

AGENDA

January 6, 1982

Board of Trustees meeting  
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Report on December's circulation.
3. Discussion of material received in the mail.
4. Report on steps taken to correct the situation of after hour entry of the library.
5. Report December tax settlement received.
  - a. loan paid back to LIRF.
  - b. investment in passbook savings account.
6. Increase in unemployment rate.
7. Report on the search for applicants
8. Election of officers for 1982.
9. Adjournment of meeting.

. . . next regular scheduled board meeting is February 3, 1982.

The Elwood Public Library met Wednesday, January 6, 1982, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

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

Lynn Ischay gave the monthly report as follows:

Borrowers	4128
Incl. 7 NR	
Book Stock	56866
Circulation	4494
Information Questions	55
By phone 21	
Phonorecord Circ.	261
Cassette Circ.	25
Poster Circ.	4
Fines & Fees	104.25
Copier receipts	456.85
Non-Resident receipts	52.50

Lynn reported to the board that the library has had four break-ins in the last month. Three of the illegal entries resulted only in lights being left on in the children's room and several doors were unlocked. The police were notified immediately and they suggested that all major doors should have new locks. Kendall's Locksmith came the following day putting new locks on all outside doors and left locks for the windows that Mr. Bomholt could install. With the fourth break-in the library was less fortunate, the stereo, \$2.88 from petty cash, and some records were missing the next morning. The library was left in a disarray with newspapers strewn about the floor and greasy fingerprints being found almost everywhere. The police had suggested putting a fence up between the Indiana Bell building and the library to discourage people using that area as a passageway. The board members thought that Sears should be contacted as soon as possible to see how high of a fence could be installed. Before a fence can be erected Indiana Bell must be contacted and permission granted for a fence to extend all the way to their building.

It is important that all library property is engraved with serial numbers before it is too late. Mrs. Herndon expressed concern about having the T.C. Steel paintings in the library at this time. Mrs. Austin told the board that there was a strong possibility that the schools would allow the library to keep the paintings in their vault. The board members agreed that the above mentioned items would be a good start in helping to safeguard the library.

The library received their December tax settlement. The \$25,347.92 was quickly deposited in the bank so that the \$22,000 loan from LIRF could be repaid before the end of the year. The bookkeeper took \$28,000 from the Library Improvement Reserve Fund and placed it in the library's savings account until it is needed to act as an operating balance.

The Bookkeeper informed the board members that in 1982 there will be an increase in the unemployment rate from 1% to 2.7%. This jump will take a bigger chunk out of the money appropriated for #51 than was expected in 1982.

Mrs. Herndon reported that the board has received a resumé from Dr. Yahya Assadi, who is from Tennessee. Notices were sent out after the December board meeting to the nearby universities and to the different library publications. An advertisement will run in the Indianapolis Star for three consecutive Sundays beginning the tenth of January. Mrs. Herndon also mentioned the need for an application that will be thorough and also legal. Mrs. Austin suggested having ALSA mail us a copy of the applications they use. The board members decided that the entire board should be present at all of the screenings instead of just the final screening of the applicants.

The board held the election of officers for 1982. Mr. Pavese made a motion for the 1981 officers to continue their duties in 1982. Mr. Conner seconded the motion. The officers for 1982 are as follows: Betsy Herndon-president, Mike Kennedy-vice-president, Emma Copeland-secretary, and Beverly Austin-treasurer. The slate of officers were approved uananimously.

Lynn informed the board that although the library has had a petty cash fund for several years it has never been posted in the ledger book. Beginning with the 1982 ledger postings a fund will be listed specifically for petty cash. The bookkeeper will be responsible for the fund and the amount kept in petty cash will be \$15.00.

Terms will expire in 1982 for four board members. Mrs. Herndon, Mrs. Winings, Mrs. Copeland, and Mr. Pavese all expressed desire to remain on the board. Letters will be sent to the respective individuals that will make the appointments.

A letter was sent to E.C. Deyo and Associates scheduling an appraisal revision in the near future. Mr. Wheeler spoke with the bookkeeper after receiving the letter saying that they could revise the appraisal over the phone. The board members seemed skeptical of this plan and suggested having the library's insurance company do the revision. Lynn said she would contact Burnette and Dellinger the next day.

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

Respectfully submitted,

*Emma Copeland, Secretary*

Emma Copeland, Secretary

AGENDA

February 3, 1982

Board of Trustees Meeting  
Elwood Public Library

1. Approval of minutes of previous meeting.
2. January monthly report.
3. Report on search for applicants.
4. Discussion of H.B. 1296 appeal bill for public libraries.
5. Report on library's appraisal revision and insurance policy.
  - a. E.C. Deyo
  - b. Burnette and Dellinger
6. Report on fire extinguisher check.
7. Seek the board's approval to transfer the library's checking funds into a NOW account.
8. Discuss methods being used to protect library property.
9. Seek board's signature on approved budget for 1982.
10. Discussion of purchasing a new stereo.
  - a. Stereo warranty.
11. Discuss the different aspects and benefits of using two part-time children's librarians.
12. Seek the board's approval to sell unwanted library property in accordance with the library budget manual.
13. Adjournment of meeting.

. . . next regular scheduled board meeting is March 3, 1982.

The Elwood Public Library Board met Tuesday, February 9, 1982, in the director's office after postponing the February 3rd meeting due to bad weather. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

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

Lynn Ischay gave the monthly report as follows:

Borrowers	4172
Incl. 1 NR	
Book Stock	56907
Circulation	5312
Information Ques.	58
By phone	18
Phonorecord circ.	171
Cassette circ.	20
Poster circ.	6
Fines & Fees	118.05
Copier	377.35
Non-resident	172.50

The board members discussed hiring a new page due to the library's increased work load. Mrs. Austin and Mrs. Herndon suggested hiring Shawn Heaton, a junior, to be the third page. The board members agreed that if there is enough money then another page should be hired.

Mrs. Herndon reported on the search for a new director. There have been several applications received, but only three individuals are qualified. Mrs. Herndon told the board that she received unfavorable comments from two of Dennis Kovener's references. Those people having qualifications have been sent applications to fill out and return. Any references that were given on their resumes were sent a checklist about the individual. Until further notice there will be no screening of applicants held.

For the third year in a row the Indiana Library and Trustee Association has introduced the Library Tax Appeal Bill into the State Legislature. Since the tax freeze of 1973, the only reasons for which libraries could be granted appeals were in the cases of a merger, annexation, or excessive unemployment claims. House Bill 1296 would allow libraries to appeal their budgets based on need. Budgets could be increased up to 5% on the property tax collection rate or 25% of the previous year's budget. The library staff was able to secure many signatures on a petition that was sent to the state legislature in favor of HB 1296.

Burnette and Dellinger will schedule an appraisal in the near future. Lynn reported that she turned in a list to Burnette and Dellinger of the items that were stolen from the library. She was informed by the insurance company that the stereo was not covered by them, but that their parent company agreed to reimburse the library after the first hundred dollars. The bookkeeper told the insurance company that the library needs everything in the building covered. Burnette and Dellinger added an all risk coverage to our current policy for \$172.00.

The Elwood Fire Equipment Company came during February to check the library's fire extinguishers. One fire extinguisher needed to be replaced and the others needed refills.

Lynn reported to the Board that FOCUS published a notice stating that Indiana libraries are allowed to maintain NOW accounts and thus receive interest on their designated depositories. The bookkeeper said that if the library does place its money into a NOW account we should be careful to maintain the necessary minimum balance as libraries are not authorized to pay service charges which would be incurred by a balance falling below the minimum. The pros and cons of a NOW account were discussed and the board decided that since the Library's Operating Fund is so frugal that perhaps at this time we shouldn't attempt a NOW account where a minimum balance must be maintained.

Permission was received from Indiana Bell about erecting a fence between the Indiana Bell building and the library to prevent unwanted people from entering the library through the windows. Bruce Whisler will be installing the fence for the library at an estimated cost of \$149.50 as soon as fair weather returns. Special locks were purchased for the windows from Kendall's Locksmith.

An important item of business that was taken care of was reapproving the 1982 budget as published except for #73, books. The library received a Budget Order from the State Board of Tax Commissioners stating that the 1982 budget had been reallocated in the amount of \$115,971. This amount was \$4,966 lower than the amount approved at the September Board meeting. Mr. Pavese moved that books be lowered to \$11,014. Mrs. Copeland seconded the motion. A certified copy of the library's budget will be sent to the State Board of Tax Commissioners.

Lynn asked permission to purchase a new stereo for the library to replace the one stolen in December. Radio Shack has a nice stereo on sale for \$199 with several features that would be an asset to the library. \*In December a stereo was purchased for the children's room with gift money from J.C. Penney. Penney's offers a warranty program when purchasing a piece of equipment from them. The board decided that the library will not invest in the warranty program at this time. Mr. Conner made a motion to purchase a stereo for the library. Mr. Kennedy seconded the motion.

Mrs. Herndon discussed with the board members the advantages of using two part-time children's librarians. Mrs. Herndon told the board that Mitzi Thomas had suggested the possibility of Darlene Summers and herself sharing the duties and responsibilities of the children's room. Mrs. Herndon told the board that she thought this plan would benefit the library because the library would be utilizing the best of each individual. The board members were agreeable to this situation, but the final decision was tabled until the March board meeting when Darlene Summers will report on her availability for the job.

A list of unwanted library property was given to each board member by the staff for consideration in selling in accordance with the library budget manual. Some of the items being considered for sale were old pieces of library furniture. It was suggested that Wilbur Pearosn take a look at the furniture and give us an idea of their value. If all the saleable items are under \$1,000 they may be sold at a personal sale, if they amount to over \$1,000 then an advertised auction must be used to disburse of the property. One of the items that the staff wanted to sell was the ANSAPHONE (telephone recorder) that is on the director's desk. Its main function is to answer the phone and tell the public that the library is closed. The staff felt that more useful pieces of equipment could be purchased with the money from the sale. Lynn reported that if the board would consider selling the ANSAPHONE then Mr. Cooper will purchase it for \$237. Mr. Kennedy made a motion to sell the Noblesville Library the ANSAPHONE. Mr. Conner seconded the motion.

Mitzi Thomas is in the process of distributing "sick kits" to parents whose children are too ill to come to the library. It will consist of books, record albums, puzzles, a coloring book, and a get well card.

