

AGENDA

JANUARY 2, 1985

BOARD OF TRUSTEES MEETING

ELWOOD PUBLIC LIBRARY

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

OLD BUSINESS

1. Roof estimate.
2. Snow blower.

NEW BUSINESS

1. Election of officers.
2. Need a jury duty policy.
3. Designation of Depositories - Special meeting necessary.
4. Permission to remodel Children's Room if cost does not exceed \$300.00.
5. New Library demonstration proposal.
6. Kiwanis projects in library.

.....Next board meeting is February 6, 1985.

Wed
9th 4:00

The Elwood Public Library Board met Wednesday, January 2, 1985 in the library. The meeting was presided over by the president, Beverly Austin.

Attendance

Beverly Austin	present
Tom Conner	present
Emma Copeland	present
Mike Farrer	absent
Betsy Herndon	present
Edwin Pavese	present
Joeanna Winings	present
John Drumm, Director	present

Joeanna Winings moved to approve the December board minutes. The motion was seconded by Mr. Pavese and carried unanimously.

Mr. Drumm gave the monthly report as follows:

Borrowers	4266
Incl. 6 NR	
Book Stock	41022
Circulation	4137
Information Questions	85
By phone	39
Phonorecord Circ.	166
Cassette Circ.	45
Poster Circ.	15
Fines & Fees	134.51
Copier	157.75
Non-Resident Fees	50.00
VCR user's fee	133.00
Interest	71.87

The director reported that Arley Scott still has not made an estimate on the roof due to the recent inclement weather.

Mr. Drumm announced his decision to wait on purchasing a new 5 horsepower snowblower for the library since we haven't had a great deal of snow.

The election of officers for 1985 will be held this evening. Mr. Pavese made a motion to elect Tom Conner president. Mr. Conner made a motion to elect Mr. Pavese as vice president and keep the remainder of the officers (Herndon-treasurer and Copeland-secretary) to serve in 1985. Mrs. Winings seconded both motions that were made.

Mr. Drumm explained that there is a need for a jury duty policy since the children's librarian has been summoned for jury duty. A portion of the policy he devised read as follows, "The library will pay the difference between the county rate and the employee's daily pay rate." Mrs. Winings made a motion to add a jury duty policy to the personnel policy. Mr. Pavese seconded the motion.

According to the law the library board must meet as a board of finance after the 7th of January and before the 21st. It was decided to meet January 9th at 4 p.m. to decide which banks are to be sent letters inviting proposals of deposit.

The director requested permission to remodel the children's room restroom if the cost does not exceed \$300. Mr. Drumm and Craig will fix the flooring, paint the siding, and install a new vanity. The board members told Mr. Drumm to go ahead if the cost is under \$300.

Mr. Drumm told the board that he has received encouragement for another library demonstration. Instead of a books-by-mail project it was suggested placing a library branch in Summitville and Frankton. Of course to open a library branch will be much more expensive than the books-by-mail program. Mr. Drumm said he would try again. Branches would be more visible, people would see it, get used to using it, and then would miss it if it was taken away.

The director told the board members that before Christmas the Kiwanis displayed poinsettias they were selling, in the library. Mr. Drumm wanted to know if there was any objection to the Kiwanis displaying future projects in the library. There was no objection by the board.

Mr. Conner made a motion to dissolve the position of part-time janitor for the library. The \$2,100 that was set aside in appropriation #14 during the 1984 budget preparation will be transferred by board resolution in December.

Emma Copeland, Secretary

The Library Board met as a Board of Finance Wednesday, January 9, 1985 at 4 p.m. in the library.

Attendance

- Beverly Austin present
- Tom Conner present
- Emma Copeland present
- Mike Farrer absent
- Betsy Herndon present
- Edwin Pavese absent
- Joeanna Winings absent
- John Drumm, Director .. present

In each odd-numbered year, libraries are required to designate official depositories for library funds. The library board met this evening for the purpose of organizing as a board of finance. Mrs. Austin made a motion to maintain the same slate of officers for the Board of Finance as the regular Library Board. Mr. Conner seconded the motion. The Board of Finance sent invitations to the Security Bank, First National and Heritage Federal. The board shall meet again in Febraury for the purpose of designating public depositories for the ensuing two-year period.

Mrs. Herndon made a motion to adjourn the meeting. Mrs. Austin seconded the motion.

Emma Copeland, Secretary

AGENDA

FEBRUARY 6, 1985

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

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

OLD BUSINESS

1. Snow Blower estimates.

NEW BUSINESS

1. Library Demonstration Branch sites.
2. Children's Room bath finished.

Adjourn for the meeting of the Board of Finance which will discuss the designation of depositories.

... Next regular board meeting will be March 6, 1985.

The Elwood Public Library Board met Wednesday, February 6, 1985 in the library. The meeting was presided over by the vice-president, Tom Conner.

Attendance

Beverly Austin	absent
Tom Conner	present
Emma Copeland	present
Michael Farrer	present
Betsy Herndon	present
Edwin Pavese	present
Joeanna Winings	absent
John Drumm, Director	present

Mr. Pavese moved to approve the January board minutes. The motion was seconded by Mrs. Herndon and carried.

Mr. Drumm gave the monthly report as follows:

Borrowers	4,280
Incl. 8 NR	
Book Stock	41,141
Circulation	5,220
Information Ques.	119
By phone 42	
Phonorecord Circ.	215
Cassette Circ.	42
Poster Circ.	18
Fines & Fees	121.45
Copier	286.00
Non-Resident Fees	150.00
VCR user's fee	427.00
Interest	162.84

Mr. Drumm reported on the three estimates he had gotten on a 5 horsepower snowblower. (Loren's-John Deere \$749; Idlewine-Simplicity \$665; True Value-Lawn Chief \$499). The fault of the current snowblower (Lawn Boy) was that in a heavy snow it did not have the power to move the snow adequately and sometimes would stop working after 25 minutes of constant use. Mr. Farrer recommended seeing what is wrong with the current snowblower and to try to refrain from purchasing a snowblower until next year. The other board members agreed with this recommendation. Mr. Drumm did say that the Jr. High and the city have been helpful with snow removal.

The director announced that he has been out scouring the real estate options in Summitville and Frankton for the library branches he is proposing in the library demonstration project. He passed around a photo of a commercial lot (19'3" x 80') located in Summitville. The building had previously housed a

H & R Block. The rent would be \$200 a month and the property is in a good location with decent parking. The board members showed concern about the heating and cooling of the building because of its interior "warehouse" appearance. The grant supplies no money for remodeling or renovation. The members of the board suggested searching for a house to rent before any final decision is made.

In Frankton there were several places to look at, but resulted in only one decent proposal. Mr. Drumm showed photos of an apartment in an apartment complex next to the City Building. There was parking, a bathroom, and several rooms that would be beneficial. The rent would be \$200 a month and does not include utilities. There would be the possibility of renting an end apartment. The board members wanted to check further on the arrangement specifically checking to see if the landlord would install two window air conditioners. The proposal for the demonstration project must be submitted by March 31st.

