

AGENDA

January 8, 2024

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

BOARD OF FINANCE MEETING

4:30 PM

CALL TO ORDER

CALL FOR QUORUM

BUSINESS

1. Elect President & Secretary of Board of Finance
2. 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  
Elwood Public Library  
January 8, 2024  
4:30 p.m.

CALL TO ORDER

President Glenn Eddleman called the annual board of finance meeting to order on January 8, 2024 in Adult Services at the Elwood Public Library.

CALL FOR QUORUM

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

BUSINESS

Elect President and Secretary of Board of Finance

Mike Bomholt made a motion to elect the current President of the North Madison County Public Library Board of Trustees, Glenn Eddleman, as President and Larry Watson 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. No changes were recommended at this time. The 2023 financial report was distributed and reviewed. The library has a cash balance of \$1,470,313.73 and tax revenue of \$1,247,081.36 for the operating fund.

Resolution for Depositories

Larry Watson made a motion to keep Star Financial Bank of Elwood and First Farmer's Bank and Trust of Elwood as the library's depositories. Janet Stover made a second and the motion carried.

Motion for newspapers as official notification

Mike Bomholt made a motion to use the Elwood Call Leader and the Anderson Herald Bulletin as official notifications. Larry Watson made a second and the motion carried.

Motion for regular meeting date and time

Lisa Hobbs made a motion to hold the library board meetings on the second Monday of each month beginning at 4:30 p.m. Mike Bomholt made a second and the motion carried.

Motion for regular meetings at the branches

Larry Watson made a motion to hold the April meeting at the Ralph E. Hazelbaker Library and the November meeting at the Frankton Community Library. Larry Watson seconded and the motion carried.

Glenn Eddleman adjourned the meeting by consent.

Kathy Small, Secretary  
Kathy Small, Secretary

<u>Janet Stover</u>	<u>Lawrence A Watson</u>
<u>Mick Bonhott</u>	<u>Kenny Millon</u>
<u>Glenn Eddleman</u>	<u></u>

## 2023 FINANCIAL REPORT

### Bank

#### Star Financial Bank

<b>Beginning Balance</b>			<b>\$ 1,035,008.10</b>
Receipts	\$	1,746,824.47	
Expenditures	\$	2,355,409.16	
<b>Ending Balance</b>			<b>\$ 426,423.41</b>

#### Type of Account

Business Now Checking  
Annual Percentage Yield 3.04%  
2023 Interest \$15,098.63

#### Star Financial Bank (2)

<b>Beginning Balance</b>			<b>\$ 63,544.87</b>
Receipts	\$	12.51	
Expenditures	\$	63,557.38	
<b>Ending Balance</b>			<b>\$ -</b>

Preferred Liquidity Commercial  
Annual Percentage Yield .45%  
2023 Interest \$12.51  
Account closed 1/17/23  
Balance transferred to Bank #1

#### First Farmers Bank & Trust

<b>Beginning Balance</b>			<b>\$ 205,836.90</b>
Receipts	\$	837,793.42	
<b>Ending Balance</b>			<b>\$ 1,043,630.32</b>

Personal Investor Account  
Annual Percentage Yield 5.33%  
2023 Interest \$37,793.42

#### Petty Cash

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

#### Total all Banks

<b>Beginning Balance</b>			<b>\$ 1,304,649.87</b>
Receipts	\$	2,584,630.40	
Expenditures	\$	2,355,409.16	
<b>Ending Balance</b>			<b>\$ 1,470,313.73</b>

#### Total Interest All Banks

**\$ 52,904.56**

#### Tax Revenue Received in 2023

#### Operating Fund

Property Tax 6/26/23			\$ 549,061.87
Property Tax 12/20/23			\$ 327,021.73
<b>Total Property Tax</b>			<b>\$ 876,083.60</b>
<b>Local Income Tax</b>			<b>\$ 292,783.00</b>
<b>Financial Institution Tax</b>			<b>\$ 6,204.65</b>
<b>License Excise Tax</b>			<b>\$ 63,743.11</b>
<b>Commercial Vehicle Tax</b>			<b>\$ 8,267.00</b>
<b>Total Tax Revenue</b>			<b>\$ 1,247,081.36</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 Farmers 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 8th day of January, 2024, at which meeting a quorum was present.

NAY

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AYE

Lisa Atchley

Glenn Eddleman

Mike Borholt

Kippen Dingle

Janet S. Stover

Lawrence A. Whitton

ATTEST:

Lawrence A. Whitton

Secretary

Board of Finance Meeting

Resolution for Depositories

To be Read by Secretary

Motion for Newspapers as Official Notification

I make a motion that NMCPLS will continue to use the Elwood Call Leader and the Herald Bulletin for official notifications.

Motion for Regular Meeting Date and Time

I make a motion to hold the regular board meetings on \_\_\_\_\_ of every month beginning at \_\_\_\_\_ pm.

Motion for Meetings at the Branches

I make a motion to hold one meeting at the Frankton Community Library in \_\_\_\_\_ (dates) \_\_\_\_\_ and one meetings to be held at the Ralph E. Hazelbaker Library in \_\_\_\_\_ (dates) \_\_\_\_\_.

**2024  
Board of Trustees  
Meeting Dates**

**January 8, 2024** - Board of Finance meeting

**February 12, 2024** - Non-Resident Fees

**March 11, 2024**

**April 8, 2024** - *Summitville*

**May 13, 2024** - Computer Policy review

**June 10, 2024** - InfoExpress Renewal - 2023 Budget Timeline

**July 8, 2024** - 2023 Budget Review

**August 12, 2024** - ISL Consortium Resolution for Public Internet Access  
Approve 2023 Budget for Publication

**September 9, 2024** - 2023 Budget Public Hearing

**October 14, 2024** - 2023 Budget Adoption

**November 11, 2024** - 2023 Holiday Closings - *Frankton*  
Employee raises/Director and Administrative Assistant  
Nominating Committee

**December 9, 2024** - Appointment of Officers  
Transfer of Appropriations Resolution

All meetings begin at 4:30 p.m.

# Agenda

January 8, 2024

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting

4:45 PM

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville South Pavilion
2. Personnel Policy: Wage and Salary Administration
3. Materials Selection Policy

New Business

1. Review of 2023 Programs and Stats

Director's Report

Public Comment

Adjournment



NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
January 8, 2024  
Immediately following Board of Finance meeting

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on January 8, 2024 immediately following the Board of Finance meeting.

CALL FOR QUORUM

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

CONSENT AGENDA

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

OLD BUSINESS

Summitville South Pavilion

Director Scott shared photos of the completed Pavilion at Summitville. We have landscaping. We need two of the can lights to stay on through the night because it is very dark without them. Pridemark will be contacting the electricians.

Personnel Policy: Wage and Salary Administration

Director Scott would like to remove *including but not limited to any written warnings for being late three times during a payroll period* from Section 16 Wage and Salary Administration. Kenny Giselbach made a motion to accept these changes to the Personnel Policy. Janet Stover seconded and the motion carried.

Materials Selection Policy

Director Scott would like to add the following to the Materials Selection Policy under Book Complaint Procedures. *1. The patron must be an active NMCPLS library patron living or owning property within our service area. Add to 6. Explaining the form should be completed by hand.* Larry Watson made a motion to accept these additions to the Materials Selection Policy. Lisa Hobbs seconded and the motion carried.

NEW BUSINESS

Review of 2023 Programs and Stats

Director Scott would like to commend the staff on how many programs were hosted and how well they were attended at each location. Staff is also doing more outreach. We had

a total of 568 programs with 5,375 attendees. Statistics are up from 2022 in number of programs and attendance. We have not made it back to our 2019 level but we continue to grow.

Directors Report

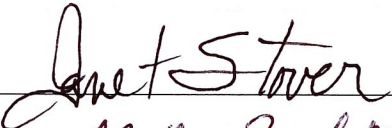
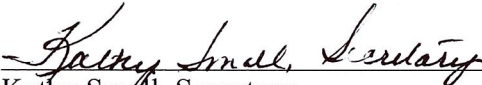

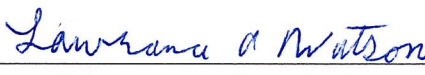
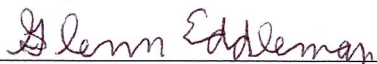

Director Scott will be attending a Madison-Grant High School board meeting with a staff member to speak out against the superintendent requesting the school librarian withdraw or remove a book from the school library. Senate Bill 32 would eliminate public libraries as an independent taxing authority. Which means our funding would come through the county. Indiana Library Federation does not support this bill and is urging us to contact our legislators.

Public Comment

Larry Watson wanted to commend Todd Buckmaster for going above and beyond when it comes to helping patrons get the books they are looking for. Mr. Watson is very pleased with the level of assistance he and his mother receive.

Adjournment

President Eddleman adjourned the meeting by consent.

 _____	 Kathy Small, Secretary _____
 _____	 _____
 _____	 _____

## Register Of Claims

### North Madison County Public Library System

Report Date: From **12/01/23** To **12/31/23**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	695	CARDMEMBER SERVICE	Operating Fund	Cleaning & Sanitation Supplies	\$47.68	12/20/23	As per attached invoices.
			Operating Fund	Technology Equipment	\$83.95		
			Operating Fund	Elwood Children's Programing	\$24.60		
			Operating Fund	Elwood Adult Programing	\$28.26		
			<b>Total this claim =</b>				
0	657	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$515.04	12/06/23	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,922.79		
			<b>Total this claim =</b>				
0	665	AT&T	Operating Fund	Telephone & Telegraph	\$214.61	12/11/23	Service for Elwood, Summitville
			Operating Fund	Telephone & Telegraph	\$86.63		
			<b>Total this claim =</b>				
0	675	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,555.89	12/11/23	Service for Summitville, Elwood
			Operating Fund	Electricity	\$433.06		
			<b>Total this claim =</b>				
0	653	CENTERPOINT ENERGY	Operating Fund	Gas	\$178.90	12/06/23	Service for Elwood, Frankton,
			Operating Fund	Gas	\$67.52		
			Operating Fund	Gas	\$50.65		
			<b>Total this claim =</b>				
0	664	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	12/06/23	PAYROLL
			Operating Fund	Salary of Assistants	\$23,014.39		
			Operating Fund	Wages of Janitor	\$1,344.00		
			<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>
0	706	AMAZON BUSINESS	Operating Fund	Elwood AV	\$961.33	12/20/23	As per attached invoices.
			Operating Fund	Frankton AV	\$491.14		
			Operating Fund	Summitville AV	\$491.14		
			Operating Fund	Elwood Adult	\$31.25		
			Operating Fund	Summitville	\$20.49		
			Operating Fund	Elwood Adult Programing	\$20.99		
			Operating Fund	Technology Equipment	\$109.98		
			Operating Fund	Elwood Children's Programing	\$56.46		
			Gift	Elwood Children's Programing	\$449.31		
				<b>Total this claim =</b>	<b>\$2,632.09</b>		
0	663	AMAZON BUSINESS	Operating Fund	Elwood AV	\$271.63	12/06/23	As per attached invoices.
			Operating Fund	Frankton AV	\$240.56		
			Operating Fund	Summitville AV	\$240.56		
			Operating Fund	Technology Equipment	\$407.05		
			Operating Fund	Elwood YA	\$27.94		
			Operating Fund	Operating Supplies	\$361.77		
			Operating Fund	Cleaning & Sanitation Supplies	\$17.24		
			Operating Fund	Frankton Programing	\$80.29		
			Operating Fund	Elwood Adult Programing	\$12.99		
				<b>Total this claim =</b>	<b>\$1,660.03</b>		
0	661	NATIONWIDE	Annuity	Payroll Deductions	\$741.00	12/06/23	Payroll Ending 12-2
				<b>Total this claim =</b>	<b>\$741.00</b>		
0	662	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	12/06/23	IN Def Comp Empl Matching Plan-Robertson
				<b>Total this claim =</b>	<b>\$211.45</b>		
0	658	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,562.87	12/06/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,674.40		
			Medicare	Empl.Share FICA&Medicare	\$391.61		
			Operating Fund	Empl.Share FICA&Medicare	\$1,674.40		
			Operating Fund	Empl.Share FICA&Medicare	\$391.61		
				<b>Total this claim =</b>	<b>\$6,694.89</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>
0	694	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,952.33	12/20/23	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,433.81		
			Medicare	Empl.Share FICA&Medicare	\$335.35		
			Operating Fund	Empl.Share FICA&Medicare	\$1,433.81		
			Operating Fund	Empl.Share FICA&Medicare	\$335.35		
				<b>Total this claim =</b>	<b>\$5,490.65</b>		
0	698	NATIONWIDE	Annuity	Payroll Deductions	\$741.00	12/20/23	Payroll Ending
				<b>Total this claim =</b>	<b>\$741.00</b>		
0	699	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$211.45	12/20/23	IN Def Comp Matching Plan-Robertson
				<b>Total this claim =</b>	<b>\$211.45</b>		
0	700	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins	\$9,251.89	12/20/23	Employee Health Insurance 1/1 - 1/31/24
				Payroll Deductions	\$932.98		
				<b>Total this claim =</b>	<b>\$10,184.87</b>		
0	701	AFLAC	AFLAC	Payroll Deductions	\$618.61	12/20/23	Withholding for December
				<b>Total this claim =</b>	<b>\$618.61</b>		
0	702	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,855.58	12/20/23	December withholdings
			County Tax Withheld	Payroll Deductions	\$1,040.52		
				<b>Total this claim =</b>	<b>\$2,896.10</b>		
0	703	PAYROLL	Operating Fund	Salary of Director	\$2,808.10	12/20/23	PAYROLL
			Operating Fund	Salary of Assistants	\$19,112.77		
			Operating Fund	Wages of Janitor	\$1,346.63		
				<b>Total this claim =</b>	<b>\$23,267.50</b>		
0	704	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$56.91	12/20/23	4th Qtr SUTA
				<b>Total this claim =</b>	<b>\$56.91</b>		
0	705	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	12/20/23	Service for Summitville
			Operating Fund	Waste Disposal Services	\$14.79		
			Operating Fund	Waste Disposal Services	\$5.00		
			Operating Fund	Professional Services	\$2.95		
				<b>Total this claim =</b>	<b>\$76.48</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	693	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$515.04 \$1,922.79	12/20/23	PERF Deposit
				<b>Total this claim =</b>	<b>\$2,437.83</b>		
34124	645	KENNETH GISELBACH	Operating Fund	Salary of Board Treasurer	\$300.00	12/06/23	Salary of Board Treasurer
				<b>Total this claim =</b>	<b>\$300.00</b>		
34125	646	STAPLES	Operating Fund	Office Supplies	\$90.54	12/06/23	Office supplies-Elwood
				<b>Total this claim =</b>	<b>\$90.54</b>		
34126	647	SARAH FOX	Operating Fund	Summitville Programing	\$49.17	12/06/23	Petty Cash
				<b>Total this claim =</b>	<b>\$49.17</b>		
34127	648	RICOH USA, INC	Operating Fund Operating Fund	Office Supplies Office Supplies	\$27.23 \$113.57	12/06/23	Copies for Summitville, Frankton
				<b>Total this claim =</b>	<b>\$140.80</b>		
34128	649	NICK HAULTER	Operating Fund	Professional Services	\$450.00	12/06/23	Leaf cleanup-Summitville
				<b>Total this claim =</b>	<b>\$450.00</b>		
34129	650	ODP BUSINESS SOLUTIONS, L	Operating Fund	Office Supplies	\$153.60	12/06/23	Copy paper
				<b>Total this claim =</b>	<b>\$153.60</b>		
34130	651	MARION PUBLIC LIBRARY	Operating Fund	Professional Meetings	\$100.00	12/06/23	No More Neutral Conference-Dec 5 2023 3 people @\$30. 1 lunch @\$10
				<b>Total this claim =</b>	<b>\$100.00</b>		
34131	652	KAREN LARIMORE	Operating Fund	Traveling Expense	\$272.03	12/06/23	Travel expense 465 miles @ \$.585 = \$272.03
				<b>Total this claim =</b>	<b>\$272.03</b>		
34132	654	CITY OF ELWOOD UTILITIES	Operating Fund Operating Fund	Water Waste Disposal Services	\$150.87 \$232.64	12/06/23	Service for Elwood
				<b>Total this claim =</b>	<b>\$383.51</b>		
34133	655	COLLABORATIVE SUMMER LIB	Operating Fund	Frankton Programing	\$302.62	12/06/23	Summer Reading -Frankton
				<b>Total this claim =</b>	<b>\$302.62</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>
34134	656	TOWN OF FRANKTON	Operating Fund	Electricity	\$392.91	12/06/23	Service for Frankton
			Operating Fund	Water	\$34.45		
			Operating Fund	Waste Disposal Services	\$26.90		
				<b>Total this claim =</b>	<u>\$454.26</u>		
34135	659	REDBEARD CUSTOM PICTUR	Operating Fund	Professional Services	\$103.65	12/06/23	Frame for Crim Red Water Tower
				<b>Total this claim =</b>	<u>\$103.65</u>		
34136	660	STACEY JONES	Operating Fund	Frankton Programing	\$21.25	12/06/23	Petty Cash
			Gift	Frankton Programing	\$5.00		
				<b>Total this claim =</b>	<u>\$26.25</u>		
34137	666	AUTOMATED DOORS & ACCE	Operating Fund	Professional Services	\$1,200.00	12/11/23	Service for Elwood & Summitville
				<b>Total this claim =</b>	<u>\$1,200.00</u>		
34138	667	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,091.52	12/11/23	As per attached invoices.
			Operating Fund	Elwood Childrens	\$640.81		
			Operating Fund	Elwood YA	\$223.79		
			Operating Fund	Frankton	\$859.30		
			Operating Fund	Summitville	\$640.69		
				<b>Total this claim =</b>	<u>\$3,456.11</u>		
34139	668	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$192.00	12/11/23	Quarterly pest service
				<b>Total this claim =</b>	<u>\$192.00</u>		
34140	669	DEMCO	Operating Fund	Book Processing	\$284.27	12/11/23	Book processing supplies
				<b>Total this claim =</b>	<u>\$284.27</u>		
34141	670	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$329.85	12/11/23	Fire extinguisher inspection-Frankton, Annual Fire Alarm Inspection, Frankton Annual 24 hour central monitoring 12/2023 to 12/2024
			Operating Fund	Professional Services	\$305.00		
				<b>Total this claim =</b>	<u>\$634.85</u>		
34142	671	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$278.91	12/11/23	VoIP & Internet
			St Technology Fund Gra	Telephone & Telegraph	\$1,182.92		
				<b>Total this claim =</b>	<u>\$1,461.83</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>
34143	672	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$30.00	12/11/23	Back up internet for Frankton & Summitville
				<b>Total this claim =</b>	<u>\$30.00</u>		
34144	673	FRONTIER	Operating Fund	Telephone & Telegraph	\$283.28	12/11/23	Service for Frankton
				<b>Total this claim =</b>	<u>\$283.28</u>		
34145	674	GENERATIVE GROWTH II, LLC	Operating Fund	Elwood Children's Programing	\$12.17	12/11/23	Kids in the Kitchen
				<b>Total this claim =</b>	<u>\$12.17</u>		
34146	676	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$492.33	12/11/23	Book processing
				<b>Total this claim =</b>	<u>\$492.33</u>		
34147	677	MARSHALL BEST SECURITY C	Operating Fund	Professional Services	\$1,460.50	12/11/23	Summitville patio door
				<b>Total this claim =</b>	<u>\$1,460.50</u>		
34148	678	MIDWEST TAPE	Operating Fund Operating Fund Operating Fund	Frankton AV Elwood AV Summitville AV	\$89.98 \$400.92 \$42.99	12/11/23	As per attached invoices.
				<b>Total this claim =</b>	<u>\$533.89</u>		
34149	679	NUGENT ELECTRIC INC.	Operating Fund Operating Fund	Professional Services Operating Supplies	\$987.18 \$240.62	12/11/23	Misc Electrical Supplies, Summitville Canopy Lighting
				<b>Total this claim =</b>	<u>\$1,227.80</u>		
34150	680	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$46.33	12/11/23	Craft Supplies-Elwood
				<b>Total this claim =</b>	<u>\$46.33</u>		
34151	681	PRIDEMARK CONSTRUCTION	Gift	Land Buildings Improvements	\$72,910.00	12/11/23	Summitville pavilion partial payment
				<b>Total this claim =</b>	<u>\$72,910.00</u>		
34152	682	ROEING	Operating Fund	Technology Software	\$3,736.00	12/11/23	Sophos renewal- 3 year
				<b>Total this claim =</b>	<u>\$3,736.00</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>
34153	683	TOPS HOME CENTER	Operating Fund	Repair Parts/Maintenance	\$14.97	12/11/23	Weather stripping for Summitville
			Operating Fund	Bldg. Matl. And Supplies	\$14.99		
				<b>Total this claim =</b>	<b>\$29.96</b>		
34154	684	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$1,329.00	12/11/23	Elwood maint contract
			Operating Fund	Professional Services	\$288.00		
			Operating Fund	Professional Services	\$339.00		
				<b>Total this claim =</b>	<b>\$1,956.00</b>		
34155	685	WENDY OTTO	Operating Fund	Elwood Adult Programing	\$100.00	12/11/23	Painting Class 12/14 & 12/16
				<b>Total this claim =</b>	<b>\$100.00</b>		
34156	686	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$30.65	12/11/23	Service for Summitville
				<b>Total this claim =</b>	<b>\$30.65</b>		
34157	687	RICOH USA, INC	Operating Fund	Office Supplies	\$179.04	12/11/23	Copies for Elwood
				<b>Total this claim =</b>	<b>\$179.04</b>		
34158	688	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$311.72	12/11/23	As per attached invoices.
			Operating Fund	Office Supplies	\$126.29		
				<b>Total this claim =</b>	<b>\$438.01</b>		
34159	689	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$40.40	12/11/23	As per attached invoices.
			Operating Fund	Frankton Programing	\$7.50		
			Operating Fund	Summitville Programing	\$12.60		
				<b>Total this claim =</b>	<b>\$60.50</b>		
34160	690	STREAMLINE	Operating Fund	Professional Services	\$1,500.00	12/11/23	Website Migration Services Fee
				<b>Total this claim =</b>	<b>\$1,500.00</b>		
34161	691	AUTOMATED DOORS & ACCE	Operating Fund	Professional Services	\$450.00	12/11/23	Dogging Device for RH door at Elwood
				<b>Total this claim =</b>	<b>\$450.00</b>		
34162	692	VICTORIA WALSER	Operating Fund	Elwood Children's Programing	\$15.00	12/11/23	Menstrual supplies, table covers, plates
			Operating Fund	Elwood Adult Programing	\$18.75		
				<b>Total this claim =</b>	<b>\$33.75</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>
34165	696	ASHLYN VEHIKITE	Operating Fund	Traveling Expense	\$35.10	12/20/23	Travel expense 60 miles @ \$.585
<b>Total this claim =</b>					<b>\$35.10</b>		
34166	697	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$715.23	12/20/23	Repairs at Frankton
<b>Total this claim =</b>					<b>\$715.23</b>		

**Total Amount of Claims \$186,612.96**

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 8, 2024


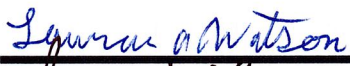
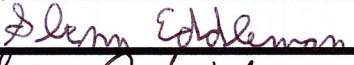


  
 Fiscal Officer

**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 01 day of 08, 2024.

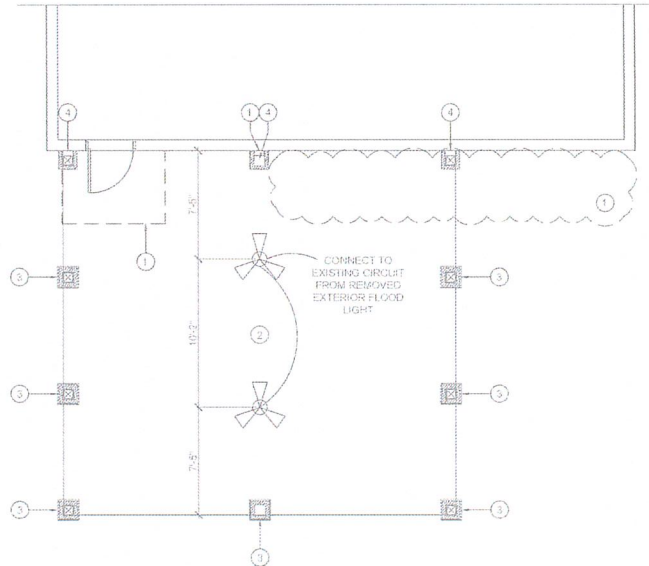
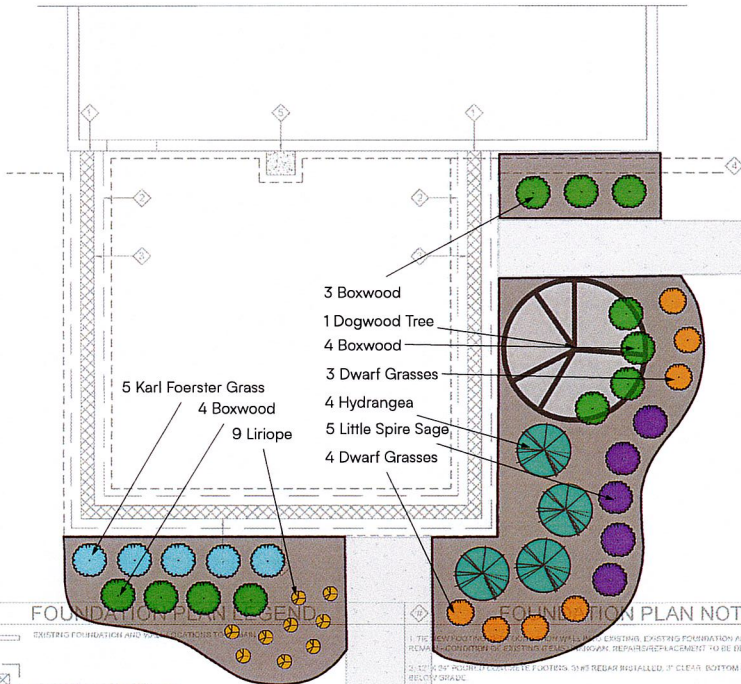
		
		
		

**SIGNATURES OF GOVERNING BOARD**

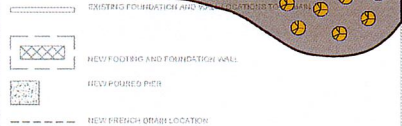
Approved by the State Board Of Accounts for North Madison County Public Library System on 01/01/98.

FOUNDATION PLAN (SCALE: 1/4" = 1'-0")

FLOOR PLAN (SCALE: 1/4" = 1'-0")



FOUNDATION PLAN LEGEND



FOUNDATION PLAN NOTES


1. THE EXISTING FOUNDATION AND WALLS SHALL BE REMOVED. EXISTING FOUNDATION AND WALL LOCATIONS TO REMAIN FOR SUPPORT OF EXISTING ROOF SHALL BE REPAIRED/REPLACED. TO BE DETERMINED BY FIELD.
2. 12" OF REBAR SHALL BE INSTALLED. 3" CLEAR BOTTOM OF FOOTING TO BE 30" MIN BELOW GRADE.
3. 12" DIA FOUNDATION WALL. GROUT FILLED WITH REBAR AT ALL JOINTS. SEE ALL NOTES. REBAR AT 24" OC. REBAR SPACING SHALL BE 12" MIN. REBAR TO ALL CORNERS/CHANGES AND TOP OF FOOTING TO PREVENT CRACKS. REBAR SHALL BE PLACED UNDER FOOTING AT LOCATION AS DETERMINED BY THE CONTRACTOR. CONNECT REBAR TO EXISTING TO DRAW.
4. 30" DIA POURED CONCRETE PIER FOR POST. BOTTOM OF FOOTING TO BE 30" MIN BELOW GRADE.

FLOOR PLAN LEGEND



FLOOR PLAN NOTES

1. DEMOLITION - REMOVE EXISTING DOOR IN ITS ENTIRETY. REMOVE PLANTS, TREE AND LANDSCAPING AS NOTED. VERIFY FOR GAS/FACILITY PIPES AND PROVIDE PROTECTION. THIS MAY INCLUDE THE REMOVAL OF A LARGE SPIL TREE - CONSIDER FOR SMALL COUPLING TO TREE REMOVAL IF NECESSARY.
2. POURED CONCRETE SLAB WITH FINISHED SURFACE. MATCH ELEVATION HEIGHT OF EXISTING LIBRARY FINISH FLOOR. THIS ALLOWING FOR ADA ACCESS FROM THE LIBRARY. SLAB TO HAVE 4" POLYETHYLENE TEREPHTHALATE FIBER AND SEALANT. INSTALL WALL RAIL VAPOR BARRIER AND REBAR WHERE REQUIRED. SAWCUT CONTROL JOINTS IN EDGES AND CORNERS EXTERIOR.
3. PRESSURE TREATED 4x4 POST. INSTALL TO SLAB WITH DAMPNESS POST BASE CONNECTOR - SIMPSON ASSOCIATED. USE ADJUSTABLE FOOT BASE - HOT DIP GALVANIZED. POSTS NOT IN CONTACT TO LIBRARY. USE 1/2" DIA 1/2" DIA BRICK VENEER (MATCH LIBRARY) - OR USE CONTRACTING STONE VENEER (MATCH WITH EXISTING) WITH 1" OVERLAP.
4. PRESSURE TREATED 4x4 POST. INSTALL TO SLAB WITH DAMPNESS POST BASE CONNECTOR - SIMPSON ASSOCIATED. USE ADJUSTABLE FOOT BASE - HOT DIP GALVANIZED. POSTS NOT IN CONTACT TO LIBRARY. USE 1/2" DIA 1/2" DIA BRICK VENEER (MATCH LIBRARY) - OR USE CONTRACTING STONE VENEER (MATCH WITH EXISTING) WITH 1" OVERLAP.

  
 PRESERVATION WORKS, LLC  
 1013 W CHURCH STREET  
 SUITE 200  
 SUMMITVILLE, IN 46070  
 PH: 317.434.1111  
 WWW.PRESERVATIONWORKS.COM



HAZELBAKER LIBRARY  
 COVERED PATIO  
 1013 W CHURCH STREET  
 SUMMITVILLE, IN 46070

HAZELBAKER LIBRARY  
 COVERED PATIO  
 1013 W CHURCH STREET  
 SUMMITVILLE, IN 46070

date: 11.11.2022  
 job number: 2022-05  
 drawn by: C.R.H.  
 checked by: C.R.H.

A1

and Director must be made by separate motion. Employees, including the Administrative Assistant and Director, who receive disciplinary action, REMOVE: including but not limited to any written warnings for being late three times during a payroll period, are ineligible for a wage or salary increase for the calendar year following the disciplinary action.

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

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

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

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

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

## 17. PAYROLL DEDUCTION

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

### Mandatory deductions:

Federal Income Tax  
Social Security  
Medicare

### Optional Deductions (FT only):

Health Insurance  
Deferred Compensation Plan (annuity)  
AFLAC

State Income Tax  
County Income Tax  
INPRS or Deferred Compensation Matching Plan (FT only)

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

## **18. ATTENDANCE POLICY**

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

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

Employees are paid in one quarter hour increments. The first 7 minutes late will be forgiven. After 7 minutes, one quarter of an hour will be docked and will be considered tardy. When an employee works past their regular clock-out time at least 7 minutes, the same rule would apply and one quarter of an hour's wages would be paid. **Three times tardy in any single pay period merits a written warning. After three written warnings, disciplinary action will proceed.** Warnings are purged from the

# MATERIALS SELECTION POLICY

## A. Purpose of policy

The Board of Trustees of the North Madison County Public Library System sets forth policies for the overall operation and service of the Library. Recognizing the pluralistic nature of the local community, the Board provides this Selection Policy to guide the librarians in their selection responsibilities, and to inform the public of the principles upon which selection of library materials is made.

## B. Responsibility for Selection

Within the frame work of the materials selection policy, the Board of Trustees delegates to the Director the ultimate responsibility of selecting library materials. The Director may in turn delegate selection responsibility to the academically prepared and professionally trained staff. The general public and staff members may also recommend materials for consideration.

## C. Principles of Selection

1. Books and other materials selected shall be chosen for values of interest, information and recreation to the people of the community.
2. The Library shall be selective because of the volume published in many fields and aim for areas which reflect community needs and demands and are consonant with its objectives as a public library. It acquires materials which:
  - a. interpret, document and illuminate the past
  - b. represent various contemporary points of view reflecting current conditions, trends and controversies, international, national and local
  - c. foster a knowledge of self and an understanding of others.
  - d. Provide aesthetic appreciation and stimulate the imagination
  - e. Advance the individual's capacity for understanding the world in which he lives
  - f. Contribute to the enjoyment of life
  - g. Supplement the reference, research and recreational needs of borrowers of all ages
3. Some criteria of particular importance in selecting materials are:
  - a. authority
  - b. the authors literary standing
  - c. documentation used
  - d. accuracy
  - e. subject content
  - f. comparative scarcity of published material
  - g. social relevance of the theme
  - h. readability
  - i. literary merit
  - j. effectiveness of presentation

- k. current demand
  - l. importance of subject matter to the collection
  - m. possible future research value
  - n. local interest in the author or subject
  - o. physical format, limitation of use
  - p. specialized format (handicapped, e.g.)
  - q. cost
  - r. availability in other libraries
  - s. inclusion of title in bibliographies and reviews.
4. Judgment for selection made on the material as a whole, and not on some passage, page, scene or other part alone.
  5. In fields which the local library cannot develop extensively, the aim is to acquire basic materials by which readers may gain basic information and prepare for use of the larger or specialized collections of other libraries.
  6. A new acquisition shall be measure against other materials available to determine which selection seems wisest in view of the Library's needs, space and available funds. Consideration is given to materials which may be of interest to a few patrons as well as those of interest to many.
  7. The Library does not attempt to acquire textbooks and other curriculum related materials or professionally and technically oriented resources except as such materials also serve the general public.
  8. The Library acknowledges a particular interest in local and state history and the works of local authors. The library will however, apply the same standards of selection to the works of the local authors as it does to other library materials.
  9. Through its Branch Libraries the North Madison County Public Library System makes library materials accessible to people in all sections of the library's service area. These collections cannot duplicate the Main Elwood Library's collections completely. Within the budget and space, these ancillary collections provide for local interests and needs by a balance in the selection of educational, recreational, vocational, and home interest materials.
  10. The North Madison County Public Library system recognizes its responsibility to young adults. The use of books is seen as an assist in their development toward adulthood, by awakening new reading interests, by furthering a taste for good literature, by providing an opportunity to explore new ideas, by contributing to their personal and intellectual growth.
  11. Selection of juvenile materials is based on the criteria listed in section 3. Diversified backgrounds, tastes, interest and abilities are acknowledged. The use of such material by children is the responsibility of their parents or legal guardians.
 

The Library's objectives in serving children are to:

    - a. help children widen their interest and extend their horizons
    - b. stimulate and help satisfy their curiosity
    - c. aid them in increasing their knowledge and understanding of their immediate and larger world with its varied peoples and cultures

- d. help each child realize his own identity as a person of worth
  - e. help children discover reading is fun.
12. The Board of Trustees delegates to the Director the ultimate responsibility of withdrawing materials. Regularly the Library re-evaluates its collection and withdraws materials because they are out-dated, badly worn, rarely used by the public or inconsistent with selection criteria. Withdrawn materials may be made available for public sale.
  13. The library welcomes gifts, but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the institution. Such material may be added to the collection provided that it meets the Library's standard of section.
  14. The Library's Board of Trustees believes that anyone is free to reject for him/herself library materials of which he/she does not approve; however, he/she does not have the right to restrict the freedom of others to use these materials. No book or other library materials shall be excluded because of the race, sex, nationality or the political, religious or social views of the author.
  15. The Library administration provides procedures for public comment on library materials. (see attached PATRON'S COMMENT ON LIBRARY MATERIALS).

#### BOOK COMPLAINT PROCEDURES

1. **ADD: The patron must be an active NMCPLS library patron living or owning property within our service area.**
2. Patron complains about a book ( or other materials).
3. Employee explains that books are selected according to criteria specified in the Book Selection Policy.
4. If patron persists, employee should at this point refer the matter to the Department head.
5. The Department head should explain to patron that it is our policy to allow **individuals** to accept or reject materials for themselves but not to impose their judgment upon others.  
If the objection is that children will have access to inappropriate material, explain that the responsibility for screening what children read is the parents', not the library's.
6. If patron still persists, offer him a copy of our Materials Selection Policy and a patron's Comment form **ADD: explaining the form should be completed by hand** in order to proceed further with the matter. Explain that this aids the librarian in understanding the specifics of the complaint and in reviewing the material in question.
7. The Department Head will, upon receiving a comment form, decide whether or not to proceed further with the complaint. For example, if the form is only partially completed, or hastily done, etc., the Department Head may simply file it away until and unless the patron complains further. If it is a thoughtful, complete



comment, the Department Head should review the work in question to be sure it does comply with our selection criteria.

8. The Department Head will advise the Director of the action taken, whether filed away or followed up.
9. If the patron follows up on the action taken and disagrees with it, he should then be referred to the Director.

March 2003

Reviewed 12/11/2023

**PATRON'S COMMENT ON LIBRARY MATERIALS**

**Type of material (book, periodical, other)** \_\_\_\_\_

**Author** \_\_\_\_\_

**Title** \_\_\_\_\_

**Publisher and date of publication** \_\_\_\_\_

**Patron Name** \_\_\_\_\_

**Patron Address** \_\_\_\_\_

**Do you represent:**

\_\_\_\_\_ **An Organization? (Name)** \_\_\_\_\_

\_\_\_\_\_ **Other group? (Name)** \_\_\_\_\_

**Have you read the entire work?** \_\_\_\_\_ **If not, which parts?** \_\_\_\_\_

**What do you see as its theme or purpose?**

**What do you find of value in the work?**

**What do you find objectionable about the work? (Please cite specific pages)**

**What do you think might result from reading this material?**

**Are there other titles on this subject that you would suggest for the library? If so, Please list title and author.**

**Comments:**

---

**Signature**

**Date**

**NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM**  
Comment form Adopted 10/91

MEMORY TRANSMISSION REPORT

TIME : 01-05-2024 09:39  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 222  
DATE : 01.05 09:36  
TO : Sville Library  
DOCUMENT PAGES : 2  
START TIME : 01.05 09:38  
END TIME : 01.05 09:39  
PAGES SENT : 2  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**January 8, 2024**

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

**Elwood Public Library**

**Regular Meeting  
4:45 PM**

**Call to Order**

**Call for Quorum**

**Consent Agenda**

**Minutes**

**Claims Register & Checks**

**Personnel**

**Old Business**

**1. Summitville South Pavilion**

**2. Personnel Policy: Wage and Salary Administration**

**3. Materials Selection Policy**

**New Business**

**1. Review of 2023 Programs and Stats**

**Director's Report**

**Public Comment**

**Adjournment**

MEMORY TRANSMISSION REPORT

TIME : 01-05-2024 09:38  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 221  
DATE : 01.05 09:35  
TO : Frankton Library  
DOCUMENT PAGES : 2  
START TIME : 01.05 09:37  
END TIME : 01.05 09:38  
PAGES SENT : 2  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**January 8, 2024**

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

**Elwood Public Library**

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4:45 PM**

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**Director's Report**

**Public Comment**

**Adjournment**

MEMORY TRANSMISSION REPORT

TIME : 01-05-2024 09:37  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 220  
DATE : 01.05 09:35  
TO : Call-Leader  
DOCUMENT PAGES : 2  
START TIME : 01.05 09:36  
END TIME : 01.05 09:37  
PAGES SENT : 2  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**January 8, 2024**

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

**Elwood Public Library**

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4:45 PM**

**Call to Order**

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**3. Materials Selection Policy**

**New Business**

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**Director's Report**

**Public Comment**

**Adjournment**

MEMORY TRANSMISSION REPORT

TIME : 01-05-2024 09:36  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 219  
DATE : 01.05 09:35  
TO : Herald Bulletin  
DOCUMENT PAGES : 2  
START TIME : 01.05 09:35  
END TIME : 01.05 09:36  
PAGES SENT : 2  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**January 8, 2024**

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

**Elwood Public Library**

**Regular Meeting  
4:45 PM**

**Call to Order**

**Call for Quorum**

**Consent Agenda**

**Minutes**

**Claims Register & Checks**

**Personnel**

**Old Business**

**1. Summitville South Pavilion**

**2. Personnel Policy: Wage and Salary Administration**

**3. Materials Selection Policy**

**New Business**

**1. Review of 2023 Programs and Stats**

**Director's Report**

**Public Comment**

**Adjournment**

# Agenda

February 12, 2024

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. Non-Resident Fee Resolution

2. 3D Print Policy

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
February 12, 2024  
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 12, 2024 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Mike Bomholt, Janet Stover, Kathy Small, Larry Watson, and Kenny Giselbach. Also in attendance was Jamie Scott, Director and Sheri Wallace, Administrative Assistant.

CONSENT AGENDA

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

NEW BUSINESS

Non-Resident Fee

The Resolution to Establish Non-Resident Fees at \$65 per year was read. Kathy Small, made a motion to accept the resolution as read. Janet Stover made a second and the motion carried.

3D Print Policy

The 3D Print Policy was reviewed. Director Scott would like to add the following to the current policy:

III. ADD: All 3D models must be paid for in full before being released to patrons.

IV. Only designated Library staff and volunteers will have hands-on access to the 3D printer.

V. ADD: To request a specific 3D print you can either fill out our 3D print request form, bring your file to the Library on a USB drive, or upload the file from a library computer to a provided USB drive. We will review your file and a staff member will place your file in our 3D printing queue. STL files can be exported from most 3D design software packages. Additionally, you can find models in .STL format on websites like thingiverse.com printables.com thangs.com

VI. ADD: Elwood Public Library staff have the sole discretion to determine the order in which 3D models are printed. Patrons are limited to printing one 3D item at a time and may have only one item in the print queue at a time. If a 3D model consists of multiple separate parts, each part will constitute a single item. Because of limited staff and hardware resources, the Elwood Public Library cannot guarantee completion times. Library staff will contact patrons when printing is complete, and patrons must pick up



### 3D Print Policy-continued

completed models within three weeks. If models are not picked up within three weeks following completion, then the print becomes the sole possession of the Elwood Public Library who may apply them in any manner it deems appropriate.

VII. ADD: 3D printed objects may have small bumps, holes, and/or rough edges. These can be cleaned up using fine sand paper or steel wool. Objects are printed from the bottom up. If a design has a large overhang or suspended parts, support material and/or rafts may be used. These additions are easily removed by the patron. The Library will not be responsible for removing any supports and/or rafts.

VIII. ADD: Because of inherent limitations with equipment, the Elwood Public Library does not guarantee that any 3D model will print successfully. If a print fails due to Library staff error or hardware failure, the Library will attempt to reprint the object, and the patron will not be charged for the failed attempt. The Library may refuse to reprint the object after two unsuccessful attempts.

Larry Watson moved to accept these changes to the policy. Mike Bomholt seconded and the motion carried.

### ADDITION: Wendell Willkie Monument

The Wendell Willkie Park is getting a makeover. Mayor Jones would like to donate the Wendell Willkie Monument to the library to set under the arch. Director Scott invited him to attend our meeting today but he declined. The Board of Trustees discussed future plans for the arch and patio area. The Board will make a decision after getting additional information.

### Directors Report

An older gentleman is stealing our newspaper. He is banned for six months. Three young ladies trashed the women's restroom. They were banned for three months. The Annual Library Report is posted on the wiki. Open house is scheduled for June 1 at Summitville at 3:30 pm. Mr Hazelbaker will do a quick ribbon cutting ceremony for the new pavilion. Carolyn Lambertson, manager at Summitville, has passed away. Her son would like to donate \$2,500.00 in her name to the library. We are going to purchase two memorial benches for the pavilion in her name. The library has \$61,052.00 in tax abatements. We will be copywriting nine more paintings from Marvin Crim. We have three people waiting on prints. There is a problem with being able to log on to our new website from the library. Our stats are up 12% over last year.

Public Comment

Mike Bomholt thanked Director Scott and Sarah Huffman for speaking at the Optimist Club luncheon. They did a wonderful job promoting the library in a professional manner.

Adjournment

President Eddleman adjourned the meeting by consent.