Mr. Farrer sent a letter asking if the library intended to continue taking action against those individuals who have not returned library materials. The board members agreed that we should follow up on those people who knowingly keep library materials out.

Lynn reported that a letter was received from the State Library stating that our reimbursement for reciprocal borrowing in the amount of \$2,443.97 will be arriving during February.

\*CORRECTION: In December a stereo was purchased for the children's room with gift money.



Lynn informed the board that the staff had events planned for National Library Week and were asking permission that they may put these plans into effect. Permission was granted.

The staff would also like to know if the subscription to the Marion Chronicle and the Ft. Wayne News Sentinel could be dropped and as a replacement subscribe to the Muncie Star for a year. The board agreed to the new subscription.

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

Respectfully submitted,

*Emma Copeland, Secretary*  
Emma Copeland, Secretary

AGENDA

March 3, 1982

Board of Trustees Meeting  
Elwood Public Library

1. Approval of minutes of previous meeting.
2. February monthly report.
3. Report on the outcome of House Bill 1296.
4. Report on check received from Burnette & Dellinger.
5. Discuss Treasurer Bond.
6. Discuss the different ways to utilize the library's LSCA grant.
7. Report value of unwanted library property.
  - a. ANSAPHONE
  - b. Texas Instrument calculator
8. Report on Tri Kappa's willingness to sponsor the travelling art show again this spring.
9. Continue discussion on two part-time children's librarians.
10. Report on visits to the Library from:
  - a. McDonald's - Tipton
  - b. Connor Prarie Farm
11. Present Auditor's report from the State Board of Tax Commissioners.
12. Report on Mrs. Robertson's speech to the Home Ec organization.
13. Discuss advertising for the position of director.
  - a. FOCUS - March
14. Announcement of District Meeting April 15th in Anderson.
15. Adjournment of meeting.

. . . next regular scheduled board meeting is April 7, 1982.

The Elwood Public Library Board met Wednesday, March 3, 1982, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

Mr. Kennedy made a motion to approve the minutes from the February board meeting. Mr. Pavese seconded the motion. A grammatical error on page three of the February minutes was corrected.

Mrs. Austin, treasurer of the board, was ill and did not attend this meeting. Her signature was needed on the March warrants. Mrs. Austin gave her approval and the six board members present unanimously agreed that Mrs. Herndon could use Mrs. Austin's rubber signature stamp in view of the board.

Lynn Ischay gave the monthly report as follows:

Borrowers	4154
Incl. 3 NR	
Book Stock	40921
Circulation	4869
Information Questions	61
By phone 29	
Phonorecord Circ.	165
Cassette Circ.	10
Poster Circ.	9
Fines & Fees	51.75
Copier	317.70
Non-Resident	135.00

House Bill 1296 was passed and signed by Governor Orr February 18th. When it becomes law on July 1, 1982, Hoosier libraries can again appeal frozen tax rates. Those libraries with progressive library programs justifying community support will be the most successful in gaining more financial support.

Lynn reported to the library board that contrary to what was reported at the February board meeting Burnette and Dellinger sent a check to the library for \$214.52. This amount covered the stereo, records, petty cash, and damage done to the filing cabinet in the bookkeeper's office. The library purchased a new stereo from Radio Shack with the insurance money that was received.

A library resolution was presented to the board stating that \$10,000 is to be transferred from LIRF into the Library Operating Fund (see attachment). This temporary loan must be repaid before the end of the year. Mr. Kennedy moved the adoption of the resolution. It was seconded by Mr. Pavese. The resolution was adopted by six of the seven board members present.

The LSCA grant fund (\$2,443.97) was received from the State Library. The money is to be used for contractual services to compensate the library for making its collection available for borrowing by patrons of particular libraries. Lynn reported that an attached note stated that grant funds should be spent soon after received because all that should be on hand is enough for 3-4 days. The staff suggested some items that they feel the library could use. The board members told Lynn to find out the cost of each item and report to the board at the April meeting.

Mr. Conner informed the board that he checked with Western Assuredity, a large insurance company that writes municipal bonds, and they suggested that the library needs two position bonds each written for \$20,000. Lynn reported that she checked with seven local insurance companies and those that carried treasurer bonds all agreed that the treasurer and the bookkeeper should both be bonded and that a bond in the amount of \$40,000 is high for a library. The amount each company quoted was comparable to Burnette and Dellinger except for DeHority and Sons which showed a marked difference. She will check on DeHority's price for two position bonds and report at the April board meeting.

Mr. Pearson has been unable to come to the library due to illness and look at the items being considered for sale. The ANSAPHONE has been sold to the Noblesville Library for \$237.00. When Mr. Cooper came to pick up the ANSAPHONE he looked over a TEXAS INSTRUMENT calculator that has a broken printer (Mr. Cooper was aware of the damage) and offered to purchase it for \$40.00. Lynn checked with Texas Instrument and it would cost \$30.00 to repair the calculator. Mr. Kennedy made a motion to sell the Noblesville Library the calculator for \$40.00. Mr. Conner seconded the motion.

If the State Traveling Exhibition Program (STEP) is still available from the Indianapolis Museum of Art Tri-Kappa has expressed willingness to pay the rental fee to have the program in the library again this year. The board was agreeable to the program feeling that it is good for the library as well as the community.

The discussion of two part-time children's librarians was continued from the February board meeting. Karen Hobbs recently put her application in at the library. She has several years of library experience at three surrounding libraries listed on her application. The board members discussed the advantages and disadvantages of two individuals sharing the time and responsibilities of the children's room. Several of the board members held conflicting views about this idea and because of the inability of the board members to come to an agreement the discussion was tabled indefinitely.

The Tipton McDonald's has offered to give free coke coupons for the library to give to patrons who return library materials on time. Mr. Eichacker from Conner Prarie Settlement would like to hold a slide presentation at the library about the settlement for the benefit of the library's patrons. The board members were agreeable to the programs offered by McDonald's and Mr. Eichacker.

The State Board of Tax Commissioners mailed the library three copies of the auditor's report. The favorable report was passed around the table for each member to study.

Lynn reported that Mrs. Robertson was recently called upon to present a talk about the library and the programs we offer by the Creative Cooperative organization.

Advertising for position of director was discussed. It was decided that an advertisement should be placed in the Indianapolis Star for three consecutive Sundays. A job description was also sent to the nearby universities and library publications.

The district meeting will be held April 15th hosted by the Anderson Public Library. Everyone is invited!

National Library Week is in April and if it is agreeable with the board the staff is going to see if Jared Carter will come to the library and give a talk and autograph copies of his books. The board thought that an "Author Day" was a good idea and it was decided that if Mr. Carter accepts plans will begin right away.

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

Respectfully submitted,

*Emma Copeland, Secretary*

Emma Copeland, Secretary

C E R T I F I C A T E

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

DATED THIS THIRD DAY OF MARCH, 1982.

---

AUDITOR OF MADISON COUNTY

"RESOLUTION FOR LIBRARY APPROPRIATION

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

FROM: Library Improvement Reserve Fund \$10,000

TO: Library Operating Fund \$10,000

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

The above resolution is hereby adopted this third day of March, 1982.

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

BY:

Thomas E. Egan

Emma Copeland

Betsy Skander

Edwin Pavese

Jacarra M. King

Michael Kennedy

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

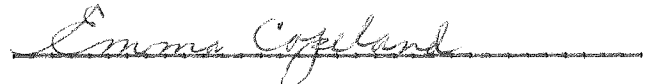
This temporary loan must be repaid within the same year in which the loan is made. Minutes of additional business are on file in the director's office.

Emma Copeland, Secretary  
Emma Copeland, Secretary

C E R T I F I C A T E

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

DATED THIS THIRD DAY OF MARCH, 1982.

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



AGENDA

April 7, 1982

Board of Trustees Meeting  
Elwood Public Library

1. Approval of minutes of previous meeting.
  2. March monthly report. (Have not received annual report forms.)
  3. Report on Summer Reading Club.
  4. Discuss renewal of current money market and purchase of another.
  5. Discuss spending LSCA grant.
    - a. Review price quotes.
  6. Discuss lending filmstrips and projector to organizations.
  7. Report on new applications received for the position of Director.
  8. Make a decision on the Treasurer Bond.
  9. Request signature on Application for State Aid
  10. View the completion of the fence.
  11. Discuss prices of library furniture for sale.
  12. National Library Week April 19-23.
    - a. Conner Prarie Farm
    - b. Kid's Night
  13. Request permission to have the AAA Custodial Service wash the library's windows.
  14. District Meeting. April 15th. Anyone coming? All invited!
  15. Discuss offering new services to the public.
  16. Discuss the shape of the ceiling and surrounding areas.
- . . . next regular board meeting is May 5, 1982.

The Elwood Public Library Board met Wednesday, April 7, 1982, in the director's office. The meeting was presided over by Mrs. Herndon, the president.

Attendance

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

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

Lynn Ischay gave the monthly report as follows:

Borrowers	4070
Incl. 8 NR	
Book Stock	40075
Circulation	6394
Information Questions	82
by phone 17	
Phonorecord Circ.	246
Cassette Circ.	18
Poster Circ.	13
Fines & Fees	111.60
Copier Receipts	511.75
Non-Resident	60.00

Lynn informed the board that the annual report was completed and in the hands of the State Library. Lynn highlighted some of the statistics that were in the 1981 report.

Mitzi Thomas has arranged with Mr. Austin to use the Jr. High auditorium to show a film to those children who participated in the summer reading club. The rental fee for the auditorium will be \$24.00. The board members approved the contract with the Jr. High School.

The library's money market will expire April 15th. The amount of the current money market is \$13,000. Increasing the amount invested to \$20,000 was discussed by the board. Mr. Pavese made a motion to purchase a new money market April 15th for \$20,000. Mrs. Austin seconded the motion.

Discussion was resumed concerning the best way to use the funds from the LSCA grant. It was suggested that a fraction of the money be used on new typewriters for the front desk and for the children's room. The typewriters would be purchased from Overdorf's for \$395.00 each. They are used, but in good condition and have a one year warranty. A laminator and an opaque projector were also offered as suggestions. The last idea was that of giving to the public a service that offered video cassettes for use in the library. Pat Lake of the Anderson Library explained that films are prohibitive for small libraries and that starting a video cassette service is more realistic for a library lacking an abundance of funds. Mr. Conner made a motion to purchase two typewriters with the grant money and to find out as much information as possible about starting a video cassette service. Mrs. Austin seconded the motion.

