

STN NO.	COMM.	ONE-TOUCH ASSR. NO.	STATION NAME TEL NO.	PAGES	DATE/TIME
001	OK	1031	CALL LEADER	001/001	001/001/24

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

AGENDA

December 13, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Elwood Public Library**

**REGULAR MEETING
7:00 P.M.**

**CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS**

1. Frankton
 - a. Architect update
 - b. Clerk of the Works
 - c. Director authority
2. Nomination committee report
3. Liability Insurance renewal

NEW BUSINESS

1. Technology Long Range Plans approval
2. Resolutions
 - a. LIRF
 - b. Operating
 - c. Appropriations
3. Encumber funds

**DIRECTOR'S REPORT
ADJOURNMENT**

QUALITY BOOKS INC.
A DAWSON COMPANY

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

*Thank you
Diana*

STN NO.	COMM.	ONE-TOUCH/ ASSR. NO.	STATION NAME/TEL NO.	PAGES	DATE/TIME
001	OK	1021	SUMMITVILLE	001/001	001/001/24

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MODE = MEMORY TRANSMISSION START=DEC-09 07:21 END=DEC-09 07:22

FILE NO.=057

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<01>	FRANKTON	001/001	00:00:25

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR MEETING
 December 13, 2004
 7:00pm

CALL TO ORDER

President Kevin Sipe called a regular meeting of the North Madison County Public Library Board of Trustees to order at 7:00pm on December 13, 2004 in the meeting room of the Elwood Public Library. No executive meeting was held.

CALL FOR QUORUM

Present were President Kevin Sipe, Wayne Davidson, Pam Bohlander, Don Hill, Bette Dalzell and Betty Caldwell. Also in attendance were Architect Kato Smith, Branch Manager Barbara McAdams, Leasing Corporation President Mike Williams, Director Beverly Austin and Administrative Assistant Diana Shepard.

MINUTES

Minutes from the November 8, 2004 regular meeting, the November 22, 2004 executive session, and the November 22, 2004 regular meeting were approved after Bette Dalzell made a motion to accept the minutes and Betty Caldwell seconded the motion.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Wayne Davidson signed checks.

OLD BUSINESS

Frankton

Architect Update

Architect Kato Smith reported that the demolition was completed at Frankton. All the State requirements for demolition have been met and necessary papers filed. Mr. Smith felt that the demolition as completed was sufficient since construction would begin in the near future. The signpost was left because it could not be removed without damaging the sidewalk. Mr. Smith submitted an estimate from Sign-A-Rama in the amount of \$980.00. The estimate includes a multiple color vinyl graphic sign installed on a 4X4 post. The sign would be installed in January. After the graphics are available the sign would be taken down and the graphics added. Don Hill made a motion to accept the estimate; Wayne Davidson made a second and the motion carried.

Clerk of the Works

After discussion it was decided that hiring a clerk of the works is an issue that needs to be addressed as soon as possible. Mr. Smith stated that design meetings will start in mid January and it would be beneficial for this person to be involved during the design process so they would know what is expected when construction begins. The position could start during the bidding process in April, however Mr. Smith would prefer they begin in February. Typically you can expect to pay the clerk of the works 1.1 percent to 1.5 percent of the total project, which would be approximately \$5,500. Mr. Hill

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DIRECTOR'S REPORT

ADJOURNMENT

suggested if the construction project takes a six month period which would be 24 to 30 weeks you could pay \$15.00 per hour, two hours a day, six days a week and expect to pay approximately \$5,500. Mr. Smith stated there could be a construction trailer on site but it would save money if there were not. The clerk of the works could work out of the existing library or be furnished with a cell phone. Director Austin was ask to invite Lloyd Young to the January executive session for possible employment as the clerk of the works of the Frankton project.

Director authority

It was decided to table this until after the clerk of the works is hired.

Nomination Committee Report

The following slate of officers was submitted: President, Kevin Sipe; Vice-President, Betty Caldwell; Treasurer, Wayne Davidson; Secretary, Don Hill; Assistant Treasurer, Pam Bohlander. Bette Dalzell made a motion to accept the slate of officers as presented. Don Hill made a second and the motion carried.

Liability Insurance Renewal

A bill was presented from Arlington Roe & Company in the amount of \$1,625 to renew Directors & Officers Liability Insurance to cover year 2005. Betty Caldwell made a motion to renew this insurance coverage. Don Hill made a second and the motion carried.

NEW BUSINESS

Technology Long Range Plans Approval

Pam Bohlander made a motion to accept the Technology Long Range Plan as presented. Betty Caldwell made a second and the motion carried. Two separate grants are being sought; a LSTA grant to help install wireless wiring and a Gates Grant to help purchase laptop computers. It was explained that you do not want to go completely wireless.

Resolutions

LIRF

Resolution to reduce 2004 Library Improvement Reserve Fund Budget was read and approved after a motion was made by Pam Bohlander and seconded by Betty Caldwell. The resolution called for the 2004 Library Improvement Reserve Fund Budget to be reduced in the amount of \$86,560.

Rainy Day

Resolution to reduce 2004 Rainy Day Fund Budget was read and approved after a motion was made by Bette Dalzell and seconded by Pam Bohlander. The resolution called for the 2004 Rainy Day Fund Budget to be reduced in the amount of \$29,250.

Transfer of Appropriations

2004 end of the year transfer of appropriations were read with a total of \$40,900.00 to be transferred from one appropriation into another appropriation. Bette Dalzell made a

motion to accept the year-end transfer of appropriations; Wayne Davidson made a second and the motion carried.

Encumber funds

Resolution to encumber operating funds was read with a total of \$13,314.57 to be encumbered into the 2005 budget. A motion was made by Wayne Davidson to accept the operating fund encumbrances. Bette Dalzell made a second and the motion carried. The encumbered money will be earmarked for Chester Information Technology in the amount of \$1,082.09 to be used for technology software; Chester Information Technology in the amount of \$7,801.10 for technology equipment (server); Audio Visual Communication in the amount of \$2,799.00 for technology equipment (accounting computer); Upbeat in the amount of \$366.00 for furniture & equipment (outside receptacle Summitville); Visa in the amount of \$140.65 for children's programming; Visa in the amount of \$45.73 for furniture & equipment (DVD player Elwood); Matrix Electric in the amount of \$1,080.00 for equipment/maintenance (outside lighting Elwood).

DIRECTOR'S REPORT

A thank you has been received from Pastor Mary Stout, Word of Life Church for the copier donation that was made to them through the Friends of the Library. The outside lighting at Elwood is still not fixed. The electricians have told us several times that they would come to finish their work but as yet have not. The locks at Elwood are still not working properly. On Wednesday before Thanksgiving a patron was able to get into the building after hours and then reported the situation to the front desk staff. Central Hardware has again been called about the problem. Director Austin was involved in a conference call with Mr. Brady and Mr. Pina from Central Hardware. She was told since there has been such a problem with the locks they plan to replace and install complete new locks. It will take two weeks to get the parts. Barbara McAdams and Director Austin visited libraries at Tipton and Cicero; they now have more ideas for the new facility to share with Mr. Smith

With no objections the meeting was adjourned at 8:10pm.

Betty Caldwell
Betty Caldwell, Secretary

Kevin Sipe
Pam Bohlander
Don Hill

Register Of Claims

North Madison County Public Library System

Report Date: From 11/9/04 To 12/13/04

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	705	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,628.34	12/1/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	\$15,471.54		
0	693	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,185.65	11/17/04	P/R ENDING 11/13/04
			FICA	Payroll Deductions	\$960.93		
			Federal Taxes Withheld	Payroll Deductions	\$1,670.45		
			Medicare	Payroll Deductions	\$224.72		
				Total this claim	\$4,041.75		
0	694	ING AETNA	Annuity	Payroll Deductions	\$130.00	11/17/04	P/R ENDING 11/13/04
				Total this claim	\$130.00		
0	692	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,655.67	11/17/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	\$15,498.87		
0	706	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,183.59	12/1/04	P/R ENDING 11/27/04
			FICA	Payroll Deductions	\$959.25		
			Federal Taxes Withheld	Payroll Deductions	\$1,664.93		
			Medicare	Payroll Deductions	\$224.34		
				Total this claim	\$4,032.11		
0	707	ING AETNA	Annuity	Payroll Deductions	\$130.00	12/1/04	P/R ENDING 11/27/04
				Total this claim	\$130.00		
22499	699	AMERICAN ELECTRIC POWER	OPERATING FUND	Electricity	\$380.09	11/17/04	As per attached invoices.
			OPERATING FUND	Electricity	\$1,296.12		
				Total this claim	\$1,676.21		
22500	700	AT&T	OPERATING FUND	Telephone & Telegraph	\$47.84	11/17/04	As per attached invoices.
			OPERATING FUND	Telephone & Telegraph	\$42.58		
				Total this claim	\$90.42		
22501	695	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,087.34	11/17/04	NOVEMBER PAYROLL DEDUCTIONS
			County Taxes Withheld	Payroll Deductions	\$381.42		
				Total this claim	\$1,468.76		

<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>
22502	703	INDIANA NEWSPAPERS, INC.	OPERATING FUND	Frankton Per. & Newsp.	\$130.00	11/17/04	52 WEEKS - INDIANAPOLIS STAR - FRANKTON
Total this claim					<u>\$130.00</u>		
22503	701	INDIANA-AMERICAN WATER C	OPERATING FUND	Water	\$52.85	11/17/04	As per attached invoices.
Total this claim					<u>\$52.85</u>		
22504	696	MADISON COUNTY FEDERAL	Credit Union OPERATING FUND	Payroll Deductions Other Professional Services	\$773.95 \$1,574.81	11/17/04	
Total this claim					<u>\$2,348.76</u>		
22505	697	MEDICAL MUTUAL OF OHIO	Insurance OPERATING FUND	Payroll Deductions Emp Cont Group Ins	\$258.00 \$2,575.16	11/17/04	HEALTH INSURANCE PREMIUM - DECEMBER
Total this claim					<u>\$2,833.16</u>		
22506	698	NATIONAL CITY BANK	OPERATING FUND	Real Estate/Rental	\$500.00	11/17/04	REAL ESTATE RENTAL - DECEMBER
Total this claim					<u>\$500.00</u>		
22507	702	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$223.76	11/17/04	As per attached invoices.
Total this claim					<u>\$223.76</u>		
22508	704	NANCY SUMNER	OPERATING FUND OPERATING FUND OPERATING FUND	Fuel, Oil and Lubricants Postage & UPS Repair Parts/Maintenance	\$19.10 \$10.22 \$2.49	11/17/04	PETTY CASH REIMBURSEMENT
Total this claim					<u>\$31.81</u>		
22509	709	CITY OF ELWOOD UTILITIES	OPERATING FUND	Water	\$166.60	12/1/04	As per attached invoices.
Total this claim					<u>\$166.60</u>		
22510	710	ELWOOD CALL LEADER	OPERATING FUND	Summitville Period. & Newsp.	\$105.00	12/1/04	ONE YEAR SUBSCRIPTION - SUMMITVILLE
Total this claim					<u>\$105.00</u>		
22511	711	GLENNA STEWART	Insurance	Payroll Deductions	\$223.94	12/1/04	REIMBURSEMENT OVERPAYMENT INSURANCE - INSURANCE COMPANY CHANGE
Total this claim					<u>\$223.94</u>		
22512	713	INDIANA NEWSPAPERS, INC.	OPERATING FUND	Elwood Period. & News.	\$234.00	12/1/04	ONE YEAR SUBSCRIPTION MUNCIE STAR PRESS-ELWOOD
Total this claim					<u>\$234.00</u>		
22513	708	MADISON COUNTY FEDERAL	Credit Union OPERATING FUND	Payroll Deductions Other Professional Services	\$790.83 \$1,574.81	12/1/04	P/R ENDING 11/27/04
Total this claim					<u>\$2,365.64</u>		

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22514	712	MADISON COUNTY TREASUR	OPERATING FUND	Taxes	\$30.00	12/1/04	DITCH ASSESSMENT - SUMMITVILLE
					Total this claim		
					\$30.00		
22515	714	POPULAR SUBSCRIPTION SE	OPERATING FUND	Elwood Period. & News.	\$20.00	12/1/04	As per attached invoices.
			OPERATING FUND	Frankton Per. & Newsp.	\$4.03		
			OPERATING FUND	Summitville Period. & Newsp.	\$0.03		
					Total this claim		
					\$24.06		
22516	715	SBC	OPERATING FUND	Telephone & Telegraph	\$122.18	12/1/04	As per attached invoices.
					Total this claim		
					\$122.18		
22517	716	TOWN OF FRANKTON	OPERATING FUND	Electricity	\$9.96	12/1/04	UTILITIES - FRANKTON & FRANKTON ANNEX
			OPERATING FUND	Water	\$10.00		
			OPERATING FUND	Waste Disposal Services	\$9.07		
					Total this claim		
					\$29.03		
22518	717	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$42.16	12/1/04	As per attached invoices.
					Total this claim		
					\$42.16		
22519	718	VISA	OPERATING FUND	Elwood Children's Programing	\$169.56	12/1/04	As per attached invoices.
			Gift	Elwood Children's Programing	\$49.99		
			OPERATING FUND	Furniture & Equipment	\$489.84		
			OPERATING FUND	Furniture & Equipment	\$488.90		
			OPERATING FUND	Operating Supplies	\$69.99		
					Total this claim		
					\$1,268.28		
22520	764	AMBER BLOOD	OPERATING FUND	Traveling Expense	\$59.84	12/13/04	MILEAGE 10/14/04-12/2/04
					Total this claim		
					\$59.84		
22521	766	ARAB TERMITE & PEST CONT	OPERATING FUND	Professional Services	\$47.00	12/13/04	As per attached invoices.
					Total this claim		
					\$47.00		
22522	750	AT&T	OPERATING FUND	Telephone & Telegraph	\$81.61	12/13/04	As per attached invoices.
					Total this claim		
					\$81.61		
22523	762	AUDIO VISUAL COMMUNICATI	OPERATING FUND	Professional Services	\$119.00	12/13/04	SERVICE CONTRACT FOR DECEMBER
					Total this claim		
					\$119.00		
22524	767	AVAYA COMMUNICATION	OPERATING FUND	Telephone & Telegraph	\$137.64	12/13/04	SERVICE CONTRACT
					Total this claim		
					\$137.64		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
22525	763	BAKER & TAYLOR	OPERATING FUND	Elwood Adult	\$2,735.89	12/13/04	As per attached invoices.
			OPERATING FUND	Elwood Childrens	\$155.78		
			OPERATING FUND	Elwood YA	\$26.79		
			OPERATING FUND	Frankton	\$2,111.85		
			OPERATING FUND	Summitville	\$885.83		
			OPERATING FUND	Elwood Indiana Room	\$95.77		
Total this claim					\$6,011.91		
22526	719	BARBARA SNIPES	OPERATING FUND	Traveling Expense	\$56.03	12/13/04	MILEAGE FOR NOVEMBER
Total this claim					\$56.03		
22527	720	BINGHAM, FARRER & WILSON	OPERATING FUND	Legal Services	\$107.92	12/13/04	BOND REFINANCING
Total this claim					\$107.92		
22528	721	BOOK FARM, THE	OPERATING FUND	Elwood Childrens	\$880.05	12/13/04	ELWOOD CHILDREN'S BOOKS
Total this claim					\$880.05		
22529	722	C & J MOWING SERVICE	OPERATING FUND	Professional Services	\$32.00	12/13/04	LAWN SERVICE - FRANKTON & SUMMITVILLE
			OPERATING FUND	Professional Services	\$22.00		
			Total this claim				
22530	723	CAROLYN LAMBERTSON	OPERATING FUND	Postage & UPS	\$3.70	12/13/04	PETTY CASH REIMBURSEMENT
			OPERATING FUND	Summitville Programing	\$20.75		
			Total this claim				
22531	724	CHAPMAN ELECTRIC SUPPLY	OPERATING FUND	Operating Supplies	\$110.77	12/13/04	LIGHT BULBS
			Total this claim				
22532	725	CHESTER INFORMATION TEC	OPERATING FUND	Technology Equipment	\$2,757.00	12/13/04	SERVER - ANTIVIRUS LICENSE
			OPERATING FUND	Techology Software	\$571.32		
			OPERATING FUND	Technology Equipment	\$149.00		
Total this claim					\$3,477.32		
22533	726	CINTAS CORPORATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$55.57	12/13/04	SERVICE MATS-SUMMITVILLE
Total this claim					\$55.57		
22534	727	CINTAS LOCATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$82.00	12/13/04	CLEANING SUPPLIES
Total this claim					\$82.00		
22535	728	DIAL ONE	OPERATING FUND	Professional Services	\$79.00	12/13/04	INSTALLATION TOILET - FRANKTON
			OPERATING FUND	Repair Parts/Maintenance	\$354.00		
Total this claim					\$433.00		
22536	729	DIANA L. SHEPARD	OPERATING FUND	Traveling Expense	\$99.96	12/13/04	MILEAGE 8/04-12/04
Total this claim					\$99.96		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
22537	730	FILIP, INC.	OPERATING FUND	Cleaning & Sanitation Supplies	\$94.64	12/13/04	MULTI FOLD TOWELS- DESINFECTANT
				Total this claim	<u>\$94.64</u>		
22538	731	GAYLORD BROS.	OPERATING FUND	Furniture & Equipment	\$107.33	12/13/04	FOLDING ALUMINUM HAND TRUCK
				Total this claim	<u>\$107.33</u>		
22539	732	HARRIS INFOSOURCE	OPERATING FUND	Elwood Adult	\$135.10	12/13/04	INDIANA MUNUFACTURERS DIRECTORY
				Total this claim	<u>\$135.10</u>		
22540	733	HAULK'S DISPOSAL	OPERATING FUND	Waste Disposal Services	\$15.00	12/13/04	ONE TIME TRASH PICK UP
				Total this claim	<u>\$15.00</u>		
22541	734	HEINEMANN LIBRARY	OPERATING FUND	Elwood Childrens	\$589.75	12/13/04	As per attached invoices.
				Total this claim	<u>\$589.75</u>		
22542	735	HORTON'S & SONS OF ELWO	OPERATING FUND	Operating Supplies	\$57.45	12/13/04	As per attached invoices.
				Total this claim	<u>\$57.45</u>		
22543	736	HYDROTECH	OPERATING FUND	Consulting Services	\$340.00	12/13/04	ASBESTOS BUILDING INSPECTION - FRANKTON ANNEX
				Total this claim	<u>\$340.00</u>		
22544	737	IDLEWINE LAWNMOWER SAL	OPERATING FUND	Equipment/Maint.	\$228.51	12/13/04	INSTALL SNOWTHROWER - ROUTINE TRACTOR MAINTENANCE
				Total this claim	<u>\$228.51</u>		
22545	738	INTELENET COMMISSION(ST	OPERATING FUND	Telephone & Telegraph	\$1,000.68	12/13/04	T1 LINE & FIREWALL MONTHLY CHARGE
				Total this claim	<u>\$1,000.68</u>		
22546	739	JAMIE B. SCOTT	OPERATING FUND	Travelling Expense	\$146.20	12/13/04	MILEAGE 9/7/04-11/10/04
				Total this claim	<u>\$146.20</u>		
22547	740	KARDINAL SUPPLY, INC.	OPERATING FUND	Professional Services	\$25.00	12/13/04	WATER LOOP SERVICE CALL & CHECK
				Total this claim	<u>\$25.00</u>		
22548	741	KATO SMITH & ASSOCIATES, I	OPERATING FUND	Engineering & Architects	\$3,460.00	12/13/04	ARCHITECTURAL SERVICE
				Total this claim	<u>\$3,460.00</u>		
22549	742	LANDMARK AUDIOBOOKS	OPERATING FUND	Frankton AV	\$23.57	12/13/04	As per attached invoices.
				Total this claim	<u>\$23.57</u>		
22550	743	LIBRARY STORE INC., THE	OPERATING FUND	Operating Supplies	\$164.47	12/13/04	DOUBLE SIDED CD SLEEVES
				Total this claim	<u>\$164.47</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>
22551	744	MARSH SUPERMARKET	Gift	Elwood Children's Programing	\$61.40	12/13/04	As per attached invoices.
			OPERATING FUND	Elwood Children's Programing	\$2.38		
				Total this claim	\$63.78		
22552	745	MATTHEW BENDER & CO., IN	OPERATING FUND	Elwood Adult	\$74.65	12/13/04	BURNS IN COURT RULES
				Total this claim	\$74.65		
22553	757	MIDWEST TAPE	OPERATING FUND	Frankton AV	\$566.72	12/13/04	As per attached invoices.
			OPERATING FUND	Elwood AV	\$1,201.43		
			OPERATING FUND	Summitville AV	\$184.91		
				Total this claim	\$1,953.06		
22554	758	MOVIE LICENSING USA	OPERATING FUND	Elwood Adult Programing	\$480.00	12/13/04	PUBLIC PERFORMANCE MOVIE LICENSING
				Total this claim	\$480.00		
22555	751	NATIONAL CITY BANK	OPERATING FUND	Real Estate/Rental	\$500.00	12/13/04	RENTAL JANUARY 1 - 31, 2005
				Total this claim	\$500.00		
22556	759	QUILL CORPORATION	OPERATING FUND	Office Supplies	\$561.50	12/13/04	As per attached invoices.
				Total this claim	\$561.50		
22557	749	RAMSAY BUSINESS PRODUC	OPERATING FUND	Office Supplies	\$33.60	12/13/04	LEASE & SERVICE AGREEMENT -
			OPERATING FUND	Office Supplies	\$16.71		COPY MACHINES
			OPERATING FUND	Office Supplies	\$29.94		
			OPERATING FUND	Equipment/Rental	\$50.94		
				Total this claim	\$131.19		
22558	760	REGIONS BANK (CORP TRUS	Debt Service Fund	Land Buildings Improvements	121,000.00	12/13/04	SEMI ANNUAL LEASE RENTAL PAYMENT
				Total this claim	\$121,000.00		
22559	746	ROBERT BACH	Gift	Summitville Programing	\$80.00	12/13/04	SANTA DECEMBER 15 - SUMMITVILLE
				Total this claim	\$80.00		
22560	747	ROBERT BACH	OPERATING FUND	Elwood Children's Programing	\$50.00	12/13/04	SANTA DECEMBER 2 - ELWOOD
				Total this claim	\$50.00		
22561	748	ROSEN PUBLISHING GROUP	OPERATING FUND	Elwood Childrens	\$336.00	12/13/04	As per attached invoices.
			OPERATING FUND	Elwood YA	\$226.50		
				Total this claim	\$562.50		
22562	769	SBC	OPERATING FUND	Telephone & Telegraph	\$287.52	12/13/04	As per attached invoices.
				Total this claim	\$287.52		

<i>Claim 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>
22566	752	SHARE IT, INC	OPERATING FUND	Technology Software	\$24.99	12/13/04	HTML CLASSROOM MASTER PAGES REGISTRATION USE
				Total this claim	<u>\$24.99</u>		
22566	761	SKILLPATH SEMINARS	OPERATING FUND	Professional Meetings	\$298.00	12/13/04	HOW TO DESIGN SEMINAR - KATIE BURRIS, SARAH McEPHRESH
				Total this claim	<u>\$298.00</u>		
22566	753	STATE CHEMICAL MANUFACT	OPERATING FUND	Cleaning & Sanitation Supplies	\$42.56	12/13/04	As per attached invoices.
				Total this claim	<u>\$42.56</u>		
22566	754	THOMSON GALE	OPERATING FUND	Summitville	\$253.97	12/13/04	As per attached invoices.
				Total this claim	<u>\$253.97</u>		
22567	755	TOPS TRUE VALUE	OPERATING FUND	Operating Supplies	\$2.34	12/13/04	As per attached invoices.
				Total this claim	<u>\$2.34</u>		
22568	771	TW EXCAVATING & DEMOLITI	OPERATING FUND	Land Buildings Improvements	\$10,300.00	12/13/04	DEMOLITION - BUILDINGS FRANKTON PROJECT SITE
				Total this claim	<u>\$10,300.00</u>		
22569	756	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$78.79	12/13/04	As per attached invoices.
				Total this claim	<u>\$78.79</u>		
22570	770	VERIZON	OPERATING FUND	Telephone & Telegraph	\$151.44	12/13/04	TELEPHONE SERVICE-FRANKTON
				Total this claim	<u>\$151.44</u>		
22571	765	WAYNE DAVIDSON	OPERATING FUND	Salary of Board Treasurer	\$300.00	12/13/04	ANNUAL TREASURER SALARY
				Total this claim	<u>\$300.00</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
----------------	--------------	------------------	------	---------	--------	------	-------------

Total Amount of Claims \$208,692.95

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

Friday, December 10, 2004




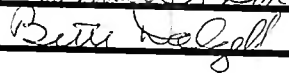

Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____

SIGNATURES OF GOVERNING BOARD

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

Estimate

SIGN-A-RAMA
 616 Station Drive
 Carmel, IN 46032
 ph. (317) 575-1805

Date	Estimate #
12/06/2004	3046
Terms	Rep
50% down/COD	JJB

Name / Address
 KATO SMITH & ASSOCIATES
 Kato Smith
 7 East 12th St
 Anderson, IN 46016

Phone (765) 644-3712
 Fax (765) 644-3724

Arlington/Roe & Co.

8900 Keystone Crossing #800
 P.O. Box 80803
 Indianapolis, IN 46280
 317.554.8550 Fax 317.554.8551

INVOICE

INVOICE NO: 8167-9337
 DATE: November 24, 2004

Ship To: **SAME**
 North Madison County Public Library
 1600 Main Street
 Elwood IN 46036-2023

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
K & K Insurance		11/24/2004			Upon Receipt

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Directors & Officers Liability Insurance Policy	1625.00	\$1,625.00
1		0.00	\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

SUBTOTAL	\$1,625.00
STATE TAX/SURPLUS LINEX TAX	\$0.00
MUNICIPAL TAX	\$0.00
MISCELLANEOUS	\$0.00
TOTAL DUE	\$1,625.00

Project	Due Date	Delivery				
FRANKTON LIBRARY	12/31/2004					
Description	Qty	Color	Size (HxV)	Rate	# of Sides	Total
FRANKTON LIBRARY SITE SIGN	1	TBD	4' X 8'	685.00	2	685.00
1/2" MDO (MEDIUM DENSITY PLYWOOD) PANEL SIGN WITH MULTIPLE COLOR GRAPHICS.						
PRICE INCLUDES 4" X 4" POSTS AND INSTALLATION IN FRANKTON, IN AREA						
DIGITAL PRINT RENDERING (PRODUCED AFTER SIGN IS INSTALLED) AND LABOR TO INSTALL. RENDERING GRAPHIC AT SIGN SITE (FRANKTON)	1	DIGITAL	6 SQ.FT.	295.00	2	295.00
Subtotal						\$980.00
Sales Tax (6.0%)						\$58.80
Total						\$1,038.80

To place an order from this estimate please sign below and return to us.

A 50% deposit is required to begin this order.

Proofs will be provided (unless a re-order) for your approval prior to final production.

Terms and conditions apply.

Acceptance Signature _____

PREMIUM DUE BY JANUARY 1, 2005

Make all checks payable to: Arlington/Roe & Co.
 8900 Keystone Crossing
 P.O. Box 80803
 Indianapolis, IN 46280

If you have any questions concerning this invoice, contact: Diane Johnson 317-554-8684

THANK YOU FOR YOUR BUSINESS!

**Included with the December 13th
Agenda is the state required
2005-2007 TECHNOLOGY PLAN.**

**Please review and be prepared to
adopt this plan. The adopted plan is
required at the State Library by
December 31, 2004.**

Resolution to Reduce 2004 Library Improvement Reserve Budget
North Madison County Public Library System

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

	<u>Amount Requested</u>	<u>Amount Reduced</u>
<u>Library Improvement Reserve Budget</u>		
Capital outlays--Buildings	\$86,560.	\$86,560.
Total	\$86,560.	\$86,560.

Adopted this 13th day of December, 2004

NAY

AYE

Cy E D

Betty Caldwell

Kevin Dipeo

Don Hill

Annula Sallander

Bette Dabzell

ATTEST:

Betty Caldwell

Betty Caldwell
Secretary of North Madison County Public
Library Board

Resolution to Reduce 2004 Rainy Day Budget
North Madison County Public Library System

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

	<u>Amount Requested</u>	<u>Amount Reduced</u>
<u>Rainy Day Fund</u>		
Capital outlays--Buildings	\$30,000.	\$29,250.
Total	\$30,000.	\$29,250.

Adopted this 13th day of December, 2004

NAY

AYE

Cy E D

Betty Caldwell

Kevin Dipeo

Don Hill

Annula Sallander

Bette Dabzell

ATTEST:

Betty Caldwell

Betty Caldwell
Secretary of North Madison County Public
Library Board

TRANSFER OF APPROPRIATIONS

December 13, 2004

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget; now therefore:

Sec 1. Be it ordained by the North Madison County Public Library Board of Trustees, Madison County, that for the expenses of the taxing unit the following additional sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same:

1.12	Salary of Assistants	\$ 4,000.00
1.19	Employer's Contribution Group Insurance	\$ 8,300.00
2.2	Operating Supplies	\$ 1,900.00
2.21	Cleaning & Sanitation Supplies	\$ 100.00
2.31	Book Processing	\$ 400.00
3.13	Other Professional Services	\$ 400.00
3.3	Title Source	\$ 100.00
3.31	Advertising & Public Notices	\$ 200.00
3.71	Real Estate/Rental	\$ 3,000.00
4.1	Land Buildings Improvements	\$ 10,000.00
4.21	Technology Equipment	\$ 9,300.00
4.34	Frankton	\$ 1,000.00
4.53	Summitville AV	\$ 200.00
4.54	Technology Software	\$ 2,000.00
TOTAL for operating fund		\$ 40,900.00

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

1.13	Wages of Janitor	\$ 500.00
1.14	Employee Benefits	\$ 500.00
1.18	Employer's Contribution PERF	\$ 10,000.00
2.1	Office Supplies	\$ 1,200.00
2.12	Sationary & Supplies	\$ 500.00
2.24	Building Materials & Supplies	\$ 400.00
2.25	Paint & Painting Supplies	\$ 400.00
2.26	Repair Parts/Maintenance	\$ 500.00
2.27	Other Repair & Maintenance Supplies	\$ 1,500.00
2.32	Automation	\$ 1,600.00
2.11	Official Records	\$ 1,100.00
3.1	Professional Services	\$ 1,300.00
3.12	Legal Services	\$ 2,500.00
3.21	Telephone & Telegraph	\$ 1,000.00
3.22	Postage & UPS	\$ 500.00
3.24	Professional Meetings	\$ 1,200.00
3.27	Elwood Adult Programing	\$ 300.00
3.51	Gas	\$ 3,500.00
3.61	Building & Structure/Maintenance	\$ 900.00
3.72	Equipment/Rental	\$ 1,000.00
3.81	Taxes	\$ 600.00

4.2	Furniture & Equipment	\$ 2,100.00
4.31	Elwood Adult	\$ 3,000.00
4.32	Elwood Childrens	\$ 500.00
4.33	Elwood YA	\$ 200.00
4.36	Elwood Indiana Room	\$ 2,800.00
4.4	Elwood Periodicals & Newspapers	\$ 500.00
4.41	Frankton Periodicals & Newspapers	\$ 500.00
4.51	Elwood AV	\$ 300.00

TOTAL for operating fund \$ 40,900.00

Adopted this 13th day of December 2004

NAY

AYE

 Betty Caldwell
 Kevin Dipio
 Jon Hill
 Annika Delander
 Betty Isbell

ATTEST:

Betty Caldwell
 Betty Caldwell, Secretary

Changes to Appropriations

Date	Fund	Account	Amount	Reason
12/14/04	100 OPERATING FUND	1.12 Salary of Assistants	\$4,000.00	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	1.13 Wages of Janitor	(\$500.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	1.14 Employee Benefits	(\$500.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	1.18 Emp Cont PERF	(\$10,000.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	1.19 Emp Cont Group Ins	\$8,300.00	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	2.1 Office Supplies	(\$1,200.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	2.11 Official Records	(\$1,100.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	2.12 Stationary & Supplies	(\$500.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	2.2 Operating Supplies	\$1,900.00	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	2.21 Cleaning & Sanitation Supplies	\$100.00	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	2.24 Bldg. Matl. And Supplies	(\$400.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	2.25 Paint and painting supplies	(\$400.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	2.26 Repair Parts/Maintenance	(\$500.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	2.27 Other Repair & mainten.supplies	(\$1,500.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	2.31 Book Processing	\$400.00	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	2.32 Automation	(\$1,600.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	3.1 Professional Services	(\$1,300.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	3.12 Legal Services	(\$2,500.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	3.13 Other Professional Services	\$400.00	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	3.21 Telephone & Telegraph	(\$1,000.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	3.22 Postage & UPS	(\$500.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	3.24 Professional Meetings	(\$1,200.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	3.27 Elwood Adult Programming	(\$300.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	3.3 Title Source	\$100.00	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	3.31 Advertising & Public Notices	\$200.00	Transfer of App-Bd approval 12/13/04 ✓
3/3/04	100 OPERATING FUND	3.4 Insurance	\$260.00	PREMIUM REFUND-PACKAGE POLICY
4/22/04	100 OPERATING FUND	3.4 Insurance	\$64.00	OVERPAYMENT - RECEIPT # 6061
12/14/04	100 OPERATING FUND	3.51 Gas	(\$3,500.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	3.61 Bldg. & Structure/Maint.	(\$900.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	3.71 Real Estate/Rental	\$3,000.00	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	3.72 Equipment/Rental	(\$1,000.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	3.81 Taxes	(\$600.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	4.1 Land Buildings Improvements	\$10,000.00	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	4.2 Furniture & Equipment	(\$2,100.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	4.21 Technology Equipment	\$9,300.00	Transfer of App-Bd approval 12/13/04 ✓

Date	Fund	Account	Amount	Reason
12/14/04	100 OPERATING FUND	4.31 Elwood Adult	(\$3,000.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	4.32 Elwood Childrens	(\$500.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	4.33 Elwood YA	(\$200.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	4.34 Frankton	\$1,000.00	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	4.36 Elwood Indiana Room	(\$2,800.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	4.4 Elwood Period. & News.	(\$500.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	4.41 Frankton Per. & Newsp.	(\$500.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	4.51 Elwood AV	(\$300.00)	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	4.53 Summitville AV	\$200.00	Transfer of App-Bd approval 12/13/04 ✓
12/14/04	100 OPERATING FUND	4.54 Techology Software	\$2,000.00	Transfer of App-Bd approval 12/13/04 ✓

Resolution to encumber Operating Funds

WHEREAS, It has been determined that it is now necessary to encumber appropriations from the Operating Fund for items which have purchase orders having not yet been delivered and services which have yet to be met to further the projects of North Madison County Public Library during 2005; Now, therefore be it resolved by the Library Board of the North Madison County Public Library, Madison County, Indiana, that the following appropriations hereby be encumbered from the 2004 budget for the Operating Fund and ordered set apart out of that fund herein named and for the purposes herein specified, subject to the laws governing the same:

<u>Purchase Order#</u>	<u>Vendor's Name</u>	<u>Budget Line Item</u>	<u>Amount Encumbered</u>
3924	Chester Information Technology	4.21 Technology Equipment	\$1,082.09
3925	Chester Information Technology	4.21 Technology Equipment	\$7,801.10
3917	Audio Visual Communications	4.21 Technology Equipment	\$2,799.00
3458	Upbeat	4.2 Furniture & Equipment	\$ 366.00
3907	Visa	3.26 Elwood Children's Programming	\$ 140.65
3858	Visa	4.2 Furniture & Equipment	\$ 45.73
<u>Estimate</u>	Matrix Electric, Inc.	3.62 Equipment/Maintenance	\$1,080.00
		Total	\$13,314.57

Attest:

Betty Caldwell
Secretary, Library Board

Presented to the North Madison County Public Library, read in full and adopted this 13th day of December 2004.

AYE

NAY

<u>W. E. [Signature]</u>	_____
<u>Betty Caldwell</u>	_____
<u>[Signature]</u>	_____
<u>[Signature]</u>	_____
<u>Annita [Signature]</u>	_____
<u>Bell [Signature]</u>	_____

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	NOV	NOV	AMOUNT OF	% OF	YTD
	2003	2004	CHANGE	CHANGE	
ELWOOD					
ADULT	3529	3209	-320	-9%	38845
JUVENILE	2971	2372	-599	-20%	27400
Y. A.	266	217	-49	-18%	3244
PERIOD.	482	550	68	14%	6141
AUDIO	289	231	-58	-20%	3048
VIDEO	4065	3742	-323	-8%	43962
TOTAL	11602	10321	-1281	-11%	122640

FRANKTON					
ADULT	1037	1007	-30	-3%	12984
JUVENILE	816	777	-39	-5%	9628
Y. A.	57	52	-5	-9%	754
PERIOD.	207	224	17	8%	3773
AUDIO	29	50	21	72%	537
VIDEO	1037	1301	264	25%	13755
TOTAL	3183	3411	228	7%	41431

HAZELBAKER					
ADULT	580	668	88	15%	7388
JUVENILE	554	422	-132	-24%	4288
Y. A.	75	39	-36	-48%	686
PERIOD.	87	97	10	11%	1130
AUDIO	45	19	-26	-58%	315
VIDEO	438	545	107	24%	6131
TOTAL	1779	1790	11	1%	19938

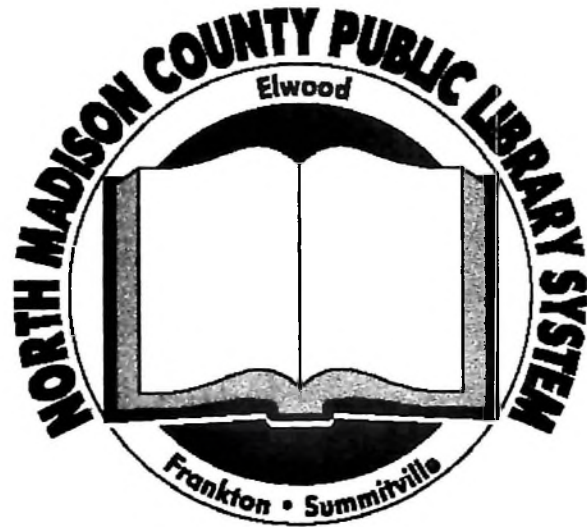
SYSTEM					
ADULT	5146	4884	-262	-5%	59217
JUVENILE	4341	3571	-770	-18%	41316
Y. A.	398	308	-90	-23%	4684
PERIOD.	776	871	95	12%	11046
AUDIO	363	300	-63	-17%	3900
VIDEO	5540	5588	48	1%	63848
TOTAL	16564	15522	-1042	-6%	184011

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	8497	1702	1130
REF.	41	23	20
ASSITS.	1703	409	410
COMP.	980	192	285
PROG. A.	2 - 28	0	0
J.	17 - 214	0	4 - 12

TECH SERVICE PROCESSED 847 ITEMS AND WITHDREW 409 ITEMS

Technology Plan

For the



2005-2007

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Mission Statement

To provide information sources and services at the user's point of need.

Background information

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

NMCPLS faces some peculiar challenges. As much as 18 miles separate the three facilities. The system serves residents in five townships, which include three school systems. One of the three school systems (Madison-Grant School Corporation) crosses county and library service boundaries. And, although Elwood & Summitville are covered by SBC telephone service, Frankton is covered by Verizon.

The following paragraphs give a chronological narrative of technology developments for the years from 1997 to 2004. These technology developments were made by following previous technology plans and by keeping our mission statement as the guiding philosophy.

The CD-ROM driven cataloging and circulation system, Bibliofile, was established with the opening of the totally new Elwood facility in 1997. Through grants, gifts and the operating budget, NMCPLS started to attain staff and public access computers that had word processing, educational games and other software programs. Installation of Bibliofile was completed at the branches in early 1998. In August 1999, a full time Information Technology Manager was added to the existing staff to support technology development. Due to Y2K compatibility issues in June 1999, Bibliofile, software that uses MS-DOS as an operating system, was replaced with Library.Solution Version 1.4. Library.Solution is an integrated and Y2K compatible library automation system that uses a Windows environment. Existing computers used for the Bibliofile program were upgraded and/or replaced to accommodate requirements of the new Library.Solution software. Beginning in June 1999, the catalog was available to the public at home through a dial-up program called DialCat.

During the year of 1999 with the assistance of an LSTA grant, all staff and public access computers that were not Y2K compliant were upgraded or replaced. In March 2000 NMCPLS began offering free introductory computer classes to the public. These classes are held at each facility on a rotating basis. In May 2000 NMCPLS became a member of the Northern Indiana Computer Consortium for Libraries (NICCL). NICCL is a group of libraries that have joined together to have an agreement with one computer service provider. From May 2000 to May 2004 IDS (Integrated Data Solutions), formerly known as Xcel, was the computer service provider for NICCL.

In December 2000 through funding from the Indiana State Library and the Universal Service Administrative Company (USAC), the Elwood Public Library installed a T-1 line. In January 2001 NMCPLS started to pursue USAC funding through the Intelnet Commission for 56K tail circuits to the branches. Both branches access the Library.Solution Server at Elwood through phone lines and 56K modems. The addition of two 56K tail circuits to each of our branches was finally completed in March 2002. Shortly after the install of the tail circuits, it was discovered that our current software solution firewall (Cyberwall Plus), located at Elwood, could not handle the added computer traffic from the branches. At the suggestion from IDS, Integrated Data Solutions, NMCPLS purchased a Cisco Pix Firewall, which is a hardware solution, to be placed at Elwood.

Also in December 2000, NMCPLS applied for the Bill & Melinda Gates Foundation State Partnership Program and in February 2001 received notification that Elwood and Frankton were eligible and that NMCPLS could appeal the non-eligibility for Hazelbaker Library. By June 2001, NMCPLS received notification that Hazelbaker Library would be eligible. Through the State Partnership Program, Madison County Community Foundation Grant and NMCPLS's operating budget, NMCPLS added a total of eight new Gateway computers and replaced five of the existing public access computers. This was a total of thirteen new Gateway computers available for public access computing. NMCPLS also received a content server from the State Partnership Program, which is now used as a web server to allow access to our OPAC at www.elwood.lib.in.us.

In May 2001, NMCPLS received a LSTA Grant for digitizing cemetery records. The plan for those cemetery records is to incorporate them into the Community Heritage Online database. This will allow genealogists to look up actual obituaries and also cemetery records for their ancestors.

In March 2002, NMCPLS received a LSTA Grant to digitize our collection of historical photographs along with obituaries from our local newspapers and place them in a database (Community Heritage Online). In December 2003, the library purchased using donated and memorial funds a microfilm scanner that allows our staff and volunteers to transfer the obituary directly from the microfilm to a digitize photo on a computer. This project is ongoing and currently we are using volunteers from our community to digitize obituaries. We have the Elwood Call-Leader on microfilm beginning in the year 1893. An NMCPLS staff member is working on digitizing obituaries from 1893 to 1900. Volunteers are starting with the year 1900 and working forward. As of November 2004, there are over 1,100 full text obituaries in the Community Heritage Online (CHO) database. The web address for CHO is historical.elwood.lib.in.us.

In March 2002 the Library Board of Trustees decided that it was in the best interest for NMCPLS to purchase filtering software and to begin filtering every Internet accessible computer (staff and public) in the system. In April 2002 Websense, a filtering software, was purchased and installed.

In January 2003, NMCPLS started to pursue USAC funding through the Intelnet Commission for T-1 lines to the branches. The 56K tail circuits were not able to meet the demand of Library.Solution and the Internet traffic coming from the branches. In August 2003, T-1 lines to the branches were installed and are working absolutely fantastic.

In May 2004 NICCL terminated the contract with IDS as the group's computer service provider. In September 2004 NICCL accepted the bid from Chester Technologies to become the group's new computer service provider for the next three years. NMCPLS signed new contracts with NICCL in September to accept Chester Technologies as the new provider and to continue to be an active member of the group.

As of December 2004, the construction of the new building for the Frankton Community Library is set to begin in May 2005. NMCPLS is applying for a LSTA Technology Mini-Grant to assist the library with the funding of installation of wireless networks at each of our facilities. The wireless network for Frankton would be installed in their new building.

The following technology plan starts at January 2005 and continues until December 2007.

Goals and Strategies

Goal #1 - Promote the mission of the North Madison County Library System through the strategic use of information technology.

- ❖ Ongoing: Ensure continued patron and staff access to the catalog online at www.elwood.lib.in.us.
- ❖ 2005: Continue digitizing actual obituaries from the Elwood Call Leader and placing them in CHO (Community Heritage Online database).
- ❖ 2005: Begin digitizing obituaries from the News-Sun, a local paper for the Summitville community and placing them in CHO.
- ❖ 2005: Redevelop the static pages of our web site to ensure consistency throughout and to ensure efficient updating.
- ❖ 2005: Continue collaborating with other libraries that have the CHO database to brainstorm possible improvements to the database and to work with Chester Technologies to make these improvements possible.
- ❖ 2005: Look into combining the digitized cemetery records with the CHO database. So Cemetery information will be available with the obituary.
- ❖ 2006: Continue entering cemetery records into the CHO database.
- ❖ 2006: Reevaluate web page content. See the next section "Evaluation".
- ❖ 2006: Continue digitizing photos and actual obituaries.
- ❖ 2007: Reevaluate web page content. See the next section "Evaluation".
- ❖ 2007: Continue digitizing photos and actual obituaries.

Goal #2 – Maintain and upgrade as necessary all technology equipment and software in accordance with the needs of patrons and staff, the computer replacement plan (See Appendix A), and any requirement whether local, state or federal law to ensure continued eligibility for discount and grants.

- ❖ Ongoing: Use computer replacement plan to ensure that computers are being replaced every 4 years.
- ❖ Ongoing: Upgrade Library. Solution software once a year.
- ❖ 2005: Keep Websense up to date in accordance with all regulations in order to ensure discounts on telecommunication services.
- ❖ 2005: Install all necessary wiring, networking equipment and furniture to prepare for an increase in the number of staff and public access computers at the Frankton facility.
- ❖ 2005: Increase number of user licenses for Websense to accommodate extra computers at the Frankton branch.
- ❖ 2005: Ensure that our current Cisco Pix Firewall will manage the increase in the number of computers at the Frankton branch. If not purchase a hardware firewall solution that will accommodate the extra computers at the Frankton branch.
- ❖ 2005: Increase the number of staff and public access computers at the Frankton facility due to the elimination of space confinements.
- ❖ 2006: Install wireless local area networks at each of our three facilities.
- ❖ 2006: Since all three facilities use Elwood's T-1 line to access the Internet and due to the increase in computer traffic from the new Frankton facility, begin looking to a possible T-3 line at the Elwood facility to accommodate the increase in computer traffic.
- ❖ 2006: Begin purchasing laptop computers to take advantage of the wireless local area networks.
- ❖ 2007: Use laptop computers to teach computer classes in the meeting room at each facility instead of using public access computers. This will reduce the noise level, increase the number of patrons that can take each computer class, and free up the public access computers.

Goal #3 – Continue training staff member to assist Information Technology Manager.

- ❖ 2005: Train one full-time staff member to assist IT Manager with the redevelopment of the static web pages of our website.
- ❖ 2005: Train this staff member to update the static web pages of our website.
- ❖ 2006: Re-evaluate this position and if necessary change staff member's responsibilities to include the dynamic web pages of our website (PAC and CHO).
- ❖ 2007: Re-evaluate this position and if necessary change this staff member to assist the Information Technology Manager full time.

Evaluation

All evaluations are either based on actual statistics that are incorporated into the software or surveys that are administered at each facility. An evaluation of all three goals will be performed at the end of each year. Appropriate changes to the technology plan will be taken at that time.

Training

Goal #1 - Educate library staff and library users in the use of information technology.

- ❖ Ongoing: Continue offering introductory computer classes to the public.
- ❖ Ongoing: All staff members will participate in at least one workshop or course of general computer training offered by INCOLSA, ILF, the State Library, or other qualified source.
- ❖ Ongoing: Evaluate introductory computer classes for the public and change as necessary.
- ❖ Ongoing: Hold computer classes taught by staff members to train other staff members on specialized software. (Adobe PhotoShop Elements and Print Shop are two examples)

Budget

- ❖ Ongoing: Continue to support through NMCPLS's operating budget and grants, digitizing of historical photos and obituaries from the Elwood Call-Leader and the News-Sun to be placed in CHO.
- ❖ 2005-2007: Follow the computer replacement plan as closely as possible.
- ❖ 2006: Change the computer replacement plan and technology budget to accommodate for the increase of computers at Frankton.
- ❖ 2007: Purchase additional computers for Frankton.
- ❖ 2007: Increase wages and salaries to accommodate the IT Manager's assistant.

Current Inventory

All public access and staff computers have a variety of software installed on them, including Office 2000 and 2003 Professional (Word, Excel, PowerPoint, Publisher and Access), Corel Draw, Print Shop Deluxe and several educational games for kids.

Elwood Public Library (41 total computers)

20 Public Access Computers

15 Internet Accessible

- ❖ 9 Gateway Pentium IV 1400 MHz computers with 17" monitors running Windows 2000 Service Pack 4.
- ❖ 6 Dell Pentium IV 2.60 GHz computers with 17" monitors running Windows XP Professional Service Pack 2.

5 Not Internet Accessible

- ❖ 2 Dell Pentium IV 2.60 GHz computers with 17" monitors running Windows XP Professional.
- ❖ 3 Dell Pentium III 866 MHz computers with 15" monitors running Windows 98 Second Edition.

10 Library Solution Computers

8 Not Internet Accessible

- ❖ 2 Dell Pentium III 1 GHz computers w/ 17" monitors running Windows 2000 Service Pack 4 used for PAC.
- ❖ 1 Dell Pentium II 350MHz computers w/ a 15" monitor running Windows NT 4.0 used PAC.
- ❖ 3 Dell Pentium III 1 GHz computers with 17" monitors running Windows 2000 Service Pack 4 used for Circulation.
- ❖ 2 Dell Pentium IV 2.60 GHz computers with 17" monitors running Windows XP Professional Service Pack 2 used for Cataloging.

2 Internet Accessible

- ❖ 1 Dell Pentium IV 2.60 GHz computer with 17" monitor running Windows XP Professional Service Pack 2 used for Circulation.
- ❖ 1 Dell Pentium III 1 GHz computer with 17" monitor running Windows 2000 Service Pack 4 used for Circulation.

7 Staff Access Computers with Internet Access

- ❖ 2 Gateway Pentium IV 1.50 GHz computers w/ 17" monitors running Windows XP Professional Service Pack 2.
- ❖ 1 AVC (Audio Visual Communications) Pentium III 600 MHz computer with a 17" monitor running Windows 98 Second Edition.
- ❖ 2 Dell Pentium IV 2.60 GHz computers with 17" monitors running Windows XP Professional Service Pack 2.
- ❖ 1 Dell Pentium II 350MHz computer with a 15" monitor running Windows NT.
- ❖ 1 Hewlett Packard Omnibook XE3 notebook running Windows XP Professional Service Pack 2.

4 Servers

- ❖ 1 Dell PowerEdge 2600 Pentium Xeon 1.8 GHz computer running Windows 2000 (Library.Solution).
- ❖ 1 Dell Pentium III 450X2 MHz computer w/ 15" monitor running Windows NT 4.0 (Domain Controller, Symantec Server, and Community Heritage Online).
- ❖ 1 Hewlett Packard ML 110 Pentium IV 3.0 GHz computer running Windows Server 2003 (Websense).
- ❖ 1 Gateway Pentium III 933/133 MHz computer running Windows 2000 (Web server and E-mail).

Frankton Community Library (5 total computers)

3 Public Access Computers with Internet Access

- ❖ 3 Gateway Pentium IV 1400 MHz computers w/ 17" monitors running Windows 2000 Service Pack 4.

2 Library.Solution Computers

- ❖ 1 TLC (The Library Corporation) Pentium 200 MHz computer w/ a 15" monitor running Windows 98 used for PAC.
- ❖ 1 Dell Pentium III 1 GHz computer with 17" monitor running Windows 2000 Service Pack 4 used for Circulation.

Ralph E. Hazelbaker Library (16 total computers)

13 Public Access Computers

7 Internet Accessible

- ❖ 1 Gateway Pentium IV 1400 MHz computers w/ 17" monitors running Windows 2000 Service Pack 4.
- ❖ 2 Dell Pentium III 700 MHz computer w/ 17" monitor running Windows 98 Second Edition.
- ❖ 4 Dell Pentium IV 2.60 GHz computers with 17" monitors running Windows XP Professional Service Pack 2.

6 Not Internet Accessible

- ❖ 6 Dell Pentium III 700 MHz computers w/ 17" monitors running Windows 98 Second Edition.

2 Library.Solution Computers

- ❖ 1 TLC (The Library Corporation) Pentium 200 MHz computer w/ 15" monitor running Windows 98 used for PAC.
- ❖ 1 Dell Pentium III 1 GHz computer with 17" monitor running Windows 2000 Service Pack 4 used for Circulation.

1 Staff Access Computer with Internet Access

- ❖ 1 Dell Pentium IV 2.60 GHz computers with 17" monitors running Windows XP Professional Service Pack 2.

Appendix A

NMCPLS Computer Replacement Plan

By December 2004 NMCPLS will have the following inventory of computers.

Elwood Public Library

Public Access	20
Library.Solution	10
Staff Access	7
Servers	4
Total # of Computers	40

Frankton Community Library

Public Access	3
Library.Solution	2
Staff Access	0
Total # of Computers	5

Ralph E. Hazelbaker Library

Public Access	13
Library.Solution	2
Staff Access	1
Total # of Computers	16

Total # of Computers for NMCPLS

Public Access	36
Library.Solution	14
Staff Access	8
Servers	4
Total # of Computers	62

The North Madison County Public Library System Computer Replacement Plan will replace computers after their fourth year of service. The computers will be chosen according to date of purchase. The oldest date of purchase from each category will be replaced first. Up to a total of six computers from the branches will be included in this replacement plan. Once the new Frankton facility is in place (November 2005) this computer replacement placement plan and the Technology Equipment and Technology Software budget will have to be readjusted to accommodate the extra computers at that branch. Currently, the Technology Equipment Budget is \$15,500 and the Technology Software budget is \$3,000.

Servers will be replaced when they are four years old. The technology budget will have to absorb the cost of the server during that year. The Domain Controller server and the web server will be replaced by January 2005, the Library.Solution server is four years old in 12/2006, and the Websense server is four years old 11/2008.

Each year six of the twelve computers replaced will be kept for replacement parts. The other six computers will be donated to the Friends of the Library to sell along with any computers left over from the year before.

Computer Category	Current Inventory	# Replaced each year	Cost for each computer	Cost per year
Public Access Computers	36	9	\$~1000	\$~9,000
Library.Solution Computers	14	3	\$~1000	\$~3,000
Staff Access Only	8	2	\$~1000	\$~2,000
Servers (L.S, Firewall, and web server)	4	See above paragraph on servers	\$~4500	See above paragraph on servers
Total Cost per Year	62	14		\$~14,000
Total Budget per Year				\$15,500
Total left over to replace other pieces of hardware				\$1,500

AGENDA

January 12, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYTEM
BOARD OF TRUSTEES
ELWOOD PUBLIC LIBRARY
MEETING ROOM**

**Regular Meeting
7:00 p.m.**

**CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS**

- 1. Lions Club property**
- 2. Hazelbaker Shelving**

NEW BUSINESS

- 1. Rainy Day Fund Resolution**

**DIRECTOR'S REPORT
ADJOURNMENT**

AGENDA

**BOARD OF FINANCE MEETING
January 12, 2004
(Held following regular January 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 Motion for newspapers as official notification**
- 4. Motion for regular meeting date and time**

ADJOURNMENT

MODE = MEMORY TRANSMISSION START=JAN-08 10:04 END=JAN-08 10:05

FILE NO.=028

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	002/002	00:00:33

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

AGENDA

**BOARD OF FINANCE MEETING
January 12, 2004
(Held following regular January 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 Motion for newspapers as official notification
4. Motion for regular meeting date and time

ADJOURNMENT

12/8/04

Please publish on
Friday or Saturday
and again on Monday

Thank you
Diana

552-5001

Friday or Saturday
and again on Monday

Thank you
Diana

552-5001

MODE = MEMORY TRANSMISSION START=JAN-08 10:02 END=JAN-08 10:03

FILE NO.=027

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	002/002	00:00:30

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

AGENDA

**BOARD OF FINANCE MEETING
January 12, 2004
(Held following regular January 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 Motion for newspapers as official notification
4. Motion for regular meeting date and time

ADJOURNMENT

12/8/04

Please publish on
Friday or Saturday
and again on Monday

Thank you
Diana

552-5001

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF FINANCE MEETING
January 12, 2004

CALL TO ORDER

President Kevin Sipe called the annual Board of Finance Meeting of the North Madison County Public Library to order on January 12, 2004 at 7:30pm.

CALL FOR QUORUM

Present were President Kevin Sipe, Betty Caldwell, Bette Dalzell, Pam Bohlander, Wayne Davidson, Don Hill, Director Beverly Austin and Diana Shepard.

Elect President & Secretary of Board of Finance

Pam Bohlander moved to present the same slate of officers as last year. Don Hill made a motion that the nominations be closed. Betty Caldwell cast the vote to include Kevin Sipe as President and Betty Caldwell as Secretary.

Investment register distributed & reviewed

Operating Fund interest on investments in 2003 was \$3,025.24. LIRF Fund interest on investment in 2003 was \$1,439.98.

Motion for Depositories

Motion was made by Pam Bohlander to accept Star Financial Bank, Huntington Bank, Community Bank of Summitville, National City Bank of Frankton, Union State Bank of Frankton and First Farmer's Bank of Elwood as the Library's depositories. Bette Dalzell made a second and the motion carried.

Motion for Newspapers as Official Notification


Bette Dalzell made a motion to continue to use the Elwood Call Leader and the Herald Bulletin for official notification of meetings and advertisement of the budget. Pam Bohlander made a second and the motion carried.

Motion for Regular Meeting Date and Time

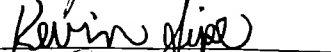
A motion was made by Pam Bohlander that the Board of Trustees would continue to hold their monthly meetings the second Monday of the month at 7:00pm. Bette Dalzell made a second and the motion carried.

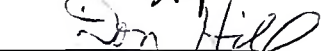
With no objections the meeting was adjourned.


Betty Caldwell, Secretary









NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR MEETING
January 12, 2004
7:00pm

CALL TO ORDER

President Kevin Sipe called a regular meeting of the North Madison County Public Library Board of Trustees to order at 7:00pm on January 12, 2004 in the meeting room of the Elwood Public Library. No executive meeting was held.

CALL FOR QUORUM

Present were President Kevin Sipe, Betty Caldwell, Bette Dalzell, Pam Bohlander, Wayne Davidson, Don Hill, Director Beverly Austin and Diana Shepard.

MINUTES

Minutes from the December 15, 2003 regular meeting was approved after Pam Bohlander made a motion and Betty Caldwell made a second.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Wayne Davidson signed checks.

OLD BUSINESS

Lions Club Property

As a point of information it was discovered during the State Board of Accounts audit that library property purchased from the Frankton Lion's Club in 2003 has an incorrect common address on the closing statement and Warranty Deed. After discussion it was decided to contact the attorney and have him make the necessary changes to the Warranty Deed and all other necessary papers.

Hazelbaker Shelving

Director Beverly Austin met with Keith Baldwin on January 7, 2004 to discuss construction of new shelving in the children's room of the Hazelbaker Library. Mr. Baldwin was given permission to proceed with the construction. The final bid for the shelving was \$6,950. Mr. Baldwin is currently working on construction at a church; as soon as he is finished there he will begin on library shelving. The end of February or the first part of March should complete the construction and installation of the shelving.

Eight new computers have been purchased for the system. The old computers have been donated to the Friends of the Library. A computer sale conducted by the Friends of the Library will be held on February 27 and 28. The computers will be sold by silent bid. The computer lab will close down early on Tuesday, January 13 to accommodate scheduled programming. There will be thirty-five people for a power point presentation which will be held in the meeting room, Twilight Tales will be held in the children's area, and Bart Bingham, Elwood author, will be at the library between six and eight for a book signing to promote his new book.

NEW BUSINESS

Rainy Day Fund Resolution

Resolution to transfer \$70,000 of unused and unencumbered funds from the Operating Fund into the Rainy Day Fund was read by Secretary Betty Caldwell. It was explained that with \$30,000 of existing funds in the Rainy Day Fund, the transfer of \$70,000 into the Rainy Day Fund, \$36,560 in LIRF and \$76,000 from the sale of the Frankton property there would be over \$200,000 available for future use. Wayne Davidson made a motion to approve the transfer of \$70,000 into the Rainy Day Fund; Pam Bohlander made a second and the motion carried.

Mr. Sipe has received a letter from an architectural firm. It offers their services for advice pro bono.

DIRECTOR'S REPORT

Edward's Electrical and Mechanical has been notified that we will no longer need their services. Deem has been notified and will be servicing the heating and air conditioning equipment at Elwood beginning with the February quarterly inspection. The computers and scanner for obituary scanning have been received; they are set up in the reception area. The scanner and computer will be paid for by a \$2,000 donation from the Pipecreek Genealogy Society and the remainder will be paid from the Dolores Waltz Estate donation given to the Historical Section of the Elwood Public Library. Jamie Scott will be ask to come to a future meeting to demonstrate the equipment. There will be a computer sale in February. Plumbing leaks have been found at the Summitville branch, Dial One has been contracted to make the needed repairs. The statistics show that system wide over 200,000 items were circulated during 2003. Technical Service has processed a great number of new items and there has been little weeding; therefore a major weeding will need to be done at Elwood. Gift and memorials brochure was distributed for consideration. Bart Bingham will be at the library for a book signing January 13, 2004 from six to eight.

Don Hill would like for the board to consider an in-school public library for Frankton. It was recommended that other facilities that have in-school public libraries be visited to find out the advantages or disadvantages of this type facility.

With no objections the meeting was adjourned.

