

*Please publish
notice of meeting
Thank you.*

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
1600 Main Street
Elwood, Indiana 46036
Telephone 765-552-5001 Fax No. 765-552-0955

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Meeting for Business
AGENDA
January 14, 1998
7:00PM

CALL TO ORDER
CALL FOR QUORUM
MINUTES

CLAIMS REGISTER

OLD BUSINESS

NEW BUSINESS

- A. Building Reports
1. Elwood - Bills
 2. Frankton
 3. Summitville

B. Art Work

DIRECTOR'S REPORT

ADJOURN

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Regular Meeting for Business
January 14, 1998
7:00pm

CALL TO ORDER

A regular meeting for business was called to order by President Pam Bohlander in the meeting room of the Elwood Public Library at 7:00pm on January 14, 1998.

CALL FOR QUORUM

Board members present with President Bohlander were: Barbara Abernathy, Linda Sizelove, Sharan Pace, Director Kathi Wittkamper, Admin. Ass't. Jan Helpling, Leasing Corp. member Don Hill, Elwood Call-Leader reporter Brian Hamilton and student Misty Hall. Absent board members were Jerry Kaiser and Brenda Carey.

MINUTES were approved with a motion from Sharan Pace, seconded by Barbara Abernathy and passed.

CLAIMS REGISTER was signed by members. Checks were not signed because of the absence of the treasurer and ass't. treasurer.

OLD BUSINESS

Director Wittkamper talked to the State Library in regard to the Universal Technology Fund. She was told the meetings are now being set to meet with libraries and she will be contacted. The State Library said the requirements will be flexible for small libraries to take advantage of the fund, since they sometimes have the biggest problem buying the expensive equipment required to be up-to-date.

President Bohlander asked about Standards for Public Libraries and how they affect our library. Kathi said one of her goals for 1998 was to ensure at least minimal compliance with the standards.

Barbara Abernathy asked that we study the rules for legal requirements and board by-laws. She is concerned about board members missing meetings.

Barbara also asked about the memorial benches for Richard Merritt that are being made by Roger Gregg. Board members want to make sure they have been ordered.

Linda Sizelove reported the outside sign will be finished soon.

BUILDING REPORTS

Elwood – Three bills were allowed to be paid from the Bond Fund with a motion from Sharan Pace, seconded by Linda Sizelove and passed. They are:

Ramsay Business Products / Copier	\$ 2,225.00
Audio Visual Communications./Computer	5,753.00
National City Bank/ Admin. Fee	1,350.00

Kathi told board members she was discussing with staff members at Elwood rearranging units at the front desk to better accommodate both the public and the staff. The new copier was set on the counter and is too high now but she is considering a new unit with a lower height for easier accessibility. Board members asked that the final plans for the arrangement be shown to them before it is done.

Kathi reported Summitville has a new storage building and their landscaping is finished.

Admin. Ass't. Jan Helpling gave a report on the Art Work. She reported the two T. C. Steele paintings have been framed and hung above the computers for better public viewing. The Leota W. Loop painting is at the Museum of Art at present and will be picked up sometime this summer. It is the last painting to be cleaned and with the payment for the cleaning, the brick fund will be depleted.

Kathi said she has had a request from Peg Eddy to work part-time instead of full-time as of February 1. David Goodknight has had an extended absence and Katie Goodknight has filled in. David has decided to resign as page. Kathi is leaving it up to Sharon Fouts, Youth Services Manager, to make the decision to let Katie stay in the position. A short discussion about volunteer help was held, board members hope it will be encouraged. Kathi said when the part-time person is hired the staff should be set for awhile.

The Library system has received a check for \$35,567.06 from the Treasurer of Madison County for our share of a special distribution of COIT. Kathi said she would like to deposit the money in the LIRF FUND. Linda Sizelove made a motion that \$35,567.06 be deposited in the LIRF FUND with the understanding that the board would know when any of the money is spent. Barbara Abernathy seconded and the motion passed.

Sharan Pace brought up several concerns by the Frankton Library. They have various problems with the computers that have been reported and not taken care of. Other issues raised were periodical selection and storage, supplies, computer training and communications. Kathi is to report back to the board in February re: these topics.

.Sharan Pace asked that the meeting room policy be looked at by the board. She has been told by a Frankton resident that they want to use the room but do not think they should need to fill out a new form each month since it is for the same thing. After a short discussion, the board agreed an organization that uses the meeting room several times during the year may fill out one form and leave one deposit. However, they must check on availability each time they want to reserve the room.

Board members asked that next month's meeting be held in Frankton. If an executive meeting is needed, it should be at 7:00pm and public meeting at 7:30pm.

President Bohlander asked if the flag is being taken down each night. Although Steve Sizelove can put lights on the flag so that it will not need to be taken down each night, board members decided they have already made a decision and want it taken down each night.

Linda Sizelove asked about the fire alarm system. Kathi said she is still working with Simplex. Linda said she wants it done by the next meeting. Kathi said the contractor has sent a strong letter to the sub-contractor regarding the floor in the meeting room. Sharan also brought up the plumbing problem in the building and feels it should be solved by next month too. Board members asked for reports on the fire system, plumbing, branches and would like a copy of the letter from M.D. Rowe to the sub-contractor.

Sharan Pace made a motion to adjourn, Barbara Abernathy seconded the motion and it passed.

Barbara Abernathy, Sec

Barbara Abernathy, Sec.

Jerry Kaucer
Sharan Pace
Cherda Carey

Penelope Bohlander

DIRECTOR'S REPORT

NMCPLS TRUSTEE MEETING • JANUARY 14, 1998

AGENDA ITEMS

NEW BUSINESS

A. Building Reports

1. Elwood -- Bills; new computer equipment & software installed for Jan's use; new copier installed.
2. Frankton -- Had some difficulty with telephone & phone service several days last week; has since been resolved.
3. Summitville -- New copier installed; landscaping completed and storage building constructed.

B. Art Work

- C. Special COIT distribution -- \$35,567.06.

STAFF REPORT

Effective February 1, Peg Eddy will go from full-time to part-time employment. I would like to hire a part-time clerk to fill the void left by this change.

Katie Goodknight filled-in for her brother, during David's extending absence. Her time was dedicated to Youth Services, where she had previously performed volunteer work. Earlier this week, David chose to resign his position. Youth Services Mgr. Sharon Fouts will help determine who is to fill the page position permanently.

GENERAL INFORMATION

Shelved collections are "read" on a regular, on-going basis. This is a routine process of cleaning, repairing, and correctly filing materials on the shelves in an orderly fashion. Each collection -- video, adult reference, juvenile non-fiction, young adult fiction, etc. -- is completely "read" several times a year. Total holdings in the Elwood Adult Services area were recently read, and snap-in Dewey location signs up-dated.

When materials are withdrawn from any collection, an effort is made to find them a new "home" where they can continue to be used. Recently withdrawn materials have been donated to Elwood High School Library, a small public library in Colorado (they paid shipping), and an individual who transports materials to Native American reservations. Other materials are sold by donation through the continuous "Book Sale" display in each facility.

Circulation statistics are not the only means of gauging activity within a library facility, but it is a key indicator. Year-end figures for 1997 show, for the first time, Elwood circulated more than 100,000 items -- 103,217 to be precise. This is a net increase of 32% over 1996 figures. Frankton saw a 3% increase over 1996 circulation with a total of 35,962 items; while Summitville experienced a 4% decrease from 1996 with a total of circulation of 21,058 in 1997.

1997 Statistics for North Madison County Public Library System

Elwood total items circulated: 103,217 (This is the first time the Elwood library has circulated over 100,000 items). A 32 % increase over 1996.

Frankton total items circulated: 35,962 A 3% increase over 1996.

Hazelbaker total items circulated: 21,058 A 4% decrease from 1996.

The following statistics are from the Elwood library only:

Patron count: 94,484 This is the total number of people who used the library in 1997.

Reference questions answered: 3,420 A reference question is one in which a library employee must use a library source to answer a question put forth by a patron.

Patron assistance: 3,219 Patron assistance is when a library employee helps a patron with library equipment.

Computer usage-- Children: 2040 Number of children using the childrens department computers in 1997.

Computer usage-- Adult: 1042 Number of adult using the adult department computers in 1997.

NORTH MADISON COUNTY

PUBLIC LIBRARY SYSTEM

DEC. 1997 STATISTICS

	1996	1997	Amount of Change	Percent of Change	YTD
Elwood					
Adult	1828	2690	+862	+47%	38553
Juv.	1319	2012	+693	+53%	29782
Y.A.	0	96	+96	+100%	2363
Per.	192	290	+98	+51%	4244
Aud.	48	235	+187	+390%	2745
Vid.	0	1707	+1707	+100%	25530
Total	3387	7030	+3643	+108%	103217

F'ton					
Adult	762	843	+81	+11%	13452
Juv.	405	602	+197	+49%	8268
Per.	134	173	+39	+29%	2693
Aud.	19	8	-11	-58%	82
Vid.	794	1037	+243	+31%	11467
Total	2114	2663	+549	+26%	35962

H'bak					
Adult	553	558	+5	0%	7836
Juv.	358	278	-80	-22%	5997
Per.	82	95	+13	+1%	1281
Aud.	0	13	+13	+100%	84
Vid.	518	463	-55	-11%	5860
Total	1511	1407	-104	-7%	21058

System					
Adult	3143	4091	+948	+30%	59841
Juv.	2082	2892	+810	+39%	44047
Y.A.	0	96	+96	+100%	2363
Per.	408	55	+150	+37%	8218
Aud.	67	256	+189	+282%	2911
Vid.	1312	3207	+1895	+144%	42857
Total	7012	11100	+4088	+58%	160237

Reference (Elwood Adult only) 97

Patron Assistance (Elwood Adult only) 234

Computer usage (Elwood only) Adult: 102 Childrens: 141

Patron Count (Elwood only) 7241

Programming Elwood: 16/164 F'ton: 3/21 H'bak: none

AUDITOR of MADISON COUNTY

PATRICIA DILLON
Auditor

Madison County Government Center
Anderson, Indiana 46016
January 7, 1998

TO: TAXING UNITS AND SPECIAL TAXING DISTRICTS
FROM: MADISON COUNTY AUDITOR'S OFFICE
SUBJECT: SPECIAL DISTRIBUTION OF COUNTY OPTION INCOME TAX

The Madison County Income Tax Council on March 31, 1997 passed and adopted Ordinance # 1-97 to increase the COIT and to reduce the required six (6) month balance of the special account to a three (3) month balance. The enclosed warrant is your share of the three (3) month special distribution in compliance with IC 6-3.5-6-17.5.

For the County, Cities or Towns please refer to Indiana Code IC 36-9-14.5-2 or IC 36-9-15.5-2 to determine where to put these funds and how the money may be spent. The money could be used by Townships and Special Tax Districts for any item which the civil taxing unit may issue a general obligation bond.

If you have any questions please contact your attorney or call the State Board of Accounts.

Patty Mauck
First Deputy Auditor

APPROVED BY STATE BOARD OF ACCOUNTS FOR MADISON COUNTY 1978

TREASURER MADISON COUNTY
ANDERSON, INDIANA

No. 045784

20-6
740

FUND CO OPTION TAX

CLAIM NO.

PAY DATE 1/08/98

APPRO. 599 000

AMOUNT
\$35,567.06

PAY EXACTLY ***35,567** DOLLARS AND **06** CENTS
DESC. SPECIAL COIT DIST

VOID UNLESS CASHED WITHIN 30 DAYS

PAY TO THE
ORDER OF

NTH MADISON CO PUBLIC LIBRARY

124 NO 16TH ST
ELWOOD

IN 46036

Patricia Dillon
MADISON COUNTY AUDITOR
John J. Wammur
MADISON COUNTY TREASURER

⑈045784⑈ ⑆074000065⑆ 004004427⑈

ELWOOD PUBLIC LIBRARY
AGENDA
December 10, 1997
7:00PM

CALL TO ORDER
CALL FOR QUORUM
MINUTES

CLAIMS REGISTER

OLD BUSINESS

NEW BUSINESS

- A. Building Reports
1. Elwood - Bills

B. Art Work — TC Steele — \$2075.00 Restoration costs
2957.00 Framing for 2 Steeles

DIRECTOR'S REPORT

ADJOURN

Took Leta Loop for
Cleaning

1500.00 Balance in Brick Fund

- 0 - will be after Loop
Cleaning

last wk —
28th of March

Register Of Claims

h Madison County Public Library Sy

Report Date: From 1/1/98 To 1/31/98

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	20	EFTPS	Operating Fund	Employee Benefits	\$917.94	1/7/98	Payroll 1/7/98
			Federal Taxes Withheld	Payroll Deductions	\$1,308.04		
			FICA	Payroll Deductions	\$743.97		
			Medicare	Payroll Deductions	\$173.97		
0	17	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	1/7/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,472.12		
			Operating Fund	Wages of Janitor	\$373.15		
0	42	GALE RESEARCH				1/14/98	As Per Attached Invoices As Per Attached Invoices
			Total this claim =	_____			
16950	18	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,502.92	1/7/98	
16951	19	INDIANA DEFERRED COMPEN	Annuity	Payroll Deductions	\$165.00	1/7/98	

<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>
16951	21	AMERITECH	Operating Fund	Telephone & Telegraph	\$201.89	1/14/98	
			Operating Fund	Telephone & Telegraph	\$104.75		
				<i>Total this claim =</i>	<u>\$306.64</u>		
16952	22	AT&T	Operating Fund	Telephone & Telegraph	\$3.04	1/14/98	
				<i>Total this claim =</i>	<u>\$3.04</u>		
16953	25	AUDIO VISUAL COMMUNICATI	Operating Fund	Professional Services	\$109.00	1/14/98	Serv agree. For Jan.
				<i>Total this claim =</i>	<u>\$109.00</u>		
16954	26	BAKER & TAYLOR BOOKS	Operating Fund	Elwood Adult	\$894.88	1/14/98	
			Operating Fund	Elwood Childrens	\$6.72		
			Operating Fund	Frankton	\$247.23		
			Operating Fund	Summitville	\$100.87		
			Gift	Summitville	\$178.46		
				<i>Total this claim =</i>	<u>\$1,428.16</u>		
16958	27	A E BOYCE CO INC	Operating Fund	Official Records	\$11.28	1/14/98	
				<i>Total this claim =</i>	<u>\$11.28</u>		
16959	28	CAROLYN LAMBERTSON	Operating Fund	Traveling Expense	\$15.00	1/14/98	
				<i>Total this claim =</i>	<u>\$15.00</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>
16960	30	CHILDREN'S BOOK COUNCIL	Operating Fund	Elwood Adult	\$3.00	1/14/98	
				<i>Total this claim =</i>	<u>\$3.00</u>		
16961	31	CINDA HORINE	Operating Fund	Traveling Expense	\$22.50	1/14/98	
				<i>Total this claim =</i>	<u>\$22.50</u>		
16962	32	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$126.34	1/14/98	
				<i>Total this claim =</i>	<u>\$126.34</u>		
16963	33	DEMCO	Operating Fund	Book Processing	\$166.18	1/14/98	
				<i>Total this claim =</i>	<u>\$166.18</u>		
16964	34	DIANA L. SHEPARD	Operating Fund	Traveling Expense	\$4.00	1/14/98	
				<i>Total this claim =</i>	<u>\$4.00</u>		
16965	35	DIANA L. SHEPARD	Operating Fund	Operating Supplies	\$9.78	1/14/98	
			Operating Fund	Postage & UPS	\$15.38		
			Operating Fund	Professional Meetings	\$24.99		
				<i>Total this claim =</i>	<u>\$50.15</u>		
16966	36	EDWARDS ELECTRICAL & ME	Operating Fund	Other Professional Services	\$387.00	1/14/98	
				<i>Total this claim =</i>	<u>\$387.00</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>
16967	37	ELWOOD FIRE EQUIPMENT C	Operating Fund	Equipment	\$170.00	1/14/98	
				<i>Total this claim =</i>	<u>\$170.00</u>		
16968	38	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$25.77	1/14/98	
				<i>Total this claim =</i>	<u>\$25.77</u>		
16969	39	FOUR POINT DESIGN, INC.	Operating Fund	Furniture & Equipment	\$94.95	1/14/98	
				<i>Total this claim =</i>	<u>\$94.95</u>		
16970	40	GTE NORTH INDIANA OPERAT	Operating Fund	Telephone & Telegraph	\$124.99	1/14/98	
				<i>Total this claim =</i>	<u>\$124.99</u>		
16971	41	GAYLORD BROS.	Operating Fund	Office Supplies	\$42.70	1/14/98	
				<i>Total this claim =</i>	<u>\$42.70</u>		
16972	43	GALE RESEARCH	Operating Fund	Elwood Adult	\$557.66	1/14/98	
				<i>Total this claim =</i>	<u>\$557.66</u>		
16973	44	HORTON'S & SONS OF ELWO	Operating Fund	Operating Supplies	\$89.93	1/14/98	
				<i>Total this claim =</i>	<u>\$89.93</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>
16974	45	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$32.41	1/14/98	
				<i>Total this claim =</i>	<u>\$32.41</u>		
16975	46	INDIANA GAS COMPANY	Operating Fund	Gas	\$387.18	1/14/98	
			Operating Fund	Gas	\$104.98		
			Operating Fund	Gas			
			Operating Fund	Gas	\$176.81		
				<i>Total this claim =</i>	<u>\$668.97</u>		
16976	47	INDIANA LIBRARY FEDERATIO	Operating Fund	Dues	\$100.00	1/14/98	
				<i>Total this claim =</i>	<u>\$100.00</u>		
16977	48	INDIANA UNIVERSITY PRESS	Operating Fund	Elwood Adult	\$43.71	1/14/98	
				<i>Total this claim =</i>	<u>\$43.71</u>		
16978	49	INDYNET	Operating Fund	Professional Services	\$15.00	1/14/98	
				<i>Total this claim =</i>	<u>\$15.00</u>		
16979	50	INGRAM DISTRIBUTION GROU	Operating Fund	Summitville	\$190.46	1/14/98	
				<i>Total this claim =</i>	<u>\$190.46</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>
16980	52	INSPIRATIONAL BOOK DISTR.	Operating Fund	Elwood Adult	\$323.77	1/14/98	
					<i>Total this claim =</i>	<u>\$323.77</u>	
16981	51	INSPIRATIONAL BOOK DISTR.	Operating Fund	Elwood Adult	\$0.00	1/14/98	VOIDED
					<i>Total this claim =</i>	<u>\$0.00</u>	
16982	53	JAMIE B. SCOTT	Operating Fund	Traveling Expense	\$3.75	1/14/98	
					<i>Total this claim =</i>	<u>\$3.75</u>	
16983	54	JANE A. BECKLEY	Operating Fund	Land Buildings Improvements	\$2,000.00	1/14/98	
					<i>Total this claim =</i>	<u>\$2,000.00</u>	
16984	55	K MART	Operating Fund	Operating Supplies	\$183.20	1/14/98	
					<i>Total this claim =</i>	<u>\$183.20</u>	
16985	56	HIGHSMITH CO.,INC.	Operating Fund	Furniture & Equipment	\$72.36	1/14/98	
					<i>Total this claim =</i>	<u>\$72.36</u>	
16986	57	LIBRARY CORPORATION, THE	Operating Fund	Book Processing	\$256.00	1/14/98	Barcode Labels Barcode Labels
					<i>Total this claim =</i>	<u>\$256.00</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>
16987	58	LIBRARY STORE INC., THE	Operating Fund	Operating Supplies	\$194.10	1/14/98	
				<i>Total this claim =</i>	<u>\$194.10</u>		
16988	59	TREASURER OF MADISON CO	Operating Fund	Taxes	\$9.86	1/14/98	
				<i>Total this claim =</i>	<u>\$9.86</u>		
16989	60	MADISON-GRANT HIGH SCHO	Operating Fund	Summitville	\$25.00	1/14/98	
				<i>Total this claim =</i>	<u>\$25.00</u>		
16990	61	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$50.00	1/14/98	
				<i>Total this claim =</i>	<u>\$50.00</u>		
16991	62	MCI	Operating Fund	Telephone & Telegraph	\$20.71	1/14/98	
				<i>Total this claim =</i>	<u>\$20.71</u>		
16992	63	MICHIE	Operating Fund	Elwood Adult	\$40.74	1/14/98	
				<i>Total this claim =</i>	<u>\$40.74</u>		
16993	64	MIDWEST TAPE	Operating Fund	Elwood YA	\$175.50	1/14/98	
			Operating Fund	Frankton	\$194.20		
				<i>Total this claim =</i>	<u>\$369.70</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>
16994	65	NAEIR	Operating Fund	Other Supples	\$375.00	1/14/98	
				<i>Total this claim =</i>	<u>\$375.00</u>		
16995	66	PRODUCT DEVELOP.CORP.	Operating Fund	Elwood Adult	\$23.09	1/14/98	
				<i>Total this claim =</i>	<u>\$23.09</u>		
16996	67	PDR	Operating Fund	Elwood Adult	\$69.95	1/14/98	
				<i>Total this claim =</i>	<u>\$69.95</u>		
16997	68	PITNEY BOWES	Operating Fund	Equipment/Rental	\$101.25	1/14/98	
				<i>Total this claim =</i>	<u>\$101.25</u>		
16998	69	QUILL CORPORATION	Operating Fund	Office Supplies	\$450.40	1/14/98	
				<i>Total this claim =</i>	<u>\$450.40</u>		
16999	70	RELIABLE	Operating Fund	Office Supplies	\$79.14	1/14/98	
				<i>Total this claim =</i>	<u>\$79.14</u>		
17000	71	RAMSAY BUSINESS PRODUC	Operating Fund	Office Supplies	\$180.74	1/14/98	
			Operating Fund	Professional Services	\$85.00		
				<i>Total this claim =</i>	<u>\$265.74</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>
17001	72	SHARON FOUTS	Operating Fund	Traveling Expense	\$16.00	1/14/98	
				<i>Total this claim =</i>	<u>\$16.00</u>		
17002	73	SIMON & SCHUSTER	Operating Fund	Summitville	\$61.26	1/14/98	
				<i>Total this claim =</i>	<u>\$61.26</u>		
17003	74	TEXAS STATE LIBRARY	Operating Fund	Elwood Adult	\$8.88	1/14/98	
			Operating Fund	Elwood Childrens	\$8.88		
			Operating Fund	Frankton	\$8.88		
			Operating Fund	Summitville	\$8.89		
				<i>Total this claim =</i>	<u>\$35.53</u>		
17004	75	TASTE OF HOME	Operating Fund	Frankton	\$22.45	1/14/98	
				<i>Total this claim =</i>	<u>\$22.45</u>		
17005	76	TOWN OF FRANKTON	Operating Fund	Water	\$16.44	1/14/98	
			Operating Fund	Electricity	\$47.35		
				<i>Total this claim =</i>	<u>\$63.79</u>		
17005	77	INDIANA LIBRARIES' UNEMPL	Operating Fund	Employee Benefits	\$909.90	1/14/98	
				<i>Total this claim =</i>	<u>\$909.90</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>
17007	78	UPSTART	Operating Fund	Other Supplies	\$91.18	1/14/98	
				<i>Total this claim =</i>	<u>\$91.18</u>		
17008	79	LEISURE ARTS	Operating Fund	Frankton	\$38.60	1/14/98	
				<i>Total this claim =</i>	<u>\$38.60</u>		
17009	80	OXMOOR HOUSE	Operating Fund	Frankton	\$29.45	1/14/98	
				<i>Total this claim =</i>	<u>\$29.45</u>		
17010	81	MARGARET A. EDDY	Operating Fund	Traveling Expense	\$5.25	1/14/98	
				<i>Total this claim =</i>	<u>\$5.25</u>		
17011	23	AGLL	Operating Fund	Elwood Adult	\$9.95	1/14/98	BOOKS
							BOOKS
				<i>Total this claim =</i>	<u>\$9.95</u>		
17012	24	AMERICAN BUSINESS DIRECT	Operating Fund	Elwood Adult	\$610.00	1/14/98	AM. MFG.DIRECTORY
				<i>Total this claim =</i>	<u>\$610.00</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>
17013	82	INDIANA LIBRARY FEDERATIO	Operating Fund	Dues	\$486.02	1/14/98	
					<i>Total this claim =</i>	\$486.02	
17014	83	BARBARA SNIPES	Operating Fund	Traveling Expense	\$56.50	1/14/98	
					<i>Total this claim =</i>	\$56.50	

Total Amount of Claims \$28,949.43

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.

Wednesday, January 14, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

(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 14th day of January, 1997.

Annika Bolander Linda Tyler
Barbara Abernathy Sharon Pace

SIGNATURES OF GOVERNING BOARD

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

FINANCIAL REPORT BY FUND
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 124 NORTH 16TH STREET
 ELWOOD, IN 46036-1598
 31 DEC 97

FUND #	DESCRIPTION	BEGINNING BALANCE	RECEIPTS THIS MONTH	RECEIPTS YEAR-TO-DATE	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	BALANCE
100	OPERATING	70969.30	220208.65	691512.96	57983.38	664750.85	233194.57
103	LEVY EXCESS FUND	.00	.00	.00	.00	5252.00	.00
105	OPERATING FUND INVESTMENT	.00	.00	110000.00	.00	110000.00	.00
107	PLAC	218.00	21.00	326.00	.00	144.00	239.00
110	LIRF INVESTMENT	.00	.00	.00	.00	.00	.00
115	LIRF	15363.05	.00	5000.00	.00	.00	15363.05
120	GIFT	13813.74	615.46	17521.66	5124.36	25574.76	9304.84
121	SUMMITVILLE LIBRARY FUND	.00	.00	.00	.00	.00	.00
125	MEMORIAL	2393.87	.00	1339.00	.00	53.04	2393.87
130	CONSTRUCTION FUND	23276.52	111430.08	237264.45	121000.00	242000.00	13706.60
WITHHOLDINGS FROM PAYROLLS							
200.01	FEDERAL TAX	.00	.00	.00	.00	.00	.00
200.02	FICA	-.03	.00	.00	.00	.00	-.03
200.03	STATE TAX	.00	.00	.00	.00	.00	.00
200.04	COUNTY TAX	.00	.00	.00	.00	.00	.00
200.05	PERF	1448.01	.00	.00	1448.01	.00	.00
200.06	CREDIT UNION	.00	.00	.00	.00	.00	.00
200.07	ANNUNITY	.00	.00	.00	.00	.00	.00
200.08	INSURANCE	.00	.00	.00	.00	.00	.00
-TOTAL ALL FUNDS-		127482.46	332275.19	1062964.07	185555.75	1047774.65	274201.90

APPROPRIATION REPORT
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----
 31 DEC 97

OPERATING ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
411.1	SALARY OF DIRECTOR	27000.00	.00	27000.00	2076.92	26999.96	.04
411.2	SALARY OF ASSISTANTS	249467.00	2100.00	251567.00	20424.31	251554.29	12.71
411.3	SALARY OF JANITOR	19000.00	-9800.00	9200.00	727.66	9187.04	12.96
413.1	EMPLOYERS SHARE - F.I.C.A.	22606.00	-400.00	22206.00	1776.96	22011.90	194.10
413.3	EMPLOYER'S CONTRIBUT.-P.E.R.F.	22700.00	-900.00	21800.00	6076.31	21756.81	43.19
413.5	EMPLOYER'S CONTRIB.-GROUP INS.	4662.00	.00	4662.00	418.36	4661.76	.24
413.7	OTHER EMPLOYEE BENEFITS	1500.00	-500.00	1000.00	.00	816.40	183.60
421.1	OFFICIAL RECORDS	1100.00	250.00	1350.00	.00	1301.68	48.32
421.3	STATIONERY AND PRINTING	750.00	-400.00	350.00	.00	298.15	51.85
421.9	OTHER OFFICE SUPPLIES	5500.00	3385.84	8885.84	529.95	8789.07	96.77
422.1	CLEANING & SANITATION SUPPLIES	2200.00	-250.00	1950.00	78.52	1928.85	21.15
422.3	FUEL, OIL & LUBRICANTS	50.00	.00	50.00	22.00	49.75	.25
422.9	OTHER OPERATING SUPPLIES	4500.00	2044.56	6544.56	2326.06	6503.68	40.88
423.1	BUILDING MATERIALS & SUPPLIES	500.00	-300.00	200.00	.00	166.74	33.26
423.3	PAINT & PAINTING SUPPLIES	100.00	-50.00	50.00	.00	17.59	32.41
423.5	REPAIR PARTS	500.00	-300.00	200.00	.00	179.85	20.15
423.9	OTHER REPAIR & MAINTENANCE	.00	150.00	150.00	.00	119.72	30.28
429.1	BOOK PROCESSING	2500.00	.00	2500.00	.00	2413.36	86.64
429.2	AUTOMATION	36000.00	.00	36000.00	.00	10678.00	25322.00
431.1	CONSULTING SERVICE	1000.00	-1000.00	.00	.00	.00	.00
431.5	LEGAL SERVICES	5000.00	-4150.00	850.00	.00	838.75	11.25
431.9	OTHER PROFESSIONAL SERVICES	8000.00	3576.29	11576.29	726.10	11554.61	21.68
432.1	TELEPHONE & TELEGRAPH	7000.00	-1150.00	5850.00	598.51	5830.42	19.58
432.3	POSTAGE	2100.00	-100.00	2000.00	86.76	1999.06	.94
432.5	TRAVELING EXPENSE	1000.00	300.00	1300.00	102.20	1236.95	63.05
432.7	PROFESSIONAL MEETINGS	1200.00	-800.00	400.00	33.00	383.47	16.53
433.1	ADVERT. & PUBLICAT. OF NOTICES	500.00	100.00	600.00	.00	544.54	55.46
434.1	OFFICIAL BONDS	300.00	.00	300.00	.00	300.00	.00
434.3	OTHER INSURANCE	9000.00	350.00	9350.00	459.10	9341.10	8.90
435.1	GAS	8000.00	-1900.00	6100.00	610.21	6085.69	14.31
435.3	ELECTRICITY	12000.00	7000.00	19000.00	1303.21	18953.01	46.99
435.5	WATER	1000.00	900.00	1900.00	158.53	1896.98	3.02
435.7	WASTE DISPOSAL SERVICES	600.00	-400.00	200.00	41.00	172.56	27.44
436.1	BUILDINGS & STRUCTURES	500.00	-500.00	.00	.00	.00	.00
436.3	REPAIR OF EQUIPMENT	1500.00	-700.00	800.00	.00	774.00	26.00
437.3	EQUIPMENT- RENT	1750.00	-100.00	1650.00	30.00	1619.60	30.40
439.1	DUES	100.00	.00	100.00	.00	85.00	15.00
439.2	TAXES & ASSESSMENTS	300.00	2400.00	2700.00	1335.34	2653.37	46.63
439.7	TRANS.TO LIBR.IMPROV.RES.FUND	5000.00	.00	5000.00	.00	5000.00	.00
441	LAND, BLDG.,IMPROVE.OTHER THAN	24000.00	1000.00	25000.00	2000.00	24993.00	7.00
442	FURNITURE AND EQUIPMENT	12000.00	12163.44	24163.44	4208.38	24144.74	18.70
443.1	ELWOOD ADULT	25000.00	1265.00	26265.00	2840.74	26258.65	6.35
443.3	ELWOOD CHILDRENS	9000.00	.00	9000.00	854.87	8956.28	43.72
443.5	FRANKTON	12000.00	807.00	12807.00	1218.62	12787.72	19.28
443.7	SUMMITVILLE	12000.00	-293.00	11707.00	771.34	11699.26	7.74
443.8	YOUNG ADULT	2000.00	.00	2000.00	.00	1980.29	19.71
444	PERIODICALS & NEWSPAPER	6700.00	200.00	6900.00	5379.47	6884.91	15.09
445.1	ELWOOD	4000.00	.00	4000.00	225.65	3975.63	24.37

APPROPRIATION REPORT
 ----- NORTH MADISON COUNTY PUBLIC LIBRARY -----

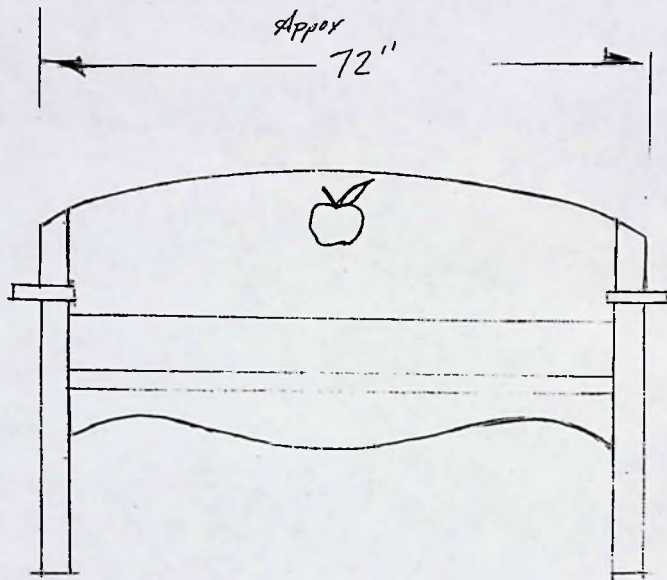
31 DEC 97

OPERATING ACNT #	DESCRIPTION	ANNUAL APPROPRIATION	CHANGE TO APPROPRIATION	CURRENT APPROPRIATION	DISBURSMENTS THIS MONTH	DISBURSMENTS YEAR-TO-DATE	APPROPRIATION BALANCE
445.3	FRANKTON	2000.00	200.00	2200.00	100.60	2188.42	11.58
445.5	SUMMITVILLE	2000.00	153.25	2153.25	442.70	2049.83	103.42
	-TOTAL-	577185.00	14352.38	591537.38	57983.38	564622.44	26914.94

{-----CASH BALANCES-----}

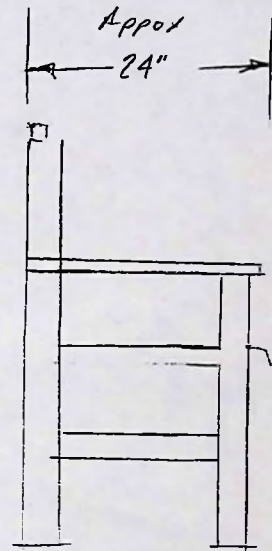
DATE {31 DEC 97}

A1 {STAR FINANCIAL BANK	}	B1 {	167697.99}
A2 {SUMMITVILLE BANK & TRUST	}	B2 {	.00}
A3 {LIRF - INVESTMENT	}	B3 {	.00}
A4 {OPERATING - INVESTMENT	}	B4 {	80000.00}
A5 {HUNTINGTON BANK	}	B5 {	17413.79}
A6 {COMMUNITY BANK - SUMMITVILLE	}	B6 {	9090.12}
A7 {NATIONAL CITY BANK - FRANKTON	}	B7 {	.00}
A8 {	}	B8 {	.00}
A9 {	}	B9 {	.00}
-----		TOTAL	B10{ 274201.90}



FRONT VIEW

Apple Cut Out,



SIDE VIEW

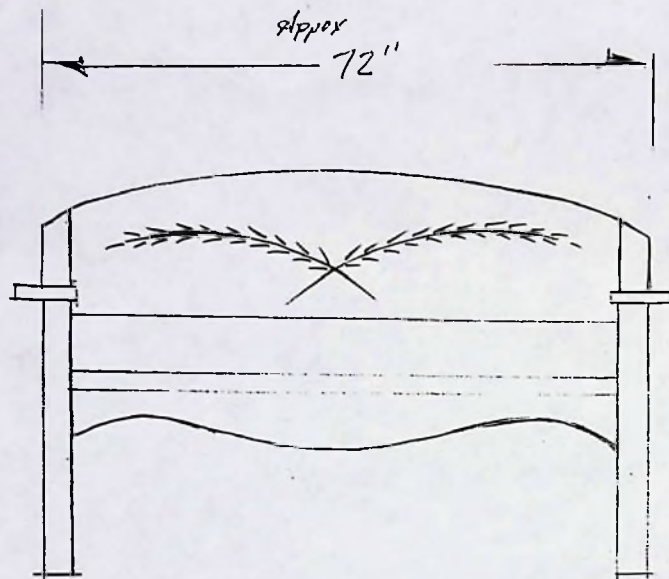
2 Western Red Cedar w/ apple design
on cement w/ glass top

DRAWING NOT TO SCALE

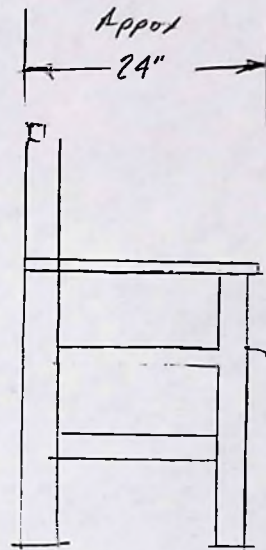
R. GREGG

552-7880

4498 37N
Elwood



FRONT VIEW //
SPRAY OF WHEAT

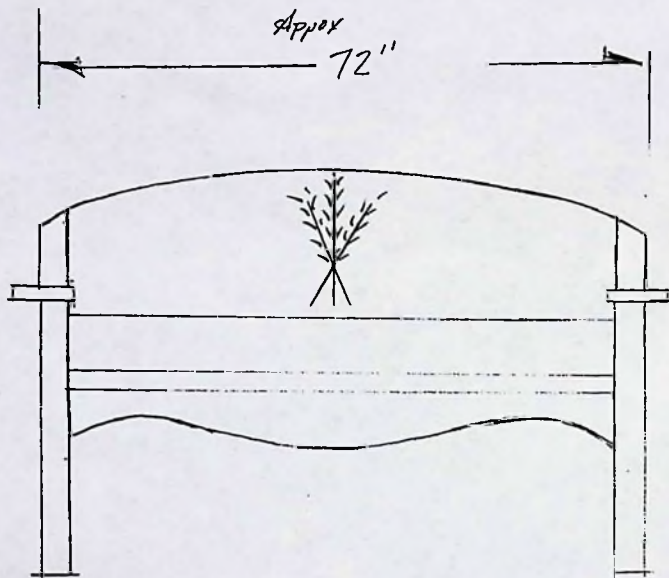


SIDE VIEW //

DRAWING NOT TO SCALE

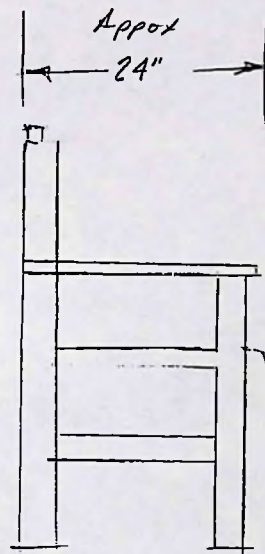
R. CREEG

552-7880



FRONT VIEW //

WHEAT CARVED //

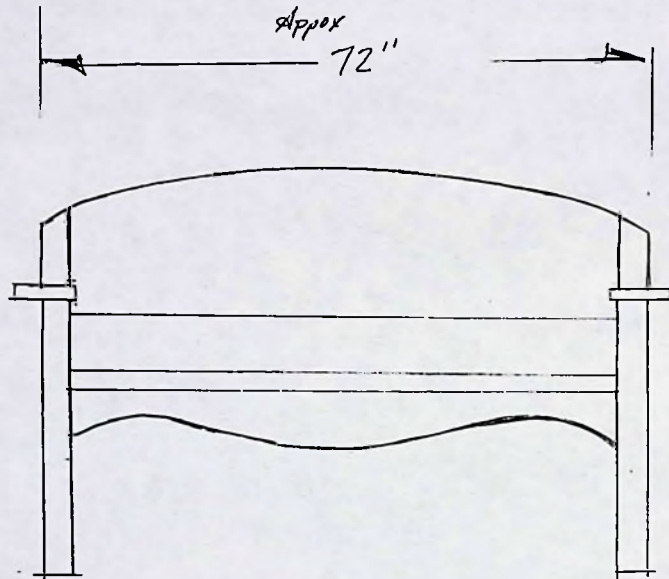


SIDE VIEW //

DRAWING NOT TO SCALE

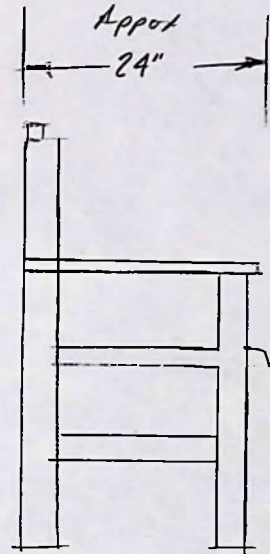
R. GREGG

552-7880



FRONT VIEW

PLAIN



SIDE VIEW

DRAWING NOT TO SCALE

R. CIEGGA

552-7880

To: Beverly Austin
 From: R. Gregg
 Date: Oct. 15, 1997
 Subject: Patio Bench

The following is a not to exceed quote to construct a patio bench.

Option # 1
 Construct six foot long patio bench out of Teak wood and treated with exterior wood protectant. \$600.00 ea.

Option # 2
 Construct six foot long patio bench out of Western Red Cedar wood and treated with exterior wood protectant. \$250.00 ea.

See attached drawing for more detail.

Thank you for your interest in our furniture.



PRESCRIBED BY STATE BOARD OF ACCOUNTS

GENERAL FORM 170 (REV. 1987)

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

PURCHASE ORDER

NORTH MADISON COUNTY
 PUBLIC LIBRARY SYSTEM
 1000 MAIN STREET
 ELWOOD, INDIANA 46036

P.O. No. 0870
 This Number Must be on Invoice, Claim and Delivery Memo.

DATE January 14, 1998

REQ.

IN ACCORDANCE WITH BID AND CONTRACT DATED

If subject to discount please indicate on Invoice or Claim.

TO ADDRESS CITY SHIP TO SHIP VIA

ROGER GREGG
 9455 37 N
 Elwood, IN 46036

DEPT.

CHARGE TO APPROPRIATION FOR Furniture & Equipment APPROPRIATION NUMBER 443

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
2	ea.	72" Western Red Cedar w/ Apple Design Benches	250.00	500.00

This order issued in compliance with CHAPTER 99, ACTS 1945 and Acts amendatory thereof and supplemental thereto.

TOTAL AMOUNT OF ORDER \$ 500.00

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.

ORDERED BY *Roger Gregg* Admin. Ass't.
[Signature] TITLE

I HEREBY CERTIFY THAT THE ABOVE ITEMS HAVE BEEN RECEIVED IN GOOD CONDITION, EXCEPT AS NOTED.

DATE

FOR THE DEPT.

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
 1600 Main Street
 Elwood, Indiana 46036
 Telephone 765-552-5001 Fax No. 765-552-0955

NORTH MADISON COUNTY PUBLIC LIBRARY
AT: FRANKTON COMMUNITY LIBRARY
BOARD OF TRUSTEES
 Executive Meeting
 AGENDA
 February 11, 1998
 7:00PM

CALL TO ORDER
 CALL FOR QUORUM
 BUSINESS

- a. Purchase or Lease of Real Property
 (IC 5-14-1.5-6-(B) (2) (D))
- b. Personnel
 (IC 5-14-1.5-6-(b) (6))

REGULAR MEETING FOR BUSINESS
 7:30PM

CALL TO ORDER
 CALL FOR QUORUM
 MINUTES

CLAIMS REGISTER

OLD BUSINESS

NEW BUSINESS

- A. Building Reports
 - 1. Elwood
 - 2. Frankton
 - 3. Summitville
- B. Bills
- C. Park Board Representative

DIRECTOR'S REPORT

ADJOURN

Post-It® Fax Note	7671	Date		# of pages ▶
To	Elwood Call-Leader	From	Jan Helping	
Co./Dept.		Co.		
Phone #	552-3358	Phone #	552-2852	
Fax #		Fax #		

Post-It® Fax Note	7671	Date	2/11/98	# of pages ▶
To	Anderson Harold	From	Jan	
Co./Dept.		Co.	Elwood Libria	
Phone #		Phone #	552-0955	
Fax #		Fax #		

EXECUTIVE MEETING
 North Madison County Public Library Board of Trustees
 February 11, 1998

CALL TO ORDER

President Pam Bohlander called an executive meeting to order at the Frankton Community Library February 11, 1998 at 7:00pm.

CALL FOR QUORUM

Attending board members with President Bohlander were: Sharan Pace, Jerry Kaiser, Linda Sizelove, Brenda Carey and David Hoffman. Present also were Director Kathi Wittkamper and Administrative Assistant Jan Helping.

BUSINESS

Kathi reported Roger Gregg has the order for the benches for Mr. Merritt.

Included in board folders is a brochure for the second brick sale. She will be putting an article in the newspaper for the centennial and will announce the brick sale.

Kathi spoke to Joe Rice about a commemorative glass paperweight made by him in honor of the centennial library year. He suggested a small weight or a bell with a special stamp on the bottom. The cost would be about \$8.00 and organizations usually sell them for \$12 - \$15 each. Linda Sizelove thought the library should not sell the glass because it may be in competition with the historical society. Sharan Pace and Jerry Kaiser thought it was a good idea.

Kathi asked if board members had given thought to the parting gift for Beverly Austin and when it should be presented. Members thought it should be given at the next meeting and each board member should stop by Jan's office and sign the book before that time.

Linda Young has been hired to work in Youth Services Dept. part-time and also Jamie Brewer as page.

Kathi also asked if she could hire another part-time person to help in adult services - relieving Loretta Dodd of some duties so she could spend more time in the Indiana Room. Jerry said he was not aware that the Indiana room was to be a full-time job anyway. Kathi replied that it would depend upon whether the board wanted her available to patrons. Brenda Carey said she would like to see some statistics from the Indiana Room use. She would like to know what the budget allows and how many people are needed in the Youth Services Department. Summitville would like to hire a part-time person or a page.

Kathi asked if members had a copy of the board of trustees by-laws.

Brenda Carey asked to speak to the board about several things she was unhappy about. She was asked to make a year-end report to the board about the Summitville project. She feels she has kept the board informed with copies of paperwork and progressive oral reports. She also felt the other facilities were not asked to give reports and she should not have to either. She feels her name has come up in regard to absences at board meetings and wanted to remind the board she is not the only member who has been absent in the last several months. She asked that agendas and minutes be sent to the branches. She would like the shelving housed in the barn on her property to be removed but was disturbed that she was asked to make the arrangements. Kathi said she did not want to make arrangements for removing the shelving in case it was not convenient for Brenda. Jerry Kaiser said he would come to Brenda's house to pick up the shelving in his truck next week.

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Board of trustees
Regular Meeting for Business
February 11, 1998
7:30pm

CALL TO ORDER

President Pamela Bohlander called a regular business meeting to order February 11, 1998 at 7:30pm in the Frankton Community Library.

CALL FOR QUORUM

Present with President Bohlander were: Sharan Pace, Linda Sizelove, Jerry Kaiser, Brenda Carey. President Bohlander introduced new board member David Hoffman. Absent was Barbara Abernathy.

MINUTES were approved with a motion from Sharan Pace, seconded by Linda Sizelove.

CLAIMS REGISTER was signed by board members and checks signed by Treasurer Jerry Kaiser.

OLD BUSINESS

Building Reports

Steve Sizelove checked the wiring problem for the fire alarm said it has never been hooked up.

The problem with the toilets was discussed and since the water pressure is believed to be o.k. it may be vents or valves.

Kathi received a copy of a letter from Bingham, Farrer, & Wilson to the contractor stating the reason we are not paying the balance owed on the construction is the litigation with Builder's Specialties Supplies that is still not settled.

Linda Sizelove said she thinks there should be members of the board named to a building committee to see that problems get solved. Jerry Kaiser, Kathi and Jan will join her as the committee. Linda also said Steve will come to the library to look over the lighting to be put in. Kathi said SIMPLEX will be coming in tomorrow morning to put in the wiring for the fire alarm. Since we are responsible for the phone line and wiring, a bill from Lucent Technologies was presented for \$163.00, motion made by Sharan Pace and seconded by David Hoffman and passed.

Kathi reported the meeting room floor has been fixed and she would like members to stop by to inspect it.

The sign hanging outside the Frankton Library has had wind damage. Barbara will call the person who installed it to have it fixed.

Carpets will be cleaned at Elwood since the library is closed on Monday, Feb. 16 and they will have time to dry.

Summitville has new computer equipment donated by Mr. Hazelbaker. Hershell Stunkard has helped work out the problems with them.

Brenda showed members drawings of the landscaping that will be done at Summitville as part of the building project. She has noticed cracks in the walls between the old and new buildings that need repaired. These will be addressed. Patio bricks will be installed when weather permits. The stone parking lot is in, new barn is done and coat racks installed.

DIRECTOR'S REPORT

Kathi said the Park Board would like a representative from the Library Board. There was some concern about whether or not it had to be a member of the board and asked her to check on it.

Kathi presented a Technology Plan to the board that the Technology Committee has compiled. She explained they should now adopt, then send the plan and application to the School & Library Corp. for discounts. They will let us know what we qualify for. Linda Sizelove made a motion to approve the Mission Statement and Long Range Technology Plan. Sharan Pace seconded and the motion passed.

Board members held a discussion regarding the problems we are having and will continue to have with the computers. They feel we should investigate hiring a person who would be trained to work only on the computer problems for the three branches. Tipton Library has such a person, Carolyn & Barbara have both met her and think it would be a big help. Brenda asked if we could have a service over the modem to fill our needs. She also feels we will need to describe the responsibilities this person would meet before deciding to fill the position.

Frankton Concerns

Kathi said it is her privilege and responsibility to administer the NMCPLS system as the sum of its parts. She feels some comments by the board at the last board meeting may have been misleading. She feels people have a tendency to compare facilities. Although the original plan was to build three new buildings, because of a successful remonstrance, it was not possible and the plan was revised. Summitville is now in a lovely facility provided for only through the generosity of Mr. Hazelbaker and the Frankton facility was an existing building paid for from the Operating Fund. Each building is provided materials from the Operating Fund Budget that breaks down one-half for Elwood, one-fourth for Summitville and one-fourth for Frankton. Once the automation is finished, statistics can be obtained that will show patron count at each facility. After January 1, we did purchase additional printers for each PC at Frankton. The company that has

provided the computer maintenance has appointed one person in their company to handle the Frankton problems. The Frankton personnel should be able to be trained by this person. They are also encouraged to take INCOLSA computer classes. Supplies for the facilities are purchased centrally because of savings. The branch staffs are at Elwood each week and are welcome to get whatever they need. The staff has been asked to be more specific with what they need and to try to anticipate needs.

With the issue of periodicals, the selection process was initiated before Kathi's administration. When the final list was ready to be ordered it was sent to Frankton for final approval with no objections. Multiple titles were eliminated so that we could provide magazines for men and children. New subscriptions begin in January and circulation for Frankton has increased 48%. The motivation for storing back issues of magazines was for student research. No additional floor space would be used in using shelves already there. Wilson Disk - a CDROM program with annotations or full-text magazine articles - will be added at the branches. Cost is about \$800.00 a yr. and would take the entire hard drive of a PC. Sharan Pace will check with Frankton High School and Carolyn Lambertson will check with Madison Grant to see which program the high schools would like us to have available.

Discussion - Internet

A lengthy discussion was held re: public access to the Internet. Dave Hoffman will provide a copy of the school's policy. The technology committee will continue working on issues surrounding public access.

Pam asked if it would be possible to have the meeting at 5:00pm March 11.

Sharan Pace made a motion to adjourn at 9:00pm, Jerry Kaiser seconded and it passed.

Barbara Abernathy Secy
Barbara Abernathy, Secretary

Annika Boklander
Sharon Pace
Jerry Kaiser

NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM

CIRCULATION STATISTICS

	JAN 1997	JAN 1998	AMOUNT OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	2203	3521	+1318	+60%	3521
JUVEN.	2309	2814	+505	+22%	2814
YA	52	163	+111	+213%	163
PERIO.	223	418	+195	+87%	418
AUDIO	82	230	+148	+180%	230
VIDEO	1365	2424	+1059	+78%	2424
TOTAL	6234	9570	+3336	+54%	9570
FRANKTON					
ADULT	1123	1087	-36	-3%	1087
JUVEN.	563	605	+42	+7%	605
PERIO.	172	272	+100	+58%	272
AUDIO	12	10	-2	-17%	10
VIDEO	1154	925	-229	-20%	925
TOTAL	3024	2899	-125	-4%	2899
HAZELBAKER					
ADULT	602	837	+235	+39%	837
JUVEN.	422	424	+2	0%	424
PERIO.	128	132	+4	+3%	132
AUDIO	5	26	+21	+400%	26
VIDEO	711	536	-175	-25%	536
TOTAL	1868	1955	+87	+5%	1955
SYSTEM					
ADULT	3928	5445	+1517	+39%	5445
JUVEN.	3294	3843	+549	+17%	3843
YA	52	163	+111	+68%	163
PERIO.	523	822	+299	+57%	822
AUDIO	99	266	+167	+167%	266
VIDEO	3230	3885	+655	+20%	3885
TOTAL	11126	14424	+3298	+30%	14424

Reference Questions	164		
Patron Assist.	373		
Computer	Adult 125	Juv. 174	
Patron count	8149		
Programs	Elwood 22	Attendance 219	
	Frankton 0	0	
	Hazelbaker 2	10	

BINGHAM, FARRER & WILSON

A PROFESSIONAL CORPORATION
ATTORNEYS AT LAW
P.O. Box 494
ELWOOD, INDIANA 46036

MICHAEL E. FARRER
JAMES W. WILSON

(765) 552-9878
FAX (765) 552-5496

DAN M. BINGHAM
1930-1981

January 28, 1998

M. D. Rowe Construction, Inc.
8739 Castle Park Drive
Indianapolis, IN 46256

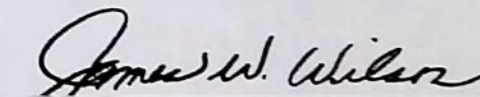
RE: Elwood Library
Builders Specialties & Hardware

Dear Mark:

This will acknowledge receipt of your January 19, 1998, letter to me concerning the above matter. As you know, I received a "Notice" in the form of a verified statement of amount due from the President of Builders Specialties & Hardware, Inc., concerning their bill of Twenty-Five Thousand One Hundred Seventy-Three Dollars and Sixty-One Cents (\$ 25,173.61). It is my opinion the Notice received clearly constitutes a lien upon the retainage and creates "personal" liability on the owner of the real estate to the extent of funds then due or thereafter becoming due to the prime contractor (you). Until the retainage lien is extinguished or released, the final Twenty-Five Thousand One Hundred Seventy-Three Dollars and Sixty-One Cents (\$ 25,173.61) cannot be released to you under the threat of double liability.

Sincerely,

BINGHAM, FARRER & WILSON, P.C.


JAMES W. WILSON

JWW/sb

cc: Kathi Wittkamper
Pam Bohlander
Fran Hoffman
Ann M. Forey

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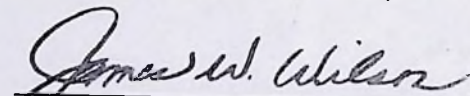
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BINGHAM, FARRER & WILSON, P.C.


JAMES W. WILSON

JWW/sb

cc: Kathi Wittkamper
Pam Bohlander
Fran Hoffman
Ann M. Forey

DIRECTOR'S REPORT

NMCPLS TRUSTEE MEETING • FEBRUARY 11, 1998

STAFF

Linda Young has been hired as a part-time clerk, picking up hours left by Peg Eddy moving from full-time to part-time clerk. Jamie Brewer has been hired as student page. Both are responsible to Youth Services Manager Sharon Fouts.

CALENDAR

February 14 – 9:30 a.m. Book Discussion Group, Elwood Meeting Room.

February 16 – All facilities closed in observance of Presidents' Day.

February 16 – 7 p.m. Park Board Meeting, Senior Citizens' Center.

February 26 – All facilities closed for in-service staff training.

March 6 – Deadline for submitting ILF Spring Conference registration to Jan.

March 11 -- Next regular meeting for NMCPLS Board of Trustees.

April 6-8 – ILF Spring Conference

May 11 – Budget Workshop, IMCPL Services Center, Indianapolis. Flyer in Trustee folders.

GENERAL INFORMATION

Proceeds from the sale of USX-Marathon Group stock donated to the library – a total of \$1,074.26 – has been received into the general gift fund as directed.

Mailings to individual public libraries are made by the Indiana State Library on a quarterly basis. A sheet outlining the policies/plans required by law was included in the most recent mailing. A copy is on the reverse of this sheet. Several of our policies are either outdated or non-existent. I have begun the process of creating a "Comprehensive Policies and Procedures Manual" to comply with the listing provided by the State Library. Various components will be submitted for Board approval/adoption as quickly as they can be drafted.

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

TO: NMCPLS TRUSTEES
FROM: DIRECTOR KATHI WITTKAMPER
SUBJECT: AGENDA MAILING
DATE: FEBRUARY 4, 1998

REMINDER

Please note the upcoming Board meeting will be held at the Frankton Community Library -- Executive Session at 7 p.m., and Public Session at 7:30 p.m.

INFORMATION REQUESTED

At the January Board meeting the Director was asked to find information re: meeting attendance by trustees. A copy of the Indiana Library Law 20-14-2-5-14(b) is enclosed, pertinent phrase highlighted. Also enclosed is a copy of the most recent "Standards for Public Libraries" adopted by the Indiana Library and Historical Board; and a letter from MD Rowe concerning the meeting room floor. Repairs to the meeting room floor were completed Thursday, January 22; pending acceptance by Board members.

BOARD DEVELOPMENT

There are three items enclosed which present opportunities for development of individual trustees and the Board as a whole: 1) a call for papers by Sara Laughlin; 2) a workshop sponsored by Dougherty & Associates, March 29-31; and 3) a special trustees session at the annual conference of Indiana Library Federation, April 8. At least two staff members plan to attend the ILF conference April 8 and we would be happy to provide transportation to any trustees who wish to attend as well. Please submit your registration form to Jan no later than Friday, March 6. This will allow checks to be prepared & signed at the Board Meeting on March 11.

DRAFT: TECHNOLOGY PLAN

The Technology Committee met February 3 to review a draft of the Technology Plan which must be adopted by the NMCPLS Board and forwarded to the IN State Library for approval before applications may be submitted for Universal Service Funds (USF) discounts. We have been urged by the State Library to submit applications immediately and they have pledged to support us by approving even the most basic plan.

This draft follows the model presented by the State Library. Details of the "Current Status" and "Staff Training Timeline" will be shared at the February 11 Board meeting. Any other modifications may be made as well, in an effort to complete a document which Board members feel comfortable adopting at that time. Please keep in mind that this technology plan is rather like our budget -- it is our best estimate of what we hope to be able to achieve within the prescribed time frame. The "Evaluation" section is built-in to foster flexibility and local control.

OPPORTUNITIES FOR INTER-AGENCY COOPERATION

A bipartisan initiative to reactivate the Main Street program has been launched and continued participation of a library representative requested at the meeting this morning. Although I have attended the past three meetings, it is my feeling that both the library and the community could be better served by the participation of Loretta Dodd. Loretta's responsibilities as a library staff member include the Indiana Room -- local history and genealogy materials & services. In addition, she serves as the library liaison with the genealogy interest group and the historic preservation group of the Elwood-Pipe Creek Historical Society. This puts her in an ideal position to both gather and provide mutually beneficial information.

In addition, Loretta and I have just begun discussions with Frankton Elementary teacher Ken Kakasuleff re: work under a grant funded by Apple Computers. This is an exciting opportunity for us as well as the students, because they may be able to acquire and prepare materials to form the basis of a modest local history and genealogy collection for the Frankton Community Library.

The "fly-in-the-ointment" is that Loretta's responsibilities as a clerk allows her precious little time for Indiana Room equipment, materials and services. Patrons researching their genealogy or local history often require intensive one-on-one assistance, and Loretta provides what she can while working at the front desk. While each of our clerks has an area of specialty which they pursue in accordance with their skills and abilities, Loretta's position is somewhat unique in that much of her work must be accomplished away from the front desk, where she is out of sight to patrons and they to her.

The gist of all this is, that if we want to continue to meet the increasing demand for Indiana Room services and foster Loretta's participation in either or both of the aforementioned projects, she needs to be relieved from regular duty at the front desk. And the only way that can be accomplished is by adding at least a part-time clerk to take her place. There is money in the budget, and I recommend that we do so.

PARK BOARD REPRESENTATIVE

At this morning's meeting on Elwood community development, Mayor Jerry Werline asked that I have the Board appoint a representative to the Park Board. It need not necessarily be a library trustee.

PARTING GIFT

A copy of Petretti's "Coca-Cola Collectibles Price Guide -- the Encyclopedia of Coca-Cola Collectibles" has been acquired as a parting gift for former Board member Beverly Austin. Current board members need to advise me of preferred plans for its presentation.

2333 North Huntington Road
 Marion, IN 46952
 (765) 662-2110

Invoice

DATE	INVOICE NO.
12/30/97	2735

BILL TO
 RALPH E HAZELBAKER
 1013 W. CHURCH ST.
 SUMMITVILLE, IN 46070

JOB LOCATION

P.O. NO.	TERMS	PROJECT	OFFICE USE

DESCRIPTION	QTY	PRICE EACH	AMOUNT
WHITE DOGWOOD 1.5"			
EASTERN REDBUD 1.5" CLUMP	2	99.00	198.00
CLEVELAND SELECT PEAR 1.5"	1	130.00	130.00
AUSTRIAN PINE 5"	7	99.00	693.00
RED OAK 1.75-2"	3	125.00	375.00
SUGAR MAPLE 1.75-2"	4	140.00	560.00
AUTUMN PURPLE ASH 1.75-2"	1	140.00	140.00
OCTOBER GLORY MAPLE 1.75-2"	2	140.00	280.00
WEIGELA JAVA RED 12-15"	1	140.00	140.00
SYRINGA MISS KIM 18-24"	10	19.99	199.90
RED TWIG DOGWOOD 18-24"	7	19.99	139.93
COMPACT CRANBERRY BUSH 24-30"	3	19.99	59.97
DWARF PINK SPIREA 12-15"	9	29.99	269.91
FOTHERGILLA GARDENII 12/15"	5	19.99	99.95
PINUS MUGO 18-24"	16	19.99	319.84
TAXUS DENSI 15-18"	4	34.99	139.96
BURKWOOD VIBURNUM 24-30"	17	29.99	509.83
ZEBRA GRASS	6	29.99	179.94
TAXUS CAPITATA 24-30"	2	7.99	15.98
CRIMSON PYGMY BARBERRY 10-12"	3	34.99	104.97
STELLA D'ORO 1 GAL.	5	19.99	99.95
CARYOPTERIS LONGWOOD BLUE	20	5.49	109.80
PLANT MATERIAL SUBTOTAL	6	21.00	126.00
PLANTING LABOR			4.891.93
BLACK DIAMOND LAWN EDGING, FOOT		50.00%	2,445.97
EDGING INSTALLATION LABOR	380	1.00	380.00
L- STONE 3.5 TONS		85.00%	323.00
HARDWOOD MULCH, CUBIC YARD	1	75.00	75.00
LANDSCAPE FABRIC	30	35.00	1,050.00
KEYSTONE WALL	1	30.00	30.00
KEYSTONE LABOR	27	7.50	202.50
BEDDING LABOR	27	6.00	162.00
FORSYTHIA LYNWOOD GOLD	5	19.99	99.95

Total

THANK YOU

Fulton Landscape Co.
 2333 North Huntington Road
 Marion, IN 46952
 (765) 662-2110

Invoice

DATE	INVOICE NO.
12/30/97	2735

BILL TO
 RALPH E HAZELBAKER
 1013 W. CHURCH ST.
 SUMMITVILLE, IN 46070

JOB LOCATION

P.O. NO.	TERMS	PROJECT	OFFICE USE

DESCRIPTION	QTY	PRICE EACH	AMOUNT
DISCOUNT ON MATERIAL		-545.00	-545.00
sales Tax		5.00%	309.22

Handwritten:
 CA # 11
 #9,690.35
 1/21/98
 TAX EXEMPT.
 # 001950169-001

ANK YOU

Total



From the desk of Kathi Wittkamper

February 4, 1998

Dear David,

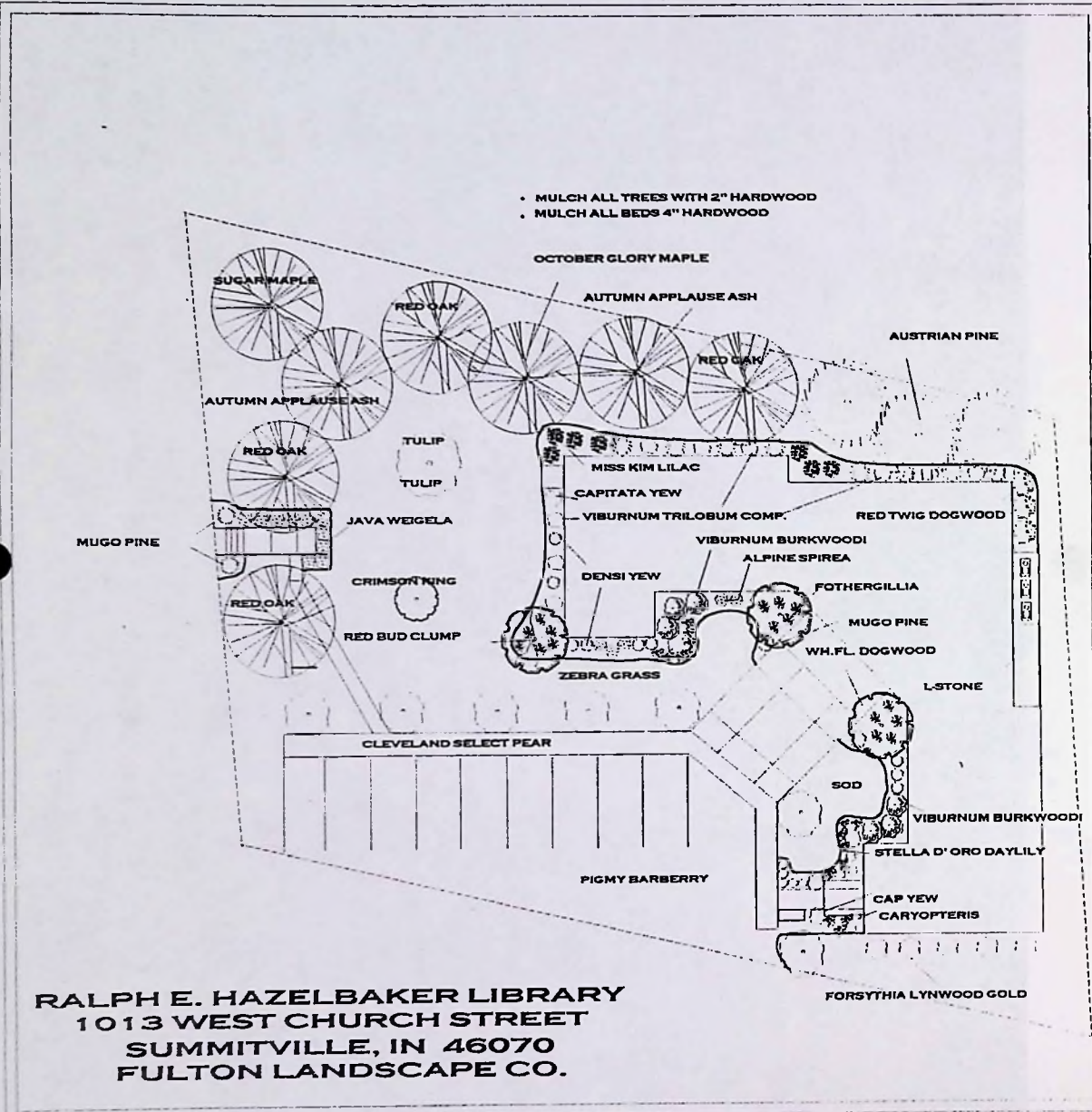
Welcome to the Board of Trustees for the North Madison County Public Library System! You are joining us at an exciting, yet very challenging juncture in the history of the library system. This year we will celebrate 100 years of service by the Elwood Public Library, while seeking to re-establish a vision for the system as a whole.

Please find enclosed a letter to all trustees, which addresses the other documents included in this packet. If you need any other support materials (I know Beverly Austin has passed along some, but I don't know which ones!) or have any questions regarding the information included in this mailing, please don't hesitate to ask. When I am not available, Administrative Assistant Jan Helping may be able to provide the information you need.

The staff and I look forward to your active participation as a board member. If you have any questions, please feel free to call me at the library (552-5001) or at home (552-5103).