Lending the library's filmstrip projector and the numerous filmstrips was discussed by the board members. Mrs. Austin made a motion to lend these materials to responsible organizations until the equipment is mistreated and then the service should be discontinued. Mrs. Copeland seconded the motion.

After much discussion on the neatness of the library and the unfavorable reports that have been received on the cleanliness of the restrooms. Mrs. Winings made a motion to inform Mr. Bomholt that his services are unacceptable as the custodian of the library. Mr. Kennedy seconded the motion. All board members were in agreement on this decision.

Two new applications for the position of Director were received by the board. Each applicant had only a certificate IV whereas a certificate III is needed in a town with a population of 10,000 or more. Although neither individuals were fully qualified they were sent applications to fill out and return to the board.

Once again bonding of the Treasurer and the bookkeeper was discussed. At the March board meeting it was agreed that the bonds would be held with DeHority Insurance Co. due to the cheapest prices in town. After the board meeting Mr. Walker came to the library apologizing for his error in quoting the price of the bonds at a much lower price than they actually were. The board discussed the \$30.00 difference in prices between DeHority's quote and Burnette-Dellinger's quote. Mrs. Winings made a motion to purchase two position bonds from Burnette-Dellinger each in the amount of \$20,000. Mr. Conner seconded the motion.

The application for the State Aid was circulated around the table and was signed by each board member. The application will be mailed the following day.

Lynn announced that the fence between the Indiana Bell building and the library has been completed. There was a decrease of \$29.30 from the original price estimated by Bruce Whisler for the library.

Wilbur Pearson was very helpful in suggesting prices for the unused library furniture that the library wanted to sell. Each board member was given a list of the furniture prices. It was unanimously agreed that the prices were satisfactory and that the sale may begin at any time.

National Library Week is April 19th through the 23rd. The week will begin with an article in the Call-Leader featuring the many services offered by the library. Tuesday night at 7 p.m. Mr. Eichacker from Conner Prarie Farm will be presenting a slide presentation about the settlement. There will be refreshments, a tour of the library, and a door prize presented. Thursday night is Kid's Night featuring a film and cartoon for children, popcorn, balloons, and a prize. All during the week a booksale will be going on and when a patron returns their library materials on time they receive a coupon from Burger Chef for a free coke. A Word Search Game will be passed out to library patrons with a winner being selected at the end of the week.

Permission was granted to have the AAA Custodial Service wash the library's windows during the month of May.

The District Meeting will be held at the Church of Brethern in Anderson April 15th. The library will be closed so that the staff members could attend. Lynn Ischay and Mitzi Thomas will be attending the ILA spring conference April 24th and 25th at Nashville.

Lynn suggested to the board two new services that the library could provide for the public. One was a typing room because the staff has many requests from people for the use of a typewriter. The second was a shut-in service which we would bring library materials to those individuals who could not come to the library or climb the steps.

The bad shape of the ceiling and surrounding areas was discussed. The ceiling must be repaired soon before any more damage is done to the building or anyone harmed from falling plaster.

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

Respectfully submitted,

*Emma Copeland, Secretary*  
Emma Copeland, Secretary

AGENDA

May 5, 1982

Board of Trustees Meeting  
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Review of April's statistics.
3. Discuss painting of outdoor children's room sign.
4. Request signatures on resolution for advance tax draw and the resolution requesting a temporary loan from LIRF.
5. Discuss payment of janitor.
  - a. benefits - personnel policy.
6. Discuss ways to spend LSCA grant.
  - a. Video Cassette Recorder. Inform what was found out.
7. Inform of telephone conversation with Terry Pastorino.
  - a. pamphlets
8. Report on success of National Library Week.
  - a. Sales
9. Request permission to attend Budget Clinic in May.
  - a. Report on April's meetings.
10. Inform of a patron's request to borrow table and chairs from library.
11. Discuss further the shape of the ceiling and surrounding areas.

. . . next regular board meeting is June 2, 1982

The Elwood Public Library Board met Wednesday, May 5, 1982, in the director's office. The meeting was presided over by the vice-president, Michael Kennedy.

Attendance

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

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

Lynn Ischay gave the monthly report as follows:

Borrowers	4125
Incl. 4 NR	
Book Stock	40183
Circulation	5678
Information Questions	83
By phone 34	
Phonorecord Circ.	225
Cassette Circ.	6
Poster Circ.	11
Fines & Fees	203.54
Copier Receipts	506.60
Non-Resident	45.00

The children's room sign that is located on the north lawn is in need of a paint job. It was agreed that the library will have Dannie Austin give the sign a new coat of paint.

A library resolution was presented to the board stating that \$5,000 is to be transferred from LIRF into the Library Operating Fund (see attachment). This temporary loan must be repaid before the end of the year. Mrs. Copeland moved the adoption of the resolution. It was seconded by Mr. Pavese. The resolution was adopted by six of the seven board members present.

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

Mr. Bomholt requested payment for  $3\frac{1}{2}$  sick and  $3\frac{1}{2}$  vacation days. While trying to reach a decision the members of the board referred to pages 2 and 4 of the library personnel policy which states that "no sick leave allowance is granted to part-time employees." In reference to vacation time the policy states, "a new staff member has not earned a full vacation with pay until one year of service has been completed. However, a new staff member becomes eligible for a limited vacation after serving on the staff for 6 months." Mr. Bomholt had been employed at the library for just 6 months. After reviewing the contents of the personnel policy the board decided not to give Mr. Bomholt payment for sick and vacation days.

Lynn informed the board that she had gone to the Tipton Library to find out about video cassette recorders. Dennis Lawson, the director, and Connie Nance, the A-V librarian, were very helpful in showing and explaining their A-V equipment. Mr. Lawson felt that video cassettes will soon become a service offered by many of the libraries in Indiana. This opinion was seconded in an article in the May issue of FOCUS. Two A-V salesmen came to the library last week and both were very helpful in answering questions about their equipment. A list was given to each board member of the equipment prices that each salesman represented and a list of advantages and disadvantages of each salesman and his equipment. Mr. Kennedy suggested contacting Mr. Bucove, director of the Anderson Library, and find out if he thinks we are spending our money wisely.

Two typewriters have been purchased from Overdorfs. One of the typewriters will not type red and that is an important item that is needed by the library. Mr. McFall said that he will find a replacement that will type in both black and red. The check paying for the typewriters will be held in hope of speeding up the arrival of the replacement.

Mr. Pastorino representing the firm Kennedy, Brown, and Associates has been in contact with the library since 1976 regarding library expansion. In May 1981 K.B.A. merged with a larger architectural firm, ARCHONICS. He sent pamphlets for each of the board members that illustrate the range of the work their firm has been involved in.

National Library Week was a huge success. The Elwood Call-Leader started the week with a very nice article about the library. There was a receptive group of 35 people that came to the library to listen to Mr. Eichacker of Conner Prairie Farm. Kid's night was overwhelming with a head count of 168 people. During the week we sold almost all of the furniture for \$608.00. The book sale was also successful making \$63.00 in just one week. The staff was pleased with the results of their efforts and they are going to attempt an even bigger week next year.

Eastern Indiana ALSA will be sponsoring their annual budget clinic for public libraries at New Castle May 20th. Tom Edwards, from the State Board of Tax Commissioners will be there to assist with the new appeal process. Mr. Conner and Mr. Kennedy volunteered to attend the clinic with Lynn Ischay.

Lynn informed the board that a patron had requested the use of the library's tables and chairs outside the library. The board agreed that they do not want to loan the tables and chairs out.

The shape of the ceiling was discussed and it was decided to have Lynn call the Paul Maines Co. in Anderson for an estimate. Lynn will report on her findings at the June board meeting.

The library staff asked the board if they could have the Saturday before Memorial Day off. The members of the board felt that there would be no problems in closing on Saturday.

The library at this time is without a janitor. Ray Wood, custodian at the Jr. High, has been helping the library out by doing some night cleaning. However, he will only be able to assist us until the end of May. He does not have the extra time since he is involved in several school activities. The board agreed that they would discuss possible applicants at the June meeting.

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

Respectfully submitted,

*Emma Copeland, Secretary*

Emma Copeland, Secretary



## "RESOLUTION FOR LIBRARY APPROPRIATION

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

FROM: Library Improvement Reserve Fund \$5,000.00

---

TO: Library Operating Fund \$5,000.00

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

The above resolution is hereby adopted this fifth day of May, 1982.

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

BY:

Edwin Pavese

Thomas Sonnen

Michael Kennedy

Emma Copeland

Beverly J. Austin

\_\_\_\_\_

\_\_\_\_\_

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

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

Emma Copeland, Secretary

Emma Copeland, Secretary

C E R T I F I C A T E

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

DATED THIS FIFTH DAY OF MAY, 1982.

*Emma Copeland, Secretary*

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

C E R T I F I C A T E

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

Dated this fifth day of May, 1982.

---

AUDITOR OF MADISON COUNTY

AGENDA

June 2, 1982

Board of Trustees Meeting  
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Review of May's statistics.
3. Report on estimates for interior repair work.
4. Appoint a budget committee.
5. Discuss hiring of staff members.
  - a. janitor
  - b. part-time clerk
6. Report additional information on video cassette recorders.
7. Review material learned at the budget clinic.
  - a. new legislation
8. Inform of Mitzi's invitation to be on the Executive Council for children and young people.
9. Request permission to order new records.
10. Discuss PERF deficit.

. . . next regular board meeting is July 7, 1982.

The budget committee will designate a day in June to meet for a special meeting.

The Elwood Public Library Board met Wednesday, June 2, 1982, in the director's office. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

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

Lynn Ischay gave the following report as follows:

Borrowers	4133
Incl. 11 N.R.	
Book Stock	40294
Circulation	4827
Information Questions	82
by phone 27	
Phonorecord Circ.	158
Cassette Circ.	10
Poster Circ.	0
Fines & Fees	131.85
Copier	296.30
Non-Resident	142.50

A financial statement was given to each board member outlining the amount spent and how much is left to spend for each appropriation. Also included were the balances for all of the library funds.

The president suggested having the entire board meet in June to discuss the beginnings of the 1983 budget instead of a select committee. This was agreed upon by the board members present. June 21st was chosen for the meeting at 6:30 p.m.

