

AGENDA

January 13, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

BOARD OF FINANCE MEETING

4:30 PM

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

1. Elect President & Secretary of Board of Finance
2. Register distributed & reviewed
3. Resolution for depositories
4. Motion for newspapers as official notification
5. Motion for regular meeting date and time
6. Motion for regular meetings at the branches

ADJOURNMENT

BOARD OF FINANCE
ANNUAL MEETING
Elwood Public Library
January 13, 2025
4:30 p.m.

CALL TO ORDER

President Glenn Eddleman called the annual Board of Finance meeting to order on January 13, 2025 in the Meeting Room at the Elwood Public Library.

CALL FOR QUORUM

Present were members Mike Bomholt, Glenn Eddleman, Kenny Giselbach, Lisa Hobbs, Kathy Small, and Janet Stover. Also in attendance were Director, Jamie Scott and Administrative Assistant, Sarah Huffman.

BUSINESS

Elect President and Secretary of Board of Finance

Mike Bomholt made a motion to maintain the current President of the North Madison County Public Library Board of Trustees, Glenn Eddleman, and Kathy Small as Secretary of the Board of Finance. Kenny Giselbach made a second and the motion carried.

Register distributed and reviewed

The 2024 financial report was distributed and reviewed. Discussion was had about the increase in interest on the high yield savings account, an increase of \$23,088.72 from last year. Also, discussion was had about the increase in Property Tax Revenue Received. Overall the taxes received in 2024 were \$1,362,362.98 from \$1,247,081.36 in 2023. The library had a cash balance of \$ 1,619,895.69 between all accounts at year end.

Resolution for Depositories

Kathy Small made a motion to keep Star Financial Bank of Elwood and First Farmer's Bank and Trust of Elwood as the library's depositories. Mike Bomholt made a second and the motion carried.

Motion for newspapers as official notification

Lisa Hobbs made a motion to use the Elwood Call Leader and the Anderson Herald Bulletin as official notifications. Kathy Small made a second and the motion carried.

Motion for regular meeting date, time, and location

Janet Stover made a motion to hold the library board meetings on the second Monday of each month beginning at 4:30 p.m. Included in the motion was to maintain the location of the meetings in Elwood. April and November meetings will be an exception with the April meeting being in Summitville at the Ralph E. Hazelbaker Library. The November meeting will be held at the Frankton Community Library. Kenny Giselbach made a second and the motion carried.

Glenn Eddleman adjourned the meeting by consent.

Kathy Small Secretary
Kathy Small, Secretary

Janet Stover

Laurance A Watson

Michael Brubaker

Henry Smith

Glenn Eddleman

Lisa Adolph

2024 Financial Report

Bank

STAR Financial-High Yield Checking 2.472%

| | |
|--------------------------|----------------------|
| Beginning Balance | \$ 426,423.41 |
| Receipts | \$ 1,806,958.16 |
| Expenditures | \$ 1,612,583.05 |
| Ending Balance | \$ 624,205.14 |

First Farmer's Bank and Trust- Personal Investor Account max APR yield 5.33%

| | |
|--------------------------|------------------------|
| Beginning Balance | \$ 1,043,630.32 |
| Receipts | \$ 51,800.23 |
| Expenditures | \$ 100,000.00 |
| Ending Balance | \$ 995,430.55 |

Petty Cash

| | |
|--------------------------|------------------|
| Beginning Balance | \$ 260.00 |
| Ending Balance | \$ 260.00 |

Total all Banks

| | |
|--------------------------|------------------------|
| Beginning Balance | \$ 1,470,313.73 |
| Receipts | \$ 1,858,758.39 |
| Expenditures | \$ 1,712,583.05 |
| Ending Balance | \$ 1,619,895.69 |

| | | |
|----------------|-------------------|-------------------|
| Total Interest | 2024 \$ 60,882.14 | 2023 \$ 37,793.42 |
|----------------|-------------------|-------------------|

Tax Revenue Received 2024

| | |
|-----------------------------------|------------------------|
| Property Tax Total | |
| June | \$ 527,893.04 |
| December | \$ 418,363.61 |
| Local Income Tax | \$ 340,736.00 |
| Financial Institution Tax | \$ 5,128.09 |
| License Excise Tax | \$ 62,091.24 |
| Commercial Vehicle Tax | \$ 8,151.00 |
| Total Tax Revenue Received | \$ 1,362,362.98 |

Resolution to Choose a Depository Designated by Local Board of Finance

WHEREAS, in accordance with IC 36-1-2-6, the Board of Trustees of the **North Madison County Public Library System** is the fiscal body of said library; and

WHEREAS, in accordance with IC 5-13-7-5, the fiscal body of the library is the library's Board of Finance; and

WHEREAS, in accordance with IC 5-13-8-9, the Board of Finance is responsible for designating the depository or depositories into which funds belonging to the library will be deposited; and

WHEREAS, IC 5-13-8-1 authorizes the library to deposit public funds in a depository or depositories that:

- (1) are eligible to receive state funds (see list of depositories <http://www.in.gov/tos/deposit/2377.htm>); and
- (2) have a principal office or branch that qualifies under IC 5-13-8-9 to receive public funds of the political subdivision.

NOW THEREFORE BE IT RESOLVED that the library may deposit public funds in the following depository or depositories:

STAR Financial Bank of Elwood

First Farmers Bank & Trust of Elwood

BE IT FURTHER RESOLVED, that public funds pursuant to this resolution will be handled in accordance with the requirements of IC 5-13-5, IC 5-13-6, IC 5-13-9, and any other law applicable to the handling of public funds by a political subdivision.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library System at its regular meeting held on the **13th** day of **January, 2025**, at which meeting a quorum was present.

NAY

AYE

_____ *Kathy Small*

_____ *Janet Stover*

_____ *Michael Combett*

_____ *Glenn Eddleman*

_____ *Laurance A Watson*

_____ *Kenya Smith*

_____ *Risa Atchley*

ATTEST:

Kathy Small, Secretary

Secretary

2025
Board of Trustees
Meeting Dates

January 13, 2025 - Board of Finance meeting

February 10, 2025 - Non-Resident Fees

March 10, 2025

April 14, 2025 (@Summitville Ralph E. Hazelbaker Library)

May 12, 2025 - Computer Policy review

June 09, 2025 - InfoExpress Renewal - 2026 Budget Timeline

July 14, 2025 - 2026 Budget Review

August 11, 2025 - ISL Consortium Resolution for Public Internet Access
Approve 2026 Budget for Publication

September 08, 2025 - 2026 Budget Public Hearing

October 13, 2025 - 2026 Budget Adoption

November 10, 2025 (@ Frankton Community Library)
2026 Library Closings
Employee raises/Director and Administrative Assistant
Nominating Committee

December 08, 2025 - Appointment of Officers
Transfer of Appropriations Resolution

All meetings begin at 4:30 p.m.

Agenda

January 13, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 PM

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

New Business

1. Resolution to Transfer Appropriations - PERF
2. Personnel Policy – Seasonal, Contractual and Temporary Employees
3. Service Fees and Policy and Instructions for Selling Prints of Marvin Crim’s Paintings – Sweatshirts and Hoodies
4. Library Closings vs. Holiday Closings
5. Review of 2024 Programs and Stats

Director’s Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
January 13, 2025
Immediately following Board of Finance meeting

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on January 13, 2025 immediately following the Board of Finance meeting.

CALL FOR QUORUM

Present were members Mike Bomholt, Glenn Eddleman, Kenny Giselbach, Lisa Hobbs, Kathy Small, Janet Stover, and Larry Watson. Also in attendance were Director, Jamie Scott and Administrative Assistant, Sarah Huffman.

CONSENT AGENDA

Kathy Small made a motion to approve the consent agenda. Janet Stover seconded and the motion carried. Treasurer Kenny Giselbach signed checks and submitted the 100-R filing prior to the meeting.

OLD BUSINESS

No old business to address.

NEW BUSINESS

Resolution to Transfer Appropriations- PERF

Secretary Kathy Small read the Resolution to Transfer Appropriations for PERF. The resolution states that \$1300 be moved from Employee Benefits to Employer Contribution PERF. Larry Watson inquired why this was not moved in December. It was explained that the most recent 2025 PERF payment posted in 2024, so bookkeeping needed to be updated to reflect that posting. Kathy Small moved the Resolution be adopted as read. Mike Bomholt seconded and the motion carried.

Personnel Policy

The members of the board were consulted about procedure and policy regarding contract, seasonal, and temporary employee's benefits. From May 2024 through August 2024, a seasonal employee was paid for holiday wages. As of the employee's return in November 2024, they did not receive holiday pay. The board discussed the entitlements of full-time, part-time, pages, contract, seasonal, and temporary employees. It was agreed that only employees that work 20 hours per week consistently will qualify for benefits. The policy will be amended for the February 2025 meeting with date of change as of January 13, 2025.

Lisa Hobbs made a motion to pay Danielle Tate for holiday backpay as of November 2024 and moving forward for the duration of her employment with NMCPLS. Kathy Small seconded and the motion carried.

Service Fees

Director Scott shared that there has been patron interest in adding sweatshirts and hoodies to the items able to be purchased from the Marvin Crim Painting collection. It was determined that Jamie will create a margin of markup moving forward for any new items added. This will allow price changes and markups to be created within a board approved threshold. This will be presented at the February meeting.

In the interim, Larry Watson made a motion to approve the \$26 sale price of a sweatshirt to satisfy immediate need. Janet Stover seconded and the motion carried.

Library Closings

As per suggestions made at the November Board Meeting, the Library Closings were updated to remove the word "holiday". Also, In-Service dates for May and November were moved to the third Wednesday of the month. Kathy Small made a motion to approve the changes as presented. Lisa Hobbs seconded and the motion carried.

2024 Program Statistics

Based on time and preparation, Director Scott requested that this be continued at the February Board Meeting. Lisa Hobbs made a motion for a continuance of 2024 Programming Statistics. Kathy Small seconded and the motion carried.

Directors Report

Director Scott passed around the updated version of "The Big Four" painting from Marvin Crim. The update included a more accurate paint color of the train.

Public Comment

There was no public comment.

Adjournment

President Eddleman adjourned the meeting by consent.

| | |
|------------------------|---|
| <u>Janet Stover</u> | <u>Kathy Small, Secretary</u> Kathy Small, Secretary |
| <u>Michael Bonholt</u> | <u>Larry Watson</u> |
| <u>Glenn Eddleman</u> | <u>Larry Smith</u> |
| | <u>Lisa Hobbs</u> |

Register Of Claims

North Madison County Public Library System

Report Date: From 12/1/2024 To 12/31/2024

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|----------------|--------------|---------------------------|------------------------|---|------------------------|------------|--|
| | 688 | NATIONWIDE | Annuity | Payroll Deductions | \$691.00 | 12/4/2024 | Payroll Ending 11/30/2024 |
| | | | | Total this claim = | \$691.00 | | |
| 0 | 715 | RICOH USA, INC | Operating Fund | Office Supplies | \$7.63 | 12/9/2024 | Charge for Copies from Elwood Indiana Room |
| | | | | Total this claim = | \$7.63 | | |
| 0 | 699 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$444.66 | 12/9/2024 | Service for S'ville 10/31/2024-12/02/2024 |
| | | | | Total this claim = | \$444.66 | | |
| 0 | 677 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$440.60 | 12/4/2024 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$225.98 | | |
| | | | Operating Fund | Summitville AV | \$225.98 | | |
| | | | Operating Fund | Technology Equipment | \$19.80 | | |
| | | | Operating Fund | Elwood Adult Programing | \$90.30 | | |
| | | | | Total this claim = | \$1,002.66 | | |
| 0 | 739 | INDIANA PUBLIC RETIREMENT | PERF Operating Fund | Empl.Share FICA&Medicare Emp Cont PERF | \$472.95 \$1,765.67 | 12/31/2024 | PERF Deposit-Accidentally paid INPRS for 1/1/2025 payroll on Dec 31. Transaction posted on statement on 12/31, so voucher must be entered in 2024, not 2025. |
| | | | | Total this claim = | \$2,238.62 | | |
| 0 | 689 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$222.03 | 12/4/2024 | IN Def Comp emp matching plan-Robertson 11/30/24 payroll |
| | | | | Total this claim = | \$222.03 | | |
| 0 | 687 | PAYROLL | Operating Fund | Salary of Director | \$2,948.80 | 12/4/2024 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$18,551.26 | | |
| | | | Operating Fund | Wages of Janitor | \$644.38 | | |
| | | | | Total this claim = | \$22,144.44 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------------|------------------------------|-------------------|-------------|----------------------------------|
| 0 | 686 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,615.81 | 12/4/2024 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,366.50 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$319.60 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,366.50 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$319.60 | | |
| | | | | Total this claim = | <u>\$4,988.01</u> | | |
| 0 | 685 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$472.20 | 12/4/2024 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$1,762.88 | | |
| | | | | Total this claim = | <u>\$2,235.08</u> | | |
| 0 | 717 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$314.16 | 12/9/2024 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$136.76 | | |
| | | | Operating Fund | Summitville AV | \$136.76 | | |
| | | | Operating Fund | Technology Equipment | \$6.64 | | |
| | | | Operating Fund | Elwood Adult | \$81.57 | | |
| | | | Operating Fund | Elwood Children's Programing | \$34.49 | | |
| | | | Operating Fund | Elwood Adult Programing | \$34.49 | | |
| | | | Operating Fund | Office Supplies | \$49.81 | | |
| | | | Operating Fund | Operating Supplies | \$40.32 | | |
| | | | | Total this claim = | <u>\$835.00</u> | | |
| 0 | 719 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$1,506.83 | 12/18/2024 | Service for Elwood |
| | | | | Total this claim = | <u>\$1,506.83</u> | | |
| 0 | 679 | GREATAMERICA FINANCIAL S | Operating Fund | Equipment/Rental | \$213.03 | 12/4/2024 | Toshiba Copier Lease and Copies, |
| | | | Operating Fund | Office Supplies | \$228.78 | | Elwood, Frankton, Summitville |
| | | | | Total this claim = | <u>\$441.81</u> | | |
| 0 | 678 | CENTERPOINT ENERGY | Operating Fund | Gas | \$216.18 | 12/4/2024 | Service for Elwood, Frankton, |
| | | | Operating Fund | Gas | \$56.59 | | Summitville-Gas |
| | | | Operating Fund | Gas | \$31.04 | | |
| | | | | Total this claim = | <u>\$303.81</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------|------------------------------|-------------------|-------------|--|
| 0 | 725 | AT&T | Operating Fund | Telephone & Telegraph | \$185.94 | 12/18/2024 | Service for Elwood 10/26-11/25 76555209559262 Service for Summitville 11/5-12/4 76553690504535 |
| | | | Operating Fund | Telephone & Telegraph | \$86.96 | | |
| | | | | Total this claim = | <u>\$272.90</u> | | |
| 0 | 736 | ELAN FINANCIAL SERVICES | Operating Fund | Operating Supplies | \$22.72 | 12/18/2024 | As per attached invoices. |
| | | | Operating Fund | Professional Meetings | \$210.00 | | |
| | | | Gift | Other | \$34.00 | | |
| | | | Gift | Frankton Programing | \$1.48 | | |
| | | | Operating Fund | Elwood Children's Programing | \$67.41 | | |
| | | | Operating Fund | Elwood Adult Programing | \$58.75 | | |
| | | | Operating Fund | Frankton Programing | \$4.69 | | |
| | | | Operating Fund | Summitville Programing | \$25.94 | | |
| | | | | Total this claim = | <u>\$424.99</u> | | |
| 0 | 738 | CHUBB | Operating Fund | Professional Services | \$679.00 | 12/31/2024 | Directors & Officers, Employment Insurance Policy #000J06774623 |
| | | | Operating Fund | Professional Services | \$489.00 | | |
| | | | | Total this claim = | <u>\$1,168.00</u> | | |
| 0 | 737 | AFLAC | AFLAC | Payroll Deductions | \$340.98 | 12/18/2024 | Withholding for November |
| | | | | Total this claim = | <u>\$340.98</u> | | |
| 0 | 726 | PITNEY BOWES GLOBAL FINA | Operating Fund | Postage & UPS | \$102.07 | 12/18/2024 | Ink for postage meter |
| | | | | Total this claim = | <u>\$102.07</u> | | |
| 0 | 735 | INDIANA DEPARTMENT OF W | Operating Fund | Employee Benefits | \$57.00 | 12/18/2024 | 4th Qtr SUTA 2024 |
| | | | | Total this claim = | <u>\$57.00</u> | | |
| 0 | 734 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$217.36 | 12/18/2024 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$76.65 | | |
| | | | Operating Fund | Summitville AV | \$76.65 | | |
| | | | Operating Fund | Technology Equipment | \$35.97 | | |
| | | | Operating Fund | Furniture & Equipment | \$119.99 | | |
| | | | | Total this claim = | <u>\$526.62</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|--|--|--|-------------|--|
| 0 | 733 | INDIANA DEPARTMENT OF RE | State Tax Withheld County Tax Withheld | Payroll Deductions Payroll Deductions | \$1,591.82 \$938.90 | 12/18/2024 | December Withholding |
| | | | | Total this claim = | <u>\$2,530.72</u> | | |
| 0 | 732 | UNITED HEALTHCARE | Operating Fund Insurance | Emp Cont Group Ins Payroll Deductions | \$7,670.12 \$772.18 | 12/18/2024 | Employee Health Insurance 1/1/25-1/31/25 |
| | | | | Total this claim = | <u>\$8,442.30</u> | | |
| 0 | 731 | NATIONWIDE | Annuity | Payroll Deductions | \$691.00 | 12/18/2024 | Payroll Ending 12/14/2024 |
| | | | | Total this claim = | <u>\$691.00</u> | | |
| 0 | 730 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$222.03 | 12/18/2024 | IN Def Comp emp matching plan-Robertson 12/18/24 payroll |
| | | | | Total this claim = | <u>\$222.03</u> | | |
| 0 | 729 | PAYROLL | Operating Fund Operating Fund Operating Fund | Salary of Director Salary of Assistants Wages of Janitor | \$2,948.80 \$18,126.70 \$538.24 | 12/18/2024 | PAYROLL |
| | | | | Total this claim = | <u>\$21,613.74</u> | | |
| 0 | 728 | EFTPS | Federal Tax Withheld FICA Medicare Operating Fund Operating Fund | Empl.Share FICA&Medicare Empl.Share FICA&Medicare Empl.Share FICA&Medicare Empl.Share FICA&Medicare Empl.Share FICA&Medicare | \$1,601.43 \$1,333.58 \$311.89 \$1,333.58 \$311.89 | 12/18/2024 | Federal Tax Deposit |
| | | | | Total this claim = | <u>\$4,892.37</u> | | |
| 0 | 727 | INDIANA PUBLIC RETIREMENT | PERF Operating Fund | Empl.Share FICA&Medicare Emp Cont PERF | \$450.92 \$1,683.48 | 12/18/2024 | PERF Deposit |
| | | | | Total this claim = | <u>\$2,134.40</u> | | |
| 34566 | 680 | CITY OF ELWOOD UTILITIES | Operating Fund Operating Fund | Water Waste Disposal Services | \$150.87 \$232.64 | 12/4/2024 | Service for Elwood |
| | | | | Total this claim = | <u>\$383.51</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|---------------------------|--------------------------------|---------------|-------------|--|
| 34567 | 681 | TOWN OF FRANKTON | Operating Fund | Electricity | \$392.70 | 12/4/2024 | Service for Frankton |
| | | | Operating Fund | Water | \$37.94 | | |
| | | | Operating Fund | Waste Disposal Services | \$40.56 | | |
| | | | Total this claim = | | | | |
| 34568 | 682 | TOWN OF SUMMITVILLE | Operating Fund | Waste Disposal Services | \$53.74 | 12/4/2024 | Service for Summitville |
| | | | Operating Fund | Waste Disposal Services | \$5.00 | | |
| | | | Operating Fund | Waste Disposal Services | \$14.79 | | |
| | | | Total this claim = | | | | |
| 34569 | 683 | LIBRARY STORE INC., THE | Operating Fund | Book Processing | \$248.74 | 12/4/2024 | Book Processing Supplies-Label Protectors, tape, indicator dots and labels |
| | | | Total this claim = | | | | |
| 34570 | 684 | STAPLES | Operating Fund | Office Supplies | \$56.70 | 12/4/2024 | Cleaning & Office Supplies |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$133.20 | | |
| | | | Total this claim = | | | | |
| 34572 | 690 | BAXTER PEST PROFESSIONA | Operating Fund | Professional Services | \$96.00 | 12/9/2024 | Quarterly pest treatment-Elwood, Frankton, Summitville |
| | | | Operating Fund | Professional Services | \$96.00 | | |
| | | | Operating Fund | Professional Services | \$96.00 | | |
| | | | Total this claim = | | | | |
| 34573 | 691 | BOYCE SYSTEMS | Operating Fund | Official Records | \$1,108.57 | 12/9/2024 | Receipt Books #17551-18450 and Purchase Orders#13470-#13969 |
| | | | Total this claim = | | | | |
| 34574 | 692 | CHRONICLE TRIBUNE (184) | Operating Fund | Summitville Period. & Newsp. | \$283.45 | 12/9/2024 | 1 year subscription for Summitville exp 11/01/2025 |
| | | | Total this claim = | | | | |
| 34575 | 693 | DEMCO INC | Operating Fund | Book Processing | \$258.52 | 12/9/2024 | Benefit Denial DVD Cases |
| | | | Total this claim = | | | | |
| 34576 | 694 | ELWOOD FIRE EQUIPMENT C | Operating Fund | Professional Services | \$576.00 | 12/9/2024 | Frankton fire alarm & extinguisher inspection |
| | | | Total this claim = | | | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|--|---|--------------------------------|-------------|--|
| 34577 | 695 | ENA SERVICES LLC | St Technology Fund Gra Operating Fund | Telephone & Telegraph Telephone & Telegraph | \$1,182.92 \$281.02 | 12/9/2024 | VoIP & Internet |
| | | | | Total this claim = | \$1,463.94 | | |
| 34578 | 696 | FRONTIER | Operating Fund | Telephone & Telegraph | \$199.10 | 12/9/2024 | Service for Frankton |
| | | | | Total this claim = | \$199.10 | | |
| 34579 | 697 | GORDON FOOD SERVICE | Operating Fund Operating Fund | Elwood Children's Programing Frankton Programing | \$6.50 \$6.49 | 12/9/2024 | Programming Supplies Elwood YS & Frankton |
| | | | | Total this claim = | \$12.99 | | |
| 34580 | 698 | INDIANA-AMERICAN WATER C | Operating Fund | Water | \$24.35 | 12/9/2024 | Service for Summitville Acct#1010-210005556572 |
| | | | | Total this claim = | \$24.35 | | |
| 34581 | 700 | KENNETH GISELBACH | Operating Fund | Salary of Board Treasurer | \$300.00 | 12/9/2024 | Salary of Board Treasurer |
| | | | | Total this claim = | \$300.00 | | |
| 34582 | 701 | KNOX COMPANY | Operating Fund | Bldg. & Structure/Maint. | \$561.00 | 12/9/2024 | Required box for Fire Dept entry |
| | | | | Total this claim = | \$561.00 | | |
| 34583 | 702 | MIDWEST TAPE, LLC | Operating Fund Operating Fund Operating Fund | Frankton AV Elwood AV Summitville AV | \$101.97 \$64.98 \$79.98 | 12/9/2024 | As per attached invoices. |
| | | | | Total this claim = | \$246.93 | | |
| 34584 | 703 | NICK HAULTER | Operating Fund | Professional Services | \$450.00 | 12/9/2024 | Blowing, mowing, & mulching leaves, gutter clean out |
| | | | | Total this claim = | \$450.00 | | |
| 34585 | 704 | ORIENTAL TRADING COMPAN | Operating Fund | Elwood Children's Programing | \$35.84 | 12/9/2024 | Programming supplies Elwood YS |
| | | | | Total this claim = | \$35.84 | | |
| 34586 | 705 | RONALD RUSH | Operating Fund | Traveling Expense | \$98.28 | 12/9/2024 | Mileage 168 miles @ \$.585 = \$98.28 |
| | | | | Total this claim = | \$98.28 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|----------------|--------------------------------|-------------------|-------------|--|
| 34587 | 706 | SAFE HIRING SOLUTIONS | Operating Fund | Professional Services | \$28.95 | 12/9/2024 | Background check Emma Vehikite |
| | | | | Total this claim = | <u>\$28.95</u> | | |
| 34588 | 707 | SARAH FOX | Operating Fund | Summitville Programing | \$24.94 | 12/9/2024 | Petty Cash |
| | | | | Total this claim = | <u>\$24.94</u> | | |
| 34589 | 708 | TOPS HOME CENTER | Operating Fund | Operating Supplies | \$29.95 | 12/9/2024 | Conduit Frankton |
| | | | | Total this claim = | <u>\$29.95</u> | | |
| 34590 | 709 | VASEY COMMERCIAL, INC. | Operating Fund | Professional Services | \$1,600.45 | 12/9/2024 | Check gas leak-Frankton |
| | | | Operating Fund | Professional Services | \$424.70 | | Check water leaking from ceiling-Elwood |
| | | | | Total this claim = | <u>\$2,025.15</u> | | |
| 34591 | 710 | VICTORIA WALSER | Operating Fund | Elwood Adult Programing | \$7.50 | 12/9/2024 | Petty Cash |
| | | | Operating Fund | Elwood Children's Programing | \$10.00 | | |
| | | | | Total this claim = | <u>\$17.50</u> | | |
| 34592 | 711 | WRIGHT LOOK LAWN CARE | Operating Fund | Professional Services | \$1,200.00 | 12/9/2024 | Mowing, weed eating, blowing at Elwood all season \$60 each x20 |
| | | | | Total this claim = | <u>\$1,200.00</u> | | |
| 34593 | 712 | PSI PLASTIC GRAPHICS | Operating Fund | Operating Supplies | \$398.16 | 12/9/2024 | Green keytag/card combo 20419100454331-455434(1092) Blue keytag/card combo 30419150000525-854(330) |
| | | | | Total this claim = | <u>\$398.16</u> | | |
| 34594 | 713 | FIBERHAWK | Operating Fund | Telephone & Telegraph | \$20.00 | 12/9/2024 | Back up internet for Frankton & Summitville |
| | | | Operating Fund | Telephone & Telegraph | \$10.00 | | |
| | | | | Total this claim = | <u>\$30.00</u> | | |
| 34595 | 714 | STAPLES | Operating Fund | Office Supplies | \$159.46 | 12/9/2024 | Cleaning and Operating Supplies, as invoiced |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$85.00 | | |
| | | | Operating Fund | Office Supplies | \$7.56 | | |
| | | | | Total this claim = | <u>\$252.02</u> | | |

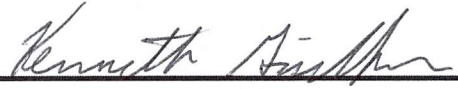
| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|---------------------------|---------------------|--------------------------|----------------|------------------------------|-------------------|-------------|--|
| 34596 | 716 | INDIANA MEDIA GROUP | Operating Fund | Advertising & Public Notices | \$160.00 | 12/9/2024 | Employment Ad-2 week AS PT digital and print |
| Total this claim = | | | | | <u>\$160.00</u> | | |
| 34597 | 718 | BAKER & TAYLOR | Operating Fund | Elwood Adult | \$749.64 | 12/18/2024 | As per attached invoices. |
| | | | Operating Fund | Elwood Childrens | \$394.24 | | |
| | | | Operating Fund | Elwood YA | \$226.56 | | |
| | | | Operating Fund | Frankton | \$866.35 | | |
| | | | Operating Fund | Summitville | \$539.95 | | |
| Total this claim = | | | | | <u>\$2,776.74</u> | | |
| 34598 | 720 | NUGENT ELECTRIC INC. | Operating Fund | Professional Services | \$2,660.00 | 12/18/2024 | Can Light replacement-Frankton |
| Total this claim = | | | | | <u>\$2,660.00</u> | | |
| 34599 | 721 | VICTORIA WALSER | Gift | Elwood Children's Programing | \$32.50 | 12/18/2024 | Petty Cash |
| Total this claim = | | | | | <u>\$32.50</u> | | |
| 34600 | 722 | ELWOOD FIRE EQUIPMENT C | Operating Fund | Professional Services | \$305.00 | 12/18/2024 | Frankton Monitoring-Annual Elwood |
| | | | Operating Fund | Professional Services | \$595.00 | | Sprinkler Inspection-Quarterly |
| Total this claim = | | | | | <u>\$900.00</u> | | |
| 34601 | 723 | DOLLAR GENERAL-REGIONS 4 | Operating Fund | Frankton Programing | \$13.45 | 12/18/2024 | As per attached invoice |
| | | | Operating Fund | Summitville Programing | \$25.75 | | |
| Total this claim = | | | | | <u>\$39.20</u> | | |
| 34602 | 724 | NICK HAULTER | Operating Fund | Professional Services | \$50.00 | 12/18/2024 | Snow removal sidewalks-Summitville 12/13/24 |
| Total this claim = | | | | | <u>\$50.00</u> | | |

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

Total Amount of Claims \$98,379.66

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

Thursday, January 2, 2025



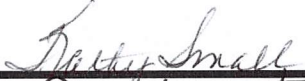


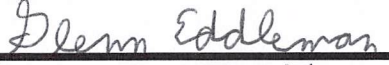
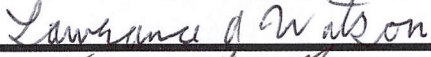
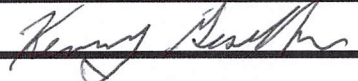
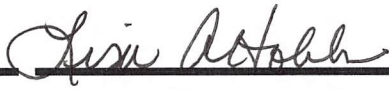
 Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20_____.

| | | |
|--|---|--|
|  _____  _____  _____ |  _____  _____  _____ |  _____ _____ _____ |
|--|---|--|

SIGNATURES OF GOVERNING BOARD

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

Resolution to Transfer Funds Within the Library Operating Fund Major Category-Addition

Whereas, it has been shown that certain existing appropriations in the 2024 Library Operating Fund now need to be transferred from one line to another.

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

| | |
|---------------------------------|---------|
| Transfer from Personal Services | \$1,300 |
| Employee Benefits | |
| Transfer to Personal Services | |
| Employer Contribution PERF | \$1,300 |

ADOPTED THIS 13th DAY OF JANUARY 2025.

AYE

NAY

| | |
|-------------------------|-------|
| <u>Kathy Small</u> | _____ |
| <u>Janet Stover</u> | _____ |
| <u>Michelle Bonnett</u> | _____ |
| <u>Glenn Eddleman</u> | _____ |
| <u>Laura Watson</u> | _____ |
| <u>Kenny Kirkham</u> | _____ |
| <u>Lisa Hobbs</u> | _____ |

ATTEST: Kathy Small, Secretary
Secretary North Madison County Public Library Board of Trustees

2025 Library Closings

| | |
|--------------------------|---|
| January 1, 2025 | New Year's Day (Wednesday, observed) |
| January 20, 2025 | Martin Luther King, Jr. Day (Monday) |
| February 17, 2025 | President's Day (Monday) |
| May 21, 2025 | Staff Training Day (Wednesday) |
| May 24, 2025 | Memorial Day (Saturday) |
| May 26, 2025 | Memorial Day (Monday) |
| June 19, 2025 | Juneteenth (Thursday) |
| July 4, 2025 | Independence Day (Friday) |
| August 30, 2025 | Labor Day (Saturday) |
| September 1, 2025 | Labor Day (Monday) |
| November 19, 2025 | Staff Training Day (Wednesday) |
| November 27, 2025 | Thanksgiving (Thursday) |
| November 28, 2025 | Day After Thanksgiving (Friday) |
| December 24, 2025 | Christmas Eve (Wednesday) |
| December 25, 2025 | Christmas Day (Thursday) |
| December 31, 2025 | New Year's Eve (Wednesday) |

MULTI TRANSMISSION REPORT

TIME : 01-09-2025 16:23
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 118
DATE : 01.09 16:19
DOCUMENT PAGES : 2
START TIME : 01.09 16:19
END TIME : 01.09 16:23

SUCCESSFUL
ADDRESS BOOK

| | |
|------|------------------|
| 0002 | Call-Leader |
| 0003 | Herald Bulletin |
| 0006 | Frankton Library |
| 0007 | Sville Library |

UNSUCCESSFUL

Agenda

January 13, 2025

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

Elwood Public Library

**Regular Meeting
4:30 PM**

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

New Business

- 1. Resolution to Transfer Appropriations - PERF**
- 2. Personnel Policy – Seasonal, Contractual and Temporary Employees**
- 3. Service Fees and Policy and Instructions for Selling Prints of Marvin Crim's Paintings – Sweatshirts and Hoodies**
- 4. Library Closings vs. Holiday Closings**
- 5. Review of 2024 Programs and Stats**

Director's Report

Public Comment

Adjournment

Agenda

February 10, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Personnel Policy – Seasonal, Contractual and Temporary Employees
2. Service Fees-Margin for Art sales

New Business

1. Non-Resident Fee Resolution
2. Towel Service/Washer and Dryer Combo – Elwood
3. Firewall RFP

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
February 10, 2025
4:30 PM

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on February 10, 2025 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Mike Bomholt, Glenn Eddleman, Kenny Giselbach, Lisa Hobbs, Kathy Small, Janet Stover, and Larry Watson. Also in attendance were Director, Jamie Scott and Administrative Assistant, Sarah Huffman.

CONSENT AGENDA

Kathy Small made a motion to approve the consent agenda. Janet Stover seconded and the motion carried. Updated minutes with the Personnel Report separated for November and December were presented. The members signed minutes for November, December, and January, as well as the claims register. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

Personnel Policy – Seasonal, Contractual and Temporary Employees

The Board of Directors was presented with the following updates regarding the definition of part-time employees and employees not eligible for benefits based on the conversation at the last meeting:

Part-time employees are employees who work less than forty hours per week, Add: and 20 or more hours per week consecutively. Part-time defined as of February 17, 2025. 7 Full-time employees are eligible for all benefits. Part-time employees scheduled to work 20 or more hours per week are eligible for most benefits, but usually at one-half the rate of the full-time employees. Add: Employees not scheduled for 52 consecutive weeks may be hired when necessary but are not eligible for benefits. Add: Benefits include, but are not limited to: health insurance or paid time off such as sick time, vacation time, personal time, or paid holidays.

Lisa Hobbs made a motion to accept the changes to the Personnel Policy. Kathy Small seconded and the motion carried.

Service Fees

Per request from the January meeting, Director Scott presented the Board with current sale versus cost price margins for postcards, prints, and apparel. These calculations were presented to establish a margin to adjust the price of sale items as needed. Director Scott also presented the Board with suggested price changes based on the calculations.

Lisa Hobbs made a motion to update the Service Fees per Director Scott's average cost margins (see below). Kathy Small seconded and the motion carried.

| | | | | |
|--------------|------------------------------------|----------------|------------------------------------|------------------------------|
| Postcards: | \$1.00 for 3.5X5 | \$1.50 for 5X7 | | |
| Prints: | Small | Medium | Large | Railroad Ess. |
| | 8 x 10 - \$7 | 11 x 14 - \$12 | 16 x 20 - \$22 | 8 x 8 - \$7 |
| | 8 x 12 - \$7 | 12 x 18 - \$16 | 16 x 24 - \$25 | 12 x 12 - \$1220 x 20 - \$22 |
| T-Shirts: | Short Sleeve: | | Long Sleeve: | |
| | \$16 for sizes small through large | | \$20 for sizes small through large | |
| | \$19 for extra large sizes | | \$23 for extra large sizes | |
| Sweatshirts: | Crew neck Sweatshirt: | | Hoodie: | |
| | \$31 for sizes small through large | | \$36 for sizes small through large | |
| | \$34 for extra large sizes | | \$39 for extra large sizes | |

Lisa Hobbs made a motion to allow sale prices to be adjusted moving forward with a maximum 35% increase rounded to the nearest dollar for like items. Janet Stover seconded and the motion carried.

NEW BUSINESS

Non-Resident Fee Resolution

The *Resolution to Establish Non-Resident Fees* at \$65 per year was read by Secretary, Kathy Small. It was explained that this resolution needs to be evaluated and signed annually. It was also discussed that the state statute requires at least a minimum fee of \$25 if the libraries per capita is less than \$25, but is not applicable to NMCPLS. Kathy Small made a motion to accept the resolution as read. Lisa Hobbs made a second and the motion carried.

Towel Service/Washer and Dryer Combo – Elwood

The Board of Directors was informed of the vetting of a linen service for towel and mop head delivery. This service was being looked into to alleviate the need for staff to take items home for washing. It was determined that the most affordable service found was approximately \$1440 per year with a five-year contract commitment. With that information, the library investigated the option to have a washer/dryer combo installed. It was proposed that a ventless, under-counter washer/dryer be purchased to be placed in the kitchenette in the meeting room. The cost would be between \$1300-\$1900 for the appliance itself. Members of the board inquired about the drying capability of a 120 volt, as well as the location being in a public accessible room. After discussion, it was determined that these concerns were able to be resolved. Director Scott explained that Roby's Plumbing had inspected the facilities and determined placement of the washer/dryer was an option. Modification of the cabinetry will need to be completed in order to accommodate the plumbing and the appliance. Lisa Hobbs made a motion to allow Director Scott to proceed with modifications to accommodate the appliance so long as costs do not exceed \$5000. Mike Bomholt seconded and the motion carried.

Firewall RFP

Director Scott informed all present that the current hardware firewall has an end-of-life (EOL) as of April 1, 2025. Director Scott proposed that a form 470 be filed for E-Rate funding to help cover the costs of a new firewall. In tandem with the form 470, a Request for Proposal (RFP) be submitted to solicit bids for the project. The forms are required to be out for bid for 28 days. This would allow the bid to be brought back to the next board meeting. The RFP that Director Scott drafted included the specifications of the project and demographics of the network and library system. Mr. Edelman inquired about the deadline of April 1st, comparable manufacturers, being considerate of sizing of a new hardware device, and also getting clarity about the definition of EOL. Director Scott will update the RFP explaining that we can move forward with the bid as soon as a fund request number is received for funding of the project. Director Scott will also confirm that EOL implies that no patches or support will be offered, but the hardware will still function. Larry Watson made a motion to file the form 470 and RFP. Kathy Small seconded and the motion carried.

Directors Report

Director Scott informed all present that Roby's Plumbing came to the Frankton Branch to give a quote to replace the outside spigot as well as replace the wooden toilet seats with commercial, elongated plastic seats. Roby's also came to the Elwood branch to look at the potential for plumbing for the washer/dryer. While there, Roby's also recommended that a leak detection company be contacted about the glue seeping from the tile at the south entrance. It is believed that a leak or ground water could be causing the glue to continue to come to the surface after all this time. Precision Leak Detection will be contacted.

Public Comment

Janet Stover inquired about new chairs for the IT Manager's office for visitors. Sarah Huffman will look into the purchase of new chairs that are not rolling chairs to accommodate all patrons who might be seeking assistance from the IT department. Mike Bomholt complimented Mike Robertson, IT Manager, on his knowledge and patience in helping the Optimist Club with a communication tool for their members. He also appreciated Mike Robertson coming to the Optimist Club meeting to assist members. Janet Stover echoed her appreciation with Mike Robertson's assistance in helping with her website set-up for her personal business.

Adjournment

President Eddleman adjourned the meeting by consent.

Kathy Small, Secretary
Kathy Small, Secretary

Kenny Hillman

Glenn Eddleman

Jaret Shier

Lawrence d Watson

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Elwood Public Library
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February 10, 2024
4:30 PM

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Adjournment

President Eddleman adjourned the meeting by consent.

Kathy Small, Secretary
Kathy Small, Secretary

Janet Stover

Laurana A. Watson

Michael Borckholz

Kenya Guillford

Glenn Eddleman

Lisa Attkin

Register Of Claims

North Madison County Public Library System

Report Date: From 1/1/2025 To 1/31/2025

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|----------------|--------------|---------------------------|----------------------|-------------------------------|--------------------|-----------|--|
| 0 | 48 | EFTPS | Operating Fund | Empl.Share FICA&Medicare | \$1,417.67 | 1/13/2025 | Federal Tax Deposit |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$331.57 | | |
| | | | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,728.42 | | |
| | | | FICA | Empl.Share FICA&Medicare | \$1,417.67 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$331.57 | | |
| | | | | Total this claim = | \$5,226.90 | | |
| 0 | 18 | PAYROLL | Operating Fund | Salary of Director | \$3,096.24 | 1/1/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$19,043.68 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | Total this claim = | \$22,603.12 | | |
| 0 | 17 | EFTPS | Operating Fund | Empl.Share FICA&Medicare | \$1,394.95 | 1/1/2025 | Federal Tax Deposit |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$326.25 | | |
| | | | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,681.25 | | |
| | | | FICA | Empl.Share FICA&Medicare | \$1,394.95 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$326.25 | | |
| | | | | Total this claim = | \$5,123.65 | | |
| 0 | 16 | INDIANA PUBLIC RETIREMENT | Operating Fund | Emp Cont PERF | \$0.00 | 1/1/2025 | VOID NOTE PERF Deposit-Accidentally paid INPRS for 1/1/2025 payroll on Dec 31. Transaction posted on statement on 12/31, so voucher must be entered in 2024, not 2025. |
| | | | PERF | Empl.Share FICA&Medicare | \$0.00 | | |
| | | | | Total this claim = | \$0.00 | | |
| 0 | 15 | NATIONWIDE | Annuity | Payroll Deductions | \$691.00 | 1/1/2025 | Payroll Ending 12/28/2024 |
| | | | | Total this claim = | \$691.00 | | |
| 0 | 14 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 1/1/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | \$233.13 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|--|---|--|-------------|--|
| 0 | 42 | RICOH USA, INC | Operating Fund | Office Supplies | \$11.53 | 1/13/2025 | Charge for Copies from Elwood Indiana Room |
| | | | | Total this claim = | <u>\$11.53</u> | | |
| 0 | 47 | INDIANA PUBLIC RETIREMENT | Operating Fund PERF | Emp Cont PERF Empl.Share FICA&Medicare | \$1,800.14 \$482.18 | 1/15/2025 | PERF Deposit |
| | | | | Total this claim = | <u>\$2,282.32</u> | | |
| 0 | 41 | PITNEY BOWES GLOBAL FINA | Operating Fund | Equipment/Rental | \$135.99 | 1/13/2025 | 1st Qtr postage meter lease |
| | | | | Total this claim = | <u>\$135.99</u> | | |
| 0 | 49 | PAYROLL | Operating Fund Operating Fund Operating Fund | Salary of Director Salary of Assistants Wages of Janitor | \$3,096.24 \$19,308.48 \$565.12 | 1/13/2025 | PAYROLL |
| | | | | Total this claim = | <u>\$22,969.84</u> | | |
| 0 | 50 | NATIONWIDE | Annuity | Payroll Deductions | \$691.00 | 1/13/2025 | Payroll Ending 1/11/2025 |
| | | | | Total this claim = | <u>\$691.00</u> | | |
| 0 | 51 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 1/13/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | <u>\$233.13</u> | | |
| 0 | 77 | AMAZON BUSINESS | Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund | Elwood AV Frankton AV Summitville AV Technology Equipment Elwood Adult Frankton Elwood Adult Programing Summitville Programing Operating Supplies Cleaning & Sanitation Supplies | \$554.53 \$332.45 \$332.45 \$628.88 \$111.96 \$39.51 \$79.41 \$99.11 \$136.08 \$14.99 | 1/29/2025 | As per attached invoices. |
| | | | | Total this claim = | <u>\$2,329.37</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------------|---------------------------|--------------------|-------------|---|
| 0 | 1 | CENTERPOINT ENERGY | Operating Fund | Gas | \$569.23 | 1/1/2025 | Service for Elwood, Frankton, Summitville-Gas |
| | | | Operating Fund | Gas | \$193.66 | | |
| | | | Operating Fund | Gas | \$132.55 | | |
| | | | Operating Fund | Gas | \$569.23 | | |
| | | | Operating Fund | Gas | \$132.55 | | |
| | | | | Total this claim = | <u>\$1,597.22</u> | | |
| 0 | 29 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$511.88 | 1/13/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$511.88</u> | | |
| 0 | 13 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$402.47 | 1/1/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$294.79 | | |
| | | | Operating Fund | Summitville AV | \$239.83 | | |
| | | | Operating Fund | Office Supplies | \$47.98 | | |
| | | | Operating Fund | Operating Supplies | \$364.56 | | |
| | | | | Total this claim = | <u>\$1,349.63</u> | | |
| 0 | 68 | AFLAC | AFLAC | Payroll Deductions | \$470.07 | 1/29/2025 | Withholding for January 2025 |
| | | | | Total this claim = | <u>\$470.07</u> | | |
| 0 | 76 | INDIANA DEPARTMENT OF RE | State Tax Withheld | Payroll Deductions | \$2,432.57 | 1/29/2025 | January Withholding |
| | | | County Tax Withheld | Payroll Deductions | \$1,445.21 | | |
| | | | | Total this claim = | <u>\$3,877.78</u> | | |
| 0 | 75 | PAYROLL | Operating Fund | Salary of Director | \$3,096.24 | 1/29/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$19,261.51 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | Total this claim = | <u>\$22,820.95</u> | | |
| 0 | 74 | EFTPS | Operating Fund | Empl.Share FICA&Medicare | \$1,408.44 | 1/29/2025 | Federal Tax Deposit |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$329.41 | | |
| | | | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,723.59 | | |
| | | | FICA | Empl.Share FICA&Medicare | \$1,408.44 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$329.41 | | |
| | | | | Total this claim = | <u>\$5,199.29</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------|-------------------------------|-------------------|-------------|--|
| 0 | 37 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$282.14 | 1/13/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Adult | \$61.98 | | |
| | | | Operating Fund | Book Processing | \$29.63 | | |
| | | | Operating Fund | Frankton AV | \$53.43 | | |
| | | | Operating Fund | Summitville AV | \$53.43 | | |
| | | | Operating Fund | Technology Equipment | \$5,349.05 | | |
| | | | | Total this claim = | <u>\$5,829.66</u> | | |
| 0 | 72 | INDIANA PUBLIC RETIREMENT | Operating Fund | Emp Cont PERF | \$1,789.80 | 1/29/2025 | PERF Deposit |
| | | | PERF | Empl.Share FICA&Medicare | \$479.41 | | |
| | | | | Total this claim = | <u>\$2,269.21</u> | | |
| 0 | 38 | AT&T | Operating Fund | Telephone & Telegraph | \$180.11 | 1/13/2025 | Service for Elwood & Summitville |
| | | | Operating Fund | Telephone & Telegraph | \$104.47 | | |
| | | | | Total this claim = | <u>\$284.58</u> | | |
| 0 | 43 | GREATAMERICA FINANCIAL S | Operating Fund | Equipment/Rental | \$213.03 | 1/13/2025 | Toshiba Copier Lease and Copies, Elwood, Frankton, Summitville |
| | | | Operating Fund | Office Supplies | \$162.34 | | |
| | | | | Total this claim = | <u>\$375.37</u> | | |
| 0 | 39 | AVC TECHNOLOGY CORPORA | Operating Fund | Professional Services | \$720.00 | 1/13/2025 | 1st Qtr Accounting & Payroll Support/Cloud Backup |
| | | | | Total this claim = | <u>\$720.00</u> | | |
| 0 | 2 | CHUBB | Operating Fund | Insurance | \$0.00 | 1/1/2025 | VOID NOTE: This payment was made in 2024, so voucher voided in 2025 and recreated in 2024. Directors & Officers, Employment Insurance Policy #000J06774623 |
| | | | Operating Fund | Insurance | \$0.00 | | |
| | | | | Total this claim = | <u>\$0.00</u> | | |
| 0 | 67 | NATIONWIDE | Annuity | Payroll Deductions | \$691.00 | 1/29/2025 | Payroll Ending 1/25/2025 |
| | | | | Total this claim = | <u>\$691.00</u> | | |
| 0 | 66 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 1/29/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | <u>\$233.13</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|--|--|---|-------------|---|
| 0 | 65 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$1,338.13 | 1/29/2025 | Service for Elwood |
| | | | | Total this claim = | <u>\$1,338.13</u> | | |
| 0 | 64 | UNITED HEALTHCARE | Operating Fund Insurance | Emp Cont Group Ins Payroll Deductions | \$7,670.12 \$772.18 | 1/29/2025 | Employee Health Insurance 2/1/25-2/28/25 |
| | | | | Total this claim = | <u>\$8,442.30</u> | | |
| 0 | 40 | INDIANA DEPARTMENT OF RE | Operating Fund Sales Tax | Professional Services Other | (\$2.07) \$44.74 | 1/13/2025 | 2024 Sales Tax |
| | | | | Total this claim = | <u>\$42.67</u> | | |
| 0 | 70 | ELAN FINANCIAL SERVICES | Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Gift Gift | Operating Supplies Cleaning & Sanitation Supplies Elwood Children's Programing Frankton Programing Summitville Programing Professional Services Other Frankton Programing | \$57.10 \$61.46 \$32.10 \$15.88 \$10.20 \$100.00 \$105.00 \$4.86 | 1/29/2025 | As per attached invoices. |
| | | | | Total this claim = | <u>\$386.60</u> | | |
| 34603 | 3 | CITY OF ELWOOD UTILITIES | Operating Fund Operating Fund | Water Waste Disposal Services | \$150.87 \$216.20 | 1/1/2025 | Service for Elwood |
| | | | | Total this claim = | <u>\$367.07</u> | | |
| 34604 | 4 | DEMCO INC | Operating Fund | Book Processing | \$160.69 | 1/1/2025 | Benefit Denial DVD Cases |
| | | | | Total this claim = | <u>\$160.69</u> | | |
| 34605 | 5 | MADISON COUNTY HISTORIC | Operating Fund | Frankton Programing | \$30.00 | 1/1/2025 | Stephen Jackson Jan program "A Photo Gallery Of Mad Co" |
| | | | | Total this claim = | <u>\$30.00</u> | | |
| 34606 | 6 | NUGENT ELECTRIC INC. | Operating Fund | Professional Services | \$318.18 | 1/1/2025 | Replace GFCI@Sville Remove Stove@Elwood |
| | | | | Total this claim = | <u>\$318.18</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------|---------------------------|-------------------|-------------|---|
| 34607 | 7 | ORIENTAL TRADING COMPAN | Operating Fund | Elwood Adult Programing | \$31.99 | 1/1/2025 | Adult ServicesProgramming Supplies |
| | | | | Total this claim = | <u>\$31.99</u> | | |
| 34608 | 8 | RONALD RUSH | Operating Fund | Traveling Expense | \$79.85 | 1/1/2025 | Mileage 136.5 miles @ \$.585 = \$79.85 |
| | | | | Total this claim = | <u>\$79.85</u> | | |
| 34609 | 9 | STAPLES | Operating Fund | Office Supplies | \$81.58 | 1/1/2025 | Office and Book Processing Supplies, as invoiced |
| | | | Operating Fund | Book Processing | \$44.94 | | |
| | | | | Total this claim = | <u>\$126.52</u> | | |
| 34610 | 10 | TOWN OF FRANKTON | Operating Fund | Electricity | \$345.64 | 1/1/2025 | Service for Frankton |
| | | | Operating Fund | Water | \$37.94 | | |
| | | | Operating Fund | Waste Disposal Services | \$35.91 | | |
| | | | | Total this claim = | <u>\$419.49</u> | | |
| 34611 | 11 | TOWN OF SUMMITVILLE | Operating Fund | Waste Disposal Services | \$53.74 | 1/1/2025 | Service for Summitville 12/1/24-12/31/24 |
| | | | Operating Fund | Waste Disposal Services | \$5.00 | | |
| | | | Operating Fund | Waste Disposal Services | \$14.79 | | |
| | | | | Total this claim = | <u>\$73.53</u> | | |
| 34612 | 12 | VASEY COMMERCIAL, INC. | Operating Fund | Professional Services | \$354.00 | 1/1/2025 | Maintenance contracts Summitville & Frankton |
| | | | Operating Fund | Professional Services | \$288.00 | | |
| | | | | Total this claim = | <u>\$642.00</u> | | |
| 34613 | 19 | BAKER & TAYLOR | Operating Fund | Elwood Adult | \$1,122.82 | 1/13/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Childrens | \$405.95 | | |
| | | | Operating Fund | Elwood YA | \$153.25 | | |
| | | | Operating Fund | Frankton | \$680.58 | | |
| | | | Operating Fund | Summitville | \$737.39 | | |
| | | | Gift | Elwood YA | \$3.50 | | |
| | | | | Total this claim = | <u>\$3,103.49</u> | | |
| 34614 | 20 | A. E. BOYCE COMPANY, INC. | Operating Fund | Official Records | \$64.08 | 1/13/2025 | W2s & 1099's |
| | | | | Total this claim = | <u>\$64.08</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|------------------------|------------------------------|-------------------|-------------|---|
| 34615 | 21 | ZAYO EDUCATION | Operating Fund | Telephone & Telegraph | \$979.98 | 1/13/2025 | VoIP and Internet |
| | | | Operating Fund | Telephone & Telegraph | \$281.02 | | |
| | | | St Technology Fund Gra | Telephone & Telegraph | \$202.94 | | |
| | | | | Total this claim = | <u>\$1,463.94</u> | | |
| 34616 | 22 | EVERGREEN IN-ISL FOUNDATI | Operating Fund | Evergreen Membership | \$7,913.37 | 1/13/2025 | Teir 4 Membership 2025 |
| | | | | Total this claim = | <u>\$7,913.37</u> | | |
| 34617 | 23 | FIBERHAWK | Operating Fund | Telephone & Telegraph | \$10.00 | 1/13/2025 | Back up internet for Frankton & Summitville |
| | | | Operating Fund | Telephone & Telegraph | \$20.00 | | |
| | | | | Total this claim = | <u>\$30.00</u> | | |
| 34618 | 24 | FRONTIER | Operating Fund | Telephone & Telegraph | \$199.24 | 1/13/2025 | Service for Frankton |
| | | | | Total this claim = | <u>\$199.24</u> | | |
| 34619 | 25 | GENERATIVE GROWTH II, LLC | Operating Fund | Elwood Children's Programing | \$11.57 | 1/13/2025 | Programming-YS & Frankton |
| | | | Operating Fund | Frankton Programing | \$12.77 | | |
| | | | Gift | Elwood Children's Programing | \$17.97 | | |
| | | | | Total this claim = | <u>\$42.31</u> | | |
| 34620 | 26 | HARPER'S LAWN CARE | Operating Fund | Professional Services | \$225.00 | 1/13/2025 | Lawn care November |
| | | | | Total this claim = | <u>\$225.00</u> | | |
| 34621 | 27 | INDIANA STATE LIBRARY | Evergreen Indiana | Other | \$6.79 | 1/13/2025 | 4th Qtr Evergreen Patron Payment Reconciliation |
| | | | | Total this claim = | <u>\$6.79</u> | | |
| 34622 | 28 | HERALD BULLETIN, THE | Operating Fund | Elwood Period. & News. | \$395.83 | 1/13/2025 | Annual subscription for Elwood |
| | | | | Total this claim = | <u>\$395.83</u> | | |
| 34623 | 30 | INDIANA-AMERICAN WATER C | Operating Fund | Water | \$24.35 | 1/13/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$24.35</u> | | |
| 34624 | 31 | MADISON COUNTY HISTORIC | Operating Fund | Summitville Programing | \$30.00 | 1/13/2025 | Stephen Jackson Jan 19 Summitville Program |
| | | | | Total this claim = | <u>\$30.00</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------|--------------------------------|-------------------|-------------|---|
| 34625 | 32 | MIDWEST TAPE, LLC | Operating Fund | Elwood AV | \$32.99 | 1/13/2025 | As per attached invoices. |
| | | | | Total this claim = | <u>\$32.99</u> | | |
| 34626 | 33 | MIDWEST TURF AND FORAGE | Operating Fund | Professional Services | \$200.00 | 1/13/2025 | Snow Removal Elwood 1/6/2025 |
| | | | | Total this claim = | <u>\$200.00</u> | | |
| 34627 | 34 | NICK HAULTER | Operating Fund | Professional Services | \$150.00 | 1/13/2025 | Snow removal sidewalks-Summitville 1/6/25 |
| | | | | Total this claim = | <u>\$150.00</u> | | |
| 34628 | 35 | SARAH FOX | Operating Fund | Summitville Programing | \$48.83 | 1/13/2025 | Petty Cash |
| | | | | Total this claim = | <u>\$48.83</u> | | |
| 34629 | 36 | VASEY COMMERCIAL, INC. | Operating Fund | Professional Services | \$1,329.00 | 1/13/2025 | Quarterly Maintenance contract Elwood |
| | | | | Total this claim = | <u>\$1,329.00</u> | | |
| 34630 | 44 | STREAMLINE | Operating Fund | Professional Services | \$5,316.00 | 1/13/2025 | Website 1/1/25-1/1/26 |
| | | | | Total this claim = | <u>\$5,316.00</u> | | |
| 34631 | 45 | INDIANA MEDIA GROUP | Operating Fund | Advertising & Public Notices | \$235.00 | 1/13/2025 | Employment Ad-2 week Branch Manager digital and print |
| | | | | Total this claim = | <u>\$235.00</u> | | |
| 34632 | 46 | LIBRARY STORE INC., THE | Operating Fund | Book Processing | \$94.22 | 1/13/2025 | Label Protectors |
| | | | | Total this claim = | <u>\$94.22</u> | | |
| 34633 | 52 | BISSELL EDMAR, LLC | Operating Fund | Cleaning & Sanitation Supplies | \$112.18 | 1/29/2025 | 01-ELWELWO Brushrolls |
| | | | | Total this claim = | <u>\$112.18</u> | | |
| 34634 | 53 | CITY OF ELWOOD UTILITIES | Operating Fund | Water | \$150.87 | 1/29/2025 | Service for Elwood |
| | | | Operating Fund | Waste Disposal Services | \$210.72 | | |
| | | | | Total this claim = | <u>\$361.59</u> | | |
| 34635 | 54 | DOLLAR GENERAL-REGIONS 4 | Operating Fund | Frankton Programing | \$12.00 | 1/29/2025 | Operating and Programming Supplies- |
| | | | Operating Fund | Operating Supplies | \$13.00 | | Acct 463678920 |
| | | | | Total this claim = | <u>\$25.00</u> | | |


| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|----------------|--------------------------------|-----------------|-------------|--|
| 34636 | 55 | HUMPHRIES AUTOMOTIVE SE | Operating Fund | Professional Services | \$120.00 | 1/29/2025 | Salting at Summitville 12/11/24 12/13/24 12/20/24 |
| | | | | Total this claim = | <u>\$120.00</u> | | |
| 34637 | 56 | MANIFOLD REFUSE, INC. | Operating Fund | Waste Disposal Services | \$93.00 | 1/29/2025 | Trash Removal Q1 2025 |
| | | | | Total this claim = | <u>\$93.00</u> | | |
| 34638 | 57 | MIDWEST TURF AND FORAGE | Operating Fund | Professional Services | \$200.00 | 1/29/2025 | Snow Removal Elwood 1/11/25 |
| | | | | Total this claim = | <u>\$200.00</u> | | |
| 34639 | 58 | MICHAEL ROBERTSON | Operating Fund | Traveling Expense | \$143.91 | 1/29/2025 | Travel expense 3246 miles @ \$.585 = \$143.91 |
| | | | | Total this claim = | <u>\$143.91</u> | | |
| 34640 | 59 | ORIENTAL TRADING COMPAN | Operating Fund | Elwood Children's Programing | \$78.66 | 1/29/2025 | Programming Supplies YS |
| | | | | Total this claim = | <u>\$78.66</u> | | |
| 34641 | 60 | STAPLES | Operating Fund | Cleaning & Sanitation Supplies | \$249.36 | 1/29/2025 | Cleaning and Book Processing Supplies |
| | | | Operating Fund | Operating Supplies | \$12.39 | | |
| | | | Operating Fund | Book Processing | \$12.09 | | |
| | | | | Total this claim = | <u>\$273.84</u> | | |
| 34642 | 61 | ELWOOD FIRE EQUIPMENT C | Operating Fund | Professional Services | \$94.45 | 1/29/2025 | Fire Extinguisher Inspection-Elwood |
| | | | | Total this claim = | <u>\$94.45</u> | | |
| 34643 | 62 | TOWN OF FRANKTON | Operating Fund | Electricity | \$375.70 | 1/29/2025 | Service for Frankton |
| | | | Operating Fund | Water | \$37.94 | | |
| | | | Operating Fund | Waste Disposal Services | \$37.59 | | |
| | | | | Total this claim = | <u>\$451.23</u> | | |
| 34644 | 63 | TOWN OF SUMMITVILLE | Operating Fund | Waste Disposal Services | \$53.74 | 1/29/2025 | Service for Summitville |
| | | | Operating Fund | Waste Disposal Services | \$5.00 | | |
| | | | Operating Fund | Waste Disposal Services | \$14.79 | | |
| | | | | Total this claim = | <u>\$73.53</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------|---------------------------|-------------------|-------------|--|
| 34645 | 69 | JAMIE B. SCOTT | Operating Fund | Postage & UPS | \$10.99 | 1/29/2025 | Petty Cash |
| | | | Gift | Frankton Programing | \$34.05 | | |
| | | | | Total this claim = | \$45.04 | | |
| 34646 | 71 | LIBERTY MUTUAL INSURANCE | Operating Fund | Insurance | \$2,670.00 | 1/29/2025 | Inland Marine Renewal-moving equipment or materials to different locations |
| | | | | Total this claim = | \$2,670.00 | | |
| 34647 | 73 | MADISON COUNTY HISTORIC | Operating Fund | Frankton Programing | \$30.00 | 1/29/2025 | Stephen Jackson Jan program @Frankton Small Town USA |
| | | | | Total this claim = | \$30.00 | | |

Total Amount of Claims \$146,896.64

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

Thursday, February 6, 2025


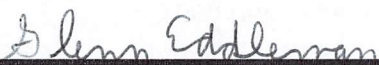


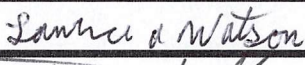

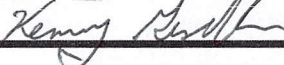

 Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this 10 day of February, 2025.

| | | |
|---|--|---|
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SIGNATURES OF GOVERNING BOARD

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

national professional journals if necessary. All positions may be posted on our website and any applicable state library list serves.

As of April 1, 2004 dependents of the Director and/or Library Board members (not currently employed with the Library) are ineligible for employment with the Library. In addition, no immediate family member of a current staff member will be considered for a position wherein one member would have supervisory duties over the other. Each case of a second family member applying for a position that is not covered above will be judged individually. (For purposes of this policy relatives/dependents means: spouse, child, parent, grandparent, grandchild, sibling, niece or nephew, aunt or uncle or each similar relationship established by marriage. It also includes any family member or other person residing in employee's home)

Employing relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into working relationships.

5. APPOINTMENT TO POSITIONS

The Board will appoint the Director. The Director is authorized by the Board to hire, make work assignments, promote, demote, place on probation, and discharge employees of the Library in accordance with the policies of the Board. The Director will make appointments to other Library positions.

6. HOURLY EMPLOYEES

Hourly employees are those other than salaried personnel. Hourly employees must comply with time clock regulations.

Full-time employees normally work 8 hours per day or 40 or more hours per week consecutively. Full-time employees are not to work more than 40 hours per week without the permission of their supervisor. Permission may be granted by notation on the employee's time card.

Part-time employees are employees who work less than forty hours per week, Add: and 20 or more hours per week consecutively. Part-time defined as of February 17, 2025.

Full-time employees are eligible for all benefits. Part-time employees scheduled to work 20 or more hours per week are eligible for most benefits, but usually at one-half the rate of the full-time employees. Add: Employees not scheduled for 52 consecutive weeks may be hired when necessary but are not eligible for benefits. Add: Benefits include, but are not limited to: health insurance or paid time off such as sick time, vacation time, personal time, or paid holidays.

Part-time employees who are promoted to full-time will use their original hire-in date for purposes of earning vacation and personal hours.

7. ORIENTATION

All new employees will be given an orientation to the normal operations of the Library within one week of their hire. This includes the Library's objectives and the employee's specific responsibilities in terms of those objectives. Copies of policies and other documents necessary for effective work performance (including, but not limited to, a job description) will be made available. All new employees are expected to familiarize themselves with the rules and practices of the Library. All employees are also expected to familiarize themselves with information provided on the Library's website and staff electronic resources.

8. TRAINING PERIOD

The first 90 days of service for new hourly employees will be a training period. Training period is 30 days for promoted or re-assigned staff members. During the training period, the Director or the supervisor will frequently discuss with the employee their strengths and weaknesses in relation to their job description, performance objectives and performance standards. Recommendations for improvement will be discussed as well.

For new hires, a performance review will be conducted at the end of 30 days, 90 days, and one year of employment. Promoted or re-assigned staff members will receive a performance review at the end of the first 30 days in their new position, as well as their annual constructive evaluation.

If an employee in training exhibits cause for termination appropriate disciplinary action will be taken.