Mr. Drumm passed around a resolution transferring \$30,000 from the Library Improvement Reserve Fund into the Operating Fund to use as a temporary loan. The loan must be repaid before the end of the year. Mrs. Herndon made a motion to accept the resolution and Mr. Pavese seconded the motion.

Mr. Pavese made a motion to adjourn the meeting and Mr. Farrer seconded the motion.

Emma Copeland, Secretary

"RESOLUTION FOR LIBRARY APPROPRIATION

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

FROM: LIBRARY IMPROVEMENT RESERVE FUND \$30,000

TO: LIBRARY OPERATING FUND \$30,000.

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

The above resolution is hereby adopted this sixth day of February, 1985.

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

BY:

<u>Emma Copeland</u>	<u>Michael Jones</u>
<u>Edwin Pavese</u>	<u>Betty Skender</u>
<u>Thomas E. Cannon</u>	_____

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

This temporary loan must be repaid within the same year in which the loan is made. Minutes of additional business are on file in the director's office.

Emma Copeland, Secretary
Emma Copeland, Secretary

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 FEBRUARY, 1985.

A handwritten signature in cursive script, reading "Emma Copeland", is written over a horizontal line.

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 SIXTH DAY OF FEBRUARY, 1985.

AUDITOR

This temporary loan must be repaid within the same year in which the loan is made. Minutes of additional business are on file in the director's office.

MINUTES OF MEETING OF THE BOARD OF FINANCE OF
THE ELWOOD PUBLIC LIBRARY, ELWOOD, INDIANA

The Board of Finance of the Elwood Public Library, Elwood, Indiana, met at the library, at 7:00 p.m. on the eighteenth day of February, 1985, the members of the Board of Finance for the Elwood Public Library being present or absent as follows:

Present: Tom Conner, Emma Copeland, Mike Farrer, Betsy Herndon, Edwin Pavese

Absent: Beverly Austin, Joeanna Winings

There was also present John Drumm, Director.

Said meeting was called to order and the following proceedings were held.

Mr. Conner, President of the Board of Finance, opened three proposals from public depositories: First National Bank of Madison County, Security Bank, and the First Savings & Loan Association of Central Indiana.

It was unanimously agreed by the Board of Finance to take up and consider the proposal and agreement submitted by the Security Bank, Elwood, Indiana, to act as depository of public funds of said Elwood Public Library.

The written proposal and agreement of the Security Bank, Elwood, Indiana, was introduced and read in said meeting and the following resolution was made by Betsy Herndon, a member of said Board:

"RESOLVED: That the proposal of the Security Bank, Elwood, Indiana, be, and it is hereby accepted, and said bank is hereby designated as depository under the laws of the State of Indiana, including the Depository Act, of 1937, for the following municipal corporation: Elwood Public Library, Elwood, Indiana."

Said member moved that said resolution be passed and adopted. Mr. Pavese seconded said motion and upon a vote, said resolution was unanimously passed and adopted.

Upon motion being made and seconded, it was unanimously decided that Security Bank, Elwood, Indiana, be, and it is hereby named as depository to receive funds for the Elwood Public Library pursuant to said resolution and the Librarian be, and he

is, hereby directed by the Board of Finance of the Elwood Public Library, Elwood, Indiana, to use the said Security Bank, Elwood, Indiana, as depository for public funds of the Elwood Public Library for the ensuing two years beginning on the third Monday in February, 1985 and ending on the third Monday in February, 1987, and thereafter until new depositories are accepted by said board.

The librarian is further directed that one copy of said proposal be filed with the Board of Finance, one copy be sent to the State Board of Depositories, and one copy be returned to said depository.

This being all the business to come before said meeting, the meeting was adjourned.

Emma Copeland
Secretary

AGENDA

MARCH 6, 1985

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

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

OLD BUSINESS

1. Library Demonstration Sites.
2. Children's restroom finished.

NEW BUSINESS

1. Alexandria Library merger.
2. Library Demonstration proposed.
3. Federal Funding - What if it's cut.

. . . Next regular board meeting will be April 3, 1985.

The Elwood Public Library Board met Wednesday, March 6, 1985 in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Beverly Austin	absent
Tom Conner	present
Emma Copeland	present
Michael Farrer	present
Betsy Herndon	absent
Edwin Pavese	present
Joeanna Winings	present
John Drumm, Director	present

Mr. Pavese moved to approve the February board minutes. The motion was seconded by Mrs. Winings and carried.

Mr. Drumm gave the monthly report as follows:

Borrowers	4,260
Incl. 8 NR	
Book Stock	41,273
Circulation	4,216
Information Ques.	174
By phone 51	
Phonorecord Circ.	182
Cassette Circ.	37
Poster Circ.	21
Fines & Fees	111.54
Copier	406.55
Non-Resident Fees	50.00
VCR user's fee	260.00
Interest	151.53

The director announced that the children's restroom has been refurbished. New flooring, vanity, mirror, and a fresh coat of paint on the walls made the restroom more presentable.

Mr. Drumm reported that Mr. Conner and Mr. Pavese spent time with him trying to find housing for the library demonstration sites. In Summitville they searched for a better site than was discussed at the February board meeting. The variety store adjacent to the H & R Block building looked very good. Both buildings are owned by the same person. The Block building is comparable to a warehouse, whereas the variety store has carpet, shelving, and air conditioning. The rent would be \$350 which is high, but perhaps the landlord could be negotiated with. The apartment in Frankton still seemed to be the most promising location in that town.

The library demonstration project was signed by the board and will be delivered by Mr. Drumm before March 31st. There is supposed to be three year's funding but no one is certain whether it will be cut, frozen, or accepted. If the funding is cut there will be enough money for one year. This would only shorten the time frame for the program.

Mr. Drumm reported that the Alexandria Librarian informed him that she has received only negative feedback about the merger, but it has been a very light response. There was an article printed in the Alexandria newspaper which had negative overtones. The township trustee doesn't want to merge with the city of Alexandria. There is the option of overruling the trustee by taking in the township by petition. Thursday evening there will be a public meeting in Alexandria. If no people show up then Alexandria will be back to square one with the proposal of merging with our library.

The director passed around Mrs. Austin's resignation that she handed to him prior to the meeting. Her reason was that she felt she didn't have sufficient time to devote to the library board anymore. Her appointment will be filled by the School Board.

Mr. Drumm told the board members that he and the children's librarians sent a questionnaire around to the grade schools asking the student's views on the programs they were interested in attending. The director said they will continue handing out questionnaires periodically stating he hoped to improve the technique.

The director stated that Margaret Stiner cracked her tailbone during the recent snowstorm (the injury occurred at home). She has presented a note from Dr. Hanson which says it is difficult to predict when she will be able to return to work. Mrs. Stiner has shown an interest in returning part-time when able.

Mr. Pavese made a motion to adjourn the meeting and Mr. Farrer seconded the motion.

Lamma Copeland, Secretary

AGENDA

APRIL 3, 1985

BOARD OF TRUSTEES MEETING

ELWOOD PUBLIC LIBRARY

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

OLD BUSINESS

1. Mrs. Austin's replacement - no word yet.

NEW BUSINESS

1. County Option Tax.
2. Roofing Contractors- bids for replacing.
3. Repairs that need to be considered at the library.
4. Library application for State Funds.
5. PERF resolution-for authorizing an individual to accept responsibility for reporting to PERF.

