

## AGENDA

January 11, 2021

North Madison County Public Library System  
Board of Trustees

### BOARD OF FINANCE ELECTRONIC ONLINE MEETING

4:30 PM

To view or listen to this meeting live call the library 765-552-5001  
on the day of the meeting between 2 and 4 pm

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

1. Elect President & Secretary of Board of Finance
2. Investment Policy and 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  
January 11, 2021  
Electronic Online Meeting  
4:30 p.m.

CALL TO ORDER

President Glenn Eddleman called the annual board of finance meeting to order on January 11, 2021 in an electronic online Zoom meeting.

CALL FOR QUORUM

Present were members Glenn Eddleman, Larry Watson, Kathy Small, Mary Kiplinger, Kenny Giselbach, Lisa Hobbs, and Beverly Austin. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace, and Mike Robertson, IT Manager.

BUSINESS

Elect President and Secretary of Board of Finance

Beverly Austin made a motion to elect the current President of the North Madison County Public Library Board of Trustees, Glenn Eddleman, as President and current Secretary, Kathy Small, as Secretary of the Board of Finance. Lisa Hobbs made a second and the motion carried.

Investment Policy and register distributed and reviewed

The investment policy was reviewed. There were no changes.

The 2020 financial report was distributed and reviewed. The library has a cash balance of \$1,123,426.37 and tax revenue of \$1,086,237.71 for the operating fund.

Motion 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. Mary Kiplinger made a second and the motion carried.

Motion for newspapers as official notification

Beverly Austin made a motion to use the Elwood Call Leader and the Anderson Herald Bulletin as official notifications. Mary Kiplinger made a second and the motion carried.

Motion for regular meeting date and time

Kathy Small made a motion to hold the library board meetings on the second Monday of each month beginning at 4:30 p.m. Beverly Austin made a second and the motion carried.

Motion for regular meetings at the branches

Meetings at the branches were put on hold until the Pandemic is over. This issue will be revisited at that time.

Glenn Eddleman adjourned the meeting by consent.

Kathy Small  
Kathy Small, Secretary

<u>Mary E Heplinger</u>	<u>Kenny Hillman</u>
<u>Glenn Eddleman</u>	<u>George Austin</u>
<u>Lawrence Watson</u>	<u>Lisa Hobbs</u>

## INVESTMENT POLICY

### Policy Statement and Scope

This document will govern the investment activities of the North Madison County Public Library System. It is the policy of the Library to invest public funds in a manner that will provide the highest return with the maximum security while meeting cash-flow demands. All investments will conform to applicable laws and regulations governing the investment of public funds.

### Board of Finance

The duly appointed members of the North Madison County Public Library System Board of Trustees are the fiscal body of the Library and thus constitute "The Board of Finance" of the NMCPLS. (IC 5-13-7-5, IC 36-1-2-6)

### Annual Meeting

The North Madison County Public Library System Board of Finance shall meet annually after the first Monday and on or before the last day of January to elect a president and secretary; review the written report of the Library's investments during the previous calendar year; review the library's investment policy; and adopt a resolution to designate financial institutions approved for NMCPLS deposits. (IC 5-13-7-6)

### Treasurer

The duly elected treasurer of the NMCPLS Board of Trustees is the fiscal officer of the library. (IC 36-12-2-22)

### Deposits

All funds received by the library shall be deposited in one or more designated depositories when possible not later than the business day following receipt and shall be deposited in the same form in which they were received. When depositing funds is not possible the following business day, the funds will be deposited weekly or before they exceed \$500. However, if the funds exceed \$500, the funds will be deposited no later than the following business day. IC 5-13-6-1 (a) and (g).

### Investments

The library fiscal officer is authorized to invest library funds in:

Securities backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by any of the following:

1.
  - a. The United States Treasury
  - b. A federal agency
  - c. A federal instrumentality
  - d. A federal government sponsored enterprise
2. Deposit accounts issued or offered by a designated depository
3. Agreements, commonly known as repurchase agreements (including standing repurchase or resale agreements, commonly known as "sweep" accounts) with depositories designated by the state board of finance as depositories for state investments involving the purchase and guaranteed resale of any interest-bearing obligations issued or fully guaranteed by the United States, any United States government agency or any instrumentality of the United States government

4. Obligations issued, assumed or guaranteed by the International Bank for Reconstruction and Redevelopment or the African Development Bank. (IC 5-13-9-3.3)
5. Investments made by the library's fiscal officer must have a stated final maturity of not more than two (2) years after the date of purchase or entry into a repurchase agreement. (IC 5-13-9-5.6)

#### **Investment Cash Management**

The North Madison County Public Library System may contract with a library or state-designated depository for the operation of an investment cash management system. (IC 5-13-11-1)

#### **Prohibited Investments**

The fiscal officer may not purchase securities on margin or open a securities margin account for the investment of library funds. (IC 5-13-9-9)

#### **Transaction Accounts**

All public funds of the Library shall be deposited in the designated depositories located in the territorial limits of the Library District. The fiscal officer of the library shall maintain deposits that are invested or reinvested in at least two (2) of the library's designated depositories. (IC 5-13-8-9)

#### **Interest**

All interest derived from a library investment shall be receipted to the library fund of which it is a part. (IC 5-13-9-6)

#### **Bidding Procedure**

Whenever investments are made in a certificate of deposit, the investing officer must obtain quotes of the specific rates of interest for the term of the CD. The quotes may be taken by telephone and must be recorded in a memorandum and retained as a public record. The deposit shall be placed with the designated depository quoting the highest rate of interest for the selected period. If two depositories tie for the highest quote, the deposit may be placed in any or all of the designated depositories quoting the highest rate at the investing officer's discretion. (IC 5-13-9-4) Investments in certificates of deposit may be made with depositories outside of the political subdivision if the following rules are followed:

- a. A resolution authorizing use of approved depositories outside of the political subdivision must be adopted.
- b. Quotes must be solicited from at least three depositories, two of which must be from within the political subdivision.
- c. If only one of the highest quotes is from a designated depository within Madison County, the investment shall be placed in that depository.
- d. If more than one of the highest quotes are from designated depositories in Madison County, the investment may be placed in any or all, at the investing officer's discretion.
- e. If none of the highest quotes are from designated depositories in Madison County, the investment shall be placed in the depository submitting the highest quote. (IC 5-13-9-5)

## 2020 FINANCIAL REPORT

**Bank**

**Star Financial Bank**

<b>Beginning Balance</b>		<b>\$</b>	<b>730,418.58</b>
Receipts	\$		1,264,858.39
Expenditures	\$		1,138,952.87
<b>Ending Balance</b>		<b>\$</b>	<b>856,324.10</b>

Type of Account

Business Now Checking  
Annual Percentage Yield .01%

**Star Financial Bank (2)**

<b>Beginning Balance</b>		<b>\$</b>	<b>63,311.67</b>
Receipts	\$		101.66
<b>Ending Balance</b>		<b>\$</b>	<b>63,413.33</b>

Preferred Liquidity Commercial  
Annual Percentage Yield .05%

**First Farmers Bank & Trust**

<b>Beginning Balance</b>		<b>\$</b>	<b>202,489.17</b>
Receipts	\$		939.77
<b>Ending Balance</b>		<b>\$</b>	<b>203,428.94</b>

Personal Investor Account  
Annual Percentage Yield .09%

**Petty Cash**

<b>Beginning Balance</b>		<b>\$</b>	<b>260.00</b>
<b>Ending Balance</b>		<b>\$</b>	<b>260.00</b>

**Total all Banks**

<b>Beginning Balance</b>		<b>\$</b>	<b>996,479.42</b>
Receipts	\$		1,265,899.82
Expenditures	\$		1,138,952.87
<b>Ending Balance</b>		<b>\$</b>	<b>1,123,426.37</b>

**Tax Revenue Received in 2020**

**Operating Fund**

Property Tax 6/12/20		\$	459,325.12
Property Tax 12/05/20		\$	322,246.95
<b>Total Property Tax</b>		<b>\$</b>	<b>781,572.07</b>
<b>Local Income Tax</b>		<b>\$</b>	<b>255,417.00</b>
<b>Financial Institution Tax</b>		<b>\$</b>	<b>5,167.55</b>
<b>License Excise Tax</b>		<b>\$</b>	<b>36,560.09</b>
<b>Commercial Vehicle Tax</b>		<b>\$</b>	<b>7,521.00</b>
<b>Total Tax Revenue</b>		<b>\$</b>	<b>1,086,237.71</b>

**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 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 Farmer's Bank 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 at its regular meeting held on the 11 day of January, 2021, at which meeting a quorum was present.

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AYE

Mary E Keplinger

Barbara Small

Glenn Eddleman

Lanore A. Watson

Kenny Sullivan

Beverly Austin

Lisa Decker

ATTEST:

Shirley Small

Secretary

# Agenda

January 11, 2021

North Madison County Public Library System  
Board of Trustees

## Electronic Online Meeting

Immediately following Board of Finance Meeting

To view or listen to this meeting live call the library 765-552-5001  
on the day of the meeting between 2 and 4 pm

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville Drainage Project
2. Quote to Replace HVAC Jace – Elwood
3. Fine-Free

New Business

1. Park Board Member

Director's Report

Public Comment

Adjournment



NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Electronic Online Meeting  
January 11, 2021  
Immediately following Board of Finance meeting

CALL TO ORDER

President Glenn Eddleman called an electronic online meeting of the North Madison County Public Library Board of Trustees to order on January 11, 2021 immediately following the Board of Finance meeting.

CALL FOR QUORUM

Present were members Glenn Eddleman, Beverly Austin, Mary Kiplinger, Lisa Hobbs, Kathy Small, Larry Watson, and Kenny Giselbach. Also in attendance were Director Jamie Scott, Administrative Assistant Sheri Wallace, and IT Manager, Mike Robertson.

CONSENT AGENDA

Kathy Small made a motion to approve the consent agenda. Larry Watson seconded and the motion carried. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville

We have not received an estimate from Dave Baney. There is nothing new to report.

Quote to Replace HVAC Jace-Elwood

Rick Cope of Vasey will be meeting with Don Peabody and Dave Oliver to decide what Jace would be best for the library going forward.

Fine-Free

Director Scott shared a webinar on fine free libraries for the Board of Trustees to watch. Beverly Austin made a motion to table this item until February to give everyone an opportunity to view the webinar. Larry Watson made seconded and the motion carried.

NEW BUSINESS

Park Board Member

Beverly Austin moved that Lisa Hobbs represent the Elwood Public Library appointment to the Park Board. Larry Watson seconded and the motion carried.

Directors Report

We have received our 1782 notice approving our 2021 Budget. We have had a problem with a patron not wearing a mask even after asked by management. This same patron is also cutting things out of the newspaper and continues to show up after he had been banned for the week. He is banned for six months.

Public Comment

Mike Robertson thanked Beverly Austin for her many years of service on the Park Board.

Adjournment

President Austin adjourned the meeting by consent.

Kathy Small  
Kathy Small, Secretary

Mary E Kiplinger  
Sharon Eddleman  
Lisa Watson

Kenny Miller  
Beverly Austin  
Lisa Atchley

## Register Of Claims

### North Madison County Public Library System

Report Date: From 12/15/20 To 12/31/20

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	681	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$181.17	12/23/20	IN Def Comp Matching Plan-Robertson
				<b>Total this claim =</b>	<b>\$181.17</b>		
0	676	SYNCB/AMAZON	Operating Fund	Elwood AV	\$429.10	12/23/20	As per attached invoices.
			Operating Fund	Frankton AV	\$234.61		
			Operating Fund	Summitville AV	\$239.11		
			Operating Fund	Elwood Adult	\$100.94		
			Operating Fund	Summitville	\$47.96		
			Operating Fund	Technology Equipment	\$106.80		
			Operating Fund	Furniture & Equipment	\$42.98		
			Operating Fund	Frankton Programing	\$29.95		
				<b>Total this claim =</b>	<b>\$1,231.45</b>		
0	678	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$419.30	12/23/20	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,565.42		
				<b>Total this claim =</b>	<b>\$1,984.72</b>		
0	680	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	12/23/20	Payroll Ending 12/19/20
				<b>Total this claim =</b>	<b>\$266.00</b>		
0	688	PAYROLL	Operating Fund	Salary of Director	\$2,443.16	12/23/20	PAYROLL
			Operating Fund	Salary of Assistants	\$15,178.19		
			Operating Fund	Wages of Janitor	\$1,216.58		
				<b>Total this claim =</b>	<b>\$18,837.93</b>		
0	684	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,187.27	12/23/20	Withholding for December
			County Tax Withheld	Payroll Deductions	\$602.58		
				<b>Total this claim =</b>	<b>\$1,789.85</b>		
0	685	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$8,818.03	12/23/20	Emp Health Insurance 1/1 - 1/31/21
			Insurance	Payroll Deductions	\$890.48		
				<b>Total this claim =</b>	<b>\$9,708.51</b>		
0	686	AFLAC	AFLAC	Payroll Deductions	\$259.08	12/23/20	Withholding for December
				<b>Total this claim =</b>	<b>\$259.08</b>		
0	687	LIBERTY NATIONAL	Liberty National	Payroll Deductions	\$295.56	12/23/20	December withholdings
				<b>Total this claim =</b>	<b>\$295.56</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	679	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,725.04	12/23/20	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,159.79		
			Medicare	Empl.Share FICA&Medicare	\$271.23		
			Operating Fund	Empl.Share FICA&Medicare	\$1,159.79		
			Operating Fund	Empl.Share FICA&Medicare	\$271.23		
				<b>Total this claim =</b>	<u>\$4,587.08</u>		
32763	672	KREG NOEL	Operating Fund	Professional Services	\$75.00	12/23/20	Snow removal 12/16/20
				<b>Total this claim =</b>	<u>\$75.00</u>		
32764	683	MARY KIPLINGER	Operating Fund	Salary of Board Treasurer	\$300.00	12/23/20	Salary of Board Treasurer
				<b>Total this claim =</b>	<u>\$300.00</u>		
32765	673	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	\$129.36	12/23/20	294 miles @ \$.44 = \$129.36
				<b>Total this claim =</b>	<u>\$129.36</u>		
32766	674	ROSE PEST SOLUTIONS	Operating Fund	Professional Services	\$95.00	12/23/20	Pest control for Frankton & Summitville
			Operating Fund	Professional Services	\$95.00		
				<b>Total this claim =</b>	<u>\$190.00</u>		
32767	675	STAPLES	Operating Fund	Office Supplies	\$27.78	12/23/20	Office supplies
				<b>Total this claim =</b>	<u>\$27.78</u>		
32768	682	TOWN OF SUMMITVILLE	Operating Fund	Water	\$0.00	12/23/20	Service for Summitville
			Operating Fund	Waste Disposal Services	\$76.11		
				<b>Total this claim =</b>	<u>\$76.11</u>		
32769	677	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	12/23/20	Elwood copier lease
				<b>Total this claim =</b>	<u>\$113.35</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
<b>Total Amount of Claims</b>					<b>\$40,052.95</b>		

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

Monday, January 11, 2021

Mary E. Kiplinger  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this 11 day of January, 2021.

<u>Kristen Grace</u>	<u>Kenny Smith</u>	
<u>Sherry Eddleman</u>	<u>Beverly Austin</u>	
<u>Laura Whitko</u>	<u>Jim Noble</u>	

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

## Register Of Claims

### North Madison County Public Library System

Report Date: From 01/01/21 To 01/11/21

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation	
0	8	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,183.92	01/06/21	Federal Tax Deposit	
			Operating Fund	Empl.Share FICA&Medicare	\$276.89			
			Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,790.02			
			FICA	Empl.Share FICA&Medicare	\$1,183.92			
			Medicare	Empl.Share FICA&Medicare	\$276.89			
				<b>Total this claim =</b>	<u>\$4,711.64</u>			
0	34	STAR FINANCIAL BANK	Operating Fund	Equipment/Rental	\$45.00	01/11/21	Safe Deposit Box Rental	
								<b>Total this claim =</b>
0	14	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$71.75	01/04/21	4th Qtr 2020 Unemployment Tax-SUTA	
								<b>Total this claim =</b>
0	20	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$537.20	01/11/21	Service for Summitville	
								<b>Total this claim =</b>
0	13	PAYROLL	Operating Fund	Salary of Director	\$2,516.80	01/06/21	PAYROLL	
				Operating Fund	Salary of Assistants			\$15,800.46
				Operating Fund	Wages of Janitor			\$910.09
								<b>Total this claim =</b>
0	5	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$140.58	01/04/21	Service for Elwood, Frankton & Summitville	
				Operating Fund	Gas			\$455.60
				Operating Fund	Gas			\$117.56
								<b>Total this claim =</b>
0	12	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	01/04/21	Emp Cont IN Def Comp Matching Plan-Robertson	
								<b>Total this claim =</b>

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
32778	16	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$531.00	01/11/21	Quarterly Accounting and Payroll Support Jan-Mar
				<b>Total this claim =</b>	<u>\$531.00</u>		
32779	17	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,122.40	01/11/21	As per attached invoices.
			Operating Fund	Elwood Childrens	\$522.79		
			Operating Fund	Elwood YA	\$294.23		
			Operating Fund	Frankton	\$790.58		
			Operating Fund	Summitville	\$536.60		
			Gift	Summitville	\$145.52		
				<b>Total this claim =</b>	<u>\$3,412.12</u>		
32780	30	DOLLAR GENERAL-REGIONS 4	Operating Fund	Summitville Programing	\$30.75	01/11/21	Programing for Summitville
				<b>Total this claim =</b>	<u>\$30.75</u>		
32781	18	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$330.46	01/11/21	VoIP
			St Technology Fund Gra	Telephone & Telegraph	\$0.00		
				<b>Total this claim =</b>	<u>\$330.46</u>		
32782	19	FRONTIER	Operating Fund	Telephone & Telegraph	\$208.85	01/11/21	Service for Frankton
				<b>Total this claim =</b>	<u>\$208.85</u>		
32783	31	HERALD BULLETIN, THE	Operating Fund	Elwood Period. & News.	\$356.99	01/11/21	Annual subscription for Elwood
				<b>Total this claim =</b>	<u>\$356.99</u>		
32784	22	INDIANA STATE LIBRARY	Evergreen Indiana	Other	\$31.99	01/11/21	Evergreen 4th Qtr payment
				<b>Total this claim =</b>	<u>\$31.99</u>		
32785	21	INDIANA STATE LIBRARY	PLAC	Other	\$65.00	01/11/21	4th Quarter PLAC
				<b>Total this claim =</b>	<u>\$65.00</u>		
32786	33	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$21.96	01/11/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$21.96</u>		
32787	23	LIBERTY MUTUAL INSURANCE	Operating Fund	Insurance	\$2,980.00	01/11/21	Terrorism Risk/Workers Comp
				<b>Total this claim =</b>	<u>\$2,980.00</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	7	INDIANA PUBLIC RETIREMENT	Operating Fund PERF	Emp Cont PERF Empl.Share FICA&Medicare	\$1,626.78 \$435.72 <b>Total this claim =</b>	01/06/21	PERF Deposit
0	11	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00 <b>Total this claim =</b>	01/04/21	Payroll Ending 01/02/21
32770	3	BOYCE FORMS/SYSTEMS	Operating Fund	Office Supplies	\$51.08 <b>Total this claim =</b>	01/04/21	W2 & 1099 Forms
32771	9	CITY OF ELWOOD UTILITIES	Operating Fund Operating Fund	Water Waste Disposal Services	\$152.26 \$210.72 <b>Total this claim =</b>	01/04/21	Service for Elwood
32772	4	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$175.00 <b>Total this claim =</b>	01/04/21	Plowing/clearing & salting walks
32773	10	JILL MURRAY	Operating Fund Operating Fund	Postage & UPS Summitville Programing	\$4.05 \$24.84 <b>Total this claim =</b>	01/04/21	Petty Cash-Programing and Postage
32774	2	RICOH USA, INC	Operating Fund Operating Fund	Office Supplies Office Supplies	\$10.00 \$50.12 <b>Total this claim =</b>	01/04/21	Copies for Frankton & Summitville
32775	1	TOWN OF FRANKTON	Operating Fund Operating Fund Operating Fund	Electricity Water Waste Disposal Services	\$296.02 \$21.60 \$15.80 <b>Total this claim =</b>	01/04/21	Service for Frankton
32776	6	WILSON UPHOLSTERY	Operating Fund	Professional Services	\$1,160.00 <b>Total this claim =</b>	01/04/21	Materials and Labor for Frankton chairs
32777	15	AT&T	Operating Fund Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$198.19 \$82.92 <b>Total this claim =</b>	01/11/21	Service for Elwood & Summitville



<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>
32788	35	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$87.00	01/11/21	Trash removal Jan/Mar 2021
				<b>Total this claim =</b>	<u>\$87.00</u>		
32789	24	MIDWEST TAPE	Operating Fund	Elwood AV	\$505.88	01/11/21	As per attached invoices.
			Operating Fund	Frankton AV	\$94.48		
			Operating Fund	Summitville AV	\$78.47		
				<b>Total this claim =</b>	<u>\$678.83</u>		
32790	32	RICOH USA, INC	Operating Fund	Office Supplies	\$82.22	01/11/21	Copies for Elwood
				<b>Total this claim =</b>	<u>\$82.22</u>		
32791	25	ROEING	Operating Fund	Professional Services	\$600.00	01/11/21	As per attached invoices.
				<b>Total this claim =</b>	<u>\$600.00</u>		
32792	26	ROSE PEST SOLUTIONS	Operating Fund	Professional Services	\$95.00	01/11/21	Pest control
			Operating Fund	Professional Services	\$95.00		
			Operating Fund	Professional Services	\$95.00		
				<b>Total this claim =</b>	<u>\$285.00</u>		
32793	27	STACEY JONES	Operating Fund	Frankton Programing	\$1.84	01/11/21	Petty Cash
				<b>Total this claim =</b>	<u>\$1.84</u>		
32794	28	STAPLES	Operating Fund	Office Supplies	\$27.91	01/11/21	Office Supplies
			Operating Fund	Cleaning & Sanitation Supplies	\$72.87		
				<b>Total this claim =</b>	<u>\$100.78</u>		
32795	29	VASEY COMMERCIAL, INC	Operating Fund	Professional Services	\$1,329.00	01/11/21	Quarterly maintenance contract,
			Operating Fund	Professional Services	\$786.00		
				<b>Total this claim =</b>	<u>\$2,115.00</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
				<b>Total Amount of Claims</b>	<b>\$42,194.21</b>		

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

Monday, January 11, 2021

Mary E. Kiplinger  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this 11 day of January, 2021.

Karen Small  
Brian Edelman  
Lara A. Watson

Kenya Smith  
Beverly Austin  
Lisa White

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

**Appropriation Report for 100 Operating Fund**  
**North Madison County Public Library System**

**Report Date: From 01/01/21 To 01/11/21**

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>1. Personal Services</i>							
1.11 Salary of Director	\$65,500.00	\$0.00	\$65,500.00	\$2,516.80	\$2,516.80	\$62,983.20	96.2
1.12 Salary of Assistants	\$605,958.00	\$0.00	\$605,958.00	\$15,800.46	\$15,800.46	\$590,157.54	97.4
1.13 Wages of Janitor	\$38,000.00	\$0.00	\$38,000.00	\$910.09	\$910.09	\$37,089.91	97.6
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$71.75	\$71.75	\$5,928.25	98.8
1.16 Empl.Share FICA&Medicare	\$52,000.00	\$0.00	\$52,000.00	\$1,460.81	\$1,460.81	\$50,539.19	97.2
1.17 Emp Cont IN Def Comp Matching Plan	\$5,100.00	\$0.00	\$5,100.00	\$186.64	\$186.64	\$4,913.36	96.3
1.18 Emp Cont PERF	\$48,000.00	\$0.00	\$48,000.00	\$1,626.78	\$1,626.78	\$46,373.22	96.6
1.19 Emp Cont Group Ins	\$105,000.00	\$0.00	\$105,000.00	\$0.00	\$0.00	\$105,000.00	100.0
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
<b>Subtotal</b>	<b>\$925,858.00</b>		<b>\$925,858.00</b>	<b>\$22,573.33</b>	<b>\$22,573.33</b>	<b>\$903,284.67</b>	<b>97.6</b>
<i>2. Supplies</i>							
2.1 Office Supplies	\$10,000.00	\$0.00	\$10,000.00	\$221.33	\$221.33	\$9,778.67	97.8
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$0.00	\$0.00	\$9,500.00	100.0
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$72.87	\$72.87	\$3,927.13	98.2
2.23 Fuel, Oil and Lubricants	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.25 Paint and painting supplies	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	100.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
2.31	Book Processing	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00	100.0
2.32	Automation	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
<b>Subtotal</b>		<b>\$34,450.00</b>		<b>\$34,450.00</b>	<b>\$294.20</b>	<b>\$294.20</b>	<b>\$34,155.80</b>	<b>99.1</b>
<b>3. Other Services and Charge</b>								
3.1	Professional Services	\$68,000.00	\$0.00	\$68,000.00	\$4,866.00	\$4,866.00	\$63,134.00	92.8
3.11	Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12	Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.14	Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145	Databases	\$11,150.00	\$0.00	\$11,150.00	\$0.00	\$0.00	\$11,150.00	100.0
3.146	Ebook Services	\$15,500.00	\$0.00	\$15,500.00	\$0.00	\$0.00	\$15,500.00	100.0
3.147	Evergreen Membership	\$5,600.00	\$0.00	\$5,600.00	\$0.00	\$0.00	\$5,600.00	100.0
3.21	Telephone & Telegraph	\$25,150.00	\$0.00	\$25,150.00	\$820.42	\$820.42	\$24,329.58	96.7
3.22	Postage & UPS	\$3,000.00	\$0.00	\$3,000.00	\$4.05	\$4.05	\$2,995.95	99.9
3.23	Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.24	Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.26	Elwood Children's Programming	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.27	Elwood Adult Programming	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.28	Frankton Programming	\$4,000.00	\$0.00	\$4,000.00	\$1.84	\$1.84	\$3,998.16	100.0
3.29	Summitville Programming	\$3,000.00	\$0.00	\$3,000.00	\$55.59	\$55.59	\$2,944.41	98.1
3.3	Title Source	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.31	Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.0
3.4	Insurance	\$25,000.00	\$0.00	\$25,000.00	\$2,980.00	\$2,980.00	\$22,020.00	88.1
3.41	Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.51	Gas	\$9,000.00	\$0.00	\$9,000.00	\$713.74	\$713.74	\$8,286.26	92.1
3.52	Electricity	\$40,000.00	\$0.00	\$40,000.00	\$833.22	\$833.22	\$39,166.78	97.9
3.53	Water	\$4,000.00	\$0.00	\$4,000.00	\$195.82	\$195.82	\$3,804.18	95.1

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.54	Waste Disposal Services	\$6,000.00	\$0.00	\$6,000.00	\$313.52	\$313.52	\$5,686.48	94.8
3.61	Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
3.62	Equipment/Maint.	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.72	Equipment/Rental	\$5,000.00	\$0.00	\$5,000.00	\$45.00	\$45.00	\$4,955.00	99.1
3.8	Dues	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$2,700.00	100.0
3.81	Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.82	Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9	Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
<b>Subtotal</b>		<b>\$264,300.00</b>		<b>\$264,300.00</b>	<b>\$10,829.20</b>	<b>\$10,829.20</b>	<b>\$253,470.80</b>	<b>95.9</b>
<b>4. Capitol Outlays</b>								
4.1	Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2	Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
4.21	Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.0
4.31	Elwood Adult	\$20,000.00	\$0.00	\$20,000.00	\$1,122.40	\$1,122.40	\$18,877.60	94.4
4.32	Elwood Childrens	\$12,000.00	\$0.00	\$12,000.00	\$522.79	\$522.79	\$11,477.21	95.6
4.33	Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$294.23	\$294.23	\$5,205.77	94.7
4.34	Frankton	\$14,500.00	\$0.00	\$14,500.00	\$790.58	\$790.58	\$13,709.42	94.5
4.35	Summitville	\$12,500.00	\$0.00	\$12,500.00	\$536.60	\$536.60	\$11,963.40	95.7
4.4	Elwood Period. & News.	\$5,000.00	\$0.00	\$5,000.00	\$356.99	\$356.99	\$4,643.01	92.9
4.41	Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
4.42	Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.0
4.51	Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$505.88	\$505.88	\$24,494.12	98.0
4.52	Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$94.48	\$94.48	\$8,905.52	99.0
4.53	Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$78.47	\$78.47	\$7,921.53	99.0
4.54	Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.0
<b>Subtotal</b>		<b>\$151,000.00</b>		<b>\$151,000.00</b>	<b>\$4,302.42</b>	<b>\$4,302.42</b>	<b>\$146,697.58</b>	<b>97.2</b>

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>Grand Total</i>	\$1,375,608.00	\$0.00	\$1,375,608.00	\$37,999.15	\$37,999.15	\$1,337,608.85	97.2

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

\* \* \* Communication Result Report ( Jan. 7. 2021 2:48PM ) \* \* \*

1)  
2)

Date/Time: Jan. 7. 2021 2:46PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1329 Memory TX	Summitville FAX	P. 2	OK	

## Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

**Agenda**

January 11, 2021

North Madison County Public Library System  
Board of TrusteesElectronic Online Meeting

Immediately following Board of Finance Meeting

To view or listen to this meeting live call the library 765-552-5001  
on the day of the meeting between 2 and 4 pm

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register &amp; Checks

Personnel

Old Business

1. Summitville Drainage Project

2. Quote to Replace HVAC Jace - Elwood

3. Fine-Free

New Business

1. Park Board Member

Director's Report

Public Comment

Adjournment

\* \* \* Communication Result Report ( Jan. 7. 2021 2:46PM ) \* \* \*

1)  
2)

Date/Time: Jan. 7. 2021 2:46PM

File No. Mode	Destination	Pg (s)	Result	Page Not Sent
1328 Memory TX	Frankton FAX	P. 2	OK	

## Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

## Agenda

January 11, 2021

North Madison County Public Library System  
Board of TrusteesElectronic Online Meeting

Immediately following Board of Finance Meeting

To view or listen to this meeting live call the library 765-552-5001  
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Call to Order  
 Call for Quorum  
 Consent Agenda  
     Minutes  
     Claims Register & Checks  
     Personnel  
 Old Business  
     1. Summitville Drainage Project  
     2. Quote to Replace HVAC Jace – Elwood  
     3. Fine-Free  
 New Business  
     1. Park Board Member  
 Director's Report  
 Public Comment  
 Adjournment



\* \* \* Communication Result Report ( Jan. 7. 2021 2:46PM ) \* \* \*

1)  
2)

Date/Time: Jan. 7. 2021 2:45PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1326	Memory TX	call leader	P. 2	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax

AGENDA

January 11, 2021

North Madison County Public Library System  
Board of Trustees

BOARD OF FINANCE ELECTRONIC ONLINE MEETING

4:30 PM

To view or listen to this meeting live call the library 765-552-5001  
on the day of the meeting between 2 and 4 pm

CALL TO ORDER  
CALL FOR QUORUM  
BUSINESS

1. Elect President & Secretary of Board of Finance
2. Investment Policy and 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

Please Publish

Date/Time: Jan. 7. 2021 2:45PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1327	Memory TX	Herald-Bulletin	P. 2	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax

AGENDA

January 11, 2021

North Madison County Public Library System  
Board of Trustees

BOARD OF FINANCE ELECTRONIC ONLINE MEETING

4:30 PM

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CALL TO ORDER  
CALL FOR QUORUM  
BUSINESS

1. Elect President & Secretary of Board of Finance
2. Investment Policy and register distributed & reviewed
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6. Motion for regular meetings at the branches

ADJOURNMENT

*Please Publish*

# Agenda

February 8, 2021

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. Summitville Drainage Project

2. Fine Free

New Business

1. Non-Resident Fee

2. Elwood Custodian

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
February 8, 2021  
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 8, 2021 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Beverly Austin, Mary Kiplinger, Kathy Small, Larry Watson and Kenny Giselbach. Lisa Hobbs joined via Zoom. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Beverly Austin made a motion to approve the consent agenda. A second was made by Kathy Small and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville Drainage Project

Tom Everett with the Town of Summitville said they are beginning the town's portion of the project on Tuesday, February 9, 2021. They are estimating the project will take two weeks to complete. Dave Baney will have a quote for the library's portion of this work including moving the shed at the March Board Meeting.

Fine Free

The Long Range Plan needs to be updated by the end of the year. Director Scott would like to propose we incorporate the Fine Free goals into the Long Range Plan. We can keep our temporary Fine Free status for now since we are still in the Pandemic. The Long Range Planning Committee will share all discussion and information with the Board.

NEW BUSINESS

Non-Resident Fee Resolution

The Resolution to Establish Non-Resident Fees at \$60 per year was read. Kathy Small, Secretary, made a motion to accept the resolution as read. Beverly Austin made a second and the motion carried.

Elwood Custodian

Director Scott would like to make the custodian position a full time 40 hours per week position with benefits that covers all branches in our library system. Beverly Austin made a motion to create this full time position. Kathy Small made a second and the motion carried.

Directors Report

Statistics were reviewed for the year. Barbara Lawrence has done an excellent job with the virtual craft program. Our HotSpots are always checked out. We will have a programing meeting on Thursday to see what we can do in the future. We opened the doors on February 2 for browsing. People are in and out. Capacity is not a problem so far. Jamie met with Rick Cope and Kevin McDonald at Vasey and we are moving forward on the new front end with Johnson control at the same price.

Public Comment

There was no public comment.

Adjournment

President Eddleman adjourned the meeting by consent.

Kathy Small  
Kathy Small, Secretary

Mary E Kiplinger  
Beverly Austin  
Lawrence A. Watson

Kenny Birkbeck  
Lisa Atchley

# Register Of Claims

## North Madison County Public Library System

Report Date: From 01/12/21 To 02/08/21

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	49	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$8,818.03 \$890.48	01/20/21	Employee Health Insurance 2/1-2/28
				<b>Total this claim =</b>	<u>\$9,708.51</u>		
0	36	INDIANA PUBLIC RETIREMENT	Operating Fund PERF	Emp Cont PERF Empl.Share FICA&Medicare	\$1,612.02 \$431.77	01/20/21	PERF Deposit
				<b>Total this claim =</b>	<u>\$2,043.79</u>		
0	62	VECTREN ENERGY DELIVERY	Operating Fund Operating Fund Operating Fund	Gas Gas Gas	\$191.30 \$182.75 \$675.22	02/03/21	Service for Summitville, Elwood, Franktc
				<b>Total this claim =</b>	<u>\$1,049.27</u>		
0	63	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	02/03/21	Payroll Ending 1/30/21
				<b>Total this claim =</b>	<u>\$266.00</u>		
0	64	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	02/03/21	Emp Cont IN Def Comp Matching Plan- Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	65	PAYROLL	Operating Fund Operating Fund Operating Fund	Salary of Director Salary of Assistants Wages of Janitor	\$2,516.80 \$15,374.35 \$830.44	02/03/21	PAYROLL
				<b>Total this claim =</b>	<u>\$18,721.59</u>		
0	55	CARDMEMBER SERVICE	Operating Fund Operating Fund	Telephone & Telegraph Technology Equipment	\$80.00 \$1,290.00	02/03/21	Hot Spots
				<b>Total this claim =</b>	<u>\$1,370.00</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	54	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,152.57	02/03/21	Federal Tax Deposit
			Operating Fund	Empl.Share FICA&Medicare	\$269.55		
			Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,765.76		
			FICA	Empl.Share FICA&Medicare	\$1,152.57		
			Medicare	Empl.Share FICA&Medicare	\$269.55		
				<b>Total this claim =</b>	<u>\$4,610.00</u>		
0	53	INDIANA PUBLIC RETIREMENT	Operating Fund	Emp Cont PERF	\$1,610.55	02/03/21	PERF Deposit
			PERF	Empl.Share FICA&Medicare	\$431.38		
				<b>Total this claim =</b>	<u>\$2,041.93</u>		
0	52	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,202.94	01/20/21	Payroll Withholdings January
			County Tax Withheld	Payroll Deductions	\$609.34		
				<b>Total this claim =</b>	<u>\$1,812.28</u>		
0	50	AFLAC	AFLAC	Payroll Deductions	\$259.08	01/20/21	Withholdings for January
				<b>Total this claim =</b>	<u>\$259.08</u>		
0	48	PAYROLL	Operating Fund	Salary of Director	\$2,516.80	01/20/21	PAYROLL
			Operating Fund	Salary of Assistants	\$15,566.03		
			Operating Fund	Wages of Janitor	\$841.06		
				<b>Total this claim =</b>	<u>\$18,923.89</u>		
0	41	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$151.56	01/20/21	Postage meter lease
				<b>Total this claim =</b>	<u>\$151.56</u>		
0	37	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,165.11	01/20/21	Federal Tax Deposit
			Operating Fund	Empl.Share FICA&Medicare	\$272.49		
			Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,772.08		
			FICA	Empl.Share FICA&Medicare	\$1,165.11		
			Medicare	Empl.Share FICA&Medicare	\$272.49		
				<b>Total this claim =</b>	<u>\$4,647.28</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	46	SYNCB/AMAZON	Operating Fund	Elwood AV	\$363.51	01/20/21	As per attached invoices.
			Operating Fund	Frankton AV	\$234.62		
			Operating Fund	Summitville AV	\$234.62		
			Operating Fund	Elwood Adult	\$53.96		
			Operating Fund	Summitville	\$60.43		
				<b>Total this claim =</b>	<u>\$947.14</u>		
0	38	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	01/20/21	Payroll ending 1/16/21
				<b>Total this claim =</b>	<u>\$266.00</u>		
0	39	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	01/20/21	IN Def Comp Empl Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	51	LIBERTY NATIONAL	Liberty National	Payroll Deductions	\$295.56	01/20/21	January Withholdings
				<b>Total this claim =</b>	<u>\$295.56</u>		
32796	45	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,377.92	01/20/21	Internet
				<b>Total this claim =</b>	<u>\$1,377.92</u>		
32797	44	GAYLORD BROS.	Operating Fund	Book Processing	\$147.73	01/20/21	Archival Boxes-Frankton
				<b>Total this claim =</b>	<u>\$147.73</u>		
32798	42	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$393.00	01/20/21	Frankton Lawn care for Aug, Sept, Oct
				<b>Total this claim =</b>	<u>\$393.00</u>		
32799	43	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$160.00	01/20/21	Snow removal/salt
				<b>Total this claim =</b>	<u>\$160.00</u>		
32800	47	STACEY JONES	Gift	Frankton Programing	\$39.98	01/20/21	Reimbursement for Pet Supplies
				<b>Total this claim =</b>	<u>\$39.98</u>		
32801	40	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	01/20/21	Copier Lease Elwood
				<b>Total this claim =</b>	<u>\$113.35</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>
32802	58	CHUBB	Operating Fund	Insurance	\$1,062.00	02/03/21	Directors & Officers Insurance
				<b>Total this claim =</b>	<u>\$1,062.00</u>		
32803	56	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$152.26	02/03/21	Service for Elwood
			Operating Fund	Waste Disposal Services	\$199.76		
				<b>Total this claim =</b>	<u>\$352.02</u>		
32804	59	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$100.00	02/03/21	Salt 12/31 & 1/16
				<b>Total this claim =</b>	<u>\$100.00</u>		
32805	57	ELWOOD PUBLISHING CO	Operating Fund	Elwood Period. & News.	\$135.00	02/03/21	Subscription for Frankton and Elwood
			Operating Fund	Frankton Per. & Newsp.	\$135.00		
				<b>Total this claim =</b>	<u>\$270.00</u>		
32806	60	TOWN OF FRANKTON	Operating Fund	Electricity	\$336.97	02/03/21	Service for Frankton
			Operating Fund	Water	\$21.60		
			Operating Fund	Waste Disposal Services	\$15.39		
				<b>Total this claim =</b>	<u>\$373.96</u>		
32807	61	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	02/03/21	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
			Operating Fund	Waste Disposal Services	\$5.00		
				<b>Total this claim =</b>	<u>\$70.24</u>		
32808	66	AT&T	Operating Fund	Telephone & Telegraph	\$202.66	02/08/21	Service for Elwood
				<b>Total this claim =</b>	<u>\$202.66</u>		
32809	67	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$120.00	02/08/21	Qtrly Cloud Backup February through April
				<b>Total this claim =</b>	<u>\$120.00</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>
32810	68	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,892.66	02/08/21	As per attached invoices.
			Operating Fund	Elwood Childrens	\$189.76		
			Operating Fund	Elwood YA	\$40.07		
			Operating Fund	Frankton	\$855.19		
			Operating Fund	Summitville	\$525.72		
			Gift	Summitville	\$90.05		
				<b>Total this claim =</b>	<u>\$3,593.45</u>		
32811	69	BURNETTE - DELLINGER INC.	Operating Fund	Official Bonds	\$300.00	02/08/21	Treasurer and Asst Treasurer Bond
				<b>Total this claim =</b>	<u>\$300.00</u>		
32812	70	ELWOOD CHAMBER OF COMM	Operating Fund	Dues	\$177.00	02/08/21	2021 Membership; Light pole banner program
				<b>Total this claim =</b>	<u>\$177.00</u>		
32813	71	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$273.70	02/08/21	Fire Extinguisher inspection
				<b>Total this claim =</b>	<u>\$273.70</u>		
32814	72	FRONTIER	Operating Fund	Telephone & Telegraph	\$216.99	02/08/21	Service for Frankton
				<b>Total this claim =</b>	<u>\$216.99</u>		
32815	73	INDIANA LIBRARY FEDERATIO	Operating Fund	Dues	\$629.84	02/08/21	2021 Library Membership
				<b>Total this claim =</b>	<u>\$629.84</u>		
32816	74	INDIANA STATE LIBRARY FOU	Operating Fund	Evergreen Membership	\$5,408.00	02/08/21	Tier 7 Evergreen Indiana Library Consortium
			Operating Fund	Databases	\$373.97		
				<b>Total this claim =</b>	<u>\$5,781.97</u>		
32817	84	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$21.45	02/08/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$21.45</u>		
32818	77	KREG NOEL	Operating Fund	Professional Services	\$75.00	02/08/21	Snow removal Elwood 1/31/21
				<b>Total this claim =</b>	<u>\$75.00</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>
32819	75	MIDWEST TAPE	Operating Fund	Frankton AV	\$79.98	02/08/21	As per attached invoices.
			Operating Fund	Elwood AV	\$361.63		
			Operating Fund	Summitville AV	\$84.98		
			Operating Fund	Book Processing	\$136.94		
			<b>Total this claim =</b>				
32820	76	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$822.66	02/08/21	Labor and Material for repairs at Frankton and Summitville
			<b>Total this claim =</b>				
32821	78	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$135.43	02/08/21	Programing supplies-Summitville
			<b>Total this claim =</b>				
32822	79	RICOH USA, INC	Operating Fund	Office Supplies	\$25.35	02/08/21	Copies Frankton & Summitville
			Operating Fund	Office Supplies	\$14.93		
			Operating Fund	Office Supplies	\$55.30		
			<b>Total this claim =</b>				
32823	80	ROEING	Operating Fund	Professional Services	\$1,046.25	02/08/21	As per attached invoices.
			Operating Fund	Techology Software	\$3,842.99		
			Operating Fund	Professional Services	\$978.75		
			Operating Fund	Professional Services	\$800.00		
			Operating Fund	Professional Services	\$300.00		
			<b>Total this claim =</b>				
32824	81	ROSE PEST SOLUTIONS	Operating Fund	Professional Services	\$95.00	02/08/21	Pest Control Frankton, Summitville, Elwood
			Operating Fund	Professional Services	\$95.00		
			Operating Fund	Professional Services	\$95.00		
			<b>Total this claim =</b>				
32825	82	STAPLES	Operating Fund	Office Supplies	(\$138.69)	02/08/21	As per attached invoices.
			Operating Fund	Office Supplies	\$135.23		
			Operating Fund	Operating Supplies	\$34.16		
			Operating Fund	Office Supplies	\$15.92		
			Operating Fund	Office Supplies	\$112.33		
			<b>Total this claim =</b>				

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
32826	83	VASEY COMMERCIAL, INC	Operating Fund	Professional Services	\$112.00	02/08/21	As per attached invoices.
			Operating Fund	Professional Services	\$288.00		
			Operating Fund	Professional Services	\$300.00		
			Operating Fund	Professional Services	\$352.28		
<b>Total this claim =</b>					<b>\$1,052.28</b>		
32827	85	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$333.81	02/08/21	VoIP-January
<b>Total this claim =</b>					<b>\$333.81</b>		

**Total Amount of Claims \$93,854.65**

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, February 8, 2021

*Mary E. Kiplinger*  
 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\_\_\_\_.

<i>Kristen Small</i>	<i>Kenneth Miller</i>	_____
<i>Glenn Eddleman</i>	<i>Beverly Austin</i>	_____
<i>Larrene A. Wilson</i>	<i>Lisa Artelt</i>	_____

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

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

Whereas, IC 36-12-2-25(c) requires that a non-resident fee be established using the current total operating expenditures per capita, the members of the North Madison County Public Library System Board now sets its non-resident fee at \$60 per year.

Adopted the 8 day of February 2021.

AYE

NAY

<i>Garrett Small</i>	_____
<i>Maree E. Kiplinger</i>	_____
<i>Dennis Eddleman</i>	_____
<i>Lawrence Watson</i>	_____
<i>Kenny Sullivan</i>	_____
<i>Beverly Austin</i>	_____
<i>Lisa DeLille</i>	_____

ATTEST:

*Garrett Small*  
\_\_\_\_\_  
Secretary of North Madison County Public Library System Board of Trustees

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

	YTD	YTD	Amount of	YTD % OF
	2019	2020	Change	Change
<b>ELWOOD</b>				
ADULT	18,332	13,169	-5,163	-28%
JUVENILE	7,029	4,269	-2,760	-39%
Y. A.	1,073	830	-243	-23%
PERIOD.	1,980	1,320	-660	-33%
AUDIO	1,456	794	-662	-45%
VIDEO	46,159	21,510	-24,649	-53%
OVERDRIVE	4,202	4,849	647	15%
DATABASES	6,738	4,281	-2,457	-36%
HOTSPOTS	0	152	152	#DIV/0!
<b>TOTAL</b>	<b>86,969</b>	<b>51,174</b>	<b>-35,795</b>	<b>-41%</b>
<b>FRANKTON</b>				
ADULT	7,670	4,998	-2,672	-35%
JUVENILE	4,911	2,064	-2,847	-58%
Y. A.	983	757	-226	-23%
PERIOD.	1,004	472	-532	-53%
AUDIO	260	132	-128	-49%
VIDEO	12,374	5,797	-6,577	-53%
OVERDRIVE	2,099	2,427	328	16%
DATABASES	3,374	2,140	-1,234	-37%
HOTSPOTS	0	0	0	#DIV/0!
<b>TOTAL</b>	<b>32,675</b>	<b>18,787</b>	<b>-13,888</b>	<b>-43%</b>
<b>HAZELBAKER</b>				
ADULT	5,576	3997	-1,579	-28%
JUVENILE	2,997	1826	-1,171	-39%
Y. A.	408	505	97	24%
PERIOD.	801	579	-222	-28%
AUDIO	560	474	-86	-15%
VIDEO	13,314	8,383	-4,931	-37%
OVERDRIVE	2,099	2426	327	16%
DATABASES	3,373	2140	-1,233	-37%
HOTSPOTS	0	0	0	#DIV/0!
<b>TOTAL</b>	<b>29,128</b>	<b>20,330</b>	<b>-8,798</b>	<b>-30%</b>
<b>SYSTEM</b>				
ADULT	31,578	22,164	-9,414	-30%
JUVENILE	14,937	8,159	-6,778	-45%
Y. A.	2,464	2,092	-372	-15%
PERIOD.	3,785	2,371	-1,414	-37%
AUDIO	2,276	1,400	-876	-38%
VIDEO	71,847	35,690	-36,157	-50%
OVERDRIVE	8,400	9,702	1,302	16%
DATABASES	13,485	8,561	-4,924	-37%
HOTSPOTS	0	152	152	#DIV/0!
<b>TOTAL</b>	<b>148,772</b>	<b>90,291</b>	<b>-58,481</b>	<b>-39%</b>

	Year End Additional Stats			
	Elwood	Frankton	Summitville	System Total
<b>Computer Use</b>	3,069	535	443	<b>4,047</b>
<b>Wireless</b>	10,518	3,311	4,396	<b>18,225</b>
<b>Patron Assist</b>	4,490	1,258	802	<b>6,550</b>
<b>Reference</b>	37	35	13	<b>85</b>
<b>Instructional Reference</b>	133	1	30	<b>164</b>
<b>Patron/Traffic Count</b>	34,674	14,694	5,750	<b>55,118</b>
<b>SRCS Borrowed</b>	9			<b>9</b>
<b>SRCS Loaned</b>	41			<b>41</b>
<b>INShare ILLs</b>	7	-	4	<b>11</b>
<b>Scheduled Non-library Meeting Room Use</b>	36	25	49	<b>110</b>
<b>Scheduled Non-library Meeting Room Attendance</b>	300	196	186	<b>682</b>
<b>Virtual Programs</b>				
	<b>Elwood</b>	<b>Frankton</b>	<b>Summitville</b>	<b>System Total</b>
<b>Juvenile</b>				
<b># of Live Programs</b>	-	2	-	<b>2</b>
-# of Clicks	-	91	-	<b>91</b>
-# of Reactions/Shares	-	32	-	<b>32</b>
<b># of Recorded Prog.</b>	40	10	80	<b>130</b>
-# of Clicks	1,092	92	974	<b>2,158</b>
-# of Reactions/Shares	651	68	642	<b>1,361</b>
<b># of Pictures only Prog.</b>	17	24	-	<b>41</b>
-# of Clicks	922	1,141	-	<b>2,063</b>
-# of Reactions/Shares	595	468	-	<b>1,063</b>
<b>Adult</b>				
<b># of Recorded Prog.</b>	3	-	-	<b>3</b>
-# of Clicks	93	-	-	<b>93</b>
-# of Reactions/Shares	47	-	-	<b>47</b>
<b># of Pictures only Prog.</b>	-	1	-	<b>1</b>
-# of Clicks	-	27	-	<b>27</b>
-# of Reactions/Shares	-	10	-	<b>10</b>
<b>In-house Programs</b>				
<b>Juvenile Programs</b>	28	33	22	<b>83</b>
<b>Juv. Attendance</b>	195	131	152	<b>478</b>
<b>Young Adult Programs</b>	7	11	1	<b>19</b>
<b>Y. A. Attendance</b>	48	38	-	<b>86</b>
<b>Adult Programs</b>	14	12	28	<b>54</b>
<b>Adult Attendance</b>	77	144	132	<b>353</b>
<b>All Ages Programs</b>	9	3	2	<b>14</b>
<b>All Ages Attendance</b>	91	13	24	<b>128</b>
<b>Outreach Programs</b>				
<b>Juvenile Programs</b>	-	-	-	<b>-</b>
<b>Juv. Attendance</b>	-	-	-	<b>-</b>
<b>Young Adult Programs</b>	-	-	1	<b>1</b>
<b>Y. A. Attendance</b>	-	-	2	<b>2</b>
<b>Adult Programs</b>	1	-	3	<b>4</b>
<b>Adult Attendance</b>	2	-	42	<b>44</b>
<b>All Ages Programs</b>	1	-	-	<b>1</b>
<b>All Ages Attendance</b>	15	-	-	<b>15</b>

Yearly Circulation Totals by Branch					
	2016	2017	2018	2019	2020
Elwood	110,767	100,514	76,956	86,969	51,174
Frankton	34,768	33,842	28,772	32,675	18,787
Summitville	25,127	27,562	21,737	29,128	20,330
System Total	170,662	161,918	127,465	148,772	90,291
				Added Database Counts for the year and Auto Renewals May 1st, 2019	Added Hotspots Coronavirus Pandemic

Computer Use					
	2016	2017	2018	2019	2020
Elwood	17,082	14,466	10,284	8,937	3,069
Frankton	2,836	3,121	2,362	1,911	535
Summitville	2,071	1,552	1,312	1,325	443
System Total	21,989	19,139	13,958	12,173	4,047

Wireless					
	2016	2017	2018	2019	2020
Elwood	13,208	12,837	10,047	10,938	10,518
Frankton	5,719	5,103	4,844	4,990	3,311
Summitville	3,321	3,674	2,933	6,402	4,396
System Total	22,248	21,614	17,824	22,330	18,225

Patron Assists( AKA Cash Register Tranaction)					
	2016	2017	2018	2019	2020
Elwood	12,187	11,401	10,501	9,925	4490
Frankton	2,458	2,423	2,324	2,410	1,258
Summitville	2,018	2,086	1,788	1,819	802
System Total	16,663	15,910	14,613	14,154	6550

Patron/Traffic Count					
	2016	2017	2018	2019	2020
Elwood	86,321	76,428	65,312	67,488	34,674
Frankton	31,527	33,241	30,738	30,995	14,694
Summitville	17,878	16,259	14,170	14,971	5,750
System Total	135,726	125,928	110,220	113,454	55,118

Reference Questions					
	2016	2017	2018	2019	2020
Elwood	367	131	353	252	37
Frankton	106	110	147	411	35
Summitville	43	38	19	18	13
System Total	516	279	519	681	85

Instructional Reference					
	2016	2017	2018	2019	2020
Elwood					133
Frankton					1
Summitville					30
System Total	0	0	0	0	164

Indiana State Library created this stat late 2019 due to the overwhelming need to record one-on-one computer assistance



**09-001 Circulation of Physical Materials**

	2016	2017	2018	2019	2020
Evergreen Adult/General		131,307	101,174	107,338	60,464
Evergreen YA		3,559	2,666	2,561	2,099
Evergreen Juvenile		20,984	17,300	16,968	9,566
Total	162,901	155,850	121,140	126,867	72,129

**09-002 Circulation of Electronic Materials**

	2016	2017	2018	2019	2020
eIDC Overdrive Evergreen Adult/General		5,294	5,381	7,402	8,558
eIDC Overdrive Evergreen YA		435	560	488	555
eIDC Overdrive Evergreen Juvenile		493	364	510	589
System Total	6147	6,222	6,305	8,400	9,702

**09-005 Circulation of Children's Materials**

	2016	2017	2018	2019	2020
Evergreen Juvenile	28,488	20,984	17,300	16,968	9,566
eIDC Overdrive Juvenile	973	493	364	510	589
System Total	29,461	21,477	17,664	17,478	10,155

**09-008 Total In-house Use of Usage of Materials**

	2016	2017	2018	2019	2020
Evergreen Adult/General		75	29	69	4
Evergreen YA		5	11	3	0
Evergreen Juvenile		102	58	56	17
System Total	861	182	98	128	21

<b>02-001 Total Number of Individual Resident Registered Users</b>					
<b>1 = Cardholders whose privilege was valid as of January 1st of each corresponding year</b>					
<b>2 = Cardholders whose privilege was valid within the past three years. Excludes users from column 1</b>					
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>1</b>	4,547	3,843	3,467	3259	2523
<b>2</b>	4,408	4,569	4,217	3494	3144
<b>Total</b>	8,955	8,412	7,684	6753	5667

<b>02-003 Total Number of Individual Non-Resident Registered Users</b>					
<b>1 = Cardholders whose privilege was valid as of January 1st of each corresponding year</b>					
<b>2 = Cardholders whose privilege was valid within the past three years. Excludes users from column 1</b>					
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>1</b>	40	34	70	51	9
<b>2</b>	31	31	35	25	56
<b>Total</b>	71	65	105	76	65

<b>02-004 Total Number of Individual Reciprocal Users</b>					
<b>1 = Cardholders whose privilege was valid as of January 1st of each corresponding year</b>					
<b>2 = Cardholders whose privilege was valid within the past three years. Excludes users from column 1</b>					
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>1</b>	50	52	50	49	36
<b>2</b>	123	103	85	58	69
<b>Total</b>	173	155	135	107	105

<b>02-005 Total Number of Individual PLAC Users</b>					
<b>1 = Cardholders whose privilege was valid as of January 1st of each corresponding year</b>					
<b>2 = Cardholders whose privilege was valid within the past three years. Excludes users from column 1</b>					
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>1</b>	6	1	2	1	2
<b>2</b>	3	5	5	4	1
<b>Total</b>	9	6	7	5	3

<b>02-006 Total Number of Non-Resident Cards issued to Student Users</b>					
<b>1 = Cardholders whose privilege was valid as of January 1st of each corresponding year</b>					
<b>2 = Cardholders whose privilege was valid within the past three years. Excludes users from column 1</b>					
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>1</b>	12	7	15	16	5
<b>2</b>	25	25	23	20	22
<b>Total</b>	37	32	38	36	27

**Evergreen Transits**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
To Other Libraries (08-002)	7,353	7,388	7,976	9387	8,353
From Other Libraries (08-006)	6,771	8,536	6,873	7527	5,659
System Total	14,124	15,924	14,849	16914	14,012

**SRCS Materials**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
To Other Libraries (08-003)	15	123	208	265	141
Received From Other Libraries (08-007)	76	110	22	20	12
System Total	91	233	230	285	153

# Appropriation Report for 100 Operating Fund

## North Madison County Public Library System

Report Date: From 01/01/21 To 01/31/21

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 Salary of Director	\$65,500.00	\$0.00	\$65,500.00	\$5,033.60	\$5,033.60	\$60,466.40	92.3
1.12 Salary of Assistants	\$605,958.00	\$0.00	\$605,958.00	\$31,366.49	\$31,366.49	\$574,591.51	94.8
1.13 Wages of Janitor	\$38,000.00	\$0.00	\$38,000.00	\$1,751.15	\$1,751.15	\$36,248.85	95.4
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$71.75	\$71.75	\$5,928.25	98.8
1.16 Empl.Share FICA&Medicare	\$52,000.00	\$0.00	\$52,000.00	\$2,898.41	\$2,898.41	\$49,101.59	94.4
1.17 Emp Cont IN Def Comp Matching Plan	\$5,100.00	\$0.00	\$5,100.00	\$373.28	\$373.28	\$4,726.72	92.7
1.18 Emp Cont PERF	\$48,000.00	\$0.00	\$48,000.00	\$3,238.80	\$3,238.80	\$44,761.20	93.3
1.19 Emp Cont Group Ins	\$105,000.00	\$0.00	\$105,000.00	\$8,818.03	\$8,818.03	\$96,181.97	91.6
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
<b>Subtotal</b>	<b>\$925,858.00</b>		<b>\$925,858.00</b>	<b>\$53,551.51</b>	<b>\$53,551.51</b>	<b>\$872,306.49</b>	<b>94.2</b>
<i>2. Supplies</i>							
2.1 Office Supplies	\$10,000.00	\$0.00	\$10,000.00	\$221.33	\$221.33	\$9,778.67	97.8
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$0.00	\$0.00	\$9,500.00	100.0
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$72.87	\$72.87	\$3,927.13	98.2
2.23 Fuel, Oil and Lubricants	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.25 Paint and painting supplies	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	100.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
2.31	Book Processing	\$7,000.00	\$0.00	\$7,000.00	\$147.73	\$147.73	\$6,852.27	97.9
2.32	Automation	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
<b>Subtotal</b>		<b>\$34,450.00</b>		<b>\$34,450.00</b>	<b>\$441.93</b>	<b>\$441.93</b>	<b>\$34,008.07</b>	<b>98.7</b>
3.1	Professional Services	\$68,000.00	\$0.00	\$68,000.00	\$5,419.00	\$5,419.00	\$62,581.00	92.0
3.11	Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12	Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.14	Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145	Databases	\$11,150.00	\$0.00	\$11,150.00	\$0.00	\$0.00	\$11,150.00	100.0
3.146	Ebook Services	\$15,500.00	\$0.00	\$15,500.00	\$0.00	\$0.00	\$15,500.00	100.0
3.147	Evergreen Membership	\$5,600.00	\$0.00	\$5,600.00	\$0.00	\$0.00	\$5,600.00	100.0
3.21	Telephone & Telegraph	\$25,150.00	\$0.00	\$25,150.00	\$820.42	\$820.42	\$24,329.58	96.7
3.22	Postage & UPS	\$3,000.00	\$0.00	\$3,000.00	\$4.05	\$4.05	\$2,995.95	99.9
3.23	Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.24	Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.26	Elwood Children's Programming	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.27	Elwood Adult Programming	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.28	Frankton Programming	\$4,000.00	\$0.00	\$4,000.00	\$1.84	\$1.84	\$3,998.16	100.0
3.29	Summitville Programming	\$3,000.00	\$0.00	\$3,000.00	\$55.59	\$55.59	\$2,944.41	98.1
3.3	Title Source	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.31	Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.0
3.4	Insurance	\$25,000.00	\$0.00	\$25,000.00	\$2,980.00	\$2,980.00	\$22,020.00	88.1
3.41	Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	100.0
3.51	Gas	\$9,000.00	\$0.00	\$9,000.00	\$713.74	\$713.74	\$8,286.26	92.1
3.52	Electricity	\$40,000.00	\$0.00	\$40,000.00	\$833.22	\$833.22	\$39,166.78	97.9
3.53	Water	\$4,000.00	\$0.00	\$4,000.00	\$195.82	\$195.82	\$3,804.18	95.1

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.54	Waste Disposal Services	\$6,000.00	\$0.00	\$6,000.00	\$313.52	\$313.52	\$5,686.48	94.8
3.61	Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
3.62	Equipment/Maint.	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.72	Equipment/Rental	\$5,000.00	\$0.00	\$5,000.00	\$309.91	\$309.91	\$4,690.09	93.8
3.8	Dues	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$0.00	\$2,700.00	100.0
3.81	Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.82	Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9	Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
<b>Subtotal</b>		<b>\$264,300.00</b>		<b>\$264,300.00</b>	<b>\$11,647.11</b>	<b>\$11,647.11</b>	<b>\$252,652.89</b>	<b>95.6</b>
4.1	Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2	Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
4.21	Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	100.0
4.31	Elwood Adult	\$20,000.00	\$0.00	\$20,000.00	\$1,176.36	\$1,176.36	\$18,823.64	94.1
4.32	Elwood Childrens	\$12,000.00	\$0.00	\$12,000.00	\$522.79	\$522.79	\$11,477.21	95.6
4.33	Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$294.23	\$294.23	\$5,205.77	94.7
4.34	Frankton	\$14,500.00	\$0.00	\$14,500.00	\$790.58	\$790.58	\$13,709.42	94.5
4.35	Summitville	\$12,500.00	\$0.00	\$12,500.00	\$597.03	\$597.03	\$11,902.97	95.2
4.4	Elwood Period. & News.	\$5,000.00	\$0.00	\$5,000.00	\$356.99	\$356.99	\$4,643.01	92.9
4.41	Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
4.42	Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.0
4.51	Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$869.39	\$869.39	\$24,130.61	96.5
4.52	Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$329.10	\$329.10	\$8,670.90	96.3
4.53	Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$313.09	\$313.09	\$7,686.91	96.1
4.54	Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	100.0
<b>Subtotal</b>		<b>\$151,000.00</b>		<b>\$151,000.00</b>	<b>\$5,249.56</b>	<b>\$5,249.56</b>	<b>\$145,750.44</b>	<b>96.5</b>

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<b>Grand Total</b>	\$1,375,608.00	\$0.00	\$1,375,608.00	\$70,890.11	\$70,890.11	\$1,304,717.89	94.8

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

***Bank Balances***

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

***Report as of: 01/31/21***

<b><i>Bank</i></b>		
1	Star Financial Bank	\$821,100.64
2	Star Financial Bank (2)	\$63,416.02
3	Community Bank/Summitville	\$0.00
4	First Farmers Bank & Trust	\$203,442.99
5	PNC Bank	\$0.00
6	Main Source Bank	\$0.00
7	Petty Cash & Cash Drawer	\$260.00
8	National City Bank (2)	\$0.00
9	First Farmers Bank & Trust (2)	\$0.00
<b><i>Total all banks =</i></b>		<b><i>\$1,088,219.65</i></b>

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.