<p><u>Wayne Davidson</u></p> <p><u>Kevin Sipe</u></p> <p><u>Don Hill</u></p>	<p><u>Betty Caldwell</u> Betty Caldwell, Secretary</p> <p><u>Pamela X Bohlander</u></p> <p>_____</p> <p>_____</p>
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Register Of Claims

North Madison County Public Library System

Report Date: From 12/16/03 To 12/31/03

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	787	ING AETNA	Annuity	Payroll Deductions	\$130.00	12/30/03	P/R ENDING 12/27/03
				Total this claim	<u>\$130.00</u>		
0	774	NORTH MADISON COUNTY PU	OPERATING FUND	Interfund Transfers	121,000.00	12/18/03	INTER-FUND TRANSFER-OUT OF OPERATING FUND INTO DEBT SERVICE FUND
				Total this claim	<u>\$121,000.00</u>		
0	773	BANK OF NEW YORK	Debt Service Fund	Tempory Loans	\$99,173.00	12/18/03	INDIANA BOND BANK REPAYMENT - MIDYEAR ADVANCE FUNDING PROGRAM
			OPERATING FUND	Interest on Temporary Loans	\$811.35		
			OPERATING FUND	Professional Services	\$15.00		
				Total this claim	<u>\$99,999.35</u>		
0	783	PAYROLL	OPERATING FUND	Salary of Assistants	\$13,604.15	12/30/03	PAYROLL
			OPERATING FUND	Wages of Janitor	\$810.40		
				Total this claim	<u>\$14,414.55</u>		
0	766	PAYROLL	OPERATING FUND	Salary of Assistants	\$13,434.56	12/17/03	PAYROLL
			OPERATING FUND	Wages of Janitor	\$810.40		
				Total this claim	<u>\$14,244.96</u>		
0	785	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,102.74	12/30/03	P/R ENDING 12/27/03
			FICA	Payroll Deductions	\$893.70		
			Federal Taxes Withheld	Payroll Deductions	\$1,458.94		
			Medicare	Payroll Deductions	\$209.04		
				Total this claim	<u>\$3,664.42</u>		
0	768	ING AETNA	Annuity	Payroll Deductions	\$130.00	12/17/03	P/R ENDING 12/13/03
				Total this claim	<u>\$130.00</u>		
0	767	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,089.74	12/17/03	P/R ENDING 12/13/03
			FICA	Payroll Deductions	\$883.19		
			Federal Taxes Withheld	Payroll Deductions	\$1,443.73		
			Medicare	Payroll Deductions	\$206.55		
				Total this claim	<u>\$3,623.21</u>		
21864	770	AT&T	OPERATING FUND	Telephone & Telegraph	\$44.45	12/17/03	As per attached invoices.
				Total this claim	<u>\$44.45</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>
21865	769	MADISON COUNTY FEDERAL	Credit Union OPERATING FUND	Payroll Deductions Other Professional Services	\$492.06 <u>\$1,514.24</u>	12/17/03	P/R ENDING 12/13/03
				Total this claim	<u>\$2,006.30</u>		
21866	771	STATE CHEMICAL MANUFACT	OPERATING FUND	Cleaning & Sanitation Supplies	\$147.72	12/17/03	As per attached invoices.
				Total this claim	<u>\$147.72</u>		
21867	772	NATIONAL CITY BANK, INDIAN	Debt Service Fund	Land Buildings Improvements	121,000.00	12/17/03	SEMIANNUAL LEASE PAYMENT - DECEMBER 31, 2003
				Total this claim	<u>\$121,000.00</u>		
21868	775	AMERICAN ELECTRIC POWER	OPERATING FUND OPERATING FUND	Electricity Electricity	\$389.29 <u>\$1,252.34</u>	12/30/03	As per attached invoices.
				Total this claim	<u>\$1,641.63</u>		
21869	788	CITY OF ELWOOD NON-REVE	OPERATING FUND Insurance	Emp Cont Group Ins Emp Cont Group Ins	\$149.27 <u>\$335.91</u>	12/30/03	INSURANCE PAYMENT FOR DECEMBER
				Total this claim	<u>\$485.18</u>		
21870	780	CITY OF ELWOOD UTILITIES	OPERATING FUND	Water	\$162.34	12/30/03	As per attached invoices.
				Total this claim	<u>\$162.34</u>		
21871	784	DELAWARE COUNTY HISTORI	OPERATING FUND	Elwood Indiana Room	\$66.50	12/30/03	1881 HISTORY OF DELAWARE COUNTY, IN - PREPAY
				Total this claim	<u>\$66.50</u>		
21872	781	EDWARDS ELECTRICAL & ME	OPERATING FUND	Professional Services	\$457.94	12/30/03	QUARTERLY INSPECTION - REPLACED BELT
				Total this claim	<u>\$457.94</u>		
21873	791	FILIP, INC.	OPERATING FUND	Cleaning & Sanitation Supplies	\$32.58	12/30/03	As per attached invoices.
				Total this claim	<u>\$32.58</u>		
21874	776	HPS OFFICE SYSTEMS	OPERATING FUND	Equipment/Maint.	\$858.00	12/30/03	ANNUAL MAINTENANCE TOSHIBA COPIER
				Total this claim	<u>\$858.00</u>		
21875	786	INDIANA DEPARTMENT OF RE	State Tax Withheld County Taxes Withheld	Payroll Deductions Payroll Deductions	\$1,463.93 <u>\$421.76</u>	12/30/03	PAYROLL DEDUCTIONS FOR DECEMBER
				Total this claim	<u>\$1,885.69</u>		
21876	789	MADISON COUNTY FEDERAL	Credit Union OPERATING FUND	Payroll Deductions Other Professional Services	\$472.54 <u>\$1,514.24</u>	12/30/03	P/R ENDING 12/27/03
				Total this claim	<u>\$1,986.78</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>
21877	782	NANCY SUMNER	OPERATING FUND	Professional Meetings	\$8.67	12/30/03	PETTY CASH REIMBURSEMENT
			OPERATING FUND	Postage & UPS	\$13.83		
			OPERATING FUND	Repair Parts/Maintenance	\$2.00		
			Total this claim		\$24.50		
21878	790	PUBLIC EMP. RETIREMENT F	PERF	Payroll Deductions	\$2,539.11	12/30/03	FOURTH QUARTER 2003 PAYROLL DEDUCTIONS
			OPERATING FUND	Emp Cont PERF	\$4,832.15		
			Total this claim		\$7,371.26		
21879	777	RUFUS JESSIE	OPERATING FUND	Waste Disposal Services	\$36.00	12/30/03	TRASH PICK UP 4TH QUARTER 2003 - SUMMITVILLE
			Total this claim		\$36.00		
21880	778	TOWN OF FRANKTON	OPERATING FUND	Electricity	\$199.88	12/30/03	As per attached invoices.
			OPERATING FUND	Water	\$8.85		
			OPERATING FUND	Waste Disposal Services	\$8.04		
			Total this claim		\$216.77		
21881	779	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$81.78	12/30/03	As per attached invoices.
			Total this claim		\$81.78		
21882	792	GALE GROUP	OPERATING FUND	Elwood Adult	\$130.68	12/30/03	As per attached invoices.
			OPERATING FUND	Summitville	\$113.01		
			Total this claim		\$243.69		
21883	793	MATTHEW BENDER & CO., IN	OPERATING FUND	Elwood Adult	\$208.20	12/30/03	As per attached invoices.
			Total this claim		\$208.20		
21884	794	SCOTT CONSTRUCTION	OPERATING FUND	Professional Services	\$50.00	12/30/03	SNOW REMOVAL 12/14/03
			Total this claim		\$50.00		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$396,213.80

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, January 08, 2004

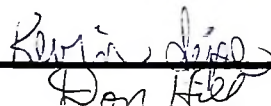
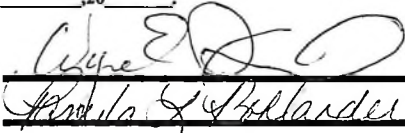
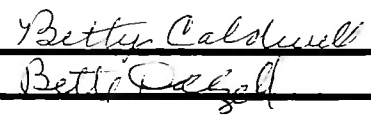

 Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____

		
_____	_____	_____
_____	_____	_____

SIGNATURES OF GOVERNING BOARD

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

Register Of Claims

North Madison County Public Library System

Report Date: From 1/1/04 To 1/12/04

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
21885	1	ARAB TERMITE & PEST CONT	OPERATING FUND	Professional Services	\$47.00	1/12/04	As per attached invoices.
Total this claim					\$47.00		
21886	2	ARLINGTON/ROE & CO.	OPERATING FUND	Insurance	\$1,625.00	1/12/04	DIRECTORS & OFFICERS LIABILITY INSURANCE POLICY 8167-9337
Total this claim					\$1,625.00		
21887	3	AT&T	OPERATING FUND	Telephone & Telegraph	\$59.47	1/12/04	As per attached invoices.
Total this claim					\$59.47		
21888	24	AUDIO VISUAL COMMUNICATI	OPERATING FUND	Professional Services	\$119.00	1/12/04	SERVICE AGREEMENT FOR JANUARY
Total this claim					\$119.00		
21889	28	BAKER & TAYLOR	OPERATING FUND	Elwood Adult	\$1,369.67	1/12/04	As per attached invoices.
			OPERATING FUND	Elwood Childrens	\$504.97		
			OPERATING FUND	Elwood YA	\$83.96		
			OPERATING FUND	Frankton	\$1,000.39		
			OPERATING FUND	Summitville	\$692.40		
Total this claim					\$3,651.39		
21890	29	BAKER & TAYLOR ENTERTAIN	OPERATING FUND	Elwood Childrens	\$40.66	1/12/04	As per attached invoices.
Total this claim					\$40.66		
21891	4	BARBARA MCADAMS	OPERATING FUND	Postage & UPS	\$8.30	1/12/04	PETTY CASH REIMBURSEMENT
			OPERATING FUND	Operating Supplies	\$40.43		
			OPERATING FUND	Professional Services	\$10.00		
Total this claim					\$58.73		
21892	5	BARBARA SNIPES	OPERATING FUND	Traveling Expense	\$55.10	1/12/04	MILEAGE FOR DECEMBER
Total this claim					\$55.10		
21893	6	CENTRAL OFFICE PRODUCTS	OPERATING FUND	Office Supplies	\$80.00	1/12/04	TONER FOR FAX
Total this claim					\$80.00		
21894	7	CINTAS CORPORATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$41.91	1/12/04	As per attached invoices.
Total this claim					\$41.91		
21895	8	CINTAS LOCATION # 365	OPERATING FUND	Cleaning & Sanitation Supplies	\$39.15	1/12/04	As per attached invoices.
Total this claim					\$39.15		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
21896	31	COURT SQUARE LEASING CO	OPERATING FUND	Equipment/Rental	\$179.16	1/12/04	QUARTERLY RENTAL - POSTAGE METER
					Total this claim		
					\$179.16		
21897	9	DELL MARKETING L.P./DELL U	OPERATING FUND	Technology Equipment	\$8,262.10	1/12/04	EIGHT COMPUTERS-1 COMPUTER FOR ON LINE OBITS CONVERSION
			OPERATING FUND	Technology Equipment	\$3,757.26		
			OPERATING FUND	Technology Equipment	\$137.65		
			Gift	Elwood Indiana Room	\$1,429.17		
					Total this claim		
					\$11,586.18		
21898	10	DIAL ONE	OPERATING FUND	Professional Services	\$94.00	1/12/04	SERVICE CALL-PLUMBING AT SUMMITVILLE-INSTALL NEW FAUCET
			OPERATING FUND	Professional Services	\$376.00		
					Total this claim		
					\$470.00		
21899	11	ELWOOD CHAMBER OF COM	OPERATING FUND	Dues	\$66.00	1/12/04	MEMBERSHIP DUES FOR 2004
					Total this claim		
					\$66.00		
21900	12	ELWOOD FIRE EQUIPMENT C	OPERATING FUND	Professional Services	\$20.00	1/12/04	FIRE EXTINGUISHER SERVICED
			OPERATING FUND	Professional Services	\$69.55		
			OPERATING FUND	Professional Services	\$59.90		
					Total this claim		
					\$149.45		
21901	30	EXPANETS	OPERATING FUND	Telephone & Telegraph	\$137.64	1/12/04	MONTHLY SERVICE AGREEMENT
					Total this claim		
					\$137.64		
21902	13	GALE GROUP	OPERATING FUND	Elwood Adult	\$906.15	1/12/04	As per attached invoices.
					Total this claim		
					\$906.15		
21903	27	INDIANA NEWSPAPERS, INC.	OPERATING FUND	Summitville Period. & Newsp.	\$143.00	1/12/04	12 MONTH SUBSCRIPTION - CHRONICLE-TRIBUNE-SUMMITVILLE
					Total this claim		
					\$143.00		
21904	14	INDIANA STATE LIBRARY	PLAC	Other	\$131.00	1/12/04	4TH QUARTER 2003 PLAC
					Total this claim		
					\$131.00		
21905	15	INTELENET COMMISSION(ST	OPERATING FUND	Telephone & Telegraph	\$760.68	1/12/04	As per attached invoices.
					Total this claim		
					\$760.68		
21906	16	K MART	OPERATING FUND	Operating Supplies	\$144.82	1/12/04	As per attached invoices.
					Total this claim		
					\$144.82		
21907	18	MADISON COUNTY SHERIFF'S	OPERATING FUND	Summitville	\$39.95	1/12/04	MADISON COUNTY SHERIFF'S HISTORY BOOK
					Total this claim		
					\$39.95		

<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>
21908	17	MANIFOLD REFUSE, INC.	OPERATING FUND	Wasto Disposal Services	\$60.00	1/12/04	1ST QUARTER 2004 TPASH PICKUP-FRANKTON
				Total this claim	<u>\$60.00</u>		
21909	19	MARSH SUPERMARKET	OPERATING FUND	Elwood Children's Programing	\$6.59	1/12/04	As per attached invoices.
			Gift	Elwood Children's Programing	\$10.85		
				Total this claim	<u>\$17.44</u>		
21910	25	MIDWEST TAPE	OPERATING FUND	Frankton AV	\$271.89	1/12/04	As per attached invoices.
			OPERATING FUND	Elwood AV	\$719.63		
			OPERATING FUND	Summitville AV	\$309.83		
				Total this claim	<u>\$1,301.35</u>		
21911	26	MTM INCORPORATED	Gift	Furniture & Equipment	\$7,865.00	1/12/04	MICROFILM SCANNER
			Gift	Professional Services	\$1,050.00		
				Total this claim	<u>\$8,915.00</u>		
21912	20	QUILL CORPORATION	OPERATING FUND	Office Supplies	\$265.67	1/12/04	As per attached invoices.
				Total this claim	<u>\$265.67</u>		
21913	21	RAMSAY BUSINESS PRODUC	OPERATING FUND	Office Supplies	\$87.60	1/12/04	As per attached invoices.
			OPERATING FUND	Office Supplies	\$10.00		
			OPERATING FUND	Office Supplies	\$15.56		
			OPERATING FUND	Office Supplies	\$25.47		
			OPERATING FUND	Equipment/Rental	\$76.38		
				Total this claim	<u>\$215.01</u>		
21914	22	STAR FINANCIAL BANK	OPERATING FUND	Equipment/Rental	\$25.00	1/12/04	SAFE DEPOSIT BOX RENTAL
				Total this claim	<u>\$25.00</u>		
21915	23	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$168.28	1/12/04	As per attached invoices.
				Total this claim	<u>\$168.28</u>		

Warrant
Number

Claim
Number

Name of Claimant

Fund

Account

Amount

Date

Explanation

Total Amount of Claims \$31,499.19

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 09, 2004




Fiscal Officer



ALLOWANCE OF VOUCHERS



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

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

Date this _____ day of _____, 20____.

SIGNATURES OF GOVERNING BOARD

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

Resolution to Transfer Funds to the Rainy Day Fund

Whereas, the Board of Trustees of the North Madison County Public Library System finds that the purposes of the Operating Fund have been filled, and,

Whereas, there is remaining in the Operating Fund an unused and unencumbered balance; therefore,

Be It Resolved, that the Board of Trustees of the North Madison County Public Library System do hereby transfer \$ 70,000.00 from the Operating Fund to the Rainy Day Fund for the purpose(s) of use as improvement or additions to existing structures, the purchase and construction of buildings or structures, the purchase of equipment, and all repairs or replacements of buildings or equipment. This fund shall be subject to the same appropriation process as other funds that receive tax money.

ADOPTED THIS 12TH DAY OF JANUARY 2004.

NAY

AYE

Wayne E. Davis
Betty Caldwell
Kevin Dijos
Don Hill
Annula & Galbader
Beth Oczel

ATTEST:

Betty Caldwell

Secretary of North Madison County Public Library System Board of Trustees

Gifts and Memorials are a lasting remembrance.

You can create a lasting community benefit-remembered for generations-when you contribute to the library. You may support your favorite program, or make a gift to advance the entire library. Contributions of \$100 to \$1,000 will be recognized with an individually engraved plate on the Donors' Honor Roll. If you like the library director can make suggestions for designating your gift or assist you with personalized planning of grants in amounts exceeding \$1,000.00.



***GIFTS
AND
MEMORIALS***

**Elwood Public Library
1600 Main Street
Elwood, IN 46036**

**Phone: 765-552-5001
Fax: 765-552-0955**

**NORTH MADISON
COUNTY PUBLIC
LIBRARY SYSTEM
ELWOOD PUBLIC LIBRARY
FRANKTON COMMUNITY LIBRARY
RALPH W. HANSEN LIBRARY**

765-552-5001

LIBRARY
MONETARY
GIFTS

NMCPLS is always grateful for gifts from patrons. However, in order to avoid misunderstanding about the disposition of gifts, it is suggested that prospective donors read the following statement:

The library system adheres to a carefully planned policy in accepting gifts. In order for the benefits of the monetary gift to be used for the best possible advantage, a meeting with the director is in the interest of both parties. A decision then can be made as to the use of the monies.

Sometimes monies are given in memory of individuals for the purchase of books. Every effort is made to purchase books in an area of interest of the deceased. A book plate will be placed in all books containing the donor's name and/or name of deceased.

CONSIDERATIONS FOR DONORS:

- 1. As a first step, consult the library director to determine the library needs and suitability of your proposed gift.**
- 2. Assistance in meeting the basic purposes of the library (Information, education, recreation) is most suitable.**
- 3. Please, don't attach unnecessary "strings" that may restrict the usefulness or hamper the effectiveness of your gift.**

Please read carefully before signing. A photocopy will be made for your records.

DONOR STATEMENT:

I certify that I am the owner of all right, title, and interest in the property described below. By donating the described property I hereby assign all right, title and interest in the property to the North Madison County Public Library System (NMCPLS).

Furthermore, it is understood that the donor indemnifies and holds harmless the NMCPLS from any and all liability for claims with respect to the personal property including, without limitation, claims of other persons or entities claiming an interest in the property.

The Donor waives any future claim to the donated property, and acknowledges that this donation is an absolute gift and that NMCPLS may retain or dispose of the donated property in any manner convenient to the North Madison County Public Library System.

DATE: _____

DONOR: _____

Signature, title of person accepting:

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

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	DEC 2002	DEC 2003	AMOUNT OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	3105	3043	-62	-2%	42549
JUVENILE	2396	2466	70	3%	32017
Y. A.	158	225	67	42%	3251
PERIOD.	408	475	67	16%	6600
AUDIO	255	216	-39	-15%	3406
VIDEO	3554	4157	603	17%	48135
TOTAL	9876	10582	706	7%	135958
FRANKTON					
ADULT	769	945	176	23%	12481
JUVENILE	786	582	-204	-26%	10406
Y. A.	46	68	22	48%	630
PERIOD.	211	223	12	6%	2856
AUDIO	33	21	-12	-36%	455
VIDEO	1364	1212	-152	-11%	15895
TOTAL	3209	3051	-158	-5%	42723
HAZELBAKER					
ADULT	601	610	9	1%	8425
JUVENILE	429	400	-29	-7%	6233
Y. A.	35	51	16	46%	739
PERIOD.	94	132	38	40%	1772
AUDIO	27	34	7	26%	472
VIDEO	318	526	208	65%	5287
TOTAL	1504	1753	249	17%	22928
SYSTEM					
ADULT	4475	4598	123	3%	63455
JUVENILE	3811	3448	-163	-5%	48656
Y. A.	239	344	105	44%	4620
PERIOD.	713	830	117	16%	11228
AUDIO	315	271	-44	-14%	4333
VIDEO	5236	5895	659	13%	69317
TOTAL	14529	15386	797	5%	201609

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	11150	1685	1284
REF.	33	28	6
ASSITS.	3027	438	203
COMP A.	1101	215	267
J.	1188	N/A	88
PROG. A.	2/19	0	1/30
J.	21/431	1/52	9/80

TECH SERVICE PROCESSED 551 ITEMS AND WITHDREW 227 ITEMS

Interest on Investments 2003

Operating Fund

\$3,025.24

LIRF Fund

\$1,439.98

YEARLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY

	AMOUNT OF		% OF	
	2002	2003	CHANGE	CHANGE
ELWOOD				
ADULT	45033	42549	-2484	-6%
JUVENILE	29469	32017	2548	9%
Y. A.	2533	3251	718	28%
PERIOD.	6139	6600	461	8%
AUDIO	3222	3406	184	6%
VIDEO	41865	48135	6270	15%
TOTAL	128261	135958	7697	6%

FRANKTON				
ADULT	11413	12481	1068	9%
JUVENILE	10517	10406	-111	-1%
Y. A.	587	630	43	7%
PERIOD.	2678	2856	178	7%
AUDIO	343	455	112	33%
VIDEO	15267	15895	628	4%
TOTAL	40805	42723	1918	5%

HAZELBAKER				
ADULT	8800	8425	-375	-4%
JUVENILE	6628	6233	-395	-6%
Y. A.	540	739	199	37%
PERIOD.	1198	1772	574	48%
AUDIO	558	472	-86	-15%
VIDEO	5215	5287	72	1%
TOTAL	22939	22928	-11	0%

SYSTEM				
ADULT	65246	63455	-1791	-3%
JUVENILE	46614	48656	2042	4%
Y. A.	3660	4620	960	26%
PERIOD.	10015	11228	1213	12%
AUDIO	4123	4333	210	5%
VIDEO	62347	69317	6970	11%
TOTAL	192005	201609	9604	5%

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	135254	25795	17443
REF.	622	481	247
ASSITS.	33632	6298	4195
COMP A.	10073	3803	3658
J.	14340	N/A	1876
PROG. A.	49 / 461	21 / 109	20 / 135
J.	362 / 5442	17 / 324	58 / 687

Tech Service processed 6746 items and withdraw 2872 items

AGENDA

February 9, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

Elwood Public Library

**REGULAR MEETING
7:00 P.M.**

**CALL TO ORDER
CALL FOR QUORUM
MINUTES**

**CLAIMS REGISTER & CHECKS
OLD BUSINESS**

- 1. School/Public library shared facilities
- 2. Gift brochure
- 3. Common address change

NEW BUSINESS

- 1. Approval to pay Administrative fees for Leasing Corp.
- 2. Update - Library Policy

**DIRECTOR'S REPORT
ADJOURNMENT**

MODE = MEMORY TRANSMISSION

START=FEB-05 08:07 END=FEB-05 08:07

FILE NO.=441

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:23

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

AGENDA

February 9, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

Elwood Public Library

**REGULAR MEETING
7:00 P.M.**

**CALL TO ORDER
CALL FOR QUORUM
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NEW BUSINESS

- 1. Approval to pay Administrative fees for Leasing Corp.
- 2. Update - Library Policy

**DIRECTOR'S REPORT
ADJOURNMENT**

Handwritten notes on a yellow sticky note:

Have called on
Friday in library
the sign in front
of the
552-5501
552-5501

 NORTH MADISON COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR MEETING
 FEBRUARY 9, 2004
 7:00PM

NORTH MADISON COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR MEETING
 FEBRUARY 9, 2004
 7:00PM

AGENDA
February 9, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
 BOARD OF TRUSTEES**

Elwood Public Library

**REGULAR MEETING
 7:00 P.M.**

- CALL TO ORDER
- CALL FOR QUORUM
- MINUTES
- CLAIMS REGISTER & CHECKS
- OLD BUSINESS
 - 1. School/Public library shared facilities
 - 2. Gift brochure
 - 3. Common address change
- NEW BUSINESS
 - 1. Approval to pay Administrative fees for Leasing Corp.
 - 2. Update - Library Policy
- DIRECTOR'S REPORT
- ADJOURNMENT

CALL TO ORDER
 President Kevin Sipe called a regular meeting of the North Madison County Public Library Board of Trustees to order at 7:00pm on February 9, 2004 in the meeting room of the Elwood Public Library. No executive meeting was held.

CALL FOR QUORUM
 Present were President Sipe, Pam Bohlander, Don Hill, Betty Caldwell, Wayne Davidson, Director Beverly Austin and Diana Shepard.

MINUTES
 All minutes from the January 12, 2004 meetings were approved after Pam Bohlander made a motion and Betty Caldwell made a second.

CLAIMS REGISTER AND CHECKS
 The members signed the claims register and Treasurer Wayne Davidson signed checks.

OLD BUSINESS
School/Public library shared facilities
 Discussion was held on the pros and cons of a shared library facility at Frankton. Several questions would need to be addressed before such an adventure could be considered. Who would be in charge of the library when school was closed, who would pay the bills, would you need a separate entrance, could material be selected that would be appropriate for all age groups, would you be able to furnish computer access to the public like we do now were some concerns expressed.? Mr. Hill has been to the Greentown school/public library shared facility and voiced concerns that would need to be considered. Greentown will be contacted to find out their opinion of this type facility.

Gift brochure
 Pam Bohlander made a motion to have the gift brochure printed and distributed. Wayne Davidson made a second and the motion carried. Several locations were suggested for distribution. Suggestions included The Chamber of Commerce, The Senior Citizens Center, Churches, Doctor and Attorney offices.

Common address change
 A letter was sent to Attorney Jim Wilson on January 14, 2004 informing him of an incorrect common address on the closing statement and Warranty Deed of the former Lions Club Property purchased by the NMCPLS, a reply has now been received. A Scribner's Affidavit was filed on February 3, 2004 and now we have officially purchased 201 through 203 E. Sigler Street, Frankton, Indiana.

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

*Thanks
 Diana*

A letter has been received from VC Concepts offering their services Pro Bono. Discussion was held concerning a feasibility study at Frankton. It was suggested that a building should compare to the Summitville facility with a minimum of two restrooms possibility three including a staff restroom, a staff office and a determination would need to be made as to how many square feet would be required. Pam Bohlander made a motion to give Director Austin and President Sipe the authority to draft and send a letter to local contractors to see if they have an interest in determining the feasibility of renovating the existing Frankton annex and giving insight into what is the best way to proceed and cost of renovation. Don Hill made a second and the motion carried. Suggestions for local contractors included Steve Sizelove, Virgil Green, W. R. Duncan, Keith Baldwin and Chuck Covell.

NEW BUSINESS

Approval to pay Administrative fees for Leasing Corporation

A motion was made by Don Hill giving National City Bank permission to pay administrative fees for the Leasing Corporation in the amount of \$1,393.84 out of the Operation & Reserve Fund and the Sinking Fund. Wayne Davidson made a second and the motion carried.

Update—Library Policy

A motion was made by Pam Bohlander to accept the library access policy for teacher's library cards with an amendment that would read Madison-Grant High School, Middle School and Summitville Elementary instead of Madison-Grant Schools. Betty Caldwell made a second and the motion carried.

Director's report

After talking with the Chief of Police and the City Judge about unruly and loitering young adults, Director Austin reported that the police will try to patrol the library between 3:30pm and 8:00pm, Monday through Friday with the possibility of a walk through patrol. Also to patrol the activity between the YMCA and the library during the summer months, the young people tend to go back and forth between the two buildings. Eighty people attended Bart Bingham's author, book signing and he sold fifty books. We continue to work on the personnel policy. After staff input the policy will be presented to the Board. The library will be participating in the Madison County Reads Together Program. It will take place during National Library Week. The book that has been chosen to read is Shiloh written by Phyllis Reynolds Naylor. It is at a third grade reading level. The Book discussion group will be reading this book and churches will be encouraged to read also. Ms Naylor will be at the Elwood Library for a one-hour program on Saturday during National Library Week. The library will be responsible for getting Ms Naylor to and from other locations. The Winter Carnival in the Elwood Youth Service on Saturday February 7, 2004 was very successful. Stats from the 2003 annual report were distributed. Total system wide circulation exceeded 200,000 for the first time and most areas saw an increase in circulation. Technical Services just keeps turning out materials. In January they processed 925 items and withdrew 701 items.

Concern was voiced that individuals should be charged to use the meeting room for seminars. It is already in the policy that these individuals are charged for use of the meeting room.

With no objections the meeting was adjourned at 8:00pm.

Don Hill
Pamela Bohlander
Kevin Sipe

Betty Caldwell
Betty Caldwell, Secretary
Betty Caldwell
Wayne Davidson

Register Of Claims

North Madison County Public Library System

Report Date: From 1/13/04 To 2/9/04

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	32	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,087.20	1/14/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$885.36		
				Total this claim	<u>\$14,972.56</u>		
0	33	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,145.39	1/14/04	P/R ENDING 1/10/04
			FICA	Payroll Deductions	\$928.30		
			Federal Taxes Withheld	Payroll Deductions	\$1,535.33		
			Medicare	Payroll Deductions	\$217.09		
				Total this claim	<u>\$3,826.11</u>		
0	34	ING AETNA	Annuity	Payroll Deductions	\$130.00	1/14/04	P/R ENDING 1/10/04
				Total this claim	<u>\$130.00</u>		
21921	35	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$495.85	1/14/04	P/R ENDING 1/10/04
			OPERATING FUND	Other Professional Services	\$1,514.24		
				Total this claim	<u>\$2,010.09</u>		
21916	36	AT&T	OPERATING FUND	Telephone & Telegraph	\$36.38	1/14/04	As per attached invoices.
				Total this claim	<u>\$36.38</u>		
21917	37	CNHI MEDIA	OPERATING FUND	Elwood Period. & News.	\$170.00	1/14/04	52 WEEK SUBSCRIPTION-ELWOOD
				Total this claim	<u>\$170.00</u>		
21918	38	FILIP, INC.	OPERATING FUND	Cleaning & Sanitation Supplies	\$32.58	1/14/04	As per attached invoices.
				Total this claim	<u>\$32.58</u>		
21919	39	GRUNAU COMPANY	OPERATING FUND	Professional Services	\$245.00	1/14/04	QUARTERLY FIRE SPRINKLER INSPECTION
				Total this claim	<u>\$245.00</u>		
21920	40	INDIANA-AMERICAN WATER C	OPERATING FUND	Water	\$44.04	1/14/04	As per attached invoices.
				Total this claim	<u>\$44.04</u>		
21922	41	ORIENTAL TRADING COMPAN	OPERATING FUND	Elwood Children's Programing	\$225.16	1/14/04	As per attached invoices.
				Total this claim	<u>\$225.16</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	42	PAYROLL	OPERATING FUND	Salary of Assistants	\$13,767.08	1/28/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	\$14,610.28		
0	43	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,117.69	1/28/04	P/R ENDING 1/24/04
			FICA	Payroll Deductions	\$905.85		
			Federal Taxes Withheld	Payroll Deductions	\$1,509.12		
			Medicare	Payroll Deductions	\$211.84		
				Total this claim	\$3,744.50		
21929	44	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,016.47	1/28/04	PAYROLL DEDUCTIONS FOR
			County Taxes Withheld	Payroll Deductions	\$290.20		JANUARY
				Total this claim	\$1,306.67		
0	45	ING AETNA	Annuity	Payroll Deductions	\$130.00	1/28/04	P/R ENDING 1/24/04
				Total this claim	\$130.00		
21926	46	CITY OF ELWOOD NON-REVE	OPERATING FUND	Emp Cont Group Ins	\$261.24	1/28/04	PAYROLL DEDUCTION FOR JANUARY
			Insurance	Emp Cont Group Ins	\$223.94		
				Total this claim	\$485.18		
21930	47	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$489.07	1/28/04	P/R ENDING 1/24/04
			OPERATING FUND	Other Professional Services	\$1,514.24		
				Total this claim	\$2,003.31		
21923	48	AMERICAN ELECTRIC POWER	OPERATING FUND	Electricity	\$1,228.81	1/28/04	As per attached invoices.
			OPERATING FUND	Electricity	\$391.14		
				Total this claim	\$1,619.95		
21924	49	AT&T	OPERATING FUND	Telephone & Telegraph	\$43.70	1/28/04	As per attached invoices.
				Total this claim	\$43.70		
21925	50	CAROLYN LAMBERTSON	OPERATING FUND	Summitville Programing	\$40.50	1/28/04	PETTY CASH REIMBURSEMENT
				Total this claim	\$40.50		
21927	51	CITY OF ELWOOD UTILITIES	OPERATING FUND	Water	\$160.21	1/28/04	As per attached invoices.
				Total this claim	\$160.21		
21931	52	PAT STANDRIDGE	OPERATING FUND	Elwood Children's Programing	\$40.00	1/28/04	PATTY WATTY THE CLOWN-WINTER
				Total this claim	\$40.00		CARNIVAL

<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>
21932	53	TOWN OF FRANKTON	OPERATING FUND	Electricity	\$327.75	1/28/04	UTILITIES FOR FRANKTON BUILDING & ANNEX
			OPERATING FUND	Water	\$8.85		
			OPERATING FUND	Waste Disposal Services	\$8.00		
				Total this claim	\$344.60		
21933	54	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$145.95	1/28/04	As per attached invoices.
			OPERATING FUND	Gas	\$851.44		
				Total this claim	\$997.39		
21934	55	VISA	OPERATING FUND	Elwood Children's Programing	\$101.25	1/28/04	As per attached invoices.
				Total this claim	\$101.25		
21928	56	ELWOOD CALL LEADER	OPERATING FUND	Elwood Period. & News.	\$86.40	1/28/04	ONE YEAR SUBSCRIPTION FOR ELWOOD AND FRANKTON
			OPERATING FUND	Frankton Per. & Newsp.	\$86.40		
				Total this claim	\$172.80		
0	57	AMBER BLOOD	OPERATING FUND	Traveling Expense	\$87.36	2/9/04	MILEAGE
				Total this claim	\$87.36		
0	58	ARAB TERMITE & PEST CONT	OPERATING FUND	Professional Services	\$47.00	2/9/04	As per attached invoices.
			OPERATING FUND	Professional Services	\$195.00		
				Total this claim	\$242.00		
0	59	AT&T	OPERATING FUND	Telephone & Telegraph	\$75.89	2/9/04	As per attached invoices.
				Total this claim	\$75.89		
0	60	BARBARA SNIPES	OPERATING FUND	Traveling Expense	\$58.80	2/9/04	MILEAGE
				Total this claim	\$58.80		
0	61	BRAD MEHLING	OPERATING FUND	Professional Services	\$170.00	2/9/04	SNOW REMOVAL-SUMMITVILLE
				Total this claim	\$170.00		
0	62	BURNETTE - DELLINGER INC.	OPERATING FUND	Official Bonds	\$200.00	2/9/04	WORKMAN'S COMP-BOND RENEWAL-WAYNE DAVIDSON-PAM BOHLANDER
			OPERATING FUND	Insurance	\$2,062.00		
				Total this claim	\$2,262.00		
0	63	CBS TECHNOLOGIES LLC	OPERATING FUND	Operating Supplies	\$282.50	2/9/04	BATTERIES FOR PORTABLE PHONE
				Total this claim	\$282.50		
0	64	CHAPMAN ELECTRIC SUPPLY	OPERATING FUND	Operating Supplies	\$174.85	2/9/04	As per attached invoices.
				Total this claim	\$174.85		

<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	65	CONSOLIDATED PLASTICS C	OPERATING FUND	Operating Supplies	\$184.81	2/9/04	CHAIRMATS
				Total this claim	\$184.81		
0	66	DEMCO	OPERATING FUND	Operating Supplies	\$218.06	2/9/04	As per attached invoices.
			OPERATING FUND	Furniture & Equipment	\$194.99		
				Total this claim	\$413.05		
0	67	DIAL ONE	OPERATING FUND	Professional Services	\$360.00	2/9/04	PLUMBING AT SUMMITVILLE
				Total this claim	\$360.00		
0	68	ENCYCLOPAEDIA BRITANNIC	OPERATING FUND	Elwood Adult	\$625.00	2/9/04	2004 COMPTONS ENCYCLOPEDIA
				Total this claim	\$625.00		
0	69	GAYLORD BROS.	OPERATING FUND	Operating Supplies	\$51.91	2/9/04	As per attached invoices.--Items returned for credit
			OPERATING FUND	Operating Supplies	(\$51.91)		
				Total this claim	\$0.00		
0	70	HORTON'S & SONS OF ELWO	OPERATING FUND	Bldg. Matt. And Supplies	\$4.65	2/9/04	As per attached invoices.
				Total this claim	\$4.65		
0	71	HP PRODUCTS	OPERATING FUND	Cleaning & Sanitation Supplies	\$121.55	2/9/04	As per attached invoices.
				Total this claim	\$121.55		
0	72	INCOLSA	OPERATING FUND	Professional Meetings	\$180.00	2/9/04	WORKSHOP REGISTRATIONS
				Total this claim	\$180.00		
0	73	K MART	OPERATING FUND	Operating Supplies	\$202.10	2/9/04	As per attached invoices.
			Gift	Elwood Adult Programing	\$15.03		
				Total this claim	\$217.13		
0	74	LANDMARK AUDIOBOOKS	OPERATING FUND	Frankton AV	\$888.00	2/9/04	FRANKTON CD CIRCUIT
				Total this claim	\$888.00		
0	75	LIBRARY CORPORATION, THE	OPERATING FUND	Automation	\$342.00	2/9/04	SUPPORT
				Total this claim	\$342.00		
0	76	MARSH SUPERMARKET	Gift	Elwood Children's Programing	\$32.96	2/9/04	As per attached invoices.
			OPERATING FUND	Elwood Children's Programing	\$20.65		
				Total this claim	\$53.61		
0	77	MATRIX ELECTRIC, INC	OPERATING FUND	Professional Services	\$223.11	2/9/04	REPAIR LIGHTING-SUMMITVILLE
				Total this claim	\$223.11		

<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	78	MIDWEST TAPE	OPERATING FUND	Frankton AV	\$153.92	2/9/04	As per attached invoices.
			OPERATING FUND	Elwood AV	\$818.61		
			OPERATING FUND	Summitville AV	\$214.89		
				Total this claim	<u>\$1,187.42</u>		
0	79	PEERLESS ELECTRIC SUPPL	OPERATING FUND	Operating Supplies	\$72.76	2/9/04	As per attached invoices.
				Total this claim	<u>\$72.76</u>		
0	80	PUBLISHERS QUALITY LIB. SE	OPERATING FUND	Summitville	\$384.79	2/9/04	As per attached invoices.
				Total this claim	<u>\$384.79</u>		
0	81	QUILL CORPORATION	OPERATING FUND	Office Supplies	\$863.31	2/9/04	As per attached invoices.
			OPERATING FUND	Furniture & Equipment	\$135.75		
				Total this claim	<u>\$999.06</u>		
0	82	RAMSAY BUSINESS PRODUC	OPERATING FUND	Office Supplies	\$22.41	2/9/04	As per attached invoices.
			OPERATING FUND	Office Supplies	\$24.15		
			OPERATING FUND	Office Supplies	\$17.85		
			OPERATING FUND	Equipment/Rental	\$76.38		
				Total this claim	<u>\$140.79</u>		
0	83	SCOTT CONSTRUCTION	OPERATING FUND	Professional Services	\$195.00	2/9/04	SNOW REMOVAL-FRANKTON
				Total this claim	<u>\$195.00</u>		
0	84	SPECIALTY STORE SERVICES	OPERATING FUND	Book Processing	\$122.46	2/9/04	As per attached invoices.
			OPERATING FUND	Operating Supplies	\$44.21		
				Total this claim	<u>\$166.67</u>		
0	85	STATE CHEMICAL MANUFACT	OPERATING FUND	Operating Supplies	\$661.29	2/9/04	As per attached invoices.
				Total this claim	<u>\$661.29</u>		
0	86	USI, INC	OPERATING FUND	Operating Supplies	\$106.31	2/9/04	LAMINATION POUCHES
				Total this claim	<u>\$106.31</u>		
0	87	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$263.95	2/9/04	As per attached invoices.
				Total this claim	<u>\$263.95</u>		
0	88	WORLD BOOK EDUCATIONAL	OPERATING FUND	Summitville	\$314.00	2/9/04	CHILDCRAFT
				Total this claim	<u>\$314.00</u>		
0	89	ROSEN PUBLISHING GROUP	OPERATING FUND	Elwood Childrens	\$485.35	2/9/04	As per attached invoices.
			OPERATING FUND	Elwood YA	\$213.45		
				Total this claim	<u>\$698.80</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>
0	90	BARBARA MCADAMS	OPERATING FUND	Professional Services	\$30.00	2/9/04	PETTY CASH REIMBURSEMENT
			OPERATING FUND	Frankton Programing	\$16.12		
			OPERATING FUND	Postage & UPS	\$3.90		
				Total this claim	<u>\$50.02</u>		
0	91	LIBRARY VIDEO COMPANY	Gift	Summitville AV	\$179.40	2/9/04	COMPUTER GAMES
				Total this claim	<u>\$179.40</u>		
0	92	BAKER & TAYLOR	OPERATING FUND	Elwood Adult	\$2,279.88	2/9/04	As per attached invoices.
			OPERATING FUND	Elwood Childrens	\$701.25		
			OPERATING FUND	Elwood YA	\$21.07		
			OPERATING FUND	Frankton	\$1,343.95		
			OPERATING FUND	Summitville	\$777.39		
			OPERATING FUND	Elwood Indiana Room	\$89.95		
			OPERATING FUND	Other	\$125.21		
				Total this claim	<u>\$5,338.70</u>		
0	93	CINTAS LOCATION # 365	OPERATING FUND	Cleaning & Sanitation Supplies	\$39.90	2/9/04	As per attached invoices.
				Total this claim	<u>\$39.90</u>		
0	94	AUDIO VISUAL COMMUNICATI	OPERATING FUND	Professional Services	\$119.00	2/9/04	SERVICE AGREEMENT FOR FEBRUARY
				Total this claim	<u>\$119.00</u>		
0	95	VERIZON	OPERATING FUND	Telephone & Telegraph	\$29.52	2/9/04	As per attached invoices.
				Total this claim	<u>\$29.52</u>		
0	96	FRANKTON HIGH SCHOOL (St	OPERATING FUND	Frankton	\$50.00	2/9/04	2004 EAGLITE YEARBOOK
				Total this claim	<u>\$50.00</u>		
0	97	CINTAS CORPORATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$41.91	2/9/04	As per attached invoices.
				Total this claim	<u>\$41.91</u>		

Warrant Claim
Number Number

Name of Claimant

Fund

Account

Amount

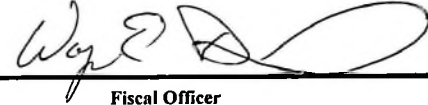
Date

Explanation

Total Amount of Claims \$65,497.86

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 06, 2004



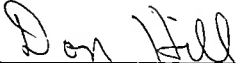

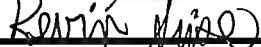
Fiscal Officer



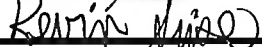
ALLOWANCE OF VOUCHERS

(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

Date this 9 day of February, 2004.

SIGNATURES OF GOVERNING BOARD

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

patrons, will be registered as students, and issued a white 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.

Teacher Card

Teachers employed by the Elwood Community Schools, Frankton Schools, or the Madison-Grant/Schools ^{and other public school districts} 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 normally be accepted. 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 1st of one school year and expires on July 31st of the following year.

PLAC Card

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 the Alexandria-Monroe or Pendleton Public Library). 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 PLAC 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 PLAC Card, will be issued. The North Madison County Public Library System will not require that juvenile and young adult patrons have a PLAC 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 or Monroe Townships, will be able to use the North Madison County Public Library

Add new
this section

PATRON DRESS CODE

For reasons of public health and safety, the library reserves the right to ask patrons to leave who are not attired from their lower neck to their mid-thigh and wearing shoes. Minimal clothing may include trousers/shorts/skirts and shirts/blouses that are not see-through in nature, and shoes/sandals with sturdy soles. Final judgment of what is or is not proper attire shall rest with the library director.

TEACHER COLLECTIONS

The library always seeks to further cooperation between the schools and itself, and school teachers are encouraged to use the resources of the public library by utilizing such services as classroom collections, bringing students to the library for instruction and by using library materials to complete assignments.

Teachers may borrow items from the collection for classroom use for periods of up to 6 weeks. They may use their individual BORROWER'S CARD to make such loans and should contact the local North Madison County Public Library System librarian to make appropriate arrangements. If the teacher does not have a BORROWER'S CARD or is not a resident of the NMCPLS district but teaches for the Elwood Community Schools, the Frankton schools or the Madison-Grant School System, the teacher may apply for a TEACHER CARD. This card will entitle the teacher to borrowing privileges. Each teacher 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 1st of one school year and expires on July 31st of the following year. — Add this section

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.

2003 ANNUAL REPORT

TOTAL CIRCULATION	201,609
	5% increase over 2002 / 30% increase since 2000
NUMBER OF REGISTERED BORROWERS	8,305
	7% increase over 2002 / 8.1% increase since 2000
TOTAL # OF ALL PROGRAMS	527
	3.3% increase over 2002
TOTAL ATTENDANCE OF ALL PROGRAMS	6,999
	1.2% increase over 2002
CHILDREN'S CIRCULATION (ages 0-14)	
	5% increase over 2002
TYPICAL WEEK VISITS	3,432
	5% increase over 2002
TYPICAL REFERENCE	26 per week
	8% increase over 2002
TYPICAL # OF PATRONS ON COMPUTER	649 per week
	14.3% increase over 2002
SELECTED HOLDINGS:	
Books	82,342 (4.5% increase)
Videos, DVD's	5,432 (12.3% increase)
A-V Cassettes & audio CD's	1,155 (-1% decrease)
Current periodicals & news	196 (-4% decrease)

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	JAN 2003	JAN 2004	AMOUNT OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	3855	3479	-376	-10%	3479
JUVENILE	2984	3103	119	4%	3103
Y. A.	175	282	107	61%	282
PERIOD.	475	637	162	34%	637
AUDIO	321	253	-68	-21%	253
VIDEO	4497	4737	240	5%	4737
TOTAL	12307	12491	184	1%	12491
FRANKTON					
ADULT	856	1167	311	36%	1167
JUVENILE	843	637	-206	-24%	637
Y. A.	61	39	-22	-36%	39
PERIOD.	191	271	80	42%	271
AUDIO	43	24	-19	-44%	24
VIDEO	1688	1208	-480	-28%	1208
TOTAL	3682	3346	-336	-9%	3346
HAZELBAKER					
ADULT	820	736	-84	-10%	736
JUVENILE	393	276	-117	-30%	276
Y. A.	61	71	10	16%	71
PERIOD.	70	144	74	106%	144
AUDIO	36	38	2	6%	38
VIDEO	431	525	94	22%	525
TOTAL	1811	1790	-21	-1%	1790
SYSTEM					
ADULT	5531	5382	-149	-3%	5382
JUVENILE	4220	4016	-204	-5%	4016
Y. A.	297	392	95	32%	392
PERIOD.	736	1052	316	43%	1052
AUDIO	400	315	-85	-21%	315
VIDEO	6616	6470	-146	-2%	6470
TOTAL	17800	17627	-173	-1%	17627

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	12061	2725	1248
REF.	46	36	27
ASSITS.	3176	440	219
COMP A.	1158	194	256
J.	1265	N/A	57
PROG. A.	3 / 108	0	0
J.	24 / 325	0	0

TECH SERVICE PROCESSED 925 ITEMS AND WITHDREW 701 ITEMS

AGENDA

March 8, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

at

FRANKTON COMMUNITY LIBRARY

**REGULAR MEETING
7:00 P.M.**

CALL TO ORDER

CALL FOR QUORUM

MINUTES

CLAIMS REGISTER & CHECKS

OLD BUSINESS

1. Frankton building

NEW BUSINESS

1. Bonds
2. Security guard
3. Personnel Policy

DIRECTOR'S REPORT

ADJOURNMENT

**NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MARCH 8, 2004
7:00pm**

CALL TO ORDER

President Kevin Sipe called a regular meeting of the North Madison County Public Library Board of Trustees to order at 7:00pm on March 8, 2004 at the Frankton Community Library. No executive meeting was held.

CALL FOR QUORUM

Present were President Sipe, Pam Bohlander, Don Hill, Betty Caldwell, Bette Dalzell and Wayne Davidson. Also in attendance were Director Beverly Austin and Diana Shepard.

MINUTES

Minutes from the February 9, 2004 meetings were approved after Pam Bohlander made a motion and Betty Caldwell made a second.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Wayne Davidson signed checks.

OLD BUSINESS

Frankton Building

Letters were sent to local contractors concerning renovation/construction of the Frankton annex. Three contractors responded showing interest in doing the renovation or construction at Frankton. They are Ray Green, Chuck Covell and Keith Baldwin. They were asked to comment on what the building had in of itself or if they would recommend a new building. All three were in agreement that the Frankton annex is very suitable for renovation or addition. The floors are excellent, the walls are OK and the roof should last another twenty-five years. Suggestions included more natural lighting, which would mean more windows, locating the entrance on the West side off of the parking lot and replacing the west wall to accommodate the door. Mr. Covell stated there has been a problem with water standing on the East side of the building, this could be taken care of by leveling the mound of dirt that is located to the East of the building. A brick facade was suggested, possibly on three sides with the fourth side being siding, which would make addition to the structure very feasible. Each of these contractors would subcontract heating, plumbing and electrical work. The current heating system would need new ductwork. All three were very cooperative and offered constructive suggestions. They also believe that the renovation could be done for less than \$500,000.

The term "public work" means the construction, reconstruction, alteration, or renovation of a public building or other structure that is paid for out of a public fund or out of a special assessment. (IC 36-1-12-2). If the cost of the project is more than \$100,000, the plans and specifications must be approved by an architect or engineer licensed under IC 25-34 (IC 36-1-12-7). Therefore, one of the first things that must be done is to hire an

architect. The local contractors recommended two architects who work by the hour rather than the project.

Bette Dalzell made a motion that President Kevin Sipe and Director Beverly Austin work together and compose a letter that could be sent to architects to see who might be interested in this project. President Sipe and Director Austin were directed to narrow the interested architects down to two or three which would be brought to the entire board for interview. Don Hill made a second and the motion carried.

NEW BUSINESS

Bonds

As a point of interest, Lonnie Thurber who was the financial advisor during the construction of the Elwood Facility has contacted the library. He stated that the Library could refinance bonds and have an additional \$200,000 at its disposal for use during construction.

Security guard

The situation of loitering young adults and juvenile patrons at Elwood has deteriorated to the point that patrons are asking to be escorted to their vehicles. The police have been coming to disperse isolated incidents only to have the offenders return shortly afterwards. A recommendation was made to hire a security guard who would work for approximately fifteen hours a week with a staggered schedule on a temporary basis, possibly through the month of June. Discussion was held as to whether removing the benches or making the grounds and facility a smoke free environment would help. Bette Dalzell made a motion that would allow the director permission to investigate and hire a security guard on a temporary basis. Betty Caldwell made a second and the motion carried. The need to continue having the services of a security guard is to be monitored on a month-by-month basis.

Personnel Policy

One correction is to be made to the proposed personnel policy. Page fifteen now reads Vacation schedule to add one day each day beginning with 5 years of employment, it should read Vacation schedule to add one day each year beginning with 5 years of employment. Pam Bohlander made a motion to approve the amended proposed personnel policy. Betty Caldwell made a second and the motion carried.


DIRECTOR'S REPORT


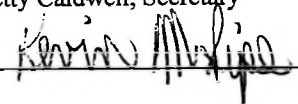
The possibility of purchasing lighter weight tables for the meeting room at Elwood is being investigated. If tables are purchased, the existing tables will be given to Summitville and Frankton for use in their meeting rooms. While using the meeting room at Elwood, one of the persons from the group that prepares taxes for the elderly accidentally set a fire in the kitchen. This led to the discovery that additional smoke detectors are needed. Three additional detectors will be purchased; they will be placed in the kitchen areas and also in the computer closet. Walter Hall Jr. and Geraldine Smith have been hired to serve as part-time clerks at Elwood. The new personnel directory was distributed. It was decided to hold the June meeting at Summitville.


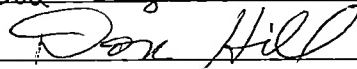
Barbara McAdams, Frankton Branch Manager explained that in conjunction with CAPE their library would be participating in the "Madison County Reads Together" program. The book that has been chosen is "Shiloh" written by Phyllis Reynolds Naylor. They will be holding book discussions and the Humane Society will conduct a program. Articles will appear in the Elwood Call Leader and the Anderson Herald.

Public Comment in support of renovation or construction at Frankton was heard from Jerry Cunningham.

With no objections the meeting was adjourned.


Betty Caldwell, Secretary

MODE = MEMORY TRANSMISSION START=MAR-04 09:32 END=MAR-04 09:33

FILE NO. =785

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:24

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

AGENDA

March 8, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

at

FRANKTON COMMUNITY LIBRARY

REGULAR MEETING

7:00 P.M.

- CALL TO ORDER
- CALL FOR QUORUM
- MINUTES
- CLAIMS REGISTER & CHECKS
- OLD BUSINESS
 - 1. Frankton building
- NEW BUSINESS
 - 1. Bonds
 - 2. Security guard
 - 3. Personnel Policy
- DIRECTOR'S REPORT
- ADJOURNMENT

*Please publish in
Friday or Saturday's
Paper and again on
Monday.
Thank you
Diana*

MODE = MEMORY TRANSMISSION START=MAR-04 09:29 END=MAR-04 09:30

FILE NO. =784

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:22

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

AGENDA

March 8, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

at

FRANKTON COMMUNITY LIBRARY

REGULAR MEETING

7:00 P.M.

- CALL TO ORDER
- CALL FOR QUORUM
- MINUTES
- CLAIMS REGISTER & CHECKS
- OLD BUSINESS
 - 1. Frankton building
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 - 1. Bonds
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 - 3. Personnel Policy
- DIRECTOR'S REPORT
- ADJOURNMENT

*Please publish in
Friday or Saturday's
Paper and again on
Monday.
Thank you
Diana*

MODE = MEMORY TRANSMISSION

START=MAR-04 09:34

END=MAR-04 09:34

FILE NO.=786

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<01>	FRANKTON	001/001	00:00:23

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

AGENDA

March 8, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

at

FRANKTON COMMUNITY LIBRARY

REGULAR MEETING

7:00 P.M.

**CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS**

1. Frankton building

NEW BUSINESS

1. Bonds

2. Security guard

3. Personnel Policy

**DIRECTOR'S REPORT
ADJOURNMENT**

Register Of Claims

North Madison County Public Library System

Report Date: From 2/10/04 To 3/8/04

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	110	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,105.57		2/25/04 P/R ENDING 2/21/04
			FICA	Payroll Deductions	\$898.04		
			Federal Taxes Withheld	Payroll Deductions	\$1,548.07		
			Medicare	Payroll Deductions	\$209.53		
			Total this claim		\$3,757.21		
0	88	PAYROLL	OPERATING FUND	Salary of Assistants	\$13,854.70	2/11/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$864.28		
			Total this claim		\$14,718.98		
0	112	ING AETNA	Annuity	Payroll Deductions	\$130.00	2/25/04	P/R ENDING 2/21/04
			Total this claim		\$130.00		
0	109	PAYROLL	OPERATING FUND	Salary of Assistants	\$13,609.08	2/25/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
			Total this claim		\$14,452.28		
0	108	NORTH MADISON COUNTY PU	OPERATING FUND	Transfer to LIRF	\$50,000.00	2/11/04	TRANSFER INTO LIRF OUT OF OPERATING FUND
			Total this claim		\$50,000.00		
0	107	NORTH MADISON COUNTY PU	Debt Service Fund	Tempory Loans	121,000.00	2/11/04	REPAY TEMPORARY LOAN TO OPERATING FUND FROM DEBT SERVICE FUND
			Total this claim		\$121,000.00		
0	106	NORTH MADISON COUNTY PU	OPERATING FUND	Interfund Transfers	\$70,000.00	2/11/04	TRANSFER OF FUNDS - OUT OF OPERATING FUND INTO RAINY DAY FUND
			Total this claim		\$70,000.00		
0	100	ING AETNA	Annuity	Payroll Deductions	\$130.00	2/11/04	P/R ENDING 2/7/04
			Total this claim		\$130.00		
0	99	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,126.00	2/11/04	P/R ENDING 2/7/04
			FICA	Payroll Deductions	\$912.58		
			Federal Taxes Withheld	Payroll Deductions	\$1,557.61		
			Medicare	Payroll Deductions	\$213.42		
			Total this claim		\$3,809.61		

<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>
21975	105	GAYLORD BROS.	OPERATING FUND	Book Processing	\$15.07	2/11/04	As per attached invoices.
				Total this claim	<u>\$15.07</u>		
21976	102	IDLEWINE LAWNMOWER SAL	OPERATING FUND	Repair Parts/Maintenance	\$28.22	2/11/04	LAWNMOWER BELT
				Total this claim	<u>\$28.22</u>		
21977	101	MADISON COUNTY FEDERAL	Credit Union OPERATING FUND	Payroll Deductions Other Professional Services	\$489.07 \$1,514.24	2/11/04	P/R ENDING 2/7/04
				Total this claim	<u>\$2,003.31</u>		
21978	103	NANCY SUMNER	OPERATING FUND OPERATING FUND	Postage & UPS Operating Supplies	\$10.19 \$11.99	2/11/04	PETTY CASH REIMBURSEMENT
				Total this claim	<u>\$22.18</u>		
21979	104	SPECIALTY STORE SERVICES	OPERATING FUND	Operating Supplies	\$52.47	2/11/04	As per attached invoices.
				Total this claim	<u>\$52.47</u>		
21980	115	AMERICAN ELECTRIC POWER	OPERATING FUND OPERATING FUND	Electricity Electricity	\$1,192.26 \$400.45	2/25/04	As per attached invoices.
				Total this claim	<u>\$1,592.71</u>		
21981	116	AT&T	OPERATING FUND OPERATING FUND	Telephone & Telegraph Telephone & Telegraph	\$46.40 \$40.23	2/25/04	As per attached invoices.
				Total this claim	<u>\$86.63</u>		
21982	113	CITY OF ELWOOD NON-REVE	OPERATING FUND Insurance	Emp Cont Group Ins Emp Cont Group Ins	\$261.24 \$223.94	2/25/04	FEBRUARY INSURANCE PAYMENT
				Total this claim	<u>\$485.18</u>		
21983	117	EXPANETS	OPERATING FUND	Telephone & Telegraph	\$137.64	2/25/04	MONTHLY SERVICE AGREEMENT
				Total this claim	<u>\$137.64</u>		
21984	111	INDIANA DEPARTMENT OF RE	State Tax Withheld County Taxes Withheld	Payroll Deductions Payroll Deductions	\$1,013.78 \$286.47	2/25/04	PAYROLL DEDUCTIONS FOR FEBRUARY
				Total this claim	<u>\$1,300.25</u>		
21985	118	INDIANA-AMERICAN WATER C	OPERATING FUND	Water	\$44.84	2/25/04	As per attached invoices.
				Total this claim	<u>\$44.84</u>		
21986	114	MADISON COUNTY FEDERAL	Credit Union OPERATING FUND	Payroll Deductions Other Professional Services	\$489.07 \$1,514.24	2/25/04	P/R ENDING 2/21/04
				Total this claim	<u>\$2,003.31</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>
21987	120	TOWN OF FRANKTON	OPERATING FUND	Electricity	\$148.38	2/25/04	As per attached invoices.
			OPERATING FUND	Water	\$8.85		
			OPERATING FUND	Waste Disposal Services	\$8.00		
				Total this claim	\$165.23		
21988	121	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$164.73	2/25/04	As per attached invoices.
			OPERATING FUND	Gas	\$1,193.80		
				Total this claim	\$1,358.53		
21989	122	VISA	OPERATING FUND	Elwood Children's Programing	\$105.16	2/25/04	As per attached invoices.
			OPERATING FUND	Operating Supplies	\$4.87		
			Gift	Elwood Children's Programing	\$26.05		
				Total this claim	\$136.08		
21990	119	ZOOMOBILE - INDIANAPOLIS	OPERATING FUND	Elwood Children's Programing	\$250.00	2/25/04	AMINAL PROGRAM FOR NATIONAL LIBRARY WEEK
				Total this claim	\$250.00		
21991	123	ARAB TERMITE & PEST CONT	OPERATING FUND	Professional Services	\$47.00	3/8/04	As per attached invoices.
				Total this claim	\$47.00		
21992	155	AT&T	OPERATING FUND	Telephone & Telegraph	\$75.91	3/8/04	As per attached invoices.
				Total this claim	\$75.91		
21993	124	AUDIO VISUAL COMMUNICATI	OPERATING FUND	Professional Services	\$119.00	3/8/04	SERVICE CONTRACT FOR MARCH
				Total this claim	\$119.00		
21994	153	BAKER & TAYLOR	OPERATING FUND	Elwood Adult	\$1,256.05	3/8/04	As per attached invoices.
			OPERATING FUND	Elwood Childrens	\$263.05		
			OPERATING FUND	Elwood YA	\$175.67		
			OPERATING FUND	Frankton	\$870.05		
			OPERATING FUND	Summitville	\$428.24		
			OPERATING FUND	Other	\$19.16		
			Gift	Summitville	\$57.48		
				Total this claim	\$3,069.70		
21995	125	BARBARA SNIPES	OPERATING FUND	Traveling Expense	\$50.62	3/8/04	MILEAGE FOR FEBRUARY
				Total this claim	\$50.62		
21996	126	BORDERS BOOKS & MUSIC	Gift	Elwood Adult Programing	\$95.80	3/8/04	BOOKS FOR MADISON READS PROGRAM
			Gift	Elwood Children's Programing	\$4.79		
			OPERATING FUND	Elwood Childrens	\$19.16		
				Total this claim	\$119.75		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
21997	156	BRAD MEHLING	OPERATING FUND	Professional Services	\$90.00	3/8/04	SNOW REMOVAL-SUMMITVILLE
				Total this claim	<u>\$90.00</u>		
21998	127	BURNETTE - DELLINGER INC.	OPERATING FUND	Insurance	\$170.00	3/8/04	WORKMAN'S COMPENSATION AUDIT
				Total this claim	<u>\$170.00</u>		
21999	128	CINTAS CORPORATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$41.91	3/8/04	As per attached invoices.
				Total this claim	<u>\$41.91</u>		
22000	154	CINTAS LOCATION # 365	OPERATING FUND	Cleaning & Sanitation Supplies	\$39.70	3/8/04	As per attached invoices.
				Total this claim	<u>\$39.70</u>		
22001	129	CITY OF ELWOOD UTILITIES	OPERATING FUND	Water	\$160.21	3/8/04	As per attached invoices.
				Total this claim	<u>\$160.21</u>		
22002	130	DEBORAH JOYNER	OPERATING FUND	Elwood Adult	\$14.00	3/8/04	HEY! I WAS JUST THINKIN-LOCAL
			OPERATING FUND	Elwood Childrens	\$14.00		AUTHOR
			OPERATING FUND	Summitville	\$14.00		
				Total this claim	<u>\$42.00</u>		
22003	131	DEEM, LLC	OPERATING FUND	Professional Services	\$741.00	3/8/04	QUARTERLY HVAC EQUIPMENT- HVAC SERVICE CALL
				Total this claim	<u>\$741.00</u>		
22004	133	ELWOOD CALL LEADER	OPERATING FUND	Advertising & Public Notices	\$29.00	3/8/04	PART-TIME CLERK AD
				Total this claim	<u>\$29.00</u>		
22005	134	FILIP, INC.	OPERATING FUND	Cleaning & Sanitation Supplies	\$32.58	3/8/04	As per attached invoices.
			OPERATING FUND	Repair Parts/Maintenance	\$3.21		
				Total this claim	<u>\$35.79</u>		
22006	135	FOX TV & APPLIANCE, INC.	OPERATING FUND	Repair Parts/Maintenance	\$41.54	3/8/04	SWEeper PARTS
				Total this claim	<u>\$41.54</u>		
22007	136	GAYLORD BROS.	OPERATING FUND	Book Processing	\$38.79	3/8/04	As per attached invoices.
			OPERATING FUND	Operating Supplies	\$43.22		
				Total this claim	<u>\$82.01</u>		
22008	137	GEORGE BREWER	OPERATING FUND	Professional Services	\$15.00	3/8/04	LABOR ON SNOW BLOWER - REPLACED BELT
				Total this claim	<u>\$15.00</u>		
22009	138	HORTON'S & SONS OF ELWO	OPERATING FUND	Paint and painting supplies	\$1.09	3/8/04	
			OPERATING FUND	Repair Parts/Maintenance	\$5.62		
				Total this claim	<u>\$6.71</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>
22010	139	HPS OFFICE SYSTEMS	OPERATING FUND	Equipment/Maint.	\$80.00	3/8/04	REPAIR 1350 TOSHIBA COPIER
				Total this claim	\$80.00		
22011	140	INDIANA LIBRARIES' UNEMPL	OPERATING FUND	Employee Benefits	\$998.14	3/8/04	2004 UNEMPLOYMENT COMPENSATION POOL
				Total this claim	\$998.14		
22012	141	LIBRARY CORPORATION, THE	OPERATING FUND	Automation	\$342.00	3/8/04	SUPPORT
				Total this claim	\$342.00		
22013	142	MARSH SUPERMARKET	Gift OPERATING FUND	Elwood Children's Programing Elwood Children's Programing	\$46.04 \$96.57	3/8/04	As per attached invoices.
				Total this claim	\$142.61		
22014	143	MIDWEST TAPE	OPERATING FUND OPERATING FUND OPERATING FUND	Frankton AV Elwood AV Summitville AV	\$342.84 \$969.48 \$169.89	3/8/04	As per attached invoices.
				Total this claim	\$1,482.21		
22015	144	NEWS-SUN, THE	OPERATING FUND	Advertising & Public Notices	\$16.35	3/8/04	BOOK SALE AD - SUMMITVILLE
				Total this claim	\$16.35		
22016	145	PERMA-BOUND	OPERATING FUND OPERATING FUND	Frankton Frankton	\$250.17 \$192.67	3/8/04	As per attached invoices.
				Total this claim	\$442.84		
22017	146	QUILL CORPORATION	OPERATING FUND	Office Supplies	\$230.46	3/8/04	As per attached invoices.
				Total this claim	\$230.46		
22018	147	RAMSAY BUSINESS PRODUC	OPERATING FUND OPERATING FUND OPERATING FUND OPERATING FUND OPERATING FUND	Office Supplies Office Supplies Office Supplies Office Supplies Equipment/Rental	\$18.10 \$40.37 \$22.12 \$70.00 \$76.38	3/8/04	As per attached invoices.
				Total this claim	\$226.97		
22019	148	ROSEN PUBLISHING GROUP	OPERATING FUND	Elwood Childrens	\$42.90	3/8/04	As per attached invoices.
				Total this claim	\$42.90		
22020	149	SCHOLASTIC LIBRARY PUBLI	OPERATING FUND OPERATING FUND OPERATING FUND	Elwood Childrens Frankton Summitville	\$759.45 \$1,064.41 \$810.90	3/8/04	As per attached invoices.
				Total this claim	\$2,634.76		
22021	150	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$222.14	3/8/04	As per attached invoices.
				Total this claim	\$222.14		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
22022	152	VERIZON	OPERATING FUND	Telephone & Telegraph	\$88.50	3/8/04	As per attached invoices.
Total this claim					\$88.50		
22023	151	WEBER OFFICE EQUIPMENT	OPERATING FUND	Equipment/Malnt.	\$305.00	3/8/04	SERVICE TO FIVE IBM TYPEWRITERS
Total this claim					\$305.00		

Total Amount of Claims \$299,911.46

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 05, 2004




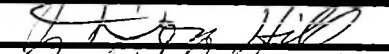




Fiscal Officer

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 \$299,911.46

Date this 8 day of March, 2004.