. . . Next regular board meeting will be May 8, 1985.

The Elwood Public Library Board met Wednesday, April 3, 1985, in the library. The meeting was presided over by the president, Tom Conner.

Attendance

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

Joeanna Winings moved to approve the March board minutes. The motion was seconded by Ed Pavese and carried.

Mr. Drumm gave the monthly report as follows:

Borrowers	4,285
Incl. 8 NR	
Book Stock	41,419
Circulation	5,252
Information Questions	89
By phone	37
Phonorecord Circ.	232
Cassette Circ.	56
Poster Circ.	3
Fines & Fees	132.65
Copier Receipts	317.90
Non-Resident Fees	70.00
VCR user's fee	226.00
Interest	102.08

Personnel policies were distributed. Mr. Drumm plans to call Mr. Merritt with suggestions for Mrs. Austin's replacement.

Mr. Drumm learned that the county option tax which will go into effect July 1st would amount to \$10,400 and a priority list will be discussed. Half of the amount might be available January 1, 1986.

Mr. Conner helped prepare a list of contractors for the repair of the mansard section of the roof. Mr. Drumm plans to have bids from Sizelove, Green, Scott, and Croy at the next board meeting.

It was agreed by May 1st that our insurance policy should be put out for bids. Mr. Conner will help Mr. Drumm set up the program.

Joeanna Winings moved and Mike Farrer seconded that Lynn Ischay be the individual authorized to accept the responsibility for reporting to PERF. The motion carried.

Joeanna Winings moved and Betsy Herndon seconded that a resolution be approved for the library's application for State Funds. The motion carried.

Mr. Drumm discussed with the board members the contents of House Bill 1848.

The director announced that the ILA Conference is to be held in Evansville May 8th-11th. John Drumm plans to attend Thursday and Friday.

Mr. Drumm shared the following priority list of things needed for the library with the board members:

- Snow blower - \$499
- Furniture to be stripped and rebuilt
- Stairway carpeting for stairs-type that traps the dirt \$733
(To be included in budget for this year.)
- Reader printer for microfilm - \$4,000
- Blinds
- Light fixtures obsolete, need diffusers. New ones would be \$2,700.
- Laminate on check-in desk is deteriorating.
- Crib toys for children's room.

Mr. PAVese made a motion to adjourn the meeting and Mr. Farrer seconded the motion.

Emma Copeland, Secretary

AGENDA

MAY 8, 1985

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

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

OLD BUSINESS

1. Bids for Library Roof.
2. Library Insurance Policy.

NEW BUSINESS

1. Summer hours: Ask that new hours be made so that all hours are 9 to 5 Mon-Sat. (going from 9-6 to 9-5 Mon.-Thurs.; 9-5 Fri. & Sat. from 52 hours to 48 per week). Library would save \$841.26 estimate. Hours would be the same for winter as they are now.
2. Library Board appointments.
3. Letter sent to State Library about our philosophy of service to the proposed library demonstration project.

. . . Next regular board meeting will be June 5, 1985.

Mr. Conner assisted the director in xeroxing the major pages out of our current insurance policy to send out to several of the local insurance companies for bids. The renewal of our policy comes up officially in August so this will allow ample time to receive and discuss the insurance bids.

Mr. Drumm announced that after a certain amount of research he felt that the library could be closed at 5 p.m. instead of 6 p.m. this summer with little effect on the patronage of the library. After receiving much comment from parents Mrs. Herndon stressed the need for the children's room to be open a certain amount of hours in the morning. It was unanimously decided to operate the children's room from 10 a.m. to 5 p.m. during the summer. Mrs. Norris made a motion to accept the new summer hours of 9 to 5, Monday through Saturday. Mike Farrer seconded the motion.

The director explained to the board members the changes that have occurred in how and by whom board appointments are made. A sheet showing each board member's status was passed around.

Mr. Drumm announced that he had received a letter from the State Library asking for his philosophy of service to the proposed library demonstration project to which he happily obliged. It sounds as though the committee is considering the project more carefully than before. Mr. Conner and Mr. Drumm scouted the Summitville area again for a better location for the branch library. They discovered a variety store downtown which seemed very promising. The store measures 20' x 60' with good lighting, air conditioning, and a good furnace. The rent would be a very reasonable \$150 per month. Mr. Drumm told the board members he would receive word unofficially of the success of the project in June.

Mr. Pavese made a motion to invest \$35,000 from the library's total all funds into the super now account at Security Bank. Mr. Conner seconded the motion. The money is transferred when needed into the operating fund to cover the monthly disbursements.

Mr. Drumm informed the board members that a budget clinic will be held May 31st at Indianapolis and that all are invited to attend. He also mentioned he would be leaving the next day for the annual ILA meeting held in Evansville.

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

Emma Copeland, Secretary

AGENDA

JUNE 5, 1985

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

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

OLD BUSINESS

1. Bids for Library Roof.
2. Library Board appointments.
3. Children's Programs.

NEW BUSINESS

1. Library drains.
2. New library law.
3. Carpet cleaning for library.

. . . Next regular board meeting will be July 3, 1985.

The Elwood Public Library Board met Wednesday, June 5, 1985, in the library. The meeting was presided over by the president, Tom Conner.

Attendance

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

Ed Pavese moved to approve the May board minutes. The motion was seconded by Joanna Winings and carried.

Mr. Drumm gave the monthly report as follows:

Borrowers	4,240
Incl. 5 NR	
Book Stock	41,440
Circulation	3,945
Information Questions	221
By phone 63	
Phonorecord Circ.	149
Cassette Circ.	35
Poster Circ.	1
Fines & Fees	113.95
Copier Receipts	189.85
Non-Resident Fees	90.00
VCR User's fee	144.00
Interest	29.85

The director announced that he received the fourth bid for repairing the mansard section of the roof. The contractors presenting bids were: Croy-\$4,750, Green-\$4,880, Scott-\$7,938, and Sizelove-\$3,795. All the bids were discussed and it was decided to take the specifications that Croy proposed with their bids and send them to the other three contractors so that the bids will be based on the same service.

Mr. Drumm informed the board members that he received the final word from the State Library concerning the library board appointments. A revised sheet showing each board member's appointment and the date their term expires was passed around for viewing.

The director explained that after much trouble with water backing up into the basement a plumber has been engaged to clean out the downspouts. It is also necessary to replace the cast iron pipes

JUNE 5, 1985

Mr. Pavese discussed information he received from the budget meeting in Indianapolis. Prediction of savings in the new unemployment compensation program would be 1.6% savings the first year. The board members signed a solicitation form for information about possible enrollment in the ALSA Unemployment Compensation Pool.

Mr. Drumm informed the board members of some new legislation for 1985.

- Files of applicants for public employment were added to the list of records which may be excepted from disclosure by vote of the board.
- It was reported that there will probably be an increase in social security although the new rate has not been set.
- The State Library is going to be responsible for distributing state aid. The library will receive \$1,314.56 pursuant to IC 4-23-7-28 and HB 1458 Acts 1985.