# Receipt Listing

## North Madison County Public Library System

Report Date: From 01/01/21 To 01/31/21

Receipt #	Date	Name	Explanation	Bank	Total
1	01/04/21	Jill Murray	FINES & FEES - RECEIPT #14759	1	\$25.50
2	01/04/21	Jill Murray	FINES & FEES - RECEIPT #14760	1	\$12.10
3	01/04/21	Todd Buckmaster	FINES & FEES - RECEIPT #14761	1	\$11.85
4	01/04/21	Tamara Hall	Memorial Donation for Jim Hartwell-Receipt #14762	1	\$100.00
5	01/04/21	Mary Dowling	Memorial Donation for Jim Hartwell	1	\$100.00
6	01/04/21	Auditor of State of Indiana	State Technology Grant-Receipt #14764	1	\$13,492.31
7	01/05/21	Trisha Shuler	FINES & FEES - RECEIPT #14765	1	\$23.60
8	01/05/21	Cassidy Hopkins	FINES & FEES - RECEIPT #14766	1	\$2.30
9	01/06/21	PAYROLL		1	\$5,588.62
10	01/06/21	Mike Robertson	FINES & FEES - RECEIPT #14767	1	\$3.75
11	01/07/21	Tori Walser	FINES & FEES - RECEIPT #14768	1	\$7.10
12	01/07/21	Scott & Heidi Winter	Memorial Donation Jim Hartwell-Receipt #14769	1	\$50.00
13	01/08/21	Madison Co Treasurer	January LIT Disbursement-Receipt #14770	1	\$22,549.50
14	01/08/21	Todd Buckmaster	FINES & FEES - RECEIPT #14771	1	\$8.39
15	01/11/21	Todd Buckmaster	FINES & FEES - RECEIPT #14772	1	\$1.00
16	01/11/21	Todd Buckmaster	FINES & FEES - RECEIPT #14773	1	\$4.00
17	01/11/21	Stacey Jones	FINES & FEES - RECEIPT #14774	1	\$7.30
18	01/12/21	Trisha Shuler	FINES & FEES - RECEIPT #14775	1	\$15.95
19	01/13/21	Katie Schiffner	FINES & FEES - RECEIPT #14776	1	\$29.39
20	01/14/21	Jill Murray	FINES & FEES - RECEIPT #14777	1	\$9.85
21	01/14/21	Tori Walser	FINES & FEES - RECEIPT #14778	1	\$26.95
22	01/20/21	PAYROLL		1	\$5,528.78
23	01/19/21	Tori Walser	FINES & FEES - RECEIPT #14779	1	\$2.20
24	01/20/21	Todd Buckmaster	FINES & FEES - RECEIPT #14780	1	\$12.85
25	01/20/21	Katie Schiffner	FINES & FEES - RECEIPT #14781	1	\$14.60
26	01/19/21	Jill Murray	FINES & FEES - RECEIPT #14782	1	\$8.95
27	01/19/21	Stacey Jones	FINES & FEES - RECEIPT #14783	1	\$90.80
28	01/19/21	Linda Wihebrink	Memoral Donation for James Hartwell-Receipt #14784	1	\$25.00
29	01/19/21	Timothy Wurst	Memorial Donation for James Hartwell-Receipt #14785	1	\$25.00
30	01/19/21	Nancy McCord	Memorial Donation for James Hartwell-Receipt #14786	1	\$100.00
31	01/20/21	Katie Schiffner	FINES & FEES - RECEIPT #14789	1	\$29.55
32	01/21/21	Tori Walser	FINES & FEES - RECEIPT #14790	1	\$3.50

<i>Receipt #</i>	<i>Date</i>	<i>Name</i>	<i>Explanation</i>	<i>Bank</i>	<i>Total</i>
33	01/22/21	Katie Schiffner	FINES & FEES - RECEIPT #14791	1	\$78.50
34	01/25/21	Jill Murray	FINES & FEES - RECEIPT #14792	1	\$8.80
35	01/25/21	Trisha Shuler	FINES & FEES - RECEIPT #14793	1	\$1.20
36	01/25/21	Tori Walser	FINES & FEES - RECEIPT #14794	1	\$55.50
37	01/26/21	Daikan Metz	FINES & FEES - RECEIPT #14795	1	\$9.16
38	01/27/21	Katie Schiffner	FINES & FEES - RECEIPT #14796	1	\$6.80
39	01/27/21	Stacey Jones	FINES & FEES - RECEIPT #14797	1	\$328.40
40	01/29/21	Tori Walser	FINES & FEES - RECEIPT #14798	1	\$15.90
41	01/29/21	Tori Walser	FINES & FEES - RECEIPT #14799	1	\$22.31
48	01/31/21	Star Financial Bank	January Interest	1	\$7.20
49	01/31/21	Star Financial Bank	January Interest	2	\$2.69
50	01/31/21	First Farmers Bank & Trust	January Interest	4	\$14.05
<i>Total All Receipts</i>					<b>\$48,461.20</b>

Friday, February 5, 2021

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**Fiscal Officer**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

## Voucher List

### North Madison County Public Library System

Report Date: From **01/01/21** To **01/31/21**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
32775	1	TOWN OF FRANKTON	01/04/21	Service for Frankton	\$333.42
32774	2	RICOH USA, INC	01/04/21	Copies for Frankton & Summitville	\$60.12
32770	3	BOYCE FORMS/SYSTEMS	01/04/21	W2 & 1099 Forms	\$51.08
32772	4	COVELL CONSTRUCTION & S	01/04/21	Plowing/clearing & salting walks	\$175.00
0	5	VECTREN ENERGY DELIVERY	01/04/21	Service for Elwood, Frankton & Summitville	\$713.74
32776	6	WILSON UPHOLSTERY	01/04/21	Materials and Labor for Frankton chairs	\$1,160.00
0	7	INDIANA PUBLIC RETIREMENT	01/06/21	PERF Deposit	\$2,062.50
0	8	EFTPS	01/06/21	Federal Tax Deposit	\$4,711.64
32771	9	CITY OF ELWOOD UTILITIES	01/04/21	Service for Elwood	\$362.98
32773	10	JILL MURRAY	01/04/21	Petty Cash-Programing and Postage	\$28.89
0	11	GREAT-WEST RETIREMENT S	01/04/21	Payroll Ending 01/02/21	\$266.00
0	12	GREAT-WEST RETIREMENT S	01/04/21	Emp Cont IN Def Comp Matching Plan-Robertson	\$186.64
0	13	PAYROLL	01/06/21	PAYROLL	\$19,227.35
0	14	INDIANA DEPARTMENT OF W	01/04/21	4th Qtr 2020 Unemployment Tax-SUTA	\$71.75
32777	15	AT&T	01/11/21	Service for Elwood & Summitville	\$281.11
32778	16	AVC TECHNOLOGY CORPORA	01/11/21	Quarterly Accounting and Payroll Support Jan-Mar	\$531.00
32779	17	BAKER & TAYLOR	01/11/21	As per attached invoices.	\$3,412.12
32781	18	ENA SERVICES LLC	01/11/21	VoIP	\$330.46
32782	19	FRONTIER	01/11/21	Service for Frankton	\$208.85
0	20	INDIANA MICHIGAN POWER C	01/11/21	Service for Summitville	\$537.20
32785	21	INDIANA STATE LIBRARY	01/11/21	4th Quarter PLAC	\$65.00
32784	22	INDIANA STATE LIBRARY	01/11/21	Evergreen 4th Qtr payment	\$31.99
32787	23	LIBERTY MUTUAL INSURANCE	01/11/21	Terrorism Risk/Workers Comp	\$2,980.00
32789	24	MIDWEST TAPE	01/11/21	As per attached invoices.	\$678.83
32791	25	ROEING	01/11/21	As per attached invoices.	\$600.00
32792	26	ROSE PEST SOLUTIONS	01/11/21	Pest control	\$285.00
32793	27	STACEY JONES	01/11/21	Petty Cash	\$1.84
32794	28	STAPLES	01/11/21	Office Supplies	\$100.78
32795	29	VASEY COMMERCIAL, INC	01/11/21	Quarterly maintenance contract,	\$2,115.00
32780	30	DOLLAR GENERAL-REGIONS 4	01/11/21	Programing for Summitville	\$30.75
32783	31	HERALD BULLETIN, THE	01/11/21	Annual subscription for Elwood	\$356.99
32790	32	RICOH USA, INC	01/11/21	Copies for Elwood	\$82.22
32786	33	INDIANA-AMERICAN WATER C	01/11/21	Service for Summitville	\$21.96
0	34	STAR FINANCIAL BANK	01/11/21	Safe Deposit Box Rental	\$45.00
32788	35	MANIFOLD REFUSE, INC.	01/11/21	Trash removal Jan/Mar 2021	\$87.00
0	36	INDIANA PUBLIC RETIREMENT	01/20/21	PERF Deposit	\$2,043.79
0	37	EFTPS	01/20/21	Federal Tax Deposit	\$4,647.28
0	38	GREAT-WEST RETIREMENT S	01/20/21	Payroll ending 1/16/21	\$266.00
0	39	GREAT-WEST RETIREMENT S	01/20/21	IN Def Comp Empl Matching Plan-Robertson	\$186.64
32801	40	WELLS FARGO VENDOR FINA	01/20/21	Copier Lease Elwood	\$113.35
0	41	PITNEY BOWES GLOBAL FINA	01/20/21	Postage meter lease	\$151.56
32798	42	HARPER'S LAWN CARE	01/20/21	Frankton Lawn care for Aug, Sept, Oct	\$393.00
32799	43	HUMPHRIES AUTOMOTIVE SE	01/20/21	Snow removal/salt	\$160.00
32797	44	GAYLORD BROS.	01/20/21	Archival Boxes-Frankton	\$147.73
32796	45	ENA SERVICES LLC	01/20/21	Internet	\$1,377.92
0	46	SYNCB/AMAZON	01/20/21	As per attached invoices.	\$947.14
32800	47	STACEY JONES	01/20/21	Reimbursement for Pet Supplies	\$39.98
0	48	PAYROLL	01/20/21	PAYROLL	\$18,923.89
0	49	UNITED HEALTHCARE	01/20/21	Employee Health Insurance 2/1-2/28	\$9,708.51

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	50	AFLAC	01/20/21	Withholdings for January	\$259.08
0	51	LIBERTY NATIONAL	01/20/21	January Withholdings	\$295.56
0	52	INDIANA DEPARTMENT OF RE	01/20/21	Payroll Withholdings January	\$1,812.28
<b>Total Amount of Claims</b>					<b>\$83,667.92</b>

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

Friday, February 5, 2021

\_\_\_\_\_  
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 01/01/98.

\* \* \* Communication Result Report ( Feb. 4. 2021 3:45PM ) \* \* \*

1)  
2)

Date/Time: Feb. 4. 2021 3:43PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1491 Memory TX	Summitville FAX	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax

Agenda

February 8, 2021

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. Summitville Drainage Project
  - 2. Fine Free
- New Business
  - 1. Non-Resident Fee
  - 2. Elwood Custodian
- Director's Report
- Public Comment
- Adjournment

\* \* \* Communication Result Report ( Feb. 4. 2021 3:45PM ) \* \* \*

1)  
2)

Date/Time: Feb. 4. 2021 3:43PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1490 Memory TX	Frankton FAX	P. 1	OK	

## Reason for error

E. 1) Hang up or line fail  
E. 3) No answer  
E. 5) Exceeded max. E-mail size

E. 2) Busy  
E. 4) No facsimile connection  
E. 6) Destination does not support IP-Fax

## Agenda

February 8, 2021

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. Summitville Drainage Project  
2. Fine Free  
New Business  
1. Non-Resident Fee  
2. Elwood Custodian  
Director's Report  
Public Comment  
Adjournment

Date/Time: Feb. 4. 2021 3:43PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1489 Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax

Agenda

February 8, 2021

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. Summitville Drainage Project
  - 2. Fine Free
- New Business
  - 1. Non-Resident Fee
  - 2. Elwood Custodian
- Director's Report
- Public Comment
- Adjournment

*Please Publish*

Date/Time: Feb. 4. 2021 3:42PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1488	Memory TX	call leader	P. 1	OK	

- Reason for error
- E. 1) Hang up or line fail
  - E. 2) Busy
  - E. 3) No answer
  - E. 4) No facsimile connection
  - E. 5) Exceeded max. E-mail size
  - E. 6) Destination does not support IP-Fax

Agenda

February 8, 2021

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. Summitville Drainage Project
  - 2. Fine Free
- New Business
  - 1. Non-Resident Fee
  - 2. Elwood Custodian
- Director's Report
- Public Comment
- Adjournment

*Please Publish*



# Agenda

March 8, 2021

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. Summitville Drainage Project

New Business

1. Frankton Town Market Contract Renewal
2. Petty Cash Custodian - Elwood

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
March 8, 2021  
4:30 PM

CALL TO ORDER

Vice President Larry Watson called a regular meeting of the North Madison County Public Library Board of Trustees to order on March 8, 2021 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Larry Watson, Beverly Austin, Mary Kiplinger, Kathy Small, Lisa Hobbs, and Kenny Giselbach. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Beverly Austin made a motion to approve the consent agenda. Kathy Small seconded and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville

Construction is complete on the Town of Summitville's drainage project along Church Street. Steve Sweet at Colbalt Civil quoted \$53,111.00 for the Hazelbaker Library drainage. Dave Baney with Baney & Fullhart Sand & Gravel tentatively quoted \$44,263.00. Mr. Baney recommends two of the precast structures be changed to 48" for extra water capacity at an additional and approximate cost of \$1,000 per structure. Cobalt Civil's quote included tree removal costs at \$2,901 where Baney & Fullhart's quote did not include the costs for tree removal. This discrepancy was considered when making the motion. Beverly Austin moved to accept the bid from Baney & Fullhart Sand and Gravel. Kathy Small seconded and the motion carried.

NEW BUSINESS

Frankton Town Market Contract Renewal

The Frankton Town Market would like to renew the short-term lease of the parking lot of the Frankton Community Library for the Frankton Town Market during June, July, August and September of 2021. Lisa Hobbs made a motion to renew the contract with the Frankton Town Market. Beverly Austin seconded and the motion carried.

Petty Cash Custodian

The Petty Cash Custodian at the Elwood Public Library has to change from Trisha Shuler to Victoria Walser. Beverly Austin moved that Victoria Walser be the new Petty Cash Custodian at the Elwood Public Library. Lisa Hobbs made a second and the motion carried.

Directors Report

Larry Watson and Mary Kiplinger's terms expire in May 2021. They would both like to renew for another term. Marvin Crim, 1957 Wendell L. Willkie High School graduate, visited from Arizona, bringing paintings of trains to donate to the library. Most of the paintings are set in Elwood. They are hanging in Youth Services and Adult Services at the Elwood Library. We would like to put together a trivia contest and a nice display with a train in Youth Services. Mr. Crim will be returning in May. Google my Business is a good place to advertise the library. We have been getting good comments on our staff there. We are working on programing for the coming year. Vaccines are moving quickly. Larry Watson and Kathy Small agreed to be on the Long Range Planning Committee and will meet on the fourth Wednesday of every month. The first meeting is March 24<sup>th</sup> at 5:00 p.m. Fredericks, Inc. checked out a leak in the Elwood Library roof believed to be caused by ice. Roby's Plumbing replaced the automatic flush on the urinals at Elwood.

Public Comment

There was no public comment.

Adjournment

Vice President Watson adjourned the meeting by consent.

Kathy Small, Secretary  
Kathy Small, Secretary

Mary E Kiplinger  
Elvonn Eddleman  
Lisa A Hobbs

Beverly Austin  
Kenya Hill  
Laura Watson

# Register Of Claims

## North Madison County Public Library System

Report Date: From **02/09/21** To **03/08/21**

<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	86	INDIANA PUBLIC RETIREMENT	Operating Fund	Emp Cont PERF	\$1,618.11	02/17/21	PERF Deposit
			PERF	Empl.Share FICA&Medicare	\$433.40		
				<b>Total this claim =</b>	<u>\$2,051.51</u>		
0	119	LIBERTY MUTUAL INSURANCE	Operating Fund	Insurance	\$2,304.00	03/03/21	Renewal
				<b>Total this claim =</b>	<u>\$2,304.00</u>		
0	103	AFLAC	AFLAC	Payroll Deductions	\$259.08	02/17/21	February Withholding
				<b>Total this claim =</b>	<u>\$259.08</u>		
0	118	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$10.08	02/28/21	February Service Charge
				<b>Total this claim =</b>	<u>\$10.08</u>		
0	102	LIBERTY NATIONAL	Liberty National	Payroll Deductions	\$295.56	02/17/21	February withholding
				<b>Total this claim =</b>	<u>\$295.56</u>		
0	115	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$168.50	03/03/21	As per attached invoices.
			Operating Fund	Gas	\$702.43		
			Operating Fund	Gas	\$197.23		
				<b>Total this claim =</b>	<u>\$1,068.16</u>		
0	101	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$8,818.03	02/17/21	Emp Health Insurance 3-1 to 3-31
			Insurance	Payroll Deductions	\$890.48		
				<b>Total this claim =</b>	<u>\$9,708.51</u>		
0	109	CARDMEMBER SERVICE	Operating Fund	Operating Supplies	\$47.80	03/03/21	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$99.00		
			Gift	Frankton Programing	\$96.24		
				<b>Total this claim =</b>	<u>\$243.04</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	120	PAYROLL	Operating Fund	Salary of Director	\$2,516.80	03/03/21	PAYROLL
			Operating Fund	Salary of Assistants	\$14,956.83		
			Operating Fund	Wages of Janitor	\$1,263.20		
				<b>Total this claim =</b>	<u>\$18,736.83</u>		
0	104	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	03/03/21	IN Def Comp Emp Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	92	SYNCB/AMAZON	Operating Fund	Frankton	\$27.49	02/17/21	As per attached invoices.
			Operating Fund	Elwood Adult	\$12.74		
			Operating Fund	Summitville Programing	\$9.49		
			Operating Fund	Technology Equipment	\$152.27		
			Operating Fund	Operating Supplies	\$110.97		
			Operating Fund	Summitville AV	\$321.43		
			Operating Fund	Frankton AV	\$343.35		
			Operating Fund	Elwood AV	\$401.64		
			Gift	Frankton Programing	\$34.79		
				<b>Total this claim =</b>	<u>\$1,414.17</u>		
0	94	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	02/17/21	Payroll ending 2/13
				<b>Total this claim =</b>	<u>\$266.00</u>		
0	95	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	02/17/21	IN Def Comp Emp Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	96	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$3,219.99	02/17/21	As per attached invoices.
				<b>Total this claim =</b>	<u>\$3,219.99</u>		
0	97	PAYROLL	Operating Fund	Salary of Director	\$2,516.80	02/17/21	PAYROLL
			Operating Fund	Salary of Assistants	\$15,664.84		
			Operating Fund	Wages of Janitor	\$1,024.25		
				<b>Total this claim =</b>	<u>\$19,205.89</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	98	INDIANA PUBLIC RETIREMENT	Operating Fund PERF	Emp Cont PERF Empl.Share FICA&Medicare	\$1,652.05 \$442.49	03/03/21	PERF Deposit
					<b>Total this claim =</b>		
					\$2,094.54		
0	99	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	\$1,158.45 \$270.93 \$1,771.17 \$1,158.45 \$270.93	03/03/21	Federal Tax Deposit
					<b>Total this claim =</b>		
					\$4,629.93		
0	100	INDIANA DEPARTMENT OF RE	State Tax Withheld County Tax Withheld	Payroll Deductions Payroll Deductions	\$1,195.72 \$605.67	02/17/21	February Withholdings
					<b>Total this claim =</b>		
					\$1,801.39		
0	87	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	\$1,182.60 \$276.57 \$1,787.68 \$1,182.60 \$276.57	02/17/21	Federal Tax Deposit
					<b>Total this claim =</b>		
					\$4,706.02		
0	105	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	03/03/21	Payroll ending 2/27/21
					<b>Total this claim =</b>		
					\$266.00		
32828	91	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$100.00	02/17/21	Salting 2/8 & 2/9
					<b>Total this claim =</b>		
					\$100.00		
32829	90	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Adult Programing	\$14.00	02/17/21	Program Supplies- AS
					<b>Total this claim =</b>		
					\$14.00		
32830	89	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,377.92	02/17/21	Internet
					<b>Total this claim =</b>		
					\$1,377.92		
32831	93	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$280.00	02/17/21	Snowplowing/Salting @ Summitville
					<b>Total this claim =</b>		
					\$280.00		

<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>
32832	88	JILL MURRAY	Operating Fund	Summitville Programing	\$17.29	02/17/21	Petty Cash-Programing
				<b>Total this claim =</b>	<u>\$17.29</u>		
32833	106	AT&T	Operating Fund	Telephone & Telegraph	\$81.71	03/03/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$81.71</u>		
32834	108	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$152.26	03/03/21	Service for Elwood
			Operating Fund	Waste Disposal Services	\$194.28		
				<b>Total this claim =</b>	<u>\$346.54</u>		
32835	107	COLLABORATIVE SUMMER LIB	Operating Fund	Frankton Programing	\$138.24	03/03/21	Summer Reading Frankton
				<b>Total this claim =</b>	<u>\$138.24</u>		
32836	111	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$64.64	03/03/21	Legal for AFR
				<b>Total this claim =</b>	<u>\$64.64</u>		
32837	110	JILL MURRAY	Operating Fund	Summitville Programing	\$14.16	03/03/21	Petty Cash
				<b>Total this claim =</b>	<u>\$14.16</u>		
32838	112	KREG NOEL	Operating Fund	Professional Services	\$225.00	03/03/21	Snow removal - 2/15 2/16
				<b>Total this claim =</b>	<u>\$225.00</u>		
32839	113	STACEY JONES	Operating Fund	Operating Supplies	\$33.54	03/03/21	Petty Cash
				<b>Total this claim =</b>	<u>\$33.54</u>		
32840	114	TOWN OF SUMMITVILLE	Operating Fund	Water	\$0.00	03/03/21	Service for Summitville
			Operating Fund	Waste Disposal Services	\$70.24		
				<b>Total this claim =</b>	<u>\$70.24</u>		
32841	116	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	03/03/21	Copier Lease Elwood
				<b>Total this claim =</b>	<u>\$113.35</u>		
32842	117	TOWN OF FRANKTON	Operating Fund	Electricity	\$411.37	03/03/21	Service for Frankton
			Operating Fund	Water	\$21.60		
			Operating Fund	Waste Disposal Services	\$15.39		
				<b>Total this claim =</b>	<u>\$448.36</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>
32843	135	AT&T	Operating Fund	Telephone & Telegraph	<u>\$200.89</u>	03/08/21	Service for Elwood
				<b>Total this claim =</b>	\$200.89		
32844	121	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$528.89	03/08/21	As per attached invoices.
			Operating Fund	Elwood Childrens	\$256.73		
			Operating Fund	Elwood YA	\$441.37		
			Operating Fund	Frankton	\$496.30		
			Operating Fund	Summitville	<u>\$717.22</u>		
				<b>Total this claim =</b>	\$2,440.51		
32845	122	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$93.00	03/08/21	Qtrly Pest control Frankton, Summitville,
			Operating Fund	Professional Services	\$93.00		Frankton
			Operating Fund	Professional Services	<u>\$93.00</u>		
				<b>Total this claim =</b>	\$279.00		
32846	123	BOSE, McKINNEY & EVANS LL	Operating Fund	Legal Services	<u>\$269.50</u>	03/08/21	Legal consultation
				<b>Total this claim =</b>	\$269.50		
32847	124	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	<u>\$760.00</u>	03/08/21	Snow removal Frankton
				<b>Total this claim =</b>	\$760.00		
32848	139	DEMCO	Operating Fund	Book Processing	<u>\$184.48</u>	03/08/21	Book processing
				<b>Total this claim =</b>	\$184.48		
32849	126	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$73.07	03/08/21	Public notice for 2020 AFR
				<b>Total this claim =</b>	\$73.07		
32850	125	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$684.80	03/08/21	Extinguisher inspection-Summitville
			Operating Fund	Professional Services	<u>\$70.00</u>		Leak inspection-Elwood
				<b>Total this claim =</b>	\$754.80		
32851	137	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	<u>\$333.81</u>	03/08/21	VoIP
				<b>Total this claim =</b>	\$333.81		
32852	127	FRONTIER	Operating Fund	Telephone & Telegraph	<u>\$216.99</u>	03/08/21	Service for Frankton
				<b>Total this claim =</b>	\$216.99		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
32853	128	HENSLEY'S TREE SERVICE	Operating Fund	Professional Services	\$850.00	03/08/21	Tree trimming-Summitville
				<b>Total this claim =</b>	<u>\$850.00</u>		
32854	138	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$560.00	03/08/21	Snow removal Summitville
				<b>Total this claim =</b>	<u>\$560.00</u>		
32855	136	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$21.45	03/08/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$21.45</u>		
32856	129	MIDWEST TAPE	Operating Fund	Book Processing	\$255.98	03/08/21	As per attached invoices.
			Operating Fund	Elwood AV	\$593.34		
			Operating Fund	Frankton AV	\$119.97		
			Operating Fund	Summitville AV	\$146.97		
				<b>Total this claim =</b>	<u>\$1,116.26</u>		
32857	130	PSI PLASTIC GRAPHICS	Operating Fund	Book Processing	\$48.00	03/08/21	Barcode labels
				<b>Total this claim =</b>	<u>\$48.00</u>		
32858	131	RICOH USA, INC	Operating Fund	Office Supplies	\$36.54	03/08/21	Copies for Frankton & Summitville & Elwood
			Operating Fund	Office Supplies	\$32.80		
			Operating Fund	Office Supplies	\$63.05		
				<b>Total this claim =</b>	<u>\$132.39</u>		
32859	140	ROBY'S, INC.	Operating Fund	Professional Services	\$711.62	03/08/21	Urinal repair - Elwood
				<b>Total this claim =</b>	<u>\$711.62</u>		
32860	132	ROEING	Operating Fund	Professional Services	\$300.00	03/08/21	Server Maintenance
				<b>Total this claim =</b>	<u>\$300.00</u>		
32861	133	S & S WORLDWIDE	Operating Fund	Frankton Programing	\$183.48	03/08/21	Frankton programing supplies
				<b>Total this claim =</b>	<u>\$183.48</u>		
32862	134	TOPS HOME CENTER	Operating Fund	Frankton Programing	\$13.05	03/08/21	As per attached invoices.
				<b>Total this claim =</b>	<u>\$13.05</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
				<b>Total Amount of Claims</b>	<b>\$85,428.27</b>		

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

Monday, March 8, 2021

Mary E. Kiplinger  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this 8 day of March, 2021.

<u>Kathleen Small</u>	<u>Kenny Harrison</u>	_____
<u>Debra Austin</u>	<u>Lisa A. Hobbs</u>	_____
<u>Laverda Watson</u>	_____	_____

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.



Ralph E. Hazelbaker Library  
1013 W Church St  
P.O. Box 486  
Summitville, IN 46070

October 12, 2020

Church Street Drainage Improvements

Scope of Work:

• 6" Dia, PVC Storm Pipe	\$7,052.00
• 8" Dia. HDPE Storm Pipe	5,910.00
• 12" Dia. HDPE Storm Pipe	11,977.00
• 2' x 2' Precast Storm with Casting	9,283.00
• Granular Backfill	9,613.00
• Tree Removal	2,901.00
• Concrete Curb & Sidewalk	3,043.00
• Erosion Control	1,125.00
• Landscape Restoration	2,207.00
<b>Total</b>	<b>\$ 53,111.00</b>

Clarifications/Exclusions:

- Permits/Bonds Excluded
- Traffic Control Excluded
- Mobilization of equipment
- Per plans submitted to Cobalt on 10/12/2020



October 12, 2020

Ralph E. Hazelbaker Library  
1013 W Church St  
P.O. Box 486  
Summitville, IN 46070  
Attn. Jamie Scott

RE: Church Street Drainage Improvements

Dear Jamie,

Please see our proposal to install the drainage improvements for the library. Our price is predicated on being able to complete this work at the same time as the work for the Town of Summitville. If this work is done at a different time, then the price will be adjusted to include the increase costs to the library. Also included are the exclusions and clarifications.

Should you have any questions, please feel free to contact me at (317) 538-2885.

Thank you,

Steve Sweet  
Project Manager  
Cobalt Civil, LLC.

**SHORT TERM LEASE AGREEMENT  
FOR SPECIAL EVENTS**

---

THIS AGREEMENT, made and entered into this 13<sup>TH</sup> day of May, 2019, by and between the North Madison County Public Library Board of Trustees ("Landlord"), and the Frankton Heritage Days, Inc., an Indiana Nonprofit Corporation, by and through Frankton Town Market ("Tenant").

**WITNESSETH:**

Landlord hereby demises, lets and leases to Tenant, and Tenant hereby lets and leases from Landlord, for a series of Special Events to be held on each Sunday of the months of June, July, August, and September 2019. Each Special Event shall commence at 1:00 p.m. and end at 6:00 p.m. only, and at no other time and for no other purpose, the Parking Lot located to the west of the Frankton Community Library at 102 Church Street, Frankton, Indiana 46044 (the "Leased Premises"), and with easements of ingress and egress necessary and adequate for conducting Tenant's Special Events (each, a "Special Event").

1. **TERM.** This Lease is for the duration of the series of Special Events only, and for one (1) additional hour both before and after, for Tenant to set-up and clean the Leased Premises and remove Tenant's personal property therefrom.

2. **RENT.** Tenant shall pay rent totaling One Dollar (\$1.00), payable in cash or certified funds not less than one (1) day prior to the expiration of the Term as described above. (the "Rent").

In addition, Tenant shall pay Landlord's attorney fees, if Landlord must retain counsel to enforce this or any other provision of this Lease Agreement.

3. **POSSESSION.** Tenant is entitled to possession of the Leased Premises for the period of the Special Event as set forth above only. Tenant covenants that Tenant shall surrender possession of the Leased Premises to Landlord upon the end of each Special Event peaceably, the Leased Premises then to be in as good condition as prior to the Special Event.

4. **TENANT'S LIABILITY.** Tenant shall be solely responsible for any damage to the Leased Premises, or Landlord's property therein, which may result from Tenant's use of the Leased Premises, or from any act done therein by Tenant or any person or persons coming into or being therein by the invitation or license of Tenant, whether such license is expressed or implied. In addition, Tenant shall save Landlord harmless from any liability to any other person, for damage to persons or property resulting from such causes connected with Tenant's use of the Leased Premises, or persons coming into the Leased Premises by Tenant's consent, invitation or license, including injury or damage to persons or property resulting from the condition of the Leased Premises, or any part thereof, or resulting from the act or neglect of any servant, employee, agent, or invitee of Tenant, or resulting from any casualty or accident in or about the Leased Premises.

5. INSURANCE. In furtherance, of the provisions herein, Tenant shall obtain or maintain, and have Landlord named as insured, on a Commercial General Liability Insurance Policy, which insurance amount shall be Two Million Dollars (\$2,000,000.00)

6. USE OF THE PREMISES. Tenant covenants that the use of the Leased Premises shall be for lawful purposes only, fully comply with the Frankton Town Market Vendor Handbook - 2019 Summer Market (attached hereto as Exhibit "A") and shall abide by all applicable laws and regulations of the United States, the State of Indiana, the County of Madison, Town of Frankton, and of any and all boards, bureaus, and/or regulatory commissions acting pursuant to authority granted by any of the foregoing governmental units. Further, Tenant covenants to save and hold harmless Landlord from any responsibility for fine, assessment, penalty, or other evidence of liability whatsoever from any violation of any law, order or regulation by Tenant, including payment of Landlord's attorney fees.

7. MISCELLANEOUS PROVISIONS. During the Special Events, Tenant shall have no access to the Frankton Community Library, including the restroom facilities therein.

Landlord shall provide no public parking places to Tenant, except for those spaces contained in the Leased Premises.

In addition to the terms and provisions hereof, all additional terms, provisions, and conditions set forth in Exhibit "A" are incorporated by reference and made a part thereof.

IN WITNESS WHEREOF, the parties herein have executed this Lease Agreement as of the day and date herein above first set forth.

TENANT:

LANDLORD:

FRANKTON HERITAGE DAYS, INC.  
by and through FRANKTON TOWN  
MARKET

NORTH MADISON COUNTY PUBLIC  
LIBRARY BOARD OF TRUSTEES

FRANKTON TOWN MARKET  
BY: [Signature]  
ITS: MARKET MANAGER

BY: [Signature]  
ITS: Director

This Instrument Prepared By:

ATTEST: [Signature]  
Secretary

JEFFREY K. GRAHAM/#26380-29  
GRAHAM, HOPPER, FARRER & WILSON, P.C.  
Attorneys at Law  
1601 South Anderson Street  
P. O. Box 494  
Elwood, Indiana 46036  
Telephone: 765-552-9878  
Facsimile: 765-552-5496

C:\Users\ShelleyB\Documents\Boruff, Shelley\My Files\LIBRARY\frankton town market.5-13-19.wpd



FRANTOW-03

CRADA1

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/14/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> The Thompson Group 12703 W State Road 32 Parker City, IN 47368	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (765) 468-6655	FAX (A/C, No): (765) 468-7639
	<b>E-MAIL ADDRESS:</b>	
<b>INSURED</b>  Frankton Town Market, Inc PO Box 306 Frankton, IN 46044	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A: Liberty Mutual</b>	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC OTHER:			BZS59841768	5/7/2019	5/7/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COM/PROP AGG	\$ 2,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)    Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  North Madison County Public Library Board of Trustees 1600 Main Street Elwood, IN 46036	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

# FARMERS MARKET I

## 2021 DATES

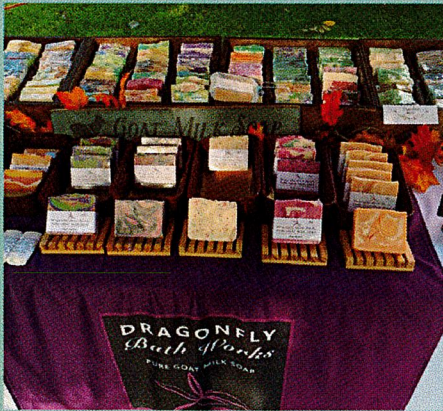
**MAY:** 30TH- DIRECT SALES DAY

**JUNE:** 6TH- KID-PRENEUR DAY  
13TH- DIRECT SALES DAY  
20TH  
27TH- DIRECT SALES DAY

**JULY:** 4TH- KID-PRENEUR DAY  
11TH- DIRECT SALES DAY  
18TH  
25TH- DIRECT SALES DAY

**AUG:** 1ST- KID-PRENEUR DAY  
8TH- DIRECT SALES DAY  
15TH  
22ND- DIRECT SALES DAY  
29TH

**SEPT:** 5TH- KID-PRENEUR DAY  
12TH- DIRECT SALES DAY



# FRANKTON TOWN MARKET

SUNDAYS 2-5PM

© FRANKTON COMMUNITY LIBRARY



# ***Bank Balances***

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

***Report as of: 02/28/21***

<b><i>Bank</i></b>		
1	Star Financial Bank	\$758,329.21
2	Star Financial Bank (2)	\$63,418.45
3	Community Bank/Summitville	\$0.00
4	First Farmers Bank & Trust	\$203,455.47
5	PNC Bank	\$0.00
6	Main Source Bank	\$0.00
7	Petty Cash & Cash Drawer	\$260.00
8	National City Bank (2)	\$0.00
9	First Farmers Bank & Trust (2)	\$0.00
<b><i>Total all banks =</i></b>		<b><i>\$1,025,463.13</i></b>

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

**Financial Report**  
**North Madison County Public Library System**

Report Dates = 02/01/21 to 02/28/21

<i>Fund</i>	<i>Start of year</i>	<i>Disbursements this month</i>	<i>Disbursements YTD</i>	<i>Receipts this month</i>	<i>Receipts YTD</i>	<i>Balance</i>
<b>1. General</b>						
100 Operating Fund	\$842,429.56	\$84,714.21	\$155,604.32	\$23,232.45	\$46,258.94	\$733,084.18
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$842,429.56</b>	<b>\$84,714.21</b>	<b>\$155,604.32</b>	<b>\$23,232.45</b>	<b>\$46,258.94</b>	<b>\$733,084.18</b>
<b>2. Special Revenue</b>						
200 Gift	\$51,029.63	\$124.84	\$310.34	\$220.00	\$1,045.00	\$51,764.29
201 Rainy Day Fund	\$154,185.62	\$0.00	\$0.00	\$0.00	\$0.00	\$154,185.62
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 F'nk Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
227 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
228 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276 St Technology Fund Grant Fund	\$0.00	\$1,377.92	\$2,755.84	\$0.00	\$13,492.31	\$10,736.47
277 F'nk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$206,528.83</b>	<b>\$1,502.76</b>	<b>\$3,066.18</b>	<b>\$220.00</b>	<b>\$14,537.31</b>	<b>\$217,999.96</b>
<b>3. Debt Service</b>						
301 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>4. Capital Projects</b>						
400 LIRF	\$74,370.99	\$0.00	\$0.00	\$0.00	\$0.00	\$74,370.99
400 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$74,370.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$74,370.99</b>
<b>5. Clearing</b>						
800 PLAC	\$65.00	\$0.00	\$65.00	\$0.00	\$0.00	\$0.00
801 Evergreen Indiana	\$31.99	\$0.00	\$31.99	\$8.00	\$8.00	\$8.00
803 Federal Tax Withheld	\$0.00	\$3,553.44	\$7,115.54	\$3,553.44	\$7,115.54	\$0.00
804 FICA	\$0.00	\$2,335.17	\$4,684.20	\$2,335.17	\$4,684.20	\$0.00
805 Medicare	\$0.00	\$546.12	\$1,095.50	\$546.12	\$1,095.50	\$0.00
806 State Tax Withheld	\$0.00	\$1,195.72	\$2,398.66	\$1,195.72	\$2,398.66	\$0.00
807 County Tax Withheld	\$0.00	\$605.67	\$1,215.01	\$605.67	\$1,215.01	\$0.00
808 PERF	\$0.00	\$864.78	\$1,732.27	\$864.78	\$1,732.27	\$0.00
809 Annuity	\$0.00	\$532.00	\$1,064.00	\$532.00	\$1,064.00	\$0.00
810 Insurance	\$0.00	\$890.48	\$1,780.96	\$890.48	\$1,780.96	\$0.00
811 Garnishment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
812 AFLAC	\$0.00	\$259.08	\$518.16	\$259.08	\$518.16	\$0.00
813 Liberty National	\$0.00	\$295.56	\$591.12	\$295.56	\$591.12	\$0.00
814 Empower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
815 Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
825 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$96.99</b>	<b>\$11,078.02</b>	<b>\$22,292.41</b>	<b>\$11,086.02</b>	<b>\$22,203.42</b>	<b>\$8.00</b>
<b>Grand Total</b>	<b>\$1,123,426.37</b>	<b>\$97,294.99</b>	<b>\$180,962.91</b>	<b>\$34,538.47</b>	<b>\$82,999.67</b>	<b>\$1,025,463.13</b>

**Total all banks = \$1,025,463.13**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

# Appropriation Report for 100 Operating Fund

## North Madison County Public Library System

Report Date: From 02/01/21 To 02/28/21

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 Salary of Director	\$65,500.00	\$0.00	\$65,500.00	\$5,033.60	\$10,067.20	\$55,432.80	84.6
1.12 Salary of Assistants	\$605,958.00	\$0.00	\$605,958.00	\$31,039.19	\$62,405.68	\$543,552.32	89.7
1.13 Wages of Janitor	\$38,000.00	\$0.00	\$38,000.00	\$1,854.69	\$3,605.84	\$34,394.16	90.5
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$71.75	\$5,928.25	98.8
1.16 Empl.Share FICA&Medicare	\$52,000.00	\$0.00	\$52,000.00	\$2,881.29	\$5,779.70	\$46,220.30	88.9
1.17 Emp Cont IN Def Comp Matching Plan	\$5,100.00	\$0.00	\$5,100.00	\$373.28	\$746.56	\$4,353.44	85.4
1.18 Emp Cont PERF	\$48,000.00	\$0.00	\$48,000.00	\$3,228.66	\$6,467.46	\$41,532.54	86.5
1.19 Emp Cont Group Ins	\$105,000.00	\$0.00	\$105,000.00	\$8,818.03	\$17,636.06	\$87,363.94	83.2
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
<b>Subtotal</b>	<b>\$925,858.00</b>		<b>\$925,858.00</b>	<b>\$53,228.74</b>	<b>\$106,780.25</b>	<b>\$819,077.75</b>	<b>88.5</b>
<i>2. Supplies</i>							
2.1 Office Supplies	\$10,000.00	\$0.00	\$10,000.00	\$220.37	\$441.70	\$9,558.30	95.6
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$145.13	\$145.13	\$9,354.87	98.5
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$72.87	\$3,927.13	98.2
2.23 Fuel, Oil and Lubricants	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.25 Paint and painting supplies	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	100.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
2.31	Professional Services	\$68,000.00	\$0.00	\$68,000.00	\$6,243.72	\$11,662.72	\$56,337.28	82.8
3.11	Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12	Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.14	Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145	Databases	\$11,150.00	\$0.00	\$11,150.00	\$373.97	\$373.97	\$10,776.03	96.6
3.146	Ebook Services	\$15,500.00	\$0.00	\$15,500.00	\$0.00	\$0.00	\$15,500.00	100.0
3.147	Evergreen Membership	\$5,600.00	\$0.00	\$5,600.00	\$5,408.00	\$5,408.00	\$192.00	3.4
3.21	Telephone & Telegraph	\$25,150.00	\$0.00	\$25,150.00	\$833.46	\$1,653.88	\$23,496.12	93.4
3.22	Postage & UPS	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$4.05	\$2,995.95	99.9
3.23	Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.24	Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.26	Elwood Children's Programming	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
3.27	Elwood Adult Programming	\$3,000.00	\$0.00	\$3,000.00	\$14.00	\$14.00	\$2,986.00	99.5
3.28	Frankton Programming	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1.84	\$3,998.16	100.0
3.29	Summitville Programming	\$3,000.00	\$0.00	\$3,000.00	\$162.21	\$217.80	\$2,782.20	92.7
3.3	Title Source	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.31	Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.0
3.4	Insurance	\$25,000.00	\$0.00	\$25,000.00	\$1,062.00	\$4,042.00	\$20,958.00	83.8
3.41	Official Bonds	\$400.00	\$0.00	\$400.00	\$300.00	\$300.00	\$100.00	25.0
3.51	Gas	\$9,000.00	\$0.00	\$9,000.00	\$1,049.27	\$1,763.01	\$7,236.99	80.4
3.52	Electricity	\$40,000.00	\$0.00	\$40,000.00	\$3,556.96	\$4,390.18	\$35,609.82	89.0
3.53	Water	\$4,000.00	\$0.00	\$4,000.00	\$195.31	\$391.13	\$3,608.87	90.2
<b>Subtotal</b>		<b>\$34,450.00</b>		<b>\$34,450.00</b>	<b>\$502.44</b>	<b>\$944.37</b>	<b>\$33,505.63</b>	<b>97.3</b>
2.32	Automation	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.31	Book Processing	\$7,000.00	\$0.00	\$7,000.00	\$136.94	\$284.67	\$6,715.33	95.9

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.54	Waste Disposal Services	\$6,000.00	\$0.00	\$6,000.00	\$285.39	\$598.91	\$5,401.09	90.0
3.61	Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
3.62	Equipment/Maint.	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.72	Equipment/Rental	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$309.91	\$4,690.09	93.8
3.8	Dues	\$2,700.00	\$0.00	\$2,700.00	\$806.84	\$806.84	\$1,893.16	70.1
3.81	Taxes	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.82	Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9	Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
<b>Subtotal</b>		<b>\$264,300.00</b>		<b>\$264,300.00</b>	<b>\$20,291.13</b>	<b>\$31,938.24</b>	<b>\$232,361.76</b>	<b>87.9</b>
<b>4. Capitol Outlays</b>								
4.1	Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2	Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.0
4.21	Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$1,442.27	\$1,442.27	\$18,557.73	92.8
4.31	Elwood Adult	\$20,000.00	\$0.00	\$20,000.00	\$1,905.40	\$3,081.76	\$16,918.24	84.6
4.32	Elwood Childrens	\$12,000.00	\$0.00	\$12,000.00	\$189.76	\$712.55	\$11,287.45	94.1
4.33	Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$40.07	\$334.30	\$5,165.70	93.9
4.34	Frankton	\$14,500.00	\$0.00	\$14,500.00	\$882.68	\$1,673.26	\$12,826.74	88.5
4.35	Summitville	\$12,500.00	\$0.00	\$12,500.00	\$525.72	\$1,122.75	\$11,377.25	91.0
4.4	Elwood Period. & News.	\$5,000.00	\$0.00	\$5,000.00	\$135.00	\$491.99	\$4,508.01	90.2
4.41	Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$135.00	\$135.00	\$1,865.00	93.3
4.42	Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.0
4.51	Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$763.27	\$1,632.66	\$23,367.34	93.5
4.52	Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$423.33	\$752.43	\$8,247.57	91.6
4.53	Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$406.41	\$719.50	\$7,280.50	91.0
4.54	Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$3,842.99	\$3,842.99	\$4,157.01	52.0
<b>Subtotal</b>		<b>\$151,000.00</b>		<b>\$151,000.00</b>	<b>\$10,691.90</b>	<b>\$15,941.46</b>	<b>\$135,058.54</b>	<b>89.4</b>

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>Grand Total</i>	\$1,375,608.00	\$0.00	\$1,375,608.00	\$84,714.21	\$155,604.32	\$1,220,003.68	88.7

Approved by the State Board Of Accounts for North Madison County Public Library System on 10/1/98.

# Receipt Listing

## North Madison County Public Library System

Report Date: From 02/01/21 To 02/28/21

Receipt #	Date	Name	Explanation	Bank	Total
42	02/01/21	Jenny Summers	FINES & FEES - RECEIPT #14800	1	\$36.45
43	02/01/21	Jill Murray	FINES & FEES - RECEIPT #14801	1	\$9.00
44	02/01/21	Katie Schiffner	FINES & FEES - RECEIPT #14802	1	\$17.10
45	02/01/21	Tori Walser	FINES & FEES - RECEIPT #14803	1	\$26.40
46	02/02/21	Tori Walser	FINES & FEES - RECEIPT #14804	1	\$40.40
47	02/03/21	PAYROLL		1	\$5,496.54
51	02/03/21	Katie Schiffner	FINES & FEES - RECEIPT #14805	1	\$11.00
52	02/04/21	Tori Walser	FINES & FEES - RECEIPT #14806	1	\$50.65
53	02/05/21	Katie Schiffner	FINES & FEES - RECEIPT #14807	1	\$8.87
54	02/08/21	Tori Walser	FINES & FEES - RECEIPT #14808	1	\$36.90
55	02/08/21	Daikan Metz	FINES & FEES - RECEIPT #14809	1	\$18.35
56	02/08/21	Jill Murray	FINES & FEES - RECEIPT #14810	1	\$110.60
57	02/09/21	Tori Walser	FINES & FEES - RECEIPT #14811	1	\$40.43
58	02/10/21	Madison Co Treasurer	February 2021 LIT Distribution	1	\$22,549.50
59	02/10/21	Katie Schiffner	FINES & FEES - RECEIPT #14813	1	\$26.35
60	02/11/21	Katie Schiffner	FINES & FEES - RECEIPT #14814	1	\$12.65
61	02/17/21	Jenny Summers	FINES & FEES - RECEIPT #14815	1	\$115.20
62	02/17/21	Stacey Jones	FINES & FEES - RECEIPT #14816	1	\$10.30
63	02/17/21	Katie Schiffner	FINES & FEES - RECEIPT #14817	1	\$7.35
64	02/17/21	Tori Walser	FINES & FEES - RECEIPT #14818	1	\$7.35
65	02/17/21	Daikan Metz	FINES & FEES - RECEIPT #14819	1	\$16.30
66	02/17/21	Jill Murray	FINES & FEES - RECEIPT #14820	1	\$57.75
67	02/17/21	PAYROLL		1	\$5,581.48
68	02/18/21	Daikan Metz	FINES & FEES - RECEIPT #14821	1	\$19.01
69	02/19/21	Todd Buckmaster	FINES & FEES - RECEIPT #14822	1	\$12.75
70	02/22/21	Tori Walser	FINES & FEES - RECEIPT #14824	1	\$7.00
71	02/23/21	Tori Walser	FINES & FEES - RECEIPT #14825	1	\$86.65
72	02/24/21	Katie Schiffner	FINES & FEES - RECEIPT #14826	1	\$39.00
73	02/25/21	Tori Walser	FINES & FEES - RECEIPT #14827	1	\$10.33
74	02/26/21	Todd Buckmaster	FINES & FEES - RECEIPT #14828	1	\$30.77
75	02/22/21	Barbara Lawrence	FINES & FEES - RECEIPT #14829	1	\$10.50
76	02/20/21	Tori Walser	FINES & FEES - RECEIPT #14823	1	\$14.55
84	02/28/21	Star Financial	February Interest	1	\$6.08
85	02/28/21	Star Financial	February Interest	2	\$2.43

<i>Receipt #</i>	<i>Date</i>	<i>Name</i>	<i>Explanation</i>	<i>Bank</i>	<i>Total</i>
86	02/28/21	First Farmers Bank & Trust	February Interest	4	\$12.48
<i>Total All Receipts</i>					<b>\$34,538.47</b>

Wednesday, March 3, 2021

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**Fiscal Officer**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.



## Voucher List

### North Madison County Public Library System

Report Date: From **02/01/21** To **02/28/21**

Warrant Number	Claim Number	Name of Claimant	Date	Explanation	Total
0	53	INDIANA PUBLIC RETIREMENT	02/03/21	PERF Deposit	\$2,041.93
0	54	EFTPS	02/03/21	Federal Tax Deposit	\$4,610.00
0	55	CARDMEMBER SERVICE	02/03/21	Hot Spots	\$1,370.00
32803	56	CITY OF ELWOOD UTILITIES	02/03/21	Service for Elwood	\$352.02
32805	57	ELWOOD PUBLISHING CO	02/03/21	Subscription for Frankton and Elwood	\$270.00
32802	58	CHUBB	02/03/21	Directors & Officers Insurance	\$1,062.00
32804	59	COVELL CONSTRUCTION & S	02/03/21	Salt 12/31 & 1/16	\$100.00
32806	60	TOWN OF FRANKTON	02/03/21	Service for Frankton	\$373.96
32807	61	TOWN OF SUMMITVILLE	02/03/21	Service for Summitville	\$70.24
0	62	VECTREN ENERGY DELIVERY	02/03/21	Service for Summitville, Elwood, Frankton	\$1,049.27
0	63	GREAT-WEST RETIREMENT S	02/03/21	Payroll Ending 1/30/21	\$266.00
0	64	GREAT-WEST RETIREMENT S	02/03/21	Emp Cont IN Def Comp Matching Plan-Robertson	\$186.64
0	65	PAYROLL	02/03/21	PAYROLL	\$18,721.59
32808	66	AT&T	02/08/21	Service for Elwood	\$202.66
32809	67	AVC TECHNOLOGY CORPORA	02/08/21	Qtrly Cloud Backup February through April	\$120.00
32810	68	BAKER & TAYLOR	02/08/21	As per attached invoices.	\$3,593.45
32811	69	BURNETTE - DELLINGER INC.	02/08/21	Treasurer and Asst Treasurer Bond	\$300.00
32812	70	ELWOOD CHAMBER OF COM	02/08/21	2021 Membership; Light pole banner program	\$177.00
32813	71	ELWOOD FIRE EQUIPMENT C	02/08/21	Fire Extinguisher inspection	\$273.70
32814	72	FRONTIER	02/08/21	Service for Frankton	\$216.99
32815	73	INDIANA LIBRARY FEDERATIO	02/08/21	2021 Library Membership	\$629.84
32816	74	INDIANA STATE LIBRARY FOU	02/08/21	Tier 7 Evergreen Indiana Library Consortium	\$5,781.97
32819	75	MIDWEST TAPE	02/08/21	As per attached invoices.	\$663.53
32820	76	NUGENT ELECTRIC INC.	02/08/21	Labor and Material for repairs at Frankton and Summitville	\$822.66
32818	77	KREG NOEL	02/08/21	Snow removal Elwood 1/31/21	\$75.00
32821	78	ORIENTAL TRADING COMPAN	02/08/21	Programing supplies-Summitville	\$135.43
32822	79	RICOH USA, INC	02/08/21	Copies Frankton & Summitville	\$95.58
32823	80	ROEING	02/08/21	As per attached invoices.	\$6,967.99
32824	81	ROSE PEST SOLUTIONS	02/08/21	Pest Control Frankton, Summitville, Elwood	\$285.00
32825	82	STAPLES	02/08/21	As per attached invoices.	\$158.95
32826	83	VASEY COMMERCIAL, INC	02/08/21	As per attached invoices.	\$1,052.28
32817	84	INDIANA-AMERICAN WATER C	02/08/21	Service for Summitville	\$21.45
32827	85	ENA SERVICES LLC	02/08/21	VoIP-January	\$333.81
0	86	INDIANA PUBLIC RETIREMENT	02/17/21	PERF Deposit	\$2,051.51
0	87	EFTPS	02/17/21	Federal Tax Deposit	\$4,706.02
32832	88	JILL MURRAY	02/17/21	Petty Cash-Programing	\$17.29
32830	89	ENA SERVICES LLC	02/17/21	Internet	\$1,377.92
32829	90	DOLLAR GENERAL-REGIONS 4	02/17/21	Program Supplies- AS	\$14.00
32828	91	COVELL CONSTRUCTION & S	02/17/21	Salting 2/8 & 2/9	\$100.00
0	92	SYNCB/AMAZON	02/17/21	As per attached invoices.	\$1,414.17
32831	93	HUMPHRIES AUTOMOTIVE SE	02/17/21	Snowplowing/Salting @ Summitville	\$280.00
0	94	GREAT-WEST RETIREMENT S	02/17/21	Payroll ending 2/13	\$266.00
0	95	GREAT-WEST RETIREMENT S	02/17/21	IN Def Comp Emp Matching Plan-Robertson	\$186.64
0	96	INDIANA MICHIGAN POWER C	02/17/21	As per attached invoices.	\$3,219.99
0	97	PAYROLL	02/17/21	PAYROLL	\$19,205.89
0	100	INDIANA DEPARTMENT OF RE	02/17/21	February Withholdings	\$1,801.39
0	101	UNITED HEALTHCARE	02/17/21	Emp Health insurance 3-1 to 3-31	\$9,708.51
0	102	LIBERTY NATIONAL	02/17/21	February withholding	\$295.56
0	103	AFLAC	02/17/21	February Withholding	\$259.08

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Date</i>	<i>Explanation</i>	<i>Total</i>
0	118	STAR FINANCIAL BANK	02/28/21	February Service Charge	\$10.08
<b>Total Amount of Claims</b>					<b>\$97,294.99</b>

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

Wednesday, March 3, 2021

\_\_\_\_\_ 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 01/01/98.

Date/Time: Mar. 4. 2021 9:05AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1703	Memory TX	Summitville FAX	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection
- E. 6) Destination does not support IP-Fax

Agenda

March 8, 2021

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. Summitville Drainage Project
- New Business
  - 1. Frankton Town Market Contract Renewal
  - 2. Petty Cash Custodian - Elwood
- Director's Report
- Public Comment
- Adjournment

*Please Publish*

\* \* \* Communication Result Report ( Mar. 4. 2021 9:06AM ) \* \* \*

1)  
2)

Date/Time: Mar. 4. 2021 9:04AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1701 Memory TX	call leader	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection
- E. 6) Destination does not support IP-Fax

Agenda

March 8, 2021

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. Summitville Drainage Project
- New Business
  - 1. Frankton Town Market Contract Renewal
  - 2. Petty Cash Custodian - Elwood
- Director's Report
- Public Comment
- Adjournment

*Please  
Attend*

\* \* \* Communication Result Report ( Mar. 4. 2021 9:05AM ) \* \* \*

2}

Date/Time: Mar. 4. 2021 9:05AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1702	Memory TX	Frankton FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

Agenda

March 8, 2021

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. Summitville Drainage Project
- New Business
  - 1. Frankton Town Market Contract Renewal
  - 2. Petty Cash Custodian - Elwood
- Director's Report
- Public Comment
- Adjournment

*Please Answer*

\* \* \* Communication Result Report ( Mar. 4. 2021 9:04AM ) \* \* \*

1)  
2)

Date/Time: Mar. 4. 2021 9:03AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1700	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax

Agenda

March 8, 2021

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. Summitville Drainage Project
- New Business
  - 1. Frankton Town Market Contract Renewal
  - 2. Petty Cash Custodian - Elwood
- Director's Report
- Public Comment
- Adjournment

*Placed  
in  
Public  
Library*

# Agenda

April 12, 2021

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. Summitville Drainage Project and Patio

New Business

1. Full-time Custodian Wages
2. Elwood – Limestone Cleaning and Repair Light Pole Base
3. Elwood – Patio and Arch
4. Meeting Room Policy – Capacity and Facemasks

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
April 12, 2021  
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 12, 2021 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Larry Watson, Beverly Austin, Mary Kiplinger, Kathy Small, Lisa Hobbs, and Kenny Giselbach. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

CONSENT AGENDA

Beverly Austin made a motion to approve the consent agenda. Kathy Small seconded and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville Drainage Project and Patio

David Baney increased the size of three of the drainage boxes after reviewing Director Scott's video of drainage during a storm. The additional cost of the larger structures will be \$5700.00. The shed will not need to be moved. Two trees have been removed and Mr. Baney has marked the placement of the structures. The work is scheduled to start on Monday, April 19. Director Scott is working with Mr. Hazelbaker on a possible pavilion and patio area on the south side of the building. The Scholars Tea will be virtual this year with 6 scholars in attendance in person.

NEW BUSINESS

Full Time Custodian Wages

Director Scott would like to increase the custodians wage to \$12.00 due to increased responsibilities. Larry Watson moved to increase the custodian wage to \$12.00 an hour. Kathy Small made a second and the motion carried.

Elwood-Limestone Cleaning and Repair Light Pole Base

Complete Masonry Services, Inc. has quoted \$1920.00 to clean the brick and stone on the sign and repaint the letters. The quote to clean the stone around the perimeter of the building is \$4,200.00. The repair of the light pole base will cost \$480.00. Total cost of all jobs is \$6,600.00. Beverly Austin made a motion to accept the quote from Complete Masonry Service for \$6,600.00. Lisa Hobbs made a second and the motion carried.



Elwood Patio and Arch

The Wendell Wilke Arch is in need of cleaning and service. Complete Masonry Services quoted \$11,280.00 to clean the brick and stone, cut out bad mortar and replace with approved colors. This item will be tabled pending further research on available grants and funding for historical structures and a possible partnership with the school system.

Meeting Room Policy-Capacity and Facemasks

There are clubs wanting to use our meeting room facilities. Director Scott would like to keep the capacity to 15 people. Director Scott would like to add the word contagion to our current meeting room policy:

IV. B. *The library assumes no liability for any **contagion**, loss or damage arising from the use of the meeting room by the applicant, affiliated group members and guests.* Mary Kiplinger moved to add the word contagion. Beverly Austin made a second and the motion carried.

Directors Report

The new Jase was installed. They are working on the programing of it. We have an in-service on May 5<sup>th</sup>. Matt Boyland will do CPR training. Elwood Fire Equipment will train everyone on fire extinguishers. Matt Bates will be here from Hoosier Start. We will also be going over databases and doing Enneagram Personality Tests.