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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.

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	FEB 2003	FEB 2004	AMOUNT OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	3850	3209	-641	-17%	6688
JUVENILE	2706	2752	46	2%	5855
Y. A.	180	282	102	57%	564
PERIOD.	541	549	8	1%	1186
AUDIO	288	269	-19	-7%	522
VIDEO	3800	3896	96	3%	8633
TOTAL	11365	10957	-408	-4%	23448
FRANKTON					
ADULT	843	1265	422	50%	2432
JUVENILE	750	709	-41	-5%	1346
Y. A.	33	35	2	6%	74
PERIOD.	201	369	168	84%	640
AUDIO	40	50	10	25%	74
VIDEO	1621	978	-643	-40%	2186
TOTAL	3488	3406	-82	-2%	6752
HAZELBAKER					
ADULT	591	661	70	12%	1397
JUVENILE	288	363	75	26%	639
Y. A.	37	96	59	159%	167
PERIOD.	116	138	22	19%	282
AUDIO	38	46	8	21%	84
VIDEO	453	476	23	5%	1001
TOTAL	1523	1780	257	17%	3570
SYSTEM					
ADULT	5284	5135	-149	-3%	10517
JUVENILE	3744	3824	80	2%	7840
Y. A.	250	413	163	65%	805
PERIOD.	858	1056	198	23%	2108
AUDIO	366	365	-1	0%	680
VIDEO	5874	5350	-524	-9%	11820
TOTAL	16376	16143	-233	-1%	33770

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	11338	2261	1313
REF.	36	48	22
ASSITS.	2801	500	355
COMP A.	1093	273	264
J.	992	N/A	129
PROG. A.	7 / 37	2 / 5	0 / 0
J.	29 / 612	0 / 0	3 / 11

TECH SERVICE PROCESSED 536 ITEMS AND WITHDREW 445 ITEMS

AGENDA

April 12, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

ELWOOD PUBLIC LIBRARY MEETING ROOM

**REGULAR MEETING
7:00 P.M.**

- CALL TO ORDER
- CALL FOR QUORUM
- MINUTES
- CLAIMS REGISTER & CHECKS
- OLD BUSINESS
 - 1. Security
 - 2. Architects
 - 3. Bonds-Mr. Sipe
 - 4. Personnel Policy
- NEW BUSINESS
 - 1. Computer use policy change
 - 2. Bookshelves at Hazelbaker
- DIRECTOR'S REPORT
- ADJOURNMENT

***** CLAIM, SERVICE ***** DATE 04/12/04 TIME 19:00 *****

MODE = MEMORY TRANSMISSION START 04/12/04 19:00 END 04/12/04 19:00

FILE NO. = 201

STN NO.	COMM.	ONE-TOUCH/ ABBP NO.	STATION NAME/TEL NO.	PAGES	STATUS
001	OK	003	CALL LEADER	001/001	001/001

-ELWOOD PUBLIC LIBRARY -

***** ELWOOD LIBRARY ***** 765 532 2553 *****

AGENDA

April 12, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

ELWOOD PUBLIC LIBRARY MEETING ROOM

**REGULAR MEETING
7:00 P.M.**

- CALL TO ORDER
- CALL FOR QUORUM
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- DIRECTOR'S REPORT
- ADJOURNMENT

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

 NAME - NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
 STREET - 552 0955
 CITY - ELWOOD
 STATE - MO
 ZIP - 64521
 PHONE - 660-552-0955
 FAX - 660-552-0955
 E-MAIL -
 WEBSITE -

NORTH MADISON COUNTY PUBLIC LIBRARY
 BOARD OF TRUSTEES
 REGULAR MEETING
 April 12, 2004
 7:00pm

CALL TO ORDER
 President Kevin Sipe called a regular meeting of the North Madison County Public Library Board of Trustees to order at 7:00pm on April 12, 2004 in the meeting room of the Elwood Public Library. No executive meeting was held.

CALL FOR QUORUM
 Present were President Kevin Sipe, Pam Bohlander, Don Hill, Betty Caldwell and Bette Dalzell. Also in attendance were Director Beverly Austin and Diana Shepard.

MINUTES
 Minutes from the March 8, 2004 regular meeting were approved after Pam Bohlander made a motion and a second was made by Betty Caldwell.

CLAIMS REGISTER AND CHECKS
 The members signed the claims register and Assistant Treasurer Pam Bohlander signed checks.

OLD BUSINESS
Security
 David Morrow, off duty Elwood Police Officer, has been hired for security at the Elwood facility. David works approximately twelve to fifteen hours per week.

Architects
 Letters of interest have been received concerning the Frankton project. The letters were received from the following architects: Kato Smith & Associates, Inc.; BC Architectural Concepts, LLC; Taylor Architects, Inc.; H.L. Mohler & Associates. No other action was taken at this time.

Bonds
 No information has been received concerning the possibility of refinancing bonds.

Personnel Policy
 No word has been received from the attorney as to the legality of the changes that have been made to the personnel policy. As soon as we hear from the attorney the policy will be finalized and distributed to employees.

NEW BUSINESS
Computer use policy change
 Changes to the current Computer Use Policy would include: "Everyone using the computers must have a NMCPLS library card". Each computer will have its own card,

AGENDA
April 12, 2004
NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
ELWOOD PUBLIC LIBRARY MEETING ROOM
REGULAR MEETING
7:00 P.M.

- CALL TO ORDER
- CALL FOR QUORUM
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- ADJOURNMENT

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

when patrons come in to use the computer it will be checked out to them for their allotted time. Each patron will be given one hour of computer use a day. After the hour is up the computer will automatically take them out of the program they are using. The user will have a fifteen, ten and five minute warning that their time is about to expire. For programs such as word processing the patron will be given up to two hours of computer usage per day. The Computer Use Policy will be posted on the screen for each patron to read. Patrons living outside the library district will be allowed to use the computers one time upon showing a photo I.D. Also included in the policy "Children under the age of 18 will only be allowed one hour access to the Internet a day. Children may use the YA game computers for one hour per day. 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." Pam Bohlander made a motion to accept the changes to the current Computer Use Policy; Betty Caldwell made a second and the motion carried.

Bookshelves at Hazelbaker


New shelving is in place at Summitville. It was decided to store the old shelving until decided if they can be used at Frankton.

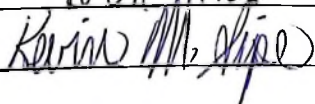
DIRECTOR'S REPORT

New employee, Walter Hall has taken a position in Turkey and will not be returning. Bonnie Scott has been hired to fill this position. New tables have been purchased at Elwood; they are a little longer and much lighter. The old tables will be taken to Summitville and Frankton. The library stats are up 18% over last year. National Library Week is April 18 through 24. Author, Phyllis Reynolds Naylor, will be visiting the library on Saturday, April 24 at 10:00am for programming and book signing. Pins were distributed from the Friends of the Library in celebration of the first annual Library Workers Day in appreciation of the work done by the members of the NMCPLS Board of Trustees. Volunteers have been coming in on a regular basis to scan local obituaries to be placed on line. Approximately 126 obituaries have been scanned. It will probably take two years to complete the database.

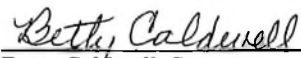
President Sipe reported that Sigler Street in Frankton is scheduled for repavement this year but the sidewalks will probably not be completed until next year.

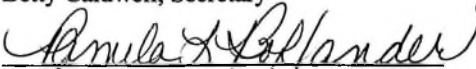
With no objections, the meeting was adjourned.




Don Hill


Kevin M. Sipe



Betty Caldwell, Secretary


Pamela Bohlander


Betty DeBell

Register Of Claims

North Madison County Public Library System

Report Date: From **3/9/04** To **4/12/04**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	175	PAYROLL	OPERATING FUND	Salary of Assistants	\$13,854.59	3/24/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	\$14,697.79		
0	184	ING AETNA	Annuity	Payroll Deductions	\$130.00	4/7/04	P/R ENDING 4/3/04
				Total this claim	\$130.00		
0	183	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,139.12	4/7/04	P/R ENDING 4/3/04
			FICA	Payroll Deductions	\$923.23		
			Federal Taxes Withheld	Payroll Deductions	\$1,586.59		
			Medicare	Payroll Deductions	\$215.89		
				Total this claim	\$3,864.83		
0	182	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,048.08	4/7/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	\$14,891.28		
0	178	ING AETNA	Annuity	Payroll Deductions	\$130.00	3/24/04	P/R ENDING 3/20/04
				Total this claim	\$130.00		
0	176	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,124.34	3/24/04	P/R ENDING 3/20/04
			FICA	Payroll Deductions	\$911.27		
			Federal Taxes Withheld	Payroll Deductions	\$1,552.32		
			Medicare	Payroll Deductions	\$213.07		
				Total this claim	\$3,801.00		
0	157	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,184.82	3/10/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	\$15,028.02		
0	158	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,149.62	3/10/04	P/R ENDING 3/6/04
			FICA	Payroll Deductions	\$931.75		
			Federal Taxes Withheld	Payroll Deductions	\$1,596.14		
			Medicare	Payroll Deductions	\$217.87		
				Total this claim	\$3,895.38		
0	159	ING AETNA	Annuity	Payroll Deductions	\$130.00	3/10/04	P/R ENDING 3/6/04
				Total this claim	\$130.00		

<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>
22024	166	BERNAN ASSOCIATES	OPERATING FUND	Elwood Adult	\$45.00	3/10/04	NATIONAL ZIP CODE DIRECTORY 2004
				Total this claim	<u>\$45.00</u>		
22025	164	BON PRINTING	OPERATING FUND Gift	Book Processing Elwood Adult Programing	\$79.00 \$325.00	3/10/04	DONATION BROCHURES-BOOK PROCESSING INFO CARDS
				Total this claim	<u>\$404.00</u>		
22026	163	JAMIE B. SCOTT	OPERATING FUND	Traveling Expense	\$49.28	3/10/04	MILEAGE
				Total this claim	<u>\$49.28</u>		
22027	160	MADISON COUNTY FEDERAL	Credit Union OPERATING FUND	Payroll Deductions Other Professional Services	\$798.51 \$1,514.24	3/10/04	P/R ENDING 3/6/04
				Total this claim	<u>\$2,312.75</u>		
22028	161	MyFAMILY.COM	OPERATING FUND	Elwood Indiana Room	\$21.43	3/10/04	INDIANA 1870 US FEDERAL CENSUS INDEX
				Total this claim	<u>\$21.43</u>		
22029	165	UNITED STATES POSTAL SER	OPERATING FUND	Postage & UPS	\$400.00	3/10/04	POSTAGE FOR METER
				Total this claim	<u>\$400.00</u>		
22030	162	UPSTART	OPERATING FUND OPERATING FUND	Operating Supplies Operating Supplies	\$37.82 \$51.00	3/10/04	BOOK BAGS
				Total this claim	<u>\$88.82</u>		
22031	167	INTEGRATED DATA SOLUTIO	OPERATING FUND	Techology Software	\$385.00	3/10/04	ANNUAL MAINTENANCE FOR CISCO PIX FIREWALL
				Total this claim	<u>\$385.00</u>		
22032	168	AMERICAN ELECTRIC POWER	OPERATING FUND OPERATING FUND	Electricity Electricity	\$1,068.70 \$380.58	3/24/04	As per attached invoices.
				Total this claim	<u>\$1,449.28</u>		
22033	169	AT&T	OPERATING FUND OPERATING FUND	Telephone & Telegraph Telephone & Telegraph	\$40.85 \$36.24	3/24/04	As per attached invoices.
				Total this claim	<u>\$77.09</u>		
22034	179	CITY OF ELWOOD NON-REVE	OPERATING FUND Insurance	Emp Cont Group Ins Emp Cont Group Ins	\$261.24 \$223.94	3/24/04	HEALTH INSURANCE FOR MARCH
				Total this claim	<u>\$485.18</u>		
22035	170	EXPANETS	OPERATING FUND	Telephone & Telegraph	\$137.64	3/24/04	As per attached invoices.
				Total this claim	<u>\$137.64</u>		

<i>Claimant 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>
22035	177	INDIANA DEPARTMENT OF RE	State Tax Withhold	Payroll Deductions	\$1,041.32		3/24/04 P/R SPECIAL SERVICES, P/R MARCH
			County Taxes Withhold	Payroll Deductions	\$291.62		
				Total this claim	\$1,332.94		
22037	171	INDIANA-AMERICAN WATER C	OPERATING FUND	Water	\$43.92		3/24/04 As per attached invoices.
				Total this claim	\$43.92		
22038	180	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$795.86		3/24/04 P/R ENDING 3/20/04
			OPERATING FUND	Other Professional Services	\$1,514.24		
				Total this claim	\$2,310.10		
22039	172	TOWN OF FRANKTON	OPERATING FUND	Electricity	\$90.11		3/24/04 MONTHLY CHARGES FOR FRANKTON BUILDING AND ANNEX
			OPERATING FUND	Water	\$8.85		
			OPERATING FUND	Waste Disposal Services	\$8.62		
				Total this claim	\$107.58		
22040	173	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$771.41		3/24/04 As per attached invoices.
			OPERATING FUND	Gas	\$92.02		
				Total this claim	\$863.43		
22041	174	VISA	OPERATING FUND	Technology Software	\$31.75		3/24/04 McAfee ANTIVIRUS SOFTWARE- BOOKKEEPING COMPUTER
				Total this claim	\$31.75		
22042	181	MATRIX ELECTRIC, INC	OPERATING FUND	2003 Encumbrances	\$2,872.00		3/24/04 PARTIAL PAYMENT OUTSIDE GROUND LIGHTING
				Total this claim	\$2,872.00		
22043	186	AT&T	OPERATING FUND	Telephone & Telegraph	\$77.60		4/7/04 As per attached invoices.
				Total this claim	\$77.60		
22044	187	CITY OF ELWOOD UTILITIES	OPERATING FUND	Water	\$149.56		4/7/04 MARCH UTILITIES
				Total this claim	\$149.56		
22045	192	DAVID E. MORROW	OPERATING FUND	Consulting Services	\$352.50		4/7/04 SECURITY MARCH 22, 2004 THROUGH APRIL 3, 2004
				Total this claim	\$352.50		
22046	185	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$856.89		4/7/04 P/R ENDING 4/3/04
			OPERATING FUND	Other Professional Services	\$1,514.24		
				Total this claim	\$2,371.13		
22047	188	POSTMASTER	OPERATING FUND	Postage & UPS	\$74.00		4/7/04 400 POSTAGE STAMPS
			OPERATING FUND	Postage & UPS	\$74.00		
				Total this claim	\$148.00		

<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>
22048	189	PSI IOTA XI SORORITY	OPERATING FUND	Operating Supplies	\$56.25	4/7/04	FLOWERS - FRANKTON
				Total this claim	<u>\$56.25</u>		
22049	190	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$144.38	4/7/04	As per attached invoices.
				Total this claim	<u>\$144.38</u>		
22050	191	VERIZON	OPERATING FUND	Telephone & Telegraph	\$87.69	4/7/04	As per attached invoices.
				Total this claim	<u>\$87.69</u>		
22051	193	ALEXANDRIA TIMES-TRIBUNE	OPERATING FUND	Summitville Period. & Newsp.	\$22.00	4/12/04	52 WEEK SUBSCRIPTION - SUMMITVILLE
				Total this claim	<u>\$22.00</u>		
22052	194	AMBER BLOOD	OPERATING FUND	Traveling Expense	\$56.00	4/12/04	MILEAGE 2/4/04 THROUGH 3/17/04
				Total this claim	<u>\$56.00</u>		
22053	195	ARAB TERMITE & PEST CONT	OPERATING FUND	Professional Services	\$47.00	4/12/04	As per attached invoices.
				Total this claim	<u>\$47.00</u>		
22054	230	AUDIO VISUAL COMMUNICATI	OPERATING FUND	Professional Services	\$119.00	4/12/04	SERVICE AGREEMENT FOR APRIL
				Total this claim	<u>\$119.00</u>		
22055	196	AUTOMATED MAILING EQUIP	OPERATING FUND	Office Supplies	\$145.64	4/12/04	POSTAGE METER SUPPLIES
				Total this claim	<u>\$145.64</u>		
22056	197	AVAYA COMMUNICATION	OPERATING FUND	Telephone & Telegraph	\$137.64	4/12/04	As per attached invoices.
				Total this claim	<u>\$137.64</u>		
22057	228	BAKER & TAYLOR	OPERATING FUND	Elwood Adult	\$2,363.87	4/12/04	As per attached invoices.
			OPERATING FUND	Elwood Childrens	\$939.20		
			OPERATING FUND	Elwood YA	\$217.03		
			OPERATING FUND	Frankton	\$1,041.84		
			OPERATING FUND	Summitville	\$911.94		
			Gift	Elwood Childrens	\$37.84		
			OPERATING FUND	Other	\$22.22		
			Gift	Summitville	\$33.53		
				Total this claim	<u>\$5,567.47</u>		
22058	235	BALDWIN CONSTRUCTION CO	Gift	Furniture & Equipment	\$6,580.00	4/12/04	CUSTOM MADE CABINETS
				Total this claim	<u>\$6,580.00</u>		
22059	198	BARBARA SNIPES	OPERATING FUND	Traveling Expense	\$55.10	4/12/04	MILEAGE FOR MARCH
				Total this claim	<u>\$55.10</u>		
22060	220	BURNETTE - DELLINGER INC.	OPERATING FUND	Insurance	\$108.00	4/12/04	BLANKET BOND RENEWAL
				Total this claim	<u>\$108.00</u>		

<i>Warren 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>
22061	188	CHAPMAN ELECTRIC SUPPLY	OPERATING FUND	Operating Supplies	\$63.84	4/12/04	As per attached invoices.
				Total this claim	\$63.84		
22062	200	CINTAS CORPORATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$41.91	4/12/04	As per attached invoices.
				Total this claim	\$41.91		
22063	201	CINTAS LOCATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$39.70	4/12/04	As per attached invoices.
				Total this claim	\$39.70		
22064	202	DEBORAH JOYNER	OPERATING FUND	Frankton	\$14.00	4/12/04	As per attached invoices.
				Total this claim	\$14.00		
22065	203	DEMCO	OPERATING FUND	Furniture & Equipment	\$92.73	4/12/04	As per attached invoices.
				Total this claim	\$92.73		
22066	229	DIAL ONE	OPERATING FUND	Professional Services	\$379.00	4/12/04	INSTALL DELTA FAUCET
				Total this claim	\$379.00		
22067	204	FILIP, INC.	OPERATING FUND	Cleaning & Sanitation Supplies	\$216.44	4/12/04	As per attached invoices.
				Total this claim	\$216.44		
22068	233	GALE GROUP	OPERATING FUND	Summitville	\$113.01	4/12/04	As per attached invoices.
				Total this claim	\$113.01		
22069	205	GAYLORD BROS.	OPERATING FUND	Operating Supplies	\$29.80	4/12/04	As per attached invoices.
				Total this claim	\$29.80		
22070	206	HORTON'S & SONS OF ELWO	OPERATING FUND	Operating Supplies	\$214.85	4/12/04	As per attached invoices.
			OPERATING FUND	Bldg. Matl. And Supplies	\$38.69		
				Total this claim	\$253.54		
22071	207	INCOLSA	OPERATING FUND	Dues	\$150.00	4/12/04	MEMBERSHIP DUES - WORKSHOPS
			OPERATING FUND	Professional Meetings	\$60.00		
				Total this claim	\$210.00		
22072	208	INDIANA NEWSPAPERS, INC.	OPERATING FUND	Elwood Period. & News.	\$143.00	4/12/04	52 WEEK SUBSCRIPTION - CHRONICLE TRIBUNE - ELWOOD
				Total this claim	\$143.00		
22073	209	INDIANA STATE LIBRARY	PLAC	Other	\$234.00	4/12/04	1ST QUARTER PLAC
				Total this claim	\$234.00		
22074	231	INDIANA-AMERICAN WATER C	OPERATING FUND	Water	\$49.26	4/12/04	As per attached invoices.
				Total this claim	\$49.26		

<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>
22075	211	LANDMARK AUDIOBOOKS	OPERATING FUND	Elwood AV	\$1,375.00	4/12/04	As per attached invoices.
			OPERATING FUND	Frankton AV	\$1,375.00		
				Total this claim	<u>\$2,750.00</u>		
22076	210	LIBRARY STORE INC., THE	OPERATING FUND	Book Processing	\$188.95	4/12/04	As per attached invoices.
				Total this claim	<u>\$188.95</u>		
22077	214	MANIFOLD REFUSE, INC.	OPERATING FUND	Waste Disposal Services	\$60.00	4/12/04	TRASH PICKUP - FRANKTON
				Total this claim	<u>\$60.00</u>		
22078	212	MARSH SUPERMARKET	OPERATING FUND	Elwood Children's Programing	\$7.25	4/12/04	As per attached invoices.
			Gift	Elwood Children's Programing	\$25.81		
				Total this claim	<u>\$33.06</u>		
22079	213	MATTHEW BENDER & CO., IN	OPERATING FUND	Elwood Adult	\$66.20	4/12/04	As per attached invoices.
				Total this claim	<u>\$66.20</u>		
22080	215	MIDWEST TAPE	OPERATING FUND	Frankton AV	\$470.74	4/12/04	As per attached invoices.
			OPERATING FUND	Elwood AV	\$896.57		
			OPERATING FUND	Summitville AV	\$545.72		
				Total this claim	<u>\$1,913.03</u>		
22081	216	ORIENTAL TRADING COMPAN	OPERATING FUND	Elwood Children's Programing	\$94.74	4/12/04	As per attached invoices.
			OPERATING FUND	Elwood AV	\$14.95		
				Total this claim	<u>\$109.69</u>		
22082	234	PERMA-BOUND	OPERATING FUND	Frankton	\$24.29	4/12/04	As per attached invoices.
				Total this claim	<u>\$24.29</u>		
22083	217	PROQUEST INFORMATION & L	OPERATING FUND	Elwood Period. & News.	\$276.29	4/12/04	ELWOOD NEWSPAPER TO MICROFILM
				Total this claim	<u>\$276.29</u>		
22084	218	PUBLIC EMP. RETIREMENT F	PERF	Payroll Deductions	\$2,470.91	4/12/04	1ST QUARTER 2004
			OPERATING FUND	Emp Cont PERF	\$4,584.96		
				Total this claim	<u>\$7,055.87</u>		
22085	219	QUILL CORPORATION	OPERATING FUND	Office Supplies	\$674.00	4/12/04	As per attached invoices.
			OPERATING FUND	Operating Supplies	\$47.85		
				Total this claim	<u>\$721.85</u>		
22086	221	RADIO SHACK	OPERATING FUND	Furniture & Equipment	\$19.99	4/12/04	PORTABLE PHONE - SUMMITVILLE
				Total this claim	<u>\$19.99</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
22087	224	RAMSAY BUSINESS PRODUC	OPERATING FUND	Office Suppllos	\$12.53	4/12/04	COPIER FEES-TONER PURCHASE TABLES MEETING ROOM-ELWOOD
			OPERATING FUND	Office Suppllos	\$32.25		
			OPERATING FUND	Office Suppllos	\$47.08		
			OPERATING FUND	Equipment/Rental	\$78.38		
			Gift	Furniture & Equipment	\$599.70		
			OPERATING FUND	Office Suppllos	\$87.80		
Total this claim					\$855.52		
22088	222	READSTREET BOOK FAIRS	Gift	Elwood Children's Programing	\$240.11	4/12/04	ELWOOD YOUTH SERVICE BOOK FAIR
					Total this claim		
22089	223	RUFUS JESSIE	OPERATING FUND	Waste Disposal Services	\$39.00	4/12/04	JANUARY FEBRUARY MARCH TRASH PICKUP
					Total this claim		
22090	225	SBC	OPERATING FUND	Telephone & Telegraph	\$23.23	4/12/04	As per attached invoices.
					Total this claim		
22091	226	SCHOLASTIC LIBRARY PUBLI	OPERATING FUND	Elwood Childrens	\$36.75	4/12/04	As per attached invoices.
			OPERATING FUND	Frankton	\$132.07		
			OPERATING FUND	Summitville	\$61.25		
			Total this claim				
22092	227	STATE CHEMICAL MANUFACT	OPERATING FUND	Cleaning & Sanitation Supplies	\$304.27	4/12/04	As per attached invoices.
					Total this claim		
22093	232	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$554.27	4/12/04	As per attached invoices.
					Total this claim		

Warrant Claim

Number Number

Name of Claimant

Fund

Account

Amount

Date

Explanation

Total Amount of Claims \$103,556.37

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

Monday, April 12, 2004

Fiscal Officer

ALLOWANCE OF VOUCHERS

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

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 8 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$103,556.37

Date this 12 day of April, 2004

Amelia L. Polander, Dawn M. [Signature]
Bette Osborn, Don Hill
Bobby Caldwell

SIGNATURES OF GOVERNING BOARD

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

	MAR 2003	MAR AMOUNT OF 2004	% OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	3638	4058	420	12%	10746
JUVENILE	2714	3068	354	13%	8923
Y. A.	227	327	100	44%	891
PERIOD.	570	585	15	3%	1771
AUDIO	295	283	-12	-4%	805
VIDEO	4385	4617	232	5%	13250
TOTAL	11829	12938	1109	9%	36386
FRANKTON					
ADULT	940	1384	444	47%	3816
JUVENILE	1168	837	-331	-28%	2183
Y. A.	41	58	17	41%	132
PERIOD.	242	454	212	88%	1092
AUDIO	53	48	-5	-9%	122
VIDEO	1614	1265	-349	-22%	3451
TOTAL	4058	4046	-12	0%	10798
HAZELBAKER					
ADULT	776	709	-67	-9%	2106
JUVENILE	541	491	-50	-9%	1130
Y. A.	37	74	37	100%	241
PERIOD.	136	175	39	29%	457
AUDIO	46	43	-3	-7%	127
VIDEO	520	570	50	10%	1571
TOTAL	2056	2062	6	0%	5832
SYSTEM					
ADULT	5354	6151	797	15%	16668
JUVENILE	4423	4396	-27	-1%	12236
Y. A.	305	459	154	50%	1264
PERIOD.	948	1214	266	28%	3322
AUDIO	394	374	-20	-5%	1054
VIDEO	6519	6452	-67	-1%	18272
TOTAL	17943	19046	1103	6%	52816

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	12849	2207	1501
REF.	40	53	30
ASSITS.	3516	503	323
COMP A.	1304	217	302
J.	1234	N/A	151
PROG. A.	5 / 20	3 / 8	2 / 9
J.	28 / 529	4 / 119	4 / 20

Tech Service processed 869 items and withdrew 521 items

Enclosed find copies of a revised Computer Use Policy and a Computer Screen Notice which we would like to put in place.

Please read these prior to the meeting so questions may be answered concerning these two policies.

Thanks!

PUBLIC ACCESS COMPUTER POLICY OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Access to electronic information via the World Wide Web is complementary to the mission of the North Madison County Public Library System (hereafter identified as NMCPLS). Electronic information can satisfy the research and informational needs of NMCPLS users, and access to the Internet provides an unlimited resource of knowledge contained in libraries, databases, and other information resources around the world.

No one owns the Internet and therefore it cannot be legally controlled in its content or information. The NMCPLS Board of Trustees and the library staff are not responsible for the information that is accessed/obtained while using library equipment. In offering the Internet to the community, library staff cannot control access points, which often change unpredictably and rapidly. Therefore, library users access and use the Internet at their own risk. Users are hereby notified that they, not NMCPLS, are responsible for the access points they reach on the Internet.

No purchases may be made via the Internet provided by NMCPLS. 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, obscene, or threatening language.~~
- ~~Engaging in harassing activities, such as sending or posting slanderous, libelous, obscene, or threatening messages, and other activities that could cause harassment and disruption of networks and systems.~~
- ~~Violating any local, state, or federal statute.~~
- Chat rooms are NOT allowed. *11/11/02*
- Downloading and/or installing software to the hard drive of any library computer.

[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 twenty (\$.20) cents per page 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. ADD: All persons using the computers at NMCPLS libraries will be required to hold a current NMCPLS library card. When requesting use of a computer the patron will present the library card for holding at the desk until finished using the computer. At that time, the library card will be returned to the patron. If a person is a visitor to the library, they may use the NMCPLS computers upon showing identification i.e. driver's license or other photo I.D. for one use.

Limit the amount of time workstations may be used in order to make equipment available to other library users. This shall be for a period of one hour per day. ~~STRIKE REST OF PARAGRAPH TO~~ Staff will monitor...
The patron may continue to use the computer if no one else is waiting.
~~If the patron currently using the computer has been on the computer for more than one hour and another patron wishes to use it, the patron on the computer will be given 10-minute notice in which he must complete or save his work before the next patron's turn. Staff will monitor the time in which a patron is on the computer. STRIKE Following line. The Staff's decision is final.~~

Modify this policy at any time.

As in the use of all other NMCPLS materials, children's access to the Internet is the sole responsibility of the child's parent or guardian. Parents of children who are under 16 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 only be allowed ½ hour access to the Internet each day. Children may use the YA game computers for 1 hour per day. 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 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.

Adopted 2/01
Updated 4/02

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 time constitutes agreement to the Library's Internet and computer use policy!!!

1. Exit from all program when you are done. DO NOT TURN OFF THE COMPUTER! If you turn off or restart this computer for any reason, your privileges for five days will be revoked.
2. If you wish to save material, download your files to a preformatted disk. Disks may be purchased for \$1 from library staff. 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 disks.
3. DO NOT modify this computer or software in any way. This includes downloading and installing programs or plug-ins on this computer.
4. All applicable laws regarding copyright must be obeyed.
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.
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. Sign-up sheets are available near the Circulation Desk. You may reserve no more than a one-hour slot for the current day only. (Two hours for word processing). 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. Staff may make an exception to the time limit when demand is light or heavy.
9. 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 Services Department and the Adult Services desk and from circulation desks in the branch libraries. EVERYONE USING THE COMPUTERS MUST HAVE A NMCPLS LIBRARY CARD. If a patron lives outside the district, photo I.D. is required. Library cards of young people with Internet Permission will be coded, and the permission will be recorded in the patron's file.
10. 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 mail server, through a web site.
11. Printing is charged at 20 cents per page. All printing is sent to a central printer at the Adult Services Circulation Desk. You must pick up your copies and pay at the Circulation Desk. If you need to print in color, please ask a staff member for help.
12. 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 computers or Internet access will result in loss of your Internet privileges. The use of the computer should not infringe upon the rights of others.

If you feel that you cannot comply with these terms,
Please return to the signup desk and sign-out.

Beverly Austin

TO: Frank Taylor, ftaylor@nmcppls.net; Wayne
FROM: Beverly Austin, Director, baustin@nmcppls.net; Jerry
RE: Architects

TO: NMCPPLS Board
FROM: Beverly Austin, Director
 NMCPPLS

RE: Architects

Kato Smith, AIA from Kato Smith & Associates, Inc. will be at the Frankton Community Library on Tuesday, April 27 at 6:00 p.m. at the Frankton Library. Robert Taylor from Muncie will meet with us at Frankton on Thursday, April 29 at 6:00 p.m.

Kevin and I would like for the all members of the Board to be present at these two meetings. The reasoning is that since we are only interviewing two firms we should all hear the same things at the same time. It will also help our project move faster. We should expect to hear from those interviewed about projects they have accomplished and what services they will provide for us. You should each ask any—and many questions concerning the role of the architect in the project.

Having served on the NMCPPLS Board when we began the process of building the Elwood facility, moving the Frankton facility, and moving and renovating the Summitville facility, I would like to prepare the Board for the next few months. I realize the Frankton project is not the same magnitude as the above projects mentioned. However, I do know that there will be extra meetings—very important meetings—which all board members should attend. Many decisions will need to be made early in the process. If everyone makes the effort to attend the additional meetings scheduled, the process will move more quickly and the decisions will reflect the majority of the board.

Please mark the above dates on your calendar and make every effort to be in attendance.

Thanks for your cooperation.

Have a great week of work concerning Frankton.

Kato Smith & Associates, Inc.
 Kato Smith, AIA, President
 Anderson, IN
 765-644-3712

BC Architectural Concepts, LLC
 Noblesville, IN
 John D. Beam, AIA

Taylor Architects, Inc
 J. Robert Taylor, AIA
 Muncie, IN
 765-288-3615

H. L. Mohler & Associates
 Harry L. Mohler, President
 Lafayette, IN
 765-742-0252

Bev

Beverly Austin

Elwood library annoyed by skateboarders, trick bikers

By MARY BETH WAGNER
MB.Wagner@heraldbulletin.com

Teens are using the Elwood Public Library, but not as library personnel had hoped.

The Elwood Public Library hired a security guard to combat teen loitering and damage caused by skateboarders and trick bikers.

EPL Director Beverly Austin says the library is used as a rendezvous point and hangout.

"They use our restrooms, they get drinks of water, but they're not checking out materials," she said.

Austin, a 30-year teacher, says her ultimatums to the teens to use the library for its intended purpose or move on have not always been met kindly.

"I have had some run-ins," she said. "They like to sass back. They like to show they're tough."

The off-duty Elwood police officer works about 15 hours a week, but when those hours are in being kept secret. Elwood police are also patrolling at random to keep kids on their toes.

Complaints from patrons drove Austin to hire a pair of supervisory eyes. One patron, an elderly woman, found the congregation of teen boys by the doors so disconcerting she asked to be escorted to her car.

"She said, 'I just don't feel comfortable or safe,'" Austin said.

Austin says the teens don't understand where they're erring, nor how everyone is paying for the problem with tax money.

Between property damage and paying for security, the library has spent \$1,000 trying to remedy the loitering.

Skateboarders and trick bikers, despite having a park of their own to use, are attracted to the library's wheelchair ramp. Other teens damage the wooden benches just outside the doors by jumping on them. But it's the uneasiness of her older patrons that Austin most dislikes.

"The young people don't understand what intimidation is," she said. "That (intimidation) is the damage I don't appreciate."

There are also issues with young people inside the library.

"There are young children here for long periods of time with no parental supervision and we're baby-sitting," she said. "Children coming in from the ages of 7 to 14 are supposed to be supervised by a parent or baby-sitter."

Austin says the library is going to be more diligent about enforcing the rules already in place, and calling parents when necessary.

"Parents need to watch their kids," said Betty Caldwell, a library board member. "They don't know what they're doing. We have a skate park, and they're tearing it (the library) up. They're choosing places they're not supposed to be."

Caldwell believes it's a universal problem, not just for Elwood, not just for libraries.

"Parents don't just seem to be dealing with their children," she said.

ing at the Middletown Nursing and Rehabilitation Center, as they get ready to start knitting class.

TO CARE

ment regulations," them are for the been a dramatic is."

out, the center law, to have one of the day shift, and for the evening or ad, it had quali- who sometimes is' medical educa- sion shifts. ened nurses there said. "Now we d practical nurse registered nurse day."

nursing aides who se and qualified y didn't need the medical field

gone off the ou brought them re much higher for

be certified and y have to prove someone hired by Case, who super- and 20 nursing to that to make they are doing." ave also changed e Case and other ir patients.

Depression not only fazes moody teenagers and adults going through a mid-life crisis, but it also affects the elderly.

"You have to look at many things to understand depression, like when they stop eating. They have just lost their homes. They put their lives in the hands of strangers. They are sick; they don't feel good. They realize they are getting older," Case said. "They feel like they have lost their independence, and a lot of times they have."

When patients fall into depression, they stop eating, they stop participating in activities, they don't want to join in the outings, the nurse said.

"When they stop wanting to do that stuff, we have to look into depression," Case said. "Anti-depressants motivate them to do things."

Before anti-depressants came around, the nurses had to help patients overcome the disease through encouragement. That was if it was even diagnosed as depression, and not missed.

"I'm not sure we did deal with it. We took it as natural, and that was pretty much it," Case said. "Anti-depressants made a huge impression in people's lives."

Although government regulations and medical advances have changed the way Case does her job in some ways, overall, her goal is the same.

"People stay people. People that are sick still need the same care."

COMING UP IN THE HERALD BULLETIN

Sunday

An unforgettable tale

Author of "Shiloh" coming back to Anderson.

People & Places: Section C

Monday

Story of Charles Manson

Vincent Bugliosi, author of "Helter Skelter," speaks to a luncheon at Clowes Hall in Indianapolis April 22.

People & Places: Section C

Tuesday

Book lore

An exhibit of hand-made books has opened at Anderson University.

People & Places: Section C

Wednesday

Hoosier Idol

Wilson Boys & Girls Club is sponsoring a musical talent contest.

People & Places: Section C

Anderson Herald
4/15/04

Thursday, April 22, 2004

**TO: NMCPLS BOARD OF TRUSTEES
FROM: Beverly Austin, Director
NMCPLS**

**INCLUDED IN THIS MAILING ARE THE
AGENDAS FOR TWO EXECUTIVE SESSIONS.**

**PLEASE CALL ME IF YOU ARE UNABLE TO
ATTEND.**

TUESDAY, APRIL 27, 2004

**Executive Session, 6:00 p.m. Frankton Public Library
Kato Smith**

THURSDAY, APRIL 29, 2004

**Executive Session, 6:00 p.m. Frankton Public Library
Robert Taylor**

**We should expect the two gentlemen to discuss projects they have
created of similar nature. You should be prepared to ask questions
or have answered questions concerning projects they have completed or
about our planned project. Interviews should be limited to one hour.**

**NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Executive Session
Tuesday, April 27
6:00 p.m.**

**at
Frankton Community Library
111 East Sigler Street
Frankton, IN 46044**

AGENDA

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

IC5-14-1.5-6.1(b)(5) Personnel

**NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Executive Session
Thursday, April 229
6:00 p.m.
at
Frankton Community Library
111 East Sigler Street
Frankton, IN 46044**

AGENDA

**CALL TO ORDER
CALL FOR QUORUM
BUSINESS**

IC5-14-1.5-6.1(b)(5) Personnel

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
EXECUTIVE MEETING
April 27, 2004
6:00pm**

CALL TO ORDER

President Kevin Sipe called an executive session of the North Madison County Public Library Board of Trustees to order at 6:00pm on Tuesday, April 27, 2004 at the Frankton Community Library.



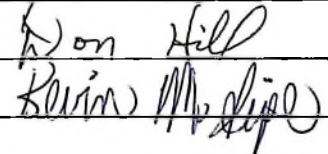

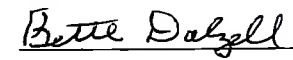
CALL FOR QUORUM

Present with President Sipe were members Betty Caldwell, Pam Bohlander, Don Hill and Bette Dalzell. Also in attendance were Architect Kato Smith of Kato Smith & Associates, Inc., Director Beverly Austin and Administrative Assistant Diana Shepard.

BUSINESS

The meeting was held for discussion of Personnel IC5-14-1.5-6.1(b)(5). No other subject matter was discussed in the executive session other than the subject matter specified in the public notice.

Since there were no objections the meeting was adjourned.

 _____ Don Hill	 _____ Betty Caldwell, Secretary
 _____ Kevin Sipe	 _____ Pam Bohlander
	 _____ Bette Dalzell

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
EXECUTIVE MEETING
April 29, 2004
6:00pm

CALL TO ORDER

President Kevin Sipe called an executive session of the North Madison County Public Library Board of Trustees to order at 6:00pm on Thursday, April 29, 2004 at the Frankton Community Library.


CALL FOR QUORUM


Present with President Sipe were members Betty Caldwell, Wayne Davidson, Bette Dalzell, Don Hill and Pam Bohlander. Also in attendance were Architect Bob Taylor of Taylor Architects Inc., Director Beverly Austin and Administrative Assistant Diana Shepard.

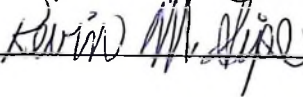
BUSINESS

The meeting was held for discussion of Personnel IC5-14-1.5-6.1(b)(5). No other subject matter was discussed in the executive session other than the subject matter specified in the public notice.

Since there were no objections the meeting was adjourned.

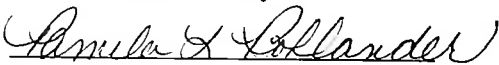


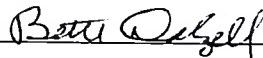






Betty Caldwell, Secretary





**NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Executive Session
Wednesday, May 5, 2004
5:30 p.m.
Elwood Public Library**

AGENDA

**CALL TO ORDER
CALL FOR QUORUM
BUSINESS**

IC5-14-1.5-6.1(b)(5) Personnel

***** -COMM. JOURNAL- ***** DATE APR 30 2004 TIME 10:12 *****

MODE = MEMORY TRANSMISSION

START=APR-30 10:13

END=APR-30 10:18

FILE NO.=459

STN NO.	COMM.	ONE-TOUCH/ APP NO.	STATION NAME/TEL NO.	PAGE	DURATION
001	OK	<04>	HEPARD BULLETIN	001/01	00:00:00

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 532 2335 *****

**NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES**

**Executive Session
Wednesday, May 5, 2004
5:30 p.m.
Elwood Public Library**

AGENDA

**CALL TO ORDER
CALL FOR QUORUM
BUSINESS**

IC5-14-1.5-6.1(b)(5) Personnel

*Please publish on
Saturday or Monday
and again on
Tuesday.
Thanks
Liana*

MODE = MEMORY TRANSMISSION START=APR-30 15:17 END=APR-30 15:18

FILE NO.=497

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

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

NORTH MADISON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Executive Session
Wednesday, May 5, 2004
5:30 p.m.
Elwood Public Library

NORTH MADISON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Executive Session
Wednesday, May 5, 2004
5:30 p.m.
Elwood Public Library

AGENDA

CALL TO ORDER
CALL FOR QUORUM
BUSINESS
IC5-14-1.5-6.1(b)(5) Personnel

AGENDA

CALL TO ORDER
CALL FOR QUORUM
BUSINESS
IC5-14-1.5-6.1(b)(5) Personnel

*Please publish on
Saturday or Monday
and again on
Tuesday.
Thanks
Lionel*

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
EXECUTIVE MEETING
May 5, 2004
5:30pm

CALL TO ORDER

President Kevin Sipe called an executive session of the North Madison County Public Library Board of Trustees to order at 5:30pm on Wednesday, May 5, 2004 in the meeting room of the Elwood Public Library.


CALL FOR QUORUM

Present with President Sipe were members Jerry Kaiser, Bette Dalzell, Don Hill, Wayne Davidson and Betty Caldwell. Also in attendance were Architect Martin Truesdell of Veazey, Parrott Durkin & Shoulders, Director Beverly Austin and Administrative Assistant Diana Shepard.

BUSINESS

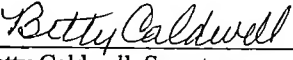
The meeting was held for discussion of Personnel IC5-14-1.5-6.1(b)(5). No other subject matter was discussed in the executive session other than the subject matter specified in the public notice.

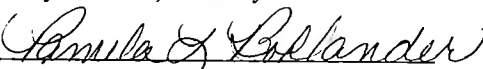
With no objections the meeting was adjourned.

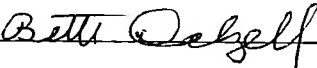


Don Hill

Kevin Sipe



Betty Caldwell, Secretary




AGENDA

May 10, 2004

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Executive Session
6:15 p.m.

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

IC5-14-1.5-6.1(b)(5) Personnel

Regular Meeting

7:00 p.m.

Elwood Public Library

CALL TO ORDER

CALL FOR QUORUM

MINUTES

CLAIMS REGISTER & CHECKS

OLD BUSINESS

1. Frankton-
 - a. Architects
 - b. Bonds, financing

NEW BUSINESS

1. Employee Health Insurance Information-Diana Shepard

DIRECTOR'S REPORT

ADJOURNMENT

June meeting at Hazelbaker Library, Summitville
Monday, June 14, 2004

Beverly Austin

From: BA@Consulting@aol.com
To: baustin@elwood.lib.in.us
Sent: Monday, May 10, 2004 12:05 PM
Subject: Elwood Construction

As we expected to see that a few years after a new library is built that circulation has increased
to nearly the same level as it is now is really expanding. Also, I know when the Elwood
library was built there was a lot of expansion.
By being involved in the new library since I am now doing Owner Representative consulting work
for libraries among other things of projects I wonder if there is any consideration being given to any
kind of work when you build and the
library is in need of work in doing an Owner Rep. work with you. As you know I am doing such
work at the Elwood Public Library renovation and addition project. No doubt you know Jan Preusz,
I'm not sure but will be glad to discuss it with you
BA

BA@Consulting@aol.com
BA@Consulting@aol.com
BA@Consulting@aol.com
BA@Consulting@aol.com
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BA@Consulting@aol.com



MODE = MEMORY TRANSMISSION START TIME: 05:08 END TIME: 05:08

FILE NO. = 571

STN NO.	COMM.	TIME-TO-AIR / REPT NO.	STATION NAME / TEL. NO.	REP. /	DEPT. /
001	TX	1/53	CALL LEADER	05/10/04	05:08:00

~~XXXXX~~
May 10, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Executive Session
6:15 p.m.**

**CALL TO ORDER
CALL FOR QUORUM
BUSINESS
IC5-14-1.5-6.1(b)(5) Personnel
Regular Meeting
7:00 p.m.
Elwood Public Library**

**CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS**

**OLD BUSINESS
1. Frankton-**

Please publish on
Friday or Saturday
and again on Monday.

Thank you
Diana

Information-Diana Shepard

Please publish on
Friday or Saturday
and again on Monday.

Thank you
Diana

MODE = MEMORY TRANSMISSION START=MAY-06 09:07 END=MAY-06 09:08

FILE NO.=572

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:32

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
EXECUTIVE MEETING
 May 10, 2004
 6:15pm

CALL TO ORDER

President Kevin Sipe called an executive session of the North Madison County Public Library Board of Trustees to order at 6:15pm on Monday, May 10, 2004 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

President with President Sipe were members Don Hill, Betty Caldwell, Wayne Davidson, Pam Bohlander and Bette Dalzell. Also in attendance were Director Beverly Austin and Administrative Assistant Diana Shepard.

BUSINESS

The meeting was held for discussion of Personnel IC5-14-1.5-6.1(b)(5). No other subject matter was discussed in the executive session other than the subject matter specified in the public notice.

With no objections the meeting was adjourned.

Betty Caldwell
 Betty Caldwell, Secretary

Pam Bohlander

Kevin Sipe

Don Hill

Bette Dalzell

AGENDA

May 10, 2004

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Executive Session
6:15 p.m.

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

IC5-14-1.5-6.1(b)(5) Personnel
 Regular Meeting
 7:00 p.m.
 Elwood Public Library

CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS

OLD BUSINESS
 1. Frankton-
 a. Architects
 b. Bonds, financing

NEW BUSINESS
 1. Employee Health Insurance Information-Diana Shepard
DIRECTOR'S REPORT
ADJOURNMENT

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

*Thank you
 Diana*

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR MEETING
May 10, 2004
7:00pm

CALL TO ORDER

President Kevin Sipe called a regular meeting of the North Madison County Public Library Board of Trustees to order on Monday, May 10, 2004 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present with President Sipe were members Don Hill, Betty Caldwell, Wayne Davidson, Pam Bohlander and Bette Dalzell. Also in attendance was Michael Williams of the NMCPLS Leasing Corporation, Director Beverly Austin and Diana Shepard.

MINUTES

Pam Bohlander made a motion to accept the minutes from the April 12, 2004 regular meeting as well as the minutes from the executive sessions held on Tuesday April 27, Thursday April 29 and Wednesday May 5, 2004. Betty Caldwell made a second and the motion carried.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Wayne Davidson signed checks.

OLD BUSINESS

Frankton

Architects from three firms have been interviewed. The firms are Kato Smith & Associates, Inc.; Taylor Architects, Inc.; and Veazey, Parrott Durkin & Shoulders. Director Austin has been asked to check references for each of these firms before a decision is made to hire. A letter of thanks from Bob Taylor was read in which he expresses that his firm is ready to proceed with whatever needs we have to make a successful project including a feasibility study if necessary. John Buerger, Architect of Martin, Riley & Mock from Fort Wayne made a visit to the library to express interest in the project.

Bonds financing

Director Austin has talked with Lonnie Thurber. He will be returning from vacation on May 17, 2004. At that time he will call to set a time to meet with us for discussion of bonds. Information has been received from Jan Herndon of Ice Miller who worked on the original bond issue when the Elwood building was built. The information includes excerpts from a set of minutes from a board meeting of the North Madison County Public Library that would be needed if we reissue bonds and action that would take place for both the Board of Trustees and the Leasing Corporation. The same information has been received from Jim Wilson. Jim Wilson advised that it would be wise to wait to sign a

resolution to accept reissuing of the bonds until the interest rates are known and we receive advice from Lonnie Thurber.

President Sipe explained that the Library Board is definitely exploring the possibility of hiring an architect for building or reconstructing a library facility at Frankton. He explained the board is exploring the possibility of refinancing bonds at a lower interest rate and extending payment for two years in the future, this would provide extra money for the project. It is not known at this point how much time this would involve for the members of the Leasing Corporation. Mr. Williams ask if there would have to be a petition drive for this project and what the tax impact would be for this project. He was told that there would not have to be a petition and there would not be a tax impact other than the normal budgeting process.

An e-mail has been received from Fred Brames, owner representative of AFB Consulting, inquiring of the possibility of the library needing his services as consultant on any upcoming projects.

A year and a half ago the library had over \$30,000 in outstanding overdue fines. At that time letters were sent to the patrons. From January 1 through May 6, 2004 there are 179 patrons with overdue fines of over \$5.00 for a total of \$2,806.39. Letters have once again been sent to these patrons at a cost of \$66.23. Currently there is overall \$36,000 out in overdue fines. Questions were asked: Should the idea of a collection firm be examined or can the names of patrons with overdue fines be put in the newspaper?

NEW BUSINESS

Employee health insurance information

It was explained that since the 1980's the library employees have been offered insurance coverage through the City of Elwood. We have recently learned that the city will no longer offer coverage for our employees and that they will soon be dropping those that are currently participating. A proposal was submitted that would offer coverage through the Indiana State Personnel Department, however coverage through that plan could not begin until January 2005, this raises the question of coverage from now until that time. After discussion, it was decided to form an insurance committee consisting of Bette Dalzell and Pam Bohlander working with library staff to come up with figures and options for coverage.

Permission was sought to donate several boxes of books and chairs to the Friends of the Library for a book sale. Pam Bohlander made a motion to donate these items to the Friends; Bette Dalzell made a second and the motion carried.

It is in the policy that school age children cannot be in the library during regular school hours unless they are home schooled. A young man has asked permission to use the library during regular school hours when he has block hours at school. It was decided that these situations could be handled on an individual basis.

DIRECTOR'S REPORT

The revised personnel policy has been distributed after Jim Wilson made recommended changes. The security guard is working out well. After an article appeared in the Anderson Herald about our need for a security guard, Mr. Hunter, head of security of Anderson Library, called the Director and thanked her for her stand on this issue. Madison County Reads together during National Library Week was a success. Phyllis Reynolds Naylor's visit to the library was a success. On April 19, 2004 we were informed that Mrs. Bonner has left her estate to the Elwood Public Library Children's area for the purchase of books. On Friday, May 14 and Saturday May 15 the Friends of the Library will be having a book sale. On Tuesday, May 18 from 6-8pm, Bart Bingham will be at the library for a book promotion and signing of his new book entitled "Just Give Me Borscht". There is a possibility of a book signing by Fred Trimble; the title of his book is "Nicaraguan Odyssey". Complaints have been received from Summitville about the new policy which limits patrons to one-hour of computer use a day. The need for all three libraries to have the same policy was stressed; otherwise there could be legal and insurance issues involved. A complaint was reported of a patron being upset about having too many liberal books in the library system and not enough conservative books. After research it was discovered that of the books the library owns there is about a 50/50 percent ratio.

The June 14, 2004 regular meeting will be held at Summitville, at that time a budget time line will be distributed.

WED

Kevin Hill

Annula K. Koberger

Betty Caldwell
Betty Caldwell, Secretary

Belle Schell

Register Of Claims

North Madison County Public Library System

Report Date: From 4/13/04 To 5/10/04

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	249	PAYROLL	OPERATING FUND	Salary of Assistants	\$13,999.88	5/5/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$844.25		
				Total this claim	<u>\$14,844.13</u>		
0	236	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,056.30	4/21/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	<u>\$14,899.50</u>		
0	250	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,135.58	5/5/04	P/R ENDING 5/1/04
			FICA	Payroll Deductions	\$920.34		
			Federal Taxes Withheld	Payroll Deductions	\$1,578.71		
			Medicare	Payroll Deductions	\$215.24		
				Total this claim	<u>\$3,849.87</u>		
0	237	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,139.76	4/21/04	P/R ENDING 4/17/04
			FICA	Payroll Deductions	\$923.76		
			Federal Taxes Withheld	Payroll Deductions	\$1,590.55		
			Medicare	Payroll Deductions	\$216.00		
				Total this claim	<u>\$3,870.07</u>		
0	251	ING AETNA	Annuity	Payroll Deductions	\$130.00	5/5/04	P/R ENDING 5/1/04
				Total this claim	<u>\$130.00</u>		
0	232	ING AETNA	Annuity	Payroll Deductions	\$130.00	4/21/04	P/R ENDING 4/17/04
				Total this claim	<u>\$130.00</u>		
2254	242	AMERICAN ELECTRIC POWER	OPERATING FUND	Electricity	\$370.04	4/21/04	As per attached invoices.
			OPERATING FUND	Electricity	\$1,231.98		
				Total this claim	<u>\$1,602.02</u>		
2255	243	ANGELA TREVINO	OPERATING FUND	Other	\$12.95	4/21/04	LOST BOOK FOUND-BISCUIT WANTS TO PLAY
				Total this claim	<u>\$12.95</u>		
2256	244	AT&T	OPERATING FUND	Telephone & Telegraph	\$36.33	4/21/04	As per attached invoices.
			OPERATING FUND	Telephone & Telegraph	\$34.02		
				Total this claim	<u>\$70.35</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>
22097	240	CITY OF ELWOOD NON-REVE	OPERATING FUND	Emp Cont Group Ins	\$261.24	4/21/04	APRIL PAYROLL DEDUCTIONS
				Insurance	\$223.94		
				Total this claim	\$485.18		
22098	245	DAVID E. MORROW	OPERATING FUND	Consulting Services	\$387.00	4/21/04	SECURITY APRIL 5 THROUGH APRIL 17
				Total this claim	\$387.00		
22099	239	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,048.78	4/21/04	APRIL PAYROLL DEDUCTIONS
			County Taxes Withheld	Payroll Deductions	\$293.83		
				Total this claim	\$1,342.61		
22100	241	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$829.94	4/21/04	P/R ENDING 4/17/04
			OPERATING FUND	Other Professional Services	\$1,514.24		
				Total this claim	\$2,344.18		
22101	246	PAPA JOHN'S INTERNATIONA	Gift	Frankton Programing	\$180.00	4/21/04	SUMMER READING PROGRAM
				Total this claim	\$180.00		
22102	247	SBC	OPERATING FUND	Telephone & Telegraph	\$84.99	4/21/04	As per attached invoices.
				Total this claim	\$84.99		
22103	248	VISA	OPERATING FUND	Elwood Children's Programing	\$42.42	4/21/04	As per attached invoices.
				Total this claim	\$42.42		
22104	253	AT&T	OPERATING FUND	Telephone & Telegraph	\$68.51	5/5/04	As per attached invoices.
				Total this claim	\$68.51		
22105	254	CITY OF ELWOOD UTILITIES	OPERATING FUND	Water	\$158.08	5/5/04	As per attached invoices.
				Total this claim	\$158.08		
22106	255	COURT SQUARE LEASING CO	OPERATING FUND	Equipment/Rental	\$179.16	5/5/04	POSTAGE METER RENTAL
				Total this claim	\$179.16		
22107	256	CVS PHARMACY	OPERATING FUND	Operating Supplies	\$14.97	5/5/04	As per attached invoices.
				Total this claim	\$14.97		
22108	257	DAVID E. MORROW	OPERATING FUND	Consulting Services	\$427.50	5/5/04	WEEKS ENDING 4/24/04 & 5/1/04
				Total this claim	\$427.50		
22109	258	INDIANA-AMERICAN WATER C	OPERATING FUND	Water	\$93.49	5/5/04	As per attached invoices.
				Total this claim	\$93.49		
22110	252	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$780.21	5/5/04	P/R ENDING 5/1/04
			OPERATING FUND	Other Professional Services	\$1,514.24		
				Total this claim	\$2,294.45		

<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>
22111	260	TOPS TRUE VALUE	OPERATING FUND	Operating Supplies	\$4.72	5/5/04	As per attached invoices.
				Total this claim	<u>\$4.72</u>		
22112	259	TOWN OF FRANKTON	OPERATING FUND	Electricity	\$79.77	5/5/04	As per attached invoices.
			OPERATING FUND	Water	\$8.85		
			OPERATING FUND	Waste Disposal Services	\$8.45		
				Total this claim	<u>\$97.07</u>		
22113	261	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$76.43	5/5/04	As per attached invoices.
			OPERATING FUND	Gas	\$64.27		
				Total this claim	<u>\$140.70</u>		
22114	262	AMBER BLOOD	OPERATING FUND	Traveling Expense	\$76.72	5/10/04	MILEAGE
				Total this claim	<u>\$76.72</u>		
22115	263	ARAB TERMITE & PEST CONT	OPERATING FUND	Professional Services	\$94.00	5/10/04	As per attached invoices.
				Total this claim	<u>\$94.00</u>		
22116	264	AUDIO VISUAL COMMUNICATI	OPERATING FUND	Professional Services	\$119.00	5/10/04	MAY SERVICE CONTRACT
				Total this claim	<u>\$119.00</u>		
22117	265	AVAYA COMMUNICATION	OPERATING FUND	Telephone & Telegraph	\$137.64	5/10/04	TELEPHONE SERVICE CONTRACT
				Total this claim	<u>\$137.64</u>		
22118	267	BAKER & TAYLOR	OPERATING FUND	Elwood Adult	\$2,243.30	5/10/04	As per attached invoices.
			OPERATING FUND	Elwood Childrens	\$1,129.14		
			OPERATING FUND	Elwood YA	\$157.05		
			OPERATING FUND	Frankton	\$1,294.34		
			OPERATING FUND	Summitville	\$1,113.48		
			Gift	Summitville	\$34.52		
				Total this claim	<u>\$5,971.83</u>		
22119	266	BAKER & TAYLOR ENTERTAIN	OPERATING FUND	Elwood Childrens	\$11.88	5/10/04	As per attached invoices.
				Total this claim	<u>\$11.88</u>		
22120	268	BARBARA SNIPES	OPERATING FUND	Travelling Expense	\$50.62	5/10/04	MILEAGE
				Total this claim	<u>\$50.62</u>		
22121	269	BEVERLY AUSTIN	OPERATING FUND	Traveling Expense	\$179.76	5/10/04	MILEAGE
				Total this claim	<u>\$179.76</u>		
22122	270	BON PRINTING	OPERATING FUND	Stationary & Supples	\$192.92	5/10/04	APPLICATION CARDS - ADULT & JUVENILE
				Total this claim	<u>\$192.92</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
22123	271	C & J MOWING SERVICE	OPERATING FUND	Professional Services	\$40.00	5/10/04	MOWING SERVICE - FRANKTON & SUMMITVILLE
			OPERATING FUND	Professional Services	\$90.00		
				Total this claim	\$130.00		
22124	272	CINTAS CORPORATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$41.91	5/10/04	As per attached invoices.
				Total this claim	\$41.91		
22125	273	CINTAS LOCATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$39.70	5/10/04	As per attached invoices.
				Total this claim	\$39.70		
22126	274	CNHI MEDIA	OPERATING FUND	Frankton Per. & Newsp.	\$170.00	5/10/04	ONE YEAR SUBSCRIPTION HERALD BULLETIN - FRANKTON-SUMMITVILLE
			OPERATING FUND	Summitville Period. & Newsp.	\$170.00		
				Total this claim	\$340.00		
22127	275	DEEM, LLC	OPERATING FUND	Professional Services	\$559.24	5/10/04	HVAC REPAIR-DAMPER MOTOR
			OPERATING FUND	Repair Parts/Maintenance	\$337.30		
				Total this claim	\$896.54		
22128	276	DISTINCT IMAGES	Gift	Elwood Adult Programing	\$75.00	5/10/04	MADISON COUNTY READS BEANIE BAG DOGS
				Total this claim	\$75.00		
22129	277	FILIP, INC.	OPERATING FUND	Cleaning & Sanitation Supplies	\$32.58	5/10/04	As per attached invoices.
				Total this claim	\$32.58		
22130	278	GRUNAU COMPANY	OPERATING FUND	Professional Services	\$320.00	5/10/04	QUARTERLY FIRE SPINKLER INSPECTION
				Total this claim	\$320.00		
22131	279	HILL-DONNELLY CORPORATI	OPERATING FUND	Elwood Adult	\$156.53	5/10/04	2004 ANDERSON-MUNCIE INDIANA DIRECTORY
				Total this claim	\$156.53		
22132	280	HORTON'S & SONS OF ELWO	OPERATING FUND	Operating Supplies	\$354.10	5/10/04	As per attached invoices.
				Total this claim	\$354.10		
22133	281	LIBRARY CORPORATION, THE	OPERATING FUND	Automation	\$9,249.00	5/10/04	CIRCULATION AND CATALOGING SUPPORT
				Total this claim	\$9,249.00		
22134	282	LIBRARY STORE INC., THE	OPERATING FUND	Operating Supplies	\$49.40	5/10/04	As per attached invoices.
				Total this claim	\$49.40		
22135	284	MARSH SUPERMARKET	OPERATING FUND	Elwood Children's Programing	\$24.98	5/10/04	As per attached invoices.
			Gift	Elwood Children's Programing	\$11.65		
				Total this claim	\$36.63		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
22136	283	MASON CREST PUBLISHERS	OPERATING FUND	Elwood YA	\$249.84	5/10/04	As per attached invoices.
				Total this claim	<u>\$249.84</u>		
22137	286	MATRIX ELECTRIC, INC	OPERATING FUND	Professional Services	\$1,033.29	5/10/04	REPAIRS TO OUTSIDE LIGHTING-BALLASTS AND EXIT LIGHT
			OPERATING FUND	2003 Encumbrances	\$2,000.00		
				Total this claim	<u>\$3,033.29</u>		
22138	285	MATTHEW BENDER & CO., IN	OPERATING FUND	Elwood Adult	\$79.30	5/10/04	As per attached invoices.
				Total this claim	<u>\$79.30</u>		
22139	287	MIDWEST TAPE	OPERATING FUND	Frankton AV	\$515.80	5/10/04	As per attached invoices.
			OPERATING FUND	Elwood AV	\$979.48		
			OPERATING FUND	Summitville AV	\$250.88		
				Total this claim	<u>\$1,746.16</u>		
22140	288	POSITIVE PROMOTIONS, INC.	OPERATING FUND	Elwood Children's Programing	\$49.60	5/10/04	As per attached invoices.
				Total this claim	<u>\$49.60</u>		
22141	289	QUILL CORPORATION	OPERATING FUND	Office Supplies	\$471.23	5/10/04	As per attached invoices.
				Total this claim	<u>\$471.23</u>		
22142	290	RADIO SHACK	OPERATING FUND	Technology Equipment	\$17.99	5/10/04	
				Total this claim	<u>\$17.99</u>		
22143	291	RAMSAY BUSINESS PRODUC	OPERATING FUND	Office Supplies	\$30.37	5/10/04	As per attached invoices.
			OPERATING FUND	Office Supplies	\$32.92		
			OPERATING FUND	Office Supplies	\$52.01		
			OPERATING FUND	Equipment/Rental	\$76.38		
				Total this claim	<u>\$191.68</u>		
22144	292	SPECIALTY STORE SERVICES	OPERATING FUND	Book Processing	\$65.99	5/10/04	As per attached invoices.
				Total this claim	<u>\$65.99</u>		
22145	293	UPSTART	OPERATING FUND	Operating Supplies	\$88.82	5/10/04	As per attached invoices.
			OPERATING FUND	Elwood Children's Programing	\$78.02		
				Total this claim	<u>\$166.84</u>		
22146	294	VERIZON	OPERATING FUND	Telephone & Telegraph	\$87.71	5/10/04	As per attached invoices.
				Total this claim	<u>\$87.71</u>		

Warrant Claim
Number Number

Name of Claimant

Fund

Account

Amount

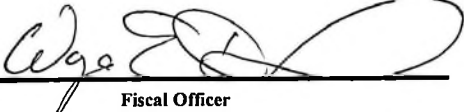
Date

Explanation

Total Amount of Claims \$72,469.31

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 07, 2004




Fiscal Officer



ALLOWANCE OF VOUCHERS



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

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

Date this 10 day of May, 2004.

