

AGENDA

Jan. 7, 1981
Board of Trustees meeting
Elwood Public Library

1. Happy New Year - Here's to another good one!
2. Approval of minutes of previous meeting.
3. Director's monthly report.
4. Election of officers for 1981.
5. Express appreciation to Mrs. Powell for her many year's service on the library board, and give her her rubber stamp.
6. Seek permission of new treasurer to have rubber stamp made, and tell re security bond.
7. Report to board on telephone conversation with Mr. Crimans re insurance files and electrical plug.
8. Ask Mrs. Austin's Sorority for paperback spinner and extra money for book bags.
9. Report to board on unpredictable revenue loss for 1981.
10. Brief report from Mr. Pavese and Director on Duckcreek Parkway Project.
11. NILART Meeting Director will attend Jan. 15 at Kendallville Public Library.
12. Adjournment of meeting.

The Elwood Public Library Board met Wednesday, January 7, 1981, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

Mr. Richards expressed the appreciation of the staff for the apples and the lovely poinsettia that were given to the library during the holidays.

Minutes of the previous meeting was approved as written.

The Director gave the monthly report as follows:

Borrowers	3908
Incl. 2 NR	
Book Stock	40562
Circulation	4539
Information Questions	86
by phone 26	
Phonorecords Circ.	335
Cassettes Circ.	22
Poster Circ.	30
Fines & Fees	130.65
Copier	333.05
Non-Resident	30.00

The board held the election of officers for 1981. Mrs. Copeland made a motion for Mrs. Herndon to continue as president in 1981. Mr. Kennedy seconded the motion. Mr. Kennedy will continue his duties as Vice-President and Mrs. Copeland will continue as Secretary. Mrs. Austin was nominated by Mr. Kennedy as Treasurer of the Board. Mr. Pavese seconded the motion. The new slate of officers were approved unanimously.

It was with regret that the board said "farewell" to the retiring member, Emalee Powell, whose term expires January 24, 1981. According to the law she cannot succeed herself.

Mr. Richards informed Mrs. Austin, the new treasurer, that he will have a rubber signature stamp made for her and we will cover her with a treasurer bond this month.

Every two years libraries are required to designate official depositories for library funds according to the provision outlined in IC 5-12-1. The depositories have to be located within the taxing unit; therefore we will send proposals to Security Bank and First National Bank. According to the letter we received from the Indiana State Library Extension Division a finance committee needs to be appointed. Of the two officers of finance one is president and the other secretary.

Bill Crimans, from Associated Agency, called the library this month telling the director that the insurance company's rate books will be accessible only on microfiche starting in 1981. The insurance companies were hunting for a central location in which they could all use a microfiche machine. Mr. Crimans offered to buy the library a microfiche machine. Mr. Richards told him we have a microfiche machine, but we need electrical outlets for the building in order to plug the machine in. The entire board agreed that it sounded like a good community service.

Mr. Richards asked Mrs. Austin's sorority for a paperback spinner similar to the one they donated several years ago. Mrs. Austin reported that she had talked to her sorority and they will not be financially able to help the library until June. Mr. Richards told the board that the library had ordered 300 book bags. The Kiwanis is going to pay one hundred dollars on the invoice and Mrs. Austin said she will try to get her Sorority to donate the rest of the money. Then the questions came up as whether to charge our patrons for the bags or give them away free. The board agreed that the first bags should be given away and if the person asks for another there will be a charge of 50 cents. When the time comes to purchase more bags we will use money from the library's gift fund.

The director told the board that at the budget hearing in December the library's budget was cut by a large amount, but we survived by reducing the money that will go into our Library Improvement Reserve Fund. There was also a hearing in December in front of the local government tax control board concerning an assessment error. This board will suggest to the State Board of Tax Commissioners that we receive the money for the error and also the amount that we had budgeted for our workman's compensation. We will receive verification on our budget sometime during the next month.

Mr. Pavese and Mr. Richards are on the Mayor's Steering Committee for the Duckcreek Parkway Project. Mr. Pavese reported to the board that last year CETA workers cleaned up the banks of Duckcreek. Mr. Richards said that they are planning to turn Duckcreek into a recreational waterway. There will be federal money available to work on this project so some day there will be quite a change along the banks of Duckcreek.

The director will be attending a NILART Meeting January 15th at the Kendallville Public Library.

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

Respectfully submitted,

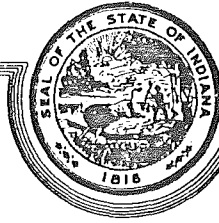
Emma Copeland
Emma Copeland, Secretary

AGENDA

Board of Trustees meeting
February 4, 1981

1. Welcome to new board member.
2. Approval of minutes of previous meeting.
3. Director's monthly report.
4. Patron count.
5. Designation of depository.
6. Discussion of personnel policy.
7. Adjournment of meeting.

STATE OF INDIANA



INDIANAPOLIS, 46204

STATE BOARD OF ACCOUNTS

912 State Office Building

February 11, 1981

Ms. Lynn Ischay
Elwood Public Library
124 North 16th Street
Elwood, Indiana 46036

Dear Ms. Ischay:


This is in answer to your letter concerning the use of signature stamps.

This department does not object to the use of signature stamps provided adequate control of their use is maintained.

The individual who wishes to authorize the use of his or her signature to be affixed by a signature stamp should provide such authorization in writing and he or she would be responsible to see that such a stamp is not misused.

We trust this is the information you desire.

Yours respectfully,


M. F. Renner
State Examiner

DC:mb

The Elwood Public Library Board met Wednesday, February 4, 1981, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

Mrs. Austin, treasurer of the board, was ill and did not attend this meeting. Her signature was needed on February's warrants. The six board members present unanimously agreed that Mr. Richards could use Mrs. Austin's rubber signature stamp in view of the board.

The new board member, Mr. Tom Conner, was introduced.

Minutes of the previous meeting were approved as written.

Mr. Richards gave the fine monthly report as follows:

Borrowers	3933
Incl. 4 NR	
Book Stock	40797
Circulation	5706
Information Questions	126
by phone 45	
Phonorecords Circ.	346
Cassette Circ.	16
Poster Circ.	25
Fines & Fees	70.30
Copier	539.60
Non-Resident	120.00

During the month of January there were 1,603 patrons that entered the Adult Department and 768 children that used the Children's Room.

The Director informed the board that the annual report was completed and in the hands of the State Library. Mr. Richards highlighted some of the statistics that were in the 1980 report.

Every two years libraries are required to designate official depositories for library funds. We received letters from First National, Security Bank, and First Savings and Loan Association in Anderson. Mr. Pavese made a motion to stay with Security Bank here in Elwood. Mr. Kennedy seconded the motion.

The Director discussed with the board members the need to make changes in the personnel policy. The policy had not been updated for several years and there were many changes that needed to take place. Mr. Richards highlighted several points for the board members to consider:

1. Our children's librarian is pregnant. The personnel policy states that a woman must stop working after her seventh month of pregnancy. This is now considered illegal.
2. There was a suggestion made to grant a woman maternity leave without pay, if agreed upon by the director and the board.
3. The staff receives 12 sick days a year. The sick days are allowed to accumulate up to 45 days. The director suggested that the staff be able to accumulate their sick leave to 60 days.
4. A non-professional who has worked in the library for more than 10 years receives an extra week of vacation making their vacation time three weeks. There is no such bonus given to a professional employee.