The library's carpet needs to be cleaned again. The director has obtained an estimate of \$285.00 from Keno in Daleville.

Mr. Drumm reported that it will be July 1st before we know the figures for preparation of the 1986 budget. September 7th is the last date to adopt the budget and tax rate and file them with the county auditor.

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

Emma Copeland, Secretary

PAYROLL SCHEDULE FOR 1986

-APPROVED BY THE LIBRARY BOARD JULY 8, 1985-

<u>NAME</u>	<u>PERCENTAGE INCREASE</u>	<u>1985 SALARY</u>	<u>1986 SALARY</u>
Drumm	7%	19,000 9.13	20,330 9.77
Stiner	6%	10,238 4.92	10,853 5.22
Robertson	6%	10,238 4.92	10,853 5.22
Ischay	5%	5.06 +250	5.31 +500
Thomas	5%	4.44	4.66
McQuitty	5%	3.96	4.16
Sullivan	5%	3.67	3.82
*Pages	*Libraries must now pay federal minimum wage. 10/1/85	2.25	3.35
Stiner (Custodian)	5%	3.96	4.16

ELWOOD PUBLIC LIBRARY BOARD

Altaffane

Edwin J. Ravese

Thomas E. Zomer

Jeanne M. Wiggins

Betty Stinson

AGENDA

JULY 3, 1985

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

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

OLD BUSINESS

1. Roof Bids.
2. Insurance Bids.

NEW BUSINESS

1. Number of terms board members have served.
2. Library standards.
3. Budget Information.
4. Consider Pay raise for Rhonda Brewer to minimum wage.

. . . Next regular board meeting will be August 7, 1985.

The Elwood Public Library Board met Wednesday, July 3, 1985, in the library. The meeting was presided over by the president, Tom Conner.

Attendance

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

Mrs. Norris moved to approve the June board minutes. The motion was seconded by Edwin Pavese and carried.

Mr. Drumm gave the monthly report as follows:

Borrowers	4,323
Incl. 19 NR	
Book Stock	41,580
Circulation	6,398
Information Questions	149
By phone ⁴⁷	
Phonorecord Circ.	1,451
Cassette Circ.	188
Poster Circ.	-
Fines & Fees	69.55
Copier Receipts	291.25
Non-Resident Fees	290.00
VCR User's Fee	158.00
Interest	123.23

The director announced that after sending out specifications to the four contractors so that their bids would be based on the same service only one has replied. The reply was from Scott and the bid was still not based on the specifications the library board had sent. Any further discussion was tabled until more bids were received.

Mr. Conner and Mr. Drumm had sent out letters requesting bids from local insurance companies. No replies have been made thus far. Mr. Conner told the board that the library was grossly under-insured in the area of contents which were currently insured at \$50,000. All bids were supposed to be returned by the August board meeting and will be received at that time.

Mr. Drumm informed each board member the number of terms he or she have served the library.

The director announced that he had attended a meeting on the proposed standards and guidelines for Indiana libraries which is the responsibility for the state library to establish. These standards serve two functions: 1. as a tool for evaluating and improving services provided by public libraries and, 2. as minimum requirements for receiving state and federal funds. One standard the library does not comply with is the number of certified employees according to the population served by the library. Another was that the library board needs to classify the employees, adopt schedules of salaries and prescribe their duties. These standards will not take effect until July 1, 1987.

Mr. Drumm announced that he would not be receiving the assessed valuation figures until July 15th. He will not receive the figures for the miscellaneous revenue until the 8th of July. Until we have these figures it is impossible to complete the budget. The federal minimum wage of \$3.35 now applies to the student pages. The library board will meet in an Executive Session July 8th to discuss wage increases for the staff and the director.

The director stated that Rhonda Brewer will be leaving at the end of July. She has been a very good employee and Mr. Drumm wanted to give her a .25 an hour raise for this last month. The board members agreed.

After discussion that additional cash is needed at the desk because of the increase in business Mrs. Winings made a motion to authorize an increase of \$20.00. Emma Copeland seconded the motion. Lynn Ischay was named custodian of this money depositing the excess in the bank weekly.

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

Emma Copeland, Secretary

AGENDA

AUGUST 7, 1985

BOARD OF TRUSTEES MEETING

ELWOOD PUBLIC LIBRARY

1. Approval of minutes from the previous meeting.

2. Review July's statistics.

OLD BUSINESS

1. Roof Bids.

2. Insurance Quotes.

NEW BUSINESS

1. Budget

2. Hiring of new employee.

3. Library Unemployment Pool.

. . . Next regular board meeting is September 4th.

The Elwood Public Library Board met Wednesday, August 7, 1985, in the library. The meeting was presided over by the president, Tom Conner.

Attendance

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

Mrs. Winings moved to approve the July board minutes. The motion was seconded by Mr. Pavese and carried.

Mr. Drumm gave the monthly report as follows:

Borrowers	4,371
Incl. 8 NR	
Book Stock	41,598
Circulation	5,803
Information Questions	147
By phone 48	
Phonorecord Circ.	126
Cassette Circ.	71
Poster Circ.	14
Fines & Fees	175.34
Copier Receipts	218.70
Non-Resident Fees	20.00
VCR User's Fees	124.00
Interest	280.73

The director reported that Herb Felton, a local plumber, had completed the job of cleaning and repairing both the gutters and downspouts. Mr. Drumm felt the job was completed at a very economical rate of \$255.17.

The discussion was continued considering the bids for repairing the mansard roof. The contractors submitting bids were James E. Green for \$4,880, Harry Croy and Sons for \$4,750, Steve Sizelove Construction for \$4,945, Virgil Green for \$5,245 and Scott Construction for \$9,548. The board members did not feel that they could consider Croy's bid because it was not itemized. They also felt that Scott's bid was entirely too high. Mrs. Winings made a motion to accept James Green's bid of \$4,880 for roof repair. Mr. Pavese seconded the motion.

AUGUST 7, 1985

Mr. Drumm handed the next item of business concerning insurance bids over to Tom Conner for discussion. Mr. Conner explained that the library was currently insured for \$3,440 by Glen Falls (Burnette-Dellinger). He felt that we were underinsured in the contents (currently \$50,000) and building (\$670,000). Mr. Conner and Mr. Drumm invited proposals from several insurance companies. John Burnette presented a bid from American Economy (with an increase to \$100,000 in contents) for \$3,112. A & R insurance company quoted a bid of \$3,740 and Mr. Crimmans of Associated Agencies' bid was \$5,521. Mr. Farrer made a motion to accept the insurance bid from the Burnette Agency. Mr. Pavese seconded the motion. Mr. Conner said he would like to find out how much more money it would cost if the building coverage went from \$100,000 to \$150,000. The question also arose as to whether the library's paintings should be insured for more money.

Mr. Drumm presented a copy of the 1986 budget to the board. The officers of the board signed the Notice to Taxpayers that will be published in the Call-Leader and the Anderson Bulletin August 17th and 24th. The 1986 budget total is nearly \$25,000 over the 1985 budget. The increase is due to two things: 1. raising the tax rate by 5¢ and 2. the new County Option Income Tax which will generate \$6,328 in new money.