Public Comment

There was no public comment.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

*Kathy Small, Secretary*  
Kathy Small, Secretary

*Mary E Kiplinger*  
*Glenn Eddleman*  
*Kenny Guilbark*

*Beverly J Austin*

# Register Of Claims

## North Madison County Public Library System

Report Date: From 03/08/21 To 04/12/21

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	170	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$119.10	03/31/21	As per attached invoices.
			Operating Fund	Gas	\$612.01		
			Operating Fund	Gas	\$161.28		
				<b>Total this claim =</b>	<b>\$892.39</b>		
0	156	PAYROLL	Operating Fund	Salary of Director	\$2,516.80	03/17/21	PAYROLL
			Operating Fund	Salary of Assistants	\$15,138.62		
			Operating Fund	Wages of Janitor	\$1,263.20		
				<b>Total this claim =</b>	<b>\$18,918.62</b>		
0	181	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$10.08	03/31/21	March Service Charge
				<b>Total this claim =</b>	<b>\$10.08</b>		
0	179	PAYROLL	Operating Fund	Salary of Director	\$2,516.80	03/31/21	PAYROLL
			Operating Fund	Salary of Assistants	\$14,311.74		
			Operating Fund	Wages of Janitor	\$1,263.20		
				<b>Total this claim =</b>	<b>\$18,091.74</b>		
0	178	AFLAC	AFLAC	Payroll Deductions	\$444.51	03/31/21	March Withholding
				<b>Total this claim =</b>	<b>\$444.51</b>		
0	177	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,764.28	03/31/21	March Withholdings
			County Tax Withheld	Payroll Deductions	\$898.00		
				<b>Total this claim =</b>	<b>\$2,662.28</b>		
0	176	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	03/31/21	IN Def Comp Emp Matching Plan-Robertson
				<b>Total this claim =</b>	<b>\$186.64</b>		
0	175	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	03/31/21	Payroll ending 3/27/21
				<b>Total this claim =</b>	<b>\$266.00</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	182	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$564.77	04/02/21	1st Qtr SUTA
				<b>Total this claim =</b>	<u>\$564.77</u>		
0	149	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,556.20	03/17/21	Service for Summitville & Elwood
			Operating Fund	Electricity	\$971.60		
			Operating Fund	Electricity	\$36.35		
				<b>Total this claim =</b>	<u>\$2,564.15</u>		
0	145	SYNCB/AMAZON	Operating Fund	Elwood Adult	\$78.66	03/17/21	As per attached invoices.
			Operating Fund	Elwood AV	\$396.17		
			Operating Fund	Frankton AV	\$237.45		
			Operating Fund	Summitville AV	\$237.45		
			Operating Fund	Summitville Programing	\$71.46		
			Operating Fund	Frankton Programing	\$16.48		
			Operating Fund	Operating Supplies	\$37.50		
			Operating Fund	Technology Equipment	\$54.58		
				<b>Total this claim =</b>	<u>\$1,129.75</u>		
0	151	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$448.67	03/17/21	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,675.08		
				<b>Total this claim =</b>	<u>\$2,123.75</u>		
0	152	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,793.56	03/17/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,169.73		
			Medicare	Empl.Share FICA&Medicare	\$273.56		
			Operating Fund	Empl.Share FICA&Medicare	\$1,169.73		
			Operating Fund	Empl.Share FICA&Medicare	\$273.56		
				<b>Total this claim =</b>	<u>\$4,680.14</u>		
0	153	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	03/17/21	Payroll ending 3/13/21
				<b>Total this claim =</b>	<u>\$266.00</u>		
0	154	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	03/17/21	IN Def Comp Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	160	CARDMEMBER SERVICE	Operating Fund	Advertising & Public Notices	\$350.00	03/31/21	As per attached invoices.
				<b>Total this claim =</b>	<u>\$350.00</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	159	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,774.00	03/31/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,118.45		
			Medicare	Empl.Share FICA&Medicare	\$261.56		
			Operating Fund	Empl.Share FICA&Medicare	\$1,118.45		
			Operating Fund	Empl.Share FICA&Medicare	\$261.56		
				<b>Total this claim =</b>	<u>\$4,534.02</u>		
0	158	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$417.34	03/31/21	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,558.14		
				<b>Total this claim =</b>	<u>\$1,975.48</u>		
0	157	NORTH MADISON COUNTY PU	Garnishment	Payroll Deductions	\$228.83	03/17/21	Garnishment for Shuler fines
				<b>Total this claim =</b>	<u>\$228.83</u>		
0	174	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$8,941.51	03/31/21	Emp Health Insurance 4/1-4/30/21
			Insurance	Payroll Deductions	\$1,426.20		
				<b>Total this claim =</b>	<u>\$10,367.71</u>		
0	209	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	04/12/21	IN Def Comp Emp Matching Plan - Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	208	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	04/12/21	Payroll ending 4/10/21
				<b>Total this claim =</b>	<u>\$266.00</u>		
32843	135	AT&T	Operating Fund	Telephone & Telegraph	\$200.89	03/08/21	Service for Elwood
				<b>Total this claim =</b>	<u>\$200.89</u>		
32844	121	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$528.89	03/08/21	As per attached invoices.
			Operating Fund	Elwood Childrens	\$256.73		
			Operating Fund	Elwood YA	\$441.37		
			Operating Fund	Frankton	\$496.30		
			Operating Fund	Summitville	\$717.22		
				<b>Total this claim =</b>	<u>\$2,440.51</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>
32845	122	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$93.00	03/08/21	Qtrly Pest control Frankton, Summitville, Frankton
			Operating Fund	Professional Services	\$93.00		
			Operating Fund	Professional Services	\$93.00		
				<b>Total this claim =</b>	<u>\$279.00</u>		
32846	123	BOSE, MCKINNEY & EVANS LL	Operating Fund	Legal Services	\$269.50	03/08/21	Legal consultation
				<b>Total this claim =</b>	<u>\$269.50</u>		
32847	124	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$760.00	03/08/21	Snow removal Frankton
				<b>Total this claim =</b>	<u>\$760.00</u>		
32848	139	DEMCO	Operating Fund	Book Processing	\$184.48	03/08/21	Book processing
				<b>Total this claim =</b>	<u>\$184.48</u>		
32849	126	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$73.07	03/08/21	Public notice for 2020 AFR
				<b>Total this claim =</b>	<u>\$73.07</u>		
32850	125	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$684.80	03/08/21	Extinguisher inspection-Summitville Leak inspection-Elwood
			Operating Fund	Professional Services	\$70.00		
				<b>Total this claim =</b>	<u>\$754.80</u>		
32851	137	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$333.81	03/08/21	VoIP
				<b>Total this claim =</b>	<u>\$333.81</u>		
32852	127	FRONTIER	Operating Fund	Telephone & Telegraph	\$216.99	03/08/21	Service for Frankton
				<b>Total this claim =</b>	<u>\$216.99</u>		
32853	128	HENSLEY'S TREE SERVICE	Operating Fund	Professional Services	\$850.00	03/08/21	Tree trimming-Summitville
				<b>Total this claim =</b>	<u>\$850.00</u>		
32854	138	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$560.00	03/08/21	Snow removal Summitville
				<b>Total this claim =</b>	<u>\$560.00</u>		
32855	136	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$21.45	03/08/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$21.45</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
32856	129	MIDWEST TAPE	Operating Fund	Book Processing	\$255.98	03/08/21	As per attached invoices.
			Operating Fund	Elwood AV	\$593.34		
			Operating Fund	Frankton AV	\$119.97		
			Operating Fund	Summitville AV	\$146.97		
			<b>Total this claim =</b>				
32857	130	PSI PLASTIC GRAPHICS	Operating Fund	Book Processing	\$48.00	03/08/21	Barcode labels
			<b>Total this claim =</b>				
32858	131	RICOH USA, INC	Operating Fund	Office Supplies	\$36.54	03/08/21	Copies for Frankton & Summitville & Elwood
			Operating Fund	Office Supplies	\$32.80		
			Operating Fund	Office Supplies	\$63.05		
			<b>Total this claim =</b>				
32859	140	ROBY'S, INC.	Operating Fund	Professional Services	\$711.62	03/08/21	Urinal repair - Elwood
			<b>Total this claim =</b>				
32860	132	ROEING	Operating Fund	Professional Services	\$300.00	03/08/21	Server Maintenance
			<b>Total this claim =</b>				
32861	133	S & S WORLDWIDE	Operating Fund	Frankton Programing	\$183.48	03/08/21	Frankton programing supplies
			<b>Total this claim =</b>				
32862	134	TOPS HOME CENTER	Operating Fund	Frankton Programing	\$13.05	03/08/21	As per attached invoices.
			<b>Total this claim =</b>				
32863	148	AT&T	Operating Fund	Telephone & Telegraph	\$84.93	03/17/21	Service for Summitville
			<b>Total this claim =</b>				
32864	141	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Adult Programing	\$9.70	03/17/21	Programing-Elwood, Summitville
			Operating Fund	Summitville Programing	\$38.75		
			Operating Fund	Cleaning & Sanitation Supplies	\$9.50		
			<b>Total this claim =</b>				
32865	142	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,377.92	03/17/21	Internet
			<b>Total this claim =</b>				

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
32866	143	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$94.30	03/17/21	Color coding dots and label protectors
				<b>Total this claim =</b>	\$94.30		
32867	144	RYAN BURRIS	Operating Fund	Traveling Expense	\$132.44	03/17/21	Mileage 301 miles @ \$.44 = 132.44
				<b>Total this claim =</b>	\$132.44		
32868	147	STAPLES	Operating Fund	Office Supplies	\$100.64	03/17/21	As per attached invoices.
			Operating Fund	Operating Supplies	\$131.90		
				<b>Total this claim =</b>	\$232.54		
32869	146	VASEY COMMERCIAL, INC	Operating Fund	Professional Services	\$1,329.00	03/17/21	Qtrly contract-Elwood
				<b>Total this claim =</b>	\$1,329.00		
32870	150	VICTORIA WALSER	Operating Fund	Furniture & Equipment	\$20.00	03/17/21	Petty Cash
			Operating Fund	Elwood Adult Programing	\$9.00		
				<b>Total this claim =</b>	\$29.00		
32871	155	STACEY JONES	Operating Fund	Frankton Programing	\$29.56	03/17/21	Petty Cash
				<b>Total this claim =</b>	\$29.56		
32872	161	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$152.26	03/31/21	Service for Elwood
			Operating Fund	Waste Disposal Services	\$205.24		
				<b>Total this claim =</b>	\$357.50		
32873	162	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$500.00	03/31/21	Wet/Dry system inspection
				<b>Total this claim =</b>	\$500.00		
32874	163	JILL MURRAY	Operating Fund	Summitville Programing	\$16.96	03/31/21	Petty Cash
				<b>Total this claim =</b>	\$16.96		
32875	164	NICHE ACADEMY	Operating Fund	Databases	\$1,600.00	03/31/21	Annual Subscription Renewal
				<b>Total this claim =</b>	\$1,600.00		
32876	165	OFFICE DEPOT	Operating Fund	Office Supplies	\$119.96	03/31/21	Copy Paper
				<b>Total this claim =</b>	\$119.96		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
32877	166	STAPLES	Operating Fund	Office Supplies	<u>\$98.32</u>	03/31/21	Office supplies
				<b>Total this claim =</b>	<b>\$98.32</b>		
32878	169	TOWN OF FRANKTON	Operating Fund	Electricity	\$270.95	03/31/21	Service for Frankton
			Operating Fund	Water	\$21.60		
			Operating Fund	Waste Disposal Services	<u>\$15.39</u>		
				<b>Total this claim =</b>	<b>\$307.94</b>		
32879	168	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	03/31/21	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
			Operating Fund	Waste Disposal Services	<u>\$5.00</u>		
				<b>Total this claim =</b>	<b>\$70.24</b>		
32880	167	VICTORIA WALSER	Operating Fund	Elwood Children's Programing	<u>\$30.88</u>	03/31/21	Petty Cash
				<b>Total this claim =</b>	<b>\$30.88</b>		
32881	171	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	<u>\$113.35</u>	03/31/21	Copier lease-Elwood
				<b>Total this claim =</b>	<b>\$113.35</b>		
32882	173	WORLD ARCHIVES	Operating Fund	Databases	<u>\$1,136.00</u>	03/31/21	Newspaper Archive.com
				<b>Total this claim =</b>	<b>\$1,136.00</b>		
32883	172	WORLD TRADE PRESS	Operating Fund	Databases	<u>\$724.79</u>	03/31/21	A to Z renewal
				<b>Total this claim =</b>	<b>\$724.79</b>		
32884	180	MICHAEL ROBERTSON	Operating Fund	Professional Services	<u>\$25.00</u>	03/31/21	Reimbursement for iCloud storage
				<b>Total this claim =</b>	<b>\$25.00</b>		
32885	183	AT&T	Operating Fund	Telephone & Telegraph	\$200.89	04/12/21	Service for Elwood, Summitville
			Operating Fund	Telephone & Telegraph	<u>\$89.24</u>		
				<b>Total this claim =</b>	<b>\$290.13</b>		
32886	212	AUTO-OWNERS INSURANCE	Operating Fund	Insurance	<u>\$404.00</u>	04/12/21	Insurance renewal
				<b>Total this claim =</b>	<b>\$404.00</b>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
32887	184	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$531.00	04/12/21	Quarterly Support for April through June
				<b>Total this claim =</b>	<u>\$531.00</u>		
32888	185	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,141.14	04/12/21	As per attached invoices.
			Operating Fund	Elwood Childrens	\$80.35		
			Operating Fund	Elwood YA	\$21.49		
			Operating Fund	Frankton	\$1,043.90		
			Operating Fund	Summitville	\$536.68		
			Gift	Summitville	\$38.36		
				<b>Total this claim =</b>	<u>\$2,861.92</u>		
32889	186	DEMCO	Operating Fund	Operating Supplies	\$138.45	04/12/21	Bookends for Summitville
				<b>Total this claim =</b>	<u>\$138.45</u>		
32890	187	DOLLAR GENERAL-REGIONS 4	Operating Fund	Cleaning & Sanitation Supplies	\$22.75	04/12/21	As per attached invoices.
			Operating Fund	Frankton Programing	\$1.00		
				<b>Total this claim =</b>	<u>\$23.75</u>		
32891	211	ELWOOD CHAMBER OF COMM	Operating Fund	Professional Services	\$70.00	04/12/21	Booth Rental 2021 Home, Health and Garden Show- 2 spaces
				<b>Total this claim =</b>	<u>\$70.00</u>		
32892	205	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,377.92	04/12/21	Internet and VoIP
			Operating Fund	Telephone & Telegraph	\$333.81		
				<b>Total this claim =</b>	<u>\$1,711.73</u>		
32893	188	FRONTIER	Operating Fund	Telephone & Telegraph	\$216.99	04/12/21	Service for Frankton
				<b>Total this claim =</b>	<u>\$216.99</u>		
32894	189	HENSLEY'S TREE SERVICE	Operating Fund	Professional Services	\$1,300.00	04/12/21	Tree removal at Summitville
				<b>Total this claim =</b>	<u>\$1,300.00</u>		
32895	190	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$200.00	04/12/21	Employemnt ads for Elwood
				<b>Total this claim =</b>	<u>\$200.00</u>		
32896	191	INDIANA STATE LIBRARY	PLAC	Other	\$65.00	04/12/21	1st Qtr PLAC
				<b>Total this claim =</b>	<u>\$65.00</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>
32897	192	INDIANA STATE LIBRARY	Evergreen Indiana	Other	\$43.49	04/12/21	Evergreen 1st Qtr
				<b>Total this claim =</b>	<u>\$43.49</u>		
32898	210	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$21.96	04/12/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$21.96</u>		
32899	193	JILL MURRAY	Operating Fund	Summitville Programing	\$18.47	04/12/21	Petty Cash
				<b>Total this claim =</b>	<u>\$18.47</u>		
32900	194	KEITH BALDWIN	Gift	Furniture & Equipment	\$625.00	04/12/21	4 Units of Shelving
				<b>Total this claim =</b>	<u>\$625.00</u>		
32901	196	MADISON COUNTY TREASUR	Operating Fund	Taxes	\$47.50	04/12/21	Drainage Assessment/Property Tax
				<b>Total this claim =</b>	<u>\$47.50</u>		
32902	195	MIDWEST TAPE	Operating Fund	Ebook Services	\$3,000.00	04/12/21	As per attached invoices.
			Operating Fund	Elwood AV	\$447.10		
			Operating Fund	Summitville AV	\$270.91		
			Operating Fund	Frankton AV	\$152.94		
				<b>Total this claim =</b>	<u>\$3,870.95</u>		
32903	197	RICOH USA, INC	Operating Fund	Office Supplies	\$147.22	04/12/21	Copies for Elwood, Frankton & Summitville
			Operating Fund	Office Supplies	\$52.62		
			Operating Fund	Office Supplies	\$36.95		
				<b>Total this claim =</b>	<u>\$236.79</u>		
32904	198	ROEING	Operating Fund	Professional Services	\$300.00	04/12/21	Server Support-April
				<b>Total this claim =</b>	<u>\$300.00</u>		
32905	199	ROSE PEST SOLUTIONS	Operating Fund	Professional Services	\$190.00	04/12/21	Pest control for Frankton, Elwood & Summitville
			Operating Fund	Professional Services	\$190.00		
			Operating Fund	Professional Services	\$190.00		
				<b>Total this claim =</b>	<u>\$570.00</u>		
32906	200	RYAN BURRIS	Operating Fund	Traveling Expense	\$101.64	04/12/21	Mileage for March 231 miles @ \$.44 = \$101.64
				<b>Total this claim =</b>	<u>\$101.64</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
32907	201	STACEY JONES	Operating Fund	Summitville Programing	\$37.15	04/12/21	Petty Cash
<b>Total this claim =</b>					<b>\$37.15</b>		
32908	202	SUPERIOR KREATIONS INC	Gift	Other	\$9.35	04/12/21	Memorial Plate for shelving unit
<b>Total this claim =</b>					<b>\$9.35</b>		
32909	203	VASEY COMMERCIAL, INC	Operating Fund	Professional Services	\$11,342.00	04/12/21	As per attached invoices.
			Operating Fund	Professional Services	\$1,329.00		
<b>Total this claim =</b>					<b>\$12,671.00</b>		
32910	204	VICTORIA WALSER	Operating Fund	Operating Supplies	\$50.00	04/12/21	Petty Cash
<b>Total this claim =</b>					<b>\$50.00</b>		

**Total Amount of Claims \$115,230.29**

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

Monday, April 12, 2021

*Mary E. Keplinger*  
 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 \$115,230.29

Date this 12 day of April, 2021.

<u><i>Tammie Ince</i></u>	<u><i>Deborah Austin</i></u>	
<u><i>Deann Eddleman</i></u>	<u><i>Kenny Smith</i></u>	
<u><i>Lisa Artell</i></u>	<u><i>Linda Watson</i></u>	

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

## NMCPLS Employee List 2020

Jamie Scott, Director (10/31/05) (08/30/95) (FT) 24.5 years  
Sheri Wallace, Administrative Asst. (05/19/2014) (FT) 6 years  
Katie Newby, Tech. Services Mgr. (10/03/2000) (FT) 19.5 years  
Michael Robertson, Information Technology Manager (01/08/2018) 2 years  
Ryan Burris, Custodian (08/27/2013) (FT) 6.5 years  
Anna Baldwin, Custodian (08/14/2013) (PT) 6 years

### Elwood Adult Desk -- Curbside - 57 Hrs/wk Open – 41 Hrs/wk (552-5001 Fax 552-0955)

?, Adult Services Manager (FT)  
Katie Schiffner, Clerk (3/7/16) (FT) 4 years  
Todd Buckmaster, Clerk (3/7/16) (FT) 4 years  
Daikan Metz (10/31/2016) (FT) 3.5 years  
?, Clerk (PT)

### Elwood Youth Desk – Curbside - 57 Hrs/wk Open – 41 Hrs/wk

Victoria Walser, Youth Services Manager (7/9/2018) 2 years (FT)  
?, Clerk (PT)  
?, Clerk (PT)  
?, Clerk (PT)

### Hazelbaker Circ Desk -- Curbside 49 Hrs/wk Open – 37 Hrs/wk (536-2335 Fax 536-9050)

Jill Murray, Branch Mgr. (12/04/2007 AD 05/21/2012 PC) (FT) 12 years  
Barbara Lawrence, Clerk (01/22/2013) (PT) 7 years  
Sarah Fox, Clerk (08/24/2020)(PT)

### Frankton Circ Desk – Curbside 49 Hrs/wk Open – 37 Hrs/wk (551-4140 Fax 754-3312)

Stacey Jones, Branch Mgr. (06/26/2019) 1 year (FT)  
Cassidy Hopkins, Clerk (7/3/17) 3 years (PT)  
Jennifer Summers, Clerk (08/11/2020) (PT)

<b>ELWOOD PUBLIC LIBRARY</b>	<b>552-5001</b>	<b>FAX 552-0955</b>
<b>FRANKTON COMMUNITY LIBRARY</b>	<b>551-4140</b>	<b>FAX 754-3312</b>
<b>RALPH E. HAZELBAKER LIBRARY</b>	<b>536-2335</b>	<b>FAX 536-9050</b>

### **Update:**

**11 out of the 12 full-time positions are currently filled. Currently advertising for the Adult Services Department**

**5 out of 9 part-time positions are currently filled. Currently advertising for a part-time clerk at Elwood – 3 part-time positions not needed at this time due to current patron traffic and no in person programming.**

**Updated 3/24/2021**

Director, Salaried/exempt – Max supervisory, legal/fiscal accountability  
Admin. Asst., Salaried/Exempt – Max legal/fiscal accountability  
Manager, Hourly/Non-exempt – Some supervisory responsibility  
Clerk, Hourly/Non-exempt – No supervisory responsibility  
Page, Hourly/Non-exempt – No supervisory responsibility  
Custodian, Hourly/Non-exempt – No supervisory responsibility



# Proposal

## Smoot Landscaping LLC

**Client Name:** Hazelbaker Library  
**Project Name:** Hazelbaker Library updated quote  
**Jobsite Address:** 1013 Church Street Summitville, Indiana 46070    **Billing Address:** 1013 Church Street Summitville, Indiana 46070  
**Estimate ID:** EST2397512  
**Date:** Mar 30, 2021

***We look forward to exceeding your expectations!***

### **Patio and Sidewalks** **\$38,678.11**

	Excavation and Removal	remove existing landscaping where patio is to be installed, excavate area down 12-14", haul away all debris		\$5,482.50
800 Sq. Ft.	County Materials Elements - A-F		\$6.00	\$4,800.00
70 Yards	53's	stone	\$39.95	\$2,796.50
2 Rolls	Paver Stabilization Roll - 6'x100'		\$80.43	\$160.86
25 Bags	Polymeric Sand - Granite Z3	Granite	\$34.73	\$868.25
	Skid Steer - 287+			\$5,320.00
	Hardscape Installation	install stone base and compact, install stabilization roll, install pavers, install polymeric sand and edging		\$19,250.00

### **Landscaping** **\$3,746.24**

1 Each	PICEA p. 'GLAUCA FAT ALBERT' BLUE SPRUCE 6' B&B		\$254.25	\$254.25
5 Each	BUXUS x 'GREEN MOUNTAIN' PYRAMIDAL BOXWOOD 18" B&B		\$60.00	\$300.00
5 Yards	Landscaper's Blend Top Soil		\$45.99	\$229.95
5.5 Yards	L-Gravel - Coarse L		\$42.50	\$233.75
5 Each	BUXUS microphylla korean 'WINTERGREEN' BOXWOOD 18" B&B		\$45.98	\$229.90
3 Each	GRASSES Cal. a. 'KARL FOERSTER' FEATHER REED GRASS #3 CONT.		\$16.13	\$48.39

Landscape Installation	1 supervisor, 2 crewmen	\$2,450.00
<b>Subtotal</b>		\$42,424.35
<b>Taxes</b>		\$694.54
<b>Estimate Total</b>		<b>\$43,118.89</b>

**Payment Terms and Conditions**

Upon the acceptance of the work, payment of the unpaid balance Contract Price when due together with such Value Added Taxes as may be applicable to such payment.

- Payment terms on any job less than \$25,000.00 are as follows
- 50% down and 50% at time of completion
- Payment terms on any job more than \$25,000.00 are as follows
- 25% down at time of acceptance, 25% when job is started and materials are onsite, 25% when project is at least half complete, remaining balance upon completion
- Should the Client fail to make payments as they become due under the terms of the Contract or in the event of any claim, interest at twelve percent (12%) per annum above the prime rate on such unpaid amounts shall also become due and payable until payment.
- The act of non-payment creates a lien in favor of the Contractor Inc. in any and all equipment and property of the Client in the possession of the Contractor Inc. as well as in the Work in progress as at the date of termination. the Contractor Inc. shall be at liberty to retain possession of the same pending payment in full.
- Notwithstanding anything contained herein to the contrary, the completion date of the Work shall be deemed to be extended by that number of days equal to any delay in payment to the Contractor Inc.
- 

**Warranty and Tolerances**

- **Payments Received:** The Warranty for the contract is only valid if payment is received in full on acceptance of the work.
- **Diligence:** Smoot Landscaping LLC agrees to carry out its Work diligently and to provide sufficient supervision and inspection of its staff and subcontractors and that it's work will be of proper and professional quality, and in full conformity with the requirements of the contract.
- **Competence:** Smoot Landscaping LLC warrants that it is competent to perform the Work and that it has the necessary qualifications including knowledge and skill with the ability to use them effectively.
- **Site Unknowns:** It is the responsibility of the Client or the Client's Representative to fully inform Smoot Landscaping LLC of all the information regarding site unknowns that may include difficult buried materials, cables, and pipes, tree stumps, drainage or water table issues, rock and shale sub-surfaces and/or other impediments, issues or factors that could otherwise impact the quality, cost and timeliness of project completion. Failure to notify Smoot Landscaping LLC may lead to additional costs to the Client (at Smoot Landscaping LLC's discretion) and schedule time not included in the Quotation in Schedule 1, and may require changes in design and construction to overcome such problems – all for which the Client will be responsible. Client can avoid such risks by permitting Smoot Landscaping LLC to do appropriate soil and ground tests, review the site, and to secure additional required site information from appropriate government and other authorities. The cost(s) of such additional work is not included in the Quotation in Schedule 1 attachment.
- **Damaged Utilities:** Should damage occur to utilities during construction, Smoot Landscaping LLC is only liable for the cost of the repair. Smoot Landscaping LLC is not liable in any way for inconvenience to the Client caused by damage to the utilities.
- **Damage to Property:** Any property damage deemed caused by Smoot Landscaping LLC from the Client shall notify Smoot Landscaping LLC within 12 hours of open business hours.
- **Damage to neighbors buried utilities, on the Client's property, are the responsibility of the Client.**
- **Building/Window/Vehicle Washing:** Buildings, windows, or vehicles of the Client, including neighbors, are not intended to be kept clean due to dust during Construction or Work performed by Smoot Landscaping LLC. Any necessary cleaning due to Construction or Work by Smoot Landscaping LLC will be the responsibility of the Client (unless otherwise stated with-in the agreement).

**Material Tolerances**

- **Wood:** Pressure treated wood cannot be guaranteed against warp age, checking, or cupping. Cedar is expected to crack especially 6X6 up to 3/8 inch gaps and the entire length of the wood. Ipe is expected to crack especially 4X4 up to 3/8 inch

- gaps and the entire length of the wood.
- **Stone:** Natural stone has color variations that vary from stone to stone. In addition, mineral deposits such as lime, iron, etc. can change the stone and even bleed. This is the nature of the product and the Client accepts this as a natural and acceptable quality of the stone.
- **Metal:** Metal, which is not galvanized, is not guaranteed from rusting commencing immediately after installation.
- **Concrete:** Spider cracks (hairline stress-fractures) are considered a normal characteristic of all types of concrete. Concrete may crack substantially over time due to proximity of tree roots. Colored concrete consistencies vary from truck to truck; therefore it is not possible to produce an exact match with pours over nine meters. The Client absolves Smoot Landscaping LLC of liability if "smooth" concrete is the desired finish (due to slippage).
- **Warranty Time Period:** Smoot Landscaping LLC warrants all construction and installation for a period of one (1) year, providing that they have been maintained properly. All construction materials are subject to manufacturer's specific warranties/guarantees. Planting is warranted for one (1) year if there is an approved irrigation system.
- **Client Responsibilities:** The Client recognizes and agrees that they have a responsibility to maintain constructions, plants, bushes, trees, and other installations in keeping with standard quality maintenance requirements in order for the Warranty to remain in affect. Failure to properly maintain materials or horticulture installations will void the warranty. Client further recognizes and agrees that damage to construction, materials, horticulture elements and other warrantable items of the project will not be warranted if the damage or loss is due to elements beyond the control of Smoot Landscaping LLC. For example, flooding eaves troughs that damage plants, fallen branches, animal caused damage, frozen/ burst irrigation or drainage pipes that were not seasonally drained at the proper time, use of improper chemicals, improper maintenance, extreme or unusual weather conditions, acts of god, and similar and/or related situations – void all warranties provided by Smoot Landscaping LLC.
- **Use of Client Selected and Approved Substandard Materials:** Client recognized and agrees that if the Client has chosen and approved the use of substandard materials for any application that the one year warranty will be void or otherwise limited in writing on those items so impacted, but will remain in affect for all other elements of the project not impacted directly or indirectly by use of substandard materials. Smoot Landscaping LLC will notify in writing to the Client any material that the Client has selected that would negatively impact the one year warranty of Smoot Landscaping LLC – prior to purchasing and/or installing such materials.
- **Material Grades:** The Client recognizes that all materials come in a range of grades of quality and finishes, and that natural materials are not perfect. Natural wood have knots, and other natural materials have variability in color due to a wide range of factors, and that sample while useful in material selection decision-making, cannot be expected to accurately represent the total completed surface of a given construction or installation. Smoot Landscaping LLC shall endeavor to enable the Client to see or understand the representative range of color, surface texture, and related of all materials begin seriously considered for installation on a project, however, it will be responsibility of the Client for the final selection of those materials. Once the selection has been approved by the Client, the Client will be responsible for all costs associated with changing any given material should the Client change their mind during or after material is purchased or constructed.

#### **Planting + Plant Warranty**

- **Trees and Shrubs:** All trees and shrubs are warranted from the date of installation, provided that Smoot Landscaping LLC is in agreement that the plants are sufficiently hardy and appropriate for the soil, climate, and weather conditions associated with the site, and that they are properly maintained in keeping with standards for assuring the longevity of such plants.
- **Perennials:** Perennials are guaranteed for the same-planted season only. "Delicate" Plants, such as rhododendrons and plants that are not typically suitable for the Client's plant zone, may come with no warranty, due to the risk involved. These plants will be listed in the Planting Estimate in bold.
- **Winter Protection:** All evergreens, broadleaf evergreens and delicate plants must be burlapped in their first season to validate warranty. Smoot Landscaping LLC provides this service at an additional cost.
- **Plant Seasonality:** Various plants, bushes, shrubs, and trees have ideal times for planting. Planting out of season at the request of Clients will void any warranty for those plants. Smoot Landscaping LLC will point out in writing to the Client any requested planting that will void the warranty on those plants so affected by out of season planting. The Client reserves the right to request that plants that cannot be planted with out voiding the warranty be exchanged or planted in the next plantable season without any additional costs being borne by the Client.
- **Plant Availability:** In some instances, some plants, shrubs, bushes, and trees may not be readily available to procure in time for the required planting period associated with the Contract. In that event, Smoot Landscaping LLC will work closely work with the Client to provide a approved substitution(s) – subject to availability. The Client will always reserves the right to request plants and related materials that are not locally available.
- **Plant Diseases:** Should the Client recognize ill health in the plants, shrubs, bushes, or trees that have been supplied under the Contract, it is the Client's responsibility to immediately inform the Smoot Landscaping LLC. Smoot Landscaping LLC will determine the nature and source of the illness. If it is deemed that the plant was infected prior to installation, Smoot Landscaping LLC reserves the right to first treat using herbicides, fertilizers, and insecticides to return the plants to good health. Should efforts to restore the plant's health fail, the Client is entitled to a refund only. Due to plant availability, the Client assumes the risk and liability of rare specimens. However, Smoot Landscaping LLC reserves the right to remove all or a portion of the warranty depending upon the nature of the source of the plant infections and the approved policies of Smoot Landscaping LLC. In all cases, Smoot Landscaping LLC shall work with the Client to minimize damage to the existing Contract related plants.

- *Plant Replacement:* Smoot Landscaping LLC is entitled to up to one(1) year to source, match and replace dead or ill plants (due to scarcity). The Client reserves the right to either a full refund within one (1) year or wait for a suitable replacement. Should the plant be a matching pair or series, and it is not possible to replace, Smoot Landscaping LLC agrees to replace all plants in the series or pair at Smoot Landscaping LLC's cost.
- *Lawns:* All new sod will be No.1 grade KBG or Turf Type Fescue. New lawns that are under shade are not guaranteed. New lawns are guaranteed to be healthy at time of installation only. (Please refer to lawn information found in Horticulture Care Package) Should new sod be damaged due to animals (pets or wild animals, i.e. raccoons, skunks) the Client will incur all costs for replacement. Sod pegs can be installed for an additional fee to deter animals from causing damage. Pegs are not guaranteed to prevent damage from animals.
- *Water Plants:* Water plants are guaranteed for same-planted season only.
- *Weeds:* Smoot Landscaping LLC shall use it's efforts to minimize any weeds; however, Smoot Landscaping LLC shall not be required to inspect or otherwise ensure that there is no weed or other unwanted plant matter upon the Client's property in any soil or root balls/planting container of plant materials, nor shall it provide warranty for the removal of existing weeds.
- *Horticultural Care Package:* The Horticultural Care Package provided by the Contractor is a guide for the care and maintenance of all planning provided. Failure to comply with the guidelines set out therein shall void any warranty or guarantee provided by Smoot Landscaping LLC whether express or implied.
- *Replacement plant material and cost:* Smoot Landscaping LLC does not guarantee plant material that has been transplanted on site. Replacement plant material is not guaranteed. The cost for replacement plants is 50% of retail cost of each plant.
- *Required Maintenance:* Smoot Landscaping LLC will provide technical specification sheets on all materials and horticulture constructed, erected, implemented or planted on the site as part of the Contract. Failure to follow the recommendations with equal, equivalent or superior maintenance efforts, tools and resources will void any Smoot Landscaping LLC warranty on items so affected. Where the Smoot Landscaping LLC recognizes that the Client lacks sufficient resources (water pressure, power outlets, and related) to enable the full maintenance and enjoyment of the materials, construction(s) and/or horticultural elements associated with this Contract, Smoot Landscaping LLC will also inform the Client and recommend possible solutions. However, Smoot Landscaping LLC is not obliged to be wary of such needs or to account for them in this Contract in terms of design, construction or costs, and the Client fully accepts responsibility for obtaining such knowledge and acting accordingly.
- *Water Supply:* All plants, shrubs, trees, flowers, sod, or like material planted by Smoot Landscaping LLC that does not receive the proper water as described as noted in the Care Section will void all warranties. Where water supply becomes an issue and negatively detracts from ponds, waterfalls, and other water features, the Client recognizes and agrees that such problems are the sole responsibility of the Client.
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#### **Acceptance of Work**

The client has inspected the work performed by Smoot Landscaping LLC. The client has delivered to Smoot Landscaping LLC a written list of all items the buyer believes have not been properly constructed or are not in proper condition. Except as noted on this list, the client accepts the landscape as is, and acknowledges that he or she has no further claim against Smoot Landscaping LLC for any item that was not listed that could reasonably have been ascertained or observed during the client's inspection. The client has no objections as to color, appearance, type or brand of materials, dimension or size, location, or any other conditions that could reasonably have been discovered by the client during the inspection.

The client understands that no warranties are being made by Smoot Landscaping LLC except those appearing in the contract documents. The client is not relying on any representations, promises, or warranties except for the written limited warranty that appears in the contract documents.

The client acknowledges receipt from Smoot Landscaping LLC of all documents to which the client is entitled.

Each provision of this certificate is separate and severable from every other provision. If any single provision is declared invalid or unenforceable, the client and Smoot Landscaping LLC understand that all the other provisions will be valid and enforceable.

#### **Procedure for Extra Work and Changes**

If it shall become necessary for the contractor, Smoot Landscaping LLC, to make changes in any designs, drawings, plans, software, reports or specifications for any part of the project or reasons over which we have no control, or we are put to any extra work, cost or expense by reason of any act or matter over which it has no control, the customer will pay to Smoot Landscaping LLC a fee for such changed or extra work calculated on a time and materials basis. All changes to work or pricing or the terms of this agreement will be read and understood within the context and meanings of this agreement unless stated explicitly to the contrary. Extras to the contract are payable by the Owner/Client forthwith upon receipt of the Smoot Landscaping LLC invoice.

*Change Notice:* Any contract change in scope in excess of one thousand dollars (\$1,000.00) requires a Contract Change Notice under which work is to proceed. Work will not commence under a Contract Change Notice (CNN) unless with written Owner/Client approval.



For changes in scope of less than one thousand dollars (\$1,000.00), Smoot Landscaping LLC will provide the customer notification by way of its Progress Report. In either instance, such notification shall be plain and clear in terms of scope and reason. Any record, telephone conversation or meeting in which such change in scope was introduced, shall be attached as supporting documentation.

**Exclusions**

The Following matters are excluded from the Work, unless specified in writing to the contrary:

- Electrical Work is to be done by a certified electrician only and is always additional to the Contract.
- Damage to existing irrigation lines during construction is considered to be an additional cost.
- Drainage: Should the Client's property be the lowest elevation in relation to surrounding property or buildings, Smoot Landscaping LLC reserves the right to retain a Soil Engineer to evaluate and propose drainage solutions. All costs for engineering services, as well as the actual drainage work will be at the Client's expense. Unless the Client has a detailed Topographical survey completed, the above clause may come into effect.
- Painting and Staining
- Conduit and connections for electrical, gas, and all other utilities and services
- Site Unknowns: Including, but not limited to, sub-surface conditions/obstacles that create unforeseen labor, equipment, material or disposal charges
- Material : In some instances, some material may not be readily available or availability may become unavailable. In that event, Smoot Landscaping LLC will work closely work with the Client to provide an approved substitution(s) – subject to availability. The Client will always reserves the right to request plants and related materials that are not locally available. This will be at no additional cost to Smoot Landscaping LLC. However if the approved plant and or material is a greater cost then the estimate additional charges will be at the Clients expense.

**Estimate and Design Pricing**

Estimates and Designs are free up to the original estimate/ design and one revision. After those two designs or estimates there will be a \$50.00 fee for each of the following re designs or changed estimates. SL will do the designs for free and customer may have a copy of said design upon acceptance and downpayment of the job. If customer would like a copy of the design prior to accepting the work there will be a charge of \$500.00 for one copy of your design. If after customer purchases designs they accept the job the \$500.00 will be applied to their down payment.

The client has inspected the work performed by Smoot Landscaping LLC. The client has delivered to Smoot Landscaping LLC a written list of all items the buyer believes have not been properly constructed or are not in proper condition. Except as noted on this list, the client accepts the landscape as is, and acknowledges that he or she has no further claim against Smoot Landscaping LLC for any item that was not listed that could reasonably have been ascertained or observed during the client's inspection. The client has no objections as to color, appearance, type or brand of materials, dimension or size, location, or any other conditions that could reasonably have been discovered by the client during the inspection.

The client understands that no warranties are being made by Smoot Landscaping LLC except those appearing in the contract documents. The client is not relying on any representations, promises, or warranties except for the written limited warranty that appears in the contract documents.

The client acknowledges receipt from Smoot Landscaping LLC of all documents to which the client is entitled.

Each provision of this certificate is separate and severable from every other provision. If any single provision is declared invalid or unenforceable, the client and Smoot Landscaping LLC understand that all the other provisions will be valid and enforceable.

Estimate authorized by: \_\_\_\_\_  
Company Representative

Estimate approved by: \_\_\_\_\_  
Customer Representative

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

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

**PROPOSAL**  
**COMPLETE MASONRY SERVICES, INC.**  
 P.O. BOX 236  
 YORKTOWN, IN 47396  
 (765) 759-8966 FAX (765) 759-8928



PROPOSAL SUBMITTED <b>Elwood Public Library Att: Jamie Scott</b>	DATE <b>4-5-2021</b>
STREET: <b>1600 Main Street</b>	PROJECT:
CITY, STATE & ZIP CODE <b>Elwood, IN 46036</b>	PROJECT LOCATION:
ARCHITECT	DATE OF PLANS

1. **PATCH LIGHT POLE BASE WITH CEMENT PRODUCT TO MATCH EXISTING WORK**  
**TOTAL FOR ABOVE= \$480.00**
  
2. **CLEAN STONE AND STAINS FROM BRICK AROUND PERIMETER OF BUILDING AND PATCH HOLES**  
**TOTAL FOR ABOVE= \$4,200.00**
  
3. **SIGN:**  
**CLEAN BRICK AND STONE ON SIGN AND REPAINT INSIDE OF LETTERS WITH FLAT BLACK PAINT**  
**TOTAL FOR ABOVE= \$1,920.00**

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**WE PROPOSE** hereby to furnish material and labor - complete in accordance with above specifications, **FOR THE SUM OF:**  
**PRICES ABOVE.....**

Payment to be made as follows:  
 Payment: **PER CONTRACT DOCUMENT**

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

**ACCEPTANCE OF PROPOSAL** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment will be made as outlined above.

Authorized Signature \_\_\_\_\_  
 Lucas W. Manor, President

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

Signature Sheri Wallace  
 Date of Acceptance 4/12/21

**PROPOSAL  
COMPLETE MASONRY SERVICES, INC.  
P.O. BOX 236  
YORKTOWN, IN 47396  
(765) 759-8966 FAX (765) 759-8928**



PROPOSAL SUBMITTED <b>Elwood Public Library Att: Jamie Scott</b>	DATE <b>4-5-2021</b>
STREET: <b>1600 Main Street</b>	PROJECT:
CITY, STATE & ZIP CODE <b>Elwood, IN 46036</b>	PROJECT LOCATION:
ARCHITECT	DATE OF PLANS

**OLD HIGH SCHOOL MONUMENT**

**CLEAN BRICK AND STONE, SHORE UP ARCH IF NEEDED, CUT BAD MORTAR OUT 5/8"  
DEEP AND PATCH POINT BACK WITH APPROVED MIX AND COLOR OF MORTARS  
1 COLOR AND MIX FOR BRICK  
1 COLOR AND MIX FOR STONE  
CLEAN BRICK AND STONE TO MATCH EXISTING**

**WE PROPOSE** hereby to furnish material and labor - complete in accordance with above specifications, **FOR THE SUM OF:**  
**ELEVEN THOUSAND TWO HUNDRED EIGHTY AND-----00/100** **\$11,280.00**

Payment to be made as follows:

Payment: **PER CONTRACT DOCUMENT**

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

**ACCEPTANCE OF PROPOSAL** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment will be made as outlined above.

Authorized Signature \_\_\_\_\_  
Lucas W. Manor, President

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

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

## **NMCPLS MEETING ROOM POLICY**

### **Elwood Public Library**

#### **I. ACCESS:**

- A. The room designated as the "meeting room" in the Elwood Public Library facility may be reserved for use by educational, civic, cultural, and governmental entities.
- B. All meetings shall be open and free of charge to any person residing in Pipecreek, Duck Creek, Boone, Van Buren and Lafayette townships.
- C. Library functions take precedence over all other usage.
- D. Children's groups are permitted use of the room provided they are supervised by one or more adult sponsors AT ALL TIMES.
- E. When adults using meeting room facilities are accompanied by their children, those children should have adult supervision other than library personnel at all times.

#### **II. RESTRICTIONS:**

- A. No more than 49 persons are to occupy the room at any given time.
- B. This room is not available for any meetings of religious or sectarian groups for the purpose of promoting or advancing the beliefs of their members.
- C. This room is not available for any meetings or public announcements sponsored by individual candidates for local, state, or federal office.
- D. This room is not available for the benefit of private individual or commercial concerns.
- E. Individuals or groups wishing to conduct fund-raising activities for the community or other purposes must receive prior permission from the Director.
- F. No activity shall be permitted which shall in any manner be potentially or directly destructive to library property or potentially or directly disruptive to the function of the library.
- G. When permission to meet in the library is given, it does not in any way constitute an endorsement of the group's policies, beliefs, or activities.
- H. The library does not accept reservations for a series of meetings that would designate the library as the regular meeting place for any organization. Reservations will be taken no more than 30 days in advance.
- I. Smoking is prohibited.
- J. Alcoholic beverages are prohibited.
- K. Playground type equipment including an inflatable bouncer is not allowed inside or outside of the building.
- L. The library director is authorized to deny permission for use of the library meeting room to any group that is disorderly or violates these regulations.

#### **III. RESERVATIONS:**

- A. Reservations are made on a first come, first served basis (except as noted in II H).
- B. Groups should complete the attached Meeting Room Reservation Form, leaving it and their \$30.00 deposit with staff at the front desk. Supervised visitations are not required to leave a \$30 deposit.
- C. The library should be notified as soon as possible in the event a meeting is canceled by the group for which the room is reserved.
- D. The library reserves the right to cancel reservations for the meeting room at any time. Every effort will be made to give as much notice as possible to the individual(s) listed on the reservation form.

#### IV. RESPONSIBILITIES:

- A. The building is to be kept locked at all times after regular hours of operation. Therefore, when using the meeting room after the rest of the library is closed, the person signing this agreement will be held responsible for:
- 1) Signing a key agreement assuming a \$25.00 fee or replacement costs for a lost key.
  - 2) Getting a key for the exterior entrance not more than 24 hours prior to the meeting.
  - 3) Returning the key to library management within 24 hours after meeting room use.
  - 4) Making sure all doors and windows are securely shut and locked upon vacating the facility.
- B. The library assumes no liability for any loss or damage arising from the use of the meeting room by the applicant, affiliated group members and guests.
- C. Groups are responsible for providing all supplies necessary to conduct planned activities. Audio-visual (AV) equipment may be requested when reserving the meeting room, but must be requested no less than one library business day in advance of meeting room use.
- D. Library facilities include meeting room, tables, chairs, and access to kitchen and restroom. Facilities must be left in the same condition in which they were found or deposit will be forfeited. Attached is a checklist for users. Please make sure all items on the checklist have been reviewed. This is the same checklist that will be used by library staff members to inspect the meeting room after each usage.
- E. Any damage should be reported promptly. Damages or charges in excess of the amount of the deposit will be billed to the person who signed the reservation form. Notification of the damage and charges will be given to user within three working days. Compensation at replacement cost, labor cost, or both must be made within 30 days. The full amount must be paid before another request will be granted for the affiliated group.
- F. Deposit must be retrieved within 10 business days following use of the meeting room, or it will be considered a donation to the library. Deposit will be released only to the person who signed the original reservation form.
- G. Equipment available for use is as follows:
- Overhead projector
  - Slide projector
  - Television with VCR
  - DVD player
  - Projector for large screen computer projection

Revised 01-09-06

Revised 02-04-2013

Revised 02-13-2017

Revised 11-12-2018

# NMCPLS MEETING ROOM RESERVATION FORM

\_\_\_\_\_ request permission to use the  
(Print name of person signing agreement)

meeting room of the Elwood Public Library on \_\_\_\_\_  
(Date)

from \_\_\_\_\_ in accordance with the rules and  
(Time, i.e. 9 a.m.-11 a.m.)

regulations set forth by the North Madison County Public Library System  
Board of Trustees.

\_\_\_\_\_ agrees to honor  
(Signature)

all the rules and regulations governing the use of the Elwood Public Library  
Meeting Room as described above, and to ensure that no member of the group  
violates the rules set forth. I understand that the group will be held  
responsible for any and all losses incurred by the library as a result of leaving  
the building unlocked.

**PLEASE PRINT:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**BUS. PHONE:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

**GROUP NAME:** \_\_\_\_\_

## MEETING ROOM CHECKLIST

### MEETING ROOM

- Wipe and wash off tabletops.
- Check chairs and wipe/wash if needed.
- All tables must be put away.
- Eight (8) chairs are to be placed in cloak closet.  
All other chairs are to be put away in storage closet.
- Floor should be swept.  
(Broom and dustpan are located in the kitchen)
- Place trash in the two cans provided with the room.  
Any additional trash must be taken with you.
- Dry erase board, if used, should be wiped and cleaned.

### **Emergency Contact Information:**

**Jamie Scott, Director – 765-635- 1093**  
**Jordan Arehart, Adult Services Manager – 765-635-1560**  
**Trisha Shuler, Youth Services Manager – 765-278-0370**  
**Don Murray, Custodian – 765-557-1301**

### KITCHEN

- Please only use foodstuffs, drinks, paper wares, plates, and utensils you bring.
- Take extra foodstuffs and drinks when leaving.
- Coffee maker is cleaned and put back in place (if used).
- Clean countertops.
- Clean stovetop.
- Wipe off refrigerator.
- Clean out sink.
- Wipe off cabinet doors.
- Clean out microwave.
- Place trash in the two cans provided with the room.  
Any additional trash must be taken with you.
- Sweep floor.

\* \* \* Communication Result Report ( Apr. 8. 2021 1:47PM ) \* \* \*

1)  
2)

Date/Time: Apr. 8. 2021 1:47PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1992 Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax

Agenda

April 12, 2021

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. Summitville Drainage Project and Patio
- New Business
  - 1. Full-time Custodian Wages
  - 2. Elwood - Limestone Cleaning and Repair Light Pole Base
  - 3. Elwood - Patio and Arch
  - 4. Meeting Room Policy - Capacity and Facemasks
- Director's Report
- Public Comment
- Adjournment

Please Publish



\* \* \* Communication Result Report ( Apr. 8. 2021 1:48PM ) \* \* \*

1)  
2)

Date/Time: Apr. 8. 2021 1:47PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1993	Memory TX	call leader	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
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Board of Trustees

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**Agenda**

April 12, 2021

North Madison County Public Library System  
 Board of Trustees

Elwood Public Library

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 4:30 P.M.

Call to Order  
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File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1995 Memory TX	Summitville FAX	P. 1	OK	

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**Agenda**

April 12, 2021

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  
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 Old Business  
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 Director's Report  
 Public Comment  
 Adjournment

# Agenda

May 10, 2021

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

Summitville Drainage

New Business

1. Nugent Electric Can Lights – Elwood
2. HVAC – Summitville
3. Movie Licensing USA

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
May 10, 2021  
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 10, 2021 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Beverly Austin, Mary Kiplinger, Kathy Small and Kenny Giselbach. Also in attendance were Sheri Wallace, Administrative Assistant and Mike Robertson, IT Manager.

CONSENT AGENDA

Beverly Austin made a motion to approve the consent agenda. Kathy Small seconded and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville Drainage Project

David Baney of Baney Excavating has completed the installation of the drainage structures at the Hazelbaker Library. He also removed and replaced concrete at the main entrance for an additional cost of \$900.00. He will complete the final grading and seeding in the next few weeks.

NEW BUSINESS

Nugent Electric Can Lights-Elwood

We received a quote to replace the can light fixtures at the Elwood Library. LED fixtures keep changing. By purchasing them all we are assured to have the same fixtures as we get the funds to install them in stages. Beverly Austin moved to accept the proposal from Nugent. Kathy Small made a second and the motion carried.

HVAC-Summitville

We received a quote from Vasey to replace the blower motor and blower wheel on the Carrier unit at the Hazelbaker Library for \$1,346.00. Beverly Austin moved to accept the quote from Vasey for the blower motor at Hazelbaker Library. Mary Kiplinger seconded and the motion carried.

Movie Licensing USA

In an effort to provide socially distanced programming for Summer Reading, the staff would like to be able to show outdoor movies. This requires a license. The quote we received would allow us to show movies at all locations for a cost of \$1,200.00 per year.

This will start will outdoor movies weekly during Summer Reading and indoor movies monthly during the winter. Kathy Small made a motion to purchase the license from Movie Licensing, USA. Mary Kiplinger made a second and the motion carried.

ADDITION TO AGENDA

Managers Computers

It is time to upgrade computers in the Adult Services and Youth Services offices. We can purchase new Lenovo ThinkCentre All-in-One PC's for \$1,049.00 each with additional 2 year protection plan for \$79.99 each. Kenny Giselbach made a motion to purchase the new computers. Kathy Small made a second and the motion carried.

Directors Report

The May In-Service was cancelled in Director Scott's absence. Board members Mary Kiplinger and Larry Watson were reappointed to the board for another term. Complete Masonry Service is putting us on the schedule to clean the sign and limestone around the Elwood Library. We had our pre budget meeting with Ryan at DLGF. Our Circuit Breaker is \$148,372.74 and the growth quotient is 4.2%. It is time to renew our employee health insurance policy. Our premiums decreased 2.9% but our Maximum Out of Pocket cost increased \$2500.00 and our Deductible increased \$500.00. We are participating the Diaper Drive with the United Way again this year. The staff get to wear jeans for a day for every package they donate.

Public Comment

There was no public comment.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

<u>Mary Kiplinger</u>	<u>Kathy Small Secretary</u> Kathy Small, Secretary
<u>Glenn Eddleman</u>	<u>Kenny Giselbach</u>
<u>Larry Watson</u>	<u>Beverly J. Besshin</u>

**Register Of Claims**  
**North Madison County Public Library System**

Report Date: From **04/13/21** To **05/10/21**

<b>Warrant Number</b>	<b>Claim Number</b>	<b>Name of Claimant</b>	<b>Fund</b>	<b>Account</b>	<b>Amount</b>	<b>Date</b>	<b>Explanation</b>
0	230	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	04/28/21	Payroll ending 4/24/21
				<b>Total this claim =</b>	<b>\$266.00</b>		
0	272	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	05/10/21	IN Def Comp Emp Matching Plan-Robertson
				<b>Total this claim =</b>	<b>\$186.64</b>		
0	240	VECTREN ENERGY DELIVERY	Operating Fund	Gas	\$71.80	04/28/21	Service for Frankton, Elwood
			Operating Fund	Gas	\$307.08		
				<b>Total this claim =</b>	<b>\$378.88</b>		
0	206	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$417.34	04/14/21	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,558.14		
				<b>Total this claim =</b>	<b>\$1,975.48</b>		
0	238	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$0.00	04/28/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$6.84		
			Medicare	Empl.Share FICA&Medicare	\$1.60		
			Operating Fund	Empl.Share FICA&Medicare	\$6.84		
			Operating Fund	Empl.Share FICA&Medicare	\$1.60		
				<b>Total this claim =</b>	<b>\$16.88</b>		
0	237	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$3.31	04/28/21	PERF Deposit
			Operating Fund	Emp Cont PERF	\$12.36		
				<b>Total this claim =</b>	<b>\$15.67</b>		
0	236	PAYROLL	Operating Fund	Salary of Director	\$2,516.80	04/28/21	PAYROLL
			Operating Fund	Salary of Assistants	\$14,321.30		
			Operating Fund	Wages of Janitor	\$1,263.20		
				<b>Total this claim =</b>	<b>\$18,101.30</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	233	INDIANA DEPARTMENT OF RE	State Tax Withheld County Tax Withheld	Payroll Deductions Payroll Deductions	\$1,140.60 \$582.50	04/28/21	April Withholdings
				<b>Total this claim =</b>	<u>\$1,723.10</u>		
0	242	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$14.70	04/28/21	April Service Charge
				<b>Total this claim =</b>	<u>\$14.70</u>		
0	231	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	04/28/21	IN Def Comp Emp Matching Plan- Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	241	PURCHASE POWER	Operating Fund	Postage & UPS	\$217.17	04/28/21	Postage refill
				<b>Total this claim =</b>	<u>\$217.17</u>		
0	229	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	\$1,774.66 \$1,119.07 \$261.71 \$1,119.07 \$261.71	04/28/21	Federal Tax Deposit
				<b>Total this claim =</b>	<u>\$4,536.22</u>		
0	228	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$416.18 \$1,553.82	04/28/21	PERF Deposit
				<b>Total this claim =</b>	<u>\$1,970.00</u>		
0	226	UNITED HEALTHCARE	Insurance Operating Fund	Payroll Deductions Emp Cont Group Ins	\$889.70 \$9,478.01	04/28/21	Emp Health Ins 5/1-5/31
				<b>Total this claim =</b>	<u>\$10,367.71</u>		
0	216	CARDMEMBER SERVICE	Operating Fund Operating Fund	Operating Supplies Professional Services	\$38.41 \$74.95	04/28/21	As per attached invoices.
				<b>Total this claim =</b>	<u>\$113.36</u>		
0	215	INDIANA MICHIGAN POWER C	Operating Fund Operating Fund Operating Fund	Electricity Electricity Electricity	\$1,757.45 \$467.00 \$18.58	04/14/21	Service for Elwood & Summitville
				<b>Total this claim =</b>	<u>\$2,243.03</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	214	SYNCB/AMAZON	Operating Fund	Elwood AV	\$419.49	04/14/21	As per attached invoices.
			Operating Fund	Frankton AV	\$328.46		
			Operating Fund	Summitville AV	\$313.51		
			Operating Fund	Summitville	\$38.00		
			Operating Fund	Elwood Adult	\$116.28		
			Operating Fund	Elwood Children's Programing	\$9.49		
				<b>Total this claim =</b>	<u>\$1,225.23</u>		
0	213	PAYROLL	Operating Fund	Salary of Director	\$2,516.80	04/14/21	PAYROLL
			Operating Fund	Salary of Assistants	\$14,127.14		
			Operating Fund	Wages of Janitor	\$1,263.20		
				<b>Total this claim =</b>	<u>\$17,907.14</u>		
0	207	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,767.97	04/14/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,107.02		
			Medicare	Empl.Share FICA&Medicare	\$258.89		
			Operating Fund	Empl.Share FICA&Medicare	\$1,107.02		
			Operating Fund	Empl.Share FICA&Medicare	\$258.89		
				<b>Total this claim =</b>	<u>\$4,499.79</u>		
0	232	AFLAC	AFLAC	Payroll Deductions	\$331.32	04/28/21	April Withholdings
				<b>Total this claim =</b>	<u>\$331.32</u>		
0	254	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$495.00	05/10/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$495.00</u>		
0	239	PAYROLL	Operating Fund	Wages of Janitor	\$110.40	04/28/21	PAYROLL
				<b>Total this claim =</b>	<u>\$110.40</u>		
0	271	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	05/10/21	Payroll ending 5/8/21
				<b>Total this claim =</b>	<u>\$266.00</u>		
32911	234	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$152.26	04/28/21	Service for Elwood
			Operating Fund	Waste Disposal Services	\$205.24		
				<b>Total this claim =</b>	<u>\$357.50</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
32912	217	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$87.00	04/28/21	Trash removal Frankton Apr/Jun 2021
				<b>Total this claim =</b>	\$87.00		
32913	218	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	\$143.44	04/28/21	Travel reimbursement 326 miles @ \$.44
				<b>Total this claim =</b>	\$143.44		
32914	219	MIDWEST COLLABORATIVE F	Operating Fund	Databases	\$1,206.95	04/28/21	Fold 3 Library Edition/ Cypress Resume
			Operating Fund	Databases	\$157.50		
				<b>Total this claim =</b>	\$1,364.45		
32915	220	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$151.56	04/28/21	Postage meter lease
				<b>Total this claim =</b>	\$151.56		
32916	221	RICOH USA, INC	Operating Fund	Office Supplies	\$57.42	04/28/21	Copies for Summitville, Frankton
			Operating Fund	Office Supplies	\$95.37		
				<b>Total this claim =</b>	\$152.79		
32917	222	STACEY JONES	Operating Fund	Furniture & Equipment	\$99.99	04/28/21	Carpet Cleaner for Frankton
				<b>Total this claim =</b>	\$99.99		
32918	223	STAPLES	Operating Fund	Office Supplies	\$121.88	04/28/21	As per attached invoices.
				<b>Total this claim =</b>	\$121.88		
32919	224	TOWN OF FRANKTON	Operating Fund	Electricity	\$333.45	04/28/21	Service for Frankton
			Operating Fund	Water	\$21.60		
			Operating Fund	Waste Disposal Services	\$17.85		
				<b>Total this claim =</b>	\$372.90		
32920	225	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	04/28/21	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
			Operating Fund	Waste Disposal Services	\$5.00		
				<b>Total this claim =</b>	\$70.24		
32921	227	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	04/28/21	Elwood Copier lease
				<b>Total this claim =</b>	\$113.35		

<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>
32922	235	STACEY JONES	Operating Fund	Frankton Programing	\$30.38	04/28/21	Petty Cash
				<b>Total this claim =</b>	\$30.38		
32923	243	AT&T	Operating Fund	Telephone & Telegraph	\$202.90	05/10/21	Service for Elwood
				<b>Total this claim =</b>	\$202.90		
32924	244	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$120.00	05/10/21	Qtrly Billing for Cloud Backup May-July
				<b>Total this claim =</b>	\$120.00		
32925	245	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,873.57	05/10/21	As per attached invoices.
			Operating Fund	Elwood Childrens	\$502.66		
			Operating Fund	Elwood YA	\$232.77		
			Operating Fund	Frankton	\$479.41		
			Operating Fund	Summitville	\$770.71		
				<b>Total this claim =</b>	\$3,859.12		
32926	268	BANEY EXCAVATING	Rainy Day Fund	Professional Services	\$49,963.00	05/10/21	Summitville Drainage Project
			Operating Fund	Bldg. & Structure/Maint.	\$900.00		
				<b>Total this claim =</b>	\$50,863.00		
32927	263	DOLLAR GENERAL-REGIONS 4	Operating Fund	Summitville Programing	\$29.00	05/10/21	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$3.75		
			Operating Fund	Cleaning & Sanitation Supplies	\$51.75		
				<b>Total this claim =</b>	\$84.50		
32928	246	EBSCO	Operating Fund	Databases	\$3,822.00	05/10/21	Database Package-Library Aware, Novelist K-8 Plus, Novelist Plus, My Heritage Library Addition
				<b>Total this claim =</b>	\$3,822.00		
32929	247	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,377.92	05/10/21	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$336.20		
				<b>Total this claim =</b>	\$1,714.12		
32930	266	FIREPLACE & GAS CENTER, IN	Operating Fund	Professional Services	\$99.00	05/10/21	Fireplace inspection at Frankton
				<b>Total this claim =</b>	\$99.00		

<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>
32931	248	FREDERICKS, INC	Operating Fund	Professional Services	\$1,044.00	05/10/21	Reroof shed at Frankton
				<b>Total this claim =</b>	\$1,044.00		
32932	249	FRONTIER	Operating Fund	Telephone & Telegraph	\$218.71	05/10/21	Service for Frankton
				<b>Total this claim =</b>	\$218.71		
32933	250	GRASS ROOTS PLUS, INC.	Operating Fund	Professional Services	\$218.00	05/10/21	Fertilizer and weed control for Elwood & Summitville
				<b>Total this claim =</b>	\$218.00		
32934	251	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$200.00	05/10/21	AS manager and YS clerk advertisements
				<b>Total this claim =</b>	\$200.00		
32935	252	INDIANA STATE LIBRARY	Operating Fund	Professional Services	\$910.00	05/10/21	InfoExpress for Frankton, Summitville, Elwood
			Operating Fund	Professional Services	\$2,820.00		
			Operating Fund	Professional Services	\$910.00		
				<b>Total this claim =</b>	\$4,640.00		
32936	265	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$22.50	05/10/21	Service for Summitville
				<b>Total this claim =</b>	\$22.50		
32937	267	JILL MURRAY	Operating Fund	Summitville Programing	\$25.61	05/10/21	Petty Cash
				<b>Total this claim =</b>	\$25.61		
32938	253	MIDWEST TAPE	Operating Fund	Elwood AV	\$698.31	05/10/21	As per attached invoices.
			Operating Fund	Frankton AV	\$228.43		
			Operating Fund	Summitville AV	\$301.41		
				<b>Total this claim =</b>	\$1,228.15		
32939	255	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$147.61	05/10/21	Program supplies for Summitville
			Operating Fund	Summitville Programing	\$57.14		
				<b>Total this claim =</b>	\$204.75		
32940	264	RICOH USA, INC	Operating Fund	Office Supplies	\$204.18	05/10/21	Copies for Elwood
				<b>Total this claim =</b>	\$204.18		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
32941	256	ROEING	Operating Fund	Professional Services	\$435.00	05/10/21	Managed Server Maintenance Agreement, HVAC firewall
				<b>Total this claim =</b>	<u>\$435.00</u>		
32942	257	ROSE PEST SOLUTIONS	Operating Fund	Professional Services	\$95.00	05/10/21	Pest control for Frankton, Summitville & Elwood
			Operating Fund	Professional Services	\$95.00		
			Operating Fund	Professional Services	\$95.00		
				<b>Total this claim =</b>	<u>\$285.00</u>		
32943	258	RYAN BURRIS	Operating Fund	Traveling Expense	\$126.28	05/10/21	Mileage 287 miles @ \$.44 = \$126.28
				<b>Total this claim =</b>	<u>\$126.28</u>		
32944	259	S & S WORLDWIDE	Operating Fund	Frankton Programing	\$9.95	05/10/21	Program Supplies Frankton
				<b>Total this claim =</b>	<u>\$9.95</u>		
32945	261	STACEY JONES	Operating Fund	Postage & UPS	\$8.30	05/10/21	Petty Cash
			Gift	Frankton Programing	\$15.99		
			Operating Fund	Operating Supplies	\$23.88		
				<b>Total this claim =</b>	<u>\$48.17</u>		
32946	260	STAPLES	Operating Fund	Frankton Programing	\$37.44	05/10/21	As per attached invoices.
			Operating Fund	Office Supplies	\$271.23		
				<b>Total this claim =</b>	<u>\$308.67</u>		
32947	262	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$385.00	05/10/21	As per attached invoices.
				<b>Total this claim =</b>	<u>\$385.00</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>
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**Total Amount of Claims \$140,581.75**

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

Monday, May 10, 2021

*Mary E. Kiplinger*  
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 May, 2021.

<i>Kurtis Small</i>	<i>Greg J. Austin</i>	
<i>Blaine Eddleman</i>		
<i>Kenny Mitchell</i>		

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

## Personnel Report

We interview four applicants for Adult Services Manager

Sarah Huffman has been hired and will start on May 17, 2021

Lori Rogers has been hired as Part time Temporary Clerk in Youth Services.

She is currently running the Media Center and Madison Grant High School and wanted summer employment. She will start June 1 and work through July.

Baney Excavating  
 2500 N Shirey Rd  
 Muncie, Indiana 47303



Cell (765) 748-4021  
 Office / Fax (765) 289-1442  
 dsbaney@att.net

Job Location:	Summitville Library	Invoice / Bid	BID
Job Description:	Downspout Drainage project as per print 09/28/20 Curry and Associates		
1	All work as per print. Install 8 downspouts and 4 structures replace sidewalks as noted on print		
2	Move storage shed temporarily and re-spot in place.		
3	Removal of 2 tree stumps and some plants as needed.		
4	Sidewalks/street cut outs. replace as per print. NOTE; we will make attempt to cut out side walks where they are already bad.		
5	Granular fill up to 120 tons for bedding of pipe and structures.		
6	Spoils to haul out approx 96 cy , haul out approx concrete 16cy, haul out of 3 trees and stumps.		
7	Cut street and tap structure.		
8	Install all 4 structures and tie in 7 downspouts 1 downspout to day light.		
9	Rough grade back fill. Allow for settling		
10	Pour back all side walks and street.		
11	Barricade and safety tape as needed.		
12	all materials, labor, and equipment provided.		\$44,263.00
13	grading and seeding of grass and landscape rock only. No provision for trees or shrubs replacement.		\$3,500.00
14	N/E corner downspout to be directed to West and daylight with other 2 North drains. 03/23/21 per David Baney and Mrs Jamie Scott. No extra charge		
NOTE:	3 structures #10,#11,#12 to be increased to 48" additional cost		\$5,700.00
14	N/E corner downspout to be directed to West and daylight with other 2 North drains. 03/23/21 per		\$53,463.00

All alteration or deviation from the above specifications involving extra cost of materials of labor will only be executed upon written orders for the same, and will be made and extra charge over the sum mentioned in this contract. *All changes must be made in writing.*

All work is to be completed in a substantial and workmanlike manner for the sum of \$53,463.00

- All invoices are due upon receipt. Any invoice more than thirty (30) days past due is subject to a finance charge of one and one-half percent (1 1/2%) per month on the unpaid balance.
- In the event Baney Excavating & Construction places the collection of any invoice in the hands of an attorney, you agree to pay Baney Excavating & Construction all fees, costs and expenses, including, but not limited to, attorney's fees, whether or not suit is actually instituted.
- In the event suit is necessary for the collection of any amount due and owing to Baney Excavating & Construction the undersigned further agrees to pay to Baney Excavating & Construction all fees, cost and expenses, including but not limited to, attorney's fees actually incurred by Baney Excavating & Construction in the prosecution of such suit.
- In the event suit is necessary for the collection of any amount due and owing to Baney Excavating & Construction the undersigned hereby waives any and all demand, notice, protest and notice of protest and agrees that any judgments which may be enter in favor of Baney Excavating & Construction shall be without relief from valuation and appraisalment laws.

