

# Agenda

November 12, 2012

North Madison County Public Library System  
Board of Trustees

Hazelbaker Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Door Locks at Elwood

New Business

1. Resolution to Transfer Operating Funds to Rainy Day Fund
2. Employee Raises/Director and Administrative Assistant
3. 2013 Holiday Calendar for Adoption
4. Library Display Policy
5. Purchasing Policy
6. Nominating Committee Report (Beverly Austin and Leslie Rittenhouse)

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Regular Meeting  
November 12, 2012  
5:00pm  
Ralph E. Hazelbaker Library

CALL TO ORDER

Vice-President Leslie Rittenhouse called a regular meeting of the North Madison County Public Library Board of Trustees to order on November 12, 2012 at 5:00pm in the meeting room of the Ralph E. Hazelbaker Library.

CALL FOR QUORUM

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

MINUTES

Beverly Austin made a motion to approve the minutes from the October 8, 2012 regular meeting. Kevin Sipe made a second and the motion carried.

CLAIMS REGISTER AND CHECKS

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

OLD BUSINESS

Door Locks at Elwood

A quote has been received from Marshall Best Security to install a complete new premium master key plan at Elwood, using Best locks and installing new handles. Some of the locks at Elwood are not working correctly and there seems to be difficulty in replacing them. With the proposed new system, Frankton and Summitville could be added at a future date, and have the same master locking system as Elwood. The quote from Marshall Best Security is in the amount of \$6,976. A quote has been received from 1<sup>st</sup> Choice Locksmith in the amount of \$2,175 to send the current cores to California and have them rekeyed. There would be temporary cores installed until the cores were returned from California. The labor would be performed by library staff. A motion was made by Kevin Sipe to proceed with the company from Fishers, Marshall Best Security, to install a new premium master key plan at Elwood including new handles and Best locks. Wayne Davidson made a second and the motion carried. It was discussed to wait until after the first of the year and use Rainy Day Funds.

NEW BUSINESS

Resolution to Transfer Operating Funds to Rainy Day Fund

Kevin Sipe made a motion to table transfer discussion until the December board meeting. Wayne Davidson made a second and the motion carried.

Employee Raises/Director and Administrative Assistant

Beverly Austin made a motion to give a three percent raise to employees including the Director and Administrative Assistant unless it would put an employee over the wage limit for their employee classification. Wayne Davidson made a second and the motion carried.

2013 Holiday Calendar for Adoption

Beverly Austin made a motion to accept 2013 holiday closings as presented, which includes an in-service day to be held every year on the 3<sup>rd</sup> Friday in March. Wayne Davidson made a second and the motion carried.

Library Display Policy

Beverly Austin made a motion to accept the following changes to the current library display policy: Add: "All attempts will be made to keep items safe while on display: however:" also add: "locked" to glass exhibit case(s). Kevin Sipe made a second and the motion carried.

Purchasing Policy

IC codes and purchasing thresholds have changed; the proposed purchasing policy reflects these changes. Kevin Sipe made a motion to accept the new purchasing policy as amended. Beverly Austin made a second and the motion carried.

Nominating Committee Report (Beverly Austin and Leslie Rittenhouse)

The nominating committee has proposed the following 2013 slate of officers: President, Leslie Rittenhouse; Vice-President, Kevin Sipe; Secretary, Bette Dalzell; Treasurer, Dan Prieshoff; and Assistant Treasurer, Wayne Davidson. Beverly Austin made a motion to accept the nominating committee's report. Kevin Sipe made a second and the motion carried.

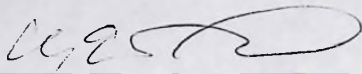
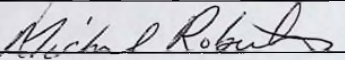
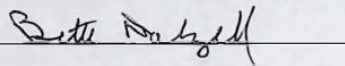
DIRECTOR'S REPORT

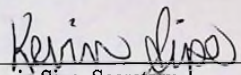
A discount has been applied for, and received, to discount an in-house; Web based E-mail system through ENA. All board members and employees will be able to use their first initial and last name along with [elwood.lib.in.us](http://elwood.lib.in.us) to access their E-mail account. When this happens there will be training on the new E-mail system. New shelving was installed at Elwood on Thursday, November 8 and Friday, November 9. There are still issues that need to be resolved. Nine inch shelves were sent for the DVDs instead of six inch shelves. The shelving for the Graphic Novels was installed in one unit when it should have been installed in two units. This makes the shelving bow in the middle and leaves two extra ends. The company has been contacted and hopefully the issues can be resolved quickly. There have been good comments about the new shelving from patrons. The new end of range shelving will work well with displays. There have been some complaints, from Frankton patrons about opening at noon on Wednesday and Friday. The issue of adjusting hours and opening at 10:00am on Wednesday and Friday at Frankton and Summitville will be brought before the board at a later date. Jill Murray has made some definite improvements at Summitville, since she has become branch manager. Jill's husband has installed new benches and made holders for computer



headphones. Newspaper articles were shown which included the winning pumpkins at the Frankton library and a tour was conducted of the Elwood facility by the American Business Women's Association. A Veteran hero tree and nineteen Veteran storyboards are on display in the meeting room of the Elwood library.

Beverly Austin made a motion to adjourn, Wayne Davidson made a second, and the meeting was adjourned.

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

  
\_\_\_\_\_  
Kevin Sipe, Secretary I  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Register Of Claims

## North Madison County Public Library System

Report Date: From 10/9/12 To 11/12/12

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	629	GREAT-WEST RETIREMENT S	Annunity	Payroll Deductions	\$95.00	11/7/12	P/R ENDING 11/3/12
				<b>Total this claim =</b>	<b>\$95.00</b>		
0	609	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	10/24/12	PAYROLL
			Operating Fund	Salary of Assistants	\$15,752.22		
			Operating Fund	Wages of Janitor	\$1,270.00		
				<b>Total this claim =</b>	<b>\$18,977.18</b>		
0	610	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,451.76	10/24/12	P/R ENDING 10/20/12
			FICA	Payroll Deductions	\$797.02		
			Federal Taxes Withheld	Payroll Deductions	\$2,011.28		
			Medicare	Payroll Deductions	\$275.17		
				<b>Total this claim =</b>	<b>\$4,535.23</b>		
0	611	GREAT-WEST RETIREMENT S	Annunity	Payroll Deductions	\$145.00	10/24/12	P/R ENDING 10/20/12
				<b>Total this claim =</b>	<b>\$145.00</b>		
0	612	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$488.47	10/24/12	P/R ENDING 10/20/12
			Operating Fund	Emp Cont PERF	\$1,501.41		
				<b>Total this claim =</b>	<b>\$1,989.88</b>		
0	627	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	11/7/12	PAYROLL
			Operating Fund	Salary of Assistants	\$15,714.98		
			Operating Fund	Wages of Janitor	\$1,270.00		
				<b>Total this claim =</b>	<b>\$18,939.94</b>		
0	602	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	10/10/12	PAYROLL
			Operating Fund	Salary of Assistants	\$15,901.27		
			Operating Fund	Wages of Janitor	\$1,337.31		
				<b>Total this claim =</b>	<b>\$19,193.54</b>		
0	628	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,448.90	11/7/12	P/R ENDING 11/3/12
			FICA	Payroll Deductions	\$795.49		
			Federal Taxes Withheld	Payroll Deductions	\$2,012.98		
			Medicare	Payroll Deductions	\$274.62		
				<b>Total this claim =</b>	<b>\$4,531.99</b>		



Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	637	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$488.24	11/7/12	P/R ENDING 11/3/12
			Operating Fund	Emp Cont PERF	<u>\$1,500.51</u>		
				<b>Total this claim =</b>	<b>\$1,988.75</b>		
27940	617	AT&T	Operating Fund	Telephone & Telegraph	<u>\$116.89</u>	10/24/12	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<b>\$116.89</b>		
27941	616	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$67.45	10/24/12	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	<u>\$7.35</u>		
				<b>Total this claim =</b>	<b>\$74.80</b>		
27942	618	CARDMEMBER SERVICE	Operating Fund	Elwood Children's Programing	\$309.86	10/24/12	As per attached invoices.
			Operating Fund	Summitville Programing	\$61.77		
			Gift	Summitville Programing	\$40.62		
			Operating Fund	Techology Software	<u>\$88.00</u>		
				<b>Total this claim =</b>	<b>\$500.25</b>		
27943	619	HARPER'S LAWN CARE	Operating Fund	Professional Services	<u>\$120.00</u>	10/24/12	LAWN CARE - FRANKTON
				<b>Total this claim =</b>	<b>\$120.00</b>		
27944	614	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,407.02	10/24/12	PAYROLL DEDUCTIONS FOR OCTOBER
			County Taxes Withheld	Payroll Deductions	<u>\$634.66</u>		
				<b>Total this claim =</b>	<b>\$2,041.68</b>		
27945	620	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,760.20	10/24/12	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Electricity	<u>\$335.22</u>		
				<b>Total this claim =</b>	<b>\$2,095.42</b>		
27946	621	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$53.75	10/24/12	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	<u>\$11.50</u>		
				<b>Total this claim =</b>	<b>\$65.25</b>		
27947	613	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	<u>\$400.00</u>	10/24/12	P/R ENDING 10/20/12
				<b>Total this claim =</b>	<b>\$400.00</b>		
27948	615	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$888.48	10/24/12	HEALTH INSURANCE 11/1/12-12/1/12
			Operating Fund	Emp Cont Group Ins	<u>\$8,760.89</u>		
				<b>Total this claim =</b>	<b>\$9,649.37</b>		
27949	626	POSTMASTER	Operating Fund	Postage & UPS	\$90.00	10/24/12	STAMPS - FRANKTON
			Operating Fund	Postage & UPS	<u>\$0.00</u>		
				<b>Total this claim =</b>	<b>\$90.00</b>		
27950	622	STAR FINANCIAL BANK	Operating Fund	Equipment/Rental	<u>\$25.00</u>	10/24/12	SAFE DEPOSIT BOX
				<b>Total this claim =</b>	<b>\$25.00</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27951	623	TOWN OF FRANKTON	Operating Fund	Electricity	\$420.65	10/24/12	SERVICE FOR FRANKTON
			Operating Fund	Water	\$18.00		
			Operating Fund	Waste Disposal Services	\$0.00		
				<b>Total this claim =</b>	<u>\$438.65</u>		
27952	624	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	\$99.33	10/24/12	RICOH MPC3002 COPIER LEASE 10/3/12 - 10/23/12
				<b>Total this claim =</b>	<u>\$99.33</u>		
27953	625	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$210.89	10/24/12	SERVICE FOR ELWOOD & FRANKTON
			Operating Fund	Gas	\$30.32		
				<b>Total this claim =</b>	<u>\$241.21</u>		
27954	631	AT&T	Operating Fund	Telephone & Telegraph	\$158.35	11/7/12	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$158.35</u>		
27955	632	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$218.32	11/7/12	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$218.32</u>		
27956	633	FRONTIER	Operating Fund	Telephone & Telegraph	\$84.73	11/7/12	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$84.73</u>		
27957	634	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$795.00	11/7/12	ANNUAL CONFERENCE-JAMIE SCOTT, BARBARA McADAMS, CLINT TRICT
				<b>Total this claim =</b>	<u>\$795.00</u>		
27958	630	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$400.00	11/7/12	P/R ENDING 11/3/12
				<b>Total this claim =</b>	<u>\$400.00</u>		
27959	635	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	\$149.00	11/7/12	MONTHLY LEASE RICOH COPIER
				<b>Total this claim =</b>	<u>\$149.00</u>		
27960	636	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$18.74	11/7/12	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$18.74</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27961	659	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$2,288.64	11/12/12	As per attached invoices.
			Operating Fund	Elwood Childrens	\$923.21		
			Operating Fund	Elwood YA	\$356.53		
			Operating Fund	Frankton	\$1,926.11		
			Operating Fund	Summitville	\$1,669.26		
			Operating Fund	Elwood AV	\$137.18		
			Operating Fund	Elwood Adult Programming	\$9.60		
			Operating Fund	Frankton AV	\$363.25		
			Operating Fund	Summitville AV	\$160.20		
			Gift	Summitville	\$80.69		
				<b>Total this claim =</b>	<u>\$7,914.67</u>		
27962	638	BARBARA SNIPES	Operating Fund	Traveling Expense	\$104.40	11/12/12	MILEAGE
				<b>Total this claim =</b>	<u>\$104.40</u>		
27963	639	C & S NETWORKING	Operating Fund	Professional Services	\$700.00	11/12/12	EXTRA CAMERA AT FRANKTON
			Operating Fund	Furniture & Equipment	\$904.82		
				<b>Total this claim =</b>	<u>\$1,604.82</u>		
27964	640	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$15.61	11/12/12	As per attached invoices.
				<b>Total this claim =</b>	<u>\$15.61</u>		
27965	641	CHESTER INFORMATION TEC	Operating Fund	Professional Services	\$837.50	11/12/12	SYSTEMS ENGINEER
				<b>Total this claim =</b>	<u>\$837.50</u>		
27966	642	CINTAS CORPORATION G65	Operating Fund	Cleaning & Sanitation Supplies	\$229.81	11/12/12	As per attached invoices.
				<b>Total this claim =</b>	<u>\$229.81</u>		
27967	643	DENNIS MALLERNEE PAINTIN	Operating Fund	Professional Services	\$1,910.00	11/12/12	DRYWALL REPIRS AT SUMMITVILLE
				<b>Total this claim =</b>	<u>\$1,910.00</u>		
27968	644	DEZELAN INSURANCE AGENC	Operating Fund	Insurance	\$900.00	11/12/12	DIRECTORS & OFFICRS LIABILITY INSURANCE
				<b>Total this claim =</b>	<u>\$900.00</u>		
27969	645	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$75.00	11/12/12	BACKFLOW REPAIRS
				<b>Total this claim =</b>	<u>\$75.00</u>		
27970	646	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$1,470.75	11/12/12	INTERNET ACCESS
				<b>Total this claim =</b>	<u>\$1,470.75</u>		
27971	647	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$171.71	11/12/12	As per attached invoices.
				<b>Total this claim =</b>	<u>\$171.71</u>		
27972	649	GAYLORD BROS:	Operating Fund	Book Processing	\$171.62	11/12/12	BOOK JACKETS
				<b>Total this claim =</b>	<u>\$171.62</u>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27973	650	GLOBAL GOVT/ED SOLUTION	Operating Fund Gift	Technology Equipment Furniture & Equipment	\$953.97 <u>\$582.29</u>	11/12/12	MERAKI, FLAT SCREEN TV
				<b>Total this claim =</b>	<b>\$1,536.26</b>		
27974	651	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	<u>\$375.77</u>	11/12/12	As per attached invoices.
				<b>Total this claim =</b>	<b>\$375.77</b>		
27975	668	INDIANA-AMERICAN WATER C	Operating Fund Operating Fund	Water Waste Disposal Services	\$19.27 <u>\$0.00</u>	11/12/12	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<b>\$19.27</b>		
27976	653	JILL MURRAY	Gift	Summitville Programing	<u>\$33.80</u>	11/12/12	PETTY CASH REIMBURSEMENT
				<b>Total this claim =</b>	<b>\$33.80</b>		
27977	648	JMX INTERNATIONAL	Gift	Furniture & Equipment	<u>\$965.62</u>	11/12/12	POLYWOOD BENCHES - SUMMITVILLE
				<b>Total this claim =</b>	<b>\$965.62</b>		
27978	654	JOHN W. LADD JR.	Operating Fund	Professional Services	<u>\$120.00</u>	11/12/12	LAWN CARE - SUMMITVILLE
				<b>Total this claim =</b>	<b>\$120.00</b>		
27979	655	LIBRARY CORPORATION, THE	Operating Fund	Automation	<u>\$799.00</u>	11/12/12	SIP COMMUNICATIONS PROTOCOL
				<b>Total this claim =</b>	<b>\$799.00</b>		
27980	656	LIBRARY STORE INC., THE	Operating Fund	Book Processing	<u>\$160.42</u>	11/12/12	As per attached invoices.
				<b>Total this claim =</b>	<b>\$160.42</b>		
27981	657	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	<u>\$72.00</u>	11/12/12	TRASH SERVICE - FRANKTON
				<b>Total this claim =</b>	<b>\$72.00</b>		
27982	658	MARSH SUPERMARKET	Operating Fund Gift	Elwood Children's Programing Summitville Programing	\$131.84 <u>\$18.41</u>	11/12/12	As per attached invoices.
				<b>Total this claim =</b>	<b>\$150.25</b>		
27983	660	MIDWEST TAPE	Operating Fund Operating Fund Operating Fund	Frankton AV Elwood AV Summitville AV	\$494.74 \$1,183.53 <u>\$542.74</u>	11/12/12	As per attached invoices.
				<b>Total this claim =</b>	<b>\$2,221.01</b>		
27984	661	QUILL CORPORATION	Operating Fund Operating Fund	Office Supplies Furniture & Equipment	\$776.00 <u>\$157.49</u>	11/12/12	As per attached invoices.
				<b>Total this claim =</b>	<b>\$933.49</b>		
27985	662	RAMSAY BUSINESS PRODUCT	Operating Fund Operating Fund	Office Supplies Office Supplies	\$39.64 <u>\$10.00</u>	11/12/12	As per attached invoices.
				<b>Total this claim =</b>	<b>\$49.64</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27986	663	STANLEY SECURITY SOLUTIO	Operating Fund	Bldg. & Structure/Maint.	\$95.15	11/12/12	CORE - SUMMITVILLE DOOR LOCK
				<b>Total this claim =</b>	\$95.15		
27987	664	SUN STREAM CARPET CLEANI	Operating Fund	Professional Services	\$530.00	11/12/12	CARPET CLEANING - FRANKTON
				<b>Total this claim =</b>	\$530.00		
27988	665	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$76.09	11/12/12	As per attached invoices.
				<b>Total this claim =</b>	\$76.09		
27989	666	UPSTART	Operating Fund	Operating Supplies	\$67.30	11/12/12	As per attached invoices.
				<b>Total this claim =</b>	\$67.30		
27990	667	USI, INC	Operating Fund	Operating Supplies	\$212.95	11/12/12	LAMINATION POUCHES
				<b>Total this claim =</b>	\$212.95		
27991	652	VALENTINE ELECTRONICS	Operating Fund	Furniture & Equipment	\$24.99	11/12/12	WALKIE TALKIES
				<b>Total this claim =</b>	\$24.99		
27992	669	WEST ELECTRIC	Operating Fund	Professional Services	\$900.00	11/12/12	ELECTRICAL REPAIRS ELWOOD &
			Operating Fund	Bldg. & Structure/Maint.	\$195.72		FRANKTON
				<b>Total this claim =</b>	\$1,095.72		

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

**Total Amount of Claims      \$113,123.12**

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

Thursday, November 08, 2012

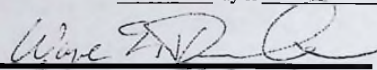
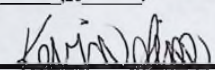
\_\_\_\_\_  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

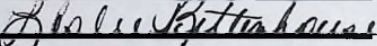
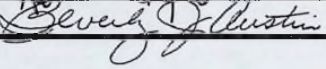
(IC 5-11-10-2 permits the governing body to sign the Accounts Payable Voucher Register in lieu of signing each claim the governing body is allowing)

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

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


---


---

**SIGNATURES OF GOVERNING BOARD**

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





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

Elwood Library  
 Jamie Scott  
 1600 Main Street  
 Elwood, In 46036

Project: - Setup 1 Premium Master Key Plan & Start with Elwood Branch

**QUOTE 1**

ITEM	CATALOG #	DESCRIPTION	QUANTITY	PRICE	TOTAL
1	IC7WC-COMB-626	Premium Corew with 1 Key	30	\$25.00	\$750.00
2	IC7R-626	Rim Cylinder	2	\$17.00	\$34.00
3	IC7M-AR-626	Mortise Cylinder with Adams Rite Cam	2	\$16.50	\$33.00
4	TR200A	Trim Ring Collar Package	4	\$6.50	\$26.00
5	MB1A-3-01-15-626-S1	Office/Entry Cylindrical Lock (Less Core)	10	\$149.00	\$1,490.00
6	MB1A-3-05-15-626-S1	Storeroom Cylindrical Lock (Less Core)	10	\$149.00	\$1,490.00
7	MB1A-3-20-15-626-S1	Privacy Cylindrical Set	3	\$130.00	\$390.00
8	MB1A-3-30-15-626-S1	Passage Cylindrical Set	5	\$114.00	\$570.00
9	MBT-3-K-626	Deadbolt with Thumbtum	3	\$57.00	\$171.00
10	MBT-3-L-626	Deadbolt with Blank Plate	1	\$57.00	\$57.00
11	MBT-3-M-626	Double Cylinder Deadbolt	1	\$75.00	\$75.00
12	LABOR	Installation labor & travel	1	\$1,800.00	\$1,800.00
<b>Total</b>					<b>\$6,886.00</b>
<b>Tax</b>					<b>\$0.00</b>
<b>Shipping</b>					<b>\$90.00</b>
<b>GRAND TOTAL</b>					<b>\$6,976.00</b>

1st Choice Locksmith

35 cores	\$	1,750
2 emergency cores	\$	100
Keys		
30 Masters and 6 - Entrance	\$	180
<b>Total</b>	<b>\$</b>	<b>2,030</b>

All Labor performed by Library staff

Deadbolt for Restrooms

Service Call	\$	45
2 Deadbolts	\$	100
<b>Total</b>	<b>\$</b>	<b>145</b>

Plus \$2.00 per key

Quote is valid for 30 days

**NMCPLS WAGE SCALE**

Adopted by the Board of Trustees, May 14, 1997

Revised January 18, 1999

**General Guidelines**

1. Both part-time and full-time employees are compensated in accordance with this wage scale.
2. Part-time is considered 20 hours per week, not to exceed 40 hours per week.
3. Effective May 14, 1997, new part-time hires receive no benefits. AMENDED 4/17/00  
(Benefits reinstated)
4. Full-time employment is considered 40 hours per week.
5. Raises built-in to the Wage Scale are based on length of employment—every position receives the same increase according to years of service except Page/Temporary Part-time.
6. Full-time and regular part-time employees also will receive cost-of-living raises at the beginning of a new year, regardless of length of services. Page/temporary part-time employees will receive the cost-of-living increase on their anniversary date.
7. Dollar figures will be adjusted by the Cost-of-Living increase each January 1.
8. Years of experience (change to "service") will transfer directly when employees are promoted to a higher position classification.

**Director—Salaried/Exempt**

Established annually by Board of Trustees

11/9/2009

Board

Administrative Assistant-Salaried/Exempt

No

Approved

	Established annually by Board of Trustees			3% Cost of Living (2% Mgr)	No Wage Increase 2009	Increment Wage Increase 2010	No Increase (+3%) 2011	Mgr Wage Adjustment Plus (+1%) 2012
	(+4%) 2005	(+5%) 2006	(+5%) 2007					

Manager (Branch/Department)—Hourly/Non-exempt: Range \$13.50-\$18.50								
	(+4%) 2005	(+5%) 2006	(+5%) 2007	3% Cost of Living (2% Mgr)	No Wage Increase 2009	Increment Wage Increase 2010	No Increase (+3%) 2011	Mgr Wage Adjustment Plus (+1%) 2012
Start	\$10.04	\$10.54	\$11.06	\$11.62	\$11.62	Mgr	Mgr	\$13.50
90 day	\$10.23	\$10.74	\$11.27	\$11.83	\$11.83	Range	Range	90 day
1 Year	\$10.44	\$10.96	\$11.50	\$12.07	\$12.07	\$13.00	\$13.39	\$15.00
2 Year	\$10.63	\$11.16	\$11.71	\$12.30	\$12.30	thru	thru	Range
3 Year	\$11.37	\$11.94	\$12.53	\$13.16	\$13.16	\$14.70	\$15.14	\$13.50
4 Year	\$12.02	\$12.62	\$13.25	\$13.91	\$13.91			thru
5 Year	\$12.70	\$13.34	\$14.00	\$14.70	\$14.70			\$18.50

**Clerk—Hourly/Non-exempt: Range \$8.93-\$13.50**

Start	\$8.65	\$8.91	\$9.35	\$9.63	\$9.63	Clerk	Clerk	Start
90 day	\$8.84	\$9.11	\$9.56	\$9.84	\$9.84	Range	Range	\$8.93
1 Year	\$9.03	\$9.30	\$9.76	\$10.05	\$10.05	\$9.63	\$9.92	90 day
2 Year	\$9.24	\$9.52	\$9.99	\$10.28	\$10.28	thru	thru	\$9.92
3 Year	\$9.97	\$10.27	\$10.78	\$11.10	\$11.10	\$12.58	\$12.96	Range
4 Year	\$10.63	\$10.95	\$11.49	\$11.83	\$11.83			\$8.93
5 Year	\$11.30	\$11.64	\$12.22	\$12.58	\$12.58			thru
								\$13.50

**Custodian—Hourly/Non-exempt: Range \$7.65-\$13.00**

Start	\$8.31	\$8.56	\$8.98	\$9.24	\$9.24	Custodian	Custodian	Start
90 Day	\$8.50	\$8.76	\$9.19	\$9.46	\$9.46	Range	Range	\$7.65
1 Year	\$8.72	\$8.98	\$9.42	\$9.70	\$9.70	\$9.24	\$9.52	90 day
2 Year	\$8.90	\$9.17	\$9.62	\$9.90	\$9.90	thru	thru	\$8.50
3 Year	\$9.63	\$9.92	\$10.41	\$10.72	\$10.72	\$12.20	\$12.57	Range
4 Year	\$10.30	\$10.61	\$11.14	\$11.47	\$11.47			\$7.65
5 Year	\$10.96	\$11.29	\$11.85	\$12.20	\$12.20			thru
								\$13.00

Page/Temporary Part-time--Hourly/Non-exempt: Minimum Wage - \$7.25



**Current Wages - 11-2012**

Clerks			Custodians		
Name	Per Hour	Per Year	Name	Per Hour	Per Year
Jordan Arehart	\$ 10.02	\$ 20,841.60	Phillip Knotts	\$ 7.65	\$ 3,978.00
Janet Blankenship	\$ 13.09	\$ 13,613.60	Ralph Maley	\$ 12.70	\$ 13,208.00
Charles Brattain	\$ 9.83	\$ 10,223.20	Barbara Snipes	\$ 12.70	\$ 19,812.00
Verna Davis	\$ 10.02	\$ 10,420.80			\$ 36,998.00
Deborah Fox	\$ 10.02	\$ 20,841.60	Average	\$ 11.02	
Mary Hofer	\$ 13.09	\$ 13,613.60	Minumum	\$ 7.65	
Cinda Horine	\$ 13.37	\$ 13,904.80	Maximum	\$ 12.70	
Mary Kiplinger	\$ 13.09	\$ 13,613.60			
Judith Litsey	\$ 10.02	\$ 10,420.80			
Jamie Presley	\$ 10.02	\$ 14,589.12			
Lindsey Ripberger	\$ 9.92	\$ 10,316.80			
Bethane Toney	\$ 9.92	\$ 10,316.80			
Pauline Vest	\$ 9.92	\$ 10,316.80			
Total		\$ 173,033.12			
Average	\$10.96	Range			
Minumum	\$7.65	\$8.93	4 Clerks will be over Range Max with a 3% COL		
Maximum	\$13.37	thru			
		\$13.50			

**Current Wages - 11-2012**

Managers		
Name	Per Hour	Per Year
Dennis Johnson	\$ 15.15	\$ 31,512.00
Barbara McAdams	\$ 15.76	\$ 32,780.80
Jill Murray	\$ 15.00	\$ 31,200.00
Katie Newby	\$ 15.76	\$ 32,780.80
Trisha Shuler	\$ 15.00	\$ 31,200.00
Clint Trice	\$ 15.15	\$ 31,512.00
		\$ 190,985.60

Average \$ 15.30      Range  
 Minumum \$ 15.00    \$13.50  
 Maximum \$ 15.76    thru  
                                  \$18.50

Total per Year for Clerk, Custodians and Managers	\$ 401,016.72
Director	\$ 50,829
Adminstrative Assistant	\$ 42,016
Total Wages for all employees	<b>\$ 493,861.72</b>
3% Increase	\$ 508,677.57
2% Increase	\$ 503,738.95
1% Increase	\$ 498,800.34
Adopted 2013 Budget for Salaries and Wages	\$ 608,143.00



**2013 HOLIDAY CLOSINGS**

January 1, 2013	New Year's Day Tuesday
January 21, 2013	Martin Luther King, Jr. Day
February 18, 2013	President's Day
May 27, 2013	Memorial Day
July 4, 2013	Independence Day
August 31, 2013	Labor Day Saturday
September 2, 2013	Labor Day
November 27, 2013 (Elwood 10 am to 1 pm Frankton and Summitville 12 pm to 3 pm)	Thanksgiving Eve
November 28, 2013	Thanksgiving Day
December 24, 2013	Christmas Eve Tuesday
December 25, 2013	Christmas Day Wednesday
December 31, 2013	New Year's Eve Tuesday
January 1, 2014	New Year's Day Wednesday

**11 ½ DAYS TOTAL (NOT INCLUDING 2014 NEW YEAR'S DAY)**

**In-Service Day held each year on the 3<sup>rd</sup> Friday in March**

North Madison County Public Library System  
Library Display Policy  
Adopted February 2009

As an educational and cultural institution, the North Madison County Public Library System welcomes exhibits and displays of interest, information and enlightenment to the community. **Add: All attempts will be made to keep items safe while on display; however, (if) the Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.**

Displays will be assigned on a first-come, first-served basis; however, priorities may be made for library-related or seasonal events, and an effort is made to maintain a balance between variety and subject matter. Exhibits or displays cannot promote any one commercial, political, or doctrinal viewpoint. Displays of a religious nature will not be accepted.

Areas available to the public for displays and exhibits are the **ADD: locked glass exhibit case(s)** and other areas of the Library at the discretion of the manager or Director. A release must be signed by the exhibitor before any object can be displayed in the library. An example of the release follows:

North Madison County Public Library System Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to NMCPLS for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Name of Organization or Person \_\_\_\_\_

Purpose and nature of display \_\_\_\_\_

Type of Items \_\_\_\_\_

Date requested for display \_\_\_\_\_ at

Elwood \_\_\_\_\_ Frankton \_\_\_\_\_ Summitville \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Approved by: Adult or Youth Services Manager or Branch Manager

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PURCHASING POLICY

The North Madison County Public Library System Board is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law Add: IC 5-22. The NMCPLS Board is the "Purchasing Agency."

The library director shall serve as the 'purchasing agent' for the library. She may delegate authority to other staff members to make routine purchases, but bears the ultimate responsibility for purchases made.

**REMOVE:** In general, merchandise shall have been received before payment is remitted. It shall be the responsibility of the director to approve situations when prepayment is required by the vendor. No expense shall be paid without a pre-existing appropriation.

**Add:** Compensation and any other payments for goods and services should not be paid in advance of receipt of the goods or services unless specifically authorized by statute. Payments made for goods or services which are not received may be the personal obligation of the responsible official or employee. No expense shall be paid without a pre-existing appropriation.

Nothing in this policy shall be construed as to lessen the requirements as set forth in Indiana Code ("The Code") and explained in the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries ("The Manual").

### Supplies, equipment, goods, materials

This section shall pertain to the purchase of supplies, equipment, goods and materials. It does not pertain to "library materials" which are exempt by statute from the restrictions imposed by **Remove: I>C> 36-1-9** **Add IC 36-12-3-16 (d)**, to-wit: books, magazines, pamphlets, films, filmstrips, microfilms, slides, transparencies, phonodiscs, phonotapes, models, art reproductions, and all other forms of library and audiovisual materials. While staff members responsible for purchasing these items are not encumbered by a quote or bid process, the Board expects them to use due diligence in seeking out the most economical sources for the items.



Purchases under ~~Remove:\$25,000~~ Add: \$50,000

Purchases of this amount require no formal bids or quotes, although comparison shopping is encouraged.

Single purchases in excess of \$1,000.00 must be approved in advance by the Board, except when an emergency exists.

The Director must approve purchases in excess of \$200.00 by a delegated staff person in advance.

The variety of exceptions, preferences and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of ~~Remove: \$75,000~~ Add: \$150,000 may be considered when making purchases in this category.

Purchases between ~~Remove:\$25,000 and \$ 75,000~~ Add:\$50,000 and \$150,000

Purchases of this amount generally require that quotes be solicited from at least three persons/businesses known to deal in the goods sought to be purchased.

- 1) An invitation to quote shall be issued by the Director Add: via mail, allowing at least seven days before quotes are due to the library.
- 2) The director shall present responsive quotes to the Board for its review and decision.
- 3) If no responsive quotes are received, the library may select a vendor as though it were a purchase under ~~Remove:\$25,000~~ Add: \$50,000.
- 4) Information contained in The Code and The Manual adds further direction to this section.
- 5) The variety of exceptions, preferences and exemptions stipulated in the Code and The Manual pertaining to purchases in excess of ~~Remove: \$75,000~~ Add: \$150,000 may be considered when making purchases in this category.

Purchases ~~Remove:\$75,000~~ Add: \$150,000 and over

Purchases of this value must be purchased following competitive bidding procedures, unless exempting circumstances apply. Indiana Code 5-22 and

the guidelines contained in The Manual will be the source of authority in this procedure.

### Services

The Board shall approve annual maintenance contracts, as well as unexpected individual service or repair expenses, in excess of \$1,000.

The variety of exceptions, preferences and exemptions stipulated in The Code and in The Manual pertaining to purchases in excess of ~~Remove: \$75,000~~ Add: \$150,000 may be considered when making purchases in this category.

### Real Estate

All purchases of real estate, improved or unimproved, shall be made only with the prior consent of the Board and shall follow all applicable state laws.

### Construction

All construction, alteration or renovation on library owned or leased property with a value in excess of ~~Remove: \$25,000~~ Add: \$50,000 shall be governed by the 'public works law' at Indiana Code 36-1-12.

### Quick Reference Section

The following information is taken from The Manual and is provided for ease of reference. Refer to The Manual and The Code for complete information.

#### Special Purchasing methods

The director shall keep a register of Special Purchase contracts with value of \$75,000 or more. Selected scenarios for special purchasing i.e. a non-bid situation are (See applicable statute or The Manual for a complete list and details.)

- 1) emergency conditions-threat to public health, welfare or safety
- 2) a unique opportunity for substantial savings
- 3) at auction
- 4) data processing hardware, supplies and services, for the sake of continuity and compatibility
- 5) no responsive offer received using other methods
- 6) substantial savings afforded governmental body, i.e. companies which routinely offer special prices to units of government
- 7) when only a single source for the particular item can be found
- 8) contract with Federal or State agency
- 9) a gift of goods (not a restricted cash donation)
- 10) purchases from a public utility, the Indiana Department of Correction or from a rehabilitation center
- 11) purchases from a 'small businesses' (retail sales not more than \$500,000)



### Preferences

Indiana statutes recognize purchasing preference for: (see The Manual for further explanation)

- 1) recycled materials
- 2) soy diesel/bio diesel
- 3) Indiana businesses
- 4) Coal mined in Indiana
- 5) Supplies manufactured in the United States

### In General

- 1) Library may require 'bid' or 'performance' bonds.
- 2) A prescribed, pre-printed form for bids on equipment, supplies, etc. is not required; the library shall prescribe the information to be provided by prospective vendors.
- 3) The library may allow increased compensation for early performance, or penalties for late performance
- 4) Contracts may be renewed, but not for a period longer than the term of the original contract. If the original contract contains provision for escalation of price, however, it may not be renewed.

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	OCT 2011	OCT 2012	Amount of Change	% OF Change	YTD 2011	YTD 2012	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	3,323	2,828	-495	-15%	30,099	28,060	-2,039	-7%
JUVENILE	2,183	1,689	-494	-23%	17,679	16,517	-1,162	-7%
Y. A.	308	320	12	4%	3,541	3,904	363	10%
PERIOD.	569	627	58	10%	5,236	5,437	201	4%
AUDIO	155	153	-2	-1%	1,231	1,700	469	38%
VIDEO	5,377	5,751	374	7%	50,459	49,326	-1,133	-2%
DIGITAL MEDIA	62	151	89	144%	160	1,787	1,627	1017%
<b>TOTAL</b>	<b>11,977</b>	<b>11,519</b>	<b>-458</b>	<b>-4%</b>	<b>108,405</b>	<b>106,731</b>	<b>-1,674</b>	<b>-2%</b>

<b>FRANKTON</b>								
ADULT	1,013	1,081	68	7%	10,046	9,786	-260	-3%
JUVENILE	889	731	-158	-18%	7,757	7,406	-351	-5%
Y. A.	231	211	-20	-9%	1,917	2,540	623	32%
PERIOD.	208	350	142	68%	2,552	2,598	46	2%
AUDIO	46	45	-1	-2%	379	418	39	10%
VIDEO	1,568	1,709	141	9%	15,837	15,765	-72	0%
DIGITAL MEDIA	32	76	44	138%	83	899	816	983%
<b>TOTAL</b>	<b>3,987</b>	<b>4,203</b>	<b>216</b>	<b>5%</b>	<b>38,571</b>	<b>39,412</b>	<b>841</b>	<b>2%</b>

<b>HAZELBAKER</b>								
ADULT	585	582	-3	-1%	6,741	5,747	-994	-15%
JUVENILE	325	223	-102	-31%	4,161	3,214	-947	-23%
Y. A.	50	47	-3	-6%	711	703	-8	-1%
PERIOD.	95	103	8	8%	1,186	1,107	-79	-7%
AUDIO	22	20	-2	-9%	169	967	798	472%
VIDEO	1,046	777	-269	-26%	10,652	8,300	-2,352	-22%
DIGITAL MEDIA	31	75	44	142%	80	895	815	1019%
<b>TOTAL</b>	<b>2,154</b>	<b>1,827</b>	<b>-327</b>	<b>-15%</b>	<b>23,700</b>	<b>20,933</b>	<b>-2,767</b>	<b>-12%</b>

<b>SYSTEM</b>								
ADULT	4,921	4,491	-430	-9%	46,886	43,593	-3,293	-7%
JUVENILE	3,397	2,643	-754	-22%	29,597	27,137	-2,460	-8%
Y. A.	589	578	-11	-2%	6,169	7,147	978	16%
PERIOD.	872	1080	208	24%	8,974	9,142	168	2%
AUDIO	223	218	-5	-2%	1,779	3,085	1306	73%
VIDEO	7,991	8,237	246	3%	76,948	73,391	-3,557	-5%
DIGITAL MEDIA	125	302	177	142%	323	3,581	3,258	1009%
<b>TOTAL</b>	<b>18,118</b>	<b>17,549</b>	<b>-569</b>	<b>-3%</b>	<b>170,676</b>	<b>167,076</b>	<b>-3,600</b>	<b>-2%</b>

	ELWOOD	FRANKTON	HAZELBAKER	
TRAFFIC	10,173	2,755	1,107	Prepared by Trisha Shuler
REF.	63	14	5	
ASSIST.	1,435	316	243	TECH SERVICES PROCESSED 4,140 ITEMS.
COMP./WIRE	2,105/60	535/33	372/48	
PROG. A.	0	8/125	2/31	
J.	29/258	10/71	11/69	

TRANSMISSION VERIFICATION REPORT

TIME : 11/08/2012 16:12  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER. # : BROF2V374540

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

11/08 16:12  
 CALL LEADER  
 00:00:15  
 01  
 OK  
 STANDARD  
 ECM

Agenda

November 12, 2012

North Madison County Public Library System  
 Board of Trustees

Hazelbaker Library

Regular Meeting  
 5:00 P.M.

Call to Order  
 Call for Quorum  
 Minutes

Claims Register & Checks  
 Old Business

1. Door Locks at Elwood

New Business

1. Resolution to Transfer Operating Funds to Rainy Day Fund
2. Employee Raises/Director and Administrative Assistant
3. 2013 Holiday Calendar for Adoption
4. Library Display Policy
5. Purchasing Policy



TRANSMISSION VERIFICATION REPORT

TIME : 11/08/2012 16:13  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 11/08 16:12  
FAX NO./NAME HERALD  
DURATION 00:00:12  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 11/08/2012 16:14  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 11/08 16:13  
FAX NO./NAME FRANKTON  
DURATION 00:00:15  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

November 12, 2012

North Madison County Public Library System  
Board of Trustees

Hazelbaker Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  1. Door Locks at Elwood
- New Business

1. Resolution to Transfer Operating Funds to Rainy Day Fund
2. Employee Raises Director and Administrative Assistant
3. 2013 Holiday Calendar for Adoption
4. Library Display Policy

Agenda

November 12, 2012

North Madison County Public Library System  
Board of Trustees

Hazelbaker Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  1. Door Locks at Elwood
- New Business

1. Resolution to Transfer Operating Funds to Rainy Day Fund
2. Employee Raises Director and Administrative Assistant
3. 2013 Holiday Calendar for Adoption
4. Library Display Policy



## TRANSMISSION VERIFICATION REPORT

TIME : 11/08/2012 16:15  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER.# : BROF2V374540

DATE, TIME	11/08 16:15
FAX NO./NAME	2
DURATION	00:00:00
PAGE(S)	00
RESULT	BUSY
MODE	STANDARD

BUSY: BUSY/NO RESPONSE

## Agenda

November 12, 2012

North Madison County Public Library System  
 Board of Trustees

Hazelbaker Library

Regular Meeting  
 5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  1. Door Locks at Elwood
- New Business
  1. Resolution to Transfer Operating Funds to Rainy Day Fund
  2. Employee Raises/Director and Administrative Assistant
  3. 2013 Holiday Calendar for Adoption
  4. Library Display Policy
  5. Purchasing Policy

## TRANSMISSION VERIFICATION REPORT

TIME : 11/08/2012 16:16  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER.# : BROF2V374540

DATE, TIME	11/08 16:16
FAX NO./NAME	SUMMITVILLE
DURATION	00:00:14
PAGE(S)	01
RESULT	OK
MODE	STANDARD ECM

## Agenda

November 12, 2012

North Madison County Public Library System  
 Board of Trustees

Hazelbaker Library

Regular Meeting  
 5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  1. Door Locks at Elwood
- New Business
  1. Resolution to Transfer Operating Funds to Rainy Day Fund
  2. Employee Raises/Director and Administrative Assistant
  3. 2013 Holiday Calendar for Adoption
  4. Library Display Policy
  5. Purchasing Policy

# Agenda

December 10, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Door Locks at Elwood
2. Resolution to Transfer Operating Funds to Rainy Day Fund

New Business

1. Increase in Open Hours
2. Transfer of Appropriations Resolution
3. Encumber Funds
4. Reconciliation of Operating Funds
5. Long Range Plan Update

Director's Report

Public Comment

Adjournment



NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Regular Meeting  
December 10, 2012  
5:00pm

CALL TO ORDER

President Mike Robertson called a regular meeting of the North Madison County Public Library Board of Trustees to order on December 10, 2012 at 5:00pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

MINUTES

Bette Dalzell made a motion to approve the minutes from the regular meeting held on November 12, 2012 at the Hazelbaker Library. Dan Prieshoff made a second and the motion carried.

CLAIMS REGISTER AND CHECKS

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

OLD BUSINESS

Door Locks at Elwood

A meeting was held with Dan Barnett from Marshall Best Security, it was decided to have two types of keys. Everyone would receive a new key. The director, managers, custodians and administrative assistant would receive a master key. All other staff would receive a key that would open only certain areas. Some of these areas would include the north entrance door, the book drop room and the mop room. It was discussed about having staff sign a key agreement that would include a fee for a lost key or a key which was not returned when leaving employment of the library. A motion was made by Kevin Sipe to approve the key agreement with the addition of "may assess a \$25.00 fee or replacement costs" Wayne Davidson made a second and the motion carried.

Resolution to Transfer Operating Funds to Rainy Day Fund

Secretary Kevin Sipe read a resolution which would transfer \$50,000 from the Operating Fund unto the Rainy Day Fund. Secretary Sipe made a motion to approve the resolution, Bette Dalzell made a second and the motion carried. The members signed the transfer resolution.

NEW BUSINESS

Increase in Open Hours

Bette Dalzell made a motion to adjust the hours at the Frankton and Hazelbaker branches to open at 10:00am on Wednesday and Friday. Kevin Sipe made a second and the motion carried. Permission was sought to hire an additional part-time clerk for Elwood Adult Services. Bette Dalzell made a motion to allow the hiring of a part-time clerk at Elwood at the first of the year. Wayne Davidson made a second and the motion carried.

Transfer of Appropriations Resolution

Secretary Kevin Sipe read a transfer of appropriation resolution which would transfer \$21,300 from one line item to another. Secretary Sipe made a motion to approve the transfers. Bette Dalzell made a second and the motion carried. The members signed the transfer resolution.

Encumber Funds

A resolution to encumber \$972.91 from the 2012 operating fund, technology equipment line item, was read by Secretary Kevin Sipe. Secretary Sipe made a motion to approve the encumbrance. Dan Prieshoff made a second and the motion carried.

Reconciliation of Operating Funds

Two checks have been received from the Madison County Courts due to a theft at the Hazelbaker branch. One check was in the amount of \$50.00 and the other in the amount of \$40.00, this leaves a balance of \$12.49 remaining, of the \$102.49 which was stolen. A motion was made by Bette Dalzell to write a check to ourselves in the amount of \$12.49 to reconcile the books for 2012. Wayne Davidson made a second and the motion carried.

Long Range Plan Update

The director had a conversation with Edythe Huffman from the Indiana State Library Development Office about the library's 2011-2013 long range plan. Huffman gave some advice on how to change the existing long range plan to meet standards. Even though the plan has not been officially approved or disapproved by the Indiana State Library since it was submitted in December 2010, Huffman advised the director to state what steps are being taken to change the long range plan to meet standards in the Statement of Compliance area of the State Annual Report. Huffman also advised to have the changes completed and library approved by April 2013 before the Indiana Library and Historical Board meet to decide which libraries are not compliant with standards. Since the plan was due to be up in 2013, it was suggested a committee could be formed to formulate a new long range plan which would be good for the next three to five years. After discussion, Kevin Sipe made a motion that Director Scott contact and receive quotes from firms that specialize in helping with long range plans. Bette Dalzell made a second and the motion carried.

An addition was made to the agenda

Collection HQ

Collection HQ is a web-based application in which the managers would be able to extract data which is held in the library's Integrated Library System (ILS). It is felt this would help with ordering of materials and withdrawing of materials. It has the ability to



interface directly with the library's ILS and is owned by Baker and Taylor. The company is located in Scotland and only receives payment through electronic transfer. If ordered before December 28, 2012, the cost is \$5,000 a year for three years, with a one time set up fee of \$1,000. After December 28, the cost would increase to \$8,750. It will only be ordered if (1) the managers like it and agree it would be a useful tool (2) electronic transfer is a viable option. Bette Dalzell made a motion to move forward, Wayne Davidson made a second and the motion carried with one opposing vote.

#### DIRECTOR'S REPORT

A concert was performed by Deborah Wyndham at Elwood on December 5. The concert was very well attended with twenty seven attendees. Everyone agreed they would love to have her return for another concert. Seventy children visited Santa at the Frankton library on Saturday, December 8. A science program was presented by two Indiana University students, Keith Scott and Christian Briggs. The program was enjoyed at all three library branches. The program was presented to students in hopes of raising interest in the sciences.

Public comment was sought, none was forthcoming.

With no objections, the meeting was adjourned.

Dan Prieskoff  
W.G.  
Leslie Bittenhouse

Kevin Sipe  
Secretary, Kevin Sipe  
Mike Robertson  
Bette Dalzell  
Wayne Davidson

## Register Of Claims

### North Madison County Public Library System

Report Date: From 11/13/12 To 12/10/12

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	671	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	11/21/12	P/R ENDING 11/17/12
				<b>Total this claim =</b>	<b>\$95.00</b>		
0	670	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,445.94	11/21/12	P/R ENDING 11/17/12
			FICA	Payroll Deductions	\$793.86		
			Federal Taxes Withheld	Payroll Deductions	\$2,007.57		
			Medicare	Payroll Deductions	\$274.06		
				<b>Total this claim =</b>	<b>\$4,521.43</b>		
0	692	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	12/5/12	PAYROLL
			Operating Fund	Salary of Assistants	\$15,928.22		
			Operating Fund	Wages of Janitor	\$1,257.30		
				<b>Total this claim =</b>	<b>\$19,140.48</b>		
0	687	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$488.42	11/21/12	P/R ENDING 11/17/12
			Operating Fund	Emp Cont PERF	\$1,501.23		
				<b>Total this claim =</b>	<b>\$1,989.65</b>		
0	688	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,464.22	12/5/12	P/R ENDING 12/1/12
			FICA	Payroll Deductions	\$803.90		
			Federal Taxes Withheld	Payroll Deductions	\$2,028.42		
			Medicare	Payroll Deductions	\$277.51		
				<b>Total this claim =</b>	<b>\$4,574.05</b>		
0	691	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$488.07	12/5/12	P/R ENDING 12/1/2
			Operating Fund	Emp Cont PERF	\$1,499.75		
				<b>Total this claim =</b>	<b>\$1,987.82</b>		
0	675	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	11/21/12	PAYROLL
			Operating Fund	Salary of Assistants	\$15,758.82		
			Operating Fund	Wages of Janitor	\$1,187.45		
				<b>Total this claim =</b>	<b>\$18,901.23</b>		
0	689	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$95.00	12/5/12	P/R ENDING 12/1/12
				<b>Total this claim =</b>	<b>\$95.00</b>		
27993	679	AT&T	Operating Fund	Telephone & Telegraph	\$116.84	11/21/12	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<b>\$116.84</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27994	683	AVAYA COMMUNICATION	Operating Fund	Telephone & Telegraph	\$303.84	11/21/12	PHONE SYSTEM - ELWOOD
				<b>Total this claim =</b>	<u>\$303.84</u>		
27995	678	BOSE, McKINNEY & EVANS LL	Operating Fund	Legal Services	\$1,860.00	11/21/12	ATTORNEY FEES - PERSONNEL POLICY REVIEW
				<b>Total this claim =</b>	<u>\$1,860.00</u>		
27996	677	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$20.80	11/21/12	AD USED LIBRARY FURNITURE
				<b>Total this claim =</b>	<u>\$20.80</u>		
27997	674	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,399.21	11/21/12	PAYROLL DEDUCTIONS FOR NOVEMBER
			County Taxes Withheld	Payroll Deductions	\$630.69		
				<b>Total this claim =</b>	<u>\$2,029.90</u>		
27998	681	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,595.35	11/21/12	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Electricity	\$313.86		
				<b>Total this claim =</b>	<u>\$1,909.21</u>		
27999	686	INDIANA NEWSPAPERS, INC.	Operating Fund	Elwood Period. & News.	\$272.89	11/21/12	ONE YEAR SUBSCRIPTION - INDIANAPOLIS STAR - ELWOOD
				<b>Total this claim =</b>	<u>\$272.89</u>		
28000	672	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$450.00	11/21/12	P/R ENDING 11/17/12
				<b>Total this claim =</b>	<u>\$450.00</u>		
28001	673	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$888.48	11/21/12	HEALTH INSURANCE 12/1/12 - 1/1/13
			Operating Fund	Emp Cont Group Ins	\$8,822.93		
				<b>Total this claim =</b>	<u>\$9,711.41</u>		
28002	682	NAVIANT	Operating Fund	Office Supplies	\$83.55	11/21/12	TONER FOR READER PRINTER
				<b>Total this claim =</b>	<u>\$83.55</u>		
28003	676	SUBSCRIBER RENEWALS	Operating Fund	Summitville Period. & Newsp.	\$228.80	11/21/12	ONE YEAR SUBSCRIPTION - CHRONICLE-TRIBUNE - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$228.80</u>		
28004	684	TOWN OF SUMMITVILLE	Operating Fund	Water	\$78.70	11/21/12	As per attached invoices.
			Operating Fund	Waste Disposal Services	\$23.00		
				<b>Total this claim =</b>	<u>\$101.70</u>		
28005	685	VAN AUSDALL & FARRAR, INC.	Operating Fund	Office Supplies	\$60.30	11/21/12	COPY COUNT - RICOH
				<b>Total this claim =</b>	<u>\$60.30</u>		
28006	680	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$492.43	11/21/12	SERVICE FOR ELWOOD & FRANKTON
			Operating Fund	Gas	\$67.78		
				<b>Total this claim =</b>	<u>\$560.21</u>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
28007	693	CARDMEMBER SERVICE	Operating Fund	Professional Meetings	\$60.00	12/5/12	As per attached invoices.
				<b>Total this claim =</b>	<u>\$60.00</u>		
28008	694	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$224.28	12/5/12	As per attached invoices.
				<b>Total this claim =</b>	<u>\$224.28</u>		
28009	695	FRONTIER	Operating Fund	Telephone & Telegraph	\$165.58	12/5/12	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$165.58</u>		
28010	696	HERALD BULLETIN, THE	Operating Fund	Elwood Period. & News.	\$215.00	12/5/12	52 WEEK SUBSCRIPTION - ELWOOD
				<b>Total this claim =</b>	<u>\$215.00</u>		
28011	690	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$450.00	12/5/12	P/R ENDING 12/1/12
				<b>Total this claim =</b>	<u>\$450.00</u>		
28012	697	TOWN OF FRANKTON	Operating Fund	Electricity	\$340.90	12/5/12	SERVICE FOR FRANKTON
			Operating Fund	Water	\$52.15		
			Operating Fund	Waste Disposal Services	\$0.00		
				<b>Total this claim =</b>	<u>\$393.05</u>		
28013	698	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$99.25	12/5/12	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$99.25</u>		
28014	699	ALAN McPHERSON	Operating Fund	Elwood Adult	\$118.85	12/10/12	As per attached invoices.
				<b>Total this claim =</b>	<u>\$118.85</u>		
28015	726	AT&T	Operating Fund	Telephone & Telegraph	\$198.25	12/10/12	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$198.25</u>		
28016	700	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$59.53	12/10/12	SERVICE FOR ELWOOD & SUMMITVILLE
				<b>Total this claim =</b>	<u>\$59.53</u>		
28017	729	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$901.90	12/10/12	As per attached invoices.
			Operating Fund	Elwood Childrens	\$1,177.73		
			Operating Fund	Elwood YA	\$535.54		
			Operating Fund	Frankton	\$1,488.14		
			Operating Fund	Summitville	\$1,464.39		
			Operating Fund	Elwood AV	\$176.71		
			Operating Fund	Frankton AV	\$195.84		
			Operating Fund	Summitville AV	\$94.39		
			Gift	Summitville	\$14.99		
				<b>Total this claim =</b>	<u>\$6,049.63</u>		
28018	701	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$270.00	12/10/12	As per attached invoices.
				<b>Total this claim =</b>	<u>\$270.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
28019	703	BOYCE FORMS/SYSTEMS	Operating Fund	Official Records	\$42.94	12/10/12	EMPLOYEE TAX FORMS
				<b>Total this claim =</b>	<u>\$42.94</u>		
28020	704	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$518.84	12/10/12	As per attached invoices.
				<b>Total this claim =</b>	<u>\$518.84</u>		
28021	705	CHESTER INFORMATION TEC	Operating Fund	Technology Software	\$1,646.50	12/10/12	TREND MICRO SECURITY
				<b>Total this claim =</b>	<u>\$1,646.50</u>		
28022	706	CINTAS CORPORATION G65	Operating Fund	Cleaning & Sanitation Supplies	\$115.26	12/10/12	As per attached invoices.
				<b>Total this claim =</b>	<u>\$115.26</u>		
28023	707	CLINT TRICE	Operating Fund	Traveling Expense	\$210.40	12/10/12	MILEAGE
				<b>Total this claim =</b>	<u>\$210.40</u>		
28024	708	CREATIVE PRODUCT SOURC	Gift	Operating Supplies	\$252.53	12/10/12	BOOK BAGS
				<b>Total this claim =</b>	<u>\$252.53</u>		
28025	709	DEARBORN NATIONAL LIFE IN	Operating Fund	Emp Cont Group Ins	\$103.50	12/10/12	LIFE INSURANCE 12/11/12-2/28/3
				<b>Total this claim =</b>	<u>\$103.50</u>		
28026	702	DEBORRAH WYNDHAM	Operating Fund	Elwood Adult Programing	\$300.00	12/10/12	PROGRAM 12/5/2012
				<b>Total this claim =</b>	<u>\$300.00</u>		
28027	728	EBSCO	Operating Fund	Databases	\$1,195.00	12/10/12	ONLINE CORE COLLECTIONS SUBSCRIPTION
				<b>Total this claim =</b>	<u>\$1,195.00</u>		
28028	710	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$421.00	12/10/12	FIRE ALARM INSPECTION - FRANKTON
				<b>Total this claim =</b>	<u>\$421.00</u>		
28029	711	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$1,470.75	12/10/12	INTERNET ACCESS
				<b>Total this claim =</b>	<u>\$1,470.75</u>		
28030	712	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$53.46	12/10/12	As per attached invoices.
				<b>Total this claim =</b>	<u>\$53.46</u>		
28031	713	GLOBAL GOVT/ED SOLUTION	Operating Fund	Technology Equipment	\$793.31	12/10/12	DIGITAL PROJECTOR - FRANKTON
				<b>Total this claim =</b>	<u>\$793.31</u>		
28032	714	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$223.32	12/10/12	As per attached invoices.
				<b>Total this claim =</b>	<u>\$223.32</u>		
28033	716	IDLEWINE LAWNMOWER SAL	Operating Fund	Equipment/Maint.	\$298.38	12/10/12	LAWN TRACTOR MAINTENANCE
				<b>Total this claim =</b>	<u>\$298.38</u>		

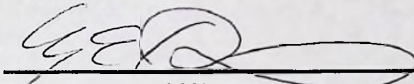


<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
28034	732	INDIANA NEWSPAPERS, INC.	Operating Fund	Frankton Per. & Newsp.	\$294.03	12/10/12	ONE YEAR SUBSCRIPTION - FRANKTON
				<b>Total this claim =</b>	<u>\$294.03</u>		
28035	731	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$19.70	12/10/12	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$0.00		
				<b>Total this claim =</b>	<u>\$19.70</u>		
28036	715	JOHN W. LADD JR.	Operating Fund	Professional Services	\$180.00	12/10/12	LAWN CARE - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$180.00</u>		
28037	717	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$191.96	12/10/12	LABEL MAKER & LABELS
				<b>Total this claim =</b>	<u>\$191.96</u>		
28038	718	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$424.50	12/10/12	QUARTERLY MAINTENANCE - ELWOOD
				<b>Total this claim =</b>	<u>\$424.50</u>		
28039	719	MARSH SUPERMARKET	Operating Fund	Elwood Children's Progaming	\$202.40	12/10/12	As per attached invoices.
			Gift	Summitville Progaming	\$40.49		
				<b>Total this claim =</b>	<u>\$242.89</u>		
28040	730	MIDWEST TAPE	Operating Fund	Frankton AV	\$741.65	12/10/12	As per attached invoices.
			Operating Fund	Elwood AV	\$1,579.35		
			Operating Fund	Summitville AV	\$551.70		
			Operating Fund	Book Processing	\$2,759.59		
				<b>Total this claim =</b>	<u>\$5,632.29</u>		
28041	720	PENWORTHY CO.	Operating Fund	Elwood Childrens	\$454.82	12/10/12	As per attached invoices.
				<b>Total this claim =</b>	<u>\$454.82</u>		
28042	721	QUILL CORPORATION	Operating Fund	Furniture & Equipment	\$596.30	12/10/12	As per attached invoices.
			Operating Fund	Office Supplies	\$224.00		
				<b>Total this claim =</b>	<u>\$820.30</u>		
28043	724	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$31.34	12/10/12	As per attached invoices.
			Operating Fund	Office Supplies	\$10.00		
			Operating Fund	Office Supplies	\$82.03		
				<b>Total this claim =</b>	<u>\$123.37</u>		
28044	727	REGIONS BANK	Debt Service Fund	Land Buildings Improvements	\$121,000.00	12/10/12	SEMI ANNUAL LEASE PAYMENT
				<b>Total this claim =</b>	<u>\$121,000.00</u>		
28045	722	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$101.18	12/10/12	As per attached invoices.
				<b>Total this claim =</b>	<u>\$101.18</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
28046	723	TRISHA SHULER	Operating Fund	Fuel, Oil and Lubricants	\$37.02	12/10/12	PETTY CASH REIMBURSEMENT
				<b>Total this claim =</b>	<b>\$37.02</b>		
28047	725	U.S. BANK EQUIPMENT FINAN	Operating Fund	Equipment/Rental	\$149.00	12/10/12	RICOH COPIER LEASE - ELWOOD
				<b>Total this claim =</b>	<b>\$149.00</b>		
<b>Total Amount of Claims</b>					<b>\$214,633.78</b>		

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

Monday, December 10, 2012

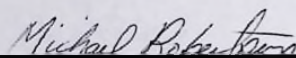
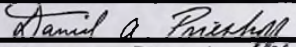
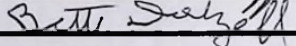
  
Fiscal Officer

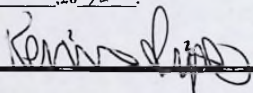
**ALLOWANCE OF VOUCHERS**

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

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

Date this 10 day of December, 2012.