Mr. Kennedy suggested that the director type a rough draft of the personnel policy and the board will discuss the revised policy at the March board meeting. The board members agreed to this idea.

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

Respectfully submitted,

Emma Copeland, Secretary

Emma Copeland, Secretary

AGENDA

March 4, 1981

Board of Trustees Meeting
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Director's monthly report.
3. Discussion of copier charges.
4. Discussion of personnel policy.
5. Medium sized library workshop Director will attend at Brown County Inn March 8, 9, and 10.
6. Change April board meeting from April 1, 1981 to April 8, 1981.
7. Adjournment of meeting.

The Elwood Public Library Board met Wednesday, March 4, 1981, in the director's office. The meeting was presided over by the vice-president, Michael Kennedy.

Attendance

Beverly Austin	present
Tom Conner	present
Emma Copeland	present
Betsy Herndon	present
Michael Kennedy	present
Edwin Pavese	present
Joeanna Winings	present
Steve Richards, Director	present

Mr. Pavese made a motion to approve the minutes from the February board meeting. Mr. Conner seconded the motion.

The Director gave the monthly report as follows:

Borrowers	4027
Incl. 3 NR	
Book Stock	40876
Circulation	5315
Information Questions	146
by phone	57
Phonorecord Circ.	243
Cassette Circ.	29
Poster Circ.	18
Fines & Fees	81.05
Copier	383.05
Non-Resident	90.00

During the month of February there were 1,450 patrons that entered the Adult Department and 556 children that used the Children's Room.

An important item of business that was taken care of was reapproving the 1981 budget as published except for #56, Transfer to LIRF. The library received a Budget Order from the State Board of Tax Commissioners stating that the 1981 budget had been reallocated in the amount of \$120,338. This amount was \$3,061 lower than the amount approved at the September Board meeting. Mr. Pavese moved that LIRF be lowered to \$8,899. Mrs. Austin seconded the motion. A certified copy of the library's budget will be sent to the State Board of Tax Commissioners.

The Director discussed with the board members the need to increase the prices charged for copies. Upon reviewing the revenue and expenses to the library an increase is necessary. Mr. Kennedy made a motion to charge a flat ten cents a copy all of the way across the board effective April 1, 1981. Mrs. Austin seconded the motion.

A rough draft of the revised personnel policy was mailed to each board member. There were two revisions that needed the approval of the board.

1. The staff's sick days are allowed to accumulate up to 90 days.
2. A professional employee who has worked in the library more than 10 years receives an additional week of vacation.

Mrs. Winings made a motion to accumulate the staff's sick days to 90 days, but wanted the second proposal to remain as before giving the director four weeks vacation. Mrs. Copeland seconded the motion. The accumulation of sick days shall be retroactive to January 1981.

The Director has cancelled his plans to attend a medium sized library workshop held at Brown County Inn March 8th, 9th, and 10th.

Mr. Richards announced that the board meeting for April has been changed from the first to the eighth of April.

An invitation was read by the Director from the Tipton County Library inviting the Board of Trustees to the opening and dedication of the new County Library Building. The opening will be held March 15, at 2:30 p.m.

The announcement was made that the District meeting will be held Tuesday, April 14, 1981 in Hartford City. The library will be closed that day so that all staff and trustees can attend.

Mrs. Austin explained to the board a problem that came about regarding a particular family and the non-resident fee. The John Shettle family resides in Orestes and they pay a partial library tax to use the Alexandria Library. Under Indiana's reciprocal borrowing agreement if a person has a library card and is not considered a non-resident they may borrow books from any library in Indiana that has signed the reciprocal agreement. The problem arises because the Shettles only pay a partial library tax. Mrs. Austin has discussed this matter with Mr. Bucove, of the Anderson Public Library, who says they handle a situation such as this by charging a quarter of their non-resident fee to people who pay a partial library tax. Mr. Kennedy suggested that Mr. Richards find out how Mr. Bucove arrives at that figure and report his findings at the April board meeting.

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

Respectfully submitted,

Emma Copeland, Secretary
Emma Copeland, Secretary

AGENDA

April 8, 1981

Board of Trustees Meeting
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Director's monthly report.
3. Discussion of estimate for repairs by K&J Masonry.
4. Report of Maintenance Contract for Micro-film reader.
5. Discussion of Non-resident's fee.
6. Reminder - District Meeting - Tuesday April 14th -- Hartford City.
Director will pick up trustees attending.
7. Adjournment.

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

FROM: Library Improvement Reserve Fund \$16,000

TO: Library Operating Fund \$16,000

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

The above resolution is hereby adopted this eighth day of April, 1981.

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

BY:

Handwritten signatures of Board members: Edmund Paves, Thomas E. Conner, Beverly J. Austin, Betsy Stinson, Emma Copeland, and Michael Kennedy.

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

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

Emma Copeland, Secretary
Emma Copeland Secretary

C E R T I F I C A T E

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

DATED THIS EIGHTH DAY OF APRIL, 1981.

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

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

C E R T I F I C A T E

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

DATED THIS EIGHTH DAY OF APRIL, 1981.

AUDITOR OF MADISON COUNTY

LIBRARY APPROPRIATION RESOLUTION

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

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
5 CURRENT CHARGES	\$ 16.00	\$ 16.00
54 Dues		
	<hr/>	<hr/>
TOTAL	\$ 16.00	\$ 16.00

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
3 SUPPLIES	\$ 16.00	\$ 16.00
33 Miscellaneous		
	<hr/>	<hr/>
TOTAL	\$ 16.00	\$ 16.00

Presented to the Elwood Public Library Board read in full and adopted this eighth day of April, 1981, by the following aye and nay vote.

<u>Thomas S. Conner</u>	AYE		NAY
<u>Edwin Pavese</u>		<hr/>	
<u>Michael G. M. de</u>		<hr/>	
<u>Beverly J. Austin</u>		<hr/>	
<u>Bobby S. Jordan</u>		<hr/>	
<u>Jessica M. Wiggins</u>		<hr/>	
<u>Emma Copeland</u>		<hr/>	

ATTEST: Emma Copeland
Secretary of the Library Board

C E R T I F I C A T E

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

DATED THIS EIGHTH DAY OF APRIL, 1981.

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

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

C E R T I F I C A T E

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

DATED THIS EIGHTH DAY OF APRIL, 1981.

AUDITOR OF MADISON COUNTY

The Elwood Public Library met Wednesday, April 8, 1981, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin present
 Tom Conner present
 Emma Copeland present
 Betsy Herndon present
 Michael Kennedy present
 Edwin Pavese present
 Joeanna Winings present
 Steve Richards, Director . . . present

Mr. Pavese made a motion to approve the minutes from the March board meeting. Mr. Conner seconded the motion.

The Director gave the monthly report as follows:

Borrowers	4038
Incl. 3 NR	
Book Stock	56928
Circulation	6647
Information Questions	86
By Phone 40	
Phonorecord Circ.	295
Cassette Circ.	10
Poster Circ.	13
Fines & Fees	94.75
Copier	645.15
Non-Resident	120.00

During the month of March there were 3,318 patrons that entered the Adult Department and 530 children that used the Children's Room.