9. DRESS CODE

It is expected that appropriate dress will be worn to work and that a professional image will be shown to the public.

| Items for Sale | Sizes | Rookies Purchase Price | Sizes | Current Library Charges | Current % Increase | Suggested % Increase | Library Charges 35% Increase | Suggested Prices @ 35% Increase | | |
|-----------------------------|-------------|------------------------|-------|-------------------------|--------------------|----------------------|------------------------------|---------------------------------|--|--|
| T-shirt SS | S-XL | \$ 12.00 | S-L | \$ 16.00 | 33% | 1.35 | \$ 16.20 | \$16 | | |
| | 2XL | \$ 14.00 | XL-4X | \$ 18.00 | 29% | 1.35 | \$ 18.90 | \$19 | | |
| | 3X | \$ 15.00 | | \$ 18.00 | 20% | 1.35 | \$ 20.25 | | | |
| | 4X | \$ 16.00 | | \$ 18.00 | 13% | 1.35 | \$ 21.60 | | | |
| T-shirt LS | S-XL | \$ 15.00 | S-L | \$ 18.00 | 20% | 1.35 | \$ 20.25 | \$20 | | |
| | 2XL | \$ 17.00 | XL-4X | \$ 20.00 | 18% | 1.35 | \$ 22.95 | \$23 | | |
| | 3X | \$ 18.00 | | \$ 20.00 | 11% | 1.35 | \$ 24.30 | | | |
| | 4X | \$ 19.00 | | \$ 20.00 | 5% | 1.35 | \$ 25.65 | | | |
| Average % Increase | | | | | 19% | | | | | |
| Crew Neck Sweatshirt | S-XL | \$ 23.00 | S-L | | | 1.35 | \$ 31.05 | \$31 | | |
| | 2XL | \$ 25.00 | XL-4X | | | 1.35 | \$ 33.75 | \$34 | | |
| | 3X | \$ 26.00 | | | | 1.35 | \$ 35.10 | | | |
| | 4X | \$ 27.00 | | | | 1.35 | \$ 36.45 | | | |
| | | | | | | | | | | |
| Hoodie | S-XL | \$ 27.00 | S-L | | | 1.35 | \$ 36.45 | \$36 | | |
| | 2XL | \$ 29.00 | XL-4X | | | 1.35 | \$ 39.15 | \$39 | | |
| | 3X | \$ 30.00 | | | | 1.35 | \$ 40.50 | | | |
| | 4X | \$ 31.00 | | | | 1.35 | \$ 41.85 | | | |

SERVICE FEES

Photocopies and computer copies: \$.20 per side for black and white copies
 \$.20 per side for color copy
 The library reserves the right to limit the number of copies and to restrict the kind of paper used.
 10 copies free of charge per day.

3D Printing \$.05 per gram (of objects weight) Typical prints range in price from 30 cents to \$1.50 For more information refer to the 3D Printing Policy and Procedures

Fax: **To send:** \$1.00 for the first page/\$0.20 for each additional page
To receive: \$0.20 for each page
International: \$10.00 Flat Fee
Government: Faxes sent to local, state or federal government agencies are free of charge

Scan and/or e-mail: Free of charge

Transparencies: \$0.35 each

Lamination fees: \$0.10 per inch for roll lamination
 \$0.50 for 2 ½ x 4 pouch
 \$1.00 for pouches up to 11” x 14”

Postcards: \$1.50 \$1.00 for 3.5X5
 \$3.00 \$1.50 for 5X7

| Prints: | Small | Medium | Large | Railroad Ess. |
|----------------|----------|-------------------|-------------------|-------------------|
| 8 x 10 - | \$10 \$7 | 11 x 14 \$15 \$12 | 16 x 20 \$25 \$22 | 8 x 8 \$10 \$7 |
| 8 x 12 - | \$12 \$7 | 12 x 18 \$18 \$16 | 16 x 24 \$28 \$25 | 12 x 12 \$15 \$12 |
| | | | | 20 x 20 \$25 \$22 |

T-Shirts: **Short Sleeve:** \$16 for sizes small through large
 \$18 \$19 for extra large sizes
Long Sleeve: \$18 \$20 for sizes small through large
 \$20 \$23 for extra large sizes

Sweatshirts: **Crew neck Sweatshirt:** \$31 for sizes small through large
 \$34 for extra large sizes
Hoodie: \$36 sizes small through large
 \$39 for extra large sizes

RESOLUTION FOR NONRESIDENT FEE

North Madison County Public Library System Public Library ("Library")

WHEREAS, IC 36-12-2-25(c) requires that an individual nonresident fee be established for a local library card; and

WHEREAS, the minimum fee that the board may set under the statute is the greater of the following: (1) The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana State Library's annual "Statistics of Indiana Libraries" or (2) Twenty-five dollars (\$25).

NOW THEREFORE BE IT RESOLVED, that the nonresident fee is hereby set at \$65 for an individual nonresident card; and

BE IT FURTHER RESOLVED that this fee will remain in effect until such time that the library board passes a new nonresident fee resolution.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library System at its regular meeting held on the 10th day of February, 2025, at which a quorum was present.

AYE

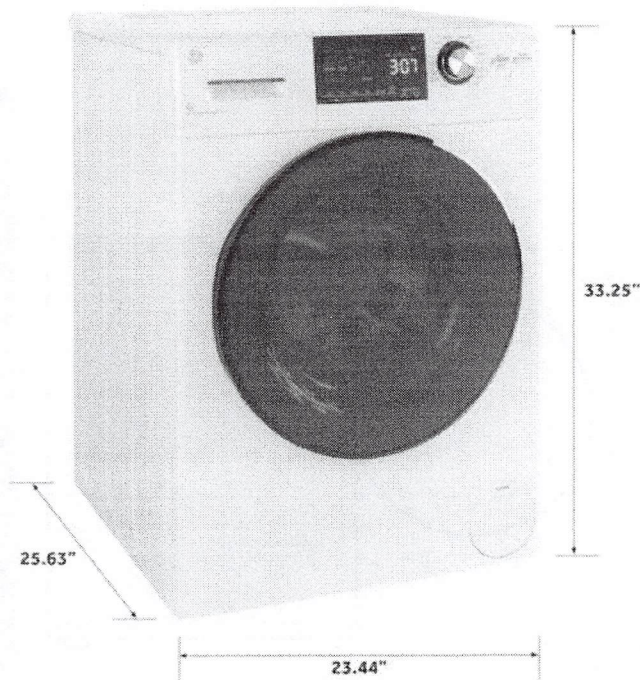
NAY

| | |
|------------------------|-------|
| <u>Kathy Small</u> | _____ |
| <u>Janet Storer</u> | _____ |
| <u>Michael Powell</u> | _____ |
| <u>Glenn Eddleman</u> | _____ |
| <u>Laurance Watson</u> | _____ |
| <u>Kenyon Girdler</u> | _____ |
| <u>Lisa A Hobbs</u> | _____ |

ATTEST:

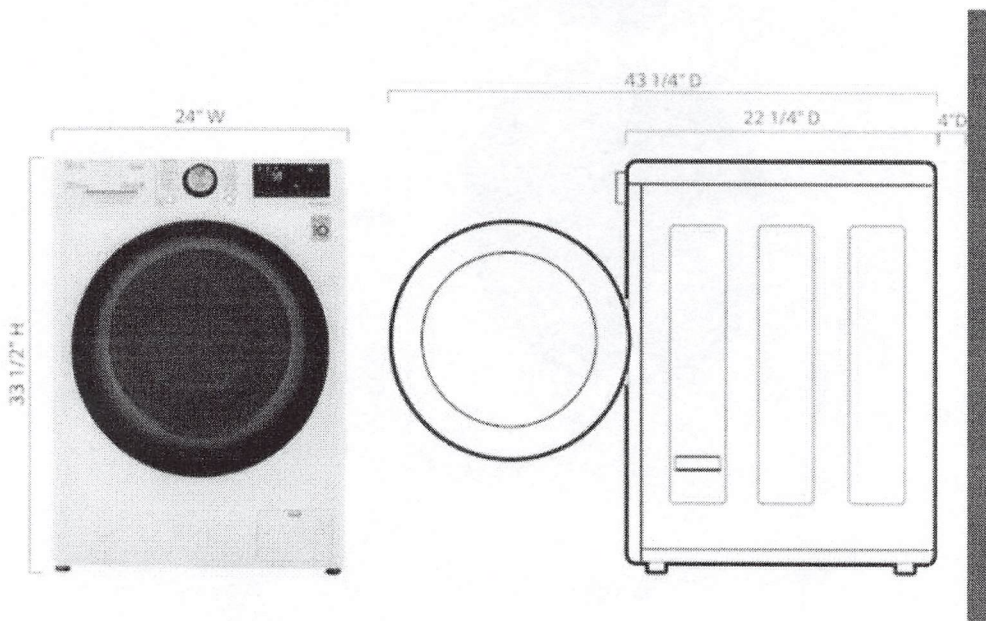
Kathy Small, Secretary
Secretary

GEGE 2.4-cu ft Capacity White Ventless All-In-One Washer Dryer Combo \$1258

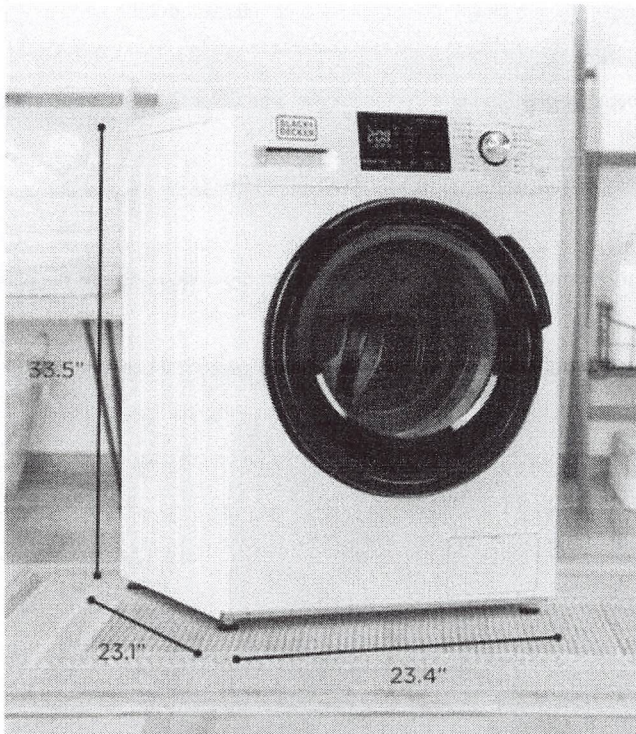


- 2.4 Cubic foot capacity - wash large items and do laundry less often with 2.4 cubic feet of capacity
- No vent required, standard 120v plug - can be installed conveniently in a closet, placed under a counter without the need to vent externally
- All-In-One Wash and Dry - wash and dry your clothes in a single step with a combination washer and dryer that saves you space without sacrificing capacity
- Detergent, Bleach and Fabric softener dispensers - save time doing laundry with dispensers that automatically release at the optimal point during the wash cycle
- Auto Wash and Dry - experience total convenience with a feature that automatically sets the correct dry cycle based on the chosen wash cycle or select the dry cycle manually
- Steam wash - penetrates deep into fabric fibers, loosening stains like tomato and grass, yet protecting your fabrics
- Sanitize cycles - allows for a deeper clean with elevated temperatures designed to kill common household bacteria
- Add a Garment - add last-minute items to the washer thanks to a button that pauses the machine and unlocks the door

**LG 2.4-cu ft Capacity White Ventless All-In-One Washer Dryer Combo (ENERGY STAR \$1799
Need plug info 120/210?**



**BLACK+DECKER 2.7-cu ft Capacity White Ventless All-In-One Washer Dryer Combo
\$1681**



REQUEST FOR PROPOSAL (RFP)

North Madison County Public Library System

Issue Date: February 10, 2025

Sophos Firewall Replacement

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to purchase a Sophos Firewall with appropriate licenses. The goods and services requested in these documents are part of the E-Rate filings for the North Madison County Public Library System (NMCPLS) for the 2025 funding year. Further information can be found at the USAC Website www.universalservice.org. The specific filing is 470 application #?. The vendor must provide their E-Rate Service Provider Identification Number (SPIN) number on proposal in order to be eligible for consideration.

Profile of the Library System

North Madison County Public Library System consists of 3 facilities, each located in separate towns: Elwood, Frankton and Summitville Indiana. Each facility is no more than 20 miles apart and no less than 10.

All three facilities are networked with fiber and are under contract for service with the Zayo Group. Headquarters in Boulder, CO. The main branch is in Elwood with 2 GB Internet Access and houses the existing firewall and main server. The branches in Frankton and Summitville have 500 MB Internet Access.

Patron traffic at each of the facilities:

- Elwood -approximately 4200 per month
- Frankton – approximately 1880 per month
- Summitville – approximately 820 per month

Entire network bandwidth usage at the 95th Percentile for the month of January 2025 was 30.76 Mb/s in and 3.47 Mb/s out.

BACKGROUND

- NMCPLS is replacing their current Sophos XG 135 Network Security/Firewall Appliance.
- Questions may be submitted to Mike Robertson, IT Manager, through email at mrobertson@elwood.lib.in.us.

DUE DATE

Sealed proposals will be received at the NMCPLS Elwood Branch at the following address 1600 Main Street Elwood, IN 46036 until 4:00 p.m. EST Friday, March 10th, 2025. Proposals will be opened and publicly acknowledged at the NMCPLS Board of Trustees meeting held on Monday, March 10th at 4:30 p.m. EST. The NMCPLS Board of Trustees reserves the right to reject any or all bids.

SPECIFICATIONS

Listed below are part numbers and quantities for proposal. **Vendors may submit alternative equipment as long as the equipment is an equivalent make and model or serves a similar functionality.** The North Madison County Public Library System reserves the right to adjust quantities prior to purchasing to meet the needs of the library system.

- Sophos XGS 133 Security Appliance with U.S. Power Cord
- Sophos XGS 136 Xtreme Protection – Costs for 60 and 36 months for Government
- Engineer Costs to migrate existing Sophos firewall rules to new firewall and connect to network.

Proposal Requirements

- Each proposal shall list itemized costs associated with the proposal.
- Each proposal shall list separately all e-rate ineligible costs for all services and equipment
- Labor pricing for installation costs must be listed separately.
- NMCPLS reserves the right to award the bid to the best-qualified vendor and not necessarily based on lowest price.
- If applicable, vendor to specify change fees, freight assurance fees, shipping charges, taxes, surcharges and contingency fees for eligible equipment.
- Vendors are expected to warrant their work for no less than a period of one year after completion of the project and to show additional costs for this warranty separately on the proposal.

Timeline

- Bids Due March 10, 2025 at 4:00 PM EST
- Bids Opened March 10, 2025 at 4:30 PM EST at the regularly scheduled board meeting.
- Anticipated selection of vendor March 10, 2025
- **Bids can be turned in before 4:00 pm the day of the board meeting.**

Contract Requirements

- As required by IC 22-5-1.7, the contractor will certify participation in the E-verify program.
- As required by IC 5-22-16.5-12, the contractor will certify no investment activity in Iran.
- Contractor will invoice NMCPLS only the non-e-rate portion and seek direct reimbursement of the e-rate portion from Universal Service Administrative Company (USAC.org).
- Contract will be subject to e-rate approval.

Point of Contact

Mike Robertson, Information Technology Manager
Address: 1600 Main ST Elwood, IN 46036
Email: mrobertson@elwood.lib.in.us

Dear Service Contractor,

During the 2011 Indiana General Assembly, Indiana Code 22-5-1.7 was passed into law. Effective July 1, 2011, this law requires businesses that provide services to Indiana libraries to participate in the E-Verify program. Taken directly from Indiana Code: "E-Verify program" means the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s. 403(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603).

Furthermore, the code requires any new or renewed public contract for services after June 30, 2011 contain:

- A provision requiring the contractor to enroll in and verify that work eligibility status of all newly hired employees of the contractor through the E-Verify program.
- A provision that provides that a contractor is not required to verify the work eligibility status of all newly hired employees of the contractor through the E-Verify program if the E-Verify program no longer exists.

In order for the North Madison County Public Library System, which includes libraries in Elwood, Frankton and Summitville, to contract for services from you, please return the signed and dated E-Verify Affidavit of Compliance to:

North Madison County Public Library System

Attn: Jamie Scott

1600 Main Street

Elwood, IN 46036

Questions should be directed to Jamie Scott at 765-552-5001 ext. 13 or by e-mail at jscott@elwood.lib.in.us .

Sincerely,

Jamie Scott

Director

**E-Verify Affidavit of Compliance for the
North Madison County Public Library System**

The Contractor affirms under the penalties of perjury that he/she/it does not knowingly employ an unauthorized alien.

The Contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.

The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.

The Contractor shall require his/her/its subcontractors, who perform work under this contract, to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The North Madison County Public Library System may terminate the Contract for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the library.

Printed Name of Company

Printed Name of Contractor

Signature of Contractor

____/____/____
Date of Signature

Additional Contract Clause Attachment

The following clause is added and incorporated as an additional contract term to:

Contract # _____

No Investment in Iran. As required by IC 5-22-16.5-13, the Contractor hereby certifies that the Contractor is not engaged in investment activities in Iran.

[Contractor Name, Printed]

North Madison County Public Library
[Indiana Agency Name]

Signed: _____

Initials: _____

Printed Name: _____

Printed Name: ___Jamie Scott_____

Title: _____

Date: _____



Sophos Firewall Upgrade

Quote #: 086324 v1

Prepared For
North Madison County Public Library System
 Mike Robertson
 1600 Main St
 Elwood, IN 46036-1537

Prepared By
Roeing IT Solutions
 Chris Pugliese
 2433 S 9th St.
 Lafayette, IN 47909

Date Issued:
 1/21/2025
 Expires:
 2/28/2025



P: (765) 552-5001
 E: mrobertson@elwood.lib.in.us

P: 765-807-7226
 E: cpugliese@roeing.com

[View and Download Your Quote PDF](#)

This quote has not been approved. Please review the terms, and sign below.

Review and Select Your Options

Your Available Options

| Qty | Sophos - 60 Month | Price | Ext. Price |
|-------------------------------------|--|------------|------------|
| <input checked="" type="checkbox"/> | XGS 136 XSTREAM PROTECTION - 60 MOS - GOV | \$1,899.00 | \$1,899.00 |
| <input checked="" type="checkbox"/> | XGS 136 Security Appliance - US power cord | \$1,279.00 | \$1,279.00 |
| Subtotal | | | \$3,178.00 |

| Qty | Sophos - 36 Month | Optional | Price | Ext. Price |
|-------------------------------------|--|----------|------------|------------|
| <input checked="" type="checkbox"/> | XGS 136 XSTREAM PROTECTION - 36 MOS - GOV | | \$1,139.00 | \$1,139.00 |
| <input checked="" type="checkbox"/> | XGS 136 Security Appliance - US power cord | | \$1,279.00 | \$1,279.00 |
| Subtotal | | | \$0.00 | \$0.00 |

| Qty | Services | Price | Ext. Price |
|-------------------------------------|---|----------|------------|
| <input checked="" type="checkbox"/> | Engineer Fixed Fee - Migrate current Sophos firewall rules to new firewall and connect to network | \$175.00 | \$3,500.00 |
| Subtotal | | | \$3,500.00 |

| Quote Summary | | One-Time |
|-------------------------------------|----------------------------|------------|
| <input checked="" type="checkbox"/> | Sophos - 60 Month Subtotal | \$3,178.00 |
| <input type="checkbox"/> | Sophos - 36 Month Subtotal | \$1,418.00 |
| <input checked="" type="checkbox"/> | Services Subtotal | \$3,500.00 |
| Subtotal | | \$6,678.00 |
| Total Amount | | \$6,678.00 |

MULTI TRANSMISSION REPORT

TIME : 02-06-2025 15:16
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 296
DATE : 02.06 15:12
DOCUMENT PAGES : 1
START TIME : 02.06 15:12
END TIME : 02.06 15:16

SUCCESSFUL
ADDRESS BOOK

| | |
|------|------------------|
| 0002 | Call-Leader |
| 0003 | Herald Bulletin |
| 0006 | Frankton Library |
| 0007 | Sville Library |

UNSUCCESSFUL

Agenda

February 10, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order
Call for Quorum
Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
Old Business
 1. Personnel Policy – Seasonal, Contractual and Temporary
 Employees
New Business
 1. Non-Resident Fee Resolution
 2. Towel Service/Washer and Dryer Combo – Elwood
 3. Firewall RFP
Director's Report
Public Comment
Adjournment

Agenda

March 10, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Towel Service/Washer and Dryer Combo – Elwood
2. ALA Libraries Transforming Communities Grant

New Business

1. Firewall Proposals
2. Personnel Policy Sections – Vacation, Personal Business Leave, Sick Leave, Compassionate Leave, Leave without Pay, and Retirement
3. Payroll Standard Operating Procedures
4. Capital Assets and Depreciation Policy
5. Adhesive Issues with Vinyl Tiles – Elwood

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
March 10, 2025
4:30 PM

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on March 10, 2025, in the Elwood Public Library meeting room.

CALL FOR QUORUM

Present were members Mike Bomholt, Glenn Eddleman, Kenny Giselbach, Lisa Hobbs, Kathy Small, Janet Stover, and Larry Watson. Also in attendance were Director Jamie Scott, Adult Services Manager Wendy Rivera, and Administrative Assistant Sarah Huffman.

CONSENT AGENDA

Lisa Hobbs made a motion to approve the consent agenda. Kathy Small seconded, and the motion carried. The members signed the meeting minutes and claims register. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

Towel Service/Washer and Dryer Combo – Elwood

Lisa Hobbs spoke to a plumber and contractor regarding the work to be done to implement a washer and dryer in the Elwood Meeting Room. There is a potential that Lisa is able to get the labor donated for the project. Lisa will contact, organize, and oversee the vetting of the services for the project. Larry Watson inquired about publicly thanking the contractors for their services. Director Scott said she would consider how to thank them.

ALA Libraries Transforming Communities Grant

Jamie Scott shared with all present that the library was awarded \$20,000 from the ALA grant. Of likely hundreds of applicants, only 50 libraries nationwide were awarded this amount. Wendy Rivera explained more regarding the terms of the grant. Training material will be provided to Wendy, as the project manager. A community conversation is scheduled for Saturday, May 3rd, from 1-3 pm. This will allow the public to have input for suggestions for improvements. Details of the grant will also be shared on our website, social media, and newsletter to allow public comment outside of the designated meeting. After the community conversation, a definitive plan will be implemented. The suggested updates included a more accessible walkway and parking area, automated doors for the meeting room, and a new accessible water fountain. As per the grant application, there is a potential that the library would need to fund approximately \$10,000 from the budget as part of the project.

NEW BUSINESS

Firewall Proposals

After discussion of support ending for the current Sophos firewall, a request for proposal was posted 2/10/2025. Two unopened bids were submitted as a result. Director Scott opened the first bid from ESI. This bid detailed a Fortinet appliance with a total cost of ownership over a five-year period of \$12,016.06. This includes labor, appliance, and maintenance fees. Roeing IT Solutions also submitted a bid, but for a Sophos appliance, with a total cost of ownership over a five-year period of \$6,678. This also includes labor, appliance, and maintenance fees. Roeing's Representative, Chris Pugliese explained that it was more cost effective to change appliances of the same brand and that's why Roeing's bid was more competitive. Kathy Small made a motion to move forward with Roeing's proposal for the firewall project. Lisa Hobbs seconded the motion, and the motion carried.

Personnel Policy Sections – Vacation, Personal Business Leave, Sick Leave, Compassionate Leave, Leave without Pay, and Retirement

Updates to the leave and retirement portions of the personnel policy were made. Paper three-part forms are becoming obsolete and expensive, so new digitized requests and approvals are being vetted. Changing the policy will allow the updated procedure to be effective. Also, reference to the employee service record slips was removed, as employees will now input their own paid time off in the Time Clock Software. Also, dated information regarding retirement account contributions was updated. Janet Stover made a motion to accept the Personnel Policy updates as presented. Larry Watson seconded, and the motion carried.

Payroll Standard Operating Procedures

Updates to the Payroll SOP referencing the employee service record forms were removed. The new procedure refers to employees inputting their own paid time off in the Time Clock software. Janet Stover made a motion to accept the Payroll SOP as presented. Kathy Small seconded, and the motion carried.

Capital Assets and Depreciation Policy

A clause to the policy was added for non-depreciable assets:

7. NON-DEPRECIABLE ASSETS

Non-Depreciable assets include Land, Investments, or Collectibles. Collectibles can be defined as art, antiques, and historical artifacts. Any non-depreciable asset being considered for sale or disposal must be approved by the Director, as well as a quorum of the Board of Trustees. All avenues for refurbishment or repurposing internally should be considered before disposal or sale.

Kathy Small made a motion to accept the Capital Assets and Depreciation Policy as read. Lisa Hobbs seconded, and the motion carried.

Adhesive Issues with Vinyl Tiles – Elwood

Director Scott explained that Precision Leak Detection Company came and evaluated the issue with the glue not setting on the vinyl tiles in the south doorway/hall. The leak

detection company determined that the issue was related to humidity. The temperature fluctuation between the entrance and hallway is causing an increase in humidity. The vinyl flooring and rubber floor mats were just trapping the moisture. Jamie has reached out to Vasey HVAC regarding this concern and will also consider all options, such as reinstalling breathable carpet.

Director's Report

Director Scott informed all present that Roby's Plumbing came to Elwood to replace a faucet in the custodial closet. While the plumber was onsite, the heating element on the water heater went out. Director Scott contacted Roby's inquiring about the charge for the heating element, as there was a possibility that the element was blown due to the handling of the water heater by Roby's plumber. Roby's agreed to waive the cost of the heating element.

Director Scott also informed the Board Members that she had been contacted that day by the State Board of Accounts regarding a compliance audit. The audit is to start the following day, May 11, 2025. Kenny Giselbach, Treasurer, agreed to meet at 8 am for a meeting with the auditor.

Public Comment

There was no public comment.

Adjournment

President Eddleman adjourned the meeting by consent.

Kathy Small, Secretary
Kathy Small, Secretary

Kenny Giselbach
Dale Eddleman
Janet Stover

Register Of Claims

North Madison County Public Library System

Report Date: From **2/1/2025** To **2/28/2025**

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|----------------|--------------|--------------------------|---------------------|-------------------------------|---------------------------|-----------|---|
| 0 | 124 | AT&T | Operating Fund | Telephone & Telegraph | \$87.51 | 2/26/2025 | Service for Summitville 1/5/2025-2/4/2025 |
| | | | | | Total this claim = | | |
| | | | | | <u>\$87.51</u> | | |
| 0 | 138 | INDIANA DEPARTMENT OF RE | State Tax Withheld | Payroll Deductions | \$1,648.19 | 2/26/2025 | February Withholding |
| | | | County Tax Withheld | Payroll Deductions | \$983.31 | | |
| | | | | | Total this claim = | | |
| | | | | | <u>\$2,631.50</u> | | |
| 0 | 94 | CENTERPOINT ENERGY | Operating Fund | Gas | \$300.24 | 2/10/2025 | Gas Service for Elwood, Frankton, Summitville-Gas |
| | | | Operating Fund | Gas | \$296.15 | | |
| | | | Operating Fund | Gas | \$106.63 | | |
| | | | | | Total this claim = | | |
| | | | | | <u>\$703.02</u> | | |
| 0 | 93 | AVC TECHNOLOGY CORPORA | Operating Fund | Technology Equipment | \$1,842.94 | 2/10/2025 | Admin Asst New Laptop |
| | | | | | Total this claim = | | |
| | | | | | <u>\$1,842.94</u> | | |
| 0 | 92 | AT&T | Operating Fund | Telephone & Telegraph | \$182.82 | 2/10/2025 | Service for Elwood |
| | | | | | Total this claim = | | |
| | | | | | <u>\$182.82</u> | | |
| 0 | 91 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$570.59 | 2/10/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$203.01 | | |
| | | | Operating Fund | Summitville AV | \$203.01 | | |
| | | | Operating Fund | Technology Equipment | \$1,884.09 | | |
| | | | Operating Fund | Elwood Adult | \$72.94 | | |
| | | | Operating Fund | Elwood Children's Programing | \$43.38 | | |
| | | | Operating Fund | Summitville Programing | \$40.47 | | |
| | | | Operating Fund | Operating Supplies | \$34.19 | | |
| | | | Gift | Other | \$10.80 | | |
| | | | | | Total this claim = | | |
| | | | | | <u>\$3,062.48</u> | | |
| 0 | 101 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 2/12/2025 | IN Def Comp Matching Plan-Robertson |
| | | | | | Total this claim = | | |
| | | | | | <u>\$233.13</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------------|------------------------------|--------------------|-------------|---|
| 0 | 100 | PAYROLL | Operating Fund | Salary of Director | \$3,096.24 | 2/12/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$19,618.85 | | |
| | | | Operating Fund | Wages of Janitor | \$568.02 | | |
| | | | | Total this claim = | <u>\$23,283.11</u> | | |
| 0 | 96 | GREATAMERICA FINANCIAL S | Operating Fund | Equipment/Rental | \$213.03 | 2/10/2025 | Toshiba Copier Lease and Copies, Elwood, Frankton, Summitville |
| | | | Operating Fund | Office Supplies | \$126.46 | | |
| | | | | Total this claim = | <u>\$339.49</u> | | |
| 0 | 99 | EFTPS | Operating Fund | Empl.Share FICA&Medicare | \$1,437.09 | 2/12/2025 | Federal Tax Deposit |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$336.11 | | |
| | | | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,756.77 | | |
| | | | FICA | Empl.Share FICA&Medicare | \$1,437.09 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$336.11 | | |
| | | | | Total this claim = | <u>\$5,303.17</u> | | |
| 0 | 98 | INDIANA PUBLIC RETIREMENT | Operating Fund | Emp Cont PERF | \$1,800.14 | 2/12/2025 | PERF Deposit |
| | | | PERF | Empl.Share FICA&Medicare | \$482.18 | | |
| | | | | Total this claim = | <u>\$2,282.32</u> | | |
| 0 | 104 | LIBERTY MUTUAL INSURANCE | Operating Fund | Insurance | \$1,746.00 | 2/12/2025 | Workers Comp Audit |
| | | | | Total this claim = | <u>\$1,746.00</u> | | |
| 0 | 102 | NATIONWIDE | Annuity | Payroll Deductions | \$691.00 | 2/12/2025 | Payroll Ending 2/8/2025 |
| | | | | Total this claim = | <u>\$691.00</u> | | |
| 0 | 95 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$581.93 | 2/10/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$581.93</u> | | |
| 0 | 123 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$360.58 | 2/26/2025 | As per attached invoices. |
| | | | Operating Fund | Operating Supplies | \$60.66 | | |
| | | | Operating Fund | Technology Equipment | \$23.58 | | |
| | | | Operating Fund | Elwood Children's Programing | \$79.98 | | |
| | | | Operating Fund | Frankton Programing | \$53.48 | | |
| | | | Operating Fund | Frankton AV | \$111.79 | | |
| | | | Operating Fund | Summitville AV | \$111.79 | | |
| | | | | Total this claim = | <u>\$801.86</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|--|--|--|-------------|--|
| 0 | 130 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 2/26/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | <u>\$233.13</u> | | |
| 0 | 137 | AFLAC | AFLAC | Payroll Deductions | \$313.38 | 2/26/2025 | Withholding for February 2025 |
| | | | | Total this claim = | <u>\$313.38</u> | | |
| 0 | 136 | UNITED HEALTHCARE | Operating Fund Insurance | Emp Cont Group Ins Payroll Deductions | \$7,670.12 \$772.18 | 2/26/2025 | Employee Health Insurance 3/1/25-3/31/25 |
| | | | | Total this claim = | <u>\$8,442.30</u> | | |
| 0 | 135 | PAYROLL | Operating Fund Operating Fund Operating Fund | Salary of Director Salary of Assistants Wages of Janitor | \$3,096.24 \$19,687.01 \$463.20 | 2/26/2025 | PAYROLL |
| | | | | Total this claim = | <u>\$23,246.45</u> | | |
| 0 | 134 | EFTPS | Operating Fund Operating Fund Federal Tax Withheld FICA Medicare | Empl.Share FICA&Medicare Empl.Share FICA&Medicare Empl.Share FICA&Medicare Empl.Share FICA&Medicare Empl.Share FICA&Medicare | \$1,434.83 \$335.58 \$1,764.93 \$1,434.83 \$335.58 | 2/26/2025 | Federal Tax Deposit |
| | | | | Total this claim = | <u>\$5,305.75</u> | | |
| 0 | 133 | INDIANA PUBLIC RETIREMENT | Operating Fund PERF | Emp Cont PERF Empl.Share FICA&Medicare | \$1,788.72 \$479.12 | 2/26/2025 | PERF Deposit |
| | | | | Total this claim = | <u>\$2,267.84</u> | | |
| 0 | 103 | RICOH USA, INC | Operating Fund | Office Supplies | \$22.82 | 2/12/2025 | Charge for Copies from Elwood Indiana Room |
| | | | | Total this claim = | <u>\$22.82</u> | | |
| 0 | 132 | CENTERPOINT ENERGY | Operating Fund Operating Fund Operating Fund | Gas Gas Gas | \$813.95 \$303.51 \$188.11 | 2/26/2025 | Service for Elwood, Frankton, Summitville |
| | | | | Total this claim = | <u>\$1,305.57</u> | | |
| 0 | 129 | NATIONWIDE | Annuity | Payroll Deductions | \$691.00 | 2/26/2025 | Payroll Ending 2/22/2025 |
| | | | | Total this claim = | <u>\$691.00</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------|--------------------------------|-------------------|-------------|---|
| 0 | 126 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$1,362.43 | 2/26/2025 | Service for Elwood |
| | | | | Total this claim = | <u>\$1,362.43</u> | | |
| 0 | 125 | ELAN FINCANCIAL SERVICES | Operating Fund | Operating Supplies | \$58.58 | 2/26/2025 | As per attached invoices. Acct ending 8652 |
| | | | Operating Fund | Technology Equipment | \$65.97 | | |
| | | | Operating Fund | Elwood Children's Programing | \$91.07 | | |
| | | | Operating Fund | Elwood Adult Programing | \$26.16 | | |
| | | | Operating Fund | Frankton Programing | \$28.72 | | |
| | | | Operating Fund | Summitville Programing | \$48.46 | | |
| | | | | Total this claim = | <u>\$318.96</u> | | |
| 34648 | 78 | BAKER & TAYLOR | Operating Fund | Elwood Adult | \$1,107.20 | 2/10/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Childrens | \$649.51 | | |
| | | | Operating Fund | Elwood YA | \$280.37 | | |
| | | | Operating Fund | Frankton | \$729.16 | | |
| | | | Operating Fund | Summitville | \$635.19 | | |
| | | | Gift | Elwood Children's Programing | \$16.99 | | |
| | | | | Total this claim = | <u>\$3,418.42</u> | | |
| 34649 | 79 | BISSELL EDMAR, LLC | Operating Fund | Cleaning & Sanitation Supplies | \$24.24 | 2/10/2025 | 01-ELWELWO Vacuum parts |
| | | | | Total this claim = | <u>\$24.24</u> | | |
| 34650 | 80 | DEMCO INC | Operating Fund | Book Processing | \$130.82 | 2/10/2025 | Book Processing-Book Jackets |
| | | | | Total this claim = | <u>\$130.82</u> | | |
| 34651 | 81 | FIBERHAWK | Operating Fund | Telephone & Telegraph | \$10.00 | 2/10/2025 | Back up internet for Frankton & Summitville |
| | | | Operating Fund | Telephone & Telegraph | \$20.00 | | |
| | | | | Total this claim = | <u>\$30.00</u> | | |
| 34652 | 82 | FRONTIER | Operating Fund | Telephone & Telegraph | \$200.12 | 2/10/2025 | Service for Frankton |
| | | | | Total this claim = | <u>\$200.12</u> | | |
| 34653 | 83 | INDIANA HISTORICAL SOCIET | Operating Fund | Dues | \$100.00 | 2/10/2025 | Annual membership(Local History Partner Plus Library) |
| | | | | Total this claim = | <u>\$100.00</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|------------------------|---------------------------|-------------------|-------------|---|
| 34654 | 84 | INDIANA-AMERICAN WATER C | Operating Fund | Water | \$24.35 | 2/10/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$24.35</u> | | |
| 34655 | 85 | MIDDLEBURY PUBLIC LIBRAR | Operating Fund | Dues | \$50.00 | 2/10/2025 | 2025 NICCL Dues |
| | | | | Total this claim = | <u>\$50.00</u> | | |
| 34656 | 86 | MIDWEST TAPE, LLC | Operating Fund | Frankton AV | \$82.98 | 2/10/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood AV | \$292.94 | | |
| | | | Operating Fund | Summitville AV | \$102.98 | | |
| | | | Operating Fund | Book Processing | \$209.99 | | |
| | | | Operating Fund | Ebook Services | \$3,000.00 | | |
| | | | | Total this claim = | <u>\$3,688.89</u> | | |
| 34657 | 87 | RONALD RUSH | Operating Fund | Traveling Expense | \$143.33 | 2/10/2025 | Mileage 245 miles @ \$.585 = \$143.33 |
| | | | | Total this claim = | <u>\$143.33</u> | | |
| 34658 | 88 | TOPS HOME CENTER | Operating Fund | Operating Supplies | \$29.98 | 2/10/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Adult Programing | \$10.99 | | |
| | | | | Total this claim = | <u>\$40.97</u> | | |
| 34659 | 89 | WORLD ARCHIVES | Operating Fund | Databases | \$1,381.00 | 2/10/2025 | Access to NewspaperArchive.com Indiana Collection only |
| | | | | Total this claim = | <u>\$1,381.00</u> | | |
| 34660 | 90 | ZAYO EDUCATION | Operating Fund | Telephone & Telegraph | \$280.92 | 2/10/2025 | VoIP & Internet |
| | | | St Technology Fund Gra | Telephone & Telegraph | \$1,182.92 | | |
| | | | | Total this claim = | <u>\$1,463.84</u> | | |
| 34661 | 97 | STAPLES | Operating Fund | Office Supplies | \$92.90 | 2/10/2025 | Printer Drum-Admin Asst |
| | | | | Total this claim = | <u>\$92.90</u> | | |
| 34662 | 105 | BURNETTE - DELLINGER INC. | Operating Fund | Insurance | \$1,950.00 | 2/26/2025 | Treasurer Bonds-Giselbach, Stover Workers comp renewal payment |
| | | | | Total this claim = | <u>\$1,950.00</u> | | |
| 34663 | 106 | DEMCO INC | Operating Fund | Book Processing | \$227.94 | 2/26/2025 | Benefit Denial DVD Cases |
| | | | | Total this claim = | <u>\$227.94</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|--|---|--------------------------------|-------------|--|
| 34664 | 107 | ELWOOD FIRE EQUIPMENT C | Operating Fund | Professional Services | \$784.80 | 2/26/2025 | Summitville Alarm and Extinguisher Inspection, Annual Monitoring |
| | | | | Total this claim = | <u>\$784.80</u> | | |
| 34665 | 108 | HUMPHRIES AUTOMOTIVE SE | Operating Fund | Professional Services | \$340.00 | 2/26/2025 | Snow removal and salting 1/3 1/6 1/10 1/11 1/14 1/18 |
| | | | | Total this claim = | <u>\$340.00</u> | | |
| 34666 | 109 | MIDWEST TURF AND FORAGE | Operating Fund | Professional Services | \$200.00 | 2/26/2025 | Snow Removal Elwood 1/16/2025 |
| | | | | Total this claim = | <u>\$200.00</u> | | |
| 34667 | 110 | MARSHALL BEST SECURITY C | Operating Fund | Professional Services | \$171.70 | 2/26/2025 | Lock Repair Elwood-South Handicap door lock |
| | | | | Total this claim = | <u>\$171.70</u> | | |
| 34668 | 111 | NICK HAULTER | Operating Fund | Professional Services | \$50.00 | 2/26/2025 | Snow removal sidewalks-Summitville 2/16/2025 |
| | | | | Total this claim = | <u>\$50.00</u> | | |
| 34669 | 112 | PSI PLASTIC GRAPHICS | Operating Fund | Book Processing | \$140.00 | 2/26/2025 | Barcode labels Elwood (30419101545002) Frankton(30419200629009) Hazelbaker(30419300567006) |
| | | | | Total this claim = | <u>\$140.00</u> | | |
| 34670 | 113 | PRECISION LEAK DETECTION | Operating Fund | Professional Services | \$450.00 | 2/26/2025 | Leak Detection/Water Intrusion Detection |
| | | | | Total this claim = | <u>\$450.00</u> | | |
| 34671 | 114 | STAPLES | Operating Fund Operating Fund Operating Fund | Operating Supplies Frankton Programing Cleaning & Sanitation Supplies | \$52.95 \$10.77 \$208.60 | 2/26/2025 | Cleaning and Operating Supplies, as invoiced |
| | | | | Total this claim = | <u>\$272.32</u> | | |
| 34672 | 115 | SAFE HIRING SOLUTIONS | Operating Fund | Professional Services | \$28.95 | 2/26/2025 | Background check Alexis Wiggers |
| | | | | Total this claim = | <u>\$28.95</u> | | |

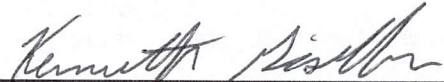
| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------|------------------------------|-----------------|-------------|--|
| 34673 | 116 | CITY OF ELWOOD UTILITIES | Operating Fund | Water | \$150.87 | 2/26/2025 | Service for Elwood |
| | | | Operating Fund | Waste Disposal Services | \$210.72 | | |
| | | | | Total this claim = | <u>\$361.59</u> | | |
| 34674 | 117 | SUNCO LIGHTING | Operating Fund | Operating Supplies | \$149.99 | 2/26/2025 | Lightbulbs-T8 LED 4ft 18w double ended 5000K 220 lumens 50pack |
| | | | | Total this claim = | <u>\$149.99</u> | | |
| 34675 | 118 | TOWN OF SUMMITVILLE | Operating Fund | Waste Disposal Services | \$53.74 | 2/26/2025 | Service for Summitville |
| | | | Operating Fund | Waste Disposal Services | \$5.00 | | |
| | | | Operating Fund | Waste Disposal Services | \$14.79 | | |
| | | | | Total this claim = | <u>\$73.53</u> | | |
| 34676 | 119 | TOWN OF FRANKTON | Operating Fund | Electricity | \$373.18 | 2/26/2025 | Service for Frankton |
| | | | Operating Fund | Water | \$37.94 | | |
| | | | Operating Fund | Waste Disposal Services | \$32.04 | | |
| | | | | Total this claim = | <u>\$443.16</u> | | |
| 34677 | 120 | ROBY'S, INC. | Operating Fund | Professional Services | \$739.09 | 2/26/2025 | Frankton-outdoor spigot and toilet seats |
| | | | | Total this claim = | <u>\$739.09</u> | | |
| 34678 | 121 | VASEY COMMERCIAL, INC. | Operating Fund | Professional Services | \$354.00 | 2/26/2025 | Maintenance contracts Summitville & Frankton |
| | | | Operating Fund | Professional Services | \$288.00 | | |
| | | | | Total this claim = | <u>\$642.00</u> | | |
| 34679 | 122 | ELWOOD CHAMBER OF COM | Operating Fund | Dues | \$85.00 | 2/26/2025 | 2025 Membership/Banner renewal |
| | | | Operating Fund | Advertising & Public Notices | \$100.00 | | |
| | | | | Total this claim = | <u>\$185.00</u> | | |
| 34680 | 127 | JAMIE B. SCOTT | Operating Fund | Frankton Programing | \$13.99 | 2/26/2025 | Petty Cash-Frankton |
| | | | Gift | Frankton Programing | \$10.46 | | |
| | | | | Total this claim = | <u>\$24.45</u> | | |
| 34681 | 128 | MADISON COUNTY HISTORIC | Operating Fund | Frankton Programing | \$30.00 | 2/26/2025 | Stephen Jackson Mar program @Frankton History of Richland Twnshp |
| | | | | Total this claim = | <u>\$30.00</u> | | |

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|---------------------------|--------------|---------------------------|----------------|--------------------|-----------------|-----------|---------------------------|
| 34682 | 131 | ODP BUSINESS SOLUTIONS, L | Operating Fund | Operating Supplies | \$197.67 | 2/26/2025 | Stacking Chairs-IT Office |
| Total this claim = | | | | | \$197.67 | | |

Total Amount of Claims \$105,532.98

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

Tuesday, March 4, 2025



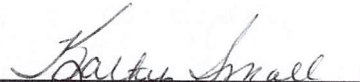
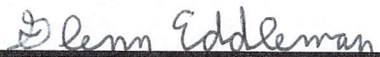
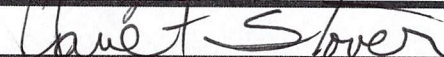
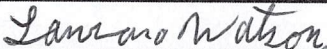
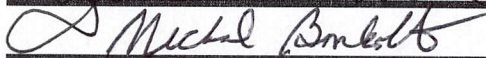

 Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20_____.

| | |
|---|---|
|  |  |
|  |  |
|  |  |

SIGNATURES OF GOVERNING BOARD

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

Libraries Transforming Communities: Accessible Small and Rural Communities

As of March 2025, the exact number of libraries that applied to the ALA "Libraries Transforming Communities" grant is not publicly available, but based on recent information, **hundreds of libraries across the United States are likely to have applied as the ALA has been actively promoting this grant program, particularly focusing on small and rural libraries in multiple rounds of funding.**

Q. How many grants will be awarded?

A. ALA will award up to 250 libraries \$10,000 and **50 libraries \$20,000** grants in this first round.

Q. How will my library's proposal be reviewed?

A. Proposals will be assessed by a panel of library workers serving small and rural communities and project staff of ALA. ALA will make the final decisions based on peer reviewer feedback, and other possible considerations such as geographic distribution.

List of Advisors

<https://www.ala.org/tools/librariestransform/libraries-transforming-communities/access/advisors>

Dear Wendy:

Congratulations! The American Library Association (ALA) Public Programs Office is pleased to inform you that North Madison County Public Library System - Elwood Branch has been selected to receive a *Libraries Transforming Communities (LTC): Accessible Small and Rural Communities* grant in the amount of \$20,000.00.

This was an extremely competitive process. We received many excellent proposals. You should be very proud of this accomplishment!

Below are a few important steps to get started.

1. Fill Out the Grant Acceptance Form

As a recipient of the LTC grant, you must complete and submit a Grant Acceptance Form by **March 10, 2025**, to confirm your library's participation. This short form asks you to verify your acceptance and address – we encourage you to complete it as soon as possible!

To access your Grant Acceptance Form, log in to ALA Apply using the same email address and password you used to complete your application.

2. Add Important Dates to Your Calendar

A schedule of upcoming project dates is below.

- By March 10: complete and submit your Grant Acceptance Form
- March 19: Orientation webinar
- March 25: Understanding Disability webinar
- April 2: Improving Services, Facilities, & Programs for People with Disabilities webinar
- April TBD*: Hosting Accessible Community Conversations webinar
- May 1, 2025 - April 30, 2026: Grant implementation term
- By August 31, 2025: Submit interim report
- By April 30, 2026: Spend grant funds
- June 30, 2026: Final report due

3. Keep the News Quiet for Now, Please!

We ask that you not share news about your grant until you receive notification of ALA's official announcement. Application status notifications are sent in a staggered process, so please refrain from telling other applicants of your acceptance too. ALA staff will email you the "green light" to announce your grant. The Grant Support Materials is a **catchall resource that includes:**

- Materials that you may find helpful for sharing the news about your grant, such as a press release template, letter to your elected officials, and sample social media posts
- A link to the Facilitation Training e-course and access instructions
- A list of participating LTC: Accessible Small and Rural Communities
- A link to access the LTC: Accessible Small and Rural Communities discussion forum on ALA Connect
- Information about upcoming webinars for new grantees

Congratulations again on your successful application! We are extremely excited about the work you have planned for your library and community and look forward to collaborating with you in the days ahead.

Sincerely,
Samantha Oakley (she/her)
Project Director

If you selected "Other" please specify below.

IV. Proposal Narrative

Before you compose the narrative part of this application, we strongly recommend that you read the [grant guidelines](#) carefully. All sections below are required, unless specified otherwise. Please ensure that you fully answer all the questions listed above each narrative field. If you do not, your application is unlikely to be competitive.

This section contains four required narrative questions. Note that your response for each question is limited to 3,000 characters (including spaces and punctuation). Please respond to all elements of each question.

Community and Library Information*

Describe your library and the community it serves, including demographics, dynamics and key issues or challenges it faces related to community members with disabilities. What should reviewers know about your library and community in order to understand your proposed community engagement project?

The Elwood Public Library is the main branch of the North Madison County Public Library System, with two smaller branches located in nearby towns. The Elwood Public Library is in Elwood's historic downtown area.

Heading the Library is a seven-member board. Staffing needs are met by one director, a technical services manager, an IT manager, a youth services manager, an adult services manager, an administrative assistant, three part-time clerks, and three full-time clerks. The Library offers traditional services such as programming, interlibrary loans, materials lending, computer access, printing, and faxing. Non-traditional services include one-on-one tech sessions, hotspot loans, and the Library of Things.

According to the 2020 U. S. Census, Elwood is a small town with a population of 8,410 and a median household income of \$52,139. Education levels vary among adults with 50.6% being high school graduates, 22.6% having obtained some college yet no degree, 9.3% having an associate's degree, and only 6% having a bachelor's degree. Graduate degree holders account for 2.3% of the population. The employment rate is slightly lower than Indiana's, with 61.5% of the population employed. The community is primarily white with 96% of residents in this category.

The U. S. Census shows that 15% of Elwood's population is 65 years or older. The American Community Survey, from the U. S. Census Bureau, estimates that 21.6% of the population has a disability. Moreover, ambulatory disabilities account for 9.7% of this population. This is approximately 745 individuals.

The community has a small population spread out across nearly a four-square-mile area. There is little public transportation, leaving many community members isolated, especially those with disabilities as well as individuals with ambulatory disabilities residing in nursing homes and assisted living residences. The library provides homebound services to address this access issue. There is an increased need to ramp up the Library's physical accessibility for these individuals with Elwood's aging population. Although aging does not inherently cause ambulatory disabilities, the Library anticipates an increase in patrons with ambulatory disabilities because of Elwood's elderly population and the increased likeliness associated with aging. The Library continuously looks for opportunities to improve accessibility to all.

Primary Audience*

Describe what part(s) of the disabled community will be the primary audience for your project. Why did you choose to focus on this audience? How, if at all, do you currently serve this audience? What are your plans for outreach efforts to engage this audience throughout the project? What are your overarching goals for engaging this audience with your project?

Please note that while many people of an older age have disabilities, **age itself is not a disability**. For a definition of disability or examples of what is considered a disability, please visit the project [FAQ page](#).

The primary audience for the Library's project is patrons with ambulatory disabilities. Many patrons come in but have difficulty accessing areas of the library. The Library's goal is to increase accessibility through building upgrades and improvements.

A meeting was held with the director and three managers to identify the primary audience. Attendees discussed staff observations of patrons with limited or no mobility struggling to access many library spaces. Thus, it was determined that this audience is in the most need of addressing accessibility issues. This is backed by the demographics showing that ambulatory disabilities affect 9.7% of people in the community.

Currently, the Library offers homebound services. Curbside is another service that has been in place since the start of the COVID-19 pandemic. Although it is infrequently used, the need still exists. The current method is for patrons to pull up to the curb, obstructing incoming traffic in an area without proper signage. Furthermore, the Library has two handicapped parking spaces, one being van-accessible.

The Library has automatic doors at both entrances and a ramp at the north entrance. Since the building was constructed in the late 90s, the north entrance is not ADA-compliant due to a steep incline. The Library plans to decrease the incline. This change will help patrons with ambulatory disabilities who have been observed struggling, especially during winter. The Library has had this at the forefront of current projects. The Director met with contractors for a quote on this project for estimation purposes.

The Library has in-swing doors at the restroom entrances that are not automated. As a workaround, these doors are kept propped open. The library also has two water fountains of different heights. However, those in wheelchairs have struggled to fill bottles using the lower fountain.

The Library is currently addressing materials access within its space. In the adult area, the bottom shelf is four inches above the floor, making it inaccessible. The highest shelves in the adult paperbacks are six feet and three inches high, which is not within reach for patrons with ambulatory disabilities. However, adult services staff are currently weeding, shifting, and re-setting the shelves for easier accessibility. This project will be completed in early 2025. As a temporary solution, signage is posted throughout the library letting patrons know they can ask for assistance with reaching materials. Once this project is complete, all areas of the adult collection will be more accessible to patrons. The Library also provides an ADA-compliant computer station in the adult area.

Outreach efforts to engage the identified audience will include informal conversations with patrons with ambulatory disabilities and an ALA-style Conversation Café for community members with ambulatory disabilities. The Conversation Café will be promoted in the library and the community.

Rationale*

What challenge or opportunity does your project seek to address for the primary audience? How was it identified? Describe how you used relevant information from reliable sources to define the need, challenge, or opportunity you seek to address.

The Library seeks to address the opportunity to increase patron accessibility of the Library space. Over the decades, staff have consistently noticed patrons struggling to enter the library's ADA non-compliant ramp and the meeting room. Supporting staff observations is the American Community Survey's estimate of ambulatory disabilities affecting more community members than other disabilities. After discussing potential audiences, it became clear that the Library lacked easy access for patrons with ambulatory disabilities.

Should the Library be awarded \$20,000, all items below will be included with the Library paying \$10,000 of the walkway (item 1). Should the Library be granted \$10,000, the Library will pay \$9,580 of the walkway's cost and the bi-level fountains (item 6) will NOT be included.

The following physical changes to the space will be user-friendly and increase accessibility:

1. Walkway with ADA-compliant incline

Decrease the walkway incline according to the 2010 ADA standards for the north entrance allowing easier access into the building.

2. Additional handicapped parking space

Add additional space and update dilapidated signage for the new and existing handicapped parking spaces.

3. Curbside parking space with signage

Add a designated parking spot and signage to increase and streamline the use of this service.

4. Automatic meeting room door

Automate the meeting room door for easier access to those with ambulatory disabilities.

5. Automatic restroom entrance doors

Automate the restroom doors so patrons can easily open the door while maintaining privacy.

6. Bi-level water fountains with a water bottle filling station on the lower fountain

Install a set of bi-level water fountains with a filling station for single-hand use. This will help people using mobility-assisting devices and those with limited dexterity.

Project Plan*

Describe your preliminary plan for addressing the challenge or opportunity identified. What activities will you carry out to execute the plan? How has the input of the primary audience influenced this plan? How will the perspectives and input of the primary audience continue to be incorporated throughout the project? How will you share information about the project and its outcomes? Do you have any community partners in mind (existing or new) that you plan to engage in the process?

IMPORTANT NOTES

All selected sites will be required to facilitate at least one community conversation with the identified primary audience to discuss accessibility in the community and library in order to collaboratively identify existing resources, needs/gaps, and priorities. Sites will be expected to revise or affirm their preliminary plans based on the outcomes of the conversation.

The preliminary plan for addressing this opportunity is to know ADA standards using the Indiana State Library's resources and ADA.gov. The Library started this process by reviewing the ADA requirements for accessible parking spaces while designing the new parking lot layout. Additionally, the Library will work with contractors who know and comply with ADA standards.

Input from the primary audience has guided what projects to tackle such as the walkway's incline and door automation. Although a formal meeting with audience members has not occurred, patrons have voiced issues regarding the entrance walkway, the meeting room entrance, and the restroom doors. At least one meeting with community members from the primary audience will be held with one being an ALA-style Conversation Café. The Conversation Café will be posted in the Library's public communications, flyers throughout the community, and the local newspaper. The Conversation Café will be hosted in the early phase of the grant project, and communication with these members will be maintained either through physical meetings or by creating a virtual group so they have continuous insight and input. Throughout the grant project, updates will be posted on the Library's social media, in the local newspaper, and in the Library newsletter. The Library will then incorporate community feedback received from meetings and updates.

One potential community partner is LifeStream, which serves East Central Indiana and offers programs and services such as independent living skills training and resource referrals for older adults and adults with disabilities. The Library has already connected with LifeStream for Memory Care Kits, opening the door for partnership in the project. Another potential community partner is the Independent Living Center of Eastern Indiana. These organizations will help to ensure that the project coincides with the needs of people with ambulatory disabilities.

\$20,000 Budget OR \$10,000 Budget

Below, please describe your budget plans for an award of \$20,000. If you are not selected for the \$20,000 award, you will then be considered for the \$10,000 award. Where indicated, describe how your plans would adjust or change if you are awarded \$10,000.

Budget Plan (\$10,000 or \$20,000) - \$20,000*

Describe your plans for the grant funds at the \$20,000 level.

What will you use the funding to purchase or support? Please be specific (e.g. \$10,000 will be spent on staff time to support the development and implementation of the project, \$6,000 will be used to purchase and install an automatic door opener, \$2,000 will be used as incentives for conversation participants). **The total amount of this section should add up to \$20,000.**

Format budget similar to the following:

- \$XXX for Item(s) 1
- \$XXX for Item(s) 2
- \$XXX for Item(s) 3

[Download Example Budgets for LTC ACCESS Applicants](#)

\$20,000 Budget

- \$4,270 for walkway decrease and handicapped/curbside spots, including signage (the Library will pay the cost balance of \$10,000)
- \$1,800 for bi-level fountains with bottle fill station on lower fountain
- \$940 for water fountain installation
- \$11,480 for automatic meeting room door and automatic doors for women's and men's restrooms
- \$1,510 for electrician needed for door automation

*quotes uploaded to show estimations only

Budget Plan (\$10,000 or \$20,000) - \$10,000*

Please describe what your plans for the funds would be at the \$10,000 level.

What will you use the funding to purchase or support? Please be specific (e.g. \$5,000 will be spent on staff time to support the development and implementation of the project, \$3,000 will be used to purchase and install an automatic door opener, \$1,000 will be used as incentives for conversation participants). **The total amount of this**

section should add up to \$10,000.

Format budget similar to the following:

- \$XXX for Item(s) 1
- \$XXX for Item(s) 2
- \$XXX for Item(s) 3

[Download Example Budgets for LTC ACCESS Applicants](#)

\$10,000 Budget

\$4,690 for walkway decrease and handicapped/curbside spots, including signage (the Library will pay the cost balance of \$9,580)

\$3,800 for automatic meeting room door

\$1,510 for electrician needed for door automation

*quotes uploaded to show estimations only

V. Upload Supporting Documents - OPTIONAL

Please upload any additional materials that support your proposed community engagement project.

These may include, but are not limited to:

- Letters of support
- Sample promotional materials
- Draft conversation agendas
- Draft discussion questions
- Videos

Upload (1)

Concrete quote.pdf

Upload (2)

ADA quote.pdf

Upload (3)

Electric quote.pdf

Upload (4)

Water Fountain Installation quote.pdf

supervision. When an employee is absent, his or her work must be performed by others.

19. VACATION

Vacation time will be granted according the schedule listed below and will be credited to their payroll record each year on the date-of-hire anniversary. Vacation is granted in one hour increments and may be expended in one quarter hour increments. Full-time employees will be allowed to carry over 40 hours of vacation each year on their anniversary date. Part-time employees may carry over up to 10 hours of vacation on their anniversary date.

Vacation for full-time employee:

Only for the first year of employment, vacation time will be awarded in six-month increments. After the first year, awarded annually on their anniversary date.

| | |
|----------------------------|-----------|
| One (1) year service | 80 Hours |
| Five (5) years service | 88 Hours |
| Ten (10) years service | 128 Hours |
| Fifteen (15) years service | 168 Hours |
| Twenty (20) years service | 208 Hours |

After 5 years of service full-time employees receive an additional vacation day (8 hours) each year up to 240 hours.

Vacation for part-time employees:

| | |
|--------------------------|----------|
| One (1) year service | 20 hours |
| Five (5) years service | 24 hours |
| Ten (10) years Service | 40 hours |
| Twenty (20) yrs. service | 80 hours |

After 5 years of service part-time employees receive an additional vacation day (4 hours) each year up to 120 hours.

Vacation leave will be granted providing adequate scheduling can be maintained. All requests for vacation leave should be made at least two weeks in advance **REMOVE:using**

the Library's letterhead 3-part snap-out form. Requests first should be submitted to the staff member responsible for scheduling the employee making the request.

ADD: After manager's approval, it should be forwarded to the Director. With the Director's approval, a copy should be sent to the Administrative Assistant for payroll purposes.

REMOVE: After signature of approval, it should be forwarded to the Director. With the Director's signature of approval, the one copy is returned to the individual requesting vacation, the pink copy is given to the Administrative Assistant, and the white copy is placed in the employee's permanent record.

In addition, the employee must complete an Employee Service Record slip [See Appendix] and attach it to their time card prior to 9:00am on Monday before payroll checks are distributed on Wednesday for the payroll period(s) during which their vacation occurred. Failure to complete an Employee Service Record slip may result in the employee not receiving proper credit for vacation hours. If this occurs the employee is still responsible for filling out an Employee Service Record slip upon returning to work.

ADD: In addition, the employee should enter their Vacation Time in the TimeClock Software prior to 9:00 am on Monday of the payroll period(s) immediately following the days in which their vacation time occurred. Failure to input time may result in the employee not receiving proper credit for vacation hours. If this occurs the employee is still responsible for informing the Administrative Assistant of the intended paid time off and inputting time upon returning to work.

20. PERSONAL BUSINESS LEAVE

After one year's employment, personal business leave will be given accordingly: 32 hours for full-time employees and 16 hours for part-time employees. Only for the first year of employment and for full-time employees, personal business leave will be awarded in six-month increments. After the first year, awarded annually on their anniversary date. Personal business leave is granted in one hour increments and may be expended in one quarter hour increments.

Personal Business Leave is normally to be used for personal business, but may be used to lengthen any other approved leave or when weather prohibits an employee from reporting for or remaining at work. Personal Business Leave may be used to lengthen holiday or vacation leave when arranged with the employee's supervisor in advance. Personal Leave days may be used to lengthen a vacation in case of an emergency situation by notifying the supervisor.

Personal Business Leave is to be used before the next year's anniversary date of employment. It does not accumulate.

Employees requesting Personal Business Leave should make their request to their supervisor or the Director as soon as possible. REMOVE:using the Library's letterhead three-part snap out form. After signature of approval, the employee should retain the yellow copy, the supervisor/Director retains the white copy, and the pink copy goes to the Administrative Assistant. In addition the employee must complete an Employee Service Record slip and attach it to their time card prior to 9:00 am on Monday before payroll checks are distributed on Wednesday for the payroll period(s) during which their personal time occurred. Failure to complete an Employee Service Record slip may result in the employee not receiving proper credit for personal hours. If this occurs the employee is still responsible for filling out an Employee Service Record slip upon returning to work.

ADD: In addition, the employee should enter their Personal Time in the TimeClock Software prior to 9:00 am on Monday of the payroll period(s) immediately following the days in which their personal time off occurred. Failure to input time may result in the employee not receiving proper credit for personal hours. If this occurs the employee is still responsible for informing the Administrative Assistant of the intended paid time off and inputting time upon returning to work.

21. SICK LEAVE

Paid Sick Leave is granted to all full and part-time employees and may be utilized when employees are incapacitated by illness or injury, or when they must be absent for medical, dental, or other health care appointments or treatments that cannot be arranged outside of scheduled working hours. Within reason, and at the discretion of the Director, employees may use sick leave to provide health care for dependents.

When reporting absences, employees must speak directly to their supervisor and/or other Library administration. Absences must be reported daily. An employee absent more than three (3) consecutive days may be asked to provide a doctor's statement. An employee with a repeated history of absences may be asked to provide a doctor's statement at the discretion of the director.

Employees requesting sick leave should notify their supervisor, the Director, or the Circulation Desk of their absence from their normal working schedule as soon as possible. REMOVE:In addition the employee must complete an Employee Service Record slip

and attach it to their time card prior to 9:00 am on Monday before payroll checks are distributed on Wednesday for the payroll period(s) during which their sick time occurred. If the employee has not returned to work by 9:00 am on Monday before payroll checks are distributed on Wednesday they are responsible for contacting their immediate supervisor and letting him/her know they wish to take accumulated sick time. The supervisor will then alert the Administrative Assistant. Failure to do so may result in the employee not receiving proper credit for sick hours. If this occurs, the employee is still responsible for filling out an Employee Service Record slip upon returning to work.

ADD: In addition, the employee should enter their Sick Time in the TimeClock Software prior to 9:00 am on Monday of the payroll period(s) immediately following the days in which their sick time off occurred. Failure to input time may result in the employee not receiving proper credit for sick hours. If this occurs the employee is still responsible for informing the Administrative Assistant of the intended paid time off and inputting time upon returning to work.

Repeated or prolonged absences without proper notification of the Library may result in disciplinary action including termination.

Full-time employees receive eight (8) hours of sick leave per month after one full calendar month on staff. Part-time staff receive one (1) hour of sick leave for each twenty (20) hours worked in the preceding month, up to a total of eight (8) hours in any one month. Sick leave is given in one hour increments, and may be expended in one quarter hour increments.

Full-time employees may accumulate up to 840 hours of sick leave; part-time employees may accumulate up to 410 hours of sick leave. However, in the event that any employee's employment terminates for any reason, sick leave is only vested with employees with ten (10) years of continuous service with the Library.

At the discretion of the Director an employee may be requested to provide a medical statement from his/her doctor. Such statement should be mailed by the medical office to the Director.

22. COMPASSIONATE LEAVE

Up to five days paid leave will be granted for a death in the family. Paid bereavement leave applies to all employees. Family is construed to mean: spouse, child, parent, grandparent, grandchild, sibling or each similar relationship established by marriage. It

also includes any family member or other person residing in employee's home.

In unusual circumstances, the Director has the authority to define immediate family to include other relatives. Accumulated vacation or Sick Leave or Personal Business Leave may be used, with the Director's approval, to lengthen Compassionate Leave.

Employees requesting Compassionate Leave should make their request to their immediate supervisor or the Director as soon as possible. Due to circumstances this may be by direct conversation, phone call or note. **REMOVE: employee should use the Library's letterhead 3-part form upon return to work for signature of approval. In addition, the employee should complete an Employee Service Record slip and attach it to their time card for the payroll period(s) in which the leave occurred.**

ADD: In addition, the employee should enter their Compassionate (Comp.) Time in the TimeClock Software prior to 9:00 am on Monday of the payroll period(s) immediately following the days in which their compassionate leave occurred. Failure to input time may result in the employee not receiving proper credit for compassionate leave hours. If this occurs the employee is still responsible for informing the Administrative Assistant of the intended paid time off and inputting time upon returning to work.

With the Director's approval, Leave Without Pay, accumulated vacation or Personal Business Leave may be taken for the death of a personal friend.

Remove: Tributes will be sent to employees upon the death of their spouse, children or parents?

23. FMLA LEAVE

The Library complies with all applicable federal and state labor and employment laws, including the federal Family and Medical Leave Act of 1993 (FMLA). Under the FMLA, eligible employees are entitled to certain rights, and have certain obligations, with respect to unpaid leave for certain family and medical reasons. While many employees may not be entitled to FMLA leave, they may receive leave under the Library's Leave Without Pay policy.

FMLA Leave Eligibility

Non-Discrimination/Non-Retaliation Policy Statement

The Library will not interfere with, restrain, or deny an employee's exercise of right under the IMFLA.