Lynn reported on the estimated figure received from two companies in regards to plastering upstairs and downstairs. The Maines Company in Anderson estimated \$4500 for the upstairs and \$5400 for the basement. Silveys, local plasterers, were also consulted and the estimate they gave was \$800 for the upstairs and \$900 for the downstairs. After viewing the bad shape of the kitchen and the children's room the board discussed calling in Jim Leisure or Bob Updegraff to see if it would be feasible to run the drain-off water out to the street by using a tile pipe.

Also before the repairs begin a painter must be engaged to give an estimate for painting and scraping of the old plaster. Lynn will report her findings at the July board meeting.

Discussion was held concerning the hiring of a temporary part-time employee to enable Lynn and Francie to spend less time at the front desk and more time in their offices. Mrs. Herndon spoke very highly of Rita McQuitty whom she had recently interviewed. The situation concerning the janitor was also discussed. Ray Wood had to leave suddenly due to the many school activities he was involved with in addition to his own job. Craig Stiner has been attending to the duties of the janitor. Mrs. Austin made a motion to hire Mrs. McQuitty and Mr. Stiner as part-time employees with wages of \$3.40 an hour. Mrs. Winings seconded the motion.

Mr. Bucove came to the library May 25th to discuss with Mr. Kennedy and Lynn the practicality of purchasing video equipment. Mr. Bucove's opinion was that buying this equipment for the library would be a good purchase. Many of the libraries throughout the state are becoming more involved with A-V equipment. He did suggest contacting Bob Meyers in Lapel for a better bargain. Lynn gave a handout to each trustee showing the equipment and their prices that Mr. Meyers has for sale. Mrs. Austin moved to purchase with the money from the LSCA grant and our equipment money the following: a stationary VCR, a portable unit, a video camera, and a color television from Bob Meyers. Mr. Kennedy seconded the motion. The next item that was discussed was the area where this equipment could be displayed. Mrs. Herndon suggested having Lynn and Francie share the director's office, move the director's furniture into Lynn's old office, and use Francie's office as an A-V room. All of the board members present were agreeable to this idea.

At the budget clinic May 20th Mr. Edwards from the State Board of Tax Commissioners told us that Public Law 53 was misinterpreted. The law states that the total increased levy that a library district may receive from this appeal is limited to a certain aggregate amount over a three year period. A limit was not the intent of Mr. Long who helped to pass the appeal bill. Other legislation of interest to libraries is:

- a. state minimum wage remains at \$2.00/hour.
- b. state mileage will increase from 22¢/mile to 24¢/mile.
- c. the employer contribution to social security remains at the rate of 6.70% through 1983.
- d. federal minimum wage remains at \$3.35/hour for 1983.

Mitzi Thomas was recently invited to be on the Executive Council for Children and Young People. The board members were pleased with the invitation.

The library has a deficit of \$39,829 in the Public Employees Retirement Fund. A letter was recently written to Mike Cherry asking if we could contribute 15% of the salary budget instead of 15% of what is actually paid in salaries. He reported that this would be a wise idea to contribute 15% of the director's salary since we have the money budgeted to do so.

Mrs. Herndon told the board members of a request from the staff to consider adding to the personnel policy that the library will close the Saturday before or after the following holidays: Memorial weekend, Easter weekend, and Labor Day weekend. Also to be considered would be closing Saturday if the 4th of July falls on Friday or Monday. Mrs. Austin made a motion to accept this proposal. Mrs. Winings seconded the motion.

Wells Boiler from Alexandria will be coming to the library during June to repair the circulating pump on the furnace.

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

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

Respectfully submitted,

*Emma Copeland, Secretary*  
Emma Copeland, Secretary

\*Because of Mrs. Copeland's absence from the June 2, 1982 board meeting Lynn Ischay took the minutes.

## ELWOOD PUBLIC LIBRARY

124 North 16th Street  
Elwood, Indiana 46036

June 1, 1982

The Library staff would appreciate it if the Library Board would consider adding to our personnel policy that the Library will close the Saturday before or after the following holidays: Memorial Weekend, Easter Weekend, and Labor Day Weekend.

We would also like the board to consider closing Saturday if the 4th of July falls on Friday or Monday.

The Saturdays during these holidays are very slow at the library. Many people do not realize that the library is open due to the closing of other governmental units in the area.

Thank you for your consideration.

*Margaret Stines*  
*Francie Robertson*  
*Milby Thomas*  
*Lynn Ischay*

\*Refer to June 2, 1982 minutes.



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

Attendance

Beverly Austin . . . . .	present
Tom Conner . . . . .	present
Emma Copeland . . . . .	present
Betsy Herndon . . . . .	present
Michael Kennedy . . . . .	present
Edwin Pavese . . . . .	absent
Joeanna Winings . . . . .	present
Lynn Ischay, Bookkeeper-	present

No outsiders were present at the 45 minute meeting.

Resepctfully submitted,  
*Emma Copeland, Secretary*  
 Emma Copeland, Secretary

AGENDA

JULY 7, 1982

Board of Trustees Meeting  
Elwood Public Library

1. Approval of minutes of previous meetings.
  2. Review June's statistics.
  3. Seek board's approval of rough draft of budget.
  4. Discuss rules and regulations of new A-V equipment.
  5. Inform of repair to the furnace.
  6. Inform of results of court action against overdue patrons.
  7. Discuss the interior improvements of the library.
  8. Report on the problems of the new typewriters
- . . . next regular board meeting is August 4th.

The Elwood Public Library Board met Wednesday, July 7, 1982, in the library. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

Mr. Pavese made a motion to approve the minutes from the June board meeting.

Lynn Ischay gave the following monthly report:

Borrowers	4,173
Incl. 30 NR	
Book Stock	40,417
Circulation	8,622
Information Questions	99
by phone 43	
Phonorecord circ.	277
Cassette Circ.	20
Poster Circ.	10
Fines & Fees	118.13
Copier	317.90
Non-Resident	240.00

Lynn Ischay reported that \$160.00 needs to be transferred from #71-Building, Structures, and Improvements into #72-Equipment. The amount budgeted in equipment was not enough to cover our recent purchase of video equipment. Mr. Kennedy moved to adopt the resolution. It was seconded by Mr. Pavese. The resolution was adopted unanimously.

The library board met Thursday, June 17th in a special meeting to review the staff's salaries for the 1983 budget. An increase of 5% was given to each staff member. The director's salary remains at \$15,000 for 1983. Beverly Austin moved that the budget and the salaries of the staff be approved. It was seconded by Mr. Kennedy. The rough draft of the budget was unanimously adopted by the board members present.

JULY 7, 1982

The videocassette circuit is no longer available in the state due to lack of interest. Lynn passed out three handouts concerning the rules and regulations of the video equipment. The article for the newspaper was well received by the board members and will be printed in the near future. The handout which dealt with rules of circulating the material will be sent to Mike Farrer, the library's lawyer, to check its legality. Lynn plans to mail letters to the local organizations introducing them to the new audio visual equipment at the library. Cable television has furnished another cable free of charge in the meeting room.

Lynn informed the board that Wells Boiler Works in Alexandria repaired the circulating pumps on the library's furnace for \$380.29.

Recently Mr. Farrer took two library patrons to court because of overdue library materials. The results were very rewarding as one lady reimbursed the library for \$75.00 in fines.

Jim Leisure will come to the library Monday afternoon to see if it is feasible to run the library's drain off water to the street. Also we are waiting for Mr. Smith to return to the library and give us a revised estimate which will include the downstairs.

Recently the library purchased two used typewriters from Overdorf's. We have had problems with both typewriters and have experienced great difficulty in getting someone to repair them for the library. Overdorf's repairman recently quit his job and they have no one to replace him. The board suggested contacting Mr. McFall, Overdorf's former repairman, to see if he would fix the library's typewriters. We will either pay Mr. McFall for his services or send the repair bill to Joe Overdorf.

The board members thought that hiring Julie Summers as a page (to replace Janice Strong) was a good idea. Julie will begin work in mid-August.

Lynn was invited by the field representative of Madison County to come to the court house July 21st and he will help to answer any questions regarding the 1983 budget.

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

Respectfully submitted,

*Emma Copeland, Secretary*  
Emma Copeland, Secretary

LIBRARY APPROPRIATION RESOLUTION

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

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
7 PROPERTIES		
#72 Equipment	\$160.00	\$160.00
TOTAL	<u>\$160.00</u>	<u>\$160.00</u>

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
7 PROPERTIES		
#71 Buildings and Improvements	\$160.00	\$160.00
TOTAL	<u>\$160.00</u>	<u>\$160.00</u>

Presented to the Elwood Public Library Board read in full and adopted this seventh day of July, 1982, by the following aye and nay vote.

AYE

NAY

Thomas Connor  
Jacqueline M. Prings  
Beverly J. Austin  
Edwin Pavese  
Bobby Stender  
Michael R. ...  
Emma Copeland

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

ATTEST: Emma Copeland, Secretary

Emma Copeland  
 Secretary, Library Board

C E R T I F I C A T E

I, THE UNDERSIGNED SECRETARY OF THE BOARD OF TRUSTEES OF  
THE ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA,  
DO HEREBY CERTIFY TO THE AUDITOR OF MADISON COUNTY THAT THE  
ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD  
WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY  
BOARD OF ELWOOD, MADISON COUNTY, INDIANA, AT A MEETING HELD ON  
DATED THIS SEVENTH DAY OF JULY, 1982.



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

C E R T I F I C A T E

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

DATED THIS SEVENTH DAY OF JULY, 1982.

---

AUDITOR OF MADISON COUNTY

The Elwood Public Library Board met Tuesday, July 20, 1982, for a special meeting at the library. The meeting was presided over by the vice-president, Michael Kennedy. The special meeting was held to discuss Mr. John Drumm who applied for the position of Director of the Elwood Library.

Attendance

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

The board had met to interview Mr. Drumm Friday, July 16th. The board members who were able to attend felt he was a very personable man who is sharp on library law and budget planning. Mr. Conner felt he was a positive thinking individual.

Mr. Castleman, a reference of Mr. Drumm's, had only compliments for Mr. Drumm and his work.