**SIGNATURES OF GOVERNING BOARD**

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



NMCPLS Key Agreement

I, \_\_\_\_\_, acknowledge the receipt of \_\_\_\_\_ key(s). I accept full responsibility to return the key(s) upon the request of management, or upon my termination of employment. I further understand that management may assess a \$25.00 fee for keys if I lose any of the keys assigned to me. These items are to be used only for library business purposes and I must report any lost keys to the administrative assistant within 24 hours.

Key #: \_\_\_\_\_ Description: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Administrative Assistant's Signature: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Administrative Assistant's Signature: \_\_\_\_\_

NMCPLS Key Agreement

I, \_\_\_\_\_, acknowledge the receipt of \_\_\_\_\_ key(s). I accept full responsibility to return the key(s) upon the request of management, or upon my termination of employment. I further understand that management may assess a \$25.00 fee for keys if I lose any of the keys assigned to me. These items are to be used only for library business purposes and I must report any lost keys to the administrative assistant within 24 hours.

Key #: \_\_\_\_\_ Description: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Administrative Assistant's Signature: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Administrative Assistant's Signature: \_\_\_\_\_

**Resolution to Transfer Funds to the Rainy Day Fund**

**WHEREAS**, the Board of Trustees of the North Madison County Public Library finds that the purposes of the Operating Fund have been fulfilled; and,

**WHEREAS**, there is remaining in the Operating Fund an unused and unencumbered balance;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the North Madison County Public Library do hereby transfer \$50,000 from the Operating Fund to the Rainy Day Fund for the purpose(s) of future necessary expenditures when needed. This fund shall be subject to the same appropriation process as other funds that receive tax money.

**DULY ADOPTED** by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 10<sup>th</sup> day of December 2012, at which meeting a quorum was present.

NAY

AYE

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

*W. E. D.*  
\_\_\_\_\_  
*Michael Robertson*  
\_\_\_\_\_  
*Dan Pincus*  
\_\_\_\_\_  
*Steve D. Zell*  
*Kevin Sipe*  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

*Kevin Sipe*  
\_\_\_\_\_  
Kevin Sipe, Secretary North Madison County Public Library

# History of Reducing Hours

- Effective May 3, 2010 - Open hours at each of the three facilities were reduced by 10 hours per week
- Elwood was open for 60 hours changed to 50 hours per week
- Frankton and Summitville were open 52 hours changed to 42 hours per week



# Positions Lost through Attrition 2009-2010

- 20 hour Part-time Clerk Positions
  - Information Technology
  - Elwood Adult Services – 2 positions
  - Elwood Youth Services
  - Frankton Community Library
  - Ralph E. Hazelbaker Library
- Total loss of 15% or 120 labor hours

# Elwood Adult Services

## Before Reduction of Staff 2009-2010

- Full-time Manager
- 2 Full-time clerks
- 4 part-time clerks

## Current Staff – 2012

- Full-time Manager
- 2 Full-time clerk
- 2 part-time clerks

**Loss of 40 hours per week**

# Elwood Youth Services

## Before Reduction of Staff 2009-2010

- Full-time Manager
- 3 part-time clerks
- Part-time page

## Current Staff - 2012

- Full-time Manager
- 3 part-time clerks

**Loss of 20 hours per week**



# Frankton Community Library

## Before Reduction of Staff 2009-2010

- Full-time Manager
- Full-time clerk
- 2 part-time clerks

## Current Staff – 2012

- Full-time Manager
- 3 part-time clerks

**Loss of 20 hours per week**

# Ralph E. Hazelbaker Library 2012

## Before Reduction of Staff 2009-2010

- Full-time Manager
- Full-time clerk
- Part-time clerk

## Current Staff - 2012

- Full-time Manager
- 2 part-time clerks
- One clerk works an extra 8 hours per week

**Loss of 12 hours per week**

	BARB	MARY	JUDI	VERNA
MON	9:00-7:00	OFF	9:00-5:00	OFF
TUES	9:00-5:00	2:00-7:00	9:00-2:00	OFF
WED	9:00-3:00	1:00-5:00	OFF	11:00-7:00
THUR	9:00-5:00	10:00-6:00	11:00-7:00	12:00-5:00
FRI	9:00-5:00	OFF	OFF	12:00-5:00
SAT	OFF	10:00-1:00	9:00-1:00	OFF

OR

MON	9:00-7:00	OFF	9:00-5:00	OFF
TUES	9:00-6:00	11:00-7:00	9:00-2:00	OFF
WED	OFF	9:00-5:00	OFF	11:00-7:00
THUR	9:00-6:00	10:00-2:00	12:00-7:00	12:00-5:00
FRI	9:00-5:00	OFF	OFF	12:00-5:00
SAT	9:00-1:00	OFF	OFF	10:00-1:00



Elwood Only Stats				
	2009	2010	2011	2012 as 11/12
Traffic	122,398	113,432	107,121	
Computer Use	30,809	25,730	22,135	
Wireless Use	419	544	574	
Assists	15,972	16,174	14,891	
Circulations	123,626	124,247	129,387	
Inter-library loans	335	276	453	516
Outgoing Loans			150	110

# of Transactions per open hour				
	2009	2010	2011	2012
Assists	5.12	5.84	5.73	
Circulations	39.62	44.85	49.76	
Inter-library loans	0.11	0.10	0.17	0.22
Outgoing Loans	-	0.00	0.06	0.05

Frankton Only Stats				
	2009	2010	2011	2012 as 11/12
Traffic	28,078	23,812	24,483	
Computer Use	9,385	5,740	5,197	
Wireless Use	117	148	288	
Assists	3,827	3,117	3,191	
Circulations	47,056	41,668	45,759	
Inter-library loans	18	22	22	18

# of Transactions per open hour				
	2009	2010	2011	2012
Assists	1.42	1.32	1.46	
Circulations	17.40	17.70	20.95	
Inter-library loans	0.01	0.01	0.01	0.01

Summitville Only Stats				
	2009	2010	2011	2012 as 11/12
Traffic	21,098	22,140	20,117	
Computer Use	8,529	8,004	6,047	
Wireless Use	37	110	67	
Assists	2,573	2,683	2,426	
Circulations	26,808	26,925	27,771	
Inter-library loans	259	290	191	133

# of Transactions per open hour				
	2009	2010	2011	2012
Assists	0.95	1.14	1.11	
Circulations	9.91	11.44	12.72	
Inter-library loans	0.10	0.12	0.09	0.07

	Jill	Cinda	JamieP	
<b>Monday</b>	9-6 L@12	2-7	10-5	
<b>Tuesday</b>	9-6 L@12	11-4	12-7	Storytime 11 am and 3:30 pm
<b>Wednesday</b>	9-5	off	1-7	
<b>Thursday</b>	9-6 L@12	12-5	10-7 L@1	Senior Social Day
<b>Friday</b>	9-5	12-5	off	
<b>Saturday</b>	off	off	9-1	
	Jill	Cinda	JamieP	
<b>Sunday</b>				
<b>Monday</b>	9-6 L@2	2-7	10-3	
<b>Tuesday</b>	9-6 L@2	11-5	10-7(L@1)	Storytime 11 am and 3:30 pm
<b>Wednesday</b>	9-5	off	12-7	
<b>Thursday</b>	9-6 L@12	off	10-7(L@1)	Nursing Home
<b>Friday</b>	9-5	12-5	off	
<b>Saturday</b>	off	9-1	off	
	Jill	Cinda	JamieP	
<b>Sunday</b>				
<b>Monday</b>	9-6 L@2	2-7	10-3	
<b>Tuesday</b>	9-6 L@2	11-5	10-7(L@1)	Storytime 11 am and 3:30 pm
<b>Wednesday</b>	9-1	2-6	12-7	
<b>Thursday</b>	9-6 L@12	off	10-7(L@1)	Nursing Home
<b>Friday</b>	9-5	12-5	off	
<b>Saturday</b>	9-1	off	off	

**Resolution to Transfer Appropriations Within the Library Operating Fund**

Whereas, it has been shown that certain existing appropriations in the Library Operating Fund now need to be transferred from one line to another,

We the Library Board of the North Madison County Public Library do resolve that the following transfers be made within the Library Operating Fund:

Transfer from	Telephone & Telegraph	2,000.00
	Salary of Assistants	\$ 10,300.00
	Automation	\$ 3,000.00
	Professional Services	\$ 4,000.00
	Furniture & Equipment Elwood Adult	\$ 2,000.00
<b>Total</b>		<b>\$ 21,300.00</b>
Transfer to	Employer Contribution PERF	\$ 2,000.00
	Employer Contribution Group Insurance	\$ 8,000.00
	Salary of Treasurer	\$ 300.00
	Book Processing	\$ 3,000.00
	Legal Services	\$ 1,000.00
	Databases	\$ 2,000.00
	Professional Meetings	\$ 1,000.00
	Electricity	\$ 2,000.00
	Technology Equipment	\$ 2,000.00
<b>Total</b>		<b>\$ 21,300.00</b>

Adopted this 10th day of December, 2012

NAY

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

AYE  
 \_\_\_\_\_  
 Michael Robertson  
 Dan Pritchett  
 Brett Dabzell  
 Kevin Sipe

ATTEST:

Kevin Sipe  
 Kevin Sipe, Secretary North Madison County Public Library

**Resolution to Encumber Operating Funds 2012  
 North Madison County Public Library System  
 Madison County**

Whereas, it has been determined that it is now necessary to encumber appropriations from the 2012 Operating Fund for items which have purchase orders having not yet been delivered and services which have yet to be met to further the projects of North Madison County Public Library during 2013.

Now, therefore be it resolved by the North Madison County Public Library Board of Trustees, Madison County, Indiana that the following appropriations hereby be encumbered from the 2012 budget for the Operating Fund and ordered set apart out of that fund herein named and the purposes herein specified, subject to the laws governing the same:

<u>Purchase Order #</u>	<u>Vendor's Name</u>	<u>Budget Line Item</u>	<u>Amount Encumbered</u>
6985	Global	Technology Equipment	\$972.91
		Total	\$972.91

Presented to the North Madison County Public Library Board of Trustees, read in full and adopted this 10<sup>th</sup> day of December 2012.

AYE

NAY

\_\_\_\_\_  
 Michael Robertson  
 Dan Pritchett  
 Brett Dabzell  
 Kevin Sipe

ATTEST:

Kevin Sipe  
 Secretary of North Madison County Public Library System Board of Trustees



PRESCRIBED BY STATE BOARD OF ACCOUNTS

GENERAL FORM NO. 98 (REV. 1998)

NO CLAIMS WILL BE APPROVED FOR PAYMENT UNLESS ORIGINAL COPY OF THIS ORDER OR THE P.O. NUMBER IS MADE A PART OF THE VOUCHER.

# PURCHASE ORDER

NORTH MADISON COUNTY  
PUBLIC LIBRARY SYSTEM  
1600 MAIN STREET  
ELWOOD, INDIANA 46036

P.O. No 6985

This Number Must be on Invoice, Voucher and Delivery Memos.

DATE 11/2/2012

REQ.

IN ACCORDANCE WITH BID AND CONTRACT DATED

If subject to discount please indicate on invoice.

TO  
ADDRESS  
CITY  
SHIP TO  
SHIP VIA

Global

CHARGE TO APPROPRIATION FOR Tech Hardware APPROPRIATION NUMBER

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1		MERAKI MR-16 Wireless AP (E-lease #)	534 64	534 64
1		MERAKI 5YR LICENSE Clint's wish list item	424 74	424 74

Shipping 8 53 8 53

TOTAL AMOUNT OF ORDER \$972 91

I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN THIS APPROPRIATION SUFFICIENT TO PAY FOR THE ABOVE ORDER.

BILLING ON THIS ORDER MUST BE ACCORDING TO PRICES SHOWN ABOVE.

*Janet Scott*

ORDERED BY *Clint Trice*  
LT MANAGER  
TITLE

## MADISON COUNTY JUVENILE PROBATION DEPARTMENT

MADISON COUNTY YOUTH CENTER

Bronnenberg Campus  
3420 Mounds Road  
Anderson, IN 46017-1873  
(765) 646-9213 (765) 646-9229 Fax

G. George Pancol  
Judge

Madison Superior Court, Division 2

Katherine H. Holtzleiter, ACSJ  
Chief Probation Officer

November 27, 2012

Hazelbaker Library  
1013 W. Church St.  
Summitville, IN 46070

IN THE MATTER OF: (27702/6)  
Police Report #: 2012-67

As a victim of a juvenile delinquent act you have suffered a loss, both emotionally and financially. In recognition of your rights, and in hope of lessening the monetary impact on you or your family, the Juvenile Court has ordered the offender to make restitution.

Enclosed please find a check in the amount of \$40.00 which is total or partial payment of the restitution by the juvenile offender/s as a portion of their sentence. If the amount ordered is less than you believe your total loss to be, you may wish to pursue additional civil remedies on your own. We appreciate your patience and understanding of the Juvenile Court process.

Sincerely,

*G. George Pancol*  
G. George Pancol, Judge  
Madison Circuit Court, Division 2

Enclosure



An Investment With Pride For Madison County Youth

FEDERAL EXCISE TAX EXEMPT

STATE RETAIL TAX EXEMPT  
CERTIFICATE NO

ORIGINAL - VENDOR'S COPY



## 1. Purpose

collectionHQ™ is a web-hosted application that extracts and then analyses data held within a Integrated Library System (ILS). This analysis delivers advice to users to improve stock performance based upon the principles of Evidence Based Stock Management (EBSM).

The purpose of this document is to provide an overview of the interface between the ILS and collectionHQ and also define the MARC specification for the data extract.

A separate document provides details of the CSV extract format.

## 2. Overview

A number of methods can be utilized to extract the data from the ILS system for use with collectionHQ:-

- Dependent upon the ILS, a collectionHQ 'adapter' program may be available to extract the data in CSV format to the specification required by collectionHQ. This is a simple Java program which is installed on the server and generates the CSV file.
- Clients may write their own extract routines to extract the data in CSV or MARC format as required by collectionHQ
- Dependent upon the ILS, the client may make use of any export tools available within their ILS to extract to CSV or MARC formats.

Whichever approach is taken, this data extract is normally run once per month. An automated ftp job is then run from the client's site to transfer the extract file securely to the collectionHQ server from where automated jobs process and load the data. A diagram of this is depicted below in Figure 1.

Extract of BIB/  
Holding Data



Figure 1 Interface between the ILS and collectionHQ

Each ILS stores data in different database technology and in different data formats. Each ILS therefore needs a specific extract mechanism that will output data in the correct format.



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

December 4, 2012

Dear Jamie,

### Offer for subscription to the collectionHQ Service

We, Bridgeall Libraries Limited, a company registered under the Companies Acts (company number SC297736) and having our registered office at 151 St Vincent Street, Glasgow G2 5NJ, and having a place of business at 1 Ainslie Road, Hillington Park Glasgow, G52 4RU, have pleasure in offering to provide you, the addressee named above, with the under noted Service subject to the terms and conditions attached to this Offer letter.

<b>Service:</b>	Provision, over a web interface, of a subscription based, hosted software application called collectionHQ, using data supplied to us by you in accordance with the service description, details of which are contained in the "User Guide" document which is available upon request.
<b>Set Up:</b>	Implementation & Initial Training
<b>Commencement Date:</b>	4 weeks from date of order

<b>Subscription Period:</b>	<b>1 Year Option</b>
<b>Subscription Fee:</b>	\$9,750 per year <b>Reduced to \$7,000 for an order placed by Dec 28<sup>th</sup> 2012</b>
<b>Set Up Fee</b>	\$3,500 fixed cost for Implementation and Initial Training. <b>Reduced to \$1,000 for an order placed by Dec 28<sup>th</sup> 2012</b>

<b>Subscription Period:</b>	<b>3 Year Option</b>
<b>Subscription Fee:</b>	\$8,750 per year <b>Reduced to \$5,000 for an order placed by Dec 28<sup>th</sup> 2012</b>
<b>Set Up Fee</b>	\$3,500 fixed cost for Implementation and Initial Training. <b>Reduced to \$1,000 for an order placed by Dec 28<sup>th</sup> 2012</b>

<b>Designated Libraries:</b>	3
<b>Permitted Users:</b>	6 concurrent users
<b>Minimum Hardware and Software Requirements:</b>	<ul style="list-style-type: none"> <li>• An Internet browser (Internet Explorer 6.0 or above, Mozilla Firefox 1.5 or above)</li> <li>• A connection from your internal network to the Internet with a minimum nominal speed of 8Mbps</li> <li>• Outbound FTP Access</li> </ul>
<b>Website:</b>	Our website located at <a href="http://www.collectionhq.com">www.collectionhq.com</a> (or such other domain name as we may from time to time specify) from which the Service is to be provided.
<b>Designated Contact(s):</b>	

To be paid by direct transfer to the following account:

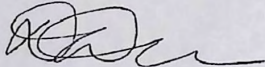
Acc Name: Bridgeall Libraries Limited  
Bank: Bank of Scotland, Queen Street, Glasgow G1 3DA  
Sort Code: 30-96-34  
Account No: 12199890  
BIC: BOFSGB21009  
IBAN: GB35 BOFS8011 8012 1998 90

Any future changes to the account bank details will be notified in advance in writing.

The date collectionHQ receives your confirmation will constitute the 'date of order'.

\*This Offer should be read in conjunction with our Standard Terms and Conditions attached, and is open for acceptance until December 28th 2012 failing which it will lapse. If you wish to accept this Offer, please confirm your acceptance by responding via email to [nigel.wheeldon@collectionhq.com](mailto:nigel.wheeldon@collectionhq.com)

Yours faithfully



Nigel Wheeldon  
Business Development Manager  
For and on behalf of Bridgeall Libraries Limited.

## Agenda

December 10, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. Door Locks at Elwood
2. Resolution to Transfer Operating Funds to Rainy Day Fund

New Business

1. Increase in Open Hours
2. Transfer of Appropriations Resolution
3. Encumber Funds
4. Reconciliation of Operating Funds
5. Long Range Plan Update

Director's Report

Public Comment

Adjournment

*Please publish  
on Friday and again  
on Monday.*



## TRANSMISSION VERIFICATION REPORT

TIME : 12/06/2012 16:56  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER.# : BRDF2V374540

DATE, TIME 12/06 16:56  
 FAX NO./NAME HERALD  
 DURATION 00:00:15  
 PAGE(S) 01  
 RESULT OK  
 MODE STANDARD  
 ECM

## TRANSMISSION VERIFICATION REPORT

TIME : 12/06/2012 16:56  
 NAME : ELWOOD LIBRARY  
 FAX : 7655520955  
 TEL : 7655525001  
 SER.# : BRDF2V374540

DATE, TIME 12/06 16:55  
 FAX NO./NAME CALL LEADER  
 DURATION 00:00:20  
 PAGE(S) 01  
 RESULT OK  
 MODE STANDARD  
 ECM

## Agenda

December 10, 2012

North Madison County Public Library System  
 Board of Trustees

Elwood Public Library

Regular Meeting  
 5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  1. Door Locks at Elwood
  2. Resolution to Transfer Operating Funds to Rainy Day Fund
- New Business
  1. Increase in Open Hours
  2. Transfer of Appropriations Resolution
  3. Encumber Funds

## Agenda

December 10, 2012

North Madison County Public Library System  
 Board of Trustees

Elwood Public Library

Regular Meeting  
 5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  1. Door Locks at Elwood
  2. Resolution to Transfer Operating Funds to Rainy Day Fund
- New Business
  1. Increase in Open Hours
  2. Transfer of Appropriations Resolution
  3. Encumber Funds
  4. Reconciliation of Operating Funds

TRANSMISSION VERIFICATION REPORT

TIME : 12/06/2012 16:58  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 12/06 16:58  
FAX NO./NAME SUMMITVILLE  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

December 10, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. Door Locks at Elwood
  - 2. Resolution to Transfer Operating Funds to Rainy Day Fund
- New Business
  - 1. Increase in Open Hours
  - 2. Transfer of Appropriations Resolution
  - 3. Encumber Funds
  - 4. ...

TRANSMISSION VERIFICATION REPORT

TIME : 12/06/2012 16:57  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 12/06 16:57  
FAX NO./NAME FRANKTON  
DURATION 00:00:23  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

December 10, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. Door Locks at Elwood
  - 2. Resolution to Transfer Operating Funds to Rainy Day Fund
- New Business
  - 1. Increase in Open Hours
  - 2. Transfer of Appropriations Resolution
  - 3. Encumber Funds



Agenda

January 9<sup>th</sup>, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order  
Call for Quorum  
Minutes  
Claims Register & Checks  
Old Business  
New Business  
    1. In-Service Date – February 10, 2012  
    2. Meetings at the Branches  
Director's Report  
Public Comment  
Adjournment

AGENDA

BOARD OF FINANCE MEETING  
January 9<sup>th</sup>, 2012

(Held following regular January Board meeting)

**CALL TO ORDER**

**CALL FOR QUORUM**

**BUSINESS**

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

**ADJOURNMENT**



MODE = MEMORY TRANSMISSION START=JAN-05 14:34 END=JAN-05 14:35

FILE NO.=215

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	002/002	00:00:23

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\* - 17655525001- \*\*\*\*\*

### Agenda

January 9<sup>th</sup>, 2012

North Madison County Public Library System  
Board of Trustees

#### Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
  1. In-Service Date – February 10, 2012
  2. Meetings at the Branches
- Director's Report
- Public Comment
- Adjournment

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

MODE = MEMORY TRANSMISSION START=JAN-05 14:35 END=JAN-05 14:36

FILE NO.=216

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	002/002	00:00:18

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\* - 17655525001- \*\*\*\*\*

### Agenda

January 9<sup>th</sup>, 2012

North Madison County Public Library System  
Board of Trustees

#### Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
  1. In-Service Date – February 10, 2012
  2. Meetings at the Branches
- Director's Report
- Public Comment
- Adjournment

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



NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES

Regular Meeting  
January 9, 2012  
5:00pm

CALL TO ORDER

President Mike Robertson called a regular meeting of the North Madison County Public Library Board of Trustees to order at 5:00pm on January 9, 2012 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

MINUTES

Kevin Sipe made a motion to approve the minutes from the December 12, 2011 regular meeting. Leslie Rittenhouse made a second and the motion carried.

CLAIMS REGISTER & CHECKS

The members signed the claims register and the checks will be signed at a later date.

OLD BUSINESS

No old business was brought forward.

NEW BUSINESS

In Service Date—February 10, 2012

Beverly Austin made a motion to allow closure of all three branches on February 10, 2012 for staff in-service training of the new TLC circulation software and E-reader training. Kevin Sipe made a second and the motion carried.

Meetings at the Branches

Beverly Austin made a motion to hold the regular monthly meetings at Frankton in March and June and the regular monthly meetings at the Hazelbaker Library in April and November. Leslie Rittenhouse made a second and the motion carried.

DIRECTOR'S REPORT

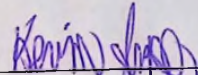
On Christmas day, Beth Mehling received a call which advised her son that they were ready for him to receive his transplants. He is now home and doing very well. Judi Litsey and Debbie Fox are working extra hours, which makes them working around thirty hours per week, instead of hiring a temporary part-time employee. Cinda Horine, who works at the Hazelbaker Library, will be on vacation the last week of January and the first week of February. On Saturday January 7, The Library Corporation started installing a new server and new circulation software which includes LS2PAC, LS2Kids and LS2Mobile. Currently the system is completely down. There is no circulation, no

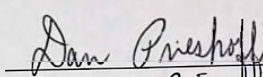
public access computers, no cataloging and no SIP. Twenty seven people attended a "Using your E-reader" program held on January 5, it was very successful. Another E-reader program is scheduled for January 24. Total circulation for 2011 reached over 200,000. The library received \$13,044 from the State Technology Fund Grant. Pridemark has completed the main part of the outside painting at Elwood and has been paid for that part of the project. The guttering has not been completed.

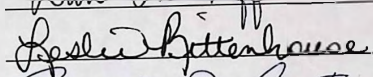
PUBLIC COMMENT

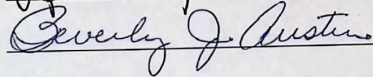
Public comment was sought, none was forthcoming.

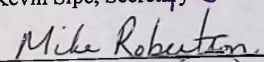
With no objections, the meeting was adjourned.

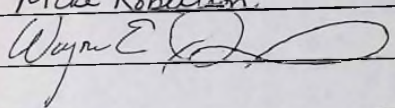
  
\_\_\_\_\_  
Kevin Sipe, Secretary

  
\_\_\_\_\_  
Dan Prieshoff

  
\_\_\_\_\_  
Leslie Rittenhouse

  
\_\_\_\_\_  
Beverly J. Austin

  
\_\_\_\_\_  
Mike Robertson

  
\_\_\_\_\_  
Wayne E. [unclear]



NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF FINANCE MEETING  
January 9, 2012  
(Held following regular January Board Meeting)

CALL TO ORDER

President Mike Robertson called a meeting of the North Madison County Public Library Board of Finance to order immediately following the regular board meeting in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

BUSINESS

Elect President & Secretary of Board of Finance

Kevin Sipe a motion to elect the current president and secretary of the NMCPLS Board of Trustees to serve as the president and secretary of the Board of Finance. Beverly Austin made a second and the motion carried. Mike Robertson will serve as President and Kevin Sipe will serve as Secretary.

Investment register distributed and reviewed

The 2011 financial report was distributed and was reviewed.

Motion for depositories

Kevin Sipe made a motion to accept Star Financial Bank of Elwood, Huntington Bank of Elwood, Community Bank of Summitville, PNC Bank of Frankton, Main Source Bank of Frankton and First Farmer's Bank of Elwood as the library's depositories. Leslie Rittenhouse made a second and the motion carried.

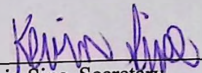
Motion for newspapers as official notification

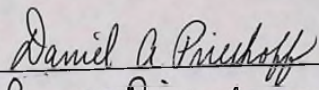
Kevin Sipe made a motion that NMCPLS will continue to use the Elwood Call Leader and the Herald Bulletin for official notification of meetings and for advertisement of the budget. Beverly Austin made a second and the motion carried.

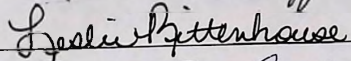
Motion for regular meeting date and time

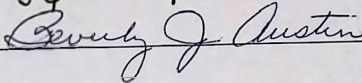
Kevin Sipe made a motion to hold the regular board meetings on the second Monday of every month at 5:00pm. In addition that at least one meeting per year is held at the Frankton Community Library and one meeting is held at the Ralph E. Hazelbaker Library. Beverly Austin made a second and the motion carried.

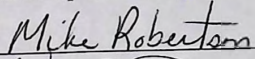
With no objections the meeting was adjourned.

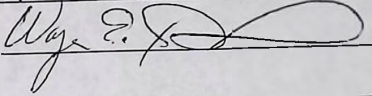
  
\_\_\_\_\_  
Kevin Sipe, Secretary

  
\_\_\_\_\_  
Daniel A. Pischhoff

  
\_\_\_\_\_  
Leslie Rittenhouse

  
\_\_\_\_\_  
Beverly J. Austin

  
\_\_\_\_\_  
Mike Robertson

  
\_\_\_\_\_  
W. E. Scott



## Register Of Claims

### North Madison County Public Library System

Report Date: From 12/13/2011 To 12/31/2011

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	734	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$195.00	12/21/2011	P/R ENDING 12/17/11
				<b>Total this claim =</b>	<b>\$195.00</b>		
0	733	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,503.62	12/21/2011	P/R ENDING 12/17/11
			FICA	Payroll Deductions	\$825.53		
			Federal Taxes Withheld	Payroll Deductions	\$2,196.97		
			Medicare	Payroll Deductions	\$285.01		
				<b>Total this claim =</b>	<b>\$4,811.13</b>		
0	732	PAYROLL	Operating Fund	Salary of Director	\$1,935.61	12/21/2011	PAYROLL
			Operating Fund	Salary of Assistants	\$16,284.84		
			Operating Fund	Wages of Janitor	\$1,434.60		
				<b>Total this claim =</b>	<b>\$19,655.05</b>		
27361	727	AT&T	Operating Fund	Telephone & Telegraph	\$113.99	12/21/2011	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<b>\$113.99</b>		
27362	730	DENNIS JOHNSON	Operating Fund	Traveling Expense	\$55.20	12/21/2011	MILEAGE
				<b>Total this claim =</b>	<b>\$55.20</b>		
27363	726	ELWOOD CALL LEADER	Operating Fund	Frankton Per. & Newsp.	\$132.00	12/21/2011	ONE YEAR SUBSCRIPTION - FRANKTON
				<b>Total this claim =</b>	<b>\$132.00</b>		
27364	735	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,439.77	12/21/2011	PAYROLL DEDUCTIONS FOR DECEMBER
			County Taxes Withheld	Payroll Deductions	\$653.55		
				<b>Total this claim =</b>	<b>\$2,093.32</b>		
27365	728	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$367.02	12/21/2011	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<b>\$367.02</b>		
27366	736	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$300.00	12/21/2011	P/R ENDING 12/17/11
				<b>Total this claim =</b>	<b>\$300.00</b>		
27367	737	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$658.20	12/21/2011	HEALTH INSURANCE 1/1/12-2/1/12
			Operating Fund	Emp Cont Group Ins	\$6,760.47		
				<b>Total this claim =</b>	<b>\$7,418.67</b>		
27368	729	PITNEY BOWES	Operating Fund	Equipment/Rental	\$129.00	12/21/2011	POSTAGE METER RENTAL
				<b>Total this claim =</b>	<b>\$129.00</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27369	740	PRIDEMARK CONSTRUCTION	Rainy Day Fund	Professional Services	\$7,233.82	12/21/2011	EXTERIOR PAINTING - ELWOOD LIBRARY
				<b>Total this claim =</b>	<u>\$7,233.82</u>		
27370	741	PUBLIC EMP. RETIREMENT FU	PERF Operating Fund	Payroll Deductions Emp Cont PERF	\$3,521.49 \$8,447.59	12/21/2011	4th QUARTER PERF CONTRIBUTIONS
				<b>Total this claim =</b>	<u>\$11,969.08</u>		
27371	739	USI, INC	Operating Fund	Office Supplies	\$480.59	12/21/2011	LAMINATING POUCHES
				<b>Total this claim =</b>	<u>\$480.59</u>		
27372	731	VECTREN ENERGY DELIVERY	Operating Fund Operating Fund	Gas Gas	\$510.17 \$129.42	12/21/2011	SERVICE FOR ELWOOD & FRANKTON
				<b>Total this claim =</b>	<u>\$639.59</u>		
27373	738	WISE CHOICE LAWN CARE	Operating Fund	Professional Services	\$410.00	12/21/2011	LAWN CARE - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$410.00</u>		

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

**Total Amount of Claims      \$56,003.46**

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

Sunday, January 08, 2012

*Daniel A. Prischoff*  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

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

*Janice Brittonhouse*  
*Cheryl J. Ruch*  
*Michelle Robertson*

*Kevin M. Wise*

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/11/998.



# Register Of Claims

## North Madison County Public Library System

Report Date: From 1/1/2012 To 1/9/2012

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	9	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	1/4/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$17,592.43		
			Operating Fund	Wages of Janitor	\$1,395.00		
			<b>Total this claim =</b>		<b>\$20,942.39</b>		
0	2	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$195.00	1/4/2012	P/R ENDING 12/31/11
				<b>Total this claim =</b>			
0	1	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,602.09	1/4/2012	P/R ENDING 12/31/11
			FICA	Payroll Deductions	\$879.56		
			Federal Taxes Withheld	Payroll Deductions	\$2,374.03		
			Medicare	Payroll Deductions	\$303.66		
			<b>Total this claim =</b>		<b>\$5,159.34</b>		
27374	4	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$47.87	1/4/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$11.16		
			<b>Total this claim =</b>		<b>\$59.03</b>		
27375	6	CARDMEMBER SERVICE	Operating Fund	Professional Meetings	\$31.52	1/4/2012	As per attached invoices.
				<b>Total this claim =</b>			
27376	5	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$227.26	1/4/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>			
27377	7	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,339.71	1/4/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>			
27378	3	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$300.00	1/4/2012	P/R ENDING 12/31/11
				<b>Total this claim =</b>			
27379	8	TOWN OF FRANKTON	Operating Fund	Electricity	\$383.94	1/4/2012	SERVICE FOR FRANKTON
			Operating Fund	Water	\$15.00		
			Operating Fund	Waste Disposal Services	\$19.35		
			<b>Total this claim =</b>		<b>\$418.29</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27380	10	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$2,270.04	1/9/2012	As per attached invoices.
			Operating Fund	Elwood Childrens	\$873.20		
			Operating Fund	Elwood YA	\$382.40		
			Operating Fund	Frankton	\$1,109.14		
			Operating Fund	Summitville	\$959.83		
			Gift	Frankton	\$421.60		
				<b>Total this claim =</b>	<u>\$6,016.21</u>		
27381	11	BANC OF AMERICA LEASING	Operating Fund	Equipment/Rental	\$366.00	1/9/2012	QUARTERLY LEASE KONICA MINOLTA COPIER - ELWOOD
				<b>Total this claim =</b>	<u>\$366.00</u>		
27382	12	BARBARA SNIPES	Operating Fund	Traveling Expense	\$106.56	1/9/2012	MILEAGE
				<b>Total this claim =</b>	<u>\$106.56</u>		
27383	13	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$90.00	1/9/2012	SERVICE AT FRANKTON
				<b>Total this claim =</b>	<u>\$90.00</u>		
27384	14	BRISTOL-WASHINGTON TWP	Operating Fund	Other	\$6.99	1/9/2012	LOST INTER LIBRARY LOAN BOOK
				<b>Total this claim =</b>	<u>\$6.99</u>		
27385	15	CHESTER INFORMATION TEC	Operating Fund	Professional Services	\$975.00	1/9/2012	SYSTEMS ENGINEER
				<b>Total this claim =</b>	<u>\$975.00</u>		
27386	16	CINTAS CORPORATION G65	Operating Fund	Cleaning & Sanitation Supplies	\$107.64	1/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$107.64</u>		
27387	17	ELWOOD CALL LEADER	Operating Fund	Elwood Period. & News.	\$116.00	1/9/2012	ONE YEAR SUBSCRIPTION - ELWOOD
				<b>Total this claim =</b>	<u>\$116.00</u>		
27388	18	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$275.00	1/9/2012	QUARTERLY SPRINKLER INSPECTION & RE-PROGRAM DIALER
				<b>Total this claim =</b>	<u>\$275.00</u>		
27389	19	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,285.75	1/9/2012	INTERNET ACCESS
				<b>Total this claim =</b>	<u>\$1,285.75</u>		
27390	20	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$84.42	1/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$84.42</u>		
27391	21	FRONTIER	Operating Fund	Telephone & Telegraph	\$271.38	1/9/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$271.38</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27392	22	GLORY-JUNE GREIFF	Operating Fund	Elwood Adult	\$40.95	1/9/2012	PEOPLE, PARKS AND PERCEPTION, REMEBRANCE, FAITH AND FANCY
				<b>Total this claim =</b>	<u>\$40.95</u>		
27393	23	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$160.00	1/9/2012	LAWN CARE - FRANKTON
				<b>Total this claim =</b>	<u>\$160.00</u>		
27394	24	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$194.16	1/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$194.16</u>		
27395	25	MARSH SUPERMARKET	Gift	Elwood Children's Programming	\$114.65	1/9/2012	As per attached invoices.
			Operating Fund	Elwood Adult Programing	\$23.37		
				<b>Total this claim =</b>	<u>\$138.02</u>		
27396	37	MIDWEST TAPE	Operating Fund	Frankton AV	\$260.88	1/9/2012	As per attached invoices.
			Operating Fund	Elwood AV	\$850.60		
			Operating Fund	Summitville AV	\$502.76		
				<b>Total this claim =</b>	<u>\$1,614.24</u>		
27397	26	ORIENTAL TRADING COMPAN	Operating Fund	Frankton Programing	\$26.49	1/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$26.49</u>		
27398	27	PURCHASE POWER	Operating Fund	Postage & UPS	\$419.99	1/9/2012	POSTAGE FOR METER
				<b>Total this claim =</b>	<u>\$419.99</u>		
27399	28	QUILL CORPORATION	Operating Fund	Office Supplies	\$176.44	1/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$176.44</u>		
27400	29	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$27.08	1/9/2012	As per attached invoices.
			Operating Fund	Office Supplies	\$10.00		
				<b>Total this claim =</b>	<u>\$37.08</u>		
27401	30	RDJ SPECIALTIES, INC.	Operating Fund	Frankton Programing	\$161.41	1/9/2012	PROGRAMMING GIVE AWAY
				<b>Total this claim =</b>	<u>\$161.41</u>		
27402	31	ROBY'S PLUMBING & APPLIAN	Operating Fund	Professional Services	\$143.00	1/9/2012	PLUMBING WORK - FRANKTON
				<b>Total this claim =</b>	<u>\$143.00</u>		
27403	32	STANLEY SECURITY SOLUTIO	Operating Fund	Bldg. & Structure/Maint.	\$73.56	1/9/2012	CORE & KEYS - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$73.56</u>		
27404	33	THOMAS BOUREGY & COMPA	Operating Fund	Elwood Adult	\$83.70	1/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$83.70</u>		
27405	34	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$9.23	1/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$9.23</u>		



Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
27406	35	VAN AUSSDALL & FARRAR	Operating Fund	Office Supplies	\$122.18	1/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$122.18</b>		
27407	36	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$187.73	1/9/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<b>\$187.73</b>		
				<b>Total Amount of Claims</b>	<b>\$41,961.67</b>		

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

Sunday, January 08, 2012

*Daniel A. Prieshoff*  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

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

*Leslie B. Hines*  
*Beverly M. Hines*  
*Mike Robertson*

*Ronald J. Hines*

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/11/1998.

**YEARLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM**

	YTD 2010	YTD 2011	Amount of Change	YTD % OF Change
<b>ELWOOD</b>				
ADULT	35,535	<b>35,536</b>	1	0%
JUVENILE	20,662	<b>21,250</b>	588	3%
Y. A.	3,901	<b>4,163</b>	262	7%
PERIOD.	7,469	<b>6,092</b>	-1377	-18%
AUDIO	1,521	<b>1,501</b>	-20	-1%
VIDEO	55,159	<b>60,450</b>	5,291	10%
DIGITAL MEDIA	0	<b>395</b>	395	100%
<b>TOTAL</b>	<b>124,247</b>	<b>129,387</b>	5,140	4%
<b>FRANKTON</b>				
ADULT	12,124	<b>12,026</b>	-98	-1%
JUVENILE	7,044	<b>9,164</b>	2120	30%
Y. A.	1,775	<b>2,230</b>	455	26%
PERIOD.	3,106	<b>3,064</b>	-42	-1%
AUDIO	404	<b>446</b>	42	10%
VIDEO	17,215	<b>18,627</b>	1412	8%
DIGITAL MEDIA	0	<b>202</b>	202	100%
<b>TOTAL</b>	<b>41,668</b>	<b>45,759</b>	4,091	10%
<b>HAZELBAKER</b>				
ADULT	8,681	<b>7,955</b>	-726	-8%
JUVENILE	4,402	<b>4,800</b>	398	9%
Y. A.	795	<b>864</b>	69	9%
PERIOD.	1,185	<b>1,498</b>	313	26%
AUDIO	302	<b>187</b>	-115	-38%
VIDEO	11,560	<b>12,270</b>	710	6%
DIGITAL MEDIA	0	<b>197</b>	197	100%
<b>TOTAL</b>	<b>26,925</b>	<b>27,771</b>	846	3%
<b>SYSTEM</b>				
ADULT	56,340	<b>55,517</b>	-823	-1%
JUVENILE	32,108	<b>35,214</b>	3,106	10%
Y. A.	6,471	<b>7,257</b>	786	12%
PERIOD.	11,760	<b>10,654</b>	-1106	-9%
AUDIO	2,227	<b>2,134</b>	-93	-4%
VIDEO	83,934	<b>91,347</b>	7,413	9%
DIGITAL MEDIA	0	<b>794</b>	794	100%
<b>TOTAL</b>	<b>192,840</b>	<b>202,917</b>	10,077	5%

	Elwood	Frankton	Hazelbaker
<b>TRAFFIC</b>	107,121	24,483	20,117
<b>REF.</b>	261	442	347
<b>ASSIST.</b>	14,891	3,191	2,426
<b>COMP./WIRE</b>	22,135/574	5,197/288	6,047/67
<b>PROG. A.</b>	25/635	31/431	40/602
<b>J.</b>	210\1,781	61/659	59/564

**TECH SERVICES PROCESSED 24,911 ITEMS.**

Prepared by Trisha Shuler

**MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM**

	DEC 2010	DEC 2011	Amount of Change	% OF Change	YTD 2010	YTD 2011	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	2,553	<b>2,559</b>	6	0%	35,535	<b>35,536</b>	1	0%
JUVENILE	1,423	<b>1,647</b>	224	16%	20,662	<b>21,250</b>	588	3%
Y. A.	248	<b>306</b>	58	23%	3,901	<b>4,163</b>	262	7%
PERIOD.	459	<b>414</b>	-45	-10%	7,469	<b>6,092</b>	-1377	-18%
AUDIO	101	<b>132</b>	31	31%	1,521	<b>1,501</b>	-20	-1%
VIDEO	4,926	<b>5,101</b>	175	4%	55,159	<b>60,450</b>	5,291	10%
DIGITAL MEDIA	0	<b>130</b>	130	100%	0	<b>395</b>	395	100%
<b>TOTAL</b>	<b>9,710</b>	<b>10,289</b>	<b>579</b>	<b>6%</b>	<b>124,247</b>	<b>129,387</b>	<b>5,140</b>	<b>4%</b>

<b>FRANKTON</b>								
ADULT	989	<b>1,076</b>	87	9%	12,124	<b>12,026</b>	-98	-1%
JUVENILE	415	<b>625</b>	210	51%	7,044	<b>9,164</b>	2120	30%
Y. A.	118	<b>108</b>	-10	-8%	1,775	<b>2,230</b>	455	26%
PERIOD.	169	<b>322</b>	153	91%	3,106	<b>3,064</b>	-42	-1%
AUDIO	34	<b>35</b>	1	3%	404	<b>446</b>	42	10%
VIDEO	1,296	<b>1,440</b>	144	11%	17,215	<b>18,627</b>	1412	8%
DIGITAL MEDIA	0	<b>66</b>	66	100%	0	<b>202</b>	202	100%
<b>TOTAL</b>	<b>3,021</b>	<b>3,672</b>	<b>651</b>	<b>22%</b>	<b>41,668</b>	<b>45,759</b>	<b>4,091</b>	<b>10%</b>

<b>HAZELBAKER</b>								
ADULT	551	<b>638</b>	87	16%	8,681	<b>7,955</b>	-726	-8%
JUVENILE	219	<b>295</b>	76	35%	4,402	<b>4,800</b>	398	9%
Y. A.	50	<b>56</b>	6	12%	795	<b>864</b>	69	9%
PERIOD.	75	<b>154</b>	79	105%	1,185	<b>1,498</b>	313	26%
AUDIO	33	<b>12</b>	-21	-64%	302	<b>187</b>	-115	-38%
VIDEO	1,060	<b>795</b>	-265	-25%	11,560	<b>12,270</b>	710	6%
DIGITAL MEDIA	0	<b>65</b>	65	100%	0	<b>197</b>	197	100%
<b>TOTAL</b>	<b>1,988</b>	<b>2,015</b>	<b>27</b>	<b>1%</b>	<b>26,925</b>	<b>27,771</b>	<b>846</b>	<b>3%</b>

<b>SYSTEM</b>								
ADULT	4,093	<b>4,273</b>	180	4%	56,340	<b>55,517</b>	-823	-1%
JUVENILE	2,057	<b>2,567</b>	510	25%	32,108	<b>35,214</b>	3,106	10%
Y. A.	416	<b>470</b>	54	13%	6,471	<b>7,257</b>	786	12%
PERIOD.	703	<b>890</b>	187	27%	11,760	<b>10,654</b>	-1106	-9%
AUDIO	168	<b>179</b>	11	7%	2,227	<b>2,134</b>	-93	-4%
VIDEO	7,282	<b>7,336</b>	54	1%	83,934	<b>91,347</b>	7,413	9%
DIGITAL MEDIA	0	<b>261</b>	261	100%	0	<b>794</b>	794	100%
<b>TOTAL</b>	<b>14,719</b>	<b>15,976</b>	<b>1257</b>	<b>9%</b>	<b>192,840</b>	<b>202,917</b>	<b>10,077</b>	<b>5%</b>

	ELWOOD	FRANKTON	HAZELBAKER	
TRAFFIC	8,358	2,083	1,058	
REF.	3	29	22	
ASSIST.	1,154	235	103	TECH SERVICES PROCESSED 1050 ITEMS.
COMP./WIRE	1,521	315	387	
PROG. A.	2/225	2/26	2/31	
J.	16/93	6/76	5/27	



## 2011 Financial Report

---

Bank	Beginning Balance	Ending Balance	Type of Account
Star Financial	\$ 527,730.04	\$ 622,061.04	Regular Checking
Star Financial (2)	\$ 62,180.84	\$ 62,228.04	Money Market Checking
First Farmers Bank	\$ 16,597.17	\$ 39,262.39	Personal Investor Checking
PNC Bank	\$ 152,905.05	\$ 153,437.99	Business Now Account
Petty Cash	\$ 265.00	\$ 265.00	
<b>Total</b>	<b>\$ 759,678.10</b>	<b>\$ 877,254.46</b>	

Agenda

February 13, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

New Business

1. Working Budget 2012
2. Transfer to Rainy Day
3. LSTA Grant
4. Interlibrary Loan Policy

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Regular Meeting  
February 13, 2012  
5:00pm

CALL TO ORDER

President Mike Robertson called a regular meeting of the North Madison County Public Library Board of Trustees to order on February 13, 2012 at 5:00pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

MINUTES

Kevin Sipe made a motion to approve the minutes from the January 9, 2012 regular meeting and the January 9, 2012 Board of Finance meeting. Wayne Davidson made a second and the motion carried.

CLAIMS REGISTER & CHECKS

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

OLD BUSINESS

No old business was brought forward.

NEW BUSINESS

Working Budget 2012

The total 2012 working budget is \$1,035,479. At the start of the year the operating fund had a balance of \$781,689. If you take the 2012 working budget and divide it by twelve months it gives you approximately \$91,000 a month to spend. At this rate of spending, there should be enough in the operating budget to spend four months past the anticipated June tax draw.

Transfer to Rainy Day Fund

A resolution was read and a motion was made by Kevin Sipe to transfer \$50,000 from the Operating Fund into the Rainy Day Fund. Wayne Davidson made a second and the motion carried.

LSTA Grant

It was reported that the library has applied for a LSTA grant. If the grant is received the library will work in conjunction with the schools and compile a list of E-books to purchase. The schools have already purchased the E-readers.

Interlibrary Loan Policy

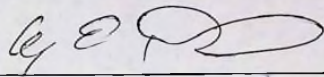
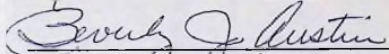
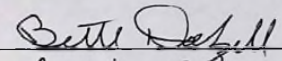
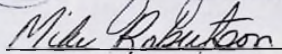
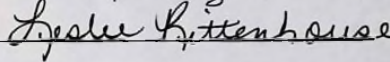
Beverly Austin made a motion to approve the Interlibrary Loan Policy as presented. Leslie Rittenhouse made a second and the motion carried.

DIRECTOR'S REPORT

The library system checked out more than 200,000 items in 2011 breaking a record that was set back in 2003. The installation of a new security camera system lead to the arrest of a patron who stole a jacket with prescription drugs in the pocket. Three Nooks, three Kindle Fires and two Kindle readers have been purchased using gift fund money. The staff is encouraged to check out the new reading devices so they can better serve patrons when they ask for assistance. The director will be on vacation the rest of the week.

Public comment was sought, none was forthcoming.

With no objections the meeting was adjourned.

