer generated bank statement issued in applicant's name within the last 30 days
- computer generated utility, credit card company, doctor or hospital bill, issued in applicant's name within the last 30 days and containing address of residence
- Medicaid or Medicare benefit statement issued in the applicant's name within the last 30 days
- Change-of-address confirmation from the United States Postal Service showing prior and current address of residence (a P.O. Box is not acceptable as a residence address)
- apartment lease signed within the last 30 days
- property tax receipt issued in applicant's name

Adopted by the Evergreen Indiana Executive Committee on December 14, 2012  
Amended October 8, 2013 and April 4, 2014

## PATRON ACCOUNT MANAGEMENT

### MY ACCOUNT

Library patrons will be given a PIN upon registering for an Evergreen Indiana library card. Evergreen Indiana policy indicates that PINs may only be given in person at an Evergreen Indiana Library, upon presentation of appropriate identification. PINs may not be obtained via telephone or email.

### BORROWING PRIVILEGES

A patron must present a card each time they wish to borrow materials and their account must be in good standing to borrow materials.

In most cases, a maximum of 100 items may be checked out simultaneously on an Evergreen Indiana library card. There is a maximum limit of 10 DVDs, 10 videos, 6 art and 1 gaming software items per Evergreen Indiana library card. Borrowing limits are calculated at the consortium level and not at the library level.

If a patron forgets their Evergreen Indiana card, they should:

- Return to the library after retrieving their library card (in this instance, materials may be held for a limited time pending the patron's return).
- Purchase a replacement library card for two dollars (\$2). (See procedures above for issuing replacement library card.) Collections: Exempt Patron

All member libraries are entitled to seek recompense for their materials when lost and/or damaged by a patron regardless of the patron's home library. The "Collections: Exempt" switch may be activated for patrons who exclusively access the collection of their home library (i.e., reciprocal borrower or student). Patrons borrowing materials from other libraries may be referred to a collections agency by the owning library in the case of lost or damaged items and may not have the "Collections: Exempt" switch activated. Exempt patrons are, by default, not accessible by the collections agency's search protocol.

Libraries should place an alert on patron accounts for whom extenuating circumstances would suggest alternate forms of recovery should be pursued. Libraries pursuing collections against another library's patrons should review affected patron accounts for such notes and give appropriate consideration prior to submission to Unique Management or any other collections agency.

### PURGING OF INACTIVE PATRON RECORDS

Patron accounts will be automatically marked inactive when the patron's privilege expires. Patron accounts that do not reflect fines or fees, items checked out or claims returned activity will be deleted automatically one (1) year after being marked inactive.

### CHECK-OUT

#### LOSS OF PRIVILEGES

A patron's access to materials may be limited due to overdue materials or fines and fees. A patron's card will be blocked, and no circulation services may be obtained with it if the patron has 15 or more overdue items, or owes \$10 or more in unpaid fines and/or fees. Outreach patrons will not be blocked until they have 50 or more items overdue. The number of overdue materials and/or amount of fines/fees that will result in a patron being "blocked" is calculated at the consortium

Adopted by the Evergreen Indiana Executive Committee on December 14, 2012  
Amended October 8, 2013 and April 4, 2014

level and not at the library level. A patron's card may be "blocked" if related group or family member cards are "blocked." A patron may also be "barred" if circumstances warrant.

## FINES/FEES

To encourage the prompt return of materials, the Evergreen Indiana libraries have established a schedule of fines and fees as an encouragement for the timely return of materials by their due dates. Overdue materials incur fines of 25¢ per day per item with a \$10.00 fine cap per item.

## PAYING FINES/FEES

Evergreen Indiana library fines and fees may be paid at any Evergreen library. Patrons may pay all or a portion of overdue fines. A patron's record will remain blocked or barred until the fines and fees are paid or the patron has resolved the matter with the particular library to restore his or her privileges. A patron may be (or remain) "blocked" if related group or family member cards are "blocked."

## OVERDUE NOTICES

Overdue notices are sent as a courtesy from the Evergreen Indiana Libraries. Failure to receive notices does not exempt patrons from the responsibility for payment for library materials or overdue fines and fees.

## CHECK-IN

### LOST ITEMS

A patron may inform library staff that an item is "LOST." The price of the item and any outstanding fines and fees, plus a processing fee of \$10.00 per item, will be assessed to the patron's card. A patron is encouraged to notify the library that an item is "LOST" to stop the accruing of additional overdue fines. On issuance of the 45-day notice or declaration of loss or damage, the associated circulation fees are reassigned to the owning library.

Some Evergreen Indiana Libraries have contracted with third party vendors for collection services. If third party collection services are used, a fee for collection services will be added to the patron's record.

## RECOVERING LOST ITEMS AND REFUNDING PAYMENT

No refund will be given to a patron for a "Lost" item for which a patron has paid. In addition, no fines/fees and third party collection fees will be refunded.

## RENEWALS

Renewal requests may be made in person, by phone or via the online catalog "My Account" feature.

Certain categories of materials are not eligible for renewal. If a "HOLD" has been placed on an item, it may not be renewed.

## HOLDS AND INTRA-EVERGREEN INDIANA LENDING

Evergreen cardholders in the resident, non-resident, PLAC, outreach, temp and staffcard profiles have full access to the consortium and may place holds on any Evergreen library's holdable materials. Reciprocal borrower, student, or teacher profile cardholders may place holds only on the materials owned by the library that issued the library card.

Holdings may be placed on most items in any Evergreen Indiana library (see list of exceptions below). Patrons will have one week after the hold is filled to pick up the held item. Some Evergreen Indiana libraries may impose a fee for failure to pick up a hold.

*Adopted by the Evergreen Indiana Executive Committee on December 14, 2012  
Amended October 8, 2013 and April 4, 2014*

Patrons may have 20 unfilled holds in the system.

Evergreen Indiana does not allow holds to be placed on the following items by any patron:

- Reference materials
- Bestsellers with the no-hold designation

Evergreen Indiana does not allow Evergreen Indiana library patrons to place holds that would generate Intra-Evergreen Indiana [transiting] loans on the following item categories:

- Art
- Bestsellers
- CDs
- DVDs
- Equipment
- ILL
- Kits
- Media
- New Books
- Realia
- Reference
- Software
- Software - Gaming
- Talking Book
- Videocassettes

These items *may* be borrowed by any Evergreen Indiana library card holder. It is the responsibility of the patron to proceed to the owning library and check out the material. The patron may return such materials to any Evergreen Indiana library for transit to the owning library.

A library may place a six-month age protection on new items. Local patrons may place holds on such items. Non-local patrons may place holds on such items, but the materials will not be transited until the six-month age protection expires. Non-local patrons may place a hold on such an item, select the owning library as the pickup location, and proceed to the owning library to check out the item.

Patrons may place their own holds via the OPAC, and may select their pickup location and notification method. The software will refuse holds requests which do not conform to Evergreen Indiana policies. Patrons may choose any pickup location for holds.

Patrons whose Evergreen Indiana cards are "blocked" or "barred" will not be allowed to place holds until their card privileges are restored.

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Amended October 8, 2013 and April 4, 2014*

## Evergreen Indiana Bylaws

### I. NAME AND MISSION

- a) The name of this organization shall be **Evergreen Indiana**.
- b) The purpose of **Evergreen Indiana** is to provide a multi-library shared integrated library system.

### II. COUNCIL MEMBERSHIP

- a) **Council Members.** There shall be one class of membership in the *Evergreen Indiana Council*. Membership is held by the participating library entity. Each member library entity is a voting member with one (1) vote. The director of the member library or his/her designee shall cast votes.
- b) **Qualifications.** Membership shall be limited to any public or private entity operating in Indiana that provides library services and offers a collection for loan beyond its district of service according to the policies and procedures established by *Evergreen Indiana*.
- c) **Application for Membership.** Prospective members may apply to join *Evergreen Indiana* by submitting an *Evergreen Indiana Membership Agreement* form to the Chair of the Executive Committee. The Executive Committee shall vote on all prospective membership applications.
- d) **Term.** Membership shall be on a calendar year basis, effective upon receipt of a signed *Evergreen Indiana Membership Agreement*. Membership is automatically renewed on an annual basis unless notification of termination is given as described in item *f* below, "Termination".
- e) **Member Representatives.** Each member library entity shall appoint a Member Representative who shall receive all communications.
- f) **Termination.** Any member library entity may terminate membership in *Evergreen Indiana* by providing written notice to the Chair of the Executive Committee as stated in the *Evergreen Indiana Membership Agreement*. The Executive Committee may, by two-thirds (2/3) majority of all Executive Committee representatives, terminate a membership whenever in its judgment the best interests of *Evergreen Indiana* would be served.
- g) **Catalog Database.** A member library entity leaving *Evergreen Indiana* or being terminated has the right to receive at cost and in a timely manner a complete and current copy of its catalog database with attached bibliographic records extracted from *Evergreen Indiana* database in a useful format.

### III. COUNCIL MEMBERSHIP MEETINGS

- a) The *Evergreen Indiana Council* shall meet at least once a year in Spring with the time and location to be determined by the Executive Committee. Other membership meetings may be called by the Executive Committee. Members will be notified at least thirty (30) days in advance of the annual meeting.
- b) Minutes of meetings shall be kept and distributed to the membership.
- c) The Chair of the Executive Committee shall convene a called Council meeting upon receiving a written request signed by two thirds of the membership.
- d) A simple majority of the membership shall constitute a quorum for membership meetings.

### IV. EXECUTIVE COMMITTEE

- a) **Number and Composition.** The Executive Committee shall consist of nine (9) voting members, who shall represent member library entities, and shall be representative of the membership of *Evergreen Indiana*. The Executive Committee shall consist of voting and nonvoting members:

The voting members include:

- i) Three (3) member representatives from small public library libraries.  
[Definition of size used in CLASS C Certification Rule for Public Libraries.]
- ii) Three (3) member representatives from medium public libraries.  
[Definition of size used in CLASS B Certification Rule for Public Libraries.]
- iii) Three (3) member representatives from large public libraries.  
[Definition of size used in CLASS A Certification Rule for Public Libraries.]
- iv) If a class does not have enough member libraries to allow the election of the specified number of representatives to the Executive Committee, additional at-large members shall be elected as needed to meet the quota for the affected class. These voting member representatives shall be designated as special at-large member representatives.

Special at-large member representatives elected under this provision shall be replaced by member representatives elected from within the class at the first election after the class has a sufficient number of members.

Replacement will be based on the remaining term of office, shortest to longest, depending on the number of Executive Committee member representatives that the class is now eligible to elect.

- b) **Non-voting Members.** The following shall be non-voting members of the Executive Committee with appointments being made by the agencies and organizations listed:

- i) State Librarian or his/her designee
- ii) Director of Evergreen Indiana as employed by the Indiana State Library
- iii) Representative from AIME
- iv) Representative from Special Library Association
- v) Representative from the Academic Libraries of Indiana
- vi) Representative from ADOLPLI shall represent the Class A libraries until at least one Class A library is eligible to serve as a voting member of the Executive Committee.

- c) **Nomination.** The Executive Committee Chair shall appoint a Nominating Committee to solicit and propose a slate of candidates for annual election to Executive Committee posts as follows:

For purposes of establishing staggered terms for the members of the Evergreen Indiana Executive Committee, the initial members shall serve the following terms:

(i) One (1) year for three (3) members NOTE: July 1, 2008 – June 30, 2009

(ii) Two (2) years for three (3) members  
NOTE: July 1, 2008 – June 30, 2010

(iii) Three (3) years for three (3) members

NOTE: July 1, 2008 – June 30, 2011

When positions are vacated during a term held on the Executive Committee, nominations will be sought for these vacated positions. However, the vacated position during a term will be filled by the Council members voting on at least two nominees via mail.

Prior to the election of new members to the *Evergreen Indiana* Executive Committee, the Nominating Committee, at the direction of the Executive Committee Chair will solicit nominations for the posts to be filled from all *Evergreen Indiana* Member library entities by publishing a list of available positions and the names of all members who are eligible to fill the posts. The Nominating Committee shall provide two (2) nominations for each post.

- d) **Election.** Members of the Executive Committee will be elected by the *Evergreen Indiana* Council membership in time for the results to be announced at the Annual Meeting of the Council. Executive Committee members shall be elected by a majority vote of the Council members voting. Ballots shall be sent by mail to all *Evergreen Indiana* Council Members. A designated closing date shall be set at least four (4) weeks after the date ballots are mailed. Ballots shall provide for write-in votes. Ballots returned shall be counted if they are received on or before the designated close of ballot date.
- e) **Term.** Executive Committee members will serve a term of three (3) years to commence on July 1. Following the initial year of organization, members of the Executive Committee will be elected each year according to the following schedule:
- i) One member from small public library membership annually
  - ii) One member from medium public library membership annually
  - iii) One member from large public library membership annually and/or
  - iv) One member from at-large membership when appropriate per Section IV *Ja*iv.

Three (3) of the members of the Executive Committee will be elected the first, second and third year of a three year cycle and three will rotate off the Executive Committee. Executive Committee members are limited to two successive terms on the Executive Committee.

The term of the member's successor is not extended by the time that has elapsed before the successor's appointment and qualification. When a member is appointed to fill a vacancy on the Executive Committee, the new member's term will be the unexpired term of the member being replaced.

- f) **Officers.** The Executive Committee shall elect the following officers: Chair, Chair-Elect and Secretary.
- g) **Officers' Duties.** The Chair, Chair-Elect, and Secretary will perform the following duties and may perform other duties assigned by the Executive Committee:

Chair: The Chair will preside over all *Evergreen Indiana* Council and Executive Committee meetings.

Chair-Elect: The Chair-Elect will assume the authority and responsibilities of the Chair in the Chair's absence or unavailability, and will become Chair in the following term.

Secretary The Secretary shall be responsible for maintaining the minutes of the Executive Committee meetings and *Evergreen Indiana* Council membership meetings.

- h) **Officers' Election and Term.** The Executive Committee Officers shall be elected by a majority vote of the Executive Committee. The term of office shall be one year, to commence on July 1 with the exception of the first year which will begin as soon as possible after July 1 [*The first year will be a partial year.*] Officers cannot serve a second consecutive term in the same office. An announcement of the newly elected officers will be sent to the membership promptly following the election.
- i) **Vacancies.** Vacancies on the Executive Committee shall be filled by appointment by the Executive Committee until the next election of members of the Executive Committee.
- j) **Removal.** A two-thirds (2/3) vote of no confidence from *Evergreen Indiana* membership shall dissolve the Executive Committee. Should the Executive Committee be dissolved, a Nominating Committee elected from the membership shall propose a new slate of candidates.
- k) **Quorum.** A two thirds (2/3) majority of voting members of the Executive Committee shall constitute a quorum for the transaction of business at meetings.
- l) **Meetings.** The Executive Committee shall hold at least two meetings per year, with other meetings scheduled as needed. The general membership shall be notified in advance of all Executive Committee meetings. All Executive Committee meetings are open to member libraries and other interested parties. Only elected Executive Committee members may vote at Executive Committee meetings.
- m) **Attendance.** If a member of the Executive Committee misses more than two (2) consecutive meetings, the member may be replaced for the duration of that term by appointment of the Executive Committee.
- n) **Participating Electronically.** Members may participate in an Executive Committee meeting or any subcommittee meeting remotely (and may vote and will be counted present) as long as the conditions below are met:
- i) Members must request authorization to participate in a meeting using electronic communication at least 2 weeks before the meeting to allow for arrangements to be made for the member's participation by electronic communication. Authorization requests must be submitted to the committee chairperson who shall also have the authority to grant such requests and the duty to coordinate the means of electronic communication used.
  - ii) The minimum number of committee/subcommittee members who must be physically present at the place where the meeting is conducted must be greater than 2 of the members or 1/3 of the members.
  - iii) All votes during a meeting where there are members present electronically must be taken by roll call vote.

- iv) Members participating in a meeting by electronic communication must confirm in writing (via email to the recording secretary) the votes cast by the member during the meeting within 5 days after the date of the meeting.
- v) Members must attend at least one meeting in person per year.
- vi) With the exception of lawfully held executive sessions, the public must still be able to attend the meetings.

**o) Powers.** The Executive Committee shall:

- i) Formulate policies pertaining to Evergreen Indiana.
- ii) Act upon recommendations pertaining to Evergreen Indiana.
- iii) Make recommendations regarding information technology pertaining to Evergreen Indiana and other related issues, e.g. personnel, upgrades, enhancements, support, etc. to the Indiana State Library.
- iv) Conduct research involving library entity patrons and/or personnel to determine the best practices at any given time.

**p) Voting.** Only Executive Committee members may cast votes at an Executive Committee meeting. Proxy representation and proxy voting are not allowed. If an elected member cannot attend an Executive Committee meeting, the member has the option of participating via technology, as outlined below, or will forfeit the right to cast votes at that meeting.

If an elected Executive Committee member cannot attend an Executive Committee meeting, the member may make advance arrangements with the Chair and the hosting site to participate electronically, by conference call or other technology that allows full member participation, with the understanding that these technologies are not conducive to full transcription of the meeting discussion, and that only minimal transcription of actual motions on the floor may be possible when the question is called.

**q) Electronic Balloting.**

- i) At the direction of the Chair of the Executive Committee, items may be brought to the Executive Committee for electronic ballot.
- ii) Notice of issues for electronic ballot must be electronically mailed to each member of the Executive Committee two (2) weeks prior to the designated "close of ballot" date.
- iii) Ballots returned shall be counted if they are dated on or before the designated close of ballot date.
- iv) Membership shall be notified in advance in cases of electronic balloting.

## V. SUBCOMMITTEES

Appropriate subcommittees including but not limited to Patron Services, Cataloging and Bibliographic Management, Acquisitions/Serials and eContent, will address requests, grievances and suggestions for enhancements from the member libraries. Subcommittee members will be recommended by *Evergreen Indiana* Council members and approved by the Executive Committee.

## VI. CHANGE OF THE BYLAWS

- a) *Evergreen Indiana* Bylaws may be amended at any time by a two-thirds (2/3) majority vote of the member libraries.
- b) Sixty (60) days prior written notice shall be given to all member libraries of proposed amendments.
- c) Proposed amendments may originate from *Evergreen Indiana* membership with signatures from one-third (1/3) of the Council Member libraries.

## VII. RULES OF ORDER

*Evergreen Indiana* meetings, including the Executive Committee meetings, shall be governed by Robert's Rules of Order, latest edition.



## Evergreen Indiana Membership Packet

If your library is interested in joining the Evergreen Indiana consortium, please fill out the documents found in this packet and return them to the Evergreen Indiana Coordinator.

Please do not hesitate to contact the Evergreen Indiana Coordinator (Anna Goben) in the Professional Development Office at the Indiana State Library if you have any questions at 1-317-234-6624 or 1-800-451-6028.



## Evergreen Indiana Membership Agreement

- I. **Purpose**  
This Membership Agreement outlines the initial agreements that form the basis for membership in the Evergreen Indiana Council by a library entity.
- II. **Mission**  
The purpose of Evergreen Indiana is to provide a multi-library shared integrated library system.
- III. **Membership**  
While individual library entities retain autonomy over their own local operations, participation in Evergreen Indiana requires collaboration in developing certain common policies and shared decision making. Membership in Evergreen Indiana represents the expectation of active and continuing participation by each member library entity. As a consideration for acceptance and continuation of membership in Evergreen Indiana, the designated library entity agrees to abide by the following terms and conditions:
  - a. Accept and follow the Bylaws of Evergreen Indiana.
  - b. Successfully implement and strive to meet the Goals of Evergreen Indiana.
  - c. Abide by the Evergreen Indiana Code of Ethics.
  - d. Accept and comply with the provisions of contractual agreements made by the Indiana State Library on behalf of member libraries and to accept responsibility for the acts of its own employees related to these matters.
  - e. Become a member of the Indiana Library Evergreen Indiana Users Council ("the Council"), represented by the Library Director or his/her designee.
  - f. Conform to established policies, procedures, protocols, and regulations developed and agreed to by the Council, the Executive Committee and the Indiana State Library
  - g. Input, maintain, and share bibliographic holdings within one year of going live and input newly acquired titles on a continual basis, according to the standards developed and agreed to by the Council, the Executive Committee and the Indiana State Library.
  - h. Enter its retrospective bibliographic holdings within one year of going live and input newly acquired titles on a continual basis, according to the standards developed and agreed to by the Council, the Executive Committee and the Indiana State Library.
  - i. Input, maintain, share, and keep confidential patron records according to the standards developed and agreed to by the Council, the Executive Committee and the Indiana State Library.



- j. Lend library materials to patrons of all participating libraries with exceptions as noted in Evergreen Indiana policies
- k. Connect to the network exclusively with equipment that is compatible with Evergreen Indiana.
- l. Restrict the creation of data records and operations of the Library entity to authorized and trained personnel.
- m. Ensure library personnel participation at all appropriate training and continuing education programs.
- n. Process interlibrary requests and transactions within a minimum of five (5) working days if materials are available. Materials must be returned to the lending library by the due date.
- o. Develop and adhere to a weeding [purging] plan prior to retrospective conversion and request a waiver for any items that are kept and not entered into the database.
- p. Participate in the electronic and physical delivery of services as defined by the Council, the Executive Committee and the Indiana State Library.
- q. Enter accurate information on all Evergreen Indiana related transactions and statistics.
- r. Maintain standards and practices of collection development and not reduce acquisitions by reliance upon the collections of other participating Evergreen Indiana libraries.
- s. Refrain from internal policy changes that would adversely affect other participating Evergreen Indiana libraries.
- t. Designate a representative to serve as the Evergreen Indiana liaison for the library entity who shall communicate with the Indiana State Library personnel on implementation and operations issues.
- u. Regularly participate as appropriate with the Council, the Executive Committee and the Indiana State Library in review of operations of Evergreen Indiana and participate in joint development of plans.
- v. Participate in the activities of the Council by providing staff representation and service to various committees, task forces, and forums sponsored by the Council, the Executive Committee and the Indiana State Library.

The violation of any provision, policy, or requirement that is not corrected within sixty (60) days after written notice of the violation is given by the Indiana State Library will constitute default under the terms of this Agreement. If default should occur, refer to the current termination provisions in the Bylaws.