Mr. Drumm announced that Queenie Cleaver has joined the library staff as a permanent part-time person.

During the library's recent audit the only objection they had to our record keeping was that the library board never devised an official payroll schedule that would become a part of the minutes each year when the budget was prepared. To remedy the situation a payroll schedule for 1986 was signed by the board members present and will be placed with the July 1985 board minutes.

The library has been approached about becoming part of the newly developed State Library Unemployment Pool. Mr. Farrer explained the material that had been sent to the library from ALSA. Basically, this plan is very similar to the state unemployment plan that the library is currently in. The first year of membership in the fund the library would pay 2% of the first \$7,000. The second year 1.7% of the first \$7,000 would be paid and the third year would be 1% of the first \$7,000. These figures are not guaranteed. If claims are filed on the account the rates could raise. Mrs. Winings made a motion to tell ALSA that we intend to enroll in the State Library Unemployment Pool. Mrs. Herndon seconded the motion. The intent to enroll does not mean the library has signed any type of contract.

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

Emma Copeland, Secretary

A special meeint of the library board. Open meeting to review the proposed 1986 budget. No outsiders were present.

Attendance

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

After twenty minutes with no public present Mr. Pavese made a motion to adjourn the meeting. Mrs. Copeland seconded the motion.

Emma Copeland, Secretary

AGENDA

SEPTEMBER 4, 1985

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

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

OLD BUSINESS

1. Approve 1986 Budget.
2. Sign Papers for Unemployment Pool.
3. Approve additional appropriation for roof repair money.

NEW BUSINESS

1. Library Demonstratin Project.
2. Buildings in Summitville and Frankton.

. . . Next regular meeting is October 2nd.

The Elwood Public Library Board met Wednesday, September 4, 1985, in the library. The meeting was presided over by the president, Tom Conner.

Attendance

Tom Connerpresent
 Emma Copeland.present
 Michael Farrerpresent
 Betsy Herndon.present
 Lois Norrisabsent
 Edwin Paveseabsent
 Joanna Winings.present
 John Drumm, Director . .present

Mrs. Winings moved and Mr. Farrer seconded that the minutes of the August 7th meeting be approved as written. The motion carried.

Mr. Drumm gave the monthly report as follows:

Borrowers	4,303
Incl. 2 NR	
Book Stock	41,774
Circulation	4,542
Information Questions	131
By phone ⁵³	
Phonorecord Circ.	106
Cassette Circ.	56
Poster Circ.	28
Fines & Fees	122.90
Copier Receipts	248.35
Non-Resident Fees	100.00
VCR User's Fee	177.00
Interest	353.02

Mr. Farrer made a motion to accept the 1986 budget. The motion was seconded. The budget for 1986 was signed by the board members present. The board members also signed an appeal that will be sent to the State Board of Tax Commissioners.

Mr. Drumm informed the board members that the library has received the contract from ALSA concerning the newly developed State Library Unemployment Pool. Mrs. Winings made a motion to accept the contract from ALSA since the plan had been thoroughly discussed at the August board meeting. The motion was seconded.

Mrs. Winings moved and Betsy Herndon seconded that the additional appropriation for \$5,500 for repair of the roof be accepted. The motion carried.

Mr. Farrer made a motion to accept the resolution for the LSCA Grant that stated that the library board approved and would support the library demonstration project. Mrs. Winings seconded the motion. Mr. Drumm stated that he has hired Barbara McAdams to hold the full time position for the Frankton branch library. Carolyn Lambertson will work at the Summitville library full time. Both ladies will begin September 9th part time and then add more hours as the grant money begins to arrive in October. Registration for library cards will begin September 23rd. Beginning November 1st the townships involved in the demonstration project may use our library with the target date for opening the branch libraries being the first week of January 1986.

The director discussed with the board members his concern about the staff's extra responsibilities during the library demonstration project. He told the board that he had put money into the demonstration project's budget for this purpose. The board agreed to meet in an executive session to discuss this situation.

Mrs. Winings made a motion to adjourn the meeting. The motion was seconded and carried.

GRANT FOR SUPERVISION OF LOCAL AGENCIES

UNDER LIBRARY SERVICES AND CONSTRUCTION ACT AS AMENDED

THIS AGREEMENT, made and executed this 4th day of September, 1985 by
and between Indiana State Library, herein referred to as State, and the Elwood
Public Library, Grantee, whose address is: 124 North 16th Street, Elwood,
Indiana 46036

WITNESSETH THAT:

WHEREAS, The Congress of the United States has enacted the Library Services and Construction Amendments to assist the States in the extension and improvement of public library services in areas of the States which are without such services or in which such services and inadequate, in the improvement of such other State Library services as library services for physically handicapped, institutionalized and disadvantaged persons, in strengthening State Library administrative agencies; in promoting interlibrary cooperation among all types of libraries, and in strengthening major urban resource libraries;

WHEREAS, by the terms of section 6 of the Act any State desiring to receive its allotment for any purpose under this Act for any fiscal year shall (1) have in effect for such fiscal year a basic State plan which shall provide for the administration, or supervision of the administration, of the programs authorized by this Act by the State Library administrative agency; and (2) submit an annual program describing the specific activities to be carried out annually for which allotments are desired;

WHEREAS, it is the wish and intent of the parties to this agreement that the Grantee administer certain functions, hereinafter described, as part of the required State plan to be developed by the State, and,

THEREFORE, the Grantee will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations thereunder, to the end that, no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise be subjected to discrimination under any program or activity for which the Applicant received federal financial assistance.

The Grantee will comply with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683) and the regulations thereunder, to the end that, no person in the United States shall, on the basis of sex, be excluded from participation under any education program or activity receiving Federal financial assistance.

The Grantee will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the regulations thereunder, to the end that, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Grantee will comply with the Age Discrimination Act (42 U.S.C. 6101 et seq.) and the regulations thereunder, to the end that, no person in the United States shall be discriminated against on the basis of age in programs or activities receiving Federal financial assistance. Pursuant to IC 22-9-1-10 the Grantee, and its subcontractors if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Grant, with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of his race, religion, color, sex, handicap, national origin or ancestry. Breach of this covenant may be regarded as a material breach of Grant.

INDEMNIFICATION: The Grantee agrees to indemnify, defend and hold harmless the State of Indiana, and its agents, officers, and employees from all claims and suits including court costs, attorney's fees, and other expenses, caused by any act or omission of the Grantee and/or subcontractors, if any.

This Grant is authorized pursuant to IC 5-19-1, IC 4-23-7.1 and other laws pertaining to local and district library systems including inter alia, IC 20-14.

It is mutually understood and agreed that the Grantee will administer the following described functions under the State plan:

To utilize Title I funds received from this grant to provide library service, as a demonstration, to five unserved townships of Madison County. This grant in the amount of \$70,000 for salaries and benefits, contractual and other services, equipment, and materials is to cover the period October 1, 1985 to September 30, 1986, depending upon the availability of Library Services and Construction Act funds.