	Kevin Sipe, Secretary
	
	



## Register Of Claims

### North Madison County Public Library System

Report Date: From 1/10/2012 To 2/13/2012

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	49	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	2/1/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$16,829.17		
			Operating Fund	Wages of Janitor	\$1,390.87		
				<b>Total this claim =</b>	<u>\$20,175.00</u>		
0	39	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,594.02	1/18/2012	P/R ENDING 1/14/11
			FICA	Payroll Deductions	\$875.16		
			Federal Taxes Withheld	Payroll Deductions	\$2,363.67		
			Medicare	Payroll Deductions	\$302.12		
				<b>Total this claim =</b>	<u>\$5,134.97</u>		
0	41	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$195.00	1/18/2012	P/R ENDING 1/14/12
				<b>Total this claim =</b>	<u>\$195.00</u>		
0	38	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	1/18/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$17,445.21		
			Operating Fund	Wages of Janitor	\$1,436.87		
				<b>Total this claim =</b>	<u>\$20,837.04</u>		
0	51	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$195.00	2/1/2012	P/R ENDING 1/28/2012
				<b>Total this claim =</b>	<u>\$195.00</u>		
0	50	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,543.35	2/1/2012	P/R ENDING 1/28/2012
			FICA	Payroll Deductions	\$847.32		
			Federal Taxes Withheld	Payroll Deductions	\$2,219.93		
			Medicare	Payroll Deductions	\$292.50		
				<b>Total this claim =</b>	<u>\$4,903.10</u>		
27408	45	AT&T	Operating Fund	Telephone & Telegraph	\$114.85	1/18/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$114.85</u>		
27409	46	AVC TECHNOLOGY	Operating Fund	Professional Services	\$375.00	1/18/2012	SERVICE CONTRACT JAN - MARCH
				<b>Total this claim =</b>	<u>\$375.00</u>		
27410	40	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,531.53	1/18/2012	PAYROLL DEDUCTIONS FOR
			County Taxes Withheld	Payroll Deductions	\$688.69		JANUARY 2012
				<b>Total this claim =</b>	<u>\$2,230.22</u>		
27411	44	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	\$220.00	1/18/2012	CHILD SUPPORT -
				<b>Total this claim =</b>	<u>\$220.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27412	47	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$53.89	1/18/2012	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<b>\$65.39</b>		
27413	43	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$300.00	1/18/2012	P/R ENDING 1/14/12
				<b>Total this claim =</b>	<b>\$300.00</b>		
27414	42	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$638.94	1/18/2012	HEALTH INSURANCE 2/1/12-3/1/12
			Operating Fund	Emp Cont Group Ins	\$6,779.73		
				<b>Total this claim =</b>	<b>\$7,418.67</b>		
27415	48	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$681.21	1/18/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<b>\$681.21</b>		
27416	53	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$18.53	2/1/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$39.71		
				<b>Total this claim =</b>	<b>\$58.24</b>		
27417	61	BEVERLY AUSTIN	Operating Fund	Salary of Board Treasurer	\$300.00	2/1/2012	2011 TREASURER COMPENSATION
				<b>Total this claim =</b>	<b>\$300.00</b>		
27418	54	BURNETTE - DELLINGER INC.	Operating Fund	Insurance	\$3,095.00	2/1/2012	OFFICIAL BONDS & WORKERS COMPENSATION
				<b>Total this claim =</b>	<b>\$3,095.00</b>		
27419	55	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$215.34	2/1/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<b>\$215.34</b>		
27420	57	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,251.77	2/1/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Electricity	\$381.56		
				<b>Total this claim =</b>	<b>\$1,633.33</b>		
27421	56	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	\$220.00	2/1/2012	CHILD SUPPORT
				<b>Total this claim =</b>	<b>\$220.00</b>		
27422	58	INDIANA STATE LIBRARY	PLAC	Other	\$200.00	2/1/2012	4TH QUARTER 2011 PLAC
				<b>Total this claim =</b>	<b>\$200.00</b>		
27423	52	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$300.00	2/1/2012	P/R ENDING 1/28/2012
				<b>Total this claim =</b>	<b>\$300.00</b>		
27424	59	POSTMASTER	Operating Fund	Postage & UPS	\$90.00	2/1/2012	STAMPS FOR SUMMITVILLE
				<b>Total this claim =</b>	<b>\$90.00</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27425	62	TOWN OF FRANKTON	Operating Fund	Electricity	\$448.85	2/1/2012	SERVICE FOR FRANKTON
			Operating Fund	Water	\$15.00		
			Operating Fund	Waste Disposal Services	\$18.59		
				<b>Total this claim =</b>	<b>\$482.44</b>		
27426	63	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$237.55	2/1/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<b>\$237.55</b>		
27427	64	1ST CHOICE LOCKSMITH	Operating Fund	Professional Services	\$125.00	2/13/2012	REPAIRS AT SUMMITVILLE
				<b>Total this claim =</b>	<b>\$125.00</b>		
27428	82	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$3,388.09	2/13/2012	As per attached invoices.
			Operating Fund	Elwood Childrens	\$876.29		
			Operating Fund	Elwood YA	\$295.98		
			Operating Fund	Frankton	\$1,157.98		
			Operating Fund	Summitville	\$1,140.19		
				<b>Total this claim =</b>	<b>\$6,858.53</b>		
27429	66	BARBARA MCADAMS	Operating Fund	Frankton Programing	\$47.91	2/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$47.91</b>		
27430	65	BRODART COMPANY	Operating Fund	Summitville Programing	\$120.94	2/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$120.94</b>		
27431	67	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$21.18	2/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$21.18</b>		
27432	68	CINTAS CORPORATION G65	Operating Fund	Cleaning & Sanitation Supplies	\$107.64	2/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$107.64</b>		
27433	69	CLINT TRICE	Operating Fund	Traveling Expense	\$116.80	2/13/2012	MILEAGE
				<b>Total this claim =</b>	<b>\$116.80</b>		
27434	70	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$340.00	2/13/2012	SNOW REMOVAL - FRANKTON
				<b>Total this claim =</b>	<b>\$340.00</b>		
27435	71	DISCOUNT PAPER PRODUCT	Operating Fund	Office Supplies	\$102.88	2/13/2012	3" ADD ROLLS
				<b>Total this claim =</b>	<b>\$102.88</b>		
27436	72	ELITE CONSTRUCTION	Operating Fund	Professional Services	\$190.00	2/13/2012	SNOW REMOVAL - ELWOOD
				<b>Total this claim =</b>	<b>\$190.00</b>		
27437	73	ELWOOD CHAMBER OF COM	Operating Fund	Dues	\$72.60	2/13/2012	DUES & BANNER RENEWAL
			Operating Fund	Elwood Adult Programing	\$100.00		
				<b>Total this claim =</b>	<b>\$172.60</b>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27438	74	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$35.00	2/13/2012	FIRE EXTINGUISHER SERVICE ELWOOD & SUMMITVILLE
			Operating Fund	Professional Services	\$54.45		
				<b>Total this claim =</b>	<u>\$89.45</u>		
27439	75	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,470.75	2/13/2012	INTERNET ACCESS
				<b>Total this claim =</b>	<u>\$1,470.75</u>		
27440	76	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$42.21	2/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$42.21</u>		
27441	77	FRONTIER	Operating Fund	Telephone & Telegraph	\$282.29	2/13/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$282.29</u>		
27442	78	GLOBAL GOV'T/ED SOLUTION	Operating Fund	Technology Equipment	\$1,202.79	2/13/2012	As per attached invoices.
			Gift	Technology Equipment	\$439.31		
				<b>Total this claim =</b>	<u>\$1,642.10</u>		
27443	79	HIGHSMITH CO.,INC.	Operating Fund	Operating Supplies	\$38.00	2/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$38.00</u>		
27444	80	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$175.75	2/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$175.75</u>		
27445	97	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$56.82	2/13/2012	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<u>\$68.32</u>		
27446	81	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$72.00	2/13/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$72.00</u>		
27447	83	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$30.10	2/13/2012	As per attached invoices.
			Operating Fund	Elwood Adult Programing	\$23.45		
				<b>Total this claim =</b>	<u>\$53.55</u>		
27448	84	MARY HENDRICK	Operating Fund	Operating Supplies	\$8.97	2/13/2012	PETTY CASH REIMBURSEMENT
			Operating Fund	Fuel, Oil and Lubricants	\$15.00		
			Operating Fund	Postage & UPS	\$16.55		
				<b>Total this claim =</b>	<u>\$40.52</u>		
27449	85	MIDWEST COLLABORATIVE F	Operating Fund	Technology Software	\$1,376.00	2/13/2012	ANCESTRY LIBRARY EDITION
				<b>Total this claim =</b>	<u>\$1,376.00</u>		
27450	86	MIDWEST TAPE	Operating Fund	Frankton AV	\$478.78	2/13/2012	As per attached invoices.
			Operating Fund	Elwood AV	\$1,815.20		
			Operating Fund	Summitville AV	\$444.80		
				<b>Total this claim =</b>	<u>\$2,738.78</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27451	87	MOVIE LICENSING USA	Operating Fund	Elwood Adult Programing	\$120.00	2/13/2012	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$120.00		
			Operating Fund	Frankton Programing	\$120.00		
			Operating Fund	Summitville Programing	\$120.00		
				<b>Total this claim =</b>	<b>\$480.00</b>		
27452	88	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$103.46	2/13/2012	As per attached invoices.
			Operating Fund	Frankton Programing	\$116.50		
				<b>Total this claim =</b>	<b>\$219.96</b>		
27453	98	OVERDRIVE	Operating Fund	Elwood AV	\$121.85	2/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$121.85</b>		
27454	89	QUILL CORPORATION	Operating Fund	Office Supplies	\$610.46	2/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$610.46</b>		
27455	90	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$78.79	2/13/2012	As per attached invoices.
			Operating Fund	Office Supplies	\$14.97		
			Operating Fund	Office Supplies	\$10.18		
				<b>Total this claim =</b>	<b>\$103.94</b>		
27456	91	SPECIALTY STORE SERVICES	Operating Fund	Book Processing	\$646.55	2/13/2012	DVD CASES
				<b>Total this claim =</b>	<b>\$646.55</b>		
27457	93	TECHSOUP GLOBAL	Operating Fund	Techology Software	\$1,677.00	2/13/2012	SOFTWARE
				<b>Total this claim =</b>	<b>\$1,677.00</b>		
27458	92	TOPS HOME CENTER	Operating Fund	Elwood Children's Programing	\$28.50	2/13/2012	As per attached invoices.
			Operating Fund	Operating Supplies	\$39.43		
				<b>Total this claim =</b>	<b>\$67.93</b>		
27459	94	VALENTINE ELECTRONICS	Operating Fund	Technology Equipment	\$19.98	2/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$19.98</b>		
27460	95	VAN AUSDALL & FARRAR	Operating Fund	Office Supplies	\$145.56	2/13/2012	KONICA MINOLTA COPIER COUNT
				<b>Total this claim =</b>	<b>\$145.56</b>		
27461	96	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$156.69	2/13/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<b>\$156.69</b>		

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

**Total Amount of Claims      \$90,220.47**

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

Thursday, February 09, 2012

\_\_\_\_\_  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

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

<u>Dan Priorkhoff</u>	<u>Mike Robertson</u>	_____
<u>Leslie Battenhouse</u>	<u>Wayne G</u>	_____
<u>Beverly J. Austin</u>	<u>Kerian Nippel</u>	_____

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/11/1998.



Operating Fund	2012 (Pub)	2012 (Working)	Year-to-Date Disburse.	% Used Of Working Budget	Difference (Published and Working)
<b>1. Personal Services</b>					
<b>Salaries and Wages</b>					
Librarian/Director	52,339	51,000	3,909.92	8%	1,339
Salary of Assistants	499,861	440,000	35,037.64	8%	59,861
Wages of Janitor	38,231	38,231	2,831.87	7%	-
<b>Employee Benefits</b>					
Employee Benefits -Unemployment Comp.	1,750	1,750	-	0%	-
Employer's FICA & Medicare	47,000	40,000	3,196.11	8%	7,000
Emp. Cont. PERF	40,000	38,000	-	0%	2,000
Emp. Cont. Group Ins.	85,000	80,000	6,779.73	8%	5,000
Salary of Board Treasurer	300	300	-	0%	-
<b>Total Personal Services</b>	<b>764,481</b>	<b>689,281</b>	<b>51,755.27</b>	<b>8%</b>	<b>75,200</b>
<b>2. Supplies</b>					
Office Supplies	12,000	10,000	335.70	3%	2,000
Stationary & Supplies	500	100	-	0%	400
Operating Supplies	8,500	6,500	203.39	3%	2,000
Cleaning & Sanitation Supplies	3,500	3,000	192.06	6%	500
Fuel, Oil, and Lubricants	150	150	-	0%	-
Bldg. Matl. And Supplies	250	50	-	0%	200
Paint and Painting Supplies	250	50	-	0%	200
Repair Parts/Maintenance	1,000	750	-	0%	250
Other Repair & Maintenance Supplies	250	100	-	0%	150
Book Processing	4,500	4,500	-	0%	-
Automation	19,500	15,500	-	0%	4,000
Official Record	1,000	700	-	0%	300
<b>Total Supplies</b>	<b>51,400</b>	<b>41,400</b>	<b>731.15</b>	<b>2%</b>	<b>10,000</b>
<b>3. Other Services &amp; Charges</b>					
Professional Services	35,000	35,000	2,018.00	6%	-
Consulting Services	1,000	500	-	0%	500
Legal Services	2,000	500	-	0%	1,500
Engineering & Architects	100	50	-	0%	50
Telephone & Telegraph	33,649	9,000	445.26	5%	24,649
Postage & UPS	3,700	3,000	419.99	14%	700
Traveling Expense	3,000	2,000	106.56	5%	1,000
Professional Meetings	1,500	1,500	31.52	2%	-
Elwood Children's Programming	4,000	4,000	-	0%	-
Elwood Adult Programming	1,900	1,900	23.37	1%	-
Frankton Programming	3,000	3,000	187.90	6%	-
Summitville Programming	1,900	1,900	-	0%	-
Title Source (Baker & Taylor)	3,100	2,800	-	0%	300
Advertising & Public Notices	4,600	1,500	-	0%	3,100

Operating Fund	2011 (Pub)	2011 (Working)	Year-to-Date Disburse.	% Used Of Working Budget	Difference (Approved and Working)
Insurance	18,000	16,000	-	0%	2,000
Official Bonds	400	400	-	0%	-
Gas (HVAC)	20,000	10,000	868.94	9%	10,000
Electricity	33,000	33,000	1,723.65	5%	-
Water	4,500	4,000	296.15	7%	500
Waste Disposal Services	1,500	1,000	30.85	3%	500
Bldg. & Structure/Maint.	1,000	500	73.56	15%	500
Equipment/Maint.	4,000	1,000	-	0%	3,000
Equipment/Rental	3,500	3,000	366.00	12%	500
Dues	2,500	2,000	-	0%	500
Taxes	500	500	-	0%	-
Interest on Temporary Loans	500	50	-	0%	450
Transfer to LIRF	10,000	10,000	-	-	-
<b>Total Other Services</b>	<b>197,849</b>	<b>148,100</b>	<b>6,591.75</b>	<b>4%</b>	<b>49,749</b>
<b>4. Capital Outlays</b>					
Land Buildings Improvements	500	50	-	0%	450
Furniture & Equipment	4,000	2,500	-	0%	1,500
Technology Equipment	17,000	16,000	-	0%	1,000
Elwood Adult	33,500	27,720	2,394.69	9%	5,780
Elwood Childrens	13,500	10,920	873.20	8%	2,580
Elwood YA	5,700	4,368	382.40	9%	1,332
Frankton	19,000	15,540	1,109.14	7%	3,460
Summitville	16,000	14,000	959.83	7%	5,000
Elwood Indiana Room	0	-	-	-	16,000
Elwood Period. & News.	4,500	4,200	116.00	3%	300
Frankton Per. & Newsp.	2,800	2,000	-	0%	800
Summitville Period. & Newsp.	1,700	1,600	-	0%	100
Elwood AV	24,900	24,900	850.60	3%	-
Frankton AV	14,400	14,400	260.88	2%	-
Hazelbaker AV	10,000	10,000	502.76	5%	-
Technology Software	8,500	8,500	-	0%	-
<b>Total Capital Outlays</b>	<b>176,000</b>	<b>156,698</b>	<b>7,449.50</b>	<b>5%</b>	<b>19,302</b>
2010 Encumbrances					-
<b>Operating Fund</b>	<b>1,189,730</b>	<b>1,035,479</b>	<b>66,527.67</b>	<b>6%</b>	<b>154,251</b>



**Resolution to Transfer Funds to the Rainy Day Fund**

**WHEREAS**, the Board of Trustees of the North Madison County Public Library find that the purposes of these funds in the operating fund have been fulfilled; and,

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

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the North Madison County Public Library do hereby transfer \$50,000 from the Operating Fund to the Rainy day Fund for the purpose(s) of future necessary expenditures as needed. This fund shall be subject to the same appropriation process as other funds that receive tax money.

**DULY ADOPTED** by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 13<sup>th</sup> day of February, 2012, at which meeting a quorum was present.

NAY

AYE

*Wayne E. Doolan*  
*Beverly J. Austin*  
*Lynette Pittenhouse*  
*Dan Prieshoff*  
*Mike Roberts*

ATTEST:

*Kevin Spivey*  
~~Michael D. [unclear]~~ Secretary North Madison County Public Library

*Kevin Spivey*



Interlibrary Loan Policy

Borrowing Policy

Card holders of the North Madison County Public Library System are encouraged to request materials that are not available through the library's regular collection. When a patron requests an item not found in our collection, the library staff, when time allows, will perform a search for the item. This service is free of charge if the item is found at a library within the state of Indiana. If the item is found at an out-of-state library, the library staff will only request the item if the patron has agreed to pay the postage.

1. Current library policies concerning checking out in-house materials will also apply to materials loaned from lending libraries.
2. The library reserves the right to limit the number of active interlibrary loan requests per patron.
3. Interlibrary loan requests will be borrowed for two weeks and will not be renewed.
4. This service is dependent upon several factors; therefore, there is no guarantee of when the item will arrive.
5. Patrons will be notified via phone when the item arrives.
6. After notification, the item will be held for one week.
7. If the item is not collected within that time frame, the item will be sent back to the lending library.
8. Any fees or fines received from the lending library will be passed onto the borrowing patron.
9. Failure to return an item will result in replacement cost and any additional fees assessed by the lending library to be added to the borrowing patron's account.
10. Abuse of the library's interlibrary loan service will result in loss of interlibrary loan privileges which includes not returning items by the two week due date on a regular basis.
11. Postage on out-of-state request must be paid for by the patron before material will be checked out.

Lending Policy

The North Madison County Public Library will loan circulating materials, exclusions listed below, to Indiana libraries that are a part of the TLC (The Library Corporation) User's Group.

Items that will not be lent:

- DVDs
- Audiobooks
- Periodicals
- Items not available for check out (Reference and Indiana Room material)
- Items purchased within the last 6 months

The library reserves the right to make judgments on a case by case basis. The library will honor North Madison County Public Library System patron request first. Interlibrary Loan requests will be given secondary consideration. Most materials will be loaned free of charge.



MODE = MEMORY TRANSMISSION START=FEB-09 14:39 END=FEB-09 14:39  
 FILE NO. =888

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:13

-ELWOOD LIBRARY -  
 \*\*\*\*\* -17655520955 - \*\*\*\*\* 1765552001- \*\*\*\*\*

Agenda

February 13, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
  1. Working Budget 2012
  2. Transfer to Rainy Day
  3. LSTA Grant
  4. Interlibrary Loan Policy
- Director's Report
- Public Comment
- Adjournment

Please Publish  
 on Friday (2/10), or  
 Saturday (2/11) and  
 again on Monday  
 (2/13)  
 Thank you.  
 Jamie

MODE = MEMORY TRANSMISSION START=FEB-09 14:38 END=FEB-09 14:39  
 FILE NO. =887

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:14

-ELWOOD LIBRARY -  
 \*\*\*\*\* -17655520955 - \*\*\*\*\* 1765552001- \*\*\*\*\*

Agenda

February 13, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
  1. Working Budget 2012
  2. Transfer to Rainy Day
  3. LSTA Grant
  4. Interlibrary Loan Policy
- Director's Report
- Public Comment
- Adjournment

Please Publish  
 on Friday (2/10), or  
 Saturday (2/11) and  
 again on Monday  
 (2/13)  
 Thank you.  
 Jamie



MODE = MEMORY TRANSMISSION START=FEB-09 14:42 END=FEB-09 14:43

FILE NO.=890

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<02>	SUMMITVILLE	001/001	00:00:14

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

### Agenda

February 13, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
  1. Working Budget 2012
  2. Transfer to Rainy Day
  3. LSTA Grant
  4. Interlibrary Loan Policy
- Director's Report
- Public Comment
- Adjournment

MODE = MEMORY TRANSMISSION START=FEB-09 14:41 END=FEB-09 14:42

FILE NO.=889

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<01>	FRANKTON	001/001	00:00:20

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

### Agenda

February 13, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
  1. Working Budget 2012
  2. Transfer to Rainy Day
  3. LSTA Grant
  4. Interlibrary Loan Policy
- Director's Report
- Public Comment
- Adjournment

## Agenda

March 12, 2012

### North Madison County Public Library System Board of Trustees

#### Frankton Community Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. 2012 Working Budget

New Business

1. INPRS Authorized Agent
2. Additional Shelving – Frankton
3. April Board Meeting

Director's Report

Public Comment

Adjournment

### NORTH MADISON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

March 12, 2012

5:00pm

Frankton Community Library

#### CALL TO ORDER

President Mike Robertson called a regular meeting of the North Madison County Public Library Board of Trustees to order on March 12, 2012 at 5:00pm in the meeting room of the Frankton Community Library.

#### CALL FOR QUORUM

Members present were Mike Robertson, Bette Dalzell, Beverly Austin, Leslie Rittenhouse and Wayne Davidson. Also in attendance were Director Jamie Scott, Administrative Assistant Diana Shepard and Branch Manager Barbara McAdams.

#### MINUTES

The minutes from the February 13, 2012 regular meeting were approved after a motion was made by Beverly Austin and seconded by Bette Dalzell.

#### CLAIMS REGISTER & CHECKS

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

#### OLD BUSINESS

##### 2012 Working Budget

At the end of February, sixteen percent of the working budget has been spent.

#### NEW BUSINESS

##### INPRS Authorized Agent

Leslie Rittenhouse made a motion approving Diana Shepard as the INPRS authorized agent to perform necessary duties as needed for the NMCPLS. Beverly Austin made a second and the motion carried.

##### Additional Shelving – Frankton

Permission was sought that would allow FLAG to purchase additional shelving for Frankton. A quote has been received from Keith Baldwin in the amount of \$625. Beverly Austin made a motion approving FLAG to purchase the additional shelving. Wayne Davidson made a second and the motion carried.

##### April Board Meeting

The Director asked that the April board meeting be moved to a different date because of a scheduling conflict. Beverly Austin made a motion that the April 2012 regular board meeting be held on April 16 instead of the second Monday of the month. Leslie Rittenhouse made a second and the motion carried.







## Register Of Claims

North Madison County Public Library System

Report Date: From: 2/14/2012 To 3/12/2012

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	133	GLOBAL GOV'TED SOLUTION	Gift	Technology Equipment	(\$439.31)	3/12/2012	CHANGE OF FUND-VOUCHER # 78 CHECK # 27442
			Fnk Bldg Project Gift	Technology Equipment	\$439.31		
				<b>Total this claim =</b>	<b>\$0.00</b>		
0	100	EFTPS	Operating Fund	Empl.Share FICAS&Medicare	\$1,500.85	2/15/2012	P/R ENDING 2/11/12
			FICA	Payroll Deductions	\$823.99		
			Federal Taxes Withheld	Payroll Deductions	\$2,169.25		
			Medicare	Payroll Deductions	\$284.47		
				<b>Total this claim =</b>	<b>\$4,778.56</b>		
0	101	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$195.00	2/15/2012	P/R ENDING 2/11/12
				<b>Total this claim =</b>	<b>\$195.00</b>		
0	114	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$195.00	2/29/2012	P/R ENDING 2/25/2012
				<b>Total this claim =</b>	<b>\$195.00</b>		
0	99	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	2/15/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$16,227.25		
			Operating Fund	Wages of Janitor	\$1,436.87		
				<b>Total this claim =</b>	<b>\$19,619.08</b>		
0	113	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,503.69	2/20/2012	P/R ENDING 2/24/2012
			FICA	Payroll Deductions	\$825.56		
			Federal Taxes Withheld	Payroll Deductions	\$2,165.00		
			Medicare	Payroll Deductions	\$205.00		
				<b>Total this claim =</b>	<b>\$4,770.25</b>		
0	111	OVERDRIVE, INC	Operating Fund	Elwood AV	(\$121.85)	2/15/2012	REVERSE VOUCHER # 00 CHECK # 27453
				<b>Total this claim =</b>	<b>(\$121.85)</b>		
0	112	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	2/20/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$16,215.70		
			Operating Fund	Wages of Janitor	\$1,485.61		
				<b>Total this claim =</b>	<b>\$19,656.36</b>		
27462	105	AT&T	Operating Fund	Telephone & Telegraph	\$114.77	2/15/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<b>\$114.77</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27463	106	BWI	Operating Fund	Elwood AV	\$329.81	2/15/2012	JUVENILE E-BOOK ACCOUNT
			Operating Fund	Frankton AV	\$329.80		
			Operating Fund	Summitville AV	\$329.80		
				<b>Total this claim =</b>	<u>\$989.41</u>		
27464	107	C&S NETWORKING	Rainy Day Fund	Technology Equipment	\$4,569.60	2/15/2012	DIGITAL VIDEO RECORDING SYSTEM
				<b>Total this claim =</b>	<u>\$4,569.60</u>		
27465	108	CHESTER INFORMATION TEC	Operating Fund	Professional Services	\$550.00	2/15/2012	SYSTEM ENGINEER
				<b>Total this claim =</b>	<u>\$550.00</u>		
27466	104	INDIANA DEPT OF WORKFOR	Operating Fund	Employee Benefits	\$13.48	2/15/2012	CLAIM - REGINA HRABIK
				<b>Total this claim =</b>	<u>\$13.48</u>		
27467	103	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	\$220.00	2/15/2012	CHILD SUPPORT GARNISHMENT
				<b>Total this claim =</b>	<u>\$220.00</u>		
27468	102	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$300.00	2/15/2012	P/R ENDING 2/1/12
				<b>Total this claim =</b>	<u>\$300.00</u>		
27469	109	MIDDLEBURY COMMUNITY PU	Operating Fund	Dues	\$50.00	2/15/2012	NICCL DUES FOR 2012
				<b>Total this claim =</b>	<u>\$50.00</u>		
27470	110	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Adult Programing	\$176.99	2/15/2012	TOTE BAGS - ELWOOD
				<b>Total this claim =</b>	<u>\$176.99</u>		
27471	119	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$47.11	2/29/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$11.18		
				<b>Total this claim =</b>	<u>\$58.29</u>		
27472	120	AVAYA COMMUNICATION	Operating Fund	Telephone & Telegraph	\$303.84	2/29/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$303.84</u>		
27473	121	CARDMEMBER SERVICE	Gift	Technology Equipment	\$306.63	2/29/2012	E-READERS
			Gift	Technology Equipment	\$306.62		
			Gift	Technology Equipment	\$306.62		
				<b>Total this claim =</b>	<u>\$919.87</u>		
27474	122	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$212.36	2/29/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$212.36</u>		
27475	126	FORT DEARBORN LIFE INSUR	Operating Fund	Emp Cont Group Ins	\$134.55	2/29/2012	LIFE INSURANCE 3/1/12-5/31/12
				<b>Total this claim =</b>	<u>\$134.55</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27476	116	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$2,187.88	2/29/2012	PAYROLL DEDUCTIONS FOR FEBRUARY
			County Taxes Withheld	Payroll Deductions	\$991.72		
				<b>Total this claim =</b>	<u>\$3,179.60</u>		
27477	123	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,367.23	2/29/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Electricity	\$352.29		
				<b>Total this claim =</b>	<u>\$1,719.52</u>		
27478	118	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	\$220.00	2/29/2012	CHILD SUPPORT
				<b>Total this claim =</b>	<u>\$220.00</u>		
27479	115	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$300.00	2/29/2012	P/R ENDING 2/25/2012
				<b>Total this claim =</b>	<u>\$300.00</u>		
27480	117	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$958.41	2/29/2012	HEALTH INSURANCE 3/1/12-4/1/12
			Operating Fund	Emp Cont Group Ins	\$5,733.59		
				<b>Total this claim =</b>	<u>\$6,692.00</u>		
27481	124	TOWN OF FRANKTON	Operating Fund	Electricity	\$351.15	2/29/2012	SERVICE FOR FRANKTON
			Operating Fund	Water	\$15.00		
			Operating Fund	Waste Disposal Services	\$16.38		
				<b>Total this claim =</b>	<u>\$382.53</u>		
27482	125	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$883.40	2/29/2012	SERVICE FOR ELWOOD & FRANKTON
			Operating Fund	Gas	\$229.29		
				<b>Total this claim =</b>	<u>\$1,112.69</u>		
27483	127	POSTMASTER	Operating Fund	Postage & UPS	\$90.00	2/29/2012	STAMPS - FRANKTON
				<b>Total this claim =</b>	<u>\$90.00</u>		
27484	128	ALFRED PATRICK	Operating Fund	Elwood Adult	\$28.00	3/12/2012	SILENT HAWK, JUSTICE BEYOND THE TRAIL'S END
				<b>Total this claim =</b>	<u>\$28.00</u>		
27485	129	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,249.46	3/12/2012	As per attached invoices.
			Operating Fund	Elwood Childrens	\$909.62		
			Operating Fund	Elwood YA	\$351.58		
			Operating Fund	Frankton	\$1,424.80		
			Operating Fund	Summitville	\$598.70		
				<b>Total this claim =</b>	<u>\$4,534.16</u>		
27486	151	BARBARA MCADAMS	Operating Fund	Postage & UPS	\$45.63	3/12/2012	PETTY CASH REIMBURSEMENT
			Operating Fund	Frankton Programing	\$4.00		
				<b>Total this claim =</b>	<u>\$49.63</u>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27487	130	BARBARA SNIPES	Operating Fund	Traveling Expense	\$81.76	3/12/2012	TRAVELING EXPENSE
				<b>Total this claim =</b>	<u>\$81.76</u>		
27488	131	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$270.00	3/12/2012	QUARTERLY BILLING
				<b>Total this claim =</b>	<u>\$270.00</u>		
27489	150	BETH MEHLING	Operating Fund	Postage & UPS	\$19.26	3/12/2012	PETTY CASH REIMBURSEMENT
			Operating Fund	Summitville Programing	\$19.35		
				<b>Total this claim =</b>	<u>\$38.61</u>		
27490	162	BINGHAM, FARRER & WILSON	Operating Fund	Legal Services	\$92.50	3/12/2012	LEGAL SERVICES
				<b>Total this claim =</b>	<u>\$92.50</u>		
27491	134	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$57.28	3/12/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$57.28</u>		
27492	135	CHESTER INFORMATION TEC	Operating Fund	Technology Equipment	\$784.00	3/12/2012	CISCO FIREWALL USERS
			Operating Fund	Professional Services	\$507.50		
				<b>Total this claim =</b>	<u>\$1,291.50</u>		
27493	132	CINTAS CORPORATION G65	Operating Fund	Cleaning & Sanitation Supplies	\$107.64	3/12/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$107.64</u>		
27494	136	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$120.00	3/12/2012	SNOW REMOVAL - FRANKTON
				<b>Total this claim =</b>	<u>\$120.00</u>		
27495	137	ECONOMY PLUMBING SUPPLY	Operating Fund	Bldg. Matl. And Supplies	\$83.12	3/12/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$83.12</u>		
27496	138	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$43.86	3/12/2012	LAR REPORT PUBLICATION
				<b>Total this claim =</b>	<u>\$43.86</u>		
27497	139	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,470.75	3/12/2012	INTERNET ACCESS
				<b>Total this claim =</b>	<u>\$1,470.75</u>		
27498	140	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$42.21	3/12/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$42.21</u>		
27499	141	GLOBAL GOVT/ED SOLUTION	Operating Fund	Automation	\$136.98	3/12/2012	As per attached invoices.
			Gift	Technology Equipment	\$288.20		
			Gift	Technology Equipment	\$288.20		
			Gift	Technology Equipment	\$288.20		
				<b>Total this claim =</b>	<u>\$1,001.58</u>		
27500	142	H.W.WILSON COMPANY	Operating Fund	Elwood Adult	\$270.00	3/12/2012	REFERENCE SHELF RENEWAL
				<b>Total this claim =</b>	<u>\$270.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27501	143	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$204.93	3/12/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$204.93</u>		
27502	144	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$320.00	3/12/2012	SNOW REMOVAL - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$320.00</u>		
27503	145	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$52.43	3/12/2012	LAR REPORT PUBLICATION
				<b>Total this claim =</b>	<u>\$52.43</u>		
27504	146	JUDITH LITSEY	Operating Fund	Traveling Expense	\$12.40	3/12/2012	TRAVELING EXPENSE
				<b>Total this claim =</b>	<u>\$12.40</u>		
27505	147	JUNIOR LIBRARY GUILD	Operating Fund	Elwood Childrens	\$502.20	3/12/2012	GRAPHIC NOVELS
				<b>Total this claim =</b>	<u>\$502.20</u>		
27506	149	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$1,797.20	3/12/2012	SERVICE AT ELWOOD & SUMMITVILLE
				<b>Total this claim =</b>	<u>\$1,797.20</u>		
27507	148	MARSH SUPERMARKET	Operating Fund	Elwood Adult Programing	\$26.44	3/12/2012	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$9.53		
			Operating Fund	Frankton Programing	\$7.17		
			Operating Fund	Summitville Programing	\$80.37		
				<b>Total this claim =</b>	<u>\$123.51</u>		
27508	161	MIDWEST TAPE	Operating Fund	Frankton AV	\$865.56	3/12/2012	As per attached invoices.
			Operating Fund	Elwood AV	\$1,229.43		
			Operating Fund	Summitville AV	\$583.71		
				<b>Total this claim =</b>	<u>\$2,678.70</u>		
27509	152	MILLER KEY & LOCK SERVICE	Operating Fund	Bldg. & Structure/Maint.	\$15.00	3/12/2012	REPAIR LOCK - ELWOOD
				<b>Total this claim =</b>	<u>\$15.00</u>		
27510	153	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$133.99	3/12/2012	As per attached invoices.
			Operating Fund	Frankton Programing	\$68.98		
				<b>Total this claim =</b>	<u>\$202.97</u>		
27511	163	OVERDRIVE, INC	Operating Fund	Elwood AV	\$3,000.00	3/12/2012	FEBRUARY 2012 - JANUARY 2013 PARTICIPATION FEES
				<b>Total this claim =</b>	<u>\$3,000.00</u>		
27512	154	PERF-TURF LAWN SERVICE	Operating Fund	Professional Services	\$243.00	3/12/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Professional Services	\$116.64		
				<b>Total this claim =</b>	<u>\$359.64</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27513	155	QUILL CORPORATION	Operating Fund	Office Supplies	\$101.04	3/12/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$101.04</u>		
27514	156	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$39.33	3/12/2012	As per attached invoices.
			Operating Fund	Office Supplies	\$10.00		
			Operating Fund	Office Supplies	\$137.24		
				<b>Total this claim =</b>	<u>\$186.57</u>		
27515	157	THOMAS BOUREGY & COMPA	Operating Fund	Elwood Adult	\$83.70	3/12/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$83.70</u>		
27516	158	USI, INC	Operating Fund	Office Supplies	\$124.56	3/12/2012	LAMINATION POUCHES
				<b>Total this claim =</b>	<u>\$124.56</u>		
27517	159	VAN AUSDALL & FARRAR	Operating Fund	Office Supplies	\$117.30	3/12/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$117.30</u>		
27518	160	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$179.45	3/12/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$179.45</u>		




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

**Total Amount of Claims      \$91,055.10**

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

Thursday, March 08, 2012

  
 \_\_\_\_\_  
 Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this 12 day of March, 2012.

<u>Beverly J. Austin</u>	<u>Lynnie Brittonhouse</u>	
<u>Mrs. Robertson</u>		
<u>Bette DeGoff</u>		

**SIGNATURES OF GOVERNING BOARD**

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

Operating Fund	2012 (Pub)	2012 (Working)	Year-to-Date Disburse.	% Used Of Working Budget	Difference (Published and Working)
<b>1. Personal Services</b>					
<b>Salaries and Wages</b>					
Librarian/Director	52,339	51,000	9,774.80	19%	1,339
Salary of Assistants	499,861	440,000	84,309.85	19%	59,861
Wages of Janitor	38,231	38,231	7,145.22	19%	-
<b>Employee Benefits</b>					
Employee Benefits -Unemployment Comp.	1,750	1,750	13.48	1%	-
Employer's FICA & Medicare	47,000	40,000	7,744.00	19%	7,000
Emp. Cont. PERF	40,000	38,000	-	0%	2,000
Emp. Cont. Group Ins.	85,000	80,000	12,647.87	16%	5,000
Salary of Board Treasurer	300	300	300.00	100%	-
<b>Total Personal Services</b>	<b>764,481</b>	<b>689,281</b>	<b>121,935.22</b>	<b>18%</b>	<b>75,200</b>
<b>2. Supplies</b>					
Office Supplies	12,000	10,000	1,298.54	13%	2,000
Stationary & Supplies	500	100	-	0%	400
Operating Supplies	8,500	6,500	486.72	7%	2,000
Cleaning & Sanitation Supplies	3,500	3,000	341.91	11%	500
Fuel, Oil, and Lubricants	150	150	15.00	10%	-
Bldg. Matl. And Supplies	250	50	-	0%	200
Paint and Painting Supplies	250	50	-	0%	200
Repair Parts/Maintenance	1,000	750	-	0%	250
Other Repair & Maintenance Supplies	250	100	-	0%	150
Book Processing	4,500	4,500	646.55	14%	-
Automation	19,500	15,500	-	0%	4,000
Official Record	1,000	700	-	0%	300
<b>Total Supplies</b>	<b>51,400</b>	<b>41,400</b>	<b>2,788.72</b>	<b>7%</b>	<b>10,000</b>
<b>3. Other Services &amp; Charges</b>					
Professional Services	35,000	35,000	3,312.45	9%	-
Consulting Services	1,000	500	-	0%	500
Legal Services	2,000	500	-	0%	1,500
Engineering & Architects	100	50	-	0%	50
Telephone & Telegraph	33,649	9,000	1,262.69	14%	24,649
Postage & UPS	3,700	3,000	616.54	21%	700
Traveling Expense	3,000	2,000	223.36	11%	1,000
Professional Meetings	1,500	1,500	31.52	2%	-
Elwood Children's Programming	4,000	4,000	178.60	4%	-
Elwood Adult Programming	1,900	1,900	443.81	23%	-
Frankton Programming	3,000	3,000	472.31	16%	-
Summitville Programming	1,900	1,900	344.40	18%	-
Title Source (Baker & Taylor)	3,100	2,800	-	0%	300
Advertising & Public Notices	4,600	1,500	-	0%	3,100

Operating Fund	2011 (Pub)	2011 (Working)	Year-to-Date Disburse.	% Used Of Working Budget	Difference (Approved and Working)
Insurance	18,000	16,000	3,095.00	19%	2,000
Official Bonds	400	400	-	0%	-
Gas (HVAC)	20,000	10,000	2,375.87	24%	10,000
Electricity	33,000	33,000	5,876.50	18%	-
Water	4,500	4,000	810.67	20%	500
Waste Disposal Services	1,500	1,000	149.32	15%	500
Bldg. & Structure/Maint.	1,000	500	73.56	15%	500
Equipment/Maint.	4,000	1,000	-	0%	3,000
Equipment/Rental	3,500	3,000	366.00	12%	500
Dues	2,500	2,000	122.60	6%	500
Taxes	500	500	-	0%	-
Interest on Temporary Loans	500	50	-	0%	450
Transfer to LIRF	10,000	10,000	-		-
<b>Total Other Services</b>	<b>197,849</b>	<b>148,100</b>	<b>19,755.20</b>	<b>13%</b>	<b>49,749</b>
<b>4. Capital Outlays</b>					-
Land Buildings Improvements	500	50	-	0%	450
Furniture & Equipment	4,000	2,500	-	0%	1,500
Technology Equipment	17,000	16,000	1,222.77	8%	1,000
Elwood Adult	33,500	27,720	5,782.78	21%	5,780
Elwood Childrens	13,500	10,920	1,749.49	16%	2,580
Elwood YA	5,700	4,368	678.38	16%	1,332
Frankton	19,000	15,540	2,267.12	15%	3,460
Summitville	16,000	14,000	2,100.02	15%	5,000
Elwood Indiana Room	0	-	-		16,000
Elwood Period. & News.	4,500	4,200	116.00	3%	300
Frankton Per. & Newsp.	2,800	2,000	-	0%	800
Summitville Period. & Newsp.	1,700	1,600	-	0%	100
					-
Elwood AV	24,900	24,900	2,995.61	12%	-
Frankton AV	14,400	14,400	1,069.46	7%	-
Hazlbaker AV	10,000	10,000	1,277.36	13%	-
Technology Software	8,500	8,500	3,053.00	36%	-
<b>Total Capital Outlays</b>	<b>176,000</b>	<b>156,698</b>	<b>22,311.99</b>	<b>14%</b>	<b>19,302</b>
2010 Encumbrances					-
<b>Operating Fund</b>	<b>1,189,730</b>	<b>1,035,479</b>	<b>166,791.13</b>	<b>16%</b>	<b>154,251</b>





**AUTHORIZED AGENT DESIGNATED TO PERFORM NECESSARY DUTIES**  
State Form 54190 (R / 10-11)

**INDIANA PUBLIC RETIREMENT SYSTEM**  
1 North Capitol Avenue, Suite 001  
Indianapolis, IN 46204-2014  
Telephone: (888) 526-1687 (Toll-free)  
Fax: (866) 591-9441 (Toll-free)  
E-mail: [questions@inprs.in.gov](mailto:questions@inprs.in.gov)  
Web site: [www.inprs.in.gov](http://www.inprs.in.gov)

**INSTRUCTIONS**

- The Authorized Agent or Superintendent for the Public Employees' Retirement Fund (PERF), Teachers' Retirement Fund (TRF), 1977 Police and Firefighters Fund, Judges' Retirement Fund (JU), Prosecuting Attorneys' Retirement Fund (PARF), or State Excise Police, Gaming Agents and Conservation Enforcement Officers' Fund (C&E) must be named. This person is responsible for all matters concerning the Fund and is authorized to accept pension liability; this person may designate an individual to perform administrative duties on his or her behalf.
- The Clerk-Treasurer for Third Class Cities or Towns must be named and is the Authorized Agent per IC 5-10.3-6-1.5.
- This completed form may be faxed, mailed, or delivered to INPRS at the address shown on this form. Lobby hours are 8 a.m. to 5 p.m., EST, Monday through Friday except holidays and State-designated holidays.
- Employers enrolled in multiple Funds:
  - If only one Authorized Agent or Superintendent for multiple Submission Units, complete one form.
  - If the Authorized Agent or Superintendent is different for each *Submission Unit*, complete a separate form for each individual Authorized Agent or Superintendent.

This form was formerly titled *Resolution Delegating an Agent to Perform Duties for Matters Concerning the Fund on Behalf of the Governing Body* (SF 54190).

**PERF, TRF, 1977 FUNDS, JUDGES' FUND, PARF, OR C&E FUND EMPLOYER INFORMATION**

Employer's name <b>North Madison County Public Library System</b>			
Choose Fund and enter Submission Unit Number ( <i>Choose all that apply that have the same Authorized Agent or Superintendent</i> )			
<input checked="" type="checkbox"/> PERF	000516	<input type="checkbox"/> TRF	
<input type="checkbox"/> 1977 Fund - Police		<input type="checkbox"/> Judges' Fund	
<input type="checkbox"/> 1977 Fund - Fire		<input type="checkbox"/> PARF	
<input type="checkbox"/> C&E Fund			
E-mail address <b>dshepard@elwood.lib.in.us</b>		Telephone number with area code <b>(765)552-5001 Ext. 11</b>	
Authorized agent's or Superintendent's name ( <i>printed</i> ) <b>Diana Shepard</b>		Authorized agent's or Superintendent's title <b>Administrative Assistant</b>	
Authorized agent's or Superintendent's signature <i>Diana Shepard</i>		Date (mm/dd/yyyy) <b>3/12/2012</b>	
Head of governing body's name ( <i>printed</i> ) <b>Michael Robertson</b>		Head of governing body's title <b>Library Board President</b>	
Head of governing body's signature <i>Michael Robertson</i>		Date (mm/dd/yyyy) <b>03/12/2012</b>	

**THIRD CLASS CITIES AND TOWNS POLITICAL SUBDIVISION INFORMATION**

For Third Class Cities and Towns - "The clerk-treasurer of a city or town is that city's or town's authorized agent for all matters concerning the fund." - IC 5-10.3-6-1.5.		
Political subdivision name	Submission Unit Number	Fund
E-mail address		Telephone number with area code
Authorized agent's name ( <i>printed</i> )	Authorized agent's title <b>Clerk-Treasurer</b>	
Authorized agent's signature	Date (mm/dd/yyyy)	
Entity identifying the political subdivision	Head of governing body's name ( <i>printed</i> )	Head of governing body's title
Head of governing body's signature		Date (mm/dd/yyyy)

**MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM**

	FEB 2011	FEB 2012	Amount of Change	% OF Change	YTD 2011	YTD 2012	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	2,510	2,575	65	3%	5,534	5,237	-297	-5%
JUVENILE	1,550	1,532	-18	-1%	3,222	3,178	-44	-1%
Y. A.	242	293	51	21%	523	601	78	15%
PERIOD.	475	413	-62	-13%	877	930	53	6%
AUDIO	107	177	70	65%	256	377	121	47%
VIDEO	3,670	4,573	903	25%	8,658	9,045	387	4%
DIGITAL MEDIA	0	191	191	100%	0	407	407	100%
<b>TOTAL</b>	<b>8,554</b>	<b>9,754</b>	<b>1200</b>	<b>14%</b>	<b>19,070</b>	<b>19,775</b>	<b>705</b>	<b>4%</b>

<b>FRANKTON</b>								
ADULT	785	896	111	14%	1,861	1,731	-130	-7%
JUVENILE	724	715	-9	-1%	1,349	1,266	-83	-6%
Y. A.	101	221	120	119%	209	399	190	91%
PERIOD.	201	224	23	11%	523	469	-54	-10%
AUDIO	30	42	12	40%	65	62	-3	-5%
VIDEO	1,210	1,404	194	16%	2,650	2,769	119	4%
DIGITAL MEDIA	0	96	96	100%	0	204	204	100%
<b>TOTAL</b>	<b>3,051</b>	<b>3,598</b>	<b>547</b>	<b>18%</b>	<b>6,657</b>	<b>6,900</b>	<b>243</b>	<b>4%</b>

<b>HAZELBAKER</b>								
ADULT	590	556	-34	-6%	1,219	1,153	-66	-5%
JUVENILE	329	304	-25	-8%	631	549	-82	-13%
Y. A.	46	70	24	52%	122	138	16	13%
PERIOD.	120	131	11	9%	227	251	24	11%
AUDIO	15	21	6	40%	20	25	5	25%
VIDEO	976	988	12	1%	2,213	1,950	-263	-12%
DIGITAL MEDIA	0	96	96	100%	0	204	204	100%
<b>TOTAL</b>	<b>2,076</b>	<b>2,166</b>	<b>90</b>	<b>4%</b>	<b>4,432</b>	<b>4,270</b>	<b>-162</b>	<b>-4%</b>

<b>SYSTEM</b>								
ADULT	3,885	4,027	142	4%	8,614	8,121	-493	-6%
JUVENILE	2,603	2,551	-52	-2%	5,202	4,993	-209	-4%
Y. A.	389	584	195	50%	854	1,138	284	33%
PERIOD.	796	768	-28	-4%	1,627	1,650	23	1%
AUDIO	152	240	88	58%	341	464	123	36%
VIDEO	5,856	6,965	1,109	19%	13,521	13,764	243	2%
DIGITAL MEDIA	0	383	383	100%	0	815	815	100%
<b>TOTAL</b>	<b>13,681</b>	<b>15,518</b>	<b>1837</b>	<b>13%</b>	<b>30,159</b>	<b>30,945</b>	<b>786</b>	<b>3%</b>

	ELWOOD	FRANKTON	HAZELBAKER
TRAFFIC	8,487	2,449	1,378
REF.	80	35	30
ASSIST.	1,290	236	169
COMP./WIRE	1,653/77	318/27	390/3
PROG. A.	7/13	4/53	2/33
J.	22/132	9/82	8/76

TECH SERVICES PROCESSED 1,346 ITEMS.  
Prepared by Trisha Shuler

**MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM**

	FEB 2011	FEB 2012	Amount of Change	% OF Change	YTD 2011	YTD 2012	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	2,510	2,575	65	3%	5,534	5,237	-297	-5%
JUVENILE	1,550	1,532	-18	-1%	3,222	3,178	-44	-1%
Y. A.	242	293	51	21%	523	601	78	15%
PERIOD.	475	413	-62	-13%	877	930	53	6%
AUDIO	107	177	70	65%	256	377	121	47%
VIDEO	3,670	4,573	903	25%	8,658	9,045	387	4%
DIGITAL MEDIA	0	191	191	100%	0	407	407	100%
<b>TOTAL</b>	<b>8,554</b>	<b>9,754</b>	<b>1200</b>	<b>14%</b>	<b>19,070</b>	<b>19,775</b>	<b>705</b>	<b>4%</b>

<b>FRANKTON</b>								
ADULT	785	896	111	14%	1,861	1,731	-130	-7%
JUVENILE	724	715	-9	-1%	1,349	1,266	-83	-6%
Y. A.	101	221	120	119%	209	399	190	91%
PERIOD.	201	224	23	11%	523	469	-54	-10%
AUDIO	30	42	12	40%	65	62	-3	-5%
VIDEO	1,210	1,404	194	16%	2,650	2,769	119	4%
DIGITAL MEDIA	0	96	96	100%	0	204	204	100%
<b>TOTAL</b>	<b>3,051</b>	<b>3,598</b>	<b>547</b>	<b>18%</b>	<b>6,657</b>	<b>6,900</b>	<b>243</b>	<b>4%</b>

<b>HAZELBAKER</b>								
ADULT	590	556	-34	-6%	1,219	1,153	-66	-5%
JUVENILE	329	304	-25	-8%	631	549	-82	-13%
Y. A.	46	70	24	52%	122	138	16	13%
PERIOD.	120	131	11	9%	227	251	24	11%
AUDIO	15	21	6	40%	20	25	5	25%
VIDEO	976	988	12	1%	2,213	1,950	-263	-12%
DIGITAL MEDIA	0	96	96	100%	0	204	204	100%
<b>TOTAL</b>	<b>2,076</b>	<b>2,166</b>	<b>90</b>	<b>4%</b>	<b>4,432</b>	<b>4,270</b>	<b>-162</b>	<b>-4%</b>

<b>SYSTEM</b>								
ADULT	3,885	4,027	142	4%	8,614	8,121	-493	-6%
JUVENILE	2,603	2,551	-52	-2%	5,202	4,993	-209	-4%
Y. A.	389	584	195	50%	854	1,138	284	33%
PERIOD.	796	768	-28	-4%	1,627	1,650	23	1%
AUDIO	152	240	88	58%	341	464	123	36%
VIDEO	5,856	6,965	1,109	19%	13,521	13,764	243	2%
DIGITAL MEDIA	0	383	383	100%	0	815	815	100%
<b>TOTAL</b>	<b>13,681</b>	<b>15,518</b>	<b>1837</b>	<b>13%</b>	<b>30,159</b>	<b>30,945</b>	<b>786</b>	<b>3%</b>

	ELWOOD	FRANKTON	HAZELBAKER
TRAFFIC	8,487	2,449	1,378
REF.	80	35	30
ASSIST.	1,290	236	169
COMP./WIRE	1,653/77	318/27	390/3
PROG. A.	7/13	4/53	2/33
J.	22/132	9/82	8/76

TECH SERVICES PROCESSED 1,346 ITEMS.

Prepared by Trisha Shuler



MODE = MEMORY TRANSMISSION START=MAR-08 09:04 END=MAR-08 09:05

FILE NO.=372

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:18

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

**Agenda**

**March 12, 2012**

**North Madison County Public Library System  
Board of Trustees**

**Frankton Community Library**

**Regular Meeting  
5:00 P.M.**

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
- New Business
  - 1. INPRS Authorized Agent
  - 2. Additional Shelving - Frankton
  - 3. April Board Meeting
- Director's Report
- Public Comment
- Adjournment

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

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

FILE NO.=373

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:16

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

**Agenda**

**March 12, 2012**

**North Madison County Public Library System  
Board of Trustees**

**Frankton Community Library**

**Regular Meeting  
5:00 P.M.**

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
- New Business
  - 1. INPRS Authorized Agent
  - 2. Additional Shelving - Frankton
  - 3. April Board Meeting
- Director's Report
- Public Comment
- Adjournment

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



MODE = MEMORY TRANSMISSION START=MAR-08 09:07 END=MAR-08 09:08

FILE NO.=374

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<01>	FRANKTON	001/001	00:00:15

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

### Agenda

March 12, 2012

North Madison County Public Library System  
Board of Trustees

#### Frankton Community Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
- New Business
  - 1. INPRS Authorized Agent
  - 2. Additional Shelving - Frankton
  - 3. April Board Meeting
- Director's Report
- Public Comment
- Adjournment

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

MODE = MEMORY TRANSMISSION START=MAR-08 09:09 END=MAR-08 09:14

FILE NO.=375

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	634	<02>	SUMMITVILLE	000/001	00:00:00

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

### Agenda

March 12, 2012

North Madison County Public Library System  
Board of Trustees

#### Frankton Community Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
- New Business
  - 1. INPRS Authorized Agent
  - 2. Additional Shelving - Frankton
  - 3. April Board Meeting
- Director's Report
- Public Comment
- Adjournment

## Agenda

April 16, 2012

North Madison County Public Library System  
Board of Trustees

### Ralph E. Hazelbaker Library

Regular Meeting  
5:00 P.M.

Call to Order  
Call for Quorum  
Minutes  
Claims Register & Checks  
Old Business  
    1. 2012 Working Budget  
New Business  
    1. Non-Resident Fee Resolution  
    2. Cameras for Frankton and Summitville  
    3. Landscaping at Summitville  
Director's Report  
Public Comment  
Adjournment

\*\*\*\*\* -COMM. JOURNAL- \*\*\*\*\* DATE APR-12-2012 \*\*\*\* TIME 16:41 \*\*\*\*\*  
MODE = MEMORY TRANSMISSION START=APR-12 16:40 END=APR-12 16:41  
FILE NO.=937  
STATION NAME/TEL NO. PAGES DURATION  
001/001 00:00:15  
-ELWOOD LIBRARY -  
\*\*\*\*\* -17655520955 - \*\*\*\* - 17655525001- \*\*\*\*\*

## Agenda

April 16, 2012

North Madison County Public Library System  
Board of Trustees

### Ralph E. Hazelbaker Library

Regular Meeting  
5:00 P.M.

Call to Order  
Call for Quorum  
Minutes  
Claims Register & Checks  
Old Business  
    1. 2012 Working Budget  
New Business  
    1. Non-Resident Fee Resolution  
    2. Cameras for Frankton and Summitville  
    3. Landscaping at Summitville  
Director's Report  
Public Comment  
Adjournment

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



MODE = MEMORY TRANSMISSION START=APR-12 16:41 END=APR-12 16:42

FILE NO. =938

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:16

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

Agenda

April 16, 2012

North Madison County Public Library System  
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
- New Business
  - 1. Non-Resident Fee Resolution
  - 2. Cameras for Frankton and Summitville
  - 3. Landscaping at Summitville
- Director's Report
- Public Comment
- Adjournment

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

*Thank you*

MODE = MEMORY TRANSMISSION START=APR-12 16:42 END=APR-12 16:43

FILE NO. =939

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<01>	FRANKTON	001/001	00:00:15

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

Agenda

April 16, 2012

North Madison County Public Library System  
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
- New Business
  - 1. Non-Resident Fee Resolution
  - 2. Cameras for Frankton and Summitville
  - 3. Landscaping at Summitville
- Director's Report
- Public Comment
- Adjournment



NORTH MADISON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Regular Meeting

April 16, 2012

5:00pm

Ralph E. Hazelbaker Library

CALL TO ORDER

President Mike Robertson called the regular meeting of the North Madison County Public Library Board of Trustees to order on April 16, 2012 at 5:00pm in the meeting room of the Ralph E. Hazelbaker Library.

CALL FOR QUORUM

Present were members Mike Robertson, Beverly Austin, Wayne Davidson, Leslie Rittenhouse, Bette Dalzell and Dan Prieshoff. Also in attendance were Director Jamie Scott, Administrative Assistant Diana Shepard and IT Manager Clint Trice.

MINUTES

Bette Dalzell made a motion to approve the minutes from the March 12, 2012 regular meeting. Wayne Davidson made a second and the motion carried.

CLAIMS REGISTER AND CHECKS

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

OLD BUSINESS

2012 Working Budget

At the end of March, twenty four percent of the working budget has been spent. Professional services is being watched. The rest of the working budget is on target with natural gas being a little high.

NEW BUSINESS

Non-Resident Fee Resolution

Bette Dalzell read a resolution to establish non-resident fees. Leslie Rittenhouse made a motion to set the NMCPLS non-resident fee at \$50.00 per year. Beverly Austin made a second and the motion carried.

Cameras for Frankton and Summitville

Quotes have been received from C & S Networking to install cameras at Frankton and Summitville. The quote for Frankton is in the amount of \$4,264.37 and the quote for Summitville is in the amount of \$4,831.67. Beverly Austin made a motion to accept the bids and install cameras at both Frankton and Summitville. Leslie Rittenhouse made a second and the motion carried. The camera installation is to be paid from the Rainy Day Fund.

Landscaping at Summitville

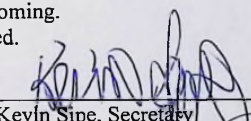
Quotes for new landscaping at Summitville were received from Knotts Lawn & Landscape Service in the amount of \$7,800 and from Pinebrook Landscaping in the amount of \$3,202. Bette Dalzell made a motion to accept the quote from Pinebrook Landscaping. Wayne Davidson made a second and the motion carried. The landscaping is to be paid from the Hazelbaker Gift Fund.

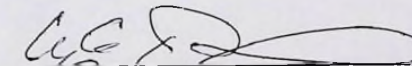
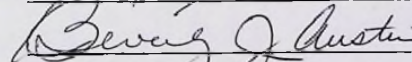
DIRECTOR'S REPORT

Mary Hendrick has resigned her position as Youth Service Manager effective April 20, 2012. She has accepted a position with Western Governors University as an adult student advisor. Beth Mehling plans to return to work on May 8, 2012. Until then the library will be down two managers. On March 15 and 16 there was a break-in at the Hazelbaker Library. \$102.49 was taken. Apparently a young man unlocked a window and later came back and broke in. There has been a confession and currently he is on house arrest. There is to be a letter written to his parents stating that at this time he is not allowed to come back into the library. The Director has been in touch with the prosecutor, he has not gotten back in touch with the Director as promised. The State Board of Accounts advised that the money be receipted in as if the money was not stolen and after such time that we determine that the money will not be recovered, a check is written to ourselves to balance the books. An LSTA Grant that was applied for, in collaboration with the schools to purchase E-books, was turned down as being low rated. National Library Week was held the week of April 9-13. Several programs were planned and well attended. At Elwood Chris Burris from the Indiana Department of Homeland Security and Todd Harmeson from the Madison County Emergency Management presented a program on disaster preparedness. Brad Willoughby from the Madison County Master Gardeners presented a program entitled "Heirloom Plants". At the Hazelbaker Library, Steve Jackson, the Madison County Historian, presented part 1 of his Madison County History Trivia series. He will return to the Hazelbaker Library for the May Senior Social and continue his presentation. The library received its 1782, 2012 certified budget order. The budgets approved were Operating Fund in the amount of \$1,189,730; Rainy Day in the amount of \$15,000 and Lease Rental in the amount of \$242,000. Interviews will be held with Trisha Shuler and Debbie Fox on Wednesday, April 18 to replace the vacant Youth Service Manager position. The position requires sixty credit hours or an associates degree and three library courses which can be part of the sixty college credit hours. The next regular meeting will be held on May 14, 2012.

