

The Elwood Public Library Board met Wednesday, January 2, 1980, in the meeting room. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin present
 Emma Copeland present
 Betsy Herndon present
 Michael Kennedy present
 Edwin Pavese present
 Emalee Powell absent
 Joeanna Winings present
 David Cooper, Director . . . present

Minutes of the previous meeting were approved as written.

Mrs. Herndon turned the meeting over to Mr. Cooper so that he could present his suggestions on searching for a new librarian to the board.

1. Suggested organizing a screening committee to search for and interview applicants. There will be three members on the committee. Mrs. Herndon will head the committee along with Mrs. Austin and Mrs. Copeland.
2. Mr. Cooper offered the board a description of the requirements needed to fill the position of director.
3. Salary was discussed and it was decided that qualifications, experience and actual years worked in the library services will determine the beginning salary. Mrs. Austin's advice was asked and she commented that the salary should be no lower than \$12,500. Mr. Cooper considered \$12,000 to \$14,000 a good range to advertise. The board agreed by consent to the amounts Mr. Cooper suggested.
4. The deadline for applications was the next item considered. It was decided that eight weeks would be sufficient time and this would bring the deadline to March 1, 1980.
5. The board members agreed to send announcements for the job opening to the State Library, ALSA, Indiana University, Ball State University and the Library Association.

Mr. Cooper said if the Noblesville Public Library will permit him he would be glad to take a couple of days to help break in the new Librarian. The offer was accepted and appreciated.

The biggest problem that will develop upon Mr. Cooper's departure is that of cataloging books. He offered to spend a couple of

hours a week here at the library cataloging books. The offer was appreciated, but the board declined stating that he has responsibility to the Noblesville Library. If the books become insurmountable they will not hesitate to call upon Mr. Cooper's services.

Mr. Kennedy moved to adjourn the meeting and Mr. Pavese seconded the motion.

Respectfully submitted,

Emma Copeland, Secy

Emma Copeland, Secretary

The Elwood Public Library Board met Wednesday evening, January 9, 1980, in the Children's Room. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin present
 Emma Copeland present
 Betsy Herndon present
 Michael Kennedy..... present
 Edwin Pavese present
 Emalee Powell present
 Joeanna Winings..... absent
 David Cooper, Director.. present

The minutes of the previous meeting were approved as written.

Mr. Cooper gave his report as follows:

Borrowers	3670
Incl. 48 NR	
Book Stock	38,600
Circulation	5,262
Information questions	55
by phone 20	
Phonorecords Circ.	570
Cassette Circ.	14
Poster Circ.	16
Fines & Fees	101.75
Copier	326.65
Non-Resident	75.00

The Annual Report was also read to the Board Members.

Mr. Cooper suggested that next month the dates on the certificate of deposits be checked to see when they will mature. If one is maturing in the next three to four months then it would be wise to take \$5,000 out of LIRF and purchase another certificate deposit. If it is decided upon to do something about the windows in the library the money from the maturing certificate can be used for this purpose.

An advertisement was placed in the Indianapolis Star, Sunday edition, announcing the search for applicants. Two people have applied, one before the ad and one after.

Mr. Cooper told the board that the 1980 budget was approved. He explained that they did completely away with our operating balance. Part of #56 (Transfer into LIRF) can be transferred into LIRF in June and then the remainder can be transferred in December. Number 56 will help act as an operating balance.

Mr. Pearson has a chance to go to Florida from January 29 to February 4. Mr. Cooper pointed out that there were 3 options for the board: (1) Do nothing. Let the staff empty wastebaskets, etc. One problem with this option is if there is a large snowfall who is going to take care of the walks. (2) Call Dorothy Beasley and have her send a worker from the trustee's office that is willing to do janitorial work. (3) To look for someone that would be willing to work for a week. It was decided to take the 2nd option of using a worker from the trustee's office.

Mr. Cooper rechecked the non-resident figure that he had reported on at the December board meeting and found that the amount now charged is inappropriate. The Non-Resident fee is derived by taking the library budget divided by the number of persons in town then taking the figure by a family of four. According to the 1976 census the population has gone down which makes the per capita go up to \$9.21 per person. Mr. Kennedy moved that the Non-Resident fee be raised to \$30.00 in anticipation of making the fee \$35.00 next year. Mrs. Copeland seconded the motion. *The measure passed unanimously.*

Mr. Cooper showed the board a book bag that he considered very well constructed. He explained that Martha Catt has organized it so that EIALSA will be able to sell them in a large quantity. Therefore, the price would be a quarter for each bag. After examining the bag the board members agreed to buying 500 bags and charging library patrons 25¢ for each bag. The bags will be purchased out of the gift fund and money made from the bags will be returned to the gift fund.

Leaving the Children's Room open at night until 7:00 p.m. did not work out. During the month of December there were only four children in. The board agreed to return to the original hours of closing at 6 p.m.

Mr. Kennedy reported the attendance for the children's movies held over Christmas break. Thursday afternoon there were 88 kids, Friday 61 kids and Saturday 86 Kids were present. After the movies many of the children checked out books which helped our circulation for those three days.

Mr. Cooper reported to the board that putting Treasurer bonds on the Treasurer and the bookkeeper would amount to \$320.00 for both. The board suggested that Mr. Bingham's opinion be asked as to whether both Mrs. Powell and Lynn needed treasurer bonds.

The meeting was declared adjourned.

Respectfully submitted,

Emma Copeland, Secretary
Emma Copeland, Secretary

The Elwood Public Library Board met Wednesday evening, February 6, 1980, in the Director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin	present
Emma Copeland	present
Betsy Herndon	present
Michael Kennedy	present
Edwin Pavese	absent
Emalee Powell	present
Joeanna Winings	present

The minutes of the previous meeting were approved as written.

Lynn Ischay gave the monthly report as follows:

Borrowers	3708
Incl. 6 NR	
Book Stock	38663
Circulation	6698
Information Questions	76
By phone 33	
Phonorecord Circ.	617
Cassette Circ.	71
Poster Circ.	18
Fines & Fees	122.31
Copier	656.70
Non-Resident	140.00

The first item of business that was taken care of was reapproving the 1980 budget as published except #56 LIRF. Mr. Kennedy moved that LIRF be reduced to \$24,000. Mrs. Copeland and Mrs. Austin seconded the motion.

The low interest rates of the certificate of deposits were discussed. The members of the board agreed unanimously that the certificates upon maturation be cashed in and placed in a day-by-day savings account until the amount of \$10,000 is reached. When we have sufficient funds we will take the money and purchase a money market. Each certificate matures at a different date. Mr. Kennedy suggested taking the penalty and placing the certificates in a money market as soon as possible.

The board wanted Lynn Ischay to find out the following information:

- 1.) The interest on the certificate of deposit (\$21,465.00) and when it will mature.
- 2.) Ask Mrs. Wilson how much money the library will lose if the certificates are placed in a money market before their maturity dates.

3.) Find out about withdrawing certificate no. 187-3430-3 on the day it matures and placing the \$4,000 in a day-by-day savings account.

Susan VanNess, the Children's Librarian, mentioned to Mrs. Herndon that the phonorecord in the Children's room is broken. The board decided that Mrs. VanNess find out some figures for a new one and also get some estimates for repair work on the record player. Mrs. Austin suggested checking with the Vocational Building and also with Shoemaker's for prices on repair jobs. If the problem is small enough repairing the phonorecord will be the answer.

Mrs. Herndon pointed out to the board members that Mr. Cooper is needed back to do some cataloging for the library. It will be the middle of March before a new librarian will take over and the books are accumulating. The board agreed to pay Mr. Cooper \$5.00 an hour if he has the time to catalog books.

The legal notices being used now by the library are no longer valid. The legislature has repealed the law that we use now in our legal notices. Mrs. Herndon has a copy of the new letter the library will be using.

Mrs. Herndon informed the board members what the Screening Committee has found out about each applicant.

Clark Hall is from Vermont. He graduated with a MLS degree from Indiana University in August 1979. He is currently substitute teaching in Vermont. The screening committee felt he is qualified, but that he seems to be more or less a free spirit.

Thomas West is from Logansport, Indiana. He has a MLS degree from Indiana University. Mr. West is currently employed at the Logansport Cass Co. Public Library in the reference department. He will be interviewed February 9th at 3:30.