#### IV. Database – Bibliographic Records and Holdings

The library entity shall be deemed to have retained title to the library entity databases at all times, unless the library entity transfers the title to Evergreen Indiana. The library entity shall incur all costs to remove bibliographic records and holdings information plus patron information from the database, in the event the library entity chooses to no longer participate in the Evergreen Indiana project, or is asked to cease participation due to a violation of any provision, policy, or requirement that is not corrected within sixty (60) days after written notice of the violation is given.

#### V. Equipment

Equipment to operate Evergreen Indiana within a library district will be the responsibility of the local library and must conform to the technical specifications adopted by the Council. The State Library will host and support the central Evergreen servers and centralized equipment.

#### VI. Statement of Authority

This Agreement shall be construed in accordance with the laws of the State of Indiana.

#### VII. Financial Responsibilities

All financial responsibilities that will be designated as those to be paid by the member libraries will be acted upon by the Executive Committee and then mailed to the member libraries by April 1 each year with an effective date of January 1 the following calendar year.

All costs will be fully determined and disclosed prior to library entities adding their records to the database and before incurring any possible charges that might be levied by Evergreen Indiana.

This agreement signifies an investment of approximately \$5000 of resources by the Indiana State Library. If your library system or the Executive Committee should terminate your system's membership, the Indiana State Library must be reimbursed for the services and materials provided and for the extraction of a digital copy of patron, bibliographic, and item records. There will be no provision of transactional records (circulation, holds, et cetera) by the consortium to exiting members.

#### VIII. Termination of Agreement

This Agreement may be terminated by either party upon one hundred and eighty (180) days written notice to the other party and in conformance with the provisions of the Bylaws.

#### IX. Modification/Amendment

This Agreement may be amended by mutual written consent of the parties.

**X. Notices**

All notices to be given under this Agreement will be in writing and given by depositing the same in the United States Mail.

Notices for the Indiana State Library will be sent to:

Roberta Brooker, State Librarian  
Indiana State Library  
140 North Senate Avenue  
Indianapolis, IN 46204

Notices for Executive Committee of Evergreen Indiana will be sent to:

Evergreen Indiana Executive Committee Chair  
Indiana State Library  
Professional Development Office  
140 North Senate Avenue  
Indianapolis, IN 46204

Notices for Library Entity will be sent to:

Jamie Scott/Director  
*Library Representative/Title*  
1600 Main Street  
*Address*  
Elwood, IN, 46036  
*City, State, Zip*

**XI. Acceptance of Agreement**

This Agreement is made effective as of May 12, 2014 between the Indiana State  
*(Date)*  
Library, Evergreen Indiana and the North Madison County Public Library System  
*(Library Entity)*

The Agreement shall remain in effect until terminated in accordance with the provisions of this Agreement.

As legally authorized representatives of the Library entity by appropriate action of the governing board, Evergreen Indiana and the Indiana State Library, we agree by signing this document to abide by all of the terms and conditions stated in this Membership Agreement in Evergreen Indiana.

**Accepted by:**

***The Indiana State Library***

By: \_\_\_\_\_  
*Representative* \_\_\_\_\_  
*Date*  
\_\_\_\_\_  
*Printed Name*  
\_\_\_\_\_  
*Title*

***Executive Committee of Evergreen Indiana***

By: \_\_\_\_\_  
*Executive Committee Chair's Signature* \_\_\_\_\_  
*Date*  
\_\_\_\_\_  
*Chair's Printed Name*  
\_\_\_\_\_  
*Executive Committee Secretary's Signature* \_\_\_\_\_  
*Date*  
\_\_\_\_\_  
*Secretary's Printed Name*

**North Madison County Public Library System**  
*Entity Library Name*

By: \_\_\_\_\_  
*Board President's Signature* May 12, 2014  
*Date*  
Leslie Rittenhouse  
*Board President's Printed Name*  
\_\_\_\_\_  
*Director's Signature* May 12, 2014  
*Date*  
Jamie Scott  
*Director's Printed Name*



## The Evergreen Indiana Code of Ethics

I acknowledge that I have an obligation to the Evergreen Indiana Project and to ensure that each of our library employees complies with this Code of Ethics:

- I shall not violate the privacy and confidentiality of information entrusted to me or to which I may gain access, including a patron's private information or reading records. A patron's personal information, history, or records will not be provided to anyone without legal authorization. Further, I agree to take appropriate action in regard to any illegal or unethical practices that come to my attention.
- I shall not use knowledge of a confidential nature to further my personal interests or for personal gain for myself or others.
- I have an obligation to the Evergreen Indiana project to use equipment and software only for the purposes intended.
- I shall keep my personal skills and knowledge up-to-date and insure that proper expertise is available to the public as needed.
- I will share my knowledge by participating in Evergreen Indiana Committees; I will recommend policies and procedures to improve service delivery in accordance with the participation agreement.
- I shall accept full responsibility for the work I perform.
- I shall cooperate with other Evergreen Indiana members, treating them with honesty and respect.
- I will avoid conflict of interest and insure that the appropriate Indiana State Library management is aware of potential conflicts.
- I will not exploit the weakness of a computer system for personal gain or personal satisfaction for myself or others.
- I will take all steps necessary to ensure that persons working on the Evergreen Indiana project on behalf of the Library will sign an agreement similar to this one which will be retained and made available if requested by Evergreen Indiana.

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Jamie Scott  
Director's Printed Name

\_\_\_\_\_  
North Madison County Public Library System  
Library Name



## Evergreen Indiana Payment Program

This document will explain the cash and check payment program for Evergreen Indiana.

The goal of the Evergreen Indiana Payment Program is to allow all Evergreen Indiana libraries to accept patron fines and fees for each other. Patrons may incur fines and fees from any library in the consortium from which they borrow materials (overdue, lost, damaged, miscellaneous fines and fees). For that reason, the ISL staff has worked with the State Board of Accounts to identify bookkeeping practices which will allow all member libraries to accept fines and fees on behalf of one another.

The first requirement for this program is that all member libraries pass the board resolutions listed below in order to join the consortium (See resolution templates on the following pages):

1. Resolution Authorizing Evergreen Indiana libraries (Including the Indiana State Library) to Accept Payments on Behalf of [Name of your Library] Public Library.
2. Resolution to Establish an Evergreen Indiana Fund.

Further description of the Evergreen Indiana Fund: The Evergreen Indiana Fund is an Agency or Pass Through Fund which is used to account for assets held by a government agency in a purely custodial capacity. Money collected on behalf of other libraries will be receipted to the Evergreen Indiana Fund as recommended by the State Board of Accounts. The Evergreen Indiana fund is used to accept money on behalf of another Evergreen Library. The Operating Fund consists of appropriated money, where the source of the fund is tax payer money for the operation of the library. Evergreen money is solely earmarked for another Evergreen library and should never be receipted and debited from the Operating Fund.

Further discussion and training on the payment program will take place in the Evergreen Indiana Advanced Circulation training.

Bookkeeping instructions

1. Library accepts payments from all patrons in the form of cash or check at the circulation desk.
2. During bookkeeping, library staff should go to the following URL to get reports on what payments have been taken in on behalf of other libraries. XXXX is your library system abbreviation in the following URL: <https://evergreen.lib.in.us/recon/XXXX/index.html>
3. Download all reports available for the day you are reconciling. If there is no report for a specific payment or transaction type, that means there were no transactions with those specific qualifications:
  - a. Staff must download these reports and save them on regular basis as they function like the overdue notices and will be deleted at the end of thirty days.
4. Based on the results of the reports found at the URL above, the library records funds taken in on behalf of other libraries to the Evergreen Indiana Fund and then deposits in the library's bank account.
5. At the end of a predetermined amount of time (ideally quarterly throughout the year but monthly for the purposes of this pilot), Indiana State Library runs reports to show the total amount each library has taken in for others and the total amount each library is owed including cash and check.
6. Indiana State Library sends each library an invoice for the total amount they took in for the other libraries.
7. Each library will draft warrants for checks and receive board approval of warrants for the checks.
8. Each library will write a check to the Indiana State Library for the total amount of the invoice and then debit the ledger.
9. Indiana State Library will write each library a check for the total amount they are owed.
10. Library deposits check in their Fines and Fees Account in Operating Fund.

**RESOLUTION AUTHORIZING EVERGREEN INDIANA LIBRARIES (Including the Indiana State Library) TO ACCEPT PAYMENTS FOR FEES & FINES ON BEHALF OF THE**

\_\_\_\_\_ North Madison County Public \_\_\_\_\_ **LIBRARY**  
(Library Name)

**WHEREAS**, I.C. 36-12-3-18 provides that a library board may authorize others to collect, on the library's behalf, money or property owed to the library; and

**WHEREAS**, providing a mechanism by which library patrons may pay for Library fines or fees at various Evergreen Indiana public libraries, or the Indiana State Library, is consistent with the Library's efforts to meet the needs of the public; and

**WHEREAS**, the Indiana State Library offers a service to Evergreen Indiana libraries that provides for the collection and redistribution of fines and fees.

**NOW THEREFORE BE IT RESOLVED**, that, pursuant to the provisions of I.C. 36-12-3-18, any Evergreen Indiana public library, and the Indiana State Library, is authorized to collect payments including, but not limited to, credit card payments owed to the Library; and

**BE IT FURTHER RESOLVED**, that all payments collected by Evergreen Indiana libraries on behalf of the Library will be submitted to the Indiana State Library and that the Indiana State Library will distribute to the Library on a quarterly basis, via electronic funds transfer, all payments collected on behalf of and owed to the Library; and

**BE IT FURTHER RESOLVED**, that the Library acknowledges that Evergreen Indiana libraries, including the Indiana State Library, are not debt collectors and will not be contacting patrons or making proactive collection efforts on behalf of the Library.

**DULY ADOPTED** by the Board of Trustees of the North Madison County Public Library

at a meeting held on the 12th day of May, 2014

at which meeting a quorum was present.

NAY	AYE
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_____	_____

**ATTEST:** \_\_\_\_\_, Board Secretary

**RESOLUTION TO ESTABLISH THE EVERGREEN INDIANA FUND**

WHEREAS, the \_\_\_\_\_ North Madison County Public \_\_\_\_\_ Library (hereafter "Library") is a member of Evergreen Indiana and as such, the Library will need to collect and disburse certain funds that are not revenue for the Library; and

WHEREAS, the Library needs to establish a pass-through fund entitled the Evergreen Indiana Fund to which such funds can be deposited and from which such funds can be disbursed; and

WHEREAS, this fund will include fines and fees accepted by the Library on behalf of other Evergreen Indiana libraries to which the fines and fees are owed; and

WHEREAS, at predetermined intervals, the Library will send the money from this fund to the Indiana State Library so that the Indiana State Library can reimburse the appropriate Evergreen Indiana libraries the money owed from the collected fines and fees.

NOW THEREFORE BE IT RESOLVED, that the Evergreen Indiana Fund is hereby established for the above stated purpose.

DULY ADOPTED by the Board of Trustees of the \_\_\_\_\_ North Madison County Public \_\_\_\_\_ Library at a meeting held on the \_\_\_\_\_ 12th \_\_\_\_\_ day of \_\_\_\_\_ May \_\_\_\_\_, 2014 \_\_\_\_\_

at which meeting a quorum was present.

NAY

AYE

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ATTEST: \_\_\_\_\_ Board Secretary



**Evergreen Indiana  
Membership Agreement**

- I. Purpose  
This Membership Agreement outlines the initial agreements that form the basis for membership in the Evergreen Indiana Council by a library entity.
- II. Mission  
The purpose of Evergreen Indiana is to provide a multi-library shared integrated library system.
- III. Membership  
While individual library entities retain autonomy over their own local operations, participation in Evergreen Indiana requires collaboration in developing certain common policies and shared decision making. Membership in Evergreen Indiana represents the expectation of active and continuing participation by each member library entity. As a consideration for acceptance and continuation of membership in Evergreen Indiana, the designated library entity agrees to abide by the following terms and conditions:
  - a. Accept and follow the Bylaws of Evergreen Indiana.
  - b. Successfully implement and strive to meet the Goals of Evergreen Indiana.
  - c. Abide by the Evergreen Indiana Code of Ethics.
  - d. Accept and comply with the provisions of contractual agreements made by the Indiana State Library on behalf of member libraries and to accept responsibility for the acts of its own employees related to these matters.
  - e. Become a member of the Indiana Library Evergreen Indiana Users Council ["the Council"], represented by the Library Director or his/her designee.
  - f. Conform to established policies, procedures, protocols, and regulations developed and agreed to by the Council, the Executive Committee and the Indiana State Library
  - g. Input, maintain, and share bibliographic holdings within one year of going live and input newly acquired titles on a continual basis, according to the standards developed and agreed to by the Council, the Executive Committee and the Indiana State Library.
  - h. Enter its retrospective bibliographic holdings within one year of going live and input newly acquired titles on a continual basis, according to the standards developed and agreed to by the Council, the Executive Committee and the Indiana State Library.
  - i. Input, maintain, share, and keep confidential patron records according to the standards developed and agreed to by the Council, the Executive Committee and the Indiana State Library.

- j. Lend library materials to patrons of all participating libraries with exceptions as noted in Evergreen Indiana policies
- k. Connect to the network exclusively with equipment that is compatible with Evergreen Indiana.
- l. Restrict the creation of data records and operations of the Library entity to authorized and trained personnel.
- m. Ensure library personnel participation at all appropriate training and continuing education programs.
- n. Process interlibrary requests and transactions within a minimum of five (5) working days if materials are available. Materials must be returned to the lending library by the due date.
- o. Develop and adhere to a weeding [purging] plan prior to retrospective conversion and request a waiver for any items that are kept and not entered into the database.
- p. Participate in the electronic and physical delivery of services as defined by the Council, the Executive Committee and the Indiana State Library.
- q. Enter accurate information on all Evergreen Indiana related transactions and statistics.
- r. Maintain standards and practices of collection development and not reduce acquisitions by reliance upon the collections of other participating Evergreen Indiana libraries.
- s. Refrain from internal policy changes that would adversely affect other participating Evergreen Indiana libraries.
- t. Designate a representative to serve as the Evergreen Indiana liaison for the library entity who shall communicate with the Indiana State Library personnel on implementation and operations issues.
- u. Regularly participate as appropriate with the Council, the Executive Committee and the Indiana State Library in review of operations of Evergreen Indiana and participate in joint development of plans.
- v. Participate in the activities of the Council by providing staff representation and service to various committees, task forces, and forums sponsored by the Council, the Executive Committee and the Indiana State Library.

The violation of any provision, policy, or requirement that is not corrected within sixty (60) days after written notice of the violation is given by the Indiana State Library will constitute default under the terms of this Agreement. If default should occur, refer to the current termination provisions in the Bylaws.

#### IV. Database – Bibliographic Records and Holdings

The library entity shall be deemed to have retained title to the library entity databases at all times, unless the library entity transfers the title to Evergreen Indiana. The library entity shall incur all costs to remove bibliographic records and holdings information plus patron information from the database, in the event the library entity chooses to no longer participate in the Evergreen Indiana project, or is asked to cease participation due to a violation of any provision, policy, or requirement that is not corrected within sixty (60) days after written notice of the violation is given.

#### Equipment

Equipment to operate Evergreen Indiana within a library district will be the responsibility of the local library and must conform to the technical specifications adopted by the Council. The State Library will host and support the central Evergreen servers and centralized equipment.

#### Statement of Authority

This Agreement shall be construed in accordance with the laws of the State of Indiana.

#### Financial Responsibilities

All financial responsibilities that will be designated as those to be paid by the member libraries will be acted upon by the Executive Committee and then mailed to the member libraries by April 1 each year with an effective date of January 1 the following calendar year.

All costs will be fully determined and disclosed prior to library entities adding their records to the database and before incurring any possible charges that might be levied by Evergreen Indiana.

This agreement signifies an investment of approximately \$5000 of resources by the Indiana State Library. If your library system or the Executive Committee should terminate your system's membership, the Indiana State Library must be reimbursed for the services and materials provided and for the extraction of a digital copy of patron, bibliographic, and item records. There will be no provision of transactional records (circulation, holds, et cetera) by the consortium to exiting members.

#### II. Termination of Agreement

This Agreement may be terminated by either party upon one hundred and eighty (180) days written notice to the other party and in conformance with the provisions of the Bylaws.

#### X. Modification/Amendment

This Agreement may be amended by mutual written consent of the parties.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Executive Committee by signature \_\_\_\_\_

By: \_\_\_\_\_  
Executive Committee Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair's Printed Name

\_\_\_\_\_  
Executive Committee Secretary's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary's Printed Name

North Madison County Public Library System

Entity Library Name

By: Leslie Rittenhouse  
Board President's Signature

May 12, 2014  
Date

Leslie Rittenhouse  
Board President's Printed Name

Jamie Scott  
Director's Signature



May 12, 2014  
Date

Jamie Scott  
Director's Printed Name

## 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. Remove: If you turn off or restart this computer for any reason, your privileges will be revoked for five days.
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. Remove: [Anyone modifying the computer or software in any way will be asked to leave the computer area and will not be allowed computer access for one week. If there is a second incident, a patron will be barred from computer access for six months. If a person is under 18 years of age, the parent/guardian will need to accompany their child after the six-month ban to reinstate privileges.]
4. All applicable laws regarding copyright must be obeyed. Add: (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. Remove: Users under the age of 18 must have an Internet Use Permission slip signed by a parent or legal guardian. We ask that parents and guardians read the North Madison County Public Library System Computer Use Policy before giving permission. Permission slips are available from the Youth and the Adult circulation desks and from circulation desks in the branch libraries. Library cards of young people with Internet Permission will be coded, and the permission will be recorded in the patron's file. All persons residing in, or owning property in the townships we serve will be required to hold a current NMCPLS library card to access the computers. Patrons are responsible for fine balances over \$5.00 and will be required to pay \$1.00 towards their fine balance per each daily computer use until their fine is at or below \$5.00 effective August 1, 2008. A courtesy card may be issued to those who live outside the library district. It allows the user computer access for one year (this does not allow



**XI. Acceptance of Agreement**

This Agreement is made effective as of May 12, 2014 between the Indiana State  
*(Date)*  
Library, Evergreen Indiana and the North Madison County Public Library System .  
*(Library Entity)*

The Agreement shall remain in effect until terminated in accordance with the provisions of this Agreement.

As legally authorized representatives of the Library entity by appropriate action of the governing board, Evergreen Indiana and the Indiana State Library, we agree by signing this document to abide by all of the terms and conditions stated in this Membership Agreement in Evergreen Indiana.

**Accepted by:**

***The Indiana State Library***

By: \_\_\_\_\_  
*Representative* \_\_\_\_\_  
*Date*  
\_\_\_\_\_  
*Printed Name*  
\_\_\_\_\_  
*Title*

***Executive Committee of Evergreen Indiana***

By: \_\_\_\_\_  
*Executive Committee Chair's Signature* \_\_\_\_\_  
*Date*  
\_\_\_\_\_  
*Chair's Printed Name*  
\_\_\_\_\_  
*Executive Committee Secretary's Signature* \_\_\_\_\_  
*Date*  
\_\_\_\_\_  
*Secretary's Printed Name*

North Madison County Public Library System  
*Entity Library Name*

By: Leslie Rittenhouse \_\_\_\_\_  
*Board President's Signature* \_\_\_\_\_  
*Date*

Leslie Rittenhouse  
*Board President's Printed Name*

Jamie Scott  
*Director's Signature*

Jamie Scott  
*Director's Printed Name*



May 12, 2014  
*Date*

**X. Notices**

All notices to be given under this Agreement will be in writing and given by depositing the same in the United States Mail.

Notices for the Indiana State Library will be sent to:

Roberta Brooker, State Librarian  
Indiana State Library  
140 North Senate Avenue  
Indianapolis, IN 46204

Notices for Executive Committee of Evergreen Indiana will be sent to:

Evergreen Indiana Executive Committee Chair  
Indiana State Library  
Professional Development Office  
140 North Senate Avenue  
Indianapolis, IN 46204

Notices for Library Entity will be sent to:

Jamie Scott/Director  
*Library Representative/Title*

1600 Main Street  
*Address*

\_\_\_\_\_  
*Address*

Elwood, IN, 46036  
*City, State, Zip*

## PUBLIC ACCESS COMPUTER POLICY OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

material checkout). This card can be renewed in order to continue computer use after its one-year expiration. If a person is a one-time only visitor to the library, they may use the NMCPLS guest pass.

This guest pass is valid for a one-time use only. If a patron returns to use the computers, they will be asked to obtain a courtesy card.

10. Remove: E-Mail accounts that do not fall under the domain of World Wide Web are not available. You may not send E-mail from the library's account, nor receive e-mail at that account. The only way you can send e-mail or access your e-mail is if you have already set up an e-mail account with a web-based mail server, through a web site.
11. 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. Remove: If you need to print in color, please ask a staff member for assistance.
12. Remove: You may not always be able to access the sites on the Internet that you are trying to visit. There may be several reasons for this inconvenience. The Library's Internet connection may also be periodically and temporarily inoperable due to technical difficulties.
13. Misuse of the Remove: Internet access Add: Library's computers will Remove: result in loss of your Internet privileges ADD: 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

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.

Remove: [Anyone accessing pornography sites will be asked to leave the computer area and will not be allowed computer access for one week. Upon a second incident, a patron will be barred from computer access for six months. If a person is under 18 years of age, the parent/guardian will be notified of the access of pornography and the punishment involved. The parent/guardian will need to accompany their child after the six months ban to reinstate privileges.]

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

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. Add: 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  
Amended 10/12/2009  
Reviewed & Amended 05/10/2010  
Reviewed & Amended 05/09/2011  
Reviewed 06/11/2012  
Reviewed 05/13/2013  
Reviewed & Amended

## NMCPPLS Wireless Internet Policy

The North Madison County Public Library System (hereafter identified as NMCPPLS) 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 only during library operating hours 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 NMCPPLS'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 NMCPPLS 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. NMCPPLS staff has the authority to ask patrons to relocate or remove cords if they observe a potential hazard.