SIGNATURES OF GOVERNING BOARD

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

Health Insurance Information
May 10, 2004

We have 11 full time employees
Five of which have coverage elsewhere
Six employees are interested in health insurance if the rates are affordable

State of Indiana 2004 rates if all six eligible employees would participate
\$34,580.

Current rates with City of Elwood if all six eligible employees would participate—
this coverage is soon to end and currently will accept no other participants
\$22,906.

Which makes \$11,674 more to participate in the State of Indiana plan

If State of Indiana insurance coverage is being considered, they require paperwork
to start in June 2004 for coverage to begin January 2005

With the current City of Elwood rates or equivalent rates, only two employees are
interested in participating in a insurance plan, which does not give us enough
interested participants to carry our own small business plan—if the State of Indiana
plan would be adopted all six employees are interested in participation

If the State of Indiana coverage is considered, the issue of what will be offered to the
employees from now until January 2005 needs to be addressed

With the City of Elwood not allowing any more participants, we currently do not
have any insurance coverage to offer our employees

Consideration could be given, on a temporary basis if necessary, to pay one-half of
the employee's own individual policy. The only way this can be accomplished is to
give those employees, that are interested, a raise in salary to pay for half of their
premium. This would require a board resolution and some guidelines.

**State of Indiana
2004 Rates**

Plan	Coverage	Rt Weekly Employee	Rt weekly Employer	Total	Monthly Rates Direct Bill to Retirees	CBWF Monthly Rates	Annual Employee	Annual Employer	Annual Total
Anchor Traditional	Single	\$18.86	\$140.00	\$158.86	\$344.20	\$351.06	\$491.91	\$2,640.00	\$4,131.91
	Family	\$61.53	\$385.00	\$446.53	\$965.32	\$974.52	\$1,352.74	\$10,800.00	\$12,152.74
Anchor II	Single	\$9.47	\$140.00	\$149.47	\$323.85	\$330.33	\$456.72	\$2,740.00	\$3,196.72
	Family	\$26.53	\$385.00	\$411.53	\$891.65	\$900.42	\$1,237.74	\$10,000.00	\$11,237.74
Anchor III	Single	\$69.79	\$140.00	\$209.79	\$454.53	\$463.52	\$1,214.54	\$2,540.00	\$3,754.54
	Family	\$144.22	\$385.00	\$529.22	\$1,146.65	\$1,169.52	\$3,149.72	\$10,000.00	\$13,149.72
Anchor IV	Single	\$55.43	\$140.00	\$195.43	\$423.44	\$431.91	\$1,441.91	\$2,540.00	\$3,981.91
	Family	\$108.02	\$385.00	\$493.02	\$1,068.20	\$1,089.56	\$2,809.52	\$10,000.00	\$12,809.52
Anchor V	Single	\$34.89	\$140.00	\$174.89	\$378.93	\$386.51	\$967.94	\$2,540.00	\$3,507.94
	Family	\$87.19	\$385.00	\$472.19	\$1,023.08	\$1,043.54	\$2,266.54	\$10,000.00	\$12,266.54
Anchor VI	Single	\$19.88	\$140.00	\$159.88	\$346.41	\$353.33	\$516.88	\$2,540.00	\$3,056.88
	Family	\$46.66	\$385.00	\$431.66	\$935.26	\$953.97	\$1,213.26	\$10,000.00	\$11,213.26
M-Plan I	Single	\$39.77	\$140.00	\$179.77	\$389.50	\$397.29	\$1,034.00	\$2,540.00	\$3,574.00
	Family	\$68.49	\$385.00	\$453.49	\$982.57	\$1,002.22	\$1,780.54	\$10,000.00	\$11,780.54
M-Plan II	Single	\$6.54	\$140.00	\$146.54	\$317.51	\$323.86	\$170.12	\$2,540.00	\$2,710.12
	Family	\$25.32	\$385.00	\$410.32	\$889.02	\$906.80	\$655.24	\$10,000.00	\$10,655.24
Traditional Dental I	Single	\$0.00	\$7.59	\$7.59	\$16.45	\$16.78	\$0.00	\$197.24	\$197.24
	Family	\$0.00	\$20.85	\$20.85	\$45.17	\$46.07	\$0.00	\$542.10	\$542.10
Traditional Dental II	Single	\$0.00	\$7.27	\$7.27	\$15.76	\$16.08	\$0.00	\$189.02	\$189.02
	Family	\$0.00	\$17.81	\$17.81	\$38.59	\$39.36	\$0.00	\$463.06	\$463.06
DeltaCare (DHMO)	Single	\$0.00	\$7.57	\$7.57	\$16.40	\$16.73	\$0.00	\$196.82	\$196.82
	Family	\$0.00	\$24.64	\$24.64	\$53.39	\$54.46	\$0.00	\$640.64	\$640.64
Spectera Vision	Single	\$0.00	\$1.76	\$1.76	\$3.81	\$3.89	\$0.00	\$45.76	\$45.76
	Family	\$2.70	\$1.76	\$4.46	\$9.66	\$9.85	\$70.20	\$45.76	\$115.96

DIRECTOR'S REPORT SUMMARY

May 10, 2004

- I. Personnel Policy distributed.
- II. Security guard on task.
- III. National Library Week with Phyllis Reynolds Naylor success!
- IV. Notified of estate left to Elwood Public Library Children's area for books.
- V. Friday, May 14 & Saturday, May 15—Friends Book Sale.
- VI. Tuesday, May 18 6-8 p.m. Bart Bingham-book signing.
- VII. Possible book signing with Fred Trimble.
- VIII. June 14 Board meeting at Summitville—Ralph E. Hazelbaker Library (Budget time line will be distributed)

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	APRIL 2003	APRIL 2004	AMOUNT OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	3551	3503	-48	-1%	14249
JUVENILE	2615	2416	-199	-8%	11339
Y. A.	244	271	27	11%	1162
PERIOD.	535	508	-27	-5%	2279
AUDIO	262	178	-84	-32%	983
VIDEO	3645	3884	239	7%	17134
TOTAL	10852	10760	-92	-1%	47146
FRANKTON					
ADULT	972	1211	239	25%	5027
JUVENILE	850	659	-191	-22%	2842
Y. A.	47	54	7	15%	186
PERIOD.	193	411	218	113%	1503
AUDIO	50	38	-11	-22%	181
VIDEO	1252	1094	-158	-13%	4548
TOTAL	3376	3466	90	3%	14254
HAZELBAKER					
ADULT	732	734	2	0%	3000
JUVENILE	617	617	0	0%	2400
Y. A.	50	50	0	0%	200
PERIOD.	181	181	0	0%	700
AUDIO	43	43	0	0%	170
VIDEO	398	398	0	0%	1500
TOTAL	2021	2023	2	0%	7870
SYSTEM					
ADULT	5255	5255	0	0%	21000
JUVENILE	4082	4082	0	0%	16339
Y. A.	341	341	0	0%	1362
PERIOD.	910	910	0	0%	3779
AUDIO	355	355	0	0%	1413
VIDEO	3308	3308	0	0%	13134
TOTAL	16251	16251	0	0%	65007

	ELWOOD	FRANKTON	HAZELBAK
TRAFFIC	11372	2211	1000
REF.	48	45	100
ASSITS.	2927	572	200
COMP A.	1094	292	451
J.	1010	N/A	100
PROG. A.	2 / 15	2 / 8	0 / 0
J.	27 / 541	9 / 148	2 / 8

TECH SERVICE PROCESSED 595 ITEMS AND WITHDREW 757 ITEMS

MODE = MEMORY TRANSMISSION

START=MAY-24 09:31

END=MAY-24 09:32

FILE NO.=772

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001	OK	<03>	CALL LEADER	001/001	00:00:23

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

**NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Executive Session
THURSDAY MAY 27, 2004
6:30 p.m.
Elwood Public Library**

AGENDA

**CALL TO ORDER
CALL FOR QUORUM
BUSINESS
IC5-14-1.5-6.1(b)(5) Personnel
ADJOURNMENT**

**PUBLIC MEETING
THURSDAY, MAY 27, 2004
7:30 p.m.
Elwood Public Library**

AGENDA

**CALL TO ORDER
CALL FOR QUORUM
OLD BUSINESS
1. Bond reissue
2. Architect
3. Insurance
NEW BUSINESS
DIRECTOR'S REPORT
ADJOURNMENT**

**NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Executive Session
THURSDAY MAY 27, 2004
6:30 p.m.
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AGENDA

**CALL TO ORDER
CALL FOR QUORUM
BUSINESS
IC5-14-1.5-6.1(b)(5) Personnel
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**PUBLIC MEETING
THURSDAY, MAY 27, 2004
7:30 p.m.
Elwood Public Library**

AGENDA

**CALL TO ORDER
CALL FOR QUORUM
OLD BUSINESS
1. Bond reissue
2. Architect
3. Insurance
NEW BUSINESS
DIRECTOR'S REPORT
ADJOURNMENT**

[Faint handwritten notes and signatures]

MODE = MEMORY TRANSMISSION START=MAY-24 09:37 END=MAY-24 09:38

FILE NO. =775

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-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
EXECUTIVE SESSION
 May 27, 2004
 6:30pm

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
 Executive Session
THURSDAY MAY 27, 2004
 6:30 p.m.
 Elwood Public Library

AGENDA

CALL TO ORDER
 CALL FOR QUORUM
 BUSINESS

IC5-14-1.5-6.1(b)(5) Personnel
 ADJOURNMENT

PUBLIC MEETING
THURSDAY, MAY 27, 2004
 7:30 p.m.
 Elwood Public Library

AGENDA

CALL TO ORDER
 CALL FOR QUORUM
 OLD BUSINESS

1. Bond reissue
2. Architect
3. Insurance

 NEW BUSINESS
 DIRECTOR'S REPORT
 ADJOURNMENT

*Please publish on
 Tuesday or Wednesday
 and again on Thursday*

*Thank you
 Deana*

CALL TO ORDER

President Kevin Sipe called an executive session of the North Madison County Public Library Board of Trustees to order at 6:30pm on Thursday, May 27, 2004 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present with President Sipe were members Betty Caldwell, Bette Dalzell, and Don Hill. Also in attendance were Frances Huebner and Michael Williams, members of the NMCPLS Leasing Corporation, Director Beverly Austin, Administrative Assistant Diana Shepard and Lonnie Therber from Therber & Brock.

BUSINESS

The meeting was held for discussion of Personnel IC5-14-1.5-6.1(b)(5). No other subject matter was discussed in the executive session other than the subject matter specified in the public notice.

With no objections the meeting was adjourned.

	<i>Betty Caldwell</i> _____ Betty Caldwell, Secretary
<i>Annula S. Balander</i> _____	<i>Kevin Sipe</i> _____
<i>Don Hill</i> _____	<i>Bette Dalzell</i> _____
_____	_____

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
SPECIAL MEETING
May 27, 2004
7:30pm

CALL TO ORDER

President Kevin Sipe called a special public meeting of the North Madison County Public Library Board of Trustees to order at 7:30 pm on Thursday, May 27, 2004 in the meeting room of the Elwood Public Library. The special meeting was held for discussion of possible re-issuance of bonds for construction/renovation at Frankton.

CALL FOR QUORUM

Present with President Sipe were members Betty Caldwell, Bette Dalzell, and Don Hill. Also in attendance were Frances Huebner and Michael Williams, members of the NMCPLS Leasing Corporation, Director Beverly Austin, Administrative Assistant Diana Shepard, Lonnie Therber from Therber & Brock and representative of the Anderson Herald Bulletin.

OLD BUSINESS

Bond Reissue

Discussion was held to decide if the Board of Trustees of NMCPLS wishes to act upon re-issuance of bonds using the firm of Therber & Brock. A motion was made by Don Hill, which stated that the board would like to proceed with re-issuance bonds with the proceeds thereof to be earmarked for the renovation of or construction of a new facility at Frankton. Bette Dalzell seconded the motion and the motion carried.

Architect

Director Beverly Austin reported that all the references she has received on the architects who were interviewed were positive. The firms, which have been interviewed, are Kato Smith; Taylor Architects; and Veazey, Parrott Durkin & Shoulders. It was decided to table any decision to hire an architect until the June meeting when more members could be present.

Insurance

We are waiting on quotes from insurance companies. As soon as the quotes are received the insurance committee can meet.

NEW BUSINESS

Director's report

The new computer policy has brought about some positive results. The traffic caused by repeat users, several times during the day, has been reduced which has caused fewer disruptive problems and more productive computer use. The desk staff has been trained on the new procedures. Scheduling is very difficult. There have only been two complaints concerning the new procedures. Security will be used through the month of

June, during the day, while the children are out of school. At that time, the need for security will be assessed.

Mr. Therber will provide Mrs. Austin a list of needed documents so he can proceed with re-issuance of bonds.

With no objections the meeting was adjourned.

Betty Caldwell
Betty Caldwell, Secretary

Arnold & Lohlander
Don Hill
Kevin Sipe
Bette Dalzell

...ey are out of ...
 ...unit kills communica-
 ...e said.
 ...er Mark Naselroad is the
 ...on Police Depart-
 ...Watch coordinator
 ...be the liaison between the
 ...and the organization.
 ...road, a patrolman, works
 ...ets with other officers, and
 ...vide Crime Watch mem-
 ...th more updated informa-
 ...ion crime, Yeskie said.
 ...ead of assigning a commu-
 ...cating officer to each of the
 ...districts as before, Yeskie
 ...ould be more beneficial if
 ...e Watch member was cho-
 ...a primary coordinator for
 ...istrict.
 ...five primary coordinators
 ...hen relay information

tors and Naselroad.
 Browning doesn't think it will
 work to have only one coordina-
 tor from each district to be the
 only ones to communicate with
 Naselroad.
 "There are seven coordinators
 for beat 5, my beat. It's going to be
 hard. I want all seven coordinators
 to call Mark (Naselroad). I want
 them to be involved," she said.
 Browning also doesn't agree
 with just having one police officer
 to work directly with.
 "My concern is, when they did
 away with the five community
 policing officers, we were down
 to one. It's going to be hard
 because if I call a meeting at my
 place, Mark may be at a robbery.
 I'll call a meeting and won't have

"We won't have a police officer
 when we need one."
 Even though there was some
 tension in the air as Crime Watch
 members and leaders discussed
 the changes with Yeskie and
 Police Chief Frank Burrows, the
 goal of Crime Watch was not left
 out of the spotlight.
 Shirley A. Purvitis, the guest
 speaker and citywide Crime
 Watch coordinator for the Indi-
 anapolis Police Department,
 reminded members and officers
 of the importance of working
 together.
 "You've got to stick together.
 Kids can't do it alone. Adults
 can't do it alone. Officers can't do
 it alone," Purvitis said. "You've
 got to all work together."

Plans made for an improved Frankton library

By MARY BETH WAGNER
 MB.Wagner@heraldbulletin.com

ELWOOD — Last year, the Elwood Public Library purchased three lots on Frankton's Sigler Street occupied by a former convenience store, just a door away from the Frankton library, with intent to expand its offerings.

At a special meeting Thursday, The Elwood Public Library Board voted to reissue a bond as a step in exploring options that include building on Frankton's field of dreams. The reissue will not cost taxpayers any additional money.

Don Hill, vice president of the board, said whether the library builds or renovates or holds its plans in Frankton will depend on how much money becomes available through the reissued bond.

Added board president Kevin Sipe: "We're confident we'll be able to do some kind of construction."

The board postponed choosing an architect until its June 14

meeting at the Summitville Community Library. The board will choose from three firms: Taylor Architects of Muncie; Kato Smith and Associates of Anderson; and Veasy Parrott Durkin and Shoulders of Indianapolis.

In other business, Executive Director Beverly Austin reported positive results with the library's new computer use policy. Elwood's library patrons are now required to hold a library card to use the computers, and use is limited to one hour per person per day.

"The procedures are working," Austin said. "We're noticing a difference in the ins and outs of younger people and other goings on."

The library was experiencing problems with adults spending hours and hours at the monitors and kids drifting in and out, alternating between the terminals and loitering outside.

"That's eliminated some of our traffic patterns and disruptions," Austin said.



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Anderson Street 5/28/04

North Madison County Public Library System

124 North 16th Street • Elwood, Indiana 46036-1598 • (317) 552-5001
FAX (317) 552-0955

May 25, 2004

May 21, 2004

TO: NMCPLS Leasing Corp.
FROM: Kevin Sipe, President
NMCPLS Board of Trustees

Attached is the copy of the agenda for a meeting next Thursday, May 27 at the Elwood Public Library. The Board of Trustees is ready to move forward with the Frankton project. Mr. Lonnie Thurber will be in attendance at the executive session to discuss the reissuing of bonds, etc. for obtaining fiscal responsibility for funding a project at Frankton. If the majority of Leasing Corp. members are in attendance we would be able to complete some paperwork to help the NMCPLS Board begin the project.

It is important for you as a member of the Leasing Corporation to be in attendance. It is also important for each of you to know as this project moves forward your time requirement for meeting will increase slightly. Please call Diana Shepard or Beverly Austin at 552-5001 to let them know if you will be in attendance. We urge you to be there so plans may be finalized.

Thank you,

Kevin Sipe

Ms. Diana Shepard
North Madison County Public Library System
Elwood, IN 46036

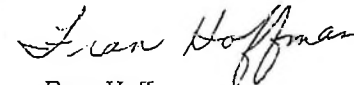
Dear Diana:

I, and my husband, David, are resigning our positions on the North Madison County Public Library System Leasing Corporation, effective today.

When I spoke with you a couple of weeks ago about possibly resigning, you mentioned that since the proposed new project is in Frankton, this would give an opportunity for Frankton residents to serve on the leasing corporation. I think this is an excellent idea, and encourage the library board of directors to consider this.

We appreciate the opportunity we have had to serve the library and community, and thank you for all the help you have provided during our terms on the leasing board. It has been an honor to serve.

Sincerely,



Fran Hoffman

Fran Hoffman

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM LEASING CORPORATION

Information on Existing Bonds

Original Principal Amount	\$ 2,500,000
Principal Presently Outstanding	\$ 1,645,000
Principal Outstanding After 7/15/04 Payment	\$ 1,500,000
Interest Rate	5.00%
Final Scheduled Maturity	July 15, 2012
First Possible Call Date - 2% Premium	January 15, 2006
Cash Held By Trustee Bank (\$ 65,125, will disappear July 15, 2004)	\$ 222,281
Annual Lease Payments	\$ 242,000

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM LEASING CORPORATION

*Information on Refinancing 1995 Bonds
May 27, 2004*

Therber & Brock
Indianapolis, Indiana

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM LEASING CORPORATION

*Proof of Refunding Savings
No Change In Lease Payments
Closing After July 15, 2004*

New Bond Issue Principal Amount		\$ 1,640,000
<u>Uses of Bond Issue Proceeds</u>		
Escrow To Pay Old Bonds Through January 15, 2006		
Principal	\$ 1,500,000	
Interest	108,625	
Call Premium	<u>26,900</u>	
	\$ 1,635,525	
Less: Escrow Earnings	<u>48,958</u>	
	\$ 1,586,567	
Underwriting Fee	11,000	
Other Costs	<u>40,000</u>	
	<u>1,637,567</u>	
NET CASH SAVINGS		\$ 2,433

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM LEASING CORPORATION

Estimated Refunding Results

		<u>Add Semiannual Payments</u>	
	<u>No Change In Payments</u>	<u>Three @ \$ 121,000</u>	<u>Four @ \$ 121,000</u>
New Bond Issue	<u>\$ 1,640,000</u>	<u>\$ 1,865,000</u>	<u>\$ 1,940,000</u>
<u>Uses of Proceeds</u>			
Escrow	\$ 1,586,567	\$ 1,586,567	\$ 1,586,567
Underwriting	11,000	13,000	14,000
Other Costs	<u>40,000</u>	<u>44,000</u>	<u>45,000</u>
	<u>\$ 1,637,567</u>	<u>\$ 1,643,567</u>	<u>\$ 1,645,567</u>
Net Cash from Refunding	\$ 2,433	\$ 221,433	\$ 294,433
Plus: Cash on Hand	<u>157,156</u>	<u>157,156</u>	<u>157,156</u>
CASH AVAILABLE FOR PROJECTS	\$ 159,589	\$ 378,589	\$ 451,589
Interest Rate on New Bonds	3.79%	4.02%	4.08%
Final Payment	7/15/12	1/15/14	7/15/14
Additional Debt Service		\$ 363,000	\$ 484,000
Cash Produced By Additional Debt Service		\$ 219,000	\$ 292,000

MODE = MEMORY TRANSMISSION

START=JUN-08 10:41

END=JUN-08 10:42

FILE NO.=936

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-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

AGENDA

June 14, 2004

NORTH MADISON COUNTY PUBLIC LIBRARY SYTEM BOARD OF TRUSTEES

Ralph Hazelbaker Library
Summitville, IN

Regular Meeting
7:00 p.m.

- CALL TO ORDER
- CALL FOR QUORUM
- MINUTES
- CLAIMS REGISTER & CHECKS
- OLD BUSINESS

1. Frankton
 - a. Resolution to Leasing Corp.
 - b. Leasing Corp members
 - c. Date for Leasing Corp to meet
 - d. Architect selection

2. Insurance
3. Security guard

NEW BUSINESS

1. Resolution to borrow from Operating Fund
2. Addition to Computer Use Policy
3. Report from State Budget Meeting
4. Time line for 2005 Budget

DIRECTOR'S REPORT
ADJOURNMENT

AGENDA

June 14, 2004

NORTH MADISON COUNTY PUBLIC LIBRARY SYTEM BOARD OF TRUSTEES

Ralph Hazelbaker Library
Summitville, IN

Regular Meeting
7:00 p.m.

- CALL TO ORDER
- CALL FOR QUORUM
- MINUTES
- CLAIMS REGISTER & CHECKS
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3. Security guard

NEW BUSINESS

1. Resolution to borrow from Operating Fund
2. Addition to Computer Use Policy
3. Report from State Budget Meeting
4. Time line for 2005 Budget

DIRECTOR'S REPORT
ADJOURNMENT

Please publish on Friday or Saturday and again on Monday

*Thank you
Diana*

MODE = MEMORY TRANSMISSION START=JUN-08 10:43 END=JUN-08 10:44

FILE NO.=537

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-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR MEETING
June 14, 2004
7:00pm**

AGENDA

June 14, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYTEM
BOARD OF TRUSTEES**

**Ralph Hazelbaker Library
Summitville, IN**

**Regular Meeting
7:00 p.m.**

- CALL TO ORDER
- CALL FOR QUORUM
- MINUTES
- CLAIMS REGISTER & CHECKS
- OLD BUSINESS

1. Frankton
 - a. Resolution to Leasing Corp.
 - b. Leasing Corp members
 - c. Date for Leasing Corp to meet
 - d. Architect selection
2. Insurance
3. Security guard

NEW BUSINESS

1. Resolution to borrow from Operating Fund
2. Addition to Computer Use Policy
3. Report from State Budget Meeting
4. Time line for 2005 Budget

- DIRECTOR'S REPORT
- ADJOURNMENT

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

*Thank you
Diana*

CALL TO ORDER

President Kevin Sipe called a regular meeting of the North Madison Count Public Library Board of Trustees to order at 7:00pm on June 14, 2004 in the meeting room of the Ralph Hazelbaker Library. No executive meeting was held.

CALL FOR QUORUM

Present were President Kevin Sipe, Betty Caldwell, Bette Dalzell and Pam Bohlander. Also in attendance was Mike Williams of the NMCPLS Leasing Corporation, Director Beverly Austin and Administrative Assistant Diana Shepard.

MINUTES

A motion was made by Betty Caldwell to accept the minutes from the May 10, 2004 executive and regular meetings and the special meeting held on May 27, 2004; Bette Dalzell seconded the motion and the motion carried.

CLAIMS REGISTER AND CHECKS

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

OLD BUSINESS

Frankton

Resolution to Leasing Corporation

It was explained that Lonnie Therber of Therber and Brock has given the Library Board an update of the municipal bond market conditions and the current potential of advance refunding the First Mortgage Bonds, Series 1995 in order to generate additional cash from the existing lease rental requirement. The course of proceedings required to be taken in order to effect the refunding was discussed and a recommendation was give to the Library Board of the procedure to follow. At the May 27, 2004 public meeting of the NMCPLS Board a motion made by Don Hill and seconded by Bette Dalzell was passed. This motion stated that the board would like to proceed with reissuance of the bonds with proceeds to be earmarked for the renovation of or construction of a new facility at Frankton. The motion carried.

Secretary, Betty Caldwell, read a Resolution for Refunding Procedure. Don Hill made a motion to accept the resolution as read; Bette Dalzell made a second and the motion carried.

Leasing Corporation members

A letter was read from Fran and David Hoffman resigning as members of the Leasing Corporation. Due to these resignations there are two vacant spots on the Leasing

Corporation. A list of names was submitted as possible replacements. The list includes Jeff Alexander, Brenda Alexander, Marshall Shively, Ruth Fox, Lloyd Young, Bobbie Young, Paul Kemper, Kristina Dougherty, Phil Hendrick, Mary Hendrick and Arnold Shepard. Research should be made into the by-laws of the Leasing Corporation to determine the proper procedure to follow when adding new members to the Leasing Corporation. If it is within the perimeters of the by-laws, Bette Dalzell made a recommendation that Paul Kemper and Arnold Shepard be asked to serve on the Leasing Corporation.

Date for Leasing Corporation to meet

A date for the Leasing Corporation meeting will be set after information is received from Lonnie Therber and the two vacancies are filled.

Architect selection

After discussion, Pam Bohlander made a motion to hire Kato Smith as architect and get started on the Frankton project. Bette Dalzell made a second and the motion carried. Letters are to be sent to Kato Smith, Bob Taylor of Taylor Architects and Martin Truesdell of Veazey, Parrott Durkin & shoulders informing them of the decision. Kato Smith is to be put on the July agenda unless he feels that it would be beneficial to meet sooner.

Insurance

Quotes from Four Seasons Insurance-Anthem Blue Cross Blue Shield were distributed. We are still waiting on quotes from Randy Delph, Muncie. Other firms that were recommended as possible firms to seek quotes were Patishall Insurance, Richard Robinette Associates and Unified Group. It was explained that in order for the library staff to be covered under a small group plan it is required that 75% of all eligible employees participate in the plan or 75% of all employees after those, which are exempt. We would need to have at least five participate in the plan. It is quite possible with the high quotes the quota of participants would not be met if the library pays fifty percent of the premium. Possible suggestions were proposed. They included the possibility that the library pay a bigger percentage of the premium or possibly the library pay the premium for the employee only, with each employee picking up the extra premium amount if they wish to include their family. It is to be decided how this would impact the budget for this year and next. The matter was tabled until a later date.

Security guard

Permission was give to the Director to extend the time that the library will use security guard services through the month of August. The use of a security guard has brought about positive results, as has the new computer policy.

NEW BUSINESS

Resolution to borrow from Operating Fund

A resolution to borrow \$7,000 from the Operating Fund and enter into the Debt Service Fund in order to pay the June, 2004 lease rental payment was read by Secretary, Betty

Caldwell. Pam Bohlander made a motion to accept the resolution as read; Don Hill made a second and the motion carried.

Addition to Computer Use Policy

Pam Bohlander made a motion to accept the changes to our computer use policy; Don Hill made a second and the motion carried.

Report from State Budget Meeting

The Director and the Administrative Assistant spent Tuesday May 25, 2004 at the Public Library Budget Workshop. The cost of living currently being used is 2.1. It was reported that federal mileage reimbursement is currently 37 ½ cents and the state's current rate is 34 cents. Consideration was sought to raise our mileage reimbursement from 28 cents per mile to the current state rate of 34 cents per mile. Don Hill made a motion to raise the mileage rate to 34 cents per mile effective June 15, 2004; Betty Caldwell made a second and the motion carried.

Time line for 2005 Budget

The time line for budget 2005 was distributed. A meeting will be held in July with Shelly Gemmill from the Department of Local Government Finance that the Director and Administrative Assistant will be attending. An open budget meeting will be held sometime between July 12 and August 16. At the August 16 regular meeting the budget will be approved, on September 1 the Public Hearing will be held and the 2005 budget will be adopted at the September 12 meeting. It was explained how important it is to have a quorum at the July, August and September meetings in order that the 2005 budget be approved and adopted. The proposed budget submitted by the library in 1945 was in the amount of \$7,818.62.

Permission was given to Carolyn Lambertson to seek assistance at her facility. When Mr. Ralph Hazelbaker approaches her in August asking if there are any needs at her facility, she can tell him that with the four year technology long range plan the computers that he purchased four years ago are due to be replaced.

DIRECTOR'S REPORT


The Library Corporation will be doing updates on Monday, July 19, permission was asked to close all three facilities on that day for the updates and staff in-service training. Permission was granted. The article that was in the Anderson Herald after our last meeting was very pleasant. The library participated in the Memorial Day parade; Bev's yellow Volkswagen was decorated as a bee with the theme "Be a Book Bug". The Youth Service Department did a really great job with 500 flyswatters being distributed. We think we will be a butterfly for the Glass Festival Parade. A patron reported that while he was in the restroom, kids turned off the lights. He suggested motion sensor lights for the restrooms and said that they are about \$20.00 at Lowe's. With the board's permission someone could look into this. Are these lights commercial grade? Mr. Hill will be fixing the bike rack at Summitville.

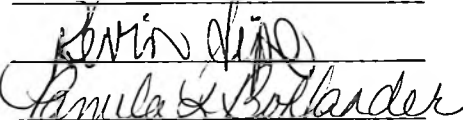
Summitville

Carolyn Lambertson reported the Summer Reading Program is in progress with a weather related theme. All those who participate in the Summer Reading Program have been divided into three age groups. The three participants in each age group who read the most pages will receive a gift card. The gift cards are in denominations of \$20.00, \$10.00 and \$5.00. Several programs have already taken place. The Zoo presented a program on Friday, June 11. Other programs have been science fair projects and bingo for books. Randy Ollis will be at the library on Wednesday June 16 from 2 to 4. The community is invited and we are hoping for a good response. The Summer Reading Program will wind up on Friday June 18 with hot dogs and drinks for all.


Don Hill asks that research be made into what kind of technology is available to help our young drivers and be addressed at the July meeting.


With no objections the meeting was adjourned.



Kevin Sipe


Pamela Hollander



Betty Caldwell, Secretary


Betty Dalzell

RESOLUTION FOR REFUNDING PROCEDURE

WHEREAS, North Madison County Public Library System (the "Library") approved a lease bearing the date of December 14, 1994 between the North Madison County Public Library System Leasing Corporation (the "Leasing Corporation"), as Lessor, and the Library, as Lessee; and

WHEREAS, it is in the best interests of the Library to direct the Leasing Corporation to take all steps necessary to prepare for an advance refunding which will result in an interest cost savings over the life of the issue and generate additional cash from the existing lease rental payments due from the Library;

NOW, THEREFORE, BE IT RESOLVED, that the Library approves of the refunding and directs the Leasing Corporation to work with Therber & Brock as financial advisor; Ice Miller as bond counsel; and an underwriter as selected by the Library Director, Library Attorney and Financial Advisor to effect the refunding in order to generate cash of at least \$10,000.

BE IT FURTHER RESOLVED, that the officers of the Library have the full and complete authority to execute any and all other documents necessary to accomplish the refunding, including the Continuing Disclosure Undertaking.

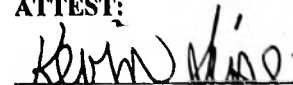
BE IT FURTHER RESOLVED, that the Library reasonably expects that tax exempt obligations issued by or on behalf of the Library, including the First Mortgage Refunding Bonds, Series 2004 of the Leasing Corporation, as well as bonds and temporary loan warrants of the Library, will not exceed \$10,000,000 in calendar year 2004. The First Mortgage Refunding Bonds, Series 2004 are designated as qualified tax-exempt obligations for purposes of Section 265(b) of the Internal Revenue Code of 1986.

BE IT FURTHER RESOLVED, that the Library reasonably expects that tax-exempt obligations issued by or on behalf of the Library, including the first mortgage refunding bonds of the Leasing Corporation as well as bonds and temporary loan warrants of the Library, will not exceed \$15,000,000 in the calendar year 2004. Pursuant to the Internal Revenue Code of 1986 as amended, Section 148(f)(4)(D), the Library irrevocably allocates to the Leasing Corporation its \$15,000,000 limit for purposes of qualifying for the small governmental exception to the rebate requirement.



Betty Caldwell, Secretary

ATTEST:



Kevin Sipe, President

TO BE READ BY THE SECRETARY at June 14, 2004 NMCPPL Board of Trustees public meeting.

✓ Cc: Diana Shepard

Lonnie Thurber of Thurber and Brock gave the Library Board an update of the municipal bond market conditions and the current potential of advance refunding the First Mortgage Bonds, Series 1995 in order to generate additional cash from the existing lease rental requirement. The course of proceedings required to be taken in order to effect the refunding was discussed and a recommendation was given to the Library Board of the procedure to follow. At the May 27, 2004 public meeting of the North Madison County Public Library System Board a motion by Don Hill and seconded by Bette Dalzell was passed. This motion stated that the board would like to proceed with reissuance of the bonds with proceeds to be earmarked for the renovation of or construction of a new facility at Frankton. The motion carried. Therefore, the following resolution is being presented for adoption.

RRESOLUTION FOR REFUNDING PROCEDURE

WHEREAS, North Madison County Public Library System (the "Library") approved a lease bearing the date of December 14, 1994 between the North Madison County Public Library System Leasing Corporation (the "Leasing Corporation"), as Lessor, and the Library, as Lessee; and

WHEREAS, it is in the best interests of the Library to direct the Leasing Corporation to take all steps necessary to prepare for an advance refunding which will result in an interest cost savings over the life of the issue and generate additional cash from the existing lease rental payments due from the Library;

NOW, THEREFORE, BE IT RESOLVED, that the Library approves of the refunding and directs the Leasing Corporation to work with Therber & Brock as financial advisor; Ice Miller as bond counsel; and an underwriter as selected by the Library Director, Library Attorney and Financial Advisor to effect the refunding in order to generate cash of at least \$10,000.

BE IT FURTHER RESOLVED, that the officers of the Library have the full and complete authority to execute any and all other documents necessary to accomplish the refunding, including the Continuing Disclosure Undertaking.

BE IT FURTHER RESOLVED, that the Library reasonably expects that tax exempt obligations issued by or on behalf of the Library, including the First Mortgage Refunding Bonds, Series 2004 of the Leasing Corporation, as well as bonds and temporary loan warrants of the Library, will not exceed \$10,000,000 in calendar year 2004. The First Mortgage Refunding Bonds, Series 2004 are designated as qualified tax-exempt obligations for purposes of Section 265(b) of the Internal Revenue Code of 1986.

BE IT FURTHER RESOLVED, that the Library reasonably expects that tax-exempt obligations issued by or on behalf of the Library, including the first mortgage refunding bonds of the Leasing Corporation as well as bonds and temporary loan warrants of the Library, will not exceed \$15,000,000 in the calendar year 2004. Pursuant to the Internal Revenue Code of 1986 as amended, Section 148(f)(4)(D), the Library irrevocably allocates to the Leasing Corporation its \$15,000,000 limit for purposes of qualifying for the small governmental exception to the rebate requirement.

Betty Caldwell, Secretary

ATTEST:

Kevin Sipe, President

COPY

**LOCAL UNIT OF GOVERNMENT EMPLOYEES
2004 PLAN RATES**

Four Seasons - Anthem

Blue Access (29)

	50% per employee	25% per employee	20% per employee
\$ 1,314.82 per month	\$ 303.42 per pay	\$ 151.71 per pay	\$ 121.37 per pay
\$ 555.03 per month	\$ 128.09 per pay	\$ 64.04 per pay	\$ 51.23 per pay
\$ 997.38 per month	\$ 230.17 per pay	\$ 115.08 per pay	\$ 92.07 per pay
\$ 419.82 per month	\$ 96.88 per pay	\$ 48.44 per pay	\$ 38.75 per pay
\$ 309.39 per month	\$ 71.40 per pay	\$ 35.70 per pay	\$ 28.56 per pay
\$ 309.39 per month	\$ 71.40 per pay	\$ 35.70 per pay	\$ 28.56 per pay

\$ 3,905.83 total per month

\$ 1,952.92 library 50 per month \$ 2,929.37 library 75% per month
\$ 23,435.00 library 50 % per year \$ 35,152.44 library 75% per year

\$ 3,124.66 library 80% per month
\$ 37,495.97 library 80% per year

Blue Access (27)

	50% per employee	25% per employee	20% per employee
\$ 1,292.25 per month	\$ 298.21 per pay	\$ 149.11 per pay	\$ 119.28 per pay
\$ 545.50 per month	\$ 125.89 per pay	\$ 62.95 per pay	\$ 50.35 per pay
\$ 980.26 per month	\$ 226.22 per pay	\$ 113.11 per pay	\$ 90.49 per pay
\$ 412.61 per month	\$ 95.22 per pay	\$ 47.61 per pay	\$ 38.09 per pay
\$ 304.08 per month	\$ 70.17 per pay	\$ 35.09 per pay	\$ 28.07 per pay
\$ 304.08 per month	\$ 70.17 per pay	\$ 35.09 per pay	\$ 28.07 per pay

\$ 3,838.78 total per pay

\$ 1,919.39 library 50% per month \$ 2,879.09 library 75% per month
23,032.68 library 50% per year \$ 34,549.09 library 75 % per year

\$ 3,071.02 library 80% per month
\$ 36,852.29 library 80 % per year

State of Indiana

Anthem Traditional I

\$ 1,357.14 per pay
\$ 484.46 per pay
\$ 1,357.14 per pay
\$ 484.46 per pay
\$ 484.46 per pay
\$ 484.46 per pay

\$ 4,652.12 total per pay

\$ 27,912.72 library 50% per year
\$ 41,869.08 library 75% per year
\$ 44,660.35 library 80% per year

Anthem Traditional II

\$ 1,237.85 per pay
\$ 441.90 per pay
\$ 1,237.85 per pay
\$ 441.90 per pay
\$ 441.90 per pay
\$ 441.90 per pay

\$ 4,243.30 per pay

\$ 25,459.80 library 50% per year
\$ 38,189.70 library 75% per year
\$ 40,735.68 library 80% per year

Plan	Coverage	Monthly Rates	COBRA Rates
Anthem Traditional I Annual Salary < \$25,000	Single	\$484.46	\$494.15
	Family	\$1,357.14	\$1,384.29
Anthem Traditional I ≥ \$25,000 ≤ \$35,000	Single	\$451.20	\$460.23
	Family	\$1,264.00	\$1,289.28
Anthem Traditional I > \$35,000	Single	\$425.84	\$434.36
	Family	\$1,192.98	\$1,216.84
Anthem Traditional II	Single	\$441.90	\$450.74
	Family	\$1,237.85	\$1,262.61
Advantage HMO I	Single	\$860.57	\$877.79
	Family	\$2,311.00	\$2,357.22
Advantage HMO II	Single	\$801.69	\$817.73
	Family	\$2,152.89	\$2,195.95
Arnett I	Single	\$441.03	\$449.85
	Family	\$1,190.79	\$1,214.61
Arnett II	Single	\$403.29	\$411.98
	Family	\$1,088.87	\$1,110.65
M-Plan I	Single	\$673.66	\$687.14
	Family	\$1,699.44	\$1,733.43
M-Plan II	Single	\$599.56	\$611.56
	Family	\$1,512.50	\$1,542.75
Traditional Dental I	Single	\$16.51	\$16.84
	Family	\$45.34	\$46.25
Traditional Dental II	Single	\$15.83	\$16.15
	Family	\$38.75	\$39.53
DeltaCare DHMO	Single	\$16.40	\$16.73
	Family	\$53.39	\$54.46
Vision	Single	\$7.00	\$7.14
	Family	\$17.60	\$17.95

*Must have 50% of all employees eligible or
75% of all employees after those exempt which in our case is 4.5 per.*

Resolution To Declare an Emergency and Borrow From the Operating Fund

Whereas, the North Madison County Public Library Board of Trustees, with anticipation of delay in the June 2004 tax draw, due to reassessment in Madison County gives the treasurer the authority to borrow \$7,000 from the Operating Fund. This \$7,000 will be entered into the Debt Service Fund to be used to pay the semi-annual lease payment of \$121,000 due June 30, 2004 payable to National City Bank.

Therefore, the North Madison County Public Library Board members do resolve to repay the borrowed funds as soon as the tax draw is received, no later than December 31, 2004.

ADOPTED THIS 14th DAY OF JUNE 2004.

NAY

AYE

Kimberly Lollar
Betty Caldwell
Kevin (M) [unclear]
Don Hill
Betty DeBell

ATTEST:

Betty Caldwell
Betty Caldwell, Secretary

Beverly Austin
Beverly Austin, Director

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 time constitutes agreement to the
Library's Internet and computer use policy!!!!

1. Exit from all programs when you are done. DO NOT TURN OFF THE COMPUTER! 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 preformatted disk. Disks may be purchased for \$1 from a library staff member. 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 disks.
3. DO NOT modify this computer or software in any way. This includes downloading and installing programs or plug-ins on this computer. [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.
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.

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. Sign-up sheets are available near the Reference Desk. You may reserve no more than a one-hour slot for the current day only. (Two hours for word processing if needed to complete project). 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.
9. 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 Department and the Adult circulation desk and from circulation desks in the branch libraries. EVERYONE USING THE COMPUTERS MUST HAVE A NMCPLS LIBRARY CARD. Library cards of young people with Internet Permission will be coded, and the permission will be recorded in the patron's file.
10. 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 mail server, through a web site.
11. Printing is 20 cents per page. 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. If you need to print in color, please ask a staff member for assistance.
12. 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.

TIME LINE FOR BUDGET 2005

JULY 12, 2004: Regular monthly meeting

Elwood Public Library

Initial budget review (Diana & I will be meeting in July with Shelly Gemmill from the Department of Local Government of Finance.) Schedule meeting with board Between 7/12 and 8/16 to further discuss budget?

AUGUST 16, 2004: Regular monthly meeting

Elwood Public Library

Approve 2005 Budget for publication

August 18, 2004: 1st publication of budget

August 25, 2004: 2nd publication of budget

WEDNESDAY September 1, 2004: Time? Public Hearing required for Budget. Quorum required

SEPTEMBER 13, 2004: Regular monthly meeting

Elwood Public Library

ADOPT 2005 Budget quorum required

SEPTEMBER 14, 2004: Budget delivered to County Auditor

Register Of Claims

North Madison County Public Library System

Report Date: From 5/11/04 To 6/14/04

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	320	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,170.36	6/2/04	P/R ENDING 5/29/04
			FICA	Payroll Deductions	\$948.55		
			Federal Taxes Withheld	Payroll Deductions	\$1,640.66		
			Medicare	Payroll Deductions	\$221.81		
				Total this claim	<u>\$3,981.38</u>		
0	301	ING AETNA	Annuity	Payroll Deductions	\$130.00	5/19/04	P/R ENDING 5/15/04
				Total this claim	<u>\$130.00</u>		
0	299	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,156.67	5/19/04	P/R ENDING 5/15/04
			FICA	Payroll Deductions	\$937.45		
			Federal Taxes Withheld	Payroll Deductions	\$1,616.69		
			Medicare	Payroll Deductions	\$219.22		
				Total this claim	<u>\$3,930.03</u>		
0	298	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,277.16	5/19/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	<u>\$15,120.36</u>		
0	321	ING AETNA	Annuity	Payroll Deductions	\$130.00	6/2/04	P/R ENDING 5/29/04
				Total this claim	<u>\$130.00</u>		
0	319	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,455.97	6/2/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	<u>\$15,299.17</u>		
22147	296	LIBRARY STORE INC., THE	OPERATING FUND	Operating Supplies	\$46.25	5/11/04	As per attached invoices.
				Total this claim	<u>\$46.25</u>		
22148	295	SBC	OPERATING FUND	Telephone & Telegraph	\$293.27	5/11/04	As per attached invoices.
				Total this claim	<u>\$293.27</u>		
22149	297	LORA SAYLES	OPERATING FUND	Other	\$3.99	5/11/04	HAD PAID FOR LOST BOOK- RETURNED ASKING FOR REFUND
				Total this claim	<u>\$3.99</u>		
22150	304	AMERICAN ELECTRIC POWER	OPERATING FUND	Electricity	\$12.44	5/19/04	As per attached invoices.
				Total this claim	<u>\$12.44</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
22151	305	AT&T	OPERATING FUND	Telephone & Telegraph	\$35.48	5/19/04	As per attached invoices.
			OPERATING FUND	Telephone & Telegraph	\$39.08		
				Total this claim	\$74.56		
22152	302	CITY OF ELWOOD NON-REVE	OPERATING FUND	Emp Cont Group Ins	\$261.24	5/19/04	PAYROLL DEDUCTION FOR MONTH OF MAY
			Insurance	Emp Cont Group Ins	\$223.94		
				Total this claim	\$485.18		
22153	306	DAVID E. MORROW	OPERATING FUND	Consulting Services	\$210.00	5/19/04	SECURITY - 5/3/04 THROUGH 5/15/04
				Total this claim	\$210.00		
22154	300	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,054.69	5/19/04	PAYROLL DEDUCTIONS FOR MONTH OF MAY 2004
			County Taxes Withheld	Payroll Deductions	\$295.55		
				Total this claim	\$1,350.24		
22155	307	INDIANA-AMERICAN WATER C	OPERATING FUND	Water	\$39.50	5/19/04	As per attached invoices.
				Total this claim	\$39.50		
22156	303	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$760.46	5/19/04	P/R ENDING 5/15/04
			OPERATING FUND	Other Professional Services	\$1,514.24		
				Total this claim	\$2,274.70		
22157	308	NANCY SUMNER	Gift	Elwood Children's Programing	\$12.50	5/19/04	PETTY CASH REIMBURSEMENT
			OPERATING FUND	Fuel, Oil and Lubricants	\$11.80		
			OPERATING FUND	Postage & UPS	\$7.39		
			OPERATING FUND	Bldg. Matl. And Supplies	\$1.98		
				Total this claim	\$33.67		
22158	309	RANDY OLLIS	OPERATING FUND	Summitville Programing	\$100.00	5/19/04	"WEATHER THE WEATHER WITH BOOKS" - PROGRAM
				Total this claim	\$100.00		
22159	310	SBC	OPERATING FUND	Telephone & Telegraph	\$121.10	5/19/04	As per attached invoices.
				Total this claim	\$121.10		
22160	311	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$247.41	5/19/04	As per attached invoices.
				Total this claim	\$247.41		
22161	313	ZOOMOBILE - INDIANAPOLIS	OPERATING FUND	Summitville Programing	\$250.00	5/19/04	SUMMER READING PROGRAM
				Total this claim	\$250.00		
22162	314	AMERICAN ELECTRIC POWER	OPERATING FUND	Electricity	\$1,436.46	6/2/04	As per attached invoices.
			OPERATING FUND	Electricity	\$391.01		
				Total this claim	\$1,827.47		

<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>
22163	315	CITY OF ELWOOD UTILITIES	OPERATING FUND	Water	\$160.21	6/2/04	As per attached invoices.
					Total this claim		
					\$160.21		
22164	323	DAVID E. MORROW	OPERATING FUND	Consulting Services	\$390.00	6/2/04	SECURITY FOR WEEKS ENDING 5/22/04 & 5/29/04
					Total this claim		
					\$390.00		
22165	322	MADISON COUNTY FEDERAL	Credit Union OPERATING FUND	Payroll Deductions Other Professional Services	\$809.33 \$1,514.24	6/2/04	P/R ENDING 5/29/04
					Total this claim		
					\$2,323.57		
22166	316	TOWN OF FRANKTON	OPERATING FUND OPERATING FUND OPERATING FUND	Electricity Water Waste Disposal Services	\$108.69 \$9.33 \$9.43	6/2/04	As per attached invoices.
					Total this claim		
					\$127.45		
22167	317	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$17.74	6/2/04	As per attached invoices.
					Total this claim		
					\$17.74		
22168	318	VISA	OPERATING FUND Gift OPERATING FUND OPERATING FUND	Elwood Children's Programing Elwood Children's Programing Elwood Childrens Technology Equipment	\$89.61 \$131.39 \$149.86 \$1,148.70	6/2/04	As per attached invoices.
					Total this claim		
					\$1,519.56		
22169	329	A.E. BOYCE CO., INC.	OPERATING FUND	Official Records	\$23.20	6/14/04	2004 LIBRARY BUDGET KIT
					Total this claim		
					\$23.20		
22170	326	AT&T	OPERATING FUND OPERATING FUND	Telephone & Telegraph Telephone & Telegraph	\$78.22 \$39.22	6/14/04	As per attached invoices.
					Total this claim		
					\$117.44		
22171	327	AUDIO VISUAL COMMUNICATI	OPERATING FUND	Professional Services	\$119.00	6/14/04	SERVICE CONTRACT FOR JUNE
					Total this claim		
					\$119.00		
22172	357	AVAYA COMMUNICATION	OPERATING FUND	Telephone & Telegraph	\$137.64	6/14/04	SERVICE AGREEMENT
					Total this claim		
					\$137.64		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
22173	355	BAKER & TAYLOR	OPERATING FUND	Elwood Adult	\$2,261.15	6/14/04	As per attached invoices.
			OPERATING FUND	Elwood Childrens	\$1,091.29		
			OPERATING FUND	Elwood YA	\$255.96		
			OPERATING FUND	Frankton	\$1,299.70		
			OPERATING FUND	Summitville	\$1,053.93		
			OPERATING FUND	Title Source	\$295.00		
			Gift	Elwood Adult	\$31.27		
			OPERATING FUND	Elwood Indiana Room	\$125.00		
			Gift	Summitville	\$163.75		
			OPERATING FUND	Summitville Programing	\$91.25		
				Total this claim	\$6,668.30		
22174	362	BARBARA MCADAMS	OPERATING FUND	Postage & UPS	\$1.75	6/14/04	PETTY CASH REIMBURSEMENT
			OPERATING FUND	Frankton Programing	\$40.97		
			OPERATING FUND	Operating Supplies	\$18.71		
				Total this claim	\$61.43		
22175	328	BARBARA SNIPES	OPERATING FUND	Traveling Expense	\$17.92	6/14/04	MILEAGE FOR MAY
				Total this claim	\$17.92		
22176	330	BINGHAM, FARRER & WILSON	OPERATING FUND	Legal Services	\$43.75	6/14/04	LEGAL SERVICES
				Total this claim	\$43.75		
22177	331	C & J MOWING SERVICE	OPERATING FUND	Professional Services	\$86.00	6/14/04	MOWING SERVICES-FRANKTON &
			OPERATING FUND	Professional Services	\$128.00		SUMMITVILLE
				Total this claim	\$214.00		
22178	363	CAROLYN LAMBERTSON	OPERATING FUND	Summitville Programing	\$13.86	6/14/04	PETTY CASH REIMBURSEMENT
			OPERATING FUND	Operating Supplies	\$34.90		
				Total this claim	\$48.76		
22179	364	CDW GOVERNMENT, INC.	OPERATING FUND	Techology Software	\$29.99	6/14/04	As per attached invoices.
				Total this claim	\$29.99		
22180	359	CHAPMAN ELECTRIC SUPPLY	OPERATING FUND	Operating Supplies	\$44.63	6/14/04	As per attached invoices.
				Total this claim	\$44.63		
22181	332	CINTAS CORPORATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$97.48	6/14/04	As per attached invoices.
				Total this claim	\$97.48		
22182	333	CINTAS LOCATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$39.70	6/14/04	As per attached invoices.
				Total this claim	\$39.70		
22183	358	CVS PHARMACY	OPERATING FUND	Stationary & Supplies	\$10.28	6/14/04	As per attached invoices.
				Total this claim	\$10.28		

<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>
22185	334	DEMCO	Gift	Summitville Programing	\$53.64	6/14/04	As per attached invoices.
			Gift	Summitville Programing	\$55.48		
				Total this claim	<u>\$109.12</u>		
22186	335	DISTINCT IMAGES	OPERATING FUND	Elwood Adult Programing	\$566.65	6/14/04	FLYSWATTERS FOR PARADES
				Total this claim	<u>\$566.65</u>		
22187	336	FILIP, INC.	OPERATING FUND	Cleaning & Sanitation Supplies	\$114.15	6/14/04	
				Total this claim	<u>\$114.15</u>		
22188	337	HORTON'S & SONS OF ELWO	OPERATING FUND	Operating Supplies	\$202.46	6/14/04	As per attached invoices.
				Total this claim	<u>\$202.46</u>		
22189	338	INFORMATION TODAY, INC.	OPERATING FUND	Elwood Adult	\$320.00	6/14/04	AMBERICAN LIBRARY DIRECTORY
				Total this claim	<u>\$320.00</u>		
22190	339	INTELENET COMMISSION(ST	OPERATING FUND	Telephone & Telegraph	\$2,501.70	6/14/04	FOR MONTHS 1/2004 - 5/2004
				Total this claim	<u>\$2,501.70</u>		
22191	354	JAMIE B. SCOTT	OPERATING FUND	Traveling Expense	\$127.68	6/14/04	MILEAGE 3/8/04-5/27/04
				Total this claim	<u>\$127.68</u>		
22192	340	LIBRARY CORPORATION, THE	OPERATING FUND	Operating Supplies	\$80.00	6/14/04	PATRON BARCODES
			OPERATING FUND	Operating Supplies	\$70.00		
			OPERATING FUND	Operating Supplies	\$35.00		
				Total this claim	<u>\$185.00</u>		
22193	356	LIBRARY STORE INC., THE	OPERATING FUND	Operating Supplies	\$70.90	6/14/04	As per attached invoices.
				Total this claim	<u>\$70.90</u>		
22194	341	LTD COMMODITIES	OPERATING FUND	Frankton Programing	\$22.98	6/14/04	SUMMER READING PRIZE
				Total this claim	<u>\$22.98</u>		
22196	360	MARSH SUPERMARKET	Gift	Elwood Children's Programing	\$13.77	6/14/04	As per attached invoices.
				Total this claim	<u>\$13.77</u>		
22197	324	MIDWEST TAPE	OPERATING FUND	Frankton AV	\$295.88	6/14/04	As per attached invoices.
			OPERATING FUND	Elwood AV	\$613.68		
			OPERATING FUND	Summitville AV	\$288.86		
				Total this claim	<u>\$1,198.42</u>		
22198	342	MTM INCORPORATED	OPERATING FUND	Office Supplies	\$70.57	6/14/04	READER PRINTER TONER
				Total this claim	<u>\$70.57</u>		

Account Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
22100	NO: NANCY SUMNER	OPERATING FUND	Postage & UPS	\$6.10		6/14/04 PETTY CASH REIMBURSEMENT
		OPERATING FUND	Fuel, Oil and Lubricants	\$10.01		
		OPERATING FUND	Elwood Children's Programing	\$2.98		
			Total this claim	\$19.09		
22200	343 NATIONAL CITY BANK, INDIAN	Debt Service Fund	Land Buildings Improvements	121,000.00	6/14/04	SEMI-ANNUAL LEASE PAYMENT
			Total this claim	\$121,000.00		
22201	344 ORIENTAL TRADING COMPAN	OPERATING FUND	Elwood Children's Programing	\$158.54	6/14/04	SUMMER READING PROGRAM SUPPLIES
			Total this claim	\$158.54		
22202	345 QUILL CORPORATION	OPERATING FUND	Office Supplies	\$548.42	6/14/04	As per attached invoices.
			Total this claim	\$548.42		
22203	347 RALPH MALEY	OPERATING FUND	Traveling Expense	\$53.20	6/14/04	MILEAGE
			Total this claim	\$53.20		
22204	346 RAMSAY BUSINESS PRODUC	OPERATING FUND	Office Supplies	\$87.60	6/14/04	As per attached invoices.
		OPERATING FUND	Office Supplies	\$27.73		
		OPERATING FUND	Equipment/Rental	\$76.38		
		OPERATING FUND	Office Supplies	\$37.77		
		OPERATING FUND	Office Supplies	\$10.48		
			Total this claim	\$239.96		
22205	348 S & J FOUR SEASONS AWARD	OPERATING FUND	Summitville Programing	\$40.00	6/14/04	RANDY OLLIS PLAQUE
			Total this claim	\$40.00		
22206	349 SBC	OPERATING FUND	Telephone & Telegraph	\$296.93	6/14/04	As per attached invoices.
		OPERATING FUND	Telephone & Telegraph	\$117.60		
			Total this claim	\$414.53		
22207	350 TOPS TRUE VALUE	OPERATING FUND	Operating Supplies	\$62.70	6/14/04	As per attached invoices.
			Total this claim	\$62.70		
22208	351 UPSTART	OPERATING FUND	Frankton Programing	\$87.30	6/14/04	As per attached invoices.
		OPERATING FUND	Elwood Children's Programing	\$33.15		
		OPERATING FUND	Frankton Programing	\$261.35		
			Total this claim	\$381.80		
22209	352 VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$31.00	6/14/04	As per attached invoices.
		OPERATING FUND	Gas	\$54.61		
			Total this claim	\$85.61		
22210	353 VERIZON	OPERATING FUND	Telephone & Telegraph	\$87.71	6/14/04	As per attached invoices.
			Total this claim	\$87.71		

Warrant Claim
Number Number

Name of Claimant

Fund

Account

Amount

Date

Explanation

Total Amount of Claims \$186,767.73

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 14, 2004

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 \$186,767.73

Date this 14 day of June, 2004.

Penelope D. Anderson
Betty Caldwell
Kathleen J. King

Dee Hill
Betty Caldwell

SIGNATURES OF GOVERNING BOARD

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

	MAY	MAY	AMOUNT OF	% OF	YTD
	2003	2004	CHANGE	CHANGE	
ELWOOD					
ADULT	3523	3383	-140	-4%	17632
JUVENILE	1874	1813	-61	-3%	13152
Y. A.	256	253	-3	-1%	1415
PERIOD.	659	475	-184	-28%	2754
AUDIO	266	257	-9	-3%	1240
VIDEO	3410	3181	-229	-7%	20315
TOTAL	9988	9362	-626	-6%	56508

FRANKTON					
ADULT	978	1245	267	27%	6272
JUVENILE	753	661	-92	-12%	3503
Y. A.	39	70	31	79%	256
PERIOD.	234	393	159	68%	1896
AUDIO	32	60	28	88%	221
VIDEO	1258	963	-295	-23%	5508
TOTAL	3294	3392	98	3%	17656

HAZELBAKER					
ADULT	721	531	-190	-26%	3191
JUVENILE	456	205	-251	-55%	1601
Y. A.	45	62	17	38%	352
PERIOD.	163	92	-71	-44%	599
AUDIO	21	12	-9	-43%	165
VIDEO	403	435	32	8%	2469
TOTAL	1809	1337	-472	-26%	8377

SYSTEM					
ADULT	5222	5159	-63	-1%	27095
JUVENILE	3083	2679	-404	-13%	18256
Y. A.	340	385	45	13%	2023
PERIOD.	1056	960	-96	-9%	5251
AUDIO	319	329	10	3%	1626
VIDEO	5071	4579	-492	-10%	28292
TOTAL	15091	14091	-1000	-7%	82543

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	9850	1694	1150
REF.	49	28	38
ASSITS.	2424	565	294
COMP.	1691	320	514
PROG. A.	5 / 38	1 / 4	2 / 9
J.	11 / 683	0 / 0	3 / 68

TECH SERVICE PROCESSED 705 ITEMS AND WITHDREW 1002 ITEMS

BASIC DUTIES OF A LEASING CORPORATION MEMBER

Under the Indiana Constitution, a municipal corporation, such as the public library, has a debt limitation of two percent of the net assessed valuation of property within the district. A leasing corporation is formed during a lease financing to assist the library in constructing and financing a project which it could not do alone because of this limitation. In this way the leasing corporation acts as a conduit. It is important to stress to the members of the leasing corporation that their role is to assist the library with its building project.