Steven Richards graduated with a MLS degree from Peabody School of Library Science. His assigned department at the Allen Co. Public Library in Ft. Wayne is the Young Adult Room. Public Library Adm. was Mr. Richards area of emphasis while in Library School. His interview is set up for February 11th at 3:30.

Renee Reed was a nice person and she had qualifications, but she lacked in actual experience. The screening committee felt that the staff would spend alot of their time "teaching her". Mrs. Reed was willing to move to Elwood.

Jacqueline Fischer is currently employed as Children's Librarian with the Indianapolis-Marion Co. Public Library. The screening committee felt that Ms. Fischer had excellent credentials and was a good all around applicant. The Library received a letter from her thanking the members for the interview. She would need \$15,000 to come to this library for she is making near this amount now at her present position.

There will be a board meeting set after the last interview to discuss the applicants.

Lynn Ischay presented to Mr. Kennedy a list of supplies that were used in 1979 on the copier. The amount disbursed on paper, toner, developer, etc. was approximately \$1,000 for the year. Our receipts from the copier averaged between \$300 to \$400 a month. This month we took in over \$600.

The advice of Dan Bingham was asked on treasurer bonds. He said that only the Treasurer on the Library Board needs to be bonded.

The Elwood Chamber of Commerce is constructing a package to give to new residents of the City. The Library was asked to donate library registration cards and bookmarks.

Lynn Ischay asked if Mrs. Stiner would be able to spend fifty dollars each month for purchasing paperback books at P & S bookstore for the library. It was agreed that she be allowed to do so.

Susan VanNess wanted permission to proceed with four items:

- 1.) purchase of an easel from Miller Huggins for \$34.50 to be used in Story Hour.
- 2.) to buy materials from EIALSA this year for the summer reading program. The materials would cost the library \$142.50 compared to the \$40.00 spent last year.
- 3.) to make reservations for her and Mrs. Robertson to attend a children's conference at Brown County in April.
- 4.) to purchase two "talking bulletin" boards which are \$ 4.50 each.

The members of the Library Board gave their consent for each of the items except the second item. Mrs. Austin said the figure seems unreasonably high and she will find out why.

The meeting was declared adjourned.

Respectfully submitted,

Emma Copeland, Secretary
Emma Copeland, Secretary

The Elwood Public Library Board met Wednesday, March 5, 1980, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin present
 Emma Copeland present
 Betsy Herndon present
 Michael Kennedy. present
 Edwin Pavese present
 Emalee Powell present
 Joeanna Winings present

Minutes of the previous meeting were approved as written.

Lynn Ischay gave the monthly report as follows:

Borrowers	3730
Incl. 3 NR	
Book Stock	38917
Circulation	6046
Information Questions	52
by phone 28	
Phonorecords Circ.	401
Cassette Circ.	18
Poster Circ.	11
Fines & Fees	68.60
Copier	447.30
Non-Resident	90.00

It was announced that the annual district meeting will be held April 15th in Marion.

Library Week is from April 13 through the 19th. Plans were made to allow patrons of the library to return their overdue books free of fines. At this time there will be an article in the Call-Leader stating that those people who have had books out for several weeks will be prosecuted.

Mrs. Herndon told the board that a salesman from the American Publisher's Company had talked with Susan about purchasing some children's books. Susan selected \$200.00 worth of books for the children's room.

Mrs. Austin announced that the Indiana legislature gave ALSA the funding they were requesting. There will be a luncheon in appreciation for the support that was given and if anyone is interested in attending the festivities Mrs. Austin has reservation forms.

Mr. Kennedy's appointment to the Library Board will be up April 1, 1980. Under the circumstances he has decided to at least begin his second term. The board appreciated Mr. Kennedy's generous decision.

The Board discussed the interviews that have taken place during March. They were able to limit their choices to four candidates. The Screening Committee felt that it was important to have the four applicants back to appear in front of the entire board. The interviews will be held March 15th in the afternoon. The out of state applicants were notified that the board would be unable to interview them because of the transportation and time factor involved.

The interest on certificate, number 187-3430-3, matured the seventh of March. It was decided to cash the certificate in and place the \$4,000. in a day by day savings account.

Mr. Kenndy moved to adjourn the meeting and Mrs. Austin seconded the motion.

Respectfully submitted,

Emma Copeland, Secretary
Emma Copeland, Secretary

Mrs. Herndon mentioned giving the staff two personal days a year. The board suggested to Mrs. Herndon that she write out what needs to be put in the policy and present it to the board in May. It was taken by consent that any time that is made up will be done so in four hour blocks.

The library needs to appoint a person to the ALSA board to continue with Mr. Cooper's term. Mrs. Austin suggested that Mr. Richards might like to fill Mr. Cooper's position. Mr. Richards agreed that he would find the experience very enjoyable.

It was reported to the board that several patrons have asked that we make the book return box available for public use again. The board seemed to frown on the suggestion stating that they think a book return causes too many problems and losses for the library.

An important item of business that was taken care of was reapproving the 1980 budget as published except for #56 LIRF. The library received a Budget Order from the state board of tax commissioners stating that the 1980 budget had been reallocated in the amount of \$123,028.00. This amount was \$35. higher than the amount approved at the February 1980 board meeting. Mrs. Herndon moved that LIRF be increased to \$24,035.00. Mrs. Copeland seconded the motion. A certified copy of the library's budget will be sent to the state board of tax commissioners.

According to Mrs. Cline of the Security Bank the interest that will be lost if the certificates are placed in money markets before their maturity dates will be small compared to the interest that will be received from the money markets. It was unanimously decided by the board that the \$21,465.00 from the certificates be placed into two money markets.

The Anderson Window Cleaning Company is coming to the library the first Wednesday in May. He charges \$80.00 for his services.

The District meeting will be held April 15th in Marion. The staff members plus three board members will attend this annual event.

The meeting was adjourned.

Respectfully submitted,

Emma Copeland, Secretary
Emma Copeland, Secretary

The Elwood Public Library Board met Wednesday, May 7, 1980, in the Director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin	present
Emma Copeland	present
Betsy Herndon	present
Michael Kennedy	present
Edwin Pavese	absent
Emalee Powell	present
Joeanna Winings	present
Steve Richards, Director	present

Minutes of the previous meeting were approved as written.

Mr. Richards gave the monthly report as follows:

Borrowers	3800
Incl. 5 NR	
Book Stock	39135
Circulation	5974
Information Questions	91
By Phone	37
Phonorecords Circ.	337
Cassette Circ.	34
Poster Circ.	21
Fines & Fees	132.33
Copier	495.20
Non-Resident	120.00

Moss Glass brought samples of the new windows to the library. They estimated the cost of the windows to be \$2,690.00. This money will be appropriated from the Library Improvement Reserve Fund into Buildings and Improvements. The process of appropriating the money will take us into the month of June, but Moss Glass will still charge us the same price.

The next item brought to the attention of the Board members was the painting of the trim around the windows and the doorway. Tom Berry would be available to do the painting for the library during the month of June. Mr. Berry's fee would be \$250.00 for labor and \$100.00 for the paint. The board members that were present took time from the meeting to look closely at the trim on the building. The board chose Blair Rose Tan from the paint selection cards from Klumpp's.

The board discussed revision of the personnel handbook with regard to sick days and personal leave days. As the handbook stands now if you have personal business to take care of you are docked for the time you were absent. Mrs. Herndon suggested using three of the twelve sick days allotted to the staff as personal days. If a staff member does not use three personal days then they will revert back to the 12 sick days which still accumulate to 45 days.

LIBRARY APPROPRIATION RESOLUTION

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

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

LIBRARY OPERATING FUND	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
1 SERVICES PERSONAL		
12 Salary of Assistants	\$2,714.60	\$2,714.60
13 Wages of Janitors	\$678.65	\$678.65
TOTAL	<u>\$3,393.25</u>	<u>\$3,393.25</u>

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

LIBRARY OPERATING FUND	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
1 SERVICES PERSONAL		
11 Salary of Librarian	\$3,393.25	\$3,393.25
TOTAL	<u>\$3,393.25</u>	<u>\$3,393.25</u>

Presented to the Elwood Public Library Board, read in full and adopted this seventh day of May, 1980, by the following aye and nay vote.