Terms:

Respectfully submitted:	Client:	Ralph E. Hazelbaker Library
Client Acceptance:	Address	1013 Church Street
Date:	City, State, & Zip	Summitville IN 46070
	Phone	



Baney Excavating  
 2500 N Shirey Rd  
 Muncie, Indiana 47303



Cell (765) 748-4021  
 Office / Fax (765) 289-1442  
 dsbaney@att.net

Job Location:	Ralph E. Hazelbaker Library	Invoice / Bid	BID
Job Description:	demo extra concrete front entrance and repour		

1. demo extra concrete front entrance of library account cracks.
2. jack hammer concrete
3. clean up and haul away
4. repour front entrance

Any alteration or deviation from the above specifications involving extra cost of materials of labor will only be executed upon written orders for the same, and will become an extra charge over the sum mentioned in this contract. *All changes must be made in writing.*

**All work is to be completed in a substantial and workmanlike manner for the sum of \$900.00**

1. All invoices are due upon receipt. Any invoice more than thirty (30) days past due is subject to a finance charge of one and one-half percent (1 1/2%) per month on the unpaid balance.
2. In the event Baney Excavating & Construction places the collection of any invoice in the hands of an attorney, you agree to pay Baney Excavating & Construction all fees, costs and expenses, including, but not limited to, attorney's fees, whether or not suit is actually instituted.
3. In the event suit is necessary for the collection of any amount due and owing to Baney Excavating & Construction the undersigned further agrees to pay to Baney Excavating & Construction all fees, cost and expenses, including but not limited to, attorney's fees actually incurred by Baney Excavating & Construction in the prosecution of such suit.
4. In the event suit is necessary for the collection of any amount due and owing to Baney Excavating & Construction the undersigned hereby waives any and all demand, notice, protest and notice of protest and agrees that any judgments which may be entered in favor of Baney Excavating & Construction shall be without relief from valuation and appraisement laws.

**Terms:**

Respectfully submitted:	David Baney	Client:	Ralph E. Hazelbaker Library
Client Acceptance:		Address	1013 church st
Date:	05/03/21	City, State, & Zip	Summitville IN 46070
		Phone	



# Nugent Electric Inc.

2106 Ohio Ave. Anderson, IN 46016	
Phone #	Fax #
7656438854	765-643-4520

E-mail	nugentelectric@comcast.net
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# PROPOSAL

DATE	ESTIMATE #
4/26/2021	7830

NAME / ADDRESS
North Madison County Public Library System 1600 Main Street Elwood, IN 46036

TERMS
Net 30

DESCRIPTION	COST	TOTAL
RE: CAN LIGHTS - MATERIAL ONLY		
(79) 8" LED CAN LIGHTS - MATERIAL ONLY	3,555.00	3,555.00
ALTERNATE #1 - (9) EMERGENCY 8" LED CAN LIGHTS WITH 90 MINUTE BATTERY. - MATERIAL ONLY	3,583.00	3,583.00
THIS IS FOR MATERIAL ONLY - NO LABOR. SALES TAX IS NOT INCLUDED.		
MIKE SHORT	<b>TOTAL</b>	<b>\$7,138.00</b>

We propose hereby to furnish material and labor--complete in accordance with above specifications.

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

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

Date of Acceptance 5/10/21 Signature Sheri Wallace Admin Assst

Please forward a sales tax exemption certificate if your business is exempt.



Vasey Commercial Facility Solutions  
10830 Andrade Drive  
Zionsville, Indiana 46077  
(P) 317-873-2512 (F) 317-873-3973  
Contractor License: H0010372

## Quote

To: RALLPH  
1013 Church Street  
Summitville, Indiana 46070

Quote Ref# LINC08697  
Date: 4/27/2021

RE: NEED TO REPAIR CARRIER UNIT THAT IS MAKING NOISE

Attn: JAMIE SCOTT

Vasey Commercial Facility Solutions proposes to furnish the materials and/or perform the work below for: **\$1,346.00**

**For the above price this Quote includes:**

NEED TO REPLACE THE BLOWER MOTOR AND BLOWER WHEEL ON UNIT. ONCE THAT IS COMPLETED UNIT WILL BE TESTED. ADDITIONAL QUOTE MAY BE NEEDED.

Quote valid for 30 days from issue date.

To approve this work, please sign and email to [asiller@vasey.com](mailto:asiller@vasey.com) or call our office at (317) 873-2512.

Thank You for Your Business,

*Anthony Siller*

Vasey Commercial Facility Solutions, a Linc Service Provider

*This Quote is hereby accepted and Vasey Commercial Facility Solutions is authorized to complete the above outlined work.*

Signature: *Sheri Wallace* Date: *5/10/2021*  
Name/Title: *Admin Assist* PO: \_\_\_\_\_

## 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 Contractor's normal working hours.
2. Contractor warrants that the workmanship hereunder shall be free from defects for ninety (90) 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 then in effect.
3. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become sixty (60) 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. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
5. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
6. 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.
7. 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.
8. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents 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 any 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.
9. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
10. 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, or 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.
11. 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.

## RE: Request a Quote - Public Libraries (Movie Licensing USA)

Joe Swift <jswift@movlic.com>

Fri 4/30/2021 10:26 AM

To: Sheri Wallace <swallace@elwood.lib.in.us>

📎 1 attachments (501 KB)

Library System License Order Form.pdf;

Hello Sheri,

The annual license option for showings at all three libraries will be detailed below:

Individual Branch Name	Service Population	1 YEAR
Elwood Public Library	11,476	\$520
<b>System Total (3 branches)</b>		<b>\$1200</b>

*\*Pricing is valid 90 days from date of this email.*

Let me know if you need any other information.

Sincerely,  
Joe Swift

---

**Joe Swift** | Copyright License Manager | P:888.267.2658 | F: 877.876.9873 | Email:[jswift@movlic.com](mailto:jswift@movlic.com)  
Swank Movie Licensing USA | 10795 Watson Road | St. Louis, MO 63127 | United States of America | [www.swank.com](http://www.swank.com)

This email and any attachments are the property of Swank Motion Pictures, Inc. and are intended solely for the use of the email recipient or entity to whom the email is addressed. Emails are not to be distributed to other parties without the express written permission of the original sender. If you are not the intended recipient of this email, please delete this message. Any other use, retention, or dissemination is strictly prohibited.

Please consider the environment before printing this email

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**From:** Sheri Wallace <swallace@elwood.lib.in.us>  
**Sent:** Friday, April 30, 2021 9:07 AM  
**To:** Joe Swift <jswift@movlic.com>  
**Subject:** Re: Request a Quote - Public Libraries (Movie Licensing USA)

Joe,

The population and registered borrower numbers on my original application include all three branches.

Sheri Wallace  
Administrative Assistant  
North Madison County Public Library System  
1600 Main Street  
Elwood, In 46036  
765-552-5001 ext 1111  
765-552-0955 Fax

# System Public Performance Site License Order Form

Please fax, email or mail form when complete.

## SYSTEM INFORMATION

System Name: \_\_\_\_\_

System Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

System Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

System Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Notes: \_\_\_\_\_

**Two contact names are required to best service your account.**

Please complete the order form below by filling in the primary and secondary contact boxes.

### PRIMARY CONTACT

(Billing/Renewal Contact)

*This person will receive billing information, movie suggestions and ideas to share.*

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### ADDITIONAL CONTACT

(Movie Event Planning)

*This person will receive movie suggestions and ideas to share.*

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## LICENSE DETAILS

Total # of Branches Participating: \_\_\_\_\_ Total Price (per quote): \$ \_\_\_\_\_

License Start Date: \_\_\_\_\_ Term of Agreement:  1 yr  2 yr  3 yr

*Your license will renew on this date.*

## PAYMENT OPTIONS

### Bill Us:

Main office: \_\_\_\_\_

Attn to: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

State Tax Exempt Number: \_\_\_\_\_

*(Please include state issued exemption certificate)*

### Payment Included:

Check enclosed (postal mail only)

Credit card

Card Type:  VISA  MC  AMEX  DISCOVER

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

**SWANK**  
MOVIE LICENSING USA

10795 Watson Road  
St. Louis, MO 63127-1012

1.888.267.2658

Fax: 1.877.876.9873

Website: [swank.com/public-libraries](http://swank.com/public-libraries)

Email: [libraries@swankmp.com](mailto:libraries@swankmp.com)

### For Office Use Only

Credit Card Auth #: \_\_\_\_\_

Order #: \_\_\_\_\_

# System Public Performance Site License Terms & Conditions

## INSTRUCTIONS AND GUIDELINES

This form must be completed before the license coverage can be processed. The start date for the license is yours to select. The agreement will run consecutively from the chosen date for the time period selected. Swank Movie Licensing USA does not provide a copy of the physical movie content; however, you may buy, borrow or rent movies from any legal source. This license authorizes unlimited movie showings by anyone in the library buildings, regardless of whether or not they are affiliated with the library. The invoice and all licenses are sent directly to the billing/renewal contact listed on this agreement.

## LICENSE AND COPYRIGHT RESTRICTIONS

This license is for public libraries only. Refunds are not granted after the license has been processed; however, you may request cancellation any time after the initial term of agreement. Movie showings must take place inside the library building. Coverage does **not** include outdoor events. In addition, the movies may not be altered, duplicated, digitized or transmitted electronically in any form without specific permission from the copyright owner. Swank Movie Licensing USA has the right to add or delete any studio throughout the course of the license period. A current list of available studios can be found on our website. Violation of this agreement is subject to the penalties set forth in the Federal Copyright Act.

## ADVERTISING GUIDELINES

We encourage you to print publicity materials from [swank.com/public-libraries](http://swank.com/public-libraries) to advertise the movie in your facility or to pass out directly to patrons and staff. If you choose to advertise through media (such as radio, television or a website), you may do so, as long as the movie title and studio name are not used. For example, "Join us at ABC Library for a Family Movie Night at 7:00 p.m." is permitted.

## ADMISSION FEES, CONCESSIONS AND DONATIONS

Admission may be charged to cover the cost of this license. However, the amount collected may **not** exceed the cost of the license. In lieu of, or in addition to charging an admission, you may suggest donations and/or provide concessions.

## RENEWAL OF YOUR LICENSE

This Public Performance Site License is scheduled to renew at the end of your selected initial agreement. A You may, however, request cancellation any time after the initial term of the agreement. Approximately one A month prior to expiration, the renewal packet will be mailed. Any changes to the list of licensed libraries needA to be submitted prior to the current license expiration. As long as payment is made promptly, your libraries A will remain in compliance without interruption. Requests for cancellation may be made by calling toll-free A **1.888.267.2658** or emailing: [libraries@swankmp.com](mailto:libraries@swankmp.com).

I have agreed to the Terms & Conditions as outlined above and authorize Swank Movie Licensing USA to process my request as completed.

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

Today's Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

# Youth Services and Adult Services Managers Office Computer Replacements

## Amazon

Newest Lenovo ThinkCentre 23.8" FHD IPS All-in-One PC | 9th Gen Intel Core i5-9400 | 16GB RAM | 512GB SSD | DVD-RW | Windows 10 Pro | Keyboard and Mouse & Accessories Bundle

**Price: \$1,049.00**

Brand	Lenovo
CPU Model	Core i5
Computer Memory Size	16 GB
Ram Memory Installed	16 GB
4.1 GHz	
Series	ThinkCentre M920z
Graphics Coprocessor	Intel UHD Graphics 630
Color	Black
Graphics RAM Type	Shared
Screen Size	23.8 Inches
Resolution	1920 x 1080



## 2 Year Desktop Computer Protection Plan \$79.99

- NO ADDITIONAL COST: You pay \$0 for repairs – parts, labor and shipping included.
- COVERAGE: Plan starts on the date of purchase. Malfunctions covered after the manufacturer's warranty. Power surges covered from day one.
- EXPERT TECH HELP: Real experts available 24/7 to help with set-up, connectivity issues, troubleshooting and much more.
- PRODUCT ELIGIBILITY: Plans cover products purchased in the last 30 days.
- EASY CLAIMS PROCESS: File a claim anytime online or by phone. Most claims approved within minutes. If we can't repair it, we'll send you an Amazon e-gift card for the purchase price of your covered product or replace it.

Currently in stock on Amazon



CDW-G

Lenovo ThinkCentre M90a - all-in-one - Core i5 10500 3.1 GHz  
- 8 GB - SSD 256 GB

Availability: 3-5 Days

Include: Lenovo Premier Support with Onsite NBD - extended  
service agreement - 3 year - \$44.88

\$1,334.88 My CDW-G Price



# Appendix

## Appendix A: Employee enrollment detail and rates

\*Current and renewal medical rates reflect the participant's age on the renewal date and may not be the same as the rates billed in the current billing.

Covered Employee	Age	Sex	Dep Cov <sup>†</sup>	Empl Status	Spo Age	Child Count	Current		Renewal	
							Plan Name	Premium	Plan Name	Premium
TODD BUCKMASTER	51	M	E	A			BS-PK / RX 650	\$990.80	CF-EN / RX 650	\$961.58
RYAN A BURRIS	36	M	E	A			BS-PK / RX 650	\$653.45	CF-EN / RX 650	\$634.18
STACEY M JONES	46	F	E	A			BS-PK / RX 650	\$796.89	CF-EN / RX 650	\$773.39
DAIKAN S METZ	27	M	E	A			BS-PK / RX 650	\$556.76	CF-EN / RX 650	\$540.34
JILL MURRAY	65	F	E	A			BS-PK / RX 650	\$1,593.78	CF-EN / RX 650	\$1,546.77
KATIE E NEWBY	38	F	E	A						
MICHAEL ROBERTSON	61	M	E	A			BS-PK / RX 650	\$1,492.84	CF-EN / RX 650	\$1,448.81
KATELYNN M SCHIFFNER	24	F	E	A			BS-PK / RX 650	\$531.26	CF-EN / RX 650	\$515.59
JAMIE B SCOTT	56	F	E	A			BS-PK / RX 650	\$1,239.43	CF-EN / RX 650	\$1,202.87
TRISHA L SHULER	39	F	E	A			BS-PK / RX 650	\$670.45	CF-EN / RX 650	\$650.67
SHERI L WALLACE	61	F	E	A			BS-PK / RX 650	\$1,492.84	CF-EN / RX 650	\$1,448.81
VICTORIA E WALSER	24	F	E	A			BS-PK / RX 650	\$531.26	CF-EN / RX 650	\$515.59
<b>Total Premium</b>								<b>\$10,549.76</b>		<b>\$10,238.60</b>

Covered Employee	MC_IN18 / IN018									
	CF-FW / RX 369	CF-FP / RX E38	CF-E6 / RX 369	CF-EU / RX 273	CF-EF / RX 652	CF-ED / RX 652	CF-FN / RX E38	CF-FF / RX E82	CF-ET / RX 652	CF-FU / RX 369
TODD BUCKMASTER	\$762.52	\$766.78	\$773.70	\$781.86	\$795.72	\$813.48	\$814.37	\$820.41	\$821.12	\$825.21
RYAN A BURRIS	\$502.90	\$505.70	\$510.27	\$515.65	\$524.79	\$536.50	\$537.09	\$541.08	\$541.54	\$544.24
STACEY M JONES	\$613.29	\$616.71	\$622.28	\$628.85	\$639.99	\$654.27	\$654.99	\$659.85	\$660.42	\$663.71
DAIKAN S METZ	\$428.49	\$430.87	\$434.76	\$439.35	\$447.14	\$457.12	\$457.62	\$461.02	\$461.41	\$463.71
JILL MURRAY	\$1,226.58	\$1,233.42	\$1,244.55	\$1,257.69	\$1,279.98	\$1,308.54	\$1,309.98	\$1,319.70	\$1,320.84	\$1,327.41
KATIE E NEWBY										
MICHAEL ROBERTSON	\$1,148.90	\$1,155.30	\$1,165.73	\$1,178.04	\$1,198.91	\$1,225.67	\$1,227.01	\$1,236.12	\$1,237.19	\$1,243.34
KATELYNN M SCHIFFNER	\$408.86	\$411.14	\$414.85	\$419.23	\$426.66	\$436.18	\$436.66	\$439.90	\$440.28	\$442.47
JAMIE B SCOTT	\$953.87	\$959.19	\$967.85	\$978.06	\$995.40	\$1,017.61	\$1,018.73	\$1,026.29	\$1,027.17	\$1,032.28
TRISHA L SHULER	\$515.98	\$518.86	\$523.54	\$529.07	\$538.44	\$550.46	\$551.06	\$555.15	\$555.63	\$558.40
SHERI L WALLACE	\$1,148.90	\$1,155.30	\$1,165.73	\$1,178.04	\$1,198.91	\$1,225.67	\$1,227.01	\$1,236.12	\$1,237.19	\$1,243.34
VICTORIA E WALSER	\$408.86	\$411.14	\$414.85	\$419.23	\$426.66	\$436.18	\$436.66	\$439.90	\$440.28	\$442.47
<b>Total Premium</b>	<b>\$8,119.15</b>	<b>\$8,164.41</b>	<b>\$8,238.11</b>	<b>\$8,325.07</b>	<b>\$8,472.60</b>	<b>\$8,661.68</b>	<b>\$8,671.18</b>	<b>\$8,735.54</b>	<b>\$8,743.07</b>	<b>\$8,786.58</b>

Premium amount listed for each subscriber is the sum of the Appendix B rates for the subscriber and the applicable covered family members. Each applicable covered family member will be assigned the rate corresponding to his or her age. A maximum of 3 children under 21 will be included in the premium calculation completed for each subscriber. If there are more than 3 children under age 21, individual rates for only the 3 oldest are included in the subscriber's premium calculation. Employees and spouses under age 21, and children age 21 or over, are rated separately and not subject to the cap of 3.

The medical premiums above are based on the family members who are covered for medical, and the premiums for each ancillary product are based on the family members who are covered for each specific ancillary product.

† E = Employee only, S = Employee + Spouse, C = Employee + Child, F = Employee + Family

# 2021 Madison County Circuit Breaker Report

## County-wide Totals

1% Homestead Circuit Breaker Credits	2% Circuit Breaker Credits	3% Circuit Breaker Credits	Over 65 Circuit Breaker Credits	County-wide Grant Total
\$8,542,535.78	\$19,563,932.60	\$15,616,339.48	\$508,668.84	\$44,231,476.70

Unit	Unit Type/Fund Name	Fund Code	Certified Levy	Levy Based on Abstract AV	Over 65 Circuit Breaker	1%/2%/3% Circuit Breaker	Total Circuit Breaker	Post-Circuit Breaker Levy	Exempt	Protected
<b>SOUTH MADISON COMMUNITY SCHOOL CORPORATION</b>	School		\$12,068,246	\$12,275,798.93	\$37,874.58	\$1,108,017.91	\$1,145,892.49	\$11,129,906.44		
	DEBT SERVICE	0180	\$7,260,110	\$7,384,971.07	\$22,784.89	\$0.00	\$22,784.89	\$7,362,186.18	N	Y
	EDUCATION	3101	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N	N
	OPERATIONS	3300	\$4,808,136	\$4,890,827.86	\$15,089.70	\$1,108,017.91	\$1,123,107.60	\$3,767,720.26	N	N
<b>ALEXANDRIA-MONROE PUBLIC LIBRARY</b>	Library		\$629,676	\$634,719.83	\$2,338.49	\$75,880.73	\$78,219.22	\$556,500.60		
	RAINY DAY	0061	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N	N
	GENERAL	0101	\$629,676	\$634,719.83	\$2,338.49	\$75,880.73	\$78,219.22	\$556,500.60	N	N
	LIBRARY IMPROVEMENT RESERVE	2011	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N	N
<b>Anderson City , Anderson , Stony Creek , Union Twps Pub Lib</b>	Library		\$5,324,635	\$5,393,445.80	\$19,221.21	\$1,838,474.52	\$1,857,695.74	\$3,535,750.06		
	GENERAL	0101	\$5,324,635	\$5,393,445.80	\$19,221.21	\$1,838,474.52	\$1,857,695.74	\$3,535,750.06	N	N
	LIBRARY IMPROVEMENT RESERVE	2011	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N	N
<b>NORTH MADISON COUNTY LIBRARY SYSTEM</b>	Library		\$942,908	\$945,575.53	\$3,080.67	\$145,292.07	\$148,372.74	\$797,202.79		
	RAINY DAY	0061	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N	N
	GENERAL	0101	\$942,908	\$945,575.53	\$3,080.67	\$145,292.07	\$148,372.74	\$797,202.79	N	N
	LIBRARY IMPROVEMENT RESERVE	2011	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N	N
<b>PENDLETON COMMUNITY PUBLIC LIBRARY</b>	Library		\$1,137,956	\$1,157,339.87	\$3,654.30	\$99,080.94	\$102,735.24	\$1,054,604.63		
	RAINY DAY	0061	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N	N

STATE OF INDIANA

INDIANA DEPARTMENT OF LOCAL GOVERNMENT FINANCE

2021 Library Estimated Maximum Budget Report

County: 48 Madison County

Library: 0290 North Madison County Library System

Pursuant to Indiana Code ("IC") 6-1.1-17-20.3(a)(2), library boards may adopt budgets and levies for libraries that grow their budget by no more than the prior year budget multiplied by the maximum levy growth quotient minus 1, rounded down to the nearest dollar. Library boards intending to adopt their own budgets and levies are required to verify that the adopted budget is within the maximum permitted by law. Budgets adopted by library boards above the calculated maximum are invalid and will result in a continuation of the library's prior year budget.

Proposed budgets that are above the calculated maximum may be valid only if adopted by the library's fiscal body pursuant to IC 6-1.1-17-20.3.

**This report is for informational purposes only and is not a final calculation.**

2020 Total Certified Budget	1,529,608
Times the MLGQ	1.042
Budget times MLGQ	<hr/> 1,593,851.54
Minus \$1	-1
2021 Maximum Budget for	<hr/> 1,593,850
Library Adoption (Rounded Down)	

**STATE OF INDIANA**  
**INDIANA DEPARTMENT OF LOCAL GOVERNMENT FINANCE**

Calculation of Estimated Maximum Levy for Budget Year 2021

County: 48            Madison  
Unit: 0290          NORTH MADISON COUNTY LIBRARY SYSTEM  
Maximum Levy Type: UT    Civil

2020 Maximum Levy	905,101
PLUS: 2020 Permanent Appeal Amount and New Max Levies	0
PLUS: Other Adjustments to 2020 Maximum Levy (1)	0
	905,101
2020 Maximum Levy for Growth Quotient	905,101
TIMES: Assessed Value Growth Quotient (2)	1.0420
	943,115
Initial 2021 Maximum Levy	943,115
PLUS: Potential 2021 Appeals as Reported by Unit	0
	943,115
Estimated 2021 Maximum Levy Prior to Allowable Adjustments	943,115
PLUS: Estimated 2021 Cumulative Capital Development Adjustment (3)	0
PLUS: Estimated 2021 Mental Health Adjustment (4)	0
PLUS: Estimated 2021 Developmental Disabilities Adjustment (4)	0
PLUS: Other adjustments reported by the taxing unit	0
	943,115
<b>Estimated 2021 Maximum Levy</b>	<b>943,115</b>

NOTES:

*The Department used information from various sources to compute these levies. Appeal amounts and maximum levy adjustments are based upon information submitted by taxing units to the Department as part of the pre-budget survey during spring 2020. The actual maximum levy may differ from the figures provided in this report.*

- (1) For purposes of these estimates, the Department is estimating Solid Waste Management District levies to be \$0 if the District did not take a levy in 2020 and 2019.
- (2) The Assessed Value Growth Quotient ("AVGQ") for Budget Year 2020 is 4.2%. For civil taxing units in counties that have elected to raise revenue through a local income tax rather than property taxes, the AVGQ will be listed as 1%.
- (3) The Cumulative Capital Development (CCD) levy adjustment is applicable to counties and municipalities only.
- (4) The Mental Health and Developmental Disabilities levy adjustments are applicable to county units only.

## ***Bank Balances***

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

***Report as of: 04/30/21***

<b><i>Bank</i></b>	
1	Star Financial Bank \$622,352.88
2	Star Financial Bank (2) \$63,423.93
3	Community Bank/Summitville \$0.00
4	First Farmers Bank & Trust \$203,588.44
5	PNC Bank \$0.00
6	Main Source Bank \$0.00
7	Petty Cash & Cash Drawer \$260.00
8	National City Bank (2) \$0.00
9	First Farmers Bank & Trust (2) \$0.00
<hr/>	
<b><i>Total all banks = \$889,625.25</i></b>	

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

**Financial Report**  
**North Madison County Public Library System**

Report Dates = **04/01/21 to 04/30/21**

Fund	Start of year	Disbursements this month	Disbursements YTD	Receipts this month	Receipts YTD	Balance
<b>1. General</b>						
100 Operating Fund	\$842,429.56	\$83,929.35	\$340,461.31	\$26,278.49	\$97,311.11	\$599,279.36
102 Petty Cash & Cash Drawer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
105 Operating Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$842,429.56</b>	<b>\$83,929.35</b>	<b>\$340,461.31</b>	<b>\$26,278.49</b>	<b>\$97,311.11</b>	<b>\$599,279.36</b>
<b>2. Special Revenue</b>						
200 Gift	\$51,029.63	\$672.71	\$1,079.29	\$1,345.00	\$2,490.00	\$52,440.34
201 Rainy Day Fund	\$154,185.62	\$0.00	\$0.00	\$0.00	\$0.00	\$154,185.62
203 Levy Excess Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
226 F'nk Bldg Project Gift	\$1,313.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,313.58
227 Rainy Day Fund Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
228 Gates Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
276 St Technology Fund Grant Fund	\$0.00	\$1,377.92	\$5,511.68	\$0.00	\$13,492.31	\$7,980.63
277 F'nk Bldg Project Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
278 Madison Co Comm Foundation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$206,528.83</b>	<b>\$2,050.63</b>	<b>\$6,590.97</b>	<b>\$1,345.00</b>	<b>\$15,982.31</b>	<b>\$215,920.17</b>
<b>3. Debt Service</b>						
301 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>4. Capital Projects</b>						
00 LIRF	\$74,370.99	\$0.00	\$0.00	\$0.00	\$0.00	\$74,370.99
403 LIRF Investment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$74,370.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$74,370.99</b>
<b>5. Clearing</b>						
800 PLAC	\$65.00	\$65.00	\$130.00	\$65.00	\$65.00	\$0.00
801 Evergreen Indiana	\$31.99	\$43.49	\$75.48	\$54.73	\$98.22	\$54.73
803 Federal Tax Withheld	\$0.00	\$3,542.63	\$15,996.90	\$3,542.63	\$15,996.90	\$0.00
804 FICA	\$0.00	\$2,232.93	\$10,363.76	\$2,232.93	\$10,363.76	\$0.00
805 Medicare	\$0.00	\$522.20	\$2,423.75	\$522.20	\$2,423.75	\$0.00
806 State Tax Withheld	\$0.00	\$1,140.60	\$5,303.54	\$1,140.60	\$5,303.54	\$0.00
807 County Tax Withheld	\$0.00	\$582.50	\$2,695.51	\$582.50	\$2,695.51	\$0.00
808 PERF	\$0.00	\$836.83	\$3,877.60	\$836.83	\$3,877.60	\$0.00
809 Annuity	\$0.00	\$532.00	\$2,394.00	\$532.00	\$2,394.00	\$0.00
810 Insurance	\$0.00	\$889.70	\$4,096.86	\$889.70	\$4,096.86	\$0.00
811 Garnishment	\$0.00	\$0.00	\$228.83	\$0.00	\$228.83	\$0.00
812 AFLAC	\$0.00	\$331.32	\$1,293.99	\$331.32	\$1,293.99	\$0.00
813 Liberty National	\$0.00	\$0.00	\$591.12	\$0.00	\$591.12	\$0.00
814 Empower	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
815 Transfer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
825 Other Deductions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$96.99</b>	<b>\$10,719.20</b>	<b>\$49,471.34</b>	<b>\$10,730.44</b>	<b>\$49,429.08</b>	<b>\$54.73</b>
<b>Grand Total</b>	<b>\$1,123,426.37</b>	<b>\$96,699.18</b>	<b>\$396,523.62</b>	<b>\$38,353.93</b>	<b>\$162,722.50</b>	<b>\$889,625.25</b>

**Total all banks = \$889,625.25**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

# Appropriation Report for 100 Operating Fund

## North Madison County Public Library System

Report Date: From **04/01/21** To **04/30/21**

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
<i>1. Personal Services</i>							
1.11 Salary of Director	\$65,500.00	\$0.00	\$65,500.00	\$5,033.60	\$22,651.20	\$42,848.80	65.4
1.12 Salary of Assistants	\$605,958.00	\$0.00	\$605,958.00	\$28,448.44	\$135,261.31	\$470,696.69	77.7
1.13 Wages of Janitor	\$38,000.00	\$0.00	\$38,000.00	\$2,636.80	\$10,032.24	\$27,967.76	73.6
1.14 Employee Benefits	\$6,000.00	\$0.00	\$6,000.00	\$564.77	\$636.52	\$5,363.48	89.4
1.16 Empl.Share FICA&Medicare	\$52,000.00	\$0.00	\$52,000.00	\$2,755.13	\$12,787.51	\$39,212.49	75.4
1.17 Emp Cont IN Def Comp Matching Plan	\$5,100.00	\$0.00	\$5,100.00	\$373.28	\$1,679.76	\$3,420.24	67.1
1.18 Emp Cont PERF	\$48,000.00	\$0.00	\$48,000.00	\$3,124.32	\$14,477.05	\$33,522.95	69.8
1.19 Emp Cont Group Ins	\$105,000.00	\$0.00	\$105,000.00	\$9,478.01	\$36,055.58	\$68,944.42	65.7
1.2 Salary of Board Treasurer	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	100.0
<b>Subtotal</b>	<b>\$925,858.00</b>		<b>\$925,858.00</b>	<b>\$52,414.35</b>	<b>\$233,581.17</b>	<b>\$692,276.83</b>	<b>74.8</b>
<i>2. Supplies</i>							
2.1 Office Supplies	\$10,000.00	\$0.00	\$10,000.00	\$511.46	\$1,404.47	\$8,595.53	86.0
2.11 Official Records	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
2.12 Stationary & Supplies	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
2.2 Operating Supplies	\$9,500.00	\$0.00	\$9,500.00	\$226.86	\$622.73	\$8,877.27	93.4
2.21 Cleaning & Sanitation Supplies	\$4,000.00	\$0.00	\$4,000.00	\$22.75	\$105.12	\$3,894.88	97.4
2.23 Fuel, Oil and Lubricants	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.24 Bldg. Matl. And Supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0
2.25 Paint and painting supplies	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	100.0
2.26 Repair Parts/Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
2.27 Other Repair & mainten.supplies	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	100.0



3. Other Services and Charge

Account # Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
2.31 Book Processing	\$7,000.00	\$0.00	\$7,000.00	\$0.00	\$867.43	\$6,132.57	87.6
2.32 Automation	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
<b>Subtotal</b>	<b>\$34,450.00</b>		<b>\$34,450.00</b>	<b>\$761.07</b>	<b>\$2,999.75</b>	<b>\$31,450.25</b>	<b>91.3</b>
3.1 Professional Services	\$68,000.00	\$0.00	\$68,000.00	\$15,531.65	\$33,498.87	\$34,501.13	50.7
3.11 Consulting Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.0
3.12 Legal Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$269.50	\$2,230.50	89.2
3.14 Engineering & Architects	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	100.0
3.145 Databases	\$11,150.00	\$0.00	\$11,150.00	\$1,364.45	\$5,199.21	\$5,950.79	53.4
3.146 Ebook Services	\$15,500.00	\$0.00	\$15,500.00	\$3,000.00	\$3,000.00	\$12,500.00	80.6
3.147 Evergreen Membership	\$5,600.00	\$0.00	\$5,600.00	\$0.00	\$5,408.00	\$192.00	3.4
3.21 Telephone & Telegraph	\$25,150.00	\$0.00	\$25,150.00	\$840.93	\$3,413.14	\$21,736.86	86.4
3.22 Postage & UPS	\$3,000.00	\$0.00	\$3,000.00	\$217.17	\$221.22	\$2,778.78	92.6
3.23 Traveling Expense	\$2,500.00	\$0.00	\$2,500.00	\$245.08	\$377.52	\$2,122.48	84.9
3.24 Professional Meetings	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.26 Elwood Children's Programming	\$5,000.00	\$0.00	\$5,000.00	\$9.49	\$139.37	\$4,860.63	97.2
3.27 Elwood Adult Programming	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$32.70	\$2,967.30	98.9
3.28 Frankton Programming	\$4,000.00	\$0.00	\$4,000.00	\$31.38	\$414.03	\$3,585.97	89.6
3.29 Summitville Programming	\$3,000.00	\$0.00	\$3,000.00	\$55.62	\$414.75	\$2,585.25	86.2
3.3 Title Source	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
3.31 Advertising & Public Notices	\$1,200.00	\$0.00	\$1,200.00	\$200.00	\$687.71	\$512.29	42.7
3.4 Insurance	\$25,000.00	\$0.00	\$25,000.00	\$404.00	\$6,750.00	\$18,250.00	73.0
3.41 Official Bonds	\$400.00	\$0.00	\$400.00	\$0.00	\$300.00	\$100.00	25.0
3.51 Gas	\$9,000.00	\$0.00	\$9,000.00	\$378.88	\$4,102.44	\$4,897.56	54.4
3.52 Electricity	\$40,000.00	\$0.00	\$40,000.00	\$2,576.48	\$10,213.13	\$29,786.87	74.5
3.53 Water	\$4,000.00	\$0.00	\$4,000.00	\$195.82	\$956.12	\$3,043.88	76.1

Account #	Description	Annual Appropriation	Change to Appropriation	Current Appropriation	Disbursements This Month	Disbursements YTD	Balance	Percent
3.54	Waste Disposal Services	\$6,000.00	\$0.00	\$6,000.00	\$380.33	\$1,550.02	\$4,449.98	74.2
3.61	Bldg. & Structure/Maint.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.0
3.62	Equipment/Maint.	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.0
3.72	Equipment/Rental	\$5,000.00	\$0.00	\$5,000.00	\$264.91	\$801.52	\$4,198.48	84.0
3.8	Dues	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$806.84	\$1,893.16	70.1
3.81	Taxes	\$500.00	\$0.00	\$500.00	\$47.50	\$47.50	\$452.50	90.5
3.82	Interest on Temporary Loans	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	100.0
3.9	Transfer to LIRF	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.0
<b>Subtotal</b>		<b>\$264,300.00</b>		<b>\$264,300.00</b>	<b>\$25,743.69</b>	<b>\$78,603.59</b>	<b>\$185,696.41</b>	<b>70.3</b>
<b>4. Capitol Outlays</b>								
4.1	Land Buildings Improvements	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100.0
4.2	Furniture & Equipment	\$5,000.00	\$0.00	\$5,000.00	\$99.99	\$119.99	\$4,880.01	97.6
4.21	Technology Equipment	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$1,496.85	\$18,503.15	92.5
4.31	Elwood Adult	\$20,000.00	\$0.00	\$20,000.00	\$1,257.42	\$4,946.73	\$15,053.27	75.3
4.32	Elwood Childrens	\$12,000.00	\$0.00	\$12,000.00	\$80.35	\$1,049.63	\$10,950.37	91.3
4.33	Elwood YA	\$5,500.00	\$0.00	\$5,500.00	\$21.49	\$797.16	\$4,702.84	85.5
4.34	Frankton	\$14,500.00	\$0.00	\$14,500.00	\$1,043.90	\$3,213.46	\$11,286.54	77.8
4.35	Summitville	\$12,500.00	\$0.00	\$12,500.00	\$574.68	\$2,414.65	\$10,085.35	80.7
4.4	Elwood Period. & News.	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$491.99	\$4,508.01	90.2
4.41	Frankton Per. & Newsp.	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$135.00	\$1,865.00	93.3
4.42	Summitville Period. & Newsp.	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.0
4.51	Elwood AV	\$25,000.00	\$0.00	\$25,000.00	\$866.59	\$3,488.76	\$21,511.24	86.0
4.52	Frankton AV	\$9,000.00	\$0.00	\$9,000.00	\$481.40	\$1,591.25	\$7,408.75	82.3
4.53	Summitville AV	\$8,000.00	\$0.00	\$8,000.00	\$584.42	\$1,688.34	\$6,311.66	78.9
4.54	Technology Software	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$3,842.99	\$4,157.01	52.0
<b>Subtotal</b>		<b>\$151,000.00</b>		<b>\$151,000.00</b>	<b>\$5,010.24</b>	<b>\$25,276.80</b>	<b>\$125,723.20</b>	<b>83.3</b>

<i>Account # Description</i>	<i>Annual Appropriation</i>	<i>Change to Appropriation</i>	<i>Current Appropriation</i>	<i>Disbursements This Month</i>	<i>Disbursements YTD</i>	<i>Balance</i>	<i>Percent</i>
<i>Grand Total</i>	\$1,375,608.00	\$0.00	\$1,375,608.00	\$83,929.35	\$340,461.31	\$1,035,146.69	75.3

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

\* \* \* Communication Result Report ( May. 6. 2021 8:46AM ) \* \* \*

1}

Date/Time: May. 6. 2021 8:43AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
2227	Memory TX	Frankton FAX	P. 1	OK	

## Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

## Agenda

May 10, 2021

North Madison County Public Library System  
Board of TrusteesElwood Public Library  
Regular Meeting  
4:30 P.M.

Call to Order  
 Call for Quorum  
 Consent Agenda  
     Minutes  
     Claims Register & Checks  
     Personnel  
 Old Business  
     Summitville Drainage  
 New Business  
     1. Nugent Electric Can Lights – Elwood  
     2. HVAC – Summitville  
     3. Movie Licensing USA  
 Director's Report  
 Public Comment  
 Adjournment

\* \* \* Communication Result Report ( May. 6. 2021 8:45AM ) \* \* \*

1}

Date/Time: May. 6. 2021 8:43AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2226 Memory TX	Summitville FAX	P. 1	OK	

## Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

## Agenda

May 10, 2021

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  
    Summitville Drainage  
New Business  
    1. Nugent Electric Can Lights – Elwood  
    2. HVAC – Summitville  
    3. Movie Licensing USA  
Director's Report  
Public Comment  
Adjournment

Date/Time: May. 6. 2021 8:42AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2225 Memory TX	call leader	P. 1	OK	

Reason for error

M. 1) Hang up or line fail	E. 2) Busy
M. 3) No answer	E. 4) No facsimile connection
M. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

Agenda

May 10, 2021

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
  - Summitville Drainage
- New Business
  - 1. Nugent Electric Can Lights - Elwood
  - 2. HVAC - Summitville
  - 3. Movie Licensing USA
- Director's Report
- Public Comment
- Adjournment

Please  
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\* \* \* Communication Result Report ( May. 6. 2021 8:43AM ) \* \* \*

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Date/Time: May. 6. 2021 8:42AM

File No. Mode	Destination	Pg (s)	Result	Page Not Sent
2224 Memory TX	Herald-Bulletin	P. 1	OK	

## Reason for error

E. 1) Hang up or line fail  
E. 3) No answer  
E. 5) Exceeded max. E-mail size

E. 2) Busy  
E. 4) No facsimile connection  
E. 6) Destination does not support IP-Fax

## Agenda

May 10, 2021

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  
Summitville Drainage  
New Business  
1. Nugent Electric Can Lights – Elwood  
2. HVAC – Summitville  
3. Movie Licensing USA  
Director's Report  
Public Comment  
Adjournment

Please  
Publish

## Agenda

May 20, 2021

North Madison County Public Library System  
Board of Trustees

### Electronic Online Meeting

Registration is required for this meeting using this link:

<https://us02web.zoom.us/j/81232359308?pwd=UjhEcyttY1FiQ1hCdElhYVZyTEdzZz09>

After you register, you will receive an e-mail with a link to join the meeting. You can also join via your phone by calling one of the numbers listed in the registration e-mail. If you do not have internet access or an e-mail address, you can call the library 765-552-5001 on the day of the meeting between 2:00 pm and 4:00 pm to join using your phone.

Special Meeting

4:30 PM

Call to Order

Call for Quorum

New Business

Interim Director Appointment

\*Public Comment – E-mailed Questions Only

Adjournment

\*No public comment at this meeting. If you have a question you would like read aloud at this meeting, e-mail the question with the subject "Board Meeting Question" to Sheri Wallace at [swallace@elwood.lib.in.us](mailto:swallace@elwood.lib.in.us)



NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Electronic Online Meeting  
May ~~19~~<sup>20</sup>, 2021  
4:30 PM

CALL TO ORDER

President Glenn Eddleman called a special meeting of the North Madison County Public Library Board of Trustees to order on May ~~19~~<sup>20</sup>, 2021 at 4:30 PM.

CALL FOR QUORUM

Present were members Glenn Eddleman, Beverly Austin, Mary Kiplinger, Kathy Small, Larry Watson, Lisa Hobbs and Kenny Giselsbach. Also in attendance Administrative Assistant Sheri Wallace and IT Manager Mike Robertson.

NEW BUSINESS

Interim Director

Director Scott is on leave. Sheri Wallace will be Interim Director until Director Scott returns. Beverly Austin made a motion to appoint Sheri Wallace as Interim Director until Director Scott returns. Kathy Small made a second and the motion carried.

Adjournment

President Eddleman adjourned the meeting by consent.

*Kathy Small, Secretary*  
Kathy Small, Secretary

*Mary E Kiplinger*  
*Lisa A Hobbs*  
*Glenn Eddleman*

*Larry Watson*  
*Kenny Giselsbach*  
*Beverly J Austin*

\* \* \* Communication Result Report ( May. 18. 2021 9:42AM ) \* \* \*

1)  
2)

Date/Time: May. 18. 2021 9:40AM

File No.	Mode	Destination	Pg (s)	Result	Page Not Sent
2326	Memory TX	Summitville FAX	P. 1	OK	

## Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

## Agenda

May 20, 2021

North Madison County Public Library System  
Board of TrusteesElectronic Online Meeting

Registration is required for this meeting using this link:  
<https://us02web.zoom.us/j/81232359308?pwd=UjhEgvcYJFhQ1hCdElhYVZyTEdzZz09>  
 After you register, you will receive an e-mail with a link to join the meeting. You can also join via your phone by calling one of the numbers listed in the registration e-mail. If you do not have internet access or an e-mail address, you can call the library 765-552-5001 on the day of the meeting between 2:00 pm and 4:00 pm to join using your phone.

Special Meeting  
4:30 PM

Call to Order  
 Call for Quorum  
 New Business  
 Interim Director Appointment  
 \*Public Comment – E-mailed Questions Only  
 Adjournment

\*No public comment at this meeting. If you have a question you would like read aloud at this meeting, e-mail the question with the subject "Board Meeting Question" to Sheri Wallace at swallace@elwood.lib.in.us

\* \* \* Communication Result Report ( May. 18. 2021 9:41AM ) \* \* \*

1)  
2)

Date/Time: May. 18. 2021 9:39AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2324 Memory TX	call leader	P. 1	OK	

## Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

## Agenda

May 20, 2021

North Madison County Public Library System  
Board of TrusteesElectronic Online Meeting

Registration is required for this meeting using this link:

<https://us02web.zoom.us/j/81232359308?pwd=UjhEcvtYlFhQ1hCdElhYVZyTEdzZz09>

After you register, you will receive an e-mail with a link to join the meeting. You can also join via your phone by calling one of the numbers listed in the registration e-mail. If you do not have internet access or an e-mail address, you can call the library 765-552-5001 on the day of the meeting between 2:00 pm and 4:00 pm to join using your phone.

Special Meeting  
4:30 PM

Call to Order

Call for Quorum

New Business

Interim Director Appointment

\*Public Comment – E-mailed Questions Only

Adjournment

\*No public comment at this meeting. If you have a question you would like read aloud at this meeting, e-mail the question with the subject "Board Meeting Question" to Sheri Wallace at [swallace@elwood.lib.in.us](mailto:swallace@elwood.lib.in.us)

Please  
Publish

\* \* \* Communication Result Report ( May. 18. 2021 9:40AM ) \* \* \*

1)  
2)

Date/Time: May. 18. 2021 9:39AM

File No.	Mode	Destination	Pg (s)	Result	Page Not Sent
2323	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection
- E. 6) Destination does not support IP-Fax

Agenda

May 20, 2021

North Madison County Public Library System  
Board of Trustees

Electronic Online Meeting

Registration is required for this meeting using this link:

<https://us02web.zoom.us/j/81232359308?pwd=UjhBcytYIjFiQ1hCdElhYVZyTEdZz09>  
 After you register, you will receive an e-mail with a link to join the meeting. You can also join via your phone by calling one of the numbers listed in the registration e-mail. If you do not have internet access or an e-mail address, you can call the library 765-552-5001 on the day of the meeting between 2:00 pm and 4:00 pm to join using your phone.

Special Meeting  
4:30 PM

Call to Order

Call for Quorum

New Business

Interim Director Appointment

\*Public Comment – E-mailed Questions Only

Adjournment

\*No public comment at this meeting. If you have a question you would like read aloud at this meeting, e-mail the question with the subject "Board Meeting Question" to Sheri Wallace at [swallace@elwood.lib.in.us](mailto:swallace@elwood.lib.in.us)

*Please Publish*

\* \* \* Communication Result Report ( May. 18. 2021 9:43AM ) \* \* \*

1)  
2)

Date/Time: May. 18. 2021 9:43AM

File No.	Mode	Destination	Pg (s)	Result	Page Not Sent
2327	Memory TX	Frankton FAX	P. 1	OK	

## Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

## Agenda

May 20, 2021

North Madison County Public Library System  
Board of TrusteesElectronic Online Meeting

Registration is required for this meeting using this link:

<https://us02web.zoom.us/j/81232359308?pwd=UjhEcytYIFhQ1hCdElhVZVyTEdzZz09>

After you register, you will receive an e-mail with a link to join the meeting. You can also join via your phone by calling one of the numbers listed in the registration e-mail. If you do not have internet access or an e-mail address, you can call the library 765-552-5001 on the day of the meeting between 2:00 pm and 4:00 pm to join using your phone.

Special Meeting  
4:30 PM

Call to Order

Call for Quorum

New Business

Interim Director Appointment

\*Public Comment – E-mailed Questions Only

Adjournment

\*No public comment at this meeting. If you have a question you would like read aloud at this meeting, e-mail the question with the subject "Board Meeting Question" to Sheri Wallace at [swallace@elwood.lib.in.us](mailto:swallace@elwood.lib.in.us)

# Agenda

June 14, 2021

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

New Business

1. Budget Timeline

2. Initial Budget Review

3. Mask Mandate

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
June 14, 2021  
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 14, 2021 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Beverly Austin, Mary Kiplinger, Kathy Small, Lisa Hobbs, Larry Watson and Kenny Giselbach. Also in attendance were Sheri Wallace, Administrative Assistant and Mike Robertson, IT Manager.

CONSENT AGENDA

Beverly Austin made a motion to approve the consent agenda. Lisa Hobbs seconded and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

NEW BUSINESS

2022 Budget Timeline

Board Members reviewed the timeline for the 2022 Budget. Approval, public hearing and adoption of the 2022 budget will all take place at regularly scheduled board meetings. No changes were made.

Initial Budget Review

There are no plans to increase the budget for 2022. We plan to add to our LIRF fund and Rainy Day fund this year.

Mask Mandate

Board members reviewed the mask mandate for staff members. Larry Watson made a motion that staff no longer be required to wear masks. Beverly Austin made a second and the motion carried.

Directors Report

Work has begun on the sign and the stone around the Elwood Library. We received a supplemental payment of Local Income Tax of \$19,079.00. The Overdrive contract was renewed. Our VoIP with ENA was also renewed. We opted not to install new phones. A staff member would like to get logo shirts for staff and she is researching it. Summer Reading started and everyone is excited about it. Our outdoor movies have started. This first movie went well with over 20 people in attendance. Stacey Jones made the Dean's List at Ivy Tech and we are very proud of her. I am very proud of all our managers during Jamie's leave. They are all going above and beyond the call of duty. Summitville is doing

most of their events virtually and they have linked them together so the kids get points for attending all the events. They have also added an Adult Summer Reading program. They are all having Hedgehog Hannah for the end of summer reading.

Public Comment

There was no public comment.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

Kathy Small, Secretary  
Kathy Small, Secretary

Mary E Kiplinger  
Glenn Eddleman  
Linda Watson

Kenny Mitchell  
Bruce Austin



## Register Of Claims

### North Madison County Public Library System

Report Date: From **05/11/21** To **06/14/21**

<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	291	CARDMEMBER SERVICE	Operating Fund	Fuel, Oil and Lubricants	\$28.42	05/26/21	As per attached invoices.
			Operating Fund	Elwood Children's Programming	\$56.82		
				<b>Total this claim =</b>	<b>\$85.24</b>		
0	308	BRENDA HORSEMAN	Operating Fund	Other	\$0.00	06/09/21	
				<b>Total this claim =</b>	<b>\$0.00</b>		
0	300	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$9.87	05/31/21	Service Charge \$9.87, Deposit slip order \$39.15
			Operating Fund	Professional Services	\$39.15		
				<b>Total this claim =</b>	<b>\$49.02</b>		
0	269	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$420.79	05/12/21	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,571.00		
				<b>Total this claim =</b>	<b>\$1,991.79</b>		
0	299	PAYROLL	Operating Fund	Salary of Director	\$2,516.80	05/26/21	PAYROLL
			Operating Fund	Salary of Assistants	\$15,226.74		
			Operating Fund	Wages of Janitor	\$1,373.60		
				<b>Total this claim =</b>	<b>\$19,117.14</b>		
0	298	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,342.11	05/26/21	May Withholding
			County Tax Withheld	Payroll Deductions	\$602.30		
				<b>Total this claim =</b>	<b>\$1,944.41</b>		
0	297	AFLAC	AFLAC	Payroll Deductions	\$331.32	05/26/21	Withholding for May
				<b>Total this claim =</b>	<b>\$331.32</b>		
0	296	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$8,142.61	05/26/21	Emp Health Insurance 6-1thru 6/30
			Insurance	Payroll Deductions	\$889.70		
				<b>Total this claim =</b>	<b>\$9,032.31</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	311	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$466.85 \$1,742.98	06/09/21	PERF Deposit
				<b>Total this claim =</b>	<b>\$2,209.83</b>		
0	294	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	05/26/21	Payroll ending 5/22/21
				<b>Total this claim =</b>	<b>\$266.00</b>		
0	302	CENTERPOINT ENERGY	Operating Fund	Gas	\$111.04	06/09/21	Service for Summitville
				<b>Total this claim =</b>	<b>\$111.04</b>		
0	287	CENTERPOINT ENERGY	Operating Fund Operating Fund	Gas Gas	\$51.72 \$209.02	05/26/21	Service for Frankton, Elwood
				<b>Total this claim =</b>	<b>\$260.74</b>		
0	286	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	\$1,878.62 \$1,182.04 \$276.43 \$1,182.04 \$276.43	05/26/21	Federal Tax Deposit
				<b>Total this claim =</b>	<b>\$4,795.56</b>		
0	285	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$443.75 \$1,656.74	05/26/21	PERF Deposit
				<b>Total this claim =</b>	<b>\$2,100.49</b>		
0	276	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,740.92	05/26/21	Service for Elwood
				<b>Total this claim =</b>	<b>\$1,740.92</b>		
0	274	PAYROLL	Operating Fund Operating Fund Operating Fund	Salary of Director Salary of Assistants Wages of Janitor	\$2,516.80 \$14,179.74 \$1,378.10	05/12/21	PAYROLL
				<b>Total this claim =</b>	<b>\$18,074.64</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	273	SYNCB/AMAZON	Operating Fund	Elwood AV	\$352.51	05/12/21	As per attached invoices.
			Operating Fund	Frankton AV	\$183.36		
			Operating Fund	Summitville AV	\$183.36		
			Operating Fund	Frankton Programing	\$126.30		
			Operating Fund	Summitville	\$11.99		
				<b>Total this claim =</b>	<u>\$857.52</u>		
0	270	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,802.80	05/12/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,117.40		
			Medicare	Empl.Share FICA&Medicare	\$261.32		
			Operating Fund	Empl.Share FICA&Medicare	\$1,117.40		
			Operating Fund	Empl.Share FICA&Medicare	\$261.32		
				<b>Total this claim =</b>	<u>\$4,560.24</u>		
0	295	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	05/26/21	IN Def Comp Emp Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	323	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$18.64	06/14/21	Service for Summitville, Elwood
			Operating Fund	Electricity	\$531.99		
			Operating Fund	Electricity	\$2,010.00		
				<b>Total this claim =</b>	<u>\$2,560.63</u>		
0	314	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	06/09/21	Payroll ending 6/5/21
				<b>Total this claim =</b>	<u>\$266.00</u>		
0	312	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,967.13	06/09/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,234.12		
			Medicare	Empl.Share FICA&Medicare	\$288.62		
			Operating Fund	Empl.Share FICA&Medicare	\$1,234.12		
			Operating Fund	Empl.Share FICA&Medicare	\$288.62		
				<b>Total this claim =</b>	<u>\$5,012.61</u>		
0	315	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	06/09/21	IN Def Comp Emp Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
32948	275	AT&T	Operating Fund	Telephone & Telegraph	\$85.84	05/26/21	Service for Summitville
				<b>Total this claim =</b>	<b>\$85.84</b>		
32949	289	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$152.26	05/26/21	Service for Elwood
			Operating Fund	Waste Disposal Services	\$205.24		
				<b>Total this claim =</b>	<b>\$357.50</b>		
32950	284	COLLABORATIVE SUMMER LIB	Operating Fund	Elwood Children's Programing	\$286.36	05/26/21	Summer Reading Supplies-Elwood
				<b>Total this claim =</b>	<b>\$286.36</b>		
32951	293	JILL MURRAY	Operating Fund	Summitville Programing	\$44.48	05/26/21	Petty Cash
				<b>Total this claim =</b>	<b>\$44.48</b>		
32952	277	NUGENT ELECTRIC INC.	Operating Fund	Operating Supplies	\$636.95	05/26/21	Lighting supplies
				<b>Total this claim =</b>	<b>\$636.95</b>		
32953	288	ORIENTAL TRADING COMPAN	Operating Fund	Frankton Programing	\$120.36	05/26/21	Programing supplies-Frankton
				<b>Total this claim =</b>	<b>\$120.36</b>		
32954	278	RICOH USA, INC	Operating Fund	Office Supplies	\$69.29	05/26/21	Copies for Frankton, Summitville
			Operating Fund	Office Supplies	\$81.89		
				<b>Total this claim =</b>	<b>\$151.18</b>		
32955	279	S & S WORLDWIDE	Operating Fund	Frankton Programing	\$18.32	05/26/21	Craft Supplies Frankton, Summitville
			Operating Fund	Summitville Programing	\$18.32		
				<b>Total this claim =</b>	<b>\$36.64</b>		
32956	292	STACEY JONES	Operating Fund	Frankton Programing	\$48.62	05/26/21	Petty Cash
				<b>Total this claim =</b>	<b>\$48.62</b>		
32957	280	STAPLES	Operating Fund	Office Supplies	\$98.40	05/26/21	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$24.49		
				<b>Total this claim =</b>	<b>\$122.89</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
32958	281	SWANK MOVIE LICENSING US	Operating Fund	Elwood Children's Programing	\$300.00	05/26/21	Movie License 6/1/21 through 5/31/21
			Operating Fund	Elwood Adult Programing	\$300.00		
			Operating Fund	Frankton Programing	\$300.00		
			Operating Fund	Summitville Programing	\$300.00		
				<b>Total this claim =</b>	<u>\$1,200.00</u>		
32959	290	TOWN OF FRANKTON	Operating Fund	Electricity	\$310.73	05/26/21	Service for Frankton
			Operating Fund	Water	\$21.60		
			Operating Fund	Waste Disposal Services	\$17.16		
				<b>Total this claim =</b>	<u>\$349.49</u>		
32960	282	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	05/26/21	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
			Operating Fund	Waste Disposal Services	\$5.00		
				<b>Total this claim =</b>	<u>\$70.24</u>		
32961	283	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	05/26/21	Copier Lease Elwood
				<b>Total this claim =</b>	<u>\$113.35</u>		
32962	301	AT&T	Operating Fund	Telephone & Telegraph	\$202.24	06/09/21	Service for Elwood
				<b>Total this claim =</b>	<u>\$202.24</u>		
32963	304	DARLENE FRANCIS	Operating Fund	Other	\$9.95	06/09/21	Refund for returning lost book
				<b>Total this claim =</b>	<u>\$9.95</u>		
32964	303	DEMCO	Operating Fund	Book Processing	\$195.11	06/09/21	Book processing
				<b>Total this claim =</b>	<u>\$195.11</u>		
32965	305	FRONTIER	Operating Fund	Telephone & Telegraph	\$218.71	06/09/21	Service for Frankton
				<b>Total this claim =</b>	<u>\$218.71</u>		
32966	313	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$21.90	06/09/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$21.90</u>		
32967	309	JILL MURRAY	Operating Fund	Summitville Programing	\$13.24	06/09/21	Petty Cash
				<b>Total this claim =</b>	<u>\$13.24</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>
32968	310	KEITH BALDWIN	Gift	Furniture & Equipment	\$160.00	06/09/21	Shelf unit-Childrens/Eddleman memorial
				<b>Total this claim =</b>	<u>\$160.00</u>		
32969	306	RYAN BURRIS	Operating Fund	Traveling Expense	\$107.80	06/09/21	Mileage 245 miles @ \$.44
				<b>Total this claim =</b>	<u>\$107.80</u>		
32970	307	STACEY JONES	Operating Fund	Frankton Programing	\$10.59	06/09/21	Petty Cash
				<b>Total this claim =</b>	<u>\$10.59</u>		
32986	316	AT&T	Operating Fund	Telephone & Telegraph	\$82.28	06/14/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$82.28</u>		
32987	318	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,349.60	06/14/21	As per attached invoices.
			Operating Fund	Elwood Childrens	\$426.69		
			Operating Fund	Elwood YA	\$199.71		
			Operating Fund	Frankton	\$698.37		
			Operating Fund	Summitville	\$608.84		
				<b>Total this claim =</b>	<u>\$3,283.21</u>		
32988	331	BANEY EXCAVATING	Operating Fund	Professional Services	\$5,100.00	06/14/21	Grading, Seeding, Straw & Landscape Rock & Memorial Bricks
				<b>Total this claim =</b>	<u>\$5,100.00</u>		
32989	317	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$93.00	06/14/21	Qtrly pest control for Elwood, Summitville and Frankton
			Operating Fund	Professional Services	\$93.00		
			Operating Fund	Professional Services	\$93.00		
				<b>Total this claim =</b>	<u>\$279.00</u>		
32990	319	COLLABORATIVE SUMMER LIB	Operating Fund	Summitville Programing	\$138.60	06/14/21	Summer Reading supplies Summitville, Elwood
			Operating Fund	Elwood Children's Programing	\$40.95		
				<b>Total this claim =</b>	<u>\$179.55</u>		
32991	320	DOLLAR GENERAL-REGIONS 4	Operating Fund	Summitville Programing	\$36.65	06/14/21	As per attached invoices.
				<b>Total this claim =</b>	<u>\$36.65</u>		
32992	321	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$51.88	06/14/21	Advertising
				<b>Total this claim =</b>	<u>\$51.88</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>
32993	322	ENA SERVICES LLC	St Technology Fund Gra Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$1,377.92 \$336.20	06/14/21	Internet & VoIP
<b>Total this claim =</b>					<u>\$1,714.12</u>		
32994	324	MIDWEST TAPE	Operating Fund Operating Fund Operating Fund Operating Fund	Frankton AV Elwood AV Summitville AV Book Processing	\$119.97 \$433.90 \$84.98 \$446.97	06/14/21	As per attached invoices.
<b>Total this claim =</b>					<u>\$1,085.82</u>		
32995	325	RICOH USA, INC	Operating Fund	Office Supplies	\$184.47	06/14/21	Copies for Elwood
<b>Total this claim =</b>					<u>\$184.47</u>		
32996	326	SAFE HIRING SOLUTIONS	Operating Fund	Professional Services	\$28.95	06/14/21	Level III Employment-Huffman
<b>Total this claim =</b>					<u>\$28.95</u>		
32997	327	STAPLES	Operating Fund Operating Fund Operating Fund	Cleaning & Sanitation Supplies Office Supplies Operating Supplies	\$143.73 \$44.12 \$13.50	06/14/21	Office/Cleaning Supplies
<b>Total this claim =</b>					<u>\$201.35</u>		
32998	328	TOPS HOME CENTER	Operating Fund Operating Fund Operating Fund Operating Fund	Bldg. Matl. And Supplies Repair Parts/Maintenance Repair Parts/Maintenance Operating Supplies	\$46.99 \$21.99 \$20.99 \$4.99	06/14/21	As per attached invoices.
<b>Total this claim =</b>					<u>\$94.96</u>		
32999	329	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$1,346.00	06/14/21	Repairs at Summitville
<b>Total this claim =</b>					<u>\$1,346.00</u>		
33000	330	VICTORIA WALSER	Operating Fund Operating Fund	Elwood Adult Programing Elwood Children's Programing	\$11.00 \$8.98	06/14/21	Petty Cash
<b>Total this claim =</b>					<u>\$19.98</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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**Total Amount of Claims      \$93,992.39**

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

Monday, June 14, 2021

*Mary E. Keplinger*  
\_\_\_\_\_  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this 14 day of June, 2021.

*Kathleen Small*  
*Lisa Atchley*  
*Glenn Eddleman*

*James A. Watson*  
*Kenyon D. Smith*  
*Beverly J. Austin*

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.



## Personnel Report

Tori and I interviewed two candidates for youth services. We offered the job to Olivia Gaddis and she declined.

Lori Rogers has started in youth services as part time temporary until July 31

There have been no updates on Director Scott's leave.

## Timeline for 2022 Budget

- July 12, 2021** Regular monthly meeting at the Elwood Public Library for initial budget discussion.
- July 20, 2021 Sheri and I will meet virtually with Ryan Burk from the Department of Local Government Finance.
- August 9, 2021** Regular monthly meeting at the **Elwood Public Library** (4:30 pm). **Approve 2022 Budget for publication. Quorum is required.** Submit Form 3.
- September 1, 2021 Last day for units with appointed boards, including certain libraries under IC 6-1.1-17-20.3, to submit proposed 2022 budgets, tax rates, and tax levies to county fiscal body or other appropriate fiscal body for **binding** adoption, as applicable. IC 6-1.1-17-20, IC 6-1.1-17-20.3
- Sept 13, 2021** 4:30 PM **Public Hearing** required for budget at **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 11, 2021** Regular monthly meeting at the **Elwood Public Library** (4:30 pm). **Adopt 2022 Budget. Quorum is required.**
- Oct 13, 2021 All budget forms submitted through Gateway within **two** days after library board adopts the budget. IC 36-12-3-12 Last date to adopt budget **November 1, 2021**

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

June 30, 2021 Deadline for State Budget Agency (SBA) to provide Maximum Tax Levy to all local government units, school corporations and Department IC 6-1.1-17-20.3

July 15, 2021 DLG provides maximum tax levy to all local government units, school corporations and Department IC 6-1.1-17-20.3  
DLG provides maximum tax levy to all local government units, school corporations and Department IC 6-1.1-17-20.3

\* \* \* Communication Result Report ( Jun. 10. 2021 10:13AM ) \* \* \*

1)  
2)

Date/Time: Jun. 10. 2021 10:10AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
2516	Memory TX	Summitville FAX	P. 1	OK	

Reason for error

- |                                 |   |
|---------------------------------|---|
| E. 1) Hang up or line fail      | E. 2) Busy                                |
| E. 3) No answer                 | E. 4) No facsimile connection             |
| E. 5) Exceeded max. E-mail size | E. 6) Destination does not support IP-Fax |

**Agenda**

**June 14, 2021**

**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
- New Business
  - 1. Budget Timeline
  - 2. Initial Budget Review
  - 3. Mask Mandate
- Director's Report
- Public Comment
- Adjournment

\* \* \* Communication Result Report ( Jun. 10. 2021 10:12AM ) \* \* \*

1)  
2)

Date/Time: Jun. 10. 2021 10:10AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
2515	Memory TX	Frankton FAX	P. 1	OK	

Reason for error

- |                                 |   |
|---------------------------------|---|
| E. 1) Hang up or line fail      | E. 2) Busy                                |
| E. 3) No answer                 | E. 4) No facsimile connection             |
| E. 5) Exceeded max. E-mail size | E. 6) Destination does not support IP-Fax |

Agenda

June 14, 2021

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
- New Business
  - 1. Budget Timeline
  - 2. Initial Budget Review
  - 3. Mask Mandate
- Director's Report
- Public Comment
- Adjournment

\* \* \* Communication Result Report ( Jun. 10. 2021 10:10AM ) \* \* \*

1)  
2)

Date/Time: Jun. 10. 2021 10:10AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2513 Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection
- E. 6) Destination does not support IP-Fax

Agenda

June 14, 2021

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
- New Business
  - 1. Budget Timeline
  - 2. Initial Budget Review
  - 3. Mask Mandate
- Director's Report
- Public Comment
- Adjournment

*Please  
Publish  
this week and  
again on  
Monday*

\* \* \* Communication Result Report ( Jun. 10. 2021 10:11AM ) \* \* \*

1)  
2)

Date/Time: Jun. 10. 2021 10:10AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2514 Memory TX	call leader	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection
- E. 6) Destination does not support IP-Fax

Agenda

June 14, 2021

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
- New Business
  - 1. Budget Timeline
  - 2. Initial Budget Review
  - 3. Mask Mandate
- Director's Report
- Public Comment
- Adjournment

*Please Publish this week and again on Monday*

# Agenda

July 12, 2021

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. 2022 Budget Review
2. Parking Lot Seal Coating Quotes
3. Employee Wage Scale

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
July 12, 2021  
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 12, 2021 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Beverly Austin, Mary Kiplinger, Kathy Small, Larry Watson and Kenny Giselsbach. Also in attendance were Jamie Scott, Director and Sheri Wallace, Administrative Assistant.