Sincerely,

Kathi Wittkamper
Kathi Wittkamper
Director



Register Of Claims
h Madison County Public Library Sy
Report Date: From 2/1/98 To 2/28/98

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	172	A.E.BOYCE, INC.	Operating Fund	Official Records	(\$207.53)	2/11/98	VOID CHECK #017044
					Total this claim =		
0	97	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	2/4/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,358.06		
			Operating Fund	Wages of Janitor	\$450.50		
					Total this claim =		
0	171	BROADWAY PRESS	Operating Fund	Books	\$0.00	2/11/98	VOID
			Operating Fund	Printing & Advertising	(\$15.00)		
					Total this claim =		
0	173	LIBRARY VIDEO COMPANY	Operating Fund	Summitville AV	(\$489.35)	2/11/98	VOID
					Total this claim =		
0	174	MR. FAX	Operating Fund	Office Supplies	(\$82.31)	2/11/98	VOID CHECK #017067, WRONG ADDRESS
			Operating Fund	Office Supplies	(\$59.81)		
					Total this claim =		
0	175	BOOKS ARE FUN, LTD.	Operating Fund	Frankton	(\$330.00)	2/11/98	VOID CHECK #17074, WRG.ADD.
					Total this claim =		

<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	99	EFTPS				2/4/98	
					<i>Total this claim =</i>		
0	98	EFTPS	Operating Fund	Emp share FICA	\$741.68	2/4/98	p/r 2-4-98
			Operating Fund	Emp share FICA	\$173.45		
			Federal Taxes Withheld	Payroll Deductions	\$1,338.69		
			FICA	Payroll Deductions	\$741.68		
			FICA	Payroll Deductions	\$173.45		
					<i>Total this claim =</i>	\$3,168.95	
0	170	STITT	Operating Fund	Repairs & Maintenance	(\$210.49)	2/11/98	VOID
					<i>Total this claim =</i>	(\$210.49)	
17029	100	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$0.00	2/4/98	p/r 2-4-98
			Credit Union	Payroll Deductions	\$1,509.14		
					<i>Total this claim =</i>	\$1,509.14	
17030	101	INDIANA DEFERRED COMPEN	Annuity	Payroll Deductions	\$165.00	2/4/98	p/r 2-4-98
					<i>Total this claim =</i>	\$165.00	
170310	102	AMERICAN LIBRARY ASSOCIA	Gift	Books	\$60.00	2/11/98	
					<i>Total this claim =</i>	\$60.00	

<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>
. 1703 2 1	103	AMERITECH	Operating Fund	Telephone & Telegraph	\$196.95	2/11/98	
					<i>Total this claim =</i>	\$196.95	
. 1703 2 2	104	AUDIO EDITIONS	Operating Fund	Summitville AV	\$311.20	2/11/98	As Per Attached Invoices
					<i>Total this claim =</i>	\$311.20	
. 1703 4 3	107	BARBARA SNIPES	Operating Fund	Traveling Expense	\$33.90	2/11/98	
					<i>Total this claim =</i>	\$33.90	
. 1703 5 4	108	AUDIO VISUAL COMMUNICATI	Operating Fund	Professional Services	\$109.00	2/11/98	
					<i>Total this claim =</i>	\$109.00	
. 1703 5 5	109	BERNAN ASSOCIATES	Operating Fund	Elwood Adult	\$31.80	2/11/98	
					<i>Total this claim =</i>	\$31.80	
. 1703 7 6	110	BLACKBIRCH MARKETING, IN	Gift	Summitville	\$219.40	2/11/98	
					<i>Total this claim =</i>	\$219.40	
1703 7 7	112	BROADWAY PRESS	Operating Fund	Printing & Advertising	\$15.00	2/11/98	Log Set up done 5-97
					<i>Total this claim =</i>	\$15.00	

<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>
. 17038 ⁸	114	BORDERS BOOK SHOP	Operating Fund	Elwood AV	\$47.96	2/11/98	Elwood - AV
					<i>Total this claim =</i>		
. 17040 ³	116	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$122.94	2/11/98	
					<i>Total this claim =</i>		
. 17041 ⁴	117	CONGRESSIONAL QUARTERL	Operating Fund	Elwood Adult	\$26.30	2/11/98	
					<i>Total this claim =</i>		
. 17042 ⁴	118	CVS PHARMACY	Operating Fund	Other Supplies	\$9.43	2/11/98	
					<i>Total this claim =</i>		
. 17043 ²	119	DEMCO	Operating Fund	Furniture & Equipment	\$128.41	2/11/98	
					<i>Total this claim =</i>		
. 17044 ³	131	BAKER & TAYLOR BOOKS	Operating Fund	Elwood Adult	\$1,771.61	2/11/98	
					Operating Fund	Elwood Childrens	\$557.72
					Operating Fund	Frankton	\$1,672.22
					Operating Fund	Summitville	\$299.29
					<i>Total this claim =</i>		

<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>
170454	166	A.E.BOYCE, INC.	Operating Fund	Official Records	\$207.53	2/11/98	noted
<i>Total this claim =</i>					<u>\$207.53</u>		
.170455	169	CAROLYN LAMBERTSON	Operating Fund	Traveling Expense	\$7.50	2/11/98	
<i>Total this claim =</i>					<u>\$7.50</u>		
.170476	120	ELWOOD PUBLISHING COMP	Operating Fund	Periodicals & Newspapers	\$75.60	2/11/98	Subscription - Elwood Call-Leader 1 year
<i>Total this claim =</i>					<u>\$75.60</u>		
.170457	121	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$120.60	2/11/98	ELWOOD SERVICE SUMMITVILLE SERVICE FRANKTON SERVICE
<i>Total this claim =</i>					<u>\$120.60</u>		
.170458	122	FAMILY BOOKSTORE	Operating Fund	Summitville	\$204.80	2/11/98	
<i>Total this claim =</i>					<u>\$204.80</u>		
.1705049	123	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$25.10	2/11/98	
<i>Total this claim =</i>					<u>\$25.10</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>
. 1705152	124	GARETH STEVENS	Operating Fund	Summitville	\$650.38	2/11/98	Summitville Books
			Gift	Summitville	\$1,000.00		Summitville books
<i>Total this claim =</i>					<u>\$1,650.38</u>		
. 1705251	125	GAYLORD BROS.	Operating Fund	Operating Supplies	\$338.20	2/11/98	Book Cards App.Cards, Book Cards Charging Ribbons Book Covers
<i>Total this claim =</i>					<u>\$338.20</u>		
. 1705352	126	GTE NORTH INDIANA OPERAT	Operating Fund	Telephone & Telegraph	\$127.41	2/11/98	
<i>Total this claim =</i>					<u>\$127.41</u>		
. 1705453	127	HERB SCHWOMEYER	Operating Fund	Elwood Adult	\$15.00	2/11/98	
<i>Total this claim =</i>					<u>\$15.00</u>		
. 1705554	129	HP PRODUCTS	Operating Fund	Cleaning & Sanitation Supplies	\$65.49	2/11/98	Lotion Soap
<i>Total this claim =</i>					<u>\$65.49</u>		
. 1705855	130	HIGHSMITH CO.,INC.	Operating Fund	Operating Supplies	\$30.61	2/11/98	
<i>Total this claim =</i>					<u>\$30.61</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>
.1705756	133	HORTON'S & SONS OF ELWO	Operating Fund	Other Repair & mainten.supplies	\$124.13	2/11/98	
				<i>Total this claim =</i>	<u>\$124.13</u>		
.1705857	134	INDIANA GAS COMPANY	Operating Fund	Gas	\$150.90	2/11/98	
			Operating Fund	Gas	\$108.55		
				<i>Total this claim =</i>	<u>\$259.45</u>		
.1705958	135	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$71.20	2/11/98	
				<i>Total this claim =</i>	<u>\$71.20</u>		
.1706059	136	INGRAM DISTRIBUTION GROU	Operating Fund	Summitville	\$114.47	2/11/98	
				<i>Total this claim =</i>	<u>\$114.47</u>		
.1706160	137	INSPIRATIONAL BOOK DISTR.	Operating Fund	Elwood Adult	\$37.88	2/11/98	
				<i>Total this claim =</i>	<u>\$37.88</u>		
.1706261	138	JANE A. BECKLEY	Operating Fund	Land Buildings Improvements	\$2,000.00	2/11/98	
				<i>Total this claim =</i>	<u>\$2,000.00</u>		
.1706362	139	JIM BECKLEY PLUMBING	Operating Fund	Professional Services	\$45.00	2/11/98	
				<i>Total this claim =</i>	<u>\$45.00</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>
1706463	140	K MART	Operating Fund	Summitville AV	\$57.36	2/11/98	
			Operating Fund	Other Supplies	\$11.94		
			Operating Fund	Other Supplies	\$63.50		
			<i>Total this claim =</i>				
1706564	141	LIBRARY STORE INC., THE	Operating Fund	Processing Supplies	\$545.78	2/11/98	
			<i>Total this claim =</i>				
1706665	142	LIBRARY VIDEO COMPANY	Operating Fund	Summitville AV	\$489.35	2/11/98	
			<i>Total this claim =</i>				
1706766	143	LORETTA DODD	Operating Fund	Traveling Expense	\$26.50	2/11/98	
			<i>Total this claim =</i>				
1706867	144	MR. FAX	Operating Fund	Office Supplies	\$82.31	2/11/98	
			Operating Fund	Office Supplies	\$59.81		
			<i>Total this claim =</i>				
1706968	145	MCI	Operating Fund	Telephone & Telegraph	\$47.41	2/11/98	
			<i>Total this claim =</i>				
1707069	146	MIDWEST TAPE	Operating Fund	Elwood AV	\$359.00	2/11/98	
			Operating Fund	Frankton AV	\$300.20		
			<i>Total this claim =</i>				

<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>
. 1707470	147	INDIANA STATE LIBRARY	PLAC	Other	\$189.00	2/11/98	
					<u>\$189.00</u>		<i>Total this claim =</i>
. 1707271	148	QUILL CORPORATION	Operating Fund	Office Supplies	\$220.13	2/11/98	
					<u>\$220.13</u>		<i>Total this claim =</i>
. 1707372	149	RALPH MALEY	Operating Fund	Traveling Expense	\$18.75	2/11/98	
					<u>\$18.75</u>		<i>Total this claim =</i>
. 1707473	150	RAMSAY BUSINESS PRODUC	Operating Fund	Office Supplies	\$45.08	2/11/98	
					<u>\$45.08</u>		<i>Total this claim =</i>
1707574	151	BOOKS ARE FUN, LTD.	Operating Fund	Frankton	\$330.00	2/11/98	
					<u>\$330.00</u>		<i>Total this claim =</i>
. 1707675	153	RUFUS JESSIE	Operating Fund	Professional Services	\$60.00	2/11/98	
					<u>\$60.00</u>		<i>Total this claim =</i>

<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>
. 170776	154	SIMON & SCHUSTER	Operating Fund	Frankton	\$109.00	2/11/98	
				<i>Total this claim =</i>	<u>\$109.00</u>		
170787	157	STITT	Operating Fund	Repairs & Maintenance	\$210.49	2/11/98	
				<i>Total this claim =</i>	<u>\$210.49</u>		
. 170798	158	TASTE OF HOME	Operating Fund	Frankton	\$22.45	2/11/98	
				<i>Total this claim =</i>	<u>\$22.45</u>		
. 170889	159	THOMSON INDIANA	Operating Fund	Periodicals & Newspapers	\$78.00	2/11/98	
				<i>Total this claim =</i>	<u>\$78.00</u>		
. 170848	160	UNITOG RENTAL SERVICES	Operating Fund	Cleaning & Sanitation Supplies	\$31.00	2/11/98	
				<i>Total this claim =</i>	<u>\$31.00</u>		
. 170828	161	UNIVERSITY BOOK SERVICE	Operating Fund	Summitville	\$311.67	2/11/98	
			Operating Fund	Elwood YA	\$259.99		
				<i>Total this claim =</i>	<u>\$571.66</u>		
. 170838	162	INCOLSA	Operating Fund	Professional Meetings	\$840.00	2/11/98	
				<i>Total this claim =</i>	<u>\$840.00</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>
. 17084 55	164	LORETTA DODD	Operating Fund	Professional Meetings	\$15.00	2/11/98	
				<i>Total this claim =</i>	<u>\$15.00</u>		
. 17085 54	168	CINDA HORINE	Operating Fund	Traveling Expense	\$40.00	2/11/98	
				<i>Total this claim =</i>	<u>\$40.00</u>		
. 17086 55	176	STITT	Operating Fund	Repairs & Maintenance	\$210.49	2/11/98	Stone for Hazelbaker Pkg. Lot
				<i>Total this claim =</i>	<u>\$210.49</u>		
17088 87	177	BROADWAY PRESS	Operating Fund	Printing & Advertising	\$15.00	2/11/98	
				<i>Total this claim =</i>	<u>\$15.00</u>		
. 17088 88	178	A.E.BOYCE, INC.	Operating Fund	Official Records	\$207.53	2/11/98	
				<i>Total this claim =</i>	<u>\$207.53</u>		
. 17090 89	179	LIBRARY VIDEO COMPANY	Operating Fund	Summitville AV	\$489.35	2/11/98	
				<i>Total this claim =</i>	<u>\$489.35</u>		
. 17091 92	182	BOOKS ARE FUN, LTD.	Operating Fund	Frankton	\$330.00	2/11/98	
				<i>Total this claim =</i>	<u>\$330.00</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
1708796	181	MR. FAX	Operating Fund	Office Supplios	\$82.31	2/11/98	
			Operating Fund	Office Supplios	\$59.81		
Total this claim =					\$142.12		

Total Amount of Claims \$32,762.69

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.

Wednesday, February 11, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

(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 _____, 19____.

<u><i>[Signature]</i></u>	<u><i>[Signature]</i></u>	_____
<u><i>[Signature]</i></u>	<u><i>[Signature]</i></u>	_____
<u><i>[Signature]</i></u>	<u><i>[Signature]</i></u>	_____

SIGNATURES OF GOVERNING BOARD

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

*NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Board of Trustees
Regular Meeting For Business
March 11, 1998
5:00PM*

CALL TO ORDER

CALL FOR QUORUM

MINUTES

CLAIMS REGISTER

OLD BUSINESS

A. Park Representative

NEW BUSINESS

A. Building Reports

1. Building Committee Report
2. Bills
3. Frankton
4. Summitville

B. Long-Range Plan

DIRECTOR'S REPORT

ADJOURN

Executive session will follow regular meeting.

**BOARD OF TRUSTEES
Executive Meeting
March 11, 1998
5:30PM**

CALL TO ORDER

President Pam Bohlander called the executive meeting of the North Madison County Public Library System to order at 5:30pm in the Elwood Public Library Meeting Room.

CALL FOR QUORUM

Present with Mrs. Bohlander were members: Brenda Carey, Sharan Pace, Jerry Kaiser and Barbara Abernathy. Absent were: Linda Sizelove and David Hoffman. Present also were Director Kathi Wittkamper and Admin. Ass't. Jan Helping.

BUSINESS

Sharan Pace asked board members to consider that we do not have job descriptions for staff positions. Board members discussed where job descriptions were, if there are any on file and who did them. Kathi suggested she do the job descriptions and/or revisions and present them to board members. Since it has been discussed to hire a Technical Mgr., board members think the job description should be written for this position before budget time, so that the position can be considered for 1999. Kathi is to draft a job description and they will add, delete, change for the final draft.

Sharan also is concerned about a possible situation with Loretta Dodd. It has been reported to her that Loretta is fund-raising on library time for the Historical-Genealogy group. As Kathi explained, the groups do support the library, therefore, have times when they need to talk to Loretta in the library. Kathi said a job description may also help understanding this situation and whether Loretta needs help in the Indiana Room. Brenda Carey said she feels the Personnel Policy states there will be job descriptions included, therefore, she feels they are necessary. Kathi will bring to the board a job description for the Indiana Room clerk position in May.

Barbara Abernathy asked board members to have a standard evaluation for the Director. Kathi said she is now using an evaluation and has asked the branch managers to fill out the evaluation on themselves. Her plans are to begin using it with anniversary dates next year.

Kathi said she is working on a calendar of events. She feels it would be helpful for board members to know what is coming up in the library year.

Board members discussed a social event including the staff and board. Several suggestions:

A dinner - catered at the Gretchen Watson home.

A pitch-in – in the library or elsewhere
A dessert pitch-in
An outside facilitator

After the dinner, etc., the idea would be to have small discussion groups, work on the Long Range Plan, talk about goals and ideas for the library, concerns of the staff. It was suggested to have paper available for notes. The conclusion was to talk to staff members to see what they would like and set the date for April 18.

Meeting was adjourned at 7:45pm.

Linda Linn
Mereda J. Carey
Hamilia Bohlander

Barbara Abernathy Secretary
Barbara Abernathy, Secretary

Sharan Pace
Jerry Kaiser

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Regular Meeting for Business
March 11, 1998
5:00pm

CALL TO ORDER

President Pam Bohlander called a regular meeting for business to order of the North Madison County Public Library Board of Trustees at the Elwood Public Library at 5:00pm.

CALL FOR QUORUM

Attending with President Bohlander were: Jerry Kaiser, Brenda Carey, Barbara Abernathy, Sharan Pace. Absent were: David Hoffman and Linda Sizelove.

MINUTES were accepted from previous meetings with a motion from Sharan Pace, seconded by Barbara Abernathy.

CLAIMS REGISTER was signed by members.

OLD BUSINESS

Motion was made by Brenda Carey to appoint David Hoffman as the park board representative from the library board, pending his acceptance. Barbara Abernathy seconded the motion.

NEW BUSINESS

Kathi reported the carpet was cleaned at Elwood in February. Also floors were cleaned and waxed at Elwood and Summitville. She explained that she is considering a mat for the front of the library at Frankton because of the wear. Barbara Abernathy asked if the Elwood carpet is wearing well. Kathi explained she has spoken to a carpet-cleaning representative who thinks we should have professional cleaning to maintain the carpet best. This is being considered. (All members voiced acceptance of Elwood Mtg. Rm. floor)

Kathi asked if anyone had copies of the By-Laws. She also reported she, Pam and Sharan will attend the ILF CONFERENCE in early April.

Kathi asked members how they would like to begin work on the Long Range Plan. She explained the library should have the plan by the end of the year and that it should be a working, living document for accountability. We have a waiver until then. Discussion brought the idea forth of holding a half-day session on a Saturday with coffee and donuts. Members are to check their calendars and be prepared to decide at the April meeting which Saturday. Kathi asked members to read Chapter E in the "In the Public Trust" manual. A tentative date of April 18 was set.

Brenda Carey volunteered to bring a slate of officers to the meeting in April for election in May.

Sharan asked what information board members had to keep since all of their files are becoming full of paperwork. Kathi said they should keep manuals, however, library files contain all other copies of minutes, plans, building specs, etc.

Kathi said she will contact Burnette-Dellinger to begin working on specifications for insurance coverage so that we can put our insurance out to bid this summer. Don Hill suggested we look into the Leasing Corporation's documentation because he feels we need coverage for a Contingency Fund, etc.

Jerry Kaiser told board members he has received many complaints from the public that the library does not have a flag flying on holidays. The flag is put up and taken down each day now by staff, however, if lighted it could be left up continually. Steve Sizelove has offered to put the lighting in free if we will purchase the fixture - which should cost approximately \$300.00. Jerry made a motion to have the lighting put in, Sharan Pace seconded the motion and it passed.

Director's Report

Kathi reported she has been asked to participate in interviewing the Chief Executive Officer candidates at St. Vincent Hospital, March 17, 18 & 20.

PAC'S will be installed March 24-26 in branches and training held. There will be some lag time before juvenile material is entered into the catalog.

Kathi reported the Book Discussion Group has grown.

Youth Services will host a round-table meeting discussing Summer Reading Program on April 27.

The Technology Committee met just prior to the board meeting. A draft of "Acceptable Use" policy is being prepared. Kathi feels they are making progress.

Board of Trustees will meet in April in Summitville. Exe. Meeting will be at 6:00pm and public meeting at 7:00pm. Meeting was adjourned with a motion from Jerry Kaiser, seconded by Barbara Abernathy at 5:40pm.

Barbara Abernathy, Secretary
Barbara Abernathy, Secretary

Linda Ligon
Brenda Carey
Famila Balkader

Sharan Pace
Jerry Kaiser

NOTES TO DECISIONS

Constitutionality.

Authorizing voters in cities of second class to determine whether a park district be established does not violate Const., art. 1, § 25, prohibiting the making and taking

effect of any law dependent upon any authority except as provided in the constitution. *Johnson v. Board of Park Comm'rs*, 202 Ind. 282, 174 N.E. 91 (1930).

36-10-3-4. Composition of board — Appointment of members — Rights of ex officio members. — (a) A municipal board consists of four (4) members to be appointed by the executive of the municipality. The members shall be appointed on the basis of their interest in and knowledge of parks and recreation, but no more than two (2) members may be affiliated with the same political party. In addition, the creating ordinance may provide for one (1) or two (2) ex officio members, those being:

- (1) A member of the governing body of the school corporation selected by that body;
- (2) A member of the governing body of the library district selected by that body; or
- (3) Both (1) and (2).

(b) A county board shall be appointed as follows:

- (1) Two (2) members shall be appointed by the judge of the circuit court.
- (2) One (1) member shall be appointed by the county executive.
- (3) Two (2) members shall be appointed by the county fiscal body.

The members appointed under subdivisions (1), (2), and (3) shall be appointed on the basis of their interest in and knowledge of parks and recreation, but no more than one (1) member appointed under subdivisions (1) and (3) may be affiliated with the same political party. In a county having at least one (1) city with a population of at least thirty-five thousand (35,000), the creating ordinance must provide for one (1) ex officio board member to be appointed by the executive of that city. The member appointed by the city executive must be affiliated with a different political party than the member appointed by the county executive. However, if a county has more than one (1) such city, the executives of those cities shall agree on the member. The member serves for a term coterminous with the term of the appointing executive or executives.

(c) Ex officio members have all the rights of regular members, including the right to vote. A vacancy in an ex officio position shall be filled by the appointing authority.

(d) Neither a municipal executive nor a member of a county fiscal body, county executive, or municipal fiscal body may serve on a board.

(e) The creating ordinance in any county may provide for:

- (1) The county cooperative extension coordinator;
- (2) The county extension agent; or
- (3) A member of the county extension committee selected by the committee;

to serve as an ex officio member of the county board, in addition to the members provided for under subsection (b).

(f) The creating ordinance in a county having no first or second class cities may provide for a member of the county board to be selected by the board of supervisors of a soil and water conservation district in which a facility of the county board is located. The member selected under this subsection is in addition to the members provided for under subsections (b) and (c). [IC 36-10-3-4, as added by Acts 1981, P.L. 309, § 110; 1981, P.L. 320, § 1; P.L.207-1984, § 1; P.L.157-1991, § 4.]

Compiler's Notes. According to the 1990 federal census, the counties having at least one city with a population of at least 35,000 are Allen, Delaware, Elkhart, Floyd, Howard, Lake, Madison, Marion, Monroe, St. Joseph, Tippecanoe, Vanderburgh, Vigo, and Wayne counties.

According to the 1990 federal census, the counties having more than one city with a population of at least 35,000 are Lake and St. Joseph counties.

Indiana Legal Forum. Nonjudicial Duties of Indiana Trial Judges, 3 Ind. Legal F. 1

36-10-3-5. Initial appointments — Terms of members — Vacancies. — (a) Initial appointments to a municipal board are as follows:

- (1) One (1) member for a term of one (1) year.
- (2) One (1) member for a term of two (2) years.
- (3) One (1) member for a term of three (3) years.
- (4) One (1) member for a term of four (4) years.

As a term expires, each new appointment is for a four-year term. All terms expire on the first Monday in January, but a member continues in office until his successor is appointed.

(b) Initial appointments to a county board are as follows:

- (1) The circuit court judge's appointments are for one- and three-year terms, respectively.
- (2) The county executive's appointment is for a two-year term.
- (3) The county fiscal body's appointments are for two- and four-year terms, respectively.

As a term expires, each new appointment is for a four-year term. All terms expire on the first Monday in January, but a member continues in office until his successor is appointed.

(c) An appointing authority shall make initial appointments within ninety (90) days after the creation of the department.

(d) If an appointment for any new term is not made by the first Monday in April, the incumbent shall serve another term.

(e) In making initial appointments under subsections (a) or (b), an appointing authority, in order to provide continuity of experience and programs, shall give special consideration to the appointment of members from previous park or recreation boards.

(f) If a vacancy on the board occurs, the appointing authority shall appoint a person to serve for the remainder of the unexpired term. [IC 36-10-3-5, as added by Acts 1981, P.L. 309, § 110; 1981, P.L. 320, § 2.]

36-10-3-6. Removal of members for cause. — A member may be removed only for cause, upon specific written charges filed against him. The charges shall be filed with and heard by the appointing authority.

CERTIFICATION OF TECHNOLOGY PLAN APPROVAL FOR SCHOOLS AND LIBRARIES UNIVERSAL SERVICE PROGRAM

The Indiana State Library is certified by the Schools and Libraries Corporation to approve technology plans for public library participation in the Schools and Libraries Universal Service Program.

The North Madison County Public Library System has a technology plan that has been accepted by the Indiana State Library for technology grants in Indiana, and is therefore certified for the Universal Service Program for 1998.

The criteria listed below are recommended by the Schools and Libraries Corporation for technology plans. Libraries wishing to submit applications for discounts from the Universal Service fund for 1999 are encouraged to review their plans, revise them according to these criteria, and submit them to the Indiana State Library for reapproval.

Successful technology plans align the overall library service improvement objectives with the following five criteria. To qualify as an approved Technology Plan for a Universal Service Program discount, the plan must meet these criteria. It is critical that technology planning not be viewed or treated as a separate exercise dealing primarily with hardware and telecommunications infrastructure. There must be strong connections between the proposed physical infrastructure of the information technology and the plan for professional development, curriculum reform, and library service improvements.

- The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve library services.
- The plan has a professional development strategy to ensure that staff know how to use the new technologies to improve library services.
- The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve library services.
- The plan provides for a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved library services.
- The plan includes an evaluation process that enables the library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

The plan should cover a period of three years.

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

TO: NMCPLS TRUSTEES
FROM: DIRECTOR KATHI WITTKAMPER
SUBJECT: AGENDA MAILING
DATE: MARCH 4, 1998

TIME CHANGE

Please note the Board meeting will be held at the Elwood Public Library on March 11, at 5 p.m. Beverly Austin is planning to attend so her book may be presented. If needed, executive session will be held immediately following the public session.

TECHNOLOGY COMMITTEE

The Technology Committee will meet at 4 p.m. preceding the public meeting of the Board. Board members serving on the committee are Barbara Abernathy & Sharan Pace, although any trustee is welcome to participate. The Technology Plan forwarded to the State Library has been approved, and the letter of certification for the Schools and Libraries Corporation is enclosed.

ANNUAL REPORT & STATE STANDARDS

Acceptance of the Technology Plan permitted NMCPLS to claim compliance with 19 of the 20 state standards for public libraries. A waiver was requested for Standard 4, which requires a written long-range plan of service for two to five years. Application for a waiver required an explanation of specific measures planned to reach the requirement. The explanation stated: "The NMCPLS Board of Trustees and the Director are working to develop a long-range plan of service to meet Standard 4. A written copy of the plan should be completed by the end of the 1998 calendar year."

Assuming our request for a waiver of Standard 4 is granted, it will only cover us until filing the 1998 annual report (due February 1, 1999). At the upcoming meeting, the Board needs to adopt a methodology for beginning work on a long-range plan to meet Standard 4 and the accompanying guidelines. A copy of the complete Standards document was included in the last agenda mailing. In addition, you may find it helpful to review Chapter E of your "In the Public Trust" manual in advance of the meeting on March 11.

PARK BOARD REPRESENTATIVE

Park Board representative appointed by the library Board must be a member of the Library Board. Please find a copy of relevant state codes on the back of this sheet.

BOARD OF TRUSTEES
Executive Meeting
March 11, 1998
5:30PM

CALL TO ORDER

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CALL FOR QUORUM

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A dessert pitch-in

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ELWOOD IN 46036

ELWOOD PUBLIC LIBRARY
ATH: JAN HELPLING
1600 MAIN ST

ELWOOD IN 46036



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DATE OF INVOICE
3/5/98

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North Madison County Public
Library
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Elwood, IN

46036-2023

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Library
1600 Main Street
Elwood, IN

46036-202

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ALL INVOICES ARE DUE IN ACCORDANCE WITH OUR PAYMENT TERMS WHETHER SHIPMENT IS PARTIAL OR COMPLETE
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DECIMAL EQUIVALENT TABLE
TWELFTHS 250 = 3/12 500 = 6/12 750 = 9/12
083 = 1/12 333 = 4/12 583 = 7/12 833 = 10/12
.167 = 2/12 .417 = 5/12 .667 = 8/12 .917 = 11/12

A PRO/ CUST. ITEM NO.	DESCRIPTION	QUANTITY SHIPPED	UNIT	UNIT SELL PRICE	SELL EXTENSION
1/ 140630/ 00	28804 DELUXE CLEAR ACRYLIC LITERATURE RACK, 20-1/2"W X 24-5/8"H, 4 POCKETS	1.000	EA	89.9000	89.90
2/ 140631/ 00	28806 DELUXE CLEAR ACRYLIC LITERATURE RACK, 30"W X 20-3/8"H, 12 POCKETS	1.000	EA	91.9000	91.90
3/ 140638/ 00	28818 DELUXE CLEAR ACRYLIC LITERATURE RACK, 30"W X 45"H, 18 POCKETS	1.000	EA	144.9000	144.90
				ndse Total	326.70
				Fr. & Hdng	25.32
				Sub-Total	352.02

*SEE REVERSE FOR UNIT CODES, DECIMAL EQUIVALENT TABLE, SALES TERMS AND CONDITIONS, INSPECTION OF CONTENTS, FREIGHT CLAIMS, ETC.
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DESCRIPTION				UNIT PRICE	AMOUNT
BIBLIOFILE					
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PERCON DECODED LASER SCANNER				515.00	515
ENHANCED BIBLIOFILE LICENSE Annual license for the Enhanced BiblioFile networked version of BiblioFile Cataloging Software at \$500 per station.				500.00	500
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INVOICE DATE 12/22/97
TERMS NET 30 DAYS
VISA/MC/AE/DISCOV ACCEPTED
ORDER NO. 002387098 ORDER DATE 12/16/97

NORTH MADISON COUNTY
PUBLIC LIBRARY SYSTEM
CIRCULATION STATISTICS

CUSTOMER REFERENCE KATHI WITTKAMPER
BILL TO 331-00619953
ELWOOD LIBRARY
1600 MAIN STREET
ELWOOD IN 46036

B.S.
INVOICE

SHIP TO 331-00619953
ELWOOD LIBRARY
1600 MAIN STREET
ELWOOD IN 46036

	FEB 1997	FEB 1998	AMOUNT OF CHANGE	% OF CHANGE	YTD
ELWOOD					
ADULT	3740	2075	-665	-18%	6596
JUV	3158	2687	-471	-15%	5501
YA	217	112	-105	-48%	275
PER	459	428	-31	-7%	846
AUDIO	144	208	+64	+44%	438
VIDEO	2580	1824	-756	-29%	4248
TOTAL	10298	8334	-1964	-29%	17904

F'TON					
ADULT	950	984	+34	+4%	2071
JUV	538	630	+92	+17%	1235
PERIO	169	223	+54	+32%	495
AUDIO	8	14	+6	+75%	24
VIDEO	921	803	-118	-13%	1728
TOTAL	2586	28654	+68	+3%	5553

H'BAK					
ADULT	524	669	+145	+28%	1506
JUV	427	403	-24	-6%	827
PER	109	154	+45	+41%	286
AUDIO	0	13	+13	+100%	39
VIDEO	473	439	-34	-7%	975
TOTAL	1533	1678	+145	+9%	3633

SYSTEM					
ADULT	5314	4728	-486	-9%	10173
JUV	4123	3720	-403	-9%	7563
YA	217	112	-105	-48%	275
PER	737	805	+68	+9%	1627
AUDIO	152	235	+83	+55%	501
VIDEO	3974	3066	-908	-23%	6951
TOTAL	14417	12666	-1751	-12%	27090

REFERENCE (ELWOOD ADULT ONLY) 114
PATRON ASST. (ELWOOD ADULT ONLY) 316
PATRON COUNT (ELWOOD ONLY) 8041
ADULT COMPUTER USE (ELWOOD ONLY) 107
Y.S. COMPUTER USE (ELWOOD ONLY) 190
PROGRAMS: # OF ATTENDANCE
ELW 22 210
F'TON 3 23
H'BAK 16 75

MODEL	DESCRIPTION	QTY	MODEL	DESCRIPTION	QTY
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2059-9815	PS COVER W/HORN & BATTE	2			
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INVOICE SUMMARY ...

THIS INVOICE	415.97
SHIPPING & HANDLING	.00
TOTAL BEFORE TAX	415.97
TAXES	20.80
TOTAL INVOICE	436.77

PLEASE MAKE INQUIRIES ABOUT THIS INVOICE WITH OUR LOCAL BRANCH OFFICE, AT THE TELEPHONE NO. LISTED ON THE TOP OF THIS INVOICE. **PAY THIS AMOUNT** 436.77

Simplex Time Recorder Co. CUSTOMER COPY
M-1299 (10/92) MERCHANDISE MENTIONED HEREIN HAS BEEN MANUFACTURED IN ACCORDANCE WITH THE U.S. FAIR LABOR STANDARDS ACT AS AMENDED.

Simplex REMITTANCE COPY
PLEASE TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT - WRITE INVOICE NO. ON YOUR CHECK. INVOICE AMOUNT 436.77

BILL TO 331-00619953 ELWOOD LIBRARY
SHIP TO 331-00619953 ELWOOD LIBRARY
REMIT TO SIMPLEX TIME RECORDER CO.
DEPT. CH 10320
ALATINE, IL. 60055-0320
INVOICE NUMBER 34382111
INVOICE DATE 12/22/97
ORDER NO. 002387098 ORDER DATE 12/16/97
CUSTOMER REFERENCE KATHI WITTKAMPER
5000043677734382111

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$59,415.15

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.

Wednesday, March 11, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

(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 11th day of March, 1998.

<u><i>Ann Kaiser</i></u>	<u><i>Sharon Pace</i></u>	_____
<u><i>Barbara Abernathy</i></u>	<u><i>Samela Bolander</i></u>	_____
<u><i>Sherry J. ...</i></u>		_____

SIGNATURES OF GOVERNING BOARD

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

Register Of Claims
h Madison County Public Library Sy
Report Date: From 3/1/98 To 3/31/98

<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	201	EFTPS	Operating Fund	Emp share FICA	\$765.02	3/4/98	
			Operating Fund	Emp share FICA	\$178.91		
			Federal Taxes Withheld	Payroll Deductions	\$1,286.23		
			FICA	Payroll Deductions	\$765.02		
			FICA	Payroll Deductions	\$178.91		
				Total this claim =	<u>\$3,174.09</u>		
0	194	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	3/4/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,651.80		
			Operating Fund	Wages of Janitor	\$532.95		
				Total this claim =	<u>\$12,338.59</u>		
17101	199	INDIANA DEFERRED COMPEN	Annuity	Other emp benefits	\$165.00	3/4/98	
				Total this claim =	<u>\$165.00</u>		
17102	202	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,590.39	3/4/98	
				Total this claim =	<u>\$1,590.39</u>		
17103	203	INCOLSA	Operating Fund	Professional Meetings	\$200.00	3/4/98	
				Total this claim =	<u>\$200.00</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>
17105	221	AMERICAN ELECTRIC POWER	Operating Fund	Electricity	\$25.26	3/11/98	
			Operating Fund	Electricity	\$965.97		
			Operating Fund	Electricity	\$12.54		
			Operating Fund	Electricity	\$348.36		
				<i>Total this claim =</i>	<u>\$1,352.13</u>		
17106	222	AGLL	Operating Fund	Elwood Adult	\$39.95	3/11/98	
				<i>Total this claim =</i>	<u>\$39.95</u>		
17107	223	AMERICAN LIBRARY ASSOCIA	Gift	Elwood Childrens	\$28.00	3/11/98	
				<i>Total this claim =</i>	<u>\$28.00</u>		
17108	224	AMERITECH	Operating Fund	Telephone & Telegraph	\$118.47	3/11/98	
			Operating Fund	Telephone & Telegraph	\$207.91		
				<i>Total this claim =</i>	<u>\$326.38</u>		
17109	225	AT&T	Operating Fund	Telephone & Telegraph	\$2.55	3/11/98	
				<i>Total this claim =</i>	<u>\$2.55</u>		
17110	226	AUDIO VISUAL COMMUNICATI	Operating Fund	Professional Services	\$109.00	3/11/98	
				<i>Total this claim =</i>	<u>\$109.00</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>
17111	227	AMERICAN BUSINESS DIRECT	Operating Fund	Frankton	\$420.00	3/11/98	
					<i>Total this claim =</i>	\$420.00	
17112	228	AUSTIN BOOK SALES	Operating Fund	Summitville	\$1,125.81	3/11/98	
					<i>Total this claim =</i>	\$1,125.81	
17113	229	BARBARA SNIPES	Operating Fund	Traveling Expense	\$37.90	3/11/98	
					<i>Total this claim =</i>	\$37.90	
17114	230	BARBARA McADAMS	Operating Fund	Traveling Expense	\$27.25	3/11/98	
					<i>Total this claim =</i>	\$27.25	
17115	232	BON PRINTING	Operating Fund	Stationary & Supplies	\$406.00	3/11/98	Letterhead, Envelopes Business Cards
			Operating Fund	Stationary & Supplies	\$26.00		
					<i>Total this claim =</i>	\$432.00	
17116	233	BAKER & TAYLOR BOOKS	Operating Fund	Elwood Adult	\$1,184.10	3/11/98	
			Operating Fund	Elwood Childrens	\$69.42		
			Operating Fund	Frankton	\$605.52		
			Operating Fund	Summitville	\$171.54		
			Operating Fund	Other	\$170.10		
			Gift	Elwood Adult	\$60.45		
					<i>Total this claim =</i>	\$2,261.13	

<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>
17117	234	CENTRAL IND.COMPUTER CO	Operating Fund	Equipment	\$320.00	3/11/98	Lexmark Printer
					<i>Total this claim =</i>		
17118	235	CHRONICLE TRIBUNE	Operating Fund	Periodicals & Newspapers	\$117.00	3/11/98	Subscription - 3-20-98 to 3-19-99
					<i>Total this claim =</i>		
17119	236	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$124.64	3/11/98	
					<i>Total this claim =</i>		
17120	237	COYOTE CREEK	Operating Fund	Elwood AV	\$89.95	3/11/98	
					<i>Total this claim =</i>		
17121	238	CVS PHARMACY	Operating Fund	Other Supplies	\$15.52	3/11/98	
					<i>Total this claim =</i>		
17122	239	DEMCO	Operating Fund	Operating Supplies	\$60.77	3/11/98	As Per Attached Invoices
			Operating Fund	Furniture & Equipment	\$681.49		3 STATION WORKCTR.PARAGON PARAGON I PERIPHERAL STAND
					<i>Total this claim =</i>		

<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>
17123	240	DICK'S LOCKSMITHING	Operating Fund	*Other Professional Services	\$15.00	3/11/98	
				<i>Total this claim =</i>	<u>\$15.00</u>		
17124	241	DIANA L. SHEPARD	Operating Fund	Traveling Expense	\$7.50	3/11/98	
				<i>Total this claim =</i>	<u>\$7.50</u>		
17125	242	DIANA L. SHEPARD	Operating Fund	Postage & UPS	\$23.00	3/11/98	
			Operating Fund	Professional Meetings	\$5.70		
			Operating Fund	Other Supplies	\$10.69		
				<i>Total this claim =</i>	<u>\$39.39</u>		
17126	243	EDWARDS ELECTRICAL & ME	Operating Fund	Repairs & Maintenance	\$409.61	3/11/98	
			Operating Fund	Repair Parts	\$12.10		
				<i>Total this claim =</i>	<u>\$421.71</u>		
17127	244	ELWOOD PUBLISHING COMP	Operating Fund	Periodicals & Newspapers	\$75.60	3/11/98	
			Operating Fund	Advertising & Public Notices	\$17.20		
				<i>Total this claim =</i>	<u>\$92.80</u>		
17122	245	FILIP, INC.	Operating Fund	Other Repair & mainten.supplies	\$89.83	3/11/98	
				<i>Total this claim =</i>	<u>\$89.83</u>		
17129	246	GARETH STEVENS	Operating Fund	Summitville	\$26.04	3/11/98	
				<i>Total this claim =</i>	<u>\$26.04</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>
17130	247	GAYLORD BROS.	Operating Fund	*Other Professional Services	\$1,000.00	3/11/98	MAINT. - SECURITY SYSTEM
				<i>Total this claim =</i>	<u>\$1,000.00</u>		
17131	248	GTE NORTH INDIANA OPERAT	Operating Fund	Telephone & Telegraph	\$120.43	3/11/98	
				<i>Total this claim =</i>	<u>\$120.43</u>		
17132	250	GUILD PRESS OF INDIANA	Operating Fund	Elwood Adult	\$86.06	3/11/98	
				<i>Total this claim =</i>	<u>\$86.06</u>		
17133	251	HORTON'S & SONS OF ELWO	Operating Fund	*Other Operating Supplies	\$85.87	3/11/98	
				<i>Total this claim =</i>	<u>\$85.87</u>		
17134	252	JANE A. BECKLEY	Operating Fund	Land Buildings Improvements	\$2,000.00	3/11/98	APRIL PAYMENT
				<i>Total this claim =</i>	<u>\$2,000.00</u>		
17135	253	INDYNET	Operating Fund	Communication & Transportation	\$15.00	3/11/98	FEB. & MARCH CHARGES
			Operating Fund	Communication & Transportation	\$15.00		
				<i>Total this claim =</i>	<u>\$30.00</u>		
17136	254	INCOLSA	Operating Fund	Professional Meetings	\$8.00	3/11/98	BUDGET WKSHP./WITTKAMPER HELPING
				<i>Total this claim =</i>	<u>\$8.00</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>
17137	255	JANET BLANKENSHIP	Operating Fund	Traveling Expense	\$7.50	3/11/98	
				<i>Total this claim =</i>	<u>\$7.50</u>		
17138	257	INDIANA GAS COMPANY	Operating Fund	Gas	\$110.52	3/11/98	
				<i>Total this claim =</i>	<u>\$110.52</u>		
17139	258	INGRAM DISTRIBUTION GROU	Operating Fund	Elwood AV	\$11.59	3/11/98	
			Operating Fund	Summitville	\$51.41		
				<i>Total this claim =</i>	<u>\$63.00</u>		
17140	259	INDIANA GAS COMPANY	Operating Fund	Gas	\$90.11	3/11/98	
				<i>Total this claim =</i>	<u>\$90.11</u>		
17141	260	K MART	Operating Fund	Other Supplies	\$78.90	3/11/98	
				<i>Total this claim =</i>	<u>\$78.90</u>		
17142	263	KNOWLEDGE SHOPPE, THE	Operating Fund	Frankton	\$66.21	3/11/98	
				<i>Total this claim =</i>	<u>\$66.21</u>		
17143	264	LANDMARK AUDIOBOOKS	Operating Fund	Frankton	\$1,274.00	3/11/98	
				<i>Total this claim =</i>	<u>\$1,274.00</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>
17144	285	LEISURE ARTS	Operating Fund	Frankton	\$19.16	3/11/98	
				<i>Total this claim =</i>	<u>\$19.16</u>		
17145	288	LIBRARY STORE INC., THE	Operating Fund	Other Supplies	\$114.00	3/11/98	
				<i>Total this claim =</i>	<u>\$114.00</u>		
17146	257	LINDA KEMPER	Operating Fund	Traveling Expense	\$10.50	3/11/98	
				<i>Total this claim =</i>	<u>\$10.50</u>		
17147	258	LUCENT TECHNOLOGIES	Operating Fund	Telephone & Telegraph	\$286.06	3/11/98	
				<i>Total this claim =</i>	<u>\$286.06</u>		
17148	229	LIBRARY CORPORATION, THE	Operating Fund	Processing Supplies	\$183.00	3/11/98	
				<i>Total this claim =</i>	<u>\$183.00</u>		
17149	270	MARSH SUPERMARKET	Operating Fund	Professional Meetings	\$34.50	3/11/98	
				<i>Total this claim =</i>	<u>\$34.50</u>		
17150	273	MARY KIPLINGER	Operating Fund	Traveling Expense	\$3.50	3/11/98	
				<i>Total this claim =</i>	<u>\$3.50</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>
17151	275	MCI	Operating Fund	Telephone & Telegraph	\$35.14	3/11/98	
					<i>Total this claim =</i>		\$35.14
17152	276	MOSER	Operating Fund	Operating Supplies	\$12.00	3/11/98	
					<i>Total this claim =</i>		\$12.00
17153	277	MIDWEST TAPE	Operating Fund	Elwood AV	\$272.20	3/11/98	
			Operating Fund	Frankton AV	\$205.35		
					<i>Total this claim =</i>		\$477.55
17154	280	PRODUCT DEVELOP.CORP.	Operating Fund	Elwood Adult	\$59.86	3/11/98	
					<i>Total this claim =</i>		\$59.86
17155	281	QUILL CORPORATION	Operating Fund	*Other Office Supplies	\$456.88	3/11/98	
					<i>Total this claim =</i>		\$456.88
17156	282	RAMSAY BUSINESS PRODUC	Operating Fund	*Other Office Supplies	\$110.00	3/11/98	
			Operating Fund	*Other Professional Services	\$131.51		
			Operating Fund	*Other Professional Services	\$206.40		
					<i>Total this claim =</i>		\$447.91
17157	283	Royal Appliance Mfg. Co.	Operating Fund	Other Supplies	\$21.00	3/11/98	
					<i>Total this claim =</i>		\$21.00

<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>
17158	284	SPECIALTY STORE SERVICES	Operating Fund	Other Supplies	\$161.55	3/11/98	
				<i>Total this claim =</i>	<u>\$161.55</u>		
17159	286	SF COMMUNICATIONS	Operating Fund	Elwood Adult	\$103.95	3/11/98	
				<i>Total this claim =</i>	<u>\$103.95</u>		
17160	287	SOCIAL ISSUES RESOURCES	Operating Fund	Frankton	\$500.00	3/11/98	
				<i>Total this claim =</i>	<u>\$500.00</u>		
17161	289	WHITEWATER VALLEY GENE	Operating Fund	Consulting Services	\$24.00	3/11/98	
				<i>Total this claim =</i>	<u>\$24.00</u>		
17162	290	S & S ARTS AND CRAFTS	Operating Fund	Frankton	\$91.07	3/11/98	
				<i>Total this claim =</i>	<u>\$91.07</u>		
17163	291	TRI-COUNTY BUILDERS SUPP	Gift	*Other Professional Services	\$920.00	3/11/98	
				<i>Total this claim =</i>	<u>\$920.00</u>		
17164	293	TV-FREE AMERICA	Operating Fund	*Other Operating Supplies	\$10.00	3/11/98	
				<i>Total this claim =</i>	<u>\$10.00</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>
17165	294	TOWN OF FRANKTON	Operating Fund	Water	\$7.40	3/11/98	
			Operating Fund	Waste Disposal Services	\$8.29		
			Operating Fund	Electricity	\$55.06		
			<i>Total this claim =</i>		<u>\$70.75</u>		
17166	295	UNIVERSITY MICROFILMS INT	Operating Fund	Periodicals & Newspapers	\$181.87	3/11/98	
			<i>Total this claim =</i>		<u>\$181.87</u>		
17167	296	UNIVERSITY BOOK SERVICE	Operating Fund	Elwood Childrens	\$247.33	3/11/98	
			<i>Total this claim =</i>		<u>\$247.33</u>		
17168	297	LIBRARY CORPORATION, THE	Operating Fund	Automation	\$23,169.00	3/11/98	AUTOMATION COSTS
			<i>Total this claim =</i>		<u>\$23,169.00</u>		
17169	298	MICROMARKETING ASSOCIAT	Operating Fund	Frankton	\$41.90	3/11/98	
			<i>Total this claim =</i>		<u>\$41.90</u>		
17170	301	ABC-CLIO, INC.	Operating Fund	Elwood Adult	\$80.25	3/11/98	
			<i>Total this claim =</i>		<u>\$80.25</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
17171	302	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$246.00	3/11/98	Reservations for: Pam Bohlander Sharan Pace Glenna Stewart Kathi Wittkamper
					<i>Total this claim =</i>		
					<u>\$246.00</u>		
17172	303	EDUCATIONAL RESOURCES	Operating Fund	Frankton	\$359.47	3/11/98	
					<i>Total this claim =</i>		
					<u>\$359.47</u>		
17173	304	BRODERBUND SOFTWARE	Operating Fund	*Other Operating Supplies	\$76.48	3/11/98	
					<i>Total this claim =</i>		
					<u>\$76.48</u>		
17174	306	AMERICAN MANAGEMENT AS	Operating Fund	*Other Operating Supplies	\$218.06	3/11/98	
					<i>Total this claim =</i>		
					<u>\$218.06</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>
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Total Amount of Claims \$59,415.15

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.

Wednesday, March 11, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

(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 11th day of March, 1998.

<u><i>Jessie Kaiser</i></u>	<u><i>Sharon Pace</i></u>	_____
<u><i>Barbara Abernathy</i></u>	<u><i>Samela Bolander</i></u>	_____
<u><i>Meredith Cary</i></u>	_____	_____

SIGNATURES OF GOVERNING BOARD

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

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Executive Meeting for Business

April 8, 1998

6:30pm

CALL TO ORDER

An executive meeting was called to order by President Pam Bohlander at 6:30pm in the meeting room of the Hazelbaker Library in Summitville.

CALL FOR QUORUM

Attending with President Bohlander were board members Brenda Carey, Linda Sizelove, Barbara Abernathy, Sharan Pace and Jerry Kaiser, Director Kathi Wittkamper and Administrative Assistant Jan Helping.

BUSINESS

Sharan Pace told the board she has been given information that the pizza parlor in Frankton next door to the Frankton Community Library is for sale for \$34,000.00. She said we would need to see if the alley could be vacated, tear the building down and make the property a parking lot for a possible future building site. Linda Sizelove suggested Jim Wilson check into the property. Sharan volunteered to call for more information.

Linda Sizelove told board members she was concerned about library personnel – that she has had a complaint from a patron about the treatment she received from a male employee. Kathi said she would like the patrons to bring their complaints to her first and then if they aren't satisfied to go to a board member.

Jerry Kaiser stated he was refused use of the telephone at the front desk. Kathi said patrons are no longer permitted to use the telephone because of prior abuse. She said at the ILF meeting earlier today, they were told board members should not be treated differently than patrons. Jerry felt the rules are made for patrons only. Dave Hoffman felt the board should go by the same rules as patrons. Jerry told Kathi if she felt this way maybe she should not be director. At this point Kathi left the executive meeting. Barbara Abernathy stated she would like to go on record to say she felt Jerry's comment was very inappropriate.

Brenda Carey also also stated she liked the Anderson Library rule that does not charge fines.

A discussion was held about the telephone problem and how to solve it – to install a pay telephone, to install a telephone blocked for long distance.

Discussion was held about honoring Randy Martin next month for winning the logo contest. Board members suggested framing a copy of his drawing with a plaque under it

to present to him along with a \$50.00 prize. They feel the original should stay in the library.

Jan asked board members if they wanted to turn over the utility bill for heat to the city since we now have all our property removed. Board members said they thought it should be done. A motion was made by Linda Sizelove to turn all utilities over to the city to be paid now. Brenda Carey seconded and it passed.

Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Regular Meeting For Business

April 8, 1998

7:00pm

CALL TO ORDER

President Pam Bohlander brought a regular meeting for business to order at 7:00pm in the meeting room of the Ralph E. Hazelbaker Library in Summitville.

CALL FOR QUORUM

Attending with President Bohlander were: board members Brenda Carey, Linda Sizelove, Barbara Abernathy, David Hoffman, Sharan Pace and Jerry Kaiser, Admin. Ass't. Jan Helpling, Elwood Call-Leader Reporter Penny Stone, Mr. Tom Austin and Mrs. Beverly Austin.

MINUTES – Minutes of prior meetings were approved with a motion from Linda Sizelove, seconded by David Hoffman and passed.

CLAIMS REGISTER was signed and checks signed by Treasurer Jerry Kaiser.

OLD BUSINESS

Plans were made at the March board meeting to meet with the staff on April 18 to work on a Long-Range Plan for April 18. Staff members would rather meet on Friday, April 17 at 6:00pm. Board members had no objection to changing the meeting. Jan was asked to give staff members copies of the last Long-Range Plan.

Beverly Austin was presented with a Coca-Cola Book by President Bohlander to thank her for her years of service to the library board. Bev thanked the board for the time she spent with them working for the library's best interests and hopes that soon she will be able to volunteer time to work for the library again.

Discussion was held regarding a presentation to Randy Martin – who won the logo contest. A motion was made by Barbara Abernathy to frame the logo with a plaque under it and give him a \$50.00 prize. Dave Hoffman amended the motion to say the library should make two copies – one for Randy and one for the library to keep. Jerry Kaiser seconded the motion and it passed.

Linda Sizelove announced she and her husband, Steve would donate the landscaping around the outdoor sign, now finished. Board members thought a picture in the paper would be nice when it is finished.

Linda stated she thinks the building committee should be involved in the changes that are going on with Inter-Design and Arlen Packard. She asked if these problems were being solved – restrooms, yard, entrance door, drain.

A question was asked about the memorial benches for Mr. Merritt. Jan reported Mr. Gregg had called her to report that the benches are finished and ready for pick-up. Board members discussed how large the patio is to be and discussed if there needs to be more publicity regarding the sale of bricks.

A motion to allow the following bills from the building project was made by Barbara Abernathy, seconded by David Hoffman and passed.

Sizelove Construction	(New Sign)	\$9,850.00
ATD-American	(Magazine rack)	355.79

Frankton – Automation has been put in and seems to be going well.

Summitville – Automation also has been put into place in Summitville. Brenda Carey said she has heard from patrons who are excited about the new system.

Sharan Pace reported that her information regarding internet lines is that the cost for for lines will be \$330.00 plus a monthly charge.

Public Comment – Beverly Austin asked to speak to the board about the Universal Technology Fund. She wanted the board to know that although at this time the job is consuming, she thought the library should jump right in. The school system has saved 60-69% of their cost with the fund. Mrs. Nina Huntsinger is the school's technician in this project and she has expressed her cooperation with helping the library also. She also said it is time consuming and will take the commitment of the board to fill out the application but it is definitely worthwhile. She suggested appointing someone on staff to dedicate time to filling out the application and working with Mrs. Huntsinger. Mr. Austin explained the application has to be accepted, that it could be turned down – it is not automatic. He also feels that the fund is a "political football" and it helps to have help from someone who understands. He said we need to figure out what we need now and in the future. Jan explained that she knows the Indiana State Library have people who will work on the application with us. Beverly said she knows it is INCOLSA and that she also feels we will need to pursue the project with them to get it accomplished.

Linda Sizelove thinks we need to use the line in the library now for Internet for the public. She feels we need to move the line out of Kathi's office so that the public can have access to it. The other board members agreed. Brenda Carey volunteered to work on a policy for patrons and suggested we meet within the week to put together a plan to begin the first of the following week for public access. David Hoffman made a motion

to have a public meeting on April 17, Friday, at 6:00PM to pass a policy for patron use of the Internet and also make arrangements to have a computer ready to go April 20, 1998. Barbara Abernathy seconded the motion and it passed.

Barbara also reported that she has spoken to a school principal who has a membership in NAIER and is very happy with the articles he has received. Jan reported that the library has ordered one time and has a catalog for the second order.

SLATE OF OFFICERS – Brenda Carey reported the slate as follows:

- Pam Bohlander – President
- Sharan Pace – Vice-President
- Barbara Abernathy – Secretary
- Jerry Kaiser – Treasurer
- Brenda Carey – Ass't. Treasurer

Pam said according to the minutes from the last meeting, Kathi was to deliver two job descriptions this month. She has done that and will have one more each month until they are done. Question was asked as to when the Director's evaluation was to be done. The answer was the board decided in September.

Pam reported that the ILF meeting attended by Sharan, Kathi and herself today was very informative. Linda asked that she write up her notes so that board members could have a copy of them and benefit from the meeting also.

Jan reported she, Pam and Kathi will pick up the last painting to be cleaned at the Art Museum Friday morning and that if anyone is interested to call her.

A motion to adjourn the meeting by Sharan Pace was made at 8:10pm, seconded by Barbara Abernathy.

Barbara Abernathy, Sec'y.

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
MONTHLY STATISTICS

	MAR1997	MAR 1998	AMOUNT OF CHANGE	PERCENT OF CHANGE	YTD
ELWOOD					
ADULT	3713	3469	-244	-7%	10065
JUV.	2525	2681	+156	+6%	8182
Y.A.	208	147	-61	-29%	422
PER.	391	436	+45	+12%	1282
AUD.	181	290	+109	+60%	728
VID.	2890	2258	-632	-22%	6506
TOTAL	9908	9281	-627	-6%	27185
F'TON					
ADULT	1231	1139	-97	-8%	3205
JUV.	673	934	+261	+39%	2169
PER.	232	274	+42	+18%	769
AUD.	7	11	+4	+57%	35
VID.	975	1079	+104	+11%	2807
TOTAL	3118	3432	+314	+10%	8985
H'BAK					
ADULT	614	694	+80	+13%	2200
JUV.	475	515	+40	+8%	1342
PER.	99	153	+54	+55%	439
AUD.	0	15	+15	+100%	54
VID.	552	658	+106	+19%	1633
TOTAL	1740	2035	+295	+17%	5668
SYSTEM					
ADULT	5558	5297	-261	-5%	15470
JUV.	2673	4130	+457	+12%	11693
Y.A.	208	147	-61	-29%	422
PER.	722	863	+141	+19%	2490
AUD.	188	316	+128	+68%	817
VID.	4417	3995	-422	-10%	10946
TOTAL	14766	14748	-18	-1%	41838

REFERNECE QUESTIONS (ELWOOD ADULT ONLY) 126
 PATRON ASSISTANCE (ELWOOD ADULT ONLY) 392
 COMPUTER USAGE (ELWOOD ONLY) ADULT 137 YOUTH SERVICES 229
 PATRON TRAFFIC 8450
 PROGRAMS : ELWOOD 23 PROGRAMS 339 ATTENDANCE F'TON 5 PROGRAM 30
 ATTENDANCE H'BAK 9 PROGRAMS 48 ATTENDANCE

PERMISSION GRANTED:
I hereby give my permission for

to use the Internet at any facility of the North Madison County Library System. I have read the Internet use policy and agree to abide by all rules set forth. Furthermore, I will not hold the library staff, or trustees responsible for harm incurred upon my child by what he or she may see or have access to. I fully understand that I am also responsible for my child's actions as outlined in the rules and regulations, and will abide by any decision to revoke my child's use of the Internet in the event my child has not complied with stated rules.

Parent/Guardian Signature: _____

Date: _____

Library Witness: _____

Date: _____

PERMISSION DENIED TO:

I am requesting that the NMCPLS deny my child/children access to the Internet. Signed:

Date: _____

Library Witness: _____

***North Madison County
Public Library System***

Elwood Public Library

1600 Main Street Elwood, IN 46036-2023
Phone: 765-552-5002 FAX: 765-552-0955
M-Th 9-8 • Friday 9-6 • Saturday 9-4

Frankton Community Library

111-113 Sigler Street Frankton, IN 46011
Phone: 765-754-7116 FAX: 765-754-3312
M-Th 9-7 • Friday 9-5 • Saturday 9-1

Ralph E. Hazelbaker Library

1013 W. Church Summitville, IN 46070
Phone: 765-536-2335 FAX: 765-536-9050
M-Th 9-7 • Friday 9-5 • Saturday 9-1

***North Madison County
Public Library System***

**PATRON INTERNET
ACCESS**



Adopted by NMCPLS Board of Trustees
May 13, 1998

RULES & REGULATIONS OF USE

It is the goal of NMCPLS to provide patrons free access to the vast array of information technology as possible. However, because of the public nature of the Internet, certain guidelines have been adopted for your benefit. It is the intent of the NMCPLS to provide a positive environment for all and the rules and regulations set as followed will be continually assessed and updated as needed.

Activities that are improper or not allowed include, but are not limited to the following:

- violating federal, state, and local law,
- the use of library computers to illegally access or attempt to gain unauthorized information from other computer systems,
- the sending or receiving of e-mail,
- accessing chat rooms, and recreational games,
- the use of library computers to purchase or acquire products or services on the Internet,
- violating software license agreements,
- uploading or downloading any material onto or from sources brought from outside the library such as personal disks,
- accessing or attempting to access or the sending of pornographic, obscene, sexually explicit, abusive, or threatening material or language,
- vandalizing or damaging the computers and software of the library, or attempting to sabotage the operation of the library computer in any way,
- disrupting or impeding unauthorized electronic communications
- use of the libraries' computers or the Internet link for solicitation or advertisement of any kind,
- in the event a user inadvertently accesses offensive material he or she will be expected to or be asked to remove the material immediately.

The NMCPLS retains the right to set or amend these rules of use at anytime without further notice to our patrons. The NMCPLS trustees retain the right to set forth whatever methods needed to assure adherence to previously stated rules and

regulations. Some of the possible implementations may include, but are not limited to:

- implementation of parental permission forms for children,
- establishing time limits or using appointments for Internet use,
- prioritizing patron use based on immediacy of patron need,
- revoking the use of the Internet to any patron, or patron's family member who have violated or attempted to violate the libraries' Internet use policy,
- in the event that a patron becomes abusive and/or threatening, and refuses to comply with reasonable requests by library personnel the library retains the right to call law enforcement for assistance.

The NMCPLS wishes to make your library a warm and friendly environment in which to obtain information. To this extent, library personnel will provide limited basic instruction for Internet use, however, due to the limited time the staff can provide one on one instruction the NMCPLS cannot be held responsible for instruction beyond the basics. Staff members, trustees, and their families are subject to the same use regulations as the general public. Staff may not use the Internet for personal use during work hours.

PERMISSION FORM

Parents/Guardians:

In order to assure compliance with your *specific* requests pertaining to the use of the Internet by your child or children, the NMCPLS requests that you sign the following permit in the presence of the library staff. This permit will be kept on file at the library and you retain the right to amend or change this permit as desired, however, you will be required to personally come in and address these changes.

In keeping with the mission of the NMCPLS, the Board of Trustees and Administration are pleased to offer patrons the opportunity to join millions of people worldwide in the sharing of information and resources far beyond what one library could begin to offer. It is the policy of NMCPLS to continually assess and update the potential benefits and inherent risks associated with this venture.

DISCLAIMER

By virtue of its nature, the Internet may contain material that is obscene, offensive, or controversial to some people. Further, patrons should be aware that the Internet is a communication system that links thousands of computers worldwide that conduct business and trade of every nature. The NMCPLS will not be responsible for any financial obligations incurred by any member of a patron's family due to authorized or unauthorized use of the Internet.

Users should also be aware that the Internet may contain materials that are illegal, defamatory, and dangerous to the welfare of children. The NMCPLS and staff will not be responsible for any harmful effects experienced by patrons or their children resulting from the unauthorized access of this material. NMCPLS does not endorse the viewpoints or attest to the accuracy of information obtained through the Internet.

Patrons will assume full responsibility for any violations due to copyright infringement.

Users who violate or conspire to violate federal, state, or local laws will be prosecuted to the fullest extent of the law and assume complete financial obligation of their actions.

North Madison County Public Library System Patron Access Internet Policy
April, 1998

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- ◆ the use of library computers to illegally access or attempt to gain unauthorized information from other computer systems,
- ◆ the sending or receiving of e-mail,
- ◆ accessing chat rooms, and recreational games,
- ◆ the use of library computers to purchase or acquire products or services on the Internet,

- ◆ violating software license agreements,
- ◆ uploading or downloading any material onto or from sources brought from outside the library such as personal disks,
- ◆ accessing or attempting to access or the sending of pornographic, obscene, sexually explicit, abusive, or threatening material or language,
- ◆ vandalizing or damaging the computers and software of the library, or attempting to sabotage the operation of the library computer in any way,
- ◆ disrupting or impeding unauthorized electronic communications,
- ◆ use of the libraries' computers or the Internet link for solicitation or advertisement of any kind,
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- ◆ implementation of parental permission forms for children,
- ◆ establishing time limits or using appointments for Internet use,
- ◆ prioritizing patron use based on immediacy of patron need,
- ◆ revoking the use of the Internet to any patron, or patron's family member who have violated or attempted to violate the libraries' Internet use policy,
- ◆ in the event that a patron becomes abusive and/or threatening, and refuses to comply with reasonable requests by library personnel the library retains the right to call law enforcement for assistance.

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Indiana Public Library Internet Use Policy
SB 115

SECTION 1. IC 20-14-1-7 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS [EFFECTIVE SEPTEMBER 1, 1998]: Sec. 7.

- (a) This section applies to a board of a public library that allows library patrons to use library software to access the Internet or other computer network.
- (b) As used in this section, "computer network" has the meaning set forth in IC 35-43-2-3, "the interconnection of communication lines with a computer through remote terminals or a complex consisting of two (2) or more interconnected computers." (This would include a LAN or WAN.)
- (c) The board of a public library shall adopt a policy concerning the appropriate use of the Internet or other computer network by library patrons in all areas of the library.
- (d) The board shall make the policy adopted under subsection (c) readily available to all library patrons.
- (e) The board of a public library shall annually review the policy adopted under subsection (c).

All public libraries in Indiana will be required by state law to have an Internet and Computer Use Policy by September 1, 1998, if the Internet and/or computer is available to the public.

If you need help developing your policy, call Library Development Office, 1-800-451-6028, for samples of Internet and Computer Use Policies.

Some items that need to be considered in the policy are:

- Responsibilities of users
- Legal use
- Ethical use
- Internet station user policy, including time limits per day and sign-in for use
- Display/dissemination of "inappropriate" materials
- Sanctions
- Disclaimer
- Limitation of liability, including a signature line and date for the user to sign

April 17, 1998

TO: North Madison County Public Library System Board

RE: Hazelbaker Library

As a teacher at Madison-Grant Junior High and High Schools, as a teacher of evening computer and Internet classes at Madison-Grant, and as a patron of the Hazelbaker Library, I am very upset that the library does not have Internet access.

Teachers at the junior high and high schools are giving students assignments that require research on the Internet. The high school library is now open Thursday evenings after school until 8 PM for students and parents to use the Internet. You are causing the Hazelbaker library to lose business by not allowing them to have the Internet available for student and community member use.

I understand the need for an acceptable use policy. Examples are available at nearby schools and on the Internet. Students/parents and other people sign the form and know if they violate the rules, they are no longer allowed Internet access. Students should know not to give personal information on the Internet. I personally would not allow people to go to chat rooms or play games on the Internet as a few people could tie up the computers for long periods of time keeping others from using the Internet for research. Obviously the computers would be located in an area where the library personnel constantly supervise them.

Yes, there are bad things on the Internet such as sex and hate. But that is totally outweighed by the number of good things available. We are allowed access to knowledge from around the world, late breaking news, weather, information about hobbies, research and medical news, information about places to travel and vacation, and so much more. Can you imagine as a proud parent or grandparent sending people to www.netbabies.com to see a picture of your newborn?

Please do what you need to do to get Internet access at the Hazelbaker Library before people start going elsewhere and the library does not get the business it deserves.

Thank you,

Linda Dunlap

Linda Dunlap
PO Box 265
Summitville, IN 46070

SIZELOVE CONSTRUCTION, INC.

1820 So. P Street
ELWOOD, IN 46036

Phone 552-9711

NORTH ANDISON Public LIBRARY SYSTEM
124 No. 16TH St
Elwood, IN 46036

STATEMENT

DATE 3-8-98
NUMBER

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

Table with columns: DATE, CHARGES AND CREDITS, BALANCE. Includes handwritten entry: FOR NEW SIGN #2 QUOTED @ \$9,850.00 SEPTEMBER 10 11. BALANCE \$9,850.00.

SIZELOVE CONSTRUCTION, INC.

Thank You PAY LAST AMOUNT IN THIS COLUMN

PRODUCT 961 (MSB) Inc., Groton, Mass 01471. To Order PHONE TOLL FREE 1-800-725-6380

SIZELOVE CONSTRUCTION, INC.

1820 So. P Street
ELWOOD, INDIANA 46036

Phone 552-9711

TO: ELWOOD PUBLIC LIBRARY
ELWOOD INDIANA 46036

PROPOSAL

PAGE NO. 1 OF 1 PAGES

PHONE 765 552-5001 DATE 10/17/97
JOB NAME / LOCATION SIGN
JOB NUMBER JOB PHONE

We hereby submit specifications and estimates for:
SIGN #2 FOR THE EXTERIOR LIBRARY USING STONE SIGN
W/CARVED LETTERING AND BRICK CONSTRUCTION. SIGN
IS DOUBLED FACED W/EXTERIOR GROUND TYPE LIGHTING.
TOTAL COST 9,850.00

We Propose hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of Nine Thousand Eight Hundred Fifty and 00/100 Dollars 9,850.00 dollars (\$)

Payment to be made as follows: \$1,000.00 DOWN AND BALANCE ON COMPLETION

All material is guaranteed to be as specified. All work to be completed in a professional 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. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature [Signature]

Note: This proposal may be withdrawn by us if not accepted within 10 days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature Kathleen Ann Wittmayer 10-20-97

Signature

Date of Acceptance:

ATD-AMERICAN CO
 135 GREENWOOD AVENUE
 WYNCOTE, PENNSYLVANIA 19095-1396
 FAX: (215) 576-1827 E-MAIL: american@atd.com
 REMIT TO P.O. BOX 8500 S-2895
 PHILADELPHIA, PA 19178

SHIP TO

ELWOOD PUBLIC LIBRARY
 ATN: JAN HELPLING
 1600 MAIN ST

ELWOOD IN 46036



CUST. ORD. NO. 581
 CUST. REQ. NO.
 SPECIAL SHIPPING MARKS

ELWOOD PUBLIC LIBRARY
 1600 MAIN ST
 ELWOOD IN 46036

A LOG NO.: 244554

WHEN MAKING AN INQUIRY REFER TO THIS NO. 358039 00
 A ORDER NO. 358039 00
 IF "SHIPPING POINT" IS INDICATED IT IS YOUR RESPONSIBILITY TO PAY ALL SHIPPING CHARGES.
 CUSTOMER FOB

CUSTOMER SPECIAL INSTRUCTIONS

SHIPPED VIA: SHPNG PT/PPD&ADD

CUSTOMER ACCOUNT NO. 126888.00
 INVOICE DATE 19-MAR-98
 WHEN PAYING SHOW THIS INVOICE NO. 468866

CUSTOMER TERMS NET CASH

WEIGHT CUSTOMER ORDER SHIPPED... TOTAL NO. PACKAGES DATE SHIPPED INVOICE DATE

1 11-MAR-98 19-MAR-98 468866

ALL INVOICES ARE DUE IN ACCORDANCE WITH OUR PAYMENT TERMS WHETHER SHIPMENT IS "PARTIAL" OR "COMPLETE".
 SLS NAME/ NO. 116/P KENT

FREIGHT CARRIER INSTRUCTED TO MARK BL: SEND FREIGHT BILL TO...
 PERMANENT NAME AND ADDRESS OF SHIPPER
 ATD-AMERICAN CO
 135 GREENWOOD AVE
 WYNCOTE PA 19095

FEDERAL I.D. NO. 23-1921196 DUNS: 00-199-2338
 DECIMAL EQUIVALENT TABLE
 TWELFTHS 250 = 3/12 500 = 6/12 750 = 9/12
 .083 = 1/12 .333 = 4/12 .583 = 7/12 .833 = 10/12
 .167 = 2/12 .417 = 5/12 .667 = 8/12 .917 = 11/12

LN#	A PROD/ CUST. ITEM NO.	DESCRIPTION	QUANTITY SHIPPED	UNIT	UNIT SELL PRICE	SELL EXTENSION
		Frt & Hdg charge per INV #468800		FRT & HDLG	70.79	

SEE REVERSE FOR UNIT CODES, DECIMAL EQUIVALENT TABLE, SALES TERMS AND CONDITIONS, INSPECTION OF CONTENTS, FREIGHT CLAIMS, ETC.
 TO ENSURE PROPER CREDIT, PLEASE RETURN ONE COPY OF INVOICE WITH REMITTANCE
 PAY THIS AMOUNT 70.79

ATD-AMERICAN CO
 135 GREENWOOD AVENUE
 WYNCOTE, PENNSYLVANIA 19095-1396
 FAX: (215) 576-1827 E-MAIL: american@atd.com
 REMIT TO P.O. BOX 8500 S-2895
 PHILADELPHIA, PA 19178

SHIP TO

ELWOOD PUBLIC LIBRARY
 ATN: JAN HELPLING
 1600 MAIN ST

ELWOOD IN 46036



CUST. ORD. NO. 581
 CUST. REQ. NO.
 SPECIAL SHIPPING MARKS

ELWOOD PUBLIC LIBRARY
 1600 MAIN ST
 ELWOOD IN 46036

A LOG NO.: 244554

WHEN MAKING AN INQUIRY REFER TO THIS NO. 358039 00
 A ORDER NO. 358039 00
 IF "SHIPPING POINT" IS INDICATED IT IS YOUR RESPONSIBILITY TO PAY ALL SHIPPING CHARGES.
 CUSTOMER FOB

CUSTOMER SPECIAL INSTRUCTIONS

SHIPPED VIA: SHPNG PT/PPD&ADD ROADWAY

CUSTOMER ACCOUNT NO. 126888.00
 INVOICE DATE 18-MAR-98
 WHEN PAYING SHOW THIS INVOICE NO. 468800

CUSTOMER TERMS NET 30

WEIGHT CUSTOMER ORDER SHIPPED... TOTAL NO. PACKAGES DATE SHIPPED INVOICE DATE

1 16-MAR-98 18-MAR-98 468800

ALL INVOICES ARE DUE IN ACCORDANCE WITH OUR PAYMENT TERMS WHETHER SHIPMENT IS "PARTIAL" OR "COMPLETE".
 SLS NAME/ NO. 116/P KENT

FREIGHT CARRIER INSTRUCTED TO MARK BL: SEND FREIGHT BILL TO...
 PERMANENT NAME AND ADDRESS OF SHIPPER
 ATD-AMERICAN CO
 135 GREENWOOD AVE
 WYNCOTE PA 19095

FEDERAL I.D. NO. 23-1921196 DUNS: 00-199-2338
 DECIMAL EQUIVALENT TABLE
 TWELFTHS 250 = 3/12 500 = 6/12 750 = 9/12
 .083 = 1/12 .333 = 4/12 .583 = 7/12 .833 = 10/12
 .167 = 2/12 .417 = 5/12 .667 = 8/12 .917 = 11/12

LN#	A PROD/ CUST. ITEM NO.	DESCRIPTION	QUANTITY SHIPPED	UNIT	UNIT SELL PRICE	SELL EXTENSION
1	93273/00	63978 MAGAZINE STAND, B-SHELF, 42 X 18 X 60", SAND	1.000	EA	284.9000	284.90

SEE REVERSE FOR UNIT CODES, DECIMAL EQUIVALENT TABLE, SALES TERMS AND CONDITIONS, INSPECTION OF CONTENTS, FREIGHT CLAIMS, ETC.
 TO ENSURE PROPER CREDIT, PLEASE RETURN ONE COPY OF INVOICE WITH REMITTANCE
 PAY THIS AMOUNT 284.90

© ATD 1297 FORM 416

ATD-AMERICAN CO

135 GREENWOOD AVENUE
WYNCOTE, PENNSYLVANIA 19095-1396
FAX: (215) 576-1827 E-MAIL: american@atd.com
REMIT TO P.O. BOX 8500 S-2895
PHILADELPHIA, PA 19178

SHIP TO

ELWOOD PUBLIC LIBRARY
ATN: JAN HELPLING
1600 MAIN ST
ELWOOD IN 46036



CUST. ORD. NO. 581
CUST. REQ. NO.
SPECIAL SHIPPING MARKS ▼

ELWOOD PUBLIC LIBRARY
1600 MAIN ST
ELWOOD IN 46036

A LOG NO.: 244554

WHEN MAKING AN INQUIRY REFER TO THIS NO. ▼

A ORDER NO. 358039 00
IF SHIPPING POINT IS INDICATED, IT IS YOUR RESPONSIBILITY TO PAY ALL SHIPPING CHARGES.
CUSTOMER FOB ▼

CUSTOMER SPECIAL INSTRUCTIONS
SHIPPED VIA: ROADWAY
CUSTOMER ACCOUNT NO. 126888 00
WHEN PAYING SHOW THIS INVOICE NO. 468800

CUSTOMER TERMS ▼	WEIGHT	CUSTOMER ORDER SHIPPED...	TOTAL NO. PACKAGES	DATE SHIPPED	INVOICE DATE	WHEN PAYING SHOW THIS INVOICE NO.
NET 30		PARTIAL	1	16-MAR-98	18-MAR-98	468800

ALL INVOICES ARE DUE IN ACCORDANCE WITH OUR PAYMENT TERMS WHETHER SHIPMENT IS "PARTIAL" OR "COMPLETE".
SLS NAME/NO. ► 116/P KENT
FREIGHT CARRIER INSTRUCTED TO MARK BL: SEND FREIGHT BILL TO...
PERMANENT NAME AND ADDRESS OF SHIPPER
ATD-AMERICAN CO
135 GREENWOOD AVE
WYNCOTE PA 19095
FEDERAL I.D. NO. 23-1921196 DUNS: 00-199-2338
DECIMAL EQUIVALENT TABLE
TWELFTHS 250 = 3/12 500 = 6/12 750 = 9/12
083 = 1/12 333 = 4/12 583 = 7/12 833 = 10/12
187 = 2/12 417 = 5/12 667 = 8/12 917 = 11/12

A PROD / CUST. ITEM NO.	DESCRIPTION	QUANTITY SHIPPED	UNIT	UNIT SELL PRICE	SELL EXTENSION
17 932737 63978	MAGAZINE STAND, B-SHELF, 42 X 18 X 60", SAND	1.000	EA	284.9000	284.90

SEE REVERSE FOR UNIT CODES, DECIMAL EQUIVALENT TABLE, SALES TERMS AND CONDITIONS, INSPECTION OF CONTENTS, FREIGHT CLAIMS, ETC.
TO ENSURE PROPER CREDIT, PLEASE RETURN ONE COPY OF INVOICE WITH REMITTANCE
PAY THIS AMOUNT 284.90

© ATD 12/97 FORM 416

ATD-AMERICAN CO

135 GREENWOOD AVENUE
WYNCOTE, PENNSYLVANIA 19095-1396
FAX: (215) 576-1827 E-MAIL: american@atd.com
REMIT TO P.O. BOX 8500 S-2895
PHILADELPHIA, PA 19178

SHIP TO

ELWOOD PUBLIC LIBRARY
ATN: JAN HELPLING
1600 MAIN ST
ELWOOD IN 46036



CUST. ORD. NO. 581
CUST. REQ. NO.
SPECIAL SHIPPING MARKS ▼

ELWOOD PUBLIC LIBRARY
1600 MAIN ST
ELWOOD IN 46036

A LOG NO.: 244554

WHEN MAKING AN INQUIRY REFER TO THIS NO. ▼

A ORDER NO. 358039 00
IF SHIPPING POINT IS INDICATED, IT IS YOUR RESPONSIBILITY TO PAY ALL SHIPPING CHARGES.
CUSTOMER FOB ▼

CUSTOMER SPECIAL INSTRUCTIONS
SHIPPED VIA: ROADWAY
CUSTOMER ACCOUNT NO. 126888 00
WHEN PAYING SHOW THIS INVOICE NO. 468866

CUSTOMER TERMS ▼	WEIGHT	CUSTOMER ORDER SHIPPED...	TOTAL NO. PACKAGES	DATE SHIPPED	INVOICE DATE	WHEN PAYING SHOW THIS INVOICE NO.
NET CASH		PARTIAL	1	11-MAR-98	19-MAR-98	468866

ALL INVOICES ARE DUE IN ACCORDANCE WITH OUR PAYMENT TERMS WHETHER SHIPMENT IS "PARTIAL" OR "COMPLETE".
SLS NAME/NO. ► 116/P KENT
FREIGHT CARRIER INSTRUCTED TO MARK BL: SEND FREIGHT BILL TO...
PERMANENT NAME AND ADDRESS OF SHIPPER
ATD-AMERICAN CO
135 GREENWOOD AVE
WYNCOTE PA 19095
FEDERAL I.D. NO. 23-1921196 DUNS: 00-199-2338
DECIMAL EQUIVALENT TABLE
TWELFTHS 250 = 3/12 500 = 6/12 750 = 9/12
083 = 1/12 333 = 4/12 583 = 7/12 833 = 10/12
187 = 2/12 417 = 5/12 667 = 8/12 917 = 11/12

A PROD / CUST. ITEM NO.	DESCRIPTION	QUANTITY SHIPPED	UNIT	UNIT SELL PRICE	SELL EXTENSION
	Frt & Hdlg charge per INV #468800				70.79

SEE REVERSE FOR UNIT CODES, DECIMAL EQUIVALENT TABLE, SALES TERMS AND CONDITIONS, INSPECTION OF CONTENTS, FREIGHT CLAIMS, ETC.
TO ENSURE PROPER CREDIT, PLEASE RETURN ONE COPY OF INVOICE WITH REMITTANCE
PAY THIS AMOUNT 70.79

© ATD 12/97 FORM 416

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

PURCHASE ORDER

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
 BOARD OF TRUSTEES
 Special Meeting For Business
 Elwood Public Library Meeting Room
 April 17, 1998
 6:00pm

P.O. 581
 This Number Must be on Invoice, Claim and Delivery Memos.