AYE

NAY

Emma Copeland

Jeanne M. Springs

Betty Johnson

Maria Powell


Beverly J. Austin

ATTEST: Emma Copeland, Secretary
 Library Board

C E R T I F I C A T E

I, the undersigned Secretary of the Board of Trustees of the Elwood Public Library, Elwood, Madison County, Indiana, do hereby certify to the Auditor of Madison County that the attached is a complete transcript of the proceedings had with respect to additional appropriations adopted by the Library Board of Elwood, Madison County, Indiana, at a meeting held on

Dated this 17th day of May , 1980.


Secretary of the Board of Trustees
Elwood Public Library
Elwood, Indiana

The Elwood Public Library Board met Wednesday, June 4, 1980, in the Director's office. The meeting was presided over by the vice-president, Michael Kennedy.

Attendance

Beverly Austin	present
Emma Copeland	present
Betsy Herndon	absent
Michael Kennedy	present
Edwin Pavese	present
Emalee Powell	present
Joeanna Winings	present
Stephen F. Richards, Director-	present

Minutes of the previous meeting were approved as written.

The Director gave the monthly report as follows:

Borrowers	3,744
Incl. 4 NR	
Book Stock	39,417
Circulation	5,486
Information Questions	72
by phone 27	
Phonorecords Circ.	314
Cassette Circ.	10
Poster Circ.	12
Fines & Fees	105.30
Copier	491.30
Non-Resident	180.00

A new page, Troy Taylor, a junior in High School, will be replacing Steve Reynolds who is leaving the 14th of June.

The director recommended that \$2,690 be transferred from LIRF into the Buildings and Improvements fund and that the new windows from Moss Glass be purchased with this money. A library appropriation resolution was presented (see attachment). Mrs. Winings moved the adoption of the resolution. It was seconded by Edwin Pavese. The resolution was adopted unanimously by the board members present.

Mr. Richards gave each board member a calendar of the important dates concerning the budget.

The Young Adult Section is now under operation. We have purchased several new books and pulled numerous "old" books from the shelves to add to the growing collection.

The Library Staff was pleased about the three personal leave days that will be allotted to them. Emma Copeland moved that the policy be retroactive to the month of May. Mike Kennedy seconded the motion

Mr. Richards asked for the board's consent to pay in advance for two books that the DAR-EHA Cemetery Project will be publishing this summer. The Project desperately needs the money so they will not have to borrow the funds from a bank. Emma Copeland moved that the library pre-pay to the Cemetery Project. Mr. Pavese seconded the motion.

It was clarified that the bonus the staff will be receiving from June to December will be lost in January. Raises for 1981 will be based on the original salaries for 1980. Mr. Richards said a budget committee had been selected consisting of Joeanna Winings, Beverly Austin, and Betsy Herndon.

Dan Bingham wrote a letter to Robert Sapp explaining that he owed the library for copies made in 1979. Jane Beckley, a member of the Snowmobile Association (for which the copies were made), contacted the library and said that she would send a check to us as soon as possible.

Mrs. Winings moved to adjourn the meeting and Mrs. Austin seconded the motion.

Respectfully submitted,

Emma Copeland, Secretary
Emma Copeland, Secretary

TRANSCRIPT OF PROCEEDINGS

OF
ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA
CONCERNING

ADDITIONAL APPROPRIATIONS

Elwood, Indiana

CERTIFICATE OF SECRETARY

RE: EXTRACT OF MINUTES OF ADDITIONAL APPROPRIATIONS

I, Emma Copeland, hereby certify that I am the duly elected, qualified and acting Secretary of the Board of Trustees of the Elwood Public Library, Elwood, Indiana.

I further certify that attached hereto is an extract of the minutes concerning the resolution for additional appropriations which is necessary to meet the extraordinary emergency now existing and there is also attached hereto the original resolution concerning the additional appropriations, together with the proof of publication thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this 4th day of June, 1980.


SECRETARY OF THE BOARD OF TRUSTEES OF
THE ELWOOD PUBLIC LIBRARY, ELWOOD, IN

"RESOLUTION FOR ADDITIONAL APPROPRIATIONS

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

FROM: Library Improvement Reserve Fund \$2,700.00

TO: 71-Buildings and Improvements \$2,700.00

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

The above resolution is hereby adopted this fourth day of June, 1980.

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

BY:

Edwin Pavese
Emma Copeland
Mildred Powell

Michael Kennedy
Jeanne M. Winters
Beverly J. Awtter "

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

Minutes of additional business are on file in the director's office.

Emma Copeland
Secretary

RESOLUTION FOR ADDITIONAL APPROPRIATIONS

* * * * *

BE IT RESOLVED by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that it is deemed necessary to have an additional appropriation - transfer of funds to meet the extraordinary emergency now existing and it is deemed necessary to consider the following:

FROM	Library Improvement Reserve Fund	\$2,700.00
TO	7-Properties	
	71-Buildings and Improvements	\$2,700.00

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

BE IT FURTHER RESOLVED by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that the above item is considered necessary and the Secretary of said Board of Trustees is authorized to send a copy of this resolution, together with the proofs of publication and the minutes of this meeting to the County Auditor for transmission to the State Board of Tax Commissioners of the State of Indiana.

The above resolution is hereby adopted this 4th day of June, 1980.

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

Malcolm Powell

Emma Copeland

Edwin Paveser

Beverly J. Austin

Kenneth M. Whiting

Michael Kennedy

PROOF OF POSTING OF NOTICES FOR HEARING ON
ADDITIONAL APPROPRIATION

* * * * *

Stephen F. Richards, being first duly sworn upon
his oath, deposes and says:

That he is the librarian of the Elwood Public Library,
Elwood, Indiana, and that he did, on the 4th day of June, 1980,
post on three (3) public places located in the City of Elwood,
Madison County, Indiana, a copy of the notice to taxpayers
pertaining to additional appropriations, which notices were in the
form attached hereto and made a part hereof.

Affiant further says that said notices were posted
in the following places in said City:

- 1 - City Building, Elwood, Indiana
- 2 - U.S. Post Office, Elwood, Indiana
- 3 - Elwood Public Library, Elwood, Indiana

Stephen F. Richards
Librarian

Subscribed and sworn to before me, a Notary Public in
and for said County and State, this 4th day of June, 1980.

MY COMMISSION EXPIRES:

May 6, 1984

Sandra R. Brewer
Notary Public
Sandra R. Brewer
Madison

MINUTES OF A REGULAR MEETING OF THE BOARD
OF TRUSTEES OF THE ELWOOD PUBLIC LIBRARY
BOARD, ELWOOD, INDIANA

* * * * *

The Board of Trustees of the Elwood Public Library, Elwood, Madison County, Indiana, met in a regular session in the director's office at the library at 7 o'clock p.m. on the fourth day of June, 1980, there being present Emale Copeland, Beverly Austin, Michael Kennedy, Edwin Porse, Emale Powell, and Gramma Wiggins. Members absent were Betsy Hendon, president.

The meeting was called to order by Michael Kennedy, vice-president, who presided.

Director Stephen F. Richards stated that there was to be considered at this meeting the matter of transferring money from Library Improvement Reserve Fund into Buildings and Improvements (#71).

There being no taxpayers present to present their views, a motion was made by Gramma Wiggins and seconded by Edwin Porse that it was necessary to have the transfer of funds to meet necessary purchases and the above motion was prepared in the form of a resolution and is as follows:

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATIONS

Notice is hereby given to the taxpayers of the City of Elwood, Madison County, Indiana, that the proper legal officers of the Elwood Public Library at their regular meeting place in the Elwood Public Library, at 7:00 o'clock P.M. on the 4th day of June, 1980, will consider the following additional appropriations and transfer, which said officers consider necessary to meet the extraordinary emergency existing at this time:

From:

Library Improvement Reserve Fund \$2,700.00

To:

7-Properties
71-Buildings and Improvements \$2,700.00

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriation and transfer as finally made will be automatically referred to the State Board of Tax Commissioners, which Commission will hold a further hearing within (15) days at the County Auditor's Office in Madison County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to such additional appropriation and transfer may be heard and interested taxpayers may inquire of the County Auditor when and where such hearing will be held.

Betsy Herndon, President
Elwood Public Library Board

The board members decided to wait another month to discuss with the staff their feelings about the new policy.