CONSENT AGENDA

Kathy Small made a motion to approve the consent agenda. Kenny Giselsbach seconded and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Director Scott is very pleased with the work completed by David Baney on the drainage project and Memorial Bricks at Summitville. There was an issue where Colbalt Civil connected a resident's sewer line to the storm drain. Director Scott contacted the building commissioner about this issue. Larry Watson suggested contacting IDEM directly if the issue has not been corrected.

NEW BUSINESS

2022 Budget Review

The 2022 Budget was reviewed. We will not be increasing the budget this year.

Parking Lot Seal Coating Quotes

We received quotes from Conrad's Seal Coating for Elwood, Summitville and Frankton in the amounts of \$4,050.90, \$1,176.00 and \$1,423.00 respectively. Beverly Austin made a motion to accept these bids. Mary Kiplinger seconded and the motion carried.

Wage Scale

Director Scott would like to raise the wage scale for managers to \$15-\$25, clerks to \$10-\$15 and custodians to \$9-14. Beverly Austin moved to accept these changes to the wage scale and to immediately increase current employees' wages \$1.00 per hour. Kathy Small seconded and the motion carried.



Interim Director Wages

Beverly Austin made a motion to pay retroactive Director wages to Sheri Wallace for the time she served as Interim Director. Kenny Giselbach made a second and the motion carried.

Beverly Austin made a motion to add Interim Director wages at the current Director rate to the wage scale. Kenny seconded and the motion carried.

Directors Report

Indiana Library and Historical Board found us in compliance with the Public Library Standards for 2020. Hedgehog Hannah will be at all three branches on July 16<sup>th</sup>. We may need to bring it inside due to rain. The Methodist church is interested in helping with Kids in the Kitchen. We are looking into a Federal Grant for \$100,000.00 to also aid with Kids in the Kitchen.

Public Comment

There was no public comment.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

Mary E Kopluniec  
Lisa A Hobbs  
Glenn Eddleman

Kathy Small  
Kathy Small, Secretary  
Larry Watson  
Kenny Giselbach  
Beverly Austin

# Register Of Claims

## North Madison County Public Library System

Report Date: From **06/15/21** To **07/12/21**

<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	355	PAYROLL	Operating Fund	Salary of Director	\$2,516.80	06/23/21	PAYROLL
			Operating Fund	Salary of Assistants	\$16,158.97		
			Operating Fund	Wages of Janitor	\$1,373.60		
				<b>Total this claim =</b>	<u>\$20,049.37</u>		
0	365	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	07/07/21	IN Def Comp Emp Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	363	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,944.40	07/07/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,233.66		
			Medicare	Empl.Share FICA&Medicare	\$288.51		
			Operating Fund	Empl.Share FICA&Medicare	\$1,233.66		
			Operating Fund	Empl.Share FICA&Medicare	\$288.51		
				<b>Total this claim =</b>	<u>\$4,988.74</u>		
0	361	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$9.45	06/30/21	June service charge
				<b>Total this claim =</b>	<u>\$9.45</u>		
0	360	CENTERPOINT ENERGY	Operating Fund	Gas	\$79.46	07/07/21	Service for Summitville, Frankton, Elwoc
			Operating Fund	Gas	\$25.47		
			Operating Fund	Gas	\$24.18		
				<b>Total this claim =</b>	<u>\$129.11</u>		
0	359	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$152.26	07/07/21	Service for Elwood
			Operating Fund	Waste Disposal Services	\$210.72		
			Operating Fund	Professional Services	\$2.95		
				<b>Total this claim =</b>	<u>\$365.93</u>		
0	358	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$175.30	07/01/21	2nd Qtr SUTA
				<b>Total this claim =</b>	<u>\$175.30</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	366	PAYROLL	Operating Fund	Salary of Director	\$2,516.80	07/07/21	PAYROLL
			Operating Fund	Salary of Assistants	\$16,059.39		
			Operating Fund	Wages of Janitor	\$1,373.60		
				<b>Total this claim =</b>	<u>\$19,949.79</u>		
0	356	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,598.00	06/23/21	June Withholdings
			County Tax Withheld	Payroll Deductions	\$651.54		
				<b>Total this claim =</b>	<u>\$2,249.54</u>		
0	364	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	07/07/21	Payroll ending 7/3/21
				<b>Total this claim =</b>	<u>\$266.00</u>		
0	354	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	06/23/21	IN Def Comp Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	353	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	06/23/21	Payroll ending 6/19/21
				<b>Total this claim =</b>	<u>\$266.00</u>		
0	352	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$8,771.51 \$885.06	06/23/21	Employee Health Insurance 7-1 through 7-31
				<b>Total this claim =</b>	<u>\$9,656.57</u>		
0	351	CARDMEMBER SERVICE	Operating Fund	Fuel, Oil and Lubricants	\$13.95	06/23/21	As per attached invoices.
			Operating Fund	Professional Services	\$10.00		
			Operating Fund	Elwood Adult Programing	\$20.00		
			Operating Fund	Elwood Children's Programing	\$53.50		
			Operating Fund	Professional Meetings	\$59.00		
				<b>Total this claim =</b>	<u>\$156.45</u>		
0	346	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,948.57	06/23/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,239.83		
			Medicare	Empl.Share FICA&Medicare	\$289.95		
			Operating Fund	Empl.Share FICA&Medicare	\$1,239.83		
			Operating Fund	Empl.Share FICA&Medicare	\$289.95		
				<b>Total this claim =</b>	<u>\$5,008.13</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	345	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$467.12 \$1,743.98	06/23/21	PERF Deposit
<b>Total this claim =</b>					<u>\$2,211.10</u>		
0	340	SYNCB/AMAZON	Operating Fund	Summitville Programing	\$69.43	06/23/21	As per attached invoices.
			Operating Fund	Elwood AV	\$601.22		
			Operating Fund	Frankton AV	\$268.59		
			Operating Fund	Summitville AV	\$268.59		
			Operating Fund	Elwood Children's Programing	\$33.41		
			Operating Fund	Technology Equipment	\$2,600.91		
			Operating Fund	Elwood Adult	\$61.42		
			Operating Fund	Summitville	\$15.99		
			Operating Fund	Elwood Adult Programing	\$227.85		
<b>Total this claim =</b>					<u>\$4,147.41</u>		
0	357	AFLAC	AFLAC	Payroll Deductions	\$331.32	06/23/21	June Withholdings
<b>Total this claim =</b>					<u>\$331.32</u>		
0	390	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$0.00	07/12/21	2nd Qtr contract for Elwood
<b>Total this claim =</b>					<u>\$0.00</u>		
0	362	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$466.85 \$1,742.98	07/07/21	PERF Deposit
<b>Total this claim =</b>					<u>\$2,209.83</u>		
33001	347	ALEXANDRIA TIMES-TRIBUNE	Operating Fund	Summitville Period. & Newsp.	\$34.00	06/23/21	Subscription for Summitville
<b>Total this claim =</b>					<u>\$34.00</u>		
33002	333	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$592.50	06/23/21	Annual Backflow Prevention & Wet/Dry Sprinkler Inspection
<b>Total this claim =</b>					<u>\$592.50</u>		
33003	334	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$385.00	06/23/21	April & May Lawn care
<b>Total this claim =</b>					<u>\$385.00</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>
33004	335	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$795.00	06/23/21	Youth Services Conference, Tori, Stacey, Sarah Fox
				<b>Total this claim =</b>	<u>\$795.00</u>		
33005	349	JILL MURRAY	Operating Fund	Fuel, Oil and Lubricants	\$6.00	06/23/21	Petty Cash
			Operating Fund	Summitville Programing	\$15.84		
				<b>Total this claim =</b>	<u>\$21.84</u>		
33006	336	LYDIA RETHERFORD	Operating Fund	Elwood Adult Programing	\$76.00	06/23/21	Cupcaker decorating class-\$40: 3 dozen cupcakes-\$36.00
				<b>Total this claim =</b>	<u>\$76.00</u>		
33007	337	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$14.88	06/23/21	Programing supplies-Youth Services
				<b>Total this claim =</b>	<u>\$14.88</u>		
33008	338	RICOH USA, INC	Operating Fund	Office Supplies	\$87.70	06/23/21	Copies Summitville & Frankton
			Operating Fund	Office Supplies	\$44.59		
				<b>Total this claim =</b>	<u>\$132.29</u>		
33009	339	ROSE PEST SOLUTIONS	Operating Fund	Professional Services	\$95.00	06/23/21	Pest control for Elwood, Summitville , Frankton
			Operating Fund	Professional Services	\$95.00		
			Operating Fund	Professional Services	\$95.00		
				<b>Total this claim =</b>	<u>\$285.00</u>		
33010	350	STACEY JONES	Operating Fund	Frankton Programing	\$63.34	06/23/21	REIMBURSEMENT
				<b>Total this claim =</b>	<u>\$63.34</u>		
33011	348	SUPERIOR KREATIONS INC	Operating Fund	Professional Services	\$10.00	06/23/21	Diana Eddleman nameplate
				<b>Total this claim =</b>	<u>\$10.00</u>		
33012	344	TOWN OF FRANKTON	Operating Fund	Electricity	\$282.59	06/23/21	Service for Frankton
			Operating Fund	Water	\$26.70		
			Operating Fund	Waste Disposal Services	\$20.89		
				<b>Total this claim =</b>	<u>\$330.18</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>
33013	342	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	06/23/21	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
			Operating Fund	Waste Disposal Services	\$5.00		
			<b>Total this claim =</b>				
33014	341	VICTORIA WALSER	Operating Fund	Elwood Adult Programing	\$6.00	06/23/21	Petty Cash
			<b>Total this claim =</b>				
33015	343	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	06/23/21	Copier Lease-Elwood
			<b>Total this claim =</b>				
33016	367	AT&T	Operating Fund	Telephone & Telegraph	\$202.24	07/12/21	Service for Elwood
			<b>Total this claim =</b>				
33017	368	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$531.00	07/12/21	Qtrly Support July thru September
			<b>Total this claim =</b>				
33018	369	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$368.47	07/12/21	As per attached invoices.
			Operating Fund	Elwood Childrens	\$407.50		
			Operating Fund	Elwood YA	\$183.15		
			Operating Fund	Frankton	\$914.72		
			Operating Fund	Summitville	\$663.78		
<b>Total this claim =</b>			\$2,537.62				
33019	370	COMPLETE MASONRY SERVIC	Operating Fund	Professional Services	\$6,600.00	07/12/21	Cleaned sign, stone and brick on building. Repaired light pole
			<b>Total this claim =</b>				
33020	371	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$140.00	07/12/21	Snow Removal 1/31/21
			<b>Total this claim =</b>				
33021	393	DOLLAR GENERAL-REGIONS 4	Operating Fund	Cleaning & Sanitation Supplies	\$34.50	07/12/21	As per attached invoices.
			Operating Fund	Summitville Programing	\$27.42		
			Operating Fund	Summitville Programing	\$76.50		
			<b>Total this claim =</b>				

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33022	392	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$140.00	07/12/21	Welcome to Frankton
				<b>Total this claim =</b>	\$140.00		
33023	372	ENA SERVICES LLC	St Technology Fund Gra Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$1,377.92 \$336.20	07/12/21	VoIP and Internet
				<b>Total this claim =</b>	\$1,714.12		
33024	373	FRONTIER	Operating Fund	Telephone & Telegraph	\$218.71	07/12/21	Service for Frankton
				<b>Total this claim =</b>	\$218.71		
33025	374	GENERATIVE GROWTH II, LLC	Operating Fund	Elwood Children's Programing	\$11.66	07/12/21	KIK supplies
				<b>Total this claim =</b>	\$11.66		
33026	375	INDIANA STATE LIBRARY	Evergreen Indiana	Other	\$152.44	07/12/21	2nd Qtr Evergreen
				<b>Total this claim =</b>	\$152.44		
33027	376	INDIANA STATE LIBRARY	PLAC	Other	\$130.00	07/12/21	2nd Qtr PLAC
				<b>Total this claim =</b>	\$130.00		
33028	391	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$23.47	07/12/21	Service for Summitville
				<b>Total this claim =</b>	\$23.47		
33029	377	JILL MURRAY	Operating Fund	Summitville Programing	\$49.37	07/12/21	Petty Cash
				<b>Total this claim =</b>	\$49.37		
33030	378	MIDWEST COLLABORATIVE F	Operating Fund	Dues	\$125.00	07/12/21	Annual Membership
				<b>Total this claim =</b>	\$125.00		
33031	379	MIDWEST TAPE	Operating Fund Operating Fund Operating Fund	Frankton AV Elwood AV Summitville AV	\$328.15 \$634.05 \$233.18	07/12/21	As per attached invoices.
				<b>Total this claim =</b>	\$1,195.38		

<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>
33032	380	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$758.96	07/12/21	As per attached invoices.
			Operating Fund	Professional Services	\$186.86		
			Operating Fund	Professional Services	\$146.10		
			Operating Fund	Professional Services	\$7,138.00		
			<b>Total this claim =</b>				
33033	381	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$53.37	07/12/21	As per attached invoices.
			<b>Total this claim =</b>				
33034	382	RICOH USA, INC	Operating Fund	Office Supplies	\$115.71	07/12/21	Copies for Elwood
			<b>Total this claim =</b>				
33035	383	ROEING	Operating Fund	Technology Equipment	\$322.50	07/12/21	External Hard Drive for Backups
			<b>Total this claim =</b>				
33036	384	ROSE PEST SOLUTIONS	Operating Fund	Professional Services	\$95.00	07/12/21	Pest control for Frankton, Summitville, and Elwood
			Operating Fund	Professional Services	\$95.00		
			Operating Fund	Professional Services	\$95.00		
			<b>Total this claim =</b>				
33037	385	RYAN BURRIS	Operating Fund	Traveling Expense	\$120.12	07/12/21	Travel reimbursement 273 @ \$.44 = 120.12
			<b>Total this claim =</b>				
33038	386	SAFE HIRING SOLUTIONS	Operating Fund	Professional Services	\$28.95	07/12/21	Background check - rogers
			<b>Total this claim =</b>				
33039	387	STACEY JONES	Operating Fund	Frankton Programing	\$26.94	07/12/21	Petty Cash
			<b>Total this claim =</b>				
33040	394	STAPLES	Operating Fund	Office Supplies	\$52.28	07/12/21	As per attached invoices.
			<b>Total this claim =</b>				



Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
33041	388	TOPS HOME CENTER	Operating Fund	Elwood Children's Programing	\$10.99	07/12/21	As per attached invoices.
			Operating Fund	Elwood Adult Programing	\$11.96		
			Operating Fund	Bldg. Matl. And Supplies	\$22.74		
			Operating Fund	Bldg. Matl. And Supplies	\$5.49		
			Operating Fund	Elwood Adult Programing	\$16.56		
<b>Total this claim =</b>					<b>\$67.74</b>		
33042	389	WORLD TRADE PRESS	Operating Fund	Databases	\$236.25	07/12/21	AtoZ World Food (Renewal)
				<b>Total this claim =</b>			

**Total Amount of Claims \$98,921.15**

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

Monday, July 12, 2021

*Mary E. Kephlinger*  
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 July, 2021.

*Debra L. Baker*  
*Aileen Eddleman*  
*Laura A. Wilson*  
*Kenny Hillman*  
*Beverly Austin*

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

## Personnel Report

Jill Murray has submitted her intent to retire as of December 31, 2021. Sarah Fox is currently being trained as her replacement.



Conrad's Seal Coating  
5553 North 900 North  
Frankton, IN 46044  
Tel.: 765-639-1769

Elwood Libraries

6-26-21

**Job Description**

Square Foot of Seal Coat 2,005

Linear Foot of Crack Seal 2,200

Striping

Cleaning

**Itemized Estimate**

Price of Seal Coat

\$2,800.00

Price of Crack Seal

900 @ \$40.90

Price of Striping

\$350.00

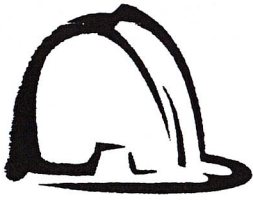
Price of Cleaning

**Total Estimated Job Cost**

~~\$4,740.00~~

4050.90

Thanks Conrad



Conrad's Seal Coating  
 5553 North 900 North  
 Frankton, IN 46044  
 Tel.: 765-639-1769

Frankton Libraries

6-26-21

**Job Description**

Square Foot of Seal Coat 7,308

Linear Foot of Crack Seal 373

Striping

Cleaning

**Itemized Estimate**

Price of Seal Coat	\$ 1,023.00
Price of Crack Seal	\$ 177.00
Price of Striping	\$ 223.00
Price of Cleaning	
<b>Total Estimated Job Cost</b>	<b>\$ 1,423.00</b>

Thanks Conrad



Conrad's Seal Coating  
 5553 North 900 North  
 Frankton, IN 46044  
 Tel.: 765-639-1769

Summitville Library

6-26-21

**Job Description**

Square Foot of Seal Coat 4,560

Linear Foot of Crack Seal 811

Striping

Cleaning

**Itemized Estimate**

Price of Seal Coat	# 639.00
Price of Crack Seal	# 375.00
Price of Striping	# 162.00
Price of Cleaning	
<b>Total Estimated Job Cost</b>	<b># 1,176.00</b>

Thanks Conrad

## 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

### 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 experience (change to "service") will transfer directly when employees are promoted to a higher position classification.
7. Years of experience will also be considered for new hires.
8. Descriptions of health benefits, overtime, sick, personal and vacation leave and termination benefits are in the board approved personnel policy on April 9, 2018.
9. Wages are paid bi-weekly on Wednesdays.

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

- Director
- Administrative Assistant

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

	Start	90 day	Range
Manager (Branch/Department)	\$ 13.50	\$ 15.00	\$13.50 - \$23.00
Clerk	\$ 9.00	\$ 10.00	\$9.00 - \$13.50
Custodian	\$ 7.65	\$ 8.50	\$7.65 - \$13.00

Page/Temporary Part-time:

Start wage according to job title

- e.g., part-time temporary clerk wage - \$9.00

Start	90 day	Range
\$ 15.00	\$ 16.00	\$15.00 - \$25.00
\$ 10.00	\$ 11.00	\$10.00 - \$15.00
\$ 9.00	\$ 10.00	\$8.50 - \$14.00

Part-time Temporary New Hires begin with the Start wage for the appropriate wage range.



## STATE OF INDIANA

Eric J. Holcomb, *Governor*

Jacob Speer, State Librarian

INDIANA STATE LIBRARY  
140 N. Senate Avenue  
Indianapolis, IN 46204  
Phone: (317) 232-3675  
Fax: (317) 232-0002

June 29, 2021

Jamie Scott  
North Madison County Public Library System  
1600 Main St  
Elwood, IN 46036-2023

Dear Jamie,

At its June 25<sup>th</sup> meeting, the Indiana Library & Historical Board (ILHB) found North Madison County Public Library System to be **in compliance** with the Public Library Standards (590 IAC 6) for 2020.

Your continued efforts toward meeting these standards are appreciated. The Indiana State Library is committed to bringing all of the public libraries in Indiana into compliance so that we can offer the best possible service to the residents of the state. Thank you, to you and your board, for all your work to ensure these standards are achieved statewide.

Please do not hesitate to contact the Library Development Office at [statewideservices@library.in.gov](mailto:statewideservices@library.in.gov) if we can be of any future assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "JN Clifton".

Jennifer N. Clifton  
Library Development Office

\* \* \* Communication Result Report ( Jul. 8. 2021 8:21AM ) \* \* \*

1)  
2)

Date/Time: Jul. 8. 2021 8:19AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2759 Memory TX	Frankton FAX	P. 1	OK	

## Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

## Agenda

July 12, 2021

North Madison County Public Library System  
Board of TrusteesElwood Public LibraryRegular Meeting  
4:30 P.M.

Call to Order  
 Call for Quorum  
 Consent Agenda  
     Minutes  
     Claims Register & Checks  
     Personnel  
 Old Business  
 New Business  
     1. 2022 Budget Review  
     2. Parking Lot Seal Coating Quotes  
     3. Employee Wage Scale  
 Director's Report  
 Public Comment  
 Adjournment



\* \* \* Communication Result Report ( Jul. 8. 2021 8:20AM ) \* \* \*

2}

Date/Time: Jul. 8. 2021 8:18AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
2757	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

- |                                 |   |
|---------------------------------|---|
| E. 1) Hang up or line fail      | E. 2) Busy                                |
| E. 3) No answer                 | E. 4) No facsimile connection             |
| E. 5) Exceeded max. E-mail size | E. 6) Destination does not support IP-Fax |

Agenda

July 12, 2021  
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. 2022 Budget Review
  - 2. Parking Lot Seal Coating Quotes
  - 3. Employee Wage Scale
- Director's Report
- Public Comment
- Adjournment

Please Publish

\* \* \* Communication Result Report ( Jul. 8. 2021 8:20AM ) \* \* \*

1}

Date/Time: Jul. 8. 2021 8:19AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2760 Memory TX	Summitville FAX	P. 1	OK	

## Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

## Agenda

July 12, 2021

North Madison County Public Library System  
Board of TrusteesElwood Public LibraryRegular Meeting  
4:30 P.M.

Call to Order  
 Call for Quorum  
 Consent Agenda  
     Minutes  
     Claims Register & Checks  
     Personnel  
 Old Business  
 New Business  
     1. 2022 Budget Review  
     2. Parking Lot Seal Coating Quotes  
     3. Employee Wage Scale  
 Director's Report  
 Public Comment  
 Adjournment

\* \* \* Communication Result Report ( Jul. 8. 2021 8:21AM ) \* \* \*

1)  
2)

Date/Time: Jul. 8. 2021 8:19AM

File No.	Mode	Destination	Pg (s)	Result	Page Not Sent
2758	Memory TX	call leader	P. 1	OK	

Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

**Agenda**

July 12, 2021  
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. 2022 Budget Review
  - 2. Parking Lot Seal Coating Quotes
  - 3. Employee Wage Scale
- Director's Report
- Public Comment
- Adjournment

*Please Publish*

# Agenda

August 9, 2021

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. Employee Wage Scale

New Business

1. Approve 2022 Budget for Publication
2. Indiana State Library Consortium Resolution for Public Internet Access
3. Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
August 9th, 2021  
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 August 9th, 2021 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Beverly Austin, Mary Kiplinger, Kathy Small, Lisa Hobbs, Larry Watson and Kenny Giselbach. Also in attendance were Jamie Scott, Director and Sheri Wallace, Administrative Assistant.

CONSENT AGENDA

Beverly Austin moved to approve the consent agenda. Kathy Small seconded and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Employee Wage Scale

Directory Scott would like to add the position of Page to the Wage Scale and change item #6 to *Years of service*. Beverly Austin moved to accept the additions to the Wage Scale. Larry Watson made a second and the motion carried.

Director and Administrative Assistant Wages

Kathy Small made a motion to include the Director and Administrative Assistant in the wage increase the staff received last month. Lisa Hobbs made a second and the motion carried.

NEW BUSINESS

Approve 2022 Budget for Publication

2022 Budget Review

The following 2022 budget was requested for publication:

Rainy Day Fund Budget--\$100,000.00

Operating Fund Budget--\$1,375,608

The maximum estimate funds to be raised are \$983,669

The current tax levy is \$942,908

Estimated Property Tax Cap of \$157,000

Library Improvement Reserve Fund--\$54,000

Lisa Hobbs made a motion to approve the 2022 budget for publication. Kathy Small made a second and the motion carried.

### Indiana State Library Consortium Resolution for Public Internet Access

Kathy Small made a motion to accept the Indiana State Library Consortium Resolution for Public Internet Access as read. Beverly Austin made a second and the motion carried..

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

The Internet Policy, Computer Use Policy and Wireless Internet Policy were reviewed. Larry Watson moved the policies remain unchanged. Mary Kiplinger seconded and the motion carried.

### Directors Report

Stats are slowly increasing. Hedgehog Hannah was an indoor program for Summer Reading. We had 30 in attendance at Summitville, 31 attendees at Frankton and 209 attendees at Elwood. The community was thrilled. We also collected money and supplies for the Animal Shelter. I will be meeting with Dave Baney this week about the cement slab at Summitville. Nick LaShure from Elwood is also quoting this project. I've asked them to include a sidewalk that will meet the current sidewalk at the top of the stairs. In June and now in August there has been minor damage by children at the Frankton Farmers Market. Trees were damaged in June. Last Sunday dirt and rocks were placed in front of the main entryway. The rocks were put back but the dirt remained and there are markings on the concrete. Kathy Small made a motion to end the Farmers Market contract at the end of August due to the recent damage. Lisa Hobbs made a second and the motion carried. The limestone work done at Elwood by Complete Masonry is fantastic. Myers Construction did not show up to look at replacing the building seal at Frankton. Complete Masonry came today to check it out. I have texted Superb Guttering to fix the downspout by the bike rack. We will be hosting the Elwood Community Art Exhibition Friday August 20<sup>th</sup> with an artist being named the People's Choice Award winner. Lots of interest is already being shown for this program. This day will also be the open house for Marvin Crim's paintings from 5 to 7 pm. Mr. Crim donated 12 paintings to the library with 75% of them having historical connections to Elwood. There will be a scavenger hunt and a small battery operated train for the kids. Roger Hensley from the Madison County Historical Society will be presenting a 40 minute Powerpoint called Marvin Crim's Railways. On August 21st several staff members will be tossing candy and handing out fly swatters with library information on them. Due to three managers being on vacation and less staff available we are not having a booth at the Glass Festival this year. We will be having a book sale in the library beginning August 19<sup>th</sup>. Katie Schiffner has prepared two brochures for the library's paintings to be available the night of the open house. All three branch parking lots look wonderful after Conrad's Seal Coating. Laura Groover made the design and printed our new staff t-shirts. Changes in the long range planning committee. Less managers and more clerks. Sarah Fox, Jenny Summers, Katie Schiffner, Katie Newby, Mike Robertson, Kathy Small and Larry Watson. If it is okay with Larry and Kathy we will begin meeting on the second and fourth Wednesday of each month beginning on September 8<sup>th</sup> from 5 to 6 pm at Elwood.

Public Comment

There was no public comment.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

*Kathy Small, Secretary*  
Kathy Small, Secretary

*Mary E Kijlunge*  
*Beverly Austin*  
*Glenn Eddleman*

*Lara Watson*  
*Kenny Mishan*  
*Jim Atchler*

# Register Of Claims

## North Madison County Public Library System

Report Date: From **07/13/21** To **08/09/21**

<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	437	PAYROLL	Operating Fund	Salary of Director	\$2,516.80	08/04/21	PAYROLL
			Operating Fund	Salary of Assistants	\$17,137.36		
			Operating Fund	Wages of Janitor	\$1,493.60		
				<b>Total this claim =</b>	<u>\$21,147.76</u>		
0	421	LIBERTY MUTUAL INSURANCE	Operating Fund	Insurance	\$744.00	08/04/21	Renewal Business Auto
				<b>Total this claim =</b>	<u>\$744.00</u>		
0	423	ROSE PEST SOLUTIONS	Operating Fund	Professional Services	\$190.00	08/04/21	Pest control for Summitville, Frankton
				<b>Total this claim =</b>	<u>\$190.00</u>		
0	396	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$536.41	07/21/21	PERF Deposit
			Operating Fund	Emp Cont PERF	\$2,002.65		
				<b>Total this claim =</b>	<u>\$2,539.06</u>		
0	415	CENTERPOINT ENERGY	Operating Fund	Gas	\$52.94	08/04/21	Service for Elwood, Frankton, Summitvil
			Operating Fund	Gas	\$24.38		
			Operating Fund	Gas	\$20.71		
				<b>Total this claim =</b>	<u>\$98.03</u>		
0	414	CARDMEMBER SERVICE	Operating Fund	Furniture & Equipment	\$219.00	08/04/21	As per attached invoices.
			Operating Fund	Professional Services	\$133.77		
			Operating Fund	Elwood Children's Programing	\$41.02		
				<b>Total this claim =</b>	<u>\$393.79</u>		
0	430	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$488.27	08/04/21	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,822.96		
				<b>Total this claim =</b>	<u>\$2,311.23</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	431	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,063.14	08/04/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,307.94		
			Medicare	Empl.Share FICA&Medicare	\$305.88		
			Operating Fund	Empl.Share FICA&Medicare	\$1,307.94		
			Operating Fund	Empl.Share FICA&Medicare	\$305.88		
				<b>Total this claim =</b>	<u>\$5,290.78</u>		
0	432	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	08/04/21	Payroll Ending 7/31/21
				<b>Total this claim =</b>	<u>\$266.00</u>		
0	433	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	08/04/21	IN Def Comp Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	436	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$10.08	07/31/21	Service Charge
				<b>Total this claim =</b>	<u>\$10.08</u>		
0	413	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$18.63	07/27/21	Service for Summitville, Elwood
			Operating Fund	Electricity	\$2,368.93		
			Operating Fund	Electricity	\$581.79		
				<b>Total this claim =</b>	<u>\$2,969.35</u>		
0	412	PAYROLL	Operating Fund	Salary of Director	\$2,516.80	07/21/21	PAYROLL
			Operating Fund	Salary of Assistants	\$18,817.73		
			Operating Fund	Wages of Janitor	\$1,498.48		
				<b>Total this claim =</b>	<u>\$22,833.01</u>		
0	411	AFLAC	AFLAC	Payroll Deductions	\$331.32	07/21/21	July Withholdings
				<b>Total this claim =</b>	<u>\$331.32</u>		
0	410	UNITED HEALTHCARE	Insurance	Payroll Deductions	\$885.06	07/21/21	Employee Health Insurance
			Operating Fund	Emp Cont Group Ins	\$8,771.51		
				<b>Total this claim =</b>	<u>\$9,656.57</u>		
0	409	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,687.69	07/21/21	July Withholdings
			County Tax Withheld	Payroll Deductions	\$688.20		
				<b>Total this claim =</b>	<u>\$2,375.89</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	443	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$18.58	08/09/21	Service for Summitville
			Operating Fund	Electricity	\$626.85		
				<b>Total this claim =</b>	<b>\$645.43</b>		
0	408	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	07/21/21	IN Def Comp Emp Matching Plan- Robertson
				<b>Total this claim =</b>	<b>\$186.64</b>		
0	407	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	07/21/21	Payroll Ending 7/17/21
				<b>Total this claim =</b>	<b>\$266.00</b>		
0	397	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,256.38	07/21/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,412.43		
			Medicare	Empl.Share FICA&Medicare	\$330.32		
			Operating Fund	Empl.Share FICA&Medicare	\$1,412.43		
			Operating Fund	Empl.Share FICA&Medicare	\$330.32		
				<b>Total this claim =</b>	<b>\$5,741.88</b>		
0	405	SYNCB/AMAZON	Operating Fund	Elwood AV	\$647.46	07/21/21	As per attached invoices.
			Operating Fund	Frankton AV	\$346.92		
			Operating Fund	Summitville AV	\$346.92		
			Operating Fund	Elwood Adult Programing	\$101.86		
			Operating Fund	Elwood Adult	\$134.12		
			Operating Fund	Summitville	\$14.99		
			Operating Fund	Technology Equipment	\$29.67		
			Operating Fund	Frankton Programing	\$9.69		
			Operating Fund	Operating Supplies	\$64.97		
			Operating Fund	Elwood Children's Programing	\$122.83		
				<b>Total this claim =</b>	<b>\$1,819.43</b>		
33044	398	AT&T	Operating Fund	Telephone & Telegraph	\$83.28	07/21/21	Service for Summitville
				<b>Total this claim =</b>	<b>\$83.28</b>		
33046	400	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$758.96	07/21/21	Labor to replace can lights
				<b>Total this claim =</b>	<b>\$758.96</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33047	401	ORIENTAL TRADING COMPAN	Operating Fund	Frankton Programing	\$52.77	07/21/21	Programing supplies
			Operating Fund	Elwood Children's Programing	\$13.28		
				<b>Total this claim =</b>	\$66.05		
33048	402	STACEY JONES	Operating Fund	Frankton Programing	\$13.61	07/21/21	Petty Cash
				<b>Total this claim =</b>	\$13.61		
33049	403	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$182.32	07/21/21	Cleaning Supplies
				<b>Total this claim =</b>	\$182.32		
33050	404	SUPERIOR KREATIONS INC	Operating Fund	Professional Services	\$21.00	07/21/21	Name tags for Scholarship Wall
				<b>Total this claim =</b>	\$21.00		
33051	406	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	07/21/21	Copier Lease Elwood
				<b>Total this claim =</b>	\$113.35		
33052	399	LIBRARICA LLC	Operating Fund	Techology Software	\$974.84	07/21/21	Cassie Renewal
				<b>Total this claim =</b>	\$974.84		
33053	434	AT&T	Operating Fund	Telephone & Telegraph	\$210.96	08/04/21	Service for Elwood
				<b>Total this claim =</b>	\$210.96		
33054	416	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$152.26	08/04/21	Service for Elwood
			Operating Fund	Waste Disposal Services	\$216.20		
				<b>Total this claim =</b>	\$368.46		
33055	417	CONRAD DAUTRICH	Operating Fund	Professional Services	\$6,739.00	08/04/21	Seal Coating for Frankton, Summitville, & Elwood
				<b>Total this claim =</b>	\$6,739.00		
33056	418	DISCOUNT PAPER PRODUCTS	Operating Fund	Office Supplies	\$75.06	08/04/21	Receipt tape
				<b>Total this claim =</b>	\$75.06		
33057	435	FRONTIER	Operating Fund	Telephone & Telegraph	\$217.39	08/04/21	Service for Frankton
				<b>Total this claim =</b>	\$217.39		

<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>
33058	419	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$165.00	08/04/21	Lawn care for Frankton
				<b>Total this claim =</b>	<u>\$165.00</u>		
33059	420	JILL MURRAY	Operating Fund	Summitville Programing	\$22.74	08/04/21	Petty Cash
				<b>Total this claim =</b>	<u>\$22.74</u>		
33060	422	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$87.00	08/04/21	Trash Removal Frankton
				<b>Total this claim =</b>	<u>\$87.00</u>		
33061	428	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	\$129.26	08/04/21	Mileage Reimbursement 294 miles @ \$.44 = \$129.36
				<b>Total this claim =</b>	<u>\$129.26</u>		
33062	429	ROEING	Operating Fund	Professional Services	\$345.00	08/04/21	May server Maintenance
				<b>Total this claim =</b>	<u>\$345.00</u>		
33063	424	STAPLES	Operating Fund Operating Fund	Office Supplies Cleaning & Sanitation Supplies	\$130.12 \$14.02	08/04/21	Office supplies
				<b>Total this claim =</b>	<u>\$144.14</u>		
33064	425	TOWN OF FRANKTON	Operating Fund Operating Fund Operating Fund	Electricity Water Waste Disposal Services	\$350.41 \$26.70 \$21.27	08/04/21	Service for Frankton
				<b>Total this claim =</b>	<u>\$398.38</u>		
33065	426	TOWN OF SUMMITVILLE	Operating Fund Operating Fund Operating Fund	Waste Disposal Services Waste Disposal Services Waste Disposal Services	\$53.74 \$11.50 \$5.00	08/04/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$70.24</u>		
33066	427	VICTORIA WALSER	Operating Fund Operating Fund	Cleaning & Sanitation Supplies Office Supplies	\$17.44 \$4.00	08/04/21	Petty Cash
				<b>Total this claim =</b>	<u>\$21.44</u>		
33067	438	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$120.00	08/09/21	Cloud Backup Aug through Oct
				<b>Total this claim =</b>	<u>\$120.00</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>
33068	440	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,216.69	08/09/21	As per attached invoices.
			Operating Fund	Elwood Childrens	\$612.51		
			Operating Fund	Elwood YA	\$179.37		
			Operating Fund	Frankton	\$730.83		
			Operating Fund	Summitville	\$682.32		
			Operating Fund	Elwood Children's Programing	\$49.66		
			<b>Total this claim =</b>				
33069	439	BOOK PAGE	Operating Fund	Elwood Adult Programing	\$186.75	08/09/21	50 copies Sept 21-July 22
			Operating Fund	Frankton Programing	\$93.38		
			Operating Fund	Summitville Programing	\$93.37		
			<b>Total this claim =</b>				
33070	441	DOLLAR GENERAL-REGIONS 4	Operating Fund	Cleaning & Sanitation Supplies	\$21.50	08/09/21	As per attached invoices.
			<b>Total this claim =</b>				
33071	442	GENERATIVE GROWTH II, LLC	Operating Fund	Elwood Children's Programing	\$15.44	08/09/21	Programing AS & YS
			Operating Fund	Elwood Adult Programing	\$18.32		
			<b>Total this claim =</b>				
33072	455	HINDS CAREER CENTER	Operating Fund	Advertising & Public Notices	\$126.00	08/09/21	Staff shirts
			<b>Total this claim =</b>				
33073	453	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$22.94	08/09/21	Service for Summitville
			<b>Total this claim =</b>				
33074	456	JILL MURRAY	Operating Fund	Summitville Programing	\$35.46	08/09/21	Petty Cash-Programing supplies
			<b>Total this claim =</b>				
33075	444	JUNIOR LIBRARY GUILD	Operating Fund	Elwood Childrens	\$1,091.30	08/09/21	Children's annual book subscription
			<b>Total this claim =</b>				
33076	454	MARSHALL BEST SECURITY C	Operating Fund	Professional Services	\$279.00	08/09/21	Replaced book drop lock and handle
			<b>Total this claim =</b>				

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33077	445	MIDWEST TAPE	Operating Fund	Elwood AV	\$285.42	08/09/21	As per attached invoices.
			Operating Fund	Summitville AV	\$135.97		
				<b>Total this claim =</b>	<u>\$421.39</u>		
33078	446	OFFICE DEPOT	Operating Fund	Office Supplies	\$119.96	08/09/21	Copy Paper
				<b>Total this claim =</b>	<u>\$119.96</u>		
33079	447	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$151.54	08/09/21	Postage meter lease
				<b>Total this claim =</b>	<u>\$151.54</u>		
33080	448	RICOH USA, INC	Operating Fund	Office Supplies	\$41.47	08/09/21	Copies for Summitville & Frankton
			Operating Fund	Office Supplies	\$52.55		
			Operating Fund	Office Supplies	\$111.65		
				<b>Total this claim =</b>	<u>\$205.67</u>		
33081	449	ROEING	Operating Fund	Professional Services	\$758.75	08/09/21	As per attached invoices.
				<b>Total this claim =</b>	<u>\$758.75</u>		
33082	450	RYAN BURRIS	Operating Fund	Traveling Expense	\$123.20	08/09/21	Mileage 280 miles at \$.44 = \$123.20
				<b>Total this claim =</b>	<u>\$123.20</u>		
33083	451	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$491.94	08/09/21	As per attached invoices.
			Operating Fund	Professional Services	\$527.94		
				<b>Total this claim =</b>	<u>\$1,019.88</u>		
33084	452	WILSON UPHOLSTERY	Operating Fund	Professional Services	\$300.00	08/09/21	Labor for 2 chairs
				<b>Total this claim =</b>	<u>\$300.00</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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**Total Amount of Claims      \$99,885.60**

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

Monday, August 9, 2021

Mary E. Keplinger  
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 9 day of August, 2021.

<u>Kathy Small</u>	<u>Laura Wilson</u>	
<u>Lisa Artale</u>	<u>Kenny Smith</u>	
<u>Dennis Eddleman</u>	<u>Gregory J. Austin</u>	

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

## NMCPWS WAGE SCALE

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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 experience (change to "service") will transfer directly when employees are promoted to a higher position classification.
7. Years of experience will also be considered for new hires.
8. Descriptions of health benefits, overtime, sick, personal and vacation leave and termination benefits are in the board approved personnel policy on April 9, 2018.
9. 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



## NMCPLS Job Description

**Job Title:** Page  
**Department:** Youth Service  
**Reports To:** Manager, Youth Services  
**FLSA Status:** Nonexempt  
**Prepared By:** Director  
**Prepared Date:** September 2001  
**Approved By:** Board of Trustees  
**Review & Approve Date:** April, 2005

**SUMMARY :** Organizes library materials and provides services for children and young adults by performing the following duties. Other duties may be assigned.

1. Sorts returned materials according to classification code and need for repair, and returns them to shelves, files, or other designated storage area.
2. Assists patrons in finding and selection of materials.
3. Checks out materials to patrons, inspects returned materials for damage, and computes, records, and receives overdue fines.
4. Answers inquiries of nonprofessional nature and refers persons requiring professional assistance to librarian.
5. May assist Youth Service Manager in planning children and youth adult activities.
6. Assists patrons in use of computers, fax, photocopiers, printer-readers, etc.
7. May compile lists of library materials of interest to children & young adults.
8. Maintains regular communication, both formal and informal, with all other personnel.
9. Becomes familiar with knowledge of adult circulation desk tasks. If needed, could provide assistance at the adult circulation desk.

**SUPERVISORY RESPONSIBILITIES:** None

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

**EDUCATION and/or EXPERIENCE :** Must be age 16 or older. Must be high school/college student. Previous experience working with young children helpful.

**LANGUAGE SKILLS :** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to patrons helpful.

**MATHEMATICAL SKILLS :** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

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

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

be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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



### NOTICE TO TAXPAYERS

The Notice to Taxpayers is available online at [www.budgetnotices.in.gov](http://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 Street Elwood IN 46036.**

Notice is hereby given to taxpayers of **NORTH MADISON COUNTY LIBRARY SYSTEM, Madison County, Indiana** that the proper officers of **NORTH MADISON COUNTY LIBRARY SYSTEM** will conduct a public hearing on the year **2022** 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 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 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 LIBRARY SYSTEM** will meet to adopt the following budget:

Public Hearing Date	Monday, September 13, 2021
Public Hearing Time	4:30 PM
Public Hearing Location	1600 Main Street Elwood IN 46036

Adoption Meeting Date	Monday, October 11, 2021
Adoption Meeting Time	4:30 PM
Adoption Meeting Location	1600 Main Street Elwood IN 46036

Estimated Civil Max Levy	\$983,669
Property Tax Cap Credit Estimate	\$157,000

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	\$100,000	\$0	\$0	\$0	
0101-GENERAL	\$1,375,608	\$983,669	\$0	\$942,908	4.32%
2011-LIBRARY IMPROVEMENT RESERVE	\$54,000	\$0	\$0	\$0	
Totals	\$1,529,608	\$983,669	\$0	\$942,908	

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR  
PUBLIC LIBRARY INTERNET ACCESS for  
FUNDING YEAR JULY 1, 2022 THROUGH JUNE 30, 2023**

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, but may be eligible for reimbursement from State Technology Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the State Technology Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

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

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

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 9 day of August, 2021, at which meeting a quorum was present.

NAY

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

AYE

Kathy Small  
Mary Kephlinger  
Lisa A. Holden  
Denn Eddleman  
Larry Watson  
Kenny Smith  
Devery Austin

ATTEST:

Kathy Small, Secretary  
Secretary

**Letter of Agency For Funding Year 2022-2023  
For Internet Services  
Indiana State Library Consortium for  
Public Library Internet Access**

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

**Phone Number:** 765-552-5001 ext. 1113 **Fax Number:** 765-552-0955

**Contact Name:** Jamie Scott

**E-mail Address:** jscott@elwood.lib.in.us

This is to confirm our participation in the **Indiana State Library Consortium for Public Library Internet Access** for the procurement of **Internet and Internet-related services**. I hereby authorize **Indiana State Library Consortium for Public Library Internet Access** to pay AdTec to file FCC Form 471 and other required E-rate forms, and to provide responses to requests for information to the Schools and Libraries Division of the Universal Service Administrative Company on behalf of the above listed public library.

I understand that, in submitting these forms on our behalf, the Indiana State Library and/or AdTec is making certifications for the above named public library (hereafter, "**the Library**"). By signing this Letter of Agency, I make the following certifications:

- (a) I certify that **the Library** is an eligible recipient under 47 C.F.R. §54-501. **The library** does not operate as a for-profit business, **the Library's** budget is completely separate from any school, and **the Library** is eligible for assistance from a State Library Administrative Agency under the Library Services and Technology Act of 1996.
- (b) I certify that **the Library** has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that the Billed Entity is passing through the non-discounted charges for the services requested under this Letter of Agency, the entities I represent have secured access to all of the resources to pay the non-discounted charges for eligible services from funds to which access has been secured in the current funding year.
- (c) I certify that the services **the Library** purchases at discounts provided by 47 U.S.C. §254 will be used solely for library purposes, see 47 C.F.R. §54.500 and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. §54.513. Additionally, I certify that the Library listed on this application has not received anything of value or a promise of anything of value, other than services sought by means of this form, from the service provider, or any representative or agent thereof or any consultant in connection with this request for services.
- (d) I certify that **the Library** has complied with all program rules, including recordkeeping requirements, and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- (e) I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- (f) I certify that I will retain required documents for a period of at least ten years (or whatever retention period is required by the rules in effect at the time of this certification), after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.

- (g) I certify that I am authorized to order Internet access and other supported services for the eligible entity(ies) covered by this Letter of Agency. I certify that I am authorized to make this request on behalf of the eligible entity(ies) covered by this Letter of Agency, that I have examined this Letter, that all of the information on this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. §1001 and civil violations of the False Claims Act.
- (h) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- (i) I certify, on behalf of the entities covered by this Letter of Agency, that any funding requests for internal connections services, except basic maintenance services, applied for in the resulting FCC Form 471 application are not in violation of the Commission's rules at 47 C.F.R. §54.502(a) and (b).
- (j) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- (k) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to **the Indiana State Library Consortium for Public Library Internet Access** for E-rate submission is true.

Signature: \_\_\_\_\_ Title: Director

Name (printed): Jamie Scott Date: August 9, 2021

**Signing this form authorizes the Indiana State Library as the Consortium leader to pay AdTec to file for discounts on your behalf related to your Internet services from the federal E-Rate program.**

**RETURN by USPS TO:**

Hayley Trefun, Public Library Services Consultant  
Indiana State Library  
Library Development Office  
315 W. Ohio Street  
Indianapolis, IN 46202

**OR via EMAIL TO:** [htrefun@library.in.gov](mailto:htrefun@library.in.gov)

**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR  
PUBLIC LIBRARY INTERNET ACCESS for  
FUNDING YEAR JULY 1, 2022 THROUGH JUNE 30, 2023**

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, but may be eligible for reimbursement from State Technology Grant Fund.);
2. ensuring that the total cost of non e-rate services is included in at least one fund budget;
3. assuming financial responsibility for non-eRate portion that may not be covered by the State Technology Grant Fund;
4. working with AdTec in the filing of all forms, except Form 470, with the Universal Service Administrative Company Schools & Libraries Division; and

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

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

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 9 day of August, 2021, at which meeting a quorum was present.

• NAY

AYE

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ATTEST:

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Secretary

**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY  
OR TO THE FEDERAL COMMUNICATIONS COMMISSION****Schools and Libraries Universal Service  
Certification by Administrative Authority to Billed Entity of  
Compliance with the Children's Internet Protection Act**

Please read instructions before completing.  
(To be completed by the Administrative Authority and provided to your Billed Entity)

Administrative Authority's Form Identifier: 47921-22

Create your own code to identify THIS FCC Form 479.

**Block 1: Administrative Authority Information**

1. Name of Administrative Authority North Madison County Public Library System	2. Funding Year 2021-2022
---	------------------------------

**3. Mailing Address and Contact Information for Administrative Authority**

Street Address, P. O. Box or Route Number

1600 Main Street

City  
ElwoodState  
INZip Code  
46036

Name of Contact Person

Jamie Scott

Telephone Number

Fax Number

Email Address

765-552-5001 ext. 1113

765-552-0955

jscott@elwood.lib.in.us

**Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.**

**Block 2: Certifications and Signature**

- I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
- I recognize that I may be audited pursuant to this form and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.



**Name of Administrative Authority** North Madison County Public Library System  
**Administrative Authority's Form Identifier** 47921-22  
**Contact Person** Jamie Scott  
**Telephone Number** 765-552-5001 ext. 1113

**Block 2: Certifications and Signature (Continued)**

6. I certify that as of the date of the start of discounted services:

- a  the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- b  pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:  
 (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.  
  
 (FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.
- c  the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after the recipients of service under your administrative authority have applied for discounts:

- d  I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

(CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box above if you are requesting this waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that has (have) applied for discounts for Funding Year 2004. By checking this box, you are certifying that the library(ies) represented in the Funding Request Number(s) on this FCC Form 479 will be brought into compliance with the CIPA requirements before the start of the Funding Year 2005.)

**The certification language above is not intended to fully set forth or explain all the requirements of the statute.**

7. Signature of authorized person	8. Date August 9, 2021
9. Printed name of authorized person Jamie Scott	
10. Title or position of authorized person Director	
11. Telephone number of authorized person 765-552-5001 ext. 1113	

**FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT**

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PER, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

**THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.**

**A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.**

## COMPUTER USE POLICY

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

Activating this timer constitutes agreement to the  
Library's Internet and Computer Use policies.

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

1. Exit from all programs when you are done. **DO NOT TURN OFF THE COMPUTER.**
2. If you wish to save material, download your files to a removable storage device. Virus-checking software will NOT protect your computer if you download programs. If you are concerned about the possibilities of computer viruses, you should install and use virus protection software on your own computer. The library is not responsible for damage to personal removable storage devices.
3. **DO NOT modify this computer or software in any way.** This includes downloading and installing programs or plug-ins on this computer.
4. All applicable laws regarding copyright must be obeyed. (Title 17, U.S. Code)
5. Do not display text or graphics that may be legally defined by State and/or Federal law as obscenity or child pornography.
6. Users have the right of confidentiality and the right of privacy. However, security is technically difficult to achieve, and the computer is located in a public area. Electronic transactions of information and viewing screens could become public. As a result, **the library cannot guarantee privacy or confidentiality.** Remember to exercise common courtesy. It is rude to look over another's shoulder to see what he or she is doing on the computer, and it is disturbing to another's concentration to stand around the computer while waiting your turn. Remember that people using the Internet after you may see which

sites you have visited. One person to a computer except for a patron that needs assistance.

7. Be aware that the connection may fail or the computer may “freeze” while you are using it. Such occurrences are unfortunate, but do not entitle you to go beyond your allotted time if others are waiting. The computers in the Computer Lab will be unavailable when needed for training.
8. Use of the Internet access computers is on a first-come, first-served basis. Patrons will be given one (1) hour on the computers to start with. If no one else is waiting you may begin extending your time in fifteen (15) minute increments for a maximum time of two (2) hours. If patrons are waiting to use the computers after your one-hour time limit, you must relinquish your computer for those waiting. Patrons that use only a portion of their original one (1) hour can return later that same day to finish their time. No reservations for future days will be made and telephone reservations will not be taken. **It is your responsibility to give up the computer after one hour.** If all computers are full the patron can reserve a computer by asking a staff member.
9. **Printing is 10 cents per black and white copy and 40 cents per color copy.** All printing is sent to a central printer at the Adult Circulation Desk. You must pick up your copies and pay at the Circulation Desk.
10. Misuse of the Library’s computers will be subject to the Library’s Patron Behavior Policy. The use of the computer should not infringe upon the rights of others.

Adopted 4/12/03

Reviewed & Amended 05/08/06

Reviewed 06/11/2007

Reviewed & Amended 05/12/2008

Reviewed & Amended 06/10/2009

Amended 07/22/2009

Reviewed & Amended 05/10/2010

Reviewed & Amended 05/09/2011

Reviewed 06/11/2012

Reviewed & Amended 05/13/2013

Reviewed & Amended 05/12/2014

Reviewed 05/16/2016

Reviewed 05/08/2017

Reviewed 05/14/2018

Reviewed 05/13/2019

Reviewed 07/13/2020

# **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 of ten (\$.10) cents per black and white copy and forty (\$.40) cents per color copy if the patron wishes to print his work.]

- Use a software program to filter the use of the Internet according to the mission, collection policies, and community/legal standards with regard to obscenity on any or all computers. (Federal Law requires all public libraries that receive funding from grants, USF, and other sources to filter the Internet by July 2002.)
- Require the use of acceptable identification for anyone using the Internet at the library. All persons residing in or owning property in the townships we serve will be required to hold a current NMCPLS library card to access the library's computers. 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). This card must be renewed in order to continue computer use after its one-year expiration. 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 patrons already has an Evergreen account. After 30 days, the patron will be required to provide documentation to obtain a resident card.
- Limit the amount of time workstations may be used in order to make equipment available to other library users. Patrons will begin with a one-hour time limit. If no one is waiting to use the computer, the patron may begin increasing his or her time in fifteen (15) minute increments for a maximum of two (2) hours total. If the computers are full after your one-hour time limit, you must relinquish your computer to the waiting patrons. Patrons that use only a portion of their original one (1) hour can return later that same day to finish their time.
- Modify this policy at any time.

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

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

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

The 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. Teenagers wishing to access the teen-rated programs on these machines must have a library card, other approved age verification, or written parental consent 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. Misuse of the Library's computers or any violation of this or the Computer Use Policy will be subject to the Patron Behavior Policy.

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

## **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.

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](http://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



\* \* \* Communication Result Report ( Aug. 5. 2021 2:41PM ) \* \* \*

1)  
2)

Date/Time: Aug. 5. 2021 2:40PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3032	Memory TX	Summitville FAX	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection
- E. 6) Destination does not support IP-Fax

Agenda

August 9, 2021

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. Employee Wage Scale
- New Business
  - 1. Approve 2022 Budget for Publication
  - 2. Indiana State Library Consortium Resolution for Public Internet Access
  - 3. Yearly review of Internet Policy, Computer Use Policy and Wireless Internet Policy
- Director's Report
- Public Comment
- Adjournment

\* \* \* Communication Result Report ( Aug. 5. 2021 2:42PM ) \* \* \*

1)  
2)

Date/Time: Aug. 5. 2021 2:40PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3030	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

**Agenda**

August 9, 2021

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

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- Public Comment
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Please Publish

\* \* \* Communication Result Report ( Aug. 5. 2021 2:43PM ) \* \* \*

1)  
2)

Date/Time: Aug. 5. 2021 2:40PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3031 Memory TX	call leader	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection
- E. 6) Destination does not support IP-Fax

Agenda

August 9, 2021

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
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- Director's Report
- Public Comment
- Adjournment

Please Publish

\* \* \* Communication Result Report ( Aug. 5. 2021 2:43PM ) \* \* \*

1)  
2)

Date/Time: Aug. 5. 2021 2:41PM

File No.	Mode	Destination	Pg (s)	Result	Page Not Sent
3033	Memory TX	Frankton FAX	P. 1	OK	

## Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

## Agenda

August 9, 2021

North Madison County Public Library System  
Board of TrusteesElwood Public LibraryRegular Meeting  
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register &amp; Checks

Personnel

Old Business

1. Employee Wage Scale

New Business

1. Approve 2022 Budget for Publication

2. Indiana State Library Consortium Resolution for Public

Internet Access

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

Director's Report

Public Comment

Adjournment

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

	JULY	JULY	Amount of	% OF	YTD	YTD	Amount of	YTD % OF
	2020	2021	Change	Change	2020	2021	Change	Change
<b>ELWOOD</b>								
ADULT	1,409	1,400	-9	-1%	7,197	8,152	955	13%
JUVENILE	313	650	337	108%	2,565	3,110	545	21%
Y. A.	96	135	39	41%	475	567	92	19%
PERIOD.	166	93	-73	-44%	794	741	-53	-7%
AUDIO	117	56	-61	-52%	466	324	-142	-30%
VIDEO	2,164	1,812	-352	-16%	14,028	10,380	-3,648	-26%
OVERDRIVE	350	351	1	0%	2,925	2,668	-257	-9%
DATABASES	215	492	277	129%	3,078	3,280	202	7%
HOTSPOTS	17	42	25	147%	56	226	170	304%
<b>TOTAL</b>	<b>4,847</b>	<b>5,031</b>	<b>184</b>	<b>4%</b>	<b>31,584</b>	<b>29,448</b>	<b>-2,136</b>	<b>-7%</b>
<b>FRANKTON</b>								
ADULT	553	553	0	0%	2,794	2,722	-72	-3%
JUVENILE	253	340	87	34%	1,125	1,376	251	22%
Y. A.	90	97	7	8%	365	414	49	13%
PERIOD.	103	40	-63	-61%	318	256	-62	-19%
AUDIO	9	12	3	33%	70	72	2	3%
VIDEO	647	654	7	1%	3,128	3,618	490	16%
OVERDRIVE	175	175	0	0%	1,463	1,314	-149	-10%
DATABASES	107	246	139	130%	1,538	1,638	100	7%
HOTSPOTS		0	0	#DIV/0!	0	2	2	#DIV/0!
<b>TOTAL</b>	<b>1,937</b>	<b>2,117</b>	<b>180</b>	<b>9%</b>	<b>10,801</b>	<b>11,412</b>	<b>611</b>	<b>6%</b>
<b>HAZELBAKER</b>								
ADULT	483	342	-141	-29%	2,107	2201	94	4%
JUVENILE	302	175	-127	-42%	965	1154	189	20%
Y. A.	89	30	-59	-66%	281	180	-101	-36%
PERIOD.	106	45	-61	-58%	345	283	-62	-18%
AUDIO	35	27	-8	-23%	256	148	-108	-42%
VIDEO	768	514	-254	-33%	4,621	3,466	-1,155	-25%
OVERDRIVE	175	175	0	0%	1,462	1313	-149	-10%
DATABASES	107	246	139	130%	1,538	1638	100	7%
HOTSPOTS		0	0	#DIV/0!	0	0	0	#DIV/0!
<b>TOTAL</b>	<b>2,065</b>	<b>1,554</b>	<b>-511</b>	<b>-25%</b>	<b>11,575</b>	<b>10,383</b>	<b>-1,192</b>	<b>-10%</b>
<b>SYSTEM</b>								
ADULT	2,445	2,295	-150	-6%	12,098	13,075	977	8%
JUVENILE	868	1,165	297	34%	4,655	5,640	985	21%
Y. A.	275	262	-13	-5%	1,121	1,161	40	4%
PERIOD.	375	178	-197	-53%	1,457	1,280	-177	-12%
AUDIO	161	95	-66	-41%	792	544	-248	-31%
VIDEO	3,579	2,980	-599	-17%	21,777	17,464	-4,313	-20%
OVERDRIVE	700	701	1	0%	5,850	5,295	-555	-9%
DATABASES	429	984	555	129%	6,154	6,556	402	7%
HOTSPOTS	17	42	25	147%	56	228	172	307%
<b>TOTAL</b>	<b>8,849</b>	<b>8,702</b>	<b>-147</b>	<b>-2%</b>	<b>53,960</b>	<b>51,243</b>	<b>-2,717</b>	<b>-5%</b>

	July Additional Stats			
	Elwood	Frankton	Summitville	System Total
Computer Use	343	69	27	439
Elwood Wireless	1,132			1,132
Frankton Wireless	491			491
Summitville Wireless	206			206
Patron Assist	511	139	88	738
Reference	7	-	1	8
Instructional Reference	15	-	1	16
Patron/Traffic Count	6,283	1,630	798	8,711
SRCS Borrowed	3			3
SRCS Loaned	12			12
INShare ILLs	-	-	-	-
Scheduled Non-library Meeting Room Use	7	2	1	10
Scheduled Non-library Meeting Room Attendance	33	5	4	42
<b>Virtual Programs</b>				
Juvenile	Elwood	Frankton	Summitville	System Total
# of Recorded Prog.	-	-	-	-
-# of Clicks	-	-	-	-
-# of Reactions/Shares	-	-	-	-
# of Pictures only Prog	-	-	-	-
-# of Clicks	-	-	-	-
-# of Reactions/Shares	-	-	-	-
Adult	Elwood	Frankton	Summitville	System Total
# of Recorded Prog.	-	-	-	-
-# of Clicks	-	-	-	-
-# of Reactions/Shares	-	-	-	-
# of Pictures only Prog	-	-	-	-
-# of Clicks	-	-	-	-
-# of Reactions/Shares	-	-	-	-
<b>In-house Programs</b>				
Juvenile Programs	1	-	-	1
Juv. Attendance	2	-	-	2
Young Adult Programs	-	-	-	-
Y. A. Attendance	-	-	-	-
Adult Programs	2	-	-	2
Adult Attendance	18	-	-	18
All Ages Programs	4	3	1	8
All Ages Attendance	371	32	30	433
<b>Outreach Programs</b>				
Juvenile Programs	-	-	-	-
Juv. Attendance	-	-	-	-
Young Adult Programs	-	-	-	-
Y. A. Attendance	-	-	-	-
Adult Programs	-	-	-	-
Adult Attendance	-	-	-	-
All Ages Programs	-	-	-	-
All Ages Attendance	-	-	-	-

Tech Services Processed Items  
Transits to other libraries  
Transits from other libraries

1884
839
561

# Agenda

September 13, 2021

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

2022 Budget Hearing  
4:30 P.M.  
Agenda

Call to Order  
Call for Quorum  
Presentation of Budget Estimates and Tax Levies for the 2022 Budget  
Public Comment  
Adjourn

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Regular Meeting  
Immediately Following Public Hearing

Call to Order  
Call for Quorum  
Consent Agenda  
    Minutes  
    Claims Register & Checks  
    Personnel  
Old Business  
New Business  
    1. Frankton – Seal and Mortar Repair  
    2. Elwood – McQuay Indoor Chill Barrel and 30 Ton Outdoor Chiller  
    3. Patrons with Overdue Fees  
    4. Capital Asset Policy  
    5. Covid-19 Status Chart – Masks, Programs, Meeting Room Capacities  
    6. Director's Evaluation  
Director's Report  
Public Comment  
Adjournment

North Madison County Public Library System  
Board of Trustees  
Public Budget Hearing  
September 13, 2021  
4:30 pm  
Director's Agenda

Call to Order

Call for Quorum

Presentation of Budget Estimates and Tax Levies for the 2022 Budget

Director states:

**The following budget estimates and tax levies were publicized on the Indiana Gateway for Budget Notices for Local Government website, [www.budgetnotices.in.gov](http://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 2022 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 final date to file would be September 20, 2021. 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 hold a special meeting at the Elwood Public Library on October 11, 2021 at 4:30 p.m. to adopt the following budget.**

**The 2021 pay 2022 Certified Net Assessed Valuation estimate is \$592, 804, 549**

**The Library Operating Fund Budget estimate is \$1,375,608. The maximum estimate funds to be raised are \$983,669 with a property tax cap credit estimate of \$157,000 and current tax levy of \$942,908.**

**The Rainy Day Fund estimate is \$100,000.**

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

**The Library Improvement Reserve Fund estimate is \$54,000**

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

**The total maximum estimated funds to be raised are \$983,669 minus the property tax cap credit.**

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

Public Comment

Adjourn



NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM  
BOARD OF TRUSTEES  
Public Budget Hearing  
September 13, 2021  
4:30 pm  
Elwood Public Library

CALL TO ORDER

President Glenn Eddleman called the 2022 budget hearing of the North Madison County Public Library System Board of Trustees to order at 4:30 pm on September 13, 2021 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Beverly Austin, Lisa Hobbs, Mary Kiplinger, Kenny Giselbach, Larry Watson, and Kathy Small. Also in attendance were Director Jamie Scott and Administrative Assistant Sheri Wallace.