TO ATD-AMERICAN CO.
 ADDRESS 135 Greenwood Ave.
 Wyncote, Pa. 19095

CITY

SHIP TO No. Madison County Pub. Lib. Sys, Elwood, In. DEPT.

SHIP VIA

DATE 11/17/97

REQ.

IN ACCORDANCE WITH BID AND CONTRACT DATED

If subject to discount please indicate on Invoice or Claim.

CHARGE TO APPROPRIATION FOR _____ APPROPRIATION NUMBER _____

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	✓	28804 4 Pocket Clear Display Rack		81.10 87.90
1	✓	28806 12 Pocket Clear Display Rack		91.90 87.90
1	✓	28818 18 Pocket Clear Display Rack		144.90 138.90
1		63978 Magazine Stand 42" w x 18" d x 60" h Color: Sand		584.90 274.90
1		50372 4 Drawer Lateral File 36" w x 18" d x 52 1/2" h Color: Putty		429.90

Paul ext. 247

611

- CALL TO ORDER
- CALL FOR QUORUM
- MINUTES
- OLD BUSINESS
- NEW BUSINESS
 - A. Patron Access Internet Policy
- DIRECTOR'S REPORT
- ADJOURN

This order issued in compliance with CHAPTER 99, ACTS 1945 and Acts amendatory thereof and supplemental thereto.	Plus Shipping TOTAL AMOUNT OF ORDER \$ <u>1019.50</u>
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.
<i>Kathleen Anne Wittkammer</i>	ORDERED BY <i>Kathi Wittkammer</i> Director TITLE

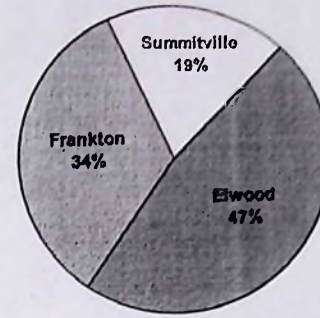
I HEREBY CERTIFY THAT THE ABOVE ITEMS HAVE BEEN RECEIVED IN GOOD CONDITION, EXCEPT AS NOTED.

DATE _____ FOR THE DEPT. _____

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
 Special Business Meeting
 April 17, 1998
 6:00pm.

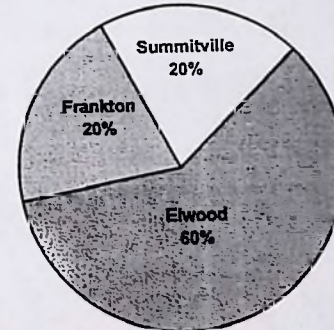
CALL TO ORDER

President Pam Bohlander was not able to call a meeting to order. The following board members were present: Pam Bohlander, David Hoffman and Brenda Carey. Since a quorum was not attending, the meeting was cancelled.



1997 Assessed Valuation

Elwood	59,848,838.00
Frankton	42,966,410.00
Summitville	24,182,215.00
Total	\$126,997,463



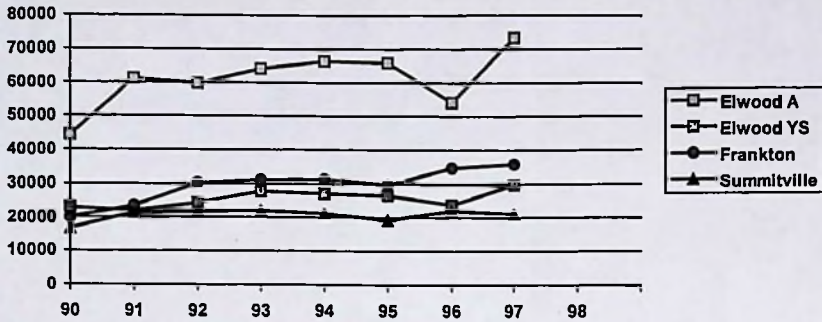
Books & AV Materials Budget for 1998

Elwood	Frankton	Summitville
41,200	14,000	14,000

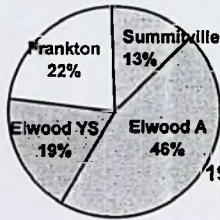
(Statistics: 97 Assessed Valuation)
 (Statistics: 98 Materials Budget)

1990-97 Year-end Circulation

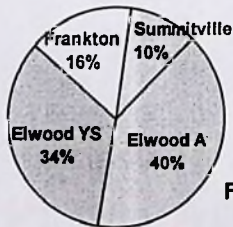
(all materials)



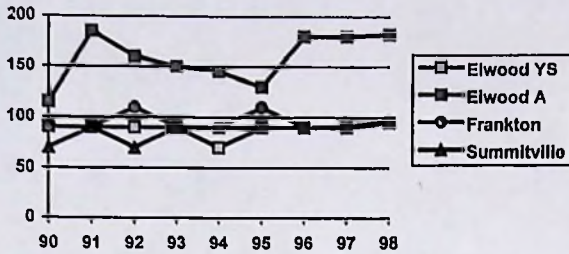
	90	91	92	93	94	95	96	97
Elwood A	44244	61055	59703	64064	66359	65782	54256	73453
Elwood YS	22959	22031	24243	27673	27085	26446	23688	29782
Frankton	19877	23220	30094	30999	31316	29745	34753	35962
Summitville	16750	21157	21754	21964	21090	19294	21862	21058



1997 Year-End Circulation
(Elwood total 65%)



February 97 Circulation
(Elwood total 74%)



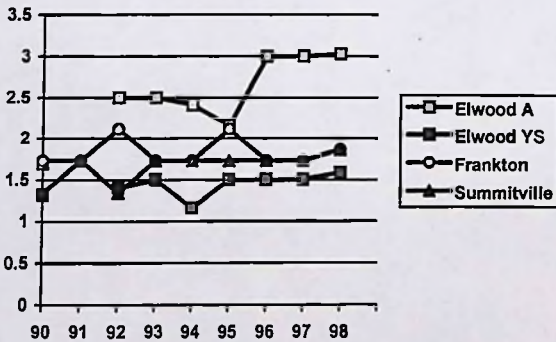
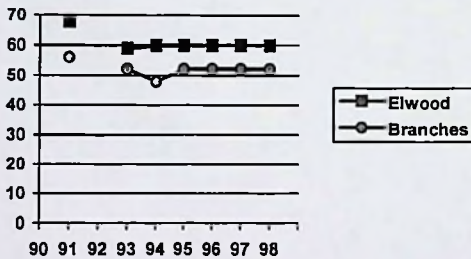
Available Man-Hours @ Week - February 1990-98

	90	91	92	93	94	95	96	97	98
Elwood YS	90	90	90	90	70	90	90	90	95
Elwood A	115	185	160	150	145	130	180	180	182
Frankton	90	90	110	90	90	110	90	90	97
Summitville	70	90	70	90	90	90	90	90	97

Service Hours @ Week - February 1990-98

	90	91	92	93	94	95	96	97	98
Elwood	68	59	60	60	60	60	60	60	60
Branches	56	52	48	52	52	52	52	52	52

(After automated circ is installed at branches, at least 1 employee should be on duty 1 hour before opening to the public. This allows time to run the daily circ backup, stats for previous day, totaling fines & fees, checking in dropbox materials to avoid charging fines, uploading MARC records, backup catalog database, & updating PACs. This time is not including in service hours - those figures are for hours facilities are opened to the public only.)



Man-hours Available Each Service Hour - February 1990-98

	90	91	92	93	94	95	96	97	98
Elwood A	1.69	2.5	2.5	2.41	2.16	3	3	3	3.03
Elwood YS	1.32	1.4	1.5	1.16	1.5	1.5	1.5	1.5	1.58
Frankton	1.73	1.73	2.11	1.73	1.73	2.11	1.73	1.73	1.86
Summitville	1.34	1.73	1.34	1.73	1.73	1.73	1.73	1.73	1.86

(Statistics: Wkly & Hrly Hrs)

North Madison County Public Library System Patron Access Internet Policy
April, 1998

In keeping with the mission of the NMCPLS, the Board of Trustees and Administration are pleased to offer patrons the opportunity to join millions of people worldwide in the sharing of information and resources far beyond what one library could begin to offer. It is the policy of NMCPLS to continually assess and update the potential benefits and inherent risks associated with this venture.

DISCLAIMER:

By virtue of its nature, the Internet may contain material that is obscene, offensive, or controversial to some people. Further, patrons should be aware that the Internet is a communication system that links thousands of computers worldwide that conduct business and trade of every nature. The NMCPLS will not be responsible for any financial obligations incurred by any member of a patron's family due to unauthorized use of the Internet. Users should also be aware that the Internet may contain materials that are illegal, defamatory, and dangerous to the welfare of children. The NMCPLS and staff will not be responsible for any harmful effects experienced by patrons or their children resulting from the unauthorized access of this material. NMCPLS does not endorse the viewpoints or attest to the accuracy of information obtained through the Internet. Patrons will assume full responsibility for any violations due to copyright infringement.

infringement

Users who violate or conspire to violate federal, state, or local laws will be prosecuted to the fullest extent of the law and assume complete financial obligation of their actions.

RULES AND REGULATIONS OF USE:

It is the goal of NMCPLS to provide patrons free access to the vast array of information technology as possible. However, because of the public nature of the Internet, certain guidelines have been adopted for your benefit. It is the intent of the NMCPLS to provide a positive environment for all and the rules and regulations set as followed will be continually assessed and updated as needed. **Activities that are improper or not allowed include, but are not limited to the following:**

- ◆ violating federal, state, and local laws,
- ◆ the use of library computers to illegally access or attempt to gain unauthorized information from other computer systems,
- ◆ the sending or receiving of e-mail,
- ◆ accessing chat rooms, and recreational games,
- ◆ the use of library computers to purchase or acquire products or services on the Internet,

- ◆ violating software license agreements,
- ◆ uploading or downloading any material onto or from sources brought from outside the library such as personal disks,
- ◆ accessing or attempting to access or the sending of pornographic, obscene, sexually explicit, abusive, or threatening material or language,
- ◆ vandalizing or damaging the computers and software of the library, or attempting to sabotage the operation of the library computer in any way,
- ◆ disrupting or impeding unauthorized electronic communications,
- ◆ use of the libraries' computers or the Internet link for solicitation or advertisement of any kind,
- ◆ in the event a user inadvertently accesses offensive material he or she will be expected to or be asked to remove the material immediately.

The NMCPLS retains the right to set or amend these rules of use at anytime. The NMCPLS trustees retain the right to set forth whatever methods needed to assure adherence to previously stated rules and regulations. Some of the possible implementations may include, but are not limited to:

- ◆ implementation of parental permission forms for children,
- ◆ establishing time limits or using appointments for Internet use,
- ◆ prioritizing patron use based on immediacy of patron need,
- ◆ revoking the use of the Internet to any patron, or patron's family member who have violated or attempted to violate the libraries' Internet use policy,
- ◆ in the event that a patron becomes abusive and/or threatening, and refuses to comply with reasonable requests by library personnel the library retains the right to call law enforcement for assistance.

The NMCPLS wishes to make your library a warm and friendly environment in which to obtain information. To this extent, library personnel will provide limited basic instruction for Internet use, however, due to the limited time the staff can provide one on one instruction the NMCPLS cannot be held responsible for instruction beyond the basics. Staff members, trustees, and their families are subject to the same use regulations as the general public. Staff may not use the Internet for personal use during work hours.

**NORTH MADISON COUNTY PUBLIC LIBRARY
INTERNET USE PERMISSION FORM**

Parents/Guardians:

In order to assure compliance with your specific requests pertaining to the use of the Internet by your child or children, the NMCPLS requests that you sign the following permit in the presence of the library staff. This permit will be kept on file at the library and you retain the right to amend or change this permit as desired, however, you will be required to personally come in and address these changes.

PERMISSION GRANTED:

I hereby give my permission for _____ to use the Internet at any facility of the North Madison County Library System. I have read the Internet use policy and agree to abide by all rules set forth. Furthermore, I will not hold the library staff, or the trustees responsible for harm incurred upon my child by what he or she may see or have access to. I fully understand that I am also responsible for my child's actions as outlined in the rules and regulations, and will abide by any decision to revoke my child's use of the Internet in the event my child has not complied with stated rules.

Parent/Guardian Signature: _____ Date: _____

Library Witness: _____ Date: _____

PERMISSION DENIED:

I am requesting that the NMCPLS deny my child/children access to the Internet.

Parent/Guardian Signature: _____ Date: _____

Library Witness: _____ Date: _____

Indiana Public Library Internet Use Policy
SB 115

SECTION 1. IC 20-14-1-7 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS [EFFECTIVE SEPTEMBER 1, 1998]: Sec. 7.

- (a) This section applies to a board of a public library that allows library patrons to use library software to access the Internet or other computer network.
- (b) As used in this section, "computer network" has the meaning set forth in IC 35-43-2-3, "the interconnection of communication lines with a computer through remote terminals or a complex consisting of two (2) or more interconnected computers." (This would include a LAN or WAN.)
- (c) The board of a public library shall adopt a policy concerning the appropriate use of the Internet or other computer network by library patrons in all areas of the library.
- (d) The board shall make the policy adopted under subsection (c) readily available to all library patrons.
- (e) The board of a public library shall annually review the policy adopted under subsection (c).

All public libraries in Indiana will be required by state law to have an Internet and Computer Use Policy by September 1, 1998, if the Internet and/or computer is available to the public.

If you need help developing your policy, call Library Development Office, 1-800-451-6028, for samples of Internet and Computer Use Policies.

Some items that need to be considered in the policy are:

- Responsibilities of users
- Legal use
- Ethical use
- Internet station user policy, including time limits per day and sign-in for use
- Display/dissemination of "inappropriate" materials
- Sanctions
- Disclaimer
- Limitation of liability, including a signature line and date for the user to sign



STATE OF INDIANA

Charles Ray Ewick, Director

FRANK O'BANNON, Governor

INDIANA STATE LIBRARY

140 North Senate Avenue
Indianapolis, IN 46204-2296
Tel. (317) 232-3675
FAX (317) 232-3728
TDD (317) 232-7763

March 20, 1998

TO: Public Library Director

FROM: Ginny Andis
Planning Consultant
Library Development Office

The Public Library Services Committee of the Indiana State Library Advisory Council has reviewed the STATEMENTS OF COMPLIANCE WITH STANDARDS and has recommended a waiver for your library in 1998 on the Standard(s) checked below:

- Standard 1, Compliance with Indiana Public Library Law
- Standard 2, Compliance with federal laws affecting employment practice and facilities management
- Standard 3, Compliance with written by-laws that outline its purpose and operational procedures
- Standard 4, Compliance with written long-range plan of service
- Standard 5, Compliance with written automation plan that conforms with the automation standards in 590 IAC 2
- Standard 6, Compliance with written collection development policy and principles of access to all library materials and services
- Standard 7, Compliance with library board and director maintaining separate functions
- Standard 8, Compliance with library board of trustees following the principles presented in IN the Public Trust manual for library board of trustees
- Standard 9, Compliance with the board being responsible for hiring a full-time library director who meets the certification requirements for their size library
- Standard 10, Compliance with the classification of employees, adoption schedules of salaries, and duties of employees
- Standard 11, Compliance with written personnel policies and procedures
- Standard 12, Compliance with supporting continuing education for staff and trustees
- Standard 13, Compliance with all local, state, and federal building, health and safety codes
- Standard 14, Compliance with ADA
- Standard 15, Compliance with hours of service based on population
- Standard 16, Compliance with providing minimum services
- Standard 17, Compliance with being a member of INCOLSA
- Standard 18, Compliance with providing reference services, children's services, library sponsored programming, audiovisual services, and special services
- Standard 19, Compliance with informing the public about services available
- Standard 20, Compliance with providing a base level of technology
- Standard 21, Compliance with submitting an annual report

This waiver of the STANDARDS is for ONE YEAR ONLY and makes your library eligible for the distribution of state and federal funds for 1998. If you have any questions regarding the above information, please contact the Library Development Office (1-800-451-6028).

Register Of Claims

North Madison County Public Library System

Report Date: From 4/1/98 To 4/30/98

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	330	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	4/1/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,634.81		
			Operating Fund	Wages of Janitor	\$343.83		
			Total this claim		\$12,132.48		
0	324	EFTPS	Federal Taxes Withheld	Payroll Deductions	\$1,283.41	4/8/98	P/R 4/1/98
			FICA	Payroll Deductions	\$752.23		
			Medicare	Payroll Deductions	\$175.92		
			Operating Fund	Empl.Share FICA&Medicare	\$752.23		
			Operating Fund	Empl.Share FICA&Medicare	\$175.92		
			Federal Taxes Withheld	Payroll Deductions	\$1,283.41		
Total this claim		\$4,423.12					
0	340	BURNETTE - DELLINGER INC.	VOID			4/8/98	
Total this claim							
0	341	CAROLYN LAMBERTSON	VOID			4/8/98	
Total this claim							
17189	327	AMERICAN ELECTRIC POWER	Operating Fund	Electricity	\$12.54	4/1/98	
			Operating Fund	Electricity	\$333.06		
			Operating Fund	Electricity	\$54.69		
			Operating Fund	Electricity	\$853.15		
			Total this claim		\$1,253.44		
17190	328	AMERITECH	Operating Fund	Telephone & Telegraph	\$106.72	4/1/98	
Total this claim		\$106.72					
17191	326	BARBARA McADAMS	Operating Fund	Postage & UPS	\$48.78	4/8/98	Frankton Petty Cash
			Operating Fund	*Other Operating Supplies	\$1.57		
			Total this claim		\$50.35		
17192	329	INCOLSA	Operating Fund	Professional Meetings	\$10.00	4/1/98	Payment for Kathi Wittkamper- Spring B
Total this claim		\$10.00					
17193	322	INDIANA DEFERRED COMPEN	Annuity	Payroll Deductions	\$165.00	4/1/98	P/R 4/1/98
Total this claim		\$165.00					

<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>
17194	323	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,593.86	4/1/98	P/R 4/1/98
				Total this claim	\$1,593.86		
17195	325	POSTMASTER	Operating Fund	Postage & UPS	\$54.50	4/1/98	Stamps - branches
				Total this claim	\$54.50		
17196	337	A.E. BOYCE CO., INC.	Operating Fund	Official Records	\$234.26	4/8/98	PURCHASE ORDERS
				Total this claim	\$234.26		
17197	390	AMERITECH	Operating Fund	Telephone & Telegraph	\$218.19	4/8/98	
				Total this claim	\$218.19		
17198	383	AT&T	Operating Fund	Telephone & Telegraph	\$5.80	4/8/98	
				Total this claim	\$5.80		
17199	331	AT&T	Operating Fund	Telephone & Telegraph	\$4.34	4/8/98	
				Total this claim	\$4.34		
17200	332	AUDIO ADVENTURES, INC.	Operating Fund	Elwood AV	\$1,274.00	4/8/98	Annual Audiobook Lease
				Total this claim	\$1,274.00		
17201	334	AUDIO VISUAL COMMUNICATI	Operating Fund	*Other Professional Services	\$109.00	4/8/98	April Service Agreement
				Total this claim	\$109.00		
17202	333	AUSTIN BOOK SALES	Operating Fund	Summitville	\$482.18	4/8/98	Books - Hazelbaker Library
				Total this claim	\$482.18		
17203	397	BAKER & TAYLOR BOOKS	Operating Fund	Elwood Adult	\$964.71	4/8/98	
			Operating Fund	Elwood Childrens	\$17.32		
			Operating Fund	Frankton	\$477.06		
			Operating Fund	Summitville	\$615.73		
			Operating Fund	Other	\$50.40		
			Gift	Elwood Adult	\$19.60		
				Total this claim	\$2,144.82		
17204	335	BARBARA SNIPES	Operating Fund	Traveling Expense	\$45.20	4/8/98	
				Total this claim	\$45.20		
17205	322	BON PRINTING	Operating Fund	*Other Office Supplies	\$84.70	4/8/98	
				Total this claim	\$84.70		
17206	322	BRODART COMPANY	Operating Fund	*Other Office Supplies	\$15.75	4/8/98	
				Total this claim	\$15.75		
17207	322	BRODERBUND SOFTWARE	Operating Fund	Elwood Adult	\$203.91	4/8/98	
				Total this claim	\$203.91		

<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>
. 17208	339	BURNETTE - DELLINGER INC.	Operating Fund	Insurance	\$824.00	4/8/98	Workmen's Comp. Policy
			Operating Fund	Official Bonds	\$100.00		
				Total this claim	\$924.00		
. 17209	342	CAROLYN LAMBERTSON	Operating Fund	Traveling Expense	\$52.50	4/8/98	
				Total this claim	\$52.50		
. 17210	343	CHRONICLE TRIBUNE	Operating Fund	Periodicals & Newspapers	\$117.00	4/8/98	
				Total this claim	\$117.00		
. 17211	344	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$126.34	4/8/98	
				Total this claim	\$126.34		
<u>17212</u>	345	COUNTRY STORE	Operating Fund	Summitville	\$30.94	4/8/98	
				Total this claim	\$30.94		
. 17213	346	DEMCO	Operating Fund	*Other Operating Supplies	\$83.37	4/8/98	
				Total this claim	\$83.37		
. 17214	391	ELWOOD PUBLISHING COMP	Operating Fund	Advertising & Public Notices	\$17.20	4/8/98	
				Total this claim	\$17.20		
. 17215	347	ELWOOD PUBLISHING COMP	Operating Fund	Advertising & Public Notices	\$8.74	4/8/98	Legal Notice
				Total this claim	\$8.74		
. 17216	348	FAMILY BOOKSTORE	Operating Fund	Frankton	\$476.18	4/8/98	
				Total this claim	\$476.18		
. 17217	349	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$54.94	4/8/98	
				Total this claim	\$54.94		
. 17218	350	GALE RESEARCH	Operating Fund	Elwood Adult	\$272.48	4/8/98	As Per Attached Invoices
				Total this claim	\$272.48		
. 17219	354	GAYLORD BROS.	Operating Fund	*Other Operating Supplies	\$91.20	4/8/98	
				Total this claim	\$91.20		
. 17220	353	GLENNA STEWART	Operating Fund	Traveling Expense	\$3.50	4/8/98	
				Total this claim	\$3.50		
. 17221	351	GROLIER EDUCATIONAL COR	Operating Fund	Elwood Childrens	\$820.44	4/8/98	
			Operating Fund	Elwood YA	\$538.48		
				Total this claim	\$1,358.92		
. 17222	352	GTE NORTH INDIANA OPERAT	Operating Fund	Telephone & Telegraph	\$122.55	4/8/98	
				Total this claim	\$122.55		
. 17223	355	HORTON'S & SONS OF ELWO	Operating Fund	Other Repair & mainten.supplies	\$11.49	4/8/98	
				Total this claim	\$11.49		

<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>
17224	356	INCOLSA	Operating Fund	Dues	\$50.00	4/8/98	MEMBERSHIP FEE
			Operating Fund	Professional Meetings	\$10.00		
				Total this claim	\$60.00		
17225	393	INDIANA GAS COMPANY	Operating Fund	Gas	\$124.08	4/8/98	
				Total this claim	\$124.08		
17226	357	INDIANA UNIVERSITY PRESS	Operating Fund	Elwood Adult	\$40.34	4/8/98	
				Total this claim	\$40.34		
17227	370	INDIANAPOLIS MUSEUM OF A	Gift	Other	\$955.00	4/8/98	CLEANING - LEOTA LOOP PAINTING
				Total this claim	\$955.00		
17228	394	INDYNET	Operating Fund	Telephone & Telegraph	\$15.00	4/8/98	
				Total this claim	\$15.00		
17229	358	INGRAM DISTRIBUTION GROU	Operating Fund	Summitville	\$189.55	4/8/98	
				Total this claim	\$189.55		
17230	359	INSPIRATIONAL BOOK DISTR.	Operating Fund	Elwood Adult	\$9.49	4/8/98	
				Total this claim	\$9.49		
17231	360	JANE A. BECKLEY	Operating Fund	Land Buildings Improvements	\$2,000.00	4/8/98	MAY LEASE PMT. - FRANKTON
				Total this claim	\$2,000.00		
17232	361	JANET BLANKENSHIP	Operating Fund	Traveling Expense	\$15.00	4/8/98	MILEAGE
				Total this claim	\$15.00		
17233	362	K MART	Operating Fund	*Other Operating Supplies	\$120.41	4/8/98	
				Total this claim	\$120.41		
17234	385	KEYSTAR SYSTEMS	Operating Fund	*Other Office Supplies	\$147.00	4/8/98	
				Total this claim	\$147.00		
17235	363	KNOWLEDGE SHOPPE, THE	Operating Fund	Frankton	\$66.21	4/8/98	
				Total this claim	\$66.21		
17236	364	KNOWLEDGE SHOPPE, THE	Operating Fund	Frankton	(\$66.21)	4/8/98	VOID CHECK - WRONG ADDRESS
				Total this claim	(\$66.21)		
17237	366	LEXIS LAW PUBLISHING	Operating Fund	Elwood Adult	\$79.67	4/8/98	
				Total this claim	\$79.67		
17238	396	LIBRARY CORPORATION, THE	Operating Fund	*Other Professional Services	\$1,322.44	4/8/98	
				Total this claim	\$1,322.44		
17239	365	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$85.75	4/8/98	
				Total this claim	\$85.75		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
. 17240	367	LUCENT TECHNOLOGIES	Operating Fund	Telephone & Telegraph	\$140.61	4/8/98	
				Total this claim	<u>\$140.61</u>		
. 17241	368	MARSH SUPERMARKET	Operating Fund	*Other Operating Supplies	\$32.12	4/8/98	
				Total this claim	<u>\$32.12</u>		
. 17242	369	McCORMACK PRINTING IMPR	Operating Fund	*Other Office Supplies	\$95.58	4/8/98	SELF-INKING STAMPS
				Total this claim	<u>\$95.58</u>		
. 17243	395	MCI	Operating Fund	Telephone & Telegraph	\$33.14	4/8/98	
				Total this claim	<u>\$33.14</u>		
. 17244	386	MIDWEST TAPE	Operating Fund	Frankton AV	\$124.70	4/8/98	
			Operating Fund	Elwood AV	\$158.60		
				Total this claim	<u>\$283.30</u>		
. 17245	371	NAEIR	Operating Fund	*Other Operating Supplies	\$122.73	4/8/98	
				Total this claim	<u>\$122.73</u>		
. 17246	372	OXFORD UNIVERSITY PRESS	Operating Fund	Elwood Adult	\$144.37	4/8/98	
				Total this claim	<u>\$144.37</u>		
. 17247	387	PEERLESS ELECTRIC SUPPL	Operating Fund	*Other Operating Supplies	\$595.48	4/8/98	
				Total this claim	<u>\$595.48</u>		
. 17248	373	PHOENIX LEARNING GROUP, I	Operating Fund	Elwood Childrens	\$18.36	4/8/98	
				Total this claim	<u>\$18.36</u>		
. 17249	375	PITNEY BOWES	Operating Fund	Equipment/Rental	\$104.13	4/8/98	POSTAGE METER RENTAL
				Total this claim	<u>\$104.13</u>		
. 17250	374	QUILL CORPORATION	Operating Fund	*Other Office Supplies	\$247.23	4/8/98	
				Total this claim	<u>\$247.23</u>		
. 17251	384	RAMSAY BUSINESS PRODUC	Operating Fund	Repair Parts/Maintenance	\$107.86	4/8/98	
			Operating Fund	*Other Office Supplies	\$274.10		
				Total this claim	<u>\$381.96</u>		
. 17252	376	SELECTFORM, INC.	Operating Fund	Official Records	\$47.60	4/8/98	
				Total this claim	<u>\$47.60</u>		
. 17253	388	SIMON & SCHUSTER	Operating Fund	Elwood YA	\$236.00	4/8/98	
			Operating Fund	Elwood Adult	\$297.75		
			Operating Fund	Summitville	\$60.59		
				Total this claim	<u>\$594.34</u>		
. 17254	377	THOMSON INDIANA	Operating Fund	Advertising & Public Notices	\$18.80	4/8/98	PART-TIME POS. AD
				Total this claim	<u>\$18.80</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
17255	389	TOWN OF FRANKTON	Operating Fund	Electricity	\$50.92	4/8/98	
			Operating Fund	Water	\$7.40		
			Operating Fund	Waste Disposal Services	\$8.16		
			Total this claim		\$66.48		
17256	378	UNITOG RENTAL SERVICES	Operating Fund	Cleaning & Sanitation Supplies	\$31.50	4/8/98	
			Total this claim		\$31.50		
17257	379	UNIVERSITY BOOK SERVICE	Operating Fund	Elwood Childrens	\$127.99	4/8/98	
			Total this claim		\$127.99		
17258	380	UPSTART	Operating Fund	*Other Operating Supplies	\$25.62	4/8/98	
			Total this claim		\$25.62		
17259	381	VIKING OFFICE PRODUCTS	Operating Fund	*Other Office Supplies	\$146.96	4/8/98	
			Total this claim		\$146.96		
Total Amount of Claims					\$36,785.00		

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.

Tuesday, April 07, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

(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 _____, 19____.

<u>Jerry Kasair</u>	<u>David W. Hoffman</u>	<u>Paula L. Bolander</u>
<u>Dharam Puro</u>	<u>Linda L. Lively</u>	
<u>Barbara Obermayer</u>	<u>Shirley J. Casp</u>	

SIGNATURES OF GOVERNING BOARD

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

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Board of Trustees

MAY 13, 1998

Executive Meeting For Business

6:30PM

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

- A. *Personnel*
(IC 20-14-3-4-(b))

Regular Meeting For Business – 7:00pm

AGENDA

CALL TO ORDER

CALL FOR QUORUM

MINUTES

CLAIMS REGISTER

OLD BUSINESS

- A. Job Descriptions
 - 1. Electronic Resources Clerk
 - 2. Special Collections Clerk

NEW BUSINESS

- A. Election
- B. Committee Reports
 - 1. Building Committee - Patio Expansion
 - 2. Technology Committee
 - 3. By-Laws Committee
- C. Building Reports
 - 1. Elwood
 - a. Bills
 - b. Final Payment
 - 2. Frankton
 - 3. Summitville

DIRECTOR'S REPORT

ADJOURN

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Board of Trustees

MAY 13, 1998

Executive Meeting For Business

6:30PM

CALL TO ORDER

CALL FOR QUORUM

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(IC 20-14-3-4-(b))

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1. Electronic Resources Clerk
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2. Technology Committee
3. By-Laws Committee

C. Building Reports

1. Elwood
 - a. Bills
 - b. Final Payment
2. Frankton
3. Summitville

DIRECTOR'S REPORT

ADJOURN

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Regular Meeting For Business

May 13, 1998 – 7 p.m.

CALL TO ORDER -- President Pam Bohlander brought a regular meeting for business to order at 7:05 p.m. in the meeting room of the Elwood Public Library.

CALL FOR QUORUM -- Attending with President Bohlander were: board members Linda Sizelove, David Hoffman, Sharan Pace, Jerry Kaiser, Elwood Call-Leader Reporter Penny Stone, and Director Kathi Wittkamper.

MINUTES -- Minutes of prior meetings were approved with a motion from Linda Sizelove, seconded by David Hoffman and passed.

CLAIMS REGISTER was signed by Board members present.

OLD BUSINESS -- David Hoffman moved to approve job descriptions for Special Collections Clerk and Electronic Resources Clerk. Seconded by Linda Sizelove and passed.

NEW BUSINESS -- Due to the resignation of Barbara Abernathy from the Board, the position of Secretary was open on the slate of officers. David Hoffman volunteered and there were no other nominations from the floor. Linda moved to accept the slate of officers as presented. The motion was seconded by Jerry Kaiser and passed. Officers for 1998-99 are as follows:

President, Pam Bohlander
Vice President, Sharan Pace
Secretary, David Hoffman
Treasurer, Jerry Kaiser
Assistant Treasurer, Brenda Carey

The Building Committee report included discussion of the patio expansion, building repairs, and restrooms. Difficulties with the automatic door at the south entrance are being addressed. The device is no longer under warranty.

On behalf of the Technology Committee, Director Kathi Wittkamper asked for discussion of the "acceptable use policy" for public access to the Internet. The policy, drafted by Brenda Carey, was previously submitted for Board review. After discussion, Linda Sizelove moved to adopt the policy with the understanding that it should be revised by September 1 to comply with Indiana Code requirements to become effective that date. David Hoffman seconded and the motion passed. Director Kathi Wittkamper stated an Internet connection (for public access) could be operational by Monday, May 18. She also gave a report regarding the Universal Services Fund (USF), clarifying that application had been made though no response has been received. The NMCPLS Technology Plan must be revised prior to the next round of USF applications in July.

President Pam Bohlander asked for volunteers to serve on a committee to revise by-laws for the NMCPLS Board of Trustees. Following a brief discussion, there was a consensus that Brenda Carey should be asked to serve on the committee. Sharan Pace volunteered, and Pam Bohlander will assist as well.

In the Building Reports given by the Director, it was noted that the benches purchased by donations in memory of Richard Meritt have been delivered. Plates have been ordered to affix to the benches to designate them as a memorial. Final payment to MD Rowe, Application #140-7, in the amount of \$26,000 was submitted for approval. After considerable discussion, David Hoffman moved to table the item until further information could be provided. Jerry Kaiser seconded and the motion passed. President Pam Bohlander asked the director to contact the NMCPLS attorney and arrange a meeting for some time the next week.

In addition, the director stated that quotations are being solicited for attention needed on the roof of the Frankton facility. There was discussion about exploring the Frankton elementary school as a potential future site for the library there. The school is to be vacated when a new facility is completed.

The Director's Report included a proposed calendar for completing the 1999 budget. Board members agreed to meet at the Elwood Library as a "committee of the whole" at 5:30 p.m. on June 10 to begin work on the budget. The Budget Committee meeting precedes the regular Board meeting - executive session to begin at 6:30, public meeting at 7 p.m. A request for Leave of Absence was submitted to the Board by Janet Blankenship. David Hoffman moved to grant the leave, Jerry Kaiser seconded and the motion passed. There was discussion of the new "Public Purchasing Law" to become effective July 1.

Sharan Pace moved for adjournment, Jerry Kaiser seconded and the meeting was adjourned at 8:20 p.m.

David Hoffman, Secretary

DIRECTOR'S REPORT

NMCPLS TRUSTEE MEETING • MAY 13, 1998

CALENDAR

June 10 - Board Meeting Location? Executive Session & time? Public Session time? Work on budget before or after meeting?

Additional Budget Committee meetings can be held at the convenience of Board members.

July 8 - Board Meeting Location? Executive Session & time? Public Session time? Work on budget before or after meeting?

Additional Budget Committee meetings can be held at the convenience of Board members.

July 24 - Budget finalized - allows time to prepare forms & deliver to papers for publication.

July 31 - First publication of budget & tax rate.

August 7 - Second publication of budget & tax rate.

August 12 - Board Meeting & Public Hearing on budget.

September 9 - Board Meeting and Budget Adoption.

September 11 - Budget forms delivered to County Auditor's Office.

Sept. 29-Dec.22 - State Tax Board Field Hearings According to the Indiana State Library Development Office budget calendar, the State Board of Tax Commissioners county auditor when the hearings will be conducted and the county auditor. "It is important that the librarian and one or more staff members be PRESENT at the hearings of both the county and state tax boards and may be asked about the budget."

February 15, 1999 - State Board of Tax Commissioners County library operates for six weeks under the assumption that the budget accepted and certified.

9-3 June 10
Budget 5:30
Exec 6:30

GENERAL INFORMATION

In anticipation of the budgeting process, line-item Form 1 for 1998 and a blank Form 1 have been included in Board folders.

Barbara Abernathy has resigned from the NMCPLS Board of Trustees. School board presidents of the Madison Grant and West Central school districts have been notified of the vacancy on the NMCPLS Board of Trustees.

STAFF/TRAINING

Jamie Scott has moved from part-time clerk at Summitville to full-time clerk at Elwood. She replaces Herschell Stunkard who resigned. Amanda Curtis has been hired to fill the part-time clerk vacancy at Summitville that was created by Jamie's move. And Melissa Lair has replaced Linda Young as part-time clerk in Youth Services.

In year-end reappropriations, please anticipate moving funds to cover additional training for Electronic Resources Clerk Jamie Scott. Although Jamie is familiar with hardware & software basics, more specialized training will be necessary. Also, please be aware that she is "borrowing" time from duty on the Adult Services circulation desk to fulfill her other responsibilities.

A request for "Leave of Absence" has been submitted by Janet Blankenship. Her husband has terminal cancer and she will need the time off to care for him, but does plan to return to her job. Janet is a part-time clerk in the Technical Services Department. Because her leave would be unpaid, a temporary part-time clerk could be hired until Janet's return, if that meets with Board approval.

A draft of the job description for Youth Services Manager is included in Board folders.

BUDGET WORKSHOP NEWS

The annual budget workshop hosted by the State Library, Library Development Office was held May 11. NMCPLS staff in attendance were Director Kathi Wittkamper, Administrative Assistant Jan Helping, "Backup Bookkeeper" Diana Shepard, and Electronic Resources Clerk Jamie Scott. In addition to representatives from the State Library, the State Board of Accounts library liaison presented information to those attending. Usually, representatives from the State Board of Tax Commissioners participate in this workshop. However, due to scheduling conflicts they will be holding a separate meeting.

A great deal of very helpful general instruction on completing the budget process was presented. In addition, several announcements were made regarding recent legislation (most of which becomes effective July 1) and the resulting impact upon public libraries. One such act has permanently set the last date to adopt budget and tax rate as September 20.

NMCPLS is among libraries which receive optical images of canceled checks from their banking institutions. Effective July 1, images of both the front and back of the checks are required for legal documentation. Administrative Assistant Jan Helping will follow-up.

The new "Public Purchasing Law" (IC 5-22) is 119 pages long, a 21-page condensed version was provided at the budget workshop. There have been several changes, which are paraphrased for brevity as follows.

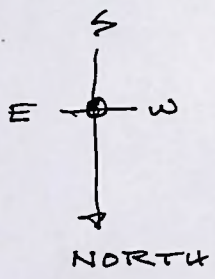
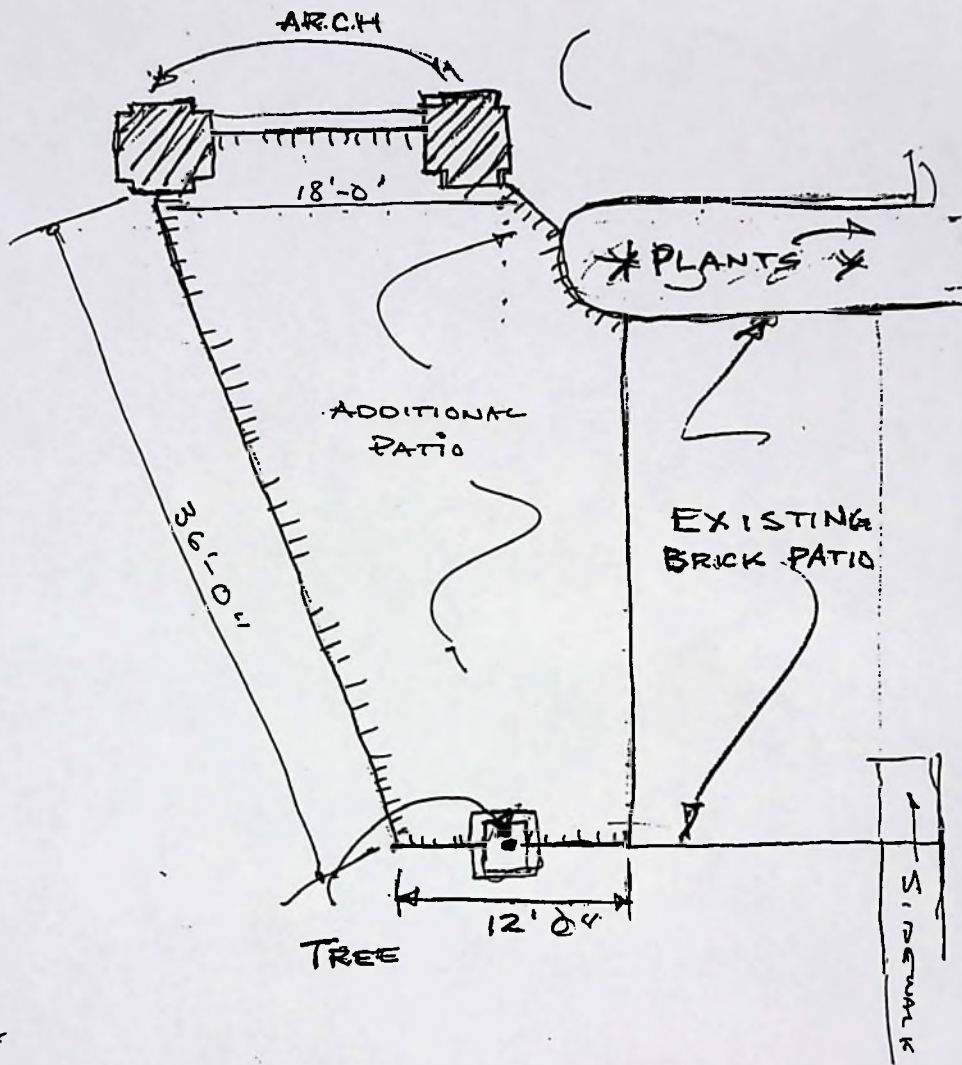
- 1) As a governmental body, the library must compose a written statement of purchasing procedure, including the identification of individual(s) authorized to act as an agent for the library. There are exemptions for items 2-5 which should be quoted or cited in the written policy.
- 2) The policy must cover all purchases in amounts up to \$25,000 or bids are required.

- 3) Purchases in amounts of \$25,000 to \$75,000 require the solicitation of quotes.
- 4) Bids must be taken for expenditures of \$75,000 or more.
- 5) The library should purchase supplies and services from the department of correction or the (state) rehabilitation center unless they cannot be furnished in a timely manner or purchased at a fair market value.

Electronic Resources Clerk Jamie Scott was asked to attend the special session on technology and the Universal Services Fund (USF). The fund was established by the Federal Communications Commission (under provisions of the Telecommunications Act of 1996) about a year ago. It is administered by the School & Libraries Corporation to provide eligible schools and libraries discounts for telecommunications services, internal connections and Internet access. When a vendor delivers eligible goods/services to an eligible school/library, the invoice to the school/library is discounted from 20-90 percent. (The level of discount is based on the percent of students eligible for participation in the federal free/reduced price school lunch program. Libraries use the school discount percentage of the school district in which they are located.) The actual size of the fund for 1998 has not yet been established nor have any actual funding commitments been made to any USF applicants.

According to staff in the Indiana Library Development Office, another round of applications will begin this July 1999. There have been several changes in requirements of technology plans. It was pointed out that this is a new program with lots of "bugs" to work out, but many participants left the budget workshop feeling that our efforts for this year probably have been rendered "null & void." Revision of the NMCPLS technology plan will be revised & submitted for Board review ASAP before the next board meeting. If adopted at the June meeting, it can be forwarded for approval by the Indiana LDO in time for the next round of USF applications in July. Please bear in mind that even with an eligible application and expenditure, there is no guarantee that NMCPLS will be allocated funds.

A "Technology Planning" packet was provided participants at the budget workshop. A copy has been included in your folders. Please note that requirements now focus not only on what and when; but why (underlying rationale), how (all sources of funding dedicated to acquisition & implementation), and outcome (quarterly statistical & narrative evaluations recommended). The overall intent of planning requirements is to compel libraries to "plan their work and work their plan."



SCALE
 $\frac{1}{8}'' = 1'-0''$

**North Madison County Public Library System
Job Description**

Job Title: Clerk, Electronic Information Resources(Customized)
Department: Adult Services
Reports To: Adult Services Manager
FLSA Status: Non-exempt
Prepared By: Director
Prepared Date: Draft -- April 8, 1998
Approved By:
Approved Date:

SUMMARY Evaluates, implements, and maintains electronic information systems; develops and participates in library instructional programs by performing the following duties. Requires consistent cooperation with Technical Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Evaluates existing electronic information resources and recommends future improvements.

Coordinates and assists in installing, upgrading, maintaining, and troubleshooting hardware, software, electronic information sources, networking, and telecommunications equipment used in support of the library's electronic information resources.

Identifies, evaluates, and recommends new technologies to meet library needs and acts as liaison to vendors.

Plans and conducts staff and patron training in use of electronic information resources.

Develops and supervises production of both print and electronic instructional support materials.

Coordinates instructional services with multimedia, computing, and telecommunications providers.

Develops and implements contingency plans for backup systems to archive and protect data and maintain services in an emergency.

Creates documentation including current inventory records and compilation of statistics and narrative feedback from staff and patrons.

Acts as bridge between technical and nontechnical staff.

Assists in preparation of budget projections and financial reports.

Assists in preparation of policies and procedures.

Identifies, evaluates, and recommends new technologies to meet library reference needs.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE This position requires a one year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS To perform this job successfully, an individual must be able to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. They must exhibit the ability to write reports, business correspondence, and procedure manuals; as well as to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS This position requires the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. It is also necessary to compute rate, ratio, and percent; and to draw and interpret bar graphs.

REASONING ABILITY To perform this job successfully, an individual must be able to define problems, collect data, establish facts, and draw valid conclusions. They must exhibit ability to interpret an extensive variety of technical instructions in diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS None

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Successful performance for this position requires standing, walking and sitting each approximately 1/3 of the time. Use of hands to finger, handle or feel and use of hands and arms to reach are required more than 2/3's of the time, as is the ability to talk or hear. Approximately 1/3-2/3's of time on the job requires the ability to stoop, kneel, crouch, or crawl.

Lifting or moving up to 10 pounds is required more than 2/3's of the time, while lifting or moving up to 25 pounds is required 1/3-2/3's of the time. In addition, successful performance requires close vision, color vision, and the ability to adjust vision focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A moderate to quiet noise level is typical for the work environment of this job. There is no

Register Of Claims

North Madison County Public Library System

Report Date: From 5/1/98 To 5/31/98

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	781	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	5/13/98	PAYROLL
			Operating Fund	Salary of Assistants	\$11,007.70		
			Operating Fund	Wages of Janitor	\$383.35		
			Total this claim				
1022	720	ALEXANDRIA TIMES-TRIBUNE	Operating Fund	Periodicals & Newspapers	\$22.00	5/13/98	Subscription - 1 year
Total this claim			<u>\$22.00</u>				
1023	722	AUDIO ADVENTURES, INC.	Operating Fund	Summitville	\$661.50	5/13/98	
Total this claim			<u>\$661.50</u>				
1024	730	BRODERBUND SOFTWARE	Operating Fund	Elwood Adult	\$50.98	5/13/98	
Total this claim			<u>\$50.98</u>				
1025	732	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$126.34	5/13/98	
Total this claim			<u>\$126.34</u>				
1026	733	CVS PHARMACY	Operating Fund	*Other Operating Supplies	\$41.26	5/13/98	
Total this claim			<u>\$41.26</u>				
1027	735	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$47.77	5/13/98	
Total this claim			<u>\$47.77</u>				
1028	736	GT PRINTING	Gift	Other Supplies	\$80.00	5/13/98	1 COPY OF MEMORY REEL
Total this claim			<u>\$80.00</u>				
1029	746	INDIANA GAS COMPANY	Operating Fund	Gas	\$130.27	5/13/98	
			Operating Fund	Gas	\$269.95		
			Operating Fund	Gas	\$62.44		
			Total this claim				
1032	750	K MART	Operating Fund	*Other Operating Supplies	\$5.50	5/13/98	
			Operating Fund	*Other Operating Supplies	\$45.03		
			Operating Fund	*Other Operating Supplies	\$50.25		
			Operating Fund	Summitville AV	\$555.00		
			Total this claim				
1034	753	LEISURE ARTS	Operating Fund	Frankton	\$24.45	5/13/98	
Total this claim			<u>\$24.45</u>				

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
1035	761	MCI	Operating Fund	Telephone & Telegraph	\$21.15	5/13/98	
				Total this claim	<u>\$21.15</u>		
1037	773	MICROMARKETING ASSOCIAT	Operating Fund	Summitville	\$105.87	5/13/98	
				Total this claim	<u>\$105.87</u>		
1038	771	MARVIN SAUBERT	Operating Fund	*Other Professional Services	\$220.00	5/13/98	
			Operating Fund	*Other Operating Supplies	\$94.60		
				Total this claim	<u>\$314.60</u>		
1039	747	INGRAM DISTRIBUTION GROU	Operating Fund	Summitville	\$30.75	5/13/98	
				Total this claim	<u>\$30.75</u>		
17275	776	INDIANA DEFERRED COMPEN	Annuity	Payroll Deductions	\$165.00	5/13/98	
				Total this claim	<u>\$165.00</u>		
17276	777	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,585.56	5/13/98	
				Total this claim	<u>\$1,585.56</u>		
17277	721	AMERITECH	Operating Fund	Telephone & Telegraph	\$126.64	5/13/98	
			Operating Fund	Telephone & Telegraph	\$228.01		
				Total this claim	<u>\$354.65</u>		
17278	772	AT&T	Operating Fund	Telephone & Telegraph	\$5.80	5/13/98	
				Total this claim	<u>\$5.80</u>		
17279	723	AUDIO VISUAL COMMUNICATI	Operating Fund	*Other Professional Services	\$109.00	5/13/98	
				Total this claim	<u>\$109.00</u>		
17280	731	BAKER & TAYLOR BOOKS	Operating Fund	Elwood Adult	\$1,025.16	5/13/98	
			Operating Fund	Elwood Childrens	\$820.61		
			Operating Fund	Other	\$43.20		
			Operating Fund	Frankton	\$790.97		
			Operating Fund	Summitville	\$1.33		
				Total this claim	<u>\$2,681.27</u>		
17281	724	BARBARA McADAMS	Operating Fund	Traveling Expense	\$46.00	5/13/98	
				Total this claim	<u>\$46.00</u>		
17282	725	BARBARA McADAMS	Operating Fund	*Other Operating Supplies	\$6.46	5/13/98	
			Operating Fund	Other Repair & mainten.supplies	\$3.49		
			Operating Fund	Professional Meetings	\$5.00		
			Operating Fund	Fuel, Oil and Lubricants	\$11.86		
				Total this claim	<u>\$26.81</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>
17283	727	BARBARA SNIPES	Operating Fund	Traveling Expense	\$45.20	5/13/98	
				Total this claim	\$45.20		
17284	726	BAUERS	Operating Fund	*Other Operating Supplies	\$11.68	5/13/98	
				Total this claim	\$11.68		
17285	728	BINGHAM, FARRER & WILSON	Operating Fund	Legal Services	\$112.50	5/13/98	
				Total this claim	\$112.50		
17286	729	BURNETTE - DELLINGER INC.	Operating Fund	Official Bonds	\$200.00	5/13/98	Bonds for Jerry Kaiser & Brenda Carey
				Total this claim	\$200.00		
17287	734	DIANA L. SHEPARD	Operating Fund	Fuel, Oil and Lubricants	\$10.03	5/13/98	
			Operating Fund	Professional Meetings	\$28.78		
			Operating Fund	*Other Operating Supplies	\$3.15		
				Total this claim	\$41.96		
17288	775	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$959.70	5/13/98	
			FICA	Payroll Deductions	\$777.80		
			Medicare	Payroll Deductions	\$181.90		
			Federal Taxes Withheld	Payroll Deductions	\$1,309.94		
				Total this claim	\$3,229.34		
17289	739	GALE RESEARCH	Operating Fund	Elwood Adult	\$144.50	5/13/98	
				Total this claim	\$144.50		
17290	740	GAYLORD BROS.	Operating Fund	Stationary & Supplies	\$490.28	5/13/98	
				Total this claim	\$490.28		
17291	741	GLENNA STEWART	Operating Fund	Traveling Expense	\$33.00	5/13/98	
				Total this claim	\$33.00		
17292	742	GROLIER EDUCATIONAL COR	Operating Fund	Elwood Adult	\$274.54	5/13/98	BOOK - ELWOOD
			Operating Fund	Elwood YA	\$182.62		
				Total this claim	\$457.16		
17293	737	GTE NORTH INDIANA OPERAT	Operating Fund	Telephone & Telegraph	\$125.63	5/13/98	
				Total this claim	\$125.63		
17294	743	HEINEMANN LIBRARY	Operating Fund	Elwood Childrens	\$357.15	5/13/98	
				Total this claim	\$357.15		
17295	744	HORTON'S & SONS OF ELWO	Operating Fund	Repair Parts/Maintenance	\$3.99	5/13/98	
				Total this claim	\$3.99		
17296	748	INDIANA HISTORICAL SOCIET	Operating Fund	Elwood Adult	\$30.00	5/13/98	
				Total this claim	\$30.00		

<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>
17297	779	INDIANA STATE LIBRARY	PLAC	Other	\$132.00	5/13/98	
				Total this claim	<u>\$132.00</u>		
17298	745	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$31.31	5/13/98	
				Total this claim	<u>\$31.31</u>		
17299	749	JANE A. BECKLEY	Operating Fund	Land Buildings Improvements	\$2,000.00	5/13/98	
				Total this claim	<u>\$2,000.00</u>		
17300	754	LEXIS LAW PUBLISHING	Operating Fund	Elwood Adult	\$53.00	5/13/98	
				Total this claim	<u>\$53.00</u>		
17301	751	LIBRARY CORPORATION, THE	Operating Fund	Book Processing	\$41.00	5/13/98	
			Operating Fund	Book Processing	\$229.00		
			Operating Fund	Book Processing	\$229.00		
				Total this claim	<u>\$499.00</u>		
17302	752	LIBRARY STORE INC., THE	Operating Fund	Processing Supplies	\$136.14	5/13/98	
			Operating Fund	*Other Office Supplies	\$33.86		
				Total this claim	<u>\$170.00</u>		
17303	755	LINDA KEMPER	Operating Fund	Traveling Expense	\$7.00	5/13/98	
				Total this claim	<u>\$7.00</u>		
17304	756	LORETTA DODD	Operating Fund	Traveling Expense	\$11.00	5/13/98	
				Total this claim	<u>\$11.00</u>		
17305	757	LUCENT TECHNOLOGIES	Operating Fund	Telephone & Telegraph	\$137.64	5/13/98	
				Total this claim	<u>\$137.64</u>		
17306	758	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$50.00	5/13/98	
				Total this claim	<u>\$50.00</u>		
17307	762	MARSH SUPERMARKET	Operating Fund	*Other Operating Supplies	\$27.90	5/13/98	
				Total this claim	<u>\$27.90</u>		
17308	760	MARY KIPLINGER	Operating Fund	Traveling Expense	\$3.50	5/13/98	
				Total this claim	<u>\$3.50</u>		
17309	763	MIDWEST TAPE	Operating Fund	Frankton AV	\$230.25	5/13/98	
			Operating Fund	Elwood AV	\$192.40		
				Total this claim	<u>\$422.65</u>		
17310	780	POSTMASTER	Operating Fund	Postage & UPS	\$200.00	5/13/98	
				Total this claim	<u>\$200.00</u>		
17311	765	QUILL CORPORATION	Operating Fund	*Other Office Supplies	\$608.20	5/13/98	
				Total this claim	<u>\$608.20</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>
17312	778	RALPH MALEY	Operating Fund	Traveling Expense	\$28.25	5/13/98	
				Total this claim	<u>\$28.25</u>		
17313	767	RAMSAY BUSINESS PRODUC	Operating Fund	*Other Professional Services	\$145.48	5/13/98	
			Operating Fund	*Other Office Supplies	\$71.58		
				Total this claim	<u>\$217.06</u>		
17314	766	RICK MCADAMS	Operating Fund	*Other Professional Services	\$40.00	5/13/98	
				Total this claim	<u>\$40.00</u>		
17315	768	STATE CHEMICAL MANUFACT	Operating Fund	Cleaning & Sanitation Supplies	\$118.20	5/13/98	
				Total this claim	<u>\$118.20</u>		
17316	769	TOWN OF FRANKTON	Operating Fund	Electricity	\$63.27	5/13/98	
			Operating Fund	Water	\$7.40		
			Operating Fund	Waste Disposal Services	\$8.45		
				Total this claim	<u>\$79.12</u>		
17317	770	UPSTART	Operating Fund	*Other Operating Supplies	\$18.75	5/13/98	
				Total this claim	<u>\$18.75</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$30,301.06

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.

Wednesday, May 13, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

(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 _____, 19 _____.

<u>Jerry Kaiser</u>	<u>L. Spive</u>	_____
<u>David R. Hoffman</u>	<u>Sharon Pace</u>	_____
<u>Pamela Bolinder</u>	_____	_____

SIGNATURES OF GOVERNING BOARD

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

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Board of Trustees
JUNE 10, 1998

BUDGET COMMITTEE MEETING – 5:30PM

Executive Meeting For Business
6:30PM

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

- A. Real or Personal Property
(IC 20-14-3-4-(b))
- B. Purchase or Lease of Real Property
(IC 5-14-1,5-6-(B) (2) (d))

Meeting For Business – 7:00pm
AGENDA

CALL TO ORDER

CALL FOR QUORUM

OLD BUSINESS

- A. Construction Bill

NEW BUSINESS

- A. Fines & Fees
- B. Job Descriptions

REPORTS

- A. Building Committee– Chair
 - 1. Elwood
 - 2. Frankton
 - 3. Summitville
- B. By-Laws Committee– Co-Chairs, Pam B./Sharan Pace
- C. Technology Committee – Chair, Jamie Scott
- D. Director

ADJOURN

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Board of Trustees
JUNE 10, 1998

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Post-it® Fax Note	7671	Date	# of pages ▶
To	SANDY BURTON	From	JAN Helping
Co./Dept.		Co.	
Phone #		Phone #	
Fax #		Fax #	

Post-it® Fax Note	7671	Date	# of pages ▶
To	Herald-Bulletin	From	JAN Helping
Co./Dept.		Co.	No. Madison Cty Pub
Phone #		Phone #	765-552-500
Fax #		Fax #	

Please publish notice – THANKS

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Board of Trustees
Executive Meeting
June 10, 1998
6:30pm

CALL TO ORDER

President Pam Bohlander called an executive meeting to order at 6:30pm on June 10, 1998 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Attending with President Bohlander were board members Linda Sizelove, Jerry Kaiser, Sharan Pace and David Hoffman. Director Kathi Wittkamper and Administrative Assistant Jan Helping were also present.

BUSINESS

Attorney Jim Wilson was present and explained that the amount owed to M.D. Rowe Construction is \$26,000.00 and we should pay the invoice. He said we are clear on the lien liability with Builder's Specialty Supply. They cannot come back to the library and hold us responsible now. He spoke to Arlen Packard who told him the project was complete and the final certificate has been issued.

Board members asked if M. D. Rowe is released from responsibility for outstanding warranty issues. Jim said final payment must be made by the library to the contractor, although the architect could direct money to be held. Specifically, air-handling problems should be directed to the architects.

Linda Sizelove is concerned about the light that does not work right – a switch is not hooked up right – and also that the threshold was hammered by repairmen, supposedly to fix it. She said she does not see much concern from Rowe. She feels the deficiencies need to go to the architect now. Jim said he doesn't think the builder has the burden once the certificate is issued. It can be put in writing.

Linda wants the board to pay the bill and then issue a letter to the architect and builder. It might be appropriate to write both a letter from Jim to hold the architect responsible for the items Rowe did not fix. Linda said she will make a motion to write the letter.

Sharan Pace
Sharan Pace, Secretary

Pam Bohlander
Linda Sizelove
Brenda Carey

Jerry Kaiser
Kathi Wittkamper

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Board of Trustees
Regular Meeting For Business
June 10, 1998
7:00pm

CALL TO ORDER

President Pam Bohlander called a meeting to order in the Elwood Library meeting room at 7:00pm

CALL FOR QUORUM

Board members present with President Bohlander were: Linda Sizelove, Jerry Kaiser, Sharan Pace and David Hoffman. Absent was Brenda Carey. Also present were: Director Kathi Wittkamper, Admin. Ass't. Jan Helping and Elwood Call-Leader reporter, Shawn McGraf.

MINUTES Motion was made by David Hoffman to accept the previous minutes, seconded by Linda Sizelove and passed.

CLAIMS REGISTER was signed by board members and checks signed by Treasurer Jerry Kaiser.

OLD BUSINESS

According to Attorney Jim Wilson, the library has no alternative but to make the final payment to the contractor M. D. Rowe. A motion to pay \$26,000.00 to contractor M. D. Rowe Construction, Inc., and a stern certified letter to be sent to the architect and builder listing items still to be fixed in the building, was made by Linda Sizelove, seconded by Jerry Kaiser and passed.

A motion was made by Linda Sizelove to pay a bill to Simplex for \$182.45 to complete the installation of the fire alarm system. David Hoffman seconded and it passed.

Director Wittkamper asked the board if they would consider charging \$.20 each for copies from computers. She explained now black and white copies are \$.10 and colored copies are \$.25 and when patrons ask for colored copies, the cartridges in the printers need changed. If we keep color cartridges in the computers and charge \$.20, a lot of time will be saved. David Hoffman made the motion to charge \$.20 for all computer print-outs, Linda Sizelove seconded.

Kathi asked board members if they would consider a fine for patrons removing the bar code labels from the books. Board members asked if when a patron checks out another book, if they could be educated as to why they should not remove the label, then second time do a fine. Dave Hoffman made a motion to warn, then fine – Linda Sizelove seconded. Jerry Kaiser said he did not think the patrons should be fined. Linda asked if

it would be better to educate the people first. Dave Hoffman withdrew his motion. The board will go back to the problem later.

Kathi turned in a job description for the Youth Services Manager. Board members were not ready to discuss the job description for custodian, therefore, it was tabled until next month when both Youth Services Manager and Custodian job descriptions will be addressed.

Jan told board it was time to put the library insurance coverage out to bid. The insurance companies interested can see the spec sheets in the office (Burnette-Dellinger made the sheets up for us) and the bids will need to be in by August 1.

Ralph Maley asked to carry over 10.5 hours from last year's anniversary year for unused vacation. Board members feel the personnel policy is clear, and they prefer not to make an exception.

Jerry Kaiser asked about the lights on the flagpole. Linda explained they have been working on the problem. She is concerned about the yard and suggested it be watered more. If we need to buy more sprinklers or longer hoses, she asked that it be done.

Pam asked that Linda become the Building Committee Chairperson.

FRANKTON - SUMMITVILLE Kathi reported both branches buildings are in good shape.

Kathi reported that a staff person's family wants to donate a bird feeder to the patio area. After discussing where the bird feeder should go, David Hoffman made a motion to accept the bird feeder and place it at the West end, Sharon seconded and it passed.

Kathi asked the board to consider how to dispose of the card catalog now that it is no longer needed. Board members felt they needed time to consider, and the request was tabled.

By-Laws Committee - co-chaired by Pam Bohlander and Sharan Pace had no report.

Kathi reported that Jamie Scott will head the Technology Committee. She will take charge and co-ordinate anything that needs done. Jamie recently attended a technology workshop.

There will be a budget committee meeting before the next board meeting July 8 at 5:30pm.

Loretta Dodd will be in the Indiana Room to give a talk on what the Indiana Room contains, after the meeting.

Jerry Kaiser made a motion to adjourn at 8:00pm, Linda Sizelove seconded and it passed.

Jerry Kaiser
Pamela Colby
Lynne

David Hoffman
David Hoffman, Secretary
Sharon Pace
Loretta Dodd
Kathi

Central Indiana Computer Consulting, Inc.

Post Office Box 402
517 North Anderson Street, Suite 3
Elwood, Indiana 46036

Voice: 765.552.8665
Data: 765.552.3080
WEB: www.a1.com/clcc

Toll Free: 888.835.0714
Fax: 765.552.9812
E-mail: jbd@indy.net

To: Board of Trustees
North Madison County Public Library System

From: Jim Dawson, President

cc: Kathi Wittkamper, Director
Elwood Public Library

Barbara McAdams, Librarian
Frankton Public Library

Subj. : Frankton Library

Ladies and Gentlemen:

I would like to begin by expressing my deepest apology for what has evidently become a failure in communications between Central Indiana Computer Consulting, inc. and the Frankton Library Staff.

During my last visit, the problem with the SIRS program were expressed to me and before I left, the program was working. I cautioned Mrs. McAdams that from a computing professional's point of view, I did not care for how the interface worked between Microsoft Windows 95 and the SIRS program. I also asked Mrs. McAdams to keep me informed of how the interface/program was working. To date, we have no telephone logs of any contact with the Frankton Library. I am not doubting the fact that it is possible that telephone messages from the Frankton Library were not properly recorded, thereby causing a breakdown in the communication system. I can assure you that with our new voice mail system, this cannot occur again.

The problem with the networked printer was never clearly stated and it was probably a comedy of errors that brought this problem to light. During the initial stages of development of the network, it was determined that only one printer would be needed for the three computers. Had the patron traffic pattern been clearly described to me and my staff, we could have identified the proper printing need for the library. With the information that I have now, I can see clearly that a minimum of two printers is needed for this network. Once again I take partial blame for this error in judgment.

To correct these unfortunate occurrences, I have developed the following plan to prevent future misunderstandings and to correct the existing problems.

1. We will be attempting to fix all problems with the SIRS program. Please keep in mind that this is a DOS based program and the interface to Win95 is not very stable. We would like for the Frankton Librarian to keep us informed of all issues that may arise with this program.

2. During our visit to the Frankton Library to solve the SIRS problem, we will discuss exact printer needs with Mrs. McAdams and then order the printers she wants. Once the printers are ordered, a PO number and shipping number will be given to both the director (Kathi Wittkamper) and Mrs. McAdams. Both individuals will be kept informed of every step in the delivery and set-up process.
3. Finally, we have assigned one technician to be the primary source of contact for the Frankton Library. The contact person is Ramona Klecke and her voice mail extension is selection number three (3).

In closing, I would like to once again apologize for this unfortunate occurrence and we will work hard to ensure it does not happen again. If you should have any questions, please feel free to call me or any of my staff at our office.

Thank You



Jim Dawson

Chance Bros. Marble & Tile, Inc.

114 West McGary Street
 Indianapolis, IN 46225
 Office: (317) 635-7531

Our Fax Number Is
 (317) 636-8976

Date 6/3/98

Time _____

To John Halpling

From Tim Chance

Number of Pages, Including This Form: 1

If you do not receive the total number of pages indicated, please contact our office at (317) 635-7531.

Project Elwood Library P.O. # _____

Subject Brick Paver Patio

MESSAGE

Furnish and install brick paver patio addition which includes the following:

Sub out materials + labor

4" x 8" concrete pavers - *52 @ 25.50*
 base and sub-base edging

Quote \$ 7845.00

Quote to engrave 51 pavers

51 at \$ 25.50 each 1300.50
 28 additional lines at \$3.00 each 84.00

\$1384.50

Total job \$ 9229.50

52 @ 50.00 = 2600.00
52 @ 25.50 = 1326.00
28 + labor @ 3.00 = 84.00

Staff Training Time-line

By December 1998, all staff will:

- be trained in the use of automated public access catalog and automated circulation system.
- participate in at least one workshop or course of general computer training offered by INCOLSA, ILF, the State Library, or other qualified source.
- become familiar with basic aspects of hardware & software for public access in the NMCPLS system.

By December 1999, all staff will:

- participate in at least one workshop or course of Internet training offered by INCOLSA, ILF, the State Library, or other qualified source.
- remain current on developments in the automated catalog and circulation system.
- remain current on developments in the hardware & software for public access in the NMCPLS system.

By December 2000, all staff will:

- be trained in techniques for coping with any millenium bugs.
- participate in at least one workshop or course in creating Internet content pages offered by INCOLSA, ILF, the State Library or other qualified source.
- remain current on developments in the automated catalog and circulation system.
- remain current on developments in the hardware & software for public access in the NMCPLS system.

By December 2001, all staff will:

- participate in at least one seminar or workshop on emerging technology offered by INCOLSA, ILF, the State Library or other qualified source.
- remain current on developments in the automated catalog and circulation system.
- remain current on developments in the hardware & software for public access in the NMCPLS system.

By December 2002, all staff will:

- be trained in "real-time" connectivity of automated catalog and circulation system.

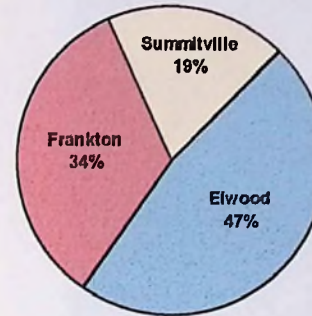
Evaluation: The success of the plan will be judged on the ability of the library to meet the objectives and time lines set forth. The plan will be reassessed each year to evaluate progress and modify objectives if necessary.

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
CIRCULATION STATISTICS**

	MAY 1997	MAY 1998	AMOUNT OF CHANGE	PERCENT OF CHANGE	YTD
ELWOOD					
ADULT	3302	2707	-595	-18%	16062
JUV.	1671	1376	-295	-17%	11853
Y.A.	245	116	-129	-53%	640
PER.	404	290	-114	-28%	2015
AUDIO	244	218	-26	-11%	1201
VIDEO	2021	1510	-511	-25%	9644
TOTAL	7887	6217	-1670	-21%	41415
FRANKTON					
ADULT	1235	940	-295	-24%	5282
JUV	601	679	+78	+13%	3679
PER	239	241	+2	0%	1269
AUDIO	0	23	+23	+100%	80
VIDEO	720	725	+5	0%	4488
TOTAL	2795	2608	-189	-7%	14798
H'BAK					
ADULT	769	609	-160	-21%	3543
JUV	466	309	-157	-34%	1979
PER	85	52	-33	-39%	637
AUDIO	3	24	+21	+700%	105
VIDEO	459	338	-121	-26%	2449
TOTAL	1782	1332	-450	-25%	8713
SYSTEM					
ADULT	5306	4256	-1050	-20%	24887
JUV	2738	2364	-374	-14%	17511
Y.A.	245	116	-129	-53%	640
PER	728	583	-145	-20%	3921
AUDIO	247	265	+18	+6%	1386
VIDEO	3200	2573	-627	-24%	16581
TOTAL	12464	10157	-2307	-19%	64926

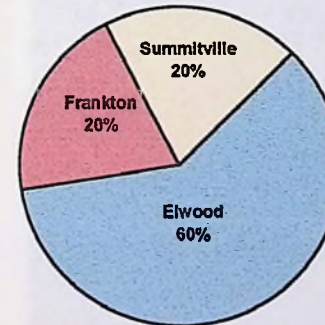
REFERENCE QUESTIONS : (ELWOOD ADULTS ONLY) 134
 PATRON ASSISTANCE : (ELWOOD ADULTS ONLY) 374
 PATRON TRAFFIC : (ELWOOD ONLY) 6683
 COMPUTER USE : (ELWOOD ONLY) ADULT - 74 CHILDREN - 104
 PROGRAMMING : ELWOOD 4 PROGRAMS 218 ATTENDANCE
 FRANKTON 0 PROGRAMMING
 HAZELBAKER 1 PROGRAM 18 ATTENDANCE

Background for 1999 Materials Budget



1997 Assessed Valuation

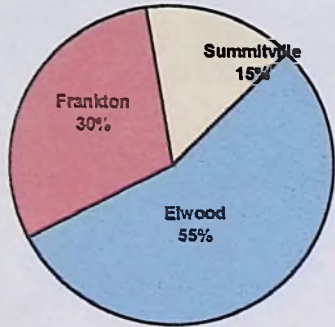
Elwood 59,848,838.00
 Frankton 42,966,410.00
 Summitville 24,182,215.00
Total \$126,997,463



Materials Budget for 1998

Elwood 45,720 + Frankton 15,240 + Summitville 15,240 = Total \$76,200

Potential 1999 Materials Budget – based on assessed valuation.