26. LEAVE WITHOUT PAY

Employees may request leaves of absence without pay for any reasonable circumstances, including, but not limited to: pregnancy, adoption, illness, travel, education, or work experience that would be beneficial to the Library. Leave Without Pay may not exceed six (6) months in any 12-month period. Employees are expected to have exhausted all appropriate paid time allowances before requesting Leave Without Pay.

Part-Time Employees on Leave Without Pay do not accrue Sick Leave. Arrangements may be made to continue health and life insurance benefits for the employee at the employee's own expense.

All Leaves Without Pay for fewer than 30 days may be granted at the Director's discretion. Leave Without Pay expected to exceed 30 days duration must be recommended by the Director for Board approval.

Requests for Leave Without Pay must be submitted through the appropriate supervisor, forwarded to the Director and (if necessary) the Board at least one month before the leave is to begin. **REMOVE: Requests should be made on the Library letterhead 3-part snap-out form.** The request must include the reason for the leave, the beginning date and the anticipated date of return.

REMOVE: After signatures of approval, the employee will retain a copy, and another copy will be given to the Administrative Assistant, and the original will be put in the employee's personnel file.

27. ORGANIZATIONAL INVOLVEMENT

As the work load and the work schedule permit, employees are encouraged to join and participate in the activities of professional associations such as the American Library Association and the Indiana Library Federation, and various local community organizations. If the Director and/or Board assign an employee to participate in a community organization, as a representative of the Library, they will be allowed to attend meetings if pre-approved by the Director. Assignments will be reviewed on a

Eligible employees voluntarily terminating their employment with the Library will be compensated for all accrued vacation time as of the day of their termination. Any eligible employee voluntarily leaving employment of the Library shall be compensated for their accumulated sick time. Eligible employees are employees with a minimum of (10) years of continuous service with the system. Full-time employees can receive up to 400 hours and part-time employees can receive up to 200 hours of accumulated sick leave. Eligible employees also provide notification before the budget is prepared in June of the preceding year. Or if notification cannot be given the employee may need to wait till the next budget cycle to receive this compensation. For example, if an employee anticipates ending employment in September 2001, notification would have had to been given by the end of May 2000. An employee will not be compensated for any Personal Business Leave that he/she has earned. Ineligible employees shall not receive any accrued vacation or sick leave time. Employees whose employment with the Library is involuntarily terminated are not entitled to receive any accrued vacation, personal or sick leave time.

48. RETIREMENT

To ensure that retirement benefits are received as soon as retirement starts, an employee needs to submit a letter of intent to retire, addressed to the Board President and submitted to the Director at least four (4) months before retirement takes place.

Employees in positions covered by INPRS or Deferred Compensation Matching Plan and Social Security will receive retirement benefits according to the provisions of those programs for the age at which they retire.

INPRS or Deferred Compensation Matching Plan is a mandatory deduction for full-time employees. The employee's share of the INPRS or Deferred Compensation Matching Plan contribution **REMOVE:(3% of the gross wage)** is deducted from his/her paycheck. With the INPRS or Deferred Compensation Matching Plan **additional** voluntary contributions are available at the employee's discretion. **ADD: The required contributions by the employee and employer will be re-evaluated annually based on guidelines set by The Indiana Public Retirement System.** **REMOVE may add up to:13% (of the gross wage) including mandatory payroll deductions.**

49. WAIVER OF FINES/FEES FOR EMPLOYEES AND BOARD

Employees and Board members are expected to observe the policies of the Library for the circulation of materials, including the use of their Library cards and observing the loan

Payroll Standard Operating Procedures

1. Hourly/Non-exempt employees are responsible for clocking in not more than 7 minutes before their shift begins and clocking out not more than 7 minutes after their shift ends.
2. If an employee fails to clock in or out, he/she must complete a time sheet form and have it approved by their supervisor. The supervisor turns the completed form in to the Administrative Assistant to be entered manually.
3. If an employee uses previously approved vacation, personal or sick time, ~~Remove: he/she is to fill out an employee service record.~~ ~~Add: they are required to enter the specific dates and time in the TimeClock Software.~~
4. Administrative Assistant adds paid holiday hours in advance. Managers and employees are responsible for adjusting their schedule to accommodate the paid holiday hours.
5. At the end of the week employees including managers, print and initial or sign their timesheet, attach ~~Add: a time sheet form, if applicable,~~ ~~Remove: any necessary forms (time sheet form or employee service record)~~ and submit it to their supervisor for review and approval.
6. Each week the supervisor initials or signs and turns the time sheets and any accompanying paperwork into the Administrative Assistant for processing.
7. Effective January 2019 as directed by an audit, salaried exempt employees will be required to record their time on a time sheet.
8. The Director will initial each manager's time sheet including the Administrative Assistant. The Administrative Assistant will initial the Director's time sheet.
9. The Administrative Assistant enters the time worked and any approved vacation, personal and sick time during the two week pay period into the accounting software.
10. At this time, the Administrative Assistant adds any earned sick, vacation or personal time into the accounting software.
11. A payroll report is generated and reconciled to the time sheets.
12. After reconciliation, a final report is generated and signed by the Treasurer of the Board of Trustees and the Director of the Library.
13. An electronic file is created and transferred to the bank.

14. The employees' wages are scheduled for deposit to their personal accounts.
15. Pay stubs are distributed via e-mail to employees before their funds are deposited.
16. All withholdings are then submitted electronically to the appropriate agencies.
 - a. Federal withholding, INPRS retirement withholding and Hoosier Start are remitted electronically after each payroll.
 - b. Indiana withholding, health insurance premiums and supplementary insurance are remitted monthly.
17. W2's are issued promptly within one month after year end.
18. Completed direct deposit agreements are kept in the safe. Upon separation of employment, the direct deposit agreement will be immediately removed and shredded.

If any of the above procedures, including the time clock regulations on the personnel policy are not followed, the employee could face disciplinary action up to and including termination.

Signature

Date

Approved 9/9/2019 | Revised 03/10/2025

NMCPLS Capital Assets and Depreciation Policy

1. PURPOSE

This policy will assure the investments of the North Madison County Public Library System taxpayers are properly protected; assign accountability and responsibility for the custody of equipment; provide a basis for formulating capital asset acquisition, maintenance, and retirement; provide data for financial reporting, and demonstrate appropriate responsibility for public assets.

2. DEFINITIONS

- a. Capital Assets – significant assets owned by the library system which have a useful life of more than one year and meet a monetary threshold of capitalization; this includes land; land (non-building) improvements; buildings; building improvements; construction in progress; machinery and equipment; vehicles; and physical library collections of materials such as books, magazines, periodicals, and non-print materials including but not limited to audio and video materials (regardless of format). See Section 5 of this policy for definitions by major asset category.
- b. Capitalization – a method of accounting for tangible and intangible assets where cost (or fair market value) is assigned as a value and depreciated over the useful life of the asset.
- c. Depreciation- a reduction in the value of an asset with the passage of time, due to wear and tear.
- d. Useful Life - asset useful life periods are based on information from manufacturer, and historical experience. See section 6 of this policy for typical useful life for each class of asset.
- e. Increased Capacity or Efficiency - cost involved in increasing the capacity or efficiency of an asset, which is added to the value of the asset.
- f. Preservation costs - improvements and repairs which extend the useful life of an asset.

3. GENERAL INFORMATION

North Madison County Public Library System is responsible for providing reports on their real and personal property pursuant to state law and is required to report capital assets to the State of Indiana.

This Capital Asset and Depreciation Policy is limited to outlining the broad classifications of property, the definitions of assets, methods of creating asset data, acquisitions, transfers, and retirements of Library-owned property for which the library is a fiscal agent. It does not include data processing, programming requirements, or computer operations procedures.

The Capital Asset Ledger maintained by the Administrative Assistant, is used to report capital assets in the Annual Financial Report (AFR) on Gateway, a central electronic tool for local government units to submit financial forms to the State of Indiana. Questions regarding capital assets reporting should be directed to the Administrative Assistant.

ADD: Contact information for the Administrative Assistant can be found by calling 765.552.5001 or on the website www.elwood.lib.in.us. REMOVE: 765-552-5001 or by email to swallace@elwood.lib.in.us.

The Capital Asset Policy applies to all North Madison County Public Library locations, employees, contractors, and other agents.

4. POLICY

- a. The capitalization threshold for assets is a cost of \$5,000.00 or more which is to be applied on an individual or per item basis. All assets have a \$0.00 salvage value.
- b. Additions and improvements which increase the capacity or efficiency of the asset are capitalized for all assets. Improvements and repairs which allow an asset to continue to be used during its originally established useful life are expensed and not capitalized.
- c. Preservation costs will be capitalized for all capital assets except for infrastructure.
- d. Land and land improvements will be capitalized but not depreciated.

- e. Other capital assets with a useful life of more than one year and a cost of \$5,000.00 or more are capitalized, and such capital assets are depreciated (including acquisitions by lease-purchase agreements and donated items).
- f. Assets that are not capitalized are expensed in the year of acquisition.
- g. Valuation of Capital Assets: Capital assets are recorded at historical or original cost. Normally the cost recorded is the purchase price or construction costs of the asset, but also included are any other reasonable and necessary costs incurred to place the asset in its intended use that can be directly related to the asset. Such costs could include the following:
 - i. Legal and title fees, closing costs
 - ii. Appraisal and negotiation fees, surveying fees
 - iii. Damage payments
 - iv. Land preparation costs, demolition costs
 - v. Architect and accounting fees
 - vi. Design and consulting fees
 - vii. Transportation charges

Donated or contributed assets are recorded at their fair market value on the date donated or acquired.

5. ASSET DEFINITIONS BY MAJOR CATEGORIES

it is important to the maintenance of accurate records that each asset category be precisely defined and that all persons responsible for records maintenance be fully aware of the categorization system. These categories are grouped into major categories for reporting in the Indiana Annual Financial Report on Gateway.

- a. Land: Specified land, right of way, and improvements to land are included, regardless of the method or date of acquisition.
- b. Buildings and Building Improvements: All structures designed and erected to house equipment, services, or functions are included. Buildings and improvements are reported in the State's AFR in the notes to the financial statements.

- c. Non-Building Improvements: Parking lots, sidewalks, driveways, exterior signage, and lighting.
- d. Books and other materials: Books and other print and non-print materials are considered capital assets regardless of cost or age. Annually, the total cost of new materials purchased each calendar year, the total cost of materials withdrawn are reconciled with the beginning and ending value of the materials collection value based on cost.
- e. Furniture, Machinery and Equipment: all other types of physical property within the scope of the Capital Asset Policy not previously classified. Examples are vehicles, office equipment, fire system panels. Furniture, machinery, and equipment is reported in the State's AFR in the notes to the financial statements. The inventory of all capital assets will be compared to the capital asset ledger.

6. THRESHOLDS

North Madison County Public Library System capitalization thresholds (the dollar values above which asset acquisitions are added to the capital asset accounts), depreciation methods and estimated useful lives of capital assets reported in the government-wide statements are as follows:

| Asset Category | Capitalization | Depreciation | Estimated Useful Life |
|----------------------------------|----------------|---------------|-----------------------|
| Buildings | | Straight-line | 39 Years |
| Improvement other than buildings | \$5,000 | Straight-line | 15 Years |
| Machinery and equipment | \$5,000 | Straight-line | 7 Years |
| Computers | \$5,000 | Straight-line | 3 - 7 years |
| Collections Material | ALL | N/A | N/A |
| Land | ALL | N/A | N/A |
| Artwork | ALL | N/A | N/A |

For depreciated assets, the cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

ADD:

7. NON-DEPRECIABLE ASSETS

Non-Depreciable assets include Land, Investments, or Collectibles. Collectibles can be defined as art, antiques, and historical artifacts. Any non-depreciable asset being considered for sale or disposal must be approved by the Director, as well as a quorum of the Board of Trustees. All avenues for refurbishment or repurposing internally should be considered before disposal or sale is considered.

Revised 3/10/2025



Summary of Findings:

Customer/Property Address:

Elwood Public Library

1600 Main St.

Elwood, IN 46036

On February 18, 2025, Precision Leak Detection performed leak detection and water intrusion diagnostics at the Elwood Public Library due to the adhesive for the floor tiles not curing and coming up between the tiles.

Electronic leak detection found no evidence of an active plumbing leak on the potable or fire suppression systems. No evidence of ground water intrusion was found during the inspection as well. Water intrusion inspection found that the adhesive is unable to cure due to condensation on the slab.

The condensation is due to an extreme temperature difference between the entry breezeway and the interior of the building, and the humidity level difference as well. The humidity level in the breezeway registered at 42.5% and the humidity level inside of the building registered at 51.1%.

The images below show the uncured adhesive below the area rugs inside of the building, and the thermal imaging shows the high moisture/condensation below the carpet.

Recommend consulting with the Library's HVAC contractor about installing a dehumidifier.

If anyone has any questions have them reach out to me during regular business hours, Monday through Friday, 8am – 4:30pm EST.

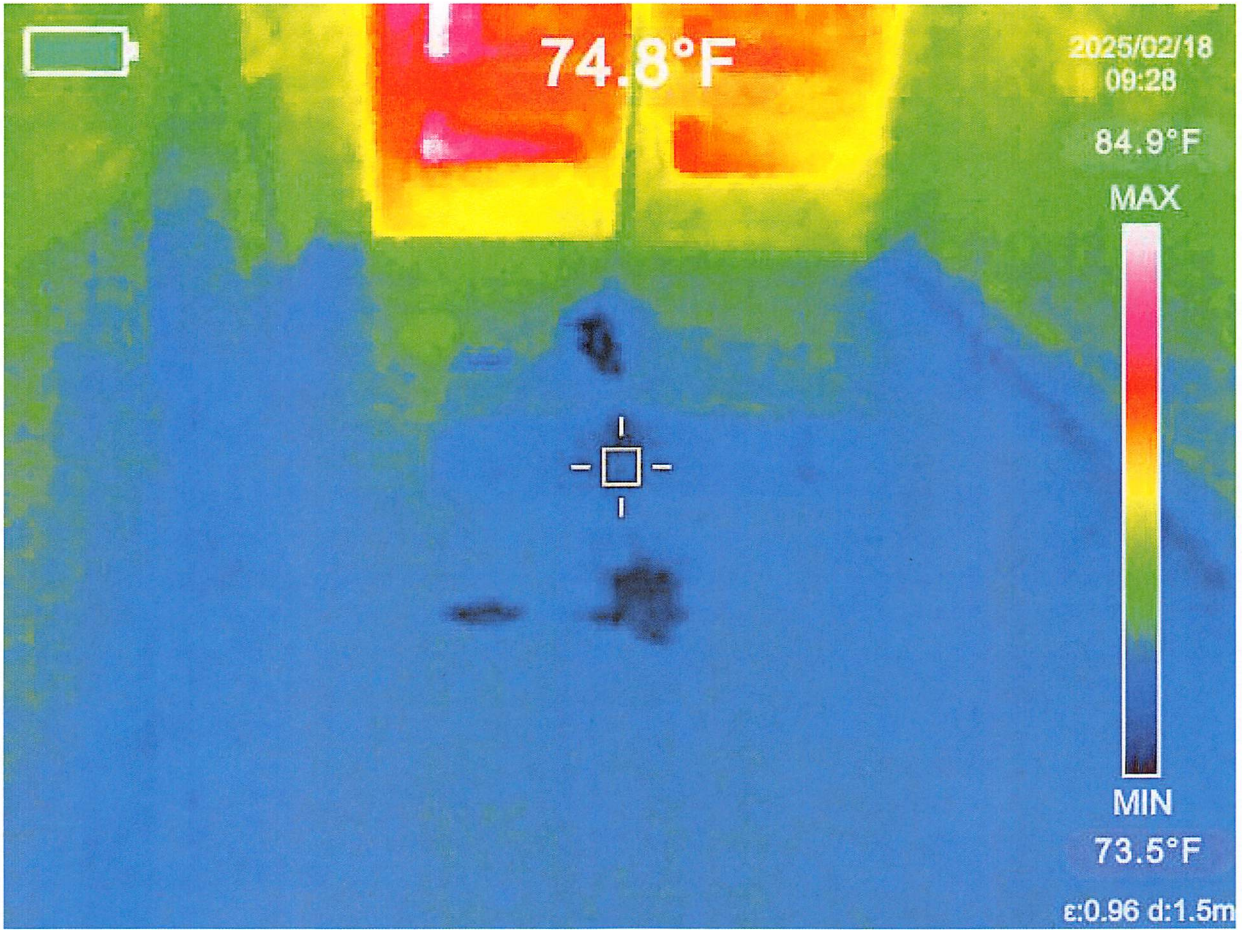
Thank-you,

Chris Thomas

765.918.6669

chris.precisionleak@outlook.com

www.precisionleakindiana.com





78.0°F

2025/02/18
09:30

86.9°F

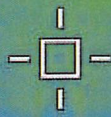
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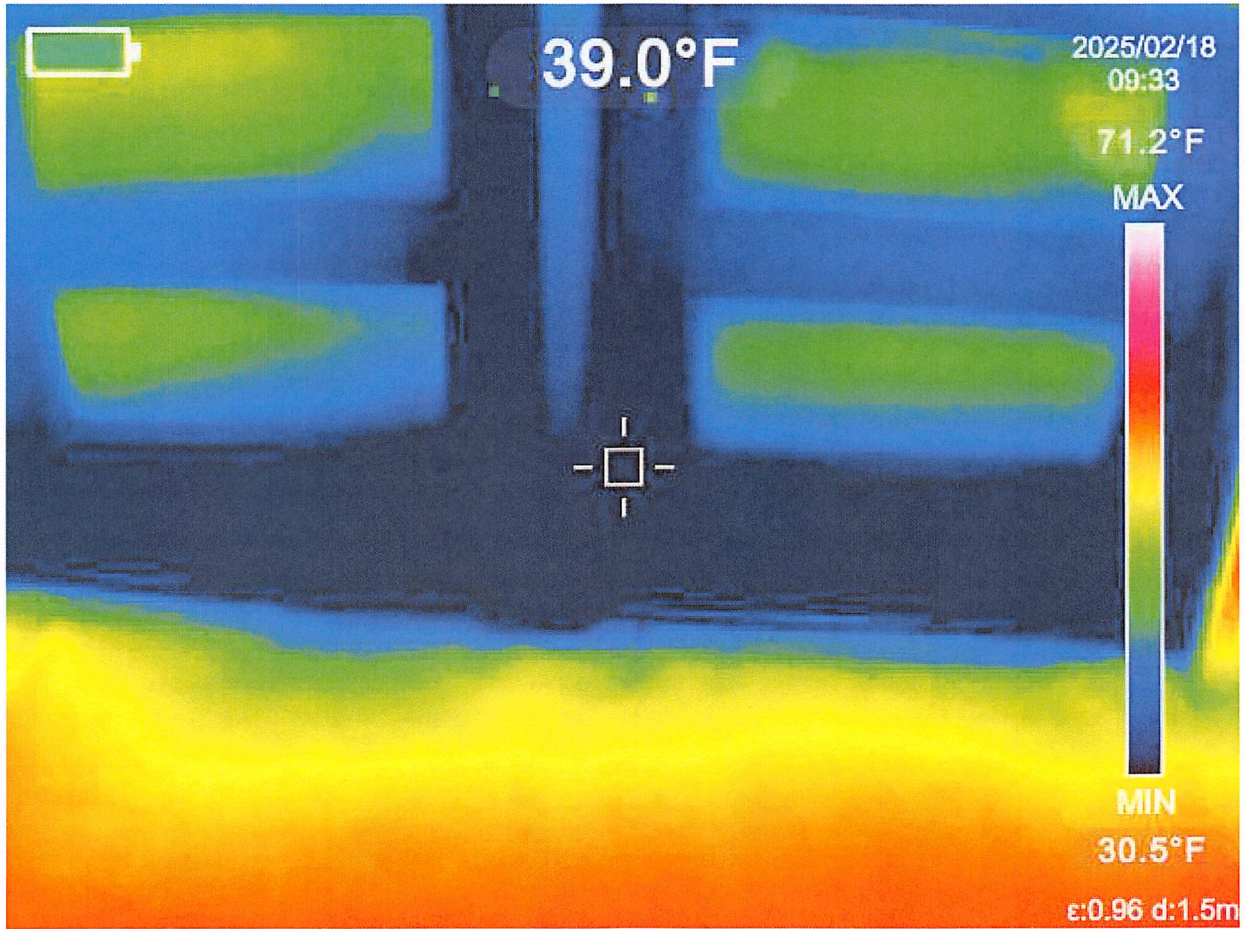


MIN

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MULTI TRANSMISSION REPORT

TIME : 03-04-2025 10:15
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 485
DATE : 03.04 10:11
DOCUMENT PAGES : 1
START TIME : 03.04 10:11
END TIME : 03.04 10:15

SUCCESSFUL
ADDRESS BOOK

| | |
|------|------------------|
| 0002 | Call-Leader |
| 0003 | Herald Bulletin |
| 0006 | Frankton Library |
| 0007 | Sville Library |

UNSUCCESSFUL

Agenda

March 10, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Towel Service/Washer and Dryer Combo – Elwood
2. ALA Libraries Transforming Communities Grant

New Business

1. Firewall Proposals
2. Personnel Policy Sections – Vacation, Personal Business Leave, Sick Leave, Compassionate Leave, Leave without Pay, and Retirement
3. Payroll Standard Operating Procedures
4. Capital Assets and Depreciation Policy
5. Adhesive Issues with Vinyl Tiles – Elwood

Director's Report

Public Comment

Adjournment

Agenda

April 14, 2025

North Madison County Public Library System
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

New Business

1. Policy and Instructions for Selling Prints of Mr. Crim's Paintings
2. Loss of Federal Funding and NMCPLS Services
3. Service Fees

Director's Report

Public Comment

Adjournment

Agenda

April 14, 2025

North Madison County Public Library System
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting
4:30 P.M.

Call to Order

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1. Policy and Instructions for Selling Prints of Mr. Crim's Paintings
2. Loss of Federal Funding and NMCPLS Services

Director's Report

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NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Ralph E. Hazelbaker Library
Regular Meeting
April 14, 2025
4:30 PM

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on April 14, 2025 in the Ralph E. Hazelbaker Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Kenny Giselbach, Kathy Small, Janet Stover, and Larry Watson. Also in attendance were Director Jamie Scott and Administrative Assistant Sarah Huffman. Sarah Fox, Branch Manager, joined for public comment.

CONSENT AGENDA

Kathy Small moved to approve the consent agenda. Janet Stover seconded and the motion carried. The members signed the minutes and claims register. February Meeting Minutes were also re-signed, as a date error was corrected. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

No old business to report.

NEW BUSINESS

Policy and Instructions for Selling Prints of Mr. Crim's Paintings

Director Scott proposed an update to the Standard Operating Procedure for Internal Controls related to selling Mr. Crim's art reproductions. It was explained that the specific cost of items for patrons and staff would be removed, as that is noted on the Service Fees policy. In its place, the following verbiage will be added:

"Any existing and future items sold using a print or reproduction of Marvin Crim's artwork will be sold at a 35% increase from the vendor's cost to the library. This percentage increase will be evaluated at least once at the beginning of each year. If there is a significant vendor cost increase during any year, this document will be revisited by the Library Board of Trustees. The individual prices for prints, postcards, t-shirts, sweatshirts, hoodies and any other additional items can be found in the Service Fees policy."

Janet Stover moved to accept this motion. Kenny Giselbach seconded and the motion carried.

Loss of Federal Funding and NMCPLS Services

Director Scott presented marketing materials with information regarding some of the potential impacted library services in relation to the Institute of Museum and Library Services. With changes to IMLS and the possible legislative repercussions, she stated that she wanted to make the board aware of the publications we would like to share with

the public. It was explained that over three million dollars could potentially be lacking in state funding from IMLS, possibly affecting services like Evergreen, INSPIRE, InfoExpress, WorldCat, and Indiana Digital Library (Libby). Director Scott shared the current expenses for Evergreen (\$7920), Libby (\$3000), and InfoExpress (\$8696) annually. It is unknown how much of those total costs are subsidized by grants and where future funding is uncertain. She stated that the potential impacts are being evaluated day by day and preparations are being considered for the future. Director Scott spoke of years past when similar threats to the budget were made and proper action was taken to help the library maintain staff and services to the best of their ability.

Services Fees

Director Scott proposed an addition to the Service Fees policy in regard to the paper the library will offer to the public for copy services.

“The library will only supply standard copy paper. No specialty papers such as cardstock or photopaper will be available.”

Kathy Small made a motion to accept the updated Service Fees. Kenny Giselbach seconded and the motion carried.

DIRECTOR’S REPORT

Director Scott shared with the members present that the Compliance Audit for years 2021-2024 had been completed. The Audit Report was shared with all members. There were three matters noted in noncompliance by the auditors, but none that warranted comment in an official report. It was shared that the audit was completed ahead of schedule due to staff being responsive, thus saving money on the overall audit cost. The cost for the audit will automatically be deducted from the LIT Distribution from the County Treasurer.

Director Scott also shared that the HVAC vendor, Vasey, has reported some errors with the chiller. They are awaiting further troubleshooting when temperatures increase, thus causing more frequent use of the chiller. There were also replacement parts quoted for the boiler repair. The quote for the boiler totals \$2769.

PUBLIC COMMENT

Sarah Fox, Summitville Branch Manager, joined the meeting for public comment. She shared that they had just completed the Goosebumps program with 13 in attendance. She also shared that they have started two new programs that are gaining traction. One program is a Writing Group, and the other is DND (Dungeons and Dragons). Board Members inquired if Sarah had any needs or wants for the patio or otherwise. Sarah stated that they are satisfied with their current setup and facilities.

Director Scott added that a framed lithograph picture was donated by Marvin Crim. This lithograph’s original art was created by Frank Vietor, Marvin Crim’s mentor.

ADJOURNMENT

President Eddleman adjourned the meeting by consent.

Kathy Small, Secretary
Kathy Small, Secretary

Janet Stover

Kenny Gibson

Michael Brubaker

Lisa Adels

Dennis Eddleman

Register Of Claims

North Madison County Public Library System

Report Date: From 3/1/2025 To 3/31/2025

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|----------------|--------------|---------------------------|----------------------|-------------------------------|--------------------|-----------|-------------------------------------|
| 0 | 163 | NATIONWIDE | Annuity | Payroll Deductions | \$691.00 | 3/10/2025 | Payroll Ending 3/5/2025 |
| | | | | Total this claim = | \$691.00 | | |
| 0 | 189 | AFLAC | AFLAC | Payroll Deductions | \$313.38 | 3/26/2025 | Withholding for March 2025 |
| | | | | Total this claim = | \$313.38 | | |
| 0 | 188 | NATIONWIDE | Annuity | Payroll Deductions | \$691.00 | 3/26/2025 | Payroll Ending 3/22/2025 |
| | | | | Total this claim = | \$691.00 | | |
| 0 | 187 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 3/26/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | \$233.13 | | |
| 0 | 186 | PAYROLL | Operating Fund | Salary of Director | \$3,096.24 | 3/26/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$20,011.75 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | Total this claim = | \$23,571.19 | | |
| 0 | 184 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,775.37 | 3/26/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,454.97 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$340.28 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,454.97 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$340.28 | | |
| | | | | Total this claim = | \$5,365.87 | | |
| 0 | 183 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$479.12 | 3/26/2025 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$1,788.72 | | |
| | | | | Total this claim = | \$2,267.84 | | |
| 0 | 190 | INDIANA DEPARTMENT OF RE | State Tax Withheld | Payroll Deductions | \$1,660.66 | 3/26/2025 | March Withholding |
| | | | County Tax Withheld | Payroll Deductions | \$992.68 | | |
| | | | | Total this claim = | \$2,653.34 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------------|-------------------------------|--------------------|-------------|--|
| 0 | 165 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,754.59 | 3/12/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,442.76 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$337.43 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,442.76 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$337.43 | | |
| | | | | Total this claim = | <u>\$5,314.97</u> | | |
| 0 | 166 | PAYROLL | Operating Fund | Salary of Director | \$3,096.24 | 3/12/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$19,713.04 | | |
| | | | Operating Fund | Wages of Janitor | \$565.12 | | |
| | | | | Total this claim = | <u>\$23,374.40</u> | | |
| 0 | 162 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 3/10/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | <u>\$233.13</u> | | |
| 0 | 161 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$588.43 | 3/10/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$588.43</u> | | |
| 0 | 160 | GREATAMERICA FINANCIAL S | Operating Fund | Equipment/Rental | \$213.03 | 3/10/2025 | Toshiba Copier Lease and Copies, Elwood, Frankton, Summitville |
| | | | Operating Fund | Office Supplies | \$83.58 | | |
| | | | | Total this claim = | <u>\$296.61</u> | | |
| 0 | 159 | RICOH USA, INC | Operating Fund | Office Supplies | \$26.31 | 3/10/2025 | Charge for Copies from Elwood Indiana Room |
| | | | | Total this claim = | <u>\$26.31</u> | | |
| 0 | 158 | ELAN FINANCIAL SERVICES | Operating Fund | Operating Supplies | \$22.56 | 3/10/2025 | As per attached invoices. |
| | | | Operating Fund | Professional Meetings | \$334.00 | | |
| | | | Operating Fund | Summitville | \$20.00 | | |
| | | | Operating Fund | Technology Equipment | \$330.00 | | |
| | | | Operating Fund | Summitville Programing | \$3.14 | | |
| | | | Operating Fund | Elwood Children's Programing | \$73.90 | | |
| | | | Operating Fund | Elwood Adult Programing | \$2.26 | | |
| | | | Gift | Professional Services | \$23.00 | | |
| | | | Gift | Elwood Adult Programing | \$20.00 | | |
| | | | | Total this claim = | <u>\$828.86</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------|---------------------------|-------------------|-------------|--|
| 0 | 157 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$390.90 | 3/10/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$99.80 | | |
| | | | Operating Fund | Summitville AV | \$99.80 | | |
| | | | Operating Fund | Operating Supplies | \$88.98 | | |
| | | | Operating Fund | Elwood Adult | \$286.67 | | |
| | | | Gift | Frankton Programing | \$31.95 | | |
| | | | Operating Fund | Book Processing | \$14.42 | | |
| | | | Operating Fund | Summitville | \$27.85 | | |
| | | | | Total this claim = | <u>\$1,040.37</u> | | |
| 0 | 182 | UNITED HEALTHCARE | Operating Fund | Emp Cont Group Ins | \$5,793.81 | 3/26/2025 | Employee Health Insurance 4/1/25-4/30/25 |
| | | | Insurance | Payroll Deductions | \$582.06 | | |
| | | | | Total this claim = | <u>\$6,375.87</u> | | |
| 0 | 180 | ELAN FINCANCIAL SERVICES | Operating Fund | Telephone & Telegraph | \$1,200.00 | 3/26/2025 | As per attached invoices. |
| | | | Gift | Other | \$36.00 | | |
| | | | | Total this claim = | <u>\$1,236.00</u> | | |
| 0 | 164 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$478.51 | 3/12/2025 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$1,786.41 | | |
| | | | | Total this claim = | <u>\$2,264.92</u> | | |
| 0 | 181 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$1,395.05 | 3/26/2025 | Service for Elwood |
| | | | | Total this claim = | <u>\$1,395.05</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|----------------|------------------------------|-------------------|-------------|--|
| 0 | 191 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$594.25 | 3/26/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$254.58 | | |
| | | | Operating Fund | Summitville AV | \$254.58 | | |
| | | | Operating Fund | Book Processing | \$14.42 | | |
| | | | Operating Fund | Elwood Adult | \$96.96 | | |
| | | | Operating Fund | Elwood Adult | \$16.98 | | |
| | | | Operating Fund | Elwood Adult | \$196.52 | | |
| | | | Gift | Elwood Adult | \$17.79 | | |
| | | | Operating Fund | Operating Supplies | \$9.98 | | |
| | | | Operating Fund | Elwood Children's Programing | \$80.07 | | |
| | | | Operating Fund | Frankton Programing | \$109.29 | | |
| | | | Operating Fund | Frankton Programing | \$0.00 | | |
| | | | Operating Fund | Summitville Programing | \$0.00 | | |
| | | | | Total this claim = | <u>\$1,645.42</u> | | |
| 0 | 179 | AT&T | Operating Fund | Telephone & Telegraph | \$90.90 | 3/26/2025 | Service for Elwood & Summitville |
| | | | Operating Fund | Telephone & Telegraph | \$181.63 | | |
| | | | | Total this claim = | <u>\$272.53</u> | | |
| 0 | 192 | INDIANA DEPARTMENT OF W | Operating Fund | Employee Benefits | \$629.41 | 3/26/2025 | 1st Qtr SUTA 2025 |
| | | | | Total this claim = | <u>\$629.41</u> | | |
| 34684 | 139 | BAKER & TAYLOR | Operating Fund | Elwood Adult | \$1,119.27 | 3/10/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Childrens | \$549.95 | | |
| | | | Operating Fund | Elwood YA | \$256.34 | | |
| | | | Operating Fund | Frankton | \$878.03 | | |
| | | | Operating Fund | Summitville | \$628.92 | | |
| | | | | Total this claim = | <u>\$3,432.51</u> | | |
| 34685 | 140 | BAXTER PEST PROFESSIONA | Operating Fund | Professional Services | \$96.00 | 3/10/2025 | Quarterly pest treatment-Elwood, Frankton, Summitville |
| | | | Operating Fund | Professional Services | \$96.00 | | |
| | | | Operating Fund | Professional Services | \$96.00 | | |
| | | | | Total this claim = | <u>\$288.00</u> | | |
| 34686 | 141 | COLUMN SOFTWARE PBC | Operating Fund | Advertising & Public Notices | \$62.14 | 3/10/2025 | Public Notice Annual Financial Report |
| | | | | Total this claim = | <u>\$62.14</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------|------------------------------|-----------------|-------------|--|
| 34687 | 142 | DEMCO INC | Operating Fund | Book Processing | \$115.40 | 3/10/2025 | Book Processing-DVD cases, book tape, & book jackets |
| | | | | Total this claim = | <u>\$115.40</u> | | |
| 34688 | 143 | DISCOUNT PAPER PRODUCTS | Operating Fund | Office Supplies | \$72.99 | 3/10/2025 | Thermal Receipt Tape-Citizen's printer 50 roll |
| | | | | Total this claim = | <u>\$72.99</u> | | |
| 34689 | 144 | FIBERHAWK | Operating Fund | Telephone & Telegraph | \$20.00 | 3/10/2025 | Back up internet @ Frankton and Summitville |
| | | | Operating Fund | Telephone & Telegraph | \$10.00 | | |
| | | | | Total this claim = | <u>\$30.00</u> | | |
| 34690 | 145 | FRONTIER | Operating Fund | Telephone & Telegraph | \$203.88 | 3/10/2025 | Service for Frankton |
| | | | | Total this claim = | <u>\$203.88</u> | | |
| 34691 | 146 | INDIANA MEDIA GROUP | Operating Fund | Advertising & Public Notices | \$75.61 | 3/10/2025 | Public Notice Annual Financial Report |
| | | | | Total this claim = | <u>\$75.61</u> | | |
| 34692 | 147 | INDIANA-AMERICAN WATER C | Operating Fund | Water | \$24.35 | 3/10/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$24.35</u> | | |
| 34693 | 148 | MIDWEST TAPE, LLC | Operating Fund | Frankton AV | \$39.99 | 3/10/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood AV | \$39.99 | | |
| | | | Operating Fund | Summitville AV | \$49.99 | | |
| | | | | Total this claim = | <u>\$129.97</u> | | |
| 34694 | 149 | ORIENTAL TRADING COMPAN | Operating Fund | Summitville Programing | \$83.77 | 3/10/2025 | Summitville Craft Supplies |
| | | | | Total this claim = | <u>\$83.77</u> | | |
| 34695 | 150 | PITNEY BOWES BANK, INC. R | Operating Fund | Postage & UPS | \$100.00 | 3/10/2025 | Reserve Account Deposit 282574412 |
| | | | | Total this claim = | <u>\$100.00</u> | | |
| 34696 | 151 | RONALD RUSH | Operating Fund | Traveling Expense | \$114.66 | 3/10/2025 | Mileage 196 miles @ \$.585 = \$114.66 |
| | | | | Total this claim = | <u>\$114.66</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|--|--|--|-------------|--|
| 34697 | 152 | ROBY'S, INC. | Operating Fund | Professional Services | \$1,008.60 | 3/10/2025 | New faucet and water heater valve-Elwood east custodian closet |
| | | | | Total this claim = | <u>\$1,008.60</u> | | |
| 34698 | 153 | SARAH FOX | Operating Fund | Summitville Programing | \$10.47 | 3/10/2025 | Petty Cash |
| | | | | Total this claim = | <u>\$10.47</u> | | |
| 34699 | 154 | TOPS HOME CENTER | Operating Fund | Operating Supplies | \$62.97 | 3/10/2025 | Ice Melt-Elwood |
| | | | | Total this claim = | <u>\$62.97</u> | | |
| 34700 | 155 | VASEY COMMERCIAL, INC. | Operating Fund | Professional Services | \$1,329.00 | 3/10/2025 | Maintenance Contract-Elwood |
| | | | | Total this claim = | <u>\$1,329.00</u> | | |
| 34701 | 156 | ZAYO EDUCATION | St Technology Fund Gra Operating Fund | Telephone & Telegraph Telephone & Telegraph | \$1,182.92 \$280.92 | 3/10/2025 | VoIP and Internet |
| | | | | Total this claim = | <u>\$1,463.84</u> | | |
| 34702 | 167 | ODP BUSINESS SOLUTIONS, L | Operating Fund | Office Supplies | \$156.90 | 3/10/2025 | Copy Paper Elwood, Office Supplies Frankton |
| | | | | Total this claim = | <u>\$156.90</u> | | |
| 34703 | 168 | CITY OF ELWOOD UTILITIES | Operating Fund Operating Fund | Water Waste Disposal Services | \$150.87 \$216.20 | 3/26/2025 | Service for Elwood |
| | | | | Total this claim = | <u>\$367.07</u> | | |
| 34704 | 169 | COLLABORATIVE SUMMER LIB | Operating Fund | Elwood Children's Programing | \$499.25 | 3/26/2025 | Summer Reading Supplies-Elwood |
| | | | | Total this claim = | <u>\$499.25</u> | | |
| 34705 | 170 | DOLLAR GENERAL-REGIONS 4 | Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund | Elwood Children's Programing Elwood Adult Programing Frankton Programing Summitville Programing Cleaning & Sanitation Supplies Operating Supplies | \$0.00 \$0.00 \$21.40 \$30.85 \$0.00 \$0.00 | 3/26/2025 | As per attached invoices. |
| | | | | Total this claim = | <u>\$52.25</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------|--------------------------------|-------------------|-------------|--|
| 34706 | 171 | ELWOOD FIRE EQUIPMENT C | Operating Fund | Professional Services | \$540.00 | 3/26/2025 | Annual Fire Alarm Test, Wet & Dry Sprinkler Inspection |
| | | | | Total this claim = | <u>\$540.00</u> | | |
| 34707 | 172 | ELLSWORTH PROPERTY SER | Operating Fund | Professional Services | \$1,140.00 | 3/26/2025 | Snow Removal-Frankton Dec 24, Jan 25, Feb 25 |
| | | | | Total this claim = | <u>\$1,140.00</u> | | |
| 34708 | 173 | GORDON FOOD SERVICE, INC | Operating Fund | Elwood Adult Programing | \$61.33 | 3/26/2025 | AS Programming |
| | | | | Total this claim = | <u>\$61.33</u> | | |
| 34709 | 174 | MADISON COUNTY HISTORIC | Operating Fund | Frankton Programing | \$30.00 | 3/26/2025 | Stephen Jackson April 1 2025 "Old Films of Anderson" |
| | | | | Total this claim = | <u>\$30.00</u> | | |
| 34710 | 175 | STAPLES | Operating Fund | Office Supplies | \$51.64 | 3/26/2025 | Supplies Elwood & Summitville |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$189.72 | | |
| | | | Operating Fund | Operating Supplies | \$68.47 | | |
| | | | | Total this claim = | <u>\$309.83</u> | | |
| 34711 | 176 | TOWN OF FRANKTON | Operating Fund | Electricity | \$318.78 | 3/26/2025 | Service for Frankton |
| | | | Operating Fund | Water | \$37.94 | | |
| | | | Operating Fund | Waste Disposal Services | \$35.78 | | |
| | | | | Total this claim = | <u>\$392.50</u> | | |
| 34712 | 177 | TOWN OF SUMMITVILLE | Operating Fund | Waste Disposal Services | \$53.74 | 3/26/2025 | Service for Summitville |
| | | | Operating Fund | Waste Disposal Services | \$5.00 | | |
| | | | Operating Fund | Waste Disposal Services | \$14.79 | | |
| | | | | Total this claim = | <u>\$73.53</u> | | |
| 34713 | 178 | VICTORIA WALSER | Operating Fund | Elwood Adult | \$6.25 | 3/26/2025 | Petty Cash |
| | | | | Total this claim = | <u>\$6.25</u> | | |
| 34714 | 185 | PITNEY BOWES BANK, INC. R | Operating Fund | Postage & UPS | \$100.00 | 3/26/2025 | Reserve Account Deposit 282574412 |
| | | | | Total this claim = | <u>\$100.00</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|-------------|----------------|---------------|-------------|--------------------|
|-----------------------|---------------------|-------------------------|-------------|----------------|---------------|-------------|--------------------|

Total Amount of Claims **\$93,646.10**

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

Thursday, April 10, 2025

Kenneth A. Smith

Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____.

Kathy Small
Glenn Eddleman
Jaret Stover

Lanessa Watson

SIGNATURES OF GOVERNING BOARD

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

Policy and Instructions for Selling ~~REMOVE:Prints~~ ADD: Reproductions of Mr. Crim's Paintings

This policy and instructions follow the Resolution to Pursue Donations and Income by Protecting/Copyrighting Train Prints of Local Artist and then Selling Prints by and for North Madison County Public Library System adopted on June 13, 2022, and the Resolution to Fundraise for the North Madison County Public Library System Through the Sale of Prints Owned by the North Madison County Public Library System adopted on September 12, 2022.

The Library will sell postcards, prints and other miscellaneous items using captured art from Mr. Crim's copyrighted paintings for fundraising purposes. The Library will stock postcards to sell all year round. For prints and other miscellaneous items (puzzles, coffee mugs, key chains), the Library will sell prints on demand.

The instructions for daily collections are to be followed for the sale of postcards, prints and miscellaneous items.

ADD: Any existing and future items sold using a print or reproduction of Marvin Crim's artwork will be sold at a 35% increase from the vendor's cost to the library. This percentage increase will be evaluated at least once at the beginning of each year. If there is a significant vendor cost increase during any year, this document will be revisited by the Library Board of Trustees.

The individual prices for prints, postcards, t-shirts, sweatshirts, hoodies and any other additional items can be found in the Services Fees policy.

*Marvin Crim and employees may purchase items at cost plus tax. All purchases will be charged with sales tax.

Signature

Date

Adopted – 10/10/2022, Revised 3/13/23, Revised 4/14/2025

Postcards: \$1.00 for 3.5X5
\$1.50 for 5X7

Prints:

| Small | Medium | Large | Railroad Ess. |
|--------------|----------------|----------------|----------------|
| 8 x 10 - \$7 | 11 x 14 - \$12 | 16 x 20 - \$22 | 8 x 8 - \$7 |
| 8 x 12 - \$7 | 12 x 18 - \$16 | 16 x 24 - \$25 | 12 x 12 - \$12 |
| | | | 20 x 20 - \$22 |

Packaging and Postage for prints: \$2.00

T-Shirts:

| Short Sleeve: | Long Sleeve: |
|------------------------------------|------------------------------------|
| \$16 for sizes small through large | \$20 for sizes small through large |
| \$19 for extra large sizes | \$23 for extra large sizes |

Sweatshirts:

| Crew neck Sweatshirt: | Hoodie: |
|------------------------------------|--------------------------------|
| \$31 for sizes small through large | \$36 sizes small through large |
| \$34 for extra large sizes | \$39 for extra large sizes |

Packaging and Postage for up to two T-shirts: \$6.50

This section is not part of policy. For Mr. Crim and employee reference.

Marvin Crim and Employees costs

Postcards*

3.5 x 5 - \$0.69

5 x 7 - \$0.99

Prints*

| Small | Medium | Large | Railroad Ess. |
|-----------------|-----------------|-----------------|-----------------|
| 8 x 10 - \$4.99 | 11 x 14 \$8.80 | 16 x 20 \$15.99 | 8 x 8 \$5.09 |
| 8 x 12 - \$5.09 | 12 x 18 \$11.99 | 16 x 24 \$18.39 | 12 x 12 \$8.80 |
| | | | 20 x 20 \$15.90 |

*Plus tax

Costs for mailing postcards

3.5 X 5 - \$.48 5 X 7 - \$.60

Subject: URGENT: Protect Library and Museum Funding--Oppose Elimination of IMLS

Dear [Rep],

I am writing to strongly oppose the executive order calling for the elimination of the Institute of Museum and Library Services (IMLS).

This agency is vital to libraries, museums, archives, and the communities that access them across Indiana, which provide essential funding for literacy programs, public internet access, historical preservation, and workforce development.

Without IMLS, rural and underserved libraries will lose critical resources, job training programs will disappear and cultural institutions will struggle to preserve our history.

These cuts disproportionately harm children, seniors, job seekers, the disabled, and students who rely on these services daily.

Hoosiers utilize services such as Inspire, Evergreen, Info Express, WorldCat, and the Indiana Digital library for their information needs every single day, all of which are funded by IMLS. Additionally, specialized services such as materials for the blind, visually impaired and textually impaired are all funded through IMLS. This is just a small number of the services IMLS directly provides to all Hoosiers.

I urge you to publicly oppose this action and support legislation to protect IMLS funding and its existence as a fundamental service. Please stand with our libraries and museums by fighting for this indispensable institution.

Thank you for your time and commitment to our communities.

Name

Address

Contact Information

InfoExpress Charges

Elwood - \$5,524 4 days per week

Summitville - \$1,586 1 day per week

Frankton - \$1,586 – 1day per week

\$8696 – total

Evergreen Indiana

\$7,920 per year based on Operating Expenditures

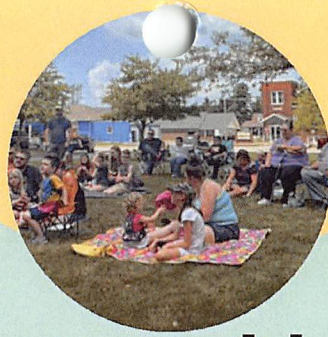
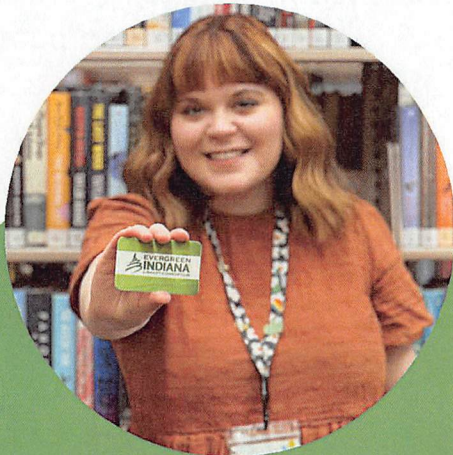
Indiana Digital Library –Libby App

\$3000 in 2024

Only billed \$1500 for the first part of the year for 2025. Assuming the last part of the year will be significantly more.

About

The services (and many more) listed in this brochure are all supported by grant funds through the Federal Institute for Museum and Library Services (IMLS). The 3/14/25 Presidential Executive Order calls for the defunding of IMLS.

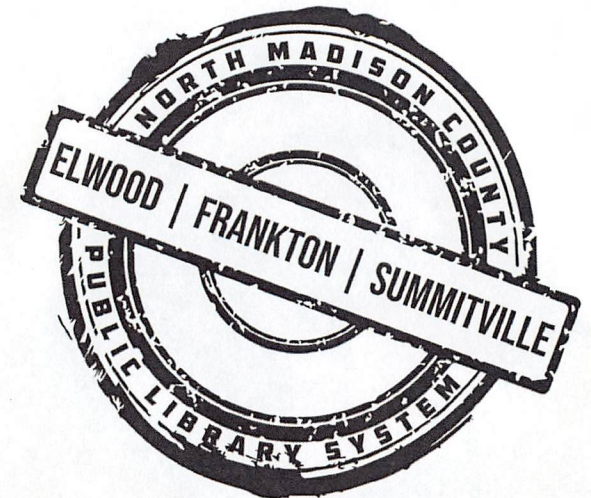


What could you lose access to in the future?

- Evergreen Indiana
 - You have access to over 130 libraries!
- Libby
 - Almost 500 of our patrons use Libby!
- Info Express
 - We receive materials for patrons every week!
- INSPIRE -
<https://inspire.in.gov/>
- WorldCat -
search.worldcat.org
- Books and Materials for the Blind, Visually Impaired, and People with Print Disabilities
- And more!

Federally Funded NMCPLS Services

What's next for our libraries?



Ways You Can Help

1. Contact Your Elected Officials

a. Senator Todd Young - (317) 226-6700

or (202) 224-5623

a. Senator Jim Banks - (260) 321-7130

or (202) 224-4814

2. Get and Use Your Library Card

3. Attend Library Events

4. Engage With Us On Social Media

a. Facebook

b. Instagram

c. X (Twitter)

d. TikTok

5. Make a Donation. They are never expected but always appreciated.



Contact US



elwood.lib.in.us



Elwood
765-552-5001

Frankton
765-551-4140

Summitville
765-536-2335



Find us on Facebook,
Instagram, X, and TikTok



**"The only thing that
you absolutely have to
know, is the location of
the library."**

-Albert Einstein

Indiana Library Federation Statement to the Library Community Regarding the Defunding of the Institute of Museum and Library Services (IMLS) by the executive order dated March 14, 2025

The Indiana Library Federation opposes the proposed defunding of the Institute of Museum and Library Services (IMLS) as it represents a devastating blow to libraries across the nation, including those here in Indiana. IMLS funding is not merely a line item in a budget; it is a lifeline that sustains essential services and resources vital to Hoosiers of all ages. This comes at a time when literacy programming is already being cut at the state level.

In Indiana, IMLS funding directly supports critical infrastructure and programs that benefit every resident.

STATEWIDE RESOURCE SHARING:

- **INSPIRE:** A statewide collection of databases providing access to invaluable research materials to students and the general public. These databases are essential for Indiana's institutions of higher learning and workforce development.
- **Evergreen Indiana:** A collaboration of Indiana libraries that empowers materials sharing especially in rural areas, and provides efficient technology services including a shared catalog system, and access to collections that facilitates interlibrary loan.
- **Info Express:** A vital courier service that facilitates the rapid and cost-effective transportation of interlibrary loan materials across the state, ensuring equitable access for all Hoosiers.
- **WorldCat:** A global cataloging database that enables libraries to share resources, improving efficiency and access to information.
- **Indiana Digital Library:** A statewide digital library providing ebooks for Indiana libraries via the Libby App.

SPECIALIZED SERVICES:

- **Books and Materials for the Blind, Visually Impaired, and People with Print Disabilities:** Funding that ensures individuals with visual impairments and print disabilities have access to accessible reading materials and resources.
- **Indiana History Digitization:** Preserving Hoosier history including Indiana Memory and Hoosier Chronicles.
- **Office of Professional Development:** Provides training for Hoosier library directors and staff in order to provide high quality library services throughout the state. Library Board of Trustees are trained to ensure accountability over budgets and services.

[Type here]

Libraries are places where all Hoosiers are welcome, where anyone can access the information and resources they need to thrive. The executive order calling for the elimination of IMLS funding would decimate essential services, limiting access to information, educational resources, and community support for countless Hoosiers. This defunding would disproportionately impact vulnerable populations, including students, seniors, individuals with disabilities, and those in rural areas.

We, the library community, cannot stand idly by while these vital resources are threatened. We must act now to protect the future of libraries and the communities they serve.

Call to Action:

The Indiana Library Federation urges all library supporters—patrons, staff, volunteers, and community members—to take immediate action. Contact your Indiana Senators and Representatives to express your strong opposition to the defunding of the IMLS.

Please contact:

- Senator Todd Young - Online Form <https://www.young.senate.gov/contact/email-todd/> (317) 226-6700 or (202) 224-5623
- Senator Jim Banks - Online Form <https://www.banks.senate.gov/share-your-opinion/> (260) 321-7130 or (202) 224-4814
- Your Representative in the US House of Representatives <https://www.house.gov/representatives/find-your-representative>

[Type here]

IMLS Funding Cuts Will Directly Impact Hoosiers



Card catalog at the Indiana State Library.

The Indiana Library Federation opposes the proposed defunding of the Institute of Museum and Library Services (IMLS) as it represents a devastating blow to libraries across the nation, including those here in Indiana. IMLS funding is not merely a line item in a budget; it is a lifeline that sustains essential services and resources vital to Hoosiers of all ages. This comes at a time when literacy programming is already being cut at the state level.

In 2024, Indiana received \$3,589,863.00 in grants provided by IMLS to fund essential statewide and local library materials and services.

Data Retrieved from <https://www.imls.gov/find-funding/funding-opportunities/grants-state/state-profiles/indiana>

Take Action:

Contact Federal Legislators:

Senator **Todd Young**
(317) 226-6700

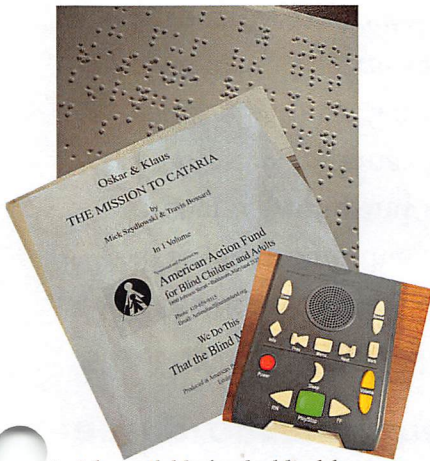
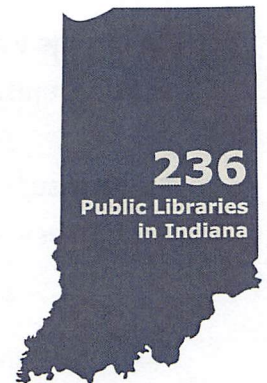
Senator **Jim Banks**
(260) 321-7130

Your US Representative
Find Here
<http://bit.ly/41zUYiz>

Hoosiers VALUE Libraries

Indiana residents use libraries to thrive. Eliminating IMLS funding would decimate essential services, limiting access to information, educational resources, and community support for countless Hoosiers. Defunding would disproportionately impact vulnerable populations, including students, seniors, individuals with disabilities, and those in rural areas.

- 21,491,630 total library visits annually
- 39,000,000 physical materials checked out
- 15,000,000 digital materials checked out
- >20,000,000 physical books available
- 20,000,000 wifi uses
- 2,400,000 computer uses
- 117,000 programs hosted



Materials available for the blind from the Indiana State Library.

Data Retrieved from the Indiana State Library's Annual Report of Public Library Use - 2023

In Indiana, IMLS funding directly supports critical infrastructure and programs that benefit every resident.

STATEWIDE RESOURCE SHARING:

- **INSPIRE:** A statewide collection of databases providing access to invaluable research materials to students and the general public. These databases are essential for Indiana's institutions of higher learning and workforce development.
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- **Office of Professional Development:** Provides training for Hoosier library directors and staff in order to provide high quality library services throughout the state. Library Board of Trustees are trained to ensure accountability over budgets and services.



InfoExpress delivery from Porter County Public Library System to Evergreen consortium members throughout Indiana. Library patrons can use inter library loan to share resources and maximize budget savings.

SERVICE FEES

Photocopies and computer copies: \$.20 per side for black and white copies
 \$.20 per side for color copy
 The library reserves the right to limit the number of copies and to restrict the kind of paper used.
 10 copies free of charge per day. Add: The library will only supply standard copy paper. No specialty papers such as cardstock or photopaper will be available.

3D Printing \$.05 per gram (of objects weight) Typical prints range in price from 30 cents to \$1.50 For more information refer to the 3D Printing Policy and Procedures

Fax: To send: \$1.00 for the first page/\$0.20 for each additional page
To receive: \$0.20 for each page
International: \$10.00 Flat Fee
Government: Faxes sent to local, state or federal government agencies are free of charge

Scan and/or e-mail: Free of charge

Transparencies: \$0.35 each

Lamination fees: \$0.10 per inch for roll lamination
 \$0.50 for 2 ½ x 4 pouch
 \$1.00 for pouches up to 11" x 14"

Postcards: \$1.00 for 3.5X5
 \$1.50 for 5X7

| | | | | |
|----------------|---------------------|-----------------------|-----------------------|-----------------------|
| Prints: | <u>Small</u> | <u>Medium</u> | <u>Large</u> | <u>Railroad Ess.</u> |
| | 8 x 10 - \$7 | 11 x 14 - \$12 | 16 x 20 - \$22 | 8 x 8 - \$7 |
| | 8 x 12 - \$7 | 12 x 18 - \$16 | 16 x 24 - \$25 | 12 x 12 - \$12 |
| | | | | 20 x 20 - \$22 |

| | | |
|------------------|------------------------------------|------------------------------------|
| T-Shirts: | Short Sleeve: | Long Sleeve: |
| | \$16 for sizes small through large | \$20 for sizes small through large |
| | \$19 for extra large sizes | \$23 for extra large sizes |

| | | |
|---------------------|------------------------------------|--------------------------------|
| Sweatshirts: | Crew neck Sweatshirt: | Hoodie: |
| | \$31 for sizes small through large | \$36 sizes small through large |
| | \$34 for extra large sizes | \$39 for extra large sizes |

Adopted 12/8/2008 | Revised 08/12/2009 | Revised 05/13/2013 | Revised 4/9/2018 | Revised 8/12/2024 |
Revised 9/9/2024 | Revised 10/14/2024 | Revised 02/10/2025 | Revised 04/14/2025

MULTI TRANSMISSION REPORT

TIME : 04-10-2025 09:50
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 722
DATE : 04.10 09:47
DOCUMENT PAGES : 1
START TIME : 04.10 09:47
END TIME : 04.10 09:50

SUCCESSFUL
ADDRESS BOOK

| | |
|------|------------------|
| 0002 | Call-Leader |
| 0003 | Herald Bulletin |
| 0006 | Frankton Library |
| 0007 | Sville Library |

UNSUCCESSFUL

Agenda

April 14, 2025

North Madison County Public Library System
Board of Trustees

~~Ralph E. Hazelbaker Library~~

Regular Meeting

~~4:30 P.M.~~

Call to Order
Call for Quorum
Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
Old Business
New Business
 1. Policy and Instructions for Selling Prints of Mr. Crim's Paintings
 2. Loss of Federal Funding and NMCPLS Services
Director's Report
Public Comment
Adjournment

Agenda

May 12, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel Report

Old Business

1. Safety Deposit Box

New Business

1. Health Insurance Renewal
2. Yearly Review of Internet Policy and Wireless Internet Policy
3. Service Fees Policy
4. Administrative Assistant Wages

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
May 12, 2025
4:30 PM

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on May 12, 2025 at the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Mike Bomholt, Kenny Giselbach, Lisa Hobbs, Kathy Small, and Janet Stover. Also in attendance were Director Jamie Scott and Administrative Assistant Sarah Huffman.

CONSENT AGENDA

Kathy Small moved to approve the consent agenda. Janet Stover seconded and the motion carried. The members signed the minutes and claims register. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

Safety Deposit Box

President Eddleman and Sarah Huffman met at STAR Financial Bank to access the contents of the safety deposit box. The contents included photocopies of dated software licenses, a disaster recovery plan, and lease agreements from the Elwood building and former Frankton building. It was determined that the contents were either dated, or can be stored in an existent cloud storage space. It was also determined that the Historical Database on the Elwood server should be backed up and stored on external storage in a safe at each branch.

NEW BUSINESS

Health Insurance Renewal

Sarah Huffman detailed the renewal option to maintain coverage with current provider United HealthCare at a 7% cost increase. Changing coverage to Anthem was also presented at a 2% reduction in cost. The Board discussed the difference in coverage and considered opinions shared by staff. It was proposed that staff be offered a voluntary dental and vision coverage option fully funded by the employees at a rate of \$49.25 per month. Kenny Giselbach made a motion to renew healthcare with Anthem and allow an option for employee funded dental and vision care. Kathy Small seconded and the motion carried.

Internet Policy

An updated Public Access Computer policy was presented with the following changes:
Add: for printouts, as outlined in the Service Fees. Remove: of ten (\$.10) cents per black and white copy and forty (\$.40) cents per color copy if the patron

wishes to print his work. Remove: Children under the age of 18 will not be allowed to use the computers located in the Indiana Room unless accompanied by a parent or guardian.

The proposed changes were made as the information was outdated or not applicable. Lisa Hobbs made a motion to accept the policy as proposed. Janet Stover seconded and the motion carried.

Wireless Internet Policy

An updated Wireless Internet Policy was presented with the following change:

Remove: Printing access is available via the wireless connection.

The proposed change was made as the information was not applicable. Lisa Hobbs made a motion to accept the policy as proposed. Mike Bomholt seconded and the motion carried.

Services Fees

An updated Wireless Internet Policy was presented with the following change:

Remove: 10 copies free of charge per day.

It was determined that as of April 2025, the cost of materials and the lease of the copiers exceeded the amount received for photocopies. The library was now operating a loss of revenue on photocopies. After discussion at a manager's meeting, the suggestion was made to no longer allow free photocopies. Janet Stover made a motion to accept the updated Service Fees. Kathy Small seconded and the motion carried.

Administrative Assistant Wages

As per the most recent audit response, it was suggested that the Board vote on the Administrative Assistant's salary, as it was not voted upon when Sarah took on the position in September 2024. There was also discussion of the Director's salary in relation to Federal Minimum exempt employee requirements. It was determined that would be tabled for a later meeting. Kathy Small made a motion to accept the Administrative Assistant's pay at the current salary of \$63,957.60 per year. Mike Bomholt seconded and the motion carried.

DIRECTOR'S REPORT

Director Scott shared with the members present that a print of a painting was donated by Kyle Hildman's grandmother. The artist is Connecticut artist, Eric Sloan. The final disposition of the donation is unknown.

The Board was also informed that E-Rate funding, which covers 80% of the cost of high-speed internet was approved at a higher bandwidth tier. This allows room for an increase in internet service. The commitment decision totals \$86,208. That amount of money does have to be appropriated in a fund to cover internet costs in the event that the funding would fall through.

Director Scott shared that an unacceptable patron comment to Elwood staff prompted a letter from her to the patron regarding their behavior.

Director Scott shared that all branches are preparing for Summer Reading Program.

PUBLIC COMMENT

Mike Bomholt shared that the Optimist Club will be donating \$300 to the Elwood Youth Summer Reading Program. Tori will be speaking at the Optimist Club Meeting on June 5th on behalf of the library, and accepting the check.

Zina Bartle, Eco-System Navigator from the Indiana Small Business Development Center addressed the room. Zina explained that they work with entrepreneurs and organizations that support entrepreneurs to meet small business needs. This could be making connections for advising, business plans, market research, etc. They also offer workshops for organizations like the library to assist with fostering small business and entrepreneurship. All these services are offered at no cost.