The leasing corporation is made up of individuals from the community who volunteer to donate their time to assist the library with its building project. Although the corporation board may consist of any number of persons, it is generally recommended that 5 to 7 persons be appointed. The North Madison County Public Library System has opted, upon advice of bond council, to proceed with 5 members. Bond council also recommends that these five individuals not be current library board members or library employees.

From the leasing corporation's point of view, there are three major phases in which they will be involved.

1. The members will meet and organize, approve the plans and specifications for the building developed by the architect, and approve the form of the lease. The library board will also approved the plans and specifications and the form of the lease, and after a notice period, hold a hearing on the lease.
2. The leasing corporation will meet and approve the issuance of bonds to finance the project, the trust indenture, and the official statement. The official statement is a document describing the library, the leasing corporation, and the project, and is used by the underwriter to market the bonds. At the closing, a transcript of the proceedings of the library and the leasing corporation and closing certificates is assembled. The bonds are delivered to the underwriter in exchange for payment.
3. The third phase is the construction of the project. The architect will typically present contractor invoices for payment to the library board who will approve such payment. The invoices are then presented to the leasing corporation for approval. The invoices will be attached to an affidavit for payment signed by two officers of the leasing corporation and submitted to the library bookkeeper to be paid out of the bond proceeds.

The leasing corporation will also need to approve any change orders required during construction ~~after~~ such change orders have been recommended by the architect and approved by the library board. The leasing corporation will hold annual meetings and make all necessary filings to continue its existence. The leasing corporation will continue to exist until the bonds are paid off, probably a period of 20 years.

As with any other type of corporation, the members do not have individual liability for debts or obligations of the corporation. IC 23-17-13-1(d) further states that "[a] director is not liable for an action taken as director, or failure to take such action, unless...the breach or failure to perform constitutes willful misconduct or recklessness.

During the second phase, as described above, there is a possibility of liability under certain Security and Exchange Commission rules designed to prevent fraud in the sale of securities. The financial advisor (Lonnie Therber of Therber, Brock and Kramer, Inc., Indianapolis), underwriter, local counsel (James Wilson, Elwood), and bond counsel (James Shanahan of Ice, Miller Donadio and Ryan, Indianapolis) will assist the leasing corporation in avoiding such liability. The library board members, library administrator, and leasing corporation members can also assist in avoiding liability by reviewing the Official Statement for accuracy and completeness.

The members of the leasing corporation are an important part of any lease financing, and the library board should appreciate the member's dedication to helping build better library facilities. It is, however, important to emphasize to members of the leasing corporation that this building project is the library's project before, during and after the involvement of the leasing corporation. If that point is understood and accepted by members of the leasing corporation, there should be no opportunity for tension between the library board and the leasing corporation members.

AGENDA

July 12, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

Elwood Public Library

**EXECUTIVE SESSION
6:15 P.M.**

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

Personnel IC5-14-1.5-6(b)(6)

**REGULAR MEETING
7:00 P.M.**

CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS

1. Frankton
2. Holding Corp members
3. Insurance
 - a. Personnel
 - b. Facility
4. Dr. Ed Program availability
5. In-service program for 7/19

NEW BUSINESS

1. Board resignation
2. 2005 Budget review

**DIRECTOR'S REPORT
ADJOURNMENT**

***** COMM. BOARD *****

MODE = MEMOR/ TRANSMISSION START=JUL 08 2004 END=JUL 08 2004

FILE NO. = 228

STN NO.	COMM.	ONE-TOUCH/ FREQ NO.	STATION NAME/TEL. NO.	CLASS	DURATION
001	OK	1047	HEPARD BULLETIN	001/001	00:00:00

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 8935 *****

AGENDA

July 12, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

Elwood Public Library

**EXECUTIVE SESSION
6:15 P.M.**

CALL TO ORDER
CALL FOR QUORUM
BUSINESS
Personnel IC5-14-1.5-6(b)(6)

**REGULAR MEETING
7:00 P.M.**

CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS

1. Frankton
2. Holding Corp members
3. Insurance
 - a. Personnel
 - b. Facility
4. Dr. Ed Program availability
5. In-service program for 7/19

NEW BUSINESS

1. Board resignation
2. 2005 Budget review

**DIRECTOR'S REPORT
ADJOURNMENT**

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

*Thank you
Diana*

MODE - MEMORY TRANSMISSION START=JUL-08 07:49 END=JUL-08 07:50

FILE NO.=289

STN NO.	COMM.	ONE-TOUCH/ ABRN NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:24

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE MEETING
 July 12, 2004
 6:15pm

CALL TO ORDER

President Kevin Sipe called an executive session of the North Madison County Public Library Board of Trustees to order at 6:15pm on Monday, July 12, 2004 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present with President Sipe were members Betty Caldwell, Bette Dalzell, Pam Bohlander and Wayne Davidson. Also in attendance were Director Beverly Austin and Administrative Assistant Diana Shepard.

BUSINESS

The meeting was held for discussion of Personnel IC 5-14-1.5-6(b)(5). No other subject matter was discussed in the executive session other than the subject matter specified in the public notice.

With no objections the meeting was adjourned.

Betty Caldwell
Betty Caldwell, Secretary

Amela Bohlander
Kevin Sipe
Don Hill

Anna Ward
Bette Dalzell

AGENDA

July 12, 2004

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES

Elwood Public Library

EXECUTIVE SESSION
6:15 P.M.

CALL TO ORDER
CALL FOR QUORUM
BUSINESS
Personnel IC5-14-1.5-6(b)(6)

REGULAR MEETING
7:00 P.M.

CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS

1. Frankton
2. Holding Corp members
3. Insurance
 - a. Personnel
 - b. Facility
4. Dr. Ed Program availability
5. In-service program for 7/19

NEW BUSINESS

1. Board resignation
2. 2005 Budget review

DIRECTOR'S REPORT
ADJOURNMENT

Please publish on Friday or Saturday and again on Monday

Thank you Diana

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR MEETING
July 12, 2004
7:00pm

CALL TO ORDER

President Kevin Sipe called a regular meeting of the North Madison County Public Library Board of Trustees to order on Monday July 12, 2004 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present with President Sipe were members Betty Caldwell, Bette Dalzell, Pam Bohlander and Wayne Davidson. Also in attendance were Architect Kato Smith, Director Beverly Austin and Administrative Assistant Diana Shepard.

MINUTES

Pam Bohlander made a motion to accept the minutes from the June 14, 2004 regular meeting. Bette Dalzell made a second and the motion carried.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Wayne Davidson signed checks.

OLD BUSINESS

Frankton

Architect Kato Smith met with the board to explain the first steps that need to be taken to proceed with the building project at Frankton. A survey of the property will be the first step. Mr. Smith recommended Dick Ward, Brad Rayl or John Manship, however he stated that John Manship did not have the capability of putting the survey information on disc for computer use which he prefers. An evaluation of the existing building will need to be done to see if it is appropriate to use. If it is not salvageable a good reason will need to be given. Mr. Smith would like to meet with the Frankton staff to determine their needs in the new facility. Mr. Smith will meet with Jerry Bridges of the Council of Government to see what money is available for Department of Commerce Grants and to find out when the next round of submissions will be. If there is not funding left in 2004 it might be possible to wait until 2005 for additional funding. The Council of Government can help with the grant writing. The Department of Commerce grants are usually an 80/20 split. Mr. Smith will check with Mr. Bridges about being at the August meeting to meet with the board and explain the grant process. A timeline will need to be established for the project. If a grant is approved it will specify a timeline for the project. Mr. Smith will have a contract between himself and the library drafted by the end of the week and send it to the library. A copy will be sent to each board member. A date for a public budget workshop was set for Monday August 2, 2004 at 6:00pm; Mr. Kato's contact could be approved and signed at that time. We have not heard from Mr. Therber about the reissuing of bonds.

Holding Corporation members

The new Leasing Corporation members are Lloyd Young and Roger Burnett both from Frankton.

Insurance

Personnel

Bette Dalzell made a motion to accept the insurance proposal from Medical Mutual of Ohio; the library will pay 90% of the medical insurance premium and 100% of the life insurance premium. Pam Bohlander made a second and the motion carried. The coverage will start as soon as paperwork can be taken care of either August 1 or September 1.

Facility

Letters asking for insurance bids were sent to Four Seasons Insurance, Burnette-Dellinger Insurance Agency, Prudential Insurance, American Family Insurance and R&R Insurance Agency. The only bid received was from Burnette-Dellinger Agency. It was in the amount of \$7,834.00 for a commercial package. A motion was made by Pam Bohlander to accept the insurance bid from Burnette-Dellinger Agency. Bette Dalzell made a second and the motion carried.

Drivers Education program availability

There has been no information received as yet to the availability of a drivers education program or the cost. It is expected to be pretty expensive.

In-service program for 7/19

Staff in-service will be held on July 19 from 8am to 5pm. There will be computer training on Assisting Patrons, Excel, Family Free Maker, Inspire and Front Page. Also updates on the Public Access Computers will be explained. There will be a general information session and the 2004 Christmas tree contest will be discussed. Lunch will be provided. This will also be a perfect time for the staff members from all three branches to get acquainted.

NEW BUSINESS

Board resignation

A letter was received from Jerry Kaiser on June 24, 2004 resigning his position as a member of the NMCPLS Board of Trustees. Jerry has been a member of the board for fourteen to fifteen years and he will be greatly missed. Jerry has always been there to help in any way he could which included helping all three libraries with their move from one facility to another. Jerry has already been presented with two sets of audio books on CD. Jerry should be invited to the next board meeting to thank him for his dedicated service. Discussion was held as to the best way to thank him. A letter to the editor was suggested or an article in the newspaper. Donna Wiand was suggested as a replacement for the vacant position appointed by the County Council.

2005 Budget Review

Expanded form one was distributed and will be reviewed and discussed at the August 2, 2004 public budget workshop. There is a new law that if you have over a 5% increase from your previous year's budget you will need to go before the City Council for review.

DIRECTOR'S REPORT

NMCPUS will be the head name in conjunction with CAPL to apply for a Madison County Community Foundation Grant. The grants will be approved in February 2005. The grant would go toward the 2005 Madison County Reads Together program that will feature the book Ghost Cadet by Elaine Marie Alphin. A schedule for the security guard has been made for the months of July and August. We are in hopes this will take care of the problems. Repairs will be made on the south handicap door at the Elwood facility. We will need a quorum on August 2 at 6:00 pm to approve the architect's contract. The regular August meeting will be held on August 9, 2004 at 7:00.

With no objections the meeting was adjourned.

Betty Caldwell
Betty Caldwell, Secretary

Amelia Belkander
Kevin Nipe
Don Hill

Karen Warr
Beth DeBell

Register Of Claims

North Madison County Public Library System

Report Date: From **6/15/04** To **7/12/04**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	371	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,171.14	6/30/04	P/R ENDING 6/26/04
			FICA	Payroll Deductions	\$949.18		
			Federal Taxes Withheld	Payroll Deductions	\$1,641.41		
			Medicare	Payroll Deductions	\$221.96		
				Total this claim	\$3,983.69		
0	385	NORTH MADISON COUNTY PU	OPERATING FUND	Interfund Transfers	\$7,000.00	6/30/04	TEMPORARY LOAN-TRANSFER \$7,000 FROM OPERATING FUND TO DEBT SERVICE
				Total this claim	\$7,000.00		
0	365	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,456.29	6/16/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$845.31		
				Total this claim	\$15,301.60		
0	366	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,170.52	6/16/04	P/R ENDING 6/12/04
			FICA	Payroll Deductions	\$948.70		
			Federal Taxes Withheld	Payroll Deductions	\$1,638.89		
			Medicare	Payroll Deductions	\$221.82		
				Total this claim	\$3,979.93		
0	367	ING AETNA	Annuity	Payroll Deductions	\$130.00	6/16/04	P/R ENDING 6/12/04
				Total this claim	\$130.00		
0	370	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,466.19	6/30/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	\$15,309.39		
0	373	ING AETNA	Annuity	Payroll Deductions	\$130.00	6/30/04	P/R ENDING 6/26/04
				Total this claim	\$130.00		
22184	369	DAVID E. MORROW	OPERATING FUND	Consulting Services	\$312.00	6/16/04	SECURITY WEEKS ENDING 6/5/04 - 6/12/04
				Total this claim	\$312.00		
22195	368	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$785.95	6/16/04	P/R ENDING 6/12/04
			OPERATING FUND	Other Professional Services	\$1,635.38		
				Total this claim	\$2,421.33		

<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>
22211	376	AMERICAN ELECTRIC POWER	OPERATING FUND	Electricity	\$1,709.35	6/30/04	As per attached invoices.
			OPERATING FUND	Electricity	\$428.23		
				Total this claim	<u>\$2,137.58</u>		
22212	377	AT&T	OPERATING FUND	Telephone & Telegraph	\$41.63	6/30/04	As per attached invoices.
				Total this claim	<u>\$41.63</u>		
22213	374	CITY OF ELWOOD NON-REVE	OPERATING FUND	Emp Cont Group Ins	\$149.27	6/30/04	PAYROLL DEDUCTIONS MONTH OF JUNE
			Insurance	Emp Cont Group Ins	\$335.91		
				Total this claim	<u>\$485.18</u>		
22214	378	CITY OF ELWOOD UTILITIES	OPERATING FUND	Water	\$158.08	6/30/04	As per attached invoices.
				Total this claim	<u>\$158.08</u>		
22215	379	DAVID E. MORROW	OPERATING FUND	Consulting Services	\$307.50	6/30/04	SECURITY WEEKS ENDING 6/19/04 - 6/26/04
				Total this claim	<u>\$307.50</u>		
22216	372	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,614.76	6/30/04	PAYROLL DEDUCTIONS FOR JUNE
			County Taxes Withheld	Payroll Deductions	\$452.96		
				Total this claim	<u>\$2,067.72</u>		
22217	375	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$772.31	6/30/04	P/R ENDING 6/26/04
			OPERATING FUND	Other Professional Services	\$1,574.81		
				Total this claim	<u>\$2,347.12</u>		
22218	384	PUBLIC EMP. RETIREMENT F	PERF	Payroll Deductions	\$2,984.47	6/30/04	2ND QUARTER 2004 PERF CONTRIBUTION
			OPERATING FUND	Emp Cont PERF	\$5,541.85		
				Total this claim	<u>\$8,526.32</u>		
22219	380	RUFUS JESSIE	OPERATING FUND	Waste Disposal Services	\$39.00	6/30/04	TRASH SERVICE APRIL, MAY, JUNE - SUMMITVILLE
				Total this claim	<u>\$39.00</u>		
22220	381	TOWN OF FRANKTON	OPERATING FUND	Electricity	\$104.54	6/30/04	FRANKTON UTILITIES LIBRARY & ANNEX
			OPERATING FUND	Water	\$8.85		
			OPERATING FUND	Waste Disposal Services	\$8.29		
				Total this claim	<u>\$121.68</u>		
22221	382	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$12.00	6/30/04	As per attached invoices.
				Total this claim	<u>\$12.00</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>
22222	383	VISA	OPERATING FUND	Elwood Children's Programing	\$200.25	6/30/04	As per attached invoices.
			OPERATING FUND	Elwood Adult Programing	\$7.88		
			Gift	Elwood Adult Programing	\$75.92		
			Gift	Elwood Children's Programing	\$28.55		
				Total this claim	\$312.60		
22223	420	WAL MART	OPERATING FUND	Frankton Programing	\$150.00	7/8/04	FRANKTON SUMMER READING PROGRAM
				Total this claim	\$150.00		
22224	390	A.E. BOYCE CO., INC.	OPERATING FUND	Official Records	\$226.14	7/12/04	ACCOUNTS PAYABLE CHECKS
				Total this claim	\$226.14		
22225	386	AMBER BLOOD	OPERATING FUND	Traveling Expense	\$63.50	7/12/04	MILEAGE
				Total this claim	\$63.50		
22226	387	ARAB TERMITE & PEST CONT	OPERATING FUND	Professional Services	\$47.00	7/12/04	As per attached invoices.
				Total this claim	\$47.00		
22227	389	AT&T	OPERATING FUND	Telephone & Telegraph	\$86.92	7/12/04	As per attached invoices.
				Total this claim	\$86.92		
22228	388	AUDIO VISUAL COMMUNICATI	OPERATING FUND	Professional Services	\$119.00	7/12/04	SERVICE CONTRACT FOR JULY
				Total this claim	\$119.00		
22229	419	AVAYA COMMUNICATION	OPERATING FUND	Telephone & Telegraph	\$137.64	7/12/04	As per attached invoices.
				Total this claim	\$137.64		
22230	416	BAKER & TAYLOR	OPERATING FUND	Elwood Adult	\$1,895.79	7/12/04	As per attached invoices.
			OPERATING FUND	Elwood Childrens	\$1,057.27		
			OPERATING FUND	Elwood YA	\$199.11		
			OPERATING FUND	Frankton	\$853.56		
			OPERATING FUND	Summitville	\$982.35		
			OPERATING FUND	Summitville Programing	\$11.96		
			OPERATING FUND	Other	\$35.85		
				Total this claim	\$5,035.89		
22231	417	BAKER & TAYLOR ENTERTAIN	OPERATING FUND	Elwood Childrens	\$8.48	7/12/04	As per attached invoices.
				Total this claim	\$8.48		
22232	391	BARBARA SNIPES	OPERATING FUND	Traveling Expense	\$25.28	7/12/04	MILEAGE
				Total this claim	\$25.28		
22233	392	C & J MOWING SERVICE	OPERATING FUND	Professional Services	\$96.00	7/12/04	LAWN CARE FRANKTON-6/15, 6/23,
			OPERATING FUND	Professional Services	\$66.00	7/1/04-SUMMITVILLE6/15, 6/23/04	
				Total this claim	\$162.00		

Business Number	Fund	Name of Vendor	Account	Amount	Date	Explanation
22238	80	CONAS CORPORATION	OPERATING FUND Technology Followup	\$558.75	7/12/04	As per attached invoice
			Total this claim	<u>\$558.75</u>		
22238	80	CONAS CORPORATION	OPERATING FUND Cleaning & Sanitation Supplies	\$55.51	7/12/04	As per attached invoice
			Total this claim	<u>\$55.51</u>		
22238	80	CONAS CORPORATION	OPERATING FUND Cleaning & Sanitation Supplies	\$41.09	7/12/04	As per attached invoice
			Total this claim	<u>\$41.09</u>		
22238	80	OSM LLC	OPERATING FUND Professional Services	\$215.72	7/12/04	WJAC MAINTENANCE
			Total this claim	<u>\$215.72</u>		
22238	80	ELWOOD CALL LEADER	OPERATING FUND Advertising & Public Notices	\$118.75	7/12/04	WELCOME TO FRANKTON AC
			Total this claim	<u>\$118.75</u>		
22238	80	SALE GROUP	OPERATING FUND Summitville	\$113.01	7/12/04	As per attached invoices
			Total this claim	<u>\$113.01</u>		
22240	386	GAYLORD BROS.	OPERATING FUND Book Processing	\$187.80	7/12/04	BOOK JACKETS
			Total this claim	<u>\$187.80</u>		
22241	386	HORTON'S & SONS OF ELWO	OPERATING FUND Operating Supplies	\$73.46	7/12/04	As per attached invoices
			Total this claim	<u>\$73.46</u>		
22242	401	INDIANA STATE LIBRARY	PLAC Other	\$364.00	7/12/04	2ND QUARTER 2004 PLAC
			Total this claim	<u>\$364.00</u>		
22243	402	INFO USA MARKETING, INC.	OPERATING FUND Elwood Adult	\$565.00	7/12/04	2004/05 BUSINESS DIRECTORY
			Total this claim	<u>\$565.00</u>		
22244	403	KARDINAL SUPPLY, INC.	OPERATING FUND Professional Services	\$25.00	7/12/04	WATER LOOP TEST
			Total this claim	<u>\$25.00</u>		
22245	404	MARSH SUPERMARKET	OPERATING FUND Elwood Children's Programing	\$48.99	7/12/04	As per attached invoices
			Gift	\$101.92		
			Total this claim	<u>\$150.91</u>		
22246	405	MATTHEW BENDER & CO., IN	OPERATING FUND Elwood Adult	\$546.75	7/12/04	BURNS INDIANA LAW SUPPLEMENTS
			Total this claim	<u>\$546.75</u>		
22247	415	MIDWEST TAPE	OPERATING FUND Frankton AV	\$569.73	7/12/04	As per attached invoices
			OPERATING FUND Elwood AV	\$678.64		
			OPERATING FUND Summitville AV	\$410.79		
			Total this claim	<u>\$1,659.16</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
22248	413	POSTMASTER	OPERATING FUND	Postage & UPS	\$37.00	7/12/04	POSTAGE STAMPS FRANKTON-SUMMITVILLE
			OPERATING FUND	Postage & UPS	\$37.00		
					Total this claim		
22249	406	PUBLISHERS QUALITY LIB. SE	OPERATING FUND	Summitville	\$17.32	7/12/04	As per attached invoices.
22250	418	QUILL CORPORATION	OPERATING FUND	Office Supplies	\$480.50	7/12/04	As per attached invoices.
			OPERATING FUND	Operating Supplies	\$46.93		
					Total this claim		
22251	407	RAMSAY BUSINESS PRODUC	OPERATING FUND	Office Supplies	\$40.57	7/12/04	As per attached invoices.
			OPERATING FUND	Office Supplies	\$48.49		
			OPERATING FUND	Office Supplies	\$33.82		
			OPERATING FUND	Equipment/Rental	\$76.38		
					Total this claim		
22252	408	SBC	OPERATING FUND	Telephone & Telegraph	\$303.04	7/12/04	As per attached invoices.
22253	409	SPECIALTY STORE SERVICES	OPERATING FUND	Book Processing	\$179.93	7/12/04	As per attached invoices.
			OPERATING FUND	Operating Supplies	\$39.90		
					Total this claim		
22254	414	UNITED STATES POSTAL SER	OPERATING FUND	Postage & UPS	\$400.00	7/12/04	POSTAGE FOR METER
22255	410	USI, INC	OPERATING FUND	Operating Supplies	\$395.53	7/12/04	LAMINATING POUCHES
22256	411	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$11.92	7/12/04	As per attached invoices.
22257	412	VERIZON	OPERATING FUND	Telephone & Telegraph	\$87.71	7/12/04	As per attached invoices.

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$78,097.12

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

Friday, July 09, 2004


 Fiscal Officer

ALLOWANCE OF VOUCHERS

§ 7-1-1-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing;

~~the vouchers listed on the foregoing accounts payable voucher register, consisting of~~ 6 pages, and except for vouchers not allowed as shown

~~in the total amount of~~ \$78,097.12

~~by~~ 2004

~~_____~~ Betty Caldwell ~~_____~~
~~_____~~ Annita Bellard ~~_____~~
~~_____~~ Betty Caldwell ~~_____~~

SIGNATURES OF GOVERNING BOARD

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

Job duties while working at the computer sign-in desk:

- First priority is to assist patrons that want to sign-in on the computers.
- Second priority is to assist patrons using the computers. For instance printing a document or opening the resume wizard or some other simple task. The staff person is not required to teach patrons how to use the computer.
- During slow times the staff member working the computer sign-in desk is assigned duties by their immediate manager.
- Follow policy guidelines set by the Computer Use and Internet Policies.
 - o Patrons are required to have library card in their possession to use the computers.
 - o Patrons can use the computer for 1 hour. If patron needs more time to do word processing, the patron is allowed one more hour.
 - o Patrons using the Indiana Room computers for genealogy can have extended time.
 - o Indiana Room computers are to be used first for genealogy and last for general Internet or word processing use.
 - o Computers are to be shut down in the Youth Services area an hour before we close if they are not in use. Adult Services will also shut down their computers an hour before we close if they are not in use.
 - o If patron doesn't live within our 5 townships and doesn't live in one of our reciprocal areas (Alexandria and Pendleton), patron can be signed on using the Not Local Computer User Card and a picture ID for a one-time use.
 - o If patron does live in our 5 townships or in one of our reciprocal areas, the patron needs to apply for a library card before using the computers.

Insurance
Benefits Corporation - Medical Mutal of Ohio - Sagamore Network - Mark Mousty
 50% per employee If library pays only for employee

Medical Mutal

\$ 3.45	per month	Life only		
\$ 3.45	per month	Life only		
\$ 3.45	per month	Life only		
\$ 3.45	per month	Life only		
\$ 3.45	per month	Life only		
\$ 301.23	per month		\$ 69.52	per pay
\$ 301.23	per month		\$ 69.52	per pay
\$ 301.23	per month		\$ 69.52	per pay
\$ 301.23	per month		\$ 69.52	per pay
\$ 599.01	per month		\$ 138.24	per pay
\$ 819.82	per month		\$ 189.19	per pay
			\$ 137.44	employee per pay
			\$ 239.35	employee per pay

\$ 2,641.00 per month

Library pay		Library pay		Library pay	
\$ 31,692.00	total per year	\$ 15,846.00	per year	\$ 21,689.00	per year
\$ 36,445.80	add 15% increase for 2005				

Benefits Corporation - American Community - Health Savings Account

\$15.00 one time set up fee-\$36.00 annual fee per employee-\$2.00 per month per employee bank fee

\$ 7.35	per month	Life only		
\$ 7.35	per month	Life only		
\$ 7.35	per month	Life only		
\$ 7.35	per month	Life only		
\$ 7.35	per month	Life only		
\$ 180.51	per month		\$ 41.66	per pay
\$ 180.51	per month		\$ 41.66	per pay
\$ 205.71	per month		\$ 47.47	per pay
\$ 276.15	per month		\$ 63.04	per pay
\$ 589.94	per month		\$ 136.14	per pay
\$ 533.38	per month		\$ 123.09	per pay

\$ 2,002.95 per month \$ 2,032.16

Library pay total per year		Library pay	
\$ 24,035.40		\$ 12,017.70	\$ 17,183.16
\$ 7,200.00		\$ 3,600.00	\$ 7,200.00
\$ 31,235.40		\$ 15,617.70	\$ 24,383.16

For each employee carrying health insurance, total reflects insurance premium, \$100.00 a month for health savings accounts and life insurance premium

INSURANCE
Four Seasons - Anthem **Vern Goff**

Blue Access (29)

		50% per employee	25% per employee	20% per employee	
\$ 1,314.82	per month	\$ 303.42	per pay	\$ 121.37	per pay
\$ 555.03	per month	\$ 128.09	per pay	\$ 51.23	per pay
\$ 997.38	per month	\$ 230.17	per pay	\$ 92.07	per pay
\$ 419.82	per month	\$ 96.88	per pay	\$ 38.75	per pay
\$ 309.39	per month	\$ 71.40	per pay	\$ 28.56	per pay
\$ 309.39	per month	\$ 71.40	per pay	\$ 28.56	per pay

\$ 3,905.83 total per month

\$ 1,952.92	library 50	per month	\$ 2,929.37	library 75%	per month
\$ 23,435.00	library 50 %	per year	\$ 35,152.44	library 75%	per year

\$ 46,896.96 Total per year

\$ 3,124.66	library 80%	per month
\$ 37,495.97	library 80%	per year

Blue Access (27)

		50% per employee	25% per employee	20% per employee	
\$ 1,292.25	per month	\$ 298.21	per pay	\$ 119.28	per pay
\$ 545.50	per month	\$ 125.89	per pay	\$ 50.35	per pay
\$ 980.26	per month	\$ 226.22	per pay	\$ 90.49	per pay
\$ 412.61	per month	\$ 95.22	per pay	\$ 38.09	per pay
\$ 304.08	per month	\$ 70.17	per pay	\$ 28.07	per pay
\$ 304.08	per month	\$ 70.17	per pay	\$ 28.07	per pay

\$ 3,838.78 total per month

\$ 1,919.39	library 50%	per month	\$ 2,879.09	library 75%	per month
\$ 23,032.68	library 50%	per year	\$ 34,549.09	library 75%	per year

\$ 46,065.36 total per year

\$ 3,071.02	library 80%	per month
\$ 36,852.29	library 80%	per year

State of Indiana

Anthem Traditional I

\$ 1,357.14	per month
\$ 484.46	per month
\$ 1,357.14	per month
\$ 484.46	per month
\$ 484.46	per month
\$ 484.46	per month

\$ 4,652.12 total per month
 \$ 55,825.44 total per year
 \$ 27,912.72 library 50% per year
 \$ 41,869.08 library 75% per year
 \$ 44,660.35 library 80% per year

Anthem Traditional II

\$ 1,237.85	per month
\$ 441.90	per month
\$ 1,237.85	per month
\$ 441.90	per month
\$ 441.90	per month
\$ 441.90	per month

\$ 4,243.30 per month
 \$ 50,919.60 total per year
 \$ 25,459.80 library 50% per year
 \$ 38,189.70 library 75% per year
 \$ 40,735.68 library 80% per year

20 hrs. of this position is spent at the sign-in desk in Youth Services while the other 20 hrs. are spent working for the Youth Services Department.

Job description for the 20 hrs. spent at the sign-in desk:

- First priority is to assist patrons that want to sign-in on the computers.
- Second priority is to assist patrons using the computers. For instance printing a document or opening the resume wizard or some other simple task. The staff person is not required to teach patrons how to use the computer.
- During slow times the staff member working the computer sign-in desk is assigned duties by their immediate manager.
- Follow policy guidelines set by the Computer Use and Internet Policies.
 - o Patrons are required to have library card in their possession to use the computers.
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 - o If patron doesn't live within our 5 townships and doesn't live in one of our reciprocal areas (Alexandria and Pendleton), patron can be signed on using the Not Local Computer User Card and a picture ID for a one-time use.
 - o If patron does live in our 5 townships or in one of our reciprocal areas, the patron needs to apply for a library card before using the computers.

PREMIUM QUOTATION

Insured: NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Insurer: INDIANA INSURANCE COMPANY

Policy Term: 8-9-04 To 8-9-05

COVERAGE

ANNUAL PREMIUM

Commercial Package *	\$7,834.00
General Liability	\$982.00
Commercial Property	\$4,835.00
Business Income	\$INCL.
Inland Marine	\$1,880.00
Business Auto	\$137.00

*** PACKAGE POLICY INCLUDES THE FOLLOWING COVERAGES:**

TOTAL ANNUAL PREMIUM \$ 7,834.00

1701 quote

PREMIUM QUOTATION

June 24, 2004

Insured: NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Insurer: INDIANA INSURANCE COMPANY
Policy Term: 8-9-04 To 8-9-05

NMCP L Board,

Due to illness, I feel I must submit my resignation from the NMCP L Board, effective immediately.

Sincerely,
Jerry J Kaiser

COVERAGE	ANNUAL PREMIUM
Commercial Package *	\$7,834.00
General Liability	\$982.00
Commercial Property	\$4,835.00
Business Income	\$INCL.
Inland Marine	\$1,880.00
Business Auto	\$137.00

*** PACKAGE POLICY INCLUDES THE FOLLOWING COVERAGES:**

TOTAL ANNUAL PREMIUM \$ 7,834.00

Expanded Form 1, 2005 – Working Copy
Follows format of prescribed "Form 1," but with greater detail.

Operating Fund	2004	2005	+/-	Justification
1. Personal Services				
Salaries & Wages				
Librarian/Director		1.	+1.	
Hourly Employees	371,029	394,869.	+23,840	(4% raise)
Admin. Asst.				
Treasurer	300.	300.		
Janitors	23,552	24,494.	942.	4%
Employee Benefits				
Employer's FICA	31,000.	32,500.		
Unemployment Comp	1,500.	1,500.		
PERF	32,766.	31,266.		
Group Health Ins Opt	9,000.	49,000.	+40,000	New health insurance
Sick Pay				
Other Personal Services				
Total Personal Svcs	469,147	533,930.	+64,783	13.8%
2. Supplies				
Office Supplies				
Official Record	1,650.	1,650.		
Stationery/Printing	750.	750.		
Other Office Supplies	10,000	10,000.	-	
Operating Supplies				
Cleaning/Sanitation	2,500.	2,500.		
Fuel, Oil, Lubricants	75.	75.		
Other Operating Sups	6,200.	6,200.		
Repair & Maintenance Supplies				
Bldg Materials	500.	500.		
Painting	500.	500.		
Repair Parts	1,500.	1,000.	-500.	
Other Maintenance	2,000.	1,000.	-1,000.	
Book processing	3,000.	3,000.		
Other Supplies				
Automation	15,000.	15,000.		License renewal & support
Total Supplies	43,675.	42,175.	-\$1500	-3.4%
3. Other Services & Charges				
Professional Services				
Consulting Svcs	4,000.	4,000.		
Engineer/Architect	4,000.	2,000.		
Legal	4,000.	4,000.		
Professional Svcs	18,000..	18,000.		Srvc contracts for computer support:

Other Professional Ser	40,158.	41,890.	+1,732.	
Communication & Transportation				
Telephone	16,000.	16,000.		
Postage	3,000.	3,000.		
Travel Expenses	2,400.	2,400.		
Professional Mtgs.	2,000.	1,000.	-1,000.	
Programming				
Elwood Children's	2,500.	2,500		
Elwood Adults	1,500.	1,000.	-500.	
Frankton	1,000.	1,500.	+500.	
Summitville	700.	850.	+150.	
Title Source	2,500.	2,500.		
Printing & Advertising				
Advertise/Publication	250.	300.	+50.	
Printing				
Insurance				
Official Bonds	400.	400.		Treas, Ass't Treas, Admin Asst.
Other Insurance	13,000.	13,000.		
Utility Services				
Gas (HVAC)	17,000.	18,000.	+1,000.	
Elwood	not divided			
Frankton	not divided			
Summitville	not divided			
Electricity	23,100.	24,100.	+1,000.	
Elwood	not divided			
Frankton	not divided			
Summitville	not divided			
Water	2,900.	2,900.		
Waste Disposal	600.	600.		
Repairs & Maintenance				
Buildings & Structures	1,000.	1,000.		
Equipment	4,000.	4,000.		
Sprinkler System				
HVAC Maintenance				
Rentals				
Real Estate (Rental)		6,000.	+6,000.	
Equipment (Rental)	3,000.	3,000.		
Debt Service				
Payment of Bonds				
Interest - Bonds				
Other				
Dues	850.	850.		

Book of the Year				
Book Acquisition	000	000		
Books in Stock	10,000	10,000	0	
Books in Use	20,000	19,000	-1,000	-11.5%
Capital Outlays				
Land	000	000		
Buildings				
Improvements Other Than Buildings				
Furniture Equipment	5,500	5,500		
Technology Equipment	15,000	15,500	+500	
Technology Software	3,000	3,000		
Books				
Elwood Adult	32,000	32,000		
Elwood Children	14,000	14,000		
Elwood YA	3,250	3,250		
Elwood IN Room	4,000	1,000	-3,000	
Frankton Total Books	17,500	20,000	+2,500	Expansion
Frankton Adult				
Frankton Children				
Frankton YA				
Frankton IN Room				
S'ville Total Books	13,500	14,500	1,000	
S'ville Adult				
S'ville Children				
S'ville YA				
S'ville IN Room				
Periodicals & Newspr				
Elwood	5,000	5,150	+150	
Frankton	2,500	3,000	+500	
S'ville	1,500	1,750	+250	
Nonprint - includes video tapes, audio-cassettes/CD's, & specific computer applications				
Elwood	13,500	14,200	+700	Increases based on budget
Frankton	7,500	7,900	+400	Proportionate to assessed
S'ville	3,500	3,700	+200	valuation
Total Capital Outlays	141,750	144,950	+3,200	+2.26%
Operating Fund	873,230	914,645	41,415	+4.75%
Total				

MONTHLY STATISTICS FOR MONTHS ENDING 12/31/03, 12/31/04

	12/03	12/04	% CHG	% CHG	12/03
ELWOOD					
ADULT	1181	1181	0%	0%	1181
JUVENILE	2516	2276	-10%	-9%	2516
Y. A.	181	412	128%	128%	181
PERIOD.	870	891	1%	1%	870
AUDIO	271	217	-20%	-20%	271
VIDEO	3650	4190	14%	14%	3650
TOTAL	11369	11772	1%	1%	11369
FRANKTON					
ADULT	1125	1352	21%	21%	1125
JUVENILE	643	1113	73%	73%	643
Y. A.	67	115	72%	72%	67
PERIOD.	274	378	38%	38%	274
AUDIO	31	75	145%	145%	31
VIDEO	1393	1350	-3%	-3%	1393
TOTAL	3833	4387	14%	14%	3833
HAZELBAKER					
ADULT	773	749	-3%	-3%	773
JUVENILE	485	653	35%	35%	485
Y. A.	67	63	-6%	-6%	67
PERIOD.	176	107	-39%	-39%	176
AUDIO	17	43	153%	153%	17
VIDEO	452	685	52%	52%	452
TOTAL	1970	2300	17%	17%	1970
SYSTEM					
ADULT	5486	5955	9%	9%	5486
JUVENILE	4017	4145	3%	3%	4017
Y. A.	495	590	19%	19%	495
PERIOD.	1080	1145	6%	6%	1080
AUDIO	319	435	37%	37%	319
VIDEO	5795	6195	7%	7%	5795
TOTAL	17192	18465	7%	7%	17192

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	10253	2289	1382
REF.	27	33	20
ASSITS.	1956	632	391
COMP A.	1153	368	318
PROG. A.	1-6	1-55	4-142
J.	20-257	0-0	5-75

TECH SERVICE PROCESSED 537 ITEMS AND WITHDREW 498 ITEMS

MODE = MEMORY TRANSMISSION START=JUL-28 09:25 END=JUL-28 09:26

FILE NO.=507

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

-ELWOOD PUBLIC LIBRARY -

AGENDA

August 2, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

Elwood Public Library

**REGULAR MEETING
6:00 P.M.**

- CALL TO ORDER
- CALL FOR QUORUM
- MINUTES
- CLAIMS REGISTER & CHECKS
- OLD BUSINESS
 - 1. Budget workshop
 - 2. Architect contract
- DIRECTOR'S REPORT
- ADJOURNMENT

MODE = MEMORY TRANSMISSION START=JUL-28 09:23 END=JUL-28 09:24

FILE NO.=506

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

-ELWOOD PUBLIC LIBRARY -

AGENDA

August 2, 2004

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August 2, 2004

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BOARD OF TRUSTEES**

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 - 1. Budget workshop
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**NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
August 2, 2004
6:00pm**

CALL TO ORDER

Vice President Don Hill called a special meeting of the North Madison County Public Library Board of Trustees to order at 6:00pm on Monday, August 2, 2004 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were Vice President Don Hill, Pam Bohlander, Betty Caldwell, Bette Dalzell, Wayne Davidson and Kevin Sipe. Also in attendance were Director Beverly Austin and Diana Shepard.

OLD BUSINESS

Budget workshop

Discussion was held on the 2005 budget. If approved the operating fund budget will be in the amount of \$990,645.

Architect contract

A motion was made by Kevin Sipe which gave Director Beverly Austin the authority to sign AIA Document B155 - 1993 "Standard Form of Agreement Between Owner and Architect for a Small Project". The agreement is between owner "North Madison County Public Library System" and Architect "Kato Smith and Associates, Inc. Wayne Davidson made a second and the motion carried.

DIRECTOR'S REPORT

A work order/agreement for services was received from Richard E. Ward & Associates Land Surveyors. It was signed on July 14, 2004 and returned to Ward & Associates. Estimated cost of the survey is \$750.00. Kevin Sipe reported that the survey has been completed. Lonnie Therber called and reported that estimated funding that would be available through refunding of bonds would be \$432,546.00. This would make approximately \$701,906.00 available for the Frankton project, which includes funds from the Rainy Day Fund and LIRF Fund.

With no objections the meeting was adjourned.

Betty Caldwell
Betty Caldwell, Secretary

Pam Bohlander
Kevin Sipe
Don Hill

Lonnie Therber
Bette Dalzell

AIA Document B155™ – 1993

Standard Form of Agreement Between Owner and Architect for a Small Project

This AGREEMENT is made: July 19, 2004
(Date)

BETWEEN the Owner:

North Madison County Public Library System, General Corporation
1600 Main Street
Elwood, IN 46036-2036

and the Architect:

Kato Smith and Associates, Inc., Subchapter S Corporation
7 East 12th Street
Anderson, IN 46016

for the following Project:

Frankton Library Feasibility Study
Frankton, Indiana

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the project. Services shall be performed in a manner consistent with professional skill and care.

§ 1.1 During the Feasibility Study, the Architect shall perform the following tasks:

- 1 describe the project requirements for the Owner's approval;
- 2 study the feasibility of utilizing the existing structure.
- 3 develop a conceptual design solution based on the approved project requirements;

(Paragraphs deleted)

ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the project, and shall establish a budget with reasonable contingencies that meets the project requirements. The Owner shall furnish surveying, geotechnical engineering and environmental testing services upon request by the Architect. The Owner shall furnish for the benefit of the project all legal, accounting and insurance counseling services.

ARTICLE 3 USE OF ARCHITECT'S DOCUMENTS

Documents prepared by the Architect are instruments of service for use solely with respect to this project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. The Owner shall not reuse or permit the reuse of the Architect's documents except by mutual agreement in writing.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the project, the Architect shall be equitably compensated for services performed. Failure of the Owner to make payments to the Architect in accordance with this Agreement shall be considered substantial nonperformance and is sufficient cause for the Architect to either suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the other party substantially fails to perform in accordance with the terms of this Agreement.

ARTICLE 5 MISCELLANEOUS PROVISIONS

§ 5.1 This Agreement shall be governed by the law of the location of the project.

§ 5.2 Terms in this Agreement shall have the same meaning as those in AIA Document A205, General Conditions of the Contract for Construction of a Small Project, current as of the date of this Agreement.

§ 5.3 The Owner and Architect, respectively, bind themselves, their partners, successors, assigns and legal representatives to this Agreement. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

§ 5.4 The Architect and Architect's consultants shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the project site.

ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Owner shall compensate the Architect as follows.

§ 6.1 The Architect's Compensation shall be:
(Indicate method of compensation.)

7500.00 Flat Fee

of which an initial payment retainer of Zero Dollars and Zero Cents (\$ 0.00) shall be paid upon execution of this Agreement and shall be credited to the final payment.

§ 6.2 The Architect shall be reimbursed for expenses incurred in the interest of the project, plus an administrative fee of Zero percent (0.00 %).

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AIA Document B155™ – 1993. Copyright © 1993 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 18:04:24 on 07/18/2004 under Order No. 100012897, 1 which expires on 02/28/2005, and is not for resale. User Notes: (2112016821)

(List reimbursable items.)

None

§ 6.3 If through no fault of the Architect the services covered by this Agreement have not been completed within Twelve (12) months of the date hereof, compensation for the Architect's services beyond that time shall be appropriately adjusted.

§ 6.4 Payments are due and payable upon receipt of the Architect's invoice. Amounts unpaid 30 (Thirty) days after invoice date shall bear interest from the date payment is due at the rate of Two percent (2.00%) monthly, or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.

(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Architect's principal places of business, the location of the Project and elsewhere may affect the validity of this provision.)

§ 6.5 Architectural Services not covered by this Agreement include, among others, revisions due to changes in the scope, quality or budget. The Architect shall be paid additional fees for these services based on the Architect's hourly rates when the services are performed.

ARTICLE 7 OTHER PROVISIONS

(Insert descriptions of other services and modifications to the terms of this Agreement.)

Agreement for feasibility Study only.

This Agreement entered into as of the day and year first written above.
(If required by law, insert cancellation period, disclosures or other warning statements above the signatures.)

None

OWNER

(Signature)

Beverly Austin, Director

(Printed name and title)

ARCHITECT

(Signature)

Kate Smith, AIA, President

(Printed name and title)

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM LEASING CORPORATION

*Proof of Refunding Savings
No Change In Lease Payments
Closing September 15, 2004*

New Bond Issue Principal Amount

\$ 1,680,000

Uses of Bond Issue Proceeds

Escrow To Pay Old Bonds Through January 15, 2006

Principal	\$ 1,500,000
Interest	108,625
Call Premium	<u>26,900</u>

\$ 1,635,525

Less: Escrow Earnings

44,496

\$ 1,591,029

Underwriting Fee	11,000
Other Costs	<u>40,000</u>

1,642,029

NET CASH SAVINGS

\$ 37,971

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM LEASING CORPORATION

Estimated Refunding Results

	<u>No Change In Payments</u>	<u>Add Three Payments</u>
New Bond Issue	\$ <u>1,680,000</u>	\$ <u>1,930,000</u>
<u>Uses of Proceeds</u>		
Escrow	\$ 1,591,029	\$ 1,591,029
Underwriting	11,000	13,000
Other Costs	<u>40,000</u>	<u>44,000</u>
	\$ <u>1,642,029</u>	\$ <u>1,648,029</u>
Net Cash from Refunding	\$ 37,971	\$ 281,971
Plus: Cash on Hand	<u>157,375</u>	<u>157,375</u>
 CASH AVAILABLE FOR PROJECTS	 \$ 195,346	 \$ 439,346
Interest Rate on New Bonds	3.30%	3.51%
Final Payment	7/15/12	1/15/14
Additional Debt Service		\$ 363,000
Cash Produced By Additional Debt Service		\$ 244,000

AGENDA

August 9, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

at

Elwood Public Library

6:30 P.M.

EXECUTIVE MEETING

**CALL TO ORDER
CALL FOR QUORUM
BUSINESS**

PERSONNEL IC5-14-1.5-6-(B)(6)

REGULAR MEETING

7:00 P.M.

**CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS**

1. Approve 2005 Budget for publication
2. Frankton
3. Insurance update
4. Lights

Perimeter lights at Elwood

**NEW BUSINESS
DIRECTOR'S REPORT
ADJOURNMENT**

A Public hearing will be held Wed., September 1, 2004 for the 2005 Budget. A quorum is very necessary. Please call by Monday, August 30th, if you will NOT be present at this meeting.

MODE = MEMORY TRANSMISSION START=AUG 05 07:51 END=AUG 05 07:51

FILE NO.=615

STN NO.	COMM.	ONE-TOUCH/ABBR NO.	STATION NAME TEL NO.	PAGES	DURATION
001	OK	103	CALL LEADER	001-001	00:00:23

-ELWOOD PUBLIC LIBRARY -

AGENDA

August 9, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

at

Elwood Public Library

6:30 P.M.

EXECUTIVE MEETING

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

PERSONNEL IC5-14-1.5-6-(B)(6)

REGULAR MEETING

7:00 P.M.

CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS

1. Approve 2005 Budget for publication
2. Frankton
3. Insurance
4. Lights

NEW BUSINESS
DIRECTOR'S REPORT
ADJOURNMENT

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

MODE = MEMORY TRANSMISSION START=AUG 05 07:51 END=AUG 05 07:51

FILE NO.=616

STN NO.	COMM.	ONE-TOUCH/ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	104	HEPARD BULLETIN	001-001	00:00:27

-ELWOOD PUBLIC LIBRARY -

AGENDA

August 9, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

at

Elwood Public Library

6:30 P.M.

EXECUTIVE MEETING

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

PERSONNEL IC5-14-1.5-6-(B)(6)

REGULAR MEETING

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

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE MEETING
August 9, 2004
6:30pm

CALL TO ORDER

President Kevin Sipe called an executive session of the North Madison County Public Library System Board of Trustees to order at 6:30pm on Monday, August 9, 2004 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present with President Sipe were members Bette Dalzell, Pam Bohlander, Don Hill, Betty Caldwell and new member Donna Wiand.

BUSINESS

The meeting was held for discussion of Personnel IC 5-14-1.5-6-(b)(6). No other subject matter was discussed in the executive session other than the subject matter specified in the public notice.

With no objections the meeting was adjourned.

Betty Caldwell
Betty Caldwell, Secretary

Bette Dalzell
Pam Bohlander
Cy F

Kevin Sipe
Donna Wiand
Don Hill

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
August 9, 2004
7:00pm

CALL TO ORDER

President Kevin Sipe called a regular meeting of the North Madison County Public Library System Board of Trustees to order on Monday August 9, 2004 at 7:00pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present with President Sipe were new member Donna Wiand, Bette Dalzell, Pam Bohlander, Betty Caldwell and Don Hill. Also in attendance were Director Beverly Austin and Diana Shepard.

MINUTES

Pam Bohlander made a motion to accept the minutes from the Special Meeting held on August 2, 2004. Betty Caldwell made a second and the motion carried. Bette Dalzell made a motion to accept the minutes from the Executive Meeting and Regular Meeting that was held on July 12, 2004. Don Hill made a second and the motion carried.

CLAIMS REGISTER & CHECKS

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

OLD BUSINESS

Approve 2005 Budget for Publication

The proposed 2005 budgets are as follows: Operating Fund, \$990,645.00; Debt Service Fund, \$242,000.00; Library Improvement Reserve Fund, \$94,780.00; and Rainy Day Fund, \$70,000.00. Don Hill made a motion to accept the 2005 budgets as presented. Pam Bohlander made a second and the motion carried.

Frankton

A call has been received from Architect Kato Smith. He reported that a representative from the Council of Government would be at the meeting to explain the process of applying for a Department of Commerce Grant. The representative did not come. The survey of the Frankton property is coming along with just a couple of elevations to complete. The survey will probably be completed by Thursday of this week.

Insurance update

It was reported that insurance cards for group health insurance have been received and distributed with coverage beginning on August 1, 2004. The staff members are very grateful for this very generous and much needed benefit.

Lights

Perimeter lights at Elwood

The in ground perimeter lights at Elwood were repaired in the spring of 2004. The repairs were to include all labor and materials to repair ten in ground light fixtures around the building. It included drying and sealing all conduit entries to fixtures to keep water from entering the fixture through the conduit openings. The electricians were called again because of problems with the perimeter lights. We were told that the lights would need a new timer. When they came to install the new timer we were told that the lights were filling with water and they may not last and they would recommend a new type of light. Permission was given to the Director to take bids to replace and put in different kind of lighting if these problems continue. Also we may be checking out different electricians when we have problems.

The company has been called to repair the front door at Elwood. They were called on June 29, July 13, August 3 and they still have not come to make the repairs.

NEW BUSINESS

No new business was presented.

DIRECTOR'S REPORT

The Director reminded everyone the Public Hearing for the 2005 Budget will be held on Wednesday, September 1, 2004 at 7:00pm and that a quorum is required. The Board of Trustees will meet for their regular monthly meeting on September 13, 2004 to adopt the 2005 budget; a quorum is also required at this meeting. Several Spanish CD's along with many other CD's have been received from the State of Indiana. The State received the CD's through a settlement. The Spanish CD's will be donated to all three-school systems that are located in our library district to be used as they see fit.

With no objections the meeting was adjourned.

Betty Caldwell
Betty Caldwell, Secretary

<u>Bette Dabell</u>	<u>Kevin Pipe</u>
<u>Amelia & Bob Landes</u>	<u>Bonnie Ward</u>
<u>lye</u>	<u>Don Hill</u>

Register Of Claims

North Madison County Public Library System

Report Date: From **7/13/04** To **8/9/04**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	422	PAYROLL	OPERATING FUND	Salary of Assistants	\$15,071.68	7/14/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	\$15,914.88		
0	423	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,217.44	7/14/04	P/R ENDING 7/10/04
			FICA	Payroll Deductions	\$986.72		
			Federal Taxes Withheld	Payroll Deductions	\$1,731.84		
			Medicare	Payroll Deductions	\$230.72		
				Total this claim	\$4,166.72		
0	424	ING AETNA	Annuity	Payroll Deductions	\$130.00	7/14/04	P/R ENDING 7/10/04
				Total this claim	\$130.00		
0	429	PAYROLL	OPERATING FUND	Salary of Assistants	\$15,034.36	7/28/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	\$15,877.56		
0	430	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,214.63	7/28/04	P/R ENDING 7/24/04
			FICA	Payroll Deductions	\$984.42		
			Federal Taxes Withheld	Payroll Deductions	\$1,724.64		
			Medicare	Payroll Deductions	\$230.21		
				Total this claim	\$4,153.90		
0	432	ING AETNA	Annuity	Payroll Deductions	\$130.00	7/28/04	P/R ENDING 7/24/04
				Total this claim	\$130.00		
22258	426	DAVID E. MORROW	OPERATING FUND	Consulting Services	\$303.00	7/14/04	SECURITY WEEKS ENDING 7/3/04 AND 7/10/04
				Total this claim	\$303.00		
22259	427	GRUNAU COMPANY	OPERATING FUND	Professional Services	\$280.00	7/14/04	QUARTERLY SPRINKLER INSPECTION
				Total this claim	\$280.00		
22260	425	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$780.48	7/14/04	P/R ENDING 7/10/04
			OPERATING FUND	Other Professional Services	\$1,574.81		
				Total this claim	\$2,355.29		

<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>
22261	428	MTM INCORPORATED	OPERATING FUND	Professional Services	\$1,524.00	7/14/04	MAINTENANCE AGREEMENT MICROFILE READERS 8/5/04-8/4/05
				Total this claim	<u>\$1,524.00</u>		
22262	434	AMERICAN ELECTRIC POWER	OPERATING FUND	Electricity	\$470.66	7/28/04	As per attached invoices.
			OPERATING FUND	Electricity	\$1,698.53		
				Total this claim	<u>\$2,169.19</u>		
22263	435	AT&T	OPERATING FUND	Telephone & Telegraph	\$44.85	7/28/04	As per attached invoices.
			OPERATING FUND	Telephone & Telegraph	\$40.60		
				Total this claim	<u>\$85.45</u>		
22264	436	CITY OF ELWOOD UTILITIES	OPERATING FUND	Water	\$158.08	7/28/04	As per attached invoices.
				Total this claim	<u>\$158.08</u>		
22265	437	COURT SQUARE LEASING CO	OPERATING FUND	Equipment/Rental	\$179.16	7/28/04	POSTAGE METER RENTAL
				Total this claim	<u>\$179.16</u>		
22266	438	DAVID E. MORROW	OPERATING FUND	Consulting Services	\$300.00	7/28/04	SECURITY GUARD WEEKS ENDING 7/17/04 & 7/24/04
				Total this claim	<u>\$300.00</u>		
22267	431	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,116.81	7/28/04	PAYROLL DEDUCTIONS FOR JULY
			County Taxes Withheld	Payroll Deductions	\$392.29		
				Total this claim	<u>\$1,509.10</u>		
22268	433	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$749.56	7/28/04	P/R ENDING 7/24/04
			OPERATING FUND	Other Professional Services	\$1,574.81		
				Total this claim	<u>\$2,324.37</u>		
22269	445	MADISON COUNTY TREASUR	OPERATING FUND	Taxes	\$40.00	7/28/04	SPRING INSTALLMENT REAL EXTATE TAXES
				Total this claim	<u>\$40.00</u>		
22270	444	MEDICAL MUTUAL OF OHIO	OPERATING FUND	Emp Cont Group Ins	\$2,661.00	7/28/04	AUGUST PAYMENT- MEDICAL & LIFE INSURANCE
				Total this claim	<u>\$2,661.00</u>		
22271	439	NEWS-SUN, THE	OPERATING FUND	Advertising & Public Notices	\$16.35	7/28/04	AD IN NEWSPAPER
				Total this claim	<u>\$16.35</u>		
22272	441	SBC	OPERATING FUND	Telephone & Telegraph	\$118.25	7/28/04	As per attached invoices.
				Total this claim	<u>\$118.25</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>
22273	440	TOWN OF FRANKTON	OPERATING FUND	Electricity	\$156.24	7/28/04	ELECTRICITY FRANKTON & FRANKTON ANNEX
			OPERATING FUND	Water	\$8.85		
			OPERATING FUND	Waste Disposal Services	\$9.70		
				Total this claim	\$174.79		
22274	442	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$36.89	7/28/04	As per attached invoices.
			OPERATING FUND	Gas	\$12.00		
				Total this claim	\$48.89		
22275	443	VISA	OPERATING FUND	Summitville Programing	\$105.00	7/28/04	As per attached invoices.
			OPERATING FUND	Elwood Children's Programing	\$15.75		
			OPERATING FUND	Elwood Children's Programing	\$116.23		
			Gift	Elwood Children's Programing	\$94.84		
				Total this claim	\$331.82		
22276	446	MADISON COUNTY TREASUR	OPERATING FUND	Taxes	\$70.00	8/2/04	REAL ESTATE TAXES
				Total this claim	\$70.00		
22277	447	ARAB TERMITE & PEST CONT	OPERATING FUND	Professional Services	\$47.00	8/9/04	As per attached invoices.
				Total this claim	\$47.00		
22278	485	AT&T	OPERATING FUND	Telephone & Telegraph	\$81.59	8/9/04	As per attached invoices.
				Total this claim	\$81.59		
22279	465	AUDIO VISUAL COMMUNICATI	OPERATING FUND	Professional Services	\$119.00	8/9/04	SERVICE CONTRACT FOR AUGUST
				Total this claim	\$119.00		
22280	479	BAKER & TAYLOR	OPERATING FUND	Elwood Adult	\$1,200.41	8/9/04	As per attached invoices.
			OPERATING FUND	Elwood Childrens	\$788.81		
			OPERATING FUND	Elwood YA	\$176.76		
			OPERATING FUND	Frankton	\$1,248.07		
			OPERATING FUND	Summitville	\$707.01		
			Gift	Summitville	\$15.54		
				Total this claim	\$4,136.60		
22281	480	BARBARA MCADAMS	Gift	Frankton Programing	\$48.28	8/9/04	PETTY CASH REIMBURSEMENT
			OPERATING FUND	Frankton Programing	\$9.24		
				Total this claim	\$57.52		
22282	448	BARBARA SNIPES	OPERATING FUND	Traveling Expense	\$31.69	8/9/04	MILEAGE
				Total this claim	\$31.69		
22283	449	BEVERLY AUSTIN	OPERATING FUND	Traveling Expense	\$163.08	8/9/04	MILEAGE
				Total this claim	\$163.08		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
22284	450	C & J MOWING SERVICE	OPERATING FUND	Professional Services	\$44.00	8/9/04	LAWN CARE
			OPERATING FUND	Professional Services	\$64.00		
				Total this claim	\$108.00		
22285	451	CDW GOVERNMENT, INC.	OPERATING FUND	Technology Software	\$219.00	8/9/04	PHOTOSHOP ELEMENTS SOFTWARE
				Total this claim	\$219.00		
22286	467	CINTAS CORPORATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$55.57	8/9/04	As per attached invoices.
				Total this claim	\$55.57		
22287	452	CINTAS LOCATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$41.00	8/9/04	As per attached invoices.
				Total this claim	\$41.00		
22288	453	CVS PHARMACY	OPERATING FUND	Elwood Children's Programing	\$12.94	8/9/04	PHOTO DEVELOPMENT
				Total this claim	\$12.94		
22289	454	DEEM, LLC	OPERATING FUND	Professional Services	\$775.00	8/9/04	As per attached invoices.
				Total this claim	\$775.00		
22290	455	DEMCO	OPERATING FUND	Book Processing	\$123.53	8/9/04	As per attached invoices.
				Total this claim	\$123.53		
22291	456	DIAL ONE	OPERATING FUND	Equipment/Maint.	\$596.00	8/9/04	CHECK & CLEAN & REPAIR OF AIR CONDITIONER AT S'VILLE & SERVICE CONTRACT
				Total this claim	\$596.00		
22292	477	DIANA L. SHEPARD	OPERATING FUND	Traveling Expense	\$97.10	8/9/04	MILEAGE JANUARY - JULY
				Total this claim	\$97.10		
22293	466	GAYLORD BROS.	OPERATING FUND	Operating Supplies	\$94.09	8/9/04	As per attached invoices.
				Total this claim	\$94.09		
22294	457	HARPER'S CARPET CLEANIN	OPERATING FUND	Professional Services	\$80.00	8/9/04	CLEAN CARPET AT FRANKTON
				Total this claim	\$80.00		
22295	458	HORTON'S & SONS OF ELWO	OPERATING FUND	Operating Supplies	\$120.83	8/9/04	As per attached invoices.
				Total this claim	\$120.83		
22296	486	INDIANA NEWSPAPERS, INC.	OPERATING FUND	Summitville Period. & Newsp.	\$156.00	8/9/04	52 WEEKS SUBSCRIPTION INDIANAPOLIS STAR-SUMMITVILLE
				Total this claim	\$156.00		
22297	459	LIBRARY STORE INC., THE	OPERATING FUND	Book Processing	\$60.70	8/9/04	As per attached invoices.
			OPERATING FUND	Operating Supplies	\$164.64		
				Total this claim	\$225.34		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
22288	460	MANIFOLD REFUSE, INC.	OPERATING FUND	Waste Disposal Services	\$60.00	8/9/04	TRASH SERVICE - FRANKTON
				Total this claim	\$60.00		
22289	462	MARSH SUPERMARKET	GR	Elwood Children's Programing	\$47.83	8/9/04	As per attached invoices.
				Total this claim	\$47.83		
22300	461	MATRIX ELECTRIC, INC	OPERATING FUND	Professional Services	\$401.00	8/9/04	LIGHTING REPAIR AT SUMMITVILLE
				Total this claim	\$401.00		
22301	478	MIDWEST TAPE	OPERATING FUND	Frankton AV	\$132.95	8/9/04	
			OPERATING FUND	Elwood AV	\$805.66		
			OPERATING FUND	Summitville AV	\$191.90		
				Total this claim	\$1,130.51		
22302	463	MINOLTA BUSINESS SYSTEM	OPERATING FUND	Professional Services	\$135.00	8/9/04	As per attached invoices.
				Total this claim	\$135.00		
22303	464	MTM INCORPORATED	OPERATING FUND	Operating Supplies	\$65.57	8/9/04	PLASTIC REELS FOR MICROFILM READER
				Total this claim	\$65.57		
22304	469	ORIENTAL TRADING COMPAN	OPERATING FUND	Elwood Children's Programing	\$83.70	8/9/04	As per attached invoices.
				Total this claim	\$83.70		
22305	483	POSTMASTER	OPERATING FUND	Postage & UPS	\$37.00	8/9/04	POSTAGE STAMPS
			OPERATING FUND	Postage & UPS	\$37.00		
				Total this claim	\$74.00		
22306	470	QUILL CORPORATION	OPERATING FUND	Office Supplies	\$282.71	8/9/04	As per attached invoices.
				Total this claim	\$282.71		
22307	471	RALPH MALEY	OPERATING FUND	Traveling Expense	\$100.10	8/9/04	MILEAGE
				Total this claim	\$100.10		
22308	468	RAMSAY BUSINESS PRODUC	OPERATING FUND	Office Supplies	\$13.64	8/9/04	As per attached invoices.
			OPERATING FUND	Office Supplies	\$27.54		
			OPERATING FUND	Office Supplies	\$31.54		
			OPERATING FUND	Equipment/Rental	\$76.38		
				Total this claim	\$149.10		
22309	472	REGIONAL SUPPLY CENTER, I	OPERATING FUND	Office Supplies	\$109.89	8/9/04	As per attached invoices.
				Total this claim	\$109.89		
22310	484	SBC	OPERATING FUND	Telephone & Telegraph	\$290.05	8/9/04	As per attached invoices.
				Total this claim	\$290.05		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
22311	473	SPECIALTY STORE SERVICES	OPERATING FUND	Book Processing	\$195.97	8/9/04	As per attached invoices.
				Total this claim	<u>\$195.97</u>		
22312	474	TECHNOLOGY RESOURCE CE	OPERATING FUND	Techology Software	\$572.98	8/9/04	STUDIO MX - CONTRIBUTE COMPUTER SOFTWARE
				Total this claim	<u>\$572.98</u>		
22313	482	UNITED STATES POSTAL SER	OPERATING FUND	Postage & UPS	\$400.00	8/9/04	POSTAGE FOR METER
				Total this claim	<u>\$400.00</u>		
22314	475	UPSTART	OPERATING FUND	Frankton Programing	\$20.00	8/9/04	As per attached invoices.
				Total this claim	<u>\$20.00</u>		
22315	476	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$11.95	8/9/04	As per attached invoices.
				Total this claim	<u>\$11.95</u>		
22316	481	VERIZON	OPERATING FUND	Telephone & Telegraph	\$165.54	8/9/04	As per attached invoices.
				Total this claim	<u>\$165.54</u>		

Warrant Claim
Number Number Name of Claimant

Fund

Account

Amount

Date

Explanation

Total Amount of Claims \$66,658.58

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, August 06, 2004

Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this 9 day of August, 2004.