PRESENTATION OF BUDGET ESTIMATES AND TAX LEVIES FOR THE 2022 BUDGET

The following budget estimates and tax levies were publicized on the Indiana Gateway for Budget Notices for Local Government website, [www.budgetnotices.in.gov](http://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 2022 budget at 4:30 p.m. on September 13, 2021.

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 final date to file would be September 20, 2021. 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 hold a special meeting at the Elwood Public Library on October 11th, 2021 at 4:30 p.m. to adopt the following budget.

The 2021 pay 2022 Certified Net Assessed Valuation estimate is \$592,804,549.

The Library Operating Fund Budget estimate is \$1,375,608. The maximum estimated funds to be raised are \$983,669 with a property tax cap credit estimate of \$157,000 and current tax levy of \$942,908.

The Rainy Day Fund estimate is \$100,000.

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

The Library Improvement Reserve Fund estimate is \$54,000.

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

The total maximum estimated funds to be raised are \$983,669.

Public comment was sought, none was forthcoming.

President Eddleman closed the meeting by consent.

Kathy Small Secretary  
Secretary, Kathy Small

Mary E Kopliger Kenny Harrison

Glenn Eddleman \_\_\_\_\_

Lance Watson \_\_\_\_\_

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
September 13, 2021  
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 September 13, 2021 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Beverly Austin, Mary Kiplinger, Kathy Small, Lisa Hobbs, Larry Watson and Kenny Giselbach. Also in attendance were Jamie Scott, Director and Sheri Wallace, Administrative Assistant.

CONSENT AGENDA

Beverly Austin moved to approve the consent agenda. Lisa Hobbs seconded and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Wendell L. Willkie High School Arch

Information was located in the July and December 2000 library board minutes which indicated the Elwood Community School Corporation sought out quotes to repair the Wendell Willkie High School arch. The library board helped support the school by paying half of the repair costs. This information will be forwarded to Dr. Brown, Superintendent, to encourage the same partnership 20 years later.

Summitville Patio

Director Scott spoke to David Baney about a concrete slab for the patio area at the Hazelbaker Library. He suggested having plans drawn up. Trustee Hobbs suggested contacting the Madison County Council of Governments to see if they can draw them for us.

NEW BUSINESS

Frankton –Seal and Mortar Repair

Mark with Complete Masonry Services, Inc. determined the building at Frankton is holding water. He has given us a quote of \$3,480.00 to make the necessary repairs. We will also get quotes for guttering. Kathy Small moved to accept the quote from Complete Masonry. Lisa Hobbs seconded and the motion carried.

#### Elwood-McQuay Indoor Chill Barrel and 30 Ton Outdoor Chiller

Our Chill Barrel is rusting from the outside in and our Outdoor Chiller is at the end of its life. Director Scott believes we need to be proactive in replacing it. Vasey has said it could cost anywhere between \$70,000.00 to \$100,000.00. We do have money budgeted for these repairs. Larry Watson moved to get quotes from multiple vendors. Lisa Hobbs seconded and the motion carried.

#### Patrons with Overdue Fees

September is library card sign up month. We have not charged overdue fees since the beginning of the Pandemic. We do still charge for lost items. Director Scott would like to forgive all overdue fees in an effort to bring patrons back to use the library. Since we have been with Evergreen in 2014, we have 2342 patrons with overdue fees. Total owed is \$24,203.90. Beverly Austin made a motion to no longer charge overdue fees, past or present on returned items. Kathy Small made a second and the motion carried.

#### Capital Asset Policy

Director Scott tabled the Capital Asset Policy until the October meeting.

#### Covid-19 Status Chart-Masks, Programs, Meeting Room Capacities

Current procedures were discussed concerning Covid-19. Director Scott has full authority to continue the procedures currently in place. Staff can wear masks if they choose. The meeting room capacity will not change at this time.

#### Directors Evaluation

President Eddleman passed out envelopes to all Trustees for Director Scott's evaluation. Please complete these and return them in the sealed envelope to the Administrative Assistant by October 1, 2021.

#### Director's Report

Director Scott was going to have Mr. Graham write a letter to Jenny Effinger of the Frankton Town Market about the termination of the contract. It was going to take too long, so Director Scott contacted Mrs. Effinger directly. Mrs. Effinger was aware of the damage to the trees and the mess on the sidewalks. They have moved next to the Police Station. John Burnette from Burnette Dellinger Insurance was able to reduce the cost on our commercial policy by \$4,000.00. We had around 72 people attend the open house. We had several high school art students display their work, as well as several local adults. Two paintings were donated by Carolyn Juluis. One is a lovely fall scene by Lena McDaniel. We are planning to make this an annual event and extending it past one day.

Public Comment

There was no public comment.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

*Kathy Small, Secretary*  
Kathy Small, Secretary

*Glenn Eddleman*

*Lavera a Watson*

*Kenny Gibson*

Personnel Report

September 13, 2021

Anna Baldwin, custodian at Elwood, will be retiring at the end of September. If needed she would work through October as well and assist periodically when needed for vacations, etc.

Danielle Jo Tate a senior at Madison-Grant High School, was hired as a page for the youth services department. She will work 10 to 12 hours a week. She is planning to attend IU Bloomington and apply for the Hazelbaker Scholarship. Today is her first day.

# Register Of Claims

## North Madison County Public Library System

Report Date: From **08/10/21** To **09/13/21**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	469	AFLAC	AFLAC	Payroll Deductions	\$331.32	08/18/21	August Withholdings
				<b>Total this claim =</b>	<b>\$331.32</b>		
0	486	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$10.08	08/31/21	August ACH Charges
				<b>Total this claim =</b>	<b>\$10.08</b>		
0	485	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	09/01/21	IN Def Comp Emp Matching Plan-Robertson
				<b>Total this claim =</b>	<b>\$186.64</b>		
0	483	CENTERPOINT ENERGY	Operating Fund	Gas	\$49.37	09/01/21	Service for Elwood Frankton Summitville
			Operating Fund	Gas	\$19.95		
			Operating Fund	Gas	\$23.85		
				<b>Total this claim =</b>	<b>\$93.17</b>		
0	458	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$493.25	08/18/21	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,841.54		
				<b>Total this claim =</b>	<b>\$2,334.79</b>		
0	481	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	(\$2,113.95)	09/01/21	Correct Voucher #472- Voucher is a duplication from payroll ending 8/28/21
			FICA	Empl.Share FICA&Medicare	(\$1,308.36)		
			Medicare	Empl.Share FICA&Medicare	(\$305.97)		
			Operating Fund	Empl.Share FICA&Medicare	(\$1,308.36)		
			Operating Fund	Empl.Share FICA&Medicare	(\$305.97)		
				<b>Total this claim =</b>	<b>(\$5,342.61)</b>		
0	473	ROSE PEST SOLUTIONS	Operating Fund	Professional Services	\$95.00	09/01/21	Service for Elwood, Frankton, Summitvil
			Operating Fund	Professional Services	\$95.00		
			Operating Fund	Professional Services	\$95.00		
				<b>Total this claim =</b>	<b>\$285.00</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	472	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,113.95	09/01/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,308.36		
			Medicare	Empl.Share FICA&Medicare	\$305.97		
			Operating Fund	Empl.Share FICA&Medicare	\$1,308.36		
			Operating Fund	Empl.Share FICA&Medicare	\$305.97		
				<b>Total this claim =</b>	<u>\$5,342.61</u>		
0	487	ROSE PEST SOLUTIONS	Operating Fund	Professional Services	(\$95.00)	08/31/21	Correcting Voucher #423 for \$190.00. Invoice # 190268454 & #190268183. Rose Pest Control shows both invoices paid. Star bank only debited for one invoice.
				<b>Total this claim =</b>	<u>(\$95.00)</u>		
0	470	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$493.25 \$1,841.54	09/01/21	PERF Deposit
				<b>Total this claim =</b>	<u>\$2,334.79</u>		
0	484	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	09/01/21	Payroll Ending 8/28/21
				<b>Total this claim =</b>	<u>\$266.00</u>		
0	468	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$8,771.51 \$885.06	08/18/21	Employee Healthcare
				<b>Total this claim =</b>	<u>\$9,656.57</u>		
0	467	INDIANA DEPARTMENT OF RE	State Tax Withheld County Tax Withheld	Payroll Deductions Payroll Deductions	\$1,664.11 \$686.78	08/18/21	August Withholding
				<b>Total this claim =</b>	<u>\$2,350.89</u>		
0	466	PAYROLL	Operating Fund Operating Fund Operating Fund	Salary of Director Salary of Assistants Wages of Janitor	\$2,596.80 \$16,814.48 \$1,493.60	08/18/21	PAYROLL
				<b>Total this claim =</b>	<u>\$20,904.88</u>		
0	465	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	08/18/21	IN Def Comp Emp Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	464	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	08/18/21	Payroll Ending 08/14/21
				<b>Total this claim =</b>	<u>\$266.00</u>		
0	462	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,319.48	08/18/21	Service for Elwood
				<b>Total this claim =</b>	<u>\$2,319.48</u>		
0	461	SYNCB/AMAZON	Operating Fund	Elwood AV	\$400.50	08/18/21	As per attached invoices.
			Operating Fund	Frankton AV	\$250.83		
			Operating Fund	Summitville AV	\$266.32		
			Operating Fund	Operating Supplies	\$20.99		
			Operating Fund	Technology Equipment	\$56.57		
			Operating Fund	Elwood Children's Programing	\$85.98		
			Operating Fund	Elwood Adult Programing	\$29.99		
			Operating Fund	Elwood Adult	\$112.95		
			Operating Fund	Summitville	\$29.98		
			Operating Fund	Frankton Programing	\$39.99		
				<b>Total this claim =</b>	<u>\$1,294.10</u>		
0	459	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,084.68	08/18/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,292.88		
			Medicare	Empl.Share FICA&Medicare	\$302.35		
			Operating Fund	Empl.Share FICA&Medicare	\$1,292.88		
			Operating Fund	Empl.Share FICA&Medicare	\$302.35		
				<b>Total this claim =</b>	<u>\$5,275.14</u>		
0	471	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,113.95	09/01/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,308.36		
			Medicare	Empl.Share FICA&Medicare	\$305.97		
			Operating Fund	Empl.Share FICA&Medicare	\$1,308.36		
			Operating Fund	Empl.Share FICA&Medicare	\$305.97		
				<b>Total this claim =</b>	<u>\$5,342.61</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	482	CARDMEMBER SERVICE	Operating Fund	Fuel, Oil and Lubricants	\$20.77	09/01/21	As per attached invoices.
			Operating Fund	Operating Supplies	\$224.76		
			Operating Fund	Professional Meetings	\$48.97		
			Operating Fund	Techology Software	\$79.00		
			Operating Fund	Equipment/Rental	\$1,200.00		
			Operating Fund	Operating Supplies	\$32.94		
			Operating Fund	Professional Services	(\$8.75)		
				<b>Total this claim =</b>	<u>\$1,597.69</u>		
0	508	PAYROLL	Operating Fund	Salary of Director	\$2,596.80	09/01/21	PAYROLL
			Operating Fund	Salary of Assistants	\$17,064.18		
			Operating Fund	Wages of Janitor	\$1,493.60		
				<b>Total this claim =</b>	<u>\$21,154.58</u>		
0	495	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$658.22	09/13/21	Service for Summitville, Elwood
			Operating Fund	Electricity	\$2,496.78		
				<b>Total this claim =</b>	<u>\$3,155.00</u>		
33086	460	AT&T	Operating Fund	Telephone & Telegraph	\$90.31	08/18/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$90.31</u>		
33087	463	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,377.92	08/18/21	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$264.85		
				<b>Total this claim =</b>	<u>\$1,642.77</u>		
33095	478	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$152.26	09/01/21	Service for Elwood
			Operating Fund	Waste Disposal Services	\$210.72		
				<b>Total this claim =</b>	<u>\$362.98</u>		
33096	476	DEMCO	Operating Fund	Book Processing	\$132.65	09/01/21	As per attached invoices.
				<b>Total this claim =</b>	<u>\$132.65</u>		
33097	480	JILL MURRAY	Operating Fund	Summitville Programing	\$14.64	09/01/21	Petty Cash
				<b>Total this claim =</b>	<u>\$14.64</u>		
33098	475	STACEY JONES	Operating Fund	Frankton Programing	\$13.86	09/01/21	Petty Cash
				<b>Total this claim =</b>	<u>\$13.86</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>
33099	477	TOWN OF FRANKTON	Operating Fund	Electricity	\$440.59	09/01/21	Service for Frankton
			Operating Fund	Water	\$26.70		
			Operating Fund	Waste Disposal Services	\$22.36		
				<b>Total this claim =</b>	<u>\$489.65</u>		
33100	479	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	09/01/21	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
			Operating Fund	Waste Disposal Services	\$5.00		
				<b>Total this claim =</b>	<u>\$70.24</u>		
33101	474	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	09/01/21	Copier Lease Elwood
				<b>Total this claim =</b>	<u>\$113.35</u>		
33102	488	AT&T	Operating Fund	Telephone & Telegraph	\$201.15	09/13/21	Service for Elwood
				<b>Total this claim =</b>	<u>\$201.15</u>		
33103	489	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$2,008.42	09/13/21	As per attached invoices.
			Operating Fund	Elwood Childrens	\$538.46		
			Operating Fund	Elwood YA	\$301.85		
			Operating Fund	Frankton	\$777.99		
			Operating Fund	Summitville	\$615.95		
				<b>Total this claim =</b>	<u>\$4,242.67</u>		
33104	490	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$93.00	09/13/21	Quarterly pest control for Frankton, Elwood, & Summitville
			Operating Fund	Professional Services	\$93.00		
			Operating Fund	Professional Services	\$93.00		
				<b>Total this claim =</b>	<u>\$279.00</u>		
33105	491	BURNETTE - DELLINGER INC.	Operating Fund	Insurance	\$14,877.00	09/13/21	Commercial Package 8-9-21 through 8-9-22
				<b>Total this claim =</b>	<u>\$14,877.00</u>		
33106	511	DOLLAR GENERAL-REGIONS 4	Operating Fund	Summitville Programing	\$19.75	09/13/21	Programing and cleaning supplies
			Operating Fund	Cleaning & Sanitation Supplies	\$36.25		
				<b>Total this claim =</b>	<u>\$56.00</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>
33107	492	ENA SERVICES LLC	St Technology Fund Gra Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$0.00 \$271.93	09/13/21	VoIP
				<b>Total this claim =</b>	<u>\$271.93</u>		
33108	493	FRANKTON JR/SR HIGH SCHO	Operating Fund	Advertising & Public Notices	\$100.00	09/13/21	Yearbook Ad
				<b>Total this claim =</b>	<u>\$100.00</u>		
33109	494	FRONTIER	Operating Fund	Telephone & Telegraph	\$217.39	09/13/21	Service for Frankton
				<b>Total this claim =</b>	<u>\$217.39</u>		
33110	496	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$21.90	09/13/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$21.90</u>		
33111	497	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$25.09	09/13/21	Book Jacket Covers
				<b>Total this claim =</b>	<u>\$25.09</u>		
33112	498	MIDWEST COLLABORATIVE F	Operating Fund Operating Fund	Databases Databases	\$1,203.51 \$1,292.87	09/13/21	Newspapers.com database, Ancestry Library Edition
				<b>Total this claim =</b>	<u>\$2,496.38</u>		
33113	499	MIDWEST TAPE	Operating Fund Operating Fund Operating Fund	Frankton AV Elwood AV Summitville AV	\$162.45 \$444.09 \$82.47	09/13/21	DVDs, AudioBooks, BlueRays
				<b>Total this claim =</b>	<u>\$689.01</u>		
33114	500	NEWSBANK, INC.	Operating Fund	Databases	\$1,515.00	09/13/21	Annual subscripton for Herald Bulletin September 2021-2022
				<b>Total this claim =</b>	<u>\$1,515.00</u>		
33115	501	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Proqraming	\$11.74	09/13/21	Proqraming supplies-Elwood
				<b>Total this claim =</b>	<u>\$11.74</u>		
33116	502	PSI PLASTIC GRAPHICS	Operating Fund	Office Supplies	\$48.00	09/13/21	1000 Barcodes Elwood 30419101531003-30419101532002 1000 Hazelbaker barcodes 30419300561007-30419300562006
				<b>Total this claim =</b>	<u>\$48.00</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>
33117	503	RICOH USA, INC	Operating Fund	Office Supplies	\$15.94	09/13/21	Copies for Summitville, Frankton, Elwoo
			Operating Fund	Office Supplies	\$226.73		
			Operating Fund	Office Supplies	\$73.69		
			<b>Total this claim =</b>				
33118	504	RYAN BURRIS	Operating Fund	Traveling Expense	\$132.44	09/13/21	Mileage 301 miles @ \$.44 = \$132.44
			<b>Total this claim =</b>				
33119	505	STACEY JONES	Gift	Frankton Programing	\$3.99	09/13/21	Petty Cash
			Operating Fund	Postage & UPS	\$12.63		
			Operating Fund	Frankton Programing	\$13.89		
			<b>Total this claim =</b>				
33120	506	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$156.35	09/13/21	Cleaning/Office Supplies
			Operating Fund	Office Supplies	\$13.97		
			Operating Fund	Office Supplies	\$113.85		
			<b>Total this claim =</b>				
33121	507	TOPS HOME CENTER	Operating Fund	Elwood Children's Programing	\$20.96	09/13/21	As per attached invoices.
			Operating Fund	Other Repair & mainten.supplies	\$14.97		
			<b>Total this claim =</b>				

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
<b>Total Amount of Claims</b>					<b>\$108,032.49</b>		

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

Monday, September 13, 2021

Mary E. Kiplinger  
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 13 day of Sept, 2021.

<u>Kathy Small</u>	<u>Lena Witzke</u>
<u>Beverly Austin</u>	<u>Kenny Bickler</u>
<u>Glen Eddleman</u>	<u>Lisa Atchler</u>

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

**PROPOSAL**  
**COMPLETE MASONRY SERVICES, INC.**  
 P.O. BOX 236  
 YORKTOWN, IN 47396  
 (765) 759-8966 FAX (765) 759-8928



PROPOSAL SUBMITTED TO: <b>FRANKTON COMMUNITY LIBRARY</b>	PHONE	DATE <b>8-12-21</b>
STREET: 102 S. CHURCH ST.	PROJECT: FRANKTON LIBRARY	
CITY, STATE & ZIP CODE <b>FRANKTON, IN</b>	PROJECT LOCATION: <b>MUNCIE, IN</b>	
ARCHITECT	DATE OF PLANS	

**CUT OUT 72' OF CAULK AT BASE IN CONCRETE AND PATCH 2 AREAS OF CONCRETE TO REMOVE TRIP HAZARD, PATCH POINT BROWN BLOCK NORTH OF ENTRANCE, PATCH POINT BRICK WHERE WATER HAS DETERIORATED MORTAR, CUT MORTAR ABOVE 4 WINDOWS ON NORTH END AT STONE HEADER TO ALLOW WATER TO ESCAPE.**

**EXCLUSIONS:**

**CLARIFICATIONS:** \_\_\_\_\_

**ALTERNATES:** \_\_\_\_\_

**ADDENDUMS:** 1

**WE PROPOSE** hereby to furnish material and labor - complete in accordance with above specifications, **FOR THE SUM OF:**  
**THREE THOUSAND FOUR HUNDRED EIGHTY AND-----00/100 \$3,480.00**

Payment to be made as follows:

Payment: **PER CONTRACT DOCUMENT**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed

Authorized Signature \_\_\_\_\_  
 Lucas W. Manor, President

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

Signature *Oranue Scott*

Date of Acceptance 9-15-21

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**COMPLETE MASONRY SERVICES, INC.**  
 P.O. BOX 236  
 YORKTOWN, IN 47396  
 (765) 759-8966 FAX (765) 759-8928



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**ALTERNATES:** \_\_\_\_\_

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 Lucas W. Manor, President

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

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

\_\_\_\_\_



Date/Time: Sep. 9. 2021 2:56PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3306	Memory TX	Summitville FAX	P. 1	OK	

Reason for error  
 E. 1) Hang up or line fail  
 E. 2) Busy  
 E. 3) No answer  
 E. 4) No facsimile connection  
 E. 5) Exceeded max. E-mail size  
 E. 6) Destination does not support IP-Fax

Agenda

September 13, 2021

North Madison County Public Library System  
 Board of Trustees

Elwood Public Library

2022 Budget Hearing  
 4:30 P.M.  
 Agenda

Call to Order  
 Call for Quorum  
 Presentation of Budget Estimates and Tax Levies for the 2022 Budget  
 Public Comment  
 Adjourn

Regular Meeting

Immediately Following Public Hearing

Call to Order  
 Call for Quorum  
 Consent Agenda  
 Minutes  
 Claims Register & Checks  
 Personnel  
 Old Business  
 New Business  
 1. Frankton -- Seal and Mortar Repair  
 2. Elwood -- McQuay Indoor Chill Barrel and 30 Ton Outdoor Chiller  
 3. Patrons with Overdue Fees  
 4. Capital Asset Policy  
 5. Covid-19 Status Chart  
 Director's Report  
 Public Comment  
 Adjournment

Date/Time: Sep. 9. 2021 2:56PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3305	Memory TX	Frankton FAX	P. 1	OK	

Reason for error

M. 1) Hang up or line fail	E. 2) Busy
M. 3) No answer	E. 4) No facsimile connection
M. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

Agenda

September 13, 2021

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

2022 Budget Hearing  
4:30 P.M.  
Agenda

*Please Publish*

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Call for Quorum  
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Regular Meeting

Immediately Following Public Hearing

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Call for Quorum  
Consent Agenda  
Minutes  
Claims Register & Checks  
Personnel  
Old Business  
New Business  
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2. Elwood - McQuay Indoor Chill Barrel and 30 Ton Outdoor Chiller  
3. Patrons with Overdue Fees  
4. Capital Asset Policy  
5. Covid-19 Status Chart  
Director's Report  
Public Comment  
Adjournment

Date/Time: Sep. 9. 2021 2:55PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3304	Memory TX	call leader	P. 1	OK	

Reason for error

M. 1) Hang up or line fail	E. 2) Busy
M. 3) No answer	E. 4) No facsimile connection
M. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

Agenda

September 13, 2021

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

2022 Budget Hearing  
4:30 P.M.  
Agenda

*Please Publish*

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Call for Quorum  
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Public Comment  
Adjourn

Regular Meeting  
Immediately Following Public Hearing

Call to Order  
Call for Quorum  
Consent Agenda  
Minutes  
Claims Register & Checks  
Personnel  
Old Business  
New Business  
1. Frankton - Seal and Mortar Repair  
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3. Patrons with Overdue Fees  
4. Capital Asset Policy  
5. Covid-19 Status Chart  
Director's Report  
Public Comment  
Adjournment

Date/Time: Sep. 9. 2021 2:55PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3303	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

Agenda

September 13, 2021

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

2022 Budget Hearing  
4:30 P.M.  
Agenda

*Please Publish*

Call to Order  
Call for Quorum  
Presentation of Budget Estimates and Tax Levies for the 2022 Budget  
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Regular Meeting

Immediately Following Public Hearing

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Call for Quorum  
Consent Agenda  
Minutes  
Claims Register & Checks  
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3. Patrons with Overdue Fees  
4. Capital Asset Policy  
5. Covid-19 Status Chart  
Director's Report  
Public Comment  
Adjournment

# Agenda

October 11, 2021

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. Elwood – McQuay Chill Barrel and 30 Ton Chiller Replacement Quotes

New Business

1. Adopt 2022 Budget
2. Vacation and Personal Time
3. Frankton – Seamless Guttering Quotes
4. Motion to Transfer Funds to Library Improvement Reserve and Rainy Day Funds
5. Resolution to Reduce Library Improvement Reserve Fund Appropriations
6. Capital Asset Policy
7. Nominating Committee

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
October 11, 2021  
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 October 11, 2021 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Mary Kiplinger, Kathy Small, Larry Watson and Kenny Giselbach. Also in attendance were Jamie Scott, Director, Sheri Wallace, Administrative Assistant, Mike Robertson, IT Manager, and Mark Wells and Craig Vunce with Perfection Group. Kevin McDonald with Vasey Commercial, Inc. attended via Zoom.

CONSENT AGENDA

Kathy Small moved to approve the consent agenda. Mary Kiplinger seconded and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Elwood-McQuay Chill Barrel and 30 Ton Chiller

Proposals were review from Vasey Commercial Inc. and Perfection Group. Vasey proposed replacing the condensing unit and chiller barrel for a cost of \$83,650.00. Perfection Group proposed replacing the existing chiller with a Diakin chiller and a Diakin plate and frame evaporator for a cost of \$71,180.00. This is newer technology. Vasey will have a proposal to us by Thursday, October 13 for the same kind of plate and frame evaporator. Larry Watson made a motion to table this until the additional proposal has been received from Vasey or the end of business on Thursday, October 13, 2021, whichever comes first. Kathy Small made a second and the motion carried. The Board of Trustees will meet on Tuesday, October 19 to vote on these proposals.

NEW BUSINESS

Adopt 2022 Budget

The 2022 budget was read and a motion to adopt the following budget was made by Secretary Kathy Small. Library Operating Fund Budget; \$1,375,608; Rainy Day Budget; \$100,000; Library Improvement Reserve Fund; \$54,000. Kenny Giselbach made a second. The motion carried.

#### Vacation and Personal Time

Director Scott would like to add the following to the Personnel Policy.

**ADD** *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.*

**ADD** *Five (5) years service 24 Hours*

**ADD** *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.*

Kathy Small moved to accept these additions to the personnel policy. Larry Watson made a second and the motion carried.

#### Frankton-Seamless Guttering Quotes

Director Scott received two quotes concerning the gutters at the Frankton Community Library. Cornerstone Guttering quoted \$1431.00 to replace all gutters and downspouts. Flow-Rite Guttering quoted \$1,915.00 to replace all gutters. They also quoted \$300.00 to add additional downspouts and caulk the leaking gutter. We will first need a tile installed to run the downspout to and the concrete leveled and then they will complete the gutter work. Larry Watson made motion to accept the \$300 proposal from Flow-Rite Guttering. Mary Kiplinger seconded and the motion carried.

#### Motion to Transfer Funds to Library Improvement Reserve and Rainy Day Funds

Larry Watson made a motion to transfer \$10,000.00 into the Library Improvement Reserve Fund and \$50,000.00 into the Rainy Day Fund from the Operating Fund. Kathy Small made a second and the motion carried.

#### Resolution to Reduce Library Improvement Reserve Fund Appropriations

The Resolution to Reduce Library Improvement Reserve Fund Appropriations was read. Kathy Small made a motion to reduce LIRF appropriations to \$13,000.00 to fund the 2022 LIRF budget. Kenny Giselbach made a second. The motion carried.

#### Capital Asset Policy

Director Scott tabled the Capital Asset Policy until the November meeting.

#### Nominating Committee

Larry Watson and Kenny Giselbach volunteered to be the nominating committee for the 2022 slate of officers.

#### Director's Report-emailed to Board of Trustees on 10-12-21 due to extended length of the regular meeting.

- September 28th, I met with Tom and Bev Austin, Dr. Joe Brown, Superintendent, and Kevin Rittenhouse, Director of Maintenance of the Elwood School Corporation. Mrs. Austin discussed the historical importance of the Wendell L. Wilkie Arch and how Elwood has several historical arches. Mr. Austin suggested we ask the Elwood

Redevelopment Commission and the Elwood Community Development Corporation to help the school corporation and the library by supporting a quarter of the costs to tuck-point the arch. Each of the four entities would pay \$2,820 of the 11,280 quote for the work. The ERC meets October 20th and the ECDC meets October 21st. I have sent a letter to the three entities requesting monetary assistance. • Travis from Fredericks checked the operation of the solar fans located on Elwood's roof. Fredericks is the roofing company that roofed the Elwood building in 2013. The solar fans are working properly. The company did not charge the library for checking the fans this time. They are supposed to get back with me on how often we should have them checked. These fans make sure there is enough air circulation in the attic. • The Staff In-Service is scheduled for Wednesday, November 3. The library will be closed all day. The agenda for the day is still a work in progress. • I have started to attend the Elwood Comprehensive Planning Committee meetings. I have requested access to the data from surveys the Madison County Council of Governments presented at several community events this year. I feel the data from these surveys will assist the Long Range Planning Committee. At the last meeting one of the goals presented was having the Elwood Chamber offer small business classes. I volunteered to represent the library as a partner for this goal. • The Long Range Planning Committee has met twice. We are now interviewing community members and have the survey available online for patrons to fill out. Also emailed the survey to John Lavine from the Madison County Council of Governments. He is going to send it out to some of the same people that have filled out surveys for the Elwood Comprehensive Planning Committee. • As we are moving forward with the new 40 hr./wk. custodial position and the new part time custodian we are trying to figure out what maintenance tasks can be accomplished and what tasks need to be hire out. The Summitville landscape needs some major help. After speaking with Ryan, we decided to contact a landscaper. Dave from Welsh Landscaping stated we needed to pull everything out and start over because it is very crowded, and some bushes are too large. I asked him to instead give me a quote just to remove the two small dead trees, 6 bushes and trim out the rest of the bushes. His quote was \$1600 for only labor, no new bushes. Ryan and Corwin will be working on the landscaping this week to make it presentable for winter. In the spring hopefully we will be able to have a board meeting at Summitville and discuss plans with the landscape. • We have received notice from the CPA working for the Madison County Council and the Indiana State Board of Accounts that the library is a "discretely presented component unit of Madison County and the library's financial activity will be required to be reported in accordance with GAAP on Madison County's financial statement". This change is at least in part due to the fact our library board members are appointed not elected and most of the appointing boards are Madison County boards (2 Commissioners and 2 Council). • Our library and several other libraries across the state have recently been made aware the library board minutes are to be microfilmed since they are considered permanent records on the general retention schedule for public records. Todd Buckmaster has been digitizing them. I plan to contact IARA (Indiana Archives and Records Administration) to find out what the requirements are to send them digitized files to be microfilmed.



Public Comment

There was no public comment.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

*Kathy Small, Secretary*  
Kathy Small, Secretary

*Mary E. Kiplinger*  
*Deevely Austin*  
*Glenn Eddleman*

*Lynn A. Watson*  
*Kenny Smith*  
*Lisa Abbott*

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Executive Session  
October 11, 2021  
Immediately Following Regular Board Meeting  
IC 5-14-1.5-6.1 (b)

CALL TO ORDER

President Glenn Eddleman called an executive session of the North Madison County Public Library Board of Trustees to order on October 11, 2021 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Mary Kiplinger, Kathy Small, Larry Watson and Kenny Giselbach.

BUSINESS

The meeting was held to discuss a job performance evaluation of an individual employee over whom the governing body has jurisdiction IC 5-14-1.5-6.1 (b). No other subject matter was discussed in the executive session other than the subject matter specified in the public notice.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

<u>Mary E Kiplinger</u>	<u>Kathy Small, Secretary</u> Kathy Small, Secretary
<u>Beverly Austin</u>	<u>Larry Watson</u>
<u>Glenn Eddleman</u>	<u>Kenny Giselbach</u>
	<u>Lisa Abbotts</u>

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Special Meeting  
October 19th, 2021  
4:30 PM

CALL TO ORDER

President Glenn Eddleman called a special meeting of the North Madison County Public Library Board of Trustees to order on October 19th, 2021 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Beverly Austin, Mary Kiplinger, and Kenny Giselbach. Also in attendance were Jamie Scott, Director, Sheri Wallace, Administrative Assistant and Kevin McDonald from Vasey Commercial, Inc.

OLD BUSINESS

Elwood-McQuay Chill Barrel and 30 Ton Chiller Replacement Quotes

The Board of Trustees reviewed the quote from Perfection, Inc. for \$71,180.00. Kevin McDonald from Vasey Commercial, Inc. answered questions about switching to a plate and frame system instead of the Chill Barrel they have quoted. He is still trying to complete this quote. He feels it will be very close to the original quote of \$83,650.00. Beverly Austin made a motion to accept the quote from Perfection Group, Inc. for \$71,180.00. Kenny Giselbach seconded and the motion carried.

NEW BUSINESS

Resolution to Transfer Funds to Rainy Day

The Resolution to Transfer Funds to the Rainy Day Fund in the amount of \$50,000.00 was signed by the Board of Trustees.

Public Comment

There was no public comment.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

Kathy Small, Secretary  
Kathy Small, Secretary

Mary E Kiplinger

Lura Watson

Beverly Austin

Kenny Giselbach

Glenn Eddleman

Sheri Wallace

# Register Of Claims

## North Madison County Public Library System

Report Date: From **09/14/21** To **10/11/21**

<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	528	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,086.69	09/29/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,308.79		
			Medicare	Empl.Share FICA&Medicare	\$306.08		
			Operating Fund	Empl.Share FICA&Medicare	\$1,308.79		
			Operating Fund	Empl.Share FICA&Medicare	\$306.08		
				<b>Total this claim =</b>	<b>\$5,316.43</b>		
0	540	ROSE PEST SOLUTIONS	Operating Fund	Professional Services	\$285.00	09/30/21	Service at Summitville, Frankton, Correcting Voucher 423, Voucher 473, Voucher 519. Accounts showed payment received but payment was not taken from bank account.
			Operating Fund	Professional Services	\$190.00		
				<b>Total this claim =</b>	<b>\$475.00</b>		
0	538	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$106.47	10/01/21	3rd Qtr SUTA
				<b>Total this claim =</b>	<b>\$106.47</b>		
0	509	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$493.35	09/15/21	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,841.90		
				<b>Total this claim =</b>	<b>\$2,335.25</b>		
0	536	AFLAC	AFLAC	Payroll Deductions	\$496.98	09/29/21	AFLAC Withholdings
				<b>Total this claim =</b>	<b>\$496.98</b>		
0	535	PAYROLL	Operating Fund	Salary of Director	\$2,596.80	09/29/21	PAYROLL
			Operating Fund	Salary of Assistants	\$17,070.88		
			Operating Fund	Wages of Janitor	\$1,493.60		
				<b>Total this claim =</b>	<b>\$21,161.28</b>		
0	534	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	09/29/21	IN Def Comp Emp Matching Plan-Robertson
				<b>Total this claim =</b>	<b>\$186.64</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	542	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$531.00	10/11/21	Quarterly support Accounting, Payroll, Time Clock Oct through Dec
				<b>Total this claim =</b>	<u>\$531.00</u>		
0	532	CENTERPOINT ENERGY	Operating Fund	Gas	\$65.41	09/29/21	Service for Elwood, Frankton, Summitivl
			Operating Fund	Gas	\$20.42		
			Operating Fund	Gas	\$25.98		
				<b>Total this claim =</b>	<u>\$111.81</u>		
0	539	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$15.12	09/30/21	Service Charge
				<b>Total this claim =</b>	<u>\$15.12</u>		
0	527	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$493.05	09/29/21	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,840.78		
				<b>Total this claim =</b>	<u>\$2,333.83</u>		
0	526	PAYROLL	Operating Fund	Salary of Director	\$2,596.80	09/15/21	PAYROLL
			Operating Fund	Salary of Assistants	\$16,986.90		
			Operating Fund	Wages of Janitor	\$1,496.85		
				<b>Total this claim =</b>	<u>\$21,080.55</u>		
0	522	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$8,328.98	09/29/21	Employee Health Insurance 10/1-10/31
			Insurance	Payroll Deductions	\$1,327.59		
				<b>Total this claim =</b>	<u>\$9,656.57</u>		
0	519	ROSE PEST SOLUTIONS	Operating Fund	Professional Services	\$95.00	09/29/21	Pest Control for Frankton, Elwood, Summitville
				<b>Total this claim =</b>	<u>\$95.00</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	516	CARDMEMBER SERVICE	Operating Fund	Techology Software	\$119.40	09/29/21	As per attached invoices.
			Operating Fund	Dues	\$119.00		
			Operating Fund	Elwood Adult	\$46.25		
			Gift	Advertising & Public Notices	\$632.88		
			Operating Fund	Advertising & Public Notices	\$46.58		
			Operating Fund	Techology Software	\$19.95		
			Operating Fund	Elwood Children's Programing	\$41.50		
			Operating Fund	Fuel, Oil and Lubricants	\$16.27		
				<b>Total this claim =</b>	<u>\$1,041.83</u>		
0	514	SYNCB/AMAZON	Operating Fund	Elwood AV	\$445.14	09/14/21	As per attached invoices.
			Operating Fund	Frankton AV	\$245.02		
			Operating Fund	Summitville AV	\$243.86		
			Operating Fund	Office Supplies	\$19.98		
			Operating Fund	Technology Equipment	\$9.99		
			Operating Fund	Elwood Adult	\$99.06		
			Operating Fund	Summitville Programing	\$49.99		
				<b>Total this claim =</b>	<u>\$1,113.04</u>		
0	510	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,106.30	09/15/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,303.78		
			Medicare	Empl.Share FICA&Medicare	\$304.90		
			Operating Fund	Empl.Share FICA&Medicare	\$1,303.78		
			Operating Fund	Empl.Share FICA&Medicare	\$304.90		
				<b>Total this claim =</b>	<u>\$5,323.66</u>		
0	533	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	09/29/21	Payroll Ending 9/25/21
				<b>Total this claim =</b>	<u>\$266.00</u>		
0	566	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	10/11/21	IN Def Comp Emp Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	565	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	10/11/21	Payroll Ending 10/09/21
				<b>Total this claim =</b>	<u>\$266.00</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	562	INDIANA MICHIGAN POWER C	Operating Fund Operating Fund	Electricity Electricity	\$2,034.90 \$544.71	10/11/21	Service for Elwood, Summitville
				<b>Total this claim =</b>	<u>\$2,579.61</u>		
0	537	INDIANA DEPARTMENT OF RE	State Tax Withheld County Tax Withheld	Payroll Deductions Payroll Deductions	\$2,506.41 \$1,034.82	09/29/21	Payroll Withholdings
				<b>Total this claim =</b>	<u>\$3,541.23</u>		
33122	515	AT&T	Operating Fund	Telephone & Telegraph	\$84.98	09/29/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$84.98</u>		
33123	531	CITY OF ELWOOD UTILITIES	Operating Fund Operating Fund	Water Waste Disposal Services	\$152.26 \$216.20	09/29/21	Service for Elwood
				<b>Total this claim =</b>	<u>\$368.46</u>		
33124	525	DON MURRAY	Operating Fund	Professional Services	\$104.00	09/29/21	8 hrs @ \$13.00 = 104.00
				<b>Total this claim =</b>	<u>\$104.00</u>		
33125	529	JILL MURRAY	Operating Fund	Summitville Programing	\$16.46	09/29/21	Petty Cash
				<b>Total this claim =</b>	<u>\$16.46</u>		
33126	517	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$47.57	09/29/21	Craft Supplies YS
				<b>Total this claim =</b>	<u>\$47.57</u>		
33127	518	RICOH USA, INC	Operating Fund Operating Fund	Office Supplies Office Supplies	\$67.21 \$16.64	09/29/21	Copies for Summitville and Frankton
				<b>Total this claim =</b>	<u>\$83.85</u>		
33128	520	STAPLES	Operating Fund	Office Supplies	\$84.32	09/29/21	Office Supplies
				<b>Total this claim =</b>	<u>\$84.32</u>		
33129	530	TOWN OF FRANKTON	Operating Fund Operating Fund Operating Fund	Electricity Water Waste Disposal Services	\$426.85 \$26.70 \$22.41	09/29/21	Service for Frankton
				<b>Total this claim =</b>	<u>\$475.96</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>
33130	521	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	09/29/21	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
			Operating Fund	Waste Disposal Services	\$5.00		
			<b>Total this claim =</b>				
33131	523	VICTORIA WALSER	Operating Fund	Postage & UPS	\$13.57	09/29/21	Petty Cash
			Operating Fund	Elwood Children's Programing	\$4.00		
			<b>Total this claim =</b>				
33132	524	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	09/29/21	Copier Lease Elwood
			<b>Total this claim =</b>				
33133	541	AT&T	Operating Fund	Telephone & Telegraph	\$199.94	10/11/21	Service for Elwood, Summitville
			Operating Fund	Telephone & Telegraph	\$89.56		
			<b>Total this claim =</b>				
33134	543	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,136.25	10/11/21	As per attached invoices. L023374, L531608, L529578,
			Operating Fund	Elwood Childrens	\$611.40		
			Operating Fund	Elwood YA	\$307.00		
			Operating Fund	Frankton	\$741.13		
			Operating Fund	Summitville	\$534.61		
			Operating Fund	Title Source	\$2,400.00		
<b>Total this claim =</b>			\$5,730.39				
33135	559	DOLLAR GENERAL-REGIONS 4	Operating Fund	Summitville Programing	\$21.00	10/11/21	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$22.00		
			Operating Fund	Elwood Adult Programing	\$22.25		
			Operating Fund	Cleaning & Sanitation Supplies	\$15.00		
			<b>Total this claim =</b>				
33136	544	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$250.00	10/11/21	Quarterly Sprinkler System Inspection
			<b>Total this claim =</b>				
33137	545	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,377.92	10/11/21	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$271.93		
			<b>Total this claim =</b>				



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33138	546	FRONTIER	Operating Fund	Telephone & Telegraph	\$217.65	10/11/21	Service for Frankton
				<b>Total this claim =</b>	\$217.65		
33139	547	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$330.00	10/11/21	Lawn care for Frankton 7/2, 7/9, 7/14, 7/21, 7/29, 8/17
				<b>Total this claim =</b>	\$330.00		
33140	548	INDIANA STATE LIBRARY	PLAC	Other	\$65.00	10/11/21	3rd Qtr PLAC
				<b>Total this claim =</b>	\$65.00		
33141	549	INDIANA STATE LIBRARY	Evergreen Indiana	Other	\$92.23	10/11/21	Evergreen 3rd Qtr
				<b>Total this claim =</b>	\$92.23		
33142	567	JILL MURRAY	Operating Fund	Summitville Programing	\$35.07	10/11/21	Petty Cash
				<b>Total this claim =</b>	\$35.07		
33143	550	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$334.35	10/11/21	Label-Locks and Labels
				<b>Total this claim =</b>	\$334.35		
33144	561	McCORMACK PRINTING IMPR	Operating Fund	Book Processing	\$209.00	10/11/21	Order slips for Tech Services
				<b>Total this claim =</b>	\$209.00		
33145	560	MICHAEL FREDERICK	Operating Fund	Elwood Adult	\$48.00	10/11/21	Adult books
				<b>Total this claim =</b>	\$48.00		
33146	551	MIDWEST TAPE	Operating Fund	Frankton AV	\$441.12	10/11/21	As per attached invoices.
			Operating Fund	Elwood AV	\$564.29		
			Operating Fund	Summitville AV	\$386.14		
			Operating Fund	Book Processing	\$269.98		
				<b>Total this claim =</b>	\$1,661.53		
33147	552	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$758.96	10/11/21	Labor to replace can lights with LED. Also replaced 6 battery backup driver.
				<b>Total this claim =</b>	\$758.96		
33148	553	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$150.95	10/11/21	Craft Supplies - Summitville
				<b>Total this claim =</b>	\$150.95		

<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>
33149	554	POPULAR SUBSCRIPTION SE	Operating Fund	Elwood Period. & News.	\$1,580.00	10/11/21	Magazine renewals Frankton, Elwood, Summitville
			Operating Fund	Frankton Per. & Newsp.	\$790.00		
			Operating Fund	Summitville Period. & Newsp.	\$580.00		
				<b>Total this claim =</b>	<b>\$2,950.00</b>		
33150	558	RICOH USA, INC	Operating Fund	Office Supplies	\$211.61	10/11/21	Copies for Elwood
				<b>Total this claim =</b>	<b>\$211.61</b>		
33151	555	STACEY JONES	Operating Fund	Frankton Programing	\$31.81	10/11/21	Petty Cash
				<b>Total this claim =</b>	<b>\$31.81</b>		
33152	556	STAPLES	Operating Fund	Office Supplies	\$54.80	10/11/21	As per attached invoices.
			Operating Fund	Cleaning & Sanitation Supplies	\$124.99		
			Operating Fund	Office Supplies	\$80.03		
				<b>Total this claim =</b>	<b>\$259.82</b>		
33153	557	TOPS HOME CENTER	Operating Fund	Repair Parts/Maintenance	\$44.97	10/11/21	As per attached invoices.
				<b>Total this claim =</b>	<b>\$44.97</b>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
<b>Total Amount of Claims</b>					<b>\$95,087.64</b>		

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

Monday, October 11, 2021

*Mary E. Replein*  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this 11 day of October, 2021.

<u>Kathleen Small</u>	<u>Kenny Gibson</u>	
<u>Glenn Eddleman</u>		
<u>Lana Watson</u>		

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.



### *North Madison Public Library: Replace Chiller* *prepared for:*

## **North Madison Public Library System**

**Proposal Number: MW-56B386**

**Proposal Date: 10/01/2021**

**By:**

**Perfection Group; Inc.  
7750 Zionsville Road  
Indianapolis, IN 46268  
(317) 228-3985**

**For:**

**North Madison Public Library  
System  
1600 Main Street  
Elwood, IN 46036**

**And**

*Hereinafter: Perfection Group,  
Inc.*

*Hereinafter: Customer*

**SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):**

**1600 Main Street**

**Perfection Group, Inc. WILL PROVIDE THE FOLLOWING TO THE CUSTOMER:**  
North Madison Public Library: Replace Chiller; Please see our scope of work and pricing below. **Base Proposal Amount: See Page 2**  
Perfection Group, Inc. guarantees the price stated in this Proposal for ten (10) days from Proposal Date above.  
Payment terms for all projects under \$75,000 will be 25% due on issuance of order and balance due on completion. All projects over \$75,000 will require payment for equipment at time of order and monthly progress billings with final amount due upon completion.

This proposal is the property of Perfection Group, Inc. and is provided for our Customer's use only. This proposal will become a binding Agreement only after acceptance by Customer and approved by an authorized agent of Perfection Group, Inc. as evidenced by their signature(s) 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 Perfection Group, Inc. which is not expressed herein.

**PERFECTION GROUP, INC.**

**CUSTOMER**

\_\_\_\_\_  
Signature: Mark Wells (Sales Representative)      Date

\_\_\_\_\_  
Authorized Representative Signature      Date

\_\_\_\_\_  
Approval Signature: Jon Wells      Date

\_\_\_\_\_  
Name & Title (Print/Type)

Proposal Number: MW-56B386

Proposal Date: 10/01/2021

**Services Provided by Perfection Group, Inc. for:  
North Madison Public Library System**

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**Findings:**

Per your request, we were asked to provide pricing to replace the existing chiller. Based on the location and the structure around the existing unit, we had to look at a few different suppliers to find a unit that will fit in the existing location. The existing evaporator is a barrel type that is suspended about 10' in the air. The new evaporator is a plate and frame that will sit on the ground. We will have to re-pipe the new chiller to the new evaporator. The new chiller is a (2) stage versus the existing that only has (1) stage. Adding the additional stages will allow the chiller to run at a lower capacity (25%, 50%, 75% or 100%) and ramp up as needed to the full 30 tons. The existing chiller could only bring on 50% or 100% of the chiller at a time. Adding the additional stages could potentially save on energy costs. Please see our scope of work and pricing below.

**Scope of Work:**

Recover the existing refrigerant and dispose of it per EPA guidelines.  
Disconnect the existing electrical, waterlines, controls wiring and piping  
Remove the existing piping from the chiller to the evaporator  
Rig the existing chiller out of its current location  
Remove the existing chiller barrel  
Install (1) new Diakin chiller in the same location  
Install (1) new Diakin plate and frame evaporator  
Install new piping to accommodate the new dual circuit chiller  
Install new piping supports  
Charge system with new R-410A refrigerant  
Reconnect the existing electrical  
Reconnect the existing controls wiring  
Check unit for proper operation

**Price for above scope of work: \$71,180.00**

**Manufacturers Warranty:**

**1 year parts and labor**

**5 year compressor parts only warranty**

**Notes:**

*Unit currently has a (22) week lead time from date of order. Lead times can change based on current economy without any notice.*

All work to be done during normal business hours. Recovery and disposal of old equipment per EPA regulation. Crane will be used to remove and set equipment. There will be 1 pick location and it will be in the parking lot by the existing chiller, this will minimize disruption to employees and customers. Neither Perfection Group nor our rigging company will be held responsible for any damage to parking lot or underground utilities from crane or outriggers. Any additional problems found that are not included within our scope will be discussed and quoted to customer. Customer responsible for clearing the area around the existing chiller and evaporator.

**Exclusions:**

Any roofing work, flashing or patching. Relocation or adding of space sensor, co2 sensor, duct sensor or smoke detectors. No duct modification, supply branches, register relocating or air balancing. Upgrading existing electrical from main gear or electrical panels to equipment disconnects.

All the above items are excluded from this proposal unless stated on scope of work.

The services above are governed by the terms and conditions of this proposal.

Proposal Number: MW-56B386

Proposal Date: 10/01/2021

## Perfection Group, Inc. Terms and Conditions

1. Customer shall permit Perfection Group, Inc. free and timely access to areas and equipment, and allow Perfection Group, Inc. to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Perfection Group, Inc.'s normal working hours.
2. Perfection Group, Inc. shall not be liable for any liquidated damages except those caused by Perfection Group, Inc..
3. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become sixty (60) days or more delinquent, Perfection Group, Inc. 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. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Perfection Group, Inc.'s rates then in effect) over the sum stated in this Agreement.
5. In the event Perfection Group, Inc. must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Perfection Group, Inc. all court costs and attorneys' fees incurred by Perfection Group, Inc..
6. Any legal action against Perfection Group, Inc. relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
7. Perfection Group, Inc. 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 Perfection Group, Inc.'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.
8. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Perfection Group, Inc., its agents 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 any active or passive act or omission of Perfection Group, Inc., 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 Perfection Group, Inc..
9. Customer shall make available to Perfection Group, Inc.'s personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
10. Perfection Group, Inc.'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 or materials are encountered, Perfection Group, Inc.'s sole obligation will be to notify the Owner of their findings. Perfection Group, Inc. 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. Perfection Group, Inc. expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation, injury or illness to occupants of the facility or third parties, or damage to the customer's facility, arising out of or in connection with Perfection Group, Inc.'s work under this agreement, including without limitation any illness, injury, or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).
11. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL PERFECTION GROUP, INC. 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.
12. Customer shall provide and have in force during all phases of the work, a Builders Risk Insurance policy with a maximum \$20,000 deductible..



**North Madison Public Library: Replace Chiller**  
*prepared for:*

**North Madison Public Library System**

Proposal Number: MW-56B386

Proposal Date: 10/01/2021

By:

For:

Perfection Group; Inc.  
7750 Zionsville Road  
Indianapolis, IN 46268  
(317) 228-3985

And

North Madison Public Library  
System  
1600 Main Street  
Elwood, IN 46036

*Hereinafter: Perfection Group,  
Inc.*

*Hereinafter: Customer*

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):

1600 Main Street

**Perfection Group, Inc. WILL PROVIDE THE FOLLOWING TO THE CUSTOMER:**  
North Madison Public Library: Replace Chiller; Please see our scope of work and pricing below.  
**Base Proposal Amount: See Page 2**  
Perfection Group, Inc. guarantees the price stated in this Proposal for ten (10) days from Proposal Date above.  
Payment terms for all projects under \$75,000 will be 25% due on issuance of order and balance due on completion. All projects over \$75,000 will require payment for equipment at time of order and monthly progress billings with final amount due upon completion.

This proposal is the property of Perfection Group, Inc. and is provided for our Customer's use only. This proposal will become a binding Agreement only after acceptance by Customer and approved by an authorized agent of Perfection Group, Inc. as evidenced by their signature(s) 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 Perfection Group, Inc. which is not expressed herein.

**PERFECTION GROUP, INC.**

**CUSTOMER**

Mark Wells 10/20/2021  
Signature: Mark Wells (Sales Representative) Date

Jamie Scott 10-20-21  
Authorized Representative Signature Date

Jon Wells 10/20/2021  
Approval Signature: Jon Wells Date

Jamie Scott Director  
Name & Title (Print/Type)

*Installed end of May/beginning of June 2022  
A representative from Diakin came to check  
working order & installation of the Chiller 1st  
part of June 2022. I took pictures of the chiller  
& new parts in mechanical room on June 13th, 2022.  
I do believe the Diakin rep. confirmed warranty  
that day. (Jon)*

Proposal Number: MW-56B386

Proposal Date: 10/01/2021

**Services Provided by Perfection Group, Inc. for:  
North Madison Public Library System**

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**Findings:**

Per your request, we were asked to provide pricing to replace the existing chiller. Based on the location and the structure around the existing unit, we had to look at a few different suppliers to find a unit that will fit in the existing location. The existing evaporator is a barrel type that is suspended about 10' in the air. The new evaporator is a plate and frame that will sit on the ground. We will have to re-pipe the new chiller to the new evaporator. The new chiller is a (2) stage versus the existing that only has (1) stage. Adding the additional stages will allow the chiller to run at a lower capacity (25%, 50%, 75% or 100%) and ramp up as needed to the full 30 tons. The existing chiller could only bring on 50% or 100% of the chiller at a time. Adding the additional stages could potentially save on energy costs. Please see our scope of work and pricing below.

**Scope of Work:**

Recover the existing refrigerant and dispose of it per EPA guidelines.  
 Disconnect the existing electrical, waterlines, controls wiring and piping  
 Remove the existing piping from the chiller to the evaporator  
 Rig the existing chiller out of its current location  
 Remove the existing chiller barrel  
 Install (1) new Diakin chiller in the same location  
 Install (1) new Diakin plate and frame evaporator  
 Install new piping to accommodate the new dual circuit chiller  
 Install new piping supports  
 Charge system with new R-410A refrigerant  
 Reconnect the existing electrical  
 Reconnect the existing controls wiring  
 Check unit for proper operation  
**Price for above scope of work: \$71,180.00**

**Manufacturers Warranty:**

1 year parts and labor *June 2021 to June 2022*  
 5 year compressor parts only warranty *June 2021 to 2026*

**Notes:**

*Unit currently has a (22) week lead time from date of order. Lead times can change based on current economy without any notice.*

All work to be done during normal business hours. Recovery and disposal of old equipment per EPA regulation. Crane will be used to remove and set equipment. There will be 1 pick location and it will be in the parking lot by the existing chiller, this will minimize disruption to employees and customers. Neither Perfection Group nor our rigging company will be held responsible for any damage to parking lot or underground utilities from crane or outriggers. Any additional problems found that are not included within our scope will be discussed and quoted to customer. Customer responsible for clearing the area around the existing chiller and evaporator.

**Exclusions:**

Any roofing work, flashing or patching. Relocation or adding of space sensor, co2 sensor, duct sensor or smoke detectors. No duct modification, supply branches, register relocating or air balancing. Upgrading existing electrical from main gear or electrical panels to equipment disconnects.  
 All the above items are excluded from this proposal unless stated on scope of work.

The services above are governed by the terms and conditions of this proposal.



Proposal Number: MW-56B386

Proposal Date: 10/01/2021

## Perfection Group, Inc. Terms and Condi

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3. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become sixty (60) days or more delinquent, Perfection Group, Inc. 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. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Perfection Group, Inc.'s rates then in effect) over the sum stated in this Agreement.
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6. Any legal action against Perfection Group, Inc. relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
7. Perfection Group, Inc. 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 Perfection Group, Inc.'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.
8. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Perfection Group, Inc., its agents 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 any active or passive act or omission of Perfection Group, Inc., 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 Perfection Group, Inc..
9. Customer shall make available to Perfection Group, Inc.'s personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
10. Perfection Group, Inc.'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 or materials are encountered, Perfection Group, Inc.'s sole obligation will be to notify the Owner of their findings. Perfection Group, Inc. 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. Perfection Group, Inc. expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation, injury or illness to occupants of the facility or third parties, or damage to the customer's facility, arising out of or in connection with Perfection Group, Inc.'s work under this agreement, including without limitation any illness, injury, or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).
11. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL PERFECTION GROUP, INC. 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.
12. Customer shall provide and have in force during all phases of the work, a Builders Risk Insurance policy with a maximum \$20,000 deductible..



TEMPERATURE CONTROLLERS... PORTABLE CHILLERS... CENTRAL CHILLERS... PUMP TANK STATIONS... TOWER SYSTEMS...

**SUBJECT: BRAZED PLATE VS. SHELL AND TUBE EVAPORATORS**

#3-A-257 12/6/2001

Two styles of evaporators are commonly used in **ADVANTAGE** chillers. The evaporator is where the process water is cooled during the refrigerant to water heat exchange portion of the chilling system.

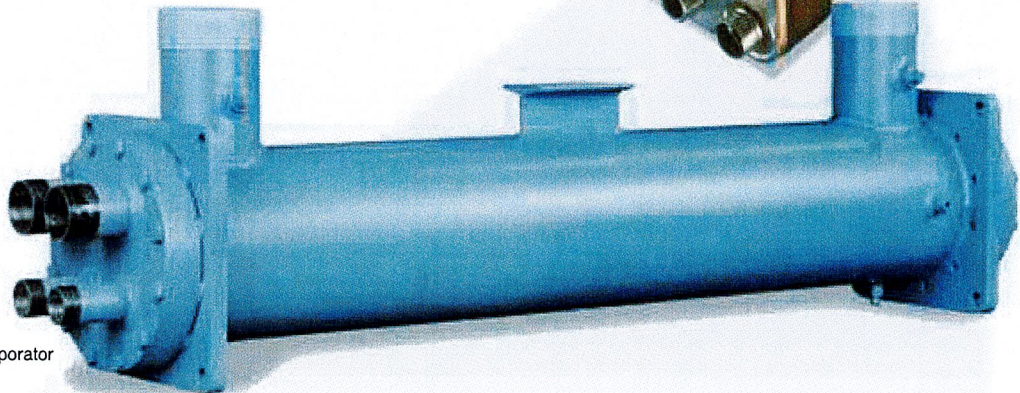
Brazed plate evaporators are used in most **ADVANTAGE** portable and smaller central chillers. Their space efficient shape and high efficiency allows for compact machine design. The non-ferrous construction eliminates rusting and alternating plate design makes the brazed plate evaporator less susceptible to freeze damage when compared with shell and tube evaporators.

Shell and tube evaporators are physically larger and heavier than brazed plate evaporators but are more tolerant of fluid contaminants.

Examples of brazed plate and shell and tube evaporators are shown at the right.



Braze Plate Evaporator



Shell & Tube Evaporator

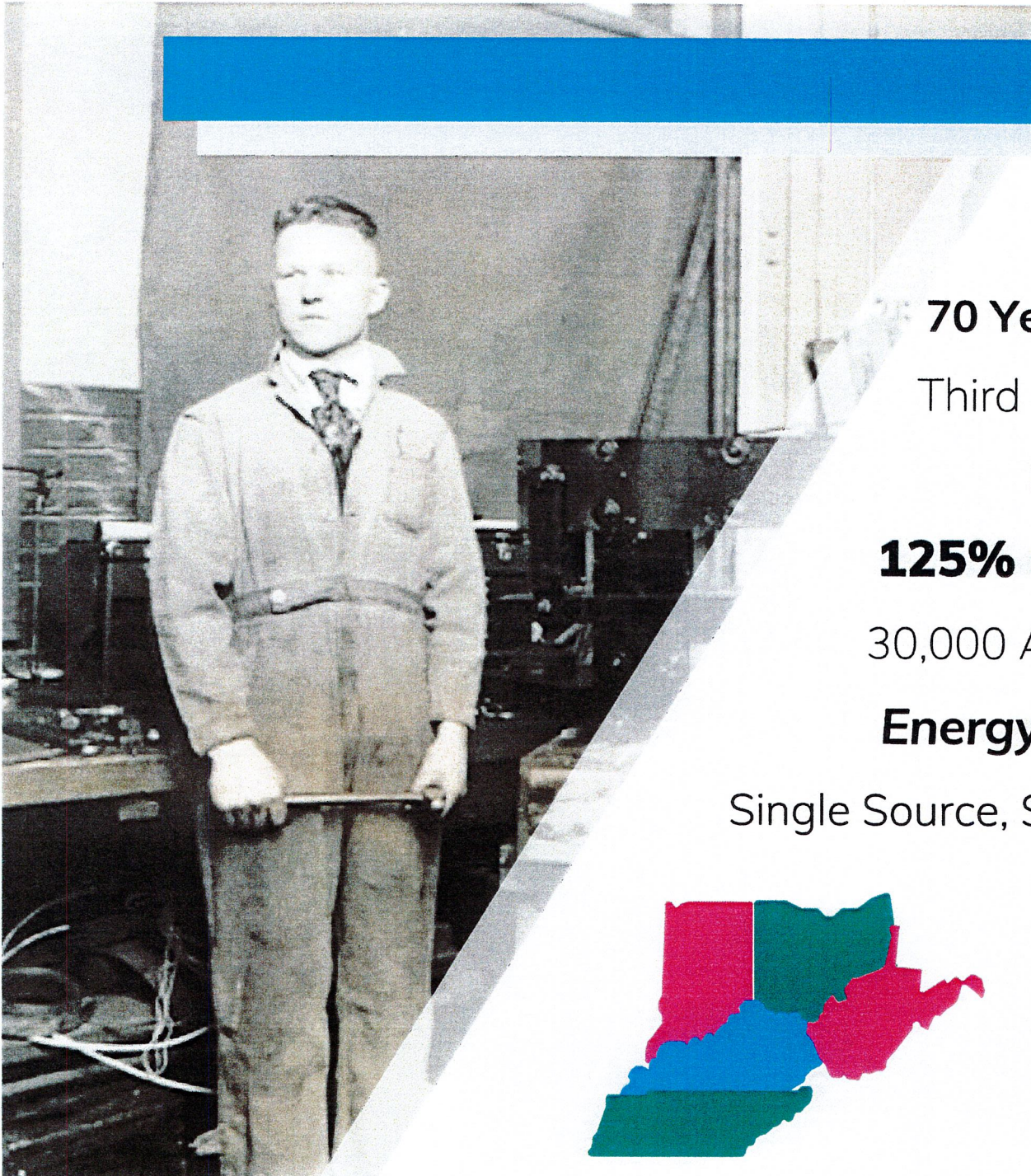
	<b>BRAZED PLATE</b>	<b>SHELL &amp; TUBE</b>
Construction	Stainless plates with copper brazing material	Carbon steel shell with copper tubes and baffle plates
Water Channels	Alternating plates	Shell
Refrigerant Channels	Alternating plates	Tubes



# Elwood Public Library

Mark Wells  
Project Sales Rep - Indianapolis  
Desk: 317-489-0630  
Cell: 317-480-9041  
Email: [mwells@perfectiongroup.com](mailto:mwells@perfectiongroup.com)

Finding Perfection



**70 Years of Legendary Service**

Third Generation Family Owned

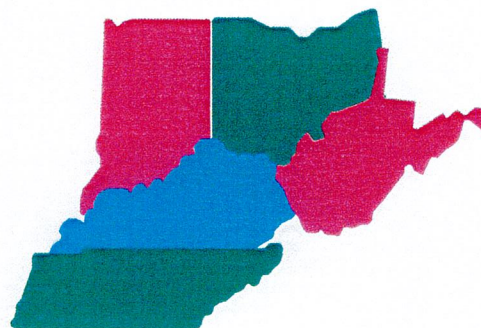
**\$25M+ in Energy Savings**

**125% of Estimated Savings**

30,000 Assets Under Management

**EnergyStar Preferred Partner**

Single Source, Self-Performing Contractor



OHIO- Cincinnati, Dayton, Columbus

INDIANA- Indianapolis





KENTUCKY- Louisville, Lexington

WEST VIRGINIA- Charleston





TENNESSEE- Knoxville, Nashville, Chattanooga

Regional based partner servicing all aspects of mechanical and control systems with a focus on energy efficiency for commercial, industrial and institutional customers.