The Jr. High art instructor, Nancy Utterback, is sponsoring an art program at the junior high school. She feels that even though the program is open to the public that not enough people are able to enjoy it. Mrs. Utterback thought perhaps this fall when another program is available the library might like to help sponsor the show. The program costs \$120.00 plus insurance to have and Mrs. Utterback said the Jr. High would be willing to pay for half of these costs. Students from the Jr. High will be available to help set up the program. Mr. Richards mentioned that there would be at least two advantages that would benefit the library: 1. it might help increase circulation with people checking out books while viewing the exhibitions and 2. would serve the public. Mr. Kennedy moved that the library proceed with this idea and Mrs. Austin seconded it.

Mrs. Herdon brought to the attention of the librarian and the board a need for a Young Adult Section in the library. Mr. Richards said the possibility of a Young Adult Section will be investigated.

It was decided by the board members that the difference between Mr. Richard's and Mr. Cooper's salaries be divided by the five staff members over the next seven months. The library appropriation resolution was presented (see attachment). Mrs. Winings moved the adoption of the resolution. It was seconded by Mr. Kennedy. The resolution was adopted unanimously by the six board members present.

Mr. Richards requested the board to allow him to do away with the CETA program here at the library. Permission was granted by the library board.

It was announced that in 1981 the employer's rate for PERF will increase from 6% to 15% because of the deficit incurred over the last few years.

Mr. Richards and Mrs. Stiner will be going to the Senior Citizens Center, May 19th to discuss with Mrs. McColley the possibility of checking out books from the Center.

Susan VanNess requested the board to consider a separate fee of \$5.00 for the summer months of June, July, and August for non-resident children (gr.1-6). The members of the board decided that we will try this plan for the summer.

Motion by Mike Kennedy, seconded by Emma Copeland that the meeting be adjourned. Motion carried.

Respectfully submitted,

Emma Copeland, Secretary

Emma Copeland, Secretary

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

In the matter of Additional Appropriations)
for: Madison County)
Elwood Public Library)

No. 80481508

A petition having been filed by the proper legal officers of the above named taxing unit in the matter of additional appropriations, this matter having been set for hearing on 6-24-80, a report having been made and all of the facts having been carefully considered, this Board does now take the following action thereon:

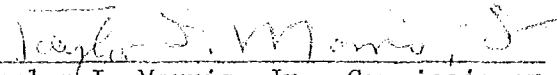
APPROVED:

Library Improvement Reserve Fund
Building Improvements

\$2,700

Reference is made to the appropriation ordinance or resolution of the proper appropriating officials of said taxing unit, adopted: 6-4-80

STATE BOARD OF TAX COMMISSIONERS

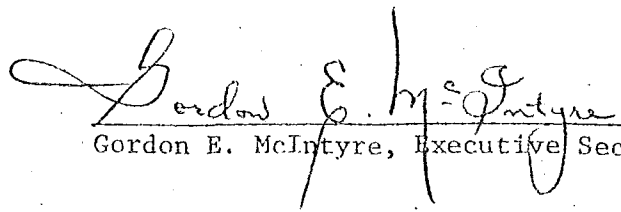

Taylor I. Morris, Jr., Commissioner

STATE OF INDIANA
OFFICE OF THE
STATE BOARD OF TAX COMMISSIONERS

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

WITNESS MY HAND and seal of the Board on this the 2nd day
of July, 19 80.

aml


Gordon E. McIntyre, Executive Secretary

AUDITOR'S CERTIFICATE RE: ADDITIONAL
APPROPRIATIONS, ELWOOD PUBLIC LIBRARY, ELWOOD, INDIANA

I, the undersigned, County Auditor of Madison County, Indiana, hereby certify the attached to be a complete copy of the transcript of proceedings filed in this office by the Board of Trustees of the Elwood Public Library, Indiana, with respect to additional appropriations - transfer of funds adopted by said Board of Trustees.

DATED this _____ day of _____, 1980.

AUDITOR OF MADISON COUNTY,
INDIANA

the salaries for the employees ranging from 10-18%. (The inflation rate at the time was 17%). The budget committee agreed upon 14% raises for the staff. The wages for the pages were raised from \$2.00 to \$2.25 an hour. The percentage the library pays to PERF (Public Employees Retirement Fund) has increased from 6% to 15% which will have an effect on the budget. If the budget needs to be cut anytime in the future we can reduce #56, transfer to LIRF. Beverly Austin moved that the budget and the 14% raise for the staff be approved. It was seconded by Emma Copeland. The rough draft of the budget was unanimously adopted by the board members present.

The director reported that the library received a check from the Snowmobile Association covering Mr. Sapp's bill.

Mr. Richards contacted the man in charge of property at Indiana Bell asking the availability of the Indiana Bell building next door. He received a letter that stated that Indiana Bell did not foresee a time when they will vacate the building. The board felt that the library should still continue pressure on Indiana Bell.

The question was raised again on how much to charge the City for Xerox copies. They are presently paying a nickel a copy. Mrs. Austin moved that the cost remain five cents until December 31, 1980 at which time the matter will be reviewed. Mrs. Copeland seconded the motion.

There was a price increase in the paint that was used to paint the trim, therefore we need to appropriate \$40.00 into classification #41 from #41. The library appropriation resolution was presented (see attachment). Mrs. Austin moved the adoption of the resolution. It was seconded by Mrs. Herndon.

Mr. Richards asked for the board to consider putting an intercom on the telephones. He called Indiana Bell and found out that the initial cost is \$83.00 and then there will be \$12.50 added to our monthly charge of \$82.10. Mrs. Austin moved to go ahead with the installation as long as there are sufficient funds to do so. Mrs. Copeland seconded the motion.

There will be a book sale the 7th, 8th, and 9th of August during the week of the Glass Festival.

The library was confronted by two men who published a Newsletter. This newsletter would contain certain events happening at the library and an editorial. The merchants would purchase advertisements which support the costs of producing such a newsletter. This project was frowned upon by the board members as sounding a bit too shady.

Mrs. Copeland moved to adjourn the meeting and Mrs. Austin seconded the motion.

Respectfully submitted,

Emma Copeland, Secretary

Emma Copeland, Secretary

LIBRARY APPROPRIATION RESOLUTION

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

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
4 MATERIAL		
41 Building	\$40.00	\$40.00
TOTAL	<u>\$40.00</u>	<u>\$40.00</u>

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
4 MATERIAL		
44 General	\$40.00	\$40.00
TOTAL	<u>\$40.00</u>	<u>\$40.00</u>

Presented to the Elwood Public Library Board read in full and adopted this ninth day of July, 1980, by the following aye and nay vote.

AYE

NAY

<u><i>Emma Copeland</i></u>	_____
<u><i>Mildred Powell</i></u>	_____
<u><i>Beverly J. Austin</i></u>	_____
<u><i>Bobby Stender</i></u>	_____
<u><i>Edum Parese</i></u>	_____
_____	_____
_____	_____

ATTEST: *Emma Copeland*, Secretary
Library Board

C E R T I F I C A T E

I, the undersigned Secretary of the Board of Trustees of the Elwood Public Library, Elwood, Madison County, Indiana, do hereby certify to the Auditor of Madison County that the attached is a complete transcript of the proceedings had with respect to additional appropriations adopted by the Library Board of Elwood, Madison County, Indiana, at the meeting held on

Dated this 9th day of July, 1980.

Emma Copeland

Secretary of the Board of Trustees
Elwood Public Library
Elwood, Indiana

The Elwood Public Library Board met Monday afternoon, July 28, 1980, in the Director's Office. The meeting was presided over by the board president, Betsy Herndon.

Attendance

- Beverly Austin absent
- Emma Copeland present
- Betsy Herndon present
- Michael Kennedy present
- Edwin Pavese absent
- Emalee Powell present
- Joeanna Winings present
- Stephen F. Richards, Director . . . present

This special board meeting was called to discuss the budget. Because the budget was raised so drastically from 1979 to 1980 our operating balance was deleted. In order for the library to have sufficient funds for the 1981 budget there must be a decrease in the amount of \$26,080 in some category. The director spoke with Dave Bucove, director of the Anderson Public Library and he suggested we take half of the amount from #56, transfer to LIRF, from the 1980 budget and the other half from the 1981 budget. Mr. Richards informed the board that there isn't enough excess anywhere else in the budget to trim. If the money is taken from #56 then the library can fund the budget in 1981 without wiping out LIRF. Mr. Kennedy moved that the budget be approved as it now stands (with the reduction in #56) for publication. Mrs. Copeland seconded the motion and it carried.