The Director reported that the library's operating fund has been depleted and the library was forced to request an advance tax draw earlier than usual. There is \$16,000 available in LIRF that the Library can borrow to meet Operating expenses. This temporary loan must be repaid before the end of the year (December 31, 1981). In June when the library receives its tax settlement the library then will be able to repay the loan from LIRF. The library should be able to operate comfortably on the money received from the tax settlement until August when the library will again have to borrow funds from the LIRF fund to operate on until December's tax settlement is received. A library resolution was presented to the board stating that \$16,000 is to be transferred from LIRF into the Library Operating Fund (see attachment). Mr. Kennedy moved the adoption of the resolution. It was seconded by Mr. Pavese. The resolution was adopted by six of the seven board members present.

The director recommended that \$16.00 be transferred from #33 Miscellaneous into #54 Dues. The amount budgeted in dues was not enough to cover the increase in the ILA institutional fees for the year. Mrs. Copeland moved the adoption of the resolution. It was seconded by Mr. Pavese. The resolution was adopted unanimously.

The director informed the Board that he had received two proposals from the K & J Masonry to tuck-point and waterproof the building. Several board members felt that the K & J Masonry's answers were not the solutions to the problems. They proposed that the director ask some local companies for their suggestions.

Mr. Richards announced that Bell & Howell is unable to give the library a maintenance agreement for our microfilm machine because of the age of the machine. Since the installation of the electrical plug in the reference room the use of the microfiche reader has increased.

The director reported that Mr. Bucove said his board just established a percentage of their non-resident fees as a charge to those people who pay a partial library tax. The board considered the amount of people their decision would affect and found that only one family would gain from the partial fee. Mr. Kennedy made a motion to table the discussion to a later date. Mrs. Copeland seconded the motion.

Mr. Richards reminded the board that the District Meeting will be held Tuesday, April 14th at Hartford City.

Mr. Pavese asked if there had been any negative remarks about the price increase of the copier. Mr. Richards told him that he had not heard any comments and that the Mayor had been agreeable with the new price list.

The Director stated that David Richards, a high school page, has quit working at the library. He is in the process of interviewing High School students to take his place.

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

Respectfully submitted,

Emma Copeland, Secretary
Emma Copeland, Secretary

LIBRARY APPROPRIATION RESOLUTION

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

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
5 CURRENT CHARGES	\$ 16.00	\$ 16.00
54 Dues		
	<hr/>	<hr/>
TOTAL	\$ 16.00	\$ 16.00

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
3 SUPPLIES	\$ 16.00	\$ 16.00
33 Miscellaneous		
	<hr/>	<hr/>
TOTAL	\$ 16.00	\$ 16.00

Presented to the Elwood Public Library Board read in full and adopted this eighth day of April, 1981, by the following aye and nay vote.

AYE	NAY
<u>Thomas Conner</u>	_____
<u>Edwin Pavese</u>	_____
<u>Michael Kennedy</u>	_____
<u>Beverly J. Austin</u>	_____
<u>Betty Henderson</u>	_____
<u>Jacqueline M. Wiggins</u>	_____
<u>Emma Copeland</u>	_____

ATTEST: Emma Copeland
Secretary of the Library Board

C E R T I F I C A T E

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

DATED THIS EIGHTH DAY OF APRIL, 1981.

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

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

C E R T I F I C A T E

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DATED THIS EIGHTH DAY OF APRIL, 1981.

AUDITOR OF MADISON COUNTY

"RESOLUTION FOR LIBRARY APPROPRIATION

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

FROM: Library Improvement Reserve Fund \$16,000

TO: Library Operating Fund \$16,000

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

The above resolution is hereby adopted this eighth day of April, 1981.

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

BY:

Edwin Pavese

Betsy Skindon
Emma Copeland
Beverly J. Austin

Thomas E. Conner
Michael G. Gundy

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

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

Emma Copeland, Secretary
Emma Copeland, Secretary

C E R T I F I C A T E

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

DATED THIS EIGHTH DAY OF APRIL, 1981.

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

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

C E R T I F I C A T E

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

DATED THIS EIGHTH DAY OF APRIL, 1981.

AUDITOR OF MADISON COUNTY

AGENDA

May 6, 1981

Board of Trustees Meeting
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Director's monthly report.
3. Report on renewal of money markets.
4. Discussion about person to do window washing.
5. Budget workshops Director & Bookkeeper will attend May 11 & 28th.
6. Adjournment.

The Elwood Public Library Board met Wednesday, May 6, 1981, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

- Beverly Austin present
- Tom Conner present
- Emma Copeland. present
- Betsy Herndon. present
- Michael Kennedy. present
- Edwin Pavese present
- Joeanna Winings. present
- Steve Richards, Director . present

After correcting the minutes of the April 8th board meeting to read as follows, Mrs. Copeland did not second the issue concerning the Shettles, but it was seconded by Mrs. Winings, Mr. Kennedy made a motion to approve the corrected board minutes. Mrs. Winings seconded the motion.

The Director gave the monthly report as follows:

Borrowers	4055
Incl. 1 NR	
Book Stock	40834
Circulation	5183
Information Questions	42
By Phone	35
Phonorecord Circ.	223
Cassette Circ.	13
Poster Circ.	3
Fines & Fees	108.83
Copier	466.10
Non-Resident	30.00

During the month of April there were 1,352 patrons that entered the Adult Department and 300 children that used the Children's Room.

The Director reported that he renewed the money market April 16th. The rate of interest we receive was up from 11.531% to 13.896%.

The Director informed the board members that the library was in desparate need of an advance tax draw to help the library alleviate cash flow problems caused by the lack of an operating balance. Mr. Pavese made a motion to request an advance tax draw of \$10,000 from the Madison County Treasurer. Mr. Kennedy seconded the motion.

MINUTES

ELWOOD PUBLIC
LIBRARY BOARD

MAY 6, 1981

The Director reported to the board members that Peanut VanNess is unable to wash our windows due to an injury. The board members made some suggestions that the director will follow up on.

Susan VanNess, the former children's librarian had received the board's permission last year to charge non-resident children \$5.00 during the summer months. Mrs. Herndon made the suggestion to charge all school age kids a quarter of the non-resident fee (\$7.50) for the summer months. She thought it would benefit the library by getting more people into the library as well as encourage children and young adults to read more.

The Director announced that Lynn Ischay and the Alexandria Librarian will be attending a bookkeeping workshop at the State Library May 11th. Mr. Richards said he and Lynn have also planned to attend the Budget Workshop in Newcastle on May 28th.

The Director stated the Governor has signed a merger bill and another bill which states that the library board can appoint a board member or a staff member to sign the checks. The claim forms still have to be signed by the majority of the board members.

Mr. Richards informed the board that he was taking the following week (May 11-15) off as vacation.

Mrs. Austin told the board that ILA will be holding a workshop in June and that it would prove to be beneficial to those board members attending.

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

Respectfully submitted,
Emma Copeland, Secretary
Emma Copeland, Secretary

AGENDA

June 3, 1981

Board of Trustees Meeting
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Director's monthly report.
3. Appoint budget committee to meet in June.
4. Seek permission to re-invest \$16,000 from LIRF for 3 months.
5. Report on findings from Curran Roofing Company.
6. Report on suggestions bookkeeper learned from Bookkeeping Clinic.
7. Change July meeting from July 1st to July 8th.
8. Adjournment of meeting.

The Elwood Public Library Board met Wednesday, June 3, 1981, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

Mr. Kennedy made a motion to approve the minutes from the May board meeting. Mrs. Austin seconded the motion.