Public comment was sought, none was forthcoming.

With no objections, the meeting was adjourned.

  
Kevin Sipe, Secretary

  
Beverly Austin  
  
Mike Robertson

## Register Of Claims

### North Madison County Public Library System

Report Date: From 3/13/2012 To 4/16/2012

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	199	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$195.00	4/11/2012	P/R ENDING 4/7/12
				<b>Total this claim =</b>	<b>\$195.00</b>		
0	165	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,519.78	3/14/2012	P/R ENDING 3/10/12
				FICA	\$834.38		
				Federal Taxes Withheld	\$2,194.56		
				Medicare	\$288.06		
				<b>Total this claim =</b>	<b>\$4,836.78</b>		
0	166	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$195.00	3/14/2012	P/R ENDING 3/10/12
				<b>Total this claim =</b>	<b>\$195.00</b>		
0	173	NORTH MADISON COUNTY PU	Operating Fund	Interfund Transfers	\$50,000.00	3/19/2012	TRANSFER \$50,000 FROM OPERATING FUND TO RAINY DAY FUND
				<b>Total this claim =</b>	<b>\$50,000.00</b>		
0	174	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	3/28/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$16,686.54		
			Operating Fund	Wages of Janitor	\$1,425.20		
				<b>Total this claim =</b>	<b>\$20,066.70</b>		
0	175	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,535.08	3/28/2012	P/R ENDING 3/24/12
				FICA	\$842.78		
				Federal Taxes Withheld	\$2,230.02		
				Medicare	\$290.94		
				<b>Total this claim =</b>	<b>\$4,898.82</b>		
0	176	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$195.00	3/28/2012	P/R ENDING 3/24/12
				<b>Total this claim =</b>	<b>\$195.00</b>		
0	192	FORT DEARBORN LIFE INSUR	Operating Fund	Emp Cont Group Ins	(\$134.55)	3/28/2012	REVERSE VOUCHER # 126 CHECK # 27475 DATED 2/29/2012 - DUPLICATE PAYMENT
				<b>Total this claim =</b>	<b>(\$134.55)</b>		
0	197	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	4/11/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$25,388.95		
			Operating Fund	Wages of Janitor	\$1,443.22		
				<b>Total this claim =</b>	<b>\$28,787.13</b>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	164	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	3/14/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$16,435.49		
			Operating Fund	Wages of Janitor	\$1,476.00		
				<b>Total this claim =</b>	<b>\$19,866.45</b>		
0	198	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$2,202.21	4/11/2012	P/R ENDING 4/7/12
			FICA	Payroll Deductions	\$1,209.04		
			Federal Taxes Withheld	Payroll Deductions	\$4,760.28		
			Medicare	Payroll Deductions	\$417.41		
				<b>Total this claim =</b>	<b>\$8,588.94</b>		
0	227		Operating Fund	Professional Services	\$0.00	4/16/2012	CARPET CLEANING - SUMMITVILLE
				<b>Total this claim =</b>	<b>\$0.00</b>		
27519	169	FRONTIER	Operating Fund	Telephone & Telegraph	\$573.29	3/14/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<b>\$573.29</b>		
27520	168	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	\$220.00	3/14/2012	CHILD SUPPORT GARNISHMENT
				<b>Total this claim =</b>	<b>\$220.00</b>		
27521	170	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$52.98	3/14/2012	SERVICE FRO SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<b>\$64.48</b>		
27522	167	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$300.00	3/14/2012	P/R ENDING 3/10/12
				<b>Total this claim =</b>	<b>\$300.00</b>		
27523	171	MARY HENDRICK	Operating Fund	Traveling Expense	\$23.34	3/14/2012	MILEAGE
				<b>Total this claim =</b>	<b>\$23.34</b>		
27524	172	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$822.50	3/14/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<b>\$822.50</b>		
27525	182	AT&T	Operating Fund	Telephone & Telegraph	\$114.77	3/28/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<b>\$114.77</b>		
27526	183	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$47.23	3/28/2012	SERVICE FOR ELWOOD &
			Operating Fund	Telephone & Telegraph	\$11.05		SUMMITVILLE
				<b>Total this claim =</b>	<b>\$58.28</b>		
27527	184	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$215.34	3/28/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<b>\$215.34</b>		
27528	185	COOK ELECTRIC, LLC	Operating Fund	Professional Services	\$627.99	3/28/2012	ELECTRICL REPAIRS - SUMMITVILLE
				<b>Total this claim =</b>	<b>\$627.99</b>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27529	191	FORT DEARBORN LIFE INSUR	Operating Fund	Emp Cont Group Ins	\$134.55	3/28/2012	LIFE INSURANCE
				<b>Total this claim =</b>	<u>\$134.55</u>		
27530	186	FRANKTON AMERICAN LEGIO	Operating Fund	Operating Supplies	\$35.00	3/28/2012	FLAG
				<b>Total this claim =</b>	<u>\$35.00</u>		
27531	178	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,468.73	3/28/2012	PAYROLL DEDUCTIONS FOR MARCH
			County Taxes Withheld	Payroll Deductions	\$666.54		
				<b>Total this claim =</b>	<u>\$2,135.27</u>		
27532	187	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,511.52	3/28/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Electricity	\$392.45		
				<b>Total this claim =</b>	<u>\$1,903.97</u>		
27533	180	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	\$220.00	3/28/2012	CHILD SUPPORT
				<b>Total this claim =</b>	<u>\$220.00</u>		
27534	177	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$400.00	3/28/2012	P/R ENDING 3/24/12
				<b>Total this claim =</b>	<u>\$400.00</u>		
27535	179	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$638.94	3/28/2012	HEALTH INSURANCE 4/1/12-5/1/12
			Operating Fund	Emp Cont Group Ins	\$8,537.50		
				<b>Total this claim =</b>	<u>\$7,176.44</u>		
27536	188	PITNEY BOWES	Operating Fund	Equipment/Rental	\$129.00	3/28/2012	POSTAGE METER LEASE
				<b>Total this claim =</b>	<u>\$129.00</u>		
27537	181	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$4,609.12	3/28/2012	PERF CONTRIBUTIONS - 1ST QUARTER 2012
			Operating Fund	Emp Cont PERF	\$11,739.04		
				<b>Total this claim =</b>	<u>\$16,348.16</u>		
27538	189	TOWN OF FRANKTON	Operating Fund	Electricity	\$423.48	3/28/2012	SERVICE FOR FRANKTON
			Operating Fund	Water	\$15.00		
			Operating Fund	Waste Disposal Services	\$19.27		
				<b>Total this claim =</b>	<u>\$457.75</u>		
27539	190	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$158.51	3/28/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$158.51</u>		
27540	201	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	\$220.00	4/11/2012	CHILD SUPPORT
				<b>Total this claim =</b>	<u>\$220.00</u>		
27541	204	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$62.57	4/11/2012	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<u>\$74.07</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27542	200	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$400.00	4/11/2012	P/R ENDING 4/7/12
				<b>Total this claim =</b>	<u>\$400.00</u>		
27543	202	PURCHASE POWER	Operating Fund	Postage & UPS	\$419.99	4/11/2012	POSTAGE FOR METER
				<b>Total this claim =</b>	<u>\$419.99</u>		
27544	203	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$82.10	4/11/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$82.10</u>		
27580	215	9124 BIG KMART	Gift	Operating Supplies	\$44.07	4/16/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$44.07</u>		
27581	232	AT&T	Operating Fund	Telephone & Telegraph	\$114.57	4/16/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$114.57</u>		
27582	193	AVC TECHNOLOGY	Operating Fund	Professional Services	\$375.00	4/16/2012	SERVICE CONTRACT APRIL-JUNE
				<b>Total this claim =</b>	<u>\$375.00</u>		
27583	195	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$2,050.19	4/16/2012	As per attached invoices.
			Operating Fund	Elwood Childrens	\$885.84		
			Operating Fund	Elwood YA	\$329.03		
			Operating Fund	Frankton	\$1,320.58		
			Operating Fund	Summitville	\$1,936.60		
			Gift	Frankton	\$350.63		
				<b>Total this claim =</b>	<u>\$6,872.87</u>		
27584	194	BANC OF AMERICA LEASING	Operating Fund	Equipment/Rental	\$366.00	4/16/2012	MINOLTA COPIER LEASE
				<b>Total this claim =</b>	<u>\$366.00</u>		
27585	233	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$90.00	4/16/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$90.00</u>		
27586	196	CHESTER INFORMATION TEC	Operating Fund	Professional Services	\$1,142.50	4/16/2012	SYSTEMS ENGINEER
				<b>Total this claim =</b>	<u>\$1,142.50</u>		
27587	205	CINTAS CORPORATION G65	Operating Fund	Cleaning & Sanitation Supplies	\$107.64	4/16/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$107.64</u>		
27588	206	CLINT TRICE	Operating Fund	Traveling Expense	\$136.80	4/16/2012	MILEAGE
				<b>Total this claim =</b>	<u>\$136.80</u>		
27589	207	DIANA L. SHEPARD	Operating Fund	Traveling Expense	\$74.40	4/16/2012	MILEAGE
				<b>Total this claim =</b>	<u>\$74.40</u>		
27590	208	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$80.00	4/16/2012	BACKFLOW TESTING
				<b>Total this claim =</b>	<u>\$80.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27591	209	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,470.75	4/16/2012	INTERNET ACCESS
				<b>Total this claim =</b>	<u>\$1,470.75</u>		
27592	210	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$189.48	4/16/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$189.48</u>		
27593	211	GAYLORD BROS.	Operating Fund	Book Processing	\$485.18	4/16/2012	BOOK JACKETS & STORAGE ALBUMS
				<b>Total this claim =</b>	<u>\$485.18</u>		
27594	212	GLOBAL GOVT/ED SOLUTION	Operating Fund	Technology Equipment	\$152.29	4/16/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$152.29</u>		
27595	213	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$177.23	4/16/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$177.23</u>		
27596	219	IDLEWINE LAWNMOWER SAL	Operating Fund	Equipment/Maint.	\$105.62	4/16/2012	LAWN MOWER SERVICE
				<b>Total this claim =</b>	<u>\$105.62</u>		
27597	214	INDIANA STATE LIBRARY	Operating Fund	Other	\$200.00	4/16/2012	1ST QUARTER 2012 PLAC
				<b>Total this claim =</b>	<u>\$200.00</u>		
27598	216	LABELS, LEADVILLE & LORE	Operating Fund	Elwood Adult	\$25.00	4/16/2012	BOOK
				<b>Total this claim =</b>	<u>\$25.00</u>		
27599	217	LIBRARY CORPORATION, THE	Operating Fund	Automation	\$34.00	4/16/2012	3 COMPUTERS & PRINTER SUPPORT
			Operating Fund	Technology Equipment	\$3,291.00		
				<b>Total this claim =</b>	<u>\$3,325.00</u>		
27600	218	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$258.38	4/16/2012	BOOK SUPPORTS & LABELING SUPPLIES
			Operating Fund	Operating Supplies	\$351.97		
				<b>Total this claim =</b>	<u>\$610.35</u>		
27601	220	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$57.90	4/16/2012	HVAC REPAIRS - ELWOOD
				<b>Total this claim =</b>	<u>\$57.90</u>		
27602	221	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$61.19	4/16/2012	As per attached invoices.
			Operating Fund	Summitville Programing	\$61.02		
				<b>Total this claim =</b>	<u>\$122.21</u>		
27603	222	MARY HENDRICK	Operating Fund	Traveling Expense	\$12.69	4/16/2012	MILEAGE
				<b>Total this claim =</b>	<u>\$12.69</u>		
27604	231	MIDWEST TAPE	Operating Fund	Frankton AV	\$214.90	4/16/2012	As per attached invoices.
			Operating Fund	Elwood AV	\$1,489.35		
			Operating Fund	Summitville AV	\$501.77		
				<b>Total this claim =</b>	<u>\$2,206.02</u>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27605	223	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$618.39	4/16/2012	As per attached invoices.
			Operating Fund	Frankton Programing	\$142.00		
			Operating Fund	Summitville Programing	\$131.35		
				<b>Total this claim =</b>	<u>\$891.74</u>		
27606	224	POSITIVE PROMOTIONS, INC.	Operating Fund	Elwood Children's Programing	\$172.07	4/16/2012	As per attached invoices.
			Operating Fund	Elwood Adult Programing	\$146.83		
				<b>Total this claim =</b>	<u>\$318.90</u>		
27607	225	QUILL CORPORATION	Operating Fund	Office Supplies	\$272.98	4/16/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$272.98</u>		
27608	226	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$28.41	4/16/2012	As per attached invoices.
			Operating Fund	Office Supplies	\$10.00		
				<b>Total this claim =</b>	<u>\$38.41</u>		
27609	234	SUN STREAM CARPET CLEANI	Operating Fund	Professional Services	\$545.00	4/16/2012	CARPET CLEANING - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$545.00</u>		
27610	228	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$154.92	4/16/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$154.92</u>		
27611	230	USI, INC	Operating Fund	Operating Supplies	\$23.23	4/16/2012	LAMINATION POUCHES
				<b>Total this claim =</b>	<u>\$23.23</u>		
27612	229	VAN AUDSALL & FARRAR	Operating Fund	Office Supplies	\$128.23	4/16/2012	KONICA MINOLTA COPIER MAINTENANCE
				<b>Total this claim =</b>	<u>\$128.23</u>		

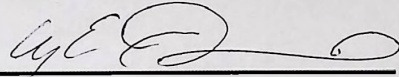
Warrant Claim

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

**Total Amount of Claims      \$191,727.05**

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

Monday, April 16, 2012



Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this 16 day of April, 2012.

Beverly Austin  
Shelia Whitehouse  
Mike Robertson

Bill Dabzell

**SIGNATURES OF GOVERNING BOARD**

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

Operating Fund	2012 (Pub)	2012 (Working)	Year-to-Date Disburse.	% Used Of Working Budget	Difference (Published and Working)
<b>1. Personal Services</b>					
<b>Salaries and Wages</b>					
Librarian/Director	52,339	51,000	13,684.72	27%	1,339
Salary of Assistants	499,861	440,000	117,431.88	27%	59,861
Wages of Janitor	38,231	38,231	10,046.42	26%	-
<b>Employee Benefits</b>					
Employee Benefits -Unemployment Comp.	1,750	1,750	13.48	1%	-
Employer's FICA & Medicare	47,000	40,000	10,798.86	27%	7,000
Emp. Cont. PERF	40,000	38,000	11,739.04	31%	2,000
Emp. Cont. Group Ins.	85,000	80,000	19,185.37	24%	5,000
Salary of Board Treasurer	300	300	300.00	100%	-
<b>Total Personal Services</b>	<b>764,481</b>	<b>689,281</b>	<b>183,199.77</b>	<b>27%</b>	<b>75,200</b>
<b>2. Supplies</b>					
Office Supplies	12,000	10,000	1,828.01	18%	2,000
Stationary & Supplies	500	100	-	0%	400
Operating Supplies	8,500	6,500	783.93	12%	2,000
Cleaning & Sanitation Supplies	3,500	3,000	491.76	16%	500
Fuel, Oil, and Lubricants	150	150	15.00	10%	-
Bldg. Matl. And Supplies	250	50	83.12	166%	200
Paint and Painting Supplies	250	50	-	0%	200
Repair Parts/Maintenance	1,000	750	-	0%	250
Other Repair & Maintenance Supplies	250	100	-	0%	150
Book Processing	4,500	4,500	646.55	14%	-
Automation	19,500	15,500	136.98	1%	4,000
Official Record	1,000	700	-	0%	300
<b>Total Supplies</b>	<b>51,400</b>	<b>41,400</b>	<b>3,985.35</b>	<b>10%</b>	<b>10,000</b>
<b>3. Other Services &amp; Charges</b>					
Professional Services	35,000	35,000	7,314.78	21%	-
Consulting Services	1,000	500	-	0%	500
Legal Services	2,000	500	92.50	19%	1,500
Engineering & Architects	100	50	-	0%	50
Telephone & Telegraph	33,649	9,000	2,009.03	22%	24,649
Postage & UPS	3,700	3,000	681.43	23%	700
Traveling Expense	3,000	2,000	340.86	17%	1,000
Professional Meetings	1,500	1,500	31.52	2%	-
Elwood Children's Programming	4,000	4,000	188.13	5%	-
Elwood Adult Programming	1,900	1,900	470.25	25%	-
Frankton Programming	3,000	3,000	552.46	18%	-
Summitville Programming	1,900	1,900	578.11	30%	-
Title Source (Baker & Taylor)	3,100	2,800	-	0%	300
Advertising & Public Notices	4,600	1,500	96.29	6%	3,100



Operating Fund	2011 (Pub)	2011 (Working)	Year-to-Date Disburse.	% Used Of Working Budget	Difference (Approved and Working)
Insurance	18,000	16,000	3,095.00	19%	2,000
Official Bonds	400	400	-	0%	-
Gas (HVAC)	20,000	10,000	3,536.33	35%	10,000
Electricity	33,000	33,000	8,203.95	25%	-
Water	4,500	4,000	1,093.99	27%	500
Waste Disposal Services	1,500	1,000	180.09	18%	500
Bldg. & Structure/Maint.	1,000	500	88.56	18%	500
Equipment/Maint.	4,000	1,000	-	0%	3,000
Equipment/Rental	3,500	3,000	495.00	17%	500
Dues	2,500	2,000	122.60	6%	500
Taxes	500	500	-	0%	-
Interest on Temporary Loans	500	50	-	0%	450
Transfer to LIRF	10,000	10,000	-	-	-
<b>Total Other Services</b>	<b>197,849</b>	<b>148,100</b>	<b>29,170.88</b>	<b>20%</b>	<b>49,749</b>
<b>4. Capital Outlays</b>					<b>-</b>
Land Buildings Improvements	500	50	-	0%	450
Furniture & Equipment	4,000	2,500	-	0%	1,500
Technology Equipment	17,000	16,000	2,006.77	13%	1,000
Elwood Adult	33,500	27,720	7,413.94	27%	5,780
Elwood Childrens	13,500	10,920	3,161.31	29%	2,580
Elwood YA	5,700	4,368	1,029.96	24%	1,332
Frankton	19,000	15,540	3,691.92	24%	3,460
Summitville	16,000	14,000	2,698.72	19%	5,000
Elwood Indiana Room	0	-	-	-	16,000
Elwood Period. & News.	4,500	4,200	116.00	3%	300
Frankton Per. & Newsp.	2,800	2,000	-	0%	800
Summitville Period. & Newsp.	1,700	1,600	-	0%	100
					-
Elwood AV	24,900	24,900	7,225.04	29%	-
Frankton AV	14,400	14,400	1,935.02	13%	-
Hazelbaker AV	10,000	10,000	1,861.07	19%	-
Technology Software	8,500	8,500	3,053.00	36%	-
<b>Total Capital Outlays</b>	<b>176,000</b>	<b>156,698</b>	<b>34,192.75</b>	<b>22%</b>	<b>19,302</b>
2010 Encumbrances					-
<b>Operating Fund</b>	<b>1,189,730</b>	<b>1,035,479</b>	<b>250,548.75</b>	<b>24%</b>	<b>154,251</b>

**Calculations as of April 2, 2012**

Operating Fund Balance	588,500.01
Estimated Expenditures for April-June	258,869.75
Balance - Estimated Expenditures	329,630.26
Average Expenditures per Month	86,289.92
# of Months Balance passed June	3.82

Resolution to Establish Non-resident Fees  
North Madison County Public Library System

Whereas, IC 36-12-2-25(c) requires that a non-resident fee be established using the current total operating expenditures per capita, the members of the North Madison County Public Library System Board now sets its non-resident fee at \$50.00 per year.

Adopted the 16th day of April 2012.

AYE

NAY

Bette DeBell  
Beverly J. Austin  
Daniel A. Prischoff  
Leslie Bottnerhouse  
Mike Robertson  
GE P

ATTEST:

Kevin Wingo  
Secretary of North Madison County Public Library System Board of Trustees

Resolution to Establish Non-resident Fees  
North Madison County Public Library System

Whereas, IC 36-12-2-25(c) requires that a non-resident fee be established using the current total operating expenditures per capita, the members of the North Madison County Public Library System Board now sets its non-resident fee at \$50.00 per year.

Adopted the 16th day of April 2012.

AYE

NAY

Bette DeBell  
Beverly J. Austin  
Daniel A. Prischoff  
Leslie Bottnerhouse  
Mike Robertson  
GE P

ATTEST:

Kevin Wingo  
Secretary of North Madison County Public Library System Board of Trustees

# C&S Networking

Scott Woodsides  
209 N. East St. Tipton, IN 46072

## N. Madison County Library Quote

TO: North Madison County Public Library

*Summitville*

TERMS Net 30

Thank you for your inquiry dated:

April 06 2012

We are pleased to quote you the following:

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	Total Cost
1	1	Speco Technologies H.264 8-Channel Digital Video Recorder with 250GB HDD	\$669.93	\$669.93
2	4	NTB8SPECO INTENSIFIER BULLET CAMERA	\$283.65	\$1,134.60
3	3	246IHRWSPECO INDOOR COLOR DOMEINTENSIFIER	\$213.78	\$641.34
4	1	Mace 12VDC 9 Camera Power Supply	\$105.81	\$105.81
5	1	1000-Foot Siamese RG59/U Coaxial Cable with 18/2 Power Cable	\$329.99	\$165.00
6	1	Cables To Go BNC - Type Connector for RG59 - Video connector - BNC (M) - ( RG-59 ) pkg of 20	\$30.00	\$15.00
7	1	Seagate ST1000DM003 Barracuda 1TB Hard Drive	\$99.99	\$99.99
8				\$0.00
9	1	Labor	\$2,000.00	\$2,000.00
10				
11				
12		Note: Please refer to drawing attached for camera locations.		
			<b>Total</b>	<b>\$4,831.67</b>

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

Thank you for the chance to do business with you

PER Scott Woodsides

April 06 2012

DATE



# C&S Networking

Scott Woodsides  
209 N. East St. Tipton, IN 46072

## N. Madison County Library Quote

TO:

North Madison County Public Library

*Frankton*

TERMS | Net 30

Thank you for your inquiry dated:

April 06 2012

We are pleased to quote you the following:

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	Total Cost
1	1	Speco Technologies H.264 8-Channel Digital Video Recorder with 250GB HDD	<b>\$669.93</b>	\$669.93
2	2	NTB8SPECO INTENSIFIER BULLET CAMERA	<b>\$283.65</b>	\$567.30
3	3	246IHRWSPECO INDOOR COLOR DOMEINTENSIFIER	<b>\$213.78</b>	\$641.34
4	1	Mace 12VDC 9 Camera Power Supply	<b>\$105.81</b>	\$105.81
5	1	1000-Foot Siamese RG59/U Coaxial Cable with 18/2 Power Cable	<b>\$329.99</b>	\$165.00
6	1	Cables To Go BNC - Type Connector for RG59 - Video connector - BNC (M) - ( RG-59 ) pkg of 20	<b>\$30.00</b>	\$15.00
7	1	Seagate ST1000DM003 Barracuda 1TB Hard Drive	<b>\$99.99</b>	\$99.99
8				\$0.00
9	1	Labor	<b>\$2,000.00</b>	<b>\$2,000.00</b>
10				
11				
12		Note: Please refer to drawing attached for camera locations.		
			<b>Total</b>	<b>\$4,264.37</b>

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

Thank you for the chance to do business with you

PER Scott Woodsides

April 06 2012

DATE

**PINEBROOK LANDSCAPING**  
 4762 State Road 32 E.  
 CHESTERFIELD, INDIANA 46017

(765) 536-4122

**WORK ORDER**

2446

TO Hazelbaker Library  
Summitville In.

PHONE	DATE OF ORDER 4/5/12
ORDER TAKEN BY Jerry Day	CUSTOMER'S ORDER NUMBER
<input type="checkbox"/> DAY WORK	<input type="checkbox"/> CONTRACT
<input type="checkbox"/> EXTRA	
JOB NAME/NUMBER Hazelbaker Library	
JOB LOCATION Summitville	
JOB PHONE	STARTING DATE

TERMS:

QTY	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK
1	TAXUS Niagra 18"	38	38	Spray, cleanup, around building
6	Lime-mound Spirea 3pm1	28	168	and entry E. S. + W Sides
25	Tan Large L	34	850	Top of steps install edging,
	4 ml Visqueen		300	visqueen, plants and large L
200'	Pro-edging		200	
				<b>OTHER CHARGES</b>
				cleanup + Spray 90. -
				Shrub Removal
				<b>TOTAL OTHER 90. -</b>
				<b>LABOR</b>
				Planting fees, install edging, Visqueen + large L warranty 1556. -
				<b>TOTAL LABOR 1556</b>
				<b>TOTAL MATERIALS 1556</b>
				<b>TOTAL OTHER 90</b>
DATE COMPLETED				<b>TOTAL 3202</b>

Work ordered by \_\_\_\_\_

Signature \_\_\_\_\_

I hereby acknowledge the satisfactory completion of the above described work.

Thank You

TAX  
 TOTAL 3202



## **KNOTTS LAWN & LANDSCAPE SERVICE**

---

**PO BOX 535  
FRANKTON, IN 46044  
CELL: (765) 635-9959  
FAX# (765) 754-7724**

Summitville Library  
Landscaping Services

- Lawn Mowing
  - Weekly lawn maintenance
  - Trimming with string trimmer

Total: \$60.00 each mowing event

---

- Maintaining landscape beds with mulch
  - Dyed brown hardwood mulch
  - Placing mulch thick for better weed control

- Repairing plastic landscape bed edging
  - Areas raised out of ground or broken

Info.

- Future once a year mulch applications will not be as thick due to the initial application, there for will continue the color and will bring price down.

- Once a month weed control will be necessary in landscape beds / price not included

Total: \$4,800.00

---

- Maintaining landscape beds with river rock
  - Large L River Rock
  - Placing thick filter fabric under rock for better weed control

- Repairing plastic landscape bed edging
  - Areas raised out of ground or broken

Info.

- Once a month weed control will be necessary in landscape beds / price not included

Total: \$7,800.00

---

Knotts Lawn and Landscape Service  
Michael Knotts

## **KNOTTS LAWN & LANDSCAPE SERVICE**

---

**PO BOX 535  
FRANKTON, IN 46044  
CELL: (765) 635-9959  
FAX# (765) 754-7724**

Summitville Library  
Landscaping Services

- Shrubbery maintenance
  - Trimming shrubbery once a year
  - Clean up and disposal

Total: \$800.00

---

Knotts Lawn and Landscape Service  
Michael Knotts



## Agenda

May 14, 2012

### North Madison County Public Library System Board of Trustees

#### Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. 2012 Working Budget

New Business

1. Ceiling Lights – Hazelbaker Library
2. Petty Cash Custodian
3. Elwood Park Board Member
4. McKnight Estate

Director's Report

Public Comment

Adjournment

### NORTH MADISON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting  
May 14, 2012  
5:00pm

#### CALL TO ORDER

President Mike Robertson called a regular meeting of the North Madison County Public Library Board of Trustees to order on May 4, 2012 at 5:00pm in the meeting room of the Elwood Public Library.

#### CALL FOR QUORUM

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

#### MINUTES

Beverly Austin made a motion approving the minutes from the April 16, 2012 board meeting. Wayne Davidson made a second and the motion carried.

#### CLAIMS REGISTER AND CHECKS

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

#### OLD BUSINESS

##### 2012 Working Budget

At the end of April thirty two percent of the working budget has been spent. The electric appropriation is being watched. With a calculated average expenditure of \$86,289.92 per month, the operating fund balance will take the library past June even if the June tax draw is delayed.

#### NEW BUSINESS

##### Ceiling Lights—Hazelbaker Library

The ceiling lights in the adult service area of the Summitville Library are secured with toggle bolts. The toggle bolts are pulling through the drywall. The 5/8 inch drywall currently in place meets code; therefore it will not be necessary to replace the drywall. A quote has been received from West Electric in the amount of \$1,707 to install bracing and re-secure the ceiling lights. Kevin Sipe made a motion to table any decision until a later date in order to obtain quotes to install new lights, move them over so they will hit the ceiling joists and to repair the areas. Beverly Austin made a second and the motion carried.

##### Petty Cash Custodian

Beverly Austin made a motion appointing Trisha Shuler as the new petty cash custodian at Elwood. This position was left vacant with the resignation of Mary Hendrick. Wayne Davidson made a second and the motion carried.

MODE = MEMORY TRANSMISSION

START=MAY-10 16:25 END=MAY-10 16:26

FILE NO.=467

STN NO.	COMM.	ONE-TOUCH/ FAX NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:13

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

Elwood Park Board Member

It was questioned as to the length of term of a park board member, who is appointed by the library board. Beverly Austin made a motion to table this issue until questions have been answered by the attorney. Kevin Sipe made a second and the motion carried.

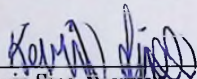
McKnight Estate

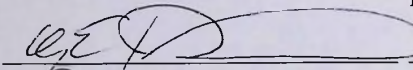
Kevin Sipe made a motion to accept \$35,000 from the Mary Lucille McKnight estate. Beverly Austin made a second and the motion carried.

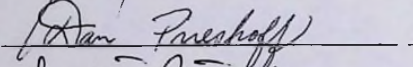
DIRECTOR'S REPORT

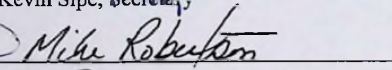
Beth Mehling was scheduled to return to work at the Hazelbaker Library, after a four month leave without pay, on Tuesday, May 8. She returned to work on Monday, May 7. On Tuesday when Ariel reported to work at her scheduled time, the library was not opened and no work had been done. Beth failed to call in that she would not be at work. Later on Tuesday she sent an E-mail message that she was resigning her position. Trisha Shuler has been appointed as the new Youth Service Manager at Elwood. Jamie Presley has moved to Youth Service as a part time clerk. There will need to be two part time employees hired; one for Youth Service and one for Adult Service. Jill Murray and Debbie Fox are scheduled to interview for the Hazelbaker manager position. Stats for March and April 2012 are down. The Director attended the Joseph Murray trial. They do not give a time frame for probation; however as part of his probation he is to refund, to the library, the money that was stolen in the amount of \$102.49. A letter will be sent to his parents stating that he is not to return to the library for one year from the time that the money was stolen. The technology plan for July 1, 2011 through June 10, 2014 has been approved. There have been complaints of people smoking around the entrance at Elwood. It was suggested to check with the State Library as to their policy of smoking on library property. Ralph E. Hazelbaker will hold his annual reception, for those who have received scholarships to attend Indiana University from the Hazelbaker Foundation, on June 9, 2012. Mr. Hazelbaker will be paying for a new plaque for display of the scholarship recipients. Security cameras have been installed at Summitville and they are currently being installed at Frankton.

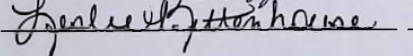
With no objections, the meeting was adjourned.

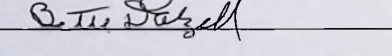
  
 \_\_\_\_\_  
 Kevin Sipe, Secretary

  
 \_\_\_\_\_  
 Mike Robertson

  
 \_\_\_\_\_  
 Adam Frieshoff

  
 \_\_\_\_\_  
 Beverly Austin

  
 \_\_\_\_\_  
 Leslie Battenhouse

  
 \_\_\_\_\_  
 Curtis Datzell

Agenda

May 14, 2012

North Madison County Public Library System  
 Board of Trustees

Elwood Public Library

Regular Meeting  
 5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
- New Business
  - 1. Ceiling Lights - Hazelbaker Library
  - 2. Petty Cash Custodian
  - 3. Elwood Park Board Member
  - 4. McKnight Estate
- Director's Report
- Public Comment
- Adjournment

Please publish on  
 Friday or Saturday  
 and again on Monday

Thank you



MODE = MEMORY TRANSMISSION START=MAY-10 16:24 END=MAY-10 16:25

FILE NO. =466

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:14

-ELWOOD LIBRARY -

Agenda

May 14, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
- New Business
  - 1. Ceiling Lights - Hazelbaker Library
  - 2. Petty Cash Custodian
  - 3. Elwood Park Board Member
  - 4. McKnight Estate
- Director's Report
- Public Comment
- Adjournment

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

MODE = MEMORY TRANSMISSION START=MAY-10 16:26 END=MAY-10 16:26

FILE NO. =468

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<01>	FRANKTON	001/001	00:00:15

-ELWOOD LIBRARY -

Agenda

May 14, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
- New Business
  - 1. Ceiling Lights - Hazelbaker Library
  - 2. Petty Cash Custodian
  - 3. Elwood Park Board Member
  - 4. McKnight Estate
- Director's Report
- Public Comment
- Adjournment



## Register Of Claims

### North Madison County Public Library System

Report Date: From 4/17/2012 To 5/14/2012

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	248	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	5/9/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$13,767.92		
			Operating Fund	Wages of Janitor	\$1,488.70		
			<b>Total this claim =</b>		\$17,211.58		
0	249	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,316.67	5/9/2012	P/R ENDING 5/5/12
			FICA	Payroll Deductions	\$722.87		
			Federal Taxes Withheld	Payroll Deductions	\$1,919.57		
			Medicare	Payroll Deductions	\$249.55		
			<b>Total this claim =</b>		\$4,208.66		
0	238	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$145.00	4/25/2012	p/r ending 4/21/12
				<b>Total this claim =</b>			
0	236	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	4/25/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$16,087.52		
			Operating Fund	Wages of Janitor	\$1,495.05		
			<b>Total this claim =</b>		\$19,537.53		
0	250	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$145.00	5/9/2012	P/R ENDING 5/5/12
				<b>Total this claim =</b>			
0	237	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,494.61	4/25/2012	P/R ENDING 4/21/12
			FICA	Payroll Deductions	\$820.56		
			Federal Taxes Withheld	Payroll Deductions	\$2,201.30		
			Medicare	Payroll Deductions	\$283.28		
			<b>Total this claim =</b>		\$4,799.75		
27613	235	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$480.65	4/17/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>			
27614	243	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$18.45	4/25/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$34.17		
			<b>Total this claim =</b>		\$52.62		
27615	244	FRONTIER	Operating Fund	Telephone & Telegraph	\$9.05	4/25/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>			

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27616	242	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,755.79	4/25/2012	PAYROLL DEDUCTIONS FOR APRIL
			County Taxes Withheld	Payroll Deductions	\$814.14		
				<b>Total this claim =</b>	<u>\$2,569.93</u>		
27617	245	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,988.31	4/25/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Electricity	\$369.43		
				<b>Total this claim =</b>	<u>\$2,357.74</u>		
27618	240	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	\$220.00	4/25/2012	CHILD SUPPORT
				<b>Total this claim =</b>	<u>\$220.00</u>		
27619	239	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$400.00	4/25/2012	P/R ENDING 4/21/12
				<b>Total this claim =</b>	<u>\$400.00</u>		
27620	241	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$704.22	4/25/2012	MEDICAL INSURANCE 5/1/12 - 6/1/12
			Operating Fund	Emp Cont Group Ins	\$6,472.22		
				<b>Total this claim =</b>	<u>\$7,176.44</u>		
27621	246	TOWN OF FRANKTON	Operating Fund	Electricity	\$415.60	4/25/2012	SERVICE FOR FRANKTON
			Operating Fund	Water	\$15.00		
			Operating Fund	Waste Disposal Services	\$18.29		
				<b>Total this claim =</b>	<u>\$448.89</u>		
27622	247	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$36.23	4/25/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$36.23</u>		
27623	253	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$215.34	5/9/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$215.34</u>		
27624	254	FRONTIER	Operating Fund	Telephone & Telegraph	\$297.13	5/9/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$297.13</u>		
27625	252	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	\$220.00	5/9/2012	CHILD SUPPORT
				<b>Total this claim =</b>	<u>\$220.00</u>		
27626	257	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$54.42	5/9/2012	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<u>\$65.92</u>		
27627	251	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$400.00	5/9/2012	P/R ENDING 5/5/12
				<b>Total this claim =</b>	<u>\$400.00</u>		
27628	256	MADISON COUNTY TREASUR	Operating Fund	Taxes	\$40.00	5/9/2012	2011 REALTAXES PAYABLE 2012
			Operating Fund	Taxes	\$70.00		
			Operating Fund	Taxes	\$30.00		
				<b>Total this claim =</b>	<u>\$140.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27629	255	VECTREN ENERGY DELIVERY	Operating Fund Operating Fund	Gas Gas	\$38.03	5/9/2012	SERVICE FOR SUMMITVILLE & ELWOOD
				<b>Total this claim =</b>	<u>\$38.03</u>		
27630	258	9124 BIG KMART	Operating Fund	Operating Supplies	\$14.98	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$14.98</u>		
27631	259	ANDREW BERSHELL	Operating Fund	Other	\$10.80	5/14/2012	LOST BOOK RETURNED - REPLUBLIC OF THE PIRATES
				<b>Total this claim =</b>	<u>\$10.80</u>		
27632	293	AT&T	Operating Fund	Telephone & Telegraph	\$114.66	5/14/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$114.66</u>		
27633	291	BAKER & TAYLOR	Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Gift	Elwood Adult Elwood Childrens Elwood YA Frankton Summitville Frankton	\$3,744.50 \$874.06 \$355.14 \$1,407.54 \$1,188.20 \$144.00	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$7,713.44</u>		
27634	260	BARBARA MCADAMS	Operating Fund Operating Fund Operating Fund	Frankton Programing Operating Supplies Postage & UPS	\$37.48 \$15.75 \$2.35	5/14/2012	PETTY CASH REIMBURSEMENT
				<b>Total this claim =</b>	<u>\$55.58</u>		
27635	261	BARBARA SNIPES	Operating Fund	Traveling Expense	\$93.44	5/14/2012	MILEAGE
				<b>Total this claim =</b>	<u>\$93.44</u>		
27636	290	CARICATURES EXPRESS	Operating Fund	Elwood Children's Programing	\$135.00	5/14/2012	SHOW ON JUNE 14, 2012 - ELWOOD
				<b>Total this claim =</b>	<u>\$135.00</u>		
27637	262	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$19.25	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$19.25</u>		
27638	263	CHESTER INFORMATION TEC	Operating Fund	Techology Software	\$506.50	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$506.50</u>		
27639	264	CINTAS CORPORATION G65	Operating Fund	Cleaning & Sanitation Supplies	\$107.64	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$107.64</u>		
27640	265	DEMCO	Operating Fund	Operating Supplies	\$56.09	5/14/2012	SIGNAGE - FRANKTON
				<b>Total this claim =</b>	<u>\$56.09</u>		



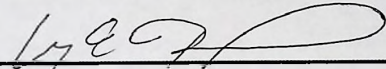
<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27641	279	ELITE CONSTRUCTION	Operating Fund	Professional Services	\$730.00	5/14/2012	SNOW REMOVAL - ELWOOD
				<b>Total this claim =</b>	<u>\$730.00</u>		
27642	266	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$550.00	5/14/2012	SPRINKLER AND FIRE ALARM INSPECTION
				<b>Total this claim =</b>	<u>\$550.00</u>		
27643	267	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,470.75	5/14/2012	INTERNET ACCESS
				<b>Total this claim =</b>	<u>\$1,470.75</u>		
27644	268	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$42.21	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$42.21</u>		
27645	269	GLOBAL GOVT/ED SOLUTION	Operating Fund	Technology Equipment	\$165.87	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$165.87</u>		
27646	270	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$240.00	5/14/2012	LAWN CARE - FRANKTON
				<b>Total this claim =</b>	<u>\$240.00</u>		
27647	271	HERALD BULLETIN, THE	Operating Fund	Frankton Per. & Newsp.	\$179.35	5/14/2012	YEAR SUBSCRIPTION - FRANKTON
				<b>Total this claim =</b>	<u>\$179.35</u>		
27648	272	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$115.53	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$115.53</u>		
27649	294	INDIANA NEWSPAPERS, INC.	Operating Fund	Summitville Period. & Newsp.	\$195.95	5/14/2012	52 WEEK SUBSCRIPTION - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$195.95</u>		
27650	273	JANIS JOHNSON	Operating Fund	Other	\$14.99	5/14/2012	LOST MOVIE FOUND - SING ALONG WITH BARBIE
				<b>Total this claim =</b>	<u>\$14.99</u>		
27651	298	JOHN W. LADD JR.	Operating Fund	Professional Services	\$160.00	5/14/2012	LAWN CARE - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$160.00</u>		
27652	274	LIBRARY CORPORATION, THE	Operating Fund	Automation	\$12,737.00	5/14/2012	ENCHANCED CONTENT, LIBRARY. SOLUTION, AV ACCESS, ITS.MARC
				<b>Total this claim =</b>	<u>\$12,737.00</u>		
27653	296	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$71.70	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$71.70</u>		
27654	275	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$124.00	5/14/2012	HVAC REPAIRS - ELWOOD
				<b>Total this claim =</b>	<u>\$124.00</u>		
27655	277	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$72.00	5/14/2012	TRASH SERVICE - FRANKTON
				<b>Total this claim =</b>	<u>\$72.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27656	276	MARSH SUPERMARKET	Operating Fund	Elwood Adult Programing	\$68.18	5/14/2012	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$75.42		
			Operating Fund	Summitville Programing	\$79.79		
				<b>Total this claim =</b>	<u>\$223.39</u>		
27657	292	MIDWEST TAPE	Operating Fund	Frankton AV	\$390.84	5/14/2012	As per attached invoices.
			Operating Fund	Elwood AV	\$1,352.36		
			Operating Fund	Summitville AV	\$480.76		
				<b>Total this claim =</b>	<u>\$2,223.96</u>		
27658	278	ORIENTAL TRADING COMPAN	Operating Fund	Frankton Programing	\$215.75	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$215.75</u>		
27659	280	PREMIER MEMORY	Operating Fund	Technology Equipment	\$35.00	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$35.00</u>		
27660	281	QUILL CORPORATION	Operating Fund	Office Supplies	\$507.84	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$507.84</u>		
27661	282	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$29.59	5/14/2012	As per attached invoices.
			Operating Fund	Office Supplies	\$10.00		
				<b>Total this claim =</b>	<u>\$39.59</u>		
27662	283	ROBY'S PLUMBING & APPLIAN	Operating Fund	Professional Services	\$992.02	5/14/2012	FIX FLOOR DRAIN - ELWOOD
				<b>Total this claim =</b>	<u>\$992.02</u>		
27663	289	RUSTY AMMERMAN'S	Operating Fund	Frankton Programing	\$295.00	5/14/2012	SUMMER READING PROGRAM -
			Operating Fund	Summitville Programing	\$295.00		FRANKTON & SUMMITVILLE
				<b>Total this claim =</b>	<u>\$590.00</u>		
27664	284	SPECIALTY STORE SERVICES	Operating Fund	Book Processing	\$810.69	5/14/2012	BOOK PROCESSING SUPPLIES
				<b>Total this claim =</b>	<u>\$810.69</u>		
27665	297	TEI LANDMARK AUDIO	Operating Fund	Elwood AV	\$1,974.00	5/14/2012	ANNUAL LEASE - ELWOOD
				<b>Total this claim =</b>	<u>\$1,974.00</u>		
27666	285	THOMAS BOUREGY & COMPA	Operating Fund	Elwood Adult	\$83.70	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$83.70</u>		
27667	286	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$21.65	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$21.65</u>		
27668	287	UPSTART	Operating Fund	Frankton Programing	\$49.40	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$49.40</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
27669	288	VAN AUSDALL & FARRAR	Operating Fund	Office Supplies	\$363.65	5/14/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$363.65</b>		
27670	295	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$333.31	5/14/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<b>\$333.31</b>		
				<b>Total Amount of Claims</b>	<b>\$95,336.17</b>		

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

Monday, May 14, 2012

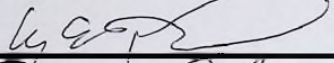
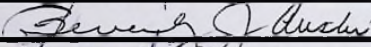
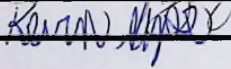
  
 Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this 14 day of May, 2012.

**SIGNATURES OF GOVERNING BOARD**

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



Operating Fund	2012 (Pub)	2012 (Working)	Year-to-Date Disburse.	% Used Of Working Budget	Difference (Published and Working)
<b>1. Personal Services</b>					
<b>Salaries and Wages</b>					
Librarian/Director	52,339	51,000	17,594.64	34%	1,339
Salary of Assistants	499,861	440,000	158,908.35	36%	59,861
Wages of Janitor	38,231	38,231	12,984.69	34%	-
<b>Employee Benefits</b>					
Employee Benefits -Unemployment Comp.	1,750	1,750	13.48	1%	-
Employer's FICA & Medicare	47,000	40,000	14,495.68	36%	7,000
Emp. Cont. PERF	40,000	38,000	11,739.04	31%	2,000
Emp. Cont. Group Ins.	85,000	80,000	25,657.59	32%	5,000
Salary of Board Treasurer	300	300	300.00	100%	-
<b>Total Personal Services</b>	<b>764,481</b>	<b>689,281</b>	<b>241,693.47</b>	<b>35%</b>	<b>75,200</b>
<b>2. Supplies</b>					
Office Supplies	12,000	10,000	2,267.63	23%	2,000
Stationary & Supplies	500	100	-	0%	400
Operating Supplies	8,500	6,500	1,491.28	23%	2,000
Cleaning & Sanitation Supplies	3,500	3,000	788.88	26%	500
Fuel, Oil, and Lubricants	150	150	15.00	10%	-
Bldg. Matl. And Supplies	250	50	83.12	166%	200
Paint and Painting Supplies	250	50	-	0%	200
Repair Parts/Maintenance	1,000	750	-	0%	250
Other Repair & Maintenance Supplies	250	100	-	0%	150
Book Processing	4,500	4,500	1,390.11	31%	-
Automation	19,500	15,500	170.98	1%	4,000
Official Record	1,000	700	-	0%	300
<b>Total Supplies</b>	<b>51,400</b>	<b>41,400</b>	<b>6,207.00</b>	<b>15%</b>	<b>10,000</b>
<b>3. Other Services &amp; Charges</b>					
Professional Services	35,000	35,000	9,605.18	27%	-
Consulting Services	1,000	500	-	0%	500
Legal Services	2,000	500	92.50	19%	1,500
Engineering & Architects	100	50	-	0%	50
Telephone & Telegraph	33,649	9,000	2,185.27	24%	24,649
Postage & UPS	3,700	3,000	1,101.42	37%	700
Traveling Expense	3,000	2,000	564.75	28%	1,000
Professional Meetings	1,500	1,500	31.52	2%	-
Elwood Children's Programming	4,000	4,000	1,039.78	26%	-
Elwood Adult Programming	1,900	1,900	617.08	32%	-
Frankton Programming	3,000	3,000	694.46	23%	-
Summitville Programming	1,900	1,900	770.48	41%	-
Title Source (Baker & Taylor)	3,100	2,800	-	0%	300
Advertising & Public Notices	4,600	1,500	96.29	6%	3,100

Operating Fund	2011 (Pub)	2011 (Working)	Year-to-Date Disburse.	% Used Of Working Budget	Difference (Approved and Working)
Insurance	18,000	16,000	3,095.00	19%	2,000
Official Bonds	400	400	-	0%	-
Gas (HVAC)	20,000	10,000	4,135.31	41%	10,000
Electricity	33,000	33,000	10,977.29	33%	-
Water	4,500	4,000	1,171.56	29%	500
Waste Disposal Services	1,500	1,000	209.88	21%	500
Bldg. & Structure/Maint.	1,000	500	88.56	18%	500
Equipment/Maint.	4,000	1,000	105.62	11%	3,000
Equipment/Rental	3,500	3,000	861.00	29%	500
Dues	2,500	2,000	122.60	6%	500
Taxes	500	500	-	0%	-
Interest on Temporary Loans	500	50	-	0%	450
Transfer to LIRF	10,000	10,000	-	-	-
<b>Total Other Services</b>	<b>197,849</b>	<b>148,100</b>	<b>37,565.55</b>	<b>25%</b>	<b>49,749</b>
<b>4. Capital Outlays</b>					-
Land Buildings Improvements	500	50	-	0%	450
Furniture & Equipment	4,000	2,500	-	0%	1,500
Technology Equipment	17,000	16,000	5,450.06	34%	1,000
Elwood Adult	33,500	27,720	9,489.13	34%	5,780
Elwood Childrens	13,500	10,920	4,047.15	37%	2,580
Elwood YA	5,700	4,368	1,358.99	31%	1,332
Frankton	19,000	15,540	5,012.50	32%	3,460
Summitville	16,000	14,000	4,635.32	33%	5,000
Elwood Indiana Room	0	-	-	-	16,000
Elwood Period. & News.	4,500	4,200	116.00	3%	300
Frankton Per. & Newsp.	2,800	2,000	-	0%	800
Summitville Period. & Newsp.	1,700	1,600	-	0%	100
					-
Elwood AV	24,900	24,900	8,714.39	35%	-
Frankton AV	14,400	14,400	2,149.92	15%	-
Hazelbaker AV	10,000	10,000	2,362.84	24%	-
Technology Software	8,500	8,500	3,053.00	36%	-
<b>Total Capital Outlays</b>	<b>176,000</b>	<b>156,698</b>	<b>46,389.30</b>	<b>30%</b>	<b>19,302</b>
2010 Encumbrances					-
<b>Operating Fund</b>	<b>1,189,730</b>	<b>1,035,479</b>	<b>331,855.32</b>	<b>32%</b>	<b>154,251</b>

**Calculations as of April 27, 2012**

Operating Fund Balance	549,806.68
Estimated Expenditures for May-June	172,579.83
Balance - Estimated Expenditures	377,226.85
Average Expenditures per Month	86,289.92
# of Months Balance passed June	4.37



Established 1946

LICENSED BONDED INSURED

Ph: (705) 643-6423 Fax: (705) 644-6706 [www.westelectricinc.com](http://www.westelectricinc.com)

May 4, 2012

**PROPOSAL**

Summitville Community Library  
 Attn: Annie Scott  
 1013 W. Church St.  
 Summitville, IN 46070

Re: Secure Light Fixtures

Listed below is the quote you requested. If you have any questions please give us a call.

In all existing in Attic & resecure (17) ceiling mount fixture  
 Fixture are: pulling away from ceiling

Material	\$ 147.00
Labor	<u>1,560.00</u>
<b>TOTAL</b>	<b>\$ 1,707.00</b>

Quoted By:  
 Brian Miller

All materials guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Payment's contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

**This proposal may be withdrawn by us if not accepted within 30 days.**

Please sign and return to validate proposal.

ACCEPTANCE: \_\_\_\_\_

DATE: \_\_\_\_\_

Authorized Signature



## Jamie Scott

---

**From:** Jeffrey Graham <jgraham@bfwlawyers.com>  
**Sent:** Tuesday, May 15, 2012 4:59 PM  
**To:** Jamie Scott  
**Subject:** RE: Park Board Appointment from the Library Board

I'm sorry for the slowness of the response on this, Jamie. I've been prepping for a 2 day trial starting tomorrow and have been "going dark" so I can be more efficient in my preparation.

The park board is created under the state's statutory authority granted under I.C.36-10-3:  
<http://www.ai.org/legislative/ic/code/title36/ar10/ch3.html>

Elwood's ordinance 33.07 lays out Elwood's specific rules.

To answer your questions:

1. The member of the board appointed by the Library has no term.
2. To appoint a park board member, the Library Board of Trustees would do so at a regularly scheduled or special meeting by normal voting procedures.
3. The appointee must be a resident of the City of Elwood
4. In full disclosure, this firm represents the Park Board, but it is our opinion that current appointees are serving and also were appointed lawfully.

I'll be out of the office until Friday afternoon, but please contact me if you have further questions.

Jeffrey Graham

BINGHAM, FARRER & WILSON, P.C.  
ATTORNEYS AT LAW  
1601 S. Anderson Street  
P. O. Box 494  
Elwood, IN 46036  
Telephone: (765) 552-9878  
Facsimile: (765) 552-5496

The pages comprising this email contain confidential information. This information is intended solely for the use by the individual entity named as the recipient hereof. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this transmission is prohibited. If you received this transmission in error, please notify us by telephone immediately so we may arrange to retrieve this transmission at no cost to you.

-----Original Message-----

From: "Jamie Scott" <jscott@elwood.lib.in.us>  
Sent: Monday, May 14, 2012 9:15am  
To: jgraham@bfwlawyers.com  
Subject: Park Board Appointment from the Library Board

Jeff,

Good Morning! Currently Mike Robertson serves on the Elwood Park Board as the Library Board appointee. For several reasons he is asking the Library Board to appoint someone else to serve. Due to the current controversies surrounding the park board, we have some questions before we move forward.

1. First, we would like a copy of the statute for appointing the park board members. What is the term length of a park board member?
2. What is the legal process of appointing a park board member?
3. Does the library board appointee have to be a resident of the Elwood (within city limits) or just a member of the library board?
4. Are the members that are currently serving on the park board legal? Have they been appointed legally?

The Park Board Appointment is on the agenda for this evening's meeting. If we do not have satisfactory resolution to these questions, I'm sure this agenda item will get postponed to the next meeting.