Joet Stever  
Mike Bomholt  
Glenn Eddleman

Kathy Small, Secretary  
Kathy Small, Secretary  
Louanna Wilton  
Kenya Scott  
Lisa Atchley

## Register Of Claims

### North Madison County Public Library System

Report Date: From 02/01/24 To 02/29/24

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	104	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	02/14/24	IN Def Comp Empl Matching Plan-Robertson
<b>Total this claim =</b>					\$222.03		
0	103	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	02/14/24	Payroll Ending 2/10/24
<b>Total this claim =</b>					\$841.00		
0	102	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,484.97	02/14/24	Federal Tax Deposit
			Operating Fund	Empl.Share FICA&Medicare	\$347.29		
			Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,006.30		
			FICA	Empl.Share FICA&Medicare	\$1,484.97		
			Medicare	Empl.Share FICA&Medicare	\$347.29		
<b>Total this claim =</b>					\$5,670.82		
0	101	INDIANA PUBLIC RETIREMENT	Operating Fund	Emp Cont PERF	\$2,013.30	02/14/24	PERF Deposit
			PERF	Empl.Share FICA&Medicare	\$539.26		
<b>Total this claim =</b>					\$2,552.56		
0	70	AT&T	Operating Fund	Telephone & Telegraph	\$214.99	02/12/24	Service for Elwood
<b>Total this claim =</b>					\$214.99		
0	84	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$533.33	02/12/24	Service for Summitville
<b>Total this claim =</b>					\$533.33		
0	81	GREATAMERICA FINANCIAL S	Operating Fund	Office Supplies	\$101.74	02/12/24	Copier lease & Copies
			Operating Fund	Equipment/Rental	\$213.03		
<b>Total this claim =</b>					\$314.77		

<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>
34201	71	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,530.49	02/12/24	As per attached invoices.
			Operating Fund	Elwood Childrens	\$608.58		
			Operating Fund	Elwood YA	\$276.98		
			Operating Fund	Frankton	\$906.84		
			Operating Fund	Summitville	\$736.88		
			<b>Total this claim =</b>				
34202	72	BURNETTE - DELLINGER INC.	Operating Fund	Official Bonds	\$200.00	02/12/24	Treasuer & Asst Treasuere Bond
			<b>Total this claim =</b>				
34203	73	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$225.00	02/12/24	Plowing @ Frankton 1/19/24
			<b>Total this claim =</b>				
34204	74	DEMCO	Operating Fund	Book Processing	\$270.47	02/12/24	Benefit Denial DVD Cases, Book Jackets
			<b>Total this claim =</b>				
34205	75	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$77.50	02/12/24	YS Program supplies
			Operating Fund	Elwood Adult Programing	\$0.00		
			Operating Fund	Frankton Programing	\$0.00		
			Operating Fund	Summitville Programing	\$0.00		
			Operating Fund	Cleaning & Sanitation Supplies	\$0.00		
			Operating Fund	Operating Supplies	\$0.00		
			<b>Total this claim =</b>				
34206	76	ELWOOD CHAMBER OF COM	Operating Fund	Dues	\$85.00	02/12/24	Mangas Membership
			<b>Total this claim =</b>				
34207	77	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$278.16	02/12/24	VolP & Internet
			St Technology Fund Gra	Telephone & Telegraph	\$1,182.92		
			<b>Total this claim =</b>				
34208	78	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$20.00	02/12/24	Back up internet @ Frankton and Summitville
			Operating Fund	Telephone & Telegraph	\$10.00		
			<b>Total this claim =</b>				
34209	79	FRONTIER	Operating Fund	Telephone & Telegraph	\$300.56	02/12/24	Service for Frankton
			<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>
34210	80	GRAYBAR ELECTRIC CO, INC.	Operating Fund	Technology Equipment	\$373.91	02/12/24	Speco bullet camera
				<b>Total this claim =</b>	<b>\$373.91</b>		
34211	82	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$400.00	02/12/24	Snow removal & Salting Summitville, 1/6, 1/13, 1/14, 1/15, 1/16, 1/19, 1/20
				<b>Total this claim =</b>	<b>\$400.00</b>		
34212	83	INDIANA HISTORICAL SOCIET	Operating Fund	Dues	\$100.00	02/12/24	Annual membership(Local History Partner Library)
				<b>Total this claim =</b>	<b>\$100.00</b>		
34213	85	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$33.74	02/12/24	Service for Summitville
				<b>Total this claim =</b>	<b>\$33.74</b>		
34214	86	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$93.00	02/12/24	Trash removal Frankton
				<b>Total this claim =</b>	<b>\$93.00</b>		
34215	87	MIDWEST TAPE	Operating Fund	Frankton AV	\$203.95	02/12/24	As per attached invoices.
			Operating Fund	Elwood AV	\$371.92		
			Operating Fund	Summitville AV	\$220.96		
				<b>Total this claim =</b>	<b>\$796.83</b>		
34216	88	MIDDLEBURY PUBLIC LIBRAR	Operating Fund	Dues	\$50.00	02/12/24	2024 NICCL Dues
				<b>Total this claim =</b>	<b>\$50.00</b>		
34217	89	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	02/12/24	Feb 6th "Shall we gather at the River?" program
				<b>Total this claim =</b>	<b>\$30.00</b>		
34218	90	ROBY'S, INC.	Operating Fund	Professional Services	\$187.50	02/12/24	New garbage disposal in meeting room.
				<b>Total this claim =</b>	<b>\$187.50</b>		
34219	91	RICOH USA, INC	Operating Fund	Office Supplies	\$33.23	02/12/24	Copies from Indiana Room
				<b>Total this claim =</b>	<b>\$33.23</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>
34220	92	RIVISTAS, LLC	Operating Fund	Elwood Period. & News.	\$1,551.31	02/12/24	Magazine renewals Elwood, Summitville, Frankton
			Operating Fund	Frankton Per. & Newsp.	\$761.63		
			Operating Fund	Summitville Period. & Newsp.	\$510.76		
				<b>Total this claim =</b>	<b>\$2,823.70</b>		
34221	93	SARAH FOX	Operating Fund	Summitville Programing	\$30.00	02/12/24	Petty Cash
			Operating Fund	Summitville Programing	\$17.52		
				<b>Total this claim =</b>	<b>\$47.52</b>		
34222	94	STACEY JONES	Operating Fund	Frankton Programing	\$37.49	02/12/24	Petty Cash
			Gift	Frankton Programing	\$4.48		
			Gift	Frankton Programing	\$4.87		
			Gift	Frankton Programing	\$1.99		
				<b>Total this claim =</b>	<b>\$48.83</b>		
34223	95	STAPLES	Operating Fund	Office Supplies	\$15.11	02/12/24	Office supplies
				<b>Total this claim =</b>	<b>\$15.11</b>		
34224	96	STREAMLINE	Operating Fund	Professional Services	\$4,260.00	02/12/24	Website 1/124 to 1/1/25
				<b>Total this claim =</b>	<b>\$4,260.00</b>		
34225	97	TOPS HOME CENTER	Operating Fund	Furniture & Equipment	\$53.98	02/12/24	As per attached invoices.
			Operating Fund	Operating Supplies	\$29.98		
			Operating Fund	Cleaning & Sanitation Supplies	\$28.47		
			Operating Fund	Operating Supplies	\$79.96		
			Operating Fund	Operating Supplies	\$39.98		
				<b>Total this claim =</b>	<b>\$232.37</b>		
34226	98	VICTORIA WALSER	Operating Fund	Elwood Children's Programing	\$20.00	02/12/24	Petty cash
			Operating Fund	Fuel, Oil and Lubricants	\$9.00		
				<b>Total this claim =</b>	<b>\$29.00</b>		
34227	99	VIOLET TAYLOR	Operating Fund	Traveling Expense	\$26.33	02/12/24	travel expense 45 miles @ \$.585 = \$26.33
				<b>Total this claim =</b>	<b>\$26.33</b>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
34228	100	KAREN LARIMORE	Operating Fund	Traveling Expense	\$279.05	02/12/24	Travel expense 477 miles @ \$.585 = \$279.05
<b>Total this claim =</b>					<b>\$279.05</b>		
34229	105	ELWOOD JR/SR HIGH SCHOO	Operating Fund	Advertising & Public Notices	\$125.00	02/12/24	1/4 page yearbook ad
<b>Total this claim =</b>					<b>\$125.00</b>		

**Total Amount of Claims      \$27,044.00**

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

Monday, February 12, 2024

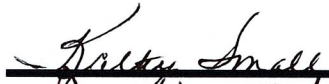

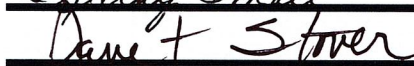
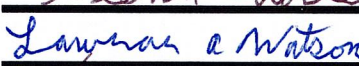

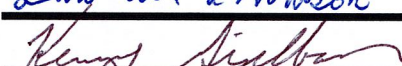
  
Fiscal Officer

**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 5 pages, and except for vouchers not allowed as shown on the Register such vouchers are allowed in the total amount of \$27,044.00

Date this 12<sup>th</sup> day of February, 2024.

**SIGNATURES OF GOVERNING BOARD**

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

Why do we need to increase the non-resident fee? Our non-resident fee has been \$60 since 2013: 10 YEARS

According to IC 36-12-2-25(c) the minimum non-resident fee needs to be greater than the operating expenditures per capita. Our operating expenditures per capita jumped from \$52.32 in 2021 to \$57.66 in 2022 due to the significant decrease in population served. This was the first year 2020 Census data was used. Census information is used to determine our population served. 2010 population served was 19,500 and 2020 population served is 18,940. Our 2023 operating expenditures increased just enough to increase operating expenditures per capita from \$57.65 to \$60.16.

	Total Operating Expenditure or Published Budget	Population Served	Operating Expenditures per Capita
2023	\$1,139,536	18,940	\$60.16
2022	\$1,091,368	18,930	\$57.65
2021	\$1,020,602	19,500	\$52.34
2020	\$974,806	19,500	\$49.99

By approving to increase the non-resident fee to \$61 we will meet the standard, but will need to increase the fee possibly next year. If we increased the non-resident fee to \$65, we would be able to keep this fee structure for an extended period of time.

	2011 Non-Resident Fees
Anderson Public Library	\$66
Pendleton Community Library	\$40
Hamilton North Public Library	\$61
Tipton County Public Library	\$125
Alexandria-Monroe Public Library	\$89



## RESOLUTION FOR NONRESIDENT FEE

North Madison County Public Library ("Library")

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

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

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

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

**DULY ADOPTED** by the Board of Trustees of the North Madison County Public Library at its regular meeting held on the 12th day of February, 2024, at which meeting a quorum was present.

NAY

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

AYE

\_\_\_\_\_  
*Kathy Small*  
\_\_\_\_\_  
*Janet Steer*  
\_\_\_\_\_  
*Mike Bonholt*  
\_\_\_\_\_  
*Glenn Eddeleman*  
\_\_\_\_\_  
*Samra Watson*  
\_\_\_\_\_  
*Vinny Hillman*  
\_\_\_\_\_

ATTEST:

*Kathy Small, Secretary*  
Secretary



## 3D Printer Policy

### Purpose

Elwood Public Library desires to offer community access to a new and emerging technology. 3D printing is a way to inspire new interest in design and a way to help patrons bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printer.

The library is happy to offer patrons the ability to submit projects to be printed on the library's 3D printer. The 3D Printer can create a physical object based on a design supplied as a digital file. These can be designs you've created yourself, or designs you've obtained from another source and have permission to use. Your submitted design file must be in the stl file format.

### Policy

The library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded as an stl file.

- I. The library's 3D printer may be used only for lawful purposes. Patrons will not be permitted to use the Library's 3D printer to create material that is:
  - a. Prohibited by local, state or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - c. Obscene or otherwise inappropriate for the Library environment.
  - d. In violation of another's intellectual property rights. For example, the printer will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- II. The library reserves the right to refuse any 3D print request.
- III. Cost: 3D printing at the Library is \$.05 per gram (of objects weight) Typical prints range in price from 30 cents to \$1.50. **ADD: All 3D models must be paid for in full before being released to patrons.**
- IV. Only designated Library staff and volunteers will have hands-on access to the 3D printer.
- V. **ADD: To request a specific 3D print you can either fill out our 3D print request form, bring your file to the Library on a USB drive, or upload the file from a library computer to a provided USB drive. We**

will review your file and a staff member will place your file in our 3D printing queue. STL files can be exported from most 3D design software packages. Additionally, you can find models in .STL format on websites like thingiverse.com printables.com thangs.com

VI. ADD: Elwood Public Library staff have the sole discretion to determine the order in which 3D models are printed. Patrons are limited to printing one 3D item at a time and may have only one item in the print queue at a time. If a 3D model consists of multiple separate parts, each part will constitute a single item. Because of limited staff and hardware resources, the Elwood Public Library cannot guarantee completion times. Library staff will contact patrons when printing is complete, and patrons must pick up completed models within three weeks. If models are not picked up within three weeks following completion, then the print becomes the sole possession of the Elwood Public Library who may apply them in any manner it deems appropriate.

VII. ADD: 3D printed objects may have small bumps, holes, and/or rough edges. These can be cleaned up using fine sand paper or steel wool. Objects are printed from the bottom up. If a design has a large overhang or suspended parts, support material and/or rafts may be used. These additions are easily removed by the patron. The Library will not be responsible for removing any supports and/or rafts.

VIII. ADD: Because of inherent limitations with equipment, the Elwood Public Library does not guarantee that any 3D model will print successfully. If a print fails due to Library staff error or hardware failure, the Library will attempt to reprint the object, and the patron will not be charged for the failed attempt. The Library may refuse to reprint the object after two unsuccessful attempts.

## Definitions

- 3D printing: the process of making a physical object from a digital model.
- 3D printer: A 3D printer uses melted plastic to produce objects designed on a computer.

The 3D printer policy was adopted 4-9-2018.

Revised 2-12-24

## 3D Printer Policy

To request a specific 3D print you can either fill out our 3D print request form, bring your file to the Library on a USB drive, or upload the file from a library computer to a provided USB drive. We will review your file and a staff member will place your file in our 3D printing queue. STL files can be exported from most 3D design software packages. Additionally, you can find models in .STL format on websites like [thingiverse.com](http://thingiverse.com) [printables.com](http://printables.com) [thangs.com](http://thangs.com)

### Print Queue

Elwood Public Library staff have the sole discretion to determine the order in which 3D models are printed. Patrons are limited to printing one 3D item at a time and may have only one item in the print queue at a time. If a 3D model consists of multiple separate parts, each part will constitute a single item. Because of limited staff and hardware resources, the Elwood Public Library cannot guarantee completion times. Library staff will contact patrons when printing is complete, and patrons must pick up completed models within three weeks. If models are not picked up within three weeks following completion, then the print becomes the sole possession of the Elwood Public Library who may apply them in any manner it deems appropriate.

### Quality

3D printed objects may have small bumps, holes, and/or rough edges. These can be cleaned up using fine sand paper or steel wool. Objects are printed from the bottom up. If a design has a large overhang or suspended parts, support material and/or rafts may be used. These additions are easily removed by the patron. The Library will not be responsible for removing any supports and/or rafts.

### Cost of 3D Printing

The cost for 3D printing is based on the weight of plastic used. Library staff may estimate the price prior to printing the model, but the exact price will be given to patrons after printing is complete. It costs \$1.00 to start a print and \$.10 a gram for filament used. This price includes any rafts/brims/supports generated by the software and failed prints due to design error.

All 3D models must be paid for in full before being released to patrons. The cost of 3D models not paid for and collected within three weeks following completion of the print will be charged as a fine against the patron's library card.

### Unsuccessful Prints

Because of inherent limitations with equipment, the Elwood Public Library does not guarantee that any 3D model will print successfully. If a print fails due to Library staff error or hardware failure, the Library will attempt to reprint the object, and the patron will not be charged for the failed attempt. The Library may refuse to reprint the object after two unsuccessful attempts.

Or Here is a second option

1. 3D printer files submitted for production will be reviewed by a staff member before printing. The library reserves the right to refuse any print file.
2. The Library's 3D printer may only be used for lawful purposes. The library will not print files containing models that are: Prohibited by local, state or federal law; unsafe, harmful, dangerous; obscene or inappropriate; in violation of intellectual property rights of others.
3. The Library does not guarantee that any 3D model will print successfully. If it is the fault of the equipment or staff then the patron will not be billed. Staff will make 2 attempts to print a file.
4. We will not modify your file; we print exactly as you submit it to us.
5. The service is not intended for manufacturing or production and the library reserves the right to refuse to print large numbers of identical designs.
6. Print jobs will be ready within 7 -10 business days from submission.
7. The cost for 3D printing is based on the weight of plastic used. Library staff may estimate the price prior to printing the model, but the exact price will be given to patrons after printing is complete. It costs \$1.00 to start a print and \$.10 a gram for filament used. This price includes any rafts/brims/supports generated by the software and failed prints due to design error. Full payment is required before picking up a 3D model.
8. Failure to pick up the printed model within 10 days of the notification date will result in the cost of the item being added to the patron's library account as a fine until the item is paid in full and picked up.
9. These policies are subject to change.







1. Library of Things
2. Sensory Friendly area of the library
3. Most summer reading sign-ups ever
4. Block Party – more partnerships within the community
5. Offering more (successful) programs to our patrons

Tori

Things that come to mind for me:

- Summitville gazebo building project
- Library of Things
- Staff In-service to improve our understanding of each other and our patrons

Sarah H

Here at the Frankton branch, we are very proud of our programs, including Stephen Jackson presents, this has been a huge hit with the local community. Adult craft night has grown into one of our biggest programs, it is very popular, we had to cap it off at 20 people, although they may not all show up each month. Summer reading is our next program we are excited about, the kids look forward to it each year. Something for all the branches would be (in my opinion) would be offering the library of things, I think this is a wonderful idea, there are several libraries out there that offer these services and they come in handy when a patron might need these things, or the fact that they can try something out before they go out and buy it. Wi-Fi hot spots if another thing that I think we should all be proud of, a lot of people do not have the money to buy internet monthly.

Stacey Jones

New Patron computers for Frankton  
New Advanced 3D Printer for everyone  
Updates to our camera systems  
Upgrades to our Internet service providing even faster speeds and higher data capacity

Mike

The first thing that comes to mind is the block party. Bringing the community together through partnerships.

Sheri

Our paper chain for our summer reading program is something I'm pretty proud of. I haven't got around to taking it down yet, but each chain link was a book or chapter read by a kid over the program and there's over 1000 links, which I think is really neat. We also averaged 10-13 kids for the summer reading program and it was great to see how some kids were a

little shy at the beginning, but then got to make friends and really show their personality as the program progressed.

We have around 10-15 people attending our senior social monthly.

Last February we had a table where we let patrons make valentines to give to the residents at the nursing home and patrons made 39 valentines, which is a great response for us.

The patio also got finished last year and we're proud of that.

Our library also got to have a booth at the Madison County Bicentennial, and we were able to pass out around 30 flyers about Summitville and our Indiana Room.

We also attended 6 events in the community and kids seem to enjoy our booth and we're recognized as part of the library. It's good that people keep us in mind for community events.

Sarah F

Summitville - Received \$100,000 from the Hazelbaker Family to build a covered pavilion off the south side of the building. Construction was completed at the end of 2023. Residents of the local nursing home enjoyed valentines made by library patrons and senior social program participants made Halloween goody bags for the residents. Over 1000 books were read with only 10 to 13 children participating in Summer Reading. Frankton - Madison County Historian, Stephen Jackson, presents a monthly program with no less than 25 and as many as 62 community members attending each month for a yearly total of 445! Elwood – Began a Library of Things collection. Purchased a new 3D printer which is being well received by patrons. Held a block party with several partners participating and over 300 attendees. Had the most summer ready sign-ups ever! Setup a sensory friendly area in youth services and began offering feminine hygiene products for free. System - Staff In-service to improve our understanding of each other and our patrons.









# Agenda

March 11, 2024

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. Leave Without Pay – Personnel Policy
2. Elwood Lawn Mower Issues
3. Occupancy Sensors for Restrooms
4. Internal Controls Review

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
March 11, 2024  
4:30 PM

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on March 11, 2024 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

CONSENT AGENDA

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

OLD BUSINESS

Pavilion Lighting-Summitville

Director Scott met with Trent from Nugent Electric about the lighting in the Pavilion at Summitville. It was decided to install a wired security camera with motion sensor lights in the same place as our previous outdoor light.

NEW BUSINESS

Leave Without Pay-Personnel Policy

Director Scott would like change the Leave Without Pay policy as follows:

*Part-Time Employees on Leave Without Pay do not accrue Sick Leave.*

Larry Watson moved to accept these changes. Kathy Small seconded and the motion carried.

Elwood Lawn Mower Issue

The Lawn Tractor at Elwood has been in the shop since last September. We are waiting on a new mower deck that is supposed to be in April 5. Director Scott will speak with Bendle's about options and programs. We will also get bids on having a company come mow for us. The board will visit this issue after we receive additional information.

Occupancy Sensors for Restrooms

Stacey Jones, Manager of Frankton Community Library, has received a request for Occupancy Sensors on the restroom lights. Director Scott received a quote from Nugent Electric for \$1405.00 to install these sensors in all restrooms at all locations. The Board declined to move on this issue.



Internal Controls Review

Internal Controls were reviewed. Staff will review Internal Controls at the May In-Service. There has been a request for TShirts of a Marvin Crim painting. Larry Watson moved to charge \$2.00 over the cost of the TShirt. Janet Stover seconded and the motion carried.

ADDED Conrad's Seal Coating

We received quotes from Conrad Dautrich to coat each of our parking lots. Elwood is \$5,982.00. Frankton is \$1,780.00. Summitville is \$1,780.00. The total is \$9,520.00. Lisa Hobbs moved we accept this quote. Mike Bomholt made a second and the motion carried.

Directors Report

We are cooking other libraries items and we are going to stop. At the May InService we will train staff and set up guide lines. The restrooms at Elwood are locked. The restrooms in the children's area have signs on the door to ask staff before using because they can not be locked from the outside. We have had a woman staying in the children's restroom for 45 minutes to an hour at a time. We have had vaping, vandalism and possible drug use. Lights on the canopy at Elwood were not working. We had a ballast burn up. Trent from Nugent is converting that to LED. The Wendell Willkie memorial is going to stay where it is. Sheri Wallace will be retiring August 30, 2024. We have a staff member interested in her position.

Public Comment

Mike Bomholt thanked Director Scott and Sarah Huffman for speaking at the Optimist Club luncheon. They did a wonderful job promoting the library in a professional manner.

Adjournment

President Eddleman adjourned the meeting by consent.

Lisa A. Hobbs  
Kenneth S. Sullards  
Glenn Eddleman

Kathy Small, Secretary  
Mike Bomholt  
Larry Watson  
Janet Stover

# Register Of Claims

## North Madison County Public Library System

Report Date: From **02/01/24** To **02/29/24**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	103	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	02/14/24	Payroll Ending 2/10/24
				<b>Total this claim =</b>	<b>\$841.00</b>		
0	81	GREATAMERICA FINANCIAL S	Operating Fund	Office Supplies	\$101.74	02/12/24	Copier lease & Copies
			Operating Fund	Equipment/Rental	\$213.03		
				<b>Total this claim =</b>	<b>\$314.77</b>		
0	84	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$533.33	02/12/24	Service for Summitville
				<b>Total this claim =</b>	<b>\$533.33</b>		
0	70	AT&T	Operating Fund	Telephone & Telegraph	\$214.99	02/12/24	Service for Elwood
				<b>Total this claim =</b>	<b>\$214.99</b>		
0	102	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,484.97	02/14/24	Federal Tax Deposit
			Operating Fund	Empl.Share FICA&Medicare	\$347.29		
			Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,006.30		
			FICA	Empl.Share FICA&Medicare	\$1,484.97		
			Medicare	Empl.Share FICA&Medicare	\$347.29		
				<b>Total this claim =</b>	<b>\$5,670.82</b>		
0	134	AMAZON BUSINESS	Operating Fund	Elwood AV	\$951.89	02/28/24	As per attached invoices.
			Operating Fund	Frankton AV	\$328.86		
			Operating Fund	Summitville AV	\$328.86		
			Operating Fund	Technology Equipment	\$141.11		
			Operating Fund	Elwood Adult	\$61.49		
			Operating Fund	Elwood Children's Programing	\$178.52		
			Operating Fund	Summitville Programing	\$64.16		
			Operating Fund	Furniture & Equipment	\$123.36		
			Operating Fund	Frankton Programing	\$256.54		
			Operating Fund	Elwood Adult Programing	\$20.96		
				<b>Total this claim =</b>	<b>\$2,455.75</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	104	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	02/14/24	IN Def Comp Empl Matching Plan-Robertson
<b>Total this claim =</b>					<u>\$222.03</u>		
0	106	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	02/14/24	PAYROLL
			Operating Fund	Salary of Assistants	\$19,729.59		
			Operating Fund	Wages of Janitor	\$1,414.36		
<b>Total this claim =</b>					<u>\$24,092.75</u>		
0	107	INDIANA PUBLIC RETIREMENT	Operating Fund	Emp Cont PERF	\$2,013.30	02/28/24	PERF Deposit
			PERF	Empl.Share FICA&Medicare	\$539.26		
<b>Total this claim =</b>					<u>\$2,552.56</u>		
0	108	EFTPS	Operating Fund	Empl.Share FICA&Medicare	\$1,483.64	02/28/24	Federal Tax Deposit
			Operating Fund	Empl.Share FICA&Medicare	\$346.97		
			Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,988.76		
			FICA	Empl.Share FICA&Medicare	\$1,483.64		
			Medicare	Empl.Share FICA&Medicare	\$346.97		
<b>Total this claim =</b>					<u>\$5,649.98</u>		
0	109	AT&T	Operating Fund	Telephone & Telegraph	\$89.98	02/28/24	Service for Summitville
<b>Total this claim =</b>					<u>\$89.98</u>		
0	110	CARDMEMBER SERVICE	Operating Fund	Elwood Adult Programing	\$20.00	02/28/24	As per attached invoices.
			Operating Fund	Elwood Children's Programing	\$11.98		
			Operating Fund	Technology Equipment	\$263.97		
			Operating Fund	Cleaning & Sanitation Supplies	\$10.00		
			Operating Fund	Operating Supplies	\$98.83		
<b>Total this claim =</b>					<u>\$404.78</u>		
0	111	CENTERPOINT ENERGY	Operating Fund	Gas	\$575.49	02/28/24	Service for Elwood, Frankton Summitvill
			Operating Fund	Gas	\$207.85		
			Operating Fund	Gas	\$170.72		
<b>Total this claim =</b>					<u>\$954.06</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	115	GREATAMERICA FINANCIAL S	Operating Fund	Equipment/Rental	\$213.03	02/28/24	Copier lease
			Operating Fund	Office Supplies	\$85.91		
				<b>Total this claim =</b>	<b>\$298.94</b>		
0	116	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,500.47	02/28/24	Service for Elwood
			Operating Fund	Electricity	\$0.00		
			Operating Fund	Electricity	\$0.00		
				<b>Total this claim =</b>	<b>\$1,500.47</b>		
0	132	AFLAC	AFLAC	Payroll Deductions	\$591.88	02/28/24	February Withholdings
				<b>Total this claim =</b>	<b>\$591.88</b>		
0	128	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	02/28/24	Payroll Ending 2/24
				<b>Total this claim =</b>	<b>\$841.00</b>		
0	129	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	02/28/24	IN Def Comp Empl Matching Plan-Robertson
				<b>Total this claim =</b>	<b>\$222.03</b>		
0	133	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	02/28/24	PAYROLL
			Operating Fund	Salary of Assistants	\$19,711.01		
			Operating Fund	Wages of Janitor	\$1,411.60		
				<b>Total this claim =</b>	<b>\$24,071.41</b>		
0	101	INDIANA PUBLIC RETIREMENT	Operating Fund	Emp Cont PERF	\$2,013.30	02/14/24	PERF Deposit
			PERF	Empl.Share FICA&Medicare	\$539.26		
				<b>Total this claim =</b>	<b>\$2,552.56</b>		
0	131	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,735.02	02/28/24	February Withholdings
			County Tax Withheld	Payroll Deductions	\$986.00		
				<b>Total this claim =</b>	<b>\$2,721.02</b>		
0	130	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$9,251.89	02/28/24	Employee Health Insurance 3/1-3/31
			Insurance	Payroll Deductions	\$932.98		
				<b>Total this claim =</b>	<b>\$10,184.87</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>
34201	71	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,530.49	02/12/24	As per attached invoices.
			Operating Fund	Elwood Childrens	\$608.58		
			Operating Fund	Elwood YA	\$276.98		
			Operating Fund	Frankton	\$906.84		
			Operating Fund	Summitville	\$736.88		
<b>Total this claim =</b>					<u>\$4,059.77</u>		
34203	73	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$225.00	02/12/24	Plowing @ Frankton 1/19/24
				<b>Total this claim =</b>			
34204	74	DEMCO	Operating Fund	Book Processing	\$270.47	02/12/24	Benefit Denial DVD Cases, Book Jacket
				<b>Total this claim =</b>			
34205	75	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$77.50	02/12/24	YS Program supplies
			Operating Fund	Elwood Adult Programing	\$0.00		
			Operating Fund	Frankton Programing	\$0.00		
			Operating Fund	Summitville Programing	\$0.00		
			Operating Fund	Cleaning & Sanitation Supplies	\$0.00		
			Operating Fund	Operating Supplies	\$0.00		
<b>Total this claim =</b>					<u>\$77.50</u>		
34206	76	ELWOOD CHAMBER OF COMM	Operating Fund	Dues	\$85.00	02/12/24	Mangas Membership
				<b>Total this claim =</b>			
34207	77	ENA SERVICES LLC	Operating Fund	Telephone & Telegraph	\$278.16	02/12/24	VoIP & Internet
			St Technology Fund Gra	Telephone & Telegraph	\$1,182.92		
			<b>Total this claim =</b>		<u>\$1,461.08</u>		
34208	78	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$20.00	02/12/24	Back up internet @ Frankton and Summitville
			Operating Fund	Telephone & Telegraph	\$10.00		
			<b>Total this claim =</b>		<u>\$30.00</u>		
34209	79	FRONTIER	Operating Fund	Telephone & Telegraph	\$300.56	02/12/24	Service for Frankton
				<b>Total this claim =</b>			
34210	80	GRAYBAR ELECTRIC CO, INC.	Operating Fund	Technology Equipment	\$373.91	02/12/24	Speco bullet camera
				<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>
34211	82	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	\$400.00	02/12/24	Snow removal & Salting Summitville, 1/13, 1/14, 1/15, 1/16, 1/19, 1/20
				<b>Total this claim =</b>	<u>\$400.00</u>		
34212	83	INDIANA HISTORICAL SOCIET	Operating Fund	Dues	\$100.00	02/12/24	Annual membership(Local History Partner Library)
				<b>Total this claim =</b>	<u>\$100.00</u>		
34213	85	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$33.74	02/12/24	Service for Summitville
				<b>Total this claim =</b>	<u>\$33.74</u>		
34214	86	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$93.00	02/12/24	Trash removal Frankton
				<b>Total this claim =</b>	<u>\$93.00</u>		
34215	87	MIDWEST TAPE	Operating Fund	Frankton AV	\$203.95	02/12/24	As per attached invoices.
			Operating Fund	Elwood AV	\$371.92		
			Operating Fund	Summitville AV	\$220.96		
				<b>Total this claim =</b>	<u>\$796.83</u>		
34216	88	MIDDLEBURY PUBLIC LIBRARY	Operating Fund	Dues	\$50.00	02/12/24	2024 NICCL Dues
				<b>Total this claim =</b>	<u>\$50.00</u>		
34217	89	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	02/12/24	Feb 6th "Shall we gather at the River?" program
				<b>Total this claim =</b>	<u>\$30.00</u>		
34218	90	ROBY'S, INC.	Operating Fund	Professional Services	\$187.50	02/12/24	New garbage disposal in meeting room.
				<b>Total this claim =</b>	<u>\$187.50</u>		
34219	91	RICOH USA, INC	Operating Fund	Office Supplies	\$33.23	02/12/24	Copies from Indiana Room
				<b>Total this claim =</b>	<u>\$33.23</u>		
34220	92	RIVISTAS, LLC	Operating Fund	Elwood Period. & News.	\$1,551.31	02/12/24	Magazine renewals Elwood,
			Operating Fund	Frankton Per. & Newsp.	\$761.63		Summitville, Frankton
			Operating Fund	Summitville Period. & Newsp.	\$510.76		
				<b>Total this claim =</b>	<u>\$2,823.70</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
34221	93	SARAH FOX	Operating Fund	Summitville Programing	\$30.00	02/12/24	Petty Cash
			Operating Fund	Summitville Programing	\$17.52		
				<b>Total this claim =</b>	<u>\$47.52</u>		
34222	94	STACEY JONES	Operating Fund	Frankton Programing	\$37.49	02/12/24	Petty Cash
			Gift	Frankton Programing	\$4.48		
			Gift	Frankton Programing	\$4.87		
			Gift	Frankton Programing	\$1.99		
				<b>Total this claim =</b>	<u>\$48.83</u>		
34223	95	STAPLES	Operating Fund	Office Supplies	\$15.11	02/12/24	Office supplies
				<b>Total this claim =</b>	<u>\$15.11</u>		
34224	96	STREAMLINE	Operating Fund	Professional Services	\$4,260.00	02/12/24	Website 1/124 to 1/1/25
				<b>Total this claim =</b>	<u>\$4,260.00</u>		
34225	97	TOPS HOME CENTER	Operating Fund	Furniture & Equipment	\$53.98	02/12/24	As per attached invoices.
			Operating Fund	Operating Supplies	\$29.98		
			Operating Fund	Cleaning & Sanitation Supplies	\$28.47		
			Operating Fund	Operating Supplies	\$79.96		
			Operating Fund	Operating Supplies	\$39.98		
				<b>Total this claim =</b>	<u>\$232.37</u>		
34226	98	VICTORIA WALSER	Operating Fund	Elwood Children's Programing	\$20.00	02/12/24	Petty cash
			Operating Fund	Fuel, Oil and Lubricants	\$9.00		
				<b>Total this claim =</b>	<u>\$29.00</u>		
34227	99	VIOLET TAYLOR	Operating Fund	Traveling Expense	\$26.33	02/12/24	travel expense 45 miles @ \$.585 = \$26.33
				<b>Total this claim =</b>	<u>\$26.33</u>		
34228	100	KAREN LARIMORE	Operating Fund	Traveling Expense	\$279.05	02/12/24	Travel expense 477 miles @ \$.585 = \$279.05
				<b>Total this claim =</b>	<u>\$279.05</u>		
34229	105	ELWOOD JR/SR HIGH SCHOO	Operating Fund	Advertising & Public Notices	\$125.00	02/12/24	1/4 page yearbook ad
				<b>Total this claim =</b>	<u>\$125.00</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>
34230	112	CITY OF ELWOOD	Operating Fund	Water	\$150.87	02/28/24	Service for Elwood
			Operating Fund	Waste Disposal Services	\$216.20		
				<b>Total this claim =</b>	<b>\$367.07</b>		
34231	113	DISCOUNT PAPER PRODUCTS	Operating Fund	Office Supplies	\$74.50	02/28/24	Receipt tape
				<b>Total this claim =</b>	<b>\$74.50</b>		
34232	114	GRAYBAR ELECTRIC CO, INC.	Operating Fund	Technology Equipment	\$375.44	02/28/24	Sjpeco camera for circulation area
				<b>Total this claim =</b>	<b>\$375.44</b>		
34233	117	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	\$190.71	02/28/24	Travel expense 326 miles @ \$.585 = \$190.71
				<b>Total this claim =</b>	<b>\$190.71</b>		
34234	118	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	02/28/24	Stephen Jackson March 5th A River of Fun
				<b>Total this claim =</b>	<b>\$30.00</b>		
34235	119	MIDWEST TURF AND FORAGE	Operating Fund	Professional Services	\$400.00	02/28/24	Snow removal Elwood 1/16, 2/17
				<b>Total this claim =</b>	<b>\$400.00</b>		
34236	120	NICK HAULTER	Operating Fund	Professional Services	\$50.00	02/28/24	Snow removal sidewalks-Summitville 2/16
				<b>Total this claim =</b>	<b>\$50.00</b>		
34237	121	ORIENTAL TRADING COMPAN	Operating Fund	Summitville Programing	\$53.96	02/28/24	Supplies for Summitville
				<b>Total this claim =</b>	<b>\$53.96</b>		
34238	122	ODP BUSINESS SOLUTIONS, L	Operating Fund	Office Supplies	\$153.60	02/28/24	Copy paper Elwood
				<b>Total this claim =</b>	<b>\$153.60</b>		
34239	123	STACEY JONES	Operating Fund	Frankton Programing	\$48.79	02/28/24	Petty Cash
				<b>Total this claim =</b>	<b>\$48.79</b>		
34240	124	STAPLES	Operating Fund	Office Supplies	\$224.61	02/28/24	Office supplies
			Operating Fund	Office Supplies	\$265.62		
				<b>Total this claim =</b>	<b>\$490.23</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>
34241	125	TOWN OF FRANKTON	Operating Fund	Electricity	\$422.55	02/28/24	Service for Frankton
			Operating Fund	Water	\$34.45		
			Operating Fund	Waste Disposal Services	\$35.78		
			<b>Total this claim =</b>				
34242	126	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	02/28/24	Service for Summitville
			Operating Fund	Waste Disposal Services	\$5.00		
			Operating Fund	Waste Disposal Services	\$14.79		
			<b>Total this claim =</b>				
34243	127	VICTORIA WALSER	Operating Fund	Elwood Children's Programing	\$27.50	02/28/24	Petty cash
				<b>Total this claim =</b>			
34244	72	BURNETTE - DELLINGER INC.	Operating Fund	Official Bonds	\$200.00	02/12/24	Treasuer & Asst Treasuere Bond
				<b>Total this claim =</b>			

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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**Total Amount of Claims**      **\$106,503.59**

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

Monday, March 11, 2024

*Kenneth Giallone*  
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<sup>TH</sup> day of March, 2024.

<u><i>Karen Small</i></u>	<u><i>Glenn Edleman</i></u>	
<u><i>Jane Stover</i></u>	<u><i>Lawson Watson</i></u>	
<u><i>Mike Borchelt</i></u>	<u><i>Lisa Atchley</i></u>	

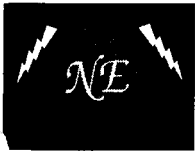
**SIGNATURES OF GOVERNING BOARD**

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

## 1. LEAVE WITHOUT PAY

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

**ADD: Part-Time** Employees on Leave Without Pay do not accrue **REMOVE: vacation, Sick Leave, REMOVE: or Personal Business Leave.** Arrangements may be made to continue health and life insurance benefits for the employee at the employee's own expense. **Notes: Vacation time is given according to the number of years worked and given on the employee's anniversary date. Full-time employees receive 32 hours of personal time and part-time employees receive 16 hours on their anniversary date. Full-time employees receive eight (8) hours of sick leave per month after one full calendar month on staff. Part-time staff receive one (1) hour of sick leave for each twenty (20) hours worked in the preceding month, up to a total of eight (8) hours in any one month. Sick leave is given in one hour increments, and may be expended in one quarter hour increments. Example: an employee was on leave without pay for 17 working days. While she was on leave without pay her anniversary date came up and she received 20 hours vacation and 16 hours personal time. If vacation and personal business leave does not accrue during leave without pay, the process to figure out how much of the 20 hours vacation and 16 hours of personal time she would lose would be need to be defined.**



# 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 #
3/7/2024	9213

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

Total may change due to increase of material cost.

Terms	
Net 30	

DESCRIPTION	COST	TOTAL
<b>MATERIALS ONLY</b>		
Misc Electrical Supplies--COST FOR (12) OCCUPANCY SENSORS FOR VARIOUS RESTROOM LOCATIONS. COST \$37.00 EACH	445.00	445.00
<b>THIS PROPOSAL DOES NOT INCLUDE LABOR, LABOR FOR INSTALLATION WILL BE COMPLETED ON A TIME AND MATERIALS BASIS.</b>		
<b>SUBMITTED BY: MIKE SHORT</b>		<b>TOTAL \$445.00</b>

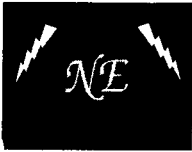
We propose hereby to furnish material and labor--complete in accordance with above specifications.

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 \_\_\_\_\_ Signature \_\_\_\_\_

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



# Nugent Electric Inc.

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

# PROPOSAL

DATE	ESTIMATE #
3/7/2024	9214

E-mail	nugentelectric@comcast.net
--------	----------------------------

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

Total may change due to increase of material cost.

Terms	
Net 30	

DESCRIPTION	COST	TOTAL
RE: OCCUPANCY SENSORS		
LABOR COST FOR ELECTRICAL INSTALLATION OF (12) SINGLE POLE SWITCHES WITH WALL MOUNTED OCCUPANCY SENSORS LOCATED IN THE RESTROOMS AREAS FOR LIGHTING CONTROL. WORK TO BE COMPLETED ON STRAIGHT TIME BASIS OCCUPANCY SENSORS NOT INCLUDED	960.00	960.00
<b>SUBMITTED BY: MIKE SHORT</b>		<b>TOTAL \$960.00</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 \_\_\_\_\_ Signature \_\_\_\_\_

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

ESTIMATE

CONRAD'S SEALCOATING & STRIPING

5553 WEST 900 NORTH

FRANKTON, IN 46044

765-639-1769

*Elwood Libeary*

*3-11-24*

Job Description

Square Foot of Seal Coat *20,407*

Linear Foot of Crack Seal *2796*

Striping \_\_\_\_\_

Patching \_\_\_\_\_

BRUSH ON - NO SPRAY ON

Itemized Estimate	
Price of Seal Coat	\$ <i>3,684.00</i>
Price of Crack Seal	\$ <i>1,538.00</i>
Price of Striping	\$ <i>760.00</i>
Price of Cleaning	\$
Price of Patching	\$ <i>no charge</i>
Total Estimated Job Cost	\$ <i>5,982.00</i>

*Thanks Conrad*

Estimates subject to change in 30 days

ESTIMATE

CONRAD'S SEALCOATING & STRIPING

5553 WEST 900 NORTH

FRANKTON, IN 46044

765-639-1769

Frankton Library

3-11-24

Job Description

Square Foot of Seal Coat 6,944

Linear Foot of Crack Seal 335

Striping \_\_\_\_\_

Patching \_\_\_\_\_

BRUSH ON - NO SPRAY ON

Itemized Estimate

Price of Seal Coat	\$ 1,250.00
Price of Crack Seal	\$ 185.00
Price of Striping	\$ 346.00
Price of Cleaning	\$
Price of Patching	\$ No Charge
Total Estimated Job Cost	\$ 1,780.00

Thanks Conrad

Estimates subject to change in 30 days

ESTIMATE

CONRAD'S SEALCOATING & STRIPING

5553 WEST 900 NORTH

FRANKTON, IN 46044

765-639-1769

Summitville Library

3-11-24

Job Description

Square Foot of Seal Coat 6050

Linear Foot of Crack Seal 780

Striping \_\_\_\_\_

Patching \_\_\_\_\_

BRUSH ON - NO SPRAY ON

Itemized Estimate	
Price of Seal Coat	\$ 1,089.00
Price of Crack Seal	\$ 471.00
Price of Striping	\$ 198.00
Price of Cleaning	\$
Price of Patching	\$
Total Estimated Job Cost	\$ 1,758.00

Thanks Conrad

Estimates subject to change in 30 days



MEMORY TRANSMISSION REPORT

TIME : 03-07-2024 12:36  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 771  
DATE : 03.07 12:34  
TO : Frankton Library  
DOCUMENT PAGES : 1  
START TIME : 03.07 12:35  
END TIME : 03.07 12:36  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**March 11, 2024**

**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. Leave Without Pay – Personnel Policy**
- 2. Elwood Lawn Mower Issues**
- 3. Occupancy Sensors for Restrooms**
- 4. Internal Controls Review**

**Director's Report  
Public Comment  
Adjournment**

MEMORY TRANSMISSION REPORT

TIME : 03-07-2024 12:35  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 770  
DATE : 03.07 12:34  
TO : Sville Library  
DOCUMENT PAGES : 1  
START TIME : 03.07 12:34  
END TIME : 03.07 12:35  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**March 11, 2024**

**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. Leave Without Pay – Personnel Policy  
2. Elwood Lawn Mower Issues  
3. Occupancy Sensors for Restrooms  
4. Internal Controls Review  
Director's Report  
Public Comment  
Adjournment**

MEMORY TRANSMISSION REPORT

TIME : 03-07-2024 12:34  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 769  
DATE : 03.07 12:33  
TO : Herald Bulletin  
DOCUMENT PAGES : 1  
START TIME : 03.07 12:34  
END TIME : 03.07 12:34  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**March 11, 2024**

**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. Leave Without Pay – Personnel Policy**
- 2. Elwood Lawn Mower Issues**
- 3. Occupancy Sensors for Restrooms**
- 4. Internal Controls Review**

**Director's Report  
Public Comment  
Adjournment**

*Please  
Publish*

MEMORY TRANSMISSION REPORT

TIME : 03-07-2024 12:33  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 767  
DATE : 03.07 12:32  
TO : Call-Leader  
DOCUMENT PAGES : 1  
START TIME : 03.07 12:32  
END TIME : 03.07 12:33  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**March 11, 2024**

**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. Leave Without Pay – Personnel Policy**
- 2. Elwood Lawn Mower Issues**
- 3. Occupancy Sensors for Restrooms**
- 4. Internal Controls Review**

**Director's Report  
Public Comment  
Adjournment**

*Please  
Publish*

# Agenda

April 8, 2024

North Madison County Public Library System  
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting

5:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

1. Summitville South Pavilion
2. Elwood Lawn Mower Issues

New Business

1. Job Descriptions
2. Pest Control Prevention and Response Policy
3. Hazelbaker Covered Patio Policy

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Ralph E. Hazelbaker Library  
Regular Meeting  
April 8, 2024  
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 8, 2024 on the Community Patio of the Ralph E. Hazelbaker Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Mike Bomholt, Janet Stover, Larry Watson, Lisa Hobbs and Kenny Giselbach. Also in attendance was Jamie Scott, Director, Sheri Wallace, Administrative Assistant and Sarah Fox, Branch Manager.

CONSENT AGENDA

Lisa Hobbs moved to approve the consent agenda. Mike Bomholt seconded and the motion carried. The members signed the minutes and claims register. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

Summitville South Pavilion

The new camera and flood lights have been installed. There is a question concerning the wiring. They wired the lighting with residential wiring. There was no cover on the junction box. No building permit was issued. Brian from Pridemark said they will take care of anything the inspector finds. The landscaping will be finished up, the drain will be taken care of and the mulch will be removed for river rock. A small piece of railing will need to be fixed as well. The door needs to be removed and reframed for the door closer to work properly.

Elwood Lawn Mower Issues

Bendle Lawn Equipment has not received the new mower deck to repair our mower. Bendle quoted a price of \$4,300 for a new 42" zero turn mower. Idlewine Mowers and Trimmers quoted \$4,249 for a new 42" zero turn mower and a Kawasaki for \$3,899.00. We also have a quote for \$100 and \$75 for someone to come mow. Mike Bomholt moved to hire Cody Harrison for \$75 per mowing. Larry Watson seconded and the motion carried.

NEW BUSINESS

Job Descriptions

Director Scott would like to remove the following from Technical Services Manager job description: **Item 12 Remove:** *Twenty (20) hours will be computer or technology related*  
**Item 14 Remove:** *Organizes and prepares for shipment all items to be transited to other libraries.*

### Job Descriptions

*Change Indiana Public Library to Indiana State Library.* Lisa Hobbs moved to approve as presented. Janet Stover seconded, motion carried.

Director Scott would like to make the following changes to Branch Manager job description: **Item 5 Add inventory.** **Item 8 Remove regular deposit.** **Item 12 Remove Twenty (20) hours will be computer or technology related.** **Add Indiana State Library.** **Add Item 13: Supervises the reporting and calculation of the branch department statistics.** Janet Stover moved to accept the changes as presented. Lisa Hobbs seconded, motion carried.

Director Scott would like to make the following changes to Adult Services Manager job description: **Item 4 Add Inventory.** **Item 6 Add which includes meeting room reservations and collecting and returning meeting room deposits.** **Item 13 Remove Twenty (20) hours will be computer or technology related.** **Add Indiana State Library.** **Add Item 14 organizes and prepares for shipment all items to be transited to other libraries.** **Add Item 15 Supervises the reporting and calculation of the adult department statistics.** Lisa Hobbs moved to approve as presented. Mike Bomholt seconded, motion carried.

Director Scott would like to make the following changes to the Youth Services Manager job description: **Item 4 Add and performs clerk duties when necessary, as listed in the clerk job description.** **Item 5 Add inventory.** **Item 13 Remove: Correlates circulaion, acquisitions and patron statistics for the library system and state reports.** **Add Supervises the reporting and calculation of the youth department statistics and system digital media and database statistics.** **Item 14 Remove Twenty (20) hours will be computer or technology related.** **Add Indiana State Library.** Janet Stover moved to accept the changes as presented. Lisa Hobbs seconded, motion carried.

### Pest Control Prevention and Response Policy

Director Scott would like to make the following changes to the Pest Control Prevention and Response Policy: **Item 1 Remove: Once a month a licensed pest professional will inspect and spray each facility for bed bugs.** **Item 2 Add: owned by NMCPLS, Add: Incoming items owned by other libraries will be visually inspected. If any signs of pests are found, the item will immediately be quarantined, and the owning library will be contacted.** Lisa Hobbs moved to accept these changes as presented, effective May 6, 2024. Janet Stover seconded, motion carried.

### Hazelbaker Covered Patio Policy

Director Scott requested this item tabled until the next meeting.

### Frankton Community Library Sign-Added

The sign at the Frankton Library is in need of repair and maintenance. Complete Masonry Service quoted \$4,980.00 to install new limestone caps, repair failed mortar joints, tuck point and pressure wash. They will drill weep holes in base block to allow water to drain. Mike Bomholt moved to accept this quote. Janet Stover seconded, motion carried.

Directors Report

Sarah Fox had 15 people for the eclipse and t-shirt craft. Four people came for chair yoga and 8 came to Goosebumps. Preschool is coming for a field trip. The eclipse programs were successful at all the branches. Today was the first program Sarah had on the patio. Lou Gerig donated \$250.00 to purchase a plaque for the Willkie items he donated to the library. After talking with Lou a program has been planned for August 17<sup>th</sup>. Marvin Crim is painting the train that brought Willkie to Elwood. Stephen Jackson, Madison County Historian, David Willkie and Michael Mitchell will all be here for a day of Willkie history. We will even have a model train set up. The Call Leader has been asked to come as well. We had a patron want one of Marvin Crim's paintings on a T-shirt so we ordered it and it turned out very well. We are going to promote these.

Public Comment

No public comment.

Adjournment

President Eddleman adjourned the meeting by consent.