Use of the NMCPPLS'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.

Adopted by the NMCPPLS Board of Trustees 07/22/09

Revised 06/11/12

**MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM**

	APRIL 2013	APRIL 2014	Amount of Change	% OF Change	YTD 2013	YTD 2014	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	2,526	2,678	152	6%	10,415	10,913	498	5%
JUVENILE	1,389	1,483	94	7%	6,036	5,724	-312	-5%
Y. A.	293	326	33	11%	1,456	1455	-1	0%
PERIOD.	435	471	36	8%	1,787	1862	75	4%
AUDIO	188	200	12	6%	740	794	54	7%
VIDEO	4,747	4,928	181	4%	19,889	19,718	-171	-1%
DIGITAL MEDIA	198	182	-16	-8%	836	846	10	1%
<b>TOTAL</b>	<b>9,776</b>	<b>10,268</b>	<b>492</b>	<b>5%</b>	<b>41,159</b>	<b>41,312</b>	<b>153</b>	<b>0%</b>

<b>FRANKTON</b>								
ADULT	908	788	-120	-13%	3,650	3,317	-333	-9%
JUVENILE	779	653	-126	-16%	2,837	2270	-567	-20%
Y. A.	209	207	-2	-1%	806	663	-143	-18%
PERIOD.	260	190	-70	-27%	977	761	-216	-22%
AUDIO	61	56	-5	-8%	239	203	-36	-15%
VIDEO	1,267	1,306	39	3%	5,138	4,862	-276	-5%
DIGITAL MEDIA	100	91	-9	-9%	419	424	5	1%
<b>TOTAL</b>	<b>3,584</b>	<b>3,291</b>	<b>-293</b>	<b>-8%</b>	<b>14,066</b>	<b>12,500</b>	<b>-1,566</b>	<b>-11%</b>

<b>HAZELBAKER</b>								
ADULT	501	475	-26	-5%	2,232	1811	-421	-19%
JUVENILE	345	301	-44	-13%	1,227	1077	-150	-12%
Y. A.	74	61	-13	-18%	281	260	-21	-7%
PERIOD.	98	73	-25	-26%	439	383	-56	-13%
AUDIO	16	18	2	13%	52	84	32	62%
VIDEO	1,218	974	-244	-20%	4,726	4,593	-133	-3%
DIGITAL MEDIA	99	91	-8	-8%	418	423	5	1%
<b>TOTAL</b>	<b>2,351</b>	<b>1,993</b>	<b>-358</b>	<b>-15%</b>	<b>9,375</b>	<b>8,631</b>	<b>-744</b>	<b>-8%</b>

<b>SYSTEM</b>								
ADULT	3,935	3,941	6	0%	16,297	16,041	-256	-2%
JUVENILE	2,513	2,437	-76	-3%	10,100	9,071	-1,029	-10%
Y. A.	576	594	18	3%	2,543	2378	-165	-6%
PERIOD.	793	734	-59	-7%	3,203	3006	-197	-6%
AUDIO	265	274	9	3%	1,031	1081	50	5%
VIDEO	7,232	7,208	-24	0%	29,753	29,173	-580	-2%
DIGITAL MEDIA	397	364	-33	-8%	1,673	1,693	20	1%
<b>TOTAL</b>	<b>15,711</b>	<b>15,552</b>	<b>-159</b>	<b>-1%</b>	<b>64,600</b>	<b>62,443</b>	<b>-2,157</b>	<b>-3%</b>

	Comp. Use	Wireless	Traffic	Ref.	Assists	Prog. A.	Prog. YA	Prog. J
Elwood	1,801	512	10,892	17	1,391	15	2	12
						72	5	99
Frankton	310	181	1,900	10	242	6	1	6
						62	0	50
Summitville	285	161	1,289	10	242	3	1	12
						34	0	74

Tech Services Processed 1,446 Items

Processed by Trisha Shuler

## TRANSMISSION VERIFICATION REPORT

TIME : 05/07/2014 12:59  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER.# : BROF2V374540

DATE, TIME 05/07 12:59  
 FAX NO./NAME CALL LEADER  
 DURATION 00:00:38  
 PAGE(S) 02  
 RESULT OK  
 MODE STANDARD  
 ECM

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

## Agenda

May 12<sup>th</sup>, 2014

North Madison County Public Library System  
 Board of Trustees

Elwood Public Library

## Regular Meeting

Immediately Following the Executive Session

Call to Order  
 Call for Quorum  
 Minutes  
 Claims Register & Checks  
 Old Business  
 1. Budget Concerns - Integrated Library Systems – Evergreen  
 vs. The Library Corporation  
 New Business  
 1. Authorized Agent - PERF  
 2. Yearly review of Internet Policy, Computer Use Policy and  
 Wireless Internet Policy  
 Director's Report

## TRANSMISSION VERIFICATION REPORT

TIME : 05/07/2014 13:01  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER.# : BROF2V374540

DATE, TIME 05/07 13:00  
 FAX NO./NAME HERALD  
 DURATION 00:00:38  
 PAGE(S) 02  
 RESULT OK  
 MODE STANDARD  
 ECM

## Agenda

May 12<sup>th</sup>, 2014

North Madison County Public Library System  
 Board of Trustees

Elwood Public Library

## Regular Meeting

Immediately Following the Executive Session

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 Wireless Internet Policy  
 Director's Report

TRANSMISSION VERIFICATION REPORT

TIME : 05/07/2014 13:02  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 05/07 13:01  
FAX NO./NAME FRANKTON  
DURATION 00:00:33  
PAGE(S) 02  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 05/07/2014 13:03  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 05/07 13:02  
FAX NO./NAME SUMMITVILLE  
DURATION 00:00:27  
PAGE(S) 02  
RESULT OK  
MODE STANDARD  
ECM

Agenda

May 12<sup>th</sup>, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting

Immediately Following the Executive Session

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. Budget Concerns - Integrated Library Systems – Evergreen vs. The Library Corporation
- New Business
  - 1. Authorized Agent - PERF
  - 2. Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy
- Director's Report

Agenda

May 12<sup>th</sup>, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting

Immediately Following the Executive Session

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. Budget Concerns - Integrated Library Systems – Evergreen vs. The Library Corporation
- New Business
  - 1. Authorized Agent - PERF
  - 2. Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy
- Director's Report

Agenda

June 9, 2014

North Madison County Public Library System  
Board of Trustees

Frankton Community Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Honoring Kevin Sipe

Old Business

New Business

1. Time Line for 2015 Budget Approval

2. Policies

a. Library Access Policy

b. Materials Circulation Policy

c. Library Policies

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES

Regular Meeting

June 9, 2014

5:00 pm

CALL TO ORDER

President Leslie Rittenhouse called a regular meeting of the North Madison County Public Library Board of Trustees to order on June 9, 2014 at 5:00 pm in the meeting room of the Frankton Community Library.

CALL FOR QUORUM

Present were members Leslie Rittenhouse, Kevin Sipe, Dan Prieshoff, Barbara Abernathy and Mike Robertson. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

MINUTES

Mike Robertson made a motion to approve the minutes from the May 12, 2014 executive session and regular meeting held at the Elwood Public Library. Barbara Abernathy made a second and the motion carried.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Dan Prieshoff signed checks.

HONORING KEVIN SIPE

Kevin Sipe was honored for sixteen years of service on the Board of Trustees. He was presented with a token of appreciation.

OLD BUSINESS

No old business was brought forward.

NEW BUSINESS

Time Line for 2015 Budget Approval

The timeline for the 2015 Budget was reviewed. Budget discussion, approval, public hearing and adoption are scheduled for regular monthly board meetings.

Policies

Library Access Policy

Kevin Sipe made a motion to accept the changes to the Library Access Policy. Mike Robertson made a second and the motion carried.

Materials Circulation Policy and Library Policies

Barbara Abernathy made a motion beginning July 1, 2014, any child who turns 18 is not issued an adult card until juvenile fines are paid. Dan Prieshoff made a second and the motion carried.



DIRECTOR'S REPORT

Sheri Wallace was introduced as the new Administrative Assistant. Diana Shepard was thanked for her service. Leora LaShure has resigned as part time custodian. Anna Baldwin will be the new part time custodian. She is also volunteering for data entry. The patron who showed unruly behavior at the Elwood branch received a no trespass order May 13, 2014. He has not contacted the Board or the library. Kevin Sipe noted the air conditioning in the meeting room at the Elwood library needs to be adjusted. Leslie Rittenhouse noted the need to update personnel policies regarding health insurance.

Public comment was sought, none was forthcoming.

Kevin Sipe made a motion to adjourn, Mike Robertson made a second and the meeting was adjourned.

Bette Dalzell  
Bette Dalzell, Secretary

Beverly Austin  
Debra D. Edleman  
Michael Roberts

# Register Of Claims

Report Date: From **5/13/2014** To **6/9/2014**

<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	325	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$2,725.77	6/4/2014	P/R Ending 5/31/14
			FICA	Payroll Deductions	\$2,209.09		
			Federal Taxes Withheld	Payroll Deductions	\$5,944.29		
			Medicare	Payroll Deductions	\$516.67		
				<b>Total this claim =</b>	<u>\$11,395.82</u>		
0	311	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	5/21/2014	PAYROLL
			Operating Fund	Salary of Assistants	\$17,209.69		
			Operating Fund	Wages of Janitor	\$1,202.31		
				<b>Total this claim =</b>	<u>\$20,475.95</u>		
0	326	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$872.56	6/4/2014	P/R Ending 5/31/14
			Operating Fund	Emp Cont PERF	\$3,257.50		
				<b>Total this claim =</b>	<u>\$4,130.06</u>		
0	324	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	6/4/2014	PAYROLL
			Operating Fund	Salary of Assistants	\$32,421.83		
			Operating Fund	Wages of Janitor	\$1,246.52		
				<b>Total this claim =</b>	<u>\$35,732.30</u>		
0	316	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	5/21/2014	P/R ENDING 5/17/14
				<b>Total this claim =</b>	<u>\$95.00</u>		
0	312	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,558.66	5/21/2014	P/R ENDING 5/17/14
			FICA	Payroll Deductions	\$1,263.20		
			Federal Taxes Withheld	Payroll Deductions	\$2,051.10		
			Medicare	Payroll Deductions	\$295.45		
				<b>Total this claim =</b>	<u>\$5,168.41</u>		
0	314	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$422.16	5/21/2014	P/R ENDING 5/17/14
			Operating Fund	Emp Cont PERF	\$1,575.98		
				<b>Total this claim =</b>	<u>\$1,998.14</u>		
0	327	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	6/4/2014	P/R Ending 5/31/14
				<b>Total this claim =</b>	<u>\$95.00</u>		
0	313	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,412.69	5/21/2014	PAYROLL DEDUCTIONS FOR MAY
			County Taxes Withheld	Payroll Deductions	\$685.95		
				<b>Total this claim =</b>	<u>\$2,098.64</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	315	AFLAC	AFLAC	Payroll Deductions	\$485.88	5/21/2014	PAYROLL DEDUCTIONS FOR MAY
				<b>Total this claim =</b>	<u>\$485.88</u>		
28993	319	DIANA L. SHEPARD	Operating Fund	Traveling Expense	\$52.00	5/21/2014	MILEAGE
				<b>Total this claim =</b>	<u>\$52.00</u>		
28994	320	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,535.47	5/21/2014	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$1,535.47</u>		
28995	317	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$827.56	5/21/2014	P/R ENDING 5/17/14
				<b>Total this claim =</b>	<u>\$827.56</u>		
28996	318	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$698.14	5/21/2014	HEALTH INSURANCE PAYMENT
			Operating Fund	Emp Cont Group Ins	\$6,585.70		6/1/14 - 7/1/14
				<b>Total this claim =</b>	<u>\$7,283.84</u>		
28997	321	PITNEY BOWES	Operating Fund	Equipment/Rental	\$141.00	5/21/2014	POSTAGE METER LEASE
				<b>Total this claim =</b>	<u>\$141.00</u>		
28998	322	VAN AUSDALL & FARRAR, INC.	Operating Fund	Office Supplies	\$126.99	5/21/2014	RICOH COPIER COUNT
				<b>Total this claim =</b>	<u>\$126.99</u>		
28999	323	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$311.86	5/21/2014	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$311.86</u>		
29000	329	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$65.32	6/4/2014	SERVICE FOR ELWOOD AND
			Operating Fund	Telephone & Telegraph	\$5.38		SUMMITVILLE
				<b>Total this claim =</b>	<u>\$70.70</u>		
29001	332	CARDMEMBER SERVICE	Operating Fund	Techology Software	\$45.00	6/4/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$45.00</u>		
29002	330	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$340.84	6/4/2014	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$340.84</u>		
29003	331	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,481.48	6/4/2014	INTERNET ACCESS
				<b>Total this claim =</b>	<u>\$1,481.48</u>		
29004	328	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$1,700.39	6/4/2014	P/R Ending 5/31/14
				<b>Total this claim =</b>	<u>\$1,700.39</u>		
29005	333	TOWN OF FRANKTON	Operating Fund	Electricity	\$358.75	6/4/2014	SERVICE FOR FRANKTON
			Operating Fund	Water	\$22.62		
			Operating Fund	Waste Disposal Services	\$26.08		
				<b>Total this claim =</b>	<u>\$407.45</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>
29006	334	TOWN OF SUMMITVILLE	Operating Fund	Water	\$43.80	6/4/2014	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<u>\$55.30</u>		
29007	335	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$46.20	6/4/2014	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$46.20</u>		
29008	336	POSTMASTER	Operating Fund	Postage & UPS	\$49.00	6/4/2014	STAMPS FOR FRANKTON & SUMMITVILLE
			Operating Fund	Postage & UPS	\$49.00		
				<b>Total this claim =</b>	<u>\$98.00</u>		
29009	337	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$738.57	6/4/2014	As per attached invoices.
			Operating Fund	Elwood Childrens	\$372.31		
			Operating Fund	Elwood YA	\$174.75		
			Operating Fund	Frankton	\$247.30		
			Operating Fund	Summitville	\$386.01		
			Operating Fund	Title Source	\$295.00		
				<b>Total this claim =</b>	<u>\$2,213.94</u>		
29010	338	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$90.00	6/4/2014	Frankton-Summitville Quarterly Pest Control
			Operating Fund	Professional Services	\$90.00		
				<b>Total this claim =</b>	<u>\$180.00</u>		
29011	339	BOSE, McKINNEY & EVANS LL	Operating Fund	Legal Services	\$380.00	6/4/2014	Legal Services
				<b>Total this claim =</b>	<u>\$380.00</u>		
29012	340	BURNETTE - DELLINGER INC.	Operating Fund	Official Bonds	\$100.00	6/4/2014	Notary Bond
				<b>Total this claim =</b>	<u>\$100.00</u>		
29013	341	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$307.14	6/4/2014	Ballast for Summitville
				<b>Total this claim =</b>	<u>\$307.14</u>		
29014	345	CHESTER INFORMATION TEC	Operating Fund	Technology Software	\$551.75	6/4/2014	Server software/license
				<b>Total this claim =</b>	<u>\$551.75</u>		
29015	342	CINTAS CORPORATION	Operating Fund	Cleaning & Sanitation Supplies	\$118.75	6/4/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$118.75</u>		
29016	343	CR RYAN	Operating Fund	Elwood Children's Programing	\$250.00	6/4/2014	Summer Reading 2014
			Operating Fund	Frankton Programing	\$250.00		
			Operating Fund	Summitville Programing	\$250.00		
				<b>Total this claim =</b>	<u>\$750.00</u>		
29017	344	CRAWFORDSVILLE DISTRICT	Operating Fund	Elwood Adult	\$10.00	6/4/2014	Lost ILL
				<b>Total this claim =</b>	<u>\$10.00</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>
29018	363	DIANA L. SHEPARD	Operating Fund	Professional Services	\$127.98	6/6/2014	
				<b>Total this claim =</b>	<u>\$127.98</u>		
29019	346	DONNA SWEET	Operating Fund	Other	\$5.99	6/4/2014	REFUND FOR LOST BOOK
				<b>Total this claim =</b>	<u>\$5.99</u>		
29020	347	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$77.51	6/4/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$77.51</u>		
29021	348	FRONTIER	Operating Fund	Telephone & Telegraph	\$246.05	6/4/2014	Frankton telephone
				<b>Total this claim =</b>	<u>\$246.05</u>		
29022	349	GLOBAL GOVT/ED SOLUTION	Operating Fund	Technology Equipment	\$25.02	6/4/2014	Cable Ties
				<b>Total this claim =</b>	<u>\$25.02</u>		
29023	350	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$100.00	6/4/2014	April Lawn Care
				<b>Total this claim =</b>	<u>\$100.00</u>		
29024	351	HERALD BULLETIN, THE	Operating Fund	Summitville Period. & Newsp.	\$263.88	6/4/2014	Summitville Subscription
				<b>Total this claim =</b>	<u>\$263.88</u>		
29025	368	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$16.89	6/6/2014	Electricity-Summitville
				<b>Total this claim =</b>	<u>\$16.89</u>		
29026	369	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$27.43	6/6/2014	Water-Summitville
				<b>Total this claim =</b>	<u>\$27.43</u>		
29027	353	INDIANAPOLIS NEWSPAPERS	Operating Fund	Summitville Period. & Newsp.	\$208.71	6/4/2014	Summitville Newspaper
				<b>Total this claim =</b>	<u>\$208.71</u>		
29028	354	KMART 9124	Operating Fund	Cleaning & Sanitation Supplies	\$39.98	6/4/2014	As per attached invoices.
			Operating Fund	Operating Supplies	\$10.98		
			Operating Fund	Frankton Programing	\$172.01		
				<b>Total this claim =</b>	<u>\$222.97</u>		
29029	356	LIBRARY CORPORATION, THE	Operating Fund	Automation	\$5,853.50	6/4/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$5,853.50</u>		
29030	357	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$169.74	6/4/2014	Processing supplies
				<b>Total this claim =</b>	<u>\$169.74</u>		
29031	355	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$450.00	6/4/2014	Service Agreement-Elwood
				<b>Total this claim =</b>	<u>\$450.00</u>		

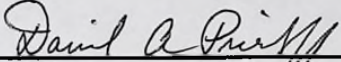
<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
29032	358	MARSH SUPERMARKET	Operating Fund	Elwood Adult Programing	\$123.07	6/4/2014	As per attached invoices.
			Operating Fund	Summitville Programing	\$18.76		
			Gift	Elwood Children's Programing	\$56.62		
				<b>Total this claim =</b>	<u>\$198.45</u>		
29033	359	MIDWEST TAPE	Operating Fund	Elwood AV	\$1,110.63	6/4/2014	As per attached invoices.
			Operating Fund	Frankton AV	\$360.76		
			Operating Fund	Summitville AV	\$337.84		
				<b>Total this claim =</b>	<u>\$1,809.23</u>		
29034	360	QUILL CORPORATION	Operating Fund	Office Supplies	\$405.34	6/4/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$405.34</u>		
29035	361	SAFE HIRING SOLUTIONS	Operating Fund	Professional Services	\$57.90	6/4/2014	Applicant Profiles
				<b>Total this claim =</b>	<u>\$57.90</u>		
29036	362	SCHOLASTIC BOOK FAIRS - 30	Gift	Summitville Programing	\$179.60	6/6/2014	Summer Reading
				<b>Total this claim =</b>	<u>\$179.60</u>		
29037	365	THOMAS OFFICE SOLUTIONS	Operating Fund	Office Supplies	\$27.69	6/6/2014	
				<b>Total this claim =</b>	<u>\$27.69</u>		
29038	364	TOPS HOME CENTER	Operating Fund	Summitville Programing	\$59.99	6/6/2014	As per attached invoices.
			Operating Fund	Operating Supplies	\$163.19		
				<b>Total this claim =</b>	<u>\$223.18</u>		
29039	367	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	\$149.00	6/6/2014	Copier Rental
			Operating Fund	Taxes	\$207.20		
				<b>Total this claim =</b>	<u>\$356.20</u>		
29040	370	USI, INC	Operating Fund	Operating Supplies	\$133.04	6/6/2014	Laminating Supplies
				<b>Total this claim =</b>	<u>\$133.04</u>		
29041	366	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$25.78	6/6/2014	Gas service- Summitville
				<b>Total this claim =</b>	<u>\$25.78</u>		
29042	352	HORTON'S HARDWARE	Operating Fund	Operating Supplies	\$127.40	6/4/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$127.40</u>		
29043	371	ELWOOD CHAMBER OF COM	Gift	Rentals	\$85.00	6/6/2014	Booth Rental at Glass Festival
				<b>Total this claim =</b>	<u>\$85.00</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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*Total Amount of Claims*      **\$112,235.34**

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 09, 2014

  
 \_\_\_\_\_  
 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>Mike Dutton</u>	<u>Kenneth Pipe</u>	
<u>Leslie Bottorhouse</u>		
<u>Barbara Abernathy</u>		

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for on 12:00:00 AM.

Time Line for 2015 Budget

**July 14, 2014:** Regular monthly meeting at the Elwood Public Library for Initial Budget Discussion.

Sheri and I will meet with Judy Robertson from the Department of Local Government Finance.

**August 11, 2014:** Regular monthly meeting at the Elwood Public Library (5:00 pm). Approve 2015 Budget for publication. **Quorum is required.** Submit Form 3 and County Council Review Worksheet in Gateway for County Council nonbinding recommendation according to IC 6-1.1-17-3.5 if budget does not exceed AVGQ. Last date to submit is September 3<sup>rd</sup>, 2014

August 20, 2014: 1<sup>st</sup> publication of budget (No later than September 13th)  
[IC 36-12-3-12, IC 5-3-1-2, IC6-1.1-17] 10 days after 1<sup>st</sup> publication a public hearing can be held.

August 27, 2014: 2<sup>nd</sup> publication of budget (No later than September 20th)  
Must be three days before public hearing. [IC 36-12-3-12, IC 5-3-1-2, IC6-1.1-17]

Submit proof of publication through Gateway.