ADJOURNMENT

President Eddleman adjourned the meeting by consent.

| | |
|----------------------|---|
| <u>Janet Stover</u> | <u>Kathy Small, Secretary</u> Kathy Small, Secretary |
| <u>Mike Bomholt</u> | <u>Angela O'Donnell</u> |
| <u>Denn Eddleman</u> | <u>Kenzy Smith</u> |
| | <u>Lisa Atchler</u> |

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Elwood Public Library
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May 12, 2025
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old-Corrected added

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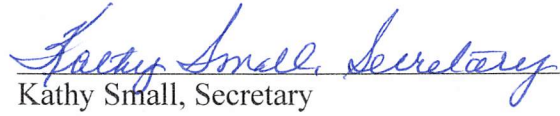

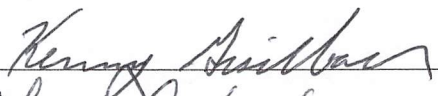
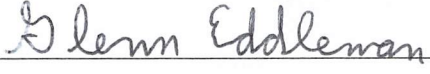
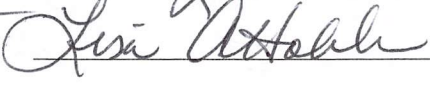
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ADJOURNMENT

President Eddleman adjourned the meeting by consent.

| | |
|--|--|
|  _____ |  _____ |
|  _____ |  _____ |
|  _____ |  _____ |

Register Of Claims

North Madison County Public Library System

Report Date: From **4/1/2025** To **4/30/2025**

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|----------------|--------------|------------------------|----------------------------------|--|---------------------------|-----------|---|
| 0 | 227 | RICOH USA, INC | Operating Fund | Office Supplies | \$10.74 | 4/14/2025 | Charge for Copies from Elwood Indiana Room |
| | | | | | Total this claim = | | |
| | | | | | <u>\$10.74</u> | | |
| 0 | 204 | NATIONWIDE | Annuity | Payroll Deductions | \$691.00 | 4/9/2025 | Payroll Ending 4/5/2025 |
| | | | | | Total this claim = | | |
| | | | | | <u>\$691.00</u> | | |
| 0 | 248 | AFLAC | AFLAC | Payroll Deductions | \$313.38 | 4/23/2025 | Withholding for April 2025 |
| | | | | | Total this claim = | | |
| | | | | | <u>\$313.38</u> | | |
| 0 | 203 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 4/9/2025 | In Def Comp Matching Plan-Robertson |
| | | | | | Total this claim = | | |
| | | | | | <u>\$233.13</u> | | |
| 0 | 223 | AT&T | Operating Fund Operating Fund | Telephone & Telegraph Telephone & Telegraph | \$181.63 \$94.44 | 4/14/2025 | Service for Elwood & Summitville |
| | | | | | Total this claim = | | |
| | | | | | <u>\$276.07</u> | | |
| 0 | 224 | AVC TECHNOLOGY CORPORA | Operating Fund | Professional Services | \$720.00 | 4/14/2025 | 2nd Qtr Accounting & Payroll Support/Cloud Backup |
| | | | | | Total this claim = | | |
| | | | | | <u>\$720.00</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------------|------------------------------|--------------------|-------------|--|
| 0 | 205 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$701.41 | 4/9/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$238.77 | | |
| | | | Operating Fund | Summitville AV | \$238.77 | | |
| | | | Operating Fund | Technology Equipment | \$79.92 | | |
| | | | Operating Fund | Elwood Adult | \$228.96 | | |
| | | | Operating Fund | Operating Supplies | \$347.70 | | |
| | | | Operating Fund | Elwood YA | \$0.00 | | |
| | | | Operating Fund | Frankton | \$3.99 | | |
| | | | Operating Fund | Summitville | \$0.00 | | |
| | | | Operating Fund | Elwood Children's Programing | \$0.00 | | |
| | | | Operating Fund | Elwood Adult Programing | \$8.99 | | |
| | | | Operating Fund | Frankton Programing | \$0.00 | | |
| | | | Operating Fund | Summitville Programing | \$0.00 | | |
| | | | | Total this claim = | <u>\$1,848.51</u> | | |
| 0 | 226 | PITNEY BOWES GLOBAL FINA | Operating Fund | Equipment/Rental | \$135.99 | 4/14/2025 | 2nd Qtr postage meter lease |
| | | | | Total this claim = | <u>\$135.99</u> | | |
| 0 | 228 | GREATAMERICA FINANCIAL S | Operating Fund | Equipment/Rental | \$213.03 | 4/14/2025 | Toshiba Copier Lease and Copies, Elwood, Frankton, Summitville |
| | | | Operating Fund | Office Supplies | \$167.44 | | |
| | | | | Total this claim = | <u>\$380.47</u> | | |
| 0 | 229 | AUTO-OWNERS INSURANCE | Operating Fund | Insurance | \$200.00 | 4/14/2025 | Commercial Crime Policy, Fidelity Bond \$200 for both Treasurer's |
| | | | Operating Fund | Official Bonds | \$200.00 | | |
| | | | | Total this claim = | <u>\$400.00</u> | | |
| 0 | 202 | PAYROLL | Operating Fund | Salary of Director | \$3,096.24 | 4/9/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$19,548.88 | | |
| | | | Operating Fund | Wages of Janitor | \$466.10 | | |
| | | | | Total this claim = | <u>\$23,111.22</u> | | |
| 0 | 201 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,752.47 | 4/9/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,426.45 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$333.62 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,426.45 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$333.62 | | |
| | | | | Total this claim = | <u>\$5,272.61</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|--|---|--|-------------|--|
| 0 | 200 | INDIANA PUBLIC RETIREMENT | PERF Operating Fund | Empl.Share FICA&Medicare Emp Cont PERF | \$479.12 \$1,788.72 | 4/9/2025 | PERF Deposit |
| | | | | Total this claim = | \$2,267.84 | | |
| 0 | 199 | CENTERPOINT ENERGY | Operating Fund Operating Fund Operating Fund | Gas Gas Gas | \$572.80 \$230.14 \$125.39 | 4/9/2025 | Service for Elwood, Frankton, Summitville-Gas |
| | | | | Total this claim = | \$928.33 | | |
| 0 | 247 | INDIANA DEPARTMENT OF RE | State Tax Withheld County Tax Withheld | Payroll Deductions Payroll Deductions | \$1,638.57 \$976.09 | 4/23/2025 | April Withholding |
| | | | | Total this claim = | \$2,614.66 | | |
| 0 | 225 | INDIANA MICHIGAN POWER C | Operating Fund Operating Fund | Electricity Electricity | \$535.11 \$1,679.16 | 4/14/2025 | Service for Elwood & Summitville |
| | | | | Total this claim = | \$2,214.27 | | |
| 0 | 246 | PAYROLL | Operating Fund Operating Fund Operating Fund | Salary of Director Salary of Assistants Wages of Janitor | \$3,096.24 \$19,538.51 \$463.20 | 4/23/2025 | PAYROLL |
| | | | | Total this claim = | \$23,097.95 | | |
| 0 | 238 | ELAN FINANCIAL SERVICES | Operating Fund Gift Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund | Operating Supplies Other Techology Software Elwood Children's Programing Frankton Programing Summitville Programing Summitville | \$85.96 \$45.35 \$1,215.84 \$113.89 \$100.63 \$17.14 \$60.00 | 4/23/2025 | As per attached invoices. |
| | | | | Total this claim = | \$1,638.81 | | |
| 0 | 239 | UNITED HEALTHCARE | Operating Fund Insurance | Emp Cont Group Ins Payroll Deductions | \$5,791.10 \$582.06 | 4/23/2025 | Employee Health Insurance 5/1/25- 5/31/25 |
| | | | | Total this claim = | \$6,373.16 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------------|-------------------------------|-------------------|-------------|--|
| 0 | 240 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$210.67 | 4/23/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$95.33 | | |
| | | | Operating Fund | Summitville AV | \$95.33 | | |
| | | | Operating Fund | Technology Equipment | \$26.66 | | |
| | | | Operating Fund | Elwood Adult | \$10.34 | | |
| | | | Operating Fund | Operating Supplies | \$46.98 | | |
| | | | Operating Fund | Elwood YA | \$0.00 | | |
| | | | Operating Fund | Frankton | | | |
| | | | Operating Fund | Summitville | \$0.00 | | |
| | | | Operating Fund | Elwood Children's Programing | \$0.00 | | |
| | | | Gift | Elwood Adult Programing | \$102.20 | | |
| | | | Operating Fund | Frankton Programing | \$66.42 | | |
| | | | Operating Fund | Summitville Programing | \$0.00 | | |
| | | | | Total this claim = | \$653.93 | | |
| 0 | 245 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,746.04 | 4/23/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,425.62 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$333.42 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,425.62 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$333.42 | | |
| | | | | Total this claim = | \$5,264.12 | | |
| 0 | 241 | NATIONWIDE | Annuity | Payroll Deductions | \$691.00 | 4/23/2025 | Payroll Ending 4/19/2025 |
| | | | | Total this claim = | \$691.00 | | |
| 0 | 242 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 4/23/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | \$233.13 | | |
| 0 | 244 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$479.12 | 4/23/2025 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$1,788.72 | | |
| | | | | Total this claim = | \$2,267.84 | | |
| 34715 | 193 | HUMPHRIES AUTOMOTIVE SE | Operating Fund | Professional Services | \$200.00 | 4/9/2025 | Snow removal and salting 2/12 2/13 2/16 2/20 Summitville |
| | | | | Total this claim = | \$200.00 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|--|--|------------------------------|-------------|---|
| 34716 | 194 | INDIANA-AMERICAN WATER C | Operating Fund | Water | \$24.35 | 4/9/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$24.35</u> | | |
| 34717 | 195 | INDIANA STATE LIBRARY | PLAC | Other | \$70.00 | 4/9/2025 | 1st Qtr PLAC |
| | | | | Total this claim = | <u>\$70.00</u> | | |
| 34718 | 196 | MICHAEL ROBERTSON | Insurance | Payroll Deductions | \$285.18 | 4/9/2025 | Payroll Deduction Reimbursement after employee group insurance cancellation |
| | | | | Total this claim = | <u>\$285.18</u> | | |
| 34719 | 197 | RONALD RUSH | Operating Fund | Traveling Expense | \$167.31 | 4/9/2025 | Mileage 286 miles @ \$.585 =\$167.31 |
| | | | | Total this claim = | <u>\$167.31</u> | | |
| 34720 | 198 | SARAH FOX | Operating Fund | Summitville Programing | \$26.80 | 4/9/2025 | Petty Cash |
| | | | | Total this claim = | <u>\$26.80</u> | | |
| 34721 | 206 | ZAYO EDUCATION | St Technology Fund Gra Operating Fund | Telephone & Telegraph Telephone & Telegraph | \$1,182.92 \$280.92 | 4/14/2025 | VoIP and Internet |
| | | | | Total this claim = | <u>\$1,463.84</u> | | |
| 34722 | 207 | USI, INC | Operating Fund | Office Supplies | \$151.62 | 4/14/2025 | Laminating Pouches and Carriers |
| | | | | Total this claim = | <u>\$151.62</u> | | |
| 34723 | 208 | STAPLES | Operating Fund Operating Fund Operating Fund | Office Supplies Cleaning & Sanitation Supplies Frankton Programing | \$42.02 \$87.87 \$7.91 | 4/14/2025 | Operating , Office, and Programming Supplies |
| | | | | Total this claim = | <u>\$137.80</u> | | |
| 34724 | 209 | ROEING IT SOLUTIONS | Operating Fund | Professional Services | \$156.25 | 4/14/2025 | Remote IT Support |
| | | | | Total this claim = | <u>\$156.25</u> | | |
| 34725 | 210 | OVERDRIVE, INC | Operating Fund | Ebook Services | \$1,500.00 | 4/14/2025 | Content Purchase January-June 2025 |
| | | | | Total this claim = | <u>\$1,500.00</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|-------------------|---------------------------|-------------------|-------------|--|
| 34726 | 211 | MIDWEST TAPE, LLC | Operating Fund | Frankton AV | \$231.95 | 4/14/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood AV | \$95.98 | | |
| | | | Operating Fund | Summitville AV | \$143.97 | | |
| | | | | Total this claim = | \$471.90 | | |
| 34727 | 212 | MADISON COUNTY TREASUR | Operating Fund | Taxes | \$10.00 | 4/14/2025 | Special Tax Assessment-Sewer, drainage, ditch adjustment |
| | | | Operating Fund | Taxes | \$37.50 | | |
| | | | | Total this claim = | \$47.50 | | |
| 34728 | 213 | MADISON COUNTY HISTORIC | Operating Fund | Summitville Programing | \$30.00 | 4/14/2025 | Stephen Jackson Apr 17th Summitville Program |
| | | | | Total this claim = | \$30.00 | | |
| 34729 | 214 | FRONTIER | Operating Fund | Telephone & Telegraph | \$199.57 | 4/14/2025 | Service for Frankton |
| | | | | Total this claim = | \$199.57 | | |
| 34730 | 215 | FIBERHAWK | Operating Fund | Telephone & Telegraph | \$20.00 | 4/14/2025 | Back up internet for Frankton |
| | | | | Total this claim = | \$20.00 | | |
| 34731 | 216 | INDIANA STATE LIBRARY | Evergreen Indiana | Other | \$9.75 | 4/14/2025 | 1st Qtr Evergreen Patron Payment Reconciliation |
| | | | | Total this claim = | \$9.75 | | |
| 34732 | 217 | EVERGREEN IN-ISL FOUNDATI | Operating Fund | Techology Software | \$371.74 | 4/14/2025 | Wowbrary License |
| | | | | Total this claim = | \$371.74 | | |
| 34733 | 218 | EBSCO | Operating Fund | Databases | \$3,658.00 | 4/14/2025 | NoveList Plus, NoveList K-8 Plus, MyHeritage Library Edition |
| | | | | Total this claim = | \$3,658.00 | | |
| 34734 | 219 | DEMCO INC | Operating Fund | Book Processing | \$241.14 | 4/14/2025 | Book Processing-DVD cases & book tape |
| | | | | Total this claim = | \$241.14 | | |
| 34735 | 220 | COLLABORATIVE SUMMER LIB | Gift | Summitville Programing | \$304.22 | 4/14/2025 | Summer Reading Supplies-Summitville |
| | | | | Total this claim = | \$304.22 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------|------------------------------|-------------------|-------------|---|
| 34736 | 221 | BAKER & TAYLOR | Operating Fund | Elwood Adult | \$651.74 | 4/14/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Childrens | \$294.75 | | |
| | | | Operating Fund | Elwood YA | \$111.94 | | |
| | | | Operating Fund | Frankton | \$624.77 | | |
| | | | Operating Fund | Summitville | \$547.42 | | |
| | | | | Total this claim = | <u>\$2,230.62</u> | | |
| 34737 | 222 | JAMIE B. SCOTT | Gift | Other | \$5.99 | 4/14/2025 | Petty Cash-Frankton |
| | | | Gift | Frankton Programing | \$22.61 | | |
| | | | Operating Fund | Frankton Programing | \$17.50 | | |
| | | | | Total this claim = | <u>\$46.10</u> | | |
| 34738 | 230 | DEMCO INC | Operating Fund | Operating Supplies | \$104.55 | 4/23/2025 | Book Easels for Elwood AS |
| | | | | Total this claim = | <u>\$104.55</u> | | |
| 34739 | 231 | DOLLAR GENERAL-REGIONS 4 | Operating Fund | Summitville Programing | \$22.30 | 4/23/2025 | Programming Supplies-Summitville |
| | | | | Total this claim = | <u>\$22.30</u> | | |
| 34740 | 232 | INDIANA MEDIA GROUP | Operating Fund | Advertising & Public Notices | \$75.61 | 4/23/2025 | Public Notice Annual Financial Report- Republished error |
| | | | | Total this claim = | <u>\$75.61</u> | | |
| 34741 | 233 | NICK HAULTER | Operating Fund | Professional Services | \$100.00 | 4/23/2025 | Lawn Care Summitville 4/10/25 4/17/2025 |
| | | | | Total this claim = | <u>\$100.00</u> | | |
| 34742 | 234 | MICHAEL ROBERTSON | Operating Fund | Traveling Expense | \$370.89 | 4/23/2025 | Travel expense 634 miles @ \$.585 = \$370.89 |
| | | | | Total this claim = | <u>\$370.89</u> | | |
| 34743 | 235 | ROBY'S, INC. | Operating Fund | Professional Services | \$157.10 | 4/23/2025 | Summitville-Men's room sink handle repair |
| | | | | Total this claim = | <u>\$157.10</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|----------------|-------------------------|---------------|-------------|---|
| 34744 | 236 | TOWN OF SUMMITVILLE | Operating Fund | Water | \$0.00 | 4/23/2025 | Service for Summitville |
| | | | Operating Fund | Waste Disposal Services | \$53.74 | | |
| | | | Operating Fund | Waste Disposal Services | \$5.00 | | |
| | | | Operating Fund | Waste Disposal Services | \$14.79 | | |
| | | | | | | | |
| 34745 | 237 | VASEY COMMERCIAL, INC. | Operating Fund | Professional Services | \$634.92 | 4/23/2025 | Elwood-Repair Chiller and Boiler Errors |
| | | | | | | | |
| 34746 | 243 | TOWN OF FRANKTON | Operating Fund | Electricity | \$313.47 | 4/23/2025 | Service for Frankton |
| | | | Operating Fund | Water | \$37.94 | | |
| | | | Operating Fund | Waste Disposal Services | \$40.43 | | |
| | | | | | | | |

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

Total Amount of Claims \$95,382.59

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

Friday, May 9, 2025

Kenneth Gillan

Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this 12 day of May, 2025.

| | | |
|----------------------------|------------------------------|--|
| <u><i>Kathy Lucas</i></u> | <u><i>Glenn Eddleman</i></u> | |
| <u><i>Caret Stover</i></u> | <u><i>Lisa Attalus</i></u> | |
| <u><i>Mike Borcht</i></u> | | |

SIGNATURES OF GOVERNING BOARD

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

Employee Cost

| Employee Portion per pay x26 | | | Difference between | Difference between |
|------------------------------|------------------|------------------|--------------------|--------------------|
| Current | New United | Anthem | United Plans | United and Anthem |
| \$ 32.45 | \$ 33.87 | \$ 30.76 | \$ 1.43 | \$ (1.69) |
| \$ 32.45 | \$ 34.67 | \$ 31.48 | \$ 2.22 | \$ (0.97) |
| \$ - | \$ - | \$ - | \$ - | \$ - |
| \$ 35.97 | \$ 38.34 | \$ 34.82 | \$ 2.38 | \$ (1.15) |
| \$ - | \$ - | \$ - | \$ - | \$ - |
| \$ 41.26 | \$ 43.83 | \$ 39.80 | \$ 2.57 | \$ (1.45) |
| \$ 33.21 | \$ 35.96 | \$ 32.65 | \$ 2.75 | \$ (0.56) |
| \$ 82.48 | \$ 89.78 | \$ 81.53 | \$ 7.30 | \$ (0.96) |
| \$ 33.21 | \$ 35.96 | \$ 32.65 | \$ 2.75 | \$ (0.56) |
| <u>\$ 291.02</u> | <u>\$ 312.41</u> | <u>\$ 283.69</u> | | |

*These totals are based on current employees, this estimate is four fewer full-time employees than last year.

Library Cost

| | | | | | |
|---------------------|--------------|--------------|--------------|-------------|---------------|
| Total Monthly Paid | \$ 5,749.08 | \$ 6,166.33 | \$ 5,606.22 | \$ 417.25 | \$ (142.87) |
| Total Annually Paid | \$ 68,989.00 | \$ 73,995.98 | \$ 67,274.60 | \$ 5,006.99 | \$ (1,714.39) |

Total Cost

| | | | | | |
|---------------------|--------------|--------------|--------------|-------------|---------------|
| Total Monthly Paid | \$ 6,387.87 | \$ 6,851.48 | \$ 6,229.13 | \$ 463.61 | \$ (158.74) |
| Total Annually Paid | \$ 76,654.44 | \$ 82,217.76 | \$ 74,749.56 | \$ 5,563.32 | \$ (1,904.88) |
| Percent Change | | 7.26% | -2.49% | | |

Estimated Dental and Vision

Voluntary Enrollment Option

| | Anthem Dental | Anthem Vision | Total |
|---------------------------|---------------|---------------|----------|
| Monthly cost per employee | \$ 43.07 | \$ 6.18 | \$ 49.25 |

*must have at least 5 eligible (full-time) employees and two enrolled to qualify for plan

*usually 100% employee funded

Non-Voluntary

| | Anthem Dental | Anthem Vision | Total |
|--|---------------|---------------|-------------|
| Monthly cost per employee | \$ 38.54 | \$ 7.33 | \$ 45.87 |
| Total Cost per year (if 6 participate) | \$ 2,774.88 | \$ 527.76 | \$ 3,302.64 |

*50% participation of eligible employees (5) required (including valid waivers), the employer can contribute as little or as much as they want towards the plan.

*lower rates and will not be subject to 12 month waiting period on major dental services

NMCPLS Wireless Internet Policy

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

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

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

~~Remove: Printing access is available via the wireless connection.~~ If you need to print, please ask a staff member for assistance.

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

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

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

This policy including all other Library policies are available on the Library's website at www.elwood.lib.in.us. Use of the Library's Wi-Fi and Internet access constitutes adherence to this policy and the Public Access Computer Policy.

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

Revised 06/11/12, 9/21/15, 5/16/16

Reviewed 05/08/17, 05/14/2018, 05/13/2019, 07/13/2020

Reviewed and Revised 5/12/2025

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

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

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

The library strongly recommends that users of the Internet not reveal their personal address, telephone number, credit card number, bank account number, social security number or any other financial or personal information. The library can assume no liability for the performance or quality of any products purchased over the Internet and cannot guarantee the confidentiality of personal and credit card information transmitted over the Internet. Patrons are expected to have an appropriate form of payment for purchases made on the public computers. Soliciting to use an employee's personal debit/credit card to purchase items is not allowed.

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

- Violation of computer security system.
- Violation of another user's privacy.
- Use of the internet for unlawful, indecent, or malicious activities, including display of sexually explicit graphics
- Misrepresentation of the library or the identity of oneself.
- Use of abusive or objectionable language and the display or transmission of profane, abusive, or threatening language.
- Engaging in harassing behavior, such as sending or posting slanderous, libelous, obscene, or threatening messages, and other activities that could cause congestion and disruption of networks and systems.
- Violating any local, state, or federal statute.
- Downloading and/or installing software to the hard drive of any library computer.

The Board of Trustees of NMCPLS reserves the right to:

- Implement a fee structure in accordance with use of the Internet and to change the fees as necessary. [There is a charge Add: for printouts, as outlined in the Service Fees. Remove: of ten (\$.10) cents per

black and white copy and forty (\$.40) cents per color copy if the patron wishes to print his work.]

- Use a software program to filter the use of the Internet according to the mission, collection policies, and community/legal standards with regard to obscenity on any or all computers. Federal Law requires all public libraries that receive funding from grants, USF, and other sources to filter the Internet by July 2002. Management may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- A computer card may be issued to those who live outside the library district. It allows the user computer access for one year (this does not allow material checkout). If a person is a visitor to the library, they may use the NMCPLS guest pass.
- Patrons recently moving to one of our 5 townships upon presenting an unexpired photo ID may be issued a computer courtesy card for 30 days to allow use of the library's computers until accepted forms of ID and residency are available unless the patron already has an Evergreen account.
- Limit the amount of time workstations may be used in order to make equipment available to other library users. Patrons will begin with 3 hour time limit and may request more if needed. If the computers are full after your time limit, you must relinquish your computer to the waiting patrons. Patrons that use only a portion of their original hour can return later that same day to finish their time.
- Modify this policy at any time.

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

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

The computers designated for children at each branch are only to be used by children under the age of 18. Adults should only use these computers in a supervisory capacity. Children wishing to access Internet resources on these computers need a signed Internet Permission form on file.

The NMCPLS makes no guarantees, either expressed or implied, in respect to any equipment, programs, or other materials, their performance, or fitness for any particular purpose. Materials and equipment are provided for use "as is." The entire risk as to the quality and performance of computer equipment, programs, and documentation is with the user. In no event shall the library be liable for actual, incidental, or consequential damages in connection with or arising from the use of any equipment, programs, or other library materials. Failure to abide by the Public Access Computer Policy may result in the loss of Internet and/or NMCPLS library privileges. Refer to the Patron Behavior Policy for more information.

Adopted 4/12/03

Reviewed & Amended 08/31/2006
Reviewed 06/11/2007
Reviewed & Amended 05/12/2008
Reviewed 06/10/2009
Amended 07/22/2009, 10/12/2009
Reviewed & Amended 05/10/2010, 05/09/2011
Reviewed 06/11/2012, 05/13/2013
Reviewed & Amended 05/12/2014, 05/18/2015, 05/16/2016
Reviewed 05/08/2017
Reviewed and Amended 05/14/2018
Reviewed and Amended 05/13/2019
Reviewed and Amended 07/13/2020
Amended 08/10/2020
Reviewed 06/13/2021
Reviewed 6/13/2022
Reviewed 5/8/2023
Amended 10/9/2023
Reviewed & Amended 5/13/2024
Reviewed & Amended 5/12/2025

SERVICE FEES

Photocopies and computer copies: \$.20 per side for black and white copies
\$.20 per side for color copy
The library reserves the right to limit the number of copies and to restrict the kind of paper used.
Remove:10 copies free of charge per day. The library will only supply standard copy paper. No specialty papers such as cardstock or photopaper will be available.

3D Printing \$.05 per gram (of objects weight) Typical prints range in price from 30 cents to \$1.50 For more information refer to the 3D Printing Policy and Procedures

Fax: To send: \$1.00 for the first page/\$0.20 for each additional page
To receive: \$0.20 for each page
International: \$10.00 Flat Fee
Government: Faxes sent to local, state or federal government agencies are free of charge

Scan and/or e-mail: Free of charge

Transparencies: \$0.35 each

Lamination fees: \$0.10 per inch for roll lamination
\$0.50 for 2 ½ x 4 pouch
\$1.00 for pouches up to 11" x 14"

Postcards: \$1.00 for 3.5X5
\$1.50 for 5X7

| Prints: | <u>Small</u> | <u>Medium</u> | <u>Large</u> | <u>Railroad Ess.</u> |
|----------------|---------------------|-----------------------|-----------------------|-----------------------|
| | 8 x 10 - \$7 | 11 x 14 - \$12 | 16 x 20 - \$22 | 8 x 8 - \$7 |
| | 8 x 12 - \$7 | 12 x 18 - \$16 | 16 x 24 - \$25 | 12 x 12 - \$12 |
| | | | | 20 x 20 - \$22 |

| | | |
|------------------|--|--|
| T-Shirts: | Short Sleeve: | Long Sleeve: |
| | \$16 for sizes small through large \$19 for extra large sizes | \$20 for sizes small through large \$23 for extra large sizes |

| | | |
|---------------------|--|--|
| Sweatshirts: | Crew neck Sweatshirt: | Hoodie: |
| | \$31 for sizes small through large \$34 for extra large sizes | \$36 sizes small through large \$39 for extra large sizes |

Adopted 12/8/2008 | Revised 08/12/2009 | Revised 05/13/2013 | Revised 4/9/2018 | Revised 8/12/2024 |
Revised 9/9/2024 | Revised 10/14/2024 | Revised 02/10/2025 | Revised 04/14/2025 | Revised 5/12/2025

MULTI TRANSMISSION REPORT

TIME : 05-07-2025 10:51
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 892
DATE : 05.07 10:48
DOCUMENT PAGES : 1
START TIME : 05.07 10:48
END TIME : 05.07 10:51

SUCCESSFUL
ADDRESS BOOK

| | |
|------|------------------|
| 0002 | Call-Leader |
| 0003 | Herald Bulletin |
| 0006 | Frankton Library |
| 0007 | Sville Library |

UNSUCCESSFUL

Agenda

May 12, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel Report

Old Business

1. Safety Deposit Box

New Business

1. Health Insurance Renewal
2. Yearly Review of Internet Policy and Wireless Internet Policy
3. Service Fees Policy
4. Administrative Assistant Wages

Director's Report

Public Comment

Adjournment

Agenda

June 9, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

New Business

1. Timeline for 2026 Budget Approval
2. Initial Budget Review
3. Wage Scale - Salaried/Exempt Employees
4. Purchasing Policy

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
June 9, 2025
4:30 PM

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on June 9, 2025, at the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Mike Bomholt, Kenny Giselbach, Lisa Hobbs, Kathy Small, and Janet Stover. Also in attendance were Director Jamie Scott and Adult Services Manager Wendy Rivera.

CONSENT AGENDA

Kathy Small moved to approve the consent agenda. Mike Bomholt seconded, and the motion carried. The members signed the minutes and claims register. Director Scott stated that a correction will be made on May's Board Meeting Minutes, and the Board approved. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

There was no old business to report on.

NEW BUSINESS

Timeline for 2026 Budget Approval

Director Scott stated that at the August 11th board meeting, the 2026 Budget will be approved for publication. At the September 8th board meeting, there will be a public hearing for the 2026 Budget. At the October 13th board meeting, the Board will adopt the 2026 budget. The budget adoption will occur before November 1st as required. No additional budget meetings are scheduled.

Initial Budget Review

Director Scott shared state funding concerns due to the IMLS cuts. The concerns are related to an increase in the cost of INfoExpress, which the Indiana State Library is attempting to keep at a 1% or 2% increase. Director Scott stated that she is unsure of how the Libby billing will be affected, which provides e-resources to patrons. Additionally, the grant supporting broadband for the Library is no longer in effect, which averages \$13,500. INSPIRE, a state library resource hosting several databases, is another service that will no longer be available due to funding cuts. Director Scott informed the Board that State Librarian Jake Speer will have more information detailing the cuts at the end of June, at which time Director Scott will report back to the Board with additional information.

Director Scott stated that the Library loses approximately \$165,617 every year from property taxes due to Indiana capping property taxes at 1% for homeowners, 2% for

rentals, and 3% for businesses. With new legislation for property tax relief, the Library will potentially lose more. There are concerns about how local income tax will be distributed. The Library currently receives approximately \$26,600 per month in local income tax, which totals \$319,337 per year.

Director Scott informed the Board that there is a USAC federal funding commitment for \$86,208, which supports 80% of the Library's internet fiber lines. Additionally, a federal grant application was submitted to replace the firewall, although a commitment decision on that has not been made.

Director Scott notified the Board that the Library currently does not have any debt. Large projects are on hold until there is more information on State and Federal budget cuts.

Director Scott reviewed the 2025 Operating Budget, which is \$1,425,000, while the Rainy Day Fund and LIRF are both at \$50,000, respectively. Director Scott suggested increasing the Operating Budget annually. Should the maximum levy growth quotient be 2%, Director Scott suggested increasing the Operating Budget by \$30,000 for a total of \$1,455,00. Should the maximum levy growth quotient be 4%, Director Scott suggested increasing the Operating Budget by \$60,000 for a total of \$1,485,000. Both the Rainy Day Fund and LIRF would remain at \$50,000 each.

Wage Scale – Salaried/Exempt Employees

Director Scott stated that the Administrative Assistant received a salary increase earlier this year to be at the new threshold; however, the Director did not receive an increase. Per suggested change of the NMCPLS Wage Scale, if one salaried employee receives a percentage increase to meet the threshold, all salaried employees are to receive the same percentage increase. Director Scott suggested waiting until the July board meeting to decide so that Administrative Assistant Huffman could detail what that would look like and present it to the Board.

Purchasing Policy

Director Scott suggested waiting to review the Purchasing Policy in July so that Administrative Assistant Huffman could also contribute input.

DIRECTOR'S REPORT

Director Scott shared details concerning an incident report involving a patron. Director Scott asked present board members if taking no action at this time and monitoring the situation would be appropriate. President Eddleman agreed, with the board members in agreement.

Director Scott shared that over the weekend, the Hazelbaker Library hosted a tea event to acknowledge Ralph E. Hazelbaker and his contributions to the community by awarding 47 full scholarships to local students. Mr. Hazelbaker attended virtually, with 25 people attending the event.

Director Scott shared that Marvin Crimm donated two model trains, the 1967 Buckeye Division Industry Track Charts, and his newest painting of the Pennsylvania Railroad's "Shark," which was 80 feet long.

Director Scott shared the success of the staff in-service event that was held in May.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

President Eddleman adjourned the meeting by consent.

Kathy Small, Secretary
Kathy Small, Secretary

Janet Stover
Mike Bonkret
Glenn Eddleman

Angela B. Dornell
Kenny Smith
Dick Atchley

Register Of Claims

North Madison County Public Library System

Report Date: From **5/1/2025** To **5/31/2025**

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|------------------------|---|------------------------|-------------|-------------------------------------|
| 0 | 282 | MOBILE BEACON | Operating Fund | Telephone & Telegraph | \$1,200.00 | 5/12/2025 | 10x hotspot renewal |
| | | | | Total this claim = | <u>\$1,200.00</u> | | |
| 0 | 259 | INDIANA PUBLIC RETIREMENT | PERF Operating Fund | Empl.Share FICA&Medicare Emp Cont PERF | \$479.12 \$1,788.72 | 5/7/2025 | PERF Deposit |
| | | | | Total this claim = | <u>\$2,267.84</u> | | |
| 0 | 260 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,751.38 | 5/7/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,429.56 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$334.35 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,429.56 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$334.35 | | |
| | | | | Total this claim = | <u>\$5,279.20</u> | | |
| 0 | 261 | PAYROLL | Operating Fund | Salary of Director | \$3,096.24 | 5/7/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$19,602.09 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | Total this claim = | <u>\$23,161.53</u> | | |
| 0 | 262 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 5/7/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | <u>\$233.13</u> | | |
| 0 | 263 | NATIONWIDE | Annuity | Payroll Deductions | \$691.00 | 5/7/2025 | Payroll Ending 15/3/2025 |
| | | | | Total this claim = | <u>\$691.00</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------|------------------------------|-------------------|-------------|--|
| 0 | 264 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$709.83 | 5/7/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$90.85 | | |
| | | | Operating Fund | Summitville AV | \$90.85 | | |
| | | | Operating Fund | Technology Equipment | \$4.30 | | |
| | | | Operating Fund | Elwood Adult | \$100.18 | | |
| | | | Operating Fund | Elwood Adult | \$198.94 | | |
| | | | Operating Fund | Elwood Adult | \$287.26 | | |
| | | | Operating Fund | Frankton | \$26.71 | | |
| | | | Operating Fund | Operating Supplies | \$33.98 | | |
| | | | Gift | Elwood Children's Programing | \$781.98 | | |
| | | | Operating Fund | Elwood Adult Programing | \$86.95 | | |
| | | | | Total this claim = | \$2,411.83 | | |
| 0 | 278 | AT&T | Operating Fund | Telephone & Telegraph | \$183.34 | 5/12/2025 | Service for Elwood & Summitville |
| | | | Operating Fund | Telephone & Telegraph | \$87.64 | | |
| | | | | Total this claim = | \$270.98 | | |
| 0 | 279 | RICOH USA, INC | Operating Fund | Office Supplies | \$10.41 | 5/12/2025 | Charge for Copies from Elwood Indiana Room |
| | | | | Total this claim = | \$10.41 | | |
| 0 | 280 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$13.47 | 5/12/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$13.47 | | |
| | | | Operating Fund | Summitville AV | \$13.47 | | |
| | | | Operating Fund | Elwood Adult Programing | \$659.98 | | |
| | | | Operating Fund | Frankton Programing | \$33.62 | | |
| | | | | Total this claim = | \$734.01 | | |
| 0 | 281 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$1,955.89 | 5/12/2025 | Service for Elwood & Summitville |
| | | | Operating Fund | Electricity | \$590.18 | | |
| | | | | Total this claim = | \$2,546.07 | | |
| 0 | 299 | AFLAC | AFLAC | Payroll Deductions | \$313.38 | 5/21/2025 | Withholding for May 2025 |
| | | | | Total this claim = | \$313.38 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------------|--------------------------------|-------------------|-------------|--|
| 0 | 290 | ELAN FINANCIAL SERVICES | Operating Fund | Operating Supplies | \$17.88 | 5/21/2025 | As per attached invoices. |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$43.95 | | |
| | | | Operating Fund | Furniture & Equipment | \$69.98 | | |
| | | | Operating Fund | Bldg. Matl. And Supplies | \$79.60 | | |
| | | | Operating Fund | Frankton Programing | \$12.17 | | |
| | | | Operating Fund | Summitville Programing | \$59.51 | | |
| | | | Operating Fund | Elwood Adult Programing | \$19.98 | | |
| | | | Gift | Other | \$80.00 | | |
| | | | | Total this claim = | <u>\$383.07</u> | | |
| 0 | 291 | UNITED HEALTHCARE | Operating Fund | Emp Cont Group Ins | \$5,500.07 | 5/21/2025 | Employee Health Insurance 6/1/25-6/30/25 |
| | | | Insurance | Payroll Deductions | \$873.09 | | |
| | | | | Total this claim = | <u>\$6,373.16</u> | | |
| 0 | 292 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$479.12 | 5/21/2025 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$1,788.72 | | |
| | | | | Total this claim = | <u>\$2,267.84</u> | | |
| 0 | 294 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 5/21/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | <u>\$233.13</u> | | |
| 0 | 295 | NATIONWIDE | Annuity | Payroll Deductions | \$691.00 | 5/21/2025 | Payroll Ending 5/17/2025 |
| | | | | Total this claim = | <u>\$691.00</u> | | |
| 0 | 293 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,777.56 | 5/21/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,475.72 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$345.12 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,475.72 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$345.12 | | |
| | | | | Total this claim = | <u>\$5,419.24</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|---------------------|------------------------------|--------------------|-------------|---|
| 0 | 298 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$358.97 | 5/21/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$157.22 | | |
| | | | Operating Fund | Summitville AV | \$157.22 | | |
| | | | Operating Fund | Technology Equipment | \$1,099.99 | | |
| | | | Operating Fund | Elwood Adult | \$13.49 | | |
| | | | Operating Fund | Elwood Children's Programing | \$52.34 | | |
| | | | Operating Fund | Elwood Adult Programing | \$110.01 | | |
| | | | | Total this claim = | <u>\$1,949.24</u> | | |
| 0 | 256 | GREATAMERICA FINANCIAL S | Operating Fund | Equipment/Rental | \$213.03 | 5/7/2025 | Toshiba Copier Lease and Copies, Elwood, Frankton, Summitville |
| | | | Operating Fund | Office Supplies | \$176.14 | | |
| | | | | Total this claim = | <u>\$389.17</u> | | |
| 0 | 255 | CENTERPOINT ENERGY | Operating Fund | Gas | \$395.15 | 5/7/2025 | Service for Elwood, Frankton, Summitville-Gas |
| | | | Operating Fund | Gas | \$141.48 | | |
| | | | Operating Fund | Gas | \$68.96 | | |
| | | | | Total this claim = | <u>\$605.59</u> | | |
| 0 | 297 | INDIANA DEPARTMENT OF RE | State Tax Withheld | Payroll Deductions | \$1,664.31 | 5/21/2025 | May Withholding |
| | | | County Tax Withheld | Payroll Deductions | \$995.43 | | |
| | | | | Total this claim = | <u>\$2,659.74</u> | | |
| 0 | 296 | PAYROLL | Operating Fund | Salary of Director | \$3,096.24 | 5/21/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$20,257.29 | | |
| | | | Operating Fund | Wages of Janitor | \$552.38 | | |
| | | | | Total this claim = | <u>\$23,905.91</u> | | |
| 34747 | 249 | CITY OF ELWOOD UTILITIES | Operating Fund | Water | \$150.87 | 5/7/2025 | Service for Elwood |
| | | | Operating Fund | Waste Disposal Services | \$221.68 | | |
| | | | | Total this claim = | <u>\$372.55</u> | | |
| 34748 | 250 | GRASS ROOTS PLUS, INC. | Operating Fund | Professional Services | \$137.70 | 5/7/2025 | Spring Lawn Application Elwood & Summitville |
| | | | Operating Fund | Professional Services | \$66.30 | | |
| | | | | Total this claim = | <u>\$204.00</u> | | |
| 34749 | 251 | GENERATIVE GROWTH II, LLC | Operating Fund | Elwood Children's Programing | \$27.85 | 5/7/2025 | Elwood Programming KIK |
| | | | | Total this claim = | <u>\$27.85</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------|---------------------------|-------------------|-------------|---|
| 34750 | 252 | JAMIE B. SCOTT | Gift | Frankton Programing | \$5.47 | 5/7/2025 | Petty Cash-Frankton |
| | | | Operating Fund | Frankton Programing | \$20.94 | | |
| | | | | Total this claim = | <u>\$26.41</u> | | |
| 34751 | 253 | RONALD RUSH | Operating Fund | Traveling Expense | \$142.74 | 5/7/2025 | Mileage 244 miles @ \$.585 = \$142.74 |
| | | | | Total this claim = | <u>\$142.74</u> | | |
| 34752 | 254 | KATELYNN SCHIFFNER | Operating Fund | Traveling Expense | \$55.57 | 5/7/2025 | Mileage 95 miles @ \$.585 = 55.57 |
| | | | | Total this claim = | <u>\$55.57</u> | | |
| 34753 | 257 | MADISON COUNTY HISTORIC | Operating Fund | Frankton Programing | \$30.00 | 5/7/2025 | Stephen Jackson-Frankton-May 6 2025 "Delaware Indians" |
| | | | | Total this claim = | <u>\$30.00</u> | | |
| 34754 | 258 | INDIANA-AMERICAN WATER C | Operating Fund | Water | \$24.35 | 5/7/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$24.35</u> | | |
| 34755 | 265 | BAKER & TAYLOR | Operating Fund | Elwood Adult | \$841.03 | 5/12/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Childrens | \$574.61 | | |
| | | | Operating Fund | Elwood YA | \$177.34 | | |
| | | | Operating Fund | Frankton | \$889.15 | | |
| | | | Operating Fund | Summitville | \$486.41 | | |
| | | | | Total this claim = | <u>\$2,968.54</u> | | |
| 34756 | 266 | DEMCO INC | Operating Fund | Book Processing | \$271.00 | 5/12/2025 | Benefit Denial DVD Cases |
| | | | | Total this claim = | <u>\$271.00</u> | | |
| 34757 | 267 | FIBERHAWK | Operating Fund | Telephone & Telegraph | \$20.00 | 5/12/2025 | Back up internet for Frankton |
| | | | | Total this claim = | <u>\$20.00</u> | | |
| 34758 | 268 | FRONTIER | Operating Fund | Telephone & Telegraph | \$201.34 | 5/12/2025 | Service for Frankton |
| | | | | Total this claim = | <u>\$201.34</u> | | |
| 34759 | 269 | MANIFOLD REFUSE, INC. | Operating Fund | Waste Disposal Services | \$93.00 | 5/12/2025 | Trash Removal Q2 2025 |
| | | | | Total this claim = | <u>\$93.00</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|------------------------|--------------------------------|-------------------|-------------|---|
| 34760 | 270 | MIDWEST TAPE, LLC | Operating Fund | Frankton AV | \$44.99 | 5/12/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood AV | \$44.99 | | |
| | | | Operating Fund | Ebook Services | \$3,000.00 | | |
| | | | | Total this claim = | \$3,089.98 | | |
| 34761 | 271 | NICK HAULTER | Operating Fund | Professional Services | \$150.00 | 5/12/2025 | Lawn Care Summitville 4/24/25 4/30/2025 5/7/25 |
| | | | | Total this claim = | \$150.00 | | |
| 34762 | 272 | POSTMASTER | Operating Fund | Postage & UPS | \$73.00 | 5/12/2025 | 2 rolls of stamps |
| | | | Operating Fund | Postage & UPS | \$73.00 | | |
| | | | | Total this claim = | \$146.00 | | |
| 34763 | 273 | ROBY'S, INC. | Operating Fund | Professional Services | \$339.00 | 5/12/2025 | Replace heating elements in water heaters in both public restrooms-Frankton |
| | | | | Total this claim = | \$339.00 | | |
| 34764 | 274 | ROEING IT SOLUTIONS | Operating Fund | Professional Services | \$150.00 | 5/12/2025 | Network Configuration update for Historical Database |
| | | | | Total this claim = | \$150.00 | | |
| 34765 | 275 | STAPLES | Operating Fund | Office Supplies | \$2.90 | 5/12/2025 | As per attached invoices. |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$295.81 | | |
| | | | | Total this claim = | \$298.71 | | |
| 34766 | 276 | VASEY COMMERCIAL, INC. | Operating Fund | Professional Services | \$3,495.48 | 5/12/2025 | Maintenance Contract Elwood, replacement of boiler parts Elwood |
| | | | | Total this claim = | \$3,495.48 | | |
| 34767 | 277 | ZAYO EDUCATION | St Technology Fund Gra | Telephone & Telegraph | \$1,182.92 | 5/12/2025 | VoIP and Internet |
| | | | Operating Fund | Telephone & Telegraph | \$288.07 | | |
| | | | | Total this claim = | \$1,470.99 | | |
| 34768 | 283 | DAVID BURTON | Operating Fund | Professional Services | \$93.00 | 5/21/2025 | 1 1/2 yards black mulch-delivered to Summitville |
| | | | | Total this claim = | \$93.00 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------|--------------------------------|-----------------|-------------|--|
| 34769 | 284 | NICK HAULTER | Operating Fund | Professional Services | \$50.00 | 5/21/2025 | Lawn Care Summitville 5/14/2025 |
| | | | | Total this claim = | <u>\$50.00</u> | | |
| 34770 | 285 | NUGENT ELECTRIC INC. | Operating Fund | Professional Services | \$619.41 | 5/21/2025 | Frankton Outside wall fixtures to LED/Summitville fix Exit light |
| | | | | Total this claim = | <u>\$619.41</u> | | |
| 34771 | 286 | ORIENTAL TRADING COMPAN | Operating Fund | Elwood Adult Programing | \$56.93 | 5/21/2025 | AS Programming Supplies |
| | | | | Total this claim = | <u>\$56.93</u> | | |
| 34772 | 287 | STAPLES | Operating Fund | Office Supplies | \$99.08 | 5/21/2025 | As per attached invoices. |
| | | | Operating Fund | Operating Supplies | \$274.45 | | |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$143.72 | | |
| | | | | Total this claim = | <u>\$517.25</u> | | |
| 34773 | 288 | SWANK MOVIE LICENSING US | Operating Fund | Elwood Children's Programing | \$289.00 | 5/21/2025 | Public Performance Site License-Elwood |
| | | | Operating Fund | Elwood Adult Programing | \$289.00 | | |
| | | | | Total this claim = | <u>\$578.00</u> | | |
| 34774 | 289 | A&B COMMUNICATIONS LLC | Operating Fund | Professional Services | \$150.00 | 5/21/2025 | Repair of DVR for cameras |
| | | | | Total this claim = | <u>\$150.00</u> | | |

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

Total Amount of Claims **\$99,638.57**

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

Thursday, May 22, 2025

Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____.

| | | |
|--|--|--|
| | | |
| | | |
| | | |

SIGNATURES OF GOVERNING BOARD

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

Timeline for 2026 Budget

July 7, 2025 Regular monthly meeting at the Elwood Public Library for initial budget discussion.

??? - Meet virtually with Judy Robertson from the Department of Local Government Finance.

August 11, 2025: Regular monthly meeting at the **Elwood Public Library** (4:30 pm). **Approve 2026 Budget for publication. Quorum is required.** Submit Form 3.

Sept. 8, 2025: 4:30 pm **public hearing** required for budget at the **Elwood Public Library. Quorum is required.**
Regular Board Meeting immediately following public hearing.
(Must be completed at least 10 days before the library board meets to adopt the budget.
[IC 6-1.1-17-5 (a)])

Oct. 13, 2025: 4:30 pm regular monthly meeting at the **Elwood Public Library. Adopt 2026 Budget. Quorum is required.**

Oct. 18, 2025: All budgets forms submitted through Gateway within **five** days after library board adopts the budget. [IC 36-12-3-12] Last date to adopt budget **November 3, 2025.**

Oct. 12, 2025

Last day to post a notice to taxpayers (“Budget Form 3”) of proposed 2024 budgets and net tax levies and a public hearing to Gateway. Units who have not submitted by October 12 will not have time to complete the process before the deadline. (Ind. Code § 6-1.1-17-3) Note: See October 22 for additional information.

Board signs Budget Form 4 – Ordinance for Appropriations and Tax Rates- at the adoption meeting which is then uploaded to Gateway.

June 18, 2025 – DLGF Legislative Update 10 am

June 30, 2025 - Deadline for State Budget Agency (“SBA”) to provide **Maximum Levy Growth Quotient (“MLGQ”)** to civil taxing units, school corporations, and Department. (Ind. Code § 6-1.1-18.5-2(c))

July 15, 2025– Department provides each library with their **maximum allowable budget** able to be adopted by the library board, and the threshold that will trigger the budget to be adopted by the appropriate fiscal body.

July 15, 2025 Department provides each unit with an estimate for the **2024 non-property tax revenues** of MVH, LRS, ABC Gallonage, **FIT, CVET**, and Excise based on historical distribution amounts.

Aug 2025 –At the county’s first meeting in August, they will calculate and distribute each unit’s est. circuit breaker

Aug 1, 2025– Auditor certifies CNAV to DLGF

NMCPLS WAGE SCALE

Adopted by the Board of Trustees, May 14, 1997

Revised 01/18/1999, 4/17/2000, 11/14/2011, 10/19/2015, 11/16/2015, 11/12/2018, 5/14/2019, 11/11/2019
7/12/2021

General Guidelines

1. Both part-time and full-time employees are compensated in accordance with this wage scale.
2. Part-time is considered 20 hours per week, not to exceed 40 hours per week.
3. Full-time employment is considered 40 hours per week.
4. Approved raises will become effective at the beginning of a new year for all eligible employees.
5. Dollar figures will be adjusted by approved raises each January 1.
6. Years of service will transfer directly when employees are promoted to a higher position classification.
7. Upon a U.S Department of Labor threshold increase for salaried employees, if one salaried employee is below the new threshold, all salaried employees will receive the same percentage increase regardless if they are already above the new threshold.
8. Years of experience will also be considered for new hires.
9. Descriptions of health benefits, overtime, sick, personal and vacation leave and termination benefits are in the board approved personel policy on April 9, 2018.
10. Wages are paid bi-weekly on Wednesdays.

Salaried/exempt positions are established annually by Board of Trustees.

- Director
- Administrative Assistant
- Interim Director will be paid at the current Director rate.

Hourly/Non-exempt positions are established by these wage ranges.

| | Start | 90 day | Range |
|-----------------------------|----------|----------|-------------------|
| Manager (Branch/Department) | \$ 15.00 | \$ 16.00 | \$15.00 - \$25.00 |
| Clerk | \$ 10.00 | \$ 11.00 | \$10.00 - \$15.00 |
| Custodian | \$ 9.00 | \$ 10.00 | \$9.00 - \$14.00 |
| Page | \$ 9.00 | \$ 10.00 | \$9.00 - \$14.00 |

Page/Temporary Part-time:

Start wage according to job title

- e.g., part-time temporary clerk wage - \$10.00

State Funding Concerns

INfoExpress

- 2024 - \$8696 for one weekly stop at each of the branches and 4 stops at Elwood per week.
- 2025 - \$9194 for the same amount of stops. A \$498 yearly increase.

Libby – Normally costs \$3,000 per year. We only received a bill for \$1,500 which will continue the service until the end of June.

Broadband Connectivity Grant or State Technology Fund Grant

The broadband grant was removed from the 2025 - 26 State budget. This grant on average is \$13,500 which supports costs not supported by federal dollars.

INSPIRE

Also removed from the 2025 - 26 State budget.

INSPIRE is Indiana's Virtual Online Library. INSPIRE is a collection of online academic databases and other information resources that can be accessed by Indiana residents.

INSPIRE includes:

- Full-text magazine and journal articles
- Full-text historic newspapers
- Testing and Education Reference Center
- Rosetta Stone
- and much more

Jake Speer, Indiana State Library Director, will be providing additional information by the end of June.

Property Tax Credits

2025 Property tax credits are a loss of \$165, 617. For 2026 the new legislation will increase this loss. Hopefully we will have an idea on how much of a loss soon. Concerns about how local income tax will be distributed. Currently, we receive approximately \$ 26,600 monthly in Local income tax which is \$319,337 per year.

Federal Funding

We received a funding commitment decision from USAC for \$86,208.00. These funds support 80% of the costs for Internet Fiber lines to each of the facilities for one year and could cover a hosted firewall. We are still waiting for a funding commitment decision for the in-house firewall.

Thankfully we do not have debt. We have saving account drawing interest. For now, big projects are on hold.

2025 Budgets and Possible 2026 Budgets

2025 Appropriated Budgets

Operating – \$1,425,000

Rainy Day – \$50,000

LIRF - \$50,000

Suggested 2026 Budget to Publish if the maximum levy growth quotient is 2% an increase in Operating Budget of \$30,000

Operating - \$1,455,000

Rainy Day – \$50,000

LIRF - \$50,000

Suggested 2026 Budget to Publish if the maximum levy growth quotient is 4% an increase in Operating Budget of \$60,000

Operating - \$1,485,000

Rainy Day – \$50,000

LIRF - \$50,000

MEMORY TRANSMISSION REPORT

TIME : 06-05-2025 16:36
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 105
DATE : 06.05 16:34
TO : Sville Library
DOCUMENT PAGES : 1
START TIME : 06.05 16:35
END TIME : 06.05 16:36
PAGES SENT : 1
STATUS : OK

SUCCESSFUL TX NOTICE

Agenda

June 9, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order
Call for Quorum
Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
Old Business
New Business
 1. Timeline for 2026 Budget Approval
 2. Initial Budget Review
 3. Wage Scale - Salaried/Exempt Employees
 4. Purchasing Policy
Director's Report
Public Comment
Adjournment

MEMORY TRANSMISSION REPORT

TIME : 06-05-2025 16:35
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 103
DATE : 06.05 16:33
TO : Herald Bulletin
DOCUMENT PAGES : 1
START TIME : 06.05 16:34
END TIME : 06.05 16:35
PAGES SENT : 1
STATUS : OK

SUCCESSFUL TX NOTICE

Agenda

June 9, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order
Call for Quorum
Consent Agenda
Minutes
Claims Register & Checks
Personnel
Old Business
New Business
1. Timeline for 2026 Budget Approval
2. Initial Budget Review
3. Wage Scale - Salaried/Exempt Employees
4. Purchasing Policy
Director's Report
Public Comment
Adjournment

MEMORY TRANSMISSION REPORT

TIME : 06-05-2025 16:34
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 102
DATE : 06.05 16:33
TO : Call-Leader
DOCUMENT PAGES : 1
START TIME : 06.05 16:33
END TIME : 06.05 16:34
PAGES SENT : 1
STATUS : OK

SUCCESSFUL TX NOTICE

Agenda

June 9, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order
Call for Quorum
Consent Agenda
Minutes
Claims Register & Checks
Personnel
Old Business
New Business
1. Timeline for 2026 Budget Approval
2. Initial Budget Review
3. Wage Scale - Salaried/Exempt Employees
4. Purchasing Policy
Director's Report
Public Comment
Adjournment

MEMORY TRANSMISSION REPORT

TIME : 06-05-2025 16:35
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 104
DATE : 06.05 16:33
TO : Frankton Library
DOCUMENT PAGES : 1
START TIME : 06.05 16:35
END TIME : 06.05 16:35
PAGES SENT : 1
STATUS : OK

SUCCESSFUL TX NOTICE

Agenda

June 9, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order
Call for Quorum
Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
Old Business
New Business
 1. Timeline for 2026 Budget Approval
 2. Initial Budget Review
 3. Wage Scale - Salaried/Exempt Employees
 4. Purchasing Policy
Director's Report
Public Comment
Adjournment

Agenda

July 14, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Wage Scale

2. Director's Salary

New Business

1. Approve 2026 Budget for Publication

2. Frankton Petty Cash Custodian

3. Indiana State Library Consortium Resolution for Public Internet Access

4. Elect New Vice-President

5. Employee Separation Checklist

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
July 14, 2025
4:30 PM

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on July 14, 2025, at the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Mike Bomholt, Kenny Giselbach, Lisa Hobbs, Angie O'Donnell, Kathy Small, and Janet Stover. Also in attendance were Director Jamie Scott and Administrative Assistant Sarah Huffman.

CONSENT AGENDA

June Meeting Minutes were amended, updating the commitment decision for e-Rate funding to \$86,208. Lisa Hobbs moved to approve the minute updates, Kathy Small seconded, and the motion carried. Janet Stover moved to approve the June consent agenda. Mike Bomholt seconded, and the motion carried. The members signed the minutes and claims register. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

Wage Scale

Director Scott introduced an update to the Wage Scale to include the same increase for all salaried employees in the event that a Federal minimum threshold is passed. Proposed addition:

If the United States Department of Labor increases the threshold for salaried employees and one salaried employee is below the new threshold, all salaried employees will receive the same percentage wage per hour increase. This increase will be applied before the cost of living increase.

Lisa Hobbs moved to approve the wage scale update, Kathy Small seconded, and all members were in favor.

Director's Salary

With the update to the wage scale, Director Scott proposed that the director's salary be considered for update with the Federal Minimum being updated as of January 1, 2025. January 1, 2025 the only other salaried employee's wages increased by 9.6% before the 5% board approved cost-of-living increase. The board was able to see a spreadsheet detailing the percent changes. Janet Stover made a motion to accept the Director's Salary increase to \$91,661.88 (\$42.44/hrly) with the Federal Minimum increase and cost of living. The board agreed to pay that retroactively back to January 1, 2025 in one lump sum. Lisa Hobbs seconded the motion, and all members were in favor. The retroactive pay to be paid in a lump sum is equivalent to \$4,479.60, and the new salary is effective next payroll, check dated 7/30/2025.

| | End of 2025 | Pay Biweekly | End of Year per hour | Federal Increase per hr | Federal Increase Pay Biweekly | Federal Increased Yearly wage | 5% Cost of Living | | After 5% 2025 Hrly | After 5% 2025 Biweekly |
|------------------------|--------------------|--------------|----------------------|-------------------------|-------------------------------|-------------------------------|-------------------|-------------|--------------------|------------------------|
| Admin Asst | \$53,000.00 | 2038.46 | \$ 25.48 | \$28.20 | \$2,256.00 | \$60,912.00 | | \$63,957.60 | \$ 29.61 | \$ 2,368.80 |
| Director | \$79,617.60 | 2948.80 | \$ 36.86 | \$40.42 | \$3,233.22 | \$87,297.03 | | \$91,661.88 | \$ 42.44 | \$ 3,394.88 |
| 2023 Gross Pay 26 Pays | \$73,019.60 | \$ 2,808.10 | \$ 35.10 | | | | | | | |
| 2024 Gross Pay 26 pays | \$76,668.80 | \$ 2,948.80 | \$ 36.86 | | \$1,128 | per wk | | \$28.20 | \$2.72 | 0.096453901 |
| 2025 Current Gross Pay | \$83,598.48 | \$ 3,096.24 | \$ 38.70 | | | | | \$ 36.86 | 0.096453901 | \$ 3.56 |
| 2025 | | | | | | | | | | |
| | \$91,661.88 | \$ 3,394.88 | \$ 40.42 | | | \$2.72 | | | | |
| One Lump Sum? | | | | | | | | | | |
| Retropay | Paid | Expected | Owed | | | | | | | |
| | 1-Jan \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | 15-Jan \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | 29-Jan \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | 12-Feb \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | 26-Feb \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | 12-Mar \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | 26-Mar \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | 9-Apr \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | 23-Apr \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | 7-May \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | 21-May \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | 4-Jun \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | 18-Jun \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | 2-Jul \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | 14-Jul \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | | | \$4,479.60 | | | | | | | |

NEW BUSINESS

2026 Budget Publication

Director Scott proposed that the board members approve a 2.7% budget increase for the General Operating budget. The Rainy Day and LIRF budgets will remain as is at \$50,000. Secretary, Kathy Small read the proposed budget in its entirety. The approval would allow the budget hearing to be had in August, and adoption in September. Kathy Small made a motion to approve the 2026 budget for publication as stated. Lisa Hobbs seconded and all were in favor.

NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **1600 Main ST Elwood, IN.**

Notice is hereby given to taxpayers of **NORTH MADISON COUNTY LIBRARY SYSTEM, Madison County, Indiana** that the proper officers of **North Madison County Public Library System** will conduct a public hearing on the year **2026** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **North Madison County Public Library System** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **North Madison County Public Library System** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **North Madison County Public Library System** will meet to adopt the following budget:

| | | | |
|-------------------------|-------------------------|---------------------------|---------------------------|
| Public Hearing Date | Monday, August 11, 2025 | Adoption Meeting Date | Monday, September 8, 2025 |
| Public Hearing Time | 4:30 PM | Adoption Meeting Time | 4:30 PM |
| Public Hearing Location | 1600 Main ST Elwood, IN | Adoption Meeting Location | 1600 Main ST Elwood, IN |

| | |
|----------------------------------|-------------|
| Estimated Civil Max Levy | \$1,161,818 |
| Property Tax Cap Credit Estimate | \$208,400 |

| 1 Fund Name | 2 Budget Estimate | 3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations) | 4 Excessive Levy Appeals | 5 Current Tax Levy | 6 Levy Percentage Difference (Column 3 / Column 5) |
|----------------------------------|----------------------|---|-----------------------------|-----------------------|---|
| 0061-RAINY DAY | \$50,000 | \$0 | \$0 | \$0 | |
| 0101-GENERAL | \$1,467,000 | \$1,161,818 | \$0 | \$1,116,876 | 4.02% |
| 2011-LIBRARY IMPROVEMENT RESERVE | \$50,000 | \$0 | \$0 | \$0 | |
| Totals | \$1,567,000 | \$1,161,818 | \$0 | \$1,116,876 | |

Frankton Petty Cash Custodian

Lisa Hobbs made a motion to change the petty cash custodian for Frankton from Jamie Scott to Meghan Mabrey. Mike Bomholt seconded and all members were in favor.

State Library Consortium Resolution for Public Library Internet Access

Director Scott proposed the agreement to sign the resolution for the Indiana State Library Consortium for the July 2026-July 2027 funding year. Director Scott explained that one of the benefits of being a member of this consortium is the assistance from ADTEC with the E-rate funding and applications. Kathy Small read the resolution in its entirety including details about requirements the library must meet to be a member. Kathy also made a motion to accept the resolution, with Janet Stover seconding. All members were in favor and signed in favor of the resolution.

Elect New Vice President

With the former Vice President's term ending and leaving the board, Mike Bomholt was nominated by Kenny Giselbach to be Vice President. Lisa Hobbs seconded the nomination. All members were in favor, and Mike accepted the nomination.

Employee Separation Checklist

The board had previously approved the checklist to include the procedure when someone is no longer employed by the library. Director Scott is proposing the addition of the following step:

Remove contact from Fire Alarm alerts with Elwood Fire Equipment.

It was proposed that Jamie Scott, Mike Robertson, and Sarah Huffman be added to the list. Lisa Hobbs made a motion to accept the addition to the checklist, Kathy Small seconded the motion and all members were in favor.

DIRECTOR'S REPORT

- Director Scott shared that the projects related to the ALA Accessibility Grant are moving forward. The water fountains have been ordered and Hope (formerly Roby's Plumbing) is coming next week to quote the install. A notice will be published in the newspaper seeking bids for the sidewalk/concrete portion of the project.
- The board was informed that the high winds last month broke a globe on the light post at the Frankton Library. Nugent Electricians came and replaced both parking light bulb covers and retrofitted the bulbs to LED.
- The board was informed that the e-Rate funds were approved for the firewall replacement project. The total project was \$6,678 and approved costs covered by e-Rate are \$4,370.11.
- Displayed in the meeting room were painted ceiling tiles that juvenile patrons painted for a Summer Reading Program to be hung in the Youth Services Department at Elwood.
- Director Scott also shared Marvin Crim's most recent painting, as well as a certificate and medal presented to the library from the Daughter's of the American Revolution. This award was in honor of Henrietta Willkie from the program hosted last August 2024.
- Kenny Giselbach inquired as to why the library was closed for a partial day in the month of June for HVAC issues. It was explained that the chiller was not cooling the building properly. Vasey was dispatched and the technician changed a coolant threshold to prevent the alarm from triggering and shutting down one of the two chillers. Jamie spoke about requesting a meeting with Vasey to find closure with the Chiller and Control Replacement Project, as well as to get resolution for the continued alarms and service calls. It was agreed that President Glenn Eddleman and Vice President Mike Bomholt will be part of that conversation.
- It was also discussed that during the October meeting the members bring devices and a refresh will be offered on the Microsoft Account corresponding to the library, including email and OneDrive document access.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

President Eddleman adjourned the meeting by consent.