Jamie

Jamie Scott  
Director  
North Madison County Public Library System  
1600 Main Street  
Elwood, IN 46036  
(765) 552-5001 ext. 13  
(765) 552-0955 FAX  
[jscott@elwood.lib.in.us](mailto:jscott@elwood.lib.in.us)

**MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM**

	MARCH 2011	MARCH 2012	Amount of Change	% OF Change	YTD 2011	YTD 2012	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	3,288	<b>2,666</b>	-622	-19%	8,822	<b>7,903</b>	-919	-10%
JUVENILE	2,015	<b>1,680</b>	-335	-17%	5,237	<b>4,858</b>	-379	-7%
Y. A.	325	<b>330</b>	5	2%	848	<b>931</b>	83	10%
PERIOD.	519	<b>481</b>	-38	-7%	1,396	<b>1,411</b>	15	1%
AUDIO	130	<b>175</b>	45	35%	386	<b>552</b>	166	43%
VIDEO	5,515	<b>4,555</b>	-960	-17%	14,173	<b>13,600</b>	-573	-4%
DIGITAL MEDIA	0	<b>179</b>	179	100%	0	<b>586</b>	586	100%
<b>TOTAL</b>	<b>11,792</b>	<b>10,066</b>	<b>-1,726</b>	<b>-15%</b>	<b>30,862</b>	<b>29,841</b>	<b>-1,021</b>	<b>-3%</b>

<b>FRANKTON</b>								
ADULT	1,146	<b>1,009</b>	-137	-12%	3,007	<b>2,740</b>	-267	-9%
JUVENILE	844	<b>866</b>	22	3%	2,193	<b>2,132</b>	-61	-3%
Y. A.	183	<b>299</b>	116	63%	392	<b>698</b>	306	78%
PERIOD.	266	<b>246</b>	-20	-8%	789	<b>715</b>	-74	-9%
AUDIO	45	<b>68</b>	23	51%	110	<b>130</b>	20	18%
VIDEO	1,663	<b>1,546</b>	-117	-7%	4,313	<b>4,315</b>	2	0%
DIGITAL MEDIA	0	<b>90</b>	90	100%	0	<b>294</b>	294	100%
<b>TOTAL</b>	<b>4,147</b>	<b>4,124</b>	<b>-23</b>	<b>-1%</b>	<b>10,804</b>	<b>11,024</b>	<b>220</b>	<b>2%</b>

<b>HAZELBAKER</b>								
ADULT	789	<b>569</b>	-220	-28%	2,008	<b>1,722</b>	-286	-14%
JUVENILE	451	<b>319</b>	-132	-29%	1,082	<b>868</b>	-214	-20%
Y. A.	75	<b>65</b>	-10	-13%	197	<b>203</b>	6	3%
PERIOD.	176	<b>204</b>	28	16%	403	<b>455</b>	52	13%
AUDIO	23	<b>13</b>	-10	-43%	43	<b>38</b>	-5	-12%
VIDEO	1,350	<b>1,065</b>	-285	-21%	3,563	<b>3,015</b>	-548	-15%
DIGITAL MEDIA	0	<b>90</b>	90	100%	0	<b>294</b>	294	100%
<b>TOTAL</b>	<b>2,864</b>	<b>2,325</b>	<b>-539</b>	<b>-19%</b>	<b>7,296</b>	<b>6,595</b>	<b>-701</b>	<b>-10%</b>

<b>SYSTEM</b>								
ADULT	5,223	<b>4,244</b>	-979	-19%	13,837	<b>12,365</b>	-1,472	-11%
JUVENILE	3,310	<b>2,865</b>	-445	-13%	8,512	<b>7,858</b>	-654	-8%
Y. A.	583	<b>694</b>	111	19%	1,391	<b>1,832</b>	441	32%
PERIOD.	961	<b>931</b>	-30	-3%	2,588	<b>2,581</b>	-7	0%
AUDIO	198	<b>256</b>	58	29%	539	<b>720</b>	181	34%
VIDEO	8,528	<b>7,166</b>	-1362	-16%	22,049	<b>20,930</b>	-1,119	-5%
DIGITAL MEDIA	0	<b>359</b>	359	100%	0	<b>1,174</b>	1,174	100%
<b>TOTAL</b>	<b>18,803</b>	<b>16,515</b>	<b>-2,288</b>	<b>-12%</b>	<b>48,916</b>	<b>47,460</b>	<b>-1,456</b>	<b>-3%</b>

	ELWOOD	FRANKTON	HAZELBAKER	
TRAFFIC	8,790	2,535	1,438	Prepared by Trisha Shuler
REF.	87	33	11	
ASSIST.	1,325	261	165	TECH SERVICES PROCESSED 1,509 ITEMS.
COMP./WIRE	1,656	356	404	
PROG. A.	9/13	4/58	2/27	
J.	24/147	14/206	6/39	



**MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM**

	April 2011	April 2012	Amount of Change	% OF Change	YTD 2011	YTD 2012	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	2,878	<b>2,713</b>	-165	-6%	11,700	<b>10,616</b>	-1,084	-9%
JUVENILE	1,545	<b>1,404</b>	-141	-9%	6,782	<b>6,262</b>	-520	-8%
Y. A.	294	<b>329</b>	35	12%	1,142	<b>1,260</b>	118	10%
PERIOD.	505	<b>569</b>	64	13%	1,901	<b>1,980</b>	79	4%
AUDIO	96	<b>117</b>	21	22%	482	<b>669</b>	187	39%
VIDEO	5,366	<b>4514</b>	-852	-16%	19,539	<b>18,114</b>	-1,425	-7%
DIGITAL MEDIA	0	<b>172</b>	172	100%	0	<b>758</b>	758	100%
<b>TOTAL</b>	<b>10,684</b>	<b>9,818</b>	<b>-866</b>	<b>-8%</b>	<b>41,546</b>	<b>39,659</b>	<b>-1,887</b>	<b>-5%</b>

**FRANKTON**

ADULT	976	<b>889</b>	-87	-9%	3,983	<b>3,629</b>	-354	-9%
JUVENILE	664	<b>578</b>	-86	-13%	2,857	<b>2,710</b>	-147	-5%
Y. A.	169	<b>248</b>	79	47%	561	<b>946</b>	385	69%
PERIOD.	245	<b>221</b>	-24	-10%	1,034	<b>936</b>	-98	-9%
AUDIO	40	<b>34</b>	-6	-15%	150	<b>164</b>	14	9%
VIDEO	1,694	<b>1,522</b>	-172	-10%	6,007	<b>5,837</b>	-170	-3%
DIGITAL MEDIA	0	<b>86</b>	86	100%	0	<b>380</b>	380	100%
<b>TOTAL</b>	<b>3,788</b>	<b>3,578</b>	<b>-210</b>	<b>-6%</b>	<b>14,592</b>	<b>14,602</b>	<b>10</b>	<b>0%</b>

**HAZELBAKER**

ADULT	814	<b>583</b>	-231	-28%	2,822	<b>2,305</b>	-517	-18%
JUVENILE	429	<b>354</b>	-75	-17%	1,511	<b>1,222</b>	-289	-19%
Y. A.	44	<b>52</b>	8	18%	241	<b>255</b>	14	6%
PERIOD.	144	<b>72</b>	-72	-50%	547	<b>527</b>	-20	-4%
AUDIO	16	<b>7</b>	-9	-56%	59	<b>45</b>	-14	-24%
VIDEO	1,211	<b>972</b>	-239	-20%	4,774	<b>3,987</b>	-787	-16%
DIGITAL MEDIA	0	<b>86</b>	86	100%	0	<b>380</b>	380	100%
<b>TOTAL</b>	<b>2,658</b>	<b>2,126</b>	<b>-532</b>	<b>-20%</b>	<b>9,954</b>	<b>8,721</b>	<b>-1,233</b>	<b>-12%</b>

**SYSTEM**

ADULT	4,668	<b>4,185</b>	-483	-10%	18,505	<b>16,550</b>	-1,955	-11%
JUVENILE	2,638	<b>2,336</b>	-302	-11%	11,150	<b>10,194</b>	-956	-9%
Y. A.	507	<b>629</b>	122	24%	1,944	<b>2,461</b>	517	27%
PERIOD.	894	<b>862</b>	-32	-4%	3,482	<b>3,443</b>	-39	-1%
AUDIO	152	<b>158</b>	6	4%	691	<b>878</b>	187	27%
VIDEO	8,271	<b>7,008</b>	-1263	-15%	30,320	<b>27,938</b>	-2,382	-8%
DIGITAL MEDIA	0	<b>344</b>	344	100%	0	<b>1,518</b>	1,518	100%
<b>TOTAL</b>	<b>17,130</b>	<b>15,522</b>	<b>-1608</b>	<b>-9%</b>	<b>66,092</b>	<b>62,982</b>	<b>-3,110</b>	<b>-5%</b>

ELWOOD    FRANKTON    HAZELBAKER

TRAFFIC	8,889	2,285	1,401
REF.	26	15	4
ASSIST.	1,271	346	181
COMP./WIRE	1,673/70	330/12	384/5
PROG. A.	8/99	5/66	2/24
J.	14/51	6/60	8/47

181 TECH SERVICES PROCESSED 1,494 ITEMS.

Prepared by Trisha Shuler

Agenda

June 11, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. 2012 Working Budget
2. Ceiling Lights – Hazelbaker Library
3. Elwood Park Board Member

New Business

1. Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy
2. Transfer to LIRF
3. Lease Rental Payment
4. Time Line for 2013 Budget Approval
5. Computer Donation to Friends of the Library
6. Petty Cash Custodian

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES

Regular Meeting

June 11, 2012

5:00pm

CALL TO ORDER

President Mike Robertson called a regular meeting of the North Madison County Public Library Board of Trustees to order on June 11, 2012 at 5:00pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

MINUTES

Kevin Sipe made a motion to approve the minutes from the May 14, 2012 regular meeting. Wayne Davidson made a second and the motion carried.

CLAIMS REGISTER AND CHECKS

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

OLD BUSINESS

2012 Working Budget

At the end of May, forty percent of the working budget has been spent. This is exactly where it should be.

Ceiling Lights—Hazelbaker Library

Quotes have been received from West Electric in the amount of \$1,707 and Dennis Mallernee Painting and Plastering in the amount of \$1,600 to remove the ceiling lights, install blocking, and re-secure lights. An additional amount was quoted by Dennis Mallernee to patch drywall where the lights were removed in the amount of \$490. Beverly Austin made a motion to approve the quote from Dennis Mallernee Painting including \$490 to repair the drywall. Bette Dalzell made a second and the motion carried.

Elwood Park Board Member

Kevin Sipe made a motion appointing Beverly Austin as the new park board member, as representative of the library. Bette Dalzell made a second and the motion carried.

NEW BUSINESS

Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy

There are no changes to the Internet Policy or the Public Access Computer Policy the only change to the Wireless Internet Policy is to add that wireless printing is now



available. Beverly Austin made a motion to approve the change to the Wireless Internet Policy. Leslie Rittenhouse made a second and the motion carried.

Transfer to LIRF

Beverly Austin made a motion to transfer \$10,000 from the Operating Fund into the Library Improvement Reserve Fund. Wayne Davidson made a second and the motion carried.

Lease Rental Payment

No action was required, since it was discovered there is to be no delay in receiving the June tax draw.

Time Line for 2013 Budget Approval

A time line for the 2013 budget approval was distributed. At this time, it appears there will be no need for additional meetings to be held for budget approval; it can be taken care of at the regular meetings.

Computer Donation to Friends of the Library

Kevin Sipe made a motion to donate five computers to the Friends of the Library. Wayne Davidson made a second and the motion carried.

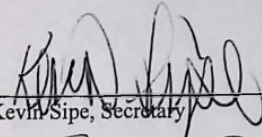
Petty Cash Custodian

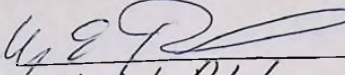
Beverly Austin made a motion appointing Jill Murray Petty cash custodian at Summitville. Leslie Rittenhouse made a second and the motion carried.

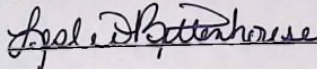
**DIRECTOR'S REPORT**

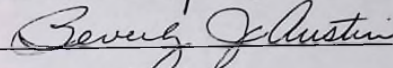
Jill Murray has been appointed as branch manager at Summitville. Debbie Fox has taken her full-time position in the adult service area at Elwood. Judy Litsey was also interviewed for this position. Lindsey Ripberger has been hired part-time in the Youth Service Department; she previously worked as a page at the Jennings County Public Library. Pauline Vest and Stephanie Norris have been hired to work part-time in Elwood Adult Service. A training check list has been developed and will be used to train the new employees. Summer reading is going wonderfully. Eighty-seven have signed up to participate at Elwood. Both Frankton and Summitville presented a program with Rusty Ammerson's Dimension of Illusion performing; both were well attended with over sixty at Frankton and over forty at Summitville. Discussion was held about the dry weather and if it would be prudent to water the lawn. It was decided to not water the lawn at this time, everyone's lawn looks the same. The landscaping at the Hazelbaker Library is complete. Keith Baldwin has completed work on the new Ralph E. Hazelbaker scholarship plaque. Pictures of the landscaping at Summitville were shown.

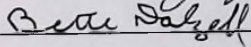
With no objections, the meeting was adjourned.

  
Kevin Sipe, Secretary

  
Michael Robertson

  
Leslie Rittenhouse

  
Beverly J. Austin

  
Steve Dabell



## Register Of Claims

### North Madison County Public Library System

Report Date: From 5/15/2012 To 6/11/2012

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	310	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	6/6/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$14,705.62		
			Operating Fund	Wages of Janitor	\$1,500.37		
				<b>Total this claim =</b>	<u>\$18,160.95</u>		
0	300	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,345.21	5/23/2012	P/R ENDING 5/19/12
			FICA	Payroll Deductions	\$738.53		
			Federal Taxes Withheld	Payroll Deductions	\$1,924.94		
			Medicare	Payroll Deductions	\$254.96		
				<b>Total this claim =</b>	<u>\$4,263.64</u>		
0	301	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$145.00	5/23/2012	P/R ENDING 5/19/12
				<b>Total this claim =</b>	<u>\$145.00</u>		
0	299	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	5/23/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$14,109.24		
			Operating Fund	Wages of Janitor	\$1,520.45		
				<b>Total this claim =</b>	<u>\$17,584.65</u>		
0	311	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,389.31	6/6/2012	P/R ENDING 6/2/12
			FICA	Payroll Deductions	\$762.74		
			Federal Taxes Withheld	Payroll Deductions	\$2,007.74		
			Medicare	Payroll Deductions	\$263.33		
				<b>Total this claim =</b>	<u>\$4,423.12</u>		
0	312	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$145.00	6/6/2012	P/R ENDING 6/2/12
				<b>Total this claim =</b>	<u>\$145.00</u>		
27671	306	AVAYA COMMUNICATION	Operating Fund	Telephone & Telegraph	\$303.84	5/23/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$303.84</u>		
27672	307	BURNETTE - DELLINGER INC.	Operating Fund	Insurance	\$309.00	5/23/2012	WORKER COMP AUDIT & BLANKET BOND
				<b>Total this claim =</b>	<u>\$309.00</u>		
27673	302	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,300.13	5/23/2012	PAYROLL DEDUCTIONS FOR MAY
			County Taxes Withheld	Payroll Deductions	\$579.64		
				<b>Total this claim =</b>	<u>\$1,879.77</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27674	308	INDIANA MICHIGAN POWER C	Operating Fund Operating Fund	Electricity Electricity	\$1,791.01 <u>\$343.74</u>	5/23/2012	SERVICE FOR ELWOOD & SUMMITVILLE
				<b>Total this claim =</b>	<b>\$2,134.75</b>		
27675	305	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	<u>\$220.00</u>	5/23/2012	CHILD SUPPORT
				<b>Total this claim =</b>	<b>\$220.00</b>		
27676	304	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	<u>\$400.00</u>	5/23/2012	P/R ENDING 5/19/12
				<b>Total this claim =</b>	<b>\$400.00</b>		
27677	303	MEDICAL MUTUAL OF OHIO	Insurance Operating Fund	Payroll Deductions Emp Cont Group Ins	\$769.50 <u>\$9,022.62</u>	5/23/2012	HEALTH INSURANCE 6/1/12-7/1/12
				<b>Total this claim =</b>	<b>\$9,792.12</b>		
27678	309	TRISHA SHULER	Operating Fund Operating Fund	Fuel, Oil and Lubricants Postage & UPS	\$34.10 <u>\$14.60</u>	5/23/2012	PETTY CASH REIMBURSEMENT
				<b>Total this claim =</b>	<b>\$48.70</b>		
27679	316	AT&T LONG DISTANCE	Operating Fund Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$39.11 <u>\$8.23</u>	6/6/2012	SERVICE FOR ELWOOD & SUMMITVILLE
				<b>Total this claim =</b>	<b>\$47.34</b>		
27680	315	C AND S NETWORKING	Rainy Day Fund	Professional Services	<u>\$5,045.45</u>	6/6/2012	SECURITY CAMERAS-SUMMITVILLE
				<b>Total this claim =</b>	<b>\$5,045.45</b>		
27681	317	CITY OF ELWOOD UTILITIES	Operating Fund	Water	<u>\$224.28</u>	6/6/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<b>\$224.28</b>		
27682	319	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	<u>\$25.75</u>	6/6/2012	AD ELWOOD CLERK
				<b>Total this claim =</b>	<b>\$25.75</b>		
27683	318	FORT DEARBORN LIFE INSUR	Operating Fund	Emp Cont Group Ins	<u>\$100.05</u>	6/6/2012	LIFE INSURANCE 6/1/12-8/31/12
				<b>Total this claim =</b>	<b>\$100.05</b>		
27684	320	FRONTIER	Operating Fund	Telephone & Telegraph	<u>\$270.84</u>	6/6/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<b>\$270.84</b>		
27685	314	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	<u>\$220.00</u>	6/6/2012	CHILD SUPPORT
				<b>Total this claim =</b>	<b>\$220.00</b>		
27686	313	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	<u>\$400.00</u>	6/6/2012	P/R ENDING 6/2/12
				<b>Total this claim =</b>	<b>\$400.00</b>		
27687	321	POSTMASTER	Operating Fund Operating Fund	Postage & UPS Postage & UPS	\$90.00 <u>\$90.00</u>	6/6/2012	STAMPS FOR FRANKTON & SUMMITVILLE
				<b>Total this claim =</b>	<b>\$180.00</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27688	322	TOWN OF FRANKTON	Operating Fund	Electricity	\$385.90	6/6/2012	UTILITIES
			Operating Fund	Water	\$15.00		
			Operating Fund	Waste Disposal Services	\$17.91		
				<b>Total this claim =</b>	<b>\$418.81</b>		
27689	323	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$34.73	6/6/2012	SERVICE FOR FRANKTON & SUMMITVILLE
			Operating Fund	Gas	\$16.60		
				<b>Total this claim =</b>	<b>\$51.33</b>		
27690	338	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$944.87	6/11/2012	As per attached invoices.
			Operating Fund	Elwood Childrens	\$730.31		
			Operating Fund	Elwood YA	\$425.80		
			Operating Fund	Frankton	\$1,254.05		
			Operating Fund	Summitville	\$424.24		
			Operating Fund	Frankton Programing	\$136.34		
			Operating Fund	Frankton AV	\$170.68		
			Operating Fund	Title Source	\$295.00		
				<b>Total this claim =</b>	<b>\$4,381.29</b>		
27691	325	BARBARA MCADAMS	Operating Fund	Frankton Programing	\$40.40	6/11/2012	PETTY CASH REIMBURSEMENT
			Operating Fund	Office Supplies	\$9.36		
				<b>Total this claim =</b>	<b>\$49.76</b>		
27692	326	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$180.00	6/11/2012	SERVICE FOR FRANKTON & SUMMITVILLE
				<b>Total this claim =</b>	<b>\$180.00</b>		
27693	353	BOYCE FORMS/SYSTEMS	Operating Fund	Official Records	\$232.75	6/11/2012	ACCOUNTS PAYABLE CHECKS
				<b>Total this claim =</b>	<b>\$232.75</b>		
27694	327	CHESTER INFORMATION TEC	Operating Fund	Professional Services	\$550.00	6/11/2012	SYSTEMS ENGINEER
				<b>Total this claim =</b>	<b>\$550.00</b>		
27695	328	CINTAS CORPORATION G65	Operating Fund	Cleaning & Sanitation Supplies	\$107.64	6/11/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$107.64</b>		
27696	329	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,470.75	6/11/2012	INTERNET ACCESS
				<b>Total this claim =</b>	<b>\$1,470.75</b>		
27697	330	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$78.92	6/11/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$78.92</b>		
27698	331	GLOBAL GOVT/ED SOLUTION	Operating Fund	Technology Equipment	\$7,749.84	6/11/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$7,749.84</b>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27699	332	HERALD BULLETIN, THE	Operating Fund	Summitville Period. & Newsp.	\$194.35	6/11/2012	1 YEAR SUBSCRIPTION - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$194.35</u>		
27700	333	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$259.11	6/11/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$259.11</u>		
27701	334	IDLEWINE LAWNMOWER SAL	Operating Fund	Professional Services	\$105.62	6/11/2012	LAWN MOWER REPAIRS
				<b>Total this claim =</b>	<u>\$105.62</u>		
27702	335	INDIANA STATE LIBRARY	Operating Fund	Dues	\$525.00	6/11/2012	INFO EXPRESS 7/201 - 6/2012
				<b>Total this claim =</b>	<u>\$525.00</u>		
27703	354	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$52.98	6/11/2012	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<u>\$64.48</u>		
27704	324	KMART 9124	Operating Fund	Operating Supplies	\$20.96	6/11/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$20.96</u>		
27705	336	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$424.50	6/11/2012	QUARTERLY SERVICE AGREEMENT
				<b>Total this claim =</b>	<u>\$424.50</u>		
27706	337	MIDWEST COLLABORATIVE F	Operating Fund	Dues	\$125.00	6/11/2012	MCLS ANNUAL MEMBERSHIP
				<b>Total this claim =</b>	<u>\$125.00</u>		
27707	339	MIDWEST TAPE	Operating Fund	Frankton AV	\$351.84	6/11/2012	As per attached invoices.
			Operating Fund	Elwood AV	\$570.77		
			Operating Fund	Summitville AV	\$491.77		
				<b>Total this claim =</b>	<u>\$1,414.38</u>		
27708	340	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$154.75	6/11/2012	As per attached invoices.
			Operating Fund	Summitville Programing	\$22.50		
				<b>Total this claim =</b>	<u>\$177.25</u>		
27709	352	PINEBROOK LANDSCAPING	Gift	Professional Services	\$3,402.00	6/11/2012	LANDSCAPING - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$3,402.00</u>		
27710	341	QUILL CORPORATION	Operating Fund	Office Supplies	\$116.95	6/11/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$116.95</u>		
27711	342	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$38.10	6/11/2012	As per attached invoices.
			Operating Fund	Office Supplies	\$10.00		
				<b>Total this claim =</b>	<u>\$48.10</u>		
27712	343	REGIONS BANK	Debt Service Fund	Land Buildings Improvements	\$121,000.00	6/6/2012	LEASE PAYMENT
				<b>Total this claim =</b>	<u>\$121,000.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27713	344	SPECIALTY STORE SERVICES	Operating Fund	Book Processing	\$51.46	6/6/2012	As per attached invoices.
				<b>Total this claim =</b>	\$51.46		
27714	345	TEI LANDMARK AUDIO	Operating Fund	Frankton AV	\$2,664.00	6/6/2012	ANNUAL LEASE - FRANKTON
				<b>Total this claim =</b>	\$2,664.00		
27715	346	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$182.88	6/6/2012	As per attached invoices.
				<b>Total this claim =</b>	\$182.88		
27716	347	UPSTART	Operating Fund	Frankton Programing	\$79.34	6/6/2012	As per attached invoices.
				<b>Total this claim =</b>	\$79.34		
27717	348	VALENTINE ELECTRONICS	Operating Fund	Operating Supplies	\$12.99	6/6/2012	As per attached invoices.
				<b>Total this claim =</b>	\$12.99		
27718	349	VAN AUSDALL & FARRAR, INC.	Operating Fund	Office Supplies	\$956.51	6/6/2012	MAINTENANCE CONTRACT MINOLTA DI2010 & COPY COUNT
				<b>Total this claim =</b>	\$956.51		
27719	350	WEBER OFFICE EQUIPMENT	Operating Fund	Furniture & Equipment	\$250.00	6/6/2012	TYPEWRITER - SUMMITVILLE
				<b>Total this claim =</b>	\$250.00		
27720	351	WEST ELECTRIC	Operating Fund	Professional Services	\$282.50	6/6/2012	REPAIR CEILING FIXTURE - SUMMITVILLE
				<b>Total this claim =</b>	\$282.50		

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

**Total Amount of Claims      \$213,952.72**

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

Friday, June 08, 2012

*Dan Prieshoff*  
 \_\_\_\_\_  
 Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this 11 day of June, 2012.

<i>[Signature]</i>	<i>Beverly Austin</i>	
_____	_____	_____
<i>Hester Huttonhouse</i>	<i>Betty O'Day II</i>	
_____	_____	_____
<i>William Robertson</i>	<i>[Signature]</i>	
_____	_____	_____

**SIGNATURES OF GOVERNING BOARD**

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



Operating Fund	2012 (Pub)	2012 (Working)	Year-to-Date Disburse.	% Used Of Working Budget	Difference (Published and Working)
<b>1. Personal Services</b>					
<b>Salaries and Wages</b>					
Librarian/Director	52,339	51,000	21,504.56	42%	1,339
Salary of Assistants	499,861	440,000	186,785.51	42%	59,861
Wages of Janitor	38,231	38,231	15,993.84	42%	-
<b>Employee Benefits</b>					
Employee Benefits -Unemployment Comp.	1,750	1,750	13.48	1%	-
Employer's FICA & Medicare	47,000	40,000	17,157.56	43%	7,000
Emp. Cont. PERF	40,000	38,000	11,739.04	31%	2,000
Emp. Cont. Group Ins.	85,000	80,000	34,680.21	43%	5,000
Salary of Board Treasurer	300	300	300.00	100%	-
<b>Total Personal Services</b>	<b>764,481</b>	<b>689,281</b>	<b>288,174.20</b>	<b>42%</b>	<b>75,200</b>
<b>2. Supplies</b>					
Office Supplies	12,000	10,000	3,178.71	32%	2,000
Stationary & Supplies	500	100	-	0%	400
Operating Supplies	8,500	6,500	1,734.53	27%	2,000
Cleaning & Sanitation Supplies	3,500	3,000	938.73	31%	500
Fuel, Oil, and Lubricants	150	150	49.10	33%	-
Bldg. Matl. And Supplies	250	50	83.12	166%	200
Paint and Painting Supplies	250	50	-	0%	200
Repair Parts/Maintenance	1,000	750	-	0%	250
Other Repair & Maintenance Supplies	250	100	-	0%	150
Book Processing	4,500	4,500	2,272.50	51%	-
Automation	19,500	15,500	12,907.98	83%	4,000
Official Record	1,000	700	-	0%	300
<b>Total Supplies</b>	<b>51,400</b>	<b>41,400</b>	<b>21,164.67</b>	<b>51%</b>	<b>10,000</b>
<b>3. Other Services &amp; Charges</b>					
Professional Services	35,000	35,000	12,401.20	35%	-
Consulting Services	1,000	500	-	0%	500
Legal Services	2,000	500	92.50	19%	1,500
Engineering & Architects	100	50	-	0%	50
Telephone & Telegraph	33,649	9,000	2,900.90	32%	24,649
Postage & UPS	3,700	3,000	1,118.37	37%	700
Traveling Expense	3,000	2,000	658.19	33%	1,000
Professional Meetings	1,500	1,500	31.52	2%	-
Elwood Children's Programming	4,000	4,000	1,250.20	31%	-
Elwood Adult Programming	1,900	1,900	685.26	36%	-
Frankton Programming	3,000	3,000	1,292.09	43%	-
Summitville Programming	1,900	1,900	1,145.27	60%	-
Title Source (Baker & Taylor)	3,100	2,800	-	0%	300
Advertising & Public Notices	4,600	1,500	96.29	6%	3,100

### Dennis Mallernee Painting and Plastering, Inc.

### Estimate

905 West 37th Street  
 Anderson, IN. 46013  
 Phone: (765) 644-4873  
 FAX: (765) 644-4874

DATE	5/18/2012
------	-----------

Name / Address
Summitville Library 1013 W. Church Summitville, In 46070

TERMS	PROJECT NAME
On completion	

Description	Total
Patch drywall ceiling where light removed	490.00
Paint same ceiling and all other hard ceilings except the one done last year, repair drywall on remainder of hard ceilings and walls, paint all walls excluding walls with murals	2,591.00
additional: Remove lights, install blocking, rehang lights	1,600.00

Thank you for choosing Dennis Mallernee Painting and Plastering. We look forward to your business.

<b>Total</b>	<b>\$4,681.00</b>
--------------	-------------------

Unpaid bills shall accrue interest at 18% per annum; contractor shall be entitled to collect attorney fees, costs, and expenses in the event of default. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge beyond original estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance and permits. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: *Dennis Mallernee*

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified and payment will be made as outlined above.

This estimate becomes a contract once signed.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



Established 1916

LICENSED BONDED INSURED

Ph: (765) 643-6443 Fax: (765) 644-6786 [www.westelectricinc.com](http://www.westelectricinc.com)

May 4, 2012

**PROPOSAL**

Summitville Community Library  
 Ann Marie Scott  
 1013 W. Church St.  
 Summitville, IN 46070

**Re: Secure Light Fixtures**

Quoted below is the quote you requested. If you have any questions please give us a call.

Install missing in Attic & resecure (17) ceiling mount fixture  
 Fixture are pulling away from ceiling

Material	\$ 147.00
Labor	<u>1,560.00</u>
<b>TOTAL</b>	<b>\$ 1,707.00</b>

Quoted by:  
 Brian Miller

All materials guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Placement's contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our services are fully covered by Workmen's Compensation Insurance.

**This proposal may be withdrawn by us if not accepted within 30 days.**

**Please sign and return to validate proposal.**

ACCEPTANCE: \_\_\_\_\_

DATE: \_\_\_\_\_

Authorized Signature



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

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

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

The library strongly recommends that users of the Internet not reveal their personal address, telephone number, credit card number, bank account number, social security number or any other financial or personal information. The library can assume no liability for the performance or quality of any products purchased over the Internet, and cannot guarantee the confidentiality of personal and credit card information transmitted over the Internet.

Failure to abide by the Internet Use policy may result in the loss of Internet and/or NMCPLS library privileges. Continued violation of the situations listed below will result in suspension of all library privileges:

- Violation of computer security system.
- Violation of another user's privacy.
- Use of the internet for unlawful, indecent, or malicious activities, including display of sexually explicit graphics
- Misrepresentation of the library or the identity of oneself.
- Use of abusive or objectionable language and the display or transmission of profane, abusive, or threatening language.
- Engaging in harassing behavior, such as sending or posting slanderous, libelous, obscene, or threatening messages, and other activities that could cause congestion and disruption of networks and systems.
- Violating any local, state, or federal statute.
- Downloading and/or installing software to the hard drive of any library computer. [Anyone accessing pornography sites will be asked to leave the computer area and will not be allowed computer access for one week. Upon a second incident, a patron will be barred from computer access for six months. If a person is under 18 years of age, the parent/guardian will be notified of the access of pornography and the punishment

involved. The parent/guardian will need to accompany their child after the six months ban to reinstate privileges.]

The Board of Trustees of NMCPLS reserves the right to:

- Implement a fee structure in accordance with use of the Internet and to change the fees as necessary. [There is a charge of ten (\$.10) cents per black and white copy and forty (\$.40) cents per color copy if the patron wishes to print his work.]
- Use a software program to filter the use of the Internet according to the mission, collection policies, and community/legal standards with regard to obscenity on any or all computers. (Federal Law requires all public libraries that receive funding from grants, USF, and other sources to filter the Internet by July 2002.)
- Require the use of acceptable identification for anyone using the Internet at the library. All persons residing in, or owning property in the townships we serve will be required to hold a current NMCPLS library card to access the library's computers. Patrons are responsible for fine balances over \$5.00 and will be required to pay \$1.00 towards their fine balance per each daily computer use until their fine is at or below \$5.00 effective August 1, 2008. The patron's barcode needs to be kept confidential. If a patron's barcode is compromised the patron will have to purchase a new library card. When the barcode has been compromised, the offending patron using the barcode will not be allowed computer access for one week. Upon a second incident, a patron will be barred from computer access for six months. If a person is under 18 years of age, the parent/guardian will be notified of the punishment involved. The parent/guardian will need to accompany their child after the six months ban to reinstate privileges. A courtesy card may be issued to those who live outside the library district. It allows the user computer access for one year (this does not allow material checkout). This card must be renewed in order to continue computer use after its one-year expiration. If a person is a one-time only visitor to the library, they may use the NMCPLS guest pass. This guest pass is valid for a one-time use only. If a patron returns to use the computers they will be asked to obtain a courtesy card.
- Limit the amount of time workstations may be used in order to make equipment available to other library users. Patrons will begin with a one-hour time limit. If no one is waiting to use the computer, the patron may begin increasing his or her time in fifteen (15) minute increments for a maximum of two (2) hours total. If the computers are full after your one-hour time limit, you must relinquish your computer to the waiting patrons. Patrons that use only a portion of their original one (1) hour can return later that same day to finish their time.
- Modify this policy at any time.



As in the use of all other NMCPLSs materials, children's access to the Internet is the sole responsibility of the child's parent or guardian. Parents of children who are under 18 years old must monitor their children's use of the Internet just as they monitor the use of NMCPLS's video collection. Parents and children are encouraged to read/view and discuss the resources that NMCPLS has available regarding safe and appropriate use of the Internet by minors. No child under 18 will be allowed to use the Internet without a signed consent form on file. Children under the age of 18 will not be allowed to use the computers located in the Indiana Room unless accompanied by a parent or guardian.

Presently, it is not possible to use the same selection criteria, which are used for other Library materials. Therefore, NMCPLS assumes no responsibility for the accuracy, quality, or quantity of any information, or the site where that information is obtained. The library does prohibit accessing obscene material and intentionally leaving it for others to view.

The NMCPLS offers laptop computers for checkout. The laptop computer may not leave the building and it must be returned in the condition in which it was loaned. Patrons are liable for any damages incurred during the loan period which may include replacement cost. Patrons over 18 years of age must provide a valid state issued I.D. to be left with the library staff for the duration of the laptop loan. The parent or legal guardian of patrons under the age of 18 may checkout a laptop computer to be used by his/her child in the library for homework purposes. During the loan of the laptop computer the parent or legal guardian will remain at the library and assume responsibility for the library's equipment. Staff will keep a record of the patron's name, address, and driver's license number for liability purposes. Laptop computer loan times will follow the time restraints placed on other workstations as stated in this policy. Staff use of the laptops takes precedence over patron checkout.

The NMCPLS makes no guarantees, either expressed or implied, in respect to any equipment, programs, or other materials, their performance, or fitness for any particular purpose. Materials and equipment are provided for use "as is." The entire risk as to the quality and performance of computer equipment, programs, and documentation is with the user. In no event shall the library be liable for actual, incidental, or consequential damages in connection with or arising from the use of any equipment, programs, or other library materials.

Adopted 4/12/03  
Reviewed & Amended 08/31/2006  
Reviewed 06/11/2007  
Reviewed & Amended 05/12/2008  
Reviewed 06/10/2009  
Amended 07/22/2009  
Amended 10/12/2009  
Reviewed & Amended 05/10/2010  
Reviewed & Amended 05/09/2011

## COMPUTER USE POLICY

You must read and agree to the terms below before  
Continuing to use this service.  
Use of this service is a privilege.  
Failure to comply with these terms will result in the  
Loss of that privilege.

Activating this timer constitutes agreement to the  
Library's Internet and computer use policy!!!!

Computer usage time is from opening until 15 minutes before closing at  
Elwood Public Library, Frankton Community Library and Ralph E.  
Hazelbaker Library.

1. Exit from all programs when you are done. DO NOT TURN OFF THE COMPUTER! If you turn off or restart this computer for any reason, your privileges will be revoked for five days.
2. If you wish to save material, download your files to a removable storage device. Virus-checking software will NOT protect your computer if you download programs. If you are concerned about the possibilities of computer viruses, you should install and use virus protection software on your own computer. The library is not responsible for damage to personal removable storage devices.
3. DO NOT modify this computer or software in any way. This includes downloading and installing programs or plug-ins on this computer. [Anyone modifying the computer or software in any way will be asked to leave the computer area and will not be allowed computer access for one week. If there is a second incident, a patron will be barred from computer access for six months. If a person is under 18 years of age, the parent/guardian will need to accompany their child after the six-month ban to reinstate privileges.]
4. All applicable laws regarding copyright must be obeyed.
5. Do not display text or graphics that may be legally defined by State and/or Federal law as obscenity or child pornography.
6. Users have the right of confidentiality and the right of privacy. However, security is technically difficult to achieve and the computer is located in a public area. Electronic transactions of information and

- viewing screens could become public. As a result, the library cannot guarantee privacy or confidentiality. Remember to exercise common courtesy. It is rude to look over another's shoulder to see what he or she is doing on the computer, and it is disturbing to another's concentration to stand around the computer while waiting your turn. Remember that people using the Internet after you may see which sites you have visited. One person to a computer except for a patron that needs assistance.
7. Be aware that the connection may fail or the computer may "freeze" while you are using it. Such occurrences are unfortunate, but do not entitle you to go beyond your allotted time if others are waiting. The computers in the Computer Lab will be unavailable when needed for training.
  8. Use of the Internet access computers is on a first-come, first-served basis. Patrons will be given one (1) hour on the computers to start with. If no one else is waiting you may begin extending your time in fifteen (15) minute increments for a maximum time of two (2) hours. If patrons are waiting to use the computers after your one-hour time limit, you must relinquish your computer for those waiting. Patrons that use only a portion of their original one (1) hour can return later that same day to finish their time. No reservations for future days will be made and telephone reservations will not be taken. It is your responsibility to give up the computer after one hour. If all computers are full the patron can reserve a computer by adding his/her name to the reservation computer or by asking a staff member.
  9. Users under the age of 18 must have an Internet Use Permission slip signed by a parent or legal guardian. We ask that parents and guardians read the North Madison County Public Library System Computer Use Policy before giving permission. Permission slips are available from the Youth and the Adult circulation desks and from circulation desks in the branch libraries. Library cards of young people with Internet Permission will be coded, and the permission will be recorded in the patron's file. All persons residing in, or owning property in the townships we serve will be required to hold a current NMCPLS library card to access the computers. Patrons are responsible for fine balances over \$5.00 and will be required to pay \$1.00 towards their fine balance per each daily computer use until their fine is at or below \$5.00 effective August 1, 2008. A courtesy card may be issued to those who live outside the library district. It allows the user computer access for one year (this does not allow



material checkout). This card can be renewed in order to continue computer use after its one-year expiration. If a person is a one-time only visitor to the library, they may use the NMCPLS guest pass. This guest pass is valid for a one-time use only. If a patron returns to use the computers, they will be asked to obtain a courtesy card.

10. E-Mail accounts that do not fall under the domain of World Wide Web are not available. You may not send E-mail from the library's account, nor receive e-mail at that account. The only way you can send e-mail or access your e-mail is if you have already set up an e-mail account with a web-based mail server, through a web site.
11. Printing is 10 cents per black and white copy and 40 cents per color copy. All printing is sent to a central printer at the Adult Circulation Desk. You must pick up your copies and pay at the Circulation Desk. If you need to print in color, please ask a staff member for assistance.
12. You may not always be able to access the sites on the Internet that you are trying to visit. There may be several reasons for this inconvenience. The Library's Internet connection may also be periodically and temporarily inoperable due to technical difficulties.
13. Misuse of the Internet access computers will result in loss of your Internet privileges. The use of the computer should not infringe upon the rights of others.

Adopted 4/12/03

Reviewed & Amended 05/08/06

Reviewed 06/11/2007

Reviewed & Amended 05/12/2008

Reviewed & Amended 06/10/2009

Amended 07/22/2009

Reviewed & Amended 05/10/2010

Reviewed & Amended 05/09/2011



## NMCPLS Wireless Internet Policy

The North Madison County Public Library System (hereafter identified as NMCPLS) offers FREE wireless access for library patrons to use with their own personal notebooks, laptops and other mobile devices. These access points are unsecured, accessible only during library operating hours and filtered to comply with the Children's Internet Protection Act (CIPA). A patron's use of this service is governed by this wireless policy as well as the NMCPLS's Public Access Computer Policy. By choosing to use this free wireless service you agree to abide by both policies.

Library staff can provide general information or handouts for connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless access points.

All wireless access users should have up-to-date protection on their laptop computers or wireless devices. The library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by the aforementioned.

Printing access is ~~REMOVE~~ not available via the wireless connection. If you need to print, **ADD:** please ask a staff member for assistance. ~~REMOVE~~ please save your work to a flash drive or email files to yourself. Then login to a wired library workstation and send jobs to the public printer.

Wireless users requiring sound must provide their own headphones so as to not disturb others.

Each facility of the NMCPLS has limited access to electrical outlets. Wireless patrons may have access to these outlets for use in charging device batteries, so long as cords aren't presenting a potential hazard. NMCPLS staff has the authority to ask patrons to relocate or remove cords if they observe a potential hazard.

Use of the NMCPLS's wireless network is entirely at the risk of the user. The library disclaims all liability for loss of confidential information or damages resulting from that loss as well as liability for the physical hardware used in these facilities.

Adopted by the NMCPLS Board of Trustees 07/22/09

Revised 06/11/12

Time Line for 2013 Budget

- July 9, 2012:** Regular monthly meeting at the Elwood Public Library for Initial Budget Review.
- July 2, 2012** Diana and I will meet with the Department of Local Government Finance at noon.
- ? Special Meeting to discuss 2012 Budget after meeting with the DLGF.
- August 13, 2012:** Regular monthly meeting at the Elwood Public Library (5:00 pm). Approve 2012 Budget for publication. **Quorum is required.** Deliver two copies of the budget to County Auditor for nonbinding recommendation according to IC 6-1.1-17-3.5 if budget does not exceed AVG. Bring one copy back with date stamp. Last date to turn in budget to county auditor – September 1<sup>st</sup>, 2012
- August 22, 2012: 1<sup>st</sup> publication of budget (No later than September 13th) [IC 36-12-3-12, IC 5-3-1-2, IC6-1.1-17] 10 days after 1<sup>st</sup> publication a public hearing can be held.
- August 29, 2012: 2<sup>nd</sup> publication of budget (No later than September 20th) Must be three days before public hearing. [IC 36-12-3-12, IC 5-3-1-2, IC6-1.1-17]
- Sept. 10, 2012:** 5:00 pm Public Hearing required for budget at the Elwood Public Library. **Quorum is required.**  
5:15 pm Regular Board Meeting  
(Must be completed at least 10 days before the library board meets to adopt the budget. [IC 6-1.1-17-5 (a)])
- ? Madison County Council meets to complete review and issue non-binding reviews
- Oct. 8, 2012:** 5:00 pm regular monthly meeting at the Elwood Public Library. Adopt 2013 Budget. **Quorum is required.**
- Oct. 9, 2012: Deliver budget to county auditor. Library budget must be adopted by library board and submitted to county auditor for submission to County Board of Tax Adjustment two days after library board adopts the budget. [IC 36-12-3-12]
- Board signs Budget Form 4 – Ordinance for Appropriations and Tax Rates- at the adoption meeting

MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

	MAY 2011	MAY 2012	Amount of Change	% OF Change	YTD 2011	YTD 2012	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	2,696	<b>2,669</b>	-27	-1%	14,396	<b>13,285</b>	-1,111	-8%
JUVENILE	1,247	<b>1,508</b>	261	21%	8,029	<b>7,770</b>	-259	-3%
Y. A.	336	<b>402</b>	66	20%	1,478	<b>1,662</b>	184	12%
PERIOD.	507	<b>414</b>	-93	-18%	2,408	<b>2,394</b>	-14	-1%
AUDIO	108	<b>179</b>	71	66%	590	<b>848</b>	258	44%
VIDEO	4,796	<b>4225</b>	-571	-12%	24,335	<b>22,339</b>	-1,996	-8%
DIGITAL MEDIA	0	<b>180</b>	180	100%	0	<b>938</b>	938	100%
<b>TOTAL</b>	<b>9,690</b>	<b>9,577</b>	-113	-1%	51,236	<b>49,236</b>	-2,000	-4%

<b>FRANKTON</b>								
ADULT	863	<b>926</b>	63	7%	4,846	<b>4,555</b>	-291	-6%
JUVENILE	516	<b>528</b>	12	2%	3,373	<b>3,238</b>	-135	-4%
Y. A.	168	<b>273</b>	105	63%	729	<b>1,219</b>	490	67%
PERIOD.	208	<b>211</b>	3	1%	1,242	<b>1,147</b>	-95	-8%
AUDIO	42	<b>45</b>	3	7%	192	<b>209</b>	17	9%
VIDEO	1,547	<b>1,512</b>	-35	-2%	7,554	<b>7,349</b>	-205	-3%
DIGITAL MEDIA	0	<b>91</b>	91	100%	0	<b>471</b>	471	100%
<b>TOTAL</b>	<b>3,344</b>	<b>3,586</b>	242	7%	17,936	<b>18,188</b>	252	1%

<b>HAZELBAKER</b>								
ADULT	771	<b>517</b>	-254	-33%	3,593	<b>2,822</b>	-771	-21%
JUVENILE	348	<b>341</b>	-7	-2%	1,859	<b>1,563</b>	-296	-16%
Y. A.	79	<b>70</b>	-9	-11%	320	<b>325</b>	5	2%
PERIOD.	101	<b>71</b>	-30	-30%	648	<b>598</b>	-50	-8%
AUDIO	10	<b>14</b>	4	40%	69	<b>59</b>	-10	-14%
VIDEO	925	<b>900</b>	-25	-3%	5,699	<b>4,887</b>	-812	-14%
DIGITAL MEDIA	0	<b>90</b>	90	100%	0	<b>470</b>	470	100%
<b>TOTAL</b>	<b>2,234</b>	<b>2,003</b>	-231	-10%	12,188	<b>10,724</b>	-1,464	-12%

<b>SYSTEM</b>								
ADULT	4,330	<b>4,112</b>	-218	-5%	22,835	<b>20,662</b>	-2,173	-10%
JUVENILE	2,111	<b>2,377</b>	266	13%	13,261	<b>12,571</b>	-690	-5%
Y. A.	583	<b>745</b>	162	28%	2,527	<b>3,206</b>	679	27%
PERIOD.	816	<b>696</b>	-120	-15%	4,298	<b>4,139</b>	-159	-4%
AUDIO	160	<b>238</b>	78	49%	851	<b>1,116</b>	265	31%
VIDEO	7,268	<b>6,637</b>	-631	-9%	37,588	<b>34,575</b>	-3,013	-8%
DIGITAL MEDIA	0	<b>361</b>	361	100%	0	<b>1,879</b>	1,879	100%
<b>TOTAL</b>	<b>15,268</b>	<b>15,166</b>	-102	-1%	81,360	<b>78,148</b>	-3,212	-4%

	ELWOOD	FRANKTON	HAZELBAKER	
TRAFFIC	8,461	2,128	1,090	
REF.	76	15	0	
ASSIST.	1,189	241	174	TECH SERVICES PROCESSED 2,539 ITEMS.
COMP./WIRE	1,827/54	331/19	345/16	
PROG. A.	3/4	3/39	2/13	
J.	1/25	4/130	0	



MODE = MEMORY TRANSMISSION START=JUN-07 08:59 END=JUN-07 09:00

FILE NO.=942

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:14

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

### Agenda

June 11, 2012

North Madison County Public Library System  
Board of Trustees

#### Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  1. 2012 Working Budget
  2. Ceiling Lights - Hazelbaker Library
  3. Elwood Park Board Member
- New Business
  1. Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy
  2. Transfer to LIRF
  3. Lease Rental Payment
  4. Time Line for 2013 Budget Approval
  5. Computer Donation to Friends of the Library,
  6. Petty Cash Custodian

- Director's Report
- Public Comment
- Adjournment

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

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

*Thank you*

MODE = MEMORY TRANSMISSION START=JUN-07 08:58 END=JUN-07 08:59

FILE NO.=941

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:15

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

### Agenda

June 11, 2012

North Madison County Public Library System  
Board of Trustees

#### Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  1. 2012 Working Budget
  2. Ceiling Lights - Hazelbaker Library
  3. Elwood Park Board Member
- New Business
  1. Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy
  2. Transfer to LIRF
  3. Lease Rental Payment
  4. Time Line for 2013 Budget Approval
  5. Computer Donation to Friends of the Library
  6. Petty Cash Custodian

- Director's Report
- Public Comment
- Adjournment

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

*Thank you*



MODE = MEMORY TRANSMISSION START=JUN-07 09:01 END=JUN-07 09:02

FILE NO. =944

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<02>	SUMMITVILLE	001/001	00:00:15

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

### Agenda

June 11, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
  - 2. Ceiling Lights – Hazelbaker Library
  - 3. Elwood Park Board Member
- New Business
  - 1. Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy
  - 2. Transfer to LIRF
  - 3. Lease Rental Payment
  - 4. Time Line for 2013 Budget Approval
  - 5. Computer Donation to Friends of the Library
  - 6. Petty Cash Custodian
- Director's Report
- Public Comment
- Adjournment

MODE = MEMORY TRANSMISSION START=JUN-07 09:01 END=JUN-07 09:01

FILE NO. =943

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<01>	FRANKTON	001/001	00:00:16

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

### Agenda

June 11, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
  - 2. Ceiling Lights – Hazelbaker Library
  - 3. Elwood Park Board Member
- New Business
  - 1. Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy
  - 2. Transfer to LIRF
  - 3. Lease Rental Payment
  - 4. Time Line for 2013 Budget Approval
  - 5. Computer Donation to Friends of the Library
  - 6. Petty Cash Custodian
- Director's Report
- Public Comment
- Adjournment

Agenda

July 9, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

1. 2012 Working Budget

New Business

1. Initial Budget Review
2. Additional Shelving/Audio Book Collection – McKnight Estate
3. Historical Database Upgrade
4. Resolutions to Establish New Subcategory in Operating Fund and to Transfer Funds Between Major Categories within the Operating Fund

Director's Report

Public Comment

Adjournment



BOARD OF TRUSTEES

Regular Meeting

July 9, 2012

5:00pm

CALL TO ORDER

President Mike Robertson called a regular meeting of the North Madison County Public Library Board of Trustees to order on July 9, 2012 at 5:00pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

MINUTES

Beverly Austin made a motion to approve the minutes from the June 11, 2012 board meeting. Bette Dalzell made a second and the motion carried.

CLAIMS REGISTER

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

OLD BUSINESS

2012 Working Budget

Using the published budget of \$1,189,730, there is currently enough revenue to maintain the library until March of 2013. The current working budget is \$1,035,479, at the end of June forty-one percent of the working budget has been spent. Using total revenue and expenditures over the past five years, \$469,661.66 has been saved. At the current time, with funds available, it does not appear that the library should continue to operate off of a working budget. Without being conservative and if the total budget was spent each year, and considering the current revenue, the library's operating fund would be in a deficit. The library is losing COIT revenue each year.

NEW BUSINESS

Initial Budget Review

The biggest line item that increased is health insurance which is at \$98,000. It is proposed to look into health insurance coverage offered by the State or ILF. Each requires 75% participation of those eligible for health insurance coverage. The library currently pays 90% of the health insurance premium. A three percent wage increase was included under personal services. Book processing was increase by \$5,000 to convert the DVD collection at Summitville to a locked case system. It is anticipated at this time Keith Baldwin will change the cabinetry to allow patrons to come up and choose their own DVDs and to also install a drop box with a charge of \$625. Automation was reduced as well as advertising. LIRF was reduced to keep the overall budget below a

two line items are services instead of capital outlays. ~~non profit was not allowed~~ puts the proposed budget within 55% of the average growth quotient of 2.8%. It was explained that Judy Robertson of the Department of Government Finance asked if the library wanted to take its Maximum Levy. The library could decrease its proposed tax rate from 0.1385 to .0901 by not taking its maximum levy. After discussion it was decided to ask for the maximum levy with a proposed tax rate of 0.1385.

Additional Shelving/Audio Book Collection—McKnight Estate

Trisha Shuler, Youth Service Manager, explained how she would like permission to purchase shelving to accommodate graphic novels and the J4 and black J collection. Dennis Johnson, Adult Service Manager explained the need for additional shelving for audio visual materials. It was also explained that the size of the library's audio book collection is well below those of similar sized libraries. Permission was asked to use donated funds from the Lucille McKnight Estate. Leslie Ritterhouse made a motion to move forward with the purchase of the proposed shelving and purchase additional audio books to be paid from the Lucille McKnight Estate. Kevin Sipe made a second and the motion carried.

Historical Database Upgrade

According to the technology plan, servers are to be replaced every four years. The server, which is due for replacement, was purchased December 8, 2004. In order to replace this server, the historical database needs to be moved to a new server. In order to do this the historical database needs converted from JavaScript to JQuery to comply with current standards. Companies that were contacted for quotes were House Web Design; Water Shawl Web Design, Tipton; Karch Cabin Web Design, Frankton. Water Shawl Web Design suggested contacting Inspire Media, Carmel. The only quote received was from Inspire Media in the amount of \$3,150. Beverly Austin made a motion to accept the quote from Inspire Media to be paid from professional services. Kevin Sipe made a second and the motion carried.

Resolutions to Establish New Subcategory in Operating Fund and to Transfer Funds between Major Categories within the Operating Fund

Secretary Kevin Sipe read a resolution which would establish a new subcategory in the Operating Fund, eBook Services, account number 3.146. Also to transfer \$3,989.41 from capital outlays, subcategories: Elwood, Frankton, Summitville AV into other services and charges, subcategories: eBook Services. Kevin Sipe made a motion to approve the resolution as read, Beverly Austin made a second and the motion carried.

Secretary Kevin Sipe read a resolution which would establish a new subcategory in the Operating Fund, Databases, account number 3.145. Also to transfer \$1,376 from capital outlays, subcategory: technology software to other services and charges, subcategory: databases. This would accommodate the charge for Ancestry.com. Kevin Sipe made a motion to approve the resolution as read, Wayne Davidson made a second and the motion carried.

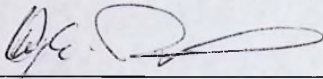


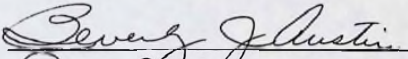
DIRECTOR'S REPORT

No changes need to be made to the library's current technology policy, the changes to child protection on the Internet affects only schools. As per state law, no smoking signs have been posted stating there is to be no smoking within eight feet of the entrance to the library. Cigarette receptacles have been moved eight feet from the entrance and also on the patio. The policy committee will look at the patron behavior policy to see what changes need to be made. The budget timeline will stay the same with all the meetings coinciding with regular board meetings. To keep these meetings as is, there needs to be a quorum at each meeting. Two trees were lost at Summitville during a storm on June 29. Bargain Brianna presented a program at Elwood on June 23, 2012, nineteen people were in attendance. May stats were down but June stats were back up. The staff is looking at ways to improve the stats. There are issues with the new security system at Frankton, specifically the DVR. An incident between patrons and a staff member were resolved.

Public comment was sought, none was forthcoming.

With no objections the meeting was adjourned.