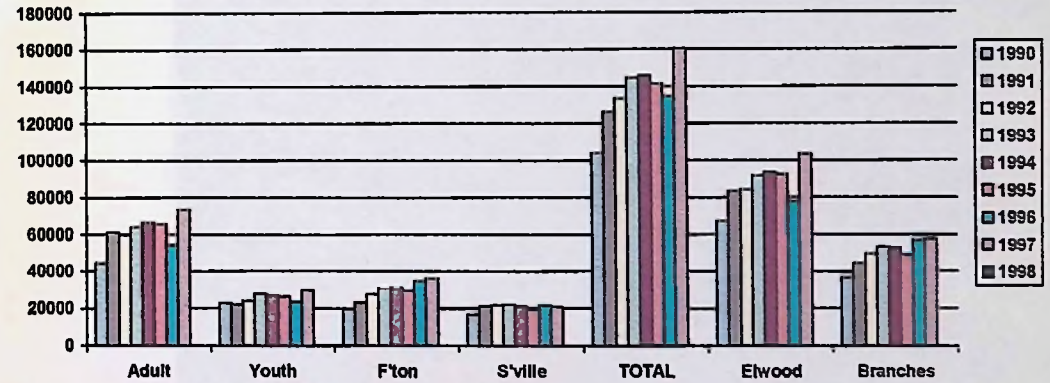
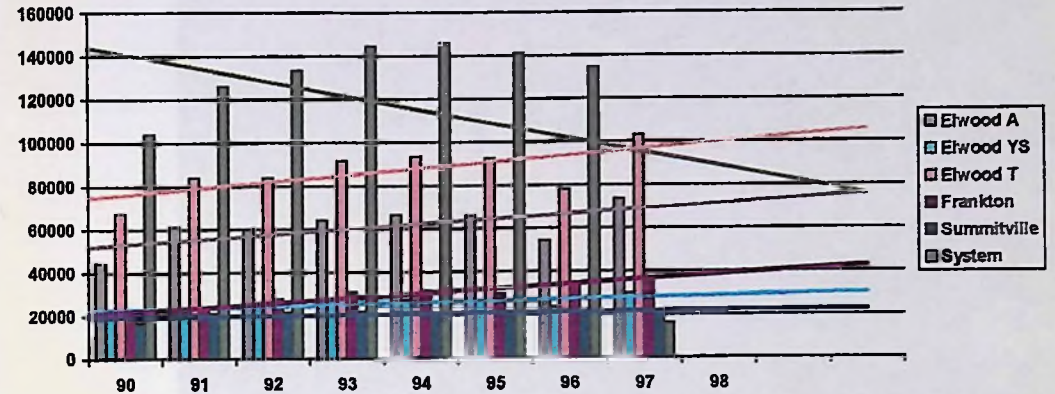


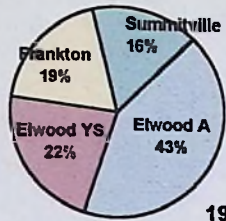
[Note: Figures based on 1998 materials budget amounts. 1997 Assessed Valuations percentages used – less 4% each of branch percentages added to Elwood for reference support materials.]

	Elwood	Frankton	Summitville	Total
Books	33,000	+ 18,000	+ 9,000	= \$60,000
Periodical	3,850	+ 2,100	+ 1,050	= 7,000
Non-print	5,060	+ 2,760	+ 1,380	= 9,200
Total	41,910	+ 22,860	+ 11,430	= \$76,200
Change	-5%=3,810*	+10%=7,620	-5%=3,810	No change

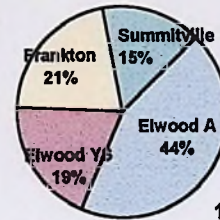
1990-97 Year-end Circulation

(Statistics: 90-97 Yr-End Circ, June 98)

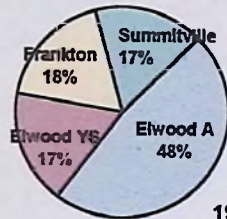




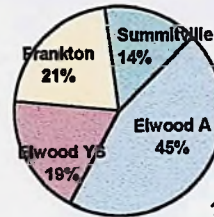
1990 Year-End Circulation
(Elwood total 65%)



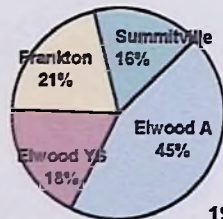
1993 Year-End Circulation
(Elwood total 63%)



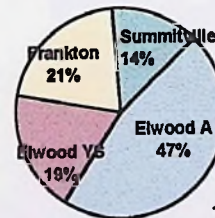
1991 Year-End Circulation
(Elwood total 65%)



1994 Year-End Circulation
(Elwood total 64%)

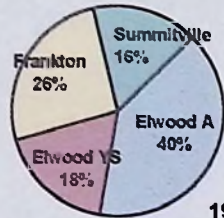


1992 Year-End Circulation
(Elwood total 65%)

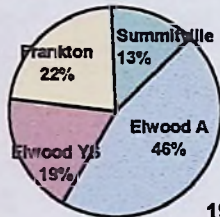


1995 Year-End Circulation
(Elwood total 66%)

**North Madison County Public Library System
Job Description**



**1996 Year-End Circulation
(Elwood total 58%)**



**1997 Year-End Circulation
(Elwood total 65%)**

Job Title: Custodian
Department: Administration
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: Draft -- June 10, 1998
Approved By:
Approved Date:

SUMMARY

Keeps library facilities clean, orderly and in good repair inside and out. Monitors climate control equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Sweeps, mops, scrubs, and vacuums all floors.

Empties trash and garbage containers.

Maintains building, performing minor and routine maintenance activities.

Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.

Cleans snow and debris from sidewalks.

Mows lawn, trims shrubbery, and cultivates flowers.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**North Madison County Public Library System
Job Description**

Job Title: Custodian
Department: Administration
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: Draft -- June 10, 1998
Approved By:
Approved Date:

SUMMARY

Keeps library facilities clean, orderly and in good repair inside and out. Monitors climate control equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Sweeps, mops, scrubs, and vacuums all floors.

Empties trash and garbage containers.

Maintains building, performing minor and routine maintenance activities.

Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.

Cleans snow and debris from sidewalks.

Mows lawn, trims shrubbery, and cultivates flowers.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stand; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is occasionally exposed to high, precarious places; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

North Madison County Public Library System Job Description

Job Title: Custodian
Department: Administration
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: Draft -- June 10, 1998
Approved By:
Approved Date:

SUMMARY

Keeps library facilities clean, orderly and in good repair inside and out. Monitors climate control equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Sweeps, mops, scrubs, and vacuums all floors.

Empties trash and garbage containers.

Maintains building, performing minor and routine maintenance activities.

Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.

Cleans snow and debris from sidewalks.

Mows lawn, trims shrubbery, and cultivates flowers.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

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Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stand; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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CURRENT DUTIES AS INDIANA ROOM DIRECTOR:

- * Buyer/procurer of books, computer software, special collections.
- * Collect & compile local and surrounding history from all sources. Working to extend these files in the cabinet for area residents, businesses and patron use for reference.
- * Receive donated gifts; catalog, file, label for collections, etc.
- * Send acknowledgments, 'thank you's', for all donations.
- * Keep logs of obituaries; with Elwood obituaries updated, continually.
- * Keep registration book updated monthly for area genealogists.
- * Change display cases.
- * Co-ordinate volunteers for compilation work.
- * Build local family histories files through encouraging donations and sharing of finished works. Vertical files begun for info not in finished books.
- * Categorize inventory and keep IR collection notebook updated.
- * Library liaison to historical society, genealogy society, preservation group, downtown programs, such as "Main St", and other programs pertaining to the growth of area and branches.
- * Keep inventory properly shelved and 'read'.
- * Work with branches to update their local history and share duplicate works for their reference shelves.
- * Have written a concise history of Elwood Public Library.

WHEN TIME ALLOWS:

- * Correct & index 104 years of obituary files on computer. There are many errors and omissions. Currently indexing missing years and logging into computer. Will edit and correct, by letter, when caught up.
- * Local history files in filing cabinet continually needing work. Needs some research and attention to indexing and completion of topics.
- * Work on archival photos, etc. Logging accessions, preservation technics, binders. Getting them ready for patron perusal and needs.
- * Visit other area Indiana Room's and do trades, copying out-of-print or one-of-a-kind items we may need; sharing information, etc.

- * Attend workshops and related events.
- * Do patron reference work and/or searches when time permits, only.
- * Sort duplicate copies for branches.
- * Contribute one article quarterly to the Elwood Genealogy Newsletter.

WOULD LIKE TO DO, SOMEDAY:

- * Indexing of all the Elwood newspapers.
- * Compile history on downtown addresses, businesses. Not only for civic groups and owner information, but the upcoming sesquicentennial (yr 2002) committee will want as much info as can be had.
- * Transcribe cassette tapes of interviews with local citizens on Elwood history into booklet form.
- * Have one day set aside periodically, for example - once as month, for specific programs in the Indiana Room.
- * Both Elwood cemeteries (Sunset Memorial, Elwood City Cemetery) records have never been put into compiled form. This is sorely needed as we have many requests for this information, especially from out of town patrons. The caretakers have agreed to allow their books to be entered into computer program form and printed out, with indexing and supplements.
- * To get more work done with our branches to bolster their collections and patron needs as to local history and shelf stock.
- * Gather more history on Elwood grade schools and historic photos.
- * Gather more historic photos for patron copying, perusal, reports.
- * Gather more local "pioneer" history, information for displays, etc.

June/1998/Loretta K. Dodd

Linda Kovach
460 Deanview Dr.
Cincinnati, OH 45224
513-761-6163

Dear Ms. Helpling,

I have spoken with Kathi Wittkamper about donating a painting in memory of my parents, Judge Michael E. and Dorothy Tancey, both deceased. I understand your organization is interested in Indiana artists and through the help of Dennis Jackson of Jackson & Wickliff Auctioneers, Inc. I believe I have found a suitable piece of art.

The watercolor by Floyd D. Hopper, born in Noblesville, Indiana on Nov. 1, 1909 measures 22" by 28" (framed 30" by 38"). Mr. Jackson has assured me Hopper is an Indiana Salon artist. Mr. Hopper died July 2, 1984. The watercolor is a very colorful image with a southwestern theme.

A representative of the library may wish to stop in at Jackson & Wickliff at 12232 Hancock St, Carmel, Indiana, during business hours to view the watercolor.

I am writing to inquire whether or not the Elwood Public Library would be interested in receiving and exhibiting this painting in memory of my parents. If your board is interested I will contact the auctioneers and bid on the painting. It is my hope that if I win the bid, the library would provide the space, provide suitable lighting and mounting, and post a plaque on the frame that bears my parents' names.

Please phone your response or write me at the above address.

Sincerely,
Linda Tancey Kovach

THE HOOSIER SALON, 1925-1990

- HOLLINGSWORTH, ALICE CLAIRE [I, Dr] Indianapolis, IN b. 12 Feb 1907, Indianapolis. Studied: Herron A Sch; Circle A Acad. Exhibited: Ind. A Exh, 1929.
- HOLLINGSWORTH, JOSEPHINE A. (See Paulson, Josephine Hollingsworth) [Des, I] Chicago, IL. Studied: John Herron A Sch. Note: T, Shortridge H.S.
- HOLLIS, FREDERIC LEE [S, Dr, P, T] Spencer, IN b. 27 Aug 1905, Terre Haute, IN. Studied: John Herron A Sch; Ind. U; Columbia U; Nat Acad; ASL. Teachers: Elmer Taflinger; Eliot O'Hara; Robert Brackman; Jerry Farnsworth; Frank Reilly. Exhibited: Ind. State Library, 1980; Ind. State Fair; Swope Gal; Herron Gal; Lieber Gal; Ind. U MA; Cumberland Col. Collections: *10 O'Clock Line*, Mem S, historical marker near Gosport; Huntington Col. Note: T, Indianapolis Public Sch, Huntington Col and Union Col, KY.
- HOLME, MAUD [P] Ft Wayne, IN.
- HOLMES, MARY J. Trafalgar, IN.
- HOLMES, (Jr.), PALMER Z. [Ldscp. P, P] Terre Haute, IN b. c. 1896 d. 8 Mar 1955. Prizes: N.Y. Acad FA. Note: District Mgr, Mars Inc.
- HOLSAPPLE, KERRY [Ldscp. P, SLP, Car, I, Por. P, T] New Castle, IN b. 10 Jun 1954, Greensboro, NC. Studied: John Herron AI; Atelier Lack; Fenway Studios. Teachers: Richard Lack; R. H. Ives Gammell. Exhibited: Henry Cnty Fall Show, 1981; Richmond Professional Show, 1983; Ind. State Fair, 1979. Prizes: HS, 1979, 81.
- HOLT, FRANCIS E. [Com. A] Indianapolis/Carmel, IN b. NE. Teachers: Elmer Taflinger. Exhibited: HS (solo), 1957. Prizes: Ind AC 24th Expo; HS, 1950, 53, 57.
- HOLTMAN, FLORENCE [P] Indianapolis, IN.
- HOLTMAN, HOLLY Cincinnati, OH b. Indianapolis, IN.
- HOLZAPFEL, ROBERT [Ldscp. P, Car, Genre P, I, Por. P] New Paris, OH b. 17 Jul 1922, Richmond, IN. Studied: Chicago Acad FA. Exhibited: Whitewater Valley Exh. Prizes: N.Y. Intl A Exh, 1970; Richmond (Ind.) AA, 1989, 90; HS, 1970.
- HOOVER, TODD [S] Exhibited: 64th Ind. A Show.
- HOPPER, FLOYD D. [P, Print, T] Noblesville, IN b. 1 Nov 1909, Martin Cnty, IN d. 2 Jul 1984. Studied: John Herron A Sch; PAFA; Ind. U Extension. Teachers: William Forsyth; Clifton Wheeler; Paul Hadley; Roy C. Nuse; Francis Speight; Donald M. Mattison; Eliot O'Hara; Francis Chapin; Max Kahn; Frank Schoonover. Exhibited: Am WCS Ann; South Shore AG; Ind. Soc Pr. M; Southern Pr. M Soc; Philadelphia WC Exh; Pa. Acad Ann; CI; Intl Exh of Lithography and Wood Engraving, Chicago; Michiana Biennial, South Bend; Aqua Chromatic, NY. Prizes: HS, 1942, 44, 58, 64-67, 69, 72, 77, 78, 80, 81, 83; Ind. A Ann; Nat Lithography Exh, Oklahoma City; Ind. AC; WC USA, Springfield, MO. Collections: Ind. U; DePauw U; Ft Wayne AM; Psi Iota Xi; Oklahoma City M; Ind. State U; Franklin Col; Wabash Col; Shortridge H.S.; IMA; Ball State U; Riley Hospital; Indianapolis Public Schs. Note: T, Indianapolis AI, 1963-84.
- HORNE-KAPLAN, DENISE ANNE [P] North Manchester, IN. Prizes: HS, 1989.
- HORTON, MARTHA L. POWELL (See Powell, Martha L.) [P]
- HORWEDEL, ANNE [P, T] Otterbein, IN b. 1938, Ft Worth, TX. Studied: UCLA; Purdue U. Teachers: Rico LeBrun; Stanton McDonald-Wright. Exhibited: Lafayette A Cen (solo), Lafayette, IN; Southern Ohio M, Portsmouth, OH; Midwest M Am A, Elkhart, IN; Anderson FA Cen, Anderson, IN; New Harmony Gal Cont A; 35th Ann Salon Show Northern Ind. AA; Art 500, Indianapolis. Prizes: Tippecanoe Biennial, Artforms '79; 67th Ind. A Show, IMA; HS, 1981. Note: T, Lafayette (Ind.) A Cen.
- HORWITZ, HAROLD I. Indianapolis, IN.
- HOSACK, MARY (H.) [Dr] Newburgh, IN.
- HOSTERMAN, NAOMI S. (Mrs. R. C.) [Por. P, I] Charleston, WV b. 13 Jan 1903, Elkhart, IN. Studied: Herron AI; Scott Carbee Sch, Boston; Ind. U; CM Sch. Teachers: William Forsyth; F. Stark; R. Grooms; C. Barnhorn; B. Keyes. Prizes: All. A, WV, 1938, 42, 46. Collections: First Presbyterian Church and Baptist Temple, Charleston, WV; Kanawha Cnty, WV. Note: I, *Greenbriar Pioneers and Their Homes*.
- HOSTETLER, RENA A. [P] Nashville, IN b. Dallas, TX d. Mar 1982. Studied: CGA Sch, Washington, D.C.; Chicago Gal FA; Ringling Sch A, Sarasota, FL. Teachers: Frederick M. Grant; Frank Peyraude; Jesse Hobby; Arnold Turtle; Eliot O'Hara; Hilton Leech; Lauren Wilford. Prizes: HS, 1940, 45, 57. Note: Lived in Winnetka, IL; member Brown Cnty A Gal Assn.
- HOUCK, ELIZABETH D.
- HOUGH, BERENICE
- HOUGLUM, JONATHON W. [P] Martinsville, IN.
- HOUSE, MARTY [Silverpoint] Ft Wayne, IN.
- HOWARD, (F.) MAX [Ldscp. P, T] Indianapolis, IN b. 21 Jun 1909, Clinton Cnty, IN. Studied: Herron Sch A; Ohio State U. Prizes: Ind. State Fair; HS, 1949, 75, 78, 79, 81, 83, 86. Collections: Mallory; Cummins Engine. Note: T and former head A Dept, Howe H.S., 1940-72. Created junk yard compositions.
- HOWARD (Jr.), FRANK A. Indianapolis, IN b. c. 1923 d. Aug 1983. Studied: John Herron AI. Exhibited: 500 Festival Exh; Wabash Valley Show; Whitewater Valley Show.
- HOWE, PHILIP (L.) [P] Indianapolis, IN.
- HOWE, SUSAN R(osalind) [P] Hammond, IN b. 28 May 1873, Manchester, IN. Prizes: Lake Cnty Fair, IN, 1936, 38, 39.
- HUBBARD, J. F(rank) (Cap) [Ldscp. P, Por. P, Photo] Muncie, IN b. Piqua, OH. Note: President. Muncie AA; one of the founders of the Muncie Civic Theater.
- HUBBARD, (Frank McKinney) KIN [Car. W, I] b. Bellefontaine, OH d. Dec 1930. Note: Car, *Indianapolis News*. Creator, Abc Martin cartoons which first appeared in the *News* in 1904.
- HUBER, HELEN RUTH [W, Print, P] Gary, IN b. 19 Mar 1902, East Chicago, IN. Studied: Chicago Acad FA; U of Chicago; Northwestern U. Teachers: G. Bolander; R. Chase. Exhibited: Northern Ind. A, 1946; Gary, IN, 1945; East Chicago, IN, 1945. Note: T, Public Schs, Gary, IN: A Critic, *Gary Post-Tribune*.
- HUDSON, BARBARA A. (Mrs. Phillip) [Por. P, SLP, Ldscp. P] Toledo, OH b. 1940, Franklin, IN. Studied:

June 11, 1998

Mrs. Linda Tancey Kovach
460 Deanview Dr.
Cincinnati, OH 45224

Dear Mrs. Kovach:

The information you gave us regarding the purchase of a watercolor by Floyd Hopper for the library in your parents' memory, was presented to board members at their regular meeting June 10, 1998.,

The board members were very appreciative of your gesture and will welcome the addition of the painting to our library.

We appreciate the consideration you have given us to see the painting first, however, they felt with the information you have given us, if you think the painting is appropriate, they prefer to trust your judgement.

As you saw when you were in the library, our paintings, so far, are oils by Brown County Artists and all landscapes. Actually, it will be a pleasant change to have a watercolor with a Southwest theme. After all, we are a public library and should please different styles and tastes.

We will look forward to hearing from you and seeing our newly acquired addition.

Yours truly,

Jan Helpling, Admin.Assistant

/jh



Register Of Claims
North Madison County Public Library System
Report Date: From 6/1/98 To 6/30/98

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	804	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$933.70	6/10/98	p/r 6-10-98
				FICA	\$756.72		
				Medicare	\$176.98		
				Federal Taxes Withheld	\$1,377.55		
				Total this claim	\$3,244.95		
0	803	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	6/10/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,497.91		
			Operating Fund	Wages of Janitor	\$553.01		
				Total this claim	\$12,204.76		
17321	805	INDIANA DEFERRED COMPEN	Annuity	Payroll Deductions	\$165.00	6/10/98	
				Total this claim	\$165.00		
17322	806	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,589.01	6/10/98	
				Total this claim	\$1,589.01		
17323	814	A.E. BOYCE CO., INC.	Operating Fund	Official Records	\$27.95	6/10/98	
				Total this claim	\$27.95		
17324	808	AMERICAN ELECTRIC POWER	Operating Fund	Electricity	\$25.26	6/10/98	
				Total this claim	\$25.26		
17325	809	AMERITECH	Operating Fund	Telephone & Telegraph	\$209.59	6/10/98	
				Total this claim	\$209.59		
17326	807	AT&T	Operating Fund	Telephone & Telegraph	\$5.80	6/10/98	
				Total this claim	\$5.80		
17327	811	AUDIO VISUAL COMMUNICATI	Operating Fund	*Other Professional Services	\$109.00	6/10/98	
				Total this claim	\$109.00		
17328	810	AUTOMATIC DOOR DIVISION	Operating Fund	Bldg. & Structure/Maint.	\$252.00	6/10/98	
				Total this claim	\$252.00		
17329	812	BARBARA SNIPES	Operating Fund	Traveling Expense	\$30.60	6/10/98	
				Total this claim	\$30.60		
17330	815	CHAPMAN ELECTRIC SUPPLY	Operating Fund	Other Repair & mainten.supplies	\$361.15	6/10/98	
				Total this claim	\$361.15		

<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>
17331	816	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$126.34	6/10/98	
				Total this claim	<u>\$126.34</u>		
17332	817	DIANA L. SHEPARD	Operating Fund	Traveling Expense	\$10.50	6/10/98	
				Total this claim	<u>\$10.50</u>		
17333	819	GALE RESEARCH	Operating Fund	Elwood Adult	\$144.09	6/10/98	
				Total this claim	<u>\$144.09</u>		
17334	823	GLENNA STEWART	Operating Fund	Traveling Expense	\$26.25	6/10/98	
				Total this claim	<u>\$26.25</u>		
17335	820	GROLIER PUBLISHING CO.	Operating Fund	Elwood Childrens	\$319.20	6/10/98	
				Total this claim	<u>\$319.20</u>		
17336	818	GTE	Operating Fund	Telephone & Telegraph	\$127.16	6/10/98	
				Total this claim	<u>\$127.16</u>		
17337	821	HOOSIER HEARTLAND	Gift	Furniture & Equipment	\$525.00	6/10/98	
				Total this claim	<u>\$525.00</u>		
17338	822	HORTON'S & SONS OF ELWO	Operating Fund	Repair Parts/Maintenance	\$11.92	6/10/98	
				Total this claim	<u>\$11.92</u>		
17339	825	INDIANA GAS COMPANY	Operating Fund	Gas	\$11.78	6/10/98	
				Total this claim	<u>\$11.78</u>		
17340	824	INDIANA HISTORICAL SOCIET	Operating Fund	Elwood Adult	\$62.30	6/10/98	
				Total this claim	<u>\$62.30</u>		
17341	828	INDIANA SCHOOL BOARDS AS	Operating Fund	*Other Operating Supplies	\$5.00	6/10/98	
				Total this claim	<u>\$5.00</u>		
17342	826	INDIANA UNIVERSITY PRESS	Operating Fund	Elwood Adult	\$17.83	6/10/98	
				Total this claim	<u>\$17.83</u>		
17343	829	JANE A. BECKLEY	Operating Fund	Land Buildings Improvements	\$2,000.00	6/10/98	
				Total this claim	<u>\$2,000.00</u>		
17344	830	K MART	Operating Fund	*Other Operating Supplies	\$36.00	6/10/98	
			Operating Fund	Elwood AV	\$252.44		
				Total this claim	<u>\$288.44</u>		
17345	831	LEXIS LAW PUBLISHING	Operating Fund	Elwood Adult	\$19.94	6/10/98	
				Total this claim	<u>\$19.94</u>		
17346	832	LIBRARY STORE INC., THE	Operating Fund	Processing Supplies	\$274.91	6/10/98	
				Total this claim	<u>\$274.91</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
• 17347	833	LUCENT TECHNOLOGIES	Operating Fund	Repair Parts/Maintenance	\$137.64	6/10/98	
				Total this claim	<u>\$137.64</u>		
• 17348	840	MARGARET A. EDDY	Operating Fund	Traveling Expense	\$11.25	6/10/98	
				Total this claim	<u>\$11.25</u>		
• 17349	834	MARSH SUPERMARKET	Operating Fund	*Other Operating Supplies	\$27.90	6/10/98	
				Total this claim	<u>\$27.90</u>		
• 17350	835	MARVIN SAUBERT	Operating Fund	*Other Professional Services	\$200.00	6/10/98	
				Total this claim	<u>\$200.00</u>		
• 17351	836	MCI	Operating Fund	Telephone & Telegraph	\$32.23	6/10/98	
				Total this claim	<u>\$32.23</u>		
• 17352	837	MIDWEST TAPE	Operating Fund	Frankton AV	\$20.90	6/10/98	
			Operating Fund	Elwood AV	\$231.40		
				Total this claim	<u>\$252.30</u>		
• 17353	838	MOSER'S AWARDS	Operating Fund	*Other Operating Supplies	\$12.20	6/10/98	
				Total this claim	<u>\$12.20</u>		
• 17354	839	NAEIR	Operating Fund	Postage & UPS	\$128.78	6/10/98	
				Total this claim	<u>\$128.78</u>		
• 17355	841	PEERLESS ELECTRIC SUPPL	Operating Fund	Other Supplies	\$35.56	6/10/98	
				Total this claim	<u>\$35.56</u>		
• 17356	842	QUILL CORPORATION	Operating Fund	*Other Office Supplies	\$452.73	6/10/98	
				Total this claim	<u>\$452.73</u>		
• 17357	843	RAMSAY BUSINESS PRODUC	Operating Fund	*Other Office Supplies	\$134.47	6/10/98	
				Total this claim	<u>\$134.47</u>		
• 17358	844	SAM'S CLUB	Operating Fund	*Other Operating Supplies	\$12.00	6/10/98	
				Total this claim	<u>\$12.00</u>		
• 17359	845	SIMON & SCHUSTER	Operating Fund	Elwood Adult		6/10/98	
			Operating Fund	Summitville	\$63.62		
				Total this claim	<u>\$63.62</u>		
• 17360	846	UNITOG RENTAL SERVICES	Operating Fund	Cleaning & Sanitation Supplies	\$63.91	6/10/98	
				Total this claim	<u>\$63.91</u>		
• 17361	847	UPSTART	Gift	*Other Office Supplies	\$80.55	6/10/98	
				Total this claim	<u>\$80.55</u>		
• 17362	848	VIKING OFFICE PRODUCTS	Operating Fund	Programing	\$526.96	6/10/98	
				Total this claim	<u>\$526.96</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$24,367.83

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.

Tuesday, June 09, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

(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 _____, 19____.

<u>James Hansen</u>	<u>Linda Miller</u>	
<u>Daniel R. Hanna</u>	<u>Sharon Pace</u>	
<u>Thomas G. Ballard</u>		

SIGNATURES OF GOVERNING BOARD

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

Financial Report
North Madison County Public Library System

Report Dates = **5/1/98** to **5/31/98**

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. Operating Fund						
100 Operating Fund	\$233,194.57	\$41,410.07	\$345,750.67	(\$67,051.92)	\$142,984.58	\$30,428.48
105 Operating Fund Invest	\$0.00	\$80,000.00	\$80,000.00	\$0.00	\$80,000.00	\$0.00
Subtotal	\$233,194.57	121,410.07	\$425,750.67	(\$67,051.92)	\$222,984.58	\$30,428.48
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
107 PLAC	\$239.00	\$132.00	\$321.00	\$44.00	\$148.00	\$66.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00
115 LIRF	\$15,363.05	\$0.00	\$40,000.00	(\$536.44)	\$45,567.06	\$20,930.11
120 Gift	\$11,698.71	\$80.00	\$3,520.91	\$1,613.00	\$4,753.26	\$12,931.06
130 Construction Fund	\$13,706.60	\$0.00	\$0.00	\$0.00	\$0.00	\$13,706.60
Subtotal	\$41,007.36	\$212.00	\$43,841.91	\$1,120.56	\$90,468.32	\$87,633.77
4. Withholding						
201 Federal Taxes Withhel	\$0.00	\$2,662.01	\$14,373.28	\$2,662.01	\$14,373.28	\$0.00
202 FICA	(\$0.03)	\$1,524.36	\$8,258.36	\$1,524.36	\$8,258.36	(\$0.03)
203 State Tax Withheld	\$0.00	\$787.84	\$4,355.95	\$787.84	\$4,355.95	\$0.00
204 County Taxes Withhel	\$0.00	\$177.10	\$973.33	\$177.10	\$973.33	\$0.00
205 PERF	\$0.00	\$0.00	\$1,699.57	\$571.68	\$3,176.82	\$1,477.25
206 Credit Union	\$0.00	\$3,171.12	\$17,216.36	\$3,171.12	\$17,216.36	\$0.00
207 Annuity	\$0.00	\$330.00	\$1,815.00	\$330.00	\$1,815.00	\$0.00
208 Insurance	\$0.00	\$358.56	\$1,972.08	\$358.56	\$1,972.08	\$0.00
209 Medicare	\$0.00	\$356.51	\$1,931.35	\$356.51	\$1,931.35	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	(\$0.03)	\$9,367.50	\$52,595.28	\$9,939.18	\$54,072.53	\$1,477.22
Grand Total	\$274,201.90	130,989.57	\$522,187.86	(\$55,992.18)	\$367,525.43	\$119,539.47

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

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 5/1/98 To 5/31/98

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 Salary of Director	\$30,000.00	\$0.00	\$30,000.00	\$2,307.68	\$12,692.24	\$17,307.76	42.3
1.12 Salary of Assistants	\$260,874.00	\$0.00	\$260,874.00	\$21,453.04	\$116,135.97	\$144,738.03	44.5
1.13 Wages of Janitor	\$21,794.00	\$0.00	\$21,794.00	\$825.35	\$4,369.01	\$17,424.99	20.0
1.14 *Employee Benefits	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$909.90	\$590.10	60.7
1.16 Empl.Share FICA&Med	\$23,690.00	\$0.00	\$23,690.00	\$1,880.87	\$10,014.27	\$13,675.73	42.3
1.18 Emp Cont PERF	\$27,870.00	\$0.00	\$27,870.00	\$0.00	\$4,957.08	\$22,912.92	17.8
1.19 Emp Cont Group Ins	\$8,000.00	\$0.00	\$8,000.00	\$418.36	\$1,912.52	\$6,087.48	23.9
1.2 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$373,728.00		\$373,728.00	\$26,885.30	\$150,990.99	\$222,737.01	40.4
<i>2. Supplies</i>							
2.1 Off.Supp/void	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.12 Stationary & Supplies	\$750.00	\$0.00	\$750.00	\$0.00	\$432.00	\$318.00	57.6
2.13 *Other Office Supplies	\$8,000.00	\$0.00	\$8,000.00	\$713.64	\$3,452.15	\$4,547.85	43.2
2.2 Oper.Supp/void	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.21 Cleaning & Sanitation	\$2,200.00	\$0.00	\$2,200.00	\$165.97	\$399.77	\$1,800.23	18.2
2.22 *Other Operating Suppl	\$4,500.00	\$0.00	\$4,500.00	\$347.78	\$3,718.35	\$781.65	82.6
2.23 Fuel, Oil and Lubricant	\$50.00	\$0.00	\$50.00	\$21.89	\$21.89	\$28.11	43.8
2.24 Bldg. Matl. And Supplie	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.25 Paint and painting sup	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.26 Repair Parts/Maintena	\$500.00	\$0.00	\$500.00	\$7.48	\$357.89	\$142.11	71.2
2.27 Other Repair & mainte	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.3 Other Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.31 Book Processing	\$2,500.00	\$0.00	\$2,500.00	\$1,125.42	\$2,362.13	\$137.87	94.5
2.32 Automation	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00	100.0
2.41 Processing Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$39,100.00		\$39,100.00	\$2,382.18	\$30,744.18	\$8,355.82	78.6
<i>2. Supplies</i>							
2.11 Official Records	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$500.67	\$999.33	33.4
Subtotal	\$1,500.00		\$1,500.00	\$0.00	\$500.67	\$999.33	33.4
<i>3. Other Services and Charge</i>							
3.1 Prof.Serv./void	\$0.00	\$0.00	\$0.00	\$0.00	(\$15.00)	\$15.00	#Div/0!
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$24.00	\$976.00	2.4
3.12 Legal Services	\$5,000.00	\$0.00	\$5,000.00	\$112.50	\$112.50	\$4,887.50	2.3
3.13 *Other Professional Se	\$10,000.00	\$0.00	\$10,000.00	\$514.48	\$7,838.18	\$2,161.82	78.4
3.2 Communication & Tran	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.21 Telephone & Telegraph	\$6,000.00	\$0.00	\$6,000.00	\$749.95	\$2,979.01	\$3,020.99	49.7
3.22 Postage & UPS	\$1,800.00	\$0.00	\$1,800.00	\$200.00	\$794.66	\$1,005.34	44.1
3.23 Traveling Expense	\$1,000.00	\$0.00	\$1,000.00	\$173.95	\$633.95	\$366.05	63.4
3.24 Professional Meetings	\$1,000.00	\$0.00	\$1,000.00	\$93.78	\$1,626.29	(\$626.29)	162.6
3.26 Programing	\$2,000.00	\$0.00	\$2,000.00	\$60.00	\$60.00	\$1,940.00	3.0
3.3 Printing & Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.31 Advertising & Public N	\$250.00	\$0.00	\$250.00	\$0.00	\$76.94	\$173.06	30.8
3.4 Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.41 Official Bonds	\$300.00	\$0.00	\$300.00	\$200.00	\$300.00	\$0.00	100.0
3.42 Other Insurance	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$824.00	\$8,176.00	9.2
3.51 Gas	\$9,500.00	\$0.00	\$9,500.00	\$554.84	\$2,290.27	\$7,209.73	24.1
3.52 Electricity	\$20,000.00	\$0.00	\$20,000.00	\$1,607.37	\$7,279.32	\$12,720.68	36.4
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$200.94	\$887.63	\$1,112.37	44.4
3.54 Waste Disposal Servic	\$250.00	\$0.00	\$250.00	\$58.45	\$124.90	\$125.10	50.0
3.5 Repairs & Maint/void	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.51 Bldg. & Structure/Maint	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$620.10	\$3,379.90	15.5
3.52 Equipment	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$490.00	\$1,010.00	32.7
3.72 Equipment/Rental	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$205.38	\$1,794.62	10.3
3.3 Dues	\$100.00	\$0.00	\$100.00	\$0.00	\$636.02	(\$536.02)	636.0
3.81 Taxes	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$1,437.29	\$1,362.71	51.3
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	100.2
Subtotal	\$89,500.00		\$89,500.00	\$4,526.26	\$39,225.44	\$50,274.56	43.8

4. Capitol Outlays

4.1 Land Buildings Improv	\$25,000.00	\$0.00	\$25,000.00	\$2,000.00	\$10,000.00	\$15,000.00	40.0
4.2 Furniture & Equipment	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$977.21	\$1,522.79	39.1
4.31 Elwood Adult	\$25,000.00	\$0.00	\$25,000.00	\$1,578.18	\$9,693.54	\$15,306.46	38.8
4.32 Elwood Childrens	\$9,000.00	\$0.00	\$9,000.00	\$1,177.76	\$3,051.94	\$5,948.06	33.9
4.33 Elwood YA	\$2,000.00	\$0.00	\$2,000.00	\$182.62	\$1,392.59	\$607.41	68.6
4.34 Frankton	\$12,000.00	\$0.00	\$12,000.00	\$815.42	\$7,820.47	\$4,179.53	65.2
4.35 Summitville	\$12,000.00	\$0.00	\$12,000.00	\$862.70	\$5,601.53	\$6,398.47	46.7
4.4 Periodicals & Newspaper	\$7,000.00	\$0.00	\$7,000.00	\$22.00	\$667.07	\$6,332.93	9.5
4.51 Elwood AV	\$5,200.00	\$0.00	\$5,200.00	\$192.40	\$2,415.69	\$2,784.31	46.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
4.52 Frankton AV	\$2,000.00	\$0.00	\$2,000.00	\$230.25	\$860.50	\$1,139.50	43.0
4.53 Summitville AV	\$2,000.00	\$0.00	\$2,000.00	\$555.00	\$1,412.91	\$587.09	70.6
Subtotal	\$103,700.00		\$103,700.00	\$7,616.33	\$43,893.45	\$59,806.55	42.3
Grand Total	\$607,528.00	\$0.00	\$607,528.00	\$41,410.07	\$265,354.73	\$342,173.27	43.7

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

Receipt Summaries for 120 Gift

North Madison County Public Library System

Report Dates = 5/1/98 to 5/31/98

Account	This Month	YTD
345 Other		\$70.20
360 Miscellaneous Revenu		\$103.00
364 Donations & Memorials	\$1,613.00	\$4,541.26
399 Other		\$38.80
	<u>\$1,613.00</u>	<u>\$4,753.26</u>

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

Receipt Summaries for 100 Operating Fund

North Madison County Public Library System

Report Dates = 5/1/98 to 5/31/98

Account	This Month	YTD
312 County Option Income	\$10,121.37	\$49,120.05
341 Fines	\$452.21	\$3,269.67
342 Replacement Cards	\$13.00	\$62.00
344 Lost,Damaged,Sale of	\$19.00	\$212.96
345 Other	\$4.70	\$17.37
346 Lamination	\$9.50	\$92.12
347 Reader/Printer Copies	\$4.05	\$66.70
348 Inter-Library Loan	\$7.89	\$85.66
349 Photocopy Fees	\$472.65	\$3,123.40
350 Fax Fees	\$153.20	\$943.50
351 PLAC		\$72.00
352 Non-Resident Cards	\$50.00	\$150.00
360 Miscellaneous Revenu		\$144.45
361 Interest on Investment	\$1,020.51	\$2,766.76
363 Rents	\$500.00	\$2,500.00
396 Refunds		\$27.24
397 Transfer Funds	(\$80,000.00)	\$80,000.00
399 Other	\$120.00	\$330.70
	<u>(\$67,051.92)</u>	<u>\$142,984.58</u>

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

Bank Balances

North Madison County Public Library System

Report as of: 5/31/98

<i>Bank</i>	
1	Star Financial Bank \$95,431.22
2	Huntington Bank \$17,583.14
3	Community Bank/Summitville \$6,525.11
Total all banks = \$119,539.47	

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

June 25, 1998

To: Library board member

I'm taking the liberty of leaving this copy of my work in the Indiana Room in your mailbox.

So sorry to have missed you, June 10th, when I gave a small presentation of our collections of Indiana and local history. Although there are over 100 topics we try to maintain, continually, my talk centered on just 15 subjects from the collections.

We average over 100 patrons every month in the Indiana Room doing both research and reference work. Thus, you begin to see how important this room has become. There isn't enough time to help some patrons get everything they need, however.

Thank you for taking time to read this and the attached pages.

Sincerely,

Loretta Dodd

CURRENT DUTIES AS INDIANA ROOM DIRECTOR:

- * Buyer/procurer of books, computer software, special collections.
- * Collect & compile local and surrounding history from all sources. Working to extend these files in the cabinet for area residents, businesses and patron use for reference.
- * Receive donated gifts; catalog, file, label for collections, etc.
- * Send acknowledgments, 'thank you's', for all donations.
- * Keep logs of obituaries; with Elwood obituaries updated, continually.
- * Keep registration book updated monthly for area genealogists.
- * Change display cases.
- * Co-ordinate volunteers for compilation work.
- * Build local family histories files through encouraging donations and sharing of finished works. Vertical files begun for info not in finished books.
- * Categorize inventory and keep IR collection notebook updated.
- * Library liaison to historical society, genealogy society, preservation group, downtown programs, such as "Main St", and other programs pertaining to the growth of area and branches.
- * Keep inventory properly shelved and 'read'.
- * Work with branches to update their local history and share duplicate works for their reference shelves.
- * Have written a concise history of Elwood Public Library.

WHEN TIME ALLOWS:

- * Correct & index 104 years of obituary files on computer. There are many errors and omissions. Currently indexing missing years and logging into computer. Will edit and correct, by letter, when caught up.
- * Local history files in filing cabinet continually needing work. Needs some research and attention to indexing and completion of topics.
- * Work on archival photos, etc. Logging accessions, preservation technics, binders. Getting them ready for patron perusal and needs.
- * Visit other area Indiana Room's and do trades, copying out-of-print or one-of-a-kind items we may need; sharing information, etc.

- * Attend workshops and related events.
- * Do patron reference work and/or searches when time permits, only.
- * Sort duplicate copies for branches.
- * Contribute one article quarterly to the Elwood Genealogy Newsletter.

WOULD LIKE TO DO, SOMEDAY:

- * Indexing of all the Elwood newspapers.
- * Compile history on downtown addresses, businesses. Not only for civic groups and owner information, but the upcoming sesquicentennial (yr 2002) committee will want as much info as can be had.
- * Transcribe cassette tapes of interviews with local citizens on Elwood history into booklet form.
- * Have one day set aside periodically, for example - once as month, for specific programs in the Indiana Room.
- * Both Elwood cemeteries (Sunset Memorial, Elwood City Cemetery) records have never been put into compiled form. This is sorely needed as we have many requests for this information, especially from out of town patrons. The caretakers have agreed to allow their books to be entered into computer program form and printed out, with indexing and supplements.
- * To get more work done with our branches to bolster their collections and patron needs as to local history and shelf stock.
- * Gather more history on Elwood grade schools and historic photos.
- * Gather more historic photos for patron copying, perusal, reports.
- * Gather more local "pioneer" history, information for displays, etc.

Register Of Claims
North Madison County Public Library System
Report Date: From 5/1/98 To 5/31/98

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	800	LIBRARY CORPORATION, THE				5/27/98	
				Total this claim			
0	799	BARBARA McADAMS	Operating Fund	Other Repair & mainten.supplies	(\$3.49)	5/27/98	Wrong Account No. used, Voucher No.
			Operating Fund	Repair Parts/Maintenance	\$3.49		
				Total this claim	\$0.00		
0	797	BAKER & TAYLOR BOOKS	Operating Fund	Other	(\$43.20)	5/27/98	Wrong Account No. used, Voucher No.
			Operating Fund	*Other Operating Supplies	\$43.20		
				Total this claim	\$0.00		
0	801	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$136.14	5/27/98	Wrong Acct. No. used, Voucher No. 752
			Operating Fund	Processing Supplies	(\$136.14)		
				Total this claim	\$0.00		
0	781	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	5/13/98	PAYROLL
			Operating Fund	Salary of Assistants	\$11,007.70		
			Operating Fund	Wages of Janitor	\$383.35		
				Total this claim	\$12,544.89		
0	784	STAR FINANCIAL BANK	Operating Fund Investm	Interfund Transfers	\$80,000.00	5/13/98	To transf. Funds from Op.Inv. Fund - sh in April.
				Total this claim	\$80,000.00		
0	785	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	5/27/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,445.34		
			Operating Fund	Wages of Janitor	\$442.00		
				Total this claim	\$12,041.18		
0	786	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$921.17	5/27/98	
			FICA	Payroll Deductions	\$746.56		
			Medicare	Payroll Deductions	\$174.61		
			Federal Taxes Withheld	Payroll Deductions	\$1,352.07		
				Total this claim	\$3,194.41		
1022	720	ALEXANDRIA TIMES-TRIBUNE	Operating Fund	Periodicals & Newspapers	\$22.00	5/13/98	Subscription - 1 year
				Total this claim	\$22.00		
1023	722	AUDIO ADVENTURES, INC.	Operating Fund	Summitville	\$661.50	5/13/98	
				Total this claim	\$661.50		

<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>
1024	730	BRODERBUND SOFTWARE	Operating Fund	Elwood Adult	\$50.98	5/13/98	
				Total this claim	<u>\$50.98</u>		
1025	732	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$126.34	5/13/98	
				Total this claim	<u>\$126.34</u>		
1026	733	CVS PHARMACY	Operating Fund	*Other Operating Supplies	\$41.26	5/13/98	
				Total this claim	<u>\$41.26</u>		
1027	735	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$47.77	5/13/98	
				Total this claim	<u>\$47.77</u>		
1028	736	GT PRINTING	Gift	Other Supplies	\$80.00	5/13/98	1 COPY OF MEMORY REEL
				Total this claim	<u>\$80.00</u>		
1029	746	INDIANA GAS COMPANY	Operating Fund	Gas	\$130.27	5/13/98	
			Operating Fund	Gas	\$269.95		
			Operating Fund	Gas	\$62.44		
				Total this claim	<u>\$462.66</u>		
1032	750	K MART	Operating Fund	*Other Operating Supplies	\$5.50	5/13/98	
			Operating Fund	*Other Operating Supplies	\$45.03		
			Operating Fund	*Other Operating Supplies	\$50.25		
			Operating Fund	Summitville AV	\$555.00		
				Total this claim	<u>\$655.78</u>		
1034	753	LEISURE ARTS	Operating Fund	Frankton	\$24.45	5/13/98	
				Total this claim	<u>\$24.45</u>		
1035	761	MCI	Operating Fund	Telephone & Telegraph	\$21.15	5/13/98	
				Total this claim	<u>\$21.15</u>		
1037	773	MICROMARKETING ASSOCIAT	Operating Fund	Summitville	\$105.87	5/13/98	
				Total this claim	<u>\$105.87</u>		
1038	771	MARVIN SAUBERT	Operating Fund	*Other Professional Services	\$220.00	5/13/98	
			Operating Fund	*Other Operating Supplies	\$94.60		
				Total this claim	<u>\$314.60</u>		
1039	747	INGRAM DISTRIBUTION GROU	Operating Fund	Summitville	\$30.75	5/13/98	
				Total this claim	<u>\$30.75</u>		
1040	782	INCOLSA	Operating Fund	Professional Meetings	\$60.00	5/13/98	Registration - Jamie Scott for June 3, 19
				Total this claim	<u>\$60.00</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>
1041	787	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$787.84	5/27/98	
			County Taxes Withheld	Payroll Deductions	\$177.10		
				Total this claim	<u>\$964.94</u>		
1042	788	INDIANA DEFERRED COMPEN	Annuity	Payroll Deductions	\$165.00	5/27/98	
				Total this claim	<u>\$165.00</u>		
1043	789	CITY OF ELWOOD NON-REVE	Operating Fund	Emp Cont Group Ins	\$418.36	5/27/98	
			Insurance	Emp Cont Group Ins	\$358.56		
				Total this claim	<u>\$776.92</u>		
1044	790	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,585.56	5/27/98	
				Total this claim	<u>\$1,585.56</u>		
1045	791	AMERICAN ELECTRIC POWER	Operating Fund	Electricity	\$1,171.61	5/27/98	
			Operating Fund	Electricity	\$12.54		
			Operating Fund	Electricity	\$359.95		
				Total this claim	<u>\$1,544.10</u>		
1046	792	AMERITECH	Operating Fund	Telephone & Telegraph	\$105.08	5/27/98	
				Total this claim	<u>\$105.08</u>		
1047	793	AUSTIN BOOK SALES	Operating Fund	Summitville	\$63.25	5/27/98	
				Total this claim	<u>\$63.25</u>		
1048	794	INCOLSA	Operating Fund	Programing	\$60.00	5/27/98	
				Total this claim	<u>\$60.00</u>		
1049	796	INDIANA GAS COMPANY	Operating Fund	Gas	\$92.18	5/27/98	
				Total this claim	<u>\$92.18</u>		
1050	795	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$35.89	5/27/98	
				Total this claim	<u>\$35.89</u>		
17275	776	INDIANA DEFERRED COMPEN	Annuity	Payroll Deductions	\$165.00	5/13/98	
				Total this claim	<u>\$165.00</u>		
17276	777	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,585.56	5/13/98	
				Total this claim	<u>\$1,585.56</u>		
17277	721	AMERITECH	Operating Fund	Telephone & Telegraph	\$126.64	5/13/98	
			Operating Fund	Telephone & Telegraph	\$228.01		
				Total this claim	<u>\$354.65</u>		
17278	772	AT&T	Operating Fund	Telephone & Telegraph	\$5.80	5/13/98	
				Total this claim	<u>\$5.80</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
17279	723	AUDIO VISUAL COMMUNICATI	Operating Fund	*Other Professional Services	\$109.00	5/13/98	
				Total this claim	\$109.00		
17280	731	BAKER & TAYLOR BOOKS	Operating Fund	Elwood Adult	\$1,025.16	5/13/98	
			Operating Fund	Elwood Childrens	\$820.61		
			Operating Fund	Other	\$43.20		
			Operating Fund	Frankton	\$790.97		
			Operating Fund	Summitville	\$1.33		
				Total this claim	\$2,681.27		
17281	724	BARBARA McADAMS	Operating Fund	Traveling Expense	\$46.00	5/13/98	
				Total this claim	\$46.00		
17282	725	BARBARA McADAMS	Operating Fund	*Other Operating Supplies	\$6.46	5/13/98	
			Operating Fund	Other Repair & mainten.supplies	\$3.49		
			Operating Fund	Professional Meetings	\$5.00		
			Operating Fund	Fuel, Oil and Lubricants	\$11.86		
				Total this claim	\$26.81		
17283	727	BARBARA SNIPES	Operating Fund	Traveling Expense	\$45.20	5/13/98	
				Total this claim	\$45.20		
17284	726	BAUERS	Operating Fund	*Other Operating Supplies	\$11.68	5/13/98	
				Total this claim	\$11.68		
17285	728	BINGHAM, FARRER & WILSON	Operating Fund	Legal Services	\$112.50	5/13/98	
				Total this claim	\$112.50		
17286	729	BURNETTE - DELLINGER INC.	Operating Fund	Official Bonds	\$200.00	5/13/98	Bonds for Jerry Kaiser & Brenda Carey
				Total this claim	\$200.00		
17287	734	DIANA L SHEPARD	Operating Fund	Fuel, Oil and Lubricants	\$10.03	5/13/98	
			Operating Fund	Professional Meetings	\$28.78		
			Operating Fund	*Other Operating Supplies	\$3.15		
				Total this claim	\$41.96		
17288	775	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$959.70	5/13/98	
			FICA	Payroll Deductions	\$777.80		
			Medicare	Payroll Deductions	\$181.90		
			Federal Taxes Withhold	Payroll Deductions	\$1,309.94		
				Total this claim	\$3,229.34		
17289	739	GALE RESEARCH	Operating Fund	Elwood Adult	\$144.50	5/13/98	
				Total this claim	\$144.50		

<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>
17290	798	GAYLORD BROS.	Operating Fund	Stationary & Supplies	(\$490.28)	5/27/98	Wrong Acct. No. used/Voucher No. 740
			Operating Fund	Book Processing	\$490.28		
				Total this claim	\$0.00		
17290	740	GAYLORD BROS.	Operating Fund	Stationary & Supplies	\$490.28	5/13/98	
				Total this claim	\$490.28		
17291	741	GLENNA STEWART	Operating Fund	Traveling Expense	\$33.00	5/13/98	
				Total this claim	\$33.00		
17292	742	GROLIER EDUCATIONAL COR	Operating Fund	Elwood Adult	\$274.54	5/13/98	BOOK - ELWOOD
			Operating Fund	Elwood YA	\$182.62		
				Total this claim	\$457.16		
17293	737	GTE NORTH INDIANA OPERAT	Operating Fund	Telephone & Telegraph	\$125.63	5/13/98	
				Total this claim	\$125.63		
17294	743	HEINEMANN LIBRARY	Operating Fund	Elwood Childrens	\$357.15	5/13/98	
				Total this claim	\$357.15		
17295	744	HORTON'S & SONS OF ELWO	Operating Fund	Repair Parts/Maintenance	\$3.99	5/13/98	
				Total this claim	\$3.99		
17296	748	INDIANA HISTORICAL SOCIET	Operating Fund	Elwood Adult	\$30.00	5/13/98	
				Total this claim	\$30.00		
17297	779	INDIANA STATE LIBRARY	PLAC	Other	\$132.00	5/13/98	
				Total this claim	\$132.00		
17298	745	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$31.31	5/13/98	
				Total this claim	\$31.31		
17299	749	JANE A. BECKLEY	Operating Fund	Land Buildings Improvements	\$2,000.00	5/13/98	
				Total this claim	\$2,000.00		
17300	754	LEXIS LAW PUBLISHING	Operating Fund	Elwood Adult	\$53.00	5/13/98	
				Total this claim	\$53.00		
17301	751	LIBRARY CORPORATION, THE	Operating Fund	Book Processing	\$41.00	5/13/98	
			Operating Fund	Book Processing	\$229.00		
			Operating Fund	Book Processing	\$229.00		
				Total this claim	\$499.00		
17302	752	LIBRARY STORE INC., THE	Operating Fund	Processing Supplies	\$136.14	5/13/98	
			Operating Fund	*Other Office Supplies	\$33.86		
				Total this claim	\$170.00		

<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>
17303	755	LINDA KEMPER	Operating Fund	Traveling Expense	\$7.00	5/13/98	
				Total this claim	\$7.00		
17304	756	LORETTA DODD	Operating Fund	Traveling Expense	\$11.00	5/13/98	
				Total this claim	\$11.00		
17305	757	LUCENT TECHNOLOGIES	Operating Fund	Telephone & Telegraph	\$137.64	5/13/98	
				Total this claim	\$137.64		
17306	758	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$50.00	5/13/98	
				Total this claim	\$50.00		
17307	762	MARSH SUPERMARKET	Operating Fund	*Other Operating Supplies	\$27.90	5/13/98	
				Total this claim	\$27.90		
17308	760	MARY KIPLINGER	Operating Fund	Traveling Expense	\$3.50	5/13/98	
				Total this claim	\$3.50		
17309	763	MIDWEST TAPE	Operating Fund	Frankton AV	\$230.25	5/13/98	
			Operating Fund	Elwood AV	\$192.40		
				Total this claim	\$422.65		
17310	780	POSTMASTER	Operating Fund	Postage & UPS	\$200.00	5/13/98	
				Total this claim	\$200.00		
17311	765	QUILL CORPORATION	Operating Fund	*Other Office Supplies	\$608.20	5/13/98	
				Total this claim	\$608.20		
17312	778	RALPH MALEY	Operating Fund	Traveling Expense	\$28.25	5/13/98	
				Total this claim	\$28.25		
17313	767	RAMSAY BUSINESS PRODUC	Operating Fund	*Other Professional Services	\$145.48	5/13/98	
			Operating Fund	*Other Office Supplies	\$71.58		
				Total this claim	\$217.06		
17314	766	RICK MCADAMS	Operating Fund	*Other Professional Services	\$40.00	5/13/98	
				Total this claim	\$40.00		
17315	768	STATE CHEMICAL MANUFACT	Operating Fund	Cleaning & Sanitation Supplies	\$118.20	5/13/98	
				Total this claim	\$118.20		
17316	769	TOWN OF FRANKTON	Operating Fund	Electricity	\$63.27	5/13/98	
			Operating Fund	Water	\$7.40		
			Operating Fund	Waste Disposal Services	\$8.45		
				Total this claim	\$79.12		
17317	770	UPSTART	Operating Fund	*Other Operating Supplies	\$18.75	5/13/98	
				Total this claim	\$18.75		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$130,989.57

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.

Tuesday, June 02, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

(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 _____, 19____.

SIGNATURES OF GOVERNING BOARD

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

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Board of Trustees
JULY 08, 1998

BUDGET COMMITTEE MEETING – 5:30PM

*Executive Meeting For Business
6:30PM*

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

- A. *Real or Personal Property
(IC 20-14-3-4-(b))*
- B. *Purchase or Lease of Real Property
(IC 5-14-1,5-6-(B) (2) (d))*

*Meeting For Business – 7:00pm
AGENDA*

CALL TO ORDER

CALL FOR QUORUM

OLD BUSINESS

- A. Job Descriptions – Youth Services Mgr., Custodian
- B. Card Catalog

NEW BUSINESS

- A. Painting Donation

REPORTS

- A. Building Committee– Chair, Linda Sizelove
 - 1. Elwood
 - 2. Frankton
 - 3. Summitville
- B. By-Laws Committee– Co-Chairs, Pam B./Sharan Pace
- C. Technology Committee – Chair, Jamie Scott
- D. Director

ADJOURN

**There will be a short tour of the Youth Services Dept.
after the meeting.**

TRANSMISSION REPORT

1-765-552-0955

TTI NO.	765520955
DATE AND TIME	07.01.98 01:45 PM
DURATION	00:45
MODE	
PAGE	01
RESULT	GOOD

*Meeting For Business – 7:00pm
AGENDA*

CALL TO ORDER

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- B. Card Catalog

NEW BUSINESS

- A. Painting Donation

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Please publish notice of meeting Monday - 5

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Board of Trustees
JULY 08, 1998

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*Executive Meeting For Business
6:30PM*

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- B. *Purchase or Lease of Real Property
(IC 5-14-1,5-6-(B) (2) (d))*

*Meeting For Business - 7:00pm
AGENDA*

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- D. Director

ADJOURN

**There will be a short tour of the Youth Services Dept.
after the meeting.**

THE MEETING SCHEDULED FOR JULY 8, 1998 WAS NOT HELD DUE TO LACK OF A QUORUM.

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Board of Trustees

Special Meeting For Business

July 13, 1998

4:00pm

CALL TO ORDER

President Pam Bohlander called a meeting to order in the Elwood Library meeting room at 4:00pm

CALL FOR QUORUM

Board members present with President Bohlander were: Linda Sizelove, Jerry Kaiser, Sharan Pace, David Hoffman, Brenda Carey and new member Kevin Sipe.. Also present were: Director Kathi Wittkamper, Diana Shepard and Elwood Call-Leader reporter, Shawn McGraf.

BUSINESS

Kathi explained that the final assessed evaluation figures had not been received and the figure being used in the 1999 budget was last years' figure. Also, would like to add items for programming and other repairs & maintenance.

Comments about budget from board members:

Linda Sizelove has reservations now about the 3% wage increase and the three extra holidays since the book budget has been raised as much as it has.

Sharon is not for extra help at Elwood and also not for a 3% wage increase.

Dave is in favor of a package for the employees and a cost of living increase of 1.6%.

Brenda does not understand the increase for mileage and the decrease in programming.

Jerry does not want mileage increased.

A motion was made by Sharan Pace to adjourn and have a budget committee meeting of the whole board

Sharan Pace, Sec'y.

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending Decombor 31, 1999

North Madison

County Public Library

Madison County

	Items	Total Estimate	Approved
Prepare a separate estimate for each fund.			
<u>Operating</u> FUND			
1 Personal Services			
Salaries and Wages	30900.		
Salary of Librarian	274140.		
Salary of Assistants	24359.		
Administrative Asst.			
.....			
.....			
Salary of Treasurer			
Wages of Janitors	16598.	345997.	
Employee Benefits	26469.		
Employer's Share - F.I.C.A.	-0-		
Unemployment Compensation	27000.		
Employer's Contribution - P.E.R.F.	8000.		
Employer's Contribution - Group Insurance			
Sick Pay	1500.	62969.	
Other Employee Benefits			
Other Personal Services			
.....		408966.	
.....			
Total Personal Services			
2. Supplies			
Office Supplies	1500.		
Official Records	750.		
Stationery and Printing	8000.	10250.	
Other Office Supplies			
Operating Supplies	2000.		
Cleaning and Sanitation Supplies	50.		
Fuel, Oil and Lubricants	5500.	7550.	
Other Operating Supplies			
Repair and Maintenance Supplies	500.		
Building Materials and Supplies	100.		
Paint and Painting Supplies	600.		
Repair Parts	400.	1600.	
Other Repair and Maintenance Supplies			
Other Supplies	3500.		
Book Processing			
Automation	20000.	23500.	
.....		42900.	
Total Supplies			
3. Other Services and Charges			
Professional Services	1000.		
Consulting Services	-0-		
Engineering and Architectural Services	5000.		
Legal Services	12000.	18000.	
Other Professional Services			
Communication and Transportation	10000.		
Telephone and Telegraph	2000.		
Postage	2000.		
Traveling Expense	2000.		
Professional Meetings	2000.		
Freight and Express			
Programing	1000.		
.....			
.....		17000.	
Printing and Advertising			
Advertising and Publication of Notices	250.		
Printing, Other Than Office Supplies		250.	
Insurance			
Official Seal			

FT= 2080
PT= 1040

40 hrs.
+ 1%

Witt. $1153.84 = 16.48\%$ $16.64 \times 2080 =$
 34611.20
Helpling $909.61 = 12.99\%$ $13.12 \times 2080 =$
 27289.60

Blank $8.76 + .09 = 8.85 \times 1040 = 9204.00$
Breuer $5.15 \times 1040 = 5356.00$

Curtis $6.80 + .07 = 6.87 \times 1040 = 7144.80$

Davidson $9.84 + .10 = 9.85 \times 2080 = 20488.00$

Dodd $7.15 + .07 = 7.22 \times 2080 = 15017.60$

Eddy $8.00 + .08 = 8.08 \times 1040 = 8403.20$

Fouts $9.84 + .10 = 9.94 \times 2080 = 20675.20$

Harri $7.00 + .07 = 7.07 \times 2080 = 14705.60$

Harine $8.95 + .09 = 9.04 \times 2080 = 18803.20$

Kemper $9.32 + .09 = 9.41 \times 2080 = 19572.80$

Kiplinger $8.24 + .08 = 8.32 \times 2080 = 17305.60$

Lair $6.80 + .07 = 6.87 \times 1040 = 7144.80$

Lamberton $9.84 + .10 = 9.94 \times 2080 = 20675.20$

McAdams $9.84 + .10 = 9.94 \times 2080 = 20675.20$

Neal $7.15 + .07 = 7.22 \times 2080 = 15017.60$

Scott $8.00 + .08 = 8.08 \times 2080 = 16806.40$

Shepard $9.84 + .10 = 9.94 \times 2080 = 20675.20$

Stewart $9.84 + .10 = 9.94 \times 2080 = 20675.20$

Stout $7.00 + .07 = 7.07 \times 1040 = 7352.80$

285490.40

Maley $8.50 + .09 = 8.59 \times 1040 = 8933.60$

Snipes $7.00 + .07 = 7.07 \times 1040 = 7352.80$

16286.40

363677.60

250 hrs. O.T. $\times 8.00 = 2000.00$

365677.60

FICA 27974.34

PERF 29254.21

Empl. Gr. 8000.00

other 1500.00

432406.15

DIRECTOR'S REPORT
NMCPLS TRUSTEE MEETING • JULY 8, 1998

INCLUDED IN YOUR FOLDER

- Yellow paper, for action at the next Board meeting, "1998 Laws Affecting Libraries," from State Library Quarterly Mailing received today. Also, light pink & light blue paper, sample purchasing policies, both approved by State Board of Accounts. NMCPLS must adopt such a policy.
 - White paper, for action at the next Board meeting, two job descriptions: 1) Manager, Technical Services – Print & 2) Manager, Technical Services – AV.
 - On hot-pink paper, for action at the next Board meeting, draft of survey for library users. This is a limited survey designed to be completed by those persons who already use library facilities. It is a compilation of surveys found in library management materials. The two primary expenses in conducted such a limited survey would be photocopies of the forms & staff time to compile results. To administer a survey throughout the service area, designed to reach a random sample population including non-users, would involve considerable more expense (advertising, postage, etc.). October would be a good month in which to conduct the survey, as foot-traffic & circulation are usually brisk at all facilities during those two months. However, if conducted in October, there would be little time to incorporate results in the long-term plan which must be submitted to the State Library by the end of December, 1998.
 - Bright turquoise paper, for action at the next Board meeting, information on a new training program for Boards. This would be a cost-effective, convenient way to reinforce skills and introduce new Board members to their responsibilities.
 - On lavender paper, for your information – no action needed, letter regarding status of E-rate (Universal Services Fund).
 - Light green paper, for your information – no action needed, list of "Ten Things Libraries Can Do to Prepare for Advanced Telecommunications."
-

GENERAL INFORMATION

An auditor from the State Board of Accounts has completed a four-year review of NMCPLS records. Written "findings" will be reviewed during an "exit interview" to be conducted sometime the last week of the month.

A concerted effort has been made on the part of staff to educate patrons re: importance of barcodes on materials. The incidence of removals has been reduced, however, we will continue to monitor.

New postage scale & meter, located in the reception area of the Elwood building, have been leased from Pitney-Bowes. That general area has been designated as 'home base' for Electronic Resources Clerk, Jamie Scott. This gives her access to needed file space, telephone & locked cabinets for securing

valuable software, etc. Jamie has been working to familiarize staff and patrons with the INSPIRE database available via the public access Internet workstation. Patrons at the branch facilities will also be able to use INSPIRE once Internet connections have been established – planned for early next week.

In addition, Jamie & I will be attending training on the SAVI database on Tuesday, July 14, at Anderson Public Library. SAVI stands for "Social Assets and Vulnerabilities Indicators." SAVI is a social indicators database that contains data at the census tract level for the nine counties in the Indianapolis Metropolitan Area, which includes Madison County. Data provided in both graphic and tabular format are useful for community & human services planning, research and evaluation activities. The database & computer interface software are to be installed at Elwood courtesy of an inter-agency cooperative including The United Way and The POLIS Center at IUPUI.

There is renewed interest in a potential collaboration between Indiana University & the Hazelbaker Library. Unbeknownst to us, a key individual associated with the project left IU staff last October and the project faded into oblivion. I received a phone call this past Monday from Beverly Byl, who recently joined the University Libraries staff. She was to visit Ralph Hazelbaker today, and planned to get back in touch with me ASAP.

CALENDAR

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Sept. 29-Dec.22 – State Tax Board Field Hearings

October 28-29 – ILF Legislative Forum, Brown Co. State Park, Nashville, IN.

February 15, 1999 – State Board of Tax Commissioners Certification

April 7- April 9, 1999 – ILF Annual Conference, Indiana Convention Center.

DIRECTOR'S REPORT
NMCPLS TRUSTEE MEETING • JULY 8, 1998

INCLUDED IN YOUR FOLDER

- Yellow paper, for action at the next Board meeting, "1998 Laws Affecting Libraries," from State Library Quarterly Mailing received today. Also, light pink & light blue paper, sample purchasing policies, both approved by State Board of Accounts. NMCPLS must adopt such a policy.
 - White paper, for action at the next Board meeting, two job descriptions: 1) Manager, Technical Services - Print & 2) Manager, Technical Services - AV.
 - On hot-pink paper, for action at the next Board meeting, draft of survey for library users. This is a limited survey designed to be completed by those persons who already use library facilities. It is a compilation of surveys found in library management materials. The two primary expenses in conducted such a limited survey would be photocopies of the forms & staff time to compile results. To administer a survey throughout the service area, designed to reach a random sample population including non-users, would involve considerable more expense (advertising, postage, etc.). October would be a good month in which to conduct the survey, as foot-traffic & circulation are usually brisk at all facilities during those two months. However, if conducted in October, there would be little time to incorporate results in the long-term plan which must be submitted to the State Library by the end of December, 1998.
 - Bright turquoise paper, for action at the next Board meeting, information on a new training program for Boards. This would be a cost-effective, convenient way to reinforce skills and introduce new Board members to their responsibilities.
 - On lavender paper, for your information - no action needed, letter regarding status of E-rate (Universal Services Fund).
 - Light green paper, for your information - no action needed, list of "Ten Things Libraries Can Do to Prepare for Advanced Telecommunications."
-

GENERAL INFORMATION

An auditor from the State Board of Accounts has completed a four-year review of NMCPLS records. Written "findings" will be reviewed during an "exit interview" to be conducted sometime the last week of the month.

A concerted effort has been made on the part of staff to educate patrons re: importance of barcodes on materials. The incidence of removals has been reduced, however, we will continue to monitor.

New postage scale & meter, located in the reception area of the Elwood building, have been leased from Pitney-Bowes. That general area has been designated as 'home base' for Electronic Resources Clerk, Jamie Scott. This gives her access to needed file space, telephone & locked cabinets for securing

valuable software, etc. Jamie has been working to familiarize staff and patrons with the INSPIRE database available via the public access Internet workstation. Patrons at the branch facilities will also be able to use INSPIRE once Internet connections have been established – planned for early next week.

In addition, Jamie & I will be attending training on the SAVI database on Tuesday, July 14, at Anderson Public Library. SAVI stands for "Social Assets and Vulnerabilities Indicators." SAVI is a social indicators database that contains data at the census tract level for the nine counties in the Indianapolis Metropolitan Area, which includes Madison County. Data provided in both graphic and tabular format are useful for community & human services planning, research and evaluation activities. The database & computer interface software are to be installed at Elwood courtesy of an inter-agency cooperative including The United Way and The POLIS Center at IUPUI.

There is renewed interest in a potential collaboration between Indiana University & the Hazelbaker Library. Unbeknownst to us, a key individual associated with the project left IU staff last October and the project faded into oblivion. I received a phone call this past Monday from Beverly Byl, who recently joined the University Libraries staff. She was to visit Ralph Hazelbaker today, and planned to get back in touch with me ASAP.

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MD Rowe
CONSTRUCTION INC.
GENERAL CONTRACTORS / CONSTRUCTION MANAGERS

July 16, 1998

North Madison County Public Library
1600 Main Street
Elwood, Indiana 46036

Attn: Kashi Wittkamper

Re: Landscaping

Dear Ms. Wittkamper,

M.D.Rowe Construction per your and Interdesign's request had Green Acres Landscaping return to your building for additional landscaping repairs. We feel that Green Acres has gone over and above his requirements for the warranty work on the landscaping. They did return and perform all requested repairs this spring and early summer. You have been forwarded additional copies of landscape maintenance for your information. Hopefully this information has been passed on to the appropriate people and they are watering, fertilizing, and mowing as required. Please be advised that all warranty obligations by M.D.Rowe Construction and Green Acres Landscaping are completed, and no further trips will be made without chargers being incurred.

David Ginn Project Manager
David Ginn Project Manager

cc: 140/Warranty file
140/Green Acres file
The Interdesign Group Arlen Packard

BINGHAM, FARRER & WILSON

A PROFESSIONAL CORPORATION
ATTORNEYS AT LAW
P.O. BOX 494
ELWOOD, INDIANA 46036

MICHAEL E. FARRER
JAMES W. WILSON

(765) 552-4578
FAX (765) 552-5496

Sam M. Bingham
1952-1998

July 16, 1998

Mr. Arlen Packard
InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, IN 46204

RE: North Madison County Public Library System
Construction Project

Dear Arlen:

I have been contacted by the Board concerning a few continuing difficulties with the building. In that regard, the deficiencies of which I have been recently made aware of are as follows:

1. One light is on all of the time (maybe this is a speck and the owner just needs to be so advised).
2. There is a ceiling electrical fixture tin the main library that has nothing in it.
3. A cover on the parking lot light is not closed and there is concern over rainwater negatively impacting that fixture and its function.
4. The seal on the north door is incorrect and needs to be fixed or replaced, and
5. One of the inside doors drags.

After talking with Jerry Kaiser of the Board, he advises me that the first four items in the above list are of primary concern to them. Please advise me as to your remedial course of action concerning the above.

Sincerely,

BINGHAM, FARRER & WILSON, P.C.