Janet Stever
Blenn Eddleman
Angela O'Connell

Kathy Small, Secretary
Kathy Small, Secretary

Kenny Siskin
Lisa Attkin

Register Of Claims

North Madison County Public Library System

Report Date: From 6/1/2025 To 6/30/2025

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|----------------|--------------|--------------------------|----------------------|-------------------------------|--------------------|-----------|--|
| 0 | 345 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$2,078.07 | 6/18/2025 | Service for Elwood & Summitville |
| | | | Operating Fund | Electricity | \$548.56 | | |
| | | | | Total this claim = | \$2,626.63 | | |
| 0 | 318 | NATIONWIDE | Annuity | Payroll Deductions | \$691.00 | 6/4/2025 | Payroll Ending 5/31/2025 |
| | | | | Total this claim = | \$691.00 | | |
| 0 | 314 | CENTERPOINT ENERGY | Operating Fund | Gas | \$125.39 | 6/4/2025 | Service for Elwood, Frankton, Summitville-Gas |
| | | | Operating Fund | Gas | \$43.04 | | |
| | | | Operating Fund | Gas | \$21.86 | | |
| | | | | Total this claim = | \$190.29 | | |
| 0 | 317 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 6/4/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | \$233.13 | | |
| 0 | 315 | GREATAMERICA FINANCIAL S | Operating Fund | Equipment/Rental | \$213.03 | 6/4/2025 | Toshiba Copier Lease and Copies, Elwood, Frankton, Summitville |
| | | | Operating Fund | Office Supplies | \$97.89 | | |
| | | | | Total this claim = | \$310.92 | | |
| 0 | 321 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,814.14 | 6/4/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,495.92 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$349.86 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,495.92 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$349.86 | | |
| | | | | Total this claim = | \$5,505.70 | | |
| 0 | 323 | PAYROLL | Operating Fund | Salary of Director | \$3,096.24 | 6/4/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$20,672.27 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | Total this claim = | \$24,231.71 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------|--------------------------------|-------------------|-------------|--|
| 0 | 356 | AFLAC | AFLAC | Payroll Deductions | \$313.38 | 6/18/2025 | Withholding for June 2025 |
| | | | | Total this claim = | <u>\$313.38</u> | | |
| 0 | 325 | AT&T | Operating Fund | Telephone & Telegraph | \$182.57 | 6/4/2025 | Service for Elwood |
| | | | | Total this claim = | <u>\$182.57</u> | | |
| 0 | 313 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$267.47 | 6/4/2025 | As per attached invoices. |
| | | | Operating Fund | Operating Supplies | \$199.01 | | |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$11.98 | | |
| | | | Operating Fund | Technology Equipment | \$131.99 | | |
| | | | Operating Fund | Elwood Adult | \$124.47 | | |
| | | | Operating Fund | Elwood Adult | \$114.97 | | |
| | | | Operating Fund | Elwood Adult | \$105.13 | | |
| | | | Operating Fund | Frankton AV | \$149.80 | | |
| | | | Operating Fund | Summitville AV | \$149.80 | | |
| | | | Gift | Summitville Programing | \$149.79 | | |
| | | | | Total this claim = | <u>\$1,404.41</u> | | |
| 0 | 320 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$478.16 | 6/4/2025 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$1,785.12 | | |
| | | | | Total this claim = | <u>\$2,263.28</u> | | |
| 0 | 344 | AT&T | Operating Fund | Telephone & Telegraph | \$91.02 | 6/18/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$91.02</u> | | |
| 0 | 342 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$410.52 | 6/18/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Adult Programing | \$43.68 | | |
| | | | Operating Fund | Frankton Programing | \$234.75 | | |
| | | | Operating Fund | Frankton AV | \$183.39 | | |
| | | | Operating Fund | Summitville AV | \$183.39 | | |
| | | | Operating Fund | Technology Equipment | \$16.19 | | |
| | | | Operating Fund | Elwood Children's Programing | \$128.20 | | |
| | | | | Total this claim = | <u>\$1,200.12</u> | | |
| 0 | 346 | RICOH USA, INC | Operating Fund | Office Supplies | \$8.17 | 6/18/2025 | Charge for Copies from Elwood Indiana Room |
| | | | | Total this claim = | <u>\$8.17</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|--|--|--|-------------|--|
| 0 | 347 | INDIANA PUBLIC RETIREMENT | PERF Operating Fund | Empl.Share FICA&Medicare Emp Cont PERF | \$481.69 \$1,798.29 | 6/18/2025 | PERF Deposit |
| | | | | Total this claim = | <u>\$2,279.98</u> | | |
| 0 | 348 | EFTPS | Federal Tax Withheld FICA Medicare Operating Fund Operating Fund | Empl.Share FICA&Medicare Empl.Share FICA&Medicare Empl.Share FICA&Medicare Empl.Share FICA&Medicare Empl.Share FICA&Medicare | \$1,803.93 \$1,487.82 \$347.96 \$1,487.82 \$347.96 | 6/18/2025 | Federal Tax Deposit |
| | | | | Total this claim = | <u>\$5,475.49</u> | | |
| 0 | 349 | PAYROLL | Operating Fund Operating Fund Operating Fund | Salary of Director Salary of Assistants Wages of Janitor | \$3,096.24 \$20,541.63 \$463.20 | 6/18/2025 | PAYROLL |
| | | | | Total this claim = | <u>\$24,101.07</u> | | |
| 0 | 350 | NATIONWIDE | Annuity | Payroll Deductions | \$745.00 | 6/18/2025 | Payroll Ending 6/14/2025 |
| | | | | Total this claim = | <u>\$745.00</u> | | |
| 0 | 351 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 6/18/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | <u>\$233.13</u> | | |
| 0 | 352 | INDIANA DEPARTMENT OF RE | State Tax Withheld County Tax Withheld | Payroll Deductions Payroll Deductions | \$1,700.66 \$1,022.67 | 6/18/2025 | July Withholding |
| | | | | Total this claim = | <u>\$2,723.33</u> | | |
| 0 | 353 | INDIANA DEPARTMENT OF W | Operating Fund | Employee Benefits | \$189.18 | 6/18/2025 | 2nd Qtr SUTA 2025 |
| | | | | Total this claim = | <u>\$189.18</u> | | |
| 0 | 354 | ELAN FINANCIAL SERVICES | Operating Fund | Frankton Programing | \$37.81 | 6/18/2025 | As per attached invoices. |
| | | | | Total this claim = | <u>\$37.81</u> | | |
| 0 | 355 | UNITED HEALTHCARE | Operating Fund | Emp Cont Group Ins | \$62.27 | 6/18/2025 | Employee Life & ADD Coverage 7/1-7/31/25 |
| | | | | Total this claim = | <u>\$62.27</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|--|--|---|-------------|---|
| 0 | 343 | ANTHEM BLUE CROSS AND BL | Operating Fund Insurance | Emp Cont Group Ins Payroll Deductions | \$5,601.24 \$832.00 | 6/18/2025 | Employee Health Insurance 7/1/25-7/31/25 |
| | | | | Total this claim = | \$6,433.24 | | |
| 34775 | 300 | BAXTER PEST PROFESSIONA | Operating Fund Operating Fund Operating Fund | Professional Services Professional Services Professional Services | \$296.00 \$96.00 \$96.00 | 6/4/2025 | Quarterly Pest Service-Elwood, Frankton, Summitville & Additional Bed Bug Treatment at Elwood |
| | | | | Total this claim = | \$488.00 | | |
| 34776 | 301 | CITY OF ELWOOD UTILITIES | Operating Fund Operating Fund | Water Waste Disposal Services | \$150.87 \$227.16 | 6/4/2025 | Service for Elwood |
| | | | | Total this claim = | \$378.03 | | |
| 34777 | 302 | DOLLAR GENERAL-REGIONS 4 | Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund | Elwood Children's Programing Elwood Adult Programing Frankton Programing Summitville Programing Cleaning & Sanitation Supplies Operating Supplies | \$0.00 \$0.00 \$0.00 \$59.65 \$0.00 \$0.00 | 6/4/2025 | Summitville Programming |
| | | | | Total this claim = | \$59.65 | | |
| 34778 | 303 | FOAM HAPPY LLC | Gift | Elwood Children's Programing | \$520.00 | 6/4/2025 | Youth Services Program 6/9/2025 |
| | | | | Total this claim = | \$520.00 | | |
| 34779 | 304 | GENERATIVE GROWTH II, LLC | Operating Fund | Elwood Adult Programing | \$87.59 | 6/4/2025 | Adult Services Programming Supplies |
| | | | | Total this claim = | \$87.59 | | |
| 34780 | 305 | MADISON COUNTY HISTORIC | Operating Fund | Frankton Programing | \$30.00 | 6/4/2025 | Stephen Jackson-June 3 "Madison County History Trivia" @ Frankton Library |
| | | | | Total this claim = | \$30.00 | | |
| 34781 | 306 | NICK HAULTER | Operating Fund | Professional Services | \$600.00 | 6/4/2025 | Lawn Care Summitville-Mowing, trimming & blowing and bush trimming |
| | | | | Total this claim = | \$600.00 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|------------------------|------------------------------|---------------|-------------|--------------------------------------|
| 34782 | 307 | ORIENTAL TRADING COMPAN | Operating Fund | Elwood Children's Programing | \$0.00 | 6/4/2025 | Programming Supplies for Summitville |
| | | | Operating Fund | Elwood Adult Programing | \$0.00 | | |
| | | | Operating Fund | Frankton Programing | \$0.00 | | |
| | | | Operating Fund | Summitville Programing | \$102.91 | | |
| | | | | | | | |
| 34783 | 308 | RONALD RUSH | Operating Fund | Traveling Expense | \$40.95 | 6/4/2025 | Mileage 70 miles @ \$.585 =\$40.95 |
| | | | | | | | |
| 34784 | 309 | STAPLES | Operating Fund | Office Supplies | \$164.24 | 6/4/2025 | Office Supplies-Toner Summitville |
| | | | | | | | |
| 34785 | 310 | TOWN OF FRANKTON | Operating Fund | Electricity | \$299.63 | 6/4/2025 | Service for Frankton |
| | | | Operating Fund | Water | \$37.94 | | |
| | | | Operating Fund | Waste Disposal Services | \$40.43 | | |
| | | | | | | | |
| 34786 | 311 | TOWN OF SUMMITVILLE | Operating Fund | Waste Disposal Services | \$53.74 | 6/4/2025 | Service for Summitville |
| | | | Operating Fund | Waste Disposal Services | \$5.00 | | |
| | | | Operating Fund | Waste Disposal Services | \$14.79 | | |
| | | | | | | | |
| 34787 | 312 | VASEY COMMERCIAL, INC. | Operating Fund | Professional Services | \$1,693.26 | 6/4/2025 | Repairs and Maintenance-Elwood |
| | | | | | | | |
| 34788 | 316 | ZAYO EDUCATION | St Technology Fund Gra | Telephone & Telegraph | \$1,182.92 | 6/4/2025 | Internet |
| | | | | | | | |
| 34789 | 319 | SAFE HIRING SOLUTIONS | Operating Fund | Professional Services | \$28.95 | 6/4/2025 | Background check Kaylee Hildman |
| | | | | | | | |
| 34790 | 322 | MIDWEST TAPE, LLC | Operating Fund | Frankton AV | \$241.68 | 6/4/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood AV | \$491.62 | | |
| | | | Operating Fund | Summitville AV | \$244.68 | | |
| | | | | | | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|----------------------------|----------------|--------------------------------|-------------------|-------------|---|
| 34791 | 324 | FRONTIER | Operating Fund | Telephone & Telegraph | \$199.43 | 6/4/2025 | Service for Frankton |
| | | | | Total this claim = | <u>\$199.43</u> | | |
| 34792 | 326 | BAKER & TAYLOR | Operating Fund | Elwood Adult | \$676.25 | 6/18/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Childrens | \$431.38 | | |
| | | | Operating Fund | Elwood YA | \$295.57 | | |
| | | | Operating Fund | Frankton | \$592.51 | | |
| | | | Operating Fund | Summitville | \$709.65 | | |
| | | | Gift | Elwood Childrens | \$298.48 | | |
| | | | | Total this claim = | <u>\$3,003.84</u> | | |
| 34793 | 327 | DEMCO INC | Operating Fund | Book Processing | \$250.63 | 6/18/2025 | Book processing |
| | | | Operating Fund | Office Supplies | \$16.72 | | |
| | | | | Total this claim = | <u>\$267.35</u> | | |
| 34794 | 328 | DOLLAR GENERAL-REGIONS 4 | Operating Fund | Summitville Programing | \$16.20 | 6/18/2025 | As per attached invoices. |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$33.75 | | |
| | | | Gift | Operating Supplies | \$60.53 | | |
| | | | | Total this claim = | <u>\$110.48</u> | | |
| 34795 | 329 | FIBERHAWK | Operating Fund | Telephone & Telegraph | \$20.00 | 6/18/2025 | Back up internet service for Frankton |
| | | | | Total this claim = | <u>\$20.00</u> | | |
| 34796 | 330 | FIREPLACE & GAS CENTER, IN | Operating Fund | Professional Services | \$125.00 | 6/18/2025 | Fireplace inspection |
| | | | | Total this claim = | <u>\$125.00</u> | | |
| 34797 | 331 | GORDON FOOD SERVICE, INC | Operating Fund | Elwood Children's Programing | \$121.89 | 6/18/2025 | Elwood Programming SRP kickoff party |
| | | | Operating Fund | Elwood Adult Programing | \$121.89 | | |
| | | | | Total this claim = | <u>\$243.78</u> | | |
| 34798 | 332 | INDIANA-AMERICAN WATER C | Operating Fund | Water | \$24.60 | 6/18/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$24.60</u> | | |
| 34799 | 333 | INDIANA MEDIA GROUP | Operating Fund | Advertising & Public Notices | \$200.00 | 6/18/2025 | Employment Ad digital and print-Frankton Branch Manager |
| | | | | Total this claim = | <u>\$200.00</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------|---------------------------|-----------------|-------------|--------------------------------------|
| 34800 | 334 | NICK HAULTER | Operating Fund | Professional Services | \$100.00 | 6/18/2025 | Lawn care Summitville 6/4/25 6/11/25 |
| | | | | Total this claim = | <u>\$100.00</u> | | |
| 34801 | 335 | NUGENT ELECTRIC INC. | Operating Fund | Operating Supplies | \$342.42 | 6/18/2025 | Light Bulbs-Supplies |
| | | | | Total this claim = | <u>\$342.42</u> | | |
| 34802 | 336 | ODP BUSINESS SOLUTIONS, L | Operating Fund | Office Supplies | \$169.50 | 6/18/2025 | Copy paper Elwood |
| | | | | Total this claim = | <u>\$169.50</u> | | |
| 34803 | 337 | LIBRARY STORE INC., THE | Operating Fund | Book Processing | \$439.17 | 6/18/2025 | Book Processing Supplies |
| | | | | Total this claim = | <u>\$439.17</u> | | |
| 34804 | 338 | TOPS HOME CENTER | Operating Fund | Bldg. Matl. And Supplies | \$23.98 | 6/18/2025 | Potting Soil |
| | | | | Total this claim = | <u>\$23.98</u> | | |
| 34805 | 339 | VASEY COMMERCIAL, INC. | Operating Fund | Professional Services | \$764.00 | 6/18/2025 | Quoted Chiller Repair |
| | | | | Total this claim = | <u>\$764.00</u> | | |
| 34806 | 340 | WENDY RIVERA | Operating Fund | Traveling Expense | \$63.18 | 6/18/2025 | Mileage 108@ \$.585=\$63.18 |
| | | | | Total this claim = | <u>\$63.18</u> | | |
| 34807 | 341 | ZAYO EDUCATION | Operating Fund | Telephone & Telegraph | \$288.07 | 6/18/2025 | VOIP |
| | | | | Total this claim = | <u>\$288.07</u> | | |

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

Total Amount of Claims \$94,723.64

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

Tuesday, July 1, 2025

Kenneth Hillman
Fiscal Officer

ALLOWANCE OF VOUCHERS

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

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 8 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$94,723.64

Date this 14 day of July, 2025

| | |
|--------------------------------|--------------------------------|
| <u><i>Larry Small</i></u> | <u><i>Glenn Edleman</i></u> |
| <u><i>Janet Stover</i></u> | <u><i>Angela O'Donnell</i></u> |
| <u><i>Michael Brinkley</i></u> | <u><i>Lisa Hobbs</i></u> |

SIGNATURES OF GOVERNING BOARD

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

NMCPLS Wage Scale

Adopted by the Board of Trustees on May 14, 1997

Revised 01/18/1999, 4/17/2000, 11/14/2011, 10/19/2015, 11/16/2015, 11/12/2018, 5/14/2019, 11/11/2019, 7/12/2021

General Guidelines

1. Both part-time and full-time employees are compensated in accordance with this wage scale.
2. Part-time is considered 20 hours per week, not to exceed 40 hours per week.
3. Full-time employment is considered 40 hours per week.
4. Approved raises will become effective at the beginning of a new year for all eligible employees.
5. Dollar figures will be adjusted by approved raises each January 1.
6. Years of service will transfer directly when employees are promoted to a higher position classification.
7. ADD: If the United States Department of Labor increases the threshold for salaried employees and one salaried employee is below the new threshold, all salaried employees will receive the same percentage wage per hour increase. This increase will be applied before the cost of living increase.
8. Years of experience will also be considered for new hires.
9. Descriptions of health benefits, overtime, sick, personal and vacation leave and termination benefits are in the board approved personnel policy Remove on April 9, 2018.
10. Wages are paid bi-weekly on Wednesdays.
11. Salaried/exempt positions are established annually the Board of Trustees. These positions are currently the Director and Administrative Assistant.
12. Interim Director will be paid at the current Director's rate.

Hourly/Non-exempt positions are established by these wage ranges.

| | <u>Start</u> | <u>90-days</u> | <u>Range</u> |
|---|---------------------|-----------------------|-----------------------|
| <u>Manager (Branch/Department)</u> | \$15/hr | \$16/hr | \$15 - \$25/hr |
| Clerk | \$10/hr | \$11/hr | \$10 - \$15/hr |
| Custodian | \$9.00/hr | \$10.00/hr | \$9 - \$14/hr |
| Page | \$9.00/hr | \$10.00/hr | \$9 - \$14/hr |

Page/Temporary Part-time:

Start wage according to job title - e.g., part-time temporary clerk wage - \$10.00

| | End of 2025 | Pay Biweekly | End of Year per hour | Federal Increase per hr | Federal Increase Pay Biweekly | Federal increased Yearly wage | 5% Cost of Living | | After 5% 2025 Hrly | After 5% 2025 Biweekly |
|------------------------|--------------|--------------|----------------------|-------------------------|-------------------------------|-------------------------------|-----------------------------------|------------------|--------------------|------------------------|
| Admin Asst | \$ 53,000.00 | 2038.46 | \$ 25.48 | \$28.20 | \$2,256.00 | \$60,912.00 | | \$63,957.60 | \$ 29.61 | \$ 2,368.80 |
| Director | \$ 79,617.60 | 2948.80 | \$ 36.86 | \$40.42 | \$3,233.22 | \$87,297.03 | | \$91,661.88 | \$ 42.44 | \$ 3,394.88 |
| 2023 Gross Pay 26 Pays | \$ 73,010.60 | \$ 2,808.10 | \$ 35.10 | | | | Correct % and per hour increase | | | |
| 2024 Gross Pay 26 pays | \$ 76,668.80 | \$ 2,948.80 | \$ 36.86 | | \$1,128 | per wk | \$28.20 | \$2.72 | 0.096453901 | |
| 2025 Current Gross Pay | \$ 83,598.48 | \$ 3,096.24 | \$ 38.70 | | | | \$ 36.86 | 0.096453901 | \$ 3.56 | |
| 2025 | | | | | | | | | | |
| | \$ 91,661.88 | \$ 3,394.88 | \$ 40.42 | | \$2.72 | | | | | |
| One Lump Sum? | | | | | | | | | | |
| Retropay | Paid | Expected | Owed | | | | | | | |
| 1-Jan | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | Incorrect percentage and per hour | | | |
| 15-Jan | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | 2024 End of year | Federal increase | | |
| 29-Jan | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | Admin Asst | \$ 53,000.00 | 0.105962264 | 2.70 per hour |
| 12-Feb | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | Director | \$ 79,617.60 | 0.105962264 | 3.91 per hour |
| 26-Feb | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| 12-Mar | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| 26-Mar | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| 9-Apr | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| 23-Apr | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| 7-May | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| 21-May | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| 4-Jun | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| 18-Jun | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| 2-Jul | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| 14-Jul | \$ 3,096.24 | \$ 3,394.88 | \$ 298.64 | | | | | | | |
| | | | \$ 4,479.60 | | | | | | | |

NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **1600 Main ST Elwood, IN.**

Notice is hereby given to taxpayers of **NORTH MADISON COUNTY LIBRARY SYSTEM, Madison County, Indiana** that the proper officers of **North Madison County Public Library System** will conduct a public hearing on the year **2026** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **North Madison County Public Library System** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **North Madison County Public Library System** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **North Madison County Public Library System** will meet to adopt the following budget:

| | | | |
|----------------------------------|-------------------------|---------------------------|---------------------------|
| Public Hearing Date | Monday, August 11, 2025 | Adoption Meeting Date | Monday, September 8, 2025 |
| Public Hearing Time | 4:30 PM | Adoption Meeting Time | 4:30 PM |
| Public Hearing Location | 1600 Main ST Elwood, IN | Adoption Meeting Location | 1600 Main ST Elwood, IN |
| Estimated Civil Max Levy | | \$1,161,818 | |
| Property Tax Cap Credit Estimate | | \$208,400 | |

| 1 Fund Name | 2 Budget Estimate | 3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations) | 4 Excessive Levy Appeals | 5 Current Tax Levy | 6 Levy Percentage Difference (Column 3 / Column 5) |
|----------------------------------|----------------------|---|-----------------------------|-----------------------|---|
| 0061-RAINY DAY | \$50,000 | \$0 | \$0 | \$0 | |
| 0101-GENERAL | \$1,467,000 | \$1,161,818 | \$0 | \$1,116,876 | 4.02% |
| 2011-LIBRARY IMPROVEMENT RESERVE | \$50,000 | \$0 | \$0 | \$0 | |
| Totals | \$1,567,000 | \$1,161,818 | \$0 | \$1,116,876 | |

Timeline for 2026 Budget

July 17, 2025 at 10:30 am - Meet virtually with Judy Robertson from the Department of Local Government Finance.

July 14, 2025: Regular monthly meeting at the **Elwood Public Library** (4:30 pm). **Approve 2026 Budget for publication.** **Quorum is required.** Submit Form 3.

August 11, 2025: 4:30 pm **public hearing** required for budget at the **Elwood Public Library.**
Quorum is required.
Regular Board Meeting immediately following public hearing.
(Must be completed at least 10 days before the library board meets to adopt the budget.
[IC 6-1.1-17-5 (a)])

Sept. 8, 2025: 4:30 pm regular monthly meeting at the **Elwood Public Library.** **Adopt 2026 Budget.**
Quorum is required.

Oct. 18, 2025: All budgets forms submitted through Gateway within **five** days after library board adopts the budget. **Current Deadline: September 12, 2025** [IC 36-12-3-12]
Last date to adopt budget **November 3, 2025.**

Oct. 12, 2025

Last day to post a notice to taxpayers (“Budget Form 3”) of proposed 2024 budgets and net tax levies and a public hearing to Gateway. Units who have not submitted by October 12 will not have time to complete the process before the deadline. (Ind. Code § 6-1.1-17-3) Note: See October 22 for additional information.

Board signs Budget Form 4 – Ordinance for Appropriations and Tax Rates- at the adoption meeting which is then uploaded to Gateway.

June 18, 2025 – DLGF Legislative Update 10 am

June 30, 2025 - Deadline for State Budget Agency (“SBA”) to provide **Maximum Levy Growth Quotient** (“MLGQ”) to civil taxing units, school corporations, and Department. (Ind. Code § 6-1.1-18.5-2(c))

July 15, 2025– Department provides each library with their **maximum allowable budget** able to be adopted by the library board, and the threshold that will trigger the budget to be adopted by the appropriate fiscal body.

July 15, 2025 Department provides each unit with an estimate for the **2024 non-property tax revenues** of MVH, LRS, ABC Gallonage, **FIT, CVET**, and Excise based on historical distribution amounts.

Aug 2025 –At the county’s first meeting in August, they will calculate and distribute each unit’s est. circuit breaker

Aug 1, 2025– Auditor certifies CNAV to DLGF

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR
PUBLIC LIBRARY INTERNET ACCESS for
FUNDING YEAR JULY 1, 2026 THROUGH JUNE 30, 2027**

WHEREAS, the board of the _____ North Madison County _____ Public Library has determined that it is beneficial to its operations to join the Indiana State Library Consortium for Public Library Internet Access; and

WHEREAS, the board recognizes that being part of the Indiana State Library Consortium for Public Library Internet Access requires following certain rules, including:

1. Filtering all computers in order to receive the e-Rate discount on vendor invoices (If the library chooses not to filter, they can be in the consortium and not receive e-rate discount);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

WHEREAS, the board acknowledges that by joining the Indiana State Library Consortium for Public Library Internet Access it receives certain benefits and that by opting out of the consortium, or by failing to abide by the Consortium rules, the library will lose the benefits.

NOW THEREFORE BE IT RESOLVED that the library shall be a member of the Indiana State Library Consortium for Public Library Internet Access and, as a member, the library shall abide by the rules of the Indiana State Library Consortium for Public Library Internet Access.

DULY ADOPTED by the Board of Trustees of the _____ North Madison County _____ Public Library at its regular meeting held on the 14 day of July, 2025, at which meeting a quorum was present.

NAY

AYE

Kathy Small
Janet Stover
Nick Bonbrat
Dwain Eddleman
Angela O'Donnell
Kenny Sullivan
Lesa Atchley

ATTEST:

Kathy Small, Secretary
Secretary

Employee Separation Checklist

Employee will:

1. Return all keys belonging to the library and sign the key agreement.
2. Remove all personal belongings.

Employee and Supervisor will:

3. Remove access to appropriate software applications by changing passwords.
 - a. Work e-mail – Forward e-mails to:
 - b. Windows Domain account on work computer.
 - c. Evergreen Indiana
 - d. Other specific applications may need to be addressed. e.g. Accounting software, Amazon, Baker & Taylor. Consultation with direct supervisor is advised to address all accounts.

Director and Administrative Assistant will:

1. Remove name from all charge accounts: Dollar General, Tops, Needlers, Oriental Trading.
2. Refer to the appropriate section(s) of the personnel policy and follow accordingly.
 - a. Resignation
 - b. Termination Entitlement
 - c. Retirement
3. Provide the following when appropriate:
 - a. Date of the last paycheck.
 - b. Health and life insurance end date.
4. Aflac contact information to continue policies.
5. ISL Certification Director's contact information.

6. Relevant information concerning INPRS and Hoosier Start.
7. Shred direct deposit agreement after last paycheck.
8. Add: Remove contact from Fire Alarm alerts with Elwood Fire Equipment.

Adopted 11/11/2024

Updated 7/14/2025

Agenda

July 14, 2025
North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order
Call for Quorum
Consent Agenda

Minutes
Claims Register & Checks
Personnel

Old Business

1. Wage Scale
2. Director's Salary

New Business

1. Approve 2026 Budget for Publication
2. Frankton Petty Cash Custodian
3. Indiana State Library Consortium Resolution for Public Internet Access
4. Elect New Vice-President
5. Employee Separation Checklist

Director's Report
Public Comment
Adjournment

MULTI TRANSMISSION REPORT

TIME : 07-10-2025 13:25
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 321
DATE : 07.10 13:21
DOCUMENT PAGES : 1
START TIME : 07.10 13:22
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SUCCESSFUL
ADDRESS BOOK

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| 0002 | Call-Leader |
| 0003 | Herald Bulletin |
| 0006 | Frankton Library |
| 0007 | Sville Library |

UNSUCCESSFUL

Agenda

August 11, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

2026 Budget Hearing

4:30 P.M.

Agenda

Call to Order
Call for Quorum
Presentation of Budget Estimates and Tax Levies for the 2026 Budget
Public Comment
Adjourn

Agenda

Regular Meeting

4:30 P.M.

Call to Order
Call for Quorum
Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
Old Business
New Business
 1. Fines and Debt Forgiveness Policy
 2. Personnel Policy Updates
 3. Internal Controls
 a. Instructions for Daily Collections
 b. Instructions for Payroll
Director's Report
Public Comment
Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Public Budget Hearing
August 11, 2025
4:30 PM

CALL TO ORDER

President Glenn Eddleman called the 2026 budget hearing of the North Madison County Public Library Board of Trustees to order on August 11, 2025, at the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Kenny Giselbach, Angie O'Donnell, Kathy Small, and Janet Stover. Also in attendance were Director Jamie Scott and Administrative Assistant Sarah Huffman.

PRESENTATION OF BUDGET ESTIMATES AND TAX LEVIES FOR THE 2026 BUDGET
The following budget estimates and tax levies were publicized on the Indiana Gateway on Budget Notices for Local Government website, www.budgetnotices.in.gov, for the purpose of notifying taxpayers of North Madison County Public Library System, that officers of said library would conduct a public hearing at the library in Elwood on the 2026 budget at 4:30 p.m. today.

Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objecting petition with the proper officers of the library within seven days after this hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy that taxpayers object. If a petition is filed, the library board shall adopt with its budget a finding concerning the objections filed and testimony presented.

Following this hearing, the Library Board of Trustees will meet at the Elwood Public Library on September 8, 2025 at 4:30 p.m. to adopt the following budget.

The 2025 pay 2026 Certified Net Assessed Valuation estimate is \$ 682,696,692.

Net Assessed Valuation is the value of all taxable real and personal property in an area after deductions and exemptions which would be the five northern Madison County townships we serve. Last year's reported NAV was \$628,852,684.

The Library Operating Fund Budget estimate is \$1,467,000. The maximum estimate funds to be raised are \$1,161,818 with a property tax cap credit estimate of \$167,800 and current tax levy of \$1,116,876.

The Rainy Day Fund estimate is \$50,000. There is no maximum estimated amount to be raised or any current tax levy.

The Library Improvement Reserve Fund estimate is \$50,000. There is no maximum estimated amount to be raised or any current tax levy.

The total maximum estimated funds to be raised are \$1,161,818 minus the property tax cap credit.

Public comment was sought, none was forthcoming.

President Eddleman closed the meeting by consent.

Kathy Small, Secretary

Secretary, Kathy Small

Kenny Gibson

Lisa Atchals

Janet Stever

Mit Brent

Glenn Eddleman

North Madison County Public Library System
Board of Trustees
Public Budget Hearing
August 11, 2025
4:30 pm
Director's Agenda

Call to Order

Call for Quorum

Presentation of Budget Estimates and Tax Levies for the 2026 Budget

Director states:

The following budget estimates and tax levies were publicized on the Indiana Gateway on Budget Notices for Local Government website, www.budgetnotices.in.gov, for the purpose of notifying taxpayers of North Madison County Public Library System, that officers of said library would conduct a public hearing at the library in Elwood on the 2026 budget at 4:30 p.m. today.

Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objecting petition with the proper officers of the library within seven days after this hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy that taxpayers object. If a petition is filed, the library board shall adopt with its budget a finding concerning the objections filed and testimony presented. Following this hearing, the Library Board of Trustees will meet at the Elwood Public Library on September 8, 2025 at 4:30 p.m. to adopt the following budget.

**The 2025 pay 2026 Certified Net Assessed Valuation estimate is \$ 682,696,692
Net Assessed Valuation is the value of all taxable real and personal property in an area after deductions and exemptions which would be the five northern Madison County townships we serve. Last year's reported NAV was \$628,852,684.**

The Library Operating Fund Budget estimate is \$1,467,000. The maximum estimate funds to be raised are \$1,161,818 with a property tax cap credit estimate of \$167,800 and current tax levy of \$1,116,876.

The Rainy Day Fund estimate is \$50,000.

There is no maximum estimated amount to be raised or any current tax levy.

The Library Improvement Reserve Fund estimate is \$50,000

There is no maximum estimated amount to be raised or any current tax levy.

The total maximum estimated funds to be raised are \$1,161,818 minus the property tax cap credit.

Mr. Eddleman, it is now time to hear any public comment.

Public Comment

Adjourn

NOTICE TO TAXPAYERS

The **Notice to Taxpayers** is available online at www.budgetnotices.in.gov or by calling (888) 739-9826.

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at **1600 Main ST Elwood, IN.**

Notice is hereby given to taxpayers of **NORTH MADISON COUNTY LIBRARY SYSTEM, Madison County, Indiana** that the proper officers of **North Madison County Public Library System** will conduct a public hearing on the year **2026** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **North Madison County Public Library System** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **North Madison County Public Library System** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **North Madison County Public Library System** will meet to adopt the following budget:

| | |
|----------------------------------|-------------------------|
| Public Hearing Date | Monday, August 11, 2025 |
| Public Hearing Time | 4:30 PM |
| Public Hearing Location | 1600 Main ST Elwood, IN |
| Estimated Civil Max Levy | \$1,161,818 |
| Property Tax Cap Credit Estimate | \$208,400 |

| | |
|---------------------------|---------------------------|
| Adoption Meeting Date | Monday, September 8, 2025 |
| Adoption Meeting Time | 4:30 PM |
| Adoption Meeting Location | 1600 Main ST Elwood, IN |

| 1 Fund Name | 2 Budget Estimate | 3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations) | 4 Excessive Levy Appeals | 5 Current Tax Levy | 6 Levy Percentage Difference (Column 3 / Column 5) |
|----------------------------------|----------------------|---|-----------------------------|-----------------------|---|
| 0061-RAINY DAY | \$50,000 | \$0 | \$0 | \$0 | |
| 0101-GENERAL | \$1,467,000 | \$1,161,818 | \$0 | \$1,116,876 | 4.02% |
| 2011-LIBRARY IMPROVEMENT RESERVE | \$50,000 | \$0 | \$0 | \$0 | |
| Totals | \$1,567,000 | \$1,161,818 | \$0 | \$1,116,876 | |

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
August 11, 2025
4:30 PM

CALL TO ORDER

President Glenn Eddleman called the regular meeting of the North Madison County Public Library Board of Trustees to order immediately following the public budget hearing on August 11, 2025, at the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Kenny Giselbach, Lisa Hobbs, Angie O'Donnell, Kathy Small, and Janet Stover. Also in attendance were Director Jamie Scott and Administrative Assistant Sarah Huffman.

CONSENT AGENDA

Kathy Small made a motion to approve the consent agenda. Janet Stover seconded and the motion carried. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Fines and Debt Forgiveness Policy

Director Scott proposed a debt forgiveness policy. The policy states that balances owed on patron accounts that are inactive and older than three years will be written off. The patron will then have a zero balance and the account will be removed from the system. Library staff will identify the debts eligible for deletion. Staff will present the recommended write-off amount to the Library Board for approval prior to deleting debt records. Director Scott also presented some statistics regarding fines on a yearly basis. Minimum and maximum fines range from \$.40 to \$568. The percentage of patrons with fines that would be forgiven are less than 3% of patrons each year. Board Members inquired about the current collection's process. Director Scott stated that the collection agency that had been approved by the board does not summon offenders to court. They attempt to contact the debtor multiple times and charge a fee per contact. Director Scott explained for that reason, the library staff does not employ the use of the collection agency and sends notices themselves. After discussion, Kenny Giselbach made a motion to accept the policy as proposed. Angie O'Donnell seconded the motion, and all members were in favor.

Personnel Policy

Director Scott proposed updates to the Personnel Policy, which included:

16. Wage and Salary Administration-Add: See Internal Controls-Payroll SOP for more information.
17. Payroll Deduction- Add: Wage garnishment is considered a legally permissible exception per Indiana Code and will be enforced when required by law.

30. Health & Life Insurance-Add: Group Life/Accidental Death & Dismemberment benefits are required for all eligible full-time employees. This plan is fully funded by the library, with no contribution required from the employee. A beneficiary form is required at initial enrollment. Annual updates are not required from the employee unless a beneficiary change is requested.

31. Library Closings-This section was amended to no longer reference the days off as holidays, but consider them library closings.

Add: Saturday Before Memorial Day, Juneteenth, Saturday before Labor Day, and Day After Thanksgiving

Remove: When a holiday is approved where hours are anything but regularly scheduled hours, full time employees are paid four hours; parttime employees are paid two hours. If the approved holiday falls on an hourly employee's scheduled day off, a full-time hourly employee shall be paid four (4) hours at his/her normal hourly rate while a part-time hourly employee shall be paid two (2) hours at his/her normal hourly rate. In addition, affected full-time hourly employees shall have their scheduled work hours reduced by four (4) hours in the week that the holiday occurs, while an affected part-time hourly employee shall have their scheduled work hours reduced by two (2) hours in the week that the holiday occurs.

Lisa Hobbs made a motion to accept the changes as presented. Kathy Small seconded the motion, and the motion carried.

Instructions for Daily Collections

Director Scott proposed updates to the Daily Collections Internal Controls Standard Operating Procedure, which included:

7. Daily Transactions- Add: For donations of \$10 or more a receipt will be written. The receipt will state the corresponding fund unless otherwise specified by the donor.

10. Daily Transactions- If the meeting room deposit is not returned to the patron, it is also recorded via the cash register Add: as a donation.

4. Morning Procedure- Remove: reference to Daily Billings report Add: Cash Report

Kathy Small made a motion to accept the changes as presented. Janet Stover seconded the motion, and the motion carried.

Instructions for Payroll

Director Scott proposed updates to the Payroll Internal Controls Standard Operating Procedure, which included:

4. Remove: Reference to Holidays Add: Reference to Library Closures

5. Add: It is then the responsibility of the manager to provide the timecards to the Administrative Assistant by 10:00 am on Monday of the payroll week.

11. Add: The Administrative Assistant is responsible for ensuring all mandatory and optional payroll deductions are accurate. See the Personnel Policy for details.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

President Eddleman adjourned the meeting by consent.

Janet Stever
Mike Brubaker
Glenn Eddleman

Kathy Small, Secretary

Secretary, Kathy Small

Kenny Smith
Lisa Atchals

Register Of Claims

North Madison County Public Library System

Report Date: From 7/1/2025 To 7/31/2025

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|----------------|--------------|---------------------------|----------------------|-------------------------------|---------------------------|-----------|-------------------------------------|
| 0 | 398 | AT&T | Operating Fund | Telephone & Telegraph | \$182.57 | 7/14/2025 | Service for Elwood |
| | | | | | Total this claim = | | |
| | | | | | \$182.57 | | |
| 0 | 408 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 7/14/2025 | In Def Comp Matching Plan-Robertson |
| | | | | | Total this claim = | | |
| | | | | | \$233.13 | | |
| 0 | 407 | PAYROLL | Operating Fund | Salary of Director | \$3,096.24 | 7/16/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$20,534.53 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | | Total this claim = | | |
| | | | | | \$24,093.97 | | |
| 0 | 406 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,800.41 | 7/16/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,487.36 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$347.85 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,487.36 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$347.85 | | |
| | | | | | Total this claim = | | |
| | | | | | \$5,470.83 | | |
| 0 | 405 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$479.34 | 7/16/2025 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$1,789.54 | | |
| | | | | | Total this claim = | | |
| | | | | | \$2,268.88 | | |
| 0 | 403 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$2,583.00 | 7/14/2025 | Service for Elwood & Summitville |
| | | | Operating Fund | Electricity | \$737.61 | | |
| | | | | | Total this claim = | | |
| | | | | | \$3,320.61 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------|------------------------------|-------------------|-------------|--|
| 0 | 402 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$703.80 | 7/14/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$275.08 | | |
| | | | Operating Fund | Summitville AV | \$275.08 | | |
| | | | Operating Fund | Technology Equipment | \$31.98 | | |
| | | | Operating Fund | Elwood Adult | \$229.98 | | |
| | | | Operating Fund | Elwood Childrens | \$27.28 | | |
| | | | Operating Fund | Frankton | \$28.26 | | |
| | | | Operating Fund | Summitville | \$10.79 | | |
| | | | Gift | Frankton Programing | \$263.92 | | |
| | | | | Total this claim = | <u>\$1,846.17</u> | | |
| 0 | 401 | GREATAMERICA FINANCIAL S | Operating Fund | Equipment/Rental | \$213.03 | 7/14/2025 | Toshiba Copier Lease and Copies, Elwood, Frankton, Summitville |
| | | | Operating Fund | Office Supplies | \$185.27 | | |
| | | | | Total this claim = | <u>\$398.30</u> | | |
| 0 | 409 | NATIONWIDE | Annuity | Payroll Deductions | \$745.00 | 7/14/2025 | Payroll Ending 7/12/2025 |
| | | | | Total this claim = | <u>\$745.00</u> | | |
| 0 | 439 | GREATAMERICA FINANCIAL S | Operating Fund | Equipment/Rental | \$189.21 | 7/30/2025 | Toshiba Copier Lease and Copies, Elwood, Frankton, Summitville |
| | | | Operating Fund | Office Supplies | \$213.03 | | |
| | | | | Total this claim = | <u>\$402.24</u> | | |
| 0 | 399 | PITNEY BOWES GLOBAL FINA | Operating Fund | Equipment/Rental | \$135.99 | 7/14/2025 | 3rd Qtr postage meter lease |
| | | | | Total this claim = | <u>\$135.99</u> | | |
| 0 | 382 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$378.52 | 7/2/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$214.08 | | |
| | | | Operating Fund | Summitville AV | \$214.08 | | |
| | | | Operating Fund | Office Supplies | \$36.78 | | |
| | | | Operating Fund | Operating Supplies | \$99.65 | | |
| | | | Operating Fund | Elwood Childrens | \$19.95 | | |
| | | | Operating Fund | Elwood YA | \$13.99 | | |
| | | | Operating Fund | Elwood Children's Programing | \$178.80 | | |
| | | | Operating Fund | Frankton Programing | \$7.99 | | |
| | | | Gift | Elwood Children's Programing | \$139.98 | | |
| | | | | Total this claim = | <u>\$1,303.82</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------------|-------------------------------|--------------------|-------------|---|
| 0 | 379 | PAYROLL | Operating Fund | Salary of Director | \$3,096.24 | 7/2/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$21,026.32 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | Total this claim = | <u>\$24,585.76</u> | | |
| 0 | 378 | NATIONWIDE | Annuity | Payroll Deductions | \$745.00 | 7/2/2025 | Payroll Ending 6/28/2025 |
| | | | | Total this claim = | <u>\$745.00</u> | | |
| 0 | 377 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 7/2/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | <u>\$233.13</u> | | |
| 0 | 376 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,829.36 | 7/2/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,517.87 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$354.99 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,517.87 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$354.99 | | |
| | | | | Total this claim = | <u>\$5,575.08</u> | | |
| 0 | 375 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$478.16 | 7/2/2025 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$1,785.10 | | |
| | | | | Total this claim = | <u>\$2,263.26</u> | | |
| 0 | 374 | CENTERPOINT ENERGY | Operating Fund | Gas | \$81.30 | 7/2/2025 | Service for Elwood, Frankton, Summitville-Gas |
| | | | Operating Fund | Gas | \$30.52 | | |
| | | | Operating Fund | Gas | \$23.94 | | |
| | | | | Total this claim = | <u>\$135.76</u> | | |
| 0 | 400 | RICOH USA, INC | Operating Fund | Office Supplies | \$9.11 | 7/14/2025 | Charge for Copies from Elwood Indiana Room |
| | | | | Total this claim = | <u>\$9.11</u> | | |
| 0 | 428 | UNITED HEALTHCARE | Operating Fund | Emp Cont Group Ins | \$69.75 | 7/30/2025 | Employee Life & ADD Coverage 8/1-8/30/25 |
| | | | | Total this claim = | <u>\$69.75</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------------|-------------------------------|--------------------|-------------|---|
| 0 | 432 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$2,812.31 | 7/30/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,866.43 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$436.52 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,866.43 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$436.52 | | |
| | | | | Total this claim = | <u>\$7,418.21</u> | | |
| 0 | 397 | AVC TECHNOLOGY CORPORA | Operating Fund | Professional Services | \$720.00 | 7/14/2025 | 3rd Qtr Accounting & Payroll Support/Cloud Backup |
| | | | | Total this claim = | <u>\$720.00</u> | | |
| 0 | 433 | PAYROLL | Operating Fund | Salary of Director | \$7,874.48 | 7/30/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$21,870.13 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | Total this claim = | <u>\$30,207.81</u> | | |
| 0 | 434 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 7/30/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | <u>\$233.13</u> | | |
| 0 | 435 | NATIONWIDE | Annuity | Payroll Deductions | \$745.00 | 7/30/2025 | Payroll Ending 7/26/2025 |
| | | | | Total this claim = | <u>\$745.00</u> | | |
| 0 | 436 | INDIANA DEPARTMENT OF RE | State Tax Withheld | Payroll Deductions | \$2,742.50 | 7/30/2025 | July Withholding |
| | | | County Tax Withheld | Payroll Deductions | \$1,677.66 | | |
| | | | | Total this claim = | <u>\$4,420.16</u> | | |
| 0 | 437 | AUTO-OWNERS INSURANCE | Operating Fund | Insurance | \$15,966.00 | 7/30/2025 | Tailored Protection 09-350458 |
| | | | | Total this claim = | <u>\$15,966.00</u> | | |
| 0 | 438 | CENTERPOINT ENERGY | Operating Fund | Gas | \$17.98 | 7/30/2025 | Service for Elwood, Frankton, Summitville |
| | | | Operating Fund | Gas | \$26.34 | | |
| | | | Operating Fund | Gas | \$22.18 | | |
| | | | | Total this claim = | <u>\$66.50</u> | | |
| 0 | 431 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$665.39 | 7/30/2025 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$2,484.15 | | |
| | | | | Total this claim = | <u>\$3,149.54</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|--------------------------|------------------------------|-------------------|-------------|--|
| 0 | 429 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$334.07 | 7/30/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$99.26 | | |
| | | | Operating Fund | Summitville AV | \$99.26 | | |
| | | | Operating Fund | Office Supplies | \$47.99 | | |
| | | | Operating Fund | Operating Supplies | \$181.22 | | |
| | | | Gift | Elwood Children's Programing | \$146.12 | | |
| | | | ALA LTC Accessibility Gr | Bldg. & Structure/Maint. | \$2,031.04 | | |
| | | | Operating Fund | Furniture & Equipment | \$38.69 | | |
| | | | Operating Fund | Elwood Adult Programing | \$49.30 | | |
| | | | Operating Fund | Elwood Adult | \$114.98 | | |
| | | | Operating Fund | Elwood Adult | \$199.78 | | |
| | | | | Total this claim = | <u>\$3,341.71</u> | | |
| 0 | 427 | PITNEY BOWES GLOBAL FINA | Operating Fund | Postage & UPS | \$102.07 | 7/30/2025 | |
| | | | | Total this claim = | <u>\$102.07</u> | | |
| 0 | 426 | ELAN FINANCIAL SERVICES | Operating Fund | Operating Supplies | \$83.00 | 7/30/2025 | As per attached invoices. |
| | | | Operating Fund | Advertising & Public Notices | \$350.00 | | |
| | | | Operating Fund | Elwood Children's Programing | \$51.42 | | |
| | | | Operating Fund | Summitville Programing | \$24.32 | | |
| | | | Gift | Other | \$61.00 | | |
| | | | | Total this claim = | <u>\$569.74</u> | | |
| 0 | 425 | AT&T | Operating Fund | Telephone & Telegraph | \$88.59 | 7/30/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$88.59</u> | | |
| 0 | 423 | AFLAC | AFLAC | Payroll Deductions | \$470.07 | 7/30/2025 | Withholding for July 2025 |
| | | | | Total this claim = | <u>\$470.07</u> | | |
| 0 | 430 | LIBERTY MUTUAL INSURANCE | Operating Fund | Insurance | \$805.00 | 7/30/2025 | Business Auto Policy BAS57549363 |
| | | | | Total this claim = | <u>\$805.00</u> | | |
| 0 | 424 | ANTHEM BLUE CROSS AND BL | Operating Fund | Emp Cont Group Ins | \$5,185.24 | 7/30/2025 | Employee Health Insurance 8/1/25-8/30/25 |
| | | | Insurance | Payroll Deductions | \$1,248.00 | | |
| | | | | Total this claim = | <u>\$6,433.24</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------|------------------------------|-------------------|-------------|---|
| 34808 | 357 | CITY OF ELWOOD UTILITIES | Operating Fund | Water | \$150.87 | 7/2/2025 | Service for Elwood |
| | | | Operating Fund | Waste Disposal Services | \$216.20 | | |
| | | | | Total this claim = | <u>\$367.07</u> | | |
| 34809 | 358 | GENERATIVE GROWTH II, LLC | Operating Fund | Elwood Children's Programing | \$64.48 | 7/2/2025 | YS programming- June KIK and TT |
| | | | | Total this claim = | <u>\$64.48</u> | | |
| 34810 | 359 | MADISON COUNTY HISTORIC | Operating Fund | Frankton Programing | \$60.00 | 7/2/2025 | Stephen Jackson Program 6/23/2025 & 7/1/2025 |
| | | | | Total this claim = | <u>\$60.00</u> | | |
| 34811 | 360 | INDIANA STATE LIBRARY | PLAC | Other | \$70.00 | 7/2/2025 | 2nd Qtr PLAC |
| | | | | Total this claim = | <u>\$70.00</u> | | |
| 34812 | 361 | INDIANA STATE LIBRARY | Operating Fund | Professional Services | \$5,716.00 | 7/2/2025 | InfoExpress Service Elwood, Frankton, Summitville |
| | | | Operating Fund | Professional Services | \$1,634.00 | | |
| | | | Operating Fund | Professional Services | \$1,634.00 | | |
| | | | | Total this claim = | <u>\$8,984.00</u> | | |
| 34813 | 362 | KOLE RUDER | Operating Fund | Elwood Adult Programing | \$100.00 | 7/2/2025 | SRP Kickoff Program |
| | | | | Total this claim = | <u>\$100.00</u> | | |
| 34814 | 363 | LIBRARICA LLC | Operating Fund | Techology Software | \$974.84 | 7/2/2025 | Support/Update Renewal CASSIE 59 PAC's |
| | | | | Total this claim = | <u>\$974.84</u> | | |
| 34815 | 364 | MARSHALL BEST SECURITY C | Operating Fund | Professional Services | \$125.00 | 7/2/2025 | Handicap Lock South Door |
| | | | | Total this claim = | <u>\$125.00</u> | | |
| 34816 | 365 | MIDWEST COLLABORATIVE F | Operating Fund | Dues | \$125.00 | 7/2/2025 | MCLS Annual Membership Fee |
| | | | | Total this claim = | <u>\$125.00</u> | | |
| 34817 | 366 | NICK HAULTER | Operating Fund | Professional Services | \$100.00 | 7/2/2025 | Lawn Care Summitville 6/20/2025 6/25/2025 |
| | | | | Total this claim = | <u>\$100.00</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------|--------------------------------|-------------------|-------------|--|
| 34818 | 367 | PITNEY BOWES BANK, INC. R | Operating Fund | Postage & UPS | \$400.00 | 7/2/2025 | Reserve Account Deposit 282574412 |
| | | | | Total this claim = | <u>\$400.00</u> | | |
| 34819 | 368 | KATELYNN SCHIFFNER | Operating Fund | Traveling Expense | \$37.44 | 7/2/2025 | Mileage 64 miles @\$.585 = \$37.44 |
| | | | | Total this claim = | <u>\$37.44</u> | | |
| 34820 | 369 | STAPLES | Operating Fund | Cleaning & Sanitation Supplies | \$246.26 | 7/2/2025 | Cleaning and Office Supplies |
| | | | Operating Fund | Office Supplies | \$122.19 | | |
| | | | Operating Fund | Operating Supplies | \$33.33 | | |
| | | | | Total this claim = | <u>\$401.78</u> | | |
| 34821 | 370 | TOWN OF FRANKTON | Operating Fund | Electricity | \$350.71 | 7/2/2025 | Service for Frankton |
| | | | Operating Fund | Water | \$37.94 | | |
| | | | Operating Fund | Waste Disposal Services | \$38.75 | | |
| | | | | Total this claim = | <u>\$427.40</u> | | |
| 34822 | 371 | TOWN OF SUMMITVILLE | Operating Fund | Waste Disposal Services | \$53.74 | 7/2/2025 | Service for Summitville |
| | | | Operating Fund | Waste Disposal Services | \$5.00 | | |
| | | | Operating Fund | Waste Disposal Services | \$14.79 | | |
| | | | | Total this claim = | <u>\$73.53</u> | | |
| 34823 | 372 | VASEY COMMERCIAL, INC. | Operating Fund | Professional Services | \$1,037.10 | 7/2/2025 | Maintenance contracts Summitville & Frankton-Coil Cleaning at branches |
| | | | | Total this claim = | <u>\$1,037.10</u> | | |
| 34824 | 373 | DEMCO INC | Operating Fund | Book Processing | \$159.58 | 7/2/2025 | Benefit Denial DVD Cases |
| | | | | Total this claim = | <u>\$159.58</u> | | |
| 34825 | 380 | SARAH MOSS | Gift | Summitville Programing | \$11.97 | 7/2/2025 | Petty Cash-Summitville |
| | | | | Total this claim = | <u>\$11.97</u> | | |
| 34826 | 381 | FRONTIER | Operating Fund | Telephone & Telegraph | \$200.99 | 7/2/2025 | Service for Frankton |
| | | | | Total this claim = | <u>\$200.99</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|---------------------------|---------------------|--------------------------|-------------------|------------------------------|-------------------|-------------|--|
| 34827 | 383 | BAKER & TAYLOR | Operating Fund | Elwood Adult | \$983.36 | 7/14/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Childrens | \$496.94 | | |
| | | | Operating Fund | Elwood YA | \$190.38 | | |
| | | | Operating Fund | Frankton | \$819.57 | | |
| | | | Operating Fund | Summitville | \$680.45 | | |
| | | | Gift | Elwood Children's Programing | \$64.34 | | |
| Total this claim = | | | | | <u>\$3,235.04</u> | | |
| 34828 | 384 | CITY OF ELWOOD | Gift | Elwood Children's Programing | \$50.00 | 7/14/2025 | Pool Rental-Summer Reading Closing Party |
| | | | Gift | Elwood Adult Programing | \$50.00 | | |
| | | | Gift | Frankton Programing | \$50.00 | | |
| | | | Gift | Summitville Programing | \$50.00 | | |
| Total this claim = | | | | | <u>\$200.00</u> | | |
| 34829 | 385 | DOLLAR GENERAL-REGIONS 4 | Gift | Summitville Programing | \$67.55 | 7/14/2025 | Summitville SRP Supplies |
| Total this claim = | | | | | <u>\$67.55</u> | | |
| 34830 | 386 | ELWOOD FIRE EQUIPMENT C | Operating Fund | Professional Services | \$650.00 | 7/14/2025 | Qtrly Wet/Dry Sprinkler Inspection-Elwood |
| Total this claim = | | | | | <u>\$650.00</u> | | |
| 34831 | 387 | FIBERHAWK | Operating Fund | Telephone & Telegraph | \$20.00 | 7/14/2025 | Back up internet for Frankton |
| Total this claim = | | | | | <u>\$20.00</u> | | |
| 34832 | 388 | INDIANA-AMERICAN WATER C | Operating Fund | Water | \$24.75 | 7/14/2025 | Service for Summitville |
| Total this claim = | | | | | <u>\$24.75</u> | | |
| 34833 | 389 | INDIANA STATE LIBRARY | Evergreen Indiana | Other | \$52.26 | 7/14/2025 | 2nd Quarter Evergreen Payment Reconciliation |
| Total this claim = | | | | | <u>\$52.26</u> | | |
| 34834 | 390 | MADISON COUNTY HISTORIC | Operating Fund | Frankton Programing | \$30.00 | 7/14/2025 | Stephen Jackson Program 7/21/2025 |
| Total this claim = | | | | | <u>\$30.00</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|------------------------|--------------------------------|-------------------|-------------|---|
| 34835 | 391 | MIDWEST TAPE, LLC | Operating Fund | Frankton AV | \$135.97 | 7/14/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood AV | \$450.51 | | |
| | | | Operating Fund | Summitville AV | \$87.98 | | |
| | | | | Total this claim = | <u>\$674.46</u> | | |
| 34836 | 392 | NICK HAULTER | Operating Fund | Professional Services | \$50.00 | 7/14/2025 | Lawn Care Summitville-Mowing, trimming & blowing |
| | | | | Total this claim = | <u>\$50.00</u> | | |
| 34837 | 393 | NUGENT ELECTRIC INC. | Operating Fund | Professional Services | \$899.00 | 7/14/2025 | Frankton-Replace Globe Lights in parking lot and upgrade to LED |
| | | | | Total this claim = | <u>\$899.00</u> | | |
| 34838 | 394 | STAPLES | Operating Fund | Office Supplies | \$55.18 | 7/14/2025 | As per attached invoices. |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$213.49 | | |
| | | | | Total this claim = | <u>\$268.67</u> | | |
| 34839 | 395 | TOPS HOME CENTER | Operating Fund | Operating Supplies | \$40.99 | 7/14/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Adult Programing | \$13.58 | | |
| | | | | Total this claim = | <u>\$54.57</u> | | |
| 34840 | 396 | ZAYO EDUCATION | St Technology Fund Gra | Telephone & Telegraph | \$1,182.92 | 7/14/2025 | VoIP and Internet |
| | | | Operating Fund | Telephone & Telegraph | \$288.07 | | |
| | | | | Total this claim = | <u>\$1,470.99</u> | | |
| 34841 | 404 | KAYLEE HILDMAN | Operating Fund | Traveling Expense | \$128.70 | 7/14/2025 | Mileage 220 miles @\$.585 = \$128.70 |
| | | | | Total this claim = | <u>\$128.70</u> | | |
| 34842 | 410 | LOU RAE | Gift | Summitville Programing | \$100.00 | 7/14/2025 | Adult SRP @ Summitville Painting Class 7/21/2025 |
| | | | | Total this claim = | <u>\$100.00</u> | | |
| 34843 | 411 | BARBARA MORROW | Operating Fund | Elwood Adult Programing | \$150.00 | 7/30/2025 | August 16, 2025 Author Presentation |
| | | | | Total this claim = | <u>\$150.00</u> | | |


| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------|--------------------------------|-----------------|-------------|--|
| 34844 | 412 | CITY OF ELWOOD UTILITIES | Operating Fund | Water | \$150.87 | 7/30/2025 | Service for Elwood |
| | | | Operating Fund | Waste Disposal Services | \$227.16 | | |
| | | | | Total this claim = | \$378.03 | | |
| 34845 | 413 | DEMCO INC | Operating Fund | Book Processing | \$189.94 | 7/30/2025 | Book Processing-Book Jackets |
| | | | | Total this claim = | \$189.94 | | |
| 34846 | 414 | MANIFOLD REFUSE, INC. | Operating Fund | Waste Disposal Services | \$93.00 | 7/30/2025 | Trash Removal Q3 2025 |
| | | | | Total this claim = | \$93.00 | | |
| 34847 | 415 | MADISON COUNTY HISTORIC | Operating Fund | Frankton Programing | \$30.00 | 7/30/2025 | Stephen Jackson August 5 Program-Street Cars |
| | | | | Total this claim = | \$30.00 | | |
| 34848 | 416 | MEGHAN MABREY | Gift | Frankton Programing | \$13.83 | 7/30/2025 | Petty Cash-Frankton |
| | | | | Total this claim = | \$13.83 | | |
| 34849 | 417 | MICHAEL ROBERTSON | Operating Fund | Traveling Expense | \$170.82 | 7/30/2025 | Travel expense 292 miles @ \$.585 = 170.82 |
| | | | | Total this claim = | \$170.82 | | |
| 34850 | 418 | NICK HAULTER | Operating Fund | Professional Services | \$120.00 | 7/30/2025 | Lawn Care Summitville 7/16/25 7/23/25 |
| | | | | Total this claim = | \$120.00 | | |
| 34851 | 419 | SARAH MOSS | Gift | Summitville Programing | \$21.00 | 7/30/2025 | Petty Cash-Summitville |
| | | | | Total this claim = | \$21.00 | | |
| 34852 | 420 | STAPLES | Operating Fund | Cleaning & Sanitation Supplies | \$137.73 | 7/30/2025 | Cleaning Supplies |
| | | | | Total this claim = | \$137.73 | | |
| 34853 | 421 | TOWN OF FRANKTON | Operating Fund | Electricity | \$390.95 | 7/30/2025 | Service for Frankton |
| | | | Operating Fund | Water | \$37.94 | | |
| | | | Operating Fund | Waste Disposal Services | \$46.00 | | |
| | | | | Total this claim = | \$474.89 | | |

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|----------------|--------------|---------------------|----------------|---------------------------|----------------|-----------|-------------------------|
| 34854 | 422 | TOWN OF SUMMITVILLE | Operating Fund | Waste Disposal Services | \$53.74 | 7/30/2025 | Service for Summitville |
| | | | Operating Fund | Waste Disposal Services | \$5.00 | | |
| | | | Operating Fund | Waste Disposal Services | \$14.79 | | |
| | | | | Total this claim = | \$73.53 | | |

Total Amount of Claims \$172,254.07

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

Monday, August 11, 2025





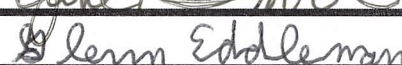


 Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this 11th day of August, 2025.

| | | |
|---|--|--|
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|  |  | |
|  |  | |

SIGNATURES OF GOVERNING BOARD

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

Fines and Debt Forgiveness Policy

In order to accurately represent accounts receivable on its financial statements, the North Madison County Public Library System will write off any patron debts that have not been collected in a rolling three-year cycle despite established collection efforts.

On an annual basis, debt being written off will meet all of the following criteria: 1) incurred prior to the previous three calendar years, 2) incurred on an account that has been inactive for the previous three calendar years, and 3) incurred on an account that has had no new debt assigned (e.g., fines, replacement value of unreturned materials, collection fees) in the previous three calendar years. To be considered inactive, an account must have no documented circulation activity and no documented use of electronic resources for the specified timeframe.

On an annual basis, library staff will identify the debts eligible for deletion. Staff will present the recommended write-off amount to the Library Board for approval prior to deleting debt records. A database process from the Automated Library System will identify the debts eligible for deletion. Staff will implement the write-offs prior to the end of each fiscal year and maintain appropriate accounting records.

Approved 8/11/2025

| Year | Elwood | # of Patrons | Frankton | # of Patron | Summitville | # of Patrons | Alexandria | # of Patrons | HMNTH-CI | # of Patrc | GWOOD | # of Pa | NBLCO-/ | # of Patrc | Minimum | Maximum | Yearly Total | | |
|---|------------|--------------|------------|-------------|-------------|--------------|------------|--------------|----------|------------|--------|---------|---------|------------|---------|----------|--------------|--|--|
| 2013 | | | | | | | | | | | | | | | | | 0 | | |
| 2014 | | | | | | | | | | | | | | | | | \$6,391.82 | | |
| 2015 | \$9,098.16 | 147 | \$1,514.43 | 32 | \$1,816.09 | 26 | \$23.99 | 1 | | | | | | | \$0.40 | \$321.45 | \$12,452.67 | | |
| 2016 | \$8,492.24 | 117 | \$928.95 | 17 | \$232.96 | 10 | \$30.99 | 1 | | | | | | | \$0.24 | \$332.93 | \$9,685.14 | | |
| 2017 | \$7,006.56 | 98 | \$630.81 | 9 | | | | | \$230.91 | 1 | | | | | \$6.99 | \$306.75 | \$8,474.65 | | |
| 2018 | \$5,786.54 | 76 | \$1,986.71 | 22 | \$236.23 ? | | \$9.00 | 1 | | | | | | | \$0.50 | \$425.51 | \$8,018.48 | | |
| 2019 | \$4,520.37 | 68 | \$928.39 | 20 | \$151.72 | 7 | | | | | | | | | \$1.00 | \$470.40 | \$5,600.48 | | |
| 2020 | \$2,780.02 | 35 | \$889.60 | 12 | \$639.48 | 9 | \$3.25 | 1 | | | \$3.00 | 1 | \$28 | 1 | \$1.00 | \$46 | \$4,343.36 | | |
| 2021 | \$2,778.79 | 25 | \$216.29 | 9 | \$401.23 | 5 | \$21.99 | 1 | | | | | | | \$0.99 | \$568.29 | \$3,418.30 | | |
| 2022 | \$2,354.81 | 54 | \$77.96 | 3 | \$456.83 | 5 | | | | | | | | | | | | | |
| 2023 | \$3,834.28 | 68 | \$564.45 | 12 | \$157.89 | 6 | | | | | | | | | | | | | |
| 2024 | \$5,977.84 | 119 | \$868.26 | 16 | \$285.75 | 7 | | | | | | | | | | | | | |
| 2025 | \$4,214.67 | 75 | \$40.38 | 13 | \$37.82 | 3 | | | | | | | | | | | | | |
| Total patrons with 0 balance E- 652 F-358 S- 175 | | | | | | | | | | | | | | | | | | | |
| 2015 = \$12,452.67 Alex-\$23.99 (1 patron) E-\$9098.16 (147 patrons) F-\$1514.43(32 patrons) S-\$1816.09 (26 patrons) Minimum \$.40 Maximum \$321.45 | | | | | | | | | | | | | | | | | | | |
| 2016= \$9,685.14 Alex-\$30.99 (1 patron) E-\$8492.24 (117 patrons) F-\$928.95 (17 patrons) S-\$232.96 (10 patrons) Minimum \$.24 Maximum \$332.93 | | | | | | | | | | | | | | | | | | | |
| 2017=\$8,474.65 HMNTH-CIC-\$230.91 (1 patron) E-\$7006.56 (98 patrons) F-\$630.81 (9 patrons) minimum \$6.99 maximum \$306.75 | | | | | | | | | | | | | | | | | | | |
| 2018= \$8,018.48 E- \$5,786.54 (76 patrons) F-\$1986.71 (22 patrons) S-\$236.23 ALEXM-ALE-\$9 (1 patron) Minimum \$.5 Maximum \$425.51 | | | | | | | | | | | | | | | | | | | |
| 2019= \$5,600.48 E-\$4520.37 (68 patrons) F-\$928.39 (20 Patrons) S-\$151.72 (7 patrons) Minimum \$1.00 Maximum \$470.40 | | | | | | | | | | | | | | | | | | | |
| 2020=\$4,343.36 E-\$2,780.02 (35 patrons), F-\$889.60 (12 patrons), S -\$639.49 (9 patrons) ALEXM-ALE - \$3.25 (1 patron) GWOOD-GRE - \$3.00 (1 patron) NBLCO-ALB - \$28 (1 patron) Minimum \$1.00 Maximum \$461.79 | | | | | | | | | | | | | | | | | | | |
| 2021=\$3,418.30 E-\$2,778.79 (25 patrons) F-\$216.29 (9 patrons) S-\$401.23 (5 patrons) ALEXM -\$21.99 (1 patron) Minimum \$.99 Maximum \$568.29 | | | | | | | | | | | | | | | | | | | |

and Director must be made by separate motion. Employees, including the Administrative Assistant and Director, who receive disciplinary action, are ineligible for a wage or salary increase for the calendar year following the disciplinary action.

The Library pays employees bi-weekly or 26 times per year. The workweek ends at midnight Saturday, with the first day of the week beginning at 12:01 am Sunday morning. Payday is normally the first Wednesday following the second Saturday of each pay period. Add: See Internal Controls-Payroll SOP for more information.

If you find an error in your paycheck, the Director must be notified. A lost check should be reported immediately so that payment may be stopped at the bank and another check can be issued.

Payroll checks will be automatically deposited instead of receiving printed paychecks. Participation in the direct deposit program is mandatory, and you must submit to the Administrative Assistant a signed direct deposit authorization form, attaching a voided check, deposit slip or copy of your prepaid debit card. The Administrative Assistant will also have a list of different direct deposit options.

Employees must keep all information relevant for direct deposit current with the Administrative Assistant.

No payroll advances are permitted by the Library against paychecks or unaccrued vacation.

17. PAYROLL DEDUCTION

Payroll deductions are made for taxes and for other funds requested by the staff member and authorized by the Library Board. The amount deducted and the purpose for which deductions are made are noted on the “Statement” portion that accompanies each paycheck.

Mandatory deductions:

Federal Income Tax

Social Security

Medicare

State Income Tax

County Income Tax

INPRS or Deferred Compensation Matching Plan (FT only)

Optional Deductions (FT only):

Health Insurance

Deferred Compensation Plan (annuity)

AFLAC

The Library recognizes that with limited legally permissible exceptions no deductions should be taken from the salaries and wages of our employees. If you believe that any improper deduction has been made from your salary, please report the matter immediately to the Director. If the deduction is deemed inappropriate, you will be promptly reimbursed for the entire amount at issue, and the Library will make a good-faith commitment to avoiding any recurrence of the error.

Add: Wage garnishment is considered a legally permissible exception per Indiana Code and will be enforced when required by law.

18. ATTENDANCE POLICY

You are hired to perform an important function at the Library. As with any group effort, it takes cooperation and commitment from everyone to operate effectively. Therefore, your attendance and punctuality are very important. Absences cause a slowdown in the work and added burdens for your fellow employees. Good attendance is something that is expected from all employees. You should be at your workstation by the start of each workday at your scheduled time. Excessive absenteeism or tardiness will not be tolerated and will be cause for disciplinary action up to and including discharge.

Regardless of the reason for your absence, you are expected to properly notify your supervisor on duty at least one hour in advance of your scheduled work time. Lack of a telephone or absence from town is not an excuse for failing to notify your supervisor of absence or tardiness. Further, employees should call in and speak with their supervisor either in person or by voicemail to report an absence. Texting is not a permitted means of calling in under this policy. You should call every day that you are absent unless you are on an approved leave of absence. Unreported and unexcused absences of two consecutive workdays will result in termination of employment with the Library.

Employees are paid in one quarter hour increments. The first 7 minutes late will be forgiven. After 7 minutes, one quarter of an hour will be docked and will be considered tardy. When an employee works past their regular clockout time at least 7 minutes, the same rule would apply and one quarter of an hour's wages would be paid. Three times tardy in any single pay period merits a written warning. After three written warnings, disciplinary action will proceed. Warnings are purged from the employee's files after each anniversary year. Repeated early departure from work will be treated the same as tardiness.

their Supervisor so notes these meetings on the employee's time card.

28. PROFESSIONAL MEETINGS

The Board encourages staff attendance at professional meetings, workshops and continuing education programs in an effort to maintain currency with the profession and meet certification standards. Absence to attend meetings must be approved by the Director and must not interfere with the work schedule of the Library.

Employees attending meetings will be compensated for the time spent at the meetings, not to exceed eight hours unless approval received from the Director. A written report of the meeting/workshop to the Director may be required for addition to the employee's personnel file.

Travel expenses such as mileage, lodging, registration fees, etc. incurred in attending professional library meetings, visits to other libraries, and for travel necessary to accomplish Library business, may be reimbursed to the extent of the approved travel budget for the year. The Director must approve expenses that will be reimbursed before they are incurred.