## mechanical

-  In-house PE, CEM, LEED
-  Sustainable Design Build
-  End-to-End Management
-  Turn Key Design, Install & Commission

## service

-  Guaranteed Cost Reduction
-  150+ Service Vehicles
-  Proactive Capital Planning
-  Primary & Secondary Technician Assignment

## green

-  Pay from Savings Programs
-  Energy Usage Analysis
-  Revitalization Solutions
-  HVAC, Controls, Lighting, Envelope, RcX

# Elwood Public library

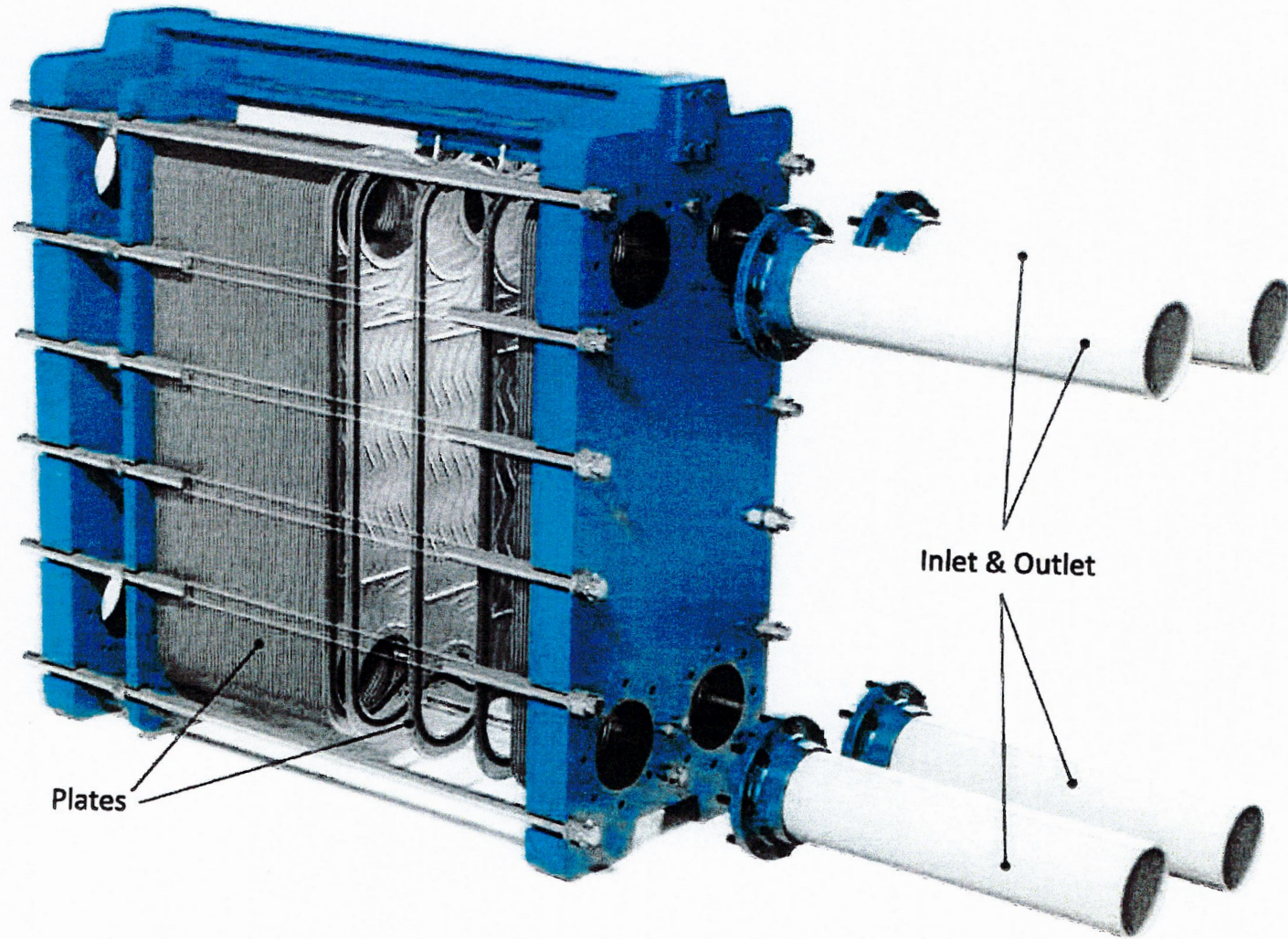
## Existing Unit

- 30 Ton McQuay Chiller with remote barrel
- R-22 Refrigerant
- (1) single circuit
- Load Capacity 0-50-100
- Dimensions: 95.34" Long x 57.5" Wide

## New Proposed Unit

- 30 Ton Diakin Chiller with plate and frame heat exchanger
- R-410A refrigerant
- Dual circuit
- Load Capacity 0-25-50-75-100
- Dimensions: 94.3" Long x 88" Wide

# Plate & Frame Heat Exchanger



# REFERENCES

- Lynn Hobbs

Director  
Pendleton Community Public Library  
(765) 778-7527 x2107  
[Lhobbs@pendleton.lib.in.us](mailto:Lhobbs@pendleton.lib.in.us)

- Kristy Carter

Senior Asset Manager  
Browning Investments  
(317) 344-7347  
[kcarter@browninginv.com](mailto:kcarter@browninginv.com)

- Sheryl Sollars

Executive Director  
Westfield Washington Public Library  
(317) 896-9391 ext. 106  
[ssollars@wwpl.lib.in.us](mailto:ssollars@wwpl.lib.in.us)

- Ray Wingert

Senior Plant Manager  
Amcor Rigid Packaging USA, LLC  
(317) 494-4918  
[Ray.wingert@amcor.com](mailto:Ray.wingert@amcor.com)







# *Elwood Public Library: Replace Chiller* *prepared for:* **North Madison Public Library System**

**Proposal Number: MW-56B386**

**Proposal Date: 10/01/2021**

**By:**

**Perfection Group; Inc.  
7750 Zionsville Road  
Indianapolis, IN 46268  
(317) 228-3985**

**And**

**For:**

**North Madison Public Library  
System  
1600 Main Street  
Elwood, IN 46036**

*Hereinafter:* **Perfection Group,  
Inc.**

*Hereinafter:* **Customer**

**SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):**

**1600 Main Street**

**Perfection Group, Inc. WILL PROVIDE THE FOLLOWING TO THE CUSTOMER:**  
North Madison Public Library: Replace Chiller; Please see our scope of work and pricing below.  
**Base Proposal Amount: See Page 2**  
Perfection Group, Inc. guarantees the price stated in this Proposal for ten (10) days from Proposal Date above.  
Payment terms for all projects under \$75,000 will be 25% due on issuance of order and balance due on completion. All projects over \$75,000 will require payment for equipment at time of order and monthly progress billings with final amount due upon completion.

This proposal is the property of Perfection Group, Inc. and is provided for our Customer's use only. This proposal will become a binding Agreement only after acceptance by Customer and approved by an authorized agent of Perfection Group, Inc. as evidenced by their signature(s) 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 Perfection Group, Inc. which is not expressed herein.

**PERFECTION GROUP, INC.**

**CUSTOMER**

\_\_\_\_\_  
Signature: Mark Wells (Sales Representative) Date

\_\_\_\_\_  
Authorized Representative Signature Date

\_\_\_\_\_  
Approval Signature: Jon Wells Date

\_\_\_\_\_  
Name & Title (Print/Type)

Proposal Number: MW-56B386

Proposal Date: 10/01/2021

**Services Provided by Perfection Group, Inc. for:  
North Madison Public Libray System**

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**Findings:**

Per your request, we were asked to provide pricing to replace the existing chiller. Based on the location and the structure around the existing unit, we had to look at a few different suppliers to find a unit that will fit in the existing location. The existing evaporator is a barrel type that is suspended about 10' in the air. The new evaporator is a plate and frame that will sit on the ground. We will have to re-pipe the new chiller to the new evaporator. The new chiller is a (2) stage versus the existing that only has (1) stage. Adding the additional stages will allow the chiller to run at a lower capacity (25%, 50%, 75% or 100%) and ramp up as needed to the full 30 tons. The existing chiller could only bring on 50% or 100% of the chiller at a time. Adding the additional stages could potentially save on energy costs. New chiller was priced according to the existing size/tonnage. No load Calculations were completed before pricing was provided. Please see our scope of work and pricing below.

**Scope of Work:**

Recover the existing refrigerant and dispose of it per EPA guidelines.  
 Disconnect the existing electrical, waterlines, controls wiring and piping  
 Remove the existing piping from the chiller to the evaporator  
 Rig the existing chiller out of its current location  
 Remove the existing chiller barrel  
 Install (1) new Diakin chiller in the same location  
 Install (1) new Diakin plate and frame evaporator  
 Install new piping to accommodate the new dual circuit chiller  
 Install new piping supports  
 Charge system with new R-410A refrigerant  
 Reconnect the existing electrical  
 Reconnect the existing controls wiring  
 Check unit for proper operation

**Price for above scope of work: \$71,180.00**

**Manufacturers Warranty:**

**1 year parts and labor**  
**5 year compressor parts only warranty**

**Notes:**

*Unit currently has a (22) week lead time from date of order. Lead times can change based on current economy without any notice.*

All work to be done during normal business hours. Recovery and disposal of old equipment per EPA regulation. Crane will be used to remove and set equipment. There will be 1 pick location and it will be in the parking lot by the existing chiller, this will minimize disruption to employees and customers. Neither Perfection Group nor our rigging company will be held responsible for any damage to parking lot or underground utilities from crane or outriggers. Any additional problems found that are not included within our scope will be discussed and quoted to customer. Customer responsible for clearing the area around the existing chiller and evaporator. Customer responsible for all concrete work.

**Exclusions:**

Any roofing work, flashing or patching. Relocation or adding of space sensor, co2 sensor, duct sensor or smoke detectors. No duct modification, supply branches, register relocating or air balancing. Upgrading existing electrical from main gear or electrical panels to equipment disconnects, Engineering services, Load calculations.  
 All the above items are excluded from this proposal unless stated on scope of work.

The services above are governed by the terms and conditions of this proposal.

Proposal Number: MW-56B386

Proposal Date: 10/01/2021

## Perfection Group, Inc. Terms and Conditions

1. Customer shall permit Perfection Group, Inc. free and timely access to areas and equipment, and allow Perfection Group, Inc. to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Perfection Group, Inc.'s normal working hours.
2. Perfection Group, Inc. shall not be liable for any liquidated damages except those caused by Perfection Group, Inc..
3. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become sixty (60) days or more delinquent, Perfection Group, Inc. 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. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Perfection Group, Inc.'s rates then in effect) over the sum stated in this Agreement.
5. In the event Perfection Group, Inc. must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Perfection Group, Inc. all court costs and attorneys' fees incurred by Perfection Group, Inc..
6. Any legal action against Perfection Group, Inc. relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
7. Perfection Group, Inc. 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 Perfection Group, Inc.'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.
8. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Perfection Group, Inc., its agents 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 any active or passive act or omission of Perfection Group, Inc., 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 Perfection Group, Inc..
9. Customer shall make available to Perfection Group, Inc.'s personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
10. Perfection Group, Inc.'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 or materials are encountered, Perfection Group, Inc.'s sole obligation will be to notify the Owner of their findings. Perfection Group, Inc. 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. Perfection Group, Inc. expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation, injury or illness to occupants of the facility or third parties, or damage to the customer's facility, arising out of or in connection with Perfection Group, Inc.'s work under this agreement, including without limitation any illness, injury, or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).
11. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL PERFECTION GROUP, INC. 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.
12. Customer shall provide and have in force during all phases of the work, a Builders Risk Insurance policy with a maximum \$20,000 deductible..



PROJECT AGREEMENT FOR BUILDING ENVIRONMENTAL SYSTEMS

Table with 3 columns: Proposal Date (10/08/2021), Proposal Number (PP42296), Agreement No.

BY AND BETWEEN:

Vasey Commercial, Inc.
10830 Andrade Drive
Zionsville, IN 46077

AND

Elwood Public Library
1600 Main Street
Elwood, IN 46036

hereinafter CONTRACTOR

hereinafter CUSTOMER

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):

1600 Main Street, Elwood, IN 46036

Budget to replace the Chiller (Condensing Unit and Chiller Barrel)
>Recover and recycle the R-22 refrigerant. >Remove the existing condensing unit, refrigerant piping, and remote chiller barrel (shell and tube heat exchanger). >Set the new condensing unit and chiller barrel. >Run new refrigerant piping between the new condensing unit and chiller barrel. >Install new liquid line valves and solenoid coils, sight glasses, and TXV's (metering devices). >Evacuate/dehydrate the refrigerant system to 500 microns or lower. >Insulate the new chiller barrel and the suction lines of the condensing unit, to prevent condensation. >Tie the new condensing unit into the existing control panel, a new panel will be additional to the budget and may take some modification for proper compatibility with the existing control system (York/Johnson Controls Chillers tend to be less finicky with Johnson Controls building automation systems). >Start up and verify operation of the new chiller system and make any necessary adjustments. >One (1) year parts and labor warranty, additional warranty may be available through the manufacturer.
Exclusions:
>Modification/alteration to the water piping, beyond what is necessary to install the water flow switch and tie in the new chiller barrel. >Excessive electrical work, we will tie into the existing power.
Your investment: \$83,650.00
Note: This is a budget cost and is subject to change.

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.

# 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 10/11/2021 11:42:58 AM

Ordinance / Resolution Number:

Be it ordained/resolved by the **North Madison County Public Library System Board of Trustees** that for the expenses of **NORTH MADISON COUNTY LIBRARY SYSTEM** for the year ending December 31, **2022** 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 Board of Trustees**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
North Madison County Public Library System Board of Trustees	Library Board	10/11/2021

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$100,000	\$0	0.0000
0101	GENERAL	\$1,375,608	\$983,669	0.1659
2011	LIBRARY IMPROVEMENT RESERVE	\$54,000	\$0	0.0000
		<b>\$1,529,608</b>	<b>\$983,669</b>	<b>0.1659</b>

# 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 10/11/2021 11:42:58 AM

Name		Signature
Glenn Eddleman	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Glenn Eddleman</i>
Larry Watson	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Larry Watson</i>
Kathleen Small	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Kathleen Small</i>
Mary Kiplinger	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Mary Kiplinger</i>
Kenny Giselbach	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Kenny Giselbach</i>
Beverly Austin	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Lisa Hobbs	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

## ATTEST

Name	Title	Signature
Kathleen Small	Secretary	<i>Kathleen 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

## 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:

Add: 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

Add: 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 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.



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.

## 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. **Add: 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 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



# Estimate

Date: 10/5/21

Customer Name: Jamie Scott w/ Frankton Library

Address: 102 S. Church Street, Frankton IN

Phone #: 765-551-4140

Email:

Qty	Item #	Description	Unit Price	Discount	Line Total
-----	--------	-------------	------------	----------	------------

6 inch seamless  
gutter +  
Downspouts

\$1431.00

Subtotal

Sales Tax

Total \$1431.00

Thank you for the opportunity!

Cornerstone Guttering LLC 2001 N C ST, Elwood, IN 46036 765.283.5913  
[david@cornerstoneguttering.com](mailto:david@cornerstoneguttering.com)

\*Estimates are valid 30 days from the date of the estimate.

Estimate for Frankton library  
To install new gutter on library

Cost **\$ 1915.00**

To install downspouts only

Cost; **\$300.00**

5 yr. warranty on labor

20 yr warrant on material

Fully insured

FLOW-RITE GUTTERING

5585 N ST RD 9

ANDERSON, IN. 46012

765-643-2423

MIKE TETRAULT

Thank-you

## RESOLUTION TO REDUCE APPROPRIATIONS FOR 2021 BUDGET

WHEREAS, the Board of Trustees of the North Madison County Public Library System finds that it is necessary to reduce the 2021 Library Improvement Reserve Fund to fund the 2022 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	\$27,000.00	\$14,000.00	\$13,000.00

BE IT FURTHER RESOLVED, the total reduction reduces the appropriation of \$27,000.00 in the 2021 budget to \$13,000.00.

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library System at its regular meeting held on the 11th day of October, 2021 at which meeting a quorum was present.

NAY

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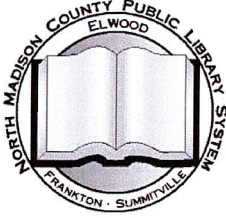
AYE

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ATTEST:

\_\_\_\_\_  
*Kathleen Small*

Secretary



Elwood Public Library  
1600 Main Street  
Elwood, IN 46036

Phone: (765) 552-5001 Fax: (765) 552-0955

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September 28, 2021

Attn: Mr. John Burnette  
Elwood Community Development Corporation  
108 S Anderson ST  
Elwood, IN 46036

Dear Mr. Burnette,

The Wendell L. Willkie High School Arch which stands on the east side of the Elwood Public Library needs repair. Because this arch is a very important part of Elwood's history, the library sought a quote from Complete Masonry Services, INC. from Yorktown for the necessary work. Their quote for this work is \$11,280 and is included in this letter.

The arch was last tuck pointed in the spring of 2001. At that time the Elwood Public Library and Elwood Community School Corporation shared the costs. Due to current maintenance issues at the library and the school, we are asking for assistance from your organization and the Elwood Redevelopment Commission. If the quote was divided by 4, the cost would be \$2,820 per organization. The 2021 Library budget has funds to pay one quarter of the costs.

We are sending this letter and the quote to the ERC and the ECSC, to request their assistance as well. Would you please bring this request to the Elwood Community Development Corporation for consideration? Your assistance with this matter would be greatly appreciated.

Sincerely,

Jamie Scott  
Library Director



## ISL Library Directors Update

**Why film board minutes?** Board minutes are designated as critical on the County/Local General Retention Schedule (see GEN 10-01) because they are a significant record of the business operations of the board or entity they represent. In order to preserve these important records for years to come, IARA asks that board minutes be microfilmed in accordance with 60 IAC 2 standards. The [State Imaging and Microfilm Lab](#) offers microfilming services and can assist you with any questions about the process, so we encourage you to reach out to learn more. In the meantime, here is some information about microfilm we hope will be helpful.

**Why microfilm?** Microfilm is a widely respected method of preserving paper and electronic records over the long-term. IARA understands that filming may not be something your library regularly engages in, so we'd like to share some of the benefits of filming.

- Both paper and electronic records can be written to microfilm
- Approximately 2,500 images can fit on one roll of 16mm film - several years of minutes can fit on a single roll
- Approximate cost of 2,500 digital images written to 16mm film is \$32.50/reel
- Approximate cost of 2,500 paper files written to 16mm film is \$75.00/reel
- A cubic foot bankers box can hold over 2,500 pages
- Typically, a cubic foot bankers box creates 1 ¼ reels
- When stored properly, microfilm has a 500-year lifespan
- Microfilm takes up a smaller storage footprint than paper records, and generally costs much less to store than electronic records
- Microfilm requires a cool, clean, dry location with low humidity and away from direct light - many offices have spaces that meet these criteria

**How often should you film?** It is not necessary to film minutes after every board meeting or even annually, but they should be filmed on a regular schedule whenever possible. Here are some tips to help you determine the best schedule to meet your needs.

- Electronic records should be filmed more frequently than paper as they tend to be harder and more expensive to preserve than paper.
- A good rule of thumb for minutes in an electronic format is to film at no more than every 10 years.
- If you have extensive paper minutes that need to be filmed and are concerned that filming will be a burden, a good rule of thumb is to begin with the oldest to ensure they are well preserved. In the meantime, it is a best practice to store your paper minutes in a cool, clean, dry location away from direct light (much like film itself).

**How do I film?** You can send your paper and/or electronic records to the State Imaging and Microfilm Laboratory, or any microfilm vendor that can meet the specifications laid out in 60 IAC 2. If you would prefer to scan your own paper records and send electronic copies to be written to film, please contact the State Imaging and Microfilm Laboratory to learn more about this process.

\* \* \* Communication Result Report ( Oct. 6. 2021 2:38PM ) \* \* \*

1)  
2)

Date/Time: Oct. 6. 2021 2:35PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3572 Memory TX	Frankton FAX	P. 2	OK	

## Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

## Agenda

October 11, 2021

North Madison County Public Library System  
Board of TrusteesElwood Public LibraryRegular Meeting  
4:30 P.M.

Call to Order  
 Call for Quorum  
 Consent Agenda  
   Minutes  
   Claims Register & Checks  
   Personnel  
 Old Business  
   1. Elwood – McQuay Chill Barrel and 30 Ton Chiller  
     Replacement Quotes  
 New Business  
   1. Adopt 2022 Budget  
   2. Vacation and Personal Business Leave  
   3. Frankton – Seamless Guttering Quotes  
   4. Motion to Transfer Funds to Library Improvement Reserve  
     and Rainy Day Funds  
   5. Resolution to Reduce Library Improvement Reserve Fund  
     Appropriations  
   6. Capital Asset Policy  
   7. Nominating Committee  
 Director's Report  
 Public Comment  
 Adjournment



\* \* \* Communication Result Report ( Oct. 6. 2021 2:38PM ) \* \* \*

1)  
2)

Date/Time: Oct. 6. 2021 2:35PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3571 Memory TX	Summitville FAX	P. 2	OK	

## Reason for error

m. 1) Hang up or line fail  
m. 3) No answer  
m. 5) Exceeded max. E-mail size

E. 2) Busy  
E. 4) No facsimile connection  
E. 6) Destination does not support IP-Fax

## Agenda

October 11, 2021

North Madison County Public Library System  
Board of TrusteesElwood Public LibraryRegular Meeting  
4:30 P.M.

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Consent Agenda  
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Appropriations  
6. Capital Asset Policy  
7. Nominating Committee  
Director's Report  
Public Comment  
Adjournment

\* \* \* Communication Result Report ( Oct. 6. 2021 2:37PM ) \* \* \*

1}

Date/Time: Oct. 6. 2021 2:34PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3570 Memory TX	call leader	P. 2	OK	

Reason for error

- M. 1) Hang up or line fail
- M. 2) Busy
- M. 3) No answer
- M. 4) No facsimile connection
- M. 5) Exceeded max. E-mail size
- M. 6) Destination does not support IP-Fax

Agenda

October 11, 2021

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. Elwood – McQuay Chill Barrel and 30 Ton Chiller Replacement Quotes
- New Business
  - 1. Adopt 2022 Budget
  - 2. Vacation and Personal Business Leave
  - 3. Frankton – Seamless Guttering Quotes
  - 4. Motion to Transfer Funds to Library Improvement Reserve and Rainy Day Funds
  - 5. Resolution to Reduce Library Improvement Reserve Fund Appropriations
  - 6. Capital Asset Policy
  - 7. Nominating Committee
- Director's Report
- Public Comment
- Adjournment

Please Publish

\* \* \* Communication Result Report ( Oct. 6. 2021 2:36PM ) \* \* \*

2}

Date/Time: Oct. 6. 2021 2:34PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3569 Memory TX	Herald-Bulletin	P. 2	OK	

## Reason for error

E. 1) Hang up or line fail  
 E. 3) No answer  
 E. 5) Exceeded max. E-mail size

E. 2) Busy  
 E. 4) No facsimile connection  
 E. 6) Destination does not support IP-Fax

## Agenda

October 11, 2021

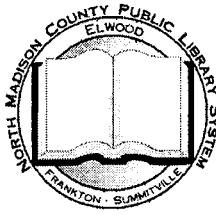
North Madison County Public Library System  
 Board of Trustees

Elwood Public Library

Regular Meeting  
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 Public Comment  
 Adjournment

Please  
 Publish



North Madison County Public Library System  
1600 Main Street  
Elwood, IN 46036

Phone: (765) 552-5001 Fax: (765) 552-0955

Executive Session Agenda  
October 11, 2021  
Elwood Public Library  
1600 Main Street  
Elwood, IN 46036  
Immediately Following Regular Board Meeting  
IC 5-14-1.5-6.1 (b)

Executive sessions may be held only in the following instances:

- (1) Where authorized by federal or state statute.
- (2) For discussion of strategy with respect to any of the following:
  - (A) Collective bargaining.
  - (B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
  - (C) The implementation of security systems.
  - (D) The purchase or lease of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties. However, all such strategy discussions must be necessary for competitive or bargaining reasons and may not include competitive or bargaining adversaries.
- (3) For discussion of the assessment, design, and implementation of school safety and security measures, plans, and systems.
- (4) Interviews and negotiations with industrial or commercial prospects or agents of industrial or commercial prospects by the Indiana economic development corporation, the office of tourism development, the Indiana finance authority, the ports of Indiana, an economic development commission, the Indiana state department of agriculture, a local economic development organization (as defined in IC 5-28-11-2(3)), or a governing body of a political subdivision.
- (5) To receive information about and interview prospective employees.
- (6) With respect to any individual over whom the governing body has jurisdiction:
  - (A) To receive information concerning the individual's alleged misconduct; and
  - (B) To discuss, before a determination, the individual's status as an employee, a student, or an independent contractor who is:
    - (i) a physician; or
    - (ii) a school bus driver.
- (7) For discussion of records classified as confidential by state or federal statute.
- (8) To discuss before a placement decision an individual student's abilities, past performance, behavior, and needs.
- (9) To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.
- (10) When considering the appointment of a public official, to do the following:
  - (A) Develop a list of prospective appointees.
  - (B) Consider applications.
  - (C) Make one (1) initial exclusion of prospective appointees from further consideration.  
Notwithstanding IC 5-14-3-4(b)(12), a governing body may release and shall make available for inspection and copying in accordance with IC 5-14-3-3 identifying information concerning prospective appointees not initially excluded from further consideration. An initial exclusion of prospective appointees from further consideration may not reduce the number of prospective appointees to fewer than three (3) unless there are fewer than three (3) prospective appointees. Interviews of prospective appointees must be conducted at a meeting that is open to the public.
- (11) To train school board members with an outside consultant about the performance of the role of the members as public officials.
- (12) To prepare or score examinations used in issuing licenses, certificates, permits, or registrations under IC 25.

# Agenda

October 19, 2021

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Special Meeting  
4:30 P.M.

Call to Order

Call for Quorum

Old Business

1. Elwood – McQuay Chill Barrel and 30 Ton Chiller  
Replacement Quotes

New Business

Public Comment

Adjournment

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 filled, and,

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

Be It Resolved, that the Board of Trustees of the North Madison County Public Library System do hereby transfer \$ 50,000.00 from the Operating Fund to the Rainy Day Fund for the purpose(s) of use as improvement or additions to existing structures, the purchase and construction of buildings or structures, the purchase of equipment, and all repairs or replacements of buildings or equipment. This fund shall be subject to the same appropriation process as other funds that receive tax money.

ADOPTED THIS 11<sup>TH</sup> DAY OF OCTOBER, 2021.

NAY

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*Mary Kiplinger*  
*Glenn Edleman*  
*Kenny Mielbach*  
*Beverly Austin*  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

---

Secretary of North Madison County Public Library System Board of Trustees



**North Madison Public Library: Replace Chiller**  
*prepared for:*

**North Madison Public Library System**

Proposal Number: MW-56B386

Proposal Date: 10/01/2021

By:

For:

**Perfection Group; Inc.**  
7750 Zionsville Road  
Indianapolis, IN 46268  
(317) 228-3985

And

**North Madison Public Library  
System**  
1600 Main Street  
Elwood, IN 46036

*Hereinafter: Perfection Group,  
Inc.*

*Hereinafter: Customer*

**SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):**

**1600 Main Street**

**Perfection Group, Inc. WILL PROVIDE THE FOLLOWING TO THE CUSTOMER:**

North Madison Public Library: Replace Chiller; Please see our scope of work and pricing below.

**Base Proposal Amount: See Page 2**

Perfection Group, Inc. guarantees the price stated in this Proposal for ten (10) days from Proposal Date above.

Payment terms for all projects under \$75,000 will be 25% due on issuance of order and balance due on completion. All projects over \$75,000 will require payment for equipment at time of order and monthly progress billings with final amount due upon completion.

This proposal is the property of Perfection Group, Inc. and is provided for our Customer's use only. This proposal will become a binding Agreement only after acceptance by Customer and approved by an authorized agent of Perfection Group, Inc. as evidenced by their signature(s) 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 Perfection Group, Inc. which is not expressed herein.

**PERFECTION GROUP, INC.**

Mark Wells 10/20/2021  
Signature: Mark Wells (Sales Representative) Date

Jon Wells 10/20/2021  
Approval Signature: Jon Wells Date

**CUSTOMER**

Jamie Scott 10-20-21  
Authorized Representative Signature Date

Jamie Scott Director  
Name & Title (Print/Type)

Proposal Number: MW-56B386

Proposal Date: 10/01/2021

**Services Provided by Perfection Group, Inc. for:  
North Madison Public Library System**

---

**Findings:**

Per your request, we were asked to provide pricing to replace the existing chiller. Based on the location and the structure around the existing unit, we had to look at a few different suppliers to find a unit that will fit in the existing location. The existing evaporator is a barrel type that is suspended about 10' in the air. The new evaporator is a plate and frame that will sit on the ground. We will have to re-pipe the new chiller to the new evaporator. The new chiller is a (2) stage versus the existing that only has (1) stage. Adding the additional stages will allow the chiller to run at a lower capacity (25%, 50%, 75% or 100%) and ramp up as needed to the full 30 tons. The existing chiller could only bring on 50% or 100% of the chiller at a time. Adding the additional stages could potentially save on energy costs. Please see our scope of work and pricing below.

**Scope of Work:**

Recover the existing refrigerant and dispose of it per EPA guidelines.  
Disconnect the existing electrical, waterlines, controls wiring and piping  
Remove the existing piping from the chiller to the evaporator  
Rig the existing chiller out of its current location  
Remove the existing chiller barrel  
Install (1) new Diakin chiller in the same location  
Install (1) new Diakin plate and frame evaporator  
Install new piping to accommodate the new dual circuit chiller  
Install new piping supports  
Charge system with new R-410A refrigerant  
Reconnect the existing electrical  
Reconnect the existing controls wiring  
Check unit for proper operation

**Price for above scope of work: \$71,180.00**

**Manufacturers Warranty:**

**1 year parts and labor**

**5 year compressor parts only warranty**

**Notes:**

*Unit currently has a (22) week lead time from date of order. Lead times can change based on current economy without any notice.*

All work to be done during normal business hours. Recovery and disposal of old equipment per EPA regulation.

Crane will be used to remove and set equipment. There will be 1 pick location and it will be in the parking lot by the existing chiller, this will minimize disruption to employees and customers. Neither Perfection Group nor our rigging company will be held responsible for any damage to parking lot or underground utilities from crane or outriggers. Any additional problems found that are not included within our scope will be discussed and quoted to customer. Customer responsible for clearing the area around the existing chiller and evaporator.

**Exclusions:**

Any roofing work, flashing or patching. Relocation or adding of space sensor, co2 sensor, duct sensor or smoke detectors. No duct modification, supply branches, register relocating or air balancing. Upgrading existing electrical from main gear or electrical panels to equipment disconnects.

All the above items are excluded from this proposal unless stated on scope of work.

The services above are governed by the terms and conditions of this proposal.



Proposal Number: MW-56B386

Proposal Date: 10/01/2021

## Perfection Group, Inc. Terms and Conditions

1. Customer shall permit Perfection Group, Inc. free and timely access to areas and equipment, and allow Perfection Group, Inc. to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Perfection Group, Inc.'s normal working hours.
2. Perfection Group, Inc. shall not be liable for any liquidated damages except those caused by Perfection Group, Inc..
3. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become sixty (60) days or more delinquent, Perfection Group, Inc. 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. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Perfection Group, Inc.'s rates then in effect) over the sum stated in this Agreement.
5. In the event Perfection Group, Inc. must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Perfection Group, Inc. all court costs and attorneys' fees incurred by Perfection Group, Inc..
6. Any legal action against Perfection Group, Inc. relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
7. Perfection Group, Inc. 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 Perfection Group, Inc.'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.
8. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Perfection Group, Inc., its agents 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 any active or passive act or omission of Perfection Group, Inc., 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 Perfection Group, Inc..
9. Customer shall make available to Perfection Group, Inc.'s personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
10. Perfection Group, Inc.'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 or materials are encountered, Perfection Group, Inc.'s sole obligation will be to notify the Owner of their findings. Perfection Group, Inc. 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. Perfection Group, Inc. expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation, injury or illness to occupants of the facility or third parties, or damage to the customer's facility, arising out of or in connection with Perfection Group, Inc.'s work under this agreement, including without limitation any illness, injury, or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).
11. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL PERFECTION GROUP, INC. 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.
12. Customer shall provide and have in force during all phases of the work, a Builders Risk Insurance policy with a maximum \$20,000 deductible..



# North Madison Public Library: Replace Chiller prepared for:

## North Madison Public Library System

Proposal Number: MW-56B386

Proposal Date: 10/01/2021

By:

**Perfection Group; Inc.**  
7750 Zionsville Road  
Indianapolis, IN 46268  
(317) 228-3985

For:

**North Madison Public Library  
System**  
1600 Main Street  
Elwood, IN 46036

And

Hereinafter: **Perfection Group,  
Inc.**

Hereinafter: **Customer**

**SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S):**

**1600 Main Street**

**Perfection Group, Inc. WILL PROVIDE THE FOLLOWING TO THE CUSTOMER:**

North Madison Public Library: Replace Chiller; Please see our scope of work and pricing below.

**Base Proposal Amount: See Page 2**

Perfection Group, Inc. guarantees the price stated in this Proposal for ten (10) days from Proposal Date above.

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This proposal is the property of Perfection Group, Inc. and is provided for our Customer's use only. This proposal will become a binding Agreement only after acceptance by Customer and approved by an authorized agent of Perfection Group, Inc. as evidenced by their signature(s) 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 Perfection Group, Inc. which is not expressed herein.

**PERFECTION GROUP, INC.**

Signature: Mark Wells (Sales Representative) \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature: Jon Wells \_\_\_\_\_ Date \_\_\_\_\_

**CUSTOMER**

*Jon Wells* 10-20-21  
Authorized Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Jamie Scott Director  
Name & Title (Print/Type) \_\_\_\_\_

Proposal Number: MW-56B386

Proposal Date: 10/01/2021

**Services Provided by Perfection Group, Inc. for:  
North Madison Public Library System**

---

**Findings:**

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Check unit for proper operation

**Price for above scope of work: \$71,180.00**

**Manufacturers Warranty:**

**1 year parts and labor**

**5 year compressor parts only warranty**

**Notes:**

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Proposal Number: MW-56B386

Proposal Date: 10/01/2021

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3. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become sixty (60) days or more delinquent, Perfection Group, Inc. 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. Any alteration to, or deviation from, this Agreement involving extra work, cost of material or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Perfection Group, Inc.'s rates then in effect) over the sum stated in this Agreement.
5. In the event Perfection Group, Inc. must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Perfection Group, Inc. all court costs and attorneys' fees incurred by Perfection Group, Inc..
6. Any legal action against Perfection Group, Inc. relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
7. Perfection Group, Inc. 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 Perfection Group, Inc.'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.
8. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Perfection Group, Inc., its agents 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 any active or passive act or omission of Perfection Group, Inc., 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 Perfection Group, Inc..
9. Customer shall make available to Perfection Group, Inc.'s personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
10. Perfection Group, Inc.'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 or materials are encountered, Perfection Group, Inc.'s sole obligation will be to notify the Owner of their findings. Perfection Group, Inc. 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. Perfection Group, Inc. expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation, injury or illness to occupants of the facility or third parties, or damage to the customer's facility, arising out of or in connection with Perfection Group, Inc.'s work under this agreement, including without limitation any illness, injury, or damage resulting in any manner from any fungus(es) or spore(s), any substance, vapor or gas produced by or arising out of any fungus(es) or spore(s), or any material, product, building component or structure that contains, harbors, nurtures or acts as a medium for any fungus(es) or spore(s).
11. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL PERFECTION GROUP, INC. 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.
12. Customer shall provide and have in force during all phases of the work, a Builders Risk Insurance policy with a maximum \$20,000 deductible..

\* \* \* Communication Result Report ( Oct. 14. 2021 12:44PM ) \* \* \*

1)  
2)

Date/Time: Oct. 14. 2021 12:42PM

File No. Mode	Destination	Pg (s)	Result	Page Not Sent
3663 Memory TX	Summitville FAX	P. 1	OK	

Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

**Agenda**

**October 19, 2021**

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

**Elwood Public Library**

**Special Meeting  
4:30 P.M.**

- Call to Order
- Call for Quorum
- Old Business
  - 1. Elwood – McQuay Chill Barrel and 30 Ton Chiller
- Replacement Quotes
- New Business
- Public Comment
- Adjournment

\* \* \* Communication Result Report ( Oct. 14. 2021 12:43PM ) \* \* \*

1)  
2)

Date/Time: Oct. 14. 2021 12:42PM

File No. Mode	Destination	Pg (s)	Result	Page Not Sent
3662 Memory TX	Frankton FAX	P. 1	OK	

Reason for error

m. 1) Hang up or line fail	E. 2) Busy
m. 3) No answer	m. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

Agenda

October 19, 2021

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

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\* \* \* Communication Result Report ( Oct. 14. 2021 12:43PM ) \* \* \*

1)  
2)

Date/Time: Oct. 14. 2021 12:42PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3661	Memory TX	call leader	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax

Agenda

October 19, 2021

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Special Meeting  
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- Call to Order
- Call for Quorum
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F-20052  
10/19/21  
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\* \* \* Communication Result Report ( Oct. 14. 2021 12:42PM ) \* \* \*

1)  
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Date/Time: Oct. 14. 2021 12:41PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3660	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

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|---------------------------------|---|
| E. 1) Hang up or line fail      | E. 2) Busy                                |
| E. 3) No answer                 | E. 4) No facsimile connection             |
| E. 5) Exceeded max. E-mail size | E. 6) Destination does not support IP-Fax |

Agenda

October 19, 2021

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Special Meeting  
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- Call to Order
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# Agenda

November 8, 2021

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. Capital Asset and Depreciation Policy

New Business

1. Employee Raises/Director and Administrative Assistant
2. 2022 Holiday Calendar
3. Nominating Committee Report
4. Summitville
  - a. Roof
  - b. The Ralph E. Hazelbaker Library Site Design
5. Circulation Policy
6. Hotspot Lending Policy
7. Meeting Room Use

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
November 8, 2021  
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 November 8, 2021 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Mary Kiplinger, Kathy Small, Beverly Austin, Lisa Hobbs, Larry Watson and Kenny Giselbach. Also in attendance were Jamie Scott, Director and Sheri Wallace, Administrative Assistant.

CONSENT AGENDA

Kathy Small moved to approve the consent agenda. Lisa Hobbs seconded and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Capital Asset and Depreciation Policy

The Board of Trustees reviewed the Capital Asset and Depreciation Policy. Beverly Austin moved to accept the policy as written. Mary Kiplinger seconded and the motion carried.

Resolution to Establish a Capital Assets Threshold

Secretary Kathy Small read the Resolution to Establish a Capital Assets Threshold and moved to accept the Resolution as read. Larry Watson seconded and the motion carried.

NEW BUSINESS

Employee Raises/Director and Administrative Assistant

Beverly Austin made a motion that all eligible employees receive a 3% raise for 2021. Kathy Small made a second and the motion carried.

Beverly Austin made a motion that the Director and Administrative Assistant receive a 3% raise for 2021. Kathy Small made a second and the motion carried.

### 2022 Holiday Calendar

The Board of Trustees reviewed the 2022 Holiday Calendar. Beverly Austin made a motion to accept the 2022 Holiday Calendar. Lisa Hobbs seconded and the motion carried.

### Nominating Committee

The nominating committee presented the following slate of officers. Glenn Eddleman, President; Larry Watson, Vice President; Mary Kiplinger, Treasurer; Kathy Small, Secretary; Kenny Giselbach, Assistant Treasurer. Beverly Austin moved to accept this slate of officers. Lisa Hobbs seconded and the motion carried.

### Summitville

Roof: Director Scott met with contractor Carl Bell about a leak in the roof. He will be putting downspouts on the pillars on each side of the entrance that will be tied into our drainage system by David Baney.

Site Design: John Lavine with the Madison County Council of Government has agreed to do two site drawing for the patio area at a cost of \$1,000.00. We will be able to build from these drawings.

### Added to Agenda - Complete Masonry Arch Repair

The repair costs of \$11,280.00 are going to be shared equally between the Elwood Community School Corporation, Elwood Public Library, Elwood Community Development Corporation and the Elwood Redevelopment Commission. Kathy Small made a motion to pay one fourth of the cost for Arch Repair. Beverly Austin seconded and the motion carried. The trees around the arch were trimmed and the canopy raised. Director Scott would like a walkway to the arch from memorial bricks.

### Added to Agenda - Frankton Concrete and Furnace

Director Scott approved A-1 Leveling to level the concrete around the bike rack at the Frankton Library. Then Complete Masonry will finish the repairs. Director Scott put carbon monoxide detectors in the Frankton Library. The inducer motor will be replaced on the number two furnace.

### Circulation Policy

Director Scott would like to add the following items to the circulation policy.

Effective September 16, 2021, the North Madison County Library System will no longer charge overdue fines. Items checked out to patrons are automatically renewed on the due date as long as renewals remain available and the item is not on hold for another patron. When all renewals have been exhausted, the item needs to be returned to the library for other patrons to discover.

Remove items 6 and 8.

Add in item 9. If item is returned in good condition and is added back to the collection for circulation, the processing and lost fees will be removed from the patron's account.

Larry Watson made a motion to accept these changes to the Circulation Policy. Kathy Small made a second and the motion carried.

Hot Spot Lending Policy

Director Scott would like to add the following to the Hot Spot Lending Policy. We must have a valid method of contacting you (text or voicemail) while the Hotspot is checked out to you. If the hotspot is not returned, on the seventh day it is overdue, the patron will be charged replacement cost.

Lisa Hobbs moved to amend the Hot Spot Lending Policy. Larry Watson seconded and the motion carried.

Meeting Room Use

Director Scott surveyed the staff about the meeting room restrictions. The staff was divided on whether or not to end the restrictions. Kathy Small moved to lift all restrictions. Mary Kiplinger seconded and the motion carried.

Director's Report

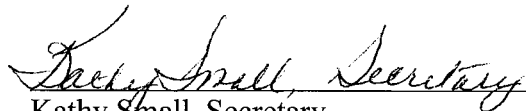
In service went well. Matt Boyland did CPR certification for everyone. Tori Walser did minute to win it games. Staff all completed the survey for the Long Range Plan. Director Scott would also like the Trustees to complete the survey. Marvin Crim donated a painting in loving memory of Linda Hocker Hardin. Director Scott will get our art collection appraisal updated.


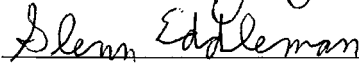
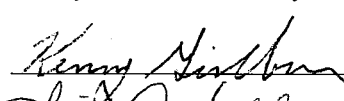
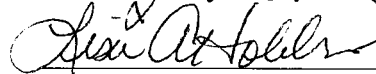
Public Comment

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 10/11/21 To 11/08/21

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	592	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	10/27/21	Payroll Ending 10/23/21
				<b>Total this claim =</b>	<b>\$266.00</b>		
0	563	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$494.94 \$1,847.84	10/13/21	PERF Deposit
				<b>Total this claim =</b>	<b>\$2,342.78</b>		
0	601	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$120.00	11/08/21	Acct & Payroll Cloud Backup Nov - Jan
				<b>Total this claim =</b>	<b>\$120.00</b>		
0	564	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	\$2,089.45 \$1,322.59 \$309.30 \$1,322.59 \$309.30	10/13/21	Federal Tax Deposit
				<b>Total this claim =</b>	<b>\$5,353.23</b>		
0	599	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$15.12	10/29/21	October ACH Fees
				<b>Total this claim =</b>	<b>\$15.12</b>		
0	582	SYNCB/AMAZON	Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund	Elwood AV Frankton AV Summitville AV Summitville Frankton Elwood Adult Elwood Children's Programing Frankton Programing Summitville Programing	\$240.91 \$260.76 \$250.70 \$30.70 \$14.99 \$124.85 \$13.98 \$9.99 \$9.99	10/27/21	As per attached invoices.
				<b>Total this claim =</b>	<b>\$956.87</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	597	PAYROLL	Operating Fund	Salary of Director	\$2,596.80	10/27/21	PAYROLL
			Operating Fund	Salary of Assistants	\$17,508.45		
			Operating Fund	Wages of Janitor	\$1,040.00		
				<b>Total this claim =</b>	<u>\$21,145.25</u>		
0	568	PAYROLL	Operating Fund	Salary of Director	\$2,596.80	10/13/21	PAYROLL
			Operating Fund	Salary of Assistants	\$17,398.33		
			Operating Fund	Wages of Janitor	\$1,388.71		
				<b>Total this claim =</b>	<u>\$21,383.84</u>		
0	595	AFLAC	AFLAC	Payroll Deductions	\$331.32	10/27/21	October Withholding
				<b>Total this claim =</b>	<u>\$331.32</u>		
0	562	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,034.90	10/11/21	Service for Elwood, Summitville
			Operating Fund	Electricity	\$544.71		
				<b>Total this claim =</b>	<u>\$2,579.61</u>		
0	593	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	10/27/21	IN Def Comp Empl matching plan-Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	598	CENTERPOINT ENERGY	Operating Fund	Gas	\$27.48	10/27/21	Service for Frankton, Elwood
			Operating Fund	Gas	\$104.15		
			Operating Fund	Gas	\$24.70		
				<b>Total this claim =</b>	<u>\$156.33</u>		
0	591	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,084.12	10/27/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,307.80		
			Medicare	Empl.Share FICA&Medicare	\$305.84		
			Operating Fund	Empl.Share FICA&Medicare	\$1,307.80		
			Operating Fund	Empl.Share FICA&Medicare	\$305.84		
				<b>Total this claim =</b>	<u>\$5,311.40</u>		
0	590	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$493.25	10/27/21	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,841.54		
				<b>Total this claim =</b>	<u>\$2,334.79</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	587	CARDMEMBER SERVICE	Operating Fund	Summitville Period. & Newsp.	\$30.00	10/27/21	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$18.68		
			Operating Fund	Operating Supplies	\$17.46		
			Operating Fund	Advertising & Public Notices	\$350.00		
				<b>Total this claim =</b>	\$416.14		
0	565	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	10/11/21	Payroll Ending 10/09/21
				<b>Total this claim =</b>	\$266.00		
0	566	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	10/11/21	IN Def Comp Emp Matching Plan- Robertson
				<b>Total this claim =</b>	\$186.64		
0	576	ROSE PEST SOLUTIONS	Operating Fund	Professional Services	\$95.00	10/27/21	Pest control Frankton, Summitville Elwood
			Operating Fund	Professional Services	\$0.00		
			Operating Fund	Professional Services	\$0.00		
				<b>Total this claim =</b>	\$95.00		
0	570	NORTH MADISON COUNTY PU	Operating Fund	Transfer to LIRF	\$10,000.00	10/11/21	Transfer to LIRF
				<b>Total this claim =</b>	\$10,000.00		
0	569	NORTH MADISON COUNTY PU	Operating Fund	Interfund Transfers	\$50,000.00	10/11/21	Transfer to Rainy Day
				<b>Total this claim =</b>	\$50,000.00		
0	594	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,679.49	10/27/21	October Withholdings
			County Tax Withheld	Payroll Deductions	\$694.50		
				<b>Total this claim =</b>	\$2,373.99		
0	542	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$531.00	10/11/21	Quarterly support Accounting, Payroll, Time Clock Oct through Dec
				<b>Total this claim =</b>	\$531.00		
0	625	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	11/08/21	IN Def Comp Empl Matching Plan- Robertson
				<b>Total this claim =</b>	\$186.64		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	624	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	11/08/21	Payroll ending 11/06/21
				<b>Total this claim =</b>	<u>\$266.00</u>		
0	596	UNITED HEALTHCARE	Insurance Operating Fund	Payroll Deductions Emp Cont Group Ins	\$885.06 \$8,771.51	10/27/21	Employee Health Insurance 11/1-11/30
				<b>Total this claim =</b>	<u>\$9,656.57</u>		
33133	541	AT&T	Operating Fund Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$199.94 \$89.56	10/11/21	Service for Elwood, Summitville
				<b>Total this claim =</b>	<u>\$289.50</u>		
33134	543	BAKER & TAYLOR	Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund	Elwood Adult Elwood Childrens Elwood YA Frankton Summitville Title Source	\$1,136.25 \$611.40 \$307.00 \$741.13 \$534.61 \$2,400.00	10/11/21	As per attached invoices. L023374, L531608, L529578,
				<b>Total this claim =</b>	<u>\$5,730.39</u>		
33135	559	DOLLAR GENERAL-REGIONS 4	Operating Fund Operating Fund Operating Fund Operating Fund	Summitville Programing Elwood Children's Programing Elwood Adult Programing Cleaning & Sanitation Supplies	\$21.00 \$22.00 \$22.25 \$15.00	10/11/21	As per attached invoices.
				<b>Total this claim =</b>	<u>\$80.25</u>		
33136	544	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$250.00	10/11/21	Quarterly Sprinkler System Inspection
				<b>Total this claim =</b>	<u>\$250.00</u>		
33137	545	ENA SERVICES LLC	St Technology Fund Gra Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$1,377.92 \$271.93	10/11/21	VoIP & Internet
				<b>Total this claim =</b>	<u>\$1,649.85</u>		
33138	546	FRONTIER	Operating Fund	Telephone & Telegraph	\$217.65	10/11/21	Service for Frankton
				<b>Total this claim =</b>	<u>\$217.65</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>
33139	547	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$330.00	10/11/21	Lawn care for Frankton 7/2, 7/9, 7/14, 7/21, 7/29, 8/17
				<b>Total this claim =</b>	<u>\$330.00</u>		
33140	548	INDIANA STATE LIBRARY	PLAC	Other	\$65.00	10/11/21	3rd Qtr PLAC
				<b>Total this claim =</b>	<u>\$65.00</u>		
33141	549	INDIANA STATE LIBRARY	Evergreen Indiana	Other	\$92.23	10/11/21	Evergreen 3rd Qtr
				<b>Total this claim =</b>	<u>\$92.23</u>		
33142	567	JILL MURRAY	Operating Fund	Summitville Programing	\$35.07	10/11/21	Petty Cash
				<b>Total this claim =</b>	<u>\$35.07</u>		
33143	550	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$334.35	10/11/21	Label-Locks and Labels
				<b>Total this claim =</b>	<u>\$334.35</u>		
33144	561	McCORMACK PRINTING IMPR	Operating Fund	Book Processing	\$209.00	10/11/21	Order slips for Tech Services
				<b>Total this claim =</b>	<u>\$209.00</u>		
33145	560	MICHAEL FREDERICK	Operating Fund	Elwood Adult	\$48.00	10/11/21	Adult books
				<b>Total this claim =</b>	<u>\$48.00</u>		
33146	551	MIDWEST TAPE	Operating Fund	Frankton AV	\$441.12	10/11/21	As per attached invoices.
			Operating Fund	Elwood AV	\$564.29		
			Operating Fund	Summitville AV	\$386.14		
			Operating Fund	Book Processing	\$269.98		
				<b>Total this claim =</b>	<u>\$1,661.53</u>		
33147	552	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$758.96	10/11/21	Labor to replace can lights with LED. Also replaced 6 battery backup driver.
				<b>Total this claim =</b>	<u>\$758.96</u>		
33148	553	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$150.95	10/11/21	Craft Supplies - Summitville
				<b>Total this claim =</b>	<u>\$150.95</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>
33149	554	POPULAR SUBSCRIPTION SE	Operating Fund	Elwood Period. & News.	\$1,580.00	10/11/21	Magazine renewals Frankton, Elwood, Summitville
			Operating Fund	Frankton Per. & Newsp.	\$790.00		
			Operating Fund	Summitville Period. & Newsp.	\$580.00		
				<b>Total this claim =</b>	<u>\$2,950.00</u>		
33150	558	RICOH USA, INC	Operating Fund	Office Supplies	\$211.61	10/11/21	Copies for Elwood
				<b>Total this claim =</b>	<u>\$211.61</u>		
33151	555	STACEY JONES	Operating Fund	Frankton Programing	\$31.81	10/11/21	Petty Cash
				<b>Total this claim =</b>	<u>\$31.81</u>		
33152	556	STAPLES	Operating Fund	Office Supplies	\$54.80	10/11/21	As per attached invoices.
			Operating Fund	Cleaning & Sanitation Supplies	\$124.99		
			Operating Fund	Office Supplies	\$80.03		
				<b>Total this claim =</b>	<u>\$259.82</u>		
33153	557	TOPS HOME CENTER	Operating Fund	Repair Parts/Maintenance	\$44.97	10/11/21	As per attached invoices.
				<b>Total this claim =</b>	<u>\$44.97</u>		
33154	571	AMERICAN DIGITAL MEMORIE	Operating Fund	Professional Services	\$221.20	10/27/21	Searchable PDF-300DPI, Elwood High School 1930, Elwood Commnity High School 2017, 2020;Madison-Grant High School 2018-2020
				<b>Total this claim =</b>	<u>\$221.20</u>		
33155	588	CHRONICLE TRIBUNE	Operating Fund	Summitville Period. & Newsp.	\$283.45	10/27/21	! Yr Subscription to Chronicle-Tribune exp 11/5/22
				<b>Total this claim =</b>	<u>\$283.45</u>		
33156	572	GRASS ROOTS PLUS, INC.	Operating Fund	Professional Services	\$86.00	10/27/21	Lawn fertilizar & weed control Elwood & Summitville
			Operating Fund	Professional Services	\$132.00		
				<b>Total this claim =</b>	<u>\$218.00</u>		
33157	573	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$22.98	10/27/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$22.98</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>
33158	574	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$29.31	10/27/21	Craft Supplies Elwood, Summitville, Frankton
			Operating Fund	Summitville Programing	\$10.56		
			Operating Fund	Frankton Programing	\$81.78		
				<b>Total this claim =</b>	<b>\$121.65</b>		
33159	575	RICOH USA, INC	Operating Fund	Office Supplies	\$21.86	10/27/21	Copies for Summitville, Frankton
			Operating Fund	Office Supplies	\$76.92		
				<b>Total this claim =</b>	<b>\$98.78</b>		
33160	577	RYAN BURRIS	Operating Fund	Traveling Expense	\$92.40	10/27/21	Mileage 210 miles @\$ .44 = \$92.40
				<b>Total this claim =</b>	<b>\$92.40</b>		
33161	578	SAFE HIRING SOLUTIONS	Operating Fund	Professional Services	\$28.95	10/27/21	Background check - Tate
				<b>Total this claim =</b>	<b>\$28.95</b>		
33162	579	STACEY JONES	Operating Fund	Postage & UPS	\$12.99	10/27/21	Petty Cash-
			Operating Fund	Frankton Programing	\$27.04		
				<b>Total this claim =</b>	<b>\$40.03</b>		
33163	580	STAPLES	Operating Fund	Office Supplies	\$81.78	10/27/21	Office Supplies/cleaning supplies
			Operating Fund	Office Supplies	\$56.50		
			Operating Fund	Summitville Programing	\$24.00		
				<b>Total this claim =</b>	<b>\$162.28</b>		
33164	581	STAR FINANCIAL BANK	Operating Fund	Equipment/Rental	\$45.00	10/27/21	Safe Deposit Box Rent 10/31/21 to 10/31/22
				<b>Total this claim =</b>	<b>\$45.00</b>		
33165	586	STATE INDUSTRIAL PRODUCT	Operating Fund	Operating Supplies	\$908.84	10/27/21	Ice Remover & Fragrance Packs
				<b>Total this claim =</b>	<b>\$908.84</b>		
33166	589	TOWN OF FRANKTON	Operating Fund	Electricity	\$418.36	10/27/21	Service for Frankton
			Operating Fund	Water	\$26.70		
			Operating Fund	Waste Disposal Services	\$22.03		
				<b>Total this claim =</b>	<b>\$467.09</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33167	583	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	10/27/21	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
			Operating Fund	Waste Disposal Services	\$5.00		
			<b>Total this claim =</b>		<u>\$70.24</u>		
33168	584	VICTORIA WALSER	Operating Fund	Elwood Children's Programing	\$25.00	10/27/21	Petty Cash
			Operating Fund	Elwood Adult Programing	\$25.00		
			<b>Total this claim =</b>		<u>\$50.00</u>		
33169	585	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	10/27/21	Copier lease Elwood
			<b>Total this claim =</b>		<u>\$113.35</u>		
33170	600	AT&T	Operating Fund	Telephone & Telegraph	\$195.99	11/08/21	Service for Elwood
			<b>Total this claim =</b>		<u>\$195.99</u>		
33171	602	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$632.61	11/08/21	As per attached invoices.
			Operating Fund	Elwood Childrens	\$451.97		
			Operating Fund	Elwood YA	\$189.80		
			Operating Fund	Frankton	\$695.04		
			Operating Fund	Summitville	\$494.18		
			<b>Total this claim =</b>		<u>\$2,463.60</u>		
33172	603	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$152.26	11/08/21	Service for Elwood
			Operating Fund	Waste Disposal Services	\$216.20		
			<b>Total this claim =</b>		<u>\$368.46</u>		
33173	626	DOLLAR GENERAL-REGIONS 4	Operating Fund	Summitville Programing	\$18.50	11/08/21	As per attached invoices.
			Operating Fund	Cleaning & Sanitation Supplies	\$21.50		
			<b>Total this claim =</b>		<u>\$40.00</u>		
33174	606	ELWOOD CALL LEADER	Operating Fund	Advertising & Public Notices	\$29.70	11/08/21	Add for PT Clerk Hazelbaker
			<b>Total this claim =</b>		<u>\$29.70</u>		
33175	604	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$195.00	11/08/21	Fire Alarm Panel trouble shooting
			<b>Total this claim =</b>		<u>\$195.00</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>
33176	605	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,091.03	11/08/21	Internet
			Operating Fund	Telephone & Telegraph	\$286.89		
			Operating Fund	Telephone & Telegraph	\$275.77		
				<b>Total this claim =</b>	<u>\$1,653.69</u>		
33177	607	FRONTIER	Operating Fund	Telephone & Telegraph	\$215.95	11/08/21	Service for Frankton
				<b>Total this claim =</b>	<u>\$215.95</u>		
33178	608	GENERATIVE GROWTH II, LLC	Operating Fund	Summitville Programing	\$15.62	11/08/21	Programing supplies-Summitville
				<b>Total this claim =</b>	<u>\$15.62</u>		
33179	609	INDIANA LIBRARY FEDERATIO	Operating Fund	Professional Meetings	\$280.00	11/08/21	ILF Annual Conference-Sarah Fox
				<b>Total this claim =</b>	<u>\$280.00</u>		
33180	610	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$350.00	11/08/21	Help Wanted Ad-Summitville
				<b>Total this claim =</b>	<u>\$350.00</u>		
33181	620	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$24.02	11/08/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$24.02</u>		
33182	611	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$87.00	11/08/21	Trash removal -Frankton October-December
				<b>Total this claim =</b>	<u>\$87.00</u>		
33183	612	MIDWEST TAPE	Operating Fund	Frankton AV	\$122.46	11/08/21	As per attached invoices.
			Operating Fund	Elwood AV	\$545.06		
			Operating Fund	Summitville AV	\$282.42		
				<b>Total this claim =</b>	<u>\$949.94</u>		
33184	621	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$184.20	11/08/21	LED Retro Fit Lights
				<b>Total this claim =</b>	<u>\$184.20</u>		
33185	613	OFFICE DEPOT	Operating Fund	Office Supplies	\$119.96	11/08/21	Copy paper-Elwood
				<b>Total this claim =</b>	<u>\$119.96</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>
33186	615	PATRICIA MCDANIEL	Operating Fund	Elwood Adult	\$25.00	11/08/21	Historic National Road Yard Sale Cookbook
				<b>Total this claim =</b>	<u>\$25.00</u>		
33187	614	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$151.56	11/08/21	Postage meter lease
				<b>Total this claim =</b>	<u>\$151.56</u>		
33188	627	RICOH USA, INC	Operating Fund	Office Supplies	\$205.93	11/08/21	Copies for Elwood
				<b>Total this claim =</b>	<u>\$205.93</u>		
33189	616	RYAN BURRIS	Operating Fund	Traveling Expense	\$104.72	11/08/21	Mileage for October 238 miles @ \$.44 = \$104.72
				<b>Total this claim =</b>	<u>\$104.72</u>		
33190	628	STACEY JONES	Operating Fund	Postage & UPS	\$4.33	11/08/21	Petty Cash
			Operating Fund	Postage & UPS	\$4.33		
			Operating Fund	Postage & UPS	\$4.33		
			Operating Fund	Frankton Programing	\$34.58		
				<b>Total this claim =</b>	<u>\$47.57</u>		
33191	617	STAPLES	Operating Fund	Operating Supplies	\$189.35	11/08/21	Operating supplies
				<b>Total this claim =</b>	<u>\$189.35</u>		
33192	618	TOPS HOME CENTER	Operating Fund	Furniture & Equipment	\$119.95	11/08/21	As per attached invoices.
			Operating Fund	Bldg. Matl. And Supplies	\$22.97		
			Operating Fund	Elwood Children's Programing	\$11.98		
			Operating Fund	Elwood Adult Programing	\$11.98		
			Operating Fund	Operating Supplies	\$63.46		
				<b>Total this claim =</b>	<u>\$230.34</u>		
33193	619	VICTORIA WALSER	Operating Fund	Elwood Children's Programing	\$24.70	11/08/21	Petty Cash
				<b>Total this claim =</b>	<u>\$24.70</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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**Total Amount of Claims      \$162,958.64**

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.

Monday, November 8, 2021

*Mary E. Kiplinger*  
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 11 pages, and except for vouchers not allowed as shown

on the Register such vouchers are allowed in the total amount of \$162,958.64

Date this 8 day of November, 2021.

<i>Harry Snow</i>	<i>Lana Witor</i>	
<i>Beverly Austin</i>	<i>Kenny Balthus</i>	
<i>Denn Eddleman</i>	<i>Lisa Adkins</i>	

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

## 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, at 765-552-5001 or by email to [swallace@elwood.lib.in.us](mailto: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. 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

7. 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.

**Resolution to Establish a Capital Assets Threshold  
North Madison County Public Library System**

**WHEREAS**, the Indiana State Board of Accounts requires public libraries to set a minimum threshold for the value of property that is to be listed on the library's Capital Assets Ledger;

**THEREFORE BE IT RESOLVED**, that the threshold for the library's Capital Assets Ledger is hereby set at \$5,000 and that all library assets (real and personal property) including;

- land;
- buildings;
- equipment;
- valuable historical materials;
- art work;
- collection of library materials; and anything else;

originally purchased for or currently valued at \$5,000 or more will be listed on the library's Capital Assets Ledger.