BY: *James W. Wilson*
JAMES W. WILSON

JWW/sb
cc: Ms. Kathleen A. Wittkamper

NMCPLS BOARD OF TRUSTEES

Mrs Pamela Bohlander, President
 8246 W 1300 N
 Elwood, Indiana 46036
 552-7160
 County Commissioners, May 6, 2001

Mr. Jerry Kaiser, Treasurer
 950 North 12th Street
 Elwood, Indiana 46036
 552-7291 Cell Phone – 623-5302
 County Council, March 7, 2002

Mrs. Brenda Carey, Ass't. Treasurer
 17399 N 150 E
 Summitville, Indiana 46070
 536-2854 Cell Phone – 621-1328
 County Council, March 31, 2000

Mrs. Linda Sizelove
 9188 W 1050 N Rd.
 Elwood, Indiana 46036
 552-9491 Steve – Fax – 552-9711
 Elwood School Corporation, May 31, 2002

Mrs. Sharan Pace
 7058 N 900 W
 Elwood, Indiana 46036
 552-0108
 County Commissioners, February 28, 2002

Mr. David Hoffman
 9884 W 1050 N
 Elwood, Indiana 46036
 552-9932
 Elwood School Corporation, May 31, 2001

Mr. Kevin Sipe
 3512 W St.Rd. 128
 Frankton, IN 46044
 754-8868
 Frankton-Lapel & Madison-Grant School Corporations

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

	JULY 97	JULY 98	AMOUNT OF OF CHANGE	PERCENT OF CHANGE	YTD
ELWOOD					
ADULT	3535	3264	-271	-7%	22340
JUV.	2903	2221	-682	-23%	16026
Y.A.	305	162	-143	-46%	978
PER.	362	492	+130	+35%	2922
AUDIO	278	205	-73	-26%	1674
VIDEO	2381	1977	-404	-16%	13771
TOTAL	9764	8321	-1443	-14%	57711
FRANKTON					
ADULT	1206	1263	+57	+4%	7768
JUV.	836	1415	+579	+69%	5967
Y.A.	0	36	+36	+100%	36
PER.	267	300	+33	+12%	1856
AUDIO	12	16	+4	+33%	119
VIDEO	1164	1212	+48	+4%	6628
TOTAL	3485	4242	+757	+21%	22374
HAZELBAKER					
ADULT	898	755	-143	-15%	5007
JUV.	628	904	+276	+43%	3492
Y.A.	0	25	+25	+100%	25
PER.	114	106	-8	-7%	869
AUDIO	6	17	+11	+183%	158
VIDEO	392	405	+13	+3%	3312
TOTAL	2038	2212	+174	+9%	12863
SYSTEM					
ADULT	5639	5282	-357	-6%	35115
JUV.	4367	4540	+173	+3%	25485
Y.A.	305	223	-82	-26%	1039
PER.	743	898	+155	+20%	5647
AUDIO	296	238	-58	-19%	1951
VIDEO	3937	3594	-343	-8%	23711
TOTAL	15287	14775	-512	-3%	92948
PATRON TRAFFIC : (ELWOOD ONLY) 8739					
REF. QUESTION : (ELWOOD ONLY) 227					
PATRON ASST. : (ELWOOD ONLY) 1035					
COMPUTER USAGE : (ELWOOD ONLY) ADULT : 130 JUV. : 456					
PROGRAMMING : ELW. : 13 PROGRAMS 242 CHILD. 242 F'TON. : 1 PROGRAM					
CHILD. 55 H'BAK. : 0 PROGRAMS					

**NORTH MADISON COUNTY
PUBLIC LIBRARY SYSTEM**

CIRCULATION STATISTICS

	JUNE 1997	JUNE 1998	AMOUNT OF CHANGE	PERCENT CHANGE	YTD
ELWOOD					
ADULT	3073	3014	-59	-2%	19076
JUV.	2320	1952	-368	-19%	13805
Y. A.	340	176	-164	-48%	816
PER.	335	415	+80	+24%	2430
AUDIO	239	268	+29	+12%	1469
VIDEO	2006	2150	+144	+7%	11794
TOTAL	8313	7975	-338	-4%	49390
FRANKTON					
ADULT	1107	1223	+116	+10%	6505
JUV.	697	873	+176	+25%	4552
PER.	241	287	+46	+19%	1556
AUDIO	3	23	+20	+666%	103
VIDEO	895	928	+33	+4%	5416
TOTAL	2943	3334	+391	+14%	18132
HAZELBAKER					
ADULT	696	709	+13	+2%	4252
JUV.	534	609	+75	+14%	2588
PER.	115	126	+11	+10%	763
AUDIO	20	36	+16	+80%	141
VIDEO	534	458	-76	-14%	2907
TOTAL	1899	1938	+39	+2%	10651
SYSTEM					
ADULT	4876	4946	+70	+1%	29833
JUV.	3551	3434	-117	-3%	20945
Y.A.	340	176	-164	-48%	816
PER.	691	828	+137	+20%	4749
AUDIO	262	327	+65	+25%	1713
VIDEO	3435	3536	+101	+3%	20117
TOTAL	13155	13247	+92	+7%	78173

Patron Traffic (Elwood only) 7284

Reference Questions (Elwood Adult only) 176

Patron Assistance (Elwood Adult only) 675

Computer Usage (Elwood only) Adult : 95 Youth Services : 323

Programming : Elwood : 1 program 15 atten. F'ton 0 H'Bak 0

Register Of Claims

North Madison County Public Library System

Report Date: From 7/1/98 To 7/31/98

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	891	COMMEMORATIVE, INC.				7/8/98	
				Total this claim			
0	869	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$943.49	7/8/98	PR ending 07/04/1998
				FICA	\$764.65		
				Medicare	\$178.84		
				Federal Taxes Withheld	\$1,391.99		
				Total this claim	\$3,278.97		
0	881	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	7/8/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,547.15		
			Operating Fund	Wages of Janitor	\$631.65		
				Total this claim	\$12,332.64		
17379	871	INDIANA DEFERRED COMPEN	Annunity	Payroll Deductions	\$165.00	7/8/98	PR ending 07/04/98
				Total this claim	\$165.00		
17380	870	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,583.48	7/8/98	PR ending 07/04/98
				Total this claim	\$1,583.48		
17382	920	A.E.BOYCE CO., INC.	Operating Fund	Traveling Expense	\$3.50	7/8/98	✓
				Total this claim	\$3.50		
17383	879	A.E.BOYCE CO., INC.	Operating Fund	Official Records	\$330.10	7/8/98	
				Total this claim	\$330.10		
17384	872	AMERICAN BUSINESS DIRECT	Operating Fund	Elwood Adult	\$330.00	7/8/98	
				Total this claim	\$330.00		
17385	873	AMERICAN ELECTRIC POWER	Operating Fund	Electricity	\$1,535.64	7/8/98	
			Operating Fund	Electricity	\$432.84		
				Total this claim	\$1,968.48		
17386	882	AMERITECH	Operating Fund	Telephone & Telegraph	\$210.38	7/8/98	
				Total this claim	\$210.38		
17387	874	AT&T	Operating Fund	Telephone & Telegraph	\$3.54	7/8/98	
				Total this claim	\$3.54		
17388	883	AUDIO VISUAL COMMUNICATI	Operating Fund	*Other Professional Services	\$109.00	7/8/98	
				Total this claim	\$109.00		

<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>
17389	884	BAKER & TAYLOR BOOKS	Operating Fund	Elwood Adult	\$522.43	7/8/98	
			Operating Fund	Elwood YA	\$115.48		
			Operating Fund	Elwood Childrens	\$1,002.81		
			Operating Fund	Frankton	\$985.01		
			Operating Fund	Summitville	\$813.41		
			Gift	Summitville	\$36.27		
				Total this claim	\$3,475.41		
17390	875	BARBARA McADAMS	Operating Fund	Traveling Expense	\$18.00	7/8/98	
				Total this claim	\$18.00		
17391	876	BARBARA SNIPES	Operating Fund	Traveling Expense	\$56.50	7/8/98	
				Total this claim	\$56.50		
17392	878	BON PRINTING	Operating Fund	Programing	\$22.50	7/8/98	
			Operating Fund	Programing	\$15.00		
			Operating Fund	*Other Office Supplies	\$90.70		
				Total this claim	\$128.20		
17393	880	BOWDEN ELECTRIC, INC.	Operating Fund	*Other Professional Services	\$130.00	7/8/98	SERVICE CALL - FRANKTON LIB. 6-22
			Operating Fund	Other Repair & mainten.supplies	\$150.50		
				Total this claim	\$280.50		
17394	885	BRODERBUND SOFTWARE	Operating Fund	Elwood Adult	\$124.92	7/8/98	
				Total this claim	\$124.92		
17395	887	CAROLYN LAMBERTSON	Operating Fund	Traveling Expense	\$87.50	7/8/98	
				Total this claim	\$87.50		
17396	888	CHICAGO TRIBUNE	Operating Fund	Periodicals & Newspapers	\$30.36	7/8/98	
				Total this claim	\$30.36		
17397	889	CINDA HORINE	Operating Fund	Traveling Expense	\$42.50	7/8/98	
				Total this claim	\$42.50		
17398	893	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$128.04	7/8/98	
				Total this claim	\$128.04		
17399	890	COMMEMORATIVE, INC.	Operating Fund	Elwood Adult	\$42.95	7/8/98	
				Total this claim	\$42.95		
17400	892	COMMUNITY BANK OF SUMMI	Operating Fund	Interbank Transfers	\$10,000.00	7/8/98	Transfer of funds
				Total this claim	\$10,000.00		

<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>
17401	894	DIANA L. SHEPARD	Operating Fund	Professional Meetings	\$31.70	7/8/98	
			Operating Fund	Fuel, Oil and Lubricants	\$6.96		
			Operating Fund	Postage & UPS	\$10.50		
				Total this claim	\$49.16		
17402	895	EDWARDS ELECTRICAL & ME	Operating Fund	*Other Professional Services	\$387.00	7/8/98	
				Total this claim	\$387.00		
17403	897	GALE RESEARCH	Operating Fund	Elwood Adult	\$288.18	7/8/98	As Per Attached Invoices
				Total this claim	\$288.18		
17404	898	GARETH STEVENS	Operating Fund	Elwood Adult	\$303.52	7/8/98	<i>Should be Frankton</i>
				Total this claim	\$303.52		
17405	899	GENEALOGICAL PUBLISHING	Operating Fund	Elwood Adult	\$79.74	7/8/98	
				Total this claim	\$79.74		
17406	900	GLENNA STEWART	Operating Fund	Traveling Expense	\$19.00	7/8/98	
				Total this claim	\$19.00		
17407	896	GTE	Operating Fund	Telephone & Telegraph	\$137.35	7/8/98	
				Total this claim	\$137.35		
17408	901	HORTON'S & SONS OF ELWO	Operating Fund	Other Repair & mainten.supplies	\$84.52	7/8/98	
				Total this claim	\$84.52		
17409	903	INDIANA GAS COMPANY	Operating Fund	Gas	\$33.96	7/8/98	As Per Attached Invoices
			Operating Fund	Gas	\$10.87		
			Operating Fund	Gas	\$1,201.15		
				Total this claim	\$1,245.98		
17410	902	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$33.21	7/8/98	
				Total this claim	\$33.21		
17411	905	INGRAM DISTRIBUTION GROU	Operating Fund	Summitville	\$228.73	7/8/98	
			Operating Fund	Other	\$73.96		
				Total this claim	\$302.69		
17412	904	INSPIRATIONAL BOOK DISTR.	Operating Fund	Elwood Adult	\$16.68	7/8/98	
				Total this claim	\$16.68		
17413	906	K MART	Operating Fund	Other Supplies	\$81.30	7/8/98	
			Operating Fund	Elwood AV	\$137.66		
				Total this claim	\$218.96		
17414	911	LEISURE ARTS	Operating Fund	Elwood Adult	\$24.45	7/8/98	<i>Should be Frankton</i>
				Total this claim	\$24.45		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
17415	907	LEXIS LAW PUBLISHING	Operating Fund	Elwood Adult	\$304.53	7/8/98	
				Total this claim	<u>\$304.53</u>		
17416	908	LIBRARY STORE INC., THE	Operating Fund	*Other Operating Supplies	\$86.50	7/8/98	
				Total this claim	<u>\$86.50</u>		
17417	912	LIBRARY VIDEO COMPANY	Operating Fund	Frankton AV	\$237.87	7/8/98	
				Total this claim	<u>\$237.87</u>		
17418	910	LINDA KEMPER	Operating Fund	Traveling Expense	\$14.00	7/8/98	
				Total this claim	<u>\$14.00</u>		
17419	909	LUCENT TECHNOLOGIES	Operating Fund	Telephone & Telegraph	\$137.64	7/8/98	
				Total this claim	<u>\$137.64</u>		
17420	913	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$50.00	7/8/98	
				Total this claim	<u>\$50.00</u>		
17421	914	MCI	Operating Fund	Telephone & Telegraph	\$42.16	7/8/98	
				Total this claim	<u>\$42.16</u>		
17422	915	MIDWEST TAPE	Operating Fund	Frankton AV	\$200.55	7/8/98	
			Operating Fund	Elwood AV	\$132.70		
				Total this claim	<u>\$333.25</u>		
17423	917	NEWS-SUN, THE	Operating Fund	Periodicals & Newspapers	\$8.70	7/8/98	
				Total this claim	<u>\$8.70</u>		
17424	916	OMNI INDUSTRIES	Operating Fund	Repair Parts/Maintenance	\$200.00	7/8/98	
			Operating Fund	*Other Professional Services	\$356.00		
				Total this claim	<u>\$556.00</u>		
17425	918	OXMOOR HOUSE	Operating Fund	Frankton	\$11.19	7/8/98	
				Total this claim	<u>\$11.19</u>		
17426	919	PAPERDIRECT, INC.	Operating Fund	*Other Office Supplies	\$25.90	7/8/98	
				Total this claim	<u>\$25.90</u>		
17427	921	POLITICAL RESEARCH INC.	Operating Fund	Summitville	\$577.00	7/8/98	
				Total this claim	<u>\$577.00</u>		
17428	922	PRODUCT DEVELOP.CORP.	Operating Fund	Elwood Adult	\$42.62	7/8/98	
				Total this claim	<u>\$42.62</u>		
17429	923	PUBLISHER'S QUALITY LIBRA	Operating Fund	Summitville	\$850.77	7/8/98	
				Total this claim	<u>\$850.77</u>		
17430	924	QUILL CORPORATION	Operating Fund	*Other Office Supplies	\$289.97	7/8/98	
				Total this claim	<u>\$289.97</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>
17431	925	RAMSAY BUSINESS PRODUC	Operating Fund	*Other Professional Services	\$153.19	7/8/98	
				Total this claim	<u>\$153.19</u>		
17432	926	RICK MCADAMS	Operating Fund	*Other Professional Services	\$80.00	7/8/98	
				Total this claim	<u>\$80.00</u>		
17433	927	RUFUS JESSIE	Operating Fund	*Other Professional Services	\$60.00	7/8/98	
				Total this claim	<u>\$60.00</u>		
17434	928	S & S ARTS AND CRAFTS	Operating Fund	*Other Office Supplies	\$117.51	7/8/98	
				Total this claim	<u>\$117.51</u>		
17435	929	SELBY PUBLISHING	Operating Fund	Elwood Adult	\$120.50	7/8/98	
				Total this claim	<u>\$120.50</u>		
17436	931	SWITZERLAND COUNTY HIST	Operating Fund	Elwood Adult	\$36.00	7/8/98	
				Total this claim	<u>\$36.00</u>		
17437	932	THOMSON INDIANA	Operating Fund	Periodicals & Newspapers	\$39.00	7/8/98	
			Operating Fund	Periodicals & Newspapers	\$39.65		
				Total this claim	<u>\$78.65</u>		
17438	933	TOWN OF FRANKTON	Operating Fund	Electricity	\$137.60	7/8/98	
			Operating Fund	Water	\$15.66		
			Operating Fund	Waste Disposal Services	\$19.18		
				Total this claim	<u>\$172.44</u>		
17439	930	TREASURER OF THE STATE O	Operating Fund	Official Records	\$10.00	7/8/98	
				Total this claim	<u>\$10.00</u>		
17440	934	UNIVERSITY BOOK SERVICE	Operating Fund	Elwood YA	\$127.73	7/8/98	
			Operating Fund	Elwood Childrens	\$190.89		
			Operating Fund	Summitville	\$123.63		
				Total this claim	<u>\$442.25</u>		
17441	935	MARGARET A. EDDY	Operating Fund	Traveling Expense	\$3.50	7/8/98	
				Total this claim	<u>\$3.50</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$42,762.55

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, July 06, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

(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 _____, 19____.

<u>Jerry Kasser</u>	<u>David B. Hyman</u>	_____
<u>Sharon A. Pace</u>	<u>Annita J. Bogdanovic</u>	_____
<u>Linda Sigler</u>	<u>Brenda H. Reef</u>	_____

SIGNATURES OF GOVERNING BOARD

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

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Special Meeting for Business
AUGUST 4, 1998
1:00PM
Executive Session

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

1. Budget
2. Insurance Coverage
3. Other Business

Regular Meeting For Business
1:30 P.M.

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

1. Budget
2. Insurance Coverage
3. Other Business

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Board of Trustees
Executive Meeting
August 4, 1998
1:00pm

CALL TO ORDER

President Pam Bohlander called an executive meeting to order at 1:00pm on August 5, 1998 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Attending with President Bohlander were board members Jerry Kaiser, Sharan Pace, Brenda Carey and David Hoffman. Director Kathi Wittkamper and Administrative Assistant Jan Helpling were also present.

BUSINESS

Line items on the budget were discussed and other than a figure that was incorrect in the salary section, the budget will be advertised as it is. If the budget is cut in October when the State Board of Tax Comm. looks at it, it will be adjusted at that time. Jan Helpling asked if she and Kathi would be expected to work 40 hours also beginning January 99. Board members explained they do not view the Director and Administrative Assistant positions with a certain number of hours. They expect the job to be done and whether one week 25 hours are put in and one week 50 hours – it is immaterial as long as the job is done.

Three proposals were received from Insurance Companies. This was briefly discussed.

Barbara McAdams asked if an exception could be made to a rule that E-Mail cannot be used in the library by patrons. She has had a request by a deaf patron who communicates with family by E-mail. Jerry Kaiser said he would rather not give permission now and then be taken advantage of. He feels the problem can be looked at later for consideration. Other board members agreed. Brenda Carey suggested finding out what other libraries do.

David Hoffman, Sec'y.

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Board of Trustees
Special Meeting For Business
August 4, 1998
2:00pm

CALL TO ORDER

President Pam Bohlander called a meeting to order in the Elwood Library meeting room at 1:30pm

CALL FOR QUORUM

Board members present with President Bohlander were: David Hoffman, Jerry Kaiser, Sharan Pace, and Brenda Carey. Linda Sizelove and Kevin Sipe were absent.. Also present were: Director Kathi Wittkamper and Jan Helpling.

BUSINESS

A motion was made to approve the publication of the 1999 Budget by Sharan Pace, seconded by Jerry Kaiser. It was passed.

Three proposals were presented to the board:

The Neace Group/Bruce Klineman – Indianapolis.....\$6,089..... W.C. \$717.

R & R Insurance Agency/Tom Conner – Elwood..... 5,348..... W.C. 717.

Burnette-Dellinger Ins./John Burnette, Jr. – Elwood... 5,375..... W.C. 717.

The insurance company selected after a short discussion about past service, was Burnette-Dellinger Ins. Sharan Pace made a motion to accept their proposal, Jerry Kaiser seconded and the motion passed.

Kathi announced the bike-rack will be put in at the same time as the addition is made to the patio by Steve Sizelove Construction.

Kathi has had a request from a Square Dance Club to hold lessons in the meeting room of the library. When the club used the meeting room in the old building, more custodial care was required because of the scuff marks on the floor. Board members think the library should not have more custodial care but think the group deserves to use the room on a trial basis.

Randy Martin is to be recognized for winning the Logo Contest for the library and if he is not available to be at the August 26 meeting, a photograph will be taken and put in the newspaper.

The next meeting will be August 26, 1998 with executive session at 6:00pm and public meeting at 7:00pm. The Hearing for the 1999 Budget will follow adjournment of the regular board meeting.

There will be a By-Laws Committee meeting next Thursday, August 13, 1998 at 9:00am.

Brenda Carey presented a Memorandum to be given to the employees of the library explaining the 40-hour work week for 1999.

A motion to adjourn was made by Sharan Pace, seconded by David Hoffman and passed.

David Hoffman, Secretary

Memorandum

To: All 35 hour North Madison County Library Employees

From: NMCPL Board of Trustees

Date: August 4, 1998

Subject: 1999 Budget

In an effort to anticipate the needs of the library, the trustees have examined the 1999 budget very carefully. Repeated requests for additional staff have necessitated the consideration and plans to increase all 35 hour employees to 40 hours pending the approval of the budget by the state. We think this move will address the needs of those who also would like the opportunity to obtain an increase in their earnings. Change is never easy; change never satisfies everyone, however, this approach seems the best answer to several concerns and requests. The challenges we have met thus far have brought about some positives for the library. We anticipate this too to prove to be a positive change. The trustees anticipate everyone will make every effort to meet this change in a positive way as well. Again, as previously stated, this plan is pending budget approval.

Patricia Bellander

Sharon Pace

David D. Hoffmann

Jeany Harris

Quendy Carey

6904815

TRANSACTION REPORT

Aug-24-98 Mon 9:09 AM

North Madison County Public Library System

1600 Main St.

Elwood, Indiana 46036-1598

(765)552-5001
FAX (765)552-0955

Type	Sending	Receiver	TX/RX Time	Pages	Note
Date	Start				
Aug-24	9:08 AM	5523358	1m24s	2	OK

FAX TRANSMITTAL PAGE

DATE: Aug. 24

TO: Sandy Burton

FROM: Jan Helpling

FAX: _____

FAX: _____

TOTAL NUMBER OF PAGES (including this cover page). _____

RE: Please publish tonight! Thanks Sandy.

JH

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Special Meeting for Business
Elwood Public Library Meeting Room
AUGUST 26, 1998
6:00pm
Executive Session

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

1. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d))

Regular Meeting For Business/Hearing
7:00PM

CALL TO ORDER

CALL FOR QUORUM

MINUTES

CLAIMS REGISTER & CHECKS

BUSINESS

1. Randy Martin Presentation- Logo Winner
2. Other Business

DIRECTOR'S REPORT

ADJOURN

1999 BUDGET HEARING

PUBLIC COMMENT ?

APPROVAL OF BUDGET

ADJOURN

TRANSACTION REPORT

Aug-24-98 Mon 9:11 AM

Type	Sending	Receiver	TX/RX Time	Pages	Note
Aug-24	9:10 AM	7543312	38s	1	OK

TRANSACTION REPORT

Aug-24-98 Mon 9:13 AM

Type	Sending	Receiver	TX/RX Time	Pages	Note
Aug-24	9:12 AM	5369050	50s	1	OK

TRANSACTION REPORT

Aug-24-98 Mon 10:13 AM

Type	Sending	Receiver	TX/RX Time	Pages	Note
Aug-24	10:13 AM	13177260393	24s	1	OK

TRANSACTION REPORT

Aug-24-98 Mon 10:20 AM

Type	Sending	Receiver	TX/RX Time	Pages	Note
Aug-24	10:18 AM	6404815	1m49s	1	OK

INCLUDED IN THIS MAILING:

- Agenda - Meeting August 26, 1998
- Director's detail - agenda
- Minutes - July 13, 1998
- August 4, 1998

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

Special Meeting for Business
Elwood Public Library Meeting Room
AUGUST 26, 1998
6:00pm
Executive Session

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

1. Purchase or Lease of Real Property
(IC 5-14-1.5-6-(B) (2) (d))
2. Personnel
(IC-20-14-3-4-(b))

Regular Meeting For Business
7:00PM

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

1. Randy Martin Presentation – Logo Winner
2. Purchasing Policy
3. Acceptable Use Policy
4. Card Catalog (Disposition)
5. Long Range Plan
 - a. Patron Survey

NEW BUSINESS

1. Board Development
2. Job Descriptions
3. Building Committee, Chair Linda Sizelove
4. By-Laws Committee, Co-chairs Pam Bohlander & Sharan Pace
5. Technology Committee, Chair Jamie Scott

DIRECTOR'S REPORT
ADJOURN

1999 BUDGET HEARING

PUBLIC COMMENT ?
APPROVAL OF BUDGET
ADJOURN

AGENDA MAILING
NMCPLS TRUSTEE MEETING • AUGUST 26, 1998

The regular meeting will *not* be held on the usual second Wednesday, but rather the *last* Wednesday of the month. Executive session is set to start at 6 p.m. and the public meeting at 7 p.m. The public hearing required for the 1999 budget will follow adjournment of the Board's meeting. Please call Jan or Kathi by August 19 with any questions or changes. The following is simply a more detailed description of business items for your consideration.

Executive Session

Final payment to MD Rowe was inadvertently deducted from the construction account, rather than retainage. That error has been corrected and \$30,270.24 remains to be spent. These moneys should be committed immediately. In addition to the patio expansion, you may wish to consider a "down payment" on the upgrade for automated catalog & circulation. Doing so would allow funds in the 1999 budget to pay for the project in full and eliminate the need for financing through Bibliofile.

Old Business

- I. Purchasing Policy (Two samples included in folders July 8, both approved by State Board of Accounts. Do you wish to use one of these as the basis for the NMCPLS policy?)
- II. Acceptable Use Policy (Public Internet Access – minutes from May 13 set revision by Sept. 1 to comply with Indiana Code to be effective that date. Also, question of email access for patrons.)
- III. Card Catalog (Disposition?)
- IV. Long Range Plan (Due to State Library Development Office by December 31, 1998. How do you wish to proceed?)
 - A. Patron Survey (Do you wish to pursue? If so, your guidelines for implementation?)

New Business

- I. Board Development (Do you wish to purchase and use the "Focus" series?)
- II. Job Descriptions (Tech Svcs Print & AV Mgrs.; Changes? Approval?)
- III. Building Committee, Chair Linda Sizelove
- IV. By-laws Committee, Co-chairs Pam Bohlander & Sharan Pace
- V. Technology Committee, Chair Jamie Scott
- VI. Director's Report

FYI: Cross-training of staff has been completed. The memorandum re: 40-Hour Work Week planned in 1999 Budget was distributed in pay envelopes immediately following the Board Meeting on August 4.

For Action: Proposal for event in honor of Elwood Public Library Centennial and National Library Card Sign-Up Month, Saturday, September 26, 9 a.m. to 4 p.m. (Regular "business hours" at Elwood facility.) Activities could include viewing the newly expanded memorial patio; entertainment; workshops/classes; refreshments; initiation of patron survey.

EXECUTIVE MEETING

August 26, 1998

6:00pm

CALL TO ORDER

President Pamela Bohlander called to order an executive meeting of the North Madison County Library Board of Trustees August 26 in the meeting room of the Elwood Library.

CALL FOR QUORUM

Present with President Bohlander were: David Hoffman, Sharan Pace, Kevin Sipe, and Jerry Kaiser. Also present were Director Kathi Wittkamper and Administrative Assistant Jan Helpling.

BUSINESS

Kathi reported there is a balance of \$30,270.24 in the Construction account of the building project. Discussion was held as to how to spend the balance. Conclusion was to spend the funds necessary to complete the patio and then put the balance toward the automated circulation system upgrade. Kathi discussed the fact that at one time discussion of buying new Reader Printers for the library was held but she feels now that we have been given a Reader Printer from Community Hospital and had our other machine repaired, it would be wise to hold on that idea to see what future progress in this area brings. She reminded board members that the balance can only be used at the Elwood library but it would then free money in the Operating Budget that could be spent at the branches.

The patio is almost finished and looks fine. It was reported by Steve Sizelove that the arch needs pointed to stay in good repair. Kathi will report to the school corporation because it is their responsibility to maintain the arch.

Personnel – There are copies in each board members folder of a letter from Peg Eddy explaining her reasons for going from full-time to part-time.

Kathi explained that the board needed to revise the new Acceptable Use Policy for Public Access to Internet to include or not include the use of E-Mail. She has spoken with several other libraries about how they deal with the problem to find they have various solutions. Kathi said she does not believe it needs advertisement for people to know we allow it, the Internet use has grown simply by word-of-mouth. Jerry Kaiser said he feels it should be allowed and watched to see how much of a problem it is for the library.

David Hoffman, Secretary

NORTH MADISON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Meeting For Business

August 26, 1998

7:00PM

CALL TO ORDER

President Pamela Bohlander called a regular meeting for business to order at 7:00pm August 26, 1998 in the Elwood Public Library Meeting Room.

CALL FOR QUORUM

Present with President Bohlander were: David Hoffman, Sharan Pace, Jerry Kaiser and Kevin Sipe. Brenda Carey and Linda Sizelove were absent. Also present were Director Kathi Wittkamper and Administrative Assistant Jan Helpling, Elwood Call-Leader reporter Shawn McGrath, staff member Nancy Neal and Randy Martin, winner of the LOGO Contest.

PRESENTATION – Randy Martin was presented with a framed copy of his drawing for the logo contest entry and examples of the logo on our stationery and bookmark. He was congratulated by board members and photographed for the Elwood Call-Leader.

MINUTES

A motion to approve previous minutes was made by David Hoffman, seconded by Sharan Pace and passed.

CLAIMS REGISTER & CHECKS

Claims Register was signed by board members and checks signed by Treasurer Jerry Kaiser.

OLD BUSINESS

Kathi presented two versions of a Purchasing Policy that could be adopted. Sharan Pace made a motion to adopt the shorter Purchasing Policy, David Hoffman seconded and it passed.

Kathi also reminded board members that the state has mandated we adopt an Acceptable Use Policy by Sept 1. David Hoffman made a motion to accept the policy as written (see example), Sharan Pace seconded and passed.

Disposition of the Card Catalog was discussed, since we do not need any longer. After discussion a motion was made by David Hoffman that we advertise the card catalog for

sale and to take the best offer by midnight November 30, 1998. Kevin Sipe seconded the motion and it passed.

The first step in the Long Range Plan – a survey of patrons – was discussed. Since a telephone survey would take too much time and a mailing would be expensive, members decided to have available a survey in the library for patrons to fill out and leave. Kathi suggested this might be the answer for a first survey and then an additional more sophisticated survey could be conducted later. Board members also decided the survey should not be longer than two pages – front and back. A motion was made by Dave Hoffman to conduct a survey as conceived by the library director as soon as possible for one month beginning in September. The motion was seconded by Sharan Pace and passed.

President Bohlander stated that many times, board members feel inadequate to be on the board. One way to help would be training sessions. Pam said she and Sharan Pace received very helpful information at the ILF conference they attended this past spring. Kathi suggested a program on tape that could be done each month before meetings. Kevin Sipe said he felt that since everyone on the board at present will be here until at least March of the year 2000 it might be a good time to begin a training program. Sharan Pace made a motion that we buy the program and begin next month. Dave Hoffman seconded and it passed.

Job descriptions for Manager of Technical Service and Manager of Audio Visual were presented to board members. Kathi said she feels these positions require good verbal and math skills because the people in these positions handle sophisticated tasks. She feels very fortunate to have people in these positions at this time that can handle them. Kevin Sipe made the motion to accept the job descriptions. David Hoffman seconded and it passed.

Building Reports – As of this week, the new bicycle rack was installed. The patio will be finished this week also. There was more work done than expected under the arch because the cement was broken there and new surface had to be installed. Steve Sizelove reported the arch needs repointed and since the maintenance of the arch is the School Corporation's responsibility, Kathi will inform them.

Frankton's air-conditioner continues to have problems. The electrician says since the system is old and Frankton has experienced a few power outages lately, this causes more wear & tear on the circuit breaker but he thinks it will continue to work for the time being.

By-Laws - Pam Bohlander and Sharan Pace have been working on the By-Laws. Dave Hoffman said Sect. 3 on 1st page could state that members are to serve in accordance with the IC code. Also in #6, members can be removed in accordance with the Indiana Code. Pam will bring the revised copies to the Sept. meeting.

Technical Committee – Kathi announced she has not heard anymore from the Universal Service Fund. She feels that we need to plan to use money in our budgets to fund technology because it seems doubtful we will receive it from the USF fund.

Director's Report – (attached) Kathi would like permission to celebrate the library's 100 year birthday on October 17. Dave Hoffman made a motion to allow Kathi to plan the celebration for Oct. 17. Sharan Pace seconded and it passed.

NAEIR Membership – The past membership included three shipments. Kathi asked the board if they would consider renewal. After discussing the worth of the shipments, a motion was made by David Hoffman to renew the membership at a #4 renewal. Kevin Sipe seconded the motion and it passed.

Motion to adjourn at 8:10pm .

David Hoffman, Sec'y.

1999 BUDGET HEARING

One person, Nancy Neal, employee of the North Madison County Public Library in Elwood, appeared at the 1999 Budget Hearing.

Questions:

Where was funding going to come from in the new budget for new computers?

In her opinion, the library needs additional lines to come into the building for computer lines to separate them from the FAX.

The programming allowance is decreased in the 1999 budget and she feels the library needs more adult programming. Why is it not being planned for?

Under the book budget, if Frankton is allowed this much more money for the purchase of books, where are they going to put them?

What is the reason for going to 40 hours? Dave Hoffman answered the board wanted more full-time hours from the full-time people to cover the needs. The across-the-board cost-of-living percentage was not decreased in order to accommodate 40 hours in the budget.

Nancy explained that when Jamie Scott and Loretta Dodd are away from the front desk to work other places, it puts a burden on the front desk employees left that need to check out people, help with computers, make copies, run faxes and answer the phone. She feels they need bodies not hours. She said the 1% raise will give her an additional \$.07 hour and if this is how the board feels about the benefit she is worth, she would rather not have it. She feels everyone does a great job and deserves more of a raise than that.

Sharan Pace asked board members if they felt they should think the budget over more. Kevin said since he is late coming into it, he would appreciate the discussion. Pam and Dave would both like to know some specific numbers to reconsider the budget amounts.

The board will meet as a committee-of-the-whole on Monday, August 31 at 4:00pm.

EXECUTIVE MEETING

August 26, 1998

6:00pm

CALL TO ORDER

President Pamela Bohlander called to order an executive meeting of the North Madison County Library Board of Trustees August 26 in the meeting room of the Elwood Library.

CALL FOR QUORUM

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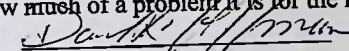
BUSINESS

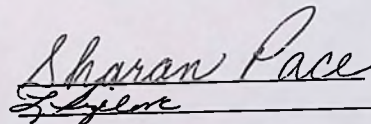
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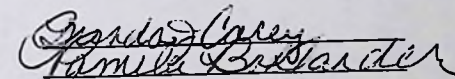
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Pamela Bohlander

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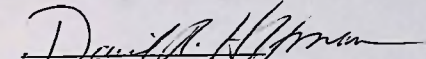
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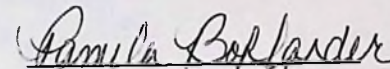
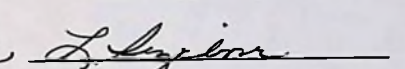
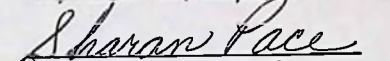
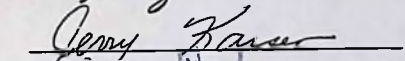
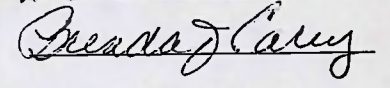
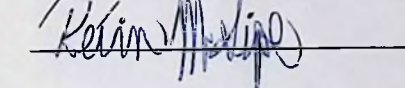
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Director's Report – (attached) Kathi would like permission to celebrate the library's 100 year birthday on October 17. Dave Hoffman made a motion to allow Kathi to plan the celebration for Oct. 17. Sharan Pace seconded and it passed.

NAEIR Membership – The past membership included three shipments. Kathi asked the board if they would consider renewal. After discussing the worth of the shipments, a motion was made by David Hoffman to renew the membership at a #4 renewal. Kevin Sipe seconded the motion and it passed.

Motion to adjourn at 8:10pm .


David Hoffman, Sec'y.

**AN INSURANCE PROPOSAL
PREPARED FOR:**

**NORTH MADISON COUNTY PUBLIC
LIBRARY
124 NO 16TH STREET
ELWOOD, IN 46036**

PRESENTED BY:

**JOHN W. BURNETTE
BURNETTE-DELLINGER AGENCY, INC
1423 SOUTH ANDERSON STREET
P.O. Box 455
ELWOOD, IN 46036-0455**

JULY 31, 1998

DISCLAIMER - The abbreviated outlines of coverages used throughout this proposal are not intended to express any legal opinion as to the nature of coverage. They are only visuals to a basic understanding of coverages. Please read your policy for specific details of coverages.

Property Location Listing

PREMISE # BUILDING # ADDRESS

PREMISE #	BUILDING #	ADDRESS
1		1600 Main Street Elwood, IN 46036
2		111 EAST SIGLER ST. FRANKTON, IN 46044
3		1013 W. CHURCH ST SUMMITVILLE, IN 46070-0486

Property Insurance Policy Outline

CAUSE OF LOSS FORM USED:

Special Form: Provides coverage against *All Risk* of direct physical loss or damage, except those perils that are specifically excluded in the policy.

PRM#	BLD#	SUB. OF INS.	AMOUNT	COIN%	DED.	VALUATION	INF%
1	1	Building	\$2118000	100%	\$500		%
1	1	Bus Pers Prop	\$300000	100%	\$500		%
1	1	Bus Inc Rntl	\$484000	50%	\$500		%
1	1	Valuable Pape	\$1807270	100%	\$250		%
2	1	Building	\$172000	100%	\$500		%
2	1	Bus Pers Prop	\$25000	100%	\$500		%
2	2	Building	\$1000	100%	\$500		%
3	1	Building	\$300000	100%	\$500		%
3	1	Bus Pers Prop	\$12000	100%	\$500		%
1	1	Light Poles	INCLUDED		500		
1	1	Sign	\$10000	100%	500		
1	1	Fine Arts	\$118670	100%	250		
1&3	1&3	EDP-Computer	\$16400	100%	250		

EXTENSIONS OF COVERAGES:

Debris Removal

1	1	Glass	Per Schedule	Nil
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PROPERTY PLUS EXTENSION ENDORSEMENT

FIRE DEPT SERVICE CHG	UNLIMITED
NEWLY ACQUIRED BUILDING	\$500,000
NEWLY ACQUIRED PERSONAL PROPERTY	\$250,000
PERSONAL EFFECTS & PROPERTY OF OTHERS	\$10,000
VALUABLE PAPERS - COST OF RESEARCH	\$25,000
OUTDOOR PROPERTY	\$10,000
SIGNS ATTACHED TO PROPERTY	\$7,500
DEBRIS REMOVAL	\$25,000
COMPUTERS & SOFTWARE OFF PREMISES	2,500
INFLATION GUARD	5%
LAWNS	\$2,000
MONEY & SECURITIES	\$500
ARSON REWARD	\$5,000
FIRE EXTINGUISHER RECHARGE	UNLIMITED
MONEY ORDERS	\$1,000
ACCOUNTS RECEIVABLE	\$5,000
EXTRA EXPENSE	\$10,000
FORGERY & ALTERATION	\$5,000
GLASS	\$500/\$2,500
SEWER & DRAIN BACKUP	\$5,000
PROPERTY IN TRANSIT	\$10,000

Fire Department Service Charges

Preservation of Property

Pollutant Cleanup and Removal

Newly Acquired Buildings

Newly Acquired Personal Property

Personal Property of Others/Employees

Valuable Papers - Cost of Research

Property Off Premises

Outdoor Property - Trees, Shrubs and Plants

Property In Transit (Special Form Only)

ENDORSEMENTS:

PROPERTY EXTENSION ENDORSEMENT

PREMIUM

Annual Premium

Commercial Property Coverage Outline

Property Insurance is any type of insurance that indemnifies an insured party who suffers a financial loss because property has been damaged or destroyed. Property is considered to be any item that has a value. Property can be classified as real property or personal property. Real property is land and the attachments to the land, such as buildings. Personal Property is all property that is not real property. The Building and Personal Property coverage form is the form used to insure almost all types of commercial property. The insuring agreement in the Building and Personal Property coverage form promises to pay for direct physical loss or damage to covered property at the premises described in the policy when caused by or resulting from a covered cause of loss. The following is a brief outline of coverages and how they are used within the Commercial Building And Personal Property coverage form.

Buildings and Business Personal Property

Coverage for the building includes the building and structures, completed additions to covered buildings, outdoor fixtures, permanently installed fixtures, machinery and equipment. The building material used to maintain and service the insured's premises is also insured. Business Personal Property owned by the insured and used in the insured's business is covered for direct loss or damage. The coverage includes furniture and fixtures, stock, and several other similar business property items when not specifically excluded from coverage. The policy is also designed to protect the insured against loss or damage to the personal property of others while in the insured's care, custody or control.

Coverage Extensions and Additional Coverages

In addition to the limits stated in the Building and Personal Property coverage form, the policy has a coverage extensions section and an additional coverages section. The coverage extensions section provides limited coverage for newly acquired or constructed property, property of others, certain outdoor property, and the cost to research and reconstruct information on destroyed records. When coverage is placed on the all risk form, two additional extensions are added for property in transit and coverage for certain repair costs related to damage caused by water. The two additional extensions are covered by certain perils only. The additional coverage section provides coverage for indirect losses that result from a direct loss. The coverage applies to removal of debris, preservation of property, fire department service charges and pollutant cleanup and removal. The coverage extensions and the additional coverages have limitations and are subject to certain conditions.

Limit of Insurance

The most the insurer will pay for loss or damage in any one occurrence is the limit of insurance stated in the policy declarations.

Deductible

The standard deductible is \$250. However, other deductible amounts are available and the deductible applies only once per loss.

Causes of Loss

The term peril is used when discussing losses. A peril is a cause of loss. Basic property insurance policies are written to cover the perils of fire, lightning, explosion, windstorm, hail, smoke, aircraft or vehicle damage, riot or civil commotion, vandalism, sprinkler leakage, sinkhole collapse, and volcanic action. Other property insurance policies, often referred to as the broad form policy, add coverages for water damage, weight of snow, ice or sleet, breakage of glass and coverage for falling objects. The broadest coverage is the special form, which is best known as the all risk form. All risk covers all causes of loss, except those specifically excluded from coverage. It is possible for a commercial property policy to have more than one cause of loss form.

Replacement Cost and Actual Cash Value

Property can be valued in several different ways. Insurance companies commonly use two approaches to determine value, which also determines how a loss will be paid; the replacement cost method and the actual cash value method. Insurers consider replacement cost of a property item to be the cost to replace it with new property of like kind. Actual cash value is replacement cost, minus the accumulated depreciation for age and condition.

Agreed Value

When the agreed value option is used the coinsurance requirement is removed and the insurer agrees to cover losses for its agreed value. As an example, the insured has property insured for \$100,000 and the agreed value is also \$100,000, if a loss occurs, any loss up to \$100,000 is covered at 100%. When this option is used the insured and the insurance company agree on the value of the property before the policy is issued. This option is usually assigned to one-of-a-kind property.

Coinsurance

Most building and business personal property policies have a coinsurance clause which requires the insured to carry insurance equal to at least a specified percentage of the actual cash value of the property. If a loss occurs, and it is determined that the amount of insurance carried is less than the amount required, a penalty could be placed on the insured.

Inflation Guard

An insured can insure a building for its full value at the beginning of the policy year, but, at the end of the year, it might not be covered for its full value. This problem can be corrected by adding inflation guard coverage. With inflation guard, the policy limit increases gradually during the policy term so that the total increase amounts to the desired percentage increase at the end of the policy term.

Commercial General Liability Proposal Outline

COVERAGE WRITTEN ON:

Occurrence Form

COVERAGE

LIMITS

LIABILITY:

General Aggregate Limit (A)	\$1000000
Products/Completed Operations Aggregate Limit(C)	\$1000000
Personal/Advertising Injury Limit (G)	\$1000000
Each Occurrence (H)	\$1000000
Fire Damage Limit - Any One Fire (E)	\$200000
Medical Expense Limit - Any One Person (D)	\$10000

COVERAGES INCLUDED:

Premises/Operations (B)
Products/Completed Operations (C)
Independent Contractors
Personal/Advertising Injury (G)
Medical Payments (D)
Contractual Liability
Fire Damage Legal Liability (E)

EXPANDED GENERAL LIABILITY ENDORSEMENT

ADDITIONAL INSUREDS/BY WRITTEN CONTRACT, AGREEMENT OR PERMIT -
AUTOMATICALLY INCLUDED IF DONE BY WRITTEN AGREEMENT.

TENANTS' PROPERTY DAMAGE LIABILITY - PROPERTY DAMAGE COVERAGE IS
EXTENDED TO INCLUDE NOT ONLY TO FIRE BUT OTHER PERILS FOR PREMISES YOU
RENT OR TEMPORARILY OCCUPY

SUPPLEMENTARY PAYMENT/BAIL BONDS - INCREASED TO \$2,000

INCREASED MEDICAL EXPENSE TO - \$10,000

ADDITIONAL INSURED STATUS IS EXTENDED TO VOLUNTEERS

EXTENDED COVERAGE FOR NEWLY ACQUIRED ORGANIZATIONS - UNTIL END OF
POLICY PERIOD.

LIBERALIZATION CLAUSE - IF LIABILITY COVERAGE IS BROADENED WITH NO
ADDITIONAL PREMIUM - POLICY WILL AUTOMATICALLY PROVIDE THIS ADDITIONAL
COVERAGE ON THE EFFECTIVE DATE OF REVISION.

KNOWLEDGE OF OCCURRENCE - NAMED INSURED MUST RECEIVE NOTICE OF AN
OCCURRENCE, CLAIM OR SUIT TO CONSTITUTE KNOWLEDGE OF AN OCCURRENCE.

Employees as Additional Insured

Host Liquor Liability

Incidental Medical Malpractice Liability

Broad Form Property Damage Liability

Non-Owned Watercraft Liability (Under 26 Feet)

Limited Worldwide Products Liability

Extended Bodily Injury Liability (Assault and Battery)

ENDORSEMENTS:

GENERAL LIABILITY COVERAGE EXTENSION ENDORSEMENT

ANNUAL PREMIUM:

Total Premium

Commercial General Liability Coverages

The Commercial General Liability Policy provides the insurance protection needed to pay damages for bodily injury or property damages for which the insured is legally responsible. The policy provides coverage for liability arising from personal injury and advertising injury. Coverage for medical expense is also provided. The policy also covers accidents occurring on the premises or away from the premises. Coverage is provided for injury or damages arising out of goods or products made or sold by the named insured. The insured is the named insured and the employees of the named insured. However, several individuals and organizations, other than the named insured, may be covered, depending upon certain circumstances specified in the policy. In addition to the limits, the policy provides supplemental payments for attorney fees, court costs and other expenses associated with a claim or the defense of a liability suit.

There are two commercial general liability coverage forms available, the occurrence form and the claims-made form. Both forms are somewhat identical in the coverages offered. The main difference is in the way claims are handled under the two forms. The occurrence form covers bodily injury or property damage claims that occur during the policy term, regardless of when the claim is reported. The claims-made policy form only covers claims made against the insured during the policy term. A claim made after the policy expires is not covered by a claims-made policy unless the claim is covered by an extended reporting period. The claims-made policy will only have the extended reporting period. The following terms reflect both forms.

General Aggregate

The General Aggregate Limit is the most money the insurer will pay under a certain coverage for all claims occurring during the policy term.

Premises/Operations

Coverage is provided for damages arising out of ownership or occupancy of the insured premises when not maintained in a reasonable manner. This also covers damages arising out of operations performed by the insured business.

Products/Completed Operations

Products coverage is provided for damages arising out of products manufactured, sold, handled or distributed by the insured. Completed Operations covers damages occurring after operations have been completed or abandoned, or after an item is installed or built and released for its intended purpose.

Medical Expense Limit

Medical payments coverage pays medical expenses resulting from bodily injury caused by an accident on premises owned or rented by the insured, or locations next to such property, or when caused by the insured's operations. These payments are made without regard to the liability of the insured.

Fire Damage Limit

The fire damage limit provides coverage for fire damage caused by negligence on the part of the insured to premises rented to the named insured. If a fire occurs because of negligence of the insured and causes damage to property not rented to the insured, coverage would be provided under the occurrence limit.

Personal Injury

Personal Injury means injury other than bodily injury. Coverage is provided for injury resulting from offenses such as false arrest, malicious prosecution, detention or imprisonment, the wrongful entry into, wrongful eviction from and other acts of invasion, or rights of private occupancy of a room. Coverage for libel and slander is also provided in the policy.

Advertising Injury

This coverage pays for damages done in the course of oral or written advertisement that disparages, libels or slanders a person's or organization's goods, products or services. Coverage for these offenses is provided under advertising injury coverage only if they occur during the course of advertising the named insured's own goods, products or services.

Each Occurrence

Each occurrence is considered to be an accident, which could include continuous or repeated exposure to the same harmful conditions. An occurrence can also be a sudden event, or a result of a long term series of events.

Claims Made Form Only

Basic Extended Reporting Period (Basic Tail)

This coverage is provided automatically without an additional premium charge if coverage is canceled, not renewed, or the insurer renews with a later retroactive date. The basic extended reporting period starts at the end of the policy period and last for five years for claims made against the insured within the five year period and reported to the insurer within 60 days after the end of the policy period.

Supplemental Extended Reporting Period (Supplemental Tail)

The supplemental extended reporting period is available under the same circumstances as the basic one. However, it becomes effective only if the named insured makes a written request within 60 days after termination of the policy period and the additional premium is paid. The supplemental extended reporting begins when the basic one ends, and it continues forever. It cannot be canceled by the insured or insurer. The supplemental tail endorsement would provide coverage for claims reported to the insurer within sixty days after the end of the policy period but did not result in a claim being made against the insured until after the end of the five year policy period.

Other types of occurrence or offenses that are unknown by the insured and therefore not reported within the sixty days after the end of the policy period could also be covered by the supplemental tail. When the tail is purchased the policies general aggregate limit and the products/completed operations aggregate limit is reinstated.

Retroactive Date

The retroactive date shown in the policy declarations is the same as the inception date, or the retroactive date can be a date prior to the inception date. A policy can also be written with no retroactive date.

General Liability Schedule of Exposures

<i>LOC</i>	<i>CLASS</i>	<i>CLASSIFICATION</i>	<i>PREM BASIS</i>
1	66309	Libraries including Products &/or Completed Operation	16000
2	66309	Libraries Including products &/or completed operations	2532
3	66309	LIBRARIES INCLUDING PRODUCTS	2500

Premium Comparison

Insured: NORTH MADISON COUNTY PUBLIC
Insurer: SAFECO / AMERICAN STATES INS CO
8-9-98 TO 8-9-99

COVERAGE	EXPIRING PREMIUM	RENEWAL PREMIUM
Commercial Package *		\$5,375.00
General Liability		INCL
Property		INCL
Business Income	INCL	
Inland Marine		INCL
Business Auto		INCL

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

EFFECTIVE:

Quotation is Good Until: 9-9-98

RENEWAL QUOTE PRESENTED-AS PER BID SPECIFICATIONS PREPARED

TRANSACTION REPORT

Sep-03-98 Thu 5:28 PM

Type	Sending	Receiver	TX RX Time	Pages	Note
Sep-03	5:27 PM	5523358	51a	1	OK

Elwood Public Library

From: Elwood Public Library

Sent: Thursday, September 03, 1998 5:12 PM

To: 'Sandy Burton, Elwood Call-Leader, Elwood, Indiana' 552-3358

Subject: NMCPLS Board of Trustees Meeting

The North Madison County Public Library System Board of Trustees will meet in executive session at 6 p.m., September 9. Public session will begin at 7 p.m. Agenda includes adoption of the 1999 budget.

TRANSACTION REPORT

Sep-03-98 Thu 5:26 PM

Type	Sending	Receiver	TX RX Time	Pages	Note
Sep-03	5:26 PM	6404815	240	1	OK

Elwood Public Library

Sent: Thursday, September 03, 1998 5:22 PM
To: 'Herald-Bulletin' 6-10-1/815
Subject: Trustees Meeting

The North Madison County Public Library System Board of Trustees will meet in executive session at 6 p.m., September 9. Public session will begin at 7 p.m. Agenda includes adoption of the 1999 budget.

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Regular Meeting for Business
September 9, 1998
7:00pm

CALL TO ORDER

A regular meeting for business was called to order by President Pamela Bohlander at the Elwood Public Library on September 9, 1998 at 7:00pm

CALL FOR QUORUM

Attending with President Bohlander were: Sharan Pace, Linda Sizelove, Brenda Carey, Jerry Kaiser, David Hoffman and Kevin Sipe. All board members were present. Also attending were Kathi Wittkamper, Director, Jan Helpling, Administrative Assistant and Nancy Neal, Library Clerk.

MINUTES

A motion to accept the previous minutes was made by David Hoffman, seconded by Sharan Pace.

CLAIMS REGISTER

The claims register was signed by board members and checks signed by Treasurer Jerry Kaiser.

OLD BUSINESS

President Bohlander stated the requested changes from the August meeting have been made to the NMCPLS Board of Trustees By-Laws. Linda Sizelove made a motion to accept the By-Laws, Brenda Carey seconded the motion and the motion was unanimously passed.

Linda Sizelove asked how often the trees are being watered, she said the board would like to see them watered regularly. Director Wittkamper said she has spoken to Gaar Nursery about the trees and they are going to look at them but suspect they have stress damage, because of the weather. She will see that they are watered.

Jerry Kaiser reported on the response from Attorney Jim Wilson regarding the problems yet to be solved in the building. He received a response from Inter-Design that the door frame was pounded on by us, therefore, it is our problem and since the warranty has run out on the heating and air-conditioner it also is our problem. Jerry said he has spoken to custodian Ralph Maley who said he witnessed the pounding on the door sill by the repairman. Kathi told the board that Edwards Electrical & Mechanical serviced our Air-Conditioner yesterday. Since it is no longer under warranty, it is our responsibility to contact Crossroads (who installed it) about any problems we have with them. Jerry said he thinks we should wait to see what Edwards finds and what caused the leak of Freon and oil.

NEW BUSINESS

A bill for the completion of the patio from Sizelove Construction was presented to the board. A motion was made by David Hoffman to pay the bill for the brick patio addition and also the repair of concrete by and under the arch, the relocation of imprinted bricks, grill to cover the light on the patio, fill dirt to change grade around the patio and to set two benches for \$6,069.85 and a bill for \$417.90 to install lights for the flagpole. Sharan Pace seconded the motion and it passed with Linda Sizelove abstaining. Linda is looking into landscaping around the sign.

Leasing Corporation member Don Hill asked the board if the balance of the Construction Fund could be moved out of the Leasing corporation's control into the Board's and final determination made. Pam Bohlander explained the board planned to spend the balance on upgrading the automated catalog and circulation system. David Hoffman made a motion to use the balance in the Construction Fund to pay on the automation project. Sharan Pace seconded. After discussion, the motion was voted down due to incomplete information. It will be dealt with in October.

Kathi announced the REH Library has received a donation from the Eagles Auxilliary. Plans are to purchase large-print books.

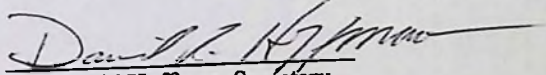
Linda Sizelove asked if Kathi could investigate our "Classics". She has heard reports that students have not been able to find them here in the library.

Kevin Sipe asked board members to consider a final report to the public regarding the building of the Elwood Library. He said he felt we should tell the public how the project came in under budget list the items purchased with the balance of funds, and mention involvement of local companies.

Linda Sizelove said she will hostess a party combining the Board of Trustees and the Leasing Corporation when everything is final.

Nancy Neal asked to address the board regarding the budget. After a lengthy discussion between Nancy and board members, a motion to adopt the 1999 budget as it stands was made by Kevin Sipe, Sharan Pace seconded and it passed.

Meeting was adjourned at 8:40pm.


David Hoffman, Secretary

**North Madison County Public Library System
Job Description**

Job Title: Custodian
Department: Administration
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: Draft -- Resubmitted November 9, 1998
Approved By:
Approved Date:

SUMMARY

Keeps library facilities clean, orderly and in good repair inside and out. Monitors climate control equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Sweeps, mops, scrubs, and vacuums all floors.

Empties trash and garbage containers.

Maintains building, performing minor and routine maintenance activities.

Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.

Cleans snow and debris from sidewalks.

Mows lawn, trims shrubbery, and cultivates flowers.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stand; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is occasionally exposed to high, precarious places; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

**North Madison County Public Library System
Job Description**

Job Title: Manager, Youth Services
Department: Youth Services
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: Draft -- Resubmitted November 9, 1998
Approved By:
Approved Date:

SUMMARY

Manages library program for children and young adults by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Selects books and audiovisual materials of interest to children, young adults, parents & those who work with children/young adults.

Assists patrons in locating & selecting library materials.

Conducts activities including story telling, book talks, puppet shows, and multimedia programs.

Maintains a supplies of materials & equipment necessary for programs and general patron use.

Plans and conducts programs for children, young adults, parents & others to encourage reading, viewing, and listening and use of library materials and facilities.

Confers with teachers, parents, and community groups to assist in developing programs to encourage and improve the communication skills of children & young adults.

Compiles lists of materials (bibliographies, pathfinders, etc.) of interest to children & young adults.

Develops and coordinates programs including Story Time for preschoolers and Summer Reading Program for the Elwood Public Library.

Creates displays that are attractive to children/young adults.

SUPERVISORY RESPONSIBILITIES

Supervises clerical staff & volunteers assigned to the Youth Services Department.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE High school diploma required. Additional education or relevant experience required. Post-secondary education and/or library certification desire able.

LANGUAGE SKILLS Ability to speak and read without assistance. Knowledge of children's literature, reference materials and library procedures. Ability to use automated library equipment including automated circulation systems, automated catalogs and personal computer.

MATHEMATICAL SKILLS This position requires the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. I

REASONING ABILITY

Ability to plan and organize work procedures. To perform this job successfully, an individual must be able to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS None

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Successful performance for this position requires standing, walking and sitting each approximately 1/3 of the time. Use of hands to finger, handle or feel and use of hands and arms to reach are required more than 2/3's of the time, as is the ability to talk or hear. Approximately 1/3-2/3's of time on the job requires the ability to stoop, kneel, crouch, or crawl.

Lifting or moving up to 10 pounds is required more than 2/3's of the time, while lifting or moving up to 25 pounds is required 1/3-2/3's of the time. In addition, successful performance requires close vision, color vision, and the ability to adjust vision focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A moderate to quiet noise level is typical for the work environment of this job. There is no exposure to environmental risk factors. Work is primarily performed in the Elwood Public Library, but requires visits to library branches, schools & other locations.

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
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September 9, 1998
7:00pm

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Post-It® Fax Note	7671	Date	9/3/98	# of pages	▶
To	Sharon McHaf	From	Jan Helpling		
Co./Dept.		Co.			
Phone #		Phone #			
Fax #		Fax #			

NEW BUSINESS

A bill for the completion of the patio from Sizelove Construction was presented to the board. A motion was made by David Hoffman to pay the bill for the brick patio addition and also the repair of concrete by and under the arch, the relocation of imprinted bricks, grill to cover the light on the patio, fill dirt to change grade around the patio and to set two benches for \$6,069.85 and a bill for \$417.90 to install lights for the flagpole. Sharan Pace seconded the motion and it passed with Linda Sizelove abstaining. Linda is looking into landscaping around the sign.

Leasing Corporation member Don Hill asked the board if the balance of the Construction Fund could be moved out of the Leasing corporation's control into the Board's and final determination made. Pam Bohlander explained the board planned to spend the balance on upgrading the automated catalog and circulation system. David Hoffman made a motion to use the balance in the Construction Fund to pay on the automation project. Sharan Pace seconded. After discussion, the motion was voted down due to incomplete information. It will be dealt with in October.

Kathi announced the REH Library has received a donation from the Eagles Auxilliary. Plans are to purchase large-print books.

Linda Sizelove asked if Kathi could investigate our "Classics". She has heard reports that students have not been able to find them here in the library.

Kevin Sipe asked board members to consider a final report to the public regarding the building of the Elwood Library. He said he felt we should tell the public how the project came in under budget list the items purchased with the balance of funds, and mention involvement of local companies.

Linda Sizelove said she will hostess a party combining the Board of Trustees and the Leasing Corporation when everything is final.

Nancy Neal asked to address the board regarding the budget. After a lengthy discussion between Nancy and board members, a motion to adopt the 1999 budget as it stands was made by Kevin Sipe, Sharan Pace seconded and it passed.

Meeting was adjourned at 8:40pm.

David Hoffman, Secretary

September 2, 1998

The Interdesign Group
141 East Ohio Street
Indianapolis, Indiana 46204

Dear Arlen,

On "August 31" we received your letter with the attached July 16th letter from Mr. Wilson concerning the Elwood Library. Referencing Mr. Wilson's letter, please review the following comments;

1. If this is the same light we have been asked before, it is a night light.
2. Porter Electric repaired this fixture during the warranty period. If it is dismantled at this time then someone else has apparently worked on the fixture.
3. It was our understanding that this fixture's lens had been adjusted. Apparently the owner has not experienced any problems to date. In good faith M.D. Rowe will be on site sometime within the next 10 days to look at this situation.
4. Our last trip to the site we advised the owner that someone had been beating or tampering with the doors. This is not a warranty problem.
5. Maintenance problem not warranty.

We will send our superintendent Chuck Capshaw to the site. After Mr. Capshaw's trip we will advise yourself and Mr. Wilson of our findings and any other comments that are necessary.

David Ginn Project Manager

David Ginn Project Manager

cc: BFW Jim Wilson
NMCPLS Kathi Wittkamper
MDR Chuck Capshaw
MDR 140/Warranty file

August 31, 1998

Mr. James W. Wilson
Bingham, Farrer & Wilson
P. O. Box 494
Elwood, IN 46036

RE: ELWOOD PUBLIC LIBRARY, NORTH MADISON PUBLIC LIBRARY SYSTEM

Dear Jim:

Regarding the Board's items of concern in your letter of July 16, 1998, I have reviewed those items and submit the following:

Item 1: There are a total of 22 light fixtures that are designated night lights and emergency lights. These fixtures are on a separate circuit and have no switch so that they burn continuously (day and night). These fixtures also have an attached battery pack so that they will remain on should the power fail to the building. I'm concerned that there is apparently only one fixture remaining on. Is it possible that the bulbs are burned out in the remaining fixtures and have not been replaced?

Item 2: I trust this is the same fixture that there was a problem with earlier where the bulb had a continuous flicker. This fixture is located in the main area just east of the circulation desk and just to the north of the entry to the Children's Area. This fixture was on one of our punch list to be corrected. It sounds as though the bulb was removed but never replaced. If the fixture is other than the one described above, please advise me. Otherwise, I will notify the Contractor that this was never satisfactorily corrected.

Item 3: I trust this is a fixture that was also a punch list item noted to have the fixture lens filled with bugs. The Contractor will be notified that the fixture lens was never properly closed.

Item 4 and Item 5: Again, both of these items were either on the punch list or on the warranty list of items to be corrected. We will notify the Contractor that neither of these items have been adequately corrected so that they remain serviceable.

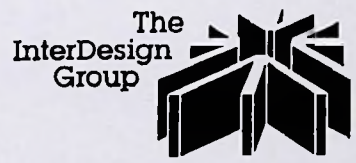
I regret that I misplaced your letter and took this long to respond; especially, since I recall I already owe you one. I will follow-up with a phone call to the Contractor to try to get these issues resolved.

Sincerely,
THE INTERDESIGN GROUP, INC.

Arlen J Packard

Arlen J Packard
Construction Contract Administrator

ap



cc: Joe Blum
Project File No.950017

Total Architectural Development

The InterDesign Group, Inc.
141 East Ohio Street
Indianapolis, IN 46204
317/263-9688
Fax 317/263-9644

**NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM
CIRCULATION REPORT**

	AUG 1997	AUG 1998	AMOUNT OF CHANGE	PERCENT OF CHANGE	YTD
ELWOOD					
ADULT	3478	3205	-273	-7%	25545
JUV.	2103	1509	-594	-28%	17535
Y.A.	211	80	-131	-62%	1058
PER.	299	391	+92	+30%	3313
AUDIO	287	227	-60	-20%	1901
VIDEO	2419	1817	-602	-24%	15588
TOTAL	8797	7229	-1568	-17%	64940
F'TON					
ADULT	1225	1247	+22	+2%	9015
JUV.	722	855	+133	+18%	6822
Y.A.	0	38	+38	+100%	74
PER.	234	241	+7	+2%	2097
AUDIO	13	17	+4	+30%	136
VIDEO	1070	940	-130	-12%	7568
TOTAL	3264	3338	+74	+2%	25712
H'BAK					
ADULT	344	794	+450	+130%	5801
JUV.	222	553	+331	+149%	4045
Y.A.	0	31	+31	+100%	56
PER.	55	96	+41	+96%	965
AUDIO	4	11	+7	+175%	169
VIDEO	147	484	+337	+229%	3796
TOTAL	772	1969	+1197	+165%	14832
(LAST YEAR AT THIS TIME S'VILLE WAS CLOSED PART OF MONTH FOR RENOVATION)					
SYSTEM					
ADULT	5047	5246	+199	+3%	40361
JUV.	3047	2917	-130	-4%	28402
Y.A.	211	149	-62	-29%	1188
PER.	588	728	+140	+23%	6375
AUDIO	304	255	-49	-16%	2206
VIDEO	3636	3241	-395	-10%	26952
TOTAL	12833	12536	-297	-2%	105484

PATRON TRAFFIC : 8146
 REFERENCE QUESTIONS : 228
 PATRON ASSISTANCE : 1350
 COMPUTER USAGE : ELW. ADULT : 138 ELW. JUV. : 276 F'TON : 45 H'BAK : N/A
 PROGRAMMING : ELWOOD CHILDREN : 3 PROGRAMS / 75 ATTENDANCE.