29. JURY DUTY

Staff members are expected to accept jury duty when selected. Employees are to return to work after jury duty, although no more than a total of eight hours of jury duty and work combined will normally be required.

In addition to their full pay and benefits from the Library, employees may also keep their full pay from jury duty.

30. HEALTH & LIFE INSURANCE

The Library offers full-time employees the opportunity for health insurance benefits, subject to eligibility requirements of the insurance provider. Employees are required to pay a portion of the monthly premium. The portion amounts for the individual, spouse and family premiums are evaluated each year during the insurance renewal and budget process.

Add: Group Life/Accidental Death & Dismemberment benefits are required for all eligible full-time employees. This plan is fully funded by the library, with no contribution required from the employee. A beneficiary form is required at initial enrollment. Annual updates

are not required from the employee unless a beneficiary change is requested.

The group ~~add: health and life~~ insurance policies and the summary plan description issued to employees set out the terms and conditions of ~~both plans~~. These documents govern all issues relating to employee health insurance. To obtain copies of these documents, contact the Administrative Assistant.

31. ~~Remove: HOLIDAYS~~ ~~Add: Library Closings~~

The Board reviews the ~~remove:holiday~~ ~~add: Library closing~~ schedule annually in November. ~~Remove: to decide upon employee benefits for the coming year.~~

The following are typically granted as Library ~~remove:holidays~~ ~~add: closings~~:

| | |
|--|--|
| New Years Eve | Add: Saturday before Labor Day |
| New Years Day | Labor Day |
| Martin Luther King, Jr. Day | Remove: Thanksgiving Eve Day (half day) |
| President's Day | Thanksgiving Day |
| Memorial Day | Add: Day After Thanksgiving |
| Add: Saturday before Memorial Day | Christmas Eve Day |
| Add: Juneteenth | Christmas Day |
| Independence Day | |

If a Library ~~remove:holiday~~ ~~add: closing~~ falls on Sunday, the Library will be closed the following day. If the ~~remove:holiday~~ ~~add: closing~~ falls on an hourly employee's scheduled day off, a full-time hourly employee shall be paid eight (8) hours at his/her normal hourly rate while a part-time hourly employee shall be paid four (4) hours at his/her normal hourly rate. In addition, affected full-time hourly employees shall have their scheduled work hours reduced by eight (8) hours in the week that the ~~remove:holiday~~ ~~add: closing~~ occurs, while an affected part-time hourly employee shall have their scheduled work hours reduced by four (4) hours in the week that the holiday occurs.

Part-time employees are entitled to one-half the ~~remove:holiday~~ ~~add: closing~~ hours of full-time employees.

~~Remove: When a holiday is approved where hours are anything but regularly scheduled hours, full time employees are paid four hours; parttime employees are paid two hours. If~~

the approved holiday falls on an hourly employee's scheduled day off, a full-time hourly employee shall be paid four (4) hours at his/her normal hourly rate while a part-time hourly employee shall be paid two (2) hours at his/her normal hourly rate. In addition, affected full-time hourly employees shall have their scheduled work hours reduced by four (4) hours in the week that the holiday occurs, while an affected part-time hourly employee shall have their scheduled work hours reduced by two (2) hours in the week that the holiday occurs.

The Board may make adjustments in the ~~remove: holiday~~ **add: closing** schedule for any given calendar year. Action usually will be taken prior to January 1 of the coming year and noted in Board minutes.

32. EMERGENCIES AND UNSCHEDULED CLOSINGS

The following paragraphs are intended to guide staff and Board members in emergency situations. However, employees should keep in mind that each situation is unique and they are urged to use their own common sense and best judgment. Personal safety and best interests of the Library should take precedence. In the Director's absence, chain of command will be followed.

Accident/Injury

If a patron is injured in or on Library property, staff should use common sense when first aid is administered and call 911 if necessary for assistance. As soon as possible after the incident/accident, a report should be filled out to be held on file. If a member of the staff is injured on the job, common sense should govern when first aid is administered and 911 is called. If an employee is injured in an incident while on duty, that employee must report the incident to his/her supervisor immediately or it will not be covered by Workman's Compensation under our insurance coverage.

****Off-site Assembly:** The off-site assembly location for the Elwood Public Library is the lobby of the YMCA. Frankton branch off-site assembly location will be the Frankton Town Hall. Summitville branch off-site assembly location will be the Post Office.

Bomb Threat

If someone notifies the Library that there is a bomb in the facility, the facility should be evacuated immediately. Following evacuation, police should be notified. A bomb threat information sheet should be completed as time and circumstance permit.

Fire

In the event of a fire or suspected fire within or in dangerous proximity to the Library, the

Instructions for Daily Collections

Daily Transactions

1. The Daily Record of Desk Collections is a form used to record daily transactions. The cash register receipt serves as the Daily Record of Desk Collections. For more details on using the cash register, refer to the cash register instructions.
2. Following the Service Fees policy, calculate the amount for each transaction. The total amount is recorded under the appropriate heading. All receipts of funds are to be entered on the cash register. Below are the primary examples of funds to be received. Number 20 labeled Art is the only button used for taxable sales which includes prints and other miscellaneous items like Mr. Crim's paintings.

| | | |
|------------------------|-------------------------|------------------|
| 1) Fines | 6) PLAC Card | 11) Meeting Room |
| 2) Fax | 7) Non-Resident Card | 12) VHS to DVD |
| 3) Copies | 8) Student Card | 15) Other |
| 4) Lamination | 9) Book Sale | 20) Art |
| 5) Replacement Card | 10) Donation | |

3. Cash or check is **immediately** received for the transaction and placed in the cash drawer. We do not have charge accounts or offer discounts.
4. If change for the transaction is necessary, make sure to count the change back to the patron. For instance, a patron would like to pay \$1.50 on his/her fine. The patron hands you a 5-dollar bill. When you hand the change back to the patron, you begin with the change. Place the change in the patron's hand and say \$2, placing one dollar at a time in the patron's hand counting up to \$5. This action helps to ensure that you are giving back the correct change.
5. Each time a patron pays on his/her fine balance, make sure to record the patron's last name and first initial directly on the cash register receipt underneath the transaction and place the funds in the cash drawer. Using the Evergreen software apply the payment to the patron's account.
6. If a patron prints from a computer, release the print job from the CASSIE software, collect the funds and record the transaction.
7. All monetary donations received via mail or in person are to be recorded via the cash register Add: as a donation. For donations of \$10 or more a receipt will be written. The receipt will state the corresponding fund unless otherwise specified by the donor.
8. During book sales, each sale is recorded via the cash register.

9. 3D prints are recorded under copies via the cash register.
10. If the meeting room deposit is not returned to the patron, it is also recorded via the cash register **Add: as a donation.**
11. For all other transactions perform the service, collect the proper amount from the patron and record the transaction.
12. Monies have to remain intact. If a patron wants change for five, 10 or 20 dollar bill or a check, we cannot perform this service. If the patron hands you a 5, 10 or 20 dollar bill for a service we have provided like a copy or a fax, you are allowed to make change.
13. **Important: Make sure to record each transaction, collect the proper funds, and give correct change. If you make a mistake inputting a receipt, immediately alert member management to make the proper correction. Each staff member performing transactions out of the cash drawer will be held responsible for any loss of funds which could result in disciplinary action up to and including termination.**

Morning Procedure

1. The beginning bank for Elwood, Frankton and Summitville is \$20.
2. Every morning all receipts, cash and checks, will be accounted for on the cash register receipt.
3. Refer to the cash register instructions to print the cash total report using the daily x report at the branches and daily z report at Elwood.
4. Run the **Remove: Daily Billings Add: Cash** Report to ensure that the total fines on the cash register receipt match the **Remove: Daily Billings Add: Cash** Report for your department or branch. Place a check mark on the cash register receipt beside the fines total indicating you have confirmed the amounts match **Remove: (Reports/Output/Morning Reports) Add: (Administration/Local Administration/Cash Report).**
5. The **Remove: Daily Billings Add: Cash** Report displays **Remove: the name and barcode of each patron Add: the workstation name** along with the amount paid. Use this report to find a discrepancy.
6. If you have fines that were collected and not taken off the patron's account, open the patron's account and take the proper steps to remove the correct amount of funds already collected from the patron's total bills.
7. At the branches, the daily x report will include the previous day's totals. These daily totals are recorded and kept with the daily receipts. To reconcile the daily receipts with the daily x report, the total on the report will be subtracted by the total of previous day's report.
8. At Elwood, the total on the daily z report needs to match the total daily receipts.
9. If there is a positive amount of funds less than \$5, add the amount as a donation to the next day's business.

10. You cannot have a negative amount of funds. If the discrepancy is an amount that cannot be corrected with the addition of a **small amount of change no more than \$5**, you need to contact the Director/Administrative Assistant immediately.
11. At the branches, initial the cash register receipt without removing it and store the funds in a secure location until delivery to Elwood. At the end of every week the branch manager will follow the cash register instructions to run the daily z report and reconcile the report with the amount of funds. The funds and the weekly cash register receipts will be delivered to Elwood and given to the Administrative Assistant. If the Administrative Assistant is not available, place items in the safe.
12. At Elwood, initial and give the cash register receipt to the Administrative Assistant along with the matching funds. If the Administrative Assistant is not available, place these items in the black filing cabinet, making sure to lock the cabinet afterward.
13. The Administrative Assistant ensures the amount of receipts equals the daily z reports and deposits the receipts following the Internal Control procedures and Investment Policy for this process.
14. The Director or another staff member will compare the total daily receipts and depository receipt to the Accounting and Financial Record initialing the deposit receipt.

Signature

Date

Payroll Standard Operating Procedures

1. Hourly/Non-exempt employees are responsible for clocking in not more than 7 minutes before their shift begins and clocking out not more than 7 minutes after their shift ends.
2. If an employee fails to clock in or out, he/she must complete a time sheet form and have it approved by their supervisor. The supervisor turns the completed form in to the Administrative Assistant to be entered manually.
3. If an employee uses previously approved vacation, personal or sick time, they are required to enter the specific dates and time in the TimeClock Software.
4. Administrative Assistant adds ~~remove:paid holiday hours~~ add: the hours paid for library closures in advance. Managers and employees are responsible for adjusting their schedule to accommodate the ~~remove:paid holiday hours~~. Add:hours paid for library closures.
5. At the end of the week employees including managers, print and initial or sign their time card, attach time sheet form, if applicable, and submit it to their supervisor for review and approval. Add: It is then the responsibility of the manager to provide the timecards to the Administrative Assistant by 10:00 am on Monday of the payroll week.
6. Each week the supervisor initials or signs and turns the time sheets and any accompanying paperwork into the Administrative Assistant for processing.
7. Effective January 2019 as directed by an audit, salaried exempt employees will be required to record their time on a time sheet.
8. The Director will initial each manager's time sheet including the Administrative Assistant. The Administrative Assistant will initial the Director's time sheet.
9. The Administrative Assistant enters the time worked and any approved vacation, personal and sick time during the two week pay period into the accounting software.
10. At this time, the Administrative Assistant adds any earned sick, vacation or personal time into the accounting software.

11. Add: The Administrative Assistant is responsible for ensuring all mandatory and optional payroll deductions are accurate. See the Personnel Policy for details.
12. A payroll report is generated and reconciled to the time sheets.
13. After reconciliation, a final report is generated and signed by the Treasurer of the Board of Trustees and the Director of the Library.
14. An electronic file is created and transferred to the bank.
15. The employees' wages are scheduled for deposit to their personal accounts.
16. Pay stubs are distributed via e-mail to employees before their funds are deposited.
17. All withholdings are then submitted electronically to the appropriate agencies.
 - a. Federal withholding, INPRS retirement withholding and Hoosier Start are remitted electronically after each payroll.
 - b. Indiana withholding, health insurance premiums and supplementary insurance are remitted monthly.
18. W2's are issued promptly within one month after year end.
19. Completed direct deposit agreements are kept in the safe. Upon separation of employment, the direct deposit agreement will be immediately removed and shredded.

If any of the above procedures, including the time clock regulations on the personnel policy are not followed, the employee could face disciplinary action up to and including termination.

Signature

Date

MULTI TRANSMISSION REPORT

TIME : 08-07-2025 08:46
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 553
DATE : 08.07 08:43
DOCUMENT PAGES : 1
START TIME : 08.07 08:43
END TIME : 08.07 08:46

SUCCESSFUL
ADDRESS BOOK

| | |
|------|------------------|
| 0002 | Call-Leader |
| 0003 | Herald Bulletin |
| 0006 | Frankton Library |
| 0007 | Sville Library |

UNSUCCESSFUL

Agenda

August 11, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

2026 Budget Hearing

4:30 P.M.

Agenda

Call to Order
Call for Quorum
Presentation of Budget Estimates and Tax Levies for the 2026 Budget
Public Comment
Adjourn

Agenda

Regular Meeting

4:30 P.M.

Call to Order
Call for Quorum
Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
Old Business
New Business
 1. Fines and Debt Forgiveness Policy
 2. Personnel Policy Updates
 3. Internal Controls
 a. Instructions for Daily Collections
 b. Instructions for Payroll
Director's Report
Public Comment
Adjournment

Agenda

September 8, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

New Business

1. Adopt 2026 Budget
2. Request for Proposal for Concrete Work – Elwood
3. Resolutions to Transfer Funds to Library Improvement Reserve and Rainy Day Funds
4. Resolution to Reduce Library Improvement Reserve Fund Appropriations
5. Elwood Meeting Room Policy – Public Events on the Patio
6. Youth Permission Slips and Registration Cards

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
September 8, 2025
4:30 PM

CALL TO ORDER

President Glenn Eddleman called the regular meeting of the North Madison County Public Library Board of Trustees to order on September 8, 2025, at the Elwood Public Library.

CALL FOR QUORUM

Present were members Mike Bomholt, Glenn Eddleman, Kenny Giselbach, Lisa Hobbs, Kathy Small, and Janet Stover. Also in attendance were Director Jamie Scott and Administrative Assistant Sarah Huffman.

CONSENT AGENDA

Lisa Hobbs made a motion to approve the consent agenda. Mike Bomholt seconded and the motion carried. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Adopt 2026 Budget

The 2026 budget was read by Secretary, Kathy Small. A motion to adopt the following budget was also made by Kathy Small:

Library Operating Fund Budget \$1,467,000

Rainy Day Budget \$50,000

Library Improvement Reserve Fund \$50,000

Kenny Giselbach seconded and the motion carried.

Request for Proposal Concrete Work-Elwood

Director Scott informed the Board that a public notice was published requesting proposals for the concrete and parking lot work as it related to the ADA Accessibility Grant. Proposals were due at 4:00pm on Monday September 8th, and at that time none had been received. Director Scott explained some information regarding the work to be performed. Discussion was had about reaching out to Lashure Concrete for assistance with the work.

Motion to Transfer Funds to Library Improvement Reserve

Kathy Small read the Resolution to Transfer \$10,000 from the Operating Fund to the Library Improvement Reserve Fund. Mrs. Small then made a motion to accept the resolution for transfer. Lisa Hobbs seconded and the motion carried.

Resolution to Reduce Library Improvement Reserve Fund

The Resolution to Reduce Library Improvement Reserve Fund Appropriations was read by Kathy Small. The resolution stated that the \$50,000 appropriation would be reduced by \$26,560 to fund the 2026 budget. Kathy Small made a motion to reduce 2025 LIRF appropriation to \$23,440 to fund the 2026 LIRF budget. Lisa Hobbs seconded and the motion carried.

Motion to Transfer Funds to the Rainy Day Fund

Kathy Small read the Resolution to Transfer \$100,000 from the Operating Fund to the Rainy Day Fund. Mrs. Small then made a motion to accept the resolution for transfer. Mike Bomholt seconded and the motion carried.

Elwood Meeting Room Policy-Public Events on the Patio

Director Scott approached the Board and explained that someone has inquired about using the arch and patio area at Elwood for a wedding ceremony. Director Scott explained that she could update the Meeting Room/Covered Patio Policy if this was something that the library would like to offer in the future. Janet Stover suggested that Director Scott inquire with insurance about liability. It was also suggested that detail about the liability outside of the building be established. The final suggestion before moving forward was to have the Fire Chief come and give information regarding the capacity for the patio and outdoor area. When the aforementioned information is collected, Director Scott can amend the policy and bring it back to the Board for approval.

Youth Permission Slips and Registration Cards

Director Scott explained that in order for a juvenile under the age of 18 to have permission to use the Internet or check out video games and/or DVDs, two separate permission forms must be completed for each child. She explained that this is often done when a parent signs a child up for a new card, so a parent is often filling out three forms per child at registration. It has been suggested that the parent be given a copy of the policy for Internet and Video Game/DVD permission and then create an acknowledgment on the back of the library card registration to be filled out. This would condense the number of forms that the parent has to sign, as well as decrease the amount of documentation the library staff has to maintain. Mike Bomholt made a motion to place the acknowledgments on the back of the juvenile registration cards. Kathy Small seconded, and the motion carried.

DIRECTORS REPORT

Marvin Crim donated several HO scale model train cars to the library. All the train cars donated are trains that have come through Elwood. The library paid for a display case to house the models. She also informed the Board that Dylan Neal is still working on the model train city scape display that will model 1940's Elwood.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

President Eddleman adjourned the meeting by consent.

Kathy Small, Secretary

Secretary, Kathy Small

Gene Stover

Michael Bonholt

Dennis Eddleman

Keneth Nielsen

Register Of Claims

North Madison County Public Library System

Report Date: From **8/1/2025** To **8/31/2025**

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|----------------|--------------|--------------------------|----------------|--------------------------------|---------------------------|-----------|--|
| 0 | 485 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$2,728.18 | 8/27/2025 | Service for Elwood |
| | | | | | Total this claim = | | |
| | | | | | \$2,728.18 | | |
| 0 | 469 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$339.69 | 8/11/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$62.87 | | |
| | | | Operating Fund | Summitville AV | \$62.87 | | |
| | | | Operating Fund | Elwood Adult | \$40.97 | | |
| | | | Operating Fund | Operating Supplies | \$53.81 | | |
| | | | Operating Fund | Book Processing | \$15.20 | | |
| | | | | | Total this claim = | | |
| | | | | | \$575.41 | | |
| 0 | 484 | ELAN FINANCIAL SERVICES | Operating Fund | Operating Supplies | \$3.94 | 8/27/2025 | As per attached invoices. |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$164.34 | | |
| | | | Operating Fund | Elwood Children's Programing | \$58.55 | | |
| | | | Operating Fund | Elwood Adult Programing | \$104.79 | | |
| | | | Operating Fund | Frankton Programing | \$159.47 | | |
| | | | Operating Fund | Professional Meetings | \$99.00 | | |
| | | | Gift | Elwood Adult Programing | \$100.00 | | |
| | | | Gift | Elwood Children's Programing | \$23.24 | | |
| | | | Gift | Frankton Programing | \$23.24 | | |
| | | | Gift | Summitville Programing | \$23.24 | | |
| | | | Gift | Other | \$47.00 | | |
| | | | | | Total this claim = | | |
| | | | | | \$806.81 | | |
| 0 | 468 | PAYROLL | Operating Fund | Salary of Director | \$3,394.88 | 8/13/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$21,658.47 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | | Total this claim = | | |
| | | | | | \$25,516.55 | | |
| 0 | 486 | UNITED HEALTHCARE | Operating Fund | Emp Cont Group Ins | \$73.39 | 8/27/2025 | Employee Life & ADD Coverage 9/1-9/30/25 |
| | | | | | Total this claim = | | |
| | | | | | \$73.39 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------------|-------------------------------|--------------------|-------------|-------------------------------------|
| 0 | 487 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 8/27/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | <u>\$233.13</u> | | |
| 0 | 488 | NATIONWIDE | Annuity | Payroll Deductions | \$745.00 | 8/27/2025 | Payroll Ending 128/23/2025 |
| | | | | Total this claim = | <u>\$745.00</u> | | |
| 0 | 490 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$303.23 | 8/27/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$133.80 | | |
| | | | Operating Fund | Summitville AV | \$133.80 | | |
| | | | Operating Fund | Technology Equipment | \$1,369.95 | | |
| | | | Operating Fund | Elwood Childrens | \$8.95 | | |
| | | | Operating Fund | Frankton | \$10.99 | | |
| | | | Operating Fund | Elwood Adult Programing | \$19.86 | | |
| | | | | Total this claim = | <u>\$1,980.58</u> | | |
| 0 | 491 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$525.65 | 8/27/2025 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$1,962.43 | | |
| | | | | Total this claim = | <u>\$2,488.08</u> | | |
| 0 | 492 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,897.93 | 8/27/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,498.01 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$350.35 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,498.01 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$350.35 | | |
| | | | | Total this claim = | <u>\$5,594.65</u> | | |
| 0 | 493 | PAYROLL | Operating Fund | Salary of Director | \$3,394.88 | 8/27/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$20,407.22 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | Total this claim = | <u>\$24,265.30</u> | | |
| 0 | 494 | ANTHEM BLUE CROSS AND BL | Operating Fund | Emp Cont Group Ins | \$5,653.60 | 8/27/2025 | Employee Health Insurance 9/1/25- |
| | | Insurance | Insurance | Payroll Deductions | \$779.64 | | 9/30/25 |
| | | | | Total this claim = | <u>\$6,433.24</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|---|--|--------------------------|-------------|--|
| 0 | 495 | INDIANA DEPARTMENT OF RE | State Tax Withheld County Tax Withheld | Payroll Deductions Payroll Deductions | \$1,744.81 \$1,055.77 | 8/27/2025 | August Withholding |
| | | | | Total this claim = | \$2,800.58 | | |
| 0 | 467 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$2,001.32 | 8/13/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,575.58 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$368.49 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,575.58 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$368.49 | | |
| | | | | Total this claim = | \$5,889.46 | | |
| 0 | 483 | AFLAC | AFLAC | Payroll Deductions | \$313.38 | 8/27/2025 | Withholding for August 2025 |
| | | | | Total this claim = | \$313.38 | | |
| 0 | 466 | INDIANA PUBLIC RETIREMENT | PERF Operating Fund | Empl.Share FICA&Medicare Emp Cont PERF | \$531.28 \$1,983.45 | 8/13/2025 | PERF Deposit |
| | | | | Total this claim = | \$2,514.73 | | |
| 0 | 465 | RICOH USA, INC | Operating Fund | Office Supplies | \$4.40 | 8/11/2025 | Charge for Copies from Elwood Indiana Room |
| | | | | Total this claim = | \$4.40 | | |
| 0 | 464 | NATIONWIDE | Annuity | Payroll Deductions | \$745.00 | 8/11/2025 | Payroll Ending 8/9/2025 |
| | | | | Total this claim = | \$745.00 | | |
| 0 | 463 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 8/11/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | \$233.13 | | |
| 0 | 461 | AT&T | Operating Fund Operating Fund | Telephone & Telegraph Telephone & Telegraph | \$170.57 \$88.75 | 8/11/2025 | Service for Elwood & Summitville |
| | | | | Total this claim = | \$259.32 | | |
| 0 | 462 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$790.08 | 8/11/2025 | Service for Summitville |
| | | | | Total this claim = | \$790.08 | | |
| 34855 | 440 | DAIKAN METZ | Operating Fund | Traveling Expense | \$52.07 | 8/11/2025 | Mileage 89 miles @ \$.585 =\$52.07 |
| | | | | Total this claim = | \$52.07 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------|---------------------------|-----------------|-------------|--|
| 34856 | 441 | ELWOOD FIRE EQUIPMENT C | Operating Fund | Professional Services | \$130.00 | 8/11/2025 | Frankton-replace battery cables and battery for alert system |
| | | | | Total this claim = | <u>\$130.00</u> | | |
| 34857 | 442 | DOLLAR GENERAL-REGIONS 4 | Operating Fund | Elwood Adult Programing | \$26.90 | 8/11/2025 | Programming and Supplies |
| | | | Operating Fund | Frankton Programing | \$5.25 | | |
| | | | Gift | Summitville Programing | \$34.10 | | |
| | | | Operating Fund | Operating Supplies | \$22.42 | | |
| | | | | Total this claim = | <u>\$88.67</u> | | |
| 34858 | 443 | FIBERHAWK | Operating Fund | Telephone & Telegraph | \$20.00 | 8/11/2025 | Back up internet for Frankton |
| | | | | Total this claim = | <u>\$20.00</u> | | |
| 34859 | 444 | FRONTIER | Operating Fund | Telephone & Telegraph | \$200.30 | 8/11/2025 | Service for Frankton |
| | | | | Total this claim = | <u>\$200.30</u> | | |
| 34860 | 445 | HARPER'S LAWN CARE | Operating Fund | Professional Services | \$825.00 | 8/11/2025 | Lawn Care Frankton April, May, June |
| | | | | Total this claim = | <u>\$825.00</u> | | |
| 34861 | 446 | HERALD BULLETIN, THE | Operating Fund | Frankton Per. & Newsp. | \$431.88 | 8/11/2025 | Annual renewal for Frankton |
| | | | | Total this claim = | <u>\$431.88</u> | | |
| 34862 | 447 | INDIANA STATE LIBRARY | Operating Fund | Professional Meetings | \$120.00 | 8/11/2025 | Difference In You Conference 9/19/2025 |
| | | | | Total this claim = | <u>\$120.00</u> | | |
| 34863 | 448 | INDIANA-AMERICAN WATER C | Operating Fund | Water | \$24.75 | 8/11/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$24.75</u> | | |
| 34864 | 449 | MADISON COUNTY TREASUR | Garnishment | Taxes | \$193.85 | 8/11/2025 | Property Tax Wage Garnishment Wendy Rivera Hernandez 1038 Arrow Ave Anderson |
| | | | | Total this claim = | <u>\$193.85</u> | | |
| 34865 | 450 | MIDWEST TAPE, LLC | Operating Fund | Book Processing | \$209.99 | 8/11/2025 | As per attached invoices. |
| | | | | Total this claim = | <u>\$209.99</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|------------------------|--------------------------------|-------------------|-------------|---|
| 34866 | 451 | MADISON COUNTY HISTORIC | Operating Fund | Frankton Programing | \$30.00 | 8/11/2025 | Stephen Jackson Sept 2 Program-The Interurban |
| | | | | Total this claim = | <u>\$30.00</u> | | |
| 34867 | 452 | NICK HAULTER | Operating Fund | Professional Services | \$120.00 | 8/11/2025 | Lawn Care Summitville 7/30/25 8/6/25 |
| | | | | Total this claim = | <u>\$120.00</u> | | |
| 34868 | 453 | REDBEARD CUSTOM PICTUR | Operating Fund | Professional Services | \$121.11 | 8/11/2025 | 11x14 Black Shark Locomotive Frame, refit Summitville Depot |
| | | | | Total this claim = | <u>\$121.11</u> | | |
| 34869 | 454 | ROEING CORPORATION | Operating Fund | Technology Equipment | \$1,098.31 | 8/11/2025 | New Firewall Project |
| | | | Operating Fund | Professional Services | \$1,209.58 | | |
| | | | | Total this claim = | <u>\$2,307.89</u> | | |
| 34870 | 455 | SAFE HIRING SOLUTIONS | Operating Fund | Professional Services | \$28.95 | 8/11/2025 | Background check Meghan Mabrey |
| | | | | Total this claim = | <u>\$28.95</u> | | |
| 34871 | 456 | STAPLES | Operating Fund | Cleaning & Sanitation Supplies | \$310.98 | 8/11/2025 | Cleaning Supplies |
| | | | | Total this claim = | <u>\$310.98</u> | | |
| 34872 | 457 | TOPS HOME CENTER | Operating Fund | Bldg. Matl. And Supplies | \$94.84 | 8/11/2025 | Furring wood strips-Frankton DVD shelf, misc bolts & screws |
| | | | | Total this claim = | <u>\$94.84</u> | | |
| 34873 | 458 | WRIGHT LOOK LAWNCARE | Operating Fund | Professional Services | \$780.00 | 8/11/2025 | Mowing, weed eating, blowing at Elwood \$60 each x13 |
| | | | | Total this claim = | <u>\$780.00</u> | | |
| 34874 | 459 | ZAYO EDUCATION | St Technology Fund Gra | Telephone & Telegraph | \$1,182.92 | 8/11/2025 | VoIP and Internet |
| | | | Operating Fund | Telephone & Telegraph | \$280.62 | | |
| | | | | Total this claim = | <u>\$1,463.54</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|--------------------------|------------------------------|-------------------|-------------|--|
| 34875 | 460 | BAKER & TAYLOR | Operating Fund | Elwood Adult | \$970.06 | 8/11/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Childrens | \$472.42 | | |
| | | | Operating Fund | Elwood YA | \$190.74 | | |
| | | | Operating Fund | Frankton | \$660.42 | | |
| | | | Operating Fund | Summitville | \$505.40 | | |
| | | | | Total this claim = | <u>\$2,799.04</u> | | |
| 34876 | 470 | CITY OF ELWOOD UTILITIES | Operating Fund | Water | \$150.87 | 8/27/2025 | Service for Elwood |
| | | | Operating Fund | Waste Disposal Services | \$232.64 | | |
| | | | | Total this claim = | <u>\$383.51</u> | | |
| 34877 | 471 | CUNNINGHAM PLUMBING, INC | ALA LTC Accessibility Gr | Professional Services | \$2,627.22 | 8/27/2025 | Water fountain install Elwood ALA Grant |
| | | | | Total this claim = | <u>\$2,627.22</u> | | |
| 34878 | 472 | DEMCO INC | Operating Fund | Book Processing | \$261.47 | 8/27/2025 | DVD Cases, Book Tape, Book Labels |
| | | | | Total this claim = | <u>\$261.47</u> | | |
| 34879 | 473 | GENERATIVE GROWTH II, LLC | Gift | Elwood Children's Programing | \$9.63 | 8/27/2025 | Programming-SRP Pool Party food |
| | | | Gift | Frankton Programing | \$9.63 | | |
| | | | Gift | Summitville Programing | \$9.63 | | |
| | | | | Total this claim = | <u>\$28.89</u> | | |
| 34880 | 474 | MIDWEST COLLABORATIVE F | Operating Fund | Databases | \$2,850.82 | 8/27/2025 | Ancestry & Newspapers.com Library Editions |
| | | | | Total this claim = | <u>\$2,850.82</u> | | |
| 34881 | 475 | MEGHAN MABREY | Gift | Frankton Programing | \$31.71 | 8/27/2025 | Petty Cash-Frankton |
| | | | | Total this claim = | <u>\$31.71</u> | | |
| 34882 | 476 | NICK HAULTER | Operating Fund | Professional Services | \$120.00 | 8/27/2025 | Lawn Care Summitville 8/13/2025 8/21/2025 |
| | | | | Total this claim = | <u>\$120.00</u> | | |
| 34883 | 477 | POSTMASTER | Operating Fund | Postage & UPS | \$78.00 | 8/27/2025 | 2 rolls of stamps |
| | | | Operating Fund | Postage & UPS | \$78.00 | | |
| | | | | Total this claim = | <u>\$156.00</u> | | |


| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|----------------|--------------------------------|---------------------------|-------------|--|
| 34884 | 478 | MADISON COUNTY TREASUR | Garnishment | Taxes | \$193.85 | 8/27/2025 | Property Tax Wage Garnishment Wendy Rivera Hernandez 1038 Arrow Ave Anderson |
| | | | | | Total this claim = | | |
| | | | | | | | |
| 34885 | 479 | RIVISTAS, LLC | Operating Fund | Elwood Period. & News. | \$1,507.77 | 8/27/2025 | Magazine renewals Elwood, Summitville, Frankton |
| | | | Operating Fund | Frankton Per. & Newsp. | \$658.77 | | |
| | | | Operating Fund | Summitville Period. & Newsp. | \$445.26 | | |
| | | | | | Total this claim = | | |
| | | | | | | | |
| 34886 | 480 | STAPLES | Operating Fund | Office Supplies | \$88.68 | 8/27/2025 | Cleaning & Office Supplies |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$146.78 | | |
| | | | | | Total this claim = | | |
| | | | | | | | |
| 34887 | 481 | TOWN OF FRANKTON | Operating Fund | Electricity | \$509.20 | 8/27/2025 | Service for Frankton |
| | | | Operating Fund | Water | \$78.76 | | |
| | | | Operating Fund | Waste Disposal Services | \$80.83 | | |
| | | | | | Total this claim = | | |
| | | | | | | | |
| 34888 | 482 | TOWN OF SUMMITVILLE | Operating Fund | Waste Disposal Services | \$53.74 | 8/27/2025 | Service for Summitville |
| | | | Operating Fund | Waste Disposal Services | \$5.00 | | |
| | | | Operating Fund | Waste Disposal Services | \$14.79 | | |
| | | | | | Total this claim = | | |
| | | | | | | | |
| 34889 | 489 | MIDWEST TAPE, LLC | Operating Fund | Ebook Services | \$3,000.00 | 8/27/2025 | Hoopla advanced digital payment for e-books |
| | | | | | Total this claim = | | |
| | | | | | | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|---------------------------|-------------------------|-------------------------|-------------|----------------|---------------|-------------|--------------------|
|---------------------------|-------------------------|-------------------------|-------------|----------------|---------------|-------------|--------------------|

Total Amount of Claims \$108,586.31

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

Friday, September 5, 2025



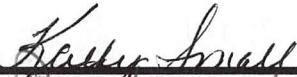
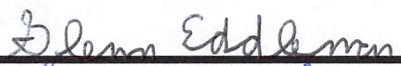



Fiscal Officer

ALLOWANCE OF VOUCHERS

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

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

Date this _____ day of _____, 20____.

| | | |
|---|--|--|
|  |  | |
|  |  | |
|  | | |

SIGNATURES OF GOVERNING BOARD

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

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 9/4/2025 9:46:32 AM

Ordinance / Resolution Number: 2026

Be it ordained/resolved by the **North Madison County Public Library System** that for the expenses of **NORTH MADISON COUNTY LIBRARY SYSTEM** for the year ending December 31, **2026** the sums herein specified 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. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **NORTH MADISON COUNTY LIBRARY SYSTEM**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **North Madison County Public Library System**.

| Name of Adopting Entity / Fiscal Body | Type of Adopting Entity / Fiscal Body | Date of Adoption |
|--|---------------------------------------|------------------|
| North Madison County Public Library System | Library Board | 09/08/2025 |

| Funds | | | | | |
|-----------|-----------------------------|--------------------|--------------------|------------------|--|
| Fund Code | Fund Name | Adopted Budget | Adopted Tax Levy | Adopted Tax Rate | |
| 0061 | RAINY DAY | \$50,000 | \$0 | 0.0000 | |
| 0101 | GENERAL | \$1,467,000 | \$1,161,818 | 0.1394 | |
| 2011 | LIBRARY IMPROVEMENT RESERVE | \$50,000 | \$0 | 0.0000 | |
| | | \$1,567,000 | \$1,161,818 | 0.1394 | |

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 9/4/2025 9:46:32 AM

| Name | | Signature |
|-----------------|---|------------------------|
| Glenn Eddleman | Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> | <i>Glenn Eddleman</i> |
| Michael Bomholt | Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> | <i>Michael Bomholt</i> |
| Kenny Giselbach | Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> | <i>Kenny Giselbach</i> |
| Kathy Small | Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> | <i>Kathy Small</i> |
| Janet Stover | Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> | <i>Janet Stover</i> |
| Lisa Hobbs | Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> | <i>Lisa Hobbs</i> |
| Angie O'donnell | Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/> | |

| ATTEST | | |
|-------------|-----------|--------------------|
| Name | Title | Signature |
| Kathy Small | Secretary | <i>Kathy Small</i> |

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1 Yes No

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31 Yes No

Budget Estimate - Financial Statement - Proposed Tax Rate

Taxing Unit: 0290 - NORTH MADISON COUNTY LIBRARY SYSTEM
Fund Name: 2011 - LIBRARY IMPROVEMENT RESERVE
County: 48 - Madison County
Year: 2026

| July to December - 2025 | |
|--|-----------------|
| Cash Balance and Revenues | |
| 1. June 30th Cash Balance | \$53,440 |
| 2. Property Taxes To be Collected | \$0 |
| 3. Miscellaneous Revenue | \$10,000 |
| 4. Total Cash and Revenues | \$63,440 |
| Expenses | |
| 5. Necessary Expenditures | \$50,000 |
| 6. Additional Appropriations | \$0 |
| 7. Outstanding Temporary Loans and Transfers | \$0 |
| 7a). Transfers Out and Outstanding Temporary Loans | \$0 |
| 7b). Reserved | \$0 |
| 7c). School Transfers | \$0 |
| 8. Total Expenses required | \$50,000 |
| 9. Estimated December 31st 2025 Cash Balance (Line 4 - 8) | \$13,440 |

| Budget Year - 2026 | | |
|---|--------------------------|-----------------------|
| Revenues | Advertised Amount | Adopted Amount |
| 10. Reserved for DLGF Application of Levy Excess | | |
| 11. Property Tax Levy | \$0 | \$0 |
| 12. Property Tax Cap Impact | \$0 | \$0 |
| 13. Miscellaneous | \$10,000 | \$10,000 |
| 14. Budget Year Total Revenues | \$10,000 | \$10,000 |
| Expenses | Advertised Amount | Adopted Amount |
| 15. 2026 Budget Estimate | \$50,000 | \$50,000 |
| 16. Outstanding Temporary Loans and Transfers | \$0 | \$0 |
| 16a). Transfers Out and Outstanding Temporary Loans | \$0 | \$0 |
| 16b). Reserved | \$0 | \$0 |
| 16c). School Transfers | \$0 | \$0 |
| 17. Total 2026 Expenses | \$50,000 | \$50,000 |
| 18. Operating Balance - Estimated December 31st 2026 Cash Balance (Line 9 + 14 - 17) | (\$26,560) | (\$26,560) |

| | Advertised Amount | Adopted Amount |
|--------------------|--------------------------|-----------------------|
| Net Assessed Value | \$833,489,834 | \$833,489,834 |
| Property Tax Rate | 0.0000 | 0.0000 |

Elwood Public Library

1600 Main Street
Elwood, IN 46036
765-552-5001

ADA Concrete Work, Painting, and Sign Installation

1. Remove north entryway concrete slab.
2. Install new ADA concrete slab with expansion joints along the limestone on the building and around the pillars. Refer to the drawing for instructions.
3. Strip paint for existing ADA parking spaces.
4. Paint new ADA and curbside parking spaces.
5. Remove old and install new ADA and curbside parking signs.
6. Concrete repair along North A Street.
7. Install 2 concrete bench slabs 4" thick.
8. Patch light pole bases to match existing.

Proposal Requirements

- Each proposal shall list itemized costs associated with each of the 8 items listed above.
- Labor pricing for installation costs must be listed separately.
- NMCPLS reserves the right to award the bid to the best-qualified vendor and not necessarily based on lowest price.
- If applicable, vendor to specify change fees, freight assurance fees, shipping charges, taxes, surcharges and contingency fees for eligible equipment.
- Vendors are expected to warrant their work for no less than a period of one year after completion of the project and to show additional costs for this warranty separately in the proposal.

Background

- Received a grant from the American Library Association to increase accessibility to the library for patrons with mobility concerns.
- July 2011 - Removed and replaced a 26'X6.5' area of concrete directly in front of the north entryway doors. Rebar was added.

Timeline

- Bids Due September 8, 2025 at 4:00 PM EST
- Bids Opened September 8, 2025 at 4:30 PM EST at the regularly scheduled board meeting.
- Anticipated selection of vendor September 8, 2025
- **Bids can be turned in before 4:00 pm the day of the board meeting.**

Contract Requirements

- As required by IC 22-5-1.7, the contractor will certify participation in the E-verify program.

Point of Contact

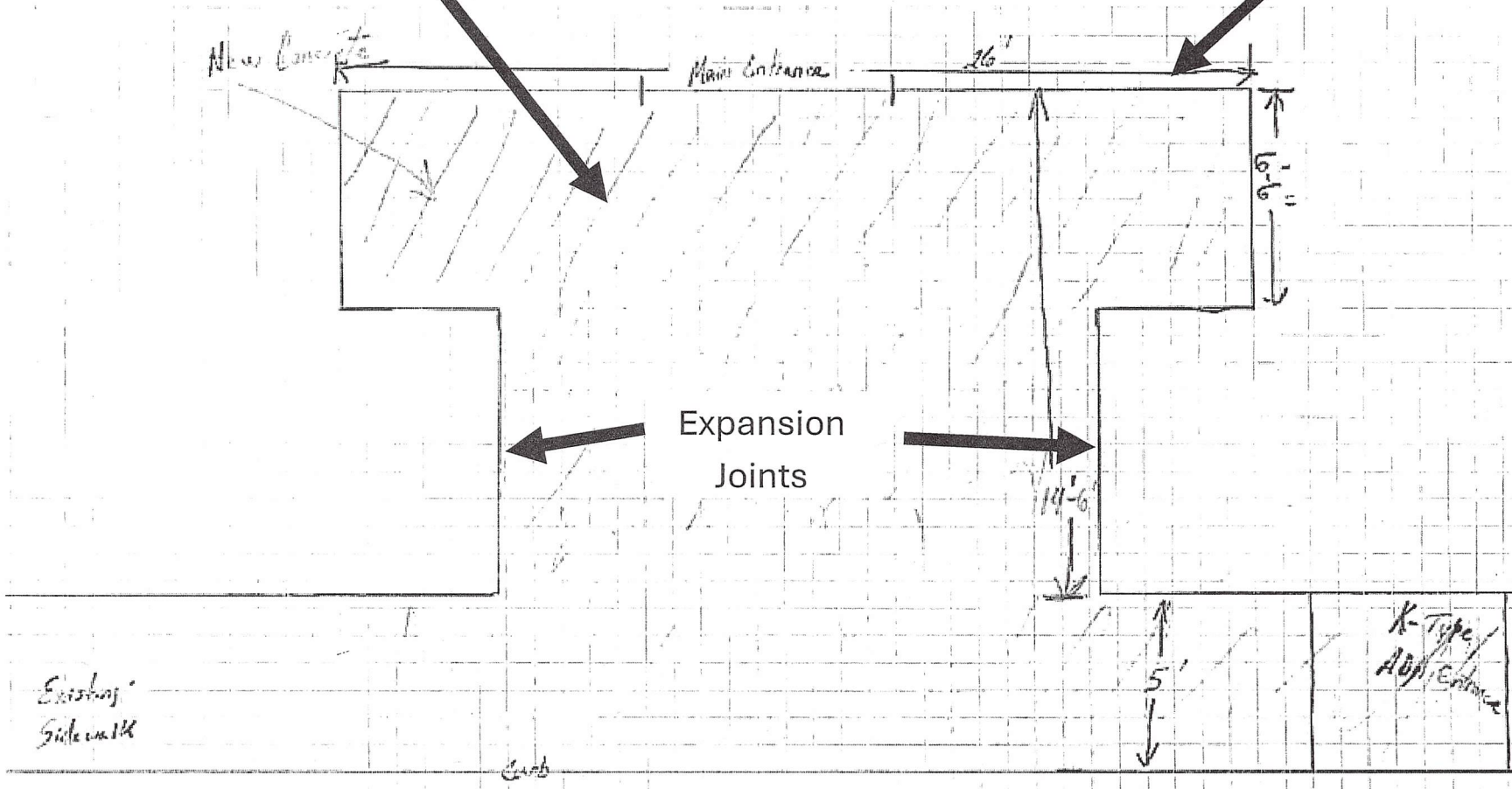
Contact Wendy Rivera(wrivera@elwood.lib.in.us) or Jamie Scott (jscott@elwood.lib.in.us) to schedule a site visit.

Request for proposal available at the Elwood Public Library 1600 Main ST, Elwood, IN 46036.

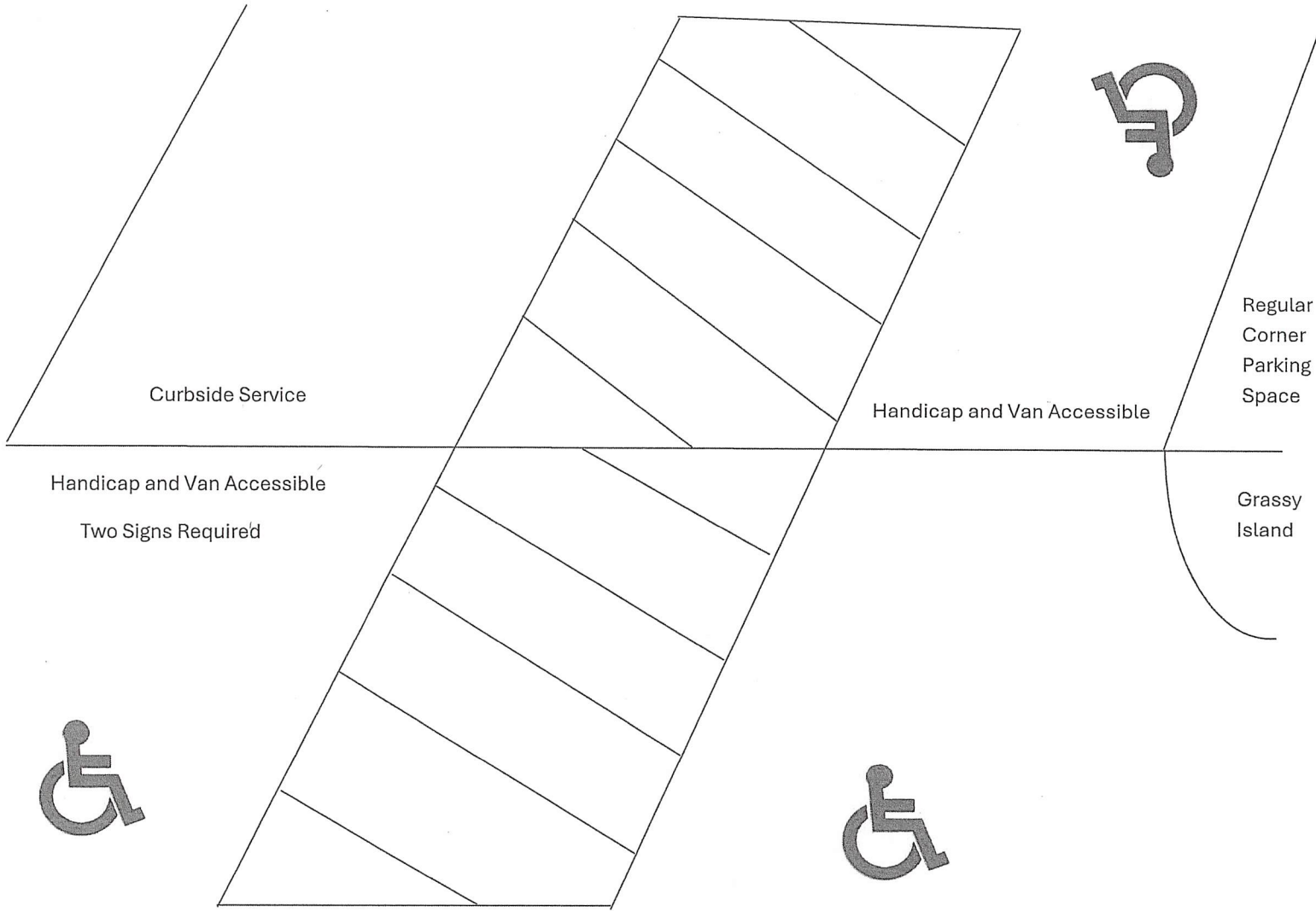
New Concrete

Approximately 6 to 8 inches from the entryway begin sloping the cement to allow a 1" of slope for every 12" until meeting the 4" thick sidewalk.

Expansion Joint



Create ADA accessible entry to the sidewalk here.



Curbside Service

Handicap and Van Accessible
Two Signs Required

Handicap and Van Accessible

Regular
Corner
Parking
Space

Grassy
Island



Resolution to Transfer Funds to the Rainy Day Fund

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

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

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the North Madison County Public Library System do hereby transfer \$100,000.00 from the Operating Fund to the Rainy Day Fund for the purpose of approved expenses. This fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library System at its regular meeting held on the 8th day of September, 2025, at which meeting a quorum was present.

NAY

AYE

Karley Small

Quet Stever

Michael Bortz

Denn Eddleman

Kenny Smith

Leslie Atchell

ATTEST:

Karley Small, Secretary
Secretary

Resolution to Transfer Funds to the LIRF Fund

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

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

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the North Madison County Public Library System do hereby transfer \$10,000.00 from the Operating Fund to the Library Improvement Reserve Fund for the purpose(s) of Capital Improvements. This fund shall be subject to the same appropriation process as other funds that receive tax money.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library System at its regular meeting held on the 8th day of September, 2025, at which meeting a quorum was present.

NAY

AYE

Kathy Small

Janet Stover

Michael Bombard

Dennis Eddleman

Kenny Smith

Lisa Adels

ATTEST:

Kathy Small, Secretary

Secretary

RESOLUTION TO REDUCE APPROPRIATIONS FOR 2025 BUDGET

WHEREAS, the Board of Trustees of the North Madison County Public Library System finds that it is necessary to reduce the **2025** Library Improvement Reserve Fund to fund the **2026** budget.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the North Madison County Public Library System resolves to reduce Library Improvement Reserve Fund category in the following amount:

| LIRF Fund | Original Appropriation | Reduction | New Appropriation |
|------------------------|-----------------------------------|--------------------|------------------------------|
| Capital Outlays | \$50,000.00 | \$26,560.00 | \$23,440.00 |

BE IT FURTHER RESOLVED, the total reduction reduces the appropriation of \$50,000.00 in the 2025 budget to \$23,440.00.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library System at its regular meeting held on the 8th day of September, 2025 at which meeting a quorum was present.

NAY

AYE

Kathy Small

Lueta Stever

Michael Brubaker

Denny Eddleman

Kenny Smith

Lisa Atchley

ATTEST:

Kathy Small, Secretary

Secretary

Agenda

September 8, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

New Business

1. Adopt 2026 Budget

2. Request for Proposal for Concrete Work – Elwood

3. Resolutions to Transfer Funds to Library Improvement
Reserve and Rainy Day Funds

4. Resolution to Reduce Library Improvement Reserve Fund
Appropriations

5. Elwood Meeting Room Policy – Public Events on the Patio

6. Youth Permission Slips and Registration Cards

Director's Report

Public Comment

Adjournment

MULTI TRANSMISSION REPORT

TIME : 09-04-2025 15:23
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 771
DATE : 09.04 15:19
DOCUMENT PAGES : 1
START TIME : 09.04 15:20
END TIME : 09.04 15:23

SUCCESSFUL
ADDRESS BOOK

| | |
|------|------------------|
| 0002 | Call-Leader |
| 0003 | Herald Bulletin |
| 0006 | Frankton Library |
| 0007 | Sville Library |

UNSUCCESSFUL

Agenda

October 13, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Request for Proposal for Concrete Work – Elwood

New Business

1. Resolution for Health Insurance Rebates
2. Resolution for Fines and Debt Forgiveness
3. ADD: Vasey Quote to Replace Frankton's #1 Furnace and Condenser
4. Nominating Committee

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
October 13, 2025
4:30 PM

CALL TO ORDER

President Glenn Eddleman called the regular meeting of the North Madison County Public Library Board of Trustees to order on October 13, 2025, at the Elwood Public Library.

CALL FOR QUORUM

Present were members Mike Bomholt, Glenn Eddleman, Kenny Giselbach, Kathy Small, and Janet Stover. Also in attendance were Director Jamie Scott and Administrative Assistant Sarah Huffman.

CONSENT AGENDA

Mike Bomholt made a motion to approve the consent agenda. Kathy Small seconded and the motion carried. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

Request for Proposal for Concrete Work-Elwood

Director Scott presented the Board with two proposals to complete the concrete work at the North Entrance of the Elwood Library as outlined in the ADA Grant. One proposal was from Lashure Concrete totaling \$27,495. The second quote was from Black Diamond Earthworks totaling \$13,525. Members of the board expressed concerns with the difference in quotes since the Lashure Concrete bid was not itemized and not easily comparable to Black Diamond's bid. With Board Member Lisa Hobbs being the subject matter expert and not in attendance, Director Scott reached out to her by phone. Lisa suggested moving forward with Black Diamond Earthworks, as they have a one-year labor warranty on the work. Mike Bomholt made a motion to accept Black Diamond Earthworks as the contractor for the project. Kathy Small seconded and the motion carried.

NEW BUSINESS

Resolution for Health Insurance Rebates

The resolution for the health insurance rebate was read by Secretary, Kathy Small. It was explained that United Health Insurance issued a refund to the library for premiums that did not meet the medical care spending threshold. As the library pays 90% of the premiums, they will retain 90% of the rebate. The other remaining 10% will be distributed to employees current and former by check based on the premiums that were paid in 2024. The total rebate was \$4009.63. The library will retain \$3,608.67 and distribute \$400.96 back to participating employees. A motion to adopt the resolution was also made by Kathy Small. Kenny Giselbach seconded and the motion carried. All members present signed the resolution in favor.

Resolution for Fines and Debt Forgiveness

The resolution for fines to be forgiven was read by Secretary, Kathy Small. The resolution echoed the policy that was passed by the Board back in August 2025. It states that any library debt incurred prior to the previous three calendar years, on an inactive account with no new debt will be forgiven. The total stated in the resolution was \$49,364.46. Director Scott showed data that explained that these are all the fines from library inception to year 2021. Fines range from a few cents to several hundred dollars. A motion to adopt the resolution was also made by Kathy Small. Kenny Giselbach seconded and the motion carried. All members present signed the resolution in favor.

Vasey Quote to Replace Frankton Furnace and Condenser

Director Scott presented the quote from Vasey to replace the final furnace at the Frankton Library that has not been recently replaced. The quote presented was a total of \$9,978 for a Lennox brand system. Director Scott explained that the other two furnaces are Bryant units, but upon speaking to Kevin at Vasey, the cost for a Bryant unit would be twice the cost currently quoted for the Lennox brand. Director Scott also explained that a meeting with two representatives from Vasey to discuss finalizing the controls project at Elwood and any other concerns is scheduled for October 21st at 4:30pm. Any Board Members available are invited to attend. The Board members discussed why the possible cost difference in furnaces at Frankton, but in the end agreed to move forward with the lesser quote presented pending no concerns that are raised at the October 21st meeting. Kenny Giselbach seconded and the motion carried.

Nominating Committee

There were no suggestions for a nominating committee, as all members present hold a position, and agreed to maintain their current positions pending the final November meeting vote.

DIRECTORS REPORT

Director Scott explained that all telephone service providers are phasing out copper or plain old telephone lines (POTS). The deadline with AT&T, who services the Elwood and Summitville locations is December 5, 2025. If those lines are not decommissioned by that date, a penalty of \$1500-\$3000 per month will be charged for those lines at each location. Director Scott explained that staff has been exploring the options of electronic faxing. It appears as though the current copy machines being leased have the capability, and in speaking with an AT&T representative a \$134 router will need to be purchased to accommodate e-faxing. Then, a recurring fee of \$22.51 will apply. This will be a cost savings of \$178 per month at Elwood alone. Director Scott explained that she is awaiting a call back from Elwood Fire and Equipment to move the fire alarm dialer to a digital internet line, as well. This has already been completed at the Summitville branch. Director Scott explained that she will still need to reach out to Frontier, the service provider in Frankton to inquire about the deadline to decommission and e-faxing options.

Director Scott explained that the local income tax distributions have been posted for 2026 in the amount of \$337,000. She explained that in year 2027, the library system will be required to petition the Madison County Council for future distributions of local income tax monies.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

President Eddleman adjourned the meeting by consent.

Kathy Small Secretary

Secretary, Kathy Small

Michael M. Borwick

Kenny Fisher

Glenn Eddleman

Lisa Atchley

Gary Stover

Register Of Claims

North Madison County Public Library System

Report Date: From **9/1/2025** To **9/30/2025**

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|----------------|--------------|---------------------------|--|---|--|-----------|--|
| 0 | 525 | INDIANA PUBLIC RETIREMENT | PERF Operating Fund | Empl.Share FICA&Medicare Emp Cont PERF | \$531.28 \$1,983.45 | 9/10/2025 | PERF Deposit |
| | | | | | Total this claim = | | |
| | | | | | \$2,514.73 | | |
| 0 | 549 | NATIONWIDE | Annuity | Payroll Deductions | \$745.00 | 9/24/2025 | Payroll Ending 9/20/2025 |
| | | | | | Total this claim = | | |
| | | | | | \$745.00 | | |
| 0 | 548 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 9/24/2025 | In Def Comp Matching Plan-Robertson |
| | | | | | Total this claim = | | |
| | | | | | \$233.13 | | |
| 0 | 547 | MOBILE BEACON | Operating Fund | Telephone & Telegraph | \$1,200.00 | 9/24/2025 | 10x hotspot renewal |
| | | | | | Total this claim = | | |
| | | | | | \$1,200.00 | | |
| 0 | 558 | AFLAC | AFLAC | Payroll Deductions | \$313.38 | 9/24/2025 | Withholding for September 2025 |
| | | | | | Total this claim = | | |
| | | | | | \$313.38 | | |
| 0 | 545 | ELAN FINANCIAL SERVICES | Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Gift | Operating Supplies Cleaning & Sanitation Supplies Elwood Children's Programing Elwood Adult Programing Frankton Programing Summitville Programing Elwood Adult Programing | \$18.87 \$35.76 \$153.61 \$57.34 \$69.82 \$49.78 \$17.35 | 9/24/2025 | As per attached invoices. |
| | | | | | Total this claim = | | |
| | | | | | \$402.53 | | |
| 0 | 543 | ANTHEM BLUE CROSS AND BL | Operating Fund Insurance | Emp Cont Group Ins Payroll Deductions | \$5,719.20 \$837.70 | 9/24/2025 | Employee Health Insurance 10/1/25-10/31/25 |
| | | | | | Total this claim = | | |
| | | | | | \$6,556.90 | | |
| 0 | 530 | NORTH MADISON COUNTY PU | Operating Fund | Interfund Transfers | \$100,000.00 | 9/8/2025 | Transfer to Rainy Day |
| | | | | | Total this claim = | | |
| | | | | | \$100,000.00 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------------|-------------------------------|--------------------|-------------|--|
| 0 | 529 | NORTH MADISON COUNTY PU | Operating Fund | Transfer to LIRF | <u>\$10,000.00</u> | 9/8/2025 | Tranfer to LIRF |
| | | | | Total this claim = | \$10,000.00 | | |
| 0 | 550 | UNITED HEALTHCARE | Operating Fund | Emp Cont Group Ins | <u>\$82.54</u> | 9/24/2025 | Employee Life & ADD Coverage 10/1-10/31/25 |
| | | | | Total this claim = | \$82.54 | | |
| 0 | 526 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,855.86 | 9/10/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,449.77 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$339.07 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,449.77 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$339.07 | | |
| | | | | Total this claim = | \$5,433.54 | | |
| 0 | 546 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | <u>\$2,293.85</u> | 9/24/2025 | Service for Elwood |
| | | | | Total this claim = | \$2,293.85 | | |
| 0 | 524 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$400.43 | 9/8/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$284.15 | | |
| | | | Operating Fund | Summitville AV | \$284.15 | | |
| | | | Operating Fund | Technology Equipment | \$15.99 | | |
| | | | Operating Fund | Elwood Adult | \$227.88 | | |
| | | | Operating Fund | Elwood Adult | \$98.56 | | |
| | | | Operating Fund | Elwood AV | \$283.19 | | |
| | | | Operating Fund | Frankton | \$0.00 | | |
| | | | Operating Fund | Summitville | \$0.00 | | |
| | | | Operating Fund | Elwood Children's Programing | \$43.14 | | |
| | | | Operating Fund | Elwood Adult Programing | \$34.76 | | |
| | | | Operating Fund | Operating Supplies | \$35.72 | | |
| | | | Gift | Other | <u>\$149.99</u> | | |
| | | | | Total this claim = | \$1,857.96 | | |
| 0 | 522 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | <u>\$233.13</u> | 9/8/2025 | IN Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | \$233.13 | | |
| 0 | 521 | NATIONWIDE | Annuity | Payroll Deductions | <u>\$745.00</u> | 9/8/2025 | Payroll Ending 9/6/2025 |
| | | | | Total this claim = | \$745.00 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------|---------------------------|--------------------|-------------|--|
| 0 | 520 | RICOH USA, INC | Operating Fund | Office Supplies | \$16.10 | 9/8/2025 | Charge for Copies from Elwood Indiana Room |
| | | | | Total this claim = | <u>\$16.10</u> | | |
| 0 | 519 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$679.44 | 9/8/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$679.44</u> | | |
| 0 | 518 | GREATAMERICA FINANCIAL S | Operating Fund | Equipment/Rental | \$213.03 | 9/8/2025 | Toshiba Copier Lease and Copies, Elwood, Frankton, Summitville |
| | | | Operating Fund | Office Supplies | \$108.49 | | |
| | | | | Total this claim = | <u>\$321.52</u> | | |
| 0 | 517 | CENTERPOINT ENERGY | Operating Fund | Gas | \$17.98 | 9/8/2025 | Service for Elwood, Frankton, Summitville |
| | | | Operating Fund | Gas | \$26.51 | | |
| | | | Operating Fund | Gas | \$21.18 | | |
| | | | | Total this claim = | <u>\$65.67</u> | | |
| 0 | 516 | AT&T | Operating Fund | Telephone & Telegraph | \$175.88 | 9/8/2025 | Service for Elwood |
| | | | | Total this claim = | <u>\$175.88</u> | | |
| 0 | 527 | PAYROLL | Operating Fund | Salary of Director | \$3,394.88 | 9/10/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$19,629.45 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | Total this claim = | <u>\$23,487.53</u> | | |
| 0 | 557 | INDIANA DEPARTMENT OF W | Operating Fund | Employee Benefits | \$145.36 | 9/24/2025 | 2nd Qtr SUTA 2025 |
| | | | | Total this claim = | <u>\$145.36</u> | | |
| 0 | 544 | AT&T | Operating Fund | Telephone & Telegraph | \$92.12 | 9/24/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$92.12</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------------|---------------------------|--------------------|-------------|----------------------------------|
| 0 | 552 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$513.03 | 9/24/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$298.16 | | |
| | | | Operating Fund | Summitville AV | \$298.16 | | |
| | | | Operating Fund | Technology Equipment | \$278.81 | | |
| | | | Operating Fund | Operating Supplies | \$45.68 | | |
| | | | Operating Fund | Frankton | \$50.86 | | |
| | | | Operating Fund | Elwood Adult Programing | \$42.12 | | |
| | | | Gift | Summitville Programing | \$236.72 | | |
| | | | | Total this claim = | <u>\$1,763.54</u> | | |
| 0 | 553 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$530.47 | 9/24/2025 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$1,980.43 | | |
| | | | | Total this claim = | <u>\$2,510.90</u> | | |
| 0 | 554 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,857.24 | 9/24/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,466.01 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$342.87 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,466.01 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$342.87 | | |
| | | | | Total this claim = | <u>\$5,475.00</u> | | |
| 0 | 556 | INDIANA DEPARTMENT OF RE | State Tax Withheld | Payroll Deductions | \$1,668.46 | 9/24/2025 | September Withholding |
| | | | County Tax Withheld | Payroll Deductions | \$998.52 | | |
| | | | | Total this claim = | <u>\$2,666.98</u> | | |
| 0 | 555 | PAYROLL | Operating Fund | Salary of Director | \$3,394.88 | 9/24/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$19,891.10 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | Total this claim = | <u>\$23,749.18</u> | | |
| 34890 | 496 | A. E. BOYCE COMPANY, INC. | Operating Fund | Official Records | \$562.49 | 9/8/2025 | Purchase Orders-Qty 500 |
| | | | | Total this claim = | <u>\$562.49</u> | | |
| 34891 | 497 | BAXTER PEST PROFESSIONA | Operating Fund | Professional Services | \$96.00 | 9/8/2025 | Quarterly pest treatment-Elwood, |
| | | | Operating Fund | Professional Services | \$96.00 | | Frankton, Summitville |
| | | | Operating Fund | Professional Services | \$96.00 | | |
| | | | | Total this claim = | <u>\$288.00</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------|------------------------------|-------------------|-------------|---|
| 34892 | 498 | CUNNINGHAM PLUMBING, INC | Operating Fund | Professional Services | \$298.07 | 9/8/2025 | Frankton heating element staff sink |
| | | | | Total this claim = | <u>\$298.07</u> | | |
| 34893 | 499 | COLUMN SOFTWARE PBC | Operating Fund | Advertising & Public Notices | \$21.32 | 9/8/2025 | Legal Notice-Elwood RFP ADA Grant |
| | | | | Total this claim = | <u>\$21.32</u> | | |
| 34894 | 500 | DEMCO INC | Operating Fund | Elwood Children's Programing | \$51.42 | 9/8/2025 | 1000 Books before Kindergarten supplies |
| | | | Operating Fund | Frankton Programing | \$38.57 | | |
| | | | Operating Fund | Summitville Programing | \$38.56 | | |
| | | | | Total this claim = | <u>\$128.55</u> | | |
| 34895 | 501 | FIBERHAWK | Operating Fund | Telephone & Telegraph | \$20.00 | 9/8/2025 | Back up internet for Frankton |
| | | | | Total this claim = | <u>\$20.00</u> | | |
| 34896 | 502 | FRONTIER | Operating Fund | Telephone & Telegraph | \$200.64 | 9/8/2025 | Service for Frankton |
| | | | | Total this claim = | <u>\$200.64</u> | | |
| 34897 | 503 | INDIANA-AMERICAN WATER C | Operating Fund | Water | \$24.75 | 9/8/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$24.75</u> | | |
| 34898 | 504 | MADISON COUNTY HISTORIC | Operating Fund | Frankton Programing | \$30.00 | 9/8/2025 | Stephen Jackson Oct 7 Program- Automobiles of Madison County |
| | | | | Total this claim = | <u>\$30.00</u> | | |
| 34899 | 505 | MIDWEST COLLABORATIVE F | Operating Fund | Databases | \$1,378.31 | 9/8/2025 | Fold3 Database Library Edition |
| | | | | Total this claim = | <u>\$1,378.31</u> | | |
| 34900 | 506 | MIDWEST TAPE, LLC | Operating Fund | Frankton AV | \$396.92 | 9/8/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood AV | \$191.96 | | |
| | | | Operating Fund | Summitville AV | \$220.96 | | |
| | | | | Total this claim = | <u>\$809.84</u> | | |
| 34901 | 507 | NICK HAULTER | Operating Fund | Professional Services | \$60.00 | 9/8/2025 | Lawn Care Summitville 8/27/2025 |
| | | | | Total this claim = | <u>\$60.00</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|------------------------|------------------------------|-------------------|-------------|--|
| 34902 | 508 | NUGENT ELECTRIC INC. | Operating Fund | Operating Supplies | <u>\$402.48</u> | 9/8/2025 | Light Bulbs-Supplies |
| | | | | Total this claim = | \$402.48 | | |
| 34903 | 509 | ROEING CORPORATION | Operating Fund | Professional Services | \$437.50 | 9/8/2025 | Meraki 12 month Subscription and |
| | | | Operating Fund | Techology Software | <u>\$1,839.00</u> | | Support Renewal, Server powering-off |
| | | | | Total this claim = | \$2,276.50 | | |
| 34904 | 510 | RONALD RUSH | Operating Fund | Traveling Expense | <u>\$150.93</u> | 9/8/2025 | Mileage 258 miles @ \$.585 =\$150.93 |
| | | | | Total this claim = | \$150.93 | | |
| 34905 | 511 | SARAH HUFFMAN | Operating Fund | Traveling Expense | <u>\$146.25</u> | 9/8/2025 | Mileage 7250 miles @ \$.585 =\$146.25 |
| | | | | Total this claim = | \$146.25 | | |
| 34906 | 512 | SARAH MOSS | Gift | Summitville Programing | <u>\$5.98</u> | 9/8/2025 | Petty Cash-Summitville |
| | | | | Total this claim = | \$5.98 | | |
| 34907 | 513 | STAPLES | Operating Fund | Paint and painting supplies | \$10.62 | 9/8/2025 | Spray Paint Laquer |
| | | | Operating Fund | Operating Supplies | <u>\$37.11</u> | | |
| | | | | Total this claim = | \$47.73 | | |
| 34908 | 514 | VASEY COMMERCIAL, INC. | Operating Fund | Professional Services | <u>\$457.80</u> | 9/8/2025 | Elwood-Chiller not running, adjust settings |
| | | | | Total this claim = | \$457.80 | | |
| 34909 | 515 | ZAYO EDUCATION | St Technology Fund Gra | Telephone & Telegraph | \$1,182.92 | 9/8/2025 | VoIP and Internet |
| | | | Operating Fund | Telephone & Telegraph | <u>\$280.62</u> | | |
| | | | | Total this claim = | \$1,463.54 | | |
| 34910 | 523 | MADISON COUNTY TREASUR | Garnishment | Taxes | <u>\$193.85</u> | 9/8/2025 | Property Tax Wage Garnishment Wendy Rivera Hernandez 1038 Arrow Ave Anderson |
| | | | | Total this claim = | \$193.85 | | |
| 34911 | 528 | INDIANA MEDIA GROUP | Operating Fund | Advertising & Public Notices | <u>\$570.00</u> | 9/8/2025 | Employment Ads(clerk & custodian), RFP for ADA Grant |
| | | | | Total this claim = | \$570.00 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|----------------|---------------------------|-------------------|-------------|--|
| 34912 | 531 | AUTOMATED DOORS & ACCE | Operating Fund | Professional Services | \$358.00 | 9/24/2025 | Sweeps @Elwood Employee door lock @ Frankton |
| | | | Operating Fund | Professional Services | \$296.00 | | |
| | | | | Total this claim = | <u>\$654.00</u> | | |
| 34913 | 532 | BAKER & TAYLOR | Operating Fund | Elwood Adult | \$265.42 | 9/24/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Childrens | \$244.89 | | |
| | | | Operating Fund | Elwood YA | \$125.30 | | |
| | | | Operating Fund | Frankton | \$675.60 | | |
| | | | Operating Fund | Summitville | \$598.73 | | |
| | | | | Total this claim = | <u>\$1,909.94</u> | | |
| 34914 | 533 | CREATIVE PRODUCT SOURCE | Operating Fund | Elwood Adult Programing | \$329.42 | 9/24/2025 | AS Wall Calendars |
| | | | | Total this claim = | <u>\$329.42</u> | | |
| 34915 | 534 | ELWOOD FIRE EQUIPMENT C | Operating Fund | Professional Services | \$290.00 | 9/24/2025 | Qtrly Wet/Dry Sprinkler Inspection-Elwood |
| | | | | Total this claim = | <u>\$290.00</u> | | |
| 34916 | 535 | HARPER'S LAWN CARE | Operating Fund | Professional Services | \$450.00 | 9/24/2025 | Lawn Care Frankton July, August |
| | | | | Total this claim = | <u>\$450.00</u> | | |
| 34917 | 536 | MADISON COUNTY TREASUR | Garnishment | Taxes | \$193.85 | 9/24/2025 | Property Tax Wage Garnishment Wendy Rivera Hernandez 1038 Arrow Ave Anderson |
| | | | | Total this claim = | <u>\$193.85</u> | | |
| 34918 | 537 | McCORMACK PRINTING IMPR | Operating Fund | Operating Supplies | \$128.00 | 9/24/2025 | Adult Registration cards |
| | | | | Total this claim = | <u>\$128.00</u> | | |
| 34919 | 538 | NICK HAULTER | Operating Fund | Professional Services | \$60.00 | 9/24/2025 | Lawn Care Summitville 9/9/2025 |
| | | | | Total this claim = | <u>\$60.00</u> | | |
| 34920 | 539 | NUGENT ELECTRIC INC. | Operating Fund | Professional Services | \$759.06 | 9/24/2025 | Elwood and Frankton bulb and ballast replacement |
| | | | | Total this claim = | <u>\$759.06</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|---------------------------|--------------------------------|-----------------|-------------|------------------------------------|
| 34921 | 540 | ORIENTAL TRADING COMPAN | Operating Fund | Elwood Children's Programing | \$126.50 | 9/24/2025 | AS & YS Halloween candy and crafts |
| | | | Operating Fund | Elwood Adult Programing | \$52.96 | | |
| | | | Total this claim = | | <u>\$179.46</u> | | |
| 34922 | 541 | STAPLES | Operating Fund | Cleaning & Sanitation Supplies | \$248.65 | 9/24/2025 | As per attached invoices. |
| | | | Operating Fund | Office Supplies | \$130.28 | | |
| | | | Total this claim = | | <u>\$378.93</u> | | |
| 34923 | 542 | TOWN OF SUMMITVILLE | Operating Fund | Waste Disposal Services | \$53.74 | 9/24/2025 | Service for Summitville |
| | | | Operating Fund | Waste Disposal Services | \$5.00 | | |
| | | | Operating Fund | Waste Disposal Services | \$14.79 | | |
| | | | Total this claim = | | <u>\$73.53</u> | | |
| 34924 | 551 | DEMCO INC | Operating Fund | Book Processing | \$254.40 | 9/24/2025 | Benefit Denial DVD Cases |
| | | | Total this claim = | | <u>\$254.40</u> | | |
| 34925 | 559 | CITY OF ELWOOD UTILITIES | Operating Fund | Water | \$150.87 | 9/24/2025 | Service for Elwood |
| | | | Operating Fund | Waste Disposal Services | \$221.68 | | |
| | | | Total this claim = | | <u>\$372.55</u> | | |
| 34926 | 560 | TOWN OF FRANKTON | Operating Fund | Electricity | \$453.74 | 9/24/2025 | Service for Frankton |
| | | | Operating Fund | Water | \$68.27 | | |
| | | | Operating Fund | Waste Disposal Services | \$54.13 | | |
| | | | Total this claim = | | <u>\$576.14</u> | | |

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

Total Amount of Claims \$209,907.22

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

Thursday, October 2, 2025




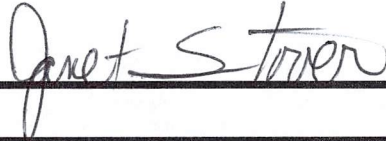

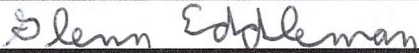
Fiscal Officer

ALLOWANCE OF VOUCHERS

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

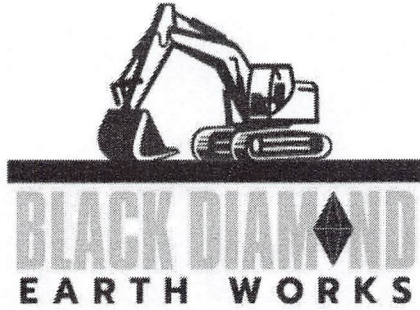
We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of

Date this _____ day of _____, 20____.

| | | |
|---|--|--|
|  |  | |
|  | | |
|  | | |

SIGNATURES OF GOVERNING BOARD

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



ESTIMATE

Customer - ELWOOD PUBLIC LIBRARY

Job Site Address - 1600 Main Street Elwood, IN 46036

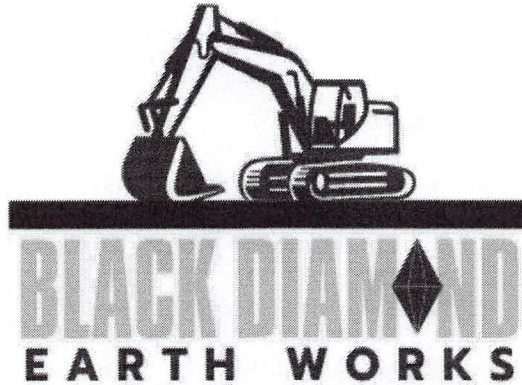
Job Description - ADA Concrete Work, Painting, and Sign Installation

ESTIMATE TOTAL - \$13,525.00

BLACK DIAMOND EARTHWORKS CORP. 7768 W State Road 28 Elwood IN 46036

THANK YOU!