Mr. Drumm was originally from Anderson, Indiana. While a high school student he worked at the Anderson Public Library as a page. After obtaining his M.L.S. from Indiana University in 1975 he held the position of Librarian/Director at the Monticello-Union Township Public Library. Remaining at the Monticello library for four years he then took the position of assistant director at the Valparaiso-Portland County Public Library. He stated his reason for leaving the Valparaiso library was his desire for more opportunity.

Mr. Drumm was satisfied with a salary of \$15,000 in 1982, but felt that if he proved himself a worthy director and if he was able to locate funds in the 1983 budget for the director's salary then he deserved more than \$15,000 for 1983.

Mrs. Winings made a motion to hire Mr. Drumm for the position of Director of the Elwood Public Library. Mr. Conner seconded the motion. Mrs. Herndon and Mrs. Austin who were absent from the meeting had been contacted and were in agreement with the other board members decision. The motion was carried unanimously.

Mr. Drumm will begin work August 9, 1982.



Mr. Kennedy made a motion to give Mr. Drumm a check of \$100 to reimburse him for any travel expenses that will occur when he comes this weekend to look for housing, etc. Mrs. Winings seconded the motion.

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

Respectfully submitted,

*Emma Copeland, Secretary*

Emma Copeland, Secretary

AGENDA

AUGUST 9, 1982

Board of Trustees Meeting  
Elwood Public Library

1. Introduction of new director, Mr. John Drumm.
2. Approval of minutes of previous meeting.
3. Report on July's statistics.
4. Request signatures of board members on resolution concerning transfer of funds into #73, Books.
5. Seek the library board's adoption of the 1983 budget for advertising.
6. Report on meeting with field representative, Dwain Laird.
  - a. check for levy excise fund
7. Discuss when the senior's raises will go into effect.
8. Discuss the interior improvement of the library.
  - a. painter's estimates
  - b. color
9. Inform of progress in the audio-visual room.
10. Report on the continued problems of the new typewriters.

. . . Public hearing held by the Library Board      September 1, 1982

. . . Regular board meeting (adopt the budget)      September 8, 1982

The Elwood Public Library Board met Monday, August 9, 1982, in the library. The meeting was presided over by the vice-president, Michael Kennedy.

Attendance

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

The first piece of business was to welcome Mr. Drumm to the library and to the community.

Mr. Conner made a motion to approve the minutes from the July board meeting. The motion was seconded.

The director gave the monthly report as follows:

Borrowers	4,140
Incl. 6 NR	
Book Stock	40,561
Circulation	6,202
Information Questions	106
by phone 43	
Phonorecord Circ.	186
Cassette Circ.	17
Poster Circ.	-
Fines & Fees	220.03
Copier	360.90
Non-Resident	75.00

Mr. Drumm reported that \$6,090 needs to be transferred from #71-Building and Improvements, #62-Interest, #31-Office Supplies, and #13 Wages of Janitor into #72-Equipment, #73-Books, and #12-Salary of Assistants. The amount in books needed to be increased in order for us to be able to purchase additional videocassettes. The salary of assistants was increased by \$2,000 to give the library enough funds to pay the pages for the rest of the year. A library resolution was presented (see attachment). Mrs. Winings moved to adopt the resolution. The motion was seconded and adopted unanimously.

Signatures of the board were needed on Form 3 of the 1983 budget. The budget estimate to be advertised August 21st is \$131,490 and the net tax rate is \$.46. Public Law 53 permits a library district to appeal to increase its property tax levy. Mr. Drumm explained that the library was allowed the lessor of 125% of the rate the library had in the budget year immediately preceding the insuing budget year, or the rate it would have absent the appeal plus \$.05. The lessor for the library was to add \$.05 to our 1983 rate.

According to Dwain Laird, the library's field representative, the library is to write a check from the Operating Fund for \$1,145.00 and enter it into a Levy Excess Fund. This fund will be used to hold our excess levy until January 1983 when we are allowed to return the funds into the Operating Fund.

Mr. Drumm asked the board to allow the senior's raises to go into effect with the 1983 budget in January. Also at that time Julie Summers will begin as a library page. The board was agreeable to this idea.

Discussion of the interior improvements was the next item on the agenda to be discussed. Mr. Drumm had three different painter's proposals. Red Watson's estimate was in the \$16,000 range, Paul Parker's estimate was in the \$8,000 range and Dennis Smith estimated the painting job for \$2,100. The job of plastering was discussed at the June 2nd board meeting and was agreed upon that Silvey's would be the best choice with an estimate of \$800 for the upstairs and \$900 for the basement. Mrs. Winings made a motion that Silvey's plaster the ceilings and walls of the library and Mr. Smith then can proceed to paint the library's interior. The motion was seconded. The color of the walls will be left to the discretion of the director and the staff.

Mr. Drumm reported that the audio-visual room is progressing nicely. The collection consists of three videocassettes with the most recently acquired tape, ON GOLDEN POND, being a gift from Delta Theta Tau Sorority. Mr. Drumm explained that he was in hopes of strengthening the collection by the end of the year.

Mr. Drumm informed the board that the two new typewriters are still experiencing mechanical problems. Since Overdorf's are unwilling to repair them for the library the suggestion was made to call Ramsay's in Tipton. A suggestion was also made to call Mr. Farrer, the library's lawyer, to see if it would be possible for him to deliver the repair bill to Overdorf's. Mr. Drumm will report his findings at the September board meeting.

The ILA Conference will be held in Indianapolis October 21, 22, and 23rd. Mr. Drumm asked the board's permission to allow the staff members to attend the conference since there are plenty of funds in appropriation #21. Permission was granted for the staff's attendance.

Mr. Drumm expressed his interest to the board in Computer Literacy. He would like to purchase a small computer and then teach the public its uses. The board agreed with this idea and told him to purchase this equipment when the money becomes available to do so.

After much discussion the following was approved:

Be it resolved that \$700.00 per person be paid to the members of the staff of the Elwood Public Library for services rendered by the staff for the period without a director. Mr. Kennedy moved that each staff member receive \$700.00. Mr. Pavese seconded the motion. The motion was passed with 4 aye votes and 2 nay votes.

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

*Emma Copeland, Secretary*

# ELWOOD PUBLIC LIBRARY

124 NORTH 16TH ST.  
ELWOOD, INDIANA

PHONE (317) 552-5001

I grant permission for the director to use my signature stamp at the August 9th board meeting. My signature is needed on Form 3 of the 1983 budget which is to be sent to the newspaper for publication.

*Betsy Herndon*  
Betsy Herndon, Library Board President

LIBRARY APPROPRIATION RESOLUTION

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

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
7 PROPERTIES		
#72 Equipment	\$ 90.00	\$ 90.00
#73 Books	\$4,000.00	\$4,000.00
1 SERVICES PERSONAL		
#12 Salary of Assistants	\$2,000.00	\$2,000.00
TOTAL	\$6,090.00	\$6,090.00

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
7 PROPERTIES		
#71 Buildings & Improvements	\$ 340.00	\$ 340.00
6 CURRENT OBLIGATIONS		
#62 Interest	\$ 250.00	\$ 250.00
3 SUPPLIES		
#31 Office Supplies	\$1,500.00	\$1,500.00
1 SERVICES PERSONAL		
#13 Wages of Janitors	\$4,000.00	\$4,000.00
TOTAL	\$6,090.00	\$6,090.00

Presented to the Elwood Public Library Board read in full and adopted this ninth day of August, 1982, by the following aye and nay vote.

AYE

NAY

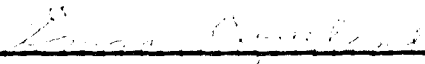
Beverly J. Austin  
Emma Copeland  
Martha M. Winick  
Michael Kennedy  
Edwin Parise  
Thomas Sanner

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

ATTEST: Emma Copeland, Secretary, Library Board  
Emma Copeland, Secretary, Library Board

C E R T I F I C A T E

I, THE UNDERSIGNED SECRETARY OF THE BOARD OF TRUSTEES OF  
THE ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA,  
DO HEREBY CERTIFY TO THE AUDITOR OF MADISON COUNTY THAT THE  
ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD  
WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY  
BOARD OF ELWOOD, MADISON COUNTY, INDIANA, AT A MEETING HELD ON  
DATED THIS NINTH DAY OF AUGUST, 1982.

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



C E R T I F I C A T E

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

Dated this ninth day of August, 1982.

---

AUDITOR OF MADISON COUNTY

MINUTES

ELWOOD PUBLIC  
LIBRARY BOARD

SEPTEMBER 1, 1982

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

Attendance

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

After twenty minutes with no public present Mr. Kennedy made a motion to adjourn the meeting. Mr. Conner seconded the motion.

*Emma Copeland, Secretary*

AGENDA

September 8, 1982

Board of Trustees Meeting  
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Review August's statistics.
3. Plastering and painting - update.
4. Plans for puppet stage and play house for the children's room.
5. Proposal to keep Children's Room open from 12-6 Monday through Thursday.
6. New back door and downspouts - update.
7. Proposal to buy two more tape recorders from Radio Shack.
8. Typewriter Repair/Silver Reed - update.
9. Proposal to close the library so that the library staff can go to the State Convention on Thursday, October 21st.
10. New schedule with the staff, the Director working a different night a week and then one Saturday a month.
11. Proposed list of programs (Adult) to be given in the library.
12. Check out the possibility of checking out adult materials to children as long as they can read them. Also calling parents to let them know of controversial material before it is checked out to the child.
13. Copy of letter of litigation.
14. Fire alarms and burglar alarms - ADT Proposal.
15. Book Sale

16. List of proposed VCR Tapes for purchase.
17. Result of Energy Audit done on the library.
18. Proposal to buy carrying bags for the camera and portable video cassette recorder.

REMINDER .....

- September 1st. Public hearing held by the library board. (15 min.)
- September 8th. Adopt budget and tax rate at the regular board meeting.

The board meeting will now be held in the Meeting Room.

LIBRARY APPROPRIATION RESOLUTION

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

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

<u>Library Operating Fund</u>	<u>Amount Requested</u>	<u>Amount Appropriated</u>
1 SERVICES PERSONAL		
#12 Salary of Assistants	\$2,800.00	\$2,800.00
TOTAL	<u>\$2,800.00</u>	<u>\$2,800.00</u>

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

<u>Library Operating Fund</u>	<u>Amount Requested</u>	<u>Amount Appropriated</u>
1 SERVICES PERSONAL		
#11 Salary of Librarian	\$2,800.00	\$2,800.00
TOTAL	<u>\$2,800.00</u>	<u>\$2,800.00</u>

Presented to the Elwood Public Library Board read in full and adopted this eighth day of September, 1982, by the following aye and nay vote.