**Sept. 8, 2014:** 5:00 pm Public Hearing required for budget at the Elwood Public Library.  
**Quorum is required.**  
5:15 pm Regular Board Meeting  
(Must be completed at least 10 days before the library board meets to adopt the budget.  
[IC 6-1.1-17-5 (a)])

Oct. 1<sup>st</sup>, 2014: Last day for Madison County Council to complete review and issue non-binding recommendations.

**Oct. 13, 2014:** 5:00 pm regular monthly meeting at the Elwood Public Library. Adopt 2015 Budget.  
**Quorum is required.**

Oct. 15, 2014: Library budget must be adopted by library board and submitted to county auditor for submission to County Board of Tax Adjustment and submit all budgets forms through Gateway within two days after library board adopts the budget. [IC 36-12-3-12] Last date to adopt budget November 3, 2014.

Board signs Budget Form 4 – Ordinance for Appropriations and Tax Rates- at the adoption meeting which is then uploaded to Gateway.



## LIBRARY ACCESS POLICY

Libraries are part of this nation's educational system, and provide an opportunity for community members to enhance their cultural and intellectual development in a variety of media formats beyond what they could get through formal educational programs. The public library has a special responsibility to the community to supplement the cultural, informational and recreational needs of individuals and groups in its community. In this sense, the public library is unique for no other community agency provides that service to citizens.

The North Madison County Public Library System shall endeavor to provide the means through which all eligible persons may have free access to any library materials that it owns, within the constraints of current library policy.

### WHO MAY USE THE LIBRARY

Because the public library is accessible to so many of a community's individuals, patrons are placed in one of the following categories:

#### Regular Borrowers

Any resident and/or property owner within the confines of the North Madison County Public Library System's legally defined district may obtain a BORROWER'S CARD if he/she can provide adequate proof of address and has a current driver's license or state identification card. At the present time, the library district consists of the following five Madison County townships: Boone, Van Buren, Pipe Creek, Duck Creek and Lafayette. . Add: If a property owner does not reside in the library's legally defined district, but owns property within our district, a library card can be issued to him/her if he/she can provide proof of ownership and proof of property tax payments.

#### Reciprocal Borrowers

The North Madison County Public Library System will provide reciprocal library service to any Madison County resident who pays library tax or lives in a library taxing district for the Alexandria-Monroe Public Library or the Pendleton Public Library. Individuals applying for reciprocal privileges must have a currently valid BORROWER'S CARD from their home library and be able to provide valid proof of address. For libraries outside of Madison County, in which the library will honor reciprocal borrowing, please refer to the Statewide Reciprocal Borrowing Agreement and reciprocal borrowing agreement with the Fairmount Public Library.

#### PLAC Card Borrowers

The North Madison County Public Library System will issue a one year reciprocal BORROWER'S CARD to any individual living outside of Madison County with which NMCPLS has reciprocal borrowing upon presentation of a PLAC Card from their home library or purchase of a PLAC card from a NMCPLS Library and providing adequate proof of address.

#### Special Patrons

The library reserves the right to provide full or partial library service to any other individual. Such individuals may include long-term, non-resident visitors and non-resident researchers.

#### Non-resident, Non-reciprocal Patrons

Individuals who reside in areas where no library service exists may purchase an individual BORROWER'S CARD from the North Madison County Public Library System for an annual charge of ~~ten~~ \$50. Add: \$60.

The library reserves the right to deny full or partial service to any individual who can not provide proof of address, has an outstanding fine/fee balance, or who fails to comply with the general and specific rules of the North Madison County Public Library System as outlined in the Materials Circulation Policy.

### APPLICATION PROCEDURES

#### Adult Card

Patrons applying for library borrowing privileges must complete and sign a library APPLICATION CARD, and have two forms of identification as proof of address. A valid driver's license and current utility billing statement will normally be accepted.

#### Juvenile Card

Patrons in fifth grade and below will be issued a BORROWER'S CARD. Parents will be required to sign the completed APPLICATION CARD in the presence of the librarian and provide the library with adequate proof of address and have a current driver's license or state identification card. By his/her signature on the child's APPLICATION CARD, a parent also agrees to be financially responsible for any library and attorney debts incurred by that child.

#### Young Adult Card

Sixth grade to age 17 patrons, while still considered juvenile patrons, will be registered as students, and issued a BORROWER'S CARD. Parents must sign the completed APPLICATION CARD in the presence of the librarian and provide the library with adequate proof of address. By his/her signature on the child's APPLICATION CARD, a parent agrees to be financially responsible for any library and attorney debts incurred by that child.

#### Non-Resident Student Card

In accordance with IC 36-12-2-25 (d), the non-resident student card is to be issued to a student enrolled in Elwood Community School Corporation, Frankton-Lapel Community Schools, or Madison-Grant United School Corporation that is not a resident of the library district. Cost \$5.00 a year. Student must be only holder of the card when checking out materials. Normal Juvenile and Student guidelines will also apply to these non-resident student cards. Adult borrowers will need to purchase a non-resident card for ~~ten~~ \$50.00 as normal. Add: \$60.00. This card will allow students enrolled in any one of our three school districts to use the North Madison County Public Library for a nominal fee. The new student card will be the current white plastic card with the designation of type in the computer.

In accordance with IC 36-12-2-25 (e), the non-resident student card can be issued to a student enrolled in a nonpublic school that is located at least in part in the library district.

#### Teacher Card

Teachers employed by the Elwood Community Schools, Frankton Schools, the Madison-Grant H.S./Middle School and Summitville Elementary School who are not residents of the North Madison County Public Library District may apply for the Teacher Card.

Teachers applying for the library borrowing privileges must complete and sign a library APPLICATION CARD, and have two forms of identification as proof of address. A valid driver's license and current school identification will be required. In addition to listing the home address, the applicant should list the school address and phone number on the application. Teachers shall assume responsibility for fine accrued on their classroom card and any loss or damage to library materials. The Teacher Card will be issued for twelve months. Application may be made beginning August 1<sup>st</sup> of one school year and expire on July 31<sup>st</sup> of the following year.

**Add: Public Library Access Card - PLAC** ~~Remove: Card~~

Add: The PLAC program allows an individual to purchase a card which allows them to borrow materials directly from any public library in Indiana.

~~Remove: All library users previously utilizing the Reciprocal Borrowing program must now have a Public Library Access Card (PLAC Card) to qualify for borrowing privileges. (Unless the library user holds a card in good-standing from one of the reciprocal borrowing libraries).~~ These cards are good for one year only, and must be presented to our library in order to qualify for a reciprocal BORROWER'S CARD. The holder of a ~~Remove: PLAC~~ Add: Public Library Access Card must complete a library APPLICATION CARD and provide proof of address as outlined above, and have their home library good-standing status verified, before a reciprocal BORROWER'S CARD, good for the term of the ~~Remove: PLAC~~ Add: Public Library Access Card, will be issued. The North Madison County Public Library System will not require that juvenile and young adult patrons have a ~~Remove: PLAC~~ Add Public Library Access Card; parents may check out materials for children under the age of 18 using their own adult BORROWER'S CARD.

**Madison County Residents**

Three public libraries in Madison County have reached a local agreement in terms of reciprocal service for our patrons. Patrons residing in Fall Creek, Green, **Add: Adams** or Monroe Townships, ~~Remove: will be able to use~~ **Add: are welcome to use** the North Madison County Public Library System ~~Remove: in a manner similar to the old reciprocal borrowing program~~. The patron must complete an APPLICATION CARD, and have two forms of identification as proof of address. A valid driver's license and current utility billing statement will normally be accepted. Qualified patrons will receive a BORROWER'S CARD which will normally be valid for a period of 720 days from date of issue. Residents of Jackson, Richland and ~~Remove: Adams~~ Townships do not pay library taxes and are not eligible for reciprocal borrowing.

All library users from the Anderson Public Library System must obtain a PLAC Card in order to qualify for reciprocal privileges. Information about the PLAC Card may be obtained from any public library.

~~Remove: Purchased Card~~

~~Individuals residing in areas not having library service may opt to purchase a family BORROWER'S CARD from the library for a total annual fee of \$50.00. Cards may be purchased in annual increments. Purchased BORROWER'S CARDS are prominently marked as purchased cards and an expiration date is noted.~~

**PATRON DRESS CODE**

For reasons of public health and safety, the library reserves the right to ask patrons to leave who are not attired appropriately. Final judgment of what is or is not proper attire shall rest with the library director.

**HANDICAPPED ACCESSIBILITY**

The Library will make every effort to remove any barriers that tend to deny access to its facilities and services. While the Board of Trustees and the library staff are continually monitoring the library and its services to remove unnecessary barriers, customers are encouraged to notify the Library when they encounter barriers that hinder their use and enjoyment of the facilities and services so that we may work towards removing them.

If you have questions or concerns regarding handicapped access to our facilities, the Board of Trustees has designated the library director as the ADA Contact Person.

~~Remove: HOURS OF OPERATION~~

<del>Elwood</del>		<del>Summitville</del>	
<del>Monday through Thursday</del>		<del>Monday, Tuesday and Thursday</del>	
	<del>10:00 a.m. to 7:00 p.m.</del>		<del>10:00 a.m. to 7:00 p.m.</del>
<del>Friday</del>	<del>10:00 a.m. to 6:00 p.m.</del>	<del>Wednesday</del>	<del>12:00 p.m. to 7:00 p.m.</del>
<del>Saturday</del>	<del>10:00 a.m. to 4:00 p.m.</del>	<del>Friday</del>	<del>12:00 p.m. to 5:00 p.m.</del>
		<del>Saturday</del>	<del>10:00 a.m. to 1:00 p.m.</del>

<del>Frankton</del>	
<del>Monday, Tuesday and Thursday</del>	
	<del>10:00 a.m. to 7:00 p.m.</del>
<del>Wednesday</del>	<del>12:00 p.m. to 7:00 p.m.</del>
<del>Friday</del>	<del>12:00 p.m. to 5:00 p.m.</del>
<del>Saturday</del>	<del>10:00 a.m. to 1:00 p.m.</del>

Revised: April 2011, June 2014

# MATERIALS CIRCULATION POLICY

June 2010

In an effort to safeguard and protect the taxpayer-supported assets of the North Madison County Public Library System, the library establishes the following rules and charges regarding the borrowing of library materials and their timely return.

## GENERAL RULES

1. When checking out library materials, patrons must present a VALID BORROWERS CARD. The expiration date of a BORROWERS CARD is 730 days [2 years]. (Card may not be expired nor have outstanding fines/fees over \$5.00.) The new patron's first check out can be up to five items.
2. The Library reserves the right to limit the number of items a patron may check out at any one time or have an aggregate total of items checked out. Patrons coded as "juveniles" (Children up to 6<sup>th</sup> grade) are limited to a maximum of 6 items as an aggregate. "Students" (minors 6<sup>th</sup> grade through age 17) are limited to an aggregate of 12 items. "Adults" (any one over age 18) are limited to a maximum of 24 items, in which 3 may be videocassette tapes and 3 DVDs. (See "VIDEOS & DVDS" in "Library Policies"). There is also a limit of 24 books per teacher card for a maximum time period of six weeks.
3. Any patron with overdue materials or outstanding fines/fees over \$5.00 will not be allowed to borrow additional materials.
4. Reference materials, including materials from the Indiana Collection, will not be loaned to any patron. These items are to be used while in the library only.
5. Custodial parents of children under the age of 18 are responsible for the fines/fees of the children. Current procedure: When a patron turns 18 and has a fine balance over \$5, we keep the account with the fine and give them a new account with no fines. Since the parent is the responsible party do we take the fine from the child's account and add it to the parent's account when the child turns 18 or make the child who is

now an adult responsible for this fine?

6. Overdue charges may not exceed the cost of the material against which the charge is made. For further explanation see #7 under Overdue Notification within this policy.
7. The Library reserves the right to require a \$10.00 deposit before loaning items highly vulnerable to theft such as GED books. Provided the materials are returned on time and in good condition, the deposit will be fully refunded. However, any accumulated fines and/or fees will be deducted from the deposit before refunding.

### **BOOKS and AUDIO MATERIALS**

1. All books and audio materials may be loaned for two weeks. Books and audio materials not on reserve may be renewed twice, either in person, by telephone or online via the library's website. Patrons may request the 6-week loan to cover vacation, classroom use, hospitalization, etc.
2. Reserve requests are filled strictly on a first-come, first-served basis. Materials are loaned for a two-week period and may be renewed if there are no additional reserves on the item. The number of reserve requests is limited to the number of items a patron is eligible to check out. (Refer to #2 in this policy under General Rules)
3. Patrons may reserve a book or audio material by telephone, and will be notified by telephone when that book/audio material is available to them. If the material has not been checked out to that patron within three (3) days, the next patron is notified. A patron who fails to borrow the material or notify library staff to the contrary, will be removed from the reserve list.
4. Reserve requests from patrons at a location other than the holding library are to be taken and filled as above. Couriers visit each facility at least once a week and can deliver reserve materials to the facility of the patron's choice. Should the patron fail to pick up the book within three (3) days after being notified, the book is to be returned immediately to the holding library. The two-week lending period begins when the patron checks out the material. The material is to be returned to the holding library immediately after its return by the patron. If there are multiple

copies of an item the reserve request will be placed on the item that is located at the patron's home library.

5. Overdue books/audio materials are fined at 10 cents per day per book/audio material. Fines may not accrue beyond the price of the book/audio material.
6. If a book/audio material is reported lost or damaged beyond repair, the patron is responsible for the cost of the book/audio material.
7. Upon payment for a lost book/audio material a receipt will be issued. If a reimbursement is requested the receipt is required. After the request, reimbursement will be made following the next board meeting.

### **MAGAZINES**

1. Magazines may be checked out for three days and may be renewed once, either in person, by telephone or online via the library's website.
2. Overdue magazines are fined at a rate of 10 cents each per day.
3. If a magazine is reported lost or damaged, the patron is responsible for the cost of the magazine.

### **DVDS/VIDEO TAPES**

1. Patrons must have a valid library card to check out videos and DVDs. There is a limit of three videotapes and three DVDs per adult borrower's card.
2. Patrons must be 18 years of age or older or 17 years of age and younger with a consent form signed by a parent/legal guardian to borrow VHS/DVDs.
3. Video items may be loaned for a single two-day period. They may be renewed once for two additional days in person, by telephone or online via the library's website. DVDs & videotapes cannot be reserved.
4. DVDs & videotapes must be returned to the same system facility from which they were borrowed.

5. Overdue DVDs & videotapes are charged at a rate of 25 cents per item per day.
6. If DVD or videotape is reported lost or damaged, the patron is responsible for the cost of the video item and a \$10.00 processing fee.

### OVERDUE NOTIFICATION PROCEDURE

When materials become overdue, the Library cannot tell if patrons have simply forgotten to return them in a timely manner, or if they intend to never bring them back. And because taxpayers' money is involved, the Library feels a legal and moral obligation to make every effort to recover those materials. Items that are missing are denied to other patrons and if they cannot be recovered in a timely fashion, the Library often must spend additional funds to purchase duplicate materials.

The recovery of overdue materials is a labor-intensive and time-consuming process. While the Library will make every effort to work with patrons to lessen or dismiss accumulated fines/fees if extenuating circumstances are involved, the Library cannot allow patrons to retain possession of materials for indefinite periods and then expect to have all penalties forgiven. Patrons should understand that the burden of responsibility for returning past due items falls upon themselves.

The following rules are established to expedite the process of recovering overdue materials:

1. When an item is checked out, the patron is given a date due slip. This constitutes the FIRST NOTICE.
2. Borrowing privileges are revoked immediately after fine on material(s) becomes greater than \$5.00.
3. The Library will mail reminders to the borrower. In the case of minors, notices are sent in care of the parent/guardian who signed the application for the child's library card. These notices will list each overdue item separately and constitutes as the 2<sup>nd</sup> and final overdue notices.

4. A NOTICE is sent at 30 days stating that after 60 days replacement cost will be charged to account. Accompanying that notice will be a copy of Indiana Code ~~Remove:36~~Add:35-43-4-3.50. The letter will be sent by certified mail with receipt to patrons with fines in excess of \$25.00.
5. Borrowing privileges are reinstated after materials are recovered and fines are paid. If materials are NOT returned for any reason (e.g., lost or damaged beyond repair), replacement costs must be paid before borrowing privileges are reinstated.
6. Patrons fined the cost of material(s) are not entitled to keep the material(s). They are paying for keeping the material past due-not buying it.
7. Replacement costs are the price of the item.

### FINE SUMMARY

Format	Reserve	Loan	Renewable	Overdue Fine
Book	Yes	2 weeks	2 weeks, twice	10¢ per day
Audio Book	Yes	2 weeks	2 weeks, twice	10¢ per day
Music CD	Yes	2 weeks	2 weeks, twice	10¢ per day
Magazine	Yes	3 days	3 days, once	10¢ per day
Video tape/DVD	No	2 days	2 days, once	25¢ per day



## LIBRARY POLICIES

June 2010

Welcome to your library. Our friendly staff is here to help you find and gain access to information. To better acquaint you with the library you will find a detailed description of our check out policies below.

### LIBRARY CARDS

1. Patrons applying for library borrowing privileges must complete and sign a library application card and have two forms of identification as proof of address. Adult, Student and Juvenile cards are available.
2. A patron **must** present his/her library card when borrowing materials.
3. There is a \$1.00 fee for each replacement card.

### FINES

1. There is a fine of 10¢ per day, per book, magazine, or audio book that is returned late, including Sundays and holidays. The fine must not exceed the price of the material. Patrons who are fined the price of the material are not entitled to keep the material. They are paying a fine for keeping the material past due and not for buying it.
2. Any patron having a fine of \$5.00 or more will have his/her library privileges revoked until the fine is paid.
3. **Parents of children under the age of 18 are responsible for their children's fines.** Current procedure: When a patron turns 18 and has a fine balance over \$5, we keep the account with the fine and give them a new account with no fines. Since the parent is the responsible party do we take the fine from the child's account and add it to the parent's account when the child turns 18 or make the child who is now an adult responsible for this fine?
4. Patrons with a fine of \$5.00 or more could be blocked at surrounding libraries in accordance with that library's policy.

### VIDEOS & DVDS

1. Patrons must have a valid library card to check out videos and DVDs.

2. Patrons must be 18 years of age or older or 17 years of age and younger with a consent form signed by a parent/legal guardian to borrow VHS/DVDs.
3. There is no rental charge for videotapes or DVDs.
4. There is a limit of three videotapes and three DVDs per library card.
5. Videotapes & DVDs may be loaned for a period of two days and may be renewed one time for two days.
6. There is a fine of 25¢ per day for a videotape or DVD that is returned late.
7. Patrons are responsible for the price of any video or DVD that is lost or damaged plus a \$10.00 processing fee.
8. Videotapes must be returned to the library from which they were borrowed.

## MATERIALS

1. Materials must be returned to the library from which they were borrowed.
2. Books on reserve are not renewable unless reported lost. A book reported lost may be renewed twice at the end of the borrowing period. The patron is responsible for the price of the book.
3. Magazines may be checked out for three days and can be renewed for 3 additional days.
4. Reference books and Indiana Collection books may not be checked out. Copies of pages needed from these books may be made. The first 10 pages will be at no charge. If copying more than 10 pages, the patron will pay 10¢ for each additional copy.

For more information about material check out and renewal periods please see the Materials Circulation Policy.

## SERVICE FEES

Photocopies and Computer Copies	10¢ per black and white copy, per side 40¢ per color copy
Fax: To send	\$1.00 for the first page / 20¢ for each additional page
Fax: To receive	20¢ per page
Reader printer copies	10¢ per page
Transparencies	35¢ each
Lamination fees	10¢ per inch for roll lamination 50¢ for 2 ½" x 4" pouch \$1.00 for pouches above 2 ½ x 4 up to 11" x 14"

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	MAY 2013	MAY 2014	Amount of Change	% OF Change	YTD 2013	YTD 2014	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	2,706	2,557	-149	-6%	13,121	13,470	349	3%
JUVENILE	1,422	1,260	-162	-11%	7,458	6,984	-474	-6%
Y. A.	404	332	-72	-18%	1,860	1,787	-73	-4%
PERIOD.	500	423	-77	-15%	2,287	2,285	-2	0%
AUDIO	204	188	-16	-8%	944	982	38	4%
VIDEO	4866	4,634	-232	-5%	24,755	24,352	-403	-2%
DIGITAL MEDIA	187	179	-8	-4%	1,023	1,025	2	0%
<b>TOTAL</b>	<b>10,289</b>	<b>9,573</b>	<b>-716</b>	<b>-7%</b>	<b>51,448</b>	<b>50,885</b>	<b>-563</b>	<b>-1%</b>

<b>FRANKTON</b>								
ADULT	873	868	-5	-1%	4,523	4,185	-338	-7%
JUVENILE	699	560	-139	-20%	3,536	2,830	-706	-20%
Y. A.	237	287	50	21%	1,043	950	-93	-9%
PERIOD.	241	259	18	7%	1,218	1,020	-198	-16%
AUDIO	48	121	73	152%	287	324	37	13%
VIDEO	1,056	1,542	486	46%	6,194	6,404	210	3%
DIGITAL MEDIA	93	90	-3	-3%	512	514	2	0%
<b>TOTAL</b>	<b>3,247</b>	<b>3,727</b>	<b>480</b>	<b>15%</b>	<b>17,313</b>	<b>16,227</b>	<b>-1,086</b>	<b>-6%</b>

<b>HAZELBAKER</b>								
ADULT	499	430	-69	-14%	2,731	2,241	-490	-18%
JUVENILE	264	167	-97	-37%	1,491	1,244	-247	-17%
Y. A.	72	76	4	6%	353	336	-17	-5%
PERIOD.	51	74	23	45%	490	457	-33	-7%
AUDIO	15	24	9	60%	67	108	41	61%
VIDEO	915	935	20	2%	5,641	5,528	-113	-2%
DIGITAL MEDIA	93	90	-3	-3%	511	513	2	0%
<b>TOTAL</b>	<b>1,909</b>	<b>1,796</b>	<b>-113</b>	<b>-6%</b>	<b>11,284</b>	<b>10,427</b>	<b>-857</b>	<b>-8%</b>

<b>SYSTEM</b>								
ADULT	4,078	3,855	-223	-5%	20,375	19,896	-479	-2%
JUVENILE	2,385	1,987	-398	-17%	12,485	11,058	-1,427	-11%
Y. A.	713	695	-18	-3%	3,256	3,073	-183	-6%
PERIOD.	792	756	-36	-5%	3,995	3762	-233	-6%
AUDIO	267	333	66	25%	1,298	1414	116	9%
VIDEO	6,837	7,111	274	4%	36,590	36,284	-306	-1%
DIGITAL MEDIA	373	359	-14	-4%	2,046	2,052	6	0%
<b>TOTAL</b>	<b>15,445</b>	<b>15,096</b>	<b>-349</b>	<b>-2%</b>	<b>80,045</b>	<b>77,539</b>	<b>-2,506</b>	<b>-3%</b>

	Comp. Use	Wireless	Traffic	Ref.	Assists	Prog. A.	Prog. YA	Prog. J
Elwood	1,788	451	8,175	27	1,158	10	0	3
Frankton	259	161	1,891	8	225	1	0	2
Summitville	290	104	1,188	5	215	3	1	2
						38	0	27

Tech Services Processed 2,037 Items

Processed by Trisha Shuler

TRANSMISSION VERIFICATION REPORT

TIME : 06/05/2014 08:02  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER.# : BROF2V374540

DATE, TIME : 06/05 08:02  
 FAX NO./NAME : HERALD  
 DURATION : 00:00:20  
 PAGE(S) : 01  
 RESULT : OK  
 MODE : STANDARD  
 ECM

Agenda

June 9, 2014

North Madison County Public Library System  
 Board of Trustees

Frankton Community Library

Regular Meeting  
 5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Honoring Kevin Sipe
- Old Business
- New Business

1. Time Line for 2015 Budget Approval
2. Policies
  - a. Library Access Policy
  - b. Materials Circulation Policy

Please Publish  
 on FRIDAY +  
 Again on Mon



TRANSMISSION VERIFICATION REPORT

TIME : 06/05/2014 08:01  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 06/05 08:01  
FAX NO./NAME CALL LEADER  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 06/05/2014 08:00  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 06/05 08:00  
FAX NO./NAME SUMMITVILLE  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

June 9, 2014

North Madison County Public Library System  
Board of Trustees

Frankton Community Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Honoring Kevin Sipe
- Old Business
- New Business
  - 1. Time Line for 2015 Budget Approval
  - 2. Policies
    - a. Library Access Policy
    - b. Materials Circulation Policy

Agenda

June 9, 2014

North Madison County Public Library System  
Board of Trustees

Frankton Community Library

Regular Meeting  
5:00 P.M.