PAGE 1



ESTIMATE

Customer - ELWOOD PUBLIC LIBRARY

Job Site Address - 1600 Main Street Elwood, IN 46036

Job Description - ADA Concrete Work, Painting, and Sign Installation

| | |
|---|------------|
| • Call in Locates (811) | |
| • 1. North Entry Concrete Slab (Removal/Hauled off) | \$975.00 |
| • 2. Form/Pour/Finish new ADA concrete slab | \$7,475.00 |
| • 3. Strip paint from existing ADA parking spaces | \$175.00 |
| • 4. Paint new ADA/Curbside Parking Spaces | \$500.00 |
| • 5. Remove old ADA parking sign | \$100.00 |
| • 5. Cutout/Prep (2) sections for new ADA parking signs | \$300.00 |
| • 5. Install (2) ADA signs set in concrete/Asphalt patched | \$900.00 |
| • 5. ADA signs (2) (1 double sided) | \$450.00 |
| • 6. Concrete Curb repair (along N. A St.) 2 Curbs | \$725.00 |
| • 7. Form/Pour/Finish (2) concrete bench slabs | \$1,450.00 |
| • 8. Patch/repair light pole bases (cracks,holes,dents) | \$475.00 |
| * 1 year labor warranty included for ALL work included in this Estimate | NO CHARGE |
| Warranty does NOT include "salt damage" on new concrete | |

ESTIMATE TOTAL - \$13,525.00

BLACK DIAMOND EARTHWORKS CORP. 7768 W State Road 28 Elwood IN 46036

THANK YOU !

James Scott
11/24/25

PAGE 1



Lashure Concrete
12919 N 400 W
Alexandria, IN
765-425-7915

Project Name: Elwood Public Library
Location: 1600 Main Street Elwood IN 46036
Customer: Jamie Scott
Date: 9/18/2025

SITE CONCRETE

Sub-Total: \$ 27,495.00

- Remove North Entrance concrete slab and replace
- Install new ADA Concrete slab with expansion joint
- Paint over existing strips and repaint new layout for ADA requirements
- Remove and Install new ADA curbside parking signs
- Concrete repair along N. A street
- Install 2 concrete bench slabs 4" thick
- Patch light pole base to match existing
- Replace sign post with 6" painted pipe bollard with sign intergrated
- Seal new concrete

COMBINED CONCRETE PACKAGE

TOTAL: \$ 27,495.00

Submitted By: Justin Stratton

Email: justin@lashure-concrete.com

Phone: 209-985-7652

****Pricing is good for 30 days pending customers commitment****

Resolution Regarding the Medical Loss Ratio (MLR) Rebate

WHEREAS, The North Madison County Public Library System (NMCPLS) receives a rebate check pursuant to the Medical Loss Ratio (MLR) provision of the Patient Protection and Affordable Care Act; and

WHEREAS, the aforementioned MLR rebate check was based on premiums paid by The North Madison County Public Library System and plan participants (employees/subscribers) and

WHEREAS, a portion of the MLR rebate attributable to participant contributions constitutes a plan asset that must be used for the exclusive benefit of plan participants. The North Madison County Public Library System Board of Trustees has determined the appropriate method for distributing the MLR rebate to eligible plan participants;

NOW, THEREFORE, BE IT RESOLVED, that The North Madison County Public Library System will allocate the MLR rebate as follows:

- The portion of the rebate attributable to premiums paid by participants/employee/subscribers shall be distributed to eligible plan participants as follows:
 - **Distribution Method:** The rebate will be distributed by check to each employee. The total amount to be distributed to employees is \$400.96.
 - **Eligible Participants:** The distribution shall be made to all employees that were participants of the plan the year the rebate was issued for. This is not limited to current employees of NMCPLS.
- The portion of the rebate attributable to premiums paid by the company will be retained by The North Madison County Public Library System in the operating budget for future premiums. This rebate amount to be retained is \$3,608.67.

This resolution is hereby adopted on October 13, 2025 by the North Madison County Public Library Board of Directors.

Fines and Debt Forgiveness Yearly Resolution

WHEREAS, the Fines and Debt Forgiveness policy states any patron debts that have not been collected in a rolling three-year cycle despite established collection efforts will be written off on an annual basis,

WHEREAS, debt being written off will meet all the following criteria,

1. Incurred prior to the previous three calendar years
2. Incurred on an account that has been inactive for the previous three calendar years
3. Incurred on an account that has had no new debt assigned

WHEREAS, library staff will identify the debt amount eligible for deletion using the automated library system,

NOW THEREFORE THAT IS BE RESOLVED, the North Madison County Public Library System, will write off the following debt amount incurred in the years 2021 and prior, \$49,364.46.

This resolution is hereby adopted on October 13, 2025 by the North Madison County Public Library Board of Trustees.

AYE

NAY

Kathy Small

Nike Binkit

Glenn Eddleman

Janet Stever

Kenny Smith

ATTEST:

Kathy Small Secretary

Kathy Small, Secretary

| | Elwood | Frankton | Summitville | Totals |
|-------------------------|-------------|------------|-------------|-------------|
| # of Patrons with Fines | 500 | 108 | 77 | 685 |
| Total Fines | \$37,381.85 | \$6,640.00 | \$5,342.96 | \$49,364.81 |
| Average Fine | \$74.76 | \$61.00 | \$69.39 | \$68.38 |
| Highest Fine | \$734.60 | \$461.79 | \$674.62 | |
| Lowest Fine | \$0.24 | \$0.50 | \$0.34 | |



PROJECT AGREEMENT FOR BUILDING ENVIRONMENTAL SYSTEMS

Table with 3 columns: Proposal Date (10/06/2025), Proposal Number (PP42794), Agreement No.

BY AND BETWEEN:

Vasey Commercial, Inc.
10830 Andrade Drive
Zionsville, IN 46077

AND

Frankton Public Library
102 S. Church St.
Frankton, IN 46044

hereinafter CONTRACTOR

hereinafter CUSTOMER

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):
102 S. Church Street

Replacement of a furnace, evaporator coil and A/C.
>The furnace, evaporator coil and A/C are all part of the same split system.
>The furnace proposed for replacement is a Goodman model: GMS950704CXA, serial: 0051254088.
>The A/C proposed for replacement is a Goodman model: GSX130421BJ, serial: 1802069582.
>Recover the refrigerant from the existing system.
>Remove the furnace, evaporator coil and the A/C.
>Install the new furnace, evaporator coil and A/C.
>Tie the new evaporator coil and furnace into the existing gas piping, condensate drain, exhaust & intake piping, and ductwork.
>Flush the existing refrigerant piping with Rx- 11 Flush or equivalent.
>Tie the new A/C and evaporator coil into the existing refrigerant piping. Evacuate/dehydrate the refrigerant piping to 500 microns or lower.
>Start-up and verify operation of the new furnace and A/C.
>One (1) year parts and labor warranty. The compressor will have a 5 year parts only warranty. The heat exchanger will have a 20 year part only warranty.
Your investment: \$9,978.00
Note: Due to the volatility of the cost of equipment and materials, this proposal is valid for 20 days. All work is quoted to be done during normal business hours.



PROJECT AGREEMENT FOR BUILDING ENVIRONMENTAL SYSTEMS

| | | |
|--|--|--|
| | | |
|--|--|--|

 Signature (Sales Representative)

 Name (Print/Type)

 Title

 Date

 Signature (Authorized Representative)

 Name (Print/Type)

 Title

 Date

As a condition of performance, payments are to be made on a progress basis. Invoice payment must be made within (10) days of receipt. Any alteration or deviation from the above proposal involving extra cost of material or labor will become an extra charge over the sum stated above. This proposal will become a binding Agreement only after acceptance by Customer and approved by an officer of Contractor as evidenced by their signatures below. This agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein.

CONTRACTOR

CUSTOMER

Signature (Sales Representative) Kevin McDonald

Signature (Authorized Representative)

Approved For Contractor

Signature

Name (Print/Type)

Name & Title

Title

Date

Date

PROJECT AGREEMENT TERMS AND CONDITIONS

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.

2. Contractor warrants that the workmanship hereunder shall be free from defects for thirty (30) days from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates in effect.

3. Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.

4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.

5. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.

6. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.

7. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.

8. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.

9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.

10. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.

11. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.

12. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.



Project Submittal

Project Name: Frankton Public Library
Project Number: 975469
Project Altitude: 500
Project Location:
Indianapolis, Indiana US

Date: 10/2/2025
Quote: 647832
Roof Top Units: 0
Split Systems: 1

Customer: Vasey Commercial Svc

Table of Contents

| Tag | Qty | Model | Description |
|--------------------------|-----|------------------|-----------------------------------|
| <u>3.5T Split System</u> | 1 | 25C69 | ML13KC1-042 Condenser/3.5 Ton/230 |
| | 1 | 25U82 | CK40CT-48C COIL 4.0 TON R454B |
| | 1 | ML196UH090XE48CK | ML196UH090XE48CK UH 90KBTU NOX 4T |

Revit® Building Information Modeling (BIM) - [Click here](#)

AutoCAD® Templates - [Click here](#)



Project Submittal

Tag: 3.5T Split System
Condenser: ML13KC1-042-230
Evaporator Coil: CK40CT-48C (R454B)
Furnace: ML196UH090XE48CK (RDS)

| AHRI Reference - 215585943 | | | | | | | | |
|-------------------------------|---------------|------|------------------------------------|----------------------------------|-----------------------------|--------------------|----------------------|----------------------|
| Voltage | SEER2 EER2 | Tons | Gross Cooling Ttl/Sens (MBH) | Net Cooling Ttl/Sens (MBH) | Supply Air Flow (cfm) | ESP/TSP (in.WC) | EAT DB/WB (°F) | LAT DB/WB (°F) |
| 208 Volt 1 Phase / 60Hz | 14.7 12.2 | 3.5 | 40.8 / 29.6 | 38.4 / 27.2 | 1,068 | 0.5 / 0.6 | 80.0 / 67.0 | 54.4 / 54.4 |

| Cooling Performance | | | | Temperatures (DB/WB °F) | | | |
|--------------------------|--|-----------------|--|-------------------------|--|----------------|--|
| Gross Cooling (Ttl/Sens) | | 40.8 / 29.6 MBH | | Ambient | | 95.0 | |
| Net Cooling (Ttl/Sens) | | 38.4 / 27.2 MBH | | Entering | | 80.0 67.0 | |
| Coil Moisture Removal | | 10.60 lb/hr | | Total Leaving - (Coil) | | 54.4 54.4 | |
| | | | | Total Leaving - (Unit) | | 56.5 55.5 | |

| ARI Performance | | Compressors | | Refrigerant | | Condensate Drain | |
|-----------------|----------|----------------|--------|-------------------|--------|------------------|----------|
| ARI Cooling | 39.5 MBH | Cooling Stages | Single | Type | R-454B | Qty | 2 |
| | | Compressor Qty | 1 | Cond Suction Line | 3/4 | Size | 0.75 in. |
| | | | | Cond Liquid Line | 3/8 | Pipe Thread | fpt |
| | | | | Coil Suction Line | 7/8 | | |
| | | | | Coil Liquid Line | 3/8 | | |

| Heating Performance | | Temperatures (DB/WB °F) | | Specifications | |
|---------------------|------------|-------------------------|------|--------------------|----------|
| Output (High/Low) | 85.6 / MBH | Total Leaving | 74.2 | Thermal Efficiency | 96.0% |
| Input (High/Low) | 88.0 / MBH | | | Gas Line Size | 0.5 in. |
| Gas Heat Rise | 74.2 °F | | | Heat Exchange Type | Aluminum |

| Air Flow (cfm) | | Supply Fan | | Air Resistance (in.WC) | |
|----------------|-------|---------------|---------------------------------|------------------------|------|
| Supply | 1,068 | Nominal Power | 0.75hp | Total | 0.61 |
| | | Drive Type | ECM Multi Speed Constant Torque | Ext Supply | 0.50 |
| | | Speed | Low | Wet Coil | 0.11 |
| | | Orientation | Upflow/Horizontal | | |

| Condenser | | Furnace | |
|-------------------------------|-------------------------|---------|-------------------|
| Voltage | 208 Volt 1 Phase / 60Hz | Voltage | 120V / 1Ph / 60Hz |
| MCA | 21 amp | MCA | |
| MOCP | 35 amp | MOCP | 15.0 amp |
| Condenser Oper Range-Nom Volt | +/- 10% | | |
| Oper Range-Nom Volt | +/- 10% | | |

| Condenser | | Furnace | | Evaporator Coil | |
|--------------|-----------------------------------|--------------|-----------------------------------|-----------------|-----------------------------------|
| Dimensions | 28.25 in. x 28.25 in. x 37.25 in. | Dimensions | 28.75 in. x 21.00 in. x 33.00 in. | Dimensions | 21.00 in. x 21.00 in. x 28.25 in. |
| Total Weight | 195 lb | Total Weight | 152 lb | Total Weight | 60 lb |



Project Submittal

Tag: 3.5T Split System

Field Installed Accessories

| Catalog Number | Qty | Description |
|----------------|-----|--|
| 26P24 | 1 | ML196UH090XE48CK Furnace-Gas/90Btuh/4Ton |

Product Features

Cabinet

Heavy gauge galvanized steel cabinet
Non-corrosive drain pan
Fully Insulated heavy gauge steel cabinet
Heavy Gauge Cold Rolled Steel Cabinet

Cooling System

High Pressure Switch (Manual Reset)
Scroll Compressor
Quantum Coil / Fortified aluminum allow tube/enhanced fin coil
Hi-Capacity Drier factory installed in liquid line
Low Pressure Switch
Twin Coils assembled in an "A" configuration
Check and Expansion Valve is factory installed

Heating System

Aluminized Steel Inshot Burners
Aluminized Steel Tubular Heat Exchanger
SureLight(R) Hot Surface Ignition
Furnace Limited Warranty 10 Years Comm

Approvals and Compliance

Only refrigerants in compliance with New York State regulations can be used in the state of New York

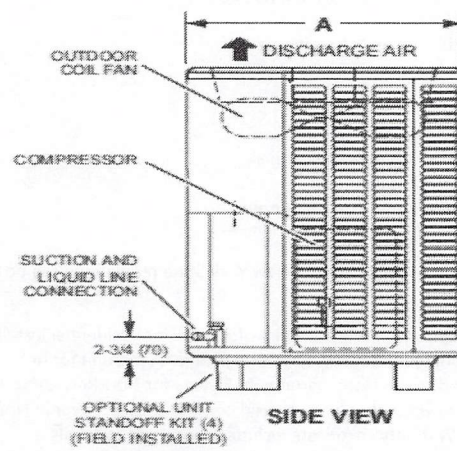
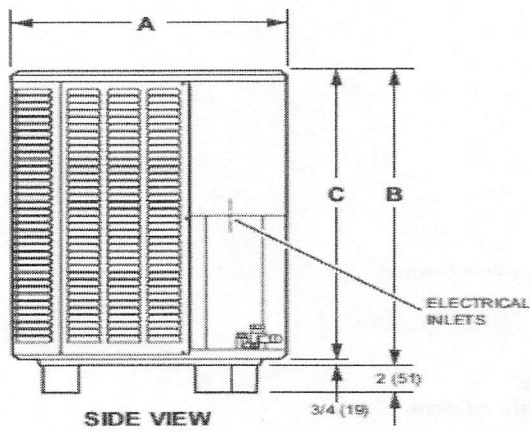
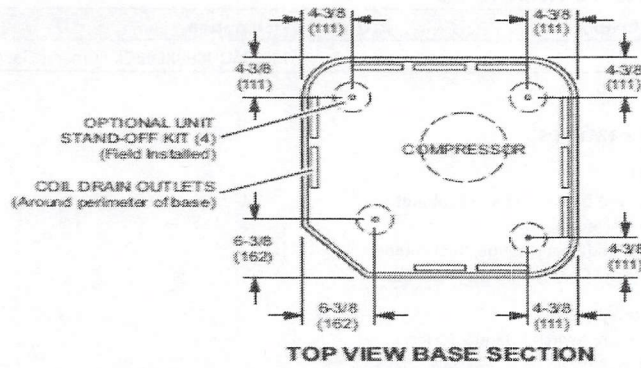
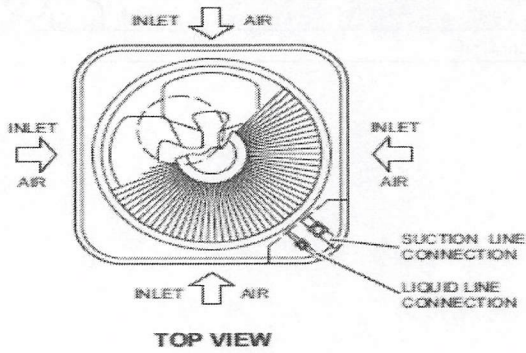
Warranty

Condenser Limited compressor warranty of 5 years for Residential Installations
Condenser See Limited Warranty Certificate included with unit for details
Condenser Limited compressor warranty of 5 years for Non-Residential Installations
Condenser Limited warranty on all covered components of 1 year in Non-Residential Installations
Coil See Limited Warranty Certificate included with unit for details
Coil Limited warranty on all other covered components of 1 year (Comm Use)
Furnace See Limited Warranty Certificate included with unit for details
Furnace Limited warranty on heat exchanger of 20 years
Furnace Limited warranty on all other covered components of 1 year (Comm Use)
Furnace Limited warranty on Surelight ignition control system of 1 Year (Comm Use)



Project Submittal

DIMENSIONS - UNIT



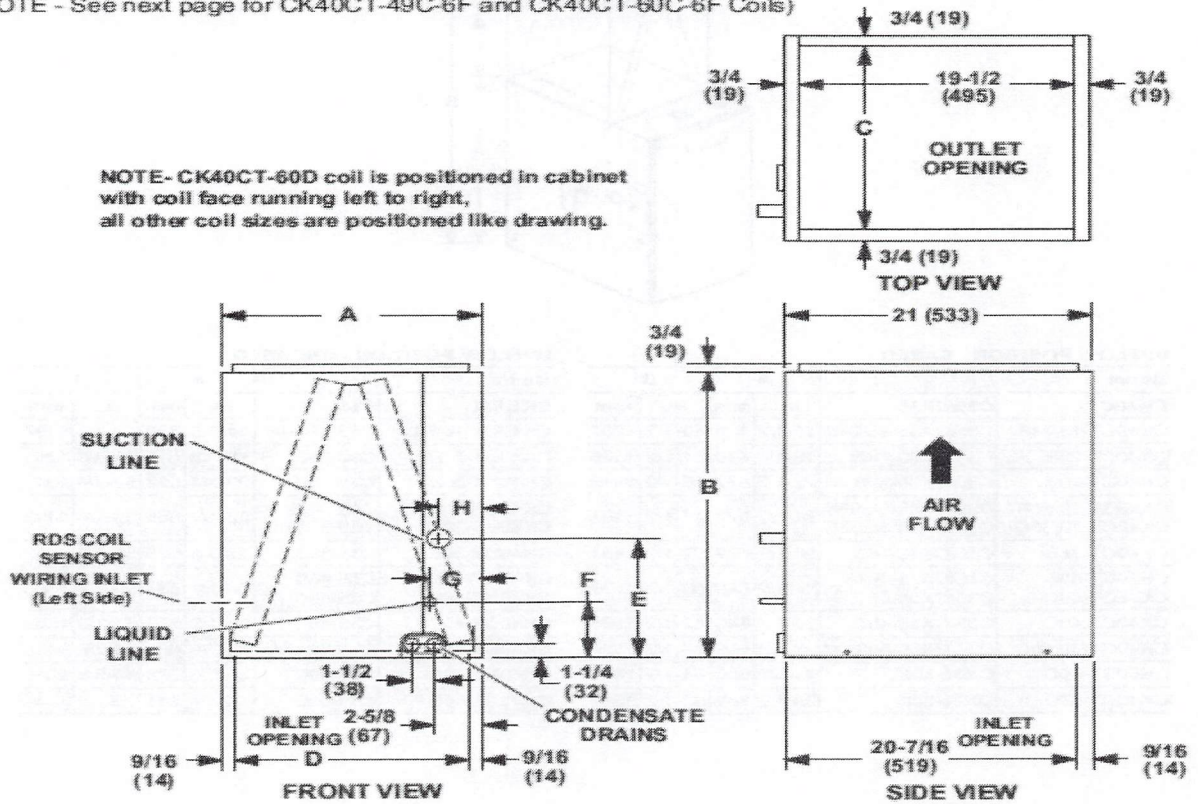
| Size | A Width and Depth | | B Height | | C | |
|------|----------------------|-----|-------------|-----|--------|-----|
| | inches | mm | inches | mm | inches | mm |
| 018 | 24-1/4 | 616 | 25-1/4 | 641 | 24-1/2 | 622 |
| 024 | 24-1/4 | 616 | 29-1/4 | 743 | 28-1/2 | 724 |
| 030 | 28-1/4 | 718 | 29-1/4 | 743 | 28-1/2 | 724 |
| 036 | 28-1/4 | 718 | 33-1/4 | 845 | 32-1/2 | 826 |
| 042 | 28-1/4 | 718 | 37-1/4 | 946 | 36-1/2 | 927 |
| 048 | 28-1/4 | 718 | 29-1/4 | 743 | 28-1/2 | 724 |
| 060 | 28-1/4 | 718 | 37-1/4 | 946 | 36-1/2 | 927 |

DIMENSIONS

CK40CT CASED

CK40CT-24(A/B), -30(A/B), -48(B/C), -50/60C and -60D Coils
 (NOTE - See next page for CK40CT-49C-6F and CK40CT-60C-6F Coils)

NOTE- CK40CT-60D coil is positioned in cabinet with coil face running left to right, all other coil sizes are positioned like drawing.



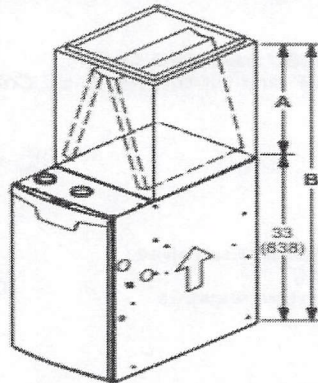
| Size | A | | B | | C | | D | | E | | F | | G | | H | |
|--------|--------|-----|--------|-----|--------|-----|--------|-----|--------|-----|-------|----|-------|----|-------|----|
| | in. | mm | in. | mm | in. | mm | in. | mm | in. | mm | in. | mm | in. | mm | in. | mm |
| 24A | 14-1/2 | 368 | 18-1/2 | 470 | 13 | 330 | 13-3/8 | 340 | 9-3/4 | 248 | 3-5/8 | 92 | 2-5/8 | 66 | 2-3/8 | 60 |
| 24B | 17-1/2 | 445 | 18-1/2 | 470 | 16 | 406 | 18-3/8 | 416 | 9-3/4 | 248 | 3-5/8 | 92 | 2-5/8 | 66 | 2-3/8 | 60 |
| -0A | 14-1/2 | 368 | 22-1/2 | 572 | 13 | 330 | 13-3/8 | 340 | 11-1/2 | 292 | 3-5/8 | 92 | 2-5/8 | 66 | 2-3/8 | 60 |
| 30B | 17-1/2 | 445 | 22-1/2 | 572 | 16 | 406 | 18-3/8 | 416 | 11-1/2 | 292 | 3-5/8 | 92 | 2-5/8 | 66 | 2-3/8 | 60 |
| 48B | 17-1/2 | 445 | 27-1/2 | 699 | 16 | 406 | 18-3/8 | 416 | 12-1/2 | 318 | 3-5/8 | 92 | 2-5/8 | 66 | 2-3/8 | 60 |
| 48C | 21 | 533 | 27-1/2 | 699 | 18-1/2 | 495 | 19-7/8 | 505 | 12-1/2 | 318 | 3-5/8 | 92 | 2-5/8 | 66 | 2-3/8 | 60 |
| 50/60C | 21 | 533 | 27-1/2 | 699 | 18-1/2 | 495 | 19-7/8 | 505 | 12-1/2 | 318 | 3-5/8 | 92 | 2-5/8 | 66 | 2-3/8 | 60 |
| 60D | 24-1/2 | 622 | 29-1/2 | 749 | 23 | 584 | 23-3/8 | 594 | 10 | 254 | 3-5/8 | 92 | 2-5/8 | 66 | 2-3/8 | 60 |



Project Submittal

DIMENSIONS

FURNACE/COIL COMBINED

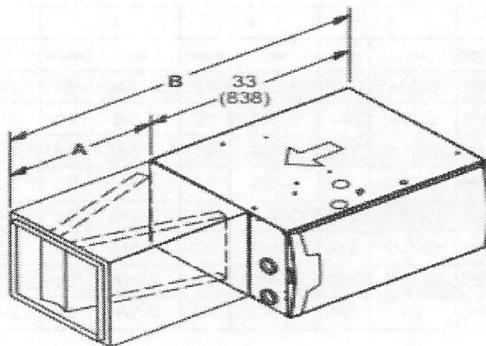


UPFLOW POSITION - CASED

| Model | | A | | B | |
|---------------|-----------------|--------|-----|--------|------|
| Model | C35/CX35 | in. | mm | in. | mm |
| CK40CT-18/24B | C35/CX35-18/24B | 16-1/2 | 419 | 49-1/2 | 1257 |
| CK40CT-24B | C35/CX35-24B | 18-1/2 | 470 | 51-1/2 | 1308 |
| CK40CT-30B | C35/CX35-30B | 22-1/2 | 572 | 55-1/2 | 1410 |
| CK40CT-30/36B | C35/CX35-30/36B | 24-1/2 | 622 | 57-1/2 | 1461 |
| CK40CT-30/36C | C35/CX35-30/36C | 24-1/2 | 622 | 57-1/2 | 1461 |
| CK40CT-36B | C35/CX35-36B | 24-1/2 | 622 | 57-1/2 | 1461 |
| CK40CT-48B | C35/CX35-48B | 27-1/2 | 699 | 60-1/2 | 1537 |
| CK40CT-48C | C35/CX35-48C | 27-1/2 | 699 | 60-1/2 | 1537 |
| CK40CT-49C | C35/CX35-49C | 29-1/2 | 749 | 62-1/2 | 1588 |
| CK40CT-50/60C | C35/CX35-50/60C | 27-1/2 | 699 | 60-1/2 | 1537 |
| CK40CT-60C | CX35-60C | 31-1/2 | 800 | 64-1/2 | 1638 |
| CK40CT-60D | CX35-60D | 29-1/2 | 749 | 62-1/2 | 1588 |

UPFLOW POSITION - UNCASED

| Model | | A | | B | |
|---------------|------------|--------|-----|--------|------|
| Model | C35 | in. | mm | in. | mm |
| CK40UT-18/24B | C35-18/24B | 14-1/8 | 359 | 47-1/8 | 1197 |
| CK40UT-24B | C35-24B | 16-3/8 | 416 | 49-3/8 | 1254 |
| CK40UT-30B | C35-30B | 20-3/4 | 527 | 53-3/4 | 1365 |
| CK40UT-30/36B | C35-30/36B | 22-1/4 | 565 | 55-1/4 | 1403 |
| CK40UT-30/36C | C35-30/36C | 22-1/4 | 565 | 55-1/4 | 1403 |
| CK40UT-36B | C35-36B | 22-3/8 | 568 | 55-3/8 | 1407 |
| CK40UT-48B | C35-48B | 26-1/4 | 667 | 59-1/4 | 1505 |
| CK40UT-48C | C35-48C | 26-1/4 | 667 | 59-1/4 | 1505 |
| CK40UT-49C | C35-49C | 28-1/2 | 724 | 61-1/2 | 1562 |
| CK40UT-50/60C | C35-50/60C | 25-7/8 | 657 | 58-7/8 | 1495 |
| CK40UT-60C | C35-60C | 30-5/8 | 778 | 63-5/8 | 1616 |
| CK40UT-60D | C35-60D | 28 | 711 | 61 | 1548 |



HORIZONTAL POSITION

| Model | | A | | B | |
|---------------|--------------|--------|-----|--------|------|
| Model | CHX35 | in. | mm | in. | mm |
| CK40HT-24B | CHX35-24B | | | | |
| CK40HT-30B | CHX35-30B | | | | |
| CK40HT-36B | CHX35-36B | | | | |
| CK40HT-36C | CHX35-36C | 26-1/2 | 673 | 59-1/2 | 1511 |
| CK40HT-42C | CHX35-42C | | | | |
| CK40HT-48C | CHX35-48C | | | | |
| CK40CT-42B | CHX35-42B | | | | |
| CK40CT-48B | CHX35-48B | | | | |
| CK40CT-51/61C | CHX35-51/61C | 31-1/2 | 800 | 64-1/2 | 1638 |
| CK40CT-60D | CHX35-60D | | | | |



Project Submittal

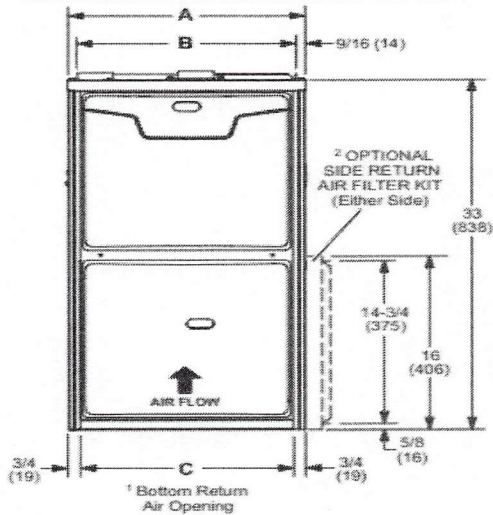
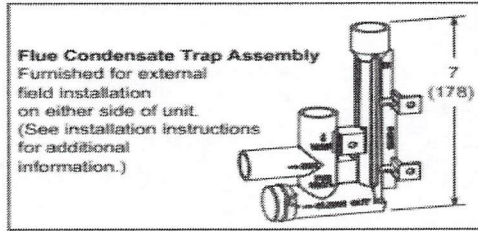
DIMENSIONS

UNIT - UPFLOW POSITION

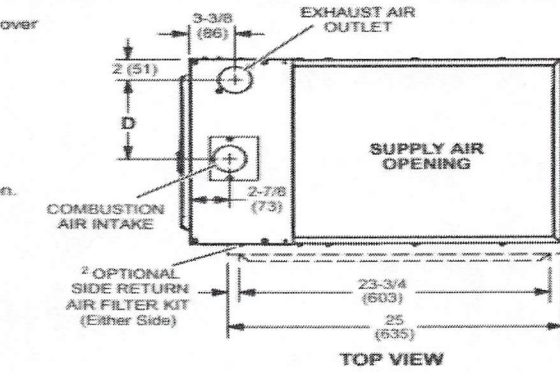
¹ NOTE - 60C and 60D size units that require air volumes over 1800 cfm must have one of the following:

1. Single side return air and Optional Return Air Base with transition that must accommodate required 20 x 25 x 1 inch (508 x 635 x 25 mm) air filter to maintain proper velocity.
 2. Bottom return air.
 3. Return air from both sides.
 4. Bottom and one side return air.
- See Blower Performance Tables for additional information.

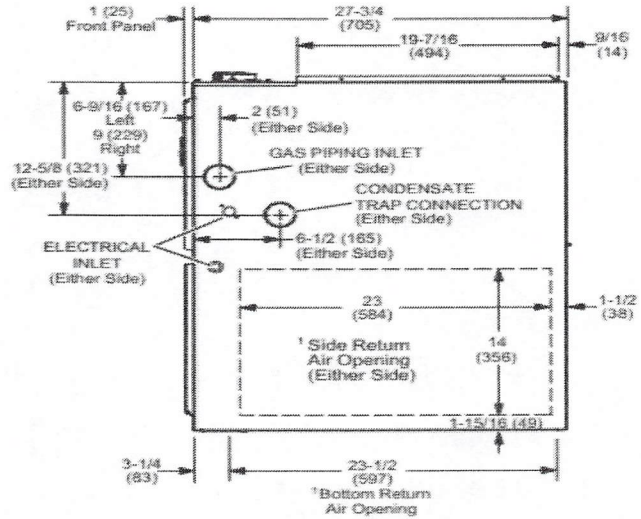
² Optional Side Return Air Filter Kit is not for use with the Optional Return Air Base.



FRONT VIEW



TOP VIEW



SIDE VIEW

| Model No. | A | | B | | C | | D | |
|------------------|--------|-----|--------|-----|--------|-----|--------|-----|
| | in. | mm | in. | mm | in. | mm | in. | mm |
| ML196UH030XE36BK | 17-1/2 | 446 | 16-3/8 | 416 | 16 | 406 | 7-5/8 | 194 |
| ML196UH045XE36BK | | | | | | | | |
| ML196UH070XE36BK | | | | | | | | |
| ML196UH070XE48BK | | | | | | | | |
| ML196UH090XE36CK | 21 | 533 | 19-7/8 | 505 | 19-1/2 | 495 | 9-3/8 | 238 |
| ML196UH090XE48CK | | | | | | | | |
| ML196UH090XE60CK | | | | | | | | |
| ML196UH110XE60CK | | | | | | | | |
| ML196UH135XE60DK | 24-1/2 | 622 | 23-3/8 | 594 | 23 | 584 | 11-1/8 | 283 |

MULTI TRANSMISSION REPORT

TIME : 10-09-2025 11:32
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 032
DATE : 10.09 11:28
DOCUMENT PAGES : 1
START TIME : 10.09 11:29
END TIME : 10.09 11:32

SUCCESSFUL
ADDRESS BOOK

| | |
|------|------------------|
| 0002 | Call-Leader |
| 0003 | Herald Bulletin |
| 0006 | Frankton Library |
| 0007 | Sville Library |

UNSUCCESSFUL

Agenda

October 13, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order
Call for Quorum
Consent Agenda
 Minutes
 Claims Register & Checks
 Personnel
Old Business
 1. Request for Proposal for Concrete Work – Elwood
New Business
 1. Resolution for Health Insurance Rebates
 2. Resolution for Fines and Debt Forgiveness
 3. Nominating Committee
Director's Report
Public Comment
Adjournment

Agenda

November 10, 2025

North Madison County Public Library System
Board of Trustees

Frankton Community Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

New Business

1. Employee Raises/Director and Administrative Assistant
2. Personnel Policy - Leave Without Pay and Excessive Absenteeism
3. 2026 Holiday Calendar
4. Nominating Committee Report
5. Homebound Delivery Service
6. Fines and Debt Forgiveness Policy
7. Rainy Day Funds for Concrete and Furnace Projects

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Frankton Community Library
Regular Meeting
November 10, 2025
4:30 P.M.

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on November 10, 2025 in the meeting room of the Frankton Community Library.

CALL FOR QUORUM

Present were members Mike Bomholt, Glenn Eddleman, Kenny Giselbach, Lisa Hobbs, Kathy Small, and Janet Stover. Also in attendance were Director Jamie Scott, Branch Manager Meghan Mabrey, and Administrative Assistant Sarah Huffman.

CONSENT AGENDA

Mike Bomholt moved to approve the consent agenda for November. Kathy Small seconded and the motion carried. The members signed the minutes and claims register. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Employee Raises/Director and Administrative Assistant

Board Members inquired about the potential of revenue loss for 2026. Director Scott shared that there was no concern even with tax caps, and LIT seems to be unaffected for the 2026 property tax year. Lisa Hobbs made a motion that all hourly employees receive a 5% raise for 2026. Mike Bomholt made a second and the motion carried.

Lisa Hobbs made a motion that the Director and Administrative Assistant receive a 5% raise for 2025. Mike Bomholt made a second and the motion carried.

All members present signed in favor for 5% increase for all employees.

Personnel Policy-Leave Without Pay and Excessive Absenteeism

Director Scott proposed changes to the Personnel Policy in relation to leave without pay, as well as excessive absenteeism as it relates to disciplinary action. Reevaluating the policy was initiated as a result of staff who have not accrued paid time off, or used all of their paid time off who were taking single or few days off unpaid. Proposed changes include making the leave without pay policy more like the FMLA guidelines. This includes leave without pay being limited to three months. It also includes a requirement that only those employed for one year or 1250 hours are eligible (625 hours for part-time employees). It was also proposed that sick and holiday pay do not accrue on leave without pay, as calculations and withholdings become a conflict for benefits like PERF. The board discussed and determined that the library would continue to pay their portion

of the health insurance premium for the employee on leave without pay (currently 90%). As per the policy update suggestion, employees will be responsible for their 10%, as well as any other elective benefit payments such as AFLAC or Deferred Compensation. It was also agreed upon that payment for aforementioned benefits would be due prior to the end of the payroll period before the payment is due. The board discussed and suggested an addition be made to state that if the payments are not made on-time by the employee, the plan will be terminated. Requests must be made in writing or email with a doctor's note included.

Lisa Hobbs made a motion to update the policy as defined, with the agreement that the library would continue to pay their percentage of the group health insurance, the employee is responsible for their percentage, and the late payment statement be added. Mike Bomholt seconded the motion. All members present were in favor.

Excessive absenteeism was defined by Director Scott in the Disciplinary Action portion of the policy. Definition includes:

Excessive absenteeism will apply if all of the following statements are true. An employee

- Has exhausted all their vacation, personal and sick time
- Calls off for a reason that does not meet at least one of the family or medical reasons listed under leave without pay.
- Calls off for 3 consecutive shifts without a doctor's slip or
- Calls off in such a way that a pattern is created. For example, calls off on Fridays. Calls off the day before or after a holiday for consecutive holidays.

After discussion about the possibility of holiday pay being withheld if staff call in before or after the holiday, it was determined to move forward with just defining excessive absenteeism without the penalty, as this time. Kathy Small made a motion to accept the excessive absenteeism definition, as stated. Janet Stover seconded and the motion carried.

2026 Holiday Calendar

The Board of Trustees reviewed the 2026 Holiday Calendar. No dates were added or removed. Kenny Giselbach made a motion to accept the 2026 Calendar. Mike Bomholt seconded and the motion carried.

Nominating Committee

The nominating committee presented the following slate of officers. Glenn Eddleman, President; Mike Bomholt, Vice President; Kenny Giselbach, Treasurer; Kathy Small, Secretary; Janet Stover, Assistant Treasurer. Lisa Hobbs made a motion to maintain the current officers as stated. Mike Bomholt seconded, all present voted in favor.

Homebound Delivery Service

Director Scott proposed that Homebound Delivery Service be discontinued. She spoke with the library's attorney, and they suggested that if service continues, proof of homeowner's or renter's insurance would need to be presented. Director Scott explained that accommodations can be made for pickup by caregivers or family for those who are

homebound. After discussion, board members determined the service is too much of a liability at this time and agreed to discontinue. Janet Stover made a motion to cease service. Kathy Small seconded and the motion carried.

Fines and Debt Forgiveness Policy

Director Scott proposed changes to the Fines and Debt Forgiveness Policy to align with the Evergreen requirements for administrative permission to waive fines. Director Scott also noted that the approved amount of \$49,364.46 voted to be waived last month was inflated due to inclusion of fines that belong to other libraries. The actual amount waived was \$42,568.03. Kenny Giselbach made a motion to approve the amendment to the policy, Lisa Hobbs seconded the motion, and the motion carried.

Rainy Day Funds for Concrete and Furnace Projects

Director Scott suggested that the \$23,503 for the concrete and furnace projects be paid from the Rainy Day fund. There is \$50,000 appropriated currently in the \$399,000 fund, with zero dollars spent in 2025. Director Scott explained that to be compliant on the State Library report, we have to have 8% of our total budget spent on collection development. Taking the cost of large projects can make attaining the 8% more difficult. Lisa Hobbs was in favor of using Rainy Day funds. Kathy Small seconded the motion, all were in favor.

Services Fees

Director Scott proposed changes to the Service Fees policy to give staff the latitude to decline service or modify accommodations due to time or resources.

“For efficient faxing, the patron is expected to have pages in the correct order and staples removed. The library reserves the right to limit the number of pages being faxed.”

“Library staff reserve the right to decline service or offer alternative accommodations at their discretion. This could be due to time, resource, or staff constraints.”

The board discussed the possibility of creating a cutoff time for faxes. After discussion, it was determined that the change to the policy allows staff to use their discretion.

Lisa Hobbs made a motion to accept the changes as proposed. Kathy Small seconded, and the motion carried.

DIRECTOR'S REPORT

Director Scott informed the Board Members about an ongoing situation with the parking lot being filled by the venue nearby, The Carnegie, making it difficult to maintain parking spots for patrons. Director Scott explained that she has had several conversations with the owner about stipulations of using the parking lot. She explained that it is not a public lot, and the library pays to resurface and plow the lot. Board Members suggested instituting signs in the lot that state “Elwood Public Library Parking Only.” Lisa Hobbs explained that if the police are involved, no parking must be posted to uphold a violation. Janet Stover made a motion to send a letter to the owner of the venue. They discussed that the contents of the letter should include that the use of the lot has become a

liability, and include an invitation to the next board meeting if questions arise. Lisa Hobbs seconded, and the motion carried.

Director Scott informed the Board that Elwood Fire Equipment replaced the air compressor for the Elwood sprinkler system.

The board was made aware that the primary book vendor, Baker & Taylor is going out of business. Katie Newby looked into replacement vendors and determined that Ingram will be the new supplier. Amazon has and will be the vendor in the interim while book purchases stabilize.

All present were informed that the library will be closed Wednesday, November 19th for staff training. In-Service training will include things like Spanish and American Sign Language.


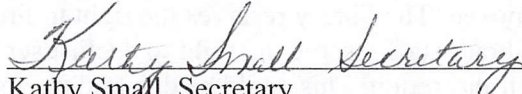
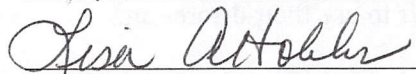
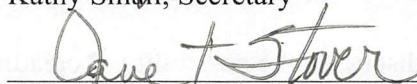
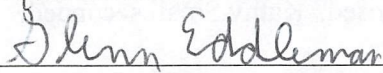
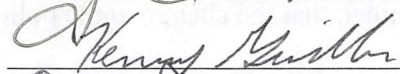
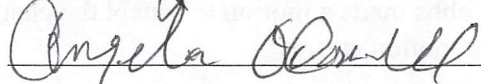
Finally, Director Scott informed all present that VoIP faxing will be implemented at all the branches, likely before year end. This will allow the removal of the copper lines, and consolidating all vendors to AT&T, getting rid of Frontier as a provider. The fire dialers at Elwood and Frankton have already been changed over to internet dialers in anticipation of these changes.

PUBLIC COMMENT

There was no public comment.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

| | |
|--|--|
|  _____ |  Kathy Small, Secretary |
|  _____ |  _____ |
|  _____ |  _____ |
| |  _____ |

Register Of Claims

North Madison County Public Library System

Report Date: From 10/1/2025 To 10/31/2025

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|---------------------------|--------------|--------------------------|---------------------------|------------------|------------|------------|--|
| 0 | 566 | CENTERPOINT ENERGY | Operating Fund | Gas | \$17.98 | 10/8/2025 | Service for Elwood, Frankton, Summitville |
| | | | Operating Fund | Gas | \$25.26 | | |
| | | | Operating Fund | Gas | \$21.47 | | |
| | | | Total this claim = | | | | |
| 0 | 597 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$2,078.31 | 10/13/2025 | Service for Elwood & Summitville |
| | | | Operating Fund | Electricity | \$609.89 | | |
| | | | Operating Fund | Electricity | \$16.58 | | |
| | | | Total this claim = | | | | |
| 0 | 598 | PITNEY BOWES GLOBAL FINA | Operating Fund | Equipment/Rental | \$135.99 | 10/13/2025 | 4th Qtr postage meter lease |
| Total this claim = | | | \$135.99 | | | | |
| 0 | 599 | RICOH USA, INC | Operating Fund | Office Supplies | \$4.34 | 10/13/2025 | Charge for Copies from Elwood Indiana Room |
| Total this claim = | | | \$4.34 | | | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|---------------------------|-------------------------|-------------------------|----------------|------------------------------|-------------------|-------------|--|
| 0 | 600 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$502.13 | 10/13/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$363.55 | | |
| | | | Operating Fund | Summitville AV | \$272.49 | | |
| | | | Operating Fund | Technology Equipment | \$189.99 | | |
| | | | Operating Fund | Elwood Adult | \$635.00 | | |
| | | | Operating Fund | Elwood Childrens | \$293.61 | | |
| | | | Operating Fund | Elwood YA | \$207.84 | | |
| | | | Operating Fund | Frankton | \$457.21 | | |
| | | | Operating Fund | Summitville | \$439.73 | | |
| | | | Operating Fund | Elwood Children's Programing | \$6.99 | | |
| | | | Operating Fund | Elwood Adult Programing | \$0.00 | | |
| | | | Operating Fund | Frankton Programing | \$0.00 | | |
| | | | Operating Fund | Summitville Programing | \$0.00 | | |
| | | | Operating Fund | Operating Supplies | \$51.52 | | |
| | | | Operating Fund | Office Supplies | \$195.61 | | |
| | | | Gift | Elwood Adult Programing | \$91.90 | | |
| | | | Gift | Elwood Adult Programing | \$171.92 | | |
| | | | | Total this claim = | \$3,879.49 | | |
| 0 | 627 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$310.08 | 10/22/2025 | |
| | | | Operating Fund | Frankton AV | \$156.86 | | |
| | | | Operating Fund | Summitville AV | \$156.86 | | |
| | | | Operating Fund | Technology Equipment | \$1,547.66 | | |
| | | | Operating Fund | Elwood Adult | \$418.31 | | |
| | | | Operating Fund | Book Processing | \$22.99 | | |
| | | | Operating Fund | Frankton | \$432.06 | | |
| | | | Operating Fund | Summitville | \$663.74 | | |
| | | | Operating Fund | Elwood Children's Programing | \$43.13 | | |
| | | | Operating Fund | Summitville Programing | \$174.49 | | |
| | | | | Total this claim = | \$3,926.18 | | |
| 0 | 595 | AVC TECHNOLOGY CORPORA | Operating Fund | Professional Services | \$720.00 | 10/13/2025 | 4th Qtr Accounting & Payroll Support/Cloud Backup |
| | | | | Total this claim = | \$720.00 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------------|--------------------------------|---------------------|-------------|-------------------------------------|
| 0 | 573 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,885.39 | 10/8/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,514.01 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$354.10 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,514.01 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$354.10 | | |
| | | | | Total this claim = | <u>\$5,621.61</u> | | |
| 0 | 572 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$531.28 | 10/8/2025 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$1,983.45 | | |
| | | | | Total this claim = | <u>\$2,514.73</u> | | |
| 0 | 571 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$354.68 | 10/8/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$180.45 | | |
| | | | Operating Fund | Summitville AV | \$180.45 | | |
| | | | Operating Fund | Office Supplies | \$5.47 | | |
| | | | Operating Fund | Operating Supplies | \$210.13 | | |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$9.99 | | |
| | | | Operating Fund | Frankton | (\$15.54) | | |
| | | | Gift | Summitville Programing | \$33.99 | | |
| | | | | Total this claim = | <u>\$959.62</u> | | |
| 0 | 607 | RIVISTAS SUBSCRIPTION SER | Operating Fund | Elwood Period. & News. | (\$1,507.77) | 10/22/2025 | VOID voucher #479 dated 8/27/25 |
| | | | Operating Fund | Frankton Per. & Newsp. | (\$658.77) | | Check #34885 lost in mail. Stop |
| | | | Operating Fund | Summitville Period. & Newsp. | (\$445.26) | | payment on 10/17/25 |
| | | | | Total this claim = | <u>(\$2,611.80)</u> | | |
| 0 | 569 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 10/8/2025 | In Def Comp Matching Plan-Robertson |
| | | | | Total this claim = | <u>\$233.13</u> | | 401(a) |
| 0 | 596 | GREATAMERICA FINANCIAL S | Operating Fund | Equipment/Rental | \$213.03 | 10/13/2025 | Toshiba Copier Lease and Copies, |
| | | | Operating Fund | Office Supplies | \$121.51 | | Elwood, Frankton, Summitville |
| | | | | Total this claim = | <u>\$334.54</u> | | |
| 0 | 568 | NATIONWIDE | Annuity | Payroll Deductions | \$745.00 | 10/8/2025 | Payroll Ending 10/4/2025 |
| | | | | Total this claim = | <u>\$745.00</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|---------------------------|-------------------------|---------------------------|----------------------|-------------------------------|--------------------|-------------|---|
| 0 | 574 | PAYROLL | Operating Fund | Salary of Director | \$3,394.88 | 10/8/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$20,665.45 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | Total this claim = | <u>\$24,523.53</u> | | |
| 0 | 619 | NATIONWIDE | Annuity | Payroll Deductions | \$745.00 | 10/22/2025 | Payroll Ending 10/18/2025 |
| | | | | Total this claim = | <u>\$745.00</u> | | |
| 0 | 626 | INDIANA DEPARTMENT OF RE | State Tax Withheld | Payroll Deductions | \$1,731.31 | 10/22/2025 | October Withholding |
| | | | County Tax Withheld | Payroll Deductions | \$1,045.65 | | |
| | | | | Total this claim = | <u>\$2,776.96</u> | | |
| 0 | 625 | PAYROLL | Operating Fund | Salary of Director | \$3,394.88 | 10/22/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$20,950.00 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | Total this claim = | <u>\$24,808.08</u> | | |
| 0 | 624 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,893.72 | 10/22/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,531.65 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$358.23 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,531.65 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$358.23 | | |
| | | | | Total this claim = | <u>\$5,673.48</u> | | |
| 0 | 623 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$533.68 | 10/22/2025 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$1,992.41 | | |
| | | | | Total this claim = | <u>\$2,526.09</u> | | |
| 0 | 620 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 10/22/2025 | In Def Comp Matching Plan-Robertson 401(a) |
| | | | | Total this claim = | <u>\$233.13</u> | | |
| 0 | 565 | AT&T | Operating Fund | Telephone & Telegraph | \$175.86 | 10/8/2025 | Service for Elwood |
| | | | | Total this claim = | <u>\$175.86</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|--------------------------|---------------------------------------|------------------------|-------------|--|
| 0 | 618 | ELAN FINANCIAL SERVICES | Operating Fund | Operating Supplies | \$74.49 | 10/22/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Children's Programing | \$71.54 | | |
| | | | Operating Fund | Elwood Adult Programing | \$20.52 | | |
| | | | Operating Fund | Frankton Programing | \$60.41 | | |
| | | | Operating Fund | Summitville Programing | \$8.84 | | |
| | | | Gift | Elwood Adult Programing | \$285.00 | | |
| | | | Gift | Frankton Programing | \$98.00 | | |
| | | | | Total this claim = | \$618.80 | | |
| 0 | 617 | AT&T | Operating Fund | Telephone & Telegraph | \$86.93 | 10/22/2025 | Service for Summitville |
| | | | | Total this claim = | \$86.93 | | |
| 0 | 616 | ANTHEM BLUE CROSS AND BL | Operating Fund Insurance | Emp Cont Group Ins Payroll Deductions | \$5,657.37 \$837.70 | 10/22/2025 | Employee Health Insurance 11/1/25-11/30/25 |
| | | | | Total this claim = | \$6,495.07 | | |
| 0 | 621 | UNITED HEALTHCARE | Operating Fund | Emp Cont Group Ins | \$82.54 | 10/22/2025 | Employee Life & ADD Coverage 11/1-11/30/25 |
| | | | | Total this claim = | \$82.54 | | |
| 34927 | 561 | INDIANA STATE LIBRARY | Evergreen Indiana | Other | \$53.45 | 10/8/2025 | 3rd Qtr Evergreen Patron Payment Reconciliation |
| | | | | Total this claim = | \$53.45 | | |
| 34928 | 562 | MADISON COUNTY TREASUR | Garnishment | Taxes | \$193.85 | 10/8/2025 | Property Tax Wage Garnishment Wendy Rivera Hernandez 1038 Arrow Ave Anderson |
| | | | | Total this claim = | \$193.85 | | |
| 34929 | 563 | MIDWEST TAPE, LLC | Operating Fund | Book Processing | \$158.96 | 10/8/2025 | As per attached invoices. |
| | | | | Total this claim = | \$158.96 | | |
| 34930 | 564 | ODP BUSINESS SOLUTIONS, L | Operating Fund | Book Processing | \$33.96 | 10/8/2025 | Labels for Tech Services |
| | | | | Total this claim = | \$33.96 | | |
| 34931 | 567 | INDIANA STATE LIBRARY | PLAC | Other | \$70.00 | 10/8/2025 | 3rd Qtr PLAC |
| | | | | Total this claim = | \$70.00 | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------|------------------------------|-----------------|-------------|---|
| 34932 | 570 | INDIANA-AMERICAN WATER C | Operating Fund | Water | \$24.75 | 10/8/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$24.75</u> | | |
| 34933 | 575 | BAKER & TAYLOR | Operating Fund | Elwood Adult | \$207.13 | 10/13/2025 | As per attached invoices. |
| | | | Operating Fund | Elwood Childrens | \$176.66 | | |
| | | | Operating Fund | Elwood YA | \$123.47 | | |
| | | | Operating Fund | Frankton | \$127.06 | | |
| | | | Operating Fund | Summitville | \$150.26 | | |
| | | | | Total this claim = | <u>\$784.58</u> | | |
| 34934 | 576 | BREAKOUT, INC | Operating Fund | Elwood Children's Programing | \$154.00 | 10/13/2025 | Breakout kits for branches, expansion packs for all, renewal for Elwood |
| | | | Operating Fund | Frankton Programing | \$204.50 | | |
| | | | Operating Fund | Summitville Programing | \$204.50 | | |
| | | | | Total this claim = | <u>\$563.00</u> | | |
| 34935 | 577 | ELWOOD CALL LEADER | Operating Fund | Elwood Period. & News. | \$131.00 | 10/13/2025 | 1 yr Subscription Elwood |
| | | | | Total this claim = | <u>\$131.00</u> | | |
| 34936 | 578 | DOLLAR GENERAL-REGIONS 4 | Operating Fund | Summitville Programing | \$42.83 | 10/13/2025 | Summitville programing |
| | | | | Total this claim = | <u>\$42.83</u> | | |
| 34937 | 579 | FIBERHAWK | Operating Fund | Telephone & Telegraph | \$20.00 | 10/13/2025 | Back up internet for Frankton |
| | | | | Total this claim = | <u>\$20.00</u> | | |
| 34938 | 580 | FRONTIER | Operating Fund | Telephone & Telegraph | \$200.43 | 10/13/2025 | Service for Frankton |
| | | | | Total this claim = | <u>\$200.43</u> | | |
| 34939 | 581 | GENERATIVE GROWTH II, LLC | Operating Fund | Elwood Adult Programing | \$8.45 | 10/13/2025 | Adult Services Programming Supplies |
| | | | | Total this claim = | <u>\$8.45</u> | | |
| 34940 | 582 | HERALD BULLETIN, THE | Operating Fund | Summitville Period. & Newsp. | \$431.88 | 10/13/2025 | Annual subscription for Summitville |
| | | | | Total this claim = | <u>\$431.88</u> | | |
| 34941 | 583 | MICHAEL ROBERTSON | Operating Fund | Traveling Expense | \$161.46 | 10/13/2025 | Travel expense 276 miles @ \$.585 = \$161.46 |
| | | | | Total this claim = | <u>\$161.46</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|----------------|--------------------------------|-------------------|-------------|---|
| 34942 | 584 | NICK HAULTER | Operating Fund | Professional Services | \$620.00 | 10/13/2025 | Lawn Care Summitville 9/25/2025 & 10/8/2025 Bush trimming 9/28/2025 |
| | | | | Total this claim = | <u>\$620.00</u> | | |
| 34943 | 585 | ORIENTAL TRADING COMPAN | Operating Fund | Elwood Children's Programing | \$9.95 | 10/13/2025 | YS and Summitville programming supplies |
| | | | Operating Fund | Summitville Programing | \$14.99 | | |
| | | | | Total this claim = | <u>\$24.94</u> | | |
| 34944 | 586 | RONALD RUSH | Operating Fund | Traveling Expense | \$159.71 | 10/13/2025 | Mileage 273 miles @ \$.585 =\$159.71 |
| | | | | Total this claim = | <u>\$159.71</u> | | |
| 34945 | 587 | OVERDRIVE, INC | Operating Fund | Ebook Services | \$3,000.00 | 10/13/2025 | Content Purchase July 2025-June 2026 |
| | | | | Total this claim = | <u>\$3,000.00</u> | | |
| 34946 | 588 | SAFE HIRING SOLUTIONS | Operating Fund | Professional Services | \$92.80 | 10/13/2025 | Background check Cheri McPhearson, Cynthia Stage, Tambllyn Bailey |
| | | | | Total this claim = | <u>\$92.80</u> | | |
| 34947 | 589 | STAPLES | Operating Fund | Office Supplies | \$26.70 | 10/13/2025 | Cleaning Supplies Frankton Office |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$33.33 | | Supplies Elwood |
| | | | Operating Fund | Office Supplies | \$142.94 | | |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$31.34 | | |
| | | | | Total this claim = | <u>\$234.31</u> | | |
| 34948 | 590 | TONIES US, INC | Operating Fund | Elwood AV | \$284.00 | 10/13/2025 | Starter set, bag, headphones, multiple characters |
| | | | | Total this claim = | <u>\$284.00</u> | | |
| 34949 | 591 | VICTORIA WALSER | Operating Fund | Traveling Expense | \$45.63 | 10/13/2025 | Travel reimbursement 78 miles @ \$.585 = \$45.63 |
| | | | | Total this claim = | <u>\$45.63</u> | | |
| 34950 | 592 | WENDY RIVERA | Operating Fund | Traveling Expense | \$63.18 | 10/13/2025 | Mileage 108@ \$.585=\$63.18 |
| | | | | Total this claim = | <u>\$63.18</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|------------------------|------------------------------|-------------------|-------------|--|
| 34951 | 593 | VASEY COMMERCIAL, INC. | Operating Fund | Professional Services | \$1,329.00 | 10/13/2025 | Quarterly maintenance Elwood, Frankton, Summitville |
| | | | Operating Fund | Professional Services | \$318.00 | | |
| | | | Operating Fund | Professional Services | \$369.00 | | |
| | | | | Total this claim = | \$2,016.00 | | |
| 34952 | 594 | ZAYO EDUCATION | St Technology Fund Gra | Telephone & Telegraph | \$1,182.92 | 10/13/2025 | VoIP and Internet |
| | | | Operating Fund | Telephone & Telegraph | \$280.62 | | |
| | | | | Total this claim = | \$1,463.54 | | |
| 34953 | 601 | DAIKAN METZ | Operating Fund | Emp Cont Group Ins | \$29.48 | 10/22/2025 | Medical Loss Rebate from United Healthcare |
| | | | | Total this claim = | \$29.48 | | |
| 34954 | 602 | JAMIE B. SCOTT | Operating Fund | Emp Cont Group Ins | \$67.41 | 10/22/2025 | Medical Loss Rebate from United Healthcare |
| | | | | Total this claim = | \$67.41 | | |
| 34955 | 603 | KATELYNN SCHIFFNER | Operating Fund | Emp Cont Group Ins | \$27.12 | 10/22/2025 | Medical Loss Rebate from United Healthcare |
| | | | | Total this claim = | \$27.12 | | |
| 34956 | 604 | LAUREN BENNETT | Operating Fund | Emp Cont Group Ins | \$6.44 | 10/22/2025 | Medical Loss Rebate from United Healthcare |
| | | | | Total this claim = | \$6.44 | | |
| 34957 | 605 | MADISON COUNTY TREASUR | Garnishment | Taxes | \$193.85 | 10/22/2025 | Property Tax Wage Garnishment Wendy Rivera Hernandez 1038 Arrow Ave Anderson |
| | | | | Total this claim = | \$193.85 | | |
| 34958 | 606 | MICHAEL ROBERTSON | Operating Fund | Emp Cont Group Ins | \$77.85 | 10/22/2025 | Medical Loss Rebate from United Healthcare |
| | | | | Total this claim = | \$77.85 | | |
| 34959 | 608 | RIVISTAS SUBSCRIPTION SER | Operating Fund | Elwood Period. & News. | \$1,507.77 | 10/22/2025 | Magazine Renewals for Elwood, Frankton, & Summitville |
| | | | Operating Fund | Frankton Per. & Newsp. | \$658.77 | | |
| | | | Operating Fund | Summitville Period. & Newsp. | \$445.26 | | |
| | | | | Total this claim = | \$2,611.80 | | |

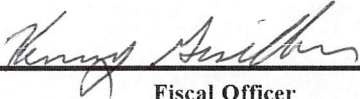
| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|----------------|--------------------------------|-----------------|-------------|--|
| 34960 | 609 | STAPLES | Operating Fund | Office Supplies | \$12.89 | 10/22/2025 | As per attached invoices. |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$160.95 | | |
| | | | | Total this claim = | \$173.84 | | |
| 34961 | 610 | SARAH MOSS | Operating Fund | Emp Cont Group Ins | \$26.54 | 10/22/2025 | Medical Loss Rebate from United Healthcare |
| | | | | Total this claim = | \$26.54 | | |
| 34962 | 611 | SHERI WALLACE | Operating Fund | Emp Cont Group Ins | \$52.71 | 10/22/2025 | Medical Loss Rebate from United Healthcare |
| | | | | Total this claim = | \$52.71 | | |
| 34963 | 612 | STACEY JONES | Operating Fund | Emp Cont Group Ins | \$40.25 | 10/22/2025 | Medical Loss Rebate from United Healthcare |
| | | | | Total this claim = | \$40.25 | | |
| 34964 | 613 | TODD BUCKMASTER | Operating Fund | Emp Cont Group Ins | \$32.41 | 10/22/2025 | Medical Loss Rebate from United Healthcare |
| | | | | Total this claim = | \$32.41 | | |
| 34965 | 614 | VICTORIA WALSER | Operating Fund | Emp Cont Group Ins | \$27.12 | 10/22/2025 | Medical Loss Rebate from United Healthcare |
| | | | | Total this claim = | \$27.12 | | |
| 34966 | 615 | WENDY RIVERA | Operating Fund | Emp Cont Group Ins | \$13.64 | 10/22/2025 | Medical Loss Rebate from United Healthcare |
| | | | | Total this claim = | \$13.64 | | |
| 34967 | 622 | DISCOUNT PAPER PRODUCTS | Operating Fund | Office Supplies | \$72.99 | 10/22/2025 | Thermal Receipt Tape-Citizen's printer 50 roll |
| | | | | Total this claim = | \$72.99 | | |

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

Total Amount of Claims \$102,313.95

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

Tuesday, November 4, 2025



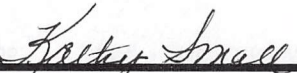
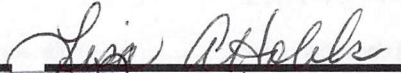
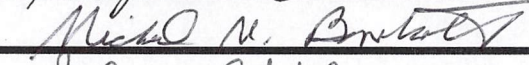

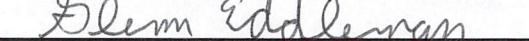
Fiscal Officer

ALLOWANCE OF VOUCHERS

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

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 10 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$102,313.95

Date this _____ day of _____, 20_____.

| | | |
|---|--|--|
|  |  | |
|  |  | |
|  | | |

SIGNATURES OF GOVERNING BOARD

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

Continuation of Group Health Plan Coverage

The Library will maintain group health plan coverage for an employee who takes IMFLA under the same terms and conditions as active employment.