Janet Stover  
Michael Embert  
Dennis Ray Eddleman

Kathy Small, Secretary  
Kathy Small, Secretary

Lawrence A. Watson  
Henry Jackson  
\_\_\_\_\_



## Register Of Claims

### North Madison County Public Library System

Report Date: From **03/01/24** To **03/31/24**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	161	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,003.40	03/13/24	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,500.97		
			Medicare	Empl.Share FICA&Medicare	\$351.04		
			Operating Fund	Empl.Share FICA&Medicare	\$1,500.97		
			Operating Fund	Empl.Share FICA&Medicare	\$351.04		
			<b>Total this claim =</b>				
0	147	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$493.39	03/11/24	Service for Summitville
				<b>Total this claim =</b>			
0	149	LIBERTY MUTUAL INSURANCE	Operating Fund	Insurance	\$585.00	03/11/24	Workers Comp Audit
				<b>Total this claim =</b>			
0	135	AT&T	Operating Fund	Telephone & Telegraph	\$75.57	03/11/24	Service for Elwood
				<b>Total this claim =</b>			
0	160	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$539.26	03/13/24	PERF Deposit
			Operating Fund	Emp Cont PERF	\$2,013.30		
			<b>Total this claim =</b>				
0	186	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$687.80	03/27/24	1st Qtr SUTA 2024
				<b>Total this claim =</b>			
0	163	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	03/11/24	Payroll Ending 3/9/24
				<b>Total this claim =</b>			
0	164	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	03/11/24	IN Def Comp Empl 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>
0	165	AMAZON BUSINESS	Operating Fund	Elwood AV	\$419.58	03/11/24	As per attached invoices.
			Operating Fund	Frankton AV	\$184.14		
			Operating Fund	Summitville AV	\$184.14		
			Operating Fund	Operating Supplies	\$65.97		
			Operating Fund	Furniture & Equipment	\$414.89		
			Operating Fund	Elwood Adult	\$17.50		
				<b>Total this claim =</b>	<u>\$1,286.22</u>		
0	166	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,650.10	03/11/24	Service for Elwood
				<b>Total this claim =</b>	<u>\$1,650.10</u>		
0	167	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	03/13/24	PAYROLL
			Operating Fund	Salary of Assistants	\$19,990.68		
			Operating Fund	Wages of Janitor	\$1,411.60		
				<b>Total this claim =</b>	<u>\$24,351.08</u>		
0	168	CARDMEMBER SERVICE	Operating Fund	Technology Equipment	\$65.97	03/15/24	As per attached invoices.
			Operating Fund	Furniture & Equipment	\$219.48		
			Operating Fund	Elwood Children's Programing	\$193.70		
			Operating Fund	Elwood Adult Programing	\$117.80		
			Operating Fund	Operating Supplies	\$71.23		
			Operating Fund	Professional Meetings	\$118.45		
				<b>Total this claim =</b>	<u>\$786.63</u>		
0	169	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$539.26	03/27/24	PERF Deposit
			Operating Fund	Emp Cont PERF	\$2,013.30		
				<b>Total this claim =</b>	<u>\$2,552.56</u>		
0	170	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,009.74	03/27/24	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,523.24		
			Medicare	Empl.Share FICA&Medicare	\$356.25		
			Operating Fund	Empl.Share FICA&Medicare	\$1,523.24		
			Operating Fund	Empl.Share FICA&Medicare	\$356.25		
				<b>Total this claim =</b>	<u>\$5,768.72</u>		
0	171	AT&T	Operating Fund	Telephone & Telegraph	\$90.43	03/27/24	Service for Summitville
				<b>Total this claim =</b>	<u>\$90.43</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	182	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	03/27/24	PAYROLL
			Operating Fund	Salary of Assistants	\$20,352.42		
			Operating Fund	Wages of Janitor	\$1,408.84		
				<b>Total this claim =</b>	<u>\$24,710.06</u>		
0	177	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$9,251.89	03/27/24	Emp Health Ins 4/1-4/30
			Insurance	Payroll Deductions	\$932.98		
				<b>Total this claim =</b>	<u>\$10,184.87</u>		
0	178	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	03/27/24	Payroll Ending 3/23
				<b>Total this claim =</b>	<u>\$841.00</u>		
0	179	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	03/27/24	In Def Comp Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$222.03</u>		
0	180	AFLAC	AFLAC	Payroll Deductions	\$591.88	03/27/24	March Withholding
				<b>Total this claim =</b>	<u>\$591.88</u>		
0	181	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,762.36	03/27/24	March Withholdings
			County Tax Withheld	Payroll Deductions	\$1,006.24		
				<b>Total this claim =</b>	<u>\$2,768.60</u>		
0	184	AMAZON BUSINESS	Operating Fund	Elwood AV	\$700.77	03/27/24	As per attached invoices.
			Operating Fund	Frankton AV	\$261.83		
			Operating Fund	Summitville AV	\$261.83		
			Operating Fund	Elwood Children's Programing	\$92.37		
			Operating Fund	Summitville	\$34.95		
			Operating Fund	Summitville Programing	\$44.52		
				<b>Total this claim =</b>	<u>\$1,396.27</u>		
0	185	CARDMEMBER SERVICE	Operating Fund	Telephone & Telegraph	\$1,200.00	03/27/24	As per attached invoices.
			Gift	Professional Services	\$260.00		
			Operating Fund	Elwood Adult Programing	\$29.70		
			Operating Fund	Cleaning & Sanitation Supplies	\$8.36		
				<b>Total this claim =</b>	<u>\$1,498.06</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	172	CENTERPOINT ENERGY	Operating Fund	Gas	\$407.06	03/27/24	Service for Elwood, Frankton
			Operating Fund	Gas	\$148.84		
			Operating Fund	Gas	\$97.98		
				<b>Total this claim =</b>	<u>\$653.88</u>		
34245	136	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,451.59	03/11/24	As per attached invoices.
			Operating Fund	Elwood Childrens	\$623.36		
			Operating Fund	Elwood YA	\$263.38		
			Operating Fund	Frankton	\$990.10		
			Operating Fund	Summitville	\$684.51		
				<b>Total this claim =</b>	<u>\$4,012.94</u>		
34246	137	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$488.00	03/11/24	Quarterly pest treatment-Elwood, Frankton, Summitville
				<b>Total this claim =</b>	<u>\$488.00</u>		
34247	138	BREAKOUT, INC	Operating Fund	Elwood Adult Programing	\$44.00	03/11/24	Expansion Pack (Gen 2)
				<b>Total this claim =</b>	<u>\$44.00</u>		
34248	139	COVELL CONSTRUCTION & S	Operating Fund	Professional Services	\$250.00	03/11/24	Snow removal Frankton 2-17-24
				<b>Total this claim =</b>	<u>\$250.00</u>		
34249	140	COLLABORATIVE SUMMER LIB	Operating Fund	Elwood Children's Programing	\$484.69	03/11/24	Summer Reading Supplies
				<b>Total this claim =</b>	<u>\$484.69</u>		
34250	141	ELWOOD CHAMBER OF COM	Operating Fund	Professional Services	\$100.00	03/11/24	Light pole banner renewal
				<b>Total this claim =</b>	<u>\$100.00</u>		
34251	142	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$804.80	03/11/24	Summitville fire extinguisher inspection
				<b>Total this claim =</b>	<u>\$804.80</u>		
34252	143	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,182.92	03/11/24	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$278.16		
				<b>Total this claim =</b>	<u>\$1,461.08</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
34253	144	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$10.00	03/11/24	Backup internet Frankton & Summitville
			Operating Fund	Telephone & Telegraph	\$20.00		
				<b>Total this claim =</b>	<b>\$30.00</b>		
34254	145	FRONTIER	Operating Fund	Telephone & Telegraph	\$283.54	03/11/24	Service for Frankton
				<b>Total this claim =</b>	<b>\$283.54</b>		
34255	146	GENERATIVE GROWTH II, LLC	Operating Fund	Elwood Children's Programing	\$63.48	03/11/24	Programing for Elwood
				<b>Total this claim =</b>	<b>\$63.48</b>		
34256	148	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$28.84	03/11/24	Service for Summitville
				<b>Total this claim =</b>	<b>\$28.84</b>		
34257	150	MIDWEST TURF AND FORAGE	Operating Fund	Professional Services	\$200.00	03/11/24	Snow removal 2/17
				<b>Total this claim =</b>	<b>\$200.00</b>		
34258	151	MIDWEST TAPE	Operating Fund	Frankton AV	\$179.96	03/11/24	As per attached invoices.
			Operating Fund	Elwood AV	\$372.93		
			Operating Fund	Summitville AV	\$120.97		
				<b>Total this claim =</b>	<b>\$673.86</b>		
34259	152	STAPLES	Operating Fund	Office Supplies	\$23.98	03/11/24	Cleaning/Office supplies
			Operating Fund	Cleaning & Sanitation Supplies	\$218.56		
				<b>Total this claim =</b>	<b>\$242.54</b>		
34260	153	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$288.00	03/11/24	As per attached invoices.
			Operating Fund	Professional Services	\$339.00		
			Operating Fund	Professional Services	\$1,329.00		
			Operating Fund	Professional Services	\$343.00		
				<b>Total this claim =</b>	<b>\$2,299.00</b>		
34261	154	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$70.08	03/11/24	Advertising AFR
				<b>Total this claim =</b>	<b>\$70.08</b>		
34262	155	CHERRYROAD MEDIA	Operating Fund	Advertising & Public Notices	\$120.00	03/11/24	Advertising AFR
				<b>Total this claim =</b>	<b>\$120.00</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>
34263	156	OVERDRIVE, INC	Operating Fund	Ebook Services	<u>\$2,500.00</u>	03/11/24	Content purchase
				<b>Total this claim =</b>	<b>\$2,500.00</b>		
34264	157	SARAH FOX	Operating Fund	Summitville Programing	<u>\$44.47</u>	03/11/24	Petty Cash
				<b>Total this claim =</b>	<b>\$44.47</b>		
34265	158	STACEY JONES	Operating Fund	Frankton Programing	<u>\$36.59</u>	03/11/24	Petty Cash
				<b>Total this claim =</b>	<b>\$36.59</b>		
34266	159	VICTORIA WALSER	Operating Fund	Operating Supplies	<u>\$15.00</u>	03/11/24	Petty Cash
				<b>Total this claim =</b>	<b>\$15.00</b>		
34267	162	RICOH USA, INC	Operating Fund	Office Supplies	<u>\$37.81</u>	03/11/24	Copies for Elwood
				<b>Total this claim =</b>	<b>\$37.81</b>		
34272	173	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	03/27/24	Service for Elwood
			Operating Fund	Waste Disposal Services	<u>\$216.20</u>		
				<b>Total this claim =</b>	<b>\$367.07</b>		
34273	174	HUMPHRIES AUTOMOTIVE SE	Operating Fund	Professional Services	<u>\$120.00</u>	03/27/24	February Salt & Plowing
				<b>Total this claim =</b>	<b>\$120.00</b>		
34274	175	TOWN OF FRANKTON	Operating Fund	Electricity	\$346.40	03/27/24	Service for Frankton
			Operating Fund	Water	\$34.45		
			Operating Fund	Waste Disposal Services	<u>\$48.70</u>		
				<b>Total this claim =</b>	<b>\$429.55</b>		
34275	176	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	03/27/24	Service for Summitville
			Operating Fund	Waste Disposal Services	\$14.79		
			Operating Fund	Waste Disposal Services	<u>\$5.00</u>		
				<b>Total this claim =</b>	<b>\$73.53</b>		
34276	183	LYDIA RETHERFORD	Operating Fund	Elwood Children's Programing	<u>\$225.00</u>	03/27/24	Eclipse Day program
				<b>Total this claim =</b>	<b>\$225.00</b>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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**Total Amount of Claims      \$106,023.03**

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 8, 2024

*Kenneth Eddleman*  
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<sup>TH</sup> day of April, 20 24.

<u><i>Jessie Atchley</i></u>	<u><i>Nick Bonharts</i></u>
<u><i>Kenneth Eddleman</i></u>	<u><i>Lawrence &amp; Watson</i></u>
<u><i>Denn Eddleman</i></u>	<u><i>Just Stover</i></u>

**SIGNATURES OF GOVERNING BOARD**

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

Bendle Lawn Equipment  
3841 N State Rd 9  
Anderson, IN 46012  
765-642-0657  
FAX 765-622-7665  
deanriddle@bendlelawnequip.com

Date: 03/19/2024

Quote for: Elwood Library  
jscott@elwood.lib.in.us  
765-552-5001

1 Ferris 42" Zero Turn Riding Mower	\$4,300.00
	Trade in -\$300.00
	Tax Exempt
	\$4,000.00

Trade every year for \$800. We pickup mower in the fall when you are finished and deliver a new mower in the spring. You will be billed in the spring. You own the mower you are riding, so you can opt out at any time. Bendle Lawn Equipment can also opt out at any time.

With the current environment with all manufacturers, pricing is extremely volatile And changing quickly. Pricing is secured for 30 days only and possible increase or decrease in price after 30 days. Please call with any questions you may have.  
Thank you for the opportunity.  
Dean Riddle



T & L Idlewine Mowers and Trimmers

April 5, 2024

7768 W State Road 28

Elwood, IN 46036

Phone (765)552-6007

Elwood Community Library

1600 Main Street

Elwood, IN 46036

Raptor XL 42" Deck Model #939884

Kawasaki FR651 21.5 HP

Regular MAP Price	\$4,499
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*Raptor Spring Sales Event	\$4,249
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Raptor X 42" Deck Model #939694

Kawasaki FR600 18HP

Regular MAP Price	\$4,099
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*Raptor Spring Sales Event	\$3,899
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**\*Raptor Spring Sales Event Starts 4/14/2024**

Thank you for requesting a quote from T & L Idlewine Mowers and Trimmers. Quote is good for 30 days.

Elisa Idlewine

# NMCPLS

## Job Description

**Job Title:** Manager, Youth Services  
**Department:** Youth Services  
**Reports To:** Director  
**FLSA Status:** Nonexempt  
**Prepared By:** Director  
**Prepared Date:** June 2008  
**Approved By:** Approved  
**Review & Approve Date:** July 2008, July 2016, August 2016, May 2018, May 2019

### SUMMARY

Manages library activities for children and young adults by performing the following duties.

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

1. Plans, organizes, supervises, and coordinates work of subordinates in delivering library services.
2. Plans, prepares, presents, attends and markets library programs in and outside of the library for children, young adults, parents and others to encourage reading, viewing, listening and use of library materials and facilities, to encourage lifelong learning and to meet community needs. Supervises, leads, assists and inspires the youth department's staff to do the same.
3. Develops and sustains community partnerships especially with local youth organizations.
4. Directly assists patrons in locating information, selecting materials, using equipment. **ADD: and performs clerk duties, when necessary, as listed in the clerk job description.**
5. Plans and coordinates activities related to collections including selection, processing, weeding, **ADD: inventory**, basic cleaning/repairing, and shelving. Maintains professional collection related to youth services.
6. Plans and coordinates activities related to services for children, young adults, and their care givers.
7. Oversees registration of patrons, charging and discharging of library materials, organization of incoming materials, and distribution of materials to appropriate areas.
8. Supervises collection and accounting of departmental fines and fees.
9. Furnishes information on activities, facilities and rules through displays and written materials.
10. Maintains an attractive and inviting atmosphere in the department; requests supplies/equipment.
11. Confers with teachers, parents, and community groups to assist in developing programs to encourage and improve the literacy and communication skills of children and young adults.
12. Maintains regular communication, both formal and informal, with all other personnel.
13. **REMOVE: Correlates circulation, acquisitions and patron statistics for the library system and state reports. ADD: Supervises the reporting and calculation of the youth department statistics and system digital media and database statistics.**
14. Participates in professional development activities that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs), **REMOVE: Twenty (20) hours will be computer or technology related,** are required every 5 years with at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of disciplinary action up to and including termination. Refer to the **ADD: Indiana State Library** Certification Manual for a definition of LEUs at <http://continuinged.isl.in.gov/certification/>.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises employees in Youth Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**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:** The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An associate's degree or 60 college credit hours from an accredited college or university is required plus at least a Librarian Certificate 5. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 75 LEUs have been obtained. For more information please read the Indiana Public Library Certification Manual available at <http://continuinged.isl.in.gov/certification/>.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** To perform this job successfully, an individual must be able to define problems, collect data, establish facts, and draw valid conclusions; plan and organize work.

**OTHER:** Strong interpersonal and human relations skills, written and oral communication skills. High degree of flexibility, organization and capacity to multitask. All employees are expected to demonstrate/develop basic keyboard skills; operate automated circulation and catalog stations, AV equipment, telephones, microfilm printer-readers, FAX machines, photocopiers and laminators.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Indiana drivers' license. This position is required to have a Library Certificate 5 (LC5) or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library.

**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 duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; 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/crawl, 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, distance, color and 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. Work is primarily performed in the Elwood library, but requires visits to branches, schools and other locations. Noise level in the work environment is usually moderate.

**SAFETY-SENSITIVE POSITION:** The duties and responsibilities of this position involve operation of a motor vehicle to travel between branch facilities and other locations. As a result, this position is considered a safety-sensitive position under the Library's drug and alcohol testing policy.

# NMCPLS

## Job Description

**Job Title:** Manager, Branch  
**Department:** Branch  
**Reports To:** Director  
**FLSA Status:** Nonexempt  
**Prepared By:** Director  
**Prepared Date:** June 2008  
**Approved By:** Board of Trustees  
**Review & Approve Date:** July 2008, July 2016, August 2016, May 2018, May 2019, April 2022

**SUMMARY:** Manages library activities at a branch facility.

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

1. Plans, organizes, supervises, and coordinates work of subordinates in delivering library services.
2. Plans, prepares, presents, attends, and markets library programs in and outside of the library for all ages to encourage reading, viewing, listening and use of library materials and facilities, to encourage lifelong learning and to meet community needs. Supervises, leads, assists and inspires the branch staff to do the same.
3. Develops and sustains community partnerships.
4. Directly assists patrons in locating information, selecting materials, and using equipment. Performs clerk duties, when necessary, as listed in the clerk job description.
5. Plans and coordinates activities related to collections including selection, processing, weeding, **ADD: Inventory**, basic cleaning/repairing, and shelving.
6. Plans and coordinates activities related to services for patrons of all ages in the community.
7. Oversees registration of patrons, charging and discharging of materials (including interlibrary loans), organization of incoming materials, and distribution of materials to appropriate areas.
8. Supervises collection and accounting of fines and fees. Responsible for **REMOVE: regular deposit and** reconciling petty cash account.
9. Furnishes information on activities, facilities and rules through displays and written materials.
10. Monitors security and maintenance of facility and grounds; maintains an attractive and inviting atmosphere in the facility; requests supplies and equipment as needed.
11. Maintains regular communication, both formal and informal, with all other personnel.
12. Participates in professional development activities that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs), **REMOVE: Twenty (20) hours will be computer or technology related**, are required every 5 years at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of disciplinary action up to and including termination. Refer to the **ADD: Indiana State Library** Certification Manual for a definition of LEUs at <http://continuinged.isl.in.gov/certification/>.
13. **ADD: Supervises the reporting and calculation of the branch department statistics.**

**SUPERVISORY RESPONSIBILITIES:** Directly supervises employees in the branch facility. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities including interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**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:** The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An associate degree or 60 college credit hours from an accredited college or university is required plus at least a Librarian Certificate 5. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 75 LEUs have been obtained. For more information, please read the Indiana Public Library Certification Manual available at <http://continuinged.isl.in.gov/certification> .

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, percent; and to draw and interpret bar graphs.

**REASONING ABILITY:** To perform this job successfully, an individual must be able to define problems, collect data, establish facts, and draw valid conclusions; plan and organize work.

**OTHER:** Strong interpersonal and human relations skills, written and oral communication skills. High degree of flexibility, organization, and capacity to multitask. All employees are expected to demonstrate/develop basic keyboard skills; operate automated circulation and catalog stations, AV equipment, telephones, microfilm printer-readers, FAX machines, photocopiers and laminators.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Indiana drivers' license. This position is required to have a Library Certificate 5 (LC5) or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library.

**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, distance, color and 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. Work is primarily performed in the assigned branch facility, but requires visits to the main facility, schools, and other locations. Noise level in the work environment is usually moderate.

**SAFETY-SENSITIVE POSITION:** The duties and responsibilities of this position involve operation of a motor vehicle to travel between branch facilities and other locations. As a result, this position is considered a safety-sensitive position under the library's drug and alcohol testing policy.

# NMCPLS

## Job Description

**Job Title:** Manager, Adult Services  
**Department:** Adult Services  
**Reports To:** Director  
**FLSA Status:** Nonexempt  
**Prepared By:** Director  
**Prepared Date:** June 2008  
**Approved By:** Board of Trustees  
**Review & Approve Date:** July 2008, July 2016, August 2016, May 2018, May 2019, April 2022

### SUMMARY

Manages operations of the adult services department which includes the Indiana Room by performing the following duties.

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

1. Plans, organizes, supervises, and coordinates work of subordinates in delivering library services. This includes overseeing the circulation desk operations, duties and monitoring cash. Also includes supervising the opening and closing of the building.
2. Plans, prepares, presents, attends, and markets library programs in and outside of the library for adults to encourage lifelong learning and to meet community needs. Supervises, leads, assists, and inspires the adult services staff to do the same.
3. Develops and sustains community partnerships with local organizations.
4. Plans and coordinates activities related to collections including selection, processing, weeding, **ADD: Inventory**, basic cleaning/repairing, and shelving.
5. Oversees registration of patrons, charging and discharging of materials (including interlibrary loans), organization of incoming materials, and distribution of materials to appropriate areas.
6. **Supervises collection and accounting of departmental fines and fees **ADD; which includes meeting room reservations and collecting and returning meeting room deposits.****
7. Plans and coordinates activities related to services for adult and special needs patrons.
8. Directly assists patrons in locating information, selecting materials, and using equipment. Performs clerk duties, when necessary, as listed in the clerk job description.
9. Furnishes information on activities, facilities and rules through displays and written materials.
10. Maintains an attractive and inviting atmosphere in the department, requests supplies and equipment.
11. Coordinates volunteer services.
12. Maintains regular communication, both formal and informal, with all other personnel.
13. Participates in professional development activities that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs), **REMOVE: Twenty (20) hours will be computer or technology related**, are required every 5 years with at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of disciplinary action up to and including termination. Refer to the **ADD: Indiana State Library** Certification Manual for a definition of LEUs at <http://continuinged.isl.in.gov/certification/>.
14. **ADD: Organizes and prepares for shipment all items to be transited to other libraries.**
15. **ADD: Supervises the reporting and calculation of the adult department statistics.**

**SUPERVISORY RESPONSIBILITIES:** Directly supervises employees in Adult Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**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:** The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An associate degree or 60 college credit hours from an accredited college or university is required plus at least a Librarian Certificate 5. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 75 LEUs have been obtained. For more information, please read the Indiana Public Library Certification Manual available at <http://continuinged.isl.in.gov/certification/>.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, percent; and to draw and interpret bar graphs.

**REASONING ABILITY:** To perform this job successfully, an individual must be able to define problems, collect data, establish facts, and draw valid conclusions; plan and organize work.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Indiana drivers' license. This position is required to have a Library Certificate 5 (LC5) or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library.

**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, 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, distance, color, and 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. Work is primarily performed at the Elwood Public Library but requires visits to branches and other locations. Noise level in the work environment is usually moderate.

**SAFETY-SENSITIVE POSITION:** The duties and responsibilities of this position involve operation of a motor vehicle to travel between branch facilities and other locations. As a result, this position is considered a safety-sensitive position under the library's drug and alcohol testing policy.

# NMCPLS

## Job Description

**Job Title:** Technical Services Manager  
**Department:** Technical Services  
**Reports To:** Director  
**FLSA Status:** Nonexempt  
**Prepared By:** Director  
**Prepared Date:** June 2008  
**Approved By:** NMCPLS Board of Trustees  
**Review & Approve Date:** July 2008, July 2016, August 2016, May 2018

### SUMMARY

Performs electronic or physical cataloging of library materials in all formats by performing the following duties.

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

1. Classifies library materials using classification schemas, or verifies classification data received from classifier against corresponding materials.
2. Performs original, complex contributed, and copy cataloging, both physical and electronic, for library materials in all formats.
3. Takes automated integrated systems into consideration when cataloging.
4. Codes catalog data based on required formatting for input into bibliographic utility.
5. Creates name and subject authority records, determines proper forms of headings, and expands subject headings to meet changing needs of library users.
6. Enters or supervises entering of cataloged data into database.
7. Maintains and controls online catalog, including updating.
8. Trains and supervises support staff in cataloging functions.
9. Selects AV materials for the Elwood facility and DVDs for all 3 branches. Manages AV acquisitions, including invoicing, for all three facilities.
10. Manages acquisitions (including standing orders but excluding periodicals), invoicing and distribution of materials.
11. Maintains regular communication, both formal and informal, with all other personnel.
12. Participates in professional development activities that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs), ~~Remove: Twenty (20) hours will be computer or technology related~~, are required every 5 years with at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of disciplinary action up to and including termination. Refer to the certification manual for a definition of LEUs at <http://continuinged.isl.in.gov/certification/>.
13. As with all employees of the NMCPLS, excluding custodians, will have knowledge of circulation desk tasks. If needed, could provide assistance at the circulation desk.
14. ~~REMOVE: Organizes and prepares for shipment all items to be transited to other libraries.~~

**SUPERVISORY RESPONSIBILITIES:** Works with other managers concerning responsibilities that directly or indirectly affect this position.

**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:** The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An associate's degree or 60 college credit hours from an accredited college or university is required plus at least a Librarian Certificate 5. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 75 LEUs have been obtained. For more information please read the Indiana ~~REMOVE: Public~~ ~~ADD: State~~ Library Certification Manual available at <http://continuinged.isl.in.gov/certification/>.



**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situation.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER:** This position requires the ability to concentrate for extended periods of time, viewing either print material or a computer monitor. Basic key boarding skills with high rate of accuracy required. Strong interpersonal & human relations skills, written and oral communication skills. High degree of flexibility, organization, and capacity to multitask. All employees are expected to demonstrate/develop basic keyboard skills; operate automated circulation and catalog stations, AV equipment, telephones, microfilm printer-readers, FAX machines, photocopiers and laminators.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Indiana driver's license. This position is required to have a Library Certificate 5 (LC5) or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library.

**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, distance, color, and 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. Work is primarily performed at the Elwood Public Library but may require visits to branches and other locations. The noise level in the work environment is usually quiet.

**SAFETY-SENSITIVE POSITION:** The duties and responsibilities of this position involve operation of a motor vehicle to travel between branch facilities and other locations. As a result, this position is considered a safety-sensitive position under the Library's drug and alcohol testing policy.

# North Madison County Public Library System

## Pest Control Prevention and Response Policy

Highlights will be effective May 6, 2024

North Madison County Public Library System takes a proactive approach to protect our patrons, staff and facilities from unwanted pests. This policy outlines our prevention and response procedures.

### Staff Procedures

#### 1. Library Facilities:

Staff will routinely inspect all areas of the Library including furniture, book shelves and carpeted areas for signs of infestation. Any signs of suspected infestation detected by staff or reported by Library patrons will be promptly reported to Library management for further inspection and response.

Any localized areas identified during ongoing monitoring will be treated individually; methods of treatment will be determined based on the size and nature of the area affected. To further control infestations, licensed pest professionals will inspect and spray each facility for all pests except bed bugs at least once every 90 days. REMOVE: Once a month a licensed pest professional will inspect and spray each facility for bed bugs.

#### 2. Library Materials:

Staff will place all incoming library materials ADD: owned by NMCPLS, including donations, in a special heater for at least one hour at a temperature of 130 degrees. The heating process will kill ants, cockroaches, fleas, bed bugs and several other pests. If an item is obviously infested, it will immediately be placed in a zip locked bag before placing it in the heater. After the items have been heated, staff will inspect each item for any pest evidence. If an item is suspect, a manager will work to determine if it is a pest and what type. Any item with severe pest infestation evidence will be marked as damaged and the Library's Circulation Policy for damaged materials will be followed. ADD: Incoming items owed by other libraries will be visually inspected. If any signs of pests are found, the item will immediately be quarantined, and the owning library will be contacted.

### **Library Patron Procedures:**

Materials with live or dead cockroaches or bed bugs returned by a patron will result in immediate suspension of North Madison County Public Library System privileges for that patron and for any patrons in the same residence as original patron. Suspension will be lifted after the patron presents proof in writing that his or her residence has been successfully treated for and eradicated of cockroaches and/or bed bugs by a licensed and accredited pest control company. Upon request, educational material on pest control will be provided.

In the event that a patron discovers a live or dead bed bug, bed bug eggs, bed bug nymphs, or feces or spotting associated with bed bugs in library materials, the patron must immediately do the following:

If the materials are inside of the Library: Bring the materials to a staff member and inform the staff member of the problem.

If the materials are outside of the Library and in the possession of the patron: Place the materials into a zip locked bag. Return the sealed materials directly to a staff member and inform the staff member of the problem. Patrons must not use book drops to return materials suspected or with evidence of bed bugs.

Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs. Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment.

### **Public Donations Procedures**

Donors must inspect materials for evidence of live or dead pests prior to donating them to any of the three facilities of the North Madison County Public Library System.

North Madison County Public Library System reserves the right to refuse donation of materials with signs of past or present pest activity.

**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 ATT: JAMIE SCOTT</b>	PHONE	DATE <b>4-5-24</b>
STREET: 102 S. CHURCH ST.	PROJECT: FRANKTON LIBRARY	
CITY, STATE & ZIP CODE <b>FRANKTON, IN</b>	PROJECT LOCATION: <b>BRICK SIGN</b>	
ARCHITECT	DATE OF PLANS	

**LIBRARY BRICK SIGN**

**TO TAKE OFF PRECAST CAPS AND REMOVE FROM SITE**

**CUT OUT FAILED MORTAR JOINTS AND TUCKPOINT BACK TO MATCH**

**PRESSURE WASH STAINS FROM BRICK**

**FURNISH AND INSTALL LIMESTONE CAPS**

**CAULK HEAD AND BED JOINTS**

**DRILL WEEP HOLES IN BASE BLOCK TO LET WATER ESCAPE**

**EXCLUSIONS:**

**CLARIFICATIONS:** \_\_\_\_\_

**ALTERNATES:** \_\_\_\_\_

**ADDENDUMS: 1** \_\_\_\_\_

**WE PROPOSE** hereby to furnish material and labor - complete in accordance with above specifications, **FOR THE SUM OF:**  
**FOUR THOUSAND NINE HUNDRED EIGHTY AND-----00/100 \$4,980.00**

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 \_\_\_\_\_

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

TIME : 04-04-2024 12:53  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 983  
DATE : 04.04 12:51  
TO : Frankton Library  
DOCUMENT PAGES : 1  
START TIME : 04.04 12:53  
END TIME : 04.04 12:53  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**April 8, 2024**

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

**Ralph E. Hazelbaker Library**

**Regular Meeting  
5:30 P.M.**

- Call to Order**
- Call for Quorum**
- Consent Agenda**
- Minutes**
- Claims Register & Checks**
- Personnel**
- Old Business**
  - 1. Summitville South Pavilion**
  - 2. Elwood Lawn Mower Issues**
- New Business**
  - 1. Job Descriptions**
  - 2. Pest Control Prevention and Response Policy**
  - 3. Hazelbaker Covered Patio Policy**
- Director's Report**
- Public Comment**
- Adjournment**

TIME : 04-04-2024 12:53  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 982  
DATE : 04.04 12:51  
TO : Sville Library  
DOCUMENT PAGES : 1  
START TIME : 04.04 12:52  
END TIME : 04.04 12:53  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**April 8, 2024**

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

**Ralph E. Hazelbaker Library**

**Regular Meeting  
5:30 P.M.**

- Call to Order
- Call for Quorum
- Consent Agenda
  - Minutes
  - Claims Register & Checks
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  - 2. Elwood Lawn Mower Issues
- New Business
  - 1. Job Descriptions
  - 2. Pest Control Prevention and Response Policy
  - 3. Hazelbaker Covered Patio Policy
- Director's Report
- Public Comment
- Adjournment

TIME : 04-04-2024 12:52  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 981  
DATE : 04.04 12:50  
TO : Call-Leader  
DOCUMENT PAGES : 1  
START TIME : 04.04 12:51  
END TIME : 04.04 12:52  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

### Agenda

April 8, 2024

North Madison County Public Library System  
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting  
[5:30 P.M.]

Call to Order  
Call for Quorum  
Consent Agenda  
    Minutes  
    Claims Register & Checks  
    Personnel  
Old Business  
    1. Summitville South Pavilion  
    2. Elwood Lawn Mower Issues  
New Business  
    1. Job Descriptions  
    2. Pest Control Prevention and Response Policy  
    3. Hazelbaker Covered Patio Policy  
Director's Report  
Public Comment  
Adjournment

*Please  
Publish*

TIME : 04-04-2024 12:51  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 980  
DATE : 04.04 12:50  
TO : Herald Bulletin  
DOCUMENT PAGES : 1  
START TIME : 04.04 12:50  
END TIME : 04.04 12:51  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

### Agenda

April 8, 2024

North Madison County Public Library System  
Board of Trustees

Ralph E. Hazelbaker Library

Regular Meeting  
6:30 P.M.

Call to Order  
Call for Quorum  
Consent Agenda  
    Minutes  
    Claims Register & Checks  
    Personnel  
Old Business  
    1. Summitville South Pavilion  
    2. Elwood Lawn Mower Issues  
New Business  
    1. Job Descriptions  
    2. Pest Control Prevention and Response Policy  
    3. Hazelbaker Covered Patio Policy  
Director's Report  
Public Comment  
Adjournment

*Please  
Publish*



# Agenda

May 13, 2024

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel Report

Old Business

1. Summitville South Pavilion –Open house, Donation of Benches and We have some grass.
2. Hazelbaker Covered Patio Policy

New Business

1. Bank Transfer for Operating Fund- \$100,000 from First Farmers to Star Financial Bank
2. Health Insurance Renewal – 10.7% increase and Life Insurance for full time employees increase 6.89% - Currently staff
3. Yearly Review of Internet Policy and Wireless Internet Policy
4. Elwood Public Library
  - a. Painting and Repairing Soffits, Porches, and Dormers
  - b. Repairing Guttering and Downspouts

Director's Report

Held in-service on May 1<sup>st</sup>. Had discussions about patron behavior policy and book complaints.

Aspen – Evergreen Indiana catalog change

New Wiki

Deon Parson, cartoonist will be back on June 21st

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
May 13, 2024  
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 13, 2024 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

CONSENT AGENDA

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

OLD BUSINESS

Summitville South Pavilion-Open House, Donation of Benches and Grass

Director Scott invited all the Trustees to the Ribbon Cutting on June 1 at 3:30 p.m. Mr. Hazelbaker will be in attendance. Carolyn Lambertson's family donated two memorial benches for the patio. The new grass is growing. The electrical and the railing are the last things that need to be fixed. The door to the patio is working well.

Hazelbaker Covered Patio Policy

Director Scott would like to add the covered patio to the current Meeting Room Policy for the Ralph E Hazelbaker Library. Other additions are as follows: Section II B. *Groups of no more than 50 people can reserve the covered patio. J. illegal substances, candles and other fire lit materials are prohibited. K. Cooking/baking/grilling facilities are not available and not allowed. All food products used for the meeting are to be prepared offsite.* Section III B. *\$30.00 deposit* Section IV A. *Returning tables and folding chairs to their original location. G. Remove overhead projector and television. Add digital projector, and smart tv for meeting room use only. Digital projector Covered Patio Hours Monday-Saturday 9:30 am to 7 pm.*

Janet Stove moved to accept these changes as read. Mike Bomholt seconded and the motion carried.

## NEW BUSINESS

### Bank Transfer for Operating Fund

Director Scott would like to transfer \$100,000.00 from the investment account at First Farmers Bank and Trust to Star Financial Bank to cover June operating expenses.

Kenny Giselbach moved to transfer these funds. Lisa Hobbs seconded and the motion carried.

### Health Insurance Renewal

Our Health Insurance Renewal for 2024-2025 is a 10.7% increase and Life Insurance for full time employees is a 6.89% increase.

### Yearly review of Internet Policy and Wireless Internet Policy

The Wireless Internet Policy was reviewed and no changes were made. Director Scott would like to remove the following items from the Public Access Computer Policy:

*Require the use of acceptable identification for anyone using the Internet at the library.*

*This card must be renewed in order to continue computer use after its one year*

*expiration. Change one-hour time limit to three hour. Remove 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. The NMCPLS offers laptop computers*

*for checkout. 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.* Kathy Small moved to accept the changes to the Public Access Computer Policy.

Lisa Hobbs seconded and the motion carried.

### Elwood Public Library

#### a. Painting and Repairing Soffits, Porches and Dormers

#### b. Repairing Guttering and Downspouts

Director Scott received a quote from Pridemark Construction to pressure wash, repair soffits, and paint for \$17,166.00. Gutter and downspout repair will be \$7,054.00. The

total quote is \$24,220.00. Mike Bomholt made a motion to accept the quote from

Pridemark Construction. Kathy Small seconded and the motion carried.

### Directors Report

On May 1 we held an in-service and focused on the Patron Behavior Policy and book complaints. Aspen is the new Evergreen Indiana catalog. It seems to offer a lot more information and be easier to use. We have a new WIKI on our new website for staff training. Cartoonist Deon Parson will be back to do another program on June 21<sup>st</sup>.

Public Comment

Mike Bomholt thanked Sheri Wallace and Sarah Huffman for their hard work and dedication to the library.

Adjournment

President Eddleman adjourned the meeting by consent.

*Kathy Small, Secretary*  
Kathy Small, Secretary

*Jesi Atchley*  
*Glenn Eddleman*  
*Kenny Smith*

## Register Of Claims

### North Madison County Public Library System

Report Date: From 04/01/24 To 04/30/24

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	224	AMAZON BUSINESS	Operating Fund	Elwood AV	\$510.55	04/08/24	As per attached invoices.
			Operating Fund	Frankton AV	\$220.43		
			Operating Fund	Summitville AV	\$220.43		
			Operating Fund	Technology Equipment	\$0.00		
			Operating Fund	Elwood Adult	\$15.99		
			Operating Fund	Elwood Childrens	\$0.00		
			Operating Fund	Elwood YA	\$0.00		
			Operating Fund	Frankton	\$0.00		
			Operating Fund	Summitville	\$0.00		
			Operating Fund	Operating Supplies	\$454.03		
			Operating Fund	Furniture & Equipment	\$30.89		
<b>Total this claim =</b>					<b>\$1,452.32</b>		
0	205	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$135.99	04/08/24	Qtrly postage meter lease
			<b>Total this claim =</b>				
0	211	GREATAMERICA FINANCIAL S	Operating Fund	Equipment/Rental	\$213.03	04/08/24	Copier Lease and Copies, Elwood, Frankton , Summitville
			Operating Fund	Office Supplies	\$134.66		
			<b>Total this claim =</b>				
0	187	AT&T	Operating Fund	Telephone & Telegraph	\$173.86	04/08/24	Service for Elwood
			<b>Total this claim =</b>				
0	246	AMAZON BUSINESS	Operating Fund	Elwood AV	\$128.40	04/24/24	As per attached invoices.
			Operating Fund	Frankton AV	\$51.92		
			Operating Fund	Summitville AV	\$51.92		
			Operating Fund	Technology Equipment	\$58.89		
			Operating Fund	Frankton	\$8.99		
			Operating Fund	Summitville	\$3.99		
			Operating Fund	Elwood Children's Programing	\$29.69		
			<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>
0	218	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,014.36	04/10/24	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,511.74		
			Medicare	Empl.Share FICA&Medicare	\$353.56		
			Operating Fund	Empl.Share FICA&Medicare	\$1,511.74		
			Operating Fund	Empl.Share FICA&Medicare	\$353.56		
				<b>Total this claim =</b>	<u>\$5,744.96</u>		
0	219	RICOH USA, INC	Operating Fund	Office Supplies	\$28.10	04/08/24	Copies for Elwood
				<b>Total this claim =</b>	<u>\$28.10</u>		
0	200	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$492.69	04/08/24	Service for Summitville
				<b>Total this claim =</b>	<u>\$492.69</u>		
0	223	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	04/10/24	IN Def Comp Matching Plan
				<b>Total this claim =</b>	<u>\$222.03</u>		
0	217	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$539.26	04/10/24	PERF Deposit
			Operating Fund	Emp Cont PERF	\$2,013.30		
				<b>Total this claim =</b>	<u>\$2,552.56</u>		
0	225	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	04/10/24	PAYROLL
			Operating Fund	Salary of Assistants	\$20,164.35		
			Operating Fund	Wages of Janitor	\$1,411.60		
				<b>Total this claim =</b>	<u>\$24,524.75</u>		
0	226	AT&T	Operating Fund	Telephone & Telegraph	\$92.91	04/24/24	Service for Summitville
				<b>Total this claim =</b>	<u>\$92.91</u>		
0	227	AUTO-OWNERS INSURANCE	Operating Fund	Insurance	\$200.00	04/24/24	Commercial Crime, Fidelity Bond \$200
			Operating Fund	Official Bonds	\$200.00		
				<b>Total this claim =</b>	<u>\$400.00</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	228	CARDMEMBER SERVICE	Gift	Other	\$25.00	04/24/24	As per attached invoices.
			Gift	Other	\$40.00		
			Gift	Other	\$194.47		
			Operating Fund	Techology Software	\$1,295.78		
			Operating Fund	Operating Supplies	\$277.11		
			Operating Fund	Elwood Children's Programing	\$48.98		
			Operating Fund	Advertising & Public Notices	\$25.00		
			Operating Fund	Summitville Programing	\$59.69		
				<b>Total this claim =</b>	<b>\$1,966.03</b>		
0	229	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$1,689.38	04/24/24	Service for Elwood
			Operating Fund	Electricity	\$0.00		
			Operating Fund	Electricity	\$0.00		
				<b>Total this claim =</b>	<b>\$1,689.38</b>		
0	238	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,019.34	04/24/24	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,496.19		
			Medicare	Empl.Share FICA&Medicare	\$349.91		
			Operating Fund	Empl.Share FICA&Medicare	\$1,496.19		
			Operating Fund	Empl.Share FICA&Medicare	\$349.91		
				<b>Total this claim =</b>	<b>\$5,711.54</b>		
0	222	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	04/10/24	Payroll Ending 04/6/24
				<b>Total this claim =</b>	<b>\$841.00</b>		
0	245	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,754.37	04/24/24	April Withholding
			County Tax Withheld	Payroll Deductions	\$1,000.26		
				<b>Total this claim =</b>	<b>\$2,754.63</b>		
0	242	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	04/24/24	PAYROLL
			Operating Fund	Salary of Assistants	\$19,957.43		
			Operating Fund	Wages of Janitor	\$1,367.48		
				<b>Total this claim =</b>	<b>\$24,273.71</b>		
0	241	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	04/24/24	IN Def Comp Empl matching plan
				<b>Total this claim =</b>	<b>\$222.03</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	240	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	04/24/24	Payroll Ending 4/20
				<b>Total this claim =</b>	<u>\$841.00</u>		
0	244	AFLAC	AFLAC	Payroll Deductions	\$591.88	04/24/24	Withholding for April
				<b>Total this claim =</b>	<u>\$591.88</u>		
0	188	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$702.00	04/08/24	Qtrly Back up and Accounting Support
				<b>Total this claim =</b>	<u>\$702.00</u>		
0	243	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins	\$9,251.89	04/24/24	Emp Health Ins - 5/1 to 5/31
				Payroll Deductions	\$932.98		
				<b>Total this claim =</b>	<u>\$10,184.87</u>		
0	237	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare	\$539.26	04/24/24	PERF Deposit
				Emp Cont PERF	\$2,013.30		
				<b>Total this claim =</b>	<u>\$2,552.56</u>		
34277	189	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$954.85	04/08/24	As per attached invoices.
			Operating Fund	Elwood Childrens	\$580.67		
			Operating Fund	Elwood YA	\$239.89		
			Operating Fund	Frankton	\$735.02		
			Operating Fund	Summitville	\$549.69		
				<b>Total this claim =</b>	<u>\$3,060.12</u>		
34278	190	DOLLAR GENERAL-REGIONS 4	Operating Fund	Summitville Programing	\$47.70	04/08/24	As per attached invoices.
				<b>Total this claim =</b>	<u>\$47.70</u>		
34279	191	DEMCO	Operating Fund	Book Processing	\$477.06	04/08/24	Book Processing
				<b>Total this claim =</b>	<u>\$477.06</u>		
34280	192	EBSCO	Operating Fund	Databases	\$3,483.00	04/08/24	NoveList Plus, NoveList K-8 Plus, MyHeritage Library Edition
				<b>Total this claim =</b>	<u>\$3,483.00</u>		
34281	193	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$540.00	04/08/24	Annual Fire Alarm Inspection, Qtrly Wet/Dry Sprinkler Inspection
				<b>Total this claim =</b>	<u>\$540.00</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>
34283	195	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$30.00	04/08/24	Backup WiFi Frankton, Summitville
				<b>Total this claim =</b>	<u>\$30.00</u>		
34284	196	FRONTIER	Operating Fund	Telephone & Telegraph	\$164.52	04/08/24	Service for Frankton
				<b>Total this claim =</b>	<u>\$164.52</u>		
34285	197	GENERATIVE GROWTH II, LLC	Operating Fund	Elwood Children's Programing	\$63.76	04/08/24	Programing supplies
			Operating Fund	Elwood Adult Programing	\$3.49		
			Operating Fund	Frankton Programing	\$19.36		
				<b>Total this claim =</b>	<u>\$86.61</u>		
34286	198	INDIANA STATE LIBRARY	PLAC	Other	\$65.00	04/08/24	1st Qtr PLAC
				<b>Total this claim =</b>	<u>\$65.00</u>		
34287	199	INDIANA STATE LIBRARY	Evergreen Indiana	Other	\$25.08	04/08/24	1st Qtr Evergreen
				<b>Total this claim =</b>	<u>\$25.08</u>		
34288	201	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	04/08/24	Stephen Jackson - Frankton
				<b>Total this claim =</b>	<u>\$30.00</u>		
34289	202	MIDWEST TAPE	Operating Fund	Frankton AV	\$145.96	04/08/24	As per attached invoices.
			Operating Fund	Elwood AV	\$202.95		
			Operating Fund	Summitville AV	\$95.98		
			Operating Fund	Book Processing	\$3.99		
			Operating Fund	Ebook Services	\$3,000.00		
				<b>Total this claim =</b>	<u>\$3,448.88</u>		
34290	203	NICK HAULTER	Operating Fund	Professional Services	\$100.00	04/08/24	Mowing at Summitville
				<b>Total this claim =</b>	<u>\$100.00</u>		
34291	204	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$702.52	04/08/24	Summitville repairs and camera install, Elwood retro fit outdoor lights to LED
				<b>Total this claim =</b>	<u>\$702.52</u>		
34292	206	ROBY'S, INC.	Operating Fund	Professional Services	\$158.13	04/08/24	Faucet repair Frankton
				<b>Total this claim =</b>	<u>\$158.13</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>
34293	207	STACEY JONES	Gift Operating Fund	Frankton Programing Frankton Programing	\$13.86 \$20.91	04/08/24	Petty Cash
				<b>Total this claim =</b>	<u>\$34.77</u>		
34294	208	STAPLES	Operating Fund Operating Fund	Cleaning & Sanitation Supplies Office Supplies	\$102.95 \$82.98	04/08/24	Office/Cleaning Supplies
				<b>Total this claim =</b>	<u>\$185.93</u>		
34295	209	SWANK MOVIE LICENSING US	Operating Fund	Professional Services	\$578.00	04/08/24	Public Performance Site License-Elwood
				<b>Total this claim =</b>	<u>\$578.00</u>		
34296	210	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$223.87	04/08/24	As per attached invoices.
				<b>Total this claim =</b>	<u>\$223.87</u>		
34297	212	USI, INC	Operating Fund	Office Supplies	\$126.76	04/08/24	Lamination pouches
				<b>Total this claim =</b>	<u>\$126.76</u>		
34298	213	VICTORIA WALSER	Operating Fund	Elwood Children's Programing	\$40.00	04/08/24	Petty Cash
				<b>Total this claim =</b>	<u>\$40.00</u>		
34299	214	SARAH FOX	Operating Fund	Summitville Programing	\$25.76	04/08/24	Petty Cash
				<b>Total this claim =</b>	<u>\$25.76</u>		
34300	215	MADISON COUNTY HISTORIC	Operating Fund	Summitville Programing	\$30.00	04/08/24	Stephen Jackson Program @ Summitville 4/18/24
				<b>Total this claim =</b>	<u>\$30.00</u>		
34301	216	EVERGREEN IN-ISL FOUNDATI	Operating Fund	Techology Software	\$373.09	04/08/24	Wowbrary license
				<b>Total this claim =</b>	<u>\$373.09</u>		
34302	220	PRESERVATION WORKS, LLC	Operating Fund	Professional Services	\$1,140.00	04/08/24	Final Payment-Summitville Pavilion
				<b>Total this claim =</b>	<u>\$1,140.00</u>		
34303	221	JILL TAYLOR	Operating Fund	Elwood Adult	\$33.00	04/08/24	Book reimbursement
				<b>Total this claim =</b>	<u>\$33.00</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>
34304	194	ENA SERVICES LLC	St Technology Fund Gra Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$1,182.92 \$278.16	04/08/24	VoIP and Internet
				<b>Total this claim =</b>	<b>\$1,461.08</b>		
34305	230	KAREN LARIMORE	Operating Fund	Traveling Expense	\$701.42	04/24/24	Travel reimbursement 1199 miles @ \$.585 = \$701.42
				<b>Total this claim =</b>	<b>\$701.42</b>		
34306	231	LIBRARY STORE INC., THE	Operating Fund	Office Supplies	\$38.69	04/24/24	Clear-Bond Repair Glue
				<b>Total this claim =</b>	<b>\$38.69</b>		
34307	232	MADISON COUNTY TREASUR	Operating Fund	Taxes	\$47.50	04/24/24	Assessment-Madison County
				<b>Total this claim =</b>	<b>\$47.50</b>		
34308	233	NICK HAULTER	Operating Fund	Professional Services	\$100.00	04/24/24	Lawn care-Summitville
				<b>Total this claim =</b>	<b>\$100.00</b>		
34309	234	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	\$37.52	04/24/24	Program supplies
				<b>Total this claim =</b>	<b>\$37.52</b>		
34310	235	STAPLES	Operating Fund Operating Fund	Office Supplies Cleaning & Sanitation Supplies	\$104.13 \$92.54	04/24/24	As per attached invoices.
				<b>Total this claim =</b>	<b>\$196.67</b>		
34311	236	TOWN OF SUMMITVILLE	Operating Fund Operating Fund Operating Fund	Waste Disposal Services Waste Disposal Services Waste Disposal Services	\$53.74 \$5.00 \$14.79	04/24/24	Service for Summitville
				<b>Total this claim =</b>	<b>\$73.53</b>		
34312	239	TOWN OF FRANKTON	Operating Fund Operating Fund Operating Fund	Electricity Water Waste Disposal Services	\$339.29 \$34.45 \$38.11	04/24/24	Service for Frankton
				<b>Total this claim =</b>	<b>\$411.85</b>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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**Total Amount of Claims      \$107,110.35**

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 13, 2024

*Kenneth Hillman*  
Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

We have examined the vouchers listed on the forgoing accounts payable voucher register, consisting of  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\_\_\_\_.