The Director gave an excellent monthly report as follows:

Borrowers	4011
Incl. 2 NR	
Book Stock	56917
Circulation	5052
Information Questions	42
phone 25	
Phonorecord Circ.	216
Cassette	28
Poster Circ.	6
Fines & Fees	100.80
Copier	487.25
Non-Resident	150.00

Mr. Richards was very pleased as he reported to the board an 11% increase in the adult circulation.

During the month of May there were 1,556 patrons that entered the Adult Department and 456 children that used the Children's Room.

The president suggested having the entire board meet in June to discuss the beginnings of the 1982 budget instead of a select committee. This was agreed upon by the board members present. June 17th was chosen for the meeting at 5:00 p.m.

The meeting was turned over to the bookkeeper as the financial situation was discussed for the upcoming months. Lynn reported that everything was running on schedule and that she had written a letter to the auditor asking for another advanced tax draw of \$5,000.00. The library has enough money to operate on until July, but the tax draw will be used in case the tax settlement arrives late. The library will be able to invest all or part of the \$16,000.00 that was borrowed from LIRF in April according to the amount of money that will be received from the tax distribution.

Lynn offered the suggestion of placing the money in a passbook savings account at $5\frac{1}{4}\%$ interest. In this type of investment the money will be liquid for the library when needed. Mr. Conner suggested to the board that the library put the \$16,000 in a Fund Management Company at Mutual of Omaha which will receive a much higher rate of interest than a passbook savings account. There was a question as to whether library funds could be placed into funds other than federal securities. A call will be made to the State Board of Accounts concerning this matter.

The Director reported to the board two new pieces of legislation that were brought to his attention at the Budget Clinic.

1. Public Law 205 allows the library board to elect a treasurer who may either be a member of the library board or an employee of the library. This deletes the requirement that warrants be countersigned by the president and secretary of the board.

2. Payment to state employees for mileage will increase from the current 20¢/mile to 22¢/mile beginning July 1, 1981. The Library Board had previously agreed to raise the mileage fees from 17¢ to 20¢ in 1982.

Mr. Richards explained that charging non-resident students \$7.50 for the summer months was so successful that the staff wished it could be extended to all non-residents. Mr. Kennedy made a motion to offer non-resident cards at a quarterly fee. Mr. Conner seconded it.

The director informed the board of the estimate that he has received from different companies (K & J Masonry, Curran Roofing, and Craig Roofing). A suggestion was made to contact the outfit that is currently working on the Elwood Post Office. The situation is rapidly deteriorating and action will have to be taken soon. The repair work will be paid out of the library improvement reserve fund.

There were two suggestions made by the State Board of Accounts at the recent bookkeeping meeting that Mr. Campbell said should be recorded in the board minutes.

1. Will the library pay for parking and toll roads in addition to mileage? Mr. Kennedy made a motion that the library staff will be reimbursed for their toll road and parking expenses when they are on library business. Mrs. Copeland seconded the motion.

2. There should be a maximum amount of money that can be spent on a trip. Mrs. Austin explained that since hotel and food prices vary so much from one place to another that each meeting or conference will be considered separately. All members of the board were agreeable to this suggestion.

The July board meeting will be changed from the first of July to the eighth.

Mr. Richards informed the board that the library had received a call from a gentleman asking for information on something the library has made a policy not to give out. He said that information should be made available to him because of the Freedom of Information Act. Mr. Richards consulted Dan Bingham on this subject and was told that the Freedom of Information Act applies only to federal agencies. It was decided that the staff could use common sense on information given out over the telephone, but any person that comes to the library was allowed to see any information we had.

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

Respectfully submitted,



Emma Copeland, Secretary

Special meeting of the board. Open meeting to review the proposed budget.

Attendance

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

No outsiders were present at the twenty minute meeting.

Respectfully submitted,

Emma Copeland, Secretary
 Emma Copeland, Secretary

AGENDA

July 8, 1981

Board of Trustees meeting
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Director's monthly report.
3. Seek board's approval of rough copy of 1982 budget.
4. Proposal from Kentuckiana Historical Restoration, Inc.
5. Approval of investment of 16,000 into a passbook savings.
6. Adjournment of meeting.

The Elwood Public Library Board met Wednesday, July 8, 1981, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin	present
Tom Conner	present
Emma Copeland	present
Betsy Herndon	present
Michael Kennedy	present
Edwin Pavese	present
Joeanna Winings	present
Steve Richards, Director	present

Mr. Kennedy made a motion to approve the minutes from the June board meeting. Mr. Conner seconded the motion.

The Director gave the monthly report as follows:

Borrowers	4047
Incl. 4 NR	
Book Stock	56544
Circulation	7298
Information Questions	65
by phone 18	
Phonorecord Circ.	273
Cassette	15
Poster Circ.	42
Fines & Fees	77.10
Copier	406.90
Non-Resident	210.00

The library board met Monday, July 6th in a special meeting to review the staff's salaries for the 1982 budget. The board proposed that those individuals that have served the library for a period of ten years or more will receive \$8,640.00. The bookkeeper will receive \$200.00 in addition to her salary of \$8,064.00. The Children's librarian's salary has been set at \$7,752.00 for the upcoming year. The salary scale for any new individual being employed by the library will start at \$7,682.00. The library director was given a 5% increase from his 1981 salary. Any extra money that comes to the library should be put back into the book budget for the biggest concern to the library is the ability to purchase books. Beverly Austin moved that the budget and the salaries of the staff be approved. It was seconded by Mr. Kennedy. The rough draft of the budget was unanimously adopted by the board members present.

The director informed the board that the Kentuckiana Historical Restoration, Inc. (they did the work on the Post Office) wanted \$17,500 to repair the ceilings in the library. Mr. Pavese suggested that the gutters needed to be tuck-pointed. Mr. Richards said he would contact Craig Roofing and have them revise their proposal to include tuck-pointing and would report the findings at the August board meeting.

Mr. Kennedy made a motion to approve the investment of \$16,000 into a passbook savings account. Mr. Connors seconded the motion.

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

Respectfully submitted,

Emma Copeland, Secretary

Emma Copeland, Secretary

AGENDA

August 5, 1981

Board of Trustees Meeting
Elwood Public Library

- *1. Approval of minutes of July 8, 1981 meeting.

- 2. Director's monthly report.

- *3. Report on findings from Craig Roofing Company.

- *4. Request board to appoint the bookkeeper or director to serve as treasurer per the new law which takes effect September 1, 1981.

- 5. Reminder of meeting dates: Wed. Sept. 2, 1981 - Public Hearing.
Wed. Sept. 9, 1981 - Special session to adopt
and sign budget.
Get board signatures for appeal.

- *6. Adjournment of meeting.

*=requires motion, second, and vote.

MINUTES

Called meeting of Elwood Public Library Board

7/30/81

A special session of the Elwood Public Library Board met Thursday, July 30, 1981, at 3:00 p.m. in the director's office to discuss the budget as well as the possibility of shorter hours.

Attendance: Beverly Austin.....present
Tom Conner.....absent
Emma Copeland.....present
Betsy Herndon.....present
Michael Kennedy.....present
Edwin Pavese.....absent
Joeanna Winings.....absent
Steve Richards, Director..present

The meeting was presided over by the president, Betsy Herndon. The director made the presentation of the budget. Michael Kennedy moved and Betsy Herndon seconded that LIRF be reduced this year by \$3,023.03 and by \$3,000.00 next year. The motion carried. The meeting was declared adjourned.