Non-Discrimination/Non-Retaliation Policy Statement

The Library will not interfere with, restrain, or deny an employee's exercise of right under the IMFLA.

26. LEAVE WITHOUT PAY

ADD: Eligible employees may request leaves of absence without pay up to 12 weeks for **Remove:** any reasonable circumstances, **Remove:** including, but not limited to: pregnancy, adoption, illness, travel, education, or work experience that would be beneficial to the Library. **ADD:** certain family and medical reasons, such as the birth of a child, caring for a family member with a serious health condition, or their own serious health condition. To be eligible, part-time and full-time employees have worked for at least 12 calendar months of active continuous service, have worked at least 1,250 hours for full-time and 625 hours for part-time in the 12 months prior to the leave and have exhausted all of their vacation, personal and sick time.

Since the ongoing efficient operation of the library is paramount, the length of unpaid leave will vary depending on each individual situation and the effect the employee's absence would have on the library's programs and services. **Remove:** Leave Without Pay may not exceed six (6) months in any 12-month period. Employees are expected to have exhausted all appropriate paid time allowances before requesting Leave Without Pay.

Remove: Part-Time Employees on Leave Without Pay do not accrue **Add:** paid time off such as Holiday Pay and Sick Leave. Employees will be eligible for vacation and personal time if accrued during the leave of absence.

NOTE: Consideration for not accruing sick or holiday pay: Not only is it not possible to calculate for part-time employees, but then it would be enforced/fair across the board for no accrual for part and full time. Also, for full-time employees accruing significantly smaller pay checks (less than 15% of anticipated pay) for accrued sick and holiday time, it creates flags and pay conflict with other agencies for lack of withholdings for those participants. (INPRS, health insurance, AFLAC, Nationwide). Because vacation and personal time is earned based on years of service, and not hours worked, those could still accrue on leave without pay for full time and part time. This would be a significant PTO accrual and could be used as a comparable substitute paycheck and withholdings during

leave without pay, as per our current policy.

Arrangements may be made to continue health and life insurance benefits for the employee at the employee's own expense.

Add: NMCPLS will continue to pay group health insurance and life insurance benefits for up to 12 weeks for employees on leave, paying the same share of cost that it normally pays. Employees on unpaid leave must make approved arrangements for the employee portion of the payment of health insurance premiums during that period. Employees must also make prepayment arrangements for other elective benefits such as AFLAC, the Deferred Compensation Plan, etc. if enrolled. Health insurance is paid one month in advance, so all amounts due shall be received prior to the end of the payroll period prior to the month for which the payment is applied. If payments are not received on-time, the plan will be considered terminated.

All Leaves Without Pay for fewer than 30 days may be granted at the Director's discretion. Leave Without Pay expected to exceed 30 days duration must be recommended by the Director for Board approval.

Requests for Leave Without Pay must be submitted add: in a written document or via email through the appropriate supervisor, forwarded to the Director and (if necessary) the Board at least one month before the leave is to begin. The request must include the reason for the leave, Add: doctor's note with the beginning date and the anticipated date of return. Add: Employees will be considered to have resigned without notice if they fail to report for work upon expiration of any leave of absence.

27. ORGANIZATIONAL INVOLVEMENT

As the work load and the work schedule permit, employees are encouraged to join and participate in the activities of professional associations such as the American Library Association and the Indiana Library Federation, and various local community organizations. If the Director and/or Board assign an employee to participate in a community organization, as a representative of the Library, they will be allowed to attend meetings if pre-approved by the Director. Assignments will be reviewed on a yearly basis. During their regular scheduled working hours the employee will be compensated at their regular rate of pay. It is the employee's responsibility to see that their Supervisor so notes these meetings on the employee's time card.

- incompetence
- insubordination
- dishonesty
- fighting
- using profane or abusive language
- engaging in conduct that creates a safety or health hazard
- excessive absenteeism or tardiness (see below)
- unexplained or unacceptable absence from duty
- abuse of sick leave
- working under the influence of illegal drugs (including alcohol)
- falsification of official records
- being convicted of or pleading guilty to a crime
- failing immediately to report an arrest, conviction, or guilty plea for any alleged or proven criminal conduct
- misuse of Library equipment or supplies
- engaging in conduct that compromises the integrity, reputation and standing of the Library within the community

Attitudes are very important to the welfare of the staff and patrons. If an attitude is one that is unpleasing and causing tension among staff and patrons, after two written warnings and no improvement, the employee is subject to immediate dismissal. Be courteous, tactful, and pleasant at all times.

Add: Excessive absenteeism will apply if all of the following statements are true. An employee

- Has exhausted all their vacation, personal and sick time
- Calls off for a reason that does not meet at least one of the family or medical reasons listed under leave without pay.
- Calls off for 3 consecutive shifts without a doctor's slip or
- Calls off in such a way that a pattern is created. For example, calls off on Fridays. Calls off the day before or after a holiday for consecutive holidays.

Suspension

In an emergency situation, the Director may find it necessary to immediately remove an employee from the workplace pending further disciplinary action. The Director may send an employee home on an "on-call" status until Board members can be consulted and further definitive action can be taken. The employee will continue to receive normal pay and benefits during this period.

2026 Library Closures

| | |
|--------------------------|------------------------------------|
| January 1, 2026 | New Year's Day (Thursday) |
| January 19, 2026 | Martin Luther King, Jr. Day |
| February 16, 2026 | President's Day |
| May 20, 2026 | Staff Training Day |
| May 23, 2026 | Memorial Day, Saturday |
| May 25, 2026 | Memorial Day |
| June 19, 2026 | Juneteenth(Friday) |
| July 4, 2026 | Independence Day (Saturday) |
| September 5, 2026 | Labor Day, Saturday |
| September 7, 2026 | Labor Day |
| November 18, 2026 | Staff Training Day |
| November 26, 2026 | Thanksgiving |
| November 27, 2026 | Day After Thanksgiving |
| December 24, 2026 | Christmas Eve (Thursday) |
| December 25, 2026 | Christmas Day (Friday) |
| December 31, 2026 | New Year's Eve (Thursday) |

16 DAYS TOTAL (NOT INCLUDING 2027 NEW YEAR'S DAY)

Closed for In-Service Days held each year on the third Wednesday of May and November.

Fines and Debt Forgiveness Policy

In order to accurately represent accounts receivable on its financial statements, the North Madison County Public Library System will write off any patron debts that have not been collected in a rolling three-year cycle despite established collection efforts.

On an annual basis, debt being written off will meet all of the following criteria: 1) incurred prior to the previous three calendar years, 2) incurred on an account that has been inactive for the previous three calendar years, and 3) incurred on an account that has had no new debt assigned (e.g., fines, replacement value of unreturned materials, collection fees) in the previous three calendar years. To be considered inactive, an account must have no documented circulation activity and no documented use of electronic resources for the specified timeframe.

On an annual basis, ~~Remove:library~~ ~~add: administrative~~ staff will identify the debts eligible for deletion. The Director will present the recommended write-off amount to the Library Board ~~add:in the form of a resolution~~ for approval prior to deleting debt records. A database process from the Automated Library System will identify the debts eligible for deletion. ~~Remove: Staff~~ ~~Add:The Administrative Assistant~~ ~~with assistance from an NMCPLS Evergreen Administrator~~ will implement the write-offs prior to the end of each fiscal year and maintain appropriate accounting records.

Approved 8/11/2025 | Revised 11/10/2025

SERVICE FEES

Photocopies and computer copies: \$.20 per side for black and white copies
 \$.20 per side for color copy
 The library reserves the right to limit the number of copies and to restrict the kind of paper used.
 The library will only supply standard copy paper. No specialty papers such as cardstock or photopaper will be available.

3D Printing \$.05 per gram (of objects weight) Typical prints range in price from 30 cents to \$1.50 For more information refer to the 3D Printing Policy and Procedures

Fax: To send: \$1.00 for the first page/\$0.20 for each additional page
To receive: \$0.20 for each page
International: \$10.00 Flat Fee
Government: Faxes sent to local, state or federal government agencies are free of charge

For efficient faxing, the patron is expected to have pages in the correct order and staples removed. The library reserves the right to limit the number of pages being faxed.

Scan and/or e-mail: Free of charge

Transparencies: \$0.35 each

Lamination fees: \$0.10 per inch for roll lamination
 \$0.50 for 2 ½ x 4 pouch
 \$1.00 for pouches up to 11" x 14"

Postcards: \$1.00 for 3.5X5
 \$1.50 for 5X7

| | | | | |
|----------------|--------------|----------------|----------------|----------------|
| Prints: | Small | Medium | Large | Railroad Ess. |
| | 8 x 10 - \$7 | 11 x 14 - \$12 | 16 x 20 - \$22 | 8 x 8 - \$7 |
| | 8 x 12 - \$7 | 12 x 18 - \$16 | 16 x 24 - \$25 | 12 x 12 - \$12 |
| | | | | 20 x 20 - \$22 |

| | | |
|------------------|---|--|
| T-Shirts: | Short Sleeve: \$16 for sizes small through large \$19 for extra large sizes | Long Sleeve: \$20 for sizes small through large \$23 for extra large sizes |
|------------------|---|--|

| | | |
|---------------------|---|---|
| Sweatshirts: | Crew neck Sweatshirt: \$31 for sizes small through large | Hoodie: \$36 sizes small through large |
|---------------------|---|---|

\$34 for extra large sizes

\$39 for extra large sizes

Library staff reserve the right to decline service or offer alternative accommodations at their discretion. This could be due to time, resource, or staff constraints.

Adopted 12/8/2008 | Revised 08/12/2009 | Revised 05/13/2013 | Revised 4/9/2018 | Revised 8/12/2024 |
Revised 9/9/2024 | Revised 10/14/2024 | Revised 02/10/2025 | Revised 04/14/2025 | Revised 5/12/2025 |
Revised | Revised 5/12/2025 | Revised 11/10/2025

MULTI TRANSMISSION REPORT

TIME : 11-05-2025 12:47
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 186
DATE : 11.05 12:44
DOCUMENT PAGES : 1
START TIME : 11.05 12:44
END TIME : 11.05 12:47

SUCCESSFUL
ADDRESS BOOK

| | |
|------|------------------|
| 0002 | Call-Leader |
| 0003 | Herald Bulletin |
| 0006 | Frankton Library |
| 0007 | Sville Library |

UNSUCCESSFUL

Agenda

November 10, 2025

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

Frankton Community Library

**Regular Meeting
4:30 P.M.**

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

New Business

- 1. Employee Raises/Director and Administrative Assistant**
- 2. Personnel Policy - Leave Without Pay and Excessive Absenteeism**
- 3. 2026 Holiday Calendar**
- 4. Nominating Committee Report**
- 5. Homebound Delivery Service**
- 6. Fines and Debt Forgiveness Policy**
- 7. Rainy Day Funds for Concrete and Furnace Projects**

Director's Report

Public Comment

Adjournment

Agenda

December 8, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

New Business

1. Transfer of Appropriations Resolution
2. Library By-Laws
3. Elwood Meeting Room Policy/Public Events on the Patio
4. Leave without Pay – Wendy Rivera
5. Personnel Policy – Personal Book Orders
6. Cancelled Check #33985

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
Elwood Public Library
Regular Meeting
December 8, 2025
4:30 P.M.

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on December 8, 2025 in the Indiana Room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Mike Bomholt, Glenn Eddleman, Kenny Giselbach, Lisa Hobbs, Angie O'Donnell, Kathy Small, and Janet Stover. Also in attendance were Director Jamie Scott and Administrative Assistant Sarah Huffman.

CONSENT AGENDA

Mike Bomholt moved to approve the consent agenda for November. Lisa Hobbs seconded and the motion carried. The members signed the minutes and claims register for the prior month. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Transfer of Appropriations Resolution

Secretary Kathy Small read the Resolution to Transfer Funds Within the Library Operating Fund Major Category. Kathy Small moved that the resolution be adopted as read. Angie O'Donnell seconded and the motion carried.

| | |
|---|----------|
| Transfer from Personal Services Wages of Janitor | \$10,700 |
| Transfer to Personal Services Salary of Director | \$10,700 |
| Transfer from Personal Services Employer Contributed PERF | \$200 |
| Transfer to Personal Services Employer Contr IN Def Comp Match Plan | \$200 |
| Total Transfers | \$10,900 |

Library By-Laws

Director Scott explained that the By-Laws had been revisited and approved last December 2024 Board Meeting, but they had not been signed. Director Scott read the library by-laws. Janet Stover suggested that the Assistant Treasurer be added as an officer in the by-laws since it is a currently held title. Director Scott agreed to amend the by-laws to include the Assistant Treasurer. Janet Stover made a motion to accept the by-laws with the addition of Officer Assistant Treasurer changes. Kathy Small seconded and the motion passed. All members present signed.

Elwood Meeting Room Policy/Public Events on the Patio

Director Scott revisited the potential of hosting events in Elwood on the patio near the arch, specifically a wedding in the Spring of 2026. Director Scott said after speaking with the insurance agent, and the ongoing concerns with the parking lot being used for non-library events, that it was in the best interest of the library to not move forward with hosting events. Kenny Giselsbach spoke up and agreed that it seems like a liability and he didn't want staff to feel as though they are responsible for any requests or situations that might arise with the additional events. Kathy Small agreed that it would be like opening Pandora's box. The topic died due to lack of a motion for approval.

Leave Without Pay-Wendy Rivera

Director Scott explained to the board that an FLMA letter from a doctor had been received requesting leave for Wendy Rivera, Adult Services Manager at Elwood. The request was from December 29th 2025 through March 23rd 2026. Director Scott reminded the board that the personnel policy states that requests must also be made by the employee in written letter or email, and that had not yet been received from the employee. Director Scott was asking the board if they would like to approve the leave without pay contingent on receipt of written request from employee. Director Scott explained that the dates requested are 12 weeks, aligning with the policy. Mike Bomholt made a motion to approve Rivera's leave without pay from 12/29/2025 through 3/23/2026. Kathy Small seconded and the motion carried.

Personnel Policy Update

Director Scott brings two topics to discuss regarding the personnel policy, the first of which is personal book orders. She explains that with the previous book vendor, they allowed personal checks to be sent so employees could purchase items with the library's book orders. Now that there is more competitive purchasing options, there is not a benefit for employees to purchase from the Library's vendor. It has also become increasingly difficult to obtain personal checks from employees, and there is no agreement with the new book vendor to allow personal checks as payment. Director Scott also spoke about adding a clause to the policy about schedule adjustments, as follows:

Schedule Adjustments

Before the schedule is posted it is the employee's responsibility to complete a leave request approval following the vacation, personal, sick and leave without pay guidelines.

Once the schedule has been posted, there are only certain options for that schedule to be changed.

- 1. The employee calls in with a situation that would warrant the use of sick or personal time.*
- 2. Employees switch shifts if each shift is the same number of hours worked both employees are in agreement. Both employees are required to fill out a leave request approval for this shift change.*

was determined to add a third handicapped parking stall in the lane closest to the door for accessibility with the new sidewalk ramp as part of the project.

Director Scott then showed photos of damage to one of the light poles in the Frankton parking lot. It was explained that during the winter storm a few weeks ago, a driver slid on the ice and hit the pole and the "Little Library" book house that was nearby. A contract was found stating the little library belongs to the Frankton Library. The original builder of the little library said he would be happy to help repair it if the cost of the supplies are paid for. Director Scott stated that the police officer who wrote the report said she could come obtain a copy of the police report for \$5. Director Scott plans to do so and then turn the information in to insurance.

Director Scott informed the board that the water heater that supplies the meeting room at Elwood appears to have some sediment built up and will need to be replaced. It was purchased from Mr. Rooter with a warranty. When Mr. Rooter came out to assess for the warranty, Director Scott was informed that the warranty is only for parts, that labor would still have to be paid for at a cost of \$1871.79. It was also made known that Mr. Rooter has changed payment policy and does not invoice. Payment is required up front. Director Scott explained that we could not write checks on demand, and that had to be requested and signed by the Treasurer. John Cunningham Plumbing was then contacted for a quote. He stated that it would cost \$4350 for parts and labor. Director Scott is still weighing solutions for the repair of the water heater.

PUBLIC COMMENT

Lisa Hobbs commented that she appreciated the library's participation in the Tree Auction. Director Scott thanked Lisa for her donation of the tree and described the banned book themed décor with 3D printed ornaments.

Sarah Huffman read an email that was sent on behalf of the Frankton Library employees thanking Director Scott for her assistance with cleaning of the book drop room. To quote the email, "there is nothing she would ask her staff to do that she would not do herself."

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

Janet Stever
Lisa Hobbs
Glenn Eddleman

Kathy Small, Secretary
Kathy Small, Secretary

Mike Brubaker
Kenny Giesler

3. Emergencies and unscheduled closings section allows other options to make up time in the event the library is closed. Other than this section and the aforementioned options an employee must use the appropriate time for any leave.

Mike Bomholt asked when the schedule is usually posted. Director Scott explained that the schedule is usually done one month in advance, but the Vacation, Personal, and Sick leave policies explain when the staff is expected to request time based on the type of paid time off. The Vacation, Personal, and Sick time policy will guide request time expectations. Kenny Giselbach inquired that if there is a staff shortage, if staff can work at other branches. Jamie explained that many staff are cross trained and there was no issue with a staff member working at other branches to assist. Janet Stover mentioned that she thinks it is good to have clear expectations in writing. With that conversation, Kathy Small made a motion to cease personal book orders and to approve the update of schedule adjustments as stated by Director Scott. Angie O'Donnell seconded the motion, and the motion carried.

Cancelled Check

Sarah Huffman, Administrative Assistant, explained that it is a requirement to notify the board of cancelled checks. She explained that a check for \$11 was mailed two years ago in July of 2023 to a patron for the refund of a returned lost book. After attempts to contact the patron to verify residence and receipt of the check, the check was cancelled after the two-year waiting period. As a requirement by the State Board of Accounts, it has also been reported on Indiana Unclaimed as unclaimed property.

Blinds at Frankton

Director Scott introduced Sara with Interior Treasures. Director Scott explained that the blinds at Frankton are wearing due to age and becoming increasingly difficult to repair. Sara explained that those specific vertical blinds are no longer manufactured, but could get a close match to repair the individual louvres for \$1808. She explained that those type of blinds require more maintenance and repair because of the mechanics. She suggested changing out all the blinds to roller shades to allow for less maintenance and better longevity. The cost for total replacement is \$6081. Director Scott also mentioned that she would like to have the paint and carpet replaced at Frankton, and the blinds would likely come after paint. Kenny Giselbach made a motion to purchase new blinds from Interior Treasures. Mike Bomholt seconded the motion, and all present were in favor.

DIRECTOR'S REPORT

Director Scott showed photos and an update on the ADA concrete project at Elwood. All the concrete has been poured, including the slabs for the location of the future benches. Black Diamond Earthworks is expected to return the week of December 8th to complete more work including adding posts, railings, and signage for safety. There was some discussion about where the posts and railings will go, ultimately determining that further conversation with the contractor is needed. The limestone columns also have some wear and damage that will be assessed by the contractor. Director Scott also explained that it

Register Of Claims

North Madison County Public Library System

Report Date: From 11/1/2025 To 11/30/2025

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|----------------|--------------|---------------------------|----------------------|-------------------------------|---------------------------|------------|--|
| 0 | 670 | RICOH USA, INC | Operating Fund | Office Supplies | \$5.78 | 11/10/2025 | Charge for Copies from Elwood Indiana Room |
| | | | | | Total this claim = | | |
| | | | | | <u>\$5.78</u> | | |
| 0 | 647 | GREATAMERICA FINANCIAL S | Operating Fund | Equipment/Rental | \$213.03 | 11/5/2025 | Toshiba Copier Lease and Copies, Elwood, Frankton, Summitville |
| | | | Operating Fund | Office Supplies | \$144.57 | | |
| | | | | | Total this claim = | | |
| | | | | | <u>\$357.60</u> | | |
| 0 | 648 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 11/5/2025 | In Def Comp Matching Plan-Robertson 401(a) |
| | | | | | Total this claim = | | |
| | | | | | <u>\$233.13</u> | | |
| 0 | 649 | NATIONWIDE | Annuity | Payroll Deductions | \$745.00 | 11/5/2025 | Payroll Ending 11/1/2025 |
| | | | | | Total this claim = | | |
| | | | | | <u>\$745.00</u> | | |
| 0 | 653 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$510.86 | 11/5/2025 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$1,907.19 | | |
| | | | | | Total this claim = | | |
| | | | | | <u>\$2,418.05</u> | | |
| 0 | 654 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,803.68 | 11/5/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,483.20 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$346.89 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,483.20 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$346.89 | | |
| | | | | | Total this claim = | | |
| | | | | | <u>\$5,463.86</u> | | |
| 0 | 655 | PAYROLL | Operating Fund | Salary of Director | \$3,394.88 | 11/5/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$20,168.57 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | | Total this claim = | | |
| | | | | | <u>\$24,026.65</u> | | |
| 0 | 656 | AT&T | Operating Fund | Telephone & Telegraph | \$183.68 | 11/5/2025 | Service for Elwood |
| | | | | | Total this claim = | | |
| | | | | | <u>\$183.68</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|---------------------|--------------------------------|-------------------|-------------|---|
| 0 | 645 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$297.54 | 11/5/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$132.81 | | |
| | | | Operating Fund | Summitville AV | \$132.81 | | |
| | | | Operating Fund | Technology Equipment | \$27.48 | | |
| | | | Operating Fund | Elwood Adult | \$985.61 | | |
| | | | Operating Fund | Elwood Childrens | \$408.77 | | |
| | | | Operating Fund | Elwood YA | \$241.94 | | |
| | | | Operating Fund | Frankton | \$774.35 | | |
| | | | Operating Fund | Summitville | \$440.96 | | |
| | | | Operating Fund | Elwood Adult Programing | \$17.73 | | |
| | | | Operating Fund | Frankton Programing | \$145.09 | | |
| | | | Operating Fund | Techology Software | \$225.99 | | |
| | | | Operating Fund | Dues | \$129.00 | | |
| | | | Operating Fund | Operating Supplies | \$6.47 | | |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$19.66 | | |
| | | | Operating Fund | Book Processing | \$31.23 | | |
| | | | Operating Fund | Elwood Children's Programing | \$3.56 | | |
| | | | | Total this claim = | <u>\$4,021.00</u> | | |
| 0 | 692 | INDIANA DEPARTMENT OF RE | State Tax Withheld | Payroll Deductions | \$1,728.94 | 11/19/2025 | November Withholding |
| | | | County Tax Withheld | Payroll Deductions | \$1,043.89 | | |
| | | | | Total this claim = | <u>\$2,772.83</u> | | |
| 0 | 644 | AFLAC | AFLAC | Payroll Deductions | \$313.38 | 11/5/2025 | Withholding for October 2025 |
| | | | | Total this claim = | <u>\$313.38</u> | | |
| 0 | 646 | CENTERPOINT ENERGY | Operating Fund | Gas | \$48.96 | 11/5/2025 | Service for Elwood, Frankton, Summitville |
| | | | Operating Fund | Gas | \$23.99 | | |
| | | | Operating Fund | Gas | \$21.06 | | |
| | | | | Total this claim = | <u>\$94.01</u> | | |
| 0 | 669 | INDIANA MICHIGAN POWER C | Operating Fund | Electricity | \$549.37 | 11/10/2025 | Service for Elwood & Summitville |
| | | | Operating Fund | Electricity | \$1,923.83 | | |
| | | | | Total this claim = | <u>\$2,473.20</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------------|---------------------------|--------------------|-------------|---------------------------|
| 0 | 673 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$207.99 | 11/10/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$58.91 | | |
| | | | Operating Fund | Summitville AV | \$58.91 | | |
| | | | Operating Fund | Technology Equipment | \$48.99 | | |
| | | | Operating Fund | Elwood Adult | \$164.96 | | |
| | | | Operating Fund | Elwood Childrens | \$19.48 | | |
| | | | Operating Fund | Elwood YA | \$109.45 | | |
| | | | Operating Fund | Frankton | \$345.90 | | |
| | | | Operating Fund | Summitville | \$360.47 | | |
| | | | Operating Fund | Elwood AV | \$70.94 | | |
| | | | Operating Fund | Operating Supplies | \$162.87 | | |
| | | | Gift | Elwood Adult Programing | \$43.98 | | |
| | | | Operating Fund | Summitville Programing | \$0.00 | | |
| | | | | Total this claim = | <u>\$1,652.85</u> | | |
| 0 | 682 | AT&T | Operating Fund | Telephone & Telegraph | \$86.93 | 11/19/2025 | |
| | | | | Total this claim = | <u>\$86.93</u> | | |
| 0 | 691 | PAYROLL | Operating Fund | Salary of Director | \$3,394.88 | 11/19/2025 | PAYROLL |
| | | | Operating Fund | Salary of Assistants | \$21,368.22 | | |
| | | | Operating Fund | Wages of Janitor | \$463.20 | | |
| | | | | Total this claim = | <u>\$25,226.30</u> | | |
| 0 | 690 | EFTPS | Federal Tax Withheld | Empl.Share FICA&Medicare | \$1,899.85 | 11/19/2025 | Federal Tax Deposit |
| | | | FICA | Empl.Share FICA&Medicare | \$1,557.59 | | |
| | | | Medicare | Empl.Share FICA&Medicare | \$364.29 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$1,557.59 | | |
| | | | Operating Fund | Empl.Share FICA&Medicare | \$364.29 | | |
| | | | | Total this claim = | <u>\$5,743.61</u> | | |
| 0 | 689 | INDIANA PUBLIC RETIREMENT | PERF | Empl.Share FICA&Medicare | \$533.68 | 11/19/2025 | PERF Deposit |
| | | | Operating Fund | Emp Cont PERF | \$1,992.41 | | |
| | | | | Total this claim = | <u>\$2,526.09</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|----------------|--------------------------------|-------------------|-------------|--|
| 0 | 688 | AMAZON BUSINESS | Operating Fund | Elwood AV | \$317.66 | 11/19/2025 | As per attached invoices. |
| | | | Operating Fund | Frankton AV | \$112.85 | | |
| | | | Operating Fund | Summitville AV | \$112.85 | | |
| | | | Operating Fund | Operating Supplies | \$12.75 | | |
| | | | Operating Fund | Elwood Adult | \$314.84 | | |
| | | | Operating Fund | Elwood Childrens | \$155.63 | | |
| | | | Operating Fund | Elwood YA | \$51.11 | | |
| | | | Operating Fund | Frankton AV | \$455.93 | | |
| | | | Operating Fund | Summitville AV | \$455.93 | | |
| | | | Operating Fund | Frankton | \$8.90 | | |
| | | | Operating Fund | Summitville | \$67.59 | | |
| | | | | Total this claim = | <u>\$2,066.04</u> | | |
| 0 | 687 | ELAN FINANCIAL SERVICES | Operating Fund | Bldg. Matl. And Supplies | \$5.74 | 11/19/2025 | As per attached invoices. |
| | | | Operating Fund | Cleaning & Sanitation Supplies | \$31.02 | | |
| | | | Operating Fund | Elwood Children's Programing | \$70.81 | | |
| | | | Operating Fund | Elwood Adult Programing | \$18.00 | | |
| | | | Operating Fund | Frankton Programing | \$5.87 | | |
| | | | Operating Fund | Summitville Programing | \$42.63 | | |
| | | | | Total this claim = | <u>\$174.07</u> | | |
| 0 | 685 | UNITED HEALTHCARE | Operating Fund | Emp Cont Group Ins | \$82.54 | 11/19/2025 | Employee Life & ADD Coverage 12/1-12/31/25 |
| | | | | Total this claim = | <u>\$82.54</u> | | |
| 0 | 684 | NATIONWIDE | Operating Fund | Emp Cont IN Def Comp Matching | \$233.13 | 11/19/2025 | IN Def Comp Matching Plan-Robertson 401(a) |
| | | | | Total this claim = | <u>\$233.13</u> | | |
| 0 | 683 | NATIONWIDE | Annuity | Payroll Deductions | \$745.00 | 11/19/2025 | Payroll Ending 11/15/2025 |
| | | | | Total this claim = | <u>\$745.00</u> | | |
| 0 | 681 | ANTHEM BLUE CROSS AND BL | Operating Fund | Emp Cont Group Ins | \$5,657.37 | 11/19/2025 | Employee Health Insurance 12/1/25-12/31/25 |
| | | Insurance | | Payroll Deductions | \$837.70 | | |
| | | | | Total this claim = | <u>\$6,495.07</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------|-------------------------|---------------------------|-------------------|--|
| 0 | 680 | STAR FINANCIAL BANK | Operating Fund | Equipment/Rental | \$0.00 | 11/19/2025 | VOID Safe Deposit box-close account, drill lock--after back and forth about cost to drill, bank waived fee. No check given to Star |
| | | | | | Total this claim = | | |
| | | | | | | <u>\$0.00</u> | |
| 34968 | 628 | CITY OF ELWOOD UTILITIES | Operating Fund | Water | \$150.87 | 11/5/2025 | Service for Elwood |
| | | | Operating Fund | Waste Disposal Services | \$221.68 | | |
| | | | | | Total this claim = | | |
| | | | | | | <u>\$372.55</u> | |
| 34969 | 629 | DEMCO INC | Operating Fund | Book Processing | \$284.33 | 11/5/2025 | Benefit Denial DVD Cases |
| | | | | | Total this claim = | | |
| | | | | | | <u>\$284.33</u> | |
| 34970 | 630 | ELWOOD FIRE EQUIPMENT C | Operating Fund | Professional Services | \$2,563.25 | 11/5/2025 | Elwood-Replace compressor pump switch and compressor |
| | | | | | Total this claim = | | |
| | | | | | | <u>\$2,563.25</u> | |
| 34971 | 631 | MADISON COUNTY HISTORIC | Operating Fund | Frankton Programing | \$30.00 | 11/5/2025 | Stephen Jackson Nov 4 Program-Mr Riley's Triumphal Return |
| | | | | | Total this claim = | | |
| | | | | | | <u>\$30.00</u> | |
| 34972 | 632 | MADISON COUNTY TREASUR | Garnishment | Taxes | \$193.85 | 11/5/2025 | Property Tax Wage Garnishment Wendy Rivera Hernandez 1038 Arrow Ave Anderson |
| | | | | | Total this claim = | | |
| | | | | | | <u>\$193.85</u> | |
| 34973 | 633 | MANIFOLD REFUSE, INC. | Operating Fund | Waste Disposal Services | \$93.00 | 11/5/2025 | Trash Removal Q4 2025 |
| | | | | | Total this claim = | | |
| | | | | | | <u>\$93.00</u> | |
| 34974 | 634 | NICK HAULTER | Operating Fund | Professional Services | \$100.00 | 11/5/2025 | Lawn Care Summitville-Mowing and Mulching Leaves |
| | | | | | Total this claim = | | |
| | | | | | | <u>\$100.00</u> | |
| 34975 | 635 | NUGENT ELECTRIC INC. | Operating Fund | Professional Services | \$532.00 | 11/5/2025 | Summitville-replace timer for outside lights |
| | | | | | Total this claim = | | |
| | | | | | | <u>\$532.00</u> | |
| 34976 | 636 | ODP BUSINESS SOLUTIONS, L | Operating Fund | Furniture & Equipment | \$693.00 | 11/5/2025 | Elwood-five meeting room tables |
| | | | | | Total this claim = | | |
| | | | | | | <u>\$693.00</u> | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|-------------------------|----------------|--------------------------------|-----------------|-------------|--|
| 34977 | 637 | ORIENTAL TRADING COMPAN | Operating Fund | Elwood Children's Programing | \$9.98 | 11/5/2025 | Programing-Elwood YS, Frankton, Summitville |
| | | | Operating Fund | Frankton Programing | \$106.66 | | |
| | | | Operating Fund | Summitville Programing | \$82.45 | | |
| | | | | Total this claim = | <u>\$199.09</u> | | |
| 34978 | 638 | FRONTIER | Operating Fund | Telephone & Telegraph | \$197.88 | 11/5/2025 | Service for Frankton |
| | | | | Total this claim = | <u>\$197.88</u> | | |
| 34979 | 639 | SARAH MOSS | Operating Fund | Summitville Programing | \$30.00 | 11/5/2025 | Petty Cash-Summitville |
| | | | | Total this claim = | <u>\$30.00</u> | | |
| 34980 | 640 | STAR FINANCIAL BANK | Operating Fund | Rentals | \$0.00 | 11/5/2025 | VOID 11/5/2025--actual amount required is \$175, will be creating new voucher and check Safe Deposit box-close account, drill lock (former amt \$125)Voucher 663 |
| | | | | Total this claim = | <u>\$0.00</u> | | |
| 34981 | 641 | STAPLES | Operating Fund | Cleaning & Sanitation Supplies | \$264.15 | 11/5/2025 | Cleaning and Office Supplies-Toner |
| | | | Operating Fund | Office Supplies | \$123.78 | | |
| | | | | Total this claim = | <u>\$387.93</u> | | |
| 34982 | 642 | TOWN OF FRANKTON | Operating Fund | Electricity | \$413.28 | 11/5/2025 | Service for Frankton |
| | | | Operating Fund | Water | \$85.82 | | |
| | | | Operating Fund | Waste Disposal Services | \$88.67 | | |
| | | | | Total this claim = | <u>\$587.77</u> | | |
| 34983 | 643 | TOWN OF SUMMITVILLE | Operating Fund | Waste Disposal Services | \$53.74 | 11/5/2025 | Service for Summitville |
| | | | Operating Fund | Waste Disposal Services | \$5.00 | | |
| | | | Operating Fund | Waste Disposal Services | \$14.79 | | |
| | | | | Total this claim = | <u>\$73.53</u> | | |
| 34984 | 650 | CHRONICLE TRIBUNE (184) | Operating Fund | Summitville Period. & Newsp. | \$283.45 | 11/5/2025 | 1 year subscription for Summitville exp 11/20/2025 |
| | | | | Total this claim = | <u>\$283.45</u> | | |
| 34985 | 651 | RONALD RUSH | Operating Fund | Traveling Expense | \$90.09 | 11/5/2025 | Mileage 154 miles @ \$.585 =\$90.09 |
| | | | | Total this claim = | <u>\$90.09</u> | | |

| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|---------------------------|----------------|---------------------------|-------------------|-------------|---|
| 34986 | 652 | SAFE HIRING SOLUTIONS | Operating Fund | Professional Services | \$28.95 | 11/5/2025 | Background check Bessie Howland |
| | | | | Total this claim = | <u>\$28.95</u> | | |
| 34987 | 657 | FIBERHAWK | Operating Fund | Telephone & Telegraph | \$20.00 | 11/10/2025 | Back up internet for Frankton |
| | | | | Total this claim = | <u>\$20.00</u> | | |
| 34988 | 658 | GENERATIVE GROWTH II, LLC | Operating Fund | Elwood Adult Programing | \$27.98 | 11/10/2025 | Adult Services Programming Supplies |
| | | | | Total this claim = | <u>\$27.98</u> | | |
| 34989 | 659 | INDIANA-AMERICAN WATER | Operating Fund | Water | \$24.75 | 11/10/2025 | Service for Summitville |
| | | | | Total this claim = | <u>\$24.75</u> | | |
| 34990 | 660 | KATELYNN SCHIFFNER | Operating Fund | Traveling Expense | \$42.12 | 11/10/2025 | Mileage 72 miles @\$.585 = \$42.12 |
| | | | | Total this claim = | <u>\$42.12</u> | | |
| 34991 | 661 | NICK HAULTER | Operating Fund | Professional Services | \$100.00 | 11/10/2025 | Lawn Care Summitville-Blowing leaves out of rock beds, mowing and mulching leaves |
| | | | | Total this claim = | <u>\$100.00</u> | | |
| 34992 | 662 | ROEING IT SOLUTIONS | Operating Fund | Professional Services | \$125.00 | 11/10/2025 | Remote IT Support-Server Sleeping |
| | | | | Total this claim = | <u>\$125.00</u> | | |
| 34993 | 663 | STAR FINANCIAL BANK | Operating Fund | Equipment/Rental | \$0.00 | 11/10/2025 | VOID Safe Deposit box-close account, drill lock--Called to schedule appointment to close account and confirm cost, they stated it was \$125, so created new voucher 680 |
| | | | | Total this claim = | <u>\$0.00</u> | | |
| 34994 | 664 | STATE INDUSTRIAL PRODUCT | Operating Fund | Operating Supplies | \$1,280.40 | 11/10/2025 | 6 buckets of ice remover (5 ELW, 1 SVL), 4 boxes fragrance packs |
| | | | | Total this claim = | <u>\$1,280.40</u> | | |
| 34995 | 665 | TONIES US, INC | Operating Fund | Elwood AV | \$308.00 | 11/10/2025 | Tonies characters, additional box, headphones, case |
| | | | | Total this claim = | <u>\$308.00</u> | | |

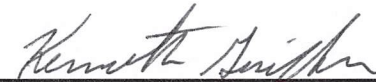
| <i>Warrant Number</i> | <i>Claim Number</i> | <i>Name of Claimant</i> | <i>Fund</i> | <i>Account</i> | <i>Amount</i> | <i>Date</i> | <i>Explanation</i> |
|-----------------------|---------------------|--------------------------|--|--|---|-------------|--|
| 34996 | 666 | TOPS HOME CENTER | Operating Fund | Elwood Adult Programing | \$19.99 | 11/10/2025 | Elwood Adult Programming Plaster |
| | | | | Total this claim = | <u>\$19.99</u> | | |
| 34997 | 667 | VICTORIA WALSER | Operating Fund | Traveling Expense | \$25.16 | 11/10/2025 | Travel reimbursement 43 miles @ \$.585 = \$25.16 |
| | | | | Total this claim = | <u>\$25.16</u> | | |
| 34998 | 668 | ZAYO EDUCATION | St Technology Fund Gra Operating Fund | Telephone & Telegraph Telephone & Telegraph | \$1,182.92 \$287.14 | 11/10/2025 | VoIP and Internet |
| | | | | Total this claim = | <u>\$1,470.06</u> | | |
| 34999 | 671 | ELWOOD FIRE EQUIPMENT C | Operating Fund Operating Fund | Professional Services Professional Services | \$865.00 \$950.00 | 11/10/2025 | Setup new internet based monitoring Elwood & Frankton |
| | | | | Total this claim = | <u>\$1,815.00</u> | | |
| 35000 | 672 | DOLLAR GENERAL-REGIONS 4 | Operating Fund Operating Fund Operating Fund | Elwood Children's Programing Elwood Adult Programing Summitville Programing | \$40.70 \$35.25 \$93.65 | 11/10/2025 | As per attached invoices. |
| | | | | Total this claim = | <u>\$169.60</u> | | |
| 35001 | 674 | STAPLES | Operating Fund Operating Fund Operating Fund Operating Fund | Office Supplies Operating Supplies Cleaning & Sanitation Supplies Furniture & Equipment | \$91.87 \$93.90 \$32.64 \$444.45 | 11/10/2025 | As per attached invoices. |
| | | | | Total this claim = | <u>\$662.86</u> | | |
| 35002 | 675 | DEMCO INC | Operating Fund | Book Processing | \$571.94 | 11/19/2025 | Book Jackets and DVD Cases |
| | | | | Total this claim = | <u>\$571.94</u> | | |
| 35003 | 676 | ELWOOD FIRE EQUIPMENT C | Operating Fund | Professional Services | \$329.85 | 11/19/2025 | Fire extinguisher inspection-Frankton, Annual Fire Alarm Inspection 2025 |
| | | | | Total this claim = | <u>\$329.85</u> | | |
| 35004 | 677 | MADISON COUNTY HISTORIC | Operating Fund | Frankton Programing | \$30.00 | 11/19/2025 | Stephen Jackson Dec 2 Program-The Moravian Mission on the White River |
| | | | | Total this claim = | <u>\$30.00</u> | | |

| Warrant Number | Claim Number | Name of Claimant | Fund | Account | Amount | Date | Explanation |
|---------------------------|--------------|------------------------|----------------|--------------------------------|-----------------|------------|--|
| 35005 | 678 | MADISON COUNTY TREASUR | Garnishment | Taxes | \$193.85 | 11/19/2025 | Property Tax Wage Garnishment Wendy Rivera Hernandez 1038 Arrow Ave Anderson |
| Total this claim = | | | | | <u>\$193.85</u> | | |
| 35006 | 679 | STAPLES | Operating Fund | Cleaning & Sanitation Supplies | \$28.25 | 11/19/2025 | As per attached invoices. |
| | | | Operating Fund | Operating Supplies | \$7.04 | | |
| | | | Operating Fund | Office Supplies | \$31.24 | | |
| Total this claim = | | | | | <u>\$66.53</u> | | |
| 35007 | 686 | NICK HAULTER | Operating Fund | Professional Services | \$100.00 | 11/19/2025 | Lawn Care Summitville-Mowing and Mulching Leaves |
| Total this claim = | | | | | <u>\$100.00</u> | | |

Total Amount of Claims \$102,263.56

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

Tuesday, December 2, 2025



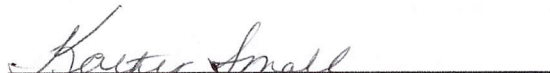
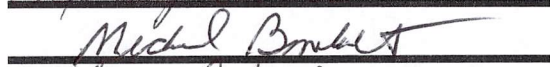

Fiscal Officer




ALLOWANCE OF VOUCHERS

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

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of 9 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$102,263.56

Date this 2nd day of December, 2025.

SIGNATURES OF GOVERNING BOARD

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

Resolution to Transfer Funds Within the Library Operating Fund Major Category

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

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

| | |
|--|-----------|
| Transfer from Personal Services | |
| Wages of Janitor | \$10,700 |
| Transfer to Personal Services | |
| Salary of Director | \$10,700 |
| Transfer from Personal Services | |
| Employer Contributed PERF | \$200 |
| Transfer to Personal Services | |
| Employer Contributed IN Def Comp Matching Plan | \$200 |
| Total Transfers from line items | \$10, 900 |
| Total Transfers to line items | \$10, 900 |

ADOPTED THIS 8th DAY OF DECEMBER 2025.

AYE

NAY

Kathy Small

Lisa A. Hobbs

Michael Borholt

Glenn Eddleman

Janet Stover

Kenny Hillman

Angela O'Donnell

ATTEST: Kathy Small, Secretary

Secretary North Madison County Public Library Board of Trustees

By-laws

North Madison County Public Library System

Article I Identification

- Section 1 The Elwood Public Library, Frankton Community Library and the Ralph E. Hazelbaker Library are a system of libraries identified as the North Madison County Public Library System.
- Section 2 The North Madison County Public Library System is a legally established public library and municipal corporation under Indiana law. It is a class 1 library organized under IC 36-12.
- Section 3 The library system's boundaries include Pipe Creek, Duck Creek, Boone, Lafayette and Van Buren townships in northern Madison County.
- Section 4 The library board of trustees that govern this library system is identified as the North Madison County Public Library System Board of Trustees from this point forward known as the NMCPLS Board of Trustees.

Article II Authority and purpose

- Section 1 The NMCPLS Board of Trustees is responsible for governance and policy.
- Section 2 The purpose of the NMCPLS Board of Trustees, with advice and recommendations of the library director, is to adopt the following:
- Job Descriptions for all Employees
 - Wage Scale
 - Proposed Library Budget
 - Library Policies

Article III Personnel

- Section 1 All employees of the North Madison County Public Library System are governed by the library's personnel policy.

Article IV Membership

- Section 1 In accordance with the provisions of IC 36-12, the NMCPLS Board of Trustees shall consist of seven (7) members chosen for their fitness for public library trusteeship.
- Section 2 Members are appointed by the following entities:
County Commissioners- 2 appointments
County Council- 2 appointments
Elwood Community School Corp. - 2 appointments
Frankton-Lapel School Corp. & Madison-Grant School Corp. - 1 joint appointment
- Section 3 Length of term is four (4) years. Members may serve four (4) consecutive terms.
(See IC 36-12)

- Section 4 Each member shall have a certificate of appointment filed with the library and which shall be preserved as public record.
- Section 5 Each member shall serve without compensation except the Treasurer. The Treasurer will be paid a stipend of \$300.00 per year (amended 6-14-99).
- Section 6 Attendance is important at all meetings. A member may be removed from the board in accordance to IC 36-12.
- Section 7 Each member will attend one (1) training session per calendar year.

Article V Officers

- Section 1 Officers of the board shall be a President, Vice-president, Secretary, Treasurer and Assistant Treasurer.
- Section 2 Officers slate will be presented in November; officers elected at the December meeting for a term of one (1) year beginning in January. Vacancies in office shall be filled at the next regular meeting of the board after the vacancy occurs.
- Section 3 The duties of the officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.
- Section 4 In the absence of the secretary, a secretary pro tem will be elected to serve during that particular meeting.

Article VI Meetings

- Section 1 Regular board meetings are usually held once each month.
- Section 2 Special meetings may be called by the President, or at the request of any two board members, for the transaction of business as stated in the call. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given each member of the board at least two days in advance of such meeting and to the local media 48 hours in advance, as according to law.
- Section 3 A quorum of four members is required for the transaction of business.

- Section 4 Order of business may be:
- Call to order
 - Consent Agenda
 - Approval of minutes
 - Approval of claims and checks
 - Personnel
 - Old business
 - New business
 - Director's report
 - Public comment
 - Adjourn

Section 5 Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the board.

Section 6 Board meeting minutes, agendas and any additional information pertinent to each board meeting will be posted on the library's wiki. Each board member will be given instructions on how to gain access to this wiki. A board member may request for these materials to be mailed to his/her home address. Meeting notices and agendas will continue to be posted in accordance with the Open Door Law, IC 5-14-1.5. Board meeting minutes will also be available according to the NMCPLS Access to Public Records policy.

Article VII Committees

Section 1 Committees may be appointed at the discretion of the President. They serve to investigate, study and report all matters on which the board can act more expeditiously as a whole. In most matters, the board's most effective operation is as a committee of the whole.

Article VIII Indemnification

Section 1 The board will take care of legalities, if a board member is sued due to a library matter.

Article IX Conflict of Interest and Nepotism

Section 1 Each member will avoid conflicts of interest as defined in IC 35-44.1-1-4 between the interests of the North Madison County Public Library System on one hand, and personal, professional, and business interests on the other.

Section 2 Each member will refrain from nepotism. Relatives of library board members are ineligible for employment with the library. (See IC 36-1-20.2-8 for definition of relatives and Personnel Policy – Position Vacancies)

Article X Amendments

Section 1 These by-laws may be amended at any regular meeting of the library board with a quorum present, by majority vote of the members present, providing the amendment was stated in the agenda for the meeting. In accordance with the Indiana Public Library Standards, these by-laws will be reviewed once every three years. Amendments will be submitted with the Annual State Report to the Indiana State Library.

These by-laws have been approved by the following members of the North Madison County Public Library system:

Kathy Ince
Lisa A. Holder
Michael Brubaker
Diana Eddleman

Janet Stover
Kenny Smith
Angela O'Donnell

Adopted 09/09/1998
Revised 03/22/2000
Revised 04/08/2009
Revised 07/12/2010
Revised 05/09/2011
Revised 09/10/2012
Revised 05/13/2013
Revised 10/13/2014 Date Signed 02/16/2015
Revised 1/8/2018
Reviewed December 31, 2021 Date Signed January 10, 2022
Reviewed December 9, 2024 Not Signed
Revised and Signed December 8, 2025

**1782 Notice
Budget Year 2026**

4850290 NORTH MADISON COUNTY LIBRARY SYSTEM

NOTICE OF FINAL BUDGET RECOMMENDATIONS PURSUANT TO IC 6-1.1-17-16(g)

This notice sets out by fund the final information proposed for your taxing unit. It includes proposed revenue, levy, and budget adjustments that resulted from the application of final assessed values as certified by the county auditor. Applicable cumulative fund rates have been capped based on the calculation required in IC 6-1.1-18-12.

Units must respond to this notice within 10 calendar days with requested changes as specified in IC 6-1.1-17-16(g). No extension will be granted. If no response is received, the budgets, rates, and levies identified in this 1782 Notice will be certified in the final budget order for your county.

Your response must be received no later than November 24, 2025.

Questions on this Notice and the information and calculations contained on the within may be directed to your Budget Field Representative. Requests for adjustments may be provided to the Department electronically by either emailing your signed response to the Department at 1782Notices@dlgf.in.gov or by fax to (317) 232-0178.

- Check the appropriate Box: No changes requested
 Please make the following changes according to the attached information

I acknowledge receipt of the notice:

| | | | |
|--------------|--|-------|-------|
| _____ | | _____ | |
| Signature | | Email | |
| _____ | | _____ | _____ |
| Printed Name | | Title | Date |

**Respond by
Email : 1782Notices@dlgf.in.gov
Fax:(317)-232-0178**

1782 Notice Notes Report Pay 2026

UNIT NUMBER 4850290
NORTH MADISON COUNTY LIBRARY SYSTEM

County Madison (48)

| | |
|----------------|----------|
| 0061 RAINY DAY | \$50,000 |
|----------------|----------|

Budget approved for displayed amount.

| | |
|--------------|-------------|
| 0101 GENERAL | \$1,467,000 |
|--------------|-------------|

Budget approved for displayed amount.

Rate reduced due to increased assessed valuation.

| | |
|----------------------------------|----------|
| 2011 LIBRARY IMPROVEMENT RESERVE | \$50,000 |
|----------------------------------|----------|

Budget approved for displayed amount.

1782 Notice Notes

Effective July 1, 2025, House Enrolled Act 1392 provides that Commercial Vehicle Excise Tax (CVET) and Financial Institutions Tax (FIT) revenue distributions may be deposited into any fund maintained by a taxing unit. As a result, the Department will use the amounts submitted by the taxing unit in the Gateway Form 2: Estimates of Miscellaneous Revenue. Adjustments to the approved budget may be necessary if actual revenues fall short of the estimates provided in the Gateway Form 2.

Funds Report Pay 2026

4850290 NORTH MADISON COUNTY LIBRARY SYSTEM

| July to December - 2025 | | | |
|---|-------------|-------------|-------------|
| Revenues | Fund: 0061 | Fund: 0101 | Fund: 2011 |
| 1. June 30 Cash Balance (6) | 299,733 | 1,562,279 | 53,440 |
| 2. Property Taxes to be Collected (7) | - | 354,899 | - |
| 3. Miscellaneous Revenue (8a) | 100,000 | 217,979 | 10,000 |
| 4. Total Cash and Revenues | 399,733 | 2,135,157 | 63,440 |
| Expenses | | | |
| 5. Necessary Expenditures (2) | 50,000 | 882,770 | 23,440 |
| 6. Additional Appropriation (3) | - | - | - |
| 7a. Outstanding Temp Loans (4a) | - | 100,000 | - |
| 7b. Permanent Transfers (4a) | - | - | - |
| 7c. School Transfers (4a) | - | - | - |
| 8. Total Expenses | 50,000 | 982,770 | 23,440 |
| 9. Est. Dec.31, 2025 Cash Balance | 349,733 | 1,152,387 | 40,000 |
| Budget Year - 2026 | | | |
| Revenues | | | |
| 10. Levy Excess (15) | - | - | - |
| 11. Property Tax Levy (16) | - | 1,161,007 | - |
| 12. Property Tax Cap Impact | - | (208,400) | - |
| 13. Miscellaneous Revenue (8b) | - | 455,320 | 10,000 |
| 14. Budget Year Total Revenues | - | 1,407,927 | 10,000 |
| Expenses | | | |
| 15. 2026 Budget Estimate (1) | 50,000 | 1,467,000 | 50,000 |
| 16a. Outstanding Temp Loans (4b) | - | - | - |
| 16b. Permanent Transfers (4b) | - | - | - |
| 16c. School Transfers Out (1a) | - | - | - |
| 17. Total 2026 Expenses | 50,000 | 1,467,000 | 50,000 |
| 18. Operating Balance (Est. Dec.31 2026, Cash Balance) | 299,733 | 1,093,314 | - |
| 19. Tax Rate (17) | - | 0.1188 | - |
| 20. Assessed Value | 977,279,036 | 977,279,036 | 977,279,036 |
| Max Levy Type | 00 | UT | 00 |

Funds Report Pay 2026

4850290 NORTH MADISON COUNTY LIBRARY SYSTEM

| Fund Code | Fund | Assessed Value | Rate | Levy | Control |
|-------------------|-----------------------------|----------------|---------------|------------------|---------|
| 0061 | RAINY DAY | 977,279,036 | - | - | 00 |
| 0101 | GENERAL | 977,279,036 | 0.1188 | 1,161,007 | UT |
| 2011 | LIBRARY IMPROVEMENT RESERVE | 977,279,036 | - | - | 00 |
| UNIT TOTAL | | | 0.1188 | 1,161,007 | |

| UNIT | |
|--|-----------|
| Normal Max Levy | 1,161,818 |
| Minus LOIT | 0 |
| Minus Levy Excess | 0 |
| Plus Misc Changes | 0 |
| Working Max Levy | 1,161,818 |
| CTL UT Working Max \$1,161,818 Under Max by \$811 | |

**DLGF Estimates of Miscellaneous
Revenues for Budget Year 2026
Estimated Amounts to be Received**

4850290 NORTH MADISON COUNTY LIBRARY SYSTEM

| | | Column A | Column B |
|-------------|---|--|---------------------------------------|
| | | July 1, 2025 - Dec 31, 2025 | Jan 1, 2026 - Dec 31, 2026 |
| 0061 | RAINY DAY | | |
| R910 | Transfers In - Transferred from Another Fund | 100,000 | 0 |
| | Fund Total | 100,000 | 0 |
| 0101 | GENERAL | | |
| R112 | Financial Institution Tax Distribution | 1,636 | 3,622 |
| R114 | Vehicle/Aircraft Excise Tax Distribution | 23,674 | 48,249 |
| R135 | Commercial Vehicle Excise Tax Distribution (CVET) | 4,000 | 8,002 |
| R138 | Local Income Tax (LIT) Certified Shares | 159,669 | 337,447 |
| R409 | Document and Copy Fees | 4,000 | 8,000 |
| R902 | Earnings on Investments and Deposits | 25,000 | 50,000 |
| | Fund Total | 217,979 | 455,320 |
| 2011 | LIBRARY IMPROVEMENT RESERVE | | |
| R910 | Transfers In - Transferred from Another Fund | 10,000 | 10,000 |
| | Fund Total | 10,000 | 10,000 |

2026 Max Levy Report

4850290 NORTH MADISON COUNTY LIBRARY SYSTEM

County : Madison
Control Code: UT

| | |
|---|----------------------|
| Factored adjusted tax levy | 1,161,818 |
| 2025 Pay 2026 Assessed value | 977,279,036 |
| 2025 Pay 2026 AV using pay 2025 geographic area | ----- 977,279,036 |
| Annexation factor | 1.0000 |
| Maximum factor due to annexation | 1.15 |
| Lesser of above two factors | 1.0000 |
| Multiply factor adjusted tax levy by annex factor | 1,161,818 |
| Services provided in prior year | 0 |
| Factored adjusted tax levy increase for services | 1,161,818 |
| Greater of factored levy or increased levy | 1,161,818 |
| Cumulative operating LOIT (if any) | 0 |
| Maximum Levy Limit Subtotal | 1,161,818 |
| DLGF approved levy increase | 0 |
| Adjusted maximum levy | 1,161,818 |
| Adjustment to correct error and/or shortfall | 0 |
| Adj. max levy due to error correction and/or shortfall | 1,161,818 |

50. **Remove: PERSONAL BOOK ORDERS**

Employees and Board members may purchase books and other materials through the Library. Payment for such items is due upon receipt.

51. **RETIRED STAFF/FORMER BOARD MEMBER**

Any retired Library employee or former member of Board will retain lifetime privileges for use of the Library and its services without charge, no matter where their place of residence may be.

Revised August 11, 2014 – Wage and Salary Administration

Revised April 20, 2015 – Timeclock

Revised November 16, 2015 – Wage and Salary Administration

Revised January 8, 2018 – Position Vacancies

Revised March 12, 2018 – Payroll Deduction and Retirement

Revised April 9, 2018 – Retirement

Addition March 11, 2019 – Time Clock Regulations

Addition April 13, 2020 – Emergencies and Unscheduled Closings

Revised October 11, 2021 – Vacation and Personal Time

Revised January 8, 2024 – Wage and Salary Administration

Revised March 11, 2024 – Leave Without Pay

Revised February 17, 2025 – Hourly Employees

Revised March 10, 2025– Vacation, Personal Business Leave, Sick Leave, Compassionate Leave, Leave Without Pay & Retirement

Revised August 11, 2025-Wage and Salary Administration, Payroll Deduction, Health & Life Insurance, Library Closings

Revised November 10, 2025-Leave Without Pay & Excessive Absenteeism (Disciplinary Action)

All Leaves Without Pay for fewer than 30 days may be granted at the Director's discretion. Leave Without Pay expected to exceed 30 days duration must be recommended by the Director for Board approval.

Requests for Leave Without Pay must be submitted in a written document or via email through the appropriate supervisor, forwarded to the Director and (if necessary) the Board at least one month before the leave is to begin. The request must include the reason for the leave, doctor's note with the beginning date and the anticipated date of return. Employees will be considered to have resigned without notice if they fail to report for work upon expiration of any leave of absence.

Schedule Adjustments

Before the schedule is posted it is the employee's responsibility to complete a leave request approval following the vacation, personal, sick and leave without pay guidelines. Once the schedule has been posted, there are only certain options for that schedule to be changed.

1. The employee calls in with a situation that would warrant the use of sick or personal time.
2. Employees switch shifts if each shift is the same number of hours worked both employees are in agreement. Both employees are required to fill out a leave request approval for this shift change.
3. Emergencies and unscheduled closings section allows other options to make up time in the event the library is closed. Other than this section and the aforementioned options an employee must use the appropriate time for any leave.

27. ORGANIZATIONAL INVOLVEMENT

As the work load and the work schedule permit, employees are encouraged to join and participate in the activities of professional associations such as the American Library Association and the Indiana Library Federation, and various local community organizations. If the Director and/or Board assign an employee to participate in a community organization, as a representative of the Library, they will be allowed to attend meetings if pre-approved by the Director. Assignments will be reviewed on a yearly basis. During their regular scheduled working hours the employee will be compensated at their regular rate of pay. It is the employee's responsibility to see that their Supervisor so notes these meetings on the employee's time card.

Interior Treasures

New Estimate

\$1,808.00

Estimate expires on December 12, 2025

[View Estimate](#)

Estimate #000189 sent

November 12, 2025

Customer

Frankton Public Library
mmabrey@elwood.lib.in.us
(765) 551-4140
102 S Church St
Frankton, IN 46044



Interior Treasures

New Estimate

\$6,081.00

Estimate expires on December 12, 2025

[View Estimate](#)

Estimate #000190 sent

November 12, 2025

Customer

Frankton Public Library
mmabrey@elwood.lib.in.us
(765) 551-4140
102 S Church St
Frankton, IN 46044

MULTI TRANSMISSION REPORT

TIME : 12-04-2025 13:36
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 323
DATE : 12.04 13:32
DOCUMENT PAGES : 1
START TIME : 12.04 13:33
END TIME : 12.04 13:36

SUCCESSFUL
ADDRESS BOOK

| | |
|------|------------------|
| 0002 | Call-Leader |
| 0003 | Herald Bulletin |
| 0006 | Frankton Library |
| 0007 | Sville Library |

UNSUCCESSFUL

Agenda

December 8, 2025

North Madison County Public Library System
Board of Trustees

Elwood Public Library

Regular Meeting
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
 - Minutes
 - Claims Register & Checks
 - Personnel
- Old Business
- New Business
 - 1. Transfer of Appropriations Resolution
 - 2. Library By-Laws
 - 3. Elwood Meeting Room Policy/Public Events on the Patio
 - 4. Leave without Pay – Wendy Rivera
 - 5. Personnel Policy – Personal Book Orders
 - 6. Cancelled Check #33985
- Director's Report
- Public Comment
- Adjournment