**Financial Report
North Madison County Public Library System**

Report Dates = 8/1/98 to 8/31/98

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
1. Operating Fund						
100 Operating Fund	\$233,194.57	\$45,300.11	\$496,218.65	\$19,952.74	\$452,945.49	\$189,921.41
105 Operating Fund Invest	\$0.00	\$0.00	\$80,000.00	\$0.00	\$80,000.00	\$0.00
Subtotal	\$233,194.57	\$45,300.11	\$576,218.65	\$19,952.74	\$532,945.49	\$189,921.41
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
107 PLAC	\$239.00	\$88.00	\$409.00	\$43.00	\$257.00	\$87.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00
115 LIRF	\$15,363.05	\$0.00	\$40,000.00	\$0.00	\$45,966.87	\$21,329.92
120 Gift	\$11,698.71	\$1,856.61	\$6,101.74	\$885.85	\$5,985.11	\$11,582.08
130 Construction Fund	\$13,706.60	\$0.00	\$121,000.00	\$0.00	\$128,521.27	\$21,227.87
Subtotal	\$41,007.36	\$1,944.61	\$167,510.74	\$928.85	\$220,730.25	\$94,226.87
4. Withholding						
201 Federal Taxes Withhel	\$0.00	\$2,709.14	\$22,604.76	\$2,709.14	\$22,604.76	\$0.00
202 FICA	(\$0.03)	\$1,499.65	\$12,793.56	\$1,499.65	\$12,793.56	(\$0.03)
203 State Tax Withheld	\$0.00	\$796.34	\$6,768.28	\$796.34	\$6,768.28	\$0.00
204 County Taxes Withhel	\$0.00	\$180.53	\$1,519.33	\$180.53	\$1,519.33	\$0.00
205 PERF	\$0.00	\$0.00	\$3,695.35	\$558.94	\$4,872.10	\$1,176.75
206 Credit Union	\$0.00	\$3,193.23	\$26,749.04	\$3,193.23	\$26,749.04	\$0.00
207 Annuity	\$0.00	\$380.00	\$2,855.00	\$380.00	\$2,855.00	\$0.00
208 Insurance	\$0.00	\$717.12	\$3,047.76	\$358.56	\$3,047.76	\$0.00
209 Medicare	\$0.00	\$350.74	\$2,992.02	\$350.74	\$2,992.02	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	(\$0.03)	\$9,826.75	\$83,025.10	\$10,027.13	\$84,201.85	\$1,176.72
Grand Total	\$274,201.90	\$57,071.47	\$826,754.49	\$30,908.72	\$837,877.59	\$285,325.00

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

FRANKTON

02-97	DEMCO - SUPPLIES		\$49.99
04-97	OUTSIDE BENCH		\$163.95
05-98	UPSTART		\$80.55

FRANKTON GIFT FUND BALANCE \$140.72

	TOTAL - <u>CHILDREN'S DEPT.</u>		\$1,420.69
12-96	REC'D. - MOSER	\$100.00	
07-97	U.S. TOY		\$33.68
09-97	REC'D. KAPPA KAPPA KAPPA	\$315.00	
02-98	MOSER & MOSER OPTOMETRISTS	\$100.00	
03-98	AMERICAN LIB. ASSOC.		\$28.00
06-98	DONATION - KAPPA KAPPA KAPPA	\$65.00	
	TOTAL - CHILDREN'S DEPT.		\$1,420.69

SUMMITVILLE

01-98	BAKER & TAYLOR BOOKS		\$178.46
02-98	BLACKBIRCH MARKETING		\$219.40
02-98	DONATION	\$135.00	
02-98	GARETH STEVENS		\$1,000.00
03-98	TRI-COUNTY BLD.		\$920.00
04-98	DONATION	\$10.00	
04-98	G.T. PRINTING		\$80.00
08-98	DONATION - SURRATT	\$100.00	
08-98	EAGLES - DONATION	\$740.85	
08-98	TRI-COUNTY BLD.		\$120.00
08-98	SUMMITVILLE LIONS CLUB		\$30.00
08-98	BALDWIN CONSTRUCTION		\$150.00
08-98	BAKER & TAYLOR - BOOKS		\$68.11

SUMMITVILLE TOTAL

\$4,611.48

EL WOOD

12-97	SUPL. DIST. 8		\$90.72
12-97	REIMBURSE. DIST. 8	\$555.46	
01-98	TRANSFER MEMORIAL FUND	\$2,393.87	
02-98	MEMORIAL FUND DONATIONS	\$425.00	
02-98	R. SNYDER BEQUEST	\$1,074.26	
02-98	AM. LIB. ASSOC.		\$60.00
02-98	BAKER & TAYLOR		\$60.45
03-98	MEMORIAL FUND DONATIONS	\$489.00	
04-98	BAKER & TAYLOR - BOOK		\$19.60
04-98	MUSEUM OF ART/L. LOOP CLEAN.		\$955.00
04-98	DONATIONS - BRICKS	\$778.00	
04-98	HOOSIER HEARTLAND/MERRITT BENCHES		\$525.00
05-98	DONATIONS - BRICKS		\$1,613.00
06-98	DONATIONS - BRICKS		
08-98	DONATIONS - RAY STRIKER MEM	\$321.00	
08-98	GIFT PRESENTATION - RANDY MARTIN	\$45.00	
08-98	CHANCE BRO. - PATIO BRICKS		\$50.00
			\$1,438.50

GENERAL (INCL. ELWOOD) GIFT FUND

\$5,409.19

TOTAL GIFT FUND BALANCE

\$11,582.08

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 8/1/98 To 8/31/98

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 Salary of Director	\$30,000.00	\$0.00	\$30,000.00	\$2,307.68	\$19,615.28	\$10,384.72	65.4
1.12 Salary of Assistants	\$260,874.00	\$0.00	\$260,874.00	\$20,673.07	\$178,831.92	\$82,042.08	68.6
1.13 Wages of Janitor	\$21,794.00	\$0.00	\$21,794.00	\$1,207.20	\$7,897.06	\$13,896.94	36.2
1.14 *Employee Benefits	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$909.90	\$590.10	60.7
1.16 Empl.Share FICA&Med	\$23,690.00	\$0.00	\$23,690.00	\$1,850.39	\$15,785.58	\$7,904.42	66.6
1.18 Emp Cont PERF	\$27,870.00	\$0.00	\$27,870.00	\$0.00	\$10,902.09	\$16,967.91	39.1
1.19 Emp Cont Group Ins	\$8,000.00	\$0.00	\$8,000.00	\$836.72	\$3,167.60	\$4,832.40	39.6
1.2 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$373,728.00		\$373,728.00	\$26,875.06	\$237,109.43	\$136,618.57	63.4
<i>2. Supplies</i>							
2.1 Off.Supp/void	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.12 Stationary & Supplies	\$750.00	\$0.00	\$750.00	\$280.39	\$712.39	\$37.61	95.0
2.13 *Other Office Supplies	\$8,000.00	\$0.00	\$8,000.00	\$775.31	\$5,338.74	\$2,661.26	66.7
2.2 Oper.Supp/void	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.21 Cleaning & Sanitation	\$2,200.00	\$0.00	\$2,200.00	\$258.28	\$814.96	\$1,385.04	37.0
2.22 *Other Operating Suppl	\$4,500.00	\$0.00	\$4,500.00	\$1,186.22	\$5,084.52	(\$584.52)	113.0
2.23 Fuel, Oil and Lubricant	\$50.00	\$0.00	\$50.00	\$7.00	\$35.85	\$14.15	71.7
2.24 Bldg. Matl. And Supplie	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.25 Paint and painting sup	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.26 Repair Parts/Maintena	\$500.00	\$0.00	\$500.00	\$0.00	\$707.45	(\$207.45)	141.5
2.27 Other Repair & mainte	\$0.00	\$0.00	\$0.00	\$138.38	\$734.55	(\$734.55)	#Div/0!
2.3 Other Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$116.86	(\$116.86)	#Div/0!
2.31 Book Processing	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,362.13	\$137.87	94.5
2.32 Automation	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$24,520.00	(\$4,520.00)	122.6
2.41 Processing Supplies	\$0.00	\$0.00	\$0.00	\$492.90	\$1,102.81	(\$1,102.81)	#Div/0!
Subtotal	\$39,100.00		\$39,100.00	\$3,138.48	\$41,530.26	(\$2,430.26)	106.2

2. Supplies

2.11 Official Records	\$1,500.00	\$0.00	\$1,500.00	\$10.00	\$878.72	\$621.28	58.6
Subtotal	\$1,500.00		\$1,500.00	\$10.00	\$878.72	\$621.28	58.6

3. Other Services and Charge

3.1 Prof.Serv./void	\$0.00	\$0.00	\$0.00	\$0.00	(\$15.00)	\$15.00	#Div/0!
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$24.00	\$976.00	2.4
3.12 Legal Services	\$5,000.00	\$0.00	\$5,000.00	\$319.25	\$431.75	\$4,568.25	8.6
3.13 *Other Professional Se	\$10,000.00	\$0.00	\$10,000.00	\$666.44	\$10,628.81	(\$628.81)	106.3
3.2 Communication & Tran	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	(\$30.00)	#Div/0!
3.21 Telephone & Telegraph	\$6,000.00	\$0.00	\$6,000.00	\$993.97	\$5,238.05	\$761.95	87.3
3.22 Postage & UPS	\$1,800.00	\$0.00	\$1,800.00	\$224.81	\$1,210.75	\$589.25	67.3
3.23 Traveling Expense	\$1,000.00	\$0.00	\$1,000.00	\$482.25	\$1,435.80	(\$435.80)	143.6
3.24 Professional Meetings	\$1,000.00	\$0.00	\$1,000.00	\$309.00	\$1,906.99	(\$906.99)	190.7
3.26 Programing	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$624.46	\$1,375.54	31.2
3.3 Printing & Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.31 Advertising & Public H	\$250.00	\$0.00	\$250.00	\$124.45	\$201.39	\$48.61	80.6
3.4 Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.41 Official Bonds	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00	\$0.00	100.0
3.42 Other Insurance	\$9,000.00	\$0.00	\$9,000.00	\$353.00	\$1,177.00	\$7,823.00	13.1
3.51 Gas	\$9,500.00	\$0.00	\$9,500.00	\$23.75	\$4,859.79	\$4,640.21	51.2
3.52 Electricity	\$20,000.00	\$0.00	\$20,000.00	\$2,357.97	\$13,418.02	\$6,581.98	67.1
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$185.58	\$1,409.13	\$590.87	70.5
3.54 Waste Disposal Servic	\$250.00	\$0.00	\$250.00	\$18.67	\$212.75	\$37.25	85.1
3.6 Repairs & Maint/void	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.61 Bldg. & Structure/Maint	\$4,000.00	\$0.00	\$4,000.00	\$203.46	\$1,075.56	\$2,924.44	26.9
3.62 Equipment	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$666.22	\$833.78	44.4
3.72 Equipment/Rental	\$2,000.00	\$0.00	\$2,000.00	\$181.24	\$386.62	\$1,613.38	19.3
3.8 Dues	\$100.00	\$0.00	\$100.00	\$0.00	\$636.02	(\$536.02)	636.0
3.81 Taxes	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$1,437.29	\$1,362.71	51.3
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	100.0
Subtotal	\$89,500.00		\$89,500.00	\$6,443.84	\$57,295.40	\$32,204.60	64.0
4. Capitol Outlays							
4.1 Land Buildings Improv	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$12,000.00	\$13,000.00	48.0
4.2 Furniture & Equipment	\$2,500.00	\$0.00	\$2,500.00	\$255.97	\$2,573.80	(\$73.80)	103.0
4.31 Elwood Adult	\$25,000.00	\$0.00	\$25,000.00	\$3,046.46	\$16,670.70	\$8,329.30	66.7
4.32 Elwood Childrens	\$9,000.00	\$0.00	\$9,000.00	\$465.13	\$5,789.85	\$3,210.15	64.3
4.33 Elwood YA	\$2,000.00	\$0.00	\$2,000.00	\$5.97	\$1,675.24	\$324.76	83.8
4.34 Frankton	\$12,000.00	\$0.00	\$12,000.00	\$1,775.39	\$11,727.99	\$272.01	97.7
4.35 Summitville	\$12,000.00	\$0.00	\$12,000.00	\$1,028.02	\$9,729.61	\$2,270.39	81.1
4.4 Periodicals & Newspaper	\$7,000.00	\$0.00	\$7,000.00	\$78.00	\$862.78	\$6,137.22	12.3
4.51 Elwood AV	\$5,200.00	\$226.04	\$5,426.04	\$223.50	\$3,393.39	\$2,032.65	62.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
4.52 Frankton AV	\$2,000.00	\$0.00	\$2,000.00	\$170.70	\$1,490.52	\$509.48	74.5
4.53 Summitville AV	\$2,000.00	\$0.00	\$2,000.00	\$336.89	\$1,749.80	\$250.20	87.5
Subtotal	\$103,700.00	\$226.04	\$103,926.04	\$7,386.03	\$67,663.68	\$36,262.36	65.1
Grand Total	\$607,528.00	\$226.04	\$607,754.04	\$43,853.41	\$404,477.49	\$203,276.55	66.6

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

Register Of Claims

North Madison County Public Library System

Report Date: From 8/1/98 To 8/31/98

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	969	EFTPS	Medicare	Payroll Deductions	\$177.72	8/5/98	plr 8-5-98
			Federal Taxes Withheld	Payroll Deductions	\$1,378.24		
			Operating Fund	Empl.Share FICA&Medicare	\$937.58		
			FICA	Payroll Deductions	\$759.86		
0	997	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	8/19/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,174.58		
			Operating Fund	Wages of Janitor	\$603.80		
0	968	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	8/5/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,498.49		
			Operating Fund	Wages of Janitor	\$603.60		
0	998	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$912.81	8/19/98	P/R 8-19-98
			FICA	Payroll Deductions	\$739.79		
			Medicare	Payroll Deductions	\$173.02		
			Federal Taxes Withheld	Payroll Deductions	\$1,332.90		
17452	972	AMERICAN ELECTRIC POWER	Operating Fund	Electricity	\$26.26	8/5/98	
			Operating Fund	Electricity	\$475.77		
17453	974	AT&T	Operating Fund	Telephone & Telegraph	\$1.59	8/5/98	
			Operating Fund	Telephone & Telegraph	\$5.80		
17454	975	CAROLYN LAMBERTSON	Operating Fund	*Other Operating Supplies	\$54.36	8/5/98	
			Total this claim	\$54.36			
17455	977	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$134.84	8/5/98	
			Total this claim	\$134.84			
17456	970	INDIANA DEFERRED COMPEN	Annuity	Payroll Deductions	\$190.00	8/5/98	
			Total this claim	\$190.00			

<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>
17457	978	INDIANA GAS COMPANY	Operating Fund	Gas	\$12.75	8/5/98	
			Operating Fund	Gas	\$11.00		
				Total this claim	\$23.75		
17458	979	SPECIALTY STORE SERVICES	Operating Fund	*Other Office Supplies	\$108.57	8/5/98	
				Total this claim	\$108.57		
17459	980	SUMMITVILLE LIONS CLUB	Gift	Rentals	\$30.00	8/5/98	
				Total this claim	\$30.00		
17450	981	TOWN OF FRANKTON	Operating Fund	Electricity	\$109.41	8/5/98	
			Operating Fund	Water	\$7.83		
			Operating Fund	Waste Disposal Services	\$9.52		
				Total this claim	\$126.76		
17451	971	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,602.84	8/5/98	
				Total this claim	\$1,602.84		
17462	985	LANDMARK AUDIOBOOKS	Operating Fund	Frankton	\$1,274.00	8/5/98	To replace outstanding check #17142
				Total this claim	\$1,274.00		
17453	982	INDIANA STATE LIBRARY	PLAC	Other	\$88.00	8/5/98	QTRLY. PLAC REPT.
				Total this claim	\$88.00		
17454	983	INCOLSA	Operating Fund	Professional Meetings	\$100.00	8/5/98	Workshop Registration /3 Programs
				Total this claim	\$100.00		
17465	987	INDIANA SECRETARY OF STA	Operating Fund	Official Records	\$10.00	8/5/98	
				Total this claim	\$10.00		
17466	996	CITY OF ELWOOD NON-REVE	Operating Fund	Emp Cont Group Ins	\$418.36	8/11/98	
			Insurance	Emp Cont Group Ins	\$358.56		
				Total this claim	\$776.92		
17467	1001	CITY OF ELWOOD NON-REVE	Operating Fund	Emp Cont Group Ins	\$418.36	8/19/98	
			Insurance	Emp Cont Group Ins	\$358.56		
				Total this claim	\$776.92		
17468	1000	INDIANA DEFERRED COMPEN	Annuity	Payroll Deductions	\$190.00	8/19/98	
				Total this claim	\$190.00		
17469	999	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$796.34	8/19/98	
			County Taxes Withheld	Payroll Deductions	\$180.53		
				Total this claim	\$976.87		
17470	1002	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,590.39	8/19/98	
				Total this claim	\$1,590.39		

<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>
17471	1003	ALAN MCPHERSON	Operating Fund	Elwood Adult	\$56.90	8/26/98	BOOKS
Total this claim					\$56.90		
17472	1064	AMERICAN ELECTRIC POWER	Operating Fund	Electricity	\$1,621.31	8/26/98	
Total this claim					\$1,621.31		
17473	1004	AMERITECH	Operating Fund	Telephone & Telegraph	\$155.65	8/26/98	
			Operating Fund	Telephone & Telegraph	\$213.21		
Total this claim					\$368.86		
17474	1005	ASI SIGN SYSTEMS	Operating Fund	Furniture & Equipment	\$136.00	8/26/98	INTERIOR SIGN MODULES
Total this claim					\$136.00		
17475	1006	AT&T	Operating Fund	Telephone & Telegraph	\$11.60	8/26/98	
Total this claim					\$11.60		
17476	1007	AUDIO VISUAL COMMUNICATI	Operating Fund	*Other Professional Services	\$109.00	8/26/98	
Total this claim					\$109.00		
17477	1008	BAKER & TAYLOR BOOKS	Operating Fund	Elwood Adult	\$1,602.52	8/26/98	
			Operating Fund	Other	\$71.70		
			Operating Fund	Elwood Childrens	\$361.38		
			Operating Fund	Summitville	\$909.69		
			Gift	Summitville	\$68.11		
			Operating Fund	Elwood YA	\$5.97		
			Operating Fund	Frankton	\$740.24		
Total this claim					\$3,759.61		
17478	1009	BALDWIN CONSTRUCTION CO	Gift	Furniture & Equipment	\$150.00	8/26/98	REFRIGERATOR
Total this claim					\$150.00		
17479	1010	BARBARA SNIPES	Operating Fund	Traveling Expense	\$52.50	8/26/98	
Total this claim					\$52.50		
17480	1011	BELLWINART, INC./DBA	Operating Fund	*Other Operating Supplies	\$55.00	8/26/98	
Total this claim					\$55.00		
17481	1012	BINGHAM, FARRER & WILSON	Operating Fund	Legal Services	\$319.25	8/26/98	Service Dates 3/4/98 to 7/8/98
Total this claim					\$319.25		
17482	1013	BORDERS BOOK SHOP	Operating Fund	Elwood Childrens	\$103.75	8/26/98	
			Operating Fund	Elwood Adult	\$16.77		
Total this claim					\$120.52		
17483	1014	BRODERBUND SOFTWARE	Operating Fund	Elwood Adult	\$129.85	8/26/98	
Total this claim					\$129.85		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
17484	1015	CENTRAL IND.COMPUTER CO	Operating Fund	Furniture & Equipment	\$36.00	8/26/98	
				Total this claim	<u>\$36.00</u>		
17485	1018	CHANCE BROS. MARBLE & TIL	Gift	Land Buildings Improvements	\$1,438.50	8/26/98	
				Total this claim	<u>\$1,438.50</u>		
17486	1016	CNA	Operating Fund	Other Insurance	\$353.00	8/26/98	
				Total this claim	<u>\$353.00</u>		
17487	1017	CVS PHARMACY	Operating Fund	*Other Operating Supplies	\$41.26	8/26/98	
				Total this claim	<u>\$41.26</u>		
17488	1065	DIANA L. SHEPARD	Operating Fund	Postage & UPS	\$9.81	8/26/98	
			Operating Fund	Fuel, Oil and Lubricants	\$7.00		
			Operating Fund	Travelling Expense	\$4.25		
			Operating Fund	*Other Operating Supplies	\$8.26		
				Total this claim	<u>\$29.32</u>		
17489	1019	DIANA L. SHEPARD	Operating Fund	Traveling Expense	\$18.75	8/26/98	
				Total this claim	<u>\$18.75</u>		
17490	1020	ELWOOD PUBLISHING COMP	Operating Fund	Advertising & Public Notices	\$115.00	8/26/98	
				Total this claim	<u>\$115.00</u>		
17491	1021	FAMILY BOOKSTORE	Operating Fund	Frankton	\$224.43	8/26/98	
				Total this claim	<u>\$224.43</u>		
17492	1022	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$26.00	8/26/98	
				Total this claim	<u>\$26.00</u>		
17493	1024	GALE RESEARCH	Operating Fund	Elwood Adult	\$289.00	8/26/98	
				Total this claim	<u>\$289.00</u>		
17494	1025	GAYLORD BROS.	Operating Fund	Rentals	\$1,375.00	8/26/98	
			Operating Fund	*Other Operating Supplies	\$304.65		
				Total this claim	<u>\$1,679.65</u>		
17495	1026	GLENNA STEWART	Operating Fund	Traveling Expense	\$49.00	8/26/98	
				Total this claim	<u>\$49.00</u>		
17496	994	GORDON FOODS	Operating Fund	*Other Office Supplies	\$14.75	8/11/98	Summer Reading Club Supplies
				Total this claim	<u>\$14.75</u>		
17497	1023	GTE	Operating Fund	Telephone & Telegraph	\$347.00	8/26/98	
				Total this claim	<u>\$347.00</u>		
17498	1027	INDIANA SCHOOL BOARDS AS	Operating Fund	Elwood Adult	\$85.00	8/26/98	
				Total this claim	<u>\$85.00</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>
17499	1031	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$35.08	8/26/98	
				Total this claim	\$35.08		
17500	1028	INDYNET	Operating Fund	Telephone & Telegraph	\$30.00	8/26/98	
			Operating Fund	Telephone & Telegraph	\$30.00		
			Operating Fund	Telephone & Telegraph	\$30.00		
				Total this claim	\$90.00		
17501	1029	INGRAM DISTRIBUTION GROU	Operating Fund	Summitville	\$118.33	8/26/98	
				Total this claim	\$118.33		
17502	1032	INSPIRATIONAL BOOK DISTR.	Operating Fund	Elwood Adult	\$27.47	8/26/98	
				Total this claim	\$27.47		
17503	1033	JANET BLANKENSHIP	Operating Fund	Traveling Expense	\$7.50	8/26/98	
				Total this claim	\$7.50		
17504	989	JoAnn Fabrics	Operating Fund	*Other Office Supplies	\$32.99	8/5/98	
				Total this claim	\$32.99		
17505	1034	K MART	Operating Fund	*Other Operating Supplies	\$253.60	8/26/98	
			Operating Fund	*Other Operating Supplies	\$83.21		
			Operating Fund	*Other Operating Supplies	\$57.25		
			Operating Fund	Cleaning & Sanitation Supplies	\$28.10		
			Operating Fund	Summitville AV	\$336.89		
				Total this claim	\$759.05		
17506	1035	K-MART	Operating Fund	*Other Operating Supplies	\$135.53	8/26/98	
				Total this claim	\$135.53		
17507	986	LANDMARK AUDIOBOOKS	Operating Fund	Frankton	(\$1,274.00)	8/5/98	To add back outstanding ck.#17142
				Total this claim	(\$1,274.00)		
17508	1036	LEISURE ARTS	Operating Fund	Frankton	\$53.90	8/26/98	
				Total this claim	\$53.90		
17509	1037	LIBRARY CORPORATION, THE	Operating Fund	Processing Supplies	\$226.00	8/26/98	
				Total this claim	\$226.00		
17510	1038	LIBRARY STORE INC., THE	Operating Fund	Processing Supplies	\$266.90	8/26/98	
				Total this claim	\$266.90		
17511	1039	LUCENT TECHNOLOGIES	Operating Fund	Telephone & Telegraph	\$137.64	8/26/98	
				Total this claim	\$137.64		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
17512	1041	MARVIN SAUBERT	Operating Fund	*Other Professional Services	\$280.00	8/26/98	
			Operating Fund	Other Repair & mainten.supplies	\$72.28		
				Total this claim	\$352.28		
17513	1043	MCI	Operating Fund	Telephone & Telegraph	\$31.48	8/26/98	
				Total this claim	\$31.48		
17514	1042	MICHAELS'	Operating Fund	*Other Operating Supplies	\$29.15	8/26/98	
				Total this claim	\$29.15		
17515	1044	MIDWEST TAPE	Operating Fund	Frankton AV	\$170.70	8/26/98	
			Operating Fund	Elwood AV	\$223.50		
				Total this claim	\$394.20		
17516	1040	MMR CRAFT SHOP	Operating Fund	*Other Operating Supplies	\$3.87	8/26/98	
				Total this claim	\$3.87		
17517	1045	NAEIR	Operating Fund	*Other Operating Supplies	\$160.08	8/26/98	
				Total this claim	\$160.08		
17518	1046	NARDCO	Operating Fund	Bldg. & Structure/Maint.	\$203.46	8/26/98	
			Operating Fund	*Other Professional Services	\$61.00		
				Total this claim	\$264.46		
17519	1047	NEWS-SUN, THE	Operating Fund	Advertising & Public Notices	\$9.45	8/26/98	
				Total this claim	\$9.45		
17520	1048	OXMOOR HOUSE	Operating Fund	Frankton	\$54.82	8/26/98	
				Total this claim	\$54.82		
17521	1049	PEERLESS ELECTRIC SUPPL	Operating Fund	Other Repair & mainten.supplies	\$66.10	8/26/98	
				Total this claim	\$66.10		
17522	992	PHAR MOR	Operating Fund	*Other Office Supplies	\$4.47	8/11/98	
				Total this claim	\$4.47		
17523	1050	PITNEY BOWES	Operating Fund	Equipment/Rental	\$56.24	8/26/98	
				Total this claim	\$56.24		
17524	1051	PITNEY BOWES INC	Operating Fund	Equipment/Rental	\$125.00	8/26/98	
				Total this claim	\$125.00		
17525	1052	POLITICAL RESEARCH INC.	Operating Fund	Frankton	\$702.00	8/26/98	
				Total this claim	\$702.00		
17526	1054	POLK	Operating Fund	Elwood Adult	\$157.50	8/26/98	
				Total this claim	\$157.50		

<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>
17527	1053	PURCHASE POWER	Operating Fund	Postage & UPS	\$215.00	8/26/98	
				Total this claim	\$215.00		
17528	1056	QUILL CORPORATION	Operating Fund	*Other Office Supplies	\$407.84	8/26/98	
				Total this claim	\$407.84		
17529	1055	RALPH MALEY	Operating Fund	Traveling Expense	\$41.50	8/26/98	
				Total this claim	\$41.50		
17530	1057	RAMSAY BUSINESS PRODUC	Operating Fund	*Other Professional Services	\$146.44	8/26/98	
			Operating Fund	Furniture & Equipment	\$83.97		
			Operating Fund	Stationary & Supplies	\$280.39		
				Total this claim	\$510.80		
17531	1067	RANDY MARTIN	Gift	*Other Professional Services	\$50.00	8/26/98	
				Total this claim	\$50.00		
17532	1058	RICK MCADAMS	Operating Fund	*Other Professional Services	\$70.00	8/26/98	
				Total this claim	\$70.00		
17533	1059	SAM'S CLUB	Operating Fund	*Other Office Supplies	\$1.00	8/26/98	
				Total this claim	\$1.00		
17534	1060	STANDARD & POOR'S CORPO	Operating Fund	Elwood Adult	\$681.45	8/26/98	
				Total this claim	\$681.45		
17535	1061	STATE CHEMICAL MANUFACT	Operating Fund	Cleaning & Sanitation Supplies	\$139.36	8/26/98	
				Total this claim	\$139.36		
17536	1062	THOMSON INDIANA	Operating Fund	Periodicals & Newspapers	\$78.00	8/26/98	
				Total this claim	\$78.00		
17537	1066	TOWN OF FRANKTON	Operating Fund	Electricity	\$125.22	8/26/98	
			Operating Fund	Water	\$7.83		
			Operating Fund	Waste Disposal Services	\$9.15		
				Total this claim	\$142.20		
17538	991	TOYS R US	Operating Fund	*Other Office Supplies	\$114.91	8/11/98	Summer Reading Club Supplies
				Total this claim	\$114.91		
17539	1068	TRI-COUNTY BUILDERS SUPP	Gift	Bldg. & Structure/Maint.	\$120.00	8/26/98	
				Total this claim	\$120.00		
17540	990	United Art & Education	Operating Fund	*Other Office Supplies	\$90.78	8/11/98	Summer Reading Club - Elwood
				Total this claim	\$90.78		
17541	1063	UNITOG RENTAL SERVICES	Operating Fund	Cleaning & Sanitation Supplies	\$64.82	8/26/98	
				Total this claim	\$64.82		

<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>
17542	1070	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$64.00	8/26/98	District 8 Reservations for Fouts, Lambe
					Total this claim		
					\$64.00		
17543	1069	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$145.00	8/26/98	2 Reservations = Fouts & Wittkamper fo 98
					Total this claim		
					\$145.00		
17544	1071	KATHLEEN WITTKAMPER	Operating Fund	Travelling Expense	\$308.75	8/26/98	
					Total this claim		
					\$308.75		

Total Amount of Claims \$57,071.47

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.

Wednesday, September 02, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

(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 _____, 19____.

SIGNATURES OF GOVERNING BOARD

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

Bank Balances

North Madison County Public Library System

Report as of: 8/31/98

<i>Bank</i>		
1	Star Financial Bank	\$256,580.52
2	Huntington Bank	\$17,671.03
3	Community Bank/Summitville	\$11,073.45
<i>Total all banks =</i>		<i>\$285,325.00</i>

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

August 1998

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
Public Meeting to approve budget & select insurance company.						
9	10	11	12	13	14 1st Ad, Budget	15
16	17	18	19	20	21 2nd Ad, Budget	22
23	24	25	26 Public Mtg, Hearing	27	28	29
30	31	Budget to be adopted at regular public Board Meeting, September 9.				

**NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM
CIRCULATION REPORT**

	AUG 1997	AUG 1998	AMOUNT OF CHANGE	PERCENT OF CHANGE	YTD
ELWOOD					
ADULT	3478	3205	-273	-7%	25545
JUV.	2103	1509	-594	-28%	17535
Y.A.	211	80	-131	-62%	1058
PER.	299	391	+92	+30%	3313
AUDIO	287	227	-60	-20%	1901
VIDEO	2419	1817	-602	-24%	15588
TOTAL	8797	7229	-1568	-17%	64940
F'TON					
ADULT	1225	1247	+22	+2%	9015
JUV.	722	855	+133	+18%	6822
Y.A.	0	38	+38	+100%	74
PER.	234	241	+7	+2%	2097
AUDIO	13	17	+4	+30%	136
VIDEO	1070	940	-130	-12%	7568
TOTAL	3264	3338	+74	+2%	25712
H'BAK					
ADULT	344	794	+450	+130%	5801
JUV.	222	553	+331	+149%	4045
Y.A.	0	31	+31	+100%	56
PER.	55	96	+41	+96%	965
AUDIO	4	11	+7	+175%	169
VIDEO	147	484	+337	+229%	3796
TOTAL	772	1969	+1197	+165%	14832
(LAST YEAR AT THIS TIME S'VILLE WAS CLOSED PART OF MONTH FOR RENOVATION)					
SYSTEM					
ADULT	5047	5246	+199	+3%	40361
JUV.	3047	2917	-130	-4%	28402
Y.A.	211	149	-62	-29%	1188
PER.	588	728	+140	+23%	6375
AUDIO	304	255	-49	-16%	2206
VIDEO	3636	3241	-395	-10%	26952
TOTAL	12833	12536	-297	-2%	105484

PATRON TRAFFIC : 8146

REFERENCE QUESTIONS : 228

PATRON ASSISTANCE : 1350

COMPUTER USAGE : ELW. ADULT : 138 ELW. JUV. : 276 F'TON : 45 H'BAK : N/A

PROGRAMMING : ELWOOD CHILDREN : 3 PROGRAMS / 75 ATTENDANCE.

Register Of Claims
North Madison County Public Library System
Report Date: From 9/1/98 To 9/30/98

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	1072	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$770.23	9/2/98	p/r 9-2-98
			Operating Fund	Empl.Share FICA&Medicare	\$180.14		
				FICA	\$770.23		
			Medicare	Payroll Deductions	\$180.14		
			Federal Taxes Withheld	Payroll Deductions	\$1,383.01		
				Total this claim	\$3,283.75		
0	1111	CONGRESSIONAL QUARTERL				9/9/98	
				Total this claim			
0	1075	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	9/2/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,410.59		
			Operating Fund	Wages of Janitor	\$858.60		
				Total this claim	\$12,423.03		
17549	1073	INDIANA DEFERRED COMPEN	Annuity	Payroll Deductions	\$190.00	9/2/98	
				Total this claim	\$190.00		
17550	1074	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,602.84	9/2/98	
				Total this claim	\$1,602.84		
17551	1076	AMERICAN ELECTRIC POWER	Operating Fund	Electricity	\$458.74	9/9/98	
				Total this claim	\$458.74		
17552	1080	AMERICAN STATES INSURAN	Operating Fund	Other Insurance	\$5,383.00	9/9/98	
				Total this claim	\$5,383.00		
17553	1077	AMERITECH	Operating Fund	Telephone & Telegraph	\$271.44	9/9/98	
				Total this claim	\$271.44		
17554	1108	AT&T	Operating Fund	Telephone & Telegraph	\$5.21	9/9/98	
				Total this claim	\$5.21		
17555	1079	AUDIO VISUAL COMMUNICATI	Operating Fund	*Other Professional Services	\$109.00	9/9/98	
				Total this claim	\$109.00		

<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>
17556	1081	BAKER & TAYLOR BOOKS	Operating Fund	Elwood Adult	\$349.46	9/9/98	
			Operating Fund	Elwood Childrens	\$63.16		
			Operating Fund	Other	\$89.70		
			Operating Fund	Frankton	\$85.67		
			Operating Fund	Summitville	\$76.99		
Total this claim					\$664.98		
17557	1083	BARBARA SNIPES	Operating Fund	Traveling Expense	\$45.20	9/9/98	
				Total this claim	\$45.20		
17558	1082	BRODERBUND SOFTWARE	Operating Fund	Elwood Adult	\$49.94	9/9/98	
				Total this claim	\$49.94		
17559	1084	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$134.84	9/9/98	
				Total this claim	\$134.84		
17560	1112	CONGRESSIONAL QUARTERL	Operating Fund	Elwood Adult	\$26.39	9/9/98	
				Total this claim	\$26.39		
17561	1086	EDWARDS ELECTRICAL & ME	Operating Fund	Bldg. & Structure/Maint.	\$387.00	9/9/98	
				Total this claim	\$387.00		
17562	1087	ELWOOD PUBLISHING COMP	Operating Fund	Advertising & Public Notices	\$60.27	9/9/98	
				Total this claim	\$60.27		
17563	1088	EMILY DAVIDSON	Operating Fund	Traveling Expense	\$21.75	9/9/98	
				Total this claim	\$21.75		
17564	1089	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$23.70	9/9/98	
				Total this claim	\$23.70		
17565	1090	GTE	Operating Fund	Telephone & Telegraph	\$178.61	9/9/98	
				Total this claim	\$178.61		
17566	1091	H.W.WILSON COMPANY	Operating Fund	Elwood Adult	\$620.50	9/9/98	
				Total this claim	\$620.50		
17567	1092	HORTON'S & SONS OF ELWO	Operating Fund	Furniture & Equipment	\$19.66	9/9/98	
				Total this claim	\$19.66		
17568	1093	INDIANA GAS COMPANY	Operating Fund	Gas	\$12.00	9/9/98	
			Operating Fund	Gas	\$10.85		
			Total this claim	\$22.85			
17569	1094	INDIANAPOLIS NEWSPAPERS	Operating Fund	Periodicals & Newspapers	\$102.96	9/9/98	Subscription 1 yr. Thru 9-18-99
				Total this claim	\$102.96		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
17570	1109	INDYNET	Operating Fund	*Other Professional Services	\$45.00	9/9/98	As Per Attached Invoices
					Total this claim		
					\$45.00		
17571	1110	INGRAM DISTRIBUTION GROU	Operating Fund	Summitville	\$60.51	9/9/98	
					Total this claim		
					\$60.51		
17572	1113	JAMIE B. SCOTT	Operating Fund	Traveling Expense	\$96.25	9/9/98	
					Total this claim		
					\$96.25		
17573	1097	LIBRARY CORPORATION, THE	Operating Fund	Book Processing	\$148.00	9/9/98	Barcode Labels
					Total this claim		
					\$148.00		
17574	1095	LIBRARY OF CONGRESS	Operating Fund	Elwood Adult	\$120.00	9/9/98	USMARC CONCISE FORMATS
					Total this claim		
					\$120.00		
17575	1096	LIBRARY STORE INC., THE	Operating Fund	Processing Supplies	\$272.82	9/9/98	
					Total this claim		
					\$272.82		
17576	1098	LUCENT TECHNOLOGIES	Operating Fund	Equipment/Rental	\$137.64	9/9/98	
					Total this claim		
					\$137.64		
17577	1099	MARVIN SAUBERT	Operating Fund	*Other Professional Services	\$160.00	9/9/98	August lawncare
					Total this claim		
					\$160.00		
17578	1100	MIDWEST TAPE	Operating Fund	Frankton AV	\$89.80	9/9/98	
			Operating Fund	Elwood AV	\$131.70		
					Total this claim		
					\$221.50		
17579	1101	MR. SUPERENT	Operating Fund	Equipment/Rental	\$20.00	9/9/98	Deposit for Popcorn Machine
					Total this claim		
					\$20.00		
17580	1102	NAEIR	Operating Fund	*Other Office Supplies	\$475.00	9/9/98	
					Total this claim		
					\$475.00		
17581	1103	POLITICAL RESEARCH INC.	Gift	Summitville	\$517.00	9/9/98	
			Operating Fund	Elwood Adult	\$636.00		
					Total this claim		
					\$1,153.00		
17582	1104	QUILL CORPORATION	Operating Fund	*Other Office Supplies	\$183.34	9/9/98	
					Total this claim		
					\$183.34		
17583	1105	RAMSAY BUSINESS PRODUC	Operating Fund	*Other Office Supplies	\$136.22	9/9/98	
					Total this claim		
					\$136.22		
17584	1106	STATE CHEMICAL MANUFACT	Operating Fund	Cleaning & Sanitation Supplies	\$118.20	9/9/98	
					Total this claim		
					\$118.20		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
17585	1078	THOMSON INDIANA	Operating Fund	Periodicals & Newspapers	\$78.00	9/9/98	
			Operating Fund	Advertising & Public Notices	\$31.15		
			Total this claim		\$109.15		
17586	1107	UNIVERSITY MICROFILMS INT	Operating Fund	Periodicals & Newspapers	\$181.43	9/9/98	
			Total this claim		\$181.43		
			Total Amount of Claims		\$29,723.72		

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.

Tuesday, September 08, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

(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 _____, 19____.

<u>Jerry Kaiser</u>	<u>Linda Lyles</u>	<u>David R. Hoffman</u>
<u>Brenda D. Carey</u>	<u>Sharon Race</u>	
<u>Samuel B. Vander</u>	<u>Kerrin M. [unclear]</u>	

SIGNATURES OF GOVERNING BOARD

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

Financial Report
North Madison County Public Library System

Report Dates = 8/1/98 to 8/31/98

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. Operating Fund						
100 Operating Fund	\$233,194.57	\$45,300.11	\$490,218.65	\$19,952.74	\$452,945.49	\$189,921.41
105 Operating Fund Invest	\$0.00	\$0.00	\$80,000.00	\$0.00	\$80,000.00	\$0.00
Subtotal	\$233,194.57	\$45,300.11	\$576,218.65	\$19,952.74	\$532,945.49	\$189,921.41
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
107 PLAC	\$239.00	\$88.00	\$409.00	\$43.00	\$257.00	\$87.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00
115 LIRF	\$15,363.05	\$0.00	\$40,000.00	\$0.00	\$45,966.87	\$21,329.92
120 Gift	\$11,698.71	\$1,856.61	\$6,101.74	\$885.85	\$5,985.11	\$11,582.08
130 Construction Fund	\$13,706.60	\$0.00	\$121,000.00	\$0.00	\$128,521.27	\$21,227.87
Subtotal	\$41,007.36	\$1,944.61	\$167,510.74	\$928.85	\$220,730.25	\$94,226.87
4. Withholding						
201 Federal Taxes Withhel	\$0.00	\$2,709.14	\$22,604.76	\$2,709.14	\$22,604.76	\$0.00
202 FICA	(\$0.03)	\$1,499.65	\$12,793.56	\$1,499.65	\$12,793.56	(\$0.03)
203 State Tax Withheld	\$0.00	\$796.34	\$6,768.28	\$796.34	\$6,768.28	\$0.00
204 County Taxes Withhel	\$0.00	\$180.53	\$1,519.33	\$180.53	\$1,519.33	\$0.00
205 PERF	\$0.00	\$0.00	\$3,695.35	\$558.94	\$4,872.10	\$1,176.75
206 Credit Union	\$0.00	\$3,193.23	\$26,749.04	\$3,193.23	\$26,749.04	\$0.00
207 Annuity	\$0.00	\$380.00	\$2,855.00	\$380.00	\$2,855.00	\$0.00
208 Insurance	\$0.00	\$717.12	\$3,047.76	\$358.56	\$3,047.76	\$0.00
209 Medicare	\$0.00	\$350.74	\$2,992.02	\$350.74	\$2,992.02	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	(\$0.03)	\$9,826.75	\$83,025.10	\$10,027.13	\$84,201.85	\$1,176.72
Grand Total	\$274,201.90	\$57,071.47	\$826,754.49	\$30,908.72	\$837,877.59	\$285,325.00

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

FRANKTON

02-97	DEMCO - SUPPLIES		\$49.99
04-97	OUTSIDE BENCH		\$163.95
05-98	UPSTART		\$80.55

FRANKTON GIFT FUND BALANCE \$140.72

	TOTAL - CHILDREN'S DEPT.		\$1,420.69
12-96	REC'D. - MOSER	\$100.00	
07-97	U.S. TOY		\$33.68
09-97	REC'D. KAPPA KAPPA KAPPA	\$315.00	
02-98	MOSER & MOSER OPTOMETRISTS	\$100.00	
03-98	AMERICAN LIB. ASSOC.		\$28.00
06-98	DONATION - KAPPA KAPPA KAPPA	\$65.00	
	TOTAL - CHILDREN'S DEPT.		\$1,420.69

SUMMITVILLE

01-98	BAKER & TAYLOR BOOKS		\$178.46
02-98	BLACKBIRCH MARKETING		\$219.40
02-98	DONATION	\$135.00	
02-98	GARETH STEVENS		\$1,000.00
03-98	TRI-COUNTY BLD.		\$920.00
04-98	DONATION	\$10.00	
04-98	G.T. PRINTING		\$80.00
08-98	DONATION - SURRATT	\$100.00	
08-98	EAGLES - DONATION	\$740.85	
08-98	TRI-COUNTY BLD.		\$120.00
08-98	SUMMITVILLE LIONS CLUB		\$30.00
08-98	BALDWIN CONSTRUCTION		\$150.00
08-98	BAKER & TAYLOR - BOOKS		\$68.11

SUMMITVILLE TOTAL

\$4,611.48

ELWOOD

12-97	SUPL. DIST. 8		\$90.72
12-97	REIMBURSE. DIST. 8	\$555.46	
01-98	TRANSFER MEMORIAL FUND	\$2,393.87	
02-98	MEMORIAL FUND DONATIONS	\$425.00	
02-98	R. SNYDER BEQUEST	\$1,074.26	
02-98	AM. LIB. ASSOC.		\$60.00
02-98	BAKER & TAYLOR		\$60.45
03-98	MEMORIAL FUND DONATIONS	\$489.00	
04-98	BAKER & TAYLOR - BOOK		\$19.60
04-98	MUSEUM OF ART/L. LOOP CLEAN.		\$955.00
04-98	DONATIONS - BRICKS	\$778.00	
04-98	HOOSIER HEARTLAND/MERRITT BENCHES		\$525.00
05-98	DONATIONS - BRICKS		\$1,613.00
06-98	DONATIONS - BRICKS		
08-98	DONATIONS - RAY STRIKER MEM	\$321.00	
08-98	GIFT PRESENTATION - RANDY MARTIN	\$45.00	
08-98	CHANCE BRO. - PATIO BRICKS		\$50.00
			\$1,438.50

GENERAL (INCL. ELWOOD) GIFT FUND

\$5,409.19

TOTAL GIFT FUND BALANCE

\$11,582.08

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 8/1/98 To 8/31/98

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
1. Personal Services							
1.11 Salary of Director	\$30,000.00	\$0.00	\$30,000.00	\$2,307.68	\$19,615.28	\$10,384.72	65.4
1.12 Salary of Assistants	\$260,874.00	\$0.00	\$260,874.00	\$20,673.07	\$178,831.92	\$82,042.08	68.6
1.13 Wages of Janitor	\$21,794.00	\$0.00	\$21,794.00	\$1,207.20	\$7,897.06	\$13,896.94	36.2
1.14 *Employee Benefits	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$909.90	\$590.10	60.7
1.16 Empl.Share FICA&Med	\$23,690.00	\$0.00	\$23,690.00	\$1,850.39	\$15,785.58	\$7,904.42	66.6
1.18 Emp Cont PERF	\$27,870.00	\$0.00	\$27,870.00	\$0.00	\$10,902.09	\$16,967.91	39.1
1.19 Emp Cont Group Ins	\$8,000.00	\$0.00	\$8,000.00	\$836.72	\$3,167.60	\$4,832.40	39.6
1.2 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
Subtotal	\$373,728.00		\$373,728.00	\$26,875.06	\$237,109.43	\$136,618.57	63.4
2. Supplies							
2.1 Off.Supp/void	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.12 Stationary & Supplies	\$750.00	\$0.00	\$750.00	\$280.39	\$712.39	\$37.61	95.0
2.13 *Other Office Supplies	\$8,000.00	\$0.00	\$8,000.00	\$775.31	\$5,338.74	\$2,661.26	66.7
2.2 Oper.Supp/void	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.21 Cleaning & Sanitation	\$2,200.00	\$0.00	\$2,200.00	\$258.28	\$814.96	\$1,385.04	37.0
2.22 *Other Operating Suppl	\$4,500.00	\$0.00	\$4,500.00	\$1,186.22	\$5,084.52	(\$584.52)	113.0
2.23 Fuel, Oil and Lubricant	\$50.00	\$0.00	\$50.00	\$7.00	\$35.85	\$14.15	71.7
2.24 Bldg. Matl. And Supplie	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.25 Paint and painting sup	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.26 Repair Parts/Maintena	\$500.00	\$0.00	\$500.00	\$0.00	\$707.45	(\$207.45)	141.5
2.27 Other Repair & mainte	\$0.00	\$0.00	\$0.00	\$138.38	\$734.55	(\$734.55)	#Div/0!
2.3 Other Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$116.86	(\$116.86)	#Div/0!
2.31 Book Processing	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,362.13	\$137.87	94.5
2.32 Automation	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$24,520.00	(\$4,520.00)	122.6
2.41 Processing Supplies	\$0.00	\$0.00	\$0.00	\$492.90	\$1,102.81	(\$1,102.81)	#Div/0!
Subtotal	\$39,100.00		\$39,100.00	\$3,138.48	\$41,530.26	(\$2,430.26)	106.2
<i>2. Supplies</i>							
2.11 Official Records	\$1,500.00	\$0.00	\$1,500.00	\$10.00	\$878.72	\$621.28	58.6
Subtotal	\$1,500.00		\$1,500.00	\$10.00	\$878.72	\$621.28	58.6
<i>3. Other Services and Charge</i>							
3.1 Prof.Serv./void	\$0.00	\$0.00	\$0.00	\$0.00	(\$15.00)	\$15.00	#Div/0!
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$24.00	\$976.00	2.4
3.12 Legal Services	\$5,000.00	\$0.00	\$5,000.00	\$319.25	\$431.75	\$4,568.25	8.6
3.13 *Other Professional Se	\$10,000.00	\$0.00	\$10,000.00	\$666.44	\$10,628.81	(\$628.81)	106.3
3.2 Communication & Tran	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	(\$30.00)	#Div/0!
3.21 Telephone & Telegraph	\$6,000.00	\$0.00	\$6,000.00	\$993.97	\$5,238.05	\$761.95	87.3
3.22 Postage & UPS	\$1,800.00	\$0.00	\$1,800.00	\$224.81	\$1,210.75	\$589.25	67.3
3.23 Traveling Expense	\$1,000.00	\$0.00	\$1,000.00	\$482.25	\$1,435.80	(\$435.80)	143.6
3.24 Professional Meetings	\$1,000.00	\$0.00	\$1,000.00	\$309.00	\$1,906.99	(\$906.99)	190.7
3.26 Programing	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$624.46	\$1,375.54	31.2
3.3 Printing & Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.31 Advertising & Public N	\$250.00	\$0.00	\$250.00	\$124.45	\$201.39	\$48.61	80.6
3.4 Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.41 Official Bonds	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00	\$0.00	100.0
3.42 Other Insurance	\$9,000.00	\$0.00	\$9,000.00	\$353.00	\$1,177.00	\$7,823.00	13.1
3.51 Gas	\$9,500.00	\$0.00	\$9,500.00	\$23.75	\$4,859.79	\$4,640.21	51.2
3.52 Electricity	\$20,000.00	\$0.00	\$20,000.00	\$2,357.97	\$13,418.02	\$6,581.98	67.1
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$185.58	\$1,409.13	\$590.87	70.5
3.54 Waste Disposal Servic	\$250.00	\$0.00	\$250.00	\$18.67	\$212.75	\$37.25	85.1
3.6 Repairs & Maint/void	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.61 Bldg. & Structure/Maint	\$4,000.00	\$0.00	\$4,000.00	\$203.46	\$1,075.56	\$2,924.44	26.9
3.62 Equipment	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$666.22	\$833.78	44.4
3.72 Equipment/Rental	\$2,000.00	\$0.00	\$2,000.00	\$181.24	\$386.62	\$1,613.38	19.3
3.8 Dues	\$100.00	\$0.00	\$100.00	\$0.00	\$636.02	(\$536.02)	636.0
3.81 Taxes	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$1,437.29	\$1,362.71	51.3
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	100.0
Subtotal	\$89,500.00		\$89,500.00	\$6,443.84	\$57,295.40	\$32,204.60	64.0

4. Capitol Outlays

4.1 Land Buildings Improv	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$12,000.00	\$13,000.00	48.0
4.2 Furniture & Equipment	\$2,500.00	\$0.00	\$2,500.00	\$255.97	\$2,573.80	(\$73.80)	103.0
4.31 Elwood Adult	\$25,000.00	\$0.00	\$25,000.00	\$3,046.46	\$16,670.70	\$8,329.30	66.7
4.32 Elwood Childrens	\$9,000.00	\$0.00	\$9,000.00	\$465.13	\$5,789.85	\$3,210.15	64.3
4.33 Elwood YA	\$2,000.00	\$0.00	\$2,000.00	\$5.97	\$1,675.24	\$324.76	83.8
4.34 Frankton	\$12,000.00	\$0.00	\$12,000.00	\$1,775.39	\$11,727.99	\$272.01	97.7
4.35 Summitville	\$12,000.00	\$0.00	\$12,000.00	\$1,028.02	\$9,729.61	\$2,270.39	81.1
4.4 Periodicals & Newspaper	\$7,000.00	\$0.00	\$7,000.00	\$78.00	\$862.78	\$6,137.22	12.3
4.51 Elwood AV	\$5,200.00	\$226.04	\$5,426.04	\$223.50	\$3,393.39	\$2,032.65	62.5

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
4.52 Frankton AV	\$2,000.00	\$0.00	\$2,000.00	\$170.70	\$1,490.52	\$509.48	74.5
4.53 Summitville AV	\$2,000.00	\$0.00	\$2,000.00	\$336.89	\$1,749.80	\$250.20	87.5
Subtotal	\$103,700.00	\$226.04	\$103,926.04	\$7,386.03	\$67,663.68	\$36,262.36	65.1
Grand Total	\$607,528.00	\$226.04	\$607,754.04	\$43,853.41	\$404,477.49	\$203,276.55	66.6

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

Register Of Claims

North Madison County Public Library System

Report Date: From 8/1/98 To 8/31/98

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	969	EFTPS	Medicare	Payroll Deductions	\$177.72	8/5/98	p/r 8-5-98
			Federal Taxes Withheld	Payroll Deductions	\$1,376.24		
			Operating Fund	Empl.Share FICA&Medicare	\$937.58		
			FICA	Payroll Deductions	\$759.86		
				Total this claim	\$3,251.40		
0	997	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	8/19/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,174.58		
			Operating Fund	Wages of Janitor	\$603.60		
				Total this claim	\$11,932.02		
0	968	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	8/5/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,498.49		
			Operating Fund	Wages of Janitor	\$603.60		
				Total this claim	\$12,255.93		
0	998	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$912.81	8/19/98	P/R 8-19-98
			FICA	Payroll Deductions	\$739.79		
			Medicare	Payroll Deductions	\$173.02		
			Federal Taxes Withheld	Payroll Deductions	\$1,332.90		
				Total this claim	\$3,158.52		
17452	972	AMERICAN ELECTRIC POWER	Operating Fund	Electricity	\$26.26	8/5/98	
			Operating Fund	Electricity	\$475.77		
				Total this claim	\$502.03		
17453	974	AT&T	Operating Fund	Telephone & Telegraph	\$1.59	8/5/98	
			Operating Fund	Telephone & Telegraph	\$5.80		
				Total this claim	\$7.39		
17454	975	CAROLYN LAMBERTSON	Operating Fund	*Other Operating Supplies	\$54.36	8/5/98	
				Total this claim	\$54.36		
17455	977	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$134.84	8/5/98	
				Total this claim	\$134.84		
17456	970	INDIANA DEFERRED COMPEN	Annuity	Payroll Deductions	\$190.00	8/5/98	
				Total this claim	\$190.00		

<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>
17457	978	INDIANA GAS COMPANY	Operating Fund	Gas	\$12.75	8/5/98	
			Operating Fund	Gas	\$11.00		
				Total this claim	\$23.75		
17458	979	SPECIALTY STORE SERVICES	Operating Fund	*Other Office Supplies	\$108.57	8/5/98	
				Total this claim	\$108.57		
17459	980	SUMMITVILLE LIONS CLUB	Gift	Rentals	\$30.00	8/5/98	
				Total this claim	\$30.00		
17460	981	TOWN OF FRANKTON	Operating Fund	Electricity	\$109.41	8/5/98	
			Operating Fund	Water	\$7.83		
			Operating Fund	Waste Disposal Services	\$9.52		
				Total this claim	\$126.76		
17461	971	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,602.84	8/5/98	
				Total this claim	\$1,602.84		
17462	985	LANDMARK AUDIOBOOKS	Operating Fund	Frankton	\$1,274.00	8/5/98	To replace outstanding check#17142
				Total this claim	\$1,274.00		
17463	982	INDIANA STATE LIBRARY	PLAC	Other	\$88.00	8/5/98	QTRLY. PLAC REPT.
				Total this claim	\$88.00		
17464	983	INCOLSA	Operating Fund	Professional Meetings	\$100.00	8/5/98	Workshop Registration /3 Programs
				Total this claim	\$100.00		
17465	987	INDIANA SECRETARY OF STA	Operating Fund	Official Records	\$10.00	8/5/98	
				Total this claim	\$10.00		
17466	996	CITY OF ELWOOD NON-REVE	Operating Fund	Emp Cont Group Ins	\$418.36	8/11/98	
			Insurance	Emp Cont Group Ins	\$358.56		
				Total this claim	\$776.92		
17467	1001	CITY OF ELWOOD NON-REVE	Operating Fund	Emp Cont Group Ins	\$418.36	8/19/98	
			Insurance	Emp Cont Group Ins	\$358.56		
				Total this claim	\$776.92		
17468	1000	INDIANA DEFERRED COMPEN	Annuity	Payroll Deductions	\$190.00	8/19/98	
				Total this claim	\$190.00		
17469	999	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$796.34	8/19/98	
			County Taxes Withheld	Payroll Deductions	\$180.53		
				Total this claim	\$976.87		
17470	1002	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,590.39	8/19/98	
				Total this claim	\$1,590.39		

<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>
17471	1003	ALAN MCPHERSON	Operating Fund	Elwood Adult	\$56.90	8/26/98	BOOKS
				Total this claim	<u>\$56.90</u>		
17472	1064	AMERICAN ELECTRIC POWER	Operating Fund	Electricity	\$1,621.31	8/26/98	
				Total this claim	<u>\$1,621.31</u>		
17473	1004	AMERITECH	Operating Fund	Telephone & Telegraph	\$155.65	8/26/98	
			Operating Fund	Telephone & Telegraph	\$213.21		
				Total this claim	<u>\$368.86</u>		
17474	1005	ASI SIGN SYSTEMS	Operating Fund	Furniture & Equipment	\$136.00	8/26/98	INTERIOR SIGN MODULES
				Total this claim	<u>\$136.00</u>		
17475	1006	AT&T	Operating Fund	Telephone & Telegraph	\$11.60	8/26/98	
				Total this claim	<u>\$11.60</u>		
17476	1007	AUDIO VISUAL COMMUNICATI	Operating Fund	*Other Professional Services	\$109.00	8/26/98	
				Total this claim	<u>\$109.00</u>		
17477	1008	BAKER & TAYLOR BOOKS	Operating Fund	Elwood Adult	\$1,602.52	8/26/98	
			Operating Fund	Other	\$71.70		
			Operating Fund	Elwood Childrens	\$361.38		
			Operating Fund	Summitville	\$909.69		
			Gift	Summitville	\$68.11		
			Operating Fund	Elwood YA	\$5.97		
			Operating Fund	Frankton	\$740.24		
				Total this claim	<u>\$3,759.61</u>		
17478	1009	BALDWIN CONSTRUCTION CO	Gift	Furniture & Equipment	\$150.00	8/26/98	REFRIGERATOR
				Total this claim	<u>\$150.00</u>		
17479	1010	BARBARA SNIPES	Operating Fund	Traveling Expense	\$52.50	8/26/98	
				Total this claim	<u>\$52.50</u>		
17480	1011	BELLWINART, INC./DBA	Operating Fund	*Other Operating Supplies	\$55.00	8/26/98	
				Total this claim	<u>\$55.00</u>		
17481	1012	BINGHAM, FARRER & WILSON	Operating Fund	Legal Services	\$319.25	8/26/98	Service Dates 3/4/98 to 7/8/98
				Total this claim	<u>\$319.25</u>		
17482	1013	BORDERS BOOK SHOP	Operating Fund	Elwood Childrens	\$103.75	8/26/98	
			Operating Fund	Elwood Adult	\$16.77		
				Total this claim	<u>\$120.52</u>		
17483	1014	BRODERBUND SOFTWARE	Operating Fund	Elwood Adult	\$129.85	8/26/98	
				Total this claim	<u>\$129.85</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>
17484	1015	CENTRAL IND.COMPUTER CO	Operating Fund	Furniture & Equipment	\$36.00	8/26/98	
				Total this claim	\$36.00		
17485	1018	CHANCE BROS. MARBLE & TIL	Gift	Land Buildings Improvements	\$1,438.50	8/26/98	
				Total this claim	\$1,438.50		
17486	1016	CNA	Operating Fund	Other Insurance	\$353.00	8/26/98	
				Total this claim	\$353.00		
17487	1017	CVS PHARMACY	Operating Fund	*Other Operating Supplies	\$41.26	8/26/98	
				Total this claim	\$41.26		
17488	1065	DIANA L. SHEPARD	Operating Fund	Postage & UPS	\$9.81	8/26/98	
			Operating Fund	Fuel, Oil and Lubricants	\$7.00		
			Operating Fund	Traveling Expense	\$4.25		
			Operating Fund	*Other Operating Supplies	\$8.26		
				Total this claim	\$29.32		
17489	1019	DIANA L. SHEPARD	Operating Fund	Traveling Expense	\$18.75	8/26/98	
				Total this claim	\$18.75		
17490	1020	ELWOOD PUBLISHING COMP	Operating Fund	Advertising & Public Notices	\$115.00	8/26/98	
				Total this claim	\$115.00		
17491	1021	FAMILY BOOKSTORE	Operating Fund	Frankton	\$224.43	8/26/98	
				Total this claim	\$224.43		
17492	1022	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$26.00	8/26/98	
				Total this claim	\$26.00		
17493	1024	GALE RESEARCH	Operating Fund	Elwood Adult	\$289.00	8/26/98	
				Total this claim	\$289.00		
17494	1025	GAYLORD BROS.	Operating Fund	Rentals	\$1,375.00	8/26/98	
			Operating Fund	*Other Operating Supplies	\$304.65		
				Total this claim	\$1,679.65		
17495	1026	GLENNA STEWART	Operating Fund	Traveling Expense	\$49.00	8/26/98	
				Total this claim	\$49.00		
17496	994	GORDON FOODS	Operating Fund	*Other Office Supplies	\$14.75	8/1/98	Summer Reading Club Supplies
				Total this claim	\$14.75		
17497	1023	GTE	Operating Fund	Telephone & Telegraph	\$347.00	8/26/98	
				Total this claim	\$347.00		
17498	1027	INDIANA SCHOOL BOARDS AS	Operating Fund	Elwood Adult	\$85.00	8/26/98	
				Total this claim	\$85.00		

<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>
17499	1031	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$35.08	8/26/98	
				Total this claim	\$35.08		
17500	1028	INDYNET	Operating Fund	Telephone & Telegraph	\$30.00	8/26/98	
			Operating Fund	Telephone & Telegraph	\$30.00		
			Operating Fund	Telephone & Telegraph	\$30.00		
				Total this claim	\$90.00		
17501	1029	INGRAM DISTRIBUTION GROU	Operating Fund	Summitville	\$118.33	8/26/98	
				Total this claim	\$118.33		
17502	1032	INSPIRATIONAL BOOK DISTR.	Operating Fund	Elwood Adult	\$27.47	8/26/98	
				Total this claim	\$27.47		
17503	1033	JANET BLANKENSHIP	Operating Fund	Traveling Expense	\$7.50	8/26/98	
				Total this claim	\$7.50		
17504	989	JoAnn Fabrics	Operating Fund	*Other Office Supplies	\$32.99	8/5/98	
				Total this claim	\$32.99		
17505	1034	K MART	Operating Fund	*Other Operating Supplies	\$253.60	8/26/98	
			Operating Fund	*Other Operating Supplies	\$83.21		
			Operating Fund	*Other Operating Supplies	\$57.25		
			Operating Fund	Cleaning & Sanitation Supplies	\$28.10		
			Operating Fund	Summitville AV	\$336.89		
				Total this claim	\$759.05		
17506	1035	K-MART	Operating Fund	*Other Operating Supplies	\$135.53	8/26/98	
				Total this claim	\$135.53		
17507	986	LANDMARK AUDIOBOOKS	Operating Fund	Frankton	(\$1,274.00)	8/5/98	To add back outstanding ck.#17142
				Total this claim	(\$1,274.00)		
17508	1036	LEISURE ARTS	Operating Fund	Frankton	\$53.90	8/26/98	
				Total this claim	\$53.90		
17509	1037	LIBRARY CORPORATION, THE	Operating Fund	Processing Supplies	\$226.00	8/26/98	
				Total this claim	\$226.00		
17510	1038	LIBRARY STORE INC., THE	Operating Fund	Processing Supplies	\$266.90	8/26/98	
				Total this claim	\$266.90		
17511	1039	LUCENT TECHNOLOGIES	Operating Fund	Telephone & Telegraph	\$137.64	8/26/98	
				Total this claim	\$137.64		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
17512	1041	MASVIN SAUBERT	Operating Fund	*Other Professional Services	\$280.00	8/26/98	
			Operating Fund	Other Repair & mainten.supplies	\$72.28		
					Total this claim		
					\$352.28		
17513	1043	MOI	Operating Fund	Telephono & Telegraph	\$31.48	8/26/98	
					\$31.48		
17514	1042	MICHAELS*	Operating Fund	*Other Operating Supplies	\$29.15	8/26/98	
					\$29.15		
17515	1044	MIDWEST TAPE	Operating Fund	Frankton AV	\$170.70	8/26/98	
			Operating Fund	Elwood AV	\$223.50		
					Total this claim		
					\$394.20		
17516	1040	MMR CRAFT SHOP	Operating Fund	*Other Operating Supplies	\$3.87	8/26/98	
					\$3.87		
17517	1045	NAEIR	Operating Fund	*Other Operating Supplies	\$160.08	8/26/98	
					\$160.08		
17518	1046	NARDCO	Operating Fund	Bldg. & Structure/Maint.	\$203.46	8/26/98	
			Operating Fund	*Other Professional Services	\$61.00		
					Total this claim		
					\$264.46		
17519	1047	NEWS-SUN, THE	Operating Fund	Advertising & Public Notices	\$9.45	8/26/98	
					\$9.45		
17520	1048	OXMOOR HOUSE	Operating Fund	Frankton	\$54.82	8/26/98	
					\$54.82		
17521	1049	PEERLESS ELECTRIC SUPPL	Operating Fund	Other Repair & mainten.supplies	\$66.10	8/26/98	
					\$66.10		
17522	992	PHAR.MOR.	Operating Fund	*Other Office Supplies	\$4.47	8/11/98	
					\$4.47		
17523	1059	PITNEY BOWES	Operating Fund	Equipment/Rental	\$56.24	8/26/98	
					\$56.24		
17524	1051	PITNEY BOWES INC	Operating Fund	Equipment/Rental	\$125.00	8/26/98	
					\$125.00		
17525	1052	POLITICAL RESEARCH INC.	Operating Fund	Frankton	\$702.00	8/26/98	
					\$702.00		
17526	1054	POLK	Operating Fund	Elwood Adult	\$157.50	8/26/98	
					\$157.50		

<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>
17527	1053	PURCHASE POWER	Operating Fund	Postage & UPS	\$215.00	8/26/98	
				Total this claim	\$215.00		
17528	1056	QUILL CORPORATION	Operating Fund	*Other Office Supplies	\$407.84	8/26/98	
				Total this claim	\$407.84		
17529	1055	RALPH MALEY	Operating Fund	Traveling Expense	\$41.50	8/26/98	
				Total this claim	\$41.50		
17530	1057	RAMSAY BUSINESS PRODUC	Operating Fund	*Other Professional Services	\$146.44	8/26/98	
			Operating Fund	Furniture & Equipment	\$83.97		
			Operating Fund	Stationary & Supplies	\$280.39		
				Total this claim	\$510.80		
17531	1067	RANDY MARTIN	Gift	*Other Professional Services	\$50.00	8/26/98	
				Total this claim	\$50.00		
17532	1058	RICK MCADAMS	Operating Fund	*Other Professional Services	\$70.00	8/26/98	
				Total this claim	\$70.00		
17533	1059	SAM'S CLUB	Operating Fund	*Other Office Supplies	\$1.00	8/26/98	
				Total this claim	\$1.00		
17534	1060	STANDARD & POOR'S CORPO	Operating Fund	Elwood Adult	\$681.45	8/26/98	
				Total this claim	\$681.45		
17535	1061	STATE CHEMICAL MANUFACT	Operating Fund	Cleaning & Sanitation Supplies	\$139.36	8/26/98	
				Total this claim	\$139.36		
17536	1062	THOMSON INDIANA	Operating Fund	Periodicals & Newspapers	\$78.00	8/26/98	
				Total this claim	\$78.00		
17537	1066	TOWN OF FRANKTON	Operating Fund	Electricity	\$125.22	8/26/98	
			Operating Fund	Water	\$7.83		
			Operating Fund	Waste Disposal Services	\$9.15		
				Total this claim	\$142.20		
17538	991	TOYS R US	Operating Fund	*Other Office Supplies	\$114.91	8/11/98	Summer Reading Club Supplies
				Total this claim	\$114.91		
17539	1068	TRI-COUNTY BUILDERS SUPP	Gift	Bldg. & Structure/Maint.	\$120.00	8/26/98	
				Total this claim	\$120.00		
17540	990	United Art & Education	Operating Fund	*Other Office Supplies	\$90.78	8/11/98	Summer Reading Club - Elwood
				Total this claim	\$90.78		
17541	1063	UNITOG RENTAL SERVICES	Operating Fund	Cleaning & Sanitation Supplies	\$64.82	8/26/98	
				Total this claim	\$64.82		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
17542	1070	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$64.00	8/26/98	District 8 Reservations for Fouts, Larribe
					Total this claim		
					\$64.00		
17543	1069	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$145.00	8/26/98	2 Reservations = Fouts & Wittkamper fo 98
					Total this claim		
					\$145.00		
17544	1071	KATHLEEN WITTKAMPER	Operating Fund	Travelling Expense	\$308.75	8/26/98	
					Total this claim		
					\$308.75		
					Total Amount of Claims		
					\$57,071.47		

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.

Wednesday, September 02, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

(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 _____, 19____,

SIGNATURES OF GOVERNING BOARD

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

Bank Balances

North Madison County Public Library System

Report as of: 8/31/98

<i>Bank</i>		
1	Star Financial Bank	\$256,580.52
2	Huntington Bank	\$17,671.03
3	Community Bank/Summitville	\$11,073.45
<i>Total all banks =</i>		<i>\$285,325.00</i>

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

In keeping with the mission of the NMCPLS, the Board of Trustees and Administration are pleased to offer patrons the opportunity to join millions of people worldwide in the sharing of information and resources far beyond what one library could begin to offer. It is the policy of NMCPLS to continually assess and update the potential benefits and inherent risks associated with this venture.

DISCLAIMER

By virtue of its nature, the Internet may contain material that is obscene, offensive, or controversial to some people. Further, patrons should be aware that the Internet is a communication system that links thousands of computers worldwide that conduct business and trade of every nature. The NMCPLS will not be responsible for any financial obligations incurred by any member of a patron's family due to authorized or unauthorized use of the Internet.

Users should also be aware that the Internet may contain materials that are illegal, defamatory, and dangerous to the welfare of children. The NMCPLS and staff will not be responsible for any harmful effects experienced by patrons or their children resulting from the unauthorized access of this material. NMCPLS does not endorse the viewpoints or attest to the accuracy of information obtained through the Internet.

Patrons will assume full responsibility for any violations due to copyright infringement. Users who violate or conspire to violate federal, state, or local laws will be prosecuted to the fullest extent of the law and assume complete financial obligation of their actions.

RULES & REGULATIONS OF USE

It is the goal of NMCPLS to provide patrons free access to the vast array of information technology as possible. However, because of the public nature of the Internet, certain guidelines have been adopted for your benefit. It is the intent of the NMCPLS to provide a positive environment for all and the rules and regulations set as followed will be continually assessed and updated as needed.

Activities that are improper or not allowed include, but are not limited to the following:

- violating federal, state, and local law,
- the use of library computers to illegally access or attempt to gain unauthorized information from other computer systems,
- the sending or receiving of e-mail,
- accessing chat rooms, and recreational games,
- the use of library computers to purchase or acquire products or services on the Internet,
- violating software license agreements,
- uploading or downloading any material onto or from sources brought from outside the library such as personal disks,
- accessing or attempting to access or the sending of pornographic, obscene, sexually explicit, abusive, or threatening material or language,
- vandalizing or damaging the computers and software of the library, or attempting to sabotage the operation of the library computer in any way,
- Disrupting or impeding unauthorized electronic communications?
- use of the libraries' computers or the Internet link for solicitation or advertisement of any kind,
- in the event a user inadvertently accesses offensive material he or she will be expected to or be asked to remove the material immediately.

The NMCPLS retains the right to set or amend these rules of use at anytime without further notice to our patrons. The NMCPLS trustees retain the right to set forth whatever methods needed to assure adherence to previously stated rules and

regulations. Some of the possible implementations may include, but are not limited to:

- implementation of parental permission forms for children,
- establishing time limits or using appointments for Internet use,
- prioritizing patron use based on immediacy of patron need,
- revoking the use of the Internet to any patron, or patron's family member who have violated or attempted to violate the libraries' Internet use policy,
- in the event that a patron becomes abusive and/or threatening, and refuses to comply with reasonable requests by library personnel the library retains the right to call law enforcement for assistance.

The NMCPLS wishes to make your library a warm and friendly environment in which to obtain information. To this extent, library personnel will provide limited basic instruction for Internet use, however, due to the limited time the staff can provide one on one instruction the NMCPLS cannot be held responsible for instruction beyond the basics. Staff members, trustees, and their families are subject to the same use regulations as the general public. Staff may not use the Internet for personal use during work hours.

PERMISSION FORM

Parents/Guardians:

In order to assure compliance with your *specific* requests pertaining to the use of the Internet by your child or children, the NMCPLS requests that you sign the following permit in the presence of the library staff. This permit will be kept on file at the library and you retain the right to amend or change this permit as desired, however, you will be required to personally come in and address these changes.

NORTH MADISON COUNTY PUBLIC
LIBRARY SYSTEM BOARD OF TRUSTEES
Executive Meeting for Business
October 12, 1998
6:00pm

CALL TO ORDER

President Pam Bohlander called an executive meeting to order at 6:00 pm.in the Elwood Public Library meeting room October 12, 1998 .

CALL FOR QUORUM

Present with President Bohlander were: David Hoffman, Brenda Carey, Sharan Pace, Kevin Sipe and Linda Sizelove. Jerry Kaiser was absent.

BUSINESS

- A. Personnel (IC 20-14-3-4-(b))
1. Discussion of evaluation of the Director.

ADJOURN

Brenda Carey
Sharan Pace
Linda Sizelove

David R. Hoffman
David Hoffman, Sec'y.
Pamela Bohlander
Kevin M. Sipe

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
Board of Trustees
Regular Meeting For Business
October 12, 1998
6:00pm

CALL TO ORDER

President Pamela Bohlander called a regular business meeting to order of the North Madison County Public Library System Board of Trustees October 12, 1998 at 6:00pm. at the Elwood Public Library.

CALL FOR QUORUM

Present with Mrs. Bohlander were board members: David Hoffman, Brenda Carey, Linda Sizelove, Sharan Pace and Kevin Sipe. Absent was Jerry Kaiser. Also present were Director Kathi Wittkamper, Assistant Administrator Jan Helping, Elwood Call-Leader reporter Shawn McGrath and Leasing Corp.member Don Hill.

MINUTES - Previous minutes were approved with a motion from David Hoffman, seconded by Kevin Sipe and passed.

CLAIMS REGISTER – Checks were signed by Brenda Carey in the absence of Jerry Kaiser. Claims register was signed by members.

OLD BUSINESS

President Bohlander asked for a volunteer to write the mission statement on the Long Range Plan. Board members believe there should be input from the staff and also read the surveys. They suggested each department should write their plans and goals and return to the board. Kathi asked if board members still wanted to get together with the staff. It was decided at the next board meeting the regular meeting would begin at 6:00pm and last only one hour after which they will meet with the staff. They suggested Kathi watch the front desk from 7:00 until 8:00pm to relieve staff to come to the meeting.

Don Hill asked the board if there could be a paper written to include transferring money left in the Construction Fund from the Leasing Corporation to the Library Board.

President Bohlander passed out a final copy of the By-Laws.Pam asked members to sign a sheet showing they have approved the By-Laws. Kathi will file these with the State Library .

BUILDING COMMITTEE - Kathi reported the air-conditioning unit has been repaired by Edwards Maintenance as of today in Elwood. Nardco has recently repaired the air-conditioning at Frankton also.

Kathi presented two bids for reroofing the Frankton Library. Discussion was held about which quote to use. With input from Don Hill, who is knowledgeable about building, board members decided to go with the high quote to get the best protection for the longest period of time. A motion was made by David Hoffman to accept the bid from Craig Roofing for \$6,793.00 to reroof the Frankton Library. Board members asked if Kevin Sipe would be in charge of the project, and make sure Craig would notify us if there would be further repairs needed to incur additional expense. Linda Sizelove seconded the motion and it passed unanimously.

TECHNOLOGY COMMITTEE - Jamie Scott would like to have a meeting with the Technology Committee including board members Brenda Carey and Sharan Pace. A meeting was scheduled for Thursday, October 22 at 3:30pm.

BILL - A bill was presented from Sizelove Construction for putting in the bicycle rack at the Elwood Library for \$682.50. Motion was made by David Hoffman to allow the bill, Sharan Pace seconded and it passed with Linda Sizelove abstaining.

DIRECTOR'S REPORT

Kathi reported that the 100th celebration of the founding of the Elwood Library would be held October 17, 1998. An agenda of the day's activities is placed in each folder.

There is a copy of a tax abatement from ELSA CORPORATION for board members.

The monthly statistics are in each folder.

She explained the letter from State Board of tax Commissioners rejecting our request for an excess levy. We do not qualify under state law.

We now have a new fax machine and we have had an offer from a patron to buy our old one. Linda Sizelove said she feels we should let the public know we have the machine for sale and then take the best bid.

Beverly Byl, Indiana University, has notified Kathi that she will have information to take to Mr. Hazelbaker about a potential partnership the week of November 9. Kathi hopes by the end of November we will have more information.

Linda Sizelove asked how patrons were doing with the Internet and said she would like to see us move ahead with plans for more access. Kathi said she will have more information to share at the Technology Committee meeting.

Sharan Pace asked when Central Indiana Computer's contract renews. She is not happy with their service with Frankton. Kathi would like to discuss it at the Tech. Comm. meeting on Thursday.

David Hoffman made a motion to adjourn. Sharan Pace seconded and it passed.

Brenda Carey
Sharan Pace
Linda Sizelove

David N. Hoffman
David Hoffman, Sec'y.
Beverly Byl
Kevin M. Sipe

Type	Receiving	Sender	TX/RX Time	Pages	Note
Nov-02	12:01 PM	7656752757	37s	1	OK

FACSIMILE TRANSMITTAL SHEET FROM:

Ramsay Business Products

116 North Main Street, Tipton, Indiana 46072
(765) 675-4569 - (765) 452-9083
Fax: (765) 675-2757 - E-Mail: ramsaybp@tiptontel.com

November 2, 1998

North Madison Co. Public Library
Elwood, IN

Kathi Wittkamper:

In regards to the value of your FUFITSU dex6700 fax. If it is working it might be worth \$25.00 to someone. I don't think it is worth repairing if there is anything wrong with it.

Thank you,

Steve Peters

Steve Peters
Sales Manager

Roofing Systems of Indiana

Single-Ply Rubber Membrane Systems
Hot Built-up Roofing
Asphalt or Fiberglass Shingles

810 Central Avenue
Anderson, IN 46012
Bus: (317) 644-3511
Fax: (317) 644-3667

October 12, 1998

Frankton Library
Attn: Barbara McAdams
111 Sigler Street
Frankton, IN 46044

ESTIMATE

1. Sweep roof free of loose debris.
2. Install fasteners to existing roofing.
3. Install Firestone Modified Bitumen to roof.
4. Terminate perimeter at top of parapet wall and into gutter.
5. Install flashings for roof penetrations.
6. Clean up and remove job related debris.
7. All workmen are fully insured.
8. Warranty: 2 years workmanship
10 years manufacturer's materials

Total Price: \$4,592.00

We can install an EPDM rubber membrane using Firestone .045" black membrane over 1/2" fiberboard insulation in lieu of the above system for \$4,961.00. The advantage would be a 5 year workmanship and a 15 year material warranty.

Thank you for allowing us to quote.

Cordially,

ROOFING SYSTEMS OF INDIANA, INC.

Tony Price
Tony Price

pkb

TP:pkb



Craig Roofing Company

P.O. Box 2056
Muncie, IN 47307
PH & Fax# 765-281-0106

P.O. Box 312
Alexandria, IN 46001
PH & Fax# 765-754-8389

P.O. Box 95
Marion, IN 46952
PH & Fax# 765-664-7717

Frankton Community Library
111 Sigler Street
Frankton, Indiana 46044

October 9, 1998

754-7116

RE: New Roof

SPECIFICATIONS:

U.S. INTEC. Modified Roofing System

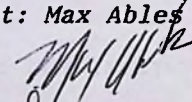
Scope of Work:

1. Clean roof of any debris and apply an Asphalt Primer to the existing roof.
2. Heat Weld into place U.S. INTEC. Modified Roofing BRAI SP-4.
3. Install New Flashing.
4. Flash all roof penetrations.
5. Coat Out entire roof with a Fibered Aluminum roof coating.
6. Previous job locations and references provided upon request.
7. Workman's Compensation and Liability Insurance provided by Craig Roofing. (Certificate provided upon request.)
8. U.S. INTEC. will provide a 12 YEAR Labor & Material Warranty.
9. Price \$4,650.00 (Due upon completion.)

NOTE: Any sheeting that may need replacing will be an additional charge of: 1" X 6" decking; \$1.75 per sq. ft.
Plywood decking AND, OR OSB decking; 85 cents per sq. ft.

Roofing Consultant: Max Ables

Respectfully,


R.L. Bricker, President

WE ARE NOW ACCEPTING ALL MAJOR CREDIT CARDS



Craig Roofing Company

P.O. Box 2056
Muncie, IN 47307
PH & Fax# 765-281-0106

P.O. Box 312
Alexandria, IN 46001
PH & Fax# 765-754-8389

P.O. Box 95
Marion, IN 46952
PH & Fax# 765-664-7717

Frankton Library
111 Sigler Street
Frankton, Indiana 46044

October 9, 1998

754-7116-1

RE: New Roof

SPECIFICATIONS: 3 Ply Build-Up Roofing System

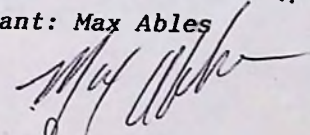
Scope of Work:

1. Over the existing roofing membrane, apply a 3 Ply Fiberglass Felt with each ply receiving a separate application of Hot Asphalt.
2. Install New Flashings.
3. Flash all Roof Penetrations.
4. Coat out entire roof area using Hot Asphalt.
5. Previous job locations and references provided upon request.
6. Workman's Compensation and Liability Insurance provided by Craig Roofing. (Certificate provided upon request.)
7. Contractors Installation Warranty: 7 Years to be coated out every 3 years at owner expense.
8. Price \$2,993.00 (Due upon completion.)

NOTE: Any sheeting that may need replacing will be an additional charge of: 1" X 6" decking; \$1.75 per sq. ft.
Plywood decking AND, OR OSB decking; 85 cents per sq. ft.