  
\_\_\_\_\_  
Leslie Pattenhouse  
Michael Robertson

Secretary, Kevin Sipe  
  
\_\_\_\_\_  
Dan Pritchett  
\_\_\_\_\_

## Register Of Claims

### North Madison County Public Library System

Report Date: From 6/12/2012 To 7/9/2012

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	356	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,419.93	6/20/2012	P/R ENDING 6/16/12
			FICA	Payroll Deductions	\$779.55		
			Federal Taxes Withheld	Payroll Deductions	\$2,032.19		
			Medicare	Payroll Deductions	\$269.14		
				<b>Total this claim =</b>	<u>\$4,500.81</u>		
0	357	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$145.00	6/20/2012	P/R ENDING 6/16/12
				<b>Total this claim =</b>	<u>\$145.00</u>		
0	355	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	6/20/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$15,130.10		
			Operating Fund	Wages of Janitor	\$1,476.00		
				<b>Total this claim =</b>	<u>\$18,561.06</u>		
0	373	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$145.00	7/4/2012	P/R ENDING 6/30/12
				<b>Total this claim =</b>	<u>\$145.00</u>		
0	372	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,404.04	7/4/2012	P/R ENDING 6/30/12
			FICA	Payroll Deductions	\$770.83		
			Federal Taxes Withheld	Payroll Deductions	\$2,040.21		
			Medicare	Payroll Deductions	\$266.12		
				<b>Total this claim =</b>	<u>\$4,481.20</u>		
0	371	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	7/4/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$14,922.60		
			Operating Fund	Wages of Janitor	\$1,476.00		
				<b>Total this claim =</b>	<u>\$18,353.56</u>		
0	370	IDLEWINE LAWMOWER SAL	Operating Fund	Professional Services	(\$105.62)	6/20/2012	REVERSE VOUCHER - CHECK # 27701 - DUPLICATE PAYMENT
				<b>Total this claim =</b>	<u>(\$105.62)</u>		
27721	363	AT&T	Operating Fund	Telephone & Telegraph	\$114.66	6/20/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$114.66</u>		
27722	364	BOYCE FORMS/SYSTEMS	Operating Fund	Official Records	\$221.04	6/20/2012	PAYROLL CHECKS
				<b>Total this claim =</b>	<u>\$221.04</u>		
27723	365	CLINT TRICE	Operating Fund	Traveling Expense	\$125.20	6/20/2012	MILEAGE
				<b>Total this claim =</b>	<u>\$125.20</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27724	358	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,365.58	6/20/2012	PAYROLL DEDUCTIONS FOR JUNE
			County Taxes Withheld	Payroll Deductions	\$613.32		
				<b>Total this claim =</b>	<b>\$1,978.90</b>		
27725	366	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$382.04	6/20/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Electricity	\$13.82		
				<b>Total this claim =</b>	<b>\$395.86</b>		
27726	361	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	\$220.00	6/20/2012	CHILD SUPPORT
				<b>Total this claim =</b>	<b>\$220.00</b>		
27727	367	JOHN W. LADD JR.	Operating Fund	Professional Services	\$160.00	6/20/2012	LAWN CARE SUMMITVILLE
				<b>Total this claim =</b>	<b>\$160.00</b>		
27728	360	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$400.00	6/20/2012	P/R ENDING 6/16/12
				<b>Total this claim =</b>	<b>\$400.00</b>		
27729	359	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$669.46	6/20/2012	HEALTH INSURANCE 7/1/12-8/1/12
			Operating Fund	Emp Cont Group Ins	\$5,439.37		
				<b>Total this claim =</b>	<b>\$6,108.83</b>		
27730	368	PITNEY BOWES	Operating Fund	Equipment/Rental	\$129.00	6/20/2012	POSTAGE METER QUARTERLY LEASE
				<b>Total this claim =</b>	<b>\$129.00</b>		
27731	362	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$4,140.28	6/20/2012	2ND QUARTER INPRS PAYMENT
			Operating Fund	Emp Cont PERF	\$9,783.38		
				<b>Total this claim =</b>	<b>\$13,923.66</b>		
27732	369	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$157.00	6/20/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<b>\$157.00</b>		
27733	376	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$40.35	7/4/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$7.89		
				<b>Total this claim =</b>	<b>\$48.24</b>		
27734	377	BRIANA CARTER	Operating Fund	Elwood Adult Programing	\$60.00	7/4/2012	ELWOOD ADULT SERVICE PROGRAM
				<b>Total this claim =</b>	<b>\$60.00</b>		
27735	383	CARDMEMBER SERVICE	Operating Fund	Frankton Programing	\$742.70	7/4/2012	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$545.02		
			Operating Fund	Elwood Adult Programing	\$68.94		
			Operating Fund	Summitville Programing	\$103.55		
				<b>Total this claim =</b>	<b>\$1,460.21</b>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27736	378	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$224.28	7/4/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	\$224.28		
27737	384	FRONTIER	Operating Fund	Telephone & Telegraph	\$279.62	7/4/2012	WERVICE FOR FRANKTON
				<b>Total this claim =</b>	\$279.62		
27738	379	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,338.70	7/4/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	\$2,338.70		
27739	375	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	\$220.00	7/4/2012	CHILD SUPPORT
				<b>Total this claim =</b>	\$220.00		
27740	380	JILL MURRAY	Operating Fund	Operating Supplies	\$44.52	7/4/2012	PETTY CASH REIMBURSEMENT
				<b>Total this claim =</b>	\$44.52		
27741	374	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$400.00	7/4/2012	P/R ENDING 6/30/12
				<b>Total this claim =</b>	\$400.00		
27742	385	PURCHASE POWER	Operating Fund	Postage & UPS	\$419.99	7/4/2012	POSTAGE FOR METER
				<b>Total this claim =</b>	\$419.99		
27743	381	TOWN OF FRANKTON	Operating Fund	Electricity	\$552.50	7/4/2012	SERVICE FOR FRANKTON
			Operating Fund	Water	\$40.18		
			Operating Fund	Waste Disposal Services	\$59.90		
				<b>Total this claim =</b>	\$652.58		
27744	382	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$22.61	7/4/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	\$22.61		
27745	387	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$2,106.26	7/9/2012	As per attached invoices.
			Operating Fund	Elwood Childrens	\$1,022.35		
			Operating Fund	Elwood YA	\$389.41		
			Operating Fund	Frankton	\$1,304.80		
			Operating Fund	Summitville	\$1,711.65		
			Operating Fund	Elwood Children's Programing	\$161.35		
			Operating Fund	Frankton Programing	\$32.91		
			Operating Fund	Frankton AV	\$85.01		
			Gift	Frankton Programing	\$53.82		
				<b>Total this claim =</b>	\$6,867.58		
27746	386	BANC OF AMERICA LEASING	Operating Fund	Equipment/Rental	\$456.21	7/9/2012	KONICA MINOLTA COPIER LEASE
				<b>Total this claim =</b>	\$456.21		
27747	388	BARBARA MCADAMS	Operating Fund	Frankton Programing	\$51.24	7/9/2012	PETTY CASH REIMBURSEMENT
				<b>Total this claim =</b>	\$51.24		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27748	389	BARBARA SNIPES	Operating Fund	Traveling Expense	\$105.12	7/9/2012	MILEAGE
				<b>Total this claim =</b>	<u>\$105.12</u>		
27749	390	CINTAS CORPORATION G65	Operating Fund	Cleaning & Sanitation Supplies	\$114.55	7/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$114.55</u>		
27750	391	DEMCO	Operating Fund	Furniture & Equipment	\$91.32	7/9/2012	EASEL
				<b>Total this claim =</b>	<u>\$91.32</u>		
27751	395	ECONOMY PLUMBING SUPPLY	Operating Fund	Operating Supplies	\$17.02	7/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$17.02</u>		
27752	392	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$250.00	7/9/2012	QUARTERLY SPRINKLER INSPECTION
				<b>Total this claim =</b>	<u>\$250.00</u>		
27753	394	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,470.75	7/9/2012	INTERNET ACCESS
				<b>Total this claim =</b>	<u>\$1,470.75</u>		
27754	393	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$82.16	7/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$82.16</u>		
27755	396	GAYLORD BROS.	Operating Fund	Book Processing	\$203.47	7/9/2012	BOOK JACKETS
				<b>Total this claim =</b>	<u>\$203.47</u>		
27756	397	GLOBAL GOVT/ED SOLUTION	Operating Fund	Technology Equipment	\$262.56	7/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$262.56</u>		
27757	398	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$80.00	7/9/2012	LAWN CARE - FRANKTON
				<b>Total this claim =</b>	<u>\$80.00</u>		
27758	399	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$179.50	7/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$179.50</u>		
27759	400	KEITH BALDWIN	Gift	Other	\$724.00	7/9/2012	HAZELBAKER SHOLARSHIP PLAQUE
				<b>Total this claim =</b>	<u>\$724.00</u>		
27760	401	LIBRARICA LLC	Operating Fund	Technology Software	\$833.77	7/9/2012	CASSIE INTEGRATED ACCESS
				<b>Total this claim =</b>	<u>\$833.77</u>		
27761	402	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$113.37	7/9/2012	As per attached invoices.
			Operating Fund	Elwood Adult Programing	\$19.49		
			Operating Fund	Summitville Programing	\$27.60		
				<b>Total this claim =</b>	<u>\$160.46</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27762	403	MIDWEST TAPE	Operating Fund	Frankton AV	\$445.78	7/9/2012	As per attached invoices.
			Operating Fund	Elwood AV	\$1,858.14		
			Operating Fund	Summitville AV	\$472.78		
				<b>Total this claim =</b>	<u>\$2,776.70</u>		
27763	404	NAVIANT	Operating Fund	Professional Services	\$2,536.00	7/9/2012	SERVICE CONTRACT - READER PRINTERS
				<b>Total this claim =</b>	<u>\$2,536.00</u>		
27764	405	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$20.00	7/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$20.00</u>		
27765	406	QUILL CORPORATION	Operating Fund	Office Supplies	\$52.18	7/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$52.18</u>		
27766	407	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$44.01	7/9/2012	COPY COUNT - ELWOOD,
			Operating Fund	Office Supplies	\$10.00		FRANKTON
				<b>Total this claim =</b>	<u>\$54.01</u>		
27767	408	TEI LANDMARK AUDIO	Operating Fund	Summitville AV	\$384.00	7/9/2012	AUDIO CIRCUIT - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$384.00</u>		
27768	409	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$100.39	7/9/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$100.39</u>		
27769	410	U.S. TOY CO/CONSTRUCTIVE	Operating Fund	Elwood Children's Programing	\$142.19	7/9/2012	SUMMER READING PRIZES
				<b>Total this claim =</b>	<u>\$142.19</u>		
27770	411	VAN AUSDALL & FARRAR, INC.	Operating Fund	Professional Services	\$35.95	7/9/2012	BIZHUB COPIER
			Operating Fund	Office Supplies	\$110.21		
				<b>Total this claim =</b>	<u>\$146.16</u>		
27771	412	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$13.52	7/9/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$13.52</u>		

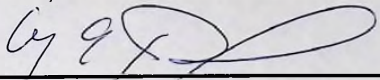


Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
----------------	--------------	------------------	------	---------	--------	------	-------------

**Total Amount of Claims      \$94,360.75**

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

Friday, July 06, 2012

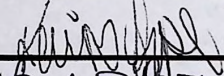
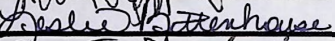
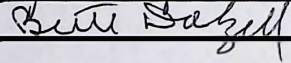
  
 \_\_\_\_\_  
 Fiscal Officer

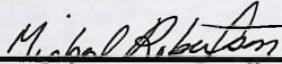
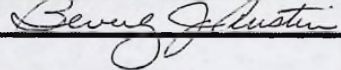
**ALLOWANCE OF VOUCHERS**

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

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

Date this 9th day of July, 2012.

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

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

**SIGNATURES OF GOVERNING BOARD**

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

Operating Fund	2012 (Pub)	2012 (Working)	Year-to-Date Disburse.	% Used Of Published Budget
<b>1. Personal Services</b>				
Salaries and Wages				
Librarian/Director	52,339	51,000	25,414.48	49%
Salary of Assistants	499,861	440,000	216,621.23	43%
Wages of Janitor	38,231	38,231	18,970.21	50%
<b>Employee Benefits</b>				
Employee Benefits -Unemployment Comp.	1,750	1,750	13.48	1%
Employer's FICA & Medicare	47,000	40,000	19,966.80	42%
Emp. Cont. PERF	40,000	38,000	21,522.42	54%
Emp. Cont. Group Ins.	85,000	80,000	40,219.63	47%
Salary of Board Treasurer	300	300	300.00	100%
<b>Total Personal Services</b>	<b>764,481</b>	<b>689,281</b>	<b>343,028.25</b>	<b>45%</b>
<b>2. Supplies</b>				
Office Supplies	12,000	10,000	4,309.63	36%
Stationary & Supplies	500	100	-	0%
Operating Supplies	8,500	6,500	2,210.47	26%
Cleaning & Sanitation Supplies	3,500	3,000	1,125.29	32%
Fuel, Oil, and Lubricants	150	150	49.10	33%
Bldg. Matl. And Supplies	250	50	83.12	33%
Paint and Painting Supplies	250	50	-	0%
Repair Parts/Maintenance	1,000	750	-	0%
Other Repair & Maintenance Supplies	250	100	-	0%
Book Processing	4,500	4,500	2,323.96	52%
Automation	19,500	15,500	12,907.98	66%
Official Record	1,000	700	453.79	45%
<b>Total Supplies</b>	<b>51,400</b>	<b>41,400</b>	<b>23,463.34</b>	<b>46%</b>
<b>3. Other Services &amp; Charges</b>				
Professional Services	35,000	35,000	13,998.20	40%
Consulting Services	1,000	500	-	0%
Legal Services	2,000	500	92.50	5%
Engineering & Architects	100	50	-	0%
Telephone & Telegraph	33,649	9,000	3,333.74	10%
Postage & UPS	3,700	3,000	1,298.37	35%
Traveling Expense	3,000	2,000	783.39	26%
Professional Meetings	1,500	1,500	31.52	2%
Elwood Children's Programming	4,000	4,000	1,404.95	35%
Elwood Adult Programming	1,900	1,900	685.26	36%
Frankton Programming	3,000	3,000	1,548.17	52%
Summitville Programming	1,900	1,900	1,167.77	61%
Title Source (Baker & Taylor)	3,100	2,800	295.00	10%
Advertising & Public Notices	4,600	1,500	122.04	3%

Operating Fund	2011 (Pub)	2011 (Working)	Year-to-Date Disburse.	
Insurance	18,000	16,000	3,404.00	19%
Official Bonds	400	400	-	0%
Gas (HVAC)	20,000	10,000	4,714.98	24%
Electricity	33,000	33,000	13,893.80	42%
Water	4,500	4,000	1,733.58	39%
Waste Disposal Services	1,500	1,000	322.79	22%
Bldg. & Structure/Maint.	1,000	500	88.56	9%
Equipment/Maint.	4,000	1,000	105.62	3%
Equipment/Rental	3,500	3,000	990.00	28%
Dues	2,500	2,000	772.60	31%
Taxes	500	500	140.00	28%
Interest on Temporary Loans	500	50	-	0%
Transfer to LIRF	10,000	10,000	-	0%
<b>Total Other Services</b>	<b>197,849</b>	<b>148,100</b>	<b>50,926.84</b>	<b>26%</b>
<b>4. Capital Outlays</b>				
Land Buildings Improvements	500	50	-	0%
Furniture & Equipment	4,000	2,500	250.00	6%
<b>Technology Equipment</b>	<b>17,000</b>	<b>16,000</b>	<b>13,400.77</b>	<b>79%</b>
Elwood Adult	33,500	27,720	14,262.20	43%
Elwood Childrens	13,500	10,920	5,651.52	42%
Elwood YA	5,700	4,368	2,139.93	38%
Frankton	19,000	15,540	7,674.09	40%
Summitville	16,000	14,000	6,247.76	39%
Elwood Indiana Room	0	-	-	
Elwood Period. & News.	4,500	4,200	116.00	3%
Frankton Per. & Newsp.	2,800	2,000	179.35	6%
Summitville Period. & Newsp.	1,700	1,600	390.30	23%
<b>Elwood AV</b>	<b>24,900</b>	<b>24,900</b>	<b>12,611.52</b>	<b>51%</b>
<b>Frankton AV</b>	<b>14,400</b>	<b>14,400</b>	<b>5,727.28</b>	<b>40%</b>
<b>Hazelbaker AV</b>	<b>10,000</b>	<b>10,000</b>	<b>3,335.37</b>	<b>33%</b>
<b>Technology Software</b>	<b>8,500</b>	<b>8,500</b>	<b>3,559.50</b>	<b>42%</b>
<b>Total Capital Outlays</b>	<b>176,000</b>	<b>156,698</b>	<b>75,545.59</b>	<b>43%</b>
2010 Encumbrances				
<b>Operating Fund</b>	<b>1,189,730</b>	<b>1,035,479</b>	<b>492,964.02</b>	<b>41%</b>



Calculations as of June 30, 2012

**Working Budget Figures**

Operating Fund Balance	808,768.38
Estimated Expenditures for July-Dec	517,739.50
Balance - Estimated Expenditures	291,028.88
Average Expenditures per Month	86,289.92
# of Months Balance into 2013	3.37

**Published Budget Figures**

Operating Fund Balance	808,768.38
Published Budget (PB)	1,189,730.00
PB-YTD Disbursement	696,765.98
Expenditures per Month for 2013	116,127.66
Balance - Estimated Expenditures	112,002.40
# of Months Balance into 2013	1.04

**Operating Fund**

Year	Published Tax R	Approved Tax R	Revenue	Expenditures
2007	0.12	0.0917	\$ 925,453.00	\$ 903,630.00
2008	0.11	0.0928	\$ 965,345.00	\$ 905,050.00
2009	0.14	0.1095	\$ 925,243.16	\$ 903,010.00
2010	0.1284	0.1179	\$ 1,130,772.36	\$ 884,953.08
2011	0.1351	0.1152	\$ 1,092,974.02	\$ 973,482.80
2012	0.1336	0.1129		
2013	0.1385			

Total

Difference

\$ 21,823.00  
 \$ 60,295.00  
 \$ 22,233.16  
 \$ 245,819.28  
 \$ 119,491.22

---

\$ 469,661.66



Expanded Form 1, 2013 - Working Copy					
Follows format of prescribed "Form 1", but with greater detail					
Operating Fund	2012	2013	+/-	% of 2013 Budget	Justification
<b>1. Personal Services</b>					
<b>Salaries and Wages</b>					
Librarian/Director	52,339	53,909	1,570	4.410%	3% Increase
Hourly Employees	464,383	478,314	13,931	39.125%	3% Increase
Administrative Assistant	35,478	36,542	1,064	2.989%	3% Increase
Treasurer	300	300	-	0.025%	
Janitors	38,231	39,378	1,147	3.221%	3% Increase
<b>Employee Benefits</b>					
Employer's FICA	47,000	48,000	1,000	3.926%	
Unemployment Comp.	1,750	1,750	-	0.143%	
PERF	40,000	40,000	-	3.272%	
Group Health Ins. Opt.	85,000	98,000	13,000	8.016%	
Sick Pay			-	0.000%	
<b>Other Personal Services</b>					
<b>Total Personal Services</b>	764,481	796,193	31,712	65.126%	
<b>2. Supplies</b>					
<b>Office Supplies</b>					
Official Record	1,000	1,000	-	0.082%	
Stationery/Printing	500	500	-	0.041%	
Other Office Supplies	12,000	12,000	-	0.982%	
<b>Operating Supplies</b>					
Cleaning/Sanitation	3,500	3,500	-	0.286%	
Fuel, Oil, Lubricants	150	150	-	0.012%	
Other Operating Supplies	8,500	8,500	-	0.695%	
<b>Repair &amp; Maintenance Supplies</b>					
Building Materials	250	250	-	0.020%	
Painting	250	250	-	0.020%	
Repair Parts	1,000	1,000	-	0.082%	
Other Maintenance	250	250	-	0.020%	
Book Processing	4,500	9,500	5,000	0.777%	Change Summitville to Locked DVDs
<b>Other Supplies</b>					
Automation	19,500	18,000	(1,500)	1.472%	
<b>Total Supplies</b>	51,400	54,900	3,500	4.491%	
<b>3. Other Services &amp; Charges</b>					
<b>Professional Services</b>					
Consulting Services	1,000	1,000	-	0.082%	
Engineer/Architect	100	100	-	0.008%	
Legal	2,000	2,000	-	0.164%	
Professional Services	35,000	35,000	-	2.863%	
Other Professional Services			-	0.000%	
<b>Communication &amp; Transportation</b>					
Telephone	33,649	33,649	-	2.752%	\$17649 Set Aside for Broadband Internet

Operating Fund	2012	2013	+/-	% of 2011 Budget	Justification
Postage	3,700	3,700	-	0.303%	
Travel Expenses	3,000	3,000	-	0.245%	
<b>Operating Fund</b>	<b>2012</b>	<b>2013</b>	<b>+/-</b>	<b>% of 2011 Budget</b>	<b>Justification</b>
Professional Meetings	1,500	1,500	-	0.123%	
<b>Programming</b>					
Elwood Children's	4,000	4,000	-	0.327%	
Elwood Adults	1,900	1,900	-	0.155%	
Frankton	3,000	3,000	-	0.245%	
Summitville	1,900	1,900	-	0.155%	
Title Source (Baker & Taylor)	3,100	3,100	-	0.254%	
<b>Printing &amp; Advertising</b>					
Advertise/Publication	4,600	1,200	(3,400)	0.098%	
Printing			-	0.000%	
<b>Insurance</b>					
Official Bonds	400	400	-	0.033%	
Other Insurance	18,000	18,000	-	1.472%	
<b>Utility Services</b>					
Gas (HVAC)	20,000	20,000	-	1.636%	
Elwood			-	0.000%	
Frankton			-	0.000%	
Hazelbaker			-	0.000%	
Electricity	33,000	33,000	-	2.699%	
Elwood			-	0.000%	
Frankton			-	0.000%	
Hazelbaker			-	0.000%	
Water	4,500	4,500	-	0.368%	
Waste Disposal	1,500	1,500	-	0.123%	
<b>Repairs &amp; Maintenance</b>					
Buildings & Structures	1,000	1,000	-	0.082%	
Equipment	4,000	4,000	-	0.327%	
Sprinkler System			-	0.000%	
HVAC Maintenance			-	0.000%	
<b>Rentals</b>					
Real Estate (Rental)			-	0.000%	
Equipment (Rental)	3,500	3,500	-	0.286%	
<b>Debt Service</b>					
Payment of Bonds			-	0.000%	
Interest - Bonds			-	0.000%	
<b>Other</b>					
Ebook Services		4,000			
Databases		1,500			
Dues	2,500	2,500	-	0.204%	
Interest on Loans	500	500	-	0.041%	
Taxes/Assessments	500	500	-	0.041%	
Transfer to LIRF	10,000	7,000	(3,000)	0.573%	
<b>Total Other Services</b>	197,849	196,949	(900)	16.110%	
<b>4. Capital Outlays</b>					
Land	500	500	-	0.041%	
Buildings			-	0.000%	
Improvements other than Buildings			-	0.000%	

COPY

Furniture/Equipment	4,000	4,000	-	0.327%	
Technology Equipment	17,000	17,000	-	1.391%	
<b>Operating Fund</b>	<b>2012</b>	<b>2013</b>	<b>+/-</b>	<b>% of 2011 Budget</b>	<b>Justification</b>
Technology Software	8,500	7,000	(1,500)	0.573%	Moved Ancestry.com to Other Serv.
Books			-	0.000%	
Elwood Adult	33,500	33,500	-	2.740%	
Elwood Children	13,500	13,500	-	1.104%	
Elwood YA	5,700	5,700	-	0.466%	
Elwood Indiana Room	-	-	-	0.000%	
Frankton Total Books	19,000	19,000	-	1.554%	
Hazelbaker Total Books	16,000	16,000	-	1.309%	
<b>Periodicals &amp; Newspapers</b>			-		
Elwood	4,500	4,500	-	0.368%	
Frankton	2,800	2,800	-	0.229%	
Hazelbaker	1,700	1,700	-	0.139%	
<b>Nonprint</b>			-		
Elwood	24,900	24,900	-	2.037%	Audiobooks
Adult				0.000%	
Children				0.000%	
Frankton	14,400	14,400	-	1.178%	Audiobooks
Hazelbaker	10,000	10,000	-	0.818%	Audiobooks
<b>Total Capital Outlays</b>	<b>176,000</b>	<b>174,500</b>	<b>(1,500)</b>	<b>14.274%</b>	
<b>Operating Fund</b>	<b>1,189,730</b>	<b>1,222,542</b>	<b>32,812</b>	<b>100.000%</b>	<b>2.76%</b>



County	Madison
--------	---------

Maximum Levies	0	Fire	
Total Levies	55,000		0
Maximum Levy	24.451		0
	Over Max	At Max	
Over/Under Max Amt	10,549		0

Fund Number	0061	0101	0283	000	000	000	000
Fund	RAINY DAY	GENERAL	LEASE RENTAL PAYMENT				
Enter the Calculation Method of Choice (C for Levy, R for Rate, O for Operating Balance)	Levy	Levy	Operating Balance				
	Enter Levy Below	Enter Levy Below	Enter Op. Bal. Below				
Enter the Levy, Operating Balance or Rate	0	735000	0	0	0	0	0
CTRL	0	UT	0	0	0	0	0
Prior Year Levy	0	705.100	232,951	0	0	0	0
Assessed Value	530,855,000	530,855,000	530,855,000	0	0	0	0

EXPENSES TO DEC 31 OF INCOMING YEAR							
1. Budget Estimate:	15,000	1,222,542	242,000				
2. Current Year Expenditures:	5,385	646,733	121,000	0	0	0	0
3. Additional appropriations July 1 - Dec. 31:	0	0	0	0	0	0	0
4A. Temp loans not included in Lines 2 or 3:	0	0	0	0	0	0	0
4B. Temp loans not repaid by Dec 31:	0	0	0	0	0	0	0
5. Total funds required	20,385	1,869,275	363,000	0	0	0	0

FUNDS ON HAND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY							
6. Cash Balance (June 30):	96,804	808,788	92,216	0	0	0	0
7. December tax settlement:	0	359,688	118,833	0	0	0	0
8A. Misc revenue - total column A:	0	153,725	10,358	0	0	0	0
8B. Misc revenue - total column B:	0	271,718	8,686	0	0	0	0
9. Total funds	96,804	1,593,898	230,093	0	0	0	0
10. Net amount to be raised for expenses	-76,419	275,377	132,907	0	0	0	0
11. Operating Balance:	76,419	459,623	0	0	0	0	0
12. Amount to be raised by tax levy:	0	735,000	132,907	0	0	0	0
13A. PTRC:	0	0	0	0	0	0	0
13B. LOIT:	0	0	0	0	0	0	0
14. Net amount to be raised by tax levy:	0	735,000	132,907	0	0	0	0
15. Levy excess:	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
16. Tax levy:	0	735,000	132,907	0	0	0	0
17. Net tax rate:	0.0000	0.1385	0.0251	0.0000	0.0000	0.0000	0.0000

Line 2 status is unfunded by when negative and surplus funded by when a positive number	Line 2 Status: 91,419	Line 2 Status: 675,447	Line 2 Status: 100,407	Line 2 Status: 0	Line 2 Status: 0	Line 2 Status: 0	Line 2 Status: 0
ensuing year funding equals line 8B plus line 12	Ensuing year funding 0	Ensuing year funding 1,006,718	Ensuing year funding 141,593	Ensuing year funding 0	Ensuing year funding 0	Ensuing year funding 0	Ensuing year funding 0
Carryover funding amount indicates the current year cash carry-over required to fund line 1	carryover funding amt 15,000	carryover funding amt 215,824	carryover funding amt 100,407	surplus funded by 0	surplus funded by 0	surplus funded by 0	surplus funded by 0



NORTH MADISON COUNTY		BRIAR CREST	
Courty	Madison		

Maximum Levies	C	Finc
Total Levies	7,971	0
Maximum Levy	724,451	0
	Under Max	At Max
Over/Under Max Amt	(246,480)	0

Fund Number	0061	0101	0283	000	000	000	000
Fund	RAINY DAY	GENERAL	LEASE RENTAL PAYMENT				
Enter the Calculation Method by Choice (L for Levy, R for Rate, O for Operating Balance)							
	Levy	Operating Balance	Operating Balance				
	Enter Levy Below	Enter Op. Bal. Below	Enter Op. Bal. Below				
Enter the Levy, Operating Balance or Rate	0	187500	0				
	CTRL 0	UT	0	0	0	0	0
	Pror Year Levy	705,100	232,951	0	0	0	0
Assessed Value	530,855,000	530,855,000	530,855,000	0	0	0	0

EXPENSES TO DEC 31 OF INCOMING YEAR							
1. Budget Estimate:	15,000	1,222,542	242,000				
2. Current Year Expenditures:	5,385	646,733	121,000	0	0	0	0
3. Additional appropriations July 1 - Dec. 31:	0	0	0	0	0	0	0
4A. Temp loans not included in Lines 2 or 3:	0	0	0	0	0	0	0
4B. Temp loans not repaid by Dec 31:	0	0	0	0	0	0	0
5. Total funds required	20,385	1,869,275	363,000	0	0	0	0

FUNDS ON HAND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY							
6. Cash Balance (June 30):	96,804	808,768	92,216	0	0	0	0
7. December tax settlement:	0	359,688	118,833	0	0	0	0
8A. Misc revenue - total column A:	0	153,725	10,358	0	0	0	0
8B. Misc revenue - total column B:	0	256,624	9,130	0	0	0	0
9. Total funds	96,804	1,578,804	230,537	0	0	0	0
10. Net amount to be raised for expenses	-76,419	290,471	132,463	0	0	0	0
11. Operating Balance:	76,419	187,500	0	0	0	0	0
12. Amount to be raised by tax levy:	0	477,971	132,463	0	0	0	0
13A. PTRC:	0	0	0	0	0	0	0
13B. LOIT:	0	0	0	0	0	0	0
14. Net amount to be raised by tax levy:	0	477,971	132,463	0	0	0	0
15. Levy excess:	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
16. Tax levy:	0	477,971	132,463	0	0	0	0
17. Net tax rate:	0.0000	0.0901	0.0250	0.0000	0.0000	0.0000	0.0000

	Line 2 Status	Line 2 Status	Line 2 Status	Line 2 Status	Line 2 Status	Line 2 Status	Line 2 Status
line 2 status is unfunded by when negative and surplus funded by when a positive number	91,419	675,447	100,407	0	0	0	0
ensuing year funding equals line 8B plus line 12	0	734,595	141,593	0	0	0	0
Carryover funding amount indicates the current year cash carry-over required to fund line 1	carryover funding amt 15,000	carryover funding amt 487,947	carryover funding amt 100,407	surplus funded by 0	surplus funded by 0	surplus funded by 0	surplus funded by 0

2007	Revenue	Expenditures	Approved Budgets
Property Tax	\$ 568,609.00		
Financial Institution Tax	\$ 2,046.00		
County Option Income Tax	\$ 262,786.00		
Commercial Vehicle Tax	\$ 5,708.00		
License Excise Tax	\$ 62,395.00		
Fines & Fees	\$ 23,909.00		
<b>Total 2007 Revenue</b>	<b>\$ 925,453.00</b>		
		<b>\$ 903,630.00</b>	<b>\$ 1,051,011.00</b>

2008	Revenue	Expenditures	Approved Budgets
Property Tax	\$ 614,561.00		
Financial Institution Tax	\$ 2,208.00		
County Option Income Tax	\$ 241,048.00		
Commercial Vehicle Tax	\$ 5,982.00		
License Excise Tax	\$ 62,671.00		
Fines & Fees	\$ 38,875.00		
<b>Total 2008 Revenue</b>	<b>\$ 965,345.00</b>		
		<b>\$ 905,050.00</b>	<b>\$ 1,090,512.00</b>

2009	Revenue	Expenditures	Approved Budgets
Property Tax	\$ 517,975.00		
Financial Institution Tax	\$ 2,028.00		
County Option Income Tax	\$ 262,225.08		
Commercial Vehicle Tax	\$ 5,401.50		
License Excise Tax	\$ 100,748.58		
Fines & Fees	\$ 36,865.00		
<b>Total 2009 Revenue</b>	<b>\$ 925,243.16</b>		
		<b>\$ 903,010.00</b>	<b>\$ 1,112,902.00</b>

2010	Revenue	Expenditures	Approved Budgets
Property Tax	\$ 677,094.87		
Financial Institution Tax	\$ 2,042.00		
County Option Income Tax	\$ 272,175.96		
Commercial Vehicle Tax	\$ 5,368.68		
License Excise Tax	\$ 130,505.59		
Fines & Fees	\$ 43,585.26		
<b>Total 2010 Revenue</b>	<b>\$ 1,130,772.36</b>		
		<b>\$ 884,953.08</b>	<b>\$ 1,145,092.00</b>

2011	Revenue	Expenditures	Approved Budget
Property Tax	\$ 757,886.83		
Financial Institution Tax	\$ 3,113.36		
County Option Income Tax	\$ 233,700.95		
Commercial Vehicle Tax	\$ 5,727.22		
License Excise Tax	\$ 55,086.27		
Fines & Fees	\$ 37,459.39		
<b>Total 2011 Revenue</b>	<b>\$ 1,092,974.02</b>		
		<b>\$ 973,482.80</b>	<b>\$ 1,156,570.00</b>

2012	Revenue	Expenditures	Approved Budgets
			<b>\$ 1,189,730.00</b>





**LEE COMPANY INC.**

27 South Twelfth Street  
Terre Haute, IN 47807  
Phone: 812-235-8155  
Fax: 812-235-3587  
Email: leeco@leecompanyinc.com  
Web Address: www.leecompanyinc.com

Contractors and Furnishers of Educational, Health Care, and Laboratory Equipment

\*\*\*PRICE QUOTATION

TO: NORTH MADISON COUNTY PUBLIC LIBRARY  
1600 MAIN STREET  
ELWOOD, INDIANA 46036

DATE: 11/9/2011

PAGE 1

	D. SWANSON		BEST WAY	X	
Your Inquiry	Salesman	F.O.B.	Shipped Via	PPD.	Coll.

Qty.		Price	Amount
<b>CHILDREN'S WING</b>			
1	RUN OF DOUBLE-FACED SHELVING, METAL LIBRARY BUREAU STEEL SHELVING WITH BRODART (MAPLE) END PANELS & HPL CONTINUOUS TOP APPROXIMATELY 180"W X 29 1/2"D (TO MATCH EXISTING SHELVING RUNS)  ESTIMATED MATERIAL: \$3,427.44 ESTIMATED FREIGHT: \$254.00 ESTIMATED LABOR: \$825.50  TOTAL: \$4,506.94  <i>CUSTOM STAIN CHARGE AND CUT FEE APPLIES - UNKNOWN IF CUSTOM PAINT CHARGE OR LAMINATE UP CHARGES APPLY AT THIS TIME</i>		
4	BRODART END OF RANGE PERIODICAL SHELVING UNITS, MODEL # 1S-875-M00, 67 1/2"H X 29 1/2"W X 12"D, SLANTED SHELVES FOR DISPLAY OF BOOKS, BACK, ALL WOOD (MAPLE)  ESTIMATED MATERIAL: \$2,126.20 ESTIMATED FREIGHT: \$190.50 ESTIMATED LABOR: \$381.00  TOTAL: \$2,697.70  <i>IF ORDERED WITH OTHER BRODART PRODUCT, CUSTOM STAIN CHARGE WOULD NOT APPLY TO THIS ITEM ONLY AND PRODUCT WOULD COST LESS</i>	\$531.55	\$2,126.20
1	BRODART END OF RANGE PERIODICAL SHELVING UNITS, MODEL # 1S-919-M00, 43"H X 29 1/2"W X 12"D, SLANTED SHELVES FOR DISPLAY OF BOOKS, BACK, ALL WOOD (MAPLE)  ESTIMATED MATERIAL: \$669.09 ESTIMATED FREIGHT: \$124.46 ESTIMATED LABOR: \$95.25  TOTAL: \$888.80  <i>IF ORDERED WITH OTHER BRODART PRODUCT, CUSTOM STAIN CHARGE WOULD NOT APPLY TO THIS ITEM ONLY AND PRODUCT WOULD COST LESS</i>	\$669.09	\$669.09
2	SINGLE-FACED METAL SHELVING UNITS FOR WALL INSTALLATION, LIBRARY BUREAU STEEL SHELVING WITH BRODART (MAPLE) END PANELS, NO CONTINUOUS TOP ON TALL UNIT, APPROXIMATELY 83"H X 12"D X 36"W (TO SIT IN FORNT OF WINDOW)  ESTIMATED MATERIAL: \$2,013.70 ESTIMATED FREIGHT: \$203.20 ESTIMATED LABOR: \$254.00  TOTAL: \$2,470.90  <i>CUSTOM STAIN CHARGE AND CUT FEE APPLIES - UNKNOWN IF CUSTOM PAINT CHARGE APPLY AT THIS TIME</i>		
QUOTE CONTINUED ON NEXT PAGE			

6977



**LEE COMPANY INC.**

27 South Twelfth Street  
Terre Haute, IN 47807  
Phone: 812-235-8155  
Fax: 812-235-3587  
Email: leeco@leecompanyinc.com  
Web Address: www.leecompanyinc.com

Contractors and Furnishers of Educational, Health Care, and Laboratory Equipment

\*\*\*PRICE QUOTATION

TO: NORTH MADISON COUNTY PUBLIC LIBRARY  
1600 MAIN STREET  
ELWOOD, INDIANA 46036

DATE: 11/9/2011

PAGE 2

	D. SWANSON		BEST WAY	X	
Your Inquiry	Salesman	F.O.B.	Shipped Via	PPD.	Coll.

Qty.		Price	Amount
<b>ADULT WING</b>			
31	RUN OF DOUBLE-FACED SHELVING, METAL LIBRARY BUREAU STEEL SHELVING WITH BRODART (MAPLE) END PANELS & HPL CONTINUOUS TOP APPROXIMATELY 72"W X 26"D X 60"H (SIT IN PLACE OF A TABLE)  ESTIMATED MATERIAL: \$2,321.23 ESTIMATED FREIGHT: \$203.20 ESTIMATED LABOR: \$317.50  TOTAL: \$2,841.93  <i>CUSTOM STAIN CHARGE AND CUT FEE APPLIES - UNKNOWN IF CUSTOM PAINT CHARGE OR LAMINATE UP CHARGES APPLY AT THIS TIME</i>		
3	BRODART END OF RANGE PERIODICAL SHELVING UNITS, MODEL # 1S-920-M00, 60"H X 26"W X 12"D, SLANTED SHELVES FOR DISPLAY OF BOOKS, BACK, ALL WOOD (MAPLE)  ESTIMATED MATERIAL: \$1,636.98 ESTIMATED FREIGHT: \$190.50 ESTIMATED LABOR: \$285.75  TOTAL: \$2,113.23  <i>IF ORDERED WITH OTHER BRODART PRODUCT, CUSTOM STAIN CHARGE WOULD NOT APPLY TO THIS ITEM ONLY AND PRODUCT WOULD COST LESS</i>	\$545.66	\$1,636.98
<p>LEAD TIME: 10 - 12 WEEKS FIELD CHECK FOR ACTUAL DIMENSIONS NEEDED CUSTOM STAIN SAMPLE AND METAL SAMPLE NEEDS TO BE OBTAINED</p> <p>ABOVE PRICING IS ESTIMATED IF BROKEN DOWN BY SIMILAR INDIVIDUAL UNITS AND/OR RUNS. IF ORDERED SEPERATLEY OVER A PERIOD OF TIME, PRICING IS SUBJECT TO CHANGE BASED ON PRICE INCREASES AND FREIGHT RATES.</p>			

THIS QUOTE VALID FOR 30 DAYS.  
TO CONFIRM ORDER, PLEASE SIGN  
AND RETURN.

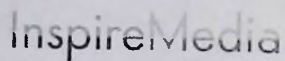
\*Sales Tax is not included unless noted above.

Signature of Acceptance

BY: Beth Ann Allen  
Estimator

6977.84  
+ 8525.79  
15503.63





From **InspireMedia**  
 13295 Illinois Street  
 Suite 123  
 Carmel, Indiana 46032

Estimate Id **556**  
 Issue Date **06/29/2012**  
 Subject **Site Migration Estimate**

Estimate For **North Madison County Public Library**  
 1600 N. Main  
 Elwood, IN 46036

Type	Description	Quantity	Unit Price	Amount
Service	Data Scheme Duplication	1.00	\$200.00	\$200.00
Service	Database Migration to SQL Server	1.00	\$150.00	\$150.00
Service	Programming - Data Access Module - Business Logic for Search and Custom Results Pages - Sorting and Filtering of Data	1.00	\$2,000.00	\$2,000.00
Service	Design - Convert www.elwood.lib.in.us to tableless CSS design - Apply design to the new historical pages	1.00	\$800.00	\$800.00

**Estimate Total \$3,150.00**

- 1) Need to move and update historical database and website
  - a) Tech plan calls for server replacement every 4yrs.
  - b) Because of our decision to use ENA's online email service, the services provided by this server are no longer needed.
  - c) The server that we want to remove was purchased 12/8/2004
  - d) In order to decommission the server, the historical website and database need to be moved to a new server.
  - e) In order to do this the historical website needs to be updated to comply with current standards(asp >asp.net, htmlX >html 5, javascript >jquery) government Web Content Accessibility Guidelines 2.0
  - f) The historical website is the most widely used externally accessed feature of the library.
  - g) During this process we also have the opportunity to update our entire website to current standards.
  - h) I contacted several local companies House Web Design, Water Shawl Web Design(tipton, Karch Cabin Web Design(Frankton), in trying to accomplish this task. I was referred to Inspire Media in Carmel by Erich Stauffer from Water Shawl Web Design in Tipton.
  - i) We received a quote from Inspire Media for 3150.00. In over a month's time I haven't received a response from any of the other local companies that I contacted.
  - j) I recommend we take this opportunity to update and make our website more accessible to our patrons.



**Resolution to Establish New Subcategory in Operating Fund and to Transfer Funds between Major Categories within the Library Operating Fund**

North Madison County Public Library

**WHEREAS**, due to purchasing eBooks, certain existing appropriations in the Library Operating Fund now need to be transferred from one major category to another; and

**WHEREAS**, the library needs to create a new subcategory in its Operating Fund/Budget Classification Index to which such funds will be transferred;

**NOW THEREORE BE IT RESOLVED**, that a new subcategory entitled Ebook Services is hereby created within the Other Services and Charges category in the library's Operating Fund/Budget Classification Index and shall be assigned account number 3.146; and

**BE IT FUTHER RESOLVED**, that the following transfers be immediately made within the Library Operating Fund,

Transfer from Operating Fund:

Category: Capital Outlays

Subcategories: Elwood, Frankton, Summitville AV

\$3,989.41

Transfer to Operating Fund:

Category: Other Services and Charges

Subcategory: Ebook Services

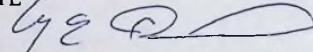
\$3,989.41

**BE IT FURTHER RESOLVED**, that for all subsequent years, the Ebook Services shall be allocated in the Other Services and Charges category of Operating Fund.

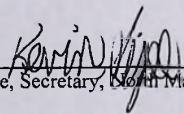
**DULY ADOPTED** by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 9th day of July, 2012, at which meeting a quorum was present.

NAY

AYE

  
\_\_\_\_\_  
Michael Roberson  
\_\_\_\_\_  
Leslie Bittenhouse  
\_\_\_\_\_  
Beverly J. Austin  
\_\_\_\_\_  
Betty Dabzell  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

  
Kevin Sipe, Secretary, North Madison County Public Library

**Resolution to Establish New Subcategory in Operating Fund and to Transfer Funds between Major Categories within the Library Operating Fund**

North Madison County Public Library

**WHEREAS**, due to purchasing Ancestry.com, certain existing appropriations in the Library Operating Fund now need to be transferred from one major category to another; and

**WHEREAS**, the library needs to create a new subcategory in its Operating Fund/Budget Classification Index to which such funds will be transferred;

**NOW THEREORE BE IT RESOLVED**, that a new subcategory entitled Databases is hereby created within the Other Services and Charges category in the library's Operating Fund/Budget Classification Index and shall be assigned account number 3.145; and

**BE IT FUTHER RESOLVED**, that the following transfers be immediately made within the Library Operating Fund,

Transfer from Operating Fund:

Category: Capital Outlays

Subcategory: Technology Software

\$1,376.00

Transfer to Operating Fund:

Category: Other Services and Charges

Subcategory: Databases

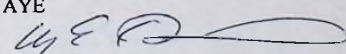
\$1,376.00

**BE IT FURTHER RESOLVED**, that for all subsequent years, Databases shall be allocated in the Other Services and Charges category of Operating Fund.

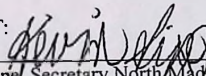
**DULY ADOPTED** by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 9th day of July, 2012, at which meeting a quorum was present.

NAY

AYE

  
\_\_\_\_\_  
Michael Roberson  
\_\_\_\_\_  
Leslie Bittenhouse  
\_\_\_\_\_  
Beverly J. Austin  
\_\_\_\_\_  
Betty Dabzell  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

  
Kevin Sipe, Secretary, North Madison County Public Library

**MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM**

	JUNE 2011	JUNE 2012	Amount of Change	% OF Change	YTD 2011	YTD 2012	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	3,049	<b>2,581</b>	-468	-15%	17,445	<b>15,866</b>	-1,579	-9%
JUVENILE	1,898	<b>2,197</b>	299	16%	9,927	<b>9,967</b>	40	0%
Y. A.	428	<b>568</b>	140	33%	1,906	<b>2,230</b>	324	17%
PERIOD.	662	<b>531</b>	-131	-20%	3,070	<b>2,925</b>	-145	-5%
AUDIO	88	<b>186</b>	98	111%	678	<b>1,034</b>	356	53%
VIDEO	5,304	<b>5,391</b>	87	2%	29,639	<b>27,730</b>	-1,909	-6%
DIGITAL MEDIA	20	<b>164</b>	144	720%	20	<b>1,102</b>	1,082	5410%
<b>TOTAL</b>	<b>11,449</b>	<b>11,618</b>	169	1%	62,685	<b>60,854</b>	-1,831	-3%

<b>FRANKTON</b>								
ADULT	1,065	<b>953</b>	-112	-11%	5,911	<b>5,508</b>	-403	-7%
JUVENILE	840	<b>1,140</b>	300	36%	4,213	<b>4,378</b>	165	4%
Y. A.	231	<b>288</b>	57	25%	960	<b>1,507</b>	547	57%
PERIOD.	328	<b>303</b>	-25	-8%	1,570	<b>1,450</b>	-120	-8%
AUDIO	31	<b>37</b>	6	19%	223	<b>246</b>	23	10%
VIDEO	1,674	<b>1,834</b>	160	10%	9,228	<b>9,183</b>	-45	0%
DIGITAL MEDIA	10	<b>83</b>	73	730%	10	<b>554</b>	544	5440%
<b>TOTAL</b>	<b>4,179</b>	<b>4,638</b>	459	11%	22,115	<b>22,826</b>	711	3%

<b>HAZELBAKER</b>								
ADULT	720	<b>541</b>	-179	-25%	4,313	<b>3,363</b>	-950	-22%
JUVENILE	644	<b>596</b>	-48	-7%	2,503	<b>2,159</b>	-344	-14%
Y. A.	98	<b>63</b>	-35	-36%	418	<b>388</b>	-30	-7%
PERIOD.	126	<b>128</b>	2	2%	774	<b>604</b>	-170	-22%
AUDIO	20	<b>6</b>	-14	-70%	89	<b>902</b>	813	913%
VIDEO	1,015	<b>843</b>	-172	-17%	6,714	<b>5,015</b>	-1699	-25%
DIGITAL MEDIA	10	<b>82</b>	72	720%	10	<b>552</b>	542	5420%
<b>TOTAL</b>	<b>2,633</b>	<b>2,259</b>	-374	-14%	14,821	<b>12,983</b>	-1,838	-12%

<b>SYSTEM</b>								
ADULT	4,834	<b>4,075</b>	-759	-16%	27,669	<b>24,737</b>	-2,932	-11%
JUVENILE	3,382	<b>3,933</b>	551	16%	16,643	<b>16,504</b>	-139	-1%
Y. A.	757	<b>919</b>	162	21%	3,284	<b>4,125</b>	841	26%
PERIOD.	1,116	<b>962</b>	-154	-14%	5,414	<b>4,979</b>	-435	-8%
AUDIO	139	<b>229</b>	90	65%	990	<b>2,182</b>	1192	120%
VIDEO	7,993	<b>8,068</b>	75	1%	45,581	<b>41,928</b>	-3,653	-8%
DIGITAL MEDIA	40	<b>329</b>	289	723%	40	<b>2,208</b>	2,168	5420%
<b>TOTAL</b>	<b>18,261</b>	<b>18,515</b>	254	1%	99,621	<b>96,663</b>	-2,958	-3%

	ELWOOD	FRANKTON	HAZELBAKER	
TRAFFIC	9,681	2,631	1,318	Prepared by Trisha Shuler
REF.	38	18	9	
ASSIST.	1,109	248	245	<b>TECH SERVICES PROCESSED 1,550 ITEMS.</b>
COMP./WIRE	1,984/84	421/22	442/11	
PROG. A.	7/25	1/49	5/54	
J.	23/325	10/224	9/142	



MODE = MEMORY TRANSMISSION START=JUL-05 14:25 END=JUL-05 14:26

FILE NO.=484

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<02>	SUMMITVILLE	001/001	00:00:16

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

Agenda  
July 9, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
- New Business
  - 1. Initial Budget Review
  - 2. Additional Shelving/Audio Book Collection – McKnight Estate
  - 3. Historical Database Upgrade
  - 4. Resolutions to Establish New Subcategory in Operating Fund and to Transfer Funds Between Major Categories within the Operating Fund
- Director's Report
- Public Comment
- Adjournment

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

*Thank  
you*

MODE = MEMORY TRANSMISSION START=JUL-05 14:25 END=JUL-05 14:25

FILE NO.=483

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<01>	FRANKTON	001/001	00:00:17

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

Agenda  
July 9, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
- New Business
  - 1. Initial Budget Review
  - 2. Additional Shelving/Audio Book Collection – McKnight Estate
  - 3. Historical Database Upgrade
  - 4. Resolutions to Establish New Subcategory in Operating Fund and to Transfer Funds Between Major Categories within the Operating Fund
- Director's Report
- Public Comment
- Adjournment

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

*Thank  
you*

MODE = MEMORY TRANSMISSION START=JUL-05 14:24 END=JUL-05 14:24

FILE NO. =482

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<04>	HERALD BULLETIN	001/001	00:00:14

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

### Agenda

July 9, 2012

North Madison County Public Library System  
Board of Trustees

#### Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
- New Business
  - 1. Initial Budget Review
  - 2. Additional Shelving/Audio Book Collection – McKnight Estate
  - 3. Historical Database Upgrade
  - 4. Resolutions to Establish New Subcategory in Operating Fund and to Transfer Funds Between Major Categories within the Operating Fund
- Director's Report
- Public Comment
- Adjournment

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

*Thank  
you*

MODE = MEMORY TRANSMISSION START=JUL-05 17:34 END=JUL-05 17:35

FILE NO. =495

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	<03>	CALL LEADER	001/001	00:00:15

-ELWOOD LIBRARY -

\*\*\*\*\* -17655520955 - \*\*\*\*\* 17655525001- \*\*\*\*\*

### Agenda

July 9, 2012

North Madison County Public Library System  
Board of Trustees

#### Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
  - 1. 2012 Working Budget
- New Business
  - 1. Initial Budget Review
  - 2. Additional Shelving/Audio Book Collection – McKnight Estate
  - 3. Historical Database Upgrade
  - 4. Resolutions to Establish New Subcategory in Operating Fund and to Transfer Funds Between Major Categories within the Operating Fund
- Director's Report
- Public Comment
- Adjournment

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

*Thank  
you*





North Madison County Public Library System  
 1600 Main Street  
 Elwood, IN 46036 Phone: (765) 552-5001 Fax: (765) 552-0955

Executive Session Agenda  
 July 23, 2012  
 Elwood Public Library Meeting Room  
 1600 Main Street  
 Elwood, IN 46036  
 5:30 p.m.  
 IC 5-14-1.5-6.1 (b)

Executive sessions may be held only in the following instances:

- (1) Where authorized by federal or state statute.
- (2) For discussion of strategy with respect to any of the following:
  - (A) Collective bargaining.
  - (B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
  - (C) The implementation of security systems.
  - (D) The purchase or lease of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties. However, all such strategy discussions must be necessary for competitive or bargaining reasons and may not include competitive or bargaining adversaries.
- (3) For discussion of the assessment, design, and implementation of school safety and security measures, plans, and systems.
- (4) Interviews and negotiations with industrial or commercial prospects or agents of industrial or commercial prospects by the Indiana economic development corporation, the office of tourism development, the Indiana finance authority, the ports of Indiana, an economic development commission, the Indiana state department of agriculture, a local economic development organization (as defined in IC 5-28-11-2(3)), or a governing body of a political subdivision.
- (5) To receive information about and interview prospective employees.
- (6) With respect to any individual over whom the governing body has jurisdiction:
  - (A) To receive information concerning the individual's alleged misconduct; and
  - (B) To discuss, before a determination, the individual's status as an employee, a student, or an independent contractor who is:
    - (i) a physician; or
    - (ii) a school bus driver.
- (7) For discussion of records classified as confidential by state or federal statute.
- (8) To discuss before a placement decision an individual student's abilities, past performance, behavior, and needs.
- (9) To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.
- (10) When considering the appointment of a public official, to do the following:
  - (A) Develop a list of prospective appointees.
  - (B) Consider applications.
  - (C) Make one (1) initial exclusion of prospective appointees from further consideration. Notwithstanding IC 5-14-3-4(b)(12), a governing body may release and shall make available for inspection and copying in accordance with IC 5-14-3-3 identifying information concerning prospective appointees not initially excluded from further consideration. An initial exclusion of prospective appointees from further consideration may not reduce the number of prospective appointees to fewer than three (3) unless there are fewer than three (3) prospective appointees. Interviews of prospective appointees must be conducted at a meeting that is open to the public.
- (11) To train school board members with an outside consultant about the performance of the role of the members as public officials.
- (12) To prepare or score examinations used in issuing licenses, certificates, permits, or registrations under IC 25.

NORTH MADISON COUNTY PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 EXECUTIVE SESSION  
 July 23, 2012  
 5:30 pm  
 IC 5-14-1.5-6.1 (b)

CALL TO ORDER

Vice-President Leslie Rittenhouse called an executive session of the North Madison County Public Library Board of Trustees to order on July 23, 2012 at 5:30 pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Members present were Leslie Rittenhouse, Kevin Sipe, Dan Prieshoff, Wayne Davidson, Beverly Austin and Bette Dalzell. Also in attendance were Mr. Jeffrey Graham, attorney, and Director Jamie Scott.

BUSINESS

The meeting was held to receive information concerning an individual's alleged misconduct over whom the governing body has jurisdiction and to discuss, before a determination, the individual's status as an employee IC 5-14-1.5-6.1 (b). No other subject matter was discussed in the executive session other than the subject matter specified in the public notice.

With no objections the meeting was adjourned.

Kevin Sipe, Secretary

*Kevin Sipe*  
 \_\_\_\_\_  
*Leslie Rittenhouse*  
 \_\_\_\_\_  
*Michael Robertson*  
 \_\_\_\_\_

*Beverly J. Austin*  
 \_\_\_\_\_  
*Dan Prieshoff*  
 \_\_\_\_\_



NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Special Meeting  
July 23, 2012  
Immediately Following the Executive Session

Agenda

July 23, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Special Meeting  
Immediately following Executive Session

Call to Order

Call for Quorum

New Business

1. Final Action on Alleged Employee Misconduct

Public Comment

Adjournment

CALL TO ORDER

Vice-President Leslie Rittenhouse called a special meeting of the North Madison County Public Library Board of Trustees to order on July 23, 2012 at 6:10 pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Members present were Leslie Rittenhouse, Kevin Sipe, Wayne Davidson, Beverly Austin and Bette Dalzell. Also in attendance were Mr. Jeffrey Graham, attorney, and Director Jamie Scott.

NEW BUSINESS

Public Comment

Ariel Cunningham spoke of her professional relationship with the library patrons and how this is not just a job but a career for her that she takes very seriously. She stated that the conversation between her and the four girls focused solely on a purity ring worn by one of them and that the conversation she had with them was only affirming the values that had already been taught to them. She stated that she felt like a role model to them and was trying to show her support and let them know that she believed they were doing the right thing. She ended by stating her confusion on how a third party could take this conversation out of context to imply something negative and warrant a hearing.

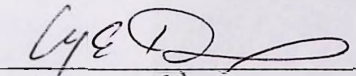
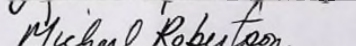
Final Action on Alleged Employee Misconduct

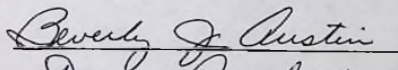
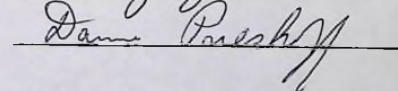
The board met in executive session directly before this meeting to discuss the alleged misconduct and status as an employee of Ariel Cunningham. Kevin Sipe made a motion to terminate the employee Ariel Cunningham due to violation of patron privacy. Ariel's mother wanted to know the specific grounds of the motion to terminate Ariel. Leslie Rittenhouse stated that the motion is based on the information received during the executive session which is confidential. Beverly Austin seconded the motion, the vote was unanimous.

Adjournment

Kevin Sipe made a motion to adjourn and Bette Dalzell seconded and the motion carried.

\_\_\_\_\_  
Kevin Sipe, Secretary

  
\_\_\_\_\_  
Leslie Rittenhouse  
  
\_\_\_\_\_  
Michael Robertson

  
\_\_\_\_\_  
Beverly J. Austin  
  
\_\_\_\_\_  
Dawn Presch



Fax Send Report

JUL-17-2012 02:52 PM TUE

Fax Number : 1 765 536 9050  
Name : Hazelbaker

Name/Number : 5523358  
Page : 2  
Start Time : JUL-17-2012 02:52PM TUE  
Elapsed Time : 00' 24"  
Mode : STD ECM  
Results : [ O.K ]



North Madison County Public Library System  
1600 Main Street  
Elwood, IN 46036  
Phone: (765) 552-5001 Fax: (765) 552-0955

Executive Session Agenda  
July 23, 2012  
Elwood Public Library Meeting Room  
1600 Main Street  
Elwood, IN 46036  
5:30 p.m.  
IC 5-14-1.5-6.1 (b)

Executive sessions may be held only in the following instances:

- (1) Where authorized by federal or state statute.
- (2) For discussion of strategy with respect to any of the following:
  - (A) Collective bargaining.
  - (B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
  - (C) The implementation of security systems.
  - (D) The purchase or lease of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties. However, all such strategy discussions must be necessary for competitive or bargaining reasons and may not include competitive or bargaining adversaries.
- (3) For discussion of the assessment, design, and implementation of school safety and security measures, plans, and systems.
- (4) Interviews and negotiations with industrial or commercial prospects or agents of industrial or commercial prospects by the Indiana economic development corporation, the office of tourism development, the Indiana finance authority, the ports of Indiana, an economic development commission, the Indiana state department of agriculture, a local economic development organization (as defined in IC 5-28-11-2(3)), or a governing body of a political subdivision.
- (5) To receive information about and interview prospective employees.
- (6) With respect to any individual over whom the governing body has jurisdiction:
  - (A) To receive information concerning the individual's alleged misconduct; and
  - (B) To discuss, before a determination, the individual's status as an employee, a student, or an independent contractor who is:
    - (i) a physician; or
    - (ii) a school bus driver.
- (7) For discussion of records classified as confidential by state or federal statute.
- (8) To discuss before a placement decision an individual student's abilities, past performance, behavior, and needs.
- (9) To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.
- (10) When considering the appointment of a public official, to do the following:
  - (A) Develop a list of prospective appointees.
  - (B) Consider applications.
  - (C) Make one (1) initial exclusion of prospective appointees from further consideration.

Notwithstanding IC 5-14-3-4(b)(12), a governing body may release and shall make available for inspection and copying in accordance with IC 5-14-3-3 identifying information concerning prospective appointees not initially excluded from further consideration. An initial exclusion of prospective appointees from further consideration may not reduce the number of prospective appointees to fewer than three (3) unless there are fewer than three (3) prospective appointees. Interviews of prospective appointees must be conducted at a meeting that is open to the public.
- (11) To train school board members with an outside consultant about the performance of the role of the members as public officials.
- (12) To prepare or score examinations used in issuing licenses, certificates, permits, or registrations under IC 25.