IT IS FURTHER mutually understood and agreed that the administration of the above-described program will be supervised by the State, and that such supervision will be exercised as follows:

1. By requiring submission of reports at reasonable intervals from Grantee
2. By requiring submission of lists of equipment or other property purchased by Grantee pursuant to this Grant.
3. By requiring consultation with State Library personnel by Grantee.

AND IT IS FURTHER mutually understood and agreed that the State may furnish consultant service, advisory services and money grants in such sums as may be determined by the State.

AND IT IS FURTHER mutually understood and agreed that any funds paid under the Library Services and Construction Act which have been lost or diverted from the purpose for which they were paid will be refunded to the State.

AND IT IS FURTHER mutually understood and agreed that demonstration budget plans will be reviewed every six months, and that any balance which has accumulated because of unavoidable delays in putting the attached plan into operation will be deducted from the funds to be paid for the operation of the plan in the next six-month period; or, if in the determination of the State, the expenditure of the accumulated balance is needed to meet a condition not foreseen at the inauguration of the plan, the balance will be added to the funds to be paid in the following six-month period.

AND IT IS FURTHER mutually understood and agreed that the Grantee shall comply with the reasonable supervisory requirements of the State as described above and with all other provisions of this Grant; and for breach in any material respect, any property acquired hereunder shall revert to the State.

IN WITNESS WHEREOF, Indiana State Library and the Elwood Public Library have caused this agreement to be executed this 4th day of September, 1985.

Indiana State Library

By Charles Ray Ewick

Director - Charles Ray Ewick

Grantee: Elwood Public Library

(Type Name)

By John E. Drumm
Director or Board Member

John E. Drumm

(Type Name)

By Thomas E. Conner
President

Tom Conner

(Type Name)

Date September 4, 1985

Date September 4, 1985

Orval D. Lundy,
Commissioner, Dept. of Administration O. D. Lundy / jr

Date 9/12/85

Kenneth V. Kobe,
Director, State Budget Agency Kenneth V. Kobe

SEP 17 1985

Date _____

Linley E. Pearson,
Attorney General of Indiana G. Douglas Seidman, Deputy

Date OCT 02 1985

THIS INSTRUMENT PREPARED BY: Robin Scheffer, LSCA Fiscal Coordinator,
Extension Division, Indiana State Library.

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
)
COUNTY OF Madison) SS:

The undersigned, being duly sworn on oath says, that he is the contracting party, or that he is the representative, agent, member, or officer of the contracting party, that he has not, nor has any other member, employee representative, agent, or officer of the firm, company corporation or partnership represented by him, directly or indirectly, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he has not received or paid, any sum of money or other consideration for the execution of the annexed contract other than that which appears upon the face of the contract.

John E. Drumm
Signature
John E. Drumm
Printed name
Director
Title
Elwood Public Library
Company

Before me, a Notary Public in and for said County and State personally appeared John E. Drumm, who acknowledged the truth of the statements in the foregoing affidavit on this 4th day of Sept, 1985

Michael E. Parreir
Notary Public

Residence County:
Madison

Michael E. Parreir
Print Name

My commission expires:
8/16/88

TRANSCRIPT OF PROCEEDINGS

OF

ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA

CONCERNING

ADDITIONAL APPROPRIATIONS

Elwood, Indiana

LIBRARY APPROPRIATION RESOLUTION

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

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

	<u>AMOUNT APPROPRIATED</u>
LIBRARY IMPROVEMENT RESERVE FUND	\$5,500
	<hr/>
TOTAL	\$5,500

Presented to the Elwood Public Library Board, read in full and adopted this 4th day of September, 1985, by the following aye and nay vote.

AYE	NAY
<u>Michael E. Conroy</u>	_____
<u>Thomas E. Conroy</u>	_____
<u>Jacqueline M. Hunsinger</u>	_____
<u>Betsy Dennis</u>	_____
<u>Emma Copeland</u>	_____
_____	_____
_____	_____

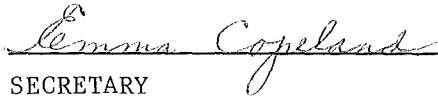
ATTEST:

Emma Copeland
Secretary, Library Board

C E R T I F I C A T E

I, THE UNDERSIGNED EMMA COPELAND OF THE ELWOOD PUBLIC LIBRARY,
MADISON COUNTY, INDIANA, DO HEREBY CERTIFY TO THE AUDITOR OF MADISON
COUNTY THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD
WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY BOARD OF
MADISON COUNTY, INDIANA, AT A MEETING HELD ON SEPTEMBER 4th.

DATED THIS 4th DAY OF SEPTEMBER, 1985.


SECRETARY

C E R T I F I C A T E

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

DATED THIS ____ DAY OF SEPTEMBER, 1985.

Auditor of Madison County

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

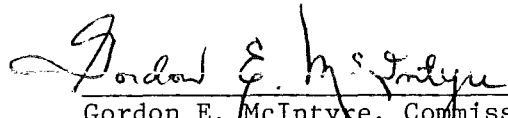
In the matter of Additional Appropriations) No. 85482340
for: Madison County)
Elwood Public Library)

A petition having been filed by the proper legal officers of the above named taxing unit in the matter of additional appropriations, this matter having been set for hearing on 9-16-85, a report having been made and all of the facts having been carefully considered, this Board does now take the following action thereon:

<u>Fund Name</u>	<u>Requested</u>	<u>Approved</u>	<u>Denied</u>	<u>Reduction</u>
Library Improvement Reserve	\$5,500	\$5,500		

Reference is made to the appropriation ordinance or resolution of the proper appropriating officials of said taxing unit, adopted: 9-4-85

STATE BOARD OF TAX COMMISSIONERS

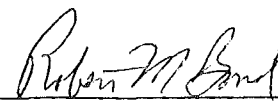

Gordon E. McIntyre, Commissioner

STATE OF INDIANA
OFFICE OF THE
STATE BOARD OF TAX COMMISSIONERS

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

WITNESS MY HAND and seal of the Board on this the 18th day
of September, 19 85.

mab


Robert M. Bond, Executive Secretary

DECOR ORIGINAL

EST. 1950

Box 223-D New Lancaster Road
ELWOOD, INDIANA 46036


September 11, 1985

Elwood Public Library
Elwood, Indiana

Valuation of original paintings:

One oil on canvas (Rural Scene)	Theodore Clement Steel -- Born Owens Co. Ind. Sept. 11, 1847 Died Brown Co. Ind. July 24, 1926	\$1,500.00
One oil on canvas (Autumn Sunset)	T. C. Steel especially interesting because it is a painting of Steel's own house (House of the Singing Wind) in Brown County, Indiana.	3,000.00
One oil on canvas (Rural Scene)	John Ottis Adams Born Amity, Ind. July 8, 1851 Died Indianapolis, Jan. 28, 1927	2,000.00
One oil on canvas (No T.)	William Eyden no information	2,000.00
One oil on canvas (Spring Time)	Leota W. Loop Brown Co. Ind.	800.00

Eyden and Loop are no longer living, more information, if needed, can be obtained through Brown Co. Art. Museum


 Phone (317) 552-7280

R. C. RAY

AGENDA

OCTOBER 2, 1985

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

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

OLD BUSINESS

1. Buildings in Frankton and Summitville.
2. LSCA Grant update.

NEW BUSINESS

1. Library is a part of Madison Co. Literacy Coalition.
2. District Meeting - October 17th.

. . . Next regular meeting if November 6th.