Respectfully submitted,

Emma Copeland, Secretary
Emma Copeland, Secretary

The Elwood Public Library Board met Wednesday, August 5, 1981, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin	present
Tom Conner	present
Emma Copeland	present
Betsy Herndon	present
Michael Kennedy	present
Edwin Pavese	present
Joanna Winings	present
Steve Richards, Director	present

Mr. Kennedy made a motion to approve the minutes from the July board meeting. Mr. Pavese seconded the motion.

The Director gave the monthly report as follows:

Borrowers	4063
Incl. 1 NR	
Book Stock	56675
Circulation	7911
Information Questions	26
by phone 24	
Phonorecord Circ.	265
Cassette Circ.	15
Poster Circ.	49
Fines & Fees	84.26
Copier	504.35
Non-Resident	60.00

The director reported his findings from Craig Roofing to the board members. Mr. Richards had talked to three different individuals and all were pleased with their work. The estimate for the repair work was \$2,100.00 which includes tuck-pointing the gutters. The director recommended that the \$2,100.00 be transferred from LIRF into Repairs. The board members agreed to this and a resolution will be presented at the September 9th board meeting. When the transfer of funds are "okayed" by the State Board of Tax Commissioners the library will be able to contact Craig Roofing and give them the go ahead. Plastering and painting of the library's interior will be considered at a later date.

Mr. Kennedy mentioned the outside steps to the entrance way look as though they need new grouting. The board members took a few minutes out of the meeting to examine the condition of the steps. The board members then suggested to Mr. Richards that he talk to Bob Carter, Craig Roofing and Wilbur Pearson to get their opinion on how to solve the problem before any serious damage occurs.

AUGUST 5, 1981

Public law 205 takes effect September 1, 1981 which allows the library board to approve an employee or board member to act as treasurer. After discussing the current system of check signing the board members decided to table the discussion until a later date.

Mr. Richards asked permission to attend a small library workshop at Bloomington the 20th and 21st of September. Mrs. Austin thinks Mr. Richards definitely should go. All members of the board were agreeable to the director's attendance at this workshop.

The Director reminded the board members of the upcoming board meetings:

Wednesday, September 2, 1981 - Public hearing
Wednesday, September 9, 1981 - Special session to adopt
and sign budget.

Signatures were needed on an appeal that will be sent to the Tax Commissioners asking for recovery of 1% of the salaries paid for workmen's compensation.

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

Respectfully submitted,

Emma Copeland
Emma Copeland
Secretary

~~12~~
Board of Trustees meeting
Elwood Public Library

September 2, 1981

1. Public Hearing on 1982 budget. (brief!)

September 9, 1981

1. Approval of minutes of previous meeting and minutes from public hearing.
2. Director's monthly report.
3. Get board's signature for 1981 budget and resolution to reduce LIRE.
4. Get board's signature on additional appropriation for roof repair.
5. Discussion on repair to front steps of library.
 - A. Findings from Mr. Carter & Mr. Pearson.
 - B. Findings from Craig Roofing Co.
6. Assessment for flowers for Bingham family funeral.
Circulate card from Bingham family.
7. Discussion of new library attorney
8. Report on increase in health insurance.
9. Report on book sale.
10. Seek the board's approval for Art League to use the library meeting room.
11. Adjournment of meeting.

The Elwood Public Library Board met Wednesday, September 9, 1981, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

The auditor from the State Board of Accounts was here for three days last week. He reported that our books balanced to the last penny and that we will receive a written report in two to three months.

Mr. Pavese made a motion to approve the minutes from the August board meeting. Mrs. Copeland seconded the motion.

The director reported that the library had won in small claims court by default against Cheryl Collins. Ms. Collins had acquired a huge fine here at the library and had been given several chances to correct the situation but refused to do so. Mike Farrer, following up on Dan Bingham's case against Ms. Collins, wrote the library last week and stated that Cheryl Collins will be paying her debt off \$10.00 each week after the law firm spoke of garnishing her wages.

The director gave the monthly report as follows:

Borrowers	4090
Incl. 1 NR	
Book Stock	56435
Circulation	5505
Information Questions	56
by phone 23	
Phonorecord Circ.	203
Cassette Circ.	12
Poster Circ.	23
Fines & Fees	131.35
Copier	469.90
Non-Resident	45.00

Mr. Richards told the board that the auditor discovered an earlier treasurer bond that had not been signed by the board. The treasurer bond was signed and will be sent to the recorder of Madison County.

Beverly Austin moved and Ed Pavese seconded the motion that the 1982 budget be adopted. The motion was carried. The board members signed the proposed budget. The board also signed a resolution to reduce #56, transfer to LIRF, from \$8,899.00 to \$5,875.97.

The director recommended that \$2,100.00 be transferred from Library Improvement Reserve Fund into Repairs (#24) and that the repairs on the roof be purchased with this money. A library appropriation resolution was presented (see attachment). Mrs. Winings moved the adoption of the resolution. It was seconded by Mrs. Copeland. The resolution was adopted unanimously by the board members present.

The director reported that \$400.00 needs to be transferred from #31 Office Supplies into #32 Other Supplies. The amount budgeted in other supplies was not enough to cover the cost of janitorial supplies for the year. Mr. Conner moved the adoption of the resolution. It was seconded by Mrs. Winings. The resolution was adopted unanimously.

Mr. Richards reported his findings of the talk he had with Bob Carter about the condition of the library's front steps. Mr. Carter suggested repairing them with a mixture of turpentine and linseed oil. Wilbur said he did not want the steps repaired in this manner because it would track the linseed oil into the library. Craig Roofing suggested using cement caulking. Mr. Pearson proposed two methods of repair. One way would be to buy new strips to replace the present ones and the second way would be to mix mortar and repair the steps by hand. After some discussion the board agreed that using mortar would be the best way if Mr. Pearson is willing to do the work.

A floral arrangement was sent to the funeral home in memory of Dan Bingham and family. If the board members would like to make a contribution of \$2.00 it would be appreciated. A thank-you note from the families was passed around to the board members.

Mr. Richards opened the discussion concerning a new library attorney by suggesting three attorneys here in Elwood. Mrs. Winings made a motion to continue with the same law firm and have Mike Farrer represent the library. Mr. Conner seconded the motion.

The director reported to the library board that there had been an increase in his Blue Cross -Blue Shield premium.

A book sale was held Thursday, Friday, and Saturday during Glass Festival week. The library was able to sell the majority of the books and made \$247.03 in the process.

The policy regarding the meeting room only mentioned that it was unavailable for political groups and it did not mention anything about religious organizations. Mr. Richards informed the board

that Mae Williams, a member of the Elwood Art League, asked permission for her organization to use the meeting room. They wanted a place where they could reach as many people as possible including children. Mrs. Winings felt that they definitely could not use the meeting room if they charged people for art lessons and that the Art League should sign a contract stating that they will be responsible for any damages that occur in the meeting room. Several of the board members suggested contacting Mrs. Williams and finding out more specifics on the organization. If the club needs to know about the meeting room immediately Mr. Richards can call the board members.

After receiving many complaints about no drop box at the library Mrs. Herndon suggested the library try once more the use of a book return box on the library premises. The board members agreed to the suggestion and gave the director permission to remove the box at his discretion if any problems arise.