Fax Send Report

JUL-17-2012 02:54 PM TUE

Fax Number : 1 765 536 9050  
Name : Hazelbaker

Name/Number : 17657543312  
Page : 2  
Start Time : JUL-17-2012 02:54PM TUE  
Elapsed Time : 00' 28"  
Mode : STD ECM  
Results : [ O.K ]



North Madison County Public Library System  
1600 Main Street  
Elwood, IN 46036  
Phone: (765) 552-5001 Fax: (765) 552-0955

Executive Session Agenda  
July 23, 2012  
Elwood Public Library Meeting Room  
1600 Main Street  
Elwood, IN 46036  
5:30 p.m.  
IC 5-14-1.5-6.1 (b)

Executive sessions may be held only in the following instances:

- (1) Where authorized by federal or state statute.
- (2) For discussion of strategy with respect to any of the following:
  - (A) Collective bargaining.
  - (B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
  - (C) The implementation of security systems.
  - (D) The purchase or lease of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties. However, all such strategy discussions must be necessary for competitive or bargaining reasons and may not include competitive or bargaining adversaries.
- (3) For discussion of the assessment, design, and implementation of school safety and security measures, plans, and systems.
- (4) Interviews and negotiations with industrial or commercial prospects or agents of industrial or commercial prospects by the Indiana economic development corporation, the office of tourism development, the Indiana finance authority, the ports of Indiana, an economic development commission, the Indiana state department of agriculture, a local economic development organization (as defined in IC 5-28-11-2(3)), or a governing body of a political subdivision.
- (5) To receive information about and interview prospective employees.
- (6) With respect to any individual over whom the governing body has jurisdiction:
  - (A) To receive information concerning the individual's alleged misconduct; and
  - (B) To discuss, before a determination, the individual's status as an employee, a student, or an independent contractor who is:
    - (i) a physician; or
    - (ii) a school bus driver.
- (7) For discussion of records classified as confidential by state or federal statute.
- (8) To discuss before a placement decision an individual student's abilities, past performance, behavior, and needs.
- (9) To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.
- (10) When considering the appointment of a public official, to do the following:
  - (A) Develop a list of prospective appointees.
  - (B) Consider applications.
  - (C) Make one (1) initial exclusion of prospective appointees from further consideration.

Notwithstanding IC 5-14-3-4(b)(12), a governing body may release and shall make available for inspection and copying in accordance with IC 5-14-3-3 identifying information concerning prospective appointees not initially excluded from further consideration. An initial exclusion of prospective appointees from further consideration may not reduce the number of prospective appointees to fewer than three (3) unless there are fewer than three (3) prospective appointees. Interviews of prospective appointees must be conducted at a meeting that is open to the public.
- (11) To train school board members with an outside consultant about the performance of the role of the members as public officials.
- (12) To prepare or score examinations used in issuing licenses, certificates, permits, or registrations under IC 25.

Fax Number : 1 765 536 9050  
 Name : Hazelbaker

Name/Number : 5520955  
 Page : 2  
 Start Time : JUL-17-2012 02:49PM TUE  
 Elapsed Time : 00'26"  
 Mode : STD ECM  
 Results : [ O.K ]



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

Phone: (765) 552-5001 Fax: (765) 552-0955

Executive Session Agenda  
 July 23, 2012  
 Elwood Public Library Meeting Room  
 1600 Main Street  
 Elwood, TN 46036  
 5:30 p.m.  
 IC 5-14-1.5-6.1 (b)

Executive sessions may be held only in the following instances:

- (1) Where authorized by federal or state statute.
- (2) For discussion of strategy with respect to any of the following:
  - (A) Collective bargaining.
  - (B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
  - (C) The implementation of security systems.
  - (D) The purchase or lease of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties. However, all such strategy discussions must be necessary for competitive or bargaining reasons and may not include competitive or bargaining adversaries.
- (3) For discussion of the assessment, design, and implementation of school safety and security measures, plans, and systems.
- (4) Interviews and negotiations with industrial or commercial prospects or agents of industrial or commercial prospects by the Indiana economic development corporation, the office of tourism development, the Indiana finance authority, the ports of Indiana, an economic development commission, the Indiana state department of agriculture, a local economic development organization (as defined in IC 5-28-11-2(3)), or a governing body of a political subdivision.
- (5) To receive information about and interview prospective employees.
- (6) With respect to any individual over whom the governing body has jurisdiction:
  - (A) To receive information concerning the individual's alleged misconduct; and
  - (B) To discuss, before a determination, the individual's status as an employee, a student, or an independent contractor who is:
    - (i) a physician; or
    - (ii) a school bus driver.
- (7) For discussion of records classified as confidential by state or federal statute.
- (8) To discuss before a placement decision an individual student's abilities, past performance, behavior, and needs.
- (9) To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.
- (10) When considering the appointment of a public official, to do the following:
  - (A) Develop a list of prospective appointees.
  - (B) Consider applications.
  - (C) Make one (1) initial exclusion of prospective appointees from further consideration. Notwithstanding IC 5-14-3-(b)(12), a governing body may release and shall make available for inspection and copying in accordance with IC 5-14-3-3 identifying information concerning prospective appointees not initially excluded from further consideration. An initial exclusion of prospective appointees from further consideration may not reduce the number of prospective appointees to fewer than three (3) unless there are fewer than three (3) prospective appointees. Interviews of prospective appointees must be conducted at a meeting that is open to the public.
- (11) To train school board members with an outside consultant about the performance of the role of the members as public officials.
- (12) To prepare or score examinations used in issuing licenses, certificates, permits, or registrations under IC 25.



# Agenda

August 13, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

New Business

1. Approve 2013 Budget for Publication
2. Leasing Corporation Administrative Fees
3. Employment Lawyer
4. Patron Behavior Policy
5. Public Library Internet Consortium
6. Furniture to Sell at Elwood
7. Additional Cameras for Frankton

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES

Regular Meeting  
August 13, 2012  
5:00pm

CALL TO ORDER

President Mike Robertson called a regular meeting of the North Madison County Public Library Board of Trustees to order on August 13, 2012 at 5:00pm in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Mike Robertson, Beverly Austin, Leslie Rittenhouse, Wayne Davidson and Dan Prieshoff.

MINUTES

Beverly Austin made a motion to approve the minutes from the regular meeting held on July 9, 2012, the executive session held on July 23, 2012 and the special meeting held on July 23, 2012. Leslie Rittenhouse made a second and the motion carried.

CLAIMS REGISTER & CHECKS

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

OLD BUSINESS

No old business was brought forward.

NEW BUSINESS

Approve 2013 Budget for Publication

2013 budget estimates were presented by the Director. I am requesting the Board of Trustees of the North Madison County Public Library approve for publication the following 2013 budget:

Library Operating Fund Budget estimate of \$1,222,542  
Maximum estimated funds to be raised are \$735,000 with an estimated tax rate of 0.1385  
With a current tax levy of \$705,100 and a current tax rate of 0.1129

Debt Service Fund Budget estimate of \$242,000  
Maximum estimated funds to be raised are \$132,463 with an estimated tax rate of 0.0250  
With a current tax levy of \$232,951 and a current tax rate of 0.0373

Rainy Day Fund estimate of \$15,000; there is no maximum estimated amount to be raised and no current tax levy.

The 2013 budget estimate for the Debt Service Fund is significantly lower than the 2012 budget estimate with anticipation of the lease rental being paid off in December 2013. Beverly Austin made a motion to approve the 2013 budget for publication. Wayne Davidson made a second and the motion carried.

Leasing Corporation Administrative Fees

Beverly Austin made a motion that gives Regions Bank the authority to pay administrative fees of \$1,575 out of the Sinking and Reserve Fund. Wayne Davidson made a second and the motion carried.

Employment Lawyer

John Mayes, lawyer from the employment law firm of Bose, McKinney & Evans has been consulted in regards to the NMCPLS employee personnel Policy. An estimate between \$1,200 and \$2,400 has been given by the firm to study the current policy. Leslie Rittenhouse made a motion to move forward and hire the employment law firm of Bose, McKinney & Evans for advice on the NMCPLS employee personnel policy. Beverly Austin made a second and the motion carried.

Patron Behavior Policy

Revisions to the patron behavior policy include adding "As of July 1, 2012, Indiana State Law (IC 7.1-5-12) prohibits smoking within 8 feet of any public entrance to a public place or place of employment. Individuals violating this law will be asked to stop smoking. If the patron refuses to stop smoking, the patron will be asked to leave the premises. If the patron refuses both requests, the local law enforcement may be contacted." Also, "Any patron banned from the library six months or more may appeal to the NMCPLS Library Board of Trustees for a potential reduction in time away from the library. The appeal will be scheduled for the next public meeting of the NMCPLS Library Board of Trustees". Leslie made a motion to approve the changes to the patron behavior policy. Wayne Davidson made a second and the motion carried.

Public Library Internet Consortium

A resolution to continue to be a member of the Indiana State Library Consortium for Public Library Internet Access was read by Beverly Austin. Leslie Rittenhouse made a motion to approve the resolution, Wayne Davidson made a second and the motion carried. It was adopted on August 13, 2012.

Furniture to Sell at Elwood

Since it has been approved to proceed with the purchase of shelving in the Youth and Adult Service departments, there is furniture that needs to be sold in order to accommodate the new shelving. The furniture includes a dictionary stand, three PAC station stands, three small book stands and a book shelving unit. Beverly Austin made a motion to allow the sale of the library equipment. The Director is to use her discretion as to how the equipment will be sold. Leslie Rittenhouse made a second and the motion carried.



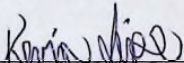
Additional Cameras for Frankton

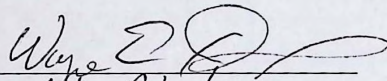
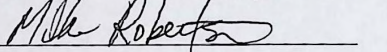
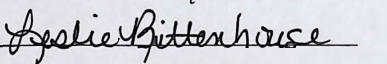
Beverly Austin made a motion to install three additional cameras at Frankton at a cost of \$1,604.82. Wayne Davidson made a second and the motion carried.

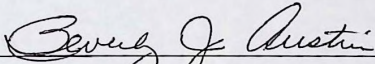
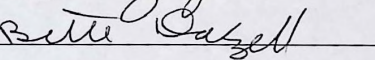
DIRECTOR'S REPORT

The library has been advised, by Sylvia Watson, it is legal to post the agenda and minutes for board on the library WIKI. The library By-Laws will need to be changed. Final cost for the new shelving is \$17,825. There is to be another stain sample sent. After order, it will take ten to twelve week to receive the new shelving. Stats are now on the WIKI. The Director met with all of the parents of the girls who were involved in the personnel discipline issue. The end result was positive and the girls were encouraged to volunteer to help at the library. Bethane (Deathrage) Toney has been hired to work in the Adult Service area at Elwood. She had previously worked at a library in Kentucky. Jamie Presley will be transferring to Summitville; she has been working in Youth Service at Elwood. Charles Brattain has been hired to take Jamie Presley's place in Youth Service at Elwood. The door lock at Summitville is scheduled to be changed. Phil Knotts, the new custodian at Frankton is doing a good job.

Leslie Rittenhouse made a motion to adjourn, Wayne Davidson made a second and the motion carried.

  
\_\_\_\_\_  
Kevin Sipe, Secretary

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

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

## Register Of Claims

### North Madison County Public Library System

Report Date: From 7/10/2012 To 8/13/2012

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	414	NORTH MADISON COUNTY PU	Operating Fund	Transfer to LIRF	\$10,000.00	7/10/2012	TRANSFER TO LIRF FROM OPERATING
					<b>Total this claim =</b>		
					\$10,000.00		
0	415	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	7/18/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$15,358.24		
			Operating Fund	Wages of Janitor	\$1,584.15		
					<b>Total this claim =</b>		
					\$18,897.35		
0	416	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,445.67	7/18/2012	P/R ENDING 7/14/12
			FICA	Payroll Deductions	\$793.68		
			Federal Taxes Withheld	Payroll Deductions	\$2,097.80		
			Medicare	Payroll Deductions	\$274.03		
					<b>Total this claim =</b>		
					\$4,611.18		
0	417	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$145.00	7/18/2012	P/R ENDING 7/14/12
					<b>Total this claim =</b>		
					\$145.00		
0	432	OVERDRIVE, INC	Operating Fund	Ebook Services	\$3,000.00	7/20/2012	REVERSE VOUCHER # 163 CHECK # 27511
			Operating Fund	Elwood AV	(\$3,000.00)		
					<b>Total this claim =</b>		
					\$0.00		
0	431	BWI	Operating Fund	Ebook Services	\$989.41	7/20/2012	REVERSE VOUCHER # 106 CHECK # 37463
			Operating Fund	Elwood AV	(\$329.81)		
			Operating Fund	Frankton AV	(\$329.80)		
			Operating Fund	Summitville AV	(\$329.80)		
					<b>Total this claim =</b>		
					\$0.00		
0	434	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,458.39	8/1/2012	P/R ENDING 7/28/12
			FICA	Payroll Deductions	\$800.67		
			Federal Taxes Withheld	Payroll Deductions	\$2,091.16		
			Medicare	Payroll Deductions	\$274.43		
					<b>Total this claim =</b>		
					\$4,626.65		
0	430	MIDWEST COLLABORATIVE F	Operating Fund	Techology Software	(\$1,376.00)	7/20/2012	REVERSE VOUCHER FOR CHECK # 27449 VOUCHER # 85
			Operating Fund	Databases	\$1,376.00		
					<b>Total this claim =</b>		
					\$0.00		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	435	GREAT-WEST RETIREMENT S	Annunity	Payroll Deductions	\$145.00	8/1/2012	P/R ENDING 7/28/12
				<b>Total this claim =</b>	<u>\$145.00</u>		
0	433	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	8/1/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$15,838.99		
			Operating Fund	Wages of Janitor	\$1,270.00		
				<b>Total this claim =</b>	<u>\$19,063.95</u>		
27772	413	PENNSYLVANIA AVENUE PIZZ	Operating Fund	Frankton Programing	\$135.00	7/10/2012	PIZZA FRANKTON SUMMER READING
				<b>Total this claim =</b>	<u>\$135.00</u>		
27773	422	AVC TECHNOLOGY	Operating Fund	Professional Services	\$375.00	7/18/2012	SERVICE CONTRACT JULY - SEPT 2012
				<b>Total this claim =</b>	<u>\$375.00</u>		
27774	423	BOOK PAGE	Operating Fund	Elwood Adult Programing	\$228.00	7/18/2012	12 MONTH SUBSCRIPTION
			Operating Fund	Frankton Programing	\$114.00		
			Operating Fund	Summitville Programing	\$114.00		
				<b>Total this claim =</b>	<u>\$456.00</u>		
27775	424	ECKSTEIN'S HOUSE OF TROP	Gift	Summitville Programing	\$60.00	7/18/2012	PLATES FOR HAZELBAKER SCHOLARSHIP PLAGUE
				<b>Total this claim =</b>	<u>\$60.00</u>		
27776	425	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$30.70	7/18/2012	AD PART-TIME CLERK
				<b>Total this claim =</b>	<u>\$30.70</u>		
27777	421	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,383.58	7/18/2012	PAYROLL DEDUCTIONS FOR JULY
			County Taxes Withheld	Payroll Deductions	\$622.61		
				<b>Total this claim =</b>	<u>\$2,006.19</u>		
27778	420	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	\$220.00	7/18/2012	CHILD SUPPORT
				<b>Total this claim =</b>	<u>\$220.00</u>		
27779	427	INDIANA STATE LIBRARY	PLAC	Other	\$50.00	7/18/2012	2ND QUARTER PLAC
				<b>Total this claim =</b>	<u>\$50.00</u>		
27780	426	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$57.00	7/18/2012	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<u>\$68.50</u>		
27781	418	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$400.00	7/18/2012	P/R ENDING 7/14/12
				<b>Total this claim =</b>	<u>\$400.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27782	419	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$767.03	7/18/2012	HEALTH INSURANCE 8/1/12-9/1/12
			Operating Fund	Emp Cont Group Ins	\$8,619.23		
				<b>Total this claim =</b>	<u>\$9,386.26</u>		
27783	428	AT&T	Operating Fund	Telephone & Telegraph	\$116.46	7/18/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$116.46</u>		
27784	429	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$57.10	7/18/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$57.10</u>		
27785	438	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$37.70	8/1/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$7.44		
				<b>Total this claim =</b>	<u>\$45.14</u>		
27786	444	CARDMEMBER SERVICE	Operating Fund	Elwood Adult Programing	\$253.83	8/1/2012	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$16.85		
			Operating Fund	Official Records	\$7.14		
			Operating Fund	Technology Software	\$95.85		
				<b>Total this claim =</b>	<u>\$373.67</u>		
27787	439	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$227.26	8/1/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$227.26</u>		
27788	440	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,521.41	8/1/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Electricity	\$550.70		
				<b>Total this claim =</b>	<u>\$3,072.11</u>		
27789	437	INDIANA STATE CENTRAL CO	Garnishment	Payroll Deductions	\$220.00	8/1/2012	CHILD SUPPORT
				<b>Total this claim =</b>	<u>\$220.00</u>		
27790	436	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$400.00	8/1/2012	P/R ENDING 7/28/12
				<b>Total this claim =</b>	<u>\$400.00</u>		
27791	441	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$72.00	8/1/2012	TRASH SERVICE - FRANKTON
				<b>Total this claim =</b>	<u>\$72.00</u>		
27792	442	TOWN OF FRANKTON	Operating Fund	Electricity	\$614.14	8/1/2012	SERVICE FOR FRANKTON
			Operating Fund	Water	\$94.93		
			Operating Fund	Waste Disposal Services	\$142.77		
				<b>Total this claim =</b>	<u>\$851.84</u>		
27793	445	UNITED STATES TREASURY	Operating Fund	Empl.Share FICA&Medicare	\$257.05	8/1/2012	PENALTY FOR LATE PAYMENT
				<b>Total this claim =</b>	<u>\$257.05</u>		
27794	443	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$21.18	8/1/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$21.18</u>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27795	446	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$2,193.03	8/13/2012	As per attached invoices.
			Operating Fund	Elwood Childrens	\$897.13		
			Operating Fund	Elwood YA	\$310.80		
			Operating Fund	Frankton	\$1,048.96		
			Operating Fund	Summitville	\$589.32		
			Gift	Frankton Programing	\$125.85		
			Operating Fund	Frankton AV	\$73.00		
			Operating Fund	Elwood AV	\$171.15		
				<b>Total this claim =</b>	<u>\$5,409.24</u>		
27796	448	C & S NETWORKING	Rainy Day Fund	Professional Services	\$4,444.36	8/13/2012	SECURITY CAMERAS - FRANKTON
				<b>Total this claim =</b>	<u>\$4,444.36</u>		
27797	449	CHESTER INFORMATION TEC	Operating Fund	Professional Services	\$623.75	8/13/2012	SYSTEM ENGINEER
				<b>Total this claim =</b>	<u>\$623.75</u>		
27798	447	CINTAS CORPORATION G65	Operating Fund	Cleaning & Sanitation Supplies	\$229.10	8/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$229.10</u>		
27799	450	DEMCO	Operating Fund	Operating Supplies	\$38.49	8/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$38.49</u>		
27800	451	ECKSTEIN'S HOUSE OF TROP	Gift	Professional Services	\$21.40	8/13/2012	ENGRAING FOR DONATION PLAQUE
				<b>Total this claim =</b>	<u>\$21.40</u>		
27801	479	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$46.55	8/13/2012	AD FOR PT CLERK - ELWOOD & CUSTODIAN - FRANKTON
				<b>Total this claim =</b>	<u>\$46.55</u>		
27802	478	ELWOOD TIRE & AUTO SERVI	Operating Fund	Equipment/Maint.	\$12.50	8/13/2012	LAWN TRACTOR TIRE REPAIR
				<b>Total this claim =</b>	<u>\$12.50</u>		
27803	452	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,378.25	8/13/2012	INTERNET ACCESS
				<b>Total this claim =</b>	<u>\$1,378.25</u>		
27804	453	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$231.02	8/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$231.02</u>		
27805	454	FRONTIER	Operating Fund	Telephone & Telegraph	\$188.59	8/13/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$188.59</u>		
27806	455	GLOBAL GOV'T/ED SOLUTION	Operating Fund	Furniture & Equipment	\$894.57	8/13/2012	As per attached invoices.
			Operating Fund	Technology Equipment	\$75.32		
				<b>Total this claim =</b>	<u>\$969.89</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27807	456	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$110.00	8/13/2012	LAWN CARE - FRANKTON
				<b>Total this claim =</b>	<u>\$110.00</u>		
27808	457	HENSLEY'S TREE SERVICE	Operating Fund	Professional Services	\$500.00	8/13/2012	TREE REMOVAL AND CLEANUP - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$500.00</u>		
27809	458	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$232.67	8/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$232.67</u>		
27810	459	IDLEWINE LAWNMOWER SAL	Operating Fund	Equipment/Maint.	\$98.23	8/13/2012	EQUIPMENT REPAIRS
				<b>Total this claim =</b>	<u>\$98.23</u>		
27811	475	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$53.75	8/13/2012	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<u>\$65.25</u>		
27812	476	JILL MURRAY	Operating Fund	Postage & UPS	\$2.35	8/13/2012	PETTY CASH REIMBURSEMENT
			Operating Fund	Summitville Programing	\$44.99		
				<b>Total this claim =</b>	<u>\$47.34</u>		
27813	460	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$198.50	8/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$198.50</u>		
27814	461	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$705.00	8/13/2012	HVAC REAPIRS AT FRANKTON
				<b>Total this claim =</b>	<u>\$705.00</u>		
27815	462	LOREN'S SERVICE CENTER	Operating Fund	Equipment/Maint.	\$48.00	8/13/2012	RAPIRS ON LAWNBOY
				<b>Total this claim =</b>	<u>\$48.00</u>		
27816	463	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$195.18	8/13/2012	As per attached invoices.
			Operating Fund	Summitville Programing	\$18.63		
				<b>Total this claim =</b>	<u>\$213.81</u>		
27817	464	McCORMACK PRINTING IMPR	Operating Fund	Operating Supplies	\$372.00	8/13/2012	REGISTRATION CARDS
				<b>Total this claim =</b>	<u>\$372.00</u>		
27818	474	MIDWEST TAPE	Operating Fund	Elwood AV	\$1,270.47	8/13/2012	As per attached invoices.
			Operating Fund	Frankton AV	\$165.92		
			Operating Fund	Summitville AV	\$450.78		
				<b>Total this claim =</b>	<u>\$1,887.17</u>		
27819	465	MODERN MARKETING	Operating Fund	Elwood Children's Programing	\$85.22	8/13/2012	BOOKMARKS
				<b>Total this claim =</b>	<u>\$85.22</u>		
27820	477	POSTMASTER	Operating Fund	Postage & UPS	\$88.00	8/13/2012	POSTAGE STAMPS - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$88.00</u>		



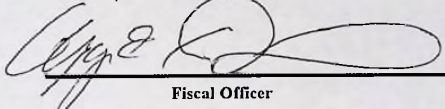
<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27821	466	QUILL CORPORATION	Operating Fund	Office Supplies	\$204.47	8/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$204.47</b>		
27822	467	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$33.19	8/13/2012	As per attached invoices.
			Operating Fund	Office Supplies	\$10.00		
				<b>Total this claim =</b>	<b>\$43.19</b>		
27823	468	SPECIALTY STORE SERVICES	Operating Fund	Furniture & Equipment	\$72.09	8/13/2012	CONVEX MIRROR & DVD CASES
			Operating Fund	Book Processing	\$146.10		
				<b>Total this claim =</b>	<b>\$218.19</b>		
27824	469	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$184.50	8/13/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$184.50</b>		
27825	470	TRISHA SHULER	Operating Fund	Fuel, Oil and Lubricants	\$30.09	8/13/2012	PETTY CASH REIMBURSEMENT
			Operating Fund	Elwood Children's Programing	\$18.00		
				<b>Total this claim =</b>	<b>\$48.09</b>		
27826	471	VAN AUDALL & FARRAR, INC.	Operating Fund	Office Supplies	\$119.60	8/13/2012	BIZHUB 350
				<b>Total this claim =</b>	<b>\$119.60</b>		
27827	472	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$14.44	8/13/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<b>\$14.44</b>		
27828	473	WARSAW COMMUNITY PUBLI	Operating Fund	Other	\$25.99	8/13/2012	LOST INTERLIBRARY LOAN BOOK - MUSTAINE
				<b>Total this claim =</b>	<b>\$25.99</b>		

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

**Total Amount of Claims      \$95,493.39**

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

Friday, August 10, 2012

  
 Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

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

<u>Julie Brittenhouse</u>	<u>Dan Pineschiff</u>	
<u>Michael Robertson</u>		
<u>Beverly Johnston</u>		

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 1/11/998.



TRANSMISSION VERIFICATION REPORT

TIME : 08/09/2012 12:07  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BRDF2V374540

DATE, TIME 08/09 12:07  
FAX NO./NAME SUMMITVILLE  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 08/09/2012 12:07  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BRDF2V374540

DATE, TIME 08/09 12:06  
FAX NO./NAME FRANKTON  
DURATION 00:00:17  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

August 13, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
  1. Approve 2013 Budget for Publication
  2. Leasing Corporation Administrative Fees
  3. Employment Lawyer
  4. Patron Behavior Policy
  5. Public Library Internet Consortium

Agenda

August 13, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
  1. Approve 2013 Budget for Publication
  2. Leasing Corporation Administrative Fees
  3. Employment Lawyer
  4. Patron Behavior Policy
  5. Public Library Internet Consortium
  6. Furniture to Sell

TRANSMISSION VERIFICATION REPORT

TIME : 08/09/2012 12:06  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER. # : BROF2V374540

DATE, TIME 08/09 12:05  
FAX NO./NAME 96404815  
DURATION 00:00:19  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 08/09/2012 12:04  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER. # : BROF2V374540

DATE, TIME 08/09 12:04  
FAX NO./NAME 95523358  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

August 13, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
  1. Approve 2013 Budget for Publication
  2. Leasing Corporation Administrative Fees
  3. Employment Lawyer
  4. Patron Behavior Policy
  5. Public Library Internet Consortium
  6. Furniture to Sell at Elwood

Agenda

August 13, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

- Call to Order
- Call for Quorum
- Minutes
- Claims Register & Checks
- Old Business
- New Business
  1. Approve 2013 Budget for Publication
  2. Leasing Corporation Administrative Fees
  3. Employment Lawyer
  4. Patron Behavior Policy
  5. Public Library Internet Consortium



**Budget Estimate- Financial Statement-Proposed Tax Rate**

**Taxing Unit:** 0290 - NORTH MADISON COUNTY LIBRARY SYSTEM  
**Fund Name:** 0101 - GENERAL  
**County:** 48 - Madison County  
**Year:** 2013

Net Assessed Value		\$530,855,000	
Funds Required For Expenses To December 31st Of Incoming Year	Amount Used To Compute Published Budget	Appropriating Body	
1. Total budget estimate for incoming year	\$1,222,542	\$0	
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$646,733	\$0	
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$0	\$0	
4. Outstanding temporary loans: a). To be paid not included in lines 2 or 3	\$0	\$0	
b). Not repaid by December 31 of present year	\$0	\$0	
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b)	\$1,869,275	\$0	
Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Amount Used To Compute Published Budget	Appropriating Body	
6. Actual cash balance, June 30 of present year (including cash investments)	\$808,768	\$0	
7. Taxes to be collected, present year (December settlement)	\$359,688	\$0	
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File): a). Total Column A Budget Form 2	\$155,203	\$0	
b). Total Column B Budget Form 2	\$259,748	\$0	
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b)	\$1,583,407	\$0	
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$285,868	\$0	

Proposed Tax Rate and Levy	Amount Used To Compute Published Budget	Appropriating Body
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$449,132	\$0
12. Amount to be raised by tax levy (add lines 10 and 11)	\$735,000	\$0
13a. Property Tax Replacement Credit from Local Option Tax	\$0	\$0
13b. Operating LOIT	\$0	\$0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$735,000	\$0
15. Levy Excess Fund applied to current budget	\$0	\$0
16. Net amount to be raised	\$735,000	\$0
17. Net Tax Rate on each one hundred dollars of taxable property	0.1385	0.0000

**Budget Estimate- Financial Statement-Proposed Tax Rate**

**Taxing Unit:** 0290 - NORTH MADISON COUNTY LIBRARY SYSTEM  
**Fund Name:** 0283 - LEASE RENTAL PAYMENT  
**County:** 48 - Madison County  
**Year:** 2013

Net Assessed Value		\$530,855,000	
Funds Required For Expenses To December 31st Of Incoming Year	Amount Used To Compute Published Budget	Appropriating Body	
1. Total budget estimate for incoming year	\$242,000	\$0	
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$121,000	\$0	
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$0	\$0	
4. Outstanding temporary loans: a). To be paid not included in lines 2 or 3	\$0	\$0	
b). Not repaid by December 31 of present year	\$0	\$0	
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b)	\$363,000	\$0	
Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Amount Used To Compute Published Budget	Appropriating Body	
6. Actual cash balance, June 30 of present year (including cash investments)	\$92,216	\$0	
7. Taxes to be collected, present year (December settlement)	\$118,833	\$0	
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File): a). Total Column A Budget Form 2	\$10,358	\$0	
b). Total Column B Budget Form 2	\$9,130	\$0	
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b)	\$230,537	\$0	
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$132,463	\$0	

Proposed Tax Rate and Levy	Amount Used To Compute Published Budget	Appropriating Body
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$0	\$0
12. Amount to be raised by tax levy (add lines 10 and 11)	\$132,463	\$0
13a. Property Tax Replacement Credit from Local Option Tax	\$0	\$0
13b. Operating LOIT	\$0	\$0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$132,463	\$0
15. Levy Excess Fund applied to current budget	\$0	\$0
16. Net amount to be raised	\$132,463	\$0
17. Net Tax Rate on each one hundred dollars of taxable property	0.0250	0.0000



**Budget Estimate- Financial Statement-Proposed Tax Rate**

North Madison County Public Library System  
 Patron Behavior Policy

**Taxing Unit:** 0290 - NORTH MADISON COUNTY LIBRARY SYSTEM  
**Fund Name:** 0061 - RAINY DAY  
**County:** 48 - Madison County  
**Year:** 2013

Net Assessed Value		\$530,855,000	
Funds Required For Expenses To December 31st Of Incoming Year	Amount Used To Compute Published Budget	Appropriating Body	
1. Total budget estimate for incoming year	\$15,000	\$0	
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$5,385	\$0	
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$0	\$0	
4. Outstanding temporary loans:			
a). To be paid not included in lines 2 or 3	\$0	\$0	
b). Not repaid by December 31 of present year	\$0	\$0	
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b)	\$20,385	\$0	
Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Amount Used To Compute Published Budget	Appropriating Body	
6. Actual cash balance, June 30 of present year (including cash investments)	\$96,804	\$0	
7. Taxes to be collected, present year (December settlement)	\$0	\$0	
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):			
a). Total Column A Budget Form 2	\$0	\$0	
b). Total Column B Budget Form 2	\$0	\$0	
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b)	\$96,804	\$0	
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	(\$76,419)	\$0	

Proposed Tax Rate and Levy	Amount Used To Compute Published Budget	Appropriating Body
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$76,419	\$0
12. Amount to be raised by tax levy (add lines 10 and 11)	\$0	\$0
13a. Property Tax Replacement Credit from Local Option Tax	\$0	\$0
13b. Operating LOIT	\$0	\$0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$0	\$0
15. Levy Excess Fund applied to current budget	\$0	\$0
16. Net amount to be raised	\$0	\$0
17. Net Tax Rate on each one hundred dollars of taxable property	0.0000	0.0000

**Policy Statement**

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

**Guidelines: Behaviors with Progressive Consequences**

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

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

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

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





STATE OF INDIANA

Roberta Brooker, State Librarian

Mitchell E. Daniels, Jr., Governor

INDIANA STATE LIBRARY
140 North Senate Avenue
Indianapolis, IN 46204
Phone: (317) 232-3675
Fax: (317) 232-3728
TDD: (317) 232-7763

COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR PUBLIC LIBRARY INTERNET ACCESS for FUNDING YEAR JULY 1, 2013 THROUGH JUNE 30, 2014

WHEREAS, the board of the North Madison County Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

- 1. Filtering all computers in order to receive the e-Rate discount on vendor invoices...
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the State Technology Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 13 day of August, 2012, at which meeting a quorum was present.

NAY

AYE

Blank lines for NAY signatures

Handwritten signatures for AYE: Beverly J. Austin, Dan... Wayne E. Smith, Halie... Michael...

ATTEST:

Secretary

Handwritten signature of the Secretary

July 12, 2012

Congratulations on a successful 2012-2013 E-rate Year. The Indiana State Library is beginning to prepare for the 2013-2014 E-rate Year. Enclosed with this letter you will find the forms needed in order to file for E-rate on your behalf next year. These include:

- new Form 479 to certify that you are in compliance with the Children's Internet Protection Act (CIPA)
new Letter of Agency to give authority to AdTec to file E-rate forms on behalf of your library for the upcoming year
new Board Resolution to continue in the consortium
Letter and data sheet from AdTec
Sample of Request for Services Form
Tentative timeline for your E-Rate Year 2013-2014.

Forms and information may also be found on the E-Rate page of the Indiana State Library's website http://www.in.gov/library/erate.htm

Please consider your needs as outlined in the library's Technology Plan and future capacity needs for library service requirements. Please consider that you may need additional T1 lines or to switch to fiber in 2013. The ENA price list can be viewed on the LDO website at http://www.in.gov/library/files/contact2.pdf. Note: fiber pricing is not on the list and is quoted for each particular site.

A representative from the State Library will attend the State Budget Committee meeting in August 2012. It is anticipated that funding for the State Technology Grant will be released. Please note that members of Indiana State Library Consortium for Public Library Internet access who do not filter are reimbursed only the non-eRate portion of the vendor invoice. You are required to budget in full the eRate and non-eRate portion of Internet and Internet related services.

Thank you for your participation in the Consortium where purchasing decisions are made for statewide Internet services. With the Consortium equitable technology services are available to all public libraries and their patrons.

If you have any questions, please feel free to contact me at the Indiana State Library:

Karen Ainslie, kainslie@library.in.gov at 317-232-1938 or 800-451-6028

Thank you,

Handwritten signature of Steven Schmidt
Steven Schmidt
Supervisor of Library Development Office
Indiana State Library



**LEE COMPANY INC.**

27 South Twelfth Street  
Terre Haute, IN 47807  
Phone: 812-235-8155  
Fax: 812-235-3587  
Email: leeco@leecompanyinc.com  
Web Address: www.leecompanyinc.com

**Contractors and Furnishers of Educational, Health Care, and Laboratory Equipment**

**\*\*\*PRICE QUOTATION**

TO: NORTH MADISON COUNTY PUBLIC LIBRARY  
1600 MAIN STREET  
ELWOOD, INDIANA 46036

DATE: 7/26/2012

	D. SWANSON		BEST WAY	X	
Your Inquiry	Salesman	F.O.B.	Shipped Via	PPD.	Coll.

Qty.		Price	Amount
	<b>CHILDREN'S WING</b>		
1	RUN OF DOUBLE-FACED SHELVING, METAL LIBRARY BUREAU STEEL SHELVING WITH BRODART (MAPLE) END PANELS & HPL CONTINUOUS TOP 66"W X 180"W X 29 1/2"D		
4	BRODART END OF RANGE SHELVING UNITS, MODEL # 1S-675-M00 66 "H X 27"W X 16"D, ADJUSTABLE SHELVES, BACK, ALL WOOD (MAPLE) WOOD CORNICE TOP		
1	BRODART END OF RANGE SHELVING UNITS, MODEL # 1S-989-M00 42"H X 29 1/2"W X 12"D, ADJUSTABLE SHELVES, BACK, ALL WOOD (MAPLE) WOOD CORNICE TOP		
2	SINGLE-FACED METAL SHELVING UNITS FOR WALL INSTALLATION, LIBRARY BUREAU STEEL SHELVING WITH BRODART (MAPLE) END PANELS, CONTINUOUS TOP ON EACH UNIT, 80"H X 12"D X 36"W		
	<b>ADULT WING</b>		
3	RUN OF DOUBLE-FACED SHELVING, METAL LIBRARY BUREAU STEEL SHELVING WITH BRODART (MAPLE) END PANELS & HPL CONTINUOUS TOP APPROXIMATELY 66"H X 26"D X 72"W (TO ACCEPT DVD'S, ETC...9" SHELF)		
4	BRODART END OF RANGE SHELVING UNITS, MODEL # 1S-977-M00 80"H X 25"W X 12"D, BACK, ALL WOOD (MAPLE) WOOD CORNICE TOP		
	<b>TOTAL DELIVERED AND INSTALLED</b>		<b>\$17,825.00</b>
	LEAD TIME: 10 - 12 WEEKS FIELD CHECK FOR ACTUAL DIMENSIONS NEEDED CUSTOM STAIN SAMPLE BEING PROCESSED ALL PRICING IS BASED ON QUANTITY		

THIS QUOTE VALID FOR 30 DAYS.  
TO CONFIRM ORDER, PLEASE SIGN  
AND RETURN.

\*Sales Tax is not included unless noted above.

Signature of Acceptance

BY: Beth Ann Allen  
Estimator



# C&S Networking

Scott Woodsides  
209 N. East St. Tipton, IN 46072

N. Madison County Library for Frankton Quote

TO:

North Madison County Public Library

For Board Mins.

Thank you for your inquiry dated:  
We are pleased to quote you the following:

August 02 2012

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	Total Cost
1	3	246IHRWSPECO INDOOR COLOR DOMEINTESIFIER	\$240.07	\$720.21
2	1	500-Foot Siamese RG59/U Coaxial Cable with 18/2 Power Cable	\$184.61	\$184.61
3	0			\$0.00
4	0			\$0.00
5	0			\$0.00
6	0			\$0.00
7	0			\$0.00
8	0			\$0.00
9	1	Labor	\$700.00	\$700.00
10				
11				
12		Note: Please refer to drawing attached for camera locations.		
			<b>Total</b>	<b>\$1,604.82</b>

We will be happy to supply any further information you may need and trust that you call on us to fill your order, which will receive our prompt and careful attention.

Thank you for the chance to do business with you

PER Scott Woodsides

August 2, 2012

DATE

**MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM**

	JULY 2011	JULY 2012	Amount of Change	% OF Change	YTD 2011	YTD 2012	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	3,151	<b>3,269</b>	118	4%	20,596	<b>19,135</b>	-1,461	-7%
JUVENILE	1,987	<b>1,973</b>	-14	-1%	11,914	<b>11,940</b>	26	0%
Y. A.	519	<b>604</b>	85	16%	2,425	<b>2,834</b>	409	17%
PERIOD.	513	<b>655</b>	142	28%	3,583	<b>3,580</b>	-3	0%
AUDIO	93	<b>197</b>	104	112%	771	<b>1,231</b>	460	60%
VIDEO	5093	<b>5,561</b>	468	9%	34,732	<b>33,291</b>	-1,441	-4%
DIGITAL MEDIA	16	<b>164</b>	148	925%	36	<b>1,266</b>	1,230	100%
<b>TOTAL</b>	<b>11,372</b>	<b>12,423</b>	<b>1051</b>	<b>9%</b>	<b>74,057</b>	<b>73,277</b>	<b>-780</b>	<b>-1%</b>

<b>FRANKTON</b>								
ADULT	1,039	<b>1,098</b>	59	6%	6,950	<b>6,606</b>	-344	-5%
JUVENILE	1082	<b>1003</b>	-79	-7%	5,295	<b>5,381</b>	86	2%
Y. A.	276	<b>310</b>	34	12%	1,236	<b>1,817</b>	581	47%
PERIOD.	239	<b>325</b>	86	36%	1,809	<b>1,775</b>	-34	-2%
AUDIO	31	<b>54</b>	23	74%	254	<b>300</b>	46	18%
VIDEO	1,854	<b>2,146</b>	292	16%	11,082	<b>11,329</b>	247	2%
DIGITAL MEDIA	8	<b>83</b>	75	938%	18	<b>637</b>	619	100%
<b>TOTAL</b>	<b>4,529</b>	<b>5,019</b>	<b>490</b>	<b>11%</b>	<b>26,644</b>	<b>27,845</b>	<b>1,201</b>	<b>5%</b>

<b>HAZELBAKER</b>								
ADULT	582	<b>548</b>	-34	-6%	4,895	<b>3,911</b>	-984	-20%
JUVENILE	589	<b>388</b>	-201	-34%	3,092	<b>2,547</b>	-545	-18%
Y. A.	120	<b>99</b>	-21	-18%	538	<b>487</b>	-51	-9%
PERIOD.	116	<b>136</b>	20	17%	890	<b>740</b>	-150	-17%
AUDIO	19	<b>8</b>	-11	-58%	108	<b>910</b>	802	743%
VIDEO	1031	<b>867</b>	-164	-16%	7,745	<b>5,882</b>	-1863	-24%
DIGITAL MEDIA	8	<b>82</b>	74	925%	18	<b>634</b>	616	100%
<b>TOTAL</b>	<b>2,465</b>	<b>2,128</b>	<b>-337</b>	<b>-14%</b>	<b>17,286</b>	<b>15,111</b>	<b>-2,175</b>	<b>-13%</b>

<b>SYSTEM</b>								
ADULT	4,772	<b>4,915</b>	143	3%	32,441	<b>29,652</b>	-2,789	-9%
JUVENILE	3,658	<b>3,364</b>	-294	-8%	20,301	<b>19,868</b>	-433	-2%
Y. A.	915	<b>1013</b>	98	11%	4,199	<b>5,138</b>	939	22%
PERIOD.	868	<b>1116</b>	248	29%	6,282	<b>6,095</b>	-187	-3%
AUDIO	143	<b>259</b>	116	81%	1,133	<b>2,441</b>	1308	115%
VIDEO	7,978	<b>8,574</b>	596	7%	53,559	<b>50,502</b>	-3,057	-6%
DIGITAL MEDIA	32	<b>329</b>	297	928%	72	<b>2,537</b>	2,465	100%
<b>TOTAL</b>	<b>18,366</b>	<b>19,570</b>	<b>1204</b>	<b>7%</b>	<b>117,987</b>	<b>116,233</b>	<b>-1,754</b>	<b>-1%</b>

	ELWOOD	FRANKTON	HAZELBAKER
TRAFFIC	11,823	2,909	1,488
REF.	26	23	6
ASSIST.	1,218	297	267
COMP./WIRE	2,115/84	505	563
PROG. A.	5/5	0	1/12
J.	16/220	6/218	2/35

TECH SERVICES PROCESSED 1,053 ITEMS.

Prepared by Trisha Shuler



Agenda  
September 10<sup>th</sup>, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

2013 Budget Hearing  
5:00 P.M.  
Agenda

Call to Order  
Call for Quorum  
Presentation of Budget Estimates and Tax Levies for the 2013 Budget  
Public Comment  
Adjourn

Regular Meeting  
Immediately Following Public Hearing

Call to Order  
Call for Quorum  
Minutes  
Claims Register & Checks  
Old Business  
New Business  
    1. Amendment to the Library By-laws  
Director's Report  
Public Comment  
Adjourn

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES

Regular Meeting  
September 10, 2012  
Immediately following Budget Hearing

CALL TO ORDER

President Mike Robertson called a regular meeting of the North Madison County Public Library Board of Trustees to order on September 10, 2012 immediately following a budget hearing in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

MINUTES

Beverly Austin made a motion to approve the minutes from the August 13, 2012 regular meeting with the following amendment: the Director's Report should read "The Director met with all of the parents of the girls who were involved in the personnel discipline issue". Leslie Rittenhouse made a second and the motion carried.

CLAIMS REGISTER & CHECKS

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

OLD BUSINESS

It was asked about progress with the law firm of Bose, McKinney & Evans. No action has been taken at this time.

NEW BUSINESS

Amendment to the Library By-Laws

Amendments include: Article 1, Section 2: Add: The North Madison County Public Library System is a legally established public library and municipal corporation under Indiana law. It is a class 1 library organized under IC 36-12. ; Article VI, Section 2: Add: any two board members and remove: a board member. Article VI, Section 6: Add: Board meeting minutes, agendas and any additional information pertinent to each board meeting will be posted on the library's wiki. Each board member will be given instructions on how to gain access to this wiki. A board member may request for these materials to be mailed to his/her home address. Meeting notices and agendas will continue to be posted in accordance with the Open Door Law, IC 5-14-1.5. Board meeting minutes will also be available according to the NMCPLS Access to Public Records policy.

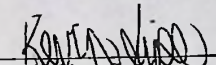
Beverly Austin made a motion to accept the amendment to the Library By-laws. Leslie Rittenhouse made a second and the motion carried.

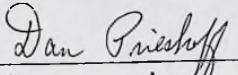
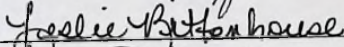
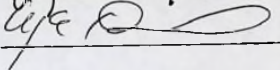
Beverly Austin requested that the agenda and minutes no longer be sent to board members.

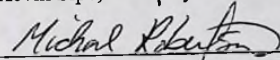
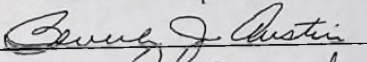
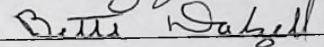
DIRECTOR'S REPORT

Fettig's Body Shop has painted the children's computers bright, bold primary colors. The mice and keyboards are also bright, bold primary colors. Peanut Butter Software has been installed at all three branches. This software allows children, who are using the children's computers, access to games and many kids' websites but does not allow them to go anywhere else on the web. There are also games for young adults, if a young adult wants to access games on these computers; they need to have a staff member enter a password that will allow access to these games.

Beverly Austin made a motion to adjourn, Leslie Rittenhouse made a second and the motion carried.

  
Kevin Sipe, Secretary



NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
2013 BUDGET HEARING  
September 10, 2012  
5:00pm

CALL TO ORDER

President Mike Robertson called the 2013 budget hearing of the North Madison County Public Library Board of Trustees to order at 5:00pm on September 10, 2012 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

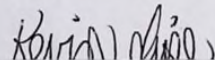
Present were members Mike Robertson, Wayne Davidson, Beverly Austin, Bette Dalzell, Leslie Rittenhouse and Kevin Sipe. Also in attendance were Director Jamie Scott and Administrative Assistant Diana Shepard.

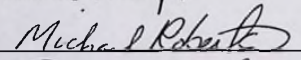
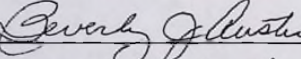
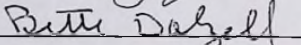
PRESENTATION OF BUDGET ESTIMATES AND TAX LEVIES FOR THE 2013 BUDGET

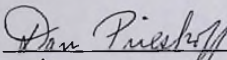
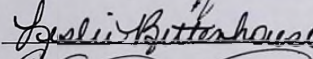
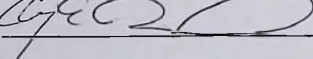
Notice to taxpayers of the 2013 budget estimates for the North Madison County Public Library System was advertised in the Elwood Call Leader and the Anderson Herald Bulletin on August 22 and August 29, 2012. 2013 budget estimates and tax levies were presented by the Director. They include: General Fund with a budget estimate of \$1,222,542, maximum estimated funds to be raised of \$735,000 and a current tax levy of \$705,100; Lease Rental Fund with a budget estimate of \$242,000, maximum estimated funds to be raised of \$132,463 and a current tax levy of \$232,951; Rainy Day Fund with a budget estimate of \$15,000 with no maximum estimated funds to be raised and no current tax levy. The total budget estimate is \$1,479,542 with total maximum estimated funds to be raised of \$867,463 and a current tax levy of \$938,051. The estimated maximum levy for the unit is \$724,451. The net assessed valuation is \$530,855,000. The Board of Trustees of the North Madison County Public Library will meet on Monday, October 8, 2012 at 5:00pm to adopt the 2013 budget.

Public comment was sought, none was forthcoming.

Bette Dalzell made a motion to adjourn, Beverly Austin made a second and the meeting was adjourned.

  
\_\_\_\_\_  
Kevin Sipe, Secretary

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

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

NOTICE TO TAXPAYERS

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government.

Notice is hereby given to taxpayers of NORTH MADISON COUNTY LIBRARY SYSTEM, Madison County, Indiana that the proper officers of North Madison County Public Library at Elwood Public Library on Monday, September 10, 2012 at 5:00:00 PM will conduct a public hearing on the year 2013 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of North Madison County Public Library within seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy that taxpayers object to. If a petition is filed, the North Madison County Public Library shall adopt with its budget a finding concerning the objections filed and testimony presented. Following the aforementioned hearing, the North Madison County Public Library will meet at Elwood Public Library on Monday, October 08, 2012 at 5:00:00 PM to adopt the following budget:

Public Hearing Date	09/10/2012	Adoption Meeting Date	10/08/2012
Public Hearing Time	5:00:00 PM	Adoption Meeting Time	5:00:00 PM
Net Assessed Valuation	\$530,855,000		
Estimated Max Levy	\$724,451		

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy
0061-RAINY DAY	\$15,000	\$0	\$0	\$0
0101-GENERAL	\$1,222,542	\$735,000	\$0	\$705,100
J283-LEASE RENTAL PAYMENT	\$242,000	\$132,463	\$0	\$232,951
Totals	\$1,479,542	\$867,463	\$0	\$938,051

**Budget Estimate- Financial Statement-Proposed Tax Rate**

**Taxing Unit:** 0290 - NORTH MADISON COUNTY LIBRARY SYSTEM  
**Fund Name:** 0101 - GENERAL  
**County:** 48 - Madison County  
**Year:** 2013

Net Assessed Value		\$530,855,000	
Funds Required For Expenses To December 31st Of Incoming Year		Amount Used To Compute Published Budget	Appropriating Body
1. Total budget estimate for incoming year		\$1,222,542	\$0
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended		\$646,733	\$0
3. Additional appropriation necessary to be made July 1 to December 31 of present year		\$0	\$0
4. Outstanding temporary loans:			
a). To be paid not included in lines 2 or 3		\$0	\$0
b). Not repaid by December 31 of present year		\$0	\$0
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b)		\$1,869,275	\$0
Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy		Amount Used To Compute Published Budget	Appropriating Body
6. Actual cash balance, June 30 of present year (including cash investments)		\$808,768	\$0
7. Taxes to be collected, present year (December settlement)		\$359,688	\$0
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):			
a). Total Column A Budget Form 2		\$155,203	\$0
b). Total Column B Budget Form 2		\$259,748	\$0
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b)		\$1,583,407	\$0
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)		\$285,868	\$0

Proposed Tax Rate and Levy		Amount Used To Compute Published Budget	Appropriating Body
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)		\$449,132	\$0
12. Amount to be raised by tax levy (add lines 10 and 11)		\$735,000	\$0
13a. Property Tax Replacement Credit from Local Option Tax		\$0	\$0
13b. Operating LOIT		\$0	\$0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)		\$735,000	\$0
15. Levy Excess Fund applied to current budget		\$0	\$0
16. Net amount to be raised		\$735,000	\$0
17. Net Tax Rate on each one hundred dollars of taxable property		0.1385	0.0000



### Budget Estimate- Financial Statement-Proposed Tax Rate

**Taxing Unit:** 0290 - NORTH MADISON COUNTY LIBRARY SYSTEM  
**Fund Name:** 0283 - LEASE RENTAL PAYMENT  
**County:** 48 - Madison County  
**Year:** 2013

Net Assessed Value		\$530,855,000	
Funds Required For Expenses To December 31st Of Incoming Year	Amount Used To Compute Published Budget	Appropriating Body	
1. Total budget estimate for incoming year	\$242,000	\$0	
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$121,000	\$0	
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$0	\$0	
4. Outstanding temporary loans:			
a). To be paid not included in lines 2 or 3	\$0	\$0	
b). Not repaid by December 31 of present year	\$0	\$0	
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b)	\$363,000	\$0	
Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Amount Used To Compute Published Budget	Appropriating Body	
6. Actual cash balance, June 30 of present year (including cash investments)	\$92,216	\$0	
7. Taxes to be collected, present year (December settlement)	\$118,833	\$0	
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):			
a). Total Column A Budget Form 2	\$10,358	\$0	
b). Total Column B Budget Form 2	\$9,130	\$0	
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b)	\$230,537	\$0	
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$132,463	\$0	

Proposed Tax Rate and Levy	Amount Used To Compute Published Budget	Appropriating Body	
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$0	\$0	
12. Amount to be raised by tax levy (add lines 10 and 11)	\$132,463	\$0	
13a. Property Tax Replacement Credit from Local Option Tax	\$0	\$0	
13b. Operating LOIT	\$0	\$0	
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$132,463	\$0	
15. Levy Excess Fund applied to current budget	\$0	\$0	
16. Net amount to be raised	\$132,463	\$0	
17. Net Tax Rate on each one hundred dollars of taxable property	0.0250	0.0000	

**Budget Estimate- Financial Statement-Proposed Tax Rate**

**Taxing Unit:** 0290 - NORTH MADISON COUNTY LIBRARY SYSTEM  
**Fund Name:** 0061 - RAINY DAY  
**County:** 48 - Madison County  
**Year:** 2013

Net Assessed Value		\$530,855,000	
Funds Required For Expenses To December 31st Of Incoming Year	Amount Used To Compute Published Budget	Appropriating Body	
1. Total budget estimate for incoming year	\$15,000	\$0	
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$5,385	\$0	
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$0	\$0	
4. Outstanding temporary loans:			
a). To be paid not included in lines 2 or 3	\$0	\$0	
b). Not repaid by December 31 of present year	\$0	\$0	
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b)	\$20,385	\$0	
Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Amount Used To Compute Published Budget	Appropriating Body	
6. Actual cash balance, June 30 of present year (including cash investments)	\$96,804	\$0	
7. Taxes to be collected, present year (December settlement)	\$0	\$0	
Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):			
a). Total Column A Budget Form 2	\$0	\$0	
b). Total Column B Budget Form 2	\$0	\$0	
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b)	\$96,804	\$0	
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	(\$76,419)	\$0	

Proposed Tax Rate and Levy	Amount Used To Compute Published Budget	Appropriating Body	
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$76,419	\$0	
12. Amount to be raised by tax levy (add lines 10 and 11)	\$0	\$0	
13a. Property Tax Replacement Credit from Local Option Tax	\$0	\$0	
13b. Operating LOIT	\$0	\$0	
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$0	\$0	
15. Levy Excess Fund applied to current budget	\$0	\$0	
16. Net amount to be raised	\$0	\$0	
17. Net Tax Rate on each one hundred dollars of taxable property	0.0000	0.0000	



**By-laws**  
**North Madison County Public Library System**

Article I Identification

Section 1 The Elwood Public Library, Frankton Community Library and the Ralph E. Hazelbaker Library are a system of libraries identified as the North Madison County Public Library System.

Section 2 **Add: The North Madison County Public Library System is a legally established public library and municipal corporation under Indiana law. It is a class 1 library organized under IC 36-12.**

Section 3 The library system's boundaries include Pipe Creek, Duck Creek, Boone, Lafayette and Van Buren townships in northern Madison County.

Section 4 The library board of trustees that govern this library system is identified as the North Madison County Public Library System Board of Trustees from this point forward known as the NMCPLS Board of Trustees.

Article II Authority and purpose

Section 1 The NMCPLS Board of Trustees is responsible for governance and policy.

Section 2 The purpose of the NMCPLS Board of Trustees, with advice and recommendations of the library director, is to adopt the following:

- Job Descriptions for all Employees
- Wage Scale
- Proposed Library Budget
- Library Policies

Article III Personnel

Section 1 All employees of the North Madison County Public Library System are governed by the library's personnel policy.

Article IV Membership

Section 1 In accordance with the provisions of IC 36-12, the NMCPLS Board of Trustees shall consist of seven (7) members chosen for their fitness for public library trusteeship.

Section 2 Members are appointed by the following entities:  
County Commissioners- 2 appointments  
County Council- 2 appointments  
Elwood Community School Corp. - 2 appointments  
Frankton-Lapel School Corp. & Madison-Grant School Corp. - 1 joint appointment

Section 3 Length of term is four (4) years. Members may serve four (4) consecutive terms. (See IC 36-12)

Section 4 Each member shall have a certificate of appointment filed with the library and which shall be preserved as public record.

Section 5 Each member shall serve without compensation except the Treasurer. The Treasurer will be paid a stipend of \$300.00 per year (amended 6-14-99).

Section 6 Attendance is important at all meetings. A member may be removed from the board in accordance to IC 36-12.

Section 7 Each member will attend one (1) training session per calendar year.

Article V Officers

Section 1 Officers of the board shall be a President, Vice-president, Secretary, and Treasurer.

Section 2 Officers slate will be presented in November; officers elected at the December meeting for a term of one (1) year beginning in January. Vacancies in office shall be filled at the next regular meeting of the board after the vacancy occurs.

Section 3 The duties of the officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.

Article VI Meetings

Section 1 Regular board meetings are usually held once each month.