- Call to Order
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  - 1. Time Line for 2015 Budget Approval
  - 2. Policies
    - a. Library Access Policy
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FRANKTON COMMUNITY LIBRARY

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# Agenda

June 9, 2014

North Madison County Public Library System  
Board of Trustees

Frankton Community Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Honoring Kevin Sipe
- Old Business
- New Business
  - 1. Time Line for 2015 Budget Approval
  - 2. Policies
    - a. Library Access Policy
    - b. Materials Circulation Policy
    - c. Library Policies

Agenda

July 14, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order  
Call for Quorum  
Minutes  
Claims Register & Checks  
Old Business  
New Business  
    1. Library By-Laws- Consent Agenda  
    2. Initial 2015 Budget Review  
    3. Quotes for Sealing and Striping Parking Lots  
    4. Resolution to Pay Bills With Prior Approval  
    5. Evergreen Resolutions and Circulation Matrix  
Director's Report  
Public Comment  
Adjournment

Agenda

July 14, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order  
Call for Quorum  
Minutes  
Claims Register & Checks  
Old Business  
Add: 1. Personnel Policy Health Insurance  
New Business  
    1. Library By-Laws- Consent Agenda  
    2. Initial 2015 Budget Review  
    3. Quotes for Sealing and Striping Parking Lots  
    4. Resolution to Pay Bills With Prior Approval  
    5. Evergreen Resolutions and Circulation Matrix  
Director's Report

Financial Reports on the wiki??

Mr. Robert Nash, publisher of the Elwood Call Leader, has signed a contract with Newspapers.com to digitize microfilm of the Elwood Call Leader dating back to 1893. In order to digitize the Tipton County Tribune and the Alexandria Times-Tribune, Mr. Nash contracted with the Tipton County Public Library and the Alexandria-Monroe Public Library to use their collection of microfilm to digitize. In return these Elwood Publishing Company owns microfilm of the Elwood Call Leader

Public Comment  
Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Regular Meeting  
July 14, 2014  
5:00pm

**CALL TO ORDER**

President Leslie Rittenhouse called a regular meeting of the North Madison County Public Library Board of Trustees to order on July 14, 2014 at 5:00 pm in the meeting room of the Elwood Public Library.

**CALL FOR QUORUM**

Present were members Leslie Rittenhouse, Diana Eddleman, Bette Dalzell, Beverly Austin and Mike Robertson. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

**MINUTES**

Mike Robertson made a motion to approve the minutes from the June 9, 2014 meeting. Bette Dalzell made a second and the motion carried.

**CLAIMS REGISTER & CHECKS**

The members signed the claims register and Assistant Treasurer Mike Robertson signed checks.

**OLD BUSINESS**

Personnel Policy

An addition was made to the agenda. At the June board meeting there was a discussion regarding 30 hour a week employees and the requirements of the law to offer health insurance. Director Jamie Scott discussed this matter with Mr. Mays at Bose, McKinney and Evans. He informed her that Indiana Code 27-8-15 only requires insurers to offer coverage, not employers. He recommends that our personnel policy not be changed. Library policy states: The Library offers full-time employees the opportunity for health insurance benefits, subject to eligibility requirements of the insurance provider. Employees are required to pay a portion of the monthly premium.

**NEW BUSINESS**

Library By-Laws-Consent Agenda

Director Jamie Scott discussed the possibility of using a consent agenda to lump sensitive agenda items together to be approved with one motion. Sylvia Watson, attorney for the Indiana State Library, is not certain that is legal for libraries. She will contact us after further research. Beverly Austin made a motion this topic be tabled until a later date. Diana Eddleman made a second and the motion carried.

Initial 2015 Budget Review

Director Jamie Scott discussed the 2014 budget and the need to cut the 2015 budget. It was recommended by the Board that the 2015 budget not be cut but increased by 2.7% which is the State's Assessed Valuation Growth Quotient. It was also recommended these increases be put in two to three line items to simplify the process if we have to cut the budget in February.

Quotes for Sealing and Striping Parking Lots

The board reviewed quotes from A-V Striping & Seal Coating Co., E & B Paving, and Conrad's Seal Coating to seal and crack fill the parking lots at Elwood, Summitville and Frankton libraries. After some discussion the board decided to hire a local business that has sealed the parking lots in the past. Beverly Austin made a motion to accept Conrad's Seal Coating bid. Mike Robertson made a second and the motion carried.

Resolution to Pay Bills With Prior Approval

Indiana code supporting the Resolution to Pay Bills with Prior Approval has changed from IC 20-14-3-14(b) to IC 36-12-3-16. Beverly Austin made a motion to accept this change in the resolution. Bette Dalzell made a second and the motion carried.

Evergreen Resolutions and Circulation Matrix

The Resolution Authorizing Evergreen Indiana Libraries to Accept Payments for Fines & Fees on Behalf of the North Madison County Public Library was read by Bette Dalzell. Bette Dalzell made a motion to accept the resolution as read. Mike Robertson made a second and the motion carried.

The Resolution to Establish the Evergreen Indiana Fund was read by Bette Dalzell. Bette Dalzell made a motion the resolution be accepted as read. Diana Eddleman made a second and the motion carried.

The Evergreen Indiana Circulation Matrix was reviewed. Beverly Austin made a motion the circulation matrix be accepted. Mike Robertson made a second and the motion carried.

**DIRECTOR'S REPORT**

Indiana Code 5 13 6-1 requires public funds to be deposited not later than the business day following the receipt of funds on business days of the depository. This is easily done at the Elwood Public Library. For the Summitville and Frankton libraries, it is not fiscally reasonable to collect their money daily, as it is such a small amount. This issue has been discussed with the State Board of Accounts and it was noted that townships have been pulled out from this code and are not required to deposit until they reach \$100. This is the guideline we are following for our branches; otherwise their funds will be deposited weekly.

The publisher of the Elwood Call Leader has signed a contract with Newspapers.com to digitize his copy of the microfilm. He signed a contract with Alexandria-Monroe Public Library and Tipton Public Library to digitize their local newspapers using their

microfilm. In return, they would have free in house access to the digitized newspaper. Since he had Elwood's microfilm already our library was not approached. The publisher suggested we contact Newspapers.com to gain access. Newspapers.com only has subscriptions for individuals. The publisher then contacted Newspapers.com and included the Elwood Public Library for free in house access. This will save the library a considerable amount not to digitize our own microfilm.

Janet Blankenship is retiring after 22 years of service effective September 1, 2014. Her last day of work will be August 28, 2014.

Financial reports will be posted on the Wiki beginning next month.

Welcome to Diana Eddleman, our newest board member.

Public comment was sought, none was forthcoming.

Bette Dalzell made a motion to adjourn, Mike Robertson made a second and the motion carried.

\_\_\_\_\_  
Bette Dalzell, Secretary

Daniel A. Prieshoff  
George J. Austin  
Debra G. Eddleman

Barbara Abernathy  
\_\_\_\_\_  
\_\_\_\_\_

# Register Of Claims

## North Madison County Public Library System

Report Date: From 6/10/2014 To 7/14/2014

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	377	AFLAC	AFLAC	Payroll Deductions	\$485.88	6/18/2014	Payroll deductions for June
				<b>Total this claim =</b>	<u>\$485.88</u>		
0	399	INDIANA DEPT OF WORKFOR	Operating Fund	Employee Benefits	\$1,342.67	6/30/2014	2nd Quarter 2014 Unemployment
				<b>Total this claim =</b>	<u>\$1,342.67</u>		
0	372	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	6/18/2014	PAYROLL
			Operating Fund	Salary of Assistants	\$16,892.21		
			Operating Fund	Wages of Janitor	\$1,068.06		
				<b>Total this claim =</b>	<u>\$20,024.22</u>		
0	378	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,907.00	6/18/2014	P/R Ending 6/14/14
			County Taxes Withheld	Payroll Deductions	\$927.34		
				<b>Total this claim =</b>	<u>\$2,834.34</u>		
0	385	PAYROLL	Operating Fund	Salary of Director	\$2,063.95	7/2/2014	PAYROLL
			Operating Fund	Salary of Assistants	\$17,021.53		
			Operating Fund	Wages of Janitor	\$1,196.11		
				<b>Total this claim =</b>	<u>\$20,281.59</u>		
0	375	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	6/18/2014	P/R ending 6/14/14
				<b>Total this claim =</b>	<u>\$95.00</u>		
0	437	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$410.59	7/14/2014	Payroll ending 7/12/2014
			Operating Fund	Emp Cont PERF	\$1,532.62		
				<b>Total this claim =</b>	<u>\$1,943.41</u>		
0	438	EFTPS	Operating Fund	Empl Share FICA&Medicare	\$1,526.46	7/14/2014	Payroll ending 7/12/2014
			FICA	Payroll Deductions	\$1,237.10		
			Federal Taxes Withheld	Payroll Deductions	\$1,858.81		
			Medicare	Payroll Deductions	\$289.34		
				<b>Total this claim =</b>	<u>\$4,911.71</u>		
0	439	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	7/14/2014	Payroll ending 7/12/2014
				<b>Total this claim =</b>	<u>\$95.00</u>		
0	374	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$410.75	6/18/2014	P/R Ending 6/16/2014
			Operating Fund	Emp Cont PERF	\$1,533.39		
				<b>Total this claim =</b>	<u>\$1,944.14</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	373	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,524.06	6/18/2014	P/R Ending 6/14/14
			FICA	Payroll Deductions	\$1,235.20		
			Federal Taxes Withheld	Payroll Deductions	\$1,871.20		
			Medicare	Payroll Deductions	\$288.88		
				<b>Total this claim =</b>	<b>\$4,919.34</b>		
29044	380	HENSLEY'S TREE SERVICE	Operating Fund	Professional Services	\$100.00	6/18/2014	Clean up brush
				<b>Total this claim =</b>	<b>\$100.00</b>		
29045	381	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$403.85	6/18/2014	Electric-Summitville and Elwood
			Operating Fund	Electricity	\$1,954.05		
				<b>Total this claim =</b>	<b>\$2,357.90</b>		
29046	376	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$692.14	6/18/2014	P/R/ Ending 6/14/14
				<b>Total this claim =</b>	<b>\$692.14</b>		
29047	382	THOMAS OFFICE SOLUTIONS	Operating Fund	Office Supplies	\$10.00	6/18/2014	Copy charge Elwood
				<b>Total this claim =</b>	<b>\$10.00</b>		
29048	379	UNITED HEALTHCARE	Insurance	Payroll Deductions	\$470.58	6/18/2014	Employee Health Ins for July
			Operating Fund	Emp Cont Group Ins	\$4,672.00		
				<b>Total this claim =</b>	<b>\$5,142.58</b>		
29049	384	VAN AUDSALL & FARRAR, INC.	Operating Fund	Office Supplies	\$178.00	6/18/2014	Ricoh copier count
				<b>Total this claim =</b>	<b>\$178.00</b>		
29050	383	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$153.23	6/18/2014	Gas service
				<b>Total this claim =</b>	<b>\$153.23</b>		
29051	390	BARBARA MCADAMS	Operating Fund	Frankton Programing	\$16.81	7/2/2014	Petty Cash Refund
			Operating Fund	Frankton Programing	\$10.50		
			Operating Fund	Operating Supplies	\$8.70		
			Operating Fund	Frankton Programing	\$12.00		
			Operating Fund	Postage & UPS	\$2.40		
				<b>Total this claim =</b>	<b>\$50.41</b>		
29052	393	CARDMEMBER SERVICE	Gift	Summitville Programing	\$91.37	7/2/2014	Charge card for June
			Gift	Elwood Children's Programing	\$53.91		
			Gift	Elwood Children's Programing	\$145.54		
				<b>Total this claim =</b>	<b>\$290.82</b>		
29053	391	CINTAS CORPORATION	Operating Fund		\$126.03	7/2/2014	Mat/ supplies
			Operating Fund				
				<b>Total this claim =</b>	<b>\$126.03</b>		

<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>
29054	392	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$331.52	7/2/2014	Water/Sewer for Elwood for June
				<b>Total this claim =</b>	<u>\$331.52</u>		
29055	389	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$700.39	7/2/2014	Payroll ending 6/28
				<b>Total this claim =</b>	<u>\$700.39</u>		
29056	396	THOMAS OFFICE SOLUTIONS	Operating Fund	Office Supplies	\$26.95	7/2/2014	Copier-Frankton & Elwood
			Operating Fund	Office Supplies	\$10.00		
				<b>Total this claim =</b>	<u>\$36.95</u>		
29057	394	TOWN OF FRANKTON	Operating Fund	Electricity	\$402.99	7/2/2014	Service for Frankton-June
			Operating Fund	Water	\$18.33		
			Operating Fund	Waste Disposal Services	\$22.24		
				<b>Total this claim =</b>	<u>\$443.56</u>		
29058	395	TOWN OF SUMMITVILLE	Operating Fund	Water	\$43.80	7/2/2014	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<u>\$55.30</u>		
29059	397	TRISHA SHULER	Operating Fund	Repair Parts/Maintenance	\$19.90	7/2/2014	Petty Cash Reimbursement
			Operating Fund	Fuel, Oil and Lubricants	\$20.96		
			Operating Fund	Repair Parts/Maintenance	\$5.19		
				<b>Total this claim =</b>	<u>\$46.05</u>		
29060	398	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$21.86	7/2/2014	Service for Frankton & Summitville
			Operating Fund	Gas	\$27.50		
				<b>Total this claim =</b>	<u>\$49.36</u>		
29061	401	AT&T	Operating Fund	Telephone & Telegraph	\$32.73	7/8/2014	Elwood Telephone Service for June
				<b>Total this claim =</b>	<u>\$32.73</u>		
29062	400	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$10.29	7/8/2014	Summitville & Elwood Long Distance
			Operating Fund	Telephone & Telegraph	\$61.36		
				<b>Total this claim =</b>	<u>\$71.65</u>		
29063	402	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$390.00	7/8/2014	Accounting and Payroll
				<b>Total this claim =</b>	<u>\$390.00</u>		
29064	430	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$961.66	7/8/2014	As per attached invoices.
			Operating Fund	Elwood Childrens	\$472.67		
			Operating Fund	Elwood YA	\$173.10		
			Operating Fund	Frankton	\$545.14		
			Operating Fund	Summitville	\$505.71		
			Gift	Frankton	\$55.85		
				<b>Total this claim =</b>	<u>\$2,714.13</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>
29065	404	BOSE, McKINNEY & EVANS LL	Operating Fund	Legal Services	\$92.00	7/8/2014	Legal Services
				<b>Total this claim =</b>	<u>\$92.00</u>		
29066	405	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$205.51	7/8/2014	Operating Supplies
				<b>Total this claim =</b>	<u>\$205.51</u>		
29067	406	CONSTRUCTIVE PLAYTHINGS	Gift	Elwood Children's Programing	\$139.97	7/8/2014	Flannel Board, magnet kit, skeleton floor puzzle-Summer Reading Supplies
				<b>Total this claim =</b>	<u>\$139.97</u>		
29068	414	DAVID HUMPHREY	Operating Fund	Elwood Adult	\$19.95	7/8/2014	Book purchase
				<b>Total this claim =</b>	<u>\$19.95</u>		
29069	435	DON MURRAY	Operating Fund	Repair Parts/Maintenance	\$40.00	7/8/2014	Reimbursement for Clock Repair
				<b>Total this claim =</b>	<u>\$40.00</u>		
29070	387	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,543.81	7/2/2014	Payroll ending 6/28
			FICA	Payroll Deductions	\$1,251.14		
			Federal Taxes Withheld	Payroll Deductions	\$1,885.80		
			Medicare	Payroll Deductions	\$292.65		
				<b>Total this claim =</b>	<u>\$4,973.40</u>		
29071	408	ELWOOD CALL LEADER	Operating Fund	Elwood Period. & News.	\$8.00	7/8/2014	Universal Online Subscription
			Operating Fund	Advertising & Public Notices	\$133.00		
				<b>Total this claim =</b>	<u>\$141.00</u>		
29072	407	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$250.00	7/8/2014	Sprinkler System Inspection
				<b>Total this claim =</b>	<u>\$250.00</u>		
29073	409	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,481.48	7/8/2014	Internet
				<b>Total this claim =</b>	<u>\$1,481.48</u>		
29074	410	FILIP, INC.	Operating Fund		\$483.06	7/8/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$483.06</u>		
29075	411	FRONTIER	Operating Fund	Telephone & Telegraph	\$179.97	7/8/2014	Telephone service Frankton
				<b>Total this claim =</b>	<u>\$179.97</u>		
29076	412	GLOBAL GOV'T/ED SOLUTION	Operating Fund	Technology Equipment	\$144.51	7/8/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$144.51</u>		
29077	388	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	7/2/2014	Payroll ending 6/28
				<b>Total this claim =</b>	<u>\$95.00</u>		
29078	432	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$400.00	7/8/2014	Lawn service-Frankton
				<b>Total this claim =</b>	<u>\$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>
29079	413	HORTON'S HARDWARE	Operating Fund		\$276.57	7/8/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$276.57</u>		
29080	431	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$463.80	7/8/2014	Service for Summitville
			Operating Fund	Electricity	\$16.89		
				<b>Total this claim =</b>	<u>\$480.69</u>		
29081	386	INDIANA PUBLIC RETIREMENT	PERF	Payroll Deductions	\$411.81	7/2/2014	Payroll ending 6/28
			Operating Fund	Emp Cont PERF	\$1,537.33		
				<b>Total this claim =</b>	<u>\$1,949.14</u>		
29082	416	INDIANA STATE LIBRARY	Operating Fund	Dues	\$300.00	7/8/2014	InfoExpress Contract July 2014-June 2015
				<b>Total this claim =</b>	<u>\$300.00</u>		
29083	415	INDIANA STATE LIBRARY	PLAC	Other	\$100.00	7/8/2014	2nd Quarter PLAC
				<b>Total this claim =</b>	<u>\$100.00</u>		
29084	403	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$21.97	7/8/2014	Water for Summitville-June
				<b>Total this claim =</b>	<u>\$21.97</u>		
29085	417	JILL MURRAY	Operating Fund	Operating Supplies	\$14.84	7/8/2014	PETTY CASH
			Gift	Summitville Programing	\$12.88		
			Gift	Summitville Programing	\$18.95		
				<b>Total this claim =</b>	<u>\$46.67</u>		
29086	418	KMART 9124	Operating Fund		\$24.94	7/8/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$24.94</u>		
29087	419	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$78.00	7/8/2014	Trash Removal-Frankton
				<b>Total this claim =</b>	<u>\$78.00</u>		
29088	420	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$31.12	7/8/2014	As per attached invoices.
			Gift	Elwood Children's Programing	\$68.74		
			Gift	Frankton Programing	\$87.10		
			Gift	Summitville Programing	\$28.28		
			Operating Fund	Elwood Children's Programing	\$19.07		
			Operating Fund	Elwood Adult Programing	\$58.21		
			Operating Fund	Elwood Children's Programing	\$72.76		
			Operating Fund	Elwood Children's Programing	\$16.83		
				<b>Total this claim =</b>	<u>\$382.11</u>		
29089	433	MIDWEST COLLABORATIVE F	Operating Fund	Dues	\$125.00	7/8/2014	Dues July 2014 through June 2015
				<b>Total this claim =</b>	<u>\$125.00</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>
29090	421	MIDWEST TAPE	Operating Fund	Frankton AV	\$386.82	7/8/2014	As per attached invoices.
			Operating Fund	Elwood AV	\$893.62		
			Operating Fund	Summitville AV	\$442.80		
			Operating Fund	Book Processing	\$197.98		
				<b>Total this claim =</b>	<u>\$1,921.22</u>		
29091	422	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$140.68	7/8/2014	Light replacement-Frankton
				<b>Total this claim =</b>	<u>\$140.68</u>		
29092	427	POSTMASTER	Operating Fund	Postage & UPS	\$49.00	7/8/2014	Postage-Frankton & Summitville
			Operating Fund	Postage & UPS	\$49.00		
				<b>Total this claim =</b>	<u>\$98.00</u>		
29093	423	QUILL CORPORATION	Operating Fund	Office Supplies	\$44.92	7/8/2014	As per attached invoices.
			Operating Fund	Office Supplies	\$350.05		
			Operating Fund	Operating Supplies	\$92.67		
			Operating Fund	Elwood Children's Programing	\$57.80		
				<b>Total this claim =</b>	<u>\$545.44</u>		
29094	424	TEI LANDMARK AUDIO	Operating Fund	Elwood AV	\$225.50	7/8/2014	As per attached invoices.
			Operating Fund	Frankton AV	\$113.00		
			Operating Fund	Summitville AV	\$81.75		
				<b>Total this claim =</b>	<u>\$420.25</u>		
29095	434	THOMAS OFFICE SOLUTIONS	Operating Fund	Office Supplies	\$19.78	7/8/2014	Copies-Frankton
				<b>Total this claim =</b>	<u>\$19.78</u>		
29096	425	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$114.97	7/8/2014	As per attached invoices.
				<b>Total this claim =</b>	<u>\$114.97</u>		
29097	426	TRISHA SHULER	Operating Fund	Fuel, Oil and Lubricants	\$24.00	7/8/2014	Petty Cash Reimbursement
			Operating Fund	Operating Supplies	\$17.82		
			Operating Fund	Postage & UPS	\$7.76		
				<b>Total this claim =</b>	<u>\$49.58</u>		
29098	428	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	\$149.00	7/8/2014	Copier Lease-Ricoh MPC3002
				<b>Total this claim =</b>	<u>\$149.00</u>		
29099	429	VAN AUSDALL & FARRAR, INC.	Operating Fund	Office Supplies	\$104.22	7/8/2014	Copies-Elwood
				<b>Total this claim =</b>	<u>\$104.22</u>		
29100	441	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,180.94	7/14/2014	Service for Elwood
				<b>Total this claim =</b>	<u>\$2,180.94</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
29101	440	MADISON CTY.FEDERAL CRE	Credit Union	Payroll Deductions	\$664.47	7/14/2014	Payroll ending 7/12/2014
				<b>Total this claim =</b>	<u>\$664.47</u>		
29102	442	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$83.83	7/14/2014	Service for Elwood
				<b>Total this claim =</b>	<u>\$83.83</u>		
				<b>Total Amount of Claims</b>	<b>\$91,773.37</b>		

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 14, 2014

*Michael Robertson*

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\_\_\_\_.