Mr. Richards informed the board that there was an assessment error made in the amount of \$1,778. The bookkeeper can type an appeal and send it to the Tax Commissioners and we can recover the amount next year.

The EIALSA Executive Committee is offering information sessions on what EIALSA is and how it works. Mrs. Austin has requested that as many trustees as possible try to attend the workshop. Mrs. Winings and Mrs. Herndon will be unable to attend the meeting in Alexandria because of other plans but are free to attend at other dates.

Mr. Kennedy moved to adjourn the meeting and Mrs. Herndon seconded the motion.

Respectfully submitted,
Emma Copeland
Emma Copeland, Secretary

The Elwood Public Library Board met Wednesday, April 2, 1980, in the Director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin	present
Emma Copeland	present
Betsy Herndon	present
Michael Kennedy	present
Edwin Payese	present
Emalee Powell	present
Joeanna Winings	present
Steve Richards, Director	present

Minutes of the previous meeting were approved as written.

Lynn Ischay gave the monthly report as follows:

Borrowers	3782
Incl. 1 NR	
Book Stock	38890
Circulation	6714
Information Questions	54
By phone	17
Phonorecords Circ.	397
Cassette Circ.	19
Poster Circ.	26
Fines & Fees	124.53
Copier	617.90
Non-Resident	60.00

The first piece of business was to welcome Mr. Richards to the library.

Mrs. Herndon brought up two matters that developed concerning the library staff. The first item, proposed by the staff to the library board, called for a plan where each staff member would be allowed one Saturday off in addition to their regular day off. It was calculated that if this plan went into effect that each staff member would be adding to their salaries eighty-three cents per day or ten cents per hour. Mrs. Winings moved that the proposition be tried over the summer months and if successful would be utilized on a year around basis. Mrs. Copeland seconded the motion.

The next item brought to the attention of the Board members was the fact that the personnel policy needs to be updated. The section pertaining to sick leave is vague. Staff members have requested more explanation about making up time, attending funerals, workmen's compensation, etc. be added to the standard language already in the policy.

The Elwood Public Library Board met Wednesday, August 6, 1980, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin absent
 Emma Copeland absent
 Betsy Herndon present
 Michael Kennedy present
 Edwin Pavese present
 Emalee Powell present
 Joeanna Winings absent
 Stephen F. Richards, Director=present

Minutes of the previous meeting were approved as written.

Mr. Richards gave the monthly report as follows:

Borrowers	3857
Incl. 1 NR	
Book Stock	39724
Circulation	8252
Information Questions	75
by phone	48
Phonorecords Circ.	283
Cassette Circ.	21
Poster Circ.	14
Fines & Fees	106.71
Copier	663.45
Non-Resident	60.00

Signatures of the Board members were needed on an appeal that will be sent to the Tax Commissioners regarding an assessment error. The library ~~will~~ receive \$1,778.00, the amount of the error, next year. (should)

The director stated that the library needs to appropriate \$400.00 into Other Supplies and reduce Office Supplies and Miscellaneous by \$200.00 respectfully. This year it seems like we have purchased more supplies from #32 (Other Supplies) than the other two categories. The library appropriation resolution was presented (see attachment). Mrs. Herndon moved the adoption of the resolution. It was seconded by Mr. Pavese.

Mr. Richards informed the board members that we ordered new checks because our supply was running low. The new checks have stubs on them for the staff's payroll checks.

In April a plan was put into effect for the summer allowing each staff member one Saturday off in addition to their regular day off. Mr. Richards asked the board if this plan could continue seeing how successful it has been. The program will cease if the staff becomes extremely busy. Mr. Pavese moved that the proposition be tried for the remainder of the year. Mrs. Herndon seconded the motion.

The EIALSA Executive Committee is offering an information session here in Elwood on what EIALSA is and how it works. The meeting will be held August 14, 1980, at 7:00 p.m. A prize will be awarded to the library which has the most representatives attending. EIALSA will be furnishing ice tea and coffee. The library will bring cookies to the meeting.

The public Hearing for the budget will be held August 27, 1980, at 7:00 p.m.

Mr. Richards explained to the board three claim forms that they had questioned. Each claim was found acceptable.

Three men from the Energy Group, Indiana Dept. of Commerce, audited the library on how efficient we were. They were impressed that we were getting new storm windows and said that this would help to reduce our gas bills.

After seeing the water situation in the basement the board decided to purchase two Sump pumps. Mr. Richards said he will get more information about installing them in the basement and report back to the board at the September 3rd board meeting.

The meeting was adjourned.

Respectfully submitted,

Emma Copeland, Sec'y.
Emma Copeland
Secretary

Special meeting of the board. Open meeting to review the proposed budget.
No outsiders present.

Attendance

Beverly Austin. present
Emma Copeland. present
Betsy Herndon. present
Michael Kennedy. present
Edwin Pavese. present
Emalee Powell. present
Joeanna Winings. absent
Stephen F. Richards. . . present (Director)

1977 copies of the Manual for Public Library Trustees were distributed.

The board decided that Brett Buzby of station WBMP could not be granted a library card as a resident since he lives in Noblesville.

Mrs. Beasley had told Mr. Richards that the revenue sharing money that we will be receiving is

\$1,600 for reader-printer
395 for an answering machine

Types of answering machines were discussed (Ansafone, professional telephone answering service). Dictaphone is the one toward which the director leans.

The Sorority of Lois Green has received a grant. She would like to see the entire grant given to the library. Mr. Richards will have a list of possible gifts for her. One possibility will be to add something to the \$1,600 for a better reader-printer.

Mr. Kennedy discussed sump pumps. It was decided to proceed with the installation with the help of Mr. Pearson.

Respectfully submitted,

Emma Copeland, Sec'y.

Emma Copeland
Secretary

LIBRARY APPROPRIATION RESOLUTION

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

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
3 SUPPLIES		
32 Other Supplies	<u>\$400.00</u>	<u>\$400.00</u>
TOTAL	\$400.00	\$400.00

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
3 SUPPLIES		
31 Office Supplies	\$200.00	\$200.00
33 Miscellaneous	<u>\$200.00</u>	<u>\$200.00</u>
TOTAL	\$400.00	\$400.00

Presented to the Elwood Public Library Board read in full and adopted this sixth day of August, 1980, by the following aye and nay vote.

AYE

NAY

Emma Copeland

Malie Powell

Betty Stinson

Michael Kennedy

Edwin Pavesy

ATTEST:

Emma Copeland

_____, Secretary
Library Board

C E R T I F I C A T E

I, the undersigned Secretary of the Board of Trustees of the Elwood Public Library, Elwood, Madison County, Indiana, do hereby certify to the Auditor of Madison County that the attached is a complete transcript of the proceedings had with respect to additional appropriations adopted by the Library Board of Elwood, Madison County, Indiana, at the meeting held on

Dated this sixth day of August, 1980.

Emma Copeland
Secretary of the Board of Trustees
Elwood Public Library
Elwood, Indiana

AGENDA

September 3, 1980

Board of Trustees meeting
Elwood Public Library

- (1.) Approval of minutes of previous meeting. ✓
- (2.) Director's monthly report.
- (3.) Adoption and signing of 1981 budget.
- (4.) Discussion of unreturned library material.
- (5.) Seek the Board's approval to use local window washer on a permanent basis.
- (6.) Request permission to recover postage on overdue notices.
- (7.) Report on ALSA "Connection".
 - a. Reservations for ALSA October Board of Director's meeting.
- (8.) Report on purchase of answering machine using revenue sharing money.
- (9.) Extend appreciation to Mrs. Wining's for donation of paperback books
- (10.) Discussion of property for investment.
- (11.) Report on book sale.
- (12.) Report on donation from library patron
- (13.) Discussion of October & November board meeting dates.

The Elwood Public Library Board met Wednesday, September 3, 1980, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin	present
Emma Copeland	present
Betsy Herndon	present
Michael Kennedy	present
Edwin Pavese	present
Emalee Powell	present
Joanna Winings	present
Stephen Richards, Director . . .	present

Minutes of the previous meeting were approved as written.