Penelope Ballander
Karin Lipson
Don Hill

Betty Caldwell
David Ward
Bette Dabzell

SIGNATURES OF GOVERNING BOARD

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

	JULY	JULY	AMOUNT OF	% OF	YTD
	2003	2004	CHANGE	CHANGE	
ELWOOD					
ADULT	4051	3550	-501	-12%	25032
JUVENILE	2973	2177	-796	-27%	17708
Y. A.	413	352	-61	-15%	2179
PERIOD.	561	604	43	8%	4018
AUDIO	280	357	77	28%	1914
VIDEO	4140	4175	35	1%	28650
TOTAL	12418	11215	-1203	-10%	79501

FRANKTON					
ADULT	1270	1109	-161	-13%	8737
JUVENILE	1290	1644	354	27%	6260
Y. A.	95	104	9	9%	475
PERIOD:	272	312	40	15%	2586
AUDIO	41	46	5	12%	342
VIDEO	1356	1583	227	17%	8441
TOTAL	4324	4798	474	11%	26841

HAZELBAKER					
ADULT	777	722	-55	-7%	4662
JUVENILE	903	352	-551	-61%	2606
Y. A.	94	63	-31	-33%	478
PERIOD.	199	74	-125	-63%	780
AUDIO	70	20	-50	-71%	228
VIDEO	470	707	237	50%	3861
TOTAL	2513	1938	-575	-23%	12615

SYSTEM					
ADULT	6098	5381	-717	-12%	38431
JUVENILE	5166	4173	-993	-19%	26574
Y. A.	602	519	-83	-14%	3132
PERIOD.	1032	990	-42	-4%	7386
AUDIO	391	423	32	8%	2484
VIDEO	5966	6465	499	8%	40952
TOTAL	19255	17951	-1304	-7%	118959

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	9480	2830	1129
REF.	34	25	15
ASSITS.	1688	465	334
COMP A.	915	274	323
PROG. A.	1 - 6	0 - 0	0 - 0
J.	24 - 440	4 - 138	0 - 0

TECH SERVICE PROCESSED 488 ITEMS AND WITHDREW 622 ITEMS

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
BUDGET HEARING**

Elwood Public Library Meeting Room

September 1, 2004

7:00pm

2005 Budget Hearing

AGENDA

CALL TO ORDER

CALL FOR QUORUM

**PRESENTATION OF BUDGET ESTIMATES AND TAX LEVIES
FOR THE 2005 BUDGET**

PUBLIC COMMENT

ADJOURN

***** -COMM, JOURNAL- ***** DATE AUG-27-2004 ***** TIME 08:54 *****

MODE = MEMORY TRANSMISSION

START=AUG-27 08:53

END=AUG-27 08:54

FILE NO.=870

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

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0953- *****

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
BUDGET HEARING**

Elwood Public Library Meeting Room

September 1, 2004

7:00pm

2005 Budget Hearing

AGENDA

CALL TO ORDER

CALL FOR QUORUM

**PRESENTATION OF BUDGET ESTIMATES AND TAX LEVIES
FOR THE 2005 BUDGET**

PUBLIC COMMENT

ADJOURN

*Please publish in
Herald & Liberator
-epw*

*10/1/04
10/1/04*

MODE = MEMORY TRANSMISSION START=AUG-27 08:52 END=AUG-27 08:53

FILE NO.=869

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

-ELWOOD PUBLIC LIBRARY -

*****-ELWOOD LIBRARY - ***** 765 552 0955-*****

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
BUDGET HEARING**

Elwood Public Library Meeting Room

September 1, 2004

7:00pm

2005 Budget Hearing

AGENDA

CALL TO ORDER

CALL FOR QUORUM

**PRESENTATION OF BUDGET ESTIMATES AND TAX LEVIES
FOR THE 2005 BUDGET**

PUBLIC COMMENT

ADJOURN

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
PUBLIC BUDGET HEARING
SEPTEMBER 1, 2004
7:00 p.m.**

CALL TO ORDER

President Kevin Sipe called the budget hearing for the 2005 budget to order on September 1, 2004 at 7:00 p.m. in the Elwood Public Library Meeting Room.

CALL FOR QUORUM

Present were the following board members: Kevin Sipe, Don Hill, Betty Caldwell, Pam Bohlander, Wayne Davidson, Betti Dalzell, and Donna Wiand. Also present was Director Beverly Austin.

PRESENTATION OF BUDGET ESTIMATES AND TAX LEVIES FOR THE 2005 BUDGET YEAR:

The Net Assessed Valuation is \$612,874,820.00.

The Library Operating Fund Budget is \$990,645.00. Estimate funds to be raised are \$552,000.00 with current tax levy of \$528,434.00.

The Debt Service budget estimate is \$242,000.00. Estimate funds to be raised are \$223,269.00 with tax levy of \$207,696.00.

The Library Improvement Reserve Fund budget estimate is \$94,780.00. There is no estimated amount to be raised and no tax levy.

The Rainy Day Fund estimate is \$70,000.00. There is no maximum estimated amount to be raised and no tax levy.

The total maximum estimated funds to be raised are \$552,000.00.

PUBLIC COMMENT

There was no public present for comment.

MODE = MEMORY TRANSMISSION

START=SEP-03 14:18

END=SEP-03 14:18

FILE NO. =018

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

-ELWOOD PUBLIC LIBRARY-

***** -ELWOOD LIBRARY- *****

AGENDA

September 13, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

ELWOOD PUBLIC LIBRARY MEETING ROOM

REGULAR MEETING

7:00 P.M.

- CALL TO ORDER
- CALL FOR QUORUM
- MINUTES
- CLAIMS REGISTER & CHECKS
- OLD BUSINESS
 - 1. Adopt 2005 Budget
 - 2. Driver Education program
 - 3. Elwood-outside lighting
- NEW BUSINESS
 - 1. NICCLE agreement approval
 - 2. Rental appropriation resolution
- DIRECTOR'S REPORT
- ADJOURNMENT

AGENDA

September 13, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

ELWOOD PUBLIC LIBRARY MEETING ROOM

REGULAR MEETING

7:00 P.M.

- CALL TO ORDER
- CALL FOR QUORUM
- MINUTES
- CLAIMS REGISTER & CHECKS
- OLD BUSINESS
 - 1. Adopt 2005 Budget
 - 2. Driver Education program
 - 3. Elwood-outside lighting
- NEW BUSINESS
 - 1. NICCLE agreement approval
 - 2. Rental appropriation resolution
- DIRECTOR'S REPORT
- ADJOURNMENT

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

*Thank you
Diana*

MODE = MEMORY TRANSMISSION START=SEP-09 14:20 END=SEP-09 14:20

FILE NO.=019

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

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
REGULAR MEETING
September 13, 2004
7:00 p.m.
Elwood Public Library**

AGENDA

September 13, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES**

ELWOOD PUBLIC LIBRARY MEETING ROOM

**REGULAR MEETING
7:00 P.M.**

- CALL TO ORDER
- CALL FOR QUORUM
- MINUTES
- CLAIMS REGISTER & CHECKS
- OLD BUSINESS
 - 1. Adopt 2005 Budget
 - 2. Driver Education program
 - 3. Elwood-outside lighting
- NEW BUSINESS
 - 1. NICCLE agreement approval
 - 2. Rental appropriation resolution
- DIRECTOR'S REPORT
- ADJOURNMENT

CALL TO ORDER

President Kevin Sipe called the meeting of the North Madison County Public Library System Board of Trustees to order at 7:00 p.m. on September 13, 2004 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present with President Sipe were the following members: Pam Bohlander, Betty Caldwell, Don Hill, Bette Dalzell, Wayne Davidson, and Donna Wiand. Also present was Beverly Austin, Director.

MINUTES

A motion was made by Pam Bohlander to accept the minutes from the August 9, 2004 executive session and regular meeting and the minutes of the September 1, 2004 Public Budget Hearing. Don Hill seconded the motion. The motion carried.

CLAIMS REGISTER & CHECKS

The members signed the claims register. Treasurer Wayne Davidson signed the checks.

OLD BUSINESS

Frankton

Jerry Bridges, Madison County Council of Governments Executive Director and Kato Smith, architect for the Frankton project, addressed the Board with information on application for a Department of Commerce grant to help with the cost of the Frankton project. An income survey for the area served is the first priority. Mr. Bridges will obtain information concerning this for the board. The concern is whether this will be an income survey for the town of Frankton, a survey of Lafayette and part of Pipe Creek townships served by the Frankton school district, or all five townships served by the NMCPLS.

One of three objectives is needed to obtain a Department of Commerce grant. One is an emergency need. The second objective is a need for a low-moderate income area. The third is a slum/blight area need. The second and

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

*Thank you
Diana*

third objectives may help the NMCPLS board obtain a grant. The slum/blight objective may be the most feasible. The town of Frankton would serve as the sponsor of the NMCPLS Board for the grant process. Grants are available up to \$500,000.00 maximum.

If the Board wants to apply for this grant, October 1 is the beginning point. The proposal is due January 2005 and would be awarded, if accepted, in June 2005. The building could begin by August 2005 with 18 months to complete project.

If the Board does not apply for the grant and proceeds at this time, there is a 4-6 month difference. The project could start groundbreaking in Spring 2005 and be completed by Fall 2005.

2005 Budget

The next order of business was the adoption of the 2005 budget. A motion to adopt was made by Betty Caldwell and seconded by Bette Dalzell. The motion was for the following: Library Operating Fund of \$990,645.00, Debt Service of \$242,000.00; Library Improvement Reserve Fund of \$94,780.00 with no tax levy or amount to be raised; and the Rainy Day fund for \$70,000.00 with no tax levy or amount to be raised. The motion carried.

Driver Education program

Driver Education program information was presented to the board. It was decided to continue looking for appropriate materials that may be accessed through the Internet as well as DVD format.

Elwood outside lighting

Matrix Electric was called concerning outside lights again being out. They share our frustration with this problem and have suggested above ground lighting. They presented a bid to replace existing lights with new above ground fixtures. The bid was for parts and all labor would be free. The board approved moving forward with the replacement.

Frankton project

Lonnie Therber called the director on September 9 to inform her that Union Planters Bank will be buying bonds. They require being the trustee on the new bond issue. National City will be the escrow trustee until January 2006. The closing will be September 22, 2004 and the monies will then be available. The funds will be approximately \$437,000. Mr. Therber

suggested that if the board delays the building project, it would be advisable to invest the money until the board is ready to proceed.

Fred Brames sent a resume indicating an interest in being the consultant on the Frankton project. This information will be retained for further reference.

Elwood problems

The Elwood library north door lock is not working properly. Central Hardware has ordered a part.

NEW BUSINESS

Public Comments:

Rex Patton, a Summitville resident, made a request to speak. Mr. Patton was concerned about the one-hour limit policy on the NMCPLS computers. He requested the board reconsider this policy regarding the one-hour time limit on the computers. No action was taken. Mr. Sipe thanked Mr. Patton for taking the time to attend the meeting and express his opinion.

NICCL Agreement

The Northern Indiana Computer Consortium for Libraries has changed the computer support service company. A new agreement was presented for review by the board.

Rental resolution

An appropriation resolution for the rental to National City Bank for the Frankton facility was presented. The motion to accept the resolution was made by Pam Bohlander and seconded by Betty Caldwell. The motion on the resolution carried.

Hazelbaker needs

Hazelbaker library needs a gutter repaired on the east side of the building. The director will proceed with finding someone to make the necessary repairs.

A letter was also received from Marvin Saubert concerning lawn care of the Summitville property. He was responsible for this care until his deployment a year ago. He will be returning and is requesting to take care of the facility beginning with the mowing season of 2005. No action was taken on the request.

ADJOURNMENT

With no objection, the president adjourned the meeting at 8:55 p.m.

Betty Caldwell

Betty Caldwell, Secretary

Amelia Bellander Korra Ward

[Signature] [Signature]

Matrix Electric, INC.

5913 Martin Luther King Jr. Blvd

Anderson, IN 46013-9725

Fax: 765-648-1080

Trace 765-208-0962

Estimate

DATE	ESTIMATE #
7/8/2014	K5

NAME / ADDRESS
Elwood Public Library 1600 Main St Elwood IN 46006

*At your request
I call to you
I talked to Lisa
- Jim*

DESCRIPTION
We propose to retrofit underground lighting fixtures outside perimeter of building. We will replace fixtures with above ground fixtures similar to sign lighting. We will not charge labor for the work outside.
There will only be a meter in cost for the job.
Relocating new fixtures above ground will fit the system.
We propose using a 700 Watt incandescent fixture at \$75.00 each which includes lamp.
We will use a mounting bracket on which to mount fixture at \$10.00 each.
The wire needed will be \$175.00 total.
We will fill holes for total of \$180.00 total.
We hope this is a workable solution for this problem.
TOTAL

[Handwritten notes on a separate piece of paper]

FAX #
765-648-1080

Tenant hereunder, in which event, said amount so paid shall be paid by Tenant to Landlord with the next succeeding rent payment and any default in such payment shall be construed a default in the payment of rent; (b) to re-enter the Premises and eject all persons in accordance with applicable law; (c) to declare this Lease at an end and terminated; (d) to recover from Tenant rent or any other sum due Landlord under this Lease; (e) to recover from Tenant the present value amount of the rent reserved hereunder for the balance of the Term, as reasonably determined by Landlord; (f) to recover from Tenant any actual and reasonable damages sustained by Landlord in recovering possession of the Premises or collecting any amounts owed by Tenant including, without limitation, all costs and expenses including reasonable legal fees and costs, court filing fees; and (g) to continue this Lease in effect and relet the Premises or any part thereof, as agent for and for the account of Tenant, in which event, the rents received on such reletting shall be applied first to the expense of such reletting and collection, including commercially reasonable renovation and alteration fees, reasonable attorney fees and any real estate commissions paid, and thereafter toward the payment of all sums due or to become due Landlord hereunder, and if a sufficient sum shall not be thus realized to pay such sums and other charges, Tenant shall pay Landlord any deficiency on demand, notwithstanding Landlord may have relet the Premises for an amount in excess of the rent stipulated in this Lease in prior or subsequent months, and Landlord may bring an action for such deficiency at the time of any reletting. Landlord will not be obligated or responsible in any way for any failure to relet the Premises or, in the event that the Premises are relet, for the failure to collect the rent under such reletting. If Landlord elects any one or more remedies granted above, Landlord shall have the right to elect one or more other remedies at any time thereafter. No action of Landlord shall be construed as an election to terminate this Lease unless written notice of such intention is given by Landlord to Tenant.

14. Hazardous Substances. Tenant shall not manufacture, store, generate, treat or dispose of any hazardous substance on the Property, including the Premises, or cause, suffer or permit the same to be done by any person or entity, without the prior written consent of Landlord, which consent may be withheld in Landlord's sole discretion. For purposes of this Section, the term "hazardous substance" shall mean any substance, the manufacture, use, treatment, storage, transportation or disposal of which is regulated by any federal, state or local law having as its object the protection of public health, natural resources or the environment. In the event that any hazardous substance is discovered to have been released by Tenant, its employees, agents, invitees, contractors or third parties under Tenant's control during the Term, whether such discovery is made during the Term or at any time thereafter (and if such discovery is made by or known to Tenant, Tenant shall, at its sole cost and expense, take all steps necessary to forthwith remove and properly dispose of such hazardous substances and clean up and remediate any contamination or damage resulting therefrom, in full compliance with all applicable laws and regulations and to the reasonable satisfaction of Landlord. If the discovery of such release is made by or known to Tenant, Tenant shall notify Landlord immediately upon such discovery. Tenant shall defend, indemnify and hold Landlord harmless from and against any liabilities, including, without limitation, judgments, fines, penalties, court costs and reasonable attorneys' fees sustained by Landlord resulting from Tenant's failure to fully comply with the provisions of this Section. Landlord reserves the right (but shall not have the obligation) to enter upon and inspect the Premises from time to time during the Tenant's business hours and upon reasonable notice in connection with the foregoing.

15. Security Deposit. Tenant shall deposit with Landlord the sum of \$ NONE as and for a lease security deposit. If Tenant defaults in any of its obligations under this Lease Landlord may apply or retain all or any part of said deposit for the payment of any sums due hereunder, or for any other sums which Landlord may expend by reason of Tenant's default as provided herein, in which event Tenant shall promptly thereafter restore said deposit to its original amount. If Tenant fully complies with all the provisions of this Lease, the security deposit, or balance thereof, will be returned to the Tenant, without interest, after the termination of this Lease and the surrender of possession as herein provided.

16. Rights Reserved to Landlord; Rules and Regulations. Landlord may enter the Premises at reasonable times and upon reasonable notice to install or repair pipes, wires and other appliances or make any repairs, renovations or improvements deemed necessary by Landlord to the use and occupancy of the Building. Landlord shall have the right to enter upon the Premises at all reasonable hours and upon reasonable notice for the purpose of inspecting the same. Landlord shall also have the right to enter the Premises without prior notice in case of emergency. For a period commencing six (6) months prior to the expiration or termination of this Lease, Landlord may show the Premises to prospective purchasers or tenants, and may display in and about the Premises the usual "TO RENT" signs. Landlord also reserves the right to establish reasonable, nondiscriminatory rules and regulations pertaining to the maintenance and operation of the Property, and to do such other acts as in Landlord's judgment may be desirable in order to preserve, secure, protect and promote same. Any such regulations annexed hereto are incorporated herein by reference and made a part of this Lease. If no regulations are annexed Landlord reserves the right to establish such regulations as Landlord determines in its sole and reasonable judgment, to be necessary for the orderly, secure and efficient operation of the Property. Tenant and its agents, employees, invitees, guests and licensees shall comply with all such rules and regulations. However, nothing herein shall be construed to impose a duty upon Landlord to enforce such rules and regulations, or the provisions of any other lease, against any other tenant, and Landlord shall not be liable for any violation thereof by any other tenant, or its agents, employees, invitees, guests or licensees.

17. Landlord's Right to Perform. If Tenant fails to pay or perform any obligation of Tenant under this Lease, Landlord may, at its option, pay or perform such obligation on Tenant's behalf. Landlord shall not be responsible to Tenant for any loss or damage that may accrue to Tenant or Tenant's business by reason of such performance. If Landlord makes any such payment or performs any such obligation, Tenant agrees that Tenant will on demand pay to Landlord the cost thereof with interest at the lesser of [18%] or the highest rate allowed by law, and upon default in such payment Landlord shall have the same remedies as provided in this Lease for the non-payment of rent.

18. No Liability. Landlord shall not be responsible or liable to Tenant or anyone claiming through Tenant for any loss or damage that may be caused by the exercise of Landlord's rights hereunder or by the acts or omissions of persons occupying adjoining premises or any part of the Property, or for any loss or damage resulting to Tenant or Tenant's property from bursting, stoppage or leaking of water, gas, sewer or steam pipes, or for any disruptions caused as a result of any tenant improvements or maintenance work conducted by Landlord on any portion of the Property or for any utility interruptions, or for loss or damage resulting from any other cause beyond Landlord's control; and any such activity shall not be deemed an interference with Tenant's quiet enjoyment, nor shall Tenant be entitled to an abatement of rent by reason or any such occurrences. In the event, for any reason arising out of this Lease or Tenant's occupancy of the Premises, Tenant recovers a money judgment against Landlord, such judgment may be satisfied only out of the proceeds of sale received upon execution of such judgment levied against the

right, title and interest of Landlord in the Property, and not against any other property or interests of Landlord, and neither Landlord nor any of its shareholders, officers, directors, members, employees or affiliates shall be liable personally for any deficiency.

19. Surrender. At the expiration or earlier termination of the Term, Tenant will surrender the Premises in like condition as when taken, broom-clean and in good condition and repair, reasonable wear and tear excepted, and will deliver all keys for the Premises to Landlord at the place fixed for payment of rent. Tenant shall also remove all of its property from the Premises and all Alterations and Tenant signage required by Landlord to be removed as provided elsewhere in this Lease, and shall repair all damage caused by such removal. All costs and expenses incurred by Landlord in connection with repairing or restoring the Premises to the condition called for herein, together with costs of removing from the Premises any property of Tenant left therein, including any Alterations required to be removed, shall be payable to Landlord immediately upon delivery of an invoice therefor.

20. Holdover. If Tenant remains in possession of the Premises after the expiration of this Lease without executing a new (or amended) lease, it will be deemed to be occupying the Premises as a tenant from month-to-month, subject to all of the provisions of this Lease to the extent the same are applicable to a month-to-month tenancy, except that the rent for each month will be [150]% percent of the regular monthly installment of rent owing by Tenant for the last month of the Term, together with the payment of all other sums as required to be paid under the terms of this Lease.

21. Signage; Projections. Tenant shall not post or attach any signs or displays of any kind, or attach or hang any curtains, blinds, shades, screens, awnings or other projections or improvements of any, to the interior or exterior of any window of the Premises or anywhere else on the Property, without Landlord's prior written consent. Upon termination of the Lease, Tenant shall remove any Tenant signage Landlord requests be removed and shall repair all damage caused by such removal.

22. Tenant's Taxes. Tenant shall be responsible for and shall pay, before delinquency, all municipal, county and/or state taxes assessed during the Term against any personal property of any kind owned or placed in the Premises by Tenant. Tenant shall also be responsible for any tax or other governmental charge of whatever name or nature assessed or levied by reason of Tenant's occupancy or possession of the Premises).

23. Subordination; Attornment; Estoppel Certificate. This Lease shall be subject and subordinate to the interests of the holders of any notes secured by mortgages on the Property or any part thereof, now or in the future, and while the provisions of this Section are self-executing, Tenant shall execute such documents requested by Landlord to affirm or give notice of such subordination. Upon request of the holder of any note secured by a mortgage on the Property, Tenant shall agree in writing that no action taken by such holder to enforce said mortgage shall terminate this Lease or invalidate or constitute breach of any of its provisions; and Tenant shall attorn to such mortgagee, or to any purchaser of said property at any foreclosure sale, or sale in lieu of foreclosure, for the balance of the Term on all the terms and conditions herein contained. At the request of Landlord, Tenant shall within ten (10) days after such request deliver to Landlord, or anyone designated by Landlord, a certificate stating and certifying as of its date any matter reasonably requested with respect to the Lease, including without limitation the date to which rent and other charges under this Lease have been paid, and, if such be true, that this Lease is unmodified and in full force and effect and Landlord is not in default under any provision of this Lease. Tenant shall state with particularity in what respects Tenant deems said certificate to be inaccurate.

24. Delayed Occupancy. If the Tenant shall be unable to enter or occupy the Premises as herein provided by reason of the Premises not being ready for occupancy, or by reason of holding over of a previous tenant, or by reason of any casualty, or due to interruptions caused by maintenance or repair work, or as a result of any reason beyond the reasonable control of the Landlord, Landlord shall not be liable in damages to the Tenant, but during the period of such delay, rent shall be abated and Landlord shall be the sole judge as to when the Premises are ready for occupancy.

25. Notices. Unless specifically stated to the contrary in this Lease, any notice, demand, request or other instrument which may be or is required to be given hereunder shall be sent by United States certified mail, return receipt requested, postage prepaid, or by personal delivery or by telecopier (confirmed transmission with copy by first class mail), and shall be deemed to have been given upon the date of delivery or two (2) days after the date of certified mailing, whichever first occurs. Landlord and Tenant may also use a nationally-recognized courier company to send overnight notices or demands, in which event the date of delivery of such notice or demand shall be deemed to be the day after the date of delivery of such notice or demand to the courier company, as indicated on the receipt of such company. Notices shall be sent to Tenant at the Premises and to Landlord at SAME AS RENTAL PAYMENT ADDRESS.

26. Entire Agreement; Amendment; Binding. This Lease, including any Additional Provisions, riders, addenda and/or exhibits attached hereto and forming a part hereof, sets forth all of the covenants, agreements, conditions and understandings between Landlord and Tenant concerning the Premises. There are no covenants, agreements, inducements, representations, conditions or understandings, either oral or written, between the parties hereto, other than those set forth herein. This Lease may be modified or amended only by a written agreement signed by Landlord and Tenant. The covenants, conditions and agreements herein are binding on the heirs, legal representatives, successors and assigns of the parties hereto, provided, however, that no assignment by, from, through or under Tenant in violation of the provisions hereof shall vest in such purported assignee any right, title or interest whatsoever.

27. Brokers. Landlord and Tenant each represent and warrant to the other that it has not dealt with any broker(s) in connection with this Lease except for the broker(s), if any, identified in, and whose fee(s) shall be paid as set forth in, any Additional Provisions. Landlord and Tenant each agree to indemnify and hold harmless the other from any and all claims, losses, costs and expenses (including reasonable attorneys' fees) and liability for any compensation or commissions to any broker or agent with respect to this Lease or the negotiation thereof except as set forth in any Additional Provisions.

28. Governing Law; Jury Waiver. This Lease shall be governed by and construed in accordance with the laws of the jurisdiction in which the Property is located. The invalidation of one or more terms of this Lease shall not affect the validity of the remaining terms. Landlord and

Tenant hereby waive the right to any jury trial in any action, proceeding or counterclaim in connection with this Lease brought by either party against the other party.

29. Headings; Pronouns. The headings contained herein are for convenience only and shall not be used to define, explain, modify or aid in the interpretation or construction of the contents hereof. Whenever in this Lease words, including pronouns, are used in the masculine, they shall be read in the feminine or neuter whenever they would so apply and vice versa, and words in this Lease that are singular shall be read as plural whenever the latter would so apply and vice versa.

30. Nonwaiver, Rights Cumulative. The failure of Landlord to enforce any covenant or condition of this Lease shall not be deemed a waiver thereof or of the right to enforce each and every covenant and condition of this Lease. No provision of this Lease shall be deemed to have been waived by Landlord unless such waiver shall be in writing and signed by Landlord. All rights and remedies of Landlord under this Lease shall be cumulative, and none shall exclude any other rights or remedies allowed by law.

31. Authority to Execute; Counterparts; Recording. Landlord and Tenant each represents and warrants to the other that this Lease has been duly authorized, executed and delivered by such party and constitutes the legal, valid and binding obligation of such party enforceable in accordance with its terms. This Lease may be executed in several counterparts and all such executed counterparts shall constitute a single agreement. Neither this Lease nor any memoranda thereof shall be recorded without the prior written consent of Landlord.

32. Additional Provisions.

NONE - OTHER THAN TENANT HAS RIGHT TO TERMINATE LEASE WITH NINETY (90) DAYS PRIOR WRITTEN NOTICE TO LANDLORD.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

LANDLORD:

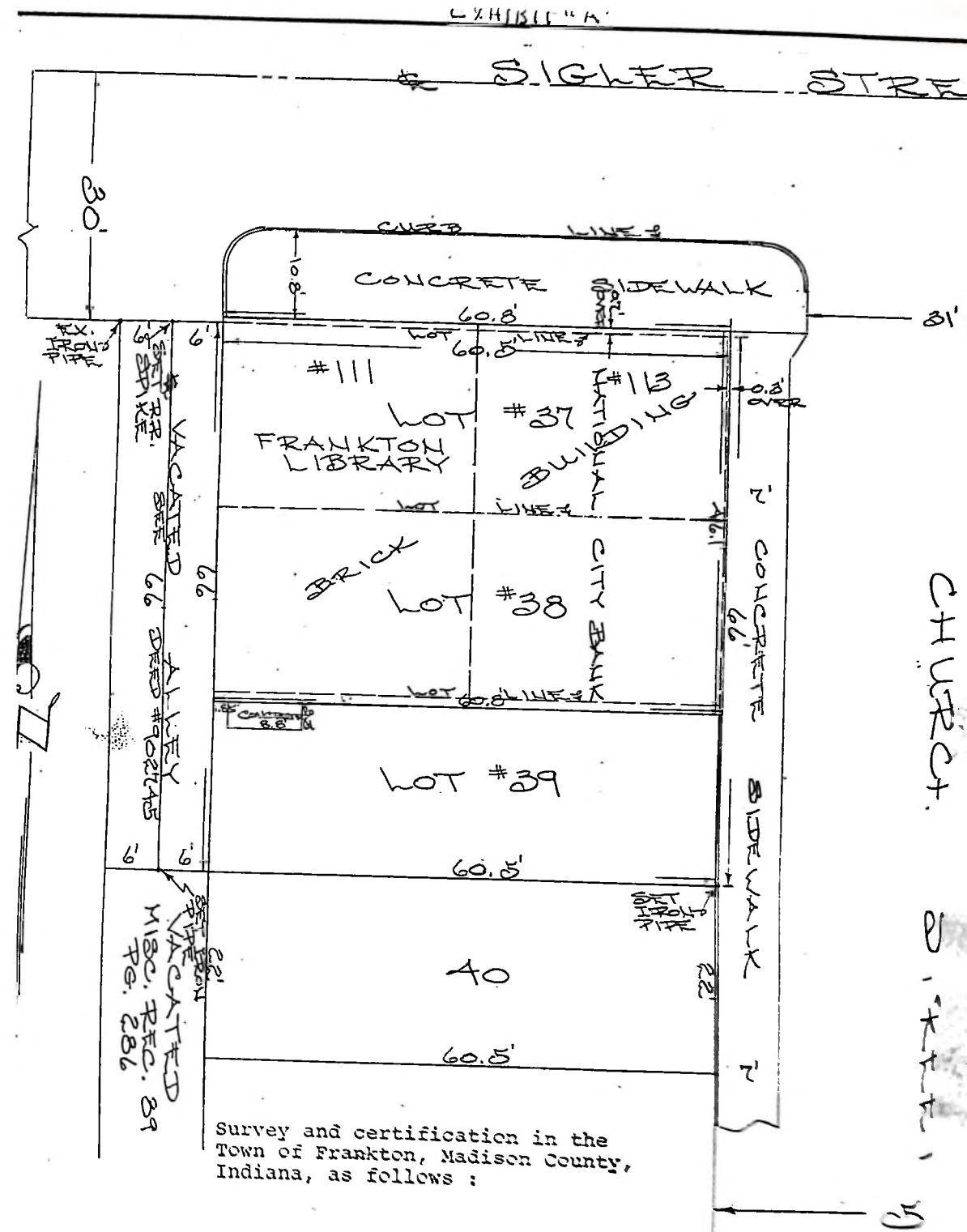
National City Bank OF IN.

By: [Signature]
Its: Vice President

TENANT:

No. Mod. Co. Public Library System

By: [Signature]
Its: Director



Survey and certification in the Town of Frankton, Madison County, Indiana, as follows :

Lots numbered 37, 38 and 39 and the East-half of a vacated alley adjacent to the West-end of said lots, all in a Continuation Addition to the Town of Frankton, Indiana, the plat recorded in Plat Book 5, Page 114 in the Office of

REAL ESTATE RENTAL APPROPRIATION RESOLUTION

WHEREAS, It has been determined that the North Madison County Public Library System is in need of an appropriation in order to pay rent to National City Bank for the Frankton facility. No such appropriation was established in the 2004 budget. Rent will commence on August 15, 2004 with a monthly payment of \$500. The first payment is due September 1, 2004 in the amount of \$750. This payment is for August 15, 2004 through September 30, 2004.

NOW THEREFORE BE IT ORDAINED (resolved) by the Board of Trustees of the North Madison County Public Library System, Madison County, that a Real Estate Rental appropriation be established and included in the 2004 Operating Budget.

Adopted this 13th day of September 2004.

NAY

AYE

Anna Ward
Kevin Dyer
Wayne E. Dyer
Annula L. Lullander
Bette Dabill

ATTEST:

Betty Caldwell
Betty Caldwell, Secretary

Beverly Austin, Director

Register Of Claims

North Madison County Public Library System

Report Date: From 8/10/04 To 9/13/04

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	497	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,930.58	8/25/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	<u>\$15,773.78</u>		
0	512	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,532.63	9/8/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	<u>\$15,375.83</u>		
0	513	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,176.20	9/8/04	P/R ENDING 9/4/04
			FICA	Payroll Deductions	\$953.28		
			Federal Taxes Withheld	Payroll Deductions	\$1,653.90		
			Medicare	Payroll Deductions	\$222.92		
				Total this claim	<u>\$4,006.30</u>		
0	514	ING AETNA	Annuity	Payroll Deductions	\$130.00	9/8/04	P/R ENDING 9/4/04
				Total this claim	<u>\$130.00</u>		
0	487	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,769.17	8/11/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	<u>\$15,612.37</u>		
0	500	ING AETNA	Annuity	Payroll Deductions	\$130.00	8/25/04	P/R ENDING 8/21/04
				Total this claim	<u>\$130.00</u>		
0	498	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,206.66	8/25/04	P/R ENDING 8/21/04
			FICA	Payroll Deductions	\$977.96		
			Federal Taxes Withheld	Payroll Deductions	\$1,712.58		
			Medicare	Payroll Deductions	\$228.70		
				Total this claim	<u>\$4,125.90</u>		
0	490	ING AETNA	Annuity	Payroll Deductions	\$130.00	8/11/04	P/R ENDING 8/7/04
				Total this claim	<u>\$130.00</u>		
0	489	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,194.31	8/11/04	P/R ENDING 8/7/04
			FICA	Payroll Deductions	\$967.96		
			Federal Taxes Withheld	Payroll Deductions	\$1,695.97		
			Medicare	Payroll Deductions	\$226.35		
				Total this claim	<u>\$4,084.59</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
22317	492	AVAYA COMMUNICATION	OPERATING FUND	Telephone & Telegraph	\$137.64	8/11/04	As per attached invoices.
				Total this claim	<u>\$137.64</u>		
22318	488	DAVID E. MORROW	OPERATING FUND	Consulting Services	\$105.00	8/11/04	SECURITY GUARD WEEK ENDING 7/31/04
				Total this claim	<u>\$105.00</u>		
22319	493	INDIANA-AMERICAN WATER C	OPERATING FUND	Water	\$39.20	8/11/04	As per attached invoices.
				Total this claim	<u>\$39.20</u>		
22320	491	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$803.73	8/11/04	P/R ENDING 8/7/04
			OPERATING FUND	Other Professional Services	\$1,574.81		
				Total this claim	<u>\$2,378.54</u>		
22321	494	NANCY SUMNER	OPERATING FUND	Postage & UPS	\$14.89	8/11/04	PETTY CASH REIMBURSEMENT
			OPERATING FUND	Fuel, Oil and Lubricants	\$21.71		
				Total this claim	<u>\$36.60</u>		
22322	495	ORIENTAL TRADING COMPAN	OPERATING FUND	Elwood Adult Programing	\$23.90	8/11/04	As per attached invoices.
				Total this claim	<u>\$23.90</u>		
22323	496	BURNETTE - DELLINGER INC.	OPERATING FUND	Insurance	\$7,834.00	8/11/04	PACKAGE PLICY RENEWAL
				Total this claim	<u>\$7,834.00</u>		
22324	502	AMERICAN ELECTRIC POWER	OPERATING FUND	Electricity	\$396.70	8/25/04	As per attached invoices.
			OPERATING FUND	Electricity	\$1,602.11		
				Total this claim	<u>\$1,998.81</u>		
22325	503	AT&T	OPERATING FUND	Telephone & Telegraph	\$46.17	8/25/04	As per attached invoices.
			OPERATING FUND	Telephone & Telegraph	\$46.14		
				Total this claim	<u>\$92.31</u>		
22326	504	CDW GOVERNMENT, INC.	OPERATING FUND	Techology Software	\$154.99	8/25/04	As per attached invoices.
				Total this claim	<u>\$154.99</u>		
22327	505	DAVID E. MORROW	OPERATING FUND	Consulting Services	\$247.50	8/25/04	SECURITY GUARD SERVICE FOR WK ENDING 8/14 & 8/21/04
				Total this claim	<u>\$247.50</u>		
22328	499	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,103.00	8/25/04	PAYROLL DEDUCTIONS FOR AUGUST
			County Taxes Withheld	Payroll Deductions	\$387.20		
				Total this claim	<u>\$1,490.20</u>		
22329	501	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$763.68	8/25/04	P/R ENDING 8/21/04
			OPERATING FUND	Other Professional Services	\$1,574.81		
				Total this claim	<u>\$2,338.49</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
22330	511	MEDICAL MUTUAL OF OHIO	Insurance OPERATING FUND	Payroll Deductions Emp Cont Group Ins	\$258.00 \$2,671.42	8/25/04	REMAINDER OF AUGUST & SEPTEMBER 2004 MEDICAL INSURANCE PREMIUM
Total this claim					<u>\$2,929.42</u>		
22331	506	NATIONAL CITY BANK	OPERATING FUND	Real Estate	\$750.00	8/25/04	RENT FOR AUGUST 15-SEPTEMBER 30, 2004 - FRANKTON
Total this claim					<u>\$750.00</u>		
22332	507	SBC	OPERATING FUND	Telephone & Telegraph	\$115.98	8/25/04	As per attached invoices.
Total this claim					<u>\$115.98</u>		
22333	508	TOWN OF FRANKTON	OPERATING FUND OPERATING FUND OPERATING FUND	Electricity Water Waste Disposal Services	\$118.73 \$11.65 \$8.82	8/25/04	As per attached invoices.
Total this claim					<u>\$139.20</u>		
22334	509	VECTREN ENERGY DELIVERY	OPERATING FUND OPERATING FUND	Gas Gas	\$37.01 \$13.00	8/25/04	As per attached invoices.
Total this claim					<u>\$50.01</u>		
22335	510	VISA	Gift Gift OPERATING FUND	Elwood Adult Programing Elwood Children's Programing Elwood Children's Programing	\$205.32 \$41.67 \$65.71	8/25/04	As per attached invoices.
Total this claim					<u>\$312.70</u>		
22336	516	AT&T	OPERATING FUND	Telephone & Telegraph	\$88.39	9/8/04	As per attached invoices.
Total this claim					<u>\$88.39</u>		
22337	522	AVAYA COMMUNICATION	OPERATING FUND	Telephone & Telegraph	\$137.64	9/8/04	SERVICE AGREEMENT
Total this claim					<u>\$137.64</u>		
22338	517	CITY OF ELWOOD UTILITIES	OPERATING FUND	Water	\$211.33	9/8/04	As per attached invoices.
Total this claim					<u>\$211.33</u>		
22339	518	DAVID E. MORROW	OPERATING FUND	Consulting Services	\$298.50	9/8/04	SECURITY GUARD WKS ENDING 8/28/04 - 9/4/04
Total this claim					<u>\$298.50</u>		
22340	515	MADISON COUNTY FEDERAL	Credit Union OPERATING FUND	Payroll Deductions Other Professional Services	\$749.87 \$1,574.81	9/8/04	P/R ENDING 9/4/04
Total this claim					<u>\$2,324.68</u>		
22341	519	SBC	OPERATING FUND	Telephone & Telegraph	\$299.22	9/8/04	As per attached invoices.
Total this claim					<u>\$299.22</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>
22342	520	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$11.99	9/8/04	As per attached invoices.
				Total this claim	<u>\$11.99</u>		
22343	521	VERIZON	OPERATING FUND	Telephone & Telegraph	\$150.69	9/8/04	As per attached invoices.
				Total this claim	<u>\$150.69</u>		
22344	523	1ST CHOICE LOCKSMITH	OPERATING FUND	Professional Services	\$40.00	9/13/04	REPAIR NORTH MEETING ROOM DOOR
				Total this claim	<u>\$40.00</u>		
22345	524	A GAME SPORTS	OPERATING FUND	Elwood AV	\$54.99	9/13/04	SPORTS VIDEOS
				Total this claim	<u>\$54.99</u>		
22346	525	ARAB TERMITE & PEST CONT	OPERATING FUND	Professional Services	\$47.00	9/13/04	As per attached invoices.
				Total this claim	<u>\$47.00</u>		
22347	526	AUDIO VISUAL COMMUNICATI	OPERATING FUND	Professional Services	\$119.00	9/13/04	SERVICE CONTRACT FOR SEPTEMBER
				Total this claim	<u>\$119.00</u>		
22348	527	AUTOMATED MAILING EQUIP	OPERATING FUND	Professional Services	\$130.00	9/13/04	ANNUAL MAINTENANCE AGREEMENT- POSTAGE METER
				Total this claim	<u>\$130.00</u>		
22349	564	BAKER & TAYLOR	OPERATING FUND	Elwood Adult	\$1,849.99	9/13/04	As per attached invoices.
			OPERATING FUND	Elwood Childrens	\$1,315.20		
			OPERATING FUND	Elwood YA	\$243.46		
			OPERATING FUND	Frankton	\$1,202.20		
			OPERATING FUND	Summitville	\$860.66		
			Gift	Elwood Childrens	\$9.44		
				Total this claim	<u>\$5,480.95</u>		
22350	528	BARBARA SNIPES	OPERATING FUND	Traveling Expense	\$21.76	9/13/04	MILEAGE FOR AUGUST
				Total this claim	<u>\$21.76</u>		
22351	529	BINGHAM, FARRER & WILSON	OPERATING FUND	Legal Services	\$177.91	9/13/04	LEGAL SERVICES
				Total this claim	<u>\$177.91</u>		
22352	532	C & J MOWING SERVICE	OPERATING FUND	Professional Services	\$44.00	9/13/04	MOWING FRANKTON - SUMMITVILLE
			OPERATING FUND	Professional Services	\$96.00		
				Total this claim	<u>\$140.00</u>		
22353	531	CINTAS CORPORATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$55.57	9/13/04	As per attached invoices.
				Total this claim	<u>\$55.57</u>		
22354	530	CINTAS LOCATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$41.00	9/13/04	As per attached invoices.
				Total this claim	<u>\$41.00</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>
22355	533	CNHI MEDIA	OPERATING FUND	Advertising & Public Noticon	\$86.17	9/13/04	BUDGET LEGAL NOTICE
				Total this claim	<u>\$86.17</u>		
22356	534	CVS PHARMACY	OPERATING FUND	Elwood Children's Programing	\$5.99	9/13/04	PHOTO DEVELOPMENT
				Total this claim	<u>\$5.99</u>		
22357	535	DEMCO	OPERATING FUND	Book Processing	\$18.44	9/13/04	
				Total this claim	<u>\$18.44</u>		
22358	536	EAGLE PUBLISHING COMPAN	OPERATING FUND	Elwood Indiana Room	\$40.00	9/13/04	As per attached invoices.
				Total this claim	<u>\$40.00</u>		
22359	537	ELWOOD CALL LEADER	OPERATING FUND	Advertising & Public Notices	\$82.72	9/13/04	BUDGET LEGAL NOTICE
				Total this claim	<u>\$82.72</u>		
22360	538	ELWOOD TIRE & AUTO SERVI	OPERATING FUND	Professional Services	\$10.00	9/13/04	TIRE FOR LAWN TRACTOR
			OPERATING FUND	Repair Parts/Maintenance	\$33.25		
				Total this claim	<u>\$43.25</u>		
22361	539	FILIP, INC.	OPERATING FUND	Cleaning & Sanitation Supplies	\$57.53	9/13/04	As per attached invoices.
				Total this claim	<u>\$57.53</u>		
22362	541	GAYLORD BROS.	OPERATING FUND	Elwood Indiana Room	\$409.12	9/13/04	As per attached invoices.
				Total this claim	<u>\$409.12</u>		
22363	542	HIGHSMITH CO.,INC.	Gift	Summitville Programing	\$21.80	9/13/04	As per attached invoices.
				Total this claim	<u>\$21.80</u>		
22364	543	HORTON'S & SONS OF ELWO	OPERATING FUND	Operating Supplies	\$226.76	9/13/04	As per attached invoices.
			OPERATING FUND	Postage & UPS	\$60.98		
				Total this claim	<u>\$287.74</u>		
22365	544	HP PRODUCTS	OPERATING FUND	Cleaning & Sanitation Supplies	\$122.55	9/13/04	As per attached invoices.
				Total this claim	<u>\$122.55</u>		
22366	565	INDIANA-AMERICAN WATER C	OPERATING FUND	Water	\$44.53	9/13/04	As per attached invoices.
				Total this claim	<u>\$44.53</u>		
22367	545	JAMIE B. SCOTT	OPERATING FUND	Traveling Expense	\$90.61	9/13/04	MILEAGE
				Total this claim	<u>\$90.61</u>		
22368	546	LIBRARY CORPORATION, THE	OPERATING FUND	Automation	\$900.00	9/13/04	LIBRARY SOLUTION LICENSE
				Total this claim	<u>\$900.00</u>		
22369	547	LIBRARY STORE INC., THE	OPERATING FUND	Book Processing	\$593.64	9/13/04	As per attached invoices.
				Total this claim	<u>\$593.64</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>
22370	550	MARSH SUPERMARKET	Gift	Elwood Children's Programing	\$22.78	9/13/04	As per attached invoices.
			OPERATING FUND	Elwood Children's Programing	\$1.79		
				Total this claim	<u>\$24.57</u>		
22371	551	MATRIX ELECTRIC, INC	OPERATING FUND	Professional Services	\$402.00	9/13/04	REPLACE TIME CLOCK
				Total this claim	<u>\$402.00</u>		
22372	548	MGI TRAFFIC CONTROL PROD	OPERATING FUND	Paint and painting supplies	\$40.55	9/13/04	PAINT FOR PARKING LOT
				Total this claim	<u>\$40.55</u>		
22373	549	MGM SOLUTIONS, INC	OPERATING FUND	Technology Equipment	\$82.00	9/13/04	SCANNER
				Total this claim	<u>\$82.00</u>		
22374	552	MIDWEST TAPE	OPERATING FUND	Frankton AV	\$496.77	9/13/04	As per attached invoices.
			OPERATING FUND	Elwood AV	\$1,451.26		
			OPERATING FUND	Summitville AV	\$495.75		
				Total this claim	<u>\$2,443.78</u>		
22375	553	PILLSBURY CLASSIC COOKB	OPERATING FUND	Frankton Per. & Newsp.	\$19.95	9/13/04	ONE YEAR SUBSCRIPTION
				Total this claim	<u>\$19.95</u>		
22376	554	POSTMASTER - SUMMITVILL	OPERATING FUND	Equipment/Rental	\$68.00	9/13/04	P.O. BOX RENTAL
				Total this claim	<u>\$68.00</u>		
22377	555	PROQUEST INFORMATION & L	OPERATING FUND	Elwood Period. & News.	\$248.05	9/13/04	NEWSPAPERS TO MICROFILM 1/1/04-6/30/04
				Total this claim	<u>\$248.05</u>		
22378	556	QUILL CORPORATION	OPERATING FUND	Office Supplies	\$242.92	9/13/04	As per attached invoices.
				Total this claim	<u>\$242.92</u>		
22379	557	RAMSAY BUSINESS PRODUC	OPERATING FUND	Office Supplies	\$27.23	9/13/04	As per attached invoices.
			OPERATING FUND	Office Supplies	\$10.71		
			OPERATING FUND	Office Supplies	\$155.52		
			OPERATING FUND	Equipment/Rental	\$76.38		
				Total this claim	<u>\$269.84</u>		
22380	558	RICHARD E. WARD & ASSOCI	Rainy Day Fund	Consulting Services	\$750.00	9/13/04	SURVEY 201-003 EAST SIGLER STREET, FRANKTON
				Total this claim	<u>\$750.00</u>		
22381	559	STATE CHEMICAL MANUFACT	OPERATING FUND	Cleaning & Sanitation Supplies	\$147.53	9/13/04	As per attached invoices.
				Total this claim	<u>\$147.53</u>		
22382	540	THOMSON GALE	OPERATING FUND	Summitville	\$113.01	9/13/04	As per attached invoices.
				Total this claim	<u>\$113.01</u>		

Warrant
Number

Claim
Number

Name of Claimant

Fund

Account

Amount

Date


Explanation

22383	560	TIGERDIRECT.COM	OPERATING FUND	Technology Equipment	\$333.95	9/13/04	HEADPHONES-MAXTOR
				Total this claim	\$333.95		
22384	561	TOPS TRUE VALUE	OPERATING FUND	Repair Parts/Maintenance	\$11.90	9/13/04	As per attached invoices.
				Total this claim	\$11.90		
22385	562	UPSTART	OPERATING FUND	Elwood Children's Programing	\$51.75	9/13/04	As per attached invoices.
			OPERATING FUND	Operating Supplies	\$75.68		
				Total this claim	\$127.43		
22386	563	WEBSSENSE, INC.	OPERATING FUND	Techology Software	\$416.67	9/13/04	SECURITY FOR PC 50 USER
				Total this claim	\$416.67		

Total Amount of Claims \$98,920.12

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

Friday, September 10, 2004

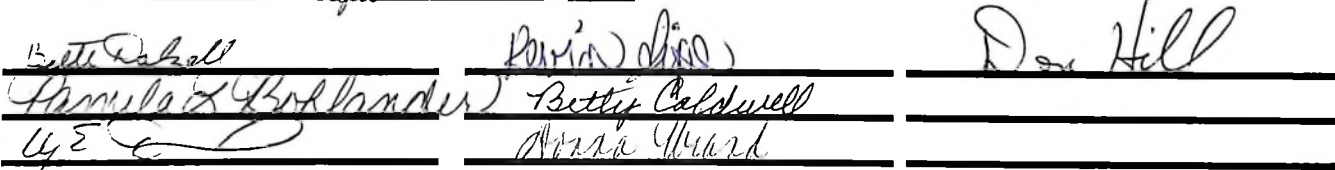

Fiscal Officer

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 **\$98,920.12**

Date this 13 day of September, 2004.



SIGNATURES OF GOVERNING BOARD

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

	AUG	AUG	AMOUNT OF	% OF	YTD
	2003	2004	CHANGE	CHANGE	
ELWOOD					
ADULT	3038	3396	358	12%	28428
JUVENILE	1967	1907	-60	-3%	19615
Y. A.	286	350	64	22%	2529
PERIOD.	593	576	-17	-3%	4594
AUDIO	285	297	12	4%	2211
VIDEO	3949	3859	-90	-2%	32509
TOTAL	10118	10385	267	3%	89886

FRANKTON					
ADULT	1070	1089	19	2%	9826
JUVENILE	622	886	264	42%	7146
Y. A.	42	79	37	88%	554
PERIOD.	232	392	160	69%	2978
AUDIO	30	37	7	23%	379
VIDEO	1188	1484	296	25%	9925
TOTAL	3184	3967	783	25%	30808

HAZELBAKER					
ADULT	679	676	-3	0%	5338
JUVENILE	493	345	-148	-30%	2951
Y. A.	96	51	-45	-47%	529
PERIOD.	147	60	-87	-59%	840
AUDIO	43	24	-19	-44%	252
VIDEO	347	637	290	84%	4498
TOTAL	1805	1793	-12	-1%	14408

SYSTEM					
ADULT	4787	5161	374	8%	43592
JUVENILE	3082	3138	56	2%	29712
Y. A.	424	480	56	13%	3612
PERIOD.	972	1028	56	6%	8414
AUDIO	358	358	0	0%	2842
VIDEO	5484	5980	496	9%	46932
TOTAL	15107	16145	1038	7%	135104

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	9887	2258	1357
REF.	39	21	27
ASSITS.	1805	570	414
COMP A.	1033	305	339
PROG. A.	1 - 7	0	1 - 22
J.	11 - 632	0	0

Tech Service processed 959 items and withdrew 795 items

AGENDA

October 11, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Executive Session
6:30 p.m.**

**CALL TO ORDER
CALL FOR QUORUM
BUSINESS
IC5-14-1.5-6.1(b)(5) Personnel**

**Regular Meeting
7:00 p.m.
Elwood Public Library**

**CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS
1. Frankton
NEW BUSINESS
1 YS old card catalog
2. Update Computer policy
DIRECTOR'S REPORT
ADJOURNMENT**

MODE = MEMORY TRANSMISSION START=OCT-06 14:10 END=OCT-06 14:11

FILE NO.=385

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<01>	FRANKTON	001/001	00:00:24

-ELWOOD PUBLIC LIBRARY -

AGENDA

October 11, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Executive Session
6:30 p.m.**

**CALL TO ORDER
CALL FOR QUORUM
BUSINESS
IC5-14-1.5-6.1(b)(5) Personnel**

**Regular Meeting
7:00 p.m.
Elwood Public Library**

**CALL TO ORDER
CALL FOR QUORUM
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CLAIMS REGISTER & CHECKS
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DIRECTOR'S REPORT
ADJOURNMENT**

MODE = MEMORY TRANSMISSION START=OCT-06 14:08 END=OCT-06 14:09

FILE NO.=384

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

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

AGENDA

October 11, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Executive Session
6:30 p.m.**

**CALL TO ORDER
CALL FOR QUORUM
BUSINESS
IC5-14-1.5-6.1(b)(5) Personnel**

**Regular Meeting
7:00 p.m.
Elwood Public Library**

**CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS
1. Frankton
NEW BUSINESS
1 YS old card catalog
2. Update Computer policy
DIRECTOR'S REPORT
ADJOURNMENT**

Please post

MODE = MEMORY TRANSMISSION START=OCT-06 14:07 END=OCT-06 14:08

FILE NO.=383

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HEPARD BULLETIN	001/001	00:00:24

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

AGENDA

October 11, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Executive Session
6:30 p.m.**

**CALL TO ORDER
CALL FOR QUORUM
BUSINESS
IC5-14-1.5-6.1(b)(5) Personnel**

**Regular Meeting
7:00 p.m.
Elwood Public Library**

**CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS
1. Frankton
NEW BUSINESS
1 YS old card catalog
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DIRECTOR'S REPORT
ADJOURNMENT**

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

*Thanks
Diana*

MODE = MEMORY TRANSMISSION START=OCT-06 14:05 END=OCT-06 14:06

FILE NO.=382

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:22

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

**NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
October 11, 2004
7:00pm**

A special presentation was made to former NMCPLS Board of Trustees' member Jerry Kaiser. Appreciation, gratitude and thanks were extended to Jerry for the leadership and support he has shown during his fourteen years of service as a dedicated board member. Jerry served on the board from March 7, 1990 to July 1, 2004.

CALL TO ORDER
President Kevin Sipe called a regular meeting of the North Madison County Public Library Board of Trustees to order on Monday October 11, 2004 at 7:00pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM
Present with President Sipe were Donna Wiand, Don Hill, Pam Bohlander and Betty Caldwell. Also in attendance were former board member Jerry Kaiser, Frankton Branch Manager Barbara McAdams, Director Beverly Austin and Administrative Assistant Diana Shepard.

MINUTES
The minutes from the September 13, 2004 meeting were approved after Pam Bohlander made a motion to accept the minutes and Betty Caldwell made a second.

CLAIMS REGISTER AND CHECKS
The members signed the claims register and Assistant Treasurer Pam Bohlander signed checks.

OLD BUSINESS
Frankton
Architect Kato Smith met with Director Austin, Jamie Scott, Barbara McAdams and Linda Kemper on Friday, September 17, 2004. They discussed items that would be important in a new facility at Frankton. The hope was that Mr. Smith would be at tonight's meeting as planned to explain his ideas for the project. The board was asked to give consideration as to their desire to pursue a Department of Commerce grant. Pam Bohlander made a motion to pursue the grant for the purpose of a building project at Frankton. Betty Caldwell made a second and the motion carried. The best possibility for receiving a grant would be the consideration of slight and blight.

Concerning refinancing of bonds, the library will have approximately \$437,000.00 after bills have been paid from the refinancing. The bills that have been paid are: Ice Miller Legal & Business Advisors, \$14,832.82; Regions Bank, \$2,500.00; Therber, Brock & Kramer, \$10,000.00; US Bank, \$1,762.50; Bingham, Farrer & Wilson, \$3,367.53. No

AGENDA

October 11, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Executive Session
6:30 p.m.**

**CALL TO ORDER
CALL FOR QUORUM
BUSINESS**

IC5-14-1.5-6.1(b)(5) Personnel

**Regular Meeting
7:00 p.m.
Elwood Public Library**

**CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS**

1. Frankton

NEW BUSINESS

1 YS old card catalog

2. Update Computer policy

DIRECTOR'S REPORT

ADJOURNMENT

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

*Thanks
Diana*

other bills are anticipated at this time. The library now has approximately \$716,000.00 in ready cash for a project.

Mike Williams, President of the NMCPLS Leasing Corporation is the duly appointed and acting lessor of the Leasing Corporation. He is authorized to sign affidavit for payment vouchers for outstanding bills.

NEW BUSINESS

Youth Service old card catalog

It was asked that consideration be given to donating the card catalog that is currently in the Youth Service Department at Elwood to the Tipton County Historical Society. The question was asked if the Elwood Historical Society would be able to use the card catalog. Jerry Kaiser said that he has two card catalogs if anyone is interested in obtaining them. General consensus was to donate the card catalog.

Update computer policy

An addition to number 8 of the computer use policy reads as follows: "Any patron playing games on the Youth or Young Adult computers may switch games one time for a total of two games per day. The patron MAY NOT CHANGE computers. The patron must choose games for the computer on which they are assigned." Betty Caldwell made a motion to accept the addition to number 8 of the computer use policy. Donna Wiand made a second and the motion carried.

Pam Bohlander made a motion to give the employees of the library a 4% raise effective January 1, 2005. Donna Wiand made a second and the motion carried.

The June property tax draw has been received. This allowed \$7,000.00 to be repaid to the Operating Fund. This amount had been borrowed in order to make the lease rental payment that was due on June 30, 2004.

DIRECTOR'S REPORT

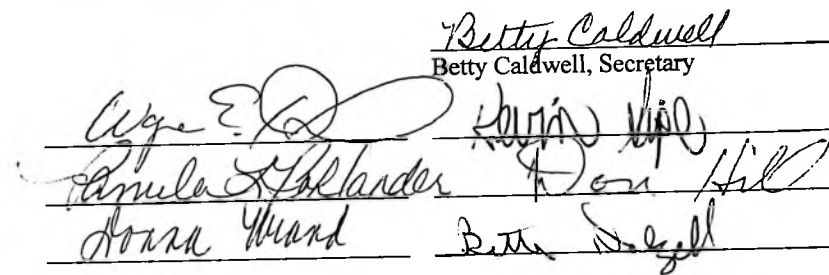
Central Hardware has not been at Elwood to fix the lock on the door off of the parking lot. It was explained to Central Hardware that they are liable if there is a break in at the library and that security is of the utmost importance. Repairs have been made on the roof at Elwood. Dave Idlewine was hired and charged \$95.00 to make the repairs. Plumbing repairs were made in the Youth Service girl's restroom. Keith Baldwin will repair the guttering at Summitville. The library will receive a \$5,000.00 reimbursable grant from the Madison County Community Foundation to use for the 2005 Madison County Reads Together Program, which will start in February. The library will be required to pay the bills for reimbursement. The copy machine that was formerly leased at Frankton has been purchased for that facility. A new copy machine has been leased at Summitville. A motion was made by Pam Bohlander to donate the old copy machine at Summitville to the Friends of the Library. Betty Caldwell made a second and the motion carried. The curtain rod in the men restroom has been removed since it has been pulled out of the wall. The Federal Government has made a decision to stop E-rate funding to schools and

libraries; however the state has enough money to carry us through until June 30, 2005 and they are hoping that the Federal legislator will change their mind.

Jerry Kaiser would like to thank the board for his recognition and stated his desire to attend the meetings whenever possible.

At the next meeting it should be decided if there would be a Clerk-of-the-Works hired for the Frankton project. Mike Williams stated that the members of the Leasing Corporation have said they have suggestions of individuals who might be considered for this position. If anyone has suggestions of individuals they believe would be knowledgeable in filling this position they should be turned over to the Director.

With no objections the meeting was adjourned.