"RESOLUTION FOR LIBRARY APPROPRIATION

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

FROM: LIBRARY IMPROVEMENT RESERVE FUND \$30,000

TO: LIBRARY OPERATING FUND \$30,000

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

The above resolution is hereby adopted this second day of October, 1985.

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

BY:

Rainie Jean Kauri

Emma Copeland

Edwin J. Pavese

Betsy Gordon
Roman E. Connor, Pres.

Mike Kauri
Jocanna M. Hering

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

This temporary loan must be repaid within the same year in which the loan is made. Minutes of additional business are on file in the director's office.

Emma Copeland, Secretary

Emma Copeland, Secretary

"RESOLUTION FOR LIBRARY APPROPRIATION

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

FROM: LIBRARY IMPROVMENT RESERVE FUND \$670.00

TO: LSCA FUND \$670.00

BE IT FURHTER 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 second day of October, 1985.

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

BY:

Handwritten signatures of Louis Jean Harris, Emma Copeland, and Edwin J. Pavese, each on a separate line.

Handwritten signatures of Betty Glendon, Joanna M. Henning, Michael J. Jones, and Thomas E. Gannon, each on a separate line.

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

This temporary loan is due to the fact that payroll must be met October 15th for the personnel of the LSCA Grant and the Grant money for October does not arrive until the third week of October 1985. The loan will then be repaid immediately.

Handwritten signature of Emma Copeland, Secretary, followed by the typed name "Emma Copeland, Secretary".

The Elwood Public Library Board met Wednesday, October 2, 1985, in the library. the meeting was presided over by the president, Tom Conner.

Attendance

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

Mrs. Winings moved and Mr. Pavese seconded that the minutes of the September 4th meeting be approved as written. The motion carried.

Mr. Drumm gave the monthly report as follows:

Borrowers:	4,342
Incl. 5 NR	
Book Stock	41,927
Circulation	4,052
Information Questions	199
By phone	62
Phonorecord Circ.	175
Cassette Circ.	44
Poster Circ.	7
Fines & fees	125.85
Copier Receipts	243.80
Non-Resident Fees	19.80
VCR User's Fees	185.00
Interest	275.77

Mr. Drumm told the board that he has appealed to the Frankton Town Board to help us find a suitable site for the branch library. Mr. Conner and Mr. Pavese found the mobile home that had been considered to be in disrepair. Mr. Drumm also spoke with the superintendent of the Frankton schools and the local banks to see if they would aid in searching for a possible location. However, there was good news to report about a location in Summitville. Mr. Farrer presented a lease agreement to the board members to see if it met with their approval. The signed lease will then be submitted to Mr. and Mrs. Elsworth for their approval. The board members were pleased with the points of the lease that Mr. Farrer highlighted. Mrs. Winings made a motion for Emma Copeland, Secretary and Tom Conner, President to accept and sign the lease. The motion was seconded and the original lease was sent to the Elsworth's.

The director reported to the board members that although the State Library has approved the amount to fund the project, the LSCA Grant money has not yet been federally appropriated. Until the federal money is appropriated the library will be operating the branches on residuals from the state's LSCA.

Mr. Drumm announced that the library is a part of the Madison County Literacy Coalition. Mr. Drumm was recently asked to join the board which is represented by an individual from all the communities in Madison County. Our library will be able to offer space to tutor people.

The library will be closed October 17th for the library staff to attend the district meeting at Ball State University. The library will also be closed October 14th in observance of Columbus Day.

Mrs. Winings made a motion to accept the resolution which would transfer \$670 from the LIRF Fund to the LSCA Grant Fund. The funds from the LSCA Grant Fund will not arrive until the third week of October and money will be needed for the first payroll of October.

Mr. Drumm informed the board members that he will be attending a library planning workshop at the State Library October 28th and 29th.

Mr. Pavese made a motion to adjourn the meeting. The motion was seconded and carried.

Bruna Copeland, Secretary

AGENDA

NOVEMBER 6, 1985

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

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

OLD BUSINESS

NEW BUSINESS

1. ILTA Questionnaire.
 2. Appointment to ALSA Board.
 3. LSCA Update—where we are.
 4. Library Planning Workshop
 5. If our budget appeal fails.
 6. Cost of copies for the new libraries.
- . . . Next regular meeting is December 4th, 1985.

The Elwood Public Library Board met Wednesday, November 7, 1985, in the library. The meeting was presided over by the president, Tom Conner.

Attendance

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

Mrs. Winings moved and Mr. Farrer seconded that the minutes of the October 2nd meeting be approved as written. The motion carried.

Mr. Drumm gave the monthly reports as follows:

	<u>Elwood</u>	<u>Summitville</u>	<u>Frankton</u>
Borrowers	4,377	71	218
Incl. NR	3		
Book Stock	42,002	163	162
Circulation	4,568		
Information Ques.	209		
By Phone	76		
Phonorecord Circ.	1,518		
Cassette Circ.	52		
Poster Circ.	22		
Fines & Fees	235.85		
Copier Receipts	276.70		
Non-Resident Fees	53.30		
VCR User's Fees	146.00		
Interest	196.60		

If everything continues as planned the target dates for opening the branch libraries will be the 18th and 19th of December.

Each of the board members received an ILTA questionnaire with their board minutes to review. The questionnaire is rather lengthy and requires much thought so a special meeting will be held November 20th to further discuss it.

Mr. Drumm's appointment to the ALSA board expires in December. Mrs. Winings made a motion to reappoint John Drumm for another term. Mr. Farrer seconded the motion.

The leases of both branch libraries have been accepted and signed. The Summitville library needs only to be thoroughly cleaned before opening. The owners of the building where the Frankton library will be housed are currently meeting their end of the lease. When the repairs are completed Mr. Conner and Mr. Drumm will inspect it to make sure it meets with the library board's expectations. Carpet has been selected for the Frankton branch.

Mr. Drumm informed the board members of the information he received at the Library Planning Workshop. The changes in the law will take effect in 1987. The State Library wants to know the library's goal for the next five years and how we plan to meet them. If we do not comply with these rules we will not be eligible to receive the library's portion of the state aid. It is also necessary for the library to add two more certified people to the staff. There will be classes held to help staff members study for the certification exam.

The director announced that our budget hearing is to be held November 13th at 10 a.m. If our budget appeal fails the library will need to cut the budget by as much as \$14,000.

Mr. Drumm received a proposal on a new copier from the Hoosier Office Systems. The director would like for the branch libraries to eventually be a full service library and be able to offer copying service. A suggestion was made to give one of the branch libraries our copier which is nine years old. Mr. Drumm was going to find out if any deals could be made with the Hoosier Office Supply.

The library is a member of the Madison County Literacy Coalition. There are already four people trained to teach reading. The library will be supplying room for the tutoring to take place.