*Leslie Bittermaier* \_\_\_\_\_  
*Beverly DeBusch* \_\_\_\_\_  
*Diane D. Eddleman* \_\_\_\_\_

### SIGNATURES OF GOVERNING BOARD

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

Operating Fund	2014 (Pub)	2015	Difference
<b>1. Personal Services</b>			
<b>Salaries and Wages</b>			
Librarian/Director	55,600	55,600	-
Salary of Assistants	587,700	520,000	(67,700)
Wages of Janitor	30,600	30,600	-
<b>Employee Benefits</b>			
Employee Benefits -Unemployment Com	6,000	6,000	-
Employer's FICA & Medicare	51,000	51,000	-
Emp. Cont. PERF	46,000	46,000	-
Emp. Cont. Group Ins.	100,000	71,760	(28,240)
Salary of Board Treasurer	300	300	-
<b>Total Personal Services</b>	<b>877,200</b>	<b>781,260</b>	<b>(95,940)</b>
<b>2. Supplies</b>			
Office Supplies	15,000	8,000	(7,000)
Stationary & Supplies	500	100	(400)
Operating Supplies	9,500	9,500	-
Cleaning & Sanitation Supplies	4,000	4,500	500
Fuel, Oil, and Lubricants	150	150	-
Bldg. Matl. And Supplies	250	50	(200)
Paint and Painting Supplies	250	50	(200)
Repair Parts/Maintenance	1,000	50	(950)
Other Repair & Maintenance Supplies	250	100	(150)
Book Processing	9,500	4,000	(5,500)
Automation	19,400	5,000	(14,400)
Official Record	1,000	800	(200)
<b>Total Supplies</b>	<b>60,800</b>	<b>32,300</b>	<b>(28,500)</b>
<b>3. Other Services &amp; Charges</b>			
Professional Services	55,000	40,000	(15,000)
Consulting Services	1,000	500	(500)
Legal Services	2,500	2,000	(500)
Engineering & Architects	100	50	(50)
Databases	6,650	4,400	(2,250)
Ebook Services	6,000	3,000	(3,000)
Telephone & Telegraph	38,200	28,000	(10,200)
Postage & UPS	3,800	3,500	(300)
Traveling Expense	3,000	1,800	(1,200)
Professional Meetings	3,000	1,000	(2,000)
Elwood Children's Programming	5,000	3,500	(1,500)
Elwood Adult Programming	2,900	1,600	(1,300)
Frankton Programming	4,000	2,000	(2,000)
Summitville Programming	2,900	1,600	(1,300)
Title Source (Baker & Taylor)	3,100	2,700	(400)

Advertising & Public Notices	1,200	600	(600)
<b>Operating Fund</b>	<b>2014 (Pub)</b>	<b>2015</b>	
Insurance	18,000	17,000	(1,000)
Official Bonds	400	400	-
Gas (HVAC)	20,000	8,000	(12,000)
Electricity	35,000	32,000	(3,000)
Water	6,000	5,000	(1,000)
Waste Disposal Services	3,000	1,000	(2,000)
Bldg. & Structure/Maint.	2,000	500	(1,500)
Equipment/Maint.	5,000	2,000	(3,000)
Equipment/Rental	7,000	3,500	(3,500)
Dues	2,700	1,800	(900)
Taxes	500	150	(350)
Interest on Temporary Loans	500	-	(500)
Transfer to LIRF	7,000	1,000	(6,000)
<b>Total Other Services</b>	<b>245,450</b>	<b>170,615</b>	<b>(74,835)</b>
<b>4. Capital Outlays</b>			
Land Buildings Improvements	500	50	(450)
Furniture & Equipment	12,000	4,700	(7,300)
Technology Equipment	22,000	15,000	(7,000)
Elwood Adult	33,500	21,000	(12,500)
Elwood Childrens	14,000	9,450	(4,550)
Elwood YA	6,200	4,200	(2,000)
Frankton	19,500	12,600	(6,900)
Summitville	16,500	11,550	(4,950)
Elwood Indiana Room	0		
Elwood Period. & News.	9,500	3,900	(5,600)
Frankton Per. & Newsp.	2,800	2,080	(720)
Summitville Period. & Newsp.	1,700	1,250	(450)
Elwood AV	35,000	18,230	(16,770)
Frankton AV	18,800	11,567	(7,233)
Hazelbaker AV	14,400	7,203	(7,197)
Technology Software	8,000	4,500	(3,500)
<b>Total Capital Outlays</b>	<b>214,400</b>	<b>127,280</b>	<b>(87,120)</b>
<b>Operating Fund</b>	<b>1,397,850</b>	<b>1,111,455</b>	<b>(286,395)</b>

ENA Mail

jscott@elwood.lib.in.us

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**RE: IC 27-8-15 Small Employer Group Health Insurance**

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**From :** Jonathan L Mayes <jmayes@boselaw.com>

Tue, Jul 01, 2014 06:24 AM

**Subject :** RE: IC 27-8-15 Small Employer Group Health Insurance**To :** Jamie Scott <jscott@elwood.lib.in.us>

Good morning Jamie! I hope your summer is going swimmingly (pun is intended!). Thanks for the follow up. The statutory provisions contained in the citation that Deb references does extend coverage to employees that work a minimum of thirty hours per week. However, this statute only requires that insurers offer coverage; it does not require that the employer extend coverage. Therefore, the handbook would not need to be changed. More importantly, I do not believe that we need to change our approach relative to your thirty-two hours per week employee. Instead, the Library should "stay the course" and continue business as usual. Does this make sense? I am available today if you wish to discuss this more.

Thanks,

Jon

Jonathan L. Mayes

**Bose McKinney & Evans LLP** | www.boselaw.com

111 Monument Circle | Suite 2700 | Indianapolis, Indiana 46204

JMayes@boselaw.com | P 317-684-5245 | F 317-223-0245

*Assistant Contact | Lisa L. Nelson | LNelson@boselaw.com | P 317-684-5205 | F 317-223-0205*

---

**From:** Jamie Scott [mailto:jscott@elwood.lib.in.us]**Sent:** Monday, June 30, 2014 2:53 PM**To:** Mayes, Jonathan L**Subject:** IC 27-8-15 Small Employer Group Health Insurance

Jon,

We spoke several weeks ago about the possible changes needed in our personnel policy Health Insurance section. I have attached a document with that section and the Hourly Employees section.

Deb Johnson, RE Sutton Representative, stated IC 27-8-15 which defines small employer group health insurance requires all 30 hour or more per

week employees be offered health insurance (IC 27-8-15-8.5). We have one employee that is currently working 32 hours per week. She has waived the health insurance due to still being covered by her parents.

Our health insurance coverage is changing from Medical Mutual to United Healthcare(UHC) beginning tomorrow. We ran into a problem with the 30 hour Indiana Code requirement because United Healthcare requires all employees eligible for health insurance coverage regardless of whether they waive the health insurance or not to have life insurance through United Healthcare. I do not want to offer this employee life insurance because she is a part-time employee does not receive this benefit per our policy. The library pays for life insurance for all full-time employees.

Here is the latest e-mail from Mrs. Johnson about this issue:

I think for now – because of the issue with UHC and health/life benefits - we should keep the eligibility at 40 hours as your handbook currently reads. Talk with Jon regarding the 30 hours. When this first went into effect many years ago Anthem made a huge deal about making sure everyone was compliant with the 30 hours but since that time I've found very few people who have ever heard of this rule. It would be good to get Jon's guidance, then you can modify your employee handbook and we can modify the UHC eligibility information.

Does that seem reasonable and acceptable?

Right now I am thinking the "easiest" way to handle this is to have the employee only work 29 hours to avoid all of this mess. I'm not sure that we can do that since she is pregnant. She was hired as a part-time employee at 20 hours per week. When we lost a 20 hour employee the board approved to offer her 12 of the 20 hours and another employee 8 of the 20 hours instead of hiring someone even though this would put her above 30 hours per week because she stated that she would waive the health insurance. Obviously, I need your expert advice on this situation.

Jamie

Jamie Scott  
Director  
North Madison County Public Library System  
1600 Main Street  
Elwood, IN, 46036  
(765) 552-5001 ext. 13

This message and any attachments may contain legally privileged or confidential information, and are intended only for the individual or entity identified above as the addressee. If you are not the addressee, or if this message has been addressed to you in error, you are not authorized to read, copy, or distribute this message and any attachments, and we ask that you please delete this message and attachments (including all copies) and notify the sender. Delivery of this message and any attachments to any person other than the intended recipient(s) is not intended in any way to waive confidentiality or a privilege. All personal messages express views only of the individual sender, and may not be copied or distributed without this statement.

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## **HEALTH INSURANCE**

The Library offers full-time employees the opportunity for health insurance benefits, subject to eligibility requirements of the insurance provider. Employees are required to pay a portion of the monthly premium. The portion amounts for the individual, spouse and family premiums are evaluated each year during the insurance renewal and budget process.

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan. These documents govern all issues relating to employee health insurance. To obtain copies of these documents, contact the Administrative Assistant.

*Summitville Libraries* **Estimate**



Conrad's Seal Coating  
5553 North 900 North  
Frankton, IN 46044  
Tel.: 765-639-1769

6-8-14

**Job Description**

Square Foot of Seal Coat 4,160  
Linear Foot of Crack Seal 370  
Striping  
Cleaning

Itemized Estimate	
Price of Seal Coat	\$495.00
Price of Crack Seal	152.00
Price of Striping	55.00
Price of Cleaning	
<b>Total Estimated Job Cost</b>	<b>\$702.00</b>

*Thanks  
Conrad*

*Rec.  
6/10/14*

*Frankton Libraries* **Estimate**



Conrad's Seal Coating  
5553 North 900 North  
Frankton, IN 46044  
Tel.: 765-639-1769

6-8-14

**Job Description**

Square Foot of Seal Coat 6,901  
Linear Foot of Crack Seal 200  
Striping  
Cleaning

Itemized Estimate	
Price of Seal Coat	\$710.00
Price of Crack Seal	no charge
Price of Striping	\$68.00
Price of Cleaning	
<b>Total Estimated Job Cost</b>	<b>\$778.00</b>

*Thanks  
Conrad*



Conrad's Seal Coating  
5553 North 900 North  
Frankton, IN 46044  
Tel.: 765-639-1769

6-8-14

**Job Description**

Square Foot of Seal Coat 19,572

Linear Foot of Crack Seal 1,438

Striping

Cleaning

**Itemized Estimate**

Price of Seal Coat	\$2,130.00
Price of Crack Seal	572.00
Price of Striping	2,555.00
Price of Cleaning	
patch 2 holes	50.00
<b>Total Estimated Job Cost</b>	<b>\$3,007.00</b>

Thanks  
Conrad

## SEALCOATING PROTECTS YOUR ASPHALT INVESTMENT

# extend

Sealcoating **prevents** asphalt pavements from being softened by gasoline or oil drippings, oxidized by the sun's UV rays, structurally damaged by deicing salts or water penetrating the pavement surface and expanding when it freezes. Sealcoating significantly **extends** pavement life and **reduces** the need for costly repairs and maintenance.

Unprotected asphalt pavements turn gray as the asphalt binder oxidizes and erodes away. In addition to becoming more susceptible to further degradation, the gray surface makes striping and other pavement markings more difficult to see. Snow and ice take longer to melt. Sealcoating **restores** the deep black color of new asphalt. Your asphalt pavement looks more attractive, striping and safety markings stand out again and it sheds snow or ice faster.



## BREWER COTE® LASTS LONGER

# resist

Pavement sealers made from coal tar provide superior protection compared to sealers made from asphalt and other resins. Coal tar **resists** gasoline and oil spillage, rain, snow, ice and the sun's UV rays. Brewer Cote is a 100% coal tar based pavement sealer.

With the highest level of solids content in the industry, Brewer Cote offers a more concentrated sealer for **maximum protection**. This commitment to **quality** enables Brewer Cote to last considerably longer than other sealers. Brewer Cote customers seal their pavements less often and **save money**.

Brewer Cote is manufactured using a colloidal mill process which delivers unsurpassed product consistency and **superior wear resistance**. Brewer Cote also meets or exceeds all Federal Specifications for composition and performance.

## MAKE A SMART, SUSTAINABLE CHOICE

# sustain

Coal tar is a by-product of the steel manufacturing process. Unlike asphalt based pavement sealers, coal tar is not derived from, nor does it contain petroleum and so does not directly contribute to the depletion of our oil reserves.

By using coal tar as an effective means to protect and extend the life of your asphalt pavement, Brewer Cote reduces the need for costly repairs and limits the need for recycling or landfill disposal of deteriorated asphalt pavement.

Over 90% less energy is consumed in the manufacture and installation of Brewer Cote compared to a 1 1/2 inch asphalt overlay for the same area.



## YOUR ASPHALT PAVEMENT... CONSTANTLY UNDER ATTACK

UNPROTECTED ASPHALT  
PAVEMENTS ARE DAMAGED AND  
ULTIMATELY DESTROYED BY A  
CONTINUOUS ASSAULT FROM THE  
EFFECTS OF WATER PENETRATION,  
FREEZE-THAW CYCLES, ULTRAVIOLET  
RADIATION, DEICING SALTS AND  
GASOLINE OR OIL LEAKS. PAVEMENT  
SEALER PROVIDES A PROTECTIVE  
BARRIER AGAINST THESE  
DESTRUCTIVE ELEMENTS.  
THIS IS WHY IT IS CRITICAL TO  
PRESERVE YOUR INVESTMENT  
BY REGULARLY SEALCOATING  
YOUR ASPHALT PAVEMENT.



Choose Brewer Cote...and choose the best  
value in sealcoating.

# Brewer Cote®

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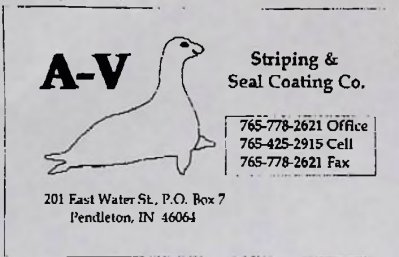
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# Brewer Co

THE BEST VALUE IN SEALCC



# A - V Estimate

Date: 6/17/2014  
 Estimate #: 14122

Name / Address

Elwood Public Library  
 1600 Main Street  
 Elwood, IN 46036  
 765-552-5001, fax 552-0955  
 Attn: Sheri Wallace ext. 11

Project: Summitville Library, 14  
 Terms: Net 30  
 Job Info: crack/seal/stripe

Item	Description	Qty	Rate	Total
Please Note	This is for the Ralph E. Hazelbaker Library, located at 1013 West Church Street, PO Box 486, Summitville, In 46070. Phone 765-536-2335, fax 765-536-9050. This work would probably be scheduled for a Sunday.		0.00	0.00
Crackfilling	Cleaning and filling all cracks over 1/4" wide with hot-pour crumb rubber, flexible sealant.	1	175.00	175.00
Seal Coating	Cleaning lot with power blowers or brooms, prime oil spots if needed, applying two coats sprayed or 1 coat brushed of high-quality Brewer Cote, a professional grade coal tar emulsion sealer with 2 lbs of silica sand added per gallon sealer, for durability. FYI 2 coats sprayed requires more sealer than 1 coat brushed-but less labor...if you have a preference please let us know. We usually brush all areas next to curbs/buildings, and spray larger areas.	4160 <del>5900</del>	0.10	416.00 <del>590.00</del>
Striping	Striping Lot, minimum job price, includes about 9 white stalls, 1 blue handicapped stall, 1 blue hashed arca, and 1 yellow hashed area.	1	225.00	225.00

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 201 E. WATER ST. PENDLETON, IN 46064  
 RESIDENTIAL • COMMERCIAL • MUNICIPAL

- Striping
- Asphalt Sealing
- Patching
- Hot Crack Filling
- Paving
- Now Selling Bulk Sealer & Supplies

Steve Wills  
 Free Estimates  
 Office: 765-778-2621  
 Fax: 765-778-2621  
 Cell: 765-425-2915  
 Email: avstriping@gmail.com

Thank you for the opportunity to bid on this work. We look forward to working with you soon.

**Total**

ED  
 816.  
~~890.00~~



# A - V Estimate

Date: 6/17/2014  
Estimate #: 14123

Name / Address

Elwood Public Library  
1600 Main Street  
Elwood, IN 46036  
765-552-5001, fax 552-0955  
Attn: Sheri Wallace ext. 11

Project: Frankton Community Library, 14  
Terms: Net 30  
Job Info: crack/seal/stripe

Item	Description	Qty	Rate	Total
Please Note	This is for the Frankton Community Library, located downtown, at 102 South Church Street, PO Box 277, Frankton, IN 46044. Phone 765-754-7116, fax 765-754-3312. This work would probably be scheduled for a Sunday.		0.00	0.00
Crackfilling	We didn't really see big cracks, but did notice large alligator (lots of little cracks close together like an alligator's back) area...we plan to use a bucket of Sealer mixed with sand and an additive...to help fill these up, just prior to our sealing the lot.	0	0.00	0.00
Seal Coating	Cleaning lot with power blowers or brooms, prime oil spots if needed, applying two coats sprayed or 1 coat brushed of high-quality Brewer Cote, a professional grade coal tar emulsion sealer with 2 lbs of silica sand added per gallon sealer, for durability. FYI 2 coats sprayed requires more sealer than 1 coat brushed-but less labor...if you have a preference please let us know. We usually brush all areas next to curbs/buildings, and spray larger areas.	6.900	0.10	690.00
Striping	Striping Lot, minimum job price, includes about 14 white stalls, 1 blue handicapped symbol, and 1 blue hashed area.	1	295.00	295.00

Thank you for the opportunity to bid on this work. We look forward to working with you soon.

**Total** \$985.00



# A - V Estimate

Date: 6/17/2014  
Estimate #: 14121

Name / Address

Elwood Public Library  
1600 Main Street  
Elwood, IN 46036  
765-552-5001, fax 552-0955  
Attn: Sheri Wallace ext. 11

Project: Seal 14  
Terms: Net 30  
Job Info: crack/seal/stripe

Item	Description	Qty	Rate	Total
Please Note	This is for the Elwood Public Library, located at above address...just east of SR 13 on SR 28. Work would probably be scheduled for a Sunday.		0.00	0.00
Crackfilling	Cleaning and filling all cracks over 1/4" wide with hot-pour crumb rubber, flexible sealant.	1.100	0.45	495.00
Seal Coating	Cleaning lot with power blowers or brooms, prime oil spots if needed, applying two coats sprayed or 1 coat brushed of high-quality Brewer Cote, a professional grade coal tar emulsion sealer with 2 lbs of silica sand added per gallon sealer, for durability. FYI 2 coats sprayed requires more sealer than 1 coat brushed-but less labor...if you have a preference please let us know. We usually brush all areas next to curbs/buildings, and spray larger areas.	19.400	0.095	1,843.00
Striping	Striping Lot, minimum job price, includes about 40 white stalls, 2 blue handicapped symbols, and 1 blue hashed area.	1	350.00	350.00

Thank you for the opportunity to bid on this work. We look forward to working with you soon.