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

Respectfully submitted,

Emma Copeland, Secretary

Emma Copeland, Secretary

LIBRARY APPROPRIATION RESOLUTION

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

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

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

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
3 SUPPLIES		
#31	\$ 400.00	\$ 400.00
TOTAL	<u>\$400.00</u>	<u>\$400.00</u>

Presented to the Elwood Public Library Board read in full and adopted this ninth day of September, 1981, by the following aye and nay vote.

AYE

NAY

Thomas E. Conner

Emma Copeland

Beverly J. Austin

Betty Skender

Jacqueline M. Hering

Edwin Pavese

ATTEST:

Emma Copeland

Secretary of the Library Board

C E R T I F I C A T E

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

DATED THIS NINTH DAY OF SEPTEMBER, 1981.

AUDITOR OF MADISON COUNTY

Very Special

TRANSCRIPT OF PROCEEDINGS

OF
ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA

CONCERNING

ADDITIONAL APPROPRIATIONS

Elwood, Indiana

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATIONS

Notice is hereby given to the taxpayers of the City of Elwood, Madison County, Indiana, that the proper legal officers of the Elwood Public Library at their regular meeting place in the Elwood Public Library, at 7:00 o'clock p.m. on the 9th day of September, 1981, will consider the following additional appropriations and transfer, which said officers consider necessary to meet the extraordinary emergency existing at this time:

From:

Library Improvement Reserve Fund \$2,100.00

To:

2-Services Contractual

24-Repairs \$2,100.00

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

Betsy Herndon, President
Elwood Public Library Board

Pub.
Aug. 29
Sept. 5

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

The Board of Trustees of the Elwood Public Library, Elwood, Madison County, Indiana met in a regular session in the director's office at the library at 7 o'clock p.m. on the ninth day of September, 1981, there being present Charles Austin, Ed Pausse, Tom Coover, Betsy Herndon, Emma Copeland, Joanna Winings. Members absent were Michael Kennedy.

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

Director Stephen F. Richards stated that there was to be considered at this meeting the matter of transferring money from Library Improvement Reserve Fund into Repairs (#24).

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

"RESOLUTION FOR ADDITIONAL APPROPRIATIONS

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

FROM: Library Improvement Reserve Fund \$2,100.00

TO: #24 - Repairs \$2,100.00

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

The above resolution is hereby adopted this ninth day of September, 1981.

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

BY:

Edwin Pavese
Jeanne M. Williams
Betty Skindon

Beverly J. Austin
Emma Copeland

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

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

Emma Copeland
Secretary

RESOLUTION FOR ADDITIONAL APPROPRIATIONS

* * * * *

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

FROM: Library Improvement Reserve Fund \$2,100.00
TO: 2-Services Contractual
24-Repairs \$2,100.00

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

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

The above resolution is hereby adopted this 9th day of September, 1981.

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

Edwini Pavese
Jacqueline M. Williams
Betty Anderson
Beverly J. Austin

Ermons Copeland

C E R T I F I C A T E

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

Dated this ninth day of September, 1981.



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

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

* * * * *

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

DATED this 10th day of Sept., 1981.

AUDITOR OF MADISON COUNTY,
INDIANA

Auditor has original signed copy.

PROOF OF POSTING OF NOTICES FOR HEARING ON
ADDITIONAL APPROPRIATION

* * * * *

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

That he is the librarian of the Elwood Public Library,
Elwood, Indiana, and that he did, on the ninth day of September,
1981, post on three (3) public places located in the City of
Elwood, Madison County, Indiana, a copy of the notice to taxpayers
pertaining to additional appropriations, which notices were in
the form attached hereto and made a part hereof.

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


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



Librarian

Subscribed and sworn to before me, a Notary Public in
and for said County and State, this ninth day of September, 1981.

MY COMMISSION EXPIRES:
December 11, 1982



Notary Public
A resident of Madison County

Rec'd 10-9-81

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

In the matter of Additional Appropriations)
for: Madison County) No. 81482937
Elwood Public Library)

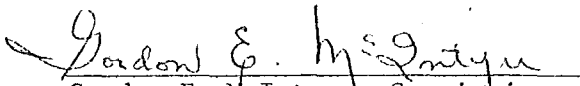
A petition having been filed by the proper legal officers of the above named taxing unit in the matter of additional appropriations, this matter having been set for hearing on 10-2-81, a report having been made and all of the facts having been carefully considered, this Board does now take the following action thereon:

APPROVED:

Library Improvement Reserve Fund \$2,100

Reference is made to the appropriation ordinance or resolution of the proper appropriating officials of said taxing unit, adopted: 9-9-81

STATE BOARD OF TAX COMMISSIONERS

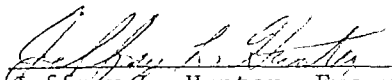

Gordon E. McIntyre, Commissioner

STATE OF INDIANA
OFFICE OF THE
STATE BOARD OF TAX COMMISSIONERS

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

WITNESS MY HAND and seal of the Board on this the 7th day
of October, 19 81.

bms


Jeffrey L. Hunter, Executive Secretary

AGENDA

October 7, 1981

Board of Trustees meeting
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Director's monthly report.
3. Request permission for the Director to attend Indiana Library Association annual conference Nov. 4-6, 1981 in French Lick.
4. Seek the board's approval to change November board meeting date from Nov. 4th to Nov. 9th at 7:00 p.m.
5. Report to board the outcome of budget hearing with State Board of Tax Commissioners Oct. 2, 1981.
6. Request permission to renew money market due Oct. 15, 1981.
7. Report to board the Oct. 31, 1981 retirement of library custodian.
(See what the possibility is of having the retirement age raised to 95!!- 😊.)
8. Adjournment of meeting.

The Elwood Public Library Board met Wednesday, October 7, 1981, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin	present
Tom Conner	present
Emma Copeland.	present
Betsy Herndon.	present
Michael Kennedy.	present
Edwin Pavese	present
Joeanna Winings.	present
Steve Richards, Director .	present

Mr. Kennedy made a motion to approve the minutes from the September board meeting. Mr. Pavese seconded the motion.

The director gave the monthly report as follows:

Borrowers	4134
Inc. 2 NR	
Book Stock	56506
Circulation	5473
Information Questions	23
by phone 16	
Phonorecord Circ.	221
Cassette Circ.	21
Poster Circ.	17
Fines & Fees	117.73
Copier	315.75
Non-Resident	37.50

The Library board granted permission for the director to attend the annual Indiana Library Association conference in French Lick, November 4th-6th.

The date of the November board meeting was changed from November 4th to November 3rd at 7:00 p.m. due to the fact that the director will be attending the ILA conference November 4th.

The director reported to the board that the library was notified at the budget hearing October 2nd that the 1982 budget must be reduced by \$5,015.00. One reason for the cut was due to decreases in the amount of money received from auto excise and bank taxes. The library's own miscellaneous revenue (fines, non-resident, and copier fees) are also down from last year. To improve our incoming revenue situation a suggestion was made to double both our fines and prices charged for the copier. Library fines have not been raised since 1961. The director told the board that he is going to Indianapolis Friday to appeal for workmen's compensation.

He also found out that the library could appeal for \$218.00 because of the land the city has annexed into Elwood since last year. Mr. Kennedy moved that the library's fines be increased to 10¢ each day per book and the price of one copy also be raised to 20¢ effective November 1, 1981. Mr. Pavese seconded the motion. Mrs. Austin voted against the motion, but it was accepted by the majority of the board.