AYE	NAY
<u>Thomas E. Lomax</u>	_____
<u>Michael Kennedy</u>	_____
<u>Betty Stender</u>	_____
<u>Emma Copeland</u>	_____
<u>Ceverly G. Austin</u>	_____

AYE

NAY

ATTEST:

Emma Copeland, Secretary

Emma Copeland, Secretary, Library Board

C E R T I F I C A T E

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

DATED THIS EIGHTH DAY OF SEPTEMBER, 1982.

*Emma Copeland*

---

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

C E R T I F I C A T E

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

DATED THIS EIGHTH DAY OF SEPTEMBER, 1982.

---

AUDITOR OF MADISON COUNTY



The Elwood Public Library Board met Wednesday, September 8, 1982, in the library. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

Mr. Kennedy made a motion to approve the minutes from the August board meeting. The motion was seconded.

Mr. Drumm gave the monthly report as follows:

Borrowers	4,106
Incl. 8 NR	
Book Stock	40,148
Circulation	5,050
Information Questions	79
by phone 11	
Phonorecord circ.	208
Cassette Circ.	9
Poster circ.	12
Fines & Fees	107.51
Copier	308.30
Non-Resident	82.50

Mrs. Herndon thanked everyone for the planter received from the staff and the library board.

Mr. Drumm reported that \$280.00 needs to be transferred from #11-Salary of Librarian into #12-Salary of Assistants. There was a motion passed at the August 9th board meeting stating that \$700.00 per person will be paid to the members of the staff for services rendered by the staff for the period without a director. A resolution was presented (see attachment). Mr. Kennedy moved to adopt the resolution. The motion was seconded and adopted unanimously.

Mrs. Austin moved and Mrs. Copeland seconded that the 1983 budget be accepted. The motion was carried. The board members signed the proposed budget. The board also signed an appeal that will be sent to the State Board of Tax Commissioners allowing the library the rate it would have absent the appeal plus \$.05. The library is also appealing for 2.7% of the library's 1983 salaries for workman's compensation.

Mr. Silvey has started plastering the interior of the library. Mr. Smith has painted one wall and the board members, after viewing the wall, agreed the peach will be complimentary to the library. The only exception to what has been discussed will be the painting of the children's room. The walls will be the same color as upstairs and the ceiling will be painted white to make the room seem brighter.

Mr. Drumm showed the board members his plans for a puppet stage for the children's room. Mr. Drumm and Craig will erect the puppet stage which will be made out of plywood and capable of being folded for storage. He also plans to construct a playhouse which will resemble a carpeted sandbox with a roof for the children to crawl into and read. The board was very agreeable to both of these ideas.

The director informed the board that he was trying something new by keeping the children's room open from 12-6 Monday - Friday instead of 3-6. Mrs. Austin made the suggestion of opening from 10-6 each day. Mr. Drumm agreed that those times could be a possibility except for the fact it leaves the library short-handed upstairs in the mornings.

An estimate is being checked into by the director for a new back door (on the south side). Mr. Drumm felt that it was important to have a new door because of all the new video equipment we have recently acquired and also the fact that we have had several breakins this year and the south door if pushed hard enough could be pushed open. The door will have to be special ordered because of the unusual size. He will report on the estimate at the next meeting. Mr. Drumm also explained that we needed new gutters because two of them have been damaged by kid's climbing on them.

Mr. Drumm proposed to buy 2 more tape recorders from Radio Shack. At the present time the library owns 2 that are unusable and 2 that are usable. Permission was granted to purchase the taperecorders and the board felt it was important to have a written policy on the typewriters.

The director announced that the typewriters including the director's Silver/Reed have been repaired. The repair bill was handed over to the library's lawyer. Mr. Farrer said he will send the bill to Mr. Overdorf immediately.

Mr. Drumm asked permission to close the library October 21st so that the staff could accompany him to the ILA Convention in Indianapolis. He felt that it would be beneficial for the staff. Permission was granted by the board.

Mr. Drumm explained to the board his new schedule. He will work one Saturday each month and he'll alternate working nights each week. He plans to do this for two reasons: 1). to help the staff and 2). to help him know what type of people use the library in the evening. The board members were pleased with this schedule.

The director presented a list of adult programs that he would like to present in the evenings to the community. The list provided a variety of free programs. He plans to begin the scheduling this month.

Mr. Drumm discussed the possibility of allowing children who do not have an adult library card the privilege of checking out library materials in the Adult Department. He felt we should be allowed to notify the parents for permission if the child selects controversial material. The board agreed to allow any library patron use of the Adult Department regardless of age.

A letter was passed around from the library's lawyer stating that since Angela Johnson has never responded to the legal letters sent to her she will be prosecuted in small claims court this month.

Mr. Drumm said he contacted ADT to see what the cost would be for installation of fire and burgular alarms in the library. The library is presently insured for \$1,000,000. The discussion was tabled until next month when the director will have an estimate.

The State Energy Department sent two ladies to give an energy audit of the library. The results will consist of no cost to low cost ways to reduce our energy bills. One suggestion already offered was that of ceiling fans to help cool the library in the summer and keep it warmer in the winter.

During the Elwood Glass Festival the library was able to sell everything at their booksale making \$139.55.

Mr. Drumm circulated a list of videocassettes that he would like to purchase. He also showed the board carrying bags for the camera and the portable video cassette recorder that he would like to buy. After some discussion it was decided to order 30 videocassettes and also the carrying bags.

Mr. Drumm said he plans to speak with Mayor Morris to see if he can have four parking places for his staff in the parking lot east of the library. The board agreed that this would be fine.

Bruce Whisler will be erecting a fence on the south side of the library during this month.

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

*Emma Copeland, Secretary*

AGENDA

October 6, 1982

Board of Trustees Meeting  
Elwood Public Library

1. Approval of minutes of previous meeting.
2. Review September's statistics.
3. Plastering and painting update.
4. Cost of back door and downspout repair. (\$1,187.76)
5. Street signs for the library.
6. Report on library energy audit.
7. ADT Fire alarm proposal.
8. Proposed VCR tape circulation requirements.
9. Settlement with typewriters.
10. Proposal to invest all library funds in interest bearing accounts between board meetings.
11. No news on parking spaces for the library staff.
12. Computer demonstration and VCR demonstration.
13. Seek permission to have the upstairs carpeting professionally cleaned.

AGENDA

(continued)

October 6, 1982

14. Discuss the possibility of purchasing new window attire.

15. Adjournment of meeting.

... Next regular scheduled meeting is November 3, 1982.

## "RESOLUTION FOR LIBRARY APPROPRIATION

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

FROM:                   Library Improvement Reserve Fund                   \$15,000

---

TO:                       Library Operating Fund                                       \$15,000

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

The above resolution is hereby adopted this sixth day of October, 1982.

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

BY:

Jaanna M. Bivings  
Betsy Scorden  
Edwin Pavese

Michael Kennedy  
Emma Copeland  
Thomas E. Conner

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

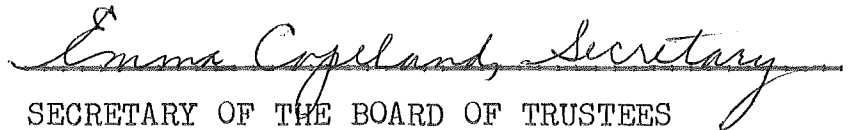
This temporary loan must be repaid within the same year in which the loan is made. Minutes of additional business are on file in the director's office.

Emma Copeland, Secretary  
Emma Copeland, Secretary

C E R T I F I C A T E

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

DATED THIS SIXTH DAY OF OCTOBER, 1982.

A handwritten signature in cursive script that reads "Emma Copeland, Secretary". The signature is written over a horizontal line.

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

C E R T I F I C A T E

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

DATED THIS SIXTH DAY OF OCTOBER, 1982.

---

AUDITOR OF MADISON COUNTY



The Elwood Public Library met Wednesday, October 6, 1982, in the library. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

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

Mr. Drumm gave the monthly report as follows:

Borrowers	4,151
Incl. 14 NR	
Book Stock	40,220
Circulation	5,330
Information Questions	88
by phone 24	
Phonorecord Circ.	187
Cassette Circ.	6
Poster Circ.	10
Fines & Fees	146.15
Copier	303.30
Non-Resident	120.00

170 people have visited the library in September to view programs on the video cassette recorder.

Mr. Drumm announced that the library received a settlement of \$46.00 from Joe Overdorf to compensate the library for the repair of two Olivetti typewriters purchased from him. Mr. Drumm has placed his Silver-Reed typewriter at the front desk for use by the staff.

The plastering and painting of the upstairs and downstairs of the library has been completed. There have been many compliments received on the color of the walls. The library was closed one day so the staff could remove the books from the shelves of the Adult Department, clean the shelves, and return them to their proper places. Mr. Drumm told the board that the children's librarian is changing the appearance of the children's room by moving the shelves to a different location in order to give the room more space.

Mr. Drumm reported that he received an estimate from Arley Scott on replacing the south door of the library. It will cost \$1,187.86 to replace the door with a custom made steel structured door. Mr. Scott will also be replacing the damaged downspout at the rear of the building and soldering the joint of another. Mrs. Winings made a motion to purchase a new door for the alley entrance and to replace and fix the damaged downspouts. The motion was seconded.

The director proposed the idea of placing directional signs around the community that would point to the library. There will be four signs at each entrance into the town. Signcraft from Muncie has offered the estimate of \$167.50 for 4 aluminum 24" square signs. Their offer does not include posts. Mr. Drumm will check with the city about placing the signs on city posts. The discussion was tabled until the November board meeting when more information will be available.

Mr. Drumm reported that he has received no news on parking spaces for the library staff. If no news is heard the director will call Mayor Morris to find out about the situation.

The director received the energy audit on the library. The audit stated that an uninsulated ceiling is a substantial energy drain, particularly in the heating season. It is estimated that 184 million BTU's are lost through the ceiling. This equals about \$170 in natural gas dollars. If the library improves the insulation by bringing it up to R30 the estimate savings would be \$642 which is roughly 30% of the library's average yearly natural gas consumption. After insulating the ceiling it would prove very cost effective to install a ceiling fan in the main level of the library. This would help destratify the heated air. Mrs. Austin suggested getting an estimate on the cost of insulation and ceiling fans.