**Total** \$2,688.00



**E&B PAVING, Inc**

World-Class Solutions at a Local Level™

**PROPOSAL**

<b>PROPOSAL SUBMITTED TO</b> Sheri Wallace		<b>DATE</b> July 14, 2014		
<b>STREET/MAILING ADDRESS</b> 1600 Main Street		<b>JOB NAME</b> N. Madison Co. Libraries		
<b>CITY, STATE, ZIP</b> Elwood, IN 46036		<b>PROJECT LOCATION</b> Elwood, Summitville & Frankton		
<b>CONTACT</b> Sheri Wallace	<b>PHONE</b> 765-552-5001	<b>E-MAIL</b> swallace@elwood.lib.in.us		
<b>ARCHITECT / ENGINEER</b>	<b>SHEET #'S</b>	<b>PRINT DATE</b>	<b>REV DATE</b>	<b>ADDENDUM</b>

**Clarifications and Exceptions:**

- 1 All materials and workmanship will comply with the 2012 INDOT Specifications, Section 402.
- 2 The above work is based upon being completed on weekdays and during the normal **2014** paving season.
- 3 Indiana State Sales Taxes are **not** included in the above prices.
- 4 Field engineering, testing, bonds or permits are **not** included unless otherwise noted.
- 5 **No** temporary stone work included.
- 6 Prime, Herbicide, & Parking Bumpers **not** included.
- 7 E & B Paving requires sufficient available work areas before mobilization. One (1) mobilization included.
- 8 Prices quoted are subject to existing drainage conditions.
- 9 A signed Proposal or Contract is necessary before E & B Paving can begin work.
- 10 This quote may be withdrawn by E & B Paving if not accepted within 30 days.

E & B Paving would like to submit the following scope of work and pricing information for your project:  
(please note the clarifications and exceptions on the last page)

**Bid Item 1: Crack Repair & Seal Coat - Elwood Public Library**

1. Clean and seal cracks that are sealable with a hot rubberized sealant (estimated 1,100 LF).  
(Crack repair is limited to individual structural cracks. Crack clustered areas, "Alligatored", will only have the perimeter and adequate random cracks sealed in an attempt to contain the deterioration.)
2. Clean and prepare area for seal coat work.
3. Furnish and apply seal coat material to area (estimated 19,400 SF), 2 coats by spray or 1 coat by hand to area.
4. Re-stripe all parking lot markings per original layouts.

**\$2,876.00 per LUMP SUM**

**Bid Item 2: Crack Repair & Seal Coat - Frankton Community Library**

1. Crack sealant not required. Sand will be installed in clustered (alligatored) areas only, prior to applying seal coat material.
2. Clean and prepare area for seal coat work.
3. Furnish and apply seal coat material to area (estimated 6,900 SF), 2 coats by spray or 1 coat by hand to area.
4. Re-stripe all parking lot markings per original layouts.

**\$1,054.00 per LUMP SUM**

**Bid Item 3: Crack Repair & Seal Coat - Elwood Public Library**

1. Clean and seal all cracks that are sealable with a hot rubberized sealant.
2. Clean and prepare area for seal coat work.
3. Furnish and apply seal coat material to area (estimated 4,160 SF), 2 coats by spray or 1 coat by hand to area.
4. Re-stripe all parking lot markings per original layouts.

**\$873.00 per LUMP SUM**

**Total Bid Price (Bid Items #1-3) = \$4,803.00 per LUMP SUM**

Due to the recent volatility in the oil market, it is necessary to attach an Escalator / De-Escalator clause to our proposal.

Any increase/decrease in our cost for material (liquid asphalt), after 15 days from the date of our proposal, shall be determined monthly, and shall be verified by the proper documents to the responsible owner, which shall include proof of the price to E & B Paving from our source of supply for this material (liquid asphalt). This clause pertains only to liquid asphalt, all other materials and supplies are not affected, unless our proposal is not accepted within the specified fifteen (15) day period, as stated in our proposal.

A 1-1/2% monthly finance charge may be applied to all past due accounts. This computes to an annual rate of 18%. If any amount due for services or materials provided by E & B Paving, Inc. is not fully paid within 30 days from the date such services or materials were provided, it is agreed and understood that all costs, including but not limited to attorney fees, incurred by E & B Paving, Inc. related to the collection of such amounts will be recoverable by E & B Paving, Inc.

Thank you for the opportunity to submit price quotation(s) for your project. Please contact our office if you have any questions or if we can be of any further assistance.

Submitted By:

Brian Morgan  
Sales / Project Manager  
E & B Paving, Inc. - Anderson, IN  
Cellular: 765.425.5060

Accepted By:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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PHONE: 765.643.5358 • FAX: 765.643.0699  
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RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL

Whereas, the North Madison County Public Library must pay it's bills on time and the North Madison County Public Library board requests that all bills be paid by their due date, the North Madison County Public Library board approves the following types of distributions be made before the monthly regular scheduled library board meeting as allowed by Indiana Code 36-12-3-16.

- (1) Dues, subscriptions, and publications.
- (2) License or permit fees.
- (3) Insurance premiums.
- (4) Utility payments or connection charges.
- (5) Maintenance and service agreements.
- (6) Legal retainer fees.
- (7) Conference fees.
- (8) Expenses related to the educational or professional development of an individual employed by the library board, including:
  - (A) in service training;
  - (B) attending seminars or other special courses of instruction.
- (9) Leases or rental agreements.
- (10) Bond or coupon payments.
- (11) Payroll costs.
- (12) State, federal, or county taxes.
- (13) Expenses that must be paid because of emergency circumstances.
- (14) Credit card expenses.
- (15) Other expenses described in another library board resolution.

The North Madison County Public Library board requests that each payment of expenses, lawfully incurred for library purposes must be supported by a fully itemized invoice or other documentation. The library director must certify to the library board before payment that each claim for payment is true and correct. This certification must be on a form prescribed by the state board of accounts. The library board shall review and allow the claim at the library board's first regular or special meeting following the payment of a claim under this section.

Adopted this 14<sup>th</sup> day of July 2014.

NAY

AYE

*Mike Robutson*  
*Leslie Bittenhouse*  
*Beverly J. Austin*  
*Daniel G. Eddleman*

ATTEST:  
*Betty L. Dalzell*  
 Betty L. Dalzell, Secretary

Jamie Scott, Director

RESOLUTION TO ESTABLISH THE EVERGREEN INDIANA FUND

WHEREAS, the North Madison County Public Library (hereafter "Library") is a member of Evergreen Indiana and as such, the Library will need to collect and disburse certain funds that are not revenue for the Library; and

WHEREAS, the Library needs to establish a pass-through fund entitled the Evergreen Indiana Fund to which such funds can be deposited and from which such funds can be disbursed; and

WHEREAS, this fund will include fines and fees accepted by the Library on behalf of other Evergreen Indiana libraries to which the fines and fees are owed; and

WHEREAS, at predetermined intervals, the Library will send the money from this fund to the Indiana State Library so that the Indiana State Library can reimburse the appropriate Evergreen Indiana libraries the money owed from the collected fines and fees.

NOW THEREFORE BE IT RESOLVED, that the Evergreen Indiana Fund is hereby established for the above stated purpose.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library at a meeting held on the 14th day of July, 2014

at which meeting a quorum was present.

NAY

AYE

_____	<i>Mike Robutson</i>
_____	<i>Leslie Bittenhouse</i>
_____	<i>Beverly J. Austin</i>
_____	<i>Daniel G. Eddleman</i>
_____	_____
_____	_____
_____	_____

ATTEST: *Betty L. Dalzell* Board Secretary

**RESOLUTION AUTHORIZING EVERGREEN INDIANA LIBRARIES (Including the Indiana State Library) TO ACCEPT PAYMENTS FOR FEES & FINES ON BEHALF OF THE**

North Madison County Public LIBRARY  
(Library Name)

WHEREAS, I.C. 36-12-3-18 provides that a library board may authorize others to collect, on the library's behalf, money or property owed to the library; and

WHEREAS, providing a mechanism by which library patrons may pay for Library fines or fees at various Evergreen Indiana public libraries, or the Indiana State Library, is consistent with the Library's efforts to meet the needs of the public; and

WHEREAS, the Indiana State Library offers a service to Evergreen Indiana libraries that provides for the collection and redistribution of fines and fees.

NOW THEREFORE BE IT RESOLVED, that, pursuant to the provisions of I.C. 36-12-3-18, any Evergreen Indiana public library, and the Indiana State Library, is authorized to collect payments including, but not limited to, credit card payments owed to the Library; and

BE IT FURTHER RESOLVED, that all payments collected by Evergreen Indiana libraries on behalf of the Library will be submitted to the Indiana State Library and that the Indiana State Library will distribute to the Library on a quarterly basis, via electronic funds transfer, all payments collected on behalf of and owed to the Library; and

BE IT FURTHER RESOLVED, that the Library acknowledges that Evergreen Indiana libraries, including the Indiana State Library, are not debt collectors and will not be contacting patrons or making proactive collection efforts on behalf of the Library.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library  
at a meeting held on the 14th day of July, 2014,  
at which meeting a quorum was present.

NAY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>AYES</sup>  
Michael Roberts  
Leslie P. Bottenhouse  
Beverly J. Clushin  
Devin D. Caddeman  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST: Brittany J. Deibel Board Secretary



## Evergreen Indiana Payment Program

This document will explain the cash and check payment program for Evergreen Indiana.

The goal of the Evergreen Indiana Payment Program is to allow all Evergreen Indiana libraries to accept patron fines and fees for each other. Patrons may incur fines and fees from any library in the consortium from which they borrow materials (overdue, lost, damaged, miscellaneous fines and fees). For that reason, the ISL staff has worked with the State Board of Accounts to identify bookkeeping practices which will allow all member libraries to accept fines and fees on behalf of one another.

The first requirement for this program is that all member libraries pass the board resolutions listed below in order to join the consortium (See resolution templates on the following pages):

1. Resolution Authorizing Evergreen Indiana libraries (Including the Indiana State Library) to Accept Payments on Behalf of [Name of your Library] Public Library.
2. Resolution to Establish an Evergreen Indiana Fund.

Further description of the Evergreen Indiana Fund: The Evergreen Indiana Fund is an Agency or Pass Through Fund which is used to account for assets held by a government agency in a purely custodial capacity. Money collected on behalf of other libraries will be receipted to the Evergreen Indiana Fund as recommended by the State Board of Accounts. The Evergreen Indiana fund is used to accept money on behalf of another Evergreen Library. The Operating Fund consists of appropriated money, where the source of the fund is tax payer money for the operation of the library. Evergreen money is solely earmarked for another Evergreen library and should never be receipted and debited from the Operating Fund.

Further discussion and training on the payment program will take place in the Evergreen Indiana Advanced Circulation training.

### Bookkeeping instructions

1. Library accepts payments from all patrons in the form of cash or check at the circulation desk.
2. During bookkeeping, library staff should go to the following URL to get reports on what payments have been taken in on behalf of other libraries. XXXX is your library system abbreviation in the following URL: <https://evergreen.lib.in.us/recon/XXXX/index.html>
3. Download all reports available for the day you are reconciling. If there is no report for a specific payment or transaction type, that means there were no transactions with those specific qualifications:
  - a. Staff must download these reports and save them on regular basis as they function like the overdue notices and will be deleted at the end of thirty days.
4. Based on the results of the reports found at the URL above, the library records funds taken in on behalf of other libraries to the Evergreen Indiana Fund and then deposits in the library's bank account.
5. At the end of a predetermined amount of time (ideally quarterly throughout the year but monthly for the purposes of this pilot), Indiana State Library runs reports to show the total amount each library has taken in for others and the total amount each library is owed including cash and check.
6. Indiana State Library sends each library an invoice for the total amount they took in for the other libraries.
7. Each library will draft warrants for checks and receive board approval of warrants for the checks.
8. Each library will write a check to the Indiana State Library for the total amount of the invoice and then debit the ledger.
9. Indiana State Library will write each library a check for the total amount they are owed.
10. Library deposits check in their Fines and Fees Account in Operating Fund.

# EVERGREEN INDIANA CIRCULATION MATRIX

Circ Modifier	Check out Limits (Other than 100)	Default (normal) Duration	Renewal Count	Option 1 (short)	Option 2 (long)	Holdable? Y/N	Transitable outside owning library system? Y/N
art	6	3 months	1	3 months	3 months	Y	N
audiobook (includes playaway)		21 days	1	7 days	14 days	Y	Y
bestseller		7 days	0	14 days	21 days	Y	N
bestseller no hold		7 days	0	14 days	21 days	N	N
book		21 days	2	21 days	21 days	Y	Y
book new		14 days	1	7 days	21 days	Y	N
cd-music		14 days	1	7 days	21 days	Y	N
dvd new	10	7 days	0	3 days	14 days	Y	N
dvd new r-rated	10	7 days	0	3 days	14 days	Y	N
dvd	10	7 days	1	14 days	21 days	Y	N
dvd r-rated	10	7 days	1	14 days	21 days	Y	N
equipment		7 days	1	1 day	3 days	Y	N
e-resource		28 days	1	14 days	21 days	N/A	N/A
government document		28 days	1	14 days	21 days	Y	Y
ILL	N/A	N/A	0	N/A	N/A	N/A	N/A
kit		21 days	1	7 days	14 days	Y	N
media (filmstrip, film, record, tapes, LPs, slides, microfilm, etc.)		21 days	1	7 days	14 days	Y	N
music (sheet)		21 days	1	7 days	14 days	Y	Y
realia (toys, puppets, models, cake pans, etc.)		21 days	1	7 days	14 days	Y	N
reference	N/A	0	0	0	0	N	N
serial (formerly magazine, newspaper, newsletter, periodical)		7 days	1	14 days	21 days	Y	Y
software		7 days	1	14 days	21 days	Y	N
software gaming	1	7 days	1	14 days	21 days	Y	N
software gaming new	1	7 days	0	3 days	14 days	Y	N
special collection		7 days	1	3 days	14 days	Y	N
talking book		30 days	1	30 days	30 days	Y	Y
video new	10	7 days	0	3 days	14 days	Y	N
video new r-rated	10	7 days	1	3 days	14 days	Y	N
video	10	7 days	1	14 days	21 days	Y	N
video r-rated	10	7 days	1	14 days	21 days	Y	N

*Last updated by the Evergreen Indiana Executive Committee: 2/11/2014*

**Financial Report**  
**North Madison County Public Library System**  
 Report Dates = 6/1/2014 to 6/30/2014

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
100 Operating Fund	\$538,182.94	\$90,389.37	\$500,339.04	\$420,015.72	\$535,063.86	\$572,907.76
<b>Subtotal</b>	<b>\$538,182.94</b>	<b>\$90,389.37</b>	<b>\$500,339.04</b>	<b>\$420,015.72</b>	<b>\$535,063.86</b>	<b>\$572,907.76</b>
<b>1. Operating Fund</b>						
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
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>2. Main</b>						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
107 PLAC	\$0.00	\$0.00	\$150.00	\$0.00	\$250.00	\$100.00
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	\$50,221.12	\$0.00	\$1,647.93	\$0.00	\$0.00	\$48,573.19
118 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
120 Gift	\$39,148.37	\$321.22	\$2,015.80	\$1,746.07	\$3,346.07	\$40,478.64
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	\$10,431.00	\$1,481.48	\$8,888.88	\$0.00	\$0.00	\$1,542.12
130 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$155,485.06</b>	<b>\$1,802.70</b>	<b>\$12,702.61</b>	<b>\$1,746.07</b>	<b>\$3,596.07</b>	<b>\$146,378.52</b>
<b>4. Withholding</b>						
201 Federal Taxes Withheld	\$0.00	\$7,815.49	\$30,078.52	\$7,815.49	\$30,078.52	\$0.00
202 FICA	\$0.00	\$3,444.29	\$17,151.37	\$3,444.27	\$17,151.35	(\$0.02)
203 State Tax Withheld	\$0.00	\$1,907.00	\$9,613.27	\$1,907.00	\$9,613.27	\$0.00
204 County Taxes Withheld	\$0.00	\$927.34	\$4,667.43	\$927.34	\$4,667.43	\$0.00
205 PERF	\$0.00	\$1,283.31	\$5,858.08	\$1,283.31	\$5,858.08	\$0.00
206 Credit Union	\$0.00	\$2,392.53	\$11,669.78	\$2,392.53	\$11,669.78	\$0.00
207 Annuity	\$0.00	\$190.00	\$1,235.00	\$190.00	\$1,235.00	\$0.00
208 Insurance	\$0.00	\$470.58	\$4,575.40	\$470.58	\$4,575.40	\$0.00
209 Medicare	\$0.00	\$805.55	\$4,011.47	\$805.55	\$4,011.47	\$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	\$485.88	\$3,158.22	\$485.88	\$3,158.22	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$19,721.97</b>	<b>\$92,018.54</b>	<b>\$19,721.95</b>	<b>\$92,018.52</b>	<b>(\$0.02)</b>
<b>Grand Total</b>	<b>\$693,668.00</b>	<b>\$111,914.04</b>	<b>\$605,060.19</b>	<b>\$441,483.74</b>	<b>\$630,678.45</b>	<b>\$719,286.26</b>

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

**Bank Balances**  
**North Madison County Public Library System**  
 Report as of: 6/30/2014

Bank	Balance
1 Star Financial Bank	\$462,988.02
2 Star Financial Bank (2)	\$62,302.04
3 Community Bank/Summitville	\$0.00
4 First Farmers Bank & Trust	\$39,500.11
5 PNC Bank	\$154,231.09
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
<b>Total all banks =</b>	<b>\$719,286.26</b>

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

# Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 6/1/2014 To 6/30/2014

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	\$55,600.00	\$0.00	\$55,600.00	\$4,127.90	\$26,831.35	\$28,768.65	48.3
1.12 Salary of Assistants	\$587,700.00	\$0.00	\$587,700.00	\$49,314.04	\$237,797.56	\$349,902.44	40.5
1.13 Wages of Janitor	\$30,600.00	\$0.00	\$30,600.00	\$2,314.58	\$13,330.27	\$17,269.73	43.6
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$1,342.67	\$3,472.29	\$2,527.71	57.9
1.16 Empl.Share FICA&Medicare	\$51,000.00	\$0.00	\$51,000.00	\$4,249.83	\$21,163.02	\$29,838.98	41.5
1.18 Emp Cont PERF	\$46,000.00	\$0.00	\$46,000.00	\$4,790.89	\$21,869.38	\$24,130.62	47.5
1.19 Emp Cont Group Ins	\$100,000.00	\$0.00	\$100,000.00	\$4,672.00	\$42,184.68	\$57,815.32	42.2
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.0
<b>Subtotal</b>	<b>\$877,200.00</b>		<b>\$877,200.00</b>	<b>\$70,811.91</b>	<b>\$366,648.55</b>	<b>\$510,551.45</b>	<b>41.8</b>
<i>2. Supplies</i>							
2.1 Office Supplies	\$15,000.00	\$0.00	\$15,000.00	\$621.03	\$3,478.09	\$11,521.91	23.2
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$741.75	\$4,971.33	\$4,528.67	52.3
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$236.24	\$2,144.34	\$1,855.66	53.6
2.23 Fuel, Oil and Lubricants	\$150.00	\$0.00	\$150.00	\$0.00	\$42.79	\$107.21	28.5
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
2.25 Paint and painting supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.0
2.31 Book Processing	\$9,500.00	\$0.00	\$9,500.00	\$169.74	\$1,839.71	\$7,660.29	19.4
2.32 Automation	\$19,400.00	\$0.00	\$19,400.00	\$5,853.50	\$8,067.50	\$11,332.50	41.6

<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>
<b>Subtotal</b>	\$59,800.00		\$59,800.00	\$7,622.26	\$20,543.76	\$39,256.24	34.4
<b>2. Supplies</b>							
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$144.34	\$855.66	14.4
<b>Subtotal</b>	\$1,000.00		\$1,000.00	\$0.00	\$144.34	\$855.66	14.4
<b>3. Other Services and Charges</b>							
3.1 Professional Services	\$55,000.00	\$0.00	\$55,000.00	\$1,015.88	\$16,645.38	\$38,354.62	30.3
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.0
3.12 Legal Services	\$2,500.00	\$132.00	\$2,632.00	\$380.00	\$2,202.00	\$430.00	83.7
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0
3.145 Databases	\$6,650.00	\$0.00	\$6,650.00	\$0.00	\$2,522.75	\$4,127.25	37.9
3.146 Ebook Services	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$3,000.00	\$3,000.00	50.0
3.21 Telephone & Telegraph	\$38,200.00	\$0.00	\$38,200.00	\$316.75	\$1,671.94	\$36,528.06	4.4
3.22 Postage & UPS	\$3,800.00	\$0.00	\$3,800.00	\$98.00	\$756.71	\$3,043.29	19.9
3.23 Traveling Expense	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$139.60	\$2,860.40	4.7
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.0
3.26 Elwood Children's Programing	\$5,000.00	\$0.00	\$5,000.00	\$250.00	\$1,765.46	\$3,234.54	35.3
3.27 Elwood Adult Programing	\$2,900.00	\$0.00	\$2,900.00	\$123.07	\$820.52	\$2,079.48	28.3
3.28 Frankton Programing	\$4,000.00	\$0.00	\$4,000.00	\$482.00	\$1,422.99	\$2,577.01	35.6
3.29 Summitville Programing	\$2,900.00	\$0.00	\$2,900.00	\$268.76	\$823.70	\$2,076.30	28.4
3.3 Title Source	\$3,100.00	\$0.00	\$3,100.00	\$295.00	\$295.00	\$2,805.00	9.5
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$320.74	\$879.26	26.7
3.4 Insurance	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$3,788.00	\$14,212.00	21.0
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$100.00	\$100.00	\$300.00	25.0
3.51 Gas	\$20,000.00	\$0.00	\$20,000.00	\$225.21	\$6,610.65	\$13,389.35	33.1
3.52 Electricity	\$35,000.00	\$0.00	\$35,000.00	\$2,733.54	\$15,228.14	\$19,771.86	43.5
3.53 Water	\$6,000.00	\$0.00	\$6,000.00	\$434.69	\$2,423.68	\$3,576.32	40.4