Mr. Richards gave the monthly report as follows:

Borrowers	3849
Inc. 2 NR	
Book Stock	39866
Circulation	5279
Information Questions	35
by phone 13	
Phonorecords Circ.	250
Cassette Circ.	19
Poster Circ.	13
Fines & Fees	109.25
Copier	317.50
Non-Resident	60.00

Michael Kennedy moved and Joanna Winings seconded that the 1981 budget be accepted. The motion was carried. The board members signed the proposed budget. The board also signed a resolution to reduce LIRF and an appeal that will be sent to the Tax Commissioners regarding an assessment error.

Troy Taylor, the new page hired in June, has told the director that his last day will be September 5th. Several applications have been received from the High School.

Each member of the board received an agenda of the topics to be discussed at each meeting. From now on they will be mailed out a week in advance.

The board members were asked to sign again two claim forms that were sent to Lincoln Life and not returned.

The director reported to the board that effective September 1, 1980, there will be a \$500.00 fine for unreturned library materials. It was decided by the board members and the director that: 1. There will be an article in the newspaper informing the public that the library will be pursuing offenders of unreturned library materials through the courts. 2. The new law will be sent with the overdue notices, and 3. Signs of the new law will be posted around the library. Mrs. Winings moved that this plan be put into effect as soon as possible. Mrs. Herndon seconded the motion.

The director asked for permission from the board to use local window washer, "Peanut" Vanness, on a permanent basis. The Anderson Window Cleaning Company has done our windows for several years, but with the recent addition of the storm windows the cost will be \$2.00 for each new storm window. This will amount to an additional \$320.00 a year. Mr. Vanness will do the windows for less money and will be available whenever we need his services.

Mr. Richards's plan to charge ten cents for every overdue notice that leaves the library was met with opposition from some of the board members. It was decided to table this discussion until October when more thought has been given to the idea.

The EIALSA "Connection" held August 14th was a successful and enjoyable meeting. In October ALSA will be holding a board meeting in which Mrs. Austin would like everyone to attend. Mr. Richards announced that Senator Jessup will be attending the meeting with him.

The director reported that he has ordered the Dictafone/Ansaphone 747 using the revenue sharing money. Hopefully it will be installed Friday, September 5th.

Appreciation was extended to Mrs. Winings for donation of paperback books.

Searching for various ways the library could invest its money, Mr. Richards had Mrs. Patterson in to discuss the amount of money the land by the railroad depot was selling for. It was mentioned by a board member that this tract of land had been sold. Mr. Richards informed the board members that the library's money market will mature October 13, 1980 and that we will need to consider the alternatives at the October board meeting.

The annual book sale was held the 7th, 8th, and 9th of August. There weren't as many books for sale as in the previous year, but we did receive \$46.45.

Ralph Snyder gave the library an additional \$100.00 to add to his wife's memorial fund. There is a balance of \$494.54 left in this fund.

The October board meeting will be held October 8th and the November meeting will be November 3rd.

Mr. Kennedy moved to adjourn the meeting and Mr. Pavese seconded the motion.

Respectfully submitted,

Emma Copeland

Emma Copeland, Secretary

AGENDA

October 8, 1980

Board of Trustees meeting
Elwood Public Library

- (1.) Approval of minutes of previous meeting.
- (2.) Director's monthly report.
- (3.) Report on hiring of new page.
- ✓(4.) Unreturned library material.
- (5.) Increased postage costs for receiving and returning packages from ALSA & ILL.
- ✓(6.) Discussion of investment.
- (7.) Report on Reader-Printer.
- (8.) Claim for ALSA board meeting.
- (9.) Request permission to close library one day of I.L.A. meeting to enable staff to attend.
- ✓(10.) Sump pumps.

The Elwood Public Library Board met Wednesday, October 8, 1980, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin	present
Emma Copeland	present
Betsy Herndon	present
Michael Kennedy.	present
Edwin Pavese	present
Emalee Powell.	present
Joeanna Winings.	absent
Stephen Richards, Director . . .	present

Minutes of the previous meeting were approved as written.

The director gave the monthly report as follows:

Borrowers	3806
Incl. 3 NR	
Book Stock	40170
Circulation	5607
Information Questions	64
by phone 33	
Phonorecords Circ.	274
Cassette Circ.	7
Poster Circ.	19
Fines & Fees	90.95
Copier	491.40
Non-Resident	120.00

A new page, David Richards, a junior in High School, will be replacing Troy Taylor who left early in September.

The problem of unreturned library materials was discussed. Mr. Bingham proofread a letter composed by Mr. Richards that will be sent out with the notices and a copy of the new law that went into effect September 1, 1980. Greg McClure, from the Call-Leader is coming to the library to discuss with the director an article about the new law and how the library plans to handle the situation. Mr. Bingham suggested the library go through small claims court with the offenders. Therefore, the money received will go back to the library. If the library chose to go to the county prosecutor as the law requires, the money collected will be returned to the state. Mr. Kennedy moved that we proceed now with our plans. Mrs. Herndon seconded the motion.

It was decided that postage on library material received through inter-library loan must be paid by the patron who has ordered the material before it leaves the library. At the last board meeting discussion on charging for overdue notices was tabled until more

thought could be given to the idea. The director again proposed to the board that postage should be charged on every notice that leaves the library. This will penalize only the person that has overdue books (a week or more). Many board members felt that the fine charged for overdue books should be raised. One board member suggested that if the fine was greater maybe more people would not abuse their privileges. Mrs. Austin thought it might be a good idea to find out what other libraries in this area charge for fines.

On the thirteenth of October our money market expires. Mr. Richards and Lynn Ischay met with Mr. Young of the Heritage Federal Bank to ask about other options the library could choose when investing their money. Mr. Kennedy made a motion for the library to renew the money market for another six months. Mrs. Austin seconded the motion.

Mr. Richards reported to the board that he had been under the impression that the \$1600.00 the library was to receive in revenue sharing money was to be used in purchasing a reader printer. It was, instead, for a telecopier. Anderson Public Library and ALSA do not have accessibility to a telecopier and therefore we have no one to connect with. Mr. Richards asked Mrs. Beasley if we could spend the \$1600.00 on a reader printer, but still she has not called us with an answer.

The board members were asked to sign a claim for the ALSA Executive Dinner held October 9, 1980. The claim was separate from the others because it was to be included with the September claims.

The director informed the board that they could forget Number nine on their agendas asking for permission to close the library for one day so that the staff could attend the I.L.A. meeting. After close examination of our funds in transportation and professional meetings it was decided that this excursion would deplete our funds too much. We will try again next year.

Mr. Richards showed the board one of the sump pumps the library was thinking about purchasing from a local man. Mr. Pavese made a motion to get the sump pumps from Mr. Smith where they can be purchased at a discount. Mr. Kennedy seconded the motion.

There will be a special board meeting October 17, 1980, at 7:00 p.m. to transfer additional funds into our Building Material Fund so we can purchase cement, piping, etc. to be used in the installation of the sump pumps.

The November board meeting has been moved from the third to the fourth in order to allow the bookkeeper more time to close out her books.

Mrs. Austin moved to adjourn the meeting and Mr. Pavese seconded the motion.

Respectfully submitted,
Emma Copeland, Secretary
Emma Copeland, Secretary

The Elwood Public Library Board held a special board meeting, Friday, October 17, 1980, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin	absent
Emma Copeland	present
Betsy Herndon	present
Michael Kennedy	present
Edwin Pavese	absent
Emalee Powell	absent
Joeanna Winings	present
Stephen Richards	present

The director recommended that \$175.00 be transferred from Buildings and Improvements (#71) into Building Materials (#41) and that the piping, cement, etc. for the sump pumps be purchased with this money. A library appropriation resolution was presented (see attachment). Mr. Kennedy moved the adoption of the resolution. It was seconded by Mrs. Winings. The resolution was adopted unanimously by the board members present.

Signatures were needed on two claim forms and checks for hotel reservations and registration for the ILA Conference, November 5th-8th. Mrs. Powell was absent from the board meeting. Since the checks had to be mailed out as soon as possible Mr. Richards used Mrs. Powell's rubber signature stamp and then placed his initials beside her signature. The other board members agreed it was fine to do so.

The money market was renewed October 16, 1980. The new rate was 11.531. The money market will be up again for renewal April 16, 1981.

The Indiana Library Trustee Association is holding a meeting, Wednesday, October 22nd at Mac's Steak House in New Castle. Mr. Richards asked the board members present if any of them were interested in attending the meeting. At this time no one planned to go.