Mr. Drumm reported on ADT's proposal to put a fire and burglar alarm in the library. ADT is one of the largest and most reputable alarm companies. They suggested putting in a ultrasonic alarm system which would detect any person entering the library once the system was turned on. The fire alarms would be set up in each wing of the library. A provision of the system would be to have sensors around the boiler. The alarm system would cost \$3,299 to purchase. The board agreed that an alarm system was a good idea, but that Mr. Drumm should see about getting a second proposal. The alarm system would reduce the cost of the library's insurance. The director told the board that it was just a proposition he wanted the board to think about and they would discuss it further at the November board meeting.

The director read to the board his proposed rules for checking out videocassettes. The library will require a \$4.00 deposit for the videocassette which will be returned when the tape is returned. Fines shall be a \$1.00 a day to a maximum of \$60.00. The loan period is for 3 days and if the video-cassette is returned damaged then the patron is responsible for paying the library the current replacement cost. Mr. Conner made a motion to accept the VCR rules. The motion was seconded.

Mr. Drumm proposed investing all library funds for 30 days. The library funds consist of the LIRF Fund which is almost entirely invested now, the gift fund, memorial fund and also the operating fund. The interest will be divided up and placed back into the different funds. The library's \$20,000 money market expires October 14th and the director suggested renewing \$25,000 in a 91 day certificate. The money will be tied up for 91 days instead of 6 months to give the board time to consider the library's investing situation. Mr. Pavese made a motion to invest \$25,000 into a 91 day certificate. The motion was seconded.

A library resolution was presented to the board stating that \$15,000 is to be transferred from LIRF into the Library Operating Fund (see attachment). This temporary loan must be repaid before the end of the year. Mr. Pavese moved the adoption of the resolution. The motion was seconded. The resolution was adopted by six of the seven board members present.

Mr. Drumm read to the board a letter from PERF stating that they need to have the employer, by a resolution of the library board, to authorize an individual to respond to their inquiries. Mrs. Winings made a motion to have Lynn Ischay responsible for reporting to PERF. The motion was seconded.

The director asked if he could get estimates on new window coverings, such as blinds, shutters, etc. The present blinds have been there for at least 20 years. They agreed to getting estimates and then further discussion will be held at the November board meeting.

Mr. Drumm told the board of requests to use the meeting room by E.F. Hutton for financial seminars and by Paradise Marketing about nutrition. The board felt that the situation might tend to be a selling situation and told Mr. Drumm to ask each group how many evenings they would need the meeting room. If they plan to meet more than once they could be told that the library does not want an out of town group monopolizing the meeting room, and to suggest the several other meeting places in Elwood.

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

*Emma Copeland, Secretary*

AGENDA

NOVEMBER 3, 1982

Board of Trustees Meeting  
Elwood Public Library

1. Approval of minutes of previous meeting.
  2. Review October's statistics.
  3. Report on bids for insulation and ceiling fans.
  4. Request signatures of board members on passage of additional appropriations for insulation, doors, and fans.
  5. Proposal to delay alarm system, window shades, and street signs until next year.
  6. Inform of no additional parking for the staff.
  7. Proposal for the loan of new tape recorders.
  8. Report on the launching of the Friends of the Library Group.
  9. Children's Room moving completed.
  10. Discuss carpet cleaning bids.
  11. Request information concerning sick and vacation days for the director.
  12. Seek the library board's approval for an advance tax draw.
- . . . Next regular scheduled meeting is December 8, 1982.

The Elwood Public Library met Wednesday, November 3, 1982, in the children's room. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

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

Mr. Drumm gave the following monthly report:

Borrowers	4,156
Incl. 7 NR	
Book Stock	40,295
Circulation	5,768
Information Questions	90
By phone	35
Phonorecord Circ.	315
Cassette Circ.	8
Poster Circ.	11
Fines & Fees	112.78
Copier receipts	267.70
Non-Resident Fees	52.50

The video equipment was taken to the Senior Citizen Center where 40 people viewed the video cassette, ON GOLDEN POND. One hundred and ten children attended the movie party in the children's room.

The director pointed out the space that is now available since the shelving and furniture has been rearranged. The children's room is now more aesthetically pleasing since the move.

Mr. Drumm informed the board members that the library was in need of an advanced tax draw of \$20,000 to help alleviate the cash flow problems caused by the lack of an operating balance. Mrs. Winings made a motion to request an advanced tax draw from the Madison County Treasurer. Mr. Conner seconded the motion.

Mr. Drumm and Lynn will be attending a bookkeeping workshop November 16th in Indianapolis. The meeting will be held mostly to explain the new ledger forms.

Mr. Drumm presented to the board two bids for insulation. Both men would blow into the ceiling 8" of cellulose for a R value of 29.6 which was as close

to 30 as possible. The two bids are very similar, the decision being based on a local person (Jim Nichols) or a non-local person (Jim Hodson) doing the job. Jim Hodson received a good recommendation. Mr. Conner made a motion for Jim Hodson to insulate the library. The motion was seconded. The director discussed next the proposal to purchase one ceiling fan from the Old Time Fan Company in Carmel for \$165.00 with an additional \$70.00 for installation. Mrs. Winings made a motion to purchase the ceiling fan and to pay the additional amount to have the fan installed. The motion was seconded. Mr. Drumm requested permission from the board to advertise for an additional appropriation in the amount of \$3,600 (\$2,200 for the insulation, \$1,200 for the new back door, which was approved at the last board meeting, and \$200 for the ceiling fan). Permission was received to advertise for the \$3,600 and a special meeting will be held November 17th at 7:00 p.m. to sign the resolution after the resolution will have been advertised November 6th and 15th.

The director proposed to delay purchasing the alarm system, the window shades, and the street signs until next year when the library has accumulated the funds. The board was agreeable to this proposal.

Mr. Drumm told the board members that the mayor called and said that there was no possibility of additional parking.

The director told the board that he has purchased two new tape recorders. He felt that library patrons should be required to leave a \$5.00 deposit when checking out the tape recorder. The old tape recorders can be checked out for three days with no charge because of their deteriorated shape. If the new tape recorders are not returned in the shape in which they are borrowed then the patron must pay the cost of repairs or the cost of a similar tape recorder. The board members agreed to this policy.

Mr. Drumm reported on the launching of the Friends of the Library Group October 25th. Eighteen people were there at this meeting. The director sent approximately 25 letters out to organizations in Elwood asking for their support. November 29th another meeting will be held to adopt the group's constitution and to elect the first slate of officers.

Two carpet cleaning bids were presented to the board by the director. Stanley Steamer could clean the carpet in the library for \$289.00 with an additional \$173 for scotch guarding. Bill Stein for Diamond Carpet Cleaning proposed to clean the carpet for \$215 and he could also strip, buff, and wax the floors for \$125. Mrs. Winings made a motion to have Diamond Carpet Cleaners clean the carpets, and wax the floor because of the more reasonable price. The motion was seconded.

The director asked the board members what the arrangements were supposed to be concerning sick and vacation days for him. The board members interpreted the personnel policy to say that "sick leave for all employees with less than one year of service is pro-rated on the basis of one day sick leave for each month of service after the second month. The length of vacation days that the director will receive is 10 working days."

MINUTES

ELWOOD PUBLIC  
LIBRARY BOARD

NOVEMBER 3, 1982

Mr. Drumm was reviewing the statistics regarding the determination of non-resident fees and found that a family of four in Elwood pays \$44.45 per year in taxes. Currently a non-resident card is \$30.00. The board members will think about raising the non-resident fee and will discuss it at a later board meeting.

Mrs. Austin was unable to attend the November board meeting and because of the need of her signature on the November warrants Mrs. Herndon, Board president, was given permission to use Mrs. Austin's signature stamp.

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

The Elwood Public Library Board met Wednesday, November 17, 1982, to consider the following additional appropriations and transfer. The meeting was presided over by the vice-president, Michael Kennedy.

Attendance

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

Mr. Drumm explained to the board that the library needs to appropriate from the unappropriated balances of LIRF \$3,600 for library improvements. The improvements being \$2,200 for insulation, \$1,200 for the new back door, and \$200 for a ceiling fan. Mrs. Winings made a motion to accept the resolution for additional appropriation in the amount of \$3,600. Mr. Conner seconded the motion.

Mr. Drumm informed the board members that he had been contacted by Indiana Bell. They told him that within the next two years there is a possibility that the library will be allowed to rent the telephone building.

The director reported to the board that the library received the notice of their 1983 contribution rate. The rate has been increased from 2.7% to 4.3% due to the fact that two employees have drawn upon the fund in 1982. The library will make a voluntary payment of \$190.52 which will lower our contribution rate to 3.9%. There will be a shortfall of \$739 due to the fact that for 1983 the library had used the 2.7% figure to estimate the amount budgeted.

Mr. Drumm announced that the library received the advanced tax draw they had requested. The library's budget will be reviewed December 2nd at 10 a.m. in case any board member is interested in attending.

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



TRANSCRIPT OF PROCEEDINGS

OF

ELWOOD PUBLIC LIBRARY, ELWOOD, MADISON COUNTY, INDIANA

CONCERNING

ADDITIONAL APPROPRIATIONS

Elwood, Indiana

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

\*\*\*\*\*

The Board of Trustees of the Elwood Public Library, Elwood, Madison County, Indiana met in a regular session in the director's office at the library at 7 o'clock p.m. on the seventeenth day of November, 1982, there being present Tom Conner, Emma Copeland, Michael Kennedy, Edwin Paise, and Joanna Winings. Members absent were Beverly Austin and Betsy Herndon.

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

Director John Drumm stated that there was to be considered at this meeting the matter of transferring money from the Library Improvement Reserve Fund for Library Improvements (insulation, new back door, ceiling fan).

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

"RESOLUTION FOR ADDITIONAL APPROPRIATIONS

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

FROM: LIBRARY IMPROVEMENT RESERVE FUND \$3,600.00

---

TO: LIBRARY IMPROVEMENTS

Insulation	\$2,200.00
New Back Door	\$1,200.00
Ceiling Fan	\$ 200.00

TOTAL \$3,600.00

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

The above resolution is hereby adopted this seventeenth day of November, 1982.