The director reported that the library's operating fund has been depleted again this year. The bookkeeper will find it necessary to borrow from the Library Improvement Fund in order to operate until December when the library will receive their tax settlement. A library resolution was presented to the board stating that \$22,000 is to be transferred from LIRF into the Library Operating Fund (see attachment). The LIRF money is invested in a money market and a passbook savings account. The library's money market is going to expire October 15, 1981, at which time permission is needed to renew it for only \$13,000, the other \$ 8,000 will be placed in LIRF and then transferred to use as an Operating balance. To avoid borrowing from a bank the library will also need to withdraw \$14,000 from the passbook savings account and transfer the amount into the Operating Fund until our tax settlement is received in December. This temporary loan must be repaid before the end of the year. Mrs. Winings made a motion to adopt the resolution and to renew the money market for \$13,000 October 15th. It was seconded by Mr. Conner. The resolution was adopted by all of the board members present.

Mrs. Austin reported to the board that her sorority, Delta Theta Tau, is planning to purchase for the library a much needed paperback spinner. The director gratefully accepted the offer.

The director informed the board that the library's custodian, Wilbur Pearson, will be retiring at the end of October. Mrs. Herndon stated that she and the director discussed advertising for a part time person (25-35 hours a week) at \$3.40 an hour. The advertisement will run Saturday, Monday, and Tuesday in the Call-Leader. Deadlines for applications is October 17th and interviews will be held the week of the 19th. Board members are invited to look over the applications. Mr. Richards plans to make the final decision by October 26th. The new custodian will begin employment November 2nd and Mr. Pearson will train the new individual. The board members agreed with this decision.

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

Respectfully submitted,

Emma Copeland, Secretary

"RESOLUTION FOR LIBRARY APPROPRIATION

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

FROM:	Library Improvement Reserve Fund	\$22,000
	Passbook Savings	\$14,000.00 10-8-81
	Money Market	\$ 8,000.00 10-15-81

TO:	Library Operating Fund	\$22,000
-----	------------------------	----------

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

The above resolution is hereby adopted this seventh day of October, 1981.

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

BY:

<u>Bobby Skender</u>	<u>Richard Kennedy</u>
<u>Juanita M. Wiggins</u>	<u>Thomas E. Conner</u>
	<u>Edward P. ...</u>
	<u>Emma Copeland</u>

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

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

Emma Copeland
Emma Copeland, Secretary

10-9-81

C E R T I F I C A T E

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

DATED THIS SEVENTH DAY OF OCTOBER, 1981.



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

C E R T I F I C A T E

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

DATED THIS SEVENTH DAY OF OCTOBER, 1981.

AUDITOR OF MADISON COUNTY

0156 1811101
 STIC (17) BANK
 125 SOUTH ANDERSON STREET
 ELWOOD, IN 46036

ACCT
NO

181-1101-0

DATE

9/01/91

PG
NO

1

ELWOOD PUBLIC LIBRARY
 124 NO 16TH
 ELWOOD IN 46036 N

SAVINGS STATEMENT

EACH DEPOSITOR INSURED BY THE FEDERAL DEPOSIT INSURANCE CORPORATION

CHECKS / WITHDRAWALS	DEPOSITS	DATE	BALANCE
SOCIAL SECURITY NUMBER --> 310-58-6569			
		6/30	.00
	16,000.00	6/30	16,000.00
	142.33 IN	9/01	16,142.33

For minutes

September 23, 1991

Mr. Campbell called in reply to my letter concerning interest accrued (9/23/91). He said to enter it on my ledger as recurring interest and also concerning the interest all this can be done without withdrawing the money.

October 1, 1991 ~~minutes~~ *checked and noted to record interest*

I called Mr. Campbell to make sure he was aware that the library image manual stated that a withdrawal is a withdrawal and to be recorded. He said that the manual was not correct and that I did not have to have a warrant.

BALANCE FORWARDED	CHECKS/WITHDRAWALS	DEPOSITS PLUS INTEREST	TOTAL SERVICE CHG.	PRESENT BALANCE
.00	.00	16,142.33	.00	16,142.33

PLEASE EXAMINE AT ONCE. IF NO ERROR IS REPORTED IN TEN DAYS, THE ACCOUNT WILL BE CONSIDERED CORRECT.
 STOCK NO. 210/9-79

AGENDA

November 3, 1981

Board of Trustees meeting
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Director's monthly report.
3. Report to board the new custodian chosen.
4. Request permission to close library on Saturday Dec. 26 following Christmas, but remain open on Saturday Jan. 2, 1982.
5. Seek the board's approval for Director to have his remaining vacation from Dec. 21st - 29th.
6. Announce change in insurance coverage from Blue Cross/Blue Shield to Wisconsin Employer's Insurance Company.
7. Report that Craig Roofing Co. will soon begin work on library roof.
8. Seek the board's approval for requesting advance tax draw in Nov.
9. Report new money market interest rate.
10. Adjournment of meeting.

The Elwood Public Library Board met Tuesday, November 3, 1981, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

Mr. Kennedy made a motion to approve the minutes from the October board meeting. Mr. Pavese seconded the motion.

The director gave the monthly report as follows:

Borrowers	4146
Inc. 9 NR	
Book Stock	56593
Circulation	5925
Information Questions	74
by phone 45	
Phonorecord Circs	307
Cassette Circ.	16
Poster Circ.	21
Fines & Fees	168.06
Copier	355.45
Non-Resident	105.00

The director happily reported that 352 children went through the haunted house that was sponsored by the children's room. Each child had to check out three books for admission into the haunted house.

A thank you card from Wilbur Pearson was passed around for all of the board members to read.

Mr. Richards reported to the board that he had selected Jerry Bomholt to replace Mr. Pearson as the custodian for the library.

The director asked permission to close the library the day after Christmas (since it falls on Saturday) so that the staff will be able to enjoy an extra long holiday. Mr. Pavese made a motion to close the library the 24th, 25th, and 26th of December. Mr. Kennedy seconded the motion.

Mr. Richards asked the board if it would be acceptable if he took his remaining vacation days from December 21st-29th. Mrs. Austin moved that the remainder of the director's vacation be taken at the time he specified. Mr. Pavese seconded the motion.

The director's hospital insurance was changed from Blue Cross-Blue Shield to Wisconsin Employer's Insurance Company. The new monthly amount the library will be paying is \$129.30 which is a decrease from Blue Cross-Blue Shield's rate of \$135.75.

Mr. Richards informed the board that Craig Roofing is presently working on a church in Tipton and will begin repairs on the library as soon as possible.

The Director informed the board members that the library was in desperate need of an advance tax draw to help the library alleviate cash flow problems caused by the lack of an operating balance. Mrs. Austin made a motion to request an advance tax draw of \$7,000 from the Madison County Treasurer. Mr. Kennedy seconded the motion.

Mr. Richards reported that the money market was renewed in the amount of \$8,000 October 16th. The rate of interest the library receives was down slightly from 13.896% to 13.75%.

The board members feel it is necessary for the library to purchase a snow blower. Mr. Richards said he would check on some prices and report his findings at the December board meeting.