Susan VanNess, Children's Librarian, is resigning as of October 31, 1980 to take a job as an aide at Oakland Elementary. Mrs. VanNess had to take extra time off because of personal business. Mr. Richards asked the board how they would suggest handling the situation since Susan has no personal or vacation days left. The board unanimously agreed to give Mrs. VanNess an extra leave day since she has served as a loyal and faithful employee.

The director informed the board that he has placed an advertisement in the Call-Leader about the hiring of a new children's librarian. Salaries were discussed and it was decided that \$3.10, minimum wage,

would be ample to start the new person. Raises will be given during the first year according to merit.

Mr. Kennedy moved to adjourn the meeting and Mrs. Winings seconded the motion.

Respectfully submitted,

Emma Copeland, Secretary
Emma Copeland, Secretary

TRANSCRIPT OF PROCEEDINGS

OF

ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA

CONCERNING

ADDITIONAL APPROPRIATIONS

Elwood, Indiana

MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE ELWOOD PUBLIC LIBRARY BOARD, ELWOOD, INDIANA

* * * * *

The Board of Trustees of the Elwood Public Library, Elwood, Madison County, Indiana met in a regular session in the director's office at the library at 7 o'clock p.m. on the seventeenth day of October, 1980, there being present Emma Copeland, Betsy Herndon, Michael Kennedy, and Joanna Winings. Members absent were Beverly Austin, Edwin Pavese, and Emale Powell.

The meeting was called to order by Betsy Herndon, president, who presided.

Director Stephen F. Richards stated that there was to be considered at this meeting the matter of transferring money from Buildings, Structures and Improvements (#71) into Building Materials (#41).

There being no taxpayers present to present their views, a motion was made by Michael Kennedy and seconded by Joanna Winings that it was necessary to have the transfer of funds to meet necessary purchases and the above motion was prepared in the form of a resolution and is as follows:

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATIONS

Notice is hereby given to the taxpayers of the City of Elwood, Madison County, Indiana, that the proper legal officers of the Elwood Public Library at their regular meeting place in the Elwood Public Library, at 7:00 o'clock P.M. on the 17th day of October, 1980, will consider the following additional appropriations and transfer, which said officers consider necessary to meet the extraordinary emergency existing at this time:

From:

7-Properties	
71-Buildings and Improvements	\$175.00

To:

4-Materials	
41-Building Materials	\$175.00

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriation and transfer as finally made will be automatically referred to the State Board of Tax Commissioners, which Commission will hold a further hearing within (15) days at the County Auditor's Office in Madison County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to such additional appropriation and transfer may be heard and interested taxpayers may inquire of the County Auditor when and where such hearing will be held.

Betsy Herndon, President
Elwood Public Library Board

RESOLUTION FOR ADDITIONAL APPROPRIATIONS

* * * * *

BE IT RESOLVED by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that it is deemed necessary to have an additional appropriation - transfer of funds to meet the extraordinary emergency now existing and it is deemed necessary to consider the following:

FROM	7-Properties 71-Buildings and Improvements	\$175.00
TO	4-Materials 41-Building Materials	\$175.00

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

BE IT FURTHER RESOLVED by the Board of Trustees of the Elwood Public Library, Elwood, Indiana, that the above item is considered necessary and the Secretary of said Board of Trustees is authorized to send a copy of this resolution, together with the proofs of publication and the minutes of this meeting to the County Auditor for transmission to the State Board of Tax Commissioners of the State of Indiana.

The above resolution is hereby adopted this 17th day of October, 1980.

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

	<i>Michael Kinney</i>
	<i>Betsy Stender</i>
	<i>Jarmon M. Wiggins</i>
	<i>Emma Copeland</i>

"RESOLUTION FOR ADDITIONAL APPROPRIATIONS

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

FROM: 71-Buildings and Improvements \$175.00

TO: 41-Building Materials \$175.00

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

The above resolution is hereby adopted this seventeenth day of October, 1980.

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

BY:

Michael Kennedy
Jacqueline M. Springs
Bobby Hendon
Emma Copeland "

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

Minutes of additional business are on file in the director's office.

Emma Copeland
Secretary

CERTIFICATE OF SECRETARY


RE: EXTRACT OF MINUTES OF ADDITIONAL APPROPRIATIONS

* * * * *

I, Emma Copeland, hereby certify that I am the duly elected, qualified and acting Secretary of the Board of Trustees of the Elwood Public Library, Elwood, Indiana.

I further certify that attached hereto is an extract of the minutes concerning the resolution for additional appropriations which is necessary to meet the extraordinary emergency now existing and there is also attached hereto the original resolution concerning the additional appropriations, together with the proof of publication thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of October, 1980.



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

AUDITOR'S CERTIFICATE RE: ADDITIONAL
APPROPRIATIONS, ELWOOD PUBLIC LIBRARY, ELWOOD, INDIANA

* * * * *

I, the undersigned, County Auditor of Madison County, Indiana, hereby certify the attached to be a complete copy of the transcript of proceedings filed in this office by the Board of Trustees of the Elwood Public Library, Indiana, with respect to additional appropriations - transfer of funds adopted by said Board of Trustees.

DATED this 20th day of October, 1980

Otis E. Cox

AUDITOR OF MADISON COUNTY,
INDIANA

The Elwood Public Library Board met Tuesday, November 4, 1980, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin	present
Emma Copeland	absent
Betsy Herndon	present
Michael Kennedy	absent
Edwin Pavese	present
Emalee Powell	present
Joeanna Winings	absent
Steve Richards, Director . . .	present

Minutes of the previous meeting were approved as written.

The Director gave the monthly report as follows:

Borrowers	3760
Incl. 4 NR	
Book Stock	40309
Circulation	5879
Information Questions	43
By phone 8	
Phonorecords Circ.	222
Cassette Circ.	7
Poster Circ.	14
Fines & Fees	93.90
Copier	533.25
Non-Resident	60.00

The library received free brochures and bookmarks from EIALSA because our library had the largest number of trustees at the ALSA Connection meeting in August. Mr. Richards plans to contact Norma Becker (Chamber of Commerce), Jane Pedro (Welcome Wagon), and the banks here in Elwood to see if they will help to distribute the materials.

Mr. Richards informed the board that he regretted seeing Mrs. Powell leave the library board, but her term expires January 1981.

Mitzi Giselbach Thomas has been hired as the new children's librarian. The director stated that he was pleased with her interview and felt that her personality would be very good with the children and also with the staff.

Mr. Richards asked the board's permission if he could buy an electric typewriter before the year is over. He explained that

there are certain existing appropriations which at the end of the year will have unobligated balances which will not be needed for the purpose for which they were appropriated, therefore it would be possible to transfer this money and purchase items that the library needs. Mr. Pavese made the motion that if the money is available Mr. Richards may purchase the typewriter. Mrs. Powell seconded the motion.

Mr. Richards called three nearby libraries to find out how much they charged for overdue books and notices. Results were as follows:

Anderson-no fines.

Tipton-10¢ fine per book per day/15¢ charge for each notice.

Alexandria-5¢ fine per book per day/no notices.

Mr. Pavese asked what the percentage of books that are never returned is? Mr. Richards told him we would find out this figure and report on it at the December board meeting at which time a decision will be made on how our library will handle overdue books.

The director will be at the ILA Convention from this Wednesday until Friday (November 5-7).

Mr. Richards informed the board that the sump pumps are installed and that Mr. Pearson did a fine job on them.

Mr. Pavese moved to adjourn the meeting and Mrs. Austin seconded the motion.

Respectfully submitted,

Emma Copeland, Secretary

Emma Copeland, Secretary

W. J. ...

AGENDA

Dec. 3, 1980
Board of Trustees meeting
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Director's monthly report.
3. Report of ILA conference. (Handout).
4. Seek the board's permission to recover postage for overdue notices.
5. Request permission to increase service charge on lost books from current \$1.50 to \$2.00.
6. Report on stolen downspout and information received from insurance company. Inform board of increased police surveillance of exterior of library.
7. Discussion of sealing outside of building and replacing missing downspout.
8. Appointment of nominating committee for election of officers of the board in January.
9. Report to board on patron and non-fiction count.
10. Signatures of board for:
 - a. Transfer resolution
 - b. Resolution to reduce current Operating Balance.
11. Report of tax draw requested and received.
12. Transfer into LIRF.