*Kristy Inoué*  
*Janet Storer*  
*Michael Ambler*

*Glenn Ray Eddleman*  
*Laura Watson*  
*Kenny Smith*

**SIGNATURES OF GOVERNING BOARD**

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

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Ralph E. Hazelbaker Library  
Regular Meeting  
April 8, 2024  
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 8, 2024 on the Community Patio of the Ralph E. Hazelbaker Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Mike Bomholt, Janet Stover, Larry Watson, Lisa Hobbs and Kenny Giselbach. Also in attendance was Jamie Scott, Director, Sheri Wallace, Administrative Assistant and Sarah Fox, Branch Manager.

CONSENT AGENDA

Lisa Hobbs moved to approve the consent agenda. Mike Bomholt seconded and the motion carried. The members signed the minutes and claims register. Treasurer Kenny Giselbach signed checks.

OLD BUSINESS

Summitville South Pavilion

The new camera and flood lights have been installed. There is a question concerning the wiring. They wired the lighting with residential wiring. There was no cover on the junction box. No building permit was issued. Brian from Pridemark said they will take care of anything the inspector finds. The landscaping will be finished up, the drain will be taken care of and the mulch will be removed for river rock. A small piece of railing will need to be fixed as well. The door needs to be removed and reframed for the door closer to work properly.

Elwood Lawn Mower Issues

Bendle Lawn Equipment has not received the new mower deck to repair our mower. Bendle quoted a price of \$4,300 for a new 42" zero turn mower. Idlewine Mowers and Trimmers quoted \$4,249 for a new 42" zero turn mower and a Kawasaki for \$3,899.00. We also have a quote for \$100 and \$75 for someone to come mow. Mike Bomholt moved to hire Cody Harrison for \$75 per mowing. Larry Watson seconded and the motion carried.

NEW BUSINESS

Job Descriptions

Director Scott would like to remove the following from Technical Services Manager job description: **Item 12 Remove:** *Twenty (20) hours will be computer or technology related*  
**Item 14 Remove:** *Organizes and prepares for shipment all items to be transited to other libraries.*

### Job Descriptions

*Change Indiana Public Library to Indiana State Library.* Lisa Hobbs moved to approve as presented. Janet Stover seconded, motion carried.

Director Scott would like to make the following changes to Branch Manager job description: **Item 5 Add inventory.** **Item 8 Remove regular deposit.** **Item 12 Remove Twenty (20) hours will be computer or technology related.** **Add Indiana State Library.** **Add Item 13: Supervises the reporting and calculation of the branch department statistics.** Janet Stover moved to accept the changes as presented. Lisa Hobbs seconded, motion carried.

Director Scott would like to make the following changes to Adult Services Manager job description: **Item 4 Add Inventory.** **Item 6 Add which includes meeting room reservations and collecting and returning meeting room deposits.** **Item 13 Remove Twenty (20) hours will be computer or technology related.** **Add Indiana State Library.** **Add Item 14 organizes and prepares for shipment all items to be transited to other libraries.** **Add Item 15 Supervises the reporting and calculation of the adult department statistics.** Lisa Hobbs moved to approve as presented. Mike Bomholt seconded, motion carried.

Director Scott would like to make the following changes to the Youth Services Manager job description: **Item 4 Add and performs clerk duties when necessary, as listed in the clerk job description.** **Item 5 Add inventory.** **Item 13 Remove:** Correlates circulation, acquisitions and patron statistics for the library system and state reports. **Add Supervises the reporting and calculation of the youth department statistics and system digital media and database statistics.** **Item 14 Remove** Twenty (20) hours will be computer or technology related. **Add Indiana State Library.** Janet Stover moved to accept the changes as presented. Lisa Hobbs seconded, motion carried.

### Pest Control Prevention and Response Policy

Director Scott would like to make the following changes to the Pest Control Prevention and Response Policy: **Item 1 Remove:** *Once a month a licensed pest professional will inspect and spray each facility for bed bugs.* **Item 2 Add:** *owned by NMCPLS, Add: Incoming items owned by other libraries will be visually inspected. If any signs of pests are found, the item will immediately be quarantined, and the owning library will be contacted.* Lisa Hobbs moved to accept these changes as presented, effective May 6, 2024. Janet Stover seconded, motion carried.

### Hazelbaker Covered Patio Policy

Director Scott requested this item tabled until the next meeting.

### Frankton Community Library Sign-Added

The sign at the Frankton Library is in need of repair and maintenance. Complete Masonry Service quoted \$4,980.00 to install new limestone caps, repair failed mortar joints, tuck point and pressure wash. They will drill weep holes in base block to allow water to drain. Mike Bomholt moved to accept this quote. Janet Stover seconded, motion carried.

Directors Report

Sarah Fox had 15 people for the eclipse and t-shirt craft. Four people came for chair yoga and 8 came to Goosebumps. Preschool is coming for a field trip. The eclipse programs were successful at all the branches. Today was the first program Sarah had on the patio. Lou Gerig donated \$250.00 to purchase a plaque for the Willkie items he donated to the library. After talking with Lou a program has been planned for August 17<sup>th</sup>. Marvin Crim is painting the train that brought Willkie to Elwood. Stephen Jackson, Madison County Historian, David Willkie and Michael Mitchell will all be here for a day of Willkie history. We will even have a model train set up. The Call Leader has been asked to come as well. We had a patron want one of Marvin Crim's paintings on a T-shirt so we ordered it and it turned out very well. We are going to promote these.

Public Comment

No public comment.

Adjournment

President Eddleman adjourned the meeting by consent.

Inet Stover  
Michael Bonnett  
Dennis Ray Eddleman

Kathy Small, Secretary  
Kathy Small, Secretary

Laurance A Watson  
Kenney Eddleman



# **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. Management may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- Require the use of acceptable identification for anyone using the Internet at the library. (No longer requesting to see ID.) 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 patron already has an Evergreen account.
- Limit the amount of time workstations may be used in order to make equipment available to other library users. Patrons will begin with 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. (3 hour time limit, patron may request more if needed.) 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. (No longer offered)

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. (No longer offered)

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

Adopted 4/12/03

Reviewed & Amended 08/31/2006

Reviewed 06/11/2007

Reviewed & Amended 05/12/2008

Reviewed 06/10/2009

Amended 07/22/2009, 10/12/2009

Reviewed & Amended 05/10/2010, 05/09/2011

Reviewed 06/11/2012, 05/13/2013

Reviewed & Amended 05/12/2014, 05/18/2015, 05/16/2016

Reviewed 05/08/2017

Reviewed and Amended 05/14/2018

Reviewed and Amended 05/13/2019

Reviewed and Amended 07/13/2020

Amended 08/10/2020

Reviewed 06/13/2021

Reviewed 6/13/2022

Reviewed 5/8/2023

Amended 10/9/2023

## 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



*Building From a Solid Foundation*

**TO:** Elwood Library

**FROM:** Bryan Guffey, Estimator/Project Manager  
Pridemark Construction., Inc.

**DATE:** 5/8/24

**REF:** Gutter repair and painting

Pridemark's quote is a lump sum price for the work described below. The proposal quote includes all labor, materials, tools, equipment, insurance, and all applicable taxes to install work described under the scope of work listed below.

All work on this project will be completed by local personnel & companies.

**Total Cost: \$ 24,220.00**

**Scope of Work :**

- Pressure wash areas to receive paint on exterior soffit, fascia, porch ceilings, and roof top dormers.
- Repair damaged or loose soffit on overhangs.
- Caulk, prep, and paint drip edge, fascia, Soffit, dental mold, entry way columns and ceilings, and roof top dormers around entire building. Match existing paint color.
- Install 9" at base of all seams, patch joints in corner flashing and seal rivets inside downspouts drops in gutter. Seams are approximately every 5' inside internal gutters.

**Misc. Items Included:**

- *Clean up of our materials*
- *De-Mob site.*
- *All work is figured for standard working times. No over time or weekend work at this price.*

**Exceptions and Assumptions:**

- *No bonding included*
- *Quote valid for 30 days*
- *No Retainage*
- *Net 30 from billing date.*
- *No hazardous waste removal*
- *Only items included in the scope of work will be provided and performed.*

**Project Schedule:** TBD

If you have any questions – please call me at (765) 284-3833 or on my cell at (765) 524-3691

Thanks for your Support and Business!

Bryan Guffey, Estimator/Project Manager  
Pridemark Construction Inc.



*Building From a Solid Foundation*

**Total Cost: \$ 24,220.00**

**Working Agreement between & Pridemark Construction, Inc.**

I/We accept the proposal of \$ \_\_\_\_\_ and further agree to pay the full balance within 30 days of completion. Retainage equaling 0% will be held until completion of the project at which time it will be released with receipt of a Final Waiver of Liens by Pridemark Construction, Inc.

Owners  
Signatures: \_\_\_\_\_ Title: \_\_\_\_\_

Owners Purchase Order # \_\_\_\_\_ P.O. Attached: \_\_\_\_\_

Contractor  
Signatures: \_\_\_\_\_ Title: \_\_\_\_\_

MULTI TRANSMISSION REPORT

TIME : 05-09-2024 14:35  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 244  
DATE : 05.09 14:32  
DOCUMENT PAGES : 1  
START TIME : 05.09 14:32  
END TIME : 05.09 14:35

SUCCESSFUL  
ADDRESS BOOK

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

UNSUCCESSFUL



Agenda

May 13, 2024

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
4:30 P.M.

- Call to Order
- Call for Quorum
- Consent Agenda
  - Minutes
  - Claims Register & Checks
  - Personnel Report
- Old Business
  - 1. Summitville South Pavilion
  - 2. Hazelbaker Covered Patio Policy
- New Business
  - 1. Bank Transfer for Operating Fund
  - 2. Health Insurance Renewal
  - 3. Yearly Review of Internet Policy and Wireless Internet Policy
  - 4. Elwood Public Library
    - a. Painting and Repairing Soffits, Porches, and Dormers
    - b. Repairing Guttering and Downspouts
- Public Comment
- Adjournment

# Agenda

May 13, 2024

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel Report

Old Business

1. Summitville South Pavilion
2. Hazelbaker Covered Patio Policy

New Business

1. Bank Transfer for Operating Fund
2. Health Insurance Renewal
3. Yearly Review of Internet Policy and Wireless Internet Policy
4. Elwood Public Library
  - a. Painting and Repairing Soffits, Porches, and Dormers
  - b. Repairing Guttering and Downspouts

Public Comment

Adjournment

# Agenda

June 10, 2024

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
4:30 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

New Business

1. Timeline for 2025 Budget Approval

2. Initial Budget Review

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
June 10, 2024  
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 10, 2024 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Kathy Small, Lisa Hobbs and Kenny Giselbach. Also in attendance was Jamie Scott, Director, Sheri Wallace, Administrative Assistant, and Sarah Huffman, Adult Services Manager.

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 Kenny Giselbach signed checks.

NEW BUSINESS

Timeline for 2025 Budget Approval

Board Members reviewed the timeline for the 2025 Budget. Approval, public hearing and adoption of the 2025 budget will all take place at regularly scheduled board meetings. There were no changes made.

Initial Budget Review

Director Scott proposes keeping the budget for our Rainy Day fund for 2025 to \$50,000.00. The LIRF budget will be \$50,000.00 for 2025. The operating budget will remain at \$1,425,000.00 for 2024.

Directors Report

InfoExpress renewals are due and they are outrageous. We will be under contract with Now courier as of July 1 and we are hoping things improve. Because of the standards set by the State Library, we have to use this company or risk losing funding and being a member of Evergreen. We had a brief power outage a few days ago and when it came back on it affected our HVAC. Some areas were cooling fine and others were not. Dave Oliver from Vasey is working on it. August 17<sup>th</sup> is gaining momentum. David Wilkie will be here. Stephen Jackson, Madison County Historian will be here. Lou Gerig will be the moderator. Marvin Crim will be here to reveal his painting. The Carolyn Gruber and Beverly Duncan of the DAR will be here to present a plaque honoring Henrietta Wilke to David Wilkie. There will also be the Fourth Annual Art Show and a book sale going on. Dave from Simmons Gutters has completed the work on Elwood's gutters. They will check them in three years.

We will be purchasing a sign for the Frankton Library parking lot that says "Library Parking Only". The copyrights for the three train depots and the Tin Plate have been finalized and there are requests for purchases of these prints. Marvin Crim was interviewed for the Call Leader. The interview will be published soon. The festivities for August 17<sup>th</sup> will be included in the interview.

Public Comment

No public comment was forthcoming.

Adjournment

President Eddleman adjourned the meeting by consent.

Quet Stever  
Michael Brockert  
Dennis Eddleman

Kathy Small, Secretary  
Kathy Small, Secretary

Lourence d Watson  
Kenneth Smith

## Register Of Claims

### North Madison County Public Library System

Report Date: From **05/01/24** To **05/31/24**

<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	288	AT&T	Operating Fund	Telephone & Telegraph	\$84.29	05/13/24	Service for Summitville
				<b>Total this claim =</b>	<u>\$84.29</u>		
0	260	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	05/08/24	IN DEF COMP EMPL MATCHING PLAN-Robertson
				<b>Total this claim =</b>	<u>\$222.03</u>		
0	301	VIOLET TAYLOR	Operating Fund	Traveling Expense	(\$26.33)	05/22/24	Void Voucher #99 dated 2/12/24. Check #34227 was lost. Payment stopped on 5/21/24.
				<b>Total this claim =</b>	<u>(\$26.33)</u>		
0	259	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	05/08/24	Payroll Ending 5/4/2024
				<b>Total this claim =</b>	<u>\$841.00</u>		
0	258	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,009.45	05/08/24	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,508.36		
			Medicare	Empl.Share FICA&Medicare	\$352.77		
			Operating Fund	Empl.Share FICA&Medicare	\$1,508.36		
			Operating Fund	Empl.Share FICA&Medicare	\$352.77		
				<b>Total this claim =</b>	<u>\$5,731.71</u>		
0	257	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$539.26	05/08/24	PERF Deposit
			Operating Fund	Emp Cont PERF	\$2,013.30		
				<b>Total this claim =</b>	<u>\$2,552.56</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	263	AMAZON BUSINESS	Operating Fund	Elwood AV	\$643.01	05/08/24	As per attached invoices.
			Operating Fund	Frankton AV	\$319.27		
			Operating Fund	Summitville AV	\$319.27		
			Operating Fund	Technology Equipment	\$486.60		
			Operating Fund	Elwood Adult	\$74.36		
			Operating Fund	Furniture & Equipment	\$399.98		
			Operating Fund	Elwood Adult Programing	\$256.82		
			Gift	Elwood Children's Programing	\$423.74		
				<b>Total this claim =</b>	<u>\$2,923.05</u>		
0	261	AT&T	Operating Fund	Telephone & Telegraph	\$171.95	05/08/24	Service for Elwood
				<b>Total this claim =</b>	<u>\$171.95</u>		
0	262	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	05/08/24	PAYROLL
			Operating Fund	Salary of Assistants	\$20,115.26		
			Operating Fund	Wages of Janitor	\$1,406.09		
				<b>Total this claim =</b>	<u>\$24,470.15</u>		
0	275	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$513.78	05/13/24	Service for Summitville
			Operating Fund	Electricity	\$1,809.49		
				<b>Total this claim =</b>	<u>\$2,323.27</u>		
0	247	AUTO-OWNERS INSURANCE	Operating Fund	Insurance	\$137.00	05/08/24	Tailored protection 09-350458
				<b>Total this claim =</b>	<u>\$137.00</u>		
0	287	NORTH MADISON COUNTY PU	Operating Fund	Interbank Transfers	\$100,000.00	05/13/24	Transfer money to Star Bank
				<b>Total this claim =</b>	<u>\$100,000.00</u>		
0	292	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$539.26	05/22/24	PERF Deposit
			Operating Fund	Emp Cont PERF	\$2,013.30		
				<b>Total this claim =</b>	<u>\$2,552.56</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	300	AMAZON BUSINESS	Gift	Elwood Children's Proqraming	\$11.78	05/22/24	As per attached invoices.
			Gift	Summitville Proqraming	\$224.20		
			Operating Fund	Elwood AV	\$354.95		
			Operating Fund	Frankton AV	\$175.05		
			Operating Fund	Summitville AV	\$175.05		
			Operating Fund	Elwood Children's Proqraming	\$58.59		
			Operating Fund	Technology Equipment	\$230.92		
			Operating Fund	Frankton Proqraming	\$45.96		
				<b>Total this claim =</b>	<b>\$1,276.50</b>		
0	299	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	05/22/24	PAYROLL
			Operating Fund	Salary of Assistants	\$20,491.26		
			Operating Fund	Wages of Janitor	\$1,411.60		
				<b>Total this claim =</b>	<b>\$24,851.66</b>		
0	298	AFLAC	AFLAC	Payroll Deductions	\$591.88	05/22/24	Withholding for May
				<b>Total this claim =</b>	<b>\$591.88</b>		
0	297	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins	\$9,251.89	05/22/24	Emp Health Ins - 6/1-6/30
				Payroll Deductions	\$932.98		
				<b>Total this claim =</b>	<b>\$10,184.87</b>		
0	296	INDIANA DEPARTMENT OF RE	State Tax Withheld County Tax Withheld	Payroll Deductions	\$1,770.33	05/22/24	May Withholding
				Payroll Deductions	\$1,012.07		
				<b>Total this claim =</b>	<b>\$2,782.40</b>		
0	295	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	05/22/24	Payroll Ending 05/18/2024
				<b>Total this claim =</b>	<b>\$841.00</b>		
0	286	GREATAMERICA FINANCIAL S	Operating Fund Operating Fund	Equipment/Rental	\$213.03	05/13/24	Copier Lease and Copies, Elwood, Frankton , Summitville
				Office Supplies	\$118.47		
				<b>Total this claim =</b>	<b>\$331.50</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	293	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,032.95	05/22/24	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,532.00		
			Medicare	Empl.Share FICA&Medicare	\$358.30		
			Operating Fund	Empl.Share FICA&Medicare	\$1,532.00		
			Operating Fund	Empl.Share FICA&Medicare	\$358.30		
				<b>Total this claim =</b>	<b>\$5,813.55</b>		
0	289	ELAN FINANCIAL SERVICES	Gift	Other	(\$97.63)	05/22/24	As per attached invoices.
			Operating Fund	Operating Supplies	\$154.13		
			Operating Fund	Telephone & Telegraph	\$1,200.00		
			Operating Fund	Furniture & Equipment	\$114.97		
			Operating Fund	Office Supplies	\$21.93		
			Operating Fund	Advertising & Public Notices	\$14.66		
				<b>Total this claim =</b>	<b>\$1,408.06</b>		
0	248	CENTERPOINT ENERGY	Operating Fund	Gas	\$287.29	05/08/24	Service for Elwood, Frankton,
			Operating Fund	Gas	\$102.24		
			Operating Fund	Gas	\$72.01		
				<b>Total this claim =</b>	<b>\$461.54</b>		
0	294	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	05/22/24	IN DEF COMP EMPL MATCHING PLAN-Robertson
				<b>Total this claim =</b>	<b>\$222.03</b>		
34313	249	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	05/08/24	Service for Elwood
			Operating Fund	Waste Disposal Services	\$232.64		
				<b>Total this claim =</b>	<b>\$383.51</b>		
34314	250	DOLLAR GENERAL-REGIONS 4	Operating Fund	Cleaning & Sanitation Supplies	\$6.00	05/08/24	Cleaning supplies
			Operating Fund	Summitville Programing	\$100.90		
				<b>Total this claim =</b>	<b>\$106.90</b>		
34315	251	FIREPLACE & GAS CENTER, IN	Operating Fund	Professional Services	\$644.81	05/08/24	Fireplace inspection, pilot assembly & gas valve
				<b>Total this claim =</b>	<b>\$644.81</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>
34316	252	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	05/08/24	Stephen Jackson History of Memorial Day
				<b>Total this claim =</b>	<u>\$30.00</u>		
34317	253	NICK HAULTER	Operating Fund	Professional Services	\$50.00	05/08/24	Lawn care Summitville 4/25
				<b>Total this claim =</b>	<u>\$50.00</u>		
34318	254	STACEY JONES	Operating Fund	Frankton Programing	\$279.99	05/08/24	Reimbursement for Eclipse program
				<b>Total this claim =</b>	<u>\$279.99</u>		
34319	255	TODD BUCKMASTER	Operating Fund	Traveling Expense	\$98.09	05/08/24	Travel reimbursement & Parking 4/19-4/20
				<b>Total this claim =</b>	<u>\$98.09</u>		
34320	256	SARAH FOX	Operating Fund	Summitville Programing	\$27.22	05/08/24	Petty Cash
				<b>Total this claim =</b>	<u>\$27.22</u>		
34321	264	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,466.15	05/13/24	As per attached invoices.
			Operating Fund	Elwood Childrens	\$482.78		
			Operating Fund	Elwood YA	\$215.28		
			Operating Fund	Frankton	\$918.87		
			Operating Fund	Summitville	\$572.78		
			Gift	Elwood Children's Programing	\$261.00		
				<b>Total this claim =</b>	<u>\$3,916.86</u>		
34322	265	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$96.00	05/13/24	Pest Control-Elwood
				<b>Total this claim =</b>	<u>\$96.00</u>		
34323	266	COLLABORATIVE SUMMER LIB	Gift	Summitville Programing	\$203.26	05/13/24	Summer Reading Supplies-Summitvill
				<b>Total this claim =</b>	<u>\$203.26</u>		
34324	267	DAVID BURTON	Operating Fund	Professional Services	\$93.00	05/13/24	1/2 yards bulk mulch-Summitville
				<b>Total this claim =</b>	<u>\$93.00</u>		
34325	268	DEMCO	Operating Fund	Book Processing	\$141.85	05/13/24	Book Processing-DVD cases & book jackets
				<b>Total this claim =</b>	<u>\$141.85</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
34326	269	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$58.85	05/13/24	Program Supplies-Elwood YS
				<b>Total this claim =</b>	<u>\$58.85</u>		
34327	270	ENA SERVICES LLC	St Technology Fund Gra Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$1,182.92 \$259.21	05/13/24	VOIP & Internet
				<b>Total this claim =</b>	<u>\$1,442.13</u>		
34328	271	FIBERHAWK	Operating Fund Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$20.00 \$10.00	05/13/24	Backup Internet-Frankton & Summitville
				<b>Total this claim =</b>	<u>\$30.00</u>		
34329	272	FRONTIER	Operating Fund	Telephone & Telegraph	\$207.73	05/13/24	Service for Frankton
				<b>Total this claim =</b>	<u>\$207.73</u>		
34330	273	GRASS ROOTS PLUS, INC.	Operating Fund Operating Fund	Professional Services Professional Services	\$135.00 \$65.00	05/13/24	Lawn Fertilizer & Weed Control-Elwood & Summitville
				<b>Total this claim =</b>	<u>\$200.00</u>		
34331	274	HERALD BULLETIN, THE	Operating Fund	Frankton Per. & Newsp.	\$395.83	05/13/24	Subscription for Frankton 52 weeks
				<b>Total this claim =</b>	<u>\$395.83</u>		
34332	276	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$21.27	05/13/24	Service for Summitville
				<b>Total this claim =</b>	<u>\$21.27</u>		
34333	277	LIBRARY STORE INC., THE	Operating Fund Operating Fund	Furniture & Equipment Book Processing	\$831.08 \$279.89	05/13/24	Unlocking Key Magnet, Label Protectors, Tape, Classification Label
				<b>Total this claim =</b>	<u>\$1,110.97</u>		
34334	278	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$93.00	05/13/24	Trash removal Frankton
				<b>Total this claim =</b>	<u>\$93.00</u>		
34335	279	MARSHALL BEST SECURITY C	Operating Fund	Professional Services	\$278.30	05/13/24	External door core and keys-Elwood
				<b>Total this claim =</b>	<u>\$278.30</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>
34336	280	MIDWEST TAPE	Operating Fund	Frankton AV	\$122.97	05/13/24	As per attached invoices.
			Operating Fund	Elwood AV	\$536.89		
			Operating Fund	Summitville AV	\$224.94		
			Operating Fund	Book Processing	\$389.98		
			<b>Total this claim =</b>				
34337	281	NICK HAULTER	Operating Fund	Professional Services	\$100.00	05/13/24	Lawn care Summitville 5/3/24
			<b>Total this claim =</b>				
34338	282	ODP BUSINESS SOLUTIONS, L	Operating Fund	Office Supplies	\$153.60	05/13/24	Copy paper Elwood
			Operating Fund	Office Supplies	(\$30.00)		
			<b>Total this claim =</b>				
34339	283	RICOH USA, INC	Operating Fund	Office Supplies	\$41.58	05/13/24	Copies from Indiana Room
			<b>Total this claim =</b>				
34340	284	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$173.25	05/13/24	Cleaning and Office supplies as per attached invoices
			Operating Fund	Office Supplies	\$98.64		
			<b>Total this claim =</b>				
34341	285	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$16.28	05/13/24	Operating supplies as per attached invoices
			<b>Total this claim =</b>				
34342	290	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	05/22/24	Service for Summitville
			Operating Fund	Waste Disposal Services	\$5.00		
			Operating Fund	Waste Disposal Services	\$14.79		
			<b>Total this claim =</b>				
34343	291	UNDER THE SUN BAKERY	Gift	Summitville Programing	\$74.00	05/22/24	Two sheet cakes-Scholars Tea & Patio Open House
			<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>
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**Total Amount of Claims      \$202,633.46**

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 10, 2024

*Kenneth Gislén*

Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*Kathy Small*  
*Lisa Astels*  
*Glenn Edleman*

*Kenneth Gislén*

**SIGNATURES OF GOVERNING BOARD**

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

## Timeline for 2025 Budget

**July 8, 2024** Regular monthly meeting at the Elwood Public Library for initial budget discussion.

August 2024 Meet with Judy Robertson from the Department of Local Government Finance.

**August 12, 2024:** Regular monthly meeting at the **Elwood Public Library** (4:30 pm). **Approve 2025 Budget for publication. Quorum is required.** Submit Form 3.

**Sept. 9, 2024:** 4:30 pm **public hearing** required for budget at the **Elwood Public Library. Quorum is required.**  
Regular Board Meeting immediately following public hearing.  
(Must be completed at least 10 days before the library board meets to adopt the budget.  
[IC 6-1.1-17-5 (a)])

**Oct. 14, 2024:** 4:30 pm regular monthly meeting at the **Elwood Public Library. Adopt 2025 Budget. Quorum is required.**

Oct. 19, 2024: All budgets forms submitted through Gateway within **five** days after library board adopts the budget. [IC 36-12-3-12] Last date to adopt budget **November 1, 2024.**

Oct. 12, 2024

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

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

**June 30, 2024 -** Deadline for State Budget Agency (“SBA”) to provide **Maximum Levy Growth Quotient** (“MLGQ”) to civil taxing units, school corporations, and Department. (Ind. Code § 6-1.1-18.5-2(c))

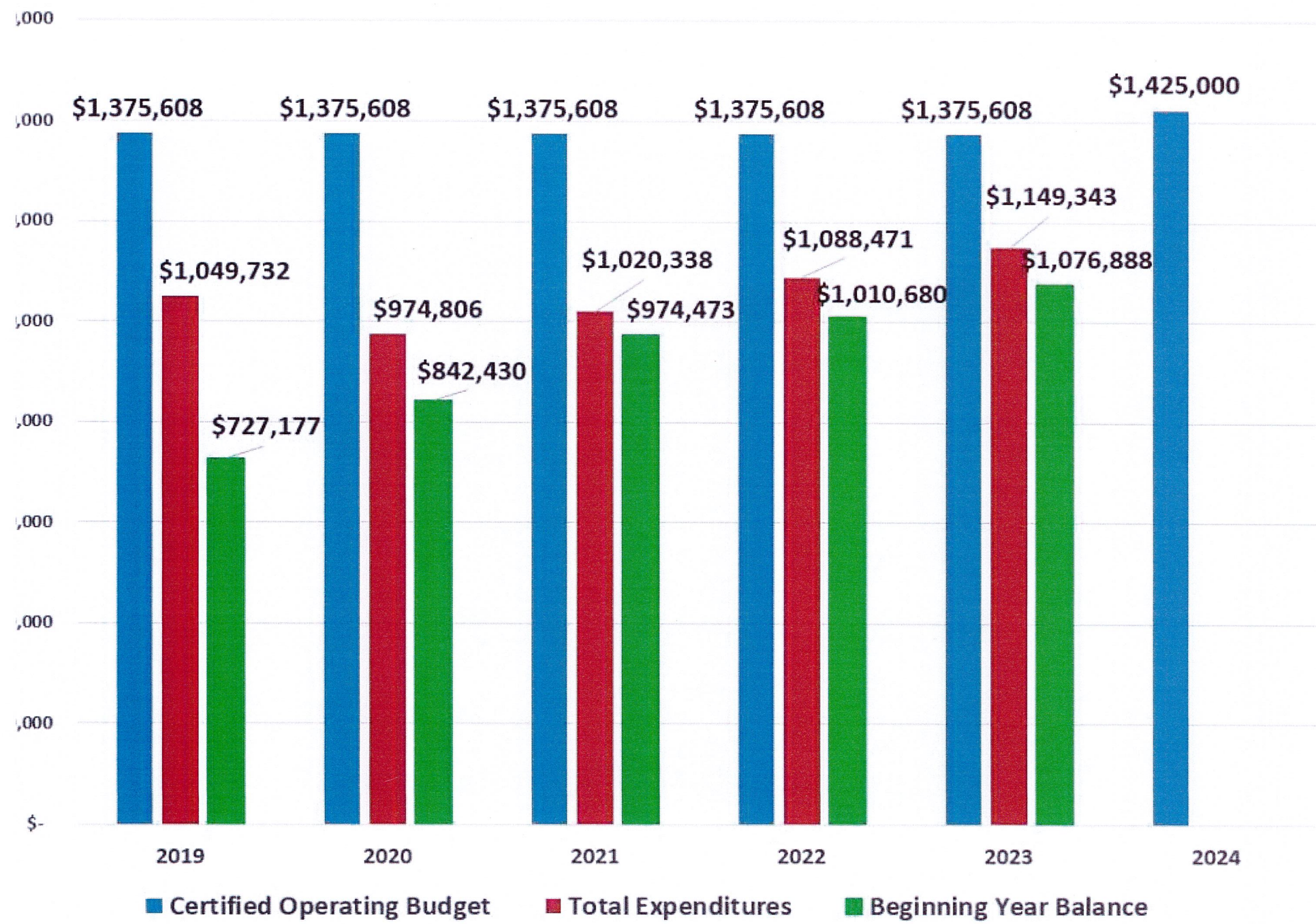
**July 15, 2024 -** Department provides each library with their **maximum allowable budget** able to be adopted by the library board, and the threshold that will trigger the budget to be adopted by the appropriate fiscal body.

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

**Aug 2024 -**At the county’s first meeting in August, they will calculate and distribute each unit’s est. circuit breaker

**Aug 1, 2024- Auditor certifies CNAV to DLGF**

# Certified Operating Budget vs. Expenditures with Beginning Balances



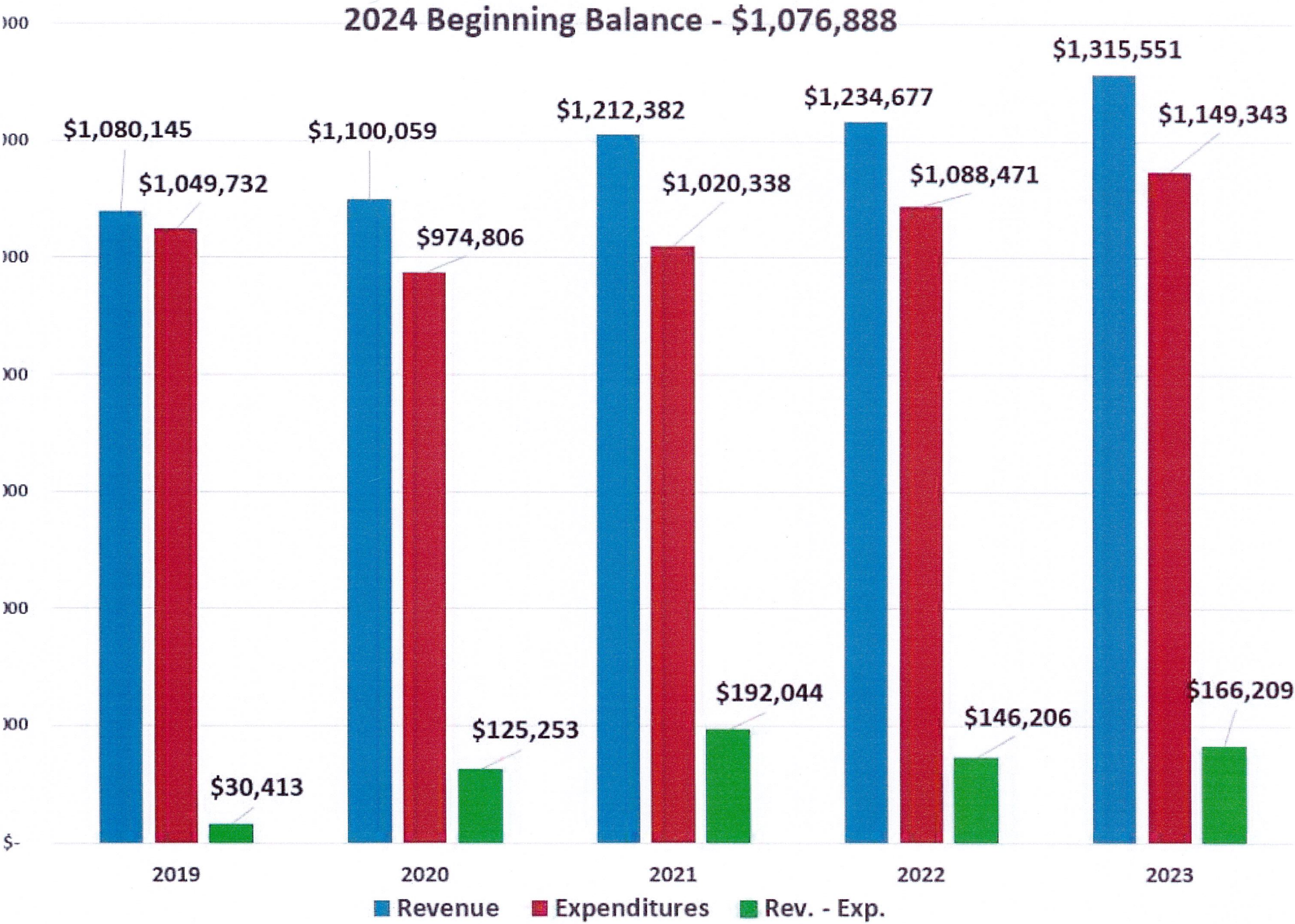
# LIRF and Rainy Day Transfers with 2024 Beginning Balances





## 2019 - 2023 Operating Fund Revenue - Expenditures

2024 Beginning Balance - \$1,076,888



MULTI TRANSMISSION REPORT

TIME : 06-06-2024 08:11  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 438  
DATE : 06.06 08:09  
DOCUMENT PAGES : 1  
START TIME : 06.06 08:09  
END TIME : 06.06 08:11

SUCCESSFUL  
ADDRESS BOOK

0003	Herald Bulletin
0006	Frankton Library
0007	Sville Library

UNSUCCESSFUL

Agenda

June 10, 2024

North Madison County Public Library System  
Board of Trustees

Elwood Public Library

Regular Meeting  
4:30 P.M.

Call to Order  
Call for Quorum  
Consent Agenda  
Minutes  
Claims Register & Checks  
Personnel  
Old Business  
New Business  
1. Timeline for 2025 Budget Approval  
2. Initial Budget Review  
Director's Report  
Public Comment  
Adjournment

Please Publish

# Agenda

July 8, 2024

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. 2024 Budget Review
2. Indiana State Library Consortium Resolution for Public Internet Access
3. Schedule Building Committee Meeting

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
July 8, 2024  
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 8, 2024 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

Present were members Glenn Eddleman, Kathy Small, Larry Watson, Mike Bomholt, Janet Stover 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. Mike Bomholt seconded and the motion carried. The members signed the minutes and claims register. Treasurer Kenny Giselbach signed checks.

NEW BUSINESS

2024 Budget Review

Director Scott reviewed the expenditures through June 30 and compared them to June 30, 2023. Our spending is right on track with last year's spending. Because of that we plan to keep our 2025 budget the same as this year. Operating Fund will be \$1,425,000.00 with LIRF and Rainy Day at \$50,000.00 each.

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. Larry Watson made a second and the motion carried.

Schedule Building Committee Meeting

Director Scott would like to meet with the Building Committee to discuss upcoming projects and maintenance as the 2025 Budget is planned. The committee members decided to meet after the regular meeting on August 12, 2024.

Directors Report

August 17<sup>th</sup> David Willkie will be here. Stephen Jackson, Madison County Historian will be here. Lou Gerig will be the moderator. Marvin Crim will be here to reveal his painting. DAR will be here to induct Henrietta Willke into the American Womens Hall of Fame through the DAR. The DAR will present a plaque to David Willkie. Henrietta Willke was the first woman in Madison County to become a Lawyer. This will all be taking place from 1pm to 3 pm that day. Greg Butts will have the Carnegie open for tours. There will also be the Fourth Annual Art Show and a book sale going on. We are

expecting a large turnout. Kathy Small moved to close the library at 1 pm on August 17, 2024. Mike Bomholt made a second and the motion carried. The Trustees also recommended renting chairs from Byerly in Alexandria. We are still waiting on the limestone for Frankton's sign. It should be here this week. Cody Harrison will meet with Jamie tomorrow about the landscaping at Elwood. The Indiana State Library has found us to be in compliance with state standards. June 14<sup>th</sup> the dry sprinkler valve had to be replaced at Elwood. The cost was \$5,132.00 which was approved by the Board President. Marvin Crim's story was published in the Call Leader. We have received two new paintings from Mr. Crim. A Mae West Cabin Car and the Willkie Locomotive. Also a map of the Penn railroad lines from 1901.

Public Comment

No public comment was forthcoming.

Adjournment

President Eddleman adjourned the meeting by consent.

<u>Jane Stever</u>	<u>Kathy Small, Secretary</u> Kathy Small, Secretary
<u>Mike Bomholt</u>	<u>Lawrence A Watson</u>
<u>Glenn Eddleman</u>	<u>Kenny Smith</u>
	<u>Lisa A Holben</u>

## Register Of Claims

### North Madison County Public Library System

Report Date: From 06/01/24 To 06/30/24

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	352	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,092.84	06/19/24	Service for Elwood
				<b>Total this claim =</b>	<b>\$2,092.84</b>		
0	302	CENTERPOINT ENERGY	Operating Fund	Gas	\$95.73	06/05/24	Service for Elwood, Frankton,
			Operating Fund	Gas	\$26.98		
			Operating Fund	Gas	\$23.59		
				<b>Total this claim =</b>	<b>\$146.30</b>		
0	327	AT&T	Operating Fund	Telephone & Telegraph	\$172.72	06/10/24	Service for Elwood
				<b>Total this claim =</b>	<b>\$172.72</b>		
0	339	RICOH USA, INC	Operating Fund	Office Supplies	\$42.27	06/10/24	Copies for Elwood
				<b>Total this claim =</b>	<b>\$42.27</b>		
0	326	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	06/05/24	PAYROLL
			Operating Fund	Salary of Assistants	\$20,400.62		
			Operating Fund	Wages of Janitor	\$1,411.60		
				<b>Total this claim =</b>	<b>\$24,761.02</b>		
0	325	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	06/05/24	IN DEF COMP EMPL MATCHING PLAN-Robertson payroll end 6/1/24
				<b>Total this claim =</b>	<b>\$222.03</b>		
0	324	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	06/05/24	Payroll Ending 6/1/2024
				<b>Total this claim =</b>	<b>\$841.00</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	344	AMAZON BUSINESS	Operating Fund	Elwood AV	\$689.52	06/10/24	As per attached invoices.
			Operating Fund	Frankton AV	\$294.03		
			Operating Fund	Summitville AV	\$294.03		
			Operating Fund	Technology Equipment	\$49.54		
			Operating Fund	Elwood Adult	\$14.62		
			Operating Fund	Frankton	\$10.44		
			Operating Fund	Elwood Children's Programing	\$42.42		
				<b>Total this claim =</b>	<u>\$1,394.60</u>		
0	345	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$575.88	06/10/24	Service for Summitville
				<b>Total this claim =</b>	<u>\$575.88</u>		
0	322	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,035.08	06/05/24	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,526.40		
			Medicare	Empl.Share FICA&Medicare	\$356.99		
			Operating Fund	Empl.Share FICA&Medicare	\$1,526.40		
			Operating Fund	Empl.Share FICA&Medicare	\$356.99		
				<b>Total this claim =</b>	<u>\$5,801.86</u>		
0	321	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$538.70	06/05/24	PERF Deposit
			Operating Fund	Emp Cont PERF	\$2,011.21		
				<b>Total this claim =</b>	<u>\$2,549.91</u>		
0	366	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$174.80	06/19/24	2nd Qtr SUTA 2024
				<b>Total this claim =</b>	<u>\$174.80</u>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	351	ELAN FINANCIAL SERVICES	Operating Fund	Operating Supplies	\$67.32	06/19/24	As per attached invoices.
			Operating Fund	Furniture & Equipment	\$75.00		
			Operating Fund	Technology Equipment	\$65.97		
			Operating Fund	Other Repair & mainten.supplies	\$126.74		
			Operating Fund	Bldg. Matl. And Supplies	\$71.82		
			Gift	Other	\$85.00		
			Gift	Other	\$155.00		
			Gift	Elwood Children's Programing	\$29.55		
			Gift	Frankton Programing	\$29.00		
			Gift	Summitville Programing	\$29.00		
			Gift	Professional Services	\$65.00		
			Gift	Other	\$25.00		
			Gift	Other	\$17.60		
				<b>Total this claim =</b>	<b>\$842.00</b>		
0	342	GREATAMERICA FINANCIAL S	Operating Fund	Equipment/Rental	\$213.03	06/10/24	Copier lease and copies for Elwood
			Operating Fund	Office Supplies	\$118.04		
				<b>Total this claim =</b>	<b>\$331.07</b>		
0	358	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,980.31	06/19/24	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,510.20		
			Medicare	Empl.Share FICA&Medicare	\$353.21		
			Operating Fund	Empl.Share FICA&Medicare	\$1,510.20		
			Operating Fund	Empl.Share FICA&Medicare	\$353.21		
				<b>Total this claim =</b>	<b>\$5,707.13</b>		
0	365	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,768.47	06/19/24	June Withholding
			County Tax Withheld	Payroll Deductions	\$1,010.70		
				<b>Total this claim =</b>	<b>\$2,779.17</b>		
0	364	AFLAC	AFLAC	Payroll Deductions	\$591.88	06/19/24	Withholding for June
				<b>Total this claim =</b>	<b>\$591.88</b>		
0	363	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$10,490.57	06/19/24	Employee Health Insurance 7/1-7/31
			Insurance	Payroll Deductions	\$1,058.30		
				<b>Total this claim =</b>	<b>\$11,548.87</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	362	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	06/19/24	PAYROLL
			Operating Fund	Salary of Assistants	\$20,139.38		
			Operating Fund	Wages of Janitor	\$1,411.60		
				<b>Total this claim =</b>	<u>\$24,499.78</u>		
0	361	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	06/19/24	IN DEF COMP EMPL MATCHING PLAN-Robertson
				<b>Total this claim =</b>	<u>\$222.03</u>		
0	357	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$529.31	06/19/24	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,976.17		
				<b>Total this claim =</b>	<u>\$2,505.48</u>		
0	360	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	06/19/24	Payroll Ending 06/15/2024
				<b>Total this claim =</b>	<u>\$841.00</u>		
0	350	AT&T	Operating Fund	Telephone & Telegraph	\$84.29	06/19/24	Service fro Summitville
				<b>Total this claim =</b>	<u>\$84.29</u>		
34344	303	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	06/05/24	Service for Elwood
			Operating Fund	Waste Disposal Services	\$216.20		
				<b>Total this claim =</b>	<u>\$367.07</u>		
34345	304	CONRAD DAUTRICH	Operating Fund	Professional Services	\$5,982.00	06/05/24	Parking lot seal Elwood, Frankton, and Summitville, Patching of Frankton lot
			Operating Fund	Professional Services	\$1,750.00		
			Operating Fund	Professional Services	\$594.00		
			Operating Fund	Professional Services	\$1,758.00		
				<b>Total this claim =</b>	<u>\$10,084.00</u>		
34346	305	DAIKAN METZ	Operating Fund	Traveling Expense	\$55.45	06/05/24	Mileage 94.8 @ \$.585=\$55.45
				<b>Total this claim =</b>	<u>\$55.45</u>		
34347	306	ELWOOD CALL LEADER	Operating Fund	Frankton Per. & Newsp.	\$175.00	06/05/24	2 Year Subscription Renewal-Frankton
				<b>Total this claim =</b>	<u>\$175.00</u>		
34348	307	HERALD BULLETIN, THE	Operating Fund	Frankton Per. & Newsp.	\$395.83	06/05/24	Annual Subscription for Frankton
				<b>Total this claim =</b>	<u>\$395.83</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>
34349	308	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	06/05/24	Stephen Jackson History of Boone & Duck Creek Townships June 4
				<b>Total this claim =</b>	<u>\$30.00</u>		
34350	309	McCORMACK PRINTING IMPR	Operating Fund	Operating Supplies	\$274.00	06/05/24	Adult and Juvenile Registration Cards
				<b>Total this claim =</b>	<u>\$274.00</u>		
34351	310	NICK HAULTER	Operating Fund	Professional Services	\$600.00	06/05/24	Lawn Care Summitville-Mowing, trimming & blowing and bush trimming
				<b>Total this claim =</b>	<u>\$600.00</u>		
34352	311	ODP BUSINESS SOLUTIONS, L	Operating Fund	Office Supplies	\$11.89	06/05/24	Clear Desk Protector& Coin Tray
			Operating Fund	Office Supplies	\$13.39		
				<b>Total this claim =</b>	<u>\$25.28</u>		
34353	313	PROSOURCE SPECIALTIES	Operating Fund	Elwood Children's Programing	\$252.98	06/05/24	Elwood YS Programming Supplies
				<b>Total this claim =</b>	<u>\$252.98</u>		
34354	312	S & S WORLDWIDE	Operating Fund	Elwood Children's Programing	\$155.10	06/05/24	Elwood YS rolled paper programming supplies
				<b>Total this claim =</b>	<u>\$155.10</u>		
34355	314	SARAH FOX	Operating Fund	Summitville Programing	\$20.82	06/05/24	Petty Cash
			Gift	Summitville Programing	\$14.99		
				<b>Total this claim =</b>	<u>\$35.81</u>		
34356	315	STACEY JONES	Operating Fund	Frankton Programing	\$47.42	06/05/24	Petty Cash
				<b>Total this claim =</b>	<u>\$47.42</u>		
34357	316	STACEY JONES	Operating Fund	Frankton Programing	\$75.82	06/05/24	Reimbursement for Programming
				<b>Total this claim =</b>	<u>\$75.82</u>		
34358	317	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$340.80	06/05/24	Cleaning Supplies as per attached invoice
				<b>Total this claim =</b>	<u>\$340.80</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
34359	318	TODD BUCKMASTER	Operating Fund	Traveling Expense	\$63.41	06/05/24	Travel Reimbursment 108.4 miles @ \$ .585 per mile
				<b>Total this claim =</b>	<u>\$63.41</u>		
34360	323	TOWN OF FRANKTON	Operating Fund	Electricity	\$379.50	06/05/24	Service for Frankton
			Operating Fund	Water	\$34.45		
			Operating Fund	Waste Disposal Services	\$37.33		
				<b>Total this claim =</b>	<u>\$451.28</u>		
34361	319	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$5.00	06/05/24	Service for Summitville
			Operating Fund	Waste Disposal Services	\$53.74		
			Operating Fund	Waste Disposal Services	\$14.79		
				<b>Total this claim =</b>	<u>\$73.53</u>		
34362	320	VIOLET TAYLOR	Operating Fund	Traveling Expense	\$26.33	06/05/24	travel expense 45 miles @ \$ .585 = \$26.33 replacement for lost check #34227
				<b>Total this claim =</b>	<u>\$26.33</u>		
34363	328	AUTOMATED DOORS & ACCE	Operating Fund	Professional Services	\$1,340.50	06/10/24	Repair to Elwood main entry. New hinges, sweeps and threshold
				<b>Total this claim =</b>	<u>\$1,340.50</u>		
34364	329	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,411.31	06/10/24	As per attached invoices.
			Operating Fund	Elwood Childrens	\$480.24		
			Operating Fund	Elwood YA	\$219.07		
			Operating Fund	Frankton	\$737.77		
			Operating Fund	Summitville	\$620.51		
			Gift	Elwood Childrens	\$13.00		
				<b>Total this claim =</b>	<u>\$3,481.90</u>		
34365	330	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$96.00	06/10/24	Pest control for Frankton & Summitville
			Operating Fund	Professional Services	\$96.00		
				<b>Total this claim =</b>	<u>\$192.00</u>		
34366	332	CHERRYROAD MEDIA	Operating Fund	Advertising & Public Notices	\$30.00	06/10/24	AS Manager employment ad
				<b>Total this claim =</b>	<u>\$30.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
34367	331	DEMCO	Operating Fund	Book Processing	\$146.79	06/10/24	Benefit Denial DVD cases
				<b>Total this claim =</b>	<u>\$146.79</u>		
34368	349	DIANA NEUHART	Operating Fund	Elwood Adult	\$22.99	06/10/24	Reimbursement for lost book that was returned
				<b>Total this claim =</b>	<u>\$22.99</u>		
34369	346	DOLLAR GENERAL-REGIONS 4	Gift	Summitville Programing	\$52.30	06/10/24	Hazelbaker Tea
				<b>Total this claim =</b>	<u>\$52.30</u>		
34370	333	ENA SERVICES LLC	St Technology Fund Gra Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$1,182.92 \$277.23	06/10/24	VoIP & Internet
				<b>Total this claim =</b>	<u>\$1,460.15</u>		
34371	334	FIBERHAWK	Operating Fund Operating Fund	Telephone & Telegraph Telephone & Telegraph	\$20.00 \$10.00	06/10/24	Back up internet for Frankton, Summitville
				<b>Total this claim =</b>	<u>\$30.00</u>		
34372	335	FRONTIER	Operating Fund	Telephone & Telegraph	\$196.32	06/10/24	Service for Frankton
				<b>Total this claim =</b>	<u>\$196.32</u>		
34373	347	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$200.00	06/10/24	Digital & Print Employment Ad
				<b>Total this claim =</b>	<u>\$200.00</u>		
34374	336	MIDWEST COLLABORATIVE F	Operating Fund	Databases	\$1,331.70	06/10/24	Fold3 Library Edition, ProQuest 6/1/24-5/31/25
				<b>Total this claim =</b>	<u>\$1,331.70</u>		
34375	337	MIDWEST TAPE	Operating Fund Operating Fund Operating Fund	Elwood AV Frankton AV Summitville AV	\$355.93 \$179.96 \$68.98	06/10/24	As per attached invoices.
				<b>Total this claim =</b>	<u>\$604.87</u>		
34376	338	PSI PLASTIC GRAPHICS	Operating Fund	Book Processing	\$35.00	06/10/24	Barcode labels Elwood
				<b>Total this claim =</b>	<u>\$35.00</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>
34377	340	ROYAL EVENTS LLC	Gift	Elwood Children's Proqraming	<u>\$400.00</u>	06/10/24	Jurassic Dino Experience
				<b>Total this claim =</b>	<b>\$400.00</b>		
34378	341	TOPS HOME CENTER	Operating Fund	Operating Supplies	<u>\$7.99</u>	06/10/24	Straw for Summitville grass
				<b>Total this claim =</b>	<b>\$7.99</b>		
34379	343	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	<u>\$894.04</u>	06/10/24	Repairs at Elwood
				<b>Total this claim =</b>	<b>\$894.04</b>		
34380	348	WORLD ARCHIVES	Operating Fund	Databases	\$1,316.00	06/10/24	Access.NewspaperArhive.com Indiana Collection only
				<b>Total this claim =</b>	<b>\$1,316.00</b>		
34381	353	INDIANA STATE LIBRARY	Operating Fund	Professional Services	\$5,524.00	06/19/24	InfoExpress Service Elwood, Frankton, Summitville
			Operating Fund	Professional Services	\$1,586.00		
			Operating Fund	Professional Services	\$1,586.00		
				<b>Total this claim =</b>	<b>\$8,696.00</b>		
34382	354	INDIANA-AMERICAN WATER C	Operating Fund	Water	<u>\$76.68</u>	06/19/24	Service for Summitville
				<b>Total this claim =</b>	<b>\$76.68</b>		
34383	359	KAREN LARIMORE	Operating Fund	Traveling Expense	\$658.71	06/19/24	Travel Reimbursement 1126m @ \$.585 = 658.71
				<b>Total this claim =</b>	<b>\$658.71</b>		
34384	355	NICK HAULTER	Operating Fund	Professional Services	<u>\$100.00</u>	06/19/24	Mowing at Summitville
				<b>Total this claim =</b>	<b>\$100.00</b>		
34385	356	STAPLES	Operating Fund	Office Supplies	<u>\$69.98</u>	06/19/24	Office Supplies per attached invoice
				<b>Total this claim =</b>	<b>\$69.98</b>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
<b>Total Amount of Claims</b>					<b>\$123,600.96</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, July 8, 2024

*Kenneth Gishler*

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\_\_\_\_.

*Tracy Inay*  
*Carol Stever*  
*Michael Bumbalo*

*D Lenn Eddleman*  
*Louise d Watson*  
*Kenneth Gishler*

**SIGNATURES OF GOVERNING BOARD**

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

## Timeline for 2025 Budget

- July 8, 2024** Regular monthly meeting at the Elwood Public Library for initial budget discussion.
- July 25, 2024 2:45 pm - Meet virtually with Judy Robertson from the Department of Local Government Finance.
- August 12, 2024:** Regular monthly meeting at the **Elwood Public Library** (4:30 pm). **Approve 2025 Budget for publication.** **Quorum is required.** Submit Form 3.
- Sept. 9, 2024:** 4:30 pm **public hearing** required for budget at the **Elwood Public Library.** **Quorum is required.**  
Regular Board Meeting immediately following public hearing.  
(Must be completed at least 10 days before the library board meets to adopt the budget.  
[IC 6-1.1-17-5 (a)])
- Oct. 14, 2024:** 4:30 pm regular monthly meeting at the **Elwood Public Library.** **Adopt 2025 Budget.** **Quorum is required.**
- Oct. 19, 2024: All budgets forms submitted through Gateway within **five** days after library board adopts the budget. [IC 36-12-3-12] Last date to adopt budget **November 1, 2024.**
- Oct. 12, 2024  
Last day to post a notice to taxpayers (“Budget Form 3”) of proposed 2024 budgets and net tax levies and a public hearing to Gateway. Units who have not submitted by October 12 will not have time to complete the process before the deadline. (Ind. Code § 6-1.1-17-3) Note: See October 22 for additional information.
- Board signs Budget Form 4 – Ordinance for Appropriations and Tax Rates- at the adoption meeting which is then uploaded to Gateway.
- June 30, 2024 -** Deadline for State Budget Agency (“SBA”) to provide **Maximum Levy Growth Quotient (“MLGQ”)** to civil taxing units, school corporations, and Department. (Ind. Code § 6-1.1-18.5-2(c))
- July 15, 2024 –** Department provides each library with their **maximum allowable budget** able to be adopted by the library board, and the threshold that will trigger the budget to be adopted by the appropriate fiscal body.
- July 15, 2024** Department provides each unit with an estimate for the **2024 non-property tax revenues** of MVH, LRS, ABC Gallonage, **FIT, CVET**, and Excise based on historical distribution amounts.
- Aug 2024 –**At the county’s first meeting in August, they will calculate and distribute each unit’s est. circuit breaker
- Aug 1, 2024–** Auditor certifies CNAV to DLGF



**COMMITMENT TO JOIN INDIANA STATE LIBRARY CONSORTIUM FOR  
PUBLIC LIBRARY INTERNET ACCESS for  
FUNDING YEAR JULY 1, 2025 THROUGH JUNE 30, 2026**

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 Broadband Connectivity 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 Broadband Connectivity 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 8th day of July, 2024, at which meeting a quorum was present.

NAY

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\_\_\_\_\_

AYE

Kathy Small  
Gene Stover  
Melba Brubaker  
Glenn Eddleman  
Lawrence A. Watson  
Kenneth Shultz  
\_\_\_\_\_

ATTEST:

Kathy Small, Secretary  
Secretary

**Letter of Agency For Funding Year 2025-2026  
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 **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 access and WAN connectivity**. 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: July 8, 2024

**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 via EMAIL TO:** [htrfun@library.in.gov](mailto:htrfun@library.in.gov) (Preferred)

**OR by USPS TO:**

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

**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: 47925-26  
 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 2025-2026
---	------------------------------

3. Mailing Address and Contact Information for Administrative Authority  
 Street Address, P. O. Box or Route Number  
 1600 Main Street

City Elwood	State IN	Zip Code 46036
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Name of Contact Person  
 Jamie Scott

Telephone Number 765-552-5001 ext. 1113	Fax Number 765-552-0955	Email Address 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** 47925-26  
**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 07/08/2024
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**

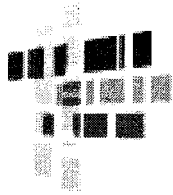
Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for 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-PERM, 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](mailto: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.**



Universal Service  
Administrative Co.

## FCC Form 486 Notification Letter

Charity Hawkins  
North Madison County Public Library System  
1600 MAIN STREET  
ELWOOD, IN 46036

5/31/2024

**FUNDING YEAR 2024:** 7/1/2024 - 6/30/2025  
**FCC Form 486 Application Number:** 350234  
**Applicant's FCC Form 486 Nickname:** FY2024 ISL 486 - North Madison Co PLS

This letter is to notify you that the Universal Service Administrative Company (USAC) has received and accepted a certified FCC Form 486, Receipt of Service Confirmation Form, from you. Information about your commitment may have changed. Please review the [FCC Form 486 Notification Letter Report](#) to confirm the information you provided. This information is also being shared with the service provider(s) identified on each Funding Request Number (FRN).

If you need assistance, contact our Client Service Bureau toll-free at (888) 203-8100, or submit a customer service case in the E-rate Productivity Center (EPC) by selecting "[Contact Us](#)" from the menu in the top right corner of your landing page.

### Next steps

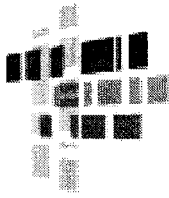
Discuss with your service provider whether you would like discounts on your bills or to pay your bills in full and be reimbursed for discounts.

- Applicants invoice USAC before the invoice deadline using the applicant invoice method [FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form] for reimbursements of discounts after paying the service provider bills in full.
- Service providers invoice USAC using the service provider invoice method [FCC Form 474, Service Provider Invoice (SPI) Form] after billing applicants for their non-discount portion.

Whichever method you choose, you must pay your non-discount portion, as stated in program rules. Program rules also require that participants maintain all documentation for at least 10 years after last day of the applicable funding year or the service delivery deadline for the funding request, whichever is later.

### To appeal this service start date/funding commitment change decision

You may appeal the Service Start Date change(s) and/or funding commitment adjustment(s) indicated in this letter to USAC in EPC within 60 calendar days of the date of this letter. Failure to meet this deadline will result in automatic dismissal of your appeal. You must file your appeal first with USAC because the FCC Form 486 deadline is a procedural deadline and not



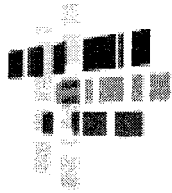
**Universal Service  
Administrative Co.**

a program rule that requires a waiver by the FCC. If USAC denies the appeal, you may then appeal to the FCC.

To file an appeal with USAC, select “Appeal” from the menu in the top right corner of your landing page and then provide the requested information. USAC will reply to your appeal submissions to confirm receipt. Visit the [USAC website](#) for more information on submitting an appeal to USAC, including step-by-step instructions.

Schools and Libraries Division  
Universal Service Administrative Co.

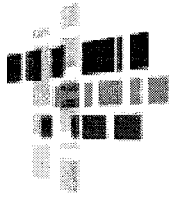




**Universal Service  
Administrative Co.**

**FCC Form 486 Notification Letter Report:**

SPIN (Service Provider Identification Number):	143030857
Funding Request Number (FRN):	2499041392
FCC Form 471 Application Number (based on Funding Request Number):	241029307
Billed Entity Number (BEN):	130191
Entity Name:	North Madison County Public Library System
Approved Service Start Date (ASSD):	7/1/2024
Billing Account Number:	n/a
Service Start Date Change Indicator:	N
Service Start Date Change Explanation:	
Current Funding Commitment:	\$29,088.00



**Universal Service  
Administrative Co.**

FCC Form 486 Notification Letter Report:

SPIN (Service Provider Identification Number):	143030857
Funding Request Number (FRN):	2499041413
FCC Form 471 Application Number (based on Funding Request Number):	241029307
Billed Entity Number (BEN):	130191
Entity Name:	North Madison County Public Library System
Approved Service Start Date (ASSD):	7/1/2024
Billing Account Number:	n/a
Service Start Date Change Indicator:	N
Service Start Date Change Explanation:	
Current Funding Commitment:	\$39,648.00



# Quote

**ADDRESS**

Elwood Public Library  
1600 Main Street  
Elwood, IN 46036

**QUOTE # 37839**

**DATE 06/18/2024**

QTY	DESCRIPTION	RATE	AMOUNT
	Remove (1) existing CSC Dry Sprinkler Valve due to age. Replace with (1) reliable 4" FXDPV Sprinkler Valve. Put system back into service.		
	Parts	3,852.32	3,852.32
	Labor	1,280.00	1,280.00

Thank you for the opportunity to quote! Kabe

Please sign below and return upon approval.  
Quote is valid for 30 days.

SUBTOTAL	5,132.32
TAX	0.00
<b>TOTAL</b>	<b>\$5,132.32</b>

Accepted By

Accepted Date

6/24/24



## 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 21, 2024

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

Dear Jamie,

At its June 14<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 2023.

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 black ink, appearing to read "JL Clifton".

Jennifer Clifton  
Library Development Office

MULTI TRANSMISSION REPORT

TIME : 07-03-2024 09:49  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 631  
DATE : 07.03 09:48  
DOCUMENT PAGES : 1  
START TIME : 07.03 09:48  
END TIME : 07.03 09:49

SUCCESSFUL  
ADDRESS BOOK

0002 Call-Leader  
0003 Herald Bulletin

UNSUCCESSFUL

**Agenda**

**July 8, 2024  
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. 2024 Budget Review**

**2. Indiana State Library Consortium Resolution for Public Internet Access**

**3. Schedule Building Committee Meeting**

**Director's Report**

**Public Comment**

**Adjournment**

*Please  
Publish*

MULTI TRANSMISSION REPORT

TIME : 07-03-2024 09:51  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 632  
DATE : 07.03 09:48  
DOCUMENT PAGES : 1  
START TIME : 07.03 09:50  
END TIME : 07.03 09:51

SUCCESSFUL  
ADDRESS BOOK

0006 Frankton Library  
0007 Sville Library

UNSUCCESSFUL

**Agenda**

**July 8, 2024**

**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. 2024 Budget Review**

**2. Indiana State Library Consortium Resolution for Public Internet Access**

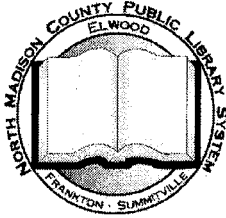
**3. Schedule Building Committee Meeting**

**Director's Report**

**Public Comment**

**Adjournment**





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

Phone: (765) 552-5001 Fax: (765) 552-0955

### Executive Session Notice

July 29, 2024

**5:00 PM**

Elwood Public Library

1600 Main Street

Elwood, IN 46036

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.

NORTH MADISON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

Elwood Public Library Executive Session

July 29, 2024

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 July 29, 2024 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM Present were members Glenn Eddleman, Mike Bomholt, Janet Stover, Kathy Small, Larry Watson, Lisa Hobbs, 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.

*Kathy Small, Secretary*

Kathy Small, Secretary

*Janet Stover*

*Larry Watson*

*Mike Bomholt*

*Kenny Giselbach*

*Glenn Eddleman*

*Lisa Hobbs*

MEMORY TRANSMISSION REPORT

TIME : 07-25-2024 17:01
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 784
DATE : 07.25 17:00
TO : Sville Library
DOCUMENT PAGES : 1
START TIME : 07.25 17:00
END TIME : 07.25 17:01
PAGES SENT : 1
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*



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

Phone: (765) 552-5001 Fax: (765) 552-0955

Executive Session Notice
July 29, 2024
5:00 PM
Elwood Public Library
1600 Main Street
Elwood, IN 46036
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.
(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.

MEMORY TRANSMISSION REPORT

TIME : 07-25-2024 17:00
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 782
DATE : 07.25 16:58
TO : Herald Bulletin
DOCUMENT PAGES : 1
START TIME : 07.25 16:59
END TIME : 07.25 17:00
PAGES SENT : 1
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*



North Madison County Public Library System
1600 Main Street
Elwood, IN 46036
Phone: (765) 552-5001 Fax: (765) 552-0955

Executive Session Notice
July 29, 2024
5:00 PM
Elwood Public Library
1600 Main Street
Elwood, IN 46036
IC 5-14-1.5-6.1 (b)

Executive sessions may be held only in the following instances:

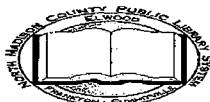
- (1) Where authorized by federal or state statute.
(2) For discussion of strategy with respect to any of the following:
(A) Collective bargaining.
(B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.
(C) The implementation of security systems.
(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.
(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.
(X) (6) With respect to any individual over whom the governing body has jurisdiction:
(X) (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:
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(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.

MEMORY TRANSMISSION REPORT

TIME : 07-25-2024 16:59
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 781
DATE : 07.25 16:58
TO : Call-Leader
DOCUMENT PAGES : 1
START TIME : 07.25 16:58
END TIME : 07.25 16:59
PAGES SENT : 1
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*



North Madison County Public Library System
1600 Main Street
Elwood, IN 46036 Phone: (765) 552-5001 Fax: (765) 552-0955

Executive Session Notice
July 29, 2024
5:00 PM
Elwood Public Library
1600 Main Street
Elwood, IN 46036
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.
(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...
(5) To receive information about and interview prospective employees.
(6) With respect to any individual over whom the governing body has jurisdiction:
X (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.
(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.
(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.

MEMORY TRANSMISSION REPORT

TIME : 07-25-2024 17:02
FAX NO.1 : 765-552-0955
NAME : Elwood Library

FILE NO. : 785
DATE : 07.25 17:00
TO : Frankton Library
DOCUMENT PAGES : 1
START TIME : 07.25 17:01
END TIME : 07.25 17:02
PAGES SENT : 1
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*



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

Phone: (765) 552-5001 Fax: (765) 552-0955

Executive Session Notice
July 29, 2024
5:00 PM
Elwood Public Library
1600 Main Street
Elwood, IN 46036
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.
(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...
(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.
(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.
(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

August 12, 2024

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. Approve 2025 Budget for Publication
2. Authorized Agent-PERF
3. Circulation Policy
4. Service Fees
5. Instructions for Daily Collections
6. Library Access Policy

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
August 12, 2024

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on August 12, 2024.

CALL FOR QUORUM

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

CONSENT AGENDA

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

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Approve 2025 Budget for Publication

Director Scott presented the following budget to be requested for publication, following the meeting with DLGF representative on August 21<sup>st</sup>.

Operating Fund Budget--\$1,425,000

The maximum estimate funds to be raised are \$1,117,133 with a tax rate of 4.05%

The current tax levy is \$1,073, 644

Rainy Day Fund estimate \$50,000. There is no maximum estimated amount to be raised no excessive levy appeals, and no current tax levy. The Library Improvement Reserve Fund estimate \$50,000. There is no maximum estimate amount to be raised, no excessive levy appeals, and no current tax levy. Total Budget estimate as stated is \$1,525,000.

Janet Stover made a motion to approve the 2025 budget for publication. Kathy Small seconded and the motion carried.

Authorized Agent-PERF

Director Scott presented the proposal to update the INPRS/PERF Authorized Agent from Sheri Wallace to Sarah Huffman. Kathy Small made a motion to approve the request for change of authorized agent. Lisa Hobbs seconded and the motion carried. An official form was signed by Board President, Glenn Eddleman.

Circulation Policy



Director Scott proposed adding the following to the Circulation Policy to make library card registration more attainable. The following changes suggested regarding Evergreen and NMCPLS 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 **Remove: one (1) ADD: an accepted form of photo ID ADD: with current address Remove: and one (1) accepted proof of residency document.** If the applicant's address is not correct on the photo ID, **Remove: two ADD: one item from the proof of residency documents with current address will be required.** **Remove:** 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.
2. In addition to the required ID **Remove: and Add: or** proof of residency, the parent or legal guardian wishing to obtain a card for a dependent under the age of 18 must **ADD: have or obtain a library card in their name in good standing. Remove: present a birth certificate or proof of guardianship.**
3. Patron's current Evergreen Indiana card **ADD: or photo ID** is required to check out items

Larry Watson made a motion to accept these changes as proposed to the Circulation Policy. Mike Bomholt seconded and the motion carried.

#### Service Fees

Director Scott proposed adding the following to the Service Fees:

\$0.10 per **ADD: side for** black and white copy

\$0.40 per **ADD: side for** color copy

**ADD: The library reserves the right to limit the number of copies and to restrict the kind of paper used.**

**ADD: Government: Faxes sent to Local, State or Federal Government agencies are free of charge**

**ADD: Postcards: \$1.50 for 3.5X5 \$3.00 for 5X7**

**ADD: Prints: Small Medium Large Railroad Ess.**

**8 x 10 - \$10 11 x 14 \$15 16 x 20 \$25 8 x 8 \$10**

**8 x 12 - \$12 12 x 18 \$18 16 x 24 \$28 12 x 12 \$15**

**20 x 20 \$25**

**ADD: T-Shirts: \$16 for sizes small through large \$18 for extra large sizes**

**Add: Revised 8/12/2024**

Lisa Hobbs made a motion to accept these changes as proposed to the Circulation Policy. Larry Watson seconded and the motion carried.

#### Instructions for Daily Collections

Director Scott proposed adding the following to the Instructions for Daily Collections: **Add: Following the Service Fees policy, calculate** the amount for each transaction. **Add: The total** amount is recorded under the appropriate heading...Cash or check is immediately received for the transaction and placed in the cash drawer. We do not have charge accounts **ADD: or offer discounts.**

Kathy Small made a motion to accept these changes as proposed to the Instructions for Daily Collections. Mike Bomholt seconded and the motion carried.

#### Library Access Policy

Director Scott presented several revisions to the Library Access Policy. In short, revisions include:

- Addition of Patrons without a permanent residence/Migrant Workers
- Requirements for property owners who are not residents in Boone, Van Buren, Pipe Creek, Duck Creek, or Lafayette townships
- Updating the verbiage to remove Evergreen libraries from the Reciprocal Borrowers
- Changes corresponding with the updated Circulation Policy regarding accepting Photo ID and proof of residency
- Updating the non-resident fee to \$65
- Updating the Teacher Card information to specify that the teacher's card will be comparable to a Reciprocal card allowing access to materials at the NMCPLS branches.
- Specifying the accessibility and requirements detailed for each resident by township in Madison County. This includes Reciprocal and Non-Resident options.

It was proposed that the patron dress code be removed from the Library Access Policy. After discussion, the board determined it best to have the Handicapped Accessibility information remain in the Library Access Policy, and add it to the Patron Behavior Policy. Please find comprehensive revisions of the Library Access Policy in the Board Meeting Binder, or digitally on the New Wiki.

Larry Watson made a motion to accept these changes as discussed to the Library Access Policy. Kathy Small seconded and the motion carried.

#### Directors Report

Director Scott showed attendees that Lenny Sharp, local framer, donated a framed Call-Leader article of Marvin Crim's newspaper article. Also presented was Marvin Crim's latest painting of the Traction Station that was located where the current Elwood Library is located on Main Street. Director Scott also informed the board that Marvin donated a map of the Indiana Traction Station Lines, and he plans to pay to have it framed for the Library. Director Scott mentioned the Art Show participants as they were displayed for the meeting. It was also mentioned that the large furniture had been moved in the Adult Services area in preparation for the Willkie program the following Saturday. Director Scott also informed the board that a stage and 100 chairs were rented for the program.

Public Comment

Kenny Giselbach had an inquiry on behalf of a patron regarding bringing in personal materials be run through the bug heaters. Director Scott stated that the patron can utilize other means to heat the items to 120 degrees for one hour, but this was not a service we provided. Kenny Giselbach asked if the pest problem had improved. Director Scott reported that she has mailed two letters requiring patrons to seek an exterminating service. Mike Bomholt complimented the painters for the work on the outside of the Elwood building.

Adjournment

President Eddleman adjourned the meeting by consent.

<u>Janet Stover</u>	<u>Kathy Small, Secretary</u> Kathy Small, Secretary
<u>Mike Bomholt</u>	<u>Kenny Giselbach</u>
<u>Denn Eddleman</u>	<u>Lisa Atchals</u>

## Register Of Claims

Report Date: From **7/1/2024** To **7/31/2024**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	411	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,032.21	7/17/2024	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,590.83		
			Medicare	Empl.Share FICA&Medicare	\$372.06		
			Operating Fund	Empl.Share FICA&Medicare	\$1,590.83		
			Operating Fund	Empl.Share FICA&Medicare	\$372.06		
				<b>Total this claim =</b>	<b>\$5,957.99</b>		
0	404	RICOH USA, INC	Operating Fund	Office Supplies	\$40.45	7/8/2024	Copies for Elwood
				<b>Total this claim =</b>	<b>\$40.45</b>		
0	381	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$702.00	7/8/2024	Accounting & Payroll Support/Cloud Backup
				<b>Total this claim =</b>	<b>\$702.00</b>		
0	392	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$642.58	7/8/2024	Service for Summitville
				<b>Total this claim =</b>	<b>\$642.58</b>		
0	418	CENTERPOINT ENERGY	Operating Fund	Gas	\$52.07	7/31/2024	Service for Elwood, Summitville,
			Operating Fund	Gas	\$26.05		
			Operating Fund	Gas	\$21.58		
				<b>Total this claim =</b>	<b>\$99.70</b>		
0	416	ELAN FINANCIAL SERVICES	Operating Fund	Operating Supplies	\$0.00	7/17/2024	As per attached invoices.
			Operating Fund	Cleaning & Sanitation Supplies	\$0.00		
			Operating Fund	Furniture & Equipment	\$0.00		
			Operating Fund	Technology Equipment	\$0.00		
			Operating Fund	Telephone & Telegraph	\$0.00		
			Gift	Elwood Children's Programing	\$17.76		
			Operating Fund	Elwood Adult Programing	\$0.00		
			Gift	Summitville Programing	\$114.79		
			Gift	Other	\$15.99		
				<b>Total this claim =</b>	<b>\$148.54</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	415	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	7/17/2024	PAYROLL
			Operating Fund	Salary of Assistants	\$20,499.86		
			Operating Fund	Salary of Assistants	\$940.00		
			Operating Fund	Wages of Janitor	\$1,411.60		
				<b>Total this claim =</b>	<u>\$25,800.26</u>		
0	414	NATIONWIDE	Annuity	Payroll Deductions	\$0.00	7/17/2024	IN Def Comp Matching Plan-Robertson
			Operating Fund	Emp Cont IN Def Comp Matching	\$222.03		
				<b>Total this claim =</b>	<u>\$222.03</u>		
0	377	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	7/3/2024	Payroll Ending 6/29/2024
				<b>Total this claim =</b>	<u>\$841.00</u>		
0	412	AT&T	Operating Fund	Telephone & Telegraph	\$87.28	7/17/2024	Service for Summitville
				<b>Total this claim =</b>	<u>\$87.28</u>		
0	380	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	7/3/2024	PAYROLL
			Operating Fund	Salary of Assistants	\$19,941.82		
			Operating Fund	Wages of Janitor	\$1,411.60		
				<b>Total this claim =</b>	<u>\$24,302.22</u>		
0	410	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$567.46	7/17/2024	PERF Deposit
			Operating Fund	Emp Cont PERF	\$2,118.58		
				<b>Total this claim =</b>	<u>\$2,686.04</u>		
0	408	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,561.59	7/17/2024	Service for Elwood
				<b>Total this claim =</b>	<u>\$2,561.59</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	407	AMAZON BUSINESS	Operating Fund	Elwood AV	\$514.68	7/8/2024	As per attached invoices.
			Operating Fund	Frankton AV	\$347.91		
			Operating Fund	Summitville AV	\$347.91		
			Operating Fund	Technology Equipment	\$19.99		
			Operating Fund	Elwood Adult	\$15.99		
			Operating Fund	Summitville	\$20.72		
			Operating Fund	Elwood Children's Programing	\$17.88		
			Operating Fund	Elwood Adult Programing	\$17.88		
			Operating Fund	Frankton Programing	\$113.68		
			Operating Fund	Repair Parts/Maintenance	\$67.98		
			Operating Fund	Cleaning & Sanitation Supplies	\$20.07		
			Gift	Elwood Children's Programing	\$79.27		
			Operating Fund	Professional Services	\$0.00		
				<b>Total this claim =</b>	<b>\$1,583.96</b>		
0	443	AMAZON BUSINESS	Gift	Elwood Children's Programing	\$68.35	7/31/2024	As per attached invoices.
			Operating Fund	Frankton AV	\$160.35		
			Operating Fund	Summitville AV	\$160.35		
			Operating Fund	Technology Equipment	\$263.87		
			Operating Fund	Elwood AV	\$501.28		
			Operating Fund	Furniture & Equipment	\$449.86		
			Operating Fund	Cleaning & Sanitation Supplies	\$11.97		
			Operating Fund	Elwood Adult	\$36.75		
				<b>Total this claim =</b>	<b>\$1,652.78</b>		
0	403	AT&T	Operating Fund	Telephone & Telegraph	\$172.72	7/8/2024	Service for Elwood
				<b>Total this claim =</b>	<b>\$172.72</b>		
0	402	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$135.99	7/8/2024	Postage meter lease
				<b>Total this claim =</b>	<b>\$135.99</b>		
0	391	GREATAMERICA FINANCIAL S	Operating Fund	Equipment/Rental	\$213.03	7/8/2024	Toshiba copier lease
			Operating Fund	Office Supplies	\$129.64		
				<b>Total this claim =</b>	<b>\$342.67</b>		
0	413	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	7/17/2024	Payroll Ending 7/13/24
				<b>Total this claim =</b>	<b>\$841.00</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	434	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$592.14 \$2,210.70	7/31/2024	PERF Deposit
				<b>Total this claim =</b>	<b>\$2,802.84</b>		
0	442	AUTO-OWNERS INSURANCE	Operating Fund	Insurance	\$20,148.00	7/31/2024	Tailored Protection 09-350458
				<b>Total this claim =</b>	<b>\$20,148.00</b>		
0	441	AFLAC	AFLAC	Payroll Deductions	\$887.82	7/31/2024	Withholding for July
				<b>Total this claim =</b>	<b>\$887.82</b>		
0	440	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$9,961.42 \$1,587.45	7/31/2024	Employee Health Insurance 8/1/24- 8/31/24
				<b>Total this claim =</b>	<b>\$11,548.87</b>		
0	439	INDIANA DEPARTMENT OF RE	State Tax Withheld County Tax Withheld	Payroll Deductions Payroll Deductions	\$2,721.88 \$1,567.09	7/31/2024	July Withholding
				<b>Total this claim =</b>	<b>\$4,288.97</b>		
0	438	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	7/31/2024	IN Def Comp Matching Plan-Robertson
				<b>Total this claim =</b>	<b>\$222.03</b>		
0	437	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	7/31/2024	Payroll Ending 7/27/2024
				<b>Total this claim =</b>	<b>\$841.00</b>		
0	435	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	\$2,017.12 \$1,635.38 \$382.48 \$1,635.38 \$382.48	7/31/2024	Federal Tax Deposit
				<b>Total this claim =</b>	<b>\$6,052.84</b>		
0	424	LIBERTY MUTUAL INSURANCE	Operating Fund	Insurance	\$762.00	7/31/2024	Business Auto
				<b>Total this claim =</b>	<b>\$762.00</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	368	CENTERPOINT ENERGY	Operating Fund	Gas	\$38.38	7/3/2024	Service for Elwood, Frankton, Summitville
			Operating Fund	Gas	\$23.09		
			Operating Fund	Gas	\$20.31		
				<b>Total this claim =</b>	<u>\$81.78</u>		
0	374	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$532.40	7/3/2024	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,987.67		
				<b>Total this claim =</b>	<u>\$2,520.07</u>		
0	376	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	7/3/2024	IN DEF COMP EMPL MATCHING PLAN-Robertson
				<b>Total this claim =</b>	<u>\$222.03</u>		
0	375	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,961.82	7/3/2024	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,497.94		
			Medicare	Empl.Share FICA&Medicare	\$350.35		
			Operating Fund	Empl.Share FICA&Medicare	\$1,497.94		
			Operating Fund	Empl.Share FICA&Medicare	\$350.35		
				<b>Total this claim =</b>	<u>\$5,658.40</u>		
0	436	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	7/31/2024	PAYROLL
			Operating Fund	Salary of Assistants	\$20,396.01		
			Operating Fund	Salary of Assistants	\$1,762.50		
			Operating Fund	Wages of Janitor	\$1,411.60		
				<b>Total this claim =</b>	<u>\$26,518.91</u>		
34386	369	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	7/3/2024	Service for Elwood
			Operating Fund	Waste Disposal Services	\$221.68		
				<b>Total this claim =</b>	<u>\$372.55</u>		
34387	367	CLINT JIVOIN	Gift	Elwood Children's Programing	\$300.00	7/3/2024	Wilderness Survival Class for Elwood, Frankton, Summitville
			Operating Fund	Frankton Programing	\$300.00		
			Operating Fund	Summitville Programing	\$300.00		
				<b>Total this claim =</b>	<u>\$900.00</u>		
34388	370	DEON PARSON	Gift	Elwood Children's Programing	\$150.00	7/3/2024	Comics Workshop
				<b>Total this claim =</b>	<u>\$150.00</u>		



<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
34389	371	HARPER'S LAWN CARE	Operating Fund	Professional Services	<u>\$450.00</u>	7/3/2024	Lawn care for Frankton, April & May
				<b>Total this claim =</b>	<b>\$450.00</b>		
34390	372	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	<u>\$190.71</u>	7/3/2024	Travel 326 miles @ \$.585 = \$190.71
				<b>Total this claim =</b>	<b>\$190.71</b>		
34391	379	SARAH FOX	Gift	Summitville Programing	<u>\$15.93</u>	7/3/2024	Petty Cash
				<b>Total this claim =</b>	<b>\$15.93</b>		
34392	378	STACEY JONES	Operating Fund	Frankton Programing	<u>\$47.67</u>	7/3/2024	Petty cash
				<b>Total this claim =</b>	<b>\$47.67</b>		
34393	373	TOWN OF FRANKTON	Operating Fund	Electricity	\$457.01	7/3/2024	Service for Frankton
			Operating Fund	Water	\$34.45		
			Operating Fund	Waste Disposal Services	<u>\$35.91</u>		
				<b>Total this claim =</b>	<b>\$527.37</b>		
34394	382	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,414.58	7/8/2024	As per attached invoices.
			Operating Fund	Elwood Childrens	\$449.01		
			Operating Fund	Elwood YA	\$196.70		
			Operating Fund	Frankton	\$754.58		
			Operating Fund	Summitville	<u>\$683.15</u>		
				<b>Total this claim =</b>	<b>\$3,498.02</b>		
34395	383	BOYCE SYSTEMS	Operating Fund	Office Supplies	<u>\$398.41</u>	7/8/2024	Accounts Payable Checks
				<b>Total this claim =</b>	<b>\$398.41</b>		
34396	384	CHERRYROAD MEDIA	Operating Fund	Advertising & Public Notices	<u>\$140.00</u>	7/8/2024	Welcome to Frankton
				<b>Total this claim =</b>	<b>\$140.00</b>		
34397	385	CREATIVE PRODUCT SOURCE	Operating Fund	Elwood Adult Programing	<u>\$125.00</u>	7/8/2024	2025 Wall Calendar
				<b>Total this claim =</b>	<b>\$125.00</b>		
34398	386	DEMCO INC	Operating Fund	Book Processing	<u>\$222.38</u>	7/8/2024	Benefit Denial DVD cases
				<b>Total this claim =</b>	<b>\$222.38</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>
34399	405	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$76.65	7/8/2024	Programing, Summitville & Elwood
			Operating Fund	Elwood Adult Programing	\$0.00		
			Operating Fund	Frankton Programing	\$0.00		
			Operating Fund	Summitville Programing	\$101.75		
			Operating Fund	Cleaning & Sanitation Supplies	\$0.00		
			Operating Fund	Operating Supplies	\$0.00		
				<b>Total this claim =</b>	<u>\$178.40</u>		
34400	387	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$630.00	7/8/2024	Wet/Dry Sprinkler Inspection/Backflow Prevention Test: Sprinkler Valve Replacement
			Operating Fund	Professional Services	\$5,132.32		
				<b>Total this claim =</b>	<u>\$5,762.32</u>		
34401	388	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,182.93	7/8/2024	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$277.23		
				<b>Total this claim =</b>	<u>\$1,460.16</u>		
34402	389	FRONTIER	Operating Fund	Telephone & Telegraph	\$197.74	7/8/2024	Service for Frankton
				<b>Total this claim =</b>	<u>\$197.74</u>		
34403	390	GENERATIVE GROWTH II, LLC	Operating Fund	Elwood Children's Programing	\$120.77	7/8/2024	Programing supplies-Kids in the Kitchen supplies
				<b>Total this claim =</b>	<u>\$120.77</u>		
34404	394	INDIANA STATE LIBRARY	PLAC	Other	\$65.00	7/8/2024	2nd Quarter PLAC report
				<b>Total this claim =</b>	<u>\$65.00</u>		
34405	393	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$39.08	7/8/2024	Service for Summitville
				<b>Total this claim =</b>	<u>\$39.08</u>		
34406	395	MARSHALL BEST SECURITY C	Operating Fund	Operating Supplies	\$55.10	7/8/2024	MBS Master Key - Master A
				<b>Total this claim =</b>	<u>\$55.10</u>		
34407	396	MIDWEST COLLABORATIVE F	Operating Fund	Dues	\$125.00	7/8/2024	MCLS Annual Membership Fee
				<b>Total this claim =</b>	<u>\$125.00</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>
34408	397	MIDWEST TAPE, LLC	Operating Fund	Frankton AV	\$0.00	7/8/2024	As per attached invoices.
			Operating Fund	Elwood AV	\$96.98		
			Operating Fund	Summitville AV	\$118.98		
			<b>Total this claim =</b>		<u>\$215.96</u>		
34409	398	NICK HAULTER	Operating Fund	Professional Services	\$50.00	7/8/2024	Mowing @ Summitville
			<b>Total this claim =</b>		<u>\$50.00</u>		
34410	399	REDBEARD CUSTOM PICTUR	Operating Fund	Professional Services	\$79.68	7/8/2024	Custom Framing
			Operating Fund	Professional Services	\$88.35		
			Operating Fund	Professional Services	\$293.52		
			Operating Fund	Professional Services	\$329.37		
			Operating Fund	Professional Services	\$290.83		
<b>Total this claim =</b>		<u>\$1,081.75</u>					
34411	400	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$459.84	7/8/2024	Cleaning supplies, office supplies
			Operating Fund	Office Supplies	\$294.66		
			<b>Total this claim =</b>		<u>\$754.50</u>		
34412	401	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$354.00	7/8/2024	Maintenance contracts Summitville, Frankton, Elwood; Repairs for Elwood
			Operating Fund	Professional Services	\$288.00		
			Operating Fund	Professional Services	\$1,329.00		
			Operating Fund	Professional Services	\$3,741.16		
			Operating Fund	Professional Services	\$258.64		
<b>Total this claim =</b>		<u>\$5,970.80</u>					
34413	406	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$20.00	7/8/2024	Back up internet for Frankton & Summitville
			Operating Fund	Telephone & Telegraph	\$10.00		
			<b>Total this claim =</b>		<u>\$30.00</u>		
34414	409	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$60.00	7/17/2024	July 2-Spanning the River, August 6-Remember the Civil War in Madison County
			<b>Total this claim =</b>		<u>\$60.00</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
34415	419	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	7/31/2024	Service for Elwood
			Operating Fund	Waste Disposal Services	\$243.60		
				<b>Total this claim =</b>	<u>\$394.47</u>		
34416	420	ELWOOD CALL LEADER	Operating Fund	Elwood Period. & News.	\$119.00	7/31/2024	1Year subscription
				<b>Total this claim =</b>	<u>\$119.00</u>		
34417	421	HENSLEY'S TREE SERVICE	Operating Fund	Professional Services	\$1,600.00	7/31/2024	Tree trimming at Elwood and Summitville
			Operating Fund	Professional Services	\$250.00		
				<b>Total this claim =</b>	<u>\$1,850.00</u>		
34418	422	HERALD BULLETIN, THE	Operating Fund	Summitville Period. & Newsp.	\$395.83	7/31/2024	1 Yr subscription for Summitville
				<b>Total this claim =</b>	<u>\$395.83</u>		
34419	433	KAREN LARIMORE	Operating Fund	Traveling Expense	\$384.35	7/31/2024	Travel expense 657 miles @ \$.585 = 384.35
				<b>Total this claim =</b>	<u>\$384.35</u>		
34420	423	LIBRARICA LLC	Operating Fund	Techology Software	\$974.84	7/31/2024	Support/Update Renewal
				<b>Total this claim =</b>	<u>\$974.84</u>		
34421	425	NICK HAULTER	Operating Fund	Professional Services	\$100.00	7/31/2024	Lawn care Summitville 7/12, 7/23
				<b>Total this claim =</b>	<u>\$100.00</u>		
34422	417	POSTMASTER	Operating Fund	Postage & UPS	\$73.00	7/31/2024	2 rolls stamps
			Operating Fund	Postage & UPS	\$73.00		
				<b>Total this claim =</b>	<u>\$146.00</u>		
34423	426	SARAH FOX	Operating Fund	Summitville Programing	\$35.90	7/31/2024	Petty Cash
				<b>Total this claim =</b>	<u>\$35.90</u>		
34424	427	STACEY JONES	Operating Fund	Frankton Programing	\$40.31	7/31/2024	Programing & Cleaning Supplies
			Operating Fund	Cleaning & Sanitation Supplies	\$4.50		
				<b>Total this claim =</b>	<u>\$44.81</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
34425	428	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$195.70	7/31/2024	Cleaning supplies
				<b>Total this claim =</b>	<u>\$195.70</u>		
34426	429	TOWN OF FRANKTON	Operating Fund	Electricity	\$516.42	7/31/2024	Service for Frankton
			Operating Fund	Water	\$34.45		
			Operating Fund	Waste Disposal Services	\$37.72		
				<b>Total this claim =</b>	<u>\$588.59</u>		
34427	430	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	7/31/2024	Service for Summitville
			Operating Fund	Waste Disposal Services	\$14.79		
			Operating Fund	Waste Disposal Services	\$5.00		
				<b>Total this claim =</b>	<u>\$73.53</u>		
34428	431	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$9,700.00	7/31/2024	Final billing for replacement and addition of controllers
				<b>Total this claim =</b>	<u>\$9,700.00</u>		
34429	432	VICTORIA WALSER	Operating Fund	Operating Supplies	\$35.94	7/31/2024	Petty Cash
				<b>Total this claim =</b>	<u>\$35.94</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
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**Total Amount of Claims      \$189,619.94**

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, August 9, 2024

*Kenneth Anderson*  
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 \$189,619.94

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

<i>Kathy Small</i>	<i>Dennis Eddleman</i>	
<i>Garet Stever</i>	<i>Laurance A. Watson</i>	
<i>Mike Brink</i>	<i>Lein A. Hahles</i>	

**SIGNATURES OF GOVERNING BOARD**

Approved by the State Board Of Accounts for on 12:00:00 AM.

## 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 Public Library System** will conduct a public hearing on the year **2025** budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of **North Madison County Public Library System** not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, **North Madison County Public Library System** shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of **North Madison County Public Library System** will meet to adopt the following budget:

Public Hearing Date	Monday, September 9, 2024
Public Hearing Time	4:30 PM
Public Hearing Location	1600 Main Street, Elwood, IN 46036

Adoption Meeting Date	Monday, October 14, 2024
Adoption Meeting Time	4:30 PM
Adoption Meeting Location	1600 Main Street, Elwood, IN 46036

Estimated Civil Max Levy	\$1,117,133
Property Tax Cap Credit Estimate	\$180,000

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	\$50,000	\$0	\$0	\$0	
0101-GENERAL	\$1,425,000	\$1,117,133	\$0	\$1,073,644	4.05%
2011-LIBRARY IMPROVEMENT RESERVE	\$50,000	\$0	\$0	\$0	
<b>Totals</b>	<b>\$1,525,000</b>	<b>\$1,117,133</b>	<b>\$0</b>	<b>\$1,073,644</b>	



**AUTHORIZED AGENT DESIGNATED TO PERFORM NECESSARY DUTIES**

State Form 54190 (R7 / 9-22)

**INDIANA PUBLIC RETIREMENT SYSTEM**

One North Capitol Avenue, Suite 001  
 Indianapolis, IN 46204-2014  
 Telephone: (888) 876-2707 (Toll-free)  
 Fax: (317) 234-6692  
 E-mail: [eppa@inprs.in.gov](mailto:eppa@inprs.in.gov)  
 Web site: [www.inprs.in.gov](http://www.inprs.in.gov)

**INSTRUCTIONS**

1. The Authorized Agent or Superintendent for the Public Employees' Retirement Fund (PERF), Teachers' Retirement Fund (TRF), 1977 Police Officers' and Firefighters' Fund, Judges' Retirement System (JRS), Prosecuting Attorneys' Retirement Fund (PARF), or Excise, Gaming and Conservation Officers' Retirement Plan (EG&C) must be named. This person is responsible for all matters concerning the Fund and is authorized to accept pension liability; this person may designate an individual to perform administrative duties on their behalf.
2. The Clerk-Treasurer for Third Class Cities or Towns must be named and is the Authorized Agent per IC 5-10.3-6-1.5.
3. This completed, signed, and dated form may be faxed, mailed, or delivered to INPRS at the address shown on this form, Monday through Friday except weekends and State-designated holidays.
4. Employers enrolled in multiple Funds:
  - If only one Authorized Agent or Superintendent for multiple Submission Units, complete one form.
  - If the Authorized Agent or Superintendent is different for each **Submission Unit**, complete a separate form for each individual Authorized Agent or Superintendent.

**PERF, TRF, 1977 FUNDS, JRS FUND, PARF, OR EG&C FUND EMPLOYER INFORMATION**

Employer's name North Madison County Public Library System			
Address (number and street) 1600 Main Street		City Elwood	State IN
ZIP Code 46036			
Choose Fund and enter Submission Unit Number (Choose all that apply that have the same Authorized Agent or Superintendent.)			
<b>Fund</b>	<b>Submission Unit Number</b>	<b>Fund</b>	<b>Submission Unit Number</b>
<input checked="" type="checkbox"/> PERF	0516000	<input type="checkbox"/> TRF	
		<input type="checkbox"/> JRS	
<input type="checkbox"/> 1977 Fund – Police		<input type="checkbox"/> PARF	
<input type="checkbox"/> 1977 Fund – Fire		<input type="checkbox"/> EG&C Plan	
E-mail address <a href="mailto:shuffman@elwood.lib.in.us">shuffman@elwood.lib.in.us</a>		Telephone number with area code 765-552-5001 ext 1111	
Authorized agent's or Superintendent's name (printed) Sarah Huffman		Authorized agent's or Superintendent's title Administrative Assistant	
Authorized agent's or Superintendent's signature <i>Sarah Huffman</i>		Date (mm/dd/yyyy) 8/12/2024	
Head of governing body's name (printed) Glenn Eddleman		Head of governing body's title Library Board President	
Head of governing body's signature <i>Glenn Eddleman</i>		Date (mm/dd/yyyy) 8-12-2024	

**THIRD CLASS CITIES AND TOWNS POLITICAL SUBDIVISION INFORMATION**

**For Third Class Cities and Towns** – The clerk-treasurer of a city or town is that city's or town's authorized agent for all matters concerning the fund. - IC 5-10.3-6-1.5. Definition of Third-Class Cities and Towns is available from IC 36-4-1-1.

Political subdivision name	Submission Unit Number	Fund
E-mail address	Telephone number with area code	
Authorized agent's name (printed)	Authorized agent's title <b>Clerk-Treasurer</b>	
Authorized agent's signature	Date (mm/dd/yyyy)	
Head of governing body's name (printed)	Head of governing body's title	
Head of governing body's signature	Date (mm/dd/yyyy)	



## 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.

On October 21, 2014, the North Madison County Public Library System (NMCPLS) adopted the Evergreen Indiana (EI) circulation policies and procedures including the EI Circulation and Patron Matrix. By joining Evergreen Indiana, patrons of NMCPLS are allowed access to over 100 other Evergreen Indiana Libraries' collections.

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 the Evergreen Indiana and NMCPLS 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 ~~Remove: one (1)~~ ~~ADD: an~~ accepted form of photo ID ~~ADD: with current address~~ ~~Remove: and one (1) accepted proof of residency document~~. If the applicant's address is not correct on the photo ID, ~~Remove: two~~ ~~ADD: one item from the~~ proof of residency documents with current address will be required. ~~Remove: 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. In addition to the required ID ~~Remove: and~~ ~~Add: or~~ proof of residency, the parent or legal guardian wishing to obtain a card for a dependent under the age of 18 must ~~ADD: have or obtain a library card in their name in good standing.~~ ~~Remove: present a birth certificate or proof of guardianship.~~
  3. Patron's current Evergreen Indiana card ~~ADD: or photo ID~~ is required to check out items.
  4. 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.
  5. Parents or legal guardians of children under the age of 18 are responsible for fees on the child's account.
  6. 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.
  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. Recognizing the Evergreen Indiana policy to charge a processing fee for lost items, the Library charges a \$3 processing fee and the cost of the lost item. 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.
  9. 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 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 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 and 28 days. These notices will list each overdue item separately and the amount owed on the date of the notice. The 14 day notice is sent via first class mail. The 28 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

## EVERGREEN INDIANA PATRON MATRIX

<b>User Type</b>	<b>Expiration Date</b>	<b>Max Items Out</b>	<b>Max Holds</b>	<b>Fine/Fee Threshold</b>	<b>Overdue Threshold</b>	<b>Notes</b>
<i>Full access to consortium</i>						
<b>Resident</b>	2 years	100	30	\$10.00	15	
<b>Resident-Limited Access</b>	2 years	100	30	\$10.00	15	No rated R/M audiovisual materials*
<b>NonResident</b>	1 year	100	30	\$10.00	15	
<b>NonResident-Limited Access</b>	1 year	100	30	\$10.00	15	No rated R/M audiovisual materials*
<b>Outreach</b>	2 years	100	50	\$10.00	15	Circulation fine-free
<b>PLAC</b>	1 year	100	30	\$10.00	15	
<b>PLAC-Limited Access</b>	1 year	100	30	\$10.00	15	No rated R/M audiovisual materials*
<b>StaffCard</b>	2 years	100	30	\$10.00	15	For active staff members only; fine-free profile.
<b>Temp</b>	1 year	100	30	\$10.00	15	Eligible for resident status, but declares a known date after which no longer a resident.
<i>Access to limited to the EI library issuing the card</i>						
<b>Reciprocal Borrower</b>	1 year	100	30	\$10.00	15	
<b>Reciprocal Borrower-Limited Access</b>	1 year	100	30	\$10.00	15	No rated R/M audiovisual materials*
<b>Student</b>	1 year	100	30	\$10.00	15	Educational profile for non-resident students and teachers.
<b>Student-Limited Access</b>	1 year	100	30	\$10.00	15	Educational profile for non-resident students and teachers; no rated R/M audiovisual materials*
<b>Junior</b>	1 year	3	3	\$10.00	3	Un-sponsored minor card; must provide student ID/paperwork to register.
<b>JuniorLimitedAccess</b>	1 year	3	3	\$10.00	3	Un-sponsored minor card; must provide student ID/paperwork to register; no rated R/M audiovisual materials*
<b>Transitional</b>	3 months	3	3	\$10.00	3	Sponsor required
<b>Computer Usage</b>	1 year	N/A	N/A	N/A	N/A	Computer use only; No check out

\*Rated R/M audiovisual materials must be cataloged with a rated R/M circ modifier in order for this policy to be enforced by Evergreen.

*Last updated by the Evergreen Indiana Executive Committee: February 11, 2020*

# LIBRARY ACCESS POLICY

Libraries are part of this nation's educational system and provide an opportunity for community members to enhance their cultural and intellectual development in a variety of media formats beyond what they could get through formal educational programs. The public library has a special responsibility to the community to supplement the cultural, informational and recreational needs of individuals and groups in its community. In this sense, the public library is unique for no other community agency provides that service to citizens.

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.

## WHO MAY USE THE LIBRARY

Because the public library is accessible to so many of a community's individuals, patrons are placed in one of the following categories:

### Resident Borrowers

Any resident and/or property owner within the confines of the North Madison County Public Library System's legally defined district may obtain a green Evergreen Indiana resident card if an accepted current photo ID ~~ADD: with current address is provided.~~ ~~Remove: and~~ ~~ADD: If the address is not correct on the photo ID, provide an accepted proof of residency.~~ See NMCPLS and Evergreen Indiana Circulation Policies and Procedures for more information. At the present time, the library district consists of the following five Madison County townships: Boone, Van Buren, Pipe Creek, Duck Creek and Lafayette.

If a property owner does not reside in the library's legally defined district but owns property within ~~REMOVE: our~~ ~~ADD: the library~~ district, an accepted current photo ID, ~~ADD: and~~ proof of ownership ~~Remove: and property tax receipt issued in the applicant's name and address of the property owned will be required.~~ ~~Remove: to be issued a green Evergreen Indiana resident card.~~ ~~Add: Proof of ownership can be a property tax receipt issued in the applicant's name.~~

### Reciprocal Borrowers

In an effort to share resources the Library signed a reciprocal borrowing agreement with the Fairmount Public Library and the Statewide Reciprocal Borrowing Covenant which allows reciprocal borrowing with the ~~Remove: Alexandria-Monroe Public Library,~~ Pendleton Public Library, Tipton County Public Library, ~~Remove: Hamilton North Public Library~~ and several additional libraries currently on the Statewide Reciprocal Borrowing Covenant list. To receive a reciprocal borrower's card the patron must be in good standing with their home library ~~ADD: and provide an accepted current photo ID with current address. If the address is not correct on the photo ID, provide an accepted proof of residency.~~

~~Remove: Evergreen Indiana patrons with a home library currently on Statewide Reciprocal Borrowing Covenant will not be issued an additional reciprocal borrowers card since the green Evergreen Indiana card allows reasonable access to the Library's collection. Patrons meeting these conditions can be issued a computer usage card.~~

### PLAC Card Borrowers

The North Madison County Public Library System will issue a one-year Evergreen Indiana resident card to any individual living outside of Madison County with which NMCPLS has reciprocal borrowing upon presentation of a PLAC Card from their home library or purchase of a PLAC card from a NMCPLS Library and provide ~~ADD: an accepted current photo ID with current address. If the address is not correct on the photo ID, provide an accepted proof of residency.~~

## Special Patrons

The library reserves the right to provide full or partial library service to any other individual. Such individuals may include long-term, non-resident visitors and non-resident researchers.

### Add: Patrons Without a Home/Migrant Workers

## Non-resident, Non-reciprocal Patrons

Individuals who reside in areas where no library service exists may purchase an individual borrower's card from the North Madison County Public Library System for an annual charge of REMOVE: \$60 ADD \$65. The library reserves the right to deny full or partial service to any individual who can not provide proof of address, has an outstanding fine/fee balance, or who fails to comply with the general and specific rules of the North Madison County Public Library System as outlined in the NMCPLS Circulation Policy and Evergreen Indiana Circulation Policies and Procedures.

## APPLICATION PROCEDURES

### Adult Card

Adult patrons can be issued a borrower's card when REMOVE: accepted photo ID and proof of residency has been presented. ADD: an accepted current photo ID with current address is provided. If the address is not correct on the photo ID, provide an accepted proof of residency. Patrons applying for library borrowing privileges must complete and sign a library application card. Resident, reciprocal, non-resident, outreach and PLAC are different types of cards that can be issued according to the patron's address.

### Card for Minors

Patrons under the age of 18 years old can be issued a borrower's card when parent or guardian has provided REMOVE: accepted photo ID and proof of residency. ADD: an accepted current photo ID with current address. If the address is not correct on the photo ID, accepted proof of residency can be provided and holds an adult borrower's card in good standing. Resident, reciprocal, and non-resident student cards are three different types of cards that can be issued according to the address of the parent or guardian. Parents will be required to sign the completed application card in the presence of the librarian. By his/her signature on the child's application card, the parent ADD: or guardian also agrees to be financially responsible for any library and attorney debts incurred by that child.

### Non-Resident Student Card

In accordance with IC 36-12-2-25 (d), the non-resident student card can be issued to a student ADD: that is not a resident of the library district and is enrolled in Elwood Community School Corporation, Frankton-Lapel Community Schools, or Madison-Grant United School Corporation. REMOVE: that is not a resident of the library district. Cost \$5.00 a year. Student must be only holder of the card when checking out materials. Adult borrowers will need to purchase a non-resident card for REMOVE: \$60.00 ADD: \$65. This card will allow students enrolled in any one of our three school districts to use the North Madison County Public Library for a nominal fee. Non-resident students will receive an Evergreen Indiana reciprocal borrower's card valid for a period of 1 year.

In accordance with IC 36-12-2-25 (e), the non-resident student card can be issued to a student enrolled in a nonpublic school that is located at least in part in the library district.

### Teacher Card

Teachers employed by the Elwood Community Schools, Frankton Schools, the Madison-Grant H.S./Middle School and Summitville Elementary School who are not residents of the North Madison County Public

Library District may apply for the Teacher Card.

Teachers applying for the library borrowing privileges must complete and sign a library application card, REMOVE: and have two forms of identification as proof of address. ADD: provide a valid driver's license ADD: with current address and current school identification. REMOVE: will be required. In addition to listing the home address, the applicant should list the school address and phone number on the application. Teachers shall assume responsibility for REMOVE: fines ADD: fees accrued on their classroom card REMOVE: and ADD: for any loss or damage to library materials. The Teacher Card will be issued for twelve months. Application may be made beginning August 1<sup>st</sup> of one school year and expires on July 31<sup>st</sup> of the following year. Add: A reciprocal borrower's Evergreen Indiana Library card will be issued allowing the teacher access materials at each of the NMCPLS branches.

#### Public Library Access Card - PLAC

The PLAC program REMOVE: allows ADD: permits an individual to purchase a card which allows them to borrow materials directly from any public library in Indiana. These cards are good for one year only and must be presented to our library in order to qualify for an Evergreen Indiana resident borrower's card. The holder of a Public Library Access Card must complete a library application card and provide ADD: an accepted current photo ID and proof of address as outlined above and have their home library good standing status verified before a resident card, good for the term of the Public Library Access Card, will be issued. The North Madison County Public Library System will not require patrons under the age of 18 to have a Public Library Access Card; parents may check out materials for children Remove: under the age of 18 using their own card.

#### Madison County Residents

Remove: Three public libraries in Madison County have signed the Statewide Reciprocal Borrowing Covenant in an effort to share resources. Patrons residing in Fall Creek, Green, Adams or Monroe Townships, are welcome to use the North Madison County Public Library System. Qualified patrons will receive a reciprocal borrower's card which will normally be valid for a period of 1 year from the date of issue.

ADD: Evergreen Indiana libraries located in Madison County are currently, NMCPLS and Alexandria-Monroe Public Library. Evergreen Indiana patrons can use their resident card at other Evergreen Indiana Libraries; therefore, residents living in Monroe Township with a resident card from Alexandria-Monroe Public Library can borrow items from NMCPLS. Patrons of NMCPLS can borrow items from Alexandria-Monroe Public Library.

Pendleton Community Public Library and NMCPLS are listed on the Statewide Reciprocal Borrowing List. Residents living in Fall Creek, Green, or Adams Townships with a borrower's card from Pendleton Community Public Library may request a reciprocal borrower's card from NMCPLS by providing an accepted current photo ID with current address. If the address is not correct on the photo ID, accepted proof of residency can be provided. NMCPLS patrons may contact Pendleton Community Public Library to request a reciprocal borrower's card to use their resources.

Residents of Jackson and Richland Townships do not pay library taxes and are not eligible for reciprocal borrowing ADD: unless a non-resident card is purchased from a library.

REMOVE: All Library users from the Anderson Public Library System must obtain a PLAC card in order to qualify for borrowing privileges. Information about the PLAC card may be obtained from any public library.

ADD: Residents of Stony Creek, Anderson and Union Townships with a borrower's card from Anderson Public Library or the Lapel branch must purchase a PLAC card to obtain an Evergreen Indiana Resident card from NMCPLS. NMCPLS resident patrons must also purchase a PLAC card to use resources at the Anderson Public Library and the Lapel branch.

## Remove: PATRON DRESS CODE

For reasons of public health and safety, the library reserves the right to ask patrons to leave who are not attired appropriately. Final judgment of what is or is not proper attire shall rest with the library director.

## REMOVE from this policy and ADD to Patron Behavior Policy HANDICAPPED ACCESSIBILITY

The Library will make every effort to remove any barriers that tend to deny access to its facilities and services. While the Board of Trustees and the library staff are continually monitoring the library and its services to remove unnecessary barriers, customers are encouraged to notify the Library when they encounter barriers that hinder their use and enjoyment of the facilities and services so that we may work towards removing them.

If you have questions or concerns regarding handicapped access to our facilities, the Board of Trustees has designated the library director as the ADA Contact Person.

Revised: April 2011, June 2014, October 2014, August 2024



## SERVICE FEES

**Photocopies and computer copies:** \$0.10 per ADD: side for black and white copy  
 \$0.40 per ADD: side for color copy

**ADD:** The library reserves the right to limit the number of copies and to restrict the kind of paper used.

**3D Printing** \$0.05 per gram (of objects weight) Typical prints range in price from 30 cents to \$1.50 For more information refer to the 3D Printing Policy and Procedures

**Fax: To send:** \$1.00 for the first page/\$0.20 for each additional page

**To receive:** \$0.20 for each page

**International:** \$10.00 Flat Fee

**ADD: Government:** Faxes sent to Local, State or Federal Government agencies are free of charge

**Scan and/or e-mail:** Free of charge

**Transparencies:** \$0.35 each

**Lamination fees:** \$0.10 per inch for roll lamination

\$0.50 for 2 ½ x 4 pouch

\$1.00 for pouches up to 11" x 14"

**ADD: Postcards:** \$1.50 for 3.5X5

\$3.00 for 5X7

<b>ADD: Prints:</b>	Small	Medium	Large	Railroad Ess.
	8 x 10 - \$10	11 x 14 \$15	16 x 20 \$25	8 x 8 \$10
	8 x 12 - \$12	12 x 18 \$18	16 x 24 \$28	12 x 12 \$15
				20 x 20 \$25

**ADD: T-Shirts:** \$16 for sizes small through large

\$18 for extra large sizes

Adopted 12/8/2008

Revised 08/12/2009

Revised 05/13/2013

Revised 4/9/2018

**Add: Revised 8/12/2024**

North Madison County Public Library System  
Patron Behavior Policy

## Policy Statement

The purpose of all the library facilities of the North Madison County Public Library System is to provide materials, programs, and services in a welcoming environment that is safe, enjoyable, and conducive to comfortable library use. ADD: The Library will make every effort to remove any barriers that tend to deny access to its facilities and services. While the Board of Trustees and the library staff are continually monitoring the library and its services to remove unnecessary barriers, customers are encouraged to notify the Library when they encounter barriers that hinder their use and enjoyment of the facilities and services so that we may work towards removing them. If you have questions or concerns regarding handicapped access to our facilities, the Board of Trustees has designated the library director as the ADA Contact Person. All individuals who make use of the library are expected to comply with the following standards of behavior which will assist the library to meet the above purpose.

## Guidelines: Behaviors with Progressive Consequences

Instances of irresponsible use of the library and its facilities with examples:

1. Producing excessive noise or behaving in a disruptive manner creating a nuisance or threatening the personal safety of patrons and/or staff. Examples are:
  - a. Loud talking, singing, playing a musical instrument or other electronic device in quiet areas of the library.
  - b. Skateboarding, rollerblading, running, or groups gathering around a single computer.
2. Any violations of the Public Access Computer Policy that are not illegal.
3. Consuming alcohol, or tobacco products, including electronic vapor cigarettes, in any inside public area, including restrooms. As of July 1, 2012, Indiana State Law (IC 7.1-5-12) prohibits smoking within 8 feet of any public entrance to a public place or place of employment. Eating except in designated areas. Non-alcoholic beverages in containers designed to prevent spills are permitted in all areas of the library except at computer workstations.
4. Excessive sleeping and camping are prohibited. For purposes of this policy, “camping” includes:
  - sleeping for an extended period (not including incidental napping), lying down and sleeping on a couch, bench, floor or other surface, with or without one’s belongings.
  - Excessive use of seating or space that interferes with services the library offers.
  - Using the bathrooms for bathing, showering or for more than casual grooming
  - Use of bedrolls, blankets, and other such covering; storing personal belongings; carrying on cooking activities; and other similar behavior that amounts to using the seating or space as a temporary shelter or living quarters. Whether a given use constitutes “camping” will be determined based on the facts and circumstances of specific situations.
5. Soliciting donations of money or anything of value; selling materials or services. (Examples: Panhandling, etc.) Patrons are expected to have an appropriate form of payment for library charges and other purchases. Soliciting to use an employee’s personal debit/credit card to purchase items is not allowed.
6. Shirts, pants, and shoes are required for health and safety reasons and must be worn at all times inside the library and on library property.

7. During an epidemic or pandemic not following health safety protocols such as wearing a mask.

The behaviors identified above are considered to be unacceptable patron conduct and will result in appropriate discretionary responses from library staff according to the following progressive criteria:

1. Ask patron to cease behavior.
2. Repeat request to cease behavior and communicate that this correction is a warning of expulsion, if behavior continues.
3. Ask patron to leave facility or call security/police if patron refuses to comply. The staff member involved will document the occurrence and any action on the Incident Report form. The patron will not be allowed in the library for one full business day beginning the day after the incident.
4. If there is a second offense, the patron will not be allowed in the library for one week starting with the business day after the incident. The staff member will document any action on the Incident Report form and report it to their direct supervisor. If the patron is under 18 years of age, the parent/guardian will be contacted by phone or mail by the Department/Branch Manager. For patrons over the age of 18 a letter will be sent to the last known address with a copy of this policy and a date of return.
5. If there is a third offense, the patron will not be allowed in the library for six months starting with the business day after the incident. The staff member will document any action on the Incident Report form and report it to their direct supervisor. If the patron is under 18 years of age, the director will contact the parent/guardian by phone, if possible, to discuss the issue and a letter will be sent to the last known address with a copy of this policy and a return date. The parent/guardian will need to accompany their child after the six months ban to reinstate privileges. If the patron is over 18, a letter will be sent to the last known address with a copy of this policy and a date of return.

### **Zero Tolerance Behaviors**

Criminal behavior will result in immediate expulsion from the library and is considered a zero tolerance behavior. The Library Director will be informed immediately and will send a letter to the offending patron detailing the length of the expulsion if the patron's name and address are known. If the offender is under the age of 18, the letter will be sent to the parent or guardian. Upon request the Library Director will meet with the offender and parent or guardian, if the offender is under the age of 18, to discuss the consequences of the behavior. The offender may contact the Library Director via work e-mail or phone call to appeal the expulsion. If legal action is required, the patron will be banned until legal action is complete.

Any patron banned from the library six months or more may appeal to the NMCPLS Library Board of Trustees for a potential reduction in time away from the library. The appeal will be scheduled for the next public meeting of the NMCPLS Library Board of Trustees.

Adopted 12/08/2008

Revised 11/14/2011, 08/13/2012, 03/11/2013, 08/11/2014, 04/20/2015, 08/10/2020, 06/13/2022, 8/14/2023, 10/09/2023

# Instructions for Daily Collections

## Daily Transactions

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

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

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

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

### Morning Procedure

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

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

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Approved 6/11/2018 Revised 10/10/2022

MEMORY TRANSMISSION REPORT

TIME : 08-08-2024 08:52  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 891  
DATE : 08.08 08:50  
TO : Sville Library  
DOCUMENT PAGES : 1  
START TIME : 08.08 08:51  
END TIME : 08.08 08:52  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**August 12, 2024**

**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. Authorized Agent-PERF  
2. Approve 2025 Budget for Publication  
3. Library Access Policy  
4. Instructions for Daily Collections  
5. Service Fees  
Director's Report  
Public Comment  
Adjournment**

MEMORY TRANSMISSION REPORT

TIME : 08-08-2024 08:51  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 890  
DATE : 08.08 08:49  
TO : Frankton Library  
DOCUMENT PAGES : 1  
START TIME : 08.08 08:51  
END TIME : 08.08 08:51  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**August 12, 2024**

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

**Elwood Public Library**

**Regular Meeting  
4:30 P.M.**

**Call to Order  
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Director's Report  
Public Comment  
Adjournment**



MEMORY TRANSMISSION REPORT

TIME : 08-08-2024 08:51  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 889  
DATE : 08.08 08:49  
TO : Herald Bulletin  
DOCUMENT PAGES : 1  
START TIME : 08.08 08:50  
END TIME : 08.08 08:51  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**August 12, 2024**

**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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1. Authorized Agent-PERF  
2. Approve 2025 Budget for Publication  
3. Library Access Policy  
4. Instructions for Daily Collections  
5. Service Fees  
Director's Report  
Public Comment  
Adjournment**

Please publish  
for public.

Thank  
You!

MEMORY TRANSMISSION REPORT

TIME : 08-08-2024 08:50  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 888  
DATE : 08.08 08:49  
TO : Call-Leader  
DOCUMENT PAGES : 1  
START TIME : 08.08 08:49  
END TIME : 08.08 08:50  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**August 12, 2024**

**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. Authorized Agent-PERF**
- 2. Approve 2025 Budget for Publication**
- 3. Library Access Policy**
- 4. Instructions for Daily Collections**
- 5. Service Fees**

**Director's Report  
Public Comment  
Adjournment**

Please publish  
for public

Thank  
you!

# Agenda

September 9, 2024

North Madison County Public Library System  
Board of Trustees

## Elwood Public Library

2025 Budget Hearing

4:30 P.M.

### Agenda

Call to Order

Call for Quorum

Presentation of Budget Estimates and Tax Levies for the 2025 Budget

Public Comment

Adjourn

### Regular Meeting

4:45 P.M.

Call to Order

Call for Quorum

Consent Agenda

Minutes

Claims Register & Checks

Personnel

Old Business

New Business

1. Service Fees

2. Circulation Policy

3. Library Access Policy

4. Interlibrary Loan Policy

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY SYSTEM  
BOARD OF TRUSTEES  
Public Budget Hearing  
September 9 2024  
4:30 pm  
Elwood Public Library

**CALL TO ORDER**

President Glenn Eddleman called the 2025 budget hearing of the North Madison County Public Library System Board of Trustees to order at 4:30 pm on September 9, 2024 at the Elwood Public Library.

**CALL FOR QUORUM**

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

**PRESENTATION OF BUDGET ESTIMATES AND TAX LEVIES FOR THE 2025 BUDGET**

**The following budget estimates and tax levies were publicized on the Indiana Gateway's 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 Elwood Public Library on the 2025 budget at 4:30 p.m. today.**

**Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objecting petition with the proper officers of the library within seven days after this hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy that taxpayers object. If a petition is filed, the library board shall adopt with its budget a finding concerning the objections filed and testimony presented. Following this hearing, the Library Board of Trustees will meet at the Elwood Public Library on October 14, 2024 at 4:30 p.m. to adopt the following budget.**

**The 2024 pay 2025 Certified Net Assessed Valuation estimate is \$746,738,186 Net Assessed Valuation is the value of all taxable real and personal property in an area after deductions and exemptions which would be the five northern Madison County townships we serve. Last year's estimated NAV was \$682,696,692.**

**The Library Operating Fund Budget estimate is \$1,425,000. The maximum estimate funds to be raised are \$1,117,133 with a property tax cap credit estimate of 180,000 and current tax levy of \$1,073,644.**

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



NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
September 9, 2024

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on September 9, 2024.

CALL FOR QUORUM

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

CONSENT AGENDA

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

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Service Fees Policy

Director Scott present proposed updates to the Service Fees Policy to include the following:

**ADD: Up to \$1.00 per day (10 BW or 2 color) copies from resources in the Indiana Room and reference sections of the Library including any legal and government forms and research for school projects.**

Janet Stover made a motion to approve the amendment to the Service Fees Policy. Lisa Hobbs seconded and the motion carried.

Circulation Policy

Director Scott proposed adding the following to the Circulation Policy:

**2. ADD: For Non-resident student cards, the parent will not be required to purchase an adult non-resident card unless the parent would like to check out items. For more information on non-resident cards see the Library Access Policy.**

**Larry Watson made a motion to accept these changes as proposed to the Circulation Policy. Mike Bomholt seconded and the motion carried.**

**3. ADD: If one or more card holders living in the same household have a fine balance over \$9.99, the entire household will be blocked until each individual account is at or below \$9.99.**

Glenn Eddlemann suggested that the verbiage be changed from “fine” to “fee”.

Kathy Small made a motion to approve the amendment to the Circulation Policy with the suggested change above. Mike Bomholt seconded and the motion carried.

### Library Access Policy

Director Scott proposed making the following amendments to the Library Access Policy:

#### Non-Resident Student Card

In accordance with IC 36-12-2-25 (d), the non-resident student card can be issued to a student that is not a resident of the library district and is enrolled in Elwood Community School Corporation, Frankton-Lapel Community Schools, or Madison-Grant United School Corporation. *Remove: Cost \$5.00 a year.* Student must be only holder of the card when checking out materials. *Remove: Adult borrowers will need to purchase a non-resident card for \$65. This card will allow students enrolled in any one of our three school districts to use the North Madison County Public Library for a nominal fee.* Non-resident students will receive an Evergreen Indiana reciprocal borrower's card valid for a period of 1 year. In accordance with IC 36-12-2-25 (e), the non-resident student card can be issued to a student enrolled in a nonpublic school that is located at least in part in the library district. **ADD: If the parent wants to check out materials for their personal use, the purchase of a non-resident card will be required.**

Kenny Giselbach made a motion to approve the amendment to the Library Access Policy. Lisa Hobbs seconded and the motion carried.

### Interlibrary Loan Policy

Director Scott proposed updating the Interlibrary Loan Policy to remove all references to the Statewide Remote Circulation System (SRCS) lending program, as it is being replaced with IN-SHARE. The verbiage for "fine" was also replaced with the term "fee".

Janet Stover made a motion to approve the amendment to the Library Access Policy. Kenny Giselbach seconded and the motion carried.

### Directors Report

Director Scott shared the successes of the August programs at Elwood. The Annual Art show exhibited 30 participants and named a People's Choice winner in the Adult and Juvenile categories.

The book sale was also considered a success for the month.

Director Scott reported that the preparation leading up to the Willkie Day event on August 17 went well, but not without great effort from staff. Preparation included moving computers and desks, setting up and cleaning chairs, and preparing for the stage setup. Photos of the event were shared, including photos and description of the presenters. As reported, the Willkie Day Program brought in approximately 74 attendees. David Willkie, presenter, donated a signed copy of the book "The Improbable Wendell Willkie." Michael McQuillen, collector and presenter, donated two Willkie coasters. The Daughters of the American Revolution presented a posthumous *Women In American History Award* in honor of Henrietta Willkie to grandson David. Director Scott also shared the nine T-Shirts that were printed and sold at the program, as well as a complimentary letter received from an attendee.

Director Scott also share a compliment and donation received from a patron in Summitville who was pleased with the use and accommodation of the patio in Summitville for an event.

ADJOURNMENT

President Eddleman adjourned the meeting by consent.

<u>Janet Stever</u>	<u>Kathy Small, Secretary</u> Kathy Small, Secretary
<u>Michael Brubaker</u>	<u>Lawrence d Watson</u>
<u>Glenn Eddleman</u>	<u>Lisa Atwater</u>
_____	_____



# Register Of Claims

## North Madison County Public Library System

Report Date: From **8/1/2024** To **8/31/2024**

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
0	474	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	8/14/2024	PAYROLL
			Operating Fund	Salary of Assistants	\$19,858.30		
			Operating Fund	Salary of Assistants	\$1,692.00		
			Operating Fund	Wages of Janitor	\$1,411.60		
			<b>Total this claim =</b>				
0	462	RICOH USA, INC	Operating Fund	Office Supplies	\$37.27	8/12/2024	Copies for Elwood IN Rm
			<b>Total this claim =</b>				
0	466	GREATAMERICA FINANCIAL S	Operating Fund	Equipment/Rental	\$213.03	8/12/2024	Toshiba copier lease
			Operating Fund	Office Supplies	\$151.05		
			<b>Total this claim =</b>				
0	469	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$568.79	8/14/2024	PERF Deposit
			Operating Fund	Emp Cont PERF	\$2,123.55		
			<b>Total this claim =</b>				
0	470	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$2,024.61	8/14/2024	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,597.67		
			Medicare	Empl.Share FICA&Medicare	\$373.65		
			Operating Fund	Empl.Share FICA&Medicare	\$1,597.67		
			Operating Fund	Empl.Share FICA&Medicare	\$373.65		
			<b>Total this claim =</b>				
0	471	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	8/14/2024	Payroll Ending 8/10/2024
			<b>Total this claim =</b>				
0	444	AT&T	Operating Fund	Telephone & Telegraph	\$170.87	8/12/2024	Service for Elwood
			<b>Total this claim =</b>				
0	472	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	8/14/2024	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>
0	502	AMAZON BUSINESS	Operating Fund	Elwood AV	\$303.02	8/28/2024	As per attached invoices.
			Operating Fund	Frankton AV	\$186.20		
			Operating Fund	Summitville AV	\$186.20		
			Operating Fund	Operating Supplies	\$44.97		
			Operating Fund	Elwood Adult	\$33.95		
			Operating Fund	Book Processing	\$28.90		
			Operating Fund	Elwood Adult Programing	\$22.97		
				<b>Total this claim =</b>	<u>\$806.21</u>		
0	476	AMAZON BUSINESS	Operating Fund	Elwood AV	\$778.07	8/14/2024	As per attached invoices.
			Operating Fund	Frankton AV	\$314.08		
			Operating Fund	Summitville AV	\$314.08		
			Operating Fund	Technology Equipment	\$78.70		
			Operating Fund	Summitville	\$17.99		
			Operating Fund	Summitville Programing	\$56.97		
			Operating Fund	Operating Supplies	\$8.95		
				<b>Total this claim =</b>	<u>\$1,568.84</u>		
0	478	AT&T	Operating Fund	Telephone & Telegraph	\$87.47	8/28/2024	Service for Summitville
				<b>Total this claim =</b>	<u>\$87.47</u>		
0	479	AFLAC	AFLAC	Payroll Deductions	\$561.52	8/28/2024	Withholding for August
				<b>Total this claim =</b>	<u>\$561.52</u>		
0	483	ELAN FINANCIAL SERVICES	Operating Fund	Operating Supplies	\$184.77	8/28/2024	As per attached invoices. Acct ending 8652
			Operating Fund	Cleaning & Sanitation Supplies	\$43.72		
			Operating Fund	Elwood Children's Programing	\$40.95		
			Operating Fund	Elwood Adult Programing	\$170.00		
			Operating Fund	Frankton Programing	\$95.69		
			Operating Fund	Paint and painting supplies	\$87.18		
			Operating Fund	Repair Parts/Maintenance	\$195.72		
			Operating Fund	Bldg. Matl. And Supplies	\$291.87		
			Gift	Other	\$348.60		
				<b>Total this claim =</b>	<u>\$1,458.50</u>		
0	485	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$659.97	8/28/2024	Service for Summitville
				<b>Total this claim =</b>	<u>\$659.97</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	486	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,528.89	8/28/2024	Service for Elwood
				<b>Total this claim =</b>	<u>\$2,528.89</u>		
0	494	CENTERPOINT ENERGY	Operating Fund	Gas	\$57.78	8/28/2024	Service for Elwood, Frankton, Summitville-Gas
			Operating Fund	Gas	\$25.22		
			Operating Fund	Gas	\$20.69		
				<b>Total this claim =</b>	<u>\$103.69</u>		
0	501	UNITED HEALTHCARE	Operating Fund	Emp Cont Group Ins	\$9,960.98	8/28/2024	Employee Health Insurance 9/1/24-9/30-24
			Insurance	Payroll Deductions	\$1,005.52		
				<b>Total this claim =</b>	<u>\$10,966.50</u>		
0	499	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	8/28/2024	PAYROLL
			Operating Fund	Salary of Assistants	\$19,018.09		
			Operating Fund	Salary of Assistants	\$1,880.00		
			Operating Fund	Wages of Janitor	\$1,411.60		
				<b>Total this claim =</b>	<u>\$25,258.49</u>		
0	498	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	8/28/2024	IN Def Comp Empl Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$222.03</u>		
0	497	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	8/28/2024	Payroll ending 8/24/24
				<b>Total this claim =</b>	<u>\$841.00</u>		
0	495	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$569.79	8/28/2024	PERF Deposit
			Operating Fund	Emp Cont PERF	\$2,127.28		
				<b>Total this claim =</b>	<u>\$2,697.07</u>		
0	500	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,812.61	8/28/2024	August Withholding
			County Tax Withheld	Payroll Deductions	\$1,043.24		
				<b>Total this claim =</b>	<u>\$2,855.85</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	496	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,956.60	8/28/2024	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,557.22		
			Medicare	Empl.Share FICA&Medicare	\$364.20		
			Operating Fund	Empl.Share FICA&Medicare	\$1,557.22		
			Operating Fund	Empl.Share FICA&Medicare	\$364.20		
				<b>Total this claim =</b>	<b>\$5,799.44</b>		
34430	473	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,083.09	8/14/2024	As per attached invoices.
			Operating Fund	Elwood Childrens	\$528.95		
			Operating Fund	Elwood YA	\$204.80		
			Operating Fund	Frankton	\$571.43		
			Operating Fund	Summitville	\$563.12		
				<b>Total this claim =</b>	<b>\$2,951.39</b>		
34431	445	BYERLY LIMITED, INC.	Operating Fund	Elwood Adult Programing	\$175.00	8/12/2024	Chair Rental Aug 17 Elwood Adult Program
				<b>Total this claim =</b>	<b>\$175.00</b>		
34432	468	COMPLETE MASONRY SERVIC	Rainy Day Fund	Professional Services	\$4,980.00	8/12/2024	Masonry Repairs-Frankton Sign
				<b>Total this claim =</b>	<b>\$4,980.00</b>		
34433	446	CONSOLIDATED PLASTICS CO	Operating Fund	Furniture & Equipment	\$649.00	8/12/2024	Mats for Elwood
				<b>Total this claim =</b>	<b>\$649.00</b>		
34434	447	DEMCO INC	Operating Fund	Book Processing	\$524.85	8/12/2024	Book Processing-DVD cases & book jackets
				<b>Total this claim =</b>	<b>\$524.85</b>		
34435	448	DODD TECHNOLOGIES, INC.	Operating Fund	Elwood Adult Programing	\$1,030.00	8/12/2024	Stage setup Aug 17 Elwood Adult Program
				<b>Total this claim =</b>	<b>\$1,030.00</b>		
34436	449	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,182.92	8/12/2024	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$279.26		
				<b>Total this claim =</b>	<b>\$1,462.18</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>
34437	450	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$20.00	8/12/2024	Back up internet for Frankton & Summitville
			Operating Fund	Telephone & Telegraph	\$10.00		
				<b>Total this claim =</b>	<b>\$30.00</b>		
34438	451	FRONTIER	Operating Fund	Telephone & Telegraph	\$197.78	8/12/2024	Service for Frankton
				<b>Total this claim =</b>	<b>\$197.78</b>		
34439	452	GENERATIVE GROWTH II, LLC	Operating Fund	Elwood Children's Programing	\$214.48	8/12/2024	Programming Supplies-KIK, Harry Potter
				<b>Total this claim =</b>	<b>\$214.48</b>		
34440	454	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$400.00	8/12/2024	Digital & Print Employment Ads-YS PT AS FT
				<b>Total this claim =</b>	<b>\$400.00</b>		
34441	467	INDIANA STATE LIBRARY	Operating Fund	Professional Meetings	\$60.00	8/12/2024	Conference 9/20/2024 Wendy Rivera & Sarah Fox
				<b>Total this claim =</b>	<b>\$60.00</b>		
34442	453	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$24.35	8/12/2024	Service for Summitville
				<b>Total this claim =</b>	<b>\$24.35</b>		
34443	456	MADISON COUNTY HISTORIC	Operating Fund	Elwood Adult Programing	\$30.00	8/12/2024	Stephen Jackson August 17 Program-Wendell Willkie @Elwood
				<b>Total this claim =</b>	<b>\$30.00</b>		
34444	457	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	\$93.00	8/12/2024	Trash removal Frankton
				<b>Total this claim =</b>	<b>\$93.00</b>		
34445	458	MIDWEST TAPE, LLC	Operating Fund	Frankton AV	\$215.95	8/12/2024	As per attached invoices.
			Operating Fund	Elwood AV	\$596.88		
			Operating Fund	Summitville AV	\$232.95		
				<b>Total this claim =</b>	<b>\$1,045.78</b>		
34446	459	NICK HAULTER	Operating Fund	Professional Services	\$50.00	8/12/2024	Lawn care Summitville 8/1/24
				<b>Total this claim =</b>	<b>\$50.00</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>
34447	460	ODP BUSINESS SOLUTIONS, L	Operating Fund	Office Supplies	\$153.60	8/12/2024	Copy Paper-Elwood
				<b>Total this claim =</b>	<b>\$153.60</b>		
34448	461	POSTMASTER	Operating Fund	Postage & UPS	\$73.00	8/12/2024	2 rolls of stamps
			Operating Fund	Postage & UPS	\$73.00		
				<b>Total this claim =</b>	<b>\$146.00</b>		
34449	463	SAFE HIRING SOLUTIONS	Operating Fund	Professional Services	\$28.95	8/12/2024	Bakcground check for Wendy Rivera
				<b>Total this claim =</b>	<b>\$28.95</b>		
34450	455	STACEY JONES	Operating Fund	Frankton Programing	\$23.94	8/12/2024	Petty Cash
			Operating Fund	Cleaning & Sanitation Supplies	\$17.20		
			Gift	Frankton Programing	\$2.78		
				<b>Total this claim =</b>	<b>\$43.92</b>		
34451	464	STAPLES	Operating Fund	Office Supplies	\$159.46	8/12/2024	Office Supplies
			Operating Fund	Operating Supplies	\$102.47		
				<b>Total this claim =</b>	<b>\$261.93</b>		
34452	465	TOPS HOME CENTER	Operating Fund	Frankton Programing	\$23.98	8/12/2024	Invoices as attached
			Operating Fund	Operating Supplies	\$294.50		
			Operating Fund	Repair Parts/Maintenance	\$11.99		
				<b>Total this claim =</b>	<b>\$330.47</b>		
34454	475	ROEING	Operating Fund	Techology Software	\$3,660.00	8/14/2024	Meraki 12 month Subscription and Support Renewal
				<b>Total this claim =</b>	<b>\$3,660.00</b>		
34455	477	BISSELL COMMERCIAL	Operating Fund	Operating Supplies	\$71.90	8/28/2024	01-ELWELWO
				<b>Total this claim =</b>	<b>\$71.90</b>		
34456	480	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	8/28/2024	Service for Elwood
			Operating Fund	Waste Disposal Services	\$221.68		
				<b>Total this claim =</b>	<b>\$372.55</b>		
34457	481	DISCOUNT PAPER PRODUCTS	Operating Fund	Office Supplies	\$67.99	8/28/2024	Customer # 68411 Receipt Tape
				<b>Total this claim =</b>	<b>\$67.99</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>
34458	482	DOLLAR GENERAL-REGIONS 4	Operating Fund	Summitville Programing	\$71.30	8/28/2024	Acct # 463678920 Summitville Programming
				<b>Total this claim =</b>	<u>\$71.30</u>		
34459	484	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$450.00	8/28/2024	Lawn care for Frankton, June & July
				<b>Total this claim =</b>	<u>\$450.00</u>		
34460	487	NICK HAULTER	Operating Fund	Professional Services	\$100.00	8/28/2024	Lawn care Summitville 8/14/24
				<b>Total this claim =</b>	<u>\$100.00</u>		
34461	488	RIVISTAS, LLC	Operating Fund	Summitville Period. & Newsp.	\$533.76	8/28/2024	Magazine renewals Elwood, Summitville, Frankton
			Operating Fund	Frankton Per. & Newsp.	\$701.53		
			Operating Fund	Elwood Period. & News.	\$1,581.30		
				<b>Total this claim =</b>	<u>\$2,816.59</u>		
34462	489	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	\$100.44	8/28/2024	As per attached invoices.
			Operating Fund	Cleaning & Sanitation Supplies	\$83.58		
				<b>Total this claim =</b>	<u>\$184.02</u>		
34463	490	TOWN OF FRANKTON	Operating Fund	Electricity	\$484.25	8/28/2024	Service for Frankton
			Operating Fund	Water	\$37.94		
			Operating Fund	Waste Disposal Services	\$56.31		
				<b>Total this claim =</b>	<u>\$578.50</u>		
34464	491	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	8/28/2024	Service for Summitville
			Operating Fund	Waste Disposal Services	\$5.00		
			Operating Fund	Waste Disposal Services	\$14.79		
				<b>Total this claim =</b>	<u>\$73.53</u>		
34465	492	VICTORIA WALSER	Operating Fund	Elwood Children's Programing	\$20.00	8/28/2024	Petty Cash
				<b>Total this claim =</b>	<u>\$20.00</u>		
34466	493	KAREN LARIMORE	Operating Fund	Traveling Expense	\$249.21	8/28/2024	Travel expense 426 miles @ \$.585 = \$249.21
				<b>Total this claim =</b>	<u>\$249.21</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 \$116,219.28**

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

Wednesday, September 4, 2024



Fiscal Officer

**ALLOWANCE OF VOUCHERS**

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

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

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Kathy Small  
Court Stover  
Michelle Bombolt

Glenn Eddleman  
Kenneth Smith  
Lisa Atchler

**SIGNATURES OF GOVERNING BOARD**

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



## SERVICE FEES

**Photocopies and computer copies:** \$0.10 per side for black and white copy  
\$0.40 per side for color copy  
The library reserves the right to limit the number of copies and to restrict the kind of paper used.  
**ADD: Up to \$1.00 per day (10 BW or 2 color) copies from resources in the Indiana Room and reference sections of the Library including any legal and government forms and research for school projects.**

**3D Printing** \$0.05 per gram (of objects weight) Typical prints range in price from 30 cents to \$1.50 For more information refer to the 3D Printing Policy and Procedures

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

**Scan and/or e-mail:** Free of charge

**Transparencies:** \$0.35 each

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

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

<b>Prints:</b>	<u>Small</u>	<u>Medium</u>	<u>Large</u>	<u>Railroad Ess.</u>
	<b>8 x 10 - \$10</b>	<b>11 x 14 \$15</b>	<b>16 x 20 \$25</b>	<b>8 x 8 \$10</b>
	<b>8 x 12 - \$12</b>	<b>12 x 18 \$18</b>	<b>16 x 24 \$28</b>	<b>12 x 12 \$15</b>
				<b>20 x 20 \$25</b>

**T-Shirts:** \$16 for sizes small through large  
\$18 for extra large sizes

## **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.

On October 21, 2014, the North Madison County Public Library System (NMCPLS) adopted the Evergreen Indiana (EI) circulation policies and procedures including the EI Circulation and Patron Matrix. By joining Evergreen Indiana, patrons of NMCPLS are allowed access to over 100 other Evergreen Indiana Libraries' collections.

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 the Evergreen Indiana and NMCPLS 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 an accepted form of photo ID with current address. If the applicant's address is not correct on the photo ID, one item from the proof of residency documents with current address will be required.
  - 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. In addition to the required ID or proof of residency, the parent or legal guardian wishing to obtain a card for a dependent under the age of 18 must have or obtain a library card in their name in good standing. **ADD: For Non-resident student cards, the parent will not be required to purchase an adult non-resident card unless the parent would like to check out items. For more information on non-resident cards see the Library Access Policy.**

3. Patron's current Evergreen Indiana card or photo ID is required to check out items.
4. 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.
5. Parents or legal guardians of children under the age of 18 are responsible for fees on the child's account.
6. 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.
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. Recognizing the Evergreen Indiana policy to charge a processing fee for lost items, the Library charges a \$3 processing fee and the cost of the lost item.

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.

9. 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 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 fees on lost or damaged material(s) becomes greater than \$9.99.
3. ADD: If one or more card holders living in the same household have a fine balance over \$9.99, the entire household will be blocked until each individual account is at or below \$9.99.
4. The Library will mail reminders to the borrower. Overdue notices are generated to send via USPS mail at the following intervals: 14 and 28 days. These notices will list each overdue item separately and the amount owed on the date of the notice. The 14 day notice is sent via first class mail. The 28 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.
5. 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, August 12, 2024

# LIBRARY ACCESS POLICY

Libraries are part of this nation's educational system and provide an opportunity for community members to enhance their cultural and intellectual development in a variety of media formats beyond what they could get through formal educational programs. The public library has a special responsibility to the community to supplement the cultural, informational and recreational needs of individuals and groups in its community. In this sense, the public library is unique for no other community agency provides that service to citizens.

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.

## WHO MAY USE THE LIBRARY

Because the public library is accessible to so many of a community's individuals, patrons are placed in one of the following categories:

### Resident Borrowers

Any resident and/or property owner within the confines of the North Madison County Public Library System's legally defined district may obtain a green Evergreen Indiana resident card if an accepted current photo ID with current address is provided. If the address is not correct on the photo ID, provide an accepted proof of residency. See NMCPLS and Evergreen Indiana Circulation Policies and Procedures for more information. At the present time, the library district consists of the following five Madison County townships: Boone, Van Buren, Pipe Creek, Duck Creek and Lafayette.

If a property owner does not reside in the library's legally defined district but owns property within the library district, an accepted current photo ID, and proof of ownership will be required. Proof of ownership can be a property tax receipt issued in the applicant's name.

### Reciprocal Borrowers

In an effort to share resources the Library signed a reciprocal borrowing agreement with the Fairmount Public Library and the Statewide Reciprocal Borrowing Covenant which allows reciprocal borrowing with the Pendleton Public Library, Tipton County Public Library, and several additional libraries currently on the Statewide Reciprocal Borrowing Covenant list. To receive a reciprocal borrower's card the patron must be in good standing with their home library and provide an accepted current photo ID with current address. If the address is not correct on the photo ID, provide an accepted proof of residency.

### PLAC Card Borrowers

The North Madison County Public Library System will issue a one-year Evergreen Indiana resident card to any individual living outside of Madison County with which NMCPLS has reciprocal borrowing upon presentation of a PLAC Card from their home library or purchase of a PLAC card from a NMCPLS Library and provide an accepted current photo ID with current address. If the address is not correct on the photo ID, provide an accepted proof of residency.

### Special Patrons

The library reserves the right to provide full or partial library service to any other individual. Such individuals may include long-term, non-resident visitors and non-resident researchers.

### Patrons Without a Home/Migrant Workers

Upon providing a current Photo ID and proof of address from the local shelter, patrons without a home can

be given a library card using the transitional user type which will allow the patron to check out a maximum of 3 items and will have an expiration date of 3 months.

Migrant workers may also be issued a library card using the transitional user type upon providing a current photo ID and proof of residency at any migrant housing facility.

### Non-resident, Non-reciprocal Patrons

Individuals who reside in areas where no library service exists may purchase an individual borrower's card from the North Madison County Public Library System for an annual charge of \$65.

The library reserves the right to deny full or partial service to any individual who can not provide proof of address, has an outstanding fine/fee balance, or who fails to comply with the general and specific rules of the North Madison County Public Library System as outlined in the NMCPLS Circulation Policy and Evergreen Indiana Circulation Policies and Procedures.

## APPLICATION PROCEDURES

### Adult Card

Adult patrons can be issued a borrower's card when an accepted current photo ID with current address is provided. If the address is not correct on the photo ID, provide an accepted proof of residency. Patrons applying for library borrowing privileges must complete and sign a library application card. Resident, reciprocal, non-resident, outreach and PLAC are different types of cards that can be issued according to the patron's address.

### Card for Minors

Patrons under the age of 18 years old can be issued a borrower's card when parent or guardian has provided an accepted current photo ID with current address. If the address is not correct on the photo ID, accepted proof of residency can be provided and holds an adult borrower's card in good standing. Resident, reciprocal, and non-resident student cards are three different types of cards that can be issued according to the address of the parent or guardian. Parents will be required to sign the completed application card in the presence of the librarian. By his/her signature on the child's application card, the parent or guardian also agrees to be financially responsible for any library and attorney debts incurred by that child.

### Non-Resident Student Card

In accordance with IC 36-12-2-25 (d), the non-resident student card can be issued to a student that is not a resident of the library district and is enrolled in Elwood Community School Corporation, Frankton-Lapel Community Schools, or Madison-Grant United School Corporation. **Remove: Cost \$5.00 a year. Student must be only holder of the card when checking out materials. Remove: Adult borrowers will need to purchase a non-resident card for \$65. This card will allow students enrolled in any one of our three school districts to use the North Madison County Public Library for a nominal fee.** Non-resident students will receive an Evergreen Indiana reciprocal borrower's card valid for a period of 1 year.

In accordance with IC 36-12-2-25 (e), the non-resident student card can be issued to a student enrolled in a nonpublic school that is located at least in part in the library district.

**ADD: If the parent wants to check out materials for their personal use, the purchase of a non-resident card will be required.**

### Teacher Card

Teachers employed by the Elwood Community Schools, Frankton Schools, the Madison-Grant H.S./Middle School and Summitville Elementary School who are not residents of the North Madison County Public Library District may apply for the Teacher Card.

Teachers applying for the library borrowing privileges must complete and sign a library application card,

provide a valid driver's license with current address and current school identification. In addition to listing the home address, the applicant should list the school address and phone number on the application. Teachers shall assume responsibility for fees accrued on their classroom card for any loss or damage to library materials. The Teacher Card will be issued for twelve months. Application may be made beginning August 1<sup>st</sup> of one school year and expires on July 31<sup>st</sup> of the following year. A reciprocal borrower's Evergreen Indiana Library card will be issued allowing the teacher access materials at each of the NMCPLS branches.

#### Public Library Access Card - PLAC

The PLAC program permits an individual to purchase a card which allows them to borrow materials directly from any public library in Indiana. These cards are good for one year only and must be presented to our library in order to qualify for an Evergreen Indiana resident borrower's card. The holder of a Public Library Access Card must complete a library application card and provide an accepted current photo ID and proof of address as outlined above and have their home library good standing status verified before a resident card, good for the term of the Public Library Access Card, will be issued. The North Madison County Public Library System will not require patrons under the age of 18 to have a Public Library Access Card; parents may check out materials for children using their own card.

#### Madison County Residents

Evergreen Indiana libraries located in Madison County are currently, NMCPLS and Alexandria-Monroe Public Library. Evergreen Indiana patrons can use their resident card at other Evergreen Indiana Libraries; therefore, residents living in Monroe Township with a resident card from Alexandria-Monroe Public Library can borrow items from NMCPLS. Patrons of NMCPLS can borrow items from Alexandria-Monroe Public Library.

Pendleton Community Public Library and NMCPLS are listed on the Statewide Reciprocal Borrowing List. Residents living in Fall Creek, Green, or Adams Townships with a borrower's card from Pendleton Community Public Library may request a reciprocal borrower's card from NMCPLS by providing an accepted current photo ID with current address. If the address is not correct on the photo ID, accepted proof of residency can be provided. NMCPLS patrons may contact Pendleton Community Public Library to request a reciprocal borrower's card to use their resources.

Residents of Jackson and Richland Townships do not pay library taxes and are not eligible for reciprocal borrowing unless a non-resident card is purchased from a library.

Residents of Stony Creek, Anderson and Union Townships with a borrower's card from Anderson Public Library or the Lapel branch must purchase a PLAC card to obtain an Evergreen Indiana Resident card from NMCPLS. NMCPLS resident patrons must also purchase a PLAC card to use resources at the Anderson Public Library and the Lapel branch.

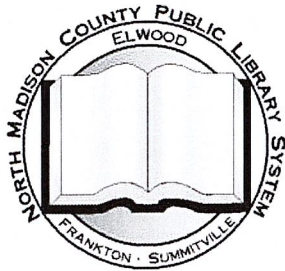
## HANDICAPPED ACCESSIBILITY

The Library will make every effort to remove any barriers that tend to deny access to its facilities and services. While the Board of Trustees and the library staff are continually monitoring the library and its services to remove unnecessary barriers, customers are encouraged to notify the Library when they encounter barriers that hinder their use and enjoyment of the facilities and services so that we may work towards removing them.

If you have questions or concerns regarding handicapped access to our facilities, the Board of Trustees has designated the library director as the ADA Contact Person.



Revised: April 2011, June 2014, October 2014, August 2024



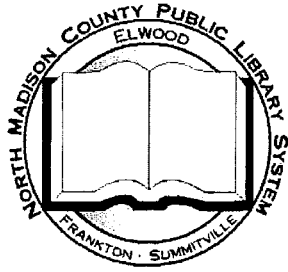
## Interlibrary Loan Policy

Card holders of the North Madison County Public Library System are encouraged to request materials that are not available through the library's regular collection. When a patron requests an item not found in our collection, the library staff will first search the entire Evergreen catalog. If the item is holdable at another Evergreen library, the staff member or patron can place a request for the item. If the item is not available at another Evergreen library, **REMOVE: the staff member, when time allows, will perform a search for the item using the Statewide Remote Circulation System (SRCS).** If the item cannot be found using SRCS, the library staff will search IN-SHARE for the item. These services are free of charge if the item is found at a library within the state of Indiana. If the item is found at an out-of-state library, the library staff will only request the item if the patron has agreed to pay the postage.

Non-resident student card holders can only request items from our library system's branch libraries through the Evergreen catalog. If the requested item is not available at one of our branches, **REMOVE: a SRCS or ADD: an** IN-SHARE search will be initiated.

Reciprocal card holders and Evergreen Indiana card holders from other Evergreen Libraries can request items from each of our branches. If the requested item is not available at one of our branches, the patron will need to initiate an interlibrary loan request with their home library.

1. Patrons at or over 12 years old and with a **REMOVE: fine** **ADD: fee** balance of \$9.99 or less can request and pickup an interlibrary loan. The interlibrary loan will only be checked out to the requesting patron's account.
2. Current library policies concerning checking out in-house materials will also apply to materials loaned from lending libraries.
3. The number of active interlibrary loan requests per patron is limited to 3 items.
4. Interlibrary loan requests will be borrowed for two to three weeks and will not be renewed. DVD interlibrary loans count towards the 10 DVD limit.
5. This service is dependent upon several factors; therefore, there is no guarantee of when the item will arrive.
6. Patrons will be notified via phone when the item arrives. It is the patron's responsibility to ensure the library has a current and active phone number.
7. As with Evergreen requests, the item will be held for seven days.
8. If the item is not collected within that time frame, the item will be sent back to the lending library.
9. Any fees or fines received from the lending library will be passed onto the borrowing patron.
10. Failure to return an item will result in replacement cost and any additional fees assessed by the lending library to be added to the borrowing patron's account.



## Interlibrary Loan Policy

11. The reputation of the North Madison County Public Library is at stake when performing interlibrary loans. Libraries that consistently have patrons who lose, damage, or do not return items may be denied future loans. Therefore, patrons who habitually abuse interlibrary loan will be denied the privilege of interlibrary loan service
  - a. Patrons with overdue interlibrary loan(s) cannot request a new interlibrary loan until the overdue item is returned.
  - b. Patrons returning interlibrary loans after the two week due date on a consistent basis or failing to pick up two or more interlibrary loans will be denied future requests for the period of six months.
  
12. Postage on out-of-state requests must be paid for by the patron before material will be checked out.

Approved February 13, 2012

Revised March 23, 2015

Revised August 17, 2015

Revised September 21, 2015

Revised April 10, 2017

MULTI TRANSMISSION REPORT

TIME : 09-05-2024 08:03  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 101  
DATE : 09.05 08:00  
DOCUMENT PAGES : 1  
START TIME : 09.05 08:00  
END TIME : 09.05 08:03

SUCCESSFUL  
ADDRESS BOOK

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

UNSUCCESSFUL

**Agenda**

**September 9, 2024**

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

**Elwood Public Library**

**2025 Budget Hearing  
4:30 P.M.  
Agenda**

**Call to Order  
Call for Quorum  
Presentation of Budget Estimates and Tax Levies for the 2025 Budget  
Public Comment  
Adjourn**

**Regular Meeting  
4:45 P.M.**

**Call to Order  
Call for Quorum  
Consent Agenda  
    Minutes  
    Claims Register & Checks  
    Personnel  
Old Business  
New Business  
    1. Service Fees  
    2. Circulation Policy  
    3. Library Access Policy  
Director's Report  
Public Comment  
Adjournment**

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Elwood Public Library  
Regular Meeting  
October 14, 2024  
4:30 P.M.

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on October 14, 2024 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

CONSENT AGENDA

Kathy Small moved to accept the consent agenda. Mike Bomholt made a second and the motion carried. The members signed the minutes and the claims register. There were no checks to sign.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Adopt 2025 Budget

The 2025 budget was read by Secretary, Kathy Small and a motion to adopt the following budget was made by Kathy Small. Library Operating Fund Budget; \$1,425,000; Rainy Day Budget; \$50,000; Library Improvement Reserve Fund; \$50,000. Janet Stover made a second. The motion carried.

Motion to Transfer Funds to Library Improvement Reserve and Rainy Day Funds

Kathy Small read the Resolution to Transfer Funds and made a motion to transfer \$10,000.00 into the Library Improvement Reserve Fund. Lisa Hobbs seconded and the motion carried. Kathy Small read the Resolution to Transfer Funds to the Rainy Day Fund and moved that \$100,000.00 be transferred into the Rainy Day Fund from the Operating Fund. Mike Bomholt made a second and the motion carried.

Resolution to Reduce Library Improvement Reserve Fund

The Resolution to Reduce Library Improvement Reserve Fund Appropriations was read by Kathy Small. Kathy Small also made a motion to reduce LIRF appropriations to \$13,260 to fund the 2025 LIRF budget. Janet Stover made a second. The motion carried.

Nominating Committee

Mike Bomholt volunteered to be on the nominating committee, and will verify continued commitment for the November Board Meeting.

### Service Fees Policy

Director Scott proposed the following update to the Service Fees Policy:

Photocopies and computer copies:

*Remove: \$0.10 Add: \$0.20* per side for black and white copies

*Remove: \$0.40 Add: \$0.20* per side for color copy

The library reserves the right to limit the number of copies and to restrict the kind of paper used. *Remove: Up to \$1.00 per day (10 BW or 2 color) Remove: from resources in the Indiana Room and reference sections of the Library including any legal and government forms and research for school projects. ADD:10 copies free of charge per day.*

These changes were presented as a result of CASSIE print management functionality. Sarah Huffman also presented a print cost analysis of current print costs and revenue in support of the fee change. It was also proposed that long sleeved T-shirts be added to the options: **ADD: \$18 for sizes small through large \$20 for extra large size**

Janet Stover moved to accept the changes to the Public Access Computer Policy. Mike Bomholt seconded and the motion carried.

Director Scott also explained that costs and revenue will be closely monitored with the new effective fees to be sure that costs are covered.

### Hotspot Policy

Director Scott proposed the following update to the Hotspot Policy:

If the hotspot is **ADD: not** returned after it is seven days overdue, the patron will be charged the replacement cost.

Lisa Hobbs moved to accept the changes to the Hotspot Policy. Kathy Small seconded and the motion carried.

### Circulation Policy

Director Scott proposed the following changes to the Circulation Policy due to Evergreen policy changes and otherwise:

Borrowing privileges are revoked immediately after fees on lost or damaged material(s) becomes greater than *Remove: \$9.99 Add: \$10.00.*

If one or more card holders living in the same household **ADD: collectively have a fee balance over** *Remove: \$10.00 Add: \$50.00*, the entire household will be blocked until each individual account is at or below *Remove: \$9.99 Add: \$10.00.*

Larry Watson moved to accept the changes to the Circulation Policy. Kathy Small seconded and the motion carried.

### Payroll Standard Operating Procedure

Director Scott suggested the following amendments to the Payroll SOP after email conversation with the State Board of Accounts:

At the end of the week employees **ADD: including managers, print ADD: and initial or sign** their timesheet, attach any necessary forms (time sheet form or employee service record) and submit it to their supervisor for review and approval.

Each week the supervisor **ADD: initials or signs** and turns the *REMOVE: initialed time sheets* and any accompanying paperwork into the Administrative Assistant for processing.

**ADD: Effective January 2019 as directed by an audit, salaried exempt employees will be required to record their time on a time sheet.**

**ADD: The Director will initial each manager's time sheet including the Administrative Assistant. The Administrative Assistant will initial the Director's time sheet.**

Completed direct deposit agreements are kept in the safe. **ADD: Upon separation of employment, the direct deposit agreement will be immediately removed and shredded.**

Lisa Hobbs moved to accept the changes to the Circulation Policy. Mike Bomholt seconded and the motion carried.

Director's Report

Director Scott informed those present that she had been researching information regarding the Summitville Depot. Upon the suggestion of Marvin Crim, she reached out to the New York Central Historical Society and was put in contact with a person from Auburn, IN. Through this communication, she learned that the color of the Depot was "Big Four Yellow", an orange hue. Mr. Crim will be amending the painting to include the new color.

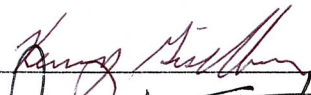


Public Comment

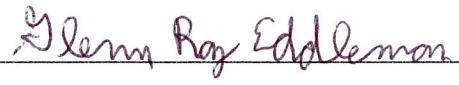
Mr. Eddleman commended Jamie on her completion of required Library Education Units, and expressed the appreciation for employees and their continued education.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

  
Kathy Small, Secretary





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

Report Date: From **9/1/2024** To **9/30/2024**

<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	503	AT&T	Operating Fund	Telephone & Telegraph	\$171.75	9/9/2024	Service for Elwood
				<b>Total this claim =</b>	<b>\$171.75</b>		
0	532	NATIONWIDE	Annuity	Payroll Deductions	\$741.00	9/25/2024	Payroll Ending 9/21/2024
				<b>Total this claim =</b>	<b>\$741.00</b>		
0	538	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$24.35	9/25/2024	Service for Summitville
				<b>Total this claim =</b>	<b>\$24.35</b>		
0	536	ELAN FINANCIAL SERVICES	Operating Fund	Operating Supplies	\$8.98	9/25/2024	As per attached invoices. Acct ending 8652
			Operating Fund	Technology Equipment	\$69.97		
			Operating Fund	Elwood Children's Programing	\$5.99		
			Operating Fund	Techology Software	\$119.40		
			Gift	Professional Services	\$102.00		
			Gift	Postage & UPS	\$30.10		
			Gift	Professional Services	(\$19.90)		
				<b>Total this claim =</b>	<b>\$316.54</b>		
0	535	AT&T	Operating Fund	Telephone & Telegraph	\$90.87	9/25/2024	Service for Summitville Aug5-Sep4 Acct 765536-9050 453 5
				<b>Total this claim =</b>	<b>\$90.87</b>		
0	534	AMAZON BUSINESS	Operating Fund	Elwood AV	\$534.87	9/25/2024	As per attached invoices.
			Operating Fund	Frankton AV	\$255.03		
			Operating Fund	Summitville AV	\$255.03		
			Operating Fund	Elwood Adult Programing	\$31.23		
			Operating Fund	Summitville	\$14.99		
			Operating Fund	Operating Supplies	\$7.98		
			Operating Fund	Stationary & Supplies	\$12.59		
			Operating Fund	Cleaning & Sanitation Supplies	\$16.74		
			Operating Fund	Elwood Children's Programing	\$87.21		
			Operating Fund	Technology Equipment	(\$41.97)		
				<b>Total this claim =</b>	<b>\$1,173.70</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	540	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$8,095.13 \$815.40	9/25/2024	Employee Health Insurance 10/1/24-10/31/24
				<b>Total this claim =</b>	<b>\$8,910.53</b>		
0	559	INDIANA DEPARTMENT OF W	Operating Fund	Employee Benefits	\$161.27	9/25/2024	
				<b>Total this claim =</b>	<b>\$161.27</b>		
0	539	RICOH USA, INC	Operating Fund	Office Supplies	\$18.99	9/25/2024	Charge for Copies from Elwood Indiana Room
				<b>Total this claim =</b>	<b>\$18.99</b>		
0	529	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	9/9/2024	IN Def Comp Employee Matching Plan-M Robertson
				<b>Total this claim =</b>	<b>\$222.03</b>		
0	528	NATIONWIDE	Annuity	Payroll Deductions	\$841.00	9/9/2024	Payroll Ending 9/7/2024
				<b>Total this claim =</b>	<b>\$841.00</b>		
0	524	PAYROLL	Operating Fund Operating Fund Operating Fund Operating Fund	Salary of Director Salary of Assistants Salary of Assistants Wages of Janitor	\$2,948.80 \$23,983.02 \$1,888.81 \$1,411.60	9/11/2024	PAYROLL
				<b>Total this claim =</b>	<b>\$30,232.23</b>		
0	523	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	\$2,886.36 \$1,866.73 \$436.60 \$1,866.73 \$436.60	9/11/2024	Federal Tax Deposit
				<b>Total this claim =</b>	<b>\$7,493.02</b>		
0	522	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$730.63 \$2,727.76	9/11/2024	PERF Deposit
				<b>Total this claim =</b>	<b>\$3,458.39</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	520	AMAZON BUSINESS	Operating Fund	Elwood AV	\$613.73	9/9/2024	As per attached invoices.
			Operating Fund	Frankton AV	\$185.04		
			Operating Fund	Summitville AV	\$185.04		
			Operating Fund	Operating Supplies	\$24.97		
			Operating Fund	Elwood Adult	\$15.49		
			Operating Fund	Office Supplies	\$81.55		
				<b>Total this claim =</b>	<u>\$1,105.82</u>		
0	533	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	9/25/2024	IN Def Comp Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$222.03</u>		
0	552	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$513.25	9/25/2024	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,916.18		
			PERF	Empl.Share FICA&Medicare	(\$128.43)		
			Operating Fund	Emp Cont PERF	(\$479.47)		
				<b>Total this claim =</b>	<u>\$1,821.53</u>		
0	558	AFLAC	AFLAC	Payroll Deductions	\$525.10	9/25/2024	Withholding for September
				<b>Total this claim =</b>	<u>\$525.10</u>		
0	557	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,899.14	9/25/2024	September Withholding
			County Tax Withheld	Payroll Deductions	\$1,076.35		
				<b>Total this claim =</b>	<u>\$2,975.49</u>		
0	556	CENTERPOINT ENERGY	Operating Fund	Gas	\$55.40	9/25/2024	Service for Elwood, Frankton, Summitville-Gas
			Operating Fund	Gas	\$24.48		
			Operating Fund	Gas	\$20.35		
				<b>Total this claim =</b>	<u>\$100.23</u>		
0	554	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	9/25/2024	PAYROLL
			Operating Fund	Salary of Assistants	\$17,586.08		
			Operating Fund	Salary of Assistants	\$1,692.00		
			Operating Fund	Wages of Janitor	\$1,411.60		
				<b>Total this claim =</b>	<u>\$23,638.48</u>		
0	537	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,427.80	9/25/2024	Service for Elwood 8/10/24-9/10/24
				<b>Total this claim =</b>	<u>\$2,427.80</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	553	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,749.19	9/25/2024	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,457.91		
			Medicare	Empl.Share FICA&Medicare	\$340.98		
			Operating Fund	Empl.Share FICA&Medicare	\$1,457.91		
			Operating Fund	Empl.Share FICA&Medicare	\$340.98		
				<b>Total this claim =</b>	<u>\$5,346.97</u>		
0	508	GREATAMERICA FINANCIAL S	Operating Fund	Equipment/Rental	\$213.03	9/9/2024	Copier Lease and Copies, Elwood,
			Operating Fund	Office Supplies	\$147.47		Frankton , Summitville
				<b>Total this claim =</b>	<u>\$360.50</u>		
0	510	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$628.94	9/9/2024	Service for Summitville
				<b>Total this claim =</b>	<u>\$628.94</u>		
34467	504	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	\$288.00	9/9/2024	Quarterly pest treatment-Elwood,
				<b>Total this claim =</b>	<u>\$288.00</u>		Frankton, Summitville
34468	505	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,182.92	9/9/2024	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$279.26		
				<b>Total this claim =</b>	<u>\$1,462.18</u>		
34469	506	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$20.00	9/9/2024	Back up internet for Frankton &
			Operating Fund	Telephone & Telegraph	\$10.00		Summitville
				<b>Total this claim =</b>	<u>\$30.00</u>		
34470	507	FRONTIER	Operating Fund	Telephone & Telegraph	\$203.36	9/9/2024	Service for Frankton
				<b>Total this claim =</b>	<u>\$203.36</u>		
34471	509	GENERATIVE GROWTH II, LLC	Operating Fund	Elwood Adult Programing	\$15.96	9/9/2024	Programming Supplies Aug 17
				<b>Total this claim =</b>	<u>\$15.96</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>
34472	511	MIDWEST TAPE, LLC	Operating Fund	Frankton AV	\$39.99	9/9/2024	As per attached invoices.
			Operating Fund	Elwood AV	\$79.98		
			Operating Fund	Summitville AV	\$90.98		
			Operating Fund	Book Processing	\$238.98		
			Operating Fund	Ebook Services	\$3,000.00		
<b>Total this claim =</b>					<b>\$3,449.93</b>		
34473	512	NICK HAULTER	Operating Fund	Professional Services	\$50.00	9/9/2024	Lawn care Summitville 9/01/24
			<b>Total this claim =</b>				
34474	513	ODP BUSINESS SOLUTIONS, L	Operating Fund	Operating Supplies	\$119.88	9/9/2024	Display Risers AS
			<b>Total this claim =</b>				
34475	514	S & S WORLDWIDE, INC.	Operating Fund	Frankton Programing	\$156.72	9/9/2024	Frankton paper rolls-programming supplies
			<b>Total this claim =</b>				
34476	515	STAPLES	Operating Fund	Operating Supplies	\$65.93	9/9/2024	Office Supplies
			Operating Fund	Office Supplies	\$55.21		
			Operating Fund	Book Processing	\$7.49		
<b>Total this claim =</b>					<b>\$128.63</b>		
34477	516	STACEY JONES	Operating Fund	Operating Supplies	\$39.72	9/9/2024	Petty Cash
			Operating Fund	Frankton Programing	\$8.92		
<b>Total this claim =</b>					<b>\$48.64</b>		
34478	517	SARAH FOX	Gift	Summitville Programing	\$25.98	9/9/2024	Petty Cash
			<b>Total this claim =</b>				
34479	518	LIBRARY STORE INC., THE	Operating Fund	Book Processing	\$189.08	9/9/2024	Label Protectors, Mending Tape
			<b>Total this claim =</b>				
34480	519	VASEY COMMERCIAL, INC.	Operating Fund	Professional Services	\$1,329.00	9/9/2024	Maintenance contracts Summitville, Frankton, Elwood 8/1-10/31
			Operating Fund	Professional Services	\$354.00		
			Operating Fund	Professional Services	\$288.00		
<b>Total this claim =</b>					<b>\$1,971.00</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>
34481	521	MIDWEST COLLABORATIVE F	Operating Fund	Databases	\$2,754.41	9/9/2024	Newspapers.com, Ancestry
				<b>Total this claim =</b>	<b>\$2,754.41</b>		
34482	525	DOLLAR GENERAL-REGIONS 4	Operating Fund	Summitville Programing	\$33.55	9/9/2024	Summitville programing
				<b>Total this claim =</b>	<b>\$33.55</b>		
34483	526	BOSE, McKINNEY & EVANS LL	Operating Fund	Legal Services	\$1,104.00	9/9/2024	Legal consultation-Client Matter 0254563-0002
				<b>Total this claim =</b>	<b>\$1,104.00</b>		
34484	527	CHERRYROAD MEDIA	Operating Fund	Advertising & Public Notices	\$27.00	9/9/2024	Employment ad-FT Clerk & PT Clerk
				<b>Total this claim =</b>	<b>\$27.00</b>		
34485	530	ELWOOD JR/SR HIGH SCHOO	Operating Fund	Advertising & Public Notices	\$125.00	9/9/2024	1/4 page yearbook ad 2024-25
				<b>Total this claim =</b>	<b>\$125.00</b>		
34486	531	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$865.39	9/9/2024	As per attached invoices.
			Operating Fund	Elwood Childrens	\$668.97		
			Operating Fund	Elwood YA	\$187.99		
			Operating Fund	Frankton	\$881.72		
			Operating Fund	Summitville	\$721.28		
				<b>Total this claim =</b>	<b>\$3,325.35</b>		
34487	541	BAKER & TAYLOR	Operating Fund	Summitville	\$101.41	9/25/2024	As per attached invoices. Invoice 2038524070
				<b>Total this claim =</b>	<b>\$101.41</b>		
34488	542	DEMCO INC	Operating Fund	Furniture & Equipment	\$466.12	9/25/2024	Chairs for Elwood AS
				<b>Total this claim =</b>	<b>\$466.12</b>		
34489	543	INDIANA MEDIA GROUP	Operating Fund	Advertising & Public Notices	\$235.00	9/25/2024	Employment Ad-2 week AS FT
				<b>Total this claim =</b>	<b>\$235.00</b>		
34490	544	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$60.00	9/25/2024	Stephen Jackson Sept 3 Our First Ladies Pt1 Oct 1 Our First Ladies Pt2
				<b>Total this claim =</b>	<b>\$60.00</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>
34491	545	NICK HAULTER	Operating Fund	Professional Services	\$50.00	9/25/2024	Lawn Care Summitville 9/15/2024
				<b>Total this claim =</b>	<u>\$50.00</u>		
34492	546	STAPLES	Operating Fund	Office Supplies	\$35.22	9/25/2024	Office Supplies-2025 Desk Calendars
				<b>Total this claim =</b>	<u>\$35.22</u>		
34493	547	S & S WORLDWIDE, INC.	Operating Fund	Frankton Programing	\$52.24	9/25/2024	Frankton paper rolls-programming supplies
				<b>Total this claim =</b>	<u>\$52.24</u>		
34494	548	TOWN OF SUMMITVILLE	Operating Fund	Waste Disposal Services	\$53.74	9/25/2024	Service for Summitville
			Operating Fund	Waste Disposal Services	\$5.00		
			Operating Fund	Waste Disposal Services	\$14.79		
				<b>Total this claim =</b>	<u>\$73.53</u>		
34495	549	TOWN OF FRANKTON	Operating Fund	Electricity	\$485.78	9/25/2024	Service for Frankton
			Operating Fund	Water	\$37.94		
			Operating Fund	Waste Disposal Services	\$37.59		
				<b>Total this claim =</b>	<u>\$561.31</u>		
34496	550	CITY OF ELWOOD UTILITIES	Operating Fund	Water	\$150.87	9/25/2024	Service for Elwood
			Operating Fund	Waste Disposal Services	\$238.12		
				<b>Total this claim =</b>	<u>\$388.99</u>		
34497	551	KAREN LARIMORE	Operating Fund	Traveling Expense	\$257.40	9/25/2024	Travel expense 440miles @ \$.585 = \$257.40
				<b>Total this claim =</b>	<u>\$257.40</u>		
34498	555	SHERI WALLACE	PERF	Empl.Share FICA&Medicare	\$128.43	9/25/2024	Refund owed to employee from INPRS credit in the employers account.
				<b>Total this claim =</b>	<u>\$128.43</u>		

Warrant Number	Claim Number	Name of Claimant	Fund	Account	Amount	Date	Explanation
				<b>Total Amount of Claims</b>	<b>\$110,926.88</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, October 9, 2024

Janet Stover  
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<sup>th</sup> day of October, 2024.

Kathy Small  
Michael Bonito  
Dale Eddleman

Lanora Watson  
Lisa Atkells

**SIGNATURES OF GOVERNING BOARD**

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



# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
 Approved by the State Board of Accounts, 2015  
 Prescribed by the Department of Local Government Finance

Budget Form No. 4  
 Generated 10/11/2024 4:12:36 PM

Ordinance / Resolution Number:

Be it ordained/resolved by the **North Madison County Public Library System** that for the expenses of **NORTH MADISON COUNTY LIBRARY SYSTEM** for the year ending December 31, **2025** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **NORTH MADISON COUNTY LIBRARY SYSTEM**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **North Madison County Public Library System**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
North Madison County Public Library System	Library Board	10/14/2024

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$50,000	\$0	0.0000
0101	GENERAL	\$1,425,000	\$1,117,133	0.1496
2011	LIBRARY IMPROVEMENT RESERVE	\$50,000	\$0	0.0000
		<b>\$1,525,000</b>	<b>\$1,117,133</b>	<b>0.1496</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 10/11/2024 4:12:36 PM

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>
Kenny Giselbach	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Kathy Small	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Kathy Small</i>
Mike Bomholt	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Mike Bomholt</i>
Janet Stover	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Janet Stover</i>
Lisa Hobbs	Aye <input checked="" type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<i>Lisa Hobbs</i>

## ATTEST

Name	Title	Signature
Kathy Small	Secretary	<i>Kathy Small</i>

In accordance with IC 6-1.1-17-16(k), we state our intent to issue debt after December 1 and before January 1

Yes  No

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31

Yes  No

## Resolution to Transfer Funds to the LIRF Fund

**WHEREAS**, the Board of Trustees of the North Madison County Public Library System finds that the purposes of the Operating Fund have been fulfilled; and,

**WHEREAS**, there is remaining in the Operating Fund an unused and unencumbered balance; therefore,

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the North Madison County Public Library System do hereby transfer \$10,000.00 from the Operating Fund to the Library Improvement Reserve Fund for the purpose(s) of Capital Improvements. This fund shall be subject to the same appropriation process as other funds that receive tax money.

**DULY ADOPTED** by the Board of Trustees of the North Madison County Public Library System at its regular meeting held on the 14th day of October, 2024, at which meeting a quorum was present.

NAY

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AYE

*Kathy Small*  
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*Quet Stover*  
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*Mike Bonk*  
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*Glenn Eddleman*  
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*Laura d Watson*  
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*Lisa Attkin*  
\_\_\_\_\_

ATTEST:

*Kathy Small, Secretary*  
Secretary

## Resolution to Transfer Funds to the Rainy Day Fund

**WHEREAS**, the Board of Trustees of the North Madison County Public Library System finds that the purposes of the Operating Fund have been fulfilled; and,

**WHEREAS**, there is remaining in the Operating Fund an unused and unencumbered balance; therefore,

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees of the North Madison County Public Library System do hereby transfer \$100,000.00 from the Operating Fund to the Rainy Day Fund for the purpose of approved expenses. This fund shall be subject to the same appropriation process as other funds that receive tax money.

**DULY ADOPTED** by the Board of Trustees of the North Madison County Public Library System at its regular meeting held on the 14th day of October, 2024, at which meeting a quorum was present.

NAY

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AYE

*Kathy Small*  
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*Janet Stover*  
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*Mike Powell*  
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*Glenn Eddleman*  
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*Laura Watson*  
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*Lisa A. Hohl*  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

*Kathy Small, Secretary*  
Secretary

## RESOLUTION TO REDUCE APPROPRIATIONS FOR 2024 BUDGET

WHEREAS, the Board of Trustees of the North Madison County Public Library System finds that it is necessary to reduce the **2024** Library Improvement Reserve Fund to fund the **2025** 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	\$25,000.00	\$11,740.00	\$13,260.00

BE IT FURTHER RESOLVED, the total reduction reduces the appropriation of \$25,000.00 in the 2024 budget to \$13,260.00

DULY ADOPTED by the Board of Trustees of the North Madison County Public Library System at its regular meeting held on the 14th day of October, 2024 at which meeting a quorum was present.

NAY

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AYE

*Kathy Small*  
*Gene Stover*  
*Niko Bonnet*  
*Denn Eddleman*  
*Laura d. Wilson*  
*Jim Atchley*

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ATTEST:

*Kathy Small, Secretary*  
Secretary



Adopted 12/8/2008 | Revised 08/12/2009 | Revised 05/13/2013 | Revised 4/9/2018 | Revised 8/12/2024 |  
Revised 9/9/2024

## 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 ensure 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.
- You must be at least 18 years old to check out a hotspot.
- 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 and a \$2.00 per day late fee will be added to the patron's account up to \$14.
- If the hotspot is **ADD: not** returned after it is seven days overdue, the patron will be charged the replacement cost. If the hotspot is returned undamaged within six months, the replacement cost will be forgiven. The late fee will need to be paid before the patron can check out another hotspot.
- Hotspot 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. If circumstances warrant, the Library reserves the right to suspend hotspot borrowing privileges to any individual.
- 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	Total of Replacement, Shipping and Processing Cost to be no more than -\$80.00
Hotspot Charger	\$10.00
Hotspot Battery	\$10.00
Hotspot Case	\$10.00
Hotspot Returned in Book Drop	\$10.00

Approved 6/10/2019, Reviewed/Updated 2/10/2020, Updated 11/8/2021, 3/14/2022, Updated 2/13/23, Updated 7/10/2023, Update 8/14/2023



## 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.

On October 21, 2014, the North Madison County Public Library System (NMCPLS) adopted the Evergreen Indiana (EI) circulation policies and procedures including the EI Circulation and Patron Matrix. By joining Evergreen Indiana, patrons of NMCPLS are allowed access to over 100 other Evergreen Indiana Libraries' collections.

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 the Evergreen Indiana and NMCPLS 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 an accepted form of photo ID with current address. If the applicant's address is not correct on the photo ID, one item from the proof of residency documents with current address will be required.
  - 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. In addition to the required ID or proof of residency, the parent or legal guardian wishing to obtain a card for a dependent under the age of 18 must have or obtain a library card in their name in good standing. For Non-resident student cards, the parent will not be required to purchase an adult non-resident card unless the parent would like to check out items. For more information on non-resident cards see the Library Access Policy.
3. Patron's current Evergreen Indiana card or photo ID is required to check out items.
4. 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.
5. Parents or legal guardians of children under the age of 18 are responsible for fees on the child's account.
6. 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.
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. Recognizing the Evergreen Indiana policy to charge a processing fee for lost items, the Library charges a \$3 processing fee and the cost of the lost item.

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.

9. 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 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 fees on lost or damaged material(s) becomes greater than **Remove: \$9.99** **ADD: \$10.00**.
3. If one or more card holders living in the same household **ADD: collectively** have a fee balance over **Remove: \$10.00** **ADD: \$50.00**, the entire household will be blocked until each individual account is at or below **Remove: \$9.99** **ADD: \$10.00**
4. The Library will mail reminders to the borrower. Overdue notices are generated to send via USPS mail at the following intervals: 14 and 28 days. These notices will list each overdue item separately and the amount owed on the date of the notice. The 14 day notice is sent via first class mail. The 28 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.
5. 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, August 12, 2024, September 9, 2024

## Payroll Standard Operating Procedures

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

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

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

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Signature

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Date

Approved 9/9/2019

MULTI TRANSMISSION REPORT

TIME : 10-09-2024 11:19  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 357  
DATE : 10.09 11:16  
DOCUMENT PAGES : 1  
START TIME : 10.09 11:16  
END TIME : 10.09 11:19

SUCCESSFUL  
ADDRESS BOOK

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

UNSUCCESSFUL

**Agenda**

**October 14, 2024**

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

**Elwood Public Library**

**Regular Meeting  
4:30 P.M.**

**Call to Order**

**Call for Quorum**

**Consent Agenda**

**Minutes**

**Claims Register & Checks**

**Personnel**

**Old Business**

**New Business**

**1. Adopt 2025 Budget**

**2. Motion to Transfer Funds to Library Improvement Reserve  
and Rainy Day Funds**

**3. Resolution to Reduce Library Improvement Reserve Fund  
Appropriations**

**4. Nominating Committee**

**5. Service Fees**

**6. Hotspot Policy**

**7. Circulation Policy**

**8. Payroll Standard Operating Procedures**

**Director's Report**

**Public Comment**

**Adjournment**



# Agenda

November 11, 2024

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. Employee Raises/Director and Administrative Assistant
2. Petty Cash Instructions
3. Employee Separation Checklist
4. 2025 Holiday Calendar
5. Nominating Committee Report
6. Star Financial Bank Safety Deposit Box

Director's Report

Public Comment

Adjournment

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

**Report Date: From 10/1/2024 To 10/31/2024**

<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	585	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	10/9/2024	IN Def Comp Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$222.03</u>		
0	594	AT&T	Operating Fund	Telephone & Telegraph	\$91.21	10/23/2024	Service for Summitville Sep5-Oct4 Acct 765536-9050 453 5
				<b>Total this claim =</b>	<u>\$91.21</u>		
0	593	AMAZON BUSINESS	Operating Fund	Elwood AV	\$430.55	10/23/2024	As per attached invoices.
			Operating Fund	Frankton AV	\$187.85		
			Operating Fund	Summitville AV	\$187.85		
			Operating Fund	Elwood Adult	\$10.73		
			Operating Fund	Frankton	\$25.94		
			Operating Fund	Summitville Programing	\$73.37		
			Operating Fund	Furniture & Equipment	\$199.00		
			Operating Fund	Elwood YA	\$14.99		
			Operating Fund	Elwood Childrens	\$25.00		
			Operating Fund	Elwood Children's Programing	\$57.97		
			Operating Fund	Technology Equipment	\$11.49		
				<b>Total this claim =</b>	<u>\$1,224.74</u>		
0	592	RICOH USA, INC	Operating Fund	Office Supplies	\$7.93	10/23/2024	Charge for Copies from Elwood Indiana Room
				<b>Total this claim =</b>	<u>\$7.93</u>		
0	632	NORTH MADISON COUNTY PU	Operating Fund	Interfund Transfers	\$10,000.00	10/31/2024	Transfer to LIRF
				<b>Total this claim =</b>	<u>\$10,000.00</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	590	ELAN FINANCIAL SERVICES	Operating Fund	Operating Supplies	\$10.98	10/23/2024	As per attached invoices. Acct ending 8652
			Operating Fund	Cleaning & Sanitation Supplies	\$20.58		
			Operating Fund	Furniture & Equipment	\$89.98		
			Operating Fund	Techology Software	\$195.00		
			Operating Fund	Telephone & Telegraph	\$1,200.00		
			Operating Fund	Elwood Children's Programing	\$78.31		
			Gift	Other	\$69.00		
			Gift	Postage & UPS	\$7.40		
			Operating Fund	Advertising & Public Notices	\$285.97		
			Operating Fund	Advertising & Public Notices	(\$285.97)		
				<b>Total this claim =</b>	<b>\$1,671.25</b>		
0	560	AMAZON BUSINESS	Operating Fund	Elwood AV	\$340.82	10/9/2024	As per attached invoices.
			Operating Fund	Frankton AV	\$142.17		
			Operating Fund	Summitville AV	\$142.17		
			Operating Fund	Elwood Adult	\$341.02		
			Operating Fund	Furniture & Equipment	\$53.98		
				<b>Total this claim =</b>	<b>\$1,020.16</b>		
0	602	AFLAC	AFLAC	Payroll Deductions	\$525.10	10/23/2024	Withholding for October
				<b>Total this claim =</b>	<b>\$525.10</b>		
0	586	NATIONWIDE	Annuity	Payroll Deductions	\$741.00	10/9/2024	Payroll Ending 10/5/2024
				<b>Total this claim =</b>	<b>\$741.00</b>		
0	591	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$2,062.40	10/23/2024	Service for Elwood 9/11/24-10/9/24
				<b>Total this claim =</b>	<b>\$2,062.40</b>		
0	584	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	10/9/2024	PAYROLL
			Operating Fund	Salary of Assistants	\$19,476.71		
			Operating Fund	Wages of Janitor	\$1,411.60		
				<b>Total this claim =</b>	<b>\$23,837.11</b>		
0	583	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$518.89	10/9/2024	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,937.24		
				<b>Total this claim =</b>	<b>\$2,456.13</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	574	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	\$606.78	10/9/2024	Service for S'ville 8/30/24-10/01/24
				<b>Total this claim =</b>	<u>\$606.78</u>		
0	573	GREATAMERICA FINANCIAL S	Operating Fund	Office Supplies	\$96.51	10/9/2024	Toshiba Copier Lease and Copies,
			Operating Fund	Equipment/Rental	\$213.03		Elwood, Frankton, Summitville
				<b>Total this claim =</b>	<u>\$309.54</u>		
0	569	PITNEY BOWES GLOBAL FINA	Operating Fund	Equipment/Rental	\$135.99	10/9/2024	4th Qtr postage meter lease
				<b>Total this claim =</b>	<u>\$135.99</u>		
0	561	AVC TECHNOLOGY CORPORA	Operating Fund	Professional Services	\$702.00	10/9/2024	4th Qtr Accounting & Payroll Support/Cloud Backup
				<b>Total this claim =</b>	<u>\$702.00</u>		
0	588	AT&T	Operating Fund	Telephone & Telegraph	\$283.63	10/9/2024	Service for Elwood9/25-10/24
				<b>Total this claim =</b>	<u>\$283.63</u>		
0	605	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins	\$8,740.02	10/23/2024	Emp Health Ins - 11/01/2024-11/30/2024
				Payroll Deductions	\$880.30		
				<b>Total this claim =</b>	<u>\$9,620.32</u>		
0	604	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	10/23/2024	IN Def Comp Matching Plan-Robertson
				<b>Total this claim =</b>	<u>\$222.03</u>		
0	631	NORTH MADISON COUNTY PU	Operating Fund	Interfund Transfers	\$100,000.00	10/31/2024	Transfer to Rainy Day
				<b>Total this claim =</b>	<u>\$100,000.00</u>		
0	618	EFTPS	Federal Tax Withheld	Payroll Deductions	\$1,765.90	10/9/2024	
			FICA	Payroll Deductions	\$1,470.23		
			Medicare	Payroll Deductions	\$343.86		
			Operating Fund	Empl.Share FICA&Medicare	\$1,470.23		
			Operating Fund	Empl.Share FICA&Medicare	\$343.86		
				<b>Total this claim =</b>	<u>\$5,394.08</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	616	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	10/23/2024	PAYROLL
			Operating Fund	Salary of Assistants	\$19,544.07		
			Operating Fund	Wages of Janitor	\$1,411.60		
				<b>Total this claim =</b>	<u>\$23,904.47</u>		
0	617	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,715.25	10/23/2024	October Withholding
			County Tax Withheld	Payroll Deductions	\$1,026.15		
				<b>Total this claim =</b>	<u>\$2,741.40</u>		
0	614	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$521.40	10/23/2024	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,946.62		
				<b>Total this claim =</b>	<u>\$2,468.02</u>		
0	603	NATIONWIDE	Annuity	Payroll Deductions	\$741.00	10/23/2024	Payroll Ending 10/19/2024
				<b>Total this claim =</b>	<u>\$741.00</u>		
0	615	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,772.73	10/23/2024	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,474.41		
			Medicare	Empl.Share FICA&Medicare	\$344.83		
			Operating Fund	Empl.Share FICA&Medicare	\$1,474.41		
			Operating Fund	Empl.Share FICA&Medicare	\$344.83		
				<b>Total this claim =</b>	<u>\$5,411.21</u>		
34499	562	DEMCO INC	Operating Fund	Book Processing	\$261.35	10/9/2024	Book Processing-DVD Cases and Label Protectors
				<b>Total this claim =</b>	<u>\$261.35</u>		
34500	563	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$290.00	10/9/2024	4th Qtr Wet/Dry Sprinkler Inspection
				<b>Total this claim =</b>	<u>\$290.00</u>		
34501	564	INDIANA STATE LIBRARY	Evergreen Indiana	Other	\$2.19	10/9/2024	3rd Qtr 2024
				<b>Total this claim =</b>	<u>\$2.19</u>		
34502	565	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,182.92	10/9/2024	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$279.26		
				<b>Total this claim =</b>	<u>\$1,462.18</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>
34503	566	FRONTIER	Operating Fund	Telephone & Telegraph	<u>\$197.78</u>	10/9/2024	Service for Frankton
				<b>Total this claim =</b>	<b>\$197.78</b>		
34504	567	MIDWEST TAPE, LLC	Operating Fund	Frankton AV	\$39.99	10/9/2024	As per attached invoice
			Operating Fund	Elwood AV	\$39.99		
			Operating Fund	Ebook Services	<u>\$3,000.00</u>		
				<b>Total this claim =</b>	<b>\$3,079.98</b>		
34505	568	MICHAEL ROBERTSON	Operating Fund	Traveling Expense	<u>\$162.63</u>	10/9/2024	Travel 278 miles @\$ .585=\$162.63
				<b>Total this claim =</b>	<b>\$162.63</b>		
34506	570	PRIDEMARK CONSTRUCTION	Rainy Day Fund	Professional Services	<u>\$24,220.00</u>	10/9/2024	Elwood-Gutter painting and repair
				<b>Total this claim =</b>	<b>\$24,220.00</b>		
34507	571	SAFE HIRING SOLUTIONS	Operating Fund	Professional Services	\$28.95	10/9/2024	Background check September New Hires
			Operating Fund	Professional Services	\$28.95		
			Operating Fund	Professional Services	<u>\$28.95</u>		
				<b>Total this claim =</b>	<b>\$86.85</b>		
34508	572	SARAH FOX	Operating Fund	Summitville Programing	\$49.59	10/9/2024	Petty Cash and Mileage @ \$.585 x
			Operating Fund	Traveling Expense	<u>\$82.01</u>		140.2=82.01
				<b>Total this claim =</b>	<b>\$131.60</b>		
34509	575	STACEY JONES	Operating Fund	Frankton Programing	\$14.43	10/9/2024	Petty Cash
			Operating Fund	Office Supplies	\$13.26		
			Gift	Frankton Programing	<u>\$1.99</u>		
				<b>Total this claim =</b>	<b>\$29.68</b>		
34510	576	STAPLES	Operating Fund	Cleaning & Sanitation Supplies	<u>\$368.57</u>	10/9/2024	Cleaning Supplies-Elwood
				<b>Total this claim =</b>	<b>\$368.57</b>		
34511	577	WENDY RIVERA	Operating Fund	Traveling Expense	<u>\$50.31</u>	10/9/2024	Mileage 86@ \$.585=\$50.31
				<b>Total this claim =</b>	<b>\$50.31</b>		
34512	578	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$24.35	10/9/2024	Service for Summitville Acct#1010-210005556572
				<b>Total this claim =</b>	<b>\$24.35</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>
34513	579	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$20.00	10/9/2024	Back up internet for Frankton & Summitville
			Operating Fund	Telephone & Telegraph	\$10.00		
<b>Total this claim =</b>					<b>\$30.00</b>		
34514	580	USI, INC	Operating Fund	Office Supplies	\$149.21	10/9/2024	Lamination Pouches
			<b>Total this claim =</b>				
34515	581	TOPS HOME CENTER	Operating Fund	Elwood Adult Programing	\$7.49	10/9/2024	Invoice as attached
			<b>Total this claim =</b>				
34516	582	NICK HAULTER	Operating Fund	Professional Services	\$550.00	10/9/2024	Lawn Care Summitville 10/4/2024
			<b>Total this claim =</b>				
34517	587	PSI PLASTIC GRAPHICS	Operating Fund	Book Processing	\$70.00	10/9/2024	Barcode labels Elwood & Frankton
			Operating Fund	Book Processing	\$35.00		
<b>Total this claim =</b>					<b>\$105.00</b>		
34518	589	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$609.35	10/9/2024	As per attached invoices.
			Operating Fund	Elwood Childrens	\$423.15		
			Operating Fund	Elwood YA	\$252.89		
			Operating Fund	Frankton	\$574.94		
			Operating Fund	Summitville	\$485.50		
			Gift	Elwood YA	\$104.86		
			Operating Fund	Title Source	\$2,719.20		
<b>Total this claim =</b>					<b>\$5,169.89</b>		
34519	595	DOLLAR GENERAL-REGIONS 4	Operating Fund	Elwood Children's Programing	\$16.50	10/23/2024	Operating and Programming Supplies-Acct 463678920
			Operating Fund	Summitville Programing	\$61.75		
			Operating Fund	Operating Supplies	\$57.40		
<b>Total this claim =</b>					<b>\$135.65</b>		
34520	596	ELWOOD FIRE EQUIPMENT C	Operating Fund	Professional Services	\$110.00	10/23/2024	Alarm Panel Call-battery replacement
			<b>Total this claim =</b>				
34521	597	REDBEARD CUSTOM PICTUR	Operating Fund	Professional Services	\$436.75	10/23/2024	Map, Painting, and Print framing
			<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>
34522	598	STAPLES	Operating Fund	Office Supplies	\$183.43	10/23/2024	Cleaning and Operating Supplies, as invoiced
			Operating Fund	Operating Supplies	\$211.01		
			Operating Fund	Cleaning & Sanitation Supplies	\$219.26		
			<b>Total this claim =</b>				
34523	599	HEARTLAND MARKETING INC	Operating Fund	Advertising & Public Notices	\$550.00	10/23/2024	Advertising-Outside back cover Madison County IN Community Guide
			<b>Total this claim =</b>				
34524	600	VICTORIA WALSER	Gift	Elwood Adult Programing	\$25.00	10/23/2024	Petty Cash-DG Gift Card for AS Program
			Gift	Postage & UPS	\$16.20		
			<b>Total this claim =</b>				
34525	601	TOWN OF FRANKTON	Operating Fund	Electricity	\$420.46	10/23/2024	Service for Frankton
			Operating Fund	Water	\$37.94		
			Operating Fund	Waste Disposal Services	\$40.30		
			<b>Total this claim =</b>				
34526	606	TOWN OF SUMMITVILLE	Operating Fund	Water	\$5.00	10/23/2024	Service for Summitville 10/01-10/31
			Operating Fund	Waste Disposal Services	\$53.74		
			Operating Fund	Waste Disposal Services	\$14.79		
			<b>Total this claim =</b>				
34527	607	DONNA J DOWNS	Operating Fund	Elwood Childrens	\$25.00	10/23/2024	Hardbound Book "Always and Forever"
			<b>Total this claim =</b>				
34528	608	STACEY JONES	Operating Fund	Frankton Programing	\$45.14	10/23/2024	Petty Cash
			<b>Total this claim =</b>				
34529	609	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	10/23/2024	Stephen JacksonNov Program "World War One in Madison County"
			<b>Total this claim =</b>				
34530	610	KAREN LARIMORE	Operating Fund	Traveling Expense	\$316.49	10/23/2024	Travel expense 541miles @ \$.585 = \$316.49
			<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>
34531	611	NICK HAULTER	Operating Fund	Professional Services	\$50.00	10/23/2024	Lawn Care Summitville 10/18/2024
<b>Total this claim =</b>					\$50.00		
34532	612	DEMCO INC	Operating Fund	Book Processing	\$258.52	10/23/2024	DVD Cases
<b>Total this claim =</b>					\$258.52		
34533	613	SARAH FOX	Operating Fund	Summitville Programing	\$49.43	10/23/2024	Petty Cash
<b>Total this claim =</b>					\$49.43		

**Total Amount of Claims \$236,012.70**

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, November 1, 2024

  
**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 November, 2024.

**SIGNATURES OF GOVERNING BOARD**

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



## Petty Cash Instructions

Per IC 36-1-8-3 petty cash funds have been created for the purpose of purchasing small or emergency items of operating expense. Each branch has a petty cash fund of \$50. The Library Board of Trustees has approved a manager from each branch to be the corresponding petty cash custodian.

- At all times the amount of cash in the fund plus the amount of each receipt will equal \$50. **ADD: Do not spend more than the \$50 allotted and do not spend your own money.**
- Receipts and disbursements are to be entered in a small book used for petty cash along with the balance in cash shown.
- As with all purchases using Library funds, due diligence shall be used to find the most cost-effective item to purchase at the best price.
- Do not use petty cash funds at local businesses where the library has 30-day credit accounts. These local businesses are Tops and Needlers in Elwood and Dollar General in Elwood, Frankton and Alexandria. (Highlighted for discussion.)
- When purchasing small or emergency items with this fund, you are required to use the library's tax exemption form to ensure that the purchase is tax free. If for some reason the tax exemption form is not honored, you **will not** be able to purchase items for the library from this business.
- Tax Exempt cards – **ADD: Dollar Tree, Lowes, Needlers,** Walmart, Hobby Lobby, and Menards.
- Do not combine personal purchases with Library purchases. The receipt is to only have Library purchases made using the petty cash funds.
- Do not use your personal debit card for petty cash purchases.
- Turn in petty cash receipts along with a purchase order once a month to ensure that you do not run out of cash.
- Keep in mind when you use petty cash to purchase items the money must come from an appropriated budget. For instance, when you purchase snacks for a program that money comes from your programming budget.
- **ADD: If you need to spend more than \$50 in one or more transactions from the petty cash fund, you need to plan and review the vendor list for purchase options. Branch and Adult Services managers can ask the Administrative Assistant or the Director to assist with other purchase options. e.g. using the library's credit card.**
- **ADD: The Administrative Assistant will place a Walmart order at the end of every month. Make sure to share a link to the items you would like to have ordered by Tuesday of the last full week of the month.**
- **ADD: Petty cash purchases outside of businesses in Elwood, Frankton and Alexandria need to be approved by the Director.**

From this point forward for receipts to be accepted they have to meet the above requirements. If they do not meet each of these requirements, the receipt will not be accepted. You will have to return to the store to get the receipt corrected, return the items and try again or pay for the items personally.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved 6/11/2018

## **Checklist after Employee Retirement, Resignation or Termination**

Employee will:

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

Employee and Supervisor will:

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

Director and Administrative Assistant will:

1. Refer to the appropriate section(s) of the personnel policy and follow accordingly.
  - a. Resignation
  - b. Termination Entitlement
  - c. Retirement
2. Shred direct deposit agreement.
3. Provide the following when appropriate:
  - a. Date of the last paycheck.
  - b. Health and life insurance end date.
4. Aflac contact information to continue policies.
5. Relevant information concerning INPRS and Hoosier Start

## **2025 Holiday Closings**

<b>January 1, 2025</b>	<b>New Year's Day (observed)</b>
<b>January 20, 2025</b>	<b>Martin Luther King, Jr. Day</b>
<b>February 17, 2025</b>	<b>President's Day</b>
<b>May 7, 2025</b>	<b>Staff Training Day</b>
<b>May 24, 2025</b>	<b>Memorial Day, Saturday</b>
<b>May 26, 2025</b>	<b>Memorial Day</b>
<b>June 19, 2025</b>	<b>Juneteenth</b>
<b>July 4, 2025</b>	<b>Independence Day</b>
<b>August 30, 2025</b>	<b>Labor Day, Saturday</b>
<b>September 1, 2025</b>	<b>Labor Day</b>
<b>November 5, 2025</b>	<b>Staff Training Day</b>
<b>November 27, 2025</b>	<b>Thanksgiving</b>
<b>November 28, 2025</b>	<b>Day After Thanksgiving</b>
<b>December 24, 2025</b>	<b>Christmas Eve (Wednesday)</b>
<b>December 25, 2025</b>	<b>Christmas Day (Thursday)</b>
<b>December 31, 2025</b>	<b>New Year's Eve (Wednesday)</b>
<b>January 1, 2026</b>	<b>New Year's Day (Thursday)</b>

**16 DAYS TOTAL (NOT INCLUDING 2025 NEW YEAR'S DAY)**

**Closed for staff training days held each year on the first Wednesday of May and November.**

North Madison County Public Library System  
Gifts and Donations Policy  
Adopted May 2009

NMCPLS is always grateful for gifts from patrons. However, in order to avoid misunderstanding about the disposition of gifts, it is suggested that prospective donors read the following statement:

The library system adheres to a carefully planned policy in accepting gifts. In order for the benefits of the gift to be used for the best possible advantage, a meeting with the director is in the interest of both parties. A decision then can be made as to the use of the gift.

**ADD: Once a year during the months of June and July each branch in the library system holds a six-week summer reading program. In May of each year the Elwood youth services manager and the branch managers send out letters to local businesses asking for monetary support for these programs. If you or your business would like to donate to this program or any other events held during the year, please address the check to one of the following libraries: Elwood Public Library, Frankton Community Library or the Ralph E. Hazelbaker Library. To ensure your donation is used as you wish write "gift fund" and the program or area of the library on the check. The staff member receiving your donation will write you a receipt indicating your wishes.**

Sometimes monies are given in memory of individuals for the purchase of books. Every effort is made to purchase books in an area of interest of the deceased. A book plate will be placed in all books containing the donor's name and/or name of deceased.

Considerations for donors:

1. As a first step, consult the library director to determine the library needs and suitability of your proposed gift.
2. Assistance in meeting the basic purposes of the library (information, education, recreation) is most suitable.
3. Please, don't attach unnecessary "strings" that may restrict the usefulness or hamper the effectiveness of your gift.

Please read carefully before signing. A photocopy will be made for your records.

Donor Statement:

I certify that I am the owner of all right, title, and interest in the property described below. By donating the described property I hereby assign all right, title, and interest in the property to the North Madison County Public Library System (NMCPLS).

Furthermore, it is understood that the donor indemnifies and holds harmless the NMCPLS from any and all liability for claims with respect to the personal property including, without limitation, claims of other persons or entities claiming an interest in the property.

The Donor waives any future claim to the donated property, and acknowledges that this donation is an absolute gift and that NMCPLS may retain or dispose of the donated property in any manner convenient to the North Madison County Public Library System.

Description of Donation:

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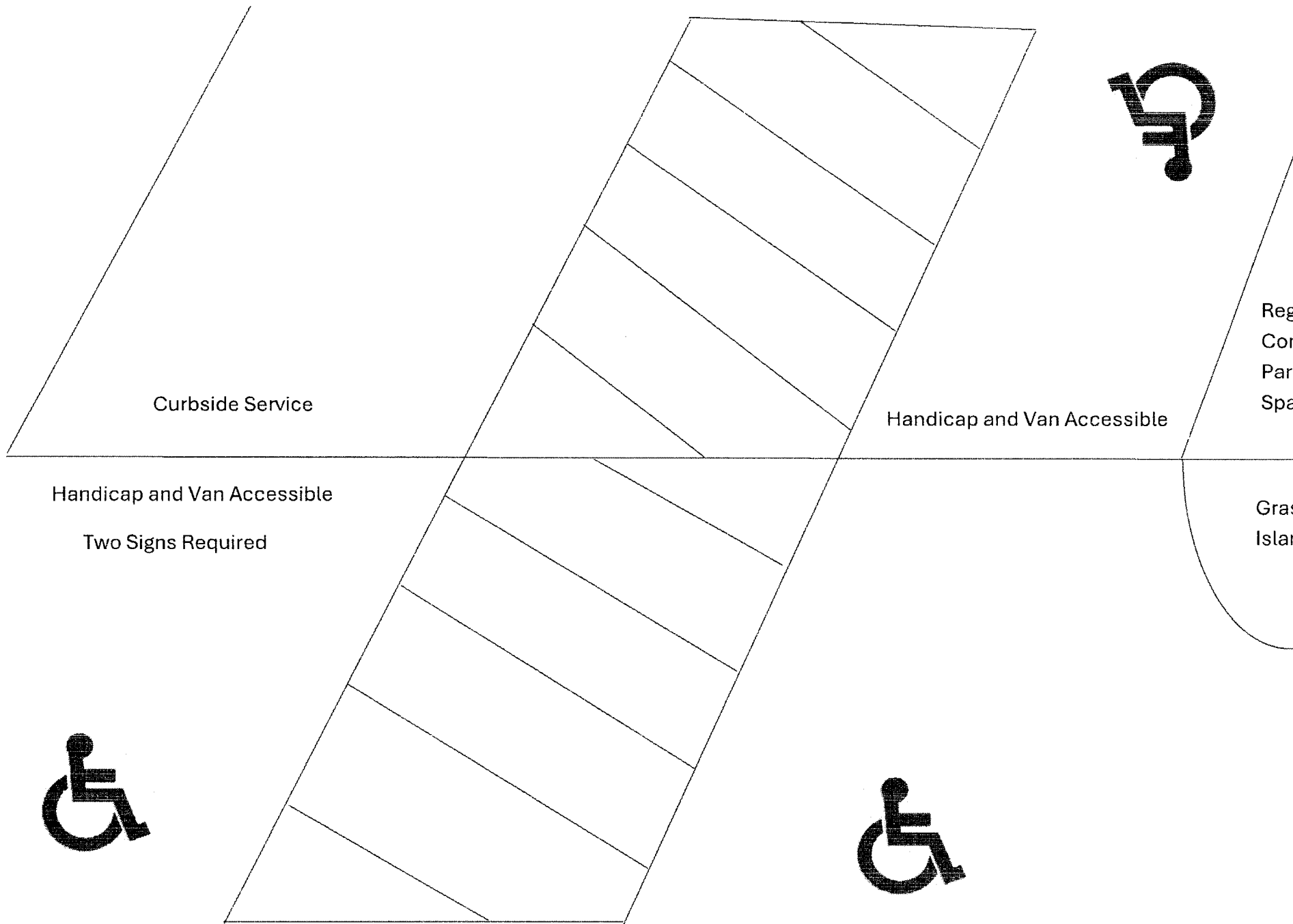
Date of Donation: \_\_\_\_\_

Signature of Donor: \_\_\_\_\_

Signature, title of person accepting:

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Curbside Service

Handicap and Van Accessible

Handicap and Van Accessible

Two Signs Required

Reg  
Cor  
Parl  
Spa

Gras  
Islar





MULTI TRANSMISSION REPORT

TIME : 11-06-2024 15:35  
FAX NO.1 : 765-552-0955  
NAME : Elwood Library

FILE NO. : 647  
DATE : 11.06 15:31  
DOCUMENT PAGES : 1  
START TIME : 11.06 15:32  
END TIME : 11.06 15:35

SUCCESSFUL  
ADDRESS BOOK

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

UNSUCCESSFUL

**Agenda**

**November 11, 2024**

**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. Employee Raises/Director and Administrative Assistant**
- 2. Petty Cash Instructions**
- 3. Employee Separation Checklist**
- 4. 2025 Holiday Calendar**
- 5. Nominating Committee Report**
- 6. Star Financial Bank Safety Deposit Box**

**Director's Report**

**Public Comment**

**Adjournment**

# Agenda

December 9, 2024

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 - November and December

Minutes

Claims Register & Checks

Personnel

Old Business

1. Nominating Committee

New Business

2. Transfer of Appropriations Resolution

3. Frankton Petty Cash Custodian

4. Library By-Laws

5. Libraries Transform Communities Grant – Wendy Rivera

6. Karen Larimore-Leave without pay

Director's Report

Public Comment

Adjournment

NORTH MADISON COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Frankton Community Library  
Regular Meeting  
November 11, 2024  
4:30 P.M.

CALL TO ORDER

President Glenn Eddleman called a regular meeting of the North Madison County Public Library Board of Trustees to order on November 11, 2024 in the meeting room of the Elwood Public Library.

CALL FOR QUORUM

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

CONSENT AGENDA

The members signed the October minutes and the claims register.  
Treasurer Kenny Giselbach signed checks.

PERSONNEL

Director Scott shared with the Board of Directors that Adult Services Clerk, Kole Ruder, had put in his two weeks' notice and terminated his employment. His last day was November 2, 2024. A new job listing has been posted.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Employee Raises/Director and Administrative Assistant

Kathy Small made a motion that all eligible employees receive a 5% raise for 2025.  
Kenny Giselbach made a second and the motion carried.

Kenny Giselbach made a motion that the Director and Administrative Assistant receive a 5% raise for 2025. Kathy Small made a second and the motion carried.

Petty Cash Instructions

Director Scott proposed some changes to the Petty Cash Instructions to make all managers more effective and efficient with spending and time.

**ADD: Do not spend more than the \$50 allotted and do not spend your own money.  
Tax Exempt cards – ADD: Dollar Tree, Lowes, Needlers, GFS, Walmart, Hobby  
Lobby, and Menards.**

**ADD: If you need to spend more than \$50 in one or more transactions from the  
petty cash fund, you need to plan and review the vendor list for purchase options.**

**Branch and Adult Services managers can ask the Administrative Assistant or the Director to assist with other purchase options. e.g. using the library's credit card. ADD: The Administrative Assistant will place a Walmart order at the end of every month. Make sure to share a link to the items you would like to have ordered by Tuesday of the last full week of the month.**

**ADD: Petty cash purchases outside of businesses in Elwood, Frankton and Alexandria need to be approved by the Director.**

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

#### Employee Separation Checklist

Director Scott presented a protocol for employee separation due to resignation, retirement, or termination in the Employee Separation Checklist. It was suggested that the action item of shredding the Direct Deposit Agreement be moved to the last part of the document, following the final paycheck instructions. With these changes, Janet Stover motioned to accept this document. Kathy Small seconded the motion, and the motion carried.

#### 2025 Holiday Calendar

The Board of Trustees reviewed the 2025 Holiday Calendar. Suggestions were made to remove the word "Holiday" from the title, making the title just *2025 Library Closings*, since the list contains holidays and staff training days. It was also suggested that any 2026 dates including the January 1, 2026 holiday be removed, as well as specific reference to In-Service days. Larry Watson made a motion to accept the 2025 Calendar. Kathy Small seconded and the motion carried.

#### Nominating Committee

The nominating committee presented the following slate of officers. Glenn Eddleman, President; Larry Watson, Vice President; Kenny Giselbach, Treasurer; Kathy Small, Secretary; Janet Stover, Assistant Treasurer. All present voted in favor.

#### Star Financial Bank Safety Deposit Box

Janet Stover made a motion to remove Beverly Austin and Diana Shepard from access to the Safety Deposit Box, and approve access for Sarah Huffman, Administrative Assistant and Glenn Eddelman, Board of Directors President. Kenny Giselbach seconded the motion, all voted in favor.

#### Gift and Donation Policy

Director Scott suggested the following update to the Gift and Donation Policy:

**ADD: Once a year during the months of June and July each branch in the library system holds a six-week summer reading program. In May of each year the Elwood youth services manager and the branch managers send out letters to local businesses asking for monetary support for these programs. If you or your business would like to donate to this program or any other events held during the year, please address**

**the check to one of the following libraries: Elwood Public Library, Frankton Community Library or the Ralph E. Hazelbaker Library. To ensure your donation is used as you wish write "gift fund" and the program or area of the library on the check. The staff member receiving your donation will write you a receipt indicating your wishes.**

Larry Watson made a motion to approve, Kathy Small seconded the motion, and the motion carried.

Director's Report

Director Scott informed the Board Members about a grant that Wendy Rivera, Adult Services Manager, has been working on an application for. The grantor is the American Libraries Association. The grant, *Libraries Transforming Communities*, would assist with improvements to increase library accessibility. Some proposed requests in the grant include updating the north parking lot entrance to make a ramp improvement allowing the entry to be ADA accessible. Other grant requests are making the meeting room and bathroom handicap stall doors automatic. Also, installing a more accessible water fountain, as well as parking lot improvements. Parking Lot improvements include adding a handicap van accessible space, adding a dedicated curbside service space, and improving signs to communicate the assistance we provide for accessibility. Members of the Board inquired about applying for the grant separately for the branch libraries, or the ability to utilize funds for improving accessibility at the branch libraries, as well. It was also suggested that with the grant we investigate raised toilets in the handicap stalls.

Director Scott also informed the Board Members that the electric stovetop in the Elwood Meeting Room kitchenette has been removed due to safety hazards. She has requested a quote from Pridemark Construction for possible improvements such as a new double-sink, new countertop, new cabinets, and new refrigerator.

Adjournment

President Glenn Eddleman adjourned the meeting by consent.

Janet Stover  
Michael Bennett  
Glenn Eddleman

Kathy Small, Secretary  
Kathy Small, Secretary  
Lawrence d Watson  
Henry Middleton

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

*Report Date: From 11/1/2024 To 11/30/2024*

<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	665	AT&T	Operating Fund	Telephone & Telegraph	\$97.38	11/20/2024	Service for Summitville Oct5-Nov4 Acct 765536-9050 453 5
				<b>Total this claim</b>	<u>\$97.38</u>		
0	654	RICOH USA, INC	Operating Fund	Office Supplies	\$22.99	11/11/2024	Charge for Copies from Elwood Indiana Room
				<b>Total this claim</b>	<u>\$22.99</u>		
0	641	PAYROLL	Operating Fund	Salary of Director	\$2,948.80	11/6/2024	PAYROLL
			Operating Fund	Salary of Assistants	\$19,388.87		
			Operating Fund	Wages of Janitor	\$1,411.60		
				<b>Total this claim</b>	<u>\$23,749.27</u>		
0	640	EFTPS	Federal Tax Withheld	Empl.Share FICA&Medicare	\$1,756.06	11/6/2024	Federal Tax Deposit
			FICA	Empl.Share FICA&Medicare	\$1,464.80		
			Medicare	Empl.Share FICA&Medicare	\$342.58		
			Operating Fund	Empl.Share FICA&Medicare	\$1,464.80		
			Operating Fund	Empl.Share FICA&Medicare	\$342.58		
				<b>Total this claim</b>	<u>\$5,370.82</u>		
0	639	INDIANA PUBLIC RETIREMENT	PERF	Empl.Share FICA&Medicare	\$517.32	11/6/2024	PERF Deposit
			Operating Fund	Emp Cont PERF	\$1,931.36		
				<b>Total this claim</b>	<u>\$2,448.68</u>		
0	676	INDIANA DEPARTMENT OF RE	State Tax Withheld	Payroll Deductions	\$1,699.84	11/20/2024	November Withholding
			County Tax Withheld	Payroll Deductions	\$1,014.75		
				<b>Total this claim</b>	<u>\$2,714.59</u>		
0	636	AT&T	Operating Fund	Telephone & Telegraph	\$173.56	11/6/2024	Service for Elwood 9/26-10-25 76555209559262
				<b>Total this claim</b>	<u>\$173.56</u>		

<i>Warrant Number</i>	<i>Claim Number</i>	<i>Name of Claimant</i>	<i>Fund</i>	<i>Account</i>	<i>Amount</i>	<i>Date</i>	<i>Explanation</i>
0	645	PURCHASE POWER	Operating Fund	Postage & UPS	<u>\$841.99</u>	11/6/2024	Postage refill
				<b>Total this claim</b>	<b>\$841.99</b>		
0	619	CENTERPOINT ENERGY	Operating Fund	Gas	\$108.99	11/6/2024	Service for Elwood, Frankton, Summitville-Gas
			Operating Fund	Gas	\$25.82		
			Operating Fund	Gas	<u>\$22.94</u>		
				<b>Total this claim</b>	<b>\$157.75</b>		
0	644	AMAZON BUSINESS	Operating Fund	Elwood AV	\$549.70	11/6/2024	As per attached invoices.
			Operating Fund	Frankton AV	\$230.49		
			Operating Fund	Summitville AV	\$230.49		
			Gift	Elwood Children's Programing	\$44.30		
			Operating Fund	Elwood Adult	\$78.79		
			Operating Fund	Furniture & Equipment	\$623.34		
			Operating Fund	Dues	<u>\$174.00</u>		
				<b>Total this claim</b>	<b>\$1,931.11</b>		
0	642	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	<u>\$222.03</u>	11/6/2024	IN Def Comp Matching Plan-Robertson
				<b>Total this claim</b>	<b>\$222.03</b>		
0	651	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	<u>\$1,906.74</u>	11/11/2024	Service for Elwood 10/10/24-11/7/24
				<b>Total this claim</b>	<b>\$1,906.74</b>		
0	630	INDIANA MICHIGAN POWER C	Operating Fund	Electricity	<u>\$489.27</u>	11/6/2024	Service for S'ville 10/02/24-10/30/24
				<b>Total this claim</b>	<b>\$489.27</b>		
0	666	AMAZON BUSINESS	Operating Fund	Elwood AV	\$590.65	11/20/2024	As per attached invoices.
			Operating Fund	Frankton AV	\$254.72		
			Operating Fund	Summitville AV	\$254.72		
			Operating Fund	Technology Equipment	\$39.00		
			Operating Fund	Elwood Adult	\$93.94		
			Operating Fund	Operating Supplies	\$206.65		
			Operating Fund	Frankton	\$26.98		
			Operating Fund	Elwood Adult Programing	<u>\$74.96</u>		
				<b>Total this claim</b>	<b>\$1,541.62</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	620	GREATAMERICA FINANCIAL S	Operating Fund Operating Fund	Equipment/Rental Office Supplies	\$213.03 \$5.00	11/6/2024	Toshiba Copier Lease and Copies, Elwood, Frankton, Summitville
				<b>Total this claim</b>	<u>\$218.03</u>		
0	668	ELAN FINCANCIAL SERVICES	Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Operating Fund Gift	Office Supplies Cleaning & Sanitation Supplies Technology Equipment Frankton Programing Elwood Children's Programing Elwood Adult Programing Frankton Programing	\$12.64 \$26.60 \$72.97 \$40.68 \$59.33 \$32.90 \$43.02	11/20/2024	As per attached invoices. Acct 4798510046308652
				<b>Total this claim</b>	<u>\$288.14</u>		
0	669	INDIANA PUBLIC RETIREMENT	PERF Operating Fund	Empl.Share FICA&Medicare Emp Cont PERF	\$521.29 \$1,946.20	11/20/2024	PERF Deposit
				<b>Total this claim</b>	<u>\$2,467.49</u>		
0	670	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	\$1,786.95 \$1,448.51 \$338.78 \$1,448.51 \$338.78	11/20/2024	Federal Tax Deposit
				<b>Total this claim</b>	<u>\$5,361.53</u>		
0	671	PAYROLL	Operating Fund Operating Fund Operating Fund	Salary of Director Salary of Assistants Wages of Janitor	\$2,948.80 \$19,123.23 \$1,414.36	11/20/2024	PAYROLL
				<b>Total this claim</b>	<u>\$23,486.39</u>		
0	672	NATIONWIDE	Annuity	Payroll Deductions	\$741.00	11/20/2024	Payroll Ending 11/16/2024
				<b>Total this claim</b>	<u>\$741.00</u>		
0	673	NATIONWIDE	Operating Fund	Emp Cont IN Def Comp Matching	\$222.03	11/20/2024	IN Def Comp emp matching plan-Robertson 11/16/24 payroll
				<b>Total this claim</b>	<u>\$222.03</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	674	UNITED HEALTHCARE	Operating Fund Insurance	Emp Cont Group Ins Payroll Deductions	\$8,740.02 <u>\$880.30</u>	11/20/2024	Employee Health Ins 12/1/24-12/31/24
				<b>Total this claim</b>	<b>\$9,620.32</b>		
0	675	AFLAC	AFLAC	Payroll Deductions	<u>\$525.10</u>	11/20/2024	Withholding for November
				<b>Total this claim</b>	<b>\$525.10</b>		
0	643	NATIONWIDE	Annuity	Payroll Deductions	<u>\$741.00</u>	11/6/2024	Payroll Ending 11/02/2024
				<b>Total this claim</b>	<b>\$741.00</b>		
34534	621	BAXTER PEST PROFESSIONA	Operating Fund	Professional Services	<u>\$200.00</u>	11/6/2024	Pest Control-Elwood-Bed Bug Treatment at AS Desk
				<b>Total this claim</b>	<b>\$200.00</b>		
34535	622	CITY OF ELWOOD UTILITIES	Operating Fund Operating Fund	Water Waste Disposal Services	\$150.87 <u>\$216.20</u>	11/6/2024	Service for Elwood
				<b>Total this claim</b>	<b>\$367.07</b>		
34536	623	STACEY JONES	Operating Fund	Frankton Programing	<u>\$44.44</u>	11/6/2024	Petty Cash
				<b>Total this claim</b>	<b>\$44.44</b>		
34537	624	MANIFOLD REFUSE, INC.	Operating Fund	Waste Disposal Services	<u>\$93.00</u>	11/6/2024	Trash removal Frankton
				<b>Total this claim</b>	<b>\$93.00</b>		
34538	625	NICK HAULTER	Operating Fund	Professional Services	<u>\$50.00</u>	11/6/2024	Lawn Care Summitville 10/25/2024
				<b>Total this claim</b>	<b>\$50.00</b>		
34539	626	ORIENTAL TRADING COMPAN	Operating Fund	Elwood Children's Programing	<u>\$59.96</u>	11/6/2024	Elwood YS Halloween Candy
				<b>Total this claim</b>	<b>\$59.96</b>		
34540	627	STAR FINANCIAL BANK	Operating Fund	Equipment/Rental	<u>\$55.00</u>	11/6/2024	Safe Deposit Box #5001046
				<b>Total this claim</b>	<b>\$55.00</b>		
34541	628	STATE INDUSTRIAL PRODUCT	Operating Fund	Operating Supplies	\$1,003.62 <u>\$1,003.62</u>	11/6/2024	3 TUBS ICE REMOVER 4 FRAGRANCE PACKS
				<b>Total this claim</b>	<b>\$1,003.62</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>
34542	629	STAPLES	Operating Fund	Operating Supplies	\$88.82	11/6/2024	Cleaning & Office Supplies
			Operating Fund	Office Supplies	\$49.65		
			Operating Fund	Cleaning & Sanitation Supplies	\$155.51		
			<b>Total this claim</b>		<b>\$293.98</b>		
34543	633	MIDWEST TAPE, LLC	Operating Fund	Frankton AV	\$165.96	11/6/2024	As per attached invoices.
			Operating Fund	Elwood AV	\$412.91		
			Operating Fund	Summitville AV	\$178.96		
			<b>Total this claim</b>		<b>\$757.83</b>		
34544	634	FRONTIER	Operating Fund	Telephone & Telegraph	\$199.10	11/6/2024	Service for Frankton
				<b>Total this claim</b>			
34545	635	USI, INC	Operating Fund	Office Supplies	\$126.76	11/6/2024	Lamination Pouches
				<b>Total this claim</b>			
34546	637	SKYLAND JESKE	Operating Fund	Elwood Adult	\$31.00	11/6/2024	Refund Book Pd A Court Of Silver Flames
				<b>Total this claim</b>			
34547	638	TOPS HOME CENTER	Operating Fund	Operating Supplies	\$20.47	11/6/2024	Invoice as attached Acct 100834
				<b>Total this claim</b>			
34548	646	BREAKOUT, INC	Operating Fund	Professional Services	\$99.00	11/11/2024	Annual Subscription
				<b>Total this claim</b>			
34549	647	BAKER & TAYLOR	Operating Fund	Elwood Adult	\$1,238.33	11/11/2024	As per attached invoices.
			Operating Fund	Elwood Childrens	\$430.68		
			Operating Fund	Elwood YA	\$160.34		
			Operating Fund	Frankton	\$686.98		
			Operating Fund	Summitville	\$662.23		
			Gift	Elwood YA	\$41.04		
<b>Total this claim</b>		<b>\$3,219.60</b>					
34550	648	ENA SERVICES LLC	St Technology Fund Gra	Telephone & Telegraph	\$1,182.92	11/11/2024	VoIP & Internet
			Operating Fund	Telephone & Telegraph	\$281.02		
			<b>Total this claim</b>		<b>\$1,463.94</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>
34551	649	FIBERHAWK	Operating Fund	Telephone & Telegraph	\$20.00	11/11/2024	Back up internet for Frankton & Summitville
			Operating Fund	Telephone & Telegraph	\$10.00		
				<b>Total this claim</b>	\$30.00		
34552	650	FRANKTON JR/SR HIGH SCHO	Gift	Advertising & Public Notices	\$100.00	11/11/2024	1/4 page ad for FHS yearbook
				<b>Total this claim</b>	\$100.00		
34553	652	INDIANA-AMERICAN WATER C	Operating Fund	Water	\$24.35	11/11/2024	Service for Summitville Acct#1010-210005556572
				<b>Total this claim</b>	\$24.35		
34554	653	MADISON COUNTY HISTORIC	Operating Fund	Frankton Programing	\$30.00	11/11/2024	Stephen Jackson Nov Program "Of Gypsies, Vesuvius, Elephants & Buffalo Bill"
				<b>Total this claim</b>	\$30.00		
34555	655	ROBY'S, INC.	Operating Fund	Professional Services	\$396.40	11/11/2024	Electric water heater install x3 Frankton
				<b>Total this claim</b>	\$396.40		
34556	656	SARAH FOX	Operating Fund	Summitville Programing	\$30.00	11/11/2024	Petty Cash
				<b>Total this claim</b>	\$30.00		
34557	657	STACEY JONES	Operating Fund	Operating Supplies	\$15.75	11/11/2024	Petty Cash
			Operating Fund	Office Supplies	\$12.58		
				<b>Total this claim</b>	\$28.33		
34558	658	NICK HAULTER	Operating Fund	Professional Services	\$100.00	11/11/2024	Lawn Care at Summitville 11/9/2024
				<b>Total this claim</b>	\$100.00		
34559	659	CROWN DRAPERY INSTALLAT	Operating Fund	Professional Services	\$45.00	11/20/2024	Maintenance on vertical blinds Frankton
				<b>Total this claim</b>	\$45.00		
34560	660	HARPER'S LAWN CARE	Operating Fund	Professional Services	\$675.00	11/20/2024	Lawn care Frankton Aug, Sept, Oct
				<b>Total this claim</b>	\$675.00		
34561	661	KATELYNN SCHIFFNER	Operating Fund	Traveling Expense	\$16.38	11/20/2024	Mileage 28 miles @\$ .585 = \$16.38
				<b>Total this claim</b>	\$16.38		

<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>
34562	662	NUGENT ELECTRIC INC.	Operating Fund	Operating Supplies	\$140.00	11/20/2024	Replacement bulbs for Elwood
				<b>Total this claim</b>	<u>\$140.00</u>		
34563	663	ODP BUSINESS SOLUTIONS, L	Operating Fund	Office Supplies	\$175.16	11/20/2024	Copy paper Elwood
				<b>Total this claim</b>	<u>\$175.16</u>		
34564	664	GRASS ROOTS PLUS, INC.	Operating Fund	Professional Services	\$65.00	11/20/2024	Lawn Fertilizer & Weed Control-Elwood
			Operating Fund	Professional Services	\$135.00		& Summitville
				<b>Total this claim</b>	<u>\$200.00</u>		
34565	667	NUGENT ELECTRIC INC.	Operating Fund	Professional Services	\$744.45	11/20/2024	Elwood Outside Lighting
				<b>Total this claim</b>	<u>\$744.45</u>		Repair/Replacement

<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      \$96,158.67**

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 9, 2024

*Kenneth Heston*

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 9th day of December, 2024.

<i>Shirley Brice</i>	<i>Glenn Eddleman</i>	
<i>Gene Stover</i>	<i>Lawrence A. Watson</i>	
<i>Michelle Boshart</i>		

**SIGNATURES OF GOVERNING BOARD**

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

## Resolution to Transfer Funds Within the Library Operating Fund Major Category

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

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

Transfer from Personal Services	
Salary of Assistants	\$2,600
Transfer to Personal Services	
Employer Contribution PERF	\$2,600
Transfer from Supplies	
Office Supplies	\$200
Transfer to Supplies	
Office Records	\$200
Transfer from Other Services and Charges	
Telephone & Internet	\$7,000
Gas	\$6,000
Electricity	\$2,000
Transfer to Other Services and Charges	
Advertising and Publication of Notices	\$500
Insurance	\$2,000
Professional Services	\$10,000
Databases	\$2,000
Elwood Children's Programming	\$250
Frankton Programming	\$250
Transfer from Capital Outlays	
Technology Equipment	\$1,500
Transfer to Capital Outlays	
Furniture & Equipment	\$650
Frankton Periodicals	\$450
Summitville Periodicals	\$400
Total Transfers from line items	\$17,300
Total Transfers to line items	\$17,300

ADOPTED THIS 9th DAY OF DECEMBER 2024.

AYE

NAY

<u>Janet S. Forer</u>	_____
<u>Michael Brinkley</u>	_____
<u>Dennis Eddleman</u>	_____
<u>Laura Ann Watson</u>	_____
<u>Kenneth Fisher</u>	_____
_____	_____
_____	_____

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



**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

Reviewed December 13, 2021 Signed January 10, 2022

Revised 03/22/2000

Reviewed December 9, 2024 Signed December 9, 2024

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:

*Galay Smay*  
*Jane T. Shier*  
*Michael Bonholt*  
*Dennis Eddleman*

*Laverana d Watson*  
*Kenneth Gibson*

## **PROPOSAL NARRATIVE**

### **Community and Library Information\* (3,000 characters/response)**

**Describe your library and the community it serves, including demographics, dynamics, and key issues or challenges it faces related to community members with disabilities.**

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

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

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

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

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

**Describe the primary audience for your project. Why did you choose to focus on this audience? How, if at all, do you currently serve this audience? What are your plans for outreach efforts to engage this audience throughout the project? What are your overarching goals for engaging this audience with your project?**

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

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

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

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

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

The Library is currently addressing materials access within its space. In the adult area, the bottom shelf is four inches above the floor, making it inaccessible. The highest shelves in the adult paperbacks are six feet and three inches high, which is not within reach for patrons under five feet and five inches, let alone patrons with ambulatory disabilities. However, adult services staff are currently weeding, shifting, and re-setting the shelves for easier accessibility. This project will be completed in early 2025. As a temporary solution, signage is posted throughout the library letting patrons know they can ask for assistance

with reaching materials. Once this project is complete, all areas of the adult collection will be more accessible to patrons. The Library also provides an ADA-compliant computer station in the adult area.

Outreach efforts to engage the identified audience will include informal conversations with patrons with ambulatory disabilities and a Conversation Café for community members with ambulatory disabilities. The Conversation Café will be promoted in the library and the community. What is a Conversation Cafe?

## **Rationale**

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

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

Should the Library be awarded \$20,000, all items below will be included with the Library paying 10,000 of the walkway (item 1). Should the Library be granted \$10,000, the first item will not be included.

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

- 1) Walkway with ADA-compliant incline  
Decrease the walkway incline according to the 2010 ADA standards for the north entrance allowing easier access into the building.
- 2) Automatic meeting room door  
Automate the meeting room door for easier access to those with ambulatory disabilities.
- 3) Automatic restroom entrance doors  
Automate the restroom doors so patrons can easily open the door while maintaining privacy.

- 4) Automatic handicapped restroom stall doors  
Automate handicapped stall doors for patrons who struggle to get into and out of the stall.
- 5) Additional handicapped parking space  
Add an additional space and update dilapidated signage for the new and existing handicapped parking spaces.
- 6) Curbside parking space with signage  
Add a designated parking spot and signage to increase and streamline the use of this service.
- 7) Bi-level water fountains with a water bottle filling station on the lower fountain  
Install a set of bi-level water fountains with a filling station for single-hand use. This will help people using mobility-assisting devices and those with limited dexterity.

## **Project Plan**

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

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

Input from the primary audience has guided what projects to tackle such as the walkway's incline and door automation. Although a formal meeting with audience members has not occurred, patrons have voiced issues regarding the entrance walkway, the meeting room entrance, and the restroom doors. At least one meeting with community members from the primary audience will be held with one being an ALA-style Conversation Café. The Conversation Café will be posted in the Library's public communications as well as flyers throughout the community. The Conversation Café will be hosted in the early phase of the



grant project, and communication with these members will be maintained either through physical meetings or by creating a virtual group so they have continuous insight and input. Throughout the grant project, updates will be posted on the Library's social media, in the local newspaper, and in the Library newsletter. The Library will then incorporate community feedback received from meetings and updates.

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

MEMORY TRANSMISSION REPORT

TIME : 12-05-2024 17:07  
FAX NO.1 : 765-551-4140  
NAME : Frankton P. L.

FILE NO. : 608  
DATE : 12.05 17:06  
TO : Elwood Call Leader  
DOCUMENT PAGES : 1  
START TIME : 12.05 17:06  
END TIME : 12.05 17:07  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**December 9, 2024**

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

**Elwood Public Library**

**Regular Meeting  
4:30 P.M.**

**Call to Order  
Call for Quorum  
Consent Agenda  
    Minutes  
    Claims Register & Checks  
    Personnel  
Old Business  
New Business  
    1. Transfer of Appropriations Resolution  
    2. Frankton Petty Cash Custodian  
    3. Library By-Laws  
    4. Libraries Transform Communities Grant – Wendy Rivera  
Director's Report  
Nomin committee consent agenda  
Public Comment  
Adjournment**

MEMORY TRANSMISSION REPORT

TIME : 12-05-2024 17:06  
FAX NO.1 : 765-551-4140  
NAME : Frankton P. L.

FILE NO. : 607  
DATE : 12.05 17:05  
TO : Summitville Library  
DOCUMENT PAGES : 1  
START TIME : 12.05 17:05  
END TIME : 12.05 17:06  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**December 9, 2024**

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

**Elwood Public Library**

**Regular Meeting  
4:30 P.M.**

**Call to Order  
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    Minutes  
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    Personnel  
Old Business  
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    1. Transfer of Appropriations Resolution  
    2. Frankton Petty Cash Custodian  
    3. Library By-Laws  
    4. Libraries Transform Communities Grant – Wendy Rivera  
Director's Report  
Nomin committee consent agenda  
Public Comment  
Adjournment**

MEMORY TRANSMISSION REPORT

TIME : 12-05-2024 17:08  
FAX NO.1 : 765-551-4140  
NAME : Frankton P. L.

FILE NO. : 609  
DATE : 12.05 17:06  
TO : Herald Bulletin  
DOCUMENT PAGES : 1  
START TIME : 12.05 17:07  
END TIME : 12.05 17:08  
PAGES SENT : 1  
STATUS : OK

\*\*\*SUCCESSFUL TX NOTICE\*\*\*

**Agenda**

**December 9, 2024**

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

**Elwood Public Library**

**Regular Meeting  
4:30 P.M.**

**Call to Order  
Call for Quorum  
Consent Agenda  
    Minutes  
    Claims Register & Checks  
    Personnel  
Old Business  
New Business  
    1. Transfer of Appropriations Resolution  
    2. Frankton Petty Cash Custodian  
    3. Library By-Laws  
    4. Libraries Transform Communities Grant – Wendy Rivera  
Director's Report  
Nomination committee consent agenda  
Public Comment  
Adjournment**