Section 2 Special meetings may be called by the President, or at the request of **ADD: any two board members REMOVE: a board member,** for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given each member of the board at least two days in advance of such meeting and to the local media 48 hours in advance, as according to law.

Section 3 A quorum of four members is required for the transaction of business.

Section 4 Order of business may be:  
Call to order  
Approval of minutes  
Approval of claims and checks  
Old business  
New business  
Director's report  
Public comment  
Adjourn

Section 5 Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the board.

ADD:

Section 6 Board meeting minutes, agendas and any additional information pertinent to each board meeting will be posted on the library's wiki. Each board member will be given instructions on how to gain access to this wiki. A board member may request for these materials to be mailed to his/her home address. Meeting notices and agendas will continue to be posted in accordance with the Open Door Law, IC 5-14-1.5. Board meeting minutes will also be available according to the NMCPLS Access to Public Records policy.

#### Article VII Committees

Section 1 Committees may be appointed at the discretion of the President. They serve to investigate, study and report all matters on which the board can act more expeditiously as a whole. In most matters, the board's most effective operation is as a committee of the whole.

#### Article VIII Indemnification

Section 1 The board will take care of legalities, if a board member is sued due to a library matter.

#### Article IX Conflict of Interest and Nepotism

Section 1 Each member will avoid conflicts of interest between the interests of the North Madison County Public Library System on one hand, and personal, professional, and business interests on the other.

Section 2 Each member will refrain from nepotism. Dependents of library board members are ineligible for employment with the library. (See Personnel Policy - #5 Advertisement of Position Vacancies)

#### Article X Amendments

Section 1 These by-laws may be amended at any regular meeting of the library board with a quorum present, by majority vote of the members present, providing the amendment was stated in the agenda for the meeting. In accordance with the Indiana Public Library Standards, these by-laws will be reviewed once every three years. Amendments will be submitted with the Annual State Report to the Indiana State Library.

Adopted 09/09/1998  
Revised 03/22/2000  
Revised 04/08/2009  
Revised 07/12/2010  
Revised 05/09/2011

These by-laws have been approved by the following members of the North Madison County Public Library system:

---

---

---

---



TRANSMISSION VERIFICATION REPORT

TIME : 09/06/2012 07:33  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

TRANSMISSION VERIFICATION REPORT

TIME : 09/06/2012 07:34  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BROF2V374540

DATE, TIME 09/06 07:33  
FAX NO./NAME CALL LEADER  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

DATE, TIME 09/06 07:34  
FAX NO./NAME HERALD  
DURATION 00:00:12  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda  
September 10<sup>th</sup>, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

2013 Budget Hearing  
5:00 P.M.  
Agenda

Call to Order  
Call for Quorum  
Presentation of Budget Estimates and Tax Levies for the 2013 Budget  
Public Comment  
Adjourn

Regular Meeting  
Immediately Following Public Hearing

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

Agenda  
September 10<sup>th</sup>, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

2013 Budget Hearing  
5:00 P.M.  
Agenda

Call to Order  
Call for Quorum  
Presentation of Budget Estimates and Tax Levies for the 2013 Budget  
Public Comment  
Adjourn

Regular Meeting  
Immediately Following Public Hearing

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

TRANSMISSION VERIFICATION REPORT

TIME : 09/06/2012 07:35  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BRDF2V374540

DATE, TIME 09/06 07:35  
FAX NO./NAME FRANKTON  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 09/06/2012 07:36  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BRDF2V374540

DATE, TIME 09/06 07:35  
FAX NO./NAME SUMMITVILLE  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda  
September 10<sup>th</sup>, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

2013 Budget Hearing  
5:00 P.M.  
Agenda

Call to Order  
Call for Quorum  
Presentation of Budget Estimates and Tax Levies for the 2013 Budget  
Public Comment  
Adjourn

Regular Meeting  
Immediately Following Public Hearing

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

Agenda  
September 10<sup>th</sup>, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

2013 Budget Hearing  
5:00 P.M.  
Agenda

Call to Order  
Call for Quorum  
Presentation of Budget Estimates and Tax Levies for the 2013 Budget  
Public Comment  
Adjourn

Regular Meeting  
Immediately Following Public Hearing

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



**MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM**

	AUG 2011	AUG 2012	Amount of Change	% OF Change	YTD 2011	YTD 2012	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	3,177	<b>3,384</b>	207	7%	23,773	<b>22,519</b>	-1,254	-5%
JUVENILE	1,660	<b>1,332</b>	-328	-20%	13,574	<b>13,272</b>	-302	-2%
Y. A.	432	<b>387</b>	-45	-10%	2,857	<b>3,221</b>	364	13%
PERIOD.	558	<b>610</b>	52	9%	4,141	<b>4,190</b>	49	1%
AUDIO	149	<b>185</b>	36	24%	920	<b>1,416</b>	496	54%
VIDEO	5,399	<b>5302</b>	-97	-2%	40,131	<b>38,593</b>	-1,538	-4%
DIGITAL MEDIA	20	<b>191</b>	171	855%	56	<b>1,457</b>	1,401	2502%
<b>TOTAL</b>	<b>11,395</b>	<b>11,391</b>	-4	0%	<b>85,452</b>	<b>84,668</b>	-784	-1%

<b>FRANKTON</b>								
ADULT	1,164	<b>1,258</b>	94	8%	8,114	<b>7,864</b>	-250	-3%
JUVENILE	820	<b>788</b>	-32	-4%	6,115	<b>6,169</b>	54	1%
Y. A.	279	<b>326</b>	47	17%	1,515	<b>2,143</b>	628	41%
PERIOD.	293	<b>251</b>	-42	-14%	2,102	<b>2,026</b>	-76	-4%
AUDIO	30	<b>48</b>	18	60%	284	<b>348</b>	64	23%
VIDEO	1,763	<b>1,728</b>	-35	-2%	12,845	<b>13,057</b>	212	2%
DIGITAL MEDIA	11	<b>96</b>	85	773%	29	<b>733</b>	704	2428%
<b>TOTAL</b>	<b>4,360</b>	<b>4,495</b>	135	3%	<b>31,004</b>	<b>32,340</b>	1,336	4%

<b>HAZELBAKER</b>								
ADULT	714	<b>668</b>	-46	-6%	5,609	<b>4,579</b>	-1030	-18%
JUVENILE	467	<b>244</b>	-223	-48%	3,559	<b>2,791</b>	-768	-22%
Y. A.	86	<b>95</b>	9	10%	624	<b>582</b>	-42	-7%
PERIOD.	79	<b>150</b>	71	90%	969	<b>890</b>	-79	-8%
AUDIO	17	<b>20</b>	3	18%	125	<b>930</b>	805	644%
VIDEO	990	<b>952</b>	-38	-4%	8,735	<b>6,834</b>	-1901	-22%
DIGITAL MEDIA	10	<b>96</b>	86	860%	28	<b>730</b>	702	2507%
<b>TOTAL</b>	<b>2,363</b>	<b>2,225</b>	-138	-6%	<b>19,649</b>	<b>17,336</b>	-2,313	-12%

<b>SYSTEM</b>								
ADULT	5,055	<b>5,310</b>	255	5%	37,496	<b>34,962</b>	-2,534	-7%
JUVENILE	2,947	<b>2,364</b>	-583	-20%	23,248	<b>22,232</b>	-1,016	-4%
Y. A.	797	<b>808</b>	11	1%	4,996	<b>5,946</b>	950	19%
PERIOD.	930	<b>1011</b>	81	9%	7,212	<b>7,106</b>	-106	-1%
AUDIO	196	<b>253</b>	57	29%	1,329	<b>2,694</b>	1365	103%
VIDEO	8,152	<b>7,982</b>	-170	-2%	61,711	<b>58,484</b>	-3,227	-5%
DIGITAL MEDIA	41	<b>383</b>	342	834%	113	<b>2,920</b>	2,807	2484%
<b>TOTAL</b>	<b>18,118</b>	<b>18,111</b>	-7	0%	<b>136,105</b>	<b>134,344</b>	-1,761	-1%

	ELWOOD	FRANKTON	HAZELBAKER
TRAFFIC	11,205	2,636	1,442
REF.	33	26	0
ASSIST.	1,406	283	240
COMP./WIRE	2,143/87	478/38	445/29
PROG. A.	1/27	0	3/36
J.	1/3	2/15	1/7

TECH SERVICES PROCESSED 1,385 ITEMS.

Prepared by Trisha Shuler

# Register Of Claims

## North Madison County Public Library System

Report Date: From 8/14/2012 To 9/10/2012

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	481	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,435.81	8/15/2012	P/R ENDING 8/1 1/12
			FICA	Payroll Deductions	\$788.28		
			Federal Taxes Withheld	Payroll Deductions	\$2,035.39		
			Medicare	Payroll Deductions	\$272.14		
				<b>Total this claim =</b>	<u>\$4,531.62</u>		
0	482	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$145.00	8/15/2012	P/R ENDING 8/1 1/12
				<b>Total this claim =</b>	<u>\$145.00</u>		
0	489	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	8/29/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$15,554.28		
			Operating Fund	Wages of Janitor	\$1,193.80		
				<b>Total this claim =</b>	<u>\$18,703.04</u>		
0	490	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,430.77	8/29/2012	P/R ENDING 8/25/12
			FICA	Payroll Deductions	\$785.54		
			Federal Taxes Withheld	Payroll Deductions	\$2,002.56		
			Medicare	Payroll Deductions	\$271.18		
				<b>Total this claim =</b>	<u>\$4,490.05</u>		
0	491	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$145.00	8/29/2012	P/R ENDING 8/25/12
				<b>Total this claim =</b>	<u>\$145.00</u>		
0	512	STAR FINANCIAL BANK	Operating Fund	Official Records	\$15.10	9/10/2012	DEPOSIT SLIPS
				<b>Total this claim =</b>	<u>\$15.10</u>		
0	480	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	8/15/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$15,531.14		
			Operating Fund	Wages of Janitor	\$1,282.70		
				<b>Total this claim =</b>	<u>\$18,768.80</u>		
27829	484	AT&T	Operating Fund	Telephone & Telegraph	\$116.30	8/15/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$116.30</u>		
27830	486	JOHN W. LADD JR.	Operating Fund	Professional Services	\$90.00	8/15/2012	LAWN CARE - SUMMITVILLE
				<b>Total this claim =</b>	<u>\$90.00</u>		
27831	483	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$400.00	8/15/2012	P/R ENDING 8/1 1/12
				<b>Total this claim =</b>	<u>\$400.00</u>		



Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
27832	485	PEANUT BUTTER SOFTWARE	Operating Fund	Techology Software	\$199.60	8/15/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$199.60</u>		
27833	487	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$43.76	8/15/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$43.76</u>		
27834	488	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$375.00	8/17/2012	CYPD Conference - Trisha Shuler, Jill Murray, Barbara McAdams
				<b>Total this claim =</b>	<u>\$375.00</u>		
27835	495	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$50.40	8/29/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$12.75		
				<b>Total this claim =</b>	<u>\$63.15</u>		
27836	496	AVAYA COMMUNICATION	Operating Fund	Telephone & Telegraph	\$303.84	8/29/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$303.84</u>		
27837	503	BARBARA MCADAMS	Operating Fund	Frankton Programing	\$47.33	8/29/2012	PETTY CASH REIMBURSEMENT
				<b>Total this claim =</b>	<u>\$47.33</u>		
27838	497	CARDMEMBER SERVICE	Operating Fund	Elwood Adult Programing	\$2.32	8/29/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$2.32</u>		
27839	499	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$137.03	8/29/2012	WELCOME TO FRANKTON
				<b>Total this claim =</b>	<u>\$137.03</u>		
27840	498	FORT DEARBORN LIFE INSUR	Operating Fund	Emp Cont Group Ins	\$62.10	8/29/2012	LIFE INSURANCE
				<b>Total this claim =</b>	<u>\$62.10</u>		
27841	492	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$2,085.99	8/29/2012	PAYROLL DEDUCTIONS FOR AUGUST
			County Taxes Withheld	Payroll Deductions	\$940.22		
				<b>Total this claim =</b>	<u>\$3,026.21</u>		
27842	500	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,001.77	8/29/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Electricity	\$432.90		
				<b>Total this claim =</b>	<u>\$2,434.67</u>		
27843	493	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$400.00	8/29/2012	P/R ENDING 8/25/12
				<b>Total this claim =</b>	<u>\$400.00</u>		
27844	494	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$1,296.90	8/29/2012	MEDICAL INSURANCE 9/1/12 - 10/1/12
			Operating Fund	Emp Cont Group Ins	\$8,089.36		
				<b>Total this claim =</b>	<u>\$9,386.26</u>		
27845	504	POSTMASTER	Operating Fund	Postage & UPS	\$90.00	8/29/2012	POSTAGE STAMPS - FRANKTON
				<b>Total this claim =</b>	<u>\$90.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27846	501	TOWN OF FRANKTON	Operating Fund	Electricity	\$444.74	8/29/2012	SERVICE FOR FRANKTON
			Operating Fund	Water	\$18.00		
			Operating Fund	Waste Disposal Services	\$16.80		
				<b>Total this claim =</b>	<u>\$479.54</u>		
27847	502	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$23.36	8/29/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$23.36</u>		
27848	538	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$2,752.84	9/10/2012	As per attached invoices.
			Operating Fund	Elwood Childrens	\$910.92		
			Operating Fund	Elwood YA	\$362.78		
			Operating Fund	Frankton	\$1,401.82		
			Operating Fund	Summitville	\$1,465.42		
			Operating Fund	Elwood AV	\$35.11		
			Operating Fund	Frankton AV	\$46.66		
			Operating Fund	Summitville AV	\$256.31		
				<b>Total this claim =</b>	<u>\$7,231.86</u>		
27849	505	BARBARA SNIPES	Operating Fund	Traveling Expense	\$129.12	9/10/2012	MILEAGE
				<b>Total this claim =</b>	<u>\$129.12</u>		
27850	506	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$270.00	9/10/2012	QUARTERLY FOR ELWOOD, FRANKTON & SUMMITVILLE
				<b>Total this claim =</b>	<u>\$270.00</u>		
27851	507	BINGHAM, FARRER & WILSON	Operating Fund	Legal Services	\$408.85	9/10/2012	LEGAL FEES
				<b>Total this claim =</b>	<u>\$408.85</u>		
27852	508	CHAPMAN ELECTRIC SUPPLY,	Operating Fund	Operating Supplies	\$51.08	9/10/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$51.08</u>		
27853	509	CHESTER INFORMATION TEC	Operating Fund	Professional Services	\$647.50	9/10/2012	SYSTEMS ENGINEER
				<b>Total this claim =</b>	<u>\$647.50</u>		
27854	510	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$221.30	9/10/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<u>\$221.30</u>		
27855	511	CLINT TRICE	Operating Fund	Traveling Expense	\$119.60	9/10/2012	MILEAGE
				<b>Total this claim =</b>	<u>\$119.60</u>		
27856	513	DISCOUNT PAPER PRODUCT	Operating Fund	Office Supplies	\$102.88	9/10/2012	3" ADD ROLLS
				<b>Total this claim =</b>	<u>\$102.88</u>		
27857	514	EDC EDUCATIONAL SERVICE	Operating Fund	Summitville	\$190.77	9/10/2012	SUMMITVILLE BOOKS
				<b>Total this claim =</b>	<u>\$190.77</u>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27858	515	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$46.92	9/10/2012	BUDGET LEGAL NOTICE
				<b>Total this claim =</b>	<b>\$46.92</b>		
27859	516	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,470.75	9/10/2012	INTERNET ACCESS
				<b>Total this claim =</b>	<b>\$1,470.75</b>		
27860	517	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$78.92	9/10/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$78.92</b>		
27861	518	FRONTIER	Operating Fund	Telephone & Telegraph	\$371.04	9/10/2012	SERVICE FOR FRANKTON
				<b>Total this claim =</b>	<b>\$371.04</b>		
27862	519	GLOBAL GOVT/ED SOLUTION	Operating Fund	Furniture & Equipment	\$354.88	9/10/2012	As per attached invoices.
			Operating Fund	Technology Equipment	\$610.48		
				<b>Total this claim =</b>	<b>\$965.36</b>		
27863	520	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$40.00	9/10/2012	LAWN SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<b>\$40.00</b>		
27864	521	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$85.32	9/10/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$85.32</b>		
27865	522	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$130.00	9/10/2012	LEGISLATIVE FORUM
				<b>Total this claim =</b>	<b>\$130.00</b>		
27866	523	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$59.30	9/10/2012	BUDGET LEGAL NOTICE
				<b>Total this claim =</b>	<b>\$59.30</b>		
27867	525	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$347.73	9/10/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$347.73</b>		
27868	524	LMC SERVICE SOLUTIONS	Operating Fund	Professional Services	\$424.50	9/10/2012	QUARTERLY MAINTENANCE - ELWOOD
				<b>Total this claim =</b>	<b>\$424.50</b>		
27869	537	LOREN'S SERVICE CENTER	Operating Fund	Equipment/Maint.	\$13.95	9/10/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$13.95</b>		
27870	526	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$101.34	9/10/2012	As per attached invoices.
			Operating Fund	Summitville Programing	\$11.89		
				<b>Total this claim =</b>	<b>\$113.23</b>		
27871	536	MIDWEST TAPE	Operating Fund	Frankton AV	\$139.94	9/10/2012	As per attached invoices.
			Operating Fund	Elwood AV	\$1,820.33		
			Operating Fund	Summitville AV	\$353.85		
			Operating Fund	Elwood Children's Programing	\$23.99		
				<b>Total this claim =</b>	<b>\$2,338.11</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27872	527	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$142.46	9/10/2012	SUMMITVILLE ORDER
				<b>Total this claim =</b>	\$142.46		
27873	528	PROQUEST LLC	Operating Fund	Elwood Period. & News.	\$274.27	9/10/2012	MICRO FILM 7/1/11-12/31/11
				<b>Total this claim =</b>	\$274.27		
27874	529	QUILL CORPORATION	Operating Fund	Office Supplies	\$647.17	9/10/2012	As per attached invoices.
				<b>Total this claim =</b>	\$647.17		
27875	530	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$10.00	9/10/2012	As per attached invoices.
			Operating Fund	Office Supplies	\$27.30		
				<b>Total this claim =</b>	\$37.30		
27876	535	RDJ SPECIALTIES, INC.	Operating Fund	Frankton Programing	\$219.43	9/10/2012	COLORING BOOKS - FRANKTON
				<b>Total this claim =</b>	\$219.43		
27877	531	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$60.80	9/10/2012	As per attached invoices.
				<b>Total this claim =</b>	\$60.80		
27878	532	VAN AUDSALL & FARRAR, INC.	Operating Fund	Office Supplies	\$200.67	9/10/2012	As per attached invoices.
				<b>Total this claim =</b>	\$200.67		
27879	533	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$14.33	9/10/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	\$14.33		
27880	534	WEST ELECTRIC	Operating Fund	Professional Services	\$620.00	9/10/2012	SERVICE AT FRANKTON
				<b>Total this claim =</b>	\$620.00		

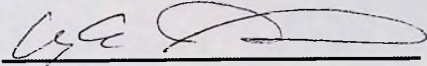


Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
----------------	--------------	------------------	------	---------	--------	------	-------------

**Total Amount of Claims      \$82,553.60**

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

Friday, September 07, 2012

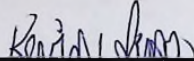

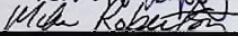
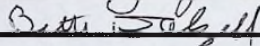
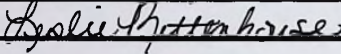
  
\_\_\_\_\_  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

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

		
_____	_____	_____
		
_____	_____	_____
		
_____		

**SIGNATURES OF GOVERNING BOARD**

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

Agenda

October 8, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order

Call for Quorum

Minutes

Claims Register & Checks

Old Business

New Business

1. Adopt 2013 Budget
2. Contract Clause- No Investments in Iran - IC 5-22-16.5-13
3. Access to Public Records Policy
4. Door Locks at Elwood
5. Nominating Committee

Director's Report

Public Comment

Adjournment



NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Regular Meeting  
October 8, 2012  
5:00pm

**CALL TO ORDER**

President Mike Robertson called a regular meeting of the North Madison County Public Library Board of Trustees to order on October 8, 2012 at 5:00pm in the meeting room of the Elwood Public Library.

**CALL FOR QUORUM**

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

**MINUTES**

Beverly Austin made a motion to approve the minutes from the 2013 budget hearing held on September 10, 2013, Kevin Sipe made a second and the motion carried. Leslie Rittenhouse made a motion to approve the minutes from the September 10, 2012 regular meeting, Kevin Sipe made a second and the motion carried.

**OLD BUSINESS**

No old business was brought forward.

**NEW BUSINESS**

Adopt 2013 Budget

A motion to adopt the following 2013 budget was made by Secretary Kevin Sipe: General Fund, \$1,222,542; Lease Rental Fund, \$242,000; Rainy Day Fund, \$15,000. Leslie Rittenhouse made a second and the motion carried. An ordinance/ resolution for appropriations and tax rate was signed by all board members.

Contract Clause – No Investments in Iran – IC 5-22-16.5-13

Beverly Austin made a motion to accept the no investment in Iran contract, for contractors hired by the NMCPLS, as required by Indiana Code IC 5-22-16.5-13. Leslie Rittenhouse made a second and the motion carried.

Access to Public Records Policy

Wayne Davidson made a motion to accept the access to public records policy with the following revisions to section six, item a: ADD: Records obtained via our security camera system will be given to law enforcement without a court order after a police report has been filed unless the name of a library user can be identified within the security camera footage. Bette Dalzell made a second and the motion carried.

Door Locks at Elwood

It was explained that several of the door locks at Elwood are not working properly. The company who initially installed the Sargent locks has gone out of business. Frank Kitchen from 1<sup>st</sup> Choice Locksmith has suggested sending the cores to a company in California who will re-key the locks and return them to the library. During the interim, temporary locks will be installed. A meeting will be held with Mr. Kitchen to discuss the problem and see if as complex a key system, as is currently being used, is needed.

Nominating Committee

Kevin Sipe made a motion appointing Beverly Austin and Leslie Rittenhouse as the nominating committee for the 2013 slate of officers for the NMCPLS Board of Trustees. Wayne Davidson made a second and the motion carried.

**DIRECTOR'S REPORT**

A retirement letter has been received from Cinda Horine, Part time clerk at Summitville, stating she will be retiring effective January 25, 2013. The notice that was placed on the library list serve, for the sale of furniture that is no longer needed at the Elwood branch, had no response. Suggestions were, place an ad in the Elwood Call Leader, place a notice on the bulletin board, and contact Fairmount Public Library to see if they are interested, or there is a possibility that the Summitville branch may be able to utilize part of the furniture. The new shelving is scheduled to be installed the first part of November. It should take one day for installation. The library has received the Elwood Chamber of Commerce Pride Award. Board members can anticipate having their picture taken at the November board meeting for a new board and staff directory. The directory will be placed on the staff WIKI. A demonstration of Gateway was shown. Now available on Gateway is the 100R report, the LAR report, the annual budget, the annual report, etc. It is a public data site where statistics are available for all public entities. The Director and Administrative Assistant attended a Legislative Forum. It is anticipated that caps will be placed on the amount that can be in the General, LIRF and Rainy Day funds. The Rainy Day and LIRF funds are fine; however there is some concern as to the General Fund. It should be determined if funds should be transferred from the General into the Rainy Day Fund. Also since the debt service will be paid off in January 2014 that would be an ideal time to increase the Rainy Day and LIRF budgets and still stay within the average growth quotient. If a combination of all three budgets plus any additional appropriations exceeds the average growth quotient, it has to go before the County Council. At the present time personnel is at an optimal level. Mr. Mayes, lawyer from the employment law office of Bose, McKinney & Evans has looked at our current personnel policy and submitted several amendments for approval. He has included several items on background checks and a drug free workplace. He estimates the cost will be between \$1,500 and \$2,000.

Public comment was sought, none was forthcoming.

With no objections the meeting was adjourned.

## Register Of Claims

### North Madison County Public Library System

Report Date: From 9/11/2012 To 10/8/2012

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	542	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	9/12/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$15,877.22		
			Operating Fund	Wages of Janitor	\$1,219.20		
			<b>Total this claim =</b>		\$19,051.38		
0	543	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,457.41	9/12/2012	P/R ENDING 9/8/12
			FICA	Payroll Deductions	\$800.17		
			Federal Taxes Withheld	Payroll Deductions	\$2,014.85		
			Medicare	Payroll Deductions	\$276.22		
			<b>Total this claim =</b>		\$4,548.65		
0	544	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$145.00	9/12/2012	P/R ENDING 9/8/12
<b>Total this claim =</b>		\$145.00					
0	547	PAYROLL	Operating Fund	Salary of Director	\$1,954.96	9/26/2012	PAYROLL
			Operating Fund	Salary of Assistants	\$15,741.99		
			Operating Fund	Wages of Janitor	\$1,270.00		
			<b>Total this claim =</b>		\$18,966.95		
0	548	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,450.97	9/26/2012	P/R ENDING 9/22/12
			FICA	Payroll Deductions	\$796.61		
			Federal Taxes Withheld	Payroll Deductions	\$2,006.45		
			Medicare	Payroll Deductions	\$275.02		
			<b>Total this claim =</b>		\$4,529.05		
0	549	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$145.00	9/26/2012	P/R ENDING 9/22/12
<b>Total this claim =</b>		\$145.00					
27881	541	JOHN W. LADD JR.	Operating Fund	Professional Services	\$160.00	9/12/2012	LAWN SERVICE - SUMMITVILLE
<b>Total this claim =</b>		\$160.00					
27882	540	KMART 9124	Operating Fund	Furniture & Equipment	\$35.98	9/12/2012	FANS
<b>Total this claim =</b>		\$35.98					
27883	545	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$400.00	9/12/2012	P/R ENDING 9/8/12
<b>Total this claim =</b>		\$400.00					



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27884	539	POPULAR SUBSCRIPTION SE	Operating Fund	Elwood Period. & News.	\$2,461.20	9/12/2012	YEARLY MAGAZINE SUBSCRIPTIONS
			Operating Fund	Frankton Per. & Newsp.	\$1,453.54		
			Operating Fund	Summitville Period. & Newsp.	\$746.10		
				<b>Total this claim =</b>	<u>\$4,660.84</u>		
27885	546	VALENTINE ELECTRONICS	Operating Fund	Technology Equipment	\$17.99	9/12/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$17.99</u>		
27886	555	AT&T	Operating Fund	Telephone & Telegraph	\$116.29	9/26/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$116.29</u>		
27887	556	AT&T LONG DISTANCE	Operating Fund	Telephone & Telegraph	\$50.66	9/26/2012	SERVICE FOR ELWOOD & SUMMITVILLE
			Operating Fund	Telephone & Telegraph	\$4.68		
				<b>Total this claim =</b>	<u>\$55.34</u>		
27888	554	CARDMEMBER SERVICE	Operating Fund	Frankton Programing	\$100.00	9/26/2012	As per attached invoices.
			Operating Fund	Operating Supplies	\$5.29		
				<b>Total this claim =</b>	<u>\$105.29</u>		
27889	553	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,401.83	9/26/2012	PAYROLL DEDUCTIONS FOR SEPTEMBER
			County Taxes Withheld	Payroll Deductions	\$631.91		
				<b>Total this claim =</b>	<u>\$2,033.74</u>		
27890	557	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$456.50	9/26/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$456.50</u>		
27891	558	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$57.43	9/26/2012	SERVICE FOR SUMMITVILLE
			Operating Fund	Waste Disposal Services	\$11.50		
				<b>Total this claim =</b>	<u>\$68.93</u>		
27892	550	MADISON COUNTY FEDERAL	Credit Union	Payroll Deductions	\$400.00	9/26/2012	P/R ENDING 9/22/12
				<b>Total this claim =</b>	<u>\$400.00</u>		
27893	552	MEDICAL MUTUAL OF OHIO	Insurance	Payroll Deductions	\$864.60	9/26/2012	HEALTH INSURANCE 10/1/12-11/1/12
			Operating Fund	Emp Cont Group Ins	\$9,039.03		
				<b>Total this claim =</b>	<u>\$9,903.63</u>		
27894	559	PITNEY BOWES	Operating Fund	Equipment/Rental	\$129.00	9/26/2012	POSTAGE METER LEASE
				<b>Total this claim =</b>	<u>\$129.00</u>		
27895	551	PUBLIC EMP. RETIREMENT FU	PERF	Payroll Deductions	\$3,214.15	9/26/2012	3RD QUARTER CONTRIBUTIONS
			Operating Fund	Emp Cont PERF	\$9,689.27		
				<b>Total this claim =</b>	<u>\$12,903.42</u>		
27896	560	RDJ SPECIALTIES, INC.	Gift	Frankton Programing	\$108.64	9/26/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$108.64</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27897	561	TOWN OF FRANKTON	Operating Fund	Electricity	\$558.95	9/26/2012	SERVICE FOR FRANKTON
			Operating Fund	Water	\$19.53		
			Operating Fund	Waste Disposal Services	\$0.00		
				<b>Total this claim =</b>	<b>\$578.48</b>		
27898	562	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$115.56	9/26/2012	SERVICE FOR ELWOOD & FRANKTON
			Operating Fund	Gas	\$21.91		
				<b>Total this claim =</b>	<b>\$137.47</b>		
27899	563	1ST CHOICE LOCKSMITH	Operating Fund	Professional Services	\$65.00	10/8/2012	LOCK REPAIRS - ELWOOD
				<b>Total this claim =</b>	<b>\$65.00</b>		
27900	596	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$3,810.21	10/8/2012	As per attached invoices.
			Operating Fund	Elwood Childrens	\$39.54		
			Operating Fund	Elwood YA	\$132.93		
			Operating Fund	Frankton	\$1,498.36		
			Operating Fund	Summitville	\$1,048.25		
			Operating Fund	Elwood AV	\$347.54		
			Operating Fund	Frankton AV	\$290.80		
			Operating Fund	Summitville AV	\$178.30		
			Gift	Summitville	\$157.50		
			Operating Fund	Title Source	\$2,400.00		
				<b>Total this claim =</b>	<b>\$9,903.43</b>		
27901	564	BANC OF AMERICA LEASING	Operating Fund	Equipment/Rental	\$366.00	10/8/2012	KONICA MINOLTA COPIER 8/1/12-10/31/12
				<b>Total this claim =</b>	<b>\$366.00</b>		
27902	565	BARBARA MCADAMS	Operating Fund	Postage & UPS	\$22.50	10/8/2012	PETTY CASH REIMBURSEMENT
			Operating Fund	Operating Supplies	\$18.00		
				<b>Total this claim =</b>	<b>\$40.50</b>		
27903	566	CATERING BY DESIGN	Operating Fund	Elwood Adult	\$34.95	10/8/2012	BRIDAL SHOWER THEMES
				<b>Total this claim =</b>	<b>\$34.95</b>		
27904	567	CINTAS CORPORATION G65	Operating Fund	Cleaning & Sanitation Supplies	\$114.55	10/8/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$114.55</b>		
27905	568	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$224.28	10/8/2012	SERVICE FOR ELWOOD
				<b>Total this claim =</b>	<b>\$224.28</b>		
27906	569	DEMCO	Operating Fund	Operating Supplies	\$44.10	10/8/2012	As per attached invoices.
				<b>Total this claim =</b>	<b>\$44.10</b>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27907	580	DIANA L. SHEPARD	Operating Fund	Traveling Expense	\$233.20	10/8/2012	MILEAGE APRIL-SEPTEMBER
				<b>Total this claim =</b>	<u>\$233.20</u>		
27908	570	EDC EDUCATIONAL SERVICE	Operating Fund	Elwood Childrens	\$933.19	10/8/2012	As per attached invoices.
			Operating Fund	Elwood YA	\$155.85		
				<b>Total this claim =</b>	<u>\$1,089.04</u>		
27909	571	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$370.00	10/8/2012	QUARTERLY SPRINKLER INSPECTIONS
				<b>Total this claim =</b>	<u>\$370.00</u>		
27910	572	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$84.75	10/8/2012	INTERNET ACCESS
			Operating Fund	Telephone & Telegraph	\$1,386.00		
				<b>Total this claim =</b>	<u>\$1,470.75</u>		
27911	573	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$138.33	10/8/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$138.33</u>		
27912	574	GLOBAL GOVT/ED SOLUTION	Operating Fund	Furniture & Equipment	\$118.35	10/8/2012	As per attached invoices.
			Operating Fund	Technology Equipment	\$938.48		
				<b>Total this claim =</b>	<u>\$1,056.83</u>		
27913	575	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$160.00	10/8/2012	LAWN CARE FOR FRANKTON
				<b>Total this claim =</b>	<u>\$160.00</u>		
27914	576	HORTON & SONS OF ELWOOD	Operating Fund	Operating Supplies	\$217.64	10/8/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$217.64</u>		
27915	577	INDIANA LIBRARY FEDERATIO	Operating Fund	Dues	\$1,178.03	10/8/2012	2013 TRUSTEE AND INSITUTIONAL MEMBERSHIP
				<b>Total this claim =</b>	<u>\$1,178.03</u>		
27916	594	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$200.00	10/8/2012	REGISTRATION IPLA CONFERENCE
				<b>Total this claim =</b>	<u>\$200.00</u>		
27917	597	INDIANA STATE LIBRARY	PLAC	Other	\$100.00	10/8/2012	3RD QUARTER PLAC
				<b>Total this claim =</b>	<u>\$100.00</u>		
27918	578	JILL MURRAY	Operating Fund	Summitville Programing	\$29.00	10/8/2012	PETTY CASH REIMBURSEMENT
			Operating Fund	Operating Supplies	\$19.25		
				<b>Total this claim =</b>	<u>\$48.25</u>		
27919	579	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$174.62	10/8/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$174.62</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
27920	581	MARSH SUPERMARKET	Operating Fund	Elwood Children's Programing	\$30.16	10/8/2012	As per attached invoices.
			Operating Fund	Summitville Programing	\$20.66		
				<b>Total this claim =</b>	<u>\$50.82</u>		
27921	592	MIDWEST TAPE	Operating Fund	Frankton AV	\$556.73	10/8/2012	As per attached invoices.
			Operating Fund	Elwood AV	\$1,124.55		
			Operating Fund	Summitville AV	\$489.76		
			Operating Fund	Book Processing	\$527.92		
				<b>Total this claim =</b>	<u>\$2,698.96</u>		
27922	582	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$397.32	10/8/2012	As per attached invoices.
			Operating Fund	Summitville Programing	\$157.68		
				<b>Total this claim =</b>	<u>\$555.00</u>		
27923	583	PURCHASE POWER	Operating Fund	Postage & UPS	\$419.99	10/8/2012	POSTAGE FOR METER
				<b>Total this claim =</b>	<u>\$419.99</u>		
27924	584	QUILL CORPORATION	Operating Fund	Office Supplies	\$97.01	10/8/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$97.01</u>		
27925	595	RAMSAY BUSINESS PRODUCT	Operating Fund	Office Supplies	\$24.77	10/8/2012	COPIER MAINTENANCE ELWOOD,
			Operating Fund	Office Supplies	\$10.00		FRANKTON
				<b>Total this claim =</b>	<u>\$34.77</u>		
27926	593	ROBY'S PLUMBING & APPLIAN	Operating Fund	Professional Services	\$525.00	10/8/2012	INSTALL NEW TOILET - ELWOOD
				<b>Total this claim =</b>	<u>\$525.00</u>		
27927	585	STATE INDUSTRIAL PRODUCT	Operating Fund	Cleaning & Sanitation Supplies	\$200.69	10/8/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$200.69</u>		
27928	586	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$58.93	10/8/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$58.93</u>		
27929	587	TRISHA SHULER	Operating Fund	Traveling Expense	\$36.80	10/8/2012	MILEAGE
				<b>Total this claim =</b>	<u>\$36.80</u>		
27930	588	TRISHA SHULER	Operating Fund	Postage & UPS	\$33.35	10/8/2012	PETTY CASH REIMBURSEMENT
			Operating Fund	Fuel, Oil and Lubricants	\$16.02		
				<b>Total this claim =</b>	<u>\$49.37</u>		
27931	589	VALENTINE ELECTRONICS	Operating Fund	Technology Equipment	\$46.96	10/8/2012	As per attached invoices.
				<b>Total this claim =</b>	<u>\$46.96</u>		
27932	590	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$13.62	10/8/2012	SERVICE FOR SUMMITVILLE
				<b>Total this claim =</b>	<u>\$13.62</u>		



Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
27933	591	WORLD TRADE PRESS	Gift	Techology Software	\$255.00	10/8/2012	ELECTRONIC SUBSCRIPTION-CYPRESS RESUME

Total this claim = \$255.00

Total Amount of Claims **\$101,929.99**

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

Thursday, October 04, 2012

*Daniel A. Pincuff*  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this 8 day of October, 2012.

<u><i>Leslie Bitterhouse</i></u>	<u><i>Kevin [unclear]</i></u>	_____
<u><i>Wayne [unclear]</i></u>	<u><i>Charles [unclear]</i></u>	_____
<u><i>Michael [unclear]</i></u>	<u><i>Beth [unclear]</i></u>	_____

**SIGNATURES OF GOVERNING BOARD**

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

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

Ordinance / Resolution Number:

Be it ordained / resolved by the **North Madison County Public Library Board of Trustees** that for the expenses of **NORTH MADISON COUNTY LIBRARY SYSTEM**, Indiana for the year ending December 31, 2013 the sum of **\$1,479,542** as shown on Budget Form 4-A are hereby appropriated and ordered set apart out of the funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of **NORTH MADISON COUNTY LIBRARY SYSTEM**, a total property tax levy of **\$867,463** and a total tax rate of **0.1635**, are adopted as shown on Budget Form 4-B and included herein. Budget Form 4-A and 4-B for all funds and departments are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance / resolution shall be in full force and effect from and after its passage and approval by the taxing **North Madison County Public Library Board of Trustees**.

Name of Adopting Entity	Select Type of Fiscal Body	Date of Adoption
North Madison County Public Library Board of Trustees	Library Board	10/08/2012

Name		Signature
Michael Robertson	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Michael Robertson</i>
Leslie Rittenhouse	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Leslie Rittenhouse</i>
Kevin Sipe	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Kevin Sipe</i>
Dan Prieshoff	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Dan Prieshoff</i>
Wayne Davidson	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Wayne Davidson</i>
Beverly Austin	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Beverly J Austin</i>
Bette Dalzell	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Bette Dalzell</i>

ATTEST		
Name	Title	Signature
Kevin Sipe	Secretary	<i>Kevin Sipe</i>

MAYOR ACTION (For City use only)			
Name		Signature	Date
	Approve <input type="checkbox"/> Veto <input type="checkbox"/>		

**Budget Estimate- Financial Statement-Proposed Tax Rate**

Taxing Unit: 0290 - NORTH MADISON COUNTY LIBRARY SYSTEM  
Fund Name: 0101 - GENERAL  
County: 48 - Madison County  
Year: 2013

Net Assessed Value	\$530,855,000	
Funds Required For Expenses To December 31st Of Incoming Year	Amount Used To Compute Published Budget	Appropriating Body
1. Total budget estimate for incoming year	\$1,222,542	\$1,222,542
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$646,733	\$646,733
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$0	\$0
4. Outstanding temporary loans: a). To be paid not included in lines 2 or 3	\$0	\$0
b). Not repaid by December 31 of present year	\$0	\$0
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b)	\$1,869,275	\$1,869,275
Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Amount Used To Compute Published Budget	Appropriating Body
6. Actual cash balance, June 30 of present year (including cash investments)	\$808,768	\$808,768
7. Taxes to be collected, present year (December settlement)	\$359,688	\$359,688
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File): a). Total Column A Budget Form 2	\$155,203	\$155,203
b). Total Column B Budget Form 2	\$259,748	\$259,748
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b)	\$1,583,407	\$1,583,407
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$285,868	\$285,868

Proposed Tax Rate and Levy	Amount Used To Compute Published Budget	Appropriating Body
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$449,132	\$449,132
12. Amount to be raised by tax levy (add lines 10 and 11)	\$735,000	\$735,000
13a. Property Tax Replacement Credit from Local Option Tax	\$0	\$0
13b. Operating LOIT	\$0	\$0
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$735,000	\$735,000
15. Levy Excess Fund applied to current budget	\$0	\$0
16. Net amount to be raised	\$735,000	\$735,000
17. Net Tax Rate on each one hundred dollars of taxable property	0.1385	0.1385



**Budget Estimate- Financial Statement-Proposed Tax Rate**

Taxing Unit: 0290 - NORTH MADISON COUNTY LIBRARY SYSTEM  
 Fund Name: 0283 - LEASE RENTAL PAYMENT  
 County: 48 - Madison County  
 Year: 2013

Net Assessed Value		\$530,855,000	
Funds Required For Expenses To December 31st Of Incoming Year	Amount Used To Compute Published Budget	Appropriating Body	
1. Total budget estimate for incoming year	\$242,000	\$242,000	
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$121,000	\$121,000	
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$0	\$0	
4. Outstanding temporary loans: a). To be paid not included in lines 2 or 3	\$0	\$0	
b). Not repaid by December 31 of present year	\$0	\$0	
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b)	\$363,000	\$363,000	
Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Amount Used To Compute Published Budget	Appropriating Body	
6. Actual cash balance, June 30 of present year (including cash investments)	\$92,216	\$92,216	
7. Taxes to be collected, present year (December settlement)	\$118,833	\$118,833	
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File): a). Total Column A Budget Form 2	\$10,358	\$10,358	
b). Total Column B Budget Form 2	\$9,130	\$9,130	
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b)	\$230,537	\$230,537	
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	\$132,463	\$132,463	

Proposed Tax Rate and Levy	Amount Used To Compute Published Budget	Appropriating Body	
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$0	\$0	
12. Amount to be raised by tax levy (add lines 10 and 11)	\$132,463	\$132,463	
13a. Property Tax Replacement Credit from Local Option Tax	\$0	\$0	
13b. Operating LOIT	\$0	\$0	
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$132,463	\$132,463	
15. Levy Excess Fund applied to current budget	\$0	\$0	
16. Net amount to be raised	\$132,463	\$132,463	
17. Net Tax Rate on each one hundred dollars of taxable property	0.0250	0.0250	

**Budget Estimate- Financial Statement-Proposed Tax Rate**

Taxing Unit: 0290 - NORTH MADISON COUNTY LIBRARY SYSTEM  
 Fund Name: 0061 - RAINY DAY  
 County: 48 - Madison County  
 Year: 2013

Net Assessed Value		\$530,855,000	
Funds Required For Expenses To December 31st Of Incoming Year	Amount Used To Compute Published Budget	Appropriating Body	
1. Total budget estimate for incoming year	\$15,000	\$15,000	
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	\$5,385	\$5,385	
3. Additional appropriation necessary to be made July 1 to December 31 of present year	\$0	\$0	
4. Outstanding temporary loans: a). To be paid not included in lines 2 or 3	\$0	\$0	
b). Not repaid by December 31 of present year	\$0	\$0	
5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b)	\$20,385	\$20,385	
Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy	Amount Used To Compute Published Budget	Appropriating Body	
6. Actual cash balance, June 30 of present year (including cash investments)	\$96,804	\$96,804	
7. Taxes to be collected, present year (December settlement)	\$0	\$0	
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File): a). Total Column A Budget Form 2	\$0	\$0	
b). Total Column B Budget Form 2	\$0	\$0	
9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b)	\$96,804	\$96,804	
10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5)	(\$76,419)	(\$76,419)	

Proposed Tax Rate and Levy	Amount Used To Compute Published Budget	Appropriating Body	
11. Operating balance ( not in excess of expense January 1 to June 30, less miscellaneous revenue for same period)	\$76,419	\$76,419	
12. Amount to be raised by tax levy (add lines 10 and 11)	\$0	\$0	
13a. Property Tax Replacement Credit from Local Option Tax	\$0	\$0	
13b. Operating LOIT	\$0	\$0	
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12)	\$0	\$0	
15. Levy Excess Fund applied to current budget	\$0	\$0	
16. Net amount to be raised	\$0	\$0	
17. Net Tax Rate on each one hundred dollars of taxable property	0.0000	0.0000	

### BUDGET REPORT FOR

Selected Year: 2013  
Selected County: 48 - Madison County  
Selected Unit: 0290 - NORTH MADISON COUNTY LIBRARY SYSTEM  
Selected Fund: 0101 - GENERAL

<b>DEPARTMENT: 0000 NO DEPARTMENT</b>			
		Published Amount	Adopted Amount
10000	PERSONAL SERVICES	\$796,193	\$796,193
20000	SUPPLIES	\$54,900	\$54,900
30000	SERVICES AND CHARGES	\$196,949	\$196,949
40000	CAPITAL OUTLAY	\$174,500	\$174,500
9999	Total	\$1,222,542	\$1,222,542

<b>Totals by Fund</b>	Published Amt.: \$1,222,542	Adopted Amt.: \$1,222,542
-----------------------	-----------------------------	---------------------------

#### Form Signature

This form is not yet signed.



**BUDGET REPORT FOR**

Selected Year: 2013  
 Selected County: 48 - Madison County  
 Selected Unit: 0290 - NORTH MADISON COUNTY LIBRARY SYSTEM  
 Selected Fund: 0283 - LEASE RENTAL PAYMENT

<b>DEPARTMENT: 0000 NO DEPARTMENT</b>			
		Published Amount	Adopted Amount
10000	PERSONAL SERVICES	\$0	\$0
20000	SUPPLIES	\$0	\$0
30000	SERVICES AND CHARGES	\$242,000	\$242,000
40000	CAPITAL OUTLAY	\$0	\$0
9999	Total	\$242,000	\$242,000

<b>Totals by Fund</b>	Published Amt.: \$242,000	Adopted Amt.: \$242,000
-----------------------	---------------------------	-------------------------

	Published Amt.: \$1,478,542	Adopted Amt.: \$1,478,542
--	-----------------------------	---------------------------

**Form Signature**

This form is not yet signed.

**BUDGET REPORT FOR**

Selected Year: 2013  
 Selected County: 48 - Madison County  
 Selected Unit: 0290 - NORTH MADISON COUNTY LIBRARY SYSTEM  
 Selected Fund: 0061 - RAINY DAY

<b>DEPARTMENT: 0000 NO DEPARTMENT</b>			
		Published Amount	Adopted Amount
10000	PERSONAL SERVICES	\$0	\$0
20000	SUPPLIES	\$0	\$0
30000	SERVICES AND CHARGES	\$7,500	\$7,500
40000	CAPITAL OUTLAY	\$7,500	\$7,500
9999	Total	\$15,000	\$15,000

<b>Totals by Fund</b>	Published Amt.: \$15,000	Adopted Amt.: \$15,000
-----------------------	--------------------------	------------------------

**Additional Contract Clause Attachment**

The following clause is added and incorporated as an additional contract term to:

Contract # \_\_\_\_\_

**No Investment in Iran.** As required by IC 5-22-16.5-13, the Contractor hereby certifies that the Contractor is not engaged in investment activities in Iran.

\_\_\_\_\_  
**[Contractor Name, Printed]**

**North Madison County Public Library**  
**[Indiana Agency Name]**

Signed: \_\_\_\_\_

Initials: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_ Jamie Scott \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## NMCPLS Access to Public Records Policy

Access to public records is governed by Indiana Code 5-14-3. The official policy of the State of Indiana is that all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees, subject to certain limitations.

In accordance with this policy, the records of the North Madison County Public Library System are open to the public for inspection with exception of the classes of materials specified by law as confidential as set out herein. For a listing of the types of materials available to be examined see I.C. 5-14-3-3. Any person may inspect and copy the public records of the library during the hours between 9 am to 5 pm. Requests for materials on weekends or at night will be deferred until the following business day. Requests for information must be made in writing and provide the name and telephone number of the requesting individual as well as the general nature of the information being sought. Any cost incurred in copying materials must be paid by the requester at the time the request is made.

Materials declared confidential by state or federal statute as outlined in I.C. 5-14-3-4 are exempt from disclosure. In addition, the following public records are exempt from disclosure and will not be made available for public inspection:

1. Personnel files of the library employees and files of applicants for employment, except for:
  - a. The individual's name, compensation, education, description, job title, training background, previous work experience, dates of first and last employment of present or former officers or employees of the library.
  - b. Information relating to the status of any formal charges against an employee.
  - c. Information regarding disciplinary actions in which final action has been taken and which resulted in the disciplining or discharging of an employee.
  - d. All personnel information is available to the affected employee or his/her appointed representative. General personnel information on all employees or groups, if unnamed employees, may be disclosed.
2. Any administrative or technical information which could jeopardize a record-keeping or security system.
3. Computer programs, codes, filing systems, and other software owned by the library or entrusted to it.

4. Records prepared specifically for discussion, or created during discussion at any legally called executive session.
5. The identity of a donor of a gift made to the library if the donor requires anonymity as a condition of making the gift.
6. Any library records which can be used to identify any library patron.
  - a. The Board of Trustees of the North Madison County Public Library System specifically recognizes its circulation records and other records identifying the name of library users to be confidential in nature, in accordance with provisions in the Indiana Code IC 5-14-3-4(b) and IC 5-14-3-4(b)(16). ADD: Records obtained via our security camera system will be given to law enforcement without a court order after a police report has been filed unless the name of a library user can be identified within the security camera footage.
  - b. Further, the Board subscribes to the American Library Code of Ethics, which says in part that "We protect each library user's right to privacy and confidentiality with respect to information sought or received and materials consulted, borrowed, acquired or transmitted."
  - c. All library employees are advised that such records, shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
  - d. Upon receipt of such process, order or subpoena, the library's director, administrative assistant or officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.
  - e. This policy shall not be construed as a guarantee by the library to its patrons of any absolute right to privacy. The library is not responsible for information gained from a patron record by anyone other than the patron, if the patron has lost or loaned his/her card or if someone has obtained the patron information by illegal or inappropriate methods. However, records of minors can be disclosed to their parents, stepparents or guardians.



**MONTHLY STATISTICS OF THE NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM**

	SEPT 2011	SEPT 2012	Amount of Change	% OF Change	YTD 2011	YTD 2012	Amount of Change	YTD % OF Change
<b>ELWOOD</b>								
ADULT	3,003	<b>2,713</b>	-290	-10%	26,776	<b>25,232</b>	-1,544	-6%
JUVENILE	1,922	<b>1,556</b>	-366	-19%	15,496	<b>14,828</b>	-668	-4%
Y. A.	376	<b>363</b>	-13	-3%	3,233	<b>3,584</b>	351	11%
PERIOD.	526	<b>620</b>	94	18%	4,667	<b>4,810</b>	143	3%
AUDIO	156	<b>131</b>	-25	-16%	1,076	<b>1,547</b>	471	44%
VIDEO	4,951	<b>4,982</b>	31	1%	45,082	<b>43,575</b>	-1,507	-3%
DIGITAL MEDIA	42	<b>179</b>	137	326%	98	<b>1,636</b>	1,538	1569%
<b>TOTAL</b>	<b>10,976</b>	<b>10,544</b>	-432	-4%	96,428	<b>95,212</b>	-1,216	-1%

**FRANKTON**

ADULT	919	<b>841</b>	-78	-8%	9,033	<b>8,705</b>	-328	-4%
JUVENILE	753	<b>506</b>	-247	-33%	6,868	<b>6,675</b>	-193	-3%
Y. A.	171	<b>186</b>	15	9%	1,686	<b>2,329</b>	643	38%
PERIOD.	242	<b>222</b>	-20	-8%	2,344	<b>2,248</b>	-96	-4%
AUDIO	49	<b>25</b>	-24	-49%	333	<b>373</b>	40	12%
VIDEO	1,424	<b>999</b>	-425	-30%	14,269	<b>14,056</b>	-213	-1%
DIGITAL MEDIA	22	<b>90</b>	68	309%	51	<b>823</b>	772	1514%
<b>TOTAL</b>	<b>3,580</b>	<b>2,869</b>	-711	-20%	34,584	<b>35,209</b>	625	2%

**HAZELBAKER**

ADULT	547	<b>586</b>	39	7%	6,156	<b>5,165</b>	-991	-16%
JUVENILE	277	<b>200</b>	-77	-28%	3,836	<b>2,991</b>	-845	-22%
Y. A.	37	<b>74</b>	37	100%	661	<b>656</b>	-5	-1%
PERIOD.	122	<b>114</b>	-8	-7%	1,091	<b>1,004</b>	-87	-8%
AUDIO	22	<b>17</b>	-5	-23%	147	<b>947</b>	800	544%
VIDEO	871	<b>689</b>	-182	-21%	9,606	<b>7,523</b>	-2083	-22%
DIGITAL MEDIA	21	<b>90</b>	69	329%	49	<b>820</b>	771	1573%
<b>TOTAL</b>	<b>1,897</b>	<b>1,770</b>	-127	-7%	21,546	<b>19,106</b>	-2,440	-11%

**SYSTEM**

ADULT	4,469	<b>4,140</b>	-329	-7%	41,965	<b>39,102</b>	-2,863	-7%
JUVENILE	2,952	<b>2,262</b>	-690	-23%	26,200	<b>24,494</b>	-1,706	-7%
Y. A.	584	<b>623</b>	39	7%	5,580	<b>6,569</b>	989	18%
PERIOD.	890	<b>956</b>	66	7%	8,102	<b>8,062</b>	-40	0%
AUDIO	227	<b>173</b>	-54	-24%	1,556	<b>2,867</b>	1311	84%
VIDEO	7,246	<b>6,670</b>	-576	-8%	68,957	<b>65,154</b>	-3,803	-6%
DIGITAL MEDIA	85	<b>359</b>	274	322%	198	<b>3,279</b>	3,081	1556%
<b>TOTAL</b>	<b>16,453</b>	<b>15,183</b>	-1270	-8%	152,558	<b>149,527</b>	-3,031	-2%

	ELWOOD	FRANKTON	HAZELBAKER	
TRAFFIC	10,037	2,107	1,197	
REF.	32	13	3	
ASSIST.	1,448	258	223	<b>TECH SERVICES PROCESSED 1,828 ITEMS.</b>
COMP./WIRE	2,810/44	461/35	360/32	
PROG. A.	4/8	1/7	1/11	
J.	14/133	1/5	4/38	

TRANSMISSION VERIFICATION REPORT

TIME : 10/04/2012 08:07  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BRDF2V374540

DATE, TIME 10/04 08:06  
FAX NO./NAME SUMMITVILLE  
DURATION 00:00:14  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 10/04/2012 08:06  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER.# : BRDF2V374540

DATE, TIME 10/04 08:05  
FAX NO./NAME FRANKTON  
DURATION 00:00:15  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

October 8, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order  
Call for Quorum  
Minutes  
Claims Register & Checks  
Old Business  
New Business  
1. Adopt 2013 Budget  
2. Contract Clause- No Investments in Iran - IC 5-22-16.5-13  
3. Access to Public Records Policy  
4. Door Locks at Elwood  
5. Nominating Committee  
Director's Report

Agenda

October 8, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order  
Call for Quorum  
Minutes  
Claims Register & Checks  
Old Business  
New Business  
1. Adopt 2013 Budget  
2. Contract Clause- No Investments in Iran - IC 5-22-16.5-13  
3. Access to Public Records Policy  
4. Door Locks at Elwood  
5. Nominating Committee  
Director's Report



TRANSMISSION VERIFICATION REPORT

TIME : 10/04/2012 08:05  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER. # : BROF2V374540

DATE, TIME 10/04 08:05  
FAX NO./NAME HERALD  
DURATION 00:00:22  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

TRANSMISSION VERIFICATION REPORT

TIME : 10/04/2012 08:04  
NAME : ELWOOD LIBRARY  
FAX : 7655520955  
TEL : 7655525001  
SER. # : BROF2V374540

DATE, TIME 10/04 08:04  
FAX NO./NAME CALL LEADER  
DURATION 00:00:15  
PAGE(S) 01  
RESULT OK  
MODE STANDARD  
ECM

Agenda

October 8, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order  
Call for Quorum  
Minutes  
Claims Register & Checks  
Old Business  
New Business  
1. Adopt 2013 Budget  
2. Contract Clause- No Investments in Iran - IC 5-22-16.5-13  
3. Access to Public Records Policy  
4. Door Locks at Elwood  
5. Nominating Committee  
Director's Report

Agenda

October 8, 2012

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
5:00 P.M.

Call to Order  
Call for Quorum  
Minutes  
Claims Register & Checks  
Old Business  
New Business  
1. Adopt 2013 Budget  
2. Contract Clause- No Investments in Iran - IC 5-22-16.5-13  
3. Access to Public Records Policy  
4. Door Locks at Elwood  
5. Nominating Committee  
Director's Report