Roofing Consultant: Max Ables

Respectfully,


R.L. Bricker, President

WE ARE NOW ACCEPTING ALL MAJOR CREDIT CARDS

Craig Roofing Company



P.O. Box 2056
Muncie, IN 47307
PH & Fax# 765-281-0105

P.O. Box 312
Alexandria, IN 46001
PH & Fax# 765-754-8389

P.O. Box 95
Marion, IN 46952
PH & Fax# 765-664-7717

Frankton Library
111 Sigler Street
Frankton, Indiana 46044

October 9, 1998

754-7116-2

RE: New Roof

SPECIFICATIONS:

Manville Single Ply Fully adhered EPDM (Rubber) Roofing System

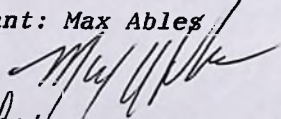
Scope of Work:

1. Over the existing roof, Mechanically Fasten 1/2" Fiber Board Insulation using Plastic Plates and Screws.
2. All roof debris to be hauled away.
3. 100% Fully Ahere .060 Mil Thickness EPDM (Rubber), using Bonding Adhesives.
4. Install New Flashing.
5. Flash all roof penetrations.
6. Previous job locations and references provided upon request.
7. Workman's Compensation and Liability Insurance provided by Craig Roofing. (Certificate provided upon request.)
8. Material Warranty: 15 years
Contractor's Warranty: 5 years
9. Price \$6,793.00 (Due upon completion.)

NOTE: Any sheeting that may need replacing will be an additional charge of: 1" X 8" decking; \$1.75 per sq. ft.
Plywood decking AND, OR OSB decking; 85 cents per sq. ft.

Roofing Consultant: Max Abley

Respectfully,


R.L. Bricker, Presid

Public Comment Policy

It shall be the policy of the North Madison County Public Library System and its governing Board of Library Trustees that public comments be limited to brief remarks unless prior request to be placed on the agenda has been granted by the President and/or Director. In keeping with suggestions set forth in the reference manual, In the Public Trust, it is also the policy of aforementioned body that no immediate response is required by members at the time of the person's comments (p. J-11).

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

WE ARE NOW ACCEPTING ALL MAJOR CREDIT CARDS

Deponents further say that attached to this Affidavit are the statements of the above creditors as received by the Leasing Corporation.

Further Deponents saith not.

Donald J. Hill

Frances A. Huebner

Subscribed and sworn to before me, a Notary Public in and for said county and state, this 15th day of October, 1998.

MY COMMISSION EXPIRES:
9 Dec. 1999

Sharon J. Fuhs
SHARON FUHS, Notary Public
County of Residence: Madison

This instrument prepared by:

JAMES W. WILSON/1286-48
BINGHAM, FARRER & WILSON, P.C.
Attorneys at Law
P. O. Box 494
Elwood, Indiana 46036-0494
Telephone: (317) 552-9878
library\affidavi\sb

By-laws
North Madison County
Public Library System
August 1998

Article 1 Membership

- Section 1 In accordance with the provisions of IC20-14, the library board of the North Madison County Public Library System 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 20-14)
- 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.
- Section 6 Attendance is important at all meetings. A member may be removed from the board in accordance to IC 20-14.
- Section 7 Each member will attend one (1) training session per calendar year.

Article II Officers

- Section 1 Officers of the board shall be a President, Vice-president, Secretary, and Treasurer.
- Section 2 Officers shall be elected at the May meeting for a term of one (1) year. 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 III 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 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
Adjourn
- Section 5 Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the board.

Article IV 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 V Indemnification

- Section 1 The board will take care of legalities, if a board member is sued due to a library matter.

Article VI 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.

These by-laws have been approved by the following members of the North Madison County Public Library system:

David R. Hoffman Sharon Pace
Kevin M. Phipps Penelope R. Roberts
Linda Anglove _____
Quada Carey _____

Adopted October 12, 1998

Register Of Claims

h Madison County Public Library Sy

Report Date: From 10/1/98 To 10/31/98

<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	1127	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$68.50	10/2/98	Registration ILF Legislative Forum 10-2
					Total this claim		
					\$68.50		
0	1128	ABE MARTIN LODGE	Operating Fund	Professional Meetings	\$75.90	10/2/98	Reservation - 10-28-98
					Total this claim		
					\$75.90		
0	1129	HOLIDAY INN CONFERENCE C	Operating Fund	Professional Meetings	\$79.20	10/2/98	Reservation 9-27-98 CYPD Conf.
					Total this claim		
					\$79.20		
17599	1130	ASSOCIATION OF INDIANA MU	Operating Fund	Elwood Adult	\$33.00	10/12/98	1998 DIRECTORY OF IND.MUSEUMS
					Total this claim		
					\$33.00		
17597	1131	AMERICAN ELECTRIC POWER	Operating Fund	Electricity	\$1,636.59	10/12/98	
			Operating Fund	Electricity	\$469.39		
					Total this claim		
					\$2,105.98		
17598	1132	AMERITECH	Operating Fund	Telephone & Telegraph	\$247.91	10/12/98	
			Operating Fund	Telephone & Telegraph	\$150.58		
					Total this claim		
					\$398.49		
17600	1133	AT&T	Operating Fund	Telephone & Telegraph	\$3.18	10/12/98	
			Operating Fund	Telephone & Telegraph	\$5.72		
					Total this claim		
					\$8.90		
17601	1135	AUDIO VISUAL COMMUNICATI	Operating Fund	*Other Professional Services	\$109.00	10/12/98	
					Total this claim		
					\$109.00		
17603	1136	BARBARA McADAMS	Operating Fund	Traveling Expense	\$17.50	10/12/98	
					Total this claim		
					\$17.50		
17604	1137	BARBARA SNIPES	Operating Fund	Traveling Expense	\$49.20	10/12/98	
					Total this claim		
					\$49.20		
17605	1139	BAUERS	Operating Fund	*Other Operating Supplies	\$30.12	10/12/98	
					Total this claim		
					\$30.12		
17606	1140	BINGHAM, FARRER & WILSON	Operating Fund	Legal Services	\$75.00	10/12/98	
					Total this claim		
					\$75.00		
17607	1141	BON PRINTING	Operating Fund	Programing	\$211.00	10/12/98	
					Total this claim		
					\$211.00		

<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>
17616	1142	DELAWARE COUNTY HISTORI	Operating Fund	Official Records	\$82.96	10/12/98	
				Total this claim	\$82.96		
17609	1143	CAROLYN LAMBERTSON	Operating Fund	Traveling Expense	\$15.00	10/12/98	
				Total this claim	\$15.00		
17610	1144	CARROLL PUBLISHING COMP	Operating Fund	Elwood Adult	\$270.00	10/12/98	
				Total this claim	\$270.00		
17611	1145	CENTRAL IND.COMPUTER CO	Operating Fund	Furniture & Equipment	\$2,475.00	10/12/98	
			Operating Fund	Furniture & Equipment	\$30.00		
				Total this claim	\$2,505.00		
17612	1146	CHILDREN'S PLUS, INC.	Operating Fund	Elwood Childrens	\$721.72	10/12/98	
				Total this claim	\$721.72		
17613	1147	CINDA HORINE	Operating Fund	Traveling Expense	\$7.50	10/12/98	
				Total this claim	\$7.50		
17614	1148	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$129.74	10/12/98	
				Total this claim	\$129.74		
17615	1149	CVS PHARMACY	Operating Fund	*Other Operating Supplies	\$12.52	10/12/98	
				Total this claim	\$12.52		
17617	1150	DELAWARE COUNTY HISTORI	Operating Fund	Summitville	\$65.00	10/12/98	
				Total this claim	\$65.00		
17618	1151	DIANA L. SHEPARD	Operating Fund	Professional Meetings	\$17.00	10/12/98	
			Operating Fund	Postage & UPS	\$16.52		
				Total this claim	\$33.52		
17619	1152	DICK'S LOCKSMITHING	Operating Fund	*Other Professional Services	\$15.00	10/12/98	
				Total this claim	\$15.00		
17620	1153	EDWARDS ELECTRICAL & ME	Operating Fund	Bldg. & Structure/Maint.	\$1,043.00	10/12/98	
				Total this claim	\$1,043.00		
17621	1154	ELWOOD COMMUNITY HIGH S	Operating Fund	Elwood Adult	\$25.00	10/12/98	1997 YEARBOOK
				Total this claim	\$25.00		
17622	1155	FARM EQUIPMENT GUIDE	Operating Fund	Elwood Adult	\$20.00	10/12/98	
				Total this claim	\$20.00		
17623	1156	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$26.00	10/12/98	
				Total this claim	\$26.00		

<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>
17627	1157	GT PRINTING	Gift	Other Supplies	\$80.00	10/12/98	CHECK TO REPLACE CK.#01028 LOST - ORIGINAL DATE ISSUED - 5-13-98
					Total this claim		
					\$80.00		
17628	1158	GTE	Operating Fund	Telephone & Telegraph	\$178.50	10/12/98	
					Total this claim		
					\$178.50		
17624	1159	GALE RESEARCH	Operating Fund	Elwood Adult	\$289.00	10/12/98	
					Total this claim		
					\$289.00		
17626	1160	GLENNA STEWART	Operating Fund	Traveling Expense	\$32.00	10/12/98	
					Total this claim		
					\$32.00		
17629	1161	HISTORIC LANDMARKS FOUN	Operating Fund	Elwood Adult	\$25.00	10/12/98	
					Total this claim		
					\$25.00		
17631	1162	INCOLSA	Operating Fund	Professional Meetings	\$8.00	10/12/98	REGISTRATIONS FOR: Jan Helpling & Diana Shepard for Nov. Workshop
					Total this claim		
					\$8.00		
17630	1163	INCOLSA	Operating Fund	Elwood Adult	\$620.50	10/12/98	
					Total this claim		
					\$620.50		
17633	1164	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$34.55	10/12/98	
					Total this claim		
					\$34.55		
17632	1165	INDIANA GAS COMPANY	Operating Fund	Gas	\$12.57	10/12/98	
			Operating Fund	Gas	\$11.47		
					Total this claim		
					\$24.04		
17634	1166	INDYNET	Operating Fund	*Other Professional Services	\$45.00	10/12/98	
					Total this claim		
					\$45.00		
17635	1167	INGRAM DISTRIBUTION GROU	Operating Fund	Summitville	\$6.53	10/12/98	
					Total this claim		
					\$6.53		
0	1168	ABE MARTIN LODGE				10/12/98	
					Total this claim		
17636	1169	INSPIRATIONAL BOOK DISTR.	Operating Fund	Elwood Adult	\$33.27	10/12/98	
					Total this claim		
					\$33.27		
17637	1170	JANET BLANKENSHIP	Operating Fund	Traveling Expense	\$25.00	10/12/98	
					Total this claim		
					\$25.00		

<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>
17639	1171	K MART	Operating Fund	Other Supplies	\$149.49	10/12/98	
			Operating Fund	Elwood AV	\$54.85		
			Operating Fund	Frankton AV	\$39.90		
			Operating Fund	Summitville AV	\$443.05		
			Operating Fund	Furniture & Equipment	\$49.99		
				Total this claim	<u>\$737.28</u>		
17640	1172	LEISURE ARTS	Operating Fund	Frankton	\$24.91	10/12/98	
				Total this claim	<u>\$24.91</u>		
17641	1173	LEXIS LAW PUBLISHING	Operating Fund	Elwood Adult	\$42.25	10/12/98	
				Total this claim	<u>\$42.25</u>		
17642	1174	LIBRARY CORPORATION, THE	Operating Fund	Automation	\$4,163.00	10/12/98	
				Total this claim	<u>\$4,163.00</u>		
17643	1175	LIBRARY STORE INC., THE	Operating Fund	Processing Supplies	\$33.20	10/12/98	
				Total this claim	<u>\$33.20</u>		
17644	1176	LUCENT TECHNOLOGIES	Operating Fund	*Other Professional Services	\$137.64	10/12/98	
			Operating Fund	*Other Professional Services	\$163.00		
				Total this claim	<u>\$300.64</u>		
17646	1177	MARVIN SAUBERT	Operating Fund	*Other Professional Services	\$80.00	10/12/98	
				Total this claim	<u>\$80.00</u>		
17647	1178	MCI	Operating Fund	Telephone & Telegraph	\$41.25	10/12/98	
				Total this claim	<u>\$41.25</u>		
17645	1179	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$50.00	10/12/98	
				Total this claim	<u>\$50.00</u>		
17648	1180	MIDWEST LIBRARY SALES	Operating Fund	Frankton AV	\$97.65	10/12/98	
			Operating Fund	Elwood AV	\$727.10		
				Total this claim	<u>\$824.75</u>		
17651	1181	PUBLIC EMP. RETIREMENT F	Operating Fund	Emp Cont PERF	\$5,785.00	10/12/98	
			PERF	Payroll Deductions	\$1,983.43		
			PERF	Payroll Deductions	(\$15.05)		
			Operating Fund	Emp Cont PERF	(\$49.97)		
				Total this claim	<u>\$7,703.41</u>		
17650	1182	PITNEY BOWES	Operating Fund	Postage & UPS	\$200.00	10/12/98	
				Total this claim	<u>\$200.00</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>
17652	1183	QUALITY BOOKS INC	Operating Fund	Elwood Adult	\$99.84	10/12/98	
				Total this claim	\$99.84		
17653	1184	QUILL CORPORATION	Operating Fund	*Other Office Supplies	\$377.74	10/12/98	
				Total this claim	\$377.74		
17654	1185	RAMSAY BUSINESS PRODUC	Operating Fund	Furniture & Equipment	\$875.00	10/12/98	
			Operating Fund	*Other Professional Services	\$145.94		
			Operating Fund	*Other Office Supplies	\$70.17		
				Total this claim	\$1,091.11		
17655	1186	READER'S DIGEST ASSOC., IN	Operating Fund	Periodicals & Newspapers	\$24.76	10/12/98	
				Total this claim	\$24.76		
17656	1187	SELBY PUBLISHING	Operating Fund	Elwood Adult	\$87.50	10/12/98	
				Total this claim	\$87.50		
17657	1188	SIMON & SCHUSTER	Operating Fund	Summitville	\$60.59	10/12/98	
				Total this claim	\$60.59		
17660	1189	UNIVERSITY BOOK SERVICE	Operating Fund	Elwood Childrens	\$242.99	10/12/98	
				Total this claim	\$242.99		
17658	1190	TOWN OF FRANKTON	Operating Fund	Electricity	\$106.90	10/12/98	
			Operating Fund	Water	\$7.40		
			Operating Fund	Waste Disposal Services	\$8.20		
				Total this claim	\$122.50		
17596	1191	22ND STREET HARDWARE	Operating Fund	*Other Operating Supplies	\$31.65	10/12/98	
				Total this claim	\$31.65		
17661	1192	WEIGHT WATCHERS	Operating Fund	Periodicals & Newspapers	\$12.00	10/12/98	
				Total this claim	\$12.00		
17638	1194	JIMMY VANNESS	Operating Fund	Programing	\$20.00	10/12/98	
				Total this claim	\$20.00		
17608	1195	C.M. DOAN	Operating Fund	Programing	\$70.00	10/12/98	
				Total this claim	\$70.00		
0	1196	BAKER & TAYLOR BOOKS				10/12/98	
				Total this claim			

<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>
17602	1197	BAKER & TAYLOR BOOKS	Operating Fund	Elwood Adult	\$2,253.72	10/12/98	
			Operating Fund	Elwood Childrens	\$299.37		
			Operating Fund	Elwood YA	\$14.16		
			Operating Fund	Frankton	\$690.69		
			Operating Fund	Summitville	\$665.58		
				Total this claim	<u>\$3,923.52</u>		
17625	1198	GENEALOGICAL PUBLISHING	Operating Fund	Elwood Adult	\$13.75	10/12/98	
				Total this claim	<u>\$13.75</u>		
17649	1199	NARDCO	Operating Fund	*Other Professional Services	\$122.00	10/12/98	
				Total this claim	<u>\$122.00</u>		
17659	1200	UNITOG RENTAL SERVICES	Operating Fund	*Other Operating Supplies	\$32.41	10/12/98	
				Total this claim	<u>\$32.41</u>		
0	1201	A.E. BOYCE CO., INC.	Operating Fund	Official Records	(\$82.96)	10/12/98	TO REVERSE ENTRY - CHECK MADE COUNTY HISTORICAL ALL
				Total this claim	<u>(\$82.96)</u>		
0	1202	A.E. BOYCE CO., INC.	Operating Fund	Official Records	\$82.96	10/12/98	
				Total this claim	<u>\$82.96</u>		
17664	1203	PITNEY BOWES	Operating Fund	Equipment/Rental	\$139.00	10/12/98	
				Total this claim	<u>\$139.00</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$30,307.19

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

Thursday, October 08, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

(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 _____, 19 _____.

<u>Sharon Pace</u>	<u>Amelia Bollander</u>	_____
<u>Linda Ayler</u>	<u>David Hoffman</u>	_____
<u>Kelvin [Signature]</u>		_____

SIGNATURES OF GOVERNING BOARD

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

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

Executive Session
Elwood Public Library Meeting Room
Monday, NOVEMBER 9, 1998
5:45PM

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

1. Personnel (IC20-14-3-4-(b))

Regular Meeting For Business
6:00PM

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

1. Long Range Plan
2. Automation

NEW BUSINESS

1. Appropriation Resolution
2. Committee Reports
 - a. Building, Chair Linda Sizelove
 - b. Technology, Report by Kathi Wittkamper

DIRECTOR'S REPORT
ADJOURN

BOARD/STAFF MEETING
7:00PM

LONG RANGE PLAN

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Board of Trustees
Executive Meeting
5:30PM

CALL TO ORDER

An executive meeting was called to order by President Pam Bohlander at 5:30pm in the Elwood Library Meeting Room, November 9, 1998.

Present were board members: David Hoffman, Brenda Carey, Sharan Pace, Linda Sizelove and Kevin Sipe.

BUSINESS:

1. Personnel (IC20-14-3-4-(b))
The evaluation of Director Kathi Wittkamper was discussed. The meeting continued after the regular meeting in order to give the Director a written evaluation. Sharan Pace explained if Kathi had any questions, she was supposed to telephone Sharan.

The meeting was adjourned.

<u>Sharan Pace</u>	<u>David L. Hoffman</u> David Hoffman, Secretary
<u>Kevin Sipe</u>	<u>Pamela Bohlander</u>
_____	_____
_____	_____

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Board of Trustees

Regular Meeting For Business

November 9, 1998

6:00pm

CALL TO ORDER

President Pamela Bohlander called a regular business meeting to order of the North Madison County Public Library System Board of Trustees November 9, 1998 at 6:00pm. at the Elwood Public Library.

CALL FOR QUORUM

Present with Mrs. Bohlander were board members: David Hoffman, Brenda Carey, Linda Sizelove, Sharan Pace and Kevin Sipe. Absent was Jerry Kaiser. Also present were Director Kathi Wittkamper and Assistant Administrator Jan Helping.

MINUTES - Previous minutes were approved with a motion from Linda Sizelove seconded by David Hoffman and passed.

CLAIMS REGISTER - Checks were signed by Brenda Carey in the absence of Jerry Kaiser. Claims register was signed by members.

OLD BUSINESS

David Hoffman wrote the mission statement on the Long Range Plan. He read it to Board members and asked them to take a copy with them to edit if they wanted to.

Sharan Pace asked board members if they would vote by secret ballot if they wanted her to stay on the library board. She was concerned that because of her health and not being able to attend all meetings, they might think she was a detriment to the board, and she will resign if that is their wish.

Discussion was held regarding the balance in the Construction Fund. At present there is approximately \$23,000.00. After the bill for installing the library clock, the balance will be spent on the Automation project. Kathi had the invoice from Library Corporation for the updates for 1999 and it was discussed briefly.

Kevin Sipe reported he had been on site at Frankton several times while the new roof was being installed. He feels Craig Roofing did a good job with the roof. Now it is very important that paint not be dripped on it. Pam thanked Kevin for being the board's representative.

Brenda Carey presented a Public Comment Policy written by her for board approval. She would like board members to check over and approve next month.

NEW BUSINESS

The Appropriation Resolution for the end of the year was presented by Jan Helping. Motion was made by Linda Sizelove, seconded by Sharan Pace to accept the resolution. Members signed the resolution.

Sharan Pace said that at the Technology Committee meeting, a device was suggested to give us more Internet stations. She asked if we could install it. Kathi W. explained that the device is an Intel Internet station that serves as a router-splitter and can split twenty work stations from it. CICC loaned us the device and we have three computers hooked up. Two work well and the third does not. She feels in the near future there will be grants to apply for that will help with installation of Internet access, but not monthly fees. Also, if we can form a partnership with IU and Mr. Hazelbaker, we may have some help coming there.

Kathi reported two incidents of vandalism, that is; one of the memorial benches has been pulled up again and two caps have been stolen from the water hydrant. Ralph is checking on the caps with the Fire Dept. Linda Sizelove said she would have Steve S. look at the bench to see if he could cement it in.

Kathi thanked Linda and Steve Sizelove for putting the plants around the sign in front of the building. Also she wanted to thank Jerry Kaiser for taking the door stops out of both entrances. The door stop in the parking lot entrance caused a patron to fall recently and has caused several people to trip.

Brenda Carey reported Mr. Hazelbaker is not satisfied with the landscaping around the Summitville Library and therefore, has contacted an architect to get someone else to work on it.

Jan H. reported Rose Frye and Mat Leeson from the City Water Co. contacted her to tell us the water spigot in the lawn between the arch and the Y is on a separate water meter and we will either need to pay a deposit and begin paying monthly bills for this water or have it plumbed into our meter with the building. Members think it will be too expensive to pay a monthly water bill for the service and want Ralph to use the outside building receptacles. Kevin Sipe suggested pulling the blueprints on the plumbing to see how hard it would be to hook the service to the rest. David Hoffman made a motion to pay the water bill given to Jan but only for \$11.24 which eliminates the sewer charge. Kevin Sipe seconded and the motion passed.

Director's Report Kathi explained the budget hearing on the 17th will be different this year because we are to take our books to the county auditor's office where the State Board of Tax Commissioners will examine them and let us know their instructions at a later date.

Since the Leasing Corporation will need to meet after the December board meeting for their last regular meeting, Linda Sizelove suggested the board wait until January to have a party for them at her house.

Kevin Sipe asked if the board would be reporting to the public what the costs of the building project were, how much it came in under budget, what local vendors were used, etc. Board members think we should gather information and then decide whether to make it public. (Harold Etchison was suggested as a source of information).

The December meeting will be December 14 at Frankton – Executive meeting at 7:00pm and public meeting at 7:30pm.

Sharon Pace
Kevin Sipe

David Hoffman
David Hoffman, Sec'y.

Amelia Bellander

North Madison County Public Library System Job Description

Job Title: Administrative Assistant
Department: Administration
Reports To: Director
FLSA Status: Exempt
Prepared By: Director
Prepared Date: Draft 12/14/98
Approved By:
Approved Date:

SUMMARY: Performs general accounting and secretarial duties for the Library System by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents such as sales slips, invoices, receipts, check stubs, and computer printouts.

Summarizes details in separate ledgers or computer files and transfers data to general ledger.

Reconciles and balances accounts.

Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business.

Enters and posts all bills and invoices, prints claim vouchers and checks.

Calculates employee wages from records or time cards and prepares checks for payment of wages. Maintains monthly record of personnel benefits.

Prepares withholding, Social Security, and other tax reports.

Completes records to or through trial balance.

Routes incoming mail. Composes and types routine correspondence. Makes copies of correspondence or other printed materials.

Organizes and maintains file system, and files correspondence and other records.

Arranges and coordinates meeting reservations for staff development.

Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.

Orders and maintains supplies, and postal processing equipment.

Participates in workshops to maintain proficiency in financial responsibilities.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: None required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**North Madison County Public Library System
Job Description**

Job Title: Director
Department: Administration
Reports To: Board of Trustees
FLSA Status: Exempt
Prepared By: Director
Prepared Date: Draft 12/14/98
Approved By:
Approved Date:

SUMMARY: Plans and administers program of library services by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Director is responsible for the overall functioning of the Library System.

Assists President in preparing Board meeting agenda and support materials.

Attends Board and other meetings as necessary to meet library and community needs.

Submits recommendations on library policies and services to the Board of Trustees, and implements policy decisions.

Compiles general information and statistical data to determine effectiveness of library services. Recommends measures to improve organization and administration of systems.

Prepares budget, program, annual, and special reports for the Board of Trustees and the Indiana State Library.

Ensures compliance with appropriate regulations and standards promulgated by Indiana Code, State Board of Accounts, State Tax Commissioners, and State Library.

Analyzes and coordinates departmental budget estimates and controls expenditures to administer approved budget.

Assists in planning and implementation of new information technologies to meet changing needs.

Coordinates activities of branch or departmental libraries.

Ensures adequate maintenance of buildings and grounds.

Reviews and evaluates orders for books and audiovisual materials.

Plans and conducts staff meetings and participates in community and professional meetings to

must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

LONG-RANGE PLANNING COMMITTEE

Meeting – November 9, 1998

8:00PM

A meeting of the Long-Range Planning Committee was held Monday, November 9, 1998 in the meeting room of the Elwood Public Library with both staff and board present.

Previously, Kathi asked staff members to submit their ideas and goals for their departments. Sharan Pace had submissions from Emily Davidson and Glenna Stewart. She went over both and discussion was held from those present about what they have submitted. (attached)

Linda Sizelove said she has been checking the books in the library and finds there are not enough medical books. She feels patrons depend on the library for this information. Also she thinks the library is short in the area of CLASSICS.

Sharon Fouts explained that Emily had mentioned most things that she would like to see happen in her department also. She also said her department sees over 400 children each month and the computers are used constantly, children being turned away sometimes. Therefore, she would like more computers in the future. She has no printer now that the Job Source Printer was removed for a lack of continued grant money. This is a need she has now, because there is no printer in Youth Services.

Carolyn Lambertson said she would like a laser printer, she has a ribbon printer now. She also needs to update the three computers and printers she has at present. She also feels we need to have more PR about our libraries. We need to listen to the public and their needs more. The staff needs more instruction on computers.

Sharan Pace – The board feels when Jamie Scott finishes her training, she will be the one to train the staff.

Sharon Fouts – Could we benefit from student participation? Some are very adept on computers and could help us.

Kevin Sipe – In our school, there are some requirements for public service for students. This may be a possibility.

Linda Sizelove asked about Storytime, how is it going?

Sharon Fouts gave some facts about numbers of children in Storytime and said the Saturday class is growing. She is going to start a Lap-Sit program soon and has been working for Head-Start, also delivers books to homebound students and works with the people who home-school. A statement was made about Pre-school taking some of the Storytime children she did have and Sharon explained she works with Pre-School classes who visit the library other days.

Carolyn Lambertson said Summitville works with the Nursing Home there once a month.

Some of the staff felt if there was a way to get people to the library it could solve some problems. Kevin Sipe asked if school buses were owned by the school system at Elwood and Summitville, suggesting if they were independently owned we might be able to hire them to pick up people for us.

INTERNET ACCESS:

Loretta Dodd would like to see a Website for the Indiana Room to list what we have available. She is hoping to work with the local cemetery personnel to borrow the records they have to input into our computer records. Loretta explained the computers in the Indiana Room saying two are for public use and one is for staff input because there is information that has to be protected.

Carolyn Lambertson wants to place more computers in their library's seating area to make a Genealogy space. She reported that Loretta Dodd has been helping them and Frankton build their Genealogy departments.

Kevin Sipe asked if the budget could stand any expense for technology now or in 1999. Jan explained that there is no extra in the budget for 1998, possibly 1999 if when the new budget is approved, we get more than we expected. Our budget hearing at the county is Nov. 17.

Several staff members talked about the problem with not enough printers. Kevin Sipe and Brenda Carey both explained that in their experience many computers could be tied to one printer and it sounds like the libraries have a buffer problem.

Sharon Fouts said she thinks the public expected the library to have cutting-edge technology when the new building was opened – they don't realize how expensive it is to have it.

Kathy Harris said patrons on the public computers can cause a lot of trouble. There are young people now who can do incredible things on the computers – at times they take them off line, which means getting Jamie to straighten it out.

Kevin Sipe said he feels we no longer know more than the students – about computers. He feels we can learn working with the students, however. He asked if the school or city had a Home Page and could the library piggy-back with them. He feels we could do this and then get E-Mail. He suggested some ways to get E-Mail.

Loretta Dodd discussed indexing newspapers that we have on microfilm as a long-term goal. She feels it would be a great advantage to people looking for information on news events, etc. She has some volunteers working with her in the Indiana Room but could use more. The problem with volunteers is that their time is very sporadic. She has tried to get the Friends of the Library going again. Linda Sizelove said she feels a guild would be

an asset and suggested going to the churches to have them advertise in their church bulletins for volunteers.

Kevin Sipe asked if everything is backed up. He suggested getting a Zip Drive. Also he and other board members feel patrons should put their work on disks, therefore, not taking up so much space on our hard drives. Linda S. and Brenda C. would like to see disks be available to the public to be purchased for their use. Brenda C. wants Loretta to put all her information in the Indiana Room on Disk now.

Kevin asked if the Internet Workbook is being used. Is it being done – the school can help with this and he feels we can work together. Kathy Harris explained the staff has been told by Kathi W. when they have extra time - to work on the computers. She feels this is a big help and using the computers alone gives them experience.

Dave Hoffman feels the staff should go ahead with a Senior Citizens outreach program. Kathy Harris said she feels they have already started. Some of the staff take books to the elderly now.

Dave H. suggested getting in touch with the school librarians, who would know what material the teachers will be needing. Sharon F. said she already keeps in touch with the elementary librarians to keep from duplicating materials – the more expensive sets.

Carolyn Lambertson asked if in the future her book budget could be looked at since she believes it should be higher.

Brenda Carey feels the staff should be looking at material as universal. She thinks it is all tax money and everything in the system should be shared. There is too much thinking from each branch that they are separate. She feels books should be circulated and it does not matter which branch orders them, that when there are requests from patrons, wherever they are they should be put in order to receive the book.

Kevin Sipe asked if audio books could be rated. He has experienced listening to audio books with his family that are not suitable for children.. Staff members explained they are just like books in print and are not rated.

DIRECTOR'S REPORT

NMCPLS TRUSTEE MEETING • NOVEMBER 9, 1998

IN YOUR FOLDER

- | | |
|--|--|
| •Minutes, October Board Meeting | •Materials from Centennial Celebration |
| •Monthly statistics | •New release of Indiana Library Laws – please add to your binder. |
| •Letter from Larry McFall | •Job Descriptions for Youth Services Manager and Custodian – for action at December meeting. |
| •Glenna Stewart's recommendations for long-range plan. | |
-

CALENDAR

- November 12:** Jan & Diana to attend bookkeeping workshop.
- November 14:** Book Discussion Group meets at 9:30. This month "The Christmas Box Collection," selected works of Richard Paul Evans. Copies available at the circulation desk in Adult Services.
- November 17:** Budget Hearing, 2 p.m. at Anderson Court House.
- November 24:** Elwood Services Coalition meeting at noon. David Kaufmann to introduce & demonstrate the SAVI database (Social Assets & Vulnerabilities Indicators)
- November 25:** Library facilities close at noon. Reopen at 9 a.m. November 27.
- December 12:** Book Discussion Group meets at 9:30. "Simple Abundance: A Daybook of Comfort and Joy" by Sarah Ban Breathnach.
- December 14:** Board of Trustees meeting.
-

STAFF/TRAINING

Sharon Fouts was presented a plaque by the Texas Migrant Council and Indiana Migrant Head Start. Sharon makes weekly "Story Time" visits to the Head Start facility in Elwood.

I attended the Indiana Public Library Association Leadership Workshop, held October 28 & 29. The workshop covered employment issues, the forthcoming session of the state legislature, and a program on insurance & benefits.

A recent addition to the professional collection at each location is "Exploring the Internet Using Critical Thinking Skills: A Self-paced Workbook for Learning to Effectively Use the Internet and Evaluate Online Information." Staff have been encouraged to complete the workbook at their earliest convenience.

<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>
17720	1285	THOMSON INDIANA	Operating Fund	Periodicals & Newspapers	\$97.60	11/9/98	
				Total this claim	<u>\$97.60</u>		
17721	1253	UNITOG RENTAL SERVICES	Operating Fund	*Other Operating Supplies	\$32.41	11/9/98	
				Total this claim	<u>\$32.41</u>		
17722	1243	LEXIS LAW PUBLISHING	Operating Fund	Elwood Adult	\$53.00	11/9/98	
				Total this claim	<u>\$53.00</u>		
17723	1273	LIBRARY CORPORATION, THE	Operating Fund	Processing Supplies	\$78.00	11/9/98	BARCODE LABELS/INV.#23857
				Total this claim	<u>\$78.00</u>		
17724	1244	LIBRARY CORPORATION, THE	Operating Fund	Processing Supplies	\$353.00	11/9/98	
				Total this claim	<u>\$353.00</u>		
17725	1245	LIBRARY STORE INC., THE	Operating Fund	Processing Supplies	\$130.50	11/9/98	
				Total this claim	<u>\$130.50</u>		
17726	1247	MARSH SUPERMARKET	Operating Fund	Programing	\$66.30	11/9/98	
				Total this claim	<u>\$66.30</u>		
17727	1248	MIDWEST LIBRARY SALES	Operating Fund	Elwood AV	\$401.30	11/9/98	
			Operating Fund	Frankton AV	\$133.70		
				Total this claim	<u>\$535.00</u>		
17728	1246	MMR CRAFT SHOP	Operating Fund	*Other Operating Supplies	\$7.47	11/9/98	
				Total this claim	<u>\$7.47</u>		
17729	1249	NAEIR	Operating Fund	Postage & UPS	\$166.04	11/9/98	
				Total this claim	<u>\$166.04</u>		
17730	1252	RAINBOW BOOK COMPANY	Operating Fund	Elwood Childrens	\$1,009.75	11/9/98	
				Total this claim	<u>\$1,009.75</u>		
17733	1286	CRAIG ROOFING COMPANY	Operating Fund	Bldg. & Structure/Maint.	\$6,793.00	11/9/98	For roof on Frankton Library
				Total this claim	<u>\$6,793.00</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>
17704	1280	GLENNA STEWART	Operating Fund	Traveling Expense	\$47.50	11/9/98	
				Total this claim	<u>\$47.50</u>		
17705	1234	GREEN ACRES	Operating Fund	*Other Operating Supplies	\$219.84	11/9/98	
				Total this claim	<u>\$219.84</u>		
17706	1235	GRUNAU COMPANY	Operating Fund	*Other Professional Services	\$190.00	11/9/98	
				Total this claim	<u>\$190.00</u>		
17707	1281	GTE	Operating Fund	Telephone & Telegraph	\$180.52	11/9/98	
				Total this claim	<u>\$180.52</u>		
17708	1236	HIGHSMITH CO.,INC.	Operating Fund	Furniture & Equipment	\$279.00	11/9/98	
				Total this claim	<u>\$279.00</u>		
17709	1266	HORTON'S & SONS OF ELWO	Operating Fund	*Other Office Supplies	\$9.85	11/9/98	
				Total this claim	<u>\$9.85</u>		
17710	1269	INDIANA GAS COMPANY	Operating Fund	Gas	\$28.49	11/9/98	
			Operating Fund	Gas	\$25.79		
				Total this claim	<u>\$54.28</u>		
17711	1270	INDIANA STATE LIBRARY	PLAC	Other	\$109.00	11/9/98	
				Total this claim	<u>\$109.00</u>		
17712	1239	INTERNAL REVENUE SERVIC	Operating Fund	Taxes	\$159.72	11/9/98	
				Total this claim	<u>\$159.72</u>		
17713	1271	K MART	Operating Fund	Other Supplies	\$109.14	11/9/98	
				Total this claim	<u>\$109.14</u>		
17714	1272	LINDA KEMPER	Operating Fund	Traveling Expense	\$12.00	11/9/98	
				Total this claim	<u>\$12.00</u>		
17715	1242	LUCENT TECHNOLOGIES	Operating Fund	*Other Operating Supplies	\$218.40	11/9/98	BATTERIES FOR TELEPHONES and
			Operating Fund	Telephone & Telegraph	\$137.64		
				Total this claim	<u>\$356.04</u>		
17716	1274	MARSHA RUDD	Operating Fund	Other	\$6.99	11/9/98	PATRON PD. FOR BOOK/ FOUND
				Total this claim	<u>\$6.99</u>		
17717	1284	RAMSAY BUSINESS PRODUC	Operating Fund	*Other Office Supplies	\$280.37	11/9/98	
				Total this claim	<u>\$280.37</u>		
17718	1275	RICK MCADAMS	Operating Fund	*Other Professional Services	\$50.00	11/9/98	
				Total this claim	<u>\$50.00</u>		
17719	1276	TASTE OF HOME	Operating Fund	Frankton	\$22.45	11/9/98	
				Total this claim	<u>\$22.45</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
17687	1262	BARBARA McADAMS	Operating Fund	Traveling Expense	\$17.50	11/9/98	
				Total this claim	\$17.50		
17688	1263	BARBARA SNIPES	Operating Fund	Traveling Expense	\$52.50	11/9/98	
				Total this claim	\$52.50		
17689	1230	BINGHAM, FARRER & WILSON	Operating Fund	Legal Services	\$41.75	11/9/98	
				Total this claim	\$41.75		
17690	1231	BON PRINTING	Operating Fund	Programing	\$28.35	11/9/98	
				Total this claim	\$28.35		
17691	1232	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$189.24	11/9/98	
				Total this claim	\$189.24		
17692	1266	DEMCO	Operating Fund	Other Supplies	\$49.29	11/9/98	
				Total this claim	\$49.29		
17693	1277	DIANA L. SHEPARD	Operating Fund	Traveling Expense	\$13.00	11/9/98	
				Total this claim	\$13.00		
17694	1250	POPULAR SUBSCRIPTION SE	Operating Fund	Periodicals & Newspapers	\$2,337.89	11/9/98	
			Operating Fund	Periodicals & Newspapers	\$1,165.77		
			Operating Fund	Periodicals & Newspapers	\$1,164.95		
				Total this claim	\$4,668.61		
17695	1251	QUILL CORPORATION	Operating Fund	*Other Office Supplies	\$382.02	11/9/98	
				Total this claim	\$382.02		
17696	1237	H.W.WILSON COMPANY	Operating Fund	*Other Operating Supplies	\$419.00	11/9/98	
				Total this claim	\$419.00		
17697	1267	ELWOOD TIRE & AUTO SERVI	Operating Fund	Repair Parts/Maintenance	\$21.83	11/9/98	
				Total this claim	\$21.83		
17698	1282	INDYNET	Operating Fund	*Other Professional Services	\$15.00	11/9/98	
			Operating Fund	*Other Professional Services	\$15.00		
				Total this claim	\$30.00		
17700	1283	MARVIN SAUBERT	Operating Fund	*Other Professional Services	\$120.00	11/9/98	
			Operating Fund	Other Repair & mainten.supplies	\$68.94		
				Total this claim	\$188.94		
17702	1265	DICK'S LOCKSMITHING	Operating Fund	*Other Professional Services	\$10.00	11/9/98	
				Total this claim	\$10.00		
17703	1233	GALE RESEARCH	Operating Fund	Elwood Adult	\$287.77	11/9/98	
				Total this claim	\$287.77		

Register Of Claims

North Madison County Public Library System

Report Date: From 11/1/98 To 11/30/98

<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	1256	POLITICAL RESEARCH INC.	Gift	Summitville	(\$517.00)	11/9/98	To correct wrong account no. - voucher
			Gift	Elwood Adult	\$517.00		
				Total this claim	<u>\$0.00</u>		
0	1238	H.W.WILSON COMPANY				11/9/98	
				Total this claim			
0	1240	LUCENT TECHNOLOGIES				11/9/98	
				Total this claim			
0	1241	LUCENT TECHNOLOGIES				11/9/98	
				Total this claim			
0	1255	BAKER & TAYLOR BOOKS	Operating Fund	Elwood Childrens	(\$11.30)	11/9/98	To adjust acct. -donation in memory
			Gift	Elwood Childrens	\$11.30		
				Total this claim	<u>\$0.00</u>		
17681	1278	22ND STREET HARDWARE	Operating Fund	Repair Parts/Maintenance	\$4.63	11/9/98	
				Total this claim	<u>\$4.63</u>		
17682	1228	ACES NATIONAL	Operating Fund	Elwood Adult	\$9.45	11/9/98	
				Total this claim	<u>\$9.45</u>		
17683	1229	AMERITECH	Operating Fund	Telephone & Telegraph	\$152.83	11/9/98	
			Operating Fund	Telephone & Telegraph	\$252.60		
				Total this claim	<u>\$405.43</u>		
17684	1261	AT&T	Operating Fund	Telephone & Telegraph	\$17.40	11/9/98	
			Operating Fund	Telephone & Telegraph	\$11.12		
				Total this claim	<u>\$28.52</u>		
17685	1279	AUDIO VISUAL COMMUNICATI	Operating Fund	*Other Professional Services	\$109.00	11/9/98	Serv. Agreement for Nov.
				Total this claim	<u>\$109.00</u>		
17686	1264	BAKER & TAYLOR BOOKS	Operating Fund	Elwood Adult	\$1,413.08	11/9/98	
			Operating Fund	Elwood Childrens	\$1,082.25		
			Operating Fund	Elwood YA	\$46.86		
			Operating Fund	Frankton	\$204.59		
			Operating Fund	Summitville	\$112.19		
			Operating Fund	Other	\$191.90		
				Total this claim	<u>\$3,050.87</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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Total Amount of Claims \$21,416.47

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, November 05, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

(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 _____, 19____.

<u>Linda L. Jones</u>	<u>Beanda D. Camp</u>	_____
<u>Sharon L. Cook</u>	<u>Kevin M. (Miss) O</u>	_____
<u>Daniel R. Hoffman</u>	<u>Amelia R. B. Baker</u>	_____

SIGNATURES OF GOVERNING BOARD

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

APPROPRIATION RESOLUTION

WHEREAS, it has been determined that it is now necessary to transfer money that was appropriated in the annual budget for the various functions of the North Madison County Public Library System: Now, therefore:

Sec. 1. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND

1.13	Wages of Janitor	8,300.00	
1.14	Employee Benefits	500.00	
1.18	Empl. Contribution	5,200.00	
1.19	Empl. Contr. Group Ins.	700.00	
2.13	Office Supplies	400.00	
2.21	Cleaning & Sanitation	1,100.00	
2.24	Bldg. Matl. & Supplies	500.00	
2.25	Paint & Painting Supplies	100.00	
2.11	Official Records	500.00	
3.1	Prof. Services	15.00	
3.11	Consulting Services	950.00	
3.12	Legal Services	4,400.00	
3.26	Programming	400.00	
3.42	Other Insurance	2,400.00	
3.51	Gas	4,000.00	
3.62	Equipment	800.00	
3.72	Equipment/Rental	1,000.00	
4.1	Land Bldg.Improvement	13,000.00	
4.31	Elwood Adult Books	800.00	
4.33	Elwood YA Books	250.00	
4.35	Summitville Books	604.70	
4.4	Periodicals & Newspapers	800.00	
4.52	Frankton AV	140.00	
	Total		\$46,859.70

Sec. 2 Be it resolved by the Library Board of the North Madison County Public Library System, Madison County, Indiana that for the expenses of the Public Library the following sums of money are hereby appropriated and ordered set apart of the funds herein specified, subject to the laws governing the same:

1.12	Salary of Assistants	\$ 13,100.00
1.16	Emp.Share FICA & Medic.	400.00
1.2	Other	89.70
2.22	Other Operating Supplies	1,600.00

2.26	Repair Parts/Maintenance	250.00
2.27	Other Repair & Maintenance	900.00
2.3	Supplies	450.00
2.31	Book Processing	50.00
2.32	Automation	8,700.00
2.41	Processing Supplies	2,000.00
3.13	Other Professional Services	2,800.00
3.2	Communication & Transp.	30.00
3.21	Telephone & Telegraph	1,500.00
3.23	Traveling Expense	900.00
3.24	Professional Meetings	1,300.00
3.31	Advertising & Public Notice	50.00
3.52	Electricity	1,100.00
3.53	Waste Disposal Service	200.00
3.54	Water	200.00
3.61	Bldg.& Struct. Maint.	5,300.00
3.8	Dues	600.00
3.81	Taxes	150.00
4.2	Furniture & Equipment	4,000.00
4.32	Elwood Children's Books	620.00
4.34	Frankton Books	570.00

Total \$46,859.70

APPROPRIATION RESOLUTION.....November 9, 1998

Presented to the North Madison County Public Library System Board of Trustees, read in full and adopted this 9th day of November 1998, by the following Aye and Nay votes.

	Aye	Nay
<u>Christy Carey</u>	_____	_____
<u>Daniel L. Hoffman</u>	_____	_____
<u>Sharon Pace</u>	_____	_____
<u>Linda Anglin</u>	_____	_____
<u>Pamela Bolkander</u>	_____	_____
<u>Kevin M. Stipe</u>	_____	_____

Mission Statement

The mission of the North Madison County Public Library System is to offer educational, cultural, and recreational knowledge and information to the community through library materials and services.

Public Comment Policy

It shall be the policy of the North Madison County Public Library System and its governing Board of Library Trustees that public comments be limited to brief remarks unless prior request to be placed on the agenda has been granted by the President and/or Director. In keeping with suggestions set forth in the reference manual, In the Public Trust, it is also the policy of aforementioned body that no immediate response is required by members at the time of the person's comments (p. J-11).

APPROPRIATION RESOLUTION

WHEREAS, it has been determined that it is now necessary to transfer money that was appropriated in the annual budget for the various functions of the North Madison County Public Library System: Now, therefore:

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1.14	Employee Benefits	500.00	
1.18	Empl. Contribution	5,200.00	
1.19	Empl. Contr. Group Ins.	700.00	
2.13	Office Supplies	400.00	
2.21	Cleaning & Sanitation	1,100.00	
2.24	Bldg. Matl. & Supplies	500.00	
2.25	Paint & Painting Supplies	100.00	
2.11	Official Records	500.00	
3.1	Prof. Services	15.00	
3.11	Consulting Services	950.00	
3.12	Legal Services	4,400.00	
3.26	Programming	400.00	
3.42	Other Insurance	2,400.00	
3.51	Gas	4,000.00	
3.62	Equipment	800.00	
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	Total		\$46,859.70

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1.12	Salary of Assistants	\$ 13,100.00
1.16	Emp.Share FICA & Medic.	400.00
1.2	Other	89.70
2.22	Other Operating Supplies	1,600.00

2.26	Repair Parts/Maintenance	250.00
2.27	Other Repair & Maintenance	900.00
2.3	Supplies	450.00
2.31	Book Processing	50.00
2.32	Automation	2,700.00
2.41	Processing Supplies	2,000.00
3.13	Other Professional Services	2,200.00
3.2	Communication & Transp.	30.00
3.21	Telephone & Telegraph	1,500.00
3.23	Traveling Expense	900.00
3.24	Professional Meetings	1,300.00
3.31	Advertising & Public Notice	50.00
3.52	Electricity	1,100.00
3.53	Waste Disposal Service	200.00
3.54	Water	200.00
3.61	Bldg.& Struct. Maint.	5,300.00
3.8	Dues	600.00
3.81	Taxes	150.00
4.2	Furniture & Equipment	4,000.00
4.32	Elwood Children's Books	620.00
4.34	Frankton Books	570.00

Total \$46,859.70

APPROPRIATION RESOLUTION.....November 9, 1998

Presented to the North Madison County Public Library System Board of Trustees, read in full and adopted this 9th day of November 1998, by the following Aye and Nay votes.

Aye	Nay
<u>Shirley Carey</u>	_____
<u>Donald L. Halpin</u>	_____
<u>Sharon Pace</u>	_____
<u>Linda Anglin</u>	_____
<u>Patricia Bolkander</u>	_____
<u>Kevin M. Stipe</u>	_____

Financial Report
North Madison County Public Library System

Report Dates = 10/1/98 to 10/31/98

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
1. Operating Fund						
100 Operating Fund	\$233,194.57	\$59,826.50	\$607,829.18	\$14,209.86	\$480,929.89	\$106,295.28
105 Operating Fund Invest	\$0.00	\$0.00	\$80,000.00	\$0.00	\$80,000.00	\$0.00
Subtotal	\$233,194.57	\$59,826.50	\$687,829.18	\$14,209.86	\$560,929.89	\$106,295.28
2. Main						
103 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
107 PLAC	\$239.00	\$0.00	\$409.00	\$22.00	\$301.00	\$131.00
110 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$40,000.00
115 LIRF	\$15,363.05	\$0.00	\$40,000.00	\$0.00	\$45,966.87	\$21,329.92
120 Gift	\$11,698.71	\$80.00	\$6,698.74	\$149.00	\$6,234.11	\$11,234.08
130 Construction Fund	\$13,706.60	\$0.00	\$121,000.00	\$0.00	\$128,521.27	\$21,227.87
Subtotal	\$41,007.36	\$80.00	\$168,107.74	\$171.00	\$221,023.25	\$93,922.87
4. Withholding						
201 Federal Taxes Withhel	\$0.00	\$2,714.41	\$29,405.95	\$2,714.41	\$29,405.95	\$0.00
202 FICA	(\$0.03)	\$1,526.42	\$16,595.33	\$1,526.42	\$16,595.33	(\$0.03)
203 State Tax Withheld	\$0.00	\$811.03	\$8,788.05	\$811.03	\$8,788.05	\$0.00
204 County Taxes Withhel	\$0.00	\$183.57	\$1,976.38	\$183.57	\$1,976.38	\$0.00
205 PERF	\$0.00	\$1,968.38	\$5,663.73	\$569.60	\$6,298.20	\$634.47
206 Credit Union	\$0.00	\$3,168.33	\$34,702.39	\$3,168.33	\$34,702.39	\$0.00
207 Annuity	\$0.00	\$380.00	\$3,805.00	\$380.00	\$3,805.00	\$0.00
208 Insurance	\$0.00	\$614.10	\$4,476.54	\$614.10	\$4,476.54	\$0.00
209 Medicare	\$0.00	\$357.04	\$3,881.24	\$357.04	\$3,881.24	\$0.00
210 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal	(\$0.03)	\$11,723.28	\$109,294.61	\$10,324.50	\$109,929.08	\$634.44
Grand Total	\$274,201.90	\$71,629.78	\$965,231.53	\$24,705.36	\$891,882.22	\$200,852.59

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

Appropriation Report for 100 Operating Fund

North Madison County Public Library System

Report Date: From 10/1/98 To 10/31/9

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 Salary of Director	\$30,000.00	\$0.00	\$30,000.00	\$2,307.68	\$25,384.48	\$4,615.52	84.6
1.12 Salary of Assistants	\$260,874.00	\$0.00	\$260,874.00	\$21,101.88	\$231,390.74	\$29,483.26	88.7
1.13 Wages of Janitor	\$21,794.00	\$0.00	\$21,794.00	\$1,209.75	\$10,887.00	\$10,907.00	50.0
1.14 *Employee Benefits	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$909.90	\$590.10	60.7
1.16 Empl.Share FICA&Med	\$23,690.00	\$0.00	\$23,690.00	\$1,883.46	\$20,476.57	\$3,213.43	86.4
1.18 Emp Cont PERF	\$27,870.00	\$0.00	\$27,870.00	\$5,735.03	\$16,637.12	\$11,232.88	59.7
1.19 Emp Cont Group Ins	\$8,000.00	\$0.00	\$8,000.00	\$716.49	\$4,400.00	\$3,600.00	55.0
1.2 Other	\$0.00	\$0.00	\$0.00	\$0.00	\$89.70	(\$89.70)	#Div0!
Subtotal	\$373,728.00		\$373,728.00	\$32,954.29	\$310,175.51	\$63,552.49	83.0
<i>2. Supplies</i>							
2.1 Off.Supp/void	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.12 Stationary & Supplies	\$750.00	\$0.00	\$750.00	\$0.00	\$712.39	\$37.61	95.0
2.13 *Other Office Supplies	\$8,000.00	\$0.00	\$8,000.00	\$447.91	\$6,581.21	\$1,418.79	82.3
2.2 Oper.Supp/void	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
2.21 Cleaning & Sanitation	\$2,200.00	\$0.00	\$2,200.00	\$26.00	\$982.86	\$1,217.14	44.7
2.22 *Other Operating Suppl	\$4,500.00	\$0.00	\$4,500.00	\$106.70	\$5,191.22	(\$691.22)	115.4
2.23 Fuel, Oil and Lubricant	\$50.00	\$0.00	\$50.00	\$0.00	\$35.85	\$14.15	71.7
2.24 Bldg. Maint. And Supplie	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.0
2.25 Paint and painting sup	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.0

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
2.26 Repair Parts Maintena	\$500.00	\$0.00	\$500.00	\$0.00	\$707.45	(\$207.45)	141.5
2.27 Other Repair & mainte	\$0.00	\$0.00	\$0.00	\$0.00	\$734.55	(\$734.55)	#Div/0!
2.3 Other Supplies	\$0.00	\$0.00	\$0.00	\$149.49	\$266.35	(\$266.35)	#Div/0!
2.31 Book Processing	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,510.13	(\$10.13)	100.4
2.32 Automation	\$20,000.00	\$0.00	\$20,000.00	\$4,163.00	\$28,683.00	(\$8,683.00)	143.4
2.41 Processing Supplies	\$0.00	\$0.00	\$0.00	\$33.20	\$1,408.83	(\$1,408.83)	#Div/0!
Subtotal	\$39,100.00		\$39,100.00	\$4,926.30	\$47,813.84	(\$8,713.84)	122.3

2. *Supplies*

2.11 Official Records	\$1,500.00	\$0.00	\$1,500.00	\$82.96	\$961.68	\$538.32	64.1
Subtotal	\$1,500.00		\$1,500.00	\$82.96	\$961.68	\$538.32	64.1

3. *Other Services and Charge*

3.1 Prof.Serv./void	\$0.00	\$0.00	\$0.00	\$0.00	(\$15.00)	\$15.00	#Div/0!
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$24.00	\$976.00	2.4
3.12 Legal Services	\$5,000.00	\$0.00	\$5,000.00	\$75.00	\$506.75	\$4,493.25	10.1
3.13 *Other Professional Se	\$10,000.00	\$0.00	\$10,000.00	\$817.58	\$11,760.39	(\$1,760.39)	117.6
3.2 Communication & Tran	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	(\$30.00)	#Div/0!
3.21 Telephone & Telegraph	\$6,000.00	\$0.00	\$6,000.00	\$627.14	\$6,320.45	(\$320.45)	105.3
3.22 Postage & UPS	\$1,800.00	\$0.00	\$1,800.00	\$216.52	\$1,479.27	\$320.73	82.2
3.23 Traveling Expense	\$1,000.00	\$0.00	\$1,000.00	\$146.20	\$1,713.70	(\$713.70)	171.4
3.24 Professional Meetings	\$1,000.00	\$0.00	\$1,000.00	\$248.60	\$2,174.87	(\$1,174.87)	217.5
3.25 Programing	\$2,000.00	\$0.00	\$2,000.00	\$809.53	\$1,433.99	\$566.01	71.7
3.3 Printing & Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.31 Advertising & Public N	\$250.00	\$0.00	\$250.00	\$0.00	\$292.81	(\$42.81)	117.1
3.4 Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
3.41 Official Bonds	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00	\$0.00	100.0
3.42 Other Insurance	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$6,560.00	\$2,440.00	72.9
3.51 Gas	\$9,500.00	\$0.00	\$9,500.00	\$24.04	\$4,906.68	\$4,593.32	51.6
3.52 Electricity	\$20,000.00	\$0.00	\$20,000.00	\$4,636.17	\$18,545.34	\$1,454.66	92.7
3.53 Water	\$2,000.00	\$0.00	\$2,000.00	\$221.84	\$1,765.81	\$234.19	88.3
3.54 Waste Disposal Servic	\$250.00	\$0.00	\$250.00	\$67.76	\$280.51	(\$30.51)	112.2
3.6 Repairs & Maint/void	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#Num!
3.61 Bldg. & Structure/Maint	\$4,000.00	\$0.00	\$4,000.00	\$1,043.00	\$2,505.56	\$1,494.44	62.6
3.62 Equipment	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$666.22	\$833.78	44.4
3.72 Equipment/Rental	\$2,000.00	\$0.00	\$2,000.00	\$139.00	\$719.26	\$1,280.74	36.0
3.8 Dues	\$100.00	\$0.00	\$100.00	\$0.00	\$636.02	(\$536.02)	636.0
3.81 Taxes	\$2,800.00	\$0.00	\$2,800.00	\$1,335.80	\$2,773.09	\$26.91	99.0
3.9 Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	100.0
Subtotal	\$89,500.00		\$89,500.00	\$10,408.18	\$75,379.72	\$14,120.28	84.2
4. Capitol Outlays							
4.1 Land Buildings Improv	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$12,000.00	\$13,000.00	48.0
4.2 Furniture & Equipment	\$2,500.00	\$0.00	\$2,500.00	\$3,504.99	\$6,098.45	(\$3,598.45)	243.9
4.31 Elwood Adult	\$25,000.00	\$620.50	\$25,620.50	\$3,675.33	\$22,094.97	\$3,525.53	86.2
4.32 Elwood Childrens	\$9,000.00	\$0.00	\$9,000.00	\$1,676.58	\$7,529.59	\$1,470.41	83.7
4.33 Elwood YA	\$2,000.00	\$0.00	\$2,000.00	\$14.16	\$1,689.40	\$310.60	84.5
4.34 Frankton	\$12,000.00	\$0.00	\$12,000.00	\$524.20	\$12,337.86	(\$337.86)	102.8
4.35 Summitville	\$12,000.00	\$0.00	\$12,000.00	\$660.20	\$10,527.31	\$1,472.69	87.7
4.4 Periodicals & Newspaper	\$7,000.00	\$0.00	\$7,000.00	\$36.76	\$1,261.93	\$5,738.07	18.0
4.51 Elwood AV	\$5,200.00	\$226.04	\$5,426.04	\$781.95	\$4,307.04	\$1,119.00	79.4

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
4.52 Frankton AV	\$2,000.00	\$0.00	\$2,000.00	\$137.55	\$1,717.87	\$282.13	85.9
4.53 Summitville AV	\$2,000.00	\$292.03	\$2,292.03	\$443.05	\$2,192.85	\$99.18	95.7
Subtotal	\$103,700.00	\$1,138.57	\$104,838.57	\$11,454.77	\$81,757.27	\$23,081.30	78.0
Grand Total	\$607,528.00	\$1,138.57	\$608,666.57	\$59,826.50	\$516,088.02	\$92,578.55	84.8

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

Register Of Claims
North Madison County Public Library System
Report Date: From 10/1/98 To 10/31/98

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	1219	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$938.80	10/28/98	P/R 10-28-98
				FICA	Payroll Deductions	\$760.84	
			Federal Taxes Withheld	Payroll Deductions	\$1,351.26		
			Medicare	Payroll Deductions	\$177.96		
				Total this claim	\$3,228.86		
0	1204	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	10/14/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,590.53		
			Operating Fund	Wages of Janitor	\$603.60		
				Total this claim	\$12,347.97		
0	1202	GRUNAU COMPANY	Operating Fund	Official Records	\$82.96	10/12/98	
				Total this claim	\$82.96		
0	1210	JIMMY VANNESS	Operating Fund	Programing	(\$20.00)	10/12/98	ENTRY TO VOID CK. #017638
				Total this claim	(\$20.00)		
0	1211	LINDER'S DAIRY STORE				10/12/98	
				Total this claim			
0	1201	GRUNAU COMPANY	Operating Fund	Official Records	(\$82.96)	10/12/98	TO REVERSE ENTRY - CHECK MADE COUNTY HISTORICAL ALL
				Total this claim	(\$82.96)		
0	1215	MR. SUPERENT	Operating Fund	Programing	\$33.50	10/12/98	Balance of rental of Popcorn Machine fo
				Total this claim	\$33.50		
0	1216	LEISURE ARTS	Operating Fund	Frankton	(\$53.90)	10/12/98	To void ck. #17508 - returned books
				Total this claim	(\$53.90)		
0	1205	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$944.66	10/12/98	P/R 10-14-98
				FICA	Payroll Deductions	\$765.58	
			Federal Taxes Withheld	Payroll Deductions	\$1,363.15		
			Medicare	Payroll Deductions	\$179.08		
				Total this claim	\$3,252.47		
0	1218	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	10/28/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,511.35		
			Operating Fund	Wages of Janitor	\$606.15		
				Total this claim	\$12,271.34		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	1196	BAKER & TAYLOR BOOKS				10/12/98	
				Total this claim			
0	1120	HOLIDAY INN CONFERENCE C	Operating Fund	Professional Meetings	\$79.20	10/2/98	Reservation 9-27-98 CYPD Conf.
				Total this claim	\$79.20		
0	1120	ABE MARTIN LODGE	Operating Fund	Professional Meetings	\$75.90	10/2/98	Reservation - 10-28-98
				Total this claim	\$75.90		
0	1127	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$68.50	10/2/98	Registration ILF Legislative Forum 10-2
				Total this claim	\$68.50		
0	1168	VOIDED VOUCHER				10/12/98	
				Total this claim			
0	1217	MR. SUPERENT	Operating Fund	Programing	(\$50.00)	10/12/98	To void check #17671 - Charge card used instead.
				Total this claim	(\$50.00)		
17596	1191	LINDER'S DAIRY STORE	Operating Fund	*Other Operating Supplies	\$31.65	10/12/98	
				Total this claim	\$31.65		
17597	1131	AMERICAN ELECTRIC POWER	Operating Fund	Electricity	\$1,636.59	10/12/98	
			Operating Fund	Electricity	\$469.39		
				Total this claim	\$2,105.98		
17598	1132	AMERITECH	Operating Fund	Telephone & Telegraph	\$247.91	10/12/98	
			Operating Fund	Telephone & Telegraph	\$150.58		
				Total this claim	\$398.49		
17599	1130	ASSOCIATION OF INDIANA MU	Operating Fund	Elwood Adult	\$33.00	10/12/98	1998 DIRECTORY OF IND.MUSEUMS
				Total this claim	\$33.00		
17600	1133	AT&T	Operating Fund	Telephone & Telegraph	\$3.18	10/12/98	
			Operating Fund	Telephone & Telegraph	\$5.72		
				Total this claim	\$8.90		
17601	1135	AUDIO VISUAL COMMUNICATI	Operating Fund	*Other Professional Services	\$109.00	10/12/98	
				Total this claim	\$109.00		
17602	1197	BAKER & TAYLOR BOOKS	Operating Fund	Elwood Adult	\$2,116.22	10/12/98	
			Operating Fund	Elwood Childrens	\$711.87		
			Operating Fund	Elwood YA	\$14.16		
			Operating Fund	Frankton	\$553.19		
			Operating Fund	Summitville	\$528.08		
				Total this claim	\$3,923.52		

<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>
17603	1136	BARBARA McADAMS	Operating Fund	Traveling Expense	\$17.50	10/12/98	
				Total this claim	\$17.50		
17604	1137	BARBARA SNIPES	Operating Fund	Traveling Expense	\$49.20	10/12/98	
				Total this claim	\$49.20		
17605	1139	BAUERS	Operating Fund	*Other Operating Supplies	\$30.12	10/12/98	
				Total this claim	\$30.12		
17606	1140	BINGHAM, FARRER & WILSON	Operating Fund	Legal Services	\$75.00	10/12/98	
				Total this claim	\$75.00		
17607	1141	BON PRINTING	Operating Fund	Programing	\$211.00	10/12/98	
				Total this claim	\$211.00		
17608	1195	C.M. DOAN	Operating Fund	Programing	\$70.00	10/12/98	
				Total this claim	\$70.00		
17609	1143	CAROLYN LAMBERTSON	Operating Fund	Traveling Expense	\$15.00	10/12/98	
				Total this claim	\$15.00		
17610	1144	CARROLL PUBLISHING COMP	Operating Fund	Elwood Adult	\$270.00	10/12/98	
				Total this claim	\$270.00		
17611	1145	CENTRAL IND.COMPUTER CO	Operating Fund	Furniture & Equipment	\$2,475.00	10/12/98	
			Operating Fund	Furniture & Equipment	\$30.00		
				Total this claim	\$2,505.00		
17612	1146	CHILDREN'S PLUS, INC.	Operating Fund	Elwood Childrens	\$721.72	10/12/98	
				Total this claim	\$721.72		
17613	1147	CINDA HORINE	Operating Fund	Traveling Expense	\$7.50	10/12/98	
				Total this claim	\$7.50		
17614	1148	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$129.74	10/12/98	
				Total this claim	\$129.74		
17615	1149	CVS PHARMACY	Operating Fund	*Other Operating Supplies	\$12.52	10/12/98	
				Total this claim	\$12.52		
17616	1142	DELAWARE COUNTY HISTORI	Operating Fund	Official Records	\$82.96	10/12/98	
				Total this claim	\$82.96		
17617	1150	DELAWARE COUNTY HISTORI	Operating Fund	Summitville	\$65.00	10/12/98	
				Total this claim	\$65.00		
17618	1151	DIANA L. SHEPARD	Operating Fund	Professional Meetings	\$17.00	10/12/98	
			Operating Fund	Postage & UPS	\$16.52		
				Total this claim	\$33.52		

<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>
17619	1152	DICK'S LOCKSMITHING	Operating Fund	*Other Professional Services	\$15.00	10/12/98	
				Total this claim	\$15.00		
17620	1153	EDWARDS ELECTRICAL & ME	Operating Fund	Bldg. & Structure/Maint.	\$1,043.00	10/12/98	
				Total this claim	\$1,043.00		
17621	1154	ELWOOD COMMUNITY HIGH S	Operating Fund	Elwood Adult	\$25.00	10/12/98	1997 YEARBOOK
				Total this claim	\$25.00		
17622	1155	FARM EQUIPMENT GUIDE	Operating Fund	Elwood Adult	\$20.00	10/12/98	
				Total this claim	\$20.00		
17623	1156	FILIP, INC.	Operating Fund	Cleaning & Sanitation Supplies	\$26.00	10/12/98	
				Total this claim	\$26.00		
17624	1159	GALE RESEARCH	Operating Fund	Elwood Adult	\$289.00	10/12/98	
				Total this claim	\$289.00		
17625	1198	GENEALOGICAL PUBLISHING	Operating Fund	Elwood Adult	\$13.75	10/12/98	
				Total this claim	\$13.75		
17626	1160	GLENNA STEWART	Operating Fund	Traveling Expense	\$32.00	10/12/98	
				Total this claim	\$32.00		
17627	1157	GT PRINTING	Gift	Other Supplies	\$80.00	10/12/98	CHECK TO REPLACE CK.#01028 LOST - ORIGINAL DATE ISSUED - 5-13-98
				Total this claim	\$80.00		
17628	1158	GTE	Operating Fund	Telephone & Telegraph	\$178.50	10/12/98	
				Total this claim	\$178.50		
17629	1161	HISTORIC LANDMARKS FOUN	Operating Fund	Elwood Adult	\$25.00	10/12/98	
				Total this claim	\$25.00		
17630	1163	INCOLSA	Operating Fund	Elwood Adult	\$620.50	10/12/98	
				Total this claim	\$620.50		
17631	1162	INCOLSA	Operating Fund	Professional Meetings	\$8.00	10/12/98	REGISTRATIONS FOR: Jan Helping & Diana Shepard for Nov. Workshop
				Total this claim	\$8.00		
17632	1165	INDIANA GAS COMPANY	Operating Fund	Gas	\$12.57	10/12/98	
			Operating Fund	Gas	\$11.47		
				Total this claim	\$24.04		
17633	1164	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$34.55	10/12/98	
				Total this claim	\$34.55		

<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>
17634	1166	INDYNET	Operating Fund	*Other Professional Services	\$45.00	10/12/98	
				Total this claim	\$45.00		
17635	1157	INGRAM DISTRIBUTION GROU	Operating Fund	Summitville	\$6.53	10/12/98	
				Total this claim	\$6.53		
17636	1169	INSPIRATIONAL BOOK DISTR.	Operating Fund	Elwood Adult	\$33.27	10/12/98	
				Total this claim	\$33.27		
17637	1170	JANET BLANKENSHIP	Operating Fund	Traveling Expense	\$25.00	10/12/98	
				Total this claim	\$25.00		
17638	1194	JIMMY VANNESS	Operating Fund	Programing	\$20.00	10/12/98	
				Total this claim	\$20.00		
17639	1171	K MART	Operating Fund	Other Supplies	\$149.49	10/12/98	
			Operating Fund	Elwood AV	\$54.85		
			Operating Fund	Frankton AV	\$39.90		
			Operating Fund	Summitville AV	\$443.05		
			Operating Fund	Furniture & Equipment	\$49.99		
				Total this claim	\$737.28		
17640	1172	LEISURE ARTS	Operating Fund	Frankton	\$24.91	10/12/98	
				Total this claim	\$24.91		
17641	1173	LEXIS LAW PUBLISHING	Operating Fund	Elwood Adult	\$42.25	10/12/98	
				Total this claim	\$42.25		
17642	1174	LIBRARY CORPORATION, THE	Operating Fund	Automation	\$4,163.00	10/12/98	
				Total this claim	\$4,163.00		
17643	1175	LIBRARY STORE INC., THE	Operating Fund	Processing Supplies	\$33.20	10/12/98	
				Total this claim	\$33.20		
17644	1176	LUCENT TECHNOLOGIES	Operating Fund	*Other Professional Services	\$137.64	10/12/98	
			Operating Fund	*Other Professional Services	\$163.00		
				Total this claim	\$300.64		
17645	1179	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$50.00	10/12/98	
				Total this claim	\$50.00		
17646	1177	MARVIN SAUBERT	Operating Fund	*Other Professional Services	\$80.00	10/12/98	
				Total this claim	\$80.00		
17647	1178	MCI	Operating Fund	Telephone & Telegraph	\$41.25	10/12/98	
				Total this claim	\$41.25		

<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>
1764S	1130	MIDWEST LIBRARY SALES	Operating Fund	Frankton AV	\$97.65	10/12/98	
			Operating Fund	Elwood AV	\$727.10		
				Total this claim	\$824.75		
17649	1199	NARDCO	Operating Fund	*Other Professional Services	\$122.00	10/12/98	
				Total this claim	\$122.00		
17650	1182	PITNEY BOWES	Operating Fund	Postage & UPS	\$200.00	10/12/98	
				Total this claim	\$200.00		
17651	1101	PUBLIC EMP. RETIREMENT F	Operating Fund	Emp Cont PERF	\$5,785.00	10/12/98	
			PERF	Payroll Deductions	\$1,983.43		
			PERF	Payroll Deductions	(\$15.05)		
			Operating Fund	Emp Cont PERF	(\$49.97)		
				Total this claim	\$7,703.41		
17652	1183	QUALITY BOOKS INC	Operating Fund	Elwood Adult	\$99.84	10/12/98	
				Total this claim	\$99.84		
17653	1184	QUILL CORPORATION	Operating Fund	*Other Office Supplies	\$377.74	10/12/98	
				Total this claim	\$377.74		
17654	1185	RAMSAY BUSINESS PRODUC	Operating Fund	Furniture & Equipment	\$875.00	10/12/98	
			Operating Fund	*Other Professional Services	\$145.94		
			Operating Fund	*Other Office Supplies	\$70.17		
				Total this claim	\$1,091.11		
17655	1186	READER'S DIGEST ASSOC., IN	Operating Fund	Periodicals & Newspapers	\$24.76	10/12/98	
				Total this claim	\$24.76		
17656	1187	SELBY PUBLISHING	Operating Fund	Elwood Adult	\$87.50	10/12/98	
				Total this claim	\$87.50		
17657	1188	SIMON & SCHUSTER	Operating Fund	Summitville	\$60.59	10/12/98	
				Total this claim	\$60.59		
17658	1190	TOWN OF FRANKTON	Operating Fund	Electricity	\$106.90	10/12/98	
			Operating Fund	Water	\$7.40		
			Operating Fund	Waste Disposal Services	\$8.20		
				Total this claim	\$122.50		
17659	1200	UNITOG RENTAL SERVICES	Operating Fund	*Other Operating Supplies	\$32.41	10/12/98	
				Total this claim	\$32.41		
17660	1189	UNIVERSITY BOOK SERVICE	Operating Fund	Elwood Childrens	\$242.99	10/12/98	
				Total this claim	\$242.99		

<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>
17651	1192	WEIGHT WATCHERS	Operating Fund	Periodicals & Newspapers	\$12.00	10/12/98	
					Total this claim		
					\$12.00		
17654	1203	PITNEY BOWES	Operating Fund	Equipment/Rental	\$139.00	10/12/98	
					Total this claim		
					\$139.00		
17655	1206	INDIANA DEFERRED COMPEN	Annunity	Payroll Deductions	\$190.00	10/12/98	
					Total this claim		
					\$190.00		
17656	1208	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$42.32	10/12/98	
					Total this claim		
					\$42.32		
17667	1212	LINDER'S DAIRY STORE	Operating Fund	Programing	\$20.00	10/12/98	
					Total this claim		
					\$20.00		
17668	1207	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,584.85	10/12/98	
					Total this claim		
					\$1,584.85		
17669	1209	SHARON FOUTS	Operating Fund	Programing	\$25.03	10/12/98	
					Total this claim		
					\$25.03		
17670	1213	BILL BAILEY	Operating Fund	Programing	\$450.00	10/12/98	Payment for appearance 10-17-98 Fall Creek Delta Boys Band
					Total this claim		
					\$450.00		
17671	1214	MR. SUPERENT	Operating Fund	Programing	\$50.00	10/12/98	For rental of Popcorn Machine 10-17-98
					Total this claim		
					\$50.00		
17672	1224	AMERICAN ELECTRIC POWER	Operating Fund	Electricity	\$10.88	10/28/98	
			Operating Fund	Electricity	\$894.98		
			Operating Fund	Electricity	\$1,415.61		
					Total this claim		
					\$2,321.47		
17673	1225	CENTRAL INDIANA COMPUTE	Operating Fund	Furniture & Equipment	\$75.00	10/28/98	Invoice #628
					Total this claim		
					\$75.00		
17674	1222	CITY OF ELWOOD	Operating Fund	Emp Cont Group Ins	\$716.49	10/28/98	Health Ins. Premium for November for
			Insurance	Payroll Deductions	\$614.10		Fouts, Stewart & Scott
					Total this claim		
					\$1,330.59		
17675	1221	INDIANA DEFERRED COMPEN	Annunity	Payroll Deductions	\$190.00	10/28/98	
					Total this claim		
					\$190.00		
17676	1220	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$811.03	10/28/98	Month of October taxes
			County Taxes Withheld	Payroll Deductions	\$183.57		
					Total this claim		
					\$994.60		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
17677	1223	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,583.48	10/28/98	
				Total this claim	\$1,583.48		
17678	1226	MADISON COUNTY TREASUR	Operating Fund	Taxes	\$1,427.43	10/28/98	
				Total this claim	\$1,427.43		
17678	1259	MADISON COUNTY TREASUR	Operating Fund	Taxes	(\$1,427.43)	10/31/98	To void check #17678 - wrong tax amou
				Total this claim	(\$1,427.43)		
17679	1227	TOWN OF FRANKTON	Operating Fund	Electricity	\$101.82	10/28/98	
			Operating Fund	Water	\$7.83		
			Operating Fund	Waste Disposal Services	\$9.56		
				Total this claim	\$119.21		
17680	1260	MADISON COUNTY TREASUR	Operating Fund	Taxes	\$1,335.80	10/31/98	Fall Taxes
				Total this claim	\$1,335.80		
Total Amount of Claims					\$71,629.78		

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, November 08, 1998

Fiscal Officer

ALLOWANCE OF VOUCHER

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

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 8 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$71,629.78

Date this _____ day of _____, 19____.