Betty Caldwell, Secretary
Pam Bohlander
Donna Wiand
Don Hill
Bette Sezell

Register Of Claims

North Madison County Public Library System

Report Date: From **9/14/04** To **10/11/04**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	566	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,674.51	9/22/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	\$15,517.71		
0	567	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,187.10	9/22/04	P/R ENDING 9/18/04
			FICA	Payroll Deductions	\$962.11		
			Federal Taxes Withheld	Payroll Deductions	\$1,674.07		
			Medicare	Payroll Deductions	\$224.99		
				Total this claim	\$4,048.27		
0	569	ING AETNA	Annuity	Payroll Deductions	\$130.00	9/22/04	P/R ENDING 9/18/04
				Total this claim	\$130.00		
0	584	ING AETNA	Annuity	Payroll Deductions	\$130.00	10/6/04	P/R ENDING 10/2 04
				Total this claim	\$130.00		
0	583	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,171.79	10/6/04	P/R ENDING 10/2/04
			FICA	Payroll Deductions	\$949.71		
			Federal Taxes Withheld	Payroll Deductions	\$1,645.72		
			Medicare	Payroll Deductions	\$222.08		
				Total this claim	\$3,989.30		
0	582	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,474.55	10/6/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	\$15,317.75		
0	581	NORTH MADISON COUNTY PU	Debt Service Fund	Interfund Transfers	\$7,000.00	9/30/04	REPAY TEMPORARY LOAN TO OPERATING FUND OUT OF DEBT SERVICE FUND
				Total this claim	\$7,000.00		
22387	571	AMERICAN ELECTRIC POWER	OPERATING FUND	Electricity	\$396.84	9/22/04	As per attached invoices.
			OPERATING FUND	Electricity	\$1,740.83		
				Total this claim	\$2,137.67		
22388	572	AT&T	OPERATING FUND	Telephone & Telegraph	\$47.56	9/22/04	As per attached invoices.
			OPERATING FUND	Telephone & Telegraph	\$40.54		
				Total this claim	\$88.10		

<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>
22389	568	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,086.26	9/22/04	PAYROLL DEDUCTIONS FOR SEPTEMBER
			County Taxes Withheld	Payroll Deductions	\$381.06		
				Total this claim	\$1,467.32		
22390	570	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$802.41	9/22/04	P/R ENDING 9/18/04
			OPERATING FUND	Other Professional Services	\$1,574.81		
				Total this claim	\$2,377.22		
22391	579	MAUCKY'S	OPERATING FUND	Frankton Programing	\$85.95	9/22/04	COUPONS FOR FRANKTON READING CLUB
				Total this claim	\$85.95		
22392	578	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$258.00	9/22/04	PAYROLL DEDUCTIONS & EMPLOYER INSURANCE-OCTOBER
			OPERATING FUND	Emp Cont Group Ins	\$2,651.06		
				Total this claim	\$2,909.06		
22393	573	NATIONAL CITY BANK	OPERATING FUND	Real Estate	\$500.00	9/22/04	FRANKTON RENT FOR 10/1/04-10/31/04
				Total this claim	\$500.00		
22394	574	RUFUS JESSIE	OPERATING FUND	Waste Disposal Services	\$39.00	9/22/04	TRASH SERVICE - SUMMITVILLE - JULY, AUG, SEPT
				Total this claim	\$39.00		
22395	575	SBC	OPERATING FUND	Telephone & Telegraph	\$115.57	9/22/04	As per attached invoices.
				Total this claim	\$115.57		
22396	580	TOWN OF FRANKTON	OPERATING FUND	Electricity	\$74.83	9/22/04	FRANKTON LIBRARY AND ANNEX
			OPERATING FUND	Water	\$10.00		
			OPERATING FUND	Waste Disposal Services	\$8.83		
				Total this claim	\$93.66		
22397	576	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$45.88	9/22/04	As per attached invoices.
				Total this claim	\$45.88		
22398	577	VISA	OPERATING FUND	Elwood Children's Programing	\$41.11	9/22/04	As per attached invoices.
				Total this claim	\$41.11		
22399	586	AT&T	OPERATING FUND	Telephone & Telegraph	\$79.59	10/6/04	As per attached invoices.
				Total this claim	\$79.59		
22400	587	CITY OF ELWOOD UTILITIES	OPERATING FUND	Water	\$185.77	10/6/04	As per attached invoices.
				Total this claim	\$185.77		
22401	588	DAVE IDLEWINE	OPERATING FUND	Bldg. & Structure/Maint.	\$95.00	10/6/04	REPAIR OF ROOF - ELWOOD
				Total this claim	\$95.00		

<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>
22402	589	FRANKTON LIONS CLUB	OPERATING FUND	Frankton Programing	\$100.00	10/6/04	COMMUNITY CHRISTMAS PARTY-SANTA
				Total this claim	<u>\$100.00</u>		
22403	592	INDIANA STATE LIBRARY	PLAC	Other	\$312.00	10/6/04	3RD QUARTER PLAC PAYMENT
				Total this claim	<u>\$312.00</u>		
22404	590	INDIANA UNIVERSITY/IHETS	OPERATING FUND	Professional Meetings	\$50.00	10/6/04	IHETS CONFERENCE-JAMIE SCOTT
				Total this claim	<u>\$50.00</u>		
22405	585	MADISON COUNTY FEDERAL	Credit Union OPERATING FUND	Payroll Deductions Other Professional Services	\$737.54 \$1,574.81	10/6/04	P/R ENDING 10/2 04
				Total this claim	<u>\$2,312.35</u>		
22406	591	PUBLIC EMP. RETIREMENT F	PERF OPERATING FUND	Payroll Deductions Emp Cont PERF	\$2,637.88 \$4,964.70	10/6/04	3RD QUARTER 2004 PAYROLL DEDUCTIONS AND CONTIBUTIONS
				Total this claim	<u>\$7,602.58</u>		
22407	593	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$12.00	10/6/04	As per attached invoices.
				Total this claim	<u>\$12.00</u>		
22408	611	A.E. BOYCE CO., INC.	OPERATING FUND	Official Records	\$26.13	10/11/04	2004 INCOME TAX FORMS
				Total this claim	<u>\$26.13</u>		
22409	606	ARAB TERMITE & PEST CONT	OPERATING FUND	Professional Services	\$47.00	10/11/04	As per attached invoices.
				Total this claim	<u>\$47.00</u>		
22410	610	AUDIO VISUAL COMMUNICATI	OPERATING FUND	Professional Services	\$119.00	10/11/04	SERVICE CONTRACT FOR OCTOBER
				Total this claim	<u>\$119.00</u>		
22411	615	AVAYA COMMUNICATION	OPERATING FUND	Telephone & Telegraph	\$137.64	10/11/04	As per attached invoices.
				Total this claim	<u>\$137.64</u>		
22412	628	BAKER & TAYLOR	OPERATING FUND OPERATING FUND OPERATING FUND OPERATING FUND OPERATING FUND OPERATING FUND OPERATING FUND OPERATING FUND OPERATING FUND	Elwood Adult Elwood Childrens Elwood YA Frankton Summitville Elwood Childrens Elwood AV Summitville AV Title Source	\$2,413.15 \$1,156.79 \$266.43 \$1,599.18 \$1,234.90 \$202.18 \$164.59 \$20.29 \$2,290.00	10/11/04	As per attached invoices.
				Total this claim	<u>\$9,347.51</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
22413	594	BARBARA SNIPES	OPERATING FUND	Traveling Expense	\$66.91	10/11/04	MILEAGE FOR SEPTEMBER
				Total this claim	<u>\$66.91</u>		
22414	595	BON PRINTING	OPERATING FUND	Operating Supplies	\$120.00	10/11/04	PATRON REGISTRATION CARDS
				Total this claim	<u>\$120.00</u>		
22415	596	C & J MOWING SERVICE	OPERATING FUND	Professional Services	\$44.00	10/11/04	LAWN CARE - FRANKTON & SUMMITVILLE
			OPERATING FUND	Professional Services	\$32.00		
				Total this claim	<u>\$76.00</u>		
22416	597	CHAPMAN ELECTRIC SUPPLY	OPERATING FUND	Operating Supplies	\$38.53	10/11/04	HALOGEN LIGHT BULBS
				Total this claim	<u>\$38.53</u>		
22417	598	CINTAS CORPORATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$55.57	10/11/04	As per attached invoices.
				Total this claim	<u>\$55.57</u>		
22418	599	CINTAS LOCATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$41.00	10/11/04	As per attached invoices.
				Total this claim	<u>\$41.00</u>		
22419	600	DEEM, LLC	OPERATING FUND	Professional Services	\$455.00	10/11/04	HVAC QUARTERLY INSPECTION
				Total this claim	<u>\$455.00</u>		
22420	601	DIAL ONE	OPERATING FUND	Professional Services	\$279.00	10/11/04	REBUILD VALVE RESTROOM - YOUTH SERVICE ELWOOD
				Total this claim	<u>\$279.00</u>		
22421	602	GRUNAU COMPANY	OPERATING FUND	Professional Services	\$320.00	10/11/04	QUARTERLY FIRE SPRINKLER INSPECTION
				Total this claim	<u>\$320.00</u>		
22422	603	H.W.WILSON COMPANY	OPERATING FUND	Elwood Adult	\$378.00	10/11/04	PUBLIC LIBRARY CATALOG 12TH EDITION
				Total this claim	<u>\$378.00</u>		
22423	617	HIGHSMITH CO.,INC.	OPERATING FUND	Operating Supplies	\$100.00	10/11/04	BOOK BAGS
				Total this claim	<u>\$100.00</u>		
22424	604	HORTON'S & SONS OF ELWO	OPERATING FUND	Operating Supplies	\$192.77	10/11/04	As per attached invoices.
			OPERATING FUND	Repair Parts/Maintenance	\$3.29		
				Total this claim	<u>\$196.06</u>		
22425	605	INTELENET COMMISSION(ST	OPERATING FUND	Telephone & Telegraph	\$2,001.36	10/11/04	As per attached invoices.
				Total this claim	<u>\$2,001.36</u>		
22426	607	KNOWLEDGE SHOPPE, THE	OPERATING FUND	Operating Supplies	\$43.05	10/11/04	BULLETIN BOARD SUPPLIES
				Total this claim	<u>\$43.05</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
22427	608	LANDMARK AUDIOBOOKS	OPERATING FUND	Frankton AV	\$141.42	10/11/04	AUDIO DISCS
				Total this claim	<u>\$141.42</u>		
22428	609	LIBRARY CORPORATION, THE	OPERATING FUND	Automation	\$1,659.00	10/11/04	AUTOMATION SUPPORT & PATRON BARCODES
			OPERATING FUND	Automation	\$255.00		
			OPERATING FUND	Book Processing	\$180.00		
			OPERATING FUND	Book Processing	\$180.00		
			OPERATING FUND	Book Processing	\$355.00		
				Total this claim	<u>\$2,629.00</u>		
22429	612	MARSH SUPERMARKET	Gift	Elwood Children's Programing	\$11.92	10/11/04	As per attached invoices.
			OPERATING FUND	Elwood Children's Programing	\$14.75		
				Total this claim	<u>\$26.67</u>		
22430	613	MATTHEW BENDER & CO., IN	OPERATING FUND	Elwood Adult	\$79.30	10/11/04	BURNS IN ADVANCE CODE SERVICE
				Total this claim	<u>\$79.30</u>		
22431	626	MIDWEST TAPE	OPERATING FUND	Frankton AV	\$783.68	10/11/04	As per attached invoices.
			OPERATING FUND	Elwood AV	\$969.56		
			OPERATING FUND	Summitville AV	\$250.87		
				Total this claim	<u>\$2,004.11</u>		
22432	614	ORIENTAL TRADING COMPAN	OPERATING FUND	Summitville Programing	\$24.19	10/11/04	As per attached invoices.
				Total this claim	<u>\$24.19</u>		
22433	618	P C TODAY	OPERATING FUND	Elwood Period. & News.	\$29.00	10/11/04	12 ISSUES-SUBSCRIPTION
				Total this claim	<u>\$29.00</u>		
22434	619	POPULAR SUBSCRIPTION SE	OPERATING FUND	Elwood Period. & News.	\$3,047.59	10/11/04	As per attached invoices.
			OPERATING FUND	Frankton Per. & Newsp.	\$1,459.97		
			OPERATING FUND	Summitville Period. & Newsp.	\$874.15		
				Total this claim	<u>\$5,381.71</u>		
22435	620	QUILL CORPORATION	OPERATING FUND	Office Supplies	\$1,041.14	10/11/04	As per attached invoices.
			OPERATING FUND	Furniture & Equipment	\$159.78		
				Total this claim	<u>\$1,200.92</u>		
22436	621	PANCAJ BUSINESS PRODUC	OPERATING FUND	Office Supplies	\$12.50	10/11/04	As per attached invoices.
			OPERATING FUND	Office Supplies	\$18.53		
			OPERATING FUND	Office Supplies	\$33.98		
			OPERATING FUND	Equipment/Rental	\$50.94		
			OPERATING FUND	Furniture & Equipment	\$655.00		
				Total this claim	<u>\$770.75</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>
22437	622	RECORDED BOOKS, LLC	Gift	Summitville AV	\$619.16	10/11/04	As per attached invoices.
				Total this claim	<u>\$619.16</u>		
22438	623	SBC	OPERATING FUND	Telephone & Telegraph	\$295.06	10/11/04	As per attached invoices.
				Total this claim	<u>\$295.06</u>		
22439	629	SPECIALTY STORE SERVICES	OPERATING FUND	Book Processing	\$239.78	10/11/04	As per attached invoices.
				Total this claim	<u>\$239.78</u>		
22440	616	THOMSON GALE	OPERATING FUND	Frankton	\$456.75	10/11/04	BIOGRAPHY ENCYCLOPEDIA- LEADING AMERICAN BUSINESSES
				Total this claim	<u>\$456.75</u>		
22441	624	TOPS TRUE VALUE	OPERATING FUND	Operating Supplies	\$4.72	10/11/04	As per attached invoices.
				Total this claim	<u>\$4.72</u>		
22442	625	USI, INC	OPERATING FUND	Operating Supplies	\$219.40	10/11/04	LAMINATING POUCHES
				Total this claim	<u>\$219.40</u>		
22443	627	VERIZON	OPERATING FUND	Telephone & Telegraph	\$151.44	10/11/04	As per attached invoices.
				Total this claim	<u>\$151.44</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$94,903.98

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

Friday, October 08, 2004

Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this 11 day of September, 2004.

Amelia L. Leland
Betty Caldwell
Karen D. Hill

Anna Ward
Rose Hill

SIGNATURES OF GOVERNING BOARD

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

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 time constitutes agreement to the
Library's Internet and computer use policy!!!!

1. Exit from all programs when you are done. **DO NOT TURN OFF THE COMPUTER!** 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 preformatted disk. Disks may be purchased for \$1 from a library staff member. 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 disks.
3. **DO NOT** modify this computer or software in any way. This includes downloading and installing programs or plug-ins on this computer. [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.
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.

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. Sign-up sheets are available near the Reference Desk. You may reserve no more than a one-hour slot for the current day only. (Two hours for word processing if needed to complete project). 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. **TO BE ADDED:** Any patron playing games on the Youth or Young Adult computers may switch games one time for a total of two games per day. The patron **MAY NOT CHANGE** computers. The Patron must choose games for the computer on which they are assigned.
9. 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 Department and the Adult circulation desk and from circulation desks in the branch libraries. **EVERYONE USING THE COMPUTERS MUST HAVE A NMCPLS LIBRARY CARD.** Library cards of young people with Internet Permission will be coded, and the permission will be recorded in the patron's file.
10. 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 mail server, through a web site.
11. Printing is 20 cents per page. 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. If you need to print in color, please ask a staff member for assistance.
12. 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 computer's Internet access will result in loss of your Internet privileges. The use of the computer should not infringe upon the rights of others.

IF YOU FEEL THAT YOU CANNOT COMPLY WITH THESE TERMS,
PLEASE RETURN TO THE SIGN-IN DESK AND SIGN-OUT.

Adopted 4/12/03
Amended 10/11/04

The Public Library Construction Process: From Problem Recognition to Ribbon Snipping

By John Moorman and Fred Schlipf

This outline was prepared to accompany the authors' presentation on the library construction process at the Public Library Association symposium on Planning, Designing and Building the Perfect Library, March 25-27, 1999.

This presentation focuses on responsibilities facing library trustees and staff, and the space devoted to each topic in the outline reflects this concern rather than the actual amount of work to be done by hired experts and contractors.

Because this outline covers the construction process, it includes relatively little material on what constitutes good and bad library design. At the symposium, these topics were covered in later presentations.

1. Motivations

- **Some building projects occur because of unanticipated gifts, but most are the result of long-standing space, service, and structural needs.**
- **Ideally, libraries will review the adequacy of their structures every few years and take quick steps to cure problems.**
- **However, most libraries struggle for years with inadequate buildings before they are actually able to meet their needs.**
- **Don't make the mistake of assuming that all you have to do is cure one or two obvious problems. Solving one problem at a time is terribly expensive, and you may paint yourself into a corner in the process.**
- **Start by forming a building committee with board and staff members.**

2. Building Consultants

- **To make sure that you have looked consciously at all the problems facing your building- rather than just one or two particularly painful ones- start your project by hiring a building consultant.**
- **The job of a building consultant is to help review your current building and options, and to convert your needs to architectural terms. A consultant will also bring the perspective of a working librarian with special knowledge of how libraries occupy spaces.**
- **A building consultant is not an architect. Do not expect your consultant to design your**

building, write bid specifications, or help administer construction.

- Always hire a building consultant before you hire an architect. And always hire an architect before you hire a contractor.
- There are many ways to find consultants, including word of mouth, recommendations of other libraries, the LAMA consultant list, and lists compiled by state agencies and associations. But just because a name is on a list, it doesn't mean that's the kind of person you want.
- **In order to maintain proper checks and balances, it's important that the consultant NOT be an employee of the architect.** The job of the consultant is to view the project as you would if you had more experience with buildings, and to provide you with opinions independent of your architect's.
- Sometimes part of the job of the architect is to convince local people that what their library board and staff have been saying all along is actually true. That's just the sad part about experts- none of us is an expert at home.
- Prefer a consultant with extensive (at least ten years) practical and fairly recent experience working in real libraries.
- It's always reasonable to ask for an example of a prior program.
- Make sure that your consultant is committed to following your project through to the end- or at least through the preparation of bid documents. Clarify this, and check on follow-through costs.
- Whether you like the consultant personally is also an important consideration. The consultant is there to put your needs into architectural terms. To do so successfully, he has to be someone you like. If he gives you a major pain when you interview him, don't hire him.
- Always check references, both staff and boards. Prospective candidates should be happy to give you lists of previous clients.
- Questions to ask references include the following: Were you generally satisfied with the consultant? Did you enjoy working with the consultant? Did the consultant listen to you? Did he suggest all kinds of possibilities (even if you rejected most of them)? If the consultant squabbed with the architect, who in retrospect was correct? Was your consultant regarded positively by the grant giving authorities?
- Compared with other construction costs, consultants are inexpensive. If your consultant averts even one bad decision, you will probably have saved much more than the entire consulting fee.

3. Building Programs

- The creation of a written building program is the first step in a building project.

- The program specifies how much space of what kinds and in what juxtapositions your library needs.
- The program should also include a review of the existing facility, a statement of required equipment for each space, and information on the special architectural needs of libraries.
- Architects tend to view projects in terms of problems and their solutions. From this perspective, programming consists of defining the problem.
- After the program is complete, use it as a yardstick for evaluating your current building and your various options for expansion or starting over. Remember that until you know what you need, you can't evaluate what you have.
- While you are discussing your building program with your consultant, it's important to divorce yourself mentally from the service attitudes and procedures that are dictated by your current building rather than by community needs. Some people call this "thinking outside the box."
- It's tremendously important that your program be in print and in detail. As Francis Bacon said, "Truth emerges more readily from error than from confusion."
- When in doubt, involve more rather than fewer people in programming. Seek input widely. And the more people who read drafts of your program, the more likely you are to catch errors and omissions. (Remember that shelvees and custodians see the world in terms of doing their jobs, and that their problems matter.)
- When you are hiring architects, make sure that the firms know that they will be quizzed on your program at the time they are interviewed. This helps you make sure that they read the entire program and not just the pages summarizing square footages.
- The programs will be modified during the design phase of the project, but insist that the architects indicate up front where and how they wish to modify it and then discuss the change as a group.

4. Architects

- Avoid the temptation to go straight to a contractor for any library construction project, whether it's a new building or just a bunch of new windows. Design is almost always more complex than it appears, and if bidding is required under law, bid documents must be prepared professionally. A good architect is always a good investment, and, for any library project bigger than a woodshed, an essential investment. In fact, in many cases you won't be able to get a building permit without plans stamped by a licensed architect or engineer.
- You can locate possible firms in many ways. Among these are recommendations of other libraries, advertising, looking through building issues of library publications, and talking with your state library and other agencies. (Most firms are seeking commissions, and once word gets out that you're seeking an architect, architects will find you.)

- **Request information from at least half-a-dozen firms.** Ask them for lists of prior projects, including references and specific information on what percentage of each project was their responsibility. Ask them to list key personnel of their firms. If not all services are provided in-house, who will provide them? If the firm has done a number of libraries, ask specifically which staff member was the project architect for each library- it's frustrating to find out too late that the firm's library expert has moved on. (Many excellent firms hire structural engineers, mechanical engineers, electrical engineers, cost estimators, and so on. The decision of these firms not to provide these services in-house is not a failing, nor does it lead to poorer work.)
- **Call prior clients.** Are they satisfied now that their job is completed? Was the architect responsive to their needs? Did their building come in on time and under budget? Did the architect do a good job supervising construction? Was there an excessive number of change orders? Has your architect been back since the ten-month post-construction building check-up to see whether your building continues to function satisfactorily? Would you hire her again? (Ask your consultant to help you determine what's "excessive," and bear in mind that the blame for some change orders can be laid on fickle clients who change their minds midstream.)
- **Visit sites of previous work.** Talk to staff while you're there- preferably not just the director and board president who were there when the library was built, because they have a lot of ego involved in the project and often cannot (or will not) recognize errors.
- **Interview a limited number of architects-** up to three or four. Insist that the person who will be project architect be present at the interview. (Some large firms have sales architects and working architects. You want to interview the architect with whom you will work.) Spend two to three hours interviewing each of a very few firms rather than running many architects through a revolving door. If you try to interview more than five firms, you'll have a hard time getting all your board or building committee members to every interview, and you'll be unfair to the firms applying for your work, since it costs a surprising amount to make presentations.
- **Whether you like the architect personally is a valid consideration.** Working with someone you dislike is never a good idea.
- **After the interviews, you will have follow-up questions.** Feel free to call architects back for clarification, or call their previous client one more time.
- **Be sure you know any state laws affecting how you hire your architect.** In general, professionals are not hired by low bid.
- **Be sure you have the assistance of an experienced attorney before you sign a contract for architectural services.**
- **Almost everyone uses standard AIA (American Institute for Architects) forms, but many issues are negotiable.** Among the most important are the basic percentage or flat fee, the portion of the total fee that will be billed at each stage of the project, and the acceptable additional charges. The add-on charges can be extremely expensive, and your lawyer will need to clarify what extra charges will be made (for example) for preparation of grant-application documents, construction administration, grant administration, attendance at local public meetings, and such "reimbursables" as travel and postage costs, bid copies of

documents, renderings and models, and so on.

- **It's possible to contract with a team consisting of a local architect and an out-of-town architectural firm specializing in libraries, but there are potential problems.** The two firms may fail to work smoothly together, and you may have conflict between the out-of-town designer and the local people who prepare the bid document and administer the project. It may also be difficult to pin down responsibility for problems. (Teams consisting of architects and engineers, however, are standard.)
- **In your contract, you can specify that the project architect will stay with your project until it is completed.** This means that if the architect leaves the firm, it will have to hire her to complete your project. If your decision to hire a firm is based on the presence of a specific architect in that firm, this kind of agreement is particularly important.
- **The program is your instructions to the architect, and they should treat it as such.**
- **Remember at all times that you are the owner.** The building is yours, and the architect is your employee. You are paying all the costs, and you are the one that has to live in the finished library. Unless it's a matter of violating laws or legal regulations, you can always say "no" and stand your ground. (Bearing in mind, of course, that you may possibly be wrong.)
- **Treat your architects fairly.** Do not, for example, expect them to do major extra work not called for in your contract without extra compensation.

5. Construction Options

- **These are often the most difficult decisions in a building project.**
- **Among the issues are choice of site and of construction type (expansion, new construction, or conversion of an existing building).**
- **If your current building is an historic one, that will limit your options.** Check with your state and local preservation agencies and with your local government before going too far with planning.
- **When it comes to site selection, try to avoid having your library become a pawn in local development or redevelopment.** Your library may be good for a neighborhood, but the neighborhood may be bad for your library and its service to the community.
- **Renovating existing structures can sometimes save money and be good for public relations, but be sure that you understand the true costs in terms of both conversion and long-term occupancy.** In particular, watch for:
 - **Floors strong enough to carry library weight.** Libraries must carry live loads of 150 pounds and up per square foot, and few existing non-library buildings can handle this without reinforcement.
 - **Ability to provide sufficient cable conduit and wiring.**

- Ability to provide restrooms in the proper locations.
- Be sure that your new or expanded building can be expanded again in the future. People who want you to use inadequate sites will argue that the electronic revolution means that your library will never need to be expanded again. But they are wrong. Wrong, wrong, wrong.
- Be sure that your site is large enough. If you will be providing on-site parking- and most libraries do- you will need a site at least four times as large as the total floor area of your library. (Obviously this does not apply to central district libraries in large cities.)
- Remember that the best public library sites are good commercial sites. If it's not a place for a nice store, it's not a nice place for a public library. Among the un-nice sites to avoid are:
 - Sites directly next door to high schools or junior high schools. If schools are at least two or three blocks away, students can reach the library easily, but it's not the first thing they find when they bolt out the doors at 3:00 p.m.
 - Sites in government centers, next to city halls, police stations, and fire stations. These are frequently proposed, but they don't lend themselves to the multi-purpose trips that libraries need.
 - Sites in parks, unless the library entrance is directly off a well-lighted, busy street and facing commercial development.
 - Sites in areas citizens hesitate to visit after dark, or hesitate to have their children visit alone.
- Because good public libraries are good commercial sites, good public library sites aren't cheap.
- The world is awash with buildings and sites that are white elephants. Don't let people unload them on your library.

6. Schematic Design

- Schematic design is the first architectural step. When this step is completed, you should have:
 - Floor plans (including tentative furniture placement) and elevations (drawings of your building seen squarely from each side).
 - A site plan (showing how your building will fit on your site) and a vicinity plan (showing how your site relates to your community).
 - Outline specifications.
- Because engineering systems (electrical, HVAC, and so on) can represent as much as a third of the cost of construction, it's a good idea to have basic engineering concepts

included in the schematic designs.

- There are many methods of moving from the needs statements in your program to a schematic design, and different architects have different approaches. But whatever approach is taken, the building design should evolve from a concern with the individual spaces needed and their relationships to each other.
- Much of the creative design work of the project takes place during schematic design. Architects may correspondingly bill a substantial portion of their total fee at the completion of this stage. Although the AIA says that schematic design is fifteen percent of the project, some architects bill much more than that. If done well, the schematic design phase consumes a tremendous amount of very expensive architectural time.
- For the vast majority of public libraries, it's important that schematic designs emerge in stages. Libraries do not benefit from architects who work backwards from concept or appearance. If a full-fledged design is delivered at stage one, that's a bad signal. Beware of pretty boxes with muddled or uncertain interior arrangements.
- Some libraries, however, are intended more to make dramatic architectural statements than to function in practical ways. If this is your desire, it will alter your approach- and your selection of an architect.
- The evolution of a schematic design involves at least four essential parties: architect, library board, library staff, and consultant. When design problems occur, one of the best problem-solving approaches is to have representatives of these four elements sit down as a group and thrash out specific design ideas.
- Owners and architects frequently have disagreements at the schematic design phase. If your architect doesn't want to change an idea you don't like, you have a right to insist on specific reasons, and to reject those reasons if they aren't relevant to your needs and wishes.
- If you don't like a proposed idea, stop it as quickly as possible. Unwanted concepts tend to take on a life of their own and need to be brought to a quick halt. You are not doing your architects a favor by failing to say "no" the minute you see something you genuinely don't want, since the longer they work on a design you don't want, the more of their limited time they'll waste.
- In reviewing schematic designs, watch for the many functional problems that can occur in libraries. Look for problems with security, physical relationships between areas, lines-of-site, wasted space, and so on.

7. Renderings and Models

- Most library construction projects of any size will benefit from renderings and models.
- Renderings are artistic drawings of selected views of the inside and outside of the new library. Unlike the elevation drawings, which are rather mechanical representations, renderings are sketches in perspective. They have all the extra details to which most viewers respond- trees and plantings, passing cars, users, and so on. Some renderings are simple black-

and-white sketches, while others are full-color works of art.

- **Models are three-dimensional representations of the completed building.** Usually they are simplified, and frequently they are stylized. Models can vary from simple constructions showing little more than basic masses, to complex representations in color, with added trees, pedestrians, vehicles, and so on. Some models are exterior models only, while others have removable roofs and upper floors so that people can see the interior arrangement of each floor of the library.
- **Sometimes it's to your advantage to keep renderings and models somewhat vague and conceptual.** The more detail you give people up front, the more they'll expect to find that specific detail in the finished library. Some models are frequently built early in the project, details can change a great deal between them and the final bid documents.
- **Since very few people can read blueprints, renderings and models are an important way to show them what the completed building will look like.** In particular, voters and donors need to know what their tax dollars and donations will build.
- **The creation of architectural renderings and models is a highly skilled specialty, not something you can turn over to a friend who draws well or makes hobby models.** Some modern CADD systems can actually rotate views of buildings in space, and these greatly simplify making renderings, but it can be expensive to input all the necessary data.
- **One major issue is accurate representation.** Artists who create renderings of proposed buildings tend to gild the lily by omitting ugly mechanical details (such as air handling equipment or penthouses). They also tend to improve on the surroundings by replacing used car lots with virgin forests, adding greensward for which there is no actual space, and so on. Sometimes even the client doesn't realize how things will actually look. You will have to decide whether selective artistic vision will hurt or help you in the long run, and make sure you and your architect settle this issue face to face before renderings are prepared.
- **Software exists to provide approximate images of how your proposed building will look when it is completed, and to provide an animated impression of how it will feel to walk through it.** You may find this a useful promotional device, but remember that it's impossible to recreate the impression of moving through a three dimensional space on a computer screen.
- **Renderings and models are expensive.** The cost ranges from a few hundred dollars for a black and white drawing to many thousands for a complex scale model.
- **Study models, however, fall into a completely different category.** They are more rough-and-ready constructions used by architects to study massing or to convey ideas to owners. Study models are part of the design process and should not require any additional fees.

8. Money

- **The single most important building material is money.**
- **Few libraries have enough cash lying around to do the job.** It always helps if you have huge unexpected legacies, or atomic power plants in your taxing jurisdiction, but most libraries have

to locate extra construction funds.

- **Before you can raise funds, you will need to know what your project will cost.** This is a job for your architect. Be sure the preparation of cost estimates is part of your contract.
- **Primary sources of funds include sale of bonds, direct allocations from local governments, mortgages, state construction grants, and private fundraising.**
- **Bonds can be issued by citizen vote or by direct government action.**
- **Once you know construction costs and available government funds, you will now know how much you need to raise privately.**
- **Some basic points about private fundraising:**
 - **Private fundraising requires an incorporated friends group or foundation with federal 501 (c)(3) tax status.** Obtaining this status is not difficult, but the paperwork is initially intimidating. You will need the help of an attorney.
 - **Professional fundraising consultants are available, and some specialize in libraries.** Even if you do most of your own work, it's helpful to have initial advice and planning assistance from an experienced person. Hiring a consultant is much like hiring any other professional; feedback from previous clients is particularly important.
 - **If you have a major fundraising campaign, you will probably want to hire someone to run it.** Fundraising can take a great deal of time. It's unreasonable to assign your fundraising to one of your current staff unless you can hire someone else to do her regular work.

9. Design Development

- **The best time to spend the money on design development is after you have the necessary funding for your project.**
- **Design development is the process of expanding the schematic design to include full information on how the building will be constructed.** At this point you will get details on casework (built-in furniture), ceiling plans, locations of all mechanical and electrical elements, and so on.
- **Some decisions made at this point are critically important to the successful functioning of your library.** Among the ones that should concern you and your consultant most are lighting, data conduit, electrical wiring, telephone systems, service desks, etc.
- **The importance of these topics makes it vital that all four players in the library plan- architect, staff, board, and consultant- be involved.**

10. Bid Documents

- **Bid documents are the packages of materials necessary for contractors to make careful**

estimates of the cost of a project. They have two primary components: drawings and project manuals.

- The drawings (blueprints) show the structural, plumbing, mechanical, and electrical components of the project.
- The project manual is an accompanying narrative text that includes all the specific requirements of the project, including types and qualities of all components.
- **Accurate and complete bid documents are of critical importance.** The nature of the low-bid process means that contractors will base their prices on the least that the documents allow them to do. If critical items are omitted, you won't get them. They will then have to be supplied through change orders, and they will cost much more than they would if they had been properly listed in the bid documents. Bid documents are a job for professionals; do not try this at home.
- **Bid documents are complex and detailed, but do your best to review them to be sure that they include what you want.**

11. Bidding

- **Your architect and attorney will be involved throughout the bidding process.** Each state and locality has specific rules for bidding on construction jobs, and failing to observe the rules can lead to major problems. Both your architect and your attorney will examine the bid documents, and they will be present when bids are opened to be sure that all legal requirements are met.
- **The bidding process includes:**
 - **Advertisement announcing that the project is ready to bid.** An advertisement will include a date and place when bid documents will first be available, a date for a pre-bid meeting, and a date and time for receipt of bids.
 - **Formal opening of bids after the deadline for their receipt has passed.** Late bids- even if they are just minutes late- are rejected unopened. Bidders use forms supplied by the architect, certifying that they are bidding on all required components of the project, and certifying that they have necessary the bonding to cover both their failures to do the agreed work and their failure to pay their subcontractors.
 - **Customarily, the bid goes to the lowest bidder, but there are exceptions to this rule.** Consult with your architect and attorney.
- **The pre-bid conference is important.** By answering any questions in front of all bidders, the architect tries to make sure that no bidders can later claim that they were not party to basic information. Minutes are kept and distributed to all bidders.
- **Most bid documents include addenda issued after the pre-bid conference to clarify questions raised at the conference or other questions raised later.** These addenda are a routine part of the bidding process and should not be interpreted as a failure of your architect

to do things right the first time.

12. Construction Management

- **Construction management insures that the building is constructed according to specifications, that work is carried out expeditiously, that the necessary coordination of various contractors takes place, and that problems that arise are dealt with rapidly and effectively.**
- **In many cases, the architect provides this service.** This needs to be spelled out in the contract between the library and the architect. Among other things, you may wish to specify a minimum number of hours per week during which a representative of the architect will be present.
- **Other libraries hire a professional construction management firm or individual to represent the library during the construction process.** The use of such firms seems to be increasing, but you will need to have the respective roles of the architect and the construction manager clearly defined. This is important because some roles proposed by construction management firms are traditionally those of the architects. If you're not careful, you could end up paying twice for some services, or buying services that you may not need.
- **The project team will consist at a minimum of the architect (or hired construction manager), the contractors and subcontractors, and a representative of the library.** This library representative can be the director, or a member of the staff to whom the project is assigned.
- **The architect will work with the contractors and the sub-contractors to establish a construction schedule.**
- **During the project, there will be regular weekly or biweekly meetings of the project team to be sure that work is progressing on schedule, to deal with problems, to answer questions, and to make decisions not requiring action by the full library board.**
- **The contractors submit pay requests (usually monthly).** These are accompanied by lien waivers for work done by subcontractors for the prior pay requests. A waiver of lien from a subcontractor usually assures you that the contractor paid the subcontractor the subcontractor's proper share of the contractor's last pay request, and that the subcontractor now waives his right to file a mechanic's lien for that amount against your library.
- **Normally the library holds back a portion of each request (typically ten percent) to be paid only after all the work by that contractor has been completed to the full satisfaction of the owner and architect.**
- **All projects involve change orders, which occur when unforeseen problems arise, the owners change their minds, or problems with the bid documents are discovered.** Everyone tries to avoid change orders, because they are expensive. With change orders, costs are arrived at by negotiation rather than by low bid, and the result is inevitably more expensive. Because most projects involve change orders- particularly in expansion or conversion projects, where unforeseen problems can be discovered- every project needs contingency funds.

- **Be careful to establish and follow the proper chain of command.** In the normal chain of command, the subcontractors report to the contractors and the contractors report to the architect. If you see a contractor doing something you don't like, or you want to make a change, the proper thing to do may be to contact your architect.
- **At the completion of work, punch lists are prepared.** The architect and owner inspect the project with care, preparing lists of items that must be completed or corrected before the building can be considered complete. When the items on the punch list have been completed to the owner and architect's satisfaction, the project is considered complete and the retainages are paid to the contractors.
- **Before signing off on a project, the owner should receive:**
 - **A full set of operating manuals for the building and its equipment, and a detailed walk-through of the building for all relevant library staff.**
 - **A set of as-built drawings for the building.** These are blueprints modified to indicate all situations where actual construction details differ from the original plans. As-built drawings are essential for future repairs and alterations, and they should be modified whenever changes are made.
 - **Unless your as-built drawings are a freshly printed CADD set with all changes indicates, you will also need a clean set of drawings in a permanent medium.** (CADD discs are not an acceptable substitute for actual physical prints. Anyone working on your building at a later time will want to see full-sized drawings, and CADD systems change so frequently that your discs are unlikely to be usable when you finally need them.)
- **Before you do another close inspection of your building before the warranty expires, which is typically a year after occupancy.**

13. Moving

- **Moving can be done by hired movers, by staff and volunteers, or by a combination of the two.**
- **Many issues will affect your choice.** How far do you have to move? What will the weather be like? Are you moving inside a building where you may be able to move fully loaded bookstacks with stack-moving equipment? Do you have a labor union with complicating contractual agreements?
- **Small library moves are often done with staff and volunteers.** The main challenge is good procedural planning, particularly developing a method for knowing where each container of books goes on the new shelving.
- **Large libraries are often better off hiring professional movers.** Some companies specialize in library moves. You will probably need to bid this service, so a detailed RFP is necessary.
- **The most important components of a successful move are a detailed plan and a single person in charge.** Be sure your plan includes the current and new locations for each piece of

furniture and for all portions of the collection.

- **Moving takes more time than you might expect.** Since your library will be closed during most or all of your move, your announced timetable matters. Be sure not to blithely promise overly-ambitious reopening dates.

14. Ribbon Cutting

- **Ribbon cutting can be a wonderful occasion if you plan it properly, but it can be a source of real embarrassment if things go wrong.**
- **Inevitably you'll need to move in and start using the building before everything is finished.** For this reason, don't plan to keep citizens out of the new building until the ribbon cutting takes place. When moving day is over there are almost always items of furniture that have not arrived, punch list items that have not been completed, and workspaces where staff are just starting to unpack.
- **Libraries, like new stores, are therefore wise to have "soft" openings, providing public access and service for a few weeks before scheduling a major event.** When the time comes, unveil (for example) the building plaques and the donor plaques rather than the entire building.
- **It's usually a bad idea to do much out of doors.** Weather is undependable and outdoor acoustics are uncertain. If you want to cut the ribbon at the door and then have everyone troop into the new library, cut the ribbon first and have speeches indoors afterwards. If you insist on outdoor presentations, you will have to have a good PA system and a contingency plan for rain or heavy winds.
- **Plan ribbon cuttings for nice weather.** Midwinter is often a poor time. Out-of-town participants will have a difficult time traveling to the ribbon cutting, and elderly donors may slip on the ice. People will need to enter the library the moment they arrive.
- **Be sure to invite all the right people.** Politicians thrive on library ribbon cuttings because they are great noncontroversial photo ops. Be sure to invite all current and prior board and staff members, the contractors and other businesses involved with the project, the consulting professionals on the project (architects, engineers, and consultants), and the contractors. Consider inviting local school groups, clubs, chambers of commerce, etc.
- **You may want to have a special event for donors, but don't make it the main ribbon cutting.** The entire community needs to feel involved.
- **Don't count on speakers to cover the right subjects without being coached.** Among the things to be sure someone covers are:
 - **Recognition of all politicians** (even those who- very frankly- didn't do anything at all).
 - **Recognition of donors.** Point out the location of plaques and other forms of recognition. You may want to point out certain really major gifts, but be careful not to offend those who gave smaller amounts.

- o Recognition of all board members, including those whose terms ended mid-project.
- o Thanks to the hired folks who worked on the project, including library staff (who n have been to hell and back during construction and moving), consulting professionals, contractors, etc.
- o Indications of special functional features. Building aesthetics are usually very visible and you don't need to say much about them. Instead, have someone dwell on convenience, services, efficiency, good functional design, and so on- all of which may not be intuitively obvious to non-librarians.

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	SEP 2003	SEP 2004	AMOUNT OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	3319	3299	-20	-1%	31727
JUVENILE	2729	2556	-173	-6%	22171
Y. A.	258	269	11	4%	2798
PERIOD.	522	498	-24	-5%	5092
AUDIO	310	323	13	4%	2534
VIDEO	3839	3722	-117	-3%	36231
TOTAL	10977	10667	-310	-3%	100553

FRANKTON					
ADULT	1189	1061	-128	-11%	10887
JUVENILE	766	830	64	8%	7976
Y. A.	35	63	28	80%	617
PERIOD.	294	265	-29	-10%	3243
AUDIO	39	41	2	5%	420
VIDEO	988	1115	127	13%	11040
TOTAL	3311	3375	64	2%	34183

HAZELBAKER					
ADULT	621	657	36	6%	5995
JUVENILE	505	351	-154	-30%	3302
Y. A.	57	74	17	30%	603
PERIOD.	210	116	-94	-45%	956
AUDIO	26	8	-18	-69%	260
VIDEO	392	524	132	34%	5022
TOTAL	1811	1730	-81	-4%	16138

SYSTEM					
ADULT	5129	5017	-112	-2%	48609
JUVENILE	4000	3737	-263	-7%	33449
Y. A.	350	406	56	16%	4018
PERIOD.	1026	879	-147	-14%	9293
AUDIO	375	372	-3	-1%	3214
VIDEO	5219	5361	142	3%	52293
TOTAL	16099	15772	-327	-2%	150876

	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	8729	2135	1204
REF.	36	32	27
ASSITS.	1731	559	300
COMPUTER	946	243	199
PROG. A.	5 - 35	3 - 8	4 - 12
J.	28 - 478	0	0

TECH SERVICE PROCESSED 858 ITEMS AND W/DREW 151

AGENDA

November 8, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYTEM
BOARD OF TRUSTEES**

**Elwood Public Library
Meeting Room**

**Regular Meeting
7:00 p.m.**

**CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS**

- 1. Frankton**

NEW BUSINESS

- 1. Library Long Range plans**
- 2. Overdue changes**
- 3. Holiday Closures for 2005**
- 4. Appoint Nomination Committee-report & vote in Dec.**

**DIRECTOR'S REPORT
ADJOURNMENT**

FROM - PROPERTY INFORMATION
FILE NO. 1000
DATE
NOV 11 2004

AGENDA

November 8, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYTEM
BOARD OF TRUSTEES**

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Meeting Room**

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**DIRECTOR'S REPORT
ADJOURNMENT**

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

*Thank you
Liana*

MODE = MEMORY TRANSMISSION START=NOV-04 09:16 END=NOV-04 09:17

FILE NO.=710

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

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

AGENDA

November 8, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYTEM
BOARD OF TRUSTEES**

**Elwood Public Library
Meeting Room**

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7:00 p.m.**

**CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS**

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- 1. Library Long Range plans
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**DIRECTOR'S REPORT
ADJOURNMENT**

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

*Thank you
Diana*

MODE = MEMORY TRANSMISSION START=NOV-04 09:18 END=NOV-04 09:19

FILE NO.=711

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<01>	FRANKTON	001/001	00:00:24

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

AGENDA

November 8, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYTEM
BOARD OF TRUSTEES**

**Elwood Public Library
Meeting Room**

**Regular Meeting
7:00 p.m.**

**CALL TO ORDER
CALL FOR QUORUM
MINUTES
CLAIMS REGISTER & CHECKS
OLD BUSINESS**

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NEW BUSINESS

- 1. Library Long Range plans
- 2. Overdue changes
- 3. Holiday Closures for 2005
- 4. Appoint Nomination Committee-report & vote in Dec.

**DIRECTOR'S REPORT
ADJOURNMENT**

MODE = MEMORY TRANSMISSION START=NOV-04 09:20 END=NOV-04 09:20

FILE NO.=712

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<02>	SUMMITVILLE	001/001	00:00:22

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

**NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
November 8, 2004**

CALL TO ORDER

President Kevin Sipe called a regular meeting of the North Madison County Public Library Board of Trustees to order on Monday November 8, 2004 at 7:00pm in the meeting room of the Elwood Public Library. No executive session was held.

CALL FOR QUORUM

Present with President Sipe were board members Bette Dalzell, Donna Wiand, Don Hill, Betty Caldwell, Pam Bohlander and Wayne Davidson. Also in attendance were Architect, Kato Smith; President of the Leasing Corporation, Mike Williams; Branch Manager, Barbara McAdams; Frankton employee, Linda Kemper; Director, Beverly Austin; and Administrative Assistant, Diana Shepard.

MINUTES

Betty Caldwell made a motion to accept the minutes from the October 11, 2004 meeting as presented. Donna Wiand made a second and the motion carried.

CLAIMS REGISTER AND CHECKS

The members signed the claims register and Treasurer Wayne Davidson signed checks.

OLD BUSINESS

Frankton

The meeting was then turned over to Architect Kato Smith. Mr. Smith distributed copies and explained the feasibility study that has been completed by his firm. The study is divided into five sections. The first section, executive summary, gives an overall summary of the document. The second section, gives an analysis of the existing site and the building conditions. The third section gives a conceptual design for a new library facility containing 5000 square feet. Mr. Smith explained that the existing buildings and their location on the property are not viable for re-use and therefore recommended they be removed to make way for new construction. Demolition should include the old foundation on the east side of the property, the retail sales facility and the small garage on the south side of the property. A conceptual site plan was included in the study that showed how a new facility would lay on the property as well as a conceptual space plan of the interior. The site plan includes eighteen parking places. Section four is the project work list and timeline. Mr. Smith explained, since no steps have been taken to obtain a Department of Commerce grant we will probably miss the deadline to submit the grant application. If this deadline is not met, the project will be delayed by at least one year. His suggestion is to proceed with the project using funds that are currently available. The timeline states if a architectural contract is signed in November, designs and construction documents will be ready in February, state review and approval can take place March bids can be taken in March with construction to begin in May and the new facility

AGENDA

November 8, 2004

**NORTH MADISON COUNTY PUBLIC LIBRARY SYTEM
BOARD OF TRUSTEES**

**Elwood Public Library
Meeting Room**

**Regular Meeting
7:00 p.m.**

CALL TO ORDER

CALL FOR QUORUM

MINUTES

CLAIMS REGISTER & CHECKS

OLD BUSINESS

1. Frankton

NEW BUSINESS

1. Library Long Range plans
2. Overdue charges
3. Holiday Closures for 2005
4. Appoint Nomination Committee-report & vote in Dec.

DIRECTOR'S REPORT

ADJOURNMENT

completed and ready for occupancy in November, 2005. Section five gives the construction estimate at \$500,000.

Mr. Smith explained there is plenty of room for the proposed project and could facilitate a small expansion. Pam Bohlander made a motion to accept the feasibility study as presented. Wayne Davidson made a second and the motion carried. Mr. Smith presented his bill in the amount of \$7,500.00. Mr. Smith submitted two copies of his proposed contract for the building project. The proposed contract states that the project has an estimate of \$500,000 with architectural charges of 0.5% payable at intervals through the completion of the contract and a Certificate of Substantial Completion is submitted. It was decided to hold an executive meeting on November 22, 2004 at 5:30pm to discuss Mr. Smith's contract with a regular meeting to follow at 0:30pm. Don Hill made a motion to contract with Mr. Smith to take bids for necessary site demolition. He will obtain bids with a two-week deadline for bid submission. Mr. Smith's rate for the bid contract will be \$100.00 per hour not to exceed \$1,000.00. Bette Dalzell made a second and the motion carried. It was decided that the bids should be discussed at the November 22 meeting. Mr. Smith stated that he would consider incorporating any designs presented by the Frankton staff.

It was suggested that be made of existing library facilities that are approximately 5,000 square feet in size with new and older buildings. Director Austin was asked to compile a list of libraries that fit the criteria. Fred Brames has submitted a letter of interest to fill the position of clerk-of-the-works. Mike Williams stated that Lloyd Young from the Leasing Corporation has also voiced that he would be interested in this position.

Pam Bohlander made a motion that all incoming bills pertaining to the Frankton project be directed to the Leasing Corporation until all funds have been exhausted. These funds were made available through 2004 refinancing of First Mortgage Bonds, Series 1995. Betty Caldwell seconded the motion and the motion carried.

NEW BUSINESS

Library Long Range Plans

Director Austin explained the NMCPLS long-range plan 2005-2007. Bette Dalzell made a motion to accept the NMCPLS long-range plan 2005-2007. Pam Bohlander made a second and the motion carried.

Overdue changes

The following change was proposed to the overdue notification procedure: 4. A NOTICE is sent at 30 days stating that after 60 days replacement cost will be charged to account. Accompanying that notice to patrons with fines in excess of \$25.00 will be a copy of Indiana Code 36-43-4-3.50. The letter will be sent by certified mail without receipt. Pam Bohlander made a motion to accept the changes to the overdue notification procedure. Bette Dalzell made a second and the motion carried.

Holiday closures for 2005

A motion to accept the proposed 2005 holiday closures was made by Bette Dalzell, a second was made by Donna Wiand and the motion carried.


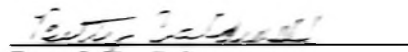


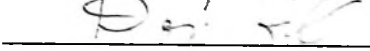
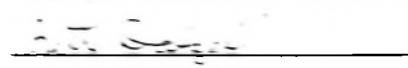
Appoint Nomination Committee-report & vote in December

Don Hill and Bette Dalzell were appointed to serve as the nomination committee.

DIRECTORS REPORT

All of the Halloween activities were a success. Joel Blume of Interdesign stopped by on October 14, 2004 to see how things are going. He stated that his main regret at the Elwood Library were the columns. He said that he no longer uses that company because they did not make it right for us. Central Hardware was at the library and may have fixed the locks. The employee Christmas tree decorating contest will commence soon. Last year \$300.00 was raised and donated to the elementary schools for children who need change of clothing.

With no objections, the meeting was adjourned at 8:35pm.

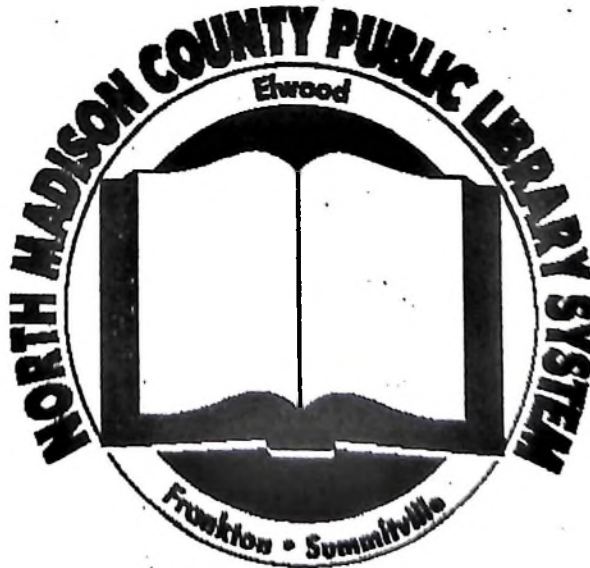
**LONG RANGE PLAN
2005-2007**

**NORTH MADISON COUNTY
PUBLIC LIBRARY SYSTEM**

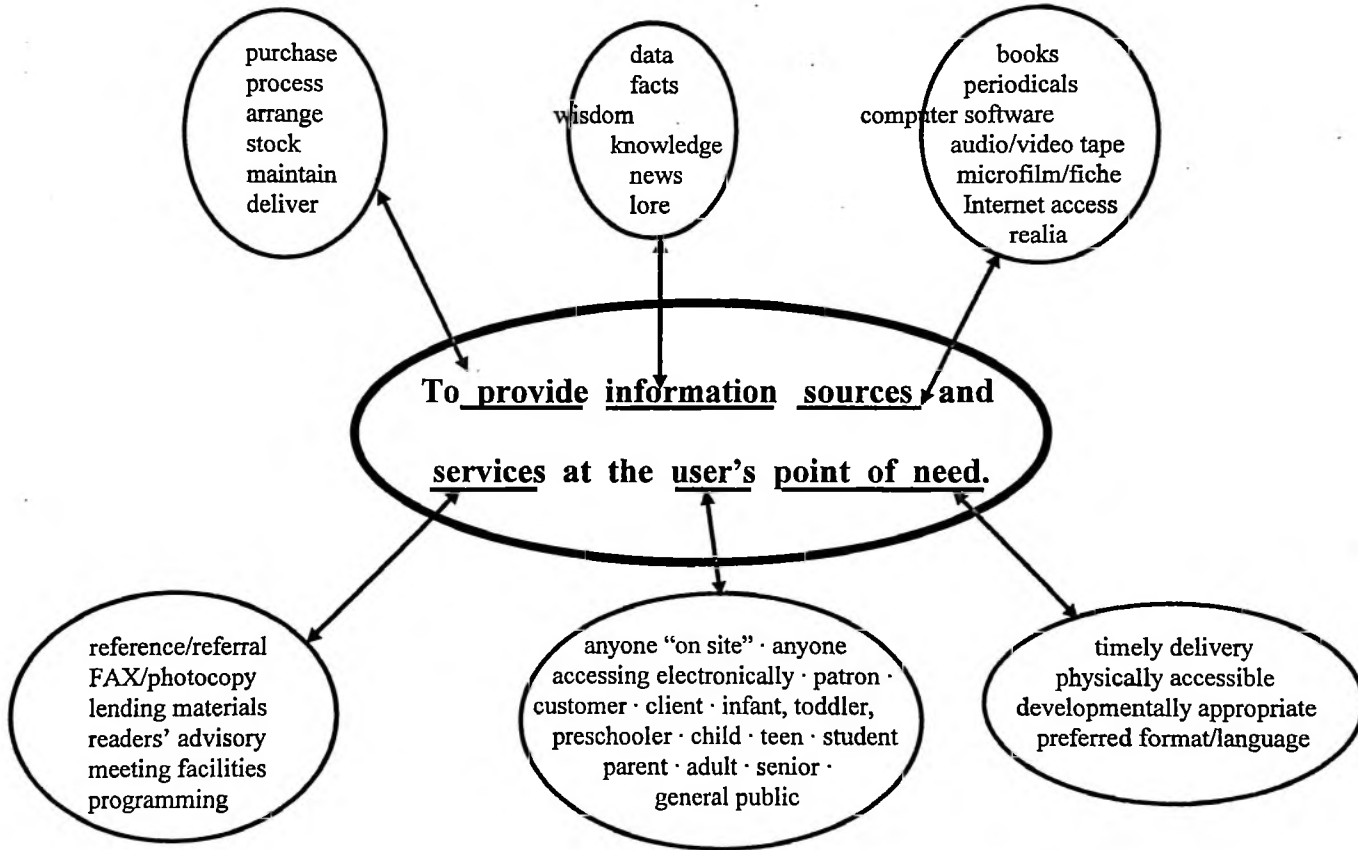
Adopted by the
NMCPLS Board of Trustees
November 8, 2004

MISSION STATEMENT

*To provide information sources and services
at the user's point of need.*



NMCPLS Mission



2005-2007

I.A. Objective: Expand the Frankton Community Library facility by building a new facility.

Activities: Establish timetable for building and finalize course of action including funding for the project.

Evaluation: Architect will help establish timetable. Board and Director will compile and establish funding available. Completed facility no later than June 2006.

I.B. Objective: Increase number of registered borrowers.

Activities: Promote registration of new patrons, especially through programming & local media coverage of library services.

Evaluation: Subtract total number of registrations on Dec. 31st of each year from total on Jan. 1st of each year to obtain net gain.

I.C. Objective: Make available to patrons more materials including fiction, nonfiction, DVD/VHS, CD's and genealogy.

Activities: Keep statistical information relating to circulation.

Evaluation: Compare stats on circulation to prior year.

II.A. Objective: Accommodate information technology access & training.

Activities: IT Mgr will continue to assess patron and staff needs regarding emerging technologies & report to Director.

Evaluation: By May 31 of each year due to potential impact on budget preparation.

II.B. Objective: Provide regular training for all staff.

Activities: Staff will be assessed regularly on knowledge of how to retrieve information from both print and electronic sources.

Evaluation: Quick Survey form for public responses in regard to help from staff at the NMCPLS libraries.

Number printed on this form 11/03/04

- 1. Check for receipt
- 2. Mail
- 3. Send bill
- 4. If 30 days a letter sent stating that after 60 days replacement cost will be charged to account

Suggest: Copy of IC 35-43-4-3.5

To possibly be included with all "Bill for Long-Overdue Items" with amount in excess of \$ 25.00 due the library.

Certified mail price listing...from Elwood Post office (called 11/02/04Ed)

CERTIFIED WITH RECEIPT

\$2.30 cost of certified mail
 \$1.75 receipt
 .37 postage
 for total of \$ 4.42

CERTIFIED WITH OUT RECEIPT

\$2.30 cost of certified mail
 .37 postage
 Total \$ 2.67

Sample

Letters mailed 11/01/04

17 letters had an amount due of over \$ 25.00

CERTIFIED WITH RECEIPT

17 x \$ 4.42 = \$ 75.14

CERTIFIED NO RECEIPT

17 x \$ 2.67 = \$ 45.39

Dear (library user)

Name _____

We are enclosing with this bill for long overdue items a copy of the Indiana Code concerning items returned from a library.

Please return the materials and reimburse the library for any fines/fees due. If you are having difficulties, please call the library and we will try to work with you on this matter.



Elwood Public Library
 1600 Main Street, Elwood, Indiana 46036-2023

Phone: 765/552-5001 FAX: 765/552-0955

Elwood Public Library
 1600 Main Street
 Elwood, IN 46036-2023
 765-552-5001

~~XXXXXXXXXX~~
~~XXXXXXXXXX~~
 Elwood, IN 46036

Bill for Long-Overdue Items

As of: 10/29/2004

60 days after October 29, 2004
 replacement cost will be charged to
 account.

Borrower ID 20419100138526

Phone 1 557-2715

Phone 2

Borrower Type A

Alt ID

Long Overdue Items 1

**At notice printing you also had a fine balance of \$ 32.65. This does not include any fines that would occur with the return any current overdue items.*

<u>Title</u>	<u>Item Barcode</u>	<u>Due Date</u>	<u>Date Assessd</u>	<u>Days Overdue</u>	<u>Cost</u>
					<u>Fines to Date</u>
The Hunchback of Notre Dame [videorecording NMCEVC VHS CHI HUN	30419100199104	7/26/2004	7/23/2004	94	18.95
					18.95
The South Beach diet : the delicious, doctor-de: NMCENN 613.25 AGA	30419100788096	8/6/2004	7/23/2004	83	24.95
					8.40
Total Replacement Cost					43.90
Total Fines to Date					27.35

IC

35-43-4-3.5

Failure to return or pay for articles borrowed from library, gallery, museum, collection, or exhibition

Sec. 3.5. (a) If a person:

(1) borrows any article which belongs to or is in the care of any library, gallery, museum, collection, or exhibition;

(2) borrows the article under an agreement to return the article within a specified period of time; and

(3) fails to return the article within that specified period of time;
 then the lender shall comply with subsection (b).

(b) If a person commits those acts specified in subsection (a), the lender shall:

(1) send written notification of the violation of the agreement to the borrower;

(2) attach a copy of this section to the notice;

(3) include in the notice a request for return of the article within fifteen (15) days of receipt of the notice; and

(4) mail the notice to the last known address of the borrower or deliver it to the borrower in person.

The lender shall send the notice required by this subsection by certified or registered mail, return receipt requested.

(c) If the borrower willfully or knowingly fails to return the article, or reimburse the lender for the value of the article, within thirty (30) days of receipt of the notice required in subsection (b), he commits a Class C infraction.

(d) A person who commits an offense under this section may not be charged with an offense under section 2 or 3 of this chapter for the same act.

As added by Acts 1980, P.L.206, SEC.1.

(A Class C infraction carries a penalty of up to a \$500.00 fine.)

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. Weekly, the Library will mail a reminder 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. This notice will list each overdue item separately, and constitutes the **FINAL NOTICE**.
4. A **NOTICE** is sent at 30 days stating that after 60 days replacement cost will be charged to account. Accompanying that notice to patrons with fines in excess of \$25.00 will be a copy of Indiana Code 36-43-4-3.50. The letter will be sent by certified mail without receipt.