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

Respectfully submitted,

Michael Kennedy
Secretary Pro Tem

AGENDA

December 2, 1981

Board of Trustees meeting
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Report on November's circulation.
3. Get board's signature for resolution to transfer funds.
4. Seek the board's approval for requesting advance tax draw in December.
 - a. report on tax draw already received.
5. Reduce current operating balance - letter
 - a. current status of operating balance.
6. Report that Craig Roofing has completed the work on the library.
 - a. will pay directly from LIRF
7. Equipment purchases
 - a. snowblower
 - b. vacuum sweeper
 - c. stereo - gift
8. Discussion of a screening committee and advertisement.
9. Report amount of interest on money market.
10. Announce letter received from E.C. Deyo & Associates regarding appraisal of library property.
11. Request permission to repay loan to Library Improvement Reserve Fund.
12. Request permission to seek part-time assistance.
13. Adjournment of meeting.

MERRY CHRISTMAS!

... next board meeting January 6, 1982.

1775 Antler Court
Elwood, Ind. 46036
November 11, 1981

Mrs. Richard Herndon
Board President
Elwood Public Library
Elwood, Ind. 46036

Dear Mrs. Herndon and members of the board:

It is with sincere regret that I herewith tender my resignation as Library Director of the Elwood Public Library, officially effective December 4, 1981. My last actual working day being November 10, 1981 as agreed with the board president.

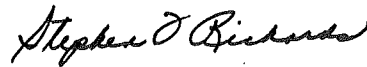
As you well know, this is not a matter of choice on my part, and I am disappointed that what obviously began as a personality conflict among some members of the board and staff could not be resolved in a proper, ethical, and professional way.

It is symbolic to me that at no time during the past several months have I been confronted with any problems or deficiencies regarding my job performance. Even to the present, I am unclear as to the reasons for this unfortunate action.

I would like to add that the past twenty months of residence in Elwood have been most enjoyable for my family and me and we will cherish many friendships which have been gained during this time.

I hope that you will take pains to find a well-qualified professional to direct the affairs of the Elwood Public Library for the people of the community deserve the best. Also, in all fairness to my successor, I hope that a mutually satisfying system of communications and job expectations can be established with the board to avoid the pitfalls which have recently occurred. You owe that much to yourselves and the professional you choose.

Sincerely,



Stephen F. Richards

LIBRARY APPROPRIATION RESOLUTION

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

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
3 SUPPLIES		
32 Other Supplies	\$ 65.00	\$ 65.00
33 Miscellaneous	50.00	50.00
5 CURRENT CHARGES		
55 Employer's Contribution, Retirement, OASI	\$100.00	\$100.00
7 PROPERTIES		
72 Equipment	\$ 30.00	\$ 30.00
	<hr/>	<hr/>
TOTAL	\$245.00	\$245.00

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
2 SERVICES CONTRACTUAL	\$245.00	\$245.00
25 Services, Other Contractual		
	<hr/>	<hr/>
TOTAL	\$245.00	\$245.00

Presented to the Elwood Public Library Board read in full and adopted this second day of December, 1981, by the following aye and nay vote.

AYE

Jacqueline M. [Signature]

Betsy [Signature]

Emma [Signature]

NAY

LIBRARY APPROPRIATION RESOLUTION

MAY

AYE

Michael D. Amodeo
Edmund Power

ATTEST:

James Caplan

Secretary of the Library Board

C E R T I F I C A T E

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

DATED THIS SECOND DAY OF DECEMBER, 1981.



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

C E R T I F I C A T E

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

DATED THIS SECOND DAY OF DECEMBER, 1981.

AUDITOR OF MADISON COUNTY

The Elwood Public Library Board met Wednesday, December 2, 1981, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

Beverly Austin	absent
Tom Conner	absent
Emma Copeland.....	present
Betsy Herndon.....	present
Michael Kennedy.....	present
Edwin Pavese.....	present
Joeanna Winings.....	present

Mr. Kennedy made a motion to approve the minutes from the November board meeting. Mr. Pavese seconded the motion.

Lynn Ischay gave the monthly report as follows:

Borrowers	4186
Incl. 2 NR	
Book Stock	56690
Circulation	5813
Information Questions	82
By phone	32
Phonorecord circ.	334
Cassette circ.	13
Poster circ.	13
Fines & Fees	89.90
Copier	374.85
Non-Resident	52.50

The Adult and Juvenile department's circulation had each increased by 10%.

The bookkeeper reported that \$245.00 needs to be transferred from #25 Services Contractual into #32 Other Supplies, #33 Miscellaneous, #55 Employer's Contribution, and #72 Equipment. The amount budgeted in these appropriations was not enough to cover the cost for the remainder of the year. Mr. Kennedy moved the adoption of the resolution (see attachment). It was seconded by Mrs. Winings. The resolution was adopted unanimously by the board members present.

The library received November's request for the \$7,000 from the Madison County treasurer as an advance tax draw. Again this month the library is in need of an advance tax draw to help serve as an operating balance for the remainder of the year. Mrs. Winings made a motion to request an advance tax draw of \$10,000 from the Madison County treasurer. Mr. Kennedy seconded the motion.

The bookkeeper questioned the need to pass a resolution to reduce the current operating budget which is done every year in December. She received a reply from the State Library stating that it is not necessary to pass the resolution because at the end of the year any unexpended funds will automatically go to increase the operating balance for the new year.

Craig Roofing has recently completed the work on the roof. The library received approval by the State Board of Tax Commissioners to pay for the roof repairs from the Library Improvement Reserve Fund.

The Board members were informed that there was some necessary purchases made that depleted the equipment fund. A snowblower was purchased here in Elwood at the discounted price of \$269.10. The vacuum cleaner was in sad shape and therefore was replaced by a new commercial model. The children's room has been without a record player for over a year. Mrs. Thomas purchased a stereo she thought would best suit the needs of the children by using the gift money donated by Beta Sigma Phi and Sigma Phi Gamma. A plaque shall be attached to the stereo showing who made the fine gift to the library.

Mrs. Herndon discussed selecting a screening committee to interview the new applicants. Mr. Kennedy felt that the previous committee (Mrs. Herndon, Mrs. Copeland, and Mrs. Austin) did a good job in selecting candidates for the director's job. Mrs. Herndon noted that she thought it was important that all of the board members be present at the final screening. A notice about the job opening will be sent to the nearby universities, several library publications and advertisements in the Indianapolis Star. The salary of the new director was discussed and the range was set from \$12,000-\$13,000. It was agreed upon that the director's vacation will be two weeks the first two years of employment subject to revaluation after three years.

Mr. Kennedy made a motion to accept Mr. Richard's resignation. Mrs. Herndon seconded the motion.

The bookkeeper reported that the library receives \$148.55 each month in interest on the \$8,000 that is invested in a money market.

A letter was read from the E.C. Deyo & Associates regarding an Appraisal Revision for the library. A revision is designed to keep the insurable valuables and the proof-of-loss features of the library's property updated. The last such appraisal was May 18, 1977. Mr. Pavese made a motion to schedule the appraisal revision in the near future. Mrs. Winings seconded the motion.

Permission was granted for the bookkeeper to pay back the loan of \$22,000 to the Library Improvement Reserve Fund before the end of the year. Lynn suggested placing \$28,000 into the library's passbook savings account until the funds are needed to be borrowed again to act as an operating balance.

The board agreed to hire Darlene Summers to work part time until a new director is hired. The staff has been extremely busy and Mrs. Summers will be a great help to the library.

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

Respectfully submitted,

Emma Copeland, Secretary

Emma Copeland, Secretary