**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 November, 2021 at which meeting a quorum was present.

NAY

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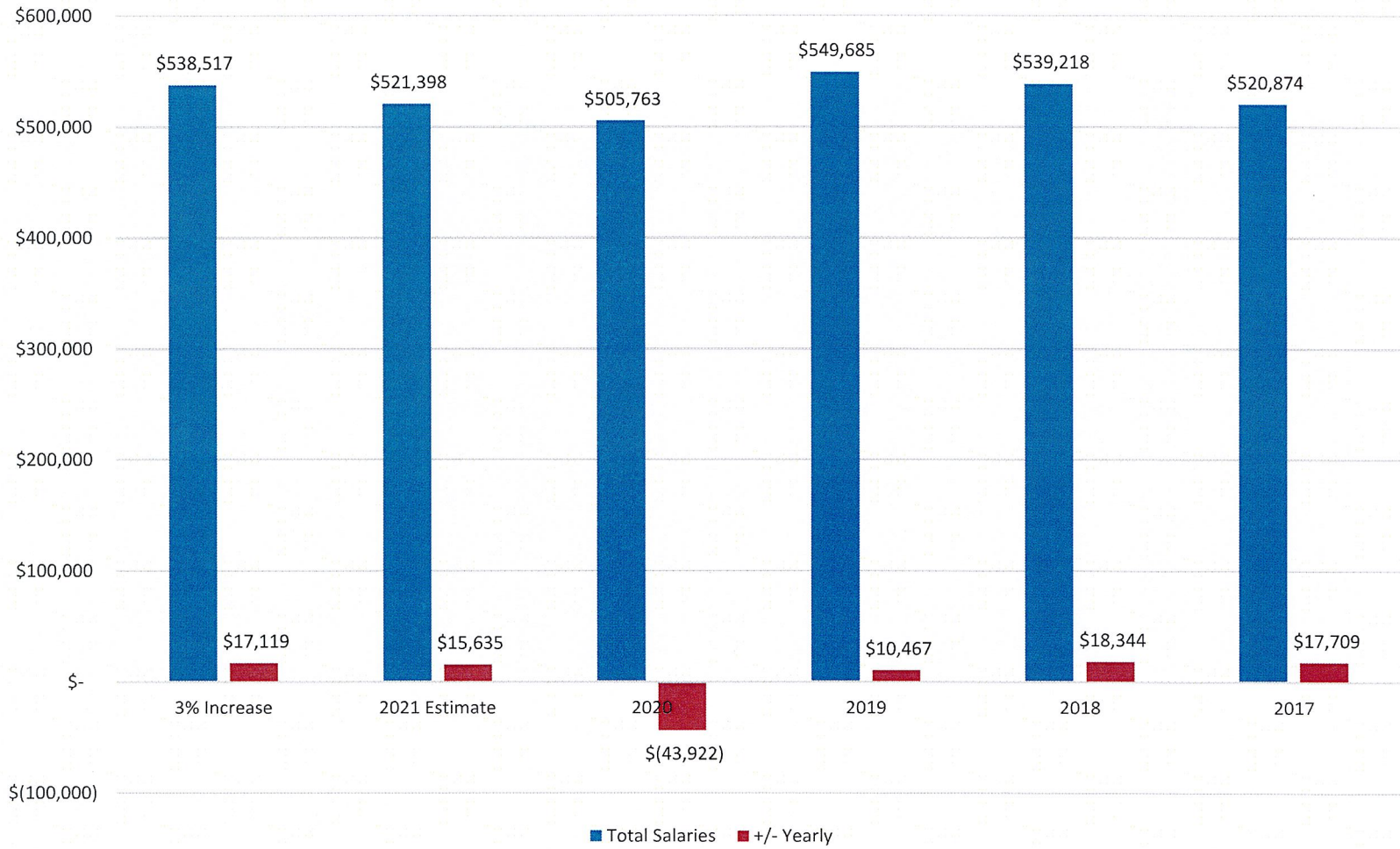
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AYE

*Sally Small*  
*Mary E Keplinger*  
*George Austin*  
*Glenn Eddleman*  
*Lara A Wiktor*  
*Kenny Hillon*  
*Lisa Abbott*

ATTEST:  
*Sally Small, Secretary*  
Secretary

### Yearly Salaries



## **2022 HOLIDAY CLOSINGS**

<b>January 1, 2022</b>	<b>New Year's Day (Saturday)</b>
<b>January 17, 2022</b>	<b>Martin Luther King, Jr. Day</b>
<b>February 21, 2022</b>	<b>President's Day</b>
<b>May 4, 2022</b>	<b>Staff Training Day</b>
<b>May 28, 2022</b>	<b>Memorial Day, Saturday</b>
<b>May 30, 2022</b>	<b>Memorial Day</b>
<b>July 4, 2022</b>	<b>Independence Day (Monday)</b>
<b>September 3, 2022</b>	<b>Labor Day Saturday</b>
<b>September 5, 2022</b>	<b>Labor Day</b>
<b>November 2, 2022</b>	<b>Staff Training Day</b>
<b>November 24, 2022</b>	<b>Thanksgiving Eve (Close at 1 pm)</b>
<b>November 25, 2022</b>	<b>Thanksgiving Day</b>
<b>December 24, 2022</b>	<b>Christmas Eve, Saturday</b>
<b>December 26, 2022</b>	<b>Christmas Day, Monday</b>
<b>December 31, 2022</b>	<b>New Year's Eve, Saturday</b>
<b>January 2, 2023</b>	<b>New's Year's Day, Monday</b>

**15 ½ DAYS TOTAL (NOT INCLUDING 2023 NEW YEAR'S DAY)  
Closed for In-Service Days held each year on the first Wednesday of  
May and November**

## NMCPLS Circulation Policy

The North Madison County Public Library System shall endeavor to provide the means through which all eligible persons may have free access to any library materials that it owns, within the constraints of current library policy.

~~Remove: Effective~~ ~~Add: On~~ October 21, 2014 the North Madison County Public Library System (NMCPLS) ~~Remove: adopts~~ ~~Add: adopted~~ the Evergreen Indiana (EI) circulation policies and procedures including the EI Circulation and Patron Matrix. At the present time, the NMCPLS library district consists of the following five Madison County townships: Boone, Van Buren, Pipe Creek, Duck Creek, and Lafayette. By joining Evergreen Indiana, patrons of NMCPLS are allowed access to over 100 other Evergreen Indiana Libraries' collections.

~~Add: Effective September 16, 2021, the North Madison County Library System will no longer charge overdue fines. Items checked out to patrons are automatically renewed on the due date as long as renewals remain available and the item is not on hold for another patron. When all renewals have been exhausted, the item needs to be returned to the library for other patrons to discover.~~

The following items further explain and define Evergreen Indiana and NMCPLS ~~Add: circulation~~ policies and procedures:

1. Residents and/or property owners applying for library borrowing privileges must complete and sign a library application card and must present one (1) accepted form of photo ID and one (1) accepted proof of residency document. If the applicant's address is not correct on the photo ID, two proof of residency documents with current address will be required. 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 unless the patron already has an Evergreen account. After 30 days, the patron will be required to provide documentation to obtain a resident card.
  - a. EI Accepted Forms of Photo ID
    - i. Valid Indiana Driver's License which displays a current address
    - ii. Valid Indiana State ID which displays a current address
    - iii. Current government issued photo ID (e.g., military ID, passport)
    - iv. Valid identification issued by another State (e.g., Driver's License)
    - v. Valid current university or college identification (e.g., Student identification)
  - b. EI Accepted Proof of Residency Documents
    - i. Valid voter registration card
    - ii. Computer generated bank statement issued in applicant's name within the last 30 days

- iii. Computer generated utility, credit card company, doctor or hospital bill, issued in applicant's name within the last 30 days and containing address of residence
  - iv. Medicaid or Medicare benefit statement issued in the applicant's name within the last 30 days
  - v. Change-of- address confirmation from the United States Postal Service showing prior and current address of residence (a P.O. Box is not acceptable as a residence address)
  - vi. Apartment lease signed within the last 30 days
  - vii. Property tax receipt issued in applicant's name
2. Patron's current Evergreen Indiana card is required to check out items.
3. Parental or legal guardian permission is required for patrons under the age of 18 to check out DVDs. All minors will be designated as "limited access" unless permission has been given.
4. Parents or legal guardians of children under the age of 18 are responsible for Remove: the fines/fees Add: on the child's account Remove: of the children. In addition to the required ID and proof of residency, the parent or legal guardian wishing to obtain a card for a dependent must present a birth certificate or proof of guardianship.
5. Reference materials, including materials from the Indiana Collection, will not be loaned to any patron. These items are to be used while in the library only.
6. Remove: The Library reserves the right to require a \$10.00 deposit before loaning items highly vulnerable to theft such as GED books. Provided the materials are returned on time and in good condition, the deposit will be fully refunded. However, any accumulated fines and/or fees will be deducted from the deposit before refunding.
7. During Evergreen Indiana updates or if the Evergreen Indiana server is down patrons will be limited to checking out a maximum of 5 items.
8. Remove: To ensure that each patron is allowed access to our materials, patrons are allowed to renew items according to Evergreen Indiana policy. When the item is due and all renewals have been exhausted, the item is to be checked in and returned to the shelf for other patrons to discover.
9. Recognizing the Evergreen Indiana policy to charge a processing fee for lost items, the Library charges a \$3 processing fee Remove: in addition to up to \$10 overdue fees and the cost of the lost item. Add: If item is returned in good condition and is added back to the collection for circulation, the processing and lost fees will be removed from the patron's account.



10. If an item is returned damaged beyond repair, the patron is responsible for the cost of the item and a \$3 processing fee. Patron will be informed via mailed letter of the assessed charges. The damaged item will be kept for 30 days to allow patron to view the item and then discarded. If the damaged item can still be circulated after repairing or replacing parts, the patron will only be charged the processing fee. For example, the DVD case is damaged and needs replaced, but the DVD stills functions properly.

## OVERDUE NOTIFICATION PROCEDURE

When materials become overdue, the Library cannot tell if patrons have simply forgotten to return them in a timely manner, or if they intend to never bring them back. And because taxpayers' money is involved, the Library feels a legal and moral obligation to make every effort to recover those materials. Items that are missing are denied to other patrons and if they cannot be recovered in a timely fashion, the Library often must spend additional funds to purchase duplicate materials.

The recovery of overdue materials is a labor-intensive and time-consuming process. While the Library will make every effort to work with patrons to lessen or dismiss accumulated **Remove: fines/**fees if extenuating circumstances are involved. The Library cannot allow patrons to retain possession of materials for indefinite periods and then expect to have all penalties forgiven. Patrons should understand that the burden of responsibility for returning past due items falls upon themselves.

The following rules are established to expedite the process of recovering overdue materials:

1. When an item is checked out, the patron is given a date due slip. This constitutes the FIRST NOTICE.
2. Borrowing privileges are revoked immediately after **Remove: fine** **Add: fees** on lost or damaged material(s) becomes greater than \$9.99.
3. The Library will mail reminders to the borrower. Overdue notices are generated to send via USPS mail at the following intervals: 14 **add: and 28** **and Remove: 45** days. These notices will list each overdue item separately and the amount owed on the date of the notice. The 14 **Remove: and 28** day notices **are is** sent via first class mail. The Add **28** **Remove: 45** day notice alerts the patron that the item(s) is now considered lost. This notice is sent via certified mail to the patron's last known address along with a copy of IC 35-43-4-3.5 – Failure to return or pay for articles borrowed from library, gallery, museum, collection, or exhibition.
4. The Library will also mail a collections notice seven days after the patron's fines have reached \$25. This notice informs the patron that fines on this account have not been paid and may be turned over to a collection agency.

Adopted: October 13, 2014 to become effective October 17<sup>th</sup>, 2014

Updated: November 10, 2014, March 23, 2014, September 21, 2015, May 16, 2016, August 10, 2020, November 8, 2021

## North Madison County Hotspot Lending Policy

The North Madison County Public Library System circulates hotspots for patrons needing Internet access for a limited period of time. The intention of the hotspot lending program is to provide access for patrons who are experiencing outages, needing to complete a project assignment, or going to a location where the Internet is not freely available. The hotspot lending program is not intended to provide a subsidy for continual Internet access for any one household.

To insure the availability of hotspots, the following parameters have been adopted.

Library hotspots are loaned to patrons within the following parameters:

- You must be a cardholding member of the North Madison County Public Library System.
- Add: We must have a valid method of contacting you (text or voicemail) while the Hotspot is checked out to you.
- Hotspots may be checked out by any patron with an account clear of fines and fees.
- Hotspots may be checked out for seven days.
- Hotspots may be placed on hold.
- Hotspots may be renewed one time, provided there are no holds.
- Overdue hotspots will be deactivated by library staff.
- Add: If the hotspot is not returned, on the seventh day it is overdue, the patron will be charged replacement cost.
- Borrowing privileges will be suspended for six months for patrons who have three overdue hotspot charges on their account. Patrons will be contacted by library staff once they have two overdue hotspots. If hotspot borrowing privileges are lost, the patron will be notified in writing.
- A fine will be charged for hotspots returned in the book drop.
- Hotspots must be returned with the hotspot, charger, instruction card, and case. Items returned with missing parts will incur charges, according to the schedule below.
- Holds may not be placed when a hotspot is currently checked out to any individual in the same household.

### Fine/Fee Schedule for Lost, Damaged or Never Returned Items

Overdue Hotspot	\$2.00/day
Damaged or Never Returned Hotspot	\$80.00
Hotspot Charger	\$20.00
Hotspot Battery	\$20.00
Hotspot Case	\$5.00
Instruction Card	\$2.00

Hotspot Returned in Book Drop	\$10.00
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## **Programming**

**2021**

### **Re-evaluate January 2022**

I want to thank everyone who has assisted in programming over this past year and a half. At each turn you learned new ways to provide programs and services to your patrons. I encourage you to continue to evaluate your programs, brainstorm with each other on different possibilities and use this time to try something different. This document is meant to give you guidance when planning programs for your community. The numbers below represent the highest number of people to be involved in the program in each area of the library and at each branch. Remember your comfort level should be considered in addition to the following limits.

#### **Indoor Programming**

##### **Meeting Rooms**

Elwood – 15

Frankton – 4

Summitville – 4

##### **In the Library**

Elwood - 20

Frankton – 10

Summitville – 6

#### **YMCA, Businesses, Churches and other buildings with larger spaces**

When planning a program with the potential for a large audience, consider partnering with other community members to use their spaces.

#### **Outdoor Programming**

Weather, number of available staff members, supplies, and your comfort level will dictate the number of people for this type of programming.

\* \* \* Communication Result Report ( Nov. 4. 2021 3:28PM ) \* \* \*

1)  
2)

Date/Time: Nov. 4. 2021 3:26PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3827 Memory TX	Frankton FAX	P. 1	OK	

## Reason for error

M. 1) Hang up or line fail

M. 3) No answer

M. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

## Agenda

November 8, 2021

North Madison County Public Library System  
Board of TrusteesElwood Public LibraryRegular Meeting  
4:30 P.M.

Call to Order  
 Call for Quorum  
 Consent Agenda  
     Minutes  
     Claims Register & Checks  
     Personnel  
 Old Business  
     1. Capital Asset and Depreciation Policy  
 New Business  
     1. Employee Raises/Director and Administrative Assistant  
     2. 2022 Holiday Calendar  
     3. Nominating Committee Report  
     4. Summitville  
         a. Roof  
         b. The Ralph E. Hazelbaker Library Site Design  
     5. Circulation Policy  
     6. Hotspot Lending Policy  
     7. Meeting Room Use  
 Director's Report  
 Public Comment  
 Adjournment

Date/Time: Nov. 4. 2021 3:26PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3826 Memory TX	call leader	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax

Agenda

November 8, 2021

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. Capital Asset and Depreciation Policy
- New Business
  - 1. Employee Raises/Director and Administrative Assistant
  - 2. 2022 Holiday Calendar
  - 3. Nominating Committee Report
  - 4. Summitville
    - a. Roof
    - b. The Ralph E. Hazelbaker Library Site Design
  - 5. Circulation Policy
  - 6. Hotspot Lending Policy
  - 7. Meeting Room Use
- Director's Report
- Public Comment
- Adjournment

Please Publish

Date/Time: Nov. 4. 2021 3:25PM

File No.	Mode	Destination	Pg (s)	Result	Page Not Sent
3825	Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size
- E. 6) Destination does not support IP-Fax

Agenda

November 8, 2021

North Madison County Public Library System  
Board of Trustees

Etwood Public Library

Regular Meeting  
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
  - Minutes
  - Claims Register & Checks
  - Personnel
- Old Business
  - 1. Capital Asset and Depreciation Policy
- New Business
  - 1. Employee Raises/Director and Administrative Assistant
  - 2. 2022 Holiday Calendar
  - 3. Nominating Committee Report
  - 4. Summitville
    - a. Roof
    - b. The Ralph E. Hazebaker Library Site Design
  - 5. Circulation Policy
  - 6. Hotspot Lending Policy
  - 7. Meeting Room Use
- Director's Report
- Public Comment
- Adjournment

*Please Publish*



\* \* \* Communication Result Report ( Nov. 4. 2021 3:28PM ) \* \* \*

1  
2

Date/Time: Nov. 4. 2021 3:27PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3828	Memory TX	Summitville FAX	P. 1	OK	

## Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

## Agenda

November 8, 2021

North Madison County Public Library System  
Board of TrusteesElwood Public LibraryRegular Meeting  
4:30 P.M.

Call to Order  
 Call for Quorum  
 Consent Agenda  
   Minutes  
   Claims Register & Checks  
   Personnel  
 Old Business  
   1. Capital Asset and Depreciation Policy  
 New Business  
   1. Employee Raises/Director and Administrative Assistant  
   2. 2022 Holiday Calendar  
   3. Nominating Committee Report  
   4. Summitville  
     a. Roof  
     b. The Ralph E. Hazelbaker Library Site Design  
   5. Circulation Policy  
   6. Hotspot Lending Policy  
   7. Meeting Room Use  
 Director's Report  
 Public Comment  
 Adjournment

# Agenda

December 13, 2021

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. Summitville

a. Roof

b. Library Site Design

New Business

1. Appraisal Quotes for Elwood Paintings

2. Petty Cash Custodian – Summitville

3. Transfer of Appropriations Resolution

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
December 13, 2021  
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 December 13, 2021 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Kathy Small, Beverly Austin, Lisa Hobbs, Larry Watson and Kenny Giselbach. Also in attendance were Jamie Scott, Director and Sheri Wallace, Administrative Assistant.

CONSENT AGENDA

Beverly Austin moved to accept the consent agenda. Kathy Small seconded and the motion carried. The members signed the minutes and claims register. Treasurer Mary Kiplinger signed checks.

OLD BUSINESS

Summitville

- a. Roof: Director Scott will be meeting with Flow Rite tomorrow about guttering for Summitville
- b. Library Site Design: Director Scott will be meeting with John Lavine to go over designs for Summitville. Any member who would like to attend this meeting is welcome.

Frankton

A-1 leveling has not started yet. They are trying to get these repairs done by Christmas. After their part is complete, Andy Harper will install tiling for the downspouts. Complete Masonry is also waiting to complete their part. Beverly Austin asked about starting the Frankton Book Club. Director Scott will have Stacey Jones contact the members.

NEW BUSINESS

Appraisal Quotes for Elwood Paintings

Director Scott would like to get an appraisal for paintings since our protocol is changing for Capital Assets. Beverly Austin requested we contact our insurance carrier to see how the art is insured.

Petty Cash Custodian-Summitville

Sarah Fox is the new manager of the Hazelbaker Library. The current custodian is retiring and Sarah Fox will be the new custodian. Lisa Hobbs moved that Sarah Fox be the custodian of petty cash at the Hazelbaker Library. Kenny Giselbach made a second and the motion carried.

Transfer of Appropriations Resolution

Secretary Kathy Small read the Resolution to Transfer Funds Within the Library Operating Fund Major Category. Kathy Small moved the Resolution be adopted. Beverly Austin seconded and the motion carried.

Director's Report

Director Scott had the drawing of Elwood Arches by Anna May McQuitty professionally framed. Pictures were reviewed of the repairs on the arch at the Elwood Library. The Library Bylaws were reviewed. Larry Watson moved the existing bylaws remain unchanged. Beverly Austin made a second and the motion carried. We are going to place an ad in the 2022 Community Guide to Madison County. Our library as a component unit and what it means was discussed. There were no questions. Board members whose terms expire this year were reviewed. Overdrive, our digital resource, consortiums are merging which will be very good for our library. We will have more buying power and many more things available for our patrons. The State Library will pay the platform fee which means we will have our full \$3000.00 to spend on content.

Public Comment

There was no public comment.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

Kathy Small, Secretary  
Kathy Small, Secretary

Mary E. Kysle

Laura & Watson

Beverly J. Austin

Kenny Gibson

Glenn Eddleman

Lisa Hobbs

# Register Of Claims

## North Madison County Public Library System

Report Date: From 11/09/21 To 12/13/21

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	644	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,693.91	11/24/21	November withholdings
			County Tax Withheld	Payroll Deductions	\$702.29		
				<b>Total this claim =</b>	<b>\$2,396.20</b>		
0	622	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$493.25	11/10/21	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,841.54		
				<b>Total this claim =</b>	<b>\$2,334.79</b>		
0	650	STAR FINANCIAL BANK	Operating Fund	Professional Services	\$10.50	11/24/21	October 2021 ACH Fees
				<b>Total this claim =</b>	<b>\$10.50</b>		
0	649	CENTERPOINT ENERGY	Operating Fund	Gas	\$77.94	11/24/21	Service for Summitville
				<b>Total this claim =</b>	<b>\$77.94</b>		
0	648	PAYROLL	Operating Fund	Salary of Director	\$2,596.80	11/24/21	PAYROLL
			Operating Fund	Salary of Assistants	\$18,120.76		
			Operating Fund	Wages of Janitor	\$1,040.00		
				<b>Total this claim =</b>	<b>\$21,757.56</b>		
0	665	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$529.25	12/08/21	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,975.94		
				<b>Total this claim =</b>	<b>\$2,505.19</b>		
0	666	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,165.86	12/08/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,350.87		
			Medicare	Empl.Share FICA&Medicare	\$315.93		
			Operating Fund	Empl.Share FICA&Medicare	\$1,350.87		
			Operating Fund	Empl.Share FICA&Medicare	\$315.93		
				<b>Total this claim =</b>	<b>\$5,499.46</b>		
0	668	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	12/08/21	Payroll ending 12/4/21
				<b>Total this claim =</b>	<b>\$266.00</b>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	669	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	12/08/21	IN Def Comp Empl Contr-Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	670	PAYROLL	Operating Fund	Salary of Director	\$2,596.80	12/08/21	PAYROLL
			Operating Fund	Salary of Assistants	\$18,203.27		
			Operating Fund	Wages of Janitor	\$1,040.00		
				<b>Total this claim =</b>	<u>\$21,840.07</u>		
0	647	GREAT-WEST RETIREMENT S	Annuity	Payroll Deductions	\$266.00	11/24/21	Payroll ending 11/20/21
				<b>Total this claim =</b>	<u>\$266.00</u>		
0	645	AFLAC	AFLAC	Payroll Deductions	\$331.32	11/24/21	November withholdings
				<b>Total this claim =</b>	<u>\$331.32</u>		
0	643	UNITED HEALTHCARE	Insurance	Payroll Deductions	\$885.06	11/24/21	Employee health insurance Dec 2021
			Operating Fund	Emp Cont Group Ins	\$8,771.51		
				<b>Total this claim =</b>	<u>\$9,656.57</u>		
0	676	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$465.15	12/13/21	Service for Summitville
			Operating Fund	Electricity	\$17.99		
			Operating Fund	Electricity	\$1,669.21		
				<b>Total this claim =</b>	<u>\$2,152.35</u>		
0	642	CARDMEMBER SERVICE	Operating Fund	Elwood Adult Programing	\$25.00	11/24/21	Mower Maintenance & Gift Cards for surveys
			Operating Fund	Frankton Programing	\$25.00		
			Operating Fund	Summitville Programing	\$25.00		
			Operating Fund	Repair Parts/Maintenance	\$47.95		
				<b>Total this claim =</b>	<u>\$122.95</u>		
0	692	SYNCB/AMAZON	Operating Fund	Operating Supplies	\$119.19	12/13/21	As per attached invoices.
			Operating Fund	Elwood AV	\$325.45		
			Operating Fund	Frankton AV	\$211.26		
			Operating Fund	Summitville AV	\$264.31		
			Operating Fund	Technology Equipment	\$40.94		
			Operating Fund	Elwood Adult	\$37.71		
			Operating Fund	Furniture & Equipment	\$263.88		
				<b>Total this claim =</b>	<u>\$1,262.74</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	639	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,168.72	11/24/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,345.76		
			Medicare	Empl.Share FICA&Medicare	\$314.73		
			Operating Fund	Empl.Share FICA&Medicare	\$1,345.76		
			Operating Fund	Empl.Share FICA&Medicare	\$314.73		
				<b>Total this claim =</b>	<u>\$5,489.70</u>		
0	638	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$493.25	11/24/21	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,841.54		
				<b>Total this claim =</b>	<u>\$2,334.79</u>		
0	623	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,095.91	11/10/21	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,312.21		
			Medicare	Empl.Share FICA&Medicare	\$306.87		
			Operating Fund	Empl.Share FICA&Medicare	\$1,312.21		
			Operating Fund	Empl.Share FICA&Medicare	\$306.87		
				<b>Total this claim =</b>	<u>\$5,334.07</u>		
0	629	PAYROLL	Operating Fund	Salary of Director	\$2,596.80	11/10/21	PAYROLL
			Operating Fund	Salary of Assistants	\$17,579.95		
			Operating Fund	Wages of Janitor	\$1,040.00		
				<b>Total this claim =</b>	<u>\$21,216.75</u>		
0	646	GREAT-WEST RETIREMENT S	Operating Fund	Emp Cont IN Def Comp Matching	\$186.64	11/24/21	IN Def Comp Empl matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$186.64</u>		
0	636	SYNCB/AMAZON	Operating Fund	Elwood AV	\$1,028.93	11/24/21	As per attached invoices.
			Operating Fund	Frankton AV	\$542.76		
			Operating Fund	Summitville AV	\$542.76		
			Operating Fund	Technology Equipment	\$72.97		
			Operating Fund	Elwood Children's Programing	\$13.20		
			Operating Fund	Office Supplies	\$16.99		
			Operating Fund	Furniture & Equipment	\$20.99		
			Operating Fund	Summitville	\$65.65		
			Operating Fund	Elwood Adult	\$134.24		
				<b>Total this claim =</b>	<u>\$2,438.49</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	634	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,783.72	11/24/21	Service for Summitville, Elwood
			Operating Fund	Electricity	\$506.18		
				<b>Total this claim =</b>	<b>\$2,289.90</b>		
0	641	CENTERPOINT ENERGY	Operating Fund	Gas	\$431.53	11/24/21	Service for Elwood, Frankton
			Operating Fund	Gas	\$90.98		
				<b>Total this claim =</b>	<b>\$522.51</b>		
33194	630	AT&T	Operating Fund	Telephone & Telegraph	\$80.45	11/24/21	Service for Summitville
				<b>Total this claim =</b>	<b>\$80.45</b>		
33195	631	BOYCE FORMS/SYSTEMS	Operating Fund	Official Records	\$52.41	11/24/21	W2 forms and 1099 forms
				<b>Total this claim =</b>	<b>\$52.41</b>		
33196	640	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$330.00	11/24/21	September-October Lawn Care
				<b>Total this claim =</b>	<b>\$330.00</b>		
33197	632	HENSLEY'S TREE SERVICE	Operating Fund	Professional Services	\$1,050.00	11/24/21	Trim and shape 6 Archway trees @ Elwood. Remove 2 small trees with root @ Summitville
				<b>Total this claim =</b>	<b>\$1,050.00</b>		
33198	633	INDIANA NEWSPAPERS, INC.	Operating Fund	Elwood Period. & News.	\$874.28	11/24/21	Indianapolis Star for Elwood 1/1/22-12/31/22
				<b>Total this claim =</b>	<b>\$874.28</b>		
33199	635	STAPLES	Operating Fund	Office Supplies	\$149.80	11/24/21	Office supplies
			Operating Fund	Office Supplies	\$84.11		
				<b>Total this claim =</b>	<b>\$233.91</b>		
33200	637	WELLS FARGO VENDOR FINA	Operating Fund	Equipment/Rental	\$113.35	11/24/21	Copier lease Elwood
				<b>Total this claim =</b>	<b>\$113.35</b>		
33201	651	ALLEN TERHUNE & ASSOCIAT	Operating Fund	Advertising & Public Notices	\$66.00	12/08/21	Classified Help Wanted ad for Summitville
				<b>Total this claim =</b>	<b>\$66.00</b>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33202	652	AT&T	Operating Fund	Telephone & Telegraph	\$197.62	12/08/21	Service for Elwood
				<b>Total this claim =</b>	<u>\$197.62</u>		
33203	653	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$152.26	12/08/21	Service for Elwood
			Operating Fund	Waste Disposal Services	\$205.24		
				<b>Total this claim =</b>	<u>\$357.50</u>		
33204	654	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$1,377.92	12/08/21	Internet
				<b>Total this claim =</b>	<u>\$1,377.92</u>		
33205	655	EVANSVILLE VANDERBURG P	Operating Fund	Elwood Adult	\$31.00	12/08/21	The Secret History of Lucifer: the ancient path to knowledge and the real Da Vinci Code
				<b>Total this claim =</b>	<u>\$31.00</u>		
33206	656	FRONTIER	Operating Fund	Telephone & Telegraph	\$215.43	12/08/21	Service for Frankton
				<b>Total this claim =</b>	<u>\$215.43</u>		
33207	667	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$22.98	12/08/21	Service for Summitville
				<b>Total this claim =</b>	<u>\$22.98</u>		
33208	657	JILL MURRAY	Operating Fund	Summitville Programing	\$29.29	12/08/21	Petty Cash
			Operating Fund	Advertising & Public Notices	\$12.00		
			Operating Fund	Postage & UPS	\$8.66		
				<b>Total this claim =</b>	<u>\$49.95</u>		
33209	658	MADISON COUNTY COUNCIL	Operating Fund	Professional Services	\$200.00	12/08/21	Proposal for Design Services for Hazelbaker Library
				<b>Total this claim =</b>	<u>\$200.00</u>		
33210	659	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	\$101.20	12/08/21	Mileage 230 miles @ \$.44 = \$101.20
				<b>Total this claim =</b>	<u>\$101.20</u>		
33211	660	PSI PLASTIC GRAPHICS	Operating Fund	Book Processing	\$72.00	12/08/21	Barcode labels Elwood last 30419101533002, Frankton last 30419200623009, Hazelbaker last 30419300563006
				<b>Total this claim =</b>	<u>\$72.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33212	661	ROSE PEST SOLUTIONS	Operating Fund	Professional Services	\$95.00	12/08/21	Pest control for Elwood, Frankton, Summitville
			Operating Fund	Professional Services	\$95.00		
			Operating Fund	Professional Services	\$95.00		
			<b>Total this claim =</b>		<u>\$285.00</u>		
33213	662	SARAH FOX	Operating Fund	Traveling Expense	\$55.00	12/08/21	Mileage for ILF conference
			<b>Total this claim =</b>		<u>\$55.00</u>		
33214	663	TOWN OF FRANKTON	Operating Fund	Electricity	\$269.13	12/08/21	Service for Frankton
			Operating Fund	Water	\$26.70		
			Operating Fund	Waste Disposal Services	\$25.40		
			<b>Total this claim =</b>		<u>\$321.23</u>		
33215	664	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	12/08/21	Service for Summitville
			Operating Fund	Waste Disposal Services	\$11.50		
			Operating Fund	Waste Disposal Services	\$5.00		
			<b>Total this claim =</b>		<u>\$70.24</u>		
33216	688	AT&T	Operating Fund	Telephone & Telegraph	\$84.36	12/13/21	Service for Summitville
			<b>Total this claim =</b>		<u>\$84.36</u>		
33217	671	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$863.97	12/13/21	As per attached invoices.
			Operating Fund	Elwood Childrens	\$514.72		
			Operating Fund	Elwood YA	\$313.42		
			Operating Fund	Frankton	\$729.54		
			Operating Fund	Summitville	\$994.44		
			<b>Total this claim =</b>		<u>\$3,416.09</u>		
33218	672	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$93.00	12/13/21	Quarterly pest control Frankton, Elwood, Summitville
			Operating Fund	Professional Services	\$93.00		
			Operating Fund	Professional Services	\$93.00		
			<b>Total this claim =</b>		<u>\$279.00</u>		
33219	689	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Adult Programing	\$11.95	12/13/21	Cleaning supplies, programing supplies
			Operating Fund	Cleaning & Sanitation Supplies	\$52.70		
			<b>Total this claim =</b>		<u>\$64.65</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>
33220	673	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$709.85	12/13/21	Inspection @ Frankton, 24 hour monitoring @ Frankton
				<b>Total this claim =</b>	<u>\$709.85</u>		
33221	674	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$275.77	12/13/21	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$1,377.92		
				<b>Total this claim =</b>	<u>\$1,653.69</u>		
33222	675	GENERATIVE GROWTH II, LLC	Operating Fund	Summitville Programing	\$7.08	12/13/21	Programing supplies
				<b>Total this claim =</b>	<u>\$7.08</u>		
33223	690	MARY KIPLINGER	Operating Fund	Salary of Board Treasurer	\$300.00	12/13/21	Treasurer Salary
				<b>Total this claim =</b>	<u>\$300.00</u>		
33224	677	MIDWEST TAPE	Operating Fund	Frankton AV	\$275.65	12/13/21	As per attached invoices.
			Operating Fund	Elwood AV	\$481.05		
			Operating Fund	Summitville AV	\$235.66		
			Operating Fund	Book Processing	\$281.98		
				<b>Total this claim =</b>	<u>\$1,274.34</u>		
33225	678	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$230.25	12/13/21	LED Retro fit lights
				<b>Total this claim =</b>	<u>\$230.25</u>		
33226	679	PURCHASE POWER	Operating Fund	Postage & UPS	\$820.99	12/13/21	Postage
				<b>Total this claim =</b>	<u>\$820.99</u>		
33227	680	REDBEARD CUSTOM PICTURE	Operating Fund	Professional Services	\$80.00	12/13/21	Custom framing of 2 paintings
				<b>Total this claim =</b>	<u>\$80.00</u>		
33228	681	RICOH USA, INC	Operating Fund	Office Supplies	\$131.62	12/13/21	Copies for Elwood, Frankton, Summitvill
			Operating Fund	Office Supplies	\$105.87		
			Operating Fund	Office Supplies	\$15.78		
				<b>Total this claim =</b>	<u>\$253.27</u>		
33229	682	ROEING	Operating Fund	Professional Services	\$337.50	12/13/21	Tech Support
				<b>Total this claim =</b>	<u>\$337.50</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
33230	683	RYAN BURRIS	Operating Fund	Traveling Expense	\$107.80	12/13/21	Mileage reimbursement 245 @ \$.44 = \$107.80
				<b>Total this claim =</b>	<u>\$107.80</u>		
33231	693	SARAH FOX	Operating Fund	Summitville Programing	\$38.88	12/13/21	Petty Cash
				<b>Total this claim =</b>	<u>\$38.88</u>		
33232	691	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$184.23	12/13/21	Cleaning supplies
				<b>Total this claim =</b>	<u>\$184.23</u>		
33233	684	TOPS HOME CENTER	Operating Fund	Bldg. Matl. And Supplies	\$107.97	12/13/21	As per attached invoices.
			Operating Fund	Operating Supplies	\$10.98		
				<b>Total this claim =</b>	<u>\$118.95</u>		
33234	685	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$467.40	12/13/21	As per attached invoices.
				<b>Total this claim =</b>	<u>\$467.40</u>		
33235	686	VICTORIA WALSER	Operating Fund	Elwood Children's Programing	\$7.50	12/13/21	Petty Cash
			Operating Fund	Elwood Adult Programing	\$7.50		
				<b>Total this claim =</b>	<u>\$15.00</u>		
33236	687	WORLD TRADE PRESS	Operating Fund	Databases	\$724.79	12/13/21	A to Z the World \$310.59, A to Z the USA \$214.20, A to Z Maps Online \$200.00-Renewal 1/1/22-12/31/22
				<b>Total this claim =</b>	<u>\$724.79</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
				<b>Total Amount of Claims</b>	<b>\$127,804.72</b>		

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

Monday, December 13, 2021

Mary E. Kiplinger  
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 13 day of December, 2021.

Kristen Inell  
Georgy Austin  
Dawn Eddleman

Laura Watson  
Kenny Harrison  
Jim Atchley

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

John Lavine

Wed 12/8/2021 2:49 PM

To: Jamie Scott

Jamie,

We are finishing up our concepts this week and we will be ready to present them to you next week. We have conducted an inventory and analysis, measured everything, and are in the process of making preliminary concept drawings and putting together a presentation board. Juli our graduate assistant landscape designer has finals next week and I would like her to join in the presentation. Do you have any availability next Thursday the 16th or Friday the 17th for us to present? If those days don't work we could present one evening earlier in the week.

Jamie

**Scott Keller** <[Keller@indy.net](mailto:Keller@indy.net)>

Fri 11/12/2021 3:34 PM

To: Jamie Scott

Cc: Dave Ripley' <[dave@ripleyauctions.com](mailto:dave@ripleyauctions.com)>

Friday, November 12, 2021, 3:34pm

Dear Jamie:

We need to set an appointment for us to come to Elwood, if you approve the proposal.

**PROPOSAL:** Because so many works are by Marvin Crim, I think 8.2 hours@ \$240.00 hourly equals \$1,968.00. *NO CHARGE FOR THE ROUND-TRIP!* Assuming I can borrow the 2007 Report (which I do not have), then library discount to: One-Thousand, Four-Hundred Seventy-Six Dollars (\$1,476.00). This includes consulting on some books. This includes all of the painting on the list.

I await your thoughts.

Sincerely,

Scott

J. Scott Keller, Senior Appraiser

David Ripley, Appraiser

317-637-1829 Office

317-443-6399 Cell

**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		
Salary of Assistants	\$1,000.00	
Transfer to Personal Services		
Salary of Director		\$1000.00
Transfer from Other Services and Charges		
E Book Services	\$10,000.00	
Telephone & Telegraph	\$10,000.00	
Transfer to Other Services and Charges		
Advertising & Public Notices		\$1000.00
Databases		\$3000.00
Professional Services		\$16,000.00
 Total Transfers from line items	 <b>\$21,000.00</b>	
	<u>=====</u>	
Total Transfers to line items		<b>\$21,000.00</b>
		<u>=====</u>

ADOPTED THIS 13th DAY OF DECEMBER 2021.

NAY

AYE

_____	<i>Kathy Small</i>
_____	<i>Beverly Austin</i>
_____	<i>Glenn Eddleman</i>
_____	<i>Sam Watson</i>
_____	<i>Kevin Holt</i>
_____	<i>Dora Atchals</i>
_____	

ATTEST:

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



## MEMORANDUM

**TO:** Indiana Public Libraries  
**FROM:** Indiana State Library  
**RE:** SBOA's audit position on Libraries as Component Units  
**DATE:** October 7, 2021

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This memo is a result of questions the State Library has submitted to State Board of Accounts and their feedback. Please contact Susan Gordon or Todd Caldwell at [libraries@sboa.in.gov](mailto:libraries@sboa.in.gov) with questions about component units.

### **1. What does it mean to be a Component Unit?**

Being a component unit in the public library context means the library's finances are reported in and audited as part of city, town, or county financial statements when the city, town, or county uses Generally Accepted Accounting Principles (GAAP) for financial record keeping and reporting. The Government Accounting Standards Board (GASB) creates the GAAP accounting reporting standards for state and local governments in the United States. Being considered a component unit of a city, town or county does not give the city, town or county additional authority over the library's finances or budgets aside from what is set out in state law.

### **2. What are the applicable GASB standards that help determine if a library is a component unit?**

GASB Statement No. 14 ¶20 defines component units. "Component units are a legally separate organization for which the elected official of the primary government officials are financially accountable. In addition, component units can be other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete."

GASB No. 14 ¶21 amended by GASB 61 ¶6 describes what financial accountability means.

a. "The primary government is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government, **or**

b. The primary government is financially accountable if an organization is fiscally dependent on and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government regardless of whether the organization has (1) a separately elected governing board, (2) a governing board appointed by a higher level of government, or (3) a jointly appointed board.”

GASB No. 14 ¶16 amended by GASB 61 ¶6 describes what fiscally independent means.

“A special-purpose government is fiscally independent if it has the ability to complete certain essential fiscal events without substantive approval by a primary government. A special-purpose government is fiscally independent if it has the authority to do all three of the following:

- a. Determine its budget without another government’s having the authority to approve and modify that budget.
- b. Levy taxes or set rates or charges without approval by another government.
- c. Issue bonded debt without approval by another government.

A special-purpose government that is not fiscally independent is fiscally dependent on the primary government that holds one or more of those powers. . . .”

GASB Statement No. 14 ¶25 states in part: “. . . If a primary government appoints a voting majority of an organization’s officials and has the ability to impose its will on the organization, the primary government is financially accountable for that organization.”

GASB Statement No. 14 ¶26 states in part, “A primary government has the ability to impose its will on an organization if it can significantly influence the programs, projects, activities, or level of services performed or provided by the organization. The existence of any one of the following conditions clearly indicates that a primary government has the ability to impose its will on an organization:

- a. The ability to remove appointed members of the organization’s governing board at will.
- b. The ability to modify or approve the budget of the organization.
- c. The ability to modify or approve rate or fee changes affecting revenues, such as water usage rate increases.
- d. The ability to veto, overrule, or modify the decisions (other than those in b and c) of the organization’s governing body.
- e. The ability to appoint, hire, reassign, or dismiss those persons responsible for the day-to-day operations (management) of the organization.”

GASB Statement No. 14 ¶27 states in part, “An organization has a financial benefit or burden relationship with the primary government if any one of these conditions exists:

- a. The primary government is legally entitled to or can otherwise access the organization’s resources.

- b. The primary government is legally obligated or has otherwise assumed the obligation to finance the deficits of, or provide financial support to, the organization.
- c. The primary government is obligated in some manner for the debt of the organization.”

**3. Applying the applicable GASB standards, when would a library be a component unit of a county?**

A library would be considered a component unit of a county if the county is required to or chooses to use GAAP accounting methods and one of the scenarios below apply:

**Scenario 1**

- a. The county commissioners make 2 appointments to the library board; and
- b. The county council makes 2 appointments to the library board; and
- c. The county is the library’s fiscal body in the event of bonds, leases, the library’s proposed budget/tax levy is above the growth quotient, or library reserves are above a certain threshold, as set forth in state law.

**Scenario 2**

- a. The county is the library’s fiscal body in the event of bonds, leases, the library’s proposed budget/tax levy is above the growth quotient, or library reserves are above a certain threshold, as set forth in state law; and
- b. A financial benefit burden exists between the two entities (see definition of benefit burden in Question 2 above).

**4. Applying the applicable GASB standards, when would a library be a component unit of a city or town?**

A library would be considered a component unit of a city or town if the city or town is required to or chooses to use GAAP accounting methods and both of the below factors are met:

- a. The library is fiscally dependent on the city or town (see definition of fiscally dependent in Question 2 above); and
- b. A financial benefit/burden exists between the two entities (see definition of benefit burden in Question 2 above).

**5. What Indiana public libraries are currently component units?**

Currently there are 16 counties and 10 cities that report on the GAAP Basis. Libraries in the below counties and cities are potential components units and should be evaluated to determine if they meet the GASB criteria for component units.

ALLEN COUNTY

CITY OF FORT WAYNE

CLARK COUNTY
DELAWARE COUNTY
ELKHART COUNTY
HAMILTON COUNTY
CITY OF NOBLESVILLE
CITY OF CARMEL
HENDRICKS COUNTY
JOHNSON COUNTY
CITY OF GREENWOOD
LAKE COUNTY AUDITOR
CITY OF HAMMOND
LAPORTE COUNTY
MADISON COUNTY
MONROE COUNTY
CITY OF BLOOMINGTON
PORTER COUNTY
ST JOSEPH COUNTY
CITY OF MISHAWAKA
CITY OF SOUTH BEND
TIPPECANOE COUNTY
CITY OF LAFAYETTE
VANDERBURGH COUNTY
CITY OF EVANSVILLE
VIGO COUNTY

**6. What impact does being a component unit have on the library? What will the library need to change with regard to its financial record keeping and reporting processes?**

The component unit reporting requirements are a GASB requirement only and is only a consideration for governments using the GAAP accounting method. Typically, most libraries report on the Regulatory basis, as prescribed by the Indiana State Board of Accounts, so they may not be keeping records to support the GAAP basis. Some items that are specifically associated with GAAP are Capital Assets and Accumulated Depreciation, Accounts Payable, Accounts Receivable, Pension Liability, Other Post-Employment Benefits liability (calculated via an actuary), Deferred Outflows of Resources, Deferred Inflows of Resources, and Long-term debt. When gathering financial data for inclusion in the primary government’s financial statements, this information will be requested by the primary government or its representatives.

Libraries can still be required to have a separate audit report for a bond rating or to be in compliance with continuing disclosure requirements. This can be done on the Regulatory basis, or GAAP basis as determined by the library. If a library feels they may be a component unit of another government, a library representative should reach out to that government to start the discussion on what the library will be responsible for. Ultimately it is the responsibility of the primary government to obtain the needed financial information for inclusion in their financial statements.

**7. Will libraries who are determined to be component units still receive separate audits so they can get ratings for bonds and grants?**

It is the intention of SBOA to provide an audit for all public libraries when they need it, but at least once every four years. If a library needs an audit for a bond issuance or other needs and, due to time constraints, SBOA cannot do it, SBOA will contract with a private examiner, or work with the library to contract with their own. The most important thing is to inform SBOA early enough so it can be built into the audit plan for the year.

**8. If a library receives an audit exception while being audited as a component unit, how much control does the primary government (city, town, or county) have over how the library resolves the audit exception?**

If the library is material to the primary government, and the library does not need a separate financial statement report of its own, the library will be audited as part of the primary government. A separate compliance report will be issued for the library that refers the readers to the primary government report for financial information. Any noncompliance identified that is directly related to the library will be presented in this separate compliance report and will be the responsibility of the library to take corrective action.

**9. Will there be any impact to the library if the primary government or another component unit audited under the same primary government receives the same audit exceptions in multiple consecutive audits?**

No, the library is only responsible for audit findings associated with the library

**10. If the library is considered a component unit, how do the library and the primary government's cash balances and reserves impact each other.**

There is no impact

This topic will be discussed at the Budget Workshop in November. However, if you have immediate questions about this memo or component units in general, please contact Susan Gordon or Todd Caldwell at [libraries@sboa.in.gov](mailto:libraries@sboa.in.gov).



**STATE OF INDIANA**  
AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
ROOM E418  
INDIANAPOLIS, INDIANA 46204-2769

Telephone: (317) 232-2513  
Fax: (317) 232-4711  
Web Site: [www.in.gov/sboa](http://www.in.gov/sboa)

MEMORANDUM

**TO:** City, Town, and County Officials Preparing Generally Accepted Accounting Principles (GAAP) Statements

**FROM:** Beth Kelley, CPA, Director of the Office of Professional Standards, Indiana State Board of Accounts

**RE:** Audit Position on Libraries Presented as a Component Unit

**DATE:** August 11, 2021

It is the audit position of the Indiana State Board of Accounts that libraries, in which a city, town, or county appoints a voting majority of the library board and is the declared fiscal body as identified in Indiana Code 6-1.1-17-20.3, Indiana Code 6-1.1-17-20.4, Indiana Code 6-1.1-17-20.5, or Indiana Code 36-12-12-4, must be presented as a Component Unit of the city, town, or county in accordance with Governmental Accounting Standards Board (GASB) pronouncements.

GASB Statement No. 14 ¶10 states: "The concept underlying the definition of the financial reporting entity is that elected officials are **accountable** to their constituents for their actions. Because one of the objectives of financial reporting is to provide users of financial statements with a basis for assessing the accountability of those elected officials, the definition of the financial reporting entity should be based on accountability. Because providing public services is, ultimately, the responsibility of elected officials, all governmental organizations are responsible to elected officials at the federal, state, or local level. Financial reporting by a state or local government should report the elected officials' accountability for those organizations."

GASB Statement No. 14 ¶25 states in part: ". . . If a primary government appoints a voting majority of an organization's officials *and* has the ability to impose its will on the organization, the primary government is financially accountable for that organization."

GASB Statement No. 14 ¶26 states: "*A primary government has the ability to impose its will on an organization if it can significantly influence the programs, projects, activities, or level of services performed or provided by the organization.* The existence of *any one* of the following conditions clearly indicates that a primary government has the ability to impose its will on an organization:

- a. The ability to remove appointed members of the organization's governing board at will.
- b. The ability to modify or approve the budget of the organization.
- c. The ability to modify or approve rate or fee changes affecting revenues, such as water usage rate increases.
- d. The ability to veto, overrule, or modify the decisions (other than those in b and c) of the organization's governing body.
- e. The ability to appoint, hire, reassign, or dismiss those persons responsible for the day-to-day operations (management) of the organization."

Based upon our interpretation and consultation with GASB, it is our position the imposition of will is based on the existence of the ability of the city, town, or county as a primary government to undertake these actions under the circumstances defined by the statutes referenced in paragraph 1 above. Even though the circumstances may occur intermittently, it has been determined the city, town, or county has the ability to impose will. This ability, along with appointing the voting majority of the library board, makes the library a component unit of the city, town, or county.

To assist you in your determination, attached to this memo is a list of declared fiscal bodies as reported to the Department of Local Government Finance.

Library Name	Declared Fiscal Body
Adams Public Library System	Adams County Council
Akron Carnegie Public Library	Fulton County Council
Alexandria-Monroe Public Library	Madison County Council
Alexandrian Public Library	Posey County Council
Allen County Public Library	Allen County Council
Anderson Public Library	Anderson City Council
Andrews-Dallas Township Public Library	Huntington County Council
Argos Public Library	Marshall County Council
Attica Public Library	City of Attica
Aurora Public Library District	Dearborn County Council
Avon-Washington Township Public Library	Hendricks County Council
Bartholomew County Public Library	Bartholomew County Council
Barton Rees Pogue Memorial Public Library	Upland Town Council
Batesville Memorial Public Library	Ripley County Council
Bedford Public Library	Lawrence County Council
Bell Memorial Public Library	Kosciusko County Council
Benton County Public Library	Benton County Council
Berne Public Library	Adams County Council
Bicknell-Vigo Township Public Library	Knox County Council
Bloomfield-Eastern Greene County Public Library	Greene County Council
Boonville-Warrick County Public Library	Warrick County Council
Boswell-Grant Township Public Library	Benton County Council
Bourbon Public Library	Marshall County Council
Brazil Public Library	Brazil Common Council
Bremen Public Library	Marshall County Council
Bristol-Washington Township Public Library	Bristol Town Council
Brook-Iroquois-Washington Public Library	Newton County Council
Brookston-Prairie Township Public Library	Brookston Town Board
Brown County Public Library	Brown County Council
Brownsburg Public Library	Brownsburg Town Council
Brownstown Public Library	Jackson County Council
Butler Public Library	Butler Common Council
Cambridge City Public Library	Wayne County Council
Camden-Jackson Township Public Library	Carroll County Council
Carmel Clay Public Library	City of Carmel Common Council
Carnegie Public Library Of Steuben County	Steuben County Council
Centerville-Center Township Public Library	Wayne County Council (pending signature)
Charlestown Clark County Public Library	Clark County Council
Churubusco Public Library	Whitley County Council
Clayton-Liberty Township Public Library	
Clinton Public Library	Vermillion County Council
Coatesville-Clay Township Public Library	Hendricks County Council
Colfax-Perry Township Public Library	Clinton County Commissioners
Converse-Jackson Township Public Library	Miami County Council
Covington-Veedersburg Public Library	Fountain County Council
Crawford County Public Library	Crawford County Council
Crawfordsville District Public Library	Montgomery County Council
Crown Point Community Public Library	Lake County Council
Culver-Union Township Public Library	Marshall County Council
Danville-Center Township Public Library	Town of Danville
Darlington Public Library	Montgomery County Council
Delphi Public Library	Carroll County Council
Dublin Public Library	Dublin Town Council
Dunkirk Public Library	City of Dunkirk Council
Earl Park-Richland Township Public Library	Benton County Council
East Chicago Public Library	East Chicago City Council
Eckhart Public Library	Common Council of the City of Auburn
Edinburgh Wright-Hageman Public Library	
Elkhart Public Library	Elkhart County Council
Evansville-Vanderburgh Public Library	Evansville City Council
Fairmount Public Library	Grant County Council
Farmland Public Library	Randolph County Council
Fayette County Public Library	Fayette County Council
Flora-Monroe Township Public Library	Carroll County Council
Fort Branch-Johnson Township Public Library	Gibson County Council
Fortville-Vernon Township Public Library	McCordsville Town Council
Francesville-Salem Township Public Library	Pulaski County Council
Frankfort Clinton County Contractual Public Library	Clinton County Council
Franklin County Public Library District	Franklin County Council
Fremont Public Library	Steuben County Council
Fulton County Public Library	Fulton County Council
Garrett Public Library	City of Garrett Common Council



Library Name	Declared Fiscal Body
Gary Public Library & Cultural Center	Gary Common Council
Gas City-Mill Township Public Library	Grant County Council
Goodland & Grant Township Public Library	
Goshen Public Library	Goshen Common Council
Greensburg-Decatur County Contractual Public Library	Decatur County Council; Greensburg City Council
Greentown & Eastern Howard School Public Library	Howard County Council
Greenwood Public Library	Greenwood Common Council
Hagerstown-Jefferson Township Public Library	Wayne County Council
Hamilton East Public Library	Hamilton County Council
Hamilton North Public Library	Hamilton County Council
Hammond Public Library	Hammond City Council
Hancock County Public Library	Hancock County Council
Harrison County Public Library	Harrison County Council
Hartford City Public Library	City of Hartford Common Council
Henry Henley Public Library	Carthage Town Board
Huntingburg Public Library	Huntingburg City Council
Huntington City-Township Public Library	Huntington County Council
Hussey-Mayfield Memorial Public Library	Zionsville Town Council
Indianapolis Public Library	Indianapolis City-County Council
Jackson County Public Library	Jackson County Council
Jasonville Public Library	Jasonville City Council
Jasper County Public Library	Jasper County Council
Jasper-Dubois County Contractual Public Library	Jasper Common Council; Dubois County Council
Jay County Public Library	Jay County Council
Jefferson County Public Library	Jefferson County Council
Jeffersonville Township Public Library	Clark County Council
Jennings County Public Library	Jennings County Council
Johnson County Public Library	Johnson County Council
Jonesboro Public Library	City of Jonesboro
Joyce Public Library	Exempt - not a reporting district
Kendallville Public Library	Noble County Council
Kentland-Jefferson Township Public Library	Newton County Council
Kewanna-Union Township Public Library	Fulton County Council
Kingman-Millcreek Public Library	
Kirklintown Public Library	Kirklintown Town Council
Knightstown Public Library	Knightstown Town Council
Knox County Public Library	Knox County Council
Kokomo-Howard County Public Library	City of Kokomo Common Council
La Crosse Public Library	LaPorte County Council
LaGrange County Public Library	LaGrange County Council
La Porte County Public Library	La Porte County Council
Ladoga-Clark Township Public Library	Montgomery County Council
Lake County Public Library	Lake County Council
Lawrenceburg Public Library District	Dearborn County Council
Lebanon Public Library	Lebanon City Council
Ligonier Public Library	City of Ligonier Common Council
Lincoln Heritage Public Library	Spencer County Common Council
Linden Carnegie Public Library	Linden Town Council
Linton Public Library	Linton City Council
Logansport-Cass County Public Library	Cass County Council
Loogootee Public Library	Martin County Council
Lowell Public Library	Lake County Council
Marion Public Library	Marion Common Council
Mathews Public Library	
Melton Public Library	Orange County Council
Michigan City Public Library	Michigan City Common Council
Middlebury Community Public Library	Elkhart County Council
Middletown Fall Creek Township Public Library	Henry County Council
Mifflord Public Library	Kosciusko County Council
Mishawaka-Penn-Harris Public Library	St Joseph County Council
Mitchell Community Public Library	Lawrence County Council
Monon Town & Township Public Library	White County Council
Monroe County Public Library	Monroe County Council
Monterey-Tippecanoe Township Public Library	Pulaski County Council
Montezuma Public Library	Parke County Council
Monticello-Union Township Public Library	White County Council
Montpelier-Harrison Township Public Library	Blackford County Council
Mooreville Public Library	Mooreville Town Council
Morgan County Public Library	Morgan County Council
Morrisson Reeves Library	Richmond City Common Council
Muncie-Center Township Public Library	Muncie City Council
Nappanee Public Library	Elkhart County Council

Library Name	Declared Fiscal Body
New Albany-Floyd County Public Library	Floyd County Council
New Carlisle & Olive Township Public Library	St. Joseph County Council
New Castle-Henry County Public Library	Henry County Council
New Harmony Workingmen's Institute	New Harmony Town Council
Newburgh Chandler Public Library	Warrick County Council
Newton County Public Library	Newton County Council
Noble County Public Library	Noble County Council
North Judson-Wayne Township Public Library	Starke County Council
North Madison County Public Library System	Madison County Council
North Manchester Public Library	North Manchester Town Council
North Webster Community Public Library	Kosciusko County Council
Oakland City-Columbia Township Public Library	Gibson County Council
Odon Winkelpleck Public Library	Daviess County Council
Ohio County Public Library	Ohio County Council
Orleans Town & Township Public Library	Orange County Council
Osgood Public Library	Ripley County Council
Otterbein Public Library	Benton County Council
Owen County Public Library	Owen County Council
Owensville Carnegie Public Library	Gibson County Council
Oxford Public Library	Oxford Town Council
Paoli Public Library	Paoli Town Council (pending agreement/signature)
Parke County Public Library	Parke County Council
Peabody Public Library	Whitley County Council
Pendleton Community Public Library	Madison County Council
Penn Township Public Library	Jay County Council
Perry County Public Library	Perry County Council
Peru Public Library	Peru County Council
Pierceton & Washington Township Public Library	Kosciusko County Council
Pike County Public Library	Pike County Council
Plainfield-Guilford Township Public Library	Town of Plainfield
Plymouth Public Library	Marshall County Council
Porter County Public Library System	Porter County Council
Poseyville Carnegie Public Library	Posey County Council
Princeton Public Library	Gibson County Council
Pulaski County Public Library	Pulaski County Council
Putnam County Public Library	Putnam County Council
Remington-Carpenter Township Public Library	Jasper County Council
Ridgeville Public Library	Randolph County Council (Pending signature)
Roachdale-Franklin Township Public Library	Putnam County Council
Roann Paw-Paw Township Public Library	Wabash County Council
Roanoke Public Library	Roanoke Town Council
Royal Center-Boone Township Public Library	Cass County Council
Rushville Public Library	Rushville City Council
Salem-Washington Township Public Library	City of Salem City Council
Scott County Public Library	Scott County Council
Shelby County Public Library	Shelby County Council
Sheridan Public Library	Hamilton County Council
Shoals Public Library	Town of Shoals
South Whitley Community Public Library	Whitley County Council
Speedway Public Library	Speedway Town Council
Spencer County Public Library	Spencer County Council
Spiceland Town-Township Public Library	Henry County Council
St Joseph County Public Library	St. Joseph County Council
Starke County Public Library System	Starke County Council
Sullivan County Public Library	Sullivan County Council
Swayzee Public Library	Grant County Council
Switzerland County Public Library	Switzerland County Council
Syracuse-Turkey Creek Township Public Library	Kosciusko County Council
Thorntown Public Library	Boone County Council
Tippecanoe County Public Library	Tippecanoe County Council
Tipton County Public Library	Tipton County Council
Tyson Library Association Inc	Privately funded - not subject to binding review
Union City Public Library	City of Union City
Union County Public Library	Union County Council
Van Buren Public Library	Grant County Council
Vermillion County Public Library	Vermillion County Council
Vigo County Public Library	Vigo County Council
Wabash Carnegie Public Library	Wabash City Council
Wakarusa-Olive & Harrison Township Public Library	Elkhart County Council
Walkerton-Lincoln Township Public Library	Walkerton Town Board
Walton & Tipton Township Public Library	Cass County Council
Wanatah Public Library	LaPorte County Council (Pending signature)

Library Name	Declared Fiscal Body
Warren Public Library	Huntington County Council
Warsaw Community Public Library	Warsaw Common Council
Washington Carnegie Public Library	City Council of Washington, IN
Washington Township Public Library	Lynn Town Council
Waterloo-Grant Township Public Library	Waterloo Civil Town
Waveland-Brown Township Public Library	Montgomery County Council
Wells County Public Library	Wells County Council
West Lafayette Public Library	West Lafayette City Council
West Lebanon-Pike Township Public Library	Warren County Council
Westchester Public Library	Porter County Council
Westfield-Washington Public Library	Westfield City Council
Westville-New Durham Township Public Library	LaPorte County Council
Whiting Public Library	Whiting City Council
Willard Library Of Evansville	Evansville City Council (library reports they are already overseen through Evansville's budget)
Williamsport-Washington Township Public Library	Town of Williamsport
Winchester Community Public Library	Randolph County Council
Wolcott Community Public Library	White County Council
Worthington Jefferson Township Public Library	Greene County Council
York Township Public Library	Benton County Council
Yorktown Public Library	Yorktown Town Council

## **By-laws**

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

#### Article 1 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, and Treasurer.
- Section 2 Officers slate will be presented in November; officers elected at the December meeting for a term of one (1) year beginning in January .Vacancies in office shall be filled at the next regular meeting of the board after the vacancy occurs.
- Section 3 The duties of the officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.
- 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. Add: (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.

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

These by-laws have been approved by the following members of the North Madison County Public Library system:

Mary E. Keplinger  
Thomas Stone  
Beverly J. Austin  
Lin a Watson

Beth Pabelf  
Debra J. Eddleman  
\_\_\_\_\_

**2022 NMCPLS  
BOARD OF TRUSTEES**

Mr. Glenn Eddleman, President  
316 S MAIN ST  
PO BOX 121  
SUMMITVILLE, IN 46070-0121  
*Frankton-Lapel and Madison-Grant School  
Corporations*

*(1<sup>st</sup> term expires 7/9/22)*

Mr. Larry Watson, Vice-President  
1325 NORTH C ST  
ELWOOD, IN 46036-1528  
*Elwood Community School Corp*

*(2<sup>nd</sup> term expires 5/31/25)*

Mrs. Kathleen Small, Secretary  
5847 WEST HOMESTEAD DR  
FRANKTON, IN 46044-9479  
*Madison County Council*

*(1<sup>st</sup> term expires 1/10/23)*

Mrs. Mary Kiplinger, Treasurer  
309 PLUM ST  
PO BOX 546  
FRANKTON, IN 46044-9365  
*Madison County Commissioners*

*(3<sup>rd</sup> term expires 5/6/25)*

Mr. Kenny Giselbach, Asst. Treasurer  
8338 WEST 1700 NORTH  
ELWOOD, IN 46036-8779  
*Madison County Council*

*(1<sup>st</sup> term expires 3/3/22)*

Mrs. Beverly Austin  
1201 CEDAR CT  
ELWOOD, IN 46036-1186  
*Elwood Community School Corporation*

*(4<sup>th</sup> term expires 5/31/22)*

Mrs. Lisa Hobbs  
8365 W 850 N  
Elwood, IN 46036  
*Madison County Commissioners*

*(1<sup>st</sup> term expires 2/28/22)*



Date/Time: Dec. 9. 2021 2:33PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
4109 Memory TX	call leader	P. 1	OK	

Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

**Agenda**

**December 13, 2021**

**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. Summitville
    - a. Roof
    - b. Library Site Design
- New Business
  - 1. Appraisal Quotes for Elwood Paintings
  - 2. Petty Cash Custodian - Summitville
  - 3. Transfer of Appropriations Resolution
- Director's Report
- Public Comment
- Adjournment

*Please Publish*

Date/Time: Dec. 9. 2021 2:32PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
4108 Memory TX	Herald-Bulletin	P. 1	OK	

Reason for error

E. 1) Hang up or line fail	E. 2) Busy
E. 3) No answer	E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size	E. 6) Destination does not support IP-Fax

**Agenda**

**December 13, 2021**

**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. Summitville
    - a. Roof
    - b. Library Site Design
- New Business
  - 1. Appraisal Quotes for Elwood Paintings
  - 2. Petty Cash Custodian – Summitville
  - 3. Transfer of Appropriations Resolution
- Director's Report
- Public Comment
- Adjournment

*Please Publish*

\* \* \* Communication Result Report ( Dec. 9. 2021 2:34PM ) \* \* \*

1)  
2)

Date/Time: Dec. 9. 2021 2:33PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
4111 Memory TX	Summitville FAX	P. 1	OK	

## Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

## Agenda

December 13, 2021

North Madison County Public Library System  
Board of TrusteesElwood Public LibraryRegular Meeting  
4:30 P.M.

Call to Order  
 Call for Quorum  
 Consent Agenda  
   Minutes  
   Claims Register & Checks  
   Personnel  
 Old Business  
   1. Summitville  
     a. Roof  
     b. Library Site Design  
 New Business  
   1. Appraisal Quotes for Elwood Paintings  
   2. Petty Cash Custodian - Summitville  
   3. Transfer of Appropriations Resolution  
 Director's Report  
 Public Comment  
 Adjournment

\* \* \* Communication Result Report ( Dec. 9. 2021 2:35PM ) \* \* \*

2}

Date/Time: Dec. 9. 2021 2:33PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
4110 Memory TX	Frankton FAX	P. 1	OK	

## Reason for error

E. 1) Hang up or line fail

E. 3) No answer

E. 5) Exceeded max. E-mail size

E. 2) Busy

E. 4) No facsimile connection

E. 6) Destination does not support IP-Fax

**Agenda**

December 13, 2021

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. Summitville  
         a. Roof  
         b. Library Site Design  
 New Business  
     1. Appraisal Quotes for Elwood Paintings  
     2. Petty Cash Custodian – Summitville  
     3. Transfer of Appropriations Resolution  
 Director's Report  
 Public Comment  
 Adjournment



**April 12, 2021**



**December 13, 2021**



April 12, 2021



December 13, 2021

April 7, 2021



December 13, 2021