*Change
To
This*

2005 HOLIDAY CLOSINGS

JANUARY 1, 2005	NEW YEAR'S DAY
FEBRUARY 21, 2005	PRESIDENT'S DAY
MAY 30, 2005	MEMORIAL DAY
JULY 2, 2005 JULY 4, 2005	INDEPENDENCE DAY
SEPTEMBER 3, 2005 SEPTEMBER 5, 2005	Sat. of Labor Day weekend LABOR DAY
NOVEMBER 23, 2005	THANKSGIVING EVE/ NOON CLOSING
NOVEMBER 24, 2005	THANKSGIVING DAY
DECEMBER 24, 2005(Sat.) DECEMBER 26, 2005(Mon.)	CHRISTMAS EVE DAY CHRISTMAS DAY OBSERVANCE
DECEMBER 31, 2005(Sat.) JANUARY 2, 2006(Mon.)	NEW YEAR'S EVE NEW YEAR'S DAY OBSERVANCE

(11 ½ days not including 2006 New Year's Day)

Register Of Claims

North Madison County Public Library System

Report Date: From **10/12/04** To **11/8/04**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	644	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,180.11	11/3/04	P/R ENDING 10/30/04
			FICA	Payroll Deductions	\$956.45		
			Federal Taxes Withheld	Payroll Deductions	\$1,659.95		
			Medicare	Payroll Deductions	\$223.66		
				Total this claim	<u>\$4,020.17</u>		
0	645	ING AETNA	Annuity	Payroll Deductions	\$130.00	11/3/04	P/R ENDING 10/30/04
				Total this claim	<u>\$130.00</u>		
0	643	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,583.34	11/3/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	<u>\$15,426.54</u>		
0	638	ING AETNA	Annuity	Payroll Deductions	\$130.00	10/20/04	P/R ENDING 10/16/04
				Total this claim	<u>\$130.00</u>		
0	636	EFTPS	OPERATING FUND	Empl.Share FICA&Medicare	\$1,185.95	10/20/04	P/R ENDING 10/16/04
			FICA	Payroll Deductions	\$961.17		
			Federal Taxes Withheld	Payroll Deductions	\$1,671.11		
			Medicare	Payroll Deductions	\$224.78		
				Total this claim	<u>\$4,043.01</u>		
0	635	PAYROLL	OPERATING FUND	Salary of Assistants	\$14,659.48	10/20/04	PAYROLL
			OPERATING FUND	Wages of Janitor	\$843.20		
				Total this claim	<u>\$15,502.68</u>		
22444	630	INDIANA-AMERICAN WATER C	OPERATING FUND	Water	\$58.70	10/12/04	As per attached invoices.
				Total this claim	<u>\$58.70</u>		
22445	631	DIVERSE MEDIA, INC.	OPERATING FUND	Elwood AV	\$29.94	10/12/04	As per attached invoices.
				Total this claim	<u>\$29.94</u>		
22446	641	AMERICAN ELECTRIC POWER	OPERATING FUND	Electricity	\$366.32	10/20/04	As per attached invoices.
				Total this claim	<u>\$366.32</u>		
22447	632	AT&T	OPERATING FUND	Telephone & Telegraph	\$46.51	10/20/04	As per attached invoices.
			OPERATING FUND	Telephone & Telegraph	\$41.40		
				Total this claim	<u>\$87.91</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>
22448	637	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,083.80	10/20/04	PAYROLL DEDUCTIONS FOR OCTOBER
			County Taxes Withheld	Payroll Deductions	\$380.14		
				Total this claim	<u>\$1,463.94</u>		
22449	639	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$770.57	10/20/04	P/R ENDING 10/16/04
			OPERATING FUND	Other Professional Services	\$1,574.81		
				Total this claim	<u>\$2,345.38</u>		
22450	640	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$258.00	10/20/04	INSURANCE PREMIUM FOR NOVEMBER
			OPERATING FUND	Emp Cont Group Ins	\$2,575.16		
				Total this claim	<u>\$2,833.16</u>		
22451	633	NATIONAL CITY BANK	OPERATING FUND	Real Estate/Rental	\$500.00	10/20/04	REAL ESTATE RENTAL 11/1/04-11/30/04
				Total this claim	<u>\$500.00</u>		
22452	642	SBC	OPERATING FUND	Telephone & Telegraph	\$118.06	10/20/04	As per attached invoices.
				Total this claim	<u>\$118.06</u>		
22453	634	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$110.53	10/20/04	As per attached invoices.
			OPERATING FUND	Gas	\$12.82		
				Total this claim	<u>\$123.35</u>		
22454	647	AMERICAN ELECTRIC POWER	OPERATING FUND	Electricity	\$1,466.66	11/3/04	As per attached invoices.
				Total this claim	<u>\$1,466.66</u>		
22455	648	CITY OF ELWOOD UTILITIES	OPERATING FUND	Water	\$158.08	11/3/04	As per attached invoices.
				Total this claim	<u>\$158.08</u>		
22456	646	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$777.17	11/3/04	P/R ENDING 10/30/04
			OPERATING FUND	Other Professional Services	\$1,574.81		
				Total this claim	<u>\$2,351.98</u>		
22457	649	POSTMASTER	OPERATING FUND	Postage & UPS	\$37.00	11/3/04	STAMPS - FRANKTON & SUMMITVILLE
			OPERATING FUND	Postage & UPS	\$74.00		
				Total this claim	<u>\$111.00</u>		
22458	650	TOWN OF FRANKTON	OPERATING FUND	Electricity	\$9.96	11/3/04	UTILITIES - LIBRARY & ANNEX
			OPERATING FUND	Water	\$10.00		
			OPERATING FUND	Waste Disposal Services	\$8.70		
				Total this claim	<u>\$28.66</u>		
22459	651	VECTREN ENERGY DELIVERY	OPERATING FUND	Gas	\$12.00	11/3/04	As per attached invoices.
			OPERATING FUND	Gas	\$43.92		
				Total this claim	<u>\$55.92</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
22460	652	VISA	OPERATING FUND	Office Supplies	\$54.60	11/3/04	As per attached invoices.
				Total this claim	\$54.60		
22461	653	DESI BUSBY-CREATIVE MEM	OPERATING FUND	Frankton Per. & Newsp.	\$23.97	11/3/04	ONE YEAR SUBSCRIPTION - LASTING MOMENTS
				Total this claim	\$23.97		
22462	654	AMBER BLOOD	OPERATING FUND	Traveling Expense	\$39.44	11/8/04	MILEAGE
				Total this claim	\$39.44		
22463	655	ARAB TERMITES & PEST CONT	OPERATING FUND	Professional Services	\$47.00	11/8/04	As per attached invoices.
				Total this claim	\$47.00		
22464	677	AT&T	OPERATING FUND	Telephone & Telegraph	\$92.62	11/8/04	As per attached invoices.
				Total this claim	\$92.62		
22465	681	AUDIO VISUAL COMMUNICATI	OPERATING FUND	Professional Services	\$119.00	11/8/04	SERVICE CONTRACT FOR NOVEMBER
				Total this claim	\$119.00		
22466	690	AVAYA COMMUNICATION	OPERATING FUND	Telephone & Telegraph	\$137.64	11/8/04	SERVICE AGREEMENT-TELEPHONE EQUIPMENT
				Total this claim	\$137.64		
22467	533	BAKER & TAYLOR	OPERATING FUND	Elwood Adult	\$2,101.52	11/8/04	As per attached invoices.
			OPERATING FUND	Elwood Childrens	\$829.18		
			OPERATING FUND	Elwood YA	\$300.72		
			OPERATING FUND	Frankton	\$1,887.02		
			OPERATING FUND	Summitville	\$1,107.80		
			Gift	Elwood Adult	\$51.53		
			Gift	Elwood Childrens	\$183.65		
				Total this claim	\$6,461.42		
22468	656	BARBARA SNIPES	OPERATING FUND	Traveling Expense	\$61.47	11/8/04	MILEAGE FOR OCTOBER
				Total this claim	\$61.47		
22469	657	BEVERLY AUSTIN	OPERATING FUND	Traveling Expense	\$130.56	11/8/04	MILEAGE
				Total this claim	\$130.56		
22470	658	BOOK FARM, THE	OPERATING FUND	Elwood YA	\$69.80	11/8/04	As per attached invoices.
				Total this claim	\$69.80		
22471	659	CENTER POINT LARGE PRINT	OPERATING FUND	Elwood Adult	\$88.40	11/8/04	As per attached invoices.
				Total this claim	\$88.40		

Account Number	Fund Number	Name of Contractor	Fund	Account	Amount	Date	Explanation
22470	880	CENTURION TECHNOLOGIES	OPERATING FUND	Technology Software	\$18.83		11/8/04 Annual Maintenance Fee
				Total this claim	<u>\$18.83</u>		11/8/04 Annual Maintenance Fee
22478	881	CHAPMAN ELECTRIC SUPPLY	OPERATING FUND	Operating Supplies	\$165.81		11/8/04 As per attached invoices
				Total this claim	<u>\$165.81</u>		
22478	880	CANTAS CORPORATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$55.57		11/8/04 As per attached invoices
				Total this claim	<u>\$55.57</u>		
22478	880	CANTAS CORPORATION	OPERATING FUND	Cleaning & Sanitation Supplies	\$41.00		11/8/04 As per attached invoices
				Total this claim	<u>\$41.00</u>		
22478	884	COURT SQUARE LEASING CO	OPERATING FUND	Equipment/Rental	\$179.16		11/8/04 LEASE - POSTAGE METER
				Total this claim	<u>\$179.16</u>		
22477	884	DEMCO	GR	Elwood Children's Programing	\$52.25		11/8/04 As per attached invoices
				Total this claim	<u>\$52.25</u>		
22478	885	FILIP, INC.	OPERATING FUND	Cleaning & Sanitation Supplies	\$81.38		11/8/04 As per attached invoices
				Total this claim	<u>\$81.38</u>		
22479	866	GAYLORD BROS.	OPERATING FUND	Operating Supplies	\$630.00		11/8/04 As per attached invoices
			OPERATING FUND	Book Processing	\$413.06		
				Total this claim	<u>\$1,043.06</u>		
22480	667	H.W.WILSON COMPANY	OPERATING FUND	Elwood Adult	\$719.00		11/8/04 READERS GUIDE
			OPERATING FUND	Frankton	\$397.00		
			OPERATING FUND	Summitville	\$397.00		
				Total this claim	<u>\$1,513.00</u>		
22481	668	HORTON'S & SONS OF ELWO	OPERATING FUND	Repair Parts/Maintenance	\$88.69		11/8/04 As per attached invoices
			OPERATING FUND	Operating Supplies	\$73.61		
				Total this claim	<u>\$162.30</u>		
22482	570	INDIANA HISTORICAL SOCIET	OPERATING FUND	Elwood Period. & News.	\$35.00		11/8/04 ANNUAL MEMBERSHIP
				Total this claim	<u>\$35.00</u>		
22483	669	INDIANA HISTORICAL SOCIET	OPERATING FUND	Elwood Indiana Room	\$18.80		11/8/04 MAPS OF INDIANA COUNTIES
				Total this claim	<u>\$18.80</u>		
22484	682	INDIANA NEWSPAPERS, INC.	OPERATING FUND	Elwood Period. & News.	\$197.60		11/8/04 ON YEAR SUBSCRIPTION - INDIANAPOLIS STAR - ELWOOD
				Total this claim	<u>\$197.60</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>
22485	671	MANIFOLD REFUSE, INC.	OPERATING FUND	Waste Disposal Services	\$60.00	11/8/04	4TH QUARTER TRASH SERVICE - FRANKTON
				Total this claim	<u>\$60.00</u>		
22486	672	MARSH SUPERMARKET	OPERATING FUND	Elwood Children's Programing	\$20.89	11/8/04	As per attached invoices.
			Gift	Elwood Children's Programing	\$4.09		
			Gift	Elwood Adult Programing	\$55.63		
				Total this claim	<u>\$80.61</u>		
22487	685	MATRIX ELECTRIC, INC	OPERATING FUND	Professional Services	\$412.00	11/8/04	REPLACED BALLEST IN LIGHT FIXTURES
				Total this claim	<u>\$412.00</u>		
22488	691	MATTHEW BENDER & CO., IN	OPERATING FUND	Elwood Adult	\$71.05	11/8/04	
				Total this claim	<u>\$71.05</u>		
22489	673	MC KNIGHTS	OPERATING FUND	Equipment/Maint.	\$67.40	11/8/04	MOWER REPAIR
				Total this claim	<u>\$67.40</u>		
22490	680	MIDWEST TAPE	OPERATING FUND	Frankton AV	\$417.79	11/8/04	As per attached invoices.
			OPERATING FUND	Elwood AV	\$1,348.28		
			OPERATING FUND	Summitville AV	\$329.83		
				Total this claim	<u>\$2,095.90</u>		
22491	674	NEWS-SUN, THE	OPERATING FUND	Advertising & Public Notices	\$25.15	11/8/04	SUMMITVILE AD FOR COMPUTER CLASSES
				Total this claim	<u>\$25.15</u>		
22492	679	QUILL CORPORATION	OPERATING FUND	Office Supplies	\$763.21	11/8/04	As per attached invoices.
				Total this claim	<u>\$763.21</u>		
22493	678	RAMSAY BUSINESS PRODUC	OPERATING FUND	Office Supplies	\$70.00	11/8/04	As per attached invoices.
			OPERATING FUND	Office Supplies	\$23.68		
			OPERATING FUND	Office Supplies	\$18.53		
			OPERATING FUND	Office Supplies	\$32.96		
				Total this claim	<u>\$145.17</u>		
22494	686	SBC	OPERATING FUND	Telephone & Telegraph	\$290.87	11/8/04	As per attached invoices.
				Total this claim	<u>\$290.87</u>		
22495	675	TASTE OF HOME BOOKS	OPERATING FUND	Summitville	\$23.98	11/8/04	TASTE OF HOME ANNUAL RECIPES
				Total this claim	<u>\$23.98</u>		
22496	688	UNITED STATES POSTAL SER	OPERATING FUND	Postage & UPS	\$500.00	11/8/04	POSTAGE FOR METER
				Total this claim	<u>\$500.00</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
22497	687	VERIZON	OPERATING FUND	Telephone & Telegraph	\$151.44	11/8/04	As per attached invoices.
				Total this claim	\$151.44		
22498	676	YE OLDE GENEALOGIE SHOP	OPERATING FUND	Elwood Indiana Room	\$256.00	11/8/04	BOOKS PURCHASED AT SEMINAR
				Total this claim	\$256.00		

Total Amount of Claims \$67,184.72

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 22, 2004

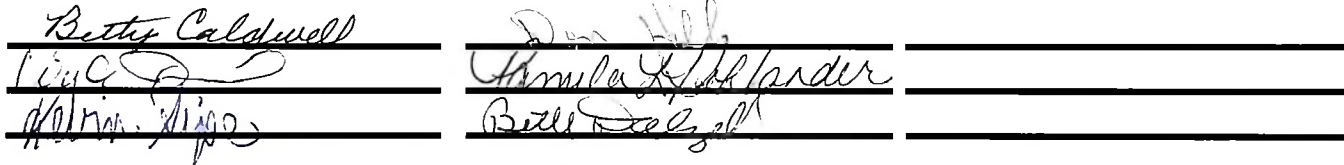

 Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____.



SIGNATURES OF GOVERNING BOARD

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

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	OCT	OCT	AMOUNT OF	% OF	YTD
	2003	2004	CHANGE	CHANGE	
ELWOOD					
ADULT	3564	3909	345	10%	35636
JUVENILE	3429	2857	-572	-17%	25028
Y. A.	360	229	-131	-36%	3027
PERIOD.	557	499	-58	-10%	5591
AUDIO	323	283	-40	-12%	2817
VIDEO	4298	3989	-309	-7%	40220
TOTAL	12531	11766	-765	-6%	112319

FRANKTON					
ADULT	1256	1090	-166	-13%	11977
JUVENILE	1023	875	-148	-14%	8851
Y. A.	45	85	40	89%	702
PERIOD.	293	306	13	4%	3549
AUDIO	46	67	21	46%	487
VIDEO	1276	1414	138	11%	12454
TOTAL	3939	3837	-102	-3%	38020

HAZELBAKER					
ADULT	745	725	-20	-3%	6720
JUVENILE	598	564	-34	-6%	3866
Y. A.	69	44	-25	-36%	647
PERIOD.	154	77	-77	-50%	1033
AUDIO	53	36	-17	-32%	296
VIDEO	456	564	108	24%	5586
TOTAL	2075	2010	-65	-3%	18148

SYSTEM					
ADULT	5565	5724	159	3%	54333
JUVENILE	5050	4296	-754	-15%	37745
Y. A.	474	358	-116	-24%	4376
PERIOD.	1004	882	-122	-12%	10175
AUDIO	422	386	-36	-9%	3600
VIDEO	6030	5967	-63	-1%	58260
TOTAL	18545	17613	-932	-5%	168489

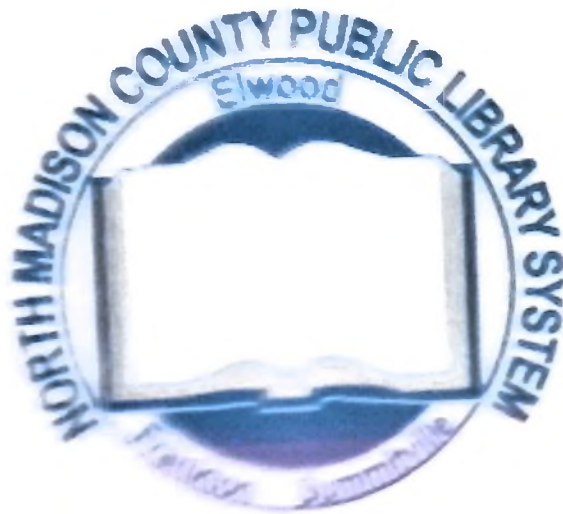
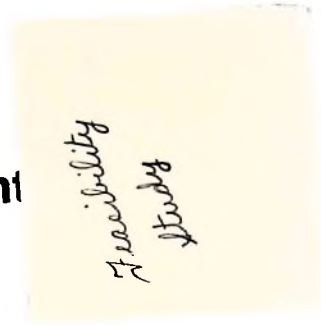
	ELWOOD	FRANKTON	HAZELBAK.
TRAFFIC	9885	1941	1489
REF.	47	36	16
ASSITS.	1840	518	476
COMP A.	1078	267	266
PROG. A.	6 - 36	3 - 5	5 - 61
J.	30 - 607	0	7 - 48

TECH SERVICE PROCESSED 753 ITEMS AND WITHDREW 83 ITEMS

A Feasibility Study for the new
Frankton Public Library

A Branch of the North Madison County
Public Library System

Frankton, Indiana



Prepared by
Kato Smith & Assoc., Inc.
1 East 12th Street, Anderson, IN 46016

November, 2006



Table of Contents

Section 1	Executive Summary
Section 2	Analysis of Existing Site & Building Conditions
Section 3	Conceptual Design
Section 4	Project Work List & Timeline
Section 5	Cost Estimate

Section 1

Executive Summary



Introduction

This report was done to determine the feasibility of constructing a new branch library for the North Madison County Public Library System in Frankton, Indiana. The goals of the project are to expand library services to the Frankton area, improve the downtown of Frankton, and to provide a multiuse center for the community.

Report Overview

This report is divided into 5 sections:

Section 1: Executive Summary

The purpose of this section is to provide a brief overall summary of the entire document. This section is intended for readers who do not require the detailed analysis provided in the rest of the document.

Section 2: Analysis of Existing Site & Building Conditions

In the section, the existing condition of the proposed site and existing improvements is described to provide a base condition status for development.

Section 3: Conceptual Design

This section gives a proposal of a new building design. A line item recommendation of work to be done for the construction of the library is presented to illustrate the scope of work intended.

Section 4: Project Work List & Timeline

A preliminary project timeline and work list is provided based on the scope of work proposed in Section 3. The total project is estimated to have a 12 month duration.

Section 5: Cost Estimate

A preliminary cost estimate is provided based on the scope of work proposed in Section 3. The total cost is projected at \$500,000.

Section 2

Analysis of Existing Site & Building Conditions

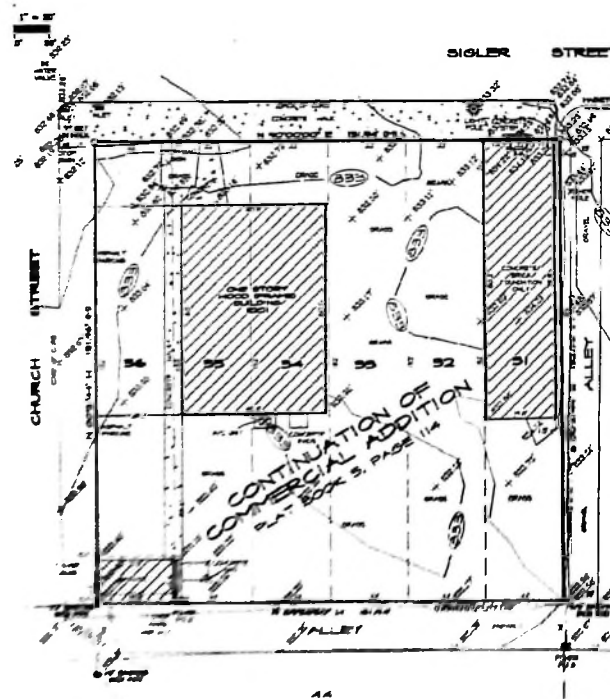


Analysis of existing site & building conditions

The property is located at the southeast corner Sigler Street and Church Street in Frankton, Indiana. It consists of lots 31, 32, 33, 34, 35, and 36 in a continuation of Commercial Addition to the Town of Frankton. The total property area is 8,253 square feet.

The existing building was constructed approximately thirty years ago as a retail sales facility. It is a 2400 square foot building that has been vacant for some time. The structure consists of a poured concrete slab-on-grade foundation with a wood pole structural system, wood purlins, wood siding, and metal roofing. The interior of the building is not salvageable and all electrical, plumbing, and heating systems are in need of replacement.

There is also a small concrete block building and the southwest corner of the property and a concrete foundation and slab from a prior building at the northeast corner of the property.



Survey of Property



View looking South



View looking southwest





View looking West



View looking Northwest



View looking Northwest



View looking Northeast





View looking East



View looking East

Section 3

Conceptual Design



Conceptual Design

Re-use of existing Improvements

Given the condition of the existing improvements, their location on the property, and the needs of the new facility, it is recommended that the existing improvements are not viable for re-use and should be removed to make way for new construction.

Statistics

	Current	Projected Capacity
Population Served	4250	9000

Resources

Adult Books	9085	15000
Young Adult Books	512	2000
Juvenile Books	6976	10000
Audio Cassette & Disk	205	400
Video Cassette & Disk	1164	2000
Reference	89	150
Indiana Collection	143	250

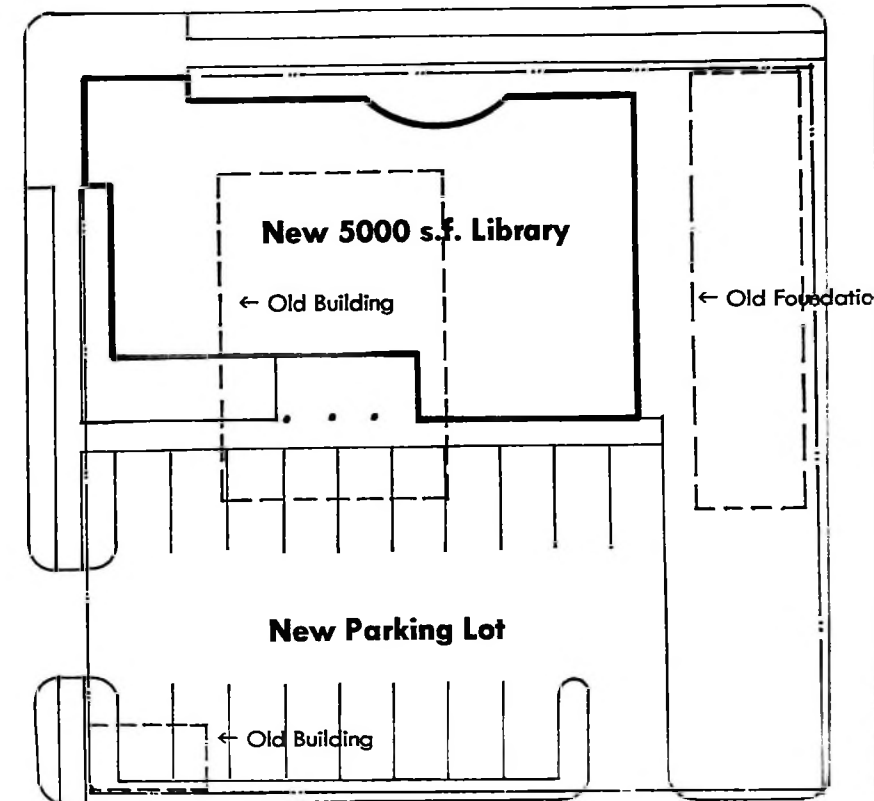
Space Program

Entry	200 square feet
Meeting Area	300 square feet
Restrooms/Traffic	1000 square feet
Telecommunications/Computers	300 square feet
Staff Support	350 square feet
Reading	1000 square feet
Adult	1500 square feet
Periodicals included	
Reference included	
Juvenile	1250 square feet

Handwritten notes:
 Kato Smith & Associates, Inc.
 7000 12th Street, Albany, IN 46010
 317.934.4312 to 317.934.4314



Conceptual Site Plan

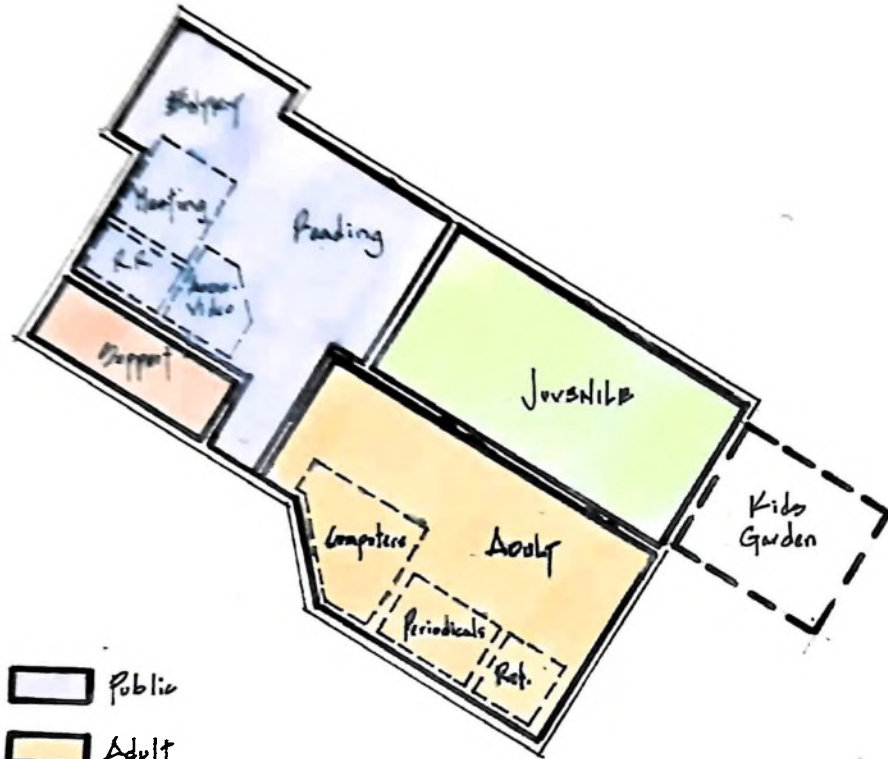


▲ North

Kato Smith & Associates, Inc.
 7000 12th Street, Albany, IN 46010
 317.934.4312 to 317.934.4314



Conceptual Space Plan



-  Public
-  Adult
-  Juvenile
-  Support

Section 4

Project Work List & Timeline



Project Work List & Timeline

The following is a guideline for Construction:

1. Architectural design and construction documents.
November 2004 to February 2005
2. Demolition of existing Improvements on property.
November 2004 to January 2005
3. State review and approval for construction.
March 2005
4. Bidding for Construction.
March 2005
5. Contract negotiations and set up.
April 2005
6. Construction of building and site improvements.
May 2005 to November 2005
7. Grand opening and certificate of occupancy.
November 2005

Section 5

Cost Estimate



Frankton Public Library Construction Estimate

October 2004

Site	Calculation rate	Amount	Totals
Demolition	Lump Sum	20,000	
Paving	Lump Sum	12,000	
Lighting	Lump Sum	5,000	
Landscaping	Lump Sum	10,000	
Total			\$ 47,000
Structure			
Excavation & Backfill	Lump Sum	10,000	
Foundation	Lump Sum	15,000	
Framing	Lump Sum	30,000	
Insulation	Lump Sum	8,000	
Total			\$ 63,000
Exterior Work			
Masonry	Lump Sum	14,000	
Siding	Lump Sum	9,000	
Roofing	Lump Sum	15,000	
Exterior Trim	Lump Sum	6,000	
Exterior Doors & Hardware	Lump Sum	10,000	
Windows	Lump Sum	20,000	
Total			\$ 74,000
Interior Work			
Drywall	Lump Sum	26,000	
Interior Doors & Hardware	Lump Sum	8,000	
Wall Finishes - Painting & Wallpapering	Lump Sum	16,000	
Flooring	Lump Sum	20,000	
Ceilings	Lump Sum	20,000	
Trim work	Lump Sum	10,000	
Total			\$ 100,000
Mechanical			
Plumbing	Lump Sum	24,000	
Sprinkler System	Lump Sum	10,000	
Heating & Cooling	Lump Sum	60,000	
Total			\$ 94,000
Electrical			
Service, Lighting & Circuitry	Lump Sum	42,000	
Emergency, Security & Data	Lump Sum	6,000	
Total			\$ 48,000
Contingency			\$ 40,000
Soft Costs			\$ 35,000
Total			\$ 500,000

KATO SMITH & ASSOCIATES, INC.

7 East 12th Street, Anderson, Indiana 46016
Tel: 765-644-3712 Fax: 765-644-3724 Email: kdsmithsr@msn.com

***** -COMM. JOURNAL- ***** DATE NOV-17-2004 ***** TIME 13:30 *****

MODE = MEMORY TRANSMISSION

START=NOV-17 13:29

END=NOV-17 13:32

FILE NO. #857

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<01>	FRANKTON	001/001	00:00:26

-ELWOOD PUBLIC LIBRARY -

***** -ELWOOD LIBRARY - ***** 765 552 0955- *****

NORTH MADISON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Executive Session

Monday November 22, 2004

5:30 p.m.

Elwood Public Library

AGENDA

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

IC5-14-1.5-6.1(b)(5) Personnel

ADJOURNMENT

PUBLIC MEETING

Monday November 22, 2004

6:30 p.m.

Elwood Public Library

AGENDA

CALL TO ORDER
CALL FOR QUORUM
OLD BUSINESS

1. Bids on Frankton demolition

2. Architect contract

NEW BUSINESS

DIRECTOR'S REPORT

ADJOURNMENT

11/17/04
Please publish on Friday
or Saturday and again on
Monday.

Thanks

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
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Monday November 22, 2004
5:30 p.m.
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Elwood Public Library

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CALL FOR QUORUM
BUSINESS

IC5-14-1.5-6.1(b)(5) Personnel

ADJOURNMENT

PUBLIC MEETING

Monday November 22, 2004

6:30 p.m.

Elwood Public Library

AGENDA

CALL TO ORDER
CALL FOR QUORUM
OLD BUSINESS

1. Bids on Frankton demolition
2. Architect contract

NEW BUSINESS
DIRECTOR'S REPORT
ADJOURNMENT

11/17/04
Please publish on Friday
or Saturday and again on
Monday.

Thanks

AGENDA

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

IC5-14-1.5-6.1(b)(5) Personnel

ADJOURNMENT

PUBLIC MEETING

Monday November 22, 2004

6:30 p.m.

Elwood Public Library

AGENDA

CALL TO ORDER
CALL FOR QUORUM
OLD BUSINESS

1. Bids on Frankton demolition
2. Architect contract

NEW BUSINESS
DIRECTOR'S REPORT
ADJOURNMENT

Please call if unable to attend.

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
EXECUTIVE MEETING
November 22, 2004
5:30pm

CALL TO ORDER

President Kevin Sipe called an executive session of the North Madison County Public Library Board of Trustees to order at 5:30pm on Monday, November 22, 2004 in the meeting room of the Elwood Public Library.



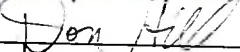
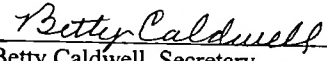
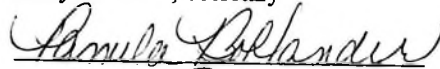

CALL FOR QUORUM

Present with President Sipe were members Bette Dalzell, Donna Wiand, Don Hill, Betty Caldwell and Pam Bohlander. Also in attendance were Director Beverly Austin and Administrative Assistant Diana Shepard.

BUSINESS

The meeting was held for discussion of Personnel IC 5-14-1.5-6.1(b)(5). No other subject matter was discussed in the executive session other than the subject matter specified in the public notice.

With no objections the meeting was adjourned at 6:30pm.

 _____  _____  _____	 _____ Betty Caldwell, Secretary  _____  _____ _____
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NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
November 22, 2004
6:30pm

CALL TO ORDER

President Kevin Sipe called a regular meeting of the North Madison County Public Library Board of Trustees to order at 6:30pm on Monday, November 22, 2004 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present with President Sipe were members Bette Dalzell, Donna Wiand, Don Hill, Betty Caldwell and Pam Bohlander. Also in attendance were Architect Kato Smith, Leasing Corporation President Mike Williams, Director Beverly Austin and Administrative Assistant Diana Shepard.

OLD BUSINESS

Bids on Frankton demolition

The meeting was turned over to Kato Smith. Three bidders picked up information at Mr. Smith's office. One bidder declined to bid; he could not get the 100 percent performance bond that is required for the job. Bid estimates received were T.W. Excavating & Demolition in the amount of \$9,800 and A&A Backhoe Service in the amount of \$11,800. The bid includes tearing down all of the structures, removing any footings, saw cut around the garage so there is a smooth transition to the parking area, fill and compacted six-inch lifts so there are no drop offs on the property. HydroTech was hired to conduct an asbestos demolition inspection; non-friable, presumed asbestos materials were detected in the shingled roof of the garage and also in the floor tiles remaining on the cement slab on the East side of the property. Demolition bids include any non-friable material be removed to approved areas. The demolition can start no earlier than December 1, 2004 because a ten-day notice must be given to the state, and is to be completed no later than December 31, 2004. Pam Bohlander made a motion to accept the demolition bid submitted by T.W. Excavating & Demolition; Bette Dalzell made a second and the motion carried. Director Beverly Austin signed the AIA contract prepared by Kato Smith between T.W. Excavating and the North Madison County Public Library.

Architect contract

The contract calls for basic compensation of \$35,000, with \$2,500 to be paid upon execution of the agreement. Compensation for additional services will be computed at \$100.00 per hour. Pam Bohlander made a motion to accept the AIA contract between Architect Kato Smith and the North Madison County Public Library. Bette Dalzell made a second and the motion carried. Director Beverly Austin signed the contract.

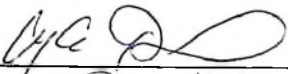
The possibility of hiring a construction administrator, clerk-of-the-works was discussed; any decision was tabled until a later date.

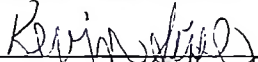
Mr. Smith suggested putting up a project sign after demolition is completed so that local residents would have a better understating of the upcoming project. Bette Dalzell made to motion to proceed with a site project sign to be put into place in January. Don Hill made a second and the motion carried. The sign will be four by eight foot at a cost of approximately \$700 to \$800.

DIRECTOR'S REPORT

The Library received a thank you letter from the Tipton County Historical Society for the library's donation to their organization of an antique oak card catalog. Elwood Youth Services has received \$5,905.91 from the estate of Mrs. Thelma C. Bonner to be used for children's books.

With no objections the meeting was adjourned at 7:05pm.


Don Hill
Bette Dalzell

Betty Caldwell
Betty Caldwell, Secretary

Samuel D. Hollander

SECTION 00400 - BID FORM

TO: Kato Smith & Associates, Inc.
7 East 12th Street
Anderson, Indiana 46016

BIDDER: Name James Addison DBA A+A Backhoe Service

Street Address 7316 Sprague St P.O. Box _____

City/State/Zip Anderson In 46013

Telephone No. 765-640-0310 Fax No. 765-622-9452

Person to contact regarding this bid: James Addison

PROJECT: Frankton Branch Library - Site Demolition
Frankton, Indiana

Date: November 22, 2004

The undersigned, having visited the project site and familiarized himself with the conditions thereof and having examined and become fully cognizant of Drawings and Project Manual and all Addenda subsequently issued thereto, hereby agrees to furnish all labor, materials, equipment, appliances, fixtures, and Incidentals required by such Drawings and Project Manual for the construction of the aforementioned Project, and to conform to requirements as set forth in such Drawings and Project Manual for the amounts set forth hereinafter.

1. BID PROPOSALS

BID PACKAGE 1: Demolition BASE BID AMOUNT:

_____ \$ 11,800⁰⁰ _____

2. VOLUNTARY ALTERNATES:

Voluntary Alternate No. 1:

Description: _____

Amount of Cost Savings _____

_____ \$ _____

3. TIME OF COMPLETION

The Bidder has reviewed the deadline of December 31, 2004 and agrees that the schedule can be met.

✓ Yes _____ No

4. RECEIPT OF ADDENDA

Receipt of Addenda issued to aforementioned Drawings and Project Manual is Hereby Acknowledged:

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

5. AUTHORIZATION OF BID

The undersigned hereby designates his business structure and location:

Bidder is (check one):

Individual Partnership () Corporation ()

Name of Bidder: James Addison DBA A+A Backhoe Service

Address of Bidder: 7316 Sprague St
Anderson In 46013

If Bidder is an individual, state the following:

Name of Individual: James Addison

If Bidder is in a partnership, state the following:

Name of Partners: _____

If Bidder is a Corporation, state the following:

Organized under the laws of the State of _____

Names and Titles of Officers authorized to signature contracts:

This Bid is hereby authorized and submitted by:

Name of Bidder: James Anderson, WA Airborne Service

By: James Anderson,

Title: Owner

Address: 1316 Sprague St
Anderson, WA 99013

Include with bid form appropriate and fully executed bid bond.

END OF SECTION 00400

Does not include Environmental Testing

SECTION 00400 - BID FORM

TO: Kato Smith & Associates, Inc.
7 East 12th Street
Anderson, Indiana 46016

BIDDER: Name T.W. Excavating & Demolition
Street Address 5132 West State Road 32 P.O. Box _____
City/State/Zip Anderson, IN 46011
Telephone No. (765) 642-4920 Fax No. (765) 642-4940
Person to contact regarding this bid: Ryan Paschal

PROJECT: Frankton Branch Library - Site Demolition
Frankton, Indiana

Date: November 22, 2004

The undersigned, having visited the project site and familiarized himself with the conditions thereof and having examined and become fully cognizant of Drawings and Project Manual and all Addenda subsequently issued thereto, hereby agrees to furnish all labor, materials, equipment, appliances, fixtures, and incidentals required by such Drawings and Project Manual for the construction of the aforementioned Project, and to conform to requirements as set forth in such Drawings and Project Manual for the amounts set forth hereinafter.

1. BID PROPOSALS

BID PACKAGE 1: Demolition BASE BID AMOUNT:
Nine Thousand Eight Hundred Dollars
\$ 9,800.00

2. VOLUNTARY ALTERNATES

Voluntary Alternate No. 1:
Description: _____

Amount of Cost Savings: _____
\$ _____

3. TIME OF COMPLETION

The Bidder has reviewed the deadline of December 31, 2004 and agrees that the schedule can be met.

XXXXX Yes _____ No

4. RECEIPT OF ADDENDA

Receipt of Addenda issued to aforementioned Drawings and Project Manual is Hereby Acknowledged:

Addendum No. _____ Dated: _____
Addendum No. _____ Dated: _____
Addendum No. _____ Dated: _____

5. AUTHORIZATION OF BID

The undersigned hereby designates his business structure and location:

Bidder is (check one):

Individual () Partnership () Corporation ()

Name of Bidder: T.W. Excavating & Demolition
Address of Bidder: 5132 West State Road 32
Anderson, IN 46011

If Bidder is an individual, state the following:

Name of Individual: _____

If Bidder is in a partnership, state the following:

Name of Partners: _____

If Bidder is a Corporation, state the following:

Organized under the laws of the State of Indiana

Names and Titles of Officers authorized to signature contracts

Tim Walters, President ; Jody Walters, Secretary / Treas.
Jacinda Walters, Vice President

This bid is hereby authorized and submitted by:

Name of Bidder: P. H. Excavating & Demolition

By: Tim Walters
(President)

Title: _____

Address: 5132 West State Road 32
Anderson, IN 46011

Include with bid form appropriate and fully executed bid bond.

END OF SECTION 00400



125 West Eleventh Street, Anderson, Indiana 46016
Phone 765/842-1581 Fax 765/842-1923

November 16, 2004

Ms. Beverly Austin - Director
North Madison County Public Library System
1600 Main Street
Elwood, IN 46036-2023

RE: **Asbestos Demolition Inspection**
Southeast Corner of Church and Sigler
Frankton, Indiana

Dear Ms. Austin,

Thank you for allowing HydroTech to be of service to you. I have enclosed two (2) copies of Invoice #041416 for services to date. I have detailed below the findings of the pre-demolition asbestos-building inspection conducted at the above referenced location.

HydroTech has conducted a pre-demolition asbestos building inspection of the property located on the southeast corner of Church and Sigler, Frankton, Indiana. The inspection was completed by a State of Indiana licensed asbestos building inspector. The inspection included the vacant building (Handy Andy Convenience Store), slab foundation, and the detached garage and was an intrusive style inspection, thus, interstitial wall cavities were entered and building materials were identified.

During the time of inspection, HydroTech collected six (6) samples of friable, presumed asbestos containing building materials. Each sample was submitted to an independent laboratory for analysis by Polarized Light Microscopy (PLM). Laboratory results indicated no detection of asbestos fibers in these samples. Full laboratory documentation is included with this letter. The inspection and sampling locations and results are summarized in **Table 1**.

Non-friable, presumed asbestos containing materials including floor tiles, vinyl floor coverings, asphalt roofing materials, and mastics were identified by the licensed building inspector. HydroTech contacted Kato Smith and discussed the options of presuming the materials as asbestos or analyzing each sample in an attempt to disqualify the materials as asbestos containing. It was agreed to presume the non-friable building materials as asbestos containing.

November 16, 2004
Ms. Beverly Austin
Page Two

The non-friable, presumed asbestos containing materials may remain in-place throughout the demolition. However, these materials must be wet-down and cannot be crumbled, pulverized or reduced to powder.

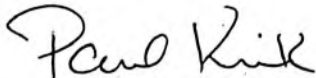
It is our understanding that the demolition contractor bids must be submitted by November 22, 2004. In some cases the disposal of certain types of construction debris which contain non-friable asbestos materials exceeds the cost of these materials being abated prior to demolition. Should it become necessary, HydroTech can order the non-friable, presumed asbestos containing material samples to be analyzed. In the event that some of the materials indeed contain asbestos, abatement cost proposals could be submitted.

I have submitted the *Indiana Department of Environmental Management Notification of Demolition and Renovations Operations* form to the Indiana Department of Environmental Management. I have enclosed a copy of the notification form. This form must be kept on-site during the demolition.

At this time, the scheduled dates of demolition activities are identified as December 1 through December 4, 2004. IDEM is very picky on the demolition occurring on the scheduled dates. If required, a revision can be made to the original notification.

Should you have any questions or concerns, please do not hesitate to contact me at (765) 642-1581.

Sincerely,
The HydroTech Corporation



Paul Krick
Licensed Building Inspector

enclosures

cc: Kato Smith



INVOICE

ENVIRONMENTAL CONSULTING & ENGINEERING
P.O. BOX 2991, ANDERSON, IN 46018 PH: (765) 642-1581

DATE: 10 / 16 / 04 INVOICE NO.: 041416
TERMS: 24% APR over 30 PROJECT NO.: 9526720

BILL TO:

Ms. Beverly Austin - Director
North Madison County
Public Library System
1600 Main Street
Elwood, IN 46036-2023

REFERENCE:

Asbestos Demolition Inspection
Southeast Corner of Church and Sigler
Frankton, IN

DESCRIPTION

QTY: RATE: AMOUNT:

Services to conduct an Asbestos Building Inspection, with
sampling, at the above referenced location. \$250.00

Laboratory Analysis:

• Asbestos bulk sampling analysis by Polarized Light Microscopy (PLM)	6	\$15.00	\$90.00
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Thank you for allowing HydroTech to be of service!

Total: \$340.00

Table 1

**Inspection and Sampling Results
Southeast Corner of Church and Sigler
Frankton, Indiana
(Page One)**

Sample Date	Sample ID	Material Description	Material Location	Friability (NF/F)	Material Volume	Asbestos Result
11/10/04	FT-01	0.75' x 0.75' white floor tiles with mastic	On slab of removed building	NF	510 ft ²	PACM
"	FT-02	0.75' x 0.75' red floor tiles with mastic	On slab of removed building	NF	22 ft ²	PACM
"	VF-01	Vinyl floor covering with mastic	On slab of removed building	NF	8 ft ²	PACM
"	FB-01	Exterior wall covering	Vacant convenience store	F	1,800 ft ²	ND
"	FB-02	Exterior underlayment	West wall of vacant convenience store	F	700 ft ²	ND
"	INS-01	Fiberglass insulation with foil face	HVAC system of vacant convenience store	F	350 ft ²	ND
"	INS-02	Fiberglass insulation with paper face	Exterior walls of vacant convenience store	F	500 ft ²	ND
"	DW-01	Drywall	Rear storage of vacant convenience store	F	1,000 ft ²	ND
"	FT-05	1' x 1' floor tiles with mastic	East side of vacant convenience store	NF	100 ft ²	PACM

ND = Non-detect

NF = Non-friable (through demolition)

F = Friable (through demolition)

PACM = Presumed asbestos containing material

Table 1

**Inspection and Sampling Results
 Southeast Corner of Church and Sigler
 Frankton, Indiana
 (Page Two)**

Sample Date	Sample I.D.	Material Description	Material Location	Friability (NF/F)	Material Volume	Analytical Results
11/10/04	RS-01	Asphalt roof shingles	Vacant convenience store	NF	3,000 ft ²	PACM
"	RS-02	Asphalt roof shingles	Detached garage	NF	320 ft ²	PACM
"	RS-03	Asphalt roof shingles	Detached garage	NF	320 ft ²	PACM
"	CM-01	Carpet mastic	Vacant convenience store	NF	1,000 ft ²	PACM
"	CT-01	2' x 4' white ceiling tiles	Vacant convenience store	F	2,400 ft ²	ND

ND = Non-detect
 NF = Non-friable (through demolition)
 F = Friable (through demolition)
 PACM = Presumed asbestos containing material

160409896

Project Name: SE Corner / Church + Sigler Shipment Date: _____ Bill To: HydroTech

Project Number: _____ Lab Destination: EMSL

Sampler: Paul Krick Lab Contact: Richard Harding Report To: HydroTech

Project Manager: Cory Smith Project Contact: _____

Report Date: _____ Contact Phone #: _____

Sample No.	Sample Description	Date Collected	Time Collected	Container Type	# of Containers	Preserv.	Requested Testing Program
FT-05	Bulk	11-10-04	—	Bag	1	—	Asbestos by PLM / EPA 600/R-93/116
RS-02							
RS-01							
RS-03							
VF-01							
FT-01							
FT-02							
FT-03							
FB-01							
FB-02							
INS-01							
INS-02							

Possible Hazard Identification: Non-hazard Flammable Skin Irritant Poison Unknown Sample Disposal: Return to Client Dispose by Lab

Turnaround Time Required: Normal Rush (Specify Turnaround Time in Comments Section) QC Level: I II III IV Project Specific: _____

Requisitioned by: <u>Paul W. Krick</u>	Date: <u>11-11-04</u>	Time: <u>0840</u>	Received by: <u>[Signature]</u>
Requisitioned by: <u>[Signature]</u>	Date: <u>11-11-04</u>	Time: <u>0950</u>	Received by: <u>[Signature]</u> <u>11/11/04 9:50</u>
Requisitioned by: _____	Date: _____	Time: _____	Received by: _____

COMMENTS: (Turnaround Time or Special Instructions)
24 hr. 11/12/04 Paul instructed to include FB01, FB02, INS-01, INS-02, VF-01 & Data.

AIA Document B151™ – 1997

Abbreviated Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the Fifteenth day of November in the year Two Thousand and Four
(In words, indicate day, month and year)

BETWEEN the Architect's client identified as the Owner:
(Name, address and other information)

North Madison County Public Library System, General Corporation
1600 Main Street
Elwood, IN 46036-2036
Telephone Number: 765-552-5001
Fax Number: 765-552-0955

and the Architect:
(Name, address and other information)

Kato Smith and Associates, Inc., Subchapter S Corporation
7 East 12th Street
Anderson, IN 46016
Telephone Number: 765-644-3712
Fax Number: 765-644-3724

For the following Project:
(Include detailed description of Project)

Frankton Branch Library
Frankton, Indiana
Design and creation of construction documents for a new 5,000 s. f. library branch in Frankton, Indiana.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

§ 1.1 The services performed by the Architect, Architect's employees and Architect's consultants shall be as enumerated in Articles 2, 3 and 12.

§ 1.2 The Architect's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. The Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services which may be adjusted as the Project proceeds. This schedule shall include allowances for periods of time required for the Owner's review and for approval of submissions by authorities having jurisdiction over the Project. Time limits established by this schedule approved by the Owner shall not, except for reasonable cause, be exceeded by the Architect or Owner.

§ 1.3 The Architect shall designate a representative authorized to act on behalf of the Architect with respect to the Project.

§ 1.4 The services covered by this Agreement are subject to the time limitations contained in Section 11.5.1.

ARTICLE 2 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 2.1 DEFINITION

The Architect's Basic Services consist of those described in Sections 2.2 through 2.6 and any other services identified in Article 12 as part of Basic Services, and include normal structural, mechanical and electrical engineering services.

§ 2.2 SCHEMATIC DESIGN PHASE

§ 2.2.1 The Architect shall review the program furnished by the Owner to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner.

§ 2.2.2 The Architect shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Section 5.2.1.

§ 2.2.3 The Architect shall review with the Owner alternative approaches to design and construction of the Project.

§ 2.2.4 Based on the mutually agreed-upon program, schedule and construction budget requirements, the Architect shall prepare, for approval by the Owner, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of Project components.

§ 2.2.5 The Architect shall submit to the Owner a preliminary estimate of Construction Cost based on current area, volume or similar conceptual estimating techniques.

§ 2.3 DESIGN DEVELOPMENT PHASE

§ 2.3.1 Based on the approved Schematic Design Documents and any adjustments authorized by the Owner in the program, schedule or construction budget, the Architect shall prepare, for approval by the Owner, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate.

§ 2.3.2 The Architect shall advise the Owner of any adjustments to the preliminary estimate of Construction Cost.

§ 2.4 CONSTRUCTION DOCUMENTS PHASE

§ 2.4.1 Based on the approved Design Development Documents and any further adjustments in the scope or quality of the Project or in the construction budget authorized by the Owner, the Architect shall prepare, for approval by the Owner, Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Project.

§ 2.4.2 The Architect shall assist the Owner in the preparation of the necessary bidding information, bidding forms, the Conditions of the Contract, and the form of Agreement between the Owner and Contractor.

§ 2.4.3 The Architect shall advise the Owner of any adjustments to previous preliminary estimates of Construction Cost indicated by changes in requirements or general market conditions.

§ 2.4.4 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 2.5 BIDDING OR NEGOTIATION PHASE

The Architect, following the Owner's approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, shall assist the Owner in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

§ 2.6 CONSTRUCTION PHASE—ADMINISTRATION OF THE CONSTRUCTION CONTRACT

§ 2.6.1 The Architect's responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of the initial Contract for Construction and terminates at the earlier of the issuance to the Owner of the final Certificate for Payment or 60 days after the date of Substantial Completion of the Work.

§ 2.6.2 The Architect shall provide administration of the Contract for Construction as set forth below and in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement, unless otherwise provided in this Agreement. Modifications made to the General Conditions, when adopted as part of the Contract Documents, shall be enforceable under this Agreement only to the extent that they are consistent with this Agreement or approved in writing by the Architect.

§ 2.6.3 Duties, responsibilities and limitations of authority of the Architect under this Section 2.6 shall not be restricted, modified or extended without written agreement of the Owner and Architect with consent of the Contractor, which consent will not be unreasonably withheld.

§ 2.6.4 The Architect shall be a representative of and shall advise and consult with the Owner during the administration of the Contract for Construction. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement unless otherwise modified by written amendment.

§ 2.6.5 The Architect, as a representative of the Owner, shall visit the site at intervals appropriate to the stage of the Contractor's operations, or as otherwise agreed by the Owner and the Architect in Article 12, (1) to become generally familiar with and to keep the Owner informed about the progress and quality of the portion of the Work completed, (2) to endeavor to guard the Owner against defects and deficiencies in the Work, and (3) to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

§ 2.6.6 The Architect shall report to the Owner known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor. However, the Architect shall not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons or entities performing portions of the Work.

§ 2.6.7 The Architect shall at all times have access to the Work wherever it is in preparation or progress.

§ 2.6.8 Except as otherwise provided in this Agreement or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents. Communications by and with the Architect's consultants shall be through the Architect.

§ 2.6.9 CERTIFICATES FOR PAYMENT

§ 2.6.9.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts.

§ 2.6.9.2 The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 2.6.5 and on the data comprising the Contractor's Application for Payment, that the Work has progressed to the point indicated and that, to the best of the Architect's knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 2.6.9.3 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 2.6.10 The Architect shall have authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

§ 2.6.11 The Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action shall be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the Owner, Contractor or separate contractors, while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 2.6.12 If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, the Architect shall specify appropriate performance and design criteria that such services must satisfy. Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor shall bear such professional's written approval when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications or approvals performed by such design professionals.

§ 2.6.13 The Architect shall prepare Change Orders and Construction Change Directives, with supporting documentation and data if deemed necessary by the Architect as provided in Sections 5.1.1 and 5.3.3, for the Owner's approval and execution in accordance with the Contract Documents, and may authorize minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract Time which are consistent with the intent of the Contract Documents.

§ 2.6.14 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion, shall receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the

Contractor, and shall issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

§ 2.6.15 The Architect shall interpret and decide matters concerning performance of the Owner and Contractor under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 2.6.16 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and initial decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions so rendered in good faith.

§ 2.6.17 The Architect shall render initial decisions on claims, disputes or other matters in question between the Owner and Contractor as provided in the Contract Documents. However, the Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 2.6.18 The Architect's decisions on claims, disputes or other matters in question between the Owner and Contractor, except for those relating to aesthetic effect as provided in Section 2.6.17, shall be subject to mediation and arbitration as provided in this Agreement and in the Contract Documents.

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 GENERAL

§ 3.1.1 The services described in this Article 3 are not included in Basic Services unless so identified in Article 12, and they shall be paid for by the Owner as provided in this Agreement, in addition to the compensation for Basic Services. The services described under Sections 3.2 and 3.4 shall only be provided if authorized or confirmed in writing by the Owner. If services described under Contingent Additional Services in Section 3.3 are required due to circumstances beyond the Architect's control, the Architect shall notify the Owner prior to commencing such services. If the Owner deems that such services described under Section 3.3 are not required, the Owner shall give prompt written notice to the Architect. If the Owner indicates in writing that all or part of such Contingent Additional Services are not required, the Architect shall have no obligation to provide those services.

§ 3.2 PROJECT REPRESENTATION BEYOND BASIC SERVICES

§ 3.2.1 If more extensive representation at the site than is described in Section 2.6.5 is required, the Architect shall provide one or more Project Representatives to assist in carrying out such additional on-site responsibilities.

§ 3.2.2 Project Representatives shall be selected, employed and directed by the Architect, and the Architect shall be compensated therefor as agreed by the Owner and Architect. The duties, responsibilities and limitations of authority of Project Representatives shall be as described in the edition of AIA Document B352 current as of the date of this Agreement, unless otherwise agreed.

§ 3.2.3 Through the presence at the site of such Project Representatives, the Architect shall endeavor to provide further protection for the Owner against defects and deficiencies in the Work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the Architect as described elsewhere in this Agreement.

§ 3.3 CONTINGENT ADDITIONAL SERVICES

- § 3.3.1 Making revisions in drawings, specifications or other documents when such revisions are:
- 1 caused by changes in requirements or instructions previously given by the Owner, including revisions made necessary by adjustments in the Owner's portion of Project budget;
 - 2 required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents;
 - 3 due to changes required as a result of the Owner's failure to render decisions in a timely manner.

§ 3.3.2 Providing services required because of significant changes in the Project including, but not limited to, size, quality, complexity, the Owner's schedule, or the method of bidding or negotiating and contracting for construction, except for services required under Section 5.2.5.

§ 3.3.3 Preparing Drawings, Specifications and other documentation and supporting data, evaluating Contractor's proposals, and providing other services in connection with Change Orders and Construction Change Directives.

§ 3.3.4 Providing services in connection with evaluating substitutions proposed by the Contractor and making subsequent revisions to Drawings, Specifications and other documentation resulting therefrom.

§ 3.3.5 Providing consultation concerning replacement of Work damaged by fire or other cause during construction, and furnishing services required in connection with the replacement of such Work.

§ 3.3.6 Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the Work of the Contractor, or by failure of performance of either the Owner or Contractor under the Contract for Construction.

§ 3.3.7 Providing services in evaluating an extensive number of claims submitted by the Contractor or others in connection with the Work.

§ 3.3.8 Providing services in connection with a public hearing, a dispute resolution proceeding or a legal proceeding except where the Architect is party thereto.

§ 3.3.9 Preparing documents for alternate, separate or sequential bids or providing services in connection with bidding, negotiation or construction prior to the completion of the Construction Documents Phase.

§ 3.4 OPTIONAL ADDITIONAL SERVICES

§ 3.4.1 Providing analyses of the Owner's needs and programming the requirements of the Project.

§ 3.4.2 Providing financial feasibility or other special studies.

§ 3.4.3 Providing planning surveys, site evaluations or comparative studies of prospective sites.

§ 3.4.4 Providing special surveys, environmental studies and submissions required for approvals of governmental authorities or others having jurisdiction over the Project.

§ 3.4.5 Providing services relative to future facilities, systems and equipment.

§ 3.4.6 Providing services to investigate existing conditions or facilities or to make measured drawings thereof.

§ 3.4.7 Providing services to verify the accuracy of drawings or other information furnished by the Owner.

§ 3.4.8 Providing coordination of construction performed by separate contractors or by the Owner's own forces and coordination of services required in connection with construction performed and equipment supplied by the Owner.

§ 3.4.9 Providing services in connection with the work of a construction manager or separate consultants retained by the Owner.

§ 3.4.10 Providing detailed estimates of Construction Cost.

§ 3.4.11 Providing detailed quantity surveys or inventories of material, equipment and labor.

§ 3.4.12 Providing analyses of owning and operating costs.

§ 3.4.13 Providing interior design and other similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.

fixed limit, if established as a condition of this Agreement. The modification of such documents without cost to the Owner shall be the limit of the Architect's responsibility under this Section 5.2.5. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

ARTICLE 6 USE OF ARCHITECT'S INSTRUMENTS OF SERVICE

§ 6.1 Drawings, specifications and other documents, including those in electronic form, prepared by the Architect and the Architect's consultants are Instruments of Service for use solely with respect to this Project. The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights.

§ 6.2 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to reproduce the Architect's Instruments of Service solely for purposes of constructing, using and maintaining the Project, provided that the Owner shall comply with all obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. Any termination of this Agreement prior to completion of the Project shall terminate this license. Upon such termination, the Owner shall refrain from making further reproductions of Instruments of Service and shall return to the Architect within seven days of termination all originals and reproductions in the Owner's possession or control. If and upon the date the Architect is adjudged in default of this Agreement, the foregoing license shall be deemed terminated and replaced by a second, nonexclusive license permitting the Owner to authorize other similarly credentialed design professionals to reproduce and, where permitted by law, to make changes, corrections or additions to the Instruments of Service solely for purposes of completing, using and maintaining the Project.

§ 6.3 Except for the licenses granted in Section 6.2, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. However, the Owner shall be permitted to authorize the Contractor, Subcontractors, Sub-subcontractors and material or equipment suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in their execution of the Work by license granted in Section 6.2. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants. The Owner shall not use the Instruments of Service for future additions or alterations to this Project or for other projects, unless the Owner obtains the prior written agreement of the Architect and the Architect's consultants. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 6.4 Prior to the Architect providing to the Owner any Instruments of Service in electronic form or the Owner providing to the Architect any electronic data for incorporation into the Instruments of Service, the Owner and the Architect shall by separate written agreement set forth the specific conditions governing the format of such Instruments of Service or electronic data, including any special limitations or licenses not otherwise provided in this Agreement.

ARTICLE 7 DISPUTE RESOLUTION

§ 7.1 MEDIATION

§ 7.1.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by arbitration.

§ 7.1.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a demand for arbitration but, in such event, mediation shall proceed in

advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

§ 7.1.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 7.2 ARBITRATION

§ 7.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to arbitration. Prior to arbitration, the parties shall endeavor to resolve disputes by mediation in accordance with Section 7.1.

§ 7.2.2 Claims, disputes and other matters in question between the parties that are not resolved by mediation shall be decided by arbitration which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. The demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association.

§ 7.2.3 A demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

§ 7.2.4 No arbitration arising out of or relating to this Agreement shall include, by consolidation or joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement and signed by the Owner, Architect, and any other person or entity sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 7.2.5 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 7.3 CLAIMS FOR CONSEQUENTIAL DAMAGES

The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 8.

ARTICLE 8 TERMINATION OR SUSPENSION

§ 8.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, prior to suspension of services, the Architect shall give seven days' written notice to the Owner. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 8.2 If the Project is suspended by the Owner for more than 30 consecutive days, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 8.3 If the Project is suspended or the Architect's services are suspended for more than 90 consecutive days, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 8.4 This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 8.5 This Agreement may be terminated by the Owner upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 8.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 8.7.

§ 8.7 Termination Expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.

ARTICLE 9 MISCELLANEOUS PROVISIONS

§ 9.1 This Agreement shall be governed by the law of the principal place of business of the Architect, unless otherwise provided in Article 12.

§ 9.2 Terms in this Agreement shall have the same meaning as those in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

§ 9.3 Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion or the date of issuance of the final Certificate for Payment for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Architect's services are substantially completed.

§ 9.4 To the extent damages are covered by property insurance during construction, the Owner and Architect waive all claims against each other and against the contractor, consultants, agents and employees of the other for damages, except damages as they may have in the proceeds of such insurance as set forth in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. The Owner or the contractor, as appropriate, shall maintain the contractor, consultants, agents and employees of any of them in the manner in which they would be otherwise maintained herein.

§ 9.5 The Owner and Architect, respectively, and their partners, successors, assigns and legal representatives shall be deemed to be the other party to this Agreement and to the contractor, successors, assigns and legal representatives of each other party with respect to all provisions of this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to an institutional lender providing financing for the Project. In such event, the lender shall assume the Owner's rights and obligations under this Agreement. The Architect shall execute all consents reasonably required to facilitate such assignment.

§ 9.6 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 9.7 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 9.8 Unless otherwise provided in this Agreement, the Architect and Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the Project site.

§ 9.9 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 9.10 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates that would require knowledge, services or responsibilities beyond the scope of this Agreement.

ARTICLE 10 PAYMENTS TO THE ARCHITECT

§ 10.1 DIRECT PERSONNEL EXPENSE

Direct Personnel Expense is defined as the direct salaries of the Architect's personnel engaged on the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, employee retirement plans and similar contributions.

§ 10.2 REIMBURSABLE EXPENSES

§ 10.2.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and Architect's employees and consultants directly related to the Project, as identified in the following Clauses:

- 1 transportation in connection with the Project, authorized out-of-town travel and subsistence, and electronic communications;
- 2 fees paid for securing approval of authorities having jurisdiction over the Project;
- 3 reproductions, plots, standard form documents, postage, handling and delivery of Instruments of Service;
- 4 expense of overtime work requiring higher than regular rates if authorized in advance by the Owner;
- 5 renderings, models and mock-ups requested by the Owner;
- 6 expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect and the Architect's consultants;
- 7 reimbursable expenses as designated in Article 12;
- 8 other similar direct Project-related expenditures.

§ 10.3 PAYMENTS ON ACCOUNT OF BASIC SERVICES

§ 10.3.1 An initial payment as set forth in Section 10.3.1 is the minimum payment under this Agreement.

§ 10.3.2 Subsequent payments for Basic Services shall be made monthly and shall be based on the proportion to services performed within each phase of work, as set forth in Section 10.3.2.

§ 10.3.3 If and to the extent that the date initially established in Section 10.3.1 of this Agreement is extended or extended through no fault of the Architect, compensation for any services rendered during an additional period of time shall be computed in the manner set forth in Section 10.3.3.

§ 10.3.4 When compensation is based on a percentage of Construction Cost and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions in accordance with the schedule set forth in Section 10.3.2, based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent preliminary estimate of Construction Cost or detailed estimate of Construction Cost for such portions of the Project.

§ 10.4 PAYMENTS ON ACCOUNT OF ADDITIONAL SERVICES

Payments on account of the Architect's Additional Services and for Reimbursable Expenses shall be made monthly upon presentation of the Architect's statement of services rendered or expenses incurred.

§ 10.5 PAYMENTS WITHHELD

No deductions shall be made from the Architect's compensation on account of penalty, liquidated damages or other sums withheld from payments to contractors, or on account of the cost of changes in the Work other than those for which the Architect has been adjudged to be liable.

§ 10.6 ARCHITECT'S ACCOUNTING RECORDS

Records of Reimbursable Expenses and expenses pertaining to Additional Services and services performed on the basis of hourly rates or a multiple of Direct Personnel Expense shall be available to the Owner or the Owner's authorized representative at mutually convenient times.

ARTICLE 11 BASIS OF COMPENSATION

The Owner shall compensate the Architect as follows:

§ 11.1 An Initial Payment of Two Thousand Five Hundred Dollars and Zero Cents (\$ 2,500.00) shall be made upon execution of this Agreement and credited to the Owner's account at final payment.

§ 11.2 BASIC COMPENSATION

§ 11.2.1 For Basic Services, as described in Article 2, and any other services included in Article 12 as part of Basic Services, Basic Compensation shall be computed as follows:

(Insert basis of compensation, including stipulated sums, multiples or percentages, and identify phases to which particular methods of compensation apply, if necessary.)

Stipulated Sum of \$32,500.00

§ 11.2.2 Where compensation is based on a stipulated sum or percentage of Construction Cost, progress payments for Basic Services in each phase shall total the following percentages of the total Basic Compensation payable:
(Insert additional phases as appropriate.)

Schematic Design Phase:	Twenty percent (20 %)
Design Development Phase:	Ten percent (10 %)
Construction Documents Phase:	Forty percent (40 %)
Bidding or Negotiation Phase:	Five percent (5 %)
Construction Phase:	Twenty-five percent (25 %)

(Paragraph deleted)

Total Basic Compensation one hundred percent (100.00 %)

§ 11.3 COMPENSATION FOR ADDITIONAL SERVICES

§ 11.3.1 For Project Representation Beyond Basic Services, as described in Section 3.2, compensation shall be computed as follows:

Hourly rate of \$100.00 per hour.

§ 11.3.2 For Additional Services of the Architect, as described in Articles 3 and 12, other than (1) Additional Project Representation, as described in Section 3.2, and (2) services included in Article 12 as part of Basic Services, but excluding services of consultants, compensation shall be computed as follows:

(Insert basis of compensation, including rates and multiples of Direct Personnel Expense for Principals and employees, and identify Principals and classify employees, if required. Identify specific services to which particular methods of compensation apply, if necessary.)

Hourly rate of \$100.00 per hour.

§ 11.3.3 For Additional Services of Consultants, including additional structural, mechanical and electrical engineering services and those provided under Section 3.4.19 or identified in Article 12 as part of Additional Services, a multiple of One and two-tenths (1.20) times the amounts billed to the Architect for such services.

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(Identify specific types of consultants in Article 12, if required.)

§ 11.4 REIMBURSABLE EXPENSES

For Reimbursable Expenses, as described in Section 10.2, and any other items included in Article 12 as Reimbursable Expenses, a multiple of One and two-tenths (1.20) times the expenses incurred by the Architect, the Architect's employees and consultants directly related to the Project.

§ 11.5 ADDITIONAL PROVISIONS

§ 11.5.1 If the Basic Services covered by this Agreement have not been completed within Twelve (12) months of the date hereof, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as provided in Sections 10.3.3 and 11.3.2.

§ 11.5.2 Payments are due and payable Fifteen (15) days from the date of the Architect's invoice. Amounts unpaid Thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.
(Insert rate of interest agreed upon.)

2.00% monthly

(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Architect's principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Specific legal advice should be obtained with respect to deletions or modifications, and also regarding requirements such as written disclosures or waivers.)


§ 11.5.3 The rates and multiples set forth for Additional Services shall be adjusted in accordance with the normal salary review practices of the Architect.

ARTICLE 12 OTHER CONDITIONS OR SERVICES

(Insert descriptions of other services, identify Additional Services included within Basic Compensation and modifications to the payment and compensation terms included in this Agreement)

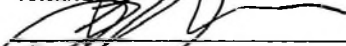
This Agreement entered into as of the day and year first written above.

OWNER



(Signature)
Beverly Austin, Director
(Printed name and title) 11/22/04

ARCHITECT



(Signature)
Kato Smith, AIA, President
(Printed name and title)

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