SIGNATURES OF GOVERNING BOARD

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

Bank Balances

North Madison County Public Library System

Report as of: 10/31/9

<i>Bank</i>	
1	Star Financial Bank \$171,875.34
2	Huntington Bank \$17,755.77
3	Community Bank/Summitville \$11,221.48
Total all banks = \$200,852.59	

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

Receipt Listing

h Madison County Public Library Sy

Report Date: From 10/1/98 To 10/31/9

Receipt #	Date	Name	Explanation	Bank
503	10/14/98	PAYROLL		Star Financial Bank
	Fund	Account	Amount	
	202 FICA	400 Payroll	\$765.52	
	209 Medicare	400 Payroll	\$179.08	
	201 Federal Taxes Withheld	400 Payroll	\$1,263.15	
	203 State Tax Withheld	400 Payroll	\$406.82	
	204 County Taxes Withheld	400 Payroll	\$92.05	
	205 PERF	400 Payroll	\$284.93	
	207 Annuity	400 Payroll	\$190.00	
	208 Insurance	400 Payroll	\$307.05	
	206 Credit Union	400 Payroll	\$1,584.85	
	Total this receipt =			\$5,173.51
504	10/28/98	PAYROLL		Star Financial Bank
	Fund	Account	Amount	
	202 FICA	400 Payroll	\$760.84	
	209 Medicare	400 Payroll	\$177.96	
	201 Federal Taxes Withheld	400 Payroll	\$1,351.26	
	203 State Tax Withheld	400 Payroll	\$404.21	
	204 County Taxes Withheld	400 Payroll	\$91.52	
	205 PERF	400 Payroll	\$284.67	
	207 Annuity	400 Payroll	\$190.00	
	208 Insurance	400 Payroll	\$307.05	
	206 Credit Union	400 Payroll	\$1,583.48	
	Total this receipt =			\$5,150.99
509	10/1/98	Loretta Dodd	Fines & fees, Rect#1918	Star Financial Bank
	Fund	Account	Amount	
	100 Operating Fund	341 Fines	\$15.75	
	100 Operating Fund	350 Fax Fees	\$3.20	
	100 Operating Fund	349 Photocopy Fees	\$7.30	
	100 Operating Fund	347 Reader/Printer Copies	\$0.20	
	Total this receipt =			\$26.45
510	10/2/98	Kathy Harris	Fines & fees, Rect#1919	Star Financial Bank
	Fund	Account	Amount	
	100 Operating Fund	341 Fines	\$13.30	
	100 Operating Fund	350 Fax Fees	\$7.80	
	100 Operating Fund	346 Lamination	\$1.00	
	100 Operating Fund	349 Photocopy Fees	\$39.50	
	Total this receipt =			\$61.60

Receipt #	Date	Name	Explanation	Bank
511	10/6/98	Nancy Neal	Fines & Fees, Rect#1920	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		341 Fines	\$7.30	
100 Operating Fund		350 Fax Fees	\$5.60	
100 Operating Fund		349 Photocopy Fees	\$18.20	
100 Operating Fund		347 Reader/Printer Copies	\$1.00	
<i>Total this receipt =</i>			\$32.10	
512	10/6/98	Jamie Scott	Fines & fees, Rect#1921	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		341 Fines	\$14.50	
100 Operating Fund		350 Fax Fees	\$6.40	
100 Operating Fund		349 Photocopy Fees	\$7.40	
100 Operating Fund		348 Inter-Library Loan	\$1.12	
107 PLAC		351 PLAC	\$22.00	
100 Operating Fund		342 Replacement Cards	\$1.00	
<i>Total this receipt =</i>			\$52.42	
513	10/6/98	Carolyn Lamberson	Fines & fees, Rect#1922	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		341 Fines	\$44.58	
100 Operating Fund		350 Fax Fees	\$7.90	
100 Operating Fund		344 Lost/Damaged/Sale of Boo	\$0.50	
100 Operating Fund		349 Photocopy Fees	\$30.50	
100 Operating Fund		347 Reader/Printer Copies	\$3.00	
100 Operating Fund		348 Inter-Library Loan	\$2.65	
100 Operating Fund		348 Inter-Library Loan	\$1.53	
100 Operating Fund		342 Replacement Cards	\$2.00	
<i>Total this receipt =</i>			\$92.66	
514	10/6/98	Heartland Patchworkers Quilt	Donation to library	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
120 Gift		354 Donations & Memorials	\$100.00	
<i>Total this receipt =</i>			\$100.00	
515	10/6/98	Loretta Dodd	Fines & fees, Rect#1924	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		341 Fines	\$20.00	
100 Operating Fund		350 Fax Fees	\$7.80	
100 Operating Fund		349 Photocopy Fees	\$39.70	
<i>Total this receipt =</i>			\$67.50	

Receipt #	Date	Name	Explanation	Bank
516	10/6/98	Sharon Fouts	Fines & Fees, Rect#1925	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		341 Fines	\$28.15	
<i>Total this receipt =</i>			\$28.15	
517	10/7/98	Nancy Neal	Fines & fees, Rect#1926	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		341 Fines	\$9.40	
100 Operating Fund		350 Fax Fees	\$7.45	
100 Operating Fund		349 Photocopy Fees	\$36.70	
100 Operating Fund		347 Reader/Printer Copies	\$0.45	
100 Operating Fund		345 Other	\$6.00	
100 Operating Fund		342 Replacement Cards	\$3.00	
<i>Total this receipt =</i>			\$62.95	
518	10/7/98	Madison County Treasurer	Co-it tax	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		312 County Option Income Tax	10,121.37	
<i>Total this receipt =</i>			10,121.37	
519	10/8/98	Loretta Dodd	Fines & fees, Rect#1928	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		341 Fines	\$4.30	
100 Operating Fund		350 Fax Fees	\$18.50	
100 Operating Fund		346 Lamination	\$1.00	
100 Operating Fund		349 Photocopy Fees	\$50.50	
<i>Total this receipt =</i>			\$74.30	
520	10/9/98	Nancy Neal	Fines & fees, Rect#1929	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		341 Fines	\$23.65	
100 Operating Fund		350 Fax Fees	\$9.20	
100 Operating Fund		346 Lamination	\$2.50	
100 Operating Fund		349 Photocopy Fees	\$40.40	
100 Operating Fund		348 Inter-Library Loan	\$1.53	
100 Operating Fund		347 Reader/Printer Copies	\$0.40	
<i>Total this receipt =</i>			\$77.78	

Receipt #	Date	Name	Explanation	Bank
521	10/2/98	Barbara Meadams	Fines & fees, Rect#1930	Star Financial Bank
<i>Fund</i>	<i>Account</i>	<i>Amount</i>		
100 Operating Fund	341 Fines	\$77.30		
100 Operating Fund	350 Fax Fees	\$26.20		
100 Operating Fund	344 Lost, Damaged, Sale of Boo	\$3.60		
100 Operating Fund	346 Lamination	\$12.36		
100 Operating Fund	349 Photocopy Fees	\$102.50		
100 Operating Fund	348 Inter-Library Loan	\$6.60		
100 Operating Fund	342 Replacement Cards	\$2.00		
<i>Total this receipt =</i>		\$230.56		
522	10/12/98	Kathy Harris	Fines & Fees, Rect#1931	Star Financial Bank
<i>Fund</i>	<i>Account</i>	<i>Amount</i>		
100 Operating Fund	341 Fines	\$72.40		
100 Operating Fund	350 Fax Fees	\$6.40		
100 Operating Fund	349 Photocopy Fees	\$9.75		
100 Operating Fund	347 Reader/Printer Copies	\$0.60		
<i>Total this receipt =</i>		\$89.15		
523	10/12/98	Nancy Neal	Fines & fees, Rect#1932	Star Financial Bank
<i>Fund</i>	<i>Account</i>	<i>Amount</i>		
100 Operating Fund	341 Fines	\$12.00		
100 Operating Fund	350 Fax Fees	\$3.60		
100 Operating Fund	346 Lamination	\$2.00		
100 Operating Fund	349 Photocopy Fees	\$23.70		
100 Operating Fund	347 Reader/Printer Copies	\$0.40		
100 Operating Fund	348 Inter-Library Loan	\$1.53		
100 Operating Fund	342 Replacement Cards	\$2.00		
<i>Total this receipt =</i>		\$45.23		
524	10/12/98	Sharon Fouts	Fines & fees, Rect#1933	Star Financial Bank
<i>Fund</i>	<i>Account</i>	<i>Amount</i>		
100 Operating Fund	344 Lost, Damaged, Sale of Boo	\$12.35		
<i>Total this receipt =</i>		\$12.35		
525	10/13/98	Kathy Harris	Fines & fees, Rect#1934	Star Financial Bank
<i>Fund</i>	<i>Account</i>	<i>Amount</i>		
100 Operating Fund	341 Fines	\$9.60		
100 Operating Fund	350 Fax Fees	\$11.60		
100 Operating Fund	346 Lamination	\$0.50		
100 Operating Fund	349 Photocopy Fees	\$25.00		
100 Operating Fund	347 Reader/Printer Copies	\$0.20		
<i>Total this receipt =</i>		\$46.90		

Receipt #	Date	Name	Explanation	Bank
526	10/15/98	Emily Davidson	Fines & fees, Rect#1935	Star Financial Bank
<i>Fund</i>	<i>Account</i>	<i>Amount</i>		
100 Operating Fund	341 Fines	\$8.60		
100 Operating Fund	350 Fax Fees	\$7.40		
100 Operating Fund	349 Photocopy Fees	\$12.60		
100 Operating Fund	347 Reader/Printer Copies	\$0.40		
100 Operating Fund	342 Replacement Cards	\$1.00		
100 Operating Fund	352 Non-Resident Cards	\$50.00		
100 Operating Fund	345 Other	\$3.00		
<i>Total this receipt =</i>		\$83.00		
527	10/15/98	Emily Davidson	Fines & fees, Rect#1936	Star Financial Bank
<i>Fund</i>	<i>Account</i>	<i>Amount</i>		
100 Operating Fund	344 Lost, Damaged, Sale of Boo	\$6.00		
<i>Total this receipt =</i>		\$6.00		
528	10/16/98	Carolyn Lambertson	Fines & fees, Rect#1937	Star Financial Bank
<i>Fund</i>	<i>Account</i>	<i>Amount</i>		
100 Operating Fund	341 Fines	\$98.50		
100 Operating Fund	350 Fax Fees	\$17.90		
100 Operating Fund	346 Lamination	\$0.50		
100 Operating Fund	349 Photocopy Fees	\$35.70		
100 Operating Fund	347 Reader/Printer Copies	\$6.10		
100 Operating Fund	342 Replacement Cards	\$2.00		
<i>Total this receipt =</i>		\$160.70		
529	10/16/98	Kathy Harris	Fines & fees, Rect#1938	Star Financial Bank
<i>Fund</i>	<i>Account</i>	<i>Amount</i>		
100 Operating Fund	341 Fines	\$5.90		
100 Operating Fund	350 Fax Fees	\$8.00		
100 Operating Fund	346 Lamination	\$0.50		
100 Operating Fund	349 Photocopy Fees	\$36.95		
100 Operating Fund	347 Reader/Printer Copies	\$3.40		
<i>Total this receipt =</i>		\$54.75		
530	10/19/98	Jamie Scott	Fines & fees, Rect#1939	Star Financial Bank
<i>Fund</i>	<i>Account</i>	<i>Amount</i>		
100 Operating Fund	341 Fines	\$4.20		
100 Operating Fund	350 Fax Fees	\$0.60		
100 Operating Fund	349 Photocopy Fees	\$4.70		
<i>Total this receipt =</i>		\$9.50		

Receipt #	Date	Name	Explanation	Bank
531	10/20/98	Kathy Harris	Fines & fees, Rect#1940	Star Financial Bank
Fund		Account	Amount	
100 Operating Fund		341 Fines	\$1.40	
100 Operating Fund		350 Fax Fees	\$10.60	
100 Operating Fund		346 Lamination	\$1.22	
100 Operating Fund		349 Photocopy Fees	\$26.90	
Total this receipt =			\$40.12	
532	10/20/98	Emily Davidson	Fines & fees, Rect#1941	Star Financial Bank
Fund		Account	Amount	
100 Operating Fund		344 Lost, Damaged, Sale of Boo	\$16.00	
Total this receipt =			\$16.00	
533	10/20/98	Loretta Dodd	Fines & fees, Rect#1942	Star Financial Bank
Fund		Account	Amount	
100 Operating Fund		341 Fines	\$2.80	
100 Operating Fund		350 Fax Fees	\$8.60	
100 Operating Fund		349 Photocopy Fees	\$32.70	
100 Operating Fund		347 Reader/Printer Copies	\$0.40	
100 Operating Fund		342 Replacement Cards	\$1.00	
Total this receipt =			\$45.50	
534	10/20/98	H.W.WILSON CO.	Refund of pmt. - shd. Have gone to INCOLSA	Star Financial Bank
Fund		Account	Amount	
100 Operating Fund		396 Refunds	\$620.50	
Total this receipt =			\$620.50	
535	10/20/98	Raeanna Merritt	Donation in memory of Lois Smith	Star Financial Bank
Fund		Account	Amount	
120 Gift		364 Donations & Memorials	\$20.00	
Total this receipt =			\$20.00	
536	10/20/98	Mick Helping	Donation in memory of Lois Smith	Star Financial Bank
Fund		Account	Amount	
120 Gift		364 Donations & Memorials	\$10.00	
Total this receipt =			\$10.00	

Receipt #	Date	Name	Explanation	Bank
537	10/21/98	Kathy Harris	Fines & fees, Rect#1946	Star Financial Bank
Fund		Account	Amount	
100 Operating Fund		341 Fines	\$13.40	
100 Operating Fund		350 Fax Fees	\$7.20	
100 Operating Fund		346 Lamination	\$1.50	
100 Operating Fund		349 Photocopy Fees	\$24.20	
100 Operating Fund		347 Reader/Printer Copies	\$0.40	
100 Operating Fund		348 Inter-Library Loan	\$1.54	
Total this receipt =			\$48.24	
538	10/21/98	Sharon Fouts	Fines & fees, Rect#1947	Star Financial Bank
Fund		Account	Amount	
100 Operating Fund		341 Fines	\$30.10	
100 Operating Fund		344 Lost, Damaged, Sale of Boo	\$14.99	
100 Operating Fund		347 Reader/Printer Copies	\$2.50	
Total this receipt =			\$47.69	
539	10/21/98	Loretta Dodd	Fines & fees, Rect#1948	Star Financial Bank
Fund		Account	Amount	
100 Operating Fund		341 Fines	\$3.30	
100 Operating Fund		350 Fax Fees	\$6.60	
100 Operating Fund		346 Lamination	\$2.00	
100 Operating Fund		349 Photocopy Fees	\$15.80	
100 Operating Fund		347 Reader/Printer Copies	\$1.90	
Total this receipt =			\$29.60	
540	10/23/98	Carolyn Lambertson	Fines & fees, Rect#1949	Star Financial Bank
Fund		Account	Amount	
100 Operating Fund		341 Fines	\$16.85	
100 Operating Fund		350 Fax Fees	\$6.80	
100 Operating Fund		349 Photocopy Fees	\$32.70	
100 Operating Fund		348 Inter-Library Loan	\$0.60	
100 Operating Fund		342 Replacement Cards	\$2.00	
Total this receipt =			\$58.95	
541	10/23/98	Kathy Harris	Fines & fees, Rect#1950	Star Financial Bank
Fund		Account	Amount	
100 Operating Fund		341 Fines	\$4.20	
100 Operating Fund		350 Fax Fees	\$3.60	
100 Operating Fund		346 Lamination	\$1.44	
100 Operating Fund		349 Photocopy Fees	\$16.20	
100 Operating Fund		347 Reader/Printer Copies	\$1.00	
Total this receipt =			\$26.44	

Receipt #	Date	Name	Explanation	Bank																								
542	10/23/98	F. W. Magers	Donation to Indiana Room	Star Financial Bank																								
<table border="1"> <thead> <tr> <th>Fund</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100 Operating Fund</td> <td>364 Donations & Memorials</td> <td>\$5.00</td> </tr> <tr> <td colspan="2">Total this receipt =</td> <td>\$5.00</td> </tr> </tbody> </table>					Fund	Account	Amount	100 Operating Fund	364 Donations & Memorials	\$5.00	Total this receipt =		\$5.00															
Fund	Account	Amount																										
100 Operating Fund	364 Donations & Memorials	\$5.00																										
Total this receipt =		\$5.00																										
543	10/23/98	K-Mart	Refund of duplicate payment	Star Financial Bank																								
<table border="1"> <thead> <tr> <th>Fund</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100 Operating Fund</td> <td>396 Refunds</td> <td>\$292.03</td> </tr> <tr> <td colspan="2">Total this receipt =</td> <td>\$292.03</td> </tr> </tbody> </table>					Fund	Account	Amount	100 Operating Fund	396 Refunds	\$292.03	Total this receipt =		\$292.03															
Fund	Account	Amount																										
100 Operating Fund	396 Refunds	\$292.03																										
Total this receipt =		\$292.03																										
544	10/26/98	Kathy Harris	Fines & fees, Rect#1953	Star Financial Bank																								
<table border="1"> <thead> <tr> <th>Fund</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100 Operating Fund</td> <td>341 Fines</td> <td>\$16.80</td> </tr> <tr> <td>100 Operating Fund</td> <td>350 Fax Fees</td> <td>\$7.40</td> </tr> <tr> <td>100 Operating Fund</td> <td>349 Photocopy Fees</td> <td>\$14.00</td> </tr> <tr> <td colspan="2">Total this receipt =</td> <td>\$38.20</td> </tr> </tbody> </table>					Fund	Account	Amount	100 Operating Fund	341 Fines	\$16.80	100 Operating Fund	350 Fax Fees	\$7.40	100 Operating Fund	349 Photocopy Fees	\$14.00	Total this receipt =		\$38.20									
Fund	Account	Amount																										
100 Operating Fund	341 Fines	\$16.80																										
100 Operating Fund	350 Fax Fees	\$7.40																										
100 Operating Fund	349 Photocopy Fees	\$14.00																										
Total this receipt =		\$38.20																										
545	10/26/98	Nancy Neal	Fines & fees, Rect#1954	Star Financial Bank																								
<table border="1"> <thead> <tr> <th>Fund</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100 Operating Fund</td> <td>341 Fines</td> <td>\$1.30</td> </tr> <tr> <td>100 Operating Fund</td> <td>349 Photocopy Fees</td> <td>\$9.60</td> </tr> <tr> <td colspan="2">Total this receipt =</td> <td>\$10.90</td> </tr> </tbody> </table>					Fund	Account	Amount	100 Operating Fund	341 Fines	\$1.30	100 Operating Fund	349 Photocopy Fees	\$9.60	Total this receipt =		\$10.90												
Fund	Account	Amount																										
100 Operating Fund	341 Fines	\$1.30																										
100 Operating Fund	349 Photocopy Fees	\$9.60																										
Total this receipt =		\$10.90																										
546	10/27/98	Loretta Dodd	Fines & fees	Star Financial Bank																								
<table border="1"> <thead> <tr> <th>Fund</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100 Operating Fund</td> <td>341 Fines</td> <td>\$23.20</td> </tr> <tr> <td>100 Operating Fund</td> <td>350 Fax Fees</td> <td>\$14.80</td> </tr> <tr> <td>100 Operating Fund</td> <td>349 Photocopy Fees</td> <td>\$26.70</td> </tr> <tr> <td>100 Operating Fund</td> <td>346 Lamination</td> <td>\$1.00</td> </tr> <tr> <td>100 Operating Fund</td> <td>342 Replacement Cards</td> <td>\$1.00</td> </tr> <tr> <td>100 Operating Fund</td> <td>341 Fines</td> <td>\$0.00</td> </tr> <tr> <td colspan="2">Total this receipt =</td> <td>\$66.70</td> </tr> </tbody> </table>					Fund	Account	Amount	100 Operating Fund	341 Fines	\$23.20	100 Operating Fund	350 Fax Fees	\$14.80	100 Operating Fund	349 Photocopy Fees	\$26.70	100 Operating Fund	346 Lamination	\$1.00	100 Operating Fund	342 Replacement Cards	\$1.00	100 Operating Fund	341 Fines	\$0.00	Total this receipt =		\$66.70
Fund	Account	Amount																										
100 Operating Fund	341 Fines	\$23.20																										
100 Operating Fund	350 Fax Fees	\$14.80																										
100 Operating Fund	349 Photocopy Fees	\$26.70																										
100 Operating Fund	346 Lamination	\$1.00																										
100 Operating Fund	342 Replacement Cards	\$1.00																										
100 Operating Fund	341 Fines	\$0.00																										
Total this receipt =		\$66.70																										
547	10/27/98	Sharon Fouts	Fines & fees, Rect#1956	Star Financial Bank																								
<table border="1"> <thead> <tr> <th>Fund</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100 Operating Fund</td> <td>341 Fines</td> <td>\$55.40</td> </tr> <tr> <td colspan="2">Total this receipt =</td> <td>\$55.40</td> </tr> </tbody> </table>					Fund	Account	Amount	100 Operating Fund	341 Fines	\$55.40	Total this receipt =		\$55.40															
Fund	Account	Amount																										
100 Operating Fund	341 Fines	\$55.40																										
Total this receipt =		\$55.40																										

Receipt #	Date	Name	Explanation	Bank																								
548	10/27/98	Sharon Fouts	Book Sale	Star Financial Bank																								
<table border="1"> <thead> <tr> <th>Fund</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100 Operating Fund</td> <td>344 Lost, Damaged, Sale of Boo</td> <td>\$5.00</td> </tr> <tr> <td colspan="2">Total this receipt =</td> <td>\$5.00</td> </tr> </tbody> </table>					Fund	Account	Amount	100 Operating Fund	344 Lost, Damaged, Sale of Boo	\$5.00	Total this receipt =		\$5.00															
Fund	Account	Amount																										
100 Operating Fund	344 Lost, Damaged, Sale of Boo	\$5.00																										
Total this receipt =		\$5.00																										
549	10/28/98	Kathy Harris	Fines & fees, Rect#1958	Star Financial Bank																								
<table border="1"> <thead> <tr> <th>Fund</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100 Operating Fund</td> <td>341 Fines</td> <td>\$13.75</td> </tr> <tr> <td>100 Operating Fund</td> <td>350 Fax Fees</td> <td>\$13.80</td> </tr> <tr> <td>100 Operating Fund</td> <td>349 Photocopy Fees</td> <td>\$36.75</td> </tr> <tr> <td>100 Operating Fund</td> <td>347 Reader/Printer Copies</td> <td>\$0.60</td> </tr> <tr> <td>100 Operating Fund</td> <td>342 Replacement Cards</td> <td>\$1.00</td> </tr> <tr> <td>100 Operating Fund</td> <td>345 Other</td> <td>\$4.79</td> </tr> <tr> <td colspan="2">Total this receipt =</td> <td>\$70.69</td> </tr> </tbody> </table>					Fund	Account	Amount	100 Operating Fund	341 Fines	\$13.75	100 Operating Fund	350 Fax Fees	\$13.80	100 Operating Fund	349 Photocopy Fees	\$36.75	100 Operating Fund	347 Reader/Printer Copies	\$0.60	100 Operating Fund	342 Replacement Cards	\$1.00	100 Operating Fund	345 Other	\$4.79	Total this receipt =		\$70.69
Fund	Account	Amount																										
100 Operating Fund	341 Fines	\$13.75																										
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100 Operating Fund	347 Reader/Printer Copies	\$0.60																										
100 Operating Fund	342 Replacement Cards	\$1.00																										
100 Operating Fund	345 Other	\$4.79																										
Total this receipt =		\$70.69																										
550	10/28/98	Sharon Fouts	Donation - Children's Dept	Star Financial Bank																								
<table border="1"> <thead> <tr> <th>Fund</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>120 Gift</td> <td>364 Donations & Memorials</td> <td>\$5.00</td> </tr> <tr> <td colspan="2">Total this receipt =</td> <td>\$5.00</td> </tr> </tbody> </table>					Fund	Account	Amount	120 Gift	364 Donations & Memorials	\$5.00	Total this receipt =		\$5.00															
Fund	Account	Amount																										
120 Gift	364 Donations & Memorials	\$5.00																										
Total this receipt =		\$5.00																										
551	10/13/98	Kathy Harris	Fines & fees, Rect#1960	Star Financial Bank																								
<table border="1"> <thead> <tr> <th>Fund</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100 Operating Fund</td> <td>341 Fines</td> <td>\$14.20</td> </tr> <tr> <td>100 Operating Fund</td> <td>350 Fax Fees</td> <td>\$13.60</td> </tr> <tr> <td>100 Operating Fund</td> <td>346 Lamination</td> <td>\$0.50</td> </tr> <tr> <td>100 Operating Fund</td> <td>349 Photocopy Fees</td> <td>\$12.20</td> </tr> <tr> <td>100 Operating Fund</td> <td>347 Reader/Printer Copies</td> <td>\$0.40</td> </tr> <tr> <td colspan="2">Total this receipt =</td> <td>\$40.90</td> </tr> </tbody> </table>					Fund	Account	Amount	100 Operating Fund	341 Fines	\$14.20	100 Operating Fund	350 Fax Fees	\$13.60	100 Operating Fund	346 Lamination	\$0.50	100 Operating Fund	349 Photocopy Fees	\$12.20	100 Operating Fund	347 Reader/Printer Copies	\$0.40	Total this receipt =		\$40.90			
Fund	Account	Amount																										
100 Operating Fund	341 Fines	\$14.20																										
100 Operating Fund	350 Fax Fees	\$13.60																										
100 Operating Fund	346 Lamination	\$0.50																										
100 Operating Fund	349 Photocopy Fees	\$12.20																										
100 Operating Fund	347 Reader/Printer Copies	\$0.40																										
Total this receipt =		\$40.90																										
552	10/28/98	Linda Kemper	Fines & Fees	Star Financial Bank																								
<table border="1"> <thead> <tr> <th>Fund</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100 Operating Fund</td> <td>341 Fines</td> <td>\$43.35</td> </tr> <tr> <td>100 Operating Fund</td> <td>350 Fax Fees</td> <td>\$27.20</td> </tr> <tr> <td>100 Operating Fund</td> <td>346 Lamination</td> <td>\$3.78</td> </tr> <tr> <td>100 Operating Fund</td> <td>349 Photocopy Fees</td> <td>\$100.40</td> </tr> <tr> <td>100 Operating Fund</td> <td>344 Lost, Damaged, Sale of Boo</td> <td>\$4.00</td> </tr> <tr> <td colspan="2">Total this receipt =</td> <td>\$178.73</td> </tr> </tbody> </table>					Fund	Account	Amount	100 Operating Fund	341 Fines	\$43.35	100 Operating Fund	350 Fax Fees	\$27.20	100 Operating Fund	346 Lamination	\$3.78	100 Operating Fund	349 Photocopy Fees	\$100.40	100 Operating Fund	344 Lost, Damaged, Sale of Boo	\$4.00	Total this receipt =		\$178.73			
Fund	Account	Amount																										
100 Operating Fund	341 Fines	\$43.35																										
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100 Operating Fund	344 Lost, Damaged, Sale of Boo	\$4.00																										
Total this receipt =		\$178.73																										
553	10/28/98	Huntington Bank	Interest - Sept.	Huntington Bank																								
<table border="1"> <thead> <tr> <th>Fund</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>100 Operating Fund</td> <td>361 Interest on Investment</td> <td>\$28.81</td> </tr> <tr> <td colspan="2">Total this receipt =</td> <td>\$28.81</td> </tr> </tbody> </table>					Fund	Account	Amount	100 Operating Fund	361 Interest on Investment	\$28.81	Total this receipt =		\$28.81															
Fund	Account	Amount																										
100 Operating Fund	361 Interest on Investment	\$28.81																										
Total this receipt =		\$28.81																										

Receipt #	Date	Name	Explanation	Bank
554	10/28/98	Community Bank - Summitville	Interest - Sept.	Community Bank/Summitville
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		381 Interest on Investment	\$19.41	
		<i>Total this receipt =</i>	\$19.41	
555	10/28/98	National City Bank	Rent - Frankton Bldg.	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		363 Rents	\$500.00	
		<i>Total this receipt =</i>	\$500.00	
556	10/29/98	Loretta Dodd	Fines & fees, Rect#1963	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		341 Fines	\$10.10	
100 Operating Fund		350 Fax Fees	\$8.60	
100 Operating Fund		344 Lost,Damaged,Sale of Boo	\$6.99	
100 Operating Fund		346 Lamination	\$1.00	
100 Operating Fund		349 Photocopy Fees	\$14.55	
100 Operating Fund		347 Reader/Printer Copies	\$1.00	
100 Operating Fund		348 Inter-Library Loan	\$3.00	
		<i>Total this receipt =</i>	\$45.24	
557	10/29/98	Jack & Barbara Green	Donation to Children's Dept.	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
120 Gift		364 Donations & Memorials	\$14.00	
		<i>Total this receipt =</i>	\$14.00	
558	10/30/98	Loretta Dodd	Fines & Fees, Rect#1965	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		341 Fines	\$27.60	
100 Operating Fund		350 Fax Fees	\$2.20	
100 Operating Fund		349 Photocopy Fees	\$54.25	
100 Operating Fund		342 Replacement Cards	\$1.00	
		<i>Total this receipt =</i>	\$85.05	
559	10/30/98	Sharon Fouts	Fines & Fees, Rect#1966	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		344 Lost,Damaged,Sale of Boo	\$6.00	
		<i>Total this receipt =</i>	\$6.00	

Receipt #	Date	Name	Explanation	Bank
560	10/31/98	Huntington Bank	Interest - August & October	Huntington Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		361 Interest on Investment	\$25.72	
100 Operating Fund		361 Interest on Investment	\$25.21	
		<i>Total this receipt =</i>	\$50.93	
561	10/31/98	Community Bank/Summitville	Interest - October 19.07, Add back outstanding check #1028 (Lost) 80.00	Community Bank/Summitville
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		361 Interest on Investment	\$19.07	
100 Operating Fund		399 Other	\$20.00	
		<i>Total this receipt =</i>	\$39.07	
562	10/31/98	STAR FINANCIAL BANK	Interest October	Star Financial Bank
<i>Fund</i>		<i>Account</i>	<i>Amount</i>	
100 Operating Fund		361 Interest on Investment	\$250.39	
		<i>Total this receipt =</i>	\$250.39	
			Total All Receipts	\$24,705.36

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

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES

Executive Session

Elwood Public Library Meeting Room

Monday, December 14, 1998

6:00P.M.

time wrong Shd be

7:00PM

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

1. Personnel (IC20-14-3-4-(b))
2. Finances (IC20-14-3-9 and IC20-14-3-10)

Regular Meeting For Business

7:00PM

7:30PM

CALL TO ORDER

CALL FOR QUORUM

MINUTES

CLAIMS REGISTER & CHECKS

OLD BUSINESS

1. Long Range Plan & Mission Statement
2. Automation Upgrade
3. Public Comment Policy
4. Job Descriptions

NEW BUSINESS

1. Appropriation Resolution
2. Bills
3. 1999 Calendars

DIRECTOR'S REPORT

ADJOURN

TRANSACTION REPORT

Dec-10-98 Thu 11:27 AM

Type	Sending	Receiver	TX/RX Time	Pages	Note
Date	Start				
Dec-10	11:25 AM	FRANKTON	1m12s	1	OK

TRANSACTION REPORT

Dec-10-98 Thu 11:26 AM

Type	Sending	Receiver	TX/RX Time	Pages	Note
Date	Start				
Dec-10	11:25 AM	SUMMITVILLE	49s	1	OK

TRANSACTION REPORT

Dec-10-98 Thu 2:28 PM

Type	Sending					
Date	Start	Receiver		TX/RX Time	Pages	Note
Dec-10	2:27 PM	FRANKTON		52a	2	OK

Barb - Sorry about this - the meeting
is at your library Mon. note times
also.

J

TRANSACTION REPORT

Dec-10-98 Thu 2:26 PM

Type	Sending	Receiver	TX/RX Time	Pages	Note
Dec-10	2:25 PM	SUMMITVILLE	1m18a	2	OK

Carolyn - Sorry about this - meeting
is at Frankton Monday night.
Note times also.

Sandy Burton —

12-10-98

TRANSACTION REPORT

Dec-10-98 Thu 2:24 PM

I'm sorry about this but can you
put in a correction or just new notices
Fri. & Sat. — meeting is at Frankton
and times different.

my fault — sorry for any
inconvenience.

Jan Helpling
552-5001

Type	Sending	Receiver	TX/RX Time	Pages	Note
Dec-10	2:22 PM	CALLEADER	1m22s	2	OK

704-552-3358

Anderson Herald - Sorry for the error but our meeting is at Frankton Monday - not Elva

NORTH MADISON COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Executive Session

Frankton Community Library

Monday, December 14, 1998

7:00Pm

CALL TO ORDER
CALL FOR QUORUM
BUSINESS

1. Personnel (IC20-14-3-4-(b))
2. Finances (IC20-14-3-9 and IC20-14-3-10)

Regular Meeting For Business

7:30PM

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

1. Long Range Plan & Mission Statement
2. Automation Upgrade
3. Public Comment Policy
4. Job Descriptions

NEW BUSINESS

1. Appropriation Resolution
2. Bills
3. 1999 Calendars

DIRECTOR'S REPORT
ADJOURN

TRANSACTION REPORT

Dec-10-98 Thu 2:39 PM

Type	Sending	Receiver	TX/RX Time	Pages	Note
Dec-10	2:38 PM	6404815	29p	1	OK

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Executive Meeting for Business

December 14, 1998

7:00pm

CALL TO ORDER

President Pam Bohlander called an executive meeting to order at 7:00pm at the Frankton Community Library December 14, 1998.

CALL FOR QUORUM

Present with Mrs. Bohlander were: Kevin Sipe, Sharan Pace, David Hoffman, Jerry Kaiser, Brenda Carey, Director Kathi Wittkamper and Administrative Assistant Jan Helpling.

BUSINESS

Kathi explained a staff member had asked if employees would be paid for being at the Long Range Planning meeting. Board members discussed it and felt since the meeting was not mandatory, employees who were not scheduled to work and attended, should not be paid.

The upcoming 40 hour work week was discussed, lunch hours, breaks, and working through lunch hours to leave one hour early. Board members had various opinions regarding these subjects but decided it would be left to the administrator to make the rules and if they did not work out, problems could be solved later.

Kathi explained a problem at Summitville was brought to her attention. A relative of Cinda Horine (clerk at Summitville) was allowed to use the library without the staff member present on a day when the library was closed. Board members feel this problem should be talked about and rules added to the Personnel Policy.

A pay increase has been asked for Jamie Brewer, page in Children's. Board members think a precedent for merit increase would be started and they did not want to allow this. They will however, discuss giving him the 1% raise given to the rest of the staff and make it retroactive, next month.

Sharan Pace

Jerry Kaiser

David P. Hoffman
David Hoffman, Secretary

Pamela Bohlander

Kevin M. Sipe

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Board of Trustees

Regular Meeting for Business

December 14, 1998

7:30pm

CALL TO ORDER

President Pam Bohlander called a regular business meeting to order of the North Madison County Public Library System at the Frankton Community Library, December 14, 1998 at 7:30pm.

CALL FOR QUORUM

Present with Mrs. Bohlander were: Kevin Sipe, Sharan Pace, David Hoffman, Jerry Kaiser and Brenda Carey. Linda Sizelove was absent. Also present were Administrative Assistant Jan Helpling and Director Kathi Wittkamper.

MINUTES of the November meeting were allowed with a motion from David Hoffman, seconded by Sharan Pace.

CLAIMS REGISTER was signed by board members and checks signed by Treasurer Jerry Kaiser.

OLD BUSINESS

Brenda Carey presented the mission statement she had prepared for the Long Range Plan.. Members discussed and amended the statement and it was accepted with a motion from David Hoffman, seconded by Kevin Sipe. The vote was five for and one against. Brenda will fax a copy of the Long Range Goals to Kathi, who will format and send the copy to the State Library. She stated the plan can then be amended or revised at any time.

Automation Upgrade Kathi reported on the automation upgrade and said in addition to the total shown on the invoice members have a copy of, we will need to include keyboards and mice and any cabling Frankton may need to have installed necessary to tie the buildings together.

A bill from Steve Sizelove for installation of the clock in the library for \$414.35 was approved. After payment of this bill, the balance in the Construction Account at National City Bank will be paid to Library Corporation for the automation upgrade. David Hoffman made the motion to pay the installation bill from S. Sizelove and the balance of the construction account to Library Corporation. Sharan Pace seconded and the motion passed unanimously.

Public Comment Policy was read by President Bohlander and a motion made to accept the policy by Sharan Pace, seconded by Kevin Sipe and passed.

Director Wittkamper submitted two job descriptions to the board for approval. (Director and Administrative Assistant). President Bohlander asked that all job descriptions be presented together for review and approval at a later date.

Appropriation Resolution – was presented by Jan Helpling to move funds for the end of the year. A motion to accept was made by David Hoffman, seconded by Jerry Kaiser and passed. A discussion was then held regarding the budget and possibly asking for additional appropriations in 1999 if needed. Instructions from Mr. Cornwell from the State Board of Tax Commissioners were to apply after January and any time next year for additional appropriations. He said our levy and miscellaneous revenue would support the request.

A calendar requesting additional holidays in 1999 was presented to the board. President Bohlander said she was not against giving the holidays to accommodate the staff but was concerned that patrons would not be served by doing it. A motion was made by David Hoffman to close the library January 2, 1999. It was seconded by Jerry Kaiser and passed. President Bohlander asked Kathi to gather statistics for the other Saturdays as to how much the library is used the day after a holiday. Decision on these days will be made later.

Kathi suggested the board plan a meeting of the Board of Finance after the January meeting. Board agreed. Kathi also presented a calendar for keeping track of meetings with subjects involved for the year. We will do the holiday calendar in November next year.

Kathi told board members she will present a report next month generated by the Circulation system that will show fines owed at this time for the past two years that total around \$6,000.00 for Elwood.

Meeting was adjourned at 9:00pm with a motion from Jerry Kaiser, seconded by Sharan Pace.

Sharan Pace
Jerry Kaiser

David Hoffman
David Hoffman, Secretary
Patricia Bohlander
Kevin Sipe

AGENDA MAILING

NMCPLS TRUSTEE MEETING • DECEMBER 14, 1998

PERSONNEL POLICY CHANGES TO ACCOMMODATE 40-HOUR WORKWEEK

To be acted on in public session as warranted. Changes presented in bold face, underlined type can be made effective January 1, 1999. A fully revised copy of the entire policy will be prepared for adoption at a later meeting. It is recommended that final revision be reviewed by the library's legal counsel prior to formal adoption.

- "Full-time employees normally work **8** hours per day, or **40** hours per week. Full-time employees are not to work more than **40** hour per week without the permission of their supervisor."

NOTE: Any time worked beyond 40 hours (except the 6-minute "grace" period clocking in & out) *must* (permission given or not) be paid at time-and-a-half. This includes time which, in past practice, has been volunteered. Under the Fair Labor Standards Act, "An individual will not be considered a volunteer if the individual is otherwise employed with the *same* public employer to provide the *same* type of services as those for which the individual proposes to volunteer." (In other words, an employee doing the same work for the same organization must still be compensated for their efforts, even if they claim to be volunteering their labor.) Therefore, any significant amounts of overtime will strain the budget.

In addition, although compensatory time may be offered employees, it is their *choice* to accept comp time rather than overtime pay. Public employees may accumulate up to 240 hours of comp time. Therefore, you may want to obtain a legal interpretation regarding conditions under which employees may take compensatory time. That would help in setting general policy regarding compensatory time and discipline procedures for hourly staff habitually working nonessential overtime. On the other hand, policy also should be set to determine conditions for, and documentation of, legitimate overtime.

FYI: All NMCPLS *hourly* employees are classified "non-exempt" under the Fair Labor Standards Act (FLSA). The Director and Administrative Assistant are "exempt" from overtime payment required by the FLSA. Comp time is paid time off the job which is earned and accrued by employees in lieu of immediate cash payment for employment in excess of 40 hours. FLSA requires that comp time be earned at a rate of no less than 1-1/2 hours for each hour of employment in excess of 40 hours.

- Neither federal law nor Indiana law requires an employer to provide lunch or break periods. However, federal regulation requires that such breaks be compensated if they are 20 minutes or less in duration. The personnel policy allows for, but does not mandate, a one-hour meal break for employees working a minimum 6 hour shift. Staff have asked if they will be permitted to work through the customary meal break – working 8 hours straight through – if they choose to do so. (Some staff have done so on a regular basis in the past.) Other staff have asked about the possibility of two breaks.
- "Vacation for full-time employee: One (1) year service = **80** Hours, Ten (10) years service = **120** Hours, Twenty (20) years service = **160** Hours." (Was 70, 105, 140 respectively.) "Full-time employees will be allowed to carry over **40** hours of vacation each year on their anniversary date."

- "Full-time employees receive 8 hours of sick leave per month after one full calendar month on staff." "Employees are to return to work after jury duty, although no more than a total of eight hours of jury duty and work combined will normally be required."
- It has been suggested that the personnel policy address employee access to library facilities for personal use and/or after hours use.
- It has been suggested that the personnel policy be reviewed by the Board with Staff annually.
- A request has been made to consider a raise for page Jamie Brewer. To do so based on his job performance would be considered a "merit" increase - an opportunity which then must be available to all employees. Two other options which might be considered: 1) change the Wage scale appended to the Personnel Policy to include the position "Page/Temporary Part-Time" in cost-of-living increases, 2) reclassify Jamie as a "Clerk" starting at \$6.77. A copy of the Wage Scale is attached. Appropriate revisions effective January 1, 1999, are shaded.
- A question has been raised re: payment of staff attending last month's Board-Staff meeting: Were all staff volunteering their time? What about employees scheduled to work at Elwood's front desk but relieved to attend the meeting?

LOW/NO FEE NON-RESIDENT STUDENT CARDS

Low/no fee non-resident student cards now are possible. State law requires non-resident fee be set at expenditures per capita or \$25 whichever is greater. (We currently charge \$50 for a non-resident card. The 1997 statistical report showed expenditures per capita at \$27.29 for the NMCPLS service area.) However, a new amendment makes possible low/no fee card for non-resident students enrolled in a public school corp. located at least in part in that library district. This would include Frankton students living in Jackson township and Madison-Grant students who reside in Grant Co. but wish to use the Hazelbaker facility. It is important that policy set not only the fee, if any, but limitations for use and identification requirements.

IU/HAZELBAKER/NMCPLS • THE BRIDGE PROJECT

Representatives of the State Tax Commissioners and the State Board of Accounts have advised that contribution from the NMCPLS operating fund to "The Bridge Project" would be permissible if there is a written agreement between IU and NMCPLS - rather like a contract for service.

DISPOSITION OF CARD CATALOG & FAX

The Board previously acted to approve advertising the card catalog for sale, accepting the highest bid received by the end of November. However, questions came up during preparation of advertising and attorney Jim Wilson was consulted. His recommendation was to acquire a written estimate of worth to avoid accepting an exceedingly low bid. Auctioneer Marvin Wittkamper was contacted for an appraisal, received Dec. 9, and filed in the Administrative Assistant's office. We now are ready to proceed with advertising and accepting sealed bids. With holidays approaching, end of January would appear to be an appropriate target date for completing the bid process. Steve Peters of Ramsay Business Products, Tipton, was consulted re: the FAX machine. It was advertised by display of a sign in the Elwood facility and sold for \$20.

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Executive Meeting for Business

December 14, 1998

7:00pm

CALL TO ORDER

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NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM

Board of Trustees
Regular Meeting for Business
December 14, 1998
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David Hoffman, Secretary

DIRECTOR'S REPORT

NMCPLS TRUSTEE MEETING • DECEMBER 14, 1998

IN YOUR FOLDER

1. Agenda (white)
2. Director's Report (turquoise)
3. Proposed 1999 holiday calendar (yellow) with Board Member Planning Calendar on reverse.
I plan to take some vacation time from December 28-31. Following the New Year's holiday, Jan and I will be back to work on Monday, January 4. The agenda mailing is planned to go out on Wednesday, January 6, for the meeting on Monday, January 11. The Board of Finance also must meet in January, and may meet before or after the regular Board meeting. (IC 5-13-7-6: The local officers designated as members of the board of finance shall meet and organize annually after the first Monday and on or before the third Monday.)
4. 40-Hour Schedule Plans (blue)
5. Invoice from The Library Corporation (pink)
6. Monthly Statistics (orange)
7. Notice of Public Hearing, Board of Zoning Appeals (white)
8. Financial Report (yellow first page)
9. Job descriptions for Administrative Assistant (gray-green) and Director (mint-green) for consideration at the January 11, 1999, meeting.
10. Evaluation response (ivory)

BUILDING REPORTS

Signs designating the handicapped parking spaces at the Elwood facility were been broken off or damaged evening of December 3. Ralph checked for necessary tools & hardware at several local businesses, but was unable to get what was needed for repair. He has referred the problem to Sizelove Construction.

There is a back-flow preventer valve leaking in the second floor equipment room at Elwood. We were advised that a certified technician is required to perform the repair. Ralph contacted several local plumbers, but found only Roby's has the industrial equipment necessary to do the job. We have asked them to proceed. If handled satisfactorily, you may wish to consider reassigning the routine maintenance contract to Roby's rather than Edward's.

Additional conversation with representatives of the Elwood Water Department has revealed that we may activate and de-activate the meter on the free-standing spigot at our convenience. It will be kept locked and on "vacation" status unless/until we ask for it to be unlocked for our use. At such time, we would be billed only for water used; sewage charges are not included.

LIBRARY POSTAGE RATES

Library postage rates increased slightly October 4 and will rise again January 10. The first pound remained unchanged in October at \$1.12 but will rise a penny in January. Postal rates for each additional pound through seven pounds have risen from 41 to 42 cents, but will rise to 45 cents in January. Each additional pound from eight pounds and up now remains unchanged at 22 cents, but will rise to 28 cents in January. Thus, a typical three-pound library rate package has already risen from \$1.94 to \$1.96 and will increase to \$2.03 by 1999.

TECHNOLOGY GRANT REQUESTS

The 1999 Technology Grants administered by the State Library were due December 1. Requests were made for a maximum number of PC workstations to replace obsolete equipment, particularly those non-compliant with Y2K requirements. Opportunities for Internet Service also were offered, and dial-up access was requested for all three NMCPLS facilities.

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM CIRCULATION REPORT

	NOV 1997	NOV 1998	AMOUNT OF CHANGE	PERCENT OF CHANGE	YTD
ELWOOD					
ADULT	2755	2914	+159	+5%	34823
JUV.	2560	2365	-195	-7%	28958
Y.A.	149	118	-31	-20%	1379
PER.	373	419	+46	+12%	4625
AUDIO	304	248	-56	-18%	2660
VIDEO	1874	1744	-130	-6%	20845
TOTAL	8015	7308	-207	-2%	89250
F'TON					
ADULT	988	1045	+57	+5%	12402
JUV.	758	750	-8	-1%	9137
Y.A.	0	20	+20	+100%	149
PER.	270	294	+24	+8%	2989
AUDIO	5	19	+14	+28%	196
VIDEO	901	817	-84	-9%	10079
TOTAL	2922	2945	+23	0%	34952
H'BAK					
ADULT	562	702	+140	+24%	8025
JUV.	546	491	-55	-10%	5719
Y.A.	0	34	+34	+100%	124
PER.	93	140	+47	+50%	1375
AUDIO	11	15	+4	+36%	246
VIDEO	508	388	-120	-23%	5196
TOTAL	1720	1770	+50	+2%	20695
SYSTEM					
ADULT	4305	4661	+356	+8%	55260
JUV.	3864	3606	-258	-6%	39814
Y.A.	149	172	+23	+15%	1652
PER.	736	853	+117	+15%	8989
AUDIO	320	282	-38	-11%	3102
VIDEO	3283	2949	-334	-10%	36120
TOTAL	12657	12523	-134	-1%	144937

	ELWOOD	F'TON	H'BAK
PATRON TRAFFIC:	7147	1916	938
REFERENCE QUESTIONS:	177	17	60
PATRON ASSISTANCE:	1546	194	139
COMPUTER USAGE:	ELW. ADULT: 281	ELW. JUV.: 256	F'TON: 125
PROGRAMMING:	ELWOOD CHILDREN:	PROGRAMS 19/ 196	ATTENDANCE
	ELWOOD ADULT:	PROGRAMS 1 / 14	ATTENDANCE
	FRANKTON:	PROGRAMS 4 / 43	ATTENDANCE
	HAZELBAKER:	PROGRAMS 16 / 79	ATTENDANCE

40-Hour Schedule Plans

Elwood Adult Services, Open 60 Hours/Week

Adult Wk 1	Mon (9-8)	Tues (9-8)	Wed (9-8)	Thurs (9-8)	Fri (9-6)	Sat (9-4)	Total Hours
Emily	8-5:30	8-5:30	11-8	8-5	10-6	off	40
Loretta	11-8	8-5:30	11-8	8-5:30	8-4	off	40
Nancy	9-6:30	11-8	off	11-8	8-5:30	8-4	40
Kathy	11-8	8-5:30	8-5:30	11-8	10-6	off	40
Jamie	8-5:30	11-8	8-5:30	8-5	off	8-4	40
Peg	1-8			12-8		8-4	20
Total Hours	47.5	41.5	33	47.5	29.5	21	220

The week a person is off on Saturday, they come in early most mornings. The week a person works on Saturday, they work later most evenings. Peg alternates M-T-S one week with M-W-F the next. Schedule may be altered somewhat to accommodate Jamie's class schedules. Green Thumb volunteer Joyce Sullivan works in Adult Services 9-5, M & W; 9-6, Th.

Adult Wk 2	Mon (9-8)	Tues (9-8)	Wed (9-8)	Thurs (9-8)	Fri (9-6)	Sat (9-4)	Total Hours
Emily	Off	9-6:30	11-8	9-6:30	9-6	8-4	40
Loretta	11-8	9-6:30	11-8	9-6:30	Off	8-4	40
Nancy	8-5:30	11-8	8-5:30	11-8	8-4	Off	40
Kathy	11-8	Off	9-6:30	11-8	8-5:30	8-4	40
Jamie	8-5:30	11-8	8-5:30	8-5	10-6	Off	40
Peg	12-8		1-8		10-6		20
Total Hours	40	33	47.5	41	37.5	21	220

Elwood Youth Services, Open 60 Hours/Week

Youth Srvc	Mon (9-8)	Tues (9-8)	Wed (9-8)	Thurs (9-8)	Fri (9-6)	Sat (9-4)	Total Hours
Sharon	8-5:30	8-5	8-5:30	8-5	Off	8-4	40
Mary	10-6	12-8	10-5	Off	Off	Off	20
Melissa	Off	9-4	Off	1-8	9-6	Off	20
James	4-8	4-8	4-8	4-8	Off	8-4	20
Total Hours	19.5	25	18.5	18	8	11	100

This schedule may change when Melissa returns to school after summer break.

Frankton, Open 52 Hours/Week

Ftn, Wk 1	Mon (9-7)	Tues (9-7)	Wed (9-7)	Thurs (9-7)	Fri (9-5)	Sat (9-1)	Total
Barb	10-7	8-5	Off	8-5	9-5	8-1	40
Linda	8-6	8-5	9-7	Off	8-5	8-10	40
Mary	Off	1-7	8-3	12-7	Off	Off	20
Total Hours	19	24	17	16	17	7	100

No meal breaks scheduled.

Ftn, Wk 2	Mon (9-7)	Tues (9-7)	Wed (9-7)	Thurs (9-7)	Fri (9-5)	Sat (9-1)	Total
Barb	10-7	8-6	3-5	8-6	8-5	Off	40
Linda	8-5	8-5	11-7	Off	8-5	8-1	40
Mary	Off	2-7	8-1	2-7	Off	8-1	20
Total Hours	18	24	15	15	18	10	100

Summitville, Open 52 Hours/Week

Svl, Jan 99	M 4 th (9-7)	T 5 th (9-7)	W 6 th (9-7)	T 7 th (9-7)	F 8 th (9-5)	S 9 th (9-1)	Total
Carolyn	9-6	8-5	10-7	8-5	8-5	Off	40
Cinda	8-5	9-6	8-5	10-7	8-5	Off	40
Amanda	2-7	2-7	Off	Off	12-5	8-1	20
Total Hours	21	21	16	16	21	5	100

Svl, Jan 99	M 11 (9-7)	T 12 (9-7)	W 13 (9-7)	T 14 (9-7)	F 15 (9-5)	S 16 (9-1)	Total
Carolyn	9-6	8-5	8-11	8-5	8-5	8-1	40
Cinda	8-5	9-6	8-5	9-6	8-11	8-1	40
Amanda	2-7	2-7	5-7	3-7	1-5	Off	20
Total Hours	21	21	13	20	15	10	100

Svl, Jan 99	M 18 (9-7)	T 19 (9-7)	W 20 (9-7)	T 21 (9-7)	F 22 (9-5)	S 23 (9-1)	Total
Carolyn	9-6	8-5	10-7	8-5	8-5	Off	40
Cinda	8-5	9-6	8-5	10-7	8-5	Off	40
Amanda	2-7	2-7	Off	Off	12-5	8-1	20
Total Hours	21	21	16	16	21	5	100

Svl, Jan 99	M 25 (9-7)	T 26 (9-7)	W 27 (9-7)	T 28 (9-7)	F 29 (9-5)	S 30 (9-1)	Total
Carolyn	9-6	8-5	10-7	8-5	8-5	Off	40
Cinda	8-5	9-6	8-5	9-6	8-5	Off	40
Amanda	2-7	2-7	Off	Off	12-5	8-1	20
Total Hours	21	21	16	16	21	5	100

1999 Holiday Calendar

Note: Dates in italics are days staff have asked the Board to consider closing the system. Typically, activity is very low those days.

New Years Day, January 1

Saturday, January 2

voted to allow this holiday

President's Day, February 15

Good Friday (close at noon), April 2

Saturday, April 3

Memorial Day, May 31

Saturday, May 29

Independence Day, July 5

Saturday, July 3

Labor Day, September 6

Saturday, September 4

Thanksgiving Eve Day (close at noon), November 24

Thanksgiving Day, November 25

Christmas Eve Day, December 24

Christmas Day, December 25

New Years Eve (close at 5 p.m.), December 31

Calendar for 1999					
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 12 Lincoln's Birthday (USA) 14 Valentine's Day 15 Presidents' Day (USA); 17 Ash Wed. 22 Washington's Birthday (USA)	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 Passover; 2 Good Friday 4 Easter 4 Daylight Saving Time Begins 21 Professional Secretaries Day(SA)	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 3 May Day Holiday (UK) 9 Mother's Day; 23 Whitsunday (Parishes) 24 Victoria Day (Canada) 31 Memorial Day (USA); 31 Spring Holiday (UK)	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 11 Columbus Day (USA) 11 Thanksgiving (Can); 18 Nat. Dosa Day 31 Daylight Saving Time Ends	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 4 Hanukkah 25 Christmas 26 Boxing Day (Aust, Can, NZ, UK)
1 Canada Day (Can) 4 Independence Day (USA)	30 Late Summer Holiday (UK)	6 Labor Day 11 Rosh Hashana 20 Yom Kippur		11 Veterans Day (USA) 11 Remembrance Day (Can) 25 Thanksgiving (USA)	

Board Member Planning Calendar

<p><u>January</u></p> <p>Board meeting _____</p> <p>Committee meeting(s) _____</p> <p>Other _____</p> <p>_____</p> <p>_____</p>	<p><u>February</u></p> <p>Board meeting _____</p> <p>Committee meeting(s) _____</p> <p>Other _____</p> <p>_____</p> <p>_____</p>	<p><u>March</u></p> <p>Board meeting _____</p> <p>Committee meeting(s) _____</p> <p>Other _____</p> <p>_____</p> <p>_____</p>
<p><u>April</u></p> <p>Board meeting _____</p> <p>Committee meeting(s) _____</p> <p>Other _____</p> <p>_____</p> <p>_____</p>	<p><u>May</u></p> <p>Board meeting _____</p> <p>Committee meeting(s) _____</p> <p>Other _____</p> <p>_____</p> <p>_____</p>	<p><u>June</u></p> <p>Board meeting _____</p> <p>Committee meeting(s) _____</p> <p>Other _____</p> <p>_____</p> <p>_____</p>
<p><u>July</u></p> <p>Board meeting _____</p> <p>Committee meeting(s) _____</p> <p>Other _____</p> <p>_____</p> <p>_____</p>	<p><u>August</u></p> <p>Board meeting _____</p> <p>Committee meeting(s) _____</p> <p>Other _____</p> <p>_____</p> <p>_____</p>	<p><u>September</u></p> <p>Board meeting _____</p> <p>Committee meeting(s) _____</p> <p>Other _____</p> <p>_____</p> <p>_____</p>
<p><u>October</u></p> <p>Board meeting _____</p> <p>Committee meeting(s) _____</p> <p>Other _____</p> <p>_____</p> <p>_____</p>	<p><u>November</u></p> <p>Board meeting _____</p> <p>Committee meeting(s) _____</p> <p>Other _____</p> <p>_____</p> <p>_____</p>	<p><u>December</u></p> <p>Board meeting _____</p> <p>Committee meeting(s) _____</p> <p>Other _____</p> <p>_____</p> <p>_____</p>

NMCPHS Wage Scale
 Adopted by the Board of Trustees, May 14, 1997
 Revised ~~1998~~, 1998

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 (was 35)~~ hours per week.
3. Effective May 14, 1997, new part-time hires receive no benefits.
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 (7)~~
6. Full-time and regular part-time employees also will receive cost-of-living raises; page/temporary part-time employees will not.
7. Dollar figures will be adjusted by the Cost-of-Living increase each January 1.
8. Years of experience will transfer directly when employees are promoted to a higher position classification.

Director – Salaried/Exempt

Established annually by Board of Trustees

Administrative Assistant – Salaried/Exempt

Established annually by Board of Trustees

	1997	(+3%) 1998	(+1%) 1999	(+%) 2000	(+%) 2001
Manager (Branch/Department) – Hourly/Non-exempt: Range: \$7.86-9.94					
Start	7.55	7.78	7.86		
90 Day +.15	7.70	7.93	8.01		
1 Year +.15	7.85	8.09	8.17		
2 Year +.15	8.00	8.24	8.32		
3 Year +.55	8.55	8.81	8.90		
4 Year +.50	9.05	9.32	9.41		
5 Year +.50	9.55	9.84	9.94		
Clerk – Hourly/Non-exempt: Range \$6.77-8.85					
Start	6.50	6.70	6.77		
90 Day +.15	6.65	6.85	6.92		
1 Year +.15	6.80	7.00	7.07		
2 Year +.15	6.95	7.16	7.23		
3 Year +.55	7.50	7.73	7.81		
4 Year +.50	8.00	8.24	8.32		
5 Year +.50	8.50	8.76	8.85		
Custodian – Hourly/Non-exempt: Range \$6.50-8.58					
Start	6.25	6.44	6.50		
90 Day +.15	6.40	6.59	6.66		
1 Year +.15	6.55	6.75	6.82		
2 Year +.15	6.70	6.90	6.97		
3 Year +.55	7.25	7.47	7.54		
4 Year +.50	7.75	7.98	8.06		
5 Year +.50	8.25	8.50	8.58		

Page/Temporary Part-time – Hourly/Non-exempt: Minimum Wage

5.15

Register Of Claims

North Madison County Public Library System

Report Date: From 12/1/98 To 12/31/9

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	1367	ARAB TERMITE & PEST CONT				12/14/98	
				Total this claim			
0	1312	BAKER & TAYLOR				12/14/98	
				Total this claim			
0	1353	PAYROLL	Operating Fund	Salary of Director	\$1,153.84	12/14/98	PAYROLL
			Operating Fund	Salary of Assistants	\$10,465.04		
			Operating Fund	Wages of Janitor	\$578.39		
				Total this claim	\$12,197.27		
17749	1317	CITY WATER & SEWAGE DEP	Operating Fund	Water	\$160.34	12/9/98	
				Total this claim	\$160.34		
17750	1355	INDIANA DEFERRED COMPEN	Annuity	Payroll Deductions	\$190.00	12/9/98	
				Total this claim	\$190.00		
17751	1356	MADISON COUNTY SCHOOL E	Credit Union	Payroll Deductions	\$1,584.85	12/9/98	
				Total this claim	\$1,584.85		
17752	1314	AMERICAN STATES INSURAN	Operating Fund	Other Insurance	\$147.00	12/14/98	
			Operating Fund	Furniture & Equipment	\$0.00		
				Total this claim	\$147.00		
17753	1339	AMERITECH	Operating Fund	Telephone & Telegraph	\$227.06	12/14/98	
			Operating Fund	Telephone & Telegraph	\$148.25		
				Total this claim	\$375.31		
17754	1313	ARAB TERMITE & PEST CONT	Operating Fund	Cleaning & Sanitation Supplies	\$20.00	12/14/98	
			Operating Fund	*Other Operating Supplies	\$7.00		
				Total this claim	\$27.00		
17755	1358	AT&T	Operating Fund	Telephone & Telegraph	\$24.40	12/14/98	
				Total this claim	\$24.40		
17756	1340	AUDIO VISUAL COMMUNICATI	Operating Fund	*Other Professional Services	\$109.00	12/14/98	
				Total this claim	\$109.00		

<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>
17757	1316	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$953.16	12/14/98	
			Operating Fund	Elwood Childrens	\$108.20		
			Operating Fund	Elwood YA	\$25.00		
			Operating Fund	Summitville	\$750.00		
			Operating Fund	Summitville AV	\$93.04		
			Operating Fund	Other	\$97.20		
			Gift	Elwood Adult	\$26.96		
			Operating Fund	Elwood AV	\$56.31		
				Total this claim	\$2,109.87		
17758	1315	BARBARA SNIPES	Operating Fund	Traveling Expense	\$40.00	12/14/98	
			Operating Fund	Programing	\$6.45		
				Total this claim	\$46.45		
17759	1369	BRODERBUND SOFTWARE	Operating Fund	Elwood Adult	\$100.00	12/14/98	
				Total this claim	\$100.00		
17760	1368	DIANA L. SHEPARD	Operating Fund	*Other Operating Supplies	\$29.86	12/14/98	
			Operating Fund	Postage & UPS	\$4.45		
				Total this claim	\$34.31		
17761	1318	DICK'S LOCKSMITHING	Operating Fund	*Other Professional Services	\$20.00	12/14/98	
				Total this claim	\$20.00		
^{VOID} 17762	1354	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$933.12	12/9/98	P/R 12-9-98
			FICA	Payroll Deductions	\$756.24		
			Federal Taxes Withheld	Payroll Deductions	\$1,341.99		
			Medicare	Payroll Deductions	\$176.88		
				Total this claim	\$3,208.23		
17763	1364	ELWOOD PUBLISHING COMP	Operating Fund	Periodicals & Newspapers	\$85.00	12/14/98	
			Operating Fund	Periodicals & Newspapers	\$75.60		
				Total this claim	\$160.60		
17764	1343	ELWOOD PUBLISHING COMP	Operating Fund	Periodicals & Newspapers	\$75.60	12/14/98	
				Total this claim	\$75.60		
17765	1319	EVANSVILLE MUSEUM OF AR	Operating Fund	Elwood Adult	\$14.50	12/14/98	
				Total this claim	\$14.50		
17766	1350	FOREST PRESS	Operating Fund	Elwood Adult	\$80.00	12/14/98	
				Total this claim	\$80.00		
17767	1351	GALE RESEARCH	Operating Fund	Elwood Adult	\$288.18	12/14/98	
				Total this claim	\$288.18		

<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>
17768	1320	GLENNA STEWART	Operating Fund	Traveling Expense	\$38.00	12/14/98	
				Total this claim	\$38.00		
17769	1359	GTE	Operating Fund	Telephone & Telegraph	\$178.47	12/14/98	
				Total this claim	\$178.47		
17770	1321	HARRIS INFOSOURCE	Operating Fund	Elwood Adult	\$104.90	12/14/98	
				Total this claim	\$104.90		
17771	1342	HEINEMANN LIBRARY	Operating Fund	Elwood Childrens	\$199.95	12/14/98	
				Total this claim	\$199.95		
17772	1323	HORTON'S & SONS OF ELWO	Operating Fund	Other Repair & mainten.supplies	\$90.00	12/14/98	
			Operating Fund	Repair Parts/Maintenance	\$15.00		
			Operating Fund	Other Supplies	\$14.85		
				Total this claim	\$119.85		
17773	1322	HP PRODUCTS	Operating Fund	Cleaning & Sanitation Supplies	\$67.37	12/14/98	
				Total this claim	\$67.37		
17774	1362	IDLEWINE LAWNMOWER SAL	Operating Fund	*Other Professional Services	\$30.56	12/14/98	As Per Attached Invoices
				Total this claim	\$30.56		
17775	1345	INCOLSA	Operating Fund	Stationary & Supplies	\$30.00	12/14/98	
				Total this claim	\$30.00		
17776	1326	INDIANA GAS COMPANY	Operating Fund	Gas	\$56.67	12/14/98	
				Total this claim	\$56.67		
17777	1365	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$36.96	12/14/98	
				Total this claim	\$36.96		
17778	1344	INDIANAPOLIS NEWSPAPERS	Operating Fund	Periodicals & Newspapers	\$102.96	12/14/98	
				Total this claim	\$102.96		
17779	1324	INDYNET	Operating Fund	*Other Professional Services	\$15.00	12/14/98	
			Operating Fund	*Other Professional Services	\$30.00		
			Operating Fund	*Other Professional Services	\$15.00		
				Total this claim	\$60.00		
17780	1325	INSPIRATIONAL BOOK DISTR.	Operating Fund	Elwood Adult	\$9.49	12/14/98	
				Total this claim	\$9.49		
17781	1363	JIM'S MASTER LOCKSMITH	Operating Fund	*Other Professional Services	\$42.40	12/14/98	
				Total this claim	\$42.40		

<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>
17782	1329	K MART	Operating Fund	Cleaning & Sanitation Supplies	\$66.99	12/14/98	
			Gift	Summitville	\$187.64		
			Operating Fund	Elwood AV	\$76.90		
				Total this claim	\$331.53		
17783	1331	LEXIS LAW PUBLISHING	Operating Fund	Elwood Adult	\$54.99	12/14/98	
				Total this claim	\$54.99		
17784	1330	LIBRARY CORPORATION, THE	Operating Fund	*Other Office Supplies	\$68.00	12/14/98	
				Total this claim	\$68.00		
17785	1360	LUCENT TECHNOLOGIES	Operating Fund	Telephone & Telegraph	\$137.64	12/14/98	
				Total this claim	\$137.64		
17786	1346	MARVIN SAUBERT	Operating Fund	*Other Professional Services	\$120.00	12/14/98	
				Total this claim	\$120.00		
17787	1332	MIDWEST TAPE	Operating Fund	Elwood AV	\$390.05	12/14/98	
				Total this claim	\$390.05		
17788	1347	PEERLESS ELECTRIC SUPPL	Operating Fund	*Other Operating Supplies	\$279.64	12/14/98	
				Total this claim	\$279.64		
17789	1333	PITNEY BOWES	Operating Fund	*Other Office Supplies	\$49.95	12/14/98	
				Total this claim	\$49.95		
17790	1334	POPULAR SUBSCRIPTION SE	Operating Fund	Programing	\$21.50	12/14/98	
				Total this claim	\$21.50		
17791	1336	PRODUCT DEVELOP.CORP.	Operating Fund	Programing	\$32.41	12/14/98	
				Total this claim	\$32.41		
17792	1335	QUILL CORPORATION	Operating Fund	*Other Office Supplies	\$290.18	12/14/98	
			Operating Fund	*Other Professional Services	\$0.00		
				Total this claim	\$290.18		
17793	1361	RAMSAY BUSINESS PRODUC	Operating Fund	*Other Office Supplies	\$277.48	12/14/98	
				Total this claim	\$277.48		
17794	1341	SHARON FOUTS	Operating Fund	Traveling Expense	\$69.00	12/14/98	
				Total this claim	\$69.00		
17795	1352	SIMON & SCHUSTER	Operating Fund	Summitville	\$63.62	12/14/98	
				Total this claim	\$63.62		
17795	1366	SPECIALTY STORE SERVICES	Operating Fund	*Other Operating Supplies	\$69.35	12/14/98	
				Total this claim	\$69.35		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
17797	1337	STATE CHEMICAL MANUFACT	Operating Fund	Equipment/Rental	\$180.27	12/14/98	
				Total this claim	\$180.27		
17798	1348	TOWN OF FRANKTON	Operating Fund	Electricity	\$64.71	12/14/98	
			Operating Fund	Water	\$7.40		
			Operating Fund	Waste Disposal Services	\$8.66		
				Total this claim	\$80.77		
17799	1338	UNITOG RENTAL SERVICES	Operating Fund	Equipment/Rental	\$64.82	12/14/98	
				Total this claim	\$64.82		
				Total Amount of Claims	\$24,611.69		

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 14, 1998

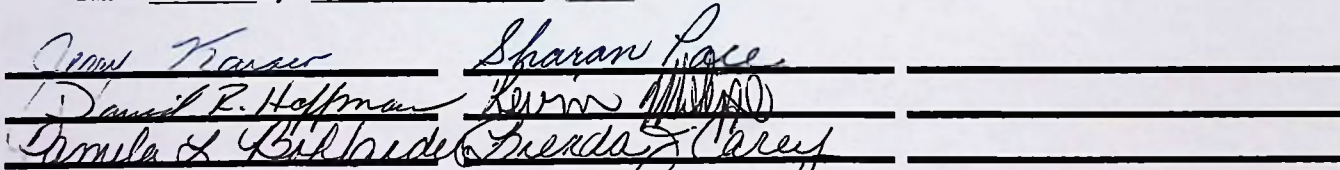
Fiscal Officer

ALLOWANCE OF VOUCHER

(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 _____, 19____.



SIGNATURES OF GOVERNING BOARD

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

APPROPRIATION RESOLUTION

WHEREAS, it has been determined that it is now necessary to transfer money that was appropriated in the annual budget for the various functions of the North Madison County Public Library System: Now, therefore:

Sec. 1. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND		
1.12	Salary of Assistants	500.00
1.13	Wages of Janitor	200.00
1.14	Employee Benefits	60.00
1.19	Empl. Contr. Group Ins.	1450.00
3.24	Professional Meetings	100.00
3.51	Gas	400.00
3.52	Electricity	100.00
3.54	Waste Disposal	100.00
3.72	Equipment Rental	50.00
	Total	\$ 2,960.00

Sec. 2 Be it resolved by the Library Board of the North Madison County Public Library System, Madison County, Indiana that for the expenses of the Public Library the following sums of money are hereby appropriated and ordered set apart of the funds herein specified, subject to the laws governing the same:

2.13	Other Office Supplies	470.00
2.21	Cleaning & Sanitation	50.00
2.22	Other Operating Supplies	380.00
3.13	Other Professional Services	20.00
3.21	Telephone & Telegraph	440.00
3.23	Traveling Expense	110.00
3.42	Other Insurance	110.00
3.54	Water	15.00
4.31	Elwood Adult	650.00
4.32	Elwood Children's Books	300.00
4.33	Elwood YA	15.00
4.35	Summitville	60.00
4.4	Periodicals & Newspapers	340.00
	Total	\$2,960.00

APPROPRIATION RESOLUTION.....November 9, 1998

Presented to the North Madison County Public Library System Board of Trustees, read in full and adopted this 14TH day of December, by the following Aye and Nay votes.

Aye	Nay
<u>Kevin Duff</u>	_____
<u>Annex Ballard</u>	_____
<u>Sharon Pace</u>	_____
<u>David R. Helfman</u>	
<u>Gerry Kaiser</u>	