<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>
3.54 Waste Disposal Services	\$3,000.00	\$0.00	\$3,000.00	\$37.58	\$336.85	\$2,663.15	11.2
3.61 Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$232.35	\$1,767.65	11.6
3.62 Equipment/Maint.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.0
3.72 Equipment/Rental	\$7,000.00	\$0.00	\$7,000.00	\$149.00	\$1,176.00	\$5,824.00	16.8
3.8 Dues	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$172.60	\$2,527.40	6.4
3.81 Taxes	\$500.00	\$0.00	\$500.00	\$207.20	\$347.20	\$152.80	69.4
3.82 Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
3.9 Transfer to LIRF	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.0
<b>Subtotal</b>	<b>\$245,450.00</b>	<b>\$132.00</b>	<b>\$245,582.00</b>	<b>\$7,116.68</b>	<b>\$62,802.26</b>	<b>\$182,779.74</b>	<b>25.6</b>

*4. Capitol Outlays*

4.1 Land Buildings Improvements	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
4.2 Furniture & Equipment	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$663.91	\$11,336.09	5.5
4.21 Technology Equipment	\$22,000.00	\$0.00	\$22,000.00	\$25.02	\$2,989.18	\$19,010.82	13.6
4.31 Elwood Adult	\$33,500.00	\$0.00	\$33,500.00	\$748.57	\$9,306.90	\$24,193.10	27.8
4.32 Elwood Childrens	\$14,000.00	\$0.00	\$14,000.00	\$372.31	\$3,969.60	\$10,030.40	28.4
4.33 Elwood YA	\$6,200.00	\$0.00	\$6,200.00	\$174.75	\$1,581.84	\$4,618.16	25.5
4.34 Frankton	\$19,500.00	\$0.00	\$19,500.00	\$247.30	\$4,549.29	\$14,950.71	23.3
4.35 Summitville	\$16,500.00	\$0.00	\$16,500.00	\$386.01	\$5,389.21	\$11,110.79	32.7
4.4 Elwood Period. & News.	\$9,500.00	\$0.00	\$9,500.00	\$0.00	\$407.92	\$9,092.08	4.3
4.41 Frankton Per. & Newsp.	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$263.88	\$2,536.12	9.4
4.42 Summitville Period. & Newsp.	\$1,700.00	\$0.00	\$1,700.00	\$472.59	\$472.59	\$1,227.41	27.8
4.51 Elwood AV	\$35,000.00	\$0.00	\$35,000.00	\$1,110.63	\$9,959.73	\$25,040.27	28.5
4.52 Frankton AV	\$18,800.00	\$0.00	\$18,800.00	\$360.76	\$6,151.55	\$12,648.45	32.7
4.53 Summitville AV	\$14,400.00	\$0.00	\$14,400.00	\$337.84	\$3,238.80	\$11,161.20	22.5
4.54 Techology Software	\$8,000.00	\$0.00	\$8,000.00	\$596.75	\$1,215.75	\$6,784.25	15.2
4.7 Additional Appropriation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0



<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<b>Subtotal</b>	\$214,400.00		\$214,400.00	\$4,832.53	\$50,160.15	\$164,239.85	23.4
<b>Grand Total</b>	\$1,397,850.00	\$132.00	\$1,397,982.00	\$90,383.38	\$500,299.06	\$897,682.94	35.8

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

**Receipt Listing**  
**North Madison County Public Library System**  
 Report Date: From 6/1/2014 To 6/30/2014

Receipt #	Date	Name	Explanation	Bank	Total
246	6/4/2014	PAYROLL		1	\$13,645.25
247	6/3/2014	FIRST FARMERS BANK & T	MAY INTEREST	4	\$4.07
248	6/4/2014	Star Financial Bank (2)	May Interest	2	\$1.85
249	6/5/2014	Star Financial Bank	May Interest	1	\$1.41
250	6/6/2014	PNC Bank	May Interest	5	\$24.08
251	6/2/2014	Jill Murray	FINES & FEES - RECEIPT #10339	1	\$91.75
252	6/2/2014	Dennis Johnson	FINES & FEES - RECEIPT #10340	1	\$29.20
253	6/3/2014	Dennis Johnson	FINES & FEES - RECEIPT #10341	1	\$73.00
254	6/2/2014	Debbie Fox	FINES & FEES - RECEIPT #10344	1	\$87.50
255	6/4/2014	Dennis Johnson	FINES & FEES - RECEIPT #10345	1	\$92.55
256	6/4/2014	Barbara McAdams	FINES & FEES - RECEIPT #10346	1	\$63.15
257	6/4/2014	Rydman & Fox, Inc.	Donation-Frankton Youth Services-Summer Reading Program-Receipt #10347	1	\$150.00
258	6/5/2014	Debbie Fox	FINES & FEES - RECEIPT #10348	1	\$90.79
259	6/6/2014	Debbie Fox	FINES & FEES - RECEIPT #10349	1	\$46.55
260	6/6/2014	Elwood Community Middle Sc	Donation-Youth Services Elwood-Summer Reading Program-Receipt #10350	1	\$200.00
261	6/6/2014	James Cole	Donation-Youth Services Elwood-Summer Reading Program-Receipt # 10351	1	\$100.00
262	6/6/2014	Quincy Angel Fund	Donation-Youth Services Elwood-Summer Reading Program-Receipt #10352	1	\$25.00
263	6/6/2014	Kappa, Kappa, Kappa, Inc. La	Donations-Youth Services Elwood-Summer Reading Program-Receipt #10353	1	\$30.00
264	6/9/2014	Jill Murray	FINES & FEES - RECEIPT #10354	1	\$99.15
265	6/9/2014	Dennis Johnson	FINES & FEES - RECEIPT #10355	1	\$49.89
266	6/9/2014	Bethane Toney	FINES & FEES - RECEIPT #10356	1	\$80.82
267	6/9/2014	Trisha Shuler	FINES & FEES - RECEIPT #10357	1	\$68.50
268	6/10/2014	Dennis Johnson	FINES & FEES - RECEIPT #10358	1	\$116.38
269	6/11/2014	Dennis Johnson	FINES & FEES - RECEIPT #10359	1	\$90.80
270	6/11/2014	Barbara McAdams	FINES & FEES - RECEIPT #10360	1	\$98.20
271	6/11/2014	Bouslog Living Trust	Donation-Frankton Youth Services- Receipt #10361	1	\$50.00
272	6/11/2014	Frankton Lions Club, Inc.	Donation-Frankton-Programming-Receipt # 10362	1	\$100.00
273	6/11/2014	Frankton Square & Compass	Donations-Frankton-Programming-Receipt #10363	1	\$100.00
274	6/12/2014	Dennis Johnson	FINES & FEES - RECEIPT #10364	1	\$83.04
275	6/13/2014	Dennis Johnson	FINES & FEES - RECEIPT #10365	1	\$34.40

Receipt #	Date	Name	Explanation	Bank	Total
276	6/18/2014	PAYROLL		1	\$6,076.70
277	6/13/2014	Trisha Shuler	FINES & FEES - RECEIPT #10366	1	\$28.10
278	6/16/2014	Jill Murray	FINES & FEES - RECEIPT #10367	1	\$50.80
279	6/16/2014	Debbie Fox	FINES & FEES - RECEIPT #10368	1	\$65.55
280	6/16/2014	Dennis Johnson	FINES & FEES - RECEIPT #10369	1	\$22.50
281	6/17/2014	Dennis Johnson	FINES & FEES - RECEIPT #10370	1	\$102.85
282	6/18/2014	Dennis Johnson	FINES & FEES - RECEIPT #10371	1	\$68.55
283	6/18/2014	Joyce Kennedy	Donation - Frankton Programs-Receipt #10372	1	\$25.00
284	6/26/2014	Barbara McAdams	FINES & FEES - RECEIPT #10373	1	\$74.60
285	6/19/2014	Dennis Johnson	FINES & FEES - RECEIPT #10374	1	\$46.95
286	6/20/2014	Dennis Johnson	FINES & FEES - RECEIPT #10375	1	\$50.95
287	6/20/2014	Trisha Shuler	FINES & FEES - RECEIPT #10376	1	\$24.10
288	6/23/2014	Debbie Fox	FINES & FEES - RECEIPT #10377	1	\$38.55
289	6/23/2014	Jill Murray	FINES & FEES - RECEIPT #10378	1	\$106.98
290	6/23/2014	Dennis Johnson	FINES & FEES - RECEIPT #10379	1	\$38.11
291	6/26/2014	Sigma Phi Gamma Internation	Donation Frankton Book Club - RECEIPT #10380	1	\$50.00
292	6/24/2014	Barbara McAdams	FINES & FEES - RECEIPT #10381	1	\$95.74
293	6/24/2014	Dennis Johnson	FINES & FEES - RECEIPT #10382	1	\$155.38
294	6/25/2014	Dennis Johnson	FINES & FEES - RECEIPT #10383	1	\$61.10
295	6/26/2014	Dennis Johnson	FINES & FEES - RECEIPT #10384	1	\$65.65
296	6/4/2014	Treasurer of Madison County	June COIT	1	\$19,314.80
297	6/11/2014	Treasurer of Madison County	FIT - Receipt #10386	1	\$1,965.42
298	6/16/2014	Treasurer of Madison County	June Property Tax & Excise Tax-Less Auditor FeesReceipt #10387	1	\$396,037.63
300	6/26/2014	NMCPLS Friends of the Librar	DONATION-FRIENDS OF THE LIBRARY-GLASS FESTIVAL-RECEIPT #10389	1	\$916.07
301	6/27/2014	DENNIS JOHNSON	FINES & FEES - RECEIPT #10390	1	\$65.95
302	6/27/2014	TRISHA SHULER	FINES & FEES - RECEIPT #10391	1	\$25.20
303	6/30/2014	JILL MURRAY	FINES & FEES - RECEIPT #10392	1	\$57.43
304	6/30/2014	MOLLY TAYLOR	FINES & FEES - RECEIPT #10393	1	\$51.25
305	6/30/2014	DENNIS JOHNSON	FINES & FEES - RECEIPT #10394	1	\$74.50
<b>Total All Receipts</b>					<b>\$441,483.74</b>

Tuesday, July 08, 2014

Fiscal Officer

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

Voucher List

North Madison County Public Library System

Report Date: From 6/1/2014 To 6/30/2014

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	324	PAYROLL	6/4/2014	PAYROLL	\$35,732.30
0	325	EFTPS	6/4/2014	P/R Ending 5/31/14	\$11,395.82
0	326	PUBLIC EMP. RETIREMENT FU	6/4/2014	P/R Ending 5/31/14	\$4,130.06
0	327	GREAT-WEST RETIREMENT S	6/4/2014	P/R Ending 5/31/14	\$95.00
29004	328	MADISON COUNTY FEDERAL	6/4/2014	P/R Ending 5/31/14	\$1,700.39
29000	329	AT&T LONG DISTANCE	6/4/2014	SERVICE FOR ELWOOD AND SUMMITVILLE	\$70.70
29002	330	CITY OF ELWOOD UTILITIES	6/4/2014	SERVICE FOR ELWOOD	\$340.84
29003	331	ENA SERVICES LLC	6/4/2014	INTERNET ACCESS	\$1,481.48
29001	332	CARDMEMBER SERVICE	6/4/2014	As per attached invoices.	\$45.00
29005	333	TOWN OF FRANKTON	6/4/2014	SERVICE FOR FRANKTON	\$407.45
29006	334	TOWN OF SUMMITVILLE	6/4/2014	SERVICE FOR SUMMITVILLE	\$55.30
29007	335	VECTREN ENERGY DELIVERY	6/4/2014	SERVICE FOR FRANKTON	\$46.20
29008	336	POSTMASTER	6/4/2014	STAMPS FOR FRANKTON & SUMMITVILLE	\$98.00
29009	337	BAKER & TAYLOR	6/4/2014	As per attached invoices.	\$2,213.94
29010	338	BAXTER PEST PROFESSIONA	6/4/2014	Frankton-Summitville Quarterly Pest Control	\$180.00
29011	339	BOSE, MCKINNEY & EVANS LL	6/4/2014	Legal Services	\$380.00
29012	340	BURNETTE - DELLINGER INC.	6/4/2014	Notary Bond	\$100.00
29013	341	CHAPMAN ELECTRIC SUPPLY,	6/4/2014	Ballast for Summitville	\$307.14
29015	342	CINTAS CORPORATION	6/4/2014	As per attached invoices.	\$118.75
29016	343	CR RYAN	6/4/2014	Summer Reading 2014	\$750.00
29017	344	CRAWFORDSVILLE DISTRICT	6/4/2014	Lost ILL	\$10.00
29014	345	CHESTER INFORMATION TEC	6/4/2014	Server software/license	\$551.75
29019	346	DONNA SWEET	6/4/2014	REFUND FOR LOST BOOK	\$5.99
29020	347	FILIP, INC.	6/4/2014	As per attached invoices.	\$77.51
29021	348	FRONTIER	6/4/2014	Frankton telephone	\$246.05
29022	349	GLOBAL GOV'T/ED SOLUTION	6/4/2014	Cable Ties	\$25.02
29023	350	HARPER'S LAWN CARE	6/4/2014	April Lawn Care	\$100.00
29024	351	HERALD BULLETIN, THE	6/4/2014	Summitville Subscription	\$263.88
29042	352	HORTON'S HARDWARE	6/4/2014	As per attached invoices.	\$127.40
29027	353	INDIANAPOLIS NEWSPAPERS	6/4/2014	Summitville Newspaper	\$208.71
29028	354	KMART 9124	6/4/2014	As per attached invoices.	\$222.97
29031	355	LMC SERVICE SOLUTIONS	6/4/2014	Service Agreement-Elwood	\$450.00
29029	356	LIBRARY CORPORATION, THE	6/4/2014	As per attached invoices.	\$5,853.50
29030	357	LIBRARY STORE INC., THE	6/4/2014	Processing supplies	\$169.74
29032	358	MARSH SUPERMARKET	6/4/2014	As per attached invoices.	\$198.45
29033	359	MIDWEST TAPE	6/4/2014	As per attached invoices.	\$1,809.23
29034	360	QUILL CORPORATION	6/4/2014	As per attached invoices.	\$405.34
29035	361	SAFE HIRING SOLUTIONS	6/4/2014	Applicant Profiles	\$57.90
29036	362	SCHOLASTIC BOOK FAIRS - 30	6/6/2014	Summer Reading	\$179.60
29018	363	DIANA L. SHEPARD	6/6/2014		\$127.98
29038	364	TOPS HOME CENTER	6/6/2014	As per attached invoices.	\$223.18
29037	365	THOMAS OFFICE SOLUTIONS	6/6/2014		\$27.69
29041	366	VECTREN ENERGY DELIVERY	6/6/2014	Gas service- Summitville	\$25.78
29039	367	U.S. BANK EQUIPMENT FINAN	6/6/2014	Copier Rental	\$356.20
29025	368	INDIANA MICHIGAN POWER C	6/6/2014	Electricity-Summitville	\$16.89
29026	369	INDIANA-AMERICAN WATER C	6/6/2014	Water-Summitville	\$27.43
29040	370	USI, INC	6/6/2014	Laminating Supplies	\$133.04
29043	371	ELWOOD CHAMBER OF COM	6/6/2014	Booth Rental at Glass Festival	\$85.00
0	372	PAYROLL	6/18/2014	PAYROLL	\$20,024.22

Printed on Wednesday, July 02, 2014

Page 1 of 2

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

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	373	EFTPS	6/18/2014	P/R Ending 6/14/14	\$4,919.34
0	374	INDIANA PUBLIC RETIREMENT	6/18/2014	P/R Ending 6/16/2014	\$1,944.14
0	375	GREAT-WEST RETIREMENT S	6/18/2014	P/R ending 6/14/14	\$95.00
29046	376	MADISON COUNTY FEDERAL	6/18/2014	P/R/ Ending 6/14/14	\$692.14
0	377	AFLAC	6/18/2014	Payroll deductions for June	\$485.88
0	378	INDIANA DEPARTMENT OF RE	6/18/2014	P/R Ending 6/14/14	\$2,834.34
29048	379	UNITED HEALTHCARE	6/18/2014	Employee Health Ins for July	\$5,142.58
29044	380	HENSLEY'S TREE SERVICE	6/18/2014	Clean up brush	\$100.00
29045	381	INDIANA MICHIGAN POWER C	6/18/2014	Electric-Summitville and Elwood	\$2,357.90
29047	382	THOMAS OFFICE SOLUTIONS	6/18/2014	Copy charge Elwood	\$10.00
29050	383	VECTREN ENERGY DELIVERY	6/18/2014	Gas service	\$153.23
29049	384	VAN AUSDALL & FARRAR, INC.	6/18/2014	Ricoh copier count	\$178.00
0	399	INDIANA DEPT OF WORKFOR	6/30/2014	2nd Quarter 2014 Unemployment	\$1,342.67

Total Amount of Claims \$111,914.04

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, July 02, 2014

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 \$111,914.04

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

SIGNATURES OF GOVERNING BOARD

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

Printed on Wednesday, July 02, 2014

Page 2 of 2

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

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	JUNE 2013	JUNE 2014	Amount of Change	% OF Change	YTD 2013	YTD 2014	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	2,860	2,671	-189	-7%	15,981	16,141	160	1%
JUVENILE	1,667	2,115	448	27%	9,125	9,099	-26	0%
Y. A.	355	518	163	46%	2,215	2305	90	4%
PERIOD.	567	430	-137	-24%	2,854	2715	-139	-5%
AUDIO	185	228	43	23%	1,129	1210	81	7%
VIDEO	4989	5,262	273	5%	29,744	29,614	-130	0%
DIGITAL MEDIA	193	225	32	17%	1,216	1,250	34	3%
<b>TOTAL</b>	<b>10,816</b>	<b>11,449</b>	<b>633</b>	<b>6%</b>	<b>62,264</b>	<b>62,334</b>	<b>70</b>	<b>0%</b>
<b>FRANKTON</b>								
ADULT	892	828	-64	-7%	5,415	5,013	-402	-7%
JUVENILE	919	884	-35	-4%	4,455	3,714	-741	-17%
Y. A.	316	341	25	8%	1,359	1,291	-68	-5%
PERIOD.	257	196	-61	-24%	1,475	1,216	-259	-18%
AUDIO	27	62	35	130%	314	386	72	23%
VIDEO	1,605	1,508	-97	-6%	7,799	7,912	113	1%
DIGITAL MEDIA	97	113	16	16%	609	627	18	3%
<b>TOTAL</b>	<b>4,113</b>	<b>3,932</b>	<b>-181</b>	<b>-4%</b>	<b>21,426</b>	<b>20,159</b>	<b>-1,267</b>	<b>-6%</b>
<b>HAZELBAKER</b>								
ADULT	452	512	60	13%	3,183	2,753	-430	-14%
JUVENILE	465	678	213	46%	1,956	1,922	-34	-2%
Y. A.	45	78	33	73%	398	414	16	4%
PERIOD.	49	97	48	98%	539	554	15	3%
AUDIO	11	62	51	464%	78	170	92	118%
VIDEO	1,033	1,044	11	1%	6,674	6,572	-102	-2%
DIGITAL MEDIA	96	113	17	18%	607	626	19	3%
<b>TOTAL</b>	<b>2,151</b>	<b>2,584</b>	<b>433</b>	<b>20%</b>	<b>13,435</b>	<b>13,011</b>	<b>-424</b>	<b>-3%</b>
<b>SYSTEM</b>								
ADULT	4,204	4,011	-193	-5%	24,579	23,907	-672	-3%
JUVENILE	3,051	3,677	626	21%	15,536	14,735	-801	-5%
Y. A.	716	937	221	31%	3,972	4010	38	1%
PERIOD.	873	723	-150	-17%	4,868	4485	-383	-8%
AUDIO	223	352	129	58%	1,521	1766	245	16%
VIDEO	7,627	7,814	187	2%	44,217	44,098	-119	0%
DIGITAL MEDIA	386	451	65	17%	2,432	2,503	71	3%
<b>TOTAL</b>	<b>17,080</b>	<b>17,965</b>	<b>885</b>	<b>5%</b>	<b>97,125</b>	<b>95,504</b>	<b>-1,621</b>	<b>-2%</b>

	Comp. Use	Wireless	Traffic	Ref.	Assists	Prog. A.	Prog. YA	Prog. J
Elwood	1,768	625	11,123	30	1,244	12	3	11
						102	7	163
Frankton	342	176	2,545	14	263	1	2	3
						27	25	144
Summitville	301	91	1,515	3	187	3	1	6
						34	0	99

Tech Services Processed 1,489 Items

Processed by Trisha Shuler

TRANSMISSION VERIFICATION REPORT

TIME : 07/10/2014 13:58  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER.# : BROF2V374540

DATE, TIME  
 FAX NO./NAME  
 DURATION  
 PAGE(S)  
 RESULT  
 MODE

07/10 13:57  
 CALL LEADER  
 00:00:15  
 01  
 OK  
 STANDARD  
 ECM

Agenda

July 14, 2014

North Madison County Public Library System  
 Board of Trustees

Elwood Public Library

Regular Meeting  
 5:00 P.M.

Call to Order  
 Call for Quorum  
 Minutes  
 Claims Register & Checks  
 Old Business  
 New Business

1. Library By-Laws- Consent Agenda
2. Initial 2015 Budget Review
3. Quotes for Sealing and Striping Parking Lots
4. Resolution to Pay Bills With Prior Approval
5. Evergreen Resolutions and Circulation Matrix

Director's Report

TRANSMISSION VERIFICATION REPORT

TIME : 07/10/2014 13:56  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 07/10 13:56  
FAX NO./NAME SUMMITVILLE  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 07/10/2014 13:56  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 07/10 13:55  
FAX NO./NAME FRANKTON  
DURATION 00:00:15  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

July 14, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

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5:00 P.M.

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Agenda

July 14, 2014

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

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Director's Report

TRANSMISSION VERIFICATION REPORT

TIME : 07/10/2014 13:58  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BRDF2V374540

DATE, TIME	07/10 13:58
FAX NO./NAME	HERALD
DURATION	00:00:21
PAGE(S)	01
RESULT	OK
MODE	STANDARD ECM

## Agenda

July 14, 2014

North Madison County Public Library System  
Board of Trustees

### Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

New Business

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Director's Report