Mrs. Copeland made a motion to adjourn the meeting. The motion was seconded and carried.

Emma Copeland, Secretary

AGENDA

DECEMBER 4, 1985

BOARD OF TRUSTEES MEETING
ELWOOD PUBLIC LIBRARY

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

OLD BUSINESS

1. Branch Libraries.
2. Budget Approval.

NEW BUSINESS

1. Amendment to Unemployment Pool Contract.
2. Purchase of snowblower.
3. Library Planning Workshop.
4. Copier for Community Libraries.
5. Options in Hiring Additional Staff Persons due to Success of LSCA Project.
6. Library Change to FLSA Act. Will require the library to pay overtime pay.
7. Transfer of funds.

. . . Next regular board meeting is January 8, 1986.

The Elwood Public Library Board met Wednesday, December 4, 1985 at 7:00 p.m. The meeting was presided over by the president, Tom Conner.

Attendance

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

Mr. Pavese made a motion to approve the November board minutes as read.
 Mr. Farrer seconded the motion.

Mr. Drumm gave the monthly report as follows:

	<u>Elwood</u>	<u>Summitville</u>	<u>Frankton</u>
Borrowers	4,454	373	418
Book Stock	41,736	550	521
Circulation	4,774	-	-
Information Ques.	133		
-By Phone	47		
Phonorecord Circ.	278		
Cassette Circ.	59		
Poster Circ.	6		
Fines & Fees	221.74		
Copier Receipts	305.75		
Non-Resident Fees	-		
VCR User's Fees	200.00		
Interest	97.85		

Mr. Drumm announced that he and Mr. Conner were unsuccessful in obtaining the full amount of the appeal at the meeting held by the Reveiw Board of the State Board of Tax Commissioners. It looked very negative from the beginning as the library's appeals were treated together instead of individually. The members of the review board questioned Mr. Drumm about the amount of money the library had in LIRF. Since there is \$44,000 in LIRF they did not feel like the library was qualified to receive the excess tax levy. The workmen's compensation that we appealed for was granted to us. The library can and will apply again next year for the excess levy.

Mr. Drumm said Mr. Conner and himself went to Frankton to see the finished repairs and additions of the building that will house the Frankton library. The lease was signed and the first rent payment will be paid tomorrow.

Each month a financial report showing the amount of money that has been spent and the amount of money that is needed is sent to the fiscal coordinator of the LSCA fund at the State Library. Mr. Drumm submits a written report of the activities that occur as the branch libraries progress. One of the recent reports informed the fiscal coordinator that carpet was being installed at the Frankton Library. No comment was received so Mr. Drumm proceeded and signed a contract with Alexandria carpets. The State Library responded that the LSCA grant can't buy carpeting because it is considered a fixture. The library will pay the cost of the carpeting out of the 1986 budget.

Mr. Drumm explained that the library has received an amendment to the Unemployment Pool Contract. The change from the original contract was minor stating that only forty participating libraries will be needed for the program to go into effect not the original estimate of sixty libraries. Mrs. Winings made a motion to accept this amendment. Mrs. Norris seconded the motion.

The director attended the Library Planning Workshop at the State Library. The library must put together a planning document which will outline the library's goals for the next five years. Mr. Drumm wants the branch libraries to run three to four months with the assumption that the project will succeed. The township trustees may want to interject some of their thoughts into the planning document.

Mr. Drumm passed around one of the flyers that will be sent out announcing the activities of the branch libraries. The flyers were printed by ALSA and were very attractive.

It was announced that Rita McQuitty will be coming back to work at the library January 7, 1986.

The director mentioned that at some time the idea of hiring another part time person for each of the branch libraries might have to be approached. It does not need to be discussed at the present time, however.

The FLSA act has been broadened to cover government employees. In October we had to begin paying our library pages minimum wage according to this law. Now the library must pay employees working over forty hours a week time and a half. There probably would not be many occasions that this would occur.

Mr. Pavese made a motion to accept the transfer of funds that is needed to transfer money to those appropriations that have been depleted throughout the year from those appropriations with excess funds. Mr. Farrer seconded the motion.

Mrs. Winings made a motion to adjourn the meeting. Mrs. Norris seconded the motion.

Emma Copeland, Secretary

A special board meeting was held directly after the regular board meeting to discuss a Christmas gift to be give to the Staff members.

Lois Norris made a motion to give each staff member the following dollar amount for a Christmas gift. The library will also pay the ^{*}employee's share of taxes on this gift. Emma Copeland seconded this motion.

John Drumm	\$200.00
Margaret Stiner	\$100.00
Frances Robertson	\$100.00
Lynn Ischay	\$ 50.00
Mitzi Thomas	\$ 50.00
Rita McQuitty	\$ 25.00
Jenetta Sullivan	\$ 25.00
Marqueena Cleaver	\$ 25.00
Craig Stiner	\$ 25.00
Barbara McAdams	\$ 25.00
Carolyn Lambertson	\$ 25.00
Leah Richwine	\$ 10.00
Carla Elsworth	\$ 10.00
Linda Kemper	\$ 10.00
Total	<hr/> \$680.00

Edwin Barise made a motion to adjourn the special meeting. Joanna King seconded the motion.

Emma Copeland, Secretary

*The taxes will be taken out of Personal Services accordingly.

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:

ADDITIONAL APPROPRIATION

(To)	1. PERSONAL SERVICES	
	11 Salary of Librarian	\$2300.00
	2. SUPPLIES	
	22 Operating Supplies	255.00
	24 Other Supplies	2,000.00
	3. OTHER SERVICES & CHARGES	
	33 Printing & Advertising	185.00
	34 Insurance	4510.00
	36 Repairs & Maintenance	260.00
	37 Rents	605.00
	30 Services, Contractual	280.00
	4. CAPITAL OUTLAYS	
	44 Periodical & Newspapers	520.00
	Total	<u>\$10,915.00</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:

(From)	1. PERSONAL SERVICES	
	12 Salary of Assistants	\$2600.00
	14 Wages of Janitor	2700.00
	15 Employee Benefits	2400.00
	2. SUPPLIES	
	21 Office Supplies	1100.00
	3. OTHER SERVICES & CHARGES	
	32 Communication & Transportation	1100.00
	35 Utility Service	1015.00
	Total	<u>\$10,915.00</u>

LIBRARY APPROPRIATION RESOLUTION

Presented to the Elwood Public Library Board read in full and adopted this fourth day of December, 1985 by the following aye and nay vote.

AYE

NAY

Emma Copeland

Michael J. ...

Luis ...

Edwin G. ...

Jeanne M. ...

Betty ...

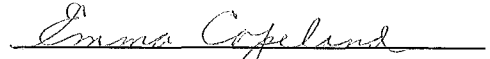
Thomas E. ...

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 ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY BOARD OF ELWOOD, MADISON COUNTY, INDIANA, AT THE MEETING HELD ON

DATED THIS FOURTH DAY OF DECEMBER, 1985.



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

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 FOURTH DAY OF DECEMBER 1985

AUDITOR OF MADISON COUNTY