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

BY:

Betsy Gordon Edwin J. Pavese  
Jeanne M. Wierup Michael Kennedy  
Thomas E. Conner Thomas Copeland "

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

Minutes of additional business are on file at the library.

Thomas Copeland  
Secretary

RESOLUTION FOR ADDITIONAL APPROPRIATIONS

\*\*\*\*\*

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

FROM:	LIBRARY IMPROVEMENT RESERVE FUND		\$3,600.00
FOR:	LIBRARY IMPROVEMENTS		
	Insulation	\$2,200.00	
	New Back Door	\$1,200.00	
	Ceiling Fan	\$ 200.00	
		TOTAL	\$3,600.00

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

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

The above resolution is hereby adopted this seventeenth day of November 1982.

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

Betsy Glendon  
Thomas E. Connor  
Edwin J. Pavese

Michael Kennedy  
Thomas E. Connor

C E R T I F I C A T E

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

Dated this seventeenth day of November, 1982.

*Ernest Copeland*

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

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

\* \* \* \* \*

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 1982.

---

AUDITOR OF MADISON COUNTY,  
INDIANA

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

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

No. 82483303

A petition having been filed by the proper legal officers of the above named taxing unit in the matter of additional appropriations, this matter having been set for hearing on 12-14-82, a report having been made and all of the facts having been carefully considered, this Board does now take the following action thereon:

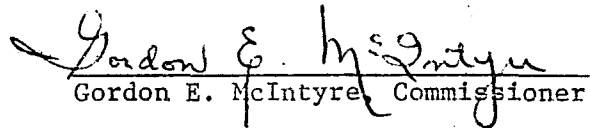
APPROVED:

Library Improvement Reserve Fund

\$3,600

Reference is made to the appropriation ordinance or resolution of the proper appropriating officials of said taxing unit, adopted: 11-17-82

STATE BOARD OF TAX COMMISSIONERS

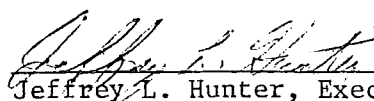
  
Gordon E. McIntyre, Commissioner

STATE OF INDIANA  
OFFICE OF THE  
STATE BOARD OF TAX COMMISSIONERS

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

WITNESS MY HAND and seal of the Board on this the 16th day  
of December, 19 82.

aml

  
Jeffrey L. Hunter, Executive Secretary

*received 12-20-82*

## AGENDA

December 8, 1982

### Board of Trustees Meeting Elwood Public Library

1. Approval of minutes of previous meeting.
2. Report on November's statistics.
3. Cost of library cards, adjustment in price for non-residents.
4. Changes in the library for minors, having their parents sign.
5. Charge \$1.00 for the use of the VCR tapes and video equipment.
6. Limit to two weeks the time that the equipment can be reserved.
7. Limit the number of times that children can see VCR tapes.
8. Consider a user fee for the use of the meeting room.
9. Proposal to have rugs for the library near the card catalog.
10. Request signatures of board members on resolution concerning transfer of funds.
11. Proposal to have job descriptions for Director and staff.
12. 1983 budget will be gone over with the Board and the library budget situation will be discussed.
13. With Frances Robertson going in for surgery, the following proposal will be discussed: 1. Hiring Rita McQuitty for part-time work, 13 to 20 hours per week. 2. Just for the period of Mrs. Robertson's hospitalization cutting the children's room hours back to 3:00 to 6:00 during the week. She is expected to be out for six weeks. When she returns, the hours will go back to 1:00 to 6:00 winter and summer.



The Elwood Public Library Board met Wednesday, December 8, 1982, in the library. The meeting was presided over by the president, Betsy Herndon.

Attendance

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

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

Mr. Drumm gave the monthly report as follows:

Borrowers	4,205
Incl. 3 NR	
Book Stock	40,263
Circulation	6,137
Information Questions	44
by phone 19	
Phonorecord Circ.	339
Cassette Circ.	23
Poster Circ.	8
VCR tapes	22
Fines & Fees	124.20
Copier	366.65
Non-Resident Fees	105.00

He also reported that the library had a very good month with programs. 404 children attended the all-day film festival in the library. 44 pre-schoolers also attended a program sponsored by the Indianapolis Zoo. The computer classes were successful and Mr. Drumm will begin a new series of computer classes in the near future.

Discussion was continued concerning raising the cost of non-resident cards. Mrs. Winings made a motion to charge non-residents \$40.00 for one year or \$10.00 a quarter per family. The motion was seconded. Five members were in favor with one nay vote being voiced. The price increase will be effective January 1, 1983.

Mr. Drumm reported that our lawyer suggested making some changes in our adult registration card. Now a child with a library card must have his parent's signature until he is in the 7th grade. Until a minor is 18 the library cannot hold him responsible for lost or unreturned library materials. Mike Farrer suggested having the parents sign for kids up to the age of 18, therefore in case of lost materials for the parents are held responsible. This can be done by using a rubber stamp to add this information to the present registration cards. All of the board members were agreeable to this recommendation.

The director proposed asking for a \$1.00 donation when an individual checks out a video cassette. This donation idea will be used instead of an user's fee. All money given in this respect shall be used to purchase or replace video cassettes. The board members agreed to this idea.

Mr. Drumm stated that he would like to limit to two weeks the times the equipment can be reserved. Also limit the number of times a child can view a video cassette. The library has found that some children watch the same video cassette repetively which will wear out the video cassette.

Mr. Drumm asked the board members to consider a user's fee for the use of the meeting room. The board members were firmly against this idea stating that the sororities and other organizations using the meeting room already contribute alot to the library and that there should be no charge.

The director discussed with the board the idea of getting an area rug for in front of the card catalog. There is a service offered which will bring a clean rug to the library every two weeks. The board members suggested instead of using this service the library should either purchase a washable rug or a braided rug that could be swept. Mr. Drumm said he will check into this idea.

Mr. Drumm reported that \$8,300 needs to be transferred from #11-Librarian, #21-Communication & Transportation, #31-Office Supplies, into #24-Repairs, #25-Services, Contractual, #32-Other Supplies, #33 Miscellaneous, #72-Equipment, and #73-Books. A library resolution was presented (see attachment). Mrs. Winings moved to adopt the resolution. The motion was seconded and adopted unanimously.

The director informed the board that a recent court ruling says that technically it is illegal to show VCR tapes in a public place. Many of the board members felt that it is an excellent public service that serves the entire community and that we should continue to show the VCR tapes.

Mr. Drumm proposed to make job descriptions for himself and each staff member. The board members were agreeable to this idea.

The director discussed the revisions that will be made with the 1983 budget. The state examiner reduced the library budget from \$131,490 to \$128,890. The \$2,600 was taken from the money that would have been transferred to LIRF. Mr. Drumm further explained that if the last two years were any indication the library would only be collecting 87% of the tax distribution. This would mean the library would have an approximate budget of \$112,134. Mr. Drumm proposed for 1983 to take the following steps: (1). To borrow \$10,000 from LIRF, (2). Invest all funds and use the interest to supplement our operating fund and (3). To compensate for the \$20,000 shortfall ask for an advance tax draw.

The director explained that to further help the library he was proposing an internal budget where from six different categories he would be able to "not spend" \$7,500 which will help to increase the library's operating fund and then in the long run will reduce the need to borrow from LIRF and asking for advance tax draws.

Mr. Drumm told the board members another method which the library could use to generate more revenue. There are six surrounding townships that are not served by any library. There is a program called "books by mail" which would serve these people without them ever having to enter the library. The entire program would cost less than \$30,000 and would generate more revenue than the cost. Mr. Drumm said he will have more information to offer at the January board meeting.

The director announced that Frances Robertson was going for surgery the 3rd of January. To aid the staff while Mrs. Robertson is in the hospital Mr. Drumm proposed to hire Rita McQuitty for 13-20 hours per week and just for the period of her hospitalization cutting the children's room hours back to 3-6p.m. during the week. The board members were agreeable to both suggestions offered.

Mr. Drumm informed the board members that the library was in need of an advanced tax draw of \$15,000 to help alleviate the cash flow problems caused by the lack of an operating balance. Mrs. Winings made a motion to request an advanced tax draw from the Madison County Treasurer. Mr. Conner seconded the motion.

The director announced that the \$15,000 borrowed from LIRF will be paid back as soon as the advance tax draw arrives. Mr. Conner made a motion that we put the \$15,000 in a passbook savings account until we decide how to invest all of our funds. The motion was seconded.

*Emma Copeland, Secretary*

LIBRARY APPROPRIATION RESOLUTION

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

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
2 SERVICES CONTRACTUAL		
24 Repairs	\$1,700.00	\$1,700.00
25 Services, Other Cont.	900.00	900.00
3 SUPPLIES		
32 Other Supplies	\$ 450.00	\$ 450.00
33 Miscellaneous	50.00	50.00
7 PROPERTIES		
72 Equipment	\$ 600.00	\$ 600.00
73 Books	4,600.00	4,600.00
	<hr/>	<hr/>
TOTAL	\$8,300.00	\$8,300.00

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

<u>LIBRARY OPERATING FUND</u>	<u>AMOUNT REQUESTED</u>	<u>AMOUNT APPROPRIATED</u>
1 SERVICES PERSONAL		
11 Librarian	\$6,800.00	\$6,800.00
2 SERVICES CONTRACTUAL		
21 Communication & Trans	750.00	750.00
3 SUPPLIES		
Office Supplies	750.00	750.00
	<hr/>	<hr/>
TOTAL	\$8,300.00	\$8,300.00

C E R T I F I C A T E

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

DATED THIS EIGHTH DAY OF DECEMBER, 1982.



---

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

C E R T I F I C A T E

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

DATED THIS EIGHTH DAY OF DECEMBER, 1982.

.....  
\_\_\_\_\_  
AUDITOR OF MADISON COUNTY

LIBRARY APPROPRIATION RESOLUTION

Presented to the Elwood Public Library Board read in full and adopted this eighth day of December, 1982, by the following aye and nay vote.

AYE

NAY

Freanna M. Pringle

Emma Copeland

Michael Kennedy

Betsy Stender

J. J. Sonner

Beverly J. Austin

ATTEST: Emma Copeland  
SECRETARY OF THE LIBRARY BOARD