LIBRARY APPROPRIATION RESOLUTION

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

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
2 SERVICES CONTRACTUAL		
22 Heat, Light, Power and Water	\$ 110.00	\$ 110.00
25 Services, Other Contractual	\$ 75.00	\$ 75.00
3 SUPPLIES		
31 Office Supplies	\$ 135.00	\$ 135.00
32 Other Supplies	\$ 200.00	\$ 200.00
7 PROPERTIES		
72 Equipment	\$ 550.00	\$ 550.00
73 Books, Periodicals, Newspapers, Audio- visual Materials	\$ 716.00	\$ 716.00
	<hr/>	<hr/>
TOTAL	\$1786.00	\$1786.00

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
1 SERVICES PERSONAL		
14 Other Compensation	\$ 186.00	\$ 186.00
2 SERVICES CONTRACTUAL		
24 Repairs	\$ 300.00	\$ 300.00
3 SUPPLIES		
33 Miscellaneous	\$ 250.00	\$ 250.00

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
5 CURRENT CHARGES		
51 Insurance and Bond Premiums	\$ 500.00	\$ 500.00
7 PROPERTIES		
71 Buildings, Structures and Improvements	\$ 550.00	\$ 550.00
	<hr/>	<hr/>
TOTAL	\$1786.00	\$1786.00

Presented to the Elwood Public Library Board read in full and adopted this third day of December, 1980, by the following aye and nay vote.


AYE	NAY
<u>Edwin Pavese</u>	<hr/>
<u>Jocanna M. Wierings</u>	<hr/>
<u>Betsy Herndon</u>	<hr/>
<u>Emma Copeland</u>	<hr/>
<u>Maile Powell</u>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

ATTEST: Emma Copeland
Secretary of the Library Board

C E R T I F I C A T E

I, THE UNDERSIGNED SECRETARY OF THE BOARD OF TRUSTEES OF THE ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA, DO HEREBY CERTIFY TO THE AUDITOR OF MADISON COUNTY THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD WITH RESPECT TO ADDITIOANL APPROPRIATIONS ADOPTED BY THE LIBRARY BOARD OF ELWOOD, MADISON COUNTY, INDIANA, AT THE MEETING HELD ON

DATED THIS THIRD DAY OF DECEMBER, 1980.


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

C E R T I F I C A T E

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

DATED THIS THIRD DAY OF DECEMBER, 1980.

AUDITOR OF MADISON COUNTY

RESOLUTION TO REDUCE CURRENT OPERATING BUDGET

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 ORDAINED (RESOLVED) THAT THE FOLLOWING EXISTING APPROPRIATIONS BE REDUCED IN THE FOLLOWING AMOUNTS.

	<u>AMOUNT REQUESTED</u>	<u>AMOUNT REDUCED</u>
<u>SERVICES PERSONAL</u>		
No. 11 Salary of Librarian	\$.31	\$.31
No. 12 Salary of Assistants	316.07	316.07
<u>SERVICES CONTRACTUAL</u>		
No. 21 Communication & Transportation	38.38	38.38
No. 22 Heat, Light, Power, Water	39.05	39.05
No. 23 Printing and Advertising	14.42	14.42
No. 24 Repairs	253.00	253.00
No. 25 Services, Other Contractual	30.04	30.04
<u>SUPPLIES</u>		
No. 31 Office Supplies	30.18	30.18
No. 32 Other Supplies	20.54	20.54
No. 33 Miscellaneous	55.79	55.79

	<u>AMOUNT REQUESTED</u>	<u>AMOUNT REDUCED</u>
<u>MATERIALS</u>		
No. 41 Building	\$ 74.80	\$ 74.80
No. 44 General	4.47	4.47
<u>CURRENT CHARGES</u>		
No. 51 Insurance and Bond Premiums	191.97	191.97
No. 52 Rents	18.40	18.40
No. 54 Dues	15.00	15.00
No. 55 Employer Contribution, Retire. Or OASI	242.30	242.30
<u>PROPERTIES</u>		
No. 71 Buildings and Improvements	51.83	51.83
No. 73 Books	711.11	711.11
<u>TOTAL</u>	\$2,107.66	\$2,107.66

ADOPTED THIS THIRD DAY OF DECEMBER, 1980.

NAY

AYE

Edwin Pavese

Joanna M. Wieringa

Betsy Hernandez

Emma Copeland

Laura Copeland
Secretary

ATTEST:

S. Mall
S. Mall
AVE

MAY

The Elwood Public Library Board met Wednesday, December 3, 1980, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin	absent
Emma Copeland	present
Betsy Herndon	present
Michael Kennedy	absent
Edwin Pavese	present
Emalee Powell	present
Joeanna Winings	present
Steve Richards, Director . . .	present

Minutes of the previous meeting were approved as written.

The Director gave the monthly report as follows:

Borrowers	4447
Incl. 2 NR	
Book Stock	40408
Circulation	5254
Information Questions	83
By Phone	32
Phonorecords Circ.	174
Cassettes Circ.	17
Poster Circ.	25
Fines & Fees	86.65
Copier	388.85
Non-Resident	90.00

The board expressed appreciation for the report on the ILA Conference that Mr. Richards mailed to each member.

Mr. Richards informed Mr. Pavese that there are 126 books missing out of 40,000 books in the adult collection. Mr. Richards again asked the board's permission to recover postage for overdue notices. The board members discussed that if the fine was raised then that would penalize a person who only kept a book for a couple of days. If postage were charged for notices then only those people who had books long overdue and required notices would be penalized. Mr. Pavese made a motion that the library charge postage on every notice that leaves the library. Mrs. Copeland seconded the motion.

The director requested permission to increase the service charge on lost books from the current \$1.50 to \$2.00. This processing fee is used to cover the cost of the catalog cards, book pockets, book jackets, etc. Mrs. Herndon suggested that if we are recovering the price of those items at the current fee of \$1.50 than she feels that the price of a book and the \$1.50 service charge is enough for a person to pay.

There was a copper downspout stolen from the library one evening. Burnette-Dellinger will pay for the new downspout. If we purchase a downspout made out of copper there will be a \$100.00 deductible, but if we purchase an aluminum downspout the Insurance Company will waive the deductible.

The director informed the board that there are places in the library where the paint and plaster are blistering. The building needs to be sealed under the roof. There was a company that was recently doing the roof of the telephone building. Mr. Richards is going to have this company estimate how much cost it will be to do this work on the library.

Mr. Richards reminded the board that they needed to choose a nominating committee for election of officers in January. Mrs. Herndon felt that as small as the board of the library is that the board can choose its officers without a nominating committee.

The director was very proud to report that from the 12th of November until the 3rd of December there were 1,786 people that entered the front door of the library. A survey was taken of the non-fiction circulation during the month of November to see what type of books the public tends to read. The patrons of our library read:

- (1). 600-699 TECHNOLOGY: engineering, home economics, business, etc.
- (2). 000-099 GENERAL WORKS: encyclopedias, periodicals, newspapers, etc.
- (3). 700-799 THE ARTS: sculpture, drawing, painting, music, etc.

A library appropriation resolution was presented (see attachment). Mr. Pavese moved the adoption of the resolution. It was seconded by Mrs. Powell. The resolution was adopted unanimously by the five board members present. A resolution of reduction in the operating budget was presented. The object of the resolution was to carry the amounts left in the budget at the end of 1980 into 1981. Mrs. Herndon moved the adoption of the resolution. The motion was seconded by Mrs. Powell. The resolution was adopted unanimously.

The Library requested and received a tax draw of \$7,500 from the County Auditor during November.

A motion was made by Edwin Pavese and seconded by Emma Copeland that we transfer \$10,995.00 from account #56 to LIRF. Motion carried.

The director asked the board's approval for painting of the children's room. The board responded that it was recently painted and they felt the present color was a big improvement. The board did suggest that Mitzi use several decorations on the wall to brighten up the children's room or Mr. Pavese suggested using the kids out at the High School to paint murals on the wall.

There were 127 people that entered the library's "J.R." contest. The winners were Marietta Willhoite and Margie Johnson each of whom received a book about Dallas.

The director brought to the attention of the board the Library's Christmas advertisement which has been in the Call-Leader.

Mr. Richards requested the board allow him the remainder of his vacation for the tentative dates of December 22 - 26. It was taken by consent.

Mr. Pavese moved to adjourn the meeting and Mrs. Winings seconded the motion.

Respectfully submitted,

Emma Copeland, Secretary

Emma